



JULY 2020 Board Report





**GLENCOE PARK DISTRICT
REGULAR BOARD MEETING
Tuesday, July 21, 2020 – 7:00pm
In-Person or 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: Zoom or Takiff Center, 999 Green Bay Road, Glencoe, IL 60022

AGENDA

- I. Call to Order
- II. Roll Call
- III. Consent Agenda Items
 - A. Minutes of June 16, 2020 Regular Board Meeting (pgs. 5-10)
 - B. Minutes of July 7, 2020 Committee of the Whole Meeting (pgs. 11-31)
 - C. Approval of the Bills (pgs. 32-45)
- IV. Matters from the Public
- V. Financial Report (pgs. 46-49)
- VI. Approval of Resolution No. 915: Carol Mensinger 20 Years of Service (pgs. 50-53)
- VII. Discussion on 3-Year Fund 69 Capital Projects Plan (pgs. 54-115)
- VIII. Staff Reports
 - A. Business (pg. 117)
 - B. Recreation and Facilities (pgs. 118-124)
 - C. Parks and Maintenance (pgs. 125-126)
 - D. Safety and Wellness Committee (pgs. 127-128)
- IX. Executive Director's Report (pgs. 129-133)
- X. Action Items
 - A. Approval of the Annual Treasurer's Report (pgs. 134-149)
 - B. Approval of the 3-Year PDRMA Health Insurance Commitment (pgs. 150-152)
 - C. Approval of the Schuman Overlook Repair Bid (pgs. 153-154)
 - D. Approval of the Duke Park Renovation Bid (pgs. 155-162)
- XI. Other Business
- XII. Executive Session
 - A. Personnel 5ILCS 120/2(c)(1)
- XIII. 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

Three Ways to Join this Meeting on Zoom:

Meeting ID: 849 5737 4917 | Password: 999

Via Computer

Go to Zoom.us, Click "Join a Meeting", Enter the Meeting ID and Password above

Via SmartPhone

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

Via Phone Dial In

312-626-6799

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

Option 1: Via Zoom Video

Attend the Zoom meeting via video and utilize the “raise hand” feature to indicate a desire to speak during Matters from the Public.

Option 2: Via Zoom Dial In

Attend the Zoom meeting via Dial In (audio only) and vocalize your desire to speak once prompted that it is Matters from the Public.

Option 3: Via Email in Advance of the Meeting

Submit a public comment via email to lsheppard@glencoeparkdistrict.com up until 15 minutes prior to the scheduled meeting. The email must include the speaker’s name (address is optional). Public comments will be read aloud by a member of the Park Board or the Executive Director during the scheduled meeting.

Key rules governing participation:

1. Each person is limited to one (1) email submission for public comment not exceeding 250 words.
2. All comments will be limited to three (3) minutes per person and no longer than 30 minutes for all comments.
3. All comments must be civil in nature. Comments will be rejected if the content is slanderous or threatening.

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
July 2020 Board Meeting

MINUTES OF JUNE 16, 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 7:01pm and roll was called.

Commissioners 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
Liz Visteen, PM: Active Adults/Special Events
Adam Wohl, FM: Takiff and Watts
Ann Scheuer, Recreation Admin. Assist.
Jenny Runkel, Administrative Assistant

- This meeting occurred during Phase 3; however, the order was signed in just days prior the meeting. The meeting was held as communicated to the public, with new requirements fulfilled as staff were able to comply with in the short time given.
- All commissioners verified they could see and hear.
- All members of the public verified they could see and hear, except Charles Sweat who did not respond verbally or via chat.

Members of the public in attendance who signed in or spoke: Monika Adamski, Charles Sweat

Consent Agenda: A motion was made by Commissioner Onderdonk to approve the consent agenda items as presented including Minutes of the May 19, 2020 Regular Board Meeting, June 2, 2020 Committee of the Whole Meeting, and Approval of the Bills. Commissioner Boron seconded the motion. Roll call vote taken:

AYES: Boron, Covey, Lutton, Onderdonk, Brooks

NAYS: None

ABSENT: None

Motion passed.

Matters from the Public: There was one matters from the public received at lsheppard@glencoparkdistrict.com prior to the meeting per Park District policy as communicated to the public following OMA guidelines.

From Charles Sweat:

The Board Packet for tonight's meeting includes an update on the FLW Cottage move to Park 7n. In regards to the flooding issue highlighted in January by residents, it only says that soil testing continues. However, in the most recent Village meeting, Scott Javore said "We did not anticipate the site being as wet as it is." and Ed Goodale said that

alleviating the drainage issue comes with a “significant” cost as the scope of the project has grown. GHS then asked the Village to contribute \$50,000 to this project which was originally pitched as being no cost to taxpayers. By asking for a handout at a time the Village and Park District are cutting budgets, GHS is displaying an incredible amount of tone deafness.

The Park District is now in a position where the drainage issue is uncertain, but they are almost ready to move the house. It appears that you are simply taking GHS at its word that the flooding issue can be addressed, but according to my FOIA request, there was no prior study of the flooding issue or preliminary plans made to address the problem. The Park District needs to examine its termination rights under the lease agreement as GHS has not addressed the flooding issue as agreed to in the lease. The Board members should have alarm bells going off in their heads right now that this under researched, poorly planned projected has gone off the rails.

No other comments were received at lsheppard@glencoe parkdistrict.com prior to the meeting.

Financial Report: Director of Finance/Human Resources Mensinger stated we are three months into the year. The full impact of the COVID-19 pandemic has been realized and felt. Recreation shows a significant decrease in the net surplus for refunding approximately \$750,000 for the 2020 summer camp season. The net budgeted for camp was \$365,000. The \$750,000 was returned, the full impact will not be seen until the end of the summer. Moving into Phase 4, the District should move in the direction of positive surplus. After two months with no revenue, as of May 31, day care shows a deficit of \$120,000 in comparison to \$82,000 last year, resulting in a \$200,000 turn around. Day care opened on June 1 resulting in about \$90,000 in revenue so far with additional payments coming in. Beach revenues are split, half for the boat department and the other half for season pass sales. The beach is doing quite well and there is the possibility of more revenue in waitlisted pass sales to be discussed later in the meeting. Overall, the beach is holding its own. Staff answered commissioner questions and discussion ensued including collection of 5,000 season passes this year versus the normal 1500 passes sold; \$230,000 in daily fees and rentals not realized this summer; the deficit was budgeted at \$100,000 and might hit that this year; the Parks Department looks better than expected from not spending some of the capital items, loss of two staff members, and not bringing in contractual mowers until late May; and lastly, it is too early to tell if the reduction of spending equals reduction of revenue. The 12-month projection to be reviewed later in division reports will give highlights.

Discussion of FY2019/20 Annual Audit Report, Management Letter, Other: Director Mensinger introduced Monika Adamski from Lauterbach and Amen, the District’s audit firm. Ms. Adamski presented the FY2019/20 Annual Audit Report and Management Letter attached. There was not a management letter last year, so there is nothing needing improvement and there is nothing new this year. Internal controls were reviewed before audit fieldwork, and again there was nothing to be noted. Board discussion with Ms. Adamski, the Board, and Director Mensinger ensued. The audit is pertinent to bond issues.

Discussion to Preliminary 2019 Final Tax Extension: Director Mensinger said we received the preliminary report from the county. Our Equalized Assessed Valuation (EAV) went up about \$41 million. Because the EAV went up, it is positive for our debt margin. Our tax rate went down due to inverse relationship with EAV; the total EAV increased 4.6%. No related information on how tax receipts will come in on the second installment, deadline extended without penalty to October 1 (normal August 1). Traditionally, the park district receives around 7% of the taxes. We are liquid and staggered certain investments to mature in October, the District shouldn't feel the impact and the bond payment should be ok as well. Staff budgeted receipt of 80% for the second installment, but that is a low estimate, during recession we received 90%. We have enough in reserves. Excess reserves are transferred to Fund 69 at the beginning of the fiscal year, but we haven't done that yet until we know the result of COVID-19.

Discussion of Resolution Authorizing Benefit Protection Leave Service for COVID-19 Related Furlough Time: We furloughed 10-11 staff who received documentation and know they can claim unemployment. A handful of those staff participate in IMRF and when they do not receive wages, they also do not get service credit. Those staff can pay for the service credit that would go towards their future pension. One employee communicated they may do that. Employees can pay up to 12 months of service credit, and hopefully that employee will be back at work in the fall. In response to commissioner questions, FFCRA is an act for those who are actively working. The District has a defined benefit plan, our contribution rate of 12.27% of all IMRF wages is based on a 5-year smoothing schedule. The impact will not be significant.

Staff Reports:

Business Department

Director Mensinger highlighted the 12-month projection included in her department report. Camp refunds came out in May for over \$700,000, the first day of fall registration normally brings in \$450,000 to \$500,000, but only budgeted \$200,000 right now. Fund balance reserves are over 55% considering the 80% collection rate of the second installment of taxes; a very positive opening into phase 4 and 5. Projected versus budgeted amounts, revenue versus expenses, and Glencoe Junior Kindergarten's contract versus the amount paid were reviewed. The three-year master plan discussion will be on the next committee meeting agenda.

Recreation and Facilities Department

We are holding sailing and aquatic camps sessions 4-9 and are looking to extend the season further; all based on staffing. Staff added 20 additional paddleboard spots this week. There is a waitlist on lockers. Staff are freshening up 18 old lockers behind the boathouse to help lower the waitlist and about a \$5,000 increase in revenue. Summer Care has 16 enrolled in the preschool full-day option and 35 enrolled in the youth option; no waitlist on either program. Twelve dropped from the Children's Circle program, but all those spots were filled from the waitlist. There are five paying 50% to return after the summer. There are nine new students on the waitlist starting July 1. A significant amount of outdoor programming was rolled out over the last few weeks with

over 400 participating and over \$60,000 in revenue. The Recreation Team is working on contingency plans depending on if school runs in fall. It is difficult to expand the Children's Circle program due to DCFS regulations. Other options are ELC and extracurriculars. We will use every square foot we are allowed to use. Older children may have a chance, but the earliest we can take anyone new on the waitlist for the infant room is July 2021. We were able to secure a temporary license for a second infant room open for a couple weeks or a month. All tennis court nets will be up this week. Affiliate start dates were reviewed.

Staff are looking to do more FAQ's for other summer programs. It is very helpful for commissioners to keep a consistent message to the community.

Commissioner Onderdonk complimented the District by protecting the community while allowing as much as possible within the envelope of the state commission.

Parks and Facilities Maintenance Department

Staff are getting things ready for GBA and AYSO. Mowing and horticulture contractors are back mowing the entire system weekly. Director Leiner is working on closing out Halfway House and Takiff playground projects. The trail bid was originally estimated at \$1.2 million, revised to \$900,000 after the designs came in, and came in significantly lower at \$775,000. It is a tight bid and we will see changes along the way. We are looking to start construction around Labor Day. The state doesn't disclose the other bids. Staff are prepping playgrounds in case the governor lifts the playground restriction. There are no expenses on the Tudor Court Village project for the District, although we do mow it once complete.

Executive Director's Report: We will not be printing a brochure this fall. Due to the everchanging status of COVID-19, printing a brochure is not fiscally responsible. The fall brochure will be online, possibly updated monthly as changes arise.

Beach

We sold 5,000 beach passes and currently have just under 350 on waitlist, which equates to about \$20,000 in revenue. Currently, the beach is manageable with the caveat that school just let out and the hot days have just begun. Staff recommends raising the beach pass sales limit to 6,000. If we reach 80% capacity at the beach, we will notify patrons on our website and rainout line. Season pass holders come for 90 minutes whereas day pass holders come for the whole day. The average use is approximately 500 per day and the top day was 655 visitors throughout the day. Eighty to one hundred visitors per hour will most likely be the limit staff can handle. July 4 is potentially a crazy day, as well as late July into August. We are cautiously optimistic that we will be able to handle it. Phase 4 will allow for more attendance with people closer together. Discussion ensued about no data on a busy/hot day while school is out, denying beach use from those on the waitlist for all summer over a possible five days of waiting in line, email season pass holders to be prepared for a possible wait, concern over staff burnout, how to maintain social distancing (staff does their best), and room for Public Safety. Commissioner Boron suggested allowing the 350 off the waitlist and then re-evaluate after July 4. Commissioners liked Boron's idea.

People mistreating our teenage staff was discussed and solutions and training reviewed.

Fitness

Fitness member survey results were reviewed. Phase 3 allowed personal training which didn't receive a positive reaction, so staff are preparing for a Phase 4 opening. Survey results showed 50% very or extremely comfortable coming back in Phase 4. Also reviewed were cleaning and safety, reservation system, time blocks, time block gaps for cleaning, most important item to return safely, and additional comments. In order to run and break even, we need 60% of our members to return. Equipment dividers would be costly, although staff is looking for quotes. All fitness center attendance drops off in the summer, unless the temperature spikes. When open, we would need to subsidize \$2,500 for the extra cleaning involved. Discussion ensued. Commissioners indicated agreement to subsidize the extra \$2,500 for cleaning. Staff would need two weeks to prep before opening following the date the state allows it to open.

Park 7n

After the packet went out, the Village communicated they are moving forward with dealing with water in the park. The plan will be available for review once approved. The structure won't be moved until the plan is approved. Glencoe Historical Society (GHS) has the necessary funds. The Village declined GHS's request for additional funds to pay for a basement. From day one, the Park District indicated they would not give funds for this project. The Village offered to connect utilities to the street. GHS is working with an engineer to address the water issue. The pooling water in park 7n will be addressed during this project, whereas it may not have been in the near future by the Park District. GHS has raised funds per the agreement for sitework and outside restoration, are doing additional soil borings, and will stake out the site location once the plan is approved. They have met with their end of the agreement to date. GHS is still fundraising for the basement.

Hoover Estate

This project is going to the planning commission; Commissioner Onderdonk is our commission representative. There is an agreement for new property assessments made for a future park improvement for that neighborhood or an adjoining nearby neighborhood. Construction is expected for 2021 and monies come in as homes are built. Per the Impact Fee Agreement, we get \$8,000 per lot from a total of 29 lots.

Phase 4

Staff recommend in person meetings in the gym spread out for social distancing, although commissioners can Zoom if preferred.

Fourth of July

A press release went out that the event won't be the same as in the past. We felt we had to do something to continue the tradition. Staff have planned a virtual fun run, virtual talent show, a non-traditional parade travelling around town, the beach will be open, and house decorating with a walking tour (no prizes).

Action Items:

Acceptance of Fiscal Year 2019/20 Annual Audit: A motion was made by Commissioner Lutton to approve Fiscal Year 2019/20 Annual Audit as presented. Commissioner Onderdonk seconded the motion. No discussion ensued. Roll call vote taken:

AYES: Boron, Covey, Lutton, Onderdonk, Brooks

NAYS: None

ABSENT: None

Motion passed.

Approval of Resolution No. 914 Authorizing Benefit Protection Leave Service for COVID-19 Related Furlough Time: A motion was made by Commissioner Lutton to approve Resolution No. 914 Authorizing Benefit Protection Leave Service for COVID-19 Related Furlough Time as presented. Commissioner Onderdonk seconded the motion. No discussion ensued. Roll call vote taken:

AYES: Boron, Covey, Lutton, Onderdonk, Brooks

NAYS: None

ABSENT: None

Motion passed.

Other Business: There was no other business.

Adjourn: Commissioner Onderdonk moved to adjourn the meeting at 9:07pm. Commissioner Boron seconded the motion. No discussion ensued. Roll call vote taken:

AYES: Boron, Covey, Lutton, Onderdonk, Brooks

NAYS: None

ABSENT: None

Motion passed.

Respectfully submitted,

Lisa M. Sheppard
Secretary

MINUTES OF JULY 7, 2020 COMMITTEE OF THE WHOLE MEETING
GLENCOE PARK DISTRICT
999 GREEN BAY ROAD, GLENCOE, ILLINOIS 60022
-VIA ZOOM AND IN-PERSON-

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
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 and Teen Camps
Jenny Runkel, Administrative Assistant

- This meeting occurred during Phase 4. President Brooks deemed it necessary to continue with Zoom meetings due to every room in our building being used for programs and care for children, although an in-person option was also available. The meeting was held as communicated to the public with both Zoom and in-person options available.
- All commissioners and members of the public verified they could see and hear, before the meeting was called to order.

Members of the Public in attendance who signed in or spoke: Brandon Hinkle

Matters from the Public: President Brooks asked Executive Director Sheppard to read aloud any public comments received via email prior the meeting per policy. There were no public comments received.

President Brooks asked if anyone would like to share verbal comments either in-person or via Zoom. There were no verbal comments.

Discussion on Future Capital Projects: This information discussed in this agenda item is attached to these minutes. Executive Director Sheppard gave an overview of previous discussions on projects, levels of bonding, services, and amenities. Director Mensinger explained the funding mechanisms of Funds 65 and 69. Director Leiner listed the recommended projects in the next three years including Takiff, Watts, boathouse, vehicles and equipment, and IT. Sheppard indicated that not completing these projects would affect levels of service and amenities and staff does not recommend skipping Fund 65 projects. Staff are looking to determine what bonding level the commissioners are comfortable with and not to discuss the projects in detail until a future meeting.

Staff noted feedback from Commissioner Lutton for review at a future meeting including deferring the Watts project until we find out if we receive the grant for Watts renovation and cloud versus server storage. Staff will update the document to indicate removal of the boathouse fireplace.

Director Mensinger reviewed balance transfers from Recreation and Corporate Funds and Watts debt falling off. Director Leiner then laid out the four scenarios to pay for the projects including no debt, \$1.5 million, \$3.3 million, and \$4.3 million. The \$4.3 million option would incur a \$39 tax increase per \$800,000 valued home. Discussion ensued and staff answered commissioner questions including Takiff debt retiring in 2025 with a decrease to the tax payer of approximately \$279 (Mensinger will confirm), not receiving the DCEO grant and other received/under review grants, the option of doing a bond issue now and another later with the risk of rates increasing and \$50,000-75,000 issuance cost each time, and other Glencoe entities going for bonds due to the low interest rates.

Director Leiner reviewed the Asset Conditions Summary; a picklist of things that need to be done in the next 3-5 years and a foundation of what to keep an eye on and how to fund it. A conservative maintenance center will cost around \$4 million, although there is a placeholder of \$1.2 million as a stop-gap measure to keep the maintenance building going. Leiner then shared an overview of the other debt options.

Discussion ensued and Commissioners gave feedback on what they think about some of the projects and debt options. Comments included concern over the future financial outlook leading them to middle or high debt for security, due to COVID-19 not being able to rely on the model of the last seven years to handle long-standing issues, any less than \$4.3 million will lead to disappearance of some services and amenities, will \$1.2 million on the maintenance building work without losing the investment, money from the Linden House sale was included in the financials, and concern of tax burden building up between entities.

Chair Brooks concluded that the committee is going between options 3 and 4. As representatives for everyone, they don't want to be dismissive by asking for the highest dollar amount. However, the required increase in minimum wage and now COVID-19 are having an effect.

A deeper discussion on what to the Board is willing consider will be held at the July 21 regular Board meeting.

The bond rating process was set to begin in March right before the Coronavirus closure, but was put off. The \$10,000 cost was budgeted. By completing the rating process, the District will be that much further ahead in the process to issue. The committee agreed that the District will need money and gave approval for staff to move forward with the \$10,000 cost of the bond rating process.

Verbal Update on Programs and Facilities Operations: Lifeguards and boat guards are completing a 2-week training before the service will start.

Linden House sold and closes on July 8.

Glencoe Historical Society sent out an email/letter on FLW Cottage project and engineering for water remediation will be handled at Park 7n. The Village is willing to review this one-on-one with community members. On July 21 at 8:00am, Booth Cottage will be moved next to its final location. After the foundation is done, it will be moved to its final location. Monthly escrow statements are being provided by the escrow manager.

A busy July kicked off with Fourth of July, summer care, sailing and aquatic camps, training lifeguards and boat guards, July programs, and the fitness center opening. The fitness center opened with 20 members and feedback is positive. Members are learning how to reserve timeslots. As of yesterday, 25% of members returned with another 15% returning on August 1 and the remainder on September 1. Summer care started on Monday; there were no questions following a Zoom for camp parents.

Fourth of July was manageable at the beach and can accommodate more passes after July 4. Passholders have been able to enter without a wait. Patrons are coming for around 90 minutes, not all day. We had 890 patrons on July 3 and 845 on July 4.

IDPH regulations have slowed down, so there will be less changes. DCFS will be making some changes soon that will affect early childhood programs.

Following independent contractor discussion, staff will ensure they are up to GPD communication standards.

Spring athletics are going full force in July. Travel league participants are moving to house leagues. Glencoe Baseball Association (GBA) who normally fields one team is fielding three. Parks Department staff had to spend time at the field to get it to a recreational play standard with significant work and renovations. The experience learned from the South Bend Cubs staff helped.

Other Business: There was no other business.

Adjourn: Commissioner Lutton moved to adjourn the meeting at 8:18pm. Commissioner Boron seconded the motion, which passed by unanimous vote.

***It is noted that a roll call vote was not taken per Phase 4 requirements.*

Respectfully submitted,

Lisa M. Sheppard
Secretary

MEMORANDUM

TO: Board of Park Commissioners
FROM: Chris Leiner, Director of Parks and Maintenance and Lisa Sheppard,
Executive Director
SUBJECT: Condition Assessments/Capital Needs
DATE: July 1, 2020

Per the previous Board of Park Commissioner's request, staff has updated the District's condition assessments. Included with the assessments is a recommended three-year project list. This list correlates to the condition assessment for the purpose of discussing funding opportunities. The term of this planning cycle is three fiscal years, encompassing FY2021/22, FY2022/23, and FY2023/24.

Each tab of the binder represents a significant capital fund of the Glencoe Park District. Included for discussion purposes are Fund 65 and Fund 69. The current condition assessments are a planning tool. They are not an exhaustive list of every single purchase the district will make in the next three fiscal years.

Costs are estimates based on previous engineering assessments, current market conditions, and in some cases, placeholder numbers. The Fund 69 tabs include a synopsis of projects that can be executed based on the potential levels of bonding available to the Board of Park Commissioners.

Fund 65 3-Year Analysis

Page 1:	Takiff Center
Page 2:	Watts Center
Page 3:	Boat House
Page 4-5:	Vehicles and Equipment
Page 5:	IT

MEMORANDUM

TO: Board of Park Commissioners
FROM: Chris Leiner, Director of Parks and Maintenance and Lisa Sheppard,
Executive Director
SUBJECT: Fund 65 3-Year Analysis
DATE: July 1, 2020

CAPITAL FUND 65

Fund 65 has traditionally funded capital repairs and purchases that are needed for “keeping the lights on.” This fund is tax-supported with an annual transfer of tax receipts in the amount of \$500,000 from the corporate fund.

Included is the Fund 65 condition assessment for the entire district. The current condition assessment is a planning tool; it is not an exhaustive list of every purchase or project the district will make in the next three fiscal years. Costs are estimates based on previous engineering assessments, current market conditions, and in some cases, place holder numbers.

From these assessments, the staff created a Fund 65 “Redline Sheet.” The assessment encompasses all the projects necessary in the next three years to maintain continuity in service levels.

At this time, the projected carryover into the next fiscal year (FY2021/22) is \$309,000. The carryover amount plus the next three fiscal year’s annual transfers equal the total projected funds available over the term of this three-year planning cycle. This amount is \$1,809,000.

The total projected cost outlined in the Fund 65 three-year project planning sheet totals \$1,395,000. This leaves a surplus of approximately \$415,000 or an average of \$138,000 per fiscal year. This amount will cover cost escalation, recreation program equipment purchase, and other smaller projects not outlined in the planning sheet. Furthermore, some allowance is necessary for a reduction in operating capital. Some projects/purchases that were previously funded by operating capital may need to be expensed from Fund 65.

It can be inferred from this planning exercise, that without significantly deferring capital replacements and maintenance, Fund 65 would not be a practical funding mechanism for the district’s master plan projects in Fund 69. With all district funds, the allocation and expenditure of funds is ultimately a Board decision. Staff does not recommend deferring Fund 65 “Redline Projects” to use the monies for master plan initiatives, because this would result in the reduction of service in many areas of the district.

5 Year Condition Assessment

Budget Year 2021-22 (Updated 6/3/2020)

- 5 New Amenity
- 4 Remaining useful life expected to be greater than 6 years
- 3 Amenity is in generally good serviceable condition. May need repairs or renovations to improve functionality/operational efficiency. Amenity may be duplicated within the District's infrastructure
- 2 Amenity is near the end of its useful life, managing the element is inefficient and costly. The functionality may be impacted by changing site conditions. Amenity is duplicated within the District's infrastructure
- 1 Amenity is at the end of its useful life

Priority	Amenity		Typical Useful Life	Condition Assessment	Estimated Capital Expenses
		Date	Years	Remaining Useful Life %	Within 5 years
TAKIFF CENTER EQUIPMENT					
● 2	AIR HANDLER 1 ELC	2008	15	20%	\$40,000
● 2	AIR HANDLER 2 MULTI-PURPOSE-AEROBICS	2008	15	20%	\$40,000
● 2	AIR HANDLER 3 COMM WING-FITNESS CENT-CERAM	2008	15	20%	\$40,000
● 2	CONDENSOR 1	2008	15	20%	\$40,000
● 2	CONDENSOR 2	2008	15	20%	\$40,000
● 2	CONDENSOR 3	2008	15	20%	\$40,000
● 2	BOILER 1	2008	15	20%	\$40,000
● 2	BOLIER 2	2008	15	20%	\$40,000
● 2	EJECTOR PUMPS (2 TANDEM)	2008	15	20%	\$10,000
● 2	FIRE PROTECTION PANEL	2008	15	20%	\$10,000
● 2	SOLAR SITE LIGHTING ELC	2008	15	20%	TBD
● 2	TOT GYM FLOOR	2008	12	10%	\$40,000
● 3	FIRE PUMP	2008	20	40%	-
● 4	ELEVATOR CONTROLLER	2008	25	52%	-
● 4	PARKING LOT LIGHTS COMMUNITY CENTER/ELC	2008	25	52%	-
● 4	TURN ABOUT PARKING LOT LIGHTS	2017	15	80%	-
● 4	HOT WATER TANK	2019	5	80%	-
● 4	KNUCKLE IT ROOM COOLING UNIT	2019	12	92%	-
● 4	2ND FLOOR IT ROOM COOLING UNIT	2019	12	92%	-
● 5	DOMESTIC HOT WATER BOILER (1)	2020	10	100%	-
● 5	DOMESTIC HOT WATER BOILER (2)	2020	10	100%	-
● 5	RTU 1 (GYM)	2020	15	100%	-
● 5	RTU 2 (LOBBY-ADMIN OFFICE)	2020	15	100%	-
TAKIFF EQUIPMENT TOTAL					\$380,000
TAKIFF CENTER PARKING LOTS					
● 2	ELC LOT	2008	18	17%	\$100,000
● 4	TURN ABOUT LOT	2017	18	83%	-
● 4	PARKS DRIVE/STAFF PARKING	2017	18	83%	-
● 4	COMMUNITY CENTER LOT	2018	18	89%	-
● 4	BEHIND GYM LOT	2018	18	89%	-
PARKING LOT TOTAL					\$100,000
REC SPECIFIC AMENITIES					
● 2	GYM FLOOR TOTAL REFINISH	2008	15	20%	\$25,000
● 3	ELECTRIC KILN (2)	2008	20	40%	-
● 4	FITNESS EQUIPMENT	2016	15	73%	-
REC SPECIFIC TOTAL					\$25,000

* Note Remaining Useful Life was determined by combining ACG Facility Assessment and Existing Equipment Condition taking into account repair history and wear.

Estimated Capital Expenses
Within 5 years \$505,000

5 Year Condition Assessment

Budget Year 2021-22 (Updated 6/3/2020)

- 5 New Amenity
- 4 Remaining useful life expected to be greater than 6 years
- 3 Amenity is in generally good serviceable condition. May need repairs or renovations to improve functionality/operational efficiency. Amenity may be duplicated within the District's infrastructure
- 2 Amenity is near the end of its useful life, managing the element is inefficient and costly. The functionality may be impacted by changing site conditions. Amenity is duplicated within the District's infrastructure
- 1 Amenity is at the end of its useful life

Priority	Amenity		Typical Useful Life	Condition Assessment	Estimated Capital Expenses
	WATTS CENTER EQUIPMENT/ROOFS	Date	Years	Remaining Useful Life %	Within 5 years
● 1	DOMESTIC HOT WATER HEATER ZAM/BACK BATH	2001	10	5%<	\$15,000
● 2	FIRE PROTECTION SYSTEM	2001	15	5%<	\$40,000
● 2	BASEMENT AC/HEATER	2001	15	5%<	\$16,000
● 2	WATER MAIN (LEAD)	1965	65	15%	TBD
● 2	SHINGLE ROOF	2001	20	5%	\$65,000
● 3	OVERHEAD RINK LIGHTS	2001	25	24%	\$45,000
● 3	DOMESTIC HOT WATER HEATER SINGLE BATH-CONC	2013	10	30%	\$12,000
● 4	EXTERIOR FACILITY LIGHTS	2016	20	80%	-
● 4	RTU 1	2018	15	87%	-
● 4	RTU 2	2018	15	87%	-
● 4	RTU 3	2018	15	87%	-
● 4	RTU 4	2018	15	87%	-
● 4	EXTERIOR PAINTING	2019	12	92%	-
● 4	MEMBRANE ROOF	2019	20	95%	-
<u>Watts Recreational Center</u>					
Total					<u>\$193,000</u>

* Note Remaining Useful Life was determined by combining ACG Facility Assessment and Existing Equipment Condition taking into account repair history and wear.

5 Year Condition Assessment

Budget Year 2021-22 (Updated 6/3/2020)

- 5 New Amenity
- 4 Remaining useful life expected to be greater than 6 years
- 3 Amenity is in generally good serviceable condition. May need repairs or renovations to improve functionality/operational efficiency. Amenity may be duplicated within the District's infrastructure
- 2 Amenity is near the end of its useful life, managing the element is inefficient and costly. The functionality may be impacted by changing site conditions. Amenity is duplicated within the District's infrastructure
- 1 Amenity is at the end of its useful life

Priority	Amenity		Typical Useful Life	Condition Assessment	Estimated Capital Expenses Within 5 years
	BOAT HOUSE EQUIPMENT/ROOFS	Date	Years	Remaining Useful Life %	
● 1	SHINGLE ROOF	1995	20	5%<	\$25,000
● 1	STAIRS (TEMP REPAIR MADE IN 2020)	2020	0	5%<	TBD
● 2	FIRE PLACE/CHIMNEY (OUT OF SERVICE)	1951	40	5%<	TBD
● 2	PLUMBING/WATER MAIN	1951	60	5%<	\$12,000
● 3	ELECTRIC HEATERS	2005	15	5%<	\$15,000
● 4	WINDOWS	2017	20	85%	
● 5	PAINTING	2020	8	100%	
● 4	DOMESTIC WATER HEATER	2018	10	80%	
● 2	EJECTOR PUMP	1988	20	80%	-
● 3	WOOD DECK (REPAIRED 2011)	1988	20	10%	-
● 4	BOAT RACKS	2018	15	87%	-
Boat House Total					\$52,000

* Note Remaining Useful Life was determined by combining ACG Facility Assessment and Existing Equipment Condition taking into account repair history and wear.

