



# OCTOBER 2020 Board Report



**GLENCOE PARK DISTRICT  
REGULAR BOARD MEETING  
Tuesday, October 20, 2020 – 7:00pm  
Zoom Video/Audio Conference or In-Person**

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.  
Location of the meeting is **Zoom -or-** Takiff Center, 999 Green Bay Rd, Glencoe, IL 60022

The Board of Park Commissioner's President determined that an in-person meeting is not practical or prudent due to the issuance by the Governor of a disaster declaration related to public health concerns in all or a part of the jurisdiction of the District, and the President stated that physical presence at the meeting location was determined by the District to be unfeasible due to the disaster. If you prefer to attend in-person, please enter Takiff Center around the back at the main entrance. Please note that Commissioners will be attending via Zoom, and Executive Director Lisa Sheppard will be attending in-person.

## **A G E N D A**

- I. Call to Order
- II. Roll Call
- III. Consent Agenda Items
  - A. Minutes of September 15, 2020 Regular Board Meeting (pgs. 4-9)
  - B. Minutes of October 6, 2020 Committee of the Whole Mtg (pgs. 10-29)
  - C. Ordinance No. 918: Surplus Property Disposal (pgs. 30-32)
  - D. Approval of the Bills (pgs. 33-47)
- IV. Matters from the Public
- V. Financial Report (pgs. 48-51)
- VI. Staff Reports
  - A. Business (pgs. 53-54)
  - B. Recreation and Facilities (pgs. 55-59)
  - C. Parks and Maintenance (pg. 60)
  - D. Marketing and Communications (pg. 61)
  - E. Safety and Wellness Committee (pg. 62)
- VII. Executive Director's Report (pgs. 63-67)
- VIII. Action Items
  - A. Approval of Resolution No. 917: Truth in Taxation (pgs. 68-70)
  - B. Approval of Resolution No. 919: Agreement for Coronavirus Relief Funds with Cook County (pgs. 71-90)
  - C. Approval of Landscape Architecture and Civil Engineering Services Contract for Kalk Park Project Phase II (pgs. 91-113)
  - D. Approval to Move the November Regular Committee Meeting to Wednesday, November 4 (pg. 114)
  - E. Review and Approval of Closed Session Minutes 5ILCS 120/2 (c)(21) (pg. 115)
- IX. Other Business
- X. Executive Session
  - A. Personnel 5ILCS 120/2(c)(1)
  - B. Review Closed Session Minutes 5ILCS 120/2 (c)(21)
- XI. Action Items following Executive Session (if any)
- XII. Adjournment

### **Three Ways to Join this Meeting on Zoom**

**Meeting ID:  
881 8535 0327  
Password: 999**

**Via Phone Dial In**  
312-626-6799

**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)

**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: In Person at the  
meeting at Takiff Center**

**Key rules  
governing participation**  
All comments will be limited to  
three (3) minutes per person  
and no longer than 30 minutes  
for all comments.

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

Executive Director Email: [lsheppard@glencoeParkDistrict.com](mailto:lsheppard@glencoeParkDistrict.com)

### III. Consent Agenda Items

Section 2.06(b) of the Open Meetings Act allows a public entity to approve minutes either within 30 days after the relevant meeting OR at the public body's second subsequent regular meeting, whichever is LATER. For consistency, all minutes will be approved at the subsequent Regular Board Meeting.

Items on the Consent Agenda are representative of routine actions by the Board of Directors or staff. Members of the Board of Park Commissioners are invited and encouraged to call the Executive Director prior to the meeting with any questions about consent agenda items.

The Board President asks for a motion to adopt the consent agenda items. However, if any member of the Board wishes to discuss any item on the consent agenda, for *any* reason whatsoever, he or she may ask that the item be removed from the consent agenda and the President will change the agenda per the request.

The Executive Director recommends approval of the consent agenda.

Glencoe Park District  
October 2020 Board Meeting

MINUTES OF SEPTEMBER 15, 2020 REGULAR BOARD MEETING  
GLENCOE PARK DISTRICT  
999 GREEN BAY ROAD, GLENCOE, ILLINOIS 60022

*Carol Mensinger, Director of Finance/HR, is filling in as the in-person representative due to the inability of Executive Director to attend in person due to a HIPAA medical issue and the President out of town for work.*

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

All Commissioners could see and hear and all members of the public could see and hear.

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  
Erin Classen, Supt. of Marketing/Comm.  
Jenny Runkel, Administrative Assistant

Members of the public in attendance who signed in or spoke: Eric Anderson, Brian Brandt, Stephani Briskman, Ed Goodale, Ann Scheuer, Bart Schneider, Adam Wohl

Consent Agenda: A motion was made by Commissioner Lutton to approve the consent agenda items as presented including Minutes of August 4, 2020 Regular Board Meeting, September 1, 2020 Committee of the Whole Meeting, and Approval of the Bills. Commissioner Boron seconded the motion. No further discussion ensued. Roll call vote taken:

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

The motion passed.

Matters from the Public: We did not receive any emails requesting to be read into the minutes. There was no one wishing to address the Board.

Financial Report: Director Mensinger stated we are six months into the fiscal year. Included in the packet is a three-year comparison for both July 31 and August 31, since we did not have a Board meeting in August. Recreation program surplus increased by almost \$90,000. Day care had a \$100,000 deficit in July which turned for the better in August to a \$55,000 surplus due in part to the day care grant received. By the end of August, the beach had a surplus of about \$85,000. Overall, it looks like our deficit will be lower than expected at about \$100,000. Fund balances were reviewed and look good at this time. Of the expected 80% of tax installments used in projections, we instead received 85% and now project to receive 90%. Included in the projections are day care

grant money, the \$69,000 for PDRMA pier reimbursement, and the favorable results of the bond issuance.

Staff previously projected the District to have \$6.518 million at the end of the fiscal year on February 28, 2021. Based on current projections, we are expecting to be at \$6.67 million. Despite the pandemic, we have lost revenues, but also did not expend monies on programs and tightened operations.

In response to Commissioner Boron's question regarding our pier damage claim, Director Leiner explained that PDRMA gave us 50% of their perceived value. They paid us \$69,000 up front with another approximately \$55-60,000 coming after the project is completed. The project consultant has been hired who will develop a plan for the pier, not using decking, but something longer-lasting. The project will start at the end of May dependent upon water levels.

The grant results have been pushed out to November or December.

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

**Business Report:** Mensinger reported that last month was the bond sale and issuance and changes will be communicated to the Board as available. The levy and budget discussion will be on the October 6 meeting agenda. Our presentation to Moody's used for the bond rating is included in the packet.

**Recreation and Facilities Report:** Collins shared that fall programming is in full swing. Outdoor programming is more popular than indoor, although we are expecting a shift to indoor in fall. Last week, the beach had a slow week for the first time all summer. The beach closes for the season on September 27 followed by the boathouse on October 11. Staff are working on basketball planning within the current environment. Staff are finalizing the Watts plan to present to the Board on October 6. Day care staff are exploring options to expand the program. Children taking our e-Learning program are to the point where they can self-direct. Captain Marvel will be shown at Movie in the Park at Berlin Park on September 25 at 8:00pm. Staff are working on the Halloween event and communication to the community will be out in the next couple days.

Commissioner Boron asked staff to create a socially distant outdoor competition in place of the Mud Run and Commissioner Covey requested to hold more Doggie Dips.

**Parks and Maintenance Report:** Leiner reported the District experiencing a drought from the end of July to early August. We have lost many trees; the next two in Lakefront and Kalk Parks. The team will complete a targeted fertilizing of the Oak Tree population. Baseball and soccer fields are busy throughout the District. In the next month, mum fall plantings are scheduled at high profile sights. Park projects are kicking off, ribbons on the Connect Glencoe trees mean they are getting a protection fence. Central School construction is not getting in the way of park use.

Benches and trees donated before 2013 are in perpetuity or legacy donors. Donations in 2013 or later are 10 years or life of the bench and 5 years or life of the tree.

Marketing and Communications Report: Classen stated the District is focusing on website, email, and social media, not paper media. Typically, August would be a slow month, but was busy. In response to a commissioner question, Director Mensinger shared that funds for the new website are included in Fund 65, but the project put on hold until the COVID-19 impact was realized. It will be reviewed again during budget discussions. Commissioners Covey and Boron would like the RecTrac calendar to work. There is \$50,000 for an IT consultant to configure a plan, which would be included with the website discussion. RecTrac and website software changes at the same time would be more cohesive for the public.

Executive Director Report: Executive Director Sheppard discussed Connect Glencoe sponsorship and donations with interest from the community coming in. We are including information with Inside Glencoe as a paper update to the community.

At Park 7n, the cottage is to be moved onto its permanent foundation and they will be working on the outside to make the deadline of one year. Glencoe Historical Society is responsible for total restoration of the park site. Someone donated two trees to block the neighbors. They must also restore the site back to its original condition, plant grass, and install the sidewalk.

September 24 will be our one-year NRPA Gold Medal anniversary. We had lots of plans to celebrate including a street fest and more, but the pandemic changed those plans. There is no doubt we are gold medal agency; our staff lived up to it through the pandemic. Classen is working with Leiner to install gold medal signs on all park signs.

Commissioner Covey wants to recognize staff who pulled it together at the beach, camp, eLearning, and day care through the pandemic and would like the Board involved. Instead of items, he would like to see something including face-to-face recognition, for example, a food truck at the beach. Staff have been coming up with ideas, since the holiday party is cancelled. Sheppard really appreciates commissioners wanting to thank staff.

#### Action Items:

#### Approval of Policies and Procedures for Preparing and Updating Disclosures:

Mensinger indicated this step was recommended during the bond issuance process by Chapman and Cutler, our legal bond counsel. It includes designating a disclosure officer, reviewing and preparing the bond sale preliminary and final official statements, and ongoing disclosure to the Electronic Municipal Market Access (EMMA) site. It will be added to our Financial Policy and Procedures Manual. A motion was made by Commissioner Boron to approve the Policies and Procedures for Preparing and Updating Disclosures as presented. Commissioner Lutton seconded the motion. No further discussion ensued. Roll call vote taken:

AYES: Boron, Covey, Lutton, Onderdonk, Brooks

NAYS: None

ABSENT: None

The motion passed.

Approval of Ordinance No. 916 providing for the issue of \$4,355,000 General Obligation Limited Tax Park Bonds, Series 2020, for park improvements and for the payment of the expenses incident thereto, providing for the levy of a direct annual tax to pay the principal and interest on said bonds, and authorizing the execution of a Bond Purchase Agreement with Piper Sandler & Co. in connection with the sale of said bonds:

Mensingher indicated that the packet information was prior to the actual marketing/sale of bonds on September 15, and as such was estimated. The bonds were sold today, and a new version of the Bond Ordinance No. 916 including the actual amount, maturities, and percentages was emailed to the Board just prior to the meeting. Bond discussions began in 2018 and throughout 2019, the BINA Hearing was held in February 2020, and then the pandemic hit, delaying the process. The original Watts debt matures in December 2020. Moody's affirmed our Aaa rating, showing we are managing through the pandemic and operating with strong reserves through the last few years.

A motion was made by Commissioner Onderdonk to approve Ordinance No. 916 providing for the issue of \$4,355,000 General Obligation Limited Tax Park Bonds, Series 2020, for park improvements and for the payment of the expenses incident thereto, providing for the levy of a direct annual tax to pay the principal and interest on said bonds, and authorizing the execution of a Bond Purchase Agreement with Piper Sandler & Co. in connection with the sale of said bonds as presented. Commissioner Boron seconded the motion.

Eric Anderson of Piper Sandler & Co. pointed out that the Aaa bond rating underscores the District's management both pre and post-pandemic. As far as Moody sees, the District will retain the Aaa rating going forward. The amount of the offering was \$4,355,000. We received offers from 11 different investors. Looking at summary statistics, average yield including all cost of issuance is 1.7% for an average life of almost 11 years. As shown in the Bond Analysis, \$2.52 million will be callable at a rate of 2%. Of this transaction, 58% is callable. If the District has a need for future funding, this allows refunding/restructuring of 2020 debt to be potentially rolled into new debt. With respect to the debt service extension base, the goal was to make it flat, with no expectation of CPI growth new debt. The Fed is meeting on the monetary policy tomorrow, so we were unsure coming in the market the day before. Mr. Anderson and staff answered Board questions and discussion ensued as follows. When the bond issue officially closes on October 7, 2020, the District will receive funds in the amount of \$4,502,601 and the District has 3 years to spend 85% of the proceeds.

No further discussion ensued. Roll call vote taken:

AYES: Boron, Covey, Lutton, Onderdonk, Brooks

NAYS: None

ABSENT: None

The motion passed.

Approval of Renaming Park 7n to Ravine Bluffs Park: A motion was made by Commissioner Onderdonk to approve renaming Park 7n to Ravine Bluffs Park as presented. Commissioner Boron seconded the motion. Sheppard noted that staff sent out communication to interested parties and we received one response in favor and one not in favor. The person not in favor believes the subdivision starts after the park. No further discussion ensued. Roll call vote taken:

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

The motion passed.

Approval of FY2021/22 Capital Projects List: A motion was made by Commissioner Boron to approve the FY2021/22 Capital Projects List as presented. Commissioner Lutton seconded the motion. Sheppard confirmed this is the same list discussed at the last meeting. No further discussion ensued. Roll call vote taken:

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

The motion passed.

Approval of Contract Design Services for Kalk Park Phase II: A motion was made by Commissioner Lutton to approve of the Altamanu, Inc. design services contract for services related to Kalk Park Phase II Redevelopment in the amount of \$36,455 as presented. Commissioner Boron seconded the motion.

Director Leiner clarified for the Board that this approval is for contract design services to create a plan. We earmarked \$300,000 for the plan including a landscape architect, civil engineer, electrical engineer, and likely someone to assist with the water. A lot of civil engineering drove up the price. 12.1% is a solid estimate based on the designs we do. Leiner reviewed Phase I, making it a centerpiece park, and now we need to go back and finish the project. Drainage, lighting, and basketballs going into the parking lot were discussed. We need a consultant who can work at the level to meet expectations of the community. Via bid process, Altamanu was chosen by our Board to be the District's firm. Commissioner Onderdonk requested nonstructural approaches for water remediation and green options for lighting. Sheppard reminded the Board that this park is a programming park and needs available space in the gazebo area, so wetlands will not be appropriate at this site, but maybe at Shelton. We must also keep maintenance costs in mind. Roll call vote was called, but Commissioner Lutton vocalized no and indicated that this is the first time he has heard about the entrance, basketball, and lighting. Boron concurred and discussion continued. Sheppard indicated that the project binder included lighting and water retention information, basketball is just a small line of bushes, and the entrance is just tuckpointing and native plantings. Leiner added the lighting is one or two poles of ambient lighting at \$6500 per pole. The park had two poles in the park originally, but a staff member was electrocuted when doing safety checks and the poles had to be removed. Sheppard reminded the Board that when the bid comes in they can decline options. Irrigation is normal for signature parks, putting in irrigation now will save money to cover the cost of staff time to fill, transport, and hand



water the park. Covey vocalized experiencing extensive discussion and feels comfortable voting yes. No further discussion ensued. Roll call vote taken:

AYES: Covey, Brooks

NAYS: Boron, Onderdonk, Lutton

ABSENT: None

The motion failed. This will be added to the next committee meeting agenda for further discussion.

Other Business: There was no other business.

Adjourn: President Brooks moved to adjourn the meeting at 8:31pm. Commissioner Onderdonk seconded the motion. Roll call vote taken:

AYES: Boron, Covey, Lutton, Onderdonk, Brooks

NAYS: None

ABSENT: None

The motion passed.

Respectfully submitted,

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Lisa M. Sheppard  
Secretary

MINUTES OF OCTOBER 6, 2020 COMMITTEE OF THE WHOLE MEETING  
GLENCOE PARK DISTRICT  
999 GREEN BAY ROAD, GLENCOE, ILLINOIS 60022

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

Committee Members present:

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

Staff present:

Lisa Sheppard, Executive Director/Secretary  
Carol Mensinger, Director of Finance/HR  
Chris Leiner, Director of Parks/Maintenance  
Bobby Collins, Director of Recreation/Facilities  
Erin Classen, Supt. of Marketing/Communications  
Adam Wohl, FM: Takiff and Watts Shannon  
Stevens, PS: Athletics/Teen Camp  
Jenny Runkel, Administrative Assistant

Members of the Public in attendance who signed in or spoke: Stephani Briskman, Brandon Hinkle, Ann Scheuer, Bart Schneider, Liz Visteen

Matters from the Public: There were no comments emailed prior the meeting. Bart Schneider lives near the linear trail project and vocalized interest in the project.

Discussion on 2021/2022 Levy Amount: Mensinger explained that the levy is the ability to tax and receive revenue from the community. The budget is the ability to expend those revenues. Typically, fifty percent of our revenues come from taxes and the other fifty percent come from program fees and user charges. Due to the pandemic, that will not be the case this year, taxes will make up a large portion of revenue. Staff is asking the Board to determine the amount to levy for tax year 2020 for amounts to be received in fiscal year 2021/22. Mensinger recommended building in potential new growth for the Hoover Estate even though we might not see it this fiscal year and for a 4.4% operating levy increase, which allows for the 2.3% CPI, and potential to capture of up to 2.1% potential new growth.

The next step is to approve the Truth in Taxation Resolution and then the Levy Hearing is conducted on November 17. The hearing is not required, but the Park District traditionally allows the public to comment on the levy for the sake of transparency.

In answer to questions, Mensinger explained that we are right near the maximum rate for special recreation. It has been increased the last several years, because we provided ADA-related expenditures within our Master Plan projects. Since we have built up the Special Recreation Fund and NSSRA did not bill us for second half of companion fees, staff felt those funds should go to the Recreation Fund due to the pandemic.

Discussion on Recommendation for Health Insurance Renewal: Mensinger explained we've been with PDRMA Health since 2006, and in July, we renewed our commitment

for another three years. We have 34 employees and 65 lives covered within a pool of 2,200 employees and almost 4,000 lives allowing us to get better rates and coverage options. PDRMA approved the 2.1% increase for the PPO plan and a 3% increase for the HMO plan. We provide options to employees based on their medical care along with options to go out-of-network. As provided in the meeting packet, staff is asking for the Board to approve the 2021 renewal to provide three PDRMA plan options: the \$500 deductible PPO plan, the \$1,250 deductible/\$1,000 HRA option and the HMO Plan. Further, staff also recommends that there be an increase in employee contribution levels as shown above, and that \$2,000 of the Medical Reserve be utilized. These changes will result in an estimated increase to the District of approximately 1.48%, with a potential for further savings if employees sign up for the \$1,250 deductible/HRA or HMO options.

In addition, PDRMA approved the return of \$1 million of net position to be returned to member agencies in March 2021. The exact amount to be returned to our District is not yet known, but our plan is to put this money into the Medical Reserve for future use.

Mensingher answered commissioner questions and discussion ensued. The rate of increase is lower than in previous years. The 'employee only' contribution rate will not increase this year. Dependents contribution rates are typically 10% of premium cost, and as such will increase for 2021. The chart included in the packet shows what employees pay.

Discussion on Watts Ice Rink Operations amidst COVID-19: Watts Facility Manager Adam Wohl gave the presentation attached to these minutes.

Staff answered commissioner questions and discussion ensued as follows. Commissioner Covey questioned lowering rental fees during non-peak hours. Staff do not recommend, but can entertain, lowering rental fees for last minute rentals only, not for all rentals. There only a few open timeslots remaining and we anticipate renting all time slots. Watts usually operates at a loss. With Watts capital improvements forthcoming and in anticipation of receiving less admission, in part due to capacity limits, led staff to increase rental rates.

Staff asked the Board to give direction on two options for the Watts season. The majority of commissioners did not recommend Option 2, because hundreds of people could show up, limiting access for pass holders. Staff noted that traditional daily passes could be around 500 people. Option 1 is similar to the Glencoe Beach procedure used this past summer season. Timeslot reservations are not perfect, as seen at our fitness center, and will be monitored daily to allow for waitlists. Rental skates will be available. Director Leiner reviewed the COVID plan for Watts entry. A concrete slab will be installed between the entrance and studio rink with a window cutout into the Watts cashier room. Heaters, participant benches, and asking participants to arrive dressed was reviewed. Staff will look into alternate locations for dressing. Most indoor ice facilities in the area are closed to parents, but at Watts, parents will have the opportunity to watch their kids from the school side of the main rink. Watts improvements are coming out of Fund 65 or the Operational Watts Fund and completed by contractors we

are currently working with or by staff for approximately \$7,500. The heated bathrooms with outdoor access near the entrance will be available for patron use. The inside of Watts will be closed to all patrons due to COVID-19 protocol and the child care program held in the building. Letting one person in the building leads to COVID-19 full cleaning protocol on a Sunday night, requiring more staff costs for cleaning and opening up children to more exposure. Discussion ensued on Options 1 and 2. Sheppard indicated the need to capture the value of the pass when only 50 are permitted at one time. Beach season passes sold more than ever before and staff are expecting that at Watts. In addition, area rinks cancelled all open skate for the season, which will increase participation at Watts. This season, we are shifting renters to allow for three, one and a half hour open skates on weekend days. The communication plan was reviewed. Discussion is ongoing on limiting pass sales. Sheppard stated the District has never charged a non-resident rate, but due to demand, we are charging non-resident rates since residents support the building through taxes. Masks were discussed and Commissioners Lutton and Onderdonk would feel more comfortable requiring masks during play. The season is still seven weeks out and staff are expecting more guidance from the state on best practices.

Commissioner Covey requested staff to find a way to allow daily admission for Option 2. All other commissioners preferred Option 1. The majority consensus from commissioners was to proceed with Option 1.

Discussion on Youth Basketball Operations amidst COVID-19: Shannon Stevens and Adam Wohl reviewed the presentation attached.

Staff answered commissioner questions and discussion ensued as follows. Commissioner Covey asked staff to find a way to stream games for parents to watch. Executive Director Sheppard indicated a need for two cameras for both courts and staff or volunteers to run the equipment. Staff will investigate if it is not too costly.

Commissioners vocalized that staff made the right decision for the basketball program.

Discussion on Kalk Park Project Phase 2: Director Leiner indicated this project's four main goals: improve usability of the park, safe access, efficient operations, and maximize program space in front of Liza's Gazebo and the basketball court. Current park flooding and the changing climate, negative feedback from lack of lighting, planting bed irrigation to reduce staff cost, wall and drinking fountain repairs, park planting and landscaping, and a basketball fence to stop balls going into the parking lot were reviewed. Costs included in the packet are estimates, some based on other projects.

Staff answered commissioner questions and discussion ensued as follows. Commissioner Onderdonk commented on sustainability. The proposal included an architect without sustainable history and a bigger firm is needed to look at drainage/stormwater runoff, plantings, and electric lighting. As a solution, Altamanu brought in Christopher Burke as a subconsultant at the same price as the previous firm. They worked on the trail at Botanic Gardens and we are lucky to have them.

