



APRIL 2020 Board Report



**GLENCOE PARK DISTRICT
REGULAR BOARD MEETING
Tuesday, April 21, 2020 – 7:00pm
Zoom Audio/Video Conference**

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. Approval of Minutes of March 10, 2020 Committee of the Whole Meeting (pgs. 4-5)
 - B. Approval of Minutes of March 17, 2020 Regular Board Meeting (pgs. 6-9)
 - C. Approval of Minutes of April 2, 2020 Special Board Meeting (pgs. 10-34)
 - D. Approval of Surplus Property Disposal Ordinance No. 909 (pgs. 35-39)
 - E. Approval of Annual Post-Issuance Tax Compliance Report (pgs. 40-44)
 - F. Approval of the Bills (pgs. 45-57)
- IV. Approval of a Resolution Adopting Temporary Rules for Public Comment During the Governor's Declaration of Emergency – Resolution No. 911 (pgs. 58-64)
- V. Matters from the Public
- VI. Public Hearing: 2020/2021 Budget and Appropriation Ordinance No. 908 (pgs. 64-73)
- VII. Approval of Ordinance No. 908: An Ordinance Making a Combined Annual Budget and Appropriation of Funds for the Glencoe Park District for the Fiscal Year Beginning March 1, 2020
- VIII. Financial Report (pgs. 74-77)
- IX. Staff Reports
 - A. Business (pg. 79)
 - B. Recreation and Facilities (pgs. 80-108)
 - C. Parks and Maintenance (pgs. 109-110)
 - D. Marketing and Comm. (pgs. 111-112)
 - E. Safety and Wellness Committee
- X. Executive Director Report (pgs. 113-117)
- XI. Discussion of Essential Fund 65 Capital Projects (pgs. 118-120)
- XII. Action Items
 - A. Approval of a Resolution Adopting Temporary Rules for Ordinance 700 Regulating the Use of the Parks and Property Owned or Controlled by the Glencoe Park District – Resolution No. 910 (pgs. 121-124)
 - B. Approval of Bi-Annual Review of Executive Session Minutes 5ILCS120/2(c)(21) (pg. 125)
- XIII. Other Business
- XIV. Executive Session
 - A. Personnel 5ILCS 120/2 (c)(1)
- XV. Adjournment

The Board of Commissioners welcomes public comments during all meetings.

1. All speakers must submit public comments via email to lsheppard@glencoeParkDistrict.com up until 15 minutes prior to the scheduled meeting. The email must include the speaker's name (address is optional).
2. Public comments will be read aloud by a member of the Park Board or the Executive Director during the scheduled meeting.
3. Each person is limited to one (1) email submission for public comment not exceeding 250 words. All comments will be limited to three (3) minutes per person and no longer than 30 minutes for all comments.
4. All comments must be civil in nature. Email comments will be rejected if the content is slanderous or threatening.

Three Ways to Join this Meeting on Zoom:

Meeting ID: 912 5127 2516 | Password: 999

Via Computer

<https://zoom.us/j/91251272516?pwd=c3g3eE82MjE1BeWNnK3l6a2p6T0p5Zz09>

Via SmartPhone

If you don't already have the app, go to your smartphone's app store and load "Zoom Cloud Meeting" (free)

Via Phone Dial In

312-626-6799

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
April 2020 Board Meeting

MINUTES OF MARCH 10, 2020 COMMITTEE OF THE WHOLE MEETING
GLENCOE PARK DISTRICT
999 GREEN BAY ROAD, GLENCOE, ILLINOIS 60022

The meeting was called to order at 7:03pm 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: John Mac Manus,
Josephine Bellalta

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

Social Spaces for Connect Glencoe: John and Josephine of Altamanu presented the social space designs for the Connect Glencoe project included in the packet. This process is to determine the cost of social spaces as donation elements and are not included in the project budget. Discussion ensued on purpose, locations, use, and price. Commissioners agreed to put all items out to bid.

Glencoe Beach Water Levels, Storm Damage, and Pier discussion: Lake levels are the highest in recorded history and the District is dealing with its effects. Following review, discussion ensued on condition changes since the January, projected water levels for the summer season, major erosion, pier damage, previous and current PDRMA pier claims, proposed pier repairs, the District's FEMA claim, micro restoration grant, and damage to District land and bluff on the south side of the pier. Executive Director Sheppard does not recommend barging in sand that will disappear during the next storm. Staff will determine the total number of participants that can fit within the beach space available, as well as the number of spots saved for pass holders.

Coronavirus and Park District Protocol Discussion: Executive Director Sheppard shared Coronavirus facts from a meeting with the Village of Glencoe, District 35, Library, Family Services, Public Safety, and City of Chicago's staff and Mayor. Also reviewed was the Village staff member under self-quarantine due to exposure and that New Trier School Districts will have a united front if school closures are decided upon. The District's pandemic procedures include level one: more cleaning, washing hands, and communication with the public on prevention; level two: program cancelations and staff working from home; level three: temporary closure of our facilities. Executive Director Sheppard asked the Board if staff should be paid during the closure, if needed. Ramifications include staff not feeling valued, staff retain jobs elsewhere affecting our services and ability to provide programs, \$40-41,000 in payroll for all full and part-time

staff per week, loss of program revenue, and fitness memberships on hold. If IDPH closes us down and/or one person has COVID-19, the District would be paid for lost revenue through a PDRMA claim. Whether or not to pay staff and the timeframe was discussed. The budget was reviewed. Discussion ensued. The Committee directed the Executive Director, if the District is required to close, to pay all staff for up to four weeks, after which point Commissioners and staff may reassess. Commissioners also commented that a communication to staff for the first two weeks of pay is sufficient at first. Sheppard will text Commissioners if and when the facility is required to close.

Linden House Update: Sheppard reviewed the RFP process to select a realtor to sell Linden House. She indicated that Jenny Runkel called each realty to receive contact information. This resulted in receiving the two proposals. Sheppard, Matt Walker, Liz Stowick, and Jenny Runkel were on the committee, however only Matt and Jenny conducted RFP evaluation meetings as they had little to no history with both brokers. Manager Walker highlighted the strong RFP's from Jennings on the Park and Compass Realty, but the decision came down to commission. The Linden House Committee recommended Jessica Rosien of Compass Realty at a \$425,000 starting asking price with a 3.5% commission. The committee directed Executive Director Sheppard to lead negotiations of the sale of Linden House with Manager Walker's assistance.

List of Committee Meeting Topics for the Next Six Months: Executive Director presented a list of committee topics for the next six months. The Strategic Plan was the only item on the list pushed back. No further discussion ensued.

Strategic Plan and KPI's Discussion: This agenda item was tabled.

Other Business: Regarding Glencoe Historical Society's (GHS) funds for the Booth Cottage project, Sheppard recommended, at minimum, they pass an ordinance on the escrow funds, the amount be placed in an official escrow, show proof monthly of how the money was used, and have two signers on the account. Discussion ensued. Previous discussions indicated they were required to have the money in escrow or a surety bond. The committee agreed with Sheppard's recommendation. Until GHS's website is up and running, our website includes project information and FAQ's.

Bonds is on the agenda at next week's meeting. Eric Anderson will be there to answer questions. No action is required next week by the Board.

Adjourn: Commissioner Covey moved to adjourn the meeting at 9:00pm. Commissioner Onderdonk seconded the motion, which passed by unanimous voice vote.

Respectfully submitted,

Lisa M. Sheppard
Secretary

MINUTES OF MARCH 17, 2020 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
Michael Covey, Treasurer
Josh Lutton, Commissioner

Staff present:

Lisa Sheppard, Executive Director/Secretary

Attended Via Phone Conference

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

Attended Via Phone Conference

Stefanie Boron, Vice President
Dudley Onderdonk, Commissioner

Members of the public in attendance who signed in or spoke: Neil Milbert

Approval to Attend Via Phone Conference: Commissioner Lutton made a motion to approve Commissioner Onderdonk and Stefanie Boron to attend the meeting via phone conference. Commissioner Covey seconded the motion. There was no further discussion. Roll call vote taken:

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

The motion passed.

Consent Agenda: Commissioner Lutton made a motion to approve the consent agenda items as presented including Minutes of February 19, 2020 Regular Board Meeting, Surplus Property Ordinance No.907, and Approval of the Bills. Commissioner Covey seconded the motion. No further discussion ensued. Roll call vote taken:

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

The motion passed.

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

Financial Report: Staff and the Board discussed the Financial Report as presented. Commissioner Lutton asked about the financial implications to our closing. Director Mensinger indicated that we are only three days into the closure, but we are preparing information for the Board should the closure be extended. Executive Director Sheppard indicated that we will need to hold a Special Board meeting to discuss this in more detail to review different scenarios.

Staff Reports: Staff did not make verbal reports and were prepared to answer any questions on their written report. No questions were asked.

Executive Director's Report: Executive Director Sheppard reported that District 35 closed schools and the Park District closed facilities on Friday, March 13 due to COVID-19 in abundance of caution. The Board was notified of this closure via email. The facilities will be closed until March 30, but very likely will be extended. Executive Director Sheppard indicated that we have Parks Team members cleaning facilities and emptying garbage in the parks. Recreation Team members are working from home on their tasks. Children's Circle and ELC teachers are doing the same and are developing curriculum for home learning to keep some structure in their days. In addition, recreation managers are working with Erin to put activities on our website and exploring virtual programming. Executive Director Sheppard is working closely with Village officials as are directors. Discussion on COVID-19 continued.

Executive Director Sheppard reviewed the status of several topics. The NSSRA Shining Stars Award and Recognition Banquet has been cancelled due to COVID-19. We are putting Bond discussion on hold until after this crisis passes. Our first day of registration numbers for camp were above last year. The spring brochure went out to residents. Watts Ice Rinks closed on March 7, one week later than scheduled.

Executive Director also reviewed the District's Pandemic Response Procedures. Discussion ensued.

Action Items:

Approval of the FY2020/21 Budget - Approval Draft: Commissioner Onderdonk made a motion to approve the FY2020/21 Approval Budget as presented. Commissioner Lutton seconded the motion. The Board discussed the current COVID-19 environment. There will be a need to discuss amending the budget. Executive Director Sheppard indicated that we are putting a hold of any non-essential purchases. The Board agreed to pass the Budget with the caveat to discuss the financial implications of COVID-19 within 45 days and complete a budget amendment if warranted. Roll call vote taken:

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

The motion passed.

Approval of IDOT Agreement: Commissioner Lutton made a motion to approve Resolution No. 908 – A resolution to approve a local public agency agreement for federal participation with Illinois Department of Transportation for proposed Old Green Bay Trail as presented. Commissioner Onderdonk seconded the motion. No discussion ensued. Roll call vote taken:

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

The motion passed.

Approval of the RTU Bid: Commissioner Boron made a motion to approve the base bid of the lowest responsible bidder, MG Mechanical Contracting of Woodstock, Illinois, for

a total of \$139,400 as presented. Commissioner Lutton seconded the motion. The Board would like to wait for 45 days to see the effect on COVID-19 on our budget. The Board agreed to approve bid and give the Executive Director the ability to execute the contract after discussion with Board members. Roll call vote taken:

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

The motion passed.

Approval of the Tot Gym Floor Bid: Commissioner Boron made a motion to approve the base bid of the lowest responsible bidder, Safelandings Worldwide of an Antonio, Texas, for a total of \$34,395 to replace the tot gym floor as presented. Commissioner Covey seconded the motion. The Board asked if the floor can wait another year. Staff said yes, if a carpet was put down at the entrance area. Some commissioners felt, based on the current economic situation, that we should wait a year. Roll call vote taken:

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

The motion failed.

Approval of the 2020-2021 Apparel Bid: Commissioner Boron made a motion to award the two-year apparel bid for 2020-2021 to American Outfitters for the unit costs listed below, based on their lowest qualified bid, outstanding references, and past work completed for the District as presented. Commissioner Covey seconded the motion. Commissioner Covey asked if we are committed to buy camp shirts. Executive Director Sheppard said no, we can alter the number of shirts we order or order none at all. Roll call vote taken:

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

The motion passed.

Approval to Purchase 2020 Ford F-250: Executive Director Sheppard tabled the motion to approve the purchase of a 2020 Ford F-250 for \$38,847 from Currie Motors of Frankfort, Illinois as presented.

Approval cancel the August Regular Committee Meeting and change the August Regular Board Meeting to August 4, 2020: Commissioner Covey made a motion to approve cancellation of the August regular Committee meeting and change the date of the August regular Board meeting to August 4, 2020 as presented. Commissioner Lutton seconded the motion. No discussion ensued. Roll call vote taken:

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

The motion passed.

Approval of a Special Board Meeting on April 7, 2020: Commissioner Covey made a motion to approve a Special Board meeting on April 7, 2020 as presented. Commissioner Lutton seconded the motion. No discussion ensued. Roll call vote taken:

AYES: Boron, Covey, Lutton, Onderdonk, Brooks

NAYS: None

ABSENT: None

The motion passed.

Approval of Bi-Annual Review of Executive Session Minutes 5ILCS120/2(c)(21): Executive Director Sheppard tabled the motion for approval of the bi-annual review of executive session meeting minutes due to the fact that two commissioners were attending via of conference call and would be unable to review the minutes prior to voting.

Other Business: Executive Director Sheppard presented the Board with the escrow that the Glencoe Historical Society will be using to satisfy the requirement in the lease agreement. Discussion ensued about language in the escrow. The commissioners came to a consensus to send it to our attorney and, if he agrees to the language in the escrow, that it will satisfy the lease agreement.

Adjourn: Commissioner Lutton moved to adjourn the meeting at 8:05pm. Commissioner Covey seconded the motion, which passed by unanimous voice vote.

Respectfully submitted,

Lisa M. Sheppard
Secretary

MINUTES OF APRIL 2, 2020 SPECIAL BOARD MEETING
GLENCOE PARK DISTRICT
999 GREEN BAY ROAD, GLENCOE, ILLINOIS 60022
-VIA ZOOM VIDEO/AUDIO CONFERENCE-

The meeting was called to order at 5:05pm and roll was called.

Commissioners present:

Lisa Brooks, President
Stefanie Boron, Vice President
Michael Covey, Treasurer
Dudley Onderdonk, Commissioner
Josh Lutton, Commissioner
(Lutton arrived at 5:08pm.)

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 attended via video or audio conference: six unknown members of the public, Eric Anderson

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

COVID-19 Financial Impact: Commissioner Lutton arrived at 5:08pm.

Staff reviewed the information (attached to the minutes) with the Board. The projected financial impact of this closure on the District due to COVID-19 was reviewed. Staff presented financials as if the District was closed through May and what that would mean. Discussion ensued.

Other discussion included Executive Director Sheppard sending letters to our District's legislators to request district protections regarding COVID-19 for inclusion in the fourth stimulus bill. Bonds were discussed and tabled. Most districts have a 25% fund balance policy, but our District is above 50%. GJK's delayed fall payment and the District declined GJK's request for a portion of our 25% share be refunded.

Charging 50% for Children's Circle to hold spots and keep teachers on payroll by offering online programs was discussed. Staff are receiving positive feedback on virtual/online programs as an avenue to keep children engaged. Following discussion, staff agreed to investigate the idea of charging 20% of the original fee for Children's Circle to hold a spot in combination with online learning. If participants can show financial difficulty, we would be willing to hold a spot until the District opens.

Following review and discussion of the District's strong financial situation, the Board agreed to pay staff through May 31, if needed. The District will reopen once the State's Stay in Place Order ends.

Discuss Potential Closure of Parks, Beach, and Sport Courts Due to COVID-19:

Executive Director Sheppard explained that park visitors are not social distancing. After

speaking to all Board members, the District closed all sport courts and ordered new closed signs. The Board will need to approve a resolution temporarily amending Ordinance 700 at the next Board meeting so that public safety can enforce it. Parks and our beach are now only open to bikers, runners, and walkers; no groups. Public Safety is overwhelmed, so we have launched a park ambassador program where staff are patrolling our beach and parks with Public Safety support to recondition people to social distancing.

A press release on closures and a plug for programming will go out tomorrow, as well as to the community via social media and eblasts. The District does not currently pay for emergency alert text services.

A letter to staff will go out tomorrow regarding being paid through May 31, if needed.

Director Leiner reviewed the Parks Department plan memo included in the packet regarding saving on the landscape contractor by using staff for mowing services and no improvements, just repairs. Staff will bring back to the Board a list of essential Capital Projects that would be advantageous to complete during the closure, so that we do not have to close the facility in the near future.

Executive Director Sheppard added that the Parks Department will maintain baseball and soccer fields, but it will take staff two weeks to get fields to playable condition once we re-open.

Other Business: There was no other business.

Adjourn: Commissioner Lutton moved to adjourn the meeting at 6:36pm. Commissioner Onderdonk seconded the motion, which passed by unanimous voice vote.

Respectfully submitted,

Lisa M. Sheppard
Secretary

MEMORANDUM

TO: Board of Park Commissioners
FROM: Carol Mensinger and Lisa Sheppard
SUBJECT: Financial Impact of COVID-19
DATE: April 1, 2020

The following information, along with the attachments, provide a comprehensive summary of the estimated financial impact on our District due to the COVID-19 crisis. Staff provides you with the following resources to help us make the best decisions moving forward:

- Fund Balance Projection – March 2020 thru February 2021
- Fund Balance Per FY20/21 Budget
- Actual and Projected Payroll Cost through Anticipated Closing Period
- Analysis of Unemployment Costs vs Paying Staff
- Potential Areas of Budget Reductions/Savings-FY20/21
- Cash/Investments Summary as of March 30, 2020
- Required Notice to Employees on FFCRA Act

Revenues

There will be a significant impact on revenues. The longer the shutdown, the more significant the impact. This includes revenues lost due to cancellation of programs and facilities being closed. Currently, we have not refunded participants for Winter and Spring programs, rather we have given them pro-rated **household credits** to be used at a future date. Participants that instead ask for a refund of monies will be refunded starting in April. As of March 30, the total amount of credits total **\$53,575**, and given the duration of the crisis, we may actually begin to refund this money back to the participants from their household accounts. Additional pro-rated credits for many programs running March-May have not yet been credited to households. All special events have been cancelled through May, however many of these programs operate at a deficit.

The biggest impact of lost revenues will be for the Children's Circle Daycare Program. For each month that we do not operate, we would lose \$135,000 to \$150,000 in revenues. In the month of March, \$135,592 was collected, and we were able to collect approximately \$12,000 in new virtual program revenues. We did not bill participants for April, and given the length of crisis, we may have to do the same for May. Summer months of daycare are typically the lowest as far as revenue, but it is expected *once we are open*, this will not be the case. Staff is currently considering charging Daycare participants 25% and 50% of monthly program fees for April and May to "hold" their spot during this closure. See separate memo from Director Collins on this proposal.

Additionally, Kids Club (\$28,000/March revenue) and ELC Preschool (\$30,000/March revenue) did **not** bill participants for April. These programs only have one more month of revenues billed in May as the programs end late May/early June. Given that it is very likely we may not re-open, this would mean another \$52,000 in lost revenues.

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We have extended the expiration date of fitness passes, and will continue to do so as needed as the closure continues. Monthly fitness membership revenues total \$4,000, and we did not bill for month of April, and likely will not for May.

Our current analysis does **not** consider revenues lost as a result of patrons not signing up for future programs. Right now, we have not collected any beach pass revenues and have collected only \$12,400 in boat space and trellis rentals which, if the situation continues into the summer, we would have to refund.

Additionally, the District collects GJK revenues and remits 75% back to GJK. Typically, we bill for GJK for NEXT year's preschool in the months of March, April, May and June. We billed GJK participants in March (\$194,655), and 75% of that money and their Camp participants (\$66,390) was remitted back to GJK. The District retained their 25%, or \$71,106. GJK decided not bill in April, and delayed it to now look to bill in May, June and July. GJK has requested the District return the pro-rated portion of their Winter Enrichment program. But our 25% of their \$32,000 is only \$8,000, and if pro-rated for the closed time only looks to be 50% of that, or \$4,000. Director Sheppard has communicated that we will retain this money to help cover cost of utilities, etc.

We received \$2.9 million in first installment RE tax revenues, with is approximately 94% of the known 55% that is due by residents on March 1. We receive the remaining 45% in the second installment which is typically due August 1. Right now, it is very likely that they will not be due until December 1 or even later. Our budgeted portion of that second installment revenues totals \$2.5 million. For purposes of the Fund Balance Projection, I have calculated that we will receive 80% of that amount, or \$2 million, and that bills will be due on December 1.

Expenses

Many expenditures will be reduced, or not incurred at all, if programs do not run. The most significant expense to the District is payroll and benefits, which includes salaries/wages, IMRF, FICA, Medicare and health insurance costs. To make things more complicated, there are new laws passed that provide employee protections during this crisis. The Families First Coronavirus Response Act (FFCRA), which was signed into law on March 18 and went into effect April 1, includes the Emergency Paid Sick Leave Act and Expansion of the FMLA. See attached packet for the notice that was emailed to all District employees, as required by FFCRA by March 31. For now, tax benefits under FFCRA are **not available** to governmental employers, and thus, this is a significant unfunded mandate at this time. Employees temporarily laid off or furloughed would not be eligible for these benefits. Upon their return, however, employees would be eligible until December 31, 2020.

Further, the Coronavirus Aid, Relief and Economic Security (CARES) Act was signed into law on March 27. This act provides for a one-time direct "rebate payment" to individuals and families, and is expected to be sent in the next 3-4 weeks. Again, there was no payroll tax credit eligibility contained in this law for governmental employers. At this time, we are awaiting additional stimulus legislation to address this, but no one knows if or when that will happen. As stated by

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our PDRMA legal counsel, who is frantically trying to interpret these laws at a rapid pace for member agencies, federal legislation is typically drafted over a 1-2 year period, and in this case it was drafted over 3-5 days. There are many layers of interpretation of the CARES 880-page document still to come.

For clarification, a furlough is a reduction in hours or no hours for a temporary, finite period; they are still employed, but receive reduced or no pay, and they still trigger unemployment. Furloughing IMRF and FT staff may impact pension credits, and for full-time, it may impact COBRA if period is more than a short-term period. Employers generally cannot dock the pay of exempt employees without jeopardizing their exempt status. If an exempt employee performs work in any week, they generally must still be paid their salary. In furloughs, for work weeks in which no work is performed, an employer is not obligated to pay the employee's salary for that week.

A lay off means the employee is no longer employed. It is more permanent. Employees no longer receive benefits, such as IMRF credit or health insurance. It triggers COBRA, unemployment and it allows employee to receive accrued vacation and PTO pay.

If employees are laid off or furloughed, unemployment costs must still be considered.

This is especially impactful since our District pays for all claims **on an actual/reimbursable basis**, and not as an unemployment tax. (Typically, our District has 1-2 unemployment claims per year.) Unemployment is difficult to calculate since there are factors the employer doesn't know that will impact the weekly benefit amount (i.e., highest base wages reported to the IDES, number of child dependents, do they have a second job, do they have a spouse that works, etc.). Please see attached Analysis of Unemployment Costs for a very rough estimate of unemployment of part-time employees based on our most recent March 27 payroll, and including "best guesses" of classifications of type, and related percentages of weekly base pay. Per the analysis, you will note the unemployment cost of the District would be approximately 52% of wages actually paid; however, as noted based on if part-time employees have a second job, and many do, the unemployment claims could in fact be much **higher** than shown. In addition to the real cost, there would be an administrative cost for Carol/Liz to facilitate information and assistance to employees, and to facilitate the required documentation to Unemployment Cost Consultants/PDRMA for each claimant. (The District currently has 65-70 permanent part-time employees.)

Please see attached "**Potential Areas of Budget Reductions/Savings-FY20/21.**" This list was prepared by staff to identify potential areas for savings and budget reductions to help lessen the financial impact of this crisis.

Expenditure Impact:

At the March 10 Committee meeting, the Board approved paying all full-time and part-time staff for 2-4 weeks. Given our District's shutdown on March 13, that means pay for employees for the 4 weeks will end April 10. All full-time staff are currently working in accordance with Governor Pritzker's "Stay-at-Home" order. Recreation and Facility Program Managers and Administrative

MEMORANDUM

employees are working remotely from home except in a few instances whereby employees must come into the office to perform essential services (e.g., process and print A/P and payroll checks, open mail, process registrations and administrative items). Parks employees are working in two teams (blue and red) every other day for 12 hours to do building and park-related tasks. Refer to memo written by Director Leiner on modifications in park operations. Other full-time employees are also keeping busy by creating virtual programs, sorting through and organizing files, updating manuals, completing online training courses and watching training webinars. Daycare teachers are working on lesson plans and doing virtual programming. We are having part-time staff work as Park Ambassadors to break up groups congregating in parks and the beach, and reminding people to social distance. Approximately 40 of the estimated 65 PT staff are IMRF level staff which means they work over 1,000 hours per year and are required by law to be enrolled in our IMRF pension plan.

Please see attached for “Actual and Projected Payroll Cost through Anticipated Closing Period.” You will see a breakdown shown actual costs paid through April 10 broken down by PT and FT staff, as well as related IMRF, Social Security and Medicare costs. (Typically, the months of April and May are the lowest payrolls before the seasonal camp and beach staff are added in June.) Further you will see a cost associated with the next 4 weeks, and the next 4 weeks. For each next 4 weeks of pay, you will see estimated total wages for PT and FT staff of \$257,232 and related costs of \$47,876 for a **total monthly cost in April of \$305,108**. The same for May.

If employees are temporarily laid off and not paid, there will definitely be unemployment claims. The number and cost of claims would depend on how many staff are temporarily laid off and who files for unemployment. In addition, once operations resume, it is anticipated that some of those temporarily laid off would choose **not** to return as they may have found alternative jobs. Temporarily laying off some or all employees would also have a significant effect on morale.

Using the unemployment analysis that I have utilized to estimate how much that cost might, and extrapolating it to the estimated \$91,092 in monthly PT wages, the District would likely incur a minimum cost of \$47,368/month not taking into consideration the unknown variable of a second job. In that case, the cost could be much higher. In effect, the **net savings to the District would be approximately \$60,000 per month** (\$43,725 wages plus related costs of \$15,408). Unemployment expenditures are budgeted and paid from our Liability Fund, and **we only budgeted \$20,000 this year for the whole twelve months**. This line item budget could be amended by the Board, however, with an interfund transfer from the Corporate Fund.

The District currently has 35 full-time employees, of which 17 staff are exempt and 18 staff are non-exempt/hourly staff. Staff does not feel we need to furlough any of these positions at this time, especially since full-time staff are still working. However, if we are forced to do this down the road after part-time staff layoffs, it will be important to analyze what are essential positions, and also remember that additional unemployment costs would be significant as we are on the reimbursable cost basis.

MEMORANDUM

If the Board chooses to continue to pay full-time and part-time staff, they would have protections provided to them by the Federal Government under the Families First Coronavirus Response Act (FFCRA) which includes the Emergency Paid Sick Leave Act and Expansion of the FMLA. There are certain qualifications for eligibility, but assuming an employee meets those eligibility guidelines an employee would be eligible to be paid up to 10 emergency sick days under the Emergency Paid Sick Leave Act and also eligible for 12 weeks of paid leave under the Expansion of the FMLA. The 10 paid emergency sick days would be based on the employees average weekly salary and can be paid at 100% or 2/3 depending on the reason for the sick leave. The expanded FMLA leave is paid at 2/3 of their average weekly salary. Both laws of the FFCRA have caps in place.

Financial Impact Summary:

See attached for the “**Cash/Investment Summary as of March 30, 2020**”. Given the receipt of \$2 million in RE Tax receipts in late February/March, our current balance is over \$13.2 million. Of this total, I have highlighted the liquid portion, which totals over \$8 million. The majority of that is invested in the IPDLAP (IL Park District Liquid Asset Plus Fund) and the Illinois Funds Treasurers Pool, both governmental “stable asset value” money market pools that are rated AAA by Standard and Poor’s. Our District’s Investment Policy is to invest in the safety, liquidity and then yield of the investment. I typically do not invest in fixed CDs if the rates quoted by IPDLAF and PMA start to not compete with the rates on both pools.

The District has a VERY STRONG fund balance policy which requires both the Corporate and Recreation Funds to maintain a fund balance of 50% of annual expenditures. Fund balance policies and fund balance reserves are in place for situations such as this – unforeseen emergencies beyond our control. Please see attached for “**Fund Balance Projection – March 2020 thru February 2021**” and “**Fund Balance Per FY20/21 Budget**”. Staff will explain the Fund Balance Projection in full detail at the board meeting on April 2.

To summarize, if the District were to utilize a portion of fund balance reserves to fund this COVID-19 crisis, the District would still maintain fund balances levels in both Corporate and Recreation at a minimum 50%. The projected fund balance total for OPERATING FUNDS as of February 28, 2021 would be \$6,327,586, compared to the FY20/21 budget of \$6,472,632. This also shows the District would still able to transfer the \$1.5 million from Corporate and Recreation fund reserves to Master Plan Fund 69 in FY20/21, as was budgeted.

Recommendation:

There are two kinds of people in this world: “It isn’t happening to me, so I don’t care” AND “It should never happen to anyone and that’s why I care”.

The Glencoe Park District is more than land and buildings. It is the individuals who run our programs and maintain our parks. It is our Children’s Circle Daycare and ELC teachers who don’t just educate your children, they help raise them. Our instructors run amazing programs. And through this all, we remain fiscally conservative. They are the individuals who are the heart

MEMORANDUM

and soul of this Gold Medal District. In the past three weeks, they have been nimble, re-creating what and how we can offer virtual programs. They have continued to maintain our parks and building assets.

The fund balances were built on the positive net of those programs, not on the taxes we collect. How can we in good faith turn our back on these employees when we have the fund balances that were set aside for that rainy day. Fund balances that will still be at 50% come June 1 when we hope to re-open our doors. And whenever that time is, staff will come back willing and ready to serve this community.

With the shutdown now in effect by Gov. Pritzker until April 30 and most likely to be extended, staff recommends we continue to pay all full-time employees and part-time employees through May 31, if needed. During this period, the staff and Board can and will revisit this ongoing situation multiple times. Staff fully understands that we may then have to look to furlough staff if the closure continues into June and we are not able to run camp or open the beach. We appreciate your support during this difficult time, and appreciate your consideration of this recommendation.