5 Year Condition Assessment

Budget Year 2021-22 (Updated 6/3/2020)

- 5 New Amenity
- 4 Remaining useful life expected to be greater than 6 years
- 3 Amenity is in generally good serviceable condition. May need repairs or renovations to improve functionality/operational efficiency. Amenity may be duplicated within the District's infrastructure
- 2 Amenity is near the end of its useful life, managing the element is inefficient and costly. The functionality may be impacted by changing site conditions. Amenity is duplicated within the District's infrastructure
- 1 Amenity is at the end of its useful life

Priority	Amenity		Typical Useful Life	Condition Assessment	Estimated Capital Expenses Within 5 years
	PARKS TRUCKS	Date	Years	Remaining Useful Life %	
● 1	Chevy 2500HD #6	2001	12	5%<	\$40,000
● 1	Chevy 2500HD/PLOW/SALTER #7	2004	12	5%<	\$45,000
● 2	FORD F-250/PLOW #3	2008	12	5%<	\$45,000
● 3	FORD F-150 #2	2011	12	25%	\$45,000
● 3	FORD RANGER DUMP (PURCHASED USED 2018) #1	2011	12	25%	TBD
● 4	FORD F-350 DUMP TRUCK #5	2014	14	57%	-
● 4	FORD F-250/PLOW #4	2014	12	50%	-
● 4	FORD F-250/PLOW #10	2015	12	58%	-
● 4	FORD F-450 DUMP TRUCK #13	2017	14	79%	-
● 4	FORD F-250 #18	2017	12	75%	-
Fleet Truck Total					\$175,000
PARKS UTV					
● 4	KUBOTA RTV-X/BROOM	2019	12	92%	-
● 4	KUBOTA RTV-X/PLOW-SALTER	2018	12	83%	-
UTV Total					\$0
PARKS EQUIPMENT					
● 1	BOBCAT WHEELED SKID STEER	2004	15	5%<	\$65,000
● 3	VERMEER CHIPPER (PURCHASED USED 2017)	2007	18	28%	-
● 3	KUBOTA LIGHT TURF TRACTOR	1991	40	28%	-
● 3	FORD 2120 TURF TRACTOR	1999	30	30%	-
● 3	CATERPILLAR FORKLIFT (PURCHASED USED 2017)	2006	30	53%	-
● 3	KUBOTA LOADER/SNOW THROWER	2011	15	40%	-
● 3	KUBOTA BACKHOE	2011	15	40%	-
● 3	CUSHMAN SPRAY-TEK (PURCHASED USED 2017)	2014	20	70%	-
● 5	SMITHCO BALLFIELD DRAG	2018	15	87%	-
● 5	KUBOTA BEACH TRACTOR	2018	15	87%	-
Equipment Total					\$65,000
LICENSED TRAILERS					
● 1	SKID STEER TRAILER	1999	20	5%<	\$12,000
● 2	LIGHT UTILITY TRAILER	2008	15	20%	-
● 3	R&R UTILITY TRAILER	2005	20	25%	-
● 5	BIG TEX DUMP TRAILER	2018	15	87%	-
● 5	BIG TEX UTILITY TRAILER	2018	20	90%	-
● 5	ERHARDT LANDSCAPE TRAILER	2017	15	80%	-
Licensed Trailer Total					\$12,000
MOWERS					
● 4	TORO 4000D GANG MOWER	2010	15	33%	-
● 4	CHEETAH 48" Z-TURN	2017	10	70%	-
● 4	CHEETAH 61" Z-TURN	2017	10	70%	-
Mower Total					\$0
RECREATION VEHICLES					
● 4	FORD E-250 BUS #9 (HILARY)	2015	20	75%	-
● 4	DODGE MINIVAN #11	2017	12	75%	-
● 4	DODGE MINIVAN #13 (LORISE)	2019	12	92%	-
Fleet Van/Bus Total					\$0
BEACH EQUIPMENT					
● 3	CUSHMAN 6 PASSENGER CART	2015	5	40%	\$10,500
● 3	BARBER SURF RAKE	2011	15	40%	-
● 4	ZODIAC POWER BOAT HULL 14FT	2016	15	80%	-
● 4	TORO DINGO LOADER	2018	25	92%	-
● 4	ZODIAC POWER BOAT HULL 15FT	2018	15	93%	-
● 4	ATV	2019	5	80%	-
● 5	CARRY ALL 6 PASSENGER CART	2020	5	100%	-
ICE RINK EQUIPMENT					
● 3	ERKSINE SNOW THROWER	2011	15	40%	-
● 3	ZAMBONI MODEL 500 (REBUILT 2015)	1995	25	72%	-
Ice Rink Equipment Total					\$0
Estimated Capital Expenses Within 5 years					\$252,000

* Note Remaining Useful Life was determined by combing GSA fleet replacement standards and GPD Equipment Use taking into account repair history and wear.

5 Year Condition Assessment

Budget Year 2021-22 (Updated 6/3/2020)

- 5 New Amenity
- 4 Remaining useful life expected to be greater than 6 years
- 3 Amenity is in generally good serviceable condition. May need repairs or renovations to improve functionality/operational efficiency. Amenity may be duplicated within the District's infrastructure
- 2 Amenity is near the end of its useful life, managing the element is inefficient and costly. The functionality may be impacted by changing site conditions. Amenity is duplicated within the District's infrastructure
- 1 Amenity is at the end of its useful life

Priority	Amenity		Typical Useful Life	Condition Assessment	Estimated Capital Expenses Within 5 years
	HARDWARE	Date	Years	Remaining Useful Life %	
● 2	NETWORK UPS/RUCKUS WIFI/CISCO SWITCHER	2013	8	13%	\$55,000
● 3	MAIL EXCHANGE SERVER	2014	11	45%	-
● 5	NETWORK SERVER HOST REC/FINANCE (2)	2019	6	83%	-
● 5	NETWORK SAN STORAGE	2019	6	83%	-
● 5	EMPLOYEE WORK STATIONS (42)	2019	5	80%	\$60,000
HARDWARE TOTAL					\$115,000
SOFTWARE					
● 3	REGISTRATION SYSTEM	2013	10	30%	\$100,000
● 4	FINANCIAL SYSTEM	2015	10	50%	-
● 5	ELECTRONIC TIMECLOCK	2017	10	70%	-
SOFTWARE TOTAL					\$100,000
FACILITY TECHNOLOGY					
● 4	WATTS CENTER SECURITY SYSTEM	2004	15	0%	TBD
● 4	TAKIFF CENTER SECURITY SYSTEM	2010	15	33%	-
Estimated Capital Expenses Within 5 years					\$215,000

* Note Remaining Useful Life was determined by combining ExcalTechs recommendations with District Experience.

3YR FUND 65 REDLINE ITEM LIST

THE BELOW CHART REPRESENTS ALL ITEMS FROM THE CONDITION ASSESSMENT THAT NEED REPLACEMENT IN THE NEXT 3 FISCAL YEARS.

AMENITY TYPE		ESTIMATED
TAKIFF	DATE	CAPITAL
AIR HANDLER 1 ELC	2008	\$40,000
AIR HANDLER 2 MULTI-PURPOSE-AEROBICS	2008	\$40,000
AIR HANDLER 3 COMM WING-FITNESS CENT-CERAM	2008	\$40,000
CONDENSOR 1	2008	\$40,000
CONDENSOR 2	2008	\$40,000
CONDENSOR 3	2008	\$40,000
BOILER 1	2008	\$40,000
BOLIER 2	2008	\$40,000
EJECTOR PUMPS (2 TANDEM)	2008	\$10,000
FIRE PROTECTION PANEL	2008	\$10,000
SOLAR SITE LIGHTING ELC	2008	\$60,000
GYM FLOOR TOTAL REFINISH	2008	\$25,000
ELC LOT MILL & OVERLAY	2008	\$100,000
TOT GYM FLOOR	2008	\$40,000
SEALCOAT PARKING LOTS	VAR	\$25,000
		\$590,000
WATTS	DATE	
DOMESTIC HOT WATER HEATER ZAM/BACK BATH	2001	\$15,000
FIRE PROTECTION SYSTEM	2001	\$40,000
BASEMENT AC/HEATER	2001	\$16,000
WATER MAIN (LEAD)	1965	TBD
SHINGLE ROOF	2001	\$65,000
DOMESTIC HOT WATER HEATER SINGLE BATH-CONC	2013	\$12,000
		\$148,000
BOAT HOUSE	DATE	
SHINGLE ROOF	1995	\$25,000
STAIRS (TEMP REPAIR MADE IN 2020)	2020	TBD
FIRE PLACE/CHIMNEY (OUT OF SERVICE)	1951	TBD
PLUMBING/WATER MAIN	1951	\$12,000
ELECTRIC HEATERS	2005	\$15,000
WOOD DECK (REPAIRED 2011)	1988	-
		\$52,000
IT/HARDWARE	DATE	
NETWORK UPS/RUCKUS WIFI/CISCO SWITCHER	2013	\$55,000
MAIL EXCHANGE SERVER	2014	TBD
REGISTRATION SYSTEM	2013	\$100,000
REGULAR WORKSTATION/HARDWARE	VAR	\$60,000
		\$215,000
VEHICLES	DATE	
Chevy 2500HD #6	2001	\$40,000
Chevy 2500HD/PLOW/SALTER #7	2004	\$45,000
FORD F-250/PLOW #3	2008	\$45,000
FORD F-150 #2	2011	\$45,000
FORD RANGER DUMP (PURCHASED USED 2018) #1	2011	\$40,000
		\$215,000
EQUIPMENT/TRAILERS	DATE	
BOBCAT WHEELED SKID STEER	2004	\$65,000
SKID STEER TRAILER	1999	\$12,000
LIGHT UTILITY TRAILER	2008	\$10,000
CUSHMAN 6 PASSENGER CART	2015	\$11,000
		\$98,000
OUTDOOR COURTS REFINISHING	DATE	
WEST TENNIS	2011	\$27,500
KALK BASKETBALL	2011	\$12,000
CENTRAL TENNIS	2011	\$38,000
		\$77,500

PROJECTED CAPITAL REPLACEMENT COSTS FOR FY 2022-2025

\$1,395,500

MEMORANDUM

TO: Board of Park Commissioners
FROM: Chris Leiner, Director of Parks and Maintenance and Lisa Sheppard,
Executive Director
SUBJECT: Fund 69 Bond Issuance 3-Year Plan
DATE: July 1, 2020

CAPITAL FUND 69

Fund 69 has traditionally funded master plan capital projects, including large scale capital replacements and new infrastructure. This fund is **not** tax-supported and transferred monies are received from surplus fund balances in Corporate and Recreation Funds as available.

As we have previously discussed, COVID-19 has dramatically reduced the surplus monies for future capital projects in the short-term. At this time, staff is not comfortable projecting future transfers into Fund 69, as conditions are continually in flux.

Included is the Fund 69 condition assessment for the entire district. The current condition assessment is a planning tool; it is not an exhaustive list of every project the district will execute in the next three fiscal years. Costs are estimates based on previous engineering assessments, current market conditions, and in some cases, place holder numbers.

From these assessments, the staff created a Fund 69 “Redline Sheet”. The assessment encompasses all the projects necessary in the next three years to maintain continuity in service levels comfortably.

At this time, the projected carryover into the next fiscal year of Fund 69 as of February 28, 2021 is \$1,760,000. Per the Board’s request, staff has outlined four possible planning scenarios, as follows:

1. **No Debt Issuance:** Projects completed with only the \$1,760,000 available on hand.
2. **Minimum Debt Issuance:** (No tax increase; private placement or public offering) Projects completed with the \$1,760,000 available on hand plus a \$1.5 million bond issuance. Total funds available: \$3,260,000
3. **Mid-Range Debt Issuance:** (Moderate tax increase; public offering) Projects completed with the \$1,760,000 available on hand plus a \$3.3 million bond issuance. Total funds available: \$5,060,000
4. **Full Debt Issuance:** (Maximum tax increase; public offering) Projects completed with the \$1,760,000 available on hand plus a \$4.3 million bond issuance. Total funds available: \$6,060,000

MEMORANDUM

In each attached scenario, funded projects are highlighted in yellow. As the debt issuance grows, the amount of executable projects increase.

Notably, a full replacement of the maintenance center has not been included in any of the attached scenarios. After a thorough master plan process, a conservatively sized facility is estimated at the cost of \$4 million. Under the current financial circumstances, staff does not recommend pursuing the maintenance center's full-scale replacement.

In the final scenario presented titled "\$4.3 million debt issuance", there is an allowance for \$1.2 million for maintenance center upgrades. Staff recommends developing a stopgap plan to extend the useful life of the maintenance center while making affordable efficiency upgrades. A plan for total replacement of the maintenance center would effectively cause significant portions of the infrastructure to degrade.

It can be inferred from this planning exercise that without debt issuance, capital replacements and upgrades will be significantly deferred in the next three fiscal years.

5 Year Condition Assessment

Budget Year 2021-22 (Updated 6/23/2020)

- 5 New Amenity
- 4 Remaining useful life expected to be greater than 6 years
- 3 Amenity is in generally good serviceable condition. May need repairs or renovations to improve functionality/operational efficiency. Amenity may be duplicated within the District's infrastructure
- 2 Amenity is near the end of its useful life, managing the element is inefficient and costly. The functionality may be impacted by changing site conditions. Amenity is duplicated within the District's infrastructure
- 1 Amenity is at the end of its useful life

Priority	Amenity	Typical	Useful Life	Conditon Assesment	Estimated Capital Expense
	Playgrounds	Install Date	Years	Remaining Useful Life %	
● 4	Duke Park	2020	22	100%	-
● 4	Vernon	2018	22	91%	-
● 4	Woodlawn	2018	20	90%	-
● 4	Old Elm	2018	22	91%	-
● 4	Astor	2017	22	86%	-
● 4	West	2017	18	83%	-
● 4	Phil Thomas/Shelton	2016	20	80%	-
● 3	Friends*	2013	18	61%	\$325,000
● 3	Glencoe Beach/Spray Ground	2012	12	33%	-
● 2	Lakefront*	2001	10	5%<	\$225,000
● 2	Milton*	2008	10	5%<	\$225,000
Playground Total					\$775,000
Athletic Field & Site Amenities					
● 4	Berlin Mustang	2015	25	80%	-
● 4	Watts Soccer	2007	25	56%	-
● 3	Watts Bronco*	2006	25	44%	-
● 2	West Pony*	1995	25	15%	\$475,000
● 2	West K-Ball*	1995	25	15%	\$125,000
● 1	Takiff Softball Field/Soccer	1980	25	5%<	\$450,000
● 1	Takiff Field Lights	1980	30	5%<	\$400,000
Athletic Field Total					\$1,450,000
Courts - Full Replacement					
● 4	Watts Basketball	2017	30	90%	-
● 4	Central Tennis	2011	30	75%	-
● 4	Kalk Basketball	2011	30	75%	-
● 4	Watts Tennis	1999	30	75%	-
● 4	Shelton Tennis	2001	30	65%	-
● 3	West Tennis	1994	30	50%	-
● 2	Lakefront Tennis	2001	15	5%<	\$175,000
Courts Total					\$175,000
Watts					
● 4	(3) Compressors	2000	30	33%	-
● 4	Cooling Floor*	2000	30	33%	-
● 2	Watts Interior Renovation	2000	25	20%	-
● 1	Watts Dasher Boards*	2000	20	5%	\$400,000
● 1	Evap. Cond./Controls/Safety	2000	20	0%	\$200,000
● 5	Kids Club Expansion*	New	20	N/A	\$2,500,000
Watts Total					\$3,100,000
Takiff					
● 4	Takiff Shingle Roof	2016	30	87%	-
● 4	Takiff Interior Renovation	2008	25	52%	-
● 3	Takiff TPO Flat Roof	2008	20	40%	-
Takiff Total					\$0
Maintenance Center*					
● 1	Maintenance Center*	1930-1985	25	5%<	\$1,000,000 - \$4,000,000
Maintenance Center Total					\$1,200,000
Lakefront/Beach					
● 4	North Overlook	2019	40	100%	-
● 4	Halfway House	2019	40	100%	-
● 4	Pier Structure	-	40	75%	-
● 3	Sun Shelters & Boardwalk	1996	30	20%	-
● 3	Beach Stairs	1920	50	20%	-
● 2	Safran Beach House Remodel	1996	30	20%	\$250,000
● 2	Boat House Stair/Access/Retaining Wall	1996	30	5%<	\$300,000
● 1	Pier Decking*	1996	30	0%	\$400,000
● 1	Surface Water Management	2002	N/A	10%	\$265,000
● 1	Center Bluff & South Overlook	1980	40	5%<	\$302,000
● 1	Crib Wall	1960	50	5%<	\$385,000
● 5	Lakefront Park Entry/Paths	New	50	N/A	-
Lakefront/Beach Total					\$1,902,000
Misc Park					
● 5	Water Feature Duke Park	2020	20	100%	-
● 5	Walking Path	2020	30	100%	-
● 4	Liza's Gazebo	2016	30	87%	-
● 2	14n Retaining Wall*	-	30	20%	\$200,000
● 1	Veterans Memorial	1985	30	5%<	\$200,000
Misc Park Total					\$400,000
Surface Water Management					
● 1	Kalk Park Drainage*	-	35	-	25,000-\$300,000
● 1	Shelton Pathway/Drainage*	-	35	-	25,000-\$300,000
● 1	South & Green Bay Rd*	-	35	-	25,000-\$250,000
● 1	Various Vernon Greenway*	-	35	-	25,000-\$250,000
Surface Water Management Total					100,000-\$1,000,000

New Stand Alone Park Amenities						
●	5	Dog Park*	New	20	N/A	Donor
●	5	Skate Park*	New	20	N/A	-
●	5	Linear Park/Other	New	20	N/A	Donor
●	5	New Lighted Tennis Court*	New	25	N/A	\$125,000
<u>New Stand Alone Amenities Total</u>						<u>\$125,000</u>

Total Capital Expenses **\$9,002,000**

***Recommended that a design plan be developed for more accurate project pricing.**

Project Options Based on Funding (4 Scenarios)

Page 1: No Debt Issued

Page 2: \$1.5 Million Debt Issuance

Page 3: \$3.3 Million Debt Issuance

Page 4: \$4.3 Million Debt Issuance

3 Year Project List - NO DEBT ISSUED

PROJECTED FUND 69 BALANCE, 2/28/21 \$1,760,000

No Debt Issuance: Projects are completed with only the \$1,760,000 available.

FUNDED PROJECTS ARE HIGHLIGHTED IN YELLOW		
Amenity	Install Date	Estimated Capital Expense
Playgrounds		
Lakefront*	2001	\$225,000
Milton*	2008	\$225,000
Friends (Poured in Place/Stone)	2013	\$325,000
		<u>\$775,000</u>
Athletic Field & Site Amenities		
West Pony*	1995	\$475,000
West K-Ball*	1995	\$125,000
Takiff Softball Field/Soccer	1980	\$450,000
Takiff Field Lights	1980	\$400,000
		<u>\$1,450,000</u>
Courts - Full Replacement		
Lakefront Tennis	2001	\$175,000
		<u>\$175,000</u>
Watts		
Watts Dasher Boards	2000	\$400,000
Evap. Cond./Controls/Safety	2000	\$200,000
		<u>\$600,000</u>
Takiff		
Takiff TPO Flat Roof Sinking Fund	2008	\$150,000
		<u>\$150,000</u>
Maintenance Center*		
Maintenance Center*	1930-1985	\$1,200,000
		<u>\$1,200,000</u>
Lakefront/Beach		
Beach Stairs	1920	TBD
Safran Beach House Remodel	1996	\$250,000
Pier Decking*	1996	\$400,000
Surface Water Management	2002	\$265,000
Center Bluff & South Overlook	1980	\$302,000
Crib Wall	1960	\$385,000
Boat House Access/Stair/Retaining Wall	1960	\$300,000
		<u>\$1,902,000</u>
Surface Water Management/Park Imp		
Shelton Pathway/Drainage*	2005	\$300,000
Kalk Park Drainage/Phase II*	New	\$300,000
Various Park Sites	New	\$300,000
		<u>\$900,000</u>
AVAILABLE FUNDS WITHOUT DEBT ISSUE \$1,760,000		
TOTAL		\$1,837,000

*Recommended that a design plan be developed for more accurate project pricing.

3 Year Project List - \$1.5 Million DEBT ISSUANCE

PROJECTED FUND 69 BALANCE, 2/28/21	\$1,760,000
MINIMUM BOND ISSUANCE	<u>\$1,500,000</u>
TOTAL FUNDS AVAILABLE	\$3,260,000

Minimum Debt Issuance: Projects are completed with the \$1,760,000 available plus a \$1.5 million bond issuance. Total funds available \$3,260,000. No tax impact.

FUNDED PROJECTS ARE HIGHLIGHTED IN YELLOW		
Amenity		Estimated Capital Expense
Playgrounds	Install Date	
Lakefront*	2001	\$225,000
Milton*	2008	\$225,000
Friends (Poured in Place/Stone)	2013	\$325,000
		<u>\$775,000</u>
Athletic Field & Site Amenities		
West Pony*	1995	\$475,000
West K-Ball*	1995	\$125,000
Takiff Softball Field/Soccer	1980	\$450,000
Takiff Field Lights	1980	\$400,000
		<u>\$1,450,000</u>
Courts - Full Replacement		
Lakefront Tennis	2001	\$175,000
		<u>\$175,000</u>
Watts		
Watts Dasher Boards	2000	\$400,000
Evap. Cond./Controls/Safety	2000	\$200,000
		<u>\$600,000</u>
Takiff		
Takiff TPO Flat Roof Sinking Fund	2008	\$150,000
		<u>\$150,000</u>
Maintenance Center		
Maintenance Center	1930-1985	\$1,200,000
		<u>\$1,200,000</u>
Lakefront/Beach		
Beach Stairs	1920	TBD
Safran Beach House Remodel	1996	\$250,000
Pier Decking*	1996	\$400,000
Surface Water Management	2002	\$265,000
Center Bluff & South Overlook	1980	\$302,000
Crib Wall	1960	\$385,000
Boat House	1960	\$300,000
Access/Stair/Retaining Wall		
		<u>\$1,902,000</u>
Surface Water Management/Park Imp		
Shelton Pathway/Drainage*	2005	\$300,000
Kalk Park Drainage/Phase II*	New	\$300,000
Various Park Sites	New	\$300,000
		<u>\$900,000</u>
AVAILABLE FUNDS WITHOUT DEBT ISSUE \$1,760,000		
TOTAL		\$3,202,000

*Recommended that a design plan be developed for more accurate project pricing.

3 Year Project List - \$3.3 Million DEBT ISSUANCE

PROJECTED FUND 69 BALANCE, 2/28/21	\$1,760,000
MID-RANGE BOND ISSUANCE	<u>\$3,300,000</u>
TOTAL FUNDS AVAILABLE	\$5,060,000

Mid-Range Debt Issuance: Projects are completed with the \$1,760,000 available plus a \$3.3 million bond issuance. Total funds available \$5,060,000. Moderate tax increase.

FUNDED PROJECTS ARE HIGHLIGHTED IN YELLOW		
Amenity	Install Date	Estimated Capital Expense
Playgrounds		
Lakefront*	2001	\$225,000
Milton*	2008	\$225,000
Friends (Poured in Place/Stone)	2013	\$325,000
		<u>\$775,000</u>
Athletic Field & Site Amenities		
West Pony*	1995	\$475,000
West K-Ball*	1995	\$125,000
Takiff Softball Field/Soccer	1980	\$450,000
Takiff Field Lights	1980	\$400,000
		<u>\$1,450,000</u>
Courts - Full Replacement		
Lakefront Tennis	2001	\$175,000
		<u>\$175,000</u>
Watts		
Watts Dasher Boards	2000	\$400,000
Evap. Cond./Controls/Safety	2000	\$200,000
		<u>\$600,000</u>
Takiff		
Takiff TPO Flat Roof Sinking Fund	2008	\$150,000
		<u>\$150,000</u>
Maintenance Center		
Maintenance Center	1930-1985	\$1,200,000
		<u>\$1,200,000</u>
Lakefront/Beach		
Beach Stairs	1920	TBD
Safran Beach House Remodel	1996	\$250,000
Pier Decking*	1996	\$400,000
Surface Water Management	2002	\$265,000
Center Bluff & South Overlook	1980	\$302,000
Crib Wall	1960	\$385,000
Boat House	1960	\$300,000
Access/Stair/Retaining Wall	1960	\$300,000
		<u>\$1,902,000</u>
Surface Water Management/Park Imp		
Shelton Pathway/Drainage*	2005	\$300,000
Kalk Park Drainage/Phase II*	New	\$300,000
Various Park Sites	New	\$300,000
		<u>\$900,000</u>
AVAILABLE FUNDS WITHOUT DEBT ISSUE \$1,760,000		
TOTAL		\$4,827,000

*Recommended that a design plan be developed for more accurate project pricing.

3 Year Project List - \$4.3 Million DEBT ISSUANCE

PROJECTED FUND 69 BALANCE, 2/28/21	\$1,760,000
MAXIMUM BOND ISSUANCE	<u>\$4,300,000</u>
TOTAL FUNDS AVAILABLE	\$6,060,000

Maximum Debt Issuance: Projects are completed with the \$1,760,000 available plus a \$4.3 million bond issuance. Total funds available \$6,060,000. Maximum tax increase (\$39).

FUNDED PROJECTS ARE HIGHLIGHTED IN YELLOW		
Amenity	Install Date	Estimated Capital Expense
Playgrounds		
Lakefront*	2001	\$225,000
Milton*	2008	\$225,000
Friends (Poured in Place/Stone)	2013	\$325,000
		<u>\$775,000</u>
Athletic Field & Site Amenities		
West Pony*	1995	\$475,000
West K-Ball*	1995	\$125,000
Takiff Softball Field/Soccer	1980	\$450,000
Takiff Field Lights	1980	\$400,000
		<u>\$1,450,000</u>
Courts - Full Replacement		
Lakefront Tennis	2001	\$175,000
		<u>\$175,000</u>
Watts		
Watts Dasher Boards	2000	\$400,000
Evap. Cond./Controls/Safety	2000	\$200,000
		<u>\$600,000</u>
Takiff		
Takiff TPO Flat Roof Sinking Fund	2008	\$150,000
		<u>\$150,000</u>
Maintenance Center		
Maintenance Center	1930-1985	\$1,200,000
		<u>\$1,200,000</u>
Lakefront/Beach		
Beach Stairs	1920	TBD
Safran Beach House Remodel	1996	\$250,000
Pier Decking*	1996	\$400,000
Surface Water Management	2002	\$265,000
Center Bluff & South Overlook	1980	\$302,000
Crib Wall	1960	\$385,000
Boat House	1960	\$300,000
Access/Stair/Retaining Wall	1960	\$300,000
		<u>\$1,902,000</u>
Surface Water Management/Park Imp		
Shelton Pathway/Drainage*	2005	\$300,000
Kalk Park Drainage/Phase II*	New	\$300,000
Various Park Sites	New	\$300,000
		<u>\$900,000</u>
AVAILABLE FUNDS WITHOUT DEBT ISSUE \$1,760,000		
TOTAL		\$6,027,000

*Recommended that a design plan be developed for more accurate project pricing.



Glencoe Park District

Voucher List of Bills By Vendor Set

Payment Dates 06/11/2020 - 07/14/2020

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Vendor Set: AP Vendors - AP Vendors					
Vendor: 10133 - Accuraty Solutions					
Accuraty Solutions	06/23/2020	12408	25-00-000-5321	Otly Website Hosting - July - Se...	495.00
Vendor 10133 - Accuraty Solutions Total:					495.00
Vendor: 11128 - Ace of Spray. LLC					
Ace of Spray. LLC	07/14/2020	12488	69-00-000-5556	Power Washing Friends Play Sur...	925.00
Vendor 11128 - Ace of Spray. LLC Total:					925.00
Vendor: 10098 - AFLAC					
AFLAC	07/14/2020	12489	10-00-000-2170	Supplemental Aflac Coverage	261.76
Vendor 10098 - AFLAC Total:					261.76
Vendor: 10739 - Airespring					
Airespring	07/07/2020	12450	25-00-000-5210	Takiff Fiber Internet	1,747.53
Vendor 10739 - Airespring Total:					1,747.53
Vendor: 10138 - AJ Sewer Service					
AJ Sewer Service	07/07/2020	12451	10-14-000-5350	Maintenance Service - Beach	339.00
Vendor 10138 - AJ Sewer Service Total:					339.00
Vendor: 10973 - Altamanu, Inc.					
Altamanu, Inc.	07/08/2020	12478	69-00-000-5553	Design Svcs - Connect Glencoe	12,510.69
Altamanu, Inc.	07/08/2020	12478	69-00-000-5570	Design Svcs - Duke Playground	6,677.05
Vendor 10973 - Altamanu, Inc. Total:					19,187.74
Vendor: 10140 - Althoff Industries, Inc.					
Althoff Industries, Inc.	06/23/2020	12409	25-00-000-5351	Takiff HVAC Repairs	2,800.00
Althoff Industries, Inc.	06/23/2020	12409	25-00-000-5355	Payout - Outstanding Takiff Svc ...	2,938.00
Vendor 10140 - Althoff Industries, Inc. Total:					5,738.00
Vendor: 10143 - Amalgamated Bank of Chicago					
Amalgamated Bank of Chicago	07/07/2020	12452	40-00-000-5331	Paying Agent Fees - 2010 Bonds	197.92
Vendor 10143 - Amalgamated Bank of Chicago Total:					197.92
Vendor: 10946 - Amazon Capital Services					
Amazon Capital Services	06/16/2020	12391	10-14-000-5401	Beach RecTrac Cameras	48.99
Amazon Capital Services	06/16/2020	12391	10-15-000-5420	General Boat House Supplies	83.85
Amazon Capital Services	06/16/2020	12391	25-00-000-5210	Phone Supplies - Rec	169.91
Amazon Capital Services	06/16/2020	12391	25-00-000-5401	Takiff RecTrac Cameras	97.98
Amazon Capital Services	06/16/2020	12391	25-00-000-5420	General Rec Supplies	249.10
Amazon Capital Services	06/16/2020	12391	25-25-785-5400	Takiff Fitness Supplies	55.34
Amazon Capital Services	06/16/2020	12391	25-26-000-5403	Day Care Pgm Supplies	165.51
Amazon Capital Services	06/16/2020	12391	25-26-000-5403	Day Care Pgm Supplies	79.99
Amazon Capital Services	06/16/2020	12391	25-26-000-5430	Day Care First Aid Supplies	125.55
Amazon Capital Services	07/07/2020	12453	10-12-000-5582	Maint Equipment - Parks	179.81
Amazon Capital Services	07/07/2020	12453	10-12-000-5990	PPE Return - CREDIT	-17.99
Amazon Capital Services	07/07/2020	12453	10-14-000-5430	First Aid Supplies - Beach	53.26
Amazon Capital Services	07/07/2020	12453	10-15-000-5420	General Boat Supplies	53.75
Amazon Capital Services	07/07/2020	12453	25-00-000-5210	Phone Supplies - CREDIT	-83.96
Amazon Capital Services	07/07/2020	12453	25-00-000-5420	General Rec Supplies	274.22
Amazon Capital Services	07/07/2020	12453	25-25-835-5400	Aquatics Camp Supplies	326.52
Amazon Capital Services	07/07/2020	12453	25-25-836-5400	Sailing Camp Supplies	326.51
Amazon Capital Services	07/07/2020	12453	25-25-910-5400	July 4th Supplies	17.90
Amazon Capital Services	07/07/2020	12453	25-25-952-5400	Summer Events Supplies	261.55
Amazon Capital Services	07/07/2020	12453	25-26-000-5403	Day Care Pgm Supplies	320.79
Amazon Capital Services	07/07/2020	12453	25-26-000-5460	Day Care First Aid Supplies	480.90
Vendor 10946 - Amazon Capital Services Total:					3,269.48

