



# APRIL 2019 Board Report





**GLENCOE PARK DISTRICT  
REGULAR BOARD MEETING  
Tuesday, April 16, 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 March 19, 2019 Regular Board Meeting (pgs. 4-55)
  - B. Minutes of April 2, 2019 Special Projects and Facility Committee Meeting (pgs. 56-58)
  - C. Approval of the Bills (pgs. 59-74)
- IV. Matters from the Public
- V. Approval of Resolution No. 897: Rogelio Aviles 10 Years' Service (pgs. 76-77)
- VI. Public Hearing: 2019/2020 Budget and Appropriation Ordinance No. 898 (pgs. 79-85)
- VII. Approval of Ordinance No. 898: An Ordinance Making a Combined Annual Budget and Appropriation of Funds for the Glencoe Park District for the Fiscal Year Beginning March 1, 2019 (pgs. 79-85)
- VIII. Financial Report (pgs. 87-89)
- IX. Presentation of the 2018-2019 Watts Recreation Center Report (pgs. 91-108)
- X. Staff Reports
  - A. Business (pg. 110)
  - B. Recreation and Facilities (pgs. 111-116)
  - C. Parks and Maintenance (pgs. 117-118)
  - D. Marketing and Communications (pg. 119)
  - E. Safety and Wellness Committee (pg. 120)
- XI. Executive Director Report (pgs. 122-126)
- XII. Action Items
  - A. Approval of Altamanu contract for Old Green Bay Trail Linear Park Master Plan Design (pgs. 128-148)
  - B. Approval of the BauerLatoza Studio contract for architectural services for the Halfway House/Safran Beach House restoration and repairs (pgs. 150-154)
  - C. Approval of concept designs for Takiff Play Space (pg. 156)
  - D. Approval of Annual Post-Issuance Tax Compliance Report (pgs. 158-160)
- XIII. Other Business
- XIV. Executive Session
  - A. Personnel 5ILCS 120/2 (c)(1)
- XV. 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  
April 2019 Board Meeting

MINUTES OF MARCH 19, 2019 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  
Bob Kimble, Commissioner

Commissioner absent:

Stephanie Boron, Vice President

Commissioner via phone:

Josh Lutton, Commissioner

Staff present:

Lisa Sheppard, Executive Director/Secretary  
Carol Mensinger, Director of Finance/HR  
Chris Leiner, Director of Parks/Maintenance  
Bobby Collins, Director of Recreation/Facilities  
Erin Classen, Supt. of Marketing/Comm.  
Jenny Runkel, Administrative Assistant  
Adam Wohl, Takiff/Watts Facility Manager  
Jess Stockl, Early Childhood Manager  
Amanda Giacomino, Early Childhood Supervsr.  
Jackie Kozelka, Early Childhood  
Shannon Stevens, Recreation Intern

Members of the public in attendance who signed in or spoke: Michael Covey, Dan Dorfman, Josephine Bellalta, John Mac Manus

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

AYES: Kimble, Lutton, Onderdonk, Brooks

NAYS: None

ABSENT: Boron

Motion passed.

Consent Agenda: A motion was made by Commissioner Kimble to approve the consent agenda items as presented including Minutes of the February 12, 2019 Community Meeting on a Dog Park, Minutes of February 19, 2019 Regular Board Meeting, Minutes of March 5, 2019 Special Projects and Facilities Committee Meeting, Surplus Property Ordinance No. 895, and Approval of the Bills. Commissioner Onderdonk seconded the motion. No further discussion ensued. Roll call vote taken:

AYES: Kimble, Lutton, Onderdonk, Brooks

NAYS: None

ABSENT: Boron

Motion passed.

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

Financial Report: Director of Finance/Human Resources Mensinger stated fiscal year 2018/19 is complete. Accruals are not reflected in the Board packet version as of

February 28. Tax receipts coming in for the 2018 tax year are deferred so those are not reflected, but will see an increase in the cash balances.

Presentation of the Takiff Play Space Designs: Executive Director Sheppard, Director Leiner, and EC Manager Stockl reviewed a presentation on the Early Childhood program, existing design and issues, DCFS requirements, design requirements, and municipal playground facts attached to these minutes followed by Altamanu who gave a presentation on the designs attached to these minutes. Suppliers selling materials created in the US at the increased tariff rate was discussed. Altamanu answered Board questions including that the design is based on current program's maximum number of children. In the future if further expansion is needed, the design could be added to in the open space across the sidewalk, but the new renovation would remain the same. The back sidewalk will remain with improvements to mediate flooding across the sidewalk. The retaining wall is in good shape with just the tail at the north end needing adjustment. The early design input process with teachers was reviewed along with design comments from EC Supervisor Giacomino and Preschool Teacher Kozelka. Project costs and the effect of DCFS requirements were discussed. The design and contingency is \$350,000 over the original estimated budget (\$525,000 to \$875,000) due to strict DCFS requirements and material price increases. Staff proposed using money from the corporate and recreation fund balances that are currently over the policy requirement for the fund. Following the audit, staff is going to recommend a \$1 million fund transfer amount for Board approval at the June Board meeting, but now most likely \$1.5 million due to a better than project year. Additionally, some of the ADA items could be covered using ADA funds.

Lincoln and Crescent playground will be included in the Old Green Bay Trail project in 2020.

Director Collins reviewed the DCFS licensing review, which occurred for six hours yesterday with intense requirements. They were happy to hear we were reviewing the play space.

Timeline included changes to design, amending the budget to include the increased funds, advancing the design to committee for further discussion, and at the April Board meeting approve the Takiff design so we can start final design development construction and go out to bid.

ELC staff and Altamanu exited the meeting.

Presentation of the Glencoe Fitness Center Report: Director Collins and Takiff/Watts Facility Manager Adam Wohl gave a presentation on the report attached to these minutes.

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

Director Mensinger shared that the business department is busy with end of fiscal year tasks and budget. Preliminary audit work happened last week and everything went well.

Director Collins thanked EC Manager Stockl and the ELC team on DCFS re-licensing.

Director Leiner's team is working on seasonal preparations at the beach along with repairs to significant seasonal pier and stair damage.

Superintendent Classen shared that the spring brochure is out and we are barreling into summer.

Safety and Wellness Committee Co-Chairs Mensinger and Leiner shared that the committee is in between meetings; the next one scheduled this week Friday. Our PATH health risk assessment for full-time staff and family members on our insurance plan had the best turnout in the last 10 years. Mensinger thanked Liz Stowick for working on departments who did not have as much participation with a lot of effort to entice those to participate.

Executive Director Report: Executive Director Sheppard thanked Director Leiner and Superintendent Classen for their hard work on the three grants for the Old Green Bay Linear Trail project and Bobby and the ELC team for DCFS recertification. The NSSRA Shining Stars banquet is on May 10. Commissioners may wish to attend to see firsthand the positive the impact this organization has in our community. I will be approving the Northbrook shared services agreement for pool and beach use, which benefits both communities. The Sand Management Group met today regarding the pilot grant program. More educational material will be coming out regarding the process. The project is expected to begin in 2021. The information we receive will be posted on our website. Watts Ice Center remained open one week later than normal for the first time. The Village-wide committee will be talking about Tudor Court at a Village Board meeting on Thursday.

Action Items:

Approval of Fiscal Year 2019/20 – Approval Draft: A motion was made by Commissioner Lutton to approve the Fiscal Year 2019/20 Approval Budget as presented, including a \$350,000 additional increase in the budget for Fund 69 Master Plan Fund for the specific purposes of the Takiff Early Childhood play area. Commissioner Onderdonk seconded the motion. Commissioner Kimble commented on his disappointment regarding cost, but over 15-20 years amortizes itself out and positively affects a major revenue stream; overall a very good idea. President Brooks noted the social responsibility of childcare, an essential element to our program, and the children who are using it all day in and out. Roll call vote taken:

AYES: Kimble, Lutton, Onderdonk, Brooks

NAYS: None

ABSENT: Boron

The motion passed.

Approval of Resolution No. 896 – Acquisition of Property with NSSRA: A motion was made by Commissioner Kimble to approve Resolution No. 896 for the Northern

Suburban Special Recreation Association property acquisition located at 1221 Lake Cook Road, Highland Park, Illinois as presented. Commissioner Onderdonk seconded the motion. No further discussion ensued. Roll call vote taken:

AYES: Kimble, Lutton, Onderdonk, Brooks

NAYS: None

ABSENT: Boron

The motion passed.

Approval of Altamanu Contract for Old Green Bay Trail Linear Park Master Plan Design: President Brooks tabled this action item until all Board members are in attendance at the April regular Board meeting.

Approval of Purchase a 2019 Kubota V Series UTV: A motion was made by Commissioner Lutton to approve the purchase of a 2019 Kubota V Series UTV for \$28,084.21 (amended) from Burriss Equipment of Waukegan, Illinois as presented. Commissioner Kimble seconded the motion. No further discussion ensued. Roll call vote taken:

AYES: Kimble, Lutton, Onderdonk, Brooks

NAYS: None

ABSENT: Boron

The motion passed.

Approval of Bi-Annual Review of Executive Session Minutes 5ILCS120/2(c)(21): A motion was made by Commissioner Onderdonk to approve and release from confidentiality closed session minutes from November 13, 2018, February 19, 2019 and March 5, 2019 and not release any other minutes that were approved and confidential and to authorize the destruction of audio recordings of closed meetings held on the following dates as to which closed meeting official minutes have been approved and no litigation under the open meetings act is pending including May 16, 2017, February 20, 2018 and July 17, 2018 as mandated by 5ILCS120/2 (c)(21) as presented. Commissioner Kimble seconded the motion. No further discussion ensued. Roll call vote taken:

AYES: Kimble, Onderdonk, Brooks

NAYS: None

ABSENT: Boron

ABSTENTION: Lutton

The motion passed.

Approval of the Executive Director's Employment Agreement: A motion was made by Commissioner Kimble to approve the executive director's employment agreement as presented. Commissioner Onderdonk seconded the motion. No further discussion ensued. Roll call vote taken:

AYES: Kimble, Lutton, Onderdonk, Brooks

NAYS: None

ABSENT: Boron

The motion passed.

Other Business: There was no other business.

Adjourn: Commissioner Kimble moved to adjourn the meeting at 8:37pm. Commissioner Onderdonk seconded the motion, which passed by unanimous voice vote.

Respectfully submitted,

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Lisa M. Sheppard  
Secretary



# Early Childhood Play Space

March 19, 2019  
Board Meeting

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## The Importance of Appropriate Play Space

- Studies have shown a decline in preschoolers gross motor skills and overall stability
- Gross motor skills decrease risk of childhood obesity and are connected to school readiness
- Gross motor skills are needed to perform every day functions
- Poor gross motor skills are strongly linked to poor fine motor skills
- Age appropriate equipment promotes safe but challenging play

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## Program User Overview

Programs:

- Children’s Circle (Full Day)
- ELC (1/2 Day Preschool)
- GJK
- Camp

249 individual children in our programs use the playground multiple times per week.

80 Children Circle children are mandated to have outside play twice a day.

*This area is effectively a classroom and is used from 7:15 AM – 6:30 PM*

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## Program Financial Facts

Program	FY14/15	FY15/16	FY16/17	FY17/18	Total By Program
Children’s Circle Daycare	\$170,204	\$154,418	\$171,379	\$226,616	\$722,617
ELC	\$172,154	\$185,747	\$191,357	\$169,121	\$718,379
GJK	\$180,339	\$196,868	\$160,649	\$169,662	\$707,518
<b>Grand Total – Program Surplus</b>					<b>\$2,148,514</b>

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## Current Infant/Toddler Playground

- Jellyfish - 6 weeks to 15 months
- Frogs - 15 month to 24 months
  - Children range from 26-37 inches



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## 2 Year Old Area

- Turtles - 24 Months to 36 Months (Young)
- Starfish - 24 Months to 36 Months (Old)
  - Height 38-42 inches



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## 3-4 Year Old Area

- Dolphins – Age 3
- Beluga's – Age 4
  - Height 40-48 inches



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## Project Driver

- Condition of existing area and limitations
- Growth of programs
- DCFS requirements
- Parent expectations

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## Department of Children & Family Services (DCFS) specialized requirements

- Minimum of 75 square feet of safe outdoor area per child for the total number of children using the area at any one time
- Individual play areas must be fenced, with 2 entrances
- Shall accommodate 25% of licensed capacity at any one time
- The area shall be arranged so that all areas are visible to staff at all times
- Shaded area is required
- Square foot requirements

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AGE	# of Kids	Square Feet
6 Weeks - 15 Months	15	1125
15-24 Months	16	1200
3 Yrs Old	20	1500
4-5 year olds	40	3000

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## Glencoe Park District Design Requirements

- Re-use existing shade structures
- Re-use/repair existing retaining wall
- Re-use existing sidewalks
- Use synthetic grass fall surface
- Bright colors
- Open area for modular play pieces; media tables, sprinkler, basketball, new play elements
- Approach from a participant supervisor stand point

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## Address Existing Design Issues

- Replace existing outdoor lighting
- Replace existing drinking fountains with properly sized
- Correct drainage to prevent pathway and playground flooding
- Select site appropriate plantings
- Source materials and finishes which will not require replacement for 15-20 years



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## Brief Site History

- The existing play site cost \$481,000 in 2008
- The original concept was heavily value engineered based on the higher than expected Takiff Center construction costs

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## Municipal Bid Climate

- Recent OSLAD grants have added more projects to the 2019 season
- Tariffs have raised the prices on raw materials (Steel, Aluminum, Wood)
- Increase in labor costs

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## Municipal Playground Facts

- Based on Consumer Products Safety Commission standards the Park District cannot use residential play equipment. (Little Tike's, Home Depot Playgrounds). This is still a public park.
- The existing playground and safety surface has reached the end of it's useful life and requires replacement.

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### Extension of Takiff Play Space is the Takiff Trail

We plan to enhance Takiff Park Trail by adding different natural elements such as bird houses, bat houses and butterfly gardens to the already existing bio swales. This will to extend the play experience when our children venture out on a " Nature Field Trip"

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## Takiff Play Area

A presentation of the Takiff  
Play Space Design by  
John Mac Manus and  
Josephine Bellalta from  
Altamanu

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## Costs Associate with Project

- To develop a project concept that met DCFS legal licensing standards and Glencoe Park District directives Altamanu had to go outside the initial project budget.
- The project does not, in our opinion, have any over the top features and is an estimated \$350,000 over budget (with design and contingency built in)

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## Where Will Additional \$350,000 Come From?

From additional fund balance reserves in Corporate and Recreation Funds generated in FY2018/19, *over and above what was anticipated.*

Corporate Fund:

Budgeted Fund Balance, 2/28/19	\$2,056,375	
Projected Fund Balance, 2/28/19	\$2,468,613	<b>+\$350,000</b>

Recreation:

Budgeted Fund Balance, 2/28/19	\$3,503,050	
Projected Fund Balance, 2/28/19	\$3,908,265	<b>+\$400,000</b>

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## Reasons for Additional Fund Balance Reserves as of 2/28/19

- Lower than budgeted expenses across all departments in Corporate and Recreation Funds – primarily in health insurance, wages, utilities, operational capital costs.
- Higher than budgeted real estate tax revenues.
- Higher than budgeted interest income.
- Higher than budgeted net surpluses in Beach, Recreation Program, and Daycare Program departments.

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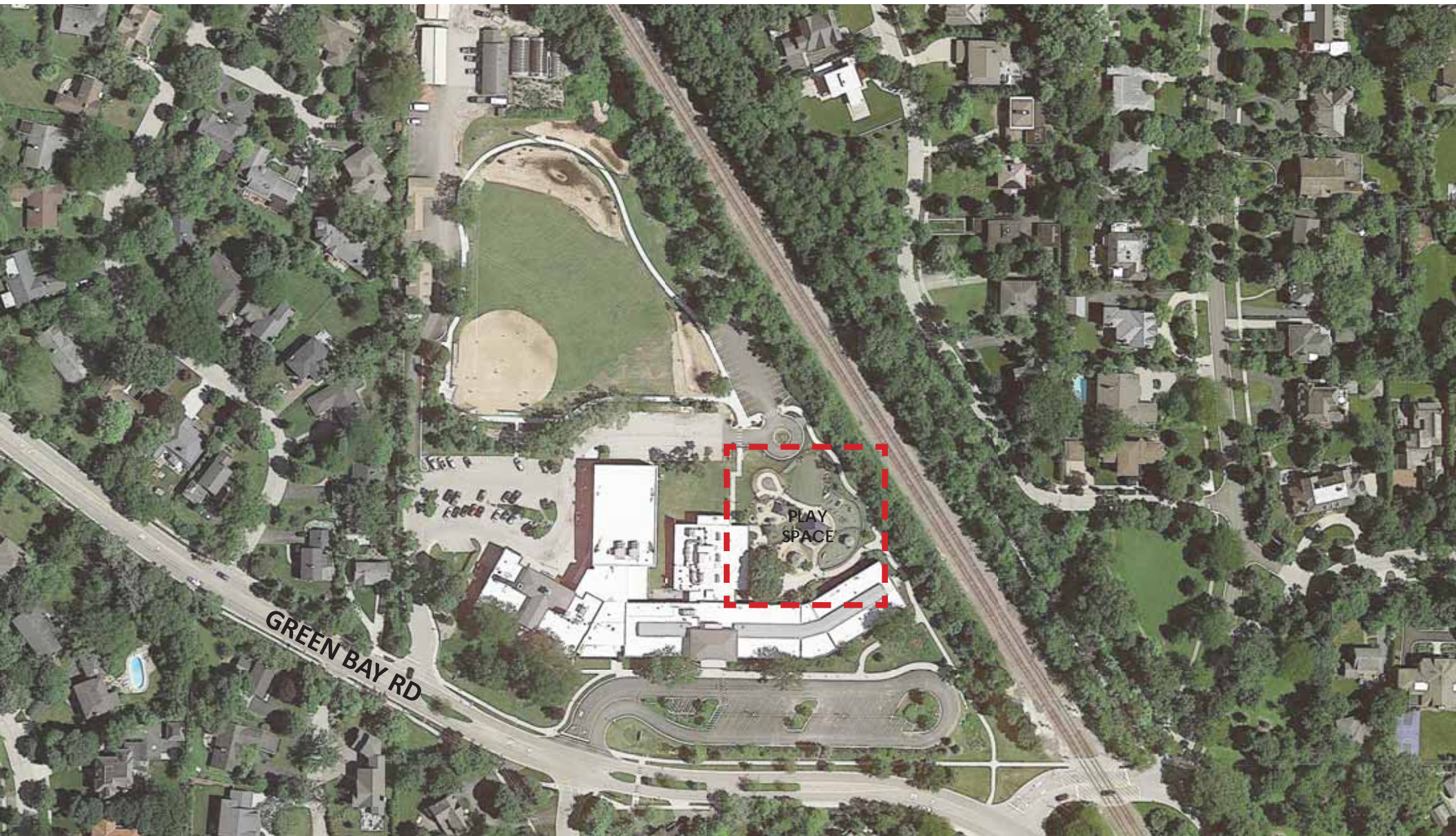
## Will We Have to Amend The FY2019/20 Budget?

No, we will not. The Approval Draft FY19/20 Budget is scheduled for approval at tonight's regular board meeting. The motion to approve would state "approval for FY19/20 Approval Budget as presented but including a \$350,000 additional increase in the budget for Fund 69 Master Plan Fund for the specific purposes of the Takiff Early Childhood play area project. (From a cost of \$525,000 to \$875,000).

The Budget and Appropriations Ordinance (BAO) is the legal document that is approved by the Board **at the April 16, 2019 regular meeting**, which will reflect the \$875,000 budgeted amount. The BAO is the legal document that must be filed with the County Clerk's Office.

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03.14.2019

# TAKIFF CENTER EARLY CHILDHOOD PROGRAM PLAY SPACE

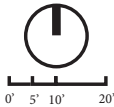
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## EXISTING



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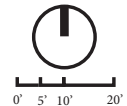
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## CONCEPT B



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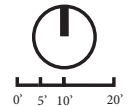
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## CONCEPT B WITH EQUIPMENT



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## EQUIPMENT

Takiff EC - Section 1 (0-15 months)  
Glencoe, IL March 13, 2019 glc19tak1



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Takiff EC - Section 1 (0-15 months)

Glencoe, IL March 13, 2019 glc19tak1



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## EQUIPMENT

Takiff EC - Section 2 (15-24 months)

Glencoe, IL March 13, 2019 glo19tak1



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## EQUIPMENT

Takiff EC - Section 3 (3 Year Olds)  
Glencoe, IL March 13, 2019 glc19tak1



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# PLAY SPACE EQUIPMENT



## Encourage Natural Play with PlayMounds!



### This is What Kids Were Meant to Play on!

With many playground architects going back to old school design, natural play is the latest buzz. Playground Grass™ by ForeverLawn® has once again answered the call by introducing a line of pre-fabricated foam mounds that make it easy to achieve a fun, safe environment for kids to play and exercise.

PlayMounds	Conventional Mounds (Made of stone or concrete)
<ul style="list-style-type: none"> <li>• Two-layer foam system provides longevity and its own fall protection.</li> <li>• Arrives in easy to assemble sections, which saves time and money!</li> <li>• Can be portable, allowing the mound to be brought inside for winter climates or moved to other locations.</li> </ul>	<ul style="list-style-type: none"> <li>• Hard surface that needs fall protection added.</li> <li>• Costly and time consuming to install.</li> <li>• Permanent.</li> </ul>

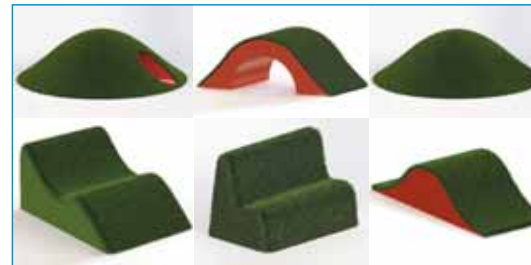
\*Custom PlayMounds Available.



\*Custom PlayMound



### Standard PlayMounds



**ForeverLawn®**

playgroundgrass.com  
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M1194 Rev. 08/18

Ask about these valuable features available in Playground Grass™ by ForeverLawn®.

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## COLORED PAVEMENT



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## CYCLE TRACK



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# PLAY SPACE

## SHADE STRUCTURE



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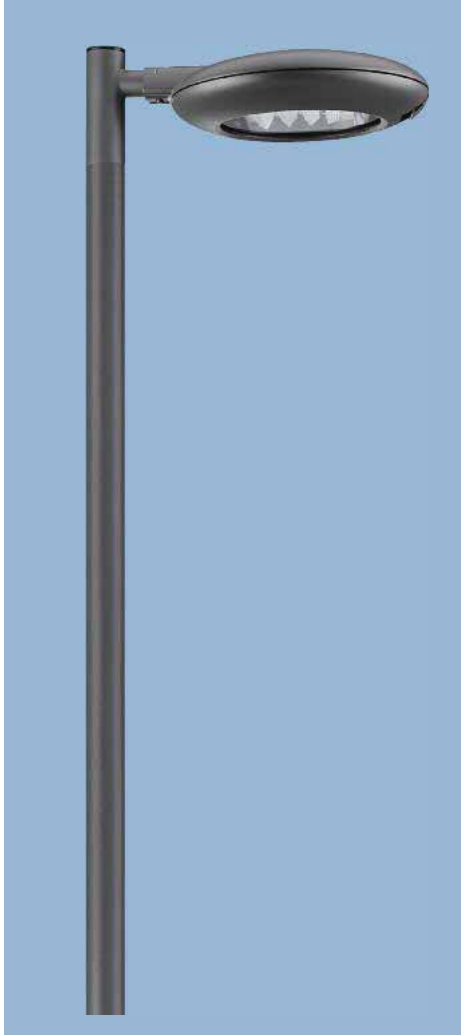
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# PLAY SPACE

## LIGHTING



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## EQUIPMENT



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## TAKIFF CENTER EARLY CHILDHOOD PROGRAM PLAY SPACE

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Altamanu Inc.  
landscape architecture • urban design • planning

# PLAY SPACE

## EQUIPMENT



03.14.2019

# TAKIFF CENTER EARLY CHILDHOOD PROGRAM PLAY SPACE

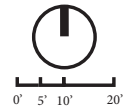
Glencoe Illinois





# PLAY SPACE

## CONCEPT A



03.14.2019

# TAKIFF CENTER EARLY CHILDHOOD PROGRAM PLAY SPACE

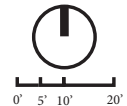
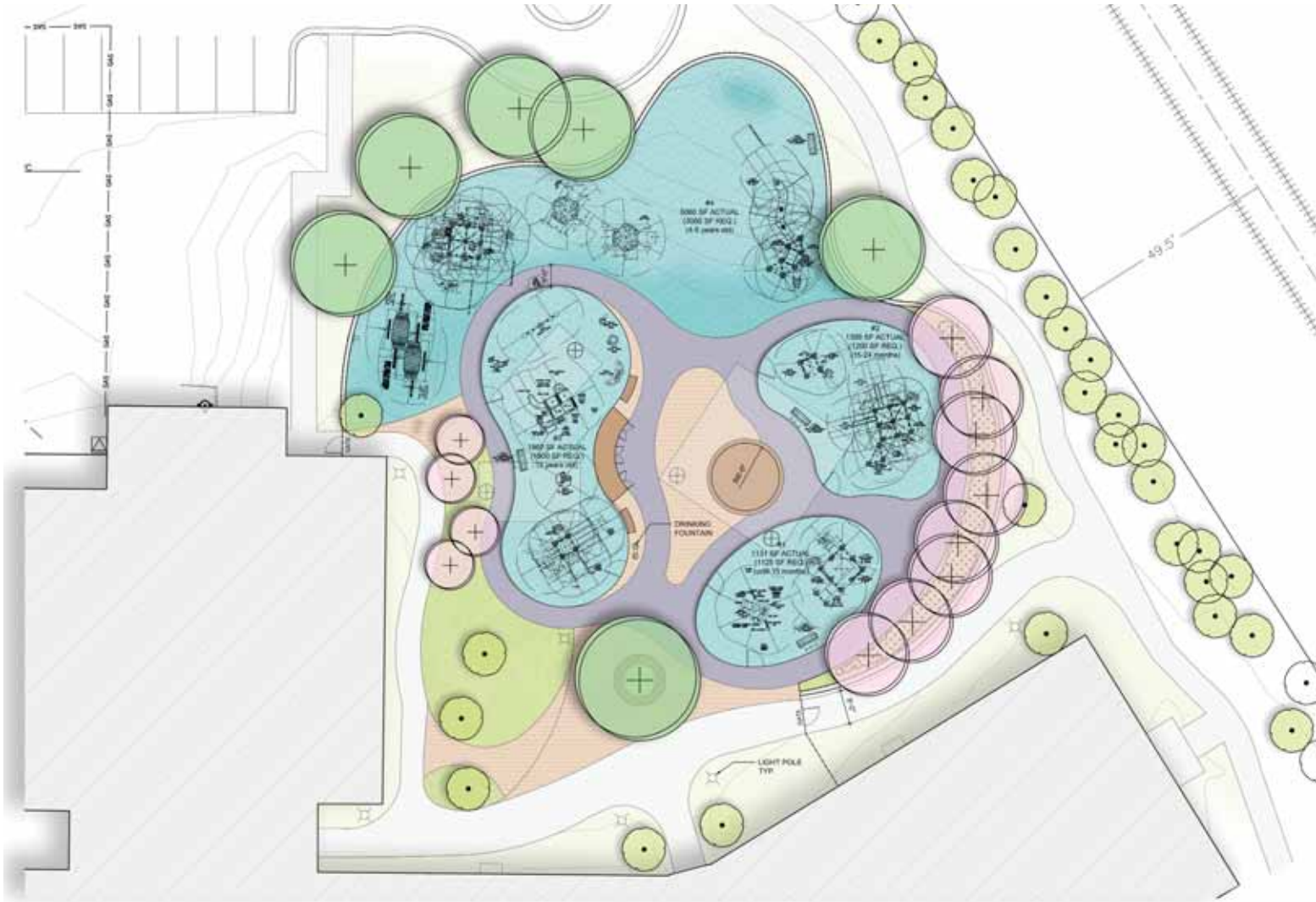
Glencoe Illinois



Altamanu Inc.  
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# PLAY SPACE

## CONCEPT A WITH EQUIPMENT



03.14.2019

# TAKIFF CENTER EARLY CHILDHOOD PROGRAM PLAY SPACE

Glencoe Illinois



Altamanu Inc.  
landscape architecture • urban design • planning

MINUTES OF APRIL 2, 2019 SPECIAL PROJECTS AND FACILITIES COMMITTEE  
MEETING  
GLENCOE PARK DISTRICT  
999 GREEN BAY ROAD, GLENCOE, ILLINOIS 60022

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

Committee Members present:

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

Staff present:

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

Committee Member absent:

Bob Kimble, Commissioner

Members of the Public in attendance who signed in or spoke: Michael Covey,  
Josephine Bellalta, John Mac Manus

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

Discussion on Takiff Play Space: Executive Director Sheppard reviewed the history of this project. Altamanu and staff answered Board questions including budget, back up plan for outdoor playtime to be determined, possible portions to remove from the plan to reduce cost, the revenue sources behind the additional budget fund transfer, and project product sustainability. Discussion ensued.