Sheppard asked the committee for consent to move the Altamanu contract forward for approval at the Regular Board meeting. Discussion ensued. Chair Brooks, based on committee discussion, directed park district staff to move the Altamanu contract forward for approval at the Regular Board meeting.

Other Business:

Current Projects: Director Leiner acknowledges that the trail project is intimidating with stakes, orange tree protection fencing, and black erosion fencing. Small adjustments were made to the trail, mostly for trees. Burke is guiding us through the project. Work at Veteran's Park began. Staff are expecting to see excavations in the next two weeks. The contractor has 48 days to finish. If they do not meet the deadline, IDOT will charge them approximately \$1,800 per day in fines. Duke Park playground is up and foundations in for the runnel and splash pad. In the next few weeks it will look like a lot of concrete before the play surface is installed. Overall, staff are pleased with the contractor, despite them working outside of legal hours, on two occasions. Schuman Overlook support pillars are in for the wall as well as the concrete footings for the retaining wall in front of the halfway house. The problem with the bottom 18 feet of foundation was discovered to be that there is no foundation. Village and water plant staff have been very helpful during this project. If weather permits, the project should be done early fall. Donations were reviewed.

Park 7n: The house was moved on its permanent location. There hasn't been much progress since then due to contractor scheduling.

President Brooks shifted back to the overlook plantings. Leiner indicated that any plant with a deep enough root growth to help with erosion is a matter of maintenance trimming to maximize overlook views.

Special Events: Director Collins highlighted special events including Movie at the Beach this Thursday, Spooky Skate and All Hallows Eve are both sold out with a wait list, fitness events include the Turkey Gobbler and classes outside, Shannon and Liz are planning a basketball tournament that is almost full, and Doggie Dips. There is a need for special events in the community. Staff are adding any little event that will return our investment while still being safe for participants.

Adjourn: Commissioner Lutton moved to adjourn the meeting at 8:55pm. Commissioner Onderdonk seconded the motion, which passed by unanimous voice vote.

Respectfully submitted,

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Lisa M. Sheppard  
Secretary

# 2020-21 WATTS OPERATIONS

October 6, 2020



# STATE GUIDELINES

- Outdoor recreation facilities should limit group sizes to **50 patrons**.
- **Multiple groups of 50** permitted at once as long as:
  - Facilities allow for social distancing of customers and employees
  - 30 feet of distancing is maintained between groups
  - Areas for each group are clearly marked to discourage interaction between groups
- Masks are required for all patrons in the facility except for:
  - For non school-based or non school-sponsored activities: When exercising outdoors, participants should wear face coverings over their nose and mouth whenever not actively exercising or participating in practices or competition.



# WATTS SEASON INFORMATION

- Normal Season
  - Day after Thanksgiving through the end of February
  - 2020-21 season dates November 27-February 28
- Usage Groups
  - Public Skate
  - Open Hockey
  - Permanent Renters
  - Skating Classes
  - Party/Hockey Rentals



# PASS & SEASON INFORMATION

## Season Information

- 94 days
- 14 weekends
- 2019-20 Average Skate Visits
  - Saturday
    - 1:30-4:30 PM - 92
  - Sundays
    - 1:30-5:45 PM - 146

| 2019-2020 Pass Overview |            |
|-------------------------|------------|
| Passes Sold             | 303        |
| Pass Visits             | 1,269      |
| Average Visits Per Pass | 4.2 Visits |

| Pass Breakeven Point           | R/NR     |
|--------------------------------|----------|
| 2020-21 Pass Fee               | \$50/75  |
| Daily Fee Rate                 | \$10/15  |
| 2020-21 # Visits for Breakeven | 5 Visits |



# Rate Comparisons

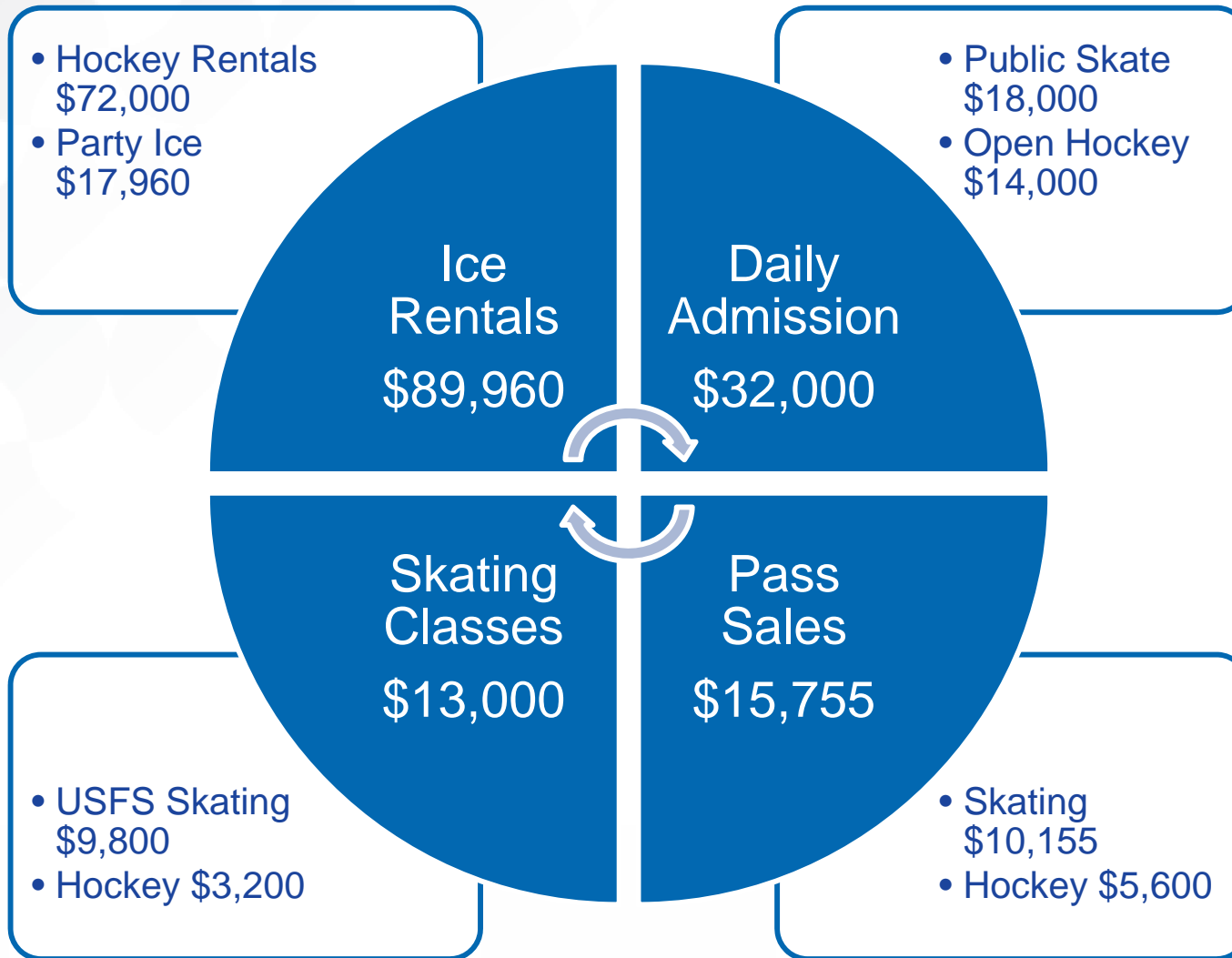
|              | 2020-21              | 2019-20    |
|--------------|----------------------|------------|
| Skating Pass | \$50/\$75*           | \$68/\$68  |
| Family of 4  | \$200/300            | \$191/191* |
| Guest Passes | 5 visits for \$50/75 | N/A        |
| Hockey Pass  | \$150/225            | \$185/185  |
| Main Ice     | \$344/428**          | \$284/312  |
| Studio Ice   | \$206/258**          | \$170/187  |

\*New in 2020-21 non-resident rate at 50% markup over residents for passes.

\*\*Increased fees by 20% from 2019-20. Increased non-resident rental from 10% to 25% over resident rental rate.



# BUDGETED FINANCIALS



# OPERATION DIFFERENCES

## 2020-21

- Capacity Limits:
  - 50 on Main Rink
  - 25 on Studio Rink
- All guests must have pass to access facility due to capacity limits
- Dedicated time slots for Public Skate
- Add additional dedicated family skate on Friday nights with special theme nights

## 2019-20

- Capacity Limits:
  - 200 on Main Rink
  - 50 on Studio Rink
- Non-skaters not required to pay daily admission or be a pass holder
- No limited time slots
- Friday evenings for rentals/parties with a few special family nights



# STAFF RECOMMENDATION

## Limited Capacity

Main Rink - 50

Studio Rink - 25

**Option #1:**  
**Passes Only with Limited Guest Passes**  
**Staff Recommendation**

**Option #2:**  
**Passes and Daily Admission**

**Control who has priority for  
public skate or open hockey**

**Unable to control priority for  
public skate or open hockey**

**Reservations  
Recommended**

**Utilize Event Brite  
for Reservations**

**Reservations  
Recommended**

**Would need to  
purchase a new  
module to allow  
advanced purchasing**

# COMMUNICATION PLAN

- **Article in *Inside Glencoe*** mailed to all households in Glencoe (*late October*)
- **Oversize postcard to all households** with tracking QR code (*mid-November*)
- **Outdoor Banner** with season pass information on Watts and Takiff buildings (*November-February*)
- **Email blasts** to promote passes, classes, and special events (*mid-October-February*)
- **Social media posts** to promote passes, classes, special events, and “behind-the-scenes” details on NextDoor, Instagram, Twitter, Facebook (*mid-October-February*)
- **Promoted posts** on Facebook/Instagram/NextDoor to promote pass sales (*mid-October-December*)
- **Website updates including FAQ page** (*mid-October*)
- **Update hours/admission information** on Google Business/Yelp/other search engines
- **Press release** to local media on season pass changes (*mid-October*)
- **New directional/informational signage** at Watts (*October-November*)

# 2020-21 Basketball Season

October 6, 2020

# STATE GUIDELINES

- Indoor recreation facilities should limit group sizes to 50 patrons.
- Basketball is classified as a Medium Risk Sport (Levels 1 & 2 allowed):
  - Level 1 allows for no-contact practices, and trainings only
  - Level 2 allows for intra team scrimmages with parental consent
  - Level 3 Intra-conference or Intra-EMS-region or intra-league play/meets only; state or league championship game/meet allowed for low-risk sports only
  - Level 4 tournaments, out-of-conference/league play, out-of-state play allowed; championship games allowed
- Masks are required for all patrons in the facility except for:
  - When exercising indoors, face coverings should be worn at all times, **including while exercising or participating in practices or competition.**





# 2019-20 BASKETBALL SEASON

- Preseason Clinics
  - October-November
  - Ran by GPD Staff
- House League (Grades 1-6)
  - December-March
  - Includes Weekday Practices & Saturday Games
  - Ran by GPD Staff
- Travel Teams (Grades 4-6)
  - October-March
  - Includes Weekday Practices, League, & Tournaments
  - Ran by Hot Shots Sports



## Park District Comparison

|   | Glencoe<br>Park District<br>Staff<br>Recommendation | Winnetka<br>Park District | Wilmette<br>Park District | Park District of<br>Highland Park | Deerfield<br>Park District | Vernon Hills<br>Park District |
|---|---|---------------------------|---------------------------|-----------------------------------|----------------------------|-------------------------------|
| House League                                    | Yes   | TBD                       | TBD                       | Yes                               | Yes                        | Yes                           |
| Travel Teams                                    | No  | TBD                       | TBD                       | No                                | No                         | No                            |
| Volunteer Coaches                               | No  | TBD                       | TBD                       | No                                | Yes                        | Yes                           |
| Referees  | No  | TBD                       | TBD                       | No                                | No                         | No                            |
| Clinics/<br>Practices                           | Yes   | TBD                       | TBD                       | Yes                               | Yes                        | Yes                           |
| Separate Registrations<br>Clinics &<br>Game Day | Yes   | TBD                       | TBD                       | Yes                               | N/A                        | Yes                           |



# SEASON COMPARISON

2020-21

- Hired coaches
- Weekday clinics
- Saturday scrimmages within pods
- No spectators
- No scores or records kept
- No skills evaluation to divide teams

2019-20

- Volunteer coaches
- Weekday clinics
- Saturday games in a league format
- Spectators
- Scores tracked each week for standings
- Skills evaluation to determine teams

# FINANCIALS

|                      | 2019-20<br>Actual<br>Revenue | 2020-21<br>Projected<br>Revenue | 2019-20<br>Actual<br>Net | 2020-21<br>Projected<br>Net | 2019-20<br>Actual<br>Net % | 2020-21<br>Projected<br>Net % | 2019-20<br>Actual<br>Enrolled | 2020-21<br>Projected<br>Enrolled |
|----------------------|------------------------------|---------------------------------|--------------------------|-----------------------------|----------------------------|-------------------------------|-------------------------------|----------------------------------|
| House<br>Basketball  | \$77,791                     | \$40,540                        | \$52,570                 | \$24,480                    | 67.5%                      | 60.0%                         | 217                           | 116                              |
| Travel<br>Basketball | \$34,810                     | \$0                             | \$4,596                  | \$0                         | 13.0%                      | 0%                            | 50                            | 0                                |



# BASKETBALL SEASON RECOMMENDATION

- Based off the State Guidelines for Youth Basketball and our neighboring districts, we recommend only a house league-based program that focuses on skill development and scrimmages in pods.
  - House league for Grade 1-6 with ability to expand for Grades 7-8 if there is a demand.



**GLENCOE PARK DISTRICT  
ORDINANCE NO. 918**

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

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

| <b>Asset Tag</b> | <b>Description</b>                               | <b>Location</b>     | <b>Serial Number</b> |
|------------------|--|---------------------|----------------------|
| 420006290002     | Sign   | 16s Lakefront/Beach | n/a                  |
| 420006290003     | Sign   | 16s Lakefront/Beach | n/a                  |
| A2011026         | Bench, 6ft Mahogany, Gray Victor Stanley C138    | 16s Lakefront/Beach | n/a                  |
| A2012018         | Signage, Beach-Message Center                    | 16s Lakefront/Beach | n/a                  |
| 420006270010     | Flagpole   | 1n Veterans Park    | n/a                  |
| 420006270011     | Group of Paving – Asphalt – Sidewalk             | 1n Veterans Park    | n/a                  |
| 420006270012     | Raised Stone Planter                             | 1n Veterans Park    | n/a                  |
| 420006270014     | Group of Minor Park Equipment                    | 1n Veterans Park    | n/a                  |
| A2016009         | Park Sign  | 1n Veterans Park    | n/a                  |
| 420006270015     | Group of Minor Park Equipment                    | 2n                  | n/a                  |
| 008042002        | Garage   | 22As 233 Linden Ave | n/a                  |
| 008042001        | Residence  | 22As 233 Linden Ave | n/a                  |
| A2007021         | Furnace, Rheem 100,000 BTU w/ Humidifier         | 22As 233 Linden Ave | n/a                  |
| A2009029A        | Linden Renov Proj – Arch Svcs. Permit            | 22As 233 Linden Ave | n/a                  |
| A2009030A        | Linden Renov. Proj. – Electrical, Plumbing, Misc | 22As 233 Linden Ave | n/a                  |
| A2010002         | Kitchen Cabinets – Homecrest Cabinetry           | 22As 233 Linden Ave | n/a                  |
| A2010003         | Electrical Renovations – Linden                  | 22As 233 Linden Ave | n/a                  |
| A2010005         | Plumbing Renovations – Linden                    | 22As 233 Linden Ave | n/a                  |
| A2010007         | Tiling-Bathrooms                                 | 22As 233 Linden Ave | n/a                  |
| A2010009         | Flooring-Kitchen                                 | 22As 233 Linden Ave | n/a                  |
| A2010017         | Dishwasher – 24 inch                             | 22As 233 Linden Ave | n/a                  |
| A2010019         | Microwave – 2 cubic ft                           | 22As 233 Linden Ave | n/a                  |
| A2010020         | Granite Tops – Kitchen                           | 22As 233 Linden Ave | n/a                  |
| A2013005         | Washer/Dryer                                     | 22As 233 Linden Ave | GTWN280              |
| A2007015         | Sanitary Sewer Line/Valves and Ejector Pump      | 22As 233 Linden Ave | n/a                  |

hereinafter known as the “Property”; and

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

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

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

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

**Section 2.** The Board finds that the Property is no longer necessary, useful to or for the best interests of the Park District and declares it to be for the best interests of the Park District and its residents to dispose of in the following manner: by trade in subject to the execution by the purchaser of an appropriate instrument whereby the purchaser acknowledges that the purchaser is purchasing the Property used, as is, without any warranties of any kind whatsoever, assumes all liabilities in connection with the Purchaser’s use of the Property, and releases, indemnifies and holds harmless the Park District and its park commissioners, officers and employees against and from any and all such liabilities or by trade in, or disposal.

**Section 3.** The Board authorizes and directs the Executive Director of the Park District to take such action necessary to sell, or otherwise convey or dispose of the Property as herein authorized.

**Section 4.** This Ordinance shall be in full force and effect after its adoption as provided by law.

Adopted this 20<sup>th</sup> day of October 2020 by the affirmative roll call vote of three-fifths of the members of the Board of Park Commissioners as follows:

Ayes:  
Nays:  
Abstentions:  
Absent:

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

ATTEST:

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

[SEAL]

STATE OF ILLINOIS     )  
  ) SS  
COUNTY OF COOK     )

**SECRETARY'S CERTIFICATE**

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

**I HEREBY CERTIFY** that the foregoing instrument is a true and correct copy of Ordinance No. 918:

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

adopted at a duly called Regular Meeting of the Board of Park Commissioners of the Glencoe Park District, held at Glencoe, Illinois, in said District at 7:00 p.m. on the 20<sup>th</sup> day of October 2020.

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

**IN WITNESS WHEREOF**, I hereunto affix my official signature and the seal of the Glencoe Park District at Glencoe, Illinois this 20<sup>th</sup> day of October 2020.

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

[SEAL]





Glencoe Park District

# Voucher List of Bills By Vendor Set

Payment Dates 9/9/2020 - 10/13/2020

| Vendor Name   | Payment Date | Payment Number | Account Number | Description (Item)            | Amount           |
|---|--------------|----------------|----------------|-------------------------------|------------------|
| <b>Vendor Set: AP Vendors - AP Vendors</b>                        |              |                |                |                               |                  |
| <b>Vendor: 11602 - Adult &amp; Pediatric Orthopedics SC</b>       |              |                |                |                               |                  |
| Adult & Pediatric Orthopedics SC                                  | 10/06/2020   | 12840          | 45-00-000-5321 | Independent FFD Exam          | 1,395.00         |
| <b>Vendor 11602 - Adult &amp; Pediatric Orthopedics SC Total:</b> |              |                |                |                               | <b>1,395.00</b>  |
| <b>Vendor: 10136 - Advanced Disposal Services</b>                 |              |                |                |                               |                  |
| Advanced Disposal Services  | 09/29/2020   | 12805          | 10-12-000-5353 | Trash/Recycling - Parks       | 292.00           |
| Advanced Disposal Services  | 09/29/2020   | 12805          | 10-13-000-5353 | Trash/Recycling - Watts       | 112.00           |
| Advanced Disposal Services  | 09/29/2020   | 12805          | 25-00-000-5353 | Trash/Recycling - Takiff      | 176.00           |
| <b>Vendor 10136 - Advanced Disposal Services Total:</b>           |              |                |                |                               | <b>580.00</b>    |
| <b>Vendor: 10098 - AFLAC</b>                                      |              |                |                |                               |                  |
| AFLAC   | 09/29/2020   | 12806          | 10-00-000-2170 | Supplemental Aflac Coverage   | 261.76           |
| <b>Vendor 10098 - AFLAC Total:</b>                                |              |                |                |                               | <b>261.76</b>    |
| <b>Vendor: 10739 - Airespring</b>                                 |              |                |                |                               |                  |
| Airespring  | 10/06/2020   | 12841          | 25-00-000-5210 | Fiber Internet - Oct          | 1,751.65         |
| <b>Vendor 10739 - Airespring Total:</b>                           |              |                |                |                               | <b>1,751.65</b>  |
| <b>Vendor: 10864 - All About Childcare Health, Ltd.</b>           |              |                |                |                               |                  |
| All About Childcare Health, Ltd.                                  | 09/29/2020   | 12807          | 25-26-000-5387 | Day Care Nurse Services       | 90.00            |
| <b>Vendor 10864 - All About Childcare Health, Ltd. Total:</b>     |              |                |                |                               | <b>90.00</b>     |
| <b>Vendor: 10973 - Altamanu, Inc.</b>                             |              |                |                |                               |                  |
| Altamanu, Inc.  | 10/06/2020   | 12842          | 69-00-000-5553 | Const Mgmt - Connect Glencoe  | 12,556.91        |
| Altamanu, Inc.  | 10/06/2020   | 12842          | 69-00-000-5563 | Const Mgmt - N Overlook       | 794.05           |
| Altamanu, Inc.  | 10/06/2020   | 12842          | 69-00-000-5570 | Const Mgmt - Duke Park        | 7,040.35         |
| <b>Vendor 10973 - Altamanu, Inc. Total:</b>                       |              |                |                |                               | <b>20,391.31</b> |
| <b>Vendor: 10946 - Amazon Capital Services</b>                    |              |                |                |                               |                  |
| Amazon Capital Services   | 09/15/2020   | 12753          | 10-11-000-5342 | Admin Mtg Expenses            | 10.98            |
| Amazon Capital Services   | 09/15/2020   | 12753          | 10-12-000-5481 | Construction Supplies - Parks | 355.10           |
| Amazon Capital Services   | 09/15/2020   | 12753          | 25-00-000-5401 | Rec Office Supplies           | 25.98            |
| Amazon Capital Services   | 09/15/2020   | 12753          | 25-00-000-5420 | General Rec Supplies          | 26.48            |
| Amazon Capital Services   | 09/15/2020   | 12753          | 25-25-401-5400 | ELC Supplies                  | 2.99             |
| Amazon Capital Services   | 09/15/2020   | 12753          | 25-25-402-5400 | ELC Supplies                  | 2.99             |
| Amazon Capital Services   | 09/15/2020   | 12753          | 25-25-403-5400 | ELC Supplies                  | 19.99            |
| Amazon Capital Services   | 09/15/2020   | 12753          | 25-25-405-5400 | K Readiness Supplies          | 2.99             |
| Amazon Capital Services   | 09/15/2020   | 12753          | 25-25-430-5400 | Presch Art Supplies           | 58.41            |
| Amazon Capital Services   | 09/15/2020   | 12753          | 25-25-601-5400 | Kids Club Supplies            | 103.45           |
| Amazon Capital Services   | 09/15/2020   | 12753          | 25-25-602-5400 | Kids Club Supplies            | 103.45           |
| Amazon Capital Services   | 09/15/2020   | 12753          | 25-25-615-5400 | Ceramics Supplies             | 7.78             |
| Amazon Capital Services   | 09/15/2020   | 12753          | 25-25-952-5400 | Summer Event Supplies         | 65.45            |
| Amazon Capital Services   | 09/15/2020   | 12753          | 25-26-000-5403 | Day Care Pgm Supplies         | 16.93            |
| Amazon Capital Services   | 10/06/2020   | 12843          | 10-12-000-5582 | Parks Maintenance Equipment   | 1,131.91         |
| Amazon Capital Services   | 10/06/2020   | 12843          | 25-00-000-5362 | Photography                   | 63.98            |
| Amazon Capital Services   | 10/06/2020   | 12843          | 25-00-000-5401 | Rec Office Supplies           | 16.89            |
| Amazon Capital Services   | 10/06/2020   | 12843          | 25-25-601-5400 | Kids Club Supplies            | 179.85           |
| Amazon Capital Services   | 10/06/2020   | 12843          | 25-25-602-5400 | Kids Club Supplies            | 179.85           |
| Amazon Capital Services   | 10/06/2020   | 12843          | 25-25-615-5400 | Ceramics Supplies             | 89.96            |
| Amazon Capital Services   | 10/06/2020   | 12843          | 25-25-754-5400 | Golf Supplies                 | 54.98            |
| Amazon Capital Services   | 10/06/2020   | 12843          | 25-25-913-5400 | Boo Bash Supplies             | 7.29             |
| Amazon Capital Services   | 10/06/2020   | 12843          | 25-25-953-5400 | Fall Event Supplies           | 15.00            |
| Amazon Capital Services   | 10/06/2020   | 12843          | 25-26-000-5403 | Day Care Pgm Supplies         | 583.36           |
| Amazon Capital Services   | 10/06/2020   | 12843          | 25-26-000-5430 | Day Care First Aid Supplies   | 248.26           |
| <b>Vendor 10946 - Amazon Capital Services Total:</b>              |              |                |                |                               | <b>3,374.30</b>  |

