



JUNE 2019 Board Report





**GLENCOE PARK DISTRICT
REGULAR BOARD MEETING
Tuesday, June 18, 2019 - 7:00 PM
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 May 21, 2019 Regular Board Meeting (pgs. 4-8)
 - B. Minutes of June 4, 2019 Committee of the Whole Meeting (pg. 9)
 - C. Approval of the Bills (pgs. 10-28)
- IV. Matters from the Public
- V. Financial Report (pgs. 29-32)
- VI. Staff Reports
 - A. Business (pg. 34)
 - B. Recreation and Facilities (pgs. 35-40)
 - C. Parks and Maintenance (pgs. 41-42)
 - D. Marketing and Communications (pgs. 43-44)
 - E. Safety and Wellness Committee (pg. 45)
- VII. Executive Director Report (pgs. 46-51)
- VIII. Action Items
 - A. Acceptance of Fiscal Year 2018/19 Annual Audit (pg. 52)
 - B. Approval of the changes to the Fees and Charges Policy (pgs. 53-57)
 - C. Approval of Staff and Board to attend NRPA Annual Congress (pgs. 58-60)
 - D. Approval of the Takiff Center Early Childhood Play Space Bid (pgs. 61-62)
 - E. Approval of the Asphalt Pathways in Lakefront Park and Watts Park Bid (pgs. 63-64)
 - F. Approval of the Altamanu Inc. contract for architectural services for the repairs/restoration of the Schuman Overlook (pgs. 83-85)
 - G. Approval of the Resolution of Authorization for the IDNR OSLAD grant application for the Connect Glencoe project (pgs. 83-85)
- IX. Other Business
- X. Executive Session
 - A. Personnel 5ILCS 120/2 (c)(1)
- XI. Adjournment

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

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
June 2019 Board Meeting

MINUTES OF MAY 21, 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
Stefanie Boron, Vice President
Dudley Onderdonk, Treasurer
Josh Lutton, Commissioner
Bob Kimble, Commissioner

Staff present:

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

Members of the public in attendance who signed in or spoke: Alec Covey, Levi Covey, Tessa Covey, Peggy Kimble, Bart Schneider

Consent Agenda: A motion was made by Commissioner Onderdonk to approve the consent agenda items as presented including Minutes of the April 16, 2019 Regular Board Meeting, May 7, 2019 Committee of the Whole Meeting, and Approval of the Bills. Commissioner Lutton seconded the motion. Roll call vote taken:

AYES: Boron, Kimble, Lutton, Onderdonk, Brooks
NAYS: None
ABSENT: None
Motion passed.

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

Recognition of Retiring Commissioner: Bart Schneider was thanked for his service to the Glencoe Caucus. President Brooks, Commissioners, and staff explained how Bob ended up filling Steve Gaines unexpired term and expounded on Bob's great qualities vocalizing appreciation.

Action Item:

Approval of Commissioner Service Resolution No. 899 – Bob Kimble: President Brooks read the appreciation plaque. A motion was made by Commissioner Onderdonk to approve Commissioner Service Resolution No. 899 – Bob Kimble as presented. Commissioner Boron seconded the motion. No discussion ensued. Roll call vote taken:

AYES: Boron, Kimble, Lutton, Onderdonk, Brooks
NAYS: None
ABSENT: None
Motion passed.

Comments from Retiring Commissioner – Bob Kimble: Commissioner Kimble thanked commissioners and staff and commented on his service.

Recess: A celebratory recess was held for Commissioners Kimble, Brooks, Covey, and Onderdonk.

Oath of Office: Lisa M. Brooks, Michael Covey, Dudley Onderdonk: Executive Lisa Sheppard issued the Oath of Office to Lisa Brooks, Michael Covey, and Dudley Onderdonk.

Election of President and Vice-President: Executive Director Sheppard, as Board Secretary, opened nominations for President of the Board. Commissioner Onderdonk nominated Lisa Brooks and Commissioner Boron seconded the nomination. No discussion ensued. Roll call vote taken:

AYES: Boron, Covey, Lutton, Onderdonk, Brooks

NAYS: None

ABSENT: None

Motion passed.

Sheppard opened nominations for Vice-President of the Board. President Brooks nominated Stefanie Boron and Commissioner Onderdonk seconded the nomination. No discussion ensued. Roll call vote taken:

AYES: Boron, Covey, Lutton, Onderdonk, Brooks

NAYS: None

ABSENT: None

Motion passed.

Appointment of Officers and Representatives: President Brooks made a motion to appoint Michael Covey as Treasurer; Robert Bush of Ancel Glink, as General Legal Counsel and Ethics Officer; Lisa M. Sheppard, Executive Director as Secretary to the Board; Dudley Onderdonk as representative to the Glencoe Plan Commission; Lisa M. Sheppard and Jennifer L. Runkel as Freedom of Information Act Officers; and Dudley Onderdonk as representative to the Glencoe Sustainability Committee. Commissioner Boron seconded the motion. No discussion ensued. Roll call vote taken:

AYES: Boron, Covey, Lutton, Onderdonk, Brooks

NAYS: None

ABSENT: None

Motion passed.

Board Committee Appointments: President Brooks announced the appointments including Chair Covey and members including all commissioners for Finance Committee of the Whole and all committees moving forward to be Committee of the Whole with all commissioners.

Board Advisory Group Chair Appointments: President Brooks announced the advisory group appointments including Chair Lutton for Glencoe Beach and Lakefront Advisory Group, Chair Boron for the Early Childhood Advisory Group, Chair Brooks for Watts Advisory Group, and Lisa Sheppard as the NSSRA Liaison.

Financial Report: Director of Finance/Human Resources Mensinger stated we are two months into the year. The fitness department change from annual to monthly memberships affects comparisons and will catch up through the year. We will not see anything for beach pass revenue until June due to weather, although there was a surge before the early bird deadline. One hot weekend can make a difference with consistency coming July and August. Rec/Admin/Takiff surge in expenses show the fund transfer to Fund 69. Parks expenses are up due to early timing of projects based on good weather.

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

Director Mensinger shared that the first draft from the auditors will be presented at the committee meeting in June and going before the Board at the regular Board meeting in June as well as beginning talks of transferring funds to Fund 69 for Capital Projects. The June Finance Committee meeting will start at 6:30pm to communicate the results of the audit.

Director Collins stated that the Recreation Team is busy with camp and beach preparations, trainings, and staff meetings. Early beach training does happen with wet suits in Lake Michigan and at Wilmette's heated outdoor pool. Children's Circle is booming with 72 on waitlist; 25 are infants. Collins will provide the nonresident to resident breakdown. The program would need four more classes to expand; however, we are out of room. Changing area demographics show a need for full-day daycare.

Superintendent Classen shared that our Gold Medal video will be revealed on June 5 to the community and Board on our website. For the unveiling of our new mascot, Gus, staff will be wearing Gus shirts and Gus will be at special events. A Gus scavenger hunt includes many questions on sustainability at our parks following a booklet to be returned when complete for a prize.

Director Leiner shared that we are currently out to bid on the Takiff playground and park path resurfacing throughout our parks.

Executive Director Sheppard explained that spring has been challenging for Parks and Recreation teams with maintenance and scheduling fields and courts and have done a good job. The GBA Board President posted a Facebook message and sent an email thanking the District for the amazing effort from our team. GBA was able to get in all games other than the ones cancelled due to rain or thunder during the game. The relationship between us is wonderful.

The Woodlawn construction fence will be removed in the coming days based on good weather.

The Safety Committee reported that PDRMA sent several reports included in the Board packet. In cooperation with Glencoe Public Safety, we held active shooter training for managers and ELC staff.

Executive Director Report: Executive Director Sheppard proudly announced we are a finalist for NRPA Gold Medal for park districts under 30,000. We will be working on our video due June 3. Every time we apply, we look at how we can improve on the pillars to be a top tier park district.

Darryl Harris is speaking at our May 30 summer all staff training. Summer camp and beach is hiring, training, and getting ready for summer. The Park-A-Palooza Woodlawn Park grand opening is on June 5 from 4-5:30pm. For the Memorial Day Village of Glencoe and Patriotic Committee event, President Brooks will be representing the District. The inclement weather location is Takiff.

The July committee meeting moved to July 9 after the holiday.

We are in the process of receiving applications for the dog park task force and have received a lot of feedback. The request for applications was on social media, sent letters to surrounding neighbors of the possible parks, and published in a newspaper.

The park district will be having a float for the Fourth of July Parade and would like commissioners their families to participate and hand out candy at 3:00pm.

Action Items:

Approval of Resolution No. 900 Bank Depository Relationship – BMO Harris Bank: A motion was made by Commissioner Boron to approve Resolution No. 900 as presented. Commissioner Covey seconded the motion. No discussion ensued. Roll call vote taken:

AYES: Boron, Covey, Lutton, Onderdonk, Brooks
NAYS: None
ABSENT: None
Motion passed.

Approval of Exterior Rehabilitation of Takiff Center and Watts Recreation Center Painting, Carpentry, and Roof Repair Bid: A motion was made by Commissioner Boron to approve the lowest responsible bidder, L. Marshall Roofing & Sheet Metal of Glenview, IL, for Base Bid A, B1, B3, for a total of \$103,950 with \$13,165 remaining for contingency as presented. Commissioner Lutton seconded the motion. Work being done at each location was reviewed. Roll call vote taken:

AYES: Boron, Covey, Lutton, Onderdonk, Brooks
NAYS: None
ABSENT: None
Motion passed.

Other Business: There was no other business.

Adjourn: Commissioner Lutton moved to adjourn the meeting at 8:03pm. Commissioner Onderdonk seconded the motion, which passed by unanimous voice vote.

Respectfully submitted,

Lisa M. Sheppard
Secretary

MINUTES OF JUNE 4, 2019 COMMITTEE OF THE WHOLE MEETING
GLENCOE PARK DISTRICT
999 GREEN BAY ROAD, GLENCOE, ILLINOIS 60022

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

Committee Members present:

Lisa Brooks, President
Stefanie Boron, Vice President
Michael Covey, Treasurer
Josh Lutton, Commissioner
Dudley Onderdonk, 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/Communications

Members of the Public in attendance who signed in or spoke: No one from the public was in attendance.

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

Discussion of Current and Potential Future Debt for the District: Director Mensinger introduced Eric and John from PiperJaffery who presented on bond refunding. The presentation and discussion ensued on current debt and what it would look like should the Board approve issuance of non-referendum debt.

Presentation of Village Tudor Court Project and Discussion of Park 15n: Village Manager Phil Kiraly and Dave Mau gave a presentation on Tudor Court and a potential partnership in the future. Discussion ensued.

Discussion of Categories of Services: Executive Director Sheppard stated that our policy requires an annual Board review of categories of services to determine subsidy of programs. Discussion ensued. The Board requested two years of data concerning complimentary beach pass usage for Glencoe governmental institutions. Staff responded that this can be provided at the end of this season. The committee reviewed the Categories of Services and made no changes. Minor changes were made to the policy and advanced for approval at the next Board meeting. The complimentary beach pass portion of the policy will be reviewed again prior to issuing the passes next season.

Michael Covey left the meeting at 9:01pm.

Other Business: Potential grants, minimum wage, Illinois gas tax and recent change in law regarding marijuana was discussed.

Adjourn: Commissioner Lutton moved to adjourn the meeting at 9:28pm. Commissioner Onderdonk seconded the motion, which passed by unanimous voice vote.

Respectfully submitted,

Lisa M. Sheppard
Secretary



Voucher List of Bills

By Vendor Set

Payment Dates 05/16/2019 - 06/12/2019

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Vendor Set: AP Vendors - AP Vendors					
Vendor: 11128 - Ace of Spray. LLC					
Ace of Spray. LLC	06/12/2019	10510	10-12-000-5350	Power Washing - Tennis/Bask	4,650.00
Vendor 11128 - Ace of Spray. LLC Total:					4,650.00
Vendor: 10136 - Advanced Disposal Services					
Advanced Disposal Services	06/12/2019	10511	10-12-000-5353	Trash/Recycling - Parks	292.00
Advanced Disposal Services	06/12/2019	10511	10-13-000-5353	Trash/Recycling - Watts	112.00
Advanced Disposal Services	06/12/2019	10511	25-00-000-5353	Trash/Recycling - Takiff	344.00
Advanced Disposal Services	06/12/2019	10511	65-00-019-5524	Trash/Recycling - Beach Pier R	788.12
Vendor 10136 - Advanced Disposal Services Total:					1,536.12
Vendor: 10098 - AFLAC					
AFLAC	06/12/2019	10512	10-00-000-2170	Supplemental Aflac Coverage	310.48
Vendor 10098 - AFLAC Total:					310.48
Vendor: 10739 - Airespring					
Airespring	06/04/2019	10461	25-00-000-5210	Fiber Internet - May	1,743.56
Vendor 10739 - Airespring Total:					1,743.56
Vendor: 10138 - AJ Sewer Service					
AJ Sewer Service	06/04/2019	10462	10-14-000-5351	Equipment Repairs - Beach	339.00
Vendor 10138 - AJ Sewer Service Total:					339.00
Vendor: 11275 - Albertsons Safeway					
Albertsons Safeway	05/30/2019	10445	25-25-401-5400	ELC Supplies	138.52
Albertsons Safeway	05/30/2019	10445	25-25-402-5400	ELC Supplies	199.66
Albertsons Safeway	05/30/2019	10445	25-25-403-5400	ELC Supplies	11.16
Albertsons Safeway	05/30/2019	10445	25-26-000-5403	Day Care Pgm Supplies	7.98
Albertsons Safeway	05/30/2019	10445	25-26-000-5409	Day Care Food Supplies	75.82
Vendor 11275 - Albertsons Safeway Total:					433.14
Vendor: 10864 - All About Childcare Health, Ltd.					
All About Childcare Health, Lt	05/22/2019	10371	25-26-000-5387	Day Care Nurse Services	90.00
Vendor 10864 - All About Childcare Health, Ltd. Total:					90.00
Vendor: 10565 - All Court Fabrics, Inc.					
All Court Fabrics, Inc.	05/22/2019	10372	10-12-000-5584	Tennis Windscreens - Parks	3,388.00
Vendor 10565 - All Court Fabrics, Inc. Total:					3,388.00
Vendor: 10973 - Altamanu, Inc.					
Altamanu, Inc.	06/12/2019	10513	69-00-000-5560	Design Svcs - Takiff Playgroun	10,796.67
Vendor 10973 - Altamanu, Inc. Total:					10,796.67
Vendor: 10140 - Althoff Industries, Inc.					
Althoff Industries, Inc.	06/12/2019	10514	25-00-000-5352	Building Repairs - Takiff	616.00
Althoff Industries, Inc.	06/12/2019	10514	25-00-000-5355	Takiff HVAC Mo Maint - July	757.00
Vendor 10140 - Althoff Industries, Inc. Total:					1,373.00
Vendor: 10056 - Amazing Minds					
Amazing Minds	06/12/2019	10515	25-25-635-5300	Contractual - Spring Science C	810.00
Vendor 10056 - Amazing Minds Total:					810.00
Vendor: 10946 - Amazon Capital Services					
Amazon Capital Services	05/28/2019	10414	10-14-000-5420	General Supplies - Beach	319.60
Amazon Capital Services	05/28/2019	10414	10-15-000-5420	General Supplies - Boathouse	14.58
Amazon Capital Services	05/28/2019	10414	25-00-000-5342	Meeting Supplies - Rec	11.99
Amazon Capital Services	05/28/2019	10414	25-00-000-5360	Marketing	35.97
Amazon Capital Services	05/28/2019	10414	25-00-000-5401	Office Supplies - Rec	319.40
Amazon Capital Services	05/28/2019	10414	25-00-000-5420	General Supplies - Rec	94.52
Amazon Capital Services	05/28/2019	10414	25-25-403-5400	ELC Supplies	8.29
Amazon Capital Services	05/28/2019	10414	25-25-801-5400	Camp Supplies	32.86

Voucher List of Bills

Payment Dates: 05/16/2019 - 06/12/2019

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Amazon Capital Services	05/28/2019	10414	25-25-809-5400	Camp Supplies	32.86
Amazon Capital Services	05/28/2019	10414	25-25-810-5400	Camp Supplies	32.86
Amazon Capital Services	05/28/2019	10414	25-25-813-5400	Camp Supplies	41.17
Amazon Capital Services	05/28/2019	10414	25-25-833-5400	Camp Supplies	32.86
Amazon Capital Services	05/28/2019	10414	25-26-000-5403	Day Care Pgm Supplies	246.99
Amazon Capital Services	05/28/2019	10414	25-27-000-5420	General Fitness Supplies	69.99
Amazon Capital Services	05/28/2019	10414	45-00-000-5420	Safety Supplies	28.86
Vendor 10946 - Amazon Capital Services Total:					1,322.80
Vendor: 10686 - American Building Services, LLC					
American Building Services, LL	05/28/2019	10415	25-00-000-5352	Building Repairs - Takiff	565.00
American Building Services, LL	06/04/2019	10463	25-00-000-5351	Equipment Repairs - Takiff	1,215.00
Vendor 10686 - American Building Services, LLC Total:					1,780.00
Vendor: 10147 - American Outfitters, Ltd.					
American Outfitters, Ltd.	06/12/2019	10516	10-11-000-5342	Spring Staff Apparel	37.50
American Outfitters, Ltd.	06/12/2019	10516	10-11-000-5420	Spring Staff Apparel	164.25
American Outfitters, Ltd.	06/12/2019	10516	10-12-000-5421	Spring Staff Apparel	83.50
American Outfitters, Ltd.	06/12/2019	10516	25-00-000-5421	Spring Staff Apparel	277.50
American Outfitters, Ltd.	06/12/2019	10516	25-00-000-5421	Spring Apparel & Summer SPI	1,458.15
American Outfitters, Ltd.	06/12/2019	10516	25-25-401-5400	Spring Staff Apparel	92.75
American Outfitters, Ltd.	06/12/2019	10516	25-25-402-5400	Spring Staff Apparel	51.00
American Outfitters, Ltd.	06/12/2019	10516	25-25-403-5400	Spring Staff Apparel	53.25
American Outfitters, Ltd.	06/12/2019	10516	25-25-601-5400	Spring Staff Apparel	78.75
American Outfitters, Ltd.	06/12/2019	10516	25-25-602-5400	Spring Staff Apparel	72.75
American Outfitters, Ltd.	06/12/2019	10516	25-25-707-5400	Spring Staff Apparel	47.41
American Outfitters, Ltd.	06/12/2019	10516	25-25-711-5400	Spring Staff Apparel	47.42
American Outfitters, Ltd.	06/12/2019	10516	25-25-740-5400	Spring Staff Apparel	47.42
American Outfitters, Ltd.	06/12/2019	10516	25-26-000-5420	Spring Staff Apparel	1,218.00
American Outfitters, Ltd.	06/12/2019	10516	25-27-000-5421	Spring Staff Apparel	9.75
American Outfitters, Ltd.	06/12/2019	10517	10-14-000-5421	Summer Beach Staff Uniforms	1,019.60
American Outfitters, Ltd.	06/12/2019	10517	10-15-000-5421	Summer Boat Staff Uniforms	531.20
American Outfitters, Ltd.	06/12/2019	10517	25-25-801-5400	Summer Camper T-Shirts	3,982.67
American Outfitters, Ltd.	06/12/2019	10517	25-25-803-5400	Summer Camper T-Shirts	921.63
American Outfitters, Ltd.	06/12/2019	10517	25-25-809-5400	Summer Camper T-Shirts	564.30
American Outfitters, Ltd.	06/12/2019	10517	25-25-810-5400	Summer Camper T-Shirts	2,405.39
American Outfitters, Ltd.	06/12/2019	10517	25-25-811-5400	Summer Camper T-Shirts	206.43
American Outfitters, Ltd.	06/12/2019	10517	25-25-812-5400	Summer Camper T-Shirts	285.18
American Outfitters, Ltd.	06/12/2019	10517	25-25-813-5400	Summer Camper T-Shirts	923.73
American Outfitters, Ltd.	06/12/2019	10517	25-25-833-5400	Summer Camper Uniforms	902.92
American Outfitters, Ltd.	06/12/2019	10517	25-25-835-5400	Summer Camp Staff & Campe	220.58
American Outfitters, Ltd.	06/12/2019	10517	25-25-836-5400	Summer Camp Staff & Campe	220.57
American Outfitters, Ltd.	06/12/2019	10517	65-00-019-5504	Summer T-Shirts	597.50
Vendor 10147 - American Outfitters, Ltd. Total:					16,521.10
Vendor: 10717 - Applied Controls, Inc.					
Applied Controls, Inc.	05/22/2019	10373	25-00-000-5352	Building Repairs - Takiff	588.00
Vendor 10717 - Applied Controls, Inc. Total:					588.00
Vendor: 10159 - Arlington Power Equipment					
Arlington Power Equipment	06/04/2019	10464	10-12-000-5496	Field Pumps	200.98
Arlington Power Equipment	06/04/2019	10464	25-25-722-5400	Field Pumps	495.00
Arlington Power Equipment	06/12/2019	10518	10-12-000-5496	Field Pump	337.99
Arlington Power Equipment	06/12/2019	10518	25-25-722-5400	Field Pump	337.99
Vendor 10159 - Arlington Power Equipment Total:					1,371.96
Vendor: 10162 - AT & T					
AT & T	05/22/2019	10374	10-12-000-5210	Phone Svc - Parks	77.01
AT & T	05/22/2019	10374	25-00-000-5210	Phone Svc - Takiff	504.41
AT & T	05/28/2019	10416	25-00-000-5210	Phone Svc - Takiff	706.43
Vendor 10162 - AT & T Total:					1,287.85