Chair Onderdonk, based on the discussion by the committee, directed park district staff to advance the project for approval at the April Board meeting.

Discussion on Old Green Bay Linear Trail: Executive Director Sheppard reviewed the history of this project. Altamanu and staff answered Board questions including intersection crossings and cooperation with the Village on the project, trail plaza with staging areas, pros/cons of constructing of a new entrance to Veterans Memorial without redoing the memorial itself, and \$175,000 paid through ADA funds. Discussion ensued.

Member Lutton vocalized a consensus, based on the discussion by the committee, to direct staff to continue with the design and bids for Veterans Memorial, but not necessarily to proceed to construction and to determine at a later point if the Board decides to proceed with construction.

Playground aspects included a play structure for ages 2-12, group swing, engineered wood fiber surface, concrete walk pavement, curbs, drainage, benches, garbage receptacle, bike racks, plantings, and sod restoration with a budget of \$275,000.



The interactive water fountain surface will be concrete with a budget of \$195,000. The push button start with a timer was reviewed.

Chair Onderdonk, based on consensus of the committee following discussion, directed staff to advance the playground as listed as well as the interactive fountain.

In previous committee discussion, the play trains, Veteran's Memorial, and fitness stations are to be designed to construction document phase only, not constructed. The committee discussed play pods versus fitness pods, quantity of pods, and quantity of equipment in each pod. Art sculpture fitness equipment in stainless steel is a possibility. The committee gave direction for Altamanu to include four pods in the design.

The committee gave staff direction to include the play train following discussion on type, an adult car, staffing, and included as a donor only item.

The following elements were not forwarded for inclusion in the plan even as a donor item: bike training circuit, woodland labyrinth, sculpture garden, and display gardens.

Based on the discussion by the committee, direction was given to staff to advance the agreement with Altamanu for Old Green Bay Linear Trail for approval at the April Board meeting.

Other Business: Executive Director Sheppard clarified that she wanted the committee to see the BauerLatoza contract for the Halfway House and Beach House before it goes to the Board for approval. The Board already approved the project. BauerLatoza is one of the best historical preservation architects and the District takes very seriously the preservation of a historical gem of Glencoe. The staff also discussed that this project does not include the road, which will be addressed in a future phase.

The committee directed park district staff to advance the agreement with BauerLatoza for the Halfway House and Beach House as presented for approval at the April Board meeting.

All staff were dismissed with the exception of Executive Director Sheppard.

Adjourn to Closed Session: At 8:25pm, President Brooks moved to adjourn into closed session to discuss real estate as mandated by Section 2.06. 5 ILCS 120/2 (c)(5) Commissioner Boron seconded the motion, which passed unanimously by roll call vote.

Return to Open Session: President Brooks moved to return to open session at 8:55pm, Commissioner Boron seconded the motion, which passed unanimously by roll call vote.

Action taken, if any, from Closed Session: There was no action taken during or after closed session.

Adjourn: Commissioner Lutton moved to adjourn the meeting at 8:55pm. President Brooks 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 03/14/2019 - 04/10/2019

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
<b>Vendor Set: AP Vendors - AP Vendors</b>					
<b>Vendor: 10133 - Accuraty Solutions</b>					
Accuraty Solutions	03/26/2019	10062	25-00-000-5321	Quarterly Web Hosting (Apr -	465.00
<b>Vendor 10133 - Accuraty Solutions Total:</b>					<b>465.00</b>
<b>Vendor: 10098 - AFLAC</b>					
AFLAC	03/20/2019	10026	10-00-000-2170	Supplemental Aflac Coverage	310.48
<b>Vendor 10098 - AFLAC Total:</b>					<b>310.48</b>
<b>Vendor: 10739 - Airespring</b>					
Airespring	04/02/2019	10087	25-00-000-5210	Fiber Internet- March 2019	1,724.85
<b>Vendor 10739 - Airespring Total:</b>					<b>1,724.85</b>
<b>Vendor: 11275 - Albertsons   Safeway</b>					
Albertsons   Safeway	04/09/2019	10130	25-25-403-5400	ELC Supplies	14.61
Albertsons   Safeway	04/09/2019	10130	25-26-000-5403	Day Care Program Supplies	28.87
Albertsons   Safeway	04/09/2019	10130	25-26-000-5409	Day Care Food Supplies	241.50
<b>Vendor 11275 - Albertsons   Safeway Total:</b>					<b>284.98</b>
<b>Vendor: 10973 - Altamanu, Inc.</b>					
Altamanu, Inc.	03/20/2019	10027	69-00-000-5560	Takiff EC Play Area Design Svc	8,238.30
<b>Vendor 10973 - Altamanu, Inc. Total:</b>					<b>8,238.30</b>
<b>Vendor: 10140 - Althoff Industries, Inc.</b>					
Althoff Industries, Inc.	03/20/2019	10028	25-00-000-5352	Building Repairs - Takiff	1,263.37
Althoff Industries, Inc.	04/09/2019	10131	25-00-000-5355	Takiff HVAC Mo Maint - May	757.00
<b>Vendor 10140 - Althoff Industries, Inc. Total:</b>					<b>2,020.37</b>
<b>Vendor: 10946 - Amazon Capital Services</b>					
Amazon Capital Services	03/20/2019	10029	10-12-000-5481	Construction Supplies - Parks	385.00
Amazon Capital Services	03/20/2019	10029	10-13-000-5420	General Watts Supplies	112.81
Amazon Capital Services	03/20/2019	10029	25-00-000-5401	Office Supplies - Rec	16.88
Amazon Capital Services	03/20/2019	10029	25-00-000-5420	General Takiff Supplies	363.76
Amazon Capital Services	03/20/2019	10029	25-25-310-5400	Adult Workshop Supplies	224.19
Amazon Capital Services	03/20/2019	10029	25-25-904-5400	Mom/Son Event Supplies	35.98
Amazon Capital Services	03/20/2019	10029	25-25-951-5400	Spring Event Supplies	59.96
Amazon Capital Services	03/20/2019	10029	25-26-000-5403	Day Care Program Supplies	86.16
Amazon Capital Services	03/20/2019	10029	25-26-000-5430	Day Care First Aid Supplies	128.92
Amazon Capital Services	03/20/2019	10029	25-27-000-5420	General Fitness Supplies	85.17
Amazon Capital Services	03/20/2019	10053	25-00-000-5210	Cell Phone Case (Feb 2019)	36.69
Amazon Capital Services	04/02/2019	10088	10-11-000-5401	Admin Office Supplies	19.39
Amazon Capital Services	04/02/2019	10088	10-12-000-5582	Maintenance Equipment - Par	239.98
Amazon Capital Services	04/02/2019	10088	10-14-000-5421	Beach Uniforms	117.50
Amazon Capital Services	04/02/2019	10088	10-15-000-5450	Boat Equipment Parts	258.65
Amazon Capital Services	04/02/2019	10088	25-00-000-5401	Office Supplies - Rec	41.99
Amazon Capital Services	04/02/2019	10088	25-00-000-5420	General Supplies - Rec	2,024.99
Amazon Capital Services	04/02/2019	10088	25-00-000-5430	First Aid Supplies - Takiff	16.49
Amazon Capital Services	04/02/2019	10088	25-00-000-5486	Takiff Plumbing Supplies	1,354.34
Amazon Capital Services	04/02/2019	10088	25-25-402-5400	ELC Supplies	14.00
Amazon Capital Services	04/02/2019	10088	25-25-403-5400	ELC Supplies	12.73
Amazon Capital Services	04/02/2019	10088	25-25-601-5400	Kids Club Supplies	89.75
Amazon Capital Services	04/02/2019	10088	25-25-801-5400	Sun Fun Supplies	28.82
Amazon Capital Services	04/02/2019	10088	25-25-810-5400	Camp Adv Supplies	28.82
Amazon Capital Services	04/02/2019	10088	25-26-000-5403	Day Care Program Supplies	35.72
<b>Vendor 10946 - Amazon Capital Services Total:</b>					<b>5,818.69</b>
<b>Vendor: 10686 - American Building Services, LLC</b>					
American Building Services, LL	04/09/2019	10132	25-00-000-5352	Building Repairs - Takiff	540.00
<b>Vendor 10686 - American Building Services, LLC Total:</b>					<b>540.00</b>

Voucher List of Bills

Payment Dates: 03/14/2019 - 04/10/2019

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
<b>Vendor: 10717 - Applied Controls, Inc.</b>					
Applied Controls, Inc.	03/20/2019	10032	25-00-000-5352	Ceramics Vent Controller Rep	516.00
<b>Vendor 10717 - Applied Controls, Inc. Total:</b>					<b>516.00</b>
<b>Vendor: 10733 - Architectural Consulting Group, Ltd</b>					
Architectural Consulting Grou	04/09/2019	10133	65-00-019-5515	Watts Exterior Renovation Do	3,680.00
Architectural Consulting Grou	04/09/2019	10133	65-00-019-5518	Takiffs Exterior Renovation D	1,260.00
<b>Vendor 10733 - Architectural Consulting Group, Ltd Total:</b>					<b>4,940.00</b>
<b>Vendor: 10159 - Arlington Power Equipment</b>					
Arlington Power Equipment	04/09/2019	10134	10-12-000-5450	Equipment Parts - Parks	32.71
Arlington Power Equipment	04/09/2019	10134	10-12-000-5582	3000 Watts Generator - Parks	3,425.98
<b>Vendor 10159 - Arlington Power Equipment Total:</b>					<b>3,458.69</b>
<b>Vendor: 10161 - Arthur Clesen Inc.</b>					
Arthur Clesen Inc.	03/26/2019	10063	10-12-000-5582	Maintenance Equipment - Par	368.12
<b>Vendor 10161 - Arthur Clesen Inc. Total:</b>					<b>368.12</b>
<b>Vendor: 10162 - AT &amp; T</b>					
AT & T	03/26/2019	10064	10-12-000-5210	Phone Svc - Parks (Mar/Apr 2	56.54
AT & T	03/26/2019	10064	10-13-000-5210	Phone Svc - Watts (Mar/Apr 2	44.21
AT & T	03/26/2019	10064	25-00-000-5210	Phone Svc - Takiff (Mar/Apr 2	1,310.12
<b>Vendor 10162 - AT &amp; T Total:</b>					<b>1,410.87</b>
<b>Vendor: 10455 - AT &amp; T</b>					
AT & T	04/09/2019	10135	10-14-000-5210	DSL Service - Beach	168.95
<b>Vendor 10455 - AT &amp; T Total:</b>					<b>168.95</b>
<b>Vendor: 11384 - Brigham Floats, LLC</b>					
Brigham Floats, LLC	04/02/2019	10089	10-15-000-5584	WGWAG Water Toys (7) - Be	3,287.99
<b>Vendor 11384 - Brigham Floats, LLC Total:</b>					<b>3,287.99</b>
<b>Vendor: 10182 - BSN Sports</b>					
BSN Sports	04/02/2019	10090	10-12-000-5496	Athletic Field Maintenance Su	1,722.99
<b>Vendor 10182 - BSN Sports Total:</b>					<b>1,722.99</b>
<b>Vendor: 10519 - Carlin Horticulture Products</b>					
Carlin Horticulture Products	04/09/2019	10136	10-12-000-5493	Fertilizer/Chemicals - Parks	736.82
<b>Vendor 10519 - Carlin Horticulture Products Total:</b>					<b>736.82</b>
<b>Vendor: 10190 - Ceramic Supply Chicago, Inc.</b>					
Ceramic Supply Chicago, Inc.	03/20/2019	10033	25-25-615-5400	Ceramics Supplies	255.36
Ceramic Supply Chicago, Inc.	04/02/2019	10091	25-25-315-5400	Ceramics Supplies	805.00
<b>Vendor 10190 - Ceramic Supply Chicago, Inc. Total:</b>					<b>1,060.36</b>
<b>Vendor: 10505 - Comcast</b>					
Comcast	03/20/2019	10034	10-13-000-5210	Internet/Cable TV - April 2019	201.72
<b>Vendor 10505 - Comcast Total:</b>					<b>201.72</b>
<b>Vendor: 10208 - Commonwealth Edison</b>					
Commonwealth Edison	04/09/2019	10137	10-12-000-5230	Electricity - Parks	946.32
Commonwealth Edison	04/09/2019	10137	10-13-000-5230	Electricity - Watts	4,445.78
Commonwealth Edison	04/09/2019	10137	10-14-000-5230	Electricity - Beach	57.85
Commonwealth Edison	04/09/2019	10137	10-15-000-5230	Electricity - Boathouse	440.01
Commonwealth Edison	04/09/2019	10137	25-00-000-5230	Electricity - Takiff	7,014.20
<b>Vendor 10208 - Commonwealth Edison Total:</b>					<b>12,904.16</b>
<b>Vendor: 10210 - Conserv FS</b>					
Conserv FS	03/26/2019	10065	10-12-000-5491	Greenhouse Supplies	235.78
Conserv FS	03/26/2019	10065	25-25-722-5400	Turfce	1,403.00
Conserv FS	04/02/2019	10092	10-12-000-5496	Athletic Field Maintenance Su	1,123.13
<b>Vendor 10210 - Conserv FS Total:</b>					<b>2,761.91</b>
<b>Vendor: 11349 - Core Mechanical, Inc.</b>					
Core Mechanical, Inc.	03/19/2019	10023	65-00-018-5517	Replace RTU 1-4 @ Watts (Ja	44,315.00
<b>Vendor 11349 - Core Mechanical, Inc. Total:</b>					<b>44,315.00</b>
<b>Vendor: 10215 - Craftwood Lumber Company</b>					
Craftwood Lumber Company	04/02/2019	10093	10-14-000-5484	Electrical Supplies - Beach	32.67
Craftwood Lumber Company	04/02/2019	10093	25-00-000-5481	Construction Supplies - Takiff	48.86

Voucher List of Bills

Payment Dates: 03/14/2019 - 04/10/2019

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Craftwood Lumber Company	04/02/2019	10093	25-00-000-5482	Hardware - Takiff	13.05
Craftwood Lumber Company	04/02/2019	10093	25-00-000-5483	Paint - Takiff	3.49
Craftwood Lumber Company	04/02/2019	10093	25-00-000-5484	Electrical Supplies - Takiff	33.48
<b>Vendor 10215 - Craftwood Lumber Company Total:</b>					<b>131.55</b>
<b>Vendor: 10216 - Creekside Printing</b>					
Creekside Printing	03/19/2019	10024	25-00-000-5360	Printing - Spring/Summer Bro	5,492.00
<b>Vendor 10216 - Creekside Printing Total:</b>					<b>5,492.00</b>
<b>Vendor: 11221 - DirecTV</b>					
DirecTV	03/26/2019	10066	25-27-000-5210	TV/Internet Svc - Takiff Fitnes	195.98
<b>Vendor 11221 - DirecTV Total:</b>					<b>195.98</b>
<b>Vendor: 10334 - Discount School Supply</b>					
Discount School Supply	03/20/2019	10035	25-25-615-5400	Ceramics Supplies	166.25
<b>Vendor 10334 - Discount School Supply Total:</b>					<b>166.25</b>
<b>Vendor: 11072 - Dog Waste Depot</b>					
Dog Waste Depot	04/09/2019	10138	10-12-000-5489	Dog Poop Bags - Parks	2,477.79
<b>Vendor 11072 - Dog Waste Depot Total:</b>					<b>2,477.79</b>
<b>Vendor: 10335 - Domino's Pizza</b>					
Domino's Pizza	04/09/2019	10139	25-25-601-5400	Kids Club Supplies	26.98
<b>Vendor 10335 - Domino's Pizza Total:</b>					<b>26.98</b>
<b>Vendor: 11209 - Elite Coffee Service, Inc.</b>					
Elite Coffee Service, Inc.	03/20/2019	10036	10-11-000-5420	Coffee - Takiff	64.42
Elite Coffee Service, Inc.	03/20/2019	10036	10-12-000-5420	Coffee - Parks	64.43
<b>Vendor 11209 - Elite Coffee Service, Inc. Total:</b>					<b>128.85</b>
<b>Vendor: 10341 - Excalibur Technology Corporation</b>					
Excalibur Technology Corpora	03/20/2019	10037	10-11-000-5355	Server Maintenance Agreeeme	1,534.35
Excalibur Technology Corpora	03/20/2019	10037	10-11-000-5355	TSS - April 2019	6,222.80
Excalibur Technology Corpora	03/20/2019	10037	25-00-000-5321	WebTrac Hosting - April 2019	749.00
Excalibur Technology Corpora	04/02/2019	10094	65-00-019-5501	Replacement SAN Drive	514.95
Excalibur Technology Corpora	04/09/2019	10140	10-11-000-5355	March Phone Maintenance	87.50
Excalibur Technology Corpora	04/09/2019	10140	10-14-000-5420	Halfway House Workstation C	46.95
Excalibur Technology Corpora	04/09/2019	10140	10-11-000-5355	TSS Maint - May	6,222.80
Excalibur Technology Corpora	04/09/2019	10140	25-00-000-5321	WebTrac Hosting	749.00
<b>Vendor 10341 - Excalibur Technology Corporation Total:</b>					<b>16,127.35</b>
<b>Vendor: 10207 - F.E. Moran, Inc.</b>					
F.E. Moran, Inc.	04/02/2019	10095	25-00-000-5355	Maint Svc Agreement - Takiff	1,285.00
<b>Vendor 10207 - F.E. Moran, Inc. Total:</b>					<b>1,285.00</b>
<b>Vendor: 10402 - F.J. Kerrigan Plumbing Co.</b>					
F.J. Kerrigan Plumbing Co.	04/02/2019	10120	25-00-000-5352	Emerg. Repairs - Tak Comm	1,212.73
<b>Vendor 10402 - F.J. Kerrigan Plumbing Co. Total:</b>					<b>1,212.73</b>
<b>Vendor: 10342 - Family Services of Glencoe</b>					
Family Services of Glencoe	04/09/2019	10141	25-00-000-5740	Annual Contribution - Scholar	1,200.00
<b>Vendor 10342 - Family Services of Glencoe Total:</b>					<b>1,200.00</b>
<b>Vendor: 10344 - FedEx</b>					
FedEx	03/19/2019	10025	25-00-000-5301	Shipping - Feb 2019	67.13
FedEx	04/02/2019	10096	69-00-000-5320	Shipping - Grant Project	46.80
<b>Vendor 10344 - FedEx Total:</b>					<b>113.93</b>
<b>Vendor: 10405 - First Student</b>					
First Student	03/26/2019	10067	25-25-401-5300	Contractual - Bus Svc ELC	124.50
<b>Vendor 10405 - First Student Total:</b>					<b>124.50</b>
<b>Vendor: 11385 - Fountain People, Inc.</b>					
Fountain People, Inc.	04/02/2019	10097	10-14-000-5450	Equipment Parts - Beach	854.00
<b>Vendor 11385 - Fountain People, Inc. Total:</b>					<b>854.00</b>
<b>Vendor: 10352 - Frontline Technologies Group, LLC</b>					
Frontline Technologies Group	04/09/2019	10142	10-11-000-5404	Annual Fee - Frontline	1,050.00

Voucher List of Bills

Payment Dates: 03/14/2019 - 04/10/2019

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Frontline Technologies Group	04/09/2019	10142	25-00-000-5404	Annual Fee - Frontline	1,050.00
<b>Vendor 10352 - Frontline Technologies Group, LLC Total:</b>					<b>2,100.00</b>
<b>Vendor: 10346 - Fun Express</b>					
Fun Express	03/20/2019	10038	25-25-940-5400	Family Fun Fest Supplies	135.66
Fun Express	03/20/2019	10038	25-25-951-5400	Spring Events Supplies	265.45
Fun Express	04/02/2019	10098	25-25-905-5400	Spring Event Supplies	221.59
<b>Vendor 10346 - Fun Express Total:</b>					<b>622.70</b>
<b>Vendor: 10357 - Glenbrook Auto Parts Inc.</b>					
Glenbrook Auto Parts Inc.	04/02/2019	10099	10-12-000-5450	Equipment Parts - Parks	9.12
<b>Vendor 10357 - Glenbrook Auto Parts Inc. Total:</b>					<b>9.12</b>
<b>Vendor: 10361 - Glencoe Junior High Project</b>					
Glencoe Junior High Project	04/09/2019	10143	25-00-000-5740	1st 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	03/20/2019	10039	25-25-471-5300	Payment 1 - 19/20 School Yea	11,427.00
Glencoe Junior Kindergarten	03/20/2019	10039	25-25-472-5300	Payment 1 - 19/20 School Yea	29,548.50
Glencoe Junior Kindergarten	03/20/2019	10039	25-25-473-5300	Payment 1 - 19/20 School Yea	36,691.50
Glencoe Junior Kindergarten	03/20/2019	10039	25-25-474-5300	Payment 1 - 19/20 School Yea	60,869.25
Glencoe Junior Kindergarten	03/20/2019	10039	25-25-476-5300	Payment 1 - 2019 Camp	61,452.75
<b>Vendor 10076 - Glencoe Junior Kindergarten Total:</b>					<b>199,989.00</b>
<b>Vendor: 10364 - Glencoe Youth Services</b>					
Glencoe Youth Services	04/09/2019	10144	25-00-000-5740	1st Quarterly Contribution	2,750.00
<b>Vendor 10364 - Glencoe Youth Services Total:</b>					<b>2,750.00</b>
<b>Vendor: 10837 - Gordon Food Service, Inc.</b>					
Gordon Food Service, Inc.	03/20/2019	10040	25-25-401-5400	ELC Supplies	75.12
Gordon Food Service, Inc.	03/20/2019	10040	25-25-402-5400	ELC Supplies	75.12
Gordon Food Service, Inc.	03/20/2019	10040	25-25-403-5400	ELC Supplies	75.12
Gordon Food Service, Inc.	03/20/2019	10040	25-26-000-5409	Day Care Food Supplies	1,347.15
Gordon Food Service, Inc.	03/20/2019	10040	25-26-000-5460	Day Care Food Equipment	75.12
Gordon Food Service, Inc.	03/26/2019	10068	25-26-000-5409	Day Care Food Supplies	1,275.42
Gordon Food Service, Inc.	04/02/2019	10100	25-26-000-5409	Day Care Food Supplies	997.41
Gordon Food Service, Inc.	04/09/2019	10145	25-25-401-5400	ELC Supplies	77.50
Gordon Food Service, Inc.	04/09/2019	10145	25-25-402-5400	ELC Supplies	77.50
Gordon Food Service, Inc.	04/09/2019	10145	25-25-403-5400	ELC Supplies	77.50
Gordon Food Service, Inc.	04/09/2019	10145	25-26-000-5409	Day Care Food Supplies	1,066.32
<b>Vendor 10837 - Gordon Food Service, Inc. Total:</b>					<b>5,219.28</b>
<b>Vendor: 10370 - Grainger Inc.</b>					
Grainger Inc.	03/20/2019	10041	10-12-000-5496	Tennis Windscreen Ties	2,328.70
Grainger Inc.	03/20/2019	10041	10-15-000-5486	Plumbing Supplies - Boathous	167.28
Grainger Inc.	03/26/2019	10069	10-12-000-5582	Maint Equip - Parks	400.84
Grainger Inc.	03/26/2019	10069	25-00-000-5412	Cleaning Supplies - Takiff	197.84
Grainger Inc.	04/02/2019	10101	10-12-000-5481	Construction Supplies - Parks	237.96
Grainger Inc.	04/02/2019	10101	25-00-000-5481	Construction Supplies - Takiff	180.06
<b>Vendor 10370 - Grainger Inc. Total:</b>					<b>3,512.68</b>
<b>Vendor: 10325 - Grand Food Center</b>					
Grand Food Center	03/26/2019	10059	25-26-000-5409	Day Care Milk - Feb 2019	80.86
Grand Food Center	03/26/2019	10070	25-26-000-5409	Milk - Day Care	111.96
<b>Vendor 10325 - Grand Food Center Total:</b>					<b>192.82</b>
<b>Vendor: 11130 - H. Barber &amp; Sons, Inc.</b>					
H. Barber & Sons, Inc.	04/09/2019	10146	10-12-000-5450	Beach Cleaner Parts	1,625.04
H. Barber & Sons, Inc.	04/09/2019	10146	10-14-000-5450	Beach Cleaner Parts	1,000.00
<b>Vendor 11130 - H. Barber &amp; Sons, Inc. Total:</b>					<b>2,625.04</b>
<b>Vendor: 10379 - HD Supply Facilities Maintenance</b>					
HD Supply Facilities Maintena	03/20/2019	10042	10-12-000-5430	First Aid Supplies - Parks	292.74
<b>Vendor 10379 - HD Supply Facilities Maintenance Total:</b>					<b>292.74</b>

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Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
<b>Vendor: 10083 - Helen's Ultimate Fitness, Inc.</b>					
Helen's Ultimate Fitness, Inc.	04/02/2019	10102	25-25-940-5300	Contractual - Family Fun Fest	67.50
<b>Vendor 10083 - Helen's Ultimate Fitness, Inc. Total:</b>					<b>67.50</b>
<b>Vendor: 10384 - Home Depot Credit Services</b>					
Home Depot Credit Services	03/26/2019	10060	10-12-000-5481	Construction Supplies - Parks	73.50
Home Depot Credit Services	03/26/2019	10071	10-12-000-5412	Cleaning Supplies - Parks	39.20
Home Depot Credit Services	03/26/2019	10071	10-12-000-5481	Construction Supplies - Parks	26.98
Home Depot Credit Services	03/26/2019	10071	10-12-000-5496	Athletic Field Maintenance Su	60.39
Home Depot Credit Services	03/26/2019	10071	25-00-000-5481	Construction Supplies - Takiff	180.00
<b>Vendor 10384 - Home Depot Credit Services Total:</b>					<b>380.07</b>
<b>Vendor: 10390 - Idlewood Electric Supply Inc.</b>					
Idlewood Electric Supply Inc.	04/02/2019	10103	25-00-000-5484	Electrical Supplies - Takiff	81.70
<b>Vendor 10390 - Idlewood Electric Supply Inc. Total:</b>					<b>81.70</b>
<b>Vendor: 10100 - IL Dept of Revenue</b>					
IL Dept of Revenue	03/15/2019	DFT0000807	10-00-000-2110	IL State Tax W/H	5,890.46
IL Dept of Revenue	03/29/2019	DFT0000812	10-00-000-2110	IL State Tax W/H	5,787.29
<b>Vendor 10100 - IL Dept of Revenue Total:</b>					<b>11,677.75</b>
<b>Vendor: 11352 - IL Secretary of State</b>					
IL Secretary of State	03/26/2019	10072	10-12-000-5344	Title Transfer & Municipal Pla	103.00
IL Secretary of State	04/02/2019	10104	10-12-000-5344	Title & Municipal Plates - Boat	103.00
<b>Vendor 11352 - IL Secretary of State Total:</b>					<b>206.00</b>
<b>Vendor: 10101 - Illinois Municipal Retirement Fund</b>					
Illinois Municipal Retirement	03/29/2019	DFT0000814	10-00-000-2150	IMRF Contributions - March	59,931.19
Illinois Municipal Retirement	03/29/2019	DFT0000814	10-00-000-2155	VAC Contributions - March	6,955.00
<b>Vendor 10101 - Illinois Municipal Retirement Fund Total:</b>					<b>66,886.19</b>
<b>Vendor: 11382 - Industrial Door Company</b>					
Industrial Door Company	04/02/2019	10105	65-00-018-5516	Replace Exterior Watts Classr	5,682.00
<b>Vendor 11382 - Industrial Door Company Total:</b>					<b>5,682.00</b>
<b>Vendor: 10106 - IRS/Dept of Treasury</b>					
IRS/Dept of Treasury	03/15/2019	DFT0000805	10-00-000-2120	Social Security W/H	16,947.88
IRS/Dept of Treasury	03/15/2019	DFT0000806	10-00-000-2130	Medicare	3,963.68
IRS/Dept of Treasury	03/15/2019	DFT0000808	10-00-000-2100	Fed Income Tax W/H	10,615.96
IRS/Dept of Treasury	03/29/2019	DFT0000810	10-00-000-2120	Social Security W/H	16,708.40
IRS/Dept of Treasury	03/29/2019	DFT0000811	10-00-000-2130	Medicare	3,907.58
IRS/Dept of Treasury	03/29/2019	DFT0000813	10-00-000-2100	Fed Income Tax W/H	11,577.54
<b>Vendor 10106 - IRS/Dept of Treasury Total:</b>					<b>63,721.04</b>
<b>Vendor: 11100 - Jade Surveyors</b>					
Jade Surveyors	03/20/2019	10043	69-00-000-5553	Surveys/Topo Old GB Linear P	15,000.00
<b>Vendor 11100 - Jade Surveyors Total:</b>					<b>15,000.00</b>
<b>Vendor: 10399 - Jorson &amp; Carlson Company Inc.</b>					
Jorson & Carlson Company In	03/20/2019	10044	10-13-000-5356	Zamboni Service	36.55
<b>Vendor 10399 - Jorson &amp; Carlson Company Inc. Total:</b>					<b>36.55</b>
<b>Vendor: 10089 - Julie Kaplan</b>					
Julie Kaplan	04/09/2019	10147	25-25-785-5300	Contractual - Jazz Dance Class	260.49
Julie Kaplan	04/09/2019	10147	25-25-786-5300	Contractual - Jazz Dance Class	195.00
<b>Vendor 10089 - Julie Kaplan Total:</b>					<b>455.49</b>
<b>Vendor: 11152 - JW Turf, Inc.</b>					
JW Turf, Inc.	03/26/2019	10073	10-12-000-5450	Equipment Parts - Parks	1,676.78
JW Turf, Inc.	04/09/2019	10148	10-12-000-5450	Equipment Parts - Parks	549.89
<b>Vendor 11152 - JW Turf, Inc. Total:</b>					<b>2,226.67</b>
<b>Vendor: 10401 - Ken's Quick Print Inc.</b>					
Ken's Quick Print Inc.	03/20/2019	10045	25-00-000-5401	Office Supplies - Rec	172.50
<b>Vendor 10401 - Ken's Quick Print Inc. Total:</b>					<b>172.50</b>
<b>Vendor: 9311 - Keri Werner</b>					
Keri Werner	04/02/2019	10106	25-27-000-5365	Contractual - Personal Trainin	45.00
<b>Vendor 9311 - Keri Werner Total:</b>					<b>45.00</b>