Glencoe Park District														
Fund Balance Projection - March 2020 thru Feb 2021														
COVID-19 Closure from Mar 13 thru June 1, 2020														
= Per Actual and Projected Payroll Spreadsheet														
=Unknown Decisions on Fund 65 and 69 Projects and Funds														
BEGINNING F/B, OPERATING	\$7,679,475	\$11,167,109	\$10,645,236	\$10,022,036	\$9,678,036	\$7,605,286	\$7,169,536	\$6,900,536	\$6,642,286	\$6,330,286	\$6,987,036	\$6,522,086		\$7,679,475
	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	TOTAL	FY20/21 Budget
Revenues:														
RE Tax	2,906,050	0	0	0	0	0	0	0	1,000,000	1,000,000	0	0	4,906,050	5,755,350
PPRT Replacement Tax	860	4,000	5,000	0	3,000	500	0	5,000	0	500	3,000	0	21,860	25,380
Interest Income	10,000	7,500	4,000	7,500	6,000	4,000	4,000	25,000	6,000	6,000	8,000	8,000	96,000	184,700
Rentals/Sales	22,250	0	0	10,000	10,000	10,000	20,000	20,000	20,000	20,000	20,000	20,000	172,250	187,286
Grants/Donations/Misc	820	0	0	0	0	0	0	0	0	0	0	0	820	51,305
Program Fees:														
Daycare	146,382	30,000	60,000	125,000	125,000	125,000	140,000	140,000	140,000	140,000	140,000	140,000	1,451,382	1,492,732
Fitness	5,925	0	0	3,750	3,750	3,750	4,000	4,000	4,000	4,250	4,500	4,500	42,425	48,535
GJK	261,045	0	195,000	195,000	195,000	0	25,000	0	0	0	25,000	0	896,045	835,741
Beach/Boat	12,400	0	0	100,000	150,000	50,000	0	10,000	0	0	0	0	322,400	417,354
Watts	4,785	0	0	0	0	0	0	0	0	50,000	50,000	50,000	154,785	155,248
ELC	38,220	0	0	0	0	0	35,000	35,000	35,000	35,000	35,000	35,000	248,220	264,479
Kids Club	28,056	0	0	0	0	0	25,000	25,000	25,000	25,000	25,000	25,000	178,056	302,769
Camp	773,078	0	0	25,000	5,000	0	0	0	0	0	0	0	803,078	808,960
Other Rec Programs	214,305	0	0	75,000	85,000	85,000	100,000	100,000	100,000	100,000	100,000	100,000	1,059,305	1,167,996
Total Revenues	\$4,424,176	\$41,500	\$264,000	\$541,250	\$582,750	\$278,250	\$353,000	\$364,000	\$1,330,000	\$1,380,750	\$410,500	\$382,500	\$10,352,676	\$11,697,835
Expenditures:														
Salaries & Wages (Feb accrual)	229,085	228,000	228,000	240,000	350,000	240,000	238,000	238,000	238,000	238,000	350,000	238,000	3,055,085	3,199,090
IMRF	29,685	29,000	29,000	30,000	45,000	30,000	30,000	30,000	30,000	30,000	45,000	30,000	387,685	410,000
FICA & Medicare	20,500	19,000	19,000	25,000	35,000	25,000	20,000	20,000	20,000	20,000	30,000	20,000	273,500	301,000
Health Insurance	49,900	49,000	49,000	49,000	49,000	49,000	49,000	49,000	49,000	49,000	49,000	49,000	588,900	683,245
Utilities (Feb accrual)	5,840	25,000	22,000	25,000	25,000	30,000	25,000	25,000	25,000	27,000	40,000	45,000	319,840	348,650
Contractual	51,778	50,000	100,000	100,000	100,000	100,000	100,000	100,000	75,000	50,000	50,000	50,000	926,778	1,067,631
Supplies	27,200	10,000	20,000	50,000	50,000	50,000	40,000	40,000	30,000	30,000	30,000	30,000	407,200	420,480
Fixed Charges	6,337	5,250	0	0	5,250	0	0	5,250	0	0	6,450	0	28,537	40,573
Operational Capital	5,673	0	10,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	195,673	348,600
Debt Service	0	0	189,950	0	0	0	0	0	975,000	0	0	0	1,164,950	1,248,796
Special Rec Contribution	36,438	0	44,000	0	0	0	0	0	0	0	80,000	0	160,438	167,260
PDRMA Insur-Liab.Gen, WC, Unempl	(13,689)	0	0	0	80,000	0	0	0	0	0	80,000	0	146,311	165,500
Program Wages	30,011	30,000	30,000	75,000	125,000	75,000	35,000	35,000	35,000	35,000	35,000	35,000	575,011	709,820
Program Contractual	200,856	0	146,250	246,250	246,250	75,000	55,000	50,000	50,000	50,000	55,000	50,000	1,224,606	1,391,763
Program Supplies	10,833	0	0	25,000	25,000	20,000	10,000	10,000	10,000	10,000	10,000	10,000	140,833	163,147
Special Rec Capital	0	118,123	0	0	0	0	0	0	0	0	75,000	0	193,123	218,123
Miscellaneous	0	0	0	0	0	0	0	0	0	0	0	0	0	21,000
Fund 65/69 Trfs OUT-Corp and Rec	246,095	0	0	0	1,500,000	0	0	0	85,000	85,000	0	0	1,916,095	2,000,000
Total Expenditures	\$936,542	\$563,373	\$887,200	\$885,250	\$2,655,500	\$714,000	\$622,000	\$622,250	\$1,642,000	\$724,000	\$875,450	\$577,000	\$11,704,565	\$12,904,678
ENDING F/B-OPERATING	\$11,167,109	\$10,645,236	\$10,022,036	\$9,678,036	\$7,605,286	\$7,169,536	\$6,900,536	\$6,642,286	\$6,330,286	\$6,987,036	\$6,522,086	\$6,327,586		\$6,472,632
BEGINNING F/B-CAPITAL	\$1,671,445	\$1,866,780	\$1,844,780	\$1,821,780	\$1,667,606	\$3,169,606	\$3,521,606	\$3,523,606	\$3,528,606	\$3,615,606	\$3,702,606	\$3,805,606		\$1,671,445
Revenues:														
Interest Income	3,000	3,000	2,000	2,000	2,000	2,000	2,000	5,000	2,000	2,000	3,000	3,000	31,000	77,500
Donations/Village Reimbmt	0	0	0	0	0	0	0	0	0	0	100,000	0	100,000	167,500
Grants	0	0	0	?	?	?	?	?	?	?	?	?	0	1,267,000
Linden House Sale	0	0	0	0	0	350,000	0	0	0	0	0	0	350,000	456,000
Bond Proceeds	0	0	0	0	0	0	0	0	0	0	0	0	0	4,500,000
Fund 65/69 Trfs IN-Corp and Rec	246,095	0	0	0	1,500,000	0	0	0	85,000	85,000	0	0	1,916,095	2,000,000
Total Revenues	\$249,095	\$3,000	\$2,000	\$2,000	\$1,502,000	\$352,000	\$2,000	\$5,000	\$87,000	\$87,000	\$103,000	\$3,000	\$2,397,095	\$8,468,000
Capital Outlay:														
Fund 65(Annual/Ongoing Capital)	0	0	0	155,000	?	?	?	?	?	?	?	?	155,000	706,850
Fund 69(Master Plan Proj)	53,760	25,000	25,000	?	?	?	?	?	?	?	?	?	103,760	3,532,415
Fund 70(Salran)	0	0	0	1,174	0	0	0	0	0	0	0	0	1,174	1,174
Total Capital Outlay	\$53,760	\$25,000	\$25,000	\$156,174	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$259,934	\$4,240,439
ENDING F/B-CAPITAL	\$1,866,780	\$1,844,780	\$1,821,780	\$1,667,606	\$3,169,606	\$3,521,606	\$3,523,606	\$3,528,606	\$3,615,606	\$3,702,606	\$3,805,606	\$3,808,606		\$5,899,006
ENDING F/B-ALL FUNDS	\$13,033,889	\$12,490,016	\$11,843,816	\$11,345,642	\$10,774,892	\$10,691,142	\$10,424,142	\$10,170,892	\$9,945,892	\$10,689,642	\$10,327,692	\$10,136,192		\$12,371,638
Assumptions:														
-Projection assumes we will re-open on June 1, thus allowing Camp to run and Beach to open. If closure is extended, this scenario will have to be updated accordingly														
-Actual RE Tax revenues are shown in March. We receive 55% in first installment and 45% in second installment														
-Utilize 80% collection rate for second installment. Installments are typically due August 1; we anticipate December 1 due date														
-Will receive 50% of budgeted interest income, with months of CD maturities showing increased amount.														
-The \$13,698 showing as a reversal of expense represents a check received from PDRMA who returned 10% of 2020 member premium contributions														
-Payment of \$118,123 in April is payment to NSSRA for our GPD portion of new building														
-Debt payments will be made as scheduled in May and November.														
-The \$246,095 shown as transfer from Corporate to Capital Fund 65 is based on the \$2.9 million in RE Tax revenues received in March														
-There are 3 pay periods in July 2020 and January 2021.														
-Program wages for June, July and Aug assume increase due to Camp staff.														
-Salaries/Wages increase for June, July and Aug assumes Beach/Boat open.														
-Remaining delayed GJK revenues in May, June, July also have corresponding 75% contractual program expense.														
-Interfund transfers from Corporate (\$650,000) and Recreation (\$850,000) can still be made to Master Plan Fund 69														

**GLENCOE PARK DISTRICT
FY 2020/21 BUDGET
FUND BALANCE SUMMARY**

TABLE IV

	2/28/2019 ACTUAL FUND BAL	2/29/2020 PROJECTD FUND BAL	2/28/2021 PROJECTD FUND BAL	2/28/2021 Fund Balance % (of FY19/20expds)
<u>CORPORATE FUND</u>				
Undesignated/Transfer to Capital Fund?	\$779,228	\$736,365	\$657,230	
Designated - Medical Insurance Reserve	\$13,000	\$12,000	\$12,000	
Designated-Corporate Operating Fund Bal (50%)	\$1,424,600	\$1,314,588	\$1,530,539	
Designated-Future Capital	<u>\$300,000</u>	<u>\$650,000</u>	<u>\$0</u>	
CORPORATE - TOTAL FUND BALANCE	\$2,516,828	\$2,712,953	\$2,199,769	72%
<u>RECREATION FUND</u>				
Undesignated/Transfer to Capital Fund?	\$845,012	\$657,663	\$760,146	
Designated-Recreation Operating Fund Balance (50%)	\$2,409,419	\$2,469,266	\$2,626,658	
Designated-Future Capital	<u>\$700,000</u>	<u>\$850,000</u>	<u>\$0</u>	
RECREATION - TOTAL FUND BALANCE	\$3,954,431	\$3,976,929	\$3,386,804	64%
<u>MINOR OPERATING FUNDS</u>				
SPECIAL RECREATION FUND	\$133,651	\$142,256	\$111,873	29%
PENSION/RETIREMENT FUND	\$227,252	\$198,124	\$181,824	44%
SOCIAL SECURITY/MEDICARE FUND	\$62,999	\$49,216	\$49,216	16%
BOND & INTEREST FUND	\$339,749	\$393,147	\$365,201	29%
LIABILITY INSURANCE FUND	\$136,264	\$161,578	\$142,883	80%
WORKERS' COMPENSATION FUND	\$36,140	\$38,792	\$32,432	65%
AUDIT FUND	\$8,913	\$6,480	\$2,630	15%
SUBTOTAL - OPERATING FUNDS	\$7,416,227	\$7,679,475	\$6,472,632	
<u>OTHER CAPITAL FUNDS:</u>				
CAPITAL PROJECTS FUND	\$283,323	\$223,727	\$91,877	
MASTER PLAN CAPITAL FUND	\$1,397,893	\$1,446,544	\$5,807,129	
SPECIAL TRUST FUND	\$41,449	\$1,174	\$0	
IMPACT FEE FUND	\$0	\$0	\$0	
SUBTOTAL - CAPITAL FUNDS	\$1,722,665	\$1,671,445	\$5,899,006	
TOTAL - ALL FUNDS	\$9,138,892	\$9,350,920	\$12,371,638	

Glencoe Park District
 Coronavirus Closing- Actual and Projected
 Payroll March 13-June 5, 2020

	(8 days) Week 1 (3/13-3/20)	(incl SprBk) Week 2/3 (3/21-4/3)	Estimated Week 4 (4/4-4/10)	4 WEEK SUB-TOTAL (3/13-4/10)	Estimated Week 5 (4/11-4/17)	Estimated Week 6 (4/18-4/24)	Estimated Week 7 (4/25-5/1)	Estimated Week 8 (5/2-5/8)	NEXT 4 WK SUB-TOTAL	Estimated Week 9 (5/9-5/15)	Estimated Week 10 (5/16-5/22)	Estimated Week 11 (5/23-5/29)	Estimated Week 12 (5/30-6/5)	NEXT 4 WK SUB-TOTAL
PT HOURLY Wages	29,491	42,348	22,773	94,612	22,773	22,773	22,773	22,773	91,092	22,773	22,773	22,773	22,773	91,092
PT HRLY IMRF,SS, Medicare					<u>3,852</u>	<u>3,852</u>	<u>3,852</u>	<u>3,852</u>	<u>15,408</u>	<u>3,852</u>	<u>3,852</u>	<u>3,852</u>	<u>3,852</u>	<u>15,408</u>
					26,625	26,625	26,625	26,625	106,500	26,625	26,625	26,625	26,625	106,500
FT HOURLY Wages	16,265	27,370	13,685	57,320	13,685	13,685	13,685	13,685	54,740	13,685	13,685	13,685	13,685	54,740
					<u>2,635</u>	<u>2,635</u>	<u>2,635</u>	<u>2,635</u>	<u>10,540</u>	<u>2,635</u>	<u>2,635</u>	<u>2,635</u>	<u>2,635</u>	<u>10,540</u>
					16,320	16,320	16,320	16,320	65,280	16,320	16,320	16,320	16,320	65,280
All HOURLY IMRF,SS,Medicare	<u>8,131</u>	<u>12,663</u>	<u>6,487</u>	<u>27,281</u>	42,945	42,945	42,945	42,945	171,780	42,945	42,945	42,945	42,945	171,780
	53,887	82,381	42,945	179,213										
FT EXEMPT Wages	27,850	55,700	27,850	111,400	27,850	27,850	27,850	27,850	111,400	27,850	27,850	27,850	27,850	111,400
FT EXEMPT IMRF, SS, Medicare	<u>5,482</u>	<u>10,964</u>	<u>5,482</u>	<u>21,928</u>	<u>5,482</u>	<u>5,482</u>	<u>5,482</u>	<u>5,482</u>	<u>21,928</u>	<u>5,482</u>	<u>5,482</u>	<u>5,482</u>	<u>5,482</u>	<u>21,928</u>
	33,332	66,664	33,332	133,328	33,332	33,332	33,332	33,332	133,328	33,332	33,332	33,332	33,332	133,328
	87,219	149,045	76,277	312,541	76,277	76,277	76,277	76,277	305,108	76,277	76,277	76,277	76,277	305,108
Total Wages - PT				94,612					91,092					91,092
Total Wages - FT				<u>168,720</u>					<u>166,140</u>					<u>166,140</u>
				263,332					257,232					257,232
IMRF, SS, Medicare				49,209					47,876					47,876
Total Payroll Cost				312,541					305,108					305,108

Glencoe Park District
Analysis of Unemployment vs Paying Staff

Name	PT Position	3/14-3/20 Hours	3/27/20 BIWEEKLY Pay/Base	3/27/20 WEEKLY Pay/Base	Employee Status	Weekly UNEMPL Est Amount	MAX Benefit Amount	Lesser of Weekly Est or MAX
Albarmawi, Ashley	09 Day Care		\$ 896.25	\$ 448.13	S	\$ 210.62	\$484	\$ 210.62
Anderson, Wyatt	05 Youth/Arts	9	\$ 174.07	\$ 87.04	S	\$ 40.91	\$484	\$ 40.91
Bayer, Danielle	09 Day Care		\$ 987.60	\$ 493.80	S	\$ 232.09	\$484	\$ 232.09
Boudreaux, Patricia	11 Early Child	0	\$ 88.31	\$ 44.16	SS	\$ 25.17	\$577	\$ 25.17
Bull, Amy	10 Registration		\$ 713.60	\$ 356.80	SC	\$ 237.99	\$667	\$ 237.99
Clark, Harrison	05 Youth/Arts		\$ 574.74	\$ 287.37	S	\$ 135.06	\$484	\$ 135.06
Dean, Deborah	09 Day Care		\$ 489.60	\$ 244.80	SS	\$ 139.54	\$577	\$ 139.54
Dominguez, Jose	06 Takiff Custodial	9.5	\$ 284.43	\$ 142.22	SS	\$ 81.06	\$577	\$ 81.06
Estrella, Clara	14 Takiff		\$ 664.35	\$ 332.18	SC	\$ 221.56	\$667	\$ 221.56
Falks, Irina	05 Youth/Arts	2.25	\$ 247.50	\$ 123.75	SS	\$ 70.54	\$577	\$ 70.54
Frankel, Heather	09 Day Care	4.5	\$ 675.00	\$ 337.50	SS	\$ 192.38	\$577	\$ 192.38
Gallardo, Yulissa	09 Day Care		\$ 1,016.25	\$ 508.13	S	\$ 238.82	\$484	\$ 238.82
Gaudet, Matthew	06 Takiff Custodial		\$ 876.96	\$ 438.48	SC	\$ 292.47	\$667	\$ 292.47
Hamili, Iman	09 Day Care		\$ 838.16	\$ 419.08	S	\$ 196.97	\$484	\$ 196.97
Haes, Alyssa	09 Day Care		\$ 888.48	\$ 444.24	SS	\$ 253.22	\$577	\$ 253.22
Hart, Bonnilyn	09 Day Care		\$ 1,057.50	\$ 528.75	S	\$ 248.51	\$484	\$ 248.51
Heichman, Randi	09 Day Care		\$ 669.50	\$ 334.75	S	\$ 157.33	\$484	\$ 157.33
Heraty, Margaret	09 Day Care		\$ 900.00	\$ 450.00	S	\$ 211.50	\$484	\$ 211.50
Herrera, Graciela	09 Day Care		\$ 976.44	\$ 488.22	S	\$ 229.46	\$484	\$ 229.46
Howell, Zachary	09 Day Care		\$ 952.50	\$ 476.25	S	\$ 223.84	\$484	\$ 223.84
Huber, Ellie	09 Day Care		\$ 1,134.66	\$ 567.33	S	\$ 266.65	\$484	\$ 266.65
Ivaska, Darius	07 Athletics	6.25	\$ 375.00	\$ 187.50	S	\$ 88.13	\$484	\$ 88.13
Joseph, Fabienne	09 Day Care		\$ 720.00	\$ 360.00	S	\$ 169.20	\$484	\$ 169.20
Kaminski, Ross	05 Youth/Arts	15	\$ 290.98	\$ 145.49	S	\$ 68.38	\$484	\$ 68.38
Kirby, Sarah	14 Takiff	6.5	\$ 200.85	\$ 100.43	S	\$ 47.20	\$484	\$ 47.20
Koenig, Miriam	07 Athletics	13.75	\$ 780.75	\$ 390.38	SS	\$ 222.51	\$577	\$ 222.51
Kozelka, Jaqueline	11 Early Child		\$ 1,659.85	\$ 829.93	SS	\$ 473.06	\$577	\$ 473.06
Letchinger, Drew	05 Youth/Arts	0	\$ 45.00	\$ 22.50	S	\$ 10.58	\$484	\$ 10.58
Letchinger, Jordin	05 Youth/Arts	7.5	\$ 115.00	\$ 57.50	S	\$ 27.03	\$484	\$ 27.03
Levand, Nicole	09 Day Care	20	\$ 738.00	\$ 369.00	S	\$ 173.43	\$484	\$ 173.43
Levinson, Hailey	05 Youth/Arts	6.5	\$ 142.25	\$ 71.13	S	\$ 33.43	\$484	\$ 33.43
Mata, Antonio	06 Takiff Custodial		\$ 778.50	\$ 389.25	S	\$ 182.95	\$484	\$ 182.95
Miskowicz, Terry	07 Athletics	14.75	\$ 764.88	\$ 382.44	SS	\$ 255.09	\$577	\$ 255.09
Mora Villegas, Erika	09 Day Care		\$ 1,178.32	\$ 589.16	S	\$ 276.91	\$484	\$ 276.91
Nussbaum, Aaron	06 Takiff Custodial	6.75	\$ 185.22	\$ 92.61	S	\$ 43.53	\$484	\$ 43.53
Olian, Joshua	07 Athletics	3.75	\$ 150.00	\$ 75.00	S	\$ 35.25	\$484	\$ 35.25
Olivares Mena, Izar	09 Day Care		\$ 1,091.25	\$ 545.63	S	\$ 256.44	\$484	\$ 256.44
Olson, Elizabeth	09 Day Care		\$ 792.33	\$ 396.17	SS	\$ 225.81	\$577	\$ 225.81
Olson, Emma	09 Day Care	17.5	\$ 525.00	\$ 262.50	S	\$ 123.38	\$484	\$ 123.38
Ostrow, Nora	09 Day Care		\$ 903.75	\$ 451.88	S	\$ 212.38	\$484	\$ 212.38
Piscitelli-Downey, Joanna	09 Day Care		\$ 985.07	\$ 492.54	SS	\$ 280.74	\$577	\$ 280.74
Pranian, Jon	07 Athletics		\$ 1,439.23	\$ 719.62	SC	\$ 479.98	\$667	\$ 479.98
Rackow, Jill	09 Day Care	5	\$ 184.50	\$ 92.25	SS	\$ 52.58	\$577	\$ 52.58
Raia, Andrew	09 Day Care		\$ 716.25	\$ 358.13	S	\$ 168.32	\$484	\$ 168.32
Resis, Cari	05 Youth/Arts		\$ 1,832.80	\$ 916.40	S	\$ 430.71	\$484	\$ 430.71
Resnik, Stacey	11 Early Child		\$ 926.53	\$ 463.27	SC	\$ 309.00	\$667	\$ 309.00
Rogers, Katherine	14 Takiff	5.75	\$ 212.32	\$ 106.16	S	\$ 49.90	\$484	\$ 49.90
Rosen, Maria	09 Day Care		\$ 270.00	\$ 135.00	S	\$ 63.45	\$484	\$ 63.45
Sanders, Elizabeth	09 Day Care		\$ 700.01	\$ 350.01	SS	\$ 199.50	\$577	\$ 199.50
Schade, Kelly	09 Day Care		\$ 420.24	\$ 210.12	S	\$ 98.76	\$484	\$ 98.76
Schardt, Ashton	13 Watts	0	\$ 208.00	\$ 104.00	S	\$ 48.88	\$484	\$ 48.88
Schellenberg, Grace	05 Youth/Arts	12	\$ 222.50	\$ 111.25	S	\$ 52.29	\$484	\$ 52.29
Scheuer, Ann	14 Takiff		\$ 1,493.50	\$ 746.75	SS	\$ 425.65	\$577	\$ 425.65
Schwab, Scott	14 Takiff	21.25	\$ 652.76	\$ 326.38	SS	\$ 186.04	\$577	\$ 186.04
Spencer, Ana	15 Sp Events	5.5	\$ 330.00	\$ 165.00	S	\$ 77.55	\$484	\$ 77.55
Steiger, Cheryl	15 Sp Events	19.75	\$ 1,185.00	\$ 592.50	SS	\$ 337.73	\$577	\$ 337.73
Steinmetz, Natalie	15 Sp Events		\$ 3,025.27	\$ 1,512.64	S	\$ 710.94	\$484	\$ 484.00
Stoepel, Katherine	16 Marketing		\$ 795.75	\$ 397.88	SS	\$ 226.79	\$577	\$ 226.79
Teresi, Kiersten	09 Day Care		\$ 697.50	\$ 348.75	S	\$ 163.91	\$484	\$ 163.91
Tomei, Richard	14 Takiff		\$ 226.99	\$ 113.50	S	\$ 53.34	\$484	\$ 53.34
Trogli, Isabella	05 Youth/Arts	7	\$ 128.75	\$ 64.38	S	\$ 30.26	\$484	\$ 30.26
Ugolini, Isabella	09 Day Care		\$ 869.06	\$ 434.53	S	\$ 204.23	\$484	\$ 204.23
Wade, Diandra	09 Day Care		\$ 977.21	\$ 488.61	SS	\$ 278.50	\$577	\$ 278.50
Weiss, Kathy	09 Day Care		\$ 712.50	\$ 356.25	S	\$ 167.44	\$484	\$ 167.44
West, Erika	11 Early Child		\$ 952.78	\$ 476.39	SS	\$ 271.54	\$577	\$ 271.54
White, Fatmata	09 Day Care		\$ 1,061.75	\$ 530.88	S	\$ 249.51	\$484	\$ 249.51
Wiemerslage, Virginia	09 Day Care	15.75	\$ 486.68	\$ 243.34	SS	\$ 138.70	\$577	\$ 138.70
Zaveri, Vishwa	11 Early Child		\$ 977.10	\$ 488.55	SC	\$ 325.86	\$667	\$ 325.86
Zidron, Therese	11 Early Child		\$ 892.65	\$ 446.33	SS	\$ 254.41	\$577	\$ 254.41
			\$ 50,125.53	\$ 25,062.77		\$ 13,166.83		\$ 12,939.95

NOTE: If Employees above have more than one job, and many do, unemployment costs shown at approx 52% would actually be much HIGHER than shown.

S=Single OR Spouse is Working (\$484) 47%

SS=Spouse is NOT Working (\$577) 57%

SC=Employee has dependent Child(ren) (\$667) 66.7%

Red = Not Enrolled in IMRF

Glencoe Park District
 Potential Areas of Budget Reductions/Savings
 FY2020/21 Budget

<u>GL Code</u>	<u>Account</u>	<u>Detail Description</u>	<u>Amount</u>
Multiple	Conferences/Trainings	Holiday Party-Dec 2020	\$ 6,500
Multiple	Conferences/Trainings	Staff Training/IPRA/NRPA Conferences	\$ 40,000
Multiple	Salaries/Wages	Cut Holiday Bonuses for FT Staff	\$ 7,000
Multiple	Multiple	Potential-Bond Rating and Bond Issuance Costs (Postponed Moody Review to save \$10,000)	\$ 75,000
ADMIN TOTAL:			\$ 128,500
CHILDREN'S CIRCLE			
25-26-000-4200	Daycare Revenue	Price increase goes into effect on July 1 instead of September 1 (or 6/15 as this is when all children move to new classrooms)	\$ 7,412
25-26-000-4200	Daycare Revenue	Cut ability for the summers off- this is the last summer we are allowing it as it was in the brochure but we can cut it early	\$ 12,155
25-26-000-5101	FT Admin - Holiday Bonuses	No bonuses	\$ 400
25-26-000-5105	FT- Teachers Holiday Bonuses	No bonuses	\$ 1,600
25-26-000-5340	Conferences/Trainings	Suspend all outside trainings for the year	\$ 2,000
25-26-000-5190	FT Overtime	Cancel CC Staff Meetings and provide planning time during the day	\$ 4,320
25-26-000-5130	Part Time Wages	Cancel CC Staff Meetings to cut wage costs	\$ 5,000
25-26-000-5386	Services	Cut some field trips, reduce music to once per month, reduce Spanish to every other w	\$ 4,750
25-26-000-5360	Marketing	Cut Messy Morning mailers	\$ 600
25-26-000-5401	Office Supplies	Greatly limit printing	\$ 500
25-26-000-5402	Subscriptions	Cancel Apple Music and Scholastic subscriptions- use CDs in house	\$ 301
25-26-000-5403	Program Supplies	Cut teacher's monthly budget- find creative ways to use in house materials	\$ 3,000
25-26-000-5409	Supplies- Internal Food	Ellie said she can make cuts to morning snack and lunch	\$ 6,000
25-26-000-5420	Supplies-General	Cut staff apparel for the year- host more swaps instead	\$ 1,800
25-26-000-5584	Equipment- Recreation	No large replacements for the year	\$ 5,000
CHILDREN'S CIRCLE TOTAL:			\$ 54,838
ELC 2s			
25-25-403-5300	Conferences/Workshops	Provide training in house	\$ 250
	Music Classes	Cut to once per month	\$ 750
	Apparel	Children don't need t-shirts as they do not travel	\$ 124
25-25-403-5400	Arts/Crafts	Use in house material	\$ 400
25-25-403-5400	Toys/Books	Use in house material	\$ 100
25-25-403-5400	Misc.	Use in house material	\$ 150
ELC 2s TOTAL:			\$ 1,774
ELC 3s			
25-25-401-5300	Music	Cut to once per month	\$ 750
25-25-401-5300	Field Trips	Go local, walking distance, have parents pay	\$ 650
25-25-401-5300	Spanish	Cut completely	\$ 1,750
	Parent Events	Empower parent group to coordinate and supply items for events	\$ 250
25-25-401-5400	Art Supplies	Use materials in house	\$ 750
25-25-401-5400	Toys/Books	Use materials in house and trade with internal teachers	\$ 150
25-25-401-5400	New Play Kitchen	can hold off on purchase	\$ 1,000
25-25-401-5400	Misc	Use materials in house	\$ 150
ELC 3s TOTAL:			\$ 5,450
ELC 4s			
25-25-402-5300	Field Trips	Have parents pay or cut some field trips	\$ 1,909
	Ice Cream Social	Create a potluck instead	\$ 500
25-25-402-5300	Spanish and Music	Once per month instead of twice per month	\$ 1,625
25-25-402-5400	Arts and Crafts	Use what is available in house	\$ 500
25-25-402.5400	Misc. Supplies	Use available resources	\$ 400
ELC 4s TOTAL:			\$ 4,934
KINDERGARTEN READINESS			
25-25-405-5100	Lunchtime Teachers	Amanda and Vishwa can work KR lunch instead of two CC teachers	\$ 3,125
25-25-405-5300	Field Trip	Go on walking field trip or have parents pay for field trip	\$ 136
25-25-405-5400	Supplies	Share supplies with other staff and use what is in building	\$ 500
KINDERGARTEN READINESS TOTAL:			\$ 3,761
PRESCH/KIND CAMPS			
25-25-813-5100	Koalas-813	Staff- Switch from 1 director/2 counselors, to 1 director/1 asst director	\$ 480
25-25-803-5100	Kinder Korner- 803	Staff- Switch from 1 director/2 counselors, to 1 director/1 asst director	\$ 3,600
Various	Overall Art Supplies	Use materials in house	\$ 1,000
EARLY CHILDHOOD CAMPS TOTAL:			\$ 5,080

PRESCHOOL DAYS OFF

25-25-432-5100	Payroll	Return to Amanda teaching class	\$	2,340
25-25-432-5300	Field Trip	Not needed	\$	250
PRESCHOOL DAYS OFF TOTAL:			\$	2,590
ALL EARLY CHILDHOOD TOTAL:			\$	78,427

PARKS

10-12-000-5240	Water	Eliminate Sports Field Irrigation Use	\$	4,000
10-12-000-5340	Confernces and Training	Eliminate Staff Attendance at IPRA/National Training/Various	\$	4,750
10-12-000-5342	Officials/Meeting	Eliminate Holiday Party	\$	800
10-12-000-5349	Contract Hort/Landscaping	Eliminate Landscape Contract	\$	74,500
10-12-000-5350	Maintenance Services	Eliminate Tennis Power Wash	\$	10,750
10-12-000-5425	Staff Recognition	Eliminate Staff Lunches/kitchen supply	\$	700
10-12-000-5491	Green House/Bee Supply	Eliminate Bee Supplies	\$	2,250
10-12-000-5492	Tree Shrub Supply	No Tree Replacement	\$	7,000
10-12-000-5493	Fertilizer Chemical Supply	Eliminate Weed Control	\$	9,500
10-12-000-5494	Seed/Sod Supply	Eliminate Turf Restoration	\$	3,300
10-12-000-5495	Dirt Supply	Eliminate Turf Restoration	\$	2,000
10-12-000-5496	Athletic Maint. Supply	Eliminate Athletic Maint. Supply	\$	16,000
10-12-000-5497	Supplies Playground	Reduce Playground Mulch Budget by 85%	\$	4,420
10-12-000-5584	Recreation Supply	Eliminate Tennis Windscreen Purchase	\$	4,000
10-12-000-5585	Pavement & Site Development	Eliminate Stewardship Agreement Everly/Dietz	\$	25,000
10-12-000-5585	Pavement & Site Development	Paint Pier Railings	\$	7,200
10-12-000-5585	Pavement & Site Development	Stone Bleacher Repair	\$	10,000
10-12-000-5585	Pavement & Site Development	Park Site Amenities	\$	8,000
10-12-000-5585	Pavement & Site Development	Tennis Court Crack Fill	\$	6,500
10-12-000-5590	Tree / Trim Work	Partial Reduction in budgeted tree maintenance	\$	20,000
25-00-000-5350	Maint. Services	Eliminate Contractual Tile Cleaning	\$	5,500
25-00-000-5350	Maint. Services	Eliminate Contractual Carpet Cleaning	\$	5,000
25-00-000-5486	Supplies-Plumbing	Eliminate Bottle Fill Fountain Purchase	\$	2,200
25-00-000-5588	Building Improvements	Eliminate Flat Roof Assesment	\$	10,000
25-00-000-5588	Building Improvements	Misc. Improvements	\$	2,500
PARKS TOTAL:			\$	245,870
GRAND TOTAL ALL DEPARTMENTS:			\$	452,797

OTHER RECREATIOIN FUND ITEMS:**Kids Club**

Eliminate chair purchase for kids club room

Camp

Sharing of entertainment across all camps

Shannon/Stephani/FT Staff become camp directors or eliminate camp director position (1 for Camp Adventure & Sun Fun)

CIT Director role/ Amanda/Stephani

Restrict or eliminate longer field trips

Eliminate overnigheters

Reduce swim lessons

Increased arts and crafts, game days, and on-site activities

Decrease t-shirts to 2 shirts per participant or staff. Option to purchase additional shirts

Takiff Center

Defer new chairs purchase

Defer gas kiln \$88,000 (Fund 65)

Defer tot gym floor (\$35,000 (Fund 65)

Fitness

Defer Rowing Machine

Watts

Defer Skate Sharpener

Defer Annual Skate Purchase

Beach

Defer purchasing of new Prams.

