



# MAY 2020 Board Report



**GLENCOE PARK DISTRICT  
REGULAR BOARD MEETING  
Tuesday, May 19, 2020 – 7:00pm  
-Via 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. Minutes of April 21, 2020 Regular Board Meeting (pgs. 5-27)
  - B. Minutes of May 1, 2020 Special Board Meeting (pgs. 28-30)
  - C. Minutes of May 5, 2020 Committee of the Whole Meeting (pgs. 31-40)
  - D. Minutes of May 12, 2020 Special Committee of the Whole Meeting (pgs. 41-70)
  - E. Approval of the Bills (pgs. 71-82)
- IV. Matters from the Public
- V. Election of President and Vice President (pg. 83)
- VI. Appointment of Officers and Representatives (pg. 83)
  - A. Treasurer
  - B. Attorney and Ethics Officer
  - C. Secretary
  - D. Glencoe Plan Commission
  - E. Freedom of Information Act Officers
  - F. Glencoe Sustainability Committee
- VII. Board Committee Appointments (pg. 83)
  - A. Finance Committee of the Whole
  - B. Special Projects and Facilities Committee
  - C. Personnel and Policy Committee
- VIII. Board Advisory Group Chair Appointments (pg. 83)
  - A. Glencoe Beach and Lakefront Advisory Group
  - B. Watts Advisory Group
  - C. Early Childhood Advisory Group
  - D. Northern Suburban Special Recreation Association Board Liaison
- IX. Financial Report (pgs. 84-87)
- X. Staff Reports
  - A. Business (pgs. 89-90)
  - B. Recreation and Facilities (pgs. 91-100)
  - C. Parks and Maintenance (pgs. 101-103)
- XI. Executive Director Report (pgs. 104-114)
- XII. Action Items
  - A. Approval of DCEO Fast Track Grant Resolution of Authorization Duke Park (pgs. 115-118)
  - B. Approval of DCEO Fast Track Grant Resolution of Authorization Takiff Mechanicals (pgs. 115-116 & 119-120)
- XIII. Other Business



- XIV. Executive Session (pg. 121)
  - A. Personnel 5ILCS 120/2(c)(1)
  - B. Real Estate 5ILCS 120/2(c)(6)
- XV. Action Items Following Executive Session
  - A. Approval of Staffing Plan Starting on June 1
  - B. Approve Authority for the Executive Director to Sign Real Estate Transaction Documents for Linden House
- XVI. Adjournment

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

**The Board of Park Commissioners welcomes public comments during all meetings.**

1. All speakers must submit public comments via email to [lsheppard@glencoeParkDistrict.com](mailto: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: 844 4274 7666 | Password: 999**

**Via Computer**

<https://us02web.zoom.us/j/84442747666?pwd=YnNFL2ZQb0FqTlF0OXhPRHRmanc2QT09>

**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

### 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  
May 2020 Board Meeting

MINUTES OF APRIL 21, 2020 REGULAR BOARD MEETING  
GLENCOE PARK DISTRICT  
999 GREEN BAY ROAD, GLENCOE, ILLINOIS 60022  
-VIA ZOOM AUDIO/VIDEO CONFERENCE-

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

Commissioners present:

Lisa Brooks, President  
Stefanie Boron, Vice President  
Dudley Onderdonk, Treasurer  
Josh Lutton, Commissioner  
Bob Kimble, Commissioner

Staff present:

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

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

Consent Agenda: A motion was made by Commissioner Onderdonk to approve the consent agenda items as presented including Minutes of March 10, 2020 Committee of the Whole Meeting, Minutes of March 17, 2020 Regular Board Meeting, Minutes of April 2, 2020 Special Board Meeting, Surplus Property Disposal Ordinance No. 909, Annual Post-Issuance Tax Compliance Report, and Approval of the Bills. Commissioner Lutton seconded the motion. No further discussion ensued. Roll call vote taken:

AYES: Boron, Covey, Lutton, Onderdonk, Brooks

NAYS: None

ABSENT: None

The motion passed.

Approval of a Resolution Adopting Temporary Rules for Public Comment During the Governor's Declaration of Emergency – Resolution No. 911: A motion was made by Commissioner Onderdonk to approve Resolution No. 911 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.

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

Public Hearing: 2020/2021 Budget and Appropriation Ordinance No. 908: The Budget and Appropriation Ordinance (BAO) No. 908 was reviewed by legal counsel and was put on display at the District's Administrative Office for the required 30-day period. President Brooks declared the public hearing open to discuss the BAO and asked for a brief summary from staff. Director Mensinger stated that the BAO is based on the working budget approved by the Board at last month's Board meeting; the BAO is the legal document filed with the county. If changes are needed based on COVID-19, the

BAO can be amended four ways legally. President Brooks asked Executive Director Sheppard to read any public comment received in advance as posted. There were no comments. President Brooks then declared the public hearing closed.

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: A motion was made by Commissioner Boron to approve 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 as presented. Commissioner Onderdonk seconded the motion. The District will likely be taking a hard look at the budget once the crisis is over and to legally amend the BAO as needed. No further discussion ensued. Roll call vote taken:

AYES: Boron, Covey, Lutton, Onderdonk, Brooks

NAYS: None

ABSENT: None

The motion passed.

Financial Report: Director of Finance/Human Resources Mensinger stated the District is one month into the fiscal year. We are also one month into the COVID-19 crisis and the District's finances look good at this point. Fitness was making headway with monthly memberships starting to show, recreation programs look healthy over the last year, and day care doubled in net surplus over the last fiscal year. The audit is virtual this year with documents uploaded to a portal. The last accrued payables coming through and projected numbers as of February 29, 2020 look better than what we had anticipated. Mensinger is looking positively at the end of the fiscal year going into March; it doesn't look as bad as it could. April will be a turnaround with no revenue coming in except from our virtual programs. We did get a tax receipt for April. In response to Commissioner Covey's question, Mensinger indicated staff will have a financial forecast at the May Committee meeting. Three households requested camp refunds because they were moving or for a similar reason. Payroll ended up being less than the projected scenario presented at the April 7 meeting. Once we know if the beach and camp are running, staff will present a forecast.

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

Business Department:

Director Mensinger touched base with Eric Anderson, there is no need to move forward with bonds at this time, but the market is starting to improve.

Recreation and Facilities Department:

The 2020 Watts Report was included in the packet, there were no questions from the Board. In the last two weeks, Lenny Hoffman and our staff have been working on the beach and it looks awesome. The District collected 50% of the fees on the boat side and extended the deadline to the end of the month. Without those funds, the level of service will decrease. Beach Manager Matt Walker and Director Collins have been in contact with other districts to brainstorm scenarios. It will not be a standard beach season.

All but two spring early childhood enrichments are running virtually, as well as virtual preschool, special events, dance parties, and more. The Minecraft program was a success and staff are planning a north shore Minecraft challenge.

Staff are working on a variety of camp plans and procedures and completed a parent survey today regarding options and thoughts on safety. Focus groups will also be held to hear parent's thoughts. Other camps canceling for this summer was discussed. District 35 will open school facilities for Park District camp.

Our dance and theater program has 266 participants, Model Magic and Adult Ceramics programs have over 40 participants some with waitlists, karate is running, and Game On has 26 enrolled. We are holding a tutorial with Highland Park to train them on how to run virtual programs. We are helping area park districts offer virtual programs and also partnering with them to offer programs we can't virtually to keep our costs down. We want to bring in revenue, but also be here for the community.

Executive Director Sheppard lauded staff for thinking outside of the box, making the virtual programming happen, and are ahead of other districts by weeks, maybe months. It shows that we are a Gold Medal District.

In response to commissioner questions, Executive Director Sheppard indicated we are working with PDRMA on COVID-19 liability in summer programs. We will discuss summer programming with the Board in May. We will be holding focus groups to receive parents thoughts; any feedback would be appreciated in advance. The camp start date will depend on the Governor's Stay in Place Order. The District is not a member of the American Camping Association, but staff do take their webinars. Staff will follow the CDC camp regulations when they become available. Discussion ensued on the community rediscovering our parks, the blood drive on the 29<sup>th</sup> and fundraising opportunities, compliments on virtual programming and marketing, and washing station rentals.

Parks and Facilities Maintenance Department:

Everyone in Glencoe is visiting our parks, usage is higher than Memorial Day and Fourth of July. As a result, we are going through a month's worth of dog bags in a week. With a lack of spring athletics, we transitioned staff labor hours and were able to suspend our mowing and horticulture contract. Athletic fields are being maintained, but not prepped for games. Staff is busy prepping for Linden House going on the market including cleaning, minor repairs per the realtor's direction, and landscaping. The lake deposited sand further up on the beach this year. Following grading, the beach looks better than it did in February and March. Staff have shut down facility lights, fridges, and HVAC not being used to save money. Work on the Halfway House is ongoing and looks so much better than before. The delivery company broke 30% of the tiles, which won't be charged to the Park District or contractor. The Ohio supplier is currently shut down, so we might miss the late May deadline. Staff are currently able to keep up, but once athletic fields and the beach opens, changes will need to happen quickly. At this time, courts, playgrounds, and athletic fields are closed.

Marketing and Communications Department:

Superintendent Classen is finishing up the fall brochure, closure signs, Web site updates, additional communications, a task list for her temporary replacement, and social media posts before leaving on maternity leave.

Safety and Wellness Committee: Co-Chair Mensinger indicated the committee had to cancel the March meeting and are handling the pandemic.

Executive Director Report: Executive Director Sheppard reviewed the District's activity regarding COVID-19 including working closely with the Village, School District, and Library. The park ambassador program is proving effective to safely make sure everyone is social distancing while enjoying the parks. Staff are investigating ways to open the tennis courts.

In response to Commissioner Covey's concern of the safety of our staff in the park ambassador role, Sheppard indicated that staff are just saying no groups allowed and are trained to call Public Safety. If it becomes a problem, Sheppard will not hesitate to close the beach. The Village has asked us to close the beach if we do not have park ambassadors for the good of the general public's safety. If necessary, staff is ready to close the beach within an hour. Discussion ensued and the District will continue with park ambassadors.

Action Item: (Discussion of Essential Fund 65 Capital Projects was skipped – see below)

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: A motion was made by Commissioner Boron to approve Resolution No. 910 as presented. Commissioner Onderdonk seconded the motion. No further discussion ensued. Roll call vote taken:

AYES: Boron, Covey, Lutton, Onderdonk, Brooks

NAYS: None

ABSENT: None

The motion passed.

Discussion of Essential Fund 65 Capital Projects: Director Leiner indicated staff reviewed essential and nonessential projects. We originally had \$700,000 budgeted in Fund 65. Staff targeted \$480,000 in non-essential projects and are recommending completing \$215,000 projects. If completed now, we can capture savings due to low pandemic prices and allow it to be completed during the pandemic closure. Some items recommended are required for basic services like hot water, heat, air conditioning; and other items are coming in 10-50% under budget. The maintenance fire alarms are a safety issue. Taking advantage of the closure, doing these projects now will allow us to remain open in August during the normal maintenance shutdown. Discussion ensued.



Action was not required, the Board gave a consensus to move forward with the \$215,000 in projects. The RTU unit was already approved as an action item at a previous meeting.

Action Item:

Approval of Biannual Review of Executive Session Minutes 5ILCS120/2(c)(21): A motion was made by Commissioner Lutton to approve and keep confidential executive session minutes including October 15, November 19, December 3, 2019 and January 7, February 4 and February 18, 2020 as mandated by 5ILCS120/2 (c)(21). Commissioner Onderdonk seconded the motion. No further discussion ensued. Roll call vote taken:

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

Other Business: There was no other business.

Adjourn: Commissioner Boron moved to adjourn the meeting at 8:15pm. Commissioner Lutton seconded the motion, which passed by unanimous voice vote.

Respectfully submitted,

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Lisa M. Sheppard  
Secretary



# 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.

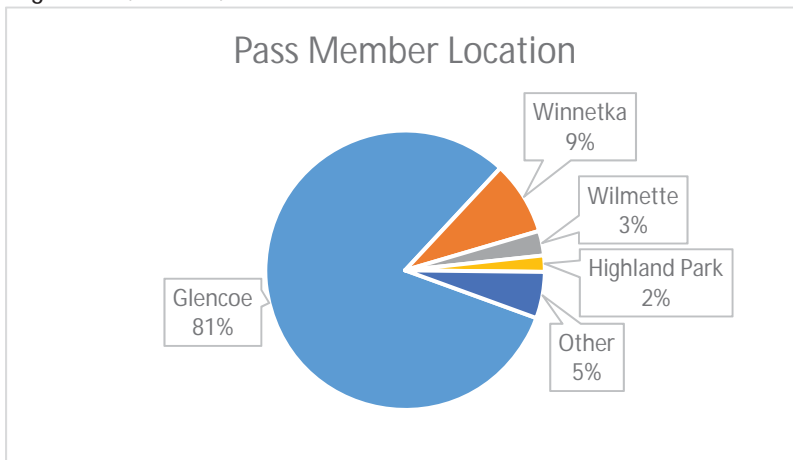
## ICE RINK MEMBERSHIPS AND PROGRAMMING

### 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

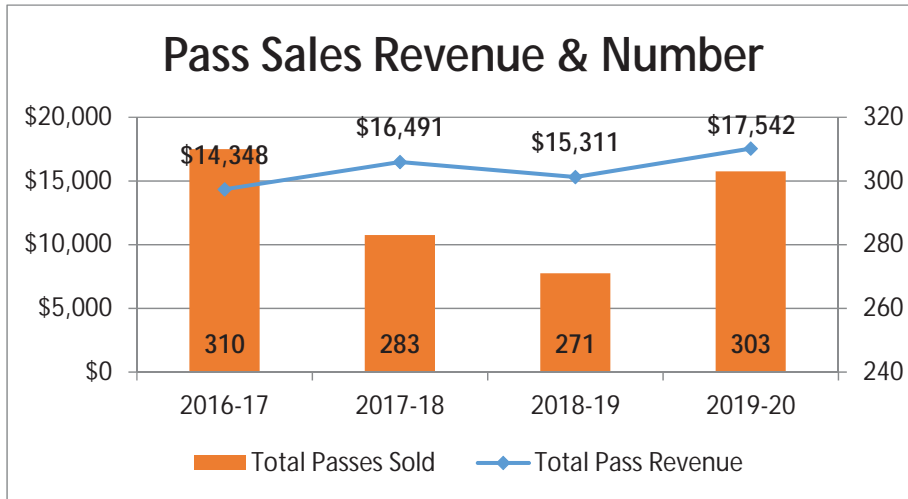
The following pie chart shows where pass holders reside. During the 2019-20 Season, 81% of pass holders were from Glencoe. The remaining 19% consisted of pass holders from Winnetka, Wilmette, Kenilworth, Highland Park, Lake Forest, Highwood, Skokie, and Glenview.



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
<b>Total Passes Sold</b>	<b>303</b>	<b>271</b>	<b>283</b>	<b>310</b>

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.

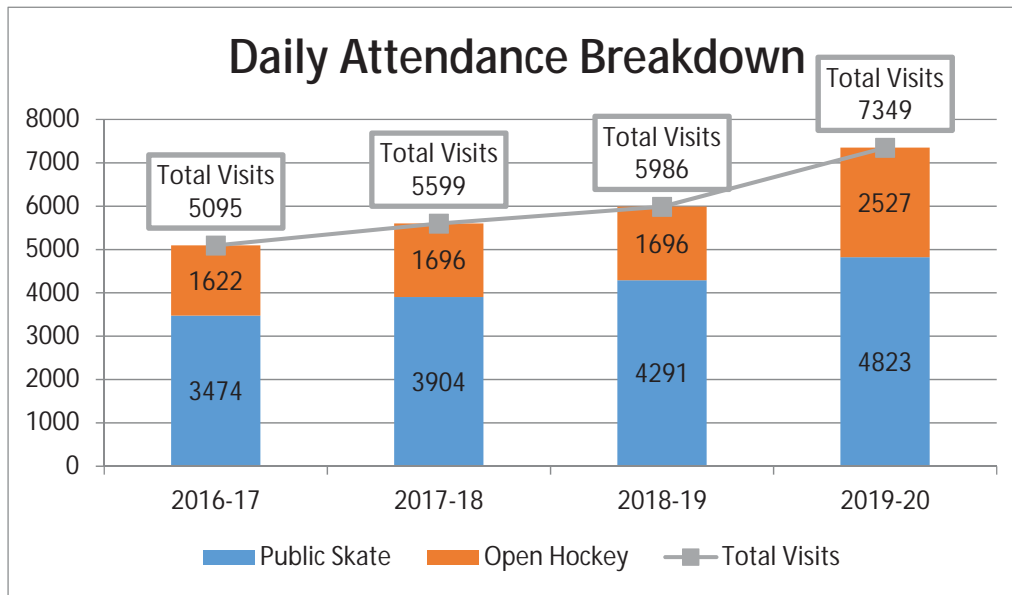


#### Daily Admission – Public Skate and Open Hockey

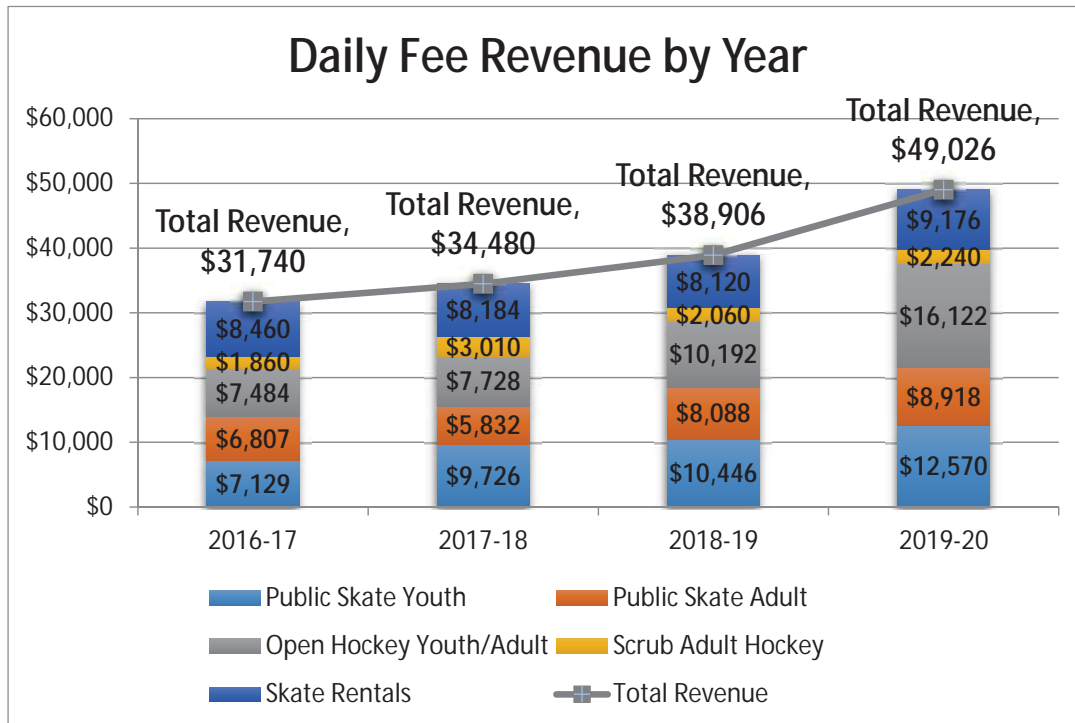
The second option for users to enjoy the use of the ice rinks is through purchasing daily admission. We offer several daily admission rates depending on the activity being offered on the rink. Guests that are under 3-years old or 65 years and older are free admission. Below are the different admission 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 include revenue from March 2019 since it was in the 2019-20 fiscal year.

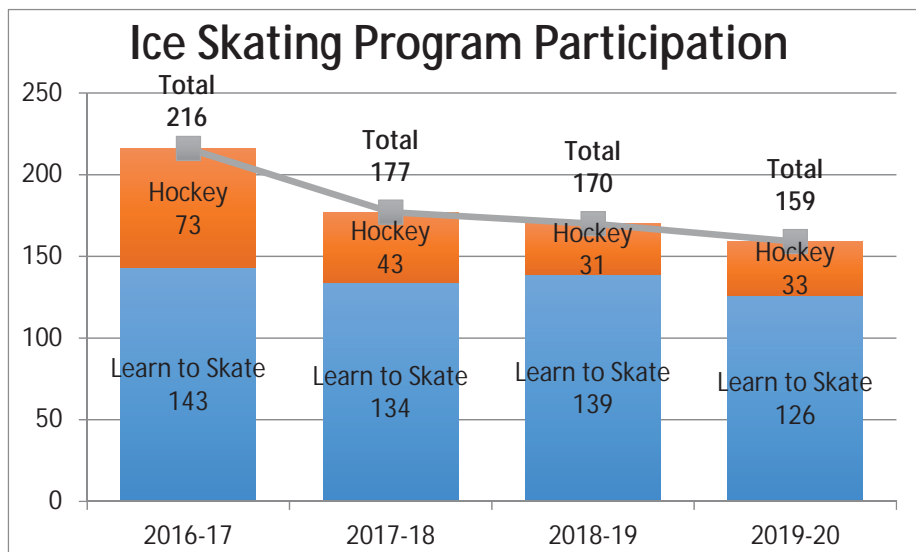


## Learn-to-Skate and Hockey Classes

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 8<sup>th</sup> 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 3<sup>rd</sup> 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

	<b>Residents</b>	<b>Non-Residents</b>
<b>Main Rink</b>	\$284	\$312
<b>Studio Rink</b>	\$170	\$187
<b>Recreation Room</b>	\$88	\$97
<b>Studio Party Package</b>	\$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.

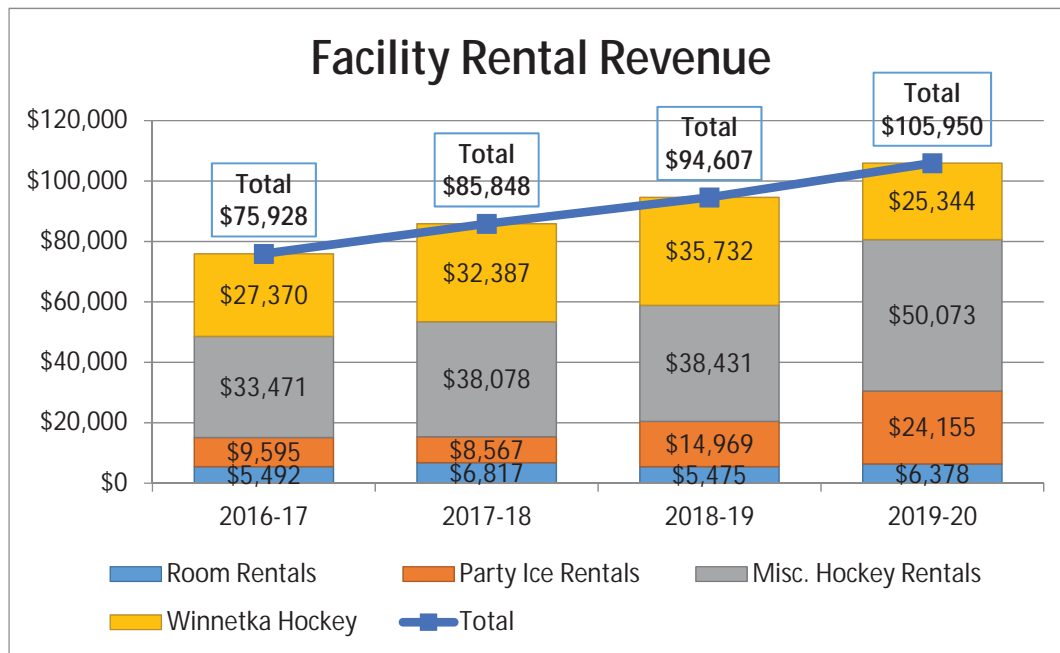
### Party Packages

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
<b>Monday</b>	7	14
<b>Tuesday</b>	12	8
<b>Wednesday</b>	22	24
<b>Thursday</b>	20	28
<b>Total Participants</b>	<b>61</b>	<b>74</b>

### 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

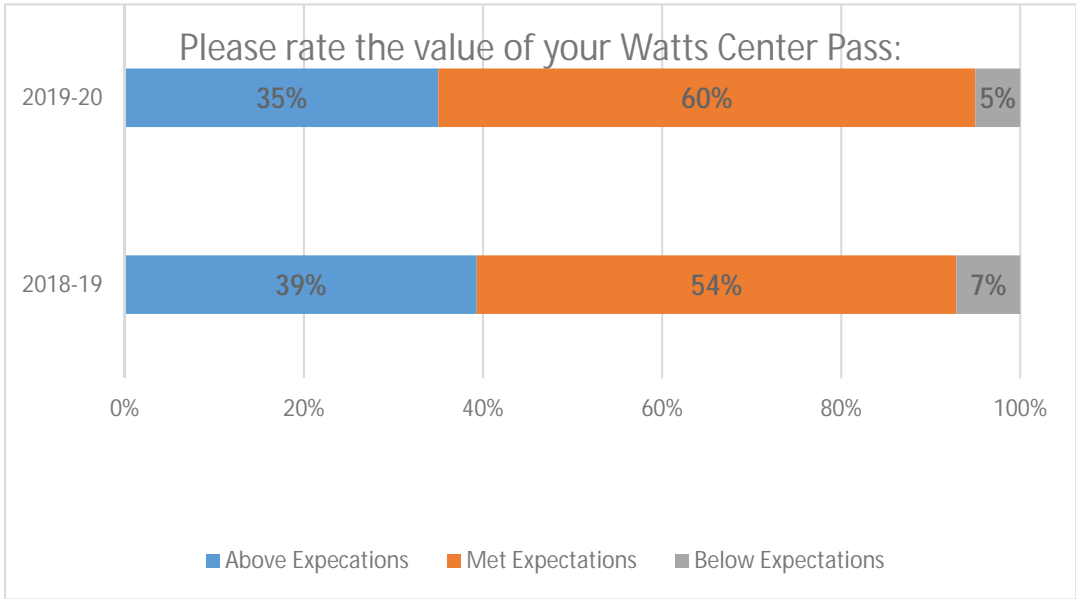
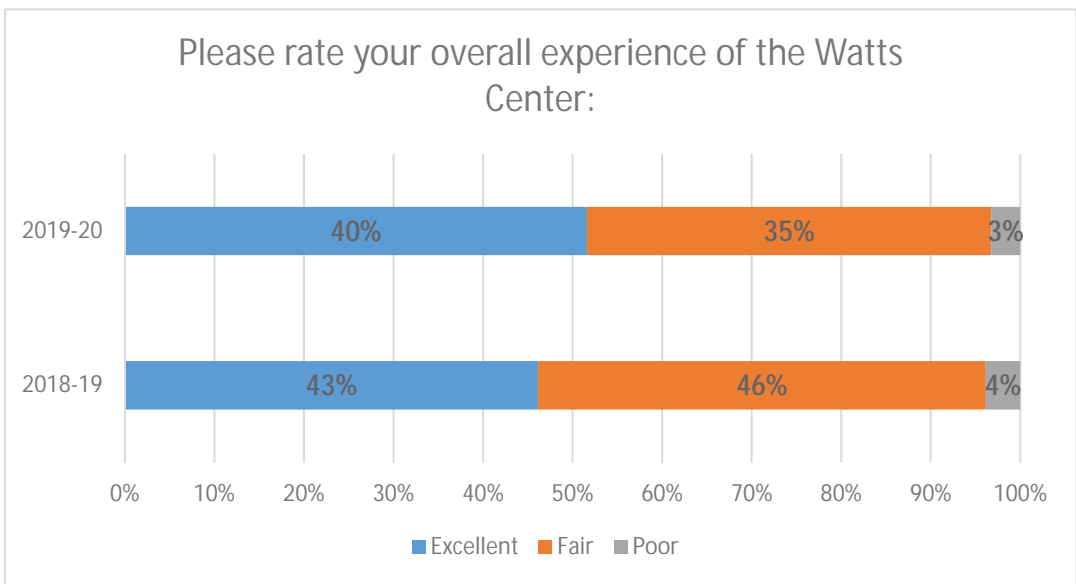
Listed below is a chart of the various programming offered at the Watts Recreational Center, including the total number of hours per year, total revenue, and net surplus.