Voucher List of Bills

Payment Dates: 06/11/2020 - 07/14/2020

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Vendor: 10147 - American Outfitters, Ltd.					
American Outfitters, Ltd.	06/16/2020	12392	25-25-951-5400	Virtual 5k Shirts	128.50
Vendor 10147 - American Outfitters, Ltd. Total:					128.50
Vendor: 10050 - Ancel, Glink P.C.					
Ancel, Glink P.C.	07/14/2020	12490	10-11-000-5310	Legal Services - June	3,655.00
Vendor 10050 - Ancel, Glink P.C. Total:					3,655.00
Vendor: 10159 - Arlington Power Equipment					
Arlington Power Equipment	06/16/2020	12393	10-12-000-5450	Equipment Parts - Parks	176.10
Arlington Power Equipment	07/07/2020	12454	10-12-000-5450	Equipment Parts - Parks	524.14
Vendor 10159 - Arlington Power Equipment Total:					700.24
Vendor: 10162 - AT & T					
AT & T	06/30/2020	12431	10-12-000-5210	Phone Svc - Parks	61.34
AT & T	06/30/2020	12431	10-13-000-5210	Phone Svc - Watts	50.21
AT & T	06/30/2020	12431	25-00-000-5210	Phone Svc - Takiff	1,522.23
Vendor 10162 - AT & T Total:					1,633.78
Vendor: 10455 - AT & T					
AT & T	07/07/2020	12455	10-14-000-5210	DSL Service - Beach	172.29
Vendor 10455 - AT & T Total:					172.29
Vendor: 10473 - BMO Harris Bank N.A.					
BMO Harris Bank N.A.	06/16/2020	12394	10-11-000-5342	Admin Meeting Lunches	85.29
BMO Harris Bank N.A.	06/16/2020	12394	10-11-000-5402	Digital Newspaper Subscription	27.72
BMO Harris Bank N.A.	06/16/2020	12394	10-12-000-5340	Online Training CEUs	6.00
BMO Harris Bank N.A.	06/16/2020	12394	10-12-000-5491	Hive Boxes	610.00
BMO Harris Bank N.A.	06/16/2020	12394	10-14-000-5301	Beach Mailing Postage	1,035.00
BMO Harris Bank N.A.	06/16/2020	12394	10-14-000-5420	General Beach Supplies	625.00
BMO Harris Bank N.A.	06/16/2020	12394	10-15-000-5420	General Boathouse Supplies	126.63
BMO Harris Bank N.A.	06/16/2020	12394	25-00-000-5210	iCloud Storage - Rec	2.97
BMO Harris Bank N.A.	06/16/2020	12394	25-00-000-5301	Postage	1,052.40
BMO Harris Bank N.A.	06/16/2020	12394	25-00-000-5321	Survey Monkey Ann Fee	384.00
BMO Harris Bank N.A.	06/16/2020	12394	25-00-000-5321	Later.com Software Ann Fee	193.80
BMO Harris Bank N.A.	06/16/2020	12394	25-00-000-5321	Constant Contact E Marketing	132.81
BMO Harris Bank N.A.	06/16/2020	12394	25-00-000-5360	iCloud Storage	0.99
BMO Harris Bank N.A.	06/16/2020	12394	25-00-000-5362	Stock Photography	127.00
BMO Harris Bank N.A.	06/16/2020	12394	25-00-000-5363	360 Tour Software Ann Fee	495.00
BMO Harris Bank N.A.	06/16/2020	12394	25-00-000-5401	Beach Mailing Supplies	276.40
BMO Harris Bank N.A.	06/16/2020	12394	25-25-601-5300	Kids Club Brightwheel App	150.00
BMO Harris Bank N.A.	06/16/2020	12394	25-25-615-5400	Ceramics Supplies	144.45
BMO Harris Bank N.A.	06/16/2020	12394	25-25-801-5300	Contractual - REFUND Camp Tri...	-700.00
BMO Harris Bank N.A.	06/16/2020	12394	25-25-810-5300	Contractual - REFUND Camp Tri...	-500.00
BMO Harris Bank N.A.	06/16/2020	12394	25-26-000-5335	Background Check - Day Care (R...	98.00
BMO Harris Bank N.A.	06/16/2020	12394	25-26-000-5360	Care.com Subscription	75.00
BMO Harris Bank N.A.	06/16/2020	12394	25-26-000-5403	Day Care Pgm Supplies	88.89
BMO Harris Bank N.A.	06/16/2020	12394	25-26-000-5404	Brightwheel Day Care App	175.00
BMO Harris Bank N.A.	06/16/2020	12394	45-00-000-5587	CREDIT Face Masks/Thermome...	-839.93
BMO Harris Bank N.A.	06/16/2020	12394	45-00-000-5587	Face Masks/Thermometers	3,413.93
Vendor 10473 - BMO Harris Bank N.A. Total:					7,286.35
Vendor: 10184 - Burriss Equipment Company					
Burriss Equipment Company	06/23/2020	12410	65-00-020-5513	Six Passenger Golf Cart	9,981.00
Vendor 10184 - Burriss Equipment Company Total:					9,981.00
Vendor: 10656 - Call One					
Call One	06/16/2020	12396	25-00-000-5210	T1 Line - Watts	365.68
Call One	07/14/2020	12491	25-00-000-5210	T1 Line - Watts	368.14
Vendor 10656 - Call One Total:					733.82
Vendor: 10552 - Chicago Tribune Media Group					
Chicago Tribune Media Group	07/14/2020	12492	10-11-000-5311	Legal Notices-Duke Park Bid	93.74
Vendor 10552 - Chicago Tribune Media Group Total:					93.74

Voucher List of Bills

Payment Dates: 06/11/2020 - 07/14/2020

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Vendor: 10802 - Clauss Brothers Inc.					
Clauss Brothers Inc.	07/07/2020	12457	10-12-000-5350	Takiff Bioswale Maintenance	2,926.00
Vendor 10802 - Clauss Brothers Inc. Total:					2,926.00
Vendor: 10505 - Comcast					
Comcast	06/23/2020	12412	10-13-000-5210	Cable TV/Internet - Watts	136.59
Vendor 10505 - Comcast Total:					136.59
Vendor: 10208 - Commonwealth Edison					
Commonwealth Edison	07/07/2020	12458	10-12-000-5230	Electricity - Parks	84.48
Commonwealth Edison	07/07/2020	12458	10-13-000-5230	Electricity - Watts	468.12
Commonwealth Edison	07/07/2020	12458	10-15-000-5230	Electricity - Boathouse	375.29
Commonwealth Edison	07/07/2020	12458	25-00-000-5230	Electricity - Takiff	12,130.11
Vendor 10208 - Commonwealth Edison Total:					13,058.00
Vendor: 10210 - Conserv FS					
Conserv FS	06/16/2020	12397	10-12-000-5493	Fertilizer/Chemicals - Parks	255.91
Conserv FS	07/07/2020	12459	10-12-000-5496	Athletic Field Maint Supplies	1,735.01
Conserv FS	07/07/2020	12459	25-25-722-5400	GBA Field Supplies	332.00
Conserv FS	07/08/2020	12479	25-25-722-5400	Field Chalk - Parks	287.52
Conserv FS	07/14/2020	12493	10-12-000-5496	Clay-West Ballfield	4,318.53
Vendor 10210 - Conserv FS Total:					6,928.97
Vendor: 10215 - Craftwood Lumber Company					
Craftwood Lumber Company	07/07/2020	12460	10-12-000-5481	Construction Supplies - Parks	64.26
Craftwood Lumber Company	07/07/2020	12460	10-14-000-5412	Beach Cleaning Supplies	85.47
Craftwood Lumber Company	07/07/2020	12460	10-14-000-5481	Construction Supplies - Beach	177.15
Craftwood Lumber Company	07/07/2020	12460	10-14-000-5482	Hardware - Beach	55.71
Craftwood Lumber Company	07/07/2020	12460	10-14-000-5483	Paint - Beach	9.58
Craftwood Lumber Company	07/07/2020	12460	10-15-000-5481	Construction Supplies - Boathou...	329.60
Craftwood Lumber Company	07/07/2020	12460	10-15-000-5482	Hardware - Boathouse	21.48
Craftwood Lumber Company	07/07/2020	12460	25-00-000-5412	Takiff Cleaning Supplies	76.36
Craftwood Lumber Company	07/07/2020	12460	25-00-000-5420	General Rec Supplies	44.37
Vendor 10215 - Craftwood Lumber Company Total:					863.98
Vendor: 11219 - Direct Fitness Solutions					
Direct Fitness Solutions	07/14/2020	12494	65-00-020-5517	Portable Shields-Fitness Center	5,260.00
Vendor 11219 - Direct Fitness Solutions Total:					5,260.00
Vendor: 10341 - Excalibur Technology Corporation					
Excalibur Technology Corporati...	07/07/2020	12461	10-11-000-5355	TSS - August	6,391.80
Excalibur Technology Corporati...	07/07/2020	12461	25-00-000-5321	WebTrac Hosting - August	749.00
Vendor 10341 - Excalibur Technology Corporation Total:					7,140.80
Vendor: 11561 - ExSel Exhibits, LLC					
ExSel Exhibits, LLC	06/30/2020	12432	10-11-000-5990	COVID Plexiglass Dividers - Cust...	1,160.00
ExSel Exhibits, LLC	06/30/2020	12432	10-13-000-5990	COVID Plexiglass Dividers - Cust...	338.00
ExSel Exhibits, LLC	06/30/2020	12432	10-14-000-5990	COVID Plexiglass Dividers - Cust...	1,003.00
ExSel Exhibits, LLC	06/30/2020	12432	25-00-000-5990	COVID Plexiglass Dividers - Cust...	3,819.00
Vendor 11561 - ExSel Exhibits, LLC Total:					6,320.00
Vendor: 10207 - F.E. Moran, Inc.					
F.E. Moran, Inc.	06/23/2020	12413	25-00-000-5355	Annual Fire Inspection - Takiff	4,150.00
Vendor 10207 - F.E. Moran, Inc. Total:					4,150.00
Vendor: 11291 - Fambro Management LLC					
Fambro Management LLC	07/08/2020	12480	25-25-629-5300	Contractual - Virtual Chess Scho...	470.00
Vendor 11291 - Fambro Management LLC Total:					470.00
Vendor: 10570 - FP Mailing Solutions					
FP Mailing Solutions	07/14/2020	12495	10-11-000-5370	Qtrly Rental - Postage Machine	152.85
Vendor 10570 - FP Mailing Solutions Total:					152.85
Vendor: 10348 - Galassini and Ori Construction					
Galassini and Ori Construction	06/23/2020	12414	10-12-000-5585	Beach Stairs Grouting	1,290.00
Vendor 10348 - Galassini and Ori Construction Total:					1,290.00

Voucher List of Bills

Payment Dates: 06/11/2020 - 07/14/2020

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Vendor: 11375 - Game On! LLC					
Game On! LLC	06/30/2020	12433	25-25-752-5300	Contractual - Virtual Spring Spo...	2,716.00
Vendor 11375 - Game On! LLC Total:					2,716.00
Vendor: 11474 - Glencoe Dekhockey LLC					
Glencoe Dekhockey LLC	07/14/2020	12496	25-25-220-5300	Contractual DekHockey-June 20...	1,942.50
Vendor 11474 - Glencoe Dekhockey LLC Total:					1,942.50
Vendor: 10361 - Glencoe Junior High Project					
Glencoe Junior High Project	07/07/2020	12462	25-00-000-5740	Otly Contribution - July	2,500.00
Vendor 10361 - Glencoe Junior High Project Total:					2,500.00
Vendor: 10076 - Glencoe Junior Kindergarten					
Glencoe Junior Kindergarten	06/17/2020	12406	25-25-471-5300	Payment #3- 20/21 School Year	5,654.06
Glencoe Junior Kindergarten	06/17/2020	12406	25-25-472-5300	Payment #3- 20/21 School Year	20,334.37
Glencoe Junior Kindergarten	06/17/2020	12406	25-25-473-5300	Payment #3- 20/21 School Year	40,012.50
Glencoe Junior Kindergarten	06/17/2020	12406	25-25-474-5300	Payment #3- 20/21 School Year	44,799.97
Vendor 10076 - Glencoe Junior Kindergarten Total:					110,800.90
Vendor: 10364 - Glencoe Youth Services					
Glencoe Youth Services	07/07/2020	12463	25-00-000-5740	Otly Contribution - July	2,750.00
Vendor 10364 - Glencoe Youth Services Total:					2,750.00
Vendor: 10370 - Grainger Inc.					
Grainger Inc.	06/16/2020	12398	25-00-000-5412	Takiff Cleaning Supplies	1,045.50
Grainger Inc.	06/23/2020	12415	25-00-000-5412	Takiff Cleaning Supplies	1,350.00
Grainger Inc.	06/23/2020	12415	25-00-000-5580	General Equipment - Takiff	501.84
Grainger Inc.	06/23/2020	12415	25-26-000-5460	Day Care Food Prep Supplies	465.22
Grainger Inc.	06/30/2020	12434	10-14-000-5420	General Beach Supplies	286.00
Grainger Inc.	06/30/2020	12434	25-26-000-5460	Day Care Food Prep Supplies	152.09
Grainger Inc.	07/07/2020	12464	25-26-000-5460	Day Care Food Prep Supplies	284.00
Grainger Inc.	07/07/2020	12464	25-27-000-5420	Takiff Fitness General Supplies	20.28
Vendor 10370 - Grainger Inc. Total:					4,104.93
Vendor: 10325 - Grand Food Center					
Grand Food Center	06/30/2020	12435	25-26-000-5409	Day Care Milk/Food Supplies	282.95
Vendor 10325 - Grand Food Center Total:					282.95
Vendor: 11130 - H. Barber & Sons, Inc.					
H. Barber & Sons, Inc.	06/30/2020	12436	10-12-000-5450	Beach Cleaner Parts	423.34
Vendor 11130 - H. Barber & Sons, Inc. Total:					423.34
Vendor: 10384 - Home Depot Credit Services					
Home Depot Credit Services	06/30/2020	12437	10-12-000-5481	Construction Supplies - Parks	1,344.44
Home Depot Credit Services	06/30/2020	12437	10-12-000-5483	Paint - Parks	40.11
Home Depot Credit Services	06/30/2020	12437	10-12-000-5490	Plantings/Flowers	450.00
Home Depot Credit Services	06/30/2020	12437	10-14-000-5481	Construction Supplies - Beach	172.46
Vendor 10384 - Home Depot Credit Services Total:					2,007.01
Vendor: 10068 - Hot Shots Sports					
Hot Shots Sports	06/30/2020	12438	25-25-747-5300	Contractual - May Virtual Sports...	75.60
Vendor 10068 - Hot Shots Sports Total:					75.60
Vendor: 10934 - IC Signs & Graphics					
IC Signs & Graphics	06/16/2020	12399	25-00-000-5360	Signs - Soc Distancing/Basketbal...	1,030.00
IC Signs & Graphics	07/07/2020	12465	25-00-000-5360	Playground COVID Signs	1,464.00
Vendor 10934 - IC Signs & Graphics Total:					2,494.00
Vendor: 10557 - IL Dept of Employment Security					
IL Dept of Employment Security	06/16/2020	12400	45-00-000-5653	2020 1st Qtr Unemployment	3,312.00
Vendor 10557 - IL Dept of Employment Security Total:					3,312.00
Vendor: 10100 - IL Dept of Revenue					
IL Dept of Revenue	06/19/2020	DFT0001044	10-00-000-2110	IL State Tax W/H	5,063.24
IL Dept of Revenue	07/03/2020	DFT0001051	10-00-000-2110	IL State Tax W/H	5,265.68
Vendor 10100 - IL Dept of Revenue Total:					10,328.92
Vendor: 10101 - Illinois Municipal Retirement Fund					
Illinois Municipal Retirement Fu...	06/30/2020	DFT0001046	10-00-000-2150	IMRF Contributions - June 2020	36,455.37

Voucher List of Bills

Payment Dates: 06/11/2020 - 07/14/2020

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Illinois Municipal Retirement Fu...	06/30/2020	DFT0001046	10-00-000-2155	VAC Contributions - June 2020	4,956.00
Vendor 10101 - Illinois Municipal Retirement Fund Total:					41,411.37
Vendor: 10106 - IRS/Dept of Treasury					
IRS/Dept of Treasury	06/19/2020	DFT0001042	10-00-000-2120	Social Security W/H	14,347.72
IRS/Dept of Treasury	06/19/2020	DFT0001043	10-00-000-2130	Medicare	3,355.50
IRS/Dept of Treasury	06/19/2020	DFT0001045	10-00-000-2100	Fed Income Tax W/H	9,636.21
IRS/Dept of Treasury	07/03/2020	DFT0001049	10-00-000-2120	Social Security W/H	14,888.96
IRS/Dept of Treasury	07/03/2020	DFT0001050	10-00-000-2130	Medicare	3,482.20
IRS/Dept of Treasury	07/03/2020	DFT0001052	10-00-000-2100	Fed Income Tax W/H	9,844.21
Vendor 10106 - IRS/Dept of Treasury Total:					55,554.80
Vendor: 11538 - Karen Campion					
Karen Campion	07/14/2020	12497	25-25-787-5300	Contractual Fitness-June 2020	67.50
Vendor 11538 - Karen Campion Total:					67.50
Vendor: 10401 - Ken's Quick Print Inc.					
Ken's Quick Print Inc.	06/16/2020	12401	25-00-000-5401	Window Envelopes	162.50
Vendor 10401 - Ken's Quick Print Inc. Total:					162.50
Vendor: 10404 - Konica Minolta Business Solutions USA Inc.					
Konica Minolta Business Solutio...	07/07/2020	12466	10-11-000-5355	Copy Machine Mo Maint - June	31.50
Konica Minolta Business Solutio...	07/07/2020	12466	25-00-000-5355	Copy Machine Mo Maint - June	70.00
Konica Minolta Business Solutio...	07/14/2020	12498	10-11-000-5355	Copy Machine Mo Maint - Adm...	91.94
Konica Minolta Business Solutio...	07/14/2020	12498	25-00-000-5355	Copy Machine Mo Maint - Rec ...	134.44
Vendor 10404 - Konica Minolta Business Solutions USA Inc. Total:					327.88
Vendor: 10075 - Lauterbach & Amen, LLP					
Lauterbach & Amen, LLP	06/30/2020	12439	55-00-000-5330	Final Due - FY19/20 Audit	2,000.00
Vendor 10075 - Lauterbach & Amen, LLP Total:					2,000.00
Vendor: 10174 - MCI					
MCI	06/30/2020	12440	25-00-000-5210	Long Distance Phone Svc	68.07
Vendor 10174 - MCI Total:					68.07
Vendor: 10181 - Melrose Pyrotechnics Inc.					
Melrose Pyrotechnics Inc.	07/14/2020	12499	25-00-000-1300	Fireworks Deposit for 2021	10,000.00
Vendor 10181 - Melrose Pyrotechnics Inc. Total:					10,000.00
Vendor: 10191 - Menoni & Mocogni					
Menoni & Mocogni	07/14/2020	12500	10-12-000-5497	Sand for Play Area	72.96
Vendor 10191 - Menoni & Mocogni Total:					72.96
Vendor: 11525 - MG Mechanical Contracting, Inc.					
MG Mechanical Contracting, Inc.	06/23/2020	12416	65-00-020-5508	Replace RTU 1&2 / Insulate Duct...	142,645.00
Vendor 11525 - MG Mechanical Contracting, Inc. Total:					142,645.00
Vendor: 10111 - Midland Funding LLC					
Midland Funding LLC	06/17/2020	12407	10-00-000-2190	Final Pay-Case #18SC00006632 ...	206.18
Vendor 10111 - Midland Funding LLC Total:					206.18
Vendor: 11519 - Midwest Mechanical					
Midwest Mechanical	06/23/2020	12417	10-12-000-5355	HVAC Maint Svc Agree - GYS BI...	298.00
Midwest Mechanical	06/23/2020	12417	10-13-000-5355	HVAC Maint Svc Agree - Watts	2,179.00
Midwest Mechanical	07/07/2020	12467	65-00-020-5508	Replace Takiff RTU 1 & 2	561.89
Vendor 11519 - Midwest Mechanical Total:					3,038.89
Vendor: 11267 - Milieu Design LLC					
Milieu Design LLC	06/30/2020	12441	10-12-000-5349	Takiff Weeding	3,757.50
Milieu Design LLC	07/07/2020	12468	10-12-000-5349	Landscaping - Watts/Kalk/Lakef...	4,792.50
Milieu Design LLC	07/14/2020	12501	10-12-000-5348	Mowing Services/Landscaping - ...	2,092.92
Milieu Design LLC	07/14/2020	12501	10-12-000-5349	Maint Services/Landscaping - J...	9,599.08
Vendor 11267 - Milieu Design LLC Total:					20,242.00
Vendor: 11409 - Most Dependable Fountains					
Most Dependable Fountains	07/07/2020	12469	10-14-000-5450	Equipment Parts - Beach	328.00
Vendor 11409 - Most Dependable Fountains Total:					328.00
Vendor: 10213 - Mutual Ace Hardware					
Mutual Ace Hardware	07/08/2020	12481	10-14-000-5486	Friends Playground Ph 2 Repairs	38.16

Voucher List of Bills

Payment Dates: 06/11/2020 - 07/14/2020

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Mutual Ace Hardware	07/08/2020	12481	69-00-000-5556	Friends Playground Ph 2 Repairs	1,064.00
Vendor 10213 - Mutual Ace Hardware Total:					1,102.16
Vendor: 11425 - NAPA Auto Parts					
NAPA Auto Parts	06/16/2020	12402	10-12-000-5450	Equipment Parts - Parks	135.79
Vendor 11425 - NAPA Auto Parts Total:					135.79
Vendor: 10103 - NCPERS-IL IMRF					
NCPERS-IL IMRF	07/02/2020	12427	10-00-000-2160	IMRF Life-#03298	80.00
Vendor 10103 - NCPERS-IL IMRF Total:					80.00
Vendor: 10224 - North Shore Gas Company					
North Shore Gas Company	06/23/2020	12418	10-13-000-5220	Gas/Heat - Watts	152.53
North Shore Gas Company	06/23/2020	12418	25-00-000-5220	Gas/Heat - Takiff	944.08
North Shore Gas Company	07/07/2020	12470	10-12-000-5220	Gas/Heat - Parks	248.90
North Shore Gas Company	07/07/2020	12470	10-14-000-5220	Gas/Heat - Beach	40.36
Vendor 10224 - North Shore Gas Company Total:					1,385.87
Vendor: 10233 - Orkin Pest Control					
Orkin Pest Control	07/14/2020	12502	25-00-000-5355	Takiff Mo Exterminator - July	187.30
Vendor 10233 - Orkin Pest Control Total:					187.30
Vendor: 10235 - Otis Elevator Company					
Otis Elevator Company	06/30/2020	12442	25-00-000-5355	Takiff Elevator Mo Maint - July	498.83
Vendor 10235 - Otis Elevator Company Total:					498.83
Vendor: 10110 - PACT Administrative Services Corp					
PACT Administrative Services C...	06/16/2020	12405	10-00-000-2175	FSA Plan Contributions - June	1,418.54
PACT Administrative Services C...	06/23/2020	12419	10-11-000-5600	FSA Plan Fees - July	91.00
Vendor 10110 - PACT Administrative Services Corp Total:					1,509.54
Vendor: 10104 - Partnership Financial Credit Union					
Partnership Financial Credit Uni...	06/19/2020	12388	10-00-000-2180	#110071680 Barrios	120.00
Partnership Financial Credit Uni...	06/19/2020	12388	10-00-000-2180	#86720 Janis	30.00
Partnership Financial Credit Uni...	06/19/2020	12388	10-00-000-2180	#95910 Mensinger	275.00
Partnership Financial Credit Uni...	06/19/2020	12388	10-00-000-2180	#880010320 Stowick	20.00
Partnership Financial Credit Uni...	07/02/2020	12428	10-00-000-2180	#110071680 Barrios	120.00
Partnership Financial Credit Uni...	07/02/2020	12428	10-00-000-2180	#86720 Janis	30.00
Partnership Financial Credit Uni...	07/02/2020	12428	10-00-000-2180	#95910 Mensinger	500.00
Partnership Financial Credit Uni...	07/02/2020	12428	10-00-000-2180	#880010320 Stowick	20.00
Vendor 10104 - Partnership Financial Credit Union Total:					1,115.00
Vendor: 10242 - PDRMA					
PDRMA	06/30/2020	12443	10-11-000-5600	Health Insurance - June	34,306.25
PDRMA	06/30/2020	12443	25-26-000-5600	Health Insurance - June	12,335.56
PDRMA	07/07/2020	12472	45-00-000-5650	1st Install - Property Insurance	27,042.66
PDRMA	07/07/2020	12472	45-00-000-5651	1st Install - General Liability Ins	1,081.44
PDRMA	07/07/2020	12472	45-00-000-5651	1st Install - Gen Liability Ins	13,026.66
PDRMA	07/07/2020	12472	45-00-000-5652	1st Install - Employment Practic...	4,513.98
PDRMA	07/07/2020	12472	50-00-000-5655	1st Install - Workers Comp	22,777.98
Vendor 10242 - PDRMA Total:					115,084.53
Vendor: 10090 - Pride Dojo Inc.					
Pride Dojo Inc.	07/14/2020	12503	25-25-725-5300	Virtual Programming-June 2020	672.68
Vendor 10090 - Pride Dojo Inc. Total:					672.68
Vendor: 10788 - QuickScores LLC					
QuickScores LLC	07/14/2020	12504	25-25-951-5300	E-sport Tournament Event	10.00
Vendor 10788 - QuickScores LLC Total:					10.00
Vendor: 10259 - Quill Corporation					
Quill Corporation	06/23/2020	12420	10-11-000-5420	General Admin Supplies	4.90
Quill Corporation	06/23/2020	12420	25-00-000-5401	Takiff Office Supplies	11.79
Quill Corporation	06/23/2020	12420	25-25-401-5400	ELC Supplies	27.49
Quill Corporation	06/23/2020	12420	25-25-402-5400	ELC Supplies	27.50
Quill Corporation	06/23/2020	12420	25-25-403-5400	ELC Supplies	27.50
Quill Corporation	06/23/2020	12420	25-26-000-5401	Day Care Office Supplies	27.48
Quill Corporation	06/30/2020	12444	25-00-000-5401	Takiff Office Supplies	127.49

Voucher List of Bills

Payment Dates: 06/11/2020 - 07/14/2020

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Quill Corporation	07/07/2020	12473	25-25-401-5400	ELC Supplies	8.75
Quill Corporation	07/07/2020	12473	25-25-402-5400	ELC Supplies	8.75
Quill Corporation	07/07/2020	12473	25-25-403-5400	ELC Supplies	8.75
Quill Corporation	07/07/2020	12473	25-26-000-5401	Day Care Office Supplies	8.74
Quill Corporation	07/14/2020	12505	25-00-000-5401	Office Supplies	332.95
Quill Corporation	07/14/2020	12505	25-25-401-5400	Office Supplies	18.74
Quill Corporation	07/14/2020	12505	25-25-402-5400	Office Supplies	18.74
Quill Corporation	07/14/2020	12505	25-25-403-5400	Office Supplies	18.74
Quill Corporation	07/14/2020	12505	25-26-000-5401	Office Supplies	18.74
Vendor 10259 - Quill Corporation Total:					697.05
Vendor: 10264 - Reese Recreation Products					
Reese Recreation Products	06/16/2020	12403	10-14-000-5990	Bottle Filler - Beach	2,891.53
Reese Recreation Products	06/16/2020	12403	70-56-000-5570	Bottle Filler - Beach	1,173.47
Vendor 10264 - Reese Recreation Products Total:					4,065.00
Vendor: 11232 - Rek Room Inc.					
Rek Room Inc.	06/30/2020	12445	25-25-753-5300	Contractual - May Virtual Speed...	246.40
Vendor 11232 - Rek Room Inc. Total:					246.40
Vendor: 10767 - Rite Portable Restrooms					
Rite Portable Restrooms	06/23/2020	12421	10-12-000-5353	Portable Toilet Svcs - Parks	1,035.00
Vendor 10767 - Rite Portable Restrooms Total:					1,035.00
Vendor: 10269 - RMC Inc.					
RMC Inc.	07/07/2020	12474	10-13-000-5357	Watts Refrig Mo Maint - July	281.00
Vendor 10269 - RMC Inc. Total:					281.00
Vendor: 11320 - Roundy's Inc.					
Roundy's Inc.	06/23/2020	12422	25-26-000-5409	Day Care Food	171.71
Roundy's Inc.	06/23/2020	12422	25-26-000-5460	Day Care Food Prep Supplies	45.63
Vendor 11320 - Roundy's Inc. Total:					217.34
Vendor: 10654 - Sandra K Culver					
Sandra K Culver	07/14/2020	12506	25-25-728-5300	Contractual - Fitness Classes	1,065.00
Sandra K Culver	07/14/2020	12506	25-25-785-5300	Contractual - Fitness Classes	251.39
Sandra K Culver	07/14/2020	12506	25-25-787-5300	Contractual - Fitness Classes	708.75
Vendor 10654 - Sandra K Culver Total:					2,025.14
Vendor: 10787 - School Health Corp					
School Health Corp	07/14/2020	12507	10-14-000-5430	First Aid Gloves-Beach	121.19
School Health Corp	07/14/2020	12507	10-15-000-5430	First Aid Gloves-Boathouse	121.20
School Health Corp	07/14/2020	12507	25-00-000-5430	First Aid Gloves-Takiff	121.20
Vendor 10787 - School Health Corp Total:					363.59
Vendor: 11160 - Shaun Christopher Whitley					
Shaun Christopher Whitley	07/07/2020	12475	25-25-415-5300	Contractual - Virtual Music Enri...	375.00
Vendor 11160 - Shaun Christopher Whitley Total:					375.00
Vendor: 10279 - Sherwin-Williams Company					
Sherwin-Williams Company	07/08/2020	12482	10-14-000-5483	Paint - Beach	771.00
Sherwin-Williams Company	07/08/2020	12482	10-15-000-5483	Paint - Boathouse	500.00
Vendor 10279 - Sherwin-Williams Company Total:					1,271.00
Vendor: 11472 - Silvia Strazzarino					
Silvia Strazzarino	07/14/2020	12508	25-25-785-5300	Contractual Fitness-June 2020	49.50
Silvia Strazzarino	07/14/2020	12508	25-25-787-5300	Contractual Fitness-June 2020	540.00
Vendor 11472 - Silvia Strazzarino Total:					589.50
Vendor: 10716 - SiteOne Landscape Supply					
SiteOne Landscape Supply	07/14/2020	12509	10-12-000-5496	Sprayer Supplies-Parks	51.60
Vendor 10716 - SiteOne Landscape Supply Total:					51.60
Vendor: 11436 - SportsEngine Inc.					
SportsEngine Inc.	07/07/2020	12476	45-00-000-5335	Background Checks - June	814.00
Vendor 11436 - SportsEngine Inc. Total:					814.00
Vendor: 10108 - State Disbursement Unit					
State Disbursement Unit	06/19/2020	12389	10-00-000-2190	M Barrios,FIPS#1703100/2013...	195.90

Voucher List of Bills

Payment Dates: 06/11/2020 - 07/14/2020

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
State Disbursement Unit	07/02/2020	12429	10-00-000-2190	M Barrios,FIPS#1703100/2013...	195.90
Vendor 10108 - State Disbursement Unit Total:					391.80
Vendor: 11574 - Stephanie Hirsh					
Stephanie Hirsh	06/30/2020	12446	25-25-813-4200	Koala Camp Refund	156.20
Vendor 11574 - Stephanie Hirsh Total:					156.20
Vendor: 10753 - Sunbelt Rentals					
Sunbelt Rentals	06/23/2020	12423	10-12-000-5480	Gasoline/Lubricants - Parks	8.25
Vendor 10753 - Sunbelt Rentals Total:					8.25
Vendor: 11414 - Sysco Chicago, Inc.					
Sysco Chicago, Inc.	06/16/2020	12404	25-26-000-5409	Day Care Food Supplies	1,054.60
Sysco Chicago, Inc.	06/30/2020	12447	25-26-000-5409	Day Care Food Supplies	350.29
Sysco Chicago, Inc.	07/07/2020	12477	25-26-000-5409	Day Care Food Supplies	682.39
Vendor 11414 - Sysco Chicago, Inc. Total:					2,087.28
Vendor: 11504 - The Art Supply Junkie, LLC					
The Art Supply Junkie, LLC	07/08/2020	12483	25-25-614-5300	Contractual - Virtual Crafting Cl...	1,650.00
Vendor 11504 - The Art Supply Junkie, LLC Total:					1,650.00
Vendor: 11506 - The Home Depot Pro					
The Home Depot Pro	07/14/2020	12510	65-00-020-5516	Sanitizer Sprayer and Solution	4,507.92
Vendor 11506 - The Home Depot Pro Total:					4,507.92
Vendor: 11495 - Tracy Shields-O'Reilly					
Tracy Shields-O'Reilly	06/23/2020	12425	25-00-000-5321	Marketing Svcs - (6/5/20 - 6/18...	2,625.00
Tracy Shields-O'Reilly	07/08/2020	12484	25-00-000-5321	Marketing Consulting Services	2,800.00
Vendor 11495 - Tracy Shields-O'Reilly Total:					5,425.00
Vendor: 11575 - Tree Holdings LLC					
Tree Holdings LLC	07/14/2020	12511	25-25-650-5300	Virtual Coding Program - May	110.00
Vendor 11575 - Tree Holdings LLC Total:					110.00
Vendor: 10307 - Vanguard Energy Service, LLC					
Vanguard Energy Service, LLC	06/23/2020	12426	10-13-000-5220	Bulk Gas/Heat - Watts	50.74
Vanguard Energy Service, LLC	06/23/2020	12426	25-00-000-5220	Bulk Gas/Heat - Takiff	2,068.03
Vendor 10307 - Vanguard Energy Service, LLC Total:					2,118.77
Vendor: 10099 - Vantagepoint Trf Agents-457					
Vantagepoint Trf Agents-457	06/19/2020	12390	10-00-000-2140	ICMA - A/C#301403	1,175.00
Vantagepoint Trf Agents-457	07/02/2020	12430	10-00-000-2140	ICMA - A/C#301403	1,175.00
Vendor 10099 - Vantagepoint Trf Agents-457 Total:					2,350.00
Vendor: 10309 - Verizon Wireless					
Verizon Wireless	06/30/2020	12448	25-00-000-5210	Cell Phone Svc	767.46
Vendor 10309 - Verizon Wireless Total:					767.46
Vendor: 10457 - Village of Glencoe					
Village of Glencoe	07/14/2020	12512	10-12-000-5480	Gasoline-May	1,038.27
Vendor 10457 - Village of Glencoe Total:					1,038.27
Vendor: 10314 - Walmart Community					
Walmart Community	06/30/2020	12449	25-00-000-5420	General Rec Supplies	59.88
Walmart Community	06/30/2020	12449	25-25-860-5400	Camp Supplies	187.61
Walmart Community	06/30/2020	12449	25-26-000-5403	Day Care Pgm Supplies	62.79
Vendor 10314 - Walmart Community Total:					310.28
Vendor: 10882 - Welcome Wagon					
Welcome Wagon	07/14/2020	12513	25-00-000-5360	Marketing	161.42
Vendor 10882 - Welcome Wagon Total:					161.42
Vendor: 10102 - Wisconsin Dept of Revenue					
Wisconsin Dept of Revenue	06/30/2020	DFT0001047	10-00-000-2111	WI Mo Withholding	255.84
Vendor 10102 - Wisconsin Dept of Revenue Total:					255.84
Vendor Set AP Vendors Total:					680,258.45