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Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
<b>Vendor: 10558 - Kim Bloomberg Designs, Inc</b>					
Kim Bloomberg Designs, Inc	03/26/2019	10074	25-25-414-5300	Contractual - Substitute Teac	256.00
<b>Vendor 10558 - Kim Bloomberg Designs, Inc Total:</b>					<b>256.00</b>
<b>Vendor: 10406 - Lakeshore Learning Material</b>					
Lakeshore Learning Material	04/09/2019	10149	25-26-000-5403	Day Care Program Supplies	60.97
<b>Vendor 10406 - Lakeshore Learning Material Total:</b>					<b>60.97</b>
<b>Vendor: 10360 - Lowe's Business Acct/GEMB</b>					
Lowe's Business Acct/GEMB	04/09/2019	10150	10-14-000-5481	Construction Supplies - Beach	53.19
Lowe's Business Acct/GEMB	04/09/2019	10150	25-00-000-5588	Takiff Building Improvements	2,672.34
Lowe's Business Acct/GEMB	04/09/2019	10150	65-00-019-5524	Supplies - Beach Pier Repairs	24,520.00
<b>Vendor 10360 - Lowe's Business Acct/GEMB Total:</b>					<b>27,245.53</b>
<b>Vendor: 10082 - Marianne Nicolosi</b>					
Marianne Nicolosi	04/09/2019	10151	25-25-785-5300	Contractual - Fitness Classes	480.63
<b>Vendor 10082 - Marianne Nicolosi Total:</b>					<b>480.63</b>
<b>Vendor: 10160 - Market Access</b>					
Market Access	03/20/2019	10054	10-13-000-5305	Liquor Liability Insurance - Wa	525.00
Market Access	04/09/2019	10152	10-13-000-5305	Liquor Liability Insurance - Wa	175.00
<b>Vendor 10160 - Market Access Total:</b>					<b>700.00</b>
<b>Vendor: 10174 - MCI</b>					
MCI	04/02/2019	10107	25-00-000-5210	Long Distance Phone Svc - Ma	63.71
<b>Vendor 10174 - MCI Total:</b>					<b>63.71</b>
<b>Vendor: 10636 - Michiana, LLC</b>					
Michiana, LLC	04/09/2019	10153	25-25-932-5300	Contractual - Spring Break Ca	292.00
<b>Vendor 10636 - Michiana, LLC Total:</b>					<b>292.00</b>
<b>Vendor: 11319 - Monica McCarthy O'Connor</b>					
Monica McCarthy O'Connor	04/09/2019	10154	25-25-785-5300	Contractual - Fitness Classes	212.69
Monica McCarthy O'Connor	04/09/2019	10154	25-25-786-5300	Contractual - Fitness Classes	30.00
<b>Vendor 11319 - Monica McCarthy O'Connor Total:</b>					<b>242.69</b>
<b>Vendor: 10213 - Mutual Ace Hardware</b>					
Mutual Ace Hardware	04/09/2019	10155	10-12-000-5412	Cleaning Supplies - Parks	13.49
Mutual Ace Hardware	04/09/2019	10155	10-12-000-5481	Construction Supplies - Parks	25.15
Mutual Ace Hardware	04/09/2019	10155	10-12-000-5486	Plumbing Supplies - Parks	416.08
Mutual Ace Hardware	04/09/2019	10155	25-00-000-5484	Electrical Supplies - Takiff	10.42
<b>Vendor 10213 - Mutual Ace Hardware Total:</b>					<b>465.14</b>
<b>Vendor: 8125 - Natalie Steinmetz</b>					
Natalie Steinmetz	03/20/2019	10046	25-25-310-5400	Reimbursement - Art Show Su	11.82
Natalie Steinmetz	03/20/2019	10046	25-25-315-5400	Reimbursement - Ceramics Su	137.92
Natalie Steinmetz	03/20/2019	10046	25-25-950-5400	Reimbursement - Art Show Su	119.33
<b>Vendor 8125 - Natalie Steinmetz Total:</b>					<b>269.07</b>
<b>Vendor: 10217 - Nels J. Johnson Tree Experts Inc.</b>					
Nels J. Johnson Tree Experts I	03/20/2019	10047	10-12-000-5590	Tree Trimming	4,330.00
<b>Vendor 10217 - Nels J. Johnson Tree Experts Inc. Total:</b>					<b>4,330.00</b>
<b>Vendor: 11075 - Nielsen Enterprises, Inc.</b>					
Nielsen Enterprises, Inc.	04/05/2019	10125	65-00-019-5523	Polaris Sportsman 450 ATV	5,000.00
<b>Vendor 11075 - Nielsen Enterprises, Inc. Total:</b>					<b>5,000.00</b>
<b>Vendor: 10224 - North Shore Gas Company</b>					
North Shore Gas Company	03/20/2019	10055	10-13-000-5220	Gas/Heat - Watts	291.61
North Shore Gas Company	03/20/2019	10055	25-00-000-5220	Gas/Heat - Takiff	1,414.92
North Shore Gas Company	04/02/2019	10108	10-12-000-5220	Gas/Heat - Parks (March 2019	837.10
North Shore Gas Company	04/02/2019	10108	10-14-000-5220	Gas/Heat - Beach (March 201	38.26
<b>Vendor 10224 - North Shore Gas Company Total:</b>					<b>2,581.89</b>
<b>Vendor: 10776 - Nutoys</b>					
Nutoys	04/09/2019	10156	10-12-000-5585	Garbage Cans - Parks	6,661.00
<b>Vendor 10776 - Nutoys Total:</b>					<b>6,661.00</b>
<b>Vendor: 10085 - Ole Spanish Services LLC</b>					
Ole Spanish Services LLC	04/09/2019	10157	25-25-402-5300	Contractual - Spanish Classes	400.00



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Ole Spanish Services LLC	04/09/2019	10157	25-26-000-5386	Contractual - Spanish Classes	400.00
<b>Vendor 10085 - Ole Spanish Services LLC Total:</b>					<b>800.00</b>
<b>Vendor: 10233 - Orkin Pest Control</b>					
Orkin Pest Control	04/02/2019	10109	25-00-000-5355	Takiff Mo Exterminator - April	182.73
<b>Vendor 10233 - Orkin Pest Control Total:</b>					<b>182.73</b>
<b>Vendor: 10235 - Otis Elevator Company</b>					
Otis Elevator Company	03/26/2019	10075	25-00-000-5355	Takiff Elevator Mo Maint - Ap	482.97
<b>Vendor 10235 - Otis Elevator Company Total:</b>					<b>482.97</b>
<b>Vendor: 10110 - PACT Administrative Services Corp</b>					
PACT Administrative Services	03/26/2019	10076	10-11-000-5600	Sect 125 Fees - April	88.00
PACT Administrative Services	03/26/2019	10077	10-00-000-2175	FSA Plan Contributions - Marc	2,916.36
<b>Vendor 10110 - PACT Administrative Services Corp Total:</b>					<b>3,004.36</b>
<b>Vendor: 10237 - Park District of Highland Park</b>					
Park District of Highland Park	04/09/2019	10158	25-25-801-5300	Contractual - Sun Fun Swim L	1,000.00
<b>Vendor 10237 - Park District of Highland Park Total:</b>					<b>1,000.00</b>
<b>Vendor: 11380 - Park Warehouse</b>					
Park Warehouse	03/20/2019	10048	65-00-019-5510	Park Benches	3,925.94
Park Warehouse	03/20/2019	10048	70-56-000-5570	Park Benches	10,894.00
<b>Vendor 11380 - Park Warehouse Total:</b>					<b>14,819.94</b>
<b>Vendor: 10104 - Partnership Financial Credit Union</b>					
Partnership Financial Credit U	03/15/2019	9988	10-00-000-2180	#110071680 Barrios	120.00
Partnership Financial Credit U	03/15/2019	9988	10-00-000-2180	#86720 Janis	30.00
Partnership Financial Credit U	03/15/2019	9988	10-00-000-2180	#95910 Mensinger	275.00
Partnership Financial Credit U	03/15/2019	9988	10-00-000-2180	#880010320 Stowick	20.00
Partnership Financial Credit U	03/29/2019	10056	10-00-000-2180	#110071680 Barrios	120.00
Partnership Financial Credit U	03/29/2019	10056	10-00-000-2180	#86720 Janis	30.00
Partnership Financial Credit U	03/29/2019	10056	10-00-000-2180	#95910 Mensinger	275.00
Partnership Financial Credit U	03/29/2019	10056	10-00-000-2180	#880010320 Stowick	20.00
<b>Vendor 10104 - Partnership Financial Credit Union Total:</b>					<b>890.00</b>
<b>Vendor: 10242 - PDRMA</b>					
PDRMA	03/26/2019	10078	10-11-000-5600	Health Insurance - March 201	33,797.47
PDRMA	03/26/2019	10078	25-26-000-5600	Health Insurance - March 201	5,530.01
<b>Vendor 10242 - PDRMA Total:</b>					<b>39,327.48</b>
<b>Vendor: 10247 - Piero's Pizza - Highland Park</b>					
Piero's Pizza - Highland Park	04/09/2019	10159	10-12-000-5425	Employee Recognition - Parks	145.96
<b>Vendor 10247 - Piero's Pizza - Highland Park Total:</b>					<b>145.96</b>
<b>Vendor: 10249 - Pioneer Manufacturing Co.</b>					
Pioneer Manufacturing Co.	04/09/2019	10160	10-12-000-5582	Maintenance Equipment - Par	4,995.00
<b>Vendor 10249 - Pioneer Manufacturing Co. Total:</b>					<b>4,995.00</b>
<b>Vendor: 10919 - Pizzo &amp; Associates, Ltd.</b>					
Pizzo & Associates, Ltd.	04/09/2019	10161	10-12-000-5585	Parks Site Develop. & Shelton	6,249.37
<b>Vendor 10919 - Pizzo &amp; Associates, Ltd. Total:</b>					<b>6,249.37</b>
<b>Vendor: 10259 - Quill Corporation</b>					
Quill Corporation	03/20/2019	10049	10-11-000-5342	Admin Meeting Expenses	128.29
Quill Corporation	03/20/2019	10049	10-14-000-5401	Office Supplies - Beach	143.89
Quill Corporation	03/20/2019	10049	25-00-000-5342	Meeting Expenses - Rec	19.98
Quill Corporation	03/20/2019	10049	25-00-000-5401	Office Supplies - Rec	105.99
Quill Corporation	03/20/2019	10049	25-25-401-5400	ELC Supplies	15.71
Quill Corporation	03/20/2019	10049	25-25-402-5400	ELC Supplies	15.71
Quill Corporation	03/20/2019	10049	25-25-403-5400	ELC Supplies	15.75
Quill Corporation	03/26/2019	10079	25-26-000-5401	Office Supplies - Day Care	15.71
Quill Corporation	03/26/2019	10079	10-11-000-5342	Admin Meeting Expenses	44.97
Quill Corporation	03/26/2019	10079	25-00-000-5401	Office Supplies - Rec	136.26
Quill Corporation	03/26/2019	10079	25-00-000-5420	General Supplies - Rec	98.40
Quill Corporation	04/02/2019	10110	10-11-000-5342	Meeting Expenses - Admin	16.74
Quill Corporation	04/02/2019	10110	10-11-000-5420	General Supplies - Admin	10.55
Quill Corporation	04/02/2019	10110	10-12-000-5401	Office Supplies - Parks	304.92

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Quill Corporation	04/02/2019	10110	10-12-000-5420	General Supplies - Parks	10.55
Quill Corporation	04/02/2019	10110	25-00-000-5401	Office Supplies - Rec	197.51
Quill Corporation	04/02/2019	10110	25-25-401-5400	ELC Supplies	30.12
Quill Corporation	04/02/2019	10110	25-25-402-5400	ELC Supplies	10.22
Quill Corporation	04/02/2019	10110	25-25-403-5400	ELC Supplies	10.22
Quill Corporation	04/02/2019	10110	25-26-000-5401	Office Supplies - Day Care	165.04
Quill Corporation	04/10/2019	10177	10-11-000-5420	General Supplies - Admin	31.65
Quill Corporation	04/10/2019	10177	25-00-000-5401	Office Supplies - Rec	224.18
Quill Corporation	04/10/2019	10177	25-00-000-5412	Cleaning Supplies - Takiff	11.99
Quill Corporation	04/10/2019	10177	25-00-000-5420	General Supplies - Rec	56.18
Quill Corporation	04/10/2019	10178	25-00-000-5401	Office Supplies - Rec (Bal Due)	22.47
<b>Vendor 10259 - Quill Corporation Total:</b>					<b>1,843.00</b>
<b>Vendor: 11095 - Rainbow Group, LLC</b>					
Rainbow Group, LLC	04/02/2019	10111	65-00-019-5512	Baseball/Soccer Field Mainte	1,618.20
<b>Vendor 11095 - Rainbow Group, LLC Total:</b>					<b>1,618.20</b>
<b>Vendor: 11386 - Ravinia Plumbing &amp; Heating Co., Inc.</b>					
Ravinia Plumbing & Heating C	04/02/2019	10121	10-13-000-5352	Building Repairs - Watts (Feb	910.45
<b>Vendor 11386 - Ravinia Plumbing &amp; Heating Co., Inc. Total:</b>					<b>910.45</b>
<b>Vendor: 10073 - Raymond Laseter II</b>					
Raymond Laseter II	03/20/2019	10051	25-25-707-5300	Contractual - Basketball Refer	78.00
<b>Vendor 10073 - Raymond Laseter II Total:</b>					<b>78.00</b>
<b>Vendor: 10072 - Raymond Laseter</b>					
Raymond Laseter	03/20/2019	10050	25-25-707-5300	Contractual - Basketball Refer	102.00
<b>Vendor 10072 - Raymond Laseter Total:</b>					<b>102.00</b>
<b>Vendor: 10264 - Reese Recreation Products</b>					
Reese Recreation Products	03/26/2019	10080	10-12-000-5486	Plumbing Supplies - Parks	340.00
<b>Vendor 10264 - Reese Recreation Products Total:</b>					<b>340.00</b>
<b>Vendor: 10767 - Rite Portable Restrooms</b>					
Rite Portable Restrooms	03/26/2019	10081	10-12-000-5353	Portable Toilet Svcs - March 2	340.00
Rite Portable Restrooms	04/09/2019	10162	10-12-000-5353	Portable Toilet Svcs	183.00
<b>Vendor 10767 - Rite Portable Restrooms Total:</b>					<b>523.00</b>
<b>Vendor: 10269 - RMC Inc.</b>					
RMC Inc.	04/02/2019	10112	10-13-000-5357	Watts Refrig Mo Maint - Apr	273.00
RMC Inc.	04/02/2019	10112	10-13-000-5581	Building Improvements - Watt	5,271.66
<b>Vendor 10269 - RMC Inc. Total:</b>					<b>5,544.66</b>
<b>Vendor: 1232 - Ronald P. Cadarian</b>					
Ronald P. Cadarian	04/02/2019	10113	25-27-000-5365	Contractual - Personal Trainin	431.25
<b>Vendor 1232 - Ronald P. Cadarian Total:</b>					<b>431.25</b>
<b>Vendor: 11320 - Roundy's Inc.</b>					
Roundy's Inc.	04/09/2019	10163	10-11-000-5342	Meeting Expenses	7.98
Roundy's Inc.	04/09/2019	10163	25-25-432-5400	Preschool Enrichment Supplie	66.57
Roundy's Inc.	04/09/2019	10163	25-25-490-5400	Preschool Enrichment Supplie	11.77
Roundy's Inc.	04/09/2019	10163	25-25-601-5400	Kids Club Supplies	30.01
Roundy's Inc.	04/09/2019	10163	25-25-602-5400	Kids Club Supplies	22.93
Roundy's Inc.	04/09/2019	10163	25-25-707-5400	Basketball Supplies	19.00
Roundy's Inc.	04/09/2019	10163	25-25-708-5400	Basketball Supplies	11.45
Roundy's Inc.	04/09/2019	10163	25-25-711-5400	Basketball Supplies	19.00
Roundy's Inc.	04/09/2019	10163	25-26-000-5403	Day Care Program Supplies	11.96
Roundy's Inc.	04/09/2019	10163	25-26-000-5409	Day Care Food Supplies	36.37
<b>Vendor 11320 - Roundy's Inc. Total:</b>					<b>237.04</b>
<b>Vendor: 10271 - Russo's Power Equipment Inc.</b>					
Russo's Power Equipment Inc.	03/26/2019	10082	10-12-000-5490	Plantings & Flowers	467.99
Russo's Power Equipment Inc.	03/26/2019	10082	10-12-000-5582	Parks Maintenance Equip	475.00
<b>Vendor 10271 - Russo's Power Equipment Inc. Total:</b>					<b>942.99</b>

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<b>Vendor: 10272 - Rydin Decal</b>					
Rydin Decal	04/09/2019	10164	10-15-000-5420	2019 Boat Decals	568.85
<b>Vendor 10272 - Rydin Decal Total:</b>					<b>568.85</b>
<b>Vendor: 10615 - Salle Stepien Corp</b>					
Salle Stepien Corp	04/02/2019	10114	25-25-765-5300	Contractual - Winter Fencing	1,347.50
<b>Vendor 10615 - Salle Stepien Corp Total:</b>					<b>1,347.50</b>
<b>Vendor: 10275 - Sam's Club Direct Commercial Account Program</b>					
Sam's Club Direct Commercial	03/26/2019	10083	25-25-707-5400	Supplies - Basketball	39.60
Sam's Club Direct Commercial	03/26/2019	10083	25-25-708-5400	Supplies - Basketball	19.78
Sam's Club Direct Commercial	03/26/2019	10083	25-25-711-5400	Supplies - Basketball	39.60
Sam's Club Direct Commercial	03/26/2019	10083	25-25-950-5400	Supplies - Workshop	78.86
Sam's Club Direct Commercial	03/26/2019	10083	25-25-951-5400	Supplies - Spring Events	62.90
<b>Vendor 10275 - Sam's Club Direct Commercial Account Program Total:</b>					<b>240.74</b>
<b>Vendor: 10654 - Sandra K Culver</b>					
Sandra K Culver	04/09/2019	10165	25-25-785-5300	Contractual - Fitness Classes	285.00
Sandra K Culver	04/09/2019	10165	25-25-786-5300	Contractual - Fitness Classes	60.00
<b>Vendor 10654 - Sandra K Culver Total:</b>					<b>345.00</b>
<b>Vendor: 10515 - Sarah Hall</b>					
Sarah Hall	04/09/2019	10166	25-25-449-5300	Contractual - Spring Acting Cl	513.00
<b>Vendor 10515 - Sarah Hall Total:</b>					<b>513.00</b>
<b>Vendor: 11160 - Shaun Christopher Whitley</b>					
Shaun Christopher Whitley	04/02/2019	10115	25-25-401-5300	Contractual - ELC Music Class	125.00
Shaun Christopher Whitley	04/02/2019	10115	25-25-402-5300	Contractual - ELC Music Class	200.00
Shaun Christopher Whitley	04/02/2019	10115	25-25-403-5300	Contractual - ELC Music Class	125.00
Shaun Christopher Whitley	04/02/2019	10115	25-26-000-5386	Contractual - Children's Circle	1,100.00
<b>Vendor 11160 - Shaun Christopher Whitley Total:</b>					<b>1,550.00</b>
<b>Vendor: 10279 - Sherwin-Williams Company</b>					
Sherwin-Williams Company	04/09/2019	10167	10-15-000-5483	Paint - Boathouse	364.12
<b>Vendor 10279 - Sherwin-Williams Company Total:</b>					<b>364.12</b>
<b>Vendor: 10706 - Southeastern Security Consultants, Inc</b>					
Southeastern Security Consult	04/09/2019	10168	25-25-722-5400	Background Checks - GBA	185.00
Southeastern Security Consult	04/09/2019	10168	45-00-000-5335	Background Checks - GBA	37.00
<b>Vendor 10706 - Southeastern Security Consultants, Inc Total:</b>					<b>222.00</b>
<b>Vendor: 10108 - State Disbursement Unit</b>					
State Disbursement Unit	03/15/2019	9989	10-00-000-2190	M Barrios,FIPS#1703100/201	195.90
State Disbursement Unit	03/29/2019	10057	10-00-000-2190	M Barrios,FIPS#1703100/201	195.90
<b>Vendor 10108 - State Disbursement Unit Total:</b>					<b>391.80</b>
<b>Vendor: 10289 - Sunshine Arts &amp; Crafts</b>					
Sunshine Arts & Crafts	04/09/2019	10169	25-25-659-5300	Contractual - Winter Art Class	960.00
<b>Vendor 10289 - Sunshine Arts &amp; Crafts Total:</b>					<b>960.00</b>
<b>Vendor: 11383 - Svetlana Simakhina</b>					
Svetlana Simakhina	04/02/2019	10116	25-25-402-5300	Refund for Sick Child - Field Tr	12.00
<b>Vendor 11383 - Svetlana Simakhina Total:</b>					<b>12.00</b>
<b>Vendor: 10720 - Tebon's Gas Station</b>					
Tebon's Gas Station	04/09/2019	10170	10-13-000-5480	Propane - Zamboni	156.00
<b>Vendor 10720 - Tebon's Gas Station Total:</b>					<b>156.00</b>
<b>Vendor: 10294 - Telcom Innovations Group</b>					
Telcom Innovations Group	04/09/2019	10171	10-11-000-5355	Phone Sys Support/Maint	130.00
<b>Vendor 10294 - Telcom Innovations Group Total:</b>					<b>130.00</b>
<b>Vendor: 11316 - TinkRWorks, LLC.</b>					
TinkRWorks, LLC.	04/09/2019	10172	25-25-656-5300	Contractual - Robotics Classes	180.00
<b>Vendor 11316 - TinkRWorks, LLC. Total:</b>					<b>180.00</b>
<b>Vendor: 10703 - US Postal Service (CMRS-FP)</b>					
US Postal Service (CMRS-FP)	03/26/2019	10084	25-00-000-5301	Postage for Mail Machine	1,500.00
<b>Vendor 10703 - US Postal Service (CMRS-FP) Total:</b>					<b>1,500.00</b>

**Voucher List of Bills**

Payment Dates: 03/14/2019 - 04/10/2019

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
<b>Vendor: 10307 - Vanguard Energy Service, LLC</b>					
Vanguard Energy Service, LLC	04/02/2019	10122	10-13-000-5220	Bulk Gas/Heat - Watts	498.88
Vanguard Energy Service, LLC	04/02/2019	10122	25-00-000-5220	Bulk Gas/Heat - Takiff	3,291.45
<b>Vendor 10307 - Vanguard Energy Service, LLC Total:</b>					<b>3,790.33</b>
<b>Vendor: 10099 - Vantagepoint Trf Agents-457</b>					
Vantagepoint Trf Agents-457	03/15/2019	9990	10-00-000-2140	ICMA - A/C#301403	2,952.50
Vantagepoint Trf Agents-457	03/29/2019	10058	10-00-000-2140	ICMA - A/C#301403	2,952.50
<b>Vendor 10099 - Vantagepoint Trf Agents-457 Total:</b>					<b>5,905.00</b>
<b>Vendor: 10309 - Verizon Wireless</b>					
Verizon Wireless	04/02/2019	10118	25-00-000-5210	Cell Phone Svc	857.90
<b>Vendor 10309 - Verizon Wireless Total:</b>					<b>857.90</b>
<b>Vendor: 10308 - Vermont Systems, Inc.</b>					
Vermont Systems, Inc.	04/02/2019	10119	65-00-019-5501	VSI Server Migration - 3/28/1	225.00
Vermont Systems, Inc.	04/09/2019	10173	10-13-000-5420	Key Fob Passes	200.00
Vermont Systems, Inc.	04/09/2019	10173	10-14-000-5420	Key Fob Passes	431.00
Vermont Systems, Inc.	04/09/2019	10173	10-14-000-5420	Cable - Add'l Halfway Laptop	17.06
Vermont Systems, Inc.	04/09/2019	10173	25-00-000-5420	Key Fob Passes	200.00
Vermont Systems, Inc.	04/09/2019	10174	25-00-000-5355	Annual RecTrac Maintenance	6,774.00
<b>Vendor 10308 - Vermont Systems, Inc. Total:</b>					<b>7,847.06</b>
<b>Vendor: 10457 - Village of Glencoe</b>					
Village of Glencoe	04/09/2019	10175	10-12-000-5240	Water/Sewer - Parks	19.50
<b>Vendor 10457 - Village of Glencoe Total:</b>					<b>19.50</b>
<b>Vendor: 10314 - Walmart Community</b>					
Walmart Community	03/26/2019	10061	25-25-932-5400	School Day Off Supplies - Feb	54.19
Walmart Community	03/26/2019	10085	25-25-401-5400	Supplies - ELC	20.54
Walmart Community	03/26/2019	10085	25-25-402-5400	Supplies - ELC	76.03
Walmart Community	03/26/2019	10085	25-25-403-5400	Supplies - ELC	49.06
Walmart Community	03/26/2019	10085	25-26-000-5403	Supplies - Day Care Program	493.66
<b>Vendor 10314 - Walmart Community Total:</b>					<b>693.48</b>
<b>Vendor: 10700 - Warehouse Direct Workplace Solutions</b>					
Warehouse Direct Workplace	03/26/2019	10086	25-00-000-5412	Custodial Supplies - Takiff	2,718.90
Warehouse Direct Workplace	03/26/2019	10086	25-26-000-5412	Custodial Supplies - Day Care	1,000.00
<b>Vendor 10700 - Warehouse Direct Workplace Solutions Total:</b>					<b>3,718.90</b>
<b>Vendor: 10316 - Wheeling Park District</b>					
Wheeling Park District	04/09/2019	10176	25-25-932-5300	Contractual - School Day Off T	68.75
<b>Vendor 10316 - Wheeling Park District Total:</b>					<b>68.75</b>
<b>Vendor: 10102 - Wisconsin Dept of Revenue</b>					
Wisconsin Dept of Revenue	03/29/2019	DFT0000815	10-00-000-2111	WI Mo Withholding - March	371.88
<b>Vendor 10102 - Wisconsin Dept of Revenue Total:</b>					<b>371.88</b>
<b>Vendor: 11145 - Women In Leisure Services</b>					
Women In Leisure Services	04/04/2019	10124	10-11-000-5342	WILS Conference	75.00
<b>Vendor 11145 - Women In Leisure Services Total:</b>					<b>75.00</b>
<b>Vendor Set AP Vendors Total:</b>					<b>678,190.84</b>

Voucher List of Bills

Payment Dates: 03/14/2019 - 04/10/2019

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
<b>Vendor Set: Employees - Employees</b>					
<b>Vendor: 11381 - Ann Scheuer</b>					
Ann Scheuer	03/20/2019	10030	10-13-000-5420	Reimbursement - Watts End o	144.10
<b>Vendor 11381 - Ann Scheuer Total:</b>					<b>144.10</b>
<b>Vendor: 5488 - Anthony Marx</b>					
Anthony Marx	03/20/2019	10031	10-12-000-5421	Reimbursement - Work Boots	105.00
<b>Vendor 5488 - Anthony Marx Total:</b>					<b>105.00</b>
<b>Vendor: 0623 - Rogelio Aviles</b>					
Rogelio Aviles	03/20/2019	10052	10-11-000-5342	10 Year Service Resolution	100.00
<b>Vendor 0623 - Rogelio Aviles Total:</b>					<b>100.00</b>
<b>Vendor: 5748 - Terry Miskowicz</b>					
Terry Miskowicz	04/02/2019	10117	25-25-707-5300	Mileage Reimbursement	7.15
Terry Miskowicz	04/02/2019	10117	25-25-708-5300	Mileage Reimbursement	7.15
Terry Miskowicz	04/02/2019	10117	25-25-740-5300	Mileage Reimbursement	7.16
<b>Vendor 5748 - Terry Miskowicz Total:</b>					<b>21.46</b>
<b>Vendor Set Employees Total:</b>					<b>370.56</b>