Voucher List of Bills

Payment Dates: 05/16/2019 - 06/12/2019

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Vendor: 10455 - AT & T					
AT & T	06/12/2019	10519	10-14-000-5210	DSL Service - Beach	168.95
Vendor 10455 - AT & T Total:					168.95
Vendor: 11391 - BlueTarp Credit Services					
BlueTarp Credit Services	05/22/2019	10375	65-00-019-5505	Cement Mixer - Parks	1,131.85
Vendor 11391 - BlueTarp Credit Services Total:					1,131.85
Vendor: 10473 - BMO Harris Bank N.A.					
BMO Harris Bank N.A.	05/22/2019	10376	10-11-000-5340	IAPD Conf Hotel	134.47
BMO Harris Bank N.A.	05/22/2019	10376	10-11-000-5342	Admin Meeting Expenses/Hol	3,371.17
BMO Harris Bank N.A.	05/22/2019	10376	10-11-000-5402	Digital Newspaper Subscriptio	15.96
BMO Harris Bank N.A.	05/22/2019	10376	10-12-000-5340	Conferences & Trainings - Par	221.71
BMO Harris Bank N.A.	05/22/2019	10376	10-12-000-5344	Pesticide Licenses	326.00
BMO Harris Bank N.A.	05/22/2019	10376	10-12-000-5350	Web Data Storage	45.00
BMO Harris Bank N.A.	05/22/2019	10376	10-12-000-5361	CREDIT - Duplicate Job Postin	-165.00
BMO Harris Bank N.A.	05/22/2019	10376	10-12-000-5585	Little Libraries	1,209.37
BMO Harris Bank N.A.	05/22/2019	10376	10-14-000-5360	Beach Marketing	69.40
BMO Harris Bank N.A.	05/22/2019	10376	10-14-000-5430	CPR/First Aid Supplies - Beach	178.50
BMO Harris Bank N.A.	05/22/2019	10376	10-15-000-5340	Meeting Expenses - Boathous	79.00
BMO Harris Bank N.A.	05/22/2019	10376	10-15-000-5420	General Boat Supplies	24.66
BMO Harris Bank N.A.	05/22/2019	10376	25-00-000-5321	E-Blast Software	132.81
BMO Harris Bank N.A.	05/22/2019	10376	25-00-000-5340	Conferences/Training - Rec	420.00
BMO Harris Bank N.A.	05/22/2019	10376	25-00-000-5341	I-Pass Tolls	52.40
BMO Harris Bank N.A.	05/22/2019	10376	25-00-000-5361	Marketing	1,813.31
BMO Harris Bank N.A.	05/22/2019	10376	25-00-000-5362	Stock Photography	343.00
BMO Harris Bank N.A.	05/22/2019	10376	25-00-000-5420	Pickleball Equipment	573.72
BMO Harris Bank N.A.	05/22/2019	10376	25-00-000-5430	AED Replacement Pads	304.00
BMO Harris Bank N.A.	05/22/2019	10376	25-25-315-5400	Ceramics Supplies	293.48
BMO Harris Bank N.A.	05/22/2019	10376	25-25-400-5400	Teacher Appreciation Supplie	961.29
BMO Harris Bank N.A.	05/22/2019	10376	25-25-402-5400	ELC Supplies	307.00
BMO Harris Bank N.A.	05/22/2019	10376	25-25-403-5400	ELC Supplies	10.00
BMO Harris Bank N.A.	05/22/2019	10376	25-25-432-5400	Preschool Enrichment Supplie	26.46
BMO Harris Bank N.A.	05/22/2019	10376	25-25-801-5300	Contractual - Camp Trip Depo	100.00
BMO Harris Bank N.A.	05/22/2019	10376	25-25-810-5300	Contractual - Camp Trip Depo	100.00
BMO Harris Bank N.A.	05/22/2019	10376	25-25-833-5300	Contractual - Camp Trip Depo	1,220.00
BMO Harris Bank N.A.	05/22/2019	10376	25-25-904-5400	Mom/Son Event Supplies	75.30
BMO Harris Bank N.A.	05/22/2019	10376	25-25-905-5400	Spring Egg Hunt Supplies	422.98
BMO Harris Bank N.A.	05/22/2019	10376	25-25-910-5400	July 4th Supplies	27.97
BMO Harris Bank N.A.	05/22/2019	10376	25-25-932-5300	Contractual - Day Off School T	568.00
BMO Harris Bank N.A.	05/22/2019	10376	25-25-946-5400	Traid Day Supplies	84.33
BMO Harris Bank N.A.	05/22/2019	10376	25-26-000-5360	Care.com Monthly Subscripti	75.00
BMO Harris Bank N.A.	05/22/2019	10376	25-26-000-5403	Day Care Program Supplies	315.87
BMO Harris Bank N.A.	05/22/2019	10376	25-26-000-5404	Day Care App	175.00
BMO Harris Bank N.A.	05/22/2019	10376	25-27-000-5210	Takiff Fitness TV Svc	357.21
BMO Harris Bank N.A.	05/22/2019	10376	25-27-000-5360	Fitness Center Marketing	242.99
BMO Harris Bank N.A.	05/22/2019	10376	65-00-019-5504	Bocce Court	1,445.54
Vendor 10473 - BMO Harris Bank N.A. Total:					15,957.90
Vendor: 10180 - Bob's Refrigeration, Inc.					
Bob's Refrigeration, Inc.	05/22/2019	10379	10-14-000-5351	Repairs - Beach Freezer	585.00
Bob's Refrigeration, Inc.	05/22/2019	10379	25-00-000-5351	Repairs - Program Fridge	285.00
Vendor 10180 - Bob's Refrigeration, Inc. Total:					870.00
Vendor: 11129 - Buffalo Grove Park District					
Buffalo Grove Park District	06/04/2019	10465	25-25-803-5300	Contractual - Camp Trip 7/31/	204.00
Buffalo Grove Park District	06/04/2019	10466	25-25-813-5300	Contractual - Camp Trip 7/18/	140.00
Buffalo Grove Park District	06/04/2019	10467	25-25-813-5300	Contractual - Camp Trip 6/26/	140.00
Buffalo Grove Park District	06/04/2019	10468	25-26-000-5386	Contractual - Camp Trip 7/10/	144.00
Buffalo Grove Park District	06/04/2019	10469	25-25-803-5300	Contractual - Camp Trip 7/17/	204.00
Buffalo Grove Park District	06/04/2019	10470	25-25-803-5300	Contractual - Camp Trip 6/19/	204.00
Buffalo Grove Park District	06/04/2019	10471	25-25-803-5300	Contractual - Camp Trip 7/3/1	204.00

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Buffalo Grove Park District	06/04/2019	10472	25-26-000-5386	Contractual - Camp Trip 8/6/1	144.00
Vendor 11129 - Buffalo Grove Park District Total:					1,384.00
Vendor: 10184 - Burris Equipment Company					
Burris Equipment Company	05/22/2019	10380	10-12-000-5351	Parks Equip Repairs	352.15
Burris Equipment Company	05/22/2019	10380	65-00-019-5524	Rental Equip - Pier Repairs	1,175.00
Burris Equipment Company	06/12/2019	10520	10-12-000-5450	Snow Tires for Kubota UTV	667.97
Burris Equipment Company	06/12/2019	10520	65-00-019-5511	Snow Tires for Kubota UTV	480.00
Vendor 10184 - Burris Equipment Company Total:					2,675.12
Vendor: 10656 - Call One					
Call One	06/12/2019	10521	25-00-000-5210	T1 Line - Watts	351.89
Vendor 10656 - Call One Total:					351.89
Vendor: 10441 - Carole K Pearlman					
Carole K Pearlman	06/12/2019	10522	25-25-627-5300	Contractual - Spring Art Class	1,701.00
Vendor 10441 - Carole K Pearlman Total:					1,701.00
Vendor: 10187 - Cawley Company					
Cawley Company	06/12/2019	10523	10-11-000-5420	Staff Name Tags	22.62
Vendor 10187 - Cawley Company Total:					22.62
Vendor: 10188 - CDW Government, Inc.					
CDW Government, Inc.	05/28/2019	10417	25-25-801-5400	Camp iPads	311.00
CDW Government, Inc.	05/28/2019	10417	25-25-809-5400	Camp iPads	311.00
CDW Government, Inc.	05/28/2019	10417	25-25-810-5400	Camp iPads	311.00
CDW Government, Inc.	05/28/2019	10417	25-25-811-5400	Bears Camp iPads	388.00
CDW Government, Inc.	05/28/2019	10417	25-25-812-5400	Bears Camp iPads	388.00
CDW Government, Inc.	05/28/2019	10417	25-25-813-5400	Bears Camp iPads	388.00
CDW Government, Inc.	05/28/2019	10417	25-25-833-5400	Camp iPads	311.00
Vendor 10188 - CDW Government, Inc. Total:					2,408.00
Vendor: 10194 - Chicago Botanic Garden					
Chicago Botanic Garden	06/12/2019	10524	10-12-000-5730	Annual Membership - Botanic	100.00
Vendor 10194 - Chicago Botanic Garden Total:					100.00
Vendor: 10552 - Chicago Tribune Media Group					
Chicago Tribune Media Group	06/12/2019	10525	10-11-000-5311	Legal Notices	133.38
Vendor 10552 - Chicago Tribune Media Group Total:					133.38
Vendor: 11213 - Ciao Bella Sewing					
Ciao Bella Sewing	06/12/2019	10526	25-25-651-5300	Contractual - Spring Sewing Cl	630.00
Vendor 11213 - Ciao Bella Sewing Total:					630.00
Vendor: 10202 - Classic Design Awards					
Classic Design Awards	05/22/2019	10381	10-11-000-5342	Commissioner Meeting Name	43.40
Vendor 10202 - Classic Design Awards Total:					43.40
Vendor: 10505 - Comcast					
Comcast	05/22/2019	10382	10-13-000-5210	Internet Svc - Watts	130.82
Vendor 10505 - Comcast Total:					130.82
Vendor: 10208 - Commonwealth Edison					
Commonwealth Edison	06/04/2019	10473	10-12-000-5230	Electricity - Parks	608.05
Commonwealth Edison	06/04/2019	10473	10-13-000-5230	Electricity - Watts	542.90
Commonwealth Edison	06/04/2019	10473	10-14-000-5230	Electricity - Beach	244.69
Commonwealth Edison	06/04/2019	10473	10-15-000-5230	Electricity - Boathouse	371.74
Commonwealth Edison	06/04/2019	10473	25-00-000-5230	Electricity - Takiff	7,521.14
Vendor 10208 - Commonwealth Edison Total:					9,288.52
Vendor: 11396 - Community Playthings					
Community Playthings	06/04/2019	10474	25-26-000-5403	Furniture/Supplies - Day Care	1,358.00
Vendor 11396 - Community Playthings Total:					1,358.00
Vendor: 10210 - Conserv FS					
Conserv FS	05/28/2019	10418	10-12-000-5493	Fertilizer/Chemicals - Parks	538.20
Conserv FS	05/28/2019	10418	10-12-000-5494	Seed/Sod - Parks	2,469.00
Conserv FS	06/04/2019	10475	10-12-000-5490	Field Chalk & Turface	237.60
Conserv FS	06/04/2019	10475	25-00-000-5455	Field Chalk & Turface	400.00

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Conserv FS	06/04/2019	10475	25-25-722-5400	Field Chalk & Turface	1,879.52
Vendor 10210 - Conserv FS Total:					5,524.32
Vendor: 10215 - Craftwood Lumber Company					
Craftwood Lumber Company	06/04/2019	10476	10-12-000-5481	Construction Supplies - Parks	298.48
Craftwood Lumber Company	06/04/2019	10476	10-12-000-5486	Plumbing Supplies - Parks	91.00
Craftwood Lumber Company	06/04/2019	10476	10-12-000-5493	Fertilizer/Chemicals - Parks	80.15
Craftwood Lumber Company	06/04/2019	10476	10-14-000-5481	Construction Supplies - Beach	56.82
Craftwood Lumber Company	06/04/2019	10476	10-14-000-5484	Electrical Supplies - Beach	15.00
Craftwood Lumber Company	06/04/2019	10476	10-14-000-5486	Plumbing Supplies - Beach	2.89
Craftwood Lumber Company	06/04/2019	10476	25-00-000-5482	Hardware - Takiff	55.72
Craftwood Lumber Company	06/04/2019	10476	25-00-000-5483	Paint - Takiff	6.49
Vendor 10215 - Craftwood Lumber Company Total:					606.55
Vendor: 11398 - Creekside Operating, LLC					
Creekside Operating, LLC	06/04/2019	10477	25-00-000-5360	Marketing - Summer Sampler	1,622.18
Vendor 11398 - Creekside Operating, LLC Total:					1,622.18
Vendor: 10626 - Deborah L Krohn					
Deborah L Krohn	06/12/2019	10527	25-25-803-5300	Contractual - Camp Entertain	70.00
Deborah L Krohn	06/12/2019	10527	25-25-811-5300	Contractual - Camp Entertain	70.00
Deborah L Krohn	06/12/2019	10527	25-25-812-5300	Contractual - Camp Entertain	70.00
Deborah L Krohn	06/12/2019	10527	25-25-813-5300	Contractual - Camp Entertain	70.00
Deborah L Krohn	06/12/2019	10527	25-26-000-5386	Contractual - Camp Entertain	70.00
Vendor 10626 - Deborah L Krohn Total:					350.00
Vendor: 10333 - Dermatec Direct					
Dermatec Direct	05/28/2019	10420	25-26-000-5430	First Aid Supplies	933.75
Dermatec Direct	05/30/2019	10448	25-26-000-5430	First Aid Supplies - Day Care	178.50
Vendor 10333 - Dermatec Direct Total:					1,112.25
Vendor: 10914 - Des Plaines Glass Co.					
Des Plaines Glass Co.	06/12/2019	10528	10-13-000-5352	Watts Rink Glass	1,474.00
Vendor 10914 - Des Plaines Glass Co. Total:					1,474.00
Vendor: 10648 - Des Plaines Park District					
Des Plaines Park District	05/22/2019	10383	25-25-707-5300	Contractual - House Bball Exp	21.57
Vendor 10648 - Des Plaines Park District Total:					21.57
Vendor: 10334 - Discount School Supply					
Discount School Supply	06/12/2019	10529	25-25-803-5400	Camp Supplies	301.27
Discount School Supply	06/12/2019	10529	25-25-813-5400	Camp Supplies	23.02
Vendor 10334 - Discount School Supply Total:					324.29
Vendor: 10335 - Domino's Pizza					
Domino's Pizza	05/22/2019	10384	25-25-903-5400	Supplies - Dad/Daughter Even	113.49
Domino's Pizza	05/28/2019	10421	25-25-428-5400	Presch Enrichment Pizza Party	40.44
Domino's Pizza	05/28/2019	10421	25-25-601-5400	Lunches - Kids Club	54.92
Domino's Pizza	05/28/2019	10421	25-25-932-5400	Lunches - School Day Off	78.38
Vendor 10335 - Domino's Pizza Total:					287.23
Vendor: 11393 - E Motor Pro					
E Motor Pro	05/28/2019	10422	25-00-000-5451	Building Parts - Takiff	4,324.34
Vendor 11393 - E Motor Pro Total:					4,324.34
Vendor: 10337 - Elk Grove Park District					
Elk Grove Park District	06/04/2019	10479	25-25-813-5300	Contractual - Camp Trip 7/26/	212.50
Elk Grove Park District	06/04/2019	10479	25-26-000-5386	Contractual - Camp Trip 7/26/	212.50
Vendor 10337 - Elk Grove Park District Total:					425.00
Vendor: 10341 - Excalibur Technology Corporation					
Excalibur Technology Corpora	06/04/2019	10480	65-00-019-5502	Replace 2 EC Laptop/1 New A	3,488.25
Excalibur Technology Corpora	06/12/2019	10530	10-11-000-5355	TSS - July	6,291.80
Excalibur Technology Corpora	06/12/2019	10530	25-00-000-5321	WebTrac Hosting - July	749.00
Vendor 10341 - Excalibur Technology Corporation Total:					10,529.05

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Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Vendor: 10402 - F.J. Kerrigan Plumbing Co.					
F.J. Kerrigan Plumbing Co.	05/22/2019	10385	25-00-000-5352	Building Repairs - Takiff	1,087.50
Vendor 10402 - F.J. Kerrigan Plumbing Co. Total:					1,087.50
Vendor: 11291 - Fambro Management LLC					
Fambro Management LLC	06/12/2019	10531	25-25-629-5300	Contractual - Spring Chess Cla	3,887.00
Vendor 11291 - Fambro Management LLC Total:					3,887.00
Vendor: 10673 - FAMOS! DJ Entertainment					
FAMOS! DJ Entertainment	06/04/2019	10481	25-25-801-5300	Contractual - DJ for Camp Op	48.37
FAMOS! DJ Entertainment	06/04/2019	10481	25-25-803-5300	Contractual - DJ for Camp Op	48.37
FAMOS! DJ Entertainment	06/04/2019	10481	25-25-809-5300	Contractual - DJ for Camp Op	48.37
FAMOS! DJ Entertainment	06/04/2019	10481	25-25-810-5300	Contractual - DJ for Camp Op	48.37
FAMOS! DJ Entertainment	06/04/2019	10481	25-25-811-5300	Contractual - DJ for Camp Op	48.38
FAMOS! DJ Entertainment	06/04/2019	10481	25-25-812-5300	Contractual - DJ for Camp Op	48.38
FAMOS! DJ Entertainment	06/04/2019	10481	25-25-813-5400	Contractual - DJ for Camp Op	48.38
FAMOS! DJ Entertainment	06/04/2019	10481	25-25-833-5300	Contractual - DJ for Camp Op	48.38
Vendor 10673 - FAMOS! DJ Entertainment Total:					387.00
Vendor: 10344 - FedEx					
FedEx	05/28/2019	10423	25-00-000-5301	Shipping	57.42
Vendor 10344 - FedEx Total:					57.42
Vendor: 11139 - Fiore Nursery & Landscape Supply					
Fiore Nursery & Landscape Su	05/22/2019	10386	69-00-000-5540	Plantings - Woodlawn Screen	712.50
Fiore Nursery & Landscape Su	06/12/2019	10532	10-12-000-5490	Plantings/Flowers	1,863.16
Vendor 11139 - Fiore Nursery & Landscape Supply Total:					2,575.66
Vendor: 11379 - Firezone					
Firezone	06/04/2019	10482	25-25-803-5300	Contractual - Camp Trip (Bal	500.00
Vendor 11379 - Firezone Total:					500.00
Vendor: 10405 - First Student					
First Student	05/28/2019	10424	25-25-932-5300	Contractual - School Day Off B	178.25
First Student	05/30/2019	10449	25-25-401-5300	Contractual - ELC Field Trip Bu	106.88
Vendor 10405 - First Student Total:					285.13
Vendor: 10345 - Fox Valley Fire and Safety					
Fox Valley Fire and Safety	05/22/2019	10387	25-00-000-5355	Maint Svc Agreement - Takiff	192.75
Vendor 10345 - Fox Valley Fire and Safety Total:					192.75
Vendor: 10451 - G & O Thermal Supply Co					
G & O Thermal Supply Co	06/04/2019	10483	10-14-000-5451	Building Parts - Takiff	478.27
Vendor 10451 - G & O Thermal Supply Co Total:					478.27
Vendor: 11375 - Game On! LLC					
Game On! LLC	06/12/2019	10533	25-25-752-5300	Contractual - Girls Sports Clas	4,480.00
Vendor 11375 - Game On! LLC Total:					4,480.00
Vendor: 10076 - Glencoe Junior Kindergarten					
Glencoe Junior Kindergarten	06/04/2019	10484	25-25-471-5300	Payment 3 - 19/20 Preschool	10,678.50
Glencoe Junior Kindergarten	06/04/2019	10484	25-25-472-5300	Payment 3 - 19/20 Preschool	29,354.25
Glencoe Junior Kindergarten	06/04/2019	10484	25-25-473-5300	Payment 3 - 19/20 Preschool	35,491.50
Glencoe Junior Kindergarten	06/04/2019	10484	25-25-474-5300	Payment 3 - 19/20 Preschool	50,908.50
Vendor 10076 - Glencoe Junior Kindergarten Total:					126,432.75
Vendor: 10837 - Gordon Food Service, Inc.					
Gordon Food Service, Inc.	05/22/2019	10388	25-26-000-5409	Day Care Food Supplies	1,724.43
Gordon Food Service, Inc.	05/22/2019	10388	25-26-000-5460	Day Care Food Equipment	71.29
Gordon Food Service, Inc.	05/28/2019	10425	25-25-401-5400	ELC Supplies	83.88
Gordon Food Service, Inc.	05/28/2019	10425	25-25-402-5400	ELC Supplies	171.57
Gordon Food Service, Inc.	05/28/2019	10425	25-25-403-5400	ELC Supplies	83.88
Gordon Food Service, Inc.	05/28/2019	10425	25-26-000-5409	Day Care Food Supplies	1,776.80
Gordon Food Service, Inc.	05/28/2019	10425	25-26-000-5460	Day Care Food Equipment	100.00
Gordon Food Service, Inc.	06/12/2019	10534	25-26-000-5409	Day Care Food Supplies	1,384.40
Gordon Food Service, Inc.	06/12/2019	10534	25-26-000-5460	Day Care Food Equipment	51.54
Vendor 10837 - Gordon Food Service, Inc. Total:					5,447.79

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Vendor: 10370 - Grainger Inc.					
Grainger Inc.	05/28/2019	10426	10-12-000-5481	Construction Supplies - Parks	131.22
Grainger Inc.	05/28/2019	10426	10-14-000-5482	Hardware - Beach	142.36
Grainger Inc.	05/28/2019	10426	25-00-000-5412	CREDIT - Cleaning Supplies Ta	-190.72
Grainger Inc.	06/12/2019	10535	10-12-000-5430	First Aid Supplies - Parks	436.02
Grainger Inc.	06/12/2019	10535	25-00-000-5420	General Supplies - Rec	480.12
Grainger Inc.	06/12/2019	10535	25-00-000-5482	Hardware - Takiff	633.80
Vendor 10370 - Grainger Inc. Total:					1,632.80
Vendor: 10325 - Grand Food Center					
Grand Food Center	05/30/2019	10450	25-25-401-5400	ELC - Milk	28.26
Grand Food Center	05/30/2019	10450	25-25-402-5400	ELC - Milk	28.28
Grand Food Center	05/30/2019	10450	25-25-403-5400	ELC - Milk	28.26
Grand Food Center	05/30/2019	10450	25-26-000-5409	Day Care - Milk	254.94
Vendor 10325 - Grand Food Center Total:					339.74
Vendor: 10379 - HD Supply Facilities Maintenance					
HD Supply Facilities Maintena	05/22/2019	10389	10-12-000-5430	First Aid Supplies - Parks	134.10
HD Supply Facilities Maintena	05/22/2019	10389	10-12-000-5482	Hardware - Parks	91.00
HD Supply Facilities Maintena	06/04/2019	10485	10-14-000-5481	Construction Supplies - Beach	255.99
Vendor 10379 - HD Supply Facilities Maintenance Total:					481.09
Vendor: 10381 - Highland Park Electric Inc.					
Highland Park Electric Inc.	05/22/2019	10390	10-14-000-5352	Building Repairs - Beach Hous	140.00
Vendor 10381 - Highland Park Electric Inc. Total:					140.00
Vendor: 11358 - Holly Nagel					
Holly Nagel	05/30/2019	10451	25-00-000-5342	Contractual Balloon Artist - W	350.00
Vendor 11358 - Holly Nagel Total:					350.00
Vendor: 10384 - Home Depot Credit Services					
Home Depot Credit Services	05/28/2019	10427	10-12-000-5481	Construction Supplies - Parks	299.13
Home Depot Credit Services	05/28/2019	10427	10-12-000-5484	Electrical Supplies - Parks	197.59
Home Depot Credit Services	05/28/2019	10427	10-12-000-5488	Power Tools - Parks	300.00
Home Depot Credit Services	05/28/2019	10427	10-14-000-5486	Plumbing Supplies - Beach	266.85
Home Depot Credit Services	05/28/2019	10427	10-14-000-5487	Hand Tools - Beach	17.94
Home Depot Credit Services	05/28/2019	10427	25-00-000-5412	Cleaning Supplies - Takiff	101.73
Vendor 10384 - Home Depot Credit Services Total:					1,183.24
Vendor: 10068 - Hot Shots Sports					
Hot Shots Sports	05/28/2019	10428	25-25-748-5300	Contractual - Girls Fall Basket	994.00
Vendor 10068 - Hot Shots Sports Total:					994.00
Vendor: 10934 - IC Signs & Graphics					
IC Signs & Graphics	05/22/2019	10391	10-14-000-5360	Beach Signs	1,000.00
IC Signs & Graphics	05/22/2019	10391	10-15-000-5360	Boathouse Signs	1,536.25
IC Signs & Graphics	06/04/2019	10486	25-00-000-5360	Marketing - Signs	209.00
IC Signs & Graphics	06/07/2019	10509	25-00-000-5360	Park Opening Signs	157.50
Vendor 10934 - IC Signs & Graphics Total:					2,902.75
Vendor: 10100 - IL Dept of Revenue					
IL Dept of Revenue	05/24/2019	DFT0000837	10-00-000-2110	IL State Tax W/H	5,737.30
IL Dept of Revenue	06/07/2019	DFT0000844	10-00-000-2110	IL State Tax W/H	5,879.89
IL Dept of Revenue	06/07/2019	DFT0000848	10-00-000-2110	IL State Tax W/H	92.73
Vendor 10100 - IL Dept of Revenue Total:					11,709.92
Vendor: 10101 - Illinois Municipal Retirement Fund					
Illinois Municipal Retirement	05/30/2019	DFT0000839	10-00-000-2150	IMRF Contribution - May	40,400.37
Illinois Municipal Retirement	05/30/2019	DFT0000839	10-00-000-2155	VAC Contribution - May	4,470.00
Vendor 10101 - Illinois Municipal Retirement Fund Total:					44,870.37
Vendor: 10647 - Illinois Pump, Inc					
Illinois Pump, Inc	05/28/2019	10429	10-14-000-5588	Emergency Repairs - Beach H	4,625.00
Vendor 10647 - Illinois Pump, Inc Total:					4,625.00
Vendor: 10106 - IRS/Dept of Treasury					
IRS/Dept of Treasury	05/24/2019	DFT0000835	10-00-000-2120	Social Security W/H	16,455.12
IRS/Dept of Treasury	05/24/2019	DFT0000836	10-00-000-2130	Medicare	3,848.50