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	-	-
				<b>\$496,595</b>	<b>\$297,975</b>

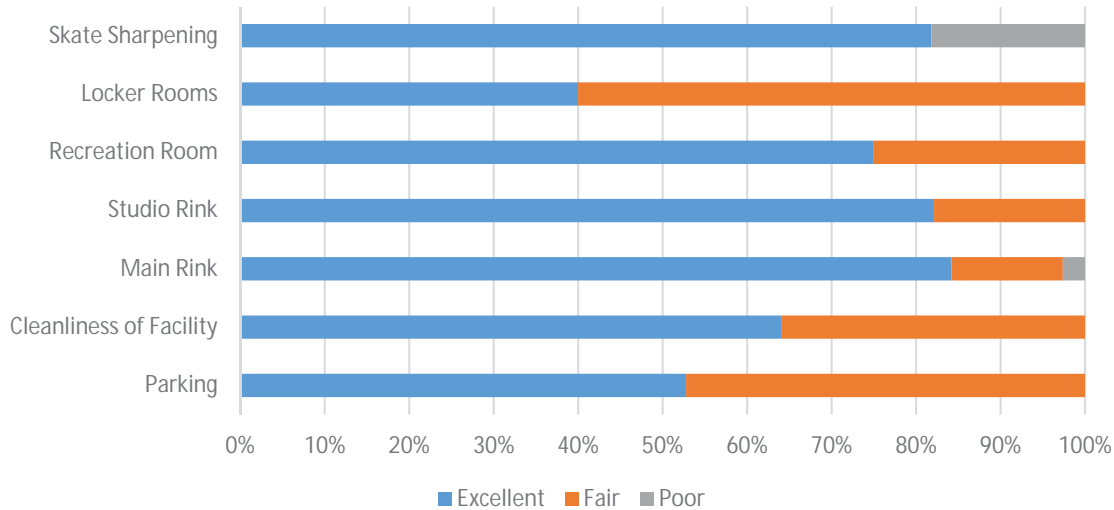
## PARTICIPANT FEEDBACK

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.

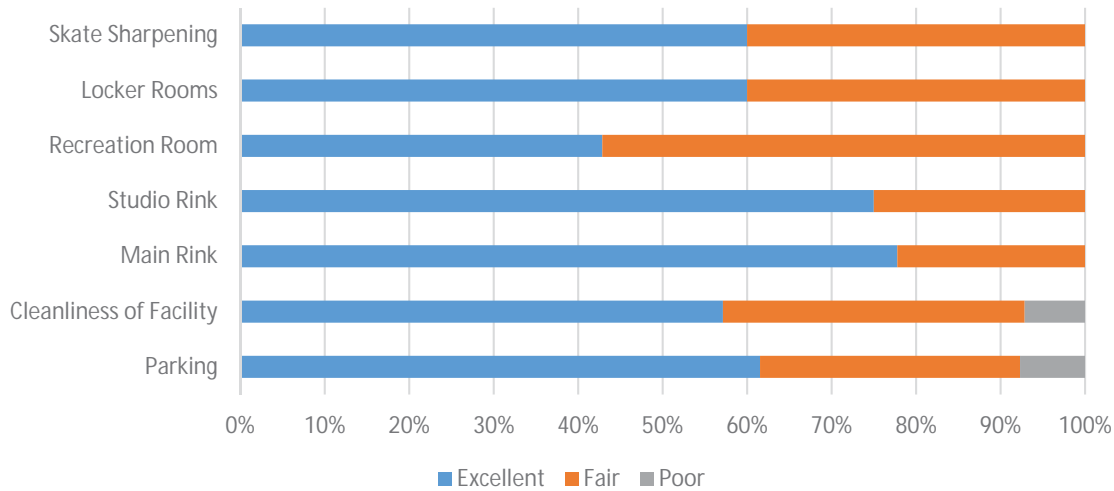




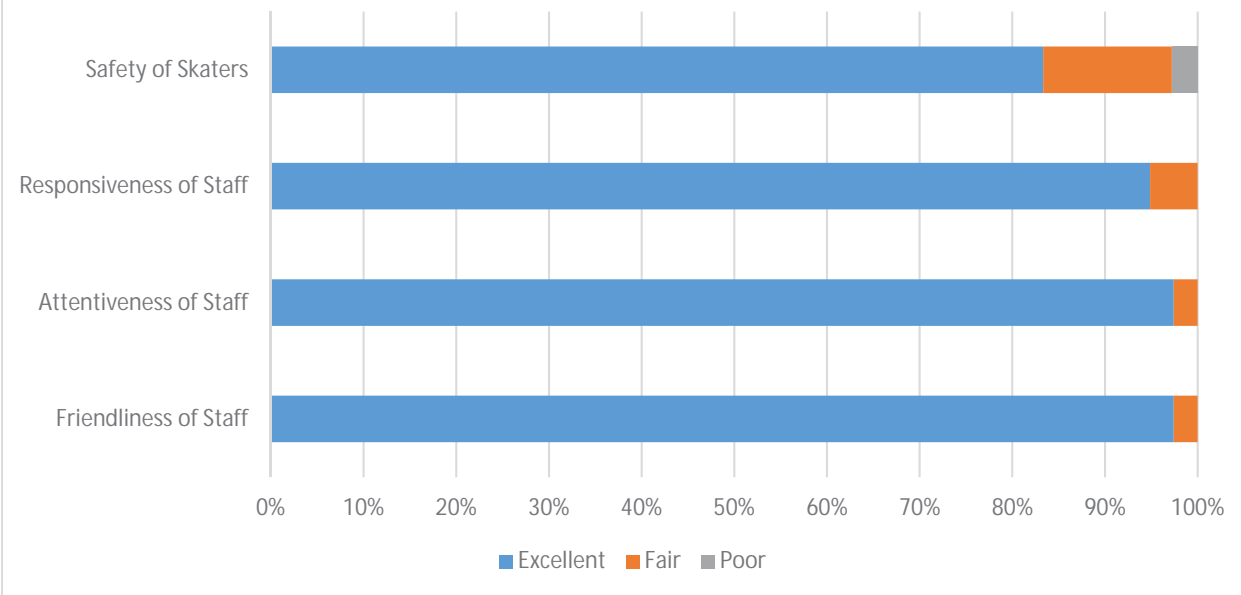
### 2019-20 - Please rate the following amenities:



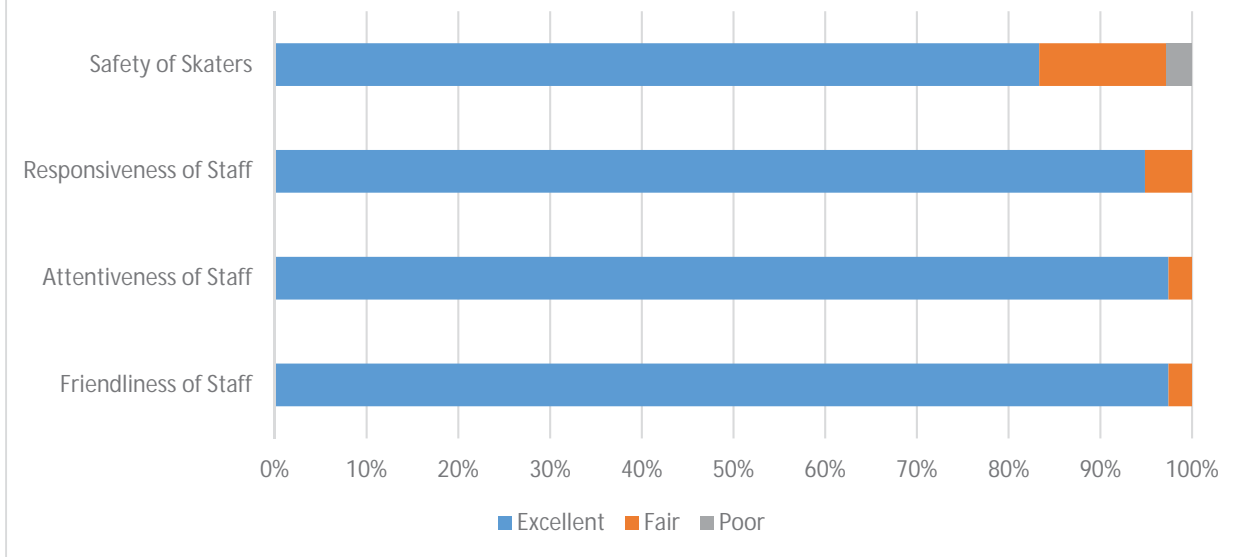
### 2018-19 - Please rate the following amenities



### 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.

<b>MAIN RINK SCHEDULE</b> <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

<b>STUDIO RINK SCHEDULE</b>						
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.

<b>WINTER BREAK MAIN RINK SCHEDULE</b>						
<b>MONDAY, 12/30</b>	<b>TUESDAY, 12/31</b>	<b>WEDNESDAY, 1/1</b>	<b>THURSDAY, 1/2</b>	<b>FRIDAY, 1/3</b>	<b>SATURDAY, 1/4</b>	<b>SUNDAY, 1/5</b>
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			

<b>WINTER BREAK STUDIO RINK SCHEDULE</b>						
<b>MONDAY, 12/30</b>	<b>TUESDAY, 12/31</b>	<b>WEDNESDAY, 1/1</b>	<b>THURSDAY, 1/2</b>	<b>FRIDAY, 1/3</b>	<b>SATURDAY, 1/4</b>	<b>SUNDAY, 1/5</b>
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	3:15-4:30 PM OPEN HOCKEY	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	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

<b>History of Watts Ice Center Fees</b>				
<b>Admission Fees</b>				
	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

<b>Season Passes</b>				
	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

<b>Skating Classes</b>				
	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

<b>Rentals</b>				
	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

	<b>Glencoe PD</b> Watts Ice Center	<b>Winnetka PD</b> Winnetka Ice Arena	<b>Wilmette PD</b> Centennial Ice Rink	<b>Highland Park</b> Centennial Ice Rink	<b>Skokie PD</b> Skatium Ice Rink
<b><u>Admission Fees</u></b>					
Youth	\$6	\$6.50	\$8	\$6	\$5
Adults	\$8	\$7.50	\$9	\$7	\$6
Skate Rental	\$4	\$4	\$4.50	\$3	\$3
<b><u>Season Passes</u></b>					
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
<b><u>Rentals</u></b>					
Main Rink (R/NR)	\$284	\$315	\$380	\$340	\$360
Studio Rink (R/NR)	\$170	\$150	\$175	N/A	\$160
<b><u>Public Skate and Open Hockey Weekly Hours</u></b>					
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

MINUTES OF MAY 1, 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 4:36pm 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

Members of the Public in attendance who signed in or spoke: There were four unidentified members of the public in attendance.

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

Discussion of Children's Circle: Executive Director Sheppard explained that we have the opportunity to serve the public by running an emergency day care. This is a social service, not a money-making opportunity. Staff were easily recalled and responded quickly to the request. Program Manager Stockl reached out to all families of current participants looking for parents who fit the essential workers parameters from DCFS following the Safe at Home Order who also need child care. Director Collins indicated that the District received a temporary license to run an emergency day care for 30 days. There is a need and it is the right thing to do in the current environment. Stockl explained that the operations for emergency day care were created and, based on those plans, we were approved. Even better, our staff can accommodate special needs. Staff will be provided PPE and scrubs. We are charging a fee, but the state is paying for a lot of essential worker's child care. There are 7 enrolled for Monday with more reaching out to us. The original survey showed 28 in need, although some were not ready and others found at-home care.

The Family First Coronavirus Response Act includes provisions for leave if the staff member has COVID-19, is caring for someone with COVID-19, or has child care issues. A letter and a leave form were sent directly to day care staff explaining staff are being paid and we have been presented this wonderful opportunity unless they meet the elections for leave. Staff who are being paid, but not working were discussed. Executive Director Sheppard and staff will review finances and might come back with an offer of PTO time for stepping up and working. Higher risk, underlying issues falls in the form and requires a doctor's note.

Discussion ensued. Day care's soft opening will act as a good start to see how the process will work before larger groups return. Maintenance will follow guidelines for

cleaning, use a hospital-grade air filter, a full-time custodian assigned to the classrooms, and tracking staff bathroom and lunchroom use to not take any risks. Playground use will be split into cohorts with specific areas each cohort can use.

PDRMA communicated a change to Worker's Comp, but it was then reversed. If someone contracts COVID-19, there is no way to tie it to working. If they do contract it, the staff member will get paid sick leave for 2 weeks with the potential for family medical leave at our cost. If a student contracts it, there is a waiver they sign. We disclose the situation to the parents and they decide whether or not to leave their children here. If the facility has a license, there is no liability if child gets COVID-19.

It should be seamless to extend the license after 30 days.

Communication went out to Children's Circle and Kids Club families first and went out to the community via Lisa Sheppard's letter today.

Executive Director Sheppard thanked Jess, Bobby, and the whole team. The District is doing a really good service for the community. The Board allowing staff to remain on payroll makes it possible for the District to be nimble and make opportunities happen quickly. No further discussion ensued.

Other Business: The meeting on Tuesday, May 5 will concentrate on the beach, boating beach, and sports. Also requested is a Board or Committee meeting on May 12 to talk about camp.

Josh Lutton exited the meeting at 5:06pm.

Sheppard answered a question from Commissioner Boron. Anyone who wants a refund for camp will get a full refund. There might be a time we can only accommodate so many in camp and it will be first come, first serve. The normal refund policy applies unless it is COVID-19 related. If parents don't like how camp will be run due to COVID-19, they will get a refund. The camp survey went out today to those currently enrolled for camp, asking parents what will make them comfortable to send their kids to camp. If we cancel camp completely, everyone will be refunded. The policy may change.

The Glencoe Beach early bird rate is extended. Passes are available for purchase online; however, we have not advertised yet, not knowing the scenarios. Staff are waiting for CDC guidelines. More information and discussion to come at the Tuesday meeting. The packet will not be out until late Monday or Tuesday morning as information comes in.

Adjourn: Covey moved to adjourn the meeting at 5:15pm. Commissioner Boron seconded the motion, which passed by unanimous voice vote.

Respectfully submitted,

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Lisa M. Sheppard  
Secretary



MINUTES OF MAY 5, 2020 COMMITTEE OF THE WHOLE MEETING  
GLENCOE PARK DISTRICT  
999 GREEN BAY ROAD, GLENCOE, ILLINOIS 60022

The meeting was called to order at 7:02pm 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  
Jenny Runkel, Administrative Assistant

Members of the Public in attendance who signed in or spoke: Rachel Fiely, Judd Kohn, Andre Lerman, Shannon Love, Mike Myers, Eileen Sirkin, Larry Smith, Liz Stowick, Gail Strong, Steve Varick, Susan Varick, Karina Wang, the Wilansky Family, six unidentified attendees

Matters from the Public: President Brooks asked Executive Director Sheppard to read aloud any public comments received via email prior the meeting per policy.

Commissioner Lutton arrived at 7:03pm.

Andre Lerman sent extensive compliments on how the District is handling the COVID-19 crisis and urged Commissioners to approve use of the beach, boating beach, and parks following federal, state guidelines, and follow the staff's lead.

Mary (did not want her last name read aloud) thanked the park district for its response to the crisis and suggested limiting beach use to residents only or lower the number of patrons, bathrooms open with limited number, open tennis, and to do everything in its power to open parks safely to the residents.

COVID-19 Financial Impact Update and Discussion: Director Mensinger reviewed the updated financial analysis since our last committee meeting in April as well as three financial scenarios based on June, July, or September opening dates attached to these minutes. Also reviewed were unemployment insurance in regards to COVID-19, the Illinois Mutual Retirement Fund is financially stable and won't be impacted until the 2022 rates, Cook County's real estate tax bill deadline has not been extended, and Park District and GJK billing.

Director Mensinger answered Board questions and discussion ensued. The Board will need to decide what will happen after May 31 when the governor's next directive is announced.

## Discuss Boating and Swimming Beach Operations:

### Boating Beach

Executive Director Sheppard explained that there is no swimming allowed until the end of May. There is limited direction from the governor or the CDC. Per executive order, boating is allowed with no more than two individuals; staff called the governor's office to clarify the order. The District's plan of action is to open the boating beach with modifications. The boathouse will be closed with the exception of restrooms.

Director Collins indicated we will continue to follow the shelter in place and social distance mandate. There will be no boater assistance since we cannot meet guidelines to protect staff. If staff see someone in distress, they would call the Coast Guard. Staff can bring boats to the water's edge and store them at end of day without being in contact. Boaters can use restrooms, but not the rest of the facility. Disinfection will follow CDC guidelines. Boaters may schedule to drop off boats, kayaks, paddleboards through Matt Walker. No boating or facility rentals this year until the mandate is reduced. There is no change to facility hours. Director Collins answered Commissioner questions and discussion ensued.

### Swimming Beach

Executive Director Sheppard indicated, per order, there is no swimming until May 31. The current goal is to manage crowds, facilitate social distancing, and minimize exposure to COVID-19. Sheppard asked of the Commissioners, "Are you ok with selling beach passes if swimming is not allowed for a part or full beach season based on executive order?" Warm weather this past weekend leads us to believe there will be possible problems this summer with overcrowding, and if we don't control access, we might need to fence off the beach from all users. If yes, staff recommends access to the beach only with a season pass starting on May 2, except unrestricted free access to the beach for walking or running from sunrise to 9:00am, then pass holders only from 9:00am to sunset. Staff answered Commissioner questions and extensive discussion ensued.

Sheppard asked Commissioners if they agree with the staff recommendation of having pass holders only with the ability to buy guest passes. Commissioner Covey stated he struggles with not allowing daily passes on demand when there is low passholder attendance, so he is not on board yet. All other Commissioners agreed with following staff recommendations.

### Lifeguard Discussion

Sheppard explained the dilemma with lifeguards who will have a hard time executing rescues without the potential of exposure to COVID-19 and inability to wear necessary PPE's during a water rescue. Water rescues and CPR are close contact therefore, staff cannot properly social distance. Additionally, lifeguard training cannot begin until the stay in place order ends and guards are allowed to be in close contact. Therefore, training is impossible, so it will be difficult to have lifeguards on the chair immediately when the order ends. Sheppard asked Commissioners if they are ok with no lifeguards on duty? There would be "no lifeguard on duty, swim at own risk" signs and the swim

area would be altered to a wider and not as far out area. Commissioner questions were answered by staff and discussion ensued.

Commissioners agreed to not have lifeguards. It is not optimal, but the only solution to opening the beach this year. They cited that the beach is open to swimming at your own risk at other times of the day and year. They agreed that “No Lifeguard” signs are to be posted, safety rings available by the water’s edge, and increased communication be sent to pass holders. The community will be informed that there will be no lifeguards on duty when beach season passes are sold.

### Discuss Options to Open Park amenities such as Tennis and Disc Golf:

#### Disc Golf

Executive Director Sheppard received a lot of feedback on opening tennis and disc golf in particular, and one on basketball, although we are not entertaining group contact sports at this time. Governor Pritzker opened regular golf. There is a possibility to open disk golf with parameters of no more than two per group and sanitizer use after touching the baskets. We closed it because, despite the signs, people were not social distancing. If open, this could reoccur. Park ambassadors and Public Safety would be involved. There is a chance we would need to close it again. Staff answered committee questions and discussion ensued.

Chair Brooks stated that the committee agrees to open disk golf as a trial, to close back down if social distancing and disinfection mandates are not followed. Sheppard suggested opening on May 22, possibly not until May 31.

#### Tennis

Sheppard indicated that the United States Tennis Association believes tennis can be safe with modifications including players using their own equipment, numbering balls, singles only, and removing the middle net if there are three or removing one net if there are two. The District did not close tennis courts because of tennis, but for other activities in the courts that did not encourage social distancing. Tennis could work, but must have parameters and we might need to have staff onsite to watch the tennis courts. We are already paying staff through May 31, after June 1 it may cost us more for staffing. Discussion ensued and staff answered committee questions.

Commissioners agreed of the staff recommendation to open some tennis courts only during posted hours with an open court between nets and locked up when not in use. People can make reservations. Details can be worked out with staff. A staff member will be monitoring the courts during scheduled play.

Chair Brooks verified with Sheppard that staff will provide more specifics about the direction given tonight.

Comment from community: Sheppard answered a question from the community, that we will open two courts at this time and see how it goes. We will open more if needed and will determine the cost of staffing.

Schedule Special Committee of the Whole Meeting for May 12 to Discuss Camp: The committee agreed to a 7:00pm meeting time.

Other Business: Sheppard reviewed canceling all Village and District co-sponsored events including Movies in the Park, the Fourth of July (although staff is looking to plan virtual or lawn decorating and the District deposit for fireworks will be applied to next year's display), Meet the Machines, and Village-only events including Glencoe Art, French Market, and the Sidewalk Sale.

The committee agreed.

Staff answered committee questions on the first couple of days of emergency day care, which went great. Per commissioner suggestion, staff will make the change so that we market that the program is for up to age 12.

Adjourn: Commissioner Lutton moved to adjourn the meeting at 9:06pm. Commissioner Onderdonk seconded the motion, which passed by unanimous voice vote.

Respectfully submitted,

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Lisa M. Sheppard  
Secretary

Glencoe Park District															
Fund Balance Projection - March 2020 thru Feb 2021															
COVID-19 Closure from Mar 13 thru May 31, 2020															= Board approved to pay all FT and PT for scheduled hours
SCENARIO #1 - Daycare 75%/Boathouse,Beach,Camp 50%/Kids Club,ELC 75% in Fall															=Unknown Decisions on Fund 65 and 69 Projects and Funds
BEGINNING F/B, OPERATING	\$7,724,843	\$11,205,051	\$10,942,561	\$10,083,999	\$8,124,394	\$8,323,876	\$9,066,826	\$8,805,776	\$8,603,676	\$7,307,401	\$6,994,851	\$6,530,601		\$7,724,843	
	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	
<b>Revenues:</b>															
RE Tax	2,906,050	97,858	20,000		1,000,000	1,000,000	0	30,000	0	0	0	0	5,053,908	5,755,350	
PPRT Replacement Tax	860	5,931	5,000	0	3,000	500	0	5,000	0	500	3,000	0	23,791	25,380	
Interest Income	5,000	5,000	5,000	7,500	6,000	4,000	4,000	25,000	6,000	6,000	8,000	8,000	89,500	184,700	
Rentals/Sales	22,279	941	0	2,500	5,000	10,000	15,000	20,000	20,000	20,000	15,000	15,000	145,720	187,286	
Grants/Donations/Misc/Insur	4,610	3,994	3,700	3,700	3,700	3,700	3,700	3,700	3,700	3,700	3,700	3,700	45,604	51,305	
Program Fees:													0		
Daycare	146,677	19,440	30,000	105,000	105,000	105,000	140,000	140,000	140,000	140,000	140,000	140,000	1,351,117	1,492,732	
Fitness	5,295	100	0	3,750	3,750	3,750	4,000	4,000	4,000	4,250	4,500	4,500	41,895	48,535	
GJK Preschool/Camp/Enrichmts	261,045	1,378	135,653	140,571	129,127	0	25,000	0	0	0	25,000	0	717,774	835,741	
Beach/Boat	12,402	33,481	10,000	50,000	25,000	10,000	0	10,000	0	0	0	0	150,883	417,354	
Watts	4,785	458	0	0	0	0	0	0	0	50,000	50,000	50,000	155,243	155,248	
ELC	38,695	5,630	0	0	0	0	30,000	30,000	32,000	32,000	35,000	35,000	238,325	264,479	
Kids Club	28,056	(526)	0	0	0	0	25,000	25,000	25,000	25,000	32,000	32,000	191,530	302,769	
Camp	773,078	(2,484)	(385,000)	5,000	5,000	0	0	0	0	0	0	0	395,594	808,960	
Other Rec Programs	211,696	25,844	0	20,000	20,000	350,000	100,000	50,000	50,000	25,000	75,000	75,000	1,002,540	1,167,996	
<b>Total Revenues</b>	<b>\$4,420,528</b>	<b>\$197,045</b>	<b>-\$175,647</b>	<b>\$338,021</b>	<b>\$1,305,577</b>	<b>\$1,486,950</b>	<b>\$346,700</b>	<b>\$342,700</b>	<b>\$280,700</b>	<b>\$306,450</b>	<b>\$391,200</b>	<b>\$363,200</b>	<b>\$9,603,424</b>	<b>\$11,697,835</b>	
<b>Expenditures:</b>															
Salaries & Wages	229,085	221,995	228,000	240,000	350,000	240,000	240,000	228,000	228,000	228,000	350,000	228,000	3,011,080	3,199,090	
IMRF	29,684	28,570	29,000	30,000	45,000	30,000	30,000	30,000	30,000	30,000	45,000	30,000	387,254	410,000	
FICA & Medicare	20,544	19,014	19,000	25,000	35,000	25,000	20,000	20,000	20,000	20,000	30,000	20,000	273,558	301,000	
Health Insurance	50,328	47,485	49,000	49,000	49,000	49,000	49,000	49,000	49,000	49,000	49,000	49,000	587,813	683,245	
Utilities	5,840	23,523	22,000	25,000	25,000	30,000	25,000	25,000	25,000	27,000	40,000	45,000	318,363	348,650	
Contractual	51,778	57,110	38,000	50,000	70,000	70,000	60,000	50,000	50,000	50,000	50,000	50,000	646,888	1,067,631	
Supplies	16,350	13,881	12,000	35,000	50,000	40,000	40,000	20,000	20,000	20,000	20,000	20,000	307,231	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	898	10,000	10,000	20,000	20,000	20,000	20,000	10,000	10,000	5,000	5,000	136,571	348,600	
Debt Service	0	2,871	92,475	0	0	0	0	0	1,069,975	0	0	0	1,165,321	1,248,796	
Special Rec Contribution	36,438	0	44,000								80,000		160,438	167,260	
PDRMA Insur-Liab,Gen, WC, Unemp	0	(13,689)	0	0	80,000	0	0	0	0	80,000			146,311	165,500	
Program Wages	30,011	31,557	30,000	75,000	125,000	75,000	35,000	35,000	35,000	35,000	35,000	35,000	576,568	709,820	
Program Contractual	10,916	3,751	3,000	25,000	50,000	60,000	60,000	50,000	30,000	60,000	60,000	60,000	472,667	764,957	
GJK Contractuall (75% of rev)	189,940	0	101,740	105,503	96,845		18,750						512,778	626,806	
Program Supplies	10,833	2,890	3,000	10,000	20,000	20,000	10,000	10,000	10,000	10,000	10,000	10,000	126,723	163,147	
Special Rec Capital	0	0	0	118,123	0	0	0	0	0	0	75,000	0	193,123	218,123	
Miscellaneous	0	6,105	0	0	0	0	0	0	0	0	0	0	6,105	21,000	
Fund 65/69 Trfs OUT-Corp and Rec	246,563	8,324	1,700	1,500,000	85,000	85,000	0	2,550	0	0	0	0	1,929,137	2,000,000	
<b>Total Expenditures</b>	<b>\$940,320</b>	<b>\$459,535</b>	<b>\$682,915</b>	<b>\$2,297,626</b>	<b>\$1,106,095</b>	<b>\$744,000</b>	<b>\$607,750</b>	<b>\$544,800</b>	<b>\$1,576,975</b>	<b>\$619,000</b>	<b>\$855,450</b>	<b>\$552,000</b>	<b>\$10,986,466</b>	<b>\$12,904,678</b>	
Monthly Surplus/<Deficit>	3,480,208	(262,490)	(858,562)	(1,959,605)	199,482	742,950	(261,050)	(202,100)	(1,296,275)	(312,550)	(464,250)	(188,800)			
<b>ENDING F/B-OPERATING</b>	<b>\$11,205,051</b>	<b>\$10,942,561</b>	<b>\$10,083,999</b>	<b>\$8,124,394</b>	<b>\$8,323,876</b>	<b>\$9,066,826</b>	<b>\$8,805,776</b>	<b>\$8,603,676</b>	<b>\$7,307,401</b>	<b>\$6,994,851</b>	<b>\$6,530,601</b>	<b>\$6,341,801</b>		<b>\$6,518,000</b>	
<b>FUND BALANCE as % of Total Expds LESS Interfund 65/69 TRF</b>												<b>58.2%</b>			