Voucher List of Bills

Payment Dates: 06/11/2020 - 07/14/2020

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Vendor Set: Employees - Employees					
Vendor: 4577 - Brad Janis					
Brad Janis	07/07/2020	12456	10-12-000-5421	Reimbursement - Work Boots	110.50
Vendor 4577 - Brad Janis Total:					110.50
Vendor: 5667 - Carol Mensinger					
Carol Mensinger	06/23/2020	12411	10-11-000-5342	20 Yr Service Recognition!	200.00
Vendor 5667 - Carol Mensinger Total:					200.00
Vendor: 5578 - Tom McDonald					
Tom McDonald	06/23/2020	12424	10-12-000-5421	Reimbursement - Work Boots	115.00
Vendor 5578 - Tom McDonald Total:					115.00
Vendor Set Employees Total:					425.50

Voucher List of Bills

Payment Dates: 06/11/2020 - 07/14/2020

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Vendor Set: Refunds - Refunds					
Vendor: 000006665-324 - Alex Groden					
Alex Groden	06/11/2020	12376	25-00-000-2580	Actv 905101-01 Class Refund	840.00
Vendor 000006665-324 - Alex Groden Total:					840.00
Vendor: 000005217-330 - Amanda Schallman					
Amanda Schallman	06/11/2020	12377	25-00-000-2580	Actv 905101-03 Class Refund	1,680.00
Vendor 000005217-330 - Amanda Schallman Total:					1,680.00
Vendor: 000003387-325 - Daniella Essig					
Daniella Essig	06/11/2020	12378	25-00-000-2580	Actv 905101-03 Class Refund	1,680.00
Vendor 000003387-325 - Daniella Essig Total:					1,680.00
Vendor: 000006207-331 - Jeffery Ackerman					
Jeffery Ackerman	06/11/2020	12379	25-00-000-2580	Actv 905101-01 Class Refund	840.00
Vendor 000006207-331 - Jeffery Ackerman Total:					840.00
Vendor: 000003903-322 - Julie Hockenber					
Julie Hockenber	06/11/2020	12381	25-00-000-2580	Actv 905101-01 Class Refund	840.00
Vendor 000003903-322 - Julie Hockenber Total:					840.00
Vendor: 000003903-323 - Julie Hockenber					
Julie Hockenber	06/11/2020	12380	25-00-000-2580	Actv 905101-02 Class Refund	840.00
Vendor 000003903-323 - Julie Hockenber Total:					840.00
Vendor: 000002244-333 - Laura Levin					
Laura Levin	06/11/2020	12382	25-00-000-2580	Actv 905101-03 Class Refund	1,680.00
Vendor 000002244-333 - Laura Levin Total:					1,680.00
Vendor: 000005070-326 - Melanie Nadell					
Melanie Nadell	06/11/2020	12386	25-00-000-2580	Actv 905101-03 Class Refund	1,680.00
Vendor 000005070-326 - Melanie Nadell Total:					1,680.00
Vendor: 000005070-327 - Melanie Nadell					
Melanie Nadell	06/11/2020	12385	25-00-000-2580	Actv 905101-02 Class Refund	840.00
Vendor 000005070-327 - Melanie Nadell Total:					840.00
Vendor: 000005070-328 - Melanie Nadell					
Melanie Nadell	06/11/2020	12383	25-00-000-2580	Actv 905102-02 Class Refund	100.00
Vendor 000005070-328 - Melanie Nadell Total:					100.00
Vendor: 000005070-329 - Melanie Nadell					
Melanie Nadell	06/11/2020	12384	25-00-000-2580	Actv 905102-04 Class Refund	100.00
Vendor 000005070-329 - Melanie Nadell Total:					100.00
Vendor: 000005402-315 - Pansy Suzuki					
Pansy Suzuki	07/07/2020	12471	25-00-000-2580	Credit Bal Refund - Reissue Lost...	2,257.50
Vendor 000005402-315 - Pansy Suzuki Total:					2,257.50
Vendor: 000005066-332 - Teddy Felker					
Teddy Felker	06/11/2020	12387	25-00-000-2580	Actv 905101-03 Class Refund	1,680.00
Vendor 000005066-332 - Teddy Felker Total:					1,680.00
Vendor Set Refunds Total:					15,057.50
Grand Total:					695,741.45

Report Summary

Fund Summary

Fund	Payment Amount
10 - CORPORATE FUND	211,015.09
25 - RECREATION FUND	222,079.70
40 - BOND & INTEREST FUND	197.92
45 - LIABILITY INSURANCE FUND	52,364.74
50 - WORKERS COMP FUND	22,777.98
55 - AUDIT FUND	2,000.00
65 - CAPITAL PROJECTS FUND	162,955.81
69 - MASTER PLAN CAPITAL PROJECTS	21,176.74
70 - SPECIAL TRUST/DONATION FUND	1,173.47
Grand Total:	695,741.45

Account Summary

Account Number	Account Name	Payment Amount
10-00-000-2100	FEDERAL WITHHOLDING	19,480.42
10-00-000-2110	IL STATE WITHHOLDING	10,328.92
10-00-000-2111	WI STATE WITHHOLDING	255.84
10-00-000-2120	SOCIAL SECURITY WITHO...	29,236.68
10-00-000-2130	MEDICARE WITHHOLDING	6,837.70
10-00-000-2140	ICMA DEF COMP WITHOL...	2,350.00
10-00-000-2150	IMRF WITHHOLDING	36,455.37
10-00-000-2155	IMRF VAC WITHHOLDING	4,956.00
10-00-000-2160	SUPPL IMRF LIFE WITHOL...	80.00
10-00-000-2170	AFLAC WITHHOLDING	261.76
10-00-000-2175	FSA PLAN WITHHOLDING	1,418.54
10-00-000-2180	CREDIT UNION WITHOLDI...	1,115.00
10-00-000-2190	GARNISHMENT WITHOLD...	597.98
10-11-000-5310	LEGAL SERVICES	3,655.00
10-11-000-5311	LEGAL NOTICES	93.74
10-11-000-5342	OFFICIALS/MEETING EXP...	285.29
10-11-000-5355	MAINTENANCE SERVICE ...	6,515.24
10-11-000-5370	RENTAL - EQUIPMENT	152.85
10-11-000-5402	BOOKS/PUBLICATNS/SUB...	27.72
10-11-000-5420	SUPPLIES - GENERAL	4.90
10-11-000-5600	HEALTH INSURANCE PRE...	34,397.25
10-11-000-5990	CONTINGENCY	1,160.00
10-12-000-5210	TELEPHONE/INTERNET	61.34
10-12-000-5220	FUEL/HEAT	248.90
10-12-000-5230	ELECTRICITY	84.48
10-12-000-5340	CONFERENCES AND TRAIN..	6.00
10-12-000-5348	SHARED SVCS-CONT MOW..	2,092.92
10-12-000-5349	CONTRACTL-HORT/LAND...	18,149.08
10-12-000-5350	MAINTENANCE SERVICES	2,926.00
10-12-000-5353	DISPOSAL/PORTOLET SER...	1,035.00
10-12-000-5355	MAINTENANCE SERVICE ...	298.00
10-12-000-5421	SUPPLIES - UNIFORMS	225.50
10-12-000-5450	SUPPLIES - EQUIPMENT P...	1,259.37
10-12-000-5480	GASOLINE/LUBRICANTS	1,046.52
10-12-000-5481	SUPPLIES-CONSTRUCTION	1,408.70
10-12-000-5483	SUPPLIES-PAINT	40.11
10-12-000-5490	SUPPLIES-PLANTINGS/FL...	450.00
10-12-000-5491	SUPPLIES-GREENHOUSE/...	610.00
10-12-000-5493	SUPPLIES-FERTILIZER/CH...	255.91
10-12-000-5496	SUPPLIES-ATHLETIC MAINT	6,105.14
10-12-000-5497	SUPPLIES-PLAYGRD/SURF...	72.96
10-12-000-5582	EQUIPMENT - MAINTENA...	179.81
10-12-000-5585	PAVEMENT & SITE DEVEL...	1,290.00
10-12-000-5990	CONTINGENCY	-17.99

Account Summary

Account Number	Account Name	Payment Amount
10-13-000-5210	TELEPHONE/INTERNET/C...	186.80
10-13-000-5220	FUEL/HEAT	203.27
10-13-000-5230	ELECTRICITY	468.12
10-13-000-5355	MAINTENANCE SERVICE ...	2,179.00
10-13-000-5357	MAINT SERVICE-REFRIGE...	281.00
10-13-000-5990	CONTINGENCY	338.00
10-14-000-5210	TELEPHONE/INTERNET	172.29
10-14-000-5220	FUEL/HEAT	40.36
10-14-000-5301	POSTAGE	1,035.00
10-14-000-5350	MAINTENANCE SERVICES	339.00
10-14-000-5401	OFFICE SUPPLIES	48.99
10-14-000-5412	CUSTODIAL/CLEANING SU...	85.47
10-14-000-5420	SUPPLIES - GENERAL	911.00
10-14-000-5430	SUPPLIES - FIRST AID	174.45
10-14-000-5450	SUPPLIES - EQUIPMENT P...	328.00
10-14-000-5481	SUPPLIES-CONSTRUCTION	349.61
10-14-000-5482	SUPPLIES-HARDWARE	55.71
10-14-000-5483	SUPPLIES-PAINT	780.58
10-14-000-5486	SUPPLIES-PLUMBING	38.16
10-14-000-5990	CONTINGENCY	3,894.53
10-15-000-5230	ELECTRICITY	375.29
10-15-000-5420	SUPPLIES - GENERAL	264.23
10-15-000-5430	SUPPLIES - FIRST AID	121.20
10-15-000-5481	SUPPLIES-CONSTRUCTION	329.60
10-15-000-5482	SUPPLIES-HARDWARE	21.48
10-15-000-5483	SUPPLIES-PAINT	500.00
25-00-000-1300	PREPAID EXPENSES	10,000.00
25-00-000-2580	BALANCE ON ACCOUNT-R...	15,057.50
25-00-000-5210	TELEPHONE/INTERNET	4,928.03
25-00-000-5220	FUEL/HEAT	3,012.11
25-00-000-5230	ELECTRICITY	12,130.11
25-00-000-5301	POSTAGE	1,052.40
25-00-000-5321	CONSULTING SERVICES	7,379.61
25-00-000-5351	REPAIRS - EQUIPMENT	2,800.00
25-00-000-5355	MAINTENANCE SERVICE ...	7,978.57
25-00-000-5360	PRINTING/MARKETING/A...	2,656.41
25-00-000-5362	PHOTOGRAPHY	127.00
25-00-000-5363	DESIGN SERVICES/PUBLIC...	495.00
25-00-000-5401	OFFICE SUPPLIES	1,009.11
25-00-000-5412	CUSTODIAL/CLEANING SU...	2,471.86
25-00-000-5420	SUPPLIES - GENERAL	627.57
25-00-000-5430	SUPPLIES - FIRST AID	121.20
25-00-000-5580	EQUIPMENT - GENERAL	501.84
25-00-000-5740	COMMUNITY GRP CONTR...	5,250.00
25-00-000-5990	CONTINGENCY	3,819.00
25-25-220-5300	CONTRACTL-DEK HOCKEY	1,942.50
25-25-401-5400	SUPPLIES-ELC 3YR	54.98
25-25-402-5400	SUPPLIES-ELC 4YR	54.99
25-25-403-5400	SUPPLIES-ELC 2YR	54.99
25-25-415-5300	CONTRACTL-MUSIC,IMAG...	375.00
25-25-471-5300	CONTRACTL-GJK PLAYTIM...	5,654.06
25-25-472-5300	CONTRACTL-GJK 2'S	20,334.37
25-25-473-5300	CONTRACTL- GJK 3'S	40,012.50
25-25-474-5300	CONTRACTL-GJK 4'S	44,799.97
25-25-601-5300	CONTRACTL-KIDS CLUB PM	150.00
25-25-614-5300	CONTRACTL-YOUTH CRAF...	1,650.00
25-25-615-5400	SUPPLIES-YOUTH CERAMI...	144.45
25-25-629-5300	CONTRACTL-CHESS SCHO...	470.00

Account Summary

Account Number	Account Name	Payment Amount
25-25-650-5300	CONTRACTL-TECH/CODIN...	110.00
25-25-722-5400	SUPPLIES-YOUTH BASEBA...	619.52
25-25-725-5300	CONTRACTL-KARATE CLAS...	672.68
25-25-728-5300	CONTRACTL-ROWING	1,065.00
25-25-747-5300	CONTRACTL-HOTSHOT SP...	75.60
25-25-752-5300	CONTRACTL-GAME ONIS...	2,716.00
25-25-753-5300	CONTRACTL-REDLINE ATH...	246.40
25-25-785-5300	CONTRACTL-FITNESS PUN...	300.89
25-25-785-5400	SUPPLIES-FITNESS PUNCH...	55.34
25-25-787-5300	CONTRACTL-GENERAL FIT...	1,316.25
25-25-801-5300	CONTRACTL-SUN FUN C...	-700.00
25-25-810-5300	CONTRACTL-CAMP ADVE...	-500.00
25-25-813-4200	REV-KOALA BEAR CAMP	156.20
25-25-835-5400	SUPPLIES-AQUATIC CAMP	326.52
25-25-836-5400	SUPPLIES-SAILING CAMP	326.51
25-25-860-5400	SUPPLIES-YOUTH SUMME...	187.61
25-25-910-5400	SUPPLIES-4TH OF JULY	17.90
25-25-951-5300	CONTRACTL-SPRING SPEC...	10.00
25-25-951-5400	SUPPLIES-SPRING SPEC E...	128.50
25-25-952-5400	SUPPLIES-SUMMER SPEC ...	261.55
25-26-000-5335	WELLNESS/PRE-PLACEMT ...	98.00
25-26-000-5360	PRINTING/MARKETING/A...	75.00
25-26-000-5401	OFFICE SUPPLIES	54.96
25-26-000-5403	DAYCARE PROGRAM SUP...	717.97
25-26-000-5404	COMPUTER PGMS/APPS	175.00
25-26-000-5409	SUPPLIES-INTERNAL FOOD..	2,541.94
25-26-000-5430	SUPPLIES - FIRST AID	125.55
25-26-000-5460	SUPPLIES-FOOD EQUIPMT	1,427.84
25-26-000-5600	HEALTH INSURANCE PRE...	12,335.56
25-27-000-5420	SUPPLIES-GENERAL	20.28
40-00-000-5331	PAYING AGENT/REGISTRA...	197.92
45-00-000-5335	WELLNESS/PRE-PLACEMT ...	814.00
45-00-000-5587	SAFETY/SECURITY EQUIP	2,574.00
45-00-000-5650	PROPERTY INSURANCE	27,042.66
45-00-000-5651	GENERAL LIABILITY INSUR...	14,108.10
45-00-000-5652	EMPLOYMT PRACTICES IN...	4,513.98
45-00-000-5653	UNEMPLOYMENT	3,312.00
50-00-000-5655	WORKER COMP INSURAN...	22,777.98
55-00-000-5330	AUDIT FEES	2,000.00
65-00-020-5508	REPLACE RTU 1 & 2-TAKIFF	143,206.89
65-00-020-5513	REPLACE BEACH CART	9,981.00
65-00-020-5516	SANITIZING EQUIPMENT	4,507.92
65-00-020-5517	PLEXIGLASS PROTECTION	5,260.00
69-00-000-5553	CONNECT GLENCOE TRAIL...	12,510.69
69-00-000-5556	PLAYGRD-FRIENDS Ph 2-R...	1,989.00
69-00-000-5570	DUKE PLAY AREA PROJ-De...	6,677.05
70-56-000-5570	CAPITAL-SAFRAN PROJECT	1,173.47
	Grand Total:	695,741.45

Project Account Summary

Project Account Key	Payment Amount
None	695,741.45
Grand Total:	695,741.45

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. Financial Report

Glencoe Park District
July 2020 Board Meeting



G/L MONTHLY Pooled Cash Report

Glencoe Park District
For the Period Ending 6/30/2020

ACCOUNT #	ACCOUNT NAME	BEGINNING BALANCE	CURRENT ACTIVITY	CURRENT BALANCE	
CLAIM ON CASH					
10-00-000-1000	CASH/INVESTMENTS	3,580,560.32	(752,556.65)	2,828,003.67	
25-00-000-1000	CASH/INVESTMENTS	5,128,427.48	(1,474,244.36)	3,654,183.12	
30-00-000-1000	CASH/INVESTMENTS	290,646.46	(63,791.82)	226,854.64	
35-00-000-1000	CASH/INVESTMENTS	310,899.10	(27,535.22)	283,363.88	
36-00-000-1000	CASH/INVESTMENTS	149,883.68	(19,710.95)	130,172.73	
40-00-000-1000	CASH/INVESTMENTS	898,551.81	36,880.97	935,432.78	
45-00-000-1000	CASH/INVESTMENTS	267,446.48	(9,320.73)	258,125.75	
50-00-000-1000	CASH/INVESTMENTS	69,198.77	22.32	69,221.09	
55-00-000-1000	CASH/INVESTMENTS	3,312.60	(2,324.00)	988.60	
65-00-000-1000	CASH/INVESTMENTS	471,774.85	(152,105.70)	319,669.15	
67-00-000-1000	CASH/INVESTMENTS	0.00	0.00	0.00	
69-00-000-1000	CASH/INVESTMENTS	1,371,715.36	1,501,404.48	2,873,119.84	
70-00-000-1000	CASH/INVESTMENTS	1,173.47	(1,173.47)	0.00	
75-00-000-1000	CASH/INVESTMENTS	0.00	0.00	0.00	
80-00-000-1000	CASH/INVESTMENTS	0.00	0.00	0.00	
90-00-000-1000	CASH/INVESTMENTS	0.00	0.00	0.00	
TOTAL CLAIM ON CASH		12,543,590.38	(964,455.13)	11,579,135.25	
CASH IN BANK					
99-00-000-1011	Operating Corporate Account	334,468.12	1,113.12	335,581.24	
99-00-000-1012	Operating PR Account	4,913.95	2.52	4,916.47	
99-00-000-1013	IL Funds	3,524,971.15	1,306.31	3,526,277.46	
99-00-000-1014	IPDLAF CD's	2,211,000.00	(238,000.00)	1,973,000.00	
99-00-000-1015	IPDLAF MM	3,471,132.55	(729,010.14)	2,742,122.41	
99-00-000-1016	PMA CD's	2,460,300.00	248,100.00	2,708,400.00	
99-00-000-1017	PMA MM	536,804.61	(247,966.94)	288,837.67	
TOTAL CASH IN BANK		12,543,590.38	(964,455.13)	11,579,135.25	
DUE TO OTHER FUNDS					
99-00-000-2400	Due To Other Funds	12,543,590.38	(964,455.13)	11,579,135.25	
TOTAL DUE TO OTHER FUNDS		12,543,590.38	(964,455.13)	11,579,135.25	
Claim on Cash	11,579,135.25	Claim on Cash	11,579,135.25	Cash in Bank	11,579,135.25
Cash in Bank	11,579,135.25	Due To Other Funds	11,579,135.25	Due To Other Funds	11,579,135.25
Difference	0.00	Difference	0.00	Difference	0.00

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

Corporate and Other Funds:

	<u>May 2020</u>	<u>June 2020</u>
Harris Bank Corporate Account - 0.100%	410,006.36	667,086.12
Illinois Park District Liquid Asset Fund (IPDLAF) - 0.20%	3,471,132.55	2,742,122.41
The Illinois Fund (Public Treasurers' Investment Pool) -0.451%	3,524,971.15	3,526,277.46
Harris Payroll Account - 0.100%	7,128.41	7,173.34
PMA Financial Account - 0.43%	536,804.61	288,837.67
Reconciling Items(Dep in Transit, O/S Checks, etc.)	(77,752.70)	(333,761.75)
IPDLAF Certificates of Deposit:		
2 CDs at \$243,000 each maturing June 11, 2020 (2.415% net)	486,000.00	0.00
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)	247,000.00	247,000.00
1 CDs at \$248,000 maturing June 11, 2021 (0.40% net)	0.00	248,000.00
PMA Certificates of Deposit:		
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
1 CDs at \$248,100 maturing June 11, 2021 (0.75% net)	0.00	248,100.00
Grand Total	\$12,543,590.38	\$11,579,135.25

Glencoe Park District
 Monthly Financial Analysis
 June 2020

	<u>As of</u> <u>6/30/2018</u>	<u>As of</u> <u>6/30/2019</u>	<u>As of</u> <u>6/30/2020</u>
<u>Recreation Department - Programs</u>			
Revenues	1,988,644	2,113,714	1,042,392
Wages	(156,557)	(154,336)	(119,058)
Contractual	(633,789)	(782,553)	(504,236)
Supplies	(35,375)	(54,448)	(26,099)
Net Surplus	1,162,923	1,122,377	392,999
<u>Day Care Department</u>			
Revenue	372,809	480,044	262,535
Expense	(281,986)	(395,275)	(378,394)
Net Surplus/(Deficit)	90,823	84,769	(115,859)
<u>Fitness Department</u>			
Revenue	15,508	10,777	5,395
Expense	(13,746)	(16,000)	(10,638)
Net Surplus/(Deficit)	1,762	(5,223)	(5,243)
<u>Beach Department</u>			
Revenue	138,344	99,821	209,128
Expense	(85,184)	(82,596)	(89,489)
Net Surplus/(Deficit)	53,160	17,225	119,639
<u>Boating Department</u>			
Revenue	80,981	79,194	87,002
Expense	(64,875)	(55,441)	(47,307)
Net Surplus/(Deficit)	16,106	23,753	39,695
Beach/Boating Dept Total	69,266	40,978	159,334
<u>Watts Department</u>			
Revenue	881	10,501	5,243
Expenses	(47,960)	(79,959)	(57,002)
Net Surplus/(Deficit)	(47,079)	(69,458)	(51,759)
<u>G & A (Administration)</u>			
Revenue (excl G&A Tfr)	10,805	10,768	10,735
Expense	(386,340)	(401,674)	(391,535)
Net Surplus/(Deficit)	(375,535)	(390,906)	(380,800)
<u>Parks Department</u>			
Revenue	4,039	25	1,470
Expense	(327,678)	(393,995)	(280,125)
Net Surplus/(Deficit)	(323,639)	(393,970)	(278,655)
<u>Rec-Admin/Takiff Department</u>			
Revenues	630,531	650,736	614,428
Expenses	(1,070,994)	(1,323,325)	(1,442,438)
Net Surplus/(Deficit)	(440,463)	(672,589)	(828,010)

VI. Approval of Resolution No. 915: Carol Mensinger 20 Years of Service

Glencoe Park District
July 2020 Board Meeting

**GLENCOE PARK DISTRICT
CAROL MENSINGER 20 YEAR SERVICE RESOLUTION NO. 915**

WHEREAS, Carol Mensinger was employed by the Glencoe Park District as the Director of Finance and Human Resources on July 17, 2000;

WHEREAS, Carol also served previously from August 1991 to November 1992;

WHEREAS, in realization of her consistent commitment of time, energy, passion, and expertise to the betterment of services and facilities of the District;

WHEREAS, her service, dedication, compassion, and leadership abilities have been an asset to the Glencoe Park District through a period of rapid growth of facility and park renovation, technological advancement, pandemic, and recession;

WHEREAS, Carol was instrumental in passing a referendum and securing funding to build the Takiff Community Center;

WHEREAS, her financial expertise played a vital role in the Glencoe Park District achieving and maintaining an Aa1 rating;

WHEREAS, Carol was an integral part of the Park District team when we were awarded the 2019 NRPA National Gold Medal for Excellence and we were a finalist for the Gold Medal in 2017 and 2018;

WHEREAS, Carol's contribution to sound policies and practices helped the Glencoe Park District become an IPRA/IAPD Distinguished Accredited Agency for the first time in its 100+ history;

WHEREAS, due to Carol's careful fiscal stewardship, we were able to weather the COVID-19 pandemic and keep staff employed during the Governor of the State of Illinois' Safe at Home Order;

WHEREAS, Carol has served the Glencoe Park District in a loyal and faithful manner for 20 years and the residents of Glencoe have benefited from her dedication and professionalism;

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

ADOPTED this 21st day of July 2020 pursuant to a roll call vote as follows:

AYES:

NAYS:

ABSENT:

Lisa M. Brooks, President
Board of Park Commissioners

ATTEST:

Lisa M. Sheppard, Secretary
Board of Park Commissioners

[SEAL]

STATE OF ILLINOIS)
) SS
COUNTY OF COOK)

SECRETARY'S CERTIFICATE

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

I HEREBY CERTIFY that the foregoing instrument is a true and correct copy of Resolution No. 915:

CAROL MENSINGER 20 YEAR SERVICE RESOLUTION NO. 915

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 21st day of July 2020.

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

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

Lisa M. Sheppard, Secretary
Board of Park Commissioners

[SEAL]

VII. Discussion on 3-Year Fund 69 Capital Projects Plan

Glencoe Park District
July 2020 Board Meeting

CAPITAL PROJECTS SITE ASSESSMENT | JULY 21, 2020

Table of Contents

	- Introduction Memo - 5-Year Condition Assessment
1	Site Assessment: Playgrounds
2	Site Assessment: Athletic Field & Site Amenities
3	Site Assessment: Courts
4	Site Assessment: Watts
5	Site Assessment: Takiff
6	Site Assessment: Maintenance
7	Site Assessment: Lakefront Beach
8	Site Assessment: Surface Water Management

Introduction

Page 1: Introduction Memo

Page 2-3: 5-Year Condition Assessment

Page 4-5: IDNR Grant - Useful Life Criteria

MEMORANDUM

TO: Board of Park Commissioners
FROM: Chris Leiner, Director of Parks & Maintenance and Lisa Sheppard,
Executive Director
SUBJECT: Site Evaluations
DATE: July 13, 2020

Staff has compiled all available relevant data on each site identified in the proposed 3-Year Fund 69 Capital Master Plan previously presented at the June Committee of the Whole meeting. Each tab highlights an area from the 3-year planning list.

The goal of this planning exercise is to provide the Board with as much information as possible to aid in the prioritization of available funds.

Costs are estimates based on previous engineering assessments, current market conditions, and in some cases, place holder numbers.

5 Year Condition Assessment

Budget Year 2021-22 (Updated 6/23/2020)

- 5 New Amenity
- 4 Remaining useful life expected to be greater than 6 years
- 3 Amenity is in generally good serviceable condition. May need repairs or renovations to improve functionality/operational efficiency. Amenity may be duplicated within the District's infrastructure
- 2 Amenity is near the end of its useful life, managing the element is inefficient and costly. The functionality may be impacted by changing site conditions. Amenity is duplicated within the District's infrastructure
- 1 Amenity is at the end of its useful life

Priority	Amenity	Install Date	Typical Useful Life	Years	Conditon Assesment	Estimated Capital Expense
	Playgrounds				Remaining Useful Life %	
● 4	Duke Park	2020		22	100%	-
● 4	Vernon	2018		22	91%	-
● 4	Woodlawn	2018		20	90%	-
● 4	Old Elm	2018		22	91%	-
● 4	Astor	2017		22	86%	-
● 4	West	2017		18	83%	-
● 4	Phil Thomas/Shelton	2016		20	80%	-
● 3	Friends*	2013		18	61%	\$325,000
● 3	Glencoe Beach/Spray Ground	2012		12	33%	-
● 2	Lakefront*	2001		10	5%<	\$225,000
● 2	Milton*	2008		10	5%<	\$225,000
Playground Total						\$775,000
Athletic Field & Site Amenities						
● 4	Berlin Mustang	2015		25	80%	-
● 4	Watts Soccer	2007		25	56%	-
● 3	Watts Bronco*	2006		25	44%	-
● 2	West Pony*	1995		25	15%	\$475,000
● 2	West K-Ball*	1995		25	15%	\$125,000
● 1	Takiff Softball Field/Soccer	1980		25	5%<	\$450,000
● 1	Takiff Field Lights	1980		30	5%<	\$400,000
Athletic Field Total						\$1,450,000
Courts - Full Replacement						
● 4	Watts Basketball	2017		30	90%	-
● 4	Central Tennis	2011		30	75%	-
● 4	Kalk Basketball	2011		30	75%	-
● 4	Watts Tennis	1999		30	75%	-
● 4	Shelton Tennis	2001		30	65%	-
● 3	West Tennis	1994		30	50%	-
● 2	Lakefront Tennis	2001		15	5%<	\$175,000
Courts Total						\$175,000
Watts						
● 4	(3) Compressors	2000		30	33%	-
● 4	Cooling Floor*	2000		30	33%	-
● 2	Watts Interior Renovation	2000		25	20%	-
● 1	Watts Dasher Boards*	2000		20	5%	\$400,000
● 1	Evap. Cond./Controls/Safety	2000		20	0%	\$200,000
● 5	Kids Club Expansion*	New		20	N/A	\$2,500,000
Watts Total						\$3,100,000
Takiff						
● 4	Takiff Shingle Roof	2016		30	87%	-
● 4	Takiff Interior Renovation	2008		25	52%	-
● 3	Takiff TPO Flat Roof	2008		20	40%	-
Takiff Total						\$0
Maintenance Center*						
● 1	Maintenance Center*	1930-1985		25	5%<	\$1,000,000 - \$4,000,000
Maintenance Center Total						\$1,200,000
Lakefront/Beach						
● 4	North Overlook	2019		40	100%	-
● 4	Halfway House	2019		40	100%	-
● 4	Pier Structure	-		40	75%	-
● 3	Sun Shelters & Boardwalk	1996		30	20%	-
● 3	Beach Stairs	1920		50	20%	-
● 2	Safran Beach House Remodel	1996		30	20%	\$250,000
● 2	Boat House Stair/Access/Retaining Wall	1996		30	5%<	\$300,000
● 1	Pier Decking*	1996		30	0%	\$400,000
● 1	Surface Water Management	2002		N/A	10%	\$265,000
● 1	Center Bluff & South Overlook	1980		40	5%<	\$302,000
● 1	Crib Wall	1960		50	5%<	\$385,000
● 5	Lakefront Park Entry/Paths	New		50	N/A	-
Lakefront/Beach Total						\$1,902,000
Misc Park						
● 5	Water Feature Duke Park	2020		20	100%	-
● 5	Walking Path	2020		30	100%	-
● 4	Liza's Gazebo	2016		30	87%	-
● 2	14n Retaining Wall*	-		30	20%	\$200,000
● 1	Veterans Memorial	1985		30	5%<	\$200,000
Misc Park Total						\$400,000
Surface Water Management						
● 1	Kalk Park Drainage*	-		35	-	25,000-\$300,000
● 1	Shelton Pathway/Drainage*	-		35	-	25,000-\$300,000
● 1	South & Green Bay Rd*	-		35	-	25,000-\$250,000
● 1	Various Vernon Greenway*	-		35	-	25,000-\$250,000
Surface Water Management Total						100,000-\$1,000,000

New Stand Alone Park Amenities						
●	5	Dog Park*	New	20	N/A	Donor
●	5	Skate Park*	New	20	N/A	-
●	5	Linear Park/Other	New	20	N/A	Donor
●	5	New Lighted Tennis Court*	New	25	N/A	\$125,000
<u>New Stand Alone Amenities Total</u>						<u>\$125,000</u>

Total Capital Expenses

\$9,002,000

***Recommended that a design plan be developed for more accurate project pricing.**

USEFUL LIFE CRITERIA

IDNR Grant Administration Division Per IPRA-Park & Natural Resource Management Section's Recommendations

<u>Facility Type</u>	<u>Expected useful life</u>	<u>Evaluation Criteria – Factor</u>
<u>Baseball/Softball Fields</u>	8-10 years	# Games/week, # Practices/week Grass infields? Maintenance Procedure/Standards Is site used for multiple uses, soccer, and football? Is space used for organized or programmed events? Spectator considerations – bleachers Concession stands
<u>Baseball/Softball Field Lighting</u>	20 years	Pole Type (wood, steel, concrete) Wiring type (aluminum, copper) HID or incandescent fixtures Existing FC vs. new standards Accepted grounding systems? Panel Capabilities/Technology Electrical Code compliance
<u>Basketball Courts</u>		
Resurface	12-15 years	Same as tennis courts
Total Renovation	20-25 years	
<u>Bike Paths</u>	Same as Parking lots	Same as Parking lots
<u>Boathouse</u>	10-15 years	Attached to Community Center Y/N Mechanical room connected? ADA compliance Y/N Local Code compliance? Preventive Maintenance record Location i.e. Lake Michigan
<u>Boat Launch Ramps</u>	15-20 years	Construction materials, gravel, concrete Location i.e. Lake Michigan Annual Usage Is facility fee generating? Region
<u>Fishing Piers & Docks</u>	15-20 years	Original construction materials plastic, wood, aluminum Location i.e. Lake Michigan Annual volume/usage Winter removal and storage? Preventive maintenance record
<u>Interpretive Center</u>	Same as Bathhouse	Same as Bathhouse
<u>Irrigation System</u>	20 years	Irrigated Y/N Usage # games per week Drainage considerations Maintenance standards/levels Is site used for organized or programmed events? To What extent? Is site used for multiple uses? Softball, BB or football

<u>Parking Lots</u>	Resurface Total Renovation	12-15 years 20-25 years	Gravel, asphalt or concrete Monthly volume and load use (i.e. delivery trucks or garbage) Spring use –heavy, moderate, light Seal coating frequency Preventive maintenance record Original construction design loads Location: flooding/water concerns Snow removal or salt use? Curbed or sheet drainage to edges
<u>Picnic Shelters</u>		25 years	Support structures: masonry, steel, wood Roof type: metal, asphalt, shingle, slate, cedar shake Construction type: post & beam, frame Historical value and consideration Preventive maintenance record Is site used for organized or programmed events? To what extent?
<u>Playgrounds</u>		15 years - metal 10 years - plastic 8 – 12 years - wood	Meet Standards? ASTM, CPSC, ADA Daily usage by intended user group Location: school, or Neighborhood Park Surfacing Material Preventive maintenance record Border construction material Location: retention area/water?
<u>Restrooms</u>		Same as pools	Same as pools
<u>Shuffleboard</u>	Resurface Total Renovation	12-15 years 20-25 years	Same as tennis courts
<u>Soccer Fields</u>		8-10 years	Usage rating A/B/C/D # games/week, # weeks/year, time of year, age of user
<u>Swimming Pools</u>	Bathhouse	25 years 25 years	Stand alone site? Heated for winter?
<u>Tennis Courts</u>	Resurface Total Renovation	12-15 years 20-25 years	Lighted Y/N (Use Baseball Criteria) Surface clay, asphalt, other Color coat/overlay/rebuild Frequency of color coating Location – high water table Fencing material/posts Preventive maintenance Location: Water table concerns Is site used for organized or programmed events? To what extent? Are courts used for making ice?
<u>Volleyball Courts</u>			Sand / Grass? Lighted Y/N Borders Bleachers/spectator area

TAB 1

Playgrounds

- Page 1: Friends Park Playground Memo
- Page 2: Friends Playground Pictures
- Page 3: Lakefront Park Playground Memo
- Page 4: Lakefront Playground Pictures
- Page 5: Milton Park Playground Memo
- Page 6: Milton Playground Pictures

MEMORANDUM

TO: Board of Park Commissioners
FROM: Chris Leiner, Director of Parks & Maintenance
SUBJECT: Friends Park Site Evaluation
DATE: July 13, 2020

Friends Park Quick Facts:

- Installed in 2013 (currently 7 years old)
- First playground to be renovated this replacement cycle. Site saw heavy use before other sites were renovated.
- Equipment is designed for ages 2-5 and 5-12.
- Site has some universally accessible play equipment. (Equipment can be accessed directly by wheelchair or mobility assistance device.)
- Site has poured in place surfacing.
- Play equipment made primarily of steel (lifespan is typically 15-25 years)

Site Facts:

- Playground has limited drainage in the chipped areas. Playground was designed entirely for poured in place, chipped areas were added due to cost overruns mid-project.
- Poured in place safety surface has degraded substantially in high traffic areas based on use and site conditions. The sand and woodchips in the play-space have increased wear.
- Poured in place is not banded by concrete where safety surface types meet, which causes heavy wear.
- Existing park lighting system does not function
- Decorative retaining walls are due for tuckpointing.