Voucher List of Bills

Payment Dates: 03/14/2019 - 04/10/2019

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
<b>Vendor Set: Refunds - Refunds</b>					
<b>Vendor: 000001596-172 - Kathy Dwyer</b>					
Kathy Dwyer	04/02/2019	10123	25-00-000-2580	Actv 111450-02 Class Refund	300.00
				<b>Vendor 000001596-172 - Kathy Dwyer Total:</b>	<b>300.00</b>
				<b>Vendor Set Refunds Total:</b>	<b>300.00</b>
				<b>Grand Total:</b>	<b>678,861.40</b>

# Report Summary

## Fund Summary

Fund	Payment Amount
10 - CORPORATE FUND	269,299.24
25 - RECREATION FUND	284,604.97
45 - LIABILITY INSURANCE FUND	37.00
65 - CAPITAL PROJECTS FUND	90,741.09
69 - MASTER PLAN CAPITAL PROJECTS	23,285.10
70 - SPECIAL TRUST/DONATION FUND	10,894.00
<b>Grand Total:</b>	<b>678,861.40</b>

## Account Summary

Account Number	Account Name	Payment Amount
10-00-000-2100	FEDERAL WITHHOLDING	22,193.50
10-00-000-2110	IL STATE WITHHOLDING	11,677.75
10-00-000-2111	WI STATE WITHHOLDIN	371.88
10-00-000-2120	SOCIAL SECURITY WITH	33,656.28
10-00-000-2130	MEDICARE WITHHOLDING	7,871.26
10-00-000-2140	ICMA DEF COMP WITHO	5,905.00
10-00-000-2150	IMRF WITHHOLDING	59,931.19
10-00-000-2155	IMRF VAC WITHHOLDING	6,955.00
10-00-000-2170	AFLAC WITHHOLDING	310.48
10-00-000-2175	FSA PLAN WITHHOLDIN	2,916.36
10-00-000-2180	CREDIT UNION WITHOL	890.00
10-00-000-2190	GARNISHMENT WITHOL	391.80
10-11-000-5342	OFFICIALS/MEETING EXP	372.98
10-11-000-5355	MAINTENANCE SERVICE	14,197.45
10-11-000-5401	OFFICE SUPPLIES	19.39
10-11-000-5404	COMPUTER PROGRAMS	1,050.00
10-11-000-5420	SUPPLIES - GENERAL	106.62
10-11-000-5600	HEALTH INSURANCE PRE	33,885.47
10-12-000-5210	TELEPHONE/INTERNET	56.54
10-12-000-5220	FUEL/HEAT	837.10
10-12-000-5230	ELECTRICITY	946.32
10-12-000-5240	WATER	19.50
10-12-000-5344	LICENSES	206.00
10-12-000-5353	DISPOSAL/PORTOLET SE	523.00
10-12-000-5401	OFFICE SUPPLIES	304.92
10-12-000-5412	CUSTODIAL/CLEANING S	52.69
10-12-000-5420	SUPPLIES - GENERAL	74.98
10-12-000-5421	SUPPLIES - UNIFORMS	105.00
10-12-000-5425	SUPPLIES-STAFF RECOG	145.96
10-12-000-5430	SUPPLIES - FIRST AID	292.74
10-12-000-5450	SUPPLIES - EQUIPMENT	3,893.54
10-12-000-5481	SUPPLIES-CONSTRUCTIO	748.59
10-12-000-5486	SUPPLIES-PLUMBING	756.08
10-12-000-5489	SUPPLIES-TRASH BAGS	2,477.79
10-12-000-5490	SUPPLIES-PLANTINGS/FL	467.99
10-12-000-5491	SUPPLIES-GREENHOUSE	235.78
10-12-000-5493	SUPPLIES-FERTILIZER/CH	736.82
10-12-000-5496	SUPPLIES-ATHLETIC MAI	5,235.21
10-12-000-5582	EQUIPMENT - MAINTEN	9,904.92
10-12-000-5585	PAVEMENT & SITE DEVE	12,910.37
10-12-000-5590	TREE TRIM/WORK-Outsi	4,330.00
10-13-000-5210	TELEPHONE/INTERNET/	245.93
10-13-000-5220	FUEL/HEAT	790.49
10-13-000-5230	ELECTRICITY	4,445.78
10-13-000-5305	PARTY RENTAL ENTERM	700.00
10-13-000-5352	REPAIRS - BUILDINGS	910.45
10-13-000-5356	MAINT SERVICE/REPAIR	36.55

## Account Summary

Account Number	Account Name	Payment Amount
10-13-000-5357	MAINT SERVICE-REFRIG	273.00
10-13-000-5420	SUPPLIES - GENERAL	456.91
10-13-000-5480	GASOLINE/LUBRICANTS/	156.00
10-13-000-5581	EQUIPMENT - BUILDING	5,271.66
10-14-000-5210	TELEPHONE/INTERNET	168.95
10-14-000-5220	FUEL/HEAT	38.26
10-14-000-5230	ELECTRICITY	57.85
10-14-000-5401	OFFICE SUPPLIES	143.89
10-14-000-5420	SUPPLIES - GENERAL	495.01
10-14-000-5421	SUPPLIES - UNIFORMS	117.50
10-14-000-5450	SUPPLIES - EQUIPMENT	1,854.00
10-14-000-5481	SUPPLIES-CONSTRUCTIO	53.19
10-14-000-5484	SUPPLIES-ELECTRICAL/B	32.67
10-15-000-5230	ELECTRICITY	440.01
10-15-000-5420	SUPPLIES - GENERAL	568.85
10-15-000-5450	SUPPLIES - EQUIPMENT	258.65
10-15-000-5483	SUPPLIES-PAINT	364.12
10-15-000-5486	SUPPLIES-PLUMBING	167.28
10-15-000-5584	EQUIPMENT - RECREATI	3,287.99
25-00-000-2580	BALANCE ON ACCOUNT-	300.00
25-00-000-5210	TELEPHONE/INTERNET	3,993.27
25-00-000-5220	FUEL/HEAT	4,706.37
25-00-000-5230	ELECTRICITY	7,014.20
25-00-000-5301	POSTAGE	1,567.13
25-00-000-5321	CONSULTING-ONLINE/O	1,963.00
25-00-000-5342	OFFICIALS/MEETING EXP	19.98
25-00-000-5352	REPAIRS - BUILDINGS	3,532.10
25-00-000-5355	MAINTENANCE SERVICE	9,481.70
25-00-000-5360	PRINTING/MARKETING/	5,492.00
25-00-000-5401	OFFICE SUPPLIES	917.78
25-00-000-5404	COMPUTER PROGRAMS	1,050.00
25-00-000-5412	CUSTODIAL/CLEANING S	2,928.73
25-00-000-5420	SUPPLIES - GENERAL	2,743.33
25-00-000-5430	SUPPLIES - FIRST AID	16.49
25-00-000-5481	SUPPLIES-CONSTRUCTIO	408.92
25-00-000-5482	SUPPLIES-HARDWARE	13.05
25-00-000-5483	SUPPLIES-PAINT	3.49
25-00-000-5484	SUPPLIES-ELECTRICAL/B	125.60
25-00-000-5486	SUPPLIES-PLUMBING	1,354.34
25-00-000-5588	BUILDING IMPROVEME	2,672.34
25-00-000-5740	COMMUNITY GRP CONT	6,450.00
25-25-310-5400	SUPPLIES-ADULT ART/P	236.01
25-25-315-5400	SUPPLIES-ADULT CERAM	942.92
25-25-401-5300	CONTRACTL-ELC 3YR	249.50
25-25-401-5400	SUPPLIES-ELC 3YR	218.99
25-25-402-5300	CONTRACTL-ELC 4YR	612.00
25-25-402-5400	SUPPLIES-ELC 4YR	268.58
25-25-403-5300	CONTRACTL-ELC 2YR	125.00
25-25-403-5400	SUPPLIES-ELC 2YR	254.99
25-25-414-5300	CONTRACTL-EXPL DISC/	256.00
25-25-432-5400	SUPPLIES-PRESCHOOL D	66.57
25-25-449-5300	CONTRACTL-DRAMA-PR	513.00
25-25-471-5300	CONTRACTL-GJK PLAYTI	11,427.00
25-25-472-5300	CONTRACTL-GJK TRANSI	29,548.50
25-25-473-5300	CONTRACTL- GJK 3'S	36,691.50
25-25-474-5300	CONTRACTL-GJK 4'S	60,869.25
25-25-476-5300	CONTRACTL-GJK CAMPS	61,452.75
25-25-490-5400	SUPPLIES-PRESCH JR TR	11.77



**Account Summary**

Account Number	Account Name	Payment Amount
25-25-601-5400	SUPPLIES-KIDS CLUB PM	146.74
25-25-602-5400	SUPPLIES-KIDS CLUB AM	22.93
25-25-615-5400	SUPPLIES-YOUTH CERA	421.61
25-25-656-5300	CONTRACTL-STEM/TINK	180.00
25-25-659-5300	CONTRACTL-SUNSHINE	960.00
25-25-707-5300	CONTRACTL-BOYS HSE B	187.15
25-25-707-5400	SUPPLIES-BOYS HOUSE	58.60
25-25-708-5300	CONTRACTL-GIRLS HSE B	7.15
25-25-708-5400	SUPPLIES-GIRLS HSE BAS	31.23
25-25-711-5400	SUPPLIES-PEE WEE BASK	58.60
25-25-722-5400	SUPPLIES-YOUTH BASEB	1,588.00
25-25-740-5300	COTNRACTL-TRAVELING	7.16
25-25-765-5300	CDNTRACTL-FENCING	1,347.50
25-25-785-5300	CONTRACTL-FITNESS PU	1,238.81
25-25-786-5300	CONTRACTL-FITNESS DR	285.00
25-25-801-5300	CONTRACTL-SUN FUN C	1,000.00
25-25-801-5400	SUPPLIES-SUN FUN CAM	28.82
25-25-810-5400	SUPPLIES-CAMP ADVEN	28.82
25-25-904-5400	SUPPLIES-MOTHER/SON	35.98
25-25-905-5400	SUPPLIES-SPRING EGG H	221.59
25-25-932-5300	CONTRACTL-SCHOOL DA	360.75
25-25-932-5400	SUPPLIES-SCHOOL DAYS	54.19
25-25-940-5300	CONTRACTL-FAMILY FU	67.50
25-25-940-5400	SUPPLIES-FAMILY FUN F	135.66
25-25-950-5400	SUPPLIES-GEN WKSP/SP	198.19
25-25-951-5400	SUPPLIES-SPRING SPEC E	388.31
25-26-000-5386	SERVICES-DAYCARE PRO	1,500.00
25-26-000-5401	OFFICE SUPPLIES	180.75
25-26-000-5403	DAYCARE PROGRAM SU	717.34
25-26-000-5409	SUPPLIES-INTERNAL FO	5,156.99
25-26-000-5412	SUPPLIES-CLEANING/CU	1,000.00
25-26-000-5430	SUPPLIES - FIRST AID	128.92
25-26-000-5460	SUPPLIES-FOOD EQUIP	75.12
25-26-000-5600	HEALTH INSURANCE PRE	5,530.01
25-27-000-5210	DEDICATED TV/INTERNE	195.98
25-27-000-5365	CONTRACTL-PERSONAL	476.25
25-27-000-5420	SUPPLIES-GENERAL	85.17
45-00-000-5335	WELLNESS/PRE-PLACEM	37.00
65-00-018-5516	KIDS CLUB ENTRYWAY I	5,682.00
65-00-018-5517	REPLACE WATTS HVAC R	44,315.00
65-00-019-5501	REPLACE-NETWORK SER	739.95
65-00-019-5510	SITE FURNISH-CAN,BENC	3,925.94
65-00-019-5512	BASEBALL/SOCCER FIEL	1,618.20
65-00-019-5515	WATTS ROOF/TUCKPT/P	3,680.00
65-00-019-5518	PAINT ABATEMT-TAKIFF	1,260.00
65-00-019-5523	REPLACE BEACH ATV	5,000.00
65-00-019-5524	PIER REPAIRS-BEACH	24,520.00
69-00-000-5320	ARCHITECT/DESIGN/CO	46.80
69-00-000-5553	CONNECT GLENCOE TRA	15,000.00
69-00-000-5560	TAKIFF PLAYGROUND-D	8,238.30
70-56-000-5570	CAPITAL-SAFRAN PROJE	10,894.00
	<b>Grand Total:</b>	<b>678,861.40</b>

**Project Account Summary**

Project Account Key	Payment Amount
**None**	678,861.40
<b>Grand Total:</b>	<b>678,861.40</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 April 16, 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. Approval of Resolution No. 897:  
Rogelio Aviles 10 Years' Service**

Glencoe Park District  
April 2019 Board Meeting

**GLENCOE PARK DISTRICT**

**ROGELIO AVILES 10 YEAR SERVICE RESOLUTION No. 897**

**WHEREAS**, Rogelio Aviles was employed by the Glencoe Park District on the staff of the Parks and Facilities Maintenance Team as a full-time staff member beginning on April 6, 2009;

**WHEREAS**, Rogelio also served for 10 years prior his promotion to full-time as a part-time Parks and Facilities Maintenance Team staff member beginning June 16, 1999;

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

**WHEREAS**, Rogelio has been a vital part of the Parks and Facilities Maintenance Team in which he has provided commitment and dedication; and

**WHEREAS**, his service, passion, and skill, as part-time facility maintenance staff and working up to a full-time staff member, has been an asset to the Glencoe Park District; and

**WHEREAS**, Rogelio has served the Glencoe Park District in a loyal and faithful manner for 10 years full-time and the residents of Glencoe have benefited from his dedication and professionalism.

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

**ADOPTED** this 16<sup>th</sup> day of April 2019 pursuant to a roll call vote as follows:

AYES:

NAYS:

ABSENT:

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Lisa M. Brooks, President  
Board of Park Commissioners

ATTEST:

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Lisa M. Sheppard, Secretary  
Board of Park Commissioners

[SEAL]

STATE OF ILLINOIS     )  
  ) SS  
COUNTY OF COOK     )

**SECRETARY'S CERTIFICATE**

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

**I HEREBY CERTIFY** that the foregoing instrument is a true and correct copy of Resolution No. **897**:

**ROGELIO AVILES 10 YEAR SERVICE RESOLUTION No. 897**

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 16<sup>th</sup> day of April 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 16<sup>th</sup> day of April 2019.

---

Lisa M. Sheppard, Secretary  
Board of Park Commissioners

[SEAL]

**VI. Public Hearing: 2019/20 Budget and  
Appropriation Ordinance No. 898**

**VII. Approval of Ordinance No. 898: An  
Ordinance Making a Combined Annual  
Budget and Appropriation of Funds for the  
Glencoe Park District for the Fiscal Year  
Beginning March 1, 2019**

Glencoe Park District  
April 2019 Board Meeting

**ORDINANCE NO. 898**

**AN ORDINANCE MAKING A COMBINED ANNUAL BUDGET AND  
APPROPRIATION OF FUNDS FOR THE GLENCOE PARK DISTRICT  
FOR THE FISCAL YEAR BEGINNING  
MARCH 1, 2019 ENDING FEBRUARY 29, 2020**

**WHEREAS**, the Board of Park Commissioners of the Glencoe Park District, Cook County, Illinois, caused to be prepared in tentative form an annual combined Budget and Appropriation Ordinance and the Secretary of this Board made the same conveniently available to public inspection for at least thirty days prior to the date of this Ordinance, and

**WHEREAS**, a public hearing was held as to such tentative Budget and Appropriation Ordinance on the 16th day of April 2019 and notice of said hearing was given at least one week prior thereto as required by law and all other legal requirements have been complied with.

**NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF PARK COMMISSIONERS OF THE GLENCOE PARK DISTRICT, COOK COUNTY, ILLINOIS AS FOLLOWS:**

SECTION 1: That the amounts herein set forth, or so much thereof as may be authorized by law and as may be needed are hereby budgeted and appropriated for the corporate purposes of the Glencoe Park District, Cook County, Illinois to defray all necessary expenses and liabilities of said Park District, as specified in Section 2 for the fiscal year.

SECTION 2: The amount budgeted and appropriated for each object or purpose is as follows:

I. The amount Budgeted and Appropriated for Corporate Purposes:	<u>Budget</u>	<u>Appropriation</u>
Personnel Services	\$1,336,183	\$1,500,000
Utilities	\$ 137,515	\$ 175,000
Contractual Services	\$ 449,785	\$ 600,000
Supplies	\$ 238,680	\$ 260,000
Group Health Insurance	\$ 477,650	\$ 550,000
Dues/Fixed Charges	\$ 12,920	\$ 20,000
Capital Improvements	\$ 275,800	\$ 320,000
Contingency	\$ 9,000	\$ 25,000
Total amount Budgeted-Corporate Fund	\$2,937,533	
Total amount Appropriated-Corporate Fund		\$3,450,000

II.	The amount Budgeted and Appropriated for Recreation Purposes:	<u>Budget</u>	<u>Appropriation</u>
	Personnel Services	\$2,429,744	\$2,600,000
	Utilities	\$ 215,860	\$ 280,000
	Contractual Services	\$1,781,731	\$2,000,000
	Supplies	\$ 372,180	\$ 410,000
	Group Health Insurance	\$ 160,000	\$ 210,000
	Dues/Fixed Charges	\$ 26,155	\$ 40,000
	Capital Improvements	\$ 39,480	\$ 65,000
	Contingency	\$ 11,000	\$ 20,000
	Total amount Budgeted-Recreation Fund	\$5,036,150	
	Total amount Appropriated-Recreation Fund		\$5,625,000
III.	The amount Budgeted and Appropriated for Auditing Expenses:		
	Auditing Expenses	\$ 14,850	\$ 20,000
	Total amount Budgeted-Audit Fund	\$ 14,850	
	Total amount Appropriated-Audit Fund		\$ 20,000
IV.	The amount Budgeted and Appropriated for Social Security Purposes (Social Security Participation):		
	Soc. Sec. & Medicare Employer Contribution	\$ 270,000	\$ 325,000
	Total amount Budgeted-Social Sec Fund	\$ 270,000	
	Total amount Appropriated-Social Sec Fund		\$ 325,000
V.	The amount Budgeted and Appropriated for Pension Purposes (Illinois Municipal Retirement Fund Participation):	<u>Budget</u>	<u>Appropriation</u>
	Illinois Municipal Retirement Fund Contribution	\$ 375,000	\$ 460,000
	Total amount Budgeted-IMRF Pension Fund	\$ 375,000	
	Total amount Appropriated-IMRF Pension Fund		\$ 460,000



VI.	The amount Budgeted and Appropriated for Insurance Purposes Pursuant to Section 9-107 of the Local Governmental and Governmental Employees Tort Immunity Act:	<u>Budget</u>	<u>Appropriation</u>
	Risk Management Administrative Services	\$ 33,350	\$ 45,000
	Risk Management Contractual Services	\$ 11,330	\$ 30,000
	Insurance Premiums	\$ 111,820	\$ 140,000
	Risk Management Operating Costs	\$ 8,000	\$ 20,000
	Total amount Budgeted-Liability Insurance Fund	\$ 164,500	
	Total amount Appropriated-Liability Insurance Fund		\$ 235,000
VII.	The amount Budgeted and Appropriated for District's Share of Expense of Joint Recreation Programs for the Handicapped:		
	Special Recreation Programs for the Disabled (N.S.S.R.A. Contribution)	\$ 162,545	\$ 210,000
	NSSRA-Required Accessibility Improvements	\$ 175,000	\$ 250,000
	Total amount Budgeted-Special Rec. Fund	\$ 337,545	
	Total amount Appropriated-Special Rec. Fund		\$ 460,000
VIII.	The amount Budgeted and Appropriated for Workers' Compensation:		
	Insurance Premiums	\$ 41,790	\$ 65,000
	Total amount Budgeted-Workers' Comp Fund	\$ 41,790	
	Total amount Appropriated-Workers' Comp Fund		\$ 65,000
IX.	The amount Budgeted and Appropriated for Bond and Interest costs:	<u>Budget</u>	<u>Appropriation</u>
	Principal	\$ 945,000	\$ 1,200,000
	Interest	\$ 219,500	\$ 450,000
	Contractual Services	\$ 2,000	\$ 10,000
	Total amount Budgeted-Bond and Interest Fund	\$ 1,166,500	
	Total amount Appropriated-Bond and Interest Fund		\$ 1,660,000

X.	The amount Budgeted and Appropriated for Capital Projects:	<u>Budget</u>	<u>Appropriation</u>
	Capital Projects & Improvements	\$ 682,200	\$ 780,000
	Capital Projects per Master Plan	\$ 1,840,500	\$ 2,700,000
	Total amount Budgeted-Capital Projects Funds	\$ 2,522,700	
	Total amount Appropriated-Capital Projects Funds		\$ 3,480,000
XI.	The amount Budgeted and Appropriated for Special Trust/Donation Projects:		
	Capital Projects & Improvements	\$ 11,449	\$ 45,000
	Total amount Budgeted-Special Trust Fund	\$ 11,449	
	Total amount Appropriated-Special Trust Fund		\$ 45,000

**Summary of Funds Budgeted and Appropriated**

	<u>Budget</u>	<u>Appropriation</u>
Corporate Fund	\$ 2,937,533	\$ 3,450,000
Recreation Fund	\$ 5,036,150	\$ 5,625,000
Audit Fund	\$ 14,850	\$ 20,000
Social Security Fund	\$ 270,000	\$ 325,000
Pension Fund	\$ 375,000	\$ 460,000
Liability Insurance Fund	\$ 164,500	\$ 235,000
Special Recreation Fund	\$ 337,545	\$ 460,000
Workers' Compensation Fund	\$ 41,790	\$ 65,000
Bond and Interest Fund	\$ 1,166,500	\$ 1,660,000
Capital Projects Fund	\$ 2,522,700	\$ 3,480,000
Donation/Trust Fund	<u>\$ 11,449</u>	<u>\$ 45,000</u>
<b>Total Budgeted</b>	<b>\$ 12,878,017</b>	
<b>Total Appropriated</b>		<b>\$15,825,000</b>

Each of said sums of money and the aggregate thereof are deemed necessary by the Board of Park Commissioners of the Glencoe Park District to defray the necessary expenses and liabilities of the aforesaid Park District during the fiscal year beginning the 1st day of March, 2019 and ending the 29th day of February, 2020 for the respective purposes set forth.

SECTION 3: All unexpended balances of the appropriation for the fiscal year ending the 28th day of February, 2019 and prior years to the extent not otherwise reappropriated for other purposes herein are hereby specifically reappropriated for the same general purposes for which they were originally made and may be expended in making up any insufficiency of any other items provided in this appropriation ordinance, pursuant to law.

All receipts and revenues not specifically appropriated, and all unexpended balances in

unrestricted funds from preceding fiscal years not required for the purpose for which they were appropriated and levied shall constitute the general fund and shall be placed to the credit of such fund.

SECTION 4: Pursuant to law, the following determinations have been and are hereby made a part hereof:

- (a) Statement of cash on hand at the beginning of the fiscal year: \$ 9,021,832
- (b) Estimate of cash expected to be received during the fiscal year from all sources:  
\$ 11,572,765
- (c) Estimate of expenditures contemplated for the fiscal year: \$ 12,878,017
- (d) Statement of estimated cash expected to be on hand at the end of the fiscal year:  
\$ 7,716,580
- (e) An estimate of the amount of taxes to be received during the fiscal year is:  
\$ 5,598,395

SECTION 5: All ordinances or parts of ordinances conflicting with any of the provisions of this Ordinance be and the same are hereby modified or repealed. If any item or portion of this Ordinance is for any reason held invalid, such decision shall not affect the validity of the remaining portion of such item or the remainder of this Ordinance.

SECTION 6: This ordinance is not intended or required to be in support of or in relation to any tax levy made by the Park District during the fiscal year beginning March 1, 2019 and ending February 29, 2020 or any other fiscal year.

SECTION 7: This ordinance shall be in full force and effect immediately upon its passage and approval according to law. A certified copy of the Ordinance shall be filed with the County Clerk of Cook County, Illinois, together with the certificate of the Chief Fiscal Officer of the Park District certifying revenues by source anticipated to be received by the Park District, within thirty (30) days after its passage and approval, as provided by law.

Adopted this 16th day of April 2019 pursuant to roll call vote. Roll Call Vote:

Ayes:

Nays:

Absent and Not Voting:

Ordinance Approved.

---

Lisa Brooks, President  
Board of Park Commissioners  
Glencoe Park District

ATTEST:

---

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

STATE OF ILLINOIS        )  
  ) SS.  
COUNTY OF COOK         )

**CERTIFICATE OF SECRETARY**

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 an ordinance entitled: "An Ordinance Making a Combined Annual Budget and Appropriation of Funds for the Fiscal Year Beginning March 1, 2019 and Ending February 29, 2020", adopted at a 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 16th of April, 2019.

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

**IN WITNESS WHEREOF**, I hereunto affix my official signature and the seal of said Park District at Glencoe, Illinois, this 16th day of April 2019.

\_\_\_\_\_  
Lisa M. Sheppard, Secretary  
GLENCOE PARK DISTRICT  
Cook County, Illinois

(SEAL)

STATE OF ILLINOIS     )  
                                  ) SS.  
COUNTY OF COOK     )

**CERTIFICATE OF CHIEF FISCAL OFFICER**

I, Dudley Onderdonk, do hereby certify that I am duly appointed and acting Treasurer of the Board of Park Commissioners of the Glencoe Park District, Cook County, Illinois, and that as such Treasurer I am the Chief Fiscal Officer of the corporate authority of said Park District.

I do further certify that the estimated revenues by source anticipated to be received by the Glencoe Park District, Cook County, Illinois for the fiscal year beginning on the 1st day of March 2019 and ending on the 29th day of February 2020 as follows:

<b><u>SOURCE</u></b>	<b><u>AMOUNT</u></b>
Property Taxes	\$ 5,598,395
Replacement Taxes	\$ 21,850
User/Program Fees	\$ 5,519,219
Interest Income	\$ 213,200
Building Rentals	\$ 179,951
Miscellaneous/Donations	<u>\$ 40,150</u>
Total Revenue	\$ 11,572,765

I do further certify that the estimated revenues by source anticipated to be received by the Glencoe Park District, Cook County, Illinois for the fiscal year beginning on the 1st day of March, 2019 and ending on the 29th day of February, 2020 is true and correct.

**IN WITNESS WHEREOF**, I have signed my name in my official capacity as the Chief Fiscal Officer of the Board of Park Commissioners of the Glencoe Park District at Glencoe, Illinois on the 16th day of April 2019.

