



# FEBRUARY 2019 Board Report





**GLENCOE PARK DISTRICT  
REGULAR BOARD MEETING  
Tuesday, February 19, 2019 – 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 December 18, 2018 Regular Board Meeting (Pgs. 4-7)
  - B. Minutes of February 5, 2019 Committee of the Whole Meeting (Pgs. 8-10)
  - C. Approval of the Bills (Pgs. 11-45)
- IV. Matters from the Public
- V. Financial Report
- VI. Staff Reports
  - A. Business (Pgs. 54-55)
  - B. Recreation and Facilities (Pgs. 56-62)
  - C. Parks and Maintenance (Pgs. 63-64)
  - D. Marketing and Communications (Pgs. 65-66)
  - E. Safety and Wellness Committee (Pg. 67)
- VII. Executive Director Report (Pgs. 69-95)
- VIII. Action Items
  - A. Approval of Glencoe Youth Services and SNAP Stipend Request (Pg. 97)
  - B. Approval of Glencoe Jr. High Project Stipend Request (Pg. 99)
  - C. Approval of the Change of Staff and Commissioner Benefit for Fitness Area (Pgs. 101-102)
  - D. Approval of Altamanu Agreement for Takiff Play Area (Pgs. 104-112)
  - E. Approval of the Old Green Bay Road Linear Park Master Plan (Pg. 114)
  - F. Approval of the Resolution of Authorization No. 892 for Old Green Bay Road (Pgs. 116-118)  
Trail/Linear Park Renovation for Illinois Department of Natural Resources Illinois  
Bicycle Path Grant Program
  - G. Approval of the Resolution of Authorization No. 893 for the Old Green Bay Road (Pgs. 120-122)  
Trail/Linear Park Renovation for Cook County Department of Transportation and  
Highways, Invest in Cook Grant Program
  - H. Approval of the Resolution of Authorization No. 894 for the Old Green Bay Road (Pgs. 124-126)  
Trail/Linear Park Renovation for Chicago Metropolitan Agency for Planning,  
Transportation Alternatives (TAP-L) Grant Program
- IX. Other Business
- X. Executive Session
  - A. Personnel 5ILCS 120/2 (c)(1)
- XI. Adjournment

The Glencoe Park District is subject to the requirements of the Americans with Disabilities Act of 1990. Individuals with disabilities who plan to attend this meeting and who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meeting or facilities, are asked to contact the Park District at 847-835-3030. Executive Director Email: [lsheppard@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  
February 2019 Board Meeting

MINUTES OF DECEMBER 18, 2018 REGULAR BOARD MEETING  
GLENCOE PARK DISTRICT  
999 GREEN BAY ROAD, GLENCOE, ILLINOIS 60022

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

Commissioners present:

Lisa Brooks, 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

Attend Via Phone Conference:

Stefanie Boron, Commissioner

Members of the public in attendance who signed in or spoke: Michael Covey, Dan Dorfman, Lauren Kinsey, Ann Scheuer, Jill Siragusa, Ben Thompson, Dennis Weil, Lorise Weil

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

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

Consent Agenda: A motion was made by Commissioner Kimble to approve the consent agenda items as presented including Minutes of November 6, 2018 Special Projects and Facilities Committee Meeting, Minutes of November 13, 2018 Regular Board Meeting, Minutes of December 6, 2018 Special Projects and Facilities Committee Meeting, Surplus Property Ordinance No. 891, Annual Regular Meeting Dates, and Approval of the Bills. Commissioner Onderdonk seconded the motion. No further discussion ensued. Roll call vote taken:

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

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

Financial Report: Director of Finance/Human Resources Mensinger stated we are nine months into the fiscal year. The revenue difference in the Recreation department compared to last year is a registration timing issue, so it will not be an apples to apples comparison until we get through December. The trend should show to be historically comparable in the last two years.

A bond payment on December 1 will show a decrease of \$1.1 million for payment of the 2010 and 2015 refunding bonds.

Approval of Resolution No. 890 – Lorise Weil 15 Years’ Service: Lisa Brooks read Lorise’s Resolution. A motion was made by Commissioner Lutton to approve the Resolution No. 890 – Lorise Weil 15 Years’ Service as presented. Commissioner Onderdonk seconded the motion. Staff recognized and thanked Lorise through positive comments of her service. Roll call vote taken:

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

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

Director Mensinger stated that staff are turning in budgets and the Business department is working on end of year tasks and budgets.

Director Collins had nothing to add to the Recreation Report. Commissioner Boron commended the Recreation staff for our new format for birthday parties.

Director Leiner communicated that weather has been good for the ice rink, Takiff parking lot is done, solar lights installed, working on the budget cycle, and the controlled burn was snowed out although a significant amount of invasives were removed. Woodlawn Park is opening tomorrow although it will be muddy, the fence will be down and landscaping coming in the spring. Playground discussion ensued with the Board.

Superintendent Maassen shared that Watts is going great, winter break activities are scheduled the next two weeks, fitness center campaign, and successful pop up snow day programs.

Safety and Wellness co-coordinators Mensinger and Leiner shared that the District received a final loss control review score of 97.5 out of 100. Once official, the District will be accredited for another 3-4 years. It was a lot of work for all departments.

Executive Director Report: Executive Director Sheppard shared a few of the accomplishments from the year that she shared in the packet including Distinguished Accreditation and Gold Medal Finalists, upgraded bond rating, and opening a fitness center.

The Glencoe Park District applied to be one of ten pilot projects for beneficial use of dredged material under the 2016 Water Resources and Development Act. Our \$862,285 proposal with three other districts was one of three from the Great Lakes to be considered by USACE Headquarters. We were just notified that the proposal was accepted.

Action Items:

Approval of Updated Salary Ranges and Grades for Full-time Positions: A motion was made by Commissioner Lutton to approve the updated salary ranges and grades for full-time positions as presented. Commissioner Onderdonk seconded the motion. The findings are based on the recommendations of our consultants. Roll call vote taken:

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

Approval of FY2019/20 Master Plan Capital Projects: A motion was made by Commissioner Lutton to approve the FY2019/20 Master Plan Capital Projects as presented. Commissioner Kimble seconded the motion. Pier improvement funds would come out of Fund 65 or the operating budget. Sheppard reviewed the history on the Park and Hazel Avenue overlooks. The original overlooks were built prior to 1986. The Village and Park District partnered in 1986 to complete repairs and upgrades. The overlooks were not included in this project. The north overlook was named after Stanton Schuman, past park president, which led to a donation for that overlook. In the late 1990's the District engaged in a legal process to establish documented legal ownership of the entire parcel for purpose of receiving an OSLAD grant. Original documents of ownership of the overlooks have not been found, the District signed an easement agreement with the Village in October 1988 that formalized the overlooks as an improvement owned by the Park District. While the Village legally retains ownership, the Park District is responsible for all costs related to the overlooks. This agreement gave the District the ability to expand the Schuman overlook. The original portion of the overlook that requires maintenance next year is on District property. The agreement stipulates that the District must obtain approval for any improvements or repairs and is also required per the agreement to keep the overlooks in safe condition. In the late 1990's the District accepted a number of donations including \$25,000 from the Safran family to renovate the Schuman overlook. The Schuman overlook donation eventually led to the Safran donation of the Beach House. In the eighties, when the District made improvements, the overlooks ownership turned over to the District. Both overlooks were expanded and renovated by the District in 2001, called phase three of the renovation costing the District approximately \$250,000. Project timeline is dependent upon the scope of the project necessary. Roll call vote taken:

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

Approval to Cancel the January Regular Board Meeting: A motion was made by Commissioner Kimble to approve cancellation of the January Regular Board Meeting as presented. Commissioner Lutton seconded the motion. No further discussion ensued. Roll call vote taken:

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

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

Other Business: There was no other business.

Adjourn: Commissioner Kimble moved to adjourn the meeting at 7:39pm. Commissioner Lutton seconded the motion, which passed by unanimous voice vote.

Respectfully submitted,

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Lisa M. Sheppard  
Secretary

MINUTES OF FEBRUARY 5, 2019 COMMITTEE OF THE WHOLE MEETING  
GLENCOE PARK DISTRICT  
999 GREEN BAY ROAD, GLENCOE, ILLINOIS 60022

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

Commissioners present:

Lisa Brooks, Chair/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

Members of the public in attendance: Jennifer Adler, Michael Covey, Melissa Di Giacomo, Grace Haggerty, Gloria Kowan, Jennifer Metelmann, Margaret Ann Paauw

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

GYS and SNAP Stipend Requests: Glencoe Youth Services Executive Director Margaret Ann Paauw gave a presentation regarding their annual stipend request. Margaret answered questions from the Board and Executive Director Sheppard complimented the improvement in the GYS facility and organization over the past year under Margaret's leadership. SNAP information was provided in the committee packet but overview was not given in regards to this program. Discussion ensued.

The committee advanced for approval an \$11,000 stipend for GYS and \$1,000 for SNAP.

GJHP Stipend Request: GJHP Program Director Grace Haggerty, Senior Program Director Melissa Di Giacomo and President Jennifer Metelmann gave a presentation regarding their annual stipend request. Representatives answered questions from the Board.

The committee advanced for approval a \$10,000 stipend for GJHP.

Budget Review: Director Mensinger reviewed the First Draft Proposed Budget for Fiscal Year 2019/2020 document in detail. Staff answered Board questions and discussion ensued throughout the presentation of the budget draft.

As of February 28, 2019, the projected fund balance in the Corporate Fund of \$2,359,863 will meet the reserve guideline of 50% of operating expenditures and the Recreation Fund of \$3,831,992 will meet the reserve guideline of 50% of operating expenditures, as do all minor funds. Fund balance transfers included in this budget draft were approved by the Board in June 2018. Given these fund balance levels, a transfer of funds to future Master Plan projects will be re-evaluated after the current year annual audit is completed and is presented to the Board in June 2019.

Proposed Capital Projects: Capital projects were reviewed as well as Fund 65, Fund 69,



and Fund 70 along with the Three-Year Capital Plan and facility projects.

Staff gave a brief overview and benefit of the Proposed Special Events and Proposed Conference/Training FY 2019/20.

Discussion of Proposed Annual Salary Merit Pool FY2018/2019: The discussion on the 2019 salary merit pool included a brief discussion of the 2018 Hay Group salary study and based on comparable park district increases for competitive hiring, staff recommended a 3% merit increase based on individual annual evaluation.

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

Discussion of Employee and Commissioner Fitness Area Benefit:

Executive Director Sheppard requested a change in the fitness area employee benefit. She discussed all the wellness benefits derived by encouraging staff to utilize the fitness center and that based on current usage the center could accommodate staff participation in this facility.

Board discussion ensued and following Committee discussion, Chair Brooks directed staff to advance for approval the change in the benefit policy to include all staff complimentary use of the Fitness Center.

Discussion of Beach Fees:

Director Collins gave a presentation regarding options for 2019 Beach fees. The Committee and staff discussed different options and provided staff with input to move forward with the following flat fees: Resident Adult/Youth \$7 (2018 - \$7/\$5), Nonresident Adult/Youth \$14 (2018 - \$14/\$10), and Senior Resident \$5/ Nonresident \$10.

After a final review of the budget, Chair Brooks directed staff to bring the Approval Draft FY2019/20 Budget for approval at the March Regular Board meeting. Changes will be made as needed in the Budget Approval Draft for approval at the March 19, 2019 Regular Board Meeting.

Discussion on Old Green Bay Trail Project:

Executive Director Sheppard asked the Committee to reach a consensus on aspects of the Old Green Bay Trail that they would like included in the project. Staff wants to develop a contract with Altamunu and start the process of applying project grants. Sheppard indicated that we need to pass a resolution at the February Board meeting regarding which aspects of the project to move forward with. Sheppard also told the Board to make sure they are comfortable delegating design funds on elements that we may not be able to afford immediately or are looking for private donors. Staff indicated that in order to apply for trail grants, the trail must be a minimum of 8 feet wide and well drained.

Committee discussion ensued on all aspects of the Altamunu design that have been presented in prior committee meetings.

The Committee consensus was to include the following aspects into design development:

- Entire length of the trail; trail will be a minimum of 8 feet wide running from Maple Hill to Park Avenue
- Playground at Lincoln & Crescent
- Small interactive fountain with water pump river at Lincoln & Crescent
- Hand-cranked miniature train at Lincoln & Crescent
- Scaled down version of Veterans Memorial that maintains ADA Accessibility
- Trailhead plantings at Maple Hill and Park Avenue
- Pod location for future exercise equipment (but no equipment picked out)
- Other native plantings example that was mentioned is shown on page 140 of committee packet

The committee also requested that the velodrome location be kept in mind during design of the trail so that may be added at a future date.

The committee did not advance the labyrinth, sculptures, and formal garden by Veterans memorial.

The committee also discussed which project components will be funded for construction during the first phase including the trail, playground, water features, Veterans Memorial, and trailhead plantings.

The Committee also directed staff to work with Village and Active Transport Alliance on the intersections involved in this project.

Other: There was no other business.

Adjourn: Commissioner Lutton moved to adjourn the meeting at 9:31pm. Commissioner Onderdonk seconded the motion, which passed by unanimous voice vote.

Respectfully submitted,

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Lisa M. Sheppard  
Secretary



# Voucher List of Bills By Vendor Set

Payment Dates 12/13/2018 - 02/13/2019

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	01/29/2019	9689	65-00-018-5521	Takiff Sealcoat Gym Parking L	15,000.00
Abbey Paving & Sealcoating C	01/29/2019	9689	69-00-000-5533	Retainage - UST Location Asp	173.24
Abbey Paving & Sealcoating C	01/29/2019	9689	69-00-000-5551	Construction - Takiff Parking P	40,580.01
<b>Vendor 11315 - Abbey Paving &amp; Sealcoating Co., Inc. Total:</b>					<b>55,753.25</b>
<b>Vendor: 10132 - ABT TV and Appliance</b>					
ABT TV and Appliance	01/02/2019	9516	10-13-000-5351	Equipment Repairs - Watts	159.00
<b>Vendor 10132 - ABT TV and Appliance Total:</b>					<b>159.00</b>
<b>Vendor: 10133 - Accuraty Solutions</b>					
Accuraty Solutions	02/04/2019	9753	25-00-000-5321	Quarterly Website Hosting	465.00
<b>Vendor 10133 - Accuraty Solutions Total:</b>					<b>465.00</b>
<b>Vendor: 11128 - Ace of Spray. LLC</b>					
Ace of Spray. LLC	01/15/2019	9615	10-12-000-5350	Pressure Washing - Parks	1,700.00
<b>Vendor 11128 - Ace of Spray. LLC Total:</b>					<b>1,700.00</b>
<b>Vendor: 10136 - Advanced Disposal Services</b>					
Advanced Disposal Services	12/18/2018	9478	10-12-000-5353	Trash/Recycling - Parks	1,127.54
Advanced Disposal Services	12/18/2018	9478	10-13-000-5353	Trash/Recycling - Watts	112.00
Advanced Disposal Services	12/18/2018	9478	25-00-000-5353	Trash/Recycling - Takiff	344.00
Advanced Disposal Services	01/23/2019	9653	10-12-000-5353	Trash/Recycling - Parks	292.00
Advanced Disposal Services	01/23/2019	9653	10-13-000-5353	Trash/Recycling - Watts	112.00
Advanced Disposal Services	01/23/2019	9653	25-00-000-5353	Trash/Recycling - Takiff	344.00
Advanced Disposal Services	02/13/2019	9805	10-12-000-5353	Trash/Recycling - Parks	772.00
Advanced Disposal Services	02/13/2019	9805	10-13-000-5353	Trash/Recycling - Watts	112.00
Advanced Disposal Services	02/13/2019	9805	25-00-000-5353	Trash/Recycling - Takiff	344.00
<b>Vendor 10136 - Advanced Disposal Services Total:</b>					<b>3,559.54</b>
<b>Vendor: 10098 - AFLAC</b>					
AFLAC	01/02/2019	9517	10-00-000-2170	Supplemental Aflac Coverage	310.48
AFLAC	01/29/2019	9690	10-00-000-2170	Supplemental Aflac Coverage	310.48
<b>Vendor 10098 - AFLAC Total:</b>					<b>620.96</b>
<b>Vendor: 10739 - Airespring</b>					
Airespring	01/02/2019	9518	25-00-000-5210	Fiber Internet - December 20	1,728.53
Airespring	02/04/2019	9754	25-00-000-5210	Fiber Internet- Jan 2019	1,728.53
<b>Vendor 10739 - Airespring Total:</b>					<b>3,457.06</b>
<b>Vendor: 10138 - AJ Sewer Service</b>					
AJ Sewer Service			10-14-000-5350	Maintenance Svcs - Beach	329.00
AJ Sewer Service			10-14-000-5350	Maintenance Svcs - Beach	-329.00
<b>Vendor 10138 - AJ Sewer Service Total:</b>					<b>0.00</b>
<b>Vendor: 11275 - Albertsons   Safeway</b>					
Albertsons   Safeway	12/18/2018	9479	25-25-402-5400	ELC Supplies	48.94
Albertsons   Safeway	12/18/2018	9479	25-26-000-5409	Day Care Food Supplies	457.04
Albertsons   Safeway	01/15/2019	9616	25-25-490-5400	Preschool Enrichment Supplie	18.28
Albertsons   Safeway	01/15/2019	9616	25-26-000-5403	Day Care Program Supplies	169.41
Albertsons   Safeway	01/15/2019	9616	25-26-000-5409	Day Care Food Supplies	184.93
Albertsons   Safeway	02/08/2019	9778	25-26-000-5403	Day Care Program Supplies	62.29
Albertsons   Safeway	02/08/2019	9778	25-26-000-5409	Day Care Food Supplies	520.02
<b>Vendor 11275 - Albertsons   Safeway Total:</b>					<b>1,460.91</b>
<b>Vendor: 10864 - All About Childcare Health, Ltd.</b>					
All About Childcare Health, Lt	01/02/2019	9519	25-26-000-5387	Day Care Nurse Services	85.00
<b>Vendor 10864 - All About Childcare Health, Ltd. Total:</b>					<b>85.00</b>

Voucher List of Bills

Payment Dates: 12/13/2018 - 02/13/2019

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
<b>Vendor: 11097 - Allegra Marketing</b>					
Allegra Marketing	01/23/2019	9654	25-00-000-5360	Art Marketing Mailing	992.00
Allegra Marketing	01/23/2019	9654	25-26-000-5360	ELC Marketing Mailings	789.00
<b>Vendor 11097 - Allegra Marketing Total:</b>					<b>1,781.00</b>
<b>Vendor: 10954 - Alpha Youth Sports, Inc.</b>					
Alpha Youth Sports, Inc.	01/23/2019	9655	25-25-707-5300	Contractual - Online Coaching	300.00
Alpha Youth Sports, Inc.	01/23/2019	9655	25-25-708-5300	Contractual - Online Coaching	150.00
Alpha Youth Sports, Inc.	01/23/2019	9655	25-25-711-5300	Contractual - Online Coaching	300.00
<b>Vendor 10954 - Alpha Youth Sports, Inc. Total:</b>					<b>750.00</b>
<b>Vendor: 10973 - Altamanu, Inc.</b>					
Altamanu, Inc.	12/18/2018	9480	69-00-000-5538	Construct. Mgmt - Woodlawn	1,839.53
Altamanu, Inc.	12/18/2018	9480	69-00-000-5550	Construct. Mgmt - Takiff Parki	55.80
<b>Vendor 10973 - Altamanu, Inc. Total:</b>					<b>1,895.33</b>
<b>Vendor: 10140 - Althoff Industries, Inc.</b>					
Althoff Industries, Inc.	12/20/2018	9496	25-00-000-5355	Takiff HVAC Mo Maint - Janua	757.04
Althoff Industries, Inc.	01/02/2019	9520	10-13-000-5351	Watts HVAC Repairs	481.25
Althoff Industries, Inc.	01/02/2019	9520	25-00-000-5352	Takiff Building Repairs	3,440.00
Althoff Industries, Inc.	01/15/2019	9617	25-00-000-5352	Building Repairs - Takiff	1,385.00
Althoff Industries, Inc.	01/23/2019	9656	25-00-000-5355	Takiff HVAC Mo Maint - Feb 2	757.00
<b>Vendor 10140 - Althoff Industries, Inc. Total:</b>					<b>6,820.29</b>
<b>Vendor: 10946 - Amazon Capital Services</b>					
Amazon Capital Services			10-13-000-5420	General Watts Supplies	122.63
Amazon Capital Services			25-00-000-5420	General Rec Supplies	256.89
Amazon Capital Services			25-25-310-5400	Adult Art Supplies	12.89
Amazon Capital Services			25-25-414-5400	Preschool Enrichment Supplie	63.40
Amazon Capital Services			25-25-428-5400	Preschool Enrichment Supplie	134.49
Amazon Capital Services			25-25-432-5400	Preschool Enrichment Supplie	49.26
Amazon Capital Services			25-25-615-5400	Ceramics Supplies	60.15
Amazon Capital Services			25-25-787-5400	Fitness Class Supplies	83.99
Amazon Capital Services			25-26-000-5403	Day Care Program Supplies	399.40
Amazon Capital Services			25-26-000-5430	Day Care First Aid Supplies	174.72
Amazon Capital Services			25-26-000-5580	Day Care General Equipment	469.88
Amazon Capital Services			25-26-000-5584	Day Care Rec Equipment	159.65
Amazon Capital Services			10-13-000-5420	General Watts Supplies	-122.63
Amazon Capital Services			25-00-000-5420	General Rec Supplies	-256.89
Amazon Capital Services			25-25-310-5400	Adult Art Supplies	-12.89
Amazon Capital Services			25-25-414-5400	Preschool Enrichment Supplie	-63.40
Amazon Capital Services			25-25-428-5400	Preschool Enrichment Supplie	-134.49
Amazon Capital Services			25-25-432-5400	Preschool Enrichment Supplie	-49.26
Amazon Capital Services			25-25-615-5400	Ceramics Supplies	-60.15
Amazon Capital Services			25-25-787-5400	Fitness Class Supplies	-83.99
Amazon Capital Services			25-26-000-5403	Day Care Program Supplies	-399.40
Amazon Capital Services			25-26-000-5430	Day Care First Aid Supplies	-174.72
Amazon Capital Services			25-26-000-5580	Day Care General Equipment	-469.88
Amazon Capital Services			25-26-000-5584	Day Care Rec Equipment	-159.65
Amazon Capital Services	01/08/2019	9560	10-11-000-5342	Meeting Expenses	520.62
Amazon Capital Services	01/08/2019	9560	10-12-000-5421	Uniforms - Parks	149.50
Amazon Capital Services	01/08/2019	9560	10-13-000-5420	General Watts Supplies	43.96
Amazon Capital Services	01/08/2019	9560	10-13-000-5470	Watts Concessions	131.74
Amazon Capital Services	01/08/2019	9560	25-00-000-5210	Phone Supplies	83.24
Amazon Capital Services	01/08/2019	9560	25-00-000-5401	Office Supplies	6.99
Amazon Capital Services	01/08/2019	9560	25-00-000-5420	General Rec Supplies CREDIT	-33.77
Amazon Capital Services	01/08/2019	9560	25-00-000-5421	Uniforms - Takiff Bldg Staff	29.90
Amazon Capital Services	01/08/2019	9560	25-00-000-5584	Stand Up Paddle Board	649.95
Amazon Capital Services	01/08/2019	9560	25-25-401-5400	ELC Supplies	301.49
Amazon Capital Services	01/08/2019	9560	25-25-601-5400	Kids Club Supplies	140.62
Amazon Capital Services	01/08/2019	9560	25-25-953-5400	Fall Events Supplies	3.70
Amazon Capital Services	01/08/2019	9560	25-26-000-5403	Day Care Pgm Supplies	428.44
Amazon Capital Services	01/23/2019	9657	10-12-000-5491	Greenhouse Supplies	12.99

Voucher List of Bills

Payment Dates: 12/13/2018 - 02/13/2019

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Amazon Capital Services	01/23/2019	9657	10-13-000-5240	General Watts Supplies	22.54
Amazon Capital Services	01/23/2019	9657	10-13-000-5470	Watts Concessions	133.29
Amazon Capital Services	01/23/2019	9657	25-00-000-5210	Phone Supplies	25.98
Amazon Capital Services	01/23/2019	9657	25-00-000-5420	General Rec Supplies	73.93
Amazon Capital Services	01/23/2019	9657	25-00-000-5451	Building Parts - Takiff	1,273.02
Amazon Capital Services	01/23/2019	9657	25-00-000-5486	Plumbing Supplies - Takiff	947.01
Amazon Capital Services	01/23/2019	9657	25-00-000-5584	Stand-Up Paddle Boards	1,399.90
Amazon Capital Services	01/23/2019	9657	25-25-787-5400	Fitness Supplies	69.99
Amazon Capital Services	01/23/2019	9657	25-26-000-5403	Day Care Program Supplies	384.53
Amazon Capital Services	02/08/2019	9780	10-11-000-5342	Meeting Expenses	17.98
Amazon Capital Services	02/08/2019	9780	10-13-000-5420	General Watts Supplies	18.99
Amazon Capital Services	02/08/2019	9780	25-00-000-5360	Marketing Supplies	134.58
Amazon Capital Services	02/08/2019	9780	25-00-000-5401	Office Supplies - Rec	19.99
Amazon Capital Services	02/08/2019	9780	25-00-000-5402	Party Rental Supplies	46.24
Amazon Capital Services	02/08/2019	9780	25-00-000-5420	General Rec Supplies	75.36
Amazon Capital Services	02/08/2019	9780	25-00-000-5584	Rec Equipment	70.38
Amazon Capital Services	02/08/2019	9780	25-25-402-5400	ELC Supplies	12.99
Amazon Capital Services	02/08/2019	9780	25-25-787-5400	Fitness Supplies	119.34
Amazon Capital Services	02/08/2019	9780	25-26-000-5403	Day Care Pgm Supplies CREDI	-45.23
Amazon Capital Services	02/08/2019	9780	25-26-000-5403	Day Care Pgm Supplies	88.37
Amazon Capital Services	02/08/2019	9780	65-00-018-5524	Wireless Projector Supplies	90.68
<b>Vendor 10946 - Amazon Capital Services Total:</b>					<b>7,449.23</b>
<b>Vendor: 10147 - American Outfitters, Ltd.</b>					
American Outfitters, Ltd.			10-12-000-5412	Parks Uniforms	29.85
American Outfitters, Ltd.			10-12-000-5412	Parks Uniforms	-29.85
American Outfitters, Ltd.	12/20/2018	9497	25-25-740-5400	Travel Basketball Uniforms	90.25
American Outfitters, Ltd.	01/29/2019	9691	10-11-000-5342	GPD Apparel - Board	38.75
American Outfitters, Ltd.	01/29/2019	9691	10-11-000-5420	GPD Apparel - Admin	101.25
American Outfitters, Ltd.	01/29/2019	9691	25-00-000-5421	GPD Apparel - Rec	99.75
American Outfitters, Ltd.	01/29/2019	9691	25-00-000-5422	GPD Apparel - Takiff Staff	175.00
American Outfitters, Ltd.	01/29/2019	9691	25-25-403-5400	GPD Apparel - ELC	75.75
American Outfitters, Ltd.	01/29/2019	9691	25-26-000-5420	GPD Apparel - Day Care	491.50
<b>Vendor 10147 - American Outfitters, Ltd. Total:</b>					<b>1,072.25</b>
<b>Vendor: 10152 - American Red Cross</b>					
American Red Cross	01/15/2019	9618	25-25-605-5300	Contractual - Babysitter Traini	99.00
American Red Cross	01/29/2019	9692	25-00-000-5340	Contractual - CPR Cert for EC	390.00
<b>Vendor 10152 - American Red Cross Total:</b>					<b>489.00</b>
<b>Vendor: 10741 - American Welding Gas Wheeling</b>					
American Welding Gas Wheel			25-25-809-5300	Contractual - CIT Field Trip	278.00
American Welding Gas Wheel			25-25-809-5300	Contractual - CIT Field Trip	-278.00
<b>Vendor 10741 - American Welding Gas Wheeling Total:</b>					<b>0.00</b>
<b>Vendor: 10117 - Amy Rubenstein</b>					
Amy Rubenstein			25-00-000-5305	Birthday Party Entertainment	300.00
Amy Rubenstein			25-00-000-5305	Birthday Party Entertainment	-300.00
<b>Vendor 10117 - Amy Rubenstein Total:</b>					<b>0.00</b>
<b>Vendor: 10050 - Ancel, Glink P.C.</b>					
Ancel, Glink P.C.	01/15/2019	9619	10-11-000-5310	Legal Services - Dec	262.50
<b>Vendor 10050 - Ancel, Glink P.C. Total:</b>					<b>262.50</b>
<b>Vendor: 10733 - Architectural Consulting Group, Ltd</b>					
Architectural Consulting Grou	01/29/2019	9693	65-00-018-5517	Services - Watts RTU Replace	6,570.00
<b>Vendor 10733 - Architectural Consulting Group, Ltd Total:</b>					<b>6,570.00</b>
<b>Vendor: 10159 - Arlington Power Equipment</b>					
Arlington Power Equipment	12/18/2018	9481	10-13-000-5418	Zamboni Supplies	12.75
<b>Vendor 10159 - Arlington Power Equipment Total:</b>					<b>12.75</b>
<b>Vendor: 10162 - AT &amp; T</b>					
AT & T	01/02/2019	9521	10-12-000-5210	Phone Svc - Parks	51.21
AT & T	01/02/2019	9521	10-13-000-5210	Phone Svc - Watts	42.69
AT & T	01/02/2019	9521	25-00-000-5210	Phone Svc - Takiff	1,285.74

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AT & T	01/29/2019	9694	10-12-000-5210	Phone Svc - Parks	55.03
AT & T	01/29/2019	9694	10-13-000-5210	Phone Svc - Watts	44.66
AT & T	01/29/2019	9694	25-00-000-5210	Phone Svc - Takiff	629.57
AT & T	02/08/2019	9781	25-00-000-5210	Phone Service - Takiff	687.90
<b>Vendor 10162 - AT &amp; T Total:</b>					<b>2,796.80</b>
<b>Vendor: 10455 - AT &amp; T</b>					
AT & T	01/08/2019	9561	10-14-000-5210	DSL Service - Beach	166.09
AT & T	02/08/2019	9782	10-14-000-5210	DSL Service - Beach	168.95
<b>Vendor 10455 - AT &amp; T Total:</b>					<b>335.04</b>
<b>Vendor: 10163 - Atlas Bobcat, LLC</b>					
Atlas Bobcat, LLC	01/23/2019	9658	10-12-000-5450	Equipment Parts - Parks	375.24
<b>Vendor 10163 - Atlas Bobcat, LLC Total:</b>					<b>375.24</b>
<b>Vendor: 10164 - Automatic Doors, Inc.</b>					
Automatic Doors, Inc.	01/02/2019	9522	25-00-000-5352	Takiff Automatic Door Repairs	225.00
<b>Vendor 10164 - Automatic Doors, Inc. Total:</b>					<b>225.00</b>
<b>Vendor: 11218 - Bartlett Park District</b>					
Bartlett Park District			25-25-810-5300	Contractual - Camp Field Trip	225.00
Bartlett Park District			25-25-810-5300	Contractual - Camp Field Trip	-225.00
<b>Vendor 11218 - Bartlett Park District Total:</b>					<b>0.00</b>
<b>Vendor: 10172 - Becker Arena Products</b>					
Becker Arena Products	02/04/2019	9756	10-13-000-5588	Building Improvements - Watt	363.60
<b>Vendor 10172 - Becker Arena Products Total:</b>					<b>363.60</b>
<b>Vendor: 10176 - Biltmore Refrigeration Service</b>					
Biltmore Refrigeration Service			25-00-000-5351	Takiff Ice Machine Repair	442.65
Biltmore Refrigeration Service			25-00-000-5351	Takiff Ice Machine Repair	-442.65
<b>Vendor 10176 - Biltmore Refrigeration Service Total:</b>					<b>0.00</b>
<b>Vendor: 10473 - BMO Harris Bank N.A.</b>					
BMO Harris Bank N.A.	12/18/2018	9482	10-11-000-5301	Postage	7.20
BMO Harris Bank N.A.	12/18/2018	9482	10-11-000-5342	Holiday Party/Meeting Expen	3,114.89
BMO Harris Bank N.A.	12/18/2018	9482	10-11-000-5402	Digital Newspaper Subscriptio	7.96
BMO Harris Bank N.A.	12/18/2018	9482	10-12-000-5340	Supplies for Staff Training	32.98
BMO Harris Bank N.A.	12/18/2018	9482	10-12-000-5342	Holiday Party/Meeting Expen	800.00
BMO Harris Bank N.A.	12/18/2018	9482	10-12-000-5421	Staff Cold Weather Gear	107.40
BMO Harris Bank N.A.	12/18/2018	9482	10-13-000-5340	Watts Training	217.21
BMO Harris Bank N.A.	12/18/2018	9482	10-13-000-5420	Ice Rink Squeegees	107.54
BMO Harris Bank N.A.	12/18/2018	9482	10-14-000-5340	Aquatics Risk Mgmt Training	35.00
BMO Harris Bank N.A.	12/18/2018	9482	10-15-000-5340	IL Boater Education Course	39.50
BMO Harris Bank N.A.	12/18/2018	9482	25-00-000-5301	Postage	13.45
BMO Harris Bank N.A.	12/18/2018	9482	25-00-000-5321	Email Marketing/Adobe Subsc	732.69
BMO Harris Bank N.A.	12/18/2018	9482	25-00-000-5342	Holiday Party	2,000.00
BMO Harris Bank N.A.	12/18/2018	9482	25-00-000-5360	Marketing	1,227.56
BMO Harris Bank N.A.	12/18/2018	9482	25-00-000-5362	Stock Photography	98.00
BMO Harris Bank N.A.	12/18/2018	9482	25-00-000-5401	Office Supplies - Rec	23.45
BMO Harris Bank N.A.	12/18/2018	9482	25-00-000-5420	General Special Event Supplie	163.42
BMO Harris Bank N.A.	12/18/2018	9482	25-00-000-5430	AED Supplies	276.00
BMO Harris Bank N.A.	12/18/2018	9482	25-25-601-5400	Kids Club Supplies	248.81
BMO Harris Bank N.A.	12/18/2018	9482	25-25-913-5400	Boo Bash Supplies (Refund)	-11.59
BMO Harris Bank N.A.	12/18/2018	9482	25-25-932-5300	Contractual - School Day Off T	1,125.00
BMO Harris Bank N.A.	12/18/2018	9482	25-25-932-5400	School Day Off Lunch	121.00
BMO Harris Bank N.A.	12/18/2018	9482	25-25-953-5400	Winter Express Event Supplie	526.04
BMO Harris Bank N.A.	12/18/2018	9482	25-26-000-5342	Holiday Party	100.00
BMO Harris Bank N.A.	12/18/2018	9482	25-26-000-5360	Care.com Subscription	75.00
BMO Harris Bank N.A.	12/18/2018	9482	25-26-000-5386	Day Care Pot Luck Supplies	35.88
BMO Harris Bank N.A.	12/18/2018	9482	25-26-000-5404	Day Care App Monthly Charge	175.00
BMO Harris Bank N.A.	12/18/2018	9482	45-00-000-5765	Staff Helmets for Ice Mainten	329.94
BMO Harris Bank N.A.	12/18/2018	9482	69-00-000-5552	Web Data Storage - Parks	45.00
BMO Harris Bank N.A.	01/15/2019	9620	10-11-000-5340	IPRA Conference Registration	2,100.00
BMO Harris Bank N.A.	01/15/2019	9620	10-11-000-5342	Admin Meeting/Condolences	423.66