<b>BEGINNING F/B-CAPITAL</b>	<b>\$1,721,809</b>	<b>\$1,917,769</b>	<b>\$1,831,858</b>	<b>\$1,810,558</b>	<b>\$3,122,558</b>	<b>\$3,609,558</b>	<b>\$3,696,558</b>	<b>\$3,698,558</b>	<b>\$3,706,108</b>	<b>\$3,708,108</b>	<b>\$3,710,108</b>	<b>\$3,813,108</b>		<b>\$1,721,809</b>
<b>Revenues:</b>														
Interest Income	3,157	2,082	2,000	2,000	2,000	2,000	2,000	5,000	2,000	2,000	3,000	3,000	30,239	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	400,000	0	0	0	0	0	0	0	400,000	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	246,563	8,324	1,700	1,500,000	85,000	85,000	0	2,550	0	0	0	0	1,929,137	2,000,000
<b>Total Revenues</b>	<b>\$249,720</b>	<b>\$10,406</b>	<b>\$3,700</b>	<b>\$1,502,000</b>	<b>\$487,000</b>	<b>\$87,000</b>	<b>\$2,000</b>	<b>\$7,550</b>	<b>\$2,000</b>	<b>\$2,000</b>	<b>\$103,000</b>	<b>\$3,000</b>	<b>\$2,459,376</b>	<b>\$8,468,000</b>
<b>Capital Outlay:</b>														
Fund 65(Annual/Ongoing Capital)	0	1,118	0	190,000	?	?	?	?	?	?	?	?	191,118	706,850
Fund 69(Master Plan Proj)	53,760	95,199	25,000	?	?	?	?	?	?	?	?	?	173,959	3,532,415
Fund 70(Safran)	0	0	0	0	0	0	0	0	0	0	0	0	0	1,174
<b>Total Capital Outlay</b>	<b>\$53,760</b>	<b>\$96,317</b>	<b>\$25,000</b>	<b>\$190,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$365,077</b>	<b>\$4,240,439</b>
<b>ENDING F/B-CAPITAL</b>	<b>\$1,917,769</b>	<b>\$1,831,858</b>	<b>\$1,810,558</b>	<b>\$3,122,558</b>	<b>\$3,609,558</b>	<b>\$3,696,558</b>	<b>\$3,698,558</b>	<b>\$3,706,108</b>	<b>\$3,708,108</b>	<b>\$3,710,108</b>	<b>\$3,813,108</b>	<b>\$3,816,108</b>		<b>\$5,949,370</b>
<b>ENDING F/B-ALL FUNDS</b>	<b>\$13,122,820</b>	<b>\$12,774,419</b>	<b>\$11,894,557</b>	<b>\$11,246,952</b>	<b>\$11,933,434</b>	<b>\$12,763,384</b>	<b>\$12,504,334</b>	<b>\$12,309,784</b>	<b>\$11,015,509</b>	<b>\$10,704,959</b>	<b>\$10,343,709</b>	<b>\$10,157,909</b>		<b>\$12,467,370</b>
<b>Assumptions: SCENARIO #1</b>														
Projection assumes we will re-open on June 1. Daycare would run at 75% initially: Boathouse, Beach and Camp would run at 50%. Kids Club, ELC in Fall initially at 75%.														
-Actual Real Estate Tax revenues are shown in March and April...1st installment. We receive 55% in 1st installment and 45% in 2nd installment.														
-NO discussion at this time by COOK County to delay 2nd installment of real estate taxes, which is typically August 1. Project 80% collection for typical July and Aug receipts, 50% of typical Sept-Nov.														
-Historically District has 98-99% tax collection rate. With conservative projection, if we collect 10% more, that means an ADDL \$250,000 NOT shown here.														
-Conservatively estimate we will receive 50% of budgeted interest income, with months of CD maturities showing increased amount.														
-The \$13,698 showing as a reversal of expense in April represents a check received from PDRMA who returned 10% of 2020 member premium contributions.														
-Payment of \$118,123 in June is payment to NSSRA for our GPD portion of new building. Actual timing for payment pending NSSRA and PARC grant status.														
-Debt payments will be made as scheduled in May and November.														
-Given the lower collection % for taxes, there is a corresponding decrease in the transfer from Corporate to Capital Fund 65 - approximately \$425,000, rather than usual \$500,000.														
-There are 3 pay periods in July 2020 and January 2021.														
-PROGRAM Wages for June, July and Aug assume reduced Camp wages (50%).														
-REGULAR Salaries/Wages for June, July and Aug assume reduced Beach/Boat wages (50%).														
-Remaining GJK revenues and corresponding contractual payment at 75% shown are for NEXT YEAR's preschool, ie Fall 2020 GJK.														
-Interfund transfers from Corporate (\$650,000) and Recreation (\$850,000) can STILL be made to Master Plan Fund 69, as they were made on LAST FY's surplus over 50%.														
-In order to maintain 50% fund balance goal in Corporate and Recreation, staff recommends no additional Fund 69 transfer be committed until later in the year when more information is know.														



Glencoe Park District  
 Fund Balance Projection - March 2020 thru Feb 2021

COVID-19 Closure from Mar 13 thru June 30, 2020

SCENARIO #2 - Daycare 75%/Boathouse,Beach,Camp 25%/Kids Club,ELC 75% in Fall

= Board approved to pay all FT and PT for scheduled hours  
 =Unknown Decisions on Fund 65 and 69 Projects and Funds

BEGINNING F/B, OPERATING	\$7,724,843	\$11,205,051	\$10,942,561	\$9,888,999	\$7,861,894	\$8,148,876	\$8,919,326	\$8,653,276	\$8,441,176	\$7,139,901	\$6,827,351	\$6,358,101		\$7,724,843
	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
<b>Revenues:</b>														
RE Tax	2,906,050	97,858	20,000		1,000,000	1,000,000	0	30,000	0	0	0	0	5,053,908	5,755,350
PPRT Replacement Tax	860	5,931	5,000	0	3,000	500	0	5,000	0	500	3,000	0	23,791	25,380
Interest Income	5,000	5,000	5,000	7,500	6,000	4,000	4,000	25,000	6,000	6,000	8,000	8,000	89,500	184,700
Rentals/Sales	22,279	941	0	0	2,500	5,000	5,000	10,000	15,000	20,000	10,000	10,000	100,720	187,286
Grants/Donations/Misc/Insur	4,610	3,994	3,700	3,700	3,700	3,700	3,700	3,700	3,700	3,700	3,700	3,700	45,604	51,305
Program Fees:													0	
Daycare	146,677	19,440	30,000	30,000	105,000	105,000	140,000	140,000	140,000	140,000	140,000	140,000	1,276,117	1,492,732
Fitness	5,295	100	0	3,750	3,750	3,750	4,000	4,000	4,000	4,250	4,500	4,500	41,895	48,535
GJK Preschool/Camp/Enrichmts	261,045	1,378	135,653	140,571	129,127	0	25,000	0	0	0	25,000	0	717,774	835,741
Beach/Boat	12,402	33,481	10,000	25,000	15,000	7,500	0	10,000	0	0	0	0	113,383	417,354
Watts	4,785	458	0	0	0	0	0	0	0	50,000	50,000	50,000	155,243	155,248
ELC	38,695	5,630	0	0	0	0	30,000	30,000	32,000	32,000	35,000	35,000	238,325	264,479
Kids Club	28,056	(526)	0	0	0	0	25,000	25,000	25,000	25,000	32,000	32,000	191,530	302,769
Camp	773,078	(2,484)	(580,000)	5,000	5,000	0	0	0	0	0	0	0	200,594	808,960
Other Rec Programs	211,696	25,844	0	20,000	20,000	350,000	100,000	50,000	50,000	25,000	75,000	75,000	1,002,540	1,167,996
<b>Total Revenues</b>	<b>\$4,420,528</b>	<b>\$197,045</b>	<b>-\$370,647</b>	<b>\$235,521</b>	<b>\$1,293,077</b>	<b>\$1,479,450</b>	<b>\$336,700</b>	<b>\$332,700</b>	<b>\$275,700</b>	<b>\$306,450</b>	<b>\$386,200</b>	<b>\$358,200</b>	<b>\$9,250,924</b>	<b>\$11,697,835</b>
<b>Expenditures:</b>														
Salaries & Wages	229,085	221,995	228,000	235,000	300,000	235,000	235,000	228,000	228,000	228,000	350,000	228,000	2,946,080	3,199,090
IMRF	29,684	28,570	29,000	30,000	45,000	30,000	30,000	30,000	30,000	30,000	45,000	30,000	387,254	410,000
FICA & Medicare	20,544	19,014	19,000	25,000	35,000	25,000	20,000	20,000	20,000	20,000	30,000	20,000	273,558	301,000
Health Insurance	50,328	47,485	49,000	49,000	49,000	49,000	49,000	49,000	49,000	49,000	49,000	49,000	587,813	683,245
Utilities	5,840	23,523	22,000	25,000	25,000	30,000	25,000	25,000	25,000	27,000	40,000	45,000	318,363	348,650
Contractual	51,778	57,110	38,000	50,000	70,000	70,000	60,000	50,000	50,000	50,000	50,000	50,000	646,888	1,067,631
Supplies	16,350	13,881	12,000	35,000	50,000	40,000	40,000	20,000	20,000	20,000	20,000	20,000	307,231	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	898	10,000	10,000	20,000	20,000	20,000	20,000	10,000	10,000	5,000	5,000	136,571	348,600
Debt Service	0	2,871	92,475	0	0	0	0	0	1,069,975	0	0	0	1,165,321	1,248,796
Special Rec Contribution	36,438	0	44,000								80,000		160,438	167,260
PDRMA Insur-Liab,Gen, WC, Unemp	0	(13,689)	0	0	80,000	0	0	0	0	80,000			146,311	165,500
Program Wages	30,011	31,557	30,000	45,000	75,000	45,000	35,000	35,000	35,000	35,000	35,000	35,000	466,568	709,820
Program Contractual	10,916	3,751	3,000	25,000	50,000	60,000	60,000	50,000	30,000	60,000	60,000	60,000	472,667	764,957
GJK Contractual (75% of rev)	189,940	0	101,740	105,503	96,845	18,750	18,750	18,750	18,750	18,750	18,750	18,750	512,778	626,806
Program Supplies	10,833	2,890	3,000	10,000	20,000	20,000	10,000	10,000	10,000	10,000	10,000	10,000	126,723	163,147
Special Rec Capital	0	0	0	118,123	0	0	0	0	0	0	75,000	0	193,123	218,123
Miscellaneous	0	6,105	0	0	0	0	0	0	0	0	0	0	6,105	21,000
Fund 65/69 Trfs OUT-Corp and Rec	246,563	8,324	1,700	1,500,000	85,000	85,000	0	2,550	0	0	0	0	1,929,137	2,000,000
<b>Total Expenditures</b>	<b>\$940,320</b>	<b>\$459,535</b>	<b>\$682,915</b>	<b>\$2,262,626</b>	<b>\$1,006,095</b>	<b>\$709,000</b>	<b>\$602,750</b>	<b>\$544,800</b>	<b>\$1,576,975</b>	<b>\$619,000</b>	<b>\$855,450</b>	<b>\$552,000</b>	<b>\$10,811,466</b>	<b>\$12,904,678</b>
Monthly Surplus/<Deficit>	3,480,208	(262,490)	(1,053,562)	(2,027,105)	286,982	770,450	(266,050)	(212,100)	(1,301,275)	(312,550)	(469,250)	(193,800)		
<b>ENDING F/B-OPERATING</b>	<b>\$11,205,051</b>	<b>\$10,942,561</b>	<b>\$9,888,999</b>	<b>\$7,861,894</b>	<b>\$8,148,876</b>	<b>\$8,919,326</b>	<b>\$8,653,276</b>	<b>\$8,441,176</b>	<b>\$7,139,901</b>	<b>\$6,827,351</b>	<b>\$6,358,101</b>	<b>\$6,164,301</b>		<b>\$6,518,000</b>
														<b>FUND BALANCE as % of Total Expds LESS Interfund 65/69 TRF 56.5%</b>

<b>BEGINNING F/B-CAPITAL</b>	<b>\$1,721,809</b>	<b>\$1,917,769</b>	<b>\$1,831,858</b>	<b>\$1,810,558</b>	<b>\$3,122,558</b>	<b>\$3,609,558</b>	<b>\$3,696,558</b>	<b>\$3,698,558</b>	<b>\$3,706,108</b>	<b>\$3,708,108</b>	<b>\$3,710,108</b>	<b>\$3,813,108</b>		<b>\$1,721,809</b>
<b>Revenues:</b>														
Interest Income	3,157	2,082	2,000	2,000	2,000	2,000	2,000	5,000	2,000	2,000	3,000	3,000	30,239	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	400,000	0	0	0	0	0	0	0	400,000	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	<u>246,563</u>	<u>8,324</u>	<u>1,700</u>	<u>1,500,000</u>	<u>85,000</u>	<u>85,000</u>	<u>0</u>	<u>2,550</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,929,137</u>	<u>2,000,000</u>
<b>Total Revenues</b>	<b>\$249,720</b>	<b>\$10,406</b>	<b>\$3,700</b>	<b>\$1,502,000</b>	<b>\$487,000</b>	<b>\$87,000</b>	<b>\$2,000</b>	<b>\$7,550</b>	<b>\$2,000</b>	<b>\$2,000</b>	<b>\$103,000</b>	<b>\$3,000</b>	<b>\$2,459,376</b>	<b>\$8,468,000</b>
<b>Capital Outlay:</b>														
Fund 65(Annual/Ongoing Capital)	0	1,118	0	190,000	?	?	?	?	?	?	?	?	191,118	706,850
Fund 69(Master Plan Proj)	53,760	95,199	25,000	?	?	?	?	?	?	?	?	?	173,959	3,532,415
Fund 70(Safran)	0	0	0	0	0	0	0	0	0	0	0	0	0	1,174
<b>Total Capital Outlay</b>	<b>\$53,760</b>	<b>\$96,317</b>	<b>\$25,000</b>	<b>\$190,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$365,077</b>	<b>\$4,240,439</b>
<b>ENDING F/B-CAPITAL</b>	<b>\$1,917,769</b>	<b>\$1,831,858</b>	<b>\$1,810,558</b>	<b>\$3,122,558</b>	<b>\$3,609,558</b>	<b>\$3,696,558</b>	<b>\$3,698,558</b>	<b>\$3,706,108</b>	<b>\$3,708,108</b>	<b>\$3,710,108</b>	<b>\$3,813,108</b>	<b>\$3,816,108</b>		<b>\$5,949,370</b>
<b>ENDING F/B-ALL FUNDS</b>	<b>\$13,122,820</b>	<b>\$12,774,419</b>	<b>\$11,699,557</b>	<b>\$10,984,452</b>	<b>\$11,758,434</b>	<b>\$12,615,884</b>	<b>\$12,351,834</b>	<b>\$12,147,284</b>	<b>\$10,848,009</b>	<b>\$10,537,459</b>	<b>\$10,171,209</b>	<b>\$9,980,409</b>		<b>\$12,467,370</b>

**Assumptions: SCENARIO #2**

Projection assumes we will re-open on July 1. Daycare would run at 75% initially: Boathouse, Beach and Camp would run at 25%. Kids Club, ELC in Fall initially at 75%.

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-Interfund transfers from Corporate (\$650,000) and Recreation (\$850,000) can STILL be made to Master Plan Fund 69, as they were made on LAST FY's surplus over 50%.

-In order to maintain 50% fund balance goal in Corporate and Recreation, staff recommends no additional Fund 69 transfer be committed until later in the year when more information is know.

Glencoe Park District

Fund Balance Projection - March 2020 thru Feb 2021

COVID-19 Closure from Mar 13 thru Aug 31, 2020

SCENARIO #3 - Daycare 75%/Boathouse 50%,Beach,Camp NOT Open/Kids Club,ELC 75% in Fall

= Board approved to pay all FT and PT for scheduled hours

=Unknown Decisions on Fund 65 and 69 Projects and Funds

BEGINNING F/B, OPERATING	\$7,724,843	\$11,205,051	\$10,942,561	\$9,693,405	\$7,670,300	\$7,869,782	\$8,579,732	\$8,285,682	\$8,038,582	\$6,722,307	\$6,409,757	\$5,945,507		\$7,724,843
	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 Budge
<b>Revenues:</b>														
RE Tax	2,906,050	97,858	20,000		1,000,000	1,000,000	0	30,000	0	0	0	0	5,053,908	5,755,350
PPRT Replacement Tax	860	5,931	5,000	0	3,000	500	0	5,000	0	500	3,000	0	23,791	25,380
Interest Income	5,000	5,000	5,000	7,500	6,000	4,000	4,000	25,000	6,000	6,000	8,000	8,000	89,500	184,700
Rentals/Sales	22,279	941	0	0	0	0	5,000	10,000	15,000	20,000	10,000	10,000	93,220	187,286
Grants/Donations/Misc/Insur	4,610	3,994	3,700	3,700	3,700	3,700	3,700	3,700	3,700	3,700	3,700	3,700	45,604	51,305
<b>Program Fees:</b>													0	
Daycare	146,677	19,440	30,000	30,000	30,000	30,000	105,000	105,000	125,000	140,000	140,000	140,000	1,041,117	1,492,732
Fitness	5,295	100	0	3,750	3,750	3,750	4,000	4,000	4,000	4,250	4,500	4,500	41,895	48,535
GJK Preschool/Camp/Enrichmnts	261,045	1,378	135,653	140,571	129,127	0	25,000	0	0	0	25,000	0	717,774	835,741
Beach/Boat	12,402	33,481	5,000	2,000	0	0	0	10,000	0	0	0	0	62,883	417,354
Watts	4,785	458	0	0	0	0	0	0	0	50,000	50,000	50,000	155,243	155,248
ELC	38,695	5,630	0	0	0	0	30,000	30,000	32,000	32,000	35,000	35,000	238,325	264,479
Kids Club	28,056	(526)	0	0	0	0	25,000	25,000	25,000	25,000	32,000	32,000	191,530	302,769
Camp	773,078	(2,484)	(770,594)	5,000	5,000	0	0	0	0	0	0	0	10,000	808,960
Other Rec Programs	211,696	25,844	0	20,000	20,000	350,000	100,000	50,000	50,000	25,000	75,000	75,000	1,002,540	1,167,996
<b>Total Revenues</b>	<b>\$4,420,528</b>	<b>\$197,045</b>	<b>-\$566,241</b>	<b>\$212,521</b>	<b>\$1,200,577</b>	<b>\$1,391,950</b>	<b>\$301,700</b>	<b>\$297,700</b>	<b>\$260,700</b>	<b>\$306,450</b>	<b>\$386,200</b>	<b>\$358,200</b>	<b>\$8,767,330</b>	<b>\$11,697,835</b>
<b>Expenditures:</b>														
Salaries & Wages	229,085	221,995	228,000	228,000	340,000	228,000	228,000	228,000	228,000	228,000	340,000	228,000	2,955,080	3,199,090
IMRF	29,684	28,570	29,000	30,000	45,000	30,000	30,000	30,000	30,000	30,000	45,000	30,000	387,254	410,000
FICA & Medicare	20,544	19,014	19,000	20,000	35,000	20,000	20,000	20,000	20,000	20,000	35,000	20,000	268,558	301,000
Health Insurance	50,328	47,485	49,000	49,000	49,000	49,000	49,000	49,000	49,000	49,000	49,000	49,000	587,813	683,245
Utilities	5,840	23,523	22,000	25,000	25,000	30,000	25,000	25,000	25,000	27,000	40,000	45,000	318,363	348,650
Contractual	51,778	57,110	38,000	50,000	70,000	70,000	60,000	50,000	50,000	50,000	50,000	50,000	646,888	1,067,631
Supplies	16,350	13,881	12,000	35,000	50,000	40,000	40,000	20,000	20,000	20,000	20,000	20,000	307,231	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	898	10,000	10,000	20,000	20,000	20,000	20,000	10,000	10,000	5,000	5,000	136,571	348,600
Debt Service	0	2,871	92,475	0	0	0	0	0	1,069,975	0	0	0	1,165,321	1,248,796
Special Rec Contribution	36,438	0	44,000										80,000	160,438
PDRMA Insur-Liab,Gen, WC, Unemp	0	(13,689)	0	0	80,000	0	0	0	0	80,000			146,311	165,500
Program Wages	30,011	31,557	30,000	30,000	30,000	30,000	35,000	35,000	35,000	35,000	35,000	35,000	391,568	709,820
Program Contractual	10,916	3,751	3,000	25,000	50,000	60,000	60,000	50,000	30,000	60,000	60,000	60,000	472,667	764,957
GJK Contractuall (75% of rev)	189,940	0	101,740	105,503	96,845								18,750	512,778
Program Supplies	10,833	2,890	3,000	10,000	20,000	20,000	10,000	10,000	10,000	10,000	10,000	10,000	126,723	163,147
Special Rec Capital	0	0	0	118,123	0	0	0	0	0	0	75,000	0	193,123	218,123
Miscellaneous	0	6,105	0	0	0	0	0	0	0	0	0	0	6,105	21,000
Fund 65/69 Trfs OUT-Corp and Rec	246,563	8,324	1,700	1,500,000	85,000	85,000	0	2,550	0	0	0	0	1,929,137	2,000,000
<b>Total Expenditures</b>	<b>\$940,320</b>	<b>\$459,535</b>	<b>\$682,915</b>	<b>\$2,235,626</b>	<b>\$1,001,095</b>	<b>\$682,000</b>	<b>\$595,750</b>	<b>\$544,800</b>	<b>\$1,576,975</b>	<b>\$619,000</b>	<b>\$850,450</b>	<b>\$552,000</b>	<b>\$10,740,466</b>	<b>\$12,904,678</b>
Monthly Surplus/<Deficit>	3,480,208	(262,490)	(1,249,156)	(2,023,105)	199,482	709,950	(294,050)	(247,100)	(1,316,275)	(312,550)	(464,250)	(193,800)		
<b>ENDING F/B-OPERATING</b>	<b>\$11,205,051</b>	<b>\$10,942,561</b>	<b>\$9,693,405</b>	<b>\$7,670,300</b>	<b>\$7,869,782</b>	<b>\$8,579,732</b>	<b>\$8,285,682</b>	<b>\$8,038,582</b>	<b>\$6,722,307</b>	<b>\$6,409,757</b>	<b>\$5,945,507</b>	<b>\$5,751,707</b>		<b>\$6,518,000</b>
<b>FUND BALANCE as % of Total Expds LESS Interfund 65/69 TRF</b>												<b>52.7%</b>		

<b>BEGINNING F/B-CAPITAL</b>	<b>\$1,721,809</b>	<b>\$1,917,769</b>	<b>\$1,831,858</b>	<b>\$1,810,558</b>	<b>\$3,122,558</b>	<b>\$3,609,558</b>	<b>\$3,696,558</b>	<b>\$3,698,558</b>	<b>\$3,706,108</b>	<b>\$3,708,108</b>	<b>\$3,710,108</b>	<b>\$3,813,108</b>		<b>\$1,721,809</b>
<b>Revenues:</b>														
Interest Income	3,157	2,082	2,000	2,000	2,000	2,000	2,000	5,000	2,000	2,000	3,000	3,000	30,239	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	400,000	0	0	0	0	0	0	0	400,000	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	<u>246,563</u>	<u>8,324</u>	<u>1,700</u>	<u>1,500,000</u>	<u>85,000</u>	<u>85,000</u>	<u>0</u>	<u>2,550</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,929,137</u>	<u>2,000,000</u>
<b>Total Revenues</b>	<b>\$249,720</b>	<b>\$10,406</b>	<b>\$3,700</b>	<b>\$1,502,000</b>	<b>\$487,000</b>	<b>\$87,000</b>	<b>\$2,000</b>	<b>\$7,550</b>	<b>\$2,000</b>	<b>\$2,000</b>	<b>\$103,000</b>	<b>\$3,000</b>	<b>\$2,459,376</b>	<b>\$8,468,000</b>
<b>Capital Outlay:</b>														
Fund 65(Annual/Ongoing Capital)	0	1,118	0	190,000	?	?	?	?	?	?	?	?	191,118	706,850
Fund 69(Master Plan Proj)	53,760	95,199	25,000	?	?	?	?	?	?	?	?	?	173,959	3,532,415
Fund 70(Safran)	0	0	0	0	0	0	0	0	0	0	0	0	0	1,174
<b>Total Capital Outlay</b>	<b>\$53,760</b>	<b>\$96,317</b>	<b>\$25,000</b>	<b>\$190,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$365,077</b>	<b>\$4,240,439</b>
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<b>ENDING F/B-ALL FUNDS</b>	<b>\$13,122,820</b>	<b>\$12,774,419</b>	<b>\$11,503,963</b>	<b>\$10,792,858</b>	<b>\$11,479,340</b>	<b>\$12,276,290</b>	<b>\$11,984,240</b>	<b>\$11,744,690</b>	<b>\$10,430,415</b>	<b>\$10,119,865</b>	<b>\$9,758,615</b>	<b>\$9,567,815</b>		<b>\$12,467,370</b>

**Assumptions: SCENARIO #3**

Projection assumes we will re-open on September 1. Daycare would run at 75% initially; Boathouse 50%; Beach and Camp would NOT run. Kids Club, ELC in Fall initially at 75%.

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MINUTES OF MAY 12, 2020 SPECIAL COMMITTEE OF THE WHOLE MEETING  
GLENCOE PARK DISTRICT  
999 GREEN BAY ROAD, GLENCOE, ILLINOIS 60022  
-VIA ZOOM VIDEO/AUDIO CONFERENCE-

The meeting was called to order at 7:04pm 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  
Stephani Briskman, PM: Arts/Enrich/Youth/Camps  
Liz Visteen, PM: Spec. Events/Active Adults/Teens  
Adam Wohl, Takiff/Watts Facility Manager  
Shannon Stevens, PS: Athletics/Teen Camp  
Liz Stowick, Accounting/HR Manager  
Jenny Runkel, Administrative Assistant  
Ann Scheuer, Recreation Administrative Assistant

Members of the Public in attendance who signed in or spoke: There was one unidentified member of the public in attendance.

Matters from the Public: There were no comments received via email.

Discussion of Potential Summer Camp Operations: Executive Director Sheppard thanked the Recreation Team for their efforts in coming up with a plan for what youth care will look like this summer. Director Collins reviewed the parent survey results attached to these minutes which included summer care questions on the program, coronavirus safety, and staffing. The summer care plan attached to these minutes was reviewed.

Staff answered committee questions and discussion ensued on the many facets awaiting guidance from the state, what camp will look like, the aspirational view of summer care versus the reality of coronavirus fears parents are feeling and its influence on planning and participation, care as a service to the community not as a revenue generator, differences between phase 2 and 3, revenue should cover fixed costs, safety precautions and logistics, and difficulty of staffing.

Executive Director Sheppard asked the Board if they agree and staff should go ahead with the plans as presented. Discussion ensued on breaking down training barriers, closing down a room or more, staffing, essential workers children only or anyone, incremental approach in support of essential workers and students, and that the true financial picture is not available yet.



The next step would be creating an implementation plan by early next week. The governor is dictating the phase schedule.

Manager Stockl updated the Board on Emergency Day Care, which is going well with a total of ten kids split in four rooms due to age range, a DCFS recommendation.

The committee was in agreement with the staff recommendation to move forward with the phase 2 possible expansion, and then look forward to phase 3 when the restrictions are lifted.

#### Other Business:

##### Tennis Courts

Following direction from the last Committee meeting, Executive Director Sheppard indicated that staff communicated the launch of tennis today via email and almost immediately we received 15 reservations, which is now over 60 reservations for Saturday through next Tuesday. Central Park and West Park tennis courts will have two courts open at each park. Social distancing, play safety guidelines, reservations, court supervisor, hours, open more courts if needed, Winnetka and Highland Park opening their courts as well, and courts locked at night were reviewed and discussion ensued.

Following commissioner's recommendations, staff will make changes to the press release and signage including that children can play if accompanied by an adult and remove "adult" from "single play between adults only."

##### Disc Golf

Staff held off on Disc Golf to work out tennis and the beach first, due to the higher demand and feedback. Staff are having a hard time figuring out the baskets for safe use and are waiting until June 1, hoping restrictions lifted.

Staff liked President Brooks suggestion to paint a circle on the ground around the pole as a disc golf "basket".

##### Beach Announcement

Based on feedback at the last Committee meeting, visitors may only gain access to the beach with a season beach pass only due to COVID-19 safety. No one is happy about this and staff shared a list of reasons why this was the only option. A press release will go out tomorrow morning. Social distancing on the beach, variables of changing water levels and different group sizes makes it difficult to formulate the max attendance while leaving 10 square feet of space around households, and the schedule of 6:00-9:00am open for walkers only (no pass needed) and from 9:00am-9:00pm for pass holders only were discussed.

Changes to the press release and signage per Commissioners' request, staff will remove the content "10 square feet per person" and change it to 50% capacity or reduced limited capacity, but leave 10 feet around households. They also want it made very clear that there is the possibility they may be turned away with the limited capacity.