Voucher List of Bills

Payment Dates: 9/9/2020 - 10/13/2020

| Vendor Name   | Payment Date | Payment Number | Account Number | Description (Item)                   | Amount          |
|---|--------------|----------------|----------------|--------------------------------------|-----------------|
| <b>Vendor: 10145 - American Backflow Prevention</b>           |              |                |                |                                      |                 |
| American Backflow Prevention                                  | 09/15/2020   | 12754          | 10-12-000-5352 | Parks Building Repairs               | 665.95          |
| <b>Vendor 10145 - American Backflow Prevention Total:</b>     |              |                |                |                                      | <b>665.95</b>   |
| <b>Vendor: 10147 - American Outfitters, Ltd.</b>              |              |                |                |                                      |                 |
| American Outfitters, Ltd.                                     | 10/13/2020   | 12887          | 10-14-000-5421 | Beach Uniforms                       | 55.50           |
| American Outfitters, Ltd.                                     | 10/13/2020   | 12887          | 25-25-910-5400 | July 4th Hats                        | 133.62          |
| <b>Vendor 10147 - American Outfitters, Ltd. Total:</b>        |              |                |                |                                      | <b>189.12</b>   |
| <b>Vendor: 10152 - American Red Cross</b>                     |              |                |                |                                      |                 |
| American Red Cross  | 09/29/2020   | 12808          | 25-25-605-5300 | Contractual - Babysitter Certific... | 117.00          |
| <b>Vendor 10152 - American Red Cross Total:</b>               |              |                |                |                                      | <b>117.00</b>   |
| <b>Vendor: 10050 - Ancel, Glink P.C.</b>                      |              |                |                |                                      |                 |
| Ancel, Glink P.C.   | 09/15/2020   | 12755          | 10-11-000-5310 | Legal Services - Aug                 | 1,505.00        |
| Ancel, Glink P.C.   | 10/13/2020   | 12868          | 10-11-000-5310 | Legal Services - Sept                | 1,021.25        |
| <b>Vendor 10050 - Ancel, Glink P.C. Total:</b>                |              |                |                |                                      | <b>2,526.25</b> |
| <b>Vendor: 10717 - Applied Controls, Inc.</b>                 |              |                |                |                                      |                 |
| Applied Controls, Inc.  | 10/13/2020   | 12869          | 65-00-020-5519 | Automated Building Update            | 7,900.00        |
| <b>Vendor 10717 - Applied Controls, Inc. Total:</b>           |              |                |                |                                      | <b>7,900.00</b> |
| <b>Vendor: 10162 - AT &amp; T</b>                             |              |                |                |                                      |                 |
| AT & T  | 09/29/2020   | 12809          | 10-12-000-5210 | Phone Svc - Parks                    | 63.33           |
| AT & T  | 09/29/2020   | 12809          | 10-13-000-5210 | Phone Svc - Watts                    | 51.28           |
| AT & T  | 09/29/2020   | 12809          | 25-00-000-5210 | Phone Svc - Takiff                   | 1,469.59        |
| <b>Vendor 10162 - AT &amp; T Total:</b>                       |              |                |                |                                      | <b>1,584.20</b> |
| <b>Vendor: 10455 - AT &amp; T</b>                             |              |                |                |                                      |                 |
| AT & T  | 09/15/2020   | 12757          | 10-14-000-5210 | DSL Service - Beach                  | 172.29          |
| <b>Vendor 10455 - AT &amp; T Total:</b>                       |              |                |                |                                      | <b>172.29</b>   |
| <b>Vendor: 10473 - BMO Harris Bank N.A.</b>                   |              |                |                |                                      |                 |
| BMO Harris Bank N.A.  | 09/15/2020   | 12758          | 10-11-000-5342 | REFUND - Sales Tax                   | -19.60          |
| BMO Harris Bank N.A.  | 09/15/2020   | 12758          | 10-11-000-5402 | Digital Newspaper Subscription       | 55.44           |
| BMO Harris Bank N.A.  | 09/15/2020   | 12758          | 10-12-000-5421 | Parks Uniforms                       | 609.21          |
| BMO Harris Bank N.A.  | 09/15/2020   | 12758          | 25-00-000-5210 | iCloud Storage (Chris/Carol/Bo...    | 2.97            |
| BMO Harris Bank N.A.  | 09/15/2020   | 12758          | 25-00-000-5321 | Constant Contact Marketing           | 132.81          |
| BMO Harris Bank N.A.  | 09/15/2020   | 12758          | 25-00-000-5351 | Carpet Cleaner Repair                | 900.22          |
| BMO Harris Bank N.A.  | 09/15/2020   | 12758          | 25-00-000-5360 | Facebook Marketing                   | 24.99           |
| BMO Harris Bank N.A.  | 09/15/2020   | 12758          | 25-00-000-5360 | Signs                                | 268.10          |
| BMO Harris Bank N.A.  | 09/15/2020   | 12758          | 25-00-000-5360 | iCloud Storage - Erin                | 0.99            |
| BMO Harris Bank N.A.  | 09/15/2020   | 12758          | 25-00-000-5362 | Stock Photography                    | 127.00          |
| BMO Harris Bank N.A.  | 09/15/2020   | 12758          | 25-00-000-5404 | Rec Scheduling Software Rene...      | 330.00          |
| BMO Harris Bank N.A.  | 09/15/2020   | 12758          | 25-00-000-5480 | Gas for Rec Van                      | 20.01           |
| BMO Harris Bank N.A.  | 09/15/2020   | 12758          | 25-25-601-5300 | Brightwheel Kids Club App            | 150.00          |
| BMO Harris Bank N.A.  | 09/15/2020   | 12758          | 25-25-860-5400 | Youth Camp Supplies                  | 105.44          |
| BMO Harris Bank N.A.  | 09/15/2020   | 12758          | 25-25-952-5400 | Summer Event Supplies                | 28.36           |
| BMO Harris Bank N.A.  | 09/15/2020   | 12758          | 25-26-000-5360 | Care.com Subscription                | 75.00           |
| BMO Harris Bank N.A.  | 09/15/2020   | 12758          | 25-26-000-5404 | Brightwheel Day Care App             | 175.00          |
| BMO Harris Bank N.A.  | 09/15/2020   | 12758          | 25-26-000-5430 | Day Care PPE                         | 118.56          |
| BMO Harris Bank N.A.  | 09/15/2020   | 12758          | 25-27-000-5210 | Takiff Fitness TV/Internet Svc       | 202.99          |
| <b>Vendor 10473 - BMO Harris Bank N.A. Total:</b>             |              |                |                |                                      | <b>3,307.49</b> |
| <b>Vendor: 10656 - Call One</b>                               |              |                |                |                                      |                 |
| Call One  | 09/15/2020   | 12760          | 25-00-000-5210 | T1 Line - Watts                      | 368.14          |
| <b>Vendor 10656 - Call One Total:</b>                         |              |                |                |                                      | <b>368.14</b>   |
| <b>Vendor: 11422 - Carl Rosenthal</b>                         |              |                |                |                                      |                 |
| Carl Rosenthal  | 10/06/2020   | 12844          | 25-25-791-5300 | Contractual - Fall Pickleball Wor... | 2,218.74        |
| <b>Vendor 11422 - Carl Rosenthal Total:</b>                   |              |                |                |                                      | <b>2,218.74</b> |
| <b>Vendor: 10190 - Ceramic Supply Chicago, Inc.</b>           |              |                |                |                                      |                 |
| Ceramic Supply Chicago, Inc.                                  | 09/29/2020   | 12811          | 25-25-615-5400 | Ceramics Supplies                    | 396.30          |
| <b>Vendor 10190 - Ceramic Supply Chicago, Inc. Total:</b>     |              |                |                |                                      | <b>396.30</b>   |
| <b>Vendor: 11592 - Christopher B. Burke Engineering, Ltd.</b> |              |                |                |                                      |                 |
| Christopher B. Burke Engineerin...                            | 09/15/2020   | 12761          | 69-00-000-5553 | Construction Management - Co...      | 6,301.00        |

Voucher List of Bills

Payment Dates: 9/9/2020 - 10/13/2020

| Vendor Name   | Payment Date | Payment Number | Account Number | Description (Item)                 | Amount           |
|---|--------------|----------------|----------------|------------------------------------|------------------|
| Christopher B. Burke Engineerin...                                  | 10/06/2020   | 12845          | 69-00-000-5553 | Construction Mgmt - Trail          | 17,002.10        |
| <b>Vendor 11592 - Christopher B. Burke Engineering, Ltd. Total:</b> |              |                |                |                                    | <b>23,303.10</b> |
| <b>Vendor: 10505 - Comcast</b>                                      |              |                |                |                                    |                  |
| Comcast   | 09/15/2020   | 12762          | 10-12-000-5210 | Internet Svc - Parks               | 111.86           |
| Comcast   | 09/22/2020   | 12782          | 10-13-000-5210 | Cable TV/Internet Svc - Watts      | 196.61           |
| <b>Vendor 10505 - Comcast Total:</b>                                |              |                |                |                                    | <b>308.47</b>    |
| <b>Vendor: 10208 - Commonwealth Edison</b>                          |              |                |                |                                    |                  |
| Commonwealth Edison   | 09/29/2020   | 12812          | 10-12-000-5230 | Electricity - Parks                | 608.52           |
| Commonwealth Edison   | 09/29/2020   | 12812          | 10-13-000-5230 | Electricity - Watts                | 753.93           |
| Commonwealth Edison   | 09/29/2020   | 12812          | 10-14-000-5230 | Electricity - Beach                | 243.44           |
| Commonwealth Edison   | 09/29/2020   | 12812          | 10-15-000-5230 | Electricity - Boat                 | 315.80           |
| Commonwealth Edison   | 09/29/2020   | 12812          | 25-00-000-5230 | Electricity - Takiff               | 11,920.95        |
| <b>Vendor 10208 - Commonwealth Edison Total:</b>                    |              |                |                |                                    | <b>13,842.64</b> |
| <b>Vendor: 10215 - Craftwood Lumber Company</b>                     |              |                |                |                                    |                  |
| Craftwood Lumber Company  | 10/06/2020   | 12846          | 10-12-000-5481 | Construction Supplies - Parks      | 229.98           |
| Craftwood Lumber Company  | 10/06/2020   | 12846          | 10-12-000-5483 | Paint - Parks                      | 43.74            |
| Craftwood Lumber Company  | 10/06/2020   | 12846          | 10-12-000-5990 | Graffiti Cover Up Supplies         | 42.04            |
| Craftwood Lumber Company  | 10/06/2020   | 12846          | 25-00-000-5481 | Construction Supplies - Takiff     | 17.48            |
| <b>Vendor 10215 - Craftwood Lumber Company Total:</b>               |              |                |                |                                    | <b>333.24</b>    |
| <b>Vendor: 11585 - Davey Resource Group</b>                         |              |                |                |                                    |                  |
| Davey Resource Group  | 10/13/2020   | 12870          | 10-12-000-5349 | Contractual - Hort/Landcaping      | 308.50           |
| Davey Resource Group  | 10/13/2020   | 12870          | 10-12-000-5585 | Site Development                   | 313.00           |
| <b>Vendor 11585 - Davey Resource Group Total:</b>                   |              |                |                |                                    | <b>621.50</b>    |
| <b>Vendor: 10925 - DeMuth Inc.</b>                                  |              |                |                |                                    |                  |
| DeMuth Inc.   | 10/13/2020   | 12871          | 10-12-000-5990 | Emergency Repair - Broken Wat...   | 5,000.00         |
| <b>Vendor 10925 - DeMuth Inc. Total:</b>                            |              |                |                |                                    | <b>5,000.00</b>  |
| <b>Vendor: 10334 - Discount School Supply</b>                       |              |                |                |                                    |                  |
| Discount School Supply  | 10/06/2020   | 12847          | 25-26-000-5403 | Day Care Pgm Supplies              | 79.98            |
| <b>Vendor 10334 - Discount School Supply Total:</b>                 |              |                |                |                                    | <b>79.98</b>     |
| <b>Vendor: 11072 - Dog Waste Depot</b>                              |              |                |                |                                    |                  |
| Dog Waste Depot   | 09/15/2020   | 12763          | 10-12-000-5489 | Dog Poop Bags - Parks              | 1,156.42         |
| <b>Vendor 11072 - Dog Waste Depot Total:</b>                        |              |                |                |                                    | <b>1,156.42</b>  |
| <b>Vendor: 10848 - Entertainment Concepts</b>                       |              |                |                |                                    |                  |
| Entertainment Concepts  | 09/22/2020   | 12785          | 25-25-953-5400 | Contractual - Movie Screen Ren...  | 1,100.00         |
| Entertainment Concepts  | 10/06/2020   | 12848          | 25-25-953-5300 | Contractual - Movie Screen Ren...  | 1,050.00         |
| <b>Vendor 10848 - Entertainment Concepts Total:</b>                 |              |                |                |                                    | <b>2,150.00</b>  |
| <b>Vendor: 10341 - Excalibur Technology Corporation</b>             |              |                |                |                                    |                  |
| Excalibur Technology Corporati...                                   | 10/13/2020   | 12872          | 10-11-000-5355 | TSS - Nov CREDIT                   | -103.50          |
| Excalibur Technology Corporati...                                   | 10/13/2020   | 12872          | 10-11-000-5355 | TSS Maint - Nov                    | 6,322.80         |
| Excalibur Technology Corporati...                                   | 10/13/2020   | 12872          | 25-00-000-5321 | WebTrac Host - Nov                 | 749.00           |
| <b>Vendor 10341 - Excalibur Technology Corporation Total:</b>       |              |                |                |                                    | <b>6,968.30</b>  |
| <b>Vendor: 10342 - Family Services of Glencoe</b>                   |              |                |                |                                    |                  |
| Family Services of Glencoe  | 10/06/2020   | 12849          | 25-00-000-5740 | Annual Contribution - Scholarsh... | 1,200.00         |
| <b>Vendor 10342 - Family Services of Glencoe Total:</b>             |              |                |                |                                    | <b>1,200.00</b>  |
| <b>Vendor: 10345 - Fox Valley Fire and Safety</b>                   |              |                |                |                                    |                  |
| Fox Valley Fire and Safety  | 09/15/2020   | 12764          | 25-00-000-5352 | Building Repairs - Takiff          | 164.00           |
| <b>Vendor 10345 - Fox Valley Fire and Safety Total:</b>             |              |                |                |                                    | <b>164.00</b>    |
| <b>Vendor: 10570 - FP Mailing Solutions</b>                         |              |                |                |                                    |                  |
| FP Mailing Solutions  | 10/13/2020   | 12873          | 10-11-000-5370 | Qtly Mail Machine Rental           | 152.85           |
| <b>Vendor 10570 - FP Mailing Solutions Total:</b>                   |              |                |                |                                    | <b>152.85</b>    |
| <b>Vendor: 10451 - G &amp; O Thermal Supply Co</b>                  |              |                |                |                                    |                  |
| G & O Thermal Supply Co   | 10/13/2020   | 12874          | 10-12-000-5450 | Equipment Parts - Parks            | 15.78            |
| <b>Vendor 10451 - G &amp; O Thermal Supply Co Total:</b>            |              |                |                |                                    | <b>15.78</b>     |

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|---|--------------|----------------|----------------|------------------------------------|-------------------|
| <b>Vendor: 11375 - Game On! LLC</b>                           |              |                |                |                                    |                   |
| Game On! LLC  | 09/22/2020   | 12786          | 25-25-752-5300 | Contractual - Summer Sports Cl...  | 3,136.00          |
| <b>Vendor 11375 - Game On! LLC Total:</b>                     |              |                |                |                                    | <b>3,136.00</b>   |
| <b>Vendor: 10361 - Glencoe Junior High Project</b>            |              |                |                |                                    |                   |
| Glencoe Junior High Project                                   | 10/06/2020   | 12850          | 25-00-000-5740 | Otly Contribution                  | 2,500.00          |
| <b>Vendor 10361 - Glencoe Junior High Project Total:</b>      |              |                |                |                                    | <b>2,500.00</b>   |
| <b>Vendor: 10076 - Glencoe Junior Kindergarten</b>            |              |                |                |                                    |                   |
| Glencoe Junior Kindergarten                                   | 10/06/2020   | 12851          | 25-25-472-5300 | Payment #6 - 20/21 Sch Year        | 9,966.75          |
| <b>Vendor 10076 - Glencoe Junior Kindergarten Total:</b>      |              |                |                |                                    | <b>9,966.75</b>   |
| <b>Vendor: 10364 - Glencoe Youth Services</b>                 |              |                |                |                                    |                   |
| Glencoe Youth Services  | 10/06/2020   | 12852          | 25-00-000-5740 | Otly Contribution                  | 2,750.00          |
| <b>Vendor 10364 - Glencoe Youth Services Total:</b>           |              |                |                |                                    | <b>2,750.00</b>   |
| <b>Vendor: 10370 - Grainger Inc.</b>                          |              |                |                |                                    |                   |
| Grainger Inc.   | 09/15/2020   | 12765          | 25-26-000-5460 | Day Care Food Prep Supplies        | 60.25             |
| Grainger Inc.   | 09/22/2020   | 12787          | 25-00-000-5412 | Cleaning Supplies - Takiff         | 555.80            |
| Grainger Inc.   | 09/22/2020   | 12787          | 25-26-000-5412 | Cleaning Supplies - Day Care       | 138.95            |
| Grainger Inc.   | 09/22/2020   | 12787          | 25-26-000-5460 | Day Care Food Prep Supplies        | 155.01            |
| Grainger Inc.   | 09/29/2020   | 12813          | 10-12-000-5486 | Plumbing Supplies - Parks          | 69.18             |
| Grainger Inc.   | 09/29/2020   | 12813          | 10-14-000-5486 | Plumbing Supplies - Beach          | 110.16            |
| Grainger Inc.   | 09/29/2020   | 12813          | 25-26-000-5460 | Day Care Food Prep Supplies        | 186.69            |
| Grainger Inc.   | 10/06/2020   | 12853          | 10-12-000-5430 | Parks First Aid Supplies           | 290.10            |
| Grainger Inc.   | 10/06/2020   | 12853          | 10-13-000-5412 | Cleaning Supplies - Watts          | 100.00            |
| Grainger Inc.   | 10/06/2020   | 12853          | 25-00-000-5412 | Cleaning Supplies - Takiff         | 396.30            |
| Grainger Inc.   | 10/06/2020   | 12853          | 25-00-000-5451 | Takiff Building Parts              | 1,446.12          |
| Grainger Inc.   | 10/06/2020   | 12853          | 25-00-000-5486 | Takiff Plumbing Supplies           | 54.90             |
| Grainger Inc.   | 10/06/2020   | 12853          | 25-26-000-5412 | Cleaning Supplies - Day Care       | 100.00            |
| <b>Vendor 10370 - Grainger Inc. Total:</b>                    |              |                |                |                                    | <b>3,663.46</b>   |
| <b>Vendor: 10325 - Grand Food Center</b>                      |              |                |                |                                    |                   |
| Grand Food Center   | 09/29/2020   | 12814          | 25-26-000-5409 | Day Care Milk/Food Supplies        | 440.49            |
| <b>Vendor 10325 - Grand Food Center Total:</b>                |              |                |                |                                    | <b>440.49</b>     |
| <b>Vendor: 11282 - Hacienda Landscaping</b>                   |              |                |                |                                    |                   |
| Hacienda Landscaping  | 09/22/2020   | 12788          | 69-00-000-5571 | Construction - Duke Park           | 131,683.50        |
| <b>Vendor 11282 - Hacienda Landscaping Total:</b>             |              |                |                |                                    | <b>131,683.50</b> |
| <b>Vendor: 10379 - HD Supply Facilities Maintenance</b>       |              |                |                |                                    |                   |
| HD Supply Facilities Mainten...                               | 09/15/2020   | 12766          | 65-00-020-5516 | Backpack Sprayer                   | 1,692.57          |
| <b>Vendor 10379 - HD Supply Facilities Maintenance Total:</b> |              |                |                |                                    | <b>1,692.57</b>   |
| <b>Vendor: 10083 - Helen's Ultimate Fitness, Inc.</b>         |              |                |                |                                    |                   |
| Helen's Ultimate Fitness, Inc.                                | 10/06/2020   | 12854          | 25-25-787-5300 | Contractual - Fall Fitness Classes | 761.25            |
| <b>Vendor 10083 - Helen's Ultimate Fitness, Inc. Total:</b>   |              |                |                |                                    | <b>761.25</b>     |
| <b>Vendor: 10384 - Home Depot Credit Services</b>             |              |                |                |                                    |                   |
| Home Depot Credit Services                                    | 09/22/2020   | 12789          | 10-12-000-5483 | Paint - Parks                      | 66.70             |
| Home Depot Credit Services                                    | 09/22/2020   | 12789          | 10-12-000-5487 | Hand Tools - Parks                 | 125.38            |
| Home Depot Credit Services                                    | 09/22/2020   | 12789          | 10-12-000-5493 | Bee Spray - Parks                  | 14.82             |
| Home Depot Credit Services                                    | 09/22/2020   | 12789          | 10-12-000-5496 | Athletic Field Maint Supplies      | 194.80            |
| Home Depot Credit Services                                    | 09/22/2020   | 12789          | 25-00-000-5484 | Electrical Supplies - Takiff       | 83.88             |
| <b>Vendor 10384 - Home Depot Credit Services Total:</b>       |              |                |                |                                    | <b>485.58</b>     |
| <b>Vendor: 10068 - Hot Shots Sports</b>                       |              |                |                |                                    |                   |
| Hot Shots Sports  | 09/22/2020   | 12790          | 25-25-747-5300 | Contractual - Night Pgms           | 1,784.00          |
| Hot Shots Sports  | 09/22/2020   | 12790          | 25-25-748-5300 | Contractual - BBall Clinics        | 9,909.34          |
| Hot Shots Sports  | 09/22/2020   | 12790          | 25-25-826-5300 | Contractual - Sports Camp          | 5,859.00          |
| <b>Vendor 10068 - Hot Shots Sports Total:</b>                 |              |                |                |                                    | <b>17,552.34</b>  |
| <b>Vendor: 10934 - IC Signs &amp; Graphics</b>                |              |                |                |                                    |                   |
| IC Signs & Graphics   | 09/15/2020   | 12767          | 10-14-000-5360 | Signs - Beach                      | 305.65            |
| IC Signs & Graphics   | 09/15/2020   | 12767          | 25-00-000-5360 | Signs - Car Line                   | 240.00            |
| IC Signs & Graphics   | 09/15/2020   | 12767          | 69-00-000-5555 | Signs - Connect Glencoe            | 1,760.00          |
| IC Signs & Graphics   | 09/15/2020   | 12767          | 69-00-000-5572 | Signs - Duke Park                  | 780.00            |