Postpone replacement of kayaks/paddleboards

Special Events

Canceling Gold Medal Street Fest or using deposits paid for 4th of July towards the event (stage rental)

Cancel all non-essential events

Marketing

Digital Summer Sampler mailer

Summer Staff T-shirt

**Glencoe Park District
 Monthly Cash/Investments Report
 March 2020**

Corporate and Other Funds:

March 2020

Harris Bank Corporate Account - 0.100%	633,501.12
Illinois Park District Liquid Asset Fund (IPDLAF) - 0.86%	4,145,851.55
The Illinois Fund (Public Treasurers' Investment Pool) -1.05%	3,510,147.55
Harris Payroll Account - 0.100%	7,386.26
PMA Financial Account - 0.95%	286,447.00
Reconciling Items(Dep in Transit, O/S Checks, etc.)	(220,237.76)
IPDLAF Certificates of Deposit:	
2 CDs at \$243,000 each maturing March 12, 2020 (2.55% net)	0.00
1 CDs at \$243,000 each maturing April 23, 2020 (2.455% net)	243,000.00
2 CDs at \$243,000 each maturing June 11, 2020 (2.415% net)	486,000.00
1 CDs at \$245,000 each maturing October 18, 2020 (1.80% net)	245,000.00
2 CDs at \$246,000 each maturing October 19, 2020 (1.60% net)	492,000.00
2 CDs at \$243,000 each maturing December 11, 2020 (0.53% net)	496,000.00
1 CDs at \$245,000 each maturing February 26, 2021 (1.55% net)	245,000.00
PMA Certificates of Deposit:	
1 CDs at \$243,400 maturing April 23, 2020 (2.63% net)	243,400.00
1 CDs at \$246,800 maturing July 14, 2020 (1.746% net)	246,800.00
1 CDs at \$245,400 maturing October 17, 2020 (1.86% net)	245,400.00
2 CDs totalling \$738,100 maturing October 18, 2020 (1.701-1.766% net)	491,300.00
1 CDs at \$247,000 maturing November 23, 2021 (1.63% net)	247,000.00
3 CDs totalling \$737,800 maturing January 22, 2021 (1.60-1.66% net)	737,800.00
2 CDs at \$246,000 each maturing February 26, 2021 (1.59% net)	492,000.00
Grand Total	\$13,273,795.72

EMPLOYEE RIGHTS

PAID SICK LEAVE AND EXPANDED FAMILY AND MEDICAL LEAVE UNDER THE FAMILIES FIRST CORONAVIRUS RESPONSE ACT

The **Families First Coronavirus Response Act (FFCRA or Act)** requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from April 1, 2020 through December 31, 2020.

▶ PAID LEAVE ENTITLEMENTS

Generally, employers covered under the Act must provide employees:

Up to two weeks (80 hours, or a part-time employee's two-week equivalent) of paid sick leave based on the higher of their regular rate of pay, or the applicable state or Federal minimum wage, paid at:

- 100% for qualifying reasons #1-3 below, up to \$511 daily and \$5,110 total;
- ⅔ for qualifying reasons #4 and 6 below, up to \$200 daily and \$2,000 total; and
- Up to 12 weeks of paid sick leave and expanded family and medical leave paid at ⅔ for qualifying reason #5 below for up to \$200 daily and \$12,000 total.

A part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

▶ ELIGIBLE EMPLOYEES

In general, employees of private sector employers with fewer than 500 employees, and certain public sector employers, are eligible for up to two weeks of fully or partially paid sick leave for COVID-19 related reasons (see below). *Employees who have been employed for at least 30 days prior to their leave request may be eligible for up to an additional 10 weeks of partially paid expanded family and medical leave for reason #5 below.*

▶ QUALIFYING REASONS FOR LEAVE RELATED TO COVID-19

An employee is entitled to take leave related to COVID-19 if the employee is unable to work, including unable to **telework**, because the employee:

- | | |
|---|---|
| <ol style="list-style-type: none">1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;2. has been advised by a health care provider to self-quarantine related to COVID-19;3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2); | <ol style="list-style-type: none">5. is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; or6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services. |
|---|---|

▶ ENFORCEMENT

The U.S. Department of Labor's Wage and Hour Division (WHD) has the authority to investigate and enforce compliance with the FFCRA. Employers may not discharge, discipline, or otherwise discriminate against any employee who lawfully takes paid sick leave or expanded family and medical leave under the FFCRA, files a complaint, or institutes a proceeding under or related to this Act. Employers in violation of the provisions of the FFCRA will be subject to penalties and enforcement by WHD.



WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR

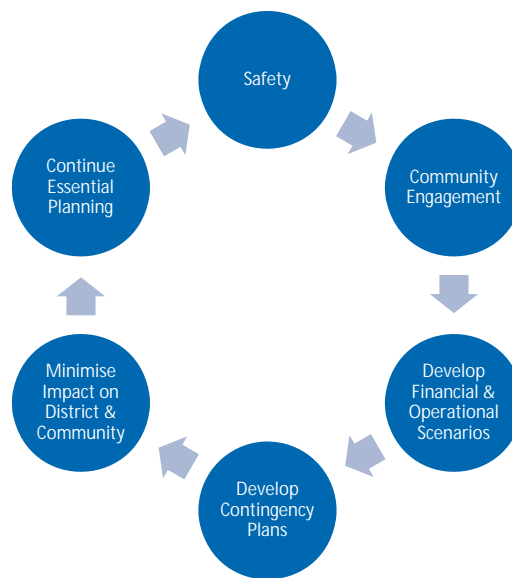
For additional information
or to file a complaint:
1-866-487-9243
TTY: 1-877-889-5627
dol.gov/agencies/whd



MEMORANDUM

TO: Lisa Sheppard, Executive Director
FROM: Bobby Collins, Director of Recreation & Facilities
SUBJECT: COVID-19 Department Operating Procedures
DATE: March 30, 2020

During this period of closure at all of our facilities, Recreation staff have been working on numerous projects and tasks to ensure that when we reopen, the District will be in the best position to get back to regular operations safely. The Recreation Team has a daily conference call, as well as specific working groups to discuss the evolving situation and to develop contingency plans based on six main principles.



The team has been developing and executing a plan to engage the community during the shutdown. Through social media posts, virtual classes, and direct communication, we have engaged many community members. The team has been developing short, medium, and long term scenarios to understand and minimize the financial and operational impacts on the District and community.

During the shutdown, the team has been working on essential planning and tasks such as fall enrichments and brochure planning, seasonal recruitment and hiring, including developing virtual training options and digital paperwork and onboarding.

Our team has been developing plans for when we do reopen, ensuring that we support the community as it gets back to the new normal. We continue to build scenarios if businesses and schools do not open at the same time as the Park District. Some options include:

- AM care for preschoolers for parents who need additional care as they return to work
- School Days Off programming during times when District 35 may be closed, but the Park District is open.

MEMORANDUM

- Preschool Days Off programming (adding additional days during the time from the last day of preschool to the first day of camp)

While shut down, we have worked with staff and contractors to offer various paid virtual classes, including:

- Virtual preschool
- All dance and theatre classes are now being run virtually
 - Broadway Bound classes - \$2,463 weekly revenue savings
 - Dance classes with Sarah Hall Theatre Company - \$2,829 weekly revenue savings
 - Footlighters classes with Sarah Hall Theatre Company - \$2,172 weekly revenue savings
 - Junior High Improv classes with Sarah Hall Theatre Company - \$147 weekly revenue saving
- Virtual youth and adult ceramics (starting April)
- Virtual Sculpt/Craft/Paint and Sip's (starting April)
- Virtual enrichments including Cooking, STEM, Yoga, Engineering Lego, Crafting with Kim, Game On! Sports 4 (starting April)

Recreation managers are currently working on the logistics of delivering supplies and materials for programs that may need them. For adult ceramics, we are working to safely deliver clay and tools to enrollees houses and then running a virtual class on Zoom.

We are developing communication and operational procedures to ensure the community is safe and feels comfortable when our programs and facility do open. All program and facility plans will include additional cleaning, staff and patron screening, and social distancing standards. Communicating these changes will be essential to getting community buy-in. For example, we are expecting that we can not use large buses for camps this summer, but could replace them with smaller buses, including the District's bus.

Below is a summary of tasks and projects we have been working on:

Early Childhood

- Set up virtual preschool plans to generate revenue- working with each individual teacher, testing equipment, and reading materials. Zoom staff meetings to train for the upcoming virtual classes.
- Developing an opening plan for preschool that includes reduced ratios and using additional rooms at Takiff
- Developing Preschool Day Off plans for when we open if ELC is still closed, but Children's Circle is open
- Performed budget analysis and making recommendations for changes to the FY2020/21 budget to reduce the impact of lost revenue
- Teachers created and sent out activities to families- 3x per week
- Created YouTube videos of teachers that were sent to the children
- Designed a parent newsletter on behavior, change management, and gross motor rainy day activities

MEMORANDUM

- Engaging teachers with activities such as a photo challenge to keep them from feeling isolated socially
- Fielding many emails regarding new enrollment in Children's Circle, as many other daycares may not survive closure, so parents are beginning to panic and look elsewhere
- Reaching out to waitlisted families to let them know if they received a space in Children's Circle for summer/fall 2020
- Creating transition letters for all Children's Circle students as they will move to new rooms on June 15.

Camp

- Plan for different camp scenarios including shortened camp, no field trip camp, more extended camp season, community walking field trips, in-house performers, different staffing arrangements, and implementing social distancing requirements, including busing restrictions
- Set up/edit and send out CampDocs
- Examining camp budgets, identifying where adjustments can be made based on different scenarios
- Developed staff plans, including using FT staff in camp director positions, which could save ~\$20,000
- Conducting virtual interviews for summer counselors
- Developing virtual training options and digital paperwork and an onboarding plan

After-school Enrichments & Athletics

- Create a School Day Off/Summer's Beginning program to roll out if we can start programming before regular camp on June 15. This would be a big source of revenue if District 35 does not return this semester, and the Park District opens in May.
- Drafting the fall brochure
- Working with tennis instructors to offer on-demand tennis lessons for when we open
- Communicated refunds and prorations to participants for winter and spring programs
- Current Beluga and Kids Club families were contacted about 2020-21 Kids Club pre-registration

Fitness

- Redesign the fitness marketing plan (short and long-term)
- Emailing at-home workouts every 2-3 days for fitness center members
- Offer virtual fitness classes with Karen Champion (FitRX and Cardio Kickboxing) via Facebook Live

Beach

- Continue to prepare boat and beach houses to open for the season, including beach debris removal
- Applied for permits from USCG to host regattas
- Manage summer boat storage and plan boat space layout
- Updating all staff/operations manuals for the summer season

MEMORANDUM

- Developing new training schedule if we do not open on time
- Order essential supplies for both beach and boathouse (anchor cable and fasteners, swim zone line, swim zone floats, CPR masks, first aid supplies, if available)

Special Events

- Communicated with patrons and vendors about canceled or reschedule events
- Develop scenarios for alternative July 4th
- Rework the 2020 special events calendar
- Develop new virtual special events, including spring bunny event

Our team continues to monitor and evolve with this ever fluid situation. All team members are currently working and remain ready to do whatever needs to happen to get our community recreating in a safe environment once we are open again.

MEMORANDUM

TO: Lisa Sheppard, Executive Director
FROM: Bobby Collins, Director of Recreation & Facilities
SUBJECT: COVID-19 Early Childhood 50% Option
DATE: March 30, 2020

We believe that Children's Circle is an essential program for the community. Once businesses and restaurants reopen, we fully expect that Children's Circle will be one of our first programs to restart. Staff is planning for a fast opening, once it is safe and viable to do so.

Following the district's pricing policy, Children's Circle should operate as a non-taxpayer subsidized program. Although it is too early to have a true understanding of the financial impact of this shutdown, staff wants to minimize any potential subsidy. To ensure that the program remains non-subsidized by the taxpayer, staff has been exploring various options. The most balanced approach we have modeled is to charge reduced tuition while the program is physically closed. Families would be required to pay the reduced tuition to retain their spots in the program until we reopen.

This viable option could allow the district to continue paying our six full-time teachers and any additional essential staff. Currently, we have one full-time teaching position open that we will intentionally not fill until September 2020 at the earliest. To support a successful long-term program after we reopen, we need to retain these critical staff as rehiring, onboarding, and developing a positive culture are incredibly challenging.

Funding Option (assuming a June 1 open)

Charge 25% tuition for the period April 13-30

Charge 50% tuition for May (also offer a virtual preschool premium package)

The approved FY20/21 budget estimated monthly billing for Children's Circle to be ~\$125,000/month. The district could expect additional revenues of approximately \$90-\$100k if we institute reduced tuition discussed above.

Children's Circle Revenue (excludes ELC)

	Virtual Preschool 3/30-4/10	April 25% Tuition Charged 4/13	May 50% Tuition Charged 5/1	TOTAL
Estimated Potential Revenue	\$10,250	\$31,250	\$62,500	\$104,000

What would those teachers do while paid?

The Early Childhood team has been working on virtual preschool options to help families in these difficult times and also generate income to help support wage expenses, that the district

MEMORANDUM

is currently covering. The initial “Virtual Preschool Packages” run for two weeks, March 30 – April 13. There are multiple packages available to families at different price points. This two-week program has already generated \$13,850 between ELC and Children Circle participants. Activity Bags were safely packed and delivered to students on Monday by our Early Childhood teachers.

- 53% of Children’s Circle students are enrolled in virtual preschool
- 32% of ELC students are enrolled
- 47% of part-time staff are working at least 5 hours per week on virtual preschool, with the full-time teachers taking on most of the work



If we were to charge families 50% tuition, we would develop a virtual preschool offering that was included in discounted tuition. This would consist of daily circle time, home activities, including weekly activity bags delivered to participant's homes, one-on-one video time, and enrichment options.

It is also worth noting that currently, there is a significant waitlist (over 80) for all Children Circle classrooms. Unfortunately, if we were to institute a 50% tuition fee while closed, we may have some families forced to leave the program due to financial

hardships or frustration with the 50% tuition. Even if that is the case, we do not expect difficulty filling the spaces as we are already getting calls from families in other daycares who are worried that their daycare will not reopen. According to the National Association for the Education of Young Children (NAEYC), 30% of childcare facilities say they would not survive a closure of more than two weeks without significant public investment.



Challenges with charging 50% tuition

With the rapid decline in the economy and jobs market, we do anticipate some families will experience job layoffs or furloughs. The 50% tuition may be a burden that they cannot afford. One option we are exploring is to develop a mechanism whereby families can apply through Family Service of Glencoe for deferred tuition payments or scholarships.

Staff has explored other options to support paying teachers if the shutdown continues. These options include using our annual teacher appreciation drive, which occurs in May, to collect donations that can only be used to support teacher wages. Some

parents have also enquired about starting a ‘Pay Our Teachers Fund.’ We continue to explore these options.

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Other potential areas for revenue and staff support

- Character Online Pop-Ups (we own all of the costumes from Halloween)
- Teacher Lunch Dates- Lunchtime Stories Class
- Art Class with Miss Heather
- Pee Wee Sportsters with Coach Miriam
- Parent's Night In- offer a paint and wine night via Zoom (after the kids go to bed)
- Online tutoring (one on one sessions)- we have multiple teachers who have a degree in education and can offer tutoring for students struggling with virtual schooling

MEMORANDUM

TO: Lisa Sheppard, Executive Director
FROM: Chris Leiner, Director of Parks & Maintenance
SUBJECT: COVID-19 Department Operating Procedures
DATE: March 26, 2020

To ensure continuity of essential services for the Glencoe Park District, the Parks & Facilities Maintenance Team proposes an interim department operation. This will effectively split the team into two separate units. Each unit will work (3) twelve hours days a week on a rotating basis. A supervisor will lead each team.

Mon	Tue	Wed	Thur	Fri	Sat	Sun
Blue	Red	Blue	Red	Blue	Red	OFF
Red	Blue	Red	Blue	Red	Blue	OFF

Teams will be assigned specific projects with no overlap in designated work areas. Critical pieces of equipment and vehicles will be allocated every week, depending on tasks. Staff will not share trucks, restrooms, or break areas. Staff will make every effort to social distance remaining six feet apart, per current best practices. The blue team, which will be led by Anthony Marx, will break in the park's yard. The red team, which will be led by Bill Eldridge, will break out of the Takiff Center.

Team Assignments	
Blue	Red
Anthony	Bill
Illya	Jared
Adam	Raul
Brad	David
Rogelio	Max

Skillsets have been divided between teams. In the event that an employee becomes ill or needs to self-quarantine for an extended timeframe, essential operations will continue. Tom McDonald will continue to work five days per week, with labor assistance being provided only by the Blue Team.

The reasoning behind this is that his work is all outdoor, and on rainy days, he will be less effective for indoor work. Being in attendance five days per week will maximize his available outdoor working hours. He will not interact with the Red Team on overlap days.

To maximize employee safety, staff will be clearing personal items out of break areas and vehicles. The intended goal is to aid in the daily cleaning of all areas occupied by staff.

MEMORANDUM

Staff will complete essential functions first, such as trash removal, safety inspections, and facility repairs. As those daily tasks are completed facility/park seasonal transition work will be executed, followed by non-routine painting, cleaning, and maintenance.

To ensure continuity of essential services for the Glencoe Park District, the Parks & Facilities Maintenance Team continues the interim department operation.

Red Team is continuing work on the following:

Facility Repairs/Routine Maintenance

- Roof repairs above Community Room 3
- Refinish gym floor
- Painting community rooms
- Coordinating seasonal inspections (fire alarm, fire extinguishers, RPZ inspections)
- Soliciting quotes to replace (2) hot water boilers at Takiff
- Deep clean program areas/kitchens
- Restroom grout cleaning
- Transitioning between HVAC service providers
- Beach/boat facility activation
- Season water service activation

Blue Team is continuing work on the following:

- Horticulture operations (weeding, brush trimming, tree pruning, mulching)
- Park garbage
- Playground inspections (even though closed, must still complete monthly inspections-maintenance)
- Tennis net checks (increased use)
- Field aeration-irrigation activation
- Preparing for seasonal mowing
- Painting Takiff gym, program rooms
- Minor athletic field maintenance (keep fields at a minimal level, not fallow)

**GLENCOE PARK DISTRICT
ORDINANCE NO. 909**

**AN ORDINANCE DECLARING AS SURPLUS AND
AUTHORIZING THE SALE OR OTHER CONVEYANCE OR
DISPOSAL OF SURPLUS PERSONAL PROPERTY OF THE
GLENCOE PARK DISTRICT, COOK COUNTY, ILLINOIS.**

WHEREAS, the Glencoe Park District, Cook County, Illinois (“Park District”) owns personal property used in connection with the operation of the Park District and described as follows:

Asset Tag	Description	Location	Serial Number
A2012016	Inflatable Bounce House	9n Takiff	n/a
A2010022	Computer-Dell Vostro 320-Fitness	9n Takiff	4V2MNM1
A2010040	Computer-Dell Optiplex-Fitness	9n Takiff	FYXZBP1
A2012042	PC-HP COMPAQ 6300 Pro w/ Monitor	9n Takiff	2UA245037H
A2012041	PC-HP COMPAQ 6300 Pro w/ Monitor	9n Takiff	2UA2450377
A2014038	Computer Security SYS HP Pro Desk 400	9n Takiff	MXL4350VYX
A2005033	Printer LaserJet 2430	9n Takiff	CNGKB56499
A2009006	Printer, Okidata 320 - Lorise	9n Takiff	SAE8B068252G0
A2012038	PC-HP COMPAQ 6300 Pro w/ Monitor	9n Takiff	2UA2400H8T
A2012063	PC-HP COMPAQ 6300 Pro w/ Monitor	9n Takiff	MXL23702HP
A2012043	PC-HP COMPAQ 6300 Pro w/ Monitor	9n Takiff	2UA2450379
A2012061	PC-HP COMPAQ 6300 Pro w/ Monitor	9n Takiff	MXL2302J4
A20040031	Battery Back Up - Phone System	9n Takiff	Pro1500VA
A2005019	Software Upgrade, Thoroughbred 8.5.2	9n Takiff	n/a
A2008029	Computer Network Upgrade	9n Takiff	n/a
A2010028	Software-AEK ODBC System	9n Takiff	n/a
A2012026	Network Server Software-Windows	9n Takiff	n/a
A2012027	Network-Switch, Watchguard, UPS Back	9n Takiff	n/a
A2012053	Backup-Hard drive Network Unit NAS DS 412+	9n Takiff	n/a
A2012044	PD-HP COMPAQ 6300 Pro w/Monitor	9n Takiff	2UA245037C
A2012046	PD-HP COMPAQ 6300 Pro w/Monitor	9n Takiff	2UA245037D
A2012045	PD-HP COMPAQ 6300 Pro w/Monitor	9n Takiff	2UA245037K
A2012040	PD-HP COMPAQ 6300 Pro w/Monitor	9n Takiff	2UA2450376
A2012062	PD-HP COMPAQ 6300 Pro w/Monitor	9n Takiff	MXL3270217
A2010023	Computer DELL VOSTRO 320-Bill	9n Takiff	4V3KNM1
A2007019	Washer/Dryer ABT	9n Takiff	n/a
A2012047	PD-HP COMPAQ 6300 Pro w/Monitor	9n Takiff	2UA245037L
A2014005	Computer-HP PRODESK 400G1 w/Monitor	9n Takiff	MXL4192B65
A2012048	PC-HP COMPAQ 6300 Pro w/ Monitor	9n Takiff	2UA2450378
A2013017	Printer-HP OfficeJet 8600	9n Takiff	CN2CHC3H25
A2014003	Computer-HP PRODESK 400G1 w/Monitor	9n Takiff	MXL4192B6S
A2012051	PC-HP COMPAQ 6300 Pro w/ Monitor	9n Takiff	2UA245037F

A2005042	Laptop Computer, DELL INSPIRION 6000	9n Takiff	CDZL691
A2007016	Printer, LaserJet 4240-Jane	9n Takiff	n/a
A2010030	Computer-DELL VOSTRO-Notebook-Lisa	9n Takiff	14GP7N1
A2011030	Notebook Computer-DELL LATITUDE 2.3GHZ	9n Takiff	CJBD551
A2012035	Printer-HP LaserJet P3015N - Storage IL	9n Takiff	VBN3115515
A2012049	PC-HP COMPAQ 6300 Pro w/ Monitor	9n Takiff	2UA245037B
A2012050	PC-HP COMPAQ 6300 Pro w/ Monitor	9n Takiff	2UA245037G
A2012073	Printer-HP LaserJet Color M551N	9n Takiff	CNCCF1JOPX
A2012039	PC-HP COMPAQ 6300 Pro w/ Monitor	9n Takiff	2UA245037J
A2015003	Laptop-HP PROBOOK 450 G2-Dir of Finance	9n Takiff	CND5236PLL
A2012067	PC-HP COMPAQ 6300 Pro w/ Monitor	9n Takiff	2UA2321Q93
A2011032	Notebook Computer-DELL LATITUDE 2.3GHZ	9n Takiff	CJBC4S1
A2014056	Printer-HP OfficeJet Pro 8625	9n Takiff	CN46BC4103
A2015002	Computer-Desktop HP ProDesk 400 G1-DI	9n Takiff	2UA51234V2
420004140001	Lift Tailgate TT15RM	9n Takiff	T-68387
420007220013	Windscreen Tennis	15s Watts	n/a
420006290057	Freezer 1 Door	15s Watts	5826726
420006290058	Freezer 1 Door	15s Watts	n/a
A20040023	Dishwasher, 24 inch portable	15s Watts	MDC5100BK
A2010006	Timeclock	15s Watts	n/a
A2012052	Printer HP LaserJet	15s Watts	VNB3116701
A2012064	PC- HC COMPAQ 6300 Pro, 20 in Monitor	15s Watts	MXL23702H2
A2014004	Computer HP Pro Desk 100G1 with Monitor	15s Watts	MXL4192B6R
A2005039	Rubber Mat Flooring to Rink	15s Watts	n/a
A20040013	Fax Machine	16s Lakefront	n/a
A2012065	PC-HP COMPAQ 6300 PRO with Monitor	16s Lakefront	MXL2280VNW
A2012066	PC-HP COMPAQ 6300 PRO with Monitor	16s Lakefront	MXL2280VPJ
A2013002	Watchguard, Cisco Switch-Beach Conne	16s Lakefront	n/a
A2013007	Cash Register	16s Lakefront	SAM4S ER-920
420006290017	Park Bench	16s Lakefront	n/a
420006290018	Park Bench	16s Lakefront	n/a
420006290019	Park Bench	16s Lakefront	n/a
420006290020	Park Bench	16s Lakefront	n/a
420006290021	Park Bench	16s Lakefront	n/a
420006290022	Park Bench	16s Lakefront	n/a
420006290023	Park Bench	16s Lakefront	n/a
420006290024	Park Bench	16s Lakefront	n/a
420006290025	Park Bench	16s Lakefront	n/a
420006290026	Park Bench	16s Lakefront	n/a
420006290027	Park Bench	16s Lakefront	n/a
420006290028	Park Bench	16s Lakefront	n/a
420006290029	Park Bench	16s Lakefront	n/a
420006290030	Park Bench	16s Lakefront	n/a
420006290031	Park Bench	16s Lakefront	n/a

420006290032	Park Bench	16s Lakefront	n/a
420006290033	Park Bench	16s Lakefront	n/a
420006290034	Park Bench	16s Lakefront	n/a
420006290035	Park Bench	16s Lakefront	n/a
420006290036	Park Bench	16s Lakefront	n/a
420006290037	Park Bench	16s Lakefront	n/a
420006290038	Park Bench	16s Lakefront	n/a
420006290039	Park Bench	16s Lakefront	n/a
420006290040	Park Bench	16s Lakefront	n/a
420006290041	Park Bench	16s Lakefront	n/a
420006290042	Park Bench	16s Lakefront	n/a
420006290043	Park Bench	16s Lakefront	n/a
420006290044	Park Bench	16s Lakefront	n/a
420006290045	Park Bench	16s Lakefront	n/a
420006290046	Park Bench	16s Lakefront	n/a
420006290047	Park Bench	16s Lakefront	n/a
A2012032	Park Bench - 6' Grey	16s Lakefront	n/a
A2010010	Notebook Inspiron 1010	18n Perlman	8BDC1M1
A2005029	Boat Motor 9.9 Short Tiller	18n Perlman	n/a
A2006017	Rescue Boat 2005 Zodiac Inflatable	18n Perlman	XDC2485UA606 5SAAK49K08710754
A2009012	All-Terrain Vehicle, 2008 Suzuki	18n Perlman	8
A2010016	Refrigerator 20 Cubic Ft	22s - 233 Linden	n/a
A2010018	Stove-Gas 30 inch	22s - 233 Linden	n/a

hereinafter known as the “Property”; and

WHEREAS, pursuant to Section 8-22 of the Park District Code (70 ILCS 1205/8-22)(“Code”), every park district is authorized to sell or convey any personal property that in the opinion of three-fifths of the members of the Board of Park Commissioners then holding office is no longer necessary, useful to, or for the best interests of the park district, in any manner that they may designate and with or without advertising; and

WHEREAS, the Board of Park Commissioners of the Park District (“Board”) has reviewed a staff report finding that the Property is no longer necessary, useful to or for the best interests of the Park District and recommending to sell or otherwise convey in the following manner: to trade, otherwise convey, or dispose.

NOW, THEREFORE, IT IS HEREBY ORDAINED by the Board of Park Commissioners of the Glencoe Park District, Cook County, Illinois, as follows:

Section 1. The Board finds that all of the recitals contained in the preamble to this Ordinance are true and correct and does hereby incorporate them in this Ordinance by this reference.

Section 2. The Board finds that the Property is no longer necessary, useful to or for the best interests of the Park District and declares it to be for the best interests of the

SECRETARY'S CERTIFICATE

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

I HEREBY CERTIFY that the foregoing instrument is a true and correct copy of Ordinance No. 909:

**AN ORDINANCE DECLARING AS SURPLUS AND
AUTHORIZING THE SALE, CONVEYANCE OR DISPOSAL
OF SURPLUS PERSONAL PROPERTY OF THE
GLENCOE PARK DISTRICT, COOK COUNTY, ILLINOIS.**

adopted at a duly called Regular Meeting of the Board of Park Commissioners of the Glencoe Park District, held at Glencoe, Illinois, in said District at 7:00 p.m. on the 21st day of April 2020.

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

IN WITNESS WHEREOF, I hereunto affix my official signature and the seal of the Glencoe Park District at Glencoe, Illinois this 21st day of April 2020.

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

[SEAL]

MEMORANDUM

TO: Board of Park Commissioners
CC: Lisa Sheppard, Executive Director; Chris Leiner, Director of Parks and Facilities; Bobby Collins, Director of Recreation and Facilities
FROM: Carol Mensinger, Director of Finance and HR
SUBJECT: Annual Report – Bond Compliance
DATE: April 17, 2020

In April 2012, the Board passed Resolution No. 772, Approving a Tax-Exempt Bond Recordkeeping Policy for the Glencoe Park District, Cook County, Illinois. This resolution mandated an annual report to the Board to show post-bond issue compliance measures were taken by staff. These measures include a review of current contracts and records to determine whether tax advantaged obligations comply with applicable federal tax law.

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

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

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

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

Pride Dojo can be perhaps identified as the lone entity whose usage is the highest (178 days/per year), and *may* be considered towards the District's allowable "private business use." In calculating their square foot usage for their designated program area (Studio 124), it was determined their usage equated to less than 1% "private business use."

MEMORANDUM

In regards to the 2010 Series Bonds, there is currently only one “private business use” at Watts Ice Center – Dekhockey. (They provided off-season hockey on the studio rink for the months of September and October 2019, and look to do a similar set-up this off-season at Watts.)

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

State of Illinois)
) SS
County of Cook)

POST-ISSUANCE TAX COMPLIANCE REPORT

To: Board of Park Commissioners of the Glencoe Park District, Glencoe, Illinois

Pursuant to my responsibilities as the Compliance Officer as set forth in a Bond Record-Keeping Policy (the “*Policy*”) adopted by the Board of Park Commissioners (the “*Board*”), on the 21st day of April, 2020, I have prepared a report reviewing the District’s contracts and records to determine whether the Tax Advantages Obligations (as defined in the Policy), comply with the applicable federal tax requirements. In accordance with the proceedings and agreements under which the Tax Advantaged Obligations were issued, the District has covenanted generally to take all action necessary to comply with the applicable federal tax rules and regulations relating to the Tax Advantages Obligations, including covenants necessary to preserve the excludability of interest on the Tax Advantages Obligations from gross income for federal income taxation purposes. The following sets forth a summary demonstrating the District’s compliance with such covenants and expectations.

(a) *Records.* I have in my possession all of the records required under the Policy.

(b) *Arbitrage Rebate Liability.* I have reviewed the agreements of the District with respect to each issue of the Tax Advantaged Obligations. At this time, the District does not have any rebate liability to the U.S. Treasury.

(c) *Contract Review.* I have reviewed copies of all contracts and agreements of the District, including any leases, with respect to the use of any property owned by the District and acquired, constructed or otherwise financed or refinanced with the proceeds of the Tax Advantages Obligations and other records. At this time, each issue of the Tax Advantaged Obligations complies with the federal tax requirements applicable to such issue, including restrictions on private business use, private payments and private loans.