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Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
BMO Harris Bank N.A.	01/15/2019	9620	10-11-000-5402	News Paper Subscriptions	46.96
BMO Harris Bank N.A.	01/15/2019	9620	10-12-000-5340	CPRP/IPRA Conf	490.00
BMO Harris Bank N.A.	01/15/2019	9620	10-12-000-5491	Bees	553.80
BMO Harris Bank N.A.	01/15/2019	9620	10-12-000-5588	Parks Garage Equipment	1,003.05
BMO Harris Bank N.A.	01/15/2019	9620	10-13-000-5420	Watts General Supplies	45.97
BMO Harris Bank N.A.	01/15/2019	9620	10-15-000-5361	Job Posting - Boathouse	34.00
BMO Harris Bank N.A.	01/15/2019	9620	25-00-000-5301	Postage	9.85
BMO Harris Bank N.A.	01/15/2019	9620	25-00-000-5321	Email Marketing	132.81
BMO Harris Bank N.A.	01/15/2019	9620	25-00-000-5340	IPRA Conf/Meeting Expenses	2,394.58
BMO Harris Bank N.A.	01/15/2019	9620	25-00-000-5360	Marketing/Banners/Webinar	553.54
BMO Harris Bank N.A.	01/15/2019	9620	25-00-000-5362	Stock Photography	147.00
BMO Harris Bank N.A.	01/15/2019	9620	25-00-000-5451	Oven Repairs - Takiff	314.88
BMO Harris Bank N.A.	01/15/2019	9620	25-00-000-5486	Takiff Plumbing Supplies	81.70
BMO Harris Bank N.A.	01/15/2019	9620	25-25-401-5400	ELC Breakfast	88.85
BMO Harris Bank N.A.	01/15/2019	9620	25-25-402-5400	ELC Breakfast	88.85
BMO Harris Bank N.A.	01/15/2019	9620	25-25-601-5300	Kids Club Police Report	13.00
BMO Harris Bank N.A.	01/15/2019	9620	25-25-601-5400	Kids Club Books	56.95
BMO Harris Bank N.A.	01/15/2019	9620	25-25-602-5400	Kids Club Books	41.97
BMO Harris Bank N.A.	01/15/2019	9620	25-25-707-5400	Basketballs	200.00
BMO Harris Bank N.A.	01/15/2019	9620	25-25-708-5400	Basketballs	199.10
BMO Harris Bank N.A.	01/15/2019	9620	25-25-711-5400	Basketballs	200.00
BMO Harris Bank N.A.	01/15/2019	9620	25-25-901-5400	Watts Below Zero Supplies	65.71
BMO Harris Bank N.A.	01/15/2019	9620	25-25-932-5300	Contractual - School Day Off T	1,558.50
BMO Harris Bank N.A.	01/15/2019	9620	25-25-932-5400	School Day Off Lunches	10.69
BMO Harris Bank N.A.	01/15/2019	9620	25-25-933-5400	Teen Night Pizzas	69.67
BMO Harris Bank N.A.	01/15/2019	9620	25-25-943-5400	NYE Supplies	149.06
BMO Harris Bank N.A.	01/15/2019	9620	25-26-000-5340	Food Handler Class/IPRA	436.00
BMO Harris Bank N.A.	01/15/2019	9620	25-26-000-5342	Dinner for Day Care Mtg	237.68
BMO Harris Bank N.A.	01/15/2019	9620	25-26-000-5360	Care.com Job Posting - Day Ca	75.00
BMO Harris Bank N.A.	01/15/2019	9620	25-26-000-5403	Day Care Program Supplies	50.80
BMO Harris Bank N.A.	01/15/2019	9620	25-26-000-5404	Brightwheel Day Care App	175.00
BMO Harris Bank N.A.	01/15/2019	9620	69-00-000-5531	Web Data Storage	45.00
BMO Harris Bank N.A.	02/13/2019	9806	10-11-000-5340	IPRA Conf Hotel/Expenses	1,075.12
BMO Harris Bank N.A.	02/13/2019	9806	10-11-000-5342	Condolence Cards	25.89
BMO Harris Bank N.A.	02/13/2019	9806	10-11-000-5402	Monthly Digital Newspaper S	7.96
BMO Harris Bank N.A.	02/13/2019	9806	10-11-000-5730	Notary Stamp	20.85
BMO Harris Bank N.A.	02/13/2019	9806	10-12-000-5340	IPRA Conf Hotel/Expenses	288.78
BMO Harris Bank N.A.	02/13/2019	9806	10-12-000-5342	Staff Lunch During Polar Vort	20.52
BMO Harris Bank N.A.	02/13/2019	9806	10-12-000-5421	Cold Weather Gear - Parks Sta	400.00
BMO Harris Bank N.A.	02/13/2019	9806	10-13-000-5584	Skate Aids	1,504.50
BMO Harris Bank N.A.	02/13/2019	9806	10-15-000-5340	US Sailing Membership/Instru	410.00
BMO Harris Bank N.A.	02/13/2019	9806	25-00-000-1300	Camp Field Trip Deposits	135.00
BMO Harris Bank N.A.	02/13/2019	9806	25-00-000-5301	Postage	14.15
BMO Harris Bank N.A.	02/13/2019	9806	25-00-000-5321	Email Marketing	132.81
BMO Harris Bank N.A.	02/13/2019	9806	25-00-000-5340	IPRA/IAPD Conf Expenses - Re	1,201.31
BMO Harris Bank N.A.	02/13/2019	9806	25-00-000-5360	Advertising/Marketing	1,183.11
BMO Harris Bank N.A.	02/13/2019	9806	25-00-000-5362	Stock Photography	294.00
BMO Harris Bank N.A.	02/13/2019	9806	25-00-000-5420	Lunch - Snow Removal Day	40.00
BMO Harris Bank N.A.	02/13/2019	9806	25-00-000-5422	Cold Weather Gear - Takiff St	335.00
BMO Harris Bank N.A.	02/13/2019	9806	25-25-402-5400	CREDIT - ELC Breakfast Meeti	-6.00
BMO Harris Bank N.A.	02/13/2019	9806	25-25-601-5400	Kids Club Supplies	110.00
BMO Harris Bank N.A.	02/13/2019	9806	25-25-602-5400	Kids Club Supplies	131.50
BMO Harris Bank N.A.	02/13/2019	9806	25-25-605-5400	Babysitter Training Manusl	175.60
BMO Harris Bank N.A.	02/13/2019	9806	25-25-615-5400	Ceramics Supplies	163.08
BMO Harris Bank N.A.	02/13/2019	9806	25-25-787-5400	Fitness Headset	241.99
BMO Harris Bank N.A.	02/13/2019	9806	25-25-901-5400	Watts Below Zero Supplies	245.86
BMO Harris Bank N.A.	02/13/2019	9806	25-25-903-5400	Dad/Daughter Dance Supplies	136.44
BMO Harris Bank N.A.	02/13/2019	9806	25-25-932-5300	Contractual - School Day Off T	565.50
BMO Harris Bank N.A.	02/13/2019	9806	25-25-943-5400	CREDIT - NYE Supplies	-99.67
BMO Harris Bank N.A.	02/13/2019	9806	25-26-000-5360	Care.com Monthly Job Subscr	75.00

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Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
BMO Harris Bank N.A.	02/13/2019	9806	25-26-000-5403	Messy Morning Supplies	159.54
BMO Harris Bank N.A.	02/13/2019	9806	25-26-000-5404	Brightwheel Day Care App	175.00
BMO Harris Bank N.A.	02/13/2019	9806	65-00-018-5531	Bee Supplies - CREDIT	-33.80
BMO Harris Bank N.A.	02/13/2019	9806	69-00-000-5531	Monthly Web Data Storage	45.00
<b>Vendor 10473 - BMO Harris Bank N.A. Total:</b>					<b>33,042.00</b>
<b>Vendor: 10180 - Bob's Refrigeration, Inc.</b>					
Bob's Refrigeration, Inc.	02/13/2019	9809	10-14-000-5367	Beach Refrigerator Repairs	385.00
Bob's Refrigeration, Inc.	02/13/2019	9809	25-00-000-5351	Takiff Kitchen Freezer Repairs	235.00
<b>Vendor 10180 - Bob's Refrigeration, Inc. Total:</b>					<b>620.00</b>
<b>Vendor: 10326 - Brunswick Zone</b>					
Brunswick Zone			25-25-801-5300	Sun Fun/Camp Adventure Fiel	559.20
Brunswick Zone			25-25-810-5300	Sun Fun/Camp Adventure Fiel	559.20
Brunswick Zone			25-25-801-5300	Sun Fun/Camp Adventure Fiel	-559.20
Brunswick Zone			25-25-810-5300	Sun Fun/Camp Adventure Fiel	-559.20
<b>Vendor 10326 - Brunswick Zone Total:</b>					<b>0.00</b>
<b>Vendor: 11129 - Buffalo Grove Park District</b>					
Buffalo Grove Park District			25-26-000-5386	Contractual - Day Care Field T	104.00
Buffalo Grove Park District			25-26-000-5386	Contractual - Day Care Field T	-104.00
Buffalo Grove Park District			25-25-813-5300	Contractual - Koalas Field Trip	129.00
Buffalo Grove Park District			25-25-813-5300	Contractual - Koalas Field Trip	-129.00
<b>Vendor 11129 - Buffalo Grove Park District Total:</b>					<b>0.00</b>
<b>Vendor: 10656 - Call One</b>					
Call One	01/15/2019	9623	25-00-000-5210	T1 Line - Watts	357.55
Call One	02/13/2019	9810	25-00-000-5210	T1 Line - Watts	357.55
<b>Vendor 10656 - Call One Total:</b>					<b>715.10</b>
<b>Vendor: 10441 - Carole K Pearlman</b>					
Carole K Pearlman			25-25-427-5300	Contractual - Spring Art Class	1,595.00
Carole K Pearlman			25-25-427-5300	Contractual - Spring Art Class	-1,595.00
Carole K Pearlman	12/18/2018	9484	25-25-427-5300	Contractual - Fall Session 2 Ar	720.00
<b>Vendor 10441 - Carole K Pearlman Total:</b>					<b>720.00</b>
<b>Vendor: 10190 - Ceramic Supply Chicago, Inc.</b>					
Ceramic Supply Chicago, Inc.	01/15/2019	9624	25-25-615-5400	Ceramics Supplies	506.20
<b>Vendor 10190 - Ceramic Supply Chicago, Inc. Total:</b>					<b>506.20</b>
<b>Vendor: 10198 - Chicago Cubs</b>					
Chicago Cubs	01/29/2019	9696	25-00-000-1300	Cubs Tickets for Summer Cam	4,932.20
<b>Vendor 10198 - Chicago Cubs Total:</b>					<b>4,932.20</b>
<b>Vendor: 10058 - Chicago Loves Dance</b>					
Chicago Loves Dance			65-00-015-5552	Add'l NAS Hard Drive	695.00
Chicago Loves Dance			65-00-015-5552	Add'l NAS Hard Drive	-695.00
Chicago Loves Dance			25-25-757-5300	Contractual Cheerleading Clas	662.40
Chicago Loves Dance			25-25-757-5300	Contractual Cheerleading Clas	-662.40
<b>Vendor 10058 - Chicago Loves Dance Total:</b>					<b>0.00</b>
<b>Vendor: 11089 - Chicago Shakespeare Theatre</b>					
Chicago Shakespeare Theatre			25-25-801-5300	Contractual - Sun Fun Field Tri	1,644.00
Chicago Shakespeare Theatre			25-25-801-5300	Contractual - Sun Fun Field Tri	-1,644.00
<b>Vendor 11089 - Chicago Shakespeare Theatre Total:</b>					<b>0.00</b>
<b>Vendor: 10552 - Chicago Tribune Media Group</b>					
Chicago Tribune Media Group	01/23/2019	9659	10-11-000-5311	Legal Notices	67.27
<b>Vendor 10552 - Chicago Tribune Media Group Total:</b>					<b>67.27</b>
<b>Vendor: 10802 - Clauss Brothers Inc.</b>					
Clauss Brothers Inc.	01/08/2019	9566	69-00-000-2290	Takiff Parking Retainage	362.90
Clauss Brothers Inc.	01/08/2019	9566	69-00-000-5531	Takiff Parking Phase 1 Constr	1,870.10
<b>Vendor 10802 - Clauss Brothers Inc. Total:</b>					<b>2,233.00</b>
<b>Vendor: 10651 - Columbia Cascade Company</b>					
Columbia Cascade Company	01/02/2019	9523	10-12-000-5497	Milton Park Slides	7,120.00
<b>Vendor 10651 - Columbia Cascade Company Total:</b>					<b>7,120.00</b>



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<b>Vendor: 10505 - Comcast</b>					
Comcast	12/20/2018	9498	10-12-000-5210	Internet Svc - Parks	84.90
Comcast	12/20/2018	9498	10-13-000-5210	Internet/Cable TV - Watts	195.92
Comcast	01/15/2019	9625	10-12-000-5210	Internet Svc - Parks	195.44
Comcast	01/23/2019	9660	10-13-000-5210	Internet/Cable TV - Watts	201.72
Comcast	02/13/2019	9811	10-12-000-5210	Internet Svc - Parks	108.54
<b>Vendor 10505 - Comcast Total:</b>					<b>786.52</b>
<b>Vendor: 10208 - Commonwealth Edison</b>					
Commonwealth Edison			10-12-000-5230	Electric Services-Parks	47.12
Commonwealth Edison			10-12-000-5230	Electric Services-Parks	204.71
Commonwealth Edison			10-12-000-5230	Electric Services-Parks	-204.71
Commonwealth Edison			10-12-000-5230	Electric Services-Parks	-47.12
Commonwealth Edison	01/02/2019	9524	10-12-000-5230	Electricity - Parks	923.29
Commonwealth Edison	01/02/2019	9524	10-13-000-5230	Electricity - Watts	9,736.19
Commonwealth Edison	01/02/2019	9524	10-14-000-5230	Electricity - Beach	107.43
Commonwealth Edison	01/02/2019	9524	10-15-000-5230	Electricity - Boathouse	42.63
Commonwealth Edison	01/02/2019	9524	25-00-000-5230	Electricity - Takiff	7,522.45
Commonwealth Edison	01/08/2019	9567	10-12-000-5230	Electricity - Parks	24.19
Commonwealth Edison	02/04/2019	9757	10-12-000-5230	Electricity - Parks	905.15
Commonwealth Edison	02/04/2019	9757	10-13-000-5230	Electricity - Watts	9,427.96
Commonwealth Edison	02/04/2019	9757	10-14-000-5230	Electricity - Beach	62.67
Commonwealth Edison	02/04/2019	9757	10-15-000-5230	Electricity - Boathouse	41.75
Commonwealth Edison	02/04/2019	9757	25-00-000-5230	Electricity - Takiff	7,501.93
<b>Vendor 10208 - Commonwealth Edison Total:</b>					<b>36,295.64</b>
<b>Vendor: 10210 - Conserv FS</b>					
Conserv FS	01/29/2019	9698	25-00-000-5485	Ice Melt/Salt - Takiff	501.72
<b>Vendor 10210 - Conserv FS Total:</b>					<b>501.72</b>
<b>Vendor: 10969 - Cook County Clerk</b>					
Cook County Clerk	01/29/2019	9699	10-11-000-5730	Notary Commission Record Fe	10.00
<b>Vendor 10969 - Cook County Clerk Total:</b>					<b>10.00</b>
<b>Vendor: 10215 - Craftwood Lumber Company</b>					
Craftwood Lumber Company	01/02/2019	9525	10-13-000-5488	Hand Tools - Watts	27.96
Craftwood Lumber Company	01/02/2019	9525	25-00-000-5412	Cleaning Supplies - Takiff	23.25
Craftwood Lumber Company	01/02/2019	9525	25-00-000-5482	Hardware - Takiff	30.76
Craftwood Lumber Company	01/02/2019	9525	25-00-000-5484	Electrical Supplies - Watts	172.50
Craftwood Lumber Company	01/02/2019	9525	25-00-000-5486	Plumbing Supplies - Takiff	59.71
Craftwood Lumber Company	01/02/2019	9525	25-00-000-5488	Hand Tools - Takiff	35.89
Craftwood Lumber Company	02/04/2019	9758	10-12-000-5486	Plumbing Supplies - Parks	190.28
Craftwood Lumber Company	02/04/2019	9758	25-00-000-5412	Cleaning Supplies - Takiff	53.98
Craftwood Lumber Company	02/04/2019	9758	25-00-000-5482	Hardware - Takiff	32.02
Craftwood Lumber Company	02/04/2019	9758	25-00-000-5486	Plumbing Supplies - Takiff	59.56
<b>Vendor 10215 - Craftwood Lumber Company Total:</b>					<b>685.91</b>
<b>Vendor: 10324 - Decatur Blueprint, Inc.</b>					
Decatur Blueprint, Inc.			25-00-000-5360	Park Events-Spring	590.32
Decatur Blueprint, Inc.			25-00-000-5360	Park Events-Spring	-590.32
Decatur Blueprint, Inc.	01/29/2019	9700	25-00-000-5360	Park Kiosk Banners	592.78
<b>Vendor 10324 - Decatur Blueprint, Inc. Total:</b>					<b>592.78</b>
<b>Vendor: 10333 - Dermatec Direct</b>					
Dermatec Direct	12/20/2018	9499	25-26-000-5430	First Aid Supplies - Day Care	1,404.23
Dermatec Direct	01/02/2019	9526	25-26-000-5430	Diapering Supplies - Day Care	1,404.23
Dermatec Direct	01/23/2019	9661	25-26-000-5403	Diapering Gloves - Day Care	301.94
<b>Vendor 10333 - Dermatec Direct Total:</b>					<b>3,110.40</b>
<b>Vendor: 10332 - Didier Farms</b>					
Didier Farms			25-25-932-5300	Contractual - Sch Day Off Trip	476.00
Didier Farms			25-25-932-5300	Contractual - Sch Day Off Trip	-476.00
<b>Vendor 10332 - Didier Farms Total:</b>					<b>0.00</b>

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<b>Vendor: 11219 - Direct Fitness Solutions</b>					
Direct Fitness Solutions	01/02/2019	9527	25-27-000-5351	Fitness Equipment Repairs	620.00
<b>Vendor 11219 - Direct Fitness Solutions Total:</b>					<b>620.00</b>
<b>Vendor: 11221 - DirecTV</b>					
DirecTV	01/02/2019	9528	25-27-000-5210	TV/Internet Svc - Takiff Fitnes	153.98
DirecTV	01/29/2019	9701	25-27-000-5210	TV/Internet Svc - Takiff Fitnes	188.98
<b>Vendor 11221 - DirecTV Total:</b>					<b>342.96</b>
<b>Vendor: 10334 - Discount School Supply</b>					
Discount School Supply			25-25-615-5400	Program Supplies	79.22
Discount School Supply			25-25-901-5400	Program Supplies	31.47
Discount School Supply			25-25-943-5400	Program Supplies	175.39
Discount School Supply			25-25-615-5400	Program Supplies	-79.22
Discount School Supply			25-25-901-5400	Program Supplies	-31.47
Discount School Supply			25-25-943-5400	Program Supplies	-175.39
Discount School Supply	01/02/2019	9529	25-25-943-5400	Itty Bitty NY Supplies	125.74
Discount School Supply	02/04/2019	9760	25-26-000-5403	Day Care Program Supplies	913.66
<b>Vendor 10334 - Discount School Supply Total:</b>					<b>1,039.40</b>
<b>Vendor: 11072 - Dog Waste Depot</b>					
Dog Waste Depot	02/13/2019	9812	10-12-000-5489	Dog Poop Bags - Parks	531.96
<b>Vendor 11072 - Dog Waste Depot Total:</b>					<b>531.96</b>
<b>Vendor: 10335 - Domino's Pizza</b>					
Domino's Pizza			25-25-806-5400	Preschool Summer's End Cam	62.37
Domino's Pizza			25-25-806-5400	Preschool Summer's End Cam	-62.37
Domino's Pizza			25-25-401-5400	ELC Pizza Potluck	102.99
Domino's Pizza			25-26-000-5460	Day Care Pizza Potluck	202.99
Domino's Pizza			25-25-401-5400	ELC Pizza Potluck	-102.99
Domino's Pizza			25-26-000-5460	Day Care Pizza Potluck	-202.99
Domino's Pizza	01/02/2019	9530	25-25-933-5400	Pizzas for Teen Special Event	208.44
Domino's Pizza	01/08/2019	9568	25-25-601-5400	Kids Club Snack	45.49
<b>Vendor 10335 - Domino's Pizza Total:</b>					<b>253.93</b>
<b>Vendor: 10950 - Dudley Onderdonk</b>					
Dudley Onderdonk			10-11-000-5340	IPRA Conference - Cash Adva	65.00
Dudley Onderdonk			10-11-000-5340	IPRA Conference - Cash Adva	-65.00
Dudley Onderdonk			25-00-000-5340	NRPA Conference - Cash Adva	150.00
Dudley Onderdonk			25-00-000-5340	NRPA Conference - Cash Adva	-150.00
<b>Vendor 10950 - Dudley Onderdonk Total:</b>					<b>0.00</b>
<b>Vendor: 11209 - Elite Coffee Service, Inc.</b>					
Elite Coffee Service, Inc.	01/15/2019	9626	10-11-000-5420	Coffee Supplies - Takiff	86.90
Elite Coffee Service, Inc.	02/08/2019	9783	10-11-000-5420	Coffee Supplies - Takiff	110.75
<b>Vendor 11209 - Elite Coffee Service, Inc. Total:</b>					<b>197.65</b>
<b>Vendor: 10337 - Elk Grove Park District</b>					
Elk Grove Park District			25-25-833-5300	Camp Field Trip	207.00
Elk Grove Park District			25-25-833-5300	Camp Field Trip	-207.00
Elk Grove Park District			25-25-810-5300	Camp Field Trip	450.00
Elk Grove Park District			25-25-810-5300	Camp Field Trip	-450.00
Elk Grove Park District			25-25-833-5300	Action Quest Field Trip Depos	180.00
Elk Grove Park District			25-25-833-5300	Action Quest Field Trip Depos	-180.00
<b>Vendor 10337 - Elk Grove Park District Total:</b>					<b>0.00</b>
<b>Vendor: 11366 - Elsa Fischer</b>					
Elsa Fischer	02/08/2019	9784	10-11-000-5321	Consulting - Dog Park Meetin	400.00
<b>Vendor 11366 - Elsa Fischer Total:</b>					<b>400.00</b>
<b>Vendor: 11369 - Evey Schweig</b>					
Evey Schweig	02/13/2019	9813	25-27-000-5321	Contractual - Fitness Center N	300.00
<b>Vendor 11369 - Evey Schweig Total:</b>					<b>300.00</b>
<b>Vendor: 10341 - Excalibur Technology Corporation</b>					
Excalibur Technology Corpora			65-00-017-5553	Replace Mgmt. Server	4,285.95
Excalibur Technology Corpora			65-00-017-5553	Replace Mgmt. Server	-4,285.95

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Excalibur Technology Corpora			10-11-000-5355	Add'l TSS - January	103.50
Excalibur Technology Corpora			65-00-018-5502	Replacement Laptop (Leiner)	2,059.75
Excalibur Technology Corpora			10-11-000-5355	Add'l TSS - January	-103.50
Excalibur Technology Corpora			65-00-018-5502	Replacement Laptop (Leiner)	-2,059.75
Excalibur Technology Corpora			25-25-402-5400	ELC Supplies	127.29
Excalibur Technology Corpora			25-25-429-5400	Preschool Enrichment Supplie	45.58
Excalibur Technology Corpora			25-25-933-5400	Teen Special Event Supplies	64.08
Excalibur Technology Corpora			25-25-953-5400	Fall Event Supplies	78.86
Excalibur Technology Corpora			25-26-000-5403	Day Care Program Supplies	448.74
Excalibur Technology Corpora			25-25-402-5400	ELC Supplies	-127.29
Excalibur Technology Corpora			25-25-429-5400	Preschool Enrichment Supplie	-45.58
Excalibur Technology Corpora			25-25-933-5400	Teen Special Event Supplies	-64.08
Excalibur Technology Corpora			25-25-953-5400	Fall Event Supplies	-78.86
Excalibur Technology Corpora			25-26-000-5403	Day Care Program Supplies	-448.74
Excalibur Technology Corpora	01/08/2019	9572	10-11-000-5355	TSS - Feb 2019	6,222.80
Excalibur Technology Corpora	01/08/2019	9572	25-00-000-5321	WebTrac Hosting - Feb 2019	749.00
Excalibur Technology Corpora	01/21/2019	9652	10-11-000-5355	Add'l TSS - January	103.50
Excalibur Technology Corpora	01/21/2019	9652	65-00-018-5502	Replacement Laptop (Leiner)	2,059.75
Excalibur Technology Corpora	01/23/2019	9662	65-00-018-5502	EC Playground WiFi/NAS Disk/	1,476.85
<b>Vendor 10341 - Excalibur Technology Corporation Total:</b>					<b>10,611.90</b>
<b>Vendor: 10402 - F.J. Kerrigan Plumbing Co.</b>					
F.J. Kerrigan Plumbing Co.			25-00-000-5352	Sewer Cleanout-Takiff	280.00
F.J. Kerrigan Plumbing Co.			25-00-000-5352	Sewer Cleanout-Takiff	-280.00
<b>Vendor 10402 - F.J. Kerrigan Plumbing Co. Total:</b>					<b>0.00</b>
<b>Vendor: 10673 - FAMOS! DJ Entertainment</b>					
FAMOS! DJ Entertainment	12/20/2018	9500	25-25-943-5300	Contractual - NYE DJ (Bal Due)	445.00
FAMOS! DJ Entertainment	01/02/2019	9532	25-25-901-5300	Contractual - DJ for Special Ev	650.00
FAMOS! DJ Entertainment	01/02/2019	9532	25-25-912-5400	Contractual - DJ for Special Ev	255.00
FAMOS! DJ Entertainment	01/02/2019	9532	25-25-943-5300	Contractual - DJ for Special Ev	222.00
FAMOS! DJ Entertainment	01/29/2019	9703	25-25-903-5300	Contractual - DJ for Dad/Daug	317.00
FAMOS! DJ Entertainment	02/08/2019	9785	25-25-903-5300	Contractual - Dad/Daughter D	633.00
<b>Vendor 10673 - FAMOS! DJ Entertainment Total:</b>					<b>2,522.00</b>
<b>Vendor: 10405 - First Student</b>					
First Student	01/15/2019	9627	25-25-932-5300	Contractual - Bus for School D	726.25
First Student	01/23/2019	9663	25-25-932-5300	Contractual - Busses for Scho	415.00
First Student	02/04/2019	9761	25-25-932-5300	Contractual - School Day Off B	186.75
First Student	02/08/2019	9786	25-25-932-5300	Contractual - School Day Off B	197.13
<b>Vendor 10405 - First Student Total:</b>					<b>1,525.13</b>
<b>Vendor: 10906 - Forestry Suppliers, Inc.</b>					
Forestry Suppliers, Inc.			65-00-017-5564	Utility Locator - Parks	850.00
Forestry Suppliers, Inc.			65-00-017-5564	Utility Locator - Parks	-850.00
<b>Vendor 10906 - Forestry Suppliers, Inc. Total:</b>					<b>0.00</b>
<b>Vendor: 10570 - FP Mailing Solutions</b>					
FP Mailing Solutions	01/15/2019	9628	10-11-000-5370	Equipment Rental - Postage	152.85
<b>Vendor 10570 - FP Mailing Solutions Total:</b>					<b>152.85</b>
<b>Vendor: 10506 - Frank Cooney Company</b>					
Frank Cooney Company	12/18/2018	9485	10-11-000-5420	Admin Office Bookcase	521.43
<b>Vendor 10506 - Frank Cooney Company Total:</b>					<b>521.43</b>
<b>Vendor: 10889 - Friends of the Green Bay Trail</b>					
Friends of the Green Bay Trail	01/29/2019	9704	25-25-950-5300	Contractual - Owls Pgm Speak	100.00
<b>Vendor 10889 - Friends of the Green Bay Trail Total:</b>					<b>100.00</b>
<b>Vendor: 10346 - Fun Express</b>					
Fun Express	01/02/2019	9533	25-25-943-5400	Itty Bitty NY Supplies	317.13
Fun Express	01/29/2019	9705	25-25-901-5400	Watts Below Zero Supplies	128.70
Fun Express	02/08/2019	9787	25-25-903-5400	Dad/Daughter Dance Supplies	498.80
<b>Vendor 10346 - Fun Express Total:</b>					<b>944.63</b>

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<b>Vendor: 10451 - G &amp; O Thermal Supply Co</b>					
G & O Thermal Supply Co			65-00-016-5531	Paddleboard Storage - Boatin	84.30
G & O Thermal Supply Co			65-00-016-5531	Paddleboard Storage - Boatin	-84.30
G & O Thermal Supply Co	01/23/2019	9664	25-00-000-5488	Takiff Hand Tools	39.60
G & O Thermal Supply Co	02/04/2019	9762	25-00-000-5451	Building Parts - Takiff	349.40
<b>Vendor 10451 - G &amp; O Thermal Supply Co Total:</b>					<b>389.00</b>
<b>Vendor: 10357 - Glenbrook Auto Parts Inc.</b>					
Glenbrook Auto Parts Inc.	01/02/2019	9534	10-12-000-5480	Gas/Lube - Parks	7.99
Glenbrook Auto Parts Inc.	01/02/2019	9534	10-13-000-5450	Equipment Parts - Watts	52.46
Glenbrook Auto Parts Inc.	01/02/2019	9534	10-13-000-5481	Construction Supplies - Watts	6.14
<b>Vendor 10357 - Glenbrook Auto Parts Inc. Total:</b>					<b>66.59</b>
<b>Vendor: 10358 - Glencoe Chamber of Commerce</b>					
Glencoe Chamber of Commer	01/02/2019	9535	10-11-000-5730	Glencoe Chamber Membershi	400.00
<b>Vendor 10358 - Glencoe Chamber of Commerce Total:</b>					<b>400.00</b>
<b>Vendor: 10361 - Glencoe Junior High Project</b>					
Glencoe Junior High Project	01/02/2019	9536	25-00-000-5740	4th Quarterly Contribution	2,500.00
<b>Vendor 10361 - Glencoe Junior High Project Total:</b>					<b>2,500.00</b>
<b>Vendor: 10076 - Glencoe Junior Kindergarten</b>					
Glencoe Junior Kindergarten			25-25-471-5300	Payment #3 - School Year 18/	5,367.00
Glencoe Junior Kindergarten			25-25-472-5300	Payment #3 - School Year 18/	26,771.25
Glencoe Junior Kindergarten			25-25-473-5300	Payment #3 - School Year 18/	30,121.50
Glencoe Junior Kindergarten			25-25-474-5300	Payment #3 - School Year 18/	39,610.50
Glencoe Junior Kindergarten			25-25-475-5300	Payment #1 - Summer Enrich	1,350.00
Glencoe Junior Kindergarten			25-25-475-5300	Payment #1 - Winter Enrichm	453.00
Glencoe Junior Kindergarten			25-25-476-5300	Payment #3 - Camp	1,619.55
Glencoe Junior Kindergarten			25-25-471-5300	Payment #3 - School Year 18/	-5,367.00
Glencoe Junior Kindergarten			25-25-472-5300	Payment #3 - School Year 18/	-26,771.25
Glencoe Junior Kindergarten			25-25-473-5300	Payment #3 - School Year 18/	-30,121.50
Glencoe Junior Kindergarten			25-25-474-5300	Payment #3 - School Year 18/	-39,610.50
Glencoe Junior Kindergarten			25-25-475-5300	Payment #1 - Summer Enrich	-1,350.00
Glencoe Junior Kindergarten			25-25-475-5300	Payment #1 - Winter Enrichm	-453.00
Glencoe Junior Kindergarten			25-25-476-5300	Payment #3 - Camp	-1,619.55
Glencoe Junior Kindergarten	01/02/2019	9537	25-25-471-5300	Contractual - Add'l Playtime P	5,124.75
Glencoe Junior Kindergarten	01/29/2019	9706	25-25-471-5300	Payment #10 - School Year 18	774.00
Glencoe Junior Kindergarten	01/29/2019	9706	25-25-475-5300	Payment #2 - Winter Ext	3,359.25
<b>Vendor 10076 - Glencoe Junior Kindergarten Total:</b>					<b>9,258.00</b>
<b>Vendor: 10364 - Glencoe Youth Services</b>					
Glencoe Youth Services	01/02/2019	9538	25-00-000-5740	4th Quarterly Contribution	2,750.00
Glencoe Youth Services	01/23/2019	9665	10-12-000-5230	Reimbt - Berlin Field Bathroo	1,017.22
<b>Vendor 10364 - Glencoe Youth Services Total:</b>					<b>3,767.22</b>
<b>Vendor: 10363 - Global Equipment Co.</b>					
Global Equipment Co.	01/15/2019	9629	25-00-000-5584	Recreation Equipment	309.49
<b>Vendor 10363 - Global Equipment Co. Total:</b>					<b>309.49</b>
<b>Vendor: 10365 - Goldenstar Security</b>					
Goldenstar Security			25-25-833-5300	Security Services for Beach Ca	180.00
Goldenstar Security			25-25-833-5300	Security Services for Beach Ca	-180.00
<b>Vendor 10365 - Goldenstar Security Total:</b>					<b>0.00</b>
<b>Vendor: 10837 - Gordon Food Service, Inc.</b>					
Gordon Food Service, Inc.	12/20/2018	9501	25-26-000-5409	Day Care Food Supplies	41.30
Gordon Food Service, Inc.	01/02/2019	9539	25-26-000-5409	Day Care Food Supplies	325.54
Gordon Food Service, Inc.	01/02/2019	9539	25-26-000-5460	Day Care Food Equipment	23.45
Gordon Food Service, Inc.	01/08/2019	9573	25-26-000-5409	Day Care Food Supplies	30.04
Gordon Food Service, Inc.	01/23/2019	9666	25-25-601-5400	Kids Club Supplies	327.05
Gordon Food Service, Inc.	01/23/2019	9666	25-26-000-5409	Day Care Food Supplies	1,000.20
Gordon Food Service, Inc.	01/29/2019	9707	25-26-000-5409	Day Care Food Supplies	46.17
Gordon Food Service, Inc.	02/04/2019	9763	25-26-000-5409	Day Care Food Supplies	168.50

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Gordon Food Service, Inc.	02/08/2019	9788	25-26-000-5409	Day Care Food Supplies	87.60
<b>Vendor 10837 - Gordon Food Service, Inc. Total:</b>					<b>2,049.85</b>
<b>Vendor: 10370 - Grainger Inc.</b>					
Grainger Inc.	01/02/2019	9540	25-00-000-5484	Electrical Supplies - Takiff	1,564.80
Grainger Inc.	01/08/2019	9574	10-12-000-5481	Construction Supplies - Parks	157.49
Grainger Inc.	01/08/2019	9574	10-12-000-5484	Electrical Supplies - Parks	1,196.04
Grainger Inc.	01/08/2019	9574	10-12-000-5585	Site Development - Parks	193.88
Grainger Inc.	01/08/2019	9574	10-13-000-5413	Refrigeration Supplies - Watts	3,474.00
Grainger Inc.	01/08/2019	9574	25-00-000-5412	Cleaning Supplies - Takiff	41.69
Grainger Inc.	01/08/2019	9574	25-00-000-5451	Building Parts - Takiff	4,964.00
Grainger Inc.	01/15/2019	9630	25-00-000-5412	Cleaning Supplies - Takiff	887.31
Grainger Inc.	01/15/2019	9630	25-00-000-5451	Building Parts - Takiff	332.53
Grainger Inc.	01/15/2019	9630	25-00-000-5484	Electrical Supplies - Takiff	958.38
Grainger Inc.	01/23/2019	9667	25-00-000-5451	Building Parts - Takiff	37.58
Grainger Inc.	01/29/2019	9708	25-00-000-5484	Electrical Supplies - Takiff	1,482.00
Grainger Inc.	02/04/2019	9764	10-12-000-5484	Electrical Supplies - Parks	349.90
Grainger Inc.	02/04/2019	9764	25-00-000-5451	Building Parts - Takiff	244.44
Grainger Inc.	02/04/2019	9764	25-00-000-5484	Electrical Supplies - Takiff	2,251.20
Grainger Inc.	02/04/2019	9764	25-00-000-5484	Electrical Supplies - Takiff CRE	-480.00
Grainger Inc.	02/13/2019	9814	10-12-000-5480	Lubricants - Parks	246.60
Grainger Inc.	02/13/2019	9814	25-00-000-5412	Cleaning Supplies - Takiff	979.00
Grainger Inc.	02/13/2019	9814	25-00-000-5451	CREDIT - Takiff Building Parts	-244.44
Grainger Inc.	02/13/2019	9814	25-00-000-5484	Electrical Supplies - Takiff	1,076.90
Grainger Inc.	02/13/2019	9814	25-00-000-5484	Electrical Supplies - Takiff CRE	-600.00
<b>Vendor 10370 - Grainger Inc. Total:</b>					<b>19,113.30</b>
<b>Vendor: 10325 - Grand Food Center</b>					
Grand Food Center	01/02/2019	9541	25-26-000-5409	Day Care Milk & Food Supplie	444.10
Grand Food Center	02/04/2019	9765	25-26-000-5409	Day Care Milk	309.84
<b>Vendor 10325 - Grand Food Center Total:</b>					<b>753.94</b>
<b>Vendor: 10371 - Great Lakes Clay and Supply, Co.</b>					
Great Lakes Clay and Supply,			25-25-615-5400	Program Supplies	789.55
Great Lakes Clay and Supply,			25-25-615-5400	Program Supplies	-789.55
<b>Vendor 10371 - Great Lakes Clay and Supply, Co. Total:</b>					<b>0.00</b>
<b>Vendor: 10655 - Grower Equipment &amp; Supply</b>					
Grower Equipment & Supply			10-12-000-5452	Machine Repair-Parks	484.83
Grower Equipment & Supply			10-12-000-5452	Machine Repair-Parks	-484.83
<b>Vendor 10655 - Grower Equipment &amp; Supply Total:</b>					<b>0.00</b>
<b>Vendor: 11282 - Hacienda Landscaping</b>					
Hacienda Landscaping	01/23/2019	9668	69-00-000-5548	Old Elm Park Renovation	15,886.46
<b>Vendor 11282 - Hacienda Landscaping Total:</b>					<b>15,886.46</b>
<b>Vendor: 10379 - HD Supply Facilities Maintenance</b>					
HD Supply Facilities Maintena	02/04/2019	9766	25-00-000-5486	Plumbing Supplies - Takiff	44.03
<b>Vendor 10379 - HD Supply Facilities Maintenance Total:</b>					<b>44.03</b>
<b>Vendor: 10083 - Helen's Ultimate Fitness, Inc.</b>					
Helen's Ultimate Fitness, Inc.	01/23/2019	9669	25-25-406-5300	Contractual - Fall '18 Prsch Hi	9,731.25
Helen's Ultimate Fitness, Inc.	01/23/2019	9669	25-25-418-5300	Contractual - Fall '18 Prsch M	1,053.00
Helen's Ultimate Fitness, Inc.	01/23/2019	9669	25-25-419-5300	Contractual - Fall '18 Prsch Ba	8,965.44
Helen's Ultimate Fitness, Inc.	01/23/2019	9669	25-25-506-5300	Contractual - Fall '18 K Hip Ho	3,787.86
Helen's Ultimate Fitness, Inc.	01/23/2019	9669	25-25-607-5300	Contractual - Fall '18 Youth Hi	9,350.64
Helen's Ultimate Fitness, Inc.	01/23/2019	9669	25-25-639-5300	Contractual - Fall '18 Youth Yo	3,296.16
Helen's Ultimate Fitness, Inc.	01/23/2019	9669	25-25-653-5300	Contractual - Fall '18 Youth Yo	33,177.60
Helen's Ultimate Fitness, Inc.	01/23/2019	9669	25-25-654-5300	Contractual - Fall '18 Jazz/Lyri	5,940.00
Helen's Ultimate Fitness, Inc.	01/23/2019	9670	25-25-653-5300	Reimburse - Broadway Bound	5,040.00
<b>Vendor 10083 - Helen's Ultimate Fitness, Inc. Total:</b>					<b>80,341.95</b>
<b>Vendor: 10382 - Highway C Service</b>					
Highway C Service	01/15/2019	9631	10-12-000-5450	Equipment Parts - Parks	247.41