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|---|--------------|----------------|----------------|--------------------------------------|------------------|
| IC Signs & Graphics   | 10/06/2020   | 12855          | 25-00-000-5360 | Parking Sign                         | 60.00            |
| <b>Vendor 10934 - IC Signs &amp; Graphics Total:</b>                    |              |                |                |                                      | <b>3,145.65</b>  |
| <b>Vendor: 10390 - Idlewood Electric Supply Inc.</b>                    |              |                |                |                                      |                  |
| Idlewood Electric Supply Inc.   | 09/22/2020   | 12791          | 25-00-000-5484 | Takiff Electrical Supplies           | 1,032.00         |
| <b>Vendor 10390 - Idlewood Electric Supply Inc. Total:</b>              |              |                |                |                                      | <b>1,032.00</b>  |
| <b>Vendor: 10100 - IL Dept of Revenue</b>                               |              |                |                |                                      |                  |
| IL Dept of Revenue  | 09/11/2020   | DFT0001080     | 10-00-000-2110 | IL State Tax W/H                     | 5,848.05         |
| IL Dept of Revenue  | 09/25/2020   | DFT0001091     | 10-00-000-2110 | IL State Tax W/H                     | 5,676.68         |
| IL Dept of Revenue  | 10/09/2020   | DFT0001098     | 10-00-000-2110 | IL State Tax W/H                     | 5,937.91         |
| <b>Vendor 10100 - IL Dept of Revenue Total:</b>                         |              |                |                |                                      | <b>17,462.64</b> |
| <b>Vendor: 10101 - Illinois Municipal Retirement Fund</b>               |              |                |                |                                      |                  |
| Illinois Municipal Retirement Fu...                                     | 09/30/2020   | DFT0001093     | 10-00-000-2150 | IMRF Contribution                    | 40,032.42        |
| Illinois Municipal Retirement Fu...                                     | 09/30/2020   | DFT0001093     | 10-00-000-2155 | IMRF VAC Contribution                | 5,276.00         |
| <b>Vendor 10101 - Illinois Municipal Retirement Fund Total:</b>         |              |                |                |                                      | <b>45,308.42</b> |
| <b>Vendor: 10106 - IRS/Dept of Treasury</b>                             |              |                |                |                                      |                  |
| IRS/Dept of Treasury  | 09/11/2020   | DFT0001078     | 10-00-000-2120 | Social Security W/H                  | 16,519.72        |
| IRS/Dept of Treasury  | 09/11/2020   | DFT0001079     | 10-00-000-2130 | Medicare                             | 3,863.54         |
| IRS/Dept of Treasury  | 09/11/2020   | DFT0001081     | 10-00-000-2100 | Fed Income Tax W/H                   | 10,646.81        |
| IRS/Dept of Treasury  | 09/25/2020   | DFT0001089     | 10-00-000-2120 | Social Security W/H                  | 15,433.96        |
| IRS/Dept of Treasury  | 09/25/2020   | DFT0001090     | 10-00-000-2130 | Medicare                             | 3,772.58         |
| IRS/Dept of Treasury  | 09/25/2020   | DFT0001092     | 10-00-000-2100 | Fed Income Tax W/H                   | 10,369.52        |
| IRS/Dept of Treasury  | 10/09/2020   | DFT0001096     | 10-00-000-2120 | Social Security W/H                  | 15,946.92        |
| IRS/Dept of Treasury  | 10/09/2020   | DFT0001097     | 10-00-000-2130 | Medicare                             | 3,921.74         |
| IRS/Dept of Treasury  | 10/09/2020   | DFT0001099     | 10-00-000-2100 | Fed Income Tax W/H                   | 10,894.37        |
| <b>Vendor 10106 - IRS/Dept of Treasury Total:</b>                       |              |                |                |                                      | <b>91,369.16</b> |
| <b>Vendor: 11538 - Karen Campion</b>                                    |              |                |                |                                      |                  |
| Karen Campion   | 10/06/2020   | 12856          | 25-25-785-5300 | Contractual - Sept Fitness Class...  | 24.75            |
| Karen Campion   | 10/06/2020   | 12856          | 25-25-787-5300 | Contractual - Sept Fitness Class...  | 225.00           |
| <b>Vendor 11538 - Karen Campion Total:</b>                              |              |                |                |                                      | <b>249.75</b>    |
| <b>Vendor: 10404 - Konica Minolta Business Solutions USA Inc.</b>       |              |                |                |                                      |                  |
| Konica Minolta Business Solutio...                                      | 09/22/2020   | 12792          | 10-11-000-5355 | Copy Machine Mo Maint - Aug/...      | 90.26            |
| Konica Minolta Business Solutio...                                      | 09/22/2020   | 12792          | 25-00-000-5355 | Copy Machine Mo Maint - Aug/...      | 290.64           |
| <b>Vendor 10404 - Konica Minolta Business Solutions USA Inc. Total:</b> |              |                |                |                                      | <b>380.90</b>    |
| <b>Vendor: 10360 - Lowe's Business Acct/GEMB</b>                        |              |                |                |                                      |                  |
| Lowe's Business Acct/GEMB   | 09/15/2020   | 12768          | 25-00-000-5484 | Electrical Supplies - Takiff         | 56.95            |
| <b>Vendor 10360 - Lowe's Business Acct/GEMB Total:</b>                  |              |                |                |                                      | <b>56.95</b>     |
| <b>Vendor: 10120 - Magic of Gary Kantor</b>                             |              |                |                |                                      |                  |
| Magic of Gary Kantor  | 09/29/2020   | 12815          | 25-25-638-5300 | Contractual - June & Sept Magic...   | 138.20           |
| <b>Vendor 10120 - Magic of Gary Kantor Total:</b>                       |              |                |                |                                      | <b>138.20</b>    |
| <b>Vendor: 10082 - Marianne Nicolosi</b>                                |              |                |                |                                      |                  |
| Marianne Nicolosi   | 10/06/2020   | 12857          | 25-25-785-5300 | Contractual - June - Sept Fitness... | 817.23           |
| Marianne Nicolosi   | 10/06/2020   | 12857          | 25-25-787-5300 | Contractual - June - Sept Fitness... | 1,263.75         |
| <b>Vendor 10082 - Marianne Nicolosi Total:</b>                          |              |                |                |                                      | <b>2,080.98</b>  |
| <b>Vendor: 10174 - MCI</b>  |              |                |                |                                      |                  |
| MCI   | 09/29/2020   | 12816          | 25-00-000-5210 | Long Distance Phone Svc              | 74.36            |
| <b>Vendor 10174 - MCI Total:</b>  |              |                |                |                                      | <b>74.36</b>     |
| <b>Vendor: 11601 - Metropolitan Industries, Inc.</b>                    |              |                |                |                                      |                  |
| Metropolitan Industries, Inc.   | 09/29/2020   | 12817          | 25-00-000-5352 | Takiff Building Repairs              | 1,765.00         |
| <b>Vendor 11601 - Metropolitan Industries, Inc. Total:</b>              |              |                |                |                                      | <b>1,765.00</b>  |
| <b>Vendor: 10197 - Midwest Groundcovers</b>                             |              |                |                |                                      |                  |
| Midwest Groundcovers  | 10/13/2020   | 12875          | 10-12-000-5490 | Plantings/Flowers                    | 762.85           |
| <b>Vendor 10197 - Midwest Groundcovers Total:</b>                       |              |                |                |                                      | <b>762.85</b>    |
| <b>Vendor: 11519 - Midwest Mechanical</b>                               |              |                |                |                                      |                  |
| Midwest Mechanical  | 09/15/2020   | 12769          | 10-12-000-5355 | Maintenance Svc Agreemt - Par...     | 298.00           |
| Midwest Mechanical  | 09/15/2020   | 12769          | 10-13-000-5355 | Maintenance Svc Agreemt - Wa...      | 2,179.00         |
| Midwest Mechanical  | 09/15/2020   | 12769          | 25-00-000-5352 | Takiff Building Repairs (Outside ... | 655.87           |

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| Midwest Mechanical   | 09/15/2020   | 12769          | 25-00-000-5355 | Maintenance Svc Agreemt - Taki.. | 16,726.00        |
| Midwest Mechanical   | 09/15/2020   | 12769          | 65-00-020-5520 | Day Care Air Filter              | 5,283.00         |
| <b>Vendor 11519 - Midwest Mechanical Total:</b>                              |              |                |                |                                  | <b>25,141.87</b> |
| <b>Vendor: 11267 - Milieu Design LLC</b>                                     |              |                |                |                                  |                  |
| Milieu Design LLC  | 09/15/2020   | 12770          | 10-12-000-5348 | Contractual - Mowing             | 962.48           |
| Milieu Design LLC  | 09/15/2020   | 12770          | 10-12-000-5349 | Shared Svcs - Landscaping        | 7,079.21         |
| Milieu Design LLC  | 09/29/2020   | 12818          | 10-12-000-5348 | Shared Svcs Mowing               | 986.48           |
| Milieu Design LLC  | 09/29/2020   | 12818          | 10-12-000-5349 | Contractual Mowing               | 8,323.92         |
| Milieu Design LLC  | 10/13/2020   | 12876          | 10-12-000-5348 | Shared Svcs Mowing               | 493.24           |
| Milieu Design LLC  | 10/13/2020   | 12876          | 10-12-000-5349 | Contractual Landscaping          | 2,354.76         |
| <b>Vendor 11267 - Milieu Design LLC Total:</b>                               |              |                |                |                                  | <b>20,200.09</b> |
| <b>Vendor: 11409 - Most Dependable Fountains</b>                             |              |                |                |                                  |                  |
| Most Dependable Fountains  | 09/22/2020   | 12793          | 10-12-000-5486 | Parks Plumbing Supplies          | 194.00           |
| <b>Vendor 11409 - Most Dependable Fountains Total:</b>                       |              |                |                |                                  | <b>194.00</b>    |
| <b>Vendor: 10213 - Mutual Ace Hardware</b>                                   |              |                |                |                                  |                  |
| Mutual Ace Hardware  | 10/13/2020   | 12877          | 10-12-000-5450 | Equipment Parts - Parks          | 94.88            |
| Mutual Ace Hardware  | 10/13/2020   | 12877          | 10-12-000-5484 | Electrical Supplies - Parks      | 36.57            |
| Mutual Ace Hardware  | 10/13/2020   | 12877          | 10-12-000-5491 | Greenhouse Supplies              | 9.89             |
| <b>Vendor 10213 - Mutual Ace Hardware Total:</b>                             |              |                |                |                                  | <b>141.34</b>    |
| <b>Vendor: 11425 - NAPA Auto Parts</b>                                       |              |                |                |                                  |                  |
| NAPA Auto Parts  | 09/15/2020   | 12771          | 10-12-000-5412 | Cleaning Supplies - Parks        | 91.41            |
| <b>Vendor 11425 - NAPA Auto Parts Total:</b>                                 |              |                |                |                                  | <b>91.41</b>     |
| <b>Vendor: 8125 - Natalie Steinmetz</b>                                      |              |                |                |                                  |                  |
| Natalie Steinmetz  | 09/29/2020   | 12819          | 25-25-615-5400 | Reimbursement - Ceramics Sup...  | 232.82           |
| <b>Vendor 8125 - Natalie Steinmetz Total:</b>                                |              |                |                |                                  | <b>232.82</b>    |
| <b>Vendor: 10103 - NCPERS-IL IMRF</b>  |              |                |                |                                  |                  |
| NCPERS-IL IMRF   | 09/11/2020   | 12729          | 10-00-000-2160 | IMRF Life-#03298                 | 80.00            |
| NCPERS-IL IMRF   | 10/09/2020   | 12835          | 10-00-000-2160 | IMRF Life-#03298                 | 80.00            |
| <b>Vendor 10103 - NCPERS-IL IMRF Total:</b>                                  |              |                |                |                                  | <b>160.00</b>    |
| <b>Vendor: 10224 - North Shore Gas Company</b>                               |              |                |                |                                  |                  |
| North Shore Gas Company  | 09/22/2020   | 12794          | 10-13-000-5220 | Gas/Heat - Watts                 | 143.75           |
| North Shore Gas Company  | 09/22/2020   | 12794          | 25-00-000-5220 | Gas/Heat - Takiff                | 812.12           |
| North Shore Gas Company  | 09/29/2020   | 12820          | 10-12-000-5220 | Gas/Heat - Parks                 | 116.83           |
| <b>Vendor 10224 - North Shore Gas Company Total:</b>                         |              |                |                |                                  | <b>1,072.70</b>  |
| <b>Vendor: 11600 - North Shore Lawnsprinkler</b>                             |              |                |                |                                  |                  |
| North Shore Lawnsprinkler  | 09/29/2020   | 12821          | 10-12-000-5352 | Berling Irrigation Repairs       | 1,275.00         |
| <b>Vendor 11600 - North Shore Lawnsprinkler Total:</b>                       |              |                |                |                                  | <b>1,275.00</b>  |
| <b>Vendor: 11603 - North Shore Medical Group (L. Guidotti Breting)</b>       |              |                |                |                                  |                  |
| North Shore Medical Group (L. ....   | 10/06/2020   | 12858          | 45-00-000-5321 | Independent FFD Exam             | 4,750.00         |
| <b>Vendor 11603 - North Shore Medical Group (L. Guidotti Breting) Total:</b> |              |                |                |                                  | <b>4,750.00</b>  |
| <b>Vendor: 10233 - Orkin Pest Control</b>                                    |              |                |                |                                  |                  |
| Orkin Pest Control   | 10/06/2020   | 12859          | 25-00-000-5355 | Takiff Mo Exterminator - Oct     | 187.30           |
| <b>Vendor 10233 - Orkin Pest Control Total:</b>                              |              |                |                |                                  | <b>187.30</b>    |
| <b>Vendor: 10235 - Otis Elevator Company</b>                                 |              |                |                |                                  |                  |
| Otis Elevator Company  | 09/29/2020   | 12822          | 25-00-000-5355 | Takiff Elevator Mo Maint- Oct    | 515.21           |
| <b>Vendor 10235 - Otis Elevator Company Total:</b>                           |              |                |                |                                  | <b>515.21</b>    |
| <b>Vendor: 10110 - PACT Administrative Services Corp</b>                     |              |                |                |                                  |                  |
| PACT Administrative Services C...  | 09/22/2020   | 12795          | 10-00-000-2175 | FSA Plan Contributions - Sept    | 1,803.16         |
| PACT Administrative Services C...  | 09/22/2020   | 12796          | 10-11-000-5600 | Section 125 Fee - Oct            | 91.00            |
| <b>Vendor 10110 - PACT Administrative Services Corp Total:</b>               |              |                |                |                                  | <b>1,894.16</b>  |
| <b>Vendor: 10104 - Partnership Financial Credit Union</b>                    |              |                |                |                                  |                  |
| Partnership Financial Credit Uni...  | 09/11/2020   | 12730          | 10-00-000-2180 | #110071680 Barrios               | 120.00           |
| Partnership Financial Credit Uni...  | 09/11/2020   | 12730          | 10-00-000-2180 | #86720 Janis                     | 30.00            |
| Partnership Financial Credit Uni...  | 09/11/2020   | 12730          | 10-00-000-2180 | #95910 Mensinger                 | 500.00           |
| Partnership Financial Credit Uni...  | 09/11/2020   | 12730          | 10-00-000-2180 | #880010320 Stowick               | 20.00            |
| Partnership Financial Credit Uni...  | 09/25/2020   | 12779          | 10-00-000-2180 | #110071680 Barrios               | 120.00           |

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| Vendor Name   | Payment Date | Payment Number | Account Number | Description (Item)                   | Amount           |
|---|--------------|----------------|----------------|--------------------------------------|------------------|
| Partnership Financial Credit Uni...                             | 09/25/2020   | 12779          | 10-00-000-2180 | #86720 Janis                         | 30.00            |
| Partnership Financial Credit Uni...                             | 09/25/2020   | 12779          | 10-00-000-2180 | #95910 Mensinger                     | 500.00           |
| Partnership Financial Credit Uni...                             | 09/25/2020   | 12779          | 10-00-000-2180 | #880010320 Stowick                   | 20.00            |
| Partnership Financial Credit Uni...                             | 10/09/2020   | 12836          | 10-00-000-2180 | #110071680 Barrios                   | 120.00           |
| Partnership Financial Credit Uni...                             | 10/09/2020   | 12836          | 10-00-000-2180 | #86720 Janis                         | 30.00            |
| Partnership Financial Credit Uni...                             | 10/09/2020   | 12836          | 10-00-000-2180 | #95910 Mensinger                     | 500.00           |
| Partnership Financial Credit Uni...                             | 10/09/2020   | 12836          | 10-00-000-2180 | #880010320 Stowick                   | 20.00            |
| <b>Vendor 10104 - Partnership Financial Credit Union Total:</b> |              |                |                |                                      | <b>2,010.00</b>  |
| <b>Vendor: 10242 - PDRMA</b>                                    |              |                |                |                                      |                  |
| PDRMA   | 09/29/2020   | 12823          | 10-11-000-5600 | Health Insurance - September         | 34,306.96        |
| PDRMA   | 09/29/2020   | 12823          | 25-26-000-5600 | Health Insurance - September         | 14,317.73        |
| <b>Vendor 10242 - PDRMA Total:</b>                              |              |                |                |                                      | <b>48,624.69</b> |
| <b>Vendor: 10243 - Pentegra Systems</b>                         |              |                |                |                                      |                  |
| Pentegra Systems  | 10/06/2020   | 12860          | 25-00-000-5420 | Takiff Swipe Cards                   | 806.00           |
| <b>Vendor 10243 - Pentegra Systems Total:</b>                   |              |                |                |                                      | <b>806.00</b>    |
| <b>Vendor: 10248 - Pioneer Press</b>                            |              |                |                |                                      |                  |
| Pioneer Press   | 10/13/2020   | 12879          | 10-11-000-5402 | Glencoe News Subscription            | 39.00            |
| <b>Vendor 10248 - Pioneer Press Total:</b>                      |              |                |                |                                      | <b>39.00</b>     |
| <b>Vendor: 10090 - Pride Dojo Inc.</b>                          |              |                |                |                                      |                  |
| Pride Dojo Inc.   | 09/22/2020   | 12797          | 25-25-725-5300 | Contractual - September Virtual...   | 2,403.56         |
| <b>Vendor 10090 - Pride Dojo Inc. Total:</b>                    |              |                |                |                                      | <b>2,403.56</b>  |
| <b>Vendor: 10259 - Quill Corporation</b>                        |              |                |                |                                      |                  |
| Quill Corporation   | 09/15/2020   | 12772          | 25-00-000-5401 | Rec Office Supplies                  | 56.97            |
| Quill Corporation   | 09/22/2020   | 12798          | 25-00-000-5401 | Office Supplies - Rec                | 187.15           |
| Quill Corporation   | 09/22/2020   | 12798          | 25-25-401-5400 | ELC Supplies                         | 42.81            |
| Quill Corporation   | 09/22/2020   | 12798          | 25-25-402-5400 | ELC Supplies                         | 42.81            |
| Quill Corporation   | 09/22/2020   | 12798          | 25-25-403-5400 | ELC Supplies                         | 42.82            |
| Quill Corporation   | 09/22/2020   | 12798          | 25-26-000-5401 | Office Supplies - Day Care           | 42.81            |
| Quill Corporation   | 09/29/2020   | 12824          | 10-11-000-5420 | General Admin Supplies               | 22.32            |
| Quill Corporation   | 09/29/2020   | 12824          | 25-00-000-5401 | Rec Office Supplies                  | 224.68           |
| <b>Vendor 10259 - Quill Corporation Total:</b>                  |              |                |                |                                      | <b>662.37</b>    |
| <b>Vendor: 10718 - R&amp;R Specialties of Wisconsin</b>         |              |                |                |                                      |                  |
| R&R Specialties of Wisconsin                                    | 09/15/2020   | 12773          | 10-13-000-5418 | Zamboni Supplies                     | 76.45            |
| <b>Vendor 10718 - R&amp;R Specialties of Wisconsin Total:</b>   |              |                |                |                                      | <b>76.45</b>     |
| <b>Vendor: 10375 - Record-A-Hit</b>                             |              |                |                |                                      |                  |
| Record-A-Hit  | 09/29/2020   | 12833          | 25-25-934-5300 | Contractual - Skate Rental Fall E... | 750.00           |
| Record-A-Hit  | 09/29/2020   | 12834          | 25-25-934-5300 | Contractual - Skate Rental Fall E... | 750.00           |
| <b>Vendor 10375 - Record-A-Hit Total:</b>                       |              |                |                |                                      | <b>1,500.00</b>  |
| <b>Vendor: 10263 - Red's Garden Center Inc.</b>                 |              |                |                |                                      |                  |
| Red's Garden Center Inc.  | 09/29/2020   | 12826          | 10-12-000-5491 | Greenhouse Supplies                  | 48.00            |
| <b>Vendor 10263 - Red's Garden Center Inc. Total:</b>           |              |                |                |                                      | <b>48.00</b>     |
| <b>Vendor: 10269 - RMC Inc.</b>                                 |              |                |                |                                      |                  |
| RMC Inc.  | 09/29/2020   | 12827          | 10-13-000-5357 | Watts Refrig Mo Maint - Oct          | 281.00           |
| RMC Inc.  | 09/29/2020   | 12827          | 10-13-000-5581 | Shaft Seal Comp #1                   | 5,428.00         |
| <b>Vendor 10269 - RMC Inc. Total:</b>                           |              |                |                |                                      | <b>5,709.00</b>  |
| <b>Vendor: 11320 - Roundy's Inc.</b>                            |              |                |                |                                      |                  |
| Roundy's Inc.   | 09/15/2020   | 12774          | 25-25-860-5400 | Youth Camp Supplies                  | 47.51            |
| Roundy's Inc.   | 09/15/2020   | 12774          | 25-25-952-5400 | Summer Event Supplies                | 13.98            |
| Roundy's Inc.   | 09/15/2020   | 12774          | 25-26-000-5409 | Day Care Food Supplies               | 87.76            |
| Roundy's Inc.   | 09/15/2020   | 12774          | 25-26-000-5412 | Day Care Cleaning Supplies           | 13.87            |
| Roundy's Inc.   | 10/13/2020   | 12880          | 25-26-000-5409 | Day Care Food Supplies               | 128.89           |
| <b>Vendor 11320 - Roundy's Inc. Total:</b>                      |              |                |                |                                      | <b>292.01</b>    |
| <b>Vendor: 10615 - Salle Stepien Corp</b>                       |              |                |                |                                      |                  |
| Salle Stepien Corp  | 10/13/2020   | 12881          | 25-25-765-5300 | Contractual - Winter Fencing Se...   | 588.00           |
| <b>Vendor 10615 - Salle Stepien Corp Total:</b>                 |              |                |                |                                      | <b>588.00</b>    |