Northbrook officially closed their pool for the season and will drive people to our beach.

The Board meeting next Tuesday will include operations last month, grants, Linden house update, and the election of officers.

Adjourn: Commissioner Lutton moved to adjourn the meeting at 8:19pm. Commissioner Onderdonk seconded the motion, which passed by unanimous voice vote.

Respectfully submitted,

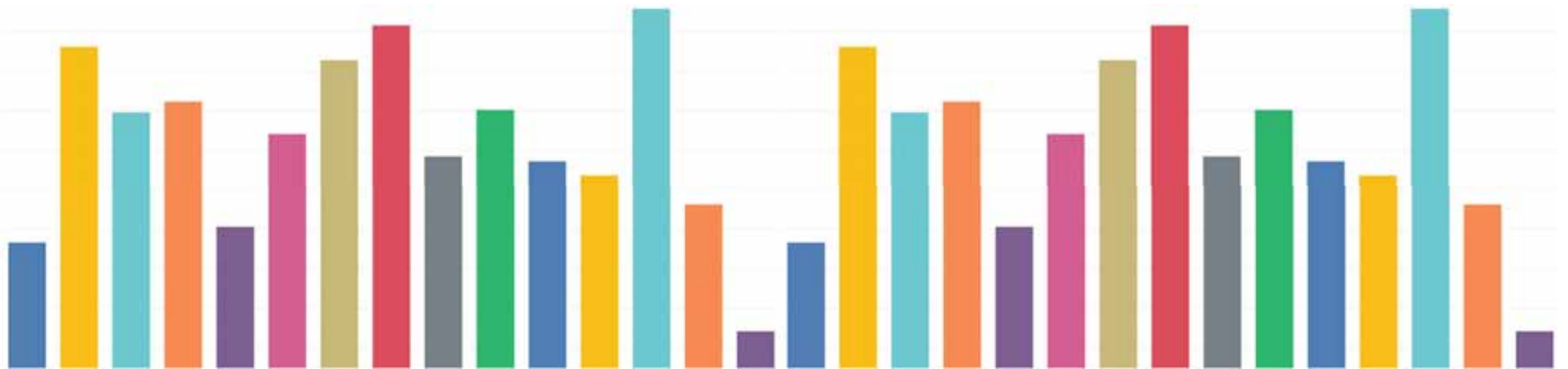
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Lisa M. Sheppard  
Secretary



# Summer Camp 2020 Survey

Monday, May 11, 2020



# Survey Results

**147**

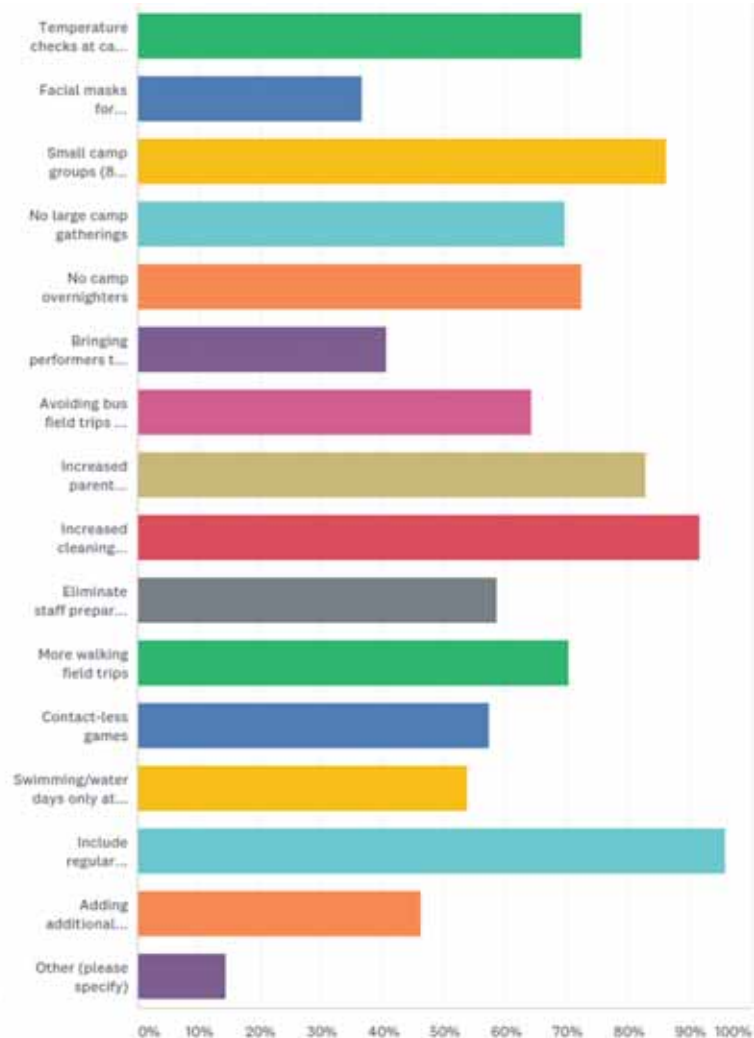
Total Responses

Date Created: Monday, April 20, 2020

Complete Responses: 147



**Q1: The Glencoe Park District is exploring a number of safety options for summer camp. Some of the safety measures we are considering implementing are listed below. Please check all that you support. If you have additional safety measures you would like us to consider, please list them in the comments section:**



Answered: 145 Skipped: 2

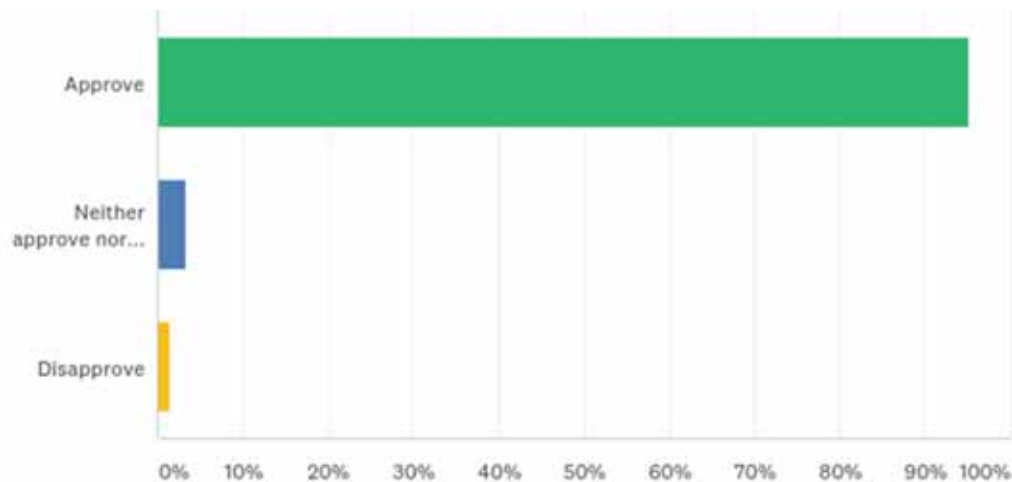
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<b>ANSWER CHOICES</b>	<b>RESPONSES</b>	
Temperature checks at camp drop-off	72.41%	105
Facial masks for participants	36.55%	53
Small camp groups (8 campers/2 staff members per group)	86.21%	125
No large camp gatherings	69.66%	101
No camp overnights	72.41%	105
Bringing performers to Park District facilities	40.69%	59
Avoiding bus field trips to maintain social distance	64.14%	93
Increased parent communication about camper health	82.76%	120
Increased cleaning protocols	91.72%	133
Eliminate staff preparing meals (only bring food from home)	58.62%	85
More walking field trips	70.34%	102
Contact-less games	57.24%	83
Swimming/water days only at Glencoe Beach or Glencoe facilities	53.79%	78
Include regular hand-washing in day's schedule	95.86%	139
Adding additional specialty instructors/classes to the day	46.21%	67
Other (please specify)	14.48%	21
<b>Total Respondents: 145</b>		

Answered: 145 Skipped: 2

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**Q2: Glencoe Park District custodians will increase cleanings of high-touch areas, in addition to regular cleanings throughout the day. Camp counselors will also be given sanitizer and cleaning wipes to use throughout the day. Do you approve of the additional cleaning measures Glencoe Park District is implementing?**



Answered: 145 Skipped: 2

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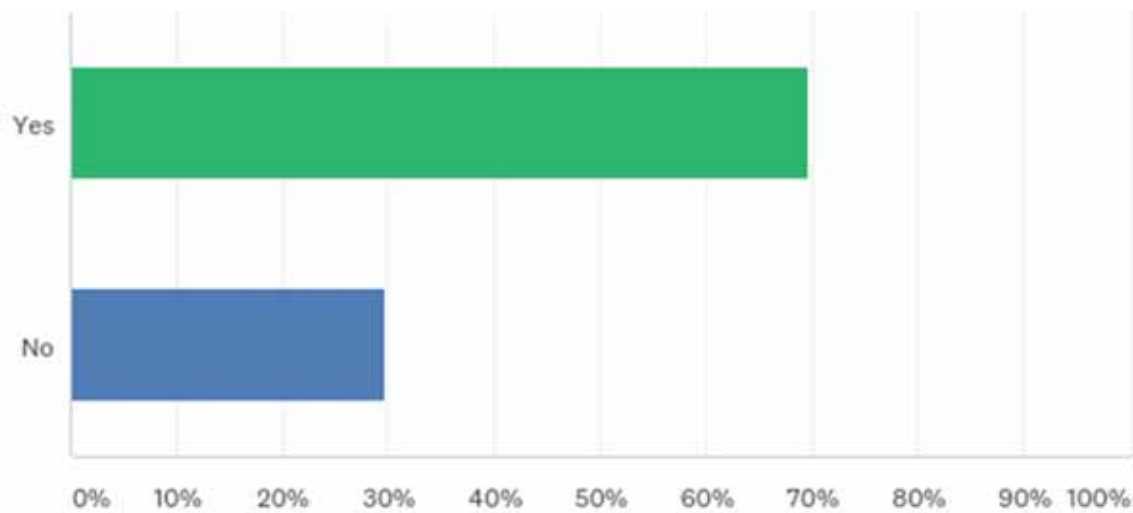
<b>ANSWER CHOICES</b>	<b>RESPONSES</b>	
Approve	95.17%	138
Neither approve nor disapprove	3.45%	5
Disapprove	1.38%	2
<b>TOTAL</b>		<b>145</b>

Answered: 145 Skipped: 2

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**Q3: Glencoe Park District is considering implementing temperature checks during camp drop-off. This may create a slower drop-off protocol for camper families. Do you agree it's necessary to implement temperature checks before drop-off?**



Answered: 145 Skipped: 2

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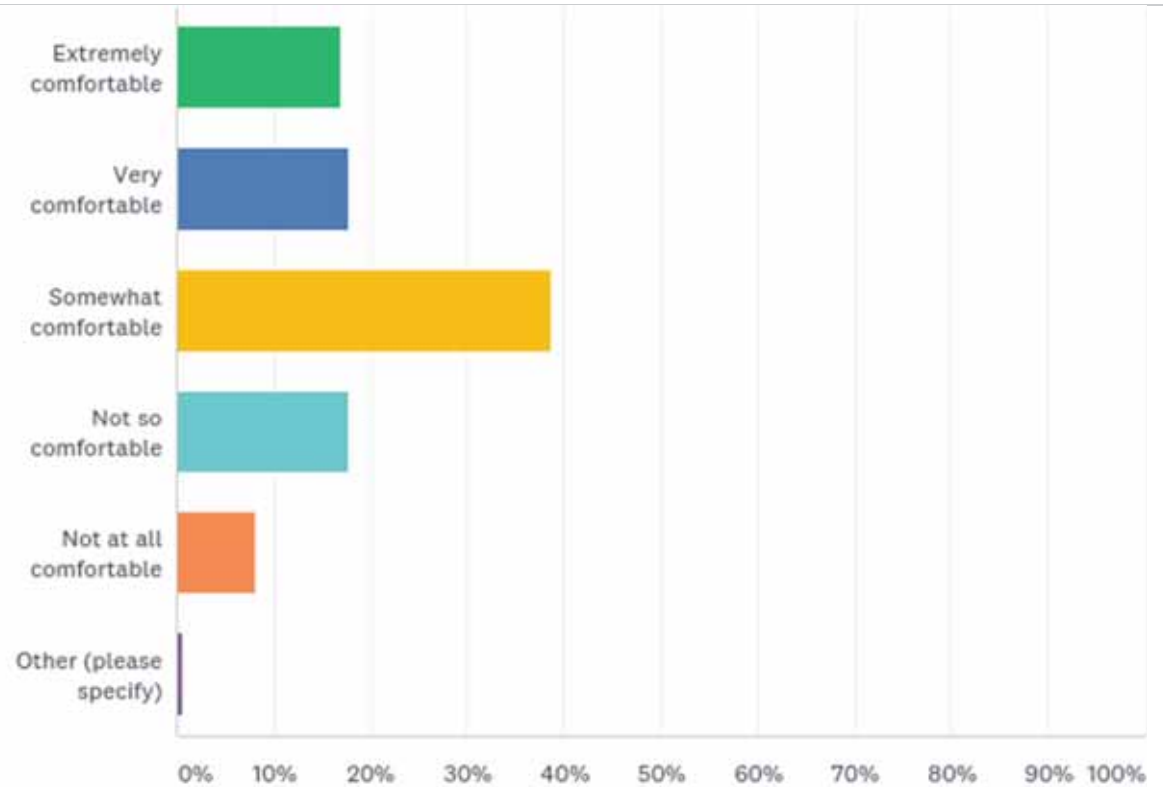
**Q3: Glencoe Park District is considering implementing temperature checks during camp drop-off. This may create a slower drop-off protocol for camper families. Do you agree it's necessary to implement temperature checks before drop-off?**

<b>ANSWER CHOICES</b>	<b>RESPONSES</b>	
Yes	69.66%	101
No	29.66%	43
<b>TOTAL</b>		<b>145</b>

Answered: 145 Skipped: 2

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**Q4: How comfortable are you about sending your child to camp this summer at Glencoe Park District?**



Answered: 147 Skipped: 0

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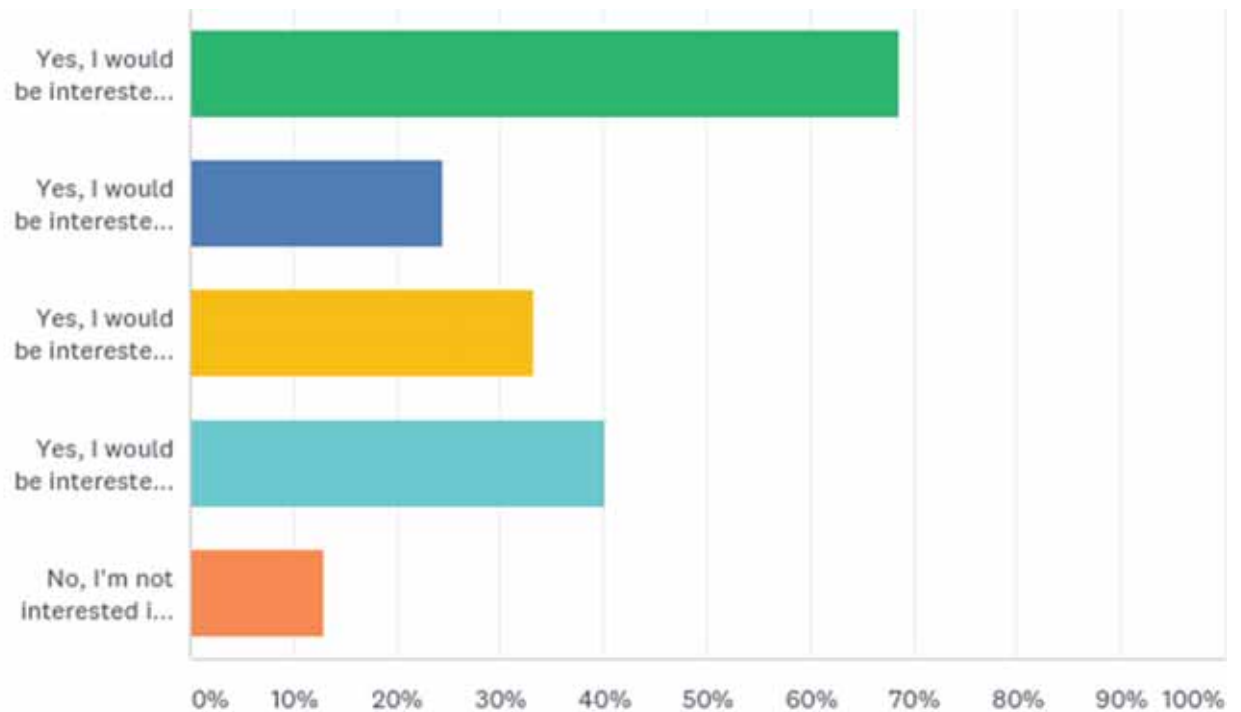
**Q4: How comfortable are you about sending your child to camp this summer at Glencoe Park District?**

<b>ANSWER CHOICES</b>	<b>RESPONSES</b>	
Extremely comfortable	17.01%	25
Very comfortable	17.69%	26
Somewhat comfortable	38.78%	57
Not so comfortable	17.69%	26
Not at all comfortable	8.16%	12
Other (please specify)	0.68%	1
<b>TOTAL</b>		<b>147</b>

Answered: 147 Skipped: 0

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**Q5: The Glencoe Park District will be hosting a Zoom meeting with camp parents to address concerns and answer questions before camp starts. Are you interested in attending this type of meeting? If yes, please indicate all times that you are available.**



Answered: 147 Skipped: 0

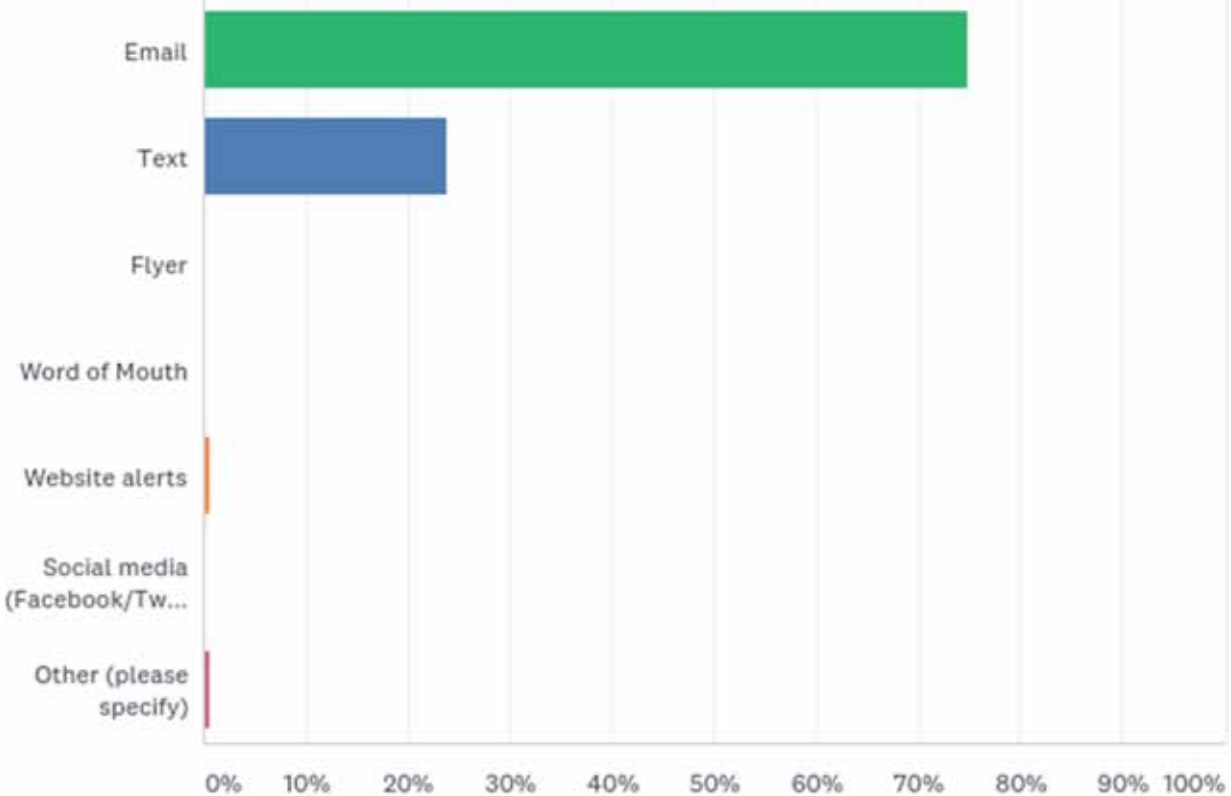
**Q5: The Glencoe Park District will be hosting a Zoom meeting with camp parents to address concerns and answer questions before camp starts. Are you interested in attending this type of meeting? If yes, please indicate all times that you are available.**

ANSWER CHOICES	RESPONSES
Yes, I would be interested in attending this type of meeting on weeknight.	68.71% 101
Yes, I would be interested in attending this type of meeting on a weekday morning.	24.49% 36
Yes, I would be interested in attending this type of meeting on a weekday afternoon.	33.33% 49
Yes, I would be interested in attending this type of meeting on a weekend morning.	40.14% 59
No, I'm not interested in attending this type of meeting.	12.93% 19
Total Respondents: 147	

Answered: 147 Skipped: 0



**Q6: How would you like to be communicated with about changes to the schedule, updates about health/safety, etc.?**



Answered: 147 Skipped: 0

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**Q6: How would you like to be communicated with about changes to the schedule, updates about health/safety, etc.?**

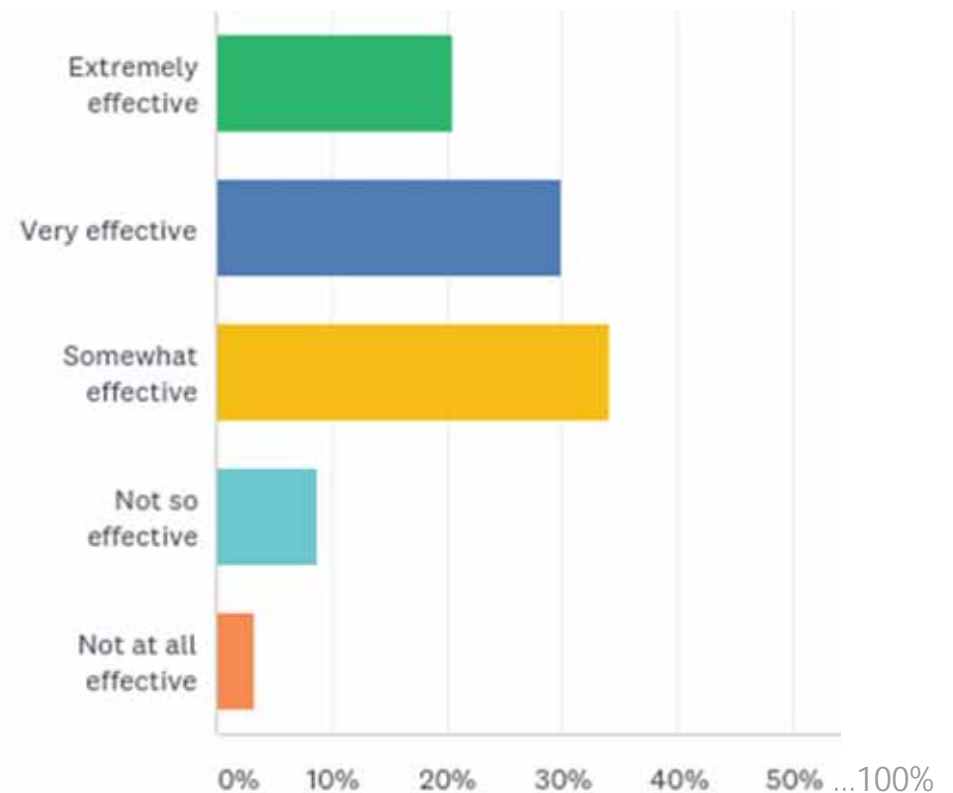
<b>ANSWER CHOICES</b>	<b>RESPONSES</b>	
Email	74.83%	110
Text	23.81%	35
Flyer	0.00%	0
Word of Mouth	0.00%	0
Website alerts	0.68%	1
Social media (Facebook/Twitter/Instagram)	0.00%	0
Other (please specify)	0.68%	1
<b>TOTAL</b>		<b>147</b>

Answered: 147 Skipped: 0

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**Q7: Our camp illness policy is as follows:  
For the protection of all the children and staff, and for the comfort of your child, please keep your child home if he/she has any of the following symptoms: productive or dry cough, temperature, diarrhea or vomiting, rash, thick nasal discharge, or discharging eyes or ears. Please remember that a virus is contagious even though it cannot be treated with antibiotics. When a child's physician has determined that symptoms are caused by a virus, that child should not return to camp until he/she is asymptotic. Campers who display symptoms will be sent home.**

**Do you think our illness policy is effective?**



Answered: 147 Skipped: 0

**Q7: Our camp illness policy is as follows:**

**For the protection of all the children and staff, and for the comfort of your child, please keep your child home if he/she has any of the following symptoms: productive or dry cough, temperature, diarrhea or vomiting, rash, thick nasal discharge, or discharging eyes or ears.**

**Please remember that a virus is contagious even though it cannot be treated with antibiotics. When a child's physician has determined that symptoms are caused by a virus, that child should not return to camp until he/she is asymptotic.**

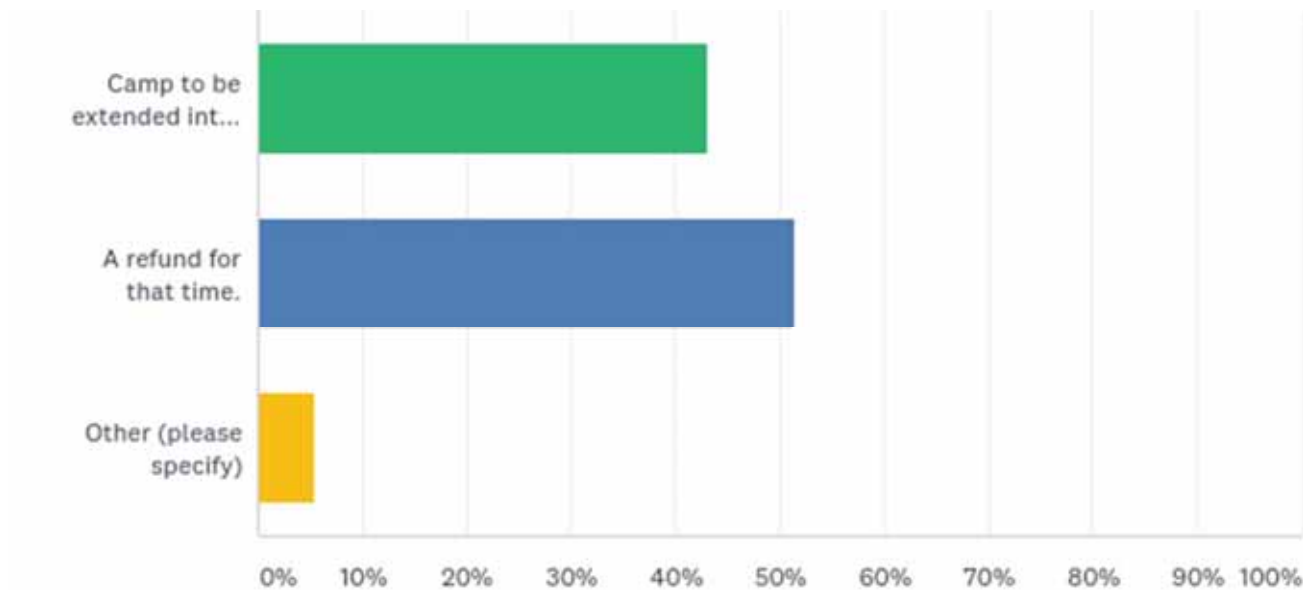
**Campers who display symptoms will be sent home. Do you think our illness policy is effective?**

<b>ANSWER CHOICES</b>	<b>RESPONSES</b>	
Extremely effective	20.41%	30
Very effective	29.93%	44
Somewhat effective	34.01%	50
Not so effective	8.84%	13
Not at all effective	3.40%	5
<b>TOTAL</b>		<b>147</b>

Answered: 147 Skipped: 0

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**Q9: If the start of camp is delayed, would you prefer... (select one)**



Answered: 146 Skipped: 1

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**Q9: If the start of camp is delayed, would you prefer... (select one)**