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Highway C Service	02/04/2019	9767	10-12-000-5450	Equipment Parts - Parks	476.66
<b>Vendor 10382 - Highway C Service Total:</b>					<b>724.07</b>
<b>Vendor: 11358 - Holly Nagel</b>					
Holly Nagel	02/08/2019	9789	25-25-903-5300	Contractual - Dad/Daughter P	650.00
<b>Vendor 11358 - Holly Nagel Total:</b>					<b>650.00</b>
<b>Vendor: 10384 - Home Depot Credit Services</b>					
Home Depot Credit Services	01/02/2019	9542	10-12-000-5484	Electrical Supplies - Parks	242.97
Home Depot Credit Services	01/02/2019	9542	10-12-000-5486	Plumbing Supplies - Parks	908.00
Home Depot Credit Services	01/23/2019	9671	10-12-000-5412	Cleaning Supplies - Parks	52.69
Home Depot Credit Services	01/23/2019	9671	10-12-000-5481	Construction Supplies - Parks	484.89
Home Depot Credit Services	01/23/2019	9671	10-12-000-5484	Electrical Supplies - Parks	24.81
Home Depot Credit Services	01/23/2019	9671	25-00-000-5484	Electrical Supplies - Takiff	133.44
Home Depot Credit Services	01/23/2019	9671	25-00-000-5580	General Equipment - Takiff	309.00
Home Depot Credit Services	01/23/2019	9671	65-00-018-5524	Wireless Projector Supplies	135.60
<b>Vendor 10384 - Home Depot Credit Services Total:</b>					<b>2,291.40</b>
<b>Vendor: 10068 - Hot Shots Sports</b>					
Hot Shots Sports			25-25-436-5300	Contractual Spring Classes	5,076.00
Hot Shots Sports			25-25-744-5300	Contractual Spring Classes	3,433.50
Hot Shots Sports			25-25-747-5300	Contractual Spring Classes	4,494.00
Hot Shots Sports			25-25-436-5300	Contractual Spring Classes	-5,076.00
Hot Shots Sports			25-25-744-5300	Contractual Spring Classes	-3,433.50
Hot Shots Sports			25-25-747-5300	Contractual Spring Classes	-4,494.00
<b>Vendor 10068 - Hot Shots Sports Total:</b>					<b>0.00</b>
<b>Vendor: 10386 - Hufcor-Chicago, Inc.</b>					
Hufcor-Chicago, Inc.	01/02/2019	9543	25-00-000-5351	Gym Curtain Repairs	660.00
<b>Vendor 10386 - Hufcor-Chicago, Inc. Total:</b>					<b>660.00</b>
<b>Vendor: 10388 - IAPD</b>					
IAPD			10-11-000-5342	Distinguished Park & Rec Accr	500.00
IAPD			10-11-000-5342	Distinguished Park & Rec Accr	-500.00
<b>Vendor 10388 - IAPD Total:</b>					<b>0.00</b>
<b>Vendor: 10390 - Idlewood Electric Supply Inc.</b>					
Idlewood Electric Supply Inc.	12/20/2018	9502	25-00-000-5484	Electrical Supplies - Takiff	900.02
<b>Vendor 10390 - Idlewood Electric Supply Inc. Total:</b>					<b>900.02</b>
<b>Vendor: 10100 - IL Dept of Revenue</b>					
IL Dept of Revenue			10-13-000-4400	2017 State Sales Tax	18.38
IL Dept of Revenue			10-13-000-4430	2017 State Sales Tax	26.04
IL Dept of Revenue			10-13-000-4400	2017 State Sales Tax	-18.38
IL Dept of Revenue			10-13-000-4430	2017 State Sales Tax	-26.04
IL Dept of Revenue	12/21/2018	DFT0000762	10-00-000-2110	IL State Tax W/H	6,275.80
IL Dept of Revenue	01/04/2019	DFT0000769	10-00-000-2110	IL State Tax W/H	4,765.36
IL Dept of Revenue	01/18/2019	DFT0000775	10-00-000-2110	IL State Tax W/H	5,104.58
IL Dept of Revenue	02/01/2019	DFT0000782	10-00-000-2110	IL State Tax W/H	6,248.23
IL Dept of Revenue	02/05/2019	DFT0000786	10-00-000-2110	IL State Tax W/H	29.96
<b>Vendor 10100 - IL Dept of Revenue Total:</b>					<b>22,423.93</b>
<b>Vendor: 11352 - IL Secretary of State</b>					
IL Secretary of State	01/15/2019	9632	10-11-000-5730	NR - Notary Application Fee	10.00
<b>Vendor 11352 - IL Secretary of State Total:</b>					<b>10.00</b>
<b>Vendor: 10391 - Illinois Arborist Association</b>					
Illinois Arborist Association	12/20/2018	9503	10-12-000-5340	Arborists Conference (Tom &	410.00
<b>Vendor 10391 - Illinois Arborist Association Total:</b>					<b>410.00</b>
<b>Vendor: 10454 - Illinois Dept of Revenue</b>					
Illinois Dept of Revenue	01/07/2019	DFT0000771	10-13-000-4400	2018 State Sales Tax	29.00
Illinois Dept of Revenue	01/07/2019	DFT0000771	10-13-000-4430	2018 State Sales Tax	13.00
<b>Vendor 10454 - Illinois Dept of Revenue Total:</b>					<b>42.00</b>

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<b>Vendor: 10484 - Illinois Govt. Finance Officers Association</b>					
Illinois Govt. Finance Officers	12/20/2018	9504	10-11-000-5730	2019 Annual Dues (Carol)	200.00
<b>Vendor 10484 - Illinois Govt. Finance Officers Association Total:</b>					<b>200.00</b>
<b>Vendor: 10101 - Illinois Municipal Retirement Fund</b>					
Illinois Municipal Retirement			10-00-000-2150	IMRF Contribution - January 2	32,214.96
Illinois Municipal Retirement			10-00-000-2155	IMRF Contribution - January 2	2,380.00
Illinois Municipal Retirement			10-00-000-2150	IMRF Contribution - January 2	-32,214.96
Illinois Municipal Retirement			10-00-000-2155	IMRF Contribution - January 2	-2,380.00
Illinois Municipal Retirement	12/28/2018	DFT0000764	10-00-000-2150	IMRF Contribution - Dec 2018	42,847.02
Illinois Municipal Retirement	12/28/2018	DFT0000764	10-00-000-2155	VAC Contributions - Dec 2018	4,460.84
Illinois Municipal Retirement	01/30/2019	DFT0000777	10-00-000-2150	IMRF Contribution - Jan 2019	33,921.44
Illinois Municipal Retirement	01/30/2019	DFT0000777	10-00-000-2155	IMRF Contribution - Jan 2019	4,431.92
<b>Vendor 10101 - Illinois Municipal Retirement Fund Total:</b>					<b>85,661.22</b>
<b>Vendor: 10396 - International Society of Arboriculture</b>					
International Society of Arbor			10-12-000-5340	Registration - Arborist Covent	390.00
International Society of Arbor			10-12-000-5340	Registration - Arborist Covent	-390.00
<b>Vendor 10396 - International Society of Arboriculture Total:</b>					<b>0.00</b>
<b>Vendor: 10106 - IRS/Dept of Treasury</b>					
IRS/Dept of Treasury	12/21/2018	DFT0000760	10-00-000-2120	Social Security W/H	16,330.14
IRS/Dept of Treasury	12/21/2018	DFT0000761	10-00-000-2130	Medicare	4,147.18
IRS/Dept of Treasury	12/21/2018	DFT0000763	10-00-000-2100	Fed Income Tax W/H	11,895.16
IRS/Dept of Treasury	01/04/2019	DFT0000767	10-00-000-2120	Social Security W/H	13,829.28
IRS/Dept of Treasury	01/04/2019	DFT0000768	10-00-000-2130	Medicare	3,234.38
IRS/Dept of Treasury	01/04/2019	DFT0000770	10-00-000-2100	Fed Income Tax W/H	8,182.35
IRS/Dept of Treasury	01/18/2019	DFT0000773	10-00-000-2120	Social Security W/H	14,922.16
IRS/Dept of Treasury	01/18/2019	DFT0000774	10-00-000-2130	Medicare	3,490.04
IRS/Dept of Treasury	01/18/2019	DFT0000776	10-00-000-2100	Fed Income Tax W/H	8,831.08
IRS/Dept of Treasury	02/01/2019	DFT0000780	10-00-000-2120	Social Security W/H	17,817.32
IRS/Dept of Treasury	02/01/2019	DFT0000781	10-00-000-2130	Medicare	4,166.94
IRS/Dept of Treasury	02/01/2019	DFT0000783	10-00-000-2100	Fed Income Tax W/H	11,449.63
IRS/Dept of Treasury	02/05/2019	DFT0000784	10-00-000-2120	Social Security W/H	124.00
IRS/Dept of Treasury	02/05/2019	DFT0000785	10-00-000-2130	Medicare	29.04
IRS/Dept of Treasury	02/05/2019	DFT0000787	10-00-000-2100	Fed Income Tax W/H	9.26
<b>Vendor 10106 - IRS/Dept of Treasury Total:</b>					<b>118,457.96</b>
<b>Vendor: 11100 - Jade Surveyors</b>					
Jade Surveyors	01/02/2019	9544	69-00-000-5320	233 Linden Plat Revision	300.00
<b>Vendor 11100 - Jade Surveyors Total:</b>					<b>300.00</b>
<b>Vendor: 11338 - JCATS Boys Basketball</b>					
JCATS Boys Basketball			25-25-740-5300	Contractual - BBall Tourname	300.00
JCATS Boys Basketball			25-25-740-5300	Contractual - BBall Tourname	-300.00
<b>Vendor 11338 - JCATS Boys Basketball Total:</b>					<b>0.00</b>
<b>Vendor: 10399 - Jorson &amp; Carlson Company Inc.</b>					
Jorson & Carlson Company In			10-13-000-5355	Zamboni Knife Sharpening	36.05
Jorson & Carlson Company In			10-13-000-5355	Zamboni Knife Sharpening	-36.05
Jorson & Carlson Company In	01/02/2019	9545	10-13-000-5356	Maintenance Svcs - Zamboni	165.50
Jorson & Carlson Company In	01/08/2019	9576	10-13-000-5356	Zamboni Services	36.50
Jorson & Carlson Company In	01/15/2019	9634	10-13-000-5356	Zamboni Maintenance Servic	36.55
Jorson & Carlson Company In	01/23/2019	9672	10-13-000-5356	Zamboni Service	36.55
Jorson & Carlson Company In	01/29/2019	9709	10-13-000-5356	Zamboni Services	36.55
Jorson & Carlson Company In	02/04/2019	9768	10-13-000-5356	Zamboni Services	36.55
Jorson & Carlson Company In	02/13/2019	9815	10-13-000-5356	Zamboni Services	36.55
<b>Vendor 10399 - Jorson &amp; Carlson Company Inc. Total:</b>					<b>384.75</b>
<b>Vendor: 10084 - Katherine Nordin</b>					
Katherine Nordin			25-25-727-5300	Contractual Classes	300.00
Katherine Nordin			25-25-727-5300	Contractual Classes	-300.00
<b>Vendor 10084 - Katherine Nordin Total:</b>					<b>0.00</b>
<b>Vendor: 9311 - Keri Werner</b>					
Keri Werner	01/08/2019	9577	25-27-000-5365	Contractual - Personal Trainin	82.50

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Keri Werner	02/13/2019	9816	25-27-000-5365	Contractual - Personal Trainin	45.00
<b>Vendor 9311 - Keri Werner Total:</b>					<b>127.50</b>
<b>Vendor: 10558 - Kim Bloomberg Designs, Inc</b>					
Kim Bloomberg Designs, Inc			25-25-614-5300	Contractual - Fall Crafting Clas	3,872.00
Kim Bloomberg Designs, Inc			25-25-614-5300	Contractual - Fall Crafting Clas	-3,872.00
<b>Vendor 10558 - Kim Bloomberg Designs, Inc Total:</b>					<b>0.00</b>
<b>Vendor: 10403 - Kohl Children's Museum</b>					
Kohl Children's Museum			25-25-803-5300	Contractual - Kinder Korner Fi	385.00
Kohl Children's Museum			25-25-803-5300	Contractual - Kinder Korner Fi	-385.00
<b>Vendor 10403 - Kohl Children's Museum Total:</b>					<b>0.00</b>
<b>Vendor: 10404 - Konica Minolta Business Solutions USA Inc.</b>					
Konica Minolta Business Solut	01/15/2019	9635	10-11-000-5355	Copy Machine Mo Maint - Jan	100.20
Konica Minolta Business Solut	01/15/2019	9635	25-00-000-5355	Copy Machine Mo Maint - Jan	242.76
<b>Vendor 10404 - Konica Minolta Business Solutions USA Inc. Total:</b>					<b>342.96</b>
<b>Vendor: 11353 - Kully Supply</b>					
Kully Supply	01/23/2019	9673	25-00-000-5486	Plumbing Supplies - Takiff	294.70
<b>Vendor 11353 - Kully Supply Total:</b>					<b>294.70</b>
<b>Vendor: 10071 - Kwamell Laseter</b>					
Kwamell Laseter	01/08/2019	9607	25-25-707-5300	Contractual - Basketball Refer	39.00
Kwamell Laseter	01/08/2019	9607	25-25-708-5300	Contractual - Basketball Refer	39.00
Kwamell Laseter	01/17/2019	9648	25-25-707-5300	Contractual - Basketball Refer	78.00
Kwamell Laseter	01/17/2019	9648	25-25-740-5300	Contractual - Basketball Refer	156.00
Kwamell Laseter	01/23/2019	9674	25-25-707-5300	Contractual - Basketball Refer	39.00
Kwamell Laseter	01/23/2019	9674	25-25-740-5300	Contractual - Basketball Refer	39.00
Kwamell Laseter	02/08/2019	9790	25-25-707-5300	Contractual - Basketball Refer	46.00
<b>Vendor 10071 - Kwamell Laseter Total:</b>					<b>436.00</b>
<b>Vendor: 10406 - Lakeshore Learning Material</b>					
Lakeshore Learning Material	01/29/2019	9710	25-26-000-5403	Day Care Program Supplies	62.66
<b>Vendor 10406 - Lakeshore Learning Material Total:</b>					<b>62.66</b>
<b>Vendor: 10075 - Lauterbach &amp; Amen, LLP</b>					
Lauterbach & Amen, LLP			55-00-000-5330	Balance Due - Audit Services	2,000.00
Lauterbach & Amen, LLP			55-00-000-5330	Balance Due - Audit Services	-2,000.00
<b>Vendor 10075 - Lauterbach &amp; Amen, LLP Total:</b>					<b>0.00</b>
<b>Vendor: 10096 - Lawrence Wayne</b>					
Lawrence Wayne			25-25-707-5300	Basketball Referee	163.00
Lawrence Wayne			25-25-707-5300	Basketball Referee	-163.00
Lawrence Wayne	01/17/2019	9649	25-25-711-5300	Contractual - Basketball Refer	156.00
Lawrence Wayne	02/08/2019	9791	25-25-708-5300	Contractual - Basketball Refer	78.00
Lawrence Wayne	02/08/2019	9791	25-25-711-5300	Contractual - Basketball Refer	156.00
Lawrence Wayne	02/08/2019	9791	25-25-740-5300	Contractual - Basketball Refer	39.00
<b>Vendor 10096 - Lawrence Wayne Total:</b>					<b>429.00</b>
<b>Vendor: 10731 - Lisa Brooks</b>					
Lisa Brooks			25-00-000-5340	Cash Advance-IPRA Conferenc	100.00
Lisa Brooks			25-00-000-5340	Cash Advance-IPRA Conferenc	-100.00
Lisa Brooks			25-00-000-5340	NRPA Conference - Cash Adva	150.00
Lisa Brooks			25-00-000-5340	NRPA Conference - Cash Adva	-150.00
<b>Vendor 10731 - Lisa Brooks Total:</b>					<b>0.00</b>
<b>Vendor: 10625 - Little Louie's</b>					
Little Louie's			10-11-000-5342	Catering-Retirement Party(Ric	915.00
Little Louie's			10-11-000-5342	Catering-Retirement Party(Ric	-915.00
<b>Vendor 10625 - Little Louie's Total:</b>					<b>0.00</b>
<b>Vendor: 10360 - Lowe's Business Acct/GEMB</b>					
Lowe's Business Acct/GEMB	01/08/2019	9580	10-12-000-5484	Electrical Supplies - Parks	9.46
Lowe's Business Acct/GEMB	01/08/2019	9580	10-13-000-5481	Construction Supplies - Watts	1.89
Lowe's Business Acct/GEMB	01/08/2019	9580	10-13-000-5588	Watts Studio Rink Protective	2,760.88
Lowe's Business Acct/GEMB	01/08/2019	9580	25-00-000-5412	Cleaning Supplies - Takiff	15.95
Lowe's Business Acct/GEMB	02/13/2019	9817	10-13-000-5481	Construction Supplies - Watts	280.98



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Lowe's Business Acct/GEMB	02/13/2019	9817	25-00-000-5482	Hardware - Takiff	406.59
Lowe's Business Acct/GEMB	02/13/2019	9817	25-00-000-5484	Electrical Supplies - Takiff	60.23
<b>Vendor 10360 - Lowe's Business Acct/GEMB Total:</b>					<b>3,535.98</b>
<b>Vendor: 10120 - Magic of Gary Kantor</b>					
Magic of Gary Kantor	02/04/2019	9769	25-25-638-5300	Contractual - Winter Magic Cl	150.00
<b>Vendor 10120 - Magic of Gary Kantor Total:</b>					<b>150.00</b>
<b>Vendor: 10066 - Maria Kotsinis</b>					
Maria Kotsinis	12/18/2018	9487	25-25-422-5300	Contractual - Fall Presch Musi	1,120.00
<b>Vendor 10066 - Maria Kotsinis Total:</b>					<b>1,120.00</b>
<b>Vendor: 10082 - Marianne Nicolosi</b>					
Marianne Nicolosi	01/08/2019	9581	25-25-785-5300	Contractual - Fitness Classes	474.11
Marianne Nicolosi	01/08/2019	9581	25-25-786-5300	Contractual - Fitness Classes	15.00
Marianne Nicolosi	02/13/2019	9818	25-25-785-5300	Contractual - Fitness Classes	511.49
Marianne Nicolosi	02/13/2019	9818	25-25-786-5300	Contractual - Fitness Classes	30.00
<b>Vendor 10082 - Marianne Nicolosi Total:</b>					<b>1,030.60</b>
<b>Vendor: 10160 - Market Access</b>					
Market Access	01/08/2019	9582	10-13-000-5305	Liquor Liability Insurance - Wa	525.00
Market Access	01/08/2019	9582	25-00-000-5305	Liquor Liability Insurance	175.00
Market Access	02/13/2019	9819	10-13-000-5305	Liquor Liability Insurance - Wa	350.00
Market Access	02/13/2019	9819	25-00-000-5305	Liquor Liability Insurance - Ta	175.00
<b>Vendor 10160 - Market Access Total:</b>					<b>1,225.00</b>
<b>Vendor: 10174 - MCI</b>					
MCI	01/02/2019	9546	25-00-000-5210	Long Distance Phone Svc	78.91
MCI	02/04/2019	9770	25-00-000-5210	Long Distance Phone Svc	80.56
<b>Vendor 10174 - MCI Total:</b>					<b>159.47</b>
<b>Vendor: 10191 - Menoni &amp; Mocogni</b>					
Menoni & Mocogni	01/08/2019	9584	69-00-000-5540	Dirt - Woodlawn Playground	335.14
<b>Vendor 10191 - Menoni &amp; Mocogni Total:</b>					<b>335.14</b>
<b>Vendor: 10636 - Michiana, LLC</b>					
Michiana, LLC	01/08/2019	9585	25-25-932-5300	Contractual - School Day Off L	231.50
Michiana, LLC	01/15/2019	9636	25-25-932-5300	Contractual - Lunches for Sch	246.50
Michiana, LLC	01/29/2019	9711	25-25-932-5300	Contractual - School Day Off L	162.50
<b>Vendor 10636 - Michiana, LLC Total:</b>					<b>640.50</b>
<b>Vendor: 10766 - MITE Printing Graphics</b>					
MITE Printing Graphics			25-26-000-5360	ELC-Info Flyers/Handouts/Mai	252.25
MITE Printing Graphics			25-26-000-5360	ELC-Info Flyers/Handouts/Mai	-252.25
<b>Vendor 10766 - MITE Printing Graphics Total:</b>					<b>0.00</b>
<b>Vendor: 11319 - Monica McCarthy O'Connor</b>					
Monica McCarthy O'Connor	01/08/2019	9586	25-25-785-5300	Contractual - Fitness Classes	222.31
Monica McCarthy O'Connor	02/13/2019	9820	25-25-654-5300	Contractual - Youth Jazz Danc	206.25
Monica McCarthy O'Connor	02/13/2019	9820	25-25-785-5300	Contractual - Fitness Classes	191.99
Monica McCarthy O'Connor	02/13/2019	9820	25-25-786-5300	Contractual - Fitness Classes	15.00
<b>Vendor 11319 - Monica McCarthy O'Connor Total:</b>					<b>635.55</b>
<b>Vendor: 10213 - Mutual Ace Hardware</b>					
Mutual Ace Hardware	01/08/2019	9587	10-12-000-5482	Hardware - Parks	104.63
Mutual Ace Hardware	01/08/2019	9587	10-13-000-5370	Rental Equipment - Watts	252.00
Mutual Ace Hardware	01/08/2019	9587	10-13-000-5486	Plumbing Supplies - Watts	67.25
Mutual Ace Hardware	01/08/2019	9587	25-00-000-5482	Hardware - Takiff	17.98
Mutual Ace Hardware	02/13/2019	9821	10-12-000-5370	Rental Equipment - Parks	588.00
Mutual Ace Hardware	02/13/2019	9821	10-12-000-5480	Lubricants - Parks	53.27
Mutual Ace Hardware	02/13/2019	9821	10-12-000-5481	Construction Supplies - Parks	185.57
Mutual Ace Hardware	02/13/2019	9821	10-12-000-5486	Plumbing Supplies - Parks	36.76
Mutual Ace Hardware	02/13/2019	9821	25-00-000-5486	Plumbing Supplies - Takiff	9.72
<b>Vendor 10213 - Mutual Ace Hardware Total:</b>					<b>1,315.18</b>

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<b>Vendor: 8125 - Natalie Steinmetz</b>					
Natalie Steinmetz	01/08/2019	9588	25-25-615-5400	Reimbursement - Ceramics Su	30.50
<b>Vendor 8125 - Natalie Steinmetz Total:</b>					<b>30.50</b>
<b>Vendor: 10103 - NCPERS-IL IMRF</b>					
NCPERS-IL IMRF	01/04/2019	9512	10-00-000-2160	IMRF Life-#03298	64.00
NCPERS-IL IMRF	02/01/2019	9685	10-00-000-2160	IMRF Life-#03298	64.00
<b>Vendor 10103 - NCPERS-IL IMRF Total:</b>					<b>128.00</b>
<b>Vendor: 10217 - Nels J. Johnson Tree Experts Inc.</b>					
Nels J. Johnson Tree Experts I	12/18/2018	9488	69-00-000-5540	Woodlawn Playground Tree S	2,185.00
<b>Vendor 10217 - Nels J. Johnson Tree Experts Inc. Total:</b>					<b>2,185.00</b>
<b>Vendor: 10224 - North Shore Gas Company</b>					
North Shore Gas Company	12/20/2018	9506	10-13-000-5220	Gas/Heat - Watts	238.40
North Shore Gas Company	12/20/2018	9506	25-00-000-5220	Gas/Heat - Takiff	1,235.16
North Shore Gas Company	01/08/2019	9589	10-12-000-5220	Gas/Heat - Parks	780.68
North Shore Gas Company	01/08/2019	9589	10-14-000-5220	Gas/Heat - Beach	30.88
North Shore Gas Company	01/23/2019	9675	10-13-000-5220	Gas/Heat - Watts	270.59
North Shore Gas Company	01/23/2019	9675	25-00-000-5220	Gas/Heat - Takiff	1,286.48
North Shore Gas Company	02/04/2019	9771	10-12-000-5220	Gas/Heat - Parks	888.93
North Shore Gas Company	02/04/2019	9771	10-14-000-5220	Gas/Heat - Beach	38.59
<b>Vendor 10224 - North Shore Gas Company Total:</b>					<b>4,769.71</b>
<b>Vendor: 10223 - North Suburban Basketball</b>					
North Suburban Basketball			25-00-000-5355	Pest Control-May/June	348.65
North Suburban Basketball			25-00-000-5355	Pest Control-May/June	-348.65
<b>Vendor 10223 - North Suburban Basketball Total:</b>					<b>0.00</b>
<b>Vendor: 10228 - NSSRA</b>					
NSSRA	01/15/2019	9637	30-00-000-1300	Member Agency Contribution	34,643.00
NSSRA	01/15/2019	9637	30-00-000-5750	Agency Contributions (1st Inst	17,846.22
<b>Vendor 10228 - NSSRA Total:</b>					<b>52,489.22</b>
<b>Vendor: 10085 - Ole Spanish Services LLC</b>					
Ole Spanish Services LLC	01/15/2019	9638	25-25-402-5300	Contractual - Spanish Classes	600.00
Ole Spanish Services LLC	01/15/2019	9638	25-26-000-5386	Contractual - Spanish Classes	700.00
<b>Vendor 10085 - Ole Spanish Services LLC Total:</b>					<b>1,300.00</b>
<b>Vendor: 10233 - Orkin Pest Control</b>					
Orkin Pest Control	01/08/2019	9590	25-00-000-5355	Takiff Mo Exterminator - Jan 2	182.73
Orkin Pest Control	02/04/2019	9772	25-00-000-5355	Takiff Mo Exterminator - Feb	182.73
<b>Vendor 10233 - Orkin Pest Control Total:</b>					<b>365.46</b>
<b>Vendor: 10235 - Otis Elevator Company</b>					
Otis Elevator Company	01/02/2019	9547	25-00-000-5355	Takiff Elevator Mo Maint - Jan	482.97
Otis Elevator Company	01/29/2019	9712	25-00-000-5355	Takiff Elevator Mo Maint - Fe	482.97
<b>Vendor 10235 - Otis Elevator Company Total:</b>					<b>965.94</b>
<b>Vendor: 11322 - PACE Systems, Inc.</b>					
PACE Systems, Inc.	01/08/2019	9591	25-25-601-5400	Assembly/Set-Up of Kids Club	840.00
<b>Vendor 11322 - PACE Systems, Inc. Total:</b>					<b>840.00</b>
<b>Vendor: 10110 - PACT Administrative Services Corp</b>					
PACT Administrative Services			10-00-000-2175	FSA Plan Contributions - Parti	2,196.20
PACT Administrative Services			10-00-000-2175	FSA Plan Contributions - Parti	-2,196.20
PACT Administrative Services	12/18/2018	9489	10-00-000-2175	FSA Plan Contributions - Dec	2,231.16
PACT Administrative Services	01/15/2019	9639	10-00-000-2175	FSA Plan Contributions - Jan 2	1,944.24
PACT Administrative Services	01/23/2019	9676	10-11-000-5600	Set-Up/Admin Fee (Jan/Feb)	376.00
PACT Administrative Services	02/13/2019	9822	10-00-000-2175	FSA Plan Contributions - Feb 2	1,944.24
<b>Vendor 10110 - PACT Administrative Services Corp Total:</b>					<b>6,495.64</b>
<b>Vendor: 10237 - Park District of Highland Park</b>					
Park District of Highland Park			25-25-813-5300	Camp Field Trips	178.50
Park District of Highland Park			25-26-000-5386	Camp Field Trips	178.50
Park District of Highland Park			25-25-813-5300	Camp Field Trips	-178.50
Park District of Highland Park			25-26-000-5386	Camp Field Trips	-178.50
Park District of Highland Park			25-25-801-5300	Contractual - Sun Fun Swim L	8,810.00

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Park District of Highland Park			25-25-801-5300	Contractual - Sun Fun Swim L	-8,810.00
Park District of Highland Park			25-25-801-5300	Contractual - Sun Fun Swim L	1,000.00
Park District of Highland Park			25-25-801-5300	Contractual - Sun Fun Swim L	-1,000.00
<b>Vendor 10237 - Park District of Highland Park Total:</b>					<b>0.00</b>
<b>Vendor: 10104 - Partnership Financial Credit Union</b>					
Partnership Financial Credit U			10-00-000-2180	#110071680 Barrios	120.00
Partnership Financial Credit U			10-00-000-2180	#110071680 Barrios	-120.00
Partnership Financial Credit U			10-00-000-2180	#86720 Janis	30.00
Partnership Financial Credit U			10-00-000-2180	#86720 Janis	-30.00
Partnership Financial Credit U			10-00-000-2180	#95910 Mensinger	275.00
Partnership Financial Credit U			10-00-000-2180	#95910 Mensinger	-275.00
Partnership Financial Credit U			10-00-000-2180	#880010320 Stowick	20.00
Partnership Financial Credit U			10-00-000-2180	#880010320 Stowick	-20.00
Partnership Financial Credit U	12/21/2018	9475	10-00-000-2180	#110071680 Barrios	120.00
Partnership Financial Credit U	12/21/2018	9475	10-00-000-2180	#86720 Janis	30.00
Partnership Financial Credit U	12/21/2018	9475	10-00-000-2180	#95910 Mensinger	275.00
Partnership Financial Credit U	12/21/2018	9475	10-00-000-2180	#880010320 Stowick	20.00
Partnership Financial Credit U	01/04/2019	9513	10-00-000-2180	#110071680 Barrios	120.00
Partnership Financial Credit U	01/04/2019	9513	10-00-000-2180	#86720 Janis	30.00
Partnership Financial Credit U	01/04/2019	9513	10-00-000-2180	#95910 Mensinger	275.00
Partnership Financial Credit U	01/04/2019	9513	10-00-000-2180	#880010320 Stowick	20.00
Partnership Financial Credit U	01/18/2019	9612	10-00-000-2180	#110071680 Barrios	120.00
Partnership Financial Credit U	01/18/2019	9612	10-00-000-2180	#86720 Janis	30.00
Partnership Financial Credit U	01/18/2019	9612	10-00-000-2180	#95910 Mensinger	275.00
Partnership Financial Credit U	01/18/2019	9612	10-00-000-2180	#880010320 Stowick	20.00
Partnership Financial Credit U	02/01/2019	9686	10-00-000-2180	#110071680 Barrios	120.00
Partnership Financial Credit U	02/01/2019	9686	10-00-000-2180	#86720 Janis	30.00
Partnership Financial Credit U	02/01/2019	9686	10-00-000-2180	#95910 Mensinger	275.00
Partnership Financial Credit U	02/01/2019	9686	10-00-000-2180	#880010320 Stowick	20.00
<b>Vendor 10104 - Partnership Financial Credit Union Total:</b>					<b>1,780.00</b>
<b>Vendor: 10242 - PDRMA</b>					
PDRMA			25-26-000-5600	Insurance Coverage - Marsha	683.54
PDRMA			25-26-000-5600	Insurance Coverage - Marsha	-683.54
PDRMA	12/26/2018	9511	10-11-000-5600	Health Insurance-Dec 2018	34,298.27
PDRMA	12/26/2018	9511	25-26-000-5600	Health Insurance-Dec 2018	7,114.23
PDRMA	01/02/2019	9548	45-00-000-5650	Member Contribution - 7/1 -	25,537.44
PDRMA	01/02/2019	9548	45-00-000-5651	Member Contribution - 7/1 -	12,439.68
PDRMA	01/02/2019	9548	45-00-000-5651	Member Contribution - 7/1 -	759.72
PDRMA	01/02/2019	9548	45-00-000-5652	Member Contribution - 7/1 -	4,283.10
PDRMA	01/02/2019	9548	50-00-000-5655	Member Contribution - 7/1 -	19,077.96
PDRMA	01/08/2019	9592	25-00-000-5340	HELP Training Class - Matt	199.00
PDRMA	01/29/2019	9713	10-11-000-5600	Health Insurance - Jan 2019	33,797.47
PDRMA	01/29/2019	9713	25-26-000-5600	Health Insurance - Jan 2019	5,530.01
<b>Vendor 10242 - PDRMA Total:</b>					<b>143,036.88</b>
<b>Vendor: 10246 - Petty Cash</b>					
Petty Cash	12/18/2018	9490	10-13-000-5420	Hockey Net Supplies	10.78
Petty Cash	12/18/2018	9490	25-25-401-5400	ELC Supplies	5.99
Petty Cash	12/18/2018	9490	25-25-402-5400	ELC Supplies	35.43
Petty Cash	12/18/2018	9490	25-25-405-5400	ELC Supplies	2.80
Petty Cash	12/18/2018	9490	25-25-414-5400	Preschool Enrichment Supplie	14.66
Petty Cash	12/18/2018	9490	25-25-803-5400	Kinder Korner Supplies	15.99
Petty Cash	12/18/2018	9490	25-25-813-5400	Bears Camp Supplies	5.00
Petty Cash	12/18/2018	9490	25-26-000-5340	Food Handler Classes	89.15
Petty Cash	12/18/2018	9490	25-26-000-5403	Day Care Program Supplies	7.25
<b>Vendor 10246 - Petty Cash Total:</b>					<b>187.05</b>
<b>Vendor: 10247 - Piero's Pizza - Highland Park</b>					
Piero's Pizza - Highland Park	01/02/2019	9549	10-11-000-5342	Pizza for Lunch & Learn	112.75
<b>Vendor 10247 - Piero's Pizza - Highland Park Total:</b>					<b>112.75</b>

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<b>Vendor: 10249 - Pioneer Manufacturing Co.</b>					
Pioneer Manufacturing Co.			10-11-000-5355	IT Repairs-Phone System	114.00
Pioneer Manufacturing Co.			10-11-000-5355	IT Repairs-Phone System	-114.00
<b>Vendor 10249 - Pioneer Manufacturing Co. Total:</b>					<b>0.00</b>
<b>Vendor: 10248 - Pioneer Press</b>					
Pioneer Press			25-25-703-5400	AYSO Field Supplies	1,867.50
Pioneer Press			25-25-703-5400	AYSO Field Supplies	-1,867.50
<b>Vendor 10248 - Pioneer Press Total:</b>					<b>0.00</b>
<b>Vendor: 10374 - Postmaster Glencoe</b>					
Postmaster Glencoe	12/18/2018	9491	25-00-000-5301	Postage for Art Mailer	600.00
Postmaster Glencoe	01/29/2019	9714	25-00-000-5301	Postage - Spring/Summer Bro	1,000.00
Postmaster Glencoe	02/13/2019	9823	25-00-000-5301	Postage - Spring/Summer Mai	1,000.00
<b>Vendor 10374 - Postmaster Glencoe Total:</b>					<b>2,600.00</b>
<b>Vendor: 10252 - Proshred Security</b>					
Proshred Security	01/02/2019	9550	10-11-000-5321	Admin File Shredding	245.00
<b>Vendor 10252 - Proshred Security Total:</b>					<b>245.00</b>
<b>Vendor: 10256 - Pure Power</b>					
Pure Power	12/18/2018	9492	25-00-000-5351	Equipment Repairs - Takiff	332.50
Pure Power	12/18/2018	9492	25-00-000-5355	Maint Svc Agreement - Takiff	745.50
<b>Vendor 10256 - Pure Power Total:</b>					<b>1,078.00</b>
<b>Vendor: 11224 - Quantum 360 LLC</b>					
Quantum 360 LLC	12/18/2018	9493	25-25-650-5300	Contractual - Fall Computer Cl	7,367.40
<b>Vendor 11224 - Quantum 360 LLC Total:</b>					<b>7,367.40</b>
<b>Vendor: 10788 - QuickScores LLC</b>					
QuickScores LLC	01/08/2019	9593	25-25-707-5300	Contractual - Online League B	42.00
QuickScores LLC	01/08/2019	9593	25-25-708-5300	Contractual - Online League B	21.00
QuickScores LLC	01/08/2019	9593	25-25-711-5300	Contractual - Online League B	112.00
<b>Vendor 10788 - QuickScores LLC Total:</b>					<b>175.00</b>
<b>Vendor: 10259 - Quill Corporation</b>					
Quill Corporation	01/02/2019	9551	10-11-000-5342	Meeting Supplies	11.78
Quill Corporation	01/02/2019	9551	10-11-000-5420	General Admin Supplies	62.75
Quill Corporation	01/02/2019	9551	10-12-000-5401	Office Supplies - Parks	185.71
Quill Corporation	01/02/2019	9551	25-00-000-5401	Office Supplies - Rec	689.98
Quill Corporation	01/02/2019	9551	25-00-000-5420	General Rec Supplies	13.52
Quill Corporation	01/02/2019	9551	25-25-401-5400	ELC Supplies	18.75
Quill Corporation	01/02/2019	9551	25-25-402-5400	ELC Supplies	18.75
Quill Corporation	01/02/2019	9551	25-25-403-5400	ELC Supplies	18.74
Quill Corporation	01/15/2019	9640	25-26-000-5401	Day Care Pgm Supplies	18.75
Quill Corporation	01/15/2019	9640	10-13-000-5401	Office Supplies - Watts	53.33
Quill Corporation	01/15/2019	9640	10-14-000-5401	Office Supplies - Beach	53.32
Quill Corporation	01/15/2019	9640	25-00-000-5401	Office Supplies - Rec	221.28
Quill Corporation	01/15/2019	9640	25-26-000-5401	Office Supplies - Day Care	40.88
Quill Corporation	01/23/2019	9677	10-11-000-5342	Admin Supplies	24.49
Quill Corporation	01/23/2019	9677	25-00-000-5401	Office Supplies - Rec	280.82
Quill Corporation	01/23/2019	9677	25-00-000-5420	General Rec Supplies	64.96
Quill Corporation	01/23/2019	9677	25-25-401-5400	ELC Supplies	23.98
Quill Corporation	01/23/2019	9677	25-25-402-5400	ELC Supplies	23.98
Quill Corporation	01/23/2019	9677	25-25-403-5400	ELC Supplies	23.99
Quill Corporation	01/23/2019	9677	25-26-000-5401	Office Supplies - Day Care	23.98
Quill Corporation	01/29/2019	9715	25-00-000-5401	Office Supplies - Rec	115.55
Quill Corporation	01/29/2019	9715	25-00-000-5420	General Rec Supplies	3.99
Quill Corporation	01/29/2019	9715	25-25-601-5400	Kids Club Supplies	522.38
Quill Corporation	02/08/2019	9792	10-11-000-5420	General Admin Supplies	53.07
Quill Corporation	02/08/2019	9792	10-12-000-5401	Office Supplies - Parks	217.98
Quill Corporation	02/08/2019	9792	25-00-000-5351	Equipment Repairs - Takiff	21.36
Quill Corporation	02/08/2019	9792	25-00-000-5401	Office Supplies - Rec	103.92
Quill Corporation	02/08/2019	9792	25-25-401-5400	ELC Supplies	71.47
Quill Corporation	02/08/2019	9792	25-25-402-5400	ELC Supplies	71.47