(d) *IRS Examinations or Inquiries.* The Internal Revenue Service (the "IRS") has not commenced an examination of any issue of the Tax Advantaged Obligations. The IRS has not requested a response to a compliance check, questionnaire or other inquiry.

Based on the foregoing, I believe that the District is currently in compliance with the applicable tax law requirements and no further action is necessary at this time. This report will be entered into the records of the District and made available to all members of the Board at the next regular meeting thereof.

Respectfully submitted this 21st day of April 2020.

By _____
Carol Mensinger, Co-Compliance Officer

By _____
Lisa Sheppard, Co-Compliance Officer

Glencoe Park District-FY19/20 Takiff Usage

Contractor	Agreement	Program	Room	Spring	Summer	Fall	Winter	Total Days
Amazing Minds	70% - Cont. 30% - PD	Amazing Minds	Multi-Purpose Room	11	0	14	8	33
Carole Pearlman	70% - Cont. 30% - PD	Art Classes	Community Room	11	0	14	8	33
Kim Bloomberg	70% - Cont. 30% - PD	Crafting with Kim	Community Room	10	0	13	8	31
Computer Explorers	70% - Cont. 30% - PD	Coding Classes	Community Room	22	0	26	16	64
Mad Science	70% - Cont. 30% - PD	Science Classes	Community Room	11	0	14	8	33
Sticky Fingers Cooking	70% - Cont. 30% - PD	Cooking Class	Multi-Purpose Room	22	0	26	8	56
Ciao Bella	70% - Cont. 30% - PD	Sewing Classes	Multi-Purpose Room	11	0	13	8	32
Sunshine Arts and Crafts	70% - Cont. 30% - PD	Art Classes	Community Room	11	0	13	8	32
Fitness Contractors-5 indiv	75% - Cont. 25% - PD	Fitness Classes	Fitness 123	45	45	64	50	204
Helen's Performing Arts	72% - Cont. 28% - PD	Broadway Bound	Community Room	22	0	0	14	36
Helen's Performing Arts	72% - Cont. 28% - PD	Dance Classes	Yoga 126	40	0	0	0	40
Sarah Hall Theatre Company	75% - Cont. 25% - PD	Broadway Bound	Community Room	0	0	36	0	36
Sarah Hall Theatre Company	75% - Cont. 25% - PD	Drama Classes	Multi-Purpose Room	24	0	36	24	84
Sarah Hall Theatre Company	75% - Cont. 25% - PD	Dance Classes	Yoga 126	0	0	100	56	156
Kids Heart Yoga	70% - Cont. 30% - PD	Yoga classes	Multi-Purpose Room	0	0	14	8	22
Hot Shots Sports	70% - Cont. 30% - PD	Sports Programs	Gym	12	0	16	7	35
Pride DoJo	75% - Cont. 25% - PD	Karate	Karate 124	40	24	42	56	162
Redline Atheltics	70% - Cont. 30% - PD	Sports Programs	Gym	0	0	14	11	25
Fencing	70% - Cont. 30% - PD	Fencing Class	Gym	8	10	14	11	43
Game On! Sports For Girls	70% - Cont. 30% - PD	Sports Programs	Gym	10	0	15	6	31
Rowing	75% - Cont. 25% - PD	Sports Programs	Fitness 123	8	0	14	8	30
Totals				318	79	498	323	1218

Rental Groups	# of Rental Days/per Year	Fitness Rentals	# of Rental Days/per Year
Congregation Hakafa	55	Boris, Helen	136
Music Lessons	58	Persico, Cristina	44
Writers Group	19	Nicolosi, Marianne	49
Our Place of new Trier	50		
Wiggleworms	92		
New Horizons Band	45		
Pride Dojo Private Lessons	178		
Ricky Spritz	38		
NSCI	27		



Glencoe Park District

Voucher List of Bills By Vendor Set

Payment Dates 03/12/2020 - 04/15/2020

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Vendor Set: AP Vendors - AP Vendors					
Vendor: 11510 - 1st Ayd Corp.					
1st Ayd Corp.	03/25/2020	12075	25-00-000-5412	Takiff Cleaning Supplies	225.94
Vendor 11510 - 1st Ayd Corp. Total:					225.94
Vendor: 10133 - Accuraty Solutions					
Accuraty Solutions	03/25/2020	12076	25-00-000-5321	Otly Website Hosting (Mar)	495.00
Vendor 10133 - Accuraty Solutions Total:					495.00
Vendor: 10098 - AFLAC					
AFLAC	04/15/2020	12147	10-00-000-2170	Supplemental Aflac Coverage	261.76
Vendor 10098 - AFLAC Total:					261.76
Vendor: 10739 - Airespring					
Airespring	04/02/2020	12106	25-00-000-5210	Takiff Fiber Internet	1,743.56
Vendor 10739 - Airespring Total:					1,743.56
Vendor: 10973 - Altamanu, Inc.					
Altamanu, Inc.	03/13/2020	12049	69-00-000-5553	Design Svcs - Connect Glencoe	22,352.15
Altamanu, Inc.	03/13/2020	12049	69-00-000-5553	Design Svcs - Connect Glencoe	12,670.00
Altamanu, Inc.	03/13/2020	12049	69-00-000-5570	Design Svcs - Duke Park	10,298.79
Altamanu, Inc.	03/25/2020	12077	69-00-000-5563	Design Svcs - Bluff Restoration	8,439.00
Vendor 10973 - Altamanu, Inc. Total:					53,759.94
Vendor: 10140 - Althoff Industries, Inc.					
Althoff Industries, Inc.	04/02/2020	12107	25-00-000-5355	Takiff HVAC Mo Maint - March ...	772.17
Vendor 10140 - Althoff Industries, Inc. Total:					772.17
Vendor: 10143 - Amalgamated Bank of Chicago					
Amalgamated Bank of Chicago	04/15/2020	12148	40-00-000-5010	Interest - 2010 Bonds	2,500.00
Vendor 10143 - Amalgamated Bank of Chicago Total:					2,500.00
Vendor: 10946 - Amazon Capital Services					
Amazon Capital Services	03/25/2020	12078	10-12-000-5401	Parks Office Supplies	49.89
Amazon Capital Services	03/25/2020	12078	10-12-000-5450	Parks Equipment Repairs Suppli...	309.88
Amazon Capital Services	03/25/2020	12078	10-12-000-5582	Parks Maintenance Equipment	76.98
Amazon Capital Services	03/25/2020	12078	25-00-000-5210	iPhone Case - Jenna	12.74
Amazon Capital Services	03/25/2020	12078	25-00-000-5401	Office Supplies - Takiff	35.34
Amazon Capital Services	03/25/2020	12078	25-00-000-5420	General Rec Supplies	182.64
Amazon Capital Services	03/25/2020	12078	25-00-000-5430	First Aid Supplies - Takiff	236.86
Amazon Capital Services	03/25/2020	12078	25-25-401-5400	ELC Supplies	80.85
Amazon Capital Services	03/25/2020	12078	25-25-402-5400	ELC Supplies	200.23
Amazon Capital Services	03/25/2020	12078	25-25-405-5400	K Readiness Supplies	8.09
Amazon Capital Services	03/25/2020	12078	25-25-615-5400	Ceramics Supplies	187.35
Amazon Capital Services	03/25/2020	12078	25-25-809-5400	CIT Supplies	25.94
Amazon Capital Services	03/25/2020	12078	25-25-951-5400	Leprechaun Event Supplies	234.19
Amazon Capital Services	03/25/2020	12078	25-26-000-5403	Day Care Program Supplies	617.06
Amazon Capital Services	03/25/2020	12078	25-26-000-5430	Day Care First Aid Supplies	93.29
Amazon Capital Services	03/25/2020	12078	25-27-000-5420	Credit - Takiff Fitness Supplies	-13.94
Amazon Capital Services	04/15/2020	12149	10-11-000-5420	General Admin Supplies	17.95
Amazon Capital Services	04/15/2020	12149	25-00-000-5210	Phone Supplies	29.80
Amazon Capital Services	04/15/2020	12149	25-00-000-5420	General Rec Supplies	515.34
Amazon Capital Services	04/15/2020	12149	25-26-000-5403	Day Care Pgm Supplies	57.24
Vendor 10946 - Amazon Capital Services Total:					2,957.72
Vendor: 10050 - Ancel, Glink P.C.					
Ancel, Glink P.C.	03/18/2020	12059	10-11-000-5310	Legal Services - Feb 2020	1,285.03
Ancel, Glink P.C.	04/09/2020	12125	10-11-000-5310	Legal Services - March 2020	2,365.00
Vendor 10050 - Ancel, Glink P.C. Total:					3,650.03

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Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Vendor: 10162 - AT & T					
AT & T	03/25/2020	12080	10-12-000-5210	Phone Svc - Parks	61.13
AT & T	03/25/2020	12080	10-13-000-5210	Phone Svc - Watts	50.37
AT & T	03/25/2020	12080	25-00-000-5210	Phone Svc - Takiff	1,407.59
Vendor 10162 - AT & T Total:					1,519.09
Vendor: 10455 - AT & T					
AT & T	04/09/2020	12126	10-14-000-5210	DSL Service - Beach	172.29
Vendor 10455 - AT & T Total:					172.29
Vendor: 10473 - BMO Harris Bank N.A.					
BMO Harris Bank N.A.	03/13/2020	12050	10-11-000-5340	Legislative Conference Registrat...	205.00
BMO Harris Bank N.A.	03/13/2020	12050	10-11-000-5342	Admin Meeting Supplies	63.15
BMO Harris Bank N.A.	03/13/2020	12050	10-12-000-5340	Legislative Conference Registrat...	131.00
BMO Harris Bank N.A.	03/13/2020	12050	10-12-000-5351	Parks Truck Bed Lining	520.00
BMO Harris Bank N.A.	03/13/2020	12050	10-12-000-5497	Bike Repair Station Parts	180.00
BMO Harris Bank N.A.	03/13/2020	12050	10-12-000-5585	Little Free Library	588.32
BMO Harris Bank N.A.	03/13/2020	12050	25-00-000-5210	iCloud Storage (March)	0.99
BMO Harris Bank N.A.	03/13/2020	12050	25-00-000-5321	Constant Contact Svcs	132.81
BMO Harris Bank N.A.	03/13/2020	12050	25-00-000-5340	Legislative Conference Registrat...	131.00
BMO Harris Bank N.A.	03/13/2020	12050	25-00-000-5341	Tolls for District Vehicles	37.50
BMO Harris Bank N.A.	03/13/2020	12050	25-25-310-5400	Art Supplies	426.75
BMO Harris Bank N.A.	03/13/2020	12050	25-25-402-5300	Contractual - ELC Field Trip	252.00
BMO Harris Bank N.A.	03/13/2020	12050	25-25-801-5300	Contractual - Camp Trip Deposit	1,980.50
BMO Harris Bank N.A.	03/13/2020	12050	25-25-810-5300	Contractual - Camp Trip Deposits	680.50
BMO Harris Bank N.A.	03/13/2020	12050	25-25-932-5300	Contractual - School Day Off Trip	1,340.13
BMO Harris Bank N.A.	03/13/2020	12050	25-26-000-5342	Dinner for Day Care Staff Traini...	510.58
BMO Harris Bank N.A.	03/18/2020	12060	10-11-000-5340	Admin Training/Registration Ex...	858.51
BMO Harris Bank N.A.	03/18/2020	12060	10-11-000-5342	Commissioner Condolence Flo...	91.80
BMO Harris Bank N.A.	03/18/2020	12060	10-11-000-5342	Admin Staff Outing	419.74
BMO Harris Bank N.A.	03/18/2020	12060	10-11-000-5402	Digital Newspaper Subscription	27.72
BMO Harris Bank N.A.	03/18/2020	12060	10-11-000-5730	Notary Supplies	51.02
BMO Harris Bank N.A.	03/18/2020	12060	10-12-000-5491	Greenhouse Supplies	647.78
BMO Harris Bank N.A.	03/18/2020	12060	25-00-000-5210	iCloud Storage	1.98
BMO Harris Bank N.A.	03/18/2020	12060	25-00-000-5301	Postage	23.25
BMO Harris Bank N.A.	03/18/2020	12060	25-00-000-5342	FEMA Pre-Meeting	9.52
BMO Harris Bank N.A.	03/18/2020	12060	25-00-000-5360	iCloud Storage	0.99
BMO Harris Bank N.A.	03/18/2020	12060	25-00-000-5360	Nextdoor Ad	17.54
BMO Harris Bank N.A.	03/18/2020	12060	25-00-000-5360	Facebook Marketing	28.19
BMO Harris Bank N.A.	03/18/2020	12060	25-00-000-5360	Banners	169.93
BMO Harris Bank N.A.	03/18/2020	12060	25-00-000-5360	GPD Stationery	503.25
BMO Harris Bank N.A.	03/18/2020	12060	25-00-000-5362	Photography	88.00
BMO Harris Bank N.A.	03/18/2020	12060	25-00-000-5404	Camp Docs Software	1,000.00
BMO Harris Bank N.A.	03/18/2020	12060	25-00-000-5420	General Rec Supplies	146.99
BMO Harris Bank N.A.	03/18/2020	12060	25-00-000-5483	Takiff Ceiling Tile Repair	463.14
BMO Harris Bank N.A.	03/18/2020	12060	25-25-310-5400	Adult Art Supplies	529.61
BMO Harris Bank N.A.	03/18/2020	12060	25-25-601-5300	Kids Club Brightwheel App	150.00
BMO Harris Bank N.A.	03/18/2020	12060	25-25-605-5300	Babysitter Certifications	234.00
BMO Harris Bank N.A.	03/18/2020	12060	25-25-615-5400	Ceramics Supplies	454.56
BMO Harris Bank N.A.	03/18/2020	12060	25-25-791-5400	Pickleball Supplies	35.36
BMO Harris Bank N.A.	03/18/2020	12060	25-25-801-5300	Corr - Underpaid due to PM Ma...	0.94
BMO Harris Bank N.A.	03/18/2020	12060	25-25-932-5300	Contractual - Sch Day Off Trips	1,156.80
BMO Harris Bank N.A.	03/18/2020	12060	25-26-000-5360	Care.com Subscription	75.00
BMO Harris Bank N.A.	03/18/2020	12060	25-26-000-5404	Day Care Brightwheel App	175.00
BMO Harris Bank N.A.	03/18/2020	12060	25-27-000-5210	Takiff Fitness TV/Internet	167.99
BMO Harris Bank N.A.	03/18/2020	12060	45-00-000-5340	CPR/AED/FA Staff Certs	900.00
BMO Harris Bank N.A.	04/15/2020	12150	10-11-000-5340	Leadership Training Institute Re...	112.00
BMO Harris Bank N.A.	04/15/2020	12150	10-11-000-5340	REFUND - Legislative Conf	-205.00
BMO Harris Bank N.A.	04/15/2020	12150	10-11-000-5342	Registration Day Donuts	28.32
BMO Harris Bank N.A.	04/15/2020	12150	10-11-000-5402	Digital Newspaper Subscription	27.72
BMO Harris Bank N.A.	04/15/2020	12150	10-11-000-5404	Zoom Computer Programs	149.90
BMO Harris Bank N.A.	04/15/2020	12150	10-11-000-5420	Notary Stamp - Lauren	21.85

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Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
BMO Harris Bank N.A.	04/15/2020	12150	10-12-000-5340	REFUND - Legislative Conf	-131.00
BMO Harris Bank N.A.	04/15/2020	12150	10-12-000-5990	COVID Signage	1,907.80
BMO Harris Bank N.A.	04/15/2020	12150	10-12-000-5990	Beach Closure Fencing (COVID ...	1,493.14
BMO Harris Bank N.A.	04/15/2020	12150	25-00-000-5210	iCloud Storage	2.97
BMO Harris Bank N.A.	04/15/2020	12150	25-00-000-5321	Constant Contact Email Marketi...	132.81
BMO Harris Bank N.A.	04/15/2020	12150	25-00-000-5340	REFUND - Legislative Conf	-131.00
BMO Harris Bank N.A.	04/15/2020	12150	25-00-000-5360	iCloud Storage	0.99
BMO Harris Bank N.A.	04/15/2020	12150	25-00-000-5360	Facebook Marketing	36.49
BMO Harris Bank N.A.	04/15/2020	12150	25-00-000-5362	Shutterstock Photography	176.00
BMO Harris Bank N.A.	04/15/2020	12150	25-00-000-5404	Zoom Meetings - Rec	149.90
BMO Harris Bank N.A.	04/15/2020	12150	25-00-000-5404	Zoom Meetings - EC	149.90
BMO Harris Bank N.A.	04/15/2020	12150	25-25-601-5300	Brightwheel Kids Club App	150.00
BMO Harris Bank N.A.	04/15/2020	12150	25-25-601-5400	Kids Club Online Games	244.80
BMO Harris Bank N.A.	04/15/2020	12150	25-25-615-5400	Ceramics Supplies	131.35
BMO Harris Bank N.A.	04/15/2020	12150	25-25-801-5300	Contractual Camp Trip Deposit	677.61
BMO Harris Bank N.A.	04/15/2020	12150	25-25-833-5300	Contractual Camp Field Trip	826.00
BMO Harris Bank N.A.	04/15/2020	12150	25-25-905-5400	Egg Hunt Supplies	2,022.90
BMO Harris Bank N.A.	04/15/2020	12150	25-25-932-5300	Contractual - Sch Day Off Trip	149.90
BMO Harris Bank N.A.	04/15/2020	12150	25-25-932-5300	CREDIT - Contractual Sch Day Of...	-100.00
BMO Harris Bank N.A.	04/15/2020	12150	25-25-932-5300	CREDIT - Contractual Sch Day Of...	-480.00
BMO Harris Bank N.A.	04/15/2020	12150	25-26-000-5360	Care.com Job Subscriptions	75.00
BMO Harris Bank N.A.	04/15/2020	12150	25-26-000-5403	Activity Bags for EC (COVID Clos...	35.00
BMO Harris Bank N.A.	04/15/2020	12150	25-26-000-5404	Zoom Meetings - Day Care	149.90
BMO Harris Bank N.A.	04/15/2020	12150	25-26-000-5404	Day Care Brightwheel App	175.00
BMO Harris Bank N.A.	04/15/2020	12150	25-27-000-5210	Takiff Fitness TV/Internet	167.99
Vendor 10473 - BMO Harris Bank N.A. Total:					23,757.08
Vendor: 10182 - BSN Sports					
BSN Sports	03/13/2020	12052	10-12-000-5584	Tennis Supplies	473.79
BSN Sports	03/25/2020	12081	10-12-000-5584	Tennis Net Posts - Shelton	685.98
Vendor 10182 - BSN Sports Total:					1,159.77
Vendor: 10656 - Call One					
Call One	04/15/2020	12153	25-00-000-5210	T1 Line - Watts	365.68
Vendor 10656 - Call One Total:					365.68
Vendor: 10552 - Chicago Tribune Media Group					
Chicago Tribune Media Group	04/15/2020	12154	10-11-000-5311	Legal Notices	17.45
Vendor 10552 - Chicago Tribune Media Group Total:					17.45
Vendor: 10505 - Comcast					
Comcast	03/13/2020	12053	10-12-000-5210	Internet Svc - Parks (March)	114.00
Comcast	03/25/2020	12082	10-13-000-5210	Internet/Cable TV - Watts (Mar)	209.74
Comcast	04/15/2020	12155	10-13-000-5210	Internet Svc - Watts	114.00
Vendor 10505 - Comcast Total:					437.74
Vendor: 10208 - Commonwealth Edison					
Commonwealth Edison	04/02/2020	12123	10-12-000-5230	Electricity-Linden House	32.58
Commonwealth Edison	04/09/2020	12127	10-12-000-5230	Electricity - Parks (March 2020)	723.08
Commonwealth Edison	04/09/2020	12127	10-13-000-5230	Electricity - Watts (March 2020)	5,242.96
Commonwealth Edison	04/09/2020	12127	10-14-000-5230	Electricity - Beach (March 2020)	198.22
Commonwealth Edison	04/09/2020	12127	10-15-000-5230	Electricity - Boathouse (March ...	32.38
Commonwealth Edison	04/09/2020	12127	25-00-000-5230	Electricity - Takiff (March 2020)	6,830.41
Vendor 10208 - Commonwealth Edison Total:					13,059.63
Vendor: 10215 - Craftwood Lumber Company					
Craftwood Lumber Company	04/09/2020	12128	10-14-000-5481	Beach Construction Supplies	2,527.30
Craftwood Lumber Company	04/09/2020	12128	25-00-000-5412	Takiff Cleaning Supplies	226.26
Vendor 10215 - Craftwood Lumber Company Total:					2,753.56
Vendor: 11398 - Creekside Operating, LLC					
Creekside Operating, LLC	03/25/2020	12070	25-00-000-5360	Spring/Summer Brochure	5,964.00
Vendor 11398 - Creekside Operating, LLC Total:					5,964.00

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Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Vendor: 10322 - Custom Sign Consultants, Inc.					
Custom Sign Consultants, Inc.	03/18/2020	12062	25-00-000-5451	Takiff Restroom Upgraded Signs...	475.00
Vendor 10322 - Custom Sign Consultants, Inc. Total:					475.00
Vendor: 10324 - Decatur Blueprint, Inc.					
Decatur Blueprint, Inc.	03/25/2020	12083	25-00-000-5360	Spring Kiosk Signs	281.34
Vendor 10324 - Decatur Blueprint, Inc. Total:					281.34
Vendor: 10333 - Dermatec Direct					
Dermatec Direct	03/25/2020	12084	25-25-401-5400	ELC Diapering Supplies	75.00
Dermatec Direct	03/25/2020	12084	25-25-403-5400	ELC Diapering Supplies	100.00
Dermatec Direct	03/25/2020	12084	25-26-000-5430	Day Care Diapering Gloves	990.61
Vendor 10333 - Dermatec Direct Total:					1,165.61
Vendor: 10341 - Excalibur Technology Corporation					
Excalibur Technology Corporati...	04/02/2020	12108	10-11-000-5404	Go Daddy Renewal (2 Yr)	258.00
Excalibur Technology Corporati...	04/09/2020	12129	10-11-000-5355	TSS - May	6,115.80
Excalibur Technology Corporati...	04/09/2020	12129	25-00-000-5321	WebTrac Hosting - May	749.00
Excalibur Technology Corporati...	04/15/2020	12156	65-00-020-5502	Watts Watchguard	1,117.75
Vendor 10341 - Excalibur Technology Corporation Total:					8,240.55
Vendor: 10207 - F.E. Moran, Inc.					
F.E. Moran, Inc.	03/25/2020	12071	25-00-000-5355	Fire Extinguisher Recharge/Cert ..	870.00
Vendor 10207 - F.E. Moran, Inc. Total:					870.00
Vendor: 10402 - F.J. Kerrigan Plumbing Co.					
F.J. Kerrigan Plumbing Co.	03/25/2020	12085	25-00-000-5352	Emergency Roof Drain Repair - ...	2,299.68
Vendor 10402 - F.J. Kerrigan Plumbing Co. Total:					2,299.68
Vendor: 11518 - FastSigns Northbrook					
FastSigns Northbrook	04/02/2020	12109	25-00-000-5360	Social Distancing Signs - Parks/...	893.08
FastSigns Northbrook	04/02/2020	12109	25-00-000-5360	Social Distancing Signs - Parks/...	204.87
Vendor 11518 - FastSigns Northbrook Total:					1,097.95
Vendor: 10570 - FP Mailing Solutions					
FP Mailing Solutions	04/09/2020	12130	10-11-000-5370	Postage Machine Rental	152.85
Vendor 10570 - FP Mailing Solutions Total:					152.85
Vendor: 10352 - Frontline Technologies Group, LLC					
Frontline Technologies Group, L...	03/25/2020	12086	10-11-000-5404	Annual Fee - Applitrack	1,100.92
Frontline Technologies Group, L...	03/25/2020	12086	25-00-000-5404	Annual Fee - Applitrack	1,100.93
Vendor 10352 - Frontline Technologies Group, LLC Total:					2,201.85
Vendor: 10346 - Fun Express					
Fun Express	03/25/2020	12087	25-25-951-5400	Leprechaun Event Supplies	221.90
Vendor 10346 - Fun Express Total:					221.90
Vendor: 10361 - Glencoe Junior High Project					
Glencoe Junior High Project	04/02/2020	12110	25-00-000-5740	Qtly Contribution	2,500.00
Vendor 10361 - Glencoe Junior High Project Total:					2,500.00
Vendor: 10364 - Glencoe Youth Services					
Glencoe Youth Services	04/02/2020	12111	25-00-000-5740	Qtly Contribution (incl. SNAP)	2,750.00
Vendor 10364 - Glencoe Youth Services Total:					2,750.00
Vendor: 10370 - Grainger Inc.					
Grainger Inc.	03/13/2020	12054	25-00-000-5412	Takiff Cleaning Supplies	2,324.17
Grainger Inc.	03/13/2020	12054	25-26-000-5412	Day Care Cleaning Supplies	254.80
Grainger Inc.	03/13/2020	12054	25-26-000-5460	Day Care Food Prep Supplies	121.22
Grainger Inc.	04/02/2020	12112	25-00-000-5412	Takiff Cleaning Supplies	200.19
Grainger Inc.	04/02/2020	12112	25-26-000-5460	Day Care Food Prep Supplies	58.69
Grainger Inc.	04/15/2020	12157	10-12-000-5401	Parks Office Supplies	11.50
Grainger Inc.	04/15/2020	12157	10-12-000-5430	Parks First Aid Supplies	88.00
Grainger Inc.	04/15/2020	12157	10-12-000-5990	Parks Contingency - COVID Supp..	1,065.41
Grainger Inc.	04/15/2020	12157	25-00-000-5412	Takiff Cleaning Supplies	1,321.94
Grainger Inc.	04/15/2020	12157	25-00-000-5486	Takiff Plumbing Supplies	65.10
Vendor 10370 - Grainger Inc. Total:					5,511.02

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Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Vendor: 10325 - Grand Food Center					
Grand Food Center	03/25/2020	12072	25-26-000-5409	Day Care Milk - Feb 2020	56.40
Grand Food Center	03/25/2020	12088	25-26-000-5409	Day Care Milk/Food - March	180.87
Vendor 10325 - Grand Food Center Total:					237.27
Vendor: 11282 - Hacienda Landscaping					
Hacienda Landscaping	04/09/2020	12131	69-00-000-2290	Construction - Takiff Playgrd/Re...	25,377.76
Hacienda Landscaping	04/09/2020	12131	69-00-000-5561	Construction - Takiff Playgrd/Re...	92,809.31
Vendor 11282 - Hacienda Landscaping Total:					118,187.07
Vendor: 10384 - Home Depot Credit Services					
Home Depot Credit Services	03/25/2020	12073	25-00-000-5481	Takiff Bldg Equip - Feb 2020	277.82
Home Depot Credit Services	03/25/2020	12073	25-00-000-5588	Takiff Bldg Improve- Feb 2020	2,562.90
Home Depot Credit Services	03/25/2020	12102	10-14-000-5481	Beach Construction Supplies - ...	714.31
Vendor 10384 - Home Depot Credit Services Total:					3,555.03
Vendor: 10100 - IL Dept of Revenue					
IL Dept of Revenue	03/13/2020	DFT0000994	10-00-000-2110	IL State Tax W/H	6,076.77
IL Dept of Revenue	03/27/2020	DFT0000999	10-00-000-2110	IL State Tax W/H	5,694.93
IL Dept of Revenue	04/10/2020	DFT0001006	10-00-000-2110	IL State Tax W/H	5,339.31
IL Dept of Revenue	04/10/2020	DFT0001011	10-00-000-2110	IL State Tax W/H	42.94
Vendor 10100 - IL Dept of Revenue Total:					17,153.95
Vendor: 10101 - Illinois Municipal Retirement Fund					
Illinois Municipal Retirement Fu...	03/30/2020	DFT0001001	10-00-000-2150	IMRF Contributions - March	40,570.13
Illinois Municipal Retirement Fu...	03/30/2020	DFT0001001	10-00-000-2155	IMRF VAC Contrib - March	5,006.00
Vendor 10101 - Illinois Municipal Retirement Fund Total:					45,576.13
Vendor: 10106 - IRS/Dept of Treasury					
IRS/Dept of Treasury	03/13/2020	DFT0000992	10-00-000-2120	Social Security W/H	17,169.60
IRS/Dept of Treasury	03/13/2020	DFT0000993	10-00-000-2130	Medicare	4,015.46
IRS/Dept of Treasury	03/13/2020	DFT0000995	10-00-000-2100	Fed Income Tax W/H	11,649.03
IRS/Dept of Treasury	03/27/2020	DFT0000997	10-00-000-2120	Social Security W/H	16,130.34
IRS/Dept of Treasury	03/27/2020	DFT0000998	10-00-000-2130	Medicare	3,772.48
IRS/Dept of Treasury	03/27/2020	DFT0001000	10-00-000-2100	Fed Income Tax W/H	10,704.61
IRS/Dept of Treasury	04/10/2020	DFT0001004	10-00-000-2120	Social Security W/H	15,213.42
IRS/Dept of Treasury	04/10/2020	DFT0001005	10-00-000-2130	Medicare	3,557.98
IRS/Dept of Treasury	04/10/2020	DFT0001007	10-00-000-2100	Fed Income Tax W/H	10,175.86
IRS/Dept of Treasury	04/10/2020	DFT0001009	10-00-000-2120	Social Security W/H	124.24
IRS/Dept of Treasury	04/10/2020	DFT0001010	10-00-000-2130	Medicare	29.06
IRS/Dept of Treasury	04/10/2020	DFT0001012	10-00-000-2100	Fed Income Tax W/H	69.85
Vendor 10106 - IRS/Dept of Treasury Total:					92,611.93
Vendor: 10399 - Jorson & Carlson Company Inc.					
Jorson & Carlson Company Inc.	03/13/2020	12055	10-13-000-5356	Zamboni Blade Sharpening	37.30
Vendor 10399 - Jorson & Carlson Company Inc. Total:					37.30
Vendor: 11485 - Jozef Cabaj					
Jozef Cabaj	03/18/2020	12063	10-13-000-5354	Watts Cleaning Svcs (Bal Due) - ...	750.00
Vendor 11485 - Jozef Cabaj Total:					750.00
Vendor: 10404 - Konica Minolta Business Solutions USA Inc.					
Konica Minolta Business Solutio...	03/18/2020	12064	10-11-000-5355	Copy Machine Mo Maint - Feb ...	63.56
Konica Minolta Business Solutio...	03/18/2020	12064	25-00-000-5355	Copy Machine Mo Maint - Feb ...	239.09
Konica Minolta Business Solutio...	04/15/2020	12158	10-11-000-5355	Copy Machine Main	188.18
Konica Minolta Business Solutio...	04/15/2020	12158	25-00-000-5355	Copy Machine Main	156.07
Vendor 10404 - Konica Minolta Business Solutions USA Inc. Total:					646.90
Vendor: 10406 - Lakeshore Learning Material					
Lakeshore Learning Material	03/25/2020	12090	25-25-405-5400	ELC Program Supplies	26.98
Lakeshore Learning Material	03/25/2020	12090	25-26-000-5403	Day Care Pgm Supplies	114.43
Lakeshore Learning Material	03/25/2020	12090	25-26-000-5403	CREDIT Day Care Program Suppl...	-8.05
Vendor 10406 - Lakeshore Learning Material Total:					133.36
Vendor: 10360 - Lowe's Business Acct/GEMB					
Lowe's Business Acct/GEMB	04/09/2020	12132	10-14-000-5481	Construction Supplies - Beach	10.43
Vendor 10360 - Lowe's Business Acct/GEMB Total:					10.43