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IRS/Dept of Treasury	05/24/2019	DFT0000838	10-00-000-2100	Fed Income Tax W/H	10,702.54
IRS/Dept of Treasury	06/07/2019	DFT0000842	10-00-000-2120	Social Security W/H	16,999.40
IRS/Dept of Treasury	06/07/2019	DFT0000843	10-00-000-2130	Medicare	3,975.76
IRS/Dept of Treasury	06/07/2019	DFT0000845	10-00-000-2100	Fed Income Tax W/H	10,164.13
IRS/Dept of Treasury	06/07/2019	DFT0000846	10-00-000-2120	Social Security W/H	243.24
IRS/Dept of Treasury	06/07/2019	DFT0000847	10-00-000-2130	Medicare	56.88
IRS/Dept of Treasury	06/07/2019	DFT0000849	10-00-000-2100	Fed Income Tax W/H	161.02
Vendor 10106 - IRS/Dept of Treasury Total:					62,606.59
Vendor: 11394 - Jack Phelan Dodge LLC					
Jack Phelan Dodge LLC	05/31/2019	10456	65-00-019-5521	2019 Dodge Grand Caravan S	21,000.00
Vendor 11394 - Jack Phelan Dodge LLC Total:					21,000.00
Vendor: 10947 - Jaffe Films					
Jaffe Films	05/22/2019	10392	25-00-000-5360	Gold Medal Film	6,000.00
Vendor 10947 - Jaffe Films Total:					6,000.00
Vendor: 10089 - Julie Kaplan					
Julie Kaplan	06/04/2019	10487	25-25-785-5300	Contractual - Fitness Classes	464.47
Julie Kaplan	06/04/2019	10487	25-25-786-5300	Contractual - Fitness Classes	150.00
Vendor 10089 - Julie Kaplan Total:					614.47
Vendor: 10558 - Kim Bloomberg Designs, Inc					
Kim Bloomberg Designs, Inc	06/12/2019	10536	25-25-614-5300	Contractual - Spring Crafting	5,304.00
Vendor 10558 - Kim Bloomberg Designs, Inc Total:					5,304.00
Vendor: 11395 - Kit Ying Wong					
Kit Ying Wong	06/04/2019	10488	25-25-786-5300	Contractual - Fitness Classes	135.00
Vendor 11395 - Kit Ying Wong Total:					135.00
Vendor: 10403 - Kohl Children's Museum					
Kohl Children's Museum	06/04/2019	10489	25-25-813-5300	Contractual - Camp Trip	280.00
Kohl Children's Museum	06/04/2019	10490	25-25-803-5300	Contractual - Camp Trip 7/23/	420.00
Vendor 10403 - Kohl Children's Museum Total:					700.00
Vendor: 10404 - Konica Minolta Business Solutions USA Inc.					
Konica Minolta Business Solut	05/22/2019	10393	10-11-000-5355	Copy Machine Mo Maint - Ap	91.07
Konica Minolta Business Solut	05/22/2019	10393	25-00-000-5355	Copy Machine Mo Maint - Ap	318.04
Konica Minolta Business Solut	06/12/2019	10537	10-11-000-5355	Copy Machine Mo Maint - Ma	51.74
Konica Minolta Business Solut	06/12/2019	10537	25-00-000-5355	Copy Machine Mo Maint -	516.71
Vendor 10404 - Konica Minolta Business Solutions USA Inc. Total:					977.56
Vendor: 11264 - Kurtz McKinnon Creative LLC					
Kurtz McKinnon Creative LLC	05/28/2019	10430	25-00-000-5340	Speaker for Camp Training	2,400.00
Vendor 11264 - Kurtz McKinnon Creative LLC Total:					2,400.00
Vendor: 10406 - Lakeshore Learning Material					
Lakeshore Learning Material	05/30/2019	10452	25-26-000-5403	Day Care Program Supplies	182.13
Vendor 10406 - Lakeshore Learning Material Total:					182.13
Vendor: 10075 - Lauterbach & Amen, LLP					
Lauterbach & Amen, LLP	05/28/2019	10431	55-00-000-5330	Audit Services	10,350.00
Vendor 10075 - Lauterbach & Amen, LLP Total:					10,350.00
Vendor: 10360 - Lowe's Business Acct/GEMB					
Lowe's Business Acct/GEMB	06/12/2019	10538	69-00-000-5540	Woodlawn Owner Items	461.57
Vendor 10360 - Lowe's Business Acct/GEMB Total:					461.57
Vendor: 10080 - Mad Science of N. Illinois					
Mad Science of N. Illinois	06/12/2019	10539	25-25-617-5300	Contractual - Spring Science C	1,170.00
Vendor 10080 - Mad Science of N. Illinois Total:					1,170.00
Vendor: 10066 - Maria Kotsinis					
Maria Kotsinis	05/22/2019	10394	25-25-422-5300	Contractual - Presch Music Cl	960.00
Vendor 10066 - Maria Kotsinis Total:					960.00
Vendor: 10082 - Marianne Nicolosi					
Marianne Nicolosi	06/04/2019	10491	25-25-785-5300	Contractual - Fitness Classes	508.28
Vendor 10082 - Marianne Nicolosi Total:					508.28

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Vendor: 10160 - Market Access					
Market Access	06/12/2019	10540	25-00-000-5305	Liquor Liability Insurance	350.00
Vendor 10160 - Market Access Total:					350.00
Vendor: 10174 - MCI					
MCI	05/30/2019	10453	25-00-000-5210	Long Distance Phone Svc	104.56
Vendor 10174 - MCI Total:					104.56
Vendor: 11267 - Milieu Design LLC					
Milieu Design LLC	05/22/2019	10395	10-12-000-5348	Contractual Landscaping - Sha	896.46
Milieu Design LLC	05/22/2019	10395	10-12-000-5349	Contractual - Mowing	4,469.54
Milieu Design LLC	06/12/2019	10541	10-12-000-5348	Contractual - Landscaping Sha	896.46
Milieu Design LLC	06/12/2019	10541	10-12-000-5349	Contractual - Mowing	5,366.00
Vendor 11267 - Milieu Design LLC Total:					11,628.46
Vendor: 11319 - Monica McCarthy O'Connor					
Monica McCarthy O'Connor	06/04/2019	10492	25-25-785-5300	Contractual - Fitness Classes	218.78
Vendor 11319 - Monica McCarthy O'Connor Total:					218.78
Vendor: 10213 - Mutual Ace Hardware					
Mutual Ace Hardware	06/12/2019	10543	10-12-000-5370	Rental Equipment - Parks	812.00
Mutual Ace Hardware	06/12/2019	10543	10-12-000-5370	Return Rental Equip	-480.80
Mutual Ace Hardware	06/12/2019	10543	10-12-000-5370	Lift Rental	504.00
Mutual Ace Hardware	06/12/2019	10543	10-12-000-5370	Lift Rental Return	-112.00
Mutual Ace Hardware	06/12/2019	10543	10-12-000-5481	Construction Supplies - Parks	31.14
Mutual Ace Hardware	06/12/2019	10543	10-12-000-5482	Hardware - Parks	61.70
Mutual Ace Hardware	06/12/2019	10543	10-12-000-5484	Electrical Supplies - Parks	120.57
Mutual Ace Hardware	06/12/2019	10543	10-12-000-5486	Plumbing Supplies - Parks	181.61
Mutual Ace Hardware	06/12/2019	10543	10-12-000-5493	Fertilizer/Chemicals	18.89
Mutual Ace Hardware	06/12/2019	10543	10-14-000-5370	Excavator Rental - Beach	263.20
Mutual Ace Hardware	06/12/2019	10543	10-14-000-5481	Construction Supplies - Beach	226.82
Mutual Ace Hardware	06/12/2019	10543	10-14-000-5481	Construction Supplies - Beach	105.35
Mutual Ace Hardware	06/12/2019	10543	25-00-000-5484	Electrical Supplies - Takiff	65.96
Vendor 10213 - Mutual Ace Hardware Total:					1,798.44
Vendor: 8125 - Natalie Steinmetz					
Natalie Steinmetz	05/30/2019	10454	25-25-615-5400	Reimbursement - Ceramics Su	30.86
Natalie Steinmetz	06/12/2019	10544	25-25-615-5400	Reimbursement - Ceramics Su	78.00
Vendor 8125 - Natalie Steinmetz Total:					108.86
Vendor: 10103 - NCPERS-IL IMRF					
NCPERS-IL IMRF	06/07/2019	10457	10-00-000-2160	IMRF Life-#03298	64.00
Vendor 10103 - NCPERS-IL IMRF Total:					64.00
Vendor: 10217 - Nels J. Johnson Tree Experts Inc.					
Nels J. Johnson Tree Experts I	05/22/2019	10396	10-12-000-5590	Tree Trimming	3,721.50
Nels J. Johnson Tree Experts I	06/04/2019	10493	10-12-000-5585	Grind Woodchips	2,950.00
Nels J. Johnson Tree Experts I	06/12/2019	10545	10-12-000-5590	Tree Trimming	4,702.50
Vendor 10217 - Nels J. Johnson Tree Experts Inc. Total:					11,374.00
Vendor: 10224 - North Shore Gas Company					
North Shore Gas Company	05/22/2019	10397	10-13-000-5220	Gas/Heat - Watts	169.88
North Shore Gas Company	05/22/2019	10397	25-00-000-5220	Gas/Heat - Takiff	888.01
North Shore Gas Company	06/04/2019	10494	10-12-000-5220	Gas/Heat - Parks	417.69
North Shore Gas Company	06/04/2019	10494	10-14-000-5220	Gas/Heat - Beach	40.39
Vendor 10224 - North Shore Gas Company Total:					1,515.97
Vendor: 10226 - Northshore Photography Inc.					
Northshore Photography Inc.	05/28/2019	10433	25-00-000-5362	Photography	385.00
Vendor 10226 - Northshore Photography Inc. Total:					385.00
Vendor: 10228 - NSSRA					
NSSRA	05/22/2019	10398	30-00-000-5750	2019 Agency Contribution (2n	52,489.22
NSSRA	05/22/2019	10398	30-00-000-5755	Companion Svcs - 1st Installm	9,624.59
NSSRA	05/22/2019	10398	30-00-000-5758	2019 Capital Contribution	5,565.18
Vendor 10228 - NSSRA Total:					67,678.99

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Vendor: 10085 - Ole Spanish Services LLC					
Ole Spanish Services LLC	06/12/2019	10546	25-25-402-5300	Contractual - ELC Spanish Clas	300.00
Ole Spanish Services LLC	06/12/2019	10546	25-26-000-5386	Contractual - CC Spanish Class	400.00
Vendor 10085 - Ole Spanish Services LLC Total:					700.00
Vendor: 10233 - Orkin Pest Control					
Orkin Pest Control	06/04/2019	10495	25-00-000-5355	Takiff Mo Exterminator - June	187.30
Vendor 10233 - Orkin Pest Control Total:					187.30
Vendor: 10235 - Otis Elevator Company					
Otis Elevator Company	05/22/2019	10399	25-00-000-5355	Takiff Elevator Mo Maint - Jun	482.97
Vendor 10235 - Otis Elevator Company Total:					482.97
Vendor: 10110 - PACT Administrative Services Corp					
PACT Administrative Services	05/28/2019	10434	10-11-000-5600	FSA Plan Fees - June	82.50
Vendor 10110 - PACT Administrative Services Corp Total:					82.50
Vendor: 10237 - Park District of Highland Park					
Park District of Highland Park	06/04/2019	10496	25-25-801-5300	Contractual - Camp Trip Depo	1,607.87
Park District of Highland Park	06/04/2019	10496	25-25-810-5300	Contractual - Camp Trip Depo	1,607.88
Vendor 10237 - Park District of Highland Park Total:					3,215.75
Vendor: 10582 - Park Ridge Park District					
Park Ridge Park District	06/04/2019	10497	10-11-000-5730	IAPD Leadership Event	88.75
Vendor 10582 - Park Ridge Park District Total:					88.75
Vendor: 11380 - Park Warehouse					
Park Warehouse	05/22/2019	10400	10-12-000-5585	Park Benches (12)	4,858.59
Park Warehouse	05/22/2019	10400	65-00-019-5510	Park Benches (12)	3,250.00
Vendor 11380 - Park Warehouse Total:					8,108.59
Vendor: 10104 - Partnership Financial Credit Union					
Partnership Financial Credit U	05/24/2019	10368	10-00-000-2180	#110071680 Barrios	120.00
Partnership Financial Credit U	05/24/2019	10368	10-00-000-2180	#86720 Janis	30.00
Partnership Financial Credit U	05/24/2019	10368	10-00-000-2180	#95910 Mensinger	275.00
Partnership Financial Credit U	05/24/2019	10368	10-00-000-2180	#880010320 Stowick	20.00
Partnership Financial Credit U	06/07/2019	10458	10-00-000-2180	#110071680 Barrios	120.00
Partnership Financial Credit U	06/07/2019	10458	10-00-000-2180	#86720 Janis	30.00
Partnership Financial Credit U	06/07/2019	10458	10-00-000-2180	#95910 Mensinger	275.00
Partnership Financial Credit U	06/07/2019	10458	10-00-000-2180	#880010320 Stowick	20.00
Vendor 10104 - Partnership Financial Credit Union Total:					890.00
Vendor: 10242 - PDRMA					
PDRMA	05/22/2019	10401	25-00-000-5340	HELP 2 Training - Rec Staff	350.00
PDRMA	05/22/2019	10402	10-11-000-5600	May COBRA Coverage - Bal D	652.60
PDRMA	05/28/2019	10435	10-11-000-5600	COBRA Continuation - Pietrini	722.52
PDRMA	05/28/2019	10436	10-11-000-5600	Health Insurance - May	33,874.33
PDRMA	05/28/2019	10436	25-26-000-5600	Health Insurance - May	6,373.22
PDRMA	06/12/2019	10547	10-11-000-5600	COBRA Continuation (Pietrini)	722.52
Vendor 10242 - PDRMA Total:					42,695.19
Vendor: 10245 - Performance Media					
Performance Media	05/22/2019	10403	10-14-000-5360	Beach Ad - Botanic Garden M	1,000.00
Vendor 10245 - Performance Media Total:					1,000.00
Vendor: 10247 - Piero's Pizza - Highland Park					
Piero's Pizza - Highland Park	06/12/2019	10548	10-12-000-5425	Staff Recognition - Parks	177.95
Piero's Pizza - Highland Park	06/12/2019	10548	25-00-000-5342	All Staff Training Pizza	140.25
Piero's Pizza - Highland Park	06/12/2019	10548	25-25-803-5400	K Korner Staff Training Pizza	136.50
Vendor 10247 - Piero's Pizza - Highland Park Total:					454.70
Vendor: 10919 - Pizzo & Associates, Ltd.					
Pizzo & Associates, Ltd.	05/22/2019	10404	10-12-000-5585	Site Development - Parks	89.37
Pizzo & Associates, Ltd.	06/04/2019	10498	10-12-000-5585	Site Development - Parks	1,750.00
Vendor 10919 - Pizzo & Associates, Ltd. Total:					1,839.37

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Vendor: 11224 - Quantum 360 LLC					
Quantum 360 LLC	06/12/2019	10549	25-25-650-5300	Contractual - Spring Compute	1,008.00
Vendor 11224 - Quantum 360 LLC Total:					1,008.00
Vendor: 10259 - Quill Corporation					
Quill Corporation	05/22/2019	10405	25-00-000-5351	Equipment Repairs - Rec	29.99
Quill Corporation	05/22/2019	10405	25-00-000-5401	Office Supplies - Rec	165.15
Quill Corporation	05/22/2019	10405	25-00-000-5412	Cleaning Supplies - Takiff	21.47
Quill Corporation	05/22/2019	10405	25-25-401-5400	ELC Supplies	5.50
Quill Corporation	05/22/2019	10405	25-25-402-5400	ELC Supplies	5.50
Quill Corporation	05/22/2019	10405	25-25-403-5400	ELC Supplies	5.50
Quill Corporation	05/22/2019	10405	25-26-000-5401	Office Supplies - Day Care	5.49
Quill Corporation	05/28/2019	10437	10-11-000-5342	Admin Meeting Supplies	228.52
Quill Corporation	05/28/2019	10437	25-00-000-5401	Office Supplies - Rec	406.39
Quill Corporation	05/28/2019	10437	25-00-000-5412	Cleaning Supplies - Takiff	14.99
Quill Corporation	05/28/2019	10437	25-00-000-5420	General Supplies - Rec	6.79
Quill Corporation	06/04/2019	10499	10-11-000-5420	General Supplies - Admin	43.42
Quill Corporation	06/04/2019	10499	25-00-000-5401	Office Supplies - Rec	120.56
Quill Corporation	06/04/2019	10499	25-00-000-5420	General Supplies - Rec	5.99
Quill Corporation	06/04/2019	10499	25-25-401-5400	ELC Supplies	14.50
Quill Corporation	06/04/2019	10499	25-25-402-5400	ELC Supplies	14.49
Quill Corporation	06/04/2019	10499	25-25-403-5400	ELC Supplies	14.49
Quill Corporation	06/04/2019	10499	25-26-000-5401	Office Supplies - Day Care	14.50
Quill Corporation	06/12/2019	10550	10-12-000-5401	Office Supplies - Parks	47.10
Quill Corporation	06/12/2019	10550	25-00-000-5360	Marketing	83.96
Quill Corporation	06/12/2019	10550	25-00-000-5401	Office Supplies - Rec	19.39
Quill Corporation	06/12/2019	10550	25-25-801-5400	Camp Supplies	43.98
Quill Corporation	06/12/2019	10550	25-25-803-5400	Camp Supplies	81.55
Quill Corporation	06/12/2019	10550	25-25-810-5400	Camp Supplies	43.98
Quill Corporation	06/12/2019	10550	25-26-000-5403	Day Care Program Supplies	45.30
Vendor 10259 - Quill Corporation Total:					1,488.50
Vendor: 10966 - Real V LLC					
Real V LLC	06/12/2019	10551	25-25-648-5300	Contractual - Spring Cooking	1,512.00
Vendor 10966 - Real V LLC Total:					1,512.00
Vendor: 10265 - Reinders, Inc.					
Reinders, Inc.	05/28/2019	10438	10-12-000-5450	Equipment Parts - Parks	119.44
Vendor 10265 - Reinders, Inc. Total:					119.44
Vendor: 10767 - Rite Portable Restrooms					
Rite Portable Restrooms	06/04/2019	10500	10-14-000-5353	Portable Toilet Svcs - Beach	355.00
Vendor 10767 - Rite Portable Restrooms Total:					355.00
Vendor: 10269 - RMC Inc.					
RMC Inc.	05/22/2019	10406	10-13-000-5581	Watts Rink Compressor Beari	7,248.14
RMC Inc.	05/28/2019	10439	10-13-000-5357	Watts Refrig Mo Maint - June	273.00
Vendor 10269 - RMC Inc. Total:					7,521.14
Vendor: 10270 - Rotary Club of Glencoe					
Rotary Club of Glencoe	05/28/2019	10440	10-11-000-5730	2nd Quarter Rotary Dues	275.00
Vendor 10270 - Rotary Club of Glencoe Total:					275.00
Vendor: 11320 - Roundy's Inc.					
Roundy's Inc.	06/12/2019	10552	10-11-000-5342	Admin Meeting Supplies	32.31
Roundy's Inc.	06/12/2019	10552	25-25-400-5400	ELC Supplies	340.76
Roundy's Inc.	06/12/2019	10552	25-25-403-5400	ELC Supplies	11.38
Roundy's Inc.	06/12/2019	10552	25-25-601-5400	Kids Club Supplies	54.39
Roundy's Inc.	06/12/2019	10552	25-26-000-5403	Day Care Program Supplies	117.32
Roundy's Inc.	06/12/2019	10552	25-26-000-5409	Day Care Food Supplies	119.73
Vendor 11320 - Roundy's Inc. Total:					675.89
Vendor: 10271 - Russo's Power Equipment Inc.					
Russo's Power Equipment Inc.	05/28/2019	10441	10-12-000-5480	Lubricants - Parks	296.64