---

Dudley Onderdonk, Treasurer  
GLENCOE PARK DISTRICT  
Cook County, Illinois

(SEAL)

# VIII. Financial Report

Glencoe Park District  
April 2019 Board Meeting

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

**Corporate and Other Funds:**

	<u>Mar 2019</u>	<u>Feb 2019</u>
Harris Bank Corporate Account - 0.657%	355,018.10	474,269.79
Illinois Park District Liquid Asset Fund (IPDLAF) - 2.25%	3,704,499.37	2,552,010.12
The Illinois Fund (Public Treasurers' Investment Pool) - 2.47%	4,051,442.29	3,242,925.30
Harris Payroll Account - 0.657%	13,952.74	110,400.06
PMA Financial Account - 2.30%	236,669.91	236,212.35
Reconciling Items(Dep in Transit, O/S Checks, etc.)	(261,621.33)	(88,256.68)
IPDLAF Certificates of Deposit:		
2 CDs at \$244,000 each maturing March 21, 2019 (2.08%)	0.00	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, 2020 (2.85% net)	242,000.00	242,000.00
1 CDs at \$243,000 each maturing February 27, 2020 (2.65% net)	243,000.00	243,000.00
2 CDs at \$243,000 each maturing March 13, 2020 (2.55%)	486,000.00	0.00
PMA Certificates of Deposit:		
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)	728,900.00	728,900.00
3 CDs at \$243,300 each maturing February 27, 2020 (2.685% net)	<u>729,900.00</u>	<u>729,900.00</u>
<b>Grand Total</b>	<b>\$12,719,561.08</b>	<b>\$11,149,160.94</b>



# G/L MONTHLY Pooled Cash Report

Glencoe Park District  
For the Period Ending 3/31/2019

ACCOUNT #	ACCOUNT NAME	BEGINNING BALANCE	CURRENT ACTIVITY	CURRENT BALANCE	
<b>CLAIM ON CASH</b>					
10-00-000-1000	CASH/INVESTMENTS	2,926,480.08	382,725.15	3,309,205.23	
25-00-000-1000	CASH/INVESTMENTS	5,128,259.93	313,685.01	5,441,944.94	
30-00-000-1000	CASH/INVESTMENTS	147,228.14	106,650.00	253,878.14	
35-00-000-1000	CASH/INVESTMENTS	282,359.87	78,920.30	361,280.17	
36-00-000-1000	CASH/INVESTMENTS	105,860.89	63,657.45	169,518.34	
40-00-000-1000	CASH/INVESTMENTS	518,008.62	395,440.77	913,449.39	
45-00-000-1000	CASH/INVESTMENTS	176,378.09	51,072.41	227,450.50	
50-00-000-1000	CASH/INVESTMENTS	49,282.58	14,670.58	63,953.16	
55-00-000-1000	CASH/INVESTMENTS	10,902.60	4,401.00	15,303.60	
65-00-000-1000	CASH/INVESTMENTS	327,638.06	190,311.38	517,949.44	
67-00-000-1000	CASH/INVESTMENTS	0.00	0.00	0.00	
69-00-000-1000	CASH/INVESTMENTS	1,435,313.37	(20,333.75)	1,414,979.62	
70-00-000-1000	CASH/INVESTMENTS	41,448.71	(10,800.16)	30,648.55	
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>11,149,160.94</b>	<b>1,570,400.14</b>	<b>12,719,561.08</b>	
<b>CASH IN BANK</b>					
99-00-000-1011	Operating Corporate Account	394,347.63	(290,313.18)	104,034.45	
99-00-000-1012	Operating PR Account	102,065.54	(98,750.48)	3,315.06	
99-00-000-1013	IL Funds	3,242,925.30	808,516.99	4,051,442.29	
99-00-000-1014	IPDLAF CD's	1,945,000.00	(2,000.00)	1,943,000.00	
99-00-000-1015	IPDLAF MM	2,552,010.12	1,152,489.25	3,704,499.37	
99-00-000-1016	PMA CD's	2,676,600.00	0.00	2,676,600.00	
99-00-000-1017	PMA MM	236,212.35	457.56	236,669.91	
<b>TOTAL CASH IN BANK</b>		<b>11,149,160.94</b>	<b>1,570,400.14</b>	<b>12,719,561.08</b>	
<b>DUE TO OTHER FUNDS</b>					
99-00-000-2400	Due To Other Funds	11,149,160.94	1,570,400.14	12,719,561.08	
<b>TOTAL DUE TO OTHER FUNDS</b>		<b>11,149,160.94</b>	<b>1,570,400.14</b>	<b>12,719,561.08</b>	
<b>Claim on Cash</b>	12,719,561.08	<b>Claim on Cash</b>	12,719,561.08	<b>Cash in Bank</b>	12,719,561.08
<b>Cash in Bank</b>	12,719,561.08	<b>Due To Other Funds</b>	12,719,561.08	<b>Due To Other Funds</b>	12,719,561.08
<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 Financial Analysis  
 March 2019

	<u>As of</u> <u>3/31/2017</u>	<u>As of</u> <u>3/31/2018</u>	<u>As of</u> <u>3/31/2019</u>
<b><u>Recreation Department - Programs</u></b>			
Revenues	1,107,162	1,214,345	1,300,199
Wages	(40,448)	(42,322)	(44,214)
Contractual	(209,047)	(210,385)	(211,673)
Supplies	(8,060)	(3,833)	(3,573)
Net Surplus	849,607	957,805	1,040,739
<b><u>Day Care Department</u></b>			
Revenue	78,977	94,743	122,356
Expense	(56,529)	(71,169)	(96,747)
Net Surplus/(Deficit)	22,448	23,574	25,609
<b><u>Fitness Department</u></b>			
Revenue	n/a	3,804	3,535
Expense	n/a	(3,598)	(3,693)
Net Surplus/(Deficit)	n/a	206	(158)
<b><u>Beach Department</u></b>			
Revenue	4,148	2,254	3,125
Expense	(12,867)	(14,997)	(11,562)
Net Surplus/(Deficit)	(8,719)	(12,743)	(8,437)
<b><u>Boating Department</u></b>			
Revenue	11,044	22,665	21,500
Expense	(8,556)	(9,997)	(7,836)
Net Surplus/(Deficit)	2,488	12,668	13,664
<b>Beach/Boating Dept Total:</b>	<b>(6,231)</b>	<b>(75)</b>	<b>5,227</b>
<b><u>Watts Department</u></b>			
Revenue	955	0	9,236
Expenses	(10,949)	(13,731)	(15,697)
Net Surplus/(Deficit)	(9,994)	(13,731)	(6,461)
<b><u>G &amp; A (Administration)</u></b>			
Revenue (excl G&A Tfr)	2,900	2,675	2,695
Expense	(110,270)	(110,252)	(115,246)
Net Surplus/(Deficit)	(107,370)	(107,577)	(112,551)
<b><u>Parks Department</u></b>			
Revenue	30	0	25
Expense	(61,714)	(63,808)	(69,991)
Net Surplus/(Deficit)	(61,684)	(63,808)	(69,966)
<b><u>Rec-Admin/Takiff Department</u></b>			
Revenues	693,939	551,930	557,875
Expenses	(1,236,822)	(128,669)	(143,848)
Net Surplus/(Deficit)	(542,883)	423,261	414,027

# **IX. Presentation of the 2018-2019 Watts Recreation Center Report**

Glencoe Park District  
April 2019 Board Meeting

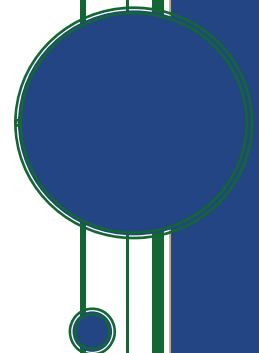


# WATTS RECREATION CENTER

*2018-19 Annual Report*

The following report outlines the operation of the Watts Recreation Center, a Glencoe Park District facility, during the 2018-19 Fiscal Year. The report reviews operations using historical data, financial and participation information, as well as participant feedback and review of operation procedures.

Bobby Collins, Director of Recreation and Facilities  
Adam Wohl, Takiff and Watts Facility Manager



# Watts Recreation Center

*2018-19 Annual Report*

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## Introduction

This annual report is an overview of the facility, programming information, operations, and financial data for the Watts Recreation Center during the 2018-2019 fiscal year. The Watts Recreation Center is comprised of a programming room, recreation room, outdoor full ice rink, and outdoor studio ice rink. The facility offers additional amenities including skate rentals, skate sharpening, two locker rooms, basic pro shop items for sale, and vending machines.

## Facility Staffing and Training

The Watts Recreation Center is overseen by the full time Takiff and Watts facility manager, held by Adam Wohl for the 2018-19 season. Adam completed his second year of operating Watts. This position oversees the all-encompassing operations of the recreation facility. Additionally, assistant managers Ann Scheuer, Ashton Schardt, Peter McHugh, Doug Moline, Tom Cierniak, and Rick Tomei helped with private room rentals, ice rentals, and training.



Park maintenance staff also played a significant role in staffing the Watts Center. Our maintenance staff was responsible for ice maintenance Monday-Friday prior to opening. Members of the facilities staff also played a significant role in cleaning the facility and clearing snow in conjunction with part-time staff.

The Watts Ice Center is heavily dependent on part-time seasonal staff to operate the rink on nights and weekends. Part-time positions consist of cashiers, party attendants, skate guards, and assistant managers. Assistant managers are a key part-time position and were staffed on weekday afternoons, evenings, and on weekends to operate the Zamboni, oversee facility operations, respond in the event of an emergency or injury, follow cash handling procedures, oversee other part-time staff, and perform routine cleaning of the facility.

Preseason training sessions were held before the 2018-19 season for all staff working at the Watts Ice Center. This year each manager also received a compressive training to operate the Zamboni to ensure the ice was always in the best possible condition. Five sessions of training were held for all Zamboni Drivers. These were conducted by the full-time staff for part-time assistant managers. This training covered topics including Zamboni operation, facility cleaning, and ice maintenance expectations. Additionally, preseason training was held for each specific position at the rink including front desk staff and skate guards. Topics of these trainings included job specific duties, safety and risk management, RecTrac registration software training, and customer service.

## Marketing & Promotion

### Signage

With two screens at Watts to convey scheduling and pricing information, updating seasonal information is easy and environmentally friendly. Both TVs are integrated with REACH, which links to the RecTrac system and gives Watts a consistent look with the Takiff Center.



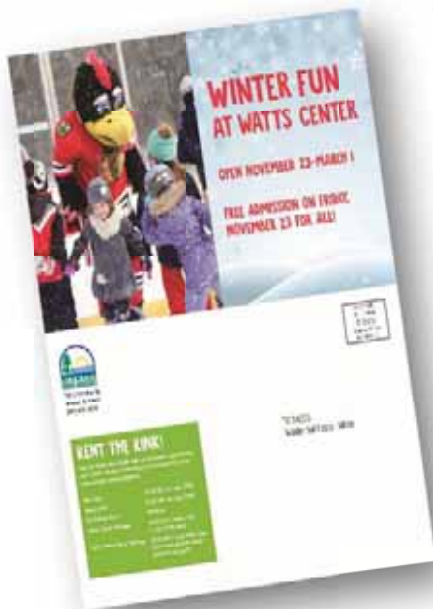
Safety signage was added and updated and more snap frames were installed throughout the facility to display photographs of participants. The snap frames allow the photos to be rotated out on a seasonal basis with pictures, promotional materials, and facility information.

### Promotion

Watts Ice Center marketing began with a preview in the fall guide, which included details on season passes, rink rentals, and classes. A 4-page direct mail piece was sent to all residents in late October, with further details on skating classes and hockey programs, as well as season passes and private rentals. This information was also included in the winter guide, which was sent to residents the week before Thanksgiving. Articles were also included in *Inside Glencoe*, which was sent to residents the first week of January.

To prepare for opening weekend, targeted email blasts, social media posts, and signs were created for Takiff Center and Watts Ice Center. This year, opening day was free for all residents and marketed with signs at the park, email blasts, flyers, and media releases.

Throughout the season, marketing staff and Watts's staff sent email blasts targeted to specific audiences to communicate season pass sales, ice rink rentals, skating/hockey classes, Teen Skate Night, winter break activities, as well as Watts Below Zero and the new Blackhawks Alumni Clinic.



Graphics for skating classes, rentals, and passes were included on the Glencoe Park District website and television screens. Information for the season was updated on the website to reflect special events, pricing, and rental possibilities.

In addition to the Park District's general presence on Facebook, Twitter, and Instagram, Watts Ice Center has a Facebook page. Information was shared on both the general social media pages, as well as the specific page, including short videos and photos. We also purchased ads on several seasonal landing pages for the Chicago North Shore Visitor's Bureau, directing interested people to our website, as well as in the New Trier Hockey seasonal guide.

In addition to boosted posts on social media, we ran a Google AdWords campaign, which shows an ad to people interested in ice skating within 6 miles of Watts.

Events were also shared on local media calendars, including the Glencoe Anchor, Glencoe News, and Chicago North Shore Visitors Bureau. Reporters also attended several special events (Opening Day, Watts Below Zero, Teen Skate Night, etc.).

The end of the season extension was communicated using the District's rainout line, which allows us to post messages quickly on the website and social media. It was also shared in an email blast to residents and in media articles.



## Facility Upkeep and Improvements

### **Facility Repairs**

This season, the Parks & Maintenance Department continued to place a strong emphasis on the appearance of the Watts facility. In an effort to make improvements to the Kid's Club entrance at Watts, an awning and new LED exterior light were installed as well as new exterior doors in the Kid's Club classroom. Finally, repairs were made to the adjacent asphalt pathway.

The interior of the facility received a paint job and the dasher boards repaired. The dasher boards have reached the end of their useful life; staff makes repairs with Bondo, plastic filler, and colored tape.

The exhaust chimney on the water heater in the Zamboni room required replacement this winter, it collapsed and vented exhaust fumes into the Zamboni room.



### **Refrigeration Repairs**

Multiple repairs were necessary to the refrigeration system to continue to operate the facility. Early in the season, repairs were made to the cooling tower, including installing a new float and valve kit. In addition, safety relief valves were rebuilt on the compressors.

By replacing these components, all three compressors continued to function throughout the entire season.

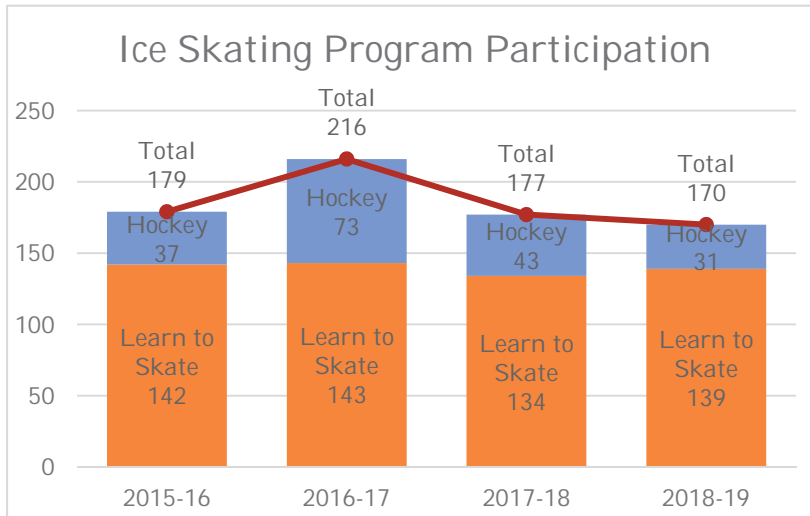
### **Facility Improvement**

All four large rooftop heaters/air conditioners were replaced this season with no interruption in service to facility users. The previous units had reached the end of their useful life.

## On-Ice Programming

There is a wide variety of programming opportunities available both on and off the ice at the Watts Ice Center. On the ice, figure skating and hockey lessons are available for novice and intermediate youth skaters and hockey players as well as adults. The Watts skating program follows The United States Figure Skating Association (USFS) class offerings and curriculum. Watts Ice Center offers USFS levels for skaters ages 3-14 and adults. The programs range from introductory to intermediate skating experience. Classes are divided into progressive levels allowing children to learn the fundamentals of skating with peers who have similar skating abilities.





In the event that a group of skaters were unable to attend the lessons offered at their level, instructors and rink management provided a personal experience allowing them to set up a separate lesson at a day and time that worked with their schedule. Pricing for personalized group lessons is similar to traditional classes with a minimum of 6 students.

The Belugas class from Children’s Circle skated at Watts seven times this season. They brought 16 students for a learn-to-skate experience that was very popular with the preschoolers and parents. The PM Kid’s Club program skated during weekday public skate two days per week throughout the season. Throughout the season over 120 students participated in public skate. Many of the skaters also enrolled in skating lessons and visited for public skate throughout the season.

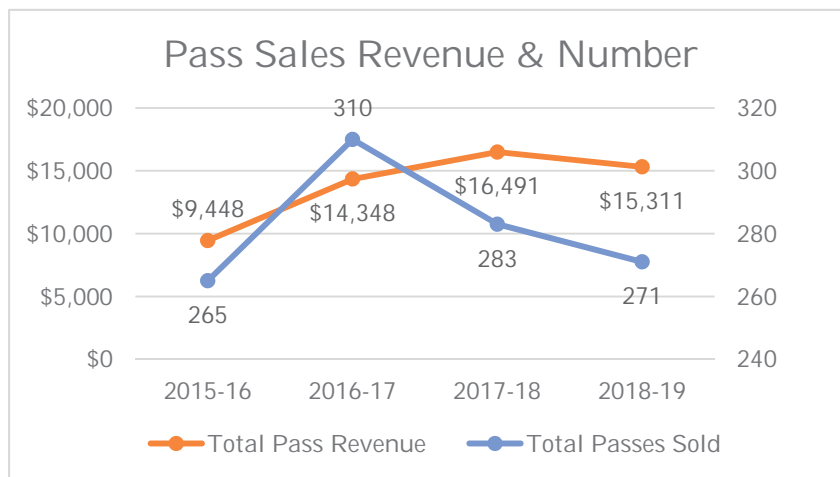
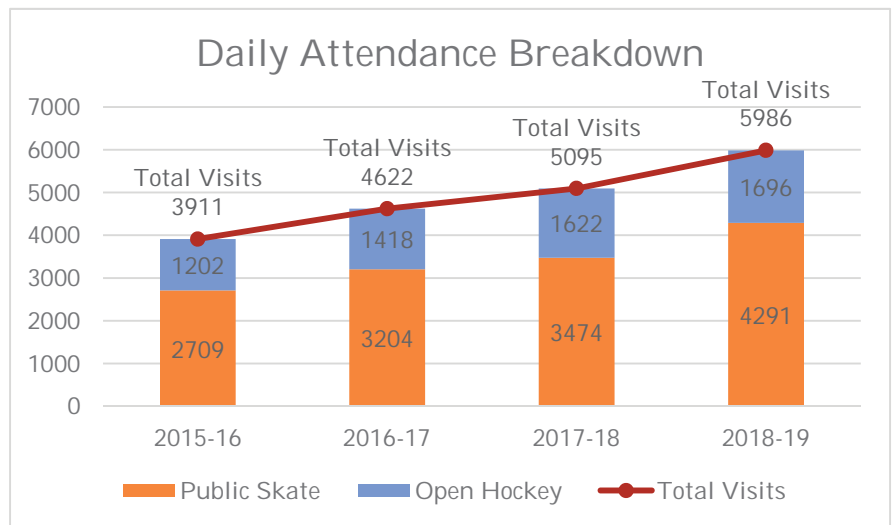
The Watts Ice Center also offers basic hockey classes through partnering with the Minor Hawks program. Classes begin at age three and go up through adult beginner classes for ages 14 and up. The Minor Hawks program offers both learn to skate and beginner hockey classes. These classes set the foundation of learning to play the game and the basic fundamentals associated with hockey. In addition, intermediate and advanced classes are offered to teach young players teamwork, game play, and rules through cross-ice practices and innovative drills. Our new hockey instructor, Dave Melone, has brought an exciting new outlook on the program. We are eager to introduce new hockey related programming in the 2019-20 season.

This season saw a dip in participation in the Glencoe Park District hockey program. Both revenue and participation was lower than the previous two seasons. Revenue decreased to \$2,793 from \$4,125 in 2017-18. Participation numbers were 31 compared to 43 in the previous year. This year we had 12 students participate in a Chicago Blackhawks Alumni Clinic. This had former Stanley Cup Winner Jamel Mayers on the rink skating and giving tips to participants. Hockey staff is exploring new hockey programming for the 2018-19 season and ways to reinvent the program.

## Public Skate and Open Hockey

Public Skate and Open Hockey are the most popular programs offered at the Watts Ice Center. For a complete weekly schedule of drop in program times, please see Appendix A. Public Skate offers unstructured skating time where members of the community can enjoy skating in the outdoors on the main or studio rink. Skaters can purchase a season pass for \$64 (+ \$30

per additional family member) from 10/1-11/23 or \$80 (+ \$35 per additional family member) from 11/24-2/28. If skaters don't purchase a season pass the daily admission fee is \$8 for adults and \$6 for kids. Public Skate is staffed by skate guards as well as a front desk attendant who issues rental skates for a cost of \$4. Public Skate revenue followed the same trend as last year with an increase in daily attendance to the Watts Ice Center during the 2018-19 year. The number of season passes sold was slightly



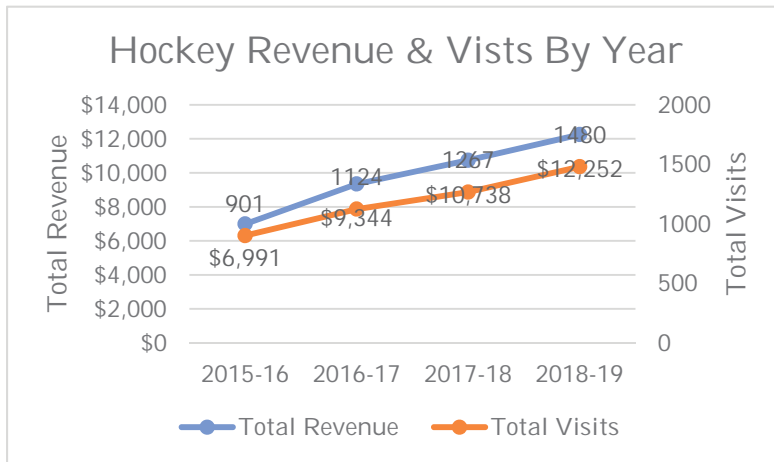
lower than 2017-18. Staff will be examining ways to increase both pass sales and daily revenue for Public Skate moving forward. Due to a colder winter in 2018-19, it is expected more passes will be sold in 2019-20.

Drop in hockey programs at the Watts Ice Center has taken on many different forms and has grown in

success over the past few years. Open Hockey allows players of varying age groups to hit the ice and either partake in a scrimmage game or practice skills in an unstructured environment. Helmets and sticks are required for all hockey players and additional pucks, laces, and tape are also sold at the front desk. Players can either purchase a 10-punch pass for \$69 or pay the daily admission fee of \$8. Watts also offered Adult scrub, which is a pickup game for 30+ year olds every Saturday and Sunday morning (max: 24 people). The 2018-19 rink season offered almost 42 hours of drop in hockey during a regularly scheduled week and 36 hours of Public Skate each week.

The trends for drop in hockey show an increase in revenue and usage year over year. A large part of this increase this year was a focus on revenue collection. Front desk staff

took a firm approach to ensure everyone on the ice had paid admission to skate. Staff will continue to look for ways to encourage growth in this area. While adding more time for drop in hockey may or may not be possible, the ability to open up current sessions for a wider variety of ages might continue usage and revenue trends in the upward direction.



### Private Ice Rentals

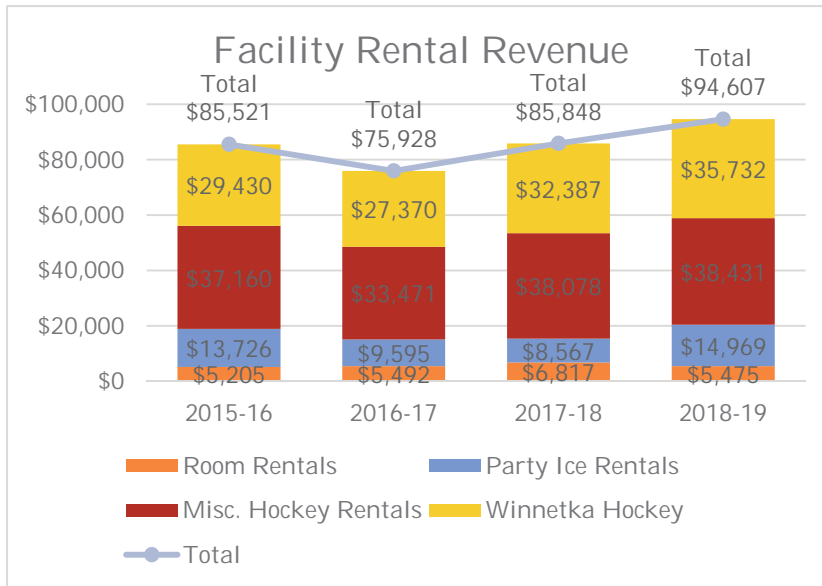
The Watts Ice Center is available for private use in addition to Glencoe Park District run programs and ice slots. The chart below indicates pricing of the ice rink in the 2018-19 season.

2018-19 Watts Hourly Ice Rink Rental Pricing

	Residents	Non-Residents
<b>Main Rink</b>	\$276	\$303
<b>Studio Rink</b>	\$165	\$180

*\*Consistent weekly renters receive a discounted price of \$249 for the main rink.*

There are a number of rental groups that use the facility on a consistent basis. The largest rental group is the Winnetka Hockey Club, who uses the ice for overflow games and practice times for their teams outside of their home rink. Other hockey organizations that also rent ice include Glass Hockey, Mother Puckers, Wilmette Cougars, Harrison/Talbot Hockey, Moline Hockey, and Kelly Hockey. In addition to hockey club rentals, Watts Ice Center books private rentals. Consistent groups rent the rink week after week to play pick-up hockey games with friends. Private rentals also come in the form of one time rentals for special events, private parties, or pick-up hockey groups. Additional amenities such as broomball equipment (\$25) are also offered. Renters may choose to rent the entire facility (\$2000) or purchase a party package (\$291/318 R/NR) that includes one hour on the studio rink and 2 hours in the rec room. The Recreation Room is available for private rentals. The room rents for \$85/hour with the option for liquor liability to be purchased for an additional charge of \$175 and kitchen use for \$25.



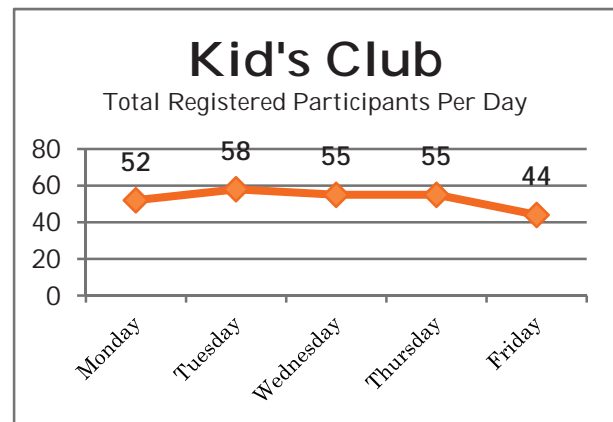
The current ice rental revenue is trending upwards this past season due to the colder winter. The only difference was seen in 2016-17 due to the challenging weather conditions and early closure. Additionally, Winnetka continues to scale back their rental hours due to a recently added outdoor ice sheet that was installed in that community. Staff is looking for ways to offset this loss in revenue either through finding new renters

to purchase unfilled ice or develop in-house programming to ensure ice is scheduled and used efficiently. Staff is looking at expanding hockey, broomball, and scrub hockey options for the 2019-20 season to improve ice utilization.

## Non-Ice Programming Usage

### Kid's Club

In the fall, winter and spring, the programming room is booked with the before and after school care Kid's Club program. This program runs from 7-9 AM in the mornings and 3-6:30 PM in the evenings. This is the second year the program has been housed in the Watts program room. The proximity to South School has increased participation. In its current configuration, the maximum number of participants per day is 45 students. There are 44 total students enrolled in PM Care and 17 in AM Care. Program Manager Stephani Briskman supervises this growing program. Facility and programming staff are continually exploring ways for this program to accommodate additional participants.



### Youth & Teen Programming

The multipurpose recreation room, which has ballet bars and mirrors, offers a number of programs including Hip Hop Dance, Beginning Ballet, and Little Footlighters. There are currently 127 participants in six different classes. We also hosted a pop up Slime and Skate Party on January 22 that

2018-19 School Year	
Hip Hop (Monday)	36
Ballet (Tuesday)	25
Little Footlighters & Hip Hop (Wednesday)	42
Little Footlighters (Thursday)	24
<b>Total Participants</b>	<b>127</b>

had 24 participants. Participants were able to make their own slime and skate. This is a new trend we are exploring to bring new people into the rink on days off of school.

### Summer Camps

In the summer months, Watts is home to the Action Quest camp that serves participants in grades 6-8. In the summer of 2018, 47 unique campers registered for various weeks of camp during the eight-week program.

Summer 2018	
<b>Weeks 1 &amp; 2</b>	21
<b>Weeks 3 &amp; 4</b>	26
<b>Weeks 5 &amp; 6</b>	30
<b>Weeks 7 &amp; 8</b>	29
<b>Total Participants</b>	106

### Special Events

The Watts Ice Center is home to a number of special events during the ice rink season. Special events are designed to build community through engagement in family friendly activities. Below is a short description of some of the special events enjoyed during the 2018-19 season.

Event	Date	2018-19 Attendance	2017-18 Attendance
Open Day (Free)	November 23	~500	~200
Winter Express	December 1	62 Kids/64 Adults	Not Offered
Teen Ice Night	December 14	117	101
Watts Below Zero	January 21	~250	~300
Teen Ice Night	February 8	70	86

- **Opening Day** (November 23) – This Black Friday event was a well-attended celebration of Watts opening for the season. Many attended the free event which included open skate, broomball on the main rink, and open shoot on the studio rink.
- **Winter Express** (December 1) – Glencoe Park District hosted the first Winter Express event. Participants enjoyed a festive trolley ride while listening to holiday music starting at the Takiff Center to Watts Center. Once they arrive at Watts they visited with Santa, enjoyed a snowman craft, decorated holiday cookies, and drank hot chocolate. On the trolley ride back to Takiff everyone listened to the story of Frosty the Snowman and took home a copy of the book to enjoy.
- **Watts Below Zero** (January 21) – The signature special event at Watts featured ice painting, large inflatable snow globe, and skating. Families enjoyed carnival games, turkey bowling on the practice rink, public skate on the main rink, face painting, DJ, popcorn, cotton candy, visits from Gus the Glencoe Park District mascot, and Tommy Hawk the Chicago Blackhawks mascot.
- **Teen Ice Nights** (December 14 and February 8) – Popular evening out for teens in Glencoe featuring pizza, hot chocolate, s'mores by the fire, and ice skating. Attendance was overwhelming in December and a bit lower in February due to the cold weather. The Park District partners with Glencoe Junior High Project for these special teen nights.

## Patron and Participant Feedback

At the end of each season, staff asks rink users for their feedback about their experience at the facility. Below is some of the feedback received from the member survey:

- “Great facility and well-maintained.”
- “Love everything about it!”
- “As stated before, the staff is awesome. They are always very friendly and helpful. They did an incredible job keeping the ice in good condition despite very challenging weather conditions.”
- “Keep up the great work in maintaining the place. We have enjoyed the company and assistance of super nice people who work in Watts. It feels like home, the Glencoe we know. Thank you!”
- “Coach Dave was excellent!! Great with the kids.”