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Quill Corporation	02/08/2019	9792	25-25-403-5400	ELC Supplies	71.46
Quill Corporation	02/08/2019	9792	25-26-000-5401	Office Supplies - Day Care	71.47
<b>Vendor 10259 - Quill Corporation Total:</b>					<b>3,197.86</b>
<b>Vendor: 10121 - Quiyann Laseter</b>					
Quiyann Laseter	01/08/2019	9608	25-25-708-5300	Contractual - Basketball Refer	78.00
Quiyann Laseter	01/08/2019	9608	25-25-711-5300	Contractual - Basketball Refer	156.00
Quiyann Laseter	01/23/2019	9678	25-25-708-5300	Contractual - Basketball Refer	78.00
Quiyann Laseter	01/23/2019	9678	25-25-711-5300	Contractual - Basketball Refer	156.00
Quiyann Laseter	01/29/2019	9716	25-25-707-5300	Contractual - Basketball Refer	39.00
Quiyann Laseter	01/29/2019	9716	25-25-708-5300	Contractual - Basketball Refer	78.00
Quiyann Laseter	01/29/2019	9716	25-25-711-5300	Contractual - Basketball Refer	156.00
Quiyann Laseter	02/08/2019	9793	25-25-740-5300	Contractual - Basketball Refer	117.00
<b>Vendor 10121 - Quiyann Laseter Total:</b>					<b>858.00</b>
<b>Vendor: 10718 - R&amp;R Specialties of Wisconsin</b>					
R&R Specialties of Wisconsin	01/02/2019	9552	10-13-000-5418	Zamboni Supplies	1,650.80
R&R Specialties of Wisconsin	01/29/2019	9717	10-13-000-5418	Zamboni Supplies	344.25
<b>Vendor 10718 - R&amp;R Specialties of Wisconsin Total:</b>					<b>1,995.05</b>
<b>Vendor: 10073 - Raymond Laseter II</b>					
Raymond Laseter II	01/08/2019	9610	25-25-707-5300	Contractual - Basketball Refer	39.00
Raymond Laseter II	01/08/2019	9610	25-25-708-5300	Contractual - Basketball Refer	39.00
Raymond Laseter II	01/17/2019	9651	25-25-707-5300	Contractual - Basketball Refer	78.00
Raymond Laseter II	01/17/2019	9651	25-25-740-5300	Contractual - Basketball Refer	78.00
Raymond Laseter II	01/23/2019	9680	25-25-707-5300	Contractual - Basketball Refer	39.00
Raymond Laseter II	01/23/2019	9680	25-25-740-5300	Contractual - Basketball Refer	39.00
Raymond Laseter II	02/08/2019	9795	25-25-707-5300	Contractual - Basketball Refer	46.00
<b>Vendor 10073 - Raymond Laseter II Total:</b>					<b>358.00</b>
<b>Vendor: 10072 - Raymond Laseter</b>					
Raymond Laseter	01/08/2019	9609	25-25-707-5300	Contractual - Basketball Refer	156.00
Raymond Laseter	01/08/2019	9609	25-25-711-5300	Contractual - Basketball Refer	208.00
Raymond Laseter	01/17/2019	9650	25-25-707-5300	Contractual - Basketball Refer	156.00
Raymond Laseter	01/17/2019	9650	25-25-711-5300	Contractual - Basketball Refer	208.00
Raymond Laseter	01/17/2019	9650	25-25-740-5300	Contractual - Basketball Refer	104.00
Raymond Laseter	01/23/2019	9679	25-25-707-5300	Contractual - Basketball Refer	156.00
Raymond Laseter	01/23/2019	9679	25-25-711-5300	Contractual - Basketball Refer	208.00
Raymond Laseter	01/29/2019	9718	25-25-707-5300	Contractual - Basketball Refer	208.00
Raymond Laseter	01/29/2019	9718	25-25-711-5300	Contractual - Basketball Refer	208.00
Raymond Laseter	02/08/2019	9794	25-25-707-5300	Contractual - Basketball Refer	156.00
Raymond Laseter	02/08/2019	9794	25-25-711-5300	Contractual - Basketball Refer	208.00
Raymond Laseter	02/08/2019	9794	25-25-740-5300	Contractual - Basketball Refer	208.00
<b>Vendor 10072 - Raymond Laseter Total:</b>					<b>2,184.00</b>
<b>Vendor: 10262 - Raynor Door Company</b>					
Raynor Door Company	02/13/2019	9824	10-12-000-5588	Parks Garage Improvements	1,828.00
<b>Vendor 10262 - Raynor Door Company Total:</b>					<b>1,828.00</b>
<b>Vendor: 10375 - Record-A-Hit</b>					
Record-A-Hit	01/15/2019	9641	25-25-901-5400	Contractual - Watts Below Zer	1,425.00
Record-A-Hit	01/29/2019	9719	25-25-903-5300	Contractual - Photo Booth Da	975.00
<b>Vendor 10375 - Record-A-Hit Total:</b>					<b>2,400.00</b>
<b>Vendor: 10264 - Reese Recreation Products</b>					
Reese Recreation Products	01/02/2019	9553	10-12-000-5585	Site Development - Parks	1,560.00
<b>Vendor 10264 - Reese Recreation Products Total:</b>					<b>1,560.00</b>
<b>Vendor: 11232 - Rek Room Inc.</b>					
Rek Room Inc.	01/23/2019	9681	25-25-753-5300	Contractual - Fall Sports Agilit	1,260.00
<b>Vendor 11232 - Rek Room Inc. Total:</b>					<b>1,260.00</b>
<b>Vendor: 10266 - Reliable Fire Equipment Co.</b>					
Reliable Fire Equipment Co.	12/20/2018	9507	10-13-000-5352	Watts Fire Alarm Service Call	350.00
Reliable Fire Equipment Co.	01/15/2019	9642	10-13-000-5355	Maint Svc Agreement - Watts	615.30
<b>Vendor 10266 - Reliable Fire Equipment Co. Total:</b>					<b>965.30</b>

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<b>Vendor: 10268 - Rink Side Family Entertainment</b>					
Rink Side Family Entertainme			25-25-809-5300	Camp Field Trip	128.00
Rink Side Family Entertainme			25-25-809-5300	Camp Field Trip	-128.00
<b>Vendor 10268 - Rink Side Family Entertainment Total:</b>					<b>0.00</b>
<b>Vendor: 10269 - RMC Inc.</b>					
RMC Inc.	01/08/2019	9594	10-13-000-5357	Watts Refrig Mo Maint - Janu	273.00
RMC Inc.	01/29/2019	9720	10-13-000-5581	Watts Cooling Tower/Compre	7,860.00
RMC Inc.	01/29/2019	9721	10-13-000-5357	Watts Refrig Mo Maint - Feb	273.00
<b>Vendor 10269 - RMC Inc. Total:</b>					<b>8,406.00</b>
<b>Vendor: 10535 - Robert Portle, M.M.</b>					
Robert Portle, M.M.	01/29/2019	9722	25-25-612-5300	Contractual - Piano Tuner	84.00
<b>Vendor 10535 - Robert Portle, M.M. Total:</b>					<b>84.00</b>
<b>Vendor: 1232 - Ronald P. Cadarian</b>					
Ronald P. Cadarian	01/08/2019	9596	25-27-000-5365	Contractual - Personal Trainin	570.00
Ronald P. Cadarian	02/13/2019	9825	25-27-000-5365	Contractual - Personal Trainin	322.50
<b>Vendor 1232 - Ronald P. Cadarian Total:</b>					<b>892.50</b>
<b>Vendor: 11320 - Roundy's Inc.</b>					
Roundy's Inc.	01/29/2019	9723	10-11-000-5342	Mtg Snacks/Lunch & Learn Su	43.51
Roundy's Inc.	01/29/2019	9723	10-12-000-5425	Employee Recongnition - Park	11.51
Roundy's Inc.	01/29/2019	9723	25-00-000-5342	Lunch & Learn Supplies	6.25
Roundy's Inc.	01/29/2019	9723	25-25-490-5400	Presch Enrichment Supplies	10.38
Roundy's Inc.	01/29/2019	9723	25-25-601-5400	Kids Club Supplies	88.55
Roundy's Inc.	01/29/2019	9723	25-25-602-5400	Kids Club Supplies	42.37
Roundy's Inc.	01/29/2019	9723	25-25-943-5400	NYE Supplies	19.90
Roundy's Inc.	01/29/2019	9723	25-26-000-5342	Day Care Meeting Supplies	44.90
Roundy's Inc.	01/29/2019	9723	25-26-000-5386	Day Care Pgm Services	44.34
Roundy's Inc.	01/29/2019	9723	25-26-000-5403	Day Care Program Supplies	60.99
Roundy's Inc.	01/29/2019	9723	25-26-000-5409	Day Care Food Supplies	613.49
Roundy's Inc.	01/29/2019	9723	25-26-000-5460	Day Care Food Equipment	144.10
Roundy's Inc.	02/13/2019	9826	25-25-432-5400	Preschool Enrichment Supplie	46.15
Roundy's Inc.	02/13/2019	9826	25-25-601-5400	Kids Club Supplies	175.94
Roundy's Inc.	02/13/2019	9826	25-25-901-5400	Watts Below Zero Supplies	39.95
Roundy's Inc.	02/13/2019	9826	25-25-950-5400	General Workshop Supplies	119.72
Roundy's Inc.	02/13/2019	9826	25-26-000-5409	Day Care Food Supplies	121.13
<b>Vendor 11320 - Roundy's Inc. Total:</b>					<b>1,633.18</b>
<b>Vendor: 10275 - Sam's Club Direct Commercial Account Program</b>					
Sam's Club Direct Commercial	01/02/2019	9554	25-00-000-5420	General Rec Supplies	331.48
Sam's Club Direct Commercial	01/02/2019	9554	25-25-933-5400	Teen Special Event Supplies	22.76
Sam's Club Direct Commercial	01/29/2019	9724	25-25-901-5400	Watts Below Zero Supplies	42.38
<b>Vendor 10275 - Sam's Club Direct Commercial Account Program Total:</b>					<b>396.62</b>
<b>Vendor: 10654 - Sandra K Culver</b>					
Sandra K Culver	01/08/2019	9597	25-25-785-5300	Contractual - Fitness Classes	92.36
Sandra K Culver	01/08/2019	9597	25-25-786-5300	Contractual - Fitness Classes	255.00
Sandra K Culver	01/08/2019	9597	25-25-787-5300	Contractual - Rowing Classes	2,052.00
Sandra K Culver	02/13/2019	9827	25-25-785-5300	Contractual - Fitness Classes J	327.37
Sandra K Culver	02/13/2019	9827	25-25-786-5300	Contractual - Fitness Classes J	135.00
<b>Vendor 10654 - Sandra K Culver Total:</b>					<b>2,861.73</b>
<b>Vendor: 10515 - Sarah Hall</b>					
Sarah Hall			25-25-601-5300	Contractual - Kids Theatre Cla	1,200.00
Sarah Hall			25-25-601-5300	Contractual - Kids Theatre Cla	-1,200.00
Sarah Hall	12/18/2018	9494	25-25-649-5300	Contractual - Payment 2 of 2	845.25
Sarah Hall	12/18/2018	9494	25-25-652-5300	Contractual - Payment 2 of 2	6,328.87
Sarah Hall	01/08/2019	9598	25-25-312-5300	Contractual - Fall Improv Clas	1,799.25
Sarah Hall	01/23/2019	9682	25-25-449-5300	Contractual - Paymt 1 of 2 Wi	1,037.40
Sarah Hall	01/23/2019	9682	25-25-652-5300	Contractual - Paymt 1 of 2 Wi	6,057.00
Sarah Hall	01/29/2019	9725	25-25-601-5300	Contractual - Kids Theatre Cla	1,200.00
<b>Vendor 10515 - Sarah Hall Total:</b>					<b>17,267.77</b>

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<b>Vendor: 10051 - Sculptures in Ice, Inc.</b>					
Sculptures in Ice, Inc.	01/15/2019	9644	25-25-901-5300	Contractual - Ice Sculpture Pai	1,180.00
<b>Vendor 10051 - Sculptures in Ice, Inc. Total:</b>					<b>1,180.00</b>
<b>Vendor: 11160 - Shaun Christopher Whitley</b>					
Shaun Christopher Whitley	02/04/2019	9774	25-26-000-5386	Contractual - Day Care Music	1,375.00
<b>Vendor 11160 - Shaun Christopher Whitley Total:</b>					<b>1,375.00</b>
<b>Vendor: 10706 - Southeastern Security Consultants, Inc</b>					
Southeastern Security Consult	01/08/2019	9599	45-00-000-5335	Background Checks	129.50
Southeastern Security Consult	02/08/2019	9796	45-00-000-5335	Background Checks	55.50
<b>Vendor 10706 - Southeastern Security Consultants, Inc Total:</b>					<b>185.00</b>
<b>Vendor: 10108 - State Disbursement Unit</b>					
State Disbursement Unit	12/21/2018	9476	10-00-000-2190	M Barrios,FIPS#1703100/201	195.90
State Disbursement Unit	01/04/2019	9514	10-00-000-2190	M Barrios,FIPS#1703100/201	195.90
State Disbursement Unit	01/18/2019	9613	10-00-000-2190	M Barrios,FIPS#1703100/201	195.90
State Disbursement Unit	02/01/2019	9687	10-00-000-2190	M Barrios,FIPS#1703100/201	195.90
<b>Vendor 10108 - State Disbursement Unit Total:</b>					<b>783.60</b>
<b>Vendor: 10289 - Sunshine Arts &amp; Crafts</b>					
Sunshine Arts & Crafts			25-00-000-5360	Office Supplies	21.59
Sunshine Arts & Crafts			25-00-000-5401	Office Supplies	714.66
Sunshine Arts & Crafts			25-00-000-5412	Office Supplies	4.19
Sunshine Arts & Crafts			25-00-000-5420	Office Supplies	21.06
Sunshine Arts & Crafts			25-26-000-5401	Office Supplies	218.24
Sunshine Arts & Crafts			25-00-000-5360	Office Supplies	-21.59
Sunshine Arts & Crafts			25-00-000-5401	Office Supplies	-714.66
Sunshine Arts & Crafts			25-00-000-5412	Office Supplies	-4.19
Sunshine Arts & Crafts			25-00-000-5420	Office Supplies	-21.06
Sunshine Arts & Crafts			25-26-000-5401	Office Supplies	-218.24
Sunshine Arts & Crafts			25-25-803-5300	Contractual - Kinder Korner Fi	540.00
Sunshine Arts & Crafts			25-25-803-5300	Contractual - Kinder Korner Fi	-540.00
<b>Vendor 10289 - Sunshine Arts &amp; Crafts Total:</b>					<b>0.00</b>
<b>Vendor: 11263 - Sweet Comb Chicago</b>					
Sweet Comb Chicago	01/08/2019	9601	65-00-018-5531	Bees - Balance Due	4,175.00
<b>Vendor 11263 - Sweet Comb Chicago Total:</b>					<b>4,175.00</b>
<b>Vendor: 10067 - Tagg Enterprises, Inc.</b>					
Tagg Enterprises, Inc.			25-25-650-5300	Contractual - Fall 2016 Comp	5,808.00
Tagg Enterprises, Inc.			25-25-650-5300	Contractual - Fall 2016 Comp	-5,808.00
Tagg Enterprises, Inc.			25-25-650-5300	Contractual - Winter Comput	3,520.00
Tagg Enterprises, Inc.			25-25-650-5300	Contractual - Winter Comput	-3,520.00
Tagg Enterprises, Inc.			25-25-650-5300	Contractual - Fall Computer Cl	5,172.00
Tagg Enterprises, Inc.			25-25-650-5300	Contractual - Fall Computer Cl	-5,172.00
<b>Vendor 10067 - Tagg Enterprises, Inc. Total:</b>					<b>0.00</b>
<b>Vendor: 10720 - Tebon's Gas Station</b>					
Tebon's Gas Station	01/08/2019	9602	10-13-000-5480	Gas/Fuel - Zamboni	678.00
Tebon's Gas Station	02/08/2019	9797	10-13-000-5480	Fuel - Zamboni	605.00
<b>Vendor 10720 - Tebon's Gas Station Total:</b>					<b>1,283.00</b>
<b>Vendor: 10294 - Telcom Innovations Group</b>					
Telcom Innovations Group			25-25-703-5400	Paint for Soccer Fields	655.00
Telcom Innovations Group			25-25-703-5400	Paint for Soccer Fields	-655.00
Telcom Innovations Group	01/02/2019	9555	10-11-000-5355	Phone System Set-Up (VM to	195.00
Telcom Innovations Group	01/02/2019	9555	25-00-000-5401	Phone Labels	17.30
<b>Vendor 10294 - Telcom Innovations Group Total:</b>					<b>212.30</b>
<b>Vendor: 10151 - The Lifeguard Store</b>					
The Lifeguard Store			10-14-000-5420	Lifeguard Supplies (Beach)	679.37
The Lifeguard Store			10-14-000-5420	Lifeguard Supplies (Beach)	-679.37
<b>Vendor 10151 - The Lifeguard Store Total:</b>					<b>0.00</b>

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<b>Vendor: 11168 - TimeClock Plus, Inc.</b>					
TimeClock Plus, Inc.	01/02/2019	9556	10-11-000-5355	Additional Annual TCP Fee	68.25
<b>Vendor 11168 - TimeClock Plus, Inc. Total:</b>					<b>68.25</b>
<b>Vendor: 10517 - Timothy Dane Bowen</b>					
Timothy Dane Bowen			25-25-594-5300	Contractual - Winter Lego Cla	5,544.00
Timothy Dane Bowen			25-25-594-5300	Contractual - Winter Lego Cla	-5,544.00
<b>Vendor 10517 - Timothy Dane Bowen Total:</b>					<b>0.00</b>
<b>Vendor: 11316 - TinkRWorks, LLC.</b>					
TinkRWorks, LLC.			25-25-837-5300	Contractual - Summer STEAM	13,940.00
TinkRWorks, LLC.			25-25-837-5300	Contractual - Summer STEAM	-13,940.00
TinkRWorks, LLC.	12/18/2018	9495	25-25-656-5300	Contractual - Fall Youth STEM	10,416.00
<b>Vendor 11316 - TinkRWorks, LLC. Total:</b>					<b>10,416.00</b>
<b>Vendor: 10703 - US Postal Service (CMRS-FP)</b>					
US Postal Service (CMRS-FP)	01/08/2019	9604	25-00-000-5301	Postage for Mail Machine	750.00
<b>Vendor 10703 - US Postal Service (CMRS-FP) Total:</b>					<b>750.00</b>
<b>Vendor: 10307 - Vanguard Energy Service, LLC</b>					
Vanguard Energy Service, LLC	01/02/2019	9557	10-13-000-5220	Bulk Heat/Gas - Watts	339.56
Vanguard Energy Service, LLC	01/02/2019	9557	25-00-000-5220	Bulk Heat/Gas - Takiff	2,735.03
Vanguard Energy Service, LLC	01/29/2019	9726	10-13-000-5220	Bulk Gas/Heat - Watts	491.64
Vanguard Energy Service, LLC	01/29/2019	9726	25-00-000-5220	Bulk Gas/Heat - Takiff	3,183.64
<b>Vendor 10307 - Vanguard Energy Service, LLC Total:</b>					<b>6,749.87</b>
<b>Vendor: 10099 - Vantagepoint Trf Agents-457</b>					
Vantagepoint Trf Agents-457	12/21/2018	9477	10-00-000-2140	ICMA - A/C#301403	1,559.61
Vantagepoint Trf Agents-457	01/04/2019	9515	10-00-000-2140	ICMA - A/C#301403	1,559.61
Vantagepoint Trf Agents-457	01/18/2019	9614	10-00-000-2140	ICMA - A/C#301403	2,952.50
Vantagepoint Trf Agents-457	02/01/2019	9688	10-00-000-2140	ICMA - A/C#301403	2,952.50
<b>Vendor 10099 - Vantagepoint Trf Agents-457 Total:</b>					<b>9,024.22</b>
<b>Vendor: 10309 - Verizon Wireless</b>					
Verizon Wireless	01/08/2019	9605	25-00-000-5210	Cell Phone Svc	888.78
Verizon Wireless	02/08/2019	9798	25-00-000-5210	Cell Phone Svc	1,008.13
<b>Vendor 10309 - Verizon Wireless Total:</b>					<b>1,896.91</b>
<b>Vendor: 10308 - Vermont Systems, Inc.</b>					
Vermont Systems, Inc.	01/15/2019	9646	65-00-018-5503	Additional Signature Pad - Wa	608.66
<b>Vendor 10308 - Vermont Systems, Inc. Total:</b>					<b>608.66</b>
<b>Vendor: 10310 - Vernon Hills Park District</b>					
Vernon Hills Park District			25-25-809-5300	CIT Field Trip	154.00
Vernon Hills Park District			25-25-809-5300	CIT Field Trip	-154.00
Vernon Hills Park District			10-00-000-4910	Reissue Stale-Dated A/P Chec	940.00
Vernon Hills Park District			10-00-000-4910	Reissue Stale-Dated A/P Chec	-940.00
<b>Vendor 10310 - Vernon Hills Park District Total:</b>					<b>0.00</b>
<b>Vendor: 10457 - Village of Glencoe</b>					
Village of Glencoe	01/08/2019	9606	10-12-000-5480	Gasoline - Parks	1,439.30
Village of Glencoe	01/15/2019	9647	10-12-000-5240	Water/Sewer - Parks	25.03
Village of Glencoe	01/15/2019	9647	25-00-000-5240	Water/Sewer - Takiff	1,556.69
Village of Glencoe	02/04/2019	9775	10-12-000-5452	Shared Svcs - Parks Fleet Mai	7,191.22
Village of Glencoe	02/04/2019	9775	10-12-000-5480	Gasoline - Parks	804.92
Village of Glencoe	02/13/2019	9828	10-12-000-5240	Water/Sewer - Parks	62.52
<b>Vendor 10457 - Village of Glencoe Total:</b>					<b>11,079.68</b>
<b>Vendor: 10313 - Wagner Farm</b>					
Wagner Farm			25-25-813-5400	CC/Camp Field Trip	154.00
Wagner Farm			25-26-000-5386	CC/Camp Field Trip	154.00
Wagner Farm			25-25-813-5400	CC/Camp Field Trip	-154.00
Wagner Farm			25-26-000-5386	CC/Camp Field Trip	-154.00
Wagner Farm			25-25-401-5300	Contractual - ELC Field Trip	115.00
Wagner Farm			25-25-401-5300	Contractual - ELC Field Trip	-115.00
<b>Vendor 10313 - Wagner Farm Total:</b>					<b>0.00</b>



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<b>Vendor: 10314 - Walmart Community</b>					
Walmart Community	01/02/2019	9558	25-25-402-5400	ELC Supplies	127.29
Walmart Community	01/02/2019	9558	25-25-429-5400	Preschool Enrichment Supplie	45.58
Walmart Community	01/02/2019	9558	25-25-933-5400	Teen Event Supplies	64.08
Walmart Community	01/02/2019	9558	25-25-953-5400	Fall Event Supplies	78.86
Walmart Community	01/02/2019	9558	25-26-000-5403	Day Care Program Supplies	448.74
Walmart Community	01/29/2019	9727	25-25-401-5400	ELC Supplies	100.00
Walmart Community	01/29/2019	9727	25-25-490-5400	Presch Enrichment Supplies	12.01
Walmart Community	01/29/2019	9727	25-25-601-5400	Kids Club Supplies	29.46
Walmart Community	01/29/2019	9727	25-26-000-5403	Day Care Program Supplies	455.49
<b>Vendor 10314 - Walmart Community Total:</b>					<b>1,361.51</b>
<b>Vendor: 10700 - Warehouse Direct Workplace Solutions</b>					
Warehouse Direct Workplace	12/20/2018	9509	10-13-000-5412	Custodial Supplies - Watts	150.00
Warehouse Direct Workplace	12/20/2018	9509	25-00-000-5412	Custodial Supplies - Takiff	1,279.80
Warehouse Direct Workplace	02/04/2019	9776	25-00-000-5412	Cleaning Supplies - Takiff	2,793.19
Warehouse Direct Workplace	02/13/2019	9829	25-00-000-5412	Takiff Cleaning Supplies	1,263.25
<b>Vendor 10700 - Warehouse Direct Workplace Solutions Total:</b>					<b>5,486.24</b>
<b>Vendor: 10882 - Welcome Wagon</b>					
Welcome Wagon	12/20/2018	9510	25-00-000-5360	Marketing	161.42
Welcome Wagon	01/23/2019	9683	25-00-000-5360	Marketing	161.42
Welcome Wagon	02/13/2019	9830	25-00-000-5360	Marketing	161.42
<b>Vendor 10882 - Welcome Wagon Total:</b>					<b>484.26</b>
<b>Vendor: 10316 - Wheeling Park District</b>					
Wheeling Park District			25-25-801-5300	Field Trips - Sun Fun	1,391.50
Wheeling Park District			25-25-833-5300	Field Trips - Action Quest	399.00
Wheeling Park District			25-25-801-5300	Field Trips - Sun Fun	-1,391.50
Wheeling Park District			25-25-833-5300	Field Trips - Action Quest	-399.00
Wheeling Park District			25-25-801-5300	Field Trip - Sun Fun	1,662.50
Wheeling Park District			25-25-801-5300	Field Trip - Sun Fun	-1,662.50
<b>Vendor 10316 - Wheeling Park District Total:</b>					<b>0.00</b>
<b>Vendor: 10317 - Which Way USA</b>					
Which Way USA			25-25-801-5300	Camp Field Trips	1,185.00
Which Way USA			25-25-810-5300	Camp Field Trips	520.00
Which Way USA			25-25-801-5300	Camp Field Trips	-1,185.00
Which Way USA			25-25-810-5300	Camp Field Trips	-520.00
<b>Vendor 10317 - Which Way USA Total:</b>					<b>0.00</b>
<b>Vendor: 10823 - Wilmar</b>					
Wilmar	01/23/2019	9684	25-00-000-5406	Hakafa Supplies	382.73
Wilmar	02/13/2019	9831	25-00-000-5412	Cleaning Supplies - Takiff	142.68
<b>Vendor 10823 - Wilmar Total:</b>					<b>525.41</b>
<b>Vendor: 10102 - Wisconsin Dept of Revenue</b>					
Wisconsin Dept of Revenue	12/27/2018	DFT0000765	10-00-000-2111	WI Mo Withholding	233.04
Wisconsin Dept of Revenue	01/28/2019	DFT0000778	10-00-000-2111	WI Mo Withholding	233.04
<b>Vendor 10102 - Wisconsin Dept of Revenue Total:</b>					<b>466.08</b>
<b>Vendor: 11068 - Women's Library Club</b>					
Women's Library Club			25-00-000-5730	Membership Fee - WLC 2017	150.00
Women's Library Club			25-00-000-5730	Membership Fee - WLC 2017	-150.00
<b>Vendor 11068 - Women's Library Club Total:</b>					<b>0.00</b>
<b>Vendor Set AP Vendors Total:</b>					<b>922,707.30</b>

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<b>Vendor Set: Employees - Employees</b>					
<b>Vendor: 9504 - Adam Wohl</b>					
Adam Wohl	01/08/2019	9559	25-00-000-5340	IPRA Conference - Cash Adva	160.00
Adam Wohl	02/01/2019	9728	10-00-000-4910	2018 PATH Incentive Pay-Out	400.00
Adam Wohl	02/13/2019	9804	25-00-000-5341	Mileage Reimbursement (Oct	267.98
<b>Vendor 9504 - Adam Wohl Total:</b>					<b>827.98</b>
<b>Vendor: 3109 - Amanda Giacomino</b>					
Amanda Giacomino	02/01/2019	9729	10-00-000-4910	2018 PATH Incentive Pay-Out	275.00
Amanda Giacomino	02/08/2019	9779	25-00-000-5340	Reimburse - IPRA Conf Expens	87.26
<b>Vendor 3109 - Amanda Giacomino Total:</b>					<b>362.26</b>
<b>Vendor: 2894 - Anne Marion</b>					
Anne Marion	02/01/2019	9730	10-00-000-4910	2018 PATH Incentive Pay-Out	60.00
<b>Vendor 2894 - Anne Marion Total:</b>					<b>60.00</b>
<b>Vendor: 5488 - Anthony Marx</b>					
Anthony Marx	02/01/2019	9731	10-00-000-4910	2018 PATH Incentive Pay-Out	365.00
Anthony Marx	02/04/2019	9755	10-12-000-5450	Reimbursement - Sprayer/Sn	97.90
<b>Vendor 5488 - Anthony Marx Total:</b>					<b>462.90</b>
<b>Vendor: 5667 - Carol Mensinger</b>					
Carol Mensinger			10-11-000-5340	IAPD Legislative Conf Advance	90.00
Carol Mensinger			10-11-000-5340	IAPD Legislative Conf Advance	-90.00
Carol Mensinger	01/08/2019	9562	10-11-000-5341	Mileage Reimbursement - De	20.57
Carol Mensinger	01/29/2019	9695	10-11-000-5340	IPRA Conf Expense Reimburse	72.99
Carol Mensinger	02/01/2019	9732	10-00-000-4910	2018 PATH Incentive Pay-Out	400.00
<b>Vendor 5667 - Carol Mensinger Total:</b>					<b>493.56</b>
<b>Vendor: 5202 - Chris Leiner</b>					
Chris Leiner	01/08/2019	9563	10-11-000-5341	Mileage Reimbursement	143.12
Chris Leiner	01/08/2019	9564	10-12-000-5340	IPRA Conference - Cash Adva	160.00
Chris Leiner	02/01/2019	9733	10-00-000-4910	2018 PATH Incentive Pay-Out	400.00
<b>Vendor 5202 - Chris Leiner Total:</b>					<b>703.12</b>
<b>Vendor: 7073 - Chris Pietrini</b>					
Chris Pietrini	01/08/2019	9565	25-00-000-5340	IPRA Conference - Cash Adva	145.00
Chris Pietrini	01/29/2019	9697	25-00-000-5341	Mileage Reimbursement (July	208.77
Chris Pietrini	02/01/2019	9734	10-00-000-4910	2018 PATH Incentive Pay-Out	355.00
<b>Vendor 7073 - Chris Pietrini Total:</b>					<b>708.77</b>
<b>Vendor: 2126 - Daniel Edwards</b>					
Daniel Edwards	02/04/2019	9759	10-12-000-5421	Reimbursement - Work Boots	100.00
<b>Vendor 2126 - Daniel Edwards Total:</b>					<b>100.00</b>
<b>Vendor: 1578 - Dylan Cotter</b>					
Dylan Cotter	01/08/2019	9569	10-15-000-5340	Reimburse - Sailing Certificati	190.00
<b>Vendor 1578 - Dylan Cotter Total:</b>					<b>190.00</b>
<b>Vendor: 7347 - Elizabeth Stowick</b>					
Elizabeth Stowick	01/08/2019	9570	10-11-000-5341	Mileage Reimbursement	14.55
Elizabeth Stowick	02/01/2019	9735	10-00-000-4910	2018 PATH Incentive Pay-Out	400.00
<b>Vendor 7347 - Elizabeth Stowick Total:</b>					<b>414.55</b>
<b>Vendor: 5415 - Erin Classen</b>					
Erin Classen	01/08/2019	9571	25-00-000-5340	IPRA Conference - Cash Adva	35.00
Erin Classen	01/29/2019	9702	10-11-000-5340	Add'l Conference Expense Rei	35.61
Erin Classen	02/01/2019	9736	10-00-000-4910	2018 PATH Incentive Pay-Out	375.00
<b>Vendor 5415 - Erin Classen Total:</b>					<b>445.61</b>
<b>Vendor: 0808 - Jared Barchenger</b>					
Jared Barchenger	02/01/2019	9737	10-00-000-4910	2018 PATH Incentive Pay-Out	240.00
<b>Vendor 0808 - Jared Barchenger Total:</b>					<b>240.00</b>
<b>Vendor: 7621 - Jenny Runkel</b>					
Jenny Runkel	01/08/2019	9575	10-11-000-5340	IPRA Conference - Cash Adva	75.00
Jenny Runkel	01/15/2019	9633	10-11-000-5341	Mileage Reimbursement	70.85

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Jenny Runkel	02/01/2019	9738	10-00-000-4910	2018 PATH Incentive Pay-Out	400.00	
<b>Vendor: 8170 - Jessica Stockl</b>					<b>Vendor 8170 - Jessica Stockl Total:</b>	<b>545.85</b>
Jessica Stockl	02/01/2019	9739	10-00-000-4910	2018 PATH Incentive Pay-Out	185.00	
<b>Vendor: 5292 - Karen Lloyd</b>					<b>Vendor 5292 - Karen Lloyd Total:</b>	<b>185.00</b>
Karen Lloyd	02/01/2019	9740	10-00-000-4910	2018 PATH Incentive Pay-Out	355.00	
<b>Vendor: 4955 - Lauren Kinsey</b>					<b>Vendor 4955 - Lauren Kinsey Total:</b>	<b>355.00</b>
Lauren Kinsey	02/01/2019	9741	10-00-000-4910	2018 PATH Incentive Pay-Out	185.00	
<b>Vendor: 7851 - Lisa Sheppard</b>					<b>Vendor 7851 - Lisa Sheppard Total:</b>	<b>185.00</b>
Lisa Sheppard			10-11-000-5340	IAPD Legislative Conf Advance	90.00	
Lisa Sheppard			10-11-000-5340	IAPD Legislative Conf Advance	-90.00	
Lisa Sheppard	01/08/2019	9578	10-11-000-5340	IPRA Conference - Cash Adva	205.00	
Lisa Sheppard	02/01/2019	9742	10-00-000-4910	2018 PATH Incentive Pay-Out	335.00	
<b>Vendor: 9041 - Liz Visteen</b>					<b>Vendor 9041 - Liz Visteen Total:</b>	<b>540.00</b>
Liz Visteen	12/18/2018	9486	25-00-000-5341	Mileage Reimbursement - Fall	102.73	
Liz Visteen	01/08/2019	9579	25-00-000-5340	IPRA Conference - Cash Adva	160.00	
Liz Visteen	02/01/2019	9743	10-00-000-4910	2018 PATH Incentive Pay-Out	400.00	
<b>Vendor: 9282 - Lorise Weil</b>					<b>Vendor 9282 - Lorise Weil Total:</b>	<b>662.73</b>
Lorise Weil	02/01/2019	9744	10-00-000-4910	2018 PATH Incentive Pay-Out	400.00	
<b>Vendor: 5052 - Mary Krueger</b>					<b>Vendor 5052 - Mary Krueger Total:</b>	<b>400.00</b>
Mary Krueger			25-26-000-5341	Mileage Reimbursement	22.82	
Mary Krueger			25-26-000-5341	Mileage Reimbursement	-22.82	
Mary Krueger	12/20/2018	9505	25-26-000-5341	Mileage Reimbursement	73.58	
<b>Vendor: 9190 - Matt Walker</b>					<b>Vendor 9190 - Matt Walker Total:</b>	<b>73.58</b>
Matt Walker	01/08/2019	9583	25-00-000-5340	IPRA Conference - Cash Adva	160.00	
Matt Walker	02/01/2019	9745	10-00-000-4910	2018 PATH Incentive Pay-Out	225.00	
<b>Vendor: 5466 - Raul Marron</b>					<b>Vendor 5466 - Raul Marron Total:</b>	<b>385.00</b>
Raul Marron	02/04/2019	9773	10-12-000-5421	Reimbursement - Work Boots	97.75	
<b>Vendor: 1518 - Robert Collins</b>					<b>Vendor 1518 - Robert Collins Total:</b>	<b>97.75</b>
Robert Collins	01/08/2019	9595	25-00-000-5340	IPRA Conference - Cash Adva	160.00	
Robert Collins	02/01/2019	9746	10-00-000-4910	2018 PATH Incentive Pay-Out	275.00	
<b>Vendor: 6989 - Rose Pepe</b>					<b>Vendor 6989 - Rose Pepe Total:</b>	<b>435.00</b>
Rose Pepe	02/01/2019	9747	10-00-000-4910	2018 PATH Incentive Pay-Out	20.00	
<b>Vendor: 8133 - Sharon Stern</b>					<b>Vendor 8133 - Sharon Stern Total:</b>	<b>20.00</b>
Sharon Stern			25-25-414-5400	Reimburse Program Supplies	107.77	
Sharon Stern			25-25-596-5400	Reimburse Program Supplies	12.58	
Sharon Stern			25-25-414-5400	Reimburse Program Supplies	-107.77	
Sharon Stern			25-25-596-5400	Reimburse Program Supplies	-12.58	
<b>Vendor: 4984 - Sonja Anderson</b>					<b>Vendor 4984 - Sonja Anderson Total:</b>	<b>0.00</b>
Sonja Anderson			25-25-402-5400	Reimbursement - ELC Supplie	26.97	
Sonja Anderson			25-25-402-5400	Reimbursement - ELC Supplie	-26.97	
<b>Vendor: 1834 - Stephani Briskman</b>					<b>Vendor 1834 - Stephani Briskman Total:</b>	<b>0.00</b>
Stephani Briskman	01/08/2019	9600	25-00-000-5340	IPRA Conference - Cash Adva	145.00	

Voucher List of Bills

Payment Dates: 12/13/2018 - 02/13/2019

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Stephani Briskman	02/01/2019	9748	10-00-000-4910	2018 PATH Incentive Pay-Out	400.00
<b>Vendor 1834 - Stephani Briskman Total:</b>					<b>545.00</b>
<b>Vendor: 5045 - Sydney Kroll</b>					
Sydney Kroll	12/20/2018	9508	25-26-000-5403	Reimbursement - Day Care Pg	27.00
Sydney Kroll	01/15/2019	9645	25-26-000-5403	Reimbursement - Day Care Pg	24.94
<b>Vendor 5045 - Sydney Kroll Total:</b>					<b>51.94</b>
<b>Vendor: 5748 - Terry Miskowicz</b>					
Terry Miskowicz	01/08/2019	9603	25-25-707-5300	Mileage Reimbursement (Oct	25.00
Terry Miskowicz	01/08/2019	9603	25-25-708-5300	Mileage Reimbursement (Oct	15.95
Terry Miskowicz	01/08/2019	9603	25-25-740-5300	Mileage Reimbursement (Oct	25.00
<b>Vendor 5748 - Terry Miskowicz Total:</b>					<b>65.95</b>
<b>Vendor: 5578 - Tom McDonald</b>					
Tom McDonald	02/05/2019	9777	10-12-000-5340	Reimbursement-Landscape Tr	35.00
<b>Vendor 5578 - Tom McDonald Total:</b>					<b>35.00</b>
<b>Vendor: 2321 - William Eldridge</b>					
William Eldridge	02/01/2019	9749	10-00-000-4910	2018 PATH Incentive Pay-Out	10.00
<b>Vendor 2321 - William Eldridge Total:</b>					<b>10.00</b>
<b>Vendor Set Employees Total:</b>					<b>9,601.55</b>