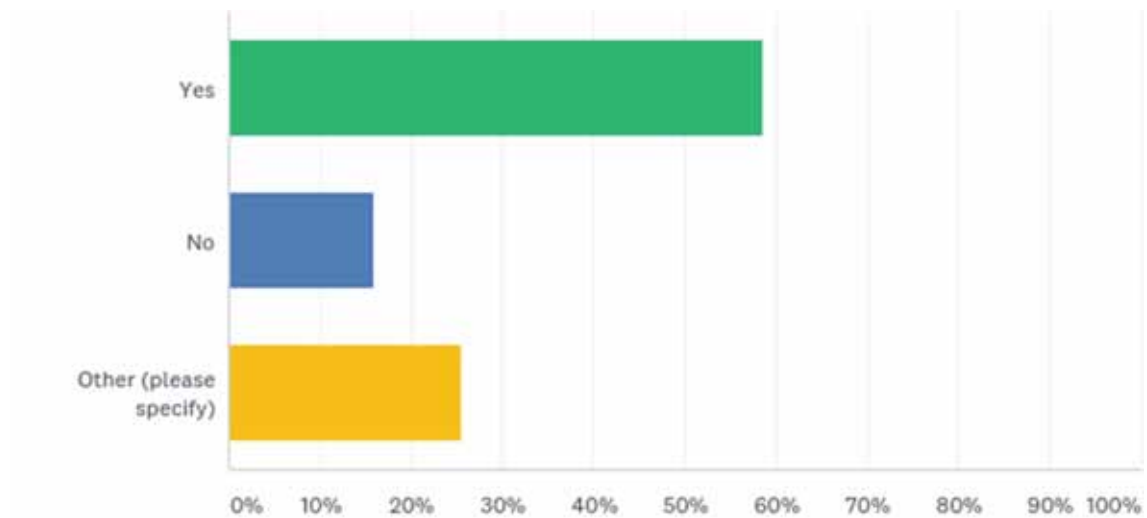
<b>ANSWER CHOICES</b>	<b>RESPONSES</b>	
Camp to be extended into August	43.15%	63
A refund for that time.	51.37%	75
Other (please specify)	5.48%	8
<b>TOTAL</b>		<b>146</b>

Answered: 146 Skipped: 1

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**Q10: Do you think the Glencoe Park District should hold in-person camp this summer?**



Answered: 145 Skipped: 2

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**Q10: Do you think the Glencoe Park District should hold in-person camp this summer?**

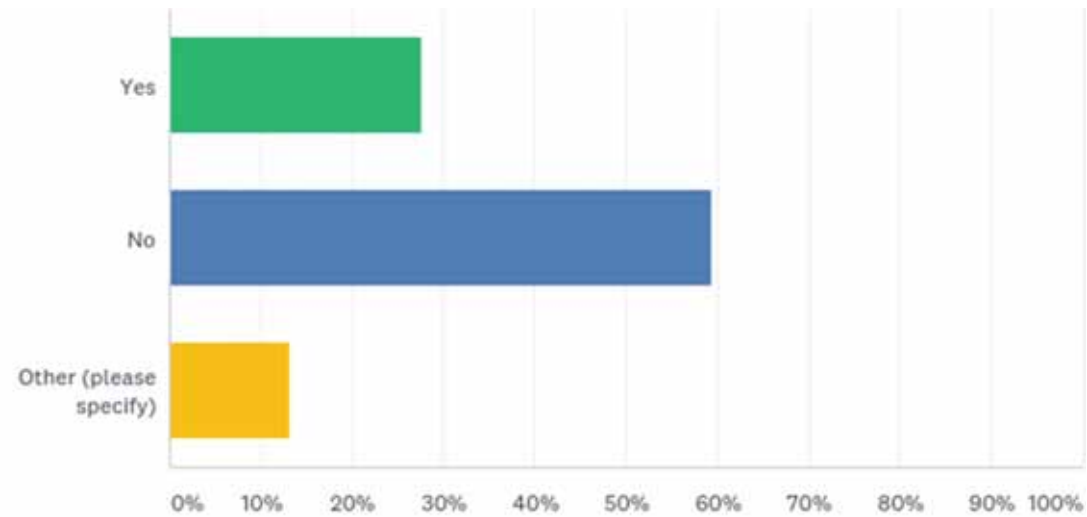
<b>ANSWER CHOICES</b>	<b>RESPONSES</b>	
Yes	58.62%	85
No	15.86%	23
Other (please specify)	25.52%	37
<b>TOTAL</b>		<b>145</b>

Answered: 145 Skipped: 2

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**Q11: If offered, would you participate in virtual enrichment programming prior to the start of in-person camp?**



Answered: 145 Skipped: 2

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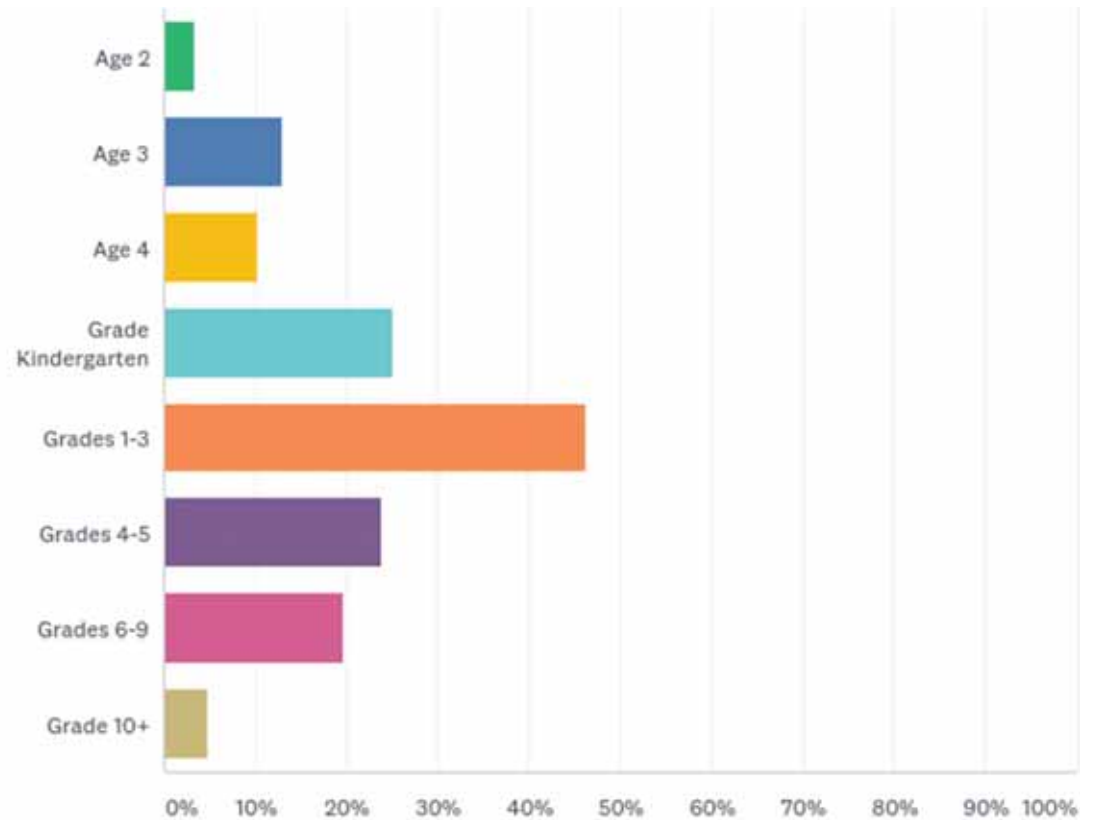
**Q11: If offered, would you participate in virtual enrichment programming prior to the start of in-person camp?**

<b>ANSWER CHOICES</b>	<b>RESPONSES</b>	
Yes	27.59%	40
No	59.31%	86
Other (please specify)	13.10%	19
<b>TOTAL</b>		<b>145</b>

Answered: 145 Skipped: 2

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**Q13: How old is your camper? Select the appropriate age/grade group for each child you enrolled in camp.**



Answered: 147 Skipped: 0

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**Q13: How old is your camper? Select the appropriate age/grade group for each child you enrolled in camp.**

<b>ANSWER CHOICES</b>	<b>RESPONSES</b>	
Age 2	3.40%	5
Age 3	12.93%	19
Age 4	10.20%	15
Grade Kindergarten	25.17%	37
Grades 1-3	46.26%	68
Grades 4-5	23.81%	35
Grades 6-9	19.73%	29
Grade 10+	4.76%	7
<b>Total Respondents: 147</b>		

Answered: 147 Skipped: 0

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## Summer Care Program Plan

*All phases listed below are in line with the Governor's Restore Illinois Plan.*

*Hours: 7:00am-6:30pm (all phases)*

*Staffing: We would have a morning shift of staff and an afternoon shift of staff.*

### Phase 2:

- Proposed start date for phase 2 camp: June 1
- Tuition is billed on a monthly basis
- Get 3 different licenses from DCFS by June 1
  - 1: re-license EC wing (max children: 50)
  - 2: license enrichment wing (max children: 50)
  - 3: license community wing (max children: 50)
    - Possibility license Watts (max children: 10)
- Pick up and drop off:
  - Staff member who isn't working with any of the children will run pick up and drop off.
  - Staff member is required to wear gloves, disposable mask, and scrubs.
  - Staff member will take child's temperature once the child steps out of the car.
  - If temperature is okay, staff member will walk the child to their assigned group inside the building.
    - Children cannot have any contact with other children that are not in their assigned group.
  - Staff member will then need to dispose of gloves and mask and put on new for next child.
  - This entire process takes about 10 minutes per child.
- This camp would be offered for children 12 and younger.
- Children would be placed in camp groups of 10 or less.
- Staff would be required to be DCFS assistant teacher qualified.
  - Requirements:
    - High School diploma
    - DCFS packet of necessary training
    - Medical exam
    - Background check
- Set up community rooms as classrooms with required equipment in each classroom.
- Staff would be required to wear facemasks while working with children.
- Per CDC recommendation, staff would be required to wear scrubs while at work.
  - Scrubs purchased by park district
  - Left at park district and washed by park district staff member each night
- Determine who is eligible for camp
  - Set specific qualifications for who is eligible for camp
  - After that, first-come, first-serve basis
- Cancel all specialty camp programs
  - Sailing
  - Aquatics



- Not leaving Takiff Center for any reason
- Groups will be 10 children with 2 staff members
  - Children would not be able to leave their groups.
  - Staff would not be able to leave their groups.
  - Should a staff member call out for illness, the director would have to step into classroom.
  - Children cannot share equipment.
    - Equipment would be placed in bins and assigned to specific groups.
    - Only certain toys would be put out in the classroom.
    - Toys would then be placed on the “dirty” table.
    - Toys would run through the sanitizer for use later.
- No in-house or outside entertainers would be able to come to camp.
- One maintenance person would be assigned to each licensed part of the building
  - 1 for EC Wing
  - 1 for Enrichment Wing
  - 1 for Community Wing
- Jessica, Amanda, and Stephani are director qualified.
  - Jessica, Amanda, and Stephani would be assigned to specific groups.
  - e.g.: Jessica-EC Wing, Amanda-Enrichment Wing, Stephani-Community Wing
- Outside members of the public would not be allowed in the building.
- Under DCFS license: all food would need to be provided
  - 2 snacks, 1 meal, and breakfast (breakfast optional)
  - Ellie would need an assistant to keep up.
    - Assistant would need a Food Handler License.

### Phase 3:

- Proposed start date: July 1
- Very similar to Phase 2
- Tuition would be billed on a monthly basis.
- Enrichment and Community Wings would not be required to run under DCFS license.
- Can utilize staff that would not be eligible for DCFS teacher requirements.
- Possibly use outdoor space
  - Use 20' x 20' tents for additional outdoor space
- Possibly be able to share equipment
- Would not have to provide food for campers
- No in-house or outside entertainers would come to camp.
- Building would allow outside members of the public to enter.
- Staff would be required to wear facemasks while working with children.
- Per CDC recommendation, staff would be required to wear scrubs while at work.
  - Scrubs purchased by park district
  - Left at park district and washed by a park district staff member each night
- Start utilizing other large spaces within the park district.
  - Convert fitness/yoga studio for camp program

- Fitness equipment can be stored for children to be able to use rooms.
  - Divide the gym in 3 for camp program
  - Utilize more space at Watts
    - Kids Club classroom
    - Lobby
    - Recreation Room
- Pick up and drop off:
  - Staff member who isn't working with any of the children will run pick up and drop off.
  - Staff member is required to use a re-usable mask .
  - Staff member will take child's temperature once the child steps out of the car.
  - If temperature is okay, staff member will walk the child to their assigned group waiting outside of the building.

#### Phase 4:

- Proposed start date: Based on governor's guidelines
- In-house and outside entertainers could visit camp
  - 2-3 groups could attend a concert staying 6 feet apart from each other
- Utilize inflatables in small groups
  - Inflatable would need to be adequately cleaned between groups
- Drop-in camp
  - Hosted at different parks in Glencoe
  - Families would have to pre-register for program
  - Camp would run 2 hour program
  - Contractors could run programming



Glencoe Park District

# Voucher List of Bills By Vendor Set

Payment Dates 04/16/2020 - 05/14/2020

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
<b>Vendor Set: AP Vendors - AP Vendors</b>					
<b>Vendor: 11510 - 1st Ayd Corp.</b>					
1st Ayd Corp.	04/22/2020	12169	25-00-000-5412	Cleaning Supplies - Takiff	120.49
<b>Vendor 11510 - 1st Ayd Corp. Total:</b>					<b>120.49</b>
<b>Vendor: 10133 - Accuraty Solutions</b>					
Accuraty Solutions	04/29/2020	12193	25-00-000-5321	Annual Website Maintenance	985.00
<b>Vendor 10133 - Accuraty Solutions Total:</b>					<b>985.00</b>
<b>Vendor: 10136 - Advanced Disposal Services</b>					
Advanced Disposal Services	04/22/2020	12170	10-12-000-5353	Trash/Recycling - Parks	292.00
Advanced Disposal Services	04/22/2020	12170	10-13-000-5353	Trash/Recycling - Watts	112.00
Advanced Disposal Services	04/22/2020	12170	25-00-000-5353	Trash/Recycling - Takiff	344.00
<b>Vendor 10136 - Advanced Disposal Services Total:</b>					<b>748.00</b>
<b>Vendor: 10739 - Airespring</b>					
Airespring	05/06/2020	12211	25-00-000-5210	Fiber Internet - Takiff	1,743.56
<b>Vendor 10739 - Airespring Total:</b>					<b>1,743.56</b>
<b>Vendor: 10140 - Althoff Industries, Inc.</b>					
Althoff Industries, Inc.	04/29/2020	12194	25-00-000-5351	HVAC Repairs - Takiff	1,414.44
<b>Vendor 10140 - Althoff Industries, Inc. Total:</b>					<b>1,414.44</b>
<b>Vendor: 10946 - Amazon Capital Services</b>					
Amazon Capital Services	05/06/2020	12212	10-12-000-5401	Parks Office Supplies	119.89
Amazon Capital Services	05/06/2020	12212	10-12-000-5450	Equipment Parts - Parks	143.16
Amazon Capital Services	05/06/2020	12212	10-12-000-5486	Plumbing Supplies - Parks	499.00
Amazon Capital Services	05/06/2020	12212	10-12-000-5990	Parks PPE (COVID Cont)	1,290.04
Amazon Capital Services	05/06/2020	12212	10-15-000-5420	General Boat Supplies	1,182.98
Amazon Capital Services	05/06/2020	12212	25-00-000-5420	General Rec Supplies	33.75
Amazon Capital Services	05/06/2020	12212	25-00-000-5990	Takiff PPE (COVID Cont)	599.88
Amazon Capital Services	05/06/2020	12212	25-26-000-5403	Day Care Pgm Supplies	92.45
Amazon Capital Services	05/06/2020	12212	25-26-000-5498	Emerg Day Care Maint Supplies	390.77
Amazon Capital Services	05/06/2020	12212	25-26-000-5499	Emerg Day Care Pgm Supplies	43.48
<b>Vendor 10946 - Amazon Capital Services Total:</b>					<b>4,395.40</b>
<b>Vendor: 10050 - Ancel, Glink P.C.</b>					
Ancel, Glink P.C.	05/12/2020	12237	10-11-000-5310	Legal Services - April	2,403.75
<b>Vendor 10050 - Ancel, Glink P.C. Total:</b>					<b>2,403.75</b>
<b>Vendor: 10159 - Arlington Power Equipment</b>					
Arlington Power Equipment	05/12/2020	12238	10-12-000-5450	Equipment Parts	206.97
<b>Vendor 10159 - Arlington Power Equipment Total:</b>					<b>206.97</b>
<b>Vendor: 10162 - AT &amp; T</b>					
AT & T	04/29/2020	12195	10-12-000-5210	Phone Svc - Parks	56.31
AT & T	04/29/2020	12195	10-13-000-5210	Phone Svc - Watts	50.14
AT & T	04/29/2020	12195	25-00-000-5210	Phone Svc - Takiff	1,364.25
<b>Vendor 10162 - AT &amp; T Total:</b>					<b>1,470.70</b>
<b>Vendor: 10455 - AT &amp; T</b>					
AT & T	05/06/2020	12213	10-14-000-5210	DSL Service - Beach	172.29
<b>Vendor 10455 - AT &amp; T Total:</b>					<b>172.29</b>
<b>Vendor: 11428 - Bauer Latoza Studio, Ltd.</b>					
Bauer Latoza Studio, Ltd.	04/29/2020	12196	69-00-000-5566	Halfway House Improvements - ...	2,389.72
<b>Vendor 11428 - Bauer Latoza Studio, Ltd. Total:</b>					<b>2,389.72</b>
<b>Vendor: 10656 - Call One</b>					
Call One	05/12/2020	12239	25-00-000-5210	T1 Line - Watts	365.68
<b>Vendor 10656 - Call One Total:</b>					<b>365.68</b>

Voucher List of Bills

Payment Dates: 04/16/2020 - 05/14/2020

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
<b>Vendor: 10505 - Comcast</b>					
Comcast	04/22/2020	12171	10-13-000-5210	Internet Svc - Watts	190.51
Comcast	05/12/2020	12240	10-12-000-5210	Internet Svc - Parks	114.00
<b>Vendor 10505 - Comcast Total:</b>					<b>304.51</b>
<b>Vendor: 10208 - Commonwealth Edison</b>					
Commonwealth Edison	05/06/2020	12214	10-12-000-5230	Electricity - Parks	680.74
Commonwealth Edison	05/06/2020	12214	10-13-000-5230	Electricity - Watts	380.83
Commonwealth Edison	05/06/2020	12214	10-14-000-5230	Electricity - Beach	213.26
Commonwealth Edison	05/06/2020	12214	10-15-000-5230	Electricity - Boathouse	428.19
Commonwealth Edison	05/06/2020	12214	25-00-000-5230	Electricity - Takiff	6,031.83
<b>Vendor 10208 - Commonwealth Edison Total:</b>					<b>7,734.85</b>
<b>Vendor: 11524 - Congregation Hakafa</b>					
Congregation Hakafa	04/29/2020	12197	25-00-000-2580	Facility Rental Refund (Multi Da...	3,426.61
<b>Vendor 11524 - Congregation Hakafa Total:</b>					<b>3,426.61</b>
<b>Vendor: 10583 - Convergent Technologies</b>					
Convergent Technologies	05/12/2020	12241	25-00-000-5355	Fire Alarm Monitoring-Takiff	492.00
<b>Vendor 10583 - Convergent Technologies Total:</b>					<b>492.00</b>
<b>Vendor: 10215 - Craftwood Lumber Company</b>					
Craftwood Lumber Company	05/06/2020	12215	10-12-000-5486	Parks Plumbing Supplies	37.64
Craftwood Lumber Company	05/06/2020	12215	10-14-000-5481	Beach Construction Supplies	115.26
Craftwood Lumber Company	05/06/2020	12215	25-00-000-5412	Takiff Cleaning Supplies	27.87
Craftwood Lumber Company	05/06/2020	12215	25-00-000-5482	Takiff Hardware	13.13
<b>Vendor 10215 - Craftwood Lumber Company Total:</b>					<b>193.90</b>
<b>Vendor: 10333 - Dermatec Direct</b>					
Dermatec Direct	04/22/2020	12172	25-26-000-5430	Day Care Diapering Gloves/Pap...	971.78
Dermatec Direct	05/12/2020	12242	25-26-000-5498	Day Care Diapering Gloves	51.95
<b>Vendor 10333 - Dermatec Direct Total:</b>					<b>1,023.73</b>
<b>Vendor: 11219 - Direct Fitness Solutions</b>					
Direct Fitness Solutions	04/22/2020	12173	25-27-000-5351	Takiff Fitness Maint	640.00
<b>Vendor 11219 - Direct Fitness Solutions Total:</b>					<b>640.00</b>
<b>Vendor: 10334 - Discount School Supply</b>					
Discount School Supply	04/22/2020	12174	25-25-615-5400	Ceramics Supplies	465.50
Discount School Supply	05/06/2020	12217	25-25-615-5400	Ceramics Supplies	123.00
<b>Vendor 10334 - Discount School Supply Total:</b>					<b>588.50</b>
<b>Vendor: 11072 - Dog Waste Depot</b>					
Dog Waste Depot	04/20/2020	12167	10-12-000-5489	Dog Waste Bags - Feb	1,156.42
Dog Waste Depot	04/22/2020	12175	10-12-000-5489	Parks Poop Bags	1,156.42
<b>Vendor 11072 - Dog Waste Depot Total:</b>					<b>2,312.84</b>
<b>Vendor: 10341 - Excalibur Technology Corporation</b>					
Excalibur Technology Corporati...	05/06/2020	12218	10-11-000-5355	TSS - June/Apr Phone Support	6,083.33
Excalibur Technology Corporati...	05/06/2020	12218	25-00-000-5321	WebTrac Hosting - June	749.00
<b>Vendor 10341 - Excalibur Technology Corporation Total:</b>					<b>6,832.33</b>
<b>Vendor: 10402 - F.J. Kerrigan Plumbing Co.</b>					
F.J. Kerrigan Plumbing Co.	04/29/2020	12198	10-15-000-5352	Repair Water Main - Boat House	781.34
<b>Vendor 10402 - F.J. Kerrigan Plumbing Co. Total:</b>					<b>781.34</b>
<b>Vendor: 11375 - Game On! LLC</b>					
Game On! LLC	04/16/2020	12166	25-25-752-5300	Contractual Pgm Winter 2020 P...	4,088.00
<b>Vendor 11375 - Game On! LLC Total:</b>					<b>4,088.00</b>
<b>Vendor: 10907 - GameTime</b>					
GameTime	05/06/2020	12219	10-12-000-5497	Playground Supplies	1,997.82
<b>Vendor 10907 - GameTime Total:</b>					<b>1,997.82</b>
<b>Vendor: 10354 - Germania Seed Company</b>					
Germania Seed Company	04/29/2020	12199	10-12-000-5490	Plantings & Flowers	641.36
Germania Seed Company	04/29/2020	12199	10-12-000-5491	Greenhouse Supplies	288.76
Germania Seed Company	05/06/2020	12220	10-12-000-5490	Plantings/Flowers	486.93
<b>Vendor 10354 - Germania Seed Company Total:</b>					<b>1,417.05</b>

Voucher List of Bills

Payment Dates: 04/16/2020 - 05/14/2020

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
<b>Vendor: 10076 - Glencoe Junior Kindergarten</b>					
Glencoe Junior Kindergarten	05/12/2020	12243	25-25-471-5300	Payment #2-20/21 Preschool	5,332.50
Glencoe Junior Kindergarten	05/12/2020	12243	25-25-472-5300	Payment #2-20/21 Preschool	21,295.32
Glencoe Junior Kindergarten	05/12/2020	12243	25-25-473-5300	Payment #2-20/21 Preschool	34,293.75
Glencoe Junior Kindergarten	05/12/2020	12243	25-25-474-5300	Payment #2-20/21 Preschool	44,501.61
<b>Vendor 10076 - Glencoe Junior Kindergarten Total:</b>					<b>105,423.18</b>
<b>Vendor: 10363 - Global Equipment Co.</b>					
Global Equipment Co.	05/12/2020	12244	10-12-000-5582	Gas Caddy-Parks	635.09
<b>Vendor 10363 - Global Equipment Co. Total:</b>					<b>635.09</b>
<b>Vendor: 10370 - Grainger Inc.</b>					
Grainger Inc.	05/06/2020	12221	10-12-000-5486	Plumbing Supplies - Parks	104.34
Grainger Inc.	05/06/2020	12221	10-13-000-5486	Plumbing Supplies - Watts	104.34
Grainger Inc.	05/06/2020	12221	10-14-000-5412	Cleaning Supplies - Beach	266.25
Grainger Inc.	05/06/2020	12221	10-14-000-5486	Plumbing Supplies - Beach	260.24
Grainger Inc.	05/06/2020	12221	10-15-000-5486	Plumbing Supplies - Boathouse	104.34
Grainger Inc.	05/06/2020	12221	25-00-000-5486	Plumbing Supplies - Takiff	208.68
Grainger Inc.	05/06/2020	12221	25-00-000-5990	Takiff COVID Cont -Air Filter/So...	2,292.22
Grainger Inc.	05/06/2020	12221	25-26-000-5499	Emerg Day Care Food Prep Supp...	78.45
Grainger Inc.	05/06/2020	12221	69-00-000-5568	Halfway House Improvements	377.88
Grainger Inc.	05/12/2020	12245	10-12-000-5486	Maint Supplies-Beach/Boat Hou...	343.42
Grainger Inc.	05/12/2020	12245	10-14-000-5412	Maint Supplies-Beach	114.75
Grainger Inc.	05/12/2020	12245	10-14-000-5486	Maint Supplies-Beach	140.14
Grainger Inc.	05/12/2020	12245	10-15-000-5990	Maint Supplies/Auto Flush-Boat...	1,353.66
<b>Vendor 10370 - Grainger Inc. Total:</b>					<b>5,748.71</b>
<b>Vendor: 10384 - Home Depot Credit Services</b>					
Home Depot Credit Services	04/22/2020	12176	10-12-000-5484	Parks Electrical Supplies	39.94
Home Depot Credit Services	04/22/2020	12176	10-12-000-5990	Parks Contingency	541.17
Home Depot Credit Services	04/22/2020	12176	10-14-000-5481	Construction Supplies - Beach	75.92
Home Depot Credit Services	04/22/2020	12176	25-00-000-5483	Takiff Paint	69.68
<b>Vendor 10384 - Home Depot Credit Services Total:</b>					<b>726.71</b>
<b>Vendor: 10100 - IL Dept of Revenue</b>					
IL Dept of Revenue	04/24/2020	DFT0001016	10-00-000-2110	IL State Tax W/H	5,443.35
IL Dept of Revenue	05/08/2020	DFT0001023	10-00-000-2110	IL State Tax W/H	5,507.14
<b>Vendor 10100 - IL Dept of Revenue Total:</b>					<b>10,950.49</b>
<b>Vendor: 10101 - Illinois Municipal Retirement Fund</b>					
Illinois Municipal Retirement Fu...	04/29/2020	DFT0001019	10-00-000-2150	IMRF Contribution-April 2020	39,047.71
Illinois Municipal Retirement Fu...	04/29/2020	DFT0001019	10-00-000-2155	VAC Contribution-April 2020	4,984.00
<b>Vendor 10101 - Illinois Municipal Retirement Fund Total:</b>					<b>44,031.71</b>
<b>Vendor: 10106 - IRS/Dept of Treasury</b>					
IRS/Dept of Treasury	04/24/2020	DFT0001014	10-00-000-2120	Social Security W/H	15,482.74
IRS/Dept of Treasury	04/24/2020	DFT0001015	10-00-000-2130	Medicare	3,621.04
IRS/Dept of Treasury	04/24/2020	DFT0001017	10-00-000-2100	Fed Income Tax W/H	10,303.31
IRS/Dept of Treasury	05/08/2020	DFT0001021	10-00-000-2120	Social Security W/H	15,670.84
IRS/Dept of Treasury	05/08/2020	DFT0001022	10-00-000-2130	Medicare	3,664.98
IRS/Dept of Treasury	05/08/2020	DFT0001024	10-00-000-2100	Fed Income Tax W/H	10,413.64
<b>Vendor 10106 - IRS/Dept of Treasury Total:</b>					<b>59,156.55</b>
<b>Vendor: 10089 - Julie Kaplan</b>					
Julie Kaplan	04/22/2020	12177	25-25-785-5300	Contractual - Fitness Classes Ma...	137.82
Julie Kaplan	04/22/2020	12177	25-25-786-5300	Contractual - Fitness Classes Ma...	60.00
<b>Vendor 10089 - Julie Kaplan Total:</b>					<b>197.82</b>
<b>Vendor: 10401 - Ken's Quick Print Inc.</b>					
Ken's Quick Print Inc.	04/22/2020	12178	25-00-000-5401	Stationery/Envelopes	287.95
<b>Vendor 10401 - Ken's Quick Print Inc. Total:</b>					<b>287.95</b>
<b>Vendor: 10404 - Konica Minolta Business Solutions USA Inc.</b>					
Konica Minolta Business Solutio...	05/12/2020	12246	10-11-000-5355	Copy Machine Mo Maint - Adm...	22.13
Konica Minolta Business Solutio...	05/12/2020	12246	25-00-000-5355	Copy Machine Mo Maint - Rec	66.44
<b>Vendor 10404 - Konica Minolta Business Solutions USA Inc. Total:</b>					<b>88.57</b>