Notes:

- Staff has recommended exploring the replacement of the poured in place safety surface. This includes some refreshing of landscaping and maintenance to the lighting and retaining walls.
- Replacement poured in place is expected to last the remaining lifespan of the equipment.
- Repairs were made in 2020 to poured in place in high traffic areas.
- A placeholder budget of \$325,000 is recommended at this time.

Friends Park



MEMORANDUM

TO: Board of Park Commissioners
FROM: Chris Leiner, Director of Parks & Maintenance
SUBJECT: Lakefront Park Playground Site Evaluation
DATE: July 13, 2020

Lakefront Park Playground Quick Facts:

- Installed in 2001 (Currently 19 years old)
- Oldest playground in the District's inventory
- Equipment is designed for ages 2-5
- Play equipment made primarily of wood (lifespan of wood is typically 10-15 years).

Site Facts:

- Playground has limited drainage.
- Play area is not ADA Accessible.
- Staff has noted rot in the footings of the play structure.

Notes:

- Staff has recommended exploring replacement with a standard catalogue style playground with a budget not exceeding \$225,000.

Lakefront Park Playground



MEMORANDUM

TO: Board of Park Commissioners
FROM: Chris Leiner, Director of Parks & Maintenance
SUBJECT: Milton Park Playground Site Evaluation
DATE: July 13, 2020

MILTON PARK PLAYGROUND QUICKFACTS:

- Playground was moved from Takiff in 2008, old ELC/GJK playground and assembled from spare parts.
- Slides replaced in 2019, structural beams replaced.
- Equipment is designed for ages 2-5 and 5-12.
- Playground is approximately 2300 square feet.
- Play equipment made primarily of wood (lifespan of wood is typically 10-15 years).

SITE FACTS:

- Playground has no drainage.
- Play area is not ADA Accessible.
- Staff has noted rot in the footings of the play structure.

NOTES:

- Park pathway will likely require resurface in FY 2020/21 based on condition.

Not currently recommending for replacement based on available funds over 3-year replacement cycle. This would mean it would be taken out with no replacement.

Milton Park



TAB 2

Athletic Fields & Site Amenities

Page 1: West Pony Baseball Field Memo

Page 2: West Field Pictures

Page 3: West K-ball Baseball Field Memo

Page 4: West K-ball Pictures

Page 5: Takiff Softball/Soccer Field Memo

Page 6: Takiff Field Pictures

Page 7: Takiff Field Lights Memo

Page 8: Takiff Field Lights Pictures & GIS Map

MEMORANDUM

TO: Board of Park Commissioners
FROM: Chris Leiner, Director of Parks & Maintenance
SUBJECT: West Pony Baseball Field Site Evaluation
DATE: July 13, 2020

West Pony Field Quick Facts:

- Baseball field was installed in 1990. (30 years old)
- Backstop/Dugouts were installed in 1995. (25 years old)
- IDNR sets the useful life for baseball fields at 8-10 years.

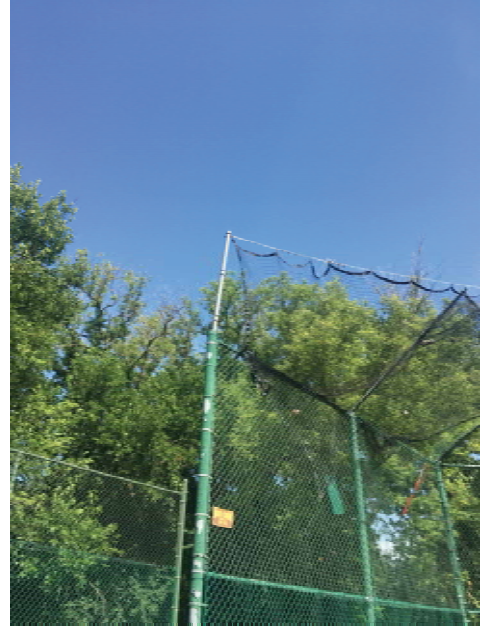
Site Facts:

- Baseball field has no drainage.
- Baseball field has no irrigation.
- No ADA accessible route of access to field
- Area behind dugouts holds water, typically not accessible in the spring.
- Backstop is in generally poor condition.
- This is the least used athletic field in the District's inventory.

Notes:

- Dugout shade structures were removed in 2016 due to condition.
- Safety related repairs were made to the backstop and dugouts in 2016 and 2020.
- Field upgrades were made in 2020 to enhance playability.
- May be worth considering whether replacement of this field with a Pony sized field is warranted.
- Not currently recommending for replacement based on available funds over the 3-year term of this planning cycle.

West Field - Pony



MEMORANDUM

TO: Board of Park Commissioners
FROM: Chris Leiner, Director of Parks & Maintenance
SUBJECT: West K-Ball Baseball Field Site Evaluation
DATE: July 13, 2020

West K-Ball Field Quick Facts:

- Baseball field was installed in 1990. (30 years old)
- Backstop/dugouts were installed in 1995. (25 years old)
- IDNR sets the useful life for baseball fields at 8-10 years.

Site Facts:

- Baseball field has no drainage.
- Baseball field has no irrigation.
- No ADA accessible route of access to field.
- Backstop is in generally poor condition.

Notes:

- Safety related repairs were made to the backstop and dugouts in 2016.
- Dugout/backstop was painted in 2016.
- Field upgrades were made in 2020 to enhance playability.
- Not currently recommending for replacement based on available funds over the 3-year term of this planning cycle.
- This field is used more than the Pony Field.

West Field - K-Ball



MEMORANDUM

TO: Board of Park Commissioners
FROM: Chris Leiner, Director of Parks & Maintenance
SUBJECT: Takiff Softball/Soccer Field Site Evaluation
DATE: July 13, 2020

Takiff Softball Field Quick Facts:

- Softball field was installed in 1980. (40 years old)
- Backstop/dugouts were installed in 1980. (40 years old)
- IDNR sets the useful life for softball fields at 8-10 years.

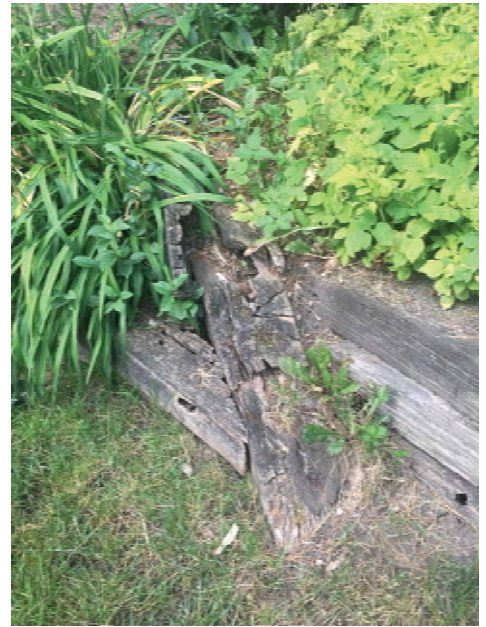
Site Facts:

- Softball/soccer field has no drainage.
- Softball/soccer field has no functioning irrigation.
- No ADA accessible seating.
- Backstop is in generally poor condition.
- Retaining walls and bleachers require upgrades.

Notes:

- Safety related repairs were made to the backstop and dugouts in 2016.
- Field upgrades were made in 2019 to enhance playability.
- No organized softball uses this field.
- Limited tuckpointing was done on the bleachers in 2017, 2018, 2019.
- Field functions as a multi-age baseball field. (Base dimensions are frequently changed.)
- Outfield is used for soccer in the fall.
- Placeholder budget of \$450,00 is recommended.

Takiff Softball Field/Soccer



MEMORANDUM

TO: Board of Park Commissioners
FROM: Chris Leiner, Director of Parks & Maintenance
SUBJECT: Takiff Softball/Soccer Field Lights Site Evaluation
DATE: July 13, 2020

Takiff Softball Field Quick Facts:

- Lights were installed in 1980. (40 years old)
- IDNR sets the useful life for field lights at 20 years.

Site Facts:

- Existing system consists of 6 poles.
- Existing poles are wood.
- Approximately 20% of lights do not function.
- Lights are used for baseball, soccer, and GPD special events.

Notes:

- With LED technology, less than 6 poles may be needed.
- Only lighted athletic field in the District's inventory
- Typically, poles costs \$50k-\$75k a piece.
- Place holder budget of \$400,000 has been recommended.

Takiff Field Lights



TAKIFF LIGHT POLES



TAB 3

Courts

Page 1: Lakefront Tennis Courts Memo

Page 2: Lakefront Court Pictures

MEMORANDUM

TO: Board of Park Commissioners
FROM: Chris Leiner, Director of Parks & Maintenance
SUBJECT: Lakefront Park Tennis Courts Site Evaluation
DATE: July 13, 2020

Lakefront Park Tennis Courts Quick Facts:

- Synthetic grass/play surface installed in 2001 (19 years old).
- Asphalt underlayment is pre-2001, date of install is unknown.
- Consists of two-doubles courts, one singles court.
- IDNR recommends a total resurface of asphalt courts every 20-25 years.

Site Facts:

- Tennis courts are built on top of the Village of Glencoe water reservoir.
 - Water reservoir system is separate from water filtration/water plant.
 - Water reservoir will outlast any sport-court style surface put down on the tennis court. Reservoir installed mid-1950's.
- Tennis court has a drainage system.
- Existing fencing is in moderate condition.

Notes:

- Options include exploring replacement with a sport court style system on top of the asphalt base. Photo included. Place holder budget of \$175k.
- Synthetic grass has been pressure washed in 2018, 2019, and 2020.

Tennis Courts



Replacement option:

sport court style system on top
of the asphalt base

TAB 4

Watts

Page 1: Watts Dasher Boards Memo

Page 2: Watts Dasher Boards Pictures

Page 3: Watts Mechanical System Memo

Page 4: Watts Mechanical Pictures

MEMORANDUM

TO: Board of Park Commissioners
FROM: Chris Leiner, Director of Parks & Maintenance
SUBJECT: Watts Dasher Boards Evaluation
DATE: July 13, 2020

Watts Dasher Boards Quick Facts:

- Installed in 2000
- Studio rink & NHL rink size
- Boards have been recommended for replacement in the B32 Engineering Group Facility Assessment.
- The boards have been included in the PARC Grant Application.
- Boards are used year-round between Ice Skating & DekHockey.

SITE FACTS:

- The dasher boards selected in 2000 renovation were selected due to low cost. They are not designed for ice hockey use, but instead roller hockey.
- The company that made the boards is out of business. No replacement parts are available.

Notes:

- Replacement costs are drawn directly from the B32 Engineering Assessment.
- Estimated cost of replacement \$380k-\$400k.

Watts Dasher Boards



MEMORANDUM

TO: Board of Park Commissioners
FROM: Chris Leiner, Director of Parks & Maintenance
SUBJECT: Various Mechanical System Items
DATE: July 13, 2020

Watts Mechanical System Quick Facts:

- Installed in 2000
- Cooling floor/compressors have an estimated useful life of ten more years with some updates.

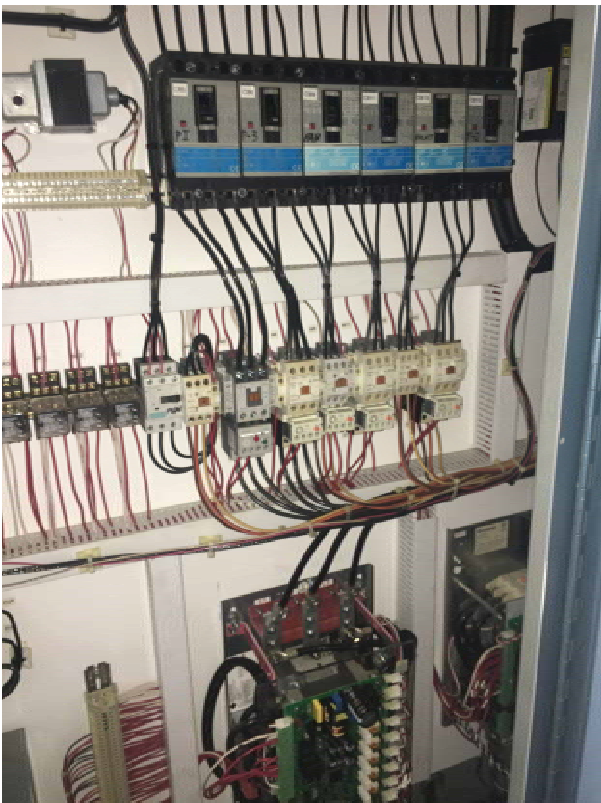
Site Facts:

- Ice equipment room - potential lack of life safety systems
- Emergency power shunt are located outside both access doors to the refrigeration room and an energizer switch for emergency ventilation in refrigeration room, these switches should be located outside both access doors.
- Eyewash/shower are required by code.
- Replace pressure relief systems on refrigeration system every 5 years.
- Mechanical ventilation system is required by code.
- Replace condenser

Notes:

- Replacement costs are drawn directly from the B32 Engineering Assessment.
- Estimated cost of replacement is \$200k.
- These costs were included in the PARC Grant Application.

Watts Mechanical



Ice System Assessment

Watts Recreation Center, Glencoe IL
11.15.19

Introduction

This section of the report provides an assessment of the existing ice system and recommendations for improvements. The R-22 based ice system is in fair to good condition and has been very well maintained. The observations are based on a walkthrough of the facility by B32 Engineering Group, Inc. on October 25, 2019.

Summary of Existing Conditions

The facility operates in the ice mode from the end of November through February (approximately 3 months). The short ice season is partially due to the limitations of the existing ice system to make and maintain ice. During the off season, the facility is used for roller hockey, turf events, Lacrosse, etc.; however, it is often too warm inside the ice rink floor itself for these activities to take place. The facility has tried removing the shielding panels on the dasherboard systems and considered drilling holes in the poly to allow air movement inside the ice rink.

The existing ice system was installed in 2000-2001 by Burley Ice Rinks and M&M Refrigeration during a major renovation of the facility. The ice system includes an indirect R-22 refrigerant based refrigeration system with glycol as the secondary refrigerant, one (1) NHL regulation sized ice rink floor, and one (1) smaller sized ice rink floor. Each rink floor has a set of dasher board systems. Overall, the ice system is in fair to good condition and has been well maintained. This system replaced an ammonia-based system that was installed in the 1970s.

Refrigeration System. The R-22 based refrigeration system was manufactured by M&M Refrigeration on a skid package. The system includes three (3) belt driven Sabroe reciprocating compressors, one (1) flooded chiller system, one (1) high pressure receiver located outside, three (3) rink floor pumps, and one (1) BAC model VCL 167 evaporative type condenser. The evaporative condenser uses both water and air to cool the refrigerant. The condenser uses an internal water sump (vs a remote sump inside the building) and there are no reported issues with water freezing in the condenser. The water for the condenser is not treated and water quality is reported to be good. The water spray nozzles in the condenser are no longer available. The total volume of R-22 refrigerant in the system is reported to range from 2000 to 2200 pounds. There is no waste heat recovered and reused from this system. The typical glycol supply temperatures to the rink floor are 12F and the return glycol temperatures from the rink floors range from 18-23F depending on weather conditions (mainly the intensity of the sun).

The facility has a very well applied maintenance program. One compressor is rebuilt each year. The expansion valve was replaced approximately 6 years ago, and one soft start for the compressors was recently rebuilt. The increased attention to operation and maintenance has reportedly resulted in lower energy use.

Ice rink floor. There are two (2) ice rink floor systems. The larger rink floor is NHL regulation size of 200' x 85' x 28' radius and the smaller studio rink is 100' x 55' x 20' radius. Both floor systems are concrete. The existing drawings show that the rink piping and header system materials are high density polyethylene materials with fusion welded connections. The rink piping spacing is 3.5" on center and are connected to the header through a tee distribution system. The thickness of the concrete is 5" and the thickness of the floor insulation is 3".

It is reported that approximately one third, on the north side of the NHL sized rink, is more susceptible to melting than the rest of the rink floor. The facility staff has tried various methods to shade the north end including solar blankets, insulation, etc. without success.

The air temperature on the north end of both rink floors can be as high as 70F on days with full sun. Approximately 3-4 years ago several leaks in the floor piping were found and a fairly large area of concrete in front of the players boxes was removed to repair the leaks. Sand was used to infill the area. In this area it was determined that the original rink pipes were installed at depths ranging from 2.5" to 2.75". There are also a large number of cracks in the surface of the concrete rink floors. Due to the limitations of the system and the heat load on the system, it is necessary to carry 3" to 6" of ice.

There is no access to the header systems to allow air to be bled from the piping systems; however, air can be removed in the refrigeration room. The ice rink floor piping systems were recently pressured tested, and no leaks were found. There reportedly is no frost heaving of the rink floors.

Ice equipment room. The existing ice equipment room is somewhat limited in space. Other observations include:

- *Life safety systems.* A new R-22 gas monitoring system was installed approximately 3 years ago, and the system was recalibrated last year. An emergency power shunt trip for the refrigeration system is located on the front of the refrigeration control panel; however, we did not see one at either access door to this room. We also did not see an energizer switch for the emergency ventilation system on the exterior of the mechanical room door(s) or an eye wash/shower station as required by code. It was not noted when the pressure relief valves were last replaced.
- *Ventilation system.* We did not verify if there is an existing mechanical ventilation system in the refrigeration room as required by code.

Dasher board system. The existing dasher board systems were manufactured and installed by Burley Ice Rinks in 2000-2001. They are lighter in construction than a standard dasher board system used for this purpose. The glass in the shielding system is reportedly only ½" thick on the ends (vs. the typical 5/8" thick). 3 to 4 pieces of glass break each year. The player's boxes were added at a later time. The dasher board frames are located on the perimeter concrete and not on the ice rink floor. The dasher board systems are in poor shape. Damage to the steel frames and fiberglass facing have occurred in the corners. The fiberglass facing and caprail requires periodic painting to protect the material from more rapid deterioration and repairs have been made with Bondo material to the fiberglass facing. The deterioration has caused some users to get fiberglass slivers in their hands. Gaskets are missing from the acrylic shielding panels which allows them to move and shift.

Snow and ice shavings. The snow and ice shavings from the resurfacing process are dumped outside the north end of the large rink. Once the piles are too large, they are moved with City equipment.

Some of the perimeter concrete around the rink floors have shifted, moved and cracked.

The design and layout of the facility is such that the resurfer is required to cross paths with the users as it moves between the two rink floors.

Deficiencies Identified and Proposed Solutions

The following deficiencies were encountered during the on-site inspection. The cost estimates presented below are in 2020 dollars and include a 20% design and construction contingency and a 20% engineering, legal, financial and administration costs.

- IR01 – Temperatures Inside the Ice Rinks are too Warm in Summer Months
The glass shielding surrounding the ice rink floors trap warm air and increases the ambient temperatures. We recommend removing additional glass shielding panels to allow for more air movement across the ice rink floor.
Cost Estimate: Standard operation and maintenance

- IR02 – Refrigeration System Improvements
The existing refrigeration system is 18 years old (compressors are 20 years old) and is in good condition. The expected life of this system is 30 years. There is no reason why this system could not operate another 10 years or more especially with the thorough maintenance program that is currently being performed on the system. R-22 was a very popular refrigerant and should be available long after the stop of production in the year 2020. As the system ages and the price of R-22 increases, additional attention should be paid to prevention of refrigerant leaks and refrigerant detection. The evaporative condenser will likely be one of the first components of this system that will require replacement. Also, it may be worth-while to evaluate the flowrates to each of the rink floors to assure the flow of glycol is as designed to maximize the heat transfer in the rink floors.
Cost Estimates:
Continue existing maintenance program: Standard operation and maintenance
Replacement of evaporative condenser with a water treatment system: \$105,000.

- IR03 – Refrigeration System Control System Upgrades
The control system on the refrigeration package should be updated to provide the best possible monitoring and troubleshooting information. The existing control panel uses V2 hardware, which is still supported by M&M Refrigeration, and the new hardware is backwardly compatible. The existing control panel is running the older version of the ice rink software which can be upgrade to the newest version which includes a 365-day planner feature. The new panel software can support customization to add features such as exhaust fan control, VFD rink pumps, leak detection and more. In addition, the new panel software interfaces with M&M's PC Monitor Enterprise product which is a Windows 10 compliant HMI for remote monitoring of the system. A cut-sheet of these products are attached to this report.
Cost Estimates:
Upgrade to the new version of the panel software with required facility specific customization: \$7,000

Add the PC Monitor Enterprise product (does not include PC hardware): \$16,000

- IR03 – Ice Rink Floor System – Soft Ice

The existing NHL sized rink floor has difficulty maintaining the ice surface on warm, sunny winter days on the north end of the rink floor. Sun and wind are the biggest influences on an outdoor, uncovered ice rink. Due to the limitations and construction of the ice rink floor system and the heat load of an uncovered ice rink; it is reportedly necessary to carry 3" to 6" of ice to assure a good skateable ice surface. For similar outdoor ice rink facilities, the typical thickness of the ice sheet is closer to 2" to 3". In addition to the weather conditions, another likely reason a thicker ice sheet is required is the depth of the rink piping in the concrete floor. The depth to the top of the rink piping was measured to be 2.5" to 2.75" in one area of the NHL sized rink floor. The depth should be no more than 1.5". The additional 1" to 1.25" of depth has a huge negative effect on the floor's ability to transfer heat. Unfortunately, there is no easy or cost-effective fix to this problem. It would require replacing the entire rink floor or covering the ice rink floor with a roof structure. Cost Estimates:

Replace NHL sized rink floor: \$980,000

Roof structure: TBD highly dependent on design

- IR04 - Ice Equipment Room - Potential Lack of Life Safety Systems

Life safety systems are extremely important to the safe operation of any refrigeration system. The existence and performance of the following life safety systems should be verified.

- Emergency power shunt outside both access doors to refrigeration room. *Cost Estimate: \$6,000*
- Energizer switch for emergency ventilation in refrigeration room. These switches should be located outside both access doors. *Cost Estimate: \$6,000*
- Eyewash/Shower. One system is required by code. *Cost Estimate: \$11,000*
- Replace pressure relief systems on refrigeration system every 5 years. *Cost Estimate: \$8,000*
- Mechanical ventilation system. Required by code. *Cost Estimate: \$36,000*

- IR05- Dasher Board System Improvements

The existing 18-year old dasher board system has exceeded its useful, expected, and safe life and is showing major signs of deterioration and should be replaced on both rinks. Some of the existing tempered glass shielding may be reusable on a new dasher board system on the long sides of the rink. The cost estimates below do not include a credit for reusing the existing glass shielding. The cost estimates include a full dasher board system with boxes, shielding, protective netting on ends and radii of rinks, removal and disposal of the existing systems, etc.

- Replace NHL size dasher board system. *Cost Estimate: \$280,000*
- Replace studio rink dasher board system. *Cost Estimate: \$100,000*

- IR06 – Perimeter Concrete Replacement

Replace the broken and settled perimeter concrete around ice rink floors. Budget an allowance of \$20,000.

- IR07 – Resurface Path

A study should be conducted to determine a better location for the resurfer to enter the ice rink floors to lessen potential contact with the users of the facility. This should be completed as soon as possible and especially when the dasher board systems are being replaced and there is an opportunity to install the equipment gates in different locations. *Cost Estimate: TBD*

TAB 5

Takiff

Page 1: Takiff Center Flat Roof Memo

Page 2: Takiff Center GIS Map

MEMORANDUM

TO: Board of Park Commissioners
FROM: Chris Leiner, Director of Parks & Maintenance
SUBJECT: Takiff Community Center Flat Roof Site Evaluation
DATE: July 13, 2020

Takiff Center Flat Roof Quick Facts:

- Installed in 2007-2008
- Typical lifespan of 18-20 years
- Expected replacement 2025-2027 (5-7 years)

Site Facts:

- Approximately 60,500 square feet of TPO membrane roof
- Estimated replacement cost is \$1,000,000

Notes:

- The District is currently budgeting \$50,000-\$100,000 per year in a sinking fund towards the future replacement of this roof.
- At the end of FY 2020-21 the roof replacement fund will have a balance of \$100,000.

Takiff Flat Roof



TAKIFF FLAT ROOF



TAB 6

Maintenance Center

Page 1-2: Master Plan pgs. 124-125

Maintenance

Takiff Community Center Park

INVENTORY

Site Conditions

- Share site with ballfield and Takiff.
- Open material.
- Adjacent to residential.

Facility Conditions

- Multiple buildings occupied and constructed over time.
- Buildings generally in fair to poor condition.

Health, Safety, and Compliance

- Occupied buildings are not in compliance with current ADA code

Uses and Context

- Maintenance Staff

Additional Information

- Garage, break room and apartment - 30'x92'-2", 160 sq. ft. Built in 1930. This building has three bays, insulated overhead doors for vehicle storage, and washing capabilities. Employee break room for staff of seven with kitchen, laundry, and bathroom facilities. Parks supervisor office with bathroom. Main fire panel for entire area.
- Wood shop, 1,000 sq. ft. Approximate construction in 1960. Initially used as cold storage equipment storage. Renovated in 1980 as a woodshop and heated equipment storage.
- Parks Directors House, 1,500 sq. ft. Initially constructed in 1937 as a potting shed for a 5'x25' greenhouse. Potting shed portion changed to residence in 1950. Greenhouse was torn down and two bedrooms, a family room, and bathroom was constructed by parks staff in 1985. The house now has three bedrooms, two baths, a kitchen, family room, living room, dining room, and basement with laundry facilities.

- First brown garage, 160 sq. ft. Replaced a small cold storage garage in 1985. It is cold storage with dirt / gravel floor. Has five overhead roller garage doors and shelf storage.
- Second brown garage, 920 sq. ft. Constructed in 1982. It is cold storage with dirt / gravel floor. Has three overhead panel garage doors and shelf storage.
- Main maintenance garage and director of parks office, 2,500 sq. ft. Constructed in 1972. Garage is heated and has three insulated overhead garage doors, equipment lift, welding area, and is the main equipment repair area.
- Greenhouses. Constructed from a donation in 1989. There are two 18'x40' heated greenhouses, two cold storage greenhouses, and an area to store grown plants. Used to grow plants for parks, village, Glencoe Grow group and others.

Classification
Year Acquired
Year Built
Square Feet

Indoor facility

11,240

QTY	SQ FT	
		Restrooms
		Locker Rooms
1		Kitchen/Concessions
1		Offices
		Receptionist
		General
3		Storage
1		Maintenance
		Banquet/Community
		Classroom/Multi-purpose
		Auditorium
		Dance Room
		Teen Room
		Art Room
		Multi-purpose Rooms
		Gymnasium
		Indoor Turf Field
		Fitness/Weight Room
		Indoor Track
		Aquatics
		Indoor Activity Courts



Aerial



TAB 7

Lakefront Beach

Page 1: Safran Beach House Memo

Page 2: Safran Beach House Pictures

Page 3: Lakefront Retaining Walls and Boat House Stairs Memo

Page 4: Lakefront Retaining Walls and Boat House Stairs Pictures

Page 5: Pier Site Memo

Page 6: Pier Site Pictures

Page 7: Baird Condition Assessment and Recommendations Pg. 17

MEMORANDUM

TO: Board of Park Commissioners
FROM: Chris Leiner, Director of Parks & Maintenance
SUBJECT: Safran Beach House Site Evaluation
DATE: July 13, 2020

Safran Beach House Quick Facts:

- Safran Beach House was built in 1928 and renovated in 1997.
- Interior finishes are now 23 years old and heavily worn.
- Exterior maintenance was deferred in 2019 due to cost. (Alternate as part of Halfway House Restoration)
- Local landmark

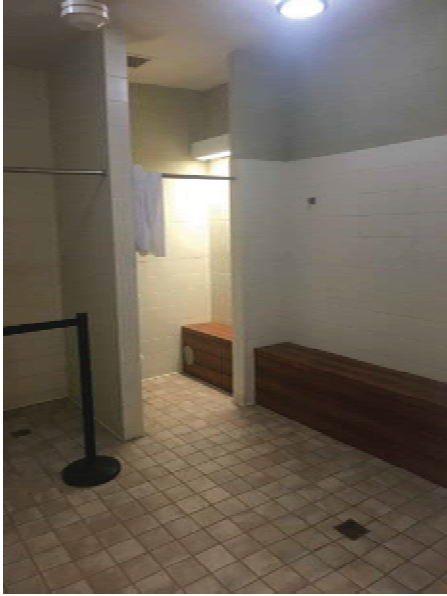
Site Facts:

- Facility is used May-October.
- Services as a restroom facility for a 67,000 square foot public beach.
- Facility has required extensive plumbing repairs between 2016-2019.

Notes:

- Recommendations for exterior repairs were made in the Bauer Latoza Assessment.