Voucher List of Bills

Payment Dates: 12/13/2018 - 02/13/2019

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
<b>Vendor Set: Refunds - Refunds</b>					
<b>Vendor: 000003958-164 - Amy Edelson</b>					
Amy Edelson	01/14/2019	9611	25-00-000-2580	Actv 605102-03 Class Refund	213.00
<b>Vendor 000003958-164 - Amy Edelson Total:</b>					<b>213.00</b>
<b>Vendor: 000001811-43 - Cathy Koehler</b>					
Cathy Koehler			25-00-000-2580	Actv 213202-05 Class Refund	295.00
Cathy Koehler			25-00-000-2580	Actv 213202-05 Class Refund	-295.00
<b>Vendor 000001811-43 - Cathy Koehler Total:</b>					<b>0.00</b>
<b>Vendor: 000000388-167 - Jill Hirsh</b>					
Jill Hirsh	02/08/2019	9799	25-00-000-2580	Credit Bal Refund	255.00
<b>Vendor 000000388-167 - Jill Hirsh Total:</b>					<b>255.00</b>
<b>Vendor: 000001596-165 - Kathy Dwyer</b>					
Kathy Dwyer			25-00-000-2580	Actv 312506-01 Class Refund	664.50
Kathy Dwyer			25-00-000-2580	Actv 312506-01 Class Refund	-664.50
Kathy Dwyer	01/31/2019	9752	25-25-653-4200	Broadway Bound Refund	664.50
<b>Vendor 000001596-165 - Kathy Dwyer Total:</b>					<b>664.50</b>
<b>Vendor: 000001197-166 - Laurie Honor</b>					
Laurie Honor	02/08/2019	9800	25-00-000-2580	Dep Rfnd: 009397 WNGC TA	138.00
<b>Vendor 000001197-166 - Laurie Honor Total:</b>					<b>138.00</b>
<b>Vendor: 000004447-133 - Michelle Pollock</b>					
Michelle Pollock			25-00-000-2580	Credit Bal Refund	900.00
Michelle Pollock			25-00-000-2580	Credit Bal Refund	-900.00
<b>Vendor 000004447-133 - Michelle Pollock Total:</b>					<b>0.00</b>
<b>Vendor: 000003178-80 - New Trier Township</b>					
New Trier Township			25-00-000-2580	Refund - Zoey Horn Scholarshi	273.00
New Trier Township			25-00-000-2580	Refund - Zoey Horn Scholarshi	-273.00
<b>Vendor 000003178-80 - New Trier Township Total:</b>					<b>0.00</b>
<b>Vendor: 000003178-81 - New Trier Township</b>					
New Trier Township			25-00-000-2580	Refund - Zoey Horn Scholarshi	213.00
New Trier Township			25-00-000-2580	Refund - Zoey Horn Scholarshi	-213.00
<b>Vendor 000003178-81 - New Trier Township Total:</b>					<b>0.00</b>
<b>Vendor: 000001930-100 - Tom Gullen</b>					
Tom Gullen			25-00-000-2580	Dep Rfnd: 005606 RINK WAT	230.00
Tom Gullen			25-00-000-2580	Dep Rfnd: 005606 RINK WAT	-230.00
<b>Vendor 000001930-100 - Tom Gullen Total:</b>					<b>0.00</b>
<b>Vendor: 000001930-101 - Tom Gullen</b>					
Tom Gullen			25-00-000-2580	Dep Rfnd: 005606 RINK WAT	230.00
Tom Gullen			25-00-000-2580	Dep Rfnd: 005606 RINK WAT	-230.00
<b>Vendor 000001930-101 - Tom Gullen Total:</b>					<b>0.00</b>
<b>Vendor: 000001930-102 - Tom Gullen</b>					
Tom Gullen			25-00-000-2580	Dep Rfnd: 005606 RINK WAT	230.00
Tom Gullen			25-00-000-2580	Dep Rfnd: 005606 RINK WAT	-230.00
<b>Vendor 000001930-102 - Tom Gullen Total:</b>					<b>0.00</b>
<b>Vendor: 000001930-103 - Tom Gullen</b>					
Tom Gullen			25-00-000-2580	Dep Rfnd: 005606 RINK WAT	230.00
Tom Gullen			25-00-000-2580	Dep Rfnd: 005606 RINK WAT	-230.00
<b>Vendor 000001930-103 - Tom Gullen Total:</b>					<b>0.00</b>
<b>Vendor: 000001930-104 - Tom Gullen</b>					
Tom Gullen			25-00-000-2580	Dep Rfnd: 005606 RINK WAT	230.00
Tom Gullen			25-00-000-2580	Dep Rfnd: 005606 RINK WAT	-230.00
<b>Vendor 000001930-104 - Tom Gullen Total:</b>					<b>0.00</b>
<b>Vendor: 000001930-105 - Tom Gullen</b>					
Tom Gullen			25-00-000-2580	Dep Rfnd: 005606 RINK WAT	230.00
Tom Gullen			25-00-000-2580	Dep Rfnd: 005606 RINK WAT	-230.00
<b>Vendor 000001930-105 - Tom Gullen Total:</b>					<b>0.00</b>

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Payment Dates: 12/13/2018 - 02/13/2019

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
<b>Vendor: 000001930-106 - Tom Gullen</b>					
Tom Gullen			25-00-000-2580	Dep Rfnd: 005606 RINK WAT	230.00
Tom Gullen			25-00-000-2580	Dep Rfnd: 005606 RINK WAT	-230.00
<b>Vendor 000001930-106 - Tom Gullen Total:</b>					<b>0.00</b>
<b>Vendor: 000001930-107 - Tom Gullen</b>					
Tom Gullen			25-00-000-2580	Dep Rfnd: 005606 RINK WAT	460.00
Tom Gullen			25-00-000-2580	Dep Rfnd: 005606 RINK WAT	-460.00
<b>Vendor 000001930-107 - Tom Gullen Total:</b>					<b>0.00</b>
<b>Vendor: 000001930-108 - Tom Gullen</b>					
Tom Gullen			25-00-000-2580	Dep Rfnd: 005606 RINK WAT	230.00
Tom Gullen			25-00-000-2580	Dep Rfnd: 005606 RINK WAT	-230.00
<b>Vendor 000001930-108 - Tom Gullen Total:</b>					<b>0.00</b>
<b>Vendor: 000001930-109 - Tom Gullen</b>					
Tom Gullen			25-00-000-2580	Dep Rfnd: 005606 RINK WAT	230.00
Tom Gullen			25-00-000-2580	Dep Rfnd: 005606 RINK WAT	-230.00
<b>Vendor 000001930-109 - Tom Gullen Total:</b>					<b>0.00</b>
<b>Vendor: 000001930-110 - Tom Gullen</b>					
Tom Gullen			25-00-000-2580	Dep Rfnd: 005606 RINK WAT	230.00
Tom Gullen			25-00-000-2580	Dep Rfnd: 005606 RINK WAT	-230.00
<b>Vendor 000001930-110 - Tom Gullen Total:</b>					<b>0.00</b>
<b>Vendor: 000001930-111 - Tom Gullen</b>					
Tom Gullen			25-00-000-2580	Dep Rfnd: 005606 RINK WAT	230.00
Tom Gullen			25-00-000-2580	Dep Rfnd: 005606 RINK WAT	-230.00
<b>Vendor 000001930-111 - Tom Gullen Total:</b>					<b>0.00</b>
<b>Vendor: 000001930-112 - Tom Gullen</b>					
Tom Gullen			25-00-000-2580	Dep Rfnd: 005606 RINK WAT	230.00
Tom Gullen			25-00-000-2580	Dep Rfnd: 005606 RINK WAT	-230.00
<b>Vendor 000001930-112 - Tom Gullen Total:</b>					<b>0.00</b>
<b>Vendor: 000001930-113 - Tom Gullen</b>					
Tom Gullen			25-00-000-2580	Dep Rfnd: 005606 RINK WAT	230.00
Tom Gullen			25-00-000-2580	Dep Rfnd: 005606 RINK WAT	-230.00
<b>Vendor 000001930-113 - Tom Gullen Total:</b>					<b>0.00</b>
<b>Vendor: 000001930-114 - Tom Gullen</b>					
Tom Gullen			25-00-000-2580	Dep Rfnd: 005606 RINK WAT	230.00
Tom Gullen			25-00-000-2580	Dep Rfnd: 005606 RINK WAT	-230.00
<b>Vendor 000001930-114 - Tom Gullen Total:</b>					<b>0.00</b>
<b>Vendor: 000001930-115 - Tom Gullen</b>					
Tom Gullen			25-00-000-2580	Dep Rfnd: 005606 RINK WAT	230.00
Tom Gullen			25-00-000-2580	Dep Rfnd: 005606 RINK WAT	-230.00
<b>Vendor 000001930-115 - Tom Gullen Total:</b>					<b>0.00</b>
<b>Vendor: 000001930-116 - Tom Gullen</b>					
Tom Gullen			25-00-000-2580	Dep Rfnd: 005606 RINK WAT	230.00
Tom Gullen			25-00-000-2580	Dep Rfnd: 005606 RINK WAT	-230.00
<b>Vendor 000001930-116 - Tom Gullen Total:</b>					<b>0.00</b>
<b>Vendor: 000001930-117 - Tom Gullen</b>					
Tom Gullen			25-00-000-2580	Dep Rfnd: 005606 RINK WAT	230.00
Tom Gullen			25-00-000-2580	Dep Rfnd: 005606 RINK WAT	-230.00
<b>Vendor 000001930-117 - Tom Gullen Total:</b>					<b>0.00</b>
<b>Vendor: 000001930-118 - Tom Gullen</b>					
Tom Gullen			25-00-000-2580	Dep Rfnd: 005606 RINK WAT	230.00
Tom Gullen			25-00-000-2580	Dep Rfnd: 005606 RINK WAT	-230.00
<b>Vendor 000001930-118 - Tom Gullen Total:</b>					<b>0.00</b>
<b>Vendor: 000001930-119 - Tom Gullen</b>					
Tom Gullen			25-00-000-2580	Dep Rfnd: 005606 RINK WAT	460.00
Tom Gullen			25-00-000-2580	Dep Rfnd: 005606 RINK WAT	-460.00
<b>Vendor 000001930-119 - Tom Gullen Total:</b>					<b>0.00</b>

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Payment Dates: 12/13/2018 - 02/13/2019

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
<b>Vendor: 000001930-120 - Tom Gullen</b>					
Tom Gullen			25-00-000-2580	Dep Rfnd: 005606   RINK   WAT	230.00
Tom Gullen			25-00-000-2580	Dep Rfnd: 005606   RINK   WAT	-230.00
<b>Vendor 000001930-120 - Tom Gullen Total:</b>					<b>0.00</b>
<b>Vendor: 000001930-92 - Tom Gullen</b>					
Tom Gullen			25-00-000-2580	Dep Rfnd: 005606   RINK   WAT	230.00
Tom Gullen			25-00-000-2580	Dep Rfnd: 005606   RINK   WAT	-230.00
<b>Vendor 000001930-92 - Tom Gullen Total:</b>					<b>0.00</b>
<b>Vendor Set Refunds Total:</b>					<b>1,270.50</b>
<b>Grand Total:</b>					<b>933,579.35</b>

# Report Summary

## Fund Summary

Fund	Payment Amount
10 - CORPORATE FUND	426,267.66
25 - RECREATION FUND	298,403.71
30 - SPECIAL RECREATION FUND	52,489.22
45 - LIABILITY INSURANCE FUND	43,534.88
50 - WORKERS COMP FUND	19,077.96
55 - AUDIT FUND	0.00
65 - CAPITAL PROJECTS FUND	30,082.74
69 - MASTER PLAN CAPITAL PROJECTS	63,723.18
<b>Grand Total:</b>	<b>933,579.35</b>

## Account Summary

Account Number	Account Name	Payment Amount
10-00-000-2100	FEDERAL WITHOLDING	40,367.48
10-00-000-2110	IL STATE WITHOLDING	22,423.93
10-00-000-2111	WI STATE WITHOLDIN	466.08
10-00-000-2120	SOCIAL SECURITY WITH	63,022.90
10-00-000-2130	MEDICARE WITHOLDING	15,067.58
10-00-000-2140	ICMA DEF COMP WITHO	9,024.22
10-00-000-2150	IMRF WITHOLDING	76,768.46
10-00-000-2155	IMRF VAC WITHOLDING	8,892.76
10-00-000-2160	SUPPL IMRF LIFE WITHO	128.00
10-00-000-2170	AFLAC WITHOLDING	620.96
10-00-000-2175	FSA PLAN WITHOLDIN	6,119.64
10-00-000-2180	CREDIT UNION WITHOL	1,780.00
10-00-000-2190	GARNISHMENT WITHOL	783.60
10-00-000-4910	MISC/UNCLASSIFIED INC	6,460.00
10-11-000-5301	POSTAGE	7.20
10-11-000-5310	LEGAL SERVICES	262.50
10-11-000-5311	LEGAL NOTICES	67.27
10-11-000-5321	CONSULTING SERVICES	645.00
10-11-000-5340	CONFERENCES AND TRA	3,563.72
10-11-000-5341	MILEAGE REIMBURSEM	249.09
10-11-000-5342	OFFICIALS/MEETING EXP	4,334.32
10-11-000-5355	MAINTENANCE SERVICE	6,689.75
10-11-000-5370	RENTAL - EQUIPMENT	152.85
10-11-000-5402	BOOKS/PUBLICATNS/SU	62.88
10-11-000-5420	SUPPLIES - GENERAL	936.15
10-11-000-5600	HEALTH INSURANCE PRE	68,471.74
10-11-000-5730	DUES/MEMBERSHIPS	640.85
10-12-000-5210	TELEPHONE/INTERNET	495.12
10-12-000-5220	FUEL/HEAT	1,669.61
10-12-000-5230	ELECTRICITY	2,869.85
10-12-000-5240	WATER	87.55
10-12-000-5340	CONFERENCES AND TRA	1,416.76
10-12-000-5342	OFFICIALS/MEETING EXP	820.52
10-12-000-5350	MAINTENANCE SERVICE	1,700.00
10-12-000-5353	DISPOSAL/PORTOLET SE	2,191.54
10-12-000-5370	RENTAL - EQUIPMENT	588.00
10-12-000-5401	OFFICE SUPPLIES	403.69
10-12-000-5412	CUSTODIAL/CLEANING S	52.69
10-12-000-5421	SUPPLIES - UNIFORMS	854.65
10-12-000-5425	SUPPLIES-STAFF RECOG	11.51
10-12-000-5450	SUPPLIES - EQUIPMENT	1,197.21
10-12-000-5452	SHARED SVCS-FLEET MA	7,191.22
10-12-000-5480	GASOLINE/LUBRICANTS	2,552.08
10-12-000-5481	SUPPLIES-CONSTRUCTIO	827.95
10-12-000-5482	SUPPLIES-HARDWARE	104.63



## Account Summary

Account Number	Account Name	Payment Amount
10-12-000-5484	SUPPLIES-ELECTRICAL/B	1,823.18
10-12-000-5486	SUPPLIES-PLUMBING	1,135.04
10-12-000-5489	SUPPLIES-TRASH BAGS	531.96
10-12-000-5491	SUPPLIES-GREENHOUSE	566.79
10-12-000-5497	SUPPLIES-PLAYGRD/SUR	7,120.00
10-12-000-5585	PAVEMENT & SITE DEVE	1,753.88
10-12-000-5588	BUILDING IMPROVEME	2,831.05
10-13-000-4400	CONCESSION FOOD SAL	29.00
10-13-000-4430	MERCHANDISE SALES	13.00
10-13-000-5210	TELEPHONE/INTERNET/	484.99
10-13-000-5220	FUEL/HEAT	1,340.19
10-13-000-5230	ELECTRICITY	19,164.15
10-13-000-5240	WATER	22.54
10-13-000-5305	PARTY RENTAL ENTERM	875.00
10-13-000-5340	CONFERENCES AND TRA	217.21
10-13-000-5351	REPAIRS - EQUIPMENT	640.25
10-13-000-5352	REPAIRS - BUILDINGS	350.00
10-13-000-5353	DISPOSAL/PORTOLET SE	336.00
10-13-000-5355	MAINTENANCE SERVICE	615.30
10-13-000-5356	MAINT SERVICE/REPAIR	384.75
10-13-000-5357	MAINT SERVICE-REFRIG	546.00
10-13-000-5370	RENTAL - EQUIPMENT	252.00
10-13-000-5401	OFFICE SUPPLIES	53.33
10-13-000-5412	CUSTODIAL/CLEANING S	150.00
10-13-000-5413	REFRIGERATION SUPPLI	3,474.00
10-13-000-5418	SUPPLIES-ZAMBONI	2,007.80
10-13-000-5420	SUPPLIES - GENERAL	227.24
10-13-000-5450	SUPPLIES - EQUIPMENT	52.46
10-13-000-5470	RESALE - FOOD/CONCES	265.03
10-13-000-5480	GASOLINE/LUBRICANTS/	1,283.00
10-13-000-5481	SUPPLIES-CONSTRUCTIO	289.01
10-13-000-5486	SUPPLIES-PLUMBING	67.25
10-13-000-5488	SUPPLIES-HAND TOOLS	27.96
10-13-000-5581	EQUIPMENT - BUILDING	7,860.00
10-13-000-5584	EQUIPMENT - RECREATI	1,504.50
10-13-000-5588	BUILDING IMPROVEME	3,124.48
10-14-000-5210	TELEPHONE/INTERNET	335.04
10-14-000-5220	FUEL/HEAT	69.47
10-14-000-5230	ELECTRICITY	170.10
10-14-000-5340	CONFERENCES AND TRA	35.00
10-14-000-5350	MAINTENANCE SERVICE	0.00
10-14-000-5367	REPAIRS-CONCESSION E	385.00
10-14-000-5401	OFFICE SUPPLIES	53.32
10-14-000-5420	SUPPLIES - GENERAL	0.00
10-15-000-5230	ELECTRICITY	84.38
10-15-000-5340	CONFERENCES AND TRA	639.50
10-15-000-5361	PRINTING - EMPLOYME	34.00
25-00-000-1300	PREPAID EXPENSES	5,067.20
25-00-000-2580	BALANCE ON ACCOUNT-	606.00
25-00-000-5210	TELEPHONE/INTERNET	8,940.97
25-00-000-5220	FUEL/HEAT	8,440.31
25-00-000-5230	ELECTRICITY	15,024.38
25-00-000-5240	WATER	1,556.69
25-00-000-5301	POSTAGE	3,387.45
25-00-000-5305	PARTY RENTAL ENTERM	350.00
25-00-000-5321	CONSULTING-ONLINE/O	2,212.31
25-00-000-5340	CONFERENCES AND TRA	5,237.15
25-00-000-5341	MILEAGE REIMBURSEM	579.48

## Account Summary

Account Number	Account Name	Payment Amount
25-00-000-5342	OFFICIALS/MEETING EXP	2,006.25
25-00-000-5351	REPAIRS - EQUIPMENT	1,248.86
25-00-000-5352	REPAIRS - BUILDINGS	5,050.00
25-00-000-5353	DISPOSAL/PORTOLET SE	1,032.00
25-00-000-5355	MAINTENANCE SERVICE	3,833.70
25-00-000-5360	PRINTING/MARKETING/	5,167.83
25-00-000-5362	PHOTOGRAPHY	539.00
25-00-000-5401	OFFICE SUPPLIES	1,479.28
25-00-000-5402	BOOKS/PUBLICATNS/SU	46.24
25-00-000-5406	HAKAFA AGREEMENT S	382.73
25-00-000-5412	CUSTODIAL/CLEANING S	7,480.10
25-00-000-5420	SUPPLIES - GENERAL	732.89
25-00-000-5421	SUPPLIES - UNIFORMS	129.65
25-00-000-5422	SUPPLIES-UNIFORMS, B	510.00
25-00-000-5430	SUPPLIES - FIRST AID	276.00
25-00-000-5451	SUPPLIES - BUILDING PA	7,271.41
25-00-000-5482	SUPPLIES-HARDWARE	487.35
25-00-000-5484	SUPPLIES-ELECTRICAL/B	7,519.47
25-00-000-5485	SUPPLIES-ICEMELT/SALT	501.72
25-00-000-5486	SUPPLIES-PLUMBING	1,496.43
25-00-000-5488	SUPPLIES-HAND TOOLS	75.49
25-00-000-5580	EQUIPMENT - GENERAL	309.00
25-00-000-5584	EQUIPMENT - RECREATI	2,429.72
25-00-000-5730	DUES/MEMBERSHIPS	0.00
25-00-000-5740	COMMUNITY GRP CONT	5,250.00
25-25-310-5400	SUPPLIES-ADULT ART/P	0.00
25-25-312-5300	CONTRACTL-ADULT WO	1,799.25
25-25-401-5300	CONTRACTL-ELC 3YR	0.00
25-25-401-5400	SUPPLIES-ELC 3YR	610.53
25-25-402-5300	CONTRACTL-ELC 4YR	600.00
25-25-402-5400	SUPPLIES-ELC 4YR	421.70
25-25-403-5400	SUPPLIES-ELC 2YR	189.94
25-25-405-5400	SUPPLIES-KINDERGTN R	2.80
25-25-406-5300	CONTRACTL-PRESCHOO	9,731.25
25-25-414-5400	SUPPLIES-EXPL N DISCVR	14.66
25-25-418-5300	CONTRACTL-PRESCHOO	1,053.00
25-25-419-5300	CONTRACT-PRESCHOOL	8,965.44
25-25-422-5300	CONTRACTL-MUSIC & M	1,120.00
25-25-427-5300	CONTRACTL-ART OF PLA	720.00
25-25-428-5400	SUPPLIES-ALPHABET AN	0.00
25-25-429-5400	SUPPLIES-AMAZING ANI	45.58
25-25-432-5400	SUPPLIES-PRESCHOOL D	46.15
25-25-436-5300	CONTRACTL-PRESCHOO	0.00
25-25-449-5300	CONTRACTL-DRAMA-PR	1,037.40
25-25-471-5300	CONTRACTL-GJK PLAYTI	5,898.75
25-25-472-5300	CONTRACTL-GJK TRANSI	0.00
25-25-473-5300	CONTRACTL- GJK 3'S	0.00
25-25-474-5300	CONTRACTL-GJK 4'S	0.00
25-25-475-5300	CONTRACTL-GJK ENRICH	3,359.25
25-25-476-5300	CONTRACTL-GJK CAMPS	0.00
25-25-490-5400	SUPPLIES-PRESCH JR TR	40.67
25-25-506-5300	CONTRACTL-KINDERGTN	3,787.86
25-25-594-5300	CONTRACTL-PLAY WELL/	0.00
25-25-596-5400	SUPPLIES-MATH AND SC	0.00
25-25-601-5300	CONTRACTL-KIDS CLUB	1,213.00
25-25-601-5400	SUPPLIES-KIDS CLUB PM	2,585.25
25-25-602-5400	SUPPLIES-KIDS CLUB AM	215.84
25-25-605-5300	CONTRACTL-FIRST AID/B	99.00

## Account Summary

Account Number	Account Name	Payment Amount
25-25-605-5400	SUPPLIES-FIRST AID/BAB	175.60
25-25-607-5300	CONTRACTL-YOUTH HIP	9,350.64
25-25-612-5300	CONTRACTL-PIANO LESS	84.00
25-25-614-5300	CONTRACTL-YOUTH CRA	0.00
25-25-615-5400	SUPPLIES-YOUTH CERA	699.78
25-25-638-5300	CONTRACTL-PRESTO MA	150.00
25-25-639-5300	CONTRACTL-YOUTH YO	3,296.16
25-25-649-5300	CONTRACTL-DRAMA-YO	845.25
25-25-650-5300	CONTRACTL-TECHNOLO	7,367.40
25-25-652-5300	CONTRACTL-LIL FOOTLI	12,385.87
25-25-653-4200	REV-BROADWAY BOUN	664.50
25-25-653-5300	CONTRACTL-BROADWA	38,217.60
25-25-654-5300	CONTRACTL-JAZZ LYRICA	6,146.25
25-25-656-5300	CONTRACTL-STEM/TINK	10,416.00
25-25-703-5400	SUPPLIES-AYSO	0.00
25-25-707-5300	CONTRACTL-BOYS HSE B	1,642.00
25-25-707-5400	SUPPLIES-BOYS HOUSE	200.00
25-25-708-5300	CONTRACTL-GIRLS HSE B	576.95
25-25-708-5400	SUPPLIES-GIRLS HSE BAS	199.10
25-25-711-5300	CONTRACTL-PEE WEE B	2,232.00
25-25-711-5400	SUPPLIES-PEE WEE BASK	200.00
25-25-727-5300	CONTRACTL-ADULT DAN	0.00
25-25-740-5300	COTNRACTL-TRAVELING	805.00
25-25-740-5400	SUPPLIES-TRAVELING BA	90.25
25-25-744-5300	CONTRACTL-YOUTH FLA	0.00
25-25-747-5300	CONTRACTL-HOTSHOT S	0.00
25-25-753-5300	CONTRACTL-REDLINE AT	1,260.00
25-25-757-5300	CONTRACTL-CHEERLEAD	0.00
25-25-785-5300	CONTRACTL-FITNESS PU	1,819.63
25-25-786-5300	CONTRACTL-FITNESS DR	450.00
25-25-787-5300	CONTRACTL-GENERAL FI	2,052.00
25-25-787-5400	SUPPLIES-GENERAL FITN	431.32
25-25-801-5300	CONTRACTL-SUN FUN C	0.00
25-25-803-5300	CONTRACTL-KINDER KO	0.00
25-25-803-5400	SUPPLIES-KINDER KORN	15.99
25-25-806-5400	SUPPLIES-PRESCHL SUM	0.00
25-25-809-5300	CONTRACTL-COUNSELO	0.00
25-25-810-5300	CONTRACTL-CAMP ADV	0.00
25-25-813-5300	CONTRACTL-KOALA BEA	0.00
25-25-813-5400	SUPPLIES-KOALA BEAR C	5.00
25-25-833-5300	CONTRACTL-ACTION QU	0.00
25-25-837-5300	CONTRACTL-STEM CAM	0.00
25-25-901-5300	CONTRACTL-WATTS BEL	1,830.00
25-25-901-5400	SUPPLIES-WATTS BELO	1,947.60
25-25-903-5300	CONTRACTL-DAD/DAUG	2,575.00
25-25-903-5400	SUPPLIES-DAD/DAUGH	635.24
25-25-912-5400	SUPPLIES-HARVEST FEST	255.00
25-25-913-5400	SUPPLIES-HALLOWEEN P	-11.59
25-25-932-5300	CONTRACTL-SCHOOL DA	5,414.63
25-25-932-5400	SUPPLIES-SCHOOL DAYS	131.69
25-25-933-5400	SUPPLIES-TEEN SPECIAL	364.95
25-25-943-5300	CONTRACTL-ITTY BITTY	667.00
25-25-943-5400	SUPPLIES-ITTY BITTY NE	512.16
25-25-950-5300	CONTRACTL-GEN WKSP/	100.00
25-25-950-5400	SUPPLIES-GEN WKSP/SP	119.72
25-25-953-5400	SUPPLIES-FALL SPEC EVE	608.60
25-26-000-5340	CONFERENCES AND TRA	525.15
25-26-000-5341	MILEAGE REIMBURSEM	73.58

**Account Summary**

Account Number	Account Name	Payment Amount
25-26-000-5342	OFFICIALS/MEETINGS EX	382.58
25-26-000-5360	PRINTING/MARKETING/	1,014.00
25-26-000-5386	SERVICES-DAYCARE PRO	2,155.22
25-26-000-5387	NURSE SERVICES	85.00
25-26-000-5401	OFFICE SUPPLIES	155.08
25-26-000-5403	DAYCARE PROGRAM SU	3,600.82
25-26-000-5404	COMPUTER PGMS/APPs	525.00
25-26-000-5409	SUPPLIES-INTERNAL FO	4,349.90
25-26-000-5420	SUPPLIES - GENERAL	491.50
25-26-000-5430	SUPPLIES - FIRST AID	2,808.46
25-26-000-5460	SUPPLIES-FOOD EQUIP	167.55
25-26-000-5580	EQUIPMENT - GENERAL	0.00
25-26-000-5584	EQUIPMENT - RECREATI	0.00
25-26-000-5600	HEALTH INSURANCE PRE	12,644.24
25-27-000-5210	DEDICATED TV/INTERNE	342.96
25-27-000-5321	CONSULTING SERVICES	300.00
25-27-000-5351	REPAIRS-EQUIPMENT	620.00
25-27-000-5365	CONTRACTL-PERSONAL	1,020.00
30-00-000-1300	PREPAID EXPENSES	34,643.00
30-00-000-5750	NSSRA CONTRIBUTION	17,846.22
45-00-000-5335	WELLNESS/PRE-PLACEM	185.00
45-00-000-5650	PROPERTY INSURANCE	25,537.44
45-00-000-5651	GENERAL LIABILITY INSU	13,199.40
45-00-000-5652	EMPLOYMT PRACTICES I	4,283.10
45-00-000-5765	SAFETY INCENTIVE AWA	329.94
50-00-000-5655	WORKER COMP INSURA	19,077.96
55-00-000-5330	AUDIT FEES	0.00
65-00-015-5552	HARDWARE REPLACEMT	0.00
65-00-016-5531	PADDLE BOARD STORAG	0.00
65-00-017-5553	ANNUAL HARDWARE RE	0.00
65-00-017-5564	GENERAL PARKS EQUIP	0.00
65-00-018-5502	HARDWARE,NETWORK,	3,536.60
65-00-018-5503	SIGNATURE PADS/ELECT	608.66
65-00-018-5517	REPLACE WATTS HVAC R	6,570.00
65-00-018-5521	SEALCOAT LOTS-TAKIFF	15,000.00
65-00-018-5524	WIRELESS PROJECTORS-	226.28
65-00-018-5531	BEE APIARY PROJECT	4,141.20
69-00-000-2290	RETAINAGE PAYABLE	362.90
69-00-000-5320	ARCHITECT/DESIGN/CO	300.00
69-00-000-5531	TAKIFF PARKING-Ph 1-C	1,960.10
69-00-000-5533	TAKIFF PARKING-UST Iss	173.24
69-00-000-5538	PLAYGRD-WOODLAWN-	1,839.53
69-00-000-5540	PLAYGRD-WOODLAWN-	2,520.14
69-00-000-5548	PLAYGRD-OLD ELM-Cons	15,886.46
69-00-000-5550	TAKIFF PARKING Ph 2-D	55.80
69-00-000-5551	TAKIFF PARKING Ph 2-Co	40,580.01
69-00-000-5552	TAKIFF PARKING Ph 2-O	45.00
	<b>Grand Total:</b>	<b>933,579.35</b>

**Project Account Summary**

Project Account Key	Payment Amount
**None**	933,579.35
<b>Grand Total:</b>	<b>933,579.35</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 February 19, 2019 and you are hereby authorized to pay them from the appropriate funds.

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Treasurer, Park Board of Commissioners

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Secretary/Executive Director

# V. Financial Report

Glencoe Park District  
February 2019 Board Meeting



# G/L MONTHLY Pooled Cash Report

Glencoe Park District  
For the Period Ending 12/31/2018

ACCOUNT #	ACCOUNT NAME	BEGINNING BALANCE	CURRENT ACTIVITY	CURRENT BALANCE	
<b>CLAIM ON CASH</b>					
10-00-000-1000	CASH/INVESTMENTS	2,778,470.19	(39,663.75)	2,738,806.44	
25-00-000-1000	CASH/INVESTMENTS	4,924,777.53	(39,552.63)	4,885,224.90	
30-00-000-1000	CASH/INVESTMENTS	326,020.36	659.00	326,679.36	
35-00-000-1000	CASH/INVESTMENTS	311,945.70	(31,428.33)	280,517.37	
36-00-000-1000	CASH/INVESTMENTS	120,656.70	(18,224.40)	102,432.30	
40-00-000-1000	CASH/INVESTMENTS	335,620.91	2,940.18	338,561.09	
45-00-000-1000	CASH/INVESTMENTS	203,380.98	(2,021.01)	201,359.97	
50-00-000-1000	CASH/INVESTMENTS	61,362.30	150.01	61,512.31	
55-00-000-1000	CASH/INVESTMENTS	8,890.60	31.00	8,921.60	
65-00-000-1000	CASH/INVESTMENTS	360,344.62	(7,544.99)	352,799.63	
67-00-000-1000	CASH/INVESTMENTS	0.00	0.00	0.00	
69-00-000-1000	CASH/INVESTMENTS	1,370,031.36	(27,831.30)	1,342,200.06	
70-00-000-1000	CASH/INVESTMENTS	41,175.13	41.61	41,216.74	
75-00-000-1000	CASH/INVESTMENTS	0.00	0.00	0.00	
80-00-000-1000	CASH/INVESTMENTS	0.00	0.00	0.00	
90-00-000-1000	CASH/INVESTMENTS	0.00	0.00	0.00	
<b>TOTAL CLAIM ON CASH</b>		<b>10,842,676.38</b>	<b>(162,444.61)</b>	<b>10,680,231.77</b>	
<b>CASH IN BANK</b>					
99-00-000-1011	Operating Corporate Account	792,034.33	(185,659.34)	606,374.99	
99-00-000-1012	Operating PR Account	3,239.61	19.47	3,259.08	
99-00-000-1013	IL Funds	3,220,092.79	7,231.59	3,227,324.38	
99-00-000-1014	IPDLAF CD's	2,194,000.00	0.00	2,194,000.00	
99-00-000-1015	IPDLAF MM	1,747,104.45	15,093.04	1,762,197.49	
99-00-000-1016	PMA CD's	2,442,900.00	0.00	2,442,900.00	
99-00-000-1017	PMA MM	443,305.20	870.63	444,175.83	
<b>TOTAL CASH IN BANK</b>		<b>10,842,676.38</b>	<b>(162,444.61)</b>	<b>10,680,231.77</b>	
<b>DUE TO OTHER FUNDS</b>					
99-00-000-2400	Due To Other Funds	10,842,676.38	(162,444.61)	10,680,231.77	
<b>TOTAL DUE TO OTHER FUNDS</b>		<b>10,842,676.38</b>	<b>(162,444.61)</b>	<b>10,680,231.77</b>	
<b>Claim on Cash</b>	10,680,231.77	<b>Claim on Cash</b>	10,680,231.77	<b>Cash in Bank</b>	10,680,231.77
<b>Cash in Bank</b>	10,680,231.77	<b>Due To Other Funds</b>	10,680,231.77	<b>Due To Other Funds</b>	10,680,231.77
<b>Difference</b>	<u>0.00</u>	<b>Difference</b>	<u>0.00</u>	<b>Difference</b>	<u>0.00</u>

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

**Corporate and Other Funds:**

	<u>Nov 2018</u>	<u>Dec 2018</u>
Harris Bank Corporate Account - 0.657%	920,502.23	682,465.26
Illinois Park District Liquid Asset Fund (IPDLAF) - 2.18%	1,747,104.45	1,762,197.49
The Illinois Fund (Public Treasurers' Investment Pool) - 2.33%	3,220,092.79	3,227,324.38
Harris Payroll Account - 0.657%	6,890.04	8,378.77
PMA Financial Account - 2.25%	443,305.20	444,175.83
Reconciling Items(Dep in Transit, O/S Checks, etc.)	(132,118.33)	(81,209.96)
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)	242,000.00	242,000.00
PMA Certificates of Deposit:		
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>973,300.00</u>	<u>973,300.00</u>
<b>Grand Total</b>	<b>\$10,842,676.38</b>	<b>\$10,680,231.77</b>



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

	<b>As of <u>12/31/2016</u></b>	<b>As of <u>12/31/2017</u></b>	<b>As of <u>12/31/2018</u></b>
<b><u>Recreation Department - Programs</u></b>			
Revenues	3,141,469	3,285,873	3,331,400
Wages	(531,527)	(552,242)	(563,790)
Contractual	(1,068,424)	(1,148,779)	(1,093,937)
Supplies	(85,222)	(90,822)	(104,037)
Net Surplus	1,456,296	1,494,030	1,569,636
<b><u>Day Care Department</u></b>			
Revenue	737,636	801,590	1,016,518
Expense	(587,890)	(604,044)	(847,086)
Net Surplus/(Deficit)	149,746	197,546	169,432
<b><u>Fitness Department</u></b>			
Revenue	n/a	n/a	32,498
Expense	n/a	n/a	(30,175)
Net Surplus/(Deficit)	n/a	n/a	2,323
<b><u>Beach Department</u></b>			
Revenue	324,287	318,034	322,001
Expense	(248,583)	(240,051)	(226,446)
Net Surplus/(Deficit)	75,704	77,983	95,555
<b><u>Boating Department</u></b>			
Revenue	107,008	114,828	106,663
Expense	(97,928)	(114,238)	(141,520)
Net Surplus/(Deficit)	9,080	590	(34,857)
<b>Beach/Boating Dept Total:</b>	84,784	78,573	60,698
<b><u>Watts Department</u></b>			
Revenue	67,927	73,138	94,771
Expenses	(163,194)	(160,044)	(147,480)
Net Surplus/(Deficit)	(95,267)	(86,906)	(52,709)
<b><u>G &amp; A (Administration)</u></b>			
Revenue (excl G&A Tfr)	25,480	27,788	27,688
Expense	(885,926)	(930,795)	(973,940)
Net Surplus/(Deficit)	(860,446)	(903,007)	(946,252)
<b><u>Parks Department</u></b>			
Revenue	31,361	5,870	18,517
Expense	(858,695)	(909,490)	(877,187)
Net Surplus/(Deficit)	(827,334)	(903,620)	(858,670)
<b><u>Rec-Admin/Takiff Department</u></b>			
Revenues	1,180,951	1,190,872	1,255,190
Expenses	(1,698,990)	(2,575,785)	(2,063,429)
Net Surplus/(Deficit)	(518,039)	(1,384,913)	(808,239)