## Budget and Future Planning

The charts on the previous pages show key budget information including historical data related to the Watts Ice Center. The Watts Ice Center has shown a history of operating at a loss. Staff will continue to seek ways to increase revenues and limit expenses. One financial point of note is the facility still finished with less of a deficit than was budgeted for in the 2018-19 fiscal year.

Staff will continue to make adjustments to skating and hockey programs to find opportunity for growth through current offerings and new ideas. Hockey and Broomball programming appears to be a large potential area for growth. In addition to reviewing programming, a continued effort will be made to streamline the current ice schedule and expand family friendly programming and events. Staff will look to package ice usage more efficiently as well as to look for more consistent weekly ice renters which translates to a more reliable source of revenue. Because of the high cost of maintaining an outdoor ice rink, a well-organized and high use ice schedule will help to offset loss in this operation.

In an effort to limit expenses, staff will continue to evaluate staffing levels and ensure the facility is operated appropriately for the usage at particular times. Unfortunately, the largest amount of expense related to Watts Ice Center is the cost to maintain the ice. The Parks and Facilities team continues to take a very proactive approach to maintaining ice and mechanical equipment to minimize the amount of days the facility is closed.

# Appendix A

## Watts Ice Center Public & Open Hockey Regular Season Schedule

<b>MAIN RINK SCHEDULE</b> <small>This schedule is weather dependent and subject to change.</small>						
SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:15-9:45 AM Adult Scrub (Age 30+) <small>Starts 12/22</small>	8:45-10:15 AM Adult Scrub (Age 30+)	11 AM-12:30 PM Open Skate	11 AM-12:30 PM Open Skate	11 AM-12:30 PM Open Skate	11 AM-12:30 PM Open Skate	11 AM-2:15 PM Open Skate
1:30-4:30 PM Open Skate	10:30 AM-12 PM Open Hockey	12:30 PM-2:15 PM Open Hockey	12:30 PM-2:15 PM Open Hockey	12:30 PM-2:15 PM Open Hockey	12:30 PM-2:15 PM Open Hockey	2:30-5:15 PM Open Hockey
	1:30-4:30 PM Open Skate	2:30-5:15 PM Open Skate	2:30-5:15 PM Open Skate	2:30-5:15 PM Open Skate	2:30-5:15 PM Open Skate	5:30-7 PM Open Skate <small>(Call to confirm)</small>

<b>STUDIO RINK SCHEDULE</b> <small>This schedule is weather dependent and subject to change.</small>						
SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
10-11 AM Open Hockey	12:15-1:15 PM Open Hockey	11 AM-12:30 PM Open Hockey	11 AM-12:30 PM Open Hockey	11 AM-12:30 PM Open Hockey	11 AM-12:30 PM Open Hockey	11 AM-12:30 PM Open Hockey
1:15-2 PM Open Hockey Under 12	1:15-2 PM Open Hockey Under 12	12:30 PM-2 PM Open Skate	12:30 PM-2 PM Open Skate	12:30-2 PM Open Skate	12:30 PM-2 PM Open Skate	12:30-3:15 PM Open Skate
2:15-3 PM Open Hockey Ages 13-18	2:15-3 PM Open Hockey Ages 13-18	2:15-3:15 PM Open Hockey	2:15-3:15 PM Open Hockey	2:15-3:15 PM Open Hockey	2:15-3:15 PM Open Hockey	
4:30-6 PM Open Broomball	4:30-6 PM Open Broomball	3:30-4:45 PM Under 10 Open Hockey	6-6:45 PM Under 12 Open Hockey	7-9 PM Open Skate	6-6:45 PM Under 12 Open Hockey	
	6-7 PM Under 12 Open Hockey	4:45-6 PM Ages 11-14 Open Hockey	7-7:45 PM Ages 13-18 Open Hockey		7-7:45 PM Ages 13-18 Open Hockey	
	7:15-8:15 PM Ages 13-18 Open Hockey	6:15-7:30 PM Ages 15-18 Open Hockey	8-9 PM Open Hockey		8-9 PM Open Hockey	
	8:15-9:15 PM Age 10+ Open Hockey	7:45-9 PM Open Hockey				

## Watts Ice Center Public & Open Hockey Winter Break Schedule

<b>December 22-28 MAIN RINK SCHEDULE</b> <small>This schedule is weather dependent and subject to change.</small>						
SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:15-9:45 AM Adult Scrub	8:45-10:15 AM Adult Scrub	9-10:45 AM Open Hockey	CLOSED	9:30-10:45 AM Open Hockey	9:30-10:45 AM Open Hockey	9:30-10:45 AM Open Hockey
1:30-4:30 PM Open Skate	10:30 AM-12 PM Open Hockey	12:15 PM-3:30 PM Open Skate		11 AM-5:15 PM Open Skate	11 AM-5:15 PM Open Skate	11 AM-8 PM Open Skate
	1:30-4:30 PM Open Skate					

<b>December 29-January 4 MAIN RINK SCHEDULE</b> <small>This schedule is weather dependent and subject to change.</small>						
SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
10 AM-12 PM Open Hockey	8:45-10:15 AM Adult Scrub (Age 30+)	9:30-10:45 AM Open Hockey	CLOSED	9:30-10:45 AM Open Hockey	9:30-10:45 AM Open Hockey	9:30-10:45 AM Open Hockey
12:15-4:30 PM Open Skate	10:30 AM-12 PM Open Hockey	11 AM-5:15 PM Open Skate		11 AM-5:15 PM Open Skate	11 AM-5:15 PM Open Skate	11 AM-6:15 PM Open Skate
	12:15-5:45 PM Open Skate					



## December 22-28 STUDIO RINK SCHEDULE

This schedule is weather dependent and subject to change.

SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	
10-11 AM Open Hockey	10 AM-12 PM Open Hockey	12:15-1:30 PM Open Hockey	CLOSED	12:30-1:30 PM Open Hockey Under 10	12:30-1:30 PM Open Hockey Under 10	12:30-1:30 PM Open Hockey Under 10	
1:15-2 PM Open Hockey Under 12	12-1 PM Open Hockey Under 10	3:30-4:45 PM Open Hockey		1:30-2:30 PM Open Hockey Age 11-14	1:30-2:30 PM Open Hockey Age 11-14	1:30-2:30 PM Open Hockey Age 11-14	
2:15-3 PM Open Hockey Ages 13-18	1-2 PM Open Hockey Ages 11-14			2:45-3:45 PM Open Hockey Age 15-18	2:45-3:45 PM Open Hockey Age 15-18	2:45-3:45 PM Open Hockey Age 15-18	
4:30-6 PM Open Broomball	2:15-3:15 PM Open Hockey Ages 15-18			4:45-5:45 PM Open Hockey	3:45-5:15 PM Open Broomball	3:45-5:15 PM Open Broomball	3:45-5:15 PM Open Broomball
	3:15-4:30 PM Open Hockey						
	4:30-6 PM Open Broomball						
	6-9:15 PM Open Hockey (Ages Vary)						

## December 29-January 4 STUDIO RINK SCHEDULE

This schedule is weather dependent and subject to change.

SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
10-11 AM Open Hockey	10 AM-12 PM Open Hockey	11 AM-1:30 PM Open Hockey	CLOSED	12:30-1:30 PM Open Hockey Under 10	12:30-1:30 PM Open Hockey Under 10	12:30-1:30 PM Open Hockey Under 10
1:15-2 PM Open Hockey Under 12	12-1 PM Open Hockey Under 10	1:30-3 PM Open Broomball		1:30-2:30 PM Open Hockey Age 11-14	1:30-2:30 PM Open Hockey Age 11-14	1:30-2:30 PM Open Hockey Age 11-14
2:15-3 PM Open Hockey Ages 13-18	1-2 PM Open Hockey Ages 11-14	3:15-4:30 PM Open Hockey		2:45-3:45 PM Open Hockey Age 15-18	2:45-3:45 PM Open Hockey Age 15-18	2:45-3:45 PM Open Hockey Age 15-18
4:30-6 PM Open Broomball	2:15-3:15 PM Open Hockey Ages 15-18	4:45-5:45 PM Open Hockey		3:45-5:15 PM Open Broomball	3:45-5:15 PM Open Broomball	3:45-5:15 PM Open Broomball
	3:15-4:30 PM Open Hockey					
	4:30-6 PM Open Broomball					
	6-9:15 PM Open Hockey (Ages Vary)					

## Appendix B - Ice Rink Operational Data

- The facility season was scheduled to run from November 23, 2018 through February 28, 2019. Due to colder weather the facility stayed open 10 additional days closing March 10, 2019.
- The facility was open as indicated by the daily schedule at 11 AM on weekdays and 8 AM on Saturday and Sunday or earlier for a rental. Closing time was 9:30 PM Sunday through Thursday and 10 PM Friday and Saturday or at the discretion of the facility manager.
- Special holiday hours: The rink was closed at 6 PM on Christmas Eve and was closed on Christmas Day. The rink was closed at 9 PM on New Year's Eve and closed on New Year's Day.
- Outdoor lighting was shut off at 9:30 PM Sunday through Thursday and at 10:30 PM on Friday and Saturday.
- The rink was closed on the following days and for the following reasons this season.

Date	All Day or Partial	Reason For Closure
<b>11/24</b>	Closed	Heavy Rain
<b>11/25</b>	Closed	Rain/Snow
<b>11/26</b>	Partial	Snow, opened at 2 PM
<b>12/1</b>	Closed	Heavy Rain
<b>12/31</b>	Partial	Heavy Rain
<b>1/7</b>	Partial	Heavy Rain
<b>1/25</b>	Partial	Cold, closed at 7 PM
<b>1/28</b>	Partial	Snow, opened at 2 PM
<b>1/29</b>	Partial	Cold, closed at 5 PM
<b>1/30</b>	Closed	Cold
<b>1/31</b>	Partial	Cold, opened 12-5 PM

## Appendix C - Rink Pricing & Comparisons

### *Watts Ice Center Pricing History & Information*

Open Skate Fees	2015-16	2016-17	2017-18	2018-19
<b>Adults (18 years &amp; up)</b>	\$8	\$8	\$8	\$8
<b>Children (4 years &amp; up)</b>	\$5	\$5	\$6	\$6
<b>Skate Rental</b>	\$4	\$4	\$4	\$4

Ice Rental Rates - Hourly	2015-16 R/NR	2016-17 R/NR	2017-2018 R/NR	2018-2019 R/NR
<b>Main Rink</b>	\$253/278	\$260/285	\$268/294	\$276/303
<b>Studio Rink</b>	\$150/165	\$155/170	\$160/175	\$165/180

Season Pass Fees	Early Bird (through 11/23)	Regular (as of 11/24)
<b>Individual</b>	\$64	\$80
<b>Each Additional Family Member</b>	\$30	\$35

### *Watts Ice Center Comparative Pricing Information*

#### Open Skate Daily Fee

Rink	Adult	Child	Skate Rental
<b>Watts Ice Center Glencoe</b>	\$8	\$6	\$4
<b>Centennial Ice Rink Wilmette</b>	\$9	\$8	\$4.50
<b>Centennial Ice Rink Highland Park</b>	\$7	\$6	\$3
<b>Winnetka Ice Arena Winnetka</b>	\$7.50	\$6.50	\$4
<b>Skokie Skatium Skokie</b>	\$5.50	\$4.50	\$3

#### Weekly Open Hockey and Public Skate Hours

Rink	Location	Public Skate	Open Hockey
<b>Winnetka Ice Arena</b>	Winnetka	9.75	Not Offered
<b>Centennial Ice Rink</b>	Highland Park	16.25	2.0
<b>Skokie Skatium</b>	Skokie	14.75	4.5
<b>Centennial Ice Rink</b>	Wilmette	17.25	Not Offered
<b>Watts Ice Center</b>	Glencoe	36	42

### Pass Fee

Rink	Individual	Additional Family Member
<b>Watts Ice Center Glencoe</b>	\$64	\$30
<b>Centennial Ice Rink Wilmette</b>	\$93/124	Varies
<b>Centennial Ice Rink Highland Park</b>	\$54 (10 use punch card)	\$54 (10 use punch card)
<b>Winnetka Ice Arena Winnetka</b>	\$93 (30 use punch card)	\$38 (10 use punch card)
<b>Skokie Skatium Skokie</b>	\$85	\$25

### Ice Rental Fees

Rink	Main Rink	Studio Rink
<b>Watts Ice Center Glencoe</b>	\$276/303	\$165/180
<b>Centennial Ice Rink Wilmette</b>	\$380	\$175
<b>Centennial Ice Rink Highland Park</b>	\$340	Not Available
<b>Winnetka Ice Arena Winnetka</b>	\$315	Not Available
<b>Skokie Skatium Skokie</b>	\$360	\$160

- Permits for alcohol use were available with an additional cost for liquor liability at \$175.
- A kitchen facility rental was available for a \$25 fee per hour.
- Broomball equipment rental was available for \$30 per hour.
- Room and party rentals included all setup and cleanup time the patron needed. Any extended rentals, equipment use, and rentals remaining past the ending time of the contract or requiring additional clean-up costs incurred by the District were charged a rate of \$50 per hour.

# **X. Staff Reports**

Glencoe Park District  
April 2019 Board Meeting

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

**FY2019/20 Budget and Appropriation Ordinance (BAO)**

Staff has prepared the FY2019/20 Budget and Appropriation Ordinance (BAO), had it reviewed by legal counsel, and put it on public display since March 13 for the required 30-day public inspection period. The BAO is scheduled to be officially approved by the Board of Park Commissioners at the regular Board meeting on April 16 following the public hearing, and will be filed at the County Clerk's Office within the required legal timeline.

**FY2018/19 Annual Audit**

The District's auditors, Lauterbach & Amen, were at our offices on March 12 to complete their preliminary fieldwork for our annual audit. Staff has been busy preparing the numerous audit schedules and information that is required for their analysis. They will return to our offices on April 29 to complete their final fieldwork, and their first draft of the audit report is expected in late May.

**Staff Retirement**

Lorise Weil, Registration/Customer Service Manager since 2003, recently announced her retirement with the District. She has been a true asset to the District these last 15+ years, and she will be greatly missed. Her last official day will be June 28, 2019, so there is adequate time to plan for the transition of staffing within the Business Department. Look for more details on this in the coming weeks.

**Beach Pass Renewals**

With the receipt of the spring brochure, the sale of beach passes has begun. This will be the second year that previous-year pass holders can renew online. This process was part of a total technology upgrade for the beach in 2017 that allowed the District to control use of passes solely to the individual/family that it was purchased by, added POS capabilities at the Halfway House which included acceptance of credit cards as a form of payment, and allowed the District to capture beach attendance electronically.

**Timeclock Plus Set-up/Orientation**

After a laborious last several months to finalize set-up, tweak export and import files from the Incode system, and write and finalize the two payroll guideline manuals for staff to use, we finally held our manager training/orientation on April 3. We will look to managers to do training on the use of the system with their own departmental staff in the coming weeks, work out all the issues, and be ready to roll by summer. A giant thank you to Liz Stowick, Accounting Manager, for her dedication to this project!

Submitted by:

Carol Mensinger, Director of Finance/Human Resources

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

**Recreation Department Report: Bobby Collins**

Beach passes are now on sale. Again this year, we are offering an online renewal option for season pass holders. So far this spring, pass sales have been weaker compared to last year. The cold weather has not helped, but we are confident that sales will increase once we get a break in the weather.

The Boat House will officially open for weekend boating on Saturday, May 11, while the Beach House will officially open on Saturday, May 25. Preparations for the 2019 summer beach and boating season are well underway. Beach Manager Matt Walker is in the process of reviewing and rehiring last year's seasonal beach staff, as well as interviewing and hiring new team members.

Staff hiring has been at the forefront for most of the Recreation team. This summer, the part-time seasonal recreation staff will be over 100 employees strong including beach staff, lifeguards, boat staff, early childhood camp counselors, Sun Fun camp counselors, and teen camp counselors. After hiring, full-time staff will complete a robust seasonal training program to prepare new hires for their jobs this summer.

**Beach: Matt Walker**

Boaters received their seasonal boat registrations in early March and there has been a steady stream of renewals coming in. Boater registrations are less compared to the same date in 2018. We again are attributing this to the continued colder weather during the month of March. We expect storage fees to hit the budget target of \$79,000.

Matt completed his Lifeguard Instructors Course and will be taking his Powerboat Instructors Course in mid-April. Both of these instructor certifications will help Matt train new and returning employees onsite.

All 18 sessions of our Sailing and Aquatics Camps are showing to be very popular again this summer, with all sessions full and waitlisted. The numbers below reflect full program enrollment for each camp session.

<b>Revenue as of 4/2/2019</b>	<b>2019</b>	<b>2018</b>	<b>Variance</b>
Summer Boat Storage	\$21,500	\$29,284	(\$7,784)
Trellis Rentals	\$2,147	\$1,235	\$912
Beach Passes	\$1,195	\$2,549	(\$1,354)
Sailing Camp	\$31,936	\$22,788	\$9,148
Aquatics Camp	\$32,096	\$27,553	\$4,543
<b>Total</b>	<b>\$90,893</b>	<b>\$83,409</b>	<b>\$7,484</b>

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

The early childhood wing went through the DCFS relicensing visit this past month. Our DCFS representative spent 6 hours going through all of the files, paperwork, and classrooms to ensure that our programs are meeting all standards. Our visit went very well and we passed our relicensing. Congratulations to the whole Early Childhood team!

Children's Circle is currently completing re-registration for current Children's Circle families. Once re-registration is complete and we create next year's class lists, we are hopeful to accommodate a few families off of the waitlist. Every Children's Circle classroom has a waitlist with 17 for Jellyfish, seven for Frogs, 12 for Turtles, nine for Starfish, 11 for Dolphins, and eight for Belugas.

<b>Children's Circle Enrollment as of 4/1/2019</b>	<b>2018/2019</b>	<b>2017/2018</b>
Jellyfish	8	15
Frogs	14	14
Turtles (NEW)	14	0
Starfish	16	17
Dolphins (NEW)	14	0
Belugas	17	21
<b>Total</b>	<b>83</b>	<b>67</b>

Early Learning Center registration increased again this month with three new participants enrolling for the 2019-2020 school year. We expect to continue to see this growth month to month. We have one child on the waitlist for ELC 4s and will consider opening a second 4's classroom depending on the waitlist total.

During spring break, our Preschool Day Off program had a ton of fun delving into a different theme each day. The class favorites were the Magical Kingdom day when everyone came in dressed up in royal wear and the Spring Insect Investigation when they explored the walking path around North Field at Takiff for bugs. We had an average of 15 students each day (maximum enrollment is 20).

<b>ELC Enrollment as of 4/1/2019</b>	<b>2019-2020</b>	<b>2018-2019 (final enrollment)</b>
2's classes	13	18
3's classes	13	16
4's classes	20 (waitlist 1)	27
Kindergarten Readiness	5	7
<b>Total</b>	<b>51</b>	<b>65</b>

Camp registration increased for Teddies, Koalas, and Kinder Korner this month. Our Panda Camp is full. All of our field trips for Koalas and Kinder Korner are booked and staff is finalizing our in-house entertainers. Our in-house field trips allow our youngest campers to gain new experiences.



<b>Bears and Kinder Korner Enrollment</b> as of 4/1/2019			
<b>Teddies (15 max)</b>	<b>Pandas (16 max)</b>	<b>Koalas (40 max)</b>	<b>Kinder Korner (60 max)</b>
M/W/F 5   T/TH 7	16	30	47

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

Our 7<sup>th</sup>/8<sup>th</sup> Grade Boys finished in first place in the regular season and won the tournament in their cooperative league. The 5<sup>th</sup> and 6<sup>th</sup> Grade Boys Travel teams finished up their first year in the Play Hard Hoops League who enjoyed competing against teams with similar skill levels.

Chris held a postseason wrap-up meeting for our cooperative 5<sup>th</sup>/6<sup>th</sup> grade boys and girls leagues in which they discussed scheduling, coaches, team formation, and possibly using one group of officials for the whole league to ensure consistency in rule application.

Chris entered all AYSO and Glencoe Baseball Association spring field usage into RecTrac so that we can track time used by each organization.

Action Quest Camp enrollment continue to increase, especially in the new single week option. The flexibility seems to be popular among families.

<b>Action Quest Enrollment</b> As of 4/1/19	<b>2019</b>	<b>2018</b>
8 week	11	10
4 week	21	10
3 week	NA	1
2 week	NA	13
1 week	37	NA
<b>Total</b>	<b>69</b>	<b>34</b>

**Arts and Youth: Stephani Briskman**

Registration for Sun Fun and Camp Adventure 2019 continues. We saw an increase in two-week enrollment as the early bird rate came to an end. Sun Fun and Camp Adventure have a very busy summer planned with many new popular field trips and activities. New for this summer, Sun Fun will be traveling to Medieval Times replacing the Chicago Dogs field trip. New for Camp Adventure is a trip to Jump Zone, which replaces the field trip to Putting Edge.

Enrollment overall is ahead of 2018. We are continuing to hire for Sun Fun and Camp Adventure including a new position this year; a director to oversee our before and aftercare program. The two directors will be able to provide more structure for the program and consistency.

<b>Sun Fun Enrollment</b> as of 4/1/19	<b>8 Week</b>	<b>4 Week</b>	<b>2 Week</b>
2019	89	45	33
2018	91	34	34
<b>Camp Adventure Enrollment</b> as of 4/1/19	<b>8 Week</b>	<b>4 Week</b>	<b>2 Week</b>
2019	15	35	26
2018	28	27	15

Registration for spring classes began March 13. We offered favorites such as Sticky Fingers Cooking, Crafting with Kim, and Mad Science and brought in new classes such as Code and Design Games with Scratch. Sticky Fingers offered one additional section this season due to its popularity, however, it did not reach the minimum of participants to run the program.

The Monday section of Sticky Fingers was full with 12 participants, and Intro to STEM with Lego was full with 16 participants. In 2018, both Intro to STEM with Lego and Amazing Art did not run during the Spring session, however, this year both classes are running with a maximum number of participants. Below is enrollment for spring 2019 in comparison to spring 2018.

<b>Spring Youth Enrichment Enrollment as of 4/1/19</b>	<b>2019</b>	<b>2018</b>
Sticky Fingers Cooking (M)	12	12
Basic Sewing 1	2	3
Basic Sewing 2	3	0
Intro to STEM with Lego	16	0
Chess Scholars (West School)	8	9
Amazing Art	15	0
Crafting with Kim (Tu)	13	16
After School Art Club	7	7
Mad Science	10	7
Amazing Minds	5	6
Chess Scholars (South School)	27	24
Code and Design Games	7	0
Crafting with Kim	13	0

The School Day Off program celebrated spring break the week of March 25-29. Participants visited Libertyville Sports Complex, Pump It Up, Arctic Splash, Laser Quest, and Funtopia. Total enrollment was slightly less than 2018.

<b>Spring Break Camp as of 4/1/19</b>	<b>2019</b>	<b>2018</b>
Monday	16	19
Tuesday	18	23
Wednesday	12	20
Thursday	27	20
Friday	23	20
<b>Total</b>	<b>96</b>	<b>102</b>

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

Glencoe Park District held its first Youth Art Show on Friday, March 15. The event was well received with many families attending the event. More than 75 youth art students participated in displaying their artwork. The students were very excited for the opportunity to show off their artwork to their family and friends. Over 150 children and adults attended the event. The artwork will be on display in the Takiff Center lower lobby until June 10.

<b>2019 Special Event Attendance</b>	<b>2019</b>	<b>2018</b>
F, March 15 – Youth Art Show	~ 150	<i>Not offered</i>
Su, March 17 – Leprechaun Hunt	55	52

Upcoming special events:

Sa, April 13 – Spring Egg Hunt  
M, April 22 – Earth Day Clean-up Day  
Sa, April 27 – Mom & Me Magical Date Night

Registration for spring and summer programs began on March 13 with classes beginning the week of April 1. Youth and Adult Ceramic enrollment are low compared to last year’s registration at this time. However, Adult Art class enrollment is up and registration is still coming if for programs.

<b>Spring Enrollment (as of 4/5)</b>	<b>2019</b>	<b>2018</b>
Adult Ceramics	25	27
Youth Ceramics	56	69
Adult Art Programs	46	36
Adult Art Workshops	1	0
Teen Programs	1	3

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

We are officially in our second year of no longer offering Birthday Party Packages. We will now be able to compare apples to apples with our rental revenues. We are slightly ahead of last year for total revenue.

<b>Takiff Center Rental as of 3/31/2019</b>	<b>2019</b>	<b>2018</b>
Facility Rentals	\$17,806	\$16,630

We will be rolling out a Tai Chi class at the end of April. The instructor will be Sandy Wong who is a certified Grand Master instructor. She will be teaching two classes on Saturday mornings. We are also working on bringing in a new Zumba Instructor this summer.

**Glencoe Fitness Center**

We are finally able to compare our current active members from year to year for the Glencoe Fitness Center. We are slightly lower than last year at this time. Adam is working closely with our customer service and marketing teams to actively recruit new potential members. We are implementing a new onboarding process for prospective and new members during the month of April. We have already had 10 new leads through our marketing efforts for free 7-day passes.

<b>Glencoe Fitness Membership as of 4/2/19</b>	<b>2019-20</b>		<b>2018-19</b>	
	<b># Members</b>	<b>Fees</b>	<b># Members</b>	<b>Fees</b>
	135	\$38,289	169	\$45,560

We will be doing a soft roll out of our new membership structure in April. Our new format is a monthly (1-year commitment) membership with auto renewal at the end of the 12 months (then month to month after 12 months). We are lowering the initiation fee to \$99. Our individual membership is \$29/month and 2nd family member is \$25/month. Senior/student memberships are \$18/month. All non-resident memberships are \$44/month. We are partnering with the Glencoe Golf Club to offer a membership option for their Senior Card Members.

□ Waive Member Initiation Fee (\$99)					
Res	NR	Monthly Fees			
\$29	\$44	<b>Individual</b>			
\$54	\$88	<b>Couple</b> ( <i>same household</i> )			
\$18	\$44	<b>Senior*</b> / <b>Student**</b>			
\$35	\$53	<b>1-Month Winter Break**</b>	\$99	\$149	<b>3-Month Summer Break**</b>

**Programming – Theater & Dance**

Tickets for Broadway Bound’s Spring Show of Alice in Wonderland, Jr. went on sale April 10. The show is set for June 1 and 2 at the Winnetka Community House. The Spring Dance Recital is scheduled for May 19 at Regina Dominican High School in Wilmette. We have over 125 dancers slated to perform!

**Recreation Intern: Shannon Stevens**

Shannon has continued to assist our program managers this past month. She helped Stephani with the Spring Break School Day Off program as well as attended and set up for the Youth Art Show and Leprechaun Hunt. Also, she spent a week in the early childhood wing observing Jessica Stockl. One main project she has been working on is the Spring Egg Hunt and the planning process is now complete.

Shannon, Erin Classen, and Kathy Stoepel are in the process of creating a Summer Fun Guidebook called Gus Knows Glencoe. It will incorporate the Glencoe Park District mascot Gus and aims to get residents to our parks and answer the questions to receive a prize. It is an opportunity to create more awareness of our parks to the families in the community.

Projects to Complete:

- Summer Fun Guidebook
- Camp Director Binder

Shannon has been such a great addition to our team the last two months that we offered her a camp director position this summer.

Submitted by:  
 Bobby Collins, CPRP  
 Director of Recreation and Facilities

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

**Administrative**

I have been busy coordinating seasonal facility and park transitions. In addition I have been working with Altamanu regarding current and future projects.

**Grounds/Horticulture**

With the excellent spring weather staff have made faster than usual progress on spring preparations such as sports field prep. Seasonal grasses have been trimmed at Takiff and in natural areas.

Pizzo & Associates completed the first prescribed burn of the Robert Everly Wildflower sanctuary in over a decade. The burn went off without any problems. Staff is excited to see the long-term work in this area over the last four years pay dividends.

**Parks Maintenance & Construction**

The winter was hard on the beach pier, but the Parks team has a plan for repairs before the start of the season. The damaged decking was removed and new decking has been ordered and delivered. The decking is mechanically fastened and glued; as such staff has to wait until drier conditions to make repairs. Railings will also be repaired by welding.

Mason's from Galassini & Ori have begun seasonal repairs on the stairs at Glencoe Beach. Masonry repairs will also take place at Friends Park and the Takiff Center.

Tennis courts have newly installed windscreens and seasonal pressuring washing scheduled.

Contractual mowing is scheduled to begin throughout the District in early April.

Staff has made the best of what so far has been a drier spring than in the last several years. In the next few weeks outdoor water is scheduled to be turned on throughout the park system.

**Facilities**

Seasonal beach preparations are in full swing on both beaches. Staff painted the floor in the Boat House and installed a new retractable hose reel. Water was activated the first week of April. Repairs were necessary to the shower valves in the Boat House.

Once the weather warms up we have a touch up of the pier railings scheduled.