Safran Beach House



MEMORANDUM

TO: Board of Park Commissioners
FROM: Chris Leiner, Director of Parks & Maintenance
SUBJECT: Lakefront/Beach Retaining Walls/Boat House Stairs Site Evaluation
DATE: July 13, 2020

Lakefront/Beach Retaining Walls Quick Facts:

- Baird Infrastructure Assessment highlighted the need for immediate maintenance.
- Prior to 2020, the last large scale capital maintenance was done in the 1980's.
- Approximately 1250 linear feet of retaining walls
- Approximately 235 linear feet of overlook

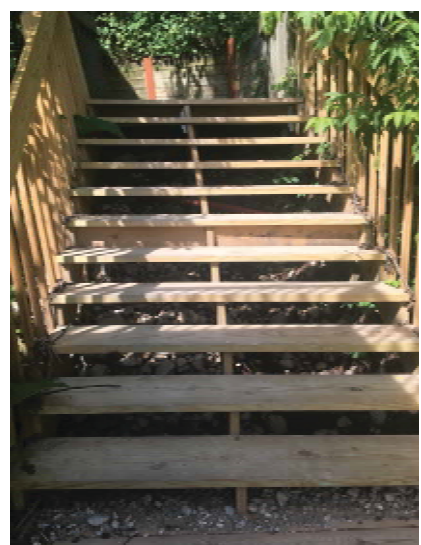
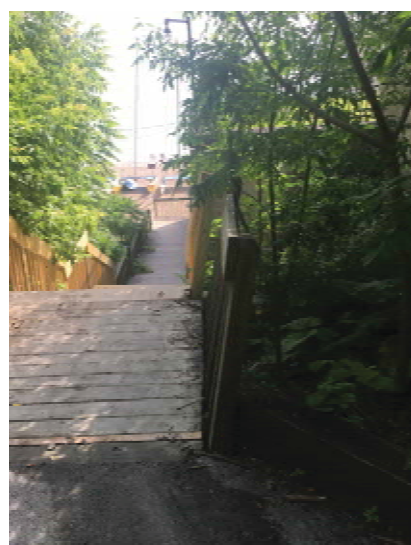
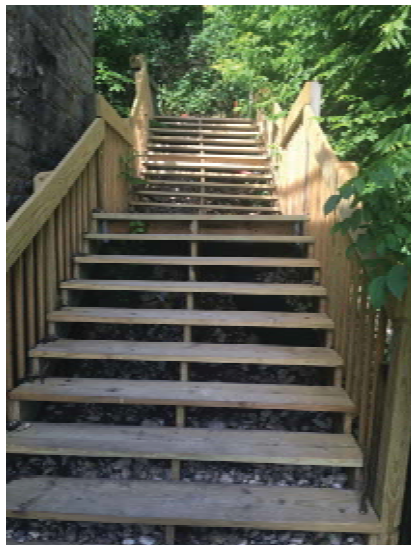
Site Facts:

- Repairs will be made to the Schuman Overlook in 2020. (\$150,000)
- Approximately 25 feet of retaining wall will be replaced in 2020. (\$53,000)
- Major repairs were made to the Halfway House in 2019-2020. (\$185,000)
- Stopgap repairs were made to the Boating Beach stairs in 2020.

Notes:

- Recommendations are based on Baird Bluff Study
- The stairs and adjacent retaining walls used to access the Boating Beach will require replacement/repairs in 2021.

Lakefront/Beach Retaining Walls/ Boat House Stairs



MEMORANDUM

TO: Board of Park Commissioners
FROM: Chris Leiner, Director of Parks & Maintenance
SUBJECT: Pier Site Evaluation
DATE: July 13, 2020

PIER QUICK FACTS:

- The pier structure was evaluated in a 2016 engineering survey. Condition was moderate to good.
- Pier decking was removed by Lake Michigan in 2020.
- The pier has been impacted by the historically high lake levels.
- The pier structure protects Glencoe Beach from being eroded away by Lake Michigan currents.
- Pier decking and railings were part of a previous OSLAD grant.

SITE FACTS:

- Awaiting the results of an insurance claim for pier decking.
- It is likely that a new solution for a pier covering will be needed. Plastic decking is not holding up the abuse of Lake Michigan.

NOTES:

- Further analysis is needed before determining the best course of action.

Pier



8. Recommendations

The Glencoe Bluff and Beach Restoration study has resulted in a series of recommendations that are identified in each section. The recommendations are categorized into levels of priority to help the Village and Park District plan (Table 8.1). The timeframe for each recommendation category is based off a draft reasonable master planning schedule for available budgets and is not indicative of expected failure. The recommendations and timeframes will be modified as opinions of construction cost and available budgets are known. The categories include:

- High-Priority – Recommendations should be implemented in the next 1-2 years.
- Medium Priority – Recommendations should be implemented in the next 5 years.
- Low Priority – Recommendations should be implemented in the next 10 years.

Table 8.1: Glencoe Beach and Bluff Recommendations

Priority Level	Recommendations
High-Priority	<ol style="list-style-type: none"> 1. Restore North Overlook COMPLETE 2020 2. Surface-water Management
Medium-Priority	<ol style="list-style-type: none"> 1. Replace Crib Wall 2. Restore/Replace Lower North Roadway STW and curb 3. Restore Upper North Roadway STW 4. Fill "cave" 5. Restore Halfway House COMPLETE 2020
Low-Priority	<ol style="list-style-type: none"> 1. North Beach outfall modifications 2. Restore South Overlook 3. Beach House drainage

Alternatives and opinions of probable construction cost for each recommendation will be developed with input from the Park District and provided in a follow up report.

Disclaimer

This evaluation is based on historical data, soil borings, and limited visual observations made with an unaided eye only to areas and sections of the bluff and beach fully accessible and visible on the date of the inspection. It is a reasonable attempt to identify any obvious or significant defects at the time of the inspection. The bluff and structures were visited for the purpose of observing the physical conditions and state of repair to the major structural components to the extent reasonably ascertainable without disturbing any finishes. No physical testing was performed, and no calculations have been made to determine the adequacy of the structural systems or its compliance with local building code requirements.

TAB 8

Surface Water Management

Page 1: Kalk Park Memo

Page 2-4: Kalk Park Memo from January 7, 2020 Committee Mtg.

Page 5: Shelton Park Memo

Page 6: Shelton Park Pictures

Page 7: Various Parks Memo

Page 8: South and Green Bay Pictures & GIS Map

Page 9: Milton Park Pictures & GIS Map

Page 10: Greenway along Vernon GIS Map

Page 11: Vernon and Green Bay GIS Map

MEMORANDUM

TO: Board of Park Commissioners
FROM: Chris Leiner, Director of Parks & Maintenance
SUBJECT: Kalk Pathway/Drainage Site Evaluation
DATE: July 13, 2020

Kalk Park Quick Facts:

- The park was renovated in 2016. (\$375,000)
- Drainage was not advanced past the planning phase due to cost.
- Due to heavy rains in the last three years, the park has been flooded for the majority of March-June.
- Staff routinely pumps out the pathway area to make it accessible to commuters.
- The Gazebo and adjacent amenities are not available for programming in the spring and fall.

Site Facts:

- Newly renovated in 2016
- Community gathering space
- Liza's Gazebo
- Basketball courts
- Site is linked via Green Bay Trail

Notes:

- This is a source of frequent resident complaints.
- On average, 4-6 labor hours per week are used to pump the park.
- Only non-athletic field that is pumped.

MEMORANDUM

TO: Lisa Sheppard, Executive Director
FROM: Chris Leiner, Director of Parks & Maintenance
SUBJECT: Kalk Park Site Analysis
DATE: December 31, 2019

Memo from the
January 7, 2020
Committee of the Whole
meeting packet

The purpose of this memo is to provide an analysis of the existing conditions at Kalk Park and outline future options for the site.

Recent Site Renovation History: In 2016, the renovation of Kalk Park cost \$375,000. The scope of that renovation was the replacement of Liza's Gazebo, an update of the park pathway, new group swing, information kiosk, park ID sign, installation of an ADA accessible drinking fountain and picnic bench, installation of a new electric service, and developing a connection to the existing Green Bay Trail. During the 2016 renovation, the park lighting was removed based on safety concerns. Replacing the lights and adding drainage were not included in the scope of the 2016 project based on cost.

Site Usage: The 2016 park renovation concept envisioned Kalk Park continuing to play a central role in Glencoe, with the intended use of the gazebo as a performance space and a hub for community events. The targeted useful life of the gazebo structure and hardscapes is 40 years.

Existing Infrastructure Condition: To date, the gazebo has required minor repairs as has the drinking fountain. A section of the park pathway floods routinely. Based on the water retention at the site, the turfgrass has required significant maintenance. Maintenance includes sodding, seeding, and aeration. Outside of issues related to flooding, the renovation components are still in excellent condition.

Site Conditions: The majority of the green space in front of the gazebo is low lying and floods after moderate rainfall. The park pathway cuts through one of the low areas and routinely holds water, making it impassable. The adverse conditions are highlighted, due to the above-average rainfall Glencoe has received in 2018 and 2019. In an attempt to mitigate the drainage issues along the path, staff installed a flow well drain system (Modified French Drains). While this approach provides a low point to collect water and pump, it is ineffective. The clay soils do not allow for any penetration of the water stored in the flow well system. Furthermore, significant aeration on the park proper in an attempt to improve drainage was ineffective. While some of the drainage issues are related to construction compaction, other areas outside of the 2016 project scope flood as well.

MEMORANDUM

Analysis of Conditions: The conditions at Kalk Park do not differ significantly from most of the park system. The far above-average rainfall has, on occasion, flooded much of the park system in Glencoe. Even Berlin Field, which has substantial drainage, closed due to rains in the last two years. As previously noted, the difference between this park and other open spaces is the programmed use. Kalk was intended to be a hub of special community events. The weather, site conditions, and lack of a dedicated drainage system have prevented that in the last two years.

Community Perception: The fact that this park is so visible, coupled with the recent renovation, creates a community perception that this park flooding is abnormal. When Kalk Park floods, the majority of the park system floods, with the rainfall in the last two years, a drainage system would not have solved every issue.

Pathway Pumping: To maintain pedestrian foot traffic through Kalk Park, Parks Department staff routinely pump the area surrounding the park pathway. In 2019, of the 66 working days between March 1 and May 31, Parks Department staff pumped the Kalk Park pathway 45 times.

OPTIONS:

- **No Improvements:** Staff can continue to pump the park pathway as needed, and develop a new plan for special community events. Staff will continue with operational mitigation, such as aeration and top dressing. The conditions may vary from year to year, depending on the weather. Staff will continue limited turf restoration as weather allows. There will be years with large bare spots of turf, and the pathway will routinely flood.
- **Limited Pathway Area Improvements:** Area adjacent to the pathway would be graded to collect more water. The standing water would have no way of leaving the site and would need regular mosquito treatment. The staff would need to develop a new plan for special community events. The conditions may vary from year to year, depending on the weather. Staff will continue limited turf restoration as weather allows. There will be years with large bare spots of turf, and the path will flood occasionally.
- **Develop Park Drainage:** The Park District could develop an engineering concept plan to eliminate stormwater collection onsite. The size and scope of the area drained depends on costs and programmatic needs. Additionally, natural areas such as the Takiff Bio-swales could be included for park beautification and good stormwater management practices.

MEMORANDUM

- **Park Lighting:** In the 2016 renovation of Kalk Park, the infrastructure for a future lighting system was included in the project. The staff does receive community feedback about the lack of lighting along the pathway since the park renovation.

Staff Recommendation: Based on the current conditions of Kalk Park and a desire to maintain the envisioned programmatic use, I am recommending developing a concept plan in FY 2020/21 to measure the cost benefits of the above-listed stormwater mitigation/drainage options at Kalk Park.

MEMORANDUM

TO: Board of Park Commissioners
FROM: Chris Leiner, Director of Parks & Maintenance
SUBJECT: Shelton Park Pathway/Drainage Site Evaluation
DATE: July 13, 2020

Shelton Park Pathway Quick Facts:

- The existing pathway to Shelton Park was added in the early 2000's and funded by an OSLAD Grant.
- In 2017-2020 the park pathway has been impassable for most of April and May due to standing water.
- The park has experienced a greater than average tree death rate due to site conditions.
- Developing a Master Plan for the Shelton pathway was originally part of the FY 2018/19 capital budget, and was then tabled to pursue the Old Green Bay Road Linear Park Master Plan.

Site Facts:

- Newly renovated playground in 2016
- Tennis courts
- Community garden
- Site is linked via the Green Bay Trail
- Location of multiple conservation efforts
- New park amenities in 2016
- Existing park drainage system

Notes:

- Areas impacted by standing water are beyond the existing park drainage system. It may be possible to tie into existing system in some locations.
- Majority of the standing water is runoff from the neighboring residences.
- This is a source of frequent resident complaints.

Shelton Park Surface Water



MEMORANDUM

TO: Board of Park Commissioners
FROM: Chris Leiner, Director of Parks & Maintenance
SUBJECT: Various Park Drainage Site Evaluation
DATE: July 13, 2020

Quick Facts:

- The flooding in these four parks is routinely reported by residents.
 - South and Green Bay Road
 - Milton Park
 - Greenway along Vernon Avenue
 - Vernon and Green Bay Road

Site Facts:

- The majority of the parkland is at a lower elevation than neighboring residences. The water collects in low spots in the parks.

Notes:

- This issue will magnify if weather conditions continue to change.
- Much of these areas are not able to be mowed.

South & Green Bay



SOUTH & GREEN BAY



Milton Park



GIS consortium MapOffice™

MILTON PARK



Greenway Along Vernon Ave.



VERNON GREEN WAY



Park 12n - Green Bay Rd.



PARK 12 N GB ROAD



VIII. Staff Reports

Glencoe Park District
July 2020 Board Meeting

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

Fall Program Registration

Given the unknowns of how the COVID-19 pandemic will continue to impact registration this fall, staff has made the decision to not print and distribute the “typical” fall brochure to residents. Rather than conduct our typical real-time fall registration on the first Wednesday of August, we will instead do mini-monthly registrations for July and August, and perhaps into September. Bobby and his recreation staff will be spearheading this each month, in conjunction with Lauren Kinsey and the Marketing staff.

FY 2019/20 Annual Audit Report Follow-up

Since the Board officially accepted the FY2019/20 Annual Audit Report at last month’s board meeting, the document has been posted to the District’s website, was filed with the Cook County Clerk’s Office, and was uploaded to both the Cook County Treasurer’s website and the EMMA website (for continuing disclosure on our outstanding bond issues).

FY 2019/20 Annual Treasurer’s Report

The Annual Treasurer’s Report is no longer required to be published – just a notice of publication stating that the Annual Audit Report is available for review. However, the Annual Treasurer’s Report must still be completed and approved. It is included in your packet and will be posted to the District’s website after the Board’s approval.

2019 Final Tax Extension

Preliminary final draft information for the 2019 Real Estate Taxes that was distributed to the Board for the Finance Committee of the Whole meeting last month has now been finalized by the County. Second installment tax bills were mailed and are due August 1, and the penalty for late payment has been delayed by the County until October 1.

3-5 Year Master Plan Project Updates

Staff has assisted in the discussion of information that will be presented to the Board for the July 7 Committee of the Whole meeting on future master plan projects.

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

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

Recreation Department Report: Bobby Collins

The Recreation Department enjoyed this year's modified Fourth of July. Events included a Lawn Decorating Challenge, Village and Park District vehicle Parade through much of Glencoe, virtual Glencoe's Got Talent, and a run-on-your-own Rotary Fun Run.

The beach operation is operating smoothly, with an expansion of services since we moved to Phase 4. Beach staff has adjusted well to the new operating procedures. We have continued our beach ambassador program and staff continues to keep the beach manageable and safe for our patrons. Staff completed de-escalation training July 1, to help them deal with some of the challenging interactions at the beach and Lakefront Park. On July 4, we had 845 pass holders visit the beach and turned away over 700 people who did not have a pass.

The July virtual program guide was released on June 26 with programs starting the week of July 6. Enrollment has been strong, especially in our outdoor sports programs. We have also started summer care, Sports Trac, and Sailing and Aquatics camp.

We have scheduled another blood drive for Tuesday, August 11 from 10 AM-3 PM. We anticipate filling up quickly as anti-body testing for COVID-19 is now included with the blood donation.

Beach: Matt Walker

Lifeguard training has been completed and guards are in the chair monitoring the water daily from 10 AM-4 PM. Guards received hours of video training and refreshed their skills with on-land and in-water training. Training took two weeks, as we needed to run multiple groups as an alternative to previous years. The boathouse staff has also been trained and is now offering modified boater assistance.

Beach camps began on Monday, July 6. Staff worked to develop new protocols to keep campers and staff safe while at the beach. Camp groups are based out of the boathouse. Camp specific training was completed Thursday, July 2.

Daily pass holder attendance has been consistent during the week with more significant visitors on the weekends. Daily attendance numbers are typically 300-900 depending on weather conditions and the day of the week. This season, we have not yet reached capacity at the beach.

Early Childhood: Jess Stockl

The majority of Children's Circle students returned by July 6. Our enrollment prior to the COVID-19 shutdown was 87 children. Our current enrollment is 89 children, with 85 students attending school and four students paying 50% tuition. We will also welcome six new children who will start school in late August. While we did have some drops from the program, we were able to quickly bring families off of the waitlist to bring

enrollment back to a consistent number. With smaller group sizes, we are utilizing two of the ELC classrooms.

Our Preschool Summer Care program began Monday, July 6. We have 12 children enrolled. Our seasonal staff took part in two days of virtual training that included lesson planning, safety, COVID-19 information, and more.

The Preschool CIT program will be running in July as a leadership program. Young teens will have the chance to learn new skills, observe children, and spend time with peers. The program which holds 15 currently has eight enrolled.

We are offering half-day discovery programs in the month of July. Each week is a different theme. The maximum is 10 children, and each week has at least seven children enrolled.

On Wednesday, July 1, Amanda hosted an Insect Nature Walk around the Takiff walking path. This program was a 45-minute drop off program for preschoolers to explore the field and see what they can find. The program was fully enrolled with 12 students.

Arts and Youth: Stephani Briskman

Since registration opened on May 27 for Youth Back-to-Basics Summer Care, 36 children enrolled in our summer care-based program. In accordance with the new phase 4 guidelines, Stephani created three cohorts with a maximum of 15 children assigned to each cohort. Staff members will be scheduled as classroom teachers in the cohorts, classroom floats, and pick-up and drop-off staff.

Camp training was completed virtually this year via Zoom. Staff members were able to log on from home and participate in training, which covered job responsibilities, professional conduct, respectful workplace, statement of admission, conflict management, effective communication skills, developing activity plans, de-escalation, Glencoe Park District emergency action procedures and new operating procedures with regards to the COVID-19 pandemic. The trainings were recorded and if a staff member was unable to attend for any reason, they are required to watch the recorded trainings and answer online quiz questions.

Stephani hosted parent Zoom meetings on Tuesday, June 30 at 2 PM and 7 PM for all currently enrolled Youth Summer Care parents. She reviewed pick-up and drop-off procedures, health and safety procedures, classroom activities, and parent-teacher communication. Parents had an opportunity to attend either meeting, and if they are unable to attend, a recording was emailed to them with all the information.

We are currently working on what care for August will look like for participants. Stephani has asked current staff what their availability is for the month of August, and is examining what facilities are available.

Athletics and Teen Camps: Shannon Stevens

Virtual Programming

Shannon has continued to offer Virtual Karate with Pride Dojo for June and July. Enrollment for virtual sports programming has seen a slight decrease, but we were still able to run both Karate Classes.

Pride Dojo: Virtual Karate (two 4-week classes each month)	Participants	Revenue
June	12	\$964
July	7	\$594
Total	19	\$1,558

Outdoor Programming

During June, we began to run multiple outdoor sports programs that have been a success. On June 6, we rolled out our summer youth tennis program with all classes running during the week and on Saturdays. We have seen a significant increase in our tennis program this summer, and the sport continues to grow as we move into July. Our adult program had a slow start for session one, but moving into summer session two, we hope to get more enrollment.

We partnered with Game On! Sports 4 Girls and Hot Shot Sports to run evening programming. Game On! offered a four-week multi-sport program for three group ages. We were able to run two of the three sections. Hot Shot Sports is running a double play class, softball clinic, and a basketball clinic for our two travel teams.

We have seen success with our Hot Shot Sports Basketball Clinics at Watts. We offered a Monday-Friday basketball clinic from 9 AM-12 PM each day. Six out of the eight sections we offered are full with eight participants.

Summer Outdoor Programming As of 6/29/2020	Participants	Revenue
Game On! Sports 4 Girls	17	\$4,128
Youth Tennis	70	\$10,833
Adult Tennis	34	\$3,239
Basketball Clinics	63	\$10,136
Travel Clinics	7	\$812
Saturday Classes	12	\$1,098
Basketball/Soccer	6	\$681
Softball Skills	10	\$1,056
Total	202	\$31,984

Summer Sports Trac

Adam Wohl and Shannon put together a Summer Sports Trac starting July 6 at Watts. Participants could choose between a Monday/Wednesday and Tuesday/Thursday section. The program runs from 9 AM-12 PM each day, with kids transitioning between three different sports each day.

Summer Sports Trac		
*As of 6/29/2020		
Week	# Enrolled	Revenue
1	42	\$4,200
2	31	\$3,110
3	30	\$3,010
4	23	\$2,330
Total	126	\$12,650

Special Events & Active Adults: Liz Visteen

As a result of the continuing COVID-19 epidemic, we have canceled many of the June and July in-person special events. We will be running the Beach Campout on July 24 with reduced capacity.

Liz has been assisting Tracy Shield and Kathe Stoepel with the Recreation Department's marketing needs. She has helped prepare and coordinate the publication of the June and July virtual guides and plans to continue with August as well.

Virtual Programs	April	May	June
Sculpting with Model Magic	35	38	31
Adult Ceramics	15	11	12
Teen Ceramics	<i>Not offered</i>	<i>Not offered</i>	8
Adult Art classes	9	10	8
Youth Art classes	<i>Not offered</i>	<i>Not offered</i>	10

Summer Recreation Intern – Serena Tyler

Serena Tyler is halfway through her internship with the Glencoe Park District. She conducted virtual interviews with most of the full-time staff members and has reviewed many aspects of the Park District operations. She helped plan and facilitate the Back-to-Basics Care staff training. She will continue to help prepare for the start of Back-to-Basics Care and will be a floater for the program. She has been working on a new in-person event to take place on Saturday, July 18, to celebrate national Unplug & Play Day.

Takiff, Fitness, and Watts: Adam Wohl

Takiff Center

We finalized operational plans for the reopening of the building for programs and camps for July. This included looking at facility touchpoints, limiting the number of patrons in the building, sanitizing/disinfecting, how to effectively use different parts of our building, and much more.

Glencoe Fitness

We sent out a survey to fitness center members on June 12 to gain feedback on proposed cleaning protocols and comfort level of members on returning. We had 62 people complete the survey.

Based on the survey, we opened the Glencoe Fitness Center on July 6 members only. Members were given three options for their membership:

1. Activate their membership on July 6
2. Keep their membership on hold until August 1
3. Keep their membership on hold until September 1.

We have emailed all members multiple times and the Customer Service Team has been calling individual members to find out what they would like to do with their membership. As of June 29, 73 members had responded with 19 planning to return on July 6.

The following items will be in place to open safely:

- Partition/shields between cardio equipment
- Members are expected to reserve a 60-minute time slot for exercise. They can reserve a time slot online or call Takiff Center.
- Reduced capacity to less than the 50% of normal occupancy, which is five members at a time.
- Full cleaning of the fitness center between each time slot
- Additional hand sanitizer stations
- Use of masks while not working out

Adam created a frequently asked questions for fitness center members. This will help answer any questions they have on how the fitness center will be run. It was sent to all current members on Friday, June 26. It can be found on our website here:

<https://www.glencoe park district.com/Facilities/Glencoe-Fitness-Center-FAQs>

Outdoor Fitness Classes

Outdoor Fitness Classes have been very successful. We ran 10 different classes in June with an expanded class list in July. We are welcoming two new classes this summer with a Zumba class and WERQ (beginning in July). We are also running our outdoor Paddleboard Yoga with Steph Metz. Our Saturday class is nearly full for the summer.

June Fitness Classes As of 6/29/2020	Enrolled	Revenue
FitRX	2	\$90
Moving with Weights – Tue.	8	\$384
Moving with Weights – Thu.	7	\$258
Row & Go Interval – Tue.	8	\$252
Row & Go Interval – Thu.	7	\$195
Summer Boot Camp	9	\$546
Small Group Interval	4	\$440
All Levels Yoga	7	\$401
Pilates Yoga Fusion	6	\$312
Zumba (June 20)	13	FREE
Zumba (June 27)	15	\$75
Totals	86	\$2,953

July Fitness Classes As of 6/29/2020	Enrolled	Revenue
FitRX	4	\$246
Moving with Weights – Tue.	1	\$60
Moving with Weights – Thu.	1	\$60
Row & Go Interval – Tue.	2	\$15
Row & Go Interval – Thu.	2	\$126
Summer Boot Camp	4	\$195
All Levels Yoga – Fri.	3	\$186
All Levels Yoga – Mon.	2	\$120
Pilates Yoga Fusion	8	\$498
Zumba (July 4)	4	\$20
Zumba (July 11)	4	\$20
Zumba (July 18)	3	\$15
Totals	38	\$1,561

Program	Enrollment	Revenue
Paddleboard Yoga	13	\$1,894

Programming – Sarah Hall Theatre Company

We have partnered with Sarah Hall Theatre Company to offer two dance and theatre programs in July.

Program	Enrollment	Revenue
Mini Performers (Ages 3-5)	13	\$6,240
Performers (Grades 4-9)	14	\$14,000
Totals	27	\$20,240

DekHockey

DekHockey began running clinics during the month of June. We had a lot of success in June with Clinics running Monday-Thursday. We were able to put together multiple on-demand classes for community members. Participants loved the classes, and we are offering additional classes in July. DekHockey will also be part of our Sports Trac in July on Tuesday/Wednesdays.

DekHockey Clinics		
Month	Enrollment	Revenue
June Clinics	48	\$2,830
July Clinics	12	\$738
Totals	60	\$3,568

Pickleball

Our pickleball courts at Watts opened up when we added the additional courts and nets in the community. This also allowed us to begin running our Beginner and Advanced Beginner Pickleball Workshops with Carl Rosenthal. These have continued to be hugely

successful. Both July-August sections are full with a waitlist. We are exploring adding additional times or days to accommodate more students.

Pickleball Workshops		
Month	Enrollment	Revenue
Session 1 (June 8)	8	\$1,060
Session 2 (July 20)	16	\$2,105
Totals	60	\$3,165

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

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

Administrative

Work continues on capital projects, including Connect Glencoe, Duke Park, and the Schuman Overlook. Work continues on developing the three-year capital master plan.

Staff has begun a fact-finding process related to the boathouse staircase area. This year staff made a stopgap repair to the stairs to ensure continued access to the facility. The bluff, retaining walls, and stair footings require capital level maintenance. Staff has started the process to develop a plan for this area. Due to high lake levels, the boathouse is no longer easily accessible by walking in front of the water plant, the stairs are the only means of access.

Grounds/Horticulture

The landscape crews have been out in full force completing plantings throughout the district. Weeding has continued to be a top priority in July, with weeding work done in front of Takiff, ELC Play Area, Friends Park, Shelton Park, West Park, and Berlin Park. Approximately 190 contractor labor hours have been invested in landscape maintenance in June.

Staff watered flower beds throughout Glencoe due to the hot weather.

Parks Maintenance & Construction

Staff reopened playgrounds in accordance with Phase 4 guidelines. Repairs were made to the Friends Park poured in place safety surfacing while parks were closed. Masonry repairs have been scheduled for the Friends Park monument.

Per state law, backflow preventer inspections are scheduled throughout the entire Park District to include 20 locations.

Staff made improvements at the West Park baseball field. The field fell below the standard, necessary for recreational play, requiring annual maintenance. Staff added clay, turface, and made repairs to the benches and backstop.

As the Phase 4 guidelines allow competitive youth sports, affiliates GBA and AYSO require field preparations not typical at this time of year. Staff is lining soccer fields and performing daily field lining for baseball.

Facilities

Facilities staff has begun to prepare for the Takiff Center annual shutdown in August. Scheduled maintenance includes carpet cleaning, painting, and heavy cleaning. Extra cleaning is taking place daily, with targeted disinfection of high touch surfaces.

With the start of summer care, daily custodial operations have resumed at Watts.

New partitions will be installed to provide a barrier between customer service staff and the public.

Shared Services

The Village of Glencoe has continued to support the Park District by performing maintenance on vehicles. All mowers received preventative maintenance this month, repairs were made to multiple fleet trucks

We have continued to cut all Village of Glencoe grass per the shared services agreement.

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

SAFETY AND WELLNESS COMMITTEE

Agenda and Minutes

Wednesday, June 17, 2020 / 11:00 am

(Please Note: Items in **red** print require action)

1. Call to order at 11:02 am

Roll Call: **VIA Zoom people in attendance:** Chris Leiner, Bobby Collins, Carol Mensinger, Lisa Sheppard, Liz Stowick, Liz Visteen, Adam Wohl, Jessica Stockl and Lauren Kinsey Absent: Matt Walker

2. Review of the Minutes: The Safety and Wellness Committee Meeting Minutes from February 19, 2020 were reviewed and accepted.
3. Accident/Incident Review: Carol reported on the accident/incident reports for June. There was one (1) accident, and one (1) property claim for the pier damage.
4. Facility and Park Inspection Review: Even with Covid-19, routine inspections (paper and playground) are still taking place throughout the district. Chris discussed repairing Friends Park before parks are re-opened. **Carol, Lisa and Chris** are going to meet to discuss if this is an option, and if so when to begin.
5. Open Claims: Only open property claim is the pier property loss claim due to weather damage. Chris provided PDRMA with photographic evidence and costs projections that were originally submitted to IEMA. Six (6) remaining open worker comp claims.
6. Carry Over Items:
 - a) Bobby and Chris met with the police and set up a drill date in May. Given COVID-19, this is postponed until we are back up with regular operations. Public Safety did say that they are comfortable with us setting a time limit for drills during inclement weather, even if the drill is incomplete. Mention of using the gym as a safe zone to gather kids during a real fire was presented by Public Safety.
 - b) **Chris** is having someone come out to do a site visit in preparation for Pilot Program C.
 - c) **Liz Visteen** continues to train staff in CPR/First Aid.
7. Certificate of Insurance Information: Contractors aren't being asked to provide anything new or different due to Covid-19
8. New Items:
 - a) When blankets are used during fire drills, they will only be washed if someone tests positive for COVID-19
 - b) **Adam** is going to look into information regarding de-escalating training for beach staff and beach ambassadors. Jessica mentioned NSSRA having one. **Lisa** is going to reach out to Craig Culp (Executive Director at NSSRA) to see if we can set up a Zoom de-escalating training sooner rather than later. The idea being to have a recording of the training for beach staff and beach ambassadors to watch.
 - c) Chris asked that everyone continue to remind their staff to read labels on cleaning solutions, and to be mindful not to put on skin or ingest.
 - d) Lisa mentioned that the board would like to buy lunch for the Beach and Children's Circle staff, and asked how we can safely do this. Chris suggested ordering food that is pre-wrapped, such as Jimmy Johns. Jessica mentioned a parent provides lunch once a week for Emergency Care teachers, and how the orders are provided via catering in individual to-go boxes. **Lisa** will talk to the board to let them know the food must be cold and separately wrapped. **Jessica, Bobby and Adam** will reach out to Lisa to discuss scheduling the food delivery for Beach and Children's Circle staff.
 - e) Jessica mentioned bringing parents slowly back into the building since the carlines are getting unmanageable. She said that several parents come up with no masks. The need for signage was discussed. Front desk staff can also let patrons know they must wear masks as they come in and move throughout the building.
 - f) **Lisa** is going to email **Liz S.** wording to get to Kathe to create signs (for the doors and large poster-size sign holders) for the EC entrance and Main entrance at Takiff, as well as at Watts. The signs will read: Face Coverings are required in this facility per the Glencoe Park District.
 - g) **Carol** is going to email Jill the CDC handwashing guidelines for her to print out and laminate for each bathroom. Once complete, Jill will give these to Bill to hang up in every bathroom.
 - h) Once the fitness center is open, **Adam** will send out a template letter that informs patrons that face coverings are required in the building, but can be removed once they are at their workout machine.

- i) Program managers will be responsible for sending out a template letter that addresses face coverings, social distancing and handwashing. This will be sent to all participants that are attending programs in the building once open.
- j) **Chris** is getting a quote on the Plexiglass for the registration desk, as well as the screen between Kathe and Ann's desk.
- k) Ann will work at Watts whenever needed in the offices. Serena, the Park District Intern, will work in Erin's office.
- l) **Chris, Bobby** and **Bill** will do a lobby walk-through to see how to best set up the flow of traffic (including stanchions and sign placement) in the lobby once we re-open. They will also discuss removing the furniture and any odds and ends that are not necessary.
- m) Once Chris, Bobby and Bill have reviewed the lobby area, Jill will make signs that say, "Wait Here. Keep 6 feet apart" to go in sign holders at the front of the registration desk. Chalk may also be used on the ground as a marker during initial re-opening. Blue tape can be used on the ground in the EC wing.
- n) Non-secure interior doors will be propped open when programing is taking place to encourage less handle touching.
- o) Chris encourages programs to have the windows open if it's nice out during this time.
- p) Some tables will be moved outside for breaks, instead of everyone being inside in the break room.
- q) Everyone is responsible for cleaning their own workspace. Everyone will put their garbage can outside their office/area so no one is going in and out of the office/area except the employee who is working there. **Chris** will talk to Bill about providing cleaning kits for each person and/or work area. Chris also suggested removing any extra items on desks to prevent germ spread.