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| Vendor Name   | Payment Date | Payment Number | Account Number | Description (Item)                  | Amount           |
|---|--------------|----------------|----------------|-------------------------------------|------------------|
| <b>Vendor: 10275 - Sam's Club Direct Commercial Account Program</b>       |              |                |                |                                     |                  |
| Sam's Club Direct Commercial A...   | 09/29/2020   | 12828          | 25-00-000-5420 | Replace Lost Check - Gen Rec S...   | 128.01           |
| <b>Vendor 10275 - Sam's Club Direct Commercial Account Program Total:</b> |              |                |                |                                     | <b>128.01</b>    |
| <b>Vendor: 10654 - Sandra K Culver</b>                                    |              |                |                |                                     |                  |
| Sandra K Culver   | 10/06/2020   | 12861          | 25-25-785-5300 | Contractual - Sept Fitness Class... | 61.02            |
| Sandra K Culver   | 10/06/2020   | 12861          | 25-25-787-5300 | Contractual - Sept Fitness Class... | 427.50           |
| <b>Vendor 10654 - Sandra K Culver Total:</b>                              |              |                |                |                                     | <b>488.52</b>    |
| <b>Vendor: 10515 - Sarah Hall Theatre Company</b>                         |              |                |                |                                     |                  |
| Sarah Hall Theatre Company  | 09/29/2020   | 12829          | 25-25-406-5300 | Contractual - Hip Hop               | 982.13           |
| Sarah Hall Theatre Company  | 09/29/2020   | 12829          | 25-25-419-5300 | Contractual - Prsch Ballet          | 2,094.03         |
| Sarah Hall Theatre Company  | 09/29/2020   | 12829          | 25-25-449-5300 | Contractual - Prsch Drama           | 2,106.00         |
| Sarah Hall Theatre Company  | 09/29/2020   | 12829          | 25-25-607-5300 | Contractual - Youth Hip Hop         | 2,259.00         |
| Sarah Hall Theatre Company  | 09/29/2020   | 12829          | 25-25-608-5300 | Contractual - Youth Ballet          | 675.00           |
| Sarah Hall Theatre Company  | 09/29/2020   | 12829          | 25-25-649-5300 | Contractual - Youth Drama           | 1,818.75         |
| Sarah Hall Theatre Company  | 09/29/2020   | 12829          | 25-25-652-5300 | Contractual - Footlighters          | 3,017.25         |
| Sarah Hall Theatre Company  | 09/29/2020   | 12829          | 25-25-653-5300 | Contractual - Broadway Bound        | 6,581.25         |
| Sarah Hall Theatre Company  | 09/29/2020   | 12829          | 25-25-653-5401 | Broadway Bound Costumes             | 2,535.00         |
| <b>Vendor 10515 - Sarah Hall Theatre Company Total:</b>                   |              |                |                |                                     | <b>22,068.41</b> |
| <b>Vendor: 11160 - Shaun Christopher Whitley</b>                          |              |                |                |                                     |                  |
| Shaun Christopher Whitley   | 10/13/2020   | 12882          | 25-25-415-5300 | Contractual - Tot Music Classes     | 200.00           |
| <b>Vendor 11160 - Shaun Christopher Whitley Total:</b>                    |              |                |                |                                     | <b>200.00</b>    |
| <b>Vendor: 10279 - Sherwin-Williams Company</b>                           |              |                |                |                                     |                  |
| Sherwin-Williams Company  | 10/06/2020   | 12862          | 10-12-000-5483 | Paint - Parks Park ID Signs         | 129.56           |
| Sherwin-Williams Company  | 10/06/2020   | 12862          | 10-13-000-5483 | Paint - Watts Dasher Boards         | 326.28           |
| <b>Vendor 10279 - Sherwin-Williams Company Total:</b>                     |              |                |                |                                     | <b>455.84</b>    |
| <b>Vendor: 10803 - Sign Palace</b>  |              |                |                |                                     |                  |
| Sign Palace   | 10/13/2020   | 12883          | 69-00-000-5572 | Duke Park Sign                      | 1,080.00         |
| <b>Vendor 10803 - Sign Palace Total:</b>                                  |              |                |                |                                     | <b>1,080.00</b>  |
| <b>Vendor: 11472 - Silvia Strazzarino</b>                                 |              |                |                |                                     |                  |
| Silvia Strazzarino  | 10/06/2020   | 12863          | 25-25-787-5300 | Contractual - Sept Fitness Class... | 506.25           |
| <b>Vendor 11472 - Silvia Strazzarino Total:</b>                           |              |                |                |                                     | <b>506.25</b>    |
| <b>Vendor: 11436 - SportsEngine Inc.</b>                                  |              |                |                |                                     |                  |
| SportsEngine Inc.   | 10/06/2020   | 12864          | 45-00-000-5335 | Background Checks - Sept            | 166.50           |
| SportsEngine Inc.   | 10/13/2020   | 12884          | 45-00-000-5335 | Background Checks - Aug             | 92.50            |
| <b>Vendor 11436 - SportsEngine Inc. Total:</b>                            |              |                |                |                                     | <b>259.00</b>    |
| <b>Vendor: 10108 - State Disbursement Unit</b>                            |              |                |                |                                     |                  |
| State Disbursement Unit   | 09/11/2020   | 12731          | 10-00-000-2190 | M Barrios,FIPS#1703100/2013...      | 195.90           |
| State Disbursement Unit   | 09/25/2020   | 12780          | 10-00-000-2190 | M Barrios,FIPS#1703100/2013...      | 195.90           |
| State Disbursement Unit   | 10/09/2020   | 12837          | 10-00-000-2190 | M Barrios,FIPS#1703100/2013...      | 195.90           |
| <b>Vendor 10108 - State Disbursement Unit Total:</b>                      |              |                |                |                                     | <b>587.70</b>    |
| <b>Vendor: 10801 - Stephanie Metz</b>                                     |              |                |                |                                     |                  |
| Stephanie Metz  | 09/15/2020   | 12775          | 25-25-787-5300 | Contractual - Summer Paddleb...     | 3,504.00         |
| <b>Vendor 10801 - Stephanie Metz Total:</b>                               |              |                |                |                                     | <b>3,504.00</b>  |
| <b>Vendor: 10291 - Swank Motion Pictures, Inc</b>                         |              |                |                |                                     |                  |
| Swank Motion Pictures, Inc  | 10/06/2020   | 12865          | 25-25-953-5300 | Contractual - Movie License Mo...   | 395.00           |
| <b>Vendor 10291 - Swank Motion Pictures, Inc Total:</b>                   |              |                |                |                                     | <b>395.00</b>    |
| <b>Vendor: 11414 - Sysco Chicago, Inc.</b>                                |              |                |                |                                     |                  |
| Sysco Chicago, Inc.   | 09/15/2020   | 12776          | 25-25-405-5400 | K Readiness Supplies                | 200.00           |
| Sysco Chicago, Inc.   | 09/15/2020   | 12776          | 25-26-000-5409 | Day Care Food Supplies              | 793.52           |
| Sysco Chicago, Inc.   | 09/22/2020   | 12801          | 25-26-000-5409 | Day Care Food Supplies              | 798.86           |
| Sysco Chicago, Inc.   | 09/29/2020   | 12830          | 25-25-401-5400 | ELC Supplies                        | 75.20            |
| Sysco Chicago, Inc.   | 09/29/2020   | 12830          | 25-25-402-5400 | ELC Supplies                        | 75.20            |
| Sysco Chicago, Inc.   | 09/29/2020   | 12830          | 25-25-403-5400 | ELC Supplies                        | 75.20            |
| Sysco Chicago, Inc.   | 09/29/2020   | 12830          | 25-25-405-5400 | K Readiness Supplies                | 200.00           |
| Sysco Chicago, Inc.   | 09/29/2020   | 12830          | 25-25-601-5400 | Kids Club Supplies                  | 302.54           |
| Sysco Chicago, Inc.   | 09/29/2020   | 12830          | 25-26-000-5409 | Day Care Food Supplies              | 568.82           |
| Sysco Chicago, Inc.   | 10/06/2020   | 12866          | 25-25-401-5400 | ELC Supplies                        | 95.85            |



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| Vendor Name   | Payment Date | Payment Number | Account Number | Description (Item)          | Amount            |
|---|--------------|----------------|----------------|-----------------------------|-------------------|
| Sysco Chicago, Inc.   | 10/06/2020   | 12866          | 25-25-402-5400 | ELC Supplies                | 95.85             |
| Sysco Chicago, Inc.   | 10/06/2020   | 12866          | 25-25-403-5400 | ELC Supplies                | 95.85             |
| Sysco Chicago, Inc.   | 10/06/2020   | 12866          | 25-25-405-5400 | K Readiness Supplies        | 200.00            |
| Sysco Chicago, Inc.   | 10/06/2020   | 12866          | 25-26-000-5409 | Day Care Food Supplies      | 667.45            |
| Sysco Chicago, Inc.   | 10/06/2020   | 12866          | 25-26-000-5460 | Day Care Food Prep Supplies | 98.92             |
| Sysco Chicago, Inc.   | 10/13/2020   | 12885          | 25-25-401-5400 | ELC Supplies                | 32.01             |
| Sysco Chicago, Inc.   | 10/13/2020   | 12885          | 25-25-402-5400 | ELC Supplies                | 32.01             |
| Sysco Chicago, Inc.   | 10/13/2020   | 12885          | 25-25-403-5400 | ELC Supplies                | 32.01             |
| Sysco Chicago, Inc.   | 10/13/2020   | 12885          | 25-25-405-5400 | K Readiness Supplies        | 100.00            |
| Sysco Chicago, Inc.   | 10/13/2020   | 12885          | 25-25-601-5400 | Kids Club Supplies          | 44.11             |
| Sysco Chicago, Inc.   | 10/13/2020   | 12885          | 25-26-000-5409 | Day Care Food Supplies      | 428.48            |
| <b>Vendor 11414 - Sysco Chicago, Inc. Total:</b>                  |              |                |                |                             | <b>5,011.88</b>   |
| <b>Vendor: 11168 - TimeClock Plus, Inc.</b>                       |              |                |                |                             |                   |
| TimeClock Plus, Inc.  | 09/29/2020   | 12831          | 10-11-000-5355 | Annual Fee - TCP            | 4,258.80          |
| <b>Vendor 11168 - TimeClock Plus, Inc. Total:</b>                 |              |                |                |                             | <b>4,258.80</b>   |
| <b>Vendor: 10307 - Vanguard Energy Service, LLC</b>               |              |                |                |                             |                   |
| Vanguard Energy Service, LLC                                      | 09/22/2020   | 12802          | 10-13-000-5220 | Bulk Gas/Heat - Watts       | 19.73             |
| Vanguard Energy Service, LLC                                      | 09/22/2020   | 12802          | 25-00-000-5220 | Bulk Gas/Heat - Takiff      | 1,022.50          |
| <b>Vendor 10307 - Vanguard Energy Service, LLC Total:</b>         |              |                |                |                             | <b>1,042.23</b>   |
| <b>Vendor: 10099 - Vantagepoint Trf Agents-457</b>                |              |                |                |                             |                   |
| Vantagepoint Trf Agents-457                                       | 09/11/2020   | 12732          | 10-00-000-2140 | ICMA - A/C#301403           | 1,325.00          |
| Vantagepoint Trf Agents-457                                       | 09/25/2020   | 12781          | 10-00-000-2140 | ICMA - A/C#301403           | 1,425.00          |
| Vantagepoint Trf Agents-457                                       | 10/09/2020   | 12838          | 10-00-000-2140 | ICMA - A/C#301403           | 1,425.00          |
| <b>Vendor 10099 - Vantagepoint Trf Agents-457 Total:</b>          |              |                |                |                             | <b>4,175.00</b>   |
| <b>Vendor: 10309 - Verizon Wireless</b>                           |              |                |                |                             |                   |
| Verizon Wireless  | 09/29/2020   | 12832          | 25-00-000-5210 | Cell Phone Svc              | 669.21            |
| <b>Vendor 10309 - Verizon Wireless Total:</b>                     |              |                |                |                             | <b>669.21</b>     |
| <b>Vendor: 10457 - Village of Glencoe</b>                         |              |                |                |                             |                   |
| Village of Glencoe  | 09/15/2020   | 12777          | 10-12-000-5240 | Water/Sewer - Parks         | 2,240.83          |
| Village of Glencoe  | 09/15/2020   | 12777          | 10-13-000-5240 | Water/Sewer - Watts         | 601.73            |
| Village of Glencoe  | 09/15/2020   | 12777          | 10-14-000-5240 | Water/Sewer - Beach         | 4,091.60          |
| Village of Glencoe  | 09/15/2020   | 12777          | 10-15-000-5240 | Water/Sewer - Boathouse     | 120.61            |
| Village of Glencoe  | 10/13/2020   | 12886          | 10-12-000-5480 | Parks Gasoline              | 794.76            |
| Village of Glencoe  | 10/13/2020   | 12886          | 10-14-000-5358 | Beach Water Testing         | 1,760.00          |
| <b>Vendor 10457 - Village of Glencoe Total:</b>                   |              |                |                |                             | <b>9,609.53</b>   |
| <b>Vendor: 10314 - Walmart Community</b>                          |              |                |                |                             |                   |
| Walmart Community   | 09/22/2020   | 12803          | 25-25-952-5400 | Summer Event Supplies       | 50.16             |
| Walmart Community   | 09/22/2020   | 12803          | 25-26-000-5403 | Day Care Prgm Supplies      | 51.34             |
| <b>Vendor 10314 - Walmart Community Total:</b>                    |              |                |                |                             | <b>101.50</b>     |
| <b>Vendor: 10700 - Warehouse Direct Workplace Solutions</b>       |              |                |                |                             |                   |
| Warehouse Direct Workplace So..                                   | 09/15/2020   | 12778          | 10-13-000-5412 | Cleaning Supplies - Watts   | 1,000.00          |
| Warehouse Direct Workplace So..                                   | 09/15/2020   | 12778          | 25-00-000-5412 | Cleaning Supplies - Watts   | 669.90            |
| Warehouse Direct Workplace So..                                   | 09/15/2020   | 12778          | 25-26-000-5412 | Cleaning Supplies - Watts   | 1,000.00          |
| <b>Vendor 10700 - Warehouse Direct Workplace Solutions Total:</b> |              |                |                |                             | <b>2,669.90</b>   |
| <b>Vendor: 10882 - Welcome Wagon</b>                              |              |                |                |                             |                   |
| Welcome Wagon   | 10/06/2020   | 12867          | 25-00-000-5360 | Marketing                   | 161.42            |
| <b>Vendor 10882 - Welcome Wagon Total:</b>                        |              |                |                |                             | <b>161.42</b>     |
| <b>Vendor: 10102 - Wisconsin Dept of Revenue</b>                  |              |                |                |                             |                   |
| Wisconsin Dept of Revenue   | 09/30/2020   | DFT0001094     | 10-00-000-2111 | WI Mo Withholding - Sept    | 255.84            |
| <b>Vendor 10102 - Wisconsin Dept of Revenue Total:</b>            |              |                |                |                             | <b>255.84</b>     |
| <b>Vendor Set AP Vendors Total:</b>                               |              |                |                |                             | <b>617,287.60</b> |

Voucher List of Bills

Payment Dates: 9/9/2020 - 10/13/2020

| Vendor Name                                | Payment Date | Payment Number | Account Number | Description (Item)               | Amount        |
|--|--------------|----------------|----------------|----------------------------------|---------------|
| <b>Vendor Set: Employees - Employees</b>   |              |                |                |                                  |               |
| <b>Vendor: 5488 - Anthony Marx</b>         |              |                |                |                                  |               |
| Anthony Marx                               | 09/15/2020   | 12756          | 10-12-000-5421 | Work Boots Reimbursement         | 115.00        |
| <b>Vendor 5488 - Anthony Marx Total:</b>   |              |                |                |                                  | <b>115.00</b> |
| <b>Vendor: 4577 - Brad Janis</b>           |              |                |                |                                  |               |
| Brad Janis                                 | 09/29/2020   | 12810          | 10-12-000-5421 | Reimbursement - Uniform          | 30.00         |
| <b>Vendor 4577 - Brad Janis Total:</b>     |              |                |                |                                  | <b>30.00</b>  |
| <b>Vendor: 7696 - Cooper Sammann</b>       |              |                |                |                                  |               |
| Cooper Sammann                             | 09/22/2020   | 12783          | 10-00-000-2095 | Replace PR Check #5457 (6/7/1... | 172.11        |
| <b>Vendor 7696 - Cooper Sammann Total:</b> |              |                |                |                                  | <b>172.11</b> |
| <b>Vendor: 5717 - Devan Miller</b>         |              |                |                |                                  |               |
| Devan Miller                               | 09/22/2020   | 12784          | 10-00-000-2095 | Replace PR Check #5734 (9/27/... | 85.11         |
| <b>Vendor 5717 - Devan Miller Total:</b>   |              |                |                |                                  | <b>85.11</b>  |
| <b>Vendor: 8205 - Oscar Suarez</b>         |              |                |                |                                  |               |
| Oscar Suarez                               | 10/13/2020   | 12878          | 10-12-000-5421 | Reimbursement - Work Boots       | 115.00        |
| <b>Vendor 8205 - Oscar Suarez Total:</b>   |              |                |                |                                  | <b>115.00</b> |
| <b>Vendor: 0623 - Rogelio Aviles</b>       |              |                |                |                                  |               |
| Rogelio Aviles                             | 09/22/2020   | 12799          | 10-00-000-2095 | Replace PR Check #5964 (1/27/... | 9.23          |
| <b>Vendor 0623 - Rogelio Aviles Total:</b> |              |                |                |                                  | <b>9.23</b>   |
| <b>Vendor: 5771 - Ruti Modlin</b>          |              |                |                |                                  |               |
| Ruti Modlin                                | 09/22/2020   | 12800          | 10-00-000-2095 | Replace PR Check #5777 (10/25... | 83.11         |
| <b>Vendor 5771 - Ruti Modlin Total:</b>    |              |                |                |                                  | <b>83.11</b>  |
| <b>Vendor: 0414 - Wyatt Anderson</b>       |              |                |                |                                  |               |
| Wyatt Anderson                             | 09/22/2020   | 12804          | 10-00-000-2095 | Replace PR Cks #5753 & 5916      | 205.80        |
| Wyatt Anderson                             | 09/22/2020   | 12804          | 10-00-000-2095 | Replace PR Cks #5753 & 5916      | 23.40         |
| <b>Vendor 0414 - Wyatt Anderson Total:</b> |              |                |                |                                  | <b>229.20</b> |
| <b>Vendor Set Employees Total:</b>         |              |                |                |                                  | <b>838.76</b> |

Voucher List of Bills

Payment Dates: 9/9/2020 - 10/13/2020

| Vendor Name   | Payment Date | Payment Number | Account Number | Description (Item)          | Amount            |
|---|--------------|----------------|----------------|-----------------------------|-------------------|
| <b>Vendor Set: Refunds - Refunds</b>                    |              |                |                |                             |                   |
| <b>Vendor: 00000673-341 - Donald Spitzer-Cohn</b>       |              |                |                |                             |                   |
| Donald Spitzer-Cohn                                     | 10/06/2020   | 12839          | 25-00-000-2580 | Actv 201795-35 Class Refund | 136.00            |
| <b>Vendor 00000673-341 - Donald Spitzer-Cohn Total:</b> |              |                |                |                             | <b>136.00</b>     |
| <br>  |              |                |                |                             |                   |
| <b>Vendor: 00000154-340 - Jennifer Nolan</b>            |              |                |                |                             |                   |
| Jennifer Nolan  | 09/14/2020   | 12752          | 25-00-000-2580 | Credit Bal Refund           | 2,795.00          |
| <b>Vendor 00000154-340 - Jennifer Nolan Total:</b>      |              |                |                |                             | <b>2,795.00</b>   |
| <b>Vendor Set Refunds Total:</b>                        |              |                |                |                             | <b>2,931.00</b>   |
| <b>Grand Total:</b>                                     |              |                |                |                             | <b>621,057.36</b> |

# Report Summary

## Fund Summary

| Fund                              | Payment Amount    |
|-----------------------------------|-------------------|
| 10 - CORPORATE FUND               | 268,431.80        |
| 25 - RECREATION FUND              | 152,348.08        |
| 45 - LIABILITY INSURANCE FUND     | 6,404.00          |
| 65 - CAPITAL PROJECTS FUND        | 14,875.57         |
| 69 - MASTER PLAN CAPITAL PROJECTS | 178,997.91        |
| <b>Grand Total:</b>               | <b>621,057.36</b> |

## Account Summary

| Account Number | Account Name              | Payment Amount |
|----------------|---------------------------|----------------|
| 10-00-000-2095 | OUTSTANDING CHECK PA...   | 578.76         |
| 10-00-000-2100 | FEDERAL WITHHOLDING       | 31,910.70      |
| 10-00-000-2110 | IL STATE WITHHOLDING      | 17,462.64      |
| 10-00-000-2111 | WI STATE WITHHOLDING      | 255.84         |
| 10-00-000-2120 | SOCIAL SECURITY WITHO...  | 47,900.60      |
| 10-00-000-2130 | MEDICARE WITHHOLDING      | 11,557.86      |
| 10-00-000-2140 | ICMA DEF COMP WITHOL...   | 4,175.00       |
| 10-00-000-2150 | IMRF WITHHOLDING          | 40,032.42      |
| 10-00-000-2155 | IMRF VAC WITHHOLDING      | 5,276.00       |
| 10-00-000-2160 | SUPPL IMRF LIFE WITHOL... | 160.00         |
| 10-00-000-2170 | AFLAC WITHHOLDING         | 261.76         |
| 10-00-000-2175 | FSA PLAN WITHHOLDING      | 1,803.16       |
| 10-00-000-2180 | CREDIT UNION WITHOLDI...  | 2,010.00       |
| 10-00-000-2190 | GARNISHMENT WITHOLD...    | 587.70         |
| 10-11-000-5310 | LEGAL SERVICES            | 2,526.25       |
| 10-11-000-5342 | OFFICIALS/MEETING EXP...  | -8.62          |
| 10-11-000-5355 | MAINTENANCE SERVICE ...   | 10,568.36      |
| 10-11-000-5370 | RENTAL - EQUIPMENT        | 152.85         |
| 10-11-000-5402 | BOOKS/PUBLICATNS/SUB...   | 94.44          |
| 10-11-000-5420 | SUPPLIES - GENERAL        | 22.32          |
| 10-11-000-5600 | HEALTH INSURANCE PRE...   | 34,397.96      |
| 10-12-000-5210 | TELEPHONE/INTERNET        | 175.19         |
| 10-12-000-5220 | FUEL/HEAT                 | 116.83         |
| 10-12-000-5230 | ELECTRICITY               | 608.52         |
| 10-12-000-5240 | WATER                     | 2,240.83       |
| 10-12-000-5348 | SHARED SVCS-CONT MOW..    | 2,442.20       |
| 10-12-000-5349 | CONTRACTL-HORT/LAND...    | 18,066.39      |
| 10-12-000-5352 | REPAIRS - BUILDINGS       | 1,940.95       |
| 10-12-000-5353 | DISPOSAL/PORTOLET SER...  | 292.00         |
| 10-12-000-5355 | MAINTENANCE SERVICE ...   | 298.00         |
| 10-12-000-5412 | CUSTODIAL/CLEANING SU...  | 91.41          |
| 10-12-000-5421 | SUPPLIES - UNIFORMS       | 869.21         |
| 10-12-000-5430 | SUPPLIES - FIRST AID      | 290.10         |
| 10-12-000-5450 | SUPPLIES - EQUIPMENT P... | 110.66         |
| 10-12-000-5480 | GASOLINE/LUBRICANTS       | 794.76         |
| 10-12-000-5481 | SUPPLIES-CONSTRUCTION     | 585.08         |
| 10-12-000-5483 | SUPPLIES-PAINT            | 240.00         |
| 10-12-000-5484 | SUPPLIES-ELECTRICAL/BU... | 36.57          |
| 10-12-000-5486 | SUPPLIES-PLUMBING         | 263.18         |
| 10-12-000-5487 | SUPPLIES-HAND TOOLS       | 125.38         |
| 10-12-000-5489 | SUPPLIES-TRASH BAGS       | 1,156.42       |
| 10-12-000-5490 | SUPPLIES-PLANTINGS/FL...  | 762.85         |
| 10-12-000-5491 | SUPPLIES-GREENHOUSE/...   | 57.89          |
| 10-12-000-5493 | SUPPLIES-FERTILIZER/CH... | 14.82          |
| 10-12-000-5496 | SUPPLIES-ATHLETIC MAINT   | 194.80         |
| 10-12-000-5582 | EQUIPMENT - MAINTENA...   | 1,131.91       |
| 10-12-000-5585 | PAVEMENT & SITE DEVEL...  | 313.00         |
| 10-12-000-5990 | CONTINGENCY               | 5,042.04       |

## Account Summary

| Account Number | Account Name               | Payment Amount |
|----------------|----------------------------|----------------|
| 10-13-000-5210 | TELEPHONE/INTERNET/C...    | 247.89         |
| 10-13-000-5220 | FUEL/HEAT                  | 163.48         |
| 10-13-000-5230 | ELECTRICITY                | 753.93         |
| 10-13-000-5240 | WATER                      | 601.73         |
| 10-13-000-5353 | DISPOSAL/PORTOLET SER...   | 112.00         |
| 10-13-000-5355 | MAINTENANCE SERVICE ...    | 2,179.00       |
| 10-13-000-5357 | MAINT SERVICE-REFRIGE...   | 281.00         |
| 10-13-000-5412 | CUSTODIAL/CLEANING SU...   | 1,100.00       |
| 10-13-000-5418 | SUPPLIES-ZAMBONI           | 76.45          |
| 10-13-000-5483 | SUPPLIES-PAINT             | 326.28         |
| 10-13-000-5581 | EQUIPMENT - ICE RINK       | 5,428.00       |
| 10-14-000-5210 | TELEPHONE/INTERNET         | 172.29         |
| 10-14-000-5230 | ELECTRICITY                | 243.44         |
| 10-14-000-5240 | WATER                      | 4,091.60       |
| 10-14-000-5358 | DAILY WATER TESTING SE...  | 1,760.00       |
| 10-14-000-5360 | PRINTING/MARKETING/A...    | 305.65         |
| 10-14-000-5421 | SUPPLIES - UNIFORMS        | 55.50          |
| 10-14-000-5486 | SUPPLIES-PLUMBING          | 110.16         |
| 10-15-000-5230 | ELECTRICITY                | 315.80         |
| 10-15-000-5240 | WATER                      | 120.61         |
| 25-00-000-2580 | BALANCE ON ACCOUNT-R...    | 2,931.00       |
| 25-00-000-5210 | TELEPHONE/INTERNET         | 4,335.92       |
| 25-00-000-5220 | FUEL/HEAT                  | 1,834.62       |
| 25-00-000-5230 | ELECTRICITY                | 11,920.95      |
| 25-00-000-5321 | CONSULTING SERVICES        | 881.81         |
| 25-00-000-5351 | REPAIRS - EQUIPMENT        | 900.22         |
| 25-00-000-5352 | REPAIRS - BUILDINGS        | 2,584.87       |
| 25-00-000-5353 | DISPOSAL/PORTOLET SER...   | 176.00         |
| 25-00-000-5355 | MAINTENANCE SERVICE ...    | 17,719.15      |
| 25-00-000-5360 | PRINTING/MARKETING/A...    | 755.50         |
| 25-00-000-5362 | PHOTOGRAPHY                | 190.98         |
| 25-00-000-5401 | OFFICE SUPPLIES            | 511.67         |
| 25-00-000-5404 | COMPUTER PROGRAMS          | 330.00         |
| 25-00-000-5412 | CUSTODIAL/CLEANING SU...   | 1,622.00       |
| 25-00-000-5420 | SUPPLIES - GENERAL         | 960.49         |
| 25-00-000-5451 | SUPPLIES - BUILDING PAR... | 1,446.12       |
| 25-00-000-5480 | SUPPLIES-GAS/LUBRICANT     | 20.01          |
| 25-00-000-5481 | SUPPLIES-CONSTRUCTION      | 17.48          |
| 25-00-000-5484 | SUPPLIES-ELECTRICAL/BU...  | 1,172.83       |
| 25-00-000-5486 | SUPPLIES-PLUMBING          | 54.90          |
| 25-00-000-5740 | COMMUNITY GRP CONTR...     | 6,450.00       |
| 25-25-401-5400 | SUPPLIES-ELC 3YR           | 248.86         |
| 25-25-402-5400 | SUPPLIES-ELC 4YR           | 248.86         |
| 25-25-403-5400 | SUPPLIES-ELC 2YR           | 265.87         |
| 25-25-405-5400 | SUPPLIES-KINDERGTN RE...   | 702.99         |
| 25-25-406-5300 | CONTRACTL-PRESCHOOL ...    | 982.13         |
| 25-25-415-5300 | CONTRACTL-MUSIC,IMAG...    | 200.00         |
| 25-25-419-5300 | CONTRACT-PRESCHOOL B...    | 2,094.03       |
| 25-25-430-5400 | SUPPLIES-ART FROM THE ...  | 58.41          |
| 25-25-449-5300 | CONTRACTL-DRAMA-PRE...     | 2,106.00       |
| 25-25-472-5300 | CONTRACTL-GJK 2'S          | 9,966.75       |
| 25-25-601-5300 | CONTRACTL-KIDS CLUB PM     | 150.00         |
| 25-25-601-5400 | SUPPLIES-KIDS CLUB PM      | 629.95         |
| 25-25-602-5400 | SUPPLIES-KIDS CLUB AM      | 283.30         |
| 25-25-605-5300 | CONTRACTL-FIRST AID/B...   | 117.00         |
| 25-25-607-5300 | CONTRACTL-YOUTH HIP ...    | 2,259.00       |
| 25-25-608-5300 | CONTRACTL-YOUTH BALL...    | 675.00         |
| 25-25-615-5400 | SUPPLIES-YOUTH CERAMI...   | 726.86         |

**Account Summary**

| Account Number | Account Name                | Payment Amount    |
|----------------|-----------------------------|-------------------|
| 25-25-638-5300 | CONTRACTL-PRESTO MAG...     | 138.20            |
| 25-25-649-5300 | CONTRACTL-DRAMA-YOU...      | 1,818.75          |
| 25-25-652-5300 | CONTRACTL- FOOTLIGHT...     | 3,017.25          |
| 25-25-653-5300 | CONTRACTL-BROADWAY ...      | 6,581.25          |
| 25-25-653-5401 | COSTUMES                    | 2,535.00          |
| 25-25-725-5300 | CONTRACTL-KARATE CLAS...    | 2,403.56          |
| 25-25-747-5300 | CONTRACTL-HOTSHOT SP...     | 1,784.00          |
| 25-25-748-5300 | CONTRACTL-BB CLINICS        | 9,909.34          |
| 25-25-752-5300 | CONTRACTL-GAME ONIS...      | 3,136.00          |
| 25-25-754-5400 | SUPPLIES-SNAG GOLF          | 54.98             |
| 25-25-765-5300 | CDNTRACTL-FENCING           | 588.00            |
| 25-25-785-5300 | CONTRACTL-FITNESS PUN...    | 903.00            |
| 25-25-787-5300 | CONTRACTL-GENERAL FIT...    | 6,687.75          |
| 25-25-791-5300 | CONTRACTL-PICKLEBALL        | 2,218.74          |
| 25-25-826-5300 | CONTRACTL-HOT SHOTS S...    | 5,859.00          |
| 25-25-860-5400 | SUPPLIES-YOUTH SUMME...     | 152.95            |
| 25-25-910-5400 | SUPPLIES-4TH OF JULY        | 133.62            |
| 25-25-913-5400 | SUPPLIES-HALLOWEEN P...     | 7.29              |
| 25-25-934-5300 | CONTRACTL-SPEC EVENT ...    | 1,500.00          |
| 25-25-952-5400 | SUPPLIES-SUMMER SPEC ...    | 157.95            |
| 25-25-953-5300 | CONTRACTL FALL SPEC EV...   | 1,445.00          |
| 25-25-953-5400 | SUPPLIES-FALL SPEC EVEN...  | 1,115.00          |
| 25-26-000-5360 | PRINTING/MARKETING/A...     | 75.00             |
| 25-26-000-5387 | NURSE SERVICES              | 90.00             |
| 25-26-000-5401 | OFFICE SUPPLIES             | 42.81             |
| 25-26-000-5403 | DAYCARE PROGRAM SUP...      | 731.61            |
| 25-26-000-5404 | COMPUTER PGMS/APPS          | 175.00            |
| 25-26-000-5409 | SUPPLIES-INTERNAL FOOD..    | 3,914.27          |
| 25-26-000-5412 | SUPPLIES-CLEANING/CUS...    | 1,252.82          |
| 25-26-000-5430 | SUPPLIES - FIRST AID        | 366.82            |
| 25-26-000-5460 | SUPPLIES-FOOD EQUIPMT       | 500.87            |
| 25-26-000-5600 | HEALTH INSURANCE PRE...     | 14,317.73         |
| 25-27-000-5210 | DEDICATED TV/INTERNET       | 202.99            |
| 45-00-000-5321 | CONSULTING-SAFETY/LOS...    | 6,145.00          |
| 45-00-000-5335 | WELLNESS/PRE-PLACEMT ...    | 259.00            |
| 65-00-020-5516 | SANITIZING EQUIPMENT        | 1,692.57          |
| 65-00-020-5519 | AUTOMATED BLDG UPDA...      | 7,900.00          |
| 65-00-020-5520 | SPECIALIZED AIR FILTER-D... | 5,283.00          |
| 69-00-000-5553 | CONNECT GLENCOE TRAIL...    | 35,860.01         |
| 69-00-000-5555 | CONNECT GLENCOE TRAIL...    | 1,760.00          |
| 69-00-000-5563 | SCHUMAN OVERLOOK-De...      | 794.05            |
| 69-00-000-5570 | DUKE PLAY AREA PROJ-De...   | 7,040.35          |
| 69-00-000-5571 | DUKE PLAY AREA PROJ-PI...   | 131,683.50        |
| 69-00-000-5572 | DUKE PLAY AREA PROJ-O...    | 1,860.00          |
|                | <b>Grand Total:</b>         | <b>621,057.36</b> |

**Project Account Summary**

| Project Account Key | Payment Amount    |
|---------------------|-------------------|
| **None**            | 621,057.36        |
| <b>Grand Total:</b> | <b>621,057.36</b> |

**Authorization Signatures**

To the Board of Commissioners

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

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Treasurer, Park Board of Commissioners

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Secretary/Executive Director

# V. Financial Report

Glencoe Park District  
October 2020 Board Meeting





# G/L MONTHLY Pooled Cash Report

Glencoe Park District  
For the Period Ending 9/30/2020

| ACCOUNT #                       | ACCOUNT NAME                | BEGINNING BALANCE         | CURRENT ACTIVITY    | CURRENT BALANCE           |               |
|---------------------------------|-----------------------------|---------------------------|---------------------|---------------------------|---------------|
| <b>CLAIM ON CASH</b>            |                             |                           |                     |                           |               |
| 10-00-000-1000                  | CASH/INVESTMENTS            | 3,166,648.21              | (93,175.68)         | 3,073,472.53              |               |
| 25-00-000-1000                  | CASH/INVESTMENTS            | 3,922,083.27              | (95,094.98)         | 3,826,988.29              |               |
| 30-00-000-1000                  | CASH/INVESTMENTS            | 358,206.64                | 8,813.00            | 367,019.64                |               |
| 35-00-000-1000                  | CASH/INVESTMENTS            | 354,537.07                | (20,090.64)         | 334,446.43                |               |
| 36-00-000-1000                  | CASH/INVESTMENTS            | 188,235.15                | (12,412.06)         | 175,823.09                |               |
| 40-00-000-1000                  | CASH/INVESTMENTS            | 1,377,327.39              | 29,696.66           | 1,407,024.05              |               |
| 45-00-000-1000                  | CASH/INVESTMENTS            | 259,724.32                | 1,236.51            | 260,960.83                |               |
| 50-00-000-1000                  | CASH/INVESTMENTS            | 62,171.65                 | 1,055.92            | 63,227.57                 |               |
| 55-00-000-1000                  | CASH/INVESTMENTS            | 5,765.60                  | 321.00              | 6,086.60                  |               |
| 65-00-000-1000                  | CASH/INVESTMENTS            | 469,816.48                | 4,347.10            | 474,163.58                |               |
| 67-00-000-1000                  | CASH/INVESTMENTS            | 0.00                      | 0.00                | 0.00                      |               |
| 69-00-000-1000                  | CASH/INVESTMENTS            | 3,229,587.82              | (143,145.59)        | 3,086,442.23              |               |
| 70-00-000-1000                  | CASH/INVESTMENTS            | 0.00                      | 0.00                | 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                      |               |
| <b>TOTAL CLAIM ON CASH</b>      |                             | <b>13,394,103.60</b>      | <b>(318,448.76)</b> | <b>13,075,654.84</b>      |               |
| <b>CASH IN BANK</b>             |                             |                           |                     |                           |               |
| 99-00-000-1011                  | Operating Corporate Account | 522,027.29                | (311,050.54)        | 210,976.75                |               |
| 99-00-000-1012                  | Operating PR Account        | 5,330.49                  | (405.50)            | 4,924.99                  |               |
| 99-00-000-1013                  | IL Funds                    | 4,534,476.10              | 500,497.49          | 5,034,973.59              |               |
| 99-00-000-1014                  | IPDLAF CD's                 | 1,973,000.00              | 0.00                | 1,973,000.00              |               |
| 99-00-000-1015                  | IPDLAF MM                   | 3,359,115.39              | (507,928.84)        | 2,851,186.55              |               |
| 99-00-000-1016                  | PMA CD's                    | 2,461,600.00              | 0.00                | 2,461,600.00              |               |
| 99-00-000-1017                  | PMA MM                      | 538,962.21                | 30.75               | 538,992.96                |               |
| <b>TOTAL CASH IN BANK</b>       |                             | <b>13,394,511.48</b>      | <b>(318,856.64)</b> | <b>13,075,654.84</b>      |               |
| <b>DUE TO OTHER FUNDS</b>       |                             |                           |                     |                           |               |
| 99-00-000-2400                  | Due To Other Funds          | 13,394,103.60             | (318,448.76)        | 13,075,654.84             |               |
| <b>TOTAL DUE TO OTHER FUNDS</b> |                             | <b>13,394,103.60</b>      | <b>(318,448.76)</b> | <b>13,075,654.84</b>      |               |
| <b>Claim on Cash</b>            | 13,075,654.84               | <b>Claim on Cash</b>      | 13,075,654.84       | <b>Cash in Bank</b>       | 13,075,654.84 |
| <b>Cash in Bank</b>             | 13,075,654.84               | <b>Due To Other Funds</b> | 13,075,654.84       | <b>Due To Other Funds</b> | 13,075,654.84 |
| <b>Difference</b>               | 0.00                        | <b>Difference</b>         | 0.00                | <b>Difference</b>         | 0.00          |

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

**Corporate and Other Funds:**

|  | <u>Sept 2020</u>       | <u>Aug 2020</u>        |
|--|------------------------|------------------------|
| Harris Bank Corporate Account 0.100%                                   | 469,444.60             | 531,478.19             |
| Illinois Park District Liquid Asset Fund (IPDLAF) 0.02%                | 2,851,186.55           | 3,359,115.39           |
| The Illinois Fund (Public Treasurers' Investment Pool) 0.127%          | 5,034,973.59           | 4,534,476.10           |
| Harris Payroll Account 0.100%  | 6,361.09               | 9,582.12               |
| PMA Financial Account 0.07%  | 538,992.96             | 538,962.21             |
| Reconciling Items(Dep in Transit, O/S Checks, etc.)                    | (259,903.95)           | (14,110.41)            |
| IPDLAF Certificates of Deposit:  |                        |                        |
| 1 CDs at \$245,000 each maturing October 19, 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)                  | 248,000.00             | 248,000.00             |
| PMA Certificates of Deposit:   |                        |                        |
| 1 CDs at \$245,400 maturing October 19, 2020 (1.86% net)               | 245,400.00             | 245,400.00             |
| 2 CDs totalling \$738,100 maturing October 19, 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)                  | 248,100.00             | 248,100.00             |
| <b>Grand Total</b>   | <b>\$13,075,654.84</b> | <b>\$13,394,103.60</b> |

Glencoe Park District  
 Monthly Financial Analysis  
 September 2020

|  | <u>As of</u><br><u>9/30/2018</u> | <u>As of</u><br><u>9/30/2019</u> | <u>As of</u><br><u>9/30/2020</u> |
|--|----------------------------------|----------------------------------|----------------------------------|
| <b><u>Recreation Department - Programs</u></b> |                                  |                                  |                                  |
| Revenues                                       | 2,632,670                        | 2,780,118                        | 1,600,709                        |
| Wages  | (425,777)                        | (449,041)                        | (238,750)                        |
| Contractual                                    | (937,608)                        | (981,176)                        | (767,285)                        |
| Supplies                                       | (70,616)                         | (101,202)                        | (35,853)                         |
| Net Surplus                                    | 1,198,669                        | 1,248,699                        | 558,821                          |
| <b><u>Day Care Department</u></b>              |                                  |                                  |                                  |
| Revenue  | 659,156                          | 801,453                          | 801,620                          |
| Expense  | (559,408)                        | (716,195)                        | (705,164)                        |
| Net Surplus/(Deficit)                          | 99,748                           | 85,258                           | 96,456                           |
| <b><u>Fitness Department</u></b>               |                                  |                                  |                                  |
| Revenue  | 21,885                           | 14,668                           | 11,258                           |
| Expense  | (21,423)                         | (26,537)                         | (18,573)                         |
| Net Surplus/(Deficit)                          | 462                              | (11,869)                         | (7,315)                          |
| <b><u>Beach Department</u></b>                 |                                  |                                  |                                  |
| Revenue  | 321,353                          | 286,971                          | 254,241                          |
| Expense  | (190,094)                        | (187,471)                        | (207,123)                        |
| Net Surplus/(Deficit)                          | 131,259                          | 99,500                           | 47,118                           |
| <b><u>Boating Department</u></b>               |                                  |                                  |                                  |
| Revenue  | 94,791                           | 96,088                           | 100,556                          |
| Expense  | (118,471)                        | (118,175)                        | (91,565)                         |
| Net Surplus/(Deficit)                          | (23,680)                         | (22,087)                         | 8,991                            |
| <b>Beach/Boating Total:</b>                    | 107,579                          | 77,413                           | 56,109                           |
| <b><u>Watts Department</u></b>                 |                                  |                                  |                                  |
| Revenue  | 4,240                            | 11,565                           | 7,499                            |
| Expenses                                       | (83,525)                         | (121,519)                        | (105,822)                        |
| Net Surplus/(Deficit)                          | (79,285)                         | (109,954)                        | (98,323)                         |
| <b><u>G &amp; A (Administration)</u></b>       |                                  |                                  |                                  |
| Revenue (excl G&A Tfr)                         | 19,288                           | 18,280                           | 18,855                           |
| Expense  | (684,361)                        | (688,280)                        | (692,412)                        |
| Net Surplus/(Deficit)                          | (665,073)                        | (670,000)                        | (673,557)                        |
| <b><u>Parks Department</u></b>                 |                                  |                                  |                                  |
| Revenue  | 16,859                           | 10,500                           | 13,662                           |
| Expense  | (634,751)                        | (749,393)                        | (585,530)                        |
| Net Surplus/(Deficit)                          | (617,892)                        | (738,893)                        | (571,868)                        |
| <b><u>Rec-Admin/Takiff Department</u></b>      |                                  |                                  |                                  |
| Revenues                                       | 1,152,796                        | 1,196,267                        | 1,063,824                        |
| Expenses                                       | (1,573,829) (1)                  | (1,835,843)                      | (1,984,862)                      |
| Net Surplus/(Deficit)                          | (421,033)                        | (639,576)                        | (921,038)                        |

(1) Due to interfund transfers to Master Plan Capital Fund 69.

# **VI. Staff Reports**

Glencoe Park District  
October 2020 Board Meeting

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

**2020 Tax Levy**

The proposed 2020 tax levy was discussed at the Committee of the Whole meeting on October 6. Given the Board's agreement with staff's recommendation, the Truth in Taxation Resolution is included in your packet and is on the agenda to be approved at the regular meeting. The levy hearing will then be held at the regular Board meeting on November 17, and the Levy Ordinance will be approved by the Board at that same meeting. The Ordinance can then be filed at the County Clerk's office, well before the December 29 filing deadline.

**Health Insurance**

Staff attended the PDRMA Health Plan Membership Council webinar meeting on September 30. The rates for health insurance for 2021, as well as benefit plan changes, were discussed and approved by the Council. A full memo on the renewal was prepared by staff and was discussed at the Committee of the Whole meeting on October 6. Staff asks the Board to approve their recommendation at the regular meeting on October 20, as our plan selection forms must be returned to PDRMA Health by October 23. Open enrollment will be held November 2-20.

**FY21/22 Budget In-Service Training/Proposed Capital**

A budget in-service training session will be held on October 21 for department head and supervisory staff who help complete the annual budget. As in prior years, this training helps to ensure budget worksheets are completed accurately and on a timely basis, and that staff are aware of key dates and budgetary assumptions in this process. It looks to definitely be an interesting process as the pandemic will very likely continue well into FY2021/22. Capital wish list items for Capital Fund 65 are being submitted to the Executive Director by mid-October, and by the end of October the executive management team will rank these items for discussion with the Board and eventual inclusion in the First FY2021/22 Budget Draft.

**2020 Bond Issue**

All final follow-up tasks related to the bond closing on October 7 were completed by staff including final review and signoff of the Preliminary Offering Statement, review and sign-off of all official bond documents for closing, finalization of the new PMA bond proceeds account and final review of the Sources and Uses document for official recording.

**Trainings/Meetings/Other**

September 22 - IT brainstorm meetings with BerryDunn rep and Noventech rep  
September 30 - PDRMA Health Council Meeting  
October 1 - PDRMA Webinar on Medical Cost Strategy, IT Discussion with Excaltech  
October 5 - Bond discussion with Commissioner Onderdonk  
October 6 - Levy discussion with Treasurer Covey  
October 7 - Bond closing  
October 7 - Safety Coordinator Meeting/Check-in with Tim Jaskiewicz, PDRMA  
October 8 - IAPD seminar on Marijuana Legalization Impact

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

**GLENCOE PARK DISTRICT  
FY 2021/22 BUDGET TIMELINE**

|                         |  |
|-------------------------|--|
| By September 4, 2020    | Distribution of PROJECTION ONLY budget worksheets AND program budget worksheets to Admin Team with tentative budget timeline   |
| By September 25, 2020   | First Draft of FY20/21 BUDGET PROJECTIONS due to Carol   |
| October 9, 2020         | Deadline for all staff to submit capital project ideas/proposals to their Department Head. <b>All items must be priced.</b>  |
| October 16, 2020        | Deadline for Department Heads to submit capital project proposals to Executive Director. <b>All items must be priced.</b>  |
| Week of Oct. 19, 2020   | Director and Department Heads meet to discuss all capital project proposals. Afterwards, Capital List is distributed to Executive Director and Department Heads for discussion and prioritization. |
| October 21, 2020        | Budget Kickoff Meeting/In-service Training for staff<br><br>Program fee/bill codes and budget prep due to Director of Recreation<br><br>Budget Training 101 & 201 (Recreation Team only)           |
| October 23, 2020        | Distribution of Budget Detail worksheets for FY21/22 – FIRST DRAFT to all staff.   |
| October 30, 2020        | Capital Project List finalized by Executive Director and Admin Team  |
| November 3 or 17, 2020  | Potential FCW Meeting to discuss Fund 65 capital ideas with Board  |
| November 23, 2020       | Draft #1 recreation program AND general budget worksheets due to Department Head for their review/approval   |
| November 30, 2020       | Draft #1 Budget worksheets (regular and program) due to Carol  |
| December 11, 2020       | Draft #2 Budget worksheets (regular and program) returned to staff for further revisions   |
| January 11, 2021        | Draft #2 Budget worksheets (regular and program) due to Carol  |
| January 25, 2021        | Deadline for staff changes to be made to Proposed First Budget Draft   |
| By February 15, 2021    | Proposed First Budget Draft FY2021/22 distributed to Board for review  |
| Mid to Late Feb 2021    | Finance Committee of the Whole meeting to discuss budget<br>Additional meetings in early March, if necessary   |
| March 16 OR April 20    | Regular Board Meeting -- Approve the FY 2021/22 Approval Budget  |
| By March 20 OR April 18 | Budget and Appropriations Ordinance (BAO) put on public inspection for 30 days   |
| April 20 OR May 18      | Regular Board Meeting -- BAO hearing held, then BAO approved by Board  |
| By May 31, 2021         | BAO is officially filed with the Cook County Clerk's Office  |

**Glencoe Park District  
Recreation and Facilities Department Report  
October 2020**

**Update on Recreation Services amid COVID-19**

The beach remained open through September 27, offering access to season pass holders only between 11:00am and 7:00pm. Beach pass holders have received the annual beach survey. The feedback we receive will be constructive for future planning. Matt and I will present the Glencoe Lakefront Annual Report to the Board at the November Board meeting.

The Recreation Team has completed a first draft budget projections for FY2020/21. They also submitted their capital budget requests for FY21/22, for review by the Administrative Team for the first draft of the budget.

The team has been working on part two of the fall brochure, which went live on October 14. We have focused on keeping as much programming outside as possible. We continue to be nimble and will adapt to any changes to guidelines and regulations.

Based on Board feedback, we added several smaller, outdoor, and socially distant special events to the fall calendar. Many of the events were well attended and received positive community feedback. We are working on additional events for winter and expect to utilize the ice rink for outdoor activities.

**American Red Cross Blood Drive**

We have our next blood drive scheduled for October 21. There is a limited number of spots remaining to donate blood as we have 68 out of 79 slots filled as of October 5.

**Beach: Matt Walker**

The boathouse closed for the season on October 11. Boaters received their winter storage application. Again this fall, boaters can sign up for winter storage online in a continuing effort to make the registration process more efficient for the boaters and staff alike. Winter storage revenue is expected to be similar to previous years.

**Early Childhood: Jess Stockl**

As we get ready for fall, the Early Childhood wing is delving into pumpkins, decorating classrooms, and taking nature exploration walks. All children over the age of 3 participated in vision and hearing screenings this month as required by the State. Amanda and Jessica have been partaking in professional development through DCFS to complete 15 hours of yearly early childhood training.

The Early Learning Center has been focusing on training our teachers to incorporate the Illinois Early Learning Standards and the Illinois Early Learning Guidelines into their weekly lesson plans. These standards help provide intentional play opportunities in the classrooms for children to work on kindergarten skills. By training our staff to do this, we align with Common Core State Standards while also sharing more information with families regarding classroom activities. We had one child drop out of ELC 4s due to COVID-19 concerns, and one child join our 3s program.

| <b>ELC Enrollment<br/>As of 10/1</b> | <b>2020/21</b> | <b>2019/20</b> | <b>2018/19</b> |
|--------------------------------------|----------------|----------------|----------------|
| ELC 2s                               | 8              | 16             | 18             |
| ELC 3s                               | 12             | 14             | 16             |
| ELC 4s                               | 14             | 18             | 27             |
| Kindergarten Readiness               | 11             | 16             | 7              |
| <b>Total</b>                         | <b>45</b>      | <b>64</b>      | <b>68</b>      |

Children's Circle is now completely full, with no space available until June 2021. We have eight infants scheduled to start throughout the year as the current class moves to the toddler room. We have three more children, a Sea Lion, a Starfish, and a Frog, starting in November. There are currently 77 children on the waitlist.

| <b>Children's Circle Enrollment</b><br>As of 10/1 | <b>2020/21</b> | <b>2019/20</b> | <b>2018/19</b> |
|---|----------------|----------------|----------------|
| Jellyfish   | 4              | 10             | 5              |
| Tadpoles  | 8              | 0              | 0              |
| Frogs   | 8              | 7              | 7              |
| Turtles   | 12             | 13             | 6              |
| Starfish  | 11             | 17             | 16             |
| Dolphins  | 11             | 20             | 18             |
| Sea Lions   | 16             | 0              | 0              |
| Belugas   | 16             | 16             | 14             |
| <b>Total</b>                                      | <b>86</b>      | <b>83</b>      | <b>66</b>      |

Preschool enrichments are running well. We are offering similar classes with a few extra sections for the October-November session. We expect enrollment to be similar to the first fall session.

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

Kids Club Enrichment Camp is currently running three cohorts. We had one new child start at the beginning of October. Our Kids Club Enrichment Camp has fifteen morning spaces and four afternoon spaces available.

| <b>Kids Club Enrichment Camp Enrollment</b><br>As of 10/5 | <b>2020</b> |
|---|-------------|
| AM Kids Club Enrichment Camp                              | 15          |
| PM Kids Club Enrichment Camp                              | 41          |
| <b>Total</b>  | <b>56</b>   |

Our first session of fall programming is coming to an end and shifting to our second session of fall programming. We are exploring opportunities to have new programs as well as more outdoor programming. Due to COVID-19, we will still have smaller class sizes.

| <b>Fall Enrollment</b><br>As of 10/5 | <b>Early Fall</b><br><b>2020</b> | <b>Revenue</b>  |
|--------------------------------------|----------------------------------|-----------------|
| Amazing Art                          | 8                                | \$1,648         |
| Amazing Minds                        | 8                                | \$1,904         |
| Llama Pillow                         | 3                                | \$309           |
| Candy Corn Pillow                    | 3                                | \$309           |
| Basic Sewing 2                       | 0                                | \$0             |
| Chess Scholars (K-2)                 | 8                                | \$1,261         |
| Chess Scholars (3-4)                 | 0                                | \$0             |
| Coding 1 with Coder School           | 4                                | \$1,569         |
| Sticky Fingers Cooking               | 14                               | \$2,909         |
| Mini Ninja                           | 21                               | \$4,568         |
| Guitar                               | 6                                | \$1,588         |
| <b>TOTAL</b>                         | <b>75</b>                        | <b>\$16,006</b> |



We saw a significant decrease in our School Day Off enrollment. This is due to the hybrid learning option, as many families are working from home. The program is hosted at Watts and is not traveling on field trips at this time.

### **School Day Off Enrollment**

| <b>2020</b>  |           | <b>2019</b>  |            |
|--------------|-----------|--------------|------------|
| September 28 | 13        | September 10 | 44         |
| October 12   | 15        | September 19 | 45         |
|              |           | October 8    | 26         |
| <b>Total</b> | <b>28</b> | <b>Total</b> | <b>115</b> |

### **Athletics and Teen Camps: Shannon Stevens** **Early Fall Programming**

Overall, youth sports enrollment and revenue is down for fall 2020. Due to COVID-19, we had to limit the number of classes we offered and have much lower participant maximums. The numbers below do not include Fall Session 2 enrollment. For the second session, we are adding a few more karate classes and flag football.

Session 2 of tennis at Watts begins on October 17. We plan to keep all these classes outdoors until the weather deteriorates.

| <b>Fall Program Enrollment</b><br>As of 10/2 | <b>Enrollment</b> |             | <b>Revenue</b>  |                 |
|--|-------------------|-------------|-----------------|-----------------|
|  | <b>2020</b>       | <b>2019</b> | <b>2020</b>     | <b>2019</b>     |
| Game On! Sports 4 Girls                      | 21                | 31          | \$2,532         | \$8,054         |
| Hot Shots Sports                             | 39                | 149         | \$4,616         | \$21,640        |
| Little Sportsters                            | Not Offered       | 36          | ~               | \$7,612         |
| Golf   | 7                 | 32          | \$1,120         | \$5,763         |
| Rowing                                       | 16                | 26          | \$3,068         | \$3,063         |
| Fencing                                      | Not Offered       | 13          | ~               | \$2,814         |
| Tennis                                       | 44                | 52          | \$6,491         | \$4,827         |
| Karate                                       | 23                | 88          | \$3,706         | \$17,099        |
| Soccer Shots                                 | 20                | Not Offered | \$2,700         | ~               |
| Travel Clinics                               | 37                | 36          | \$5,194         | \$4,348         |
| Softball Clinics                             | 24                | Not Offered | \$2,151         | ~               |
| Saturday Classes                             | 35                | Not Offered | \$2,317         | ~               |
| <b>Total</b>                                 | <b>266</b>        | <b>463</b>  | <b>\$33,895</b> | <b>\$75,220</b> |

Shannon and Adam are planning for the house basketball season. Preseason clinics should start early November and end before winter break.

Shannon and Liz are planning a basketball skills competition for October 17 at Watts Park. Participants will rotate through a 3-point contest, free throw games, an obstacle course, and attempt a half-court shot. First, second, and third place for each age group will receive a prize.

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

#### **Special Events**

The Park District hosted another Movie in the Park at Berlin Park on Friday, September 25. There were over 200 people in attendance to see Captain Marvel on the big screen. The Parks Team marked out sections, and staff used LED balloons to designate spaces for family/friends to sit safely.

Our first Doggie Dip of 2020 took place on Sunday, October 4 with over 20 dogs and their families. The temperature was cooler, so there were less people on the beach, which meant more room for the dogs to run around. Everyone had a wonderful time!

**Upcoming Special Events**

- October 8 – Moonlight Movie on the Beach
- October 16 – Doggie Dip
- October 17 – Basketball All Stars Competition
- October 23 – Spooky Skate
- October 24 – Pumpkin Painting
- October 30 – Hallows Eve

Early fall programs began on August 31 and will end at the end of October. Enrollment was low overall due to reduced class sizes and fewer classes offered. Session 2 registration begins October 16. We added an additional in-person youth ceramics and kid's cartooning class. Enrollment for adult classes is low as adults are still uncomfortable coming back to in-person programming. Currently, one in-person adult watercolor class and two virtual adult art classes are running this session.

| <b>Fall Enrollment</b><br><i>As of 9/8</i> | <b>Early Fall 2020</b> | <b>Fall 2019</b> |
|--|------------------------|------------------|
| Youth Ceramics & Sculpting w/ Model Magic  | 30                     | 38               |
| Adult Ceramics                             | 20                     | 27*              |
| Teen Ceramics                              | 15                     | 39*              |
| Adult Art classes                          | 12                     | 39*              |

\* Includes enrollment for both early fall and late fall session classes

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

**Takiff/Watts Centers**

Facility rentals continue to be absent at the Takiff Center. We had a few scheduled, but had to cancel most rentals scheduled pre-pandemic due to rental restrictions.

| <b>Takiff Center Rental</b><br><i>As of 9/30</i> | <b>2020</b> | <b>2019</b> |
|--|-------------|-------------|
| Facility Rentals                                 | \$5,224     | \$54,874    |

We are preparing for an increase in Takiff Center indoor usage for programs beginning in November when the weather starts to get colder. Adam is working with the Recreation Team to have an indoor location for all programs offered.

Adam is working on plans for the 2020-21 Watts ice season. We are working with Erin Classen on a marketing and communications plan for getting information to the community about pass sales, classes, rentals, and how the rink will operate under COVID-19 restrictions.

This season's daily schedule includes new weekly Friday Night Public Skate. We plan to expand our weekend public skate to include three 90-minute public skate sessions from 11:00am-4:30pm on Saturdays and Sundays.

We are exploring options for a new skating director/instructor for the 2020-21 season. We are anticipating an increase in enrollment for our program due to COVID-19 and people wanting to do outdoor activities. We are looking to either hire a new instructor or partner with another organization to help manage our program.

Spooky Skate is planned for the rink on Friday, October 23. We have three 60-minute time slots for 50 people to come rollerskate on the main rink. This inaugural event is full with 150 people registered.

### Glencoe Fitness

The Glencoe Fitness Center continues to operate safely. We had eight new members join the fitness center in September. Staff continues to field calls about our protocols and options to join. We anticipate seeing an increase in usage as the weather turns colder.

There are currently 92 active members and 81 members on hold until later this fall. In comparison, we had 138 active members as of October 2019. During September, we had 400 total visits to the fitness center. This compares to 616 visits in 2019 and 444 visits in 2018.

|                           |      |
|---------------------------|------|
| <b>Total # Visits</b>     | 400  |
| <b># Days Open</b>        | 29   |
| <b>Average Visits/day</b> | 13.8 |

### Outdoor Fitness Classes

Outdoor fitness classes continue to be popular at both Takiff Center and Lakefront Park. This month's outdoor classes started the week of October 5 and enrollment continues to be strong. We continue to offer classes monthly for flexibility. Participants have the option to use a punch card or register for a full session.

| <b>September Outdoor Fitness</b> | <b>Enrolled</b> | <b>Revenue</b> |
|----------------------------------|-----------------|----------------|
| Cardio Kickboxing                | 5               | \$270          |
| Moving with Weights              | 17              | \$495          |
| Row & Go Interval                | 10              | \$610          |
| Small Group Interval             | 5               | \$1,035        |
| All Levels Yoga                  | 4               | \$308          |
| Pilates Yoga Fusion              | 5               | \$383          |
| Zumba                            | 27              | \$270          |
| <b>Totals</b>                    | <b>73</b>       | <b>\$3,371</b> |

### Programming – Sarah Hall Theatre Company

Sarah Hall programming is down just over 50% compared to fall 2019. Broadway Bound and dance are down the most compared to 2019. The biggest hit continues to be to our dance programs, Broadway Bound, and Little Footlighters classes. Almost all of Sarah Hall's classes are being held outside, if practical. They will start transitioning indoors more as the weather gets colder.

| <b>Sarah Hall Theatre Company Enrollment</b> | <b>2020</b>     |                 | <b>2019</b>     |                  |
|--|-----------------|-----------------|-----------------|------------------|
|  | <b>Enrolled</b> | <b>Fees</b>     | <b>Enrolled</b> | <b>Fees</b>      |
| Dance Classes                                | 46              | \$16,247        | 103             | \$37,153         |
| Theatre Classes                              | 42              | \$13,684        | 70              | \$24,453         |
| Broadway Bound                               | 39              | \$20,565        | 64              | \$46,440         |
| Junior High Improv                           | 15              | \$4,850         | -               | -                |
| <b>Totals</b>                                | <b>142</b>      | <b>\$55,346</b> | <b>237</b>      | <b>\$108,046</b> |

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

**Glencoe Park District  
Parks & Maintenance Report  
October 2020**

**Administrative**

Work continues with Altamanu and CBELL relating to the Schuman Overlook Renovation and Connect Glencoe Trail/Playground Projects. The overlook project is projected to finish by the end of October. Staff is working on arranging surveys of the bluffs and boathouse properties in preparation for the upcoming capital projects. While the trail has been slow to start, we expect that the contractor will make every effort to complete the project within the time allotted. They are approximately 14 working days behind schedule at this time. After 48 working days, they will face fines for not completing the project on time in the amount of \$1425 per day. The contractor is making progress in Duke Park with a projected December completion date. The playground equipment is nearing completion. We are expecting the delivery of the splash pad and runnel materials in early November.

**Grounds/Horticulture**

The horticulture crew has been busy maintaining planting beds throughout the District. Seasonal mums have been planted at high profile locations. The team has also been working to continue to ring trees. The staff has also focused on topdressing and seeding areas where restoration is necessary.

**Parks Maintenance & Construction**

Staff has been working on assembling 19 park benches for installation at Duke Park and the overlooks and replacement benches were installed on the south overlook at Lakefront Park.

We continue to balance seasonal tasks with routine maintenance, such as trash removal, grass cutting, standing water pumping, park grooming, and beach cleaning. With increased park use continuing, staff is having to make extra runs to fill the dog waste bag stations routinely.

Staff has worked on inspecting trees throughout the District. With the summer drought, the Park District has lost over 110 trees throughout the inventory. The dead trees will be removed over the course of the fall/winter.

Warranty repairs are scheduled for a Takiff playground gate and the rumble strips at Old Elm Park.

**Facilities**

Facilities staff is focusing on seasonal preparations at the Watts Ice Center. Staff is working on repairing the ice rink boards. At the beach, staff started the winterizing process by turning off the water and taking down the shade covers. In addition, staff continues to execute the facility-wide sanitizing plan for Watts and Takiff using the new backpack sanitizers.

**Athletic**

The staff is now lining all the soccer fields. We continue to provide weekend field preparation support to GBA fall baseball. We have begun the process of fall aerating, fertilizing, and overseeding. Each park site takes about 4 hours to aerate seed and fertilize.

**Shared Services**

Village and Park District staff continue to partner thru the shared services agreement.

Submitted by:

Chris Leiner, CPRP

Director of Parks & Maintenance

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

**Online Communication**

Due to changing COVID-19 regulations, our programs and events are primarily being marketed online. Instead of a printed fall program guide, we emailed participants a link to our digital fall guide and continue to push people to our website for current information. We are starting to use QR codes on outdoor signs and print publications to drive more traffic online. Our page views in September were 25.02% higher than the previous year, with 29.78% new users.

**Social Media**

We ended the month with 24,140 Facebook impressions (in 2019, we ended the month with 66,773 impressions). During the month, we also had 14,738 impressions on Instagram. We now have 1,939 followers on Facebook, 1,033 followers on Twitter and 1,742 followers on Instagram. Glencoe Beach has 2,564 and Watts Ice Center has 394 followers on Facebook. Instagram continues to be the fastest growing social media platform for us (4.84% growth in last 8 weeks), while Facebook is still our largest source of followers.

**Email Marketing**

During the month of August, we sent out 10 targeted emails, focusing primarily on fall programs and special events. Of the 10,181 emails we sent, over 4,280 were opened (43%).

**Inside Glencoe**

Content for the fall issue of *Inside Glencoe*, our community newsletter with the Village, School District, Library, and Family Services, was finalized this month. We included articles about our financial outlook, bond issue, Watts updates, Connect Glencoe updates, and information about receiving email/social media from us. The newsletter will be in mailboxes at the end of October.

**Special Events**

I worked with the Recreation Team to promote fall registration, Movies in the Park, and our Halloween events. This includes email blasts, social media posts, flyers, and website posts.

**Connect Glencoe Communication**

We are posting information on the website and on social media as construction progresses. An update about the project is in *Inside Glencoe*, which is mailed to every resident. Informational signs are in the Takiff Center and along the trail.

**Watts Communication**

I am working with Adam Wohl on a marketing plan to communicate COVID-19 changes for the season. We are planning a direct mail piece, as well as an article in *Inside Glencoe*, email blasts, press releases, social media posts (paid and organic) and new directional signage. In addition, I will be updating the website and search engines to reflect changes.

**Kathe Stoepel Retirement**

Kathe Stoepel, our marketing assistant and graphic designer, announced her retirement effective October 30. In her three years at the District, she's done a wonderful job creating beautiful pieces that both inform and delight our community. I wish her nothing but the best; she will be missed!

Submitted by:

Erin Classen, Superintendent of Marketing and Communications

# SAFETY AND WELLNESS COMMITTEE

## Agenda and Minutes

Wednesday, September 23, 2020 / 1:00 pm  
(Please Note: Items in **red** print require action)

1. Call to order at 1:07 pm  
  
Roll Call: VIA Zoom people in attendance: Chris Leiner, Bobby Collins, Carol Mensinger, Liz Stowick, Liz Visteen, Matt Walker, Jessica Stockl and Lauren Kinsey Absent: Lisa Sheppard and Adam Wohl
2. Review of the Minutes: The Safety and Wellness Committee Meeting Minutes from June 17, 2020 were reviewed and accepted.
3. Accident/Incident Review: Carol reported on the accident/incident reports for July, August and September. There were three (3) worker comp accidents, two (2) property claims, and three (3) participant incidents. One (1) Vehicle was damaged that will go in for repairs in November or December.
4. Facility and Park Inspection Review: Completed Fall park inspections. Some repairs to Lakefront Park tennis courts are needed.
5. Open Claims: Two (2) open property claims: pier property loss claim due to weather damage, as well as property loss claims from the brown out (\$69,000 check was received for half the pier claim). Four (4) open worker comp claims.
6. Carry Over Items:
  - a) Bobby and Chris met with the police and set up a drill date in May which was postponed due to Covid-19. **Chris** will talk to Jason at the schools to see what they are doing in regards to drills right now. 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, and schedule training with new Covid constraints.
7. Certificate of Insurance Information: Contractors aren't being asked to provide anything new or different due to Covid-19.
8. New Items:
  - a) **Chris** ordered a custom-made door that leads to the playground in the EC wing. He will let Jessica know when the door is ready to be installed.
  - b) PDRMA performed a coefficient of friction testing on hot spots for trips and falls when wet. PDRMA recommended we apply anti-slip product in areas where more slippery than should be (example: ELC bathrooms). **Chris** is researching this further.
  - c) Thermal testing was completed to determine hot spots for fire issues. Report is pending.
9. Wellness Initiatives:
  - a) We were invited to participate in an ongoing Parks and Rec Trek steps challenge. The district with the most steps wins items like gift cards, swag bags, etc. This is open to full-time and part-time staff.
  - b) PDRMA is not going to offer a portal for part-time staff and contractors to have easier access to sexual harassment training. Given how many people need to complete this training by December 31, 2020, discussions about group trainings and earlier deadlines took place.
  - c) Right now, via PATH sites, staff can earn two points (instead of one).
  - d) All paperwork, such as exam confirmations, need to be submitted through PDRMA since Interactive Health is no longer a company.

Adjourn: 1:46 pm

**The next Safety and Wellness Committee Meeting has been scheduled for  
Tuesday, October 27 at 11 am.**

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

Glencoe Park District  
October 2020 Board Meeting

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

**2020 Tax Levy**

The proposed 2020 tax levy was discussed at the Committee of the Whole meeting on October 6. Given the Board's agreement with staff's recommendation, the Truth in Taxation Resolution is included in your packet and is on the agenda to be approved at the October Board meeting. The levy hearing will then be held at the regular Board meeting on November 17, and the Levy Ordinance will be approved by the Board at that same meeting. The Ordinance can then be filed at the County Clerk's office, well before the December 29 filing deadline.

**Recommendation on Health Insurance for Employees**

Carol attended the PDRMA Health Plan Membership Council webinar meeting on September 30. The rates for health insurance for 2021, as well as benefit plan changes, were discussed and approved by the Council. A full memo on the renewal was prepared by staff and was discussed at the Committee of the Whole meeting on October 6. We will be asking for action on this item during this month's Board meeting.

**Park Projects**

Work continues with Altamanu and CBELL relating to the Schuman Overlook Renovation and Connect Glencoe Trail/Playground Projects. The overlook project is projected to finish by the end of October. Staff is working on arranging surveys of the bluffs and boathouse properties in preparation for the upcoming capital projects. While the trail has been slow to start, we expect that the contractor will make every effort to complete the project within the time allotted. They are approximately 14 working days behind schedule at this time. After 48 working days, they will face fines for not completing the project on time in the amount of \$1425 per day. The contractor is making progress in Duke Park with a projected December completion date. The playground equipment is nearing completion. We are expecting the delivery of the splash pad and runnel materials in early November. I know it can be quite alarming when you go to the project sites.

**Recreation and Facilities**

The Recreation and Facilities Team continue to be innovative, nimble, and provide clean and safe programs. We continue to provide vital childcare, preschool, and youth care programs. Children's Circle is currently full, with no space available until June 2021. We have eight infants scheduled to start throughout the year as the current class moves to the toddler room. ELC has less children in the program compared to last year, which we attribute to COVID-19. Kids Club Enrichment Camp is currently running three cohorts. We do have limited availability in that program to add children.

The staff are creatively adding new youth and adult enrichment programs that comply with COVID-19 regulations, with the majority taking place outside.

Glencoe Fitness continues to operate safely. Staff continues to field calls about our protocols and options to join. We anticipate seeing an increase in usage as the weather turns colder. Right now, there are 92 members with active memberships with 81 on hold until later this fall. In comparison, we had 138 active members as of October 2019. During September, we had 400 total visits to the fitness center. This compares to 616 visits in 2019 and 444 visits in 2018. Outdoor fitness classes continue to be very popular.

The beach remained open through September 27, offering access to season pass holders only between 11:00am and 7:00pm. Beach pass holders have received the annual beach survey. The



feedback we receive will be constructive for future planning. Staff will present the Glencoe Lakefront Annual Report to the Board at the November Board meeting.

The boathouse closed for the season on October 11. Boaters have received their winter storage application. Again this fall, boaters can sign up for winter storage online in a continuing effort to make the registration process more efficient for the boaters and staff alike. Winter storage revenue is expected to be similar to previous years.

At the October committee meeting we discussed our plans for Watts and Youth Basketball. Staff is continuing the planning of these programs and facility after input from the Board.

The community is embracing the creative special events we are offering. We do have to limit the participation numbers, so the biggest disappointment is that many are full with waiting lists.

**Upcoming Events**

- October 8 – Moonlight Movie on the Beach
- October 16 – Doggie Dip
- October 17 – Basketball All Stars Competition
- October 23 – Spooky Skate
- October 24 – Pumpkin Painting
- October 30 – Hallows Eve

**Donations Update**

Donation interest has increased dramatically since the start of the pandemic. Donations can take a couple months to a year to complete depending on the dedication, for example, waiting for a grandchild to be born, waiting for the date of a special event, or waiting until COVID Phase 5 for a new tree planting. Most donation inquiries do not pan out due to budget restrictions, request for a custom donation that is not doable, or they decided to go a different route for a gift.

Breaking out the Connect Glencoe donations from the chart below, we received \$3,000 in donations with another \$13,700 in the process of creating their plaque inscriptions. Those donations are due before the plaques go into production. Four Glencoe families are considering the remaining Duke Park donation amenities and Connect Glencoe Social Spaces.

| <b>Donations</b>                 | <b>2020/21</b>  | <b>2019/20</b>  | <b>2018/19</b> | <b>2017/18</b> | <b>2016/17</b> | <b>2015/16</b> | <b>2014/15</b> |
|----------------------------------|-----------------|-----------------|----------------|----------------|----------------|----------------|----------------|
| Benches/Little Libraries         | \$7,000         | \$12,000        | \$6,400        | \$0            | \$7,000        | \$8,413        | \$5,000        |
| Trees                            | \$4,700         | \$0             | \$800          | \$0            | \$600          | \$400          | \$350          |
| <b>Total</b>                     | <b>\$11,700</b> | <b>\$12,000</b> | <b>\$7,200</b> | <b>\$0</b>     | <b>\$7,600</b> | <b>\$8,813</b> | <b>\$5,350</b> |
| <b>In Progress**</b> (11 donors) | <b>\$20,600</b> | n/a             | n/a            | n/a            | n/a            | n/a            | n/a            |

\*\* 'In Progress' donors are in the process of creating the plaque inscription. The donation is not due until the plaque goes into production. The 'In Progress' total does not include donors who are considering their options or waiting until Phase 5, even if they have chosen their donation item. You are invited to peruse our donation options at <https://www.glencoe park district.com/About/Donations>.

**IPRA Conference**

The IAPD/IPRA Soaring to New Heights Conference will be held virtually this year due to COVID-19. More details will be available in the near future. Please let us know if you have an interest in attending virtually.

IAPD's Annual Business meeting is Saturday, January 25, 2020 at 3:30pm at the Hyatt Regency Hotel. They are requesting a representative attend the meeting. The by-laws state, "Each member district shall be entitled to be represented at all Association meetings and conferences by a delegate or delegates. Delegates of the Association meetings or conference may include members of the governing boards or member districts, the Secretary, Attorney, Treasurer, Director or any paid employee of the member district." I plan to attend the virtual meeting and would be happy to represent the District, if you so desire, or you can appoint a Board member.

**Freedom of Information Report**

There were no FOIA requests.

Submitted by:  
Lisa Sheppard, CPRP  
Executive Director



# Glencoe Historical Society

375 Park Avenue, Glencoe, IL 60022

[www.glencoehistory.org](http://www.glencoehistory.org)

September 23, 2020

Lisa Brooks, President  
Glencoe Park District Board of Commissioners  
Executive Director Lisa Sheppard  
999 Green Bay Road  
Glencoe IL 60022

Dear President Brooks, Park Commissioners and Director Sheppard,

Now that the Sherman Booth Cottage is safely set on its permanent foundation on Glencoe park land, we would like to once again express our appreciation for the effort and support provided for this project by the Glencoe Park District. We also want to thank you very much for the recent decision to re-name Park 7n where the Booth Cottage is now located.

As you know, the Frank Lloyd Wright-designed Sherman Booth Cottage is world renowned. Having its "address" be Ravine Bluffs Park rather than the basic Park 7n is a much more helpful locator. Your recognition of the importance of Wright's subdivision by using its name for this land that was included in it is both appropriate and descriptive.

As we move forward in our long-term relationship, we again want to thank you for helping us highlight where this historical and architecturally significant building is sited.

With best regards,

Vanessa Zoerb  
Co-President

Karen Ettelson  
Co-President

**VIII. Action Item A**  
**Approval of Resolution No. 917:**  
**Truth in Taxation**

Glencoe Park District  
October 2020 Board Meeting

**GLENCOE PARK DISTRICT  
RESOLUTION No. 917**

**TRUTH IN TAXATION LAW RESOLUTION**

**RESOLVED**, by the Board of Park Commissioners of the Glencoe Park District, Cook County, Illinois that based upon the most recently ascertainable information, the following estimate of taxes to be levied is hereby made in accordance with Section 60 of the "Truth in Taxation Law":

1. The corporate and special purpose property taxes extended or abated for 2019 were \$4,639,076. The proposed corporate and special purpose property taxes to be levied for 2020 are \$4,843,000. This represents a 4.40% increase over the previous year.
2. The property taxes extended for debt service and public building commission leases for 2019 were \$1,223,198. The estimated property taxes to be levied for debt service and public building commission leases for 2020 are \$1,311,515. This represents a 7.22% increase over the previous year.
3. The total property taxes extended or abated for 2019 were \$5,862,274. The estimated total property taxes to be levied for 2020 are \$6,154,515. This represents a 4.99% increase over the previous year.
4. Based on the foregoing, no public hearing or publication is required under the Truth in Taxation Law. However, the Board will still hold a public hearing on the proposed levy on November 17, 2020.

Passed this 20th day of October 2020.

AYES:  
NAYS:  
ABSENT:

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Lisa M. Brooks, President  
Board of Park Commissioners

Attested and filed this 20th day of October 2020.

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Lisa M. Sheppard, Secretary  
Board of Park Commissioners

[SEAL]

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

**SECRETARY'S CERTIFICATE**

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

**I HEREBY CERTIFY** that the foregoing instrument is a true and correct copy of Resolution No. 917:

**TRUTH IN TAXATION LAW RESOLUTION**

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 held immediately following a 7:00pm Finance Committee of the Whole meeting on the 20<sup>th</sup> day of October 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 20<sup>th</sup> day of October 2020.

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

[SEAL]

**VIII. Action Item B**  
**Approval of Resolution No. 919:**  
**Agreement for Coronavirus Relief Funds**  
**with Cook County**

Glencoe Park District  
October 2020 Board Meeting

**GLENCOE PARK DISTRICT  
RESOLUTION NO. 919**

**A RESOLUTION AUTHORIZING THE PARK DISTRICT BOARD PRESIDENT TO  
EXECUTE AN INTERGOVERNMENTAL AND SUBRECIPIENT AGREEMENT FOR  
CORONAVIRUS RELIEF FUNDS WITH COOK COUNTY, ILLINOIS.**

**WHEREAS**, the Glencoe Park District and Cook County, Illinois desire to enter into an Intergovernmental and Subrecipient Agreement for Coronavirus Relief Funds (“Agreement”), a copy of which is attached hereto as **Exhibit A**; and

**WHEREAS**, it would be in the best interests of the Glencoe Park District and its citizens to enter into the attached Agreement (**Exhibit A**).

**NOW, THEREFORE, BE IT RESOLVED BY THE PRESIDENT AND BOARD OF  
PARK COMMISSIONERS OF THE GLENCOE PARK DISTRICT:**

**Section 1.** That the Glencoe Park District Board President, or his or her designee, be and is hereby authorized and directed to execute the attached Intergovernmental and Subrecipient Agreement for Coronavirus Relief Funds (**Exhibit A**) by and between the Glencoe Park District and Cook County, Illinois, and to take such further steps to comply with the terms and conditions set forth therein.

**Section 2.** That this Resolution shall be in full force and effect after passage and approval as required by law.

Adopted this 20<sup>th</sup> day of October 2020 by the affirmative roll call vote of three-fifths of the members of the Board of Park Commissioners as follows:

Ayes:  
Nays:  
Abstentions:  
Absent:

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

ATTEST:

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

[SEAL]



STATE OF ILLINOIS     )  
  ) SS  
COUNTY OF COOK     )

**SECRETARY'S CERTIFICATE**

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

**I HEREBY CERTIFY** that the foregoing instrument is a true and correct copy of Resolution No. 919:

**A RESOLUTION AUTHORIZING THE PARK DISTRICT BOARD PRESIDENT TO EXECUTE AN INTERGOVERNMENTAL AND SUBRECIPIENT AGREEMENT FOR CORONAVIRUS RELIEF FUNDS WITH COOK COUNTY, ILLINOIS.**

adopted at a duly called Regular Meeting of the Board of Park Commissioners of the Glencoe Park District, held at Glencoe, Illinois, in said District at 7:00 p.m. on the 20<sup>th</sup> day of October 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 20<sup>th</sup> day of October 2020.

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

[SEAL]

**INTERGOVERNMENTAL AND SUBRECIPIENT AGREEMENT  
FOR  
CORONAVIRUS RELIEF FUNDS**



**Between**

**COUNTY OF COOK, ILLINOIS**

**And**

Glencoe Park District \_\_\_\_\_

**(Cook County, Illinois Library or Park District (Subrecipient))**

**Entered into this 20th day of October, 2020**

**SUBAWARD INFORMATION**

The following information is provided pursuant to 2 C.F.R. 200.331(a)(1):

- Subrecipient's name (must match the name associated with its unique entity identifier):  
Glencoe Park District
- Subrecipient's unique entity identifier (DUNS): 076860881
- Subaward Period of Performance Start and End Date: July 1, 2020, through December 30, 2020.
- Total Amount of Federal Funds allocated to the Subrecipient: \$ \$5,000
- Federal Award Program Description:  

Cook County has received Coronavirus Relief Funds pursuant to the CARES Act, a portion of which it has chosen to allocate in the spirit of intergovernmental cooperation to other units of local government in Cook County. Available funds may be distributed to units of local government as allocated by the Cook County Bureau of Finance based upon the balance of funds available and proposed use of such funds.
- Name of Federal Awarding Agency: U.S. Department of Treasury
- Name of pass-through entity: Cook County, IL
- Contact Information for pass-through entity: Ammar M. Rizki, Chief Financial Officer, Cook County Bureau of Finance, 118 N. Clark Street, Suite 1127. Chicago, Illinois 60602. Email Info: [SuburbanCovidFundingRequest@cookcountyil.gov](mailto:SuburbanCovidFundingRequest@cookcountyil.gov)
- Award is for Research & Development (R&D):\_NO

**THIS AGREEMENT** entered this 20th day of ~~October~~ 2020, by and between the County of Cook, Illinois, a body politic and corporate of the State of Illinois, through the Office of the Chief Financial Officer and Bureau of Finance (herein called “Cook County”), and Glencoe Park District (herein called “Subrecipient”) a unit of local government under the Illinois Constitution. Cook County and Subrecipient shall sometimes be referred to herein individually as the “Party” and collectively as the “Parties.”

**WHEREAS**, on March 13, 2020, the President of the United States issued a Proclamation on Declaring a National Public Health Emergency as a result of the COVID-19 outbreak; and

**WHEREAS**, on March 27, 2020, the President of the United States signed into law the Coronavirus Aid, Relief, and Economic Security Act (the “CARES Act”); and

**WHEREAS**, the CARES Act established the Coronavirus Relief Fund (“CRF”), which provides aid to certain eligible local governments to address necessary expenditures due to the COVID-19 Public Health Emergency; and

**WHEREAS**, Cook County qualified as an eligible local government and received CRF funding from the U.S. Department of Treasury; and

**WHEREAS**, federal guidance issued by the U.S. Department of Treasury indicates that a unit of local government may transfer a portion of its CRF funding to a smaller unit of local government provided that such transfer qualifies as a “necessary expenditure” to the Public Health Emergency and meets the criteria of Section 601 (d) of the Social Security Act as added by Section 5001 of the CARES Act; and

**WHEREAS**, Article VII, Section 10 of the 1970 Illinois Constitution and the Illinois Intergovernmental Cooperation Act (5 ILCS 220/1 et seq.) and other applicable law permit and encourage units of local government to cooperate with and support each other in the exercise of their authority and the performance of their responsibilities; and

**WHEREAS**, the Illinois Intergovernmental Cooperation Act authorizes units of local government to combine, transfer or jointly exercise any power, privilege, function, or authority which either of them may exercise, and to enter into agreements for the performance of governmental services, activities, or undertakings, and

**WHEREAS**, Cook County acknowledges that there are units of local government within Cook County that were not eligible to receive a portion of CRF and Cook County, through the spirit of intergovernmental cooperation, desires to provide a portion of its CRF funding to aid such units of local government in addressing the impacts of the COVID-19 Public Health Emergency; and

**WHEREAS**, Section 601(d) of the Social Security Act, as added by section 5001 of the CARES Act requires that units of local government use the funds received to cover only those costs that (1) are necessary expenditures incurred due to the public health emergency with respect to the COVID–19; (2) were not accounted for in the budget most recently approved as of March 27, 2020, (the date of enactment of the CARES Act) for the state or local government; and (3) were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020; and

**WHEREAS**, in order to provide funds for Subrecipient to pay necessary expenditures it has or will incur due to the COVID-19 public health emergency, the Parties have agreed that Cook County, in its sole and absolute discretion, may reimburse Subrecipient for eligible expenses as provided herein.

**NOW, THEREFORE**, the Parties mutually agree as follows:

**I. AGREEMENT TERM**

A. This Agreement shall become effective on the date of execution, and end on December 30, 2020 (the

“Initial Term”).

- B. This Agreement may be extended beyond the Initial Term only upon the written approval of both Parties; provided, however, that all terms and conditions of this Agreement shall remain in full force and effect unless this Agreement is specifically amended.
- C. Cook County, in its sole and absolute discretion, may terminate this Agreement at any time.

## **II. ACTIVITIES & ELIGIBLE EXPENSES**

### **A. Activities**

Subrecipient shall be responsible for administering all COVID-19 response activities in a manner satisfactory to Cook County and consistent with any standards required as a condition of providing these funds. Allowable activities must be directly tied to response and recovery efforts related to COVID-19 and must be allowable pursuant to the CRF requirements.

### **B. Eligible Expenses**

Cook County, in its sole and absolute discretion, may reimburse and/or provide funding to Subrecipient for “Eligible Expenses” as described on Attachment A of this Agreement. Notwithstanding anything herein to the contrary, “Eligible Expenses” shall not include lost revenue. Failure of Subrecipient to comply with the provisions of this Agreement, including non-compliance with 2 C.F.R. 200, may result in expenses being disallowed, withholding of federal funds, and/or termination of this Agreement.

## **III. NOTICES**

Notices to Cook County as required by this Agreement shall be delivered in writing, via email and addressed to Cook County as set forth below. Notices to Subrecipient as required by this Agreement shall be in writing, via email and addressed to Subrecipient as set forth below. All such notices shall also be deemed duly given if personally delivered, or if deposited in the United States mail, registered or certified return receipt requested.

Ammar M. Rizki  
Chief Financial Officer  
Cook County Bureau of Finance  
118 N. Clark Street, Suite 1127  
Chicago, IL 60602  
[SuburbanCovidFundingRequest@cookcountyil.gov](mailto:SuburbanCovidFundingRequest@cookcountyil.gov)

Name of Subrecipient: Glencoe Park District  
Address: 999 Green Bay Road, Glencoe, IL 60022  
Email: lsheppard@glencoeParkDistrict.com (Lisa Sheppard, Executive Director)

## **IV. TERMS & CONDITIONS**

The following requirements are applicable to all activities undertaken with CRF funds.

### **A. Compliance with State and Local Requirements**

Subrecipient acknowledges that this Agreement requires compliance with the regulations of the State of Illinois and with all applicable state and local orders, laws, regulations, rules, policies, and certifications governing any activities undertaken during the performance of this Agreement.

#### B. Compliance with Federal Requirements

Subrecipient acknowledges that Eligible Expenses funded or reimbursed by Cook County to Subrecipient are not considered to be grants but are “other financial assistance” under 2 C.F.R. 200.40. This Agreement requires compliance with certain provisions of Title 2 C.F.R. 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. Subrecipient agrees to comply with all applicable federal laws, regulations, and policies governing the funds provided under this Agreement. Subrecipient further agrees to utilize available funds under this Agreement to supplement rather than supplant funds otherwise available.

During the performance of this Agreement, the Subrecipient shall comply with all applicable federal laws and regulations, including, including, but not limited to, the following:

- Fund payments are considered to be federal financial assistance subject to the Single Audit Act (31 U.S.C. 7501-7507).
- Subrecipients are subject to a single audit or program specific audit pursuant to