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Vendor: 11263 - Martin Lopez					
Martin Lopez	04/09/2020	12133	10-12-000-5350	Bee Keeping Svcs	4,250.00
Vendor 11263 - Martin Lopez Total:					4,250.00
Vendor: 10174 - MCI					
MCI	04/02/2020	12113	25-00-000-5210	Long Distance Phone Svc	73.33
Vendor 10174 - MCI Total:					73.33
Vendor: 10111 - Midland Funding LLC					
Midland Funding LLC	03/13/2020	12018	10-00-000-2190	Garnishment-Aviles,Case #18SC...	231.26
Midland Funding LLC	03/27/2020	12066	10-00-000-2190	Garnishment-Aviles,Case #18SC...	206.18
Vendor 10111 - Midland Funding LLC Total:					437.44
Vendor: 11519 - Midwest Mechanical					
Midwest Mechanical	04/02/2020	12114	10-12-000-5355	Maint Svc Agreements - Parks (...)	298.00
Midwest Mechanical	04/02/2020	12114	10-13-000-5355	Maint Svc Agreements - Watts	2,179.00
Vendor 11519 - Midwest Mechanical Total:					2,477.00
Vendor: 10213 - Mutual Ace Hardware					
Mutual Ace Hardware	04/09/2020	12134	10-12-000-5370	Rental Equipment - Parks	252.00
Vendor 10213 - Mutual Ace Hardware Total:					252.00
Vendor: 10103 - NCPERS-IL IMRF					
NCPERS-IL IMRF	03/13/2020	12019	10-00-000-2160	IMRF Life-#03298	80.00
NCPERS-IL IMRF	04/10/2020	12119	10-00-000-2160	IMRF Life-#03298	80.00
Vendor 10103 - NCPERS-IL IMRF Total:					160.00
Vendor: 10217 - Nels J. Johnson Tree Experts Inc.					
Nels J. Johnson Tree Experts Inc.	03/25/2020	12091	10-12-000-5590	Tree Removal - Linden House	1,447.50
Vendor 10217 - Nels J. Johnson Tree Experts Inc. Total:					1,447.50
Vendor: 11424 - Noggin Builders, LLC					
Noggin Builders, LLC	04/09/2020	12135	25-25-491-5300	Contractual - Jr Builders Class (...)	592.40
Vendor 11424 - Noggin Builders, LLC Total:					592.40
Vendor: 10224 - North Shore Gas Company					
North Shore Gas Company	03/25/2020	12092	10-13-000-5220	Gas/Heat - Watts	300.99
North Shore Gas Company	03/25/2020	12092	25-00-000-5220	Gas/Heat - Takiff	1,425.09
North Shore Gas Company	04/02/2020	12115	10-12-000-5220	Gas/Heat - Parks	782.26
North Shore Gas Company	04/02/2020	12115	10-14-000-5220	Gas/Heat - Beach	39.15
Vendor 10224 - North Shore Gas Company Total:					2,547.49
Vendor: 10085 - Ole Spanish Services LLC					
Ole Spanish Services LLC	04/09/2020	12136	25-25-402-5300	Contractual - ELC Spanish Classes	100.00
Ole Spanish Services LLC	04/09/2020	12136	25-26-000-5386	Contractual - Day Care Spanish ...	200.00
Vendor 10085 - Ole Spanish Services LLC Total:					300.00
Vendor: 10233 - Orkin Pest Control					
Orkin Pest Control	04/02/2020	12116	25-00-000-5355	Takiff Mo Exterminator - April	187.30
Vendor 10233 - Orkin Pest Control Total:					187.30
Vendor: 10235 - Otis Elevator Company					
Otis Elevator Company	04/09/2020	12137	25-00-000-5355	Takiff Elevator Mo Maint - April	498.83
Vendor 10235 - Otis Elevator Company Total:					498.83
Vendor: 10110 - PACT Administrative Services Corp					
PACT Administrative Services C...	03/25/2020	12093	10-00-000-2175	FSA Plan Contrib - March	1,803.16
PACT Administrative Services C...	03/25/2020	12094	10-11-000-5600	Sect 125 Plan - April	91.00
Vendor 10110 - PACT Administrative Services Corp Total:					1,894.16
Vendor: 10104 - Partnership Financial Credit Union					
Partnership Financial Credit Uni...	03/13/2020	12020	10-00-000-2180	#110071680 Barrios	120.00
Partnership Financial Credit Uni...	03/13/2020	12020	10-00-000-2180	#86720 Janis	30.00
Partnership Financial Credit Uni...	03/13/2020	12020	10-00-000-2180	#95910 Mensinger	275.00
Partnership Financial Credit Uni...	03/13/2020	12020	10-00-000-2180	#880010320 Stowick	20.00
Partnership Financial Credit Uni...	03/27/2020	12067	10-00-000-2180	#110071680 Barrios	120.00
Partnership Financial Credit Uni...	03/27/2020	12067	10-00-000-2180	#86720 Janis	30.00
Partnership Financial Credit Uni...	03/27/2020	12067	10-00-000-2180	#95910 Mensinger	275.00
Partnership Financial Credit Uni...	03/27/2020	12067	10-00-000-2180	#880010320 Stowick	20.00

Voucher List of Bills

Payment Dates: 03/12/2020 - 04/15/2020

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Partnership Financial Credit Uni...	04/10/2020	12120	10-00-000-2180	#110071680 Barrios	120.00
Partnership Financial Credit Uni...	04/10/2020	12120	10-00-000-2180	#86720 Janis	30.00
Partnership Financial Credit Uni...	04/10/2020	12120	10-00-000-2180	#95910 Mensinger	275.00
Partnership Financial Credit Uni...	04/10/2020	12120	10-00-000-2180	#880010320 Stowick	20.00
Vendor 10104 - Partnership Financial Credit Union Total:					1,335.00
Vendor: 10242 - PDRMA					
PDRMA	03/25/2020	12074	10-14-000-5340	Aquatics Risk Mgmt Training - F...	35.00
PDRMA	03/25/2020	12095	10-11-000-5600	Health Insurance - March	34,592.84
PDRMA	03/25/2020	12095	25-26-000-5600	Health Insurance - March	13,720.42
PDRMA	03/30/2020	12103	10-11-000-5600	Addl March Due-HRA	1,587.92
Vendor 10242 - PDRMA Total:					49,936.18
Vendor: 10247 - Piero's Pizza - Highland Park					
Piero's Pizza - Highland Park	03/25/2020	12096	25-00-000-5342	Emergency COVID Plan Mtg	160.55
Vendor 10247 - Piero's Pizza - Highland Park Total:					160.55
Vendor: 10249 - Pioneer Manufacturing Co.					
Pioneer Manufacturing Co.	03/13/2020	12056	25-25-703-5400	AYSO Field Maintenance Suppli...	8,410.00
Pioneer Manufacturing Co.	03/13/2020	12056	25-25-722-5400	GBA Field Maintenance Supplies	267.50
Vendor 10249 - Pioneer Manufacturing Co. Total:					8,677.50
Vendor: 10248 - Pioneer Press					
Pioneer Press	04/09/2020	12138	10-11-000-5402	Glencoe News Subscription	39.00
Vendor 10248 - Pioneer Press Total:					39.00
Vendor: 10259 - Quill Corporation					
Quill Corporation	03/13/2020	12057	10-11-000-5420	General Admin Supplies	4.23
Quill Corporation	03/13/2020	12057	25-00-000-5401	Office Supplies - Takiff	100.09
Quill Corporation	03/25/2020	12097	25-00-000-5401	Office Supplies - Rec	517.15
Quill Corporation	03/25/2020	12097	25-00-000-5420	General Rec Supplies	144.99
Quill Corporation	03/25/2020	12097	25-25-401-5400	ELC Supplies	19.99
Quill Corporation	03/25/2020	12097	25-25-402-5400	ELC Supplies	20.00
Quill Corporation	03/25/2020	12097	25-25-403-5400	ELC Supplies	20.00
Quill Corporation	03/25/2020	12097	25-26-000-5401	Office Supplies - Day Care	19.99
Vendor 10259 - Quill Corporation Total:					846.44
Vendor: 10269 - RMC Inc.					
RMC Inc.	04/09/2020	12139	10-13-000-5357	Watts Refrig Mo Maint - April	281.00
Vendor 10269 - RMC Inc. Total:					281.00
Vendor: 11320 - Roundy's Inc.					
Roundy's Inc.	04/15/2020	12159	10-11-000-5342	Health Screening Luncheon	179.00
Roundy's Inc.	04/15/2020	12159	25-25-413-5400	Presch Enrich Supplies	8.47
Roundy's Inc.	04/15/2020	12159	25-26-000-5403	Day Care Program Supplies	74.02
Vendor 11320 - Roundy's Inc. Total:					261.49
Vendor: 10272 - Rydin Decal					
Rydin Decal	03/25/2020	12098	10-15-000-5420	2020 Boat Decals	561.08
Vendor 10272 - Rydin Decal Total:					561.08
Vendor: 10275 - Sam's Club Direct Commercial Account Program					
Sam's Club Direct Commercial A...	04/02/2020	12117	25-00-000-5412	Takiff Cleaning Supplies	59.90
Sam's Club Direct Commercial A...	04/02/2020	12117	25-00-000-5420	General Rec Supplies	208.91
Sam's Club Direct Commercial A...	04/02/2020	12117	25-25-316-5400	Adult Art Workshop Supplies	16.96
Vendor 10275 - Sam's Club Direct Commercial Account Program Total:					285.77
Vendor: 11160 - Shaun Christopher Whitley					
Shaun Christopher Whitley	03/25/2020	12099	25-25-401-5300	Contractual - ELC Music Classes	75.00
Shaun Christopher Whitley	03/25/2020	12099	25-25-402-5300	Contractual - ELC Music Classes	75.00
Shaun Christopher Whitley	03/25/2020	12099	25-25-403-5300	Contractual - ELC Music Classes	75.00
Shaun Christopher Whitley	03/25/2020	12099	25-25-415-5300	Contractual - Presch Enrich Mus...	650.00
Shaun Christopher Whitley	03/25/2020	12099	25-26-000-5386	Contractual - Day Care Music Cl...	225.00
Vendor 11160 - Shaun Christopher Whitley Total:					1,100.00
Vendor: 10279 - Sherwin-Williams Company					
Sherwin-Williams Company	04/09/2020	12140	10-12-000-5483	Paint - Parks	125.87

Voucher List of Bills

Payment Dates: 03/12/2020 - 04/15/2020

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Sherwin-Williams Company	04/09/2020	12140	25-00-000-5483	Paint - Takiff	374.74
Vendor 10279 - Sherwin-Williams Company Total:					500.61
Vendor: 10285 - Specialty Floors, Inc.					
Specialty Floors, Inc.	04/09/2020	12141	25-00-000-5350	Takiff Gym Floor Refinish	2,728.00
Vendor 10285 - Specialty Floors, Inc. Total:					2,728.00
Vendor: 11436 - SportsEngine Inc.					
SportsEngine Inc.	04/09/2020	12142	45-00-000-5335	Background Checks - March	37.00
Vendor 11436 - SportsEngine Inc. Total:					37.00
Vendor: 10108 - State Disbursement Unit					
State Disbursement Unit	03/13/2020	12021	10-00-000-2190	M Barrios,FIPS#1703100/2013...	195.90
State Disbursement Unit	03/27/2020	12068	10-00-000-2190	M Barrios,FIPS#1703100/2013...	195.90
State Disbursement Unit	04/10/2020	12121	10-00-000-2190	M Barrios,FIPS#1703100/2013...	195.90
Vendor 10108 - State Disbursement Unit Total:					587.70
Vendor: 11414 - Sysco Chicago, Inc.					
Sysco Chicago, Inc.	04/15/2020	12160	25-26-000-5409	Day Care Food Supplies	991.64
Sysco Chicago, Inc.	04/15/2020	12160	25-26-000-5460	Day Care Food Prep Supplies	49.03
Vendor 11414 - Sysco Chicago, Inc. Total:					1,040.67
Vendor: 10720 - Tebon's Gas Station					
Tebon's Gas Station	04/09/2020	12143	10-13-000-5480	Propane - Zamboni	94.00
Vendor 10720 - Tebon's Gas Station Total:					94.00
Vendor: 10294 - Telcom Innovations Group					
Telcom Innovations Group	03/25/2020	12100	10-11-000-5355	Phone Support Svcs	65.00
Telcom Innovations Group	04/09/2020	12144	10-11-000-5355	Annual Phone Sys Maint	3,200.00
Vendor 10294 - Telcom Innovations Group Total:					3,265.00
Vendor: 11506 - The Home Depot Pro					
The Home Depot Pro	03/13/2020	12058	25-00-000-5412	Takiff Cleaning Supplies	323.40
Vendor 11506 - The Home Depot Pro Total:					323.40
Vendor: 10307 - Vanguard Energy Service, LLC					
Vanguard Energy Service, LLC	03/18/2020	12065	10-13-000-5220	Bulk Gas/Heat - Watts Feb 2020	458.39
Vanguard Energy Service, LLC	03/18/2020	12065	25-00-000-5220	Bulk Gas/Heat - Takiff Feb 2020	2,938.32
Vanguard Energy Service, LLC	04/15/2020	12161	10-13-000-5220	Bulk Gas/Heat - Watts	233.15
Vanguard Energy Service, LLC	04/15/2020	12161	25-00-000-5220	Bulk Gas/Heat - Takiff	2,673.20
Vendor 10307 - Vanguard Energy Service, LLC Total:					6,303.06
Vendor: 10099 - Vantagepoint Trf Agents-457					
Vantagepoint Trf Agents-457	03/13/2020	12022	10-00-000-2140	ICMA - A/C#301403	1,175.00
Vantagepoint Trf Agents-457	03/27/2020	12069	10-00-000-2140	ICMA - A/C#301403	1,175.00
Vantagepoint Trf Agents-457	04/10/2020	12122	10-00-000-2140	ICMA - A/C#301403	1,175.00
Vendor 10099 - Vantagepoint Trf Agents-457 Total:					3,525.00
Vendor: 10309 - Verizon Wireless					
Verizon Wireless	04/02/2020	12118	25-00-000-5210	Cell Phone Svc - March	785.12
Vendor 10309 - Verizon Wireless Total:					785.12
Vendor: 10308 - Vermont Systems, Inc.					
Vermont Systems, Inc.	04/09/2020	12145	25-00-000-5355	Annual RecTrac Maint (May 20...	6,977.22
Vendor 10308 - Vermont Systems, Inc. Total:					6,977.22
Vendor: 10457 - Village of Glencoe					
Village of Glencoe	04/09/2020	12124	10-12-000-5240	Water/Sewer - Parks (Feb 2020)	21.26
Village of Glencoe	04/09/2020	12124	10-12-000-5480	Parks Gasoline (Feb 2020)	978.34
Village of Glencoe	04/09/2020	12124	25-00-000-5240	Water/Sewer - Takiff (Feb 2020)	1,168.96
Vendor 10457 - Village of Glencoe Total:					2,168.56
Vendor: 11503 - Waukegan Roofing					
Waukegan Roofing	03/25/2020	12101	25-00-000-5352	Emergency Takiff Roof Repair	1,437.29
Vendor 11503 - Waukegan Roofing Total:					1,437.29
Vendor: 10882 - Welcome Wagon					
Welcome Wagon	04/09/2020	12146	25-00-000-5360	Marketing	161.42
Vendor 10882 - Welcome Wagon Total:					161.42

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Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Vendor: 10102 - Wisconsin Dept of Revenue					
Wisconsin Dept of Revenue	03/27/2020	DFT0001002	10-00-000-2111	WI Mo Withholding - March	255.84
				Vendor 10102 - Wisconsin Dept of Revenue Total:	255.84
				Vendor Set AP Vendors Total:	531,030.88

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Payment Dates: 03/12/2020 - 04/15/2020

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Vendor Set: Refunds - Refunds					
Vendor: 000000330-221 - Chris Karras					
Chris Karras	04/02/2020	12104	25-00-000-2580	Credit Bal Refund	1,250.00
Vendor 000000330-221 - Chris Karras Total:					1,250.00
Vendor: 000001197-220 - Laurie Honor					
Laurie Honor	04/02/2020	12105	25-00-000-2580	Credit Bal Refund	294.00
Vendor 000001197-220 - Laurie Honor Total:					294.00
Vendor Set Refunds Total:					1,544.00
Grand Total:					532,574.88

Report Summary

Fund Summary

Fund	Payment Amount
10 - CORPORATE FUND	248,308.92
25 - RECREATION FUND	107,764.20
40 - BOND & INTEREST FUND	2,500.00
45 - LIABILITY INSURANCE FUND	937.00
65 - CAPITAL PROJECTS FUND	1,117.75
69 - MASTER PLAN CAPITAL PROJECTS	171,947.01
Grand Total:	532,574.88

Account Summary

Account Number	Account Name	Payment Amount
10-00-000-2100	FEDERAL WITHHOLDING	32,599.35
10-00-000-2110	IL STATE WITHHOLDING	17,153.95
10-00-000-2111	WI STATE WITHHOLDING	255.84
10-00-000-2120	SOCIAL SECURITY WITHO...	48,637.60
10-00-000-2130	MEDICARE WITHHOLDING	11,374.98
10-00-000-2140	ICMA DEF COMP WITHOL...	3,525.00
10-00-000-2150	IMRF WITHHOLDING	40,570.13
10-00-000-2155	IMRF VAC WITHHOLDING	5,006.00
10-00-000-2160	SUPPL IMRF LIFE WITHOL...	160.00
10-00-000-2170	AFLAC WITHHOLDING	261.76
10-00-000-2175	FSA PLAN WITHHOLDING	1,803.16
10-00-000-2180	CREDIT UNION WITHOLDI...	1,335.00
10-00-000-2190	GARNISHMENT WITHOLD...	1,025.14
10-11-000-5310	LEGAL SERVICES	3,650.03
10-11-000-5311	LEGAL NOTICES	17.45
10-11-000-5340	CONFERENCES AND TRAIN..	970.51
10-11-000-5342	OFFICIALS/MEETING EXP...	782.01
10-11-000-5355	MAINTENANCE SERVICE ...	9,632.54
10-11-000-5370	RENTAL - EQUIPMENT	152.85
10-11-000-5402	BOOKS/PUBLICATNS/SUB...	94.44
10-11-000-5404	COMPUTER PROGRAMS	1,508.82
10-11-000-5420	SUPPLIES - GENERAL	44.03
10-11-000-5600	HEALTH INSURANCE PRE...	36,271.76
10-11-000-5730	DUES/MEMBERSHIPS	51.02
10-12-000-5210	TELEPHONE/INTERNET	175.13
10-12-000-5220	FUEL/HEAT	782.26
10-12-000-5230	ELECTRICITY	755.66
10-12-000-5240	WATER	21.26
10-12-000-5340	CONFERENCES AND TRAIN..	0.00
10-12-000-5350	MAINTENANCE SERVICES	4,250.00
10-12-000-5351	REPAIRS - EQUIPMENT	520.00
10-12-000-5355	MAINTENANCE SERVICE ...	298.00
10-12-000-5370	RENTAL - EQUIPMENT	252.00
10-12-000-5401	OFFICE SUPPLIES	61.39
10-12-000-5430	SUPPLIES - FIRST AID	88.00
10-12-000-5450	SUPPLIES - EQUIPMENT P...	309.88
10-12-000-5480	GASOLINE/LUBRICANTS	978.34
10-12-000-5483	SUPPLIES-PAINT	125.87
10-12-000-5491	SUPPLIES-GREENHOUSE/...	647.78
10-12-000-5497	SUPPLIES-PLAYGRD/SURF...	180.00
10-12-000-5582	EQUIPMENT - MAINTENA...	76.98
10-12-000-5584	EQUIPMENT-RECREATION	1,159.77
10-12-000-5585	PAVEMENT & SITE DEVEL...	588.32
10-12-000-5590	TREE TRIM/WORK-Outside..	1,447.50
10-12-000-5990	CONTINGENCY	4,466.35
10-13-000-5210	TELEPHONE/INTERNET/C...	374.11
10-13-000-5220	FUEL/HEAT	992.53

Account Summary

Account Number	Account Name	Payment Amount
10-13-000-5230	ELECTRICITY	5,242.96
10-13-000-5354	CLEANING SERVICE	750.00
10-13-000-5355	MAINTENANCE SERVICE ...	2,179.00
10-13-000-5356	MAINT SERVICE/REPAIRS -...	37.30
10-13-000-5357	MAINT SERVICE-REFRIGE...	281.00
10-13-000-5480	GASOLINE/LUBRICANTS/P...	94.00
10-14-000-5210	TELEPHONE/INTERNET	172.29
10-14-000-5220	FUEL/HEAT	39.15
10-14-000-5230	ELECTRICITY	198.22
10-14-000-5340	CONFERENCES AND TRAIN..	35.00
10-14-000-5481	SUPPLIES-CONSTRUCTION	3,252.04
10-15-000-5230	ELECTRICITY	32.38
10-15-000-5420	SUPPLIES - GENERAL	561.08
25-00-000-2580	BALANCE ON ACCOUNT-R...	1,544.00
25-00-000-5210	TELEPHONE/INTERNET	4,423.76
25-00-000-5220	FUEL/HEAT	7,036.61
25-00-000-5230	ELECTRICITY	6,830.41
25-00-000-5240	WATER	1,168.96
25-00-000-5301	POSTAGE	23.25
25-00-000-5321	CONSULTING SERVICES	1,509.62
25-00-000-5340	CONFERENCES AND TRAIN..	0.00
25-00-000-5341	MILEAGE REIMBURSEME...	37.50
25-00-000-5342	OFFICIALS/MEETING EXP...	170.07
25-00-000-5350	MAINTENANCE SERVICES	2,728.00
25-00-000-5352	REPAIRS - BUILDINGS	3,736.97
25-00-000-5355	MAINTENANCE SERVICE ...	9,700.68
25-00-000-5360	PRINTING/MARKETING/A...	8,262.09
25-00-000-5362	PHOTOGRAPHY	264.00
25-00-000-5401	OFFICE SUPPLIES	652.58
25-00-000-5404	COMPUTER PROGRAMS	2,400.73
25-00-000-5412	CUSTODIAL/CLEANING SU...	4,681.80
25-00-000-5420	SUPPLIES - GENERAL	1,198.87
25-00-000-5430	SUPPLIES - FIRST AID	236.86
25-00-000-5451	SUPPLIES - BUILDING PAR...	475.00
25-00-000-5481	SUPPLIES-CONSTRUCTION	277.82
25-00-000-5483	SUPPLIES-PAINT	837.88
25-00-000-5486	SUPPLIES-PLUMBING	65.10
25-00-000-5588	BUILDING IMPROVEMENTS	2,562.90
25-00-000-5740	COMMUNITY GRP CONTR...	5,250.00
25-25-310-5400	SUPPLIES-ADULT ART/PAI...	956.36
25-25-316-5400	SUPPLIES-CERAMICS WO...	16.96
25-25-401-5300	CONTRACTL-ELC 3YR	75.00
25-25-401-5400	SUPPLIES-ELC 3YR	175.84
25-25-402-5300	CONTRACTL-ELC 4YR	427.00
25-25-402-5400	SUPPLIES-ELC 4YR	220.23
25-25-403-5300	CONTRACTL-ELC 2YR	75.00
25-25-403-5400	SUPPLIES-ELC 2YR	120.00
25-25-405-5400	SUPPLIES-KINDERGTN RE...	35.07
25-25-413-5400	SUPPLIES-COOKS & BOOKS	8.47
25-25-415-5300	CONTRACTL-MUSIC,IMAG...	650.00
25-25-491-5300	CONTRACTL-PRESCH JR B...	592.40
25-25-601-5300	CONTRACTL-KIDS CLUB PM	300.00
25-25-601-5400	SUPPLIES-KIDS CLUB PM	244.80
25-25-605-5300	CONTRACTL-FIRST AID/B...	234.00
25-25-615-5400	SUPPLIES-YOUTH CERAMI...	773.26
25-25-703-5400	SUPPLIES-AYSO	8,410.00
25-25-722-5400	SUPPLIES-YOUTH BASEBA...	267.50
25-25-791-5400	SUPPLIES-PICKLEBALL	35.36

Account Summary

Account Number	Account Name	Payment Amount
25-25-801-5300	CONTRACTL-SUN FUN C...	2,659.05
25-25-809-5400	SUPPLIES-COUNSELOR IN ...	25.94
25-25-810-5300	CONTRACTL-CAMP ADVE...	680.50
25-25-833-5300	CONTRACTL-ACTION QUE...	826.00
25-25-905-5400	SUPPLIES-SPRING EGG H...	2,022.90
25-25-932-5300	CONTRACTL-SCHOOL DAY...	2,066.83
25-25-951-5400	SUPPLIES-SPRING SPEC E...	456.09
25-26-000-5342	OFFICIALS/MEETINGS EXP...	510.58
25-26-000-5360	PRINTING/MARKETING/A...	150.00
25-26-000-5386	SERVICES-DAYCARE PROG...	425.00
25-26-000-5401	OFFICE SUPPLIES	19.99
25-26-000-5403	DAYCARE PROGRAM SUP...	889.70
25-26-000-5404	COMPUTER PGMS/APPs	499.90
25-26-000-5409	SUPPLIES-INTERNAL FOOD..	1,228.91
25-26-000-5412	SUPPLIES-CLEANING/CUS...	254.80
25-26-000-5430	SUPPLIES - FIRST AID	1,083.90
25-26-000-5460	SUPPLIES-FOOD EQUIPMT	228.94
25-26-000-5600	HEALTH INSURANCE PRE...	13,720.42
25-27-000-5210	DEDICATED TV/INTERNET	335.98
25-27-000-5420	SUPPLIES-GENERAL	-13.94
40-00-000-5010	INTEREST - BONDS	2,500.00
45-00-000-5335	WELLNESS/PRE-PLACEMT ...	37.00
45-00-000-5340	IN-SERVICE TRAINING	900.00
65-00-020-5502	CONTINGENCY-NETWORK...	1,117.75
69-00-000-2290	RETAINAGE PAYABLE	25,377.76
69-00-000-5553	CONNECT GLENCOE TRAIL...	35,022.15
69-00-000-5561	TAKIFF PLAYGROUND-Con...	92,809.31
69-00-000-5563	SCHUMAN OVERLOOK-De...	8,439.00
69-00-000-5570	DUKE PLAY AREA PROJ-De...	10,298.79
Grand Total:		532,574.88

Project Account Summary

Project Account Key	Payment Amount
None	532,574.88
Grand Total:	532,574.88

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 _____ and you are hereby authorized to pay them from the appropriate funds.

Treasurer, Park Board of Commissioners

Secretary/Executive Director

**V. Approval of a Resolution Adopting
Temporary Rules for Public Comment During
the Governor's Declaration of Emergency –
Resolution No. 911**

Glencoe Park District
April 2020 Board Meeting

**GLENCOE PARK DISTRICT
COOK COUNTY, ILLINOIS
RESOLUTION No. 911**

**A RESOLUTION ADOPTING TEMPORARY RULES FOR PUBLIC COMMENT DURING THE
GOVERNOR'S DECLARATION OF EMERGENCY**

WHEREAS, the Glencoe Park District is an Illinois unit of local government operating under the Constitution and laws of the State of Illinois; and

WHEREAS, the Illinois Open Meetings Act, 5 ILCS 120/1 et seq. requires public bodies, including park districts, to provide an opportunity for public comment at each open meeting of the public body;

WHEREAS, the Open Meetings Act authorizes public bodies to prescribe reasonable rules governing public comment and recording of open meetings; and

WHEREAS, the Board of Commissioners of the Glencoe Park District finds that it is in the best interest of the Park District to temporarily adopt such rules which shall apply only during the term of Executive Order No. 2020-10 (Covid-19 EO No. 8), as extended by Executive Order 2020-18 (Covid-19 Order 16).

NOW, THEREFORE, BE IT RESOLVED by the Board of Park Commissioners of the Glencoe Park District, as follows:

SECTION 1. Findings. The Board of Commissioners hereby adopts the following legislative findings:

- (1) The United States Center for Disease Control and Prevention (CDC), the United States Department of Health and Human Services (HHS), and the World Health Organization (WHO) have each determined that the SARS-CoV-2 virus causes the COVID-19 respiratory disease. The SARS-CoV-2 virus is a new strain of coronavirus not been previously identified in humans and is easily spread from person to person. The COVID-19 disease can result in serious illness and death.

(2) Dozens of confirmed cases of COVID-19 have been identified in the State of Illinois to date, and many of the cases in Illinois are in the greater Chicagoland area. On January 31, 2020, the Secretary of HHS declared a public health emergency for the entire United States of America concerning COVID-19. On March 9, 2020, Governor Pritzker issued a disaster proclamation concerning the spread of COVID-19 in Illinois. On March 11, 2020, WHO declared that the spread of COVID-19 is a global pandemic. On March 13, 2020, President Trump declared a national emergency concerning the COVID-19 pandemic.

(3) The Illinois Department of Public Health has now confirmed localized community person-to-person transmission of COVID-19 in Illinois, significantly increasing the risk of exposure and infection to Illinois' general public and creating an extreme public health risk in the Village and throughout the State. As has been experienced in other locales in the United States and around the world, the SARS-CoV-2 virus has the potential to infect large numbers of people in a short amount of time, placing extreme burdens on the health care system and the economy.

(4) In order to prevent the spread of COVID-19 in the community, and to protect the residents of the community from disease and death, it is necessary to implement and adopt temporary rules for public comment while the Glencoe Park District conducts meetings remotely.

Section 2: Public Comment Rules. The Board of Commissioners hereby suspends the normal rules for public comment and temporarily adopts the rules for public comment described in Exhibit A, attached hereto and incorporated by references, for the term of Executive Order 2020-10, as extended by Executive Order 2020-18.

Section 3. Effective Date. The adoption and implementation of this Resolution is a matter of urgent public concern which requires it to take effect immediately upon its passage and approval.

SO RESOLVED this 21st Day of April 2020.

AYES:

NAYS:

ABSENT:

APPROVED:

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

ATTEST:

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

[SEAL]

EXHIBIT A

TEMPORARY RULES FOR PUBLIC COMMENT

GLENCOE PARK DISTRICT TEMPORARY RULES FOR PUBLIC COMMENT ONLY

DURING EXECUTIVE ORDER NO. 2020-10 (COVID-19 EO No. 8)

The Board of Commissioners welcomes public comments during all meetings. The Board has adopted and approved the following rules for public comment.

1. All speakers must submit public comments via email to the designated park official from the time the agenda is made public up until 15 minutes prior to the scheduled meeting. The email must include the speaker's name (address is optional). Public comments will be read aloud by a member of the Park Board or the Executive Director during the scheduled meeting. The designated email shall be lsheppard@glencoeParkDistrict.com.
2. Each person (or representative) is limited to one (1) email submission for public comment, which comment shall not exceed 250 words.
3. All comments from the public will be limited to three (3) minutes per person. The President or presiding officer reserves the right to suspend or limit the length of time available for all public comments to no greater than thirty (30) minutes.
4. All comments must be civil in nature. Email comments will be rejected if the content is slanderous or threatening.

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

SECRETARY'S CERTIFICATE

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

I HEREBY CERTIFY that the foregoing instrument is a true and correct copy of Resolution No. 911:

A RESOLUTION ADOPTING TEMPORARY RULES FOR PUBLIC COMMENT DURING THE GOVERNOR'S DECLARATION OF EMERGENCY

adopted at a duly called Regular Meeting of the Board of Park Commissioners of the Glencoe Park District, held at Glencoe, Illinois, in said District at 7:00 PM on the 21st day of April 2020.

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

IN WITNESS WHEREOF, I hereunto affix my official signature and the seal of the Glencoe Park District at Glencoe, Illinois this 21st day of April 2020.

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

[SEAL]

**VI. Public Hearing: 2021/21 Budget and
Appropriation Ordinance No. 908**

**VII. Approval of Ordinance No. 908: An
Ordinance Making a Combined Annual
Budget and Appropriation of Funds for the
Glencoe Park District for the Fiscal Year
Beginning March 1, 2020**

Glencoe Park District
April 2020 Board Meeting

You are able to leave input/comments on the BAO Hearing by:

1. Calling 847-835-7531 and leaving comments, which will be read into the record at the 4/21 meeting.
2. Emailing jrunkel@glencoeParkDistrict.com, which will be read into the record at the 4/21 meeting. Deadline to send an email is 3:00pm on 4/21.
3. Listen/attend the virtual meeting as posted and provide comment.