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Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Russo's Power Equipment Inc.	06/12/2019	10553	10-12-000-5450	Equipment Parts - Parks	451.87
Vendor 10271 - Russo's Power Equipment Inc. Total:					748.51
Vendor: 10275 - Sam's Club Direct Commercial Account Program					
Sam's Club Direct Commercial	05/30/2019	10455	25-25-946-5400	Train Day Event Supplies CRE	-15.00
Sam's Club Direct Commercial	05/30/2019	10455	25-25-946-5400	Train Day Event Supplies	45.72
Vendor 10275 - Sam's Club Direct Commercial Account Program Total:					30.72
Vendor: 10654 - Sandra K Culver					
Sandra K Culver	06/04/2019	10501	25-25-728-5300	Contractual - Teen Rowing	652.13
Sandra K Culver	06/04/2019	10501	25-25-785-5300	Contractual - Fitness Classes	268.43
Vendor 10654 - Sandra K Culver Total:					920.56
Vendor: 10515 - Sarah Hall					
Sarah Hall	06/04/2019	10502	25-25-449-5300	Contractual - Win/Spr Acting	2,297.10
Sarah Hall	06/04/2019	10502	25-25-652-5300	Contractual - Win/Spr Acting	9,337.50
Sarah Hall	06/12/2019	10554	25-25-312-5300	Contractual - Spring Acting Cl	3,066.75
Vendor 10515 - Sarah Hall Total:					14,701.35
Vendor: 11285 - Screaming Galaxy, LLC					
Screaming Galaxy, LLC	06/04/2019	10503	25-25-803-5300	Contractual - Camp Musical P	150.00
Screaming Galaxy, LLC	06/04/2019	10503	25-25-811-5300	Contractual - Camp Musical P	75.00
Screaming Galaxy, LLC	06/04/2019	10503	25-25-812-5300	Contractual - Camp Musical P	75.00
Screaming Galaxy, LLC	06/04/2019	10503	25-25-813-5300	Contractual - Camp Musical P	150.00
Screaming Galaxy, LLC	06/04/2019	10503	25-26-000-5386	Contractual - Camp Musical P	150.00
Vendor 11285 - Screaming Galaxy, LLC Total:					600.00
Vendor: 11160 - Shaun Christopher Whitley					
Shaun Christopher Whitley	05/22/2019	10407	25-25-401-5300	Contractual - ELC Music Class	125.00
Shaun Christopher Whitley	05/22/2019	10407	25-25-402-5300	Contractual - ELC Music Class	400.00
Shaun Christopher Whitley	05/22/2019	10407	25-25-403-5300	Contractual - ELC Music Class	125.00
Shaun Christopher Whitley	05/22/2019	10407	25-26-000-5386	Contractual - CC Music Classe	1,000.00
Vendor 11160 - Shaun Christopher Whitley Total:					1,650.00
Vendor: 10283 - Skokie Park District					
Skokie Park District	06/04/2019	10504	25-25-813-5300	Contractual - Camp Field Trip	200.00
Skokie Park District	06/04/2019	10504	25-26-000-5386	Contractual - Camp Field Trip	100.00
Vendor 10283 - Skokie Park District Total:					300.00
Vendor: 10706 - Southeastern Security Consultants, Inc					
Southeastern Security Consult	06/12/2019	10555	45-00-000-5335	Background Checks - May	1,461.50
Vendor 10706 - Southeastern Security Consultants, Inc Total:					1,461.50
Vendor: 10284 - Spencer Welding Service					
Spencer Welding Service	05/28/2019	10443	65-00-019-5524	Emergency Railing Repairs - B	2,875.00
Vendor 10284 - Spencer Welding Service Total:					2,875.00
Vendor: 10108 - State Disbursement Unit					
State Disbursement Unit	05/24/2019	10369	10-00-000-2190	M Barrios,FIPS#1703100/201	195.90
State Disbursement Unit	06/07/2019	10459	10-00-000-2190	M Barrios,FIPS#1703100/201	195.90
Vendor 10108 - State Disbursement Unit Total:					391.80
Vendor: 10289 - Sunshine Arts & Crafts					
Sunshine Arts & Crafts	06/12/2019	10556	25-25-659-5300	Contractual - Spring Art Class	2,160.00
Vendor 10289 - Sunshine Arts & Crafts Total:					2,160.00
Vendor: 10216 - Taykit, Inc.					
Taykit, Inc.	05/28/2019	10419	25-00-000-5360	Marketing - Find Gus Booklets	1,068.00
Vendor 10216 - Taykit, Inc. Total:					1,068.00
Vendor: 10517 - Timothy Dane Bowen					
Timothy Dane Bowen	06/12/2019	10557	25-25-594-5300	Contractual - Spring STEM Cla	2,592.00
Vendor 10517 - Timothy Dane Bowen Total:					2,592.00
Vendor: 10705 - UMB Bank NA					
UMB Bank NA	05/28/2019	DFT0000828	40-00-000-5010	Interest - 2015 Refunding Bon	104,850.00
Vendor 10705 - UMB Bank NA Total:					104,850.00
Vendor: 10307 - Vanguard Energy Service, LLC					
Vanguard Energy Service, LLC	05/22/2019	10409	10-13-000-5220	Gas/Heat - Watts	102.47

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Vanguard Energy Service, LLC	05/22/2019	10409	25-00-000-5220	Gas/Heat - Takiff	1,384.55
Vendor 10307 - Vanguard Energy Service, LLC Total:					1,487.02
Vendor: 10099 - Vantagepoint Trf Agents-457					
Vantagepoint Trf Agents-457	05/24/2019	10370	10-00-000-2140	ICMA - A/C#301403	2,952.50
Vantagepoint Trf Agents-457	06/07/2019	10460	10-00-000-2140	ICMA - A/C#301403	2,952.50
Vendor 10099 - Vantagepoint Trf Agents-457 Total:					5,905.00
Vendor: 10309 - Verizon Wireless					
Verizon Wireless	06/04/2019	10505	25-00-000-5210	Cell Phone Svc	1,050.69
Vendor 10309 - Verizon Wireless Total:					1,050.69
Vendor: 10457 - Village of Glencoe					
Village of Glencoe	06/12/2019	10558	10-12-000-5480	Gasoline - Parks	1,070.44
Village of Glencoe	06/12/2019	10559	10-12-000-5240	Water/Sewer - Parks	516.33
Village of Glencoe	06/12/2019	10559	10-13-000-5240	Water/Sewer - Watts	2,798.71
Village of Glencoe	06/12/2019	10559	10-14-000-5240	Water/Sewer - Beach	32.26
Village of Glencoe	06/12/2019	10559	10-15-000-5240	Water/Sewer - Boathouse	42.06
Vendor 10457 - Village of Glencoe Total:					4,459.80
Vendor: 10313 - Wagner Farm					
Wagner Farm	05/22/2019	10410	25-25-401-5300	Contractual - ELC Field Trip	92.00
Wagner Farm	06/04/2019	10506	25-26-000-5386	Contractual - Camp Trip 8/8/1	230.00
Vendor 10313 - Wagner Farm Total:					322.00
Vendor: 10314 - Walmart Community					
Walmart Community	05/28/2019	10444	25-25-401-5400	ELC Supplies	33.16
Walmart Community	05/28/2019	10444	25-25-402-5400	ELC Supplies	38.53
Walmart Community	05/28/2019	10444	25-25-403-5400	ELC Supplies	42.47
Walmart Community	05/28/2019	10444	25-25-414-5400	Preschool Enrichment Supplie	11.88
Walmart Community	05/28/2019	10444	25-25-432-5400	Preschool Enrichment Supplie	38.22
Walmart Community	05/28/2019	10444	25-26-000-5403	Day Care Program Supplies	372.06
Vendor 10314 - Walmart Community Total:					536.32
Vendor: 10700 - Warehouse Direct Workplace Solutions					
Warehouse Direct Workplace	05/22/2019	10411	10-14-000-5412	Cleaning Supplies - Beach	1,200.00
Warehouse Direct Workplace	05/22/2019	10411	10-15-000-5412	Cleaning Supplies - Boathouse	300.00
Warehouse Direct Workplace	05/22/2019	10411	25-00-000-5412	Cleaning Supplies - Takiff	361.40
Warehouse Direct Workplace	05/22/2019	10411	25-26-000-5412	Cleaning Supplies - Day Care	1,500.00
Vendor 10700 - Warehouse Direct Workplace Solutions Total:					3,361.40
Vendor: 10882 - Welcome Wagon					
Welcome Wagon	06/12/2019	10560	25-00-000-5360	Marketing	161.78
Vendor 10882 - Welcome Wagon Total:					161.78
Vendor: 10316 - Wheeling Park District					
Wheeling Park District	06/04/2019	10507	25-25-801-5300	Contractual - Camp Field Trips	300.00
Wheeling Park District	06/04/2019	10507	25-25-810-5300	Contractual - Camp Field Trips	300.00
Vendor 10316 - Wheeling Park District Total:					600.00
Vendor: 11102 - Wight & Company					
Wight & Company	05/22/2019	10412	69-00-000-5320	Design Svcs - Ceramics Room	4,048.08
Wight & Company	06/04/2019	10508	65-00-000-5320	Consulting Svcs - Ceramics Ro	2,000.00
Vendor 11102 - Wight & Company Total:					6,048.08
Vendor: 10102 - Wisconsin Dept of Revenue					
Wisconsin Dept of Revenue	05/30/2019	DFT0000840	10-00-000-2111	WI Mo Withholding	243.16
Vendor 10102 - Wisconsin Dept of Revenue Total:					243.16
Vendor Set AP Vendors Total:					768,159.53

Voucher List of Bills

Payment Dates: 05/16/2019 - 06/12/2019

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Vendor Set: Employees - Employees					
Vendor: 11392 - Adam Zicher					
Adam Zicher	05/28/2019	10413	10-12-000-5421	Reimbursement - Work Boots	79.99
Vendor 11392 - Adam Zicher Total:					79.99
Vendor: 5667 - Carol Mensinger					
Carol Mensinger	05/30/2019	10446	10-11-000-5341	Reimbursement - Mileage/Tra	23.55
Vendor 5667 - Carol Mensinger Total:					23.55
Vendor: 6988 - Cristina Pepe					
Cristina Pepe	05/30/2019	10447	25-26-000-5403	Reimbursement - Day Care Pg	27.92
Vendor 6988 - Cristina Pepe Total:					27.92
Vendor: 7347 - Elizabeth Stowick					
Elizabeth Stowick	06/04/2019	10478	10-11-000-5341	Mileage Reimbursement - Apr	72.84
Vendor 7347 - Elizabeth Stowick Total:					72.84
Vendor: 5052 - Mary Krueger					
Mary Krueger	05/28/2019	10432	25-26-000-5341	Mileage Reimbursement	63.86
Vendor 5052 - Mary Krueger Total:					63.86
Vendor: 5008 - Miriam Koenig					
Miriam Koenig	06/12/2019	10542	25-26-000-5403	Reimbursement - Day Care Pg	34.99
Vendor 5008 - Miriam Koenig Total:					34.99
Vendor: 4984 - Sonja Anderson					
Sonja Anderson	05/22/2019	10408	25-25-402-5400	Reimbursement - ELC Supplie	45.75
Vendor 4984 - Sonja Anderson Total:					45.75
Vendor Set Employees Total:					348.90
Grand Total:					768,508.43

Report Summary

Fund Summary

Fund	Payment Amount
10 - CORPORATE FUND	256,644.19
25 - RECREATION FUND	273,244.81
30 - SPECIAL RECREATION FUND	67,678.99
40 - BOND & INTEREST FUND	104,850.00
45 - LIABILITY INSURANCE FUND	1,490.36
55 - AUDIT FUND	10,350.00
65 - CAPITAL PROJECTS FUND	38,231.26
69 - MASTER PLAN CAPITAL PROJECTS	16,018.82
Grand Total:	768,508.43

Account Summary

Account Number	Account Name	Payment Amount
10-00-000-2100	FEDERAL WITHOLDING	21,027.69
10-00-000-2110	IL STATE WITHOLDING	11,709.92
10-00-000-2111	WI STATE WITHOLDIN	243.16
10-00-000-2120	SOCIAL SECURITY WITH	33,697.76
10-00-000-2130	MEDICARE WITHOLDING	7,881.14
10-00-000-2140	ICMA DEF COMP WITHO	5,905.00
10-00-000-2150	IMRF WITHOLDING	40,400.37
10-00-000-2155	IMRF VAC WITHOLDING	4,470.00
10-00-000-2160	SUPPL IMRF LIFE WITHO	64.00
10-00-000-2170	AFLAC WITHOLDING	310.48
10-00-000-2180	CREDIT UNION WITHOL	890.00
10-00-000-2190	GARNISHMENT WITHOL	391.80
10-11-000-5311	LEGAL NOTICES	133.38
10-11-000-5340	CONFERENCES AND TRA	134.47
10-11-000-5341	MILEAGE REIMBURSEM	96.39
10-11-000-5342	OFFICIALS/MEETING EXP	3,712.90
10-11-000-5355	MAINTENANCE SERVICE	6,434.61
10-11-000-5402	BOOKS/PUBLICATNS/SU	15.96
10-11-000-5420	SUPPLIES - GENERAL	230.29
10-11-000-5600	HEALTH INSURANCE PRE	36,054.47
10-11-000-5730	DUES/MEMBERSHIPS	363.75
10-12-000-5210	TELEPHONE/INTERNET	77.01
10-12-000-5220	FUEL/HEAT	417.69
10-12-000-5230	ELECTRICITY	608.05
10-12-000-5240	WATER	516.33
10-12-000-5340	CONFERENCES AND TRA	221.71
10-12-000-5344	LICENSES	326.00
10-12-000-5348	SHARED SVCS-CONT MO	1,792.92
10-12-000-5349	CONTRACTL-HORT/LAN	9,835.54
10-12-000-5350	MAINTENANCE SERVICE	4,695.00
10-12-000-5351	REPAIRS - EQUIPMENT	352.15
10-12-000-5353	DISPOSAL/PORTOLET SE	292.00
10-12-000-5361	PRINTING - EMPLOYME	-165.00
10-12-000-5370	RENTAL - EQUIPMENT	723.20
10-12-000-5401	OFFICE SUPPLIES	47.10
10-12-000-5421	SUPPLIES - UNIFORMS	163.49
10-12-000-5425	SUPPLIES-STAFF RECOG	177.95
10-12-000-5430	SUPPLIES - FIRST AID	570.12
10-12-000-5450	SUPPLIES - EQUIPMENT	1,239.28
10-12-000-5480	GASOLINE/LUBRICANTS	1,367.08
10-12-000-5481	SUPPLIES-CONSTRUCTIO	759.97
10-12-000-5482	SUPPLIES-HARDWARE	152.70
10-12-000-5484	SUPPLIES-ELECTRICAL/B	318.16
10-12-000-5486	SUPPLIES-PLUMBING	272.61
10-12-000-5488	SUPPLIES-POWER TOOL	300.00

Account Summary

Account Number	Account Name	Payment Amount
10-12-000-5490	SUPPLIES-PLANTINGS/FL	2,100.76
10-12-000-5493	SUPPLIES-FERTILIZER/CH	637.24
10-12-000-5494	SUPPLIES-SEED/SOD	2,469.00
10-12-000-5496	SUPPLIES-ATHLETIC MAI	538.97
10-12-000-5584	EQUIPMENT-RECREATIO	3,388.00
10-12-000-5585	PAVEMENT & SITE DEVE	10,857.33
10-12-000-5590	TREE TRIM/WORK-Outsi	8,424.00
10-12-000-5730	DUES/MEMBERSHIPS	100.00
10-13-000-5210	TELEPHONE/INTERNET/	130.82
10-13-000-5220	FUEL/HEAT	272.35
10-13-000-5230	ELECTRICITY	542.90
10-13-000-5240	WATER	2,798.71
10-13-000-5352	REPAIRS - BUILDINGS	1,474.00
10-13-000-5353	DISPOSAL/PORTOLET SE	112.00
10-13-000-5357	MAINT SERVICE-REFRIG	273.00
10-13-000-5581	EQUIPMENT - BUILDING	7,248.14
10-14-000-5210	TELEPHONE/INTERNET	168.95
10-14-000-5220	FUEL/HEAT	40.39
10-14-000-5230	ELECTRICITY	244.69
10-14-000-5240	WATER	32.26
10-14-000-5351	REPAIRS - EQUIPMENT	924.00
10-14-000-5352	REPAIRS - BUILDINGS	140.00
10-14-000-5353	DISPOSAL/PORTOLET SE	355.00
10-14-000-5360	PRINTING/MARKETING/	2,069.40
10-14-000-5370	RENTAL - EQUIPMENT	263.20
10-14-000-5412	CUSTODIAL/CLEANING S	1,200.00
10-14-000-5420	SUPPLIES - GENERAL	319.60
10-14-000-5421	SUPPLIES - UNIFORMS	1,019.60
10-14-000-5430	SUPPLIES - FIRST AID	178.50
10-14-000-5451	SUPPLIES - BUILDING PA	478.27
10-14-000-5481	SUPPLIES-CONSTRUCTIO	644.98
10-14-000-5482	SUPPLIES-HARDWARE	142.36
10-14-000-5484	SUPPLIES-ELECTRICAL/B	15.00
10-14-000-5486	SUPPLIES-PLUMBING	269.74
10-14-000-5487	SUPPLIES-POWER TOOL	17.94
10-14-000-5588	BUILDING IMPROVEME	4,625.00
10-15-000-5230	ELECTRICITY	371.74
10-15-000-5240	WATER	42.06
10-15-000-5340	CONFERENCES AND TRA	79.00
10-15-000-5360	PRINTING/MARKETING/	1,536.25
10-15-000-5412	CUSTODIAL/CLEANING S	300.00
10-15-000-5420	SUPPLIES - GENERAL	39.24
10-15-000-5421	SUPPLIES - UNIFORMS	531.20
25-00-000-5210	TELEPHONE/INTERNET	4,461.54
25-00-000-5220	FUEL/HEAT	2,272.56
25-00-000-5230	ELECTRICITY	7,521.14
25-00-000-5301	POSTAGE	57.42
25-00-000-5305	PARTY RENTAL ENTERM	350.00
25-00-000-5321	CONSULTING-ONLINE/O	881.81
25-00-000-5340	CONFERENCES AND TRA	3,170.00
25-00-000-5341	MILEAGE REIMBURSEM	52.40
25-00-000-5342	OFFICIALS/MEETING EXP	502.24
25-00-000-5351	REPAIRS - EQUIPMENT	1,529.99
25-00-000-5352	REPAIRS - BUILDINGS	2,856.50
25-00-000-5353	DISPOSAL/PORTOLET SE	344.00
25-00-000-5355	MAINTENANCE SERVICE	2,454.77
25-00-000-5360	PRINTING/MARKETING/	9,338.39
25-00-000-5361	PRINTING - EMPLOYME	1,813.31

Account Summary

Account Number	Account Name	Payment Amount
25-00-000-5362	PHOTOGRAPHY	728.00
25-00-000-5401	OFFICE SUPPLIES	1,030.89
25-00-000-5412	CUSTODIAL/CLEANING S	308.87
25-00-000-5420	SUPPLIES - GENERAL	1,161.14
25-00-000-5421	SUPPLIES - UNIFORMS	1,735.65
25-00-000-5430	SUPPLIES - FIRST AID	304.00
25-00-000-5451	SUPPLIES - BUILDING PA	4,324.34
25-00-000-5455	SUPPLIES-FIELD RENTAL	400.00
25-00-000-5482	SUPPLIES-HARDWARE	689.52
25-00-000-5483	SUPPLIES-PAINT	6.49
25-00-000-5484	SUPPLIES-ELECTRICAL/B	65.96
25-25-312-5300	CONTRACTL-ADULT WO	3,066.75
25-25-315-5400	SUPPLIES-ADULT CERAM	293.48
25-25-400-5400	SUPPLIES-PRESCHOOL P	1,302.05
25-25-401-5300	CONTRACTL-ELC 3YR	323.88
25-25-401-5400	SUPPLIES-ELC 3YR	396.57
25-25-402-5300	CONTRACTL-ELC 4YR	700.00
25-25-402-5400	SUPPLIES-ELC 4YR	861.78
25-25-403-5300	CONTRACTL-ELC 2YR	125.00
25-25-403-5400	SUPPLIES-ELC 2YR	268.68
25-25-414-5400	SUPPLIES-EXPL N DISCVR	11.88
25-25-422-5300	CONTRACTL-MUSIC & M	960.00
25-25-428-5400	SUPPLIES-ALPHABET AN	40.44
25-25-432-5400	SUPPLIES-PRESCHOOL D	64.68
25-25-449-5300	CONTRACTL-DRAMA-PR	2,297.10
25-25-471-5300	CONTRACTL-GJK PLAYTI	10,678.50
25-25-472-5300	CONTRACTL-GJK TRANSI	29,354.25
25-25-473-5300	CONTRACTL- GJK 3'S	35,491.50
25-25-474-5300	CONTRACTL-GJK 4'S	50,908.50
25-25-594-5300	CONTRACTL-PLAY WELL/	2,592.00
25-25-601-5400	SUPPLIES-KIDS CLUB PM	188.06
25-25-602-5400	SUPPLIES-KIDS CLUB AM	72.75
25-25-614-5300	CONTRACTL-YOUTH CRA	5,304.00
25-25-615-5400	SUPPLIES-YOUTH CERA	108.86
25-25-617-5300	CONTRACTL-MAD SCIEN	1,170.00
25-25-627-5300	CONTRACTL-JOY OF CRE	1,701.00
25-25-629-5300	CONTRACTL-CHESS SCH	3,887.00
25-25-635-5300	CONTRACTL-AMAZING	810.00
25-25-648-5300	CONTRACTL-STICKY FIN	1,512.00
25-25-650-5300	CONTRACTL-TECHNOLO	1,008.00
25-25-651-5300	CONTRACTL-FASHION	630.00
25-25-652-5300	CONTRACTL-LIL FOOTLI	9,337.50
25-25-659-5300	CONTRACTL-SUNSHINE	2,160.00
25-25-707-5300	CONTRACTL-BOYS HSE B	21.57
25-25-707-5400	SUPPLIES-BOYS HOUSE	47.41
25-25-711-5400	SUPPLIES-PEE WEE BASK	47.42
25-25-722-5400	SUPPLIES-YOUTH BASEB	2,712.51
25-25-728-5300	CONTRACTL-ROWING	652.13
25-25-740-5400	SUPPLIES-TRAVELING BA	47.42
25-25-748-5300	CONTRACTL-BB CLINICS	994.00
25-25-752-5300	CONTRACTL-SPORTS 4 G	4,480.00
25-25-785-5300	CONTRACTL-FITNESS PU	1,459.96
25-25-786-5300	CONTRACTL-FITNESS DR	285.00
25-25-801-5300	CONTRACTL-SUN FUN C	2,056.24
25-25-801-5400	SUPPLIES-SUN FUN CAM	4,370.51
25-25-803-5300	CONTRACTL-KINDER KO	2,004.37
25-25-803-5400	SUPPLIES-KINDER KORN	1,440.95
25-25-809-5300	CONTRACTL-COUNSELO	48.37