# G/L MONTHLY Pooled Cash Report

Glencoe Park District  
For the Period Ending 1/31/2019

ACCOUNT #	ACCOUNT NAME	BEGINNING BALANCE	CURRENT ACTIVITY	CURRENT BALANCE	
<b>CLAIM ON CASH</b>					
10-00-000-1000	CASH/INVESTMENTS	2,739,465.44	(81,793.54)	2,657,671.90	
25-00-000-1000	CASH/INVESTMENTS	4,889,690.70	(47,937.75)	4,841,752.95	
30-00-000-1000	CASH/INVESTMENTS	326,679.36	(227,489.22)	99,190.14	
35-00-000-1000	CASH/INVESTMENTS	280,517.37	(23,731.42)	256,785.95	
36-00-000-1000	CASH/INVESTMENTS	102,432.30	(17,462.74)	84,969.56	
40-00-000-1000	CASH/INVESTMENTS	338,561.09	909.55	339,470.64	
45-00-000-1000	CASH/INVESTMENTS	201,359.97	(44,948.38)	156,411.59	
50-00-000-1000	CASH/INVESTMENTS	61,512.31	(18,912.71)	42,599.60	
55-00-000-1000	CASH/INVESTMENTS	8,921.60	0.00	8,921.60	
65-00-000-1000	CASH/INVESTMENTS	352,799.63	(24,078.06)	328,721.57	
67-00-000-1000	CASH/INVESTMENTS	0.00	0.00	0.00	
69-00-000-1000	CASH/INVESTMENTS	1,342,200.06	122,552.98	1,464,753.04	
70-00-000-1000	CASH/INVESTMENTS	41,216.74	110.72	41,327.46	
75-00-000-1000	CASH/INVESTMENTS	0.00	0.00	0.00	
80-00-000-1000	CASH/INVESTMENTS	0.00	0.00	0.00	
90-00-000-1000	CASH/INVESTMENTS	0.00	0.00	0.00	
<b>TOTAL CLAIM ON CASH</b>		<b>10,685,356.57</b>	<b>(362,780.57)</b>	<b>10,322,576.00</b>	
<b>CASH IN BANK</b>					
99-00-000-1011	Operating Corporate Account	611,499.79	(239,827.77)	371,672.02	
99-00-000-1012	Operating PR Account	3,259.08	95,796.40	99,055.48	
99-00-000-1013	IL Funds	3,227,324.38	9,547.14	3,236,871.52	
99-00-000-1014	IPDLAF CD's	2,194,000.00	(248,000.00)	1,946,000.00	
99-00-000-1015	IPDLAF MM	1,762,197.49	9,485.28	1,771,682.77	
99-00-000-1016	PMA CD's	2,442,900.00	238,500.00	2,681,400.00	
99-00-000-1017	PMA MM	444,175.83	(228,281.62)	215,894.21	
<b>TOTAL CASH IN BANK</b>		<b>10,685,356.57</b>	<b>(362,780.57)</b>	<b>10,322,576.00</b>	
<b>DUE TO OTHER FUNDS</b>					
99-00-000-2400	Due To Other Funds	10,685,356.57	(362,780.57)	10,322,576.00	
<b>TOTAL DUE TO OTHER FUNDS</b>		<b>10,685,356.57</b>	<b>(362,780.57)</b>	<b>10,322,576.00</b>	
<b>Claim on Cash</b>	10,322,576.00	<b>Claim on Cash</b>	10,322,576.00	<b>Cash in Bank</b>	10,322,576.00
<b>Cash in Bank</b>	10,322,576.00	<b>Due To Other Funds</b>	10,322,576.00	<b>Due To Other Funds</b>	10,322,576.00
<b>Difference</b>	0.00	<b>Difference</b>	0.00	<b>Difference</b>	0.00

**Glencoe Park District  
Monthly Funds Report  
January 2019**

**Corporate and Other Funds:**

	<u>Jan 2019</u>	<u>Dec 2018</u>
Harris Bank Corporate Account - 0.657%	564,627.42	682,465.26
Illinois Park District Liquid Asset Fund (IPDLAF) - 2.32%	1,771,682.77	1,762,197.49
The Illinois Fund (Public Treasurers' Investment Pool) - 2.42%	3,236,871.52	3,227,324.38
Harris Payroll Account - 0.657%	103,710.04	8,378.77
PMA Financial Account - 2.30%	215,894.21	444,175.83
Reconciling Items(Dep in Transit, O/S Checks, etc.)	(197,609.96)	(76,085.16)
IPDLAF Certificates of Deposit:		
1 CDs at \$245,000 each maturing January 14, 2019 (2.05% net)	0.00	245,000.00
1 CDs at \$245,000 each maturing January 22, 2019 (2.10% net)	0.00	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)	242,000.00	242,000.00
1 CDs at \$242,000 each maturing January 22, 2019 (2.85% net)	242,000.00	
PMA Certificates of Deposit:		
2 CDs totaling \$490,400 maturing January 22, 2019 (1.94% net)	0.00	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)	973,300.00	973,300.00
3 CDs totalling \$728,900 maturing January 22, 2020 (2.79-2.84% net)	<u>728,900.00</u>	<u>0.00</u>
<b>Grand Total</b>	<b>\$10,322,576.00</b>	<b>\$10,685,356.57</b>

**Glencoe Park District  
Monthly Financial Analysis  
January 2019**

	<u>As of 1/31/2017</u>	<u>As of 1/31/2018</u>	<u>As of 1/31/2019</u>
<b><u>Recreation Department - Programs</u></b>			
Revenues	3,235,921	3,399,464	3,450,322
Wages	(555,810)	(597,769)	(612,208)
Contractual	(1,159,031)	(1,254,310)	(1,209,444)
Supplies	(89,977)	(96,060)	(111,361)
Net Surplus	1,431,103	1,451,325	1,517,309
<b><u>Day Care Department</u></b>			
Revenue	818,746	895,483	1,138,355
Expense	(638,211)	(662,858)	(926,612)
Net Surplus/(Deficit)	180,535	232,625	211,743
<b><u>Fitness Department</u></b>			
Revenue	n/a	40,138	42,318
Expense	n/a	(5,870)	(35,262)
Net Surplus/(Deficit)	n/a	34,268	7,056
<b><u>Beach Department</u></b>			
Revenue	324,303	318,034	322,001
Expense	(259,797)	(249,069)	(237,001)
Net Surplus/(Deficit)	64,506	68,965	85,000
<b><u>Boating Department</u></b>			
Revenue	107,008	114,828	106,663
Expense	(100,234)	(116,701)	(148,345)
Net Surplus/(Deficit)	6,774	(1,873)	(41,682)
<b>Beach/Boating Dept Total:</b>	71,280	67,092	43,318
<b><u>Watts Department</u></b>			
Revenue	123,174	108,260	117,849
Expenses	(186,893)	(202,759)	(196,797)
Net Surplus/(Deficit)	(63,719)	(94,499)	(78,948)
<b><u>G &amp; A (Administration)</u></b>			
Revenue (excl G&A Tfr)	28,518	30,463	30,383
Expense	(970,864)	(1,023,819)	(1,064,673)
Net Surplus/(Deficit)	(942,346)	(993,356)	(1,034,290)
<b><u>Parks Department</u></b>			
Revenue	31,599	5,870	18,817
Expense	(916,079)	(970,098)	(932,051)
Net Surplus/(Deficit)	(884,480)	(964,228)	(913,234)
<b><u>Rec-Admin/Takiff Department</u></b>			
Revenues	1,211,004	1,217,856	1,285,750
Expenses	(1,861,240)	(2,743,503)	(2,232,494)
Net Surplus/(Deficit)	(650,236)	(1,525,647)	(946,744)

## **VI. Staff Reports**

Glencoe Park District  
February 2019 Board Meeting

**Glencoe Park District  
Business Department Report  
February 2019**

**FY2019/20 Budget**

The first draft of the proposed FY2019/20 Budget was completed and distributed to the Board of Park Commissioners on January 15. It was discussed in detail at the February 5 Finance Committee of the Whole Meeting. All changes from that meeting, as well as more refined projected current year amounts, will be reflected in the approval draft of the budget which is tentatively scheduled to be approved at the regular meeting on March 19. After the required period for public inspection, the Budget and Appropriations Ordinance will then be approved at the regular meeting on April 16.

**Year-End Payroll Processing**

W-2s and 1099s have been completed and have been mailed by the required deadlines. There were 293 employees paid by the Park District in 2018, compared to 274 employees in 2017. There are also 58 independent contractors/vendors that will receive 1099s for 2018, compared to 62 contractors in 2017. Staff also created and issued the 1094-C and 1095-C Forms which are required to be sent to employees (and IRS) for ACA reporting purposes to show proof of coverage of health insurance.

**Front Office**

Front Office staff has been busy (welcome letters, childcare tax letters, transfers, phone calls) with the start of winter programs which started on January 7. Early Learning Center and GJK Preschool *pre*-registration (for next school year) was held January 14-February 1 and open registration began February 4. Registration for next school year's Early Learning Center preschool is non-lottery, i.e. first come, first served. Childcare tax letters for 2018 were emailed out to participants in the daycare, preschool and before/after school programs.

**Health Risk Assessment Program**

Staff will be conducting the twelfth consecutive year of the annual health risk assessment testing/wellness program for the District's full-time staff and their adult dependents. This is a free service provided through the PDRMA Health Program, and for eligible staff, there is a \$400 annual incentive from PDRMA. Informational meetings were conducted and health questionnaire is now available online for staff to complete. The date of the onsite health testing is set for March 7.

**Section 125 Plan/PDRMA Health Plan Enrollments**

Staff was busy in late December coordinating final enrollment paperwork with full-time employees for new plan years for both the District's Section 125 Plan and PDRMA Health Program health insurance plan.

### **Annual Staff Performance Evaluations/Goals**

As we approach the end of the current fiscal year, staff has been busy preparing annual performance evaluations on all full-time staff, as well as many of the permanent part-time staff. Salary increases are based solely on merit, and will be effective March 1, 2019.

### **FY2018/19 Audit**

Yet another fiscal year end is right around the corner (February 28). As such, staff has begun to prepare the annual audit confirmation letters, as well as the many audit schedules required as part of the District's annual audit. Staff also met with managing partner, Ron Amen, on January 10 to discuss pre-audit planning. Closing journal entries will occur in early March. The auditors are scheduled for preliminary fieldwork on March 12 and final fieldwork on the week of April 29-May 2.

### **Illinois Parks and Recreation Annual Conference (January 25)**

Liz and I attended the annual conference downtown at the Hyatt Hotel on Friday, January 25. In addition to the numerous networking opportunities with other professionals and board members, visiting the very large exhibit hall, attending the all-conference luncheon and celebration reception for Distinguished Agency, we also attended a seminar on onboarding programs for full-time and part-time employees. I also attended a breakfast meeting with Executive Director Sheppard with Eric Anderson, of Piper Jaffrey, for future debt planning. I also attended a dinner provided by Ancel Glink with our A-Team management staff.

Submitted by:

Carol Mensinger, Director of Finance/Human Resources

**Glencoe Park District  
Recreation and Facilities Department  
February 2019**

**Recreation Department Report: Bobby Collins**

The recreation team wants to congratulate Liz Visteen on being recognized as the IPRA Recreation Section Distinguished Member. Liz received her award at the 2019 IPRA/IAPD conference in January.

Adam and his team are preparing Watts to finish a strong skating season. The facility closes for skating on March 2 (weather permitting), but Watts will continue to house Kids Club, Action Quest, and dance/theater programs.

The fitness center is officially open for its second year of operation. We are continuing to watch membership renewals and new registrations. Over 50% of our current members are up for renewal in the month of February. Adam and his team have been working hard to connect with all of our members and hopefully have them continue their membership with Glencoe Fitness.

The rec team continues to work on the spring and summer brochure, which will be delivered to residents in early March. Liz Visteen has been busy recertifying our preschool teachers and recreation staff in first aid, CPR, and AED.

**Early Childhood: Jessica Stockl**

The Early Childhood Wing greatly enjoyed hosting Messy Morning and Preschool Open House on Saturday, January 19. Children were able to squish, squeeze, and paint their way through our whole wing. We met a few families that are new to the Glencoe area and were able to share our programs with them.

At the beginning of March, we will be welcoming three new children into our Jellyfish and Frog programs. Some of our current students will be transitioning to their new classrooms as they hit developmental milestones. Every Children's Circle classroom has a waitlist with 15 for Jellyfish, 12 for Frogs, three for Turtles, four for Starfish, eight for Dolphins, and two for Belugas.

<b>Children's Circle Enrollment as of 2/4/2019</b>	<b>2018/2019</b>	<b>2017/2018</b>
Jellyfish	9	15
Frogs	13	14
Turtles (NEW)	15	0
Starfish	13	17
Dolphins (NEW)	15	0
Belugas	17	21
<b>Total</b>	<b>82</b>	<b>67</b>

ELC has been gaining interest with tours coming through at least once per week. Early Learning Center's priority registration began January 14 and ended February 1. Registration is open to the public as of February 4. Current ELC students were able to register for the 2019-2020 school year. We are expecting the classes to fill as we get closer to the school year.



<b>ELC Enrollment as of 2/4/2019</b>	<b>2019-2020 (pre-registration)</b>	<b>2018-2019 (final enrollment)</b>
2's classes	6	17
3's classes	8	15
4's classes	20	26
Kindergarten Readiness	3	7
<b>Total</b>	<b>34</b>	<b>65</b>

Camp registration began November 28. We are expecting to see a change in camp numbers as we near the end of the early bird rates. The class sizes are on par with last year's numbers with the exception of Teddies which did not run last year. We are excited to have the Teddies back as they will attend ELC 2s in the fall. We only have two open camp counselor positions left for Bears and Kinder Korner as 14 of our 24 counselors are returning from last summer.

<b>Bears and Kinder Korner Enrollment as of 2/4/2019</b>			
<b>Teddies (15 max)</b>	<b>Pandas (16 max)</b>	<b>Koalas (40 max)</b>	<b>Kinder Korner (40 max)</b>
M/W/F 4 & T/TH 3	11	25	35

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

Chris held a check-in meeting with the Park District of Highland Park and Deerfield Park District to ensure basketball is running smoothly. For this season, we will be hosting all of the 5th/6th Grade Boys Playoffs and the 5th/6th Grade Girls Playoffs at Central School.

Chris coordinated with Mt. Prospect Park District to schedule games for 7 different communities and a total of 12 teams for a 7th/8th-grade boy's house league. This is the first time Glencoe has had a 7th/8th grade team since at the 2014/15 basketball season.

House teams and travel teams are off to a great start. Teams have played well in both tournaments and league play. The new 5th Grade B team and 6th Grade team league are very organized and teams are playing at the appropriate ability level instead of being forced into more competitive leagues.

Winter/spring classes began in January and have started well. Game On! Sports 4 Girls was moved from Saturdays to Monday and that class filled with 20 girls. Hot Shots Tumbling has been growing in popularity and is also full with 20 participants.

<b>Winter Enrollment</b>	<b>2019</b>	<b>2018</b>	<b>2017</b>
Game On! Sports 4 Girls *	20	-	-
Fencing	13	11	7
Hot Shots Tumbling	20	9	9
Little Dribblers	17	16	19
Little Sportsters Monday	21	18	15
Little Sportsters Tuesday	17	18	12
Little Sportsters Wednesday #	5	4	5
Little Sportsters Thursday	9	13	11
Little Sportsters Friday	11	7	17

**Arts and Youth: Stephani Briskman**

On February 23, Stephani will be attending the Camp Expo being held at Northbrook Court from 10:00a-12:00p. We will be advertising our camp programs and offering information for potential new families. This is the first year we are attending this expo.

Over the holiday break, staff offered a Winter Break camp to program participants. This six-day long camp was filled with exciting field trips. This year’s Winter Break Camp was two days shorter than last year.

<b>Winter Break 2019</b>		<b>Winter Break 2018</b>	
December 26	21	December 26	19
December 27	10	December 27	16
December 28	21	December 28	15
December 29	20	December 29	22
January 2	22	January 2	22
January 3	19	January 3	30
		January 4	45
		January 5	41
<b>Total</b>	<b>113</b>	<b>Total</b>	<b>210</b>

On January 22, we hosted a Slime and Skate pop-up class with Kim Bloomberg and Kerri Ringel. The 24 participants made winter-themed slime and participated in open skate at Watts. The next pop-up class will be hosted on February 18.

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

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

The December 14 Teen Ice Night was huge success. A record number of teens attended this event. Teens enjoyed skating, pizza, hot chocolate, and roasting marshmallows by the fireplace for s’mores. The Park District once again partnered with Glencoe Junior High Project on this event who were instrumental in promoting and recruiting attendees and volunteers.

The Who’s Who of Owls presentation was a new event this year offered in partnership with Friends of the Green Bay Trail. Approximately 100 individuals attended the event including adults and children of all ages. Award-winning naturalist Mark Spreyer revealed the truth about many North American owls and raptors. Participants learned about owl hunting adaptations and had the opportunity to meet live owl guests.

Watts Below Zero was another fun event on Monday, January 21. Although it was chilly, people enjoyed the winter weather activities. New this year was a large inflatable snow globe in the front of Takiff in which individuals could go inside to have their picture taken. Participants also enjoyed open skate on the main rink, frozen bird bowling on the studio rink, carnival games, sledding, crafts, face-painting, popcorn, cotton candy, and special guest appearances from the Blackhawk’s Tommy Hawk and Glencoe Park District’s Gus the Dog.

<b>2018 Special Event Attendance</b>	<b>2018</b>	<b>2017</b>
F, Dec 14 – Teen Ice Night	117	101
F, Dec 21 – Winter Solstice	~60	~50-55
M, Dec 31 – Itty Bitty New Year	105	93

<b>2019 Special Event Attendance</b>	<b>2019</b>	<b>2018</b>
Sa, Jan 12 – Who’s Who of Owls	~100	<i>Not offered</i>
F, Jan 18 – Art Show	~35	<i>Not offered</i>
Sa, Jan 19 – Messy Morning	~40-45 families	~45-50 families
M, Jan 21 – Watts Below Zero	~250	~300
F, Feb 8 – Teen Ice Night	66	86
Su, Feb 10 – Daddy Daughter Dance	160	160

Upcoming special events:

- February 13 – Don’t Squash That Bug
- February 17 – Random Acts of Kindness
- March 10 – Family Fun Fest
- March 15 – Youth Art Show
- March 17 – Leprechaun Hunt

Enrollment for winter programs is slightly lower than last year for youth and adult ceramics; however, only by a few individuals. Adult art enrollment has remained the same compared to last year. Staff is continually working on new ways to promote art programs. The Park District will host the first Youth Art Show on Friday, March 15 from 6:00-8:00p. Youth art students will be able to showcase their work and invite friends and family members to join in the celebration. Staff is hopeful this event will draw more attention to youth art programs and encourage more registration.

<b>Winter Enrollment as of 2/5</b>	<b>2019</b>	<b>2018</b>
Adult Ceramics	22	26
Youth Ceramics	56	59
Adult Art Programs	46	46
Adult Art Workshops	0	0
Teen Programs	9	0

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

Facility rentals continue to trend consistently above last year. Switching to facility rentals versus birthday party packages have 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 responsibility 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. Below is a comparison of our net revenue.

<b>Takiff Center Rental</b> as of 1/31/2019	<b>2018-2019</b>	<b>2017-2018</b>
Facility Rentals	\$81,424.25	\$70,677.64
Birthday Parties	\$400.00	\$16,441.00
Alcohol Liability Revenue <i>(revenue &amp; expenses equal each other)</i>	\$3,030.00	\$2,355.00
Contractual Payments <i>(payments to party vendors &amp; Alcohol Liability permits)</i>	-\$2,525.00	-\$11,745.00
<b>Net Revenue</b>	<b>\$82,329.25</b>	<b>\$77,728.64</b>

### **Glencoe Fitness**

Glencoe Fitness continues to grow in membership. Below is our current active member totals. We have gained 13 active members with 3 winter break memberships in the months of December and January.

<b>Active Fitness</b> <b>Members</b> as of 1/31/2019	<b>Fees</b>
218	\$61,715

During the month of January, we did 19 Healthy Habits. This included many different healthy habits such as drinking 64oz of water in a day, trying a new vegetable, and working out for 30 minutes.

We sent out postcards to current members who have a membership expiring in February. It is a two-step process to retain them as members and includes an incentive to renew by a certain date. The month of February and March are very important, as approximately 50% of the active memberships are set to expire.

### **Programming – Dance & Theater**

The Glencoe Park District and Helen's Performing Arts Company had its annual Winter Dance Showcase at the Takiff Center on December 16 from 2:00-4:00pm. Over 130 students participated. The Spring Recital is set for May 19 at 2:00pm at Regina Dominican High School in Wilmette.

Broadway Bound had their performances of The Wizard of Oz on January 19-20 at the Winnetka Community House's Matz Hall. It was a wonderful performance with over 1000 tickets sold between the four shows. The spring show started their production of Alice in Wonderland. The Spring Show is set for June 1-2.

### **Watts Ice Center**

The Watts Ice Center has had an extremely successful season. Outside a few rain days and the latest cold spell, we have stayed open and been very busy. Below are comparisons for Watts rentals, skating classes, and pass sales.

<b>Watts Center Rental as of 1/31/2019</b>	<b>2018-2019</b>	<b>2017-2018</b>
Room Rentals	\$5,943.75	\$6,083.75
Party Ice Rentals	\$14,380.50	\$7,301.00
Misc. Hockey Rentals	\$29,646.75	\$30,259.30
<b>Totals</b>	<b>\$49,971.00</b>	<b>\$43,644.05</b>

<b>Watts Skating Classes</b>	<b>2018-2019 as of 1/31/19</b>		<b>2017-2018 as of 1/31/18</b>	
	<b>Enrollment</b>	<b>Fees</b>	<b>Enrollment</b>	<b>Fees</b>
Snowplow Sam	90	\$8,550	89	\$8,806
USFS Skating	25	\$2,470	45	\$4,405
Minor Hawks	30	\$2,736	43	\$4,125
Winter Break Camp	24	\$1,368	-	-
<b>Totals</b>	<b>169</b>	<b>\$15,124</b>	<b>177</b>	<b>\$17,336</b>

<b>Watts Pass Sales</b>	<b>2018-2019 as of 1/31/19</b>	<b>2017-2018 as of 1/31/18</b>
Individual Pass	\$512	\$549
Family Pass	\$9,776	\$9,686
Combo Pass	\$3,112	\$2,839
Hockey 10 punch	\$1,794	\$3,417
<b>Totals</b>	<b>\$15,194</b>	<b>\$16,491</b>

We had 24 participants in a new winter break learn-to-skate camp. These were three-day workshop camps each week of break. It was a fun way for people to learn how to skate in an abbreviated workshop setting.

Below is a comparison of revenue for winter break for the past three years.

<b>Winter Break Revenue</b>	<b>2018-2019 (14 days)</b>	<b>2017-2018 (14 days)</b>	<b>2016-2017 (14 days)</b>
Open Skate	\$9,530	\$3,024	\$4,276
Open Hockey	\$3,812	\$2,390	\$2,510
Rental Skates	\$3,504	\$1,360	\$1,716
<b>Totals</b>	<b>\$16,846</b>	<b>\$6,774</b>	<b>\$8,502</b>

*Continued next page...*

# Watts Winter Break Schedule

We had 64.75 hours of open skate and 18 hours of open hockey on the main rink.

Main Rink Schedule (Winter Break 12/22-12/28)							
	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
8:00AM							
8:15AM							
8:30AM							
8:45AM							
9:00AM	Adult Scrub Hockey 8:15-9:00am						
9:15AM		Adult Scrub Hockey 8:45-10:15am					
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Main Rink Schedule (Winter Break 12/19-1/4)							
	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
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Studio Rink Schedule (Winter Break 12/22-12/28)							
	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
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Studio Rink Schedule (Winter Break 12/29-1/4)							
	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
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Submitted by:  
 Bobby Collins, CPRP  
 Director of Recreation and Facilities

**Glencoe Park District  
Parks & Facilities Maintenance Report  
February 2019**

**Administrative**

I have continued to work with AltaManu relating to ongoing capital projects. I have started to kickoff bid preparations on a number of projects, including Watts Recreation Center roof replacement, asphalt park pathway repairs, tennis court color coating and capital equipment purchasing. I also attended the annual IAPD/IPRA Conference and exhibit hall.

**Grounds/Horticulture**

The horticulture crew has continued to perform dormant pruning from the ground throughout the District. A major emphasis was placed on the removal of overgrown shrubs at a number of locations. Additionally the green houses are being prepared for the spring season.

**Parks Maintenance & Construction**

Staff has contended with the heavy snow and cold temperatures. Special emphasis is placed on parking lots, entrance/exits, and the ice surface.

Staff has made the most of the breaks in the weather. Dugouts were cleaned at Watts Park, and a new security light was installed on the North Field walking path.

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

**Facilities**

Staff has been challenged with very cold temperatures this season. Multiple heaters throughout the District required repairs. Staff was fortunate to have planned ahead with replacement parts available on hand. Additionally, all four large rooftop heaters were replaced at Watts before the cold weather hit.

The ongoing process of installing LED lights at Takiff continues. Staff is currently focusing on installing new LED bulbs in the Takiff gym.

**Athletic**

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

**Equipment**

Staff has begun servicing the small engine equipment in preparation for the spring 2019 season. The heavy snow has taken a toll on District equipment. The grass hopper power broom required extensive repairs as well as several fleet trucks.

**Shared Services**

The Village of Glencoe has continued to support the Park District by providing rock salt for us to use on our parking lots. Village mechanics have continued to support park operations by repairing trucks and equipment when time allows.

Submitted by:

Chris Leiner, Director of Parks & Maintenance



## Glencoe Park District Marketing/Communications Report February 2019

### Social Media/Email

We ended the month of January with 50,134 Facebook impressions (in 2018, we ended the month with 28,293 impressions). We now have 1,608 followers on Facebook, 888 followers on Twitter and 1,112 followers on Instagram. Glencoe Beach has 1,938 followers and Watts Ice Center has 214 followers on Facebook.

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

Date Sent	Campaign Name	Total Sent	Open Rate	Click Through Rate	Link
2019/01/31	Daddy Daughter Dance	382	53.10%	15.00%	<a href="https://conta.cc/2G4hmbL">https://conta.cc/2G4hmbL</a>
2019/01/29	Extreme weather Update	3793	47.20%	4.20%	<a href="https://conta.cc/2GdxQ1r">https://conta.cc/2GdxQ1r</a>
2019/01/29	Dog Park Meeting	5257	38.20%	6.80%	<a href="https://conta.cc/2FEOo1W">https://conta.cc/2FEOo1W</a>
2019/01/29	Extreme weather	3816	42.20%	4.00%	<a href="https://conta.cc/2G7ghQp">https://conta.cc/2G7ghQp</a>
2019/01/28	Blackhawks Alumni Skate	643	41.90%	3.40%	<a href="https://conta.cc/2DEOvJg">https://conta.cc/2DEOvJg</a>
2019/01/21	Slime & Skate	578	36.30%	5.40%	<a href="https://conta.cc/2DpBsvf">https://conta.cc/2DpBsvf</a>
2019/01/17	Magic class	852	37.00%	5.20%	<a href="https://conta.cc/2FomQhf">https://conta.cc/2FomQhf</a>
2019/01/13	Wizard of Oz show	333	59.10%	6.20%	<a href="https://conta.cc/2FriWnB">https://conta.cc/2FriWnB</a>
2019/01/11	Watts Below Zero	1038	49.70%	13.40%	<a href="https://conta.cc/2FfKdc">https://conta.cc/2FfKdc</a>
2019/01/10	Winter Art Show	268	45.00%	7.60%	<a href="https://conta.cc/2EC3Qvb">https://conta.cc/2EC3Qvb</a>
2019/01/08	Messy Morning	561	59.40%	5.20%	<a href="https://conta.cc/2Fg6qaB">https://conta.cc/2Fg6qaB</a>
2019/01/04	January Health Tips	212	38.00%	10.30%	<a href="https://conta.cc/2F95KUb">https://conta.cc/2F95KUb</a>
2019/01/01	Healthy 19 in 2019	167	40.60%	20.00%	<a href="https://conta.cc/2Cus9tL">https://conta.cc/2Cus9tL</a>
2018/12/28	Winter Art Classes	5214	28.10%	4.80%	<a href="https://conta.cc/2EC3Qvb">https://conta.cc/2EC3Qvb</a>
2018/12/27	Fitness member update	97	65.90%	38.30%	<a href="https://conta.cc/2Cs6a6H">https://conta.cc/2Cs6a6H</a>
2018/12/26	Itty Bitty New Year Reminder	580	29.20%	6.60%	<a href="https://conta.cc/2S0Rtgb">https://conta.cc/2S0Rtgb</a>
2018/12/18	Winter break activities	5219	31.40%	16.70%	<a href="https://conta.cc/2ErBxj8">https://conta.cc/2ErBxj8</a>
2018/12/17	Itty Bitty New Year	718	43.80%	10.40%	<a href="https://conta.cc/2S0NPTx">https://conta.cc/2S0NPTx</a>
2018/12/14	Winter Solstice	5225	37.40%	1.50%	<a href="https://conta.cc/2S3TvvW">https://conta.cc/2S3TvvW</a>
2018/12/10	Preschool winter enrichments	187	58.40%	13.90%	<a href="https://conta.cc/2RHfkkR">https://conta.cc/2RHfkkR</a>
2018/12/07	School Age enrichments	756	41.00%	13.60%	<a href="https://conta.cc/2EhKL6U">https://conta.cc/2EhKL6U</a>

### Special Events

I worked closely with our Recreation team to market the Winter Solstice, Itty Bitty New Year, Watts Below Zero, Messy Morning, Teen Skate Night, Daddy-Daughter Dance, and pop-up classes (Magic, Blackhawks Alumni Skate, Skate & Slime). For each event, I created flyers, website graphics, posters, event signage as well as email blasts, social media posts, media pitches.

### **Spring/Summer Guide**

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

### **Glencoe Fitness**

In order to promote renewing Glencoe Fitness membership, we have designed a series of postcards and email blasts to send to current members. Our front desk staff is personalizing the postcards, which are sent out to individuals one month before their membership expires, with a second card sent two weeks later. The postcards offer a free personal training session for renewing. We've also enlisted the help of Evey Schweig, a Glencoe resident and health coach, to create curated nutrition emails to share with members via email and signage at Glencoe Fitness. In addition, we ran a free challenge during the month of January for members, called the 19 Healthy Habits in 2019 Challenge. We asked members to complete at least 19 healthy activities in order to enter to win prizes.

### **Preschool Enrollment**

Messy Morning is our traditional preschool open house. To recruit new families, we do a direct mail campaign to families within a 3-mile radius with children under the age of 5. We also promote the program on Google Adwords, Facebook, Instagram, and Twitter, as well as through traditional posters, flyers, and email blasts.

### **Extreme Weather**

The extreme weather prompted the Park District to close for a day and a half. In addition to email blasts, we utilized the rainout line to send text messages, social media posts, web alerts, and email notifications.

If you would like to receive text alerts, mobile notifications, or email messages for weather-related events (like camp carline updates, Glencoe Beach closures, Watts Ice closures, and more), go to <https://rainoutline.com/subscribe/notify/8472589050/0> and click on the appropriate tab (mobile, email, text). Enter your phone or email address, select the locations you want to subscribe to, and click submit.

### **Dog Park Meeting**

In order to communicate the Dog Park community input meeting, posters were displayed in the Village kiosk and at all Glencoe Park District facilities. In addition, Family Service of Glencoe, the Village of Glencoe, and School District 35 agreed to share information about the meeting to their subscribers. An email blast was sent to all Glencoe Park District subscribers, with a reminder being sent 6 days later to non-openers. In addition, the meeting was shared with promoted posts on Facebook and Instagram, as well as on NextDoor and Twitter. The meeting also met OMA requirements including notices posted at Takiff and a public notice included in the Glencoe News.

Submitted by:

Erin Classen, Superintendent of Marketing and Communications

**SAFETY AND WELLNESS COMMITTEE**  
Agenda and Minutes  
Wednesday, January 23, 2019 / 2:00 p.m.  
(Please Note: Items in **red** print require action)

1. Call to order at 2:05 p.m.

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

2. Review of the Minutes: The Safety and Wellness Committee Meeting Minutes from November 14, 2018 were reviewed and accepted.

3. Accident/Incident Review: Carol reported on the accident/incident reports for December and January. There were a total of (4) four employee injuries, all minor.

4. Facility and Park Inspection Review:

- a) One of the benches on the toad stool table, located at the Takiff playground, requires repair. **Chris** noted that materials have been ordered.
- b) **Chris** further stated that materials have also been ordered for the Milton Playground.

5. Open Claims: Carol stated that there are (2) Worker's Comp claims and (2) 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.
- c) **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 addressed.

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.

8. New Items:

- a) **Chris** will send out reading material on slips, trips and falls, which he would like everyone to pass around to their teams. Each individual will need to read the booklet, take the quiz, and then sign-off on the sheet.
- b) Chris stated that they now have a new product that they are using on the bricks; it is a liquid de-icer.
- c) Matt stated that during the last fire drill, a patron was taking a shower when the alarm went off. Bobby stated that they are going to remove the shower alarm and replace it with a strobe light. In the interim, **Bobby** will follow-up with **Adam** to make sure that they check the shower room prior to any fire drill taking place.
- d) Lorise thanked the Parks Department staff for installing a light on the pathway going to the back parking lot.
- e) **Chris** stated that they lost a section of the railing on the pier, due to the extreme weather conditions.

9. Wellness Initiatives: (1) Liz said that the PATH reward checks will be mailed out in February; they will automatically be taxed. (2) She further mentioned that Amanda suggested the use of an APP, entitled "Charity Miles." An organization can donate to a specific charity (there are forty to choose from), based on their total accumulated miles walked, and the advertisers pay the donations. (3) Liz reminded everyone to submit their doctor visits using the PATH forms, since a participant can receive up to \$100 just for going to their annual doctor exams. These forms are on the PDRMA website, or you may ask Liz for them. (4) Liz stated that if anyone is having any problems with PATH, to please make her aware of them prior to her February 26<sup>th</sup> meeting. (5) Lisa asked **Liz** if she can please send out a Health Screening reminder for the screening that will take place on March 7, 2019.

Adjourn: 2:50 p.m.

**The next Safety and Wellness Committee Meeting has been scheduled for  
Wednesday, February 20, 2019 at 11:00 a.m.**

## **VII. Executive Director Report**

Glencoe Park District  
February 2019 Board Meeting

**Glencoe Park District  
Executive Director's Report  
February 2019**

**Staff News**

Bobby Collins and Chris Leiner have both successfully passed the requirements and exam to become Certified Parks and Recreation Professionals.

Liz Visteen was recognized at the IPRA Recreation Section Meeting as a Distinguished Member of the section. Congratulations Liz!

Kudos to the Parks Team for their efficient removal of snow this month and for their foresight to plan for emergency situations and have necessary parts on hand so the repairs can be made swiftly.

Welcome to our spring intern, Shannon Stevens who attends school at Illinois State and will be with us for 12 weeks.

**Recreation Focus Groups**

We will be holding two focus groups this month to get feedback on our youth and preschool programming. Feedback will help us plan and improve future programs.

- Feb 21 – Youth Programming
- Feb 28 – Preschool Programming

**Glencoe Youth Services, SNAP, and Glencoe Junior High Project**

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

**IPRA/IAPD Conference**

We were very proud to accept our plaque for Distinguished Accreditation at the conference. The plaque will hang proudly in the Takiff lobby.

Staff and three commissioners attended the IPRA/IAPD Conference in January. Attached are the conference reports from our attendees. In addition, staff also shared information on the sessions they attended during a staff meeting. Bobby Collins and Chris Pietrini spoke at a session at conference on budgeting, very well received.

**Capital Projects Planning**

Chris and I continue to work on the FY2019/20 Capital Projects. We will be meeting with a group of teachers from ELC, CC, and GJK to get their ideas on the new Takiff playground. We will also be meeting with the Village on the Old Green Bay Trail project intersections. Included in the action items are agreements with Altamanu on the upcoming projects and a resolution on the Old Green Bay Trail project. We are looking for grants that may be appropriate for these projects.

## Watts

The Watts ice skating and hockey season will be wrapping up on March 3, weather permitting.

## Legislation

The Senate passed legislation on minimum wage. It advances to the house and is expected to pass and then make it way to the Governor's desk, which there is every indication he will sign it.

Here is a brief summary of Senate Amendment #1 to SB 1:

- Increases the minimum wage, for those 18 years and older, by \$1/hour at the beginning of next year (\$9.25/hr on Jan. 1, 2020); followed by a 75-cent increase to \$10 on July 1, 2020
- The minimum wage would then increase by \$1 per hour **each year** on Jan. 1 until it hits **\$15 per hour in 2025**.

The proposal also would preserve the way restaurants and other employers with tipped workers count gratuities toward employees' wages.

The amendment also proposes a tax credit for employers with 50 or fewer full-time employees to offset some of the cost of raising wages:

- Employers would be able to continue paying a lower wage to workers younger than 18 if they work fewer than 650 hours in a year.
- The minimum wage for younger employees — currently \$7.75 per hour — would increase to \$8 on Jan. 1, 2020, and peak at \$13 per hour in 2025.

The amendment does not pre-empt home rule authority; so current local ordinances with differing rates and schedules (such as Chicago and Cook County) will remain intact and increase according to those rates and timelines (Chicago's minimum wage ordinance is scheduled to reach \$15/hour by 2025).

## Upcoming Meetings

- March 1: Legislative Breakfast – Lisa Sheppard, Dudley and Stefanie are attending
- March 5: Special Projects and Facilities Committee meeting
- March 18: Glencoe Sesquicentennial – I Love This Town: A Musical Salute To Glencoe – tickets on sale now Event held at the Writers Theater
- March 19: Board Meeting

Submitted by:  
Lisa Sheppard, CPRP  
Executive Director

BRADLEY SCOTT SCHNEIDER  
10TH DISTRICT, ILLINOIS

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Congress of the United States  
House of Representatives  
Washington, DC 20515-1310

COMMITTEE ON FOREIGN AFFAIRS  
SUBCOMMITTEE ON MIDDLE EAST AND NORTH AFRICA  
SUBCOMMITTEE ON TERRORISM, NONPROLIFERATION  
AND TRADE

COMMITTEE ON THE JUDICIARY  
SUBCOMMITTEE ON COURTS, INTELLECTUAL  
PROPERTY, AND THE INTERNET  
SUBCOMMITTEE ON REGULATORY REFORM,  
COMMERCIAL AND ANTITRUST LAW

COMMITTEE ON SMALL BUSINESS  
RANKING MEMBER ON THE SUBCOMMITTEE ON  
AGRICULTURE, ENERGY AND TRADE

December 31, 2018

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

  
Dear Director Sheppard,

Congratulations to the Glencoe Park District team on being selected as by the U.S. Army Corps of Engineers for the pilot program pursuant to Section 1122 of the Water Resources Development Act of 2016. Your joint pilot project proposal submitted with Foss Park District, Glencoe Park District, and the City of Evanston was selected for one of the 10 pilot projects nationwide. This was a very competitive selection process and your project is the only one selected within the Great Lakes.