ORDINANCE NO. 908
AN ORDINANCE MAKING A COMBINED ANNUAL BUDGET AND
APPROPRIATION OF FUNDS FOR THE GLENCOE PARK DISTRICT
FOR THE FISCAL YEAR BEGINNING
MARCH 1, 2020 ENDING FEBRUARY 28, 2021

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

WHEREAS, a public hearing was held as to such tentative Budget and Appropriation Ordinance on the 21st day of April 2020 and notice of said hearing was given at least one week prior thereto as required by law and all other legal requirements have been complied with.

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

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

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

I.	The amount Budgeted and Appropriated for Corporate Purposes:	<u>Budget</u>	<u>Appropriation</u>
	Personnel Services	\$1,355,979	\$1,600,000
	Utilities	\$ 141,310	\$ 200,000
	Contractual Services	\$ 536,697	\$ 650,000
	Supplies	\$ 225,739	\$ 275,000
	Group Health Insurance	\$ 483,150	\$ 600,000

Dues/Fixed Charges	\$ 12,103	\$ 20,000
Capital Improvements	\$ 297,100	\$ 330,000
Contingency	\$ 9,000	\$ 25,000

Total amount Budgeted-Corporate Fund \$3,061,078

Total amount Appropriated-Corporate Fund \$3,700,000

II. The amount Budgeted and Appropriated for Recreation Purposes:

Personnel Services	\$2,518,931	\$3,000,000
Utilities	\$ 207,340	\$ 300,000
Contractual Services	\$1,893,092	\$2,200,000
Supplies	\$ 355,888	\$ 430,000
Group Health Insurance	\$ 200,095	\$ 300,000
Dues/Fixed Charges	\$ 25,470	\$ 40,000
Capital Improvements	\$ 41,500	\$ 75,000
Contingency	\$ 11,000	\$ 25,000

Total amount Budgeted-Recreation Fund \$5,253,316

Total amount Appropriated-Recreation Fund \$6,370,000

III. The amount Budgeted and Appropriated for Auditing Expenses:

Auditing Expenses	\$ 17,350	\$ 22,000
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Total amount Budgeted-Audit Fund \$ 17,350

Total amount Appropriated-Audit Fund \$ 22,000

IV. The amount Budgeted and Appropriated for Social Security Purposes (Social Security Participation):

Soc. Sec. & Medicare Employer Contribution \$ 301,000 \$ 360,000

Total amount Budgeted-Social Sec Fund \$ 301,000

Total amount Appropriated-Social Sec Fund \$ 360,000

V.	The amount Budgeted and Appropriated for Pension Purposes (Illinois Municipal Retirement Fund Participation):	<u>Budget</u>	<u>Appropriation</u>
	Illinois Municipal Retirement Fund Contribution	\$ 410,000	\$ 510,000
	Total amount Budgeted-IMRF Pension Fund	\$ 410,000	
	Total amount Appropriated-IMRF Pension Fund		\$ 510,000
VI.	The amount Budgeted and Appropriated for Insurance Purposes Pursuant to Section 9-107 of the Local Governmental and Governmental Employees Tort Immunity Act:		
	Risk Management Administrative Services	\$ 34,000	\$ 50,000
	Risk Management Contractual Services	\$ 12,255	\$ 30,000
	Insurance Premiums	\$ 115,940	\$ 160,000
	Risk Management Operating Costs	\$ 16,000	\$ 25,000
	Total amount Budgeted-Liability Insurance Fund	\$ 178,195	
	Total amount Appropriated-Liability Insurance Fund		\$ 265,000
VII.	The amount Budgeted and Appropriated for District's Share of Expense of Joint Recreation Programs for the Handicapped:		
	Special Recreation Programs for the Disabled (N.S.S.R.A. Contribution)	\$ 167,260	\$ 210,000
	NSSRA-Required Accessibility Improvements	\$ 218,123	\$ 300,000
	Total amount Budgeted-Special Rec. Fund	\$ 385,383	
	Total amount Appropriated-Special Rec. Fund		\$ 510,000
VIII.	The amount Budgeted and Appropriated for Workers' Compensation:		
	Insurance Premiums	\$ 49,560	\$ 75,000
	Total amount Budgeted-Workers' Comp Fund	\$ 49,560	
	Total amount Appropriated-Workers' Comp Fund		\$ 75,000

IX.	The amount Budgeted and Appropriated for Bond and Interest costs:	<u>Budget</u>	<u>Appropriation</u>
	Principal	\$ 975,000	\$ 1,250,000
	Interest	\$ 189,950	\$ 450,000
	Contractual Services	\$ 83,846	\$ 125,000
	Total amount Budgeted-Bond and Interest Fund	\$ 1,248,796	
	Total amount Appropriated-Bond and Interest Fund		\$ 1,825,000
X.	The amount Budgeted and Appropriated for Capital Projects:		
	Capital Projects & Improvements	\$ 706,850	\$ 850,000
	Capital Projects per Master Plan	\$ 3,532,415	\$ 5,000,000
	Total amount Budgeted-Capital Projects Funds	\$ 4,239,265	
	Total amount Appropriated-Capital Projects Funds		\$ 5,850,000
XI.	The amount Budgeted and Appropriated for Special Trust/Donation Projects:		
	Capital Projects & Improvements	\$ 1,174	\$ 1,200
	Total amount Budgeted-Special Trust Fund	\$ 1,174	
	Total amount Appropriated-Special Trust Fund		\$ 1,200

Summary of Funds Budgeted and Appropriated

	<u>Budget</u>	<u>Appropriation</u>
Corporate Fund	\$ 3,061,078	\$ 3,700,000
Recreation Fund	\$ 5,253,316	\$ 6,370,000
Audit Fund	\$ 17,350	\$ 22,000
Social Security Fund	\$ 301,000	\$ 360,000
Pension Fund	\$ 410,000	\$ 510,000
Liability Insurance Fund	\$ 178,195	\$ 265,000
Special Recreation Fund	\$ 385,383	\$ 510,000
Workers' Compensation Fund	\$ 49,560	\$ 75,000
Bond and Interest Fund	\$ 1,248,796	\$ 1,825,000
Capital Projects Fund	\$ 4,239,265	\$ 5,850,000
Donation/Trust Fund	\$ 1,174	\$ 1,200
Total Budgeted	\$ 15,145,117	
Total Appropriated		\$19,488,200

Each of said sums of money and the aggregate thereof are deemed necessary by the Board of Park Commissioners of the Glencoe Park District to defray the necessary expenses and liabilities of the aforesaid Park District during the fiscal year beginning the 1st day of March 2020 and ending the 28th day of February 2021 for the respective purposes set forth.

SECTION 3: All unexpended balances of the appropriation for the fiscal year ending the 29th day of February, 2020 and prior years to the extent not otherwise reappropriated for other purposes herein are hereby specifically reappropriated for the same general purposes for which they were originally made and may be expended in making up any insufficiency of any other items provided in this appropriation ordinance, pursuant to law.

All receipts and revenues not specifically appropriated, and all unexpended balances in unrestricted funds from preceding fiscal years not required for the purpose for which they were appropriated and levied shall constitute the general fund and shall be placed to the credit of such fund.

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

- (a) Statement of cash on hand at the beginning of the fiscal year: \$ 9,350,920
- (b) Estimate of cash expected to be received during the fiscal year from all sources:
\$ 18,165,835
- (c) Estimate of expenditures contemplated for the fiscal year: \$ 15,145,117
- (d) Statement of estimated cash expected to be on hand at the end of the fiscal year:
\$ 12,371,638
- (e) An estimate of the amount of taxes to be received during the fiscal year is:
\$ 5,755,350

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

SECTION 6: This ordinance is not intended or required to be in support of or in relation to any tax levy made by the Park District during the fiscal year beginning March 1, 2020 and ending February 28, 2021 or any other fiscal year.

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

Adopted this 21st day of April 2020 pursuant to roll call vote. Roll Call Vote:

Ayes:

Nays:

Absent and Not Voting:

Ordinance Approved.

Lisa Brooks, President
Board of Park Commissioners
Glencoe Park District

ATTEST:

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

STATE OF ILLINOIS)
) SS.
COUNTY OF COOK)

CERTIFICATE OF SECRETARY

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

I, HEREBY CERTIFY that the foregoing instrument is a true and correct copy of an ordinance entitled: "An Ordinance Making a Combined Annual Budget and Appropriation of Funds for the Fiscal Year Beginning March 1, 2020 and Ending February 28, 2021", adopted at a meeting of the Board of Park Commissioners of the Glencoe Park District, held at Glencoe, Illinois, in said District at 7:00 p.m. on the 21st of April 2020.

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

IN WITNESS WHEREOF, I hereunto affix my official signature and the seal of said Park District at Glencoe, Illinois, this 21st day of April 2020.

(SEAL)

Lisa M. Sheppard, Secretary
Glencoe Park District
Cook County, Illinois

STATE OF ILLINOIS)
) SS.
COUNTY OF COOK)

CERTIFICATE OF CHIEF FISCAL OFFICER

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

I do further certify that the estimated revenues by source anticipated to be received by the Glencoe Park District, Cook County, Illinois for the fiscal year beginning on the 1st day of March, 2020 and ending on the 28th day of February, 2021 as follows:

<u>SOURCE</u>	<u>AMOUNT</u>
Property Taxes	\$ 5,755,350
Replacement Taxes	\$ 25,380
User/Program Fees	\$ 5,493,814
Interest Income	\$ 262,200
Building Rentals	\$ 187,286
Grants	\$ 1,267,000
Limited Tax Bond Proceeds	\$ 4,500,000
Proceeds from Sale of Property	\$ 456,000
Donations/Reimbursements	\$ 167,500
Miscellaneous	<u>\$ 51,305</u>
Total Revenue	\$ 18,165,835

I do further certify that the estimated revenues by source anticipated to be received by the Glencoe Park District, Cook County, Illinois for the fiscal year beginning on the 1st day of March, 2020 and ending on the 28th day of February, 2021 is true and correct.

IN WITNESS WHEREOF, I have signed my name in my official capacity as the Chief Fiscal Officer of the Board of Park Commissioners of the Glencoe Park District at Glencoe, Illinois on the 21st day of April 2020.

(SEAL)

Michael Covey, Treasurer
Glencoe Park District
Cook County, Illinois

VIII. Financial Report

Glencoe Park District
April 2020 Board Meeting



G/L MONTHLY Pooled Cash Report

Glencoe Park District
For the Period Ending 3/31/2020

ACCOUNT #	ACCOUNT NAME	BEGINNING BALANCE	CURRENT ACTIVITY	CURRENT BALANCE	
CLAIM ON CASH					
10-00-000-1000	CASH/INVESTMENTS	3,108,688.21	428,573.13	3,537,261.34	
25-00-000-1000	CASH/INVESTMENTS	5,283,487.10	337,472.02	5,620,959.12	
30-00-000-1000	CASH/INVESTMENTS	162,650.46	121,152.00	283,802.46	
35-00-000-1000	CASH/INVESTMENTS	258,902.71	100,413.40	359,316.11	
36-00-000-1000	CASH/INVESTMENTS	98,154.33	83,954.55	182,108.88	
40-00-000-1000	CASH/INVESTMENTS	577,052.92	393,063.97	970,116.89	
45-00-000-1000	CASH/INVESTMENTS	204,797.20	50,675.81	255,473.01	
50-00-000-1000	CASH/INVESTMENTS	53,345.74	14,901.29	68,247.03	
55-00-000-1000	CASH/INVESTMENTS	8,689.60	4,711.00	13,400.60	
65-00-000-1000	CASH/INVESTMENTS	224,087.87	246,959.09	471,046.96	
67-00-000-1000	CASH/INVESTMENTS	0.00	0.00	0.00	
69-00-000-1000	CASH/INVESTMENTS	1,561,889.06	(50,999.21)	1,510,889.85	
70-00-000-1000	CASH/INVESTMENTS	1,173.47	0.00	1,173.47	
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		<u>11,542,918.67</u>	<u>1,730,877.05</u>	<u>13,273,795.72</u>	
CASH IN BANK					
99-00-000-1011	Operating Corporate Account	484,106.45	(68,364.18)	415,742.27	
99-00-000-1012	Operating PR Account	4,899.19	8.16	4,907.35	
99-00-000-1013	IL Funds	3,505,629.21	4,518.34	3,510,147.55	
99-00-000-1014	IPDLAF CD's	2,197,000.00	10,000.00	2,207,000.00	
99-00-000-1015	IPDLAF MM	2,361,415.25	1,784,436.30	4,145,851.55	
99-00-000-1016	PMA CD's	2,703,700.00	0.00	2,703,700.00	
99-00-000-1017	PMA MM	286,168.57	278.43	286,447.00	
TOTAL CASH IN BANK		<u>11,542,918.67</u>	<u>1,730,877.05</u>	<u>13,273,795.72</u>	
DUE TO OTHER FUNDS					
99-00-000-2400	Due To Other Funds	11,542,918.67	1,730,877.05	13,273,795.72	
TOTAL DUE TO OTHER FUNDS		<u>11,542,918.67</u>	<u>1,730,877.05</u>	<u>13,273,795.72</u>	
Claim on Cash	13,273,795.72	Claim on Cash	13,273,795.72	Cash in Bank	13,273,795.72
Cash in Bank	13,273,795.72	Due To Other Funds	13,273,795.72	Due To Other Funds	13,273,795.72
Difference	<u>0.00</u>	Difference	<u>0.00</u>	Difference	<u>0.00</u>

**Glencoe Park District
Monthly Cash/Investments Report
March 2020**

Corporate and Other Funds:

	<u>March 2020</u>	<u>Feb 2020</u>
Harris Bank Corporate Account - 0.100%	633,501.12	572,834.46
Illinois Park District Liquid Asset Fund (IPDLAF) - 0.86%	4,145,851.55	2,361,415.25
The Illinois Fund (Public Treasurers' Investment Pool) -1.05%	3,510,147.55	3,505,629.21
Harris Payroll Account - 0.100%	7,386.26	26,416.75
PMA Financial Account - 0.95%	286,447.00	286,168.57
Reconciling Items(Dep in Transit, O/S Checks, etc.)	(220,237.76)	(110,237.57)
IPDLAF Certificates of Deposit:		
2 CDs at \$243,000 each maturing March 12, 2020 (2.55% net)	0.00	486,000.00
1 CDs at \$243,000 each maturing April 23, 2020 (2.455% net)	243,000.00	243,000.00
2 CDs at \$243,000 each maturing June 11, 2020 (2.415% net)	486,000.00	486,000.00
1 CDs at \$245,000 each maturing October 18, 2020 (1.80% net)	245,000.00	245,000.00
2 CDs at \$246,000 each maturing October 19, 2020 (1.60% net)	492,000.00	492,000.00
2 CDs at \$243,000 each maturing December 11, 2020 (0.53% net)	496,000.00	0.00
1 CDs at \$245,000 each maturing February 26, 2021 (1.55% net)	245,000.00	245,000.00
PMA Certificates of Deposit:		
1 CDs at \$243,400 maturing April 23, 2020 (2.63% net)	243,400.00	243,400.00
1 CDs at \$246,800 maturing July 14, 2020 (1.746% net)	246,800.00	246,800.00
1 CDs at \$245,400 maturing October 17, 2020 (1.86% net)	245,400.00	245,400.00
2 CDs totalling \$738,100 maturing October 18, 2020 (1.701-1.766% net)	491,300.00	491,300.00
1 CDs at \$247,000 maturing November 23, 2021 (1.63% net)	247,000.00	247,000.00
3 CDs totalling \$737,800 maturing January 22, 2021 (1.60-1.66% net)	737,800.00	737,800.00
2 CDs at \$246,000 each maturing February 26, 2021 (1.59% net)	492,000.00	492,000.00
Grand Total	\$13,273,795.72	\$11,542,926.67

Glencoe Park District
 Monthly Financial Analysis
 March 2020

	<u>As of</u> <u>3/31/2018</u>	<u>As of</u> <u>3/31/2019</u>	<u>As of</u> <u>3/31/2020</u>
<u>Recreation Department - Programs</u>			
Revenues	1,214,345	1,300,199	1,312,870
Wages	(42,322)	(44,214)	(30,011)
Contractual	(210,385)	(211,673)	(200,856)
Supplies	(3,833)	(3,573)	(10,833)
Net Surplus	957,805	1,040,739	1,071,170
<u>Day Care Department</u>			
Revenue	94,743	122,356	147,817
Expense	(71,169)	(96,747)	(89,617)
Net Surplus/(Deficit)	23,574	25,609	58,200
<u>Fitness Department</u>			
Revenue	3,804	3,535	5,295
Expense	(3,598)	(3,693)	(2,243)
Net Surplus/(Deficit)	206	(158)	3,052
<u>Beach Department</u>			
Revenue	2,254	3,125	624
Expense	(14,997)	(11,562)	(12,285)
Net Surplus/(Deficit)	(12,743)	(8,437)	(11,661)
<u>Boating Department</u>			
Revenue	22,665	21,500	11,778
Expense	(9,997)	(7,836)	(8,363)
Net Surplus/(Deficit)	12,668	13,664	3,415
Beach/Boating Dept Total:	(75)	5,227	(8,246)
<u>Watts Department</u>			
Revenue	0	9,236	4,785
Expenses	(13,731)	(15,697)	(13,836)
Net Surplus/(Deficit)	(13,731)	(6,461)	(9,051)
<u>G & A (Administration)</u>			
Revenue (excl G&A Tfr)	2,675	2,695	2,650
Expense	(110,252)	(115,246)	(112,084)
Net Surplus/(Deficit)	(107,577)	(112,551)	(109,434)
<u>Parks Department</u>			
Revenue	0	25	0
Expense	(63,808)	(69,991)	(60,192)
Net Surplus/(Deficit)	(63,808)	(69,966)	(60,192)
<u>Rec-Admin/Takiff Department</u>			
Revenues	551,930	557,875	563,100
Expenses	(128,669)	(143,848)	(143,618)
Net Surplus/(Deficit)	423,261	414,027	419,482

IX. Staff Reports

Glencoe Park District
April 2020 Board Meeting

**Glencoe Park District
Business Department Report
April 2020**

FY2020/21 Budget and Appropriation Ordinance (BAO)

Staff has prepared the FY2020/21 Budget and Appropriation Ordinance (BAO), had it reviewed by legal counsel, and put it on public display since March 6 for the required 30-day public inspection period. The BAO is scheduled to be officially approved by the Board of Park Commissioners at the regular board meeting on April 21 following the public hearing, and will be filed at the County Clerk's Office within the required legal timeline. Again, remember the District has the ability to amend the BAO during the fiscal year, should the Board want to do so.

FY2019/20 Annual Audit

The District's auditors, Lauterbach & Amen, were at our offices on March 10, two days before our closure, to complete their preliminary fieldwork for our annual audit. Staff has been busy preparing the numerous audit schedules and information that is required for their analysis and review at final fieldwork. They were to return to our offices on April 27 to complete their final fieldwork, however, we will now be scanning all documents to a portal for them to complete fieldwork remotely due to the COVID-19 "shelter in place" order. The first draft of the audit report is expected in late May.

PATH Health Assessment

Two days before our shutdown, all eligible staff were able to go through this year's onsite PATH health assessment at the Takiff Center. A total of twenty (20) employees took advantage of this free service.

COVID-19 Closure

Obviously, all normalcy in operations came to a screeching halt on Thursday, March 12, when the decision was made to shut down all District facilities and operations. Initial efforts included preparing laptops for all managers and administrative staff to work remotely from home; setting up procedures to insure employees could be paid and setting up direct deposit ACH for those that had not done so before; setting up procedures for review, coding, and payment of AP checks; coordinating with post office on stoppage and pickup of mail periodically; setting up refund requests from program managers to Lauren to credit households in RecTrac or refund if requested; educating ourselves on the new FFCRA and CARES legislation; etc. Last week, amidst the Governor's order to extend the "shelter in place" until April 30, I prepared a packet of information on the projected financial impact of this closure on the District, and to the District's current fund balance position and liquidity position. Further, related unemployment scenarios and cost to the District were shared with the Board, with staff's recommendation to continue to pay all staff until May 31, if needed.

Submitted by:
Carol Mensinger, CPRP
Director of Finance/Human Resources

**Glencoe Park District
Recreation and Facilities Department
April 2020**

Recreation Department Report: Bobby Collins

The beach currently remains open to runners and walkers. I would like to thank our Park Ambassadors for helping to stop groups from visiting the beach, especially on the 70-degree days. Parking around Lakefront Park is currently restricted and has a positive impact on controlling group visits to both the beach and park.

Beach passes are now on sale, but we are not marketing pass sales at this time. Again this year, we are offering an online renewal option for season pass holders.

During this period of closure at all of our facilities, Recreation staff have been working on numerous projects and tasks to ensure that when we reopen, the District will be in the best position to get back to regular operations safely. The Recreation Team has a daily conference call, as well as specific working groups, to discuss the evolving situation and to develop contingency plans based on six main principles.



The team has been developing and executing a plan to engage the community during the shutdown. Through social media posts, virtual classes, and direct communication, we have engaged many community members. The team has been developing short, medium, and long-term scenarios to understand and minimize the financial and operational impacts on the District and community.

During the shutdown, the team has been working on essential planning and tasks such as fall enrichments and brochure planning, seasonal recruitment and hiring, including developing virtual training options and digital paperwork and onboarding.

Our team has been developing plans for when we do reopen, ensuring that we support the community as it gets back to the new normal. We continue to build scenarios if businesses and

schools do not open at the same time as the Park District. Some options include:

- AM care for preschoolers for parents who need additional care as they return to work
- School Days Off programming during times when District 35 may be closed, but the Park District is open.
- Preschool Days Off programming (adding additional days during the time from the last day of preschool to the first day of camp)

While shut down, we have worked with staff and contractors to offer various paid virtual classes, including:

- Virtual preschool and enrichments including: Lunchtime Stories, Free to Be Me, The World of Cooking, Music, Imagination, and Me, Music and More, Pee Wee Sportsters, Art from the Heart, Kind Kids Club, and Junior Engineers Build
- All dance and theatre classes are now being run virtually
 - Broadway Bound classes - \$2,463 weekly revenue savings
 - Dance classes with Sarah Hall Theatre Company - \$2,829 weekly revenue savings
 - Footlighters classes with Sarah Hall Theatre Company - \$2,172 weekly revenue savings
 - Junior High Improv classes with Sarah Hall Theatre Company - \$147 weekly revenue saving
- Virtual youth and adult ceramics (starting April)
- Virtual Sculpt/Craft/Paint and Sip's (starting April)
- Virtual enrichments including Cooking, STEM, Yoga, Engineering Lego, Crafting with Kim, Game On! Sports 4 (starting April)

Recreation managers are currently working on the logistics of delivering supplies and materials for programs that may need them. For adult ceramics, we are working to safely deliver clay and tools to enrollees houses and then running a virtual class on Zoom.

We are developing communication and operational procedures to ensure the community is safe and feels comfortable when our programs and facility do open. All program and facility plans will include additional cleaning, staff and patron screening, and social distancing standards. Communicating these changes will be essential to getting community buy-in. For example, we are expecting that we cannot use large buses for camps this summer, but could replace them with smaller buses, including the District's bus.

Below is a summary of tasks and projects we have been working on:

Early Childhood

- Set up virtual preschool plans to generate revenue- working with each individual teacher, testing equipment, and reading materials. Zoom staff meetings to train for the upcoming virtual classes.
- Developing an opening plan for preschool that includes reduced ratios and using additional rooms at Takiff
- Developing Preschool Day Off plans for when we open if ELC is still closed, but Children's Circle is open
- Performed budget analysis and making recommendations for changes to the FY2020/21 budget to reduce the impact of lost revenue
- Teachers created and sent out activities to families- 3x per week

- Created YouTube videos of teachers that were sent to the children
- Designed a parent newsletter on behavior, change management, and gross motor rainy day activities
- Engaging teachers with activities such as a photo challenge to keep them from feeling isolated socially
- Fielding many emails regarding new enrollment in Children's Circle, as many other daycares may not survive closure, so parents are beginning to panic and look elsewhere
- Reaching out to waitlisted families to let them know if they received a space in Children's Circle for summer/fall 2020
- Creating transition letters for all Children's Circle students as they will move to new rooms on June 15.

Camp

- Plan for different camp scenarios including shortened camp, no field trip camp, more extended camp season, community walking field trips, in-house performers, different staffing arrangements, and implementing social distancing requirements, including busing restrictions
- Setup, edit, and send out CampDocs
- Examining camp budgets, identifying where adjustments can be made based on different scenarios
- Developed staff plans, including using FT staff in camp director positions, which could save ~\$20,000
- Conducting virtual interviews for summer counselors
- Developing virtual training options and digital paperwork and an onboarding plan

After-school Enrichments & Athletics

- Create a School Day Off/Summer's Beginning program to roll out if we can start programming before regular camp on June 15. This would be a big source of revenue if District 35 does not return this semester, and the Park District opens in May.
- Drafting the fall brochure
- Working with tennis instructors to offer on-demand tennis lessons for when we open
- Communicated refunds and prorations to participants for winter and spring programs
- Current Beluga and Kids Club families were contacted about 2020-21 Kids Club pre-registration

Fitness

- Redesign the fitness marketing plan (short and long-term)
- Emailing at-home workouts every 2-3 days for fitness center members
- Offer virtual fitness classes with Karen Campion (FitRX and Cardio Kickboxing) via Facebook Live

Beach

- Continue to prepare boat and beach houses to open for the season, including beach debris removal
- Applied for permits from USCG to host regattas
- Manage summer boat storage and plan boat space layout
- Updating all staff/operations manuals for the summer season

- Developing new training schedule if we do not open on time
- Order essential supplies for both beach and boathouse (anchor cable and fasteners, swim zone line, swim zone floats, CPR masks, first aid supplies, if available)

Special Events

- Communicated with patrons and vendors about canceled or reschedule events
- Develop scenarios for alternative July 4th
- Rework the 2020 special events calendar
- Develop new virtual special events, including spring bunny event

Our team continues to monitor and evolve with this ever-fluid situation. All team members are currently working and remain ready to do whatever needs to happen to get our community recreating in a safe environment once we are open again.

Submitted by:

Bobby Collins, CPRP

Director of Recreation and Facilities

Happy Week of the Young Child!

While our original plans for this week had us together in person, we can still be together as a community. Check out the themes for each day. For more resources visit [ILAEYC](#) or [NAEYC](#).

Best,

Jessica Stockl



Illinois Association for the Education of Young Children



WHEN YOU POST BE SURE TO USE #WOYC20 FAMILY FRIDAY

MUSIC MONDAY

There is so much development that occurs when children engage with music. You can touch on so many different domains of development when you engage children with music by singing, listening and dancing.

Today we encourage you to take some time to focus on a fun activity that promotes development with our [Illinois Early Learning Guidelines](#), [Illinois Early Learning and Development Standards](#) or our [Illinois Learning Standards](#) depending on what is appropriate for the children in your care.

Join us on [Facebook](#) for a Jam Session with Carole Stephens Macaroni Soup! Active Music for Kids!



TASTY TUESDAY

Cooking is a great way to build connections with children. While you are cooking there are many opportunities to brush up on skills, build on skills and even introduce new skills.

Skill development can range from Language to Science and Mathematics. There are so many enriching moments that can happen during a cooking activity.



Join us on [Facebook](#) Tuesday to see our Illinois AEYC Board share some of their favorite snack recipes!

WORK TOGETHER WEDNESDAY

We are excited to announce a Collaboration with Chicago Public Schools for our activity for Work Together Wednesday.

Today we will be focusing on getting children to collaborate with exploration, deep conversations and problem solving that can occur when children are given the time to work together.

Join us on [Facebook](#) Wednesday morning with Toni Galassini and Gavin Creaden to learn Which One Doesn't Belong? Students can engage in a turn and talk to justify their reasoning for the WODB ramping up mathematical discourse and promoting student ownership.



ARTSY THURSDAY

Focusing on process vs product is our focus for Artsy Thursday! Today we will be exploring open-ended art projects where they can make choices, use their imaginations, and create with their hands.

STAR NET Region I and III Resource Specialist Anna Owen put together a videocast with creative process focused art created in Early Childhood Classrooms.

Join our [Facebook](#) Thursday to see these examples and share your work with us!



Family Friday shifted our focus to the most important partner that we have, Families! Families should be the anchor in all of our practices. Children come to us only after learning first from their families. Partnering with families to guide growth and development.

Join us on [Facebook](#) to learn a variety of ways to bring families into your program to engage and support our youngest learners.

An Affiliate of **naeyc**

Enriching lives and creating memorable experiences.



MUSIC MONDAY

Grab some dried beans or rice and a toilet paper roll. Decorate the toilet/paper towel roll, place tape on one end and pour your beans/rice/beads inside. Tape the other end. You now have your own instrument!

TASTY TUESDAY

Children involved in the cooking process are more likely to try the end result! Get them involved by allowing them to pick what color foods they want to eat for lunch, what type of vegetable to put on top or what the family should have for dinner.

WORK TOGETHER WEDNESDAY

Make a thank you card. We still need more photos to add to our thank you posters that we will be delivering to essential workers this Friday! Take a picture of your child holding their artwork and send it to me at jstockl@glencoe parkdistrict.com.

ARTSY THURSDAY

Read a favorite book. Gather some art materials and ask your child to make something from the book (a mess like No David!, some shoes like Pete the Cat, or pajamas like Llama, Llama). Leave it open ended for them to use the supplies to create what they thought about the book.

FAMILY FRIDAY

Pick out your favorite family picture and have your child draw it!

In the evening, snuggle up together for some music or a quick movie.



2019-2020 Watts Recreational Center Report

April 21, 2020



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INTRODUCTION

This annual report is an overview of the facility, programming, operations, and financial data for the Watts Recreational Center during the 2019-20 fiscal year. The Watts Recreational Center is comprised of two seasonal outdoor lighted ice rinks, before and after school program, programming space for after school enrichments, and our teen summer camp program.

MARKETING AND PROMOTIONS

Signage

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

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

Promotions

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

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

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

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

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

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

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

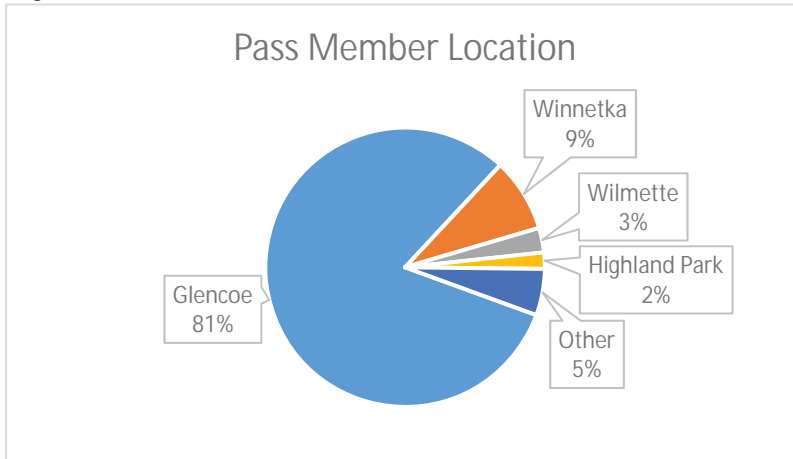
ICE RINK MEMBERSHIPS AND PROGRAMMING

Ice Rink Membership Passes

Ice rink users have many options to enjoy the ice rink each season. The first option is to purchase a seasonal pass. We offer four (4) pass types that allow participants to use the rink for public skate or open hockey. Below is a chart that outlines the pricing for the 2019-20 season passes.