9. Wellness Initiatives:

- a) Interactive Health is no longer a company. Liz reminded everyone to screenshot their PDRMA PATH information, including points as backup. She encouraged everyone to continue to operating as if PATH is still a thing and save all doctor visits and information in case they are still honored.
- b) Liz S. reached out to PDRMA to see if they've thought about offering a portal for Sexual Harassment training to be accessed by contractors and part-time employees.
- c) Glencoe Park District must provide sexual harassment training to all staff and independent contractors every year. Trainings must be completed this year by December 31, 2020. **Liz S.** will send out all training information including instructions, PDFs, links, and a quiz she made as a way to confirm training is complete and understood.
- d) **Liz V.** will incorporate the sexual harassment training into Back To Basics Summer Care training.

Adjourn: 11:58 am

The next Safety and Wellness Committee Meeting will be scheduled prior to Phase 4. TBD

IX. Executive Director's Report

Glencoe Park District
July 2020 Board Meeting

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

Fourth of July Celebration!

This year's Fourth of July celebration was different from years past due to the COVID-19 pandemic. We held a virtual Glencoe's Got Talent, virtual Rotary Fun Run, and Lawn Decorating Contest. We also participated in a Parade with the Village, where we travelled 15 miles throughout Glencoe to bring the parade to them. Many people came out of their house and waved and the thanked the park district for all that we are doing.



The Beach was open to season pass holders on the Fourth of July for the first time in six years. This was the result of the cancelation of the fireworks. The crowds were manageable and no season pass holders were turned away or had to wait to enter. On July 4th, we had 845 pass holders visit the beach and we turned away over 700 people who did not have a pass.

Recreation Programs

Summer programs are going very well. Bobby and his team have hired exceptional staff that were trained very well for the important jobs they are hired to do. Staff has been challenged with the changes in programming and protocols that have resulted from COVID-19 restrictions, but that has not stopped them from running creative and engaging programs and child care. The July virtual program guide was released on June 26 with programs starting the week of July 6. Enrollment has been strong, especially in our outdoor sports programs. We have also started summer care, Sports Trac, and Sailing and Aquatics camps.

Due to COVID-19 ever-evolving developments, we are developing monthly online activity guides. This will give the ability to be flexible and nimble as circumstances change around us. The Recreation, Marketing, and Registration Teams have been busy preparing these guides. The fall brochure will be eliminated this year. We will do mini-monthly registrations for July, August, and September.

Fitness Center

Glencoe Fitness is now open with modifications due to COVID-19. Safety screens were installed, reservations are taken for workout times, and cleaning protocols have been put into place. We have also shortened our hours, due to the fact that less members indicated that they are ready to come and work out. The busiest times so far are during the afternoons and early morning.



Beach

As we moved into Phase 4 of Restore Illinois, we are able to do the necessary training of our lifeguards and boat guards. Guards were fully trained and guarding the beach by July 13. COVID-19 modifications were made in the training protocol. We continued to have beach ambassadors at the top of the bluff and to keep the beach manageable and safe for our patrons. Daily pass holder attendance has been consistent during the week with more significant visitors on the weekends. Daily attendance numbers are typically 300-900 depending on weather conditions and the day of the week. This season, we have not yet reached capacity at the beach.

We have postponed the next Lakefront Advisory Group meeting until participants are more comfortable meeting in person.

Takiff Maintenance

Please note that annual maintenance at the Takiff Center is scheduled for August 17-21. The only part of Takiff that will be closed that week for maintenance is Children's Circle and the multipurpose room. All other maintenance was completed during the COVID-19 facility shut down.

August Board Meeting

The August Board meeting was moved up to Tuesday, August 4. Unless needed, this will be the only Board or committee meeting in August.

Linden House

On July 8, we closed on the Linden House with a net proceed of \$390,000. These funds will go into Fund 69 to fund capital projects. We are now officially out of the residential housing business and taxpayer funds will no longer go to maintaining park district houses.

Park 7n and Frank Lloyd Wright Cottage Relocation

The historic Frank Lloyd Wright Cottage is scheduled to move on Tuesday, July 21 to a small portion of Park 7n. All site plans will be approved by the Village prior to moving

day. Glencoe Historical Society has been communicating with the neighbors and community. The press release regarding the move will be posted on our website.

Partnership with District 35

Bobby, Stephani, and I have been working with School District 35 on a school age child care program for District 35 teachers should their children not be in school the same days as District 35. This will give the teachers an opportunity to continue to teach Glencoe's children without worrying about quality child care for their own family. The attendees will pay a fee and the program may be subsidized by the School District. It will operate as a breakeven program for the Park District.

In addition, we are also working with the School District on developing a youth age child care program for children in the District who need care should the school need to go to an abbreviated schedule or remote learning. We are improving our Wi-Fi capabilities at Watts to accommodate the need for e-learning.

Parks

We continue to do work on capital projects, including Connect Glencoe, Duke Park, and the Schuman Overlook. We will continue our discussion on the three-year capital master plan at the board meeting.

Chris is investigating the structural integrity of the Boat House staircase area. This year, staff made a stopgap repair to the stairs to ensure continued access to the facility. Chris and his team have noticed that the stair footings are failing. Staff has started the process to develop a plan for this area but we believe the bluff, retaining walls, and stair footings will require capital level maintenance next fiscal year. Due to high lake levels the Boat House is no longer easily accessible by walking in front of the water plant, the stairs are the only means of access.

Personnel

July 17 will mark Carol Mensinger's 20th anniversary at Glencoe Park District! There is an action item included to approve a resolution celebrating her 20 years with the District.

All Staff completed conflict training on July 1, to help them deal with some of the challenging interactions at the beach and Lakefront Park.

We have scheduled another blood drive for Tuesday, August 11 from 10 AM-3 PM. We anticipate filling up quickly as anti-body testing for COVID-19 is now included with the blood donation.

FY 2019/20 Annual Treasurer's Report

The Annual Treasurer's Report is no longer required to be published – just a notice of publication stating that the Annual Audit Report is available for review. However, the Annual Treasurer's Report must still be completed and approved. It is included in your packet and will be posted to the District's website after the board's approval.

Return to Office

Most staff have been working virtually since mid-March and as you know, I made the decision to primarily work in the office. Then when we entered Phases 3 and 4, I started staggering between virtual and in office days depending on who was in the Administrative office. On Monday, July 6, we opened the Takiff Building and most staff have come back to the office with safety measures put into place. You will see changes at the facility which include signs requiring masks be worn in our facility, plexiglas safety shields for our customer service staff at the Takiff front desk, early childhood office, and the Administrative Assistant's desk. One area of concern is restrooms which are shared with the public for which we have taken a variety of safety precautions.

Diversity

Just as the Park District responded to COVID-19, we are responding to the issues related to social inequities, diversity, inclusion, etc. I have been involved in different forums discussing, learning, and sharing information on this topic, including the Village's Community Relations Forum, IPRA, and Rotary. My team will continue to look and learn how we can do better in this area.

Freedom of Information Report

A request was made on June 23, 2020 for purchasing records from February 5, 2020 to current, which was responded to the same day.

A request was made on June 30, 2020 by an insurance company requesting lightning strike records on September 27, 2019, which was denied on July 6, 2020.

Vacation

I will be on a stay-cation from July 23-27 and August 11-18. I will be available via cell phone and able to come in if there is an emergency. If you have any non-emergency questions during that time feel free to call the front desk and they will direct your call to the "acting director" on duty that day.

Submitted by:
Lisa Sheppard, CPRP
Executive Director

X. Action Item A
Approval of the Annual Treasurer's Report

Glencoe Park District
July 2020 Board Meeting

**GLENCOE PARK DISTRICT
ANNUAL TREASURER'S REPORT and
STATEMENT OF RECEIPTS AND DISBURSEMENTS
FY 2019/20**

REVENUES:

Corporate Fund

Administration

Property Tax	\$ 2,204,242	
Interest	\$ 91,629	
Bldg License/Rentals	\$ 1,295	
Misc/Unclassified	\$ 799	
Interfund Transfer	\$ 1,150,591	
Sub-total		\$ 3,448,556

Park Maintenance

Donations/Reimbursements	\$ 12,000	
Misc/Unclassified	\$ 407	
Sub-total		\$ 12,407

Watts Ice Center

Membership Pass/Punchcards	\$ 36,193	
Daily Fees	\$ 26,058	
Sales/Rentals/Misc	\$ 119,437	
Sub-total		\$ 181,688

Beach/Boathouse

Membership Passes	\$ 53,505	
Daily Fees	\$ 197,904	
Sales/Rentals	\$ 144,917	
Misc/Unclassified	\$ 154	
Sub-total		\$ 396,480

Total Revenue - Corporate		\$ 4,039,131
---------------------------	--	--------------

Recreation Fund

Administration

Property Tax	\$ 1,059,098	
Replacement Tax	\$ 28,277	
Interest	\$ 91,629	
Rental/Sales/Passes	\$ 175,634	
Misc/Unclassified	\$ 4,051	
Sub-total		\$ 1,358,689

Recreation
Program Revenue \$ 3,521,504

Day Care
Program Revenue \$ 1,488,342
Misc/Unclassified \$ 1,958
Sub-total \$ 1,490,300

Fitness
Daily Fees/Sales \$ 2,900
Membership Passes \$ 26,481
Sub-total \$ 29,381

Total Revenue - Recreation \$ 6,399,874

Special Recreation Fund

Property Tax \$ 318,438

IMRF Retirement Fund

Property Tax \$ 347,709
Replacement Tax \$ 2,683
Interest \$ 6,935
Sub-total \$ 357,327

Social Security Fund

Property Tax \$ 270,541
Interest \$ 2,849
Sub-total \$ 273,390

Debt Service Fund

Property Tax \$ 1,200,067
Interest/Misc \$ 18,677
Sub-total \$ 1,218,744

Liability Insurance Fund

Property Tax \$ 154,340
Interest \$ 4,744
Misc/Unclassified \$ 1,800
Sub-total \$ 160,884

Workers Compensation Fund

Property Tax \$ 41,687
Interest \$ 1,302
Sub-total \$ 42,989

Audit Fund

Property Tax		\$ 12,417
--------------	--	-----------

Capital Projects Fund

Interest	\$ 8,648	
Donations/Reimbursements	\$ 2,110	
Misc/Unclassified	\$ 47,500	
Interfund Transfer	\$ 500,000	
Sub-total		\$ 558,258

Master Plan Projects Fund

Interfund Transfer	\$ 1,030,000	
Grants/Donations/Reimbursements	\$ 100,000	
Miscellaneous	\$ 24,000	
Interest	\$ 42,226	
Sub-total		\$ 1,196,226

Impact Fee Fund

Developer Donations		\$0
---------------------	--	-----

Restricted Donations Fund

Interest		\$ 619
----------	--	--------

Grand Total Revenue - ALL FUNDS**\$ 14,548,916****Less: Interfund Transfers****\$ 2,680,591****Net Total Revenue - ALL FUNDS****\$ 11,868,325****EXPENDITURES:****Corporate Fund****Administration**

Salaries/Wages	\$ 569,911	
Utilities/Contractual Services	\$ 183,681	
Supplies	\$ 13,830	
Insurance and Fixed Charges	\$ 383,169	
Interfund Transfer	\$ 800,000	
Sub-total		\$ 1,950,591

Park Maintenance

Salaries/Wages	\$ 351,768	
Utilities/Contractual Services	\$ 187,889	
Supplies	\$ 118,990	
Fixed Charges	\$ 100	
Capital Improvements	\$ 186,943	
Interfund Transfer	\$ 322,165	
Misc/Contingency	\$ 6,309	
Sub-total		\$ 1,174,164

Watts Ice Center

Salaries/Wages	\$ 103,650	
Utilities/Contractual Services	\$ 83,699	
Supplies	\$ 23,624	
Capital Improvements	\$ 27,967	
Miscellaneous	\$ 2,475	
Interfund Transfer	\$ 46,022	
Sub-total		\$ 287,437

Beach/Boathouse

Salaries/Wages	\$ 249,648	
Utilities/Contractual Services	\$ 39,964	
Supplies	\$ 27,636	
Capital Improvements	\$ 21,403	
Interfund Transfer	\$ 80,540	
Miscellaneous/Fixed Charges	\$ 160	
Sub-total		\$ 419,351

Total Expenditures - Corporate \$ 3,831,543

Recreation Fund

Administration

Salaries/Wages	\$ 706,570	
Utilities/Contractual Services	\$ 507,348	
Supplies	\$ 99,089	
Fixed Charges	\$ 24,433	
Capital Improvements	\$ 30,441	
Interfund Transfers	\$ 1,366,864	
Sub-total		\$ 2,734,745

Recreation

Salaries/Wages	\$ 675,501	
Contractual Services	\$ 1,418,077	
Supplies	\$ 153,064	
Sub-total		\$ 2,246,642

Day Care

Salaries/Wages	\$ 984,966	
Utilities/Contractual Services	\$ 86,297	
Supplies	\$ 82,844	
Insurance and Fixed Charges	\$ 85,626	
Capital	\$ 552	
Interfund Transfer	\$ 35,000	
Sub-total		\$ 1,275,285

Fitness			
	Salaries/Wages	\$	33,743
	Utilities/Contractual Services	\$	13,386
	Supplies	\$	1,298
	Capital	\$	429
	Sub-total	\$	48,856
	Total Expenditures - Recreation	\$	6,305,528
<u>Special Recreation Fund</u>			
	Contractual Services/Fixed Chgs	\$	134,833
	Capital	\$	175,000
	Total Expenditures	\$	309,833
<u>IMRF Pension Fund</u>			
	Retirement	\$	386,455
<u>Social Security Fund</u>			
	Social Security and Medicare Contributions	\$	287,173
<u>Debt Service Fund</u>			
	Principal	\$	945,000
	Interest/Fiscal Charges	\$	220,346
	Total Expenditures	\$	1,165,346
<u>Liability Insurance Fund</u>			
	Salaries/Wages	\$	31,349
	Contractual Svcs/Supplies/Misc	\$	8,712
	Insurance/Unemployment	\$	91,744
	Capital	\$	2,012
	Total Expenditures	\$	133,817
<u>Workers Compensation Fund</u>			
	Insurance	\$	40,337
<u>Audit Fund</u>			
	Audit Services	\$	14,850
<u>Capital Projects Fund</u>			
	Capital Improvements	\$	617,493
<u>Master Plan Capital Fund</u>			
	Capital Improvements	\$	1,097,573

Restricted Donations Fund

Capital Improvements	\$	10,894	
Interfund Transfer	\$	30,000	
Total Expenditures			\$ 40,894

Impact Fee Fund

Interfund Transfer			\$0
--------------------	--	--	-----

Grand Total Expenditures - ALL FUNDS			\$ 14,189,948
Less: Interfund Transfers			\$ 2,680,591
Net Total Expenditures - ALL FUNDS			\$ 11,509,357

Lisa Sheppard, Exec Dir/Secretary
Board of Park Commissioners
Glencoe Park District

Michael Covey, Treasurer
Board of Park Commissioners
Glencoe Park District



Vendor Name	Vendor Number	Total Payments
Accuraty Solutions	10133	5,790.20
Ace of Spray. LLC	11128	7,925.00
Advanced Disposal Services	10136	22,805.21
AFLAC	10098	4,030.04
Airespring	10739	20,866.59
All Court Fabrics, Inc.	10565	3,388.00
Altamanu, Inc.	10973	309,285.43
Althoff Industries, Inc.	10140	53,095.04
Amalgamated Bank of Chicago	10143	130,275.00
Amazing Minds	10056	3,492.00
Amazon Capital Services	10946	57,737.66
American Backflow Prevention	10145	2,697.95
American Building Services, LLC	10686	5,489.21
American Outfitters, Ltd.	10147	31,722.35
AmeriChoice Radon Testing	11445	3,355.00
Ancel, Glink P.C.	10050	15,543.73
Applied Controls, Inc.	10717	4,909.09
Applied GeoScience Inc.	11140	4,800.00
Architectural Consulting Group, Ltd	10733	11,940.00
Aries Charter Transportation Inc.	11377	2,775.00
Arlington Power Equipment	10159	6,818.39
AT & T	10162	19,417.96
Avidia	11420	3,436.00
Aztec Tents	10824	3,487.00
Bauer Latoza Studio, Ltd.	11428	26,616.22
Becker Arena Products	10172	5,269.47
Blue Reef, LLC	11478	67,500.00
BlueTarp Credit Services	11391	2,602.14
BMO Harris Bank N.A.	10473	153,815.36
Brigham Floats, LLC	11384	3,287.99
BSN Sports	10182	20,401.29
Burriss Equipment Company	10184	41,593.17
Call One	10656	4,197.36
Carl Rosenthal	11422	5,376.75
Carole K Pearlman	10441	3,885.00
Carroll Seating Company	11430	4,400.00
CDW Government, Inc.	10188	9,185.60
Celtic Commercial Painting	11276	5,487.00
Ceramic Supply Chicago, Inc.	10190	6,329.45
Chuck Little	11371	3,600.00
Cintas Corporation #22	10409	4,835.85
Clauss Brothers Inc.	10802	11,307.90
Clowning Around Entertainment	10115	4,434.00
Columbia Cascade Company	10651	7,770.00
Comcast	10505	3,402.88
Commonwealth Edison	10208	159,424.41
Conserv FS	10210	26,650.37
Core Mechanical, Inc.	11349	46,790.00
Court & Sport Inc.	11406	22,055.00
Craftwood Lumber Company	10215	3,182.13
Creekside Operating, LLC	11398	14,308.94
Dermatec Direct	10333	2,992.62
Des Plaines Glass Co.	10914	2,948.00
Discount School Supply	10334	8,634.98
Domino's Pizza	10335	4,847.01

A/P Vendor Publication Report

Payment Date Range: 03/01/2019 - 02/29/2020

Vendor Name	Vendor Number	Total Payments
E Motor Pro	11393	4,324.34
Elizabeth Peterson	11447	5,000.00
Evey Schweig	11369	3,912.50
Excalibur Technology Corporation	10341	180,277.90
F.E. Moran, Inc.	10207	6,380.00
F.J. Kerrigan Plumbing Co.	10402	13,262.08
Fambro Management LLC	11291	15,899.00
FAMOS! DJ Entertainment	10673	7,837.00
Fiore Nursery & Landscape Supply	11139	2,575.66
First Student	10405	27,755.48
FSA Sports Camp, LLC	11435	21,850.00
Fun Express	10346	4,354.02
Galassini and Ori Construction	10348	12,575.00
Game On! LLC	11375	10,164.00
Glencoe Junior High Project	10361	10,000.00
Glencoe Junior Kindergarten	10076	662,532.76
Glencoe Youth Services	10364	11,000.00
Goodmark Nurseries, LLC.	10367	3,277.80
Gordon Food Service, Inc.	10837	19,306.57
Grainger Inc.	10370	29,660.34
Grand Food Center	10325	4,108.62
Gregory Bizzaro	10947	6,225.00
H. Barber & Sons, Inc.	11130	2,625.04
Hacienda Landscaping	11282	660,642.79
HD Supply Facilities Maintenance	10379	17,526.45
Helen's Ultimate Fitness, Inc.	10083	83,457.44
Home Depot Credit Services	10384	27,706.86
Hot Shots Sports	10068	70,794.50
IAPD	10388	6,386.90
IC Signs & Graphics	10934	13,937.72
ICOR Products	10745	4,704.50
IL Dept of Employment Security	10557	3,810.00
IL Dept of Revenue	10100	164,906.26
Illinois Baseball Academy	10088	5,754.00
Illinois Department of Natural Resources	11378	2,600.00
Illinois Municipal Retirement Fund	10101	587,648.23
Illinois Pump, Inc	10647	8,073.50
Industrial Door Company	11382	8,565.00
IRS/Dept of Treasury	10106	877,940.52
J&R 1st in Asphalt, Inc.	11432	25,838.00
Jack Phelan Dodge LLC	11394	21,000.00
Jade Surveyors	11100	32,000.00
Jozef Cabaj	11485	6,000.00
Julie Kaplan	10089	5,217.93
JW Turf, Inc.	11152	5,644.01
Kids HeArt Yoga, LLC	11418	3,966.30
Kim Bloomberg Designs, Inc	10558	20,634.00
Kimberly Bloomberg	11504	7,656.00
Konica Minolta Business Solutions USA Inc.	10404	6,279.23
Krueger International, Inc.	11501	8,094.50
L. Marshall Inc.	11446	114,794.98
Lauterbach & Amen, LLP	10075	12,350.00
Lenny Hoffman Excavating Inc.	10149	6,190.00
Lowe's Business Acct/GEMB	10360	42,295.60
Maria Kotsinis	10066	2,640.00
Marianne Nicolosi	10082	5,378.88
Market Access	10160	4,025.00
Martin Lopez	11263	9,359.00
Maul Enterprises, Inc.	10859	4,907.00
Medieval Times Dinner & Tournament, Illinois	11408	4,366.35
Melrose Pyrotechnics Inc.	10181	24,500.00

A/P Vendor Publication Report

Payment Date Range: 03/01/2019 - 02/29/2020

Vendor Name	Vendor Number	Total Payments
Menoni & Mocogni	10191	4,617.19
Michiana, LLC	10636	4,968.00
Milieu Design LLC	11267	121,964.50
Monica McCarthy O'Connor	11319	3,299.58
Mr. David's Flooring	11312	16,275.00
Mutual Ace Hardware	10213	13,498.55
NAPA Auto Parts	11425	3,068.15
Nels J. Johnson Tree Experts Inc.	10217	72,791.50
Nielsen Enterprises, Inc.	11075	5,000.00
Noggin Builders, LLC	11424	9,546.73
North Shore Gas Company	10224	21,423.84
NSSRA	10228	183,838.64
Nutoys	10776	7,533.00
Ole Spanish Services LLC	10085	5,450.00
Otis Elevator Company	10235	6,664.94
PACT Administrative Services Corp	10110	26,282.48
Park District of Highland Park	10237	9,125.75
Park Warehouse	11380	27,147.61
Partnership Financial Credit Union	10104	12,015.00
PDRMA	10242	621,879.30
Peloton Interactive, Inc.	11490	4,049.00
Petty Cash	10246	3,969.42
Pioneer Manufacturing Co.	10249	10,240.34
Pizzo & Associates, Ltd.	10919	34,216.83
Postmaster Glencoe	10374	4,235.00
Pride Dojo Inc.	10090	42,445.06
Quantum 360 LLC	11224	9,553.43
Quill Corporation	10259	15,962.52
Rainbow Group, LLC	11095	7,392.16
Real V LLC	10966	11,601.00
Record-A-Hit	10375	3,570.00
Recreation Results, LLC	11412	20,000.00
Red Feather Painting, Inc.	11486	131,283.00
Reese Recreation Products	10264	4,965.00
Rek Room Inc.	11232	4,035.00
Reliable Fire Equipment Co.	10266	5,217.16
Rite Portable Restrooms	10767	9,423.00
RMC Inc.	10269	28,919.14
Roundy's Inc.	11320	9,430.67
Sabrina Chishti	11493	4,500.00
Salle Stepien Corp	10615	8,648.50
Sam's Club Direct Commercial Account Program	10275	6,751.01
Sandra K Culver	10654	11,445.05
Sarah Hall	10515	146,753.65
Segal Consulting	11376	2,500.00
Shaun Christopher Whitley	11160	24,680.00
Sherwin-Williams Company	10279	2,513.71
Sign Palace	10803	3,960.00
South Branch Nurseries Inc	10789	3,128.00
Southeastern Security Consultants, Inc	10706	2,701.00
Specialty Floors, Inc.	10285	2,728.00
Spencer Welding Service	10284	2,875.00
State Disbursement Unit	10108	5,289.30
Sunbelt Rentals	10753	4,575.54
Sunshine Arts & Crafts	10289	10,800.00
Sysco Chicago, Inc.	11414	27,739.05
Taykit, Inc.	10216	6,560.00
Taylor Ioannu	11213	3,114.00
Telcom Innovations Group	10294	16,908.30
The Boating Warehouse, LLC.	11274	5,057.15
The Mulch Center	10209	7,200.00

A/P Vendor Publication Report**Payment Date Range: 03/01/2019 - 02/29/2020**

Vendor Name	Vendor Number	Total Payments
TimeClock Plus, Inc.	11168	8,922.42
Timothy Dane Bowen	10517	9,846.00
TinkRWorks, LLC.	11316	19,300.00
Tyler Technologies, Inc.	10300	6,983.64
UMB Bank NA	10705	1,035,071.00
US Postal Service (CMRS-FP)	10703	3,000.00
Vanguard Energy Service, LLC	10307	23,656.30
Vantagepoint Trf Agents-457	10099	48,951.89
Verizon Wireless	10309	13,311.36
Vermont Systems, Inc.	10308	8,196.62
Village of Glencoe	10457	61,345.47
Walmart Community	10314	5,198.50
Warehouse Direct Workplace Solutions	10700	25,239.45
West Marine Pro	11085	9,640.80
Wheeling Park District	10316	4,395.75
Wight & Company	11102	73,382.05
Wisconsin Dept of Revenue	10102	3,552.86
YBA Shirts	10957	2,551.23
Grand Total:	8,614,577.39	

X. Action Item B
**Approval of the 3-Year PDRMA Health
Insurance Commitment**

Glencoe Park District
July 2020 Board Meeting

MEMORANDUM

TO: Board of Park Commissioners
CC: Lisa Sheppard, Executive Director
FROM: Carol Mensinger, Director of Finance/HR
SUBJECT: PDRMA Health Insurance – Additional 3-Year Commitment
DATE: July 15, 2020

In December 2005, the Park District Board approved the District's initial participation in the PDRMA Health Program for health insurance coverage, effective January 1, 2006. This participation required a three-year commitment, and the District renewed its commitment to PDRMA Health for another 3-year period in 2008, 2011, 2014 and 2017. This December will mark the end of this latest commitment period. Furthermore, PDRMA Health Program requires a four-month notice of termination which must be served via a resolution of the Board – this means that **if** the Board does **not** wish to continue participation, notice must be given to PDRMA Health Program by August 31, 2020. The absence of any notification would then mean that the District would be committing to another three-year period.

Below are the annual PDRMA Health Program renewal premium increases for the current year and the past ten years:

<u>Year</u>	<u>PDRMA Health Increase</u>
2020	4.0%
2019	2.17%
2018	4.09%
2017	0%
2016	5.0%
2015	11.2%
2014	10.2% (portion of increase is for new Affordable Healthcare Act fees)
2013	7.0%
2012	6.6%
2011	10.1%
2010	1.8%

PDRMA Health Program cannot give staff any indication for the 2021 renewal increase at this time. Their actuaries use actual claim data as of July 31, 2020 to estimate losses, as well as medical and Rx trends to set 2021 premium rates. The earliest the new rate information would be available is late September/early October.

Staff recommends **continuing with the PDRMA Health Plan** for another three-year commitment for the following reasons:

1. Rates quoted by other companies are not guaranteed. They are based only on current census information, and do not take into account specific health issues of our group.
2. Actual premiums as of January 1, 2021 will be based on claims incurred through December 31, 2020. One large claim could drastically increase premium costs. Any true savings

MEMORANDUM

would not be known until the District went through the underwriting process, at which time, there is no guarantee as to coverage and cost. (If we stay with PDRMA Health, the effect of one large claim incurred would be minimized as there are over 90 agencies with 2,500 employees and over 4,000 total covered lives in the group. By comparison, the Glencoe Park District group is only 33 employees and approximately 60 covered lives. In this COVID-19 pandemic, this becomes even more important.)

3. The District has enjoyed very good service with the PDRMA Health Program over the last ten year period. In addition, they have incorporated a very proactive approach to healthcare by instituting an extensive wellness program, and several opportunities for employees to be proactively healthier.
4. Renewal increases with PDRMA Health have been very reasonable over the past several years.
5. Traditional insurance carriers are known to discount premium cost in the first year to “get you in the door” and then give more significant increases in subsequent years.
6. Given the complexity of the Affordable Care Act (ACA), as well as what may come out way as far as a replacement to the ACA, PDRMA Health continues to be an invaluable resource for information to help member agencies implement and understand the new and changing requirements.
7. PDRMA Health is continually striving to find options for health care coverage that meet the needs of its diverse member agencies.
8. Should the District terminate participation in PDRMA Health Program, it could not re-apply for membership for four years.

As such, staff recommends to the Board of Park Commissioners that no notification be given to PDRMA Health Program regarding termination, and in doing so that the District remain with PDRMA Health Program for another three-year period.

X. Action Item C
Approval of the Schuman Overlook Repair
Bid

Glencoe Park District
July 2020 Board Meeting

MEMORANDUM

TO: Board of Park Commissioners
FROM: Lisa Sheppard, Executive Director and Chris Leiner, Director of Parks & Maintenance
SUBJECT: Contractor Approval for Schuman Overlook/Retaining Wall Repairs
DATE: July 13, 2020

At the July 9, 2020 bid opening for the renovations to the Schuman Overlook/Retaining Wall Repair, three qualified bids were received and opened.

Schuman Overlook/Retaining Wall Repair Bid Opening Results	
Contractor	Total Bid
V3	\$331,275.00
Copenhaver	\$285,073.00
Martam	\$202,026.00

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

Therefore, the lowest qualified bid is from Martam Construction of Elgin, Illinois for a total base bid of \$202,026. Martam Construction provided excellent references, with experience in roadway construction, bridge building, and retaining wall repairs.

Recommended Motion: The approval of the lowest responsible bidder, Martam Construction of Elgin, IL for a total of \$202,026.

X. Action Item D
Approval of the Duke Park Renovation Bid

Glencoe Park District
July 2020 Board Meeting

MEMORANDUM

TO: Board of Park Commissioners
FROM: Lisa Sheppard, Executive Director and Chris Leiner, Director of Parks & Maintenance
SUBJECT: Contractor Approval Duke Park Renovation
DATE: July 13, 2020

At the July 13, 2020 bid opening for the renovations of Duke Park, one qualified bid was received and opened. Three firms initially expressed interest in the project.

The current construction budget is \$910,000. Base bid includes a new playground, interactive fountain, hand-cranked train, and poured in place safety surface.

The bid also included two alternates for:

1. Social Spaces
2. Veterans Memorial Plaza Accessibility Upgrades

Schuman Overlook/Retaining Wall Repair Bid Opening Results			
Contractor	Base Bid	ALT 1	ALT 2
Hacienda	\$816,397.00	\$96,209.00	\$21,950.00

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

Therefore, the lowest qualified bid is from Hacienda Landscaping of Minooka, Illinois for a total base bid of \$816,397. Hacienda Landscaping previously replaced the Takiff Center Playground, Woodlawn, Old Elm, and Vernon. Our staff has direct experience with this firm and continue to be pleased with their work.