With the ongoing threat from erosion impacting our coastal communities, the assistance offered by the U.S. Army Corps of Engineers is indeed welcome. The project will assist several communities in the Tenth District by using dredged material from Waukegan Harbor to restore public beaches and promote erosion control. Without the intergovernmental collaboration between Glencoe, Lake Bluff, North Chicago, Evanston, Illinois Department of Natural Resources and Illinois Sand Management Working Group, this monumental project would not have been awarded.

It is my honor to represent the Glencoe Park District and Illinois's Tenth District in Congress. I remain deeply committed to increasing funding opportunities for environmental preservation and infrastructure development. Please do not hesitate to reach out to my office, if we can assist you and your research team with future funding opportunities, or if you would like to discuss legislation affecting your work or inform us of your position on pending policy.

Sincerely,

  
Bradley S. Schneider



## 2019 IAPD/IPRA Soaring to New Heights Conference Staff Summary

**STEPHANI BRISKMAN**

### Thursday, January 24, 2019

#### **Exhibit Hall | 3:00-4:00pm**

Explored the exhibit hall with members of the Recreation team. I was able to speak with vendors including PDRMA, CampDocs, and Clowning around.

#### **Rec Section Joint Meeting | 5:00-7:00pm**

Listened to Rec section report. Liz Visteen received an award, and recognized other award winners during the meeting.

### Friday, January 25, 2019

#### **Interviewing and Hiring the Best Candidates | 8:15-9:30am**

This session provided a step-by-step process of properly interviewing a candidate to get the information that we want or need and how to evaluate candidates to make the best decision for the program. I had the following takeaways from attending this session:

1. I am able to recognize legal and illegal behaviors during an interview.
2. I am able to take appropriate notes from an interview with a potential candidate to aid in the hiring process.
3. I am able to create a well-thought-out and well-organized script of questions to ask a potential candidate.
4. I am able to communicate to a potential candidate whether or not they are a good fit for the program.

I found this session to be helpful in learning how to conduct a well-thought-out interview, specifically for hiring good camp staff for our summer season.

#### **Making Downtime Fun Time at Camp | 9:45-11:00am**

This session provided a very hands-on experience in creating games with or without supplies for downtime at camp. I had the following takeaways from attending this session:

1. Transition times during a camp day can be difficult for some campers and creating interactive games can make those times more enjoyable.
2. I am able to teach staff members' interactive games to use during their camp day.
3. I have a list of new and interactive games staff can use during their camp day.



I found this session extremely helpful because it was a hands-on experience. I was able to play the games that I hope to teach my camp staff during camp orientation, making it a tangible experience.

#### **All-Conference Awards Luncheon | 12:15-2:15pm**

Enjoyed lunch with the Glencoe Park District team as well as networking with members of the Park District of Highland Park.

#### **Make it Stick! Activities to Make All of your Trainings More Fun and Impactful | 3:30-4:45pm**

This session provided a hands-on experience examining how to make staff training more meaningful. I had the following takeaways from this session:

1. I learned first-hand the advantages of making training interactive to increase effectiveness.
2. I am able to understand where in training I can insert activities to make it more effective.
3. I experienced a variety of activities that I am going to use to make my training more fun and therefore more effective.

I found this session extremely helpful because I am planning on re-designing our summer camp training, and this is a great way to start making sure we include both content and interactive activities to make our summer camp training more effective.

#### **Saturday, January 26, 2019**

#### **Keynote General Session: Rock, Roll and Laugh Your Way to the Top | 8:30-9:45 am**

We were taught how to achieve personal potential in a presentation that combined comedy, music and live concert footage.

#### **“We get to do this!” Making a Difference for your staff through Teamwork and Engagement | 10:15-11:30am**

This session was about keeping employees motivated, engaged and working as an effective team. We focused on creating an atmosphere of positivity and enthusiasm. I had the following takeaways from this session:

1. I learned new ways to inspire my staff
2. I learned a collection of fun and effective team-building activities to share
3. I learned how to use creative, experiential tools to incorporate into my team-building to inspire positivity
4. I learned strategies to build trust within my staff and motivate my staff by appreciation

I found this session helpful when thinking about the relationships I would like to build with my Kids Club and camp staff. It helped me critically analyze how to make strong staff.

## **Proactively Managing Participant Behaviors: Strategies and Best Practices for the Special Recreation and Park District Professional | 2:00-3:15 pm**

This session taught the key principles of behavior, the best practices with those behaviors and how to appropriately respond to negative behaviors. I had the following takeaways from this session:

1. Four functions of behavior per a behavior analysis
2. Function-based interventions based on the behavior
3. How to identify support and to proactively promote positive behavior in our programs.

I found this session helpful when planning activities for camp programs as well as Kids Club programs. I learned key-strategies to help promote positive behavior and how to respond to negative behavior. We were given visual tools to incorporate into our programs.

## **ERIN CLASSEN**

**Thursday, January 24, 2019**

### **Competing in the Fitness Business in the Year 2019 | 9:00am-12:00pm**

Presenter Mark Davis shared the seven deadly sins of fitness marketing (selling from the front desk, lack of professional sales process, lack of sales management, lack of onboarding process for new members, lack of personal trainers, lack of coordinated marketing, not tracking things to be successful) and then shared tips to change the process. One of my biggest takeaways was creating a sales funnel to bring new members in the door and then a choreographed series of events and questions designed to get a new member to sign up. The focus of the sales funnel is to create a personalized experience, so each person feels like they belong at the gym. Another key takeaway was to throw away preprinted price sheets, because it is too many options and customers should not see all the prices. Instead, the ideal process would be to market to a person to get them in the door, then follow a sales presentation that asks questions about the person. At the end of the presentation (which includes a tour), the membership coordinator should present only two prices to the potential member (annual and monthly) based on the information the potential member has provided about their goals (working out with spouse, family, senior, etc). Fox Valley and Gurnee Park District have used this process to recruit new members. The next step is a Quick Start/Jump Start/Smart Start orientation, scheduled within 24-48 hours of joining that is personalized to new member's needs. The speaker touched on connecting trends to the onboarding session (wearables, HIIT, group training, body weight training, active aging program). New members that attend a Quick Start program 230% more likely to spend more money on programs (including personal training), will spend 150% more money monthly, and are 83% more likely to refer friends. The biggest demographic for fitness members is 18-35 year olds, but the fastest growing demographic is over age 55. Our goal should be to get 10% of all new members to purchase personal training packages.

### **IPRA Exhibit Hall | 2:00-4:00pm**

A visit to the Exhibit Hall was a chance to re-connect with current vendors and explore new options for special events, signage, online tools, web development, and print marketing.

## Friday, January 25, 2019

### **A Four-Year Journey of Branding a Mascot | 8:15-9:30am**

Corinne Vargas discussed how the Plainfield Park District developed a marketing strategy around the mascot. During her discussion, she touched on social media scavenger hunts to educate the public about different parks, a mascot fan club for kids, partner opportunities for appearances, social media video opportunities, coloring contests, giveaways, as well as selfie stations, and special event appearances. The talk included guidelines for using a mascot, as well as job description and sample scavenger hunt. She also talked about using data to track the campaign's success.

### **Facts Matter | 9:45-11:00am**

John Lampinen and Diane Dungey from the Daily Herald discussed fake news: what it is, what it is not, and how to spot it. They spoke about the thousands of news sources available on the web and how to determine if a source is legitimate. The presentation included helpful tips for Park District public relations professionals to navigate information and news sharing.

### **All-Conference Awards Luncheon | 12:15-2:15pm**

The awards luncheon celebrated contributions of leaders in parks, recreation, special recreation, forest preserves, and conservation. During the luncheon, Glencoe Park District was awarded the Distinguished Accreditation plaque and celebrated as a NRPA Gold Medal Finalist.

### **Do You Have A Brand Champion? | 3:30-4:45pm**

Brittani Sotzen, Innovation Manager for the Boston Beer Company and former marketing manager for the Arlington Heights Park District, discussed the importance of having someone on the team whose sole responsibility is to champion, humanize, and support the brand. Her idea to humanize the brand experience includes opening a brainstorm dialogue, creating a brand personality, and building the brand from the top down.

## **BOBBY COLLINS**

## Thursday, January 24, 2019

### **Exhibit Hall | 2:00-4:30pm**

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

### **IPRA Recreation Section Meeting, Awards & Social | 5:00-6:00pm**

Watched Liz Visteen receive the distinguished member award.

## Friday, January 25, 2019

### **Comprehensive Master Plans: Leveraging System-Wide Parks and Recreation Master Planning | 8:15-9:30am**

James Warnstedt, Superintendent of Parks & Facility Services, Glenview Park District and Bill Inman, President of Hitchcock Design Group outlined why creating a comprehensive master plan is important to an agency. They discussed the process and challenges that Glenview experience when they started and implanted their current master plan. They discussed how interdependent the master plan is with other plan the district may have, such as a strategic or ADA plan. They outlined the 17 components that make up a master plan and the steps a district takes to develop the plan.

### **Presentation Preparation | 9:45-11:45am**

Chris Pietrini and I met Tim O'Brien from Wintrust Bank to prepare and practice our presentation.

### **All Conference Lunch | 12:15-3:00pm**

Enjoyed lunch with the Park District team, the President of the Park Board and other Commissioners. We received the Distinguished Accreditation plaque in addition to being recognized as a gold medal finalist for the second year in a row. We also posed for some team photos.

### **Finance 101: The Recreation Professional's Guide | 3:30-4:45pm**

Learning Outcomes: In our session we discussed the importance of accurate budgeting from a job performance standpoint all the way to long-term capital budgeting and credit-risk effects on a district. We also reviewed financial topics and concepts, such as debt issuance and property tax levies.

### **Ancel Glink Reception | 7:00-9:30pm**

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

## Saturday, January 26, 2019

### **Keynote General Session: Rock, Roll, and Laugh Your Way to the Top | 8:30-9:45am**

Very energetic and funny presentation, the speaker used his love for music to connect with the Parks and Rec industry. Anyone can be a rock star!

### **Budgets, Levies, and Bonds: Fundamentals, Fine Points, and Best Practices | 10:15-11:30am**

Learning Outcomes: The session provided a comprehensive look at the financial operations of Illinois park districts, including the property tax process, budget and levy ordinance requirements, and best practices (including Truth in Taxation), PTELL, and the fundamentals of

bonds, notes, and other forms of borrowing. It discussed the fundamentals of limited tax, alternate, revenue, and voted bonds.

### **What Do We Need to Know About IMRF Regulations? | 2:00-3:15pm**

The speakers discussed what an agency needs to know about employing and/or contracting with IMRF employees. They discussed the restrictions on employees who are currently retired and are drawing an IMRF pension. They laid out how to avoid potential problems and penalties, which was very helpful. They also discussed potential effects of adopting an early retirement incentive program for employees under IMRF and the restrictions it places on the district and any employee who apply.

**AMANDA GIACOMINO**

**Thursday, January 24, 2019**

### **Leader As Influencer: Impression Management in the Spotlight | 9:00am-12:00pm**

Presenter discussed how to tell what others perceptions of you are as a leader. Things as small as the tone of your voice, the words you choose and your emotional intelligence traits can affect how others view you as a leader. Leaders need to be aware of the body language and facial expressions that they use. During the session we worked in small groups to create personalized action plans to work on improving the way we are viewed as a leader. I chose to focus on being more cognizant when it comes to using exaggerated superlatives in conversation and to save them for when things are actually wonderful or extraordinary. The presenter also had us participate in an activity that walked you though the next meeting or group that I will lead. I chose to focus on the ELC monthly meeting. I have an action plan to make sure I hit all the points I need, such as making sure that I accomplish training and team building into my meeting and also to focus on ways to influence them or persuade them as well as focusing on the impressions that I give to others as a leader during this meeting to make sure I am in fact portraying myself to others in the way I intend.

### **Conflict Communication: How to Deal with Disagreement, Conflicts and Hot People Without Using a Weed Wacker | 1:30-4:30pm**

In this presentation, there were many parts of communication that were discussed and looked into in further detail. The presenter pointed out that to communicate with anyone effectively, especially the people that we don't agree with or may be someone who gets upset easily or a difficult personality, the most important thing is that the other person feels like their message has been heard. The audience was given several strategies to accomplish this such as repeating back to the person what they just told you while using some of their own words to communicate it back to them, and making people feel as if they have your undivided attention. A few other things that people can do when communicating is to ask open-ended questions to make your responses short and to the point. Near the end of the session, the presenter told a story that had many intertwined topics that are somewhat controversial. The presenter then administered a survey and had everyone break into groups. The goal was to figure out what you agreed upon the least with your group and then use the tools we learned to respectfully talk it

out and to use facts to try to persuade the other people to change their mind to view your side as the correct side.

#### **Rec Section Meeting | 5:00-6:00pm**

I attended the Rec Section meeting with other members of the GPD team to watch Liz Visteen receive the Distinguished Member Award. I was also able to network with members of Rec Section and I am looking forward to attending meetings in the future.

#### **Staff Dinner/Networking | 6:00-7:30pm**

Enjoyed team time with GPD team and networking at the hotel.

#### **Friday, January 25, 2019**

#### **My Job: Supervisor, Parent, Guidance Counselor, Life Coach | 8:15-9:00am**

In this session, we dove into the developmental stages of young people from 15-19 and young adults from 20-24 years old and how they appear to be very similar but when it comes to social emotional development there are many ways that they are different. It was also discussed that the leave it at home policy may not work for your people from the ages of 15-19 because they have difficulty switching their mindset and may carry that negativity from their personal lives into their place of employment. This means that as a leader I need to be aware that this is more likely to happen at this age range due to developmental factors. The presenters also gave tools to be able to help when an emergency such as a staff member passing away, when staff has family emergencies, and how to handle these scenarios when they happen. The presenters also brought to light that they use personality tests to gain insight of the type of person each staff member is and this helps them when they are building their teams as well as helping them to understand the needs of each individual team members. I feel that more research needs to be done about the use of personality test and employment. There is a possibility that we could utilize personality tests to give us insight to who will make better teams when looking at classroom structure in the future, as well as possibly aid in the onboarding process with choosing a mentor for staff.

#### **If You Build It They Will Come AND Stay: Building an Onboarding Program from Scratch | 9:45-11:00am**

The presenters for this session have developed a plan for onboarding staff in the past 2 years that they feel has been successful. There are many aspects that we need to keep in mind when it comes to onboarding. A plan will need to be made for each position that we hire for. Wilmette Park District has put together a plan for when a new full time staff member starts that actually begins before they arrive on their first day. They make sure they give everyone a welcome bag to make them immediately feel like they are of value and part of the team. Some examples of items in the bags are water bottles with their park district insignia on it to a shirt that has the saying "you don't have to be crazy to work here, we'll train you" and many other trinkets. The onboarding program in Wilmette also sets each new staff member up with a mentor that is not in the same department as the new employee. This is someone that the new hire can go to as a safe person to ask any questions that they are unsure of. They also have a

two week orientation program that details having the new staff member meet every person on the administrative team and to spend time in each department getting to know what each person does. They also make sure to go over policies in detail and to talk about things such as agency values and missions. The presenter informed our group that only 40% of employees actually know what the values and missions are for the job they have. This is a troubling fact due to how important our work is for the communities we serve. By coming up with a plan for onboarding, the Wilmette Park District has not seen any turnover in terms of full time staff since they implemented this program two years ago. They plan on revising part of their full time on boarding model to bring an edited version to their part time new hires soon.

#### **Exhibit Hall | 11:00am-12:00pm**

I explored some of the vendors in the Exhibit Hall with my main focus being to get materials to share with Jessica about playgrounds. I was able to network with several companies that specialize in playground equipment in one way or another. I networked with Heartland Play and Plaza, Imagination Nation, Zenon Companies, SofSurfaces, Gametime, and Landscape Structures. I was able to get many different catalogs, talk about the play surfaces, as well as get some samples of materials mailed to me.

#### **Awards Luncheon | 12:15-3:00pm**

Enjoyed a lovely lunch and shared a table with the President, Vice President, and Treasurer of the Board as well as several GPD team members. I heard amazing stories about other professionals in the field and their accomplishments. It was inspiring and amazing to hear such magnificent stories about the award recipients. I felt honored to be a part of the Glencoe Park District Team and to see the GPD recognized for Distinguished Accreditation.

#### **The Symphony of Difficult Discussions and how to Orchestrate Them Effectively | 3:30pm-4:45pm**

Presenter Kim Sellars discussed many different aspects of how to have discussions with staff when they are not easy conversations to have. One tip that I found helpful was that she informed everyone that there is never a great time to have a difficult conversation. She suggested setting up a time to meet and being able to give the person your full attention when in the meeting. Kim Sellars also addressed the fact that sometimes, conversations start off smooth but can turn into a heated debate on the other person's part. When this happens, you can let the person you are meeting with know that you both need time to think about the situation and that you can excuse yourself from the conversation as long as you set a date to come back to revisit. By doing this, you will stop the escalation and be able to regroup back to the facts of why the conversation began in the first place. She also suggested when coming back to the meeting after a break, you should make sure to make a plan with the person together to follow through, listen to what their reasons are for the issue

and to come up with a plan together with them. You have to be firm but understanding and the most important part of having a difficult conversation with someone is that they feel heard. Like an orchestra she had us practice a technique that has many moving parts to create an ending that hopefully all will be content with and can move forward. This all takes conscious effort and practice to make the art of difficult conversations effective, and to fine tune the symphony.

## **CHRIS LEINER**

### **Thursday, January 24, 2019**

#### **IPRA Exhibit Hall | 2:00-4:00pm**

I toured the exhibit connecting with several vendors that have products that will be included in future park plans. I learned about a new bicycle repair station that was integrated into a drinking fountain.

### **Friday, January 25, 2019**

#### **Comprehensive Master Planning | 8:15-9:30am**

Presenter Bill Inman of Hitchcock Design and Jim Warnstedt discussed the importance of developing a comprehensive masterplan. Bill laid out the different steps that were included in the process and the value of each step. Examples of successful comprehensive plans were shared with attendees. Example plans included Glenview, Glencoe and Barrington. Jim shared his perspective as a Park Superintendent on the importance of the plan, and the consequences of running a district without a long-term comprehensive plan. Bill shared a new step in the process revolving around including a sustainability plan in the comprehensive plan.

#### **Cal-Sag Trail Coalition | 9:45-11:00 am**

Jeanette Huber, the Director of Parks & Recreation for the Alsip Park District moderated a panel of professional staff and engineers who discussed the process to create the Cal-Sag trail coalition with the ultimate goal of developing a 26-mile trail thru 13 communities. The panelists discussed funding opportunities, engineering challenges, project branding, ongoing community development, and the economic impact of trail development.

#### **All-Conference Awards Luncheon | 12:15-2:15pm**

I supported my coworkers and peers in the field by attending the luncheon. I was proud that the Glencoe Park District was awarded the Distinguished Accreditation plaque and celebrated as a NRPA Gold Medal Finalist.

#### **Exhibit Hall | 2:45-4:00pm**

During this tour, I connected with a vendor that is offering a synthetic turf playground surface that we will be considering for the Takiff project. Additionally I discussed the upcoming trail project with a vendor that provides trail signage.



## Saturday, January 26, 2019

### **Keynote General Session | 8:30-9:45am**

Greg Schwem was the keynote speaker. Thru and interesting mix of humor and pop culture references he discussed reaching ones greatest potential. His session was humorous and impactful. I like his approach of discussing how professional branding of staff and events can have a great impact on how others perceive them. He used an example of bands turning down performing at Woodstock a cultural phenomenon due to the poor initial branding of the event.

### **Public Festivals, Public Demonstrations | 10:15-11:30am**

Presenters shared experiences from the Naperville Park District. Expertise from the legal and law enforcement perspectives were shared. The Naperville Park District deals with very large festivals and large political demonstrations. The presenters discussed what type of speech is protected under the first amendment and what accommodations if any must be made to protestors. One particular piece of information I found to be useful was to contact rally organizers ahead of time to discuss how they can safely and legally take advantage of 1<sup>st</sup> amendment rights

### **How to avoid athletic field drainage problems | 2:00 - 3:15pm**

The presenter shared his experience of designing a sports complex in an area with poor soils that was river adjacent. He explained how practical approaches he learned from Park Districts improved his ability to design projects from an engineering perspective. Topics such as top dressing and soil aerofication were discussed at length. The session ended with a round table discussion between park superintendents that have to manage clay soils such as Glencoe's.

## **CAROL MENSINGER**

## Friday, January 25, 2019

### **Breakfast Meeting with Lisa and Eric Anderson, Piper Jaffray | 8:00-9:30am**

Discussed current debt planning as it relates to funding our Master Plan projects for the next 5-7 years.

### **If You Build It, They Will Come AND Stay: Building an Onboarding Program from Scratch | 9:45-11:00am**

- Understand what is involved in planning and creating an onboarding program for FT and PT staff by listening to speakers from Wilmette Park District who successfully implemented a program 18 months ago.
- Learn how to achieve maximum "buy-in" from leadership and how to create a sustainable program.
- Formulate, plan, execute, test and evaluate a successful program with helpful tips for implementing at Glencoe Park District.

### **Exhibit Hall and Networking with Fellow Professionals | 11:00am-12:00pm**

**Annual Conference Awards Luncheon with Glencoe Park District staff | 12:15-3:00pm**

**Exhibit Hall and Networking with Fellow Professionals | 3:00-4:00pm**

**Distinguished Agency reception/gathering with Glencoe Park District staff | 4:45-6:15pm**

**A-Team Dinner provided by Ancel Glink LLC with other Fellow Professionals | 6:30-9:30pm**

**CHRIS PIETRINI**

**Thursday, January 24, 2019**

**Exhibit Hall | 2:30-4:15pm**

I met with vendors that we currently have relationships, such as PMI Photography, Hot Shots Sports, Palos Sports, Innova Disc Golf and SSCI Background Checks. Innova had suggestions on changes to our disc golf program after losing our main instructor and I will be following up with them to see if it is possible to implement some changes or get advice on hiring a new instructor. They also have information on tournaments, which they will send me. I asked SSCI if it was possible to have coaches complete background checks online as many are hesitant to provide a social security number over email or fax. They said it was possible, and my next steps are to follow up with Bobby and Carol to see if we would consider doing this.

**Friday, January 25, 2019**

**Interviewing and Hiring the Best Candidates | 8:15-9:30am**

The presenter stressed the importance of properly planning and executing the interview process. With a very tight labor market organizations need to be intentional in their hiring process. There should be clear objectives in the process with thorough documentation of the candidate's post interview. The best advice when you are unsure of the legality of a question is to not ask. There is a list of great questions to ask, such as: What one or two traits from your parents do you most want to make sure you incorporate in your life? What were your most and least satisfying jobs? Why did you leave your last position? It was also suggested to ask that answers be framed in these steps: 1) Situation 2) Action 3) Result/Outcome.

**Presentation Preparation | 9:45-11:45am**

I met with Bobby and Tim O'Brien to practice our presentation and flesh out some of our slides that needed additional information.

**All Conference Lunch | 12:15-2:30pm**

Sat with the Park District of Highland Park staff and was able to discuss challenges in athletics with their athletic supervisors.

### **Finance 101: The Recreation Professional's Guide (presenter) | 3:30-4:45pm**

This was my first time presenting at the conference. I presented on how to accumulate the information needed to accurately budget for programming.

### **Saturday, January 26, 2019**

#### **Keynote General Session: Rock, Roll and Laugh Your Way to the Top | 8:30-9:45am**

Attended the keynote session with staff. It was lighthearted, fun, and motivational, and a great way to start Saturday.

#### **Get Off the Treadmill: Explore Meaningful Performance Appraisals | 10:15-11:30am**

Performance appraisals should be consistent in how employees are measured, set the tone and culture for the agency, show the value of its employees and encourage professional development. One of the drawbacks of traditional performance reviews is little to no positive reinforcement is used. Should be 2 level approval – your supervisor should sign off on subordinate review before you present it. The job description should align with evaluation or you should refresh the job description.

#### **Proactively Managing Participant Behaviors: Strategies and Best Practices for the Special Recreation and Park District Professional | 2:00-3:15pm**

The 4 functions of behavior: E.A.T.S.

- Escape – may misbehave to get out of a situation or activity they are uncomfortable in. A participant may swear or hit someone to get out of rafts, their least favorite activity.
- Attention – may engage in certain behavior to gain some form of social attention. A participant may yell in order to have others pay attention or look at them.
- Tangible – may engage in a behavior in order to gain access to a specific item or activity, such as hitting a peer to get a toy. Their behavior was reinforced by gaining access to the item they desired.
- Sensory/Automatic – may engage in behavior that is automatically reinforced because it “feels good.” For example, a participant with Autism may engage in hand flapping either with or without people present because it feels good.
- Schedule, immediacy and motivation impacts behavior change. Reinforcement must be consistent in order to have positive change. For example, always increase attention for positive behavior. Outline activities that will happen so participants know what to expect for the day.

### **JENNY RUNKEL**

### **Friday, January 25, 2019**

#### **FOIA Jeopardy! | 8:15-9:30am**

Our attorney, Ancel-Glink, reviewed a plethora of FOIA tips and tricks, information, and recent PAC opinions in a Jeopardy-style game. The Distinguished Agency process helped my side of the room win!

- We must keep a FOIA log, if requested redact the requester names and contact information.
- There is safety buffer within FOIA. If we do not have the docs requested due to deletion error, damage, etc., we do not need to give the documents. For example, a mistakenly deleted text that Verizon cannot recover would not be held against the District.
- Documents available on another website must be shared by the District due to those who do not have access to the internet. For example, election results available on the Cook County Clerk's website still needs to be shared by the District.
- Denied requesters can bypass PAC and go straight to court.

### **Legal/Legislative, Part II | 9:45-11:00am**

Tressler attorneys reviewed recent FOIA/OMA PAC opinions.

- A majority of PAC opinions are failure to respond – always respond.
- Public's right to know outweighs invasion of personal privacy.
- Cannot make a document public, then later confidential.
- Public comment limits must be in handout form AND policy approved in a Regular Board meeting.

### **Awards Luncheon | 12:15-2:45pm**

Glencoe Park District received Distinguished Accreditation and group photo opp.

### **Exhibit Hall | 2:45-3:30pm**

Visited current and prospective suppliers pertaining to my position.

### **Local Government Fraud Risks and Effective Controls | 3:30-4:45pm**

James Sullivan of Forensic and Valuation Services reviewed fraud statistics, vulnerabilities, psychology, and effective internal controls.

- An external audit is not designed to detect fraud and is usually detected by a tip (45%).
- Behavioral red flags can help staff detect internal perpetrators.
- The District completes all reviewed effective controls and has Board approved policies in place except rotation of staff, difficult with a small district.

## **SATURDAY, JANUARY 26, 2019**

### **Keynote General Session with Greg Schwem | 8:30-9:45am**

"Rock, Roll, and Laugh Your Way to the Top" A comical motivational presentation on how our Park District can achieve rock star potential. Took the quirks of our industry and staff and spun it into gold. Left feeling ready to take on the world!

### **Complying with the Illinois Open Meetings Act | 10:15-11:30am**

Attorneys from Heyl, Royster, Voelker, & Allen reviewed OMA policies, training, exceptions, recording meetings, minutes, meeting attendance, and PAC.

- After roll calling out of closed session, remember to open the doors and invite people back in.
- State all exemptions on the agenda, do not veer into other topics.
- Can list at the top of an agenda, "The Board may go into closed session at any time during this meeting...list exemptions."

## **LISA SHEPPARD**

### **Thursday, January 24, 2019**

#### **Exhibit Hall | 2:00-4:30pm**

Explored the exhibit hall

#### **Attend Women in Leisure Services (WILS) meeting and networking event | 4:30-6:30pm**

### **Friday, January 25, 2019**

#### **Meeting with Carol and Eric (Piper Jaffray) on Park District Project Financing | 8:15-9:30am**

#### **Mock Interview and Resume review with students | 9:45-11:45am**

Facilitated a session in which I did resume review and interviews with Park and Recreation students.

#### **All Conference Lunch | 12:15-3:00pm**

Enjoyed lunch with the Park District team, the President of the Park Board and other Commissioners. We received the Distinguished Accreditation plaque in addition to being recognized as a gold medal finalist for the second year in a row.

#### **Girl Power: Empowering Women in Leadership | 3:30-4:45pm**

Panel of successful Park and Recreation women talked about attributes and road blocks they have overcome in the field

#### **Ancel Glink Reception and Presentation | 7:00-9:30pm**

Attended reception and presentation with Bobby Collins, Carol Mensinger, Chris Leiner and Erin Maassen

### **Saturday, January 26, 2019**

#### **Keynote General Session: Rock, Roll, and Laugh Your Way to the Top | 8:30-9:45am**

Energetic presentation that proved anyone can be a rock star?

#### **Boardmanship Essentials 1 | 10:15-11:30am**

The session provided a comprehensive look Boardmanship Essentials such as notices, agenda, minutes, public participation. (will be including packet in Board Orientation Manual)

## **Boardmanship Essential 2 | 2:00-3:15pm**

A continuation of the morning session. Session provided ways to keep meetings shorter and more effective, Keeping board on track, handling difficult customers and exceptional boards. (will be including packet in Board Orientation Manual)

## **Executive Director Round Table | 3:30-4:45pm**

Executive Directors gathered about issues concerning our profession. Great opportunity to brainstorm and see what each other are doing.

## **LIZ STOWICK**

### **Friday, January 25, 2019**

#### **If You Build it, They Will Come AND STAY: Building an Onboarding Program from Scratch | 9:45-11:00am**

- If people don't know your mission, they're going to make it up.
- Employee engagement – employees see themselves with the organization for 5+ years
- 75% who quit leave because of their BOSS, NOT THE JOB
- Only 12% of people leave for more money
- If you're hiring only based off education and qualifications, it will cost you 60% of that position's salary
  - CULTURAL FIT IS IMPORTANT
  - Welcome t-shirt, mug, hello email, 5 Fun Facts, Peer Mentor (all parts of culture)
- Task Force
  - Needs to be diverse: Newer employees with fresh ideas, Experienced employees with history, Someone who is creative, Someone who is broadminded, Worker bees, Someone who is engaged and willing to share
  - All ideas should be heard—no bad or good ideas; all are equal
  - Have team mention good and bad experiences they've had when being onboarded themselves at present job and with previous employers
- Going on a community/facility tour and a casual lunch with colleagues is VERY helpful
- Set a time-frame (6 month roll out), timing of when and how is very important
- Run a simulation
- Look for feedback quarterly (CANDID FEEDBACK IS EXTREMELY HELPFUL)
- Ask new employee on what was helpful/not helpful during their onboarding
- Make employees understand WHY we do what we do
  - E.g. Electrician doesn't need to know what's in the brochure, but it's good to know that you can get one at the registration office and someone can help you there.

#### **Finance 101 for the Rec Professional | 3:30 – 4:45pm**

I went to this session to compare it to last year's, which did not have the rec component to it. This year's session with the addition of Bobby and Chris P was far more engaging and helpful for

rec professionals. Once the banker started talking about levies, issuing debt, etc., people started to lose interest and/or had trouble understanding his level of detail. Dudley appreciated the information and felt that it made him understand the process better.

- School enrollment trends are important and impact your camp enrollment, etc.
- Having an overview of days off trends (e.g., how many holidays fall on Mondays, etc)
- Wage scales are especially important, as returning employees will often get paid more than new employees
  - Remember to budget for OT when scheduling overnights
- Keep good notes so you remember what you did the previous year
- Collect all your information before beginning the budgeting process
- Always do this year's budget first
- Just because you offer it doesn't mean you have to budget for it
  - E.g., offering a 3-day PM option for camp, even though you know it's not going to run.
- Contractual expenses spreadsheet will help you identify if something is "worth it"
  - E.g., is an \$8k field trip worth it just because parents asked for it (feeding campers, busses, supplies, location, fees, staffing expenses, etc.)
- Does anything stand out? Have a trusted coworker review your work
- Adjust #s based on actuals

LIZ VISTEEN

Thursday, January 24, 2019

### **Conflict Communication: How to Deal With Disagreement, Conflicts & Hot People Without Using a Weed Wacker | 1:30-4:30pm**

- Listening is the number one skill for collaboration, leadership, and service; and the toughest listening is when there is a conflict or disagreement or a variety of views.
- Respect, trust, and listening credibly is built when we prove understanding.
- Most people respond with "I understand", "I hear you", "I know where you are coming from", "I hear what you are saying".
- Two problems with "I hear what you are saying" – when we don't say what it is
  - Low credibility – people often don't believe that we get it
  - High anxiety – they might think we're trying to get us to be quiet, so we can talk.
- Don't say "I understand, **but**" or "I understand, and"
  - Instead say "I understand, **THAT**" followed immediately by a summary of what we believe they are feeling and saying to us.
  - By repeating what the other person says we are demonstrating we truly do understand their perspective.
- Other highly effective forms of proving we understand
  - "So you believe/feel that..."
  - "You disagree because..."
  - "You're disappointed/upset/concerned because you think that..."

- Once you establish that you listened and understand what the other person is saying, they are more likely to give you the same courtesy/respect of listening to your opinion.
- In handling hot-tempered people
  - Be a model
  - Show what works; say it nicely, with appropriate tone and sincere purpose:
    - "I'm not getting everything at this volume"
    - "I'm only getting half of what you are saying, because of the volume"
  - Key message to send, quietly and calmly: "I want to hear this."
  - If they don't stop and go on and on, wait for the breath, then ask the question:
    - "Is this what you're saying?"

## IPRA Recreation Section Meeting, Awards

Friday, January 25, 2019

### "Moving On Up": How to Prepare Professionally and Advance Your Career | 8:15-9:30am

- You need to become familiar with the qualities that differentiate as well as distance yourself from the competition.
- You are the product you are selling to employers
- You need to:
  - Know the Business – have a fundamental understanding of all aspects of your business
  - Relate to People – communicate, negotiate, and work with people at all levels
  - Deliver Results – to consistently rise, you MUST deliver results
- Resume & Introductions: , Recent, relevant, results...quantifiable, Strong ACTION WORDS , Cover letter – it is the interview you want, Proofread your resume & cover letter, Your job... get the interview or meeting
- The Meeting/Interview
  - Break ice – humor, something observed, flattery... "I have been looking forward to meeting you"
  - Responding to "tell me about yourself"
    - "I would love to, where would you like me to begin?"
      - Have them set the priorities and where we can begin safely
  - Be aware of: Your handshake, Your eye contact, How you sit, How you convey enthusiasm
- Marketing Yourself
  - Self-preparation
  - Use the S-T-A-R approach: S – Situation, T – Task, A – Action, R – Result
  - Interviewing well has less to do with getting the job done; whether the *chemistry* is right has everything to do with being offered a position.
- Interviewing – strategies to work on: Know yourself, Know the employer & the industry, Practice...practice and practice.



## Giving Your Best While Preparing for the Worst | 9:45-11:00am

- Check out FYRE Fest on Netflix
- Establish an EAP Team: Executive Director, Festival Director, Marketing Manager, Staff with Strengths
- Meet with BFF's before, during & after the event
  - Who? You, Operations Dept., EMS, Village, Public Works, Police, Fire, Event Weather Watcher, Mobile Dispatcher
- REMIND app – remind.com
  - Will notify staff, volunteers & vendors quickly if need to shut down
- EAP/Scenario Categories
  - Fire
  - Medical
    - Identify potential injuries related to the event (i.e. swimming in open water, turned ankles on a trail run, summer heat)
    - Identify resources in place for incidents
  - Law Enforcement Emergency
    - Identify the need for police presence
    - Have protocols in place
  - Active Disturbance
    - Define this for everyone
    - Identify protocol
    - Identify call for help
    - Identify communicate
  - Weather Emergency
    - Define: Severe Thunderstorm Watch, Severe Thunderstorm Warning, Tornado Watch, Tornado Warning, Wind Advisory (Beauford Wind scale for land)
- Contact Law Enforcement/Police
  - Ask the police to meet with PD staff (i.e. fake ID's)
  - Ask them for potential hazards/active disturbances
- Vehicle as a weapon: How to prepare/respond, Use GPD trucks to block, Jersey barrier – cement guard rail
- Cooler & Bag Policies
  - Approved vs. Not-Approved Bags
    - See Country Thunder event
- Establish Evacuation protocols
  - Will Evacuate premises if:
    - Warning issued by National Weather Service
    - Lightning detected 10 miles away
    - Wind Speeds of 40mph on the Beauford scale #8
- However, Evacuation is not necessarily a Cancellation
  - 30 minutes of storm-free weather and festival will resume
- Tell patrons what website using for weather (i.e. National Weather Service)

**All-Conference Awards Luncheon | 12:15-2:30pm**

**Exhibit Hall | 2:30-3:20pm**

**The Symphony of Difficult Discussions & How to Orchestrate Them Effectively | 3:30-4:45pm**

- 3 ways to handle difficult discussions: Avoidance, Handled Poorly, Handled Well
- Preparation is the Key! Master your emotions, Begin with the end in mind, Humility & kindness serves you well, Have an attitude of curiosity, Be more patient than you're used to
- Start with your Heart: Be authentic, Create safety, Body language, Choice of words
- Outcome
  - Stop behavior → repair damage → heal trust → action plane
- Discussion Rules:
  - Don'ts: Finger point, Raise voice, Respond defensively, Name call
  - Do's: Listen, Show respect/dignity, Ask questions, Handle feedback

**IPRA Annual Business Meeting | 5:00-6:30pm**

**Keynote General Session: Rock, Roll, and Laugh Your Way to the Top | 8:30-9:45am**

**Saturday, January 26, 2019**

**Public Festivals, Public Demonstrations, and Incident Preparedness | 10:15-11:30am**

- How to prepare for the exercise of free speech in the age of Trump
- First Amendment – Freedom of speech, religion, assembly
- Traditional Public Forum
  - Places that are traditionally used for assembly, debate, and other “expressive activities”
  - Public parks, streets, and sidewalks fall into this category
- It is okay to place content-neutral restrictions on time, place, manner
- Coordinate with EAP and safety
- Best practice – find a way to accommodate protestors; contact leader(s)
  - Set aside space in your event area for protestors; “free speech area”
    - For the safety of everyone
- Signage – on what you can bring in the festival

**Zen and Spiritual Leadership | 2:00-3:15pm**

- Zen = clarity
- Zen emphasizes attainment of enlightenment
- A Zen leader uses personal values to maintain a balance of understanding and acceptance when leading groups with diverse ethnic and cultural backgrounds.