Pass Type	Early Bird (10/1-11/29/2019)	Regular (11/30/2019-3/1/2020)
Individual/First Family Member Pass	\$66	\$83
Additional Family Member	\$31	\$36
Individual Combo Pass	\$185	\$212
10 Visit Hockey Punch Pass	\$70	\$70

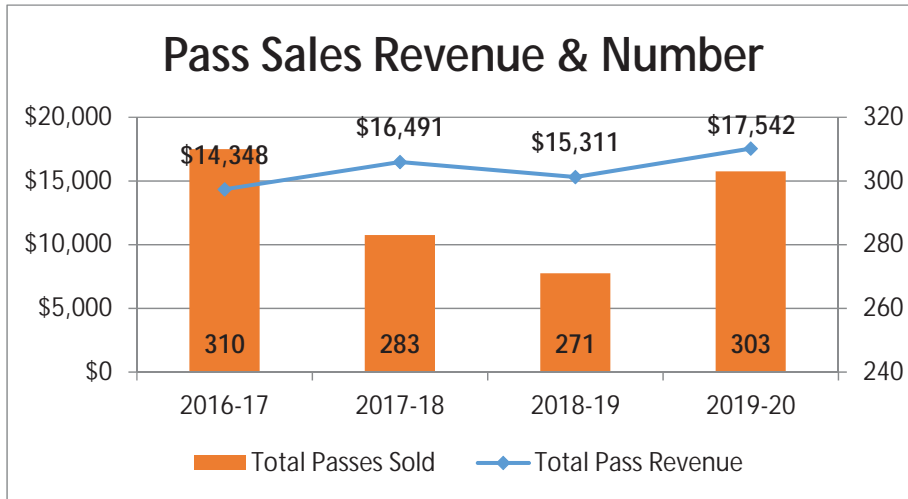
The following pie chart shows where pass holders reside. During the 2019-20 Season, 81% of pass holders were from Glencoe. The remaining 19% consisted of pass holders from Winnetka, Wilmette, Kenilworth, Highland Park, Lake Forest, Highwood, Skokie, and Glenview.



The following chart shows the total number of passes for each membership option over the last four seasons. Numbers have stayed fairly consistent over the past four rink seasons.

	# Passes Sold			
	2019-20	2018-19	2017-18	2016-17
Individual/First Family Member Pass	76	83	77	83
Additional Family Member	171	142	153	167
Hockey/Public Combo (New 2017-18)	20	17	24	-
Hockey Punch Pass (10 visits)	36	29	53	60
Total Passes Sold	303	271	283	310

The following graph shows the trend of pass sale revenue during the last four ice rink seasons. Overall revenue is trending upwards due to increased fees and the continued popularity of the combo pass. The combo pass allows for users to come in for both public skate and open hockey time slots. Pass sales historically follow the weather. If we have a good winter season for ice skating, we typically see an increase in pass sales the following season.

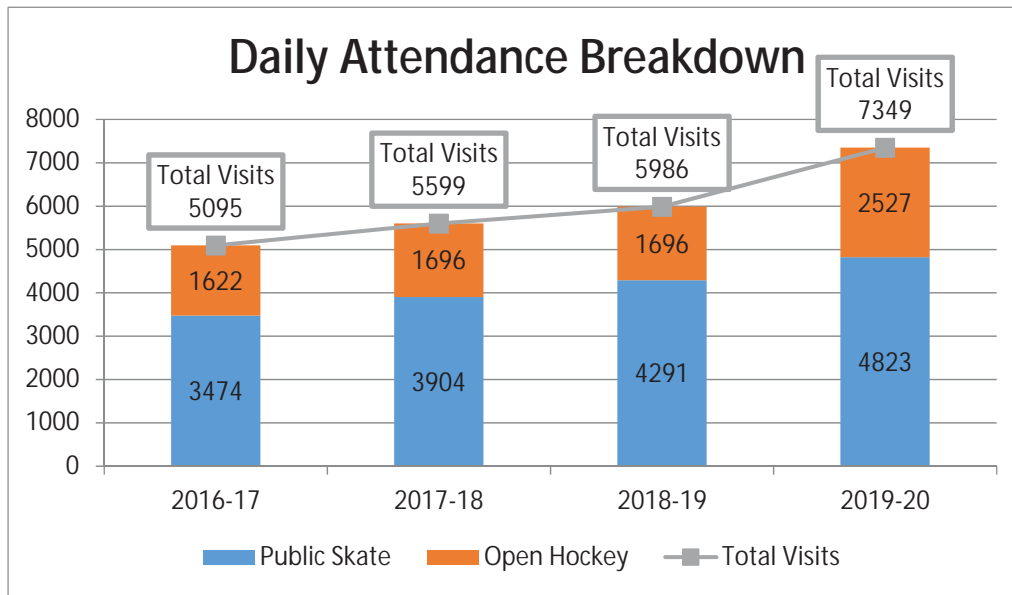


Daily Admission – Public Skate and Open Hockey

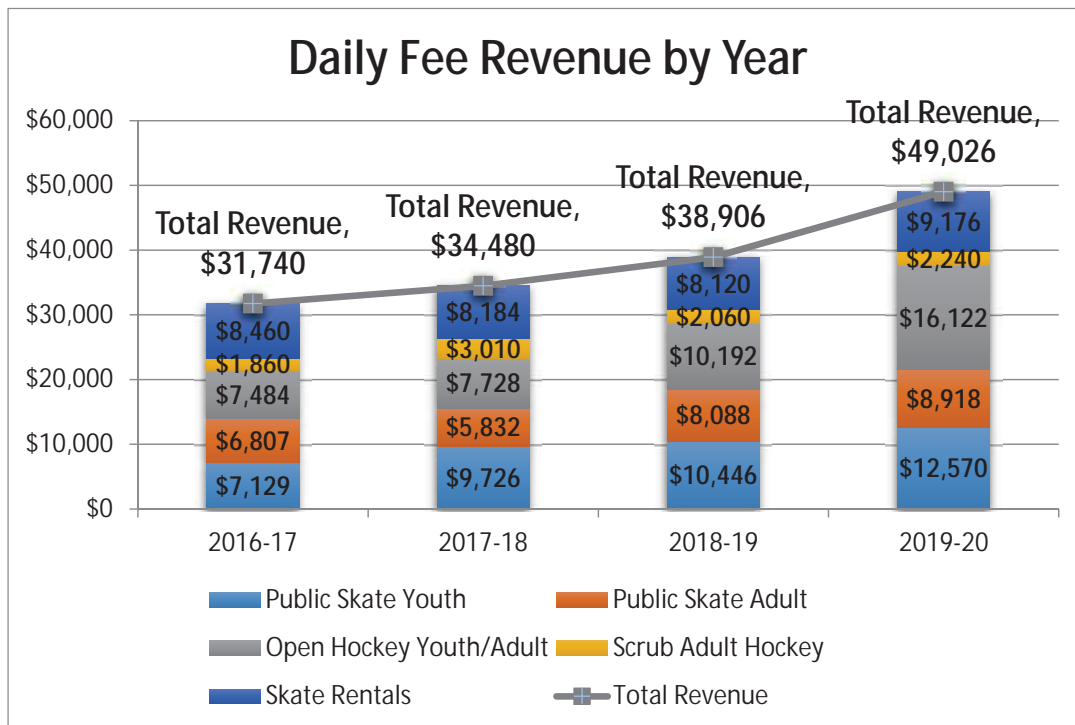
The second option for users to enjoy the use of the ice rinks is through purchasing daily admission. We offer several daily admission rates depending on the activity being offered on the rink. Guests that are under 3-years old or 65 years and older are free admission. Below are the different admission rates for guests.

Admission Type	Fee
Public Skate – Youth (3-17)	\$6
Public Skate – Adult (18-65)	\$8
Open Hockey – Youth/Adult	\$8
Adult Scrub Hockey	\$10
Skate Rentals	\$4

The following graph displays the daily attendance for the 2019-20 rink season. The total number of visits has continued to trend upwards with a large increase during the 2019-20 season. This is in part due to great weather throughout the 2019-20 season resulting in very few closures.



The following graph displays the daily fee revenue for the last four rink seasons. We saw a large increase in revenue due to increased visits to the rink. The below revenue does not include revenue from March 2019 since it was in the 2019-20 fiscal year.

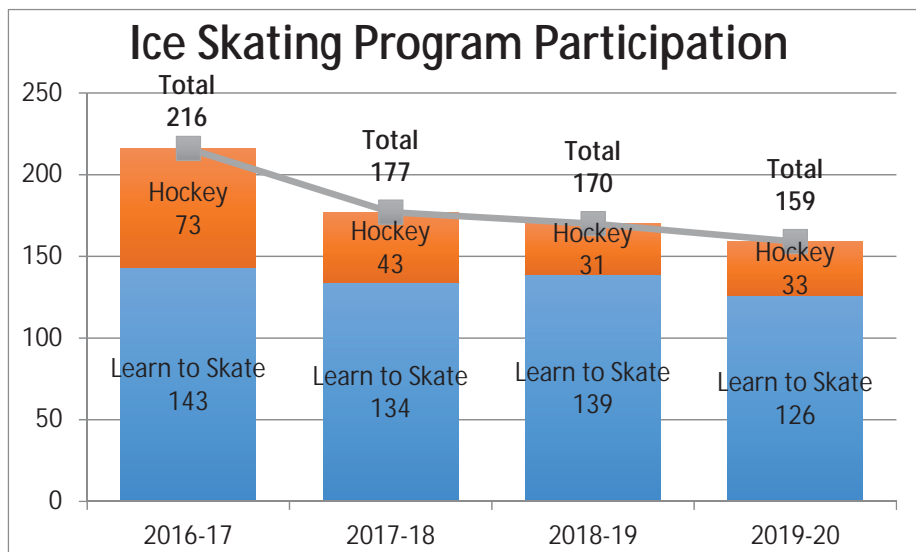


Learn-to-Skate and Hockey Classes

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

Watts also offers basic hockey classes through partnering with the Minor Hawks program. Classes mostly consist of learn-to-skate hockey classes for ages four to six-year-old participants. The Minor Hawks program offers both learn to skate and beginner hockey classes. These classes set the foundation for learning to play the game and the fundamentals associated with hockey. Also,

intermediate and advanced classes are offered to teach young players teamwork, gameplay, and rules through cross-ice practices and innovative drills. New Hockey Instructor, John Scully has brought an exciting new outlook on the program. He was a former minor league hockey player who is also the owner-operator of Dekhockey. We are eager to introduce new hockey-related programming in the 2020-21 season.



Above is a chart that compares the last four seasons of enrollment in our skating and hockey classes. Overall numbers continue to trend downward. This is attributed to inconsistency in our instructors and the success of the Blackhawks.

Children's Circle and Kids Club Skating

Our 4-year old Beluga Children's Circle class had weekly skating lessons in January and February with our skating instructor. 16 students enjoyed learning how to skate each week.

Also, the Kids Club PM participants had the opportunity to skate on Tuesdays and Fridays throughout the rink season. They skated as part of public skate and had 10-15 kids skate each day.

District 35 Skating

District 35 schools annually participate in skating during the school day at Watts. South School skated two days per week for four weeks in January as part of their gym classes. We have approximately 150 participants per day. West School skated two times this year include their annual holiday skate before winter break and Valentine's Day. Central School had a special 8th grade skate in February, where approximately 100 students skated and had a broomball tournament.

Special Events

Watts Opening Day

This season, Watts Opening Day was held on November 29. We were open from 11 AM-7 PM for open skate and open hockey. We had 385 skaters, and over 500 people come through for the event that day. Ice Skating and Open hockey were free for all. We only charged for rental skates.

Winter Express

We hosted our second annual Winter Express Day at Watts. Participants were picked up on a trolley bus and brought to Watts, where they met Santa, decorated cookies, and completed a craft. We had 145 people participate.

Watts Below Zero

The signature free special event at Watts featured ice painting, ice bumper cars, and skating. Families enjoyed carnival games, public skate on the main rink, face painting, DJ, popcorn, cotton candy, visit from Gus, the Glencoe Park District mascot, and Tommy Hawk, the Chicago Blackhawks mascot. Over 300 people attended this event in 2020.

Teen Ice Nights

We hosted two Teen Ice Nights in conjunction with the Glencoe Junior High Project. They were held on December 13 and February 7 this year. We had 139 attend the December date, and 71 participate in February.

Family Nights

This year we had two themed family nights at Watts. This was a new offering at the rink in 2019-20. This was the first year we offered these events, and we had approximately 200 attend both dates. Our January event was Frozen-themed, and included appearances by Anna and Elsa, playing the soundtrack music on the rinks, and showing the movie in the facility. Our February event was Cosmic-themed with neon and black lights. Family Nights were free to all Watts Pass Holders.

Skate and Create - Gingerbread House Event

For the second year in a row, Watts partnered with Jessica Rosien to host a free gingerbread house making event in the recreation room. Participants were able to build their own gingerbread house and skate for free. Over 50 participants built gingerbread houses and skated on Sunday, December 15.

Egg Hunt

We hosted our annual Egg Hunt at the Watts Recreational Center and Park for the community. In April 2019, we had over 400 people participate in this family-friendly event.

The Great Mud Run

We hosted our 3rd annual Great Mud Run in Watts Park and at the Watts Recreational Center. The 12-obstacle course was completed by 356 Glencoe residents.

FACILITY AND ICE RENTALS

Watts Recreational Center is available for the year-around rental of the Recreation Room and ice rink rentals during the winter season. There are many options available for rent by the community. Below is our current rental pricing for the facility.

2019-20 Watts Hourly Rental Pricing

	Residents	Non-Residents
Main Rink	\$284	\$312
Studio Rink	\$170	\$187
Recreation Room	\$88	\$97
Studio Party Package	\$300	\$330

**Consistent weekly renters receive a discounted price of \$256 for the main rink.*

Permanent Rentals

Many rental groups use the facility consistently. The largest rental group is the Winnetka Hockey Club, which uses the ice for overflow games and practice times for their teams outside of their home rink. Other hockey organizations that also rent ice include Glass Hockey, Mother Puckers, Wilmette Cougars, Harrison/Talbot Hockey, Moline Hockey, and Kelly Hockey. Due to decreased needs in the 2019-20 season, Winnetka Hockey and Glass Hockey reduced their number of hours they rented per week. Winnetka Hockey reduced their total hours per week by three hours while Glass Hockey reduced by one hour. We were able to replace two hours per week of Winnetka Hockey's ice time through the Northbrook Blue Hawk Hockey Club. This was done at a rate that was nearly 10% higher than Winnetka Hockey was scheduled to pay. We were also able to attain another Studio Ice permanent renter with the Weinstein Hockey group. Due to the loss of permanent renters on Sunday, we were able to expand public skate by over two-hours each Sunday for public skate. This was an increase from 3 hours to 5.25 hours.

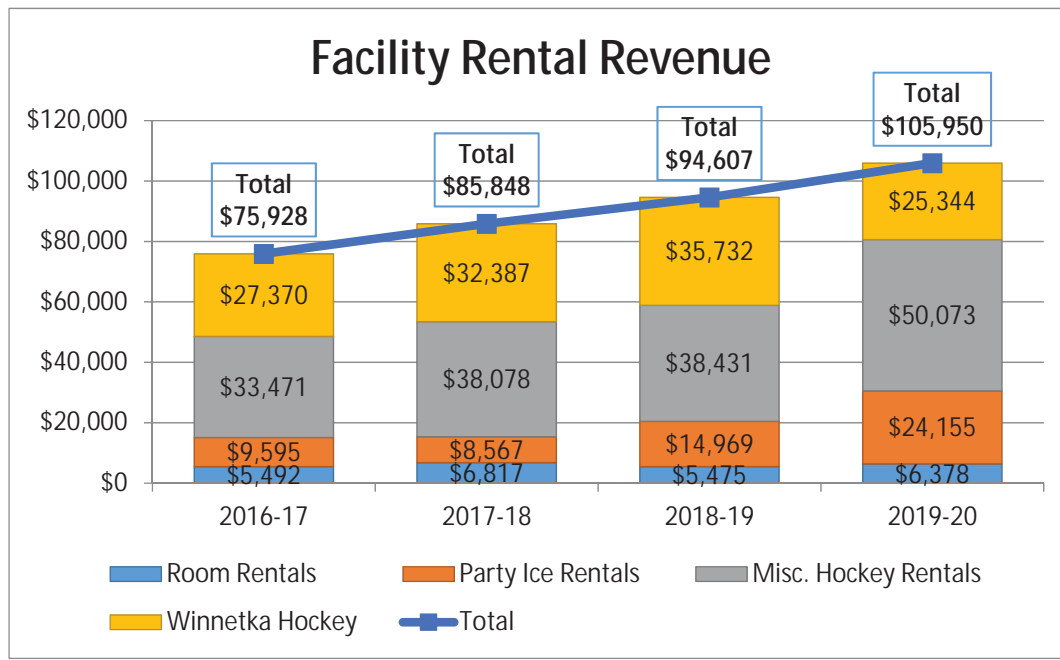
Party Packages

One of our most popular options is our party package on the studio rink. We have a dedicated time slot on Saturday and Sunday to a party package on the studio rink. The package includes 1-hour on the studio rink and 2-hours in the recreation room. Parties have the option to skate, play hockey, or pay an additional fee for broomball equipment. Renters are required to purchase alcohol liquor liability coverage if they wish to have alcohol on site. We saw a huge increase in party packages booked as we posted ice and party availability on the website that was updated daily.

Room Rentals

Due to Glencoe Fitness being built in the Activity Room at Takiff, there has been an increase in the need for multipurpose rental space. To meet that need, the facility rental team has offered the recreation room as an option for birthday parties and events during the non-rink season. This has allowed for increased revenue and usage of the facility throughout the year.

Below is a graph that compares the last four years of facility rental revenue at the Watts Recreational Center. We have seen a steady trend of increased facility rental revenue. The increase in revenue can be partially attributed to an extended season in 2018-19 and very few ice rental cancelations during the 2019-20 season.



NON-ICE RINK PROGRAMMING

Kids Club and School Day Off Programming

During the school year, the programming room is used by the before and after school care Kids Club program. This program runs from 7- 9 AM in the mornings and 3-6:30 PM in the evenings. This is the third year the program has been housed in the Watts Program room. The proximity to South School has increased participation. In its current configuration, the maximum number of participants per day is 55 students. There are 50 total students enrolled in PM Care and 10 in AM Care. Program Manager Stephani Briskman supervises this growing program. Facility and Programming Staff is continually exploring ways for this program to accommodate additional participants.

In conjunction, the School Day Off programming is run out of the Watts Recreational Center program room. This program runs on days that District 35 does not have school to provide care for Glencoe Residents. During the 2019-20 fiscal year, there were 22 school day off programs with 551 total participants.

Summer Camp

In the summer months, Watts is home to our Action Quest Camp that serves participants in grades 6-8. In the summer of 2019, 59 unique campers registered for various weeks of camp during the 8-week program. Also, there were week-long specialty camps ran between the end of traditional camp and the first week of school. These include specialty camps such as Bionic Bike, STEAM, and Harry Potter-themed programs.

School-Age Programming

The Multipurpose Recreation Room, which has ballet bars and mirrors, offers many programs including Hip Hop Dance, Ballet, and Little Footlighters. There are currently 135 participants in six weekly classes. This is compared to 127 enrolled in 2018-19.

2019-20 School Year		
	Fall 2019	Winter 2020
Monday	7	14
Tuesday	12	8
Wednesday	22	24
Thursday	20	28
Total Participants	61	74

Dekhockey

In Fall 2019, the Park District Partnered with John Scully and Dekhockey to install a sports court on the studio rink. There was a soft preview day during the Great Mud Run in September, which was well received by those in attendance. Throughout the rest of the fall, there was free Open Dekhockey offered four days per week. A new agreement was signed to lease the space to Dekhockey for 2020-21. There will be open Dekhockey, classes, leagues, and party opportunities for the community to participate in this great new program at the Watts Recreational Center.

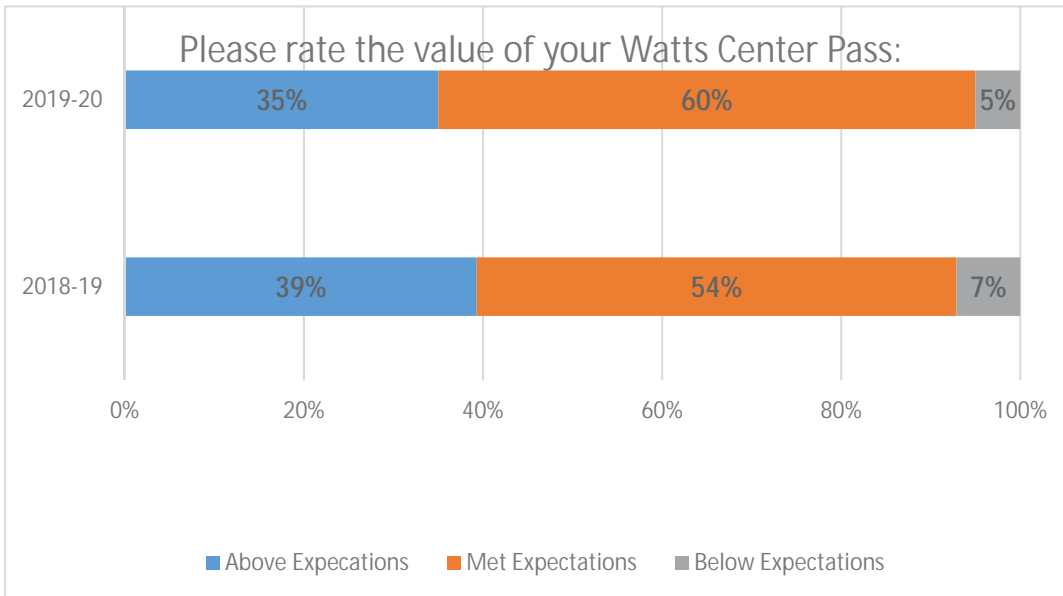
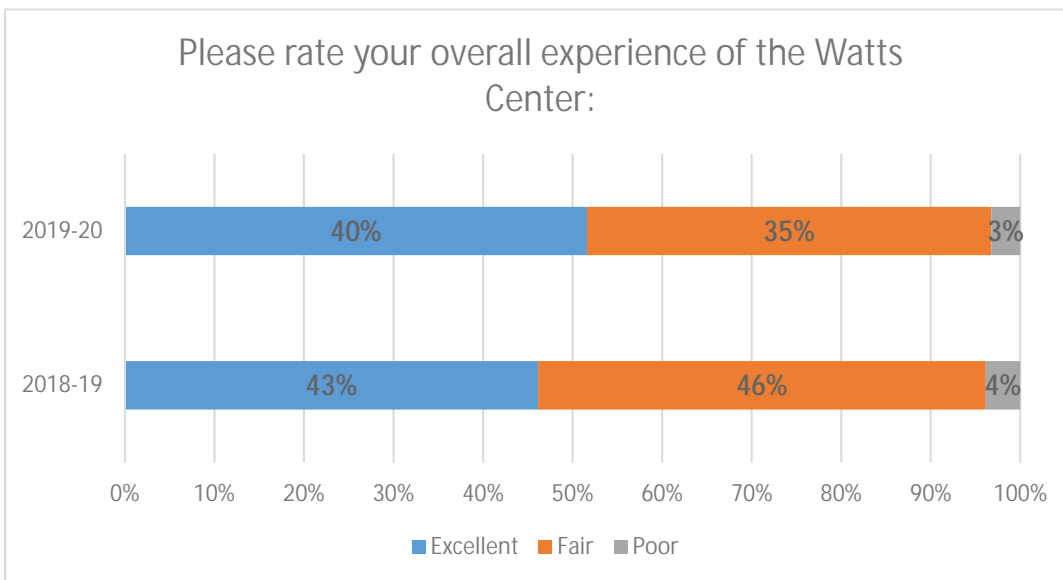
Non-Ice Programming Financials

Listed below is a chart of the various programming offered at the Watts Recreational Center, including the total number of hours per year, total revenue, and net surplus.

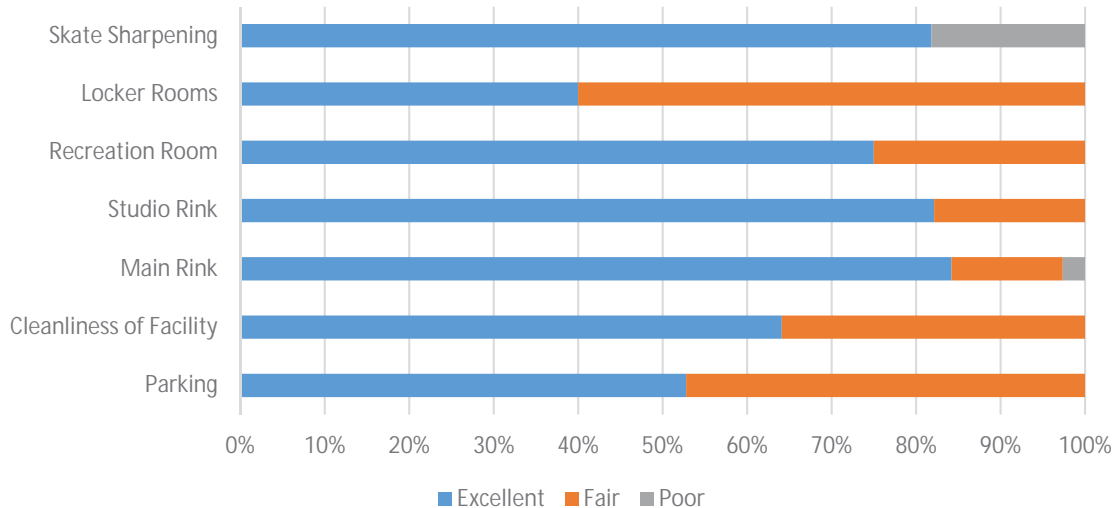
FY 2019-20					
Program Name	# Hours Per Week	# Days Per Year	Total Hours	Total Revenue	Net Surplus
Hip Hop Dance	5	35	175	\$26,258	\$6,564
Youth Ballet	2.5	35	87.5	\$11,236	\$2,809
Little Footlighters	1.5	35	52.5	\$11,520	\$2,880
Kids Club AM	10	37	370	\$32,037	\$10,749
Kids Club PM	17.5	37	647.5	\$261,819	\$188,535
Kids Club Last Minute Care				\$790	\$790
Action Quest	6	40	240	\$91,848	\$52,848
Days Off Program	11.5	16	184	\$33,299	\$13,311
Learn to Skate	7.5	10	75	\$9,786	\$7,094
Hockey Classes	4	10	40	\$3,140	\$2,245
Summer's End Specialty Camps	6	10	60	\$14,862	\$10,150
Dekhockey	15	6	90	-	-
				\$496,595	\$297,975

PARTICIPANT FEEDBACK

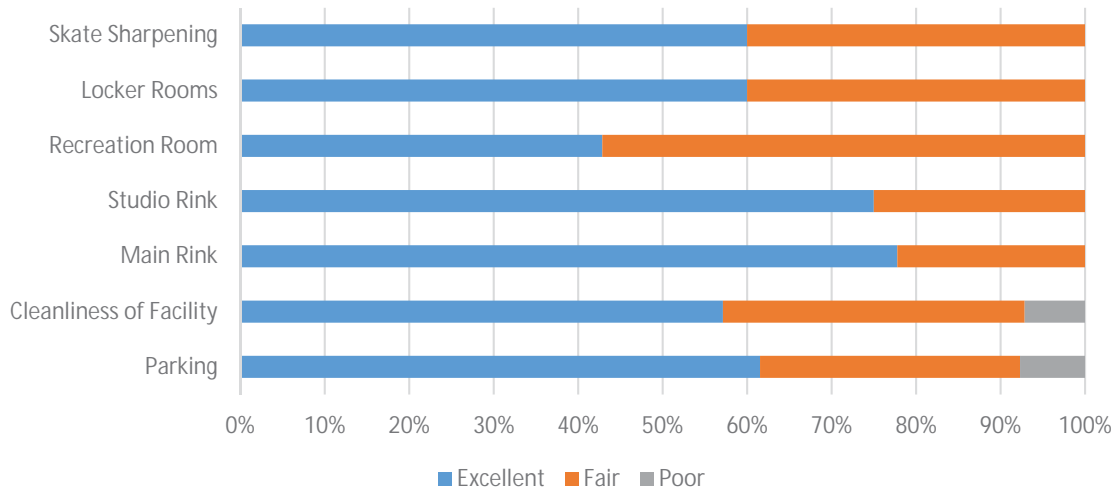
After every season, staff surveys ice rink users for their feedback about their experience at the facility. We had 40 total responses. This is compared to 28 responses after the 2018-19 season. Compiled below is some of the important feedback received from members.



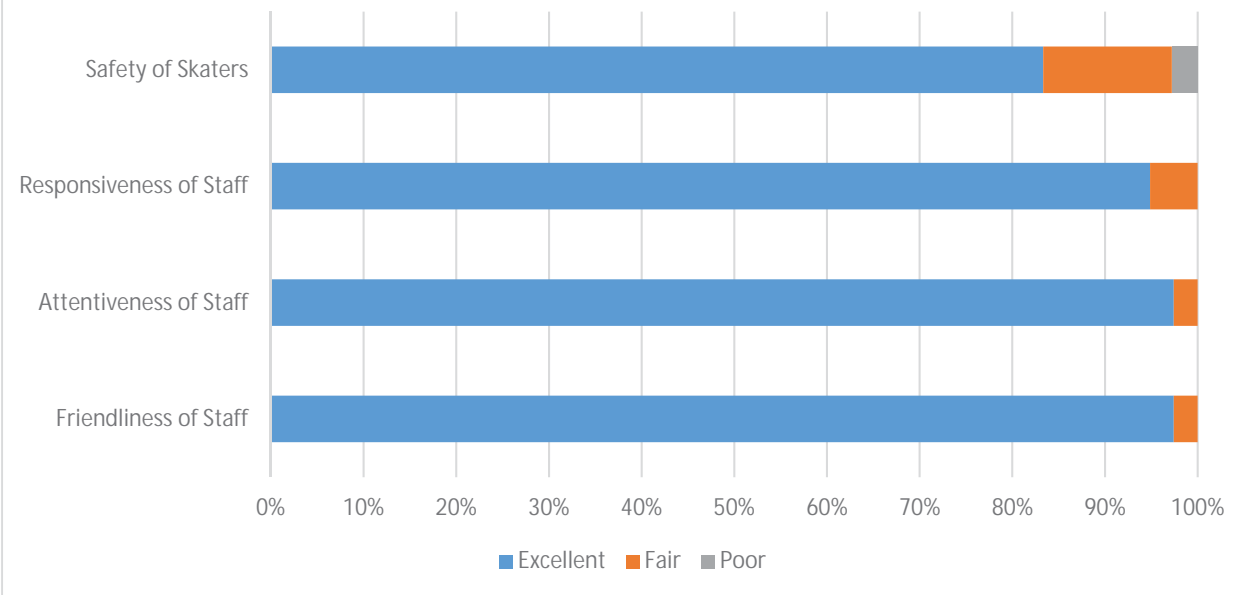
2019-20 - Please rate the following amenities:



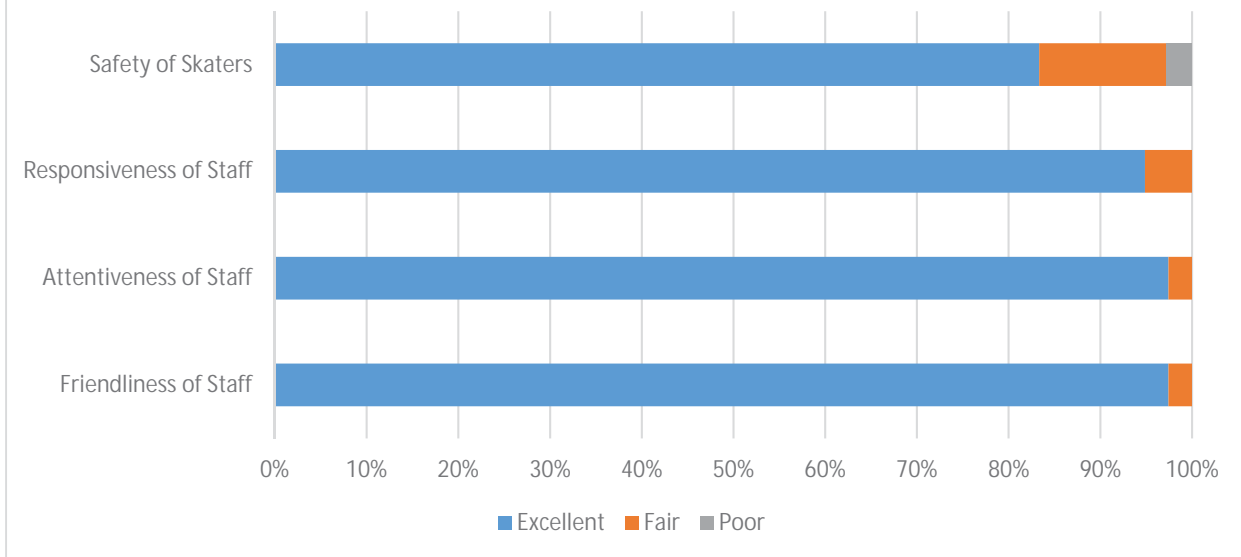
2018-19 - Please rate the following amenities



2019-20 - Please rate the Watts Center Staff:



2018-19 - Please rate the Watts Center Staff:



Appendix A: Watts Ice Center Rink Schedule

Regular Season Ice Rink Schedule

Below are graphics of our regular season ice rink schedule. This was for November 29-December 22 and January 6-March 1.