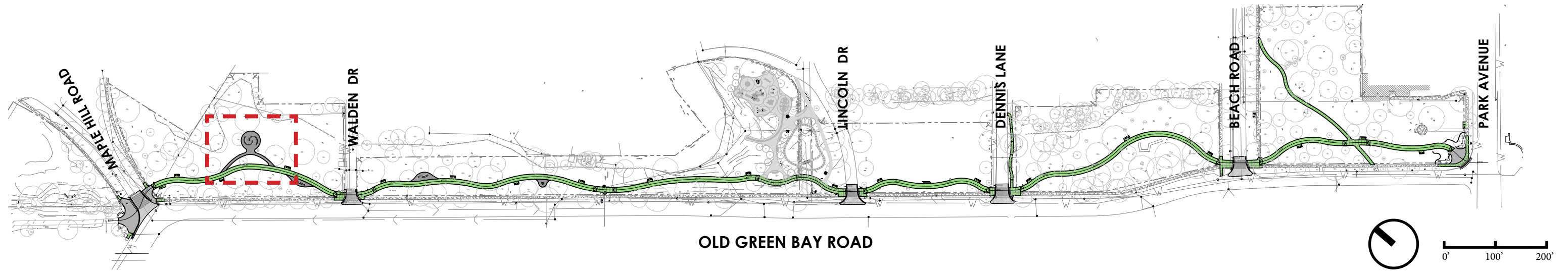
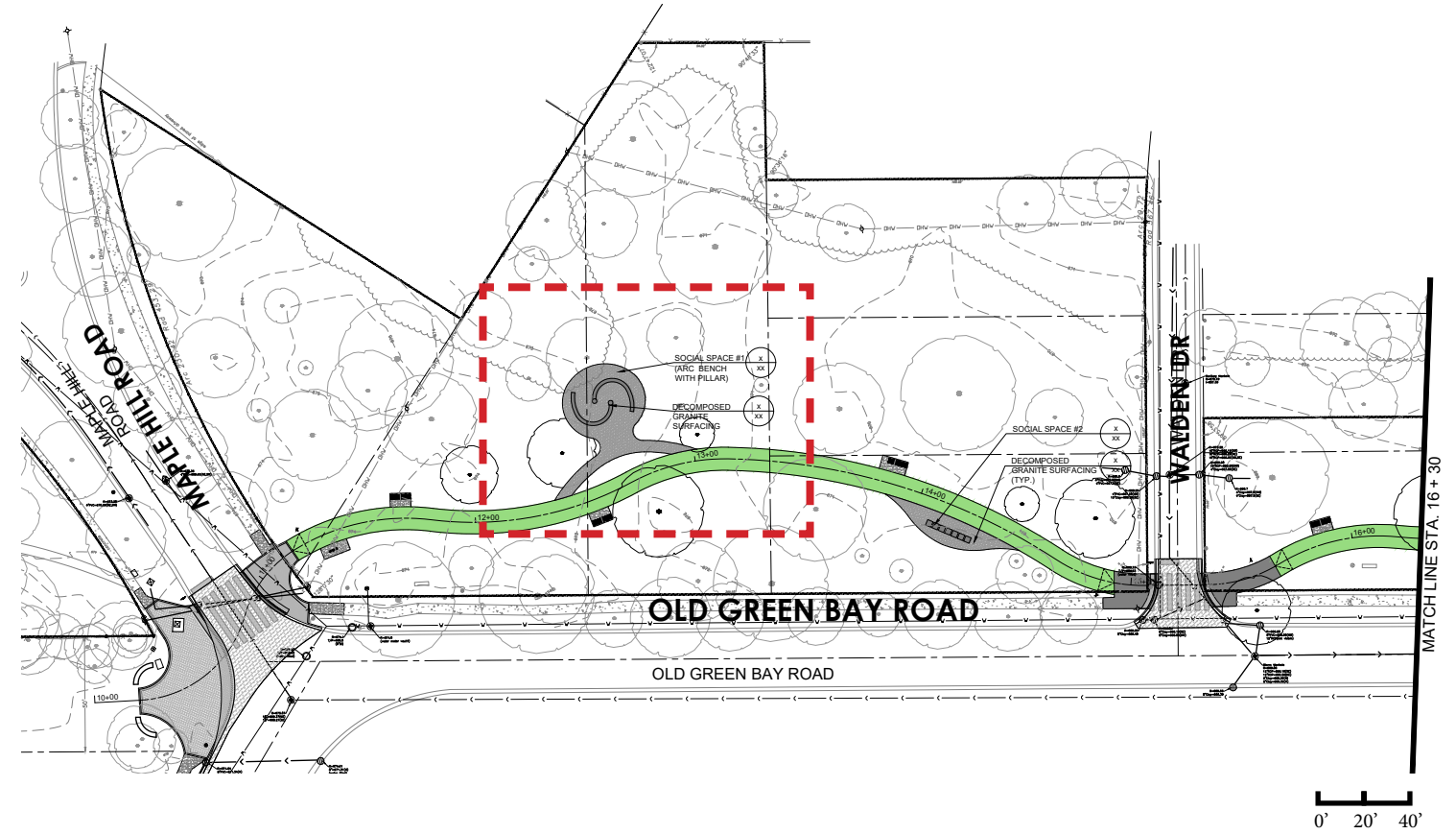
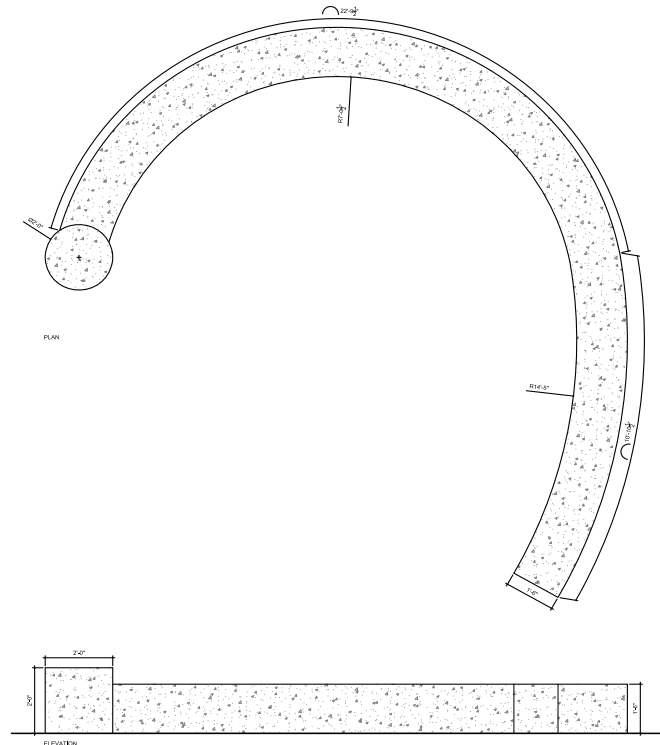
Alternate 1 consists of the Social Spaces. Attached to the memo is an estimated breakdown of cost for each social space. The Board should decide on Tuesday night if they would like to proceed with no spaces, all spaces (which would put us over budget) or selecting a space or two.

Alternate 2 consists of an ADA accessible sidewalk to Veteran's Plaza and minor amenity upgrades. The trail grant has funded most of the improvements shown to Veteran's Park in the previous design process for that site.

Staff is recommending including this alternate in the project. This alternate would complete the upgrades to Veteran's Park in one mobilization versus projects over several years, thereby saving the District money in the long run. Furthermore, the bid climate has delivered a very competitive price for this amenity. Likely, future costs for this sidewalk would increase.

Recommended Motion: Approval of the lowest responsible bidder, Hacienda Landscaping of Minooka, Illinois, including base bid and Alternate 2 for \$838,347.

SOCIAL SPACE #1
 ARC BENCH & PILLAR
 CONSTRUCTION COSTS: \$53,000



OLD GREEN BAY LINEAR PARKS
 SITE FURNISHINGS



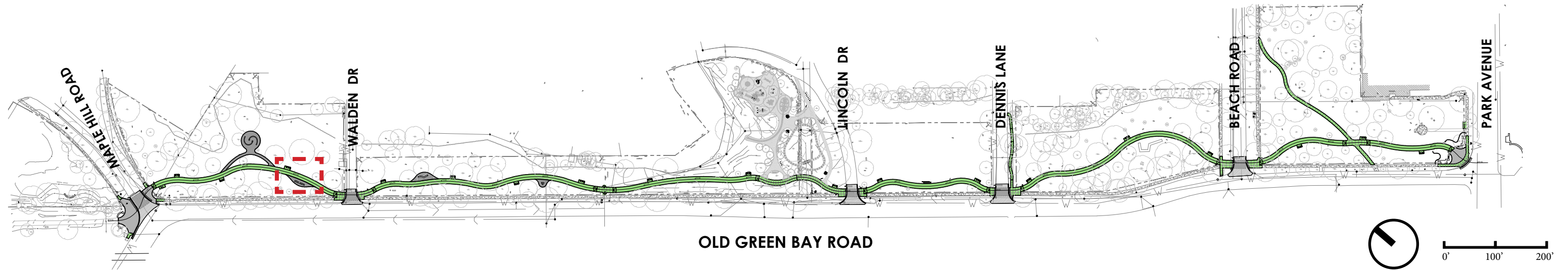
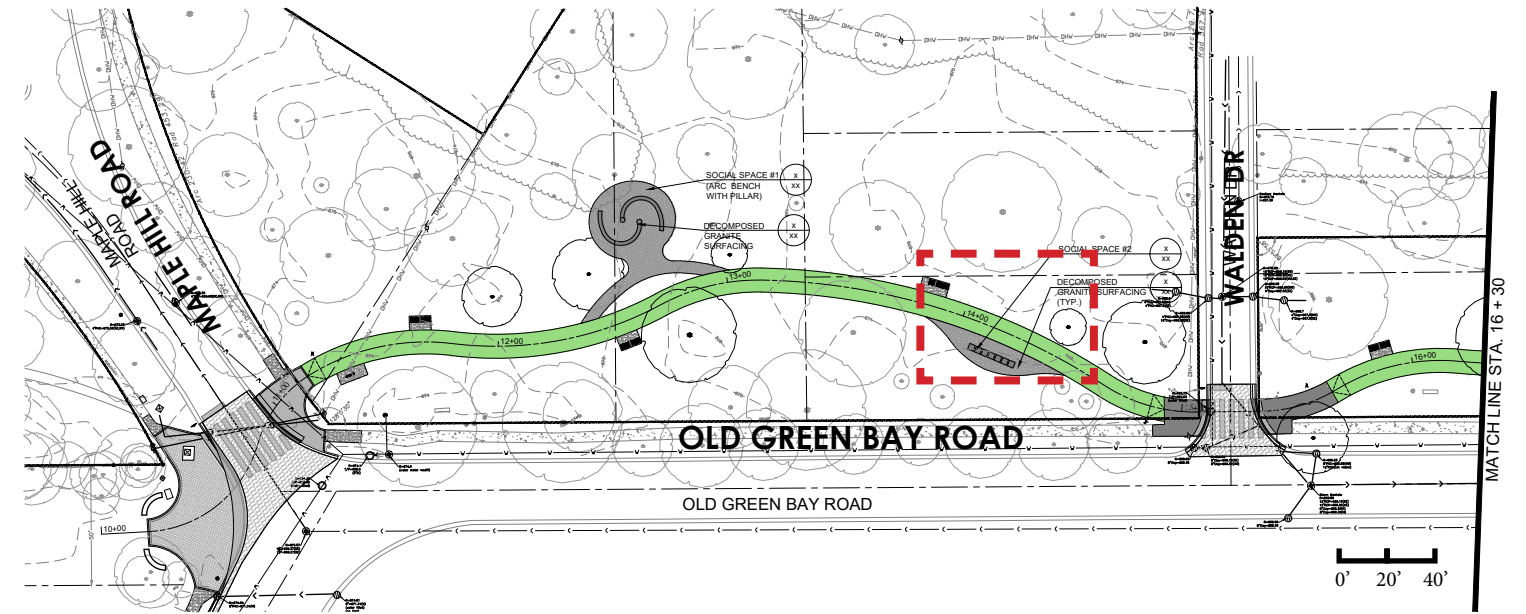
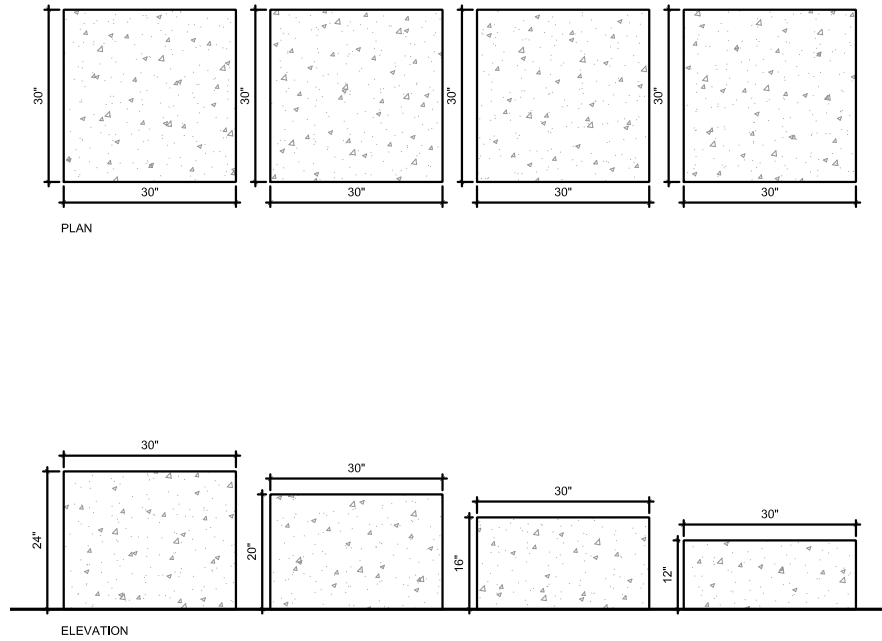
Altamanu Inc.
 landscape architecture + urban design + planning



07.15.2020

SOCIAL SPACE #2

CONSTRUCTION COSTS: \$12,000



OLD GREEN BAY LINEAR PARKS SITE FURNISHINGS



Altamanu Inc.
landscape architecture + urban design + planning

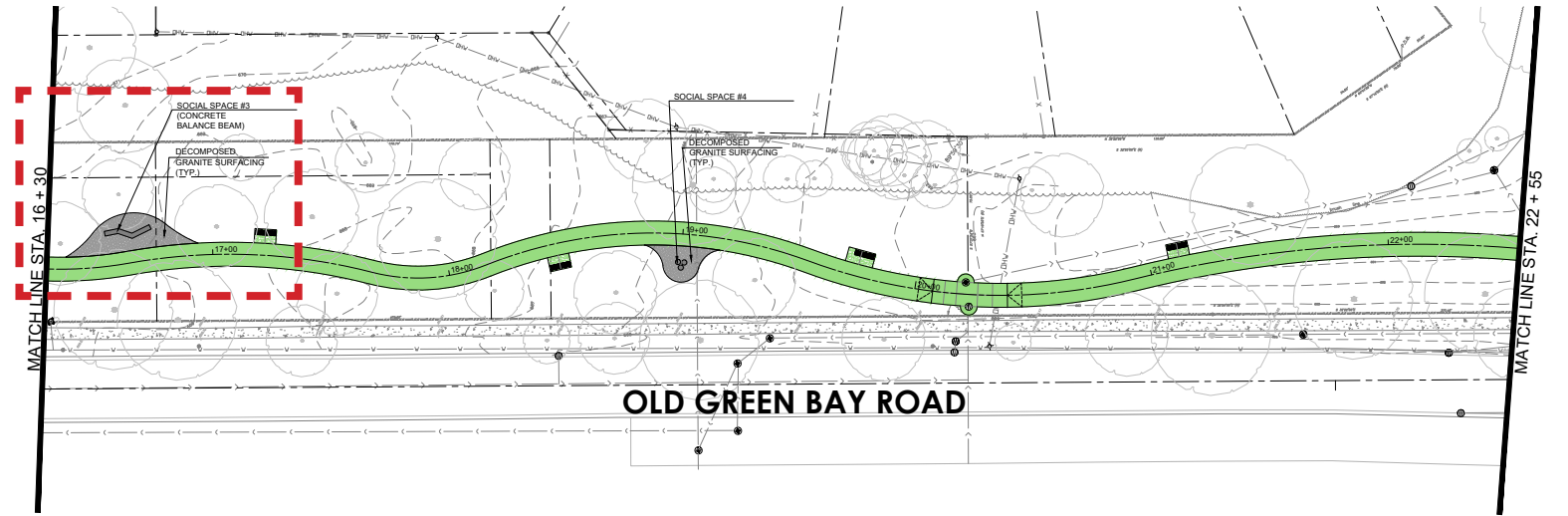
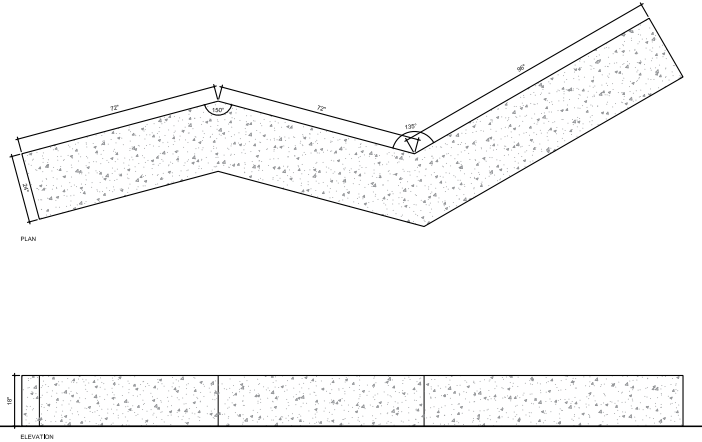


07.15.2020

SOCIAL SPACE #3

Size: 96" x 24" x 18".

CONSTRUCTION COSTS: \$11,800



OLD GREEN BAY LINEAR PARKS SITE FURNISHINGS



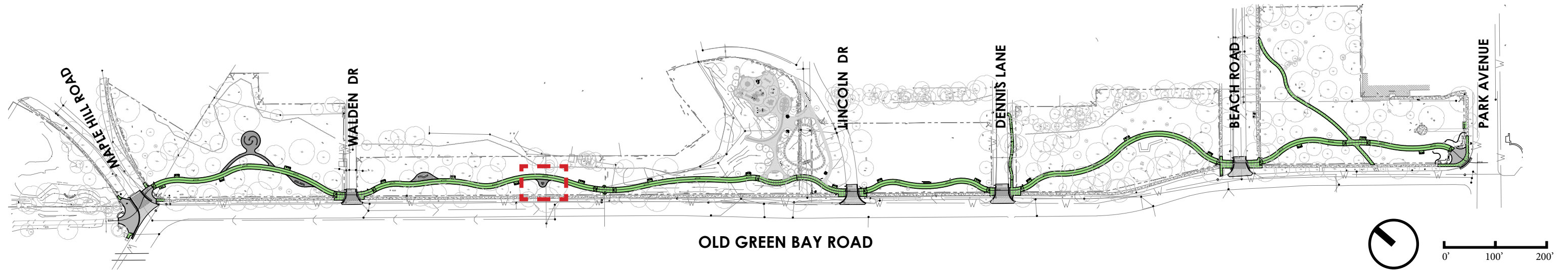
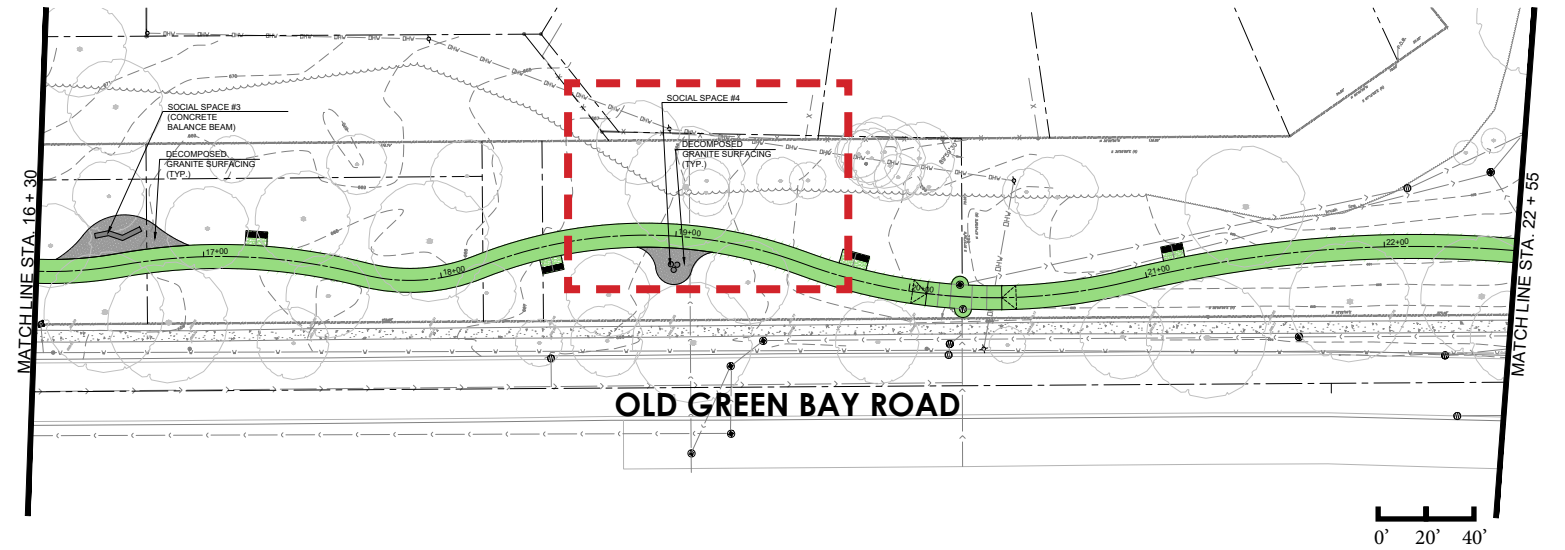
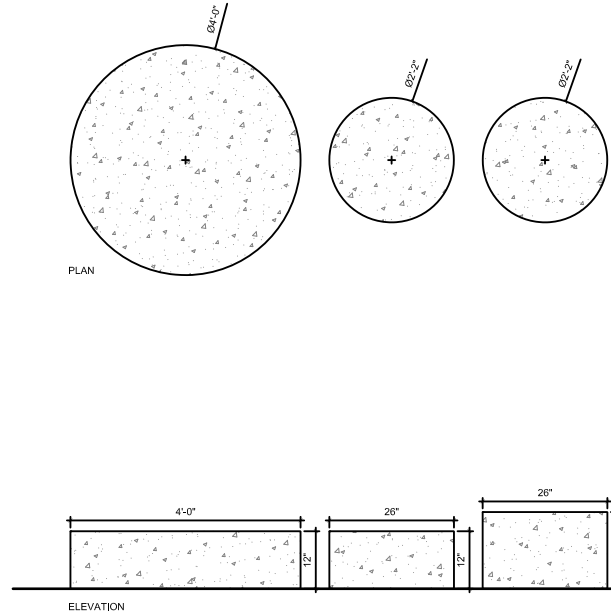
Altamanu Inc.
landscape architecture + urban design + planning



07.15.2020

SOCIAL SPACE #4

CONSTRUCTION COSTS: \$3,500



OLD GREEN BAY LINEAR PARKS

SITE FURNISHINGS



Altamanu Inc.
landscape architecture + urban design + planning



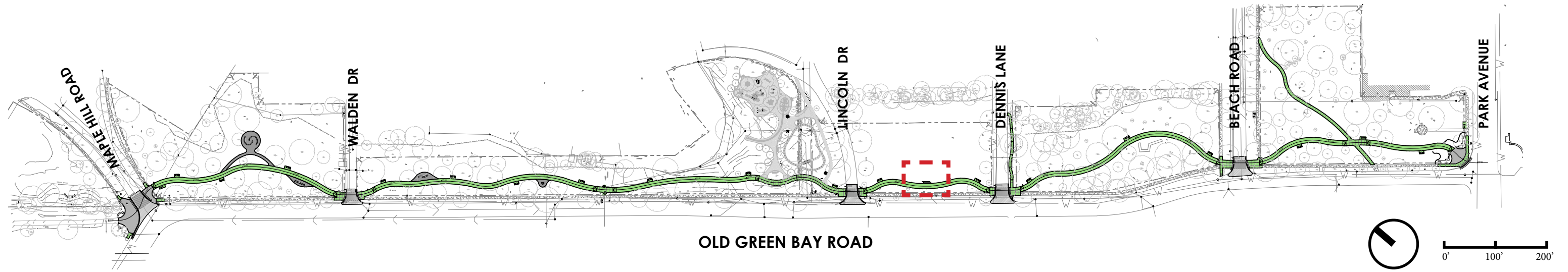
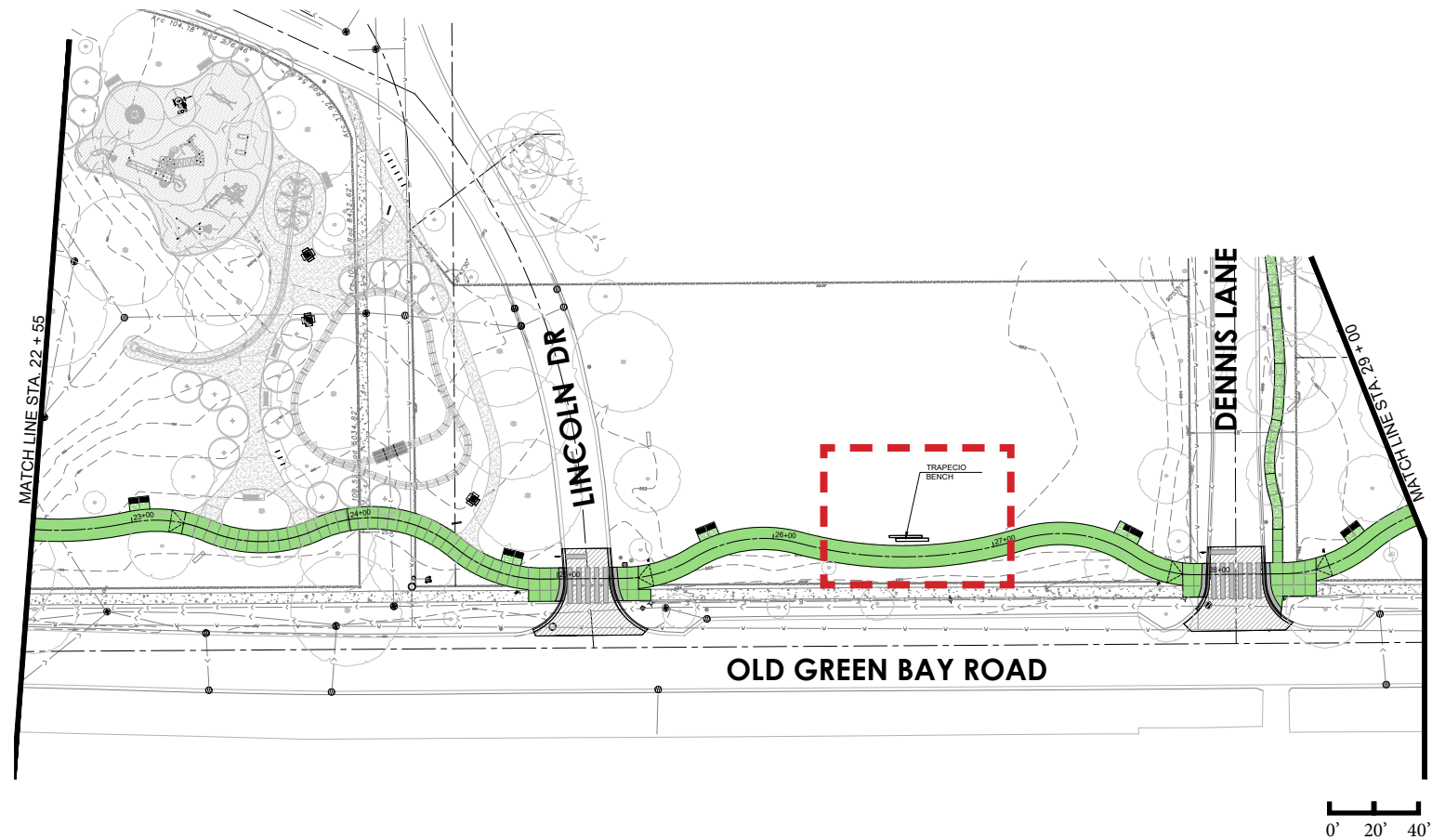
07.15.2020

TRAPECIO BENCH

CONSTRUCTION COSTS: \$16,000



Bench
32" x 212" x 27"

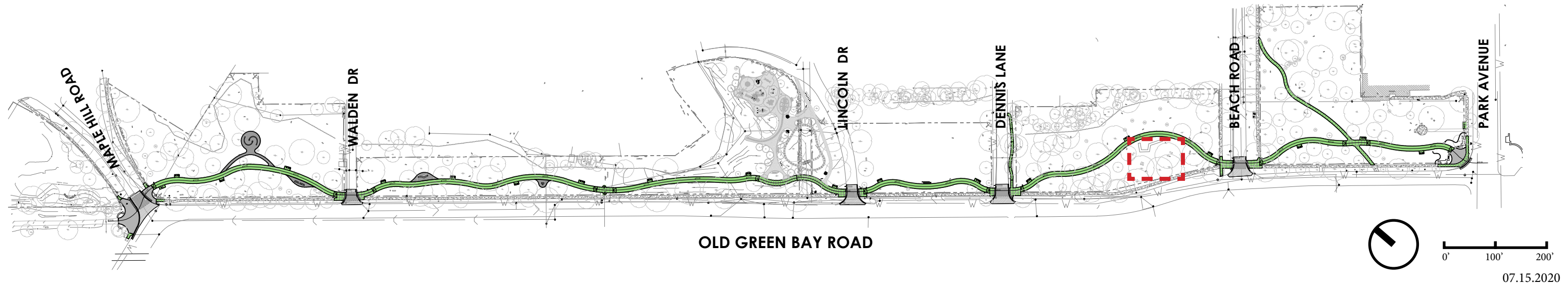
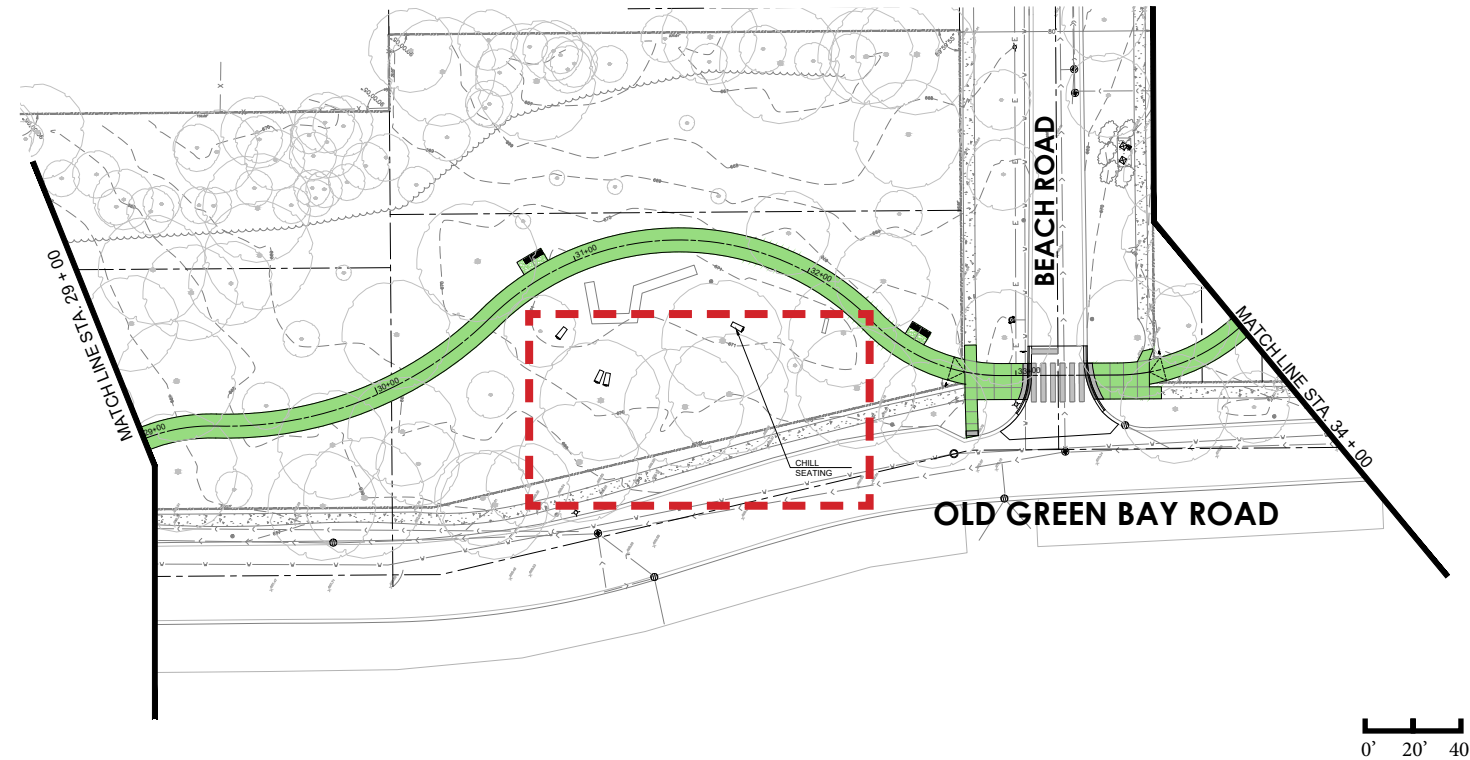
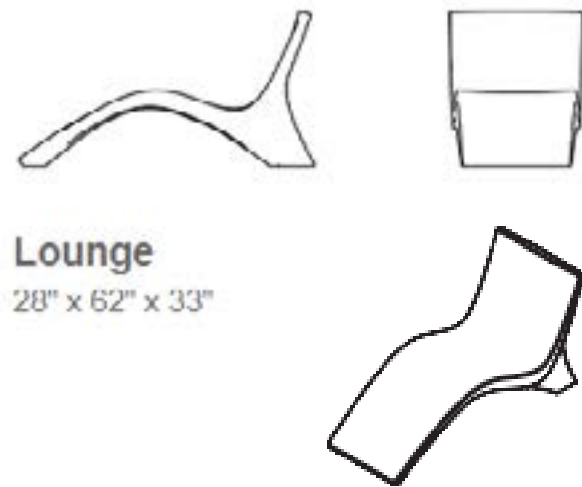


OLD GREEN BAY LINEAR PARKS SITE FURNISHINGS



CHILL SEATING

CONSTRUCTION COSTS: \$5,000



OLD GREEN BAY LINEAR PARKS
SITE FURNISHINGS