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Payment Dates: 04/16/2020 - 05/14/2020

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
<b>Vendor: 10149 - Lenny Hoffman Excavating Inc.</b>					
Lenny Hoffman Excavating Inc.	05/06/2020	12222	10-14-000-5586	Beach Grading	3,830.00
Lenny Hoffman Excavating Inc.	05/06/2020	12222	10-15-000-5586	Beach Grading	3,830.00
<b>Vendor 10149 - Lenny Hoffman Excavating Inc. Total:</b>					<b>7,660.00</b>
<b>Vendor: 10066 - Maria Kotsinis</b>					
Maria Kotsinis	05/06/2020	12223	25-25-422-5300	Contractual - Presch Music Enri...	310.00
<b>Vendor 10066 - Maria Kotsinis Total:</b>					<b>310.00</b>
<b>Vendor: 10082 - Marianne Nicolosi</b>					
Marianne Nicolosi	04/22/2020	12179	25-25-785-5300	Contractual - Fitness Classes Ma...	276.11
Marianne Nicolosi	04/22/2020	12179	25-25-786-5300	Contractual - Fitness Classes Ma...	15.00
<b>Vendor 10082 - Marianne Nicolosi Total:</b>					<b>291.11</b>
<b>Vendor: 11142 - Martin Implement Sales, Inc.</b>					
Martin Implement Sales, Inc.	04/22/2020	12180	10-12-000-5450	Equipment Parts - Parks	488.56
Martin Implement Sales, Inc.	04/22/2020	12180	10-15-000-5450	Equipment Parts - Boathouse	200.00
Martin Implement Sales, Inc.	05/12/2020	12247	10-12-000-5450	Equipent Parts-Parks	600.00
Martin Implement Sales, Inc.	05/12/2020	12247	10-12-000-5450	Equipent Parts-Parks	125.04
Martin Implement Sales, Inc.	05/12/2020	12247	10-15-000-5450	Equipent Parts-Boating	351.51
<b>Vendor 11142 - Martin Implement Sales, Inc. Total:</b>					<b>1,765.11</b>
<b>Vendor: 10859 - Maul Enterprises, Inc.</b>					
Maul Enterprises, Inc.	05/06/2020	12224	65-00-020-5509	Takiff Parking Lot Sealcoating	10,123.00
<b>Vendor 10859 - Maul Enterprises, Inc. Total:</b>					<b>10,123.00</b>
<b>Vendor: 10174 - MCI</b>					
MCI	04/29/2020	12200	25-00-000-5210	Long Distance Phone Svc	60.96
<b>Vendor 10174 - MCI Total:</b>					<b>60.96</b>
<b>Vendor: 10191 - Menoni &amp; Mocogni</b>					
Menoni & Mocogni	05/06/2020	12225	10-12-000-5990	Sand Bags Fence (COVID Cont)	85.00
<b>Vendor 10191 - Menoni &amp; Mocogni Total:</b>					<b>85.00</b>
<b>Vendor: 11526 - Michelle Mullholland</b>					
Michelle Mullholland	05/06/2020	12226	25-25-801-4200	Refund Camp Service Fees per ...	200.00
Michelle Mullholland	05/06/2020	12226	25-25-825-4200	Refund Camp Service Fees per ...	25.20
Michelle Mullholland	05/06/2020	12226	25-25-825-4200	Refund Camp Service Fees per ...	53.40
<b>Vendor 11526 - Michelle Mullholland Total:</b>					<b>278.60</b>
<b>Vendor: 10437 - Midwest Trading Horticultural Supplies, Inc.</b>					
Midwest Trading Horticultural S...	04/22/2020	12181	10-12-000-5490	Plantings/Flowers	805.75
<b>Vendor 10437 - Midwest Trading Horticultural Supplies, Inc. Total:</b>					<b>805.75</b>
<b>Vendor: 11319 - Monica McCarthy O'Connor</b>					
Monica McCarthy O'Connor	04/22/2020	12182	25-25-785-5300	Contractual - Fitness Classes Ma...	97.01
Monica McCarthy O'Connor	04/22/2020	12182	25-25-786-5300	Contractual - Fitness Classes Ma...	15.00
<b>Vendor 11319 - Monica McCarthy O'Connor Total:</b>					<b>112.01</b>
<b>Vendor: 10213 - Mutual Ace Hardware</b>					
Mutual Ace Hardware	05/06/2020	12227	10-12-000-5412	Parks Cleaning Supplies	55.72
Mutual Ace Hardware	05/06/2020	12227	10-12-000-5486	Plumbing Supplies - Parks	138.53
Mutual Ace Hardware	05/06/2020	12227	10-12-000-5491	Greenhouse Supplies	94.53
<b>Vendor 10213 - Mutual Ace Hardware Total:</b>					<b>288.78</b>
<b>Vendor: 11425 - NAPA Auto Parts</b>					
NAPA Auto Parts	05/12/2020	12248	10-12-000-5450	Auto Parts-Parks	135.79
<b>Vendor 11425 - NAPA Auto Parts Total:</b>					<b>135.79</b>
<b>Vendor: 10103 - NCPERS-IL IMRF</b>					
NCPERS-IL IMRF	05/08/2020	12207	10-00-000-2160	IMRF Life-#03298	80.00
<b>Vendor 10103 - NCPERS-IL IMRF Total:</b>					<b>80.00</b>
<b>Vendor: 10217 - Nels J. Johnson Tree Experts Inc.</b>					
Nels J. Johnson Tree Experts Inc.	04/29/2020	12201	10-12-000-5590	Tree Trimming	897.50
<b>Vendor 10217 - Nels J. Johnson Tree Experts Inc. Total:</b>					<b>897.50</b>



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Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
<b>Vendor: 11424 - Noggin Builders, LLC</b>					
Noggin Builders, LLC	05/06/2020	12228	25-25-491-5300	Contractual - Jr Engineering Class	1,777.20
<b>Vendor 11424 - Noggin Builders, LLC Total:</b>					<b>1,777.20</b>
<b>Vendor: 10224 - North Shore Gas Company</b>					
North Shore Gas Company	04/22/2020	12183	10-13-000-5220	Gas/Heat - Watts	226.31
North Shore Gas Company	04/22/2020	12183	25-00-000-5220	Gas/Heat - Takiff	1,332.68
North Shore Gas Company	05/06/2020	12229	10-12-000-5220	Gas/Heat - Parks	601.42
North Shore Gas Company	05/06/2020	12229	10-14-000-5220	Gas/Heat - Beach	38.98
<b>Vendor 10224 - North Shore Gas Company Total:</b>					<b>2,199.39</b>
<b>Vendor: 10235 - Otis Elevator Company</b>					
Otis Elevator Company	04/22/2020	12184	25-00-000-5355	Takiff Elevator Mo Maint - May	498.83
<b>Vendor 10235 - Otis Elevator Company Total:</b>					<b>498.83</b>
<b>Vendor: 10110 - PACT Administrative Services Corp</b>					
PACT Administrative Services C...	04/24/2020	12162	10-00-000-2175	Sec 125 Contributions-April 2020	1,803.16
PACT Administrative Services C...	04/22/2020	12185	10-11-000-5600	Sect 125 Plan - May	91.00
<b>Vendor 10110 - PACT Administrative Services Corp Total:</b>					<b>1,894.16</b>
<b>Vendor: 10104 - Partnership Financial Credit Union</b>					
Partnership Financial Credit Uni...	04/24/2020	12163	10-00-000-2180	#110071680 Barrios	120.00
Partnership Financial Credit Uni...	04/24/2020	12163	10-00-000-2180	#86720 Janis	30.00
Partnership Financial Credit Uni...	04/24/2020	12163	10-00-000-2180	#95910 Mensinger	275.00
Partnership Financial Credit Uni...	04/24/2020	12163	10-00-000-2180	#880010320 Stowick	20.00
Partnership Financial Credit Uni...	05/08/2020	12208	10-00-000-2180	#110071680 Barrios	120.00
Partnership Financial Credit Uni...	05/08/2020	12208	10-00-000-2180	#86720 Janis	30.00
Partnership Financial Credit Uni...	05/08/2020	12208	10-00-000-2180	#95910 Mensinger	275.00
Partnership Financial Credit Uni...	05/08/2020	12208	10-00-000-2180	#880010320 Stowick	20.00
<b>Vendor 10104 - Partnership Financial Credit Union Total:</b>					<b>890.00</b>
<b>Vendor: 10242 - PDRMA</b>					
PDRMA	04/29/2020	12202	10-11-000-5600	Health Insurance - April	35,004.92
PDRMA	04/29/2020	12202	25-26-000-5600	Health Insurance - April	12,388.93
<b>Vendor 10242 - PDRMA Total:</b>					<b>47,393.85</b>
<b>Vendor: 10090 - Pride Dojo Inc.</b>					
Pride Dojo Inc.	05/12/2020	12249	25-25-725-5300	Contractual - Virtual Karate Clas...	877.50
<b>Vendor 10090 - Pride Dojo Inc. Total:</b>					<b>877.50</b>
<b>Vendor: 11527 - Pulse Boxing &amp; Fitness</b>					
Pulse Boxing & Fitness	05/12/2020	12250	25-25-613-5300	Contractual - Virtual Ninja Warr...	160.00
<b>Vendor 11527 - Pulse Boxing &amp; Fitness Total:</b>					<b>160.00</b>
<b>Vendor: 10259 - Quill Corporation</b>					
Quill Corporation	05/06/2020	12230	25-00-000-5401	Office Supplies - Takiff	42.97
Quill Corporation	05/06/2020	12230	25-25-401-5400	ELC Supplies	30.00
Quill Corporation	05/06/2020	12230	25-25-402-5400	ELC Supplies	30.00
Quill Corporation	05/06/2020	12230	25-25-403-5400	ELC Supplies	30.00
Quill Corporation	05/06/2020	12230	25-26-000-5401	Office Supplies - Day Care	29.99
<b>Vendor 10259 - Quill Corporation Total:</b>					<b>162.96</b>
<b>Vendor: 11486 - Red Feather Painting, Inc.</b>					
Red Feather Painting, Inc.	05/12/2020	12251	69-00-000-5567	Payout #3-Halfway House Resto...	10,440.00
<b>Vendor 11486 - Red Feather Painting, Inc. Total:</b>					<b>10,440.00</b>
<b>Vendor: 11232 - Rek Room Inc.</b>					
Rek Room Inc.	05/12/2020	12252	25-25-753-5300	Contractual - Virtual Fitness Pro...	246.40
<b>Vendor 11232 - Rek Room Inc. Total:</b>					<b>246.40</b>
<b>Vendor: 10266 - Reliable Fire &amp; Security</b>					
Reliable Fire & Security	04/20/2020	12168	10-13-000-5352	Fire Alarm Repairs-Sept, Dec	755.00
Reliable Fire & Security	04/20/2020	12168	10-13-000-5352	Fire Alarm Repairs-Sept, Dec	485.00
<b>Vendor 10266 - Reliable Fire &amp; Security Total:</b>					<b>1,240.00</b>
<b>Vendor: 10767 - Rite Portable Restrooms</b>					
Rite Portable Restrooms	04/29/2020	12203	10-12-000-5353	Portable Toilet Svcs - Parks	1,035.00

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Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Rite Portable Restrooms	04/29/2020	12203	10-15-000-5353	Portable Toilet Svcs - Boathouse	710.00
<b>Vendor 10767 - Rite Portable Restrooms Total:</b>					<b>1,745.00</b>
<b>Vendor: 10269 - RMC Inc.</b>					
RMC Inc.	04/29/2020	12204	10-13-000-5357	Watts Refrig Mo Maint - May	281.00
<b>Vendor 10269 - RMC Inc. Total:</b>					<b>281.00</b>
<b>Vendor: 1232 - Ronald P. Cadarian</b>					
Ronald P. Cadarian	04/22/2020	12186	25-27-000-5365	Contractual - Personal Training...	328.50
<b>Vendor 1232 - Ronald P. Cadarian Total:</b>					<b>328.50</b>
<b>Vendor: 11320 - Roundy's Inc.</b>					
Roundy's Inc.	05/06/2020	12231	25-25-413-5400	Supplies - Presch Enrich	48.77
Roundy's Inc.	05/06/2020	12231	25-26-000-5403	Supplies - Day Care Program	23.46
<b>Vendor 11320 - Roundy's Inc. Total:</b>					<b>72.23</b>
<b>Vendor: 10654 - Sandra K Culver</b>					
Sandra K Culver	04/22/2020	12187	25-25-785-5300	Contractual - Fitness Classes Ma...	287.93
Sandra K Culver	04/22/2020	12187	25-25-786-5300	Contractual - Fitness Classes Ma...	30.00
<b>Vendor 10654 - Sandra K Culver Total:</b>					<b>317.93</b>
<b>Vendor: 10515 - Sarah Hall Theatre Company</b>					
Sarah Hall Theatre Company	05/12/2020	12253	25-25-601-5300	Contractual - Kids Club Winter ...	900.00
<b>Vendor 10515 - Sarah Hall Theatre Company Total:</b>					<b>900.00</b>
<b>Vendor: 10787 - School Health Corp</b>					
School Health Corp	04/29/2020	12205	10-14-000-5430	First Aid Supplies - Beach	200.00
School Health Corp	04/29/2020	12205	10-15-000-5430	First Aid Supplies - Boathouse	150.00
School Health Corp	04/29/2020	12205	25-00-000-5430	First Aid Supplies - Takiff	117.70
<b>Vendor 10787 - School Health Corp Total:</b>					<b>467.70</b>
<b>Vendor: 11160 - Shaun Christopher Whitley</b>					
Shaun Christopher Whitley	04/29/2020	12206	25-25-401-5300	Contractual - Virtual Presch Mus..	75.00
Shaun Christopher Whitley	04/29/2020	12206	25-25-402-5300	Contractual - Virtual Presch Mus..	75.00
Shaun Christopher Whitley	04/29/2020	12206	25-25-403-5300	Contractual - Virtual Presch Mus..	75.00
Shaun Christopher Whitley	04/29/2020	12206	25-25-415-5300	Contractual - Virtual Enrich Mus...	975.00
Shaun Christopher Whitley	04/29/2020	12206	25-26-000-5386	Contractual - Virtual Day Care ...	300.00
<b>Vendor 11160 - Shaun Christopher Whitley Total:</b>					<b>1,500.00</b>
<b>Vendor: 10279 - Sherwin-Williams Company</b>					
Sherwin-Williams Company	05/06/2020	12232	25-00-000-5483	Takiff Paint	1,266.34
<b>Vendor 10279 - Sherwin-Williams Company Total:</b>					<b>1,266.34</b>
<b>Vendor: 11472 - Silvia Strazzarino</b>					
Silvia Strazzarino	04/22/2020	12188	25-25-785-5300	Contractual - Fitness Classes Ma...	129.03
<b>Vendor 11472 - Silvia Strazzarino Total:</b>					<b>129.03</b>
<b>Vendor: 10108 - State Disbursement Unit</b>					
State Disbursement Unit	04/24/2020	12164	10-00-000-2190	M Barrios,FIPS#1703100/2013...	195.90
State Disbursement Unit	05/08/2020	12209	10-00-000-2190	M Barrios,FIPS#1703100/2013...	195.90
<b>Vendor 10108 - State Disbursement Unit Total:</b>					<b>391.80</b>
<b>Vendor: 10753 - Sunbelt Rentals</b>					
Sunbelt Rentals	05/06/2020	12233	10-14-000-5370	Rental Equipment - Beach	1,573.00
<b>Vendor 10753 - Sunbelt Rentals Total:</b>					<b>1,573.00</b>
<b>Vendor: 10301 - Tyler Business Forms</b>					
Tyler Business Forms	05/12/2020	12254	25-00-000-5401	AP and PR Checks	814.75
<b>Vendor 10301 - Tyler Business Forms Total:</b>					<b>814.75</b>
<b>Vendor: 10705 - UMB Bank NA</b>					
UMB Bank NA	04/22/2020	12189	40-00-000-5331	Paying Agent Fees	371.00
<b>Vendor 10705 - UMB Bank NA Total:</b>					<b>371.00</b>
<b>Vendor: 10099 - Vantagepoint Trf Agents-457</b>					
Vantagepoint Trf Agents-457	04/24/2020	12165	10-00-000-2140	ICMA - A/C#301403	1,175.00
Vantagepoint Trf Agents-457	05/08/2020	12210	10-00-000-2140	ICMA - A/C#301403	1,175.00
<b>Vendor 10099 - Vantagepoint Trf Agents-457 Total:</b>					<b>2,350.00</b>

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Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
<b>Vendor: 10457 - Village of Glencoe</b>					
Village of Glencoe	05/06/2020	12234	10-12-000-5480	Gasoline - Parks	327.69
<b>Vendor 10457 - Village of Glencoe Total:</b>					<b>327.69</b>
<b>Vendor: 10314 - Walmart Community</b>					
Walmart Community	04/22/2020	12190	25-26-000-5403	Day Care Pgm Supplies	32.80
<b>Vendor 10314 - Walmart Community Total:</b>					<b>32.80</b>
<b>Vendor: 11503 - Waukegan Roofing</b>					
Waukegan Roofing	04/22/2020	12191	25-00-000-5352	Takiff Roof Repairs	392.16
<b>Vendor 11503 - Waukegan Roofing Total:</b>					<b>392.16</b>
<b>Vendor: 10882 - Welcome Wagon</b>					
Welcome Wagon	05/12/2020	12255	25-00-000-5360	Marketing	161.42
<b>Vendor 10882 - Welcome Wagon Total:</b>					<b>161.42</b>
<b>Vendor: 10102 - Wisconsin Dept of Revenue</b>					
Wisconsin Dept of Revenue	04/29/2020	DFT0001018	10-00-000-2111	WI Withholding - April 2020	255.84
<b>Vendor 10102 - Wisconsin Dept of Revenue Total:</b>					<b>255.84</b>
<b>Vendor Set AP Vendors Total:</b>					<b>379,848.35</b>

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Payment Dates: 04/16/2020 - 05/14/2020

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Vendor Set: Employees - Employees					
Vendor: 5464 - David Marron					
David Marron	05/06/2020	12216	10-12-000-5421	Reimbursement - Work Boots	96.77
				<b>Vendor 5464 - David Marron Total:</b>	<u>96.77</u>
				<b>Vendor Set Employees Total:</b>	<u>96.77</u>

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Payment Dates: 04/16/2020 - 05/14/2020

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
<b>Vendor Set: Refunds - Refunds</b>					
<b>Vendor: 000002897-294 - Dan Hindin</b>					
Dan Hindin	05/12/2020	12235	25-00-000-2580	Credit Bal Refund	996.82
<b>Vendor 000002897-294 - Dan Hindin Total:</b>					<b>996.82</b>
<b>Vendor: 000006590-258 - Jacqueline Perez</b>					
Jacqueline Perez	04/29/2020	12192	25-00-000-2580	Dep Rfnd: 010865 WNGC TAKI...	400.00
<b>Vendor 000006590-258 - Jacqueline Perez Total:</b>					<b>400.00</b>
<b>Vendor: 000001596-295 - Kathy Dwyer</b>					
Kathy Dwyer	05/12/2020	12236	25-00-000-2580	Credit Bal Refund	542.60
<b>Vendor 000001596-295 - Kathy Dwyer Total:</b>					<b>542.60</b>
<b>Vendor Set Refunds Total:</b>					<b>1,939.42</b>
<b>Grand Total:</b>					<b>381,884.54</b>

# Report Summary

## Fund Summary

Fund	Payment Amount
10 - CORPORATE FUND	198,510.64
25 - RECREATION FUND	159,672.30
40 - BOND & INTEREST FUND	371.00
65 - CAPITAL PROJECTS FUND	10,123.00
69 - MASTER PLAN CAPITAL PROJECTS	13,207.60
<b>Grand Total:</b>	<b>381,884.54</b>

## Account Summary

Account Number	Account Name	Payment Amount
10-00-000-2100	FEDERAL WITHHOLDING	20,716.95
10-00-000-2110	IL STATE WITHHOLDING	10,950.49
10-00-000-2111	WI STATE WITHHOLDING	255.84
10-00-000-2120	SOCIAL SECURITY WITHO...	31,153.58
10-00-000-2130	MEDICARE WITHHOLDING	7,286.02
10-00-000-2140	ICMA DEF COMP WITHOL...	2,350.00
10-00-000-2150	IMRF WITHHOLDING	39,047.71
10-00-000-2155	IMRF VAC WITHHOLDING	4,984.00
10-00-000-2160	SUPPL IMRF LIFE WITHOL...	80.00
10-00-000-2175	FSA PLAN WITHHOLDING	1,803.16
10-00-000-2180	CREDIT UNION WITHOLDI...	890.00
10-00-000-2190	GARNISHMENT WITHOLD...	391.80
10-11-000-5310	LEGAL SERVICES	2,403.75
10-11-000-5355	MAINTENANCE SERVICE ...	6,105.46
10-11-000-5600	HEALTH INSURANCE PRE...	35,095.92
10-12-000-5210	TELEPHONE/INTERNET	170.31
10-12-000-5220	FUEL/HEAT	601.42
10-12-000-5230	ELECTRICITY	680.74
10-12-000-5353	DISPOSAL/PORTOLET SER...	1,327.00
10-12-000-5401	OFFICE SUPPLIES	119.89
10-12-000-5412	CUSTODIAL/CLEANING SU...	55.72
10-12-000-5421	SUPPLIES - UNIFORMS	96.77
10-12-000-5450	SUPPLIES - EQUIPMENT P...	1,699.52
10-12-000-5480	GASOLINE/LUBRICANTS	327.69
10-12-000-5484	SUPPLIES-ELECTRICAL/BU...	39.94
10-12-000-5486	SUPPLIES-PLUMBING	1,122.93
10-12-000-5489	SUPPLIES-TRASH BAGS	2,312.84
10-12-000-5490	SUPPLIES-PLANTINGS/FL...	1,934.04
10-12-000-5491	SUPPLIES-GREENHOUSE/...	383.29
10-12-000-5497	SUPPLIES-PLAYGRD/SURF...	1,997.82
10-12-000-5582	EQUIPMENT - MAINTENA...	635.09
10-12-000-5590	TREE TRIM/WORK-Outside..	897.50
10-12-000-5990	CONTINGENCY	1,916.21
10-13-000-5210	TELEPHONE/INTERNET/C...	240.65
10-13-000-5220	FUEL/HEAT	226.31
10-13-000-5230	ELECTRICITY	380.83
10-13-000-5352	REPAIRS - BUILDINGS	1,240.00
10-13-000-5353	DISPOSAL/PORTOLET SER...	112.00
10-13-000-5357	MAINT SERVICE-REFRIGE...	281.00
10-13-000-5486	SUPPLIES-PLUMBING	104.34
10-14-000-5210	TELEPHONE/INTERNET	172.29
10-14-000-5220	FUEL/HEAT	38.98
10-14-000-5230	ELECTRICITY	213.26
10-14-000-5370	RENTAL - EQUIPMENT	1,573.00
10-14-000-5412	CUSTODIAL/CLEANING SU...	381.00
10-14-000-5430	SUPPLIES - FIRST AID	200.00
10-14-000-5481	SUPPLIES-CONSTRUCTION	191.18
10-14-000-5486	SUPPLIES-PLUMBING	400.38

## Account Summary

Account Number	Account Name	Payment Amount
10-14-000-5586	LANDSCAPING & GRADING	3,830.00
10-15-000-5230	ELECTRICITY	428.19
10-15-000-5352	REPAIRS - BUILDINGS	781.34
10-15-000-5353	DISPOSAL/PORTOLET SER...	710.00
10-15-000-5420	SUPPLIES - GENERAL	1,182.98
10-15-000-5430	SUPPLIES - FIRST AID	150.00
10-15-000-5450	SUPPLIES - EQUIPMENT P...	551.51
10-15-000-5486	SUPPLIES-PLUMBING	104.34
10-15-000-5586	LANDSCAPING & GRADING	3,830.00
10-15-000-5990	CONTINGENCY	1,353.66
25-00-000-2580	BALANCE ON ACCOUNT-R...	5,366.03
25-00-000-5210	TELEPHONE/INTERNET	3,534.45
25-00-000-5220	FUEL/HEAT	1,332.68
25-00-000-5230	ELECTRICITY	6,031.83
25-00-000-5321	CONSULTING SERVICES	1,734.00
25-00-000-5351	REPAIRS - EQUIPMENT	1,414.44
25-00-000-5352	REPAIRS - BUILDINGS	392.16
25-00-000-5353	DISPOSAL/PORTOLET SER...	344.00
25-00-000-5355	MAINTENANCE SERVICE ...	1,057.27
25-00-000-5360	PRINTING/MARKETING/A...	161.42
25-00-000-5401	OFFICE SUPPLIES	1,145.67
25-00-000-5412	CUSTODIAL/CLEANING SU...	148.36
25-00-000-5420	SUPPLIES - GENERAL	33.75
25-00-000-5430	SUPPLIES - FIRST AID	117.70
25-00-000-5482	SUPPLIES-HARDWARE	13.13
25-00-000-5483	SUPPLIES-PAINT	1,336.02
25-00-000-5486	SUPPLIES-PLUMBING	208.68
25-00-000-5990	CONTINGENCY	2,892.10
25-25-401-5300	CONTRACTL-ELC 3YR	75.00
25-25-401-5400	SUPPLIES-ELC 3YR	30.00
25-25-402-5300	CONTRACTL-ELC 4YR	75.00
25-25-402-5400	SUPPLIES-ELC 4YR	30.00
25-25-403-5300	CONTRACTL-ELC 2YR	75.00
25-25-403-5400	SUPPLIES-ELC 2YR	30.00
25-25-413-5400	SUPPLIES-COOKS & BOOKS	48.77
25-25-415-5300	CONTRACTL-MUSIC,IMAG...	975.00
25-25-422-5300	CONTRACTL-MUSIC & M...	310.00
25-25-471-5300	CONTRACTL-GJK PLAYTIM...	5,332.50
25-25-472-5300	CONTRACTL-GJK 2'S	21,295.32
25-25-473-5300	CONTRACTL- GJK 3'S	34,293.75
25-25-474-5300	CONTRACTL-GJK 4'S	44,501.61
25-25-491-5300	CONTRACTL-PRESCH JR B...	1,777.20
25-25-601-5300	CONTRACTL-KIDS CLUB PM	900.00
25-25-613-5300	CONTRACTL-PULSE	160.00
25-25-615-5400	SUPPLIES-YOUTH CERAMI...	588.50
25-25-725-5300	CONTRACTL-KARATE CLAS...	877.50
25-25-752-5300	CONTRACTL-GAME ON!S...	4,088.00
25-25-753-5300	CONTRACTL-REDLINE ATH...	246.40
25-25-785-5300	CONTRACTL-FITNESS PUN...	927.90
25-25-786-5300	CONTRACTL-FITNESS DRO...	120.00
25-25-801-4200	REV-SUN FUN CAMP	200.00
25-25-825-4200	REV-SUMMERS END/CAM...	78.60
25-26-000-5386	SERVICES-DAYCARE PROG...	300.00
25-26-000-5401	OFFICE SUPPLIES	29.99
25-26-000-5403	DAYCARE PROGRAM SUP...	148.71
25-26-000-5430	SUPPLIES - FIRST AID	971.78
25-26-000-5498	SUPPLIES-EMERG DAYCA...	442.72
25-26-000-5499	SUPPLIES-EMERG DAYCA...	121.93