MAIN RINK SCHEDULE <small>*This schedule is weather dependent and subject to change.</small>						
SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	8:45-10:15 AM ADULT SCRUB (AGE 30+)	11 AM-12:30 PM OPEN SKATE	11 AM-12:30 PM OPEN SKATE	11 AM-12:30 PM OPEN SKATE	11 AM-12:30 PM OPEN SKATE	11 AM-12:30 PM OPEN SKATE
1:30-4:30 PM OPEN SKATE	10:30 AM-12 PM OPEN HOCKEY	12:30-2:15 PM OPEN HOCKEY	12:30-2:15 PM OPEN HOCKEY	12:30-2:15 PM OPEN HOCKEY	12:30-2:15 PM OPEN HOCKEY	12:30-2:15 PM ADULT SCRUB
	12:30-5:45 PM OPEN SKATE	2:30-5:15 PM OPEN SKATE	2:30-5:15 PM OPEN SKATE	2:30-5:15 PM OPEN SKATE	2:30-5:15 PM OPEN SKATE	2:30-6 PM OPEN SKATE

STUDIO RINK SCHEDULE						
SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1:30-2:15 PM OPEN HOCKEY UNDER 12	12:15-1:15 PM OPEN HOCKEY	11 AM-12:30 PM OPEN HOCKEY	11 AM-12:30 PM OPEN HOCKEY	11 AM-12:30 PM OPEN HOCKEY	11 AM-12:30 PM OPEN HOCKEY	11 AM-12:30 PM OPEN HOCKEY
2:15-3 PM OPEN HOCKEY AGES 13-18	1:30-2:15 PM OPEN HOCKEY UNDER 12	12:30-2 PM OPEN SKATE	12:30-2 PM OPEN SKATE	12:30-2 PM OPEN SKATE	12:30-2 PM OPEN SKATE	12:30-2 PM OPEN SKATE
4:30-6 PM OPEN BROOMBALL	2:15-3 PM OPEN HOCKEY	2:15-3 PM OPEN HOCKEY	2:15-3 PM OPEN HOCKEY	2:15-3 PM OPEN HOCKEY	2:15-3 PM OPEN HOCKEY	2:15-3 PM OPEN HOCKEY
	4:30-6 PM OPEN BROOMBALL	3:30-4:45 PM UNDER 10	6-6:45 PM UNDER 12	7-9 PM OPEN HOCKEY	3:30-4:45 PM UNDER 10	
	6-7 PM UNDER 12	4:45-6 PM AGES 11-14	7-7:45 PM AGES 13-18 OPEN		4:45-6 PM AGES 11-14	
	7-8 PM AGES 13-18	6:15-7:30 PM AGES 15-18	8-9 PM OPEN HOCKEY		6:15-7:30 PM AGES 15-18	
	8-9 PM AGE 18+	7:45-9 PM OPEN HOCKEY			7:45-9 PM OPEN HOCKEY	



Winter Break Season Ice Rink Schedule

Below are graphics of our winter break ice rink schedule. This was for December 22-January 6.

WINTER BREAK MAIN RINK SCHEDULE						
MONDAY, 12/30	TUESDAY, 12/31	WEDNESDAY, 1/1	THURSDAY, 1/2	FRIDAY, 1/3	SATURDAY, 1/4	SUNDAY, 1/5
9:30-10:45 AM OPEN HOCKEY ALL AGES	11 AM-5:15 PM OPEN SKATE	CLOSED	9:30-10:45 AM OPEN HOCKEY	9:30-10:45 AM OPEN HOCKEY	10:30 AM-12 PM OPEN HOCKEY ALL AGES	8:45-10:15 AM ADULT SCRUB
11 AM-5:15 PM OPEN SKATE			11 AM-5:15 PM OPEN SKATE	11 AM-5:15 PM OPEN SKATE	12:30-4:30 PM OPEN SKATE	10:30 AM-12 PM OPEN HOCKEY ALL AGES
			5:30-7:45 PM OPEN HOCKEY ALL AGES			

WINTER BREAK STUDIO RINK SCHEDULE							
MONDAY, 12/30	TUESDAY, 12/31	WEDNESDAY, 1/1	THURSDAY, 1/2	FRIDAY, 1/3	SATURDAY, 1/4	SUNDAY, 1/5	
11 AM-1:15 PM OPEN HOCKEY ALL AGES	11 AM-1:15 PM OPEN HOCKEY	CLOSED	12:15-1:15 PM OPEN HOCKEY	12:15-1:15 PM OPEN HOCKEY	12:15-1:15 PM OPEN HOCKEY	12:15-1:15 PM OPEN HOCKEY	
1:30-2:15 PM OPEN HOCKEY UNDER AGE 12	1:30-2:15 PM OPEN HOCKEY UNDER AGE 12			1:30-2:15 PM OPEN HOCKEY UNDER AGE 12	1:30-2:15 PM OPEN HOCKEY UNDER AGE 12	1:30-2:15 PM OPEN HOCKEY UNDER AGE 12	1:30-2:15 PM OPEN HOCKEY UNDER AGE 12
2:15-3 PM OPEN HOCKEY AGES 13-18	2:15-3 PM OPEN HOCKEY AGES 13-18			2:15-3 PM OPEN HOCKEY AGES 13-18	2:15-3 PM OPEN HOCKEY AGES 13-18	2:15-3 PM OPEN HOCKEY AGES 13-18	2:15-3 PM OPEN HOCKEY AGES 13-18
3:15-4:30 PM OPEN HOCKEY ALL AGES	3:15-4:30 PM OPEN HOCKEY			3:15-4:30 PM OPEN HOCKEY	3:15-4:30 PM OPEN HOCKEY	4:30-6 PM OPEN BROOMBALL	4:30-6 PM OPEN BROOMBALL
4:30-6 PM OPEN BROOMBALL	4:30-5:15 PM OPEN BROOMBALL			4:30-6 PM OPEN BROOMBALL	4:30-6 PM OPEN BROOMBALL		6:15-7:30 PM OPEN HOCKEY UNDER AGE 12
						7:45-8:45 PM OPEN HOCKEY AGE 13+	

Appendix B: HISTORY OF WATTS ICE CENTER FEES

History of Watts Ice Center Fees				
Admission Fees				
	2017-18	2018-19	2019-20	Proposed 2020-21
Youth (3-17)	\$6	\$6	\$6	\$6
Adults (18-65)	\$8	\$8	\$8	\$8
Open Hockey Youth/Adult	\$8	\$8	\$8	\$8
Adult Scrub Hockey	\$10	\$10	\$10	\$10
Skate Rental	\$4	\$4	\$4	\$4

Season Passes				
	2017-18	2018-19	2019-20	Proposed 2020-21
	Early/Regular	Early/Regular	Early/Regular	Early/Regular
Individual	\$62/\$78	\$64/\$80	\$66/\$83	\$68/\$85
Additional Family Member	\$29/\$34	\$30/\$35	\$31/\$36	\$32/\$40
Hockey Punch Pass (10 visits)	\$67	\$69	\$70	\$70
Hockey/Public Combo (New 2017-18)	\$175/\$200	\$180/\$206	\$185/\$212	\$191/\$238

Skating Classes				
	2017-18	2018-19	2019-20	Proposed 2020-21
Snowplow Sam (per class)	\$18.50	\$19	\$20	\$20.60
Learn to Skate (per class)	\$18.50	\$19	\$20	\$20.60
Minor Hawk (per class)	\$18.50	\$19	\$20	\$20.60
Adult Learn to Skate (per class)	\$18.50	\$19	\$20	\$20.60

Rentals				
	2017-18	2018-19	2019-20	Proposed 2020-21
Main Rink (R/NR)	\$268/\$294	\$276/\$303	\$284/\$312	\$312/\$343
Studio Rink (R/NR)	\$160/\$175	\$165/\$180	\$170/\$187	\$187/\$206
Permanent Renter	\$242/\$259	\$249/\$267	\$256/\$282	\$282/\$310
Birthday Party Package (1-hr studio/2-hr party room)	\$283/\$309	\$291/\$318	\$300/\$330	\$330/\$363
Public Skate Party Package (1-hr party room, 20 guests)		\$185/\$204	\$185/\$204	\$204/\$224
Recreation Room	\$83	\$85	\$88/\$97	\$91/\$100

Appendix C: ICE RINK COMPARISON

	Glencoe PD Watts Ice Center	Winnetka PD Winnetka Ice Arena	Wilmette PD Centennial Ice Rink	Highland Park Centennial Ice Rink	Skokie PD Skatium Ice Rink
<u>Admission Fees</u>					
Youth	\$6	\$6.50	\$8	\$6	\$5
Adults	\$8	\$7.50	\$9	\$7	\$6
Skate Rental	\$4	\$4	\$4.50	\$3	\$3
<u>Season Passes</u>					
Individual	\$66	\$38 (10 punch card)	\$100.00	\$54 (10 punch card)	\$88.00
Additional Family Member	\$31	\$93 (30 punch card)	varies		\$26.00
<u>Rentals</u>					
Main Rink (R/NR)	\$284	\$315	\$380	\$340	\$360
Studio Rink (R/NR)	\$170	\$150	\$175	N/A	\$160
<u>Public Skate and Open Hockey Weekly Hours</u>					
Public Skate	Main - 30.25 Studio - 7.5	9.75	17.25	12.5	11.75
Open Hockey	Main - 26.75 Studio - 37.25	Not Offered	Not Offered	2	Not Offered

**Glencoe Park District
Parks & Facilities Maintenance Report
April 2020**

Administrative

I have continued to coordinate seasonal facility and park transitions. In addition, I have continued to oversee work on the halfway house, trail and Duke Park designs, and overlook bid process. I have worked closely with the Parks & Facilities Team to develop an operating plan for the COVID-19 closure.

Grounds/Horticulture

Seasonal grasses have been trimmed at Takiff and in natural areas. Staff has begun cultivating annual flowers in the greenhouse.

Parks Maintenance & Construction

Staff has pivoted to continue to provide the essential services necessary to keep the park system available and well-kept for residents during the COVID-19 closure. Staff have been divided into separate teams working six days per week. Staff continues to work on seasonal park startup, water systems, inspections, and site maintenance.

Based on the ongoing COVID-19 situation, the mowing contract has been temporarily suspended. With a hold on spring athletics, the available labor hours will be used for mowing and horticulture. This represents a savings of \$2,923 per week to the District. At this time, we will also not be using supplementary contractor support for landscaping/horticulture services. Fully managing mowing and horticulture with District-only labor, is only sustainable as a result of the reduction in service due to COVID-19.

As a result of the shelter at home order, we have experienced a surge in park use far exceeding the seasonal average. As such, we have increased litter pick-up operations, trash service, and dog bag stations refills.

Facilities

Seasonal beach preparations are in full swing on both beaches. Water was activated the first week of April. Repairs were necessary to the water main in the beach house. Beach grading and large debris pick-up has been scheduled for the third week in April.

With the facility closure due to COVID-19 staff has made the best of a bad situation by completing seasonal maintenance tasks and deep cleaning. Much of the facility will be painted, minor roof repairs have been completed and a major deep cleaning is ongoing. Staff is working on developing a pro's and con's list for the execution of capital repairs. Balancing a very aggressive bidding climate against the uncertainty of a revenue shortfall due to COVID-19.

Athletic

Spring athletics have been postponed due to COVID-19. While staff is not focusing on athletic maintenance at the traditional level, we want to continue to maintain fields. Our goal is not to lose the investment made in the quality of the athletic fields over the last several years. We will continue to aerate, trim, and manage infields. We are looking at ways of taking advantage of the reduction in use, to efficiently improve site conditions for future use.

Equipment

Staff has completed servicing the small engine equipment in preparation for the spring 2020 season.

Shared Services

The Village of Glencoe has continued to support the Park District by performing maintenance on vehicles and equipment. The Park District will be directly mowing Village of Glencoe property instead of using the contractor this spring.

Submitted by:

Chris Leiner, CPRP

Director of Parks & Maintenance

**Glencoe Park District
Marketing/Communications Report
April 2020**

Social Media/Email

We ended the month of March with 37,510 Facebook impressions (in 2017, we ended the month with 39,885 impressions). We now have 1,848 followers on Facebook, 989 followers on Twitter and 1,507 followers on Instagram. Glencoe Beach has 2,209 followers and Watts Ice Center has 282 followers on Facebook.

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

Date Sent	Campaign Name	Total Sent	Open Rate	Click Through Rate	Link
3/24/20	COVID-19 Update 3	6561	38%	1.60%	https://conta.cc/2VdpvR5
3/19/20	COVID-19 Update 2	6568	49.70%	0.60%	https://conta.cc/2RmLbZU
3/13/20	Leprechaun Trap CANCEL	535	26.40%	0%	https://conta.cc/2yJ09Tv
3/12/20	COVID-19 Closure	6568	42.10%	1.20%	https://conta.cc/39QpSXb
3/11/20	Youth Art Show	77	48.10%	13.50%	https://conta.cc/2yM3ZLJ
3/10/20	Leprechaun Trap Reminder	535	34.60%	2.20%	https://conta.cc/2XkGBPF
3/7/20	Watts Closed for Season	1175	41.50%	6.50%	https://conta.cc/2JMSy8V
3/5/20	Spring/summer Registration	6477	38.40%	3.10%	https://conta.cc/2RpAO7L
3/5/20	Leprechaun Trap	830	34.40%	5.80%	https://conta.cc/3e9qPgn

Special Events

I worked closely with our Recreation Team to market and later cancel events, including How to Build a Leprechaun Trap, Youth Art Show, and the Spring Egg Hunt. For each event, I created flyers, website graphics, posters, event signage as well as email blasts, social media posts, media pitches.

Spring/Summer Programs

The beginning of the month saw a push for Spring Registration, which was promoted primarily online, with email blasts, social media posts, and website graphics. As classes began to be canceled, we shifted our focus to updating residents with a mix of mass emails and social media posts, coupled with personalized emails specific to program participants. We're also using the website as an information hub, posting general information as it becomes available. With the start of virtual programming in April, we're using a mix of website, email, and social media to promote the new programs. We're also sending personalized emails from program managers to participants who signed up for spring in-person programs to encourage them to try the virtual programs.

Social Media Strategy

Our goal is to be the community's resource for recreation during the COVID-19 shut-down. We are sharing free materials, live-streaming classes, promoting activities from independent contractors, and offering virtual fun to keep Glencoe entertained. At the same time, we are using social media (including NextDoor) to share important closure updates. This information is also shared via email and our website. We're also sharing content from other government agencies, especially the Village of Glencoe, to keep our residents informed. Likewise, many government agencies and independent contractors are sharing our content. At the same time, we are monitoring comments and responding as needed to social media/email complaints/compliments.

Park Closures

Since closing March 12, we've posted four different sets of signs in our parks and facilities. First, we posted signs in 9 park kiosks and at our facility entrances stating that we would be closed until March 29. After we extended the closure to April 10, temporary signs were printed in-house that stated "Closed Until Further Notice". These laminated signs were posted in park kiosks and playgrounds as well as facility entrances. On March 30, a batch of lawn signs, with park Do's and Don'ts, were designed and purchased as a kind reminder to practice social distancing for playgrounds and park areas. On April 2, the Village of Glencoe requested larger signage with firmer no trespassing language in order to enforce social distancing as the weather improved. These signs were subsequently ordered and the information from all the signs was also shared on our website, on social media, and in subsequent email blasts. Our Park Ambassadors are also available at popular sites at peak times to enforce the signage.

Maternity Leave

I am in the process of training a temporary, part-time replacement for my maternity leave, which starts April 24. Tracy Shields O'Reilly, a veteran freelance marketer with experience handling public relations for various public and private entities (including the Mayor's Office of Special Events, Skokie Public Library, Chicago Police Memorial, St. Gertrude Parish, and BP United States) will be managing Glencoe Park District's marketing and communications in my absence.

Submitted by:
Erin Classen
Superintendent of Marketing and Communications

X. Executive Director's Report

Glencoe Park District
April 2020 Board Meeting

**Glencoe Park District
Executive Director's Report
April 2020**

COVID-19 Pandemic

Obviously, all normalcy in operations came to a screeching halt on Thursday, March 12, when the decision was made to shut down all District facilities and operations in conjunction with School Districts 35 decision based on the COVID-19 Pandemic. Initial efforts included preparing laptops for all managers and administrative staff to work remotely from home and educating ourselves on the new FFCRA and CARES legislation; etc. Last week, amidst the Governor's order to extend the "stay in place" (SIP) until April 30, we prepared a packet of information on projected financial impact of this closure on the District, and to the District's current fund balance position and liquidity position. Further, related unemployment scenarios and cost to the District were shared with the Board, with staff's recommendation to continue to pay all staff until May 31, if needed. Staff are grateful to the Board for their forward thinking on this matter.

At this point, we have closed all facilities, sports courts, and athletic fields for group play. We are encouraging users to walk in our parks while keeping a safe distance. We have added Park Ambassadors duties, that our current full and part-team members are executing. These staff members are located at popular sites at peak times to enforce the "no group gathering order." Staff are taking necessary safety precautions to remain safe. They also have a direct number to Public Safety should anyone react negatively to their request.

- **Social Media Strategy:** Our goal is to be the community's resource for recreation during the COVID-19 shut-down. We are sharing free materials, live-streaming classes, promoting activities from independent contractors, and offering virtual fun to keep Glencoe entertained. At the same time, we are using social media (including NextDoor) to share important closure updates. This information is also shared via email and our website. We're also sharing content from other government agencies, especially the Village of Glencoe, to keep our residents informed. Likewise, many government agencies and independent contractors are sharing our content. At the same time, we are monitoring comments and responding as needed to social media/email complaints/compliments.
- **Park Closure Signage:** Since closing March 12, we've posted four different sets of signs in our parks and facilities. First, we posted signs in 9 park kiosks and at our facility entrances stating that we would be closed until March 29. After we extended the closure to April 10, temporary signs were printed in-house that stated "Closed Until Further Notice". These laminated signs were posted in park kiosks and playgrounds as well as facility entrances. A batch of lawn signs, with park Do's and Don'ts, were designed and purchased on March 30 as a kind reminder to practice social distancing for playgrounds and park areas. On April 2, the Village of Glencoe requested larger signage with firmer no trespassing language in order to enforce social distancing as the weather improved. These signs were subsequently ordered

and the information from all the signs was also shared on our website, on social media, and in subsequent email blasts.

- **Glencoe Beach:** The beach currently remains open to runners and walkers. We are utilizing the park ambassadors to discourage groups from visiting the beach. To date it has been successful in curbing groups from gathering but still allowing visitors to enjoy the beach and Lake Michigan's calming effects it has on our minds during this difficult time. Parking around Lakefront Park is currently restricted and has had a positive impact on controlling group visits to both the beach and park.

Even with the SIP Order, Matt and Bill are working hard at the beach to prepare those facilities when we are able to open. Although beach passes are currently on sale, we are not marketing them at this time. We will do a marketing blitz once the SIP order is lifted. We realize that business will not be as usual when the SIP order lifts, therefore the Administrative Team is developing plans on how we may operate the beach differently this summer. We will be presenting these ideas at a future meeting.

- **Parks:** Based on the ongoing COVID-19 situation, the mowing contract has been temporarily suspended. With a hold on spring athletics, the available labor hours will be used for mowing and horticulture. This represents a savings of \$2,923 per week to the District, at this time we will also not be using supplementary contractor support for landscaping/horticulture services. Fully managing mowing and horticulture with District-only labor, is only sustainable as a result of the reduction in service due to COVID-19.

As a result of the SIP, we have experienced a surge in park use far exceeding the seasonal average. As such we have increased litter pick-up operations, trash service, and dog bag stations refills. The Parks Team is also filling the Little Libraries located in our parks on a regular basis. An unusual data point is that we are currently going through a month's supply of dog waste bags in a week. There are some happy dogs in Glencoe as a result of this SIP.

- **Facilities:** With the facility closure due to COVID-19 staff has made the best of a bad situation. Completing seasonal maintenance tasks and deep cleaning. Much of the facility will be painted, minor roof repairs have been completed, and a major deep cleaning is ongoing. Staff is working on developing a pro's and con's list for the execution of capital repairs. Balancing a very aggressive bidding climate against the uncertainty of a revenue shortfall due to COVID-19.
- **Grounds/Horticulture:** Staff has begun cultivating annual flowers in the greenhouse. In addition, we are also starting vegetable seeds for Glencoe Community Garden. Normally, GCG volunteers would come into our greenhouses and do the planting but with the closure of our facilities and for the safety of our staff, I recommended that we have our staff do the planting this year.

- **Athletic Fields:** Spring athletics have been postponed due to COVID-19. While staff is not focusing on athletic maintenance at the traditional level, we want to continue to maintain fields. Our goal is not to lose the investment made in the quality of the athletic fields over the last several years. We will continue to aerate, trim, and manage infields. We are looking at ways of taking advantage of the reduction in use, to efficiently improve site conditions for future use. We have told our athletic affiliate groups that it will take approximately two weeks to get fields in playable condition after the SIP is lifted.
- **Recreation:** During this period of closure at all of our facilities, Recreation staff have been working on numerous projects and tasks to ensure that when we reopen, the District will be in the best position to get back to regular operations safely. Our team continues to monitor and evolve with this ever-fluid situation. All team members are currently working and remain ready to do whatever needs to happen to get our community recreating in a safe environment once we are open again.

In addition to that we are also doing an enormous amount of outreach. From the Children’s Circle, Preschool, and Kids Club teachers reaching out to their children, to teachers dropping off supplies at homes, and to Fitness Attendants calling all members over the age 60 to just check in and see how they are doing. The Spring Bunny even made appearance throughout Glencoe, making a PSA on the importance of social distancing in our parks.

The Recreation Team was tasked with doing business in a new way and quickly developed a comprehensive virtual program offering. Some are free but many are fee based. (See Recreation Report for more details) In the first two rounds of virtual preschool we have generated \$13,950. Additionally, below is an **estimate** of the revenue, refunds, expenses, and net surplus for our winter/spring and spring preschool enrichments, which are mostly running virtually.

I can confidently tell you, from my observation in what other park districts are doing in this area, we are innovators and leaders in the industry. I could not be prouder of my team!

Program	Total Revenue	Refunded	Total Wages/ Contractual Cost	Net
Lunchtime Stories	5,866	965	3,011	1,889
Free to Be Me	9,342	1,628	2,641	5,072
The World of Cooking	2,712	458	1,183.20	1,070
Music, Imagination, and Me	9,028	1,410	5,200	2,417
Music and More	2,280	360	1,280	640
Pee Wee Sportsters	7,578	1,350	3,437.10	2,790
Art from the Heart	11,372	1,797.60	6,650	2,924
Kind Kids Club	2,850	450	1,083	1,317

Junior Engineers Build	7,740	1,290	4,739	1,710
Sports Bound	4,536	1,767	2,707	61
Preschool Day Off	1,700	1,700	830	-830
Tiny Tots Tumbling	2,968	2,968	1,700	-1,700
School Yard Sports Session 1	6,912	3,475	2,400	1,036
School Yard Sports Session 2	6,480	6,480	0	0

TOTAL	18,401.20
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FY2020/21 Budget and Appropriation Ordinance (BAO)

Staff has prepared the FY2020/21 Budget and Appropriation Ordinance (BAO), had it reviewed by legal counsel, and has put it on public display since March 6 for the required 30-day public inspection period. The BAO is scheduled to be officially approved by the Board of Park Commissioners at the regular board meeting on April 21 following the public hearing, and will be filed at the County Clerk’s Office within the required legal timeline. Again, remember the District has the ability to amend the BAO during the fiscal year, should the Board want to do so.

Linden House

Deep cleaning and minor repairs are being done on the house on Linden in preparation to putting it on the market by the end of the month.

Submitted by:
 Lisa Sheppard, CPRP
 Executive Director

XI. Discussion of Essential Fund 65 Capital Projects

Glencoe Park District
April 2020 Board Meeting

MEMORANDUM

TO: Board of Park Commissioners
FROM: Lisa Sheppard, Executive Director, Chris Leiner, Director of Parks & Maintenance
SUBJECT: COVID-19 Essential Fund 65 Capital Projects
DATE: April 15, 2020

In the FY2020/21 Fund 65 budget, there was initially \$696,850 in budget projects with a projected surplus of \$92,000 at the end of the fiscal year. Based on the carryover from the last fiscal year and the receipt of the first installment of taxes, the current cash on hand in Fund 65 is \$470,000. Upon review of the budgeted projects, staff recommends categorizing the following projects as essential to the continued operation of the Park District:

Essential Fund 65 Capital Projects	
Project Title	Budget
Replace RTU 1 & 2 Takiff	\$155,000.00
Replace Water Heaters (2) Takiff	\$25,000.00
Sealcoat/Crackfill Takiff Parking Lots	\$12,500.00
Fire Alarm Parks Garage	\$23,000.00
Total	\$215,500.00

Justification: The above projects represent the replacement/maintenance of existing assets. The nature of these assets ensures that their continued function is required for even the basic levels of service offered by the Park District. Based upon engineering surveys and equipment condition, it is likely that by delaying necessary work, additional costs will be incurred and interruptions in service will take place.

1. As previously discussed, Takiff's RTU 1 & 2 require replacement, as these units provide climate control for the gym, lobby, and staff offices. If these units fail during operation, it will require a significant lead time to procure replacements.
2. The water heaters at Takiff provide hot water for all sinks, kitchens, and fitness showers. The hot water temperature at Takiff is mandated by codes of the IDPH and DCFS. If these units fail during operation, it will require a significant lead time to procure replacements.
3. The Takiff parking lots require a seal coating to maintain the investment in new surfacing made over the last three years. The ideal time to seal coat the lots is when the facility/athletic fields are closed. Executing the project in this timeframe will represent less of an interruption in service to residents/operations.
4. The fire alarm is not currently functional in the Parks yard. This system is code required. Repairs are necessary to protect the existing facilities and ensure code compliance.

MEMORANDUM

Cost Benefits: The current business climate has created an opportunity for aggressive pricing. The current cost of oil has dramatically lowered the price of seal coating materials. Furthermore, contractors that split work between municipalities and commercial businesses have experienced a significant reduction in homeowner work, creating a beneficial bid climate.

Staff Recommendation/Request: In the March 17 Board meeting, the Board approved the replacement of RTU's, with the caveat that up to a 45-day hold be placed on executing the contract. Furthermore, based on the bidding climate, it is likely that the cost of three out of the four listed projects above will be well below the threshold requiring Board approval.

Based an evaluation of the projects, current district financial position, and future operational impacts, the staff is seeking a Board consensus to continue forward with the above-listed fund 65 projects.

XII. Action Item A
Approval of a Resolution Adopting
Temporary Rules for Ordinance 700
Regulating the Use of the Parks and Property
Owned or Controlled by the Glencoe Park
District – Resolution No. 910

Glencoe Park District
April 2020 Board Meeting

**GLENCOE PARK DISTRICT
COOK COUNTY, ILLINOIS
RESOLUTION No. 910**

**A RESOLUTION ADOPTING TEMPORARY RULES FOR ORDINANCE 700
REGULATING THE USE OF THE PARKS AND PROPERTY OWNED OR
CONTROLLED BY THE GLENCOE PARK DISTRICT DURING THE GOVERNOR'S
DECLARATION OF EMERGENCY**

WHEREAS, the Glencoe Park District is an Illinois unit of local government operating under the Constitution and laws of the State of Illinois; and

WHEREAS, the Glencoe Park District, Cook County, Illinois ("Park District") regulates the use of Parks and Property owned and controlled by the Glencoe Park District.

WHEREAS, the Board of Commissioners of the Glencoe Park District finds that it is in the best interest of the Park District to temporarily adopt such rules which shall apply only during the term of Executive Order No. 2020-10 (COVID-19 EO No. 8), as extended by Executive Order 2020-18 (COVID-19 Order 16) or future extensions related to COVID-19.

WHEREAS, Due to Governor Pritzker's COVID-19 Stay-at-Home Order to slow the spread of COVID-19, requires all Glencoe Park District facilities and playgrounds be closed until further notice.

NOW, THEREFORE, BE IT RESOLVED by the Board of Park Commissioners of the Glencoe Park District, as follows:

SECTION 1. Findings.

- (1) Because of the seriousness of the current COVID-19 social distancing requirements and out of an abundance of concern for the health and well-being of our community, the Park District Board of Commissioners is mandating closure of **ALL** sport courts, frisbee golf, outdoor restrooms, and parks for group play in addition to facilities and playgrounds.
- (2) The Board of Park Commissioners understand the benefits parks have in the physical and emotional well-being of our residents, therefore the parks will remain open for walking, running, and biking for individuals maintaining social distancing.
- (3) The Board of Park Commissioners understands that the Glencoe Beach is a treasured asset to the residents and nonresidents therefore, Glencoe Beach is open to individual walkers and runners maintaining social distancing, but the Board of Park Commissioners authorizes the Executive Director to close and fence off access to Glencoe Beach if the rules of social distancing are consistently violated.

- (4) There may be extensions to the State's Stay-at-Home Executive Order, therefore the Board of Park Commissioners grant authority to the Executive Director to suspend this temporary ban when the subsequent Stay-At-Home Executive Orders expire.

Section 2. Effective Date. The adoption and implementation of this Resolution is a matter of urgent public concern which requires it to take effect immediately upon its passage and approval.

So Resolved this 21st day of April 2020 by the affirmative roll call vote of three-fifths of the members of the Board of Park Commissioners as follows:

Ayes:

Nays:

Abstentions:

Absent:

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

ATTEST:

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

[SEAL]

STATE OF ILLINOIS)
) SS
COUNTY OF COOK)

SECRETARY'S CERTIFICATE

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

I HEREBY CERTIFY that the foregoing instrument is a true and correct copy of Resolution No. 910:

**A RESOLUTION ADOPTING TEMPORARY RULES FOR ORDINANCE 700
REGULATING THE USE OF THE PARKS AND PROPERTY OWNED OR
CONTROLLED BY THE GLENCOE PARK DISTRICT DURING THE GOVERNOR'S
DECLARATION OF EMERGENCY**

adopted at a duly called Regular Meeting of the Board of Park Commissioners of the Glencoe Park District, held at Glencoe, Illinois, in said District at 7:00 PM on the 21st day of April 2020.

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

IN WITNESS WHEREOF, I hereunto affix my official signature and the seal of the Glencoe Park District at Glencoe, Illinois this 21st day of April 2020.

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

[SEAL]

XII. Action Item B
Approval of Biannual Review of Executive
Session Minutes 5ILCS120/2(c)(21)

Documents will be dropped off at
Commissioner's homes prior to the meeting.

Glencoe Park District
April 2020 Board Meeting