**Athletic**

Athletic fields were prepared and ready for use April 2, to kick-off baseball and soccer seasons. The very favorable spring conditions aided staff in having fields prepared; additionally the fall maintenance plan and support of the South Bend Cubs improved the field conditions. All athletic and high profile park sites have received an early spring fertilizer application.

**Equipment**

Staff completed servicing of small engine equipment in preparation for the spring season.

**Personnel**

Daniel Edwards resigned his position of parks laborer to join the City of Lake Forest's Public Works Department. Staff is currently in the process of interviewing replacements.

**Shared Services**

The Village of Glencoe has continued to support the Park District by performing maintenance on vehicles and equipment.

Submitted by:

Chris Leiner, Director of Parks & Maintenance

## Glencoe Park District Marketing/Communications Report April 2019

### Social Media/Email

We ended the month of March with 39,885 Facebook impressions (in 2017, we ended the month with 20,375 impressions). We now have 1,642 followers on Facebook, 905 followers on Twitter and 1,014 followers on Instagram. Glencoe Beach has 1,934 followers and Watts Ice Center has 232 followers on Facebook.

Date Sent	Campaign Name	Total Sent	Open Rate	Click Through Rate	Link
3/31	5-Day Real Food Challenge	229	41.60%	15.40%	<a href="https://conta.cc/2U2JunN">https://conta.cc/2U2JunN</a>
3/27	Yoga For all ages	1654	36.30%	3.90%	<a href="https://conta.cc/2Fw3pS7">https://conta.cc/2Fw3pS7</a>
3/19	2019 Dance Recital	119	60.20%	23.90%	<a href="https://conta.cc/2F3uWdp">https://conta.cc/2F3uWdp</a>
3/7	Registration starts Wednesday	6308	35.20%	5.30%	<a href="https://conta.cc/2EmP5dV">https://conta.cc/2EmP5dV</a>
3/7	February Fitness Renewals	56	65.40%	14.70%	<a href="https://conta.cc/2EFv7eL">https://conta.cc/2EFv7eL</a>
3/4	Leprechaun Hunt	456	52.90%	5.90%	<a href="https://conta.cc/2E4GPz6">https://conta.cc/2E4GPz6</a>
3/1	March healthy tips	166	38.00%	10.00%	<a href="https://conta.cc/2Tf1FFN">https://conta.cc/2Tf1FFN</a>
3/1	Watts Season Extended	6277	22.10%	2.30%	<a href="https://conta.cc/2EiWISK">https://conta.cc/2EiWISK</a>

### Special Events

I worked closely with our Recreation team to market Family Fun Fest, Leprechaun House Hunt, and the Spring Egg Hunt. For each event, I created flyers, website graphics, posters, event signage as well as email blasts, social media posts, media pitches.

### Spring/Summer Programs

This month, I focused on promoted Spring Registration, along with low-enrollment classes. This was promoted primarily online, with email blasts, social media posts, and website graphics. In addition, we created publicity materials for the Spring Dance Recital and Broadway Bound's performance of *Alice in Wonderland, Jr.*

### Inside Glencoe

I'm working with the Village, School District, and Family Service of Glencoe to produce the spring/summer issue of Inside Glencoe. The joint newsletter will be sent to residents the last week of April.

### Glencoe Fitness

We are working to increase our digital marketing to prospective Glencoe Fitness members. This includes adding Glencoe Fitness to Local Listings, Yahoo, YP.com, and 100+ Directories, as well as using Google Adwords to reach people searching for local gyms. In addition, we created an online sales funnel to reach new members. The sales funnel starts with a Facebook ad, which leads respondents to a landing page offering a free 7-day trial in exchange for an email address. Once the form is completed, it triggers a series of emails designed to entice people to visit Glencoe Fitness. From there, a personal phone call is made inviting prospective members in for a personal tour. We've also tweaked our tour procedures to improve the membership sales process.

Submitted by:

Erin Classen, Superintendent of Marketing and Communications

**SAFETY AND WELLNESS COMMITTEE**  
Agenda and Minutes  
Wednesday, March 20, 2019 / 11:00 a.m.  
(Please Note: Items in **red** print require action)

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

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

2. Review of the Minutes: The Safety and Wellness Committee Meeting Minutes from January 23, 2019 were reviewed and accepted.

3. Accident/Incident Review: Carol reported on the accident/incident reports for February and March. There were approximately eleven (11) patron and employee injuries, all minor in nature.

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 is (1) Worker's Comp claim and (1) UST Property claim that is open.

6. Carry Over Items:

- a) Chris stated that GPD is looking into incorporating "Fire Stop Signs" during one of our future fire drills. **Chris** said that this will be addressed when Public Safety comes out to assist us on determining multiple evacuation points.
- b) Matt said that the Safety Data Sheet binders are 90% completed; they have been updated with current SDS sheets. In addition, the old sheets have been removed and stored. **Bill and Matt will** continue to work on this project to its full completion.
- c) Jessica distributed a severe weather plan for a tornado drill that will soon be conducted. This was needed so that everyone knows where they need to go to in case of this type of emergency. **Jessica** will send out, via email, the document for further updating and/or changes.

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) **Jessica** stated that she will send Adam the DCFS First Aid Kit Checklist for his use and information.
- b) Chris suggested to **Adam** that he periodically use Clorox2® Stain Remover and Color Booster for the laundry, as it contains hydrogen peroxide as its active ingredient.
- c) **Liz Visteen** and Shannon created a full-time staff list of those who had completed, or needed, CPR / AED Training. A 1-1/2 hour re-certification class can be made available to staff.
- d) **Liz Visteen** noted that she will be calling someone to come out to perform a Bounce House Inspection on our Bounce House.

9. Wellness Initiatives:

- a) Liz Stowick communicated to everyone that there was a Mount Olympus Challenge that PDRMA was in the process of developing. This challenge is a group activity, which requires that each participant walk multiple steps per day. The details on this challenge will soon be provided. If part-time staff members are interested in joining in this challenge, they may do that.
- b) Adam stated that there were approximately 40-50 Glencoe Employee Fitness Memberships.

Adjourn: 11:46 a.m.

**The next Safety and Wellness Committee Meeting has been scheduled for  
Wednesday, April 17, 2019 at 11:00 a.m.**





# **XI. Executive Director Report**

Glencoe Park District  
April 2019 Board Meeting

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

**Glencoe Beach**

The Parks and Facilities team are already busy getting the beach ready for the season. Beach passes are on sale and we have seen the majority of our renewals taking place online. The Parks team members are working on replacing damaged sections of the pier and Beach Manager Matt Walker is actively hiring team members for the season.

**Parks**

It is that time of the year when the weather suddenly turns nice and everyone is out and about. The Parks team has a detailed list of spring projects in which they prioritize depending on activity schedules. You will see our team preparing the beach, athletic fields, mulching pathways, and planting flowers.

With spring showers comes pooling water at many of our park sites. I would like to make you aware that most of our parks have no drainage systems. It's helpful to know that these areas have always held standing water. Most parks are designed to retain water during heavy rains, in an effort to prevent neighboring basements or streets from flooding. In fact, these areas were given to the Glencoe Park District as green space because of this and have functioned over time as natural bioswales. In addition, the soil in Glencoe is clay-based and drains slowly. You may notice our surrounding communities share with us the reality of seasonal standing water in many of their open green spaces. There is no program in place for pumping standing water and we will do so only as staff time allows or for new plantings affected if the soil is too wet. In addition, we work with the North Shore Mosquito Abatement District who manages the local mosquito populations to reduce the risk of disease from mosquito-borne viruses and minimize the negative impact mosquitoes have on the quality of life in the District.

**Staff Updates**

We will once again be holding an All Staff Training on Thursday, May 30 from 6:30-8 PM. More information on this training will be in the May report; please feel free to join us for some or all of the training. We have an excellent speaker this year!

Staff have been busy interviewing and hiring seasonal staff. As one of the largest employers of youth in our community, we take seriously our role in training our future leaders.

On Tuesday, April 16 we will have an Innovation Seminar facilitated by Barbara Heller for the full-time managers and strategy session for our Strategic Plan for the Department Heads and me.

**Teacher Appreciation Week**

May 6-10 is Teacher Appreciation week! I have to tell you that the Glencoe Park District is very fortunate to have the most creative, caring, and enthusiastic teachers! A big thank you goes out to all of them for their dedication to the children of Glencoe. They have a little treat for the teachers every day that week and on May 9, the parents of ELC and Children's Circle students are hosting a lunch for our wonderful teachers.

### **Programs and Special Events**

I had the opportunity to observe many programs and events during the last month. I continue to be impressed by how well attended our special events have been and how they have been embraced by the community. Our Youth Art Show, Family Fun Fest, Leprechaun Hunt, and the Spring Egg Hunt were successes!

### **Watts Recreation Center Report**

Staff will be at the meeting to give the 2018-2019 Watts Recreation Center Report. A hard copy is included in your Board packet.

### **Committee Meeting**

On Tuesday, May 7, we will be having a Committee of the Whole meeting to discuss the possibility of a Dog Park and the next steps. In addition, we will also discuss the Village's Tudor Court project.

### **NSSRA Shining Stars Awards and Recognition Banquet**

I will be attending the NSSRA Shining Stars Awards and Recognition Banquet held on Friday, May 10. At this banquet, they take the time to honor the Adult Participant of the Year, Advocate of the Year, Family of the Year, Friend of the Year, Gator Athlete of the Year, Partner Agency of the Year, Program Staff of the Year, Volunteer of the Year, and Youth Participant of the Year. I will be attending this year.

### **U.S. Army Corps of Engineers Pilot Program pursuant to Section 1122 of the Water Resources Development Act of 2016**

As I reported at prior meetings, the Glencoe Park District was selected by the U.S. Army Corps of Engineers for the pilot program pursuant to Section 1122 of the Water Resources Development Act of 2016. How this pilot program will work is still in the planning stages and I will keep the Board up to date as the process evolves. The process of actually placing sand on our beaches is projected to take place in spring of 2021.

I have attached a WRDA Waukegan Sand Fact Sheet that explains the pilot program and the safe use of Waukegan dredged material to protect against shoreline loss. The Park District and USACE shares community concerns for the protection of public health and safety. It follows the Great Lakes Testing Manual guidance developed by USEPA and USACE for characterizing sediment to ensure that it is clean and safe for use on our Lake Michigan beaches. USACE complies with the Clean Water Act and with 401 Water Quality Certifications issued by IEPA. As the process develops we will keep the Board and Community updated. We invite anyone to explore these links for more information:

- <https://www.lrc.usace.army.mil/Missions/Civil-Works-Projects/Waukegan-Harbor-Dredging/>
- <https://www.dnr.illinois.gov/cmp/Pages/sandmanagement.aspx>
- <https://www.glencoeParkDistrict.com/News/Glencoe-Park-News/public-beach-protection-pilot-program-1657>

### **Meetings**

- In March and April, I met with the Village Manager on a variety of topics.

- In March and April, meetings were held with the Superintendent of District 35, Library Executive Director, Village Manager, and Director of Family Services of Glencoe.
- In April, I was a speaker at the IPRA Supervisor Symposium and WILS Leadership Conference.
- On Tuesdays, I attend Glencoe Rotary.
- On April 8 and 9, I attended as the Illinois Board Delegate, the National WILS annual meeting that was held locally in Oak Park. (usually held in California or Minnesota)
- In April, I attended the NSSRA Finance Meeting. I am currently treasurer of the association.
- In March, Bobby and I attended the Sand Management meeting.

I will be attending the IAPD Legislative Conference in Springfield on April 30 and May 1. This conference gives us an opportunity to talk to our legislators and learn of new bills that are being introduced.

### **Freedom of Information Report**

There were two FOIA requests since the last Board report.

- The Chicago Tribune requested the amount of money the Park District spent in calendar years 2013-2018 for sand replenishment on Glencoe's public beaches on March 27 and was responded to in full on April 2.
- Laurie Morse requested the amount of money the Park District spent in calendar years 2012-2019 for sand replenishment on Glencoe's public beaches on April 3 and responded to in full on April 5.

Submitted by:  
 Lisa Sheppard, CPRP  
 Executive Director

# Water Resources Development Act (WRDA) Illinois Pilot Project

## Safe use of Waukegan dredged material to protect against shoreline loss



Above: Dredging in the Waukegan Harbor Approach Channel (IDNR, 2015)

The 2016 Water Resources Development Act (WRDA), a national law, directs the US Army Corps of Engineers (USACE) to identify ten pilot projects for the beneficial use of material removed from regular maintenance of federally-authorized ports, harbors, and navigation channels. This reflects a growing national interest in using clean dredged material, such as lake sand, in a more sustainable and cost-effective manner.

Four Illinois coastal communities – City of Evanston, Glencoe Park District, Lake Bluff Park District, and Foss Park District of North Chicago – developed one of the selected pilot projects – the only one in the Great Lakes region. In partnership with USACE, Chicago District, the communities will protect 55,000 yards of public parks and beaches from shoreline loss caused by high water levels using dredged material from Waukegan Harbor. The pilot program is projected to have a budget of \$10 million, and most project costs will be covered by the USACE. This assistance will maintain important public lakefront in a cost-effective way. The planning phase for the project will begin in summer 2019.

### Where is the sand coming from?

Lake sand moves into ports and harbors by wave action. Before the sand can continue its natural course along the lakefront, it can be trapped by manmade structures and natural features. USACE annually dredges clean sand from the Waukegan Harbor Approach Channel. The sand moves into the channel and prevents safe navigation, especially by large commercial ships. In the past, USACE has placed the sand south of the harbor in Lake Michigan, where it often does not reach sand-starved shorelines where it is most needed. This project would instead place the clean material on or near community beaches, where it can enhance recreation, maintain lakefront access, and improve habitat. In the past, communities have had to purchase and truck sand in from quarries, a costly and unsustainable process.

Below: Locations of current Operation and Maintenance dredging in the Waukegan Harbor Approach Channel and Advanced Maintenance Dredging Area (USACE, 2019)



## What will the sand look like & how do we know the sand is safe?

At Waukegan Harbor, dredging is carried out in the harbor using large barges with cranes to scoop up sand. The sand can then be placed on a beach via pipeline in a process called hydraulic offloading. When the sand arrives on community beaches, it may look darker than the quarry sand typically used because it has less exposure to oxygen under water. But it is certainly clean and safe.

The International Joint Commission (IJC) declared Waukegan Harbor an Area of Concern in 1987. Waukegan Harbor received this designation in part because of nearby superfund areas - the Johns Manville property and the Outboard Marine Corporation site. Many partners have invested significantly in the area's clean up. In 2013, the United States Environmental Protection Agency (USEPA) dredging removed all but trace levels of contamination (particularly polychlorinated biphenyls or PCBs) from inner harbor sediment. The Waukegan Harbor Approach Channel has never experienced PCB contamination. USACE has conducted water quality and sediment monitoring in the Approach Channel, as required by Illinois Environmental Protection Agency (IEPA) approvals. USACE has found no contaminants of concern in its monitoring.

Both the Illinois Attorney General's office and USACE independently monitored for asbestos fibers in the Waukegan Approach Channel to ensure that no contamination is present. All studies concluded that there is about a one-in-a-million risk in asbestos exposure from the channel sediment.



USACE shares community concerns for the protection of public health and safety. It follows the Great Lakes Testing Manual guidance developed by USEPA and USACE for characterizing sediment to ensure that it is clean and safe for use on our Lake Michigan beaches. USACE complies with the Clean Water Act and with 401 Water Quality Certifications issued by IEPA.

For more information or to review the data from these reports and other studies, please visit:

- <https://www.dnr.illinois.gov/cmp/Pages/sandmanagement.aspx>
- <https://www.lrc.usace.army.mil/Missions/Civil-Works-Projects/Waukegan-Harbor-Dredging/>

**XI. Action Item A**  
**Approval of Altamanu Contract for Old**  
**Green Bay Trail Linear Park Master Plan**  
**Design**

Glencoe Park District  
April 2019 Board Meeting



To: Board of Commissioners

Date: 3/13/19

From: Lisa Sheppard, Executive Director

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**SUBJECT:** Approval of the Altamanu, Inc. contract for schematic design, design development, construction documents, and construction management

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Attached is an agreement from Altamanu Inc. for services, specifically the schematic design, design development, construction documents, and construction management support for the approved Phase 1 elements in the Old Green Bay Linear Park Plan. The intent is to break ground in spring 2020. The fee structure represents the following elements being completed thru construction/bid documents; trail, playground, interactive fountain, play train, Veterans Memorial improvements, fitness stations. The fee structure includes fess for construction management of the following elements; trail, playground, interactive fountain. The total for this scope is \$231,015.

In the event that projects 4, 5 & 6 listed in the agreement proceed to the construction phase, the additional fee for construction administration would be \$20,785.00

An alternate is included in the proposal for additional design work on the Maple Hill Road trail crossing after discussion with the Village of Glencoe. This includes designing an improved trail crossing and a traffic survey if necessary. The total for this additional scope is \$29,785. This would be funded by the Village of Glencoe via a reimbursement of costs to the Glencoe Park District. The Park District would only engage this alternate if the Village of Glencoe agreed to reimburse the Park District.

To continue project development, staff is requesting the Board approve the base scope for a total of \$231,015 and \$20,785 if projects 4, 5 & 6 proceed to construction and grant permission for the Executive Director to approve the design alternate Maple Hill Trail Crossing not to exceed \$20,785 upon confirmation that the Village of Glencoe will reimburse those costs.

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**Recommended Motion:** Approval of the Altamanu, Inc. agreement for the schematic design, design development, construction documents, and construction management support for the approved Phase 1 elements in the Old Green Bay Linear Park Plan for \$231,015, \$20,785 if projects 4, 5 & 6 proceed to construction, and permission for the Executive Director to execute the design alternate for Maple Hill Crossing if reimbursement by the Village of Glencoe is confirmed not to exceed \$20,785.



February 13, 2019

February 25, 2019 REVISÉD

March 13, 2019 REVISÉD

April 9, 2019 REVISÉD

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

**RE: Landscape Architecture & Civil Engineering Services for the Old Green Bay Linear Parks**

Dear Chris,

The Glencoe Park District (GPD/Client) has requested a proposal from the Altamanu and SMP team to prepare Schematic Design, facilitate up to three (3) public/board meetings, prepare Design Development and Construction Documents, provide Bidding and Permit assistance and Construction Administration Services for improvements to the Green Bay Linear Parks located along Green Bay Road between Park Ave to the south and Maple Hill Road to the north.

We understand that this improvement project will go out to bid in January of 2020; break ground in the spring of 2020 and be completed in the fall of 2020.

There are Six (6) sub-projects within these improvements. They are:

1. Trail
  2. Playground
  3. Interactive Fountain
  4. Play Train
  5. Veterans' s Memorial
  6. Play Pods/Fitness Stations
- (each with their associated landscape plantings & furnishings)

It is our understanding that the first three (3) sub-projects (Trail, Playground and Interactive Fountain) are funded and will proceed to the final construction administration phase.

The subsequent three (3) projects (Play Train, Veteran's Memorial and Play Pods/Fitness Stations) will proceed to the 100% construction document phase only. In the event that project funding for projects 4, 5 and 6 (Play Train, Veteran's Memorial and Play Pods/Fitness Stations) becomes available, we have included a separate fee for the additional construction administration effort for these three sub-projects.

The Altamanu/SMP team is to assist with coordination with the Village of Glencoe as it relates to the design of

the trail heads at Maple Hill Road, with a new plaza and curb line realignment, the trail head at Park Avenue and the at grade crossings along the trail within the project boundary. This is also expected to include depressed curbs; potential relocation of inlet/catch basins and stop signs at Maple Hill Road, Walden Drive, Lincoln Drive, Dennis Lane, and Beach Road.

### **MWRDGC WMO Permit**

We will submit the Proposed Improvements Plan to the Metropolitan Water Reclamation District of Greater Chicago (MWRDGC) for review and assessment by them to determine if there is a need for a Watershed Management Ordinance (WMO) Permit. We expect a determination letter from MWRD that will state how to proceed with any storm water solutions if necessary.

### **PROJECT SCOPE**

We understand the overall scope of these projects to include the following improvements as depicted of the Old Green Bay Linear Parks Master Plan prepared by Altamanu, Inc. and dated August 7<sup>th</sup>, 2018.

1. Trail:
  - A ten (10) foot wide, approximately 3,000 feet long trail from Maple Hill Road to Park Avenue, located on the west side of the Green Bay Linear Parks and composed of decomposed granite surfacing.
  - Five (5) accessible street crossings including depressed curbs, ADA ramps (concrete), relocated stop signs/signage, and associated catch basin/man hole relocation if necessary, asphalt patching and pavement markings.
  - Trail head plazas with specialty paving at Maple Hill Road and at Park Avenue.
  - Specialty plantings at Maple Hill Road and at Park Avenue.
  - Root aeration matting at select mature trees affected by the trail location.
  - Benches.
  - Swing benches.
  - Trash receptacles.
  - Bike racks.
  - Trail signage.
  - Drinking fountain at Maple Hill Road Plaza.
  - Irrigation system at masonry wall plantings at Park Ave.
  - Tree and display plantings along trail at select locations.
  - Sod restoration.
  
2. Playground:
  - Play structure for ages 2-12.
  - Group swing.
  - Concrete walk pavement.
  - Concrete barrier curb.
  - Engineered wood fiber surfacing at playground.
  - Underdrainage at playground.
  - Benches.
  - Trash receptacles.
  - Bike racks.
  - Root aeration matting.

- Plantings and sod restoration.
- (Playground Budget \$275,000).

3. Interactive Fountain:

- Spray features, flush to finished grade.
- Concrete surfacing.
- Concrete runnel.
- Connection to sewer.
- Control system.

4. Play Train:

- Train tracks on concrete base.
- Train Cars.
- Enclosed train storage depot.
- Engineered wood Fiber (EWF) surfacing.
- Concrete walk pavement to access tracks.
- ADA concrete ramps into EWF.
- Underdrainage.
- Connection to storm sewer.
- Root aeration matting.
- Sod restoration.

5. Veteran's Memorial Park

- Remove stairs to memorial.
- Add ADA accessible path/ramp to memorial.
- Expand concrete circular pad around memorial flag.
- Relocate memorial stone and plaque.
- Add stone wall at memorial circular pad.
- Regrade up to memorial circular pad.
- Re-align/re-pave diagonal path between Beach Rd. and Old Green Bay Rd.
- Relocate catch basins as required.
- Benches, bike racks and trash receptacles.
- Tree and shrub planting, and sod restoration.

6. Play Pods/Fitness stations

- Install four (4) play pods/fitness stations along proposed trail on concrete pads between Walden Drive and Lincoln Avenue.
- Sod restoration.

## SCOPE OF WORK

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

### TASK 1A: PRE-DESIGN AND PUBLIC/BOARD MEETINGS

Goals: Review Client expectations, existing conditions, project scope, budget, schedule and set a direction for 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 and the full width of the roads at trail crossings. The team will verify if the extents of the survey are enough 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.
4. Meet with Client to review the project scope, budget, and schedule for the site and discuss 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. presentations for public/board meetings (up to 3 meetings) at project milestones determined by the Client.
7. Present at public meetings to discuss project development, materials, element selection, etc.
8. Meet with Client to discuss input from public/board meetings and how this might affect the development of the design. (Meeting #2, #3 and #4).

#### **TASK 1B: SCHEMATIC DESIGN OF TRAIL THROUGH PARK/COORDINATION MEETINGS**

Goals: Review Client expectations, existing conditions, and study options re-alignment of trail through Park 7N north of Maple Hill Rd and new crossing at Maple Hill Rd. further northeast of Old Green Bay Road.

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 and the full width of the roads at trail crossings. The team will verify if the extents of the survey are enough 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. Coordinate/Meet with Client, Village, Civil and Traffic Engineers on the team to review traffic analysis results, grading and draining issues and possible re-alignment options. (we assume up to three (3) meetings for these coordinations).

3. Prepare up to two options for re alignment of the trail through Park 7N and alternate location for crossing of trail at Maple Hill Road.
4. Incorporate selected option into the detailed design development, construction document and construction administration phases.

## **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 for interactive spray feature (SMP)
  - Planting Details, Plant Schedules and General Notes
  - Site Details
  - Utility and Roadway Details (SMP)
  - Related Technical Specifications (Altamanu and SMP)

We estimate 30 Landscape related drawing sheets for plans, enlargements, details and notes

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 #5)

8. Coordinate with Village of Glencoe and MWRD (if necessary) and verify permit submission requirements. (Meeting # 6)
9. Coordinate with Village of Glencoe regarding the north trail head plaza area and curb realignment, and trail crossings at the five (5) streets mentioned above. (Meetings #7 & #8)
10. Submit 90% Construction Set and Outline Specifications to Client for review.
11. Meet with Client to review 90% Construction Set. (Meeting #9)
12. Make revisions and submit 100% Construction Set and Specifications to Client for final review.
13. 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. Coordinate 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 #10)
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. (Meeting #11)

**TASK 4: CONSTRUCTION ADMINISTRATION & PROJECT CLOSEOUT (sub Projects 1, 2 & 3)**

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 twenty-four times (24) at intervals appropriate to the stage of landscape construction to review proper construction methods and adherence to the design intent. (Site Meetings #12 through #35).
2. SMP/Civil Engineer will visit the site eight times (8) at intervals appropriate to the stage of civil/electrical engineering items.
3. Make written reports regarding site construction progress for landscape improvements.
4. Review and respond to contractor's requests for information and provide interpretations and clarifications for the Construction Documents.
5. Review and approve samples of materials and shop drawings and assess change order requests.
6. Review contractor's request for payments.
7. Conduct a final on-site observation/inspection of Landscape Construction with Client and Contractor. (Site Meeting #36)
8. Coordinate with Contractor so that Contractor provides Client with 'As Built' drawings of work installed during the construction phase.
9. Prepare a Final Punch List prior to final acceptance of job.
10. Prepare Final Sign-off after completion of Punch List Items.
11. Troubleshoot for 2 months until project closeout. (16 hours)

**TASK 5: CONSTRUCTION ADMINISTRATION & PROJECT CLOSEOUT (sub Projects 4, 5 & 6)**

Goal: Provide on-site review and observation of landscape construction related to the Site

Landscape Construction Package and its Related Specifications.

12. Provide on-site observation of site and landscape construction related to the Altamanu-SMP Landscape and Engineering Plans and their related elements. Visit site ten additional times (10) at intervals appropriate to the stage of landscape construction to review proper construction methods and adherence to the design intent. (Site Meetings #37 through #46).
13. SMP/Civil Engineer will visit the site three times (3) at intervals appropriate to the stage of civil/electrical engineering items.
14. Make written reports regarding site construction progress for landscape improvements.
15. Review and respond to contractor's requests for information and provide interpretations and clarifications for the Construction Documents.
16. Review and approve samples of materials and shop drawings and assess change order requests.
17. Review contractor's request for payments.
18. Conduct a final on-site observation/inspection of Landscape Construction with Client and Contractor. (Site Meeting #36)
19. Coordinate with Contractor so that Contractor provides Client with 'As Built' drawings of work installed during the construction phase.
20. Prepare a Final Punch List prior to final acceptance of job.
21. Prepare Final Sign-off after completion of Punch List Items.
22. Troubleshoot for 2 months until project closeout. (16 hours)



**PROFESSIONAL FEES**

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

**Estimated Landscape Architecture Fees (Altamanu)**

Task 1A Pre-Design & Public/Board Meetings	\$ 17,365.00
Task 2 Detailed Design Development & Construction Documents	\$ 104,575.00
Task 3 Permitting, Bidding and Bid Assistance	\$ 8,240.00
<u>Task 4 Construction Administration &amp; Project Closeout-Sub-projects 1, 2 &amp; 3</u>	<u>\$ 31,445.00</u>

**Estimated Total Landscape Architecture Fees (Altamanu) \$ 161,625.00**

**Civil Engineering Fees (SMP)**

Task 1A Schematic Design & Public Input	\$ 16,750.00
Task 2 Detailed Design Development & Construction Documents	\$ 40,200.00
Task 3 Permitting, Bidding and Bid Assistance	\$ 2,680.00
<u>Task 4 Construction Administration &amp; Project Closeout-Sub-projects 1, 2 &amp; 3</u>	<u>\$ 5,360.00</u>

**Total Civil Engineering Fees (SMP) \$ 64,990.00**

**Expenses**

Estimated Expenses – Altamanu	\$ 3,000.00
<u>Estimated Expenses – SMP</u>	<u>\$ 1,400.00</u>

**Total Expenses \$ 4,400.00**

**Estimated TOTAL PROFESSIONAL FEES (Altamanu, SMP) \$ 226,615.00**

**Estimated TOTAL PROFESSIONAL FEES & EXPENSES (Altamanu, SMP) \$ 231,015.00**

In the event that **Projects 4, 5 & 6** proceed to the construction phase, the following additional fees for Construction Administration would be as follows:

**Estimated Landscape Architecture Fees (Altamanu)**

Task 5 Construction Administration & Project Closeout-Sub Projects 4, 5 & 6	\$ 18,775.00
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**Civil Engineering Fees (SMP)**

Task 5 Construction Administration & Project Closeout-Sub Projects 4, 5 & 6	\$ 2,010.00
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**Total Additional Fees for Construction Administration Sub-Projects 4, 5 & 6 \$ 20,785.00**

**ALTERNATE SCOPE**

**Altamanu:**

**Task 1B** -- Schematic Design of Trail through Park 7N/Coordination Mtgs. \$ 15,685.00  
 (Includes studying and developing concepts for a new trail alignment north of and crossing at Maple Hill Rd. Coordination mtgs. with Traffic and Civil engineer, Village and Park District staff.)

**SMP Civil Engineering:**

**Task 1B** -- Trail re-alignment at Maple Hill Rd (SD & Owner mtgs) \$ 5,500.00  
 (Includes studying and developing concepts for a new trail alignment north of and crossing at Maple Hill Rd. Coordination mtgs. with Traffic and Civil engineer, Village and Park District staff.)

**KLOA Traffic Engineering:**

**Task 1B** -- Pedestrian/Bicycle crossing at Maple Hill Rd. \$ 8,500.00

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**TOTAL ALTERNATE SCOPE \$ 29,685.00**

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; current site topographic survey 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.
- If additional presentations or meetings 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
- 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 Old Green Bay Linear Parks  
Dated February 13, 2019

Revised Date February 25<sup>th</sup>, 2019

&

EXHIBIT B

KLOA, Inc.

TRAFFIC ENGINEERING SERVICES PROPOSAL

For

Old Green Bay Linear Park Master Plan  
Maple Hill Road Pedestrian/Bicycle Crossing

Dated February 25, 2019

EXHIBIT A

SMP GROUP DESIGN ASSOCIATES, LLC CIVIL ENGINEERING

PROPOSAL

For

Improvements to the Old Green Bay Linear Parks  
Dated February 13, 2019

Revised Date February 25<sup>th</sup>, 2019

&

EXHIBIT B

KLOA, Inc.

TRAFFIC ENGINEERING SERVICES PROPOSAL

For

Old Green Bay Linear Park Master Plan  
Maple Hill Road Pedestrian/Bicycle Crossing

Dated February 25, 2019

**SMP Group Design Associates, LLC**  
165 N. Canal Street, Ste. 804  
Chicago, Illinois 60606



Ms. Josephine Bellalta, PLA, ASLA  
Altamanu, Inc  
1700 W. Irving Park Road, Suite 202  
Chicago, Illinois 60613  
773.528.7492  
Josephine@altamnau.com

February 25, 2018 - Rev1

**Civil Engineering Proposal**  
**Green Bay Linear Parks**

Dear Ms. Bellalta,

We are pleased to provide **ALTAMANU** ("Client") with a proposal for civil engineering services for the development of schematic design through construction administration of the Green Bay linear park system located along Green Bay Road between Park Avenue to the south and Maple Hill Road to the north. We understand that this improvement project will go out to bid in January of 2020; break ground in the spring of 2020 and be completed in the fall of 2020. We understand there are six (6) sub-projects within these improvements; each with their associated landscape plantings and furnishings, They are:

- Trail
- Playground
- Interactive Fountain
- Play Train
- Veterans' s Memorial
- Fitness Stations

It is our understanding that the first three (3) sub-projects (Trail, Playground and Interactive Fountain) are funded and will proceed to the final construction administration phase.

The subsequent three (3) projects (Play Train, Veteran's Memorial and Fitness Stations) will proceed to the 100% construction document phase only. In the event that project funding for projects 4, 5 and 6 (Play Train, Veteran's Memorial and Fitness Stations) becomes available, we have included a separate fee for the additional construction administration effort for these three sub-projects.

SMP will work with Altamanu to assist with coordination with the Village of Glencoe as it relates to the design of the trail heads at Maple Hill Road, with a new plaza and curb line realignment, the trail head at Park Avenue and the at grade crossings along the trail within the project boundary. This is also expected to include depressed curbs; potential relocation of inlet/catch basins and stop signs at Maple Hill Road, Walden Drive, Lincoln Drive, Dennis Lane, and Beach Road.

**Scope of Work**

We understand that ALTAMANU will take the lead on the site planning and strategy meetings with the Village, the Park District and the Public. This fee does, however; include attendance at up to three meeting with the public or Park District Board. The fee includes coordination with the Village Engineering staff for work within the public right-of-way at intersections as well as MWRD permitting.

**MWRD & Permitting**

MWRD and Village of Glencoe permitting is included within the fee. As the project is broken into 5 distinctive areas, divided by street intersections, we expect MWRD to review the project as separate parcels. Once initiated, we will prepare a Determination Letter for MWRD and initiated the permitting process.



We understand the overall scope of these projects to include the following improvements as depicted of the Old Green Bay Linear Parks Master Plan prepared by Altamanu, Inc. and dated August 7th, 2018. We anticipate the work split to be as follows;

<b>Sub-project: Trail</b>	<b>Altamanu</b>	<b>SMP</b>
10' Wide trail alignment (3,000ft)	L	S
5 accessible street crossings (alignment/design)	L	S
Design of depressed curbs, ADA ramps, street repair	S	L
Relocated stop-signs/signage	S	L
Catch basin relocation/modifications	S	L
Pavement Markings	L	S
Trail head plaza, Maple Hill at Park Ave (alignment/design)	L	S
Specialty planting at Maple Hill and Park Ave	L	S
Root aeration matting at select trees	L	S
Benches	L	S
Swing benches	L	S
Trash receptacles	L	S
Bike Racks	L	S
Trail signage	L	S
Drinking Fountain at Maple Hill Plaza	S	L
Irrigation system at masonry wall plantings at Park Ave	S	L
Tree and display plantings at select locations	L	S
Sod restoration	L	S

L=lead role S=support role

<b>Sub-project: Playground</b>	<b>Altamanu</b>	<b>SMP</b>
Play structure for ages 2-12 (selection and layout)	L	S
Group Swing	L	S
Concrete walk pavement (alignment)	L	S
Concrete barrier curb	L	S
Engineered wood fiber surfacing at playground	S	L
Underdrainage at playground	S	L
Benches	L	S
Trash receptacle	L	S
Bike Racks	L	S
Root aeration matting	L	S
Planting and sod restoration	L	S
Site grading and drainage	S	L

<b>Sub-project: Interactive Fountain</b>	<b>Altamanu</b>	<b>SMP</b>
Spray features, flush to finished grade	L	S
Concrete surfacing	L	S
Concrete runnel	L	S
Connection to sewer	S	L
Control System	L	S
Electrical for spray features (as required)	S	L

<b>Sub-project: Play train</b>	<b>Altamanu</b>	<b>SMP</b>
Train tracks on concrete base	L	S
Train cars	L	S
Enclosed train storage depot	L	S
Engineered wood Fiber (EWF) surfacing	L	S
Control System	L	S
Concrete walk pavement to access tracks	S	L
ADA concrete ramps into EWF	S	L
Underdrainage	S	L
Root aeration matting	L	S
Sod restoration	L	S

<b>Sub-project: Veteran's Memorial Park</b>	<b>Altamanu</b>	<b>SMP</b>
Remove stairs to memorial	S	L
Add ADA accessible path/ramp to memorial	S	L
Expand concrete circular pad around memorial flag	L	S
Relocate memorial stone and plaque	L	S
Add stone wall at memorial circular pad (including structural)	S	L
Regrade up to memorial circular pad	S	L
Re-align/re-pave diagonal path between Beach Rd. and Old Green Bay Rd	L	S
Relocate catch basins as required	S	L
Benches, bike racks and trash receptacles	L	S
Tree and shrub planting, and sod restoration	L	S
Flagpole relocation (electrical for lighting and structural)	S	L

<b>Sub-project: Fitness stations</b>	<b>Altamanu</b>	<b>SMP</b>
6 fitness stations along trail between Walden Dr and Lincoln Ave	L	S
Sod Restoration	L	S

L=lead role S=support role



### **Task 1: Schematic Design & Public Input**

The SD & Public Input Phase is intended to obtain and review all background information available from the Park District, review site constraints and existing conditions in a detailed manner, and develop concept designs to present to the Park District and Public. This phase will begin to identify stormwater management ideas and utility routings to meet the requirements of the local authorities. Tasks Include;

*Site visit to evaluate existing conditions and establish project limits*

*Attend a project kick-off meeting with ALTAMANU and the Park District.*

*Survey review.*

*Complete a MWRD determination application.*

*Meet and coordinate with the Village of Glencoe Engineering staff to discuss intersection improvements.*

*Develop concept level grading and utility plans.*

*Attend up to three Public or Park District Board meetings with Altamanu to present to concept plans.*

### **Task 2: Design Development and Construction Documents**

This phase of the project builds on the SD Phase and is an expected to produce a permit ready civil engineering drawing set. This phase will begin once schematic design has been completed and the Project Team is confident that no substantial revisions to the site plan will occur. This includes intermediate document submittals and coordination with the Park District at a 60% and 90% level to develop a cohesive drawing package. Tasks include;

*Coordinate with ALTAMANU and the Park District to finalize construction documents.*

*Finalize the utility and drainage routing/strategy.*

*Prepare final demolition, dimension, grading, utility, erosion & sedimentation control, civil construction detail plans.*

*Prepare technical specifications in CSI format for Civil Engineering scope items as requested.*

*Continue to coordinate with the Village Engineering staff for intersection modifications.*

*Assistance with the review of a Cost Opinion.*

### **Task 3: Permitting, Bidding and Bid Assistance**

This phase works with the documents prepared in the DD/CD Phase and works towards obtaining a building permit. Here, we will work with Altamanu on the preparation of a contract bid package as well as the selection of a contractor. Tasks include;

*Compile the necessary civil drawings to issue for Permit through the Village of Glencoe.*

*Compile the necessary civil drawing and permit forms to issue through the MWRD.*

*Assist with project bidding, contractor RFI's and contractor selection.*

### **Task 4: Construction Administration (Project 1,2,3)**

We propose the following limited scope to assist in technical field questions regarding civil engineering items. This task item is limited to the currently funded sub-projects; Trail, Playground and Interactive Fountain.

Common tasks included with construction administration generally include the following;

*Attend a pre-construction meeting with the Client and Contractor to review construction schedule.*

*Review submittals and shop drawings applicable to engineering construction.*

*Respond to RFI's as requested.*

*Issue interpretations or clarifications of the documents when requested by the Owner or the Contractor.*

*When requested by ALTAMANU, attend weekly project meetings and prepare site reports during the construction phase as requested. We assume a 6 site visits to review and assist with items directly related to civil engineering.*

*Conduct a punch list review of the engineering construction and prepare recommendations regarding the Contractor's request for acceptance of substantial completion.*

*Conduct a final walk-through of the project and prepare recommendations regarding the Contractor's request for acceptance of final completion.*

**Task 5: Construction Administration (Project 4,5,6)**

We propose the following limited scope to assist in technical field questions regarding civil engineering items. This task item is limited to the currently funded sub-projects; Play Train, Veteran’s Memorial Park and Fitness Stations.

Common tasks included with construction administration generally include the following;

*Attend a pre-construction meeting with the Client and Contractor to review construction schedule.*

*Review submittals and shop drawings applicable to engineering construction.*

*Respond to RFI’s as requested.*

*Issue interpretations or clarifications of the documents when requested by the Owner or the Contractor.*

*When requested by ALTAMANU, attend weekly project meetings and prepare site reports during the construction phase as requested. We assume a 6 site visits to review and assist with items directly related to civil engineering.*

*Conduct a punch list review of the engineering construction and prepare recommendations regarding the Contractor’s request for acceptance of substantial completion.*

*Conduct a final walk-through of the project and prepare recommendations regarding the Contractor’s request for acceptance of final completion.*

**Compensation**

<b>TASK</b>	<b>FEE</b>
Task 1a: Schematic Design & Public Input	\$16,750.00
Task 1b: Trail re-alignment at Maple Hill Rd (SD and owner meetings)	\$5,500.00
Task 2: Design Development and Construction Documents	\$40,200.00
Task 3: Permitting, Bidding and Bid Assistance	\$2,680.00
Task 4: Construction Administration (Project 1,2,3)	\$5,360.00
Task 5: Construction Administration (Project 4,5,6)	\$2,010.00
<b>Subtotal</b>	<b>\$72,500.00</b>
Reimbursables (estimated)	\$1,400.00

Limits of Service

*Surveying*

*Earthwork Calculations*

*Pump Design*

*Geotechnical/Environmental*

*Engineering & Testing*

*Traffic Engineering/Studies*

*Sewer televising*

*Site Logistics Planning*

*Landscape Architecture*

*Flood plain/floodway/wetland mitigation or delineation or design*

*Review and sign-off of payment applications or waivers*

**Additional Services**

Changes to completed documents due to revised input or direction, change of project limits or scope and preparation of additional drawings shall be invoiced as an Additional Service. Work will not be performed without your expressed, written consent. Estimates for additional services will be provided upon your request.

**Acceptance**

This proposal, with the signature of the appropriate personnel, constitutes acceptance of fee and terms as stated herein. Please return one copy of the signed proposal to me as authorization to begin work.

If you have any questions or need clarification on any of the above, please do not hesitate to call. We look forward to working with you on this project and sharing the success.

Yours truly,



Jerry Pilipowicz, P.E.  
Civil Engineer

Principal & Managing Member  
SMP Group Design Associates, LLC

[j.pilipowicz@smpgroupllc.com](mailto:j.pilipowicz@smpgroupllc.com)

**Accepted by**

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

Printed name: \_\_\_\_\_

Signed name: \_\_\_\_\_

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

# Old Green Bay Linear Park Master Plan Maple Hill Road Pedestrian/Bicycle Crossing KLOA, Inc. Scope of Services and Fees

## Scope of Services

The following summarizes KLOA, Inc.'s proposed scope of services for the review of the Maple Hill Road pedestrian/bicycle crossing to be developed as part of the Old Green Bay Linear Park Master Plan.

- *Field Review/Observations and Data Collection:* KLOA, Inc. will perform field surveys and observations of the subject area to inventory the existing transportation conditions. We will collect and review all available transportation information, including existing traffic counts, crash data, the operations of the railroad at-grade crossing, etc. Weekday morning, weekday evening, and Saturday midday peak period vehicle, pedestrian, and bicycle counts will be conducted at the Old Green Bay Road/Maple Hill Road intersection.
- *Review of Existing Conditions:* KLOA, Inc. will tabulate, review, and summarize all of the data collected above in appropriate tables and exhibits. Capacity analyses will be conducted at the Old Green Bay Road/Maple Hill Road intersection to determine how it currently operates. Any existing issues and operational deficiencies will be identified.
- *Assist in Development of the Maple Hill Road Pedestrian/Bicycle Crossing:* Based on the review of the existing conditions and the proposed Linear Park Master Plan, KLOA, Inc. will assist the project team with the development of the Maple Hill Road pedestrian/bicycle crossing. This will include reviewing, examining, and providing input regarding the location and design of the crossing, the appropriate traffic control, and warning signs.
- *Attend Meetings.* KLOA, Inc. will attend three meetings with the development team, Park District officials, and/or Village staff.

Please note that the scope of services does not include the preparation of any documents other than the tables/exhibits illustrating the existing conditions.

## Project Fees

The cost of services rendered by KLOA, Inc. on this project will be based on our hourly rates currently in effect, plus reimbursement at cost for direct expenses such as traffic counts, travel, etc. Based on our experience in similar studies, we estimate the cost for our professional staff time and services and direct expenses will be approximately \$8,000 to \$8,500. All costs for professional staff time to attend any additional meetings beyond the three described in the scope of services will be itemized separately on our invoices and are in addition to the costs estimated above.



## **XI. Action Item B**

**Approval of the BauerLatoza Studio contract  
for architectural services for the Halfway  
House/Safran Beach House restoration and  
repairs**

Glencoe Park District  
April 2019 Board Meeting



To: Board of Commissioners

Date: 3/26/19

From: Lisa Sheppard, Executive Director, Chris Leiner, Director of Parks & Maintenance

SUBJECT: Approval of the BauerLatoza Studio contract for architectural services for the Halfway House/Safran Beach House Restoration and Repairs

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In the FY2019/20 Fund 69 budget \$235,000 was earmarked for repairs to the Halfway House and Beach House. The required work was outlined as Priority 1 repairs in the Beach Bluff Conditions Assessment received by the Park District in 2018. Attached is an agreement from BauerLatoza Studio for architectural services, specifically the development of the design and legal bid documents including construction management support to address the Priority 1 items. Staff is requesting the Board approve BauerLatoza's contract in the amount of \$29,500. Construction would begin after Labor Day weekend.

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Recommended Motion:

Approval of the BauerLatoza Studio agreement for architectural services, specifically the development of the design and legal bid documents including construction management support for a total of \$29,500.

March 26, 2019

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

Dear Chris,

Bauer Latoza Studio (BLS) is pleased to submit this proposal for design and bid documents for the Halfway House and Beach House located in the Glencoe lakefront. Our services will include architectural services for the project. We understand that your project budget is approximately \$200,000 and that both buildings are owned by the Glencoe Park District (referred to as the "Owner" in this proposal).

We understand that the project will include as scope of work as recommended in the Glencoe Lakefront Assessment report submitted by BLS in 2018. The scope of work included the replacement of the clay tile roof with new clay tile along with some wood decking repair, 100% repointing of the exterior and interior walls and resetting the existing floor stone pavers at the Halfway House. It is also recommended that the Beach House work to include repointing the stone surrounding the window and doors and at the corners of the building. Other minimal repairs are also recommended including replacing the gutter at the west elevation.

#### **SCOPE SUMMARY**

##### Halfway House

- a. Remove and replace 100% clay tile roof with appropriate tile with deck repairs
- b. Repoint 100% stone walls at interior and exterior sides of the building
- c. Remove loose stones and rebuild deteriorated areas of exterior wall
- d. Remove stone pavers and reset on new substrate
- e. Refinish wood ceiling and rafters
- f. Clean exterior and interior sides of walls
- g. Provide new LED lighting on building

##### Beach House

- a. Repoint stone at windows, doors and building corners.
- b. Replace existing gutter and downspouts at east elevation
- c. Provide new LED lighting on building

## BLS SCOPE OF SERVICES

Our proposed scope of service includes:

### 1. Design Documents:

- Develop design documents that will include the restoration of the exterior and interior stone walls, stone floor and clay tile roof. Select methods will be tested to match original materials such as mortars and grouts. Colors of the clay tile will also be coordinated to match original as close as possible.
- BLS will provide documents to include re-setting stone pavers to improve the functionality of the floor and transition to adjacent existing grades.
- The design documents may include some value engineering options if required to meet a budget and schedule. This includes some design options that could be implemented at a later time. The priority of our scope of services is to implement work recommend in the 2018 Lakefront Assessment Report as noted above.

### 2. Construction & Permit Documents:

Based on approval of the design documents, BLS will complete the set which will form the basis for pricing and construction. The scope of our service will include the following:

- Construction Drawings will be prepared with details, dimensions, annotations and code required content. Documents may include the following:
  - Stone Floor
  - Reflecting Wood Ceiling Plans
  - Interior Elevations
  - Floor, Wall, and Wood Ceiling Details
  - Sections and Details
  - Exterior Elevations, Sections and Details
  - Miscellaneous Details
- Technical specifications will be included on the drawings.
- Design review meeting (1) with the Owner is included to discuss minor design refinements and value engineering revisions, if requested.

### 3. Construction Administration:

BLS has included construction administration services to include the following.

These services may include:

- Participation in a pre-construction meeting.
- Review of shop drawings and sample submittals.
- Respond to Requests For Information (RFIs).
- Perform eight (8) site visits and observation reports.
- Review pay applications from contractor
- Assist the owner with reviewing the contractor's punch list



**Project Schedule:**

We understand that you would like to start construction in the fall after Labor Day weekend 2019 to Memorial Day Weekend 2020.

**Architectural Services Fee:**

The estimated Fee for the proposed work above is \$29,500

**Billing Terms:**

BLS will invoice monthly based on a percentage of completion with payment due within 30 business days. The retainer will be deducted from our final invoice.

**Proposed Reimbursable expenses:**

Standard reimbursable expenses for printing, delivery, local travel and parking will be billed at our direct cost. These expenses will not exceed \$1,500 without the owner's prior authorization.

**Basis of the Fee Proposal:**

- a) The scope as specified above.
- b) Other supplemental services not mentioned above can be provided and invoiced hourly, or per a negotiated fee upon request (see hourly rates attached).
- c) Drawings will be prepared using AutoCAD
- f) Fees for materials testing, cost estimating, permitting, and permit expediting are not included.
- g) Environmental Engineering Services (for environmental mediation/abatement for Lead Containing Materials or Asbestos Containing Materials) are not included in this proposal.
- f) Fees for structural, Civil, MEP, LA or any other disciplines is not included in the proposal.
- g) Based on BLS Current Insurance Coverage for Professional Liability and General Liability

**Terms**

This proposed scope of work has been assumed to be performed in accordance with the standard requirements of a fully executed AIA Contract (AIA B100 Series, Agreement between Owner and Architect). Upon acceptance of this proposal by the Board, a contract will be drafted for execution edited specifically to this project scope of services

We thank you for the opportunity to submit our proposal for this important project for the Village of Glencoe! We look forward to working with you again. If you have any questions, please give me a call at 312-567-1000, ext. 126 or at 312-446-3170.

Respectfully,



Edward Torrez, AIA, LEED AP  
President

Attachment: BLS Schedule of Charges

**PROPOSAL ACCEPTANCE:**

Proposal Accepted By: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name & Title: \_\_\_\_\_

## SCHEDULE OF CHARGES

Effective January 2019

Where compensation is based on hourly billing rates, those rates are set forth below. In January of each year hourly rates within this schedule increase in accordance with CPI increases for Chicago, Illinois.

<b><u>Personnel Category</u></b>	<b><u>Maximum Hourly Rate</u></b>		
	<b><u>2019</u></b>	<b><u>2020</u></b>	<b><u>2021</u></b>
Principal II	\$255	\$265	\$270
Principal I	\$235	\$245	\$255
Project Architect/Director IV	\$170	\$180	\$190
Project Architect/Director III	\$150	\$160	\$165
Project Architect/Director II	\$130	\$135	\$140
Project Architect/Director I	\$110	\$115	\$120
Architectural Designer II	\$95	\$100	\$105
Architectural Designer I	\$80	\$85	\$90
Administrative	\$75	\$80	\$80

Principals are persons with degrees in architecture with fifteen or more years of professional experience. Principals hold professional licenses in their respective fields.

Project Architects/Directors are employees with degrees in architecture and seven or more years of professional experience. These employees hold professional licenses in their respective fields.

Architectural Designers are employees with degrees in architecture with less than five years of experience.

*Standard Payment Terms: An invoice for services shall be provided on a monthly basis in proportion to the services performed. Payments are due within thirty (30) days of the invoice date. Amounts unpaid sixty (60) days after the invoice date will bear interest at the rate of one and one-half percent (1½%) per month, or fraction thereof.*

*Standard Reimbursable Expenses: Reimbursable expenses are in addition to fees for services and include expenses incurred in the interest of the project. These expenses may include transportation, communication, delivery, reproduction, photography, model making, and specialized equipment costs. These expenses will be invoiced monthly and will include a 10% handling charge.*

*Reimbursable Consultants: Costs incurred by other consultants engaged by Bauer Latoza Studio to assist on a project will be invoiced monthly and will include a 10% handling charge.*

**XI. Action Item C**  
**Approval of concept designs for**  
**Takiff Play Space**

Glencoe Park District  
April 2019 Board Meeting



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## INTEROFFICE MEMORANDUM

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**TO:** BOARD OF PARK COMMISSIONERS  
**FROM:** LISA SHEPPARD  
**SUBJECT:** TAKIFF PLAY SPACE  
**DATE:** APRIL 5, 2019  
**CC:**

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The Takiff Play Space was presented at the March Board meeting and at the April 2 Special Projects and Facilities meeting (presentations can be found in meeting minutes). After discussion, the Committee advanced the conceptual designs for approval at the April Board meeting.

Project drivers:

- Condition of existing area and limitations
- Meet the needs of our current program following the dramatic growth in the Children's Circle program over the last five years
- Meet all required DCFS requirements for all early childhood programs including Children's Circle, Early Learning Center and Glencoe Junior Kindergarten
- Use existing shade structure and when possible sidewalks and retaining wall

Recommended Motion: Approval of the Conceptual Designs of the Takiff Play Space with a construction and equipment budget of \$875,000.

**XI. Action Item D**  
**Approval of Annual Post-Issuance Tax**  
**Compliance Report**

Glencoe Park District  
April 2019 Board Meeting



To: Board of Park Commissioners  
From: Carol Mensinger, Director of Finance/HR  
cc: Lisa Sheppard, Chris Leiner, Bobby Collins

Date: April 5, 2019

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SUBJECT: Annual Report – Bond Compliance

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In April 2012, the Board passed Resolution #772, approving a Tax-Exempt Bond Recordkeeping Policy for the Glencoe Park District, Cook County, Illinois. This resolution mandated an annual report to the Board to show post-bond issue compliance measures were taken by staff. These measures include a review of current contracts and records to determine whether tax advantaged obligations comply with applicable federal tax law.

The District currently has two outstanding bond obligations, the 2010 Refunding Series Bonds (which refunded general obligation bonds initially issued in 2000 for the renovation of Watts Ice Center) and the 2015 Refunding Series Bonds (which refunded the 2006 qualified 501(c)3 bonds issued in 2006 for the renovation of the Takiff Center).

In regards to the original 2006 Series Bonds and subsequent refunding in 2015, per staff's review of current "private business use" in the past year, there was no significant change in the percentage compared to the previous year. Since the rules for 501(c)3 bonds are different from those for governmental bonds, the use by Glencoe Junior Kindergarten (GJK) does not apply to the limit on "private business use".

Further, both GJK and Congregation Hakafa continue to meet qualifications as 501(c)3 organizations and thus do not impact our "private business use" calculations. Congregation Hakafa is actually using less space (i.e. fewer rooms) this year due to their new contract with the District.

Certain types of arrangements are not treated as private business use. For example, short-term agreements under which the term of the use does not exceed 50 days, 100 days or 200 days over the term of the agreement, including renewal options, generally are not treated as creating private business use. Please see attached for listing of current independent contractors and rentals who utilize space in the Takiff Center.

Pride Dojo can be perhaps identified as the lone entity who's usage is just over 200 days/per year, and *may* be considered towards the District's allowable "private business use". In calculating their square foot usage for their designated program area (Studio 124), it was determined their usage equated to less than 1% "private business use".

In regards to the 2010 Series Bonds, there is currently no “private business use” at Watts Ice Center. (There used to be a very minimal use of the concession area for 2-3 months of the ice season by Curb Your Crepes.)

The attached Post-Issuance Tax Compliance Report to the Board summarizes the District’s ongoing compliance with regards to our tax advantaged obligations. The original template for this report was provided by Chapman and Cutler.

Takiff Room Usage 2018/19

Contractor	Agreement	Program	Room	Spring	Summer	Fall	Winter	Total Days
Advanced Fencing Academy	70% - Cont. 30% - PD	Fencing Class	Gym	12	5	16	11	44
Amazing Minds	70% - Cont. 30% - PD	Amazing Minds	228	8		13	11	32
Carole Pearlman	70% - Cont. 30% - PD	Art & Wellness	Community Room	8		13	10	31
Kim Bloomberg	70% - Cont. 30% - PD	Crafting with Kim	Community Room	7		14	10	31
Computer Explorers	70% - Cont. 30% - PD	Coding Classes	Community Room	8		26	22	56
Fitness Contractors-5 indiv	75% - Cont. 25% - PD	Fitness Classes	124 & 126	64	80	112	120	376
Helen's Performing Arts	72% - Cont. 28% - PD	Preschool Dance	Multi-Purpose Room			56	135	191
Helen's Performing Arts	72% - Cont. 28% - PD	Broadway Bound	Community Hall			36	36	72
Helen's Performing Arts	72% - Cont. 28% - PD	Ballet	126			14	0	14
Helen's Performing Arts	72% - Cont. 28% - PD	Hip-Hop	126			45	51	96
Hot Shots Sports	\$10/child per class for contractor	Sports Programs	Gym	9		16	9	34
Mad Science	70% - Cont. 30% - PD	Science Classes	Community Room	8		13	11	32
Pride DoJo	78% - Cont. 22% - PD	Karate	124	48	24	48	60	180
Redline Atheltics	75% - Cont. 25% - PD	Sports Programs	Gym	6		16	11	33
Sarah Hall	75% - Cont. 25% - PD	Drama Classes	Multi-Purpose Room	8		28	16	52
Sticky Fingers Cooking	70% - Cont. 30% - PD	Cooking Class	Multi-Purpose Room	6		26	20	52
<b>Totals</b>				<b>192</b>	<b>109</b>	<b>492</b>	<b>533</b>	<b>1326</b>

Rental Groups	# of Rental Days/Year	Fitness Rentals	# of Rental Days/Year
Congregation Hakafa	55	Boris, Helen	129
Music Lessons	129	Persico, Cristina	43
Writers Group	30	Nicolosi, Marianne	48
Our Place of new Trier	47	Culver, Sandy	9
@Properties	76		
Wiggleworms	84		
New Horizons Band	35		
Pride Dojo Private Lessons	202		
Ricky Spritz	29		
NSCI	29		