**Account Summary**

Account Number	Account Name	Payment Amount
25-26-000-5600	HEALTH INSURANCE PRE...	12,388.93
25-27-000-5351	REPAIRS-EQUIPMENT	640.00
25-27-000-5365	CONTRACTL-PERSONAL T...	328.50
40-00-000-5331	PAYING AGENT/REGISTRA...	371.00
65-00-020-5509	SEAL/CRACK FILL-TAKIFF ...	10,123.00
69-00-000-5566	HALFWAY/BEACH HSE IM...	2,389.72
69-00-000-5567	HALFWAY/BEACH HSE IM...	10,440.00
69-00-000-5568	HALFWAY/BEACH HSE IM...	377.88
	<b>Grand Total:</b>	<b>381,884.54</b>

**Project Account Summary**

Project Account Key	Payment Amount
**None**	381,884.54
<b>Grand Total:</b>	<b>381,884.54</b>

**Authorization Signatures**

**To the Board of Commissioners**

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

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

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

**V. Election of President and Vice President**

**VI. Appointment of Officers and  
Representatives**

**VII. Board Committee Appointments**

**VIII. Board Advisory Group Chair  
Appointments**

**No Documents**

Glencoe Park District  
May 2020 Board Meeting

# **IX. Financial Report**

Glencoe Park District  
May 2020 Board Meeting



# G/L MONTHLY Pooled Cash Report

Glencoe Park District  
For the Period Ending 4/30/2020

ACCOUNT #	ACCOUNT NAME	BEGINNING BALANCE	CURRENT ACTIVITY	CURRENT BALANCE	
<b>CLAIM ON CASH</b>					
10-00-000-1000	CASH/INVESTMENTS	3,539,118.53	(44,976.49)	3,494,142.04	
25-00-000-1000	CASH/INVESTMENTS	5,618,530.93	(224,659.50)	5,393,871.43	
30-00-000-1000	CASH/INVESTMENTS	283,802.46	5,993.00	289,795.46	
35-00-000-1000	CASH/INVESTMENTS	359,316.11	(21,150.24)	338,165.87	
36-00-000-1000	CASH/INVESTMENTS	182,108.88	(13,602.32)	168,506.56	
40-00-000-1000	CASH/INVESTMENTS	970,116.89	17,859.68	987,976.57	
45-00-000-1000	CASH/INVESTMENTS	255,473.01	14,091.32	269,564.33	
50-00-000-1000	CASH/INVESTMENTS	68,247.03	827.03	69,074.06	
55-00-000-1000	CASH/INVESTMENTS	13,400.60	231.00	13,631.60	
65-00-000-1000	CASH/INVESTMENTS	471,046.96	7,855.28	478,902.24	
67-00-000-1000	CASH/INVESTMENTS	0.00	0.00	0.00	
69-00-000-1000	CASH/INVESTMENTS	1,510,889.85	(118,495.00)	1,392,394.85	
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	
<b>TOTAL CLAIM ON CASH</b>		<b>13,273,224.72</b>	<b>(376,026.24)</b>	<b>12,897,198.48</b>	
<b>CASH IN BANK</b>					
99-00-000-1011	Operating Corporate Account	415,171.27	(148,059.93)	267,111.34	
99-00-000-1012	Operating PR Account	4,907.35	4.00	4,911.35	
99-00-000-1013	IL Funds	3,510,147.55	8,831.79	3,518,979.34	
99-00-000-1014	IPDLAF CD's	2,207,000.00	4,000.00	2,211,000.00	
99-00-000-1015	IPDLAF MM	4,145,851.55	(247,477.66)	3,898,373.89	
99-00-000-1016	PMA CD's	2,703,700.00	(243,400.00)	2,460,300.00	
99-00-000-1017	PMA MM	286,447.00	250,075.56	536,522.56	
<b>TOTAL CASH IN BANK</b>		<b>13,273,224.72</b>	<b>(376,026.24)</b>	<b>12,897,198.48</b>	
<b>DUE TO OTHER FUNDS</b>					
99-00-000-2400	Due To Other Funds	13,273,224.72	(376,026.24)	12,897,198.48	
<b>TOTAL DUE TO OTHER FUNDS</b>		<b>13,273,224.72</b>	<b>(376,026.24)</b>	<b>12,897,198.48</b>	
<b>Claim on Cash</b>	12,897,198.48	<b>Claim on Cash</b>	12,897,198.48	<b>Cash in Bank</b>	12,897,198.48
<b>Cash in Bank</b>	12,897,198.48	<b>Due To Other Funds</b>	12,897,198.48	<b>Due To Other Funds</b>	12,897,198.48
<b>Difference</b>	0.00	<b>Difference</b>	0.00	<b>Difference</b>	0.00

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

**Corporate and Other Funds:**

	<u>March 2020</u>	<u>April 2020</u>
Harris Bank Corporate Account - 0.100%	633,501.12	523,700.61
Illinois Park District Liquid Asset Fund (IPDLAF) - 0.82%	4,145,851.55	3,898,373.89
The Illinois Fund (Public Treasurers' Investment Pool) -1.00%	3,510,147.55	3,518,979.34
Harris Payroll Account - 0.100%	7,386.26	7,125.81
PMA Financial Account - 0.90%	286,447.00	536,522.56
Reconciling Items(Dep in Transit, O/S Checks, etc.)	(220,808.76)	(258,803.73)
IPDLAF Certificates of Deposit:		
1 CDs at \$243,000 each maturing April 23, 2020 (2.455% net)	243,000.00	0.00
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	496,000.00
1 CDs at \$245,000 each maturing February 26, 2021 (1.55% net)	245,000.00	245,000.00
1 CDs at \$247,000 each maturing April 23, 2021 (1.02% net)	0.00	247,000.00
PMA Certificates of Deposit:		
1 CDs at \$243,400 maturing April 23, 2020 (2.63% net)	243,400.00	0.00
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
<b>Grand Total</b>	<b>\$13,273,224.72</b>	<b>\$12,897,198.48</b>

**Glencoe Park District  
Monthly Financial Analysis  
April 2020**

	<u>As of 4/30/2018</u>	<u>As of 4/30/2019</u>	<u>As of 4/30/2020</u>
<b><u>Recreation Department - Programs</u></b>			
Revenues	1,509,128	1,614,226	1,342,141
Wages	(78,902)	(76,108)	(61,568)
Contractual	(351,003)	(384,712)	(204,607)
Supplies	(14,467)	(13,378)	(13,723)
Net Surplus	1,064,756	1,140,028	1,062,243
<b><u>Day Care Department</u></b>			
Revenue	191,026	251,837	168,266
Expense	(144,164)	(191,374)	(188,309)
Net Surplus/(Deficit)	46,862	60,463	(20,043)
<b><u>Fitness Department</u></b>			
Revenue	8,279	5,076	5,395
Expense	(8,195)	(8,877)	(6,062)
Net Surplus/(Deficit)	84	(3,801)	(667)
<b><u>Beach Department</u></b>			
Revenue	15,095	16,508	210
Expense	(27,465)	(25,091)	(13,805)
Net Surplus/(Deficit)	(12,370)	(8,583)	(13,595)
<b><u>Boating Department</u></b>			
Revenue	70,866	69,711	33,271
Expense	(26,105)	(21,797)	(9,236)
Net Surplus/(Deficit)	44,761	47,914	24,035
<b>Beach/Boating Dept Total:</b>	32,391	39,331	10,440
<b><u>Watts Department</u></b>			
Revenue	572	10,288	458
Expenses	(26,766)	(37,054)	(18,454)
Net Surplus/(Deficit)	(26,194)	(26,766)	(17,996)
<b><u>G &amp; A (Administration)</u></b>			
Revenue (excl G&A Tfr)	5,385	5,390	5,300
Expense	(205,616)	(212,657)	(206,232)
Net Surplus/(Deficit)	(200,231)	(207,267)	(200,932)
<b><u>Parks Department</u></b>			
Revenue	0	25	0
Expense	(150,271)	(193,298)	131,116
Net Surplus/(Deficit)	(150,271)	(193,273)	131,116
<b><u>Rec-Admin/Takiff Department</u></b>			
Revenues	589,958	608,347	594,868
Expenses	(790,089)	(1,016,640)	(299,301)
Net Surplus/(Deficit)	(200,131)	(408,293)	295,567

# **X. Staff Reports**

Glencoe Park District  
May 2020 Board Meeting



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

**FY2019/20 Audit**

Auditors completed their fieldwork remotely via an upload of all documents to a new auditor portal, and multiple emails back and forth. Upon the partner's final review of the audit work papers, we will receive the first draft of the audit report on May 21 for the initial review. All went very smoothly this year. Staff will follow up in the next two weeks with further review of the draft, preparation of the final MD&A memo for the report, booking of any final audit journal entries, reconciliation of final draft numbers to the general ledger, as well as a response to the management letter. Staff's intent is to present the annual audit at the Finance Committee of the Whole meeting before the regular board meeting on June 16.

**FY2020/21 Budget and Appropriation Ordinance (BAO)**

The BAO was officially approved by the Board of Park Commissioners at the Regular Board meeting on April 21 following the public hearing, and was filed at the County Clerk's Office via the new county portal on April 29, well within the required legal timeline.

**Liz Stowick-Added Help with Communication**

A GIANT KUDOS to Liz Stowick, Accounting/HR Manager, who has taken on the huge and a very helpful role with the Administrative Team to assist with District communication efforts with our consultant, Tracy Shields, as Erin is now on FMLA Leave.

**Seasonal Staffing – Rehire Process Amidst the COVID-19 Pandemic**

With the decision to move forward by opening the beach to passholders only, and given that several staff are also now working in our open Emergency day care program, we may have to look to rehire seasonal staff from prior years. Liz Stowick and Adam Wohl spearheaded the new electronic rehire packet with DocuSign and we are making it compliant with eSigning standards, per recommendations from Excalibur. Further, additional information must be secured, policies understood, and personal protective equipment (PPE) secured, as part of that process to keep staff safe as they return to the work environment.

**Webinars/Meetings/Other - (in addition to 3 weekly Admin meetings)**

April 14 Call to Action - Understanding Your Fiscal Reality  
April 15 Smart Field Forms Webinar  
April 21 Partnership and Collaboration  
April 23 Must Haves - Essential vs Discretionary, Needs vs Wants  
April 27 May 1 - Final fieldwork with auditors  
April 28 Reductionism and Revenue  
April 29 Filed BAO with County Clerk  
April 30 Moritorium on Capital?

April 30 Investment Returns and the State of IMRF Webinar  
May 5 PDRMA/IPRA-Safety & Mitigation Strategies, Part 1  
May 6 Open for Business? Navigating COVID-19 on Reopening, Returning to the  
Workplace  
May 6 PDRMA COVID-19 Legal Update

Submitted by:  
Carol Mensinger, CPRP  
Director of Finance/HR

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

**Recreation Department Report: Bobby Collins**

**Park Ambassadors**

The program continues to work well and now includes monitoring the recently opened tennis courts at Central and West. We have expanded our crew to include Takiff attendants and a few Kid's Club staff. We completed additional training for staff on Wednesday, May 13. We continue to plan and prepare for the opening of Glencoe Beach Saturday, May 23. Park ambassadors will be onsite to help communicate changes to the entry procedure and encourage pass holders to practice social distancing.

**Virtual Program Brochure**

During the shutdown, the Recreation Team put together a virtual program brochure with classes for youth and adult programming. We worked with Marketing Temp Tracy Shields to roll this out for the community to easily view and register for our virtual programming in May. A link to the document can be found here: <https://bit.ly/GPDMayClasses>.

**Virtual Programming Collaboration**

We have been able to partner with five north shore park districts to coordinate virtual programming in various ways including Highland Park, Winnetka, Northfield, Lake Bluff, and Northbrook. Together we utilized similar contractors or instructors to offer options for our communities.

We have been able to collaborate on classes including Hot Shots Sports, Adult Art, Karate, Redline Athletics, Ciao Bella Sewing, Computer Coding Classes, Game On Sports, Play-well Technologies, Chess Scholars, Amazing Minds, and Heller Nature Center programming. Beyond the virtual programming, this has allowed us to create partnerships that will extend beyond the shutdown and expand our footprint of options for the community.

**American Red Cross Blood Drive**

We hosted a blood drive in the gym at the Takiff Center on April 29 from 10:00am-3:00pm. We had 62 donors come in to donate blood and were able to collect 54 total units. We are working on setting future dates for the next few months.

**Beach: Matt Walker**

The boathouse officially opened for weekends, Saturday, May 9. Matt was onsite to assist boaters with registrations, storage assignments, and conduct pre-season maintenance to our fleet. Given the current situation with COVID-19, boaters only have access to the bathrooms, but no access to the interior of the boathouse. Boaters received the summer storage registration packets in early March this year, but registrations have been slow to come in during the stay at home order.

During the stay at home order, Matt was able to prep both the boathouse and the beach house to fully operational status. Our Parks Department staff has restored water service

to both buildings and phone/internet systems have been checked and are working correctly. The early prep work was completed, so the facility manager could focus on hiring, revised training, and begin to develop new standards of operation needed to operate safely during the pandemic. Unusually high-water levels of Lake Michigan are continuing to pose problems with erosion along the shoreline on both the north and south beach. Matt has also been trained on the proper operation of the rock picker and tractor to reduce the time spent by parks staff cleaning the beach of debris.

The early bird beach pass deadline has been extended until June 1.

### **Early Childhood: Jess Stockl**

On Monday, May 4, we reopened our Children's Circle doors to provide care for essential workers. We currently have 10 children enrolled under our Emergency Care License through DCFS. By providing this care, we can help essential workers return to work.

The Early Childhood wing has been working to ensure that we meet our three goals; to keep families engaged and active while providing resources, to support our staff who make our program what it is, and to make sure our program is just as valuable when we return.

Virtual preschool is in its third session. With just eight weeks of classes, the program has brought in \$42,910. Offerings include daily circle time, weekly activity bags delivered to your home, as well as music, sports, cooking, science, and sign language classes.

We hold one special event per week to add excitement to our preschooler's time at home. We have had two dance parties, flashlight storytelling, Mother's Day craft making, and one on one lunch dates with the teacher of your choice. These weekly pop-ups have brought in \$650.

Preschool enrichments went virtual the week of April 6, with only 3 out of 15 classes being canceled. Due to the classes moving virtual, only \$26,100 in credits were given while \$55,264 in revenue was kept leaving preschool enrichments in a more financially secure position.

The Early Childhood wing is also offering Porchtraits where a GPD staff member will take a beautiful photo of you and your family. There are 33 families enrolled, and 50% of the proceeds go directly to the New Trier Township Food Pantry.

### **Arts and Youth: Stephani Briskman**

Pre-registration for the 2020-21 school year began Monday, May 4, 2020. Current Kids Club and Beluga families were given the option of priority registration. As a courtesy to our families, we offered registration at no charge at this time and will add the registration fee and shuttle bus fee to their first month's payment on September 1, 2020. As of Monday, May 4, there are 15 enrolled in our Kids Club program.

Staff are also hosting weekly Zoom meetings with current Kids Club participants and instructors. These meetings last about an hour each Friday, where the children partake in a group snack and an activity lead by current Kids Club staff. Each week, a different staff member organizes an activity for the children and participates with the group. Kids Club staff plan to hold these Zoom meetings until the Park District re-opens.

Kids Club staff also reaches out to participants by creating fun videos with staff members highlighted in them. Our first video we sent to the families were video clips of staff saying how much they miss the children and pictures of what they did in Kids Club, the second video was the staff dancing to an upbeat song and then asking the children to send back videos of them dancing too. Staff then shared those videos during a weekly Zoom meeting.

Kids Club director, Cari Resis, has been making courtesy calls to all Kids Club participants and their parents during the shutdown. She has been able to connect with our families and continue to offer them support during this difficult time.

Kids Club staff are also working on cutting and sewing masks to be available when the Park District re-opens. Five staff members will be using old Park District T-shirts and cutting a specific pattern, and three staff members will be sewing the masks after they've been cut. Currently, the staff have cut 75 masks and will be sewing them at the end of this week.

Crafting with Kim taught by Kim Bloomberg is being offered during the month of May. She has 2 different class offerings, and one class is full at 20 students while the second class has 7 enrolled.

Stephani has been actively participating in a variety of webinars through IPRA, City Alliance, American Camping Association, and PDRMA. She is also a co-chair of the School Age and Day Camp Committee through IPRA. She hosted the April committee meeting, which had 78 in attendance, where they spoke about camp planning, interviewing, scheduling, and had a representative from PDRAM discuss topics including camp safety.

Stephani also worked with Cathy Fiori with the Park District of Highland Park and organized a north shore camp round table. Park districts of the north shore were invited to a Zoom meeting where we discussed camp planning, registration, scheduling, field trips, bussing, safety concerns, and communication with our patrons. 50 members of the north shore were in attendance of this meeting.

### **Athletics and Teen Camps: Shannon Stevens**

Shannon has been working on many virtual programs. She worked closely with Marla from Pride Dojo, Game On! Sport 4 Girls, Redline Athletics, and some Glencoe Park District instructors to offer classes to keep kids and adults moving. During April, we had transitioned to virtual Tennis, Karate, and Speed and Agility. She worked with Game On! Sports 4 Girls and turned their Spring/Summer Classes virtual. They were able to

retain a total of 25 girls in their program for the session and continue to offer month-to-month enrollment.

### April and May Virtual Classes

<b>Game On! Sports 4 Girls</b>				
<b>Ages</b>	<b>Participants</b>	<b>Revenue</b>	<b>Expenses</b>	<b>Net</b>
Ages 4-7	19	\$2,960	\$2,072	\$888
Ages 7-10	9	\$1,246	\$872.20	\$373.80
<b>Total</b>	<b>28</b>	<b>\$4,206</b>	<b>\$2,944.20</b>	<b>\$1,261.80</b>

<b>Pride Dojo</b>				
<b>Level</b>	<b>Participants</b>	<b>Revenue</b>	<b>Expenses</b>	<b>Net Profit</b>
Beginner	8	\$632	\$468	\$164
Intermediate	16	\$1,296	\$936	\$360
<b>Total</b>	<b>24</b>	<b>\$1,928</b>	<b>\$1,404</b>	<b>\$524</b>

<b>Other Programming</b>				
<b>Level</b>	<b>Participants</b>	<b>Revenue</b>	<b>Expenses</b>	<b>Net Profit</b>
Tennis	3	\$135	-	\$135
Speed & Agility	6	\$528	\$369.60	\$158.40
Sports Club	5	\$225	-	\$225
<b>Total</b>	<b>14</b>	<b>\$888</b>	<b>\$369.60</b>	<b>\$518.40</b>





### **Penny Wars**

Shannon has been working with Adam, Liz, and Stephani on a Penny Wars event to help raise money for New Trier Township Food Pantry. The goal is to see which school can raise the most money between South, West, Central, and Takiff (Children's Circle, ELC, and GJK). Each school will have a bucket located outside the main entrance of the Takiff Center on Saturdays, May 16 and 23 and Sundays, May 17 and 14.

### **Esports Tournaments**

We have partnered with the Park District of Highland Park to offer a weekly sports tournament using XBOX or PS4. We hosted a Madden 20 tournament for ages 9-14. We will also offer more tournaments featuring NBA 2K20 and FIFA 20.

### **Minecraft Event**

On March 25, we offered our first Minecraft event with 39 participants. We created a Glencoe Park District server, which participants who had Minecraft Java could access and build on. For competitors who did not have Minecraft Java on a PC or MacBook, they submitted their building via email to Shannon.

We challenged the community to build their favorite part of the Glencoe, and they delivered. We had buildings of the Glencoe Library, Lakefront Park Tennis Courts, Takiff Center, Watts Ice Rink, Phil Thomas Memorial Playground, and Writer's Theatre. Our winning building was a creation of Frank Lloyd Wright's Booth Cottage. First place took home a \$25 gift card to Amazon, GPD Water Bottle, Playing Cards, Frisbee, and Water Balloons. The runners-up received Quarantine Survival Kits with toys to use during the safe at home order.

We are currently working on planning for our next Pop-Up Minecraft competition on Saturday, May 23.



Sabrina with her Quarantine Survival Kit



Booth Cottage – Frank Lloyd Wirght

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

As a result of the COVID-19 epidemic and closure of the Park District, all in-person special events scheduled in March, April, and May have been canceled. Several

summer events have also been canceled this summer, including the Tots-N-Tunes and Park-N-Play series.

Staff have now shifted their focus to offering virtual special events. Here is a list of what we have released and have scheduled so far:

**Friday, April 10 – Facetime with Bunny**

Families who registered received either a Facetime call with the Spring Bunny or a Zoom meeting with the Bunny.

**Wednesday, April 22 – Earth Day**

We encouraged the community through social media to (1) Get outside & play, (2) Repurpose & reuse, (3) Take something in nature and make it art, and (4) Capture the Earth as art.

**Saturday, April 25 – Minecraft Competition**

Participants created a Glencoe structure in Minecraft. This event was very popular.

**Saturday, April 25 - Saturday, May 30 – Glencoe Scavenger Hunt**

A free scavenger hunt from the Glencoe Park District and Friends of the Green Bay Trail that consists of 62 unique lawn features that can all be spotted from the sidewalk.

**Saturday, May 2 - Family Game Night: Home Scavenger Hunt**

Family game night series, each week families will play a different game.

**May 17, 18, 23, 24 – Penny Wars**

Glencoe Schools will compete against each other to see who earns the most money for the New Trier Township Food Pantry.

**Saturday, May 9 – Family Game Night: Bingo**

Family game night series, each week families will play a different game.

**Friday, May 15 - Saturday, May 30 – Stay at Home 5K**

A virtual 5K race participants can do at any time. Participants will receive a commemorative shirt for completing the 5K.

**Friday, May 15 – Create & Sip**

Our art instructor, Cheryl Steiger, will guide participants through making their own masterpiece at home. Participants can use whatever medium they have, such as watercolors, pastels, color pencils or crayons.

**Saturday, May 16 – Family Game Night: Trivia**

Family game night series, each week families will play a different game.

**Saturday, May 23 – Minecraft-The Sequel**

A repeat of the popular April 25 Minecraft event with a new theme.

**Saturday, May 23 – Family Game Night: Pictionary**



Family game night series, each week families will play a different game.

The Recreation Department is also working on a virtual 4th of July celebration since we will not be able to host our in-person events. Preliminary ideas include a patriotic lawn decoration contest, share photo reenactment of famous photos or art from American history on social media, share photos of best BBQ food (meat, side, dessert) on social media, parade of decorated Park District and Village vehicles, and virtual versions of the Fun Run, Preschool Games, and Glencoe's Got Talent.

Virtual programs in April and May have been going strong. Liz has been dropping off supply bags for the Sculpting with Model Magic class at the kids homes and Natalie Steinmetz, Ceramics Instructor, has been going into Takiff several days a week to coordinate pickup and drop off of supplies, clay, and artwork for the adult ceramics students. We are currently offering the following Ceramics and Adult Art classes each week:

Youth Sculpting with Model Magic (5 classes)

- Monday 3:30 PM – Grades K-2
- Tuesday 3:30 PM – Grades 5-8
- Wednesday 3:30 PM – Grades 3-4
- Thursday 3:30 PM – Grades 3-4
- Friday 3:30 PM – Grades K-2

Adult Ceramics-Advanced (2 classes)

- Monday 6:00 PM
- Wednesday 11:30 AM

Adult Art classes (3 classes)

- Watercolor - Monday 1:00 PM
- Drawing for Everyone – Wednesday 10:00 AM
- The Artist's Studio – Thursday 10:00 AM

<b>Virtual Class Enrollment</b>	<b>April</b>	<b>May</b>
Sculpting with Model Magic	35	38
Adult Ceramics	15	11
Adult Art classes	9	10

Liz has also joined/participated in several virtual IPRA Rec Section Committee Meetings including Senior and Special Events committee meetings and led the April 22 Recreation Section Meeting. There has been an increased volume of inquiries about joining the Recreation Section and joining Recreation Committees during this time showing the increased need for park and recreation professionals to collaborate and share ideas during this uncertain time.

**Summer Recreation Intern**

Serena Tyler will be starting her summer internship at the Glencoe Park District on May 18 in a limited capacity until we are able to open officially. Liz will bring her up to speed

on what is currently going on in the industry during this time and have her assist us in leading programs and events while she learns more about Park District operations.

### **Takiff, Fitness, and Watts: Adam Wohl**

#### **Takiff Center**

We are currently working to develop operational plans for reopening the building to house programs and summer care. This includes looking at facility touchpoints, limiting the number of patrons in the building, sanitizing/disinfecting, how to effectively use different parts of our building, and many more options.

All facility rentals have been either canceled or rescheduled through the end of May.

#### **Glencoe Fitness**

We have stopped charging fees for monthly memberships during the shutdown and extended any annual memberships.

We have been busy engaging our fitness center members throughout the shutdown. We are providing opportunities for fitness members to stay active and healthy while connecting with them in multiple ways. Three times per week, we are emailing fitness center members a workout they can do at home. Below is a list of what has been emailed to our members.

<b>Date</b>	<b>Workout</b>
March 18	The living room workout and Evey Schweig Support Forum
March 20	52-card pick up
March 23	Flip a coin workout and Beginner Arms
March 25	HIIT Workout - 22 minute and 30-minute chair workout
March 27	Stretching Routine, Facebook live, and Helen
March 30	Plank Challenge and Facebook live
April 1	Plank Challenge, Facebook Live, and bodyweight workout at home pictures
April 3	Core Workout for beginner's link
April 6	5-4-3-2-1 Workout
April 8	Five no excuse workouts
April 10	Cardio Strength and Virtual Fitness
April 11	Virtual Fitness Classes
April 12	Virtual Fitness Classes
April 13	5-10-15 workout and virtual fitness
April 15	Beat the Stress
April 17	5 ways to stick to your workouts and 7-minute HIIT workout
April 19	Virtual Fitness Classes
April 20	Sprint the block and virtual fitness

April 22	At Home Stairs
April 24	28-minute Tabata
April 26	Virtual Fitness Classes
April 27	25-20-15-10-5 boot camp and virtual fitness
April 29	Rainy Day Core Workout and Memberships on Hold
May 1	Outdoor Boot Camp and Memberships Hold
May 4	Spell your Name

### **Virtual Fitness Classes**

We have rolled out a 3-week fitness class option for fitness center members and class participants to enroll in. These classes ran from April 13-May 1. This is being done through a private Facebook group with classes being broadcast live into the group. Classes are then posted to the group and uploaded to a private YouTube channel for easy viewing. Eight total classes are being offered through four fabulous instructors (Helen Boris, Silvia Shaw, Sandy Culver, and Karen Campion). I have listed below the 8 classes offered each week:

#### **Monday**

- Fit for Seniors with Sandy Culver at 11:00am - 45-minute class
- All Levels Yoga with Silvia Shaw at 4:00pm - 60-minute class

#### **Tuesday**

- FitRx with Karen Campion at 10:00am - 45-minute class

#### **Wednesday**

- Cardio Strength with Helen Boris at 9:00am - 45-minute class
- Cardio Kickboxing with Karen Campion at 11:00am - 45-minute class

#### **Thursday**

- Pilates Fusion with Silvia Shaw at 4:00pm - 45-minute class

#### **Friday**

- Strength, Core, and Stretch with Helen Boris at 9:00am - 45-minute class
- HIIT (High-Intensity Interval Training) with Sandy Culver at 10:30am - 45-minute class

### **Dance/Theatre/Yoga**

All dance and theatre classes with the Sarah Hall Theatre Company have gone virtual. We have 267 participants in the program. All these classes are being held virtually via Zoom. We were also able to successfully transition 23 yoga students to virtual programs with Kids HeArt Yoga. We reduced the cost of the yoga classes from the original amount paid.

Sarah Hall Theatre Company is working to put together a compilation video of a special dance performed by the current students. Over 50 dancers have submitted their videos to be included in the "mashed up" video. Sarah and her team delivered over 100 costumes to families houses for their end of year performance.

Broadway Bound has tentatively rescheduled their performance of the Little Mermaid for August at Matz Hall.

The chart below shows details on net profit saved by transitioning participants to virtual programs. The data reflects numbers from March 13 through the end of the school year.