- A Zen Leader should be effective in the following traits: Mindfulness (deep understanding actions and thoughts around them), Mission, Engagement, Balance, Change
- Determine your Non-negotiables/personal values

### **You Interview for Your Next Job Every Day | 3:30-4:45pm**

- This session wasn't what I thought it would be about. It was primarily on Group Interviews and the Group Interview Process.
- Group Panel Interview Process
  - Narrow down the list of candidates to 3-4 final candidates
  - Narrow down with phone interviews, in-person interviews, written questions or require candidates to create a program depending on their position
  - Then invite final candidates for a Final Interview
  - Inform them in advance they will be spending the day at the interview
  - Start with the Group Panel Interview
  - Typically have 3-4 staff conducting an interview, usually include one HR staff member
  - Staff take turns asking questions and give each person a chance to go first
  - They can agree with the person who answered, disagree or just answer the best they can.
  - Usually hold the Group Panel Interview for 2 hours and then let them take a break
  - After the break, we bring back each candidate one at a time to ask more specific questions about themselves
    - Ask same questions to each candidate
  - Often have the other candidates meet with other staff
    - Engage in conversation
    - Then ask staff to report back to the interview panel by the end of the day
  - During individual interview:
    - Ask each candidate "If you were on the other side of the table and you could not choose yourself, who would you select for this position and why?"
    - Then ask "then why should we hire you over that person?"
    - The hard part is determining if the candidates are really saying who they would hire or if he/she is picking the worst candidate to make himself/herself look better
  - Candidate feedback:
    - Most like the fact they got to see and learn about the competition as in most interviews you never know whom you are interviewing against
    - They have also said it is less tense once you get to know the other candidates and you are in this together
  - Advantages:
    - Allows you to see all the candidates at once and compare their personalities

- You don't have to remember them and try to compare them with each other candidates which may have been interviewed days or weeks apart

## **MATT WALKER**

### **Thursday, January 24, 2019**

#### **Exhibit Hall | 2:00-4:00pm**

Walked the floor of the exhibit hall with members of the Rec Team. Spoke to vendors about products we may be able to use at the beach including BYO ladder toss and bags. Spoke to members representing the American Red Cross and asked if there were any new procedures/changes to the waterfront module of the lifeguard training, which there is not.

#### **Rec Section Joint Meeting | 5:00-6:00pm**

Attended the Rec Section Joint Meeting in order to see one of co-workers receive an award. Networked with Recreation Professionals from other park districts.

### **Friday, January 25, 2019**

#### **Comprehensive Master Plans: Leveraging System-Wide Parks and Recreation Master Planning | 8:15-09:30am**

Bill Inman outlined best practices to create a comprehensive master plan they feel works for both large and small park districts. Emphasis was placed on goals being realistic/attainable and to focus on attaining important goals within a five year time frame. The public's input is imperative to a successful master plan.

#### **Bidding and Contract Administration | 9:45-11:00am**

Learning Outcomes: Presenters informed us of many reasons we need to go to bid: guard against favoritism/corruption, statutory requirement, honest award of public contracts. Informed of the formal bid process: Advertise bid, submission on sealed bid, Public opening of bid and award of contract.

#### **All Conference Lunch | 12:15-2:15pm**

Enjoyed lunch and celebrated receiving our Distinguished Accredited Agency Award with the Park District team as well as Park Board President Lisa Brooks and Park Board Commissioners Stefanie Boron and Dudley Onderdonk.

#### **Exhibit Hall | 2:15-3:15pm**

Explored the exhibit hall some more. Spoke to representatives from PDRMA, Can-Ice, Issac Athletics, Gold-Medal Products, ComEd, Kemper Sports, Sport Court Midwest and NUTOYS Leisure Products.

## **The Future of Facilities: Improving Operations, Revenue, Customers and Opportunities | 3:30-4:45pm**

Learning Outcomes: Steve Nagle presented on the importance of computer aided HVAC systems in new building and the importance of running an efficient system. Recommended contacting SEDAC to complete a power assessment on our facilities. It is recommended we send surveys to all renters, accumulate all findings each month and distribute to all management to see where the strengths/weaknesses/opportunities lie in our operation.

### **Saturday, January 25, 2019**

#### **Keynote General Session: Rock, Roll and Laugh your way to the top | 9:00-10:00am**

##### **Use of Video Surveillance in Parks and Facilities | 10:15-11:30am**

Scott Puma presented on the importance of installing security cameras in high traffic areas of our facilities but never on a pool deck, locker room entry. Emphasized using signs to notify the public of cameras in use recording both video and audio. Have a policy in place, define retention periods, recommend 45-60 days then destroy.

#### **Property Brothers: The A-Z's in Acquiring, Disposing and Leasing Real Property for Park Districts | 12:30-1:45pm**

Presenter Puma discussed the traditional ways of acquiring real property with an emphasis on due diligence. Make sure the land being acquired doesn't have zoning restrictions, environmental issues, has a clean deed or restricted use. He also spoke about the non-traditional ways of acquiring real property including foreclosure sales, tax sales, scavenger sales, land bank sales.

#### **Sustainability: Parks, People, Planet | 2:00-3:15pm**

Presenters from the Oak Park Park District talked about their extremely successful sustainability plan with regards to their parks. They have numerous areas where cisterns are used to collect rainwater. They use solar panels on some buildings, partner with volunteer groups to keep their parks clean. They use GPS tracking on all vehicles to track the number of hours driven, distances, time sitting in idle and have reduced their fuel consumption costs considerably as well as their carbon footprint.

### **ADAM WOHL**

### **Friday, January 25, 2019**

#### **Comprehensive Master Plans: Leveraging System-Wide Parks & Recreation Master Planning | 8:15-9:30am**

This session gave an overview of the different components of creating a Comprehensive Master Plan for your district. I had the following key takeaways from attending this session:

1. A master plan provides you the justification for the actions you are taking as a district. This includes (not limited to) 17 different components of a comprehensive master plan.
2. It is a blueprint for why we are doing what we are doing when we are doing it.

3. Action plan of priorities within the district.
4. Flexibility when completing a master plan is key

I found this session to be helpful in learning what the key aspects are when creating a comprehensive plan and ways to execute that plan.

### **Bidding and Contract Administration | 9:45-11:00am**

This session gave an overview of the essential components of bidding a project. They did not get to the contract administration portion of their presentation. I had the following key takeaways from attending this session:

1. Knowingly stringing a project into different amounts to allow a project to not go out to bid. IE splitting up 3 components of an HVAC project into 3 separate invoices that are all under the \$25,000 threshold.
2. It is important to write specifications of the bid very tight if you are looking for a certain model/brand of equipment/supplies.
3. Government Co-Op/GSA pricing are great options for bidding a project.
4. If there is a 50% increase in cost of the project due to a change order, the project must be go out to bid again.

### **The Symphony of Difficult Discussions & How to Orchestrate Them Effectively | 3:30-4:45pm**

This session gave ideas for ways to understand and apply strategies during difficult discussions in the workplace/home. I had the following key takeaways from attending this session:

1. Be authentic with your employees. They want to follow someone they know are being real with them.
2. Be empathetic with your employees. The ability to understand and share common feelings with your employees creates an emotional bond that will empower them to work harder for you. Being sympathetic you are not truly connecting with them.
3. Having the emotional intelligence to stop and listen to your counterpart.
4. Prepare and practice these discussions.
5. 10% of all people are bad fits for the organization. This can be either employee or manager.
6. 3 ways of handling difficult situations: 1. Avoidance, 2. Handled well, 3. Handled poorly.
7. Do not raise voice, finger point, respond defensively, or name call.
8. Do listen, show respect, ask questions, and how you handle the feedback is important.
9. Have an action plan to fix the situation.

## **Saturday, January 26, 2019**

### **Keynote: Rock, Roll, and Laugh Your Way to the Top | 8:30-9:45am**

This session was a refreshing outlook on how every one of us can be a rock star in our job, agency, and industry.

### **Budgets, Levies, and Bonds: Fundamentals, Fine Points, and Best Practices | 10:15-11:30am**

This session gave an overview of the budget process and how levies/bonds work. The key takeaways from this session included:

1. It is important to start early when planning and preparing a budget.
2. There are very strict laws related to the budget & appropriations process.
3. It is best practice to appropriate 10-15% in excess of your budget.
4. There must be a hearing to allow for comments from the public prior to approval of the B&A ordinance.
5. There are 3 sources of levy authority limitations: 1. Property Tax Extension Limitation Law (PTELL), 2. statutory fund rate limits, 3. Truth in Taxation Act.
6. There are certain limits on levies such as pools, ice rinks, golf courses, etc.
7. Bonds are a way to pay for capital projects, restructuring debt, short term borrowing.

### **Member Retention and Loyalty Doesn't Happen By Accident | 2:00-3:15pm**

This session gave ideas for ways to build member loyalty and ultimately retain your members.

The key takeaways from this session included:

1. Member interactions are key. Minimum of 3-5 meaningful conversations with your members. Ask them about their life, workout, etc.
2. Create a more effective onboarding program. IE Coaching connections.
3. Separate front line staff from those who are trying to sell members. IE a membership coordinator, personal trainers, etc.
4. We need to grow through our Group X programming.
5. Continue to have challenges within the center
6. Member appreciation days (IE coffee, smoothies, etc.).

I also attended the Exhibit Hall on Thursday. I was able to visit with Direct Fitness solutions, PDRMA, and Starfish Aquatics among many other vendors.

**VIII. Action Item A**  
**Approval of Glencoe Youth Services and**  
**SNAP Stipend Request**

Refer to the 2/5/2019 Committee of the Whole meeting  
for the GYS/SNAP request packet.

Glencoe Park District  
February 2019 Board Meeting





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## INTEROFFICE MEMORANDUM

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**TO:** BOARD OF COMMISSIONERS  
**FROM:** LISA SHEPPARD, EXECUTIVE DIRECTOR  
**SUBJECT:** YEARLY STIPEND FOR GYS AND SNAP  
**DATE:** 2/11/2019  
**CC:**

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### Action Item

After discussion at the Committee of the Whole meeting, the Committee advanced approval of the GYS Stipend of \$11,000 and SNAP Stipend of \$1,000, with the requirement of providing the Glencoe Park District with a certificate of insurance as required by PDRMA.”

# **VIII. Action Item B**

## **Approval of Glencoe Jr. High Project Stipend Request**

Refer to the 2/5/2019 Committee of the Whole meeting  
for the GJHP request packet.

Glencoe Park District  
February 2019 Board Meeting



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## INTEROFFICE MEMORANDUM

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**TO:** BOARD OF COMMISSIONERS  
**FROM:** LISA SHEPPARD, EXECUTIVE DIRECTOR  
**SUBJECT:** YEARLY STIPEND FOR GJHP  
**DATE:** 2/11/2019  
**CC:**

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### Action Item

After discussion at the Committee of the Whole meeting, the Committee advanced approval of the Glencoe Jr High Project Stipend of \$10,000 with the requirement of providing the Glencoe Park District with a certificate of insurance as required by PDRMA.”

**VIII. Action Item C**  
**Approval of the Change of Staff and**  
**Commissioner Benefit for Fitness Area**

Glencoe Park District  
February 2019 Board Meeting



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## INTEROFFICE MEMORANDUM

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**TO:** BOARD OF COMMISSIONERS  
**FROM:** LISA SHEPPARD, EXECUTIVE DIRECTOR  
**SUBJECT:** CHANGE IN BENEFIT FOR FITNESS AREA  
**DATE:** 2/11/2019  
**CC:**

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After discussion at the Committee of the Whole meeting, the Committee advanced approval of a change of benefits for Glencoe Park District employees to receive complimentary fitness memberships. The Board of Park Commissioners get the same benefit as staff therefore that benefit will also change to free Fitness Area membership for current Commissioners.

**Action Item: Approval of complimentary Glencoe Park District Fitness Area memberships for staff and commissioners with the discretion of the Executive Director to limit usage by employees, if the benefit impinges on the public membership ability to use the area comfortably.**

### Gym Memberships Benefit Employees

Employees who go to the gym will get regular exercise which can help them in a variety of ways, including:

- Exercise helps people fight off infection, diseases and chronic illnesses. There's an obvious link between physical exercise and physical health. People who exercise can have reduced risk of heart disease and a variety of cancers.
- Exercise can help with mental health. Employees who exercise may be happier people, less likely to suffer from depression, and more satisfied with their lives in general.

### Gym Memberships Also Benefit Employers

While membership benefits are obvious to employees, this wellness benefit can be just as beneficial to companies, although in a less obvious way. For example:

- People who feel better physically are more productive. When your workers are more physically healthy, they are more likely to focus on their job and be productive in the workplace.
- Employees who exercise may be less likely to call out sick. Since employees who call out sick can cost your company money, anything that can prevent employee illness from happening is likely to benefit your company.
- Employers who focus on wellness may experience less staff turnover. **Employers** who invest in their companies and show their employees that they care may experience less turnover and higher rates of employee satisfaction. Hiring is very costly, as is losing experienced employees, so it's only natural that your company should want to retain employees for as long as possible. Boosting your wellness program with gym membership will help with this goal.
- Gym memberships can reduce healthcare costs. Employees who are healthy can help reduce your company's insurance costs.

**VIII. Action Item D**  
**Approval of Altamanu Agreement for**  
**Takiff Play Area**

Glencoe Park District  
February 2019 Board Meeting



To: Board of Commissioners

Date: 2/5/2019

From: Lisa Sheppard, Executive Director

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SUBJECT: Approval of the Altamanu, Inc. contract for play space design services for the Takiff Outdoor Play Space and Infrastructure Improvements

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Attached is an agreement from Altamanu for services, specifically the schematic design, design development, construction documents, lighting, civil and construction management support for the Takiff outdoor program play space, and corresponding infrastructure. Included in this cost is one board level meeting. This represents 12.3% of the project cost.

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Recommended Motion:

Approval of the Altamanu, Inc. agreement for the design services for Takiff outdoor program play space and infrastructure for a total of \$ 65,000.



January 16, 2019  
February 5, 2019      *REVISED*

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

[cleaner@glencoe parkdistrict.com](mailto:cleaner@glencoe parkdistrict.com)

**RE:      Landscape Architecture and Civil Engineering Services for Takiff Center Early Childhood Programmed Play Space, Glencoe, IL**

Dear Chris,

The Glencoe Park District (GPD/Client) has requested a proposal from the Altamanu and SMP team to prepare Schematic Design, facilitate a Meeting with Early Childhood Educators, present at a Park District Board Meeting, Prepare Design Development and Construction Documents, provide Bidding and Permit assistance and Construction Administration Services for Improvements to Early Childhood Education Programmed Play Space located at Takiff Center at 999 Green Bay Road.

We understand that this improvement project will go out to bid in the summer of 2019 to break ground in late August 2019 and completed in the fall of 2019. We further understand that the Programmed Play Space will have an estimated budget of 500,000.

We understand the overall scope of these projects to include:

- The Programmed Play Space needs at least 3 separate/fenced play areas to meet DCFS requirements. 1 space for 1-3-year-old kids and 2 spaces for 2-5-year-old kids.
- The three separate areas must be fenced off from each other
- There are lights which will need to be either kept/relocated/replaced and convert to LED
- One to two drinking fountains that are accessible to small children
- The three shade structures (1 large/2 small) the Park District would like to reuse/keep – they are bolted to a post/footing. We might be able to remove the sails portion/structure and put in new posts and footings in desired locations.
- Surfacing for the play areas is to be Forever Lawn or Poured in Place Rubber if enough funds permit.
- Incorporate the existing roll hill into the free play area (separate from the 3 fenced play areas)
- One meeting with the early childhood teachers to gather input.
- The project is to break ground in late August.
- Assess existing retaining walls and recommend repairs/replacement as necessary
- Address existing drainage concerns

## SCOPE OF WORK/PROJECT WORK PLAN

The following is an outline of the “Scope of Work” to be carried out by the Altamanu, Inc./SMP team.

### TASK 1: SITE ANALYSIS, TEACHER INPUT AND SCHEMATIC DESIGN

Goals: Review existing conditions, project scope, budget, schedule and set a direction for Client expectations and public process.

1. Verify existing conditions using available site data such as surveys, aerial photos, and topographic maps. The Client will furnish Altamanu with an accurate base map, site survey and topographic map of the site. The map and survey will be at a working scale for the preparation of site improvements construction documentation for the site. The survey will show existing contours, detailed site features, and existing utilities to the center line of adjacent streets. The team will verify if the extents of the survey are sufficient for the intended scope of improvements and advise the Client if any further topographic information is required. The cost for survey is not part of this proposal and shall be the fiscal responsibility of the Client.
2. Review available zoning and landscape codes and advise client of any requirements. Incorporate requirements into improvements.
3. Review potential MWRD permit requirements for the site improvements. At this time, we assume this is a replace in kind or maintenance project and do not foresee the need for a MWRD letter of determination
4. Meet with Client to review the project scope, budget, and schedule for the site and discuss Teacher meeting date and expectations. (Meeting #1)
5. Tour the site with Client to refine scope/goals and to field review existing conditions. (Site meeting at same time as project Kick-Off meeting).
6. Prepare ppt. presentation for Teacher meeting showing existing conditions and make suggestions for improvements for the site.
7. Facilitate Teacher meeting to discuss existing conditions, possible concepts and gather input from Teachers for desired/preferred improvements. (Teacher Meeting #1)
8. Meet with Client to discuss Teacher input and set a direction for the concept design for the site. (Meeting #2)
9. Prepare up to two (2) concepts for the site. Conceptual designs may include plans, reference images, elevations, and or perspective renderings. Once Concept will show the existing shade structures remaining in their current location.
10. Present concepts to Client. Client to select a preferred concept for the site. (Meeting #3)
11. Make revisions as per Client input of preferred concept.

12. Prepare Rough Opinions of Probable Costs for the preferred concept.
13. Present concepts to GPD Board for input. (Board Presentation #1)
14. Make minor revisions as requested by Board and directed by Client prior to commencing the Design Development Phase.

## **TASK 2: DETAILED DESIGN DEVELOPMENT & CONSTRUCTION DOCUMENTS**

Goals: Finalize relevant design elements and incorporate Client's comments and produce the final Construction Documents.

1. Prepare Design Development/Construction Documents for a 60%, 90% and 100% review with the Client. The Construction Documents will include the following (it is possible that some of these items will be shown on the same plans):
  - Detailed Final Landscape Plan (1"=20')
  - Layout and Dimension Plan (1"=20')
  - Enlarged Site/Landscape Plans as needed for clarity.
  - Site Detail Sheets - Layout/Dimensioned of Related Special Site Elements
  - Drainage/Utility Details, utility connections, (SMP)
  - Grading and Drainage Plan and Details (SMP)
  - Electrical Plan (SMP)
  - Planting Details, Plant Schedules and General Notes
  - Related Technical Specifications (Altamanu and SMP)
2. Continue to field verify existing conditions as necessary to prepare the CD set.
3. Coordinate design decisions with Client throughout the DD and CD process.
4. Coordinate Landscape Plan with Civil Engineer's Grading/Drainage, Utility and Electrical Plans.
5. Revise Opinion of Probable Costs to reflect adjustments to Landscape/Engineering Plans.
6. Submit 60% Construction Set, Outline Specifications and updated Opinion of Probable Costs to Client for review.
7. Meet with Client to review 60% Construction Set. (Meeting #4)
8. Coordinate with Village of Glencoe and MWRD (if necessary) and verify permit submission requirements. (Meeting #5)
9. Submit 90% Construction Set and Outline Specifications to Client for review.

10. Meet with Client to review 90% Construction Set. (Meeting #6)
11. Make revisions and submit 100% Construction Set and Specifications to Client for final review.
12. Submit Final 100% Construction Documents Package and related Technical Specifications, including SWPP plan for permit, to Client for review and subsequently for bidding.

### **TASK 3: PERMITTING, BIDDING & BID ASSISTANCE**

Goal: Assist in obtaining appropriate approvals as required for construction. Assist in the packaging and distribution of construction drawing sets and specifications to potential contractors. Altamanu will review and assess bids with Client and assist in the selection of a contractor(s). Time tables and schedules for construction will be established with selected contractors.

1. Assist Client in submitting Permit Set for appropriate approvals and coordinate with Village of Glencoe on any permit approvals from MWRD. (SMP will manage permit approvals)
2. Provide Client Construction Set prior to bidding for review. Assist Client with preparation of advertisement of project for placement in the local paper.
3. Issue addenda as appropriate to interpret, clarify or expand the Construction Documents.
4. Meet with Client to assist in preparation of Bid Packages. Use Site Landscape Construction Bid Form, cover letter and related addenda to include with Bid/Drawing Package. Distribute Bid/Drawing Package to contractors on selected list as vetted by team.
5. Assist the Client in conducting a Pre-Bid Review Meeting with selected Contractors. (Meeting #7)
6. Assist Client in preparing Bid Analysis for comparison of proposed bids.
7. Assist Client with the selection(s) of appropriate contractors.
8. Assist in the preparation AIA/GPD Contract between contractors and Glencoe Park District (GPD).
9. Develop Landscape Installation Timetable with Client & Contractor.

**TASK 4: CONSTRUCTION ADMINISTRATION & PROJECT CLOSEOUT**

Goal: Provide on-site review and observation of landscape construction related to the Site Landscape Construction Package and its Related Specifications.

1. Provide on-site observation of site and landscape construction related to the Altamanu-SMP Landscape and Engineering Plans and their related elements. Visit site sixteen times (19) at intervals appropriate to the stage of landscape construction to review proper construction methods and adherence to the design intent. (Site Meetings #8 through #26). SMP/Civil  
  
 Engineer will visit the site six times (6) at intervals appropriate to the stage of civil/electrical engineering items.
2. Make written reports regarding site construction progress for landscape improvements for 16 site meetings.
3. Review and respond to contractor’s requests for information and provide interpretations and clarifications for the Construction Documents.
4. Review and approve samples of materials and shop drawings and assess change order requests.
5. Review contractor’s request for payments.
6. Conduct a final on-site observation/inspection of Landscape Construction with Client and Contractor. (Site Meeting #27)
7. Prepare a Final Punch List prior to final acceptance of job.
8. Troubleshoot for 1 months until project closeout. (8 hours)

**PROFESSIONAL FEES**

Fees for the project are broken down by discipline are as follows:

**Estimated Landscape Architecture Fees (Altamanu)**

Task 1 Site Analysis, Teacher Input & Schematic Design	\$ 9,525.00
Task 2 Design Development & Construction Documents	\$ 25,425.00
Task 3 Permitting, Bidding and Bid Assistance	\$ 4,080.00
Task 4 Construction Administration & Project Closeout	<u>\$ 13,850.00</u>

**Estimated Total Landscape Architecture Fees (Altamanu) \$ 52,880.00**

**Civil Engineering Fees (SMP)**

Task 1 Site Analysis, Teacher Input & Schematic Design	\$ 950.00
Task 2 Design Development & Construction Documents	\$ 5,200.00
Task 3 Permitting, Bidding and Bid Assistance	\$ 500.00
Task 4 Construction Administration & Project Closeout	\$ 2,000.00
Task 5 Site Electrical Engineering	\$ 1,200.00

**Total Civil Engineering Fees (SMP) \$ 9,850.00**

**Expenses**

Estimated Expenses - Altamanu	\$ 1,800.00
Estimated Expenses - SMP	\$ 200.00

**Total Expenses \$ 2,000.00**

**Estimated TOTAL PROFESSIONAL FEES (Altamanu & SMP) \$ 62,730.00**

**Estimated TOTAL PROFESSIONAL FEES & EXPENSES (Altamanu & SMP) \$ 64,730.00**

Reimbursable expenses which will be billed at direct expense. Reimbursable expenses related to this project shall include, but may not be limited to the following:

- Transportation/Parking
- Reproduction
- Special Supplies
- Photography
- Copies
- Messenger/Delivery
- Large Scale Scans
- Soils Analysis/Consultation

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

**ASSUMPTIONS**

- All base information; site survey, site topography and site utility information, will be provided by the Client to Altamanu.
- Site base information will be provided to in a form compatible with AutoCAD 2018 format.
- The project team will make one (1) presentation of preferred concepts to the Board of the Park District. If further presentations are required, the Client will be invoiced for this service at our standard hourly rates outlined below for certain tasks:
  - Overhead Artistic Rendering of Plan \$1,072.00
  - Additional per meeting cost for staff level meeting (2 People) \$ 640.00
  - Additional per site visit cost (Proj Mgr) \$ 366.00
  - Cost of attendance at board meetings (2 people) \$ 640.00
  - Cost of preparing ppt presentation for board meeting \$1,464.00

- The project team will moderate one (1) Teacher Meeting to gather information. If further public meetings are required, the Client will be invoiced for this service at our standard hourly rates.
- This agreement does not include: soils or environmental studies or property surveys.
- Any services beyond what is outlined above will be considered extra services and will be billed at our standard hourly rates.
- This agreement may be terminated by either party 15 days after written notice. Altamanu shall be compensated for all services performed up to this date.

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

We at Altamanu Inc. appreciate this opportunity to continue working with the Glencoe Park District.

Very truly yours,



Josephine Bellalta, PLA, ASLA, President Altamanu Inc.

ACCEPTED BY:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

EXHIBIT A

SMP GROUP DESIGN ASSOCIATES, LLC

CIVIL ENGINEERING PROPOSAL

For

Improvements to the Takiff Center Programmed Play Space  
Dated January 25, 2019



**VIII. Action Item E**  
**Approval of the Old Green Bay Road Linear**  
**Park Master Plan**

Glencoe Park District  
February 2019 Board Meeting



To: Board of Commissioners

Date: 2/5/2019

From: Lisa Sheppard, Executive Director

SUBJECT: Old Green Bay Road Linear Park Master Plan Acceptance

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After Committee discussion and approval we are advancing Old Green Bay Road Linear Park Master Plan to the Board for approval

In summer 2018, a park site master planning process was conducted for the Old Green Bay Road Linear Park System to identify and explore improvements for the parcels. The process consisted of a series of meetings with the residents and Board.

A site plan recommendation was presented and discussed at the Special Projects and Facilities Committee meeting on August 7, 2018 at 7:00pm at the Takiff Center.

Acceptance of the master plan does not necessitate the future construction of all project components as presented in the plan. At the February 5, 2019 Special Projects and Facilities Committee meeting, Committee members reached a consensus on a planned phase one of the linear park project to include: .5 miles of multi-use trail connecting into the 8.4 miles of the existing Green Bay Trail System, playground replacement, interactive fountain install, hand cranked play train, native plantings, trail adjacent fitness stations, and upgrades to Veterans Park.

Upon receipt of construction bids the Board of Park Commissioners will determine which phase one project components shall be funded to construction.

The project will be titled "Connect Glencoe". Potential funding sources are the Park District Master Plan Capital Projects Fund, various grant programs, and donations.

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**Recommended Motion:**

Staff recommends that the Board accept the Old Green Bay Road Linear Park Master Plan and request Executive Director Sheppard move forward in bringing an agreement for design services for a phase one project to the Board for consideration.

## **VIII. Action Item F**

# **Approval of the Resolution of Authorization No. 892 for Old Green Bay Road Trail/Linear Park Renovation for Illinois Department of Natural Resources Illinois Bicycle Path Grant Program**

Glencoe Park District  
February 2019 Board Meeting



To: Board of Commissioners

Date: 2/5/19

From: Lisa Sheppard, Executive Director

SUBJECT: Illinois Department of Natural Resources Illinois Bicycle Path Grant Program  
Resolution of Authorization for Old Green Bay Road Trail/Linear Park Renovation

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To complete the IDNR Bicycle Path Grant Application for the Green Bay Trail Linear Park renovation project, a Resolution of Authorization must be adopted by the Park Board.

In summer 2018, a park site master planning process was conducted for the Old Green Bay Road Linear Park System to identify and design improvements for the parcels. The process consisted of a series of meetings with the residents and Board.

A site plan recommendation was presented and discussed at the Park Board Special Projects Committee on August 7, 2018 at 7:00pm at the Takiff Center. The Old Green Bay Road Linear Park Master Plan was accepted at the Regular Park Board Meeting on Tuesday, February 19, 2019 at the Takiff Center.

Staff would like to apply for an Illinois Department of Natural Resource Bicycle Path Grant for Phase One improvements to the Old Green Bay Road Linear Park System which will include; .5 miles of multi-use trail connecting into 8.4 miles of the existing Green Bay Trail System, playground replacement, interactive fountain install, hand cranked play train, native plantings, trail adjacent fitness stations and various ADA park improvements.

The project will be titled "Connect Glencoe". Potential funding sources are the Park District Master Plan Capital Projects Fund and \$200,000 from the IDNR Bicycle Path grant program.

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**Recommended Motion:**

Staff recommends that the Board adopt the Resolution of Authorization No. 892 for the State of Illinois Department of Natural Resources Bicycle Path Grant Application for the Green Bay Trail Linear Park renovation project and authorize Executive Director Sheppard to sign the agreement.

**GLENCOE PARK DISTRICT  
ILLINOIS DEPARTMENT OF NATURAL RESOURCES  
BICYCLE PATH GRANT RESOLUTION No. 892**

**IT IS HEARBY RESOLVED**, by the Board of Park Commissioners of the Glencoe Park District, Cook County, Illinois, that: Staff is authorized to apply for a an Illinois Department of Natural Resource Bicycle Path Grant for Phase One improvements for the project titled "Connect Glencoe" which includes Phase One improvements to the Old Green Bay Road Linear Park System which will include .5 miles of multi-use trail connecting into 8.4 miles of the existing Green Bay Trail System, playground replacement, interactive fountain install, hand cranked play train, native plantings, trail adjacent fitness stations and various ADA park improvements and authorize Executive Director to sign the agreement.

Adopted this 19<sup>th</sup> day of February 2019.

AYES:

NAYS:

ABSENT:

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Lisa M. Brooks, President  
Board of Park Commissioners  
Glencoe Park District

ATTEST:

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

COUNTY OF COOK            ) SS  
  )

**SECRETARY'S CERTIFICATE**

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

**I HEREBY CERTIFY** that the foregoing instrument is a true and correct copy of Resolution No. 892:

**ILLINOIS DEPARTMENT OF NATURAL RESOURCES  
BICYCLE PATH GRANT RESOLUTION No. 892**

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 19<sup>th</sup> day of February 2019.

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

**IN WITNESS WHEREOF**, I hereunto affix my official signature and the seal of the Glencoe Park District at Glencoe, Illinois this 19<sup>th</sup> day of February 2019.

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

[SEAL]

## **VIII. Action Item G**

**Approval of the Resolution of Authorization  
No. 893 for the Old Green Bay Road  
Trail/Linear Park Renovation for Cook  
County Department of Transportation and  
Highways, Invest in Cook Grant Program**

Glencoe Park District  
February 2019 Board Meeting



To: Board of Commissioners

Date: 2/5/19

From: Lisa Sheppard, Executive Director

SUBJECT: Cook County Department of Transportation and Highways, Invest in Cook Grant Program Resolution of Authorization for the Old Green Bay Road Trail/Linear Park Renovation

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To complete the Invest in Cook Grant Application for the Green Bay Trail Linear Park renovation project, a Resolution of Authorization must be adopted by the Park Board.

In summer 2018, a park site master planning process was conducted for the Old Green Bay Road Linear Park System to identify and design improvements for the parcels. The process consisted of a series of meetings with the residents and Board.

A site plan recommendation was presented and discussed at the Park Board Special Projects Committee on August 7, 2018 at 7:00pm at the Takiff Center. The Old Green Bay Road Linear Park Master Plan was accepted at the Regular Park Board Meeting on Tuesday, February 19, 2019 at the Takiff Center.

Staff would like to apply for an Cook County Department of Transportation and Highways Invest in Cook Grant for Phase One improvements to the Old Green Bay Road Linear Park System which will include; .5 miles of multi-use trail connecting into 8.4 miles of the existing Green Bay Trail System, playground replacement, interactive fountain install, hand cranked play train, native plantings, trail adjacent fitness stations and various ADA park improvements.

The project will be titled "Connect Glencoe". Potential funding sources are the Park District Master Plan Capital Projects Fund and funding from the Cook County Department of Transportation and Highways, Invest in Cook Grant Program.

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**Recommended Motion:**

Staff recommends that the Board adopt the Resolution of Authorization No. 893 for the Cook County Department of Transportation and Highways, Invest in Cook Grant Program for the Green Bay Trail Linear Park renovation project and authorize Executive Director Sheppard to sign the agreement.



**GLENCOE PARK DISTRICT  
COOK COUNTY DEPARTMENT OF TRANSPORTATION AND  
HIGHWAYS INVEST IN COOK GRANT RESOLUTION No. 893**

**IT IS HEARBY RESOLVED**, by the Board of Park Commissioners of the Glencoe Park District, Cook County, Illinois, that: Staff is authorized to apply for a Cook County Department of Transportation and Highways Invest in Cook Grant for Phase One improvements for the project titled "Connect Glencoe" which includes Phase One improvements to the Old Green Bay Road Linear Park System which will include .5 miles of multi-use trail connecting into 8.4 miles of the existing Green Bay Trail System, playground replacement, interactive fountain install, hand cranked play train, native plantings, trail adjacent fitness stations and various ADA park improvements and authorize Executive Director to sign the agreement.

Adopted this 19<sup>th</sup> day of February 2019.

AYES:

NAYS:

ABSENT:

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Lisa M. Brooks, President  
Board of Park Commissioners  
Glencoe Park District

ATTEST:

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

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

**SECRETARY'S CERTIFICATE**

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

**I HEREBY CERTIFY** that the foregoing instrument is a true and correct copy of Resolution No. 893:

**COOK COUNTY DEPARTMENT OF TRANSPORTATION AND  
HIGHWAYS INVEST IN COOK GRANT RESOLUTION No. 893**

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 19<sup>th</sup> day of February 2019.

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

**IN WITNESS WHEREOF**, I hereunto affix my official signature and the seal of the Glencoe Park District at Glencoe, Illinois this 19<sup>th</sup> day of February 2019.

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

[SEAL]

**VIII. Action Item H**

**Approval of the Resolution of Authorization  
No. 894 for the Old Green Bay Road  
Trail/Linear Park Renovation for Chicago  
Metropolitan Agency for Planning,  
Transportation Alternatives (TAP-L) Grant  
Program**

Glencoe Park District  
February 2019 Board Meeting



To: Board of Commissioners

Date: 2/5/19

From: Lisa Sheppard, Executive Director

SUBJECT: Chicago Metropolitan Agency for Planning, Transportation Alternatives (TAP-L) Grant Program Resolution of Authorization for the Old Green Bay Road Trail/Linear Park Renovation

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To complete the (TAP-L) Grant Application for the Green Bay Trail Linear Park renovation project, a Resolution of Authorization must be adopted by the Park Board.

In summer 2018, a park site master planning process was conducted for the Old Green Bay Road Linear Park System to identify and design improvements for the parcels. The process consisted of a series of meetings with the residents and Board.

A site plan recommendation was presented and discussed at the Park Board Special Projects Committee on August 7, 2018 at 7:00pm at the Takiff Center. The Old Green Bay Road Linear Park Master Plan was accepted at the Regular Park Board Meeting on Tuesday, February 19, 2019 at the Takiff Center.

Staff would like to apply for a Chicago Metropolitan Agency for Planning, Transportation Alternatives (TAP-L) Grant for Phase One improvements to the Old Green Bay Road Linear Park System which will include .5 miles of multi-use trail connecting into 8.4 miles of the existing Green Bay Trail System, playground replacement, interactive fountain install, hand cranked play train, native plantings, trail adjacent fitness stations and various ADA park improvements.

The project will be titled "Connect Glencoe". Potential funding sources are the Park District Master Plan Capital Projects Fund and funding the Chicago Metropolitan Agency for Planning, Transportation Alternatives (TAP-L) Grant Program

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**Recommended Motion:**

Staff recommends that the Board adopt the Resolution of Authorization No. 894 for the Chicago Metropolitan Agency for Planning, Transportation Alternatives (TAP-L) Grant Program for the Green Bay Trail Linear Park renovation project and authorize Executive Director Sheppard to sign the agreement.

**GLENCOE PARK DISTRICT  
CHICAGO METROPOLITAN AGENCY GRANT RESOLUTION No. 894**

**IT IS HEARBY RESOLVED**, by the Board of Park Commissioners of the Glencoe Park District, Cook County, Illinois, that: Staff is authorized to apply for a Chicago Metropolitan Agency for Planning, Transportation Alternatives (TAP-L) Grant for the project titled "Connect Glencoe" which includes Phase One improvements to the Old Green Bay Road Linear Park System which will include .5 miles of multi-use trail connecting into 8.4 miles of the existing Green Bay Trail System, playground replacement, interactive fountain install, hand cranked play train, native plantings, trail adjacent fitness stations and various ADA park improvements and authorize Executive Director to sign the agreement.

Adopted this 19<sup>th</sup> day of February 2019.

AYES:

NAYS:

ABSENT:

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Lisa M. Brooks, President  
Board of Park Commissioners  
Glencoe Park District

ATTEST:

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

STATE OF ILLINOIS     )  
  ) SS  
COUNTY OF COOK     )

**SECRETARY'S CERTIFICATE**

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

**I HEREBY CERTIFY** that the foregoing instrument is a true and correct copy of Resolution No. 894:

**CHICAGO METROPOLITAN AGENCY GRANT RESOLUTION No. 894**

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 19<sup>th</sup> day of February 2019.

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

**IN WITNESS WHEREOF**, I hereunto affix my official signature and the seal of the Glencoe Park District at Glencoe, Illinois this 19<sup>th</sup> day of February 2019.

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

[SEAL]