Account Summary

Account Number	Account Name	Payment Amount
25-25-809-5400	SUPPLIES-COUNSELOR I	908.16
25-25-810-5300	CONTRACTL-CAMP ADV	2,056.25
25-25-810-5400	SUPPLIES-CAMP ADVEN	2,793.23
25-25-811-5300	CONTRACTL-TEDDY BEA	193.38
25-25-811-5400	SUPPLIES-TEDDY BEAR C	594.43
25-25-812-5300	CONTRACTL-PANDA BEA	193.38
25-25-812-5400	SUPPLIES-PANDA BEAR	673.18
25-25-813-5300	CONTRACTL-KOALA BEA	1,192.50
25-25-813-5400	SUPPLIES-KOALA BEAR C	1,424.30
25-25-833-5300	CONTRACTL-ACTION QU	1,268.38
25-25-833-5400	SUPPLIES-ACTION QUES	1,246.78
25-25-835-5400	SUPPLIES-AQUATIC CAM	220.58
25-25-836-5400	SUPPLIES-SAILING CAMP	220.57
25-25-903-5400	SUPPLIES-DAD/DAUGH	113.49
25-25-904-5400	SUPPLIES-MOTHER/SON	75.30
25-25-905-5400	SUPPLIES-SPRING EGG H	422.98
25-25-910-5400	SUPPLIES-4TH OF JULY	27.97
25-25-932-5300	CONTRACTL-SCHOOL DA	746.25
25-25-932-5400	SUPPLIES-SCHOOL DAYS	78.38
25-25-946-5400	SUPPLIES-EXPRESS TRAI	115.05
25-26-000-5341	MILEAGE REIMBURSEM	63.86
25-26-000-5360	PRINTING/MARKETING/	75.00
25-26-000-5386	SERVICES-DAYCARE PRO	2,450.50
25-26-000-5387	NURSE SERVICES	90.00
25-26-000-5401	OFFICE SUPPLIES	19.99
25-26-000-5403	DAYCARE PROGRAM SU	2,708.56
25-26-000-5404	COMPUTER PGMS/APPS	175.00
25-26-000-5409	SUPPLIES-INTERNAL FO	5,336.12
25-26-000-5412	SUPPLIES-CLEANING/CU	1,500.00
25-26-000-5420	SUPPLIES - GENERAL	1,218.00
25-26-000-5430	SUPPLIES - FIRST AID	1,112.25
25-26-000-5460	SUPPLIES-FOOD EQUIP	222.83
25-26-000-5600	HEALTH INSURANCE PRE	6,373.22
25-27-000-5210	DEDICATED TV/INTERNE	357.21
25-27-000-5360	MARKETING/ADVERTISI	242.99
25-27-000-5420	SUPPLIES-GENERAL	69.99
25-27-000-5421	SUPPLIES-UNIFORMS	9.75
30-00-000-5750	NSSRA CONTRIBUTION	52,489.22
30-00-000-5755	NSSRA COMPANION CH	9,624.59
30-00-000-5758	NSSRA CAPITAL CONTRI	5,565.18
40-00-000-5010	INTEREST - BONDS	104,850.00
45-00-000-5335	WELLNESS/PRE-PLACEM	1,461.50
45-00-000-5420	GENERAL SUPPLIES	28.86
55-00-000-5330	AUDIT FEES	10,350.00
65-00-000-5320	ARCHITECTUAL/DESIGN	2,000.00
65-00-019-5502	WKSTATNS,LAPTPS,SERV	3,488.25
65-00-019-5504	DIRECTOR INITIATIVES	2,043.04
65-00-019-5505	INFORMATION KIOSKS	1,131.85
65-00-019-5510	SITE FURNISH-CAN,BENC	3,250.00
65-00-019-5511	KUBOTA RTV w/ BROO	480.00
65-00-019-5521	NEW MINI-VAN-KIDS CL	21,000.00
65-00-019-5524	PIER REPAIRS-BEACH	4,838.12
69-00-000-5320	ARCHITECT/DESIGN/CO	4,048.08
69-00-000-5540	PLAYGRD-WOODLAWN-	1,174.07
69-00-000-5560	TAKIFF PLAYGROUND-D	10,796.67
	Grand Total:	768,508.43

Project Account Summary

Project Account Key
None

Payment Amount
768,508.43
768,508.43

Grand Total:

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 June 18, 2019 and you are hereby authorized to pay them from the appropriate funds.

Treasurer, Park Board of Commissioners

Secretary/Executive Director

V. Financial Report

Glencoe Park District
June 2019 Board Meeting

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

Corporate and Other Funds:

	<u>May 2019</u>	<u>April 2019</u>
Harris Bank Corporate Account - 0.657%	610,970.32	622,595.42
Illinois Park District Liquid Asset Fund (IPDLAF) - 2.23%	2,689,431.22	3,037,422.30
The Illinois Fund (Public Treasurers' Investment Pool) - 2.44%	4,080,657.87	4,065,295.30
Harris Payroll Account - 0.657%	7,222.18	7,814.99
PMA Financial Account - 2.28%	244,171.32	243,699.50
Reconciling Items(Dep in Transit, O/S Checks, etc.)	(182,000.79)	(283,203.53)
IPDLAF Certificates of Deposit:		
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% net)	486,000.00	486,000.00
2 CDs at \$243,000 each maturing April 23, 2020 (2.455% net)	486,000.00	486,000.00
PMA Certificates of Deposit:		
4 CDs totaling \$973,300 maturing October 18, 2019 (2.72% net)	973,300.00	973,300.00
3 CDs totaling \$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)	729,900.00	729,900.00
1 CDs at \$243,400 maturing April 23, 2020 (2.63% net)	<u>243,400.00</u>	<u>243,400.00</u>
Grand Total	\$12,310,952.12	\$12,554,123.98



G/L MONTHLY Pooled Cash Report

Glencoe Park District
For the Period Ending 5/31/2019

ACCOUNT #	ACCOUNT NAME	BEGINNING BALANCE	CURRENT ACTIVITY	CURRENT BALANCE	
CLAIM ON CASH					
10-00-000-1000	CASH/INVESTMENTS	2,944,112.58	(107,724.06)	2,836,388.52	
25-00-000-1000	CASH/INVESTMENTS	4,743,949.83	137,865.27	4,881,815.10	
30-00-000-1000	CASH/INVESTMENTS	260,132.14	(64,851.99)	195,280.15	
35-00-000-1000	CASH/INVESTMENTS	342,068.80	(25,224.40)	316,844.40	
36-00-000-1000	CASH/INVESTMENTS	156,532.85	(17,618.60)	138,914.25	
40-00-000-1000	CASH/INVESTMENTS	938,065.11	(98,186.25)	839,878.86	
45-00-000-1000	CASH/INVESTMENTS	228,259.85	(4,078.03)	224,181.82	
50-00-000-1000	CASH/INVESTMENTS	64,937.85	462.03	65,399.88	
55-00-000-1000	CASH/INVESTMENTS	15,560.60	(10,233.00)	5,327.60	
65-00-000-1000	CASH/INVESTMENTS	450,150.74	(27,149.21)	423,001.53	
67-00-000-1000	CASH/INVESTMENTS	0.00	0.00	0.00	
69-00-000-1000	CASH/INVESTMENTS	2,379,642.64	(26,469.86)	2,353,172.78	
70-00-000-1000	CASH/INVESTMENTS	30,710.99	36.24	30,747.23	
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	
TOTAL CLAIM ON CASH		12,554,123.98	(243,171.86)	12,310,952.12	
CASH IN BANK					
99-00-000-1011	Operating Corporate Account	343,875.08	88,968.39	432,843.47	
99-00-000-1012	Operating PR Account	3,331.80	16.44	3,348.24	
99-00-000-1013	IL Funds	4,065,295.30	15,362.57	4,080,657.87	
99-00-000-1014	IPDLAF CD's	2,185,000.00	0.00	2,185,000.00	
99-00-000-1015	IPDLAF MM	3,037,422.30	(347,991.08)	2,689,431.22	
99-00-000-1016	PMA CD's	2,675,500.00	0.00	2,675,500.00	
99-00-000-1017	PMA MM	243,699.50	471.82	244,171.32	
TOTAL CASH IN BANK		12,554,123.98	(243,171.86)	12,310,952.12	
DUE TO OTHER FUNDS					
99-00-000-2400	Due To Other Funds	12,554,123.98	(243,171.86)	12,310,952.12	
TOTAL DUE TO OTHER FUNDS		12,554,123.98	(243,171.86)	12,310,952.12	
Claim on Cash	12,310,952.12	Claim on Cash	12,310,952.12	Cash in Bank	12,310,952.12
Cash in Bank	12,310,952.12	Due To Other Funds	12,310,952.12	Due To Other Funds	12,310,952.12
Difference	0.00	Difference	0.00	Difference	0.00

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

	<u>As of 05/31/2017</u>	<u>As of 05/31/2018</u>	<u>As of 05/31/2019</u>
<u>Recreation Department - Programs</u>			
Revenues	1,659,016	1,779,309	1,919,547
Wages	(108,561)	(121,228)	(117,715)
Contractual	(491,793)	(468,393)	(399,416)
Supplies	(19,924)	(20,865)	(21,720)
Net Surplus	1,038,738	1,168,823	1,380,696
<u>Day Care Department</u>			
Revenue	239,989	287,652	373,281
Expense	(171,820)	(218,152)	(291,205)
Net Surplus/(Deficit)	68,169	69,500	82,076
<u>Fitness Department</u>			
Revenue	n/a	11,264	7,563
Expense	n/a	(11,185)	(12,289)
Net Surplus/(Deficit)	n/a	79	(4,726)
<u>Beach Department</u>			
Revenue	50,996	77,004	48,903
Expense	(54,810)	(48,032)	(53,802)
Net Surplus/(Deficit)	(3,814)	28,972	(4,899)
<u>Boating Department</u>			
Revenue	76,134	76,730	76,391
Expense	(38,212)	(46,442)	(37,217)
Net Surplus/(Deficit)	37,922	30,288	39,174
Beach/Boat Dept. Net:	34,108	59,260	34,275
<u>Watts Department</u>			
Revenue	2,113	798	10,501
Expenses	(33,109)	(36,938)	(65,433)
Net Surplus/(Deficit)	(30,996)	(36,140)	(54,932)
<u>G & A (Administration)</u>			
Revenue (excl G&A Tfr)	8,630	8,095	8,113
Expense	(299,148)	(295,647)	(308,458)
Net Surplus/(Deficit)	(290,518)	(287,552)	(300,345)
<u>Parks Department</u>			
Revenue	755	1,039	25
Expense	(216,886)	(235,754)	(289,180)
Net Surplus/(Deficit)	(216,131)	(234,715)	(289,155)
<u>Rec-Admin/Takiff Department</u>			
Revenues	611,142	616,116	643,551
Expenses (incl. Fund 69 trf)	(1,527,532)	(931,203)	(1,176,888)
Net Surplus/(Deficit)	(916,390)	(315,087)	(533,337)

(1) GJK payment traditionally made in May, not made until June in 2019 (\$126,000)

VI. Staff Reports

Glencoe Park District
June 2019 Board Meeting

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

Lorise Weil Retirement

Lorise Weil, beloved Registration/Customer Service Manager for over fifteen years, will be retiring this month from the District. Her last day will be Friday, June 28. Commissioners are invited to join us in a celebratory luncheon in Lorise's honor on Thursday, June 20 in the Community Hall at noon.

Lauren Kinsey and Jill Siragusa Promotions

It is with pride and joy, that I announce the Business Dept. promotions of Lauren Kinsey, from her role as Registration/Customer Service Supervisor to replace Lorise as the Registration/Customer Service Manager position. In addition, Jill Siragusa, former part-time Customer Service Assistant has now become the Registration/Customer Service Supervisor. And finally yet importantly, we have hired Amy Bull as our new part-time Customer Service Assistant. So very proud to know that wonderful staff are being promoted within our agency!

FY2018/19 Audit

The final annual audit report has been completed by our auditors, Lauterbach & Amen LLP. Staff has included the final audit report, management letter, and related SAS letters to the Board for their full review for its scheduled discussion at the Finance Committee of the Whole (FCW) meeting on June 18 at 6:30pm. This FCW meeting will allow for Board discussion of this information with both staff and a representative from Lauterbach & Amen. The official bound copy of the audit report is scheduled to be officially accepted by the Board at the June 18 regular meeting. (Final FY2018/19 audited financial statements will be distributed to staff).

Updated Financial Information/Other

In addition to the annual audit and related reports, staff has prepared and included the updated Fund Balance Summary Report. The preliminary 2018 Final Tax Extension summary memo and the annual Treasurer's Report will be finalized and included for the Board in the July Board meeting packet.

New Seasonal Staff

The business office has received most of the beach and camp paperwork to process for all new and re-hired seasonal employees. I would like to say a big THANK YOU to Liz Stowick, Accounting Manager, who added/updated/input over 100 new personnel records, and conducted criminal background checks these last two weeks.

Timeclock Plus System

The business office has now transitioned fully to the automated Timeclock Plus System for processing payroll. Due to unforeseen circumstances, the implementation schedule was delayed, but we are now up and running! This system will be much more efficient for recreation department managers to approve time worked, especially with all the seasonal beach/boat and camp staff hired for the summer.

Submitted by:

Carol Mensinger, Director of Finance/Human Resources

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

Recreation Department Report: Bobby Collins

The beach opened for the 2019 summer season on May 25 to a cold and damp three day weekend. Matt and his team focused on finishing staff training and minimizing staff costs. Our very popular sailing camp and aquatics camps kicked off at the boating beach on Monday, June 17. The cold wet opening weekend has led to a significant drop in opening weekend attendance and revenue. Below are the attendance figures for opening weekend compared to 2018.

Opening Weekend	2019		2018		Variance
	Visitors	Net Amount	Visitors	Net Amount	
Resident Daily Fees-Beach	31	\$ 446	500	\$ 5,128	(\$ 4,862)
Resident Pass Visits	89		288		(199)
Total Resident Visits	120	\$ 446	788	\$ 5,128	(\$ 4,862)
Nonresident Daily Fees	89	\$ 2,442	1225	\$25,857	(1,136)
Nonresident Pass Visits	18		97		(79)
Total Nonresident	107	\$ 2,442	1322	\$25,857	(\$ 23,415)

Camp also began on June 17. All of the camp managers and seasonal staff are hard at work getting ready for the summer camp season. As always, a focus has been placed on strong communication with camp parents and participants leading up to camp with emails, parent orientation meetings, and the camp open house, which took place on June 5.

Our camp program managers worked hard to reinvent our camp staff training this summer to make it more relevant and useful for our camp counselors. Staff focusing on camper safety and creating an inclusive camp environment that fosters positive growth in each camper.

Day 1 | June 12, 2019 | 4:00-8:30pm

TIME	TOPIC	SPEAKER
4:00-4:10pm	Cellphone math	Stephani Briskman
4:10-4:20pm	Pocket counselor	Stephani Briskman
4:20-4:30pm	Welcome to summer 2019!	Stephani Briskman
4:30-4:40pm	Goals of camp orientation	Amanda Giacomino
4:40-4:50pm	While you're away: Social Networking Policy	Erin Classen
4:50-5:15pm	Respectful workplace Video: sexual harassment Statement of admission	Bobby Collins
5:15-6:00pm	Large group ice breakers	Amanda Giacomino
6:00-6:30pm	Dinner	
6:30-6:55pm	Small group games	Jessica Stockl
6:55-7:20pm	Activity planning	Jessica Stockl
7:20-7:30pm	On-site supervision	Jessica Stockl
7:30-7:40pm	Downtime	Stephani Briskman
7:40-8:00pm	First day of camp: transitions and adjustments	Stephani Briskman
8:00-8:30pm	Debrief the day	Jessica Stockl Amanda Giacomino

Day 2 | June 13, 2019 | 2:30-8:30pm

TIME	TOPIC	SPEAKER
2:30-2:40pm	Recap of topics covered yesterday	Stephani Briskman
2:40-3:40pm	Facility tour	All staff
3:40-4:20pm	How well do you know the building?	All staff
4:20-4:50pm	Facility policy and procedures	Adam Wohl
	Safety	
4:50-5:15pm	Intruder/lockdown	Glencoe Public Safety
5:15-8:30pm	Break up into camp groups	Directors/Head Counselors

Day 3 | June 14, 2019 | 10:00am-4:00pm

TIME	TOPIC	SPEAKER
10:00-10:10am	Recap of topics covered yesterday	Jessica Stockl
10:10am-12:00pm	Camp speaker	Sarah Kurtz McKinnon
12:00-12:30pm	Lunch	
12:30-2:30pm	Camp speaker	Sarah Kurtz McKinnon
2:30-3:30pm	Break up into camp groups	Directors/Head Counselors
3:30-4:00pm	GPD Players	Jessica Stockl

Beach: Matt Walker

Beach staff trainings are complete and our staff handled opening weekend like true professionals. With lake temperatures in the 50's, there were only a few swimmers. Beach attendance was very slow given the low temperatures and wet conditions. Per a recommendation from our Lakefront Advisory Committee last fall, we are now scheduling a staff member on the Park Ave ramp to assist in diverting beach guests to the cash registers to either pay for the daily admission or to scan their season passes. We also have a third register stationed in the middle of the halfway house that will only check in season pass holders and sell season passes for the first part of the season.

Both of these new positions will be staffed on weekends in an effort to capture all daily revenues as well as to provide a faster means of entry to the beach for our season pass holders. Lower season pass sales are directly attributed to the cold beginning of the season. We look forward to warmer temperatures and an increase in season pass revenue.

The boathouse is operational, with all three assistance boats ready to use. All new boathouse and camp staff have been through the US Safe Powerboat Handling course and are ready to begin using the boats for day to day operations. Personal boat storage numbers are strong again this year given the limited number of sand spaces available due to the increasing lake water levels. We are currently working through our waitlist to bring in new boaters for the remaining space we have on both the sand and storage racks.

Revenue As of 6/5/2019	2019	2018	Variance
Summer Boat Storage	\$ 76,711	\$ 72,295	\$ 4,416
Trellis Rentals	\$ 6,365	\$ 4,767	\$ 1,598
Beach Passes	\$ 32,998	\$ 38,490	\$ (5,492)
Sailing Camp	\$ 32,430	\$ 22,788	\$ 9,642
Aquatics Camp	\$ 32,886	\$ 30,753	\$ 2,133
Total Revenue	\$ 181,390	\$ 169,093	\$ 12,297

Early Childhood: Jessica Stockl

Children's Circle students are transitioning to their new classrooms on June 17 when our Belugas go to Kinder Korner camp. We hosted an open house on June 4 for families to meet their new teachers and see their next classroom. We have been making our way down the waitlist offering the few spots that we have available for September 2019. We expect to open the waitlist again in September after we move a few families into the program.

Children's Circle Enrollment As of 6/6/2019	2018/2019	2017/2018
Jellyfish	6	15
Frogs	15	14
Turtles (NEW)	15	0
Starfish	16	17
Dolphins (NEW)	14	0
Belugas	17	21
Total	83	67

Early Childhood camps have strong enrollment for this summer. We are excited to be running Teddies again this year with a full class. Teddies are our youngest campers who are going into 2-year-old preschool. Our counselors helped us host camp open house on June 5. The little ones were thrilled to see their teachers and returning counselors. In mid-June, our counselors and directors will attend 20 hours of training in order to be prepared for a fun and safe summer.

EC Camp Enrollment As of 6/6/2019	2019	2018	2017
Teddies	27	0	18
Pandas	20	36	25
Koalas	39	47	45
Kinder Korner	62	70	64
Total	148	153	152

Athletics and Sports: Bobby Collins

We have finished first round interviews for the athletics manager position and are currently in the middle of second-round interviews. I want to thank the whole recreation team for stepping in and covering additional responsibility while the position has been vacant.

Baseball has been busy finishing its spring season and is now starting summer ball. In the month of June, we have had 117 games and practices scheduled. I want to thank the Parks team for all their hard work getting as many games in as possible. The challenging weather has made life more difficult for players, parents, and staff.

Tennis has seen a last-minute surge in enrollment for the June sessions. We have added some additional times to maximize class enrollment. We currently have 48 enrollees in classes in June compared to 27 in June last year.

Arts and Youth: Stephani Briskman

Orientation for our seasonal camp staff was held Wednesday, June 12 through Friday, June 14. All seasonal camp staff was First Aid/CPR certified by the end of the training.

Registration for Sun Fun, Camp Adventure, CIT and Action Quest is ongoing. Overall, registration continues to be ahead of summer 2019. We have seen Action Quest campers respond

positively to the new one week option with 57 registrations. We also noticed a strong demand for four-week sessions and lower demand for eight-week sessions in Sun Fun and Camp Adventure.

Sun Fun Enrollment As of 6/6/19	8 Week	4 Week	2 Week
2019	90	50	41
2018	97	31	41

Camp Adventure Enrollment As of 6/6/19	8 Week	4 Week	2 Week
2019	22	39	32
2018	28	23	12

Action Quest As of 6/6/19	2019	2018
8 Weeks	11	12
4 Weeks	24	11
3 Weeks	N/A	0
2 Weeks	N/A	20
1 Week	57	N/A
Total	92	43

CIT As of 6/6/19	2019	2018
8 Weeks- Full	8	4
8 Weeks- Half	2	2
4 Weeks- Full	23	20
4 Weeks- Half	6	12
Total	39	38

Kids Club hosted its last Undernighter of the year on June 12. Kids Club participants stayed until 8:30pm, ate dinner, and watched a movie. These are highly attended each time they are offered.

Special Events & Active Adults: Liz Visteen

Takiff Express Train Day was another success. This is the third year we have offered the event and the enrollment improves every year. The weather was perfect despite the chance of rain in the forecast. Families enjoyed train themed mini golf, bounce house, train tables, art, tattoos, and the ever-popular trackless train. A few curious onlookers from North Field soccer games stopped by to inquire about the event.

Special Event Attendance	2019	2018
Sa, May 18 – Takiff Express Train Day	~ 275	~ 240
Sa, May 18 – Bike Safety Rodeo	~ 25	~ 35
W, June 5 – Woodlawn Park-A-Palooza	~ 150	Not offered

Upcoming special events:

W, June 12 – GJHP Beach Bash

F, Jun 14 – Art Opening

Th, June 20 – Park-N-Play: Summer Solstice

Tu, June 25 – Tots-N-Tunes: Rick Kelley

Th, June 27 – Park-N-Play: Bubbles of Fun

Spring programs ended May 31. Below is a breakdown of enrollment compared to last year. Spring youth and adult ceramic enrollment were marginally lower compared to last year.

Spring Enrollment As of 6/6	2019	2018
Adult Ceramics	25	28
Youth Ceramics	55	61
Adult Art Programs	46	45
Adult Workshops (one-day)	0	3
Teen Programs	0	4

Takiff, Fitness, & Watts: Adam Wohl

We are slightly behind last year for total rental revenue. We are currently looking at restructuring our Mitzvah party packages to be based around the length of rental time. We hosted two Mitzvah celebrations in the month of May including a nearly 200 person seated dinner in the gym. We are excited about the potential to book more of these types of events in the future. We have already booked a large rental for January 2020 and are working on scheduling a large event for Northwestern University Engineering School.

Takiff Center Rentals As of 5/31	2019/2020	2018/2019
Facility Rentals	\$27,608.50	\$31,849.50

We began our 2nd session of Tai Chi on June 1. We have averaged 5-6 students each week. We are excited to see how this class may grow as word gets out. It will also be advertised in our fall brochure.

We have partnered with Carl Rosenthal to offer two summer pickleball workshops at the Takiff Center beginning the week of June 10. Carl is an experienced pickleball player in the surrounding communities and has taught numerous workshops within the JCC system in the Chicago area. This six-week workshop will allow beginner players to learn about the game, understand the rules and scoring, and develop the skills needed to play. We have two people enrolled and have fielded over a dozen calls and walk-in patrons inquiring about our workshops and open play availability.

Glencoe Fitness Center

We are finally able to compare our current active members from year to year for Glencoe Fitness. Members are slightly lower than last year at this time. Adam is continuing to work closely with Erin Classen to actively recruit new potential members. We gained 7 new members in the month of May.

We are running our summer student membership for \$99 for three months and have three purchased for the summer. This number is expected to rise once the local high schools are done with their school year.

There is an increase in personal training revenue compared to last year with \$1,325 through March 31, 2019 compared to \$825 in the 2018 year to date.

We will be doing a Tour de France challenge in July/August. It will be an individual and fitness center challenge to complete the full 2000+ mile course over a six-week period. Keep an eye out for more information as we come closer to the start date in July.

Glencoe Fitness Membership (as of 6/6/19)	2019-20		2018-19	
	# Members	Fees	# Members	Fees
	135	\$7,563	191	\$11,264.00

Retention Rates (as of 5/6/19)	# of Members for Renewal	# of Members who Renewed	% of Members that Renewed
February	126	52	41.2%
March	9	5	55.5%
April	14	6	42.9%
May	8	3	37.5%

Programming – Theater & Dance

We held the Broadway Bound Performances on June 1 & 2 at Matz Hall in Winnetka. Ticket sales were down for this show due to lower enrollment. We had the following presale tickets sold:

Performance	Tickets Sold
June 1 – 11:00 AM	152
June 1 – 2:30 PM	233
June 2 – 2:30 PM	129
June 2 – 5:00 PM	211
Totals	725

The Spring Dance Recital was held on May 19 at Regina Dominican High School in Wilmette. We had over 125 dancers perform an amazing show for over 300 parents, family, and friends. They did a fabulous job performing and showing off their hard work from the semester.

This was Helen Boris' last dance recital as the dance director. She has been with the District in some fashion for over 30 years. Her loyalty and dedication will be missed. Beginning in the 2019-20 school year, Sarah Hall Theatre Company will be taking over as the contractor for our entire dance program. We are excited about this new chapter for the Glencoe Park District Dance program.

Submitted by:

Bobby Collins, CPRP, Director of Recreation and Facilities

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

Administrative

I have continued to work with Altamanu relating to the Takiff Playground and Connect Glencoe Projects and begun the process of coordinating work with BauerLatoza on halfway house improvements. Work should begin shortly on the roof replacement at Watts. I continue to field routine calls from residents about the flooded park system.

Grounds/Horticulture

The landscape crews have been out in full force completing plantings throughout the District. Plant material is installed at Veterans Park, Kalk Park, Friends Park, Takiff Center, and Lakefront Park. Flower beds have been transitioned to summer flowers from spring tulips.

The wet weather has made bed maintenance very difficult. We have brought on additional contractual resources for an early season surge to assist staff in park grooming.

Nels Johnson removed dead tress throughout the District. The wet spring has stressed the majority of the pre-settlement Oak population.

We are still challenged by wet parks, cutting grass as site conditions allow. North Shore Mosquito Abatement completed an application targeting mosquito larvae throughout the park system.

Parks Maintenance & Construction

Staff completed the grass restoration at Woodlawn Park prior to the park opening event. When drier conditions permit a permanent split rail fence will be installed at Woodlawn.

All water fountains and seasonal bathrooms have been activated throughout the park system.

Staff completed camp headquarters setup at Park 5n.

The Kalk Park pathway was pumped 18 times in the month of May.

Facilities

Seasonal beach preparations are complete and staff is proud of the final product. A contractor completed railing painting on the pier, which has significantly improved the appearance. Facility staff will soon begin preparations at the Watts and Takiff Centers for fall and winter seasons.

Athletic

Staff continues to groom baseball, soccer, and softball fields. Due the rainy weather, athletics has remained the primary focus of the parks department. Tennis court maintenance for 2019 was awarded to Court & Sport of Vernon Hills including crack filling at West and Central. Watts tennis courts are scheduled for a full color coat this year, pickleball lines will be added in addition to tennis stripes at Watts.

Equipment

We have continued to maximize the use of the Kubota work vehicles throughout the park system. The 4 wheel drive vehicles have significantly improved efficiency even with wet conditions.

Personnel

Seasonal beach custodians have started for the summer.

Shared Services

- Park District and Village staff partnered to complete the renovation of median islands in front of the Takiff Center. The islands were added as a result of the Takiff renovation and are managed jointly by the Park District and Village.
- Village staff has continued to support the Park District by completing routine and non-routine vehicle repairs.

Submitted by:

Chris Leiner, Director of Parks & Maintenance

**Glencoe Park District
Marketing/Communications Report
June 2019**

Social Media/Email

We ended the month of May with 33,503 Facebook impressions (in 2018, we ended the month with 27,320 impressions). We now have 1,690 followers on Facebook, 922 followers on Twitter, and 934 followers on Instagram. Glencoe Beach has 1,981 followers and Watts Ice Center has 216 followers on Facebook.

We sent out eight targeted email blasts, primarily focused on special events and beach passes.

Date Sent	Campaign Name	Total Sent	Open Rate	Click Through Rate	Link
5/31	Summer Events 2	6267	30.80%	14.70%	https://conta.cc/2MieAnW
5/28	Summer Camp Promo	354	75.10%	23.40%	https://conta.cc/2HVI5q8
5/24	Summer Events 1	6262	30.10%	8.70%	https://conta.cc/2HRzrcd
5/20	Camp Registration	6275	26.60%	5.70%	https://conta.cc/2HAFfGS
5/10	Dog Park Task Force	6284	33.30%	6.30%	https://conta.cc/2VtVvmX
5/8	Train/Bike Day	825	55.10%	6.10%	https://conta.cc/2VojAvh
5/6	Glencoe Beach Early Bird Season Pass Discount	6267	38.70%	6.60%	https://conta.cc/2QPvt89
5/3	May Healthy Tips	285	42.10%	6.10%	https://conta.cc/2VdP7A7

Beach Marketing/Signage

I worked with the facilities team to develop new informational signs and update pricing/dates on beach signs. In addition to the Facebook/Instagram ad designed to collect email addresses, I placed an ad in the Botanic Gardens magazine, which is distributed to all visitors to the garden, as well as the Chicago North Shore Convention and Visitor Bureau’s website, which draws regional tourists. We also included information in the four-page direct mail piece to all residents detailing upcoming special events and beach classes.

Emails and social media posts were also shared in advance of opening day.

Gus Knows Glencoe. Do You?

Our summer marketing theme is “Find Gus,” which plays on the summer scavenger hunt at our parks and facilities. Thirteen locations (parks and facilities) have scavenger hunt clues, with a giant cardboard “Gus” at the final location. Those who complete the scavenger hunt will get a special patch and certificate. Booklets about the scavenger hunt are at all locations, and will also be distributed to program participants. The campaign is continued on our special event t-shirts, which staff will wear each Friday (and has a list of special events on the back). In addition, all residents were sent a direct mail piece at the end of May. The four-page



piece invited people to “Find Gus” at special events, camps, fitness, and beach programs. The theme will be carried on this summer through weekly email blasts, posters/flyers, and social media posts.

Special Events

We worked closely with our recreation team to market Takiff Express Train Day, Bike Safety Rodeo, *Alice in Wonderland, JR*, Woodlawn Park-A-Palooza, and Camp Open House. For each event, we created flyers, website graphics, posters, event signage as well as email blasts, social media posts, media pitches.

Fall Brochure

We are now working on the first draft of the fall brochure. It will be mailed to residents in mid-July. Resident registration will start July 31.

Gold Medal Video

After learning we were a Gold Medal Finalist in May, we had one month to write, film, and edit a 5-minute video that told our agency’s story. I wrote the script and coordinated two filming days with our videographer. I’d like to thank everyone who volunteered to be on film, helped with filming, or participated in the project in some way. It was a community effort to produce the video in less than one month. Luckily, we were able to reuse approximately 70% of last year’s footage, as well as add new narration, drone footage, and film new amenities/special events. In less than a week, the video has garnered 2,890 views on Facebook, Twitter, Instagram and YouTube. To watch the movie, go to <https://youtu.be/RI8G4BghpNA>

The image is a screenshot of a Facebook post from the Glencoe Park District. The post is titled "2019 Gold Medal Finalist Video" and features a video thumbnail showing four children sitting on a blue toy train. The post text reads: "As the Village of Glencoe celebrates 150 years, we are proud to be the community's gateway to recreation and fun. From beach campouts and music lessons to coding classes and Frisbee golf, there's something for everyone at the Glencoe Park District! Watch our National Recreation and Park Association Gold Medal Finalist video to find out more!" Below the video, there are statistics: 2,304 People Reached, 347 Engagements, and 12 Shares. To the right of the post, there is a "Performance for Your Post" section with the following data:

Performance for Your Post		
2,304 People Reached		
1,260 Second Video Views		
136 Reactions, Comments & Shares		
95 Like	27 On Post	68 On Shares
15 Love	10 On Post	5 On Shares
1 Wow	0 On Post	1 On Shares
13 Comments	0 On Post	13 On Shares
12 Shares	12 On Post	0 On Shares
211 Post Clicks		
34 Clicks to Play if	18 Link Clicks if	159 Other Clicks if
NEGATIVE FEEDBACK		
1 Hide Post	1 Hide All Posts	
0 Report as Spam	0 Unlink Page	

Submitted by:
Erin Classen, Superintendent of Marketing and Communications

SAFETY AND WELLNESS COMMITTEE
Agenda and Minutes
Wednesday, May 15, 2019 / 11:00 a.m.
(Please Note: Items in **red** print require action)

1. Call to order at 11:04 a.m.

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

2. Review of the Minutes: The Safety and Wellness Committee Meeting Minutes from April 17, 2019 were reviewed and accepted.
3. Accident/Incident Review: Carol reported on the accident/incident reports for May. There was only one (1) minor employee injury. There were two (2) minor participant injuries.
4. Facility and Park Inspection Review: None
5. Open Claims: Pier repairs have been completed.
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. **Adam** will confirm that a Secondary Exit Drill will take place on August 12th, 2019.
 - 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) **Liz Visteen** noted that she will be calling someone to come out to perform a Bounce House Inspection on our Bounce House.
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) Jenny communicated that Early Childhood wing log-in documents must be retained for 3 years since they are not required by DCFS. Documents required by DCFS must be retained for 7 years.
 - b) Adam met with Public Safety. **Adam** will update the severe weather plan with the changes made.
 - c) **Bobby** and **Jessica** will schedule a severe weather drill, tornado drill and active shooter drill for Children's Circle during the week of August 12th.
 - d) **Chris** will form a sub-committee to discuss lockdown procedures and elements.
 - e) **Bobby** mentioned that we are looking into eventhelper.com that Gurnee uses for Alcohol permits, etc.
9. Wellness Initiatives:
- a) **Liz Stowick** will touch base with Adam about our "Wake Up and Move" program since she wants to start a lunchtime walking club for staff.

Adjourn: 11:37 a.m.

**The next Safety and Wellness Committee Meeting has been scheduled for
Wednesday, June 19, 2019 at 11:00 a.m.**

VII. Executive Director Report

Glencoe Park District
June 2019 Board Meeting

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

Season Staff Training

The yearly summer all staff orientation/training took place at the Takiff Center on May 31. We are proud to be the largest employer of high school and college-age young adults in the community. Training included a welcome to the District and, what I like to call, Lisa's top 10 items for a successful summer. Darryl Harris, a professional speaker then addressed the team and spoke on Glencoe Park District Values and Customer Service. All our staff participated in an extensive training program tailored to their job responsibilities at the beginning of summer with follow-up training throughout the summer. The picture below is most of our seasonal team, proudly wearing their summer staff shirts!



NRPA Gold Medal Reception

We are very excited to be a Gold Medal Finalist once again! We have posted our finalist five-minute video. I encourage you to watch it by going to <https://youtu.be/RI8G4BghpNA>. We were able to reuse approximately 70% of last year's footage, and then add new narration, drone footage, new amenities, and special events. In less than a week, the video has garnered 2,890 views on Facebook, Twitter, Instagram, and YouTube. We feel we have caught the essence of what the Glencoe Park District offers our community and demonstrates how we achieve the pillars of NRPA. A special thank you to Erin for coordinating all aspects of this video in less than a month. We are invited to the Gold Medal Reception, which will be held at the 2019 NRPA Annual Conference on Monday, September 23 in Baltimore, Maryland. The Gold Medal Grand Plaque will be presented at the opening general session on Tuesday, September 24. Due to our scheduled arrival, we plan to attend the reception on Monday night and have a staff/commissioner lunch or dinner on Tuesday, September 24. I am requesting that the Department Heads and I attend the conference. We have budgeted for five staff to attend NRPA Conference. In the past, Commissioners that wanted to attend would have their conference fees paid for by the Park District and all other expenses were paid by the Commissioner. Please let me know if you are planning on attending by August 2 (early bird deadline). We can register you for all or a portion of the conference and help with logistics.

Park and Capital Projects

Chris and I continue to work on capital projects planning. The Takiff Playground Bid is ready to be approved and details are presented in the action items. Altamanu is working on “Connect Glencoe” pathways and playground. We will be bringing two playground designs and options for the fitness pods to the Board later this summer. Chris has begun the process of coordinating work with BauerLatoza on Halfway House improvements. Roof replacement at Watts will begin shortly.

Spring Weather

This spring has been a challenging one for our team. As you all know, we have had a considerable amount of rainfall this spring, which has had an effect on normal operations. The ground is so saturated that it will take a while for our parks and pathways to dry out. Despite all the rain, the Parks team has been putting in a lot of extra effort to get the GBA Baseball and AYSO Soccer games in. We have had over 120 games and practices scheduled. I want to thank the Parks team for all their hard work getting as many games in as possible. The challenging weather has made life more difficult for players, parents, and staff. We are behind on normal park cleanup due to the weather but hope to catch up soon. The beach has also felt the effect of the cooler temperatures. The pier has had to be repaired multiple times due to storm damage and the cooler weather has kept people away from the beach.

Some stats regarding the rainfall we had this spring: Average rainfall in the Chicagoland area in May is 3.74 inches, to date this May we have received over 6.1 inches of rain, which is 2.36 inches of rain above average. This is on average 27,154 gallons of water per acre per additional inch of rain. For comparison, the Glencoe Park District park system is approximately 100 acres. We have seen an additional 6,408,344 million gallons of water this season from just rainfall on park property; this is not including runoff from neighboring properties. The Berlin baseball field is approximately 1.4 acres, which means that baseball field has received an additional 91,000 gallons of water over the seasonal average. For comparison sake, a bath tub holds about 80 gallons of water. An Olympic size swimming pool holds around 600,000. We have 15% the volume of an Olympic swimming pool extra on this field alone.

Fourth of July!

The Fourth of July Celebration will be bigger and better than ever to celebrate the Village’s 150th Birthday. To make the 2019 Fourth of July festivities worthy of Glencoe’s 150th birthday celebration, the Glencoe Park District has partnered with the Village of Glencoe to make this already awesome annual event even bigger and better! In addition to your Fourth of July favorites like the *Fun Run* and *Glencoe’s Got Talent*, new this year, we are expanding the *Parade* route so that participants and on-lookers alike end at Lakefront Park. Once there, the *Party in the Park* will start right away, with beer and wine sales, live music, food trucks, bounce houses, a dunk tank, contests and more! The evening will round out with a performance by the Bloop Brothers followed by a special fireworks show!

FOURTH OF JULY GENERAL EVENTS SCHEDULE

- 8 AM: **Rotary 2-Mile Fun Run** (Glencoe Train Station)
- 10 AM: **Preschool Games** (Kalk Park)
- 10 AM: **Mini Golf** (Kalk Park)

- Noon: **Glencoe's Got Talent** (Kalk Park)
- 3 PM: **4th of July Parade** (New route starts at Central School and ends at Lakefront Park) - New this year, we are asking groups to register in advance to participate in the parade
- 4-9 PM: **Party in the Park** (Lakefront Park)

PARTY IN THE PARK SCHEDULE

(Activities listed below all take place at Lakefront Park)

- 4-9 PM: Beer and Wine Sales, Food Trucks, Inflatable Games, Races and Competitions, Dunk Tank and more!
- 4 PM: Live Music: "[Serendipity](#)"
- 6 PM: Park-N-Ride Trolley (Glencoe Train Station to Lakefront Park)
- 6:30 PM: Live Music: "[The Blooze Brothers](#)"
- 9 PM: Fireworks Show

FOURTH OF JULY PARADE AND FLOAT/ENTRY COMPETITION

Also new this year, we are inviting any and all community organizations, neighborhood groups or teams to create a float or to participate in the parade in some way (marching, riding in vintage cars, biking, etc.). Due to the increased size of the parade we are asking all groups to register in advance (complete the form below).

A quick list of the top 10 things you should know about the changes coming to the 2019 celebration:

1. **We're now asking you to register for the parade:** Ask anyone who's been in town for more than a few years about what the parade used to be like, and they'll likely say that they miss the neighborhood float competition. To bring back some of the former glory of our parade; we've increased our outreach to community organizations and neighborhood groups with the hopes of inspiring more participation (and perhaps some floats!) in the parade. As part of this effort, we're asking you to register in advance. Parade registration is free and is open to pretty much any community organization, neighborhood, group of friends or business. In addition to multiple community groups that are already signed-up, we're excited to announce that we'll also have some guests at this year's parade including the [Jesse White Tumblers](#), the New Orleans-style [Four Star Brass Band](#) and the [Crossmen Drum and Bugle Corps](#).
2. **The parade route has been extended:** New this year, we are extending the parade route all the way to Lakefront Park and are encouraging all parade on-lookers to follow the end of the parade to the Party in the Park, which kicks-off immediately following the parade. See the new route below or [download a parade route map here >>](#)
The parade time has been pushed back to 3 p.m.: Because we're going to start the Party in the Park off immediately following the parade, we've pushed the parade start time back from 2 p.m. to 3 p.m. Again, we hope that you'll follow the parade to the park, where there will be expanded activities, all the way up to the fireworks show at 9 p.m.!
3. **We'll now sell beer, spiked seltzer and wine at the Party in the Park:** Our 21+ community members will now be able to enjoy the afternoon and evening with a glass of beer, spiked seltzer or wine! Stay tuned for a list of products that will be for sale (cash and credit card will be accepted). Valid IDs required.
4. **There will be guaranteed food trucks:** Save your BBQs for the weekend and instead come to the Party in the Park hungry! You can expect at least four food trucks and an ice cream

truck to aid in all your picnicking needs from 4-9 p.m. (and yes, the food trucks are guaranteed!).

5. **You can help keep us cool at the dunk tank:** What community celebration would truly be complete without the ability to dunk one of your favorite Village or Park District employees? Be sure to be at the Party in the Park from 4-5 p.m. and again from 6-7 p.m. while the dunk tank is in action! Voluntary donations will be accepted for dunk attempts, benefitting future sesquicentennial celebration events.
6. **You can bounce the 4th away in our new inflatable games:** To make sure we're keeping it fun for all ages, we're looking forward to bringing inflatables to the Party in the Park for the first time this year! Enjoy the [Xtreme Fun Run](#) or [Gladiator Joust](#) free-of-charge.
7. **You can compete with your friends at the Park District's minute-to-win-it games:** Think: races. Think: Americana. Think: Fun.
8. **You'll get to enjoy all this while jamming out to two bands:** We're excited to welcome "[Serendipity](#)," a pop and rock cover band, starting at 4 p.m. and "[The Blooze Brothers](#)," a Blues Brothers cover band, starting at 6:30 p.m.
9. **Finally – in honor of the sesquicentennial – you'll get to round out the celebration with our biggest fireworks show yet!**

Of course, this event is only possible due to the amazing partnership between the Village and the Glencoe Park District and through your generous Patriotic Days Fund donations.

Special Projects and Facilities Committee Meeting

Our next Special Projects Committee meeting will be on Tuesday, July 9 at 7 PM where we will begin to discuss the Capital Project plan for the next 3 years.

NSSRA

NSSRA will be closing on property for their new building on August 30, 2019, and are planning to fund the acquisition with fund balances and charitable contributions from their Foundation. The \$700,000 amount needed to close and additional \$323,000 for initial design cost needs to be provided by partner agencies. In addition, estimated renovation costs *after acquisition* will also need eventual funding. The NSSRA Finance Committee is reaching out to member agencies to establish their strategy for funding.

After review of the financial status of our Special Recreation Fund, staff feels comfortable in paying the \$46,211 Glencoe portion of the "Closing and Design Contribution" by August 1, 2019. (It will be paid from the \$175,000 budget for ADA-related capital in the FY18/19 budget, rather than having to finance a proportionate share of the NSSRA Debt Certificates to be issued.) The District will then plan to maximize the Special Recreation Fund levy this fall up to the .04 cents max, and will plan to pay the estimated "Renovation Contribution" in next FY2020/21, hopefully without touching the \$175,000 that will be designated for master plan capital projects.

Dog Park Task Force

President Brooks has appointed ten individuals to the Glencoe Park District Dog Park Task Force. We had over 30 applications and we have confidence that the ten residents who have volunteered to serve will represent the diversity of community viewpoints about this issue. This task force will engage in working meetings that will not be open to the public, however, the

process will culminate in an open community meeting where task force members will present their advisory findings. Task Force Members include Lisa Brooks, Lisa Sheppard, Michael Bier, Eddy Eisenberg, Rene Firmin, Laurie Gross, Erich Haupt, Susan Isaacson, Anne Lathan, Stacy Ratner, Susan Stewart, and Tom Zachar.

Freedom of Information Report

There were no requests this month.

Submitted by:
Lisa Sheppard, CPRP
Executive Director

VIII. Action Item A
Acceptance of FY2018/19 Annual Audit

Commissioners should please refer to Audit hard copies.

Glencoe Park District
June 2019 Board Meeting

VIII. Action Item B
Approval of the changes to the Fees and
Charges Policy

Glencoe Park District
June 2019 Board Meeting



INTEROFFICE MEMORANDUM

TO: Board of Commissioners
FROM: Lisa Sheppard
SUBJECT: Fees and Policies Update
DATE: June 5, 2019
CC:

At the June 5 Committee of the Whole meeting, the Committee made minor changes to the Fees and Charges Policy, which include charging a non-resident rate for facility rentals with the maximum difference of 20% and adding that Glencoe governmental entities can get a fitness center pass at resident rates.

The Committee also asked staff to present two years of data on the number of passes issued and the usage of the passes by the Glencoe governmental entities that receive the benefit of complimentary and discount passes. This will be included in our end of the season beach report.

The committee also completed the policy requirement that states the Board must review yearly the Glencoe Park District Category of Services. The Committee did so and made no changes.

FEES AND CHARGES

The Board has found it necessary and desirable for the District to charge fees for participation in District recreation programs and the use of District facilities. This policy is designed to serve as a guide in establishing a fee structure for recreation programs and facility use.

1.0 Program Fee Structure. It is the responsibility of the Glencoe Park District to offer diversified and quality, park and recreation experiences. Seeking to meet the demands for new and expanded access to recreation activities, while experiencing the increases in operating expenses, it is the intent of the Park District to adopt a sound, consistent policy for the generation of supplementary revenue to tax dollars.

1.1 All Park District programs will give primary concern to the residents' ability to participate. Activities will be planned with community demographics in mind.

2.0 Fees and Charges. Fees and charges will be evaluated annually to make sure that tax revenues are being used efficiently to support basic public services available to all people. Basic public services will be supplemented to support the demand for quality leisure services by assessing fees and charges and pursuing supplementary sources of revenue.

3.0 Fee Approval. All park program fees must be presented to the Executive Director for approval annually. The Recreation/Facility Staff will submit with the budget, a report to the Executive Director, which will include the activity name, along with new and old program resident/non-resident fees. The Manager will indicate changes, giving specific explanations for any increase over 5%. If new activity areas are implemented throughout the year, they shall also be submitted to the Executive Director for approval.

4.0 Waiver of Fees. The Glencoe Park District wants to give all residents the opportunity to participate in its activities and facilities regardless of financial hardships. Persons requesting scholarships are required to complete an application form, and then submit the form in addition to other requested financial documents, to Family Services of Glencoe for eligibility status. (See Financial Assistance/Scholarship Policy for more details) Applications will be reviewed on an individual basis.

4.1 No fee may be reduced or waived without the consent of the Executive Director, and/or the respective department head, and/or Program Manager.

5.0 Fees and Charges Guidelines. Fees and charges are developed to offset the expenses incurred through offering programs and activities. When developing fees for recreation activities, fees will take into account the financial objectives, market climate and surrounding competitors.

5.1 Fees and charges are recommended by staff to the Executive Director for approval. Fees should be set within the budget preparation process. When setting the fee the following must be considered:

- Wages and Services

- Operational Expenses (contractual fees and supplies)
- Improvements/Renovations/Equipment
- Categories of Glencoe Park District Services to determine how much of direct and indirect expenses must be recovered.
 - Direct expenses include all direct expenses associated with an activity including instructor fees, supplies and materials. Fees should be set to recover all of the expense for the program based on expenses times the minimum number of participants.
 - Indirect expenses include all expenses associated with an activity including facility rental, supervisory time, clerical, maintenance, building costs, marketing, etc. An established successful activity should recover the cost of operations including supervisory time, clerical, maintenance and building costs.

6.0 **Resident/Nonresident Program Fees.** Since the facilities, programs and activities are partially subsidized through taxes by residents of the Glencoe Park District, nonresidents will pay a **maximum** increased fee of 20% more than resident rates with the exception of the following unique activities and facilities:

- No nonresident fee applied: adult programming, select special events, select contractual programs, Watts daily ice skating fee and skating passes. ~~and Takiff room rentals.~~

6.1 Due to the unique nature and demand for Glencoe Beach and Boating Beach in the Chicagoland area and the amount of subsidy by taxpayers, non-residents will pay the following maximum increase over resident rates:

- 50% more than resident rates for Season Passes at Glencoe Beach
 - 100% more than resident rates for daily fees and trellis rentals at Glencoe Beach
 - 100% more than resident for sail boat/kayak/paddle board storage at Perlman Boating Beach
 - 50% more than resident for sail boat/kayak/paddle board rentals
- * Due to IDNR and OSLAD Grant that the District received in 1996, the Nonresident rates/fees cannot exceed twice that charged to residents.

6.2 Non-residents will pay 50% more than residents for pass/daily fee to the Glencoe Fitness Area.

6.3 Occasionally, an activity may warrant a reduction in the non-resident fee in order for the activity to meet its minimum. The Director of Recreation/Facilities and Executive Director must approve fees and charges for these activities.

6.4 Non-resident fees will be established in regard to the effect on resident participation using the following criteria:

- Size of class and limitations
- Ability to expand and grow
- Special limited interest classes
- Reciprocal agreements and shared activities
- Competitive costing of activities

7.0 **Missed Classes.** Some classes cancelled due to weather or other acts of God cannot be made up and are non-refundable.

- 8.0 Prorated Fees to Activities.** At the discretion of the Program Manager and Director of Recreation/Facilities, if the nature of the activity permits, prorated class fees will be allowed and done on a “per class basis”.
- 9.0 Discounts to Other Entities.** **Full-time** Village of Glencoe, Glencoe Library and District 35 staff shall be eligible to receive a Glencoe Beach individual pass for no fee. (They must show a business card or staff ID) **and receive resident rate on an individual Glencoe Fitness Center membership.**
- 10.0 Fiscal Year.** Categories of Glencoe Park District Services that determine the subsidy of program will be reviewed annually by the Glencoe Park District Board of Commissioners.
- 11.0 Categories of Glencoe Park District Services**

Note: The percentages below each category represent the Net achieved after revenue and direct expenses are calculated. This net % helps cover many indirect program expenses. An example of indirect expenses includes building expenses, custodial, IT, workmen’s comp, ect. Some programs have more indirect expenses, therefore their percentages may be higher.

FULLY SUBSIDIZED	BASIC PUBLIC Mostly Subsidized 0 – 15% Net	PUBLIC Partially Subsidized 16 – 29% Net	EXTRA PUBLIC Partially Subsidized 30% - + Net	PRIVATE Cover Direct and 90% of Indirect (\$150,000 Net to cover the Indirect expenses)
Parks/Playgrounds	Community Organization Use of Facilities	Dance	Day Camps Beach Camps	Children’s Circle Day Care
Beach Concessions	Lifeguarded Beach	Fitness Programs	ELC (Preschool)	
Shelters/Washrooms	Boating Beach	Arts – Drama	Kids Club (Before and After School Care)	
Community Athletic Fields and Courts	Adult Programs	Fine Arts	Days Off Programs	
Glencoe Beach (Off season and when not guarded)	Athletic Affiliates Use of Fields and Courts	Martial Arts	Fine Arts Contractual	
Watts Ice Center	Teen Programs/Events	Travel Basketball	Hockey Lessons Skating Lessons	
Kids Concert Series	Special Events	Contractual Programs (Sports/Camp/Youth/E.C.)	Facility Rentals	
Fourth of July	Open Gym	Lighted Field Rentals	Early Childhood Enrichments	
Free Special Events	Adult Programs		Youth Enrichments	
Public Skating and Hockey	Fitness Center		Youth Athletics	

VIII. Action Item C
Approval of Staff and Board to attend NRPA
Annual Congress

Glencoe Park District
June 2019 Board Meeting



To: Board of Commissioners

Date: 6/11/2019

From: Lisa Sheppard, Executive Director, Carol Mensinger, Director of Finance/HR

SUBJECT: NRPA Annual Congress

National Gold Medal

I am proud to announce that the Glencoe Park District is a **finalist for the 2019 National Gold Medal Awards for Excellence in Parks and Recreation Management program!** The Gold Medal Award honors communities of all sizes throughout the country that demonstrate excellence in long-range planning, resource management, and innovative and creative approaches to designing and delivering superb park and recreation services through fiscally sound business practices. The application process is rigorous, as agencies must demonstrate growth over a three-year period in three specific areas: social equity, health and wellness, and conservation. Four finalists in each class are chosen to compete for grand honors each year. The honor signifies that we are among the four best in the country for communities under 30,000, acknowledging the phenomenal services, parks and facilities that we provide to the public.

The Gold Medal Reception is at the 2019 NRPA Annual Conference, Monday, September 23 in Baltimore, MD. The Gold Medal grand plaque is presented to the winner at Opening General Session on Tuesday, September 24.

I am requesting permission for Carol, Chris, Bobby, Erin, and me to attend NRPA Congress this September for the Gold Medal Reception and NRPA Conference with excellent educational opportunities and exhibit halls. The Gold Medal reception is Monday night and the conference runs through Thursday.

We would leave Monday and return Thursday evening to Glencoe.

Staff	Registration	Flight	Hotel 3 nights	Travel Estimate	Per Diem \$85 per day	Total
Lisa	\$595	\$308	\$759	\$50	\$340	\$2052
Carol	\$595	\$0 Points	\$759	\$50	\$340	\$1744
Erin	\$595	\$0 Points	\$759	\$50	\$340	\$1744
Bobby	\$485	\$348	\$380 (share with Chris)	\$50	\$340	\$1603
Chris	\$0 5 th one free	\$348	\$380 (share with Bobby)	\$50	\$340	\$1118

Recommended Motion:

Board approval for Glencoe Park District Staff to attend NRPA Annual Congress with expenses not to exceed \$8,500. We do have this budgeted in conference and tuition reimbursement.

In addition, it is not uncommon to have Park District Commissioners attend the NRPA Congress when an agency is a Gold Medal Finalist. As such, if any Commissioners who would also like to attend to represent the Glencoe Park District, should also be discussed.

Example of Costs per Commissioner

	Registration	Flight	Hotel	Mileage	Per Diem
Each Commissioner	<i>Early Bird Rate ends 8/2</i> Full conference: \$595 -or- Exhibit only: \$165	\$0	\$0	\$0	Dinner Tuesday Afternoon/ Night

Recommended Motion:

Board Approval of Commissioner(s) _____ to attend NRPA Conference with expenses not to exceed \$_____.

VIII. Action Item D
Approval of the Takiff Center Early
Childhood Play Space Bid

Glencoe Park District
June 2019 Board Meeting



INTEROFFICE MEMORANDUM

TO: Board of Commissioners
FROM: Lisa Sheppard, Executive Director, Chris Leiner Director of Parks & Maintenance
SUBJECT: Takiff Center Early Childhood Play Space Renovations
DATE: June 11, 2019

At the June 11, 2019 bid opening for the renovations to the Takiff Center Early Childhood Play Space, two qualified bids were received and opened. The bid included four deductive alternates for:

1. Age Specific Play Panels
2. Yellow and Orange Concrete Graphics
3. Kaleidoscope Benches
4. Circular Bench

Takiff Program Play Space Bid Opening Results					
Contractor	Base Bid	Deduct 1	Deduct 2	Deduct 3	Deduct 4
Hacienda Landscaping	\$ 827,335	\$ (20,400)	\$ (14,000)	\$ (8,517)	\$ (12,700)
Clauss Brothers	\$ 937,725	\$ (20,729)	\$ (13,015)	\$ (9,015)	\$ (14,465)

Per the bid document, we are awarding the project to the lowest qualified bidder.

Therefore, the lowest qualified bid is from Hacienda Landscaping of Minooka, Illinois for a total base bid of \$827,334.74. Based on the construction budget of \$790,500, staff is recommending the selection of all four deductive alternates to bring the total award to \$771,717.75. This will leave approximately \$19,000 to cover costs incurred directly by the Park District outside of the contractor during the project and contingencies. Hacienda previously completed Friends Park, Woodlawn Park, Vernon Playground, and Old Elm Park for the Glencoe Park District.

Recommended Motion: The approval of the lowest responsible bidder, Hacienda Landscaping of Minooka IL, including deductive alternates 1,2,3,4 for a total of \$771,717.75.

VIII. Action Item E
**Approval of Asphalt Pathways in Lakefront
Park and Watts Park Bid**

Glencoe Park District
June 2019 Board Meeting



INTEROFFICE MEMORANDUM

TO: Board of Commissioners
FROM: Lisa Sheppard, Executive Director and Chris Leiner, Director of Parks & Maintenance
SUBJECT: Park Pathway Resurfacing
DATE: June 11, 2019

At the June 11, 2019 bid opening for the resurfacing of the asphalt pathways in Lakefront Park and Watts Park six bids were received and opened. The FY2019/20 construction budget for this project is \$35,000.

Park Pathway Resurfacing Bid Opening Results			
Contractor	Lakefront Park	Watts Park	Total Bid
J & R 1st in Asphalt	\$9,850.00	\$15,498.00	\$25,348.00
Chicagoland Paving Contractors	\$15,500.00	\$19,500.00	\$35,000.00
Evans & Son Blacktop Inc.	\$16,000.00	\$19,500.00	\$35,500.00
Allstar Asphalt	\$17,500.00	\$24,000.00	\$41,500.00
Maneval Construction Inc.	\$37,880.00	\$41,384.00	\$79,264.00
Alamp Concrete Contractors Inc.	\$43,600.00	\$53,600.00	\$97,200.00

Per the bid document, we are awarding the project to the lowest qualified bidder based on the total bid.

Therefore the lowest qualified bid is from J & R 1st in Asphalt of Hickory Hills, IL for a total of \$25,348.

The lowest qualified bidder, J & R 1st in Asphalt of Hickory Hills, IL previously completed the asphalt in phase 1 of the Takiff Center parking project. Based on previous experience and bid analysis, staff recommends the following:

Recommended Motion: The approval of the lowest responsible bidder J & R 1st in Asphalt of Hickory Hills, IL, for a total of \$25,348.

VIII. Action Item F
Approval of the Altamanu Inc. contract for
architectural services for the
repairs/restoration of the Schuman
Overlook

Glencoe Park District
June 2019 Board Meeting



To: Board of Commissioners

Date: June 11, 2019

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

SUBJECT: Approval of the Altamanu Inc. contract for architectural services for the repairs/restoration of the Schuman Overlook

In the FY2019/20 Fund 69 Budget, \$315,000 was earmarked for repairs to the Schuman Overlook. The required work was outlined as a Priority 1 repair in the Beach Bluff Conditions Assessment received by the Park District in 2018. Attached is an agreement from Altamanu Inc. for landscape architectural services, structural engineering, civil engineering, and soil borings related to the necessary repairs. Staff is requesting the Board approve the Altamanu contract in the amount of \$49,345. Construction would begin after Labor Day weekend.

Recommended Motion: Approval of the Altamanu agreement for landscape architectural services, structural engineering, civil engineering, and soil borings related specifically to the development of the design and legal bid documents for the Schuman Overlook repairs for a total of \$ 49,345.

June 10, 2019

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

cleaner@glencoe park district.com

RE: Landscape Architecture and Engineering Services for the bluff at Lakefront Park, Glencoe, IL

Dear Chris,

The Glencoe Park District (GPD/Client) has requested a proposal from the Altamanu and the V3 team to prepare Schematic Design, Design Development and Construction Documents, provide Bidding and Permit assistance and Construction Administration Services for the following improvements to the northern overlook on Park Avenue and the bluff and the repair of a approx. 25 ft length of wall halfway down the bluff at Lakefront Park:

- The design of a sheet pile wall (or similar approved) to prevent soil erosion in front of the overlook wall
- Addition of soil and planting between the overlook and new wall
- Provision of a planting plan for new soil area to the east of the existing wall and new planting plan for the planter in the overlook plaza
- The repair and rebuilding of a 25 ft length of wall halfway down the bluff at Lakefront Park:

UNDERSTANDING OF THE PROJECT

1. Geotechnical and Structural Engineering Services - V3

It is our understanding that the GPD requires structural design, contract documents and construction observation of a sheet pile retaining wall (or similar approved) to be constructed to stop the soil erosion in front of the existing concrete and masonry wall of the northern overlook. V3 and their subconsultants will provide geotechnical services, survey and structural engineering services. This will include 2 soil borings by Testing Service Corporation and a topographic mapping of the existing wall. Altamanu will contact JULIE and have utilities marked prior to the time of the mapping work.

2. Landscape Architectural Services - Altamanu Inc.

- 2.a The stonework of the overlook will be tuckpointed and any stone in poor condition replaced. The space between the existing overlook wall and the retaining wall is to be filled with lightweight planting soil and the area planted with low growing shrubs/grasses/Forbs.
- 2.b Altamanu will provide GPD with a planting plan for the new soil area between the proposed sheet pile wall and the existing overlook wall.

- 2.c Altamanu will assess the existing planting in the overlook and develop a new planting plan for the overlook and for the restoration of landscape disrupted by the final construction work.

2.c. Project Oversight

Representatives of Altamanu will provide Landscape Architectural project oversight; will be present on site during proposed borings and will seek to ensure that the design solutions will be in keeping with the existing design vocabulary of the overlook. Altamanu will assist GPD in the Bidding process and Construction Administration Services. V3 will provide two (2) site visits during the construction process.

SCOPE OF WORK ALTAMANU INC.

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

TASK 1: SITE ANALYSIS AND SCHEMATIC DESIGN

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

1. Verify existing conditions using available site data such as surveys, photos, and topographic maps. Provide V3 with available drawings of the overlook and wall. V3 will prepare topographic mapping of the existing retaining wall necessary for structural design and future observation.
2. Contact JULIE prior to borings.
3. Carry out a site visit during the borings. (Meeting #1)
4. Review Geotech support.
5. Meet with Village to discuss project and assist in obtaining permits. (Meeting #2)
6. Prepare up to two (2) planting plans; one (1) for the new soil areas and one (1) for the planter in Overlook Plaza.
7. Prepare Preliminary Opinions of Probable Costs for planting plans and retaining wall.
8. Present concepts to GPD. (Meeting #3)
9. Make minor revisions as directed by GPD.

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% and 100% review with the Client.

2. Submit 60% Construction Set, Outline Specifications and updated Opinion of Probable Costs to GPD for review.
3. Revise Construction set as per client comments.
4. Submit Final 100% Construction Documents Package and related Technical Specifications to GPD for review and subsequently for bidding.

TASK 3: PERMITTING, BIDDING & BID ASSISTANCE

Assist in the packaging and distribution of construction drawing sets and specifications to potential contractors. Altamanu will review and assess bids with GPD and assist in the selection of a contractor(s). Time tables and schedules for construction will be established with selected contractors.

1. Assist GPD in submitting Permit Set for appropriate approvals and coordinate with Village of Glencoe on any permit approvals. (V3 will assist GPD in obtaining site-related permits from the Village of Glencoe Meeting #3)
2. Coordinate with GPD 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.
3. Issue addenda as appropriate to interpret, clarify or expand the Construction Documents.
4. Provide GPD Construction Set prior to bidding for review. Assist GPD with preparation of advertisement of project for placement in the local paper.
5. Assist the GPD in conducting a Pre-Bid Review Meeting with selected Contractors. (Meeting #4)
6. Assist GPD in preparing Bid Analysis for comparison of proposed bids.
7. Assist GPD with the selection(s) of appropriate contractors.
8. Assist in the preparation AIA/GPD Contract between contractors and GPD.
9. Develop potential Construction Timetable with GPD & Contractor.

TASK 4: CONSTRUCTION ADMINISTRATION & PROJECT CLOSEOUT

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

1. Provide on-site observation of construction related to the Altamanu-V3 Landscape and Engineering Plans and their related elements. Visit site 4 times at intervals appropriate to the stage of landscape construction to review proper construction methods and adherence to the design intent. (Site Meetings #5 through #8).
2. Make written reports regarding site construction progress for landscape improvements for 4 site meetings.
3. Review and respond to contractor's requests for information and provide interpretations and clarifications for the Construction Documents.
4. Review contractor's request for payments.
5. Conduct a final on-site observation/inspection of Landscape Construction with GPD and Contractor. (Meeting #9)
6. Prepare a Final Punch List prior to final acceptance of job.
7. Troubleshoot for 1 month until project closeout.

PROFESSIONAL FEES

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

Estimated Landscape Architecture Fees (Altamanu)	\$ 21,445.00
Estimated Engineering Fees (V3 including TSC Services for soil Boring work of \$5,200) (Please see V3 proposal attached)	\$ 26,400.00
Estimated Expenses (Altamanu and V3)	\$ 1,500.00
Estimated Total Professional Fees & Expenses (Altamanu and V3)	\$ 49,345.00

Reimbursable expenses will be invoiced as a 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

Base information; utility information, and any available drawings will be provided by the GPD to Altamanu.

Altamanu Inc. is responsible for Landscape Architectural Services only.

If the Client requests meetings or presentations not detailed in this document the Client will be invoiced for this service at our standard hourly rates outlined below for certain tasks:

Additional per meeting cost for staff level meeting (2 People)	\$ 640.00
Additional per site visit cost (PM)	\$ 366.00

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 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

V3 CIVIL and STRUCTURAL ENGINEERING PROPOSAL



June 7, 2019

Mr. John Mac Manus, ASLA
Principal
Altamanu, Inc.
1700 Irving Park Road
Suite 202
Chicago, IL 60613

RE: Retaining Walls at Lakefront Park | Structural Engineering Proposal

Dear Mr. Mac Manus,

On behalf of V3 Companies, I am pleased to submit this proposal for structural and civil engineering services on the above-referenced project. If you find this proposal to be acceptable, the executed copies of this letter, together with the General Terms and Conditions attached hereto (Exhibit V), which sets forth the contractual elements of this agreement, will constitute the entire agreement between Altamanu, Inc. (CLIENT) and V3 Companies (V3) for services on this project.

PROJECT UNDERSTANDING

It is our understanding that Glencoe Park District requires structural design of a sheet pile retaining wall or a block wall in front of an existing concrete and masonry wall in order to stop the soil erosion in front of the existing concrete and masonry wall. This wall is located at the top of the bluff. The Glencoe Park District also wants approximately 25' of wall half way down the hill repaired. Included in the wall repair will be removing and reconstructing the flagstone wall for a length of 25', removing and rebuilding the roadway and the top of the concrete wall for a length of 25'. Detailed scope of services is included in the attached Exhibits.

COMPENSATION

	Scope Exhibit	Phase Code	Fee
Sheet Pile Retaining Wall Design or Block Wall	Exhibit I	B01	\$8,000 Lump Sum
Reconstruction of 25' of Retaining Wall	Exhibit I	B02	\$8,000 Lump Sum
2 Construction Observation meetings	Exhibit I	B03	\$1,500 lump Sum
Topographic Mapping	Exhibit I	VP03.1	\$2,500 Lump Sum
Geotechnical Engineering Services	Attached	Z99	\$5,200 Lump Sum
Permit Services (includes 1 meeting)	Exhibit II	E04	\$1,200 Lump Sum

TOTAL PROFESSIONAL SERVICE FEES

\$26,400

Miscellaneous Exhibits

Extent of Agreement	Exhibit III
V3 Standard Billing Rate Schedule	Exhibit IV

General Terms and Conditions

Exhibit V

For Additional Services of V3's principals and employees engaged directly on the Project, V3 shall be paid a fee based on the actual hours expended multiplied by V3's Billing Rate Schedule attached hereto (See Attachment IV).

In addition to the professional services fees set forth above, V3 shall be compensated for reimbursable expenses such as printing, postage, messenger service, travel and other similar project-related items at actual cost.

CLIENT will be invoiced monthly for professional services and reimbursable expenses. The above financial arrangements are on the basis of prompt payment of invoices and the orderly and continuous progress of the Project through construction.

MISCELLANEOUS CONTRACTUAL ITEMS

V3 will initiate its services promptly upon receipt of CLIENT's acceptance of this proposal.

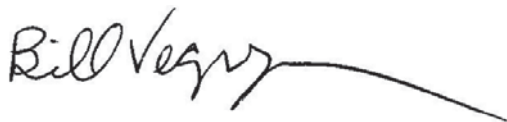
If there are protracted delays for reasons beyond V3's control, an equitable adjustment of the above-noted compensation shall be negotiated taking into consideration the impact of such delay on the pay scales applicable to the period when V3's services are, in fact, being rendered.

If CLIENT or other interested parties request electronic copies of design data, V3 shall be indemnified from any claims arising out of the accuracy, misuse or reuse by others of the data delivered in electronic form.

We trust you will find this satisfactory, and ask that you countersign both copies of this letter to indicate your approval of this proposal and return one copy for our records. Please feel free to contact me if you have any questions or comments regarding this proposal.

We appreciate the opportunity to present this proposal and look forward to working with Glencoe Park District on this project.

Sincerely,
V3 COMPANIES



Bill Vegrzyn, P.E., S.E.
Senior Project Manager

WJV/bmj
Attachments

Accepted For:
ALTAMANU, INC.

By: _____

Title: _____

Date: _____

EXHIBIT I

Sheet Pile Retaining Wall or Block Wall Design for the Wall on Top of the Bluff

1. Review existing site, available utility information, and available drawings.
2. Topographically map the existing wall and the embankment in front of the wall as shown on the attached Survey Area map (0.50 Ac. +/-). This survey information will be used as the base survey that future surveys will be measured against to see if there is any movement of the existing concrete and masonry wall. The future surveys are not included in this agreement. This survey does not constitute a Boundary Plat of Survey. JULIE marks coordinated by the CLIENT will be located if present at the time of the survey.
3. Borings and Geotechnical Report will be completed and used to design the sheet pile retaining wall or block wall. See Exhibit IV.
4. Perform the structural design and prepare the contract documents for the sheet pile retaining wall or block wall, whichever is the best solution.
5. Attend 2 construction observation site meetings
6. The CLIENT shall provide V3 with the following:
 - Utility information for the project site.
 - Existing drawings

Rebuilding of the 25' of Masonry Wall and Replacement of the Base for that Wall including the 12' Path Located Half Way Down the Hill

1. Review existing site, and available drawings.
2. Remove existing masonry wall.
3. Perform the structural design, prepare the contract documents and specifications for the replacement of the existing foundation, which includes the removal and reconstruction of the roadway and top of the existing concrete wall.
4. Rebuild the existing masonry wall on the repaired foundation

Note:

This agreement is for the structural design of a sheet pile retaining wall or block wall in front of the existing concrete and masonry wall at the top of the bluff in order to restore the soil that has eroded over the years. It is also for the foundation repair and masonry wall rebuild for a 25' length of wall half way down the hill. Should additional infrastructure improvements be required beyond this particular scope, the services associated with those improvements will be the subject of a separate agreement.

Included in this agreement:

- 1) The survey of the existing wall and embankment in front of the wall.
- 2) Borings and a Geotechnical Report for the design of the sheet pile retaining wall or block wall (See Exhibit III).

EXHIBIT II
Permit Services

Permit Services

1. Attend 1 permit meeting.
2. Assist the CLIENT and Owner in obtaining site-related permits from the City of Glencoe.

Note:

It is V3's understanding that the project disturbance will be less than 1.0 acres and no SWPPP or NOI will be required for these site improvements. If that is not determined to be the case through the project design, V3 can provide these services under a separate agreement.

EXHIBIT III Extent of Agreement

This agreement is for site-related improvements within the boundaries of the project site. Should additional improvements be required beyond the boundaries of the site, the services associated with those improvements will be the subject of a separate agreement. Furthermore, this agreement does **not** include services for:

1. Services associated with preparation for, and attendance at public meetings with applicable public agencies in excess of the number of meetings specifically included in the above scope of services, or services required in connection with obtaining zoning approvals.
2. Survey services including Tree Location, Construction Staking, Record Drawing preparation, Preliminary and Final Plats, Plats of vacation, or Plats of easement dedication.
3. Archaeological or environmental consulting services of any kind.
4. Design services, modeling, or permitting associated with work within any existing stormwater facility, floodplain, floodway, or wetlands.
5. Services resulting from any significant modifications to the site plan by CLIENT or Owner after V3 has received authorization to proceed with a specific phase of work and has prepared its initial computer layout of the site.
6. Pump Station design for water, stormwater, or wastewater.
7. Services associated with the design of off-site roadway and utility improvements outside the limits of the subject property. It is assumed that the existing public utilities located immediately adjacent to the site have sufficient capacity, flow and pressure to service the proposed development.
8. Traffic Impact Study, Traffic Signal design services, or off-site roadway design services.
9. Landscaping, irrigation, or consulting services.
10. Gas, electric, and telephone service design for the proposed buildings. V3 will include the location of these utilities on the Civil Engineering drawings for purposes of coordination only. The CLIENT will be responsible for providing the necessary information to the applicable utility companies for coordinating service to the site.
11. Electrical engineering design for site lighting. V3 will indicate the location of light poles on the civil engineering drawings for purposes of coordination with underground utilities.
12. V3 may be required to produce documents and emails as part of the Freedom of Information Act and Open Meetings Act (Illinois Public Act 96-0542), or from a court ordered subpoena . Requests of this nature are beyond the control of V3 and are specifically not included in this contract. V3 will notify the CLIENT of any request received on behalf of this contract, and will invoice the CLIENT for time and materials in accordance with the Additional Services and Reimbursables sections of this contract.

Please note that V3 can provide the services outlined in items above should they be required.

Exhibit IV
V3 COMPANIES
BILLING RATE SCHEDULE

(Rates effective January 1, 2019 through December 31, 2019)

<u>Description</u>	<u>Hourly Rate</u>
Principal/Director	210.00
Senior Project Manager	200.00
Senior Estimator	190.00
Superintendent	170.00
Resident Engineer II	165.00
Project Manager II	160.00
Resident Construction Manager II	160.00
Project Manager I	150.00
Resident Engineer I	145.00
Resident Construction Manager I	145.00
Senior Project Engineer	140.00
Construction Administrator III	140.00
Project Engineer II	135.00
Project Scientist II	130.00
Project Engineer I	130.00
Landscape Architect II	120.00
Senior Construction Technician	120.00
Project Scientist I	115.00
Landscape Architect I	110.00
Construction Technician III	110.00
Survey Crew Chief	110.00
Project Surveyor III	110.00
Engineer III	105.00
Project Surveyor I/II	105.00
Design Technician III	100.00
Construction Administrator II	100.00
Scientist III	100.00
Engineer II	95.00
Engineer I	95.00
Instrument Operator	90.00
Project Designer III	90.00
Scientist I/II	90.00
Technician II	80.00
Project Designer I/II	80.00
Estimating Technician	80.00
Project Coordinator	60.00
Technician I	60.00

Exhibit V
V3 COMPANIES
GENERAL TERMS AND CONDITIONS

1. CLIENT'S RESPONSIBILITIES

CLIENT shall do the following in a timely manner so as not to delay the services of CONSULTANT.

- a. Provide all criteria and full information as to CLIENT's requirements for the Project, including design objectives and constraints, borings, probings and subsurface explorations, hydrographic surveys, laboratory tests, environmental assessment and impact statements, property, boundary, easement, right-of-way, topographic and utility surveys, property and legal descriptions, zoning, deed and other land use restrictions; all of which CONSULTANT may use and rely upon in performing services under this Agreement.
- b. Arrange for access to and make all provisions for CONSULTANT to enter upon public and private property as required for CONSULTANT to perform services under this Agreement.
- c. Give prompt written notice to CONSULTANT whenever CLIENT observes or otherwise becomes aware of any development that affects the scope or timing of CONSULTANT's services, or any defect or non-conformance in the work of any Contractor.

2. CONSULTANT'S RESPONSIBILITIES

CONSULTANT will render engineering services in accordance with generally accepted and currently recognized engineering practices and principles. CONSULTANT makes no warranty, either expressed or implied, with respect to its services.

- a. Notwithstanding anything to the contrary which may be contained in this Agreement or any other material incorporated herein by reference, or in any Agreement between the CLIENT and any other party concerning the Project, the CONSULTANT shall not have control or be in charge of and shall not be responsible for the means, methods, techniques, sequences or procedures of construction, or the safety, safety precautions or programs of the CLIENT, the construction contractor, other contractors or subcontractors, other than its own activities or own subcontractors in the performance of the work described in this agreement. Nor shall the CONSULTANT be responsible for the acts or omissions of the CLIENT, or for the failure of the CLIENT, any architect, engineer, consultant, contractor or subcontractor to carry out their respective responsibilities in accordance with the Project documents, this Agreement or any other agreement concerning the Project. Any provision which purports to amend this provision shall be without effect unless it contains a reference that the content of this condition is expressly amended for the purposes described in such amendment and is signed by the CONSULTANT.
- b. CLIENT reserves the right by written change order or amendment to make changes in requirements, amount of work, or engineering time schedule adjustments, and CONSULTANT and CLIENT shall negotiate appropriate adjustments acceptable to both parties to accommodate any changes.
- c. The CONSULTANT will be responsible for correctly laying out the design data shown on the contract documents where construction staking services are a part of this Agreement. The CONSULTANT is not responsible for, and CLIENT agrees herewith to hold CONSULTANT harmless from any and all errors which may be contained within the Contract Documents. It is expressly understood that the uncovering of errors in the plans and specifications is not the responsibility of the CONSULTANT and any and all costs associated with such errors shall be borne by others.

3. TERMS OF PAYMENT

CONSULTANT shall submit monthly statements for Basic and Additional Services rendered and for Reimbursable Expenses incurred, based upon CONSULTANT's estimate of the proportion of the total services actually completed at the time of billing or based upon actual hours expended during the billing period. CLIENT shall make prompt monthly payments in response to CONSULTANT's monthly statements.

If CLIENT fails to make any payment due CONSULTANT for services and expenses within thirty (30) days after receipt of CONSULTANT's statement therefore, the past amounts due CONSULTANT will be increased at the rate of 1.5% per month from said thirtieth day. CONSULTANT may after giving seven days written notice to CLIENT, suspend services under this Agreement until CONSULTANT has been paid in full all amounts due for services, expenses and charges. CONSULTANT shall have no liability whatsoever to CLIENT for any costs or damages as a result of such suspension.

4. SUSPENSION OF SERVICES

CLIENT may, at any time, by written order to CONSULTANT require CONSULTANT to stop all, or any part, of the services required by this Agreement. Upon receipt of such an order CONSULTANT shall immediately comply with its terms and take all reasonable steps to minimize the occurrence of costs allocable to the services covered by the order. CLIENT, however, shall pay all costs associated with the suspension.

5. TERMINATION

This Agreement may be terminated by either party upon fourteen (14) days written notice in the event of substantial failure by the other party to perform in accordance with the terms hereof through no fault of the terminating party. This Agreement may be terminated by CLIENT, under the same terms, whenever CLIENT shall determine that termination is in its best interests. Cost of termination, including salaries, overhead and fee, incurred by CONSULTANT either before or after the termination date shall be reimbursed by CLIENT.

6. ATTORNEY'S FEES

In the event of any dispute that leads to litigation arising from or related to the services provided under this agreement, the prevailing party will be entitled to recovery of all reasonable costs incurred, including staff time, court costs, attorney's fees and other related expenses.

7. REUSE OF DOCUMENTS

All documents including but not limited to Reports, Drawings and Specifications prepared or furnished by CONSULTANT (and CONSULTANT's independent professional associates and consultants) pursuant to this Agreement are instruments of service in respect of the Project and CONSULTANT shall retain an ownership and property interest therein whether or not the Project is completed. CLIENT may make and retain copies for information and reference in connection with the use and occupancy of the Project by CLIENT and others; however, such documents are not intended or represented to be suitable for reuse by CLIENT or others on extensions of the Project or on any other project. Any reuse without written verification or adaptation by CONSULTANT for the specific purpose intended will be at CLIENT's sole risk and without liability or legal exposure to CONSULTANT, or to CONSULTANT's independent professional associates or consultants, and CLIENT shall indemnify and hold harmless CONSULTANT and CONSULTANT's independent professional associates and consultants from all claims, damages, losses and expenses including reasonable attorney's fees and costs of defense arising out of or resulting therefrom. Any such verification or adaptation will entitle CONSULTANT to further compensation at rates to be agreed upon by CLIENT and CONSULTANT.

8. INSURANCE

Upon CLIENT request the CONSULTANT shall provide the CLIENT with certificates of insurance evidencing all coverages held by the CONSULTANT.

In order that the CLIENT and the CONSULTANT may be fully protected against claims, the CLIENT agrees to secure from all CONTRACTORS and SUBCONTRACTORS working directly or indirectly on the project, prior to the commencement of work of any kind, a separate policy of insurance covering public liability, death and property damage naming the CLIENT and the CONSULTANT and their officers, employees and agents as additional insureds, and that said CONTRACTOR and SUBCONTRACTORS shall maintain such insurance in effect and bear all costs for the same until completion or acceptance of the work. Certificates of said insurance shall be delivered to the CLIENT and to the CONSULTANT as evidence of compliance with this provision. However, the lack of acknowledgment and follow-up by CONSULTANT regarding the receipt of said certificates does not waive CLIENT's and CONTRACTOR's obligation to provide said certificates.

9. FACSIMILE TRANSMISSIONS.

The parties agree that each may rely, without investigation, upon the genuineness and authenticity of any document, including any signature or purported signature, transmitted by facsimile machine, without reviewing or requiring receipt of the original document. Each document or signature so transmitted shall be deemed an enforceable original. Upon request, the transmitting party agrees to provide the receiving party with the original document transmitted by facsimile machine; however, the parties agree that the failure of either party to comply with such a request shall in no way affect the genuineness, authenticity or enforceability of the document. Each party waives and relinquishes as a defense to the formation or enforceability of any contract between the parties, or provision thereof the fact that a facsimile transmission was used.

10. CERTIFICATIONS, GUARANTEES AND WARRANTIES

CONSULTANT shall not be required to sign any documents, no matter by whom requested, that would result in the CONSULTANT having to certify, guarantee or warrant the existence of conditions whose existence the CONSULTANT cannot ascertain. CLIENT also agrees not to make resolution of any dispute with CONSULTANT or payment of any amount due to the CONSULTANT in any way contingent upon the CONSULTANT signing any such certification.

11. INDEMNIFICATION

CONSULTANT agrees to the fullest extent permitted by law, to indemnify and hold CLIENT harmless from any loss, cost (including reasonable attorney's fees and costs of defense) or expense for property damage and bodily injury, including death, caused by CONSULTANT's, or its employees' negligent acts, errors or omissions in the performance of professional services under this Agreement.

CLIENT agrees to the fullest extent permitted by law, to indemnify and hold CONSULTANT harmless from any loss, cost (including reasonable attorney's fees and costs of defense) or expense for property damage and bodily injury, including death, caused solely by CLIENT's, its agents or employees, negligent acts, errors or omissions in the performance of professional services under this Agreement

If the negligence or willful misconduct of both the CONSULTANT and CLIENT (or a person identified above for whom each is liable) is a cause of such damage or injury, the loss, cost, or expense shall be shared between CONSULTANT and CLIENT in proportion to their relative degrees of negligence acts, errors or omissions and the right of indemnity shall apply for such proportion.

12. WAIVER OF CONTRACT BREACH

The waiver of one party of any breach of this Agreement or the failure of one party to enforce at any time, or for any period of time, any of the provisions hereof, shall be limited to the particular instance, shall not operate or be deemed to waive any future breaches of this Agreement and shall not be construed to be a waiver of any provision, except for the particular instance.

13. LIMITATION OF LIABILITY

CLIENT and CONSULTANT have discussed the risks, rewards, and benefits of the project and the CONSULTANT's total fee for services. Risks have been allocated such that the CLIENT agrees that, to the fullest extent permitted by law, the CONSULTANT's total liability to the CLIENT for any and all injuries, claims, losses, expenses, damages, or claim expenses arising out of this agreement from any cause or causes shall not exceed \$100,000. Such causes include but are not limited to the CONSULTANT's negligence, errors, omissions, strict liability, or breach of contract.

14. CONTROLLING LAW

This Agreement is to be governed by the law of the State of Illinois.

15. CONSTRUCTION STAKING PROVISIONS

- a. The destruction of any point(s) labeled C.P. (control point) without the consent of the CONSULTANT will be charged as a non-contract item, at \$300.00 per incident. Control points will be marked, highly visible and identifiable by a "pig-pen" or "triple lath" configuration surrounding each control point.
- b. CONSULTANT will require a minimum of 48 hours notice for scheduling of survey crews. Once the crew is on site, crew will return for as long as required to finish the requested work. ADDITIONAL WORK given to crew, while crew is on-site, will be performed in a minimum of 48 hours. Scheduled surveying requests shall constitute a minimum of 4 hours of field work.
- c. It is understood that it is the CLIENT's responsibility to notify the CONSULTANT (in writing) of any and all revisions to the contract documents. Current blue-line drawings for the project shall be supplied to CONSULTANT by CLIENT.
- d. If underground utility lines and/or curb lines are incorrectly constructed, and the CONSULTANT's stakes are claimed to be the source of error, the stakes in question MUST BE IN THE GROUND as set by the CONSULTANT in order that a re-verification of the location of the stakes can be accomplished.
- e. The CONSULTANT must be notified in writing within 24 hours of any potential staking error by the CLIENT so that the CONSULTANT may assess and verify the cause of the error. No claims shall be made as a result of a staking error against the CONSULTANT without the foregoing notification of the error in writing as specified.
- f. It is understood that the CONSULTANT will set offset stakes one time only, except as otherwise provided in this Agreement. A loss of a stake or stakes due to construction, vandalism, or an act of god will be replaced as an additional service to this Agreement. If the CONSULTANT is called upon to check or verify stakes that he has placed in the ground, and if it is found that those stakes were located and marked according to plan, the CONSULTANT's services will be considered an additional service to this Agreement.
- g. It is understood that it is not the responsibility of the CONSULTANT to verify the horizontal and/or vertical alignment of utility structures after they are built. Such services, should they be required by the CLIENT or the CONTRACTOR, will be provided as an additional service to this Agreement.
- h. CONSULTANT reserves the right to rely on the accuracy of the contract documents and is not responsible for the discovery of any errors or omissions that may exist on the contract documents.

VIII. Action Item G
Approval of the Resolution of Authorization
for the IDNR OSLAD Grant Application for
the Connect Glencoe Project

Glencoe Park District
June 2019 Board Meeting



To: Board of Commissioners

Date: June 11, 2019

From: Lisa Sheppard, Executive Director

SUBJECT: Illinois Department of Natural Open Space Land and Development (OSLAD)
Resolution of Authorization for Old Green Bay Road Trail/Linear Park Renovation

To complete the Open Space Land and Development (OSLAD) Grant Application for the Green Bay Trail Linear Park renovation project, a Resolution of Authorization must be adopted by the Park Board.

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

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

Staff would like to apply for an Illinois Department of Natural Resource (IDNR) OSLAD Grant for improvements to the Old Green Bay Road Linear Park System.

The project will be titled "Connect Glencoe". We will discuss in Committee what will be included in the Grant. Potential funding sources are the Park District Master Plan Capital Projects Fund and \$400,000 from IDNR's OSLAD grant program.

Recommended Motion: Staff recommends that the Board adopt the Resolution of Authorization for the State of Illinois Department of Natural Resources (IDNR) Open Space Land and Development (OSLAD) Grant Application for the Green Bay Trail Linear Park renovation project and authorize Executive Director Sheppard to sign the agreement.

**OSLAD Grant Program
Resolution of Authorization**

Form OS/DOC-3

Applicant (Sponsor) Legal Name: Glencoe Park District

Project Title: Connect Glencoe

The Glencoe Park District (Sponsor) hereby certifies and acknowledges that it has the sufficient funds necessary (includes cash and value of donated land) to complete the pending OSLAD project within the timeframes specified herein for project execution, and that failure to adhere to the specified project timeframe or failure to proceed with the project because of insufficient funds or change in local recreation priorities is sufficient cause for project grant termination which will also result in the ineligibility of the local project sponsor for subsequent Illinois IDNR outdoor recreation grant assistance consideration in the next two (2) consecutive grant cycles following project termination.

Acquisition and Development Projects

It is understood that the project must be completed within the timeframe established. The OSLAD timeframe is two years as is specified in the project agreement. The Billing Certification Statement must be submitted within 45 days of the grant expiration date and the last reimbursement request must be submitted within one year of the grant expiration date. Failure to do so will result in the Project Sponsor forfeiting all project reimbursements and relieves IDNR from further payment obligations on the grant.

The Glencoe Park District (Sponsor) further acknowledges and certifies that it will comply with all terms, conditions and regulations of 1) the Open Space Lands Acquisition and Development (OSLAD) program (17 IL Adm. Code 3025); 2) the Illinois Grant Funds Recovery Act (30 ILCS 705); 3) the federal Uniform Relocation Assistance & Real Property Acquisition Policies Act of 1970 (P.L. 91-646) and/or the Illinois Displaced Persons Relocation Act (310 ILCS 40 et. seq.), as applicable; 4) the Illinois Human Rights Act (775 ILCS 5/1-101 et.seq.); 5) Title VI of the Civil Rights Act of 1964, (P.L. 83-352); 6) the Age Discrimination Act of 1975 (P.L. 94-135); 7) the Civil Rights Restoration Act of 1988, (P.L. 100-259); and 8) the Americans with Disabilities Act of 1990 (PL 101-336); and will maintain the project area in an attractive and safe condition, keep the facilities open to the general public during reasonable hours consistent with the type of facility, cease any farming operations, and obtain from the Illinois DNR written approval for any change or conversion of approved outdoor recreation use of the project site prior to initiating such change or conversion; and for property **acquired** with OSLAD assistance, agree to place a covenant restriction on the project property deed at the time of recording that stipulates the property must be used, in perpetuity, for public outdoor recreation purposes in accordance with the OSLAD programs and cannot be sold or exchanged, in whole or part, to another party without approval from the Illinois DNR, and that development at the site will commence within 3 years.

BE IT FURTHER PROVIDED that the Glencoe Park District (Sponsor) certifies to the best of its knowledge that the information provided within the attached application is true and correct.

This Resolution of Authorization has been duly discussed and adopted by the Glencoe Park District (Sponsor) on the 18th day of June (month), 2019 (year)

Lisa M. Brooks

Name (printed / typed)

Attested by: Lisa M. Sheppard

Signature

Date: June 18, 2019

President, Board of Park Commissioners

Title