<b>Sarah Hall Theatre Company</b>				
<b>Class Name</b>	<b>Participants</b>	<b>Revenue</b>	<b>Expenses</b>	<b>Net</b>
Broadway Bound Mondays	35	\$13,667	\$10,250	\$3,416
Broadway Bounds Tuesdays	34	\$13,433	\$10,074	\$3,358
Tiny Footlighters	9	\$2,187	\$1,640	\$546
Mini Footlighters	20	\$3,780	\$2,835	\$945
Mini Footlighters	8	\$2,592	\$1,944	\$648
Kinderlighters	7	\$1,680	\$1,260	\$420
Little Footlighters	18	\$5,346	\$4,009	\$1,336
Little Footlighters	21	\$5,670	\$4,252	\$1,417
Jr High Improv	7	\$1,470	\$1,102	\$367
Tiny Hip Hop	12	\$2,592	\$1,944	\$648
Mini Hip Hop	5	\$840	\$630	\$210
Mini Hip Hop	4	\$672	\$504	\$168
Little Hip Hop	6	\$1,152	\$864	\$288
Youth Hip Hop	8	\$1,428	\$1,071	\$357
Little Hip Hop	18	\$3,456	\$2,592	\$864
Youth Hip Hop	6	\$1,008	\$756	\$252
Youth Hip Hop	13	\$2,496	\$1,872	\$624
Tiny Ballet	6	\$1,296	\$972	\$324
Mini Ballet	6	\$1,192	\$894	\$298
Mini Ballet	9	\$1,701	\$1,275	\$425
Little Ballet	8	\$1,536	\$1,152	\$384
Performance Dance	7	\$1,008	\$756	\$252
<b>Total</b>	<b>267</b>	<b>\$70,203</b>	<b>\$52,652</b>	<b>\$17,550</b>

<b>Kids HeArt Yoga</b>				
<b>Class Name</b>	<b>#Participants</b>	<b>Revenue</b>	<b>Expenses</b>	<b>Net Profit</b>
Lunch Yoga	12	\$1,260	\$882	\$378
Mini Yogis	4	\$420	\$294	\$126
Youth Yoga	7	\$945	\$661	\$283
<b>Total</b>	<b>23</b>	<b>\$2,625</b>	<b>\$1,837</b>	<b>\$787</b>

### **Watts Ice Center**

We have been utilizing currently paid employees to continue to sharpen skates in preparation for next season.

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

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

**Administrative**

I have continued to coordinate seasonal facility and park transitions in addition to coordinating with CBELL and AltaManu regarding ongoing capital projects.

I completed bidding and contract administration for the essential Fund 65 Capital Projects including sealcoating of the Takiff parking lots, Takiff boiler replacements, Takiff roof top unit replacement, and repairs to the fire alarm in the Parks Yard.

I have been regularly engaging in team brainstorming sessions with members of the Administrative Team related to District operations. Furthermore, I have been engaging members of the Parks and Facilities Maintenance Team to develop cost saving measures.

Once such costs savings measure included a plan to mothball facilities not in use to lower utility costs. Included was shutting off HVAC systems, adjusting light levels, unplugging classroom fridges, and shutting down hot water heaters. This plan resulted in saving 19,410 KWH in one billing period in March/April, which represents a 20% decrease in use from the previous timeframe last year.

**Grounds/Horticulture**

With the weather finally breaking, plants are coming alive. Staff has been concentrating on high profile planting beds at Takiff, Kalk, and Veterans Park.

High profile beds will receive annual flowers in the coming weeks. Plants are almost ready to be moved out of the greenhouse. Based on the extra efforts required for seasonal beach cleanup and mowing, staff has not had the surplus of labor hours to devote to landscape maintenance. The available staff are making every effort to continue to meet quality standards in high profile landscape areas.

With the spring storms, staff has been out and about picking up branches and removing downed limbs.

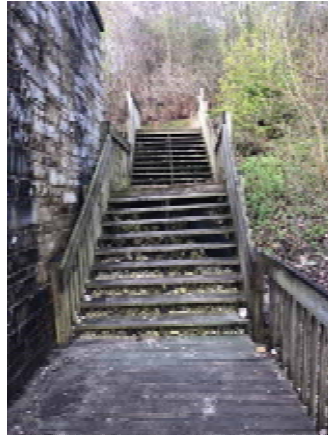
**Parks Maintenance & Construction**

Staff has been busy working on the boating and swimming beaches. This spring brought atypical storms to Glencoe Beach. After the major seasonal cleanup was completed at the traditional time, the beach suffered a significant storm, requiring a second larger cleanup.

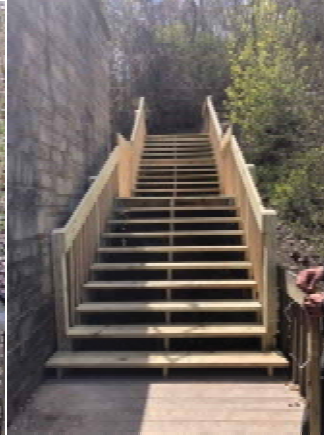
During this large storm the staircase leading to the Boat House adjacent to the water plant suffered erosion damage. The stairs unfortunately required replacement and since they are not technically Park District property, we could not file an insurance claim. Parks Department staff were able to completely rebuild the staircase using the existing

foundation in a two-day period. The resulting low material cost project boosted staff morale, and dramatically improved access to the Boat House. See before and after photos below.

Before



After



As previously discussed based on the ongoing COVID-19 situation, the mowing contract has been suspended. With the cancellation of spring athletics, the available labor hours have been used for mowing. This represents a savings of \$2,923 per week to the District. Staff has developed and implemented an internal mowing plan, using five separate routes to mow all Village of Glencoe and Glencoe Park District grass. This plan encompasses 80 separate sites totaling approximately 125 acres.

This is the first time that this has been accomplished with internal labor only. At present, to execute the five routes it requires between 125 to 135 labor hours per week of the total 200 labor hours available. Based on weather and the need to complete repairs/seasonal transitions, we have needed to delay mowing of certain sites.

At this time, we are mowing low profile sites, on average, bi-weekly. High profile sites are mowed weekly. As we proceed with the opening of the seasonal facilities, progress into Phase III, and manage staff transition, we will need to continually evaluate the efficacy of continuing all mowing in-house. We have not received any complaints about mowing.

### **Facilities**

Staff has been busy activating the seasonal Glencoe Beach facilities. While the operations have dramatically changed due to COVID-19, the maintenance tasks required to occupy and use the facilities has remained the same. Staff worked to turn on water mains, assemble plumbing fixtures, clean facilities, and test ejector pumps.

With the goal of removing high touch surfaces in the boat house restrooms, staff installed automatic flushers, motion sensor light switches, and a touchless faucet in the women's restroom. In addition to installing an automatic hand sanitizer dispenser in each restroom.

With the opening of essential day care at Takiff, some previously planned shut-down type maintenance activities such as painting in the Children's Circle wing have to be postponed. Even with the additional coordination necessary, staff has continued to make good use of the partial facility closure.

### **Athletic**

With a break in play, staff has been able to aerate and fertilize athletic fields with mushroom compost. Seasonal weed treatments will be applied when time allows.

### **Equipment**

With the implementation of an entirely District managed mowing program, we have experienced a larger than previous average equipment failure rate. While our equipment is still functional, tripling the weekly operating hours has required repairs and more routine maintenance. Currently the Village is operating the fleet maintenance department on a COVID-19 modified schedule. Due to this change, repairs to equipment have been delayed requiring repairs to be completed by the Parks Technician and Supervisor.

Matt Walker, Beach/Boating Beach Facility Manager, has learned to operate the Barber Surf Rake and Tractor (Beach Cleaner). Matt's willingness to operate this equipment has helped staff manage the hectic seasonal transition period by freeing labor hours required to mow. Big thanks to Matt!

### **Personnel**

David Marron, a Parks Department Full-Time Laborer has resigned his position. David has been with the District for two years and will be missed. He is moving on to a position with a telecommunications firm, where he will be performing maintenance at the top of cell towers. We wish him the best of luck in his new position.

### **Shared Services/Inter-Governmental Cooperation**

Village staff continues to support the Park District by maintaining vehicles. As we delayed replacing our oldest fleet truck, we requested that the Village mechanics rebuild the brake lines, replace tires, and overhaul the suspension to keep the vehicle safe for the foreseeable future.

Submitted by:  
Chris Leiner, CPRP  
Director of Parks & Maintenance



# **XI. Executive Director's Report**

Glencoe Park District  
May 2020 Board Meeting



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

**COVID-19**

The Administrative Team and I have been regularly engaging in brainstorming sessions in regards to the ever-evolving Park District operations.

We will be presenting a PowerPoint on COVID-19 and Park District Operations at the Board Meeting. Due to everchanging situations and information, a hard copy will be forwarded to the Board prior to the meeting.

**Glencoe Park District's Unsung Essential Workers – Thank You**

At a time like this, during an unprecedented nationwide pandemic, heroes are found everywhere, and a new label has been given to them – “essential.” We are quickly coming to realize just how essential certain people are. They are grocery store workers, farmers, truck drivers, meat processing plant employees, delivery staff, nursing home and senior living residence employees, teachers, and of course, front line healthcare providers, pharmacists, police, fire and public safety employees.

There are also “invisible essentials” stepping up in this time of need as the well-documented social, physical, and mental health benefits of parks and recreation become even more pronounced, and recognized, during the COVID-19 crisis.

You will likely never see them, but they are there. At the park early every morning, cleaning bathrooms, pulling trash, removing storm debris, promptly removing graffiti or addressing a minor repair. You may even see them occasionally, mowing the grass, installing a fence or signage, or picking up trash. They are working behind the computer developing new virtual programs and delivering supplies. They are answering the phones and emails. They are marketing our programs and updates. They are walking around the parks making sure everyone stays safe, so we can keep on using the parks. If parks are essential (which they are) and have remained open during this time (which they are in Glencoe, with appropriate restrictions and guidelines in place), then of course our park maintenance and other park district employees are essential as well.

They always have been, of course, but their importance is now becoming clearer.

Articles appearing in nearly every major news outlet over the past month have highlighted parks and the role they play in our lives. It is no wonder the public is demanding public parks remain open (in at least some capacity) during the pandemic.

People need local public parks and outdoor spaces to exercise, enjoy some sunlight and breathe the fresh air, and simply have a safe place to go that's close to home. Even those few who may have seen public parks as “niceties” or “extras” are now (finally) coming to realize they are actually critical to our quality of life.

During this crisis, many parks and recreation departments around the country have taken a similar approach as we have in Glencoe. Our parks are open, but most of the recreational amenities within them are closed, such as athletic courts, playgrounds, and basketball courts in an effort to limit potential gatherings and slow the transmission of COVID-19. The parks are open for individual or small group/family exercise to walk, jog, ride a bike, launch a kayak, or enjoy a game of catch. They are catching up with their classmates on Zoom while enjoying our virtual theater class or ceramics class. And our citizens are incredibly grateful.

The parks, trails, and programs provide a much-needed outlet during this stressful time. It is evident that parks and recreation have been deemed “essential” by the public, and, if so, then so too are the park maintenance and recreation employees.

For this I say “Thank You!” to every park maintenance and recreation employee nationwide working through this stressful and challenging time. You were already doing it, every day, seven days a week, year-round, with a smile on your face and an unwavering dedication to public service, but now you do it in the wake of a pandemic and national emergency going into its third month. You too are essential – and you always have been.

*~Published in part by Michael Kirschman and altered slightly by Lisa Sheppard*

### **Parks**

It has not been business as usual in the Parks Department. They have quickly adapted and changed directions with this crisis. They have saved the District funds by completing all mowing and landscaping tasks with current Park District personnel now that the athletic fields do not need daily prepping. They have prepared the beach and boat house and then did it all over again when a late spring storm and high lake levels destroyed all the progress they made. They facilitated a major repair in-house to the decaying staircase leading to the boat house in less than two days. They have also been completing Takiff facility improvements for the last couple of months.

### **Park Ambassador**

Our park ambassadors continue to monitor the beach, parks, and the recently opened tennis courts at Central and West. We have expanded our crew to include Takiff attendants and a few Kid’s Club Staff. We completed additional training for staff on Wednesday, May 13. We continue to plan and prepare for the opening of Glencoe Beach on Saturday, May 23. Park ambassadors will be onsite to help communicate changes to the entry procedure and encourage pass holders to practice social distancing.

### **Recreation**

The Recreation Team has been very busy over the last couple of months. They transitioned quickly between “normal” programs to virtual programs. It may have looked easy, but many hours of planning went into making it look seamless. In fact, our team have been leaders in the state, holding Zoom training sessions for both virtual programs and essential day care.

- **Virtual Program Brochure**  
During the shutdown, the Recreation Team put together a virtual program brochure with classes for youth and adult programming. We worked with Marketing Temp Tracy Shields to roll this out for the community to easily view and register for our virtual programming in May. A link to the document can be found here: <https://bit.ly/GPDMayClasses>.
- **Virtual Programming Collaboration**  
We have been able to partner with five north shore park districts to coordinate virtual programming in various ways including Highland Park, Winnetka, Northfield, Lake Bluff, and Northbrook. Together, we utilized similar contractors or instructors to offer options for our communities. This has allowed us to create partnerships that will extend beyond the shutdown and expand our footprint of options for the community.
- **American Red Cross Blood Drive**  
We hosted a blood drive in the gym at the Takiff Center on April 29 from 10:00am-3:00pm. We had 62 donors come in to donate blood and were able to collect 54 total units. Staff is working on setting future dates for the next few months.
- **Child Care**  
On Monday, May 4, we reopened our Children's Circle doors to provide care for essential workers. We currently have 10 children enrolled under our Emergency Care License through DCFS. By providing this care, we can help essential workers return to work.

For more information on recreation team please refer to the Recreation Report in the packet.

### **Staffing**

We have made the decision to move forward with Virtual Programming, Essential Day Care, Youth Summer Care, and Glencoe Beach this summer. We all realize that operations will be looking different from previous years, therefore we are asking some of our current full-time and part-time staff if they would like to work in different positions until their normal duties/programs are activated again. We are planning on rehiring a few key seasonal staff from prior years to assist in the operations in those facilities/programs as well. More details on specific employees will be discussed in Executive Session. I am very happy to say that we have had many of our current full-time and part-time step up to do other tasks to help provide the necessary community services.

### **Youth Summer Care**

The staff presented the Youth Summer Care program to the Board at last week's committee meeting. A recap is below, but the full information can be found in the committee packet/minutes. This is an ever-evolving situation and, with the information that Illinois might move into phase 3 sooner than expected, staff have shifted gears and are planning on the phase 3 scenario that was presented to the Board. We will explain our plan at the Board meeting and the communication we will have with those currently registered for camp.

### **Memorial Day Event**

The Memorial Day Event has been canceled. The Village is exploring a virtual program.

### **Linden House**

Linden House is currently on the market. I have included the item in Executive Session should we have an offer. I have also included an action item that, once approved, will allow me to accept any offer after to speaking individually with each Board member.

### **Capital Projects**

Attached are two memos in regards to the status of our Connect Glencoe and Duke Park projects.

We have received communication that there are grants currently available and there may be more opportunities for grants for shovel ready projects. Staff would like to have a discussion with the Board regarding these potential grants that we are recommending applying for immediately (see action items) and if there is any interested in moving forward projects discussed in the recent past to design phase to prepare for grant eligibility in the future.

### **Thank You to Our Board**

All of you have asked me numerous times what you can do to help. I have to tell you the support that you have shown to me and my team has been outstanding and extremely helpful. You allowed us the opportunity to take the District in a new direction and meet the needs and desires of our community. You have attended and been engaged in so many meetings and telephone calls with me and the community. This, on top of all that is happening in your own work and personal lives, we are very grateful to our most dedicated volunteers.

### **Freedom of Information Act Report**

There were no FOIA requests this month.

Submitted by:  
Lisa Sheppard, CPRP  
Executive Director

# MEMORANDUM

**TO:** Board of Park Commissioners  
**FROM:** Lisa Sheppard, Executive Director and Chris Leiner, Director of Parks  
**SUBJECT:** Connect Glencoe Trail Project Update  
**DATE:** May 13, 2020

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The purpose of the memorandum is to provide a progress summary on the Connect Glencoe Trail Project.

## Process Update

At this time, we have advanced the project to the point of construction. This means we have completed the site master plan, and developed elements of that plan into a construction document. The project is currently in the hands of IDOT and is currently out to bid with a June 12, 2020 bid opening date.

Actual Funds Expensed on Trail to Date		
Function	Amount	FY
Site Master Planning	\$32,500	18/19
Design-Construction Doc.	\$176,192	19/20
Design-Construction Doc.	\$35,000	20/21
<b>Total</b>	<b>\$243,692</b>	

At the March 17, 2020 Regular Board meeting, the Board approved the resolution to proceed with signing the Local Public Agency (LPA) agreement with IDOT. This agreement stipulates the payment terms for the Park District's match of \$166,788 to receive the grant amount of \$667,500 from IDOT. Based on the existing COVID-19, situation, staff thought it would be prudent to ensure Board consensus on proceeding with the LPA Agreement.

The chart below represents the estimated future costs to the Park District to execute construction of the trail. Because IDOT will be acting as the fiscal agent, the financial exposure the Park District is lessened. We will not have to wait for the bureaucratic process to collect the \$667,500 in grant funds. Those will be paid directly from IDOT to the contractor. The Park District will have to wait until the completion of the project to get the final reimbursement from the IDNR for the \$200,000 trail grant.

Prior to COVID-19, and given continued design work, our lead design firm CBELL revised the cost estimate for construction from the initial estimate of \$1,200,000 with contingency. Now they are conservatively estimating a cost between \$900,000 and \$1,050,000, which includes a 15% contingency. The unique bidding climate of the pandemic may lead to even lower prices.

# MEMORANDUM

Estimated Costs Remaining to Construct Trail		
Function	Amount	FY
Construction	\$1,050,000	20/21
Design Service/Const. Management	\$148,500	20/21
CMAP TAP-L Grant	<-\$667,500>	20/21
IDNR Trail Grant	<-\$200,000>	20/21
<b>Total</b>	<b>\$331,000</b>	

The LPA Agreement is effectively our last opportunity to delay the project without incurring significant future costs. Staff assembled a pros and cons list to aid in evaluation. The estimated total cost to complete the trail project after reimbursements is **\$331,000**.

## Proceeding with Project

### PROS

- The majority of construction costs are funded by State and Federal grants. There have been no indications, formal or informal, about the suspension of these programs. We will have legally binding agreements with both the IDNR and IDOT.
- The project scope contains amenities that would all be able to be used by residents during potential service restrictions related to COVID-19.
- The “stay in place order” has temporarily created a more aggressive bidding climate. Fewer projects have increased competition.

### CONS

- The Park District would need to spend up to \$531,000 on the project, and await an IDNR refund of \$200,000.
- There could be negative community perceptions about developing new amenities during a period of financial uncertainty.
- Certain materials may have longer lead times, due to inconsistencies between various state’s “stay in place” orders. This could lead to a slightly longer construction timeline. (We are currently estimating 50 working days.)

## Delay Project Construction

### PROS

- The Park District could ride out short-term temporary financial uncertainty and complete the project within two years, while incurring slightly higher construction costs.

### CONS

- With a future Federal to State bailout in discussions, it is possible that some funds may be earmarked for construction. With previous funding cycle surges, construction costs have risen. When there are more projects in the marketplace than contractors, contractor availability impacts prices.



# MEMORANDUM

- Future initiatives may lead to the project being suspended permanently.
- The long-term operation of consulting firms involved in the project is not guaranteed. Similar to the 2008 recession, many small architecture/landscape firms will be hit very hard by the current situation. We may find our design firms out of business in two years. This could dramatically increase costs.

## Financial Analysis

The Park District currently has **\$1,381,577** in cash on hand in Fund 69. This number does not include the future sale of Linden House, nor does it include the scheduled July transfer of \$1,500,000 from last fiscal year's surplus. The estimated maximum initial outlay of \$531,000 represents 38.5% of cash on hand today in Fund 69.

By factoring in the eventual reimbursement of up to \$200,000 from the IDNR and the scheduled transfer of \$1,500,000, the estimated costs of \$331,000 represents 11.5% of the cash position of \$2,881,577. We would not authorize a payable related to construction until after the July transfer.

# MEMORANDUM

**TO:** Board of Park Commissioners  
**FROM:** Lisa Sheppard, Executive Director and Chris Leiner, Director of Parks  
**SUBJECT:** Duke Park Project Update  
**DATE:** May 13, 2020

The purpose of the memorandum is to provide a progress summary on the Duke Park Project.

## Process Update

At this time, we have advanced the project to the point of construction. Which means we have completed the site master plan, then developed elements of that plan into a construction document. The project is currently ready for bid letting.

Actual Funds Expensed on Duke Park to Date		
Function	Amount	FY
Site Master Planning	\$32,500	18/19
Design-Construction Doc.	\$45,624	19/20
Design-Construction Doc.	\$10,300	20/21
<b>Total</b>	<b>\$88,424</b>	

At the June 18, 2019 Regular Board meeting, the Board approved the resolution to proceed with signing the Local Public Agency (LPA) agreement with the IDNR for the OSLAD grant. This agreement stipulates the payment terms for the Park District's match of \$400,000 to receive the grant amount of \$400,000 from the IDNR. Based on the existing COVID-19 situation, staff thought it would be prudent to ensure Board consensus on proceeding with the LPA Agreement.

The chart below represents the estimated future costs the Park District needs to execute construction of Duke Park. The Park District will have to wait until the completion of the project to get the reimbursement from the IDNR on a portion of the \$400,000 OSLAD grant. Upon execution of the (LPA) grant agreement, the Park District will request \$200,000 up front from IDNR per the agreement. The private donation is payable to the District in \$100,000 installments over three years. The first installment was received in 2020, and the remaining two will be in January of 2021 and 2022.

Estimated Costs Remaining to Construct Duke Park		
Function	Amount	FY
Construction	\$940,000	20/21
Add. Design Service/Const. Management	\$41,700	20/21
Private Donation	-\$300,000	20/21-21/22
OSLAD GRANT	-\$400,000	20/21
<b>Total</b>	<b>\$281,700</b>	



# MEMORANDUM

The LPA Agreement is effectively our last opportunity to delay the project without incurring significant future costs. Staff assembled a pros and cons list to aid in evaluation. The estimated total cost to complete the Duke Park project **after reimbursements** is \$281,700.

## Proceed with Project

### PROS

- The majority of construction costs are funded by State of Illinois grants and private donations. There have been no indications, formal or informal, about the suspension of the OSLAD program. We will have a legally binding agreement with the IDNR.
- The “stay in place” order has temporarily created a more aggressive bidding climate. Fewer projects have increased competition.

### CONS

- The Park District would need to spend initially up to \$681,700 on the project, and await the eventual IDNR refund of \$200,000 and the private donation of \$200,000.
- There could be negative community perceptions about developing new amenities during a period of financial uncertainty.
- Certain materials may have longer lead times, due to inconsistencies between various State’s “stay in place orders”. This could lead to a slightly longer construction timeline.

## Delay Project Construction

### PROS

- The Park District could ride out short-term temporary financial uncertainty and complete the project within two years, while incurring slightly higher construction costs.

### CONS

- With a future Federal to State bailout in discussion, it is possible that some funds may be earmarked for construction. With previous funding cycle surges, construction costs have risen. When there are more projects in the marketplace than contractors, contractor availability impacts prices.
- Future initiatives may lead to the project being suspended permanently.
- The long-term operation of consulting firms involved in the project is not guaranteed. Similar to the 2008 recession, many small architecture/landscape firms will be hit very hard by the current situation. We may find our design firms out of business in two years. This could dramatically increase costs.

# MEMORANDUM

## Financial Analysis

The Park District currently has **\$1,381,577** in cash on hand in Fund 69. This amount does not include the future sale of Linden House. Nor does it include the scheduled July transfer of \$1,500,000 from the last fiscal year surplus. The estimated maximum initial outlay of \$681,700 for the District represents 49% of cash on hand as of today in Fund 69.

By factoring in the eventual reimbursement of up to \$200,000 from the IDNR and the scheduled transfer in July of \$1,500,000, the estimated FY2020/21 costs of \$481,700 represents 16.7% (\$481,700) of the **projected** cash position of **\$2,881,577**. This does not include future installments of the private donation. We would not authorize any payables until after the July transfer.

**XII. Action Item A**  
**Approval of DCEO Fast Track Grant**  
**Resolution of Authorization**  
**Duke Park**

**XII. Action Item B**  
**Approval of DCEO Fast Track Grant**  
**Resolution of Authorization**  
**Takiff Mechanicals**

Glencoe Park District  
May 2020 Board Meeting

# MEMORANDUM

**TO:** Board of Park Commissioners  
**FROM:** Chris Leiner, Director of Parks and Lisa Sheppard, Executive Director  
**SUBJECT:** DCEO Grant Opportunities Fast Track Program  
**DATE:** May 15, 2020

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On Tuesday, May 12, Governor JB Pritzker and the Illinois Department of Commerce and Economic Opportunity (DCEO) announced Fast-Track Public Infrastructure Grants, an initiative to accelerate work on planned public infrastructure projects around the state. The State is expediting \$25 million of existing Rebuild Illinois funding to local public infrastructure projects that are ready to begin work this summer.

The purpose of this program is to financially assist units of local government that have seen revenue shortfalls due to COVID-19. The State is attempting to prevent a premature end of the 2020 municipal construction season. The projects are required to be shovel ready within 90 days of the grant award.

This highly competitive program is awarding grants on a first come, first serve basis until funding is exhausted. The minimum grant amount is \$500,000 with no required match from the unit of local government.

This presents the Glencoe Park District with the unique opportunity to fund several needed capital projects despite the revenue shortfalls from the last three months. This is a very atypical grant program.

There are two possible projects that easily lend themselves to a low-cost quick turnaround grant application. First and foremost, the Duke Park project is completely prepared for bidding and is shovel ready to start in 90 days. Staff is recommending pursuing a \$750,000 grant for this project. This grant would preclude the OSLAD grant, but would net the District \$350,000 more in grant monies.

The second project would be compressing the multiphase HVAC equipment replacement process that we have begun undertaking at the Takiff Center. Our current mechanical service provider has offered direct assistance in helping the District prepare a grant application. Furthermore, they have indicated that they are prepared to start the entirety of the HVAC replacement program within 90 days of the grant award. Staff is recommending pursuing a \$550,000 grant for the replacement of HVAC equipment at the Takiff Center.

**GLENCOE PARK DISTRICT  
RESOLUTION NO. 912**

**RESOLUTION COMMITTING LOCAL FUNDS**

WHEREAS, the Board of Park Commissioners of the Glencoe Park District of Cook County, Illinois has taken action to submit a Rebuild Illinois competitive public infrastructure application,

WHEREAS, receipt of Rebuild Illinois grant assistance is essential to allow the Park District of Glencoe to undertake the project to repair and renovate the Duke Park Complex,

WHEREAS, criteria are such that financial participation by the grantee is required in conjunction with Rebuild Illinois funds, and

WHEREAS, the Park District of Glencoe has certain monies allocated for the above-referenced project with cash on hand, as needed.

NOW, THEREFORE, BE IT RESOLVED THAT the Park District of Glencoe does hereby commit funds from **Fund 69** for use in conjunction with a Rebuild Illinois Public Infrastructure Grant, such funds to equal 17% of the estimated total project cost of \$962,000, or \$162,000.

PASSED and APPROVED this 19<sup>th</sup> day of May 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:

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

ATTEST:

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

[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. 912:

**RESOLUTION COMMITTING LOCAL FUNDS**

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 7:00pm on the 19<sup>th</sup> day of May 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 19<sup>th</sup> day of May 2020.

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

[SEAL]

**GLENCOE PARK DISTRICT  
RESOLUTION NO. 913**

**RESOLUTION COMMITTING TO APPLY FOR A GRANT**

WHEREAS, the Board of Park Commissioners of the Glencoe Park District of Cook County, Illinois has taken action to submit a Rebuild Illinois competitive public infrastructure application,

WHEREAS, receipt of Rebuild Illinois grant assistance is essential to allow the Park District of Glencoe to undertake the replacement of certain HVAC and Mechanic Equipment at the Takiff Center,

PASSED and APPROVED this 19<sup>th</sup> day of May 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:

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

ATTEST:

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

[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. 913:

**RESOLUTION COMMITTING TO APPLY FOR A GRANT**

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 7:00pm on the 19<sup>th</sup> day of May 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 19<sup>th</sup> day of May 2020.

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

[SEAL]



## **XIV. Executive Session**

### **Action Item A**

**Approval of Staffing Plan Starting June 1**

### **Action Item B**

**Approve Authority for the Executive Director  
to Sign Real Estate Transaction Documents  
for Linden House**

**Any documents will be shared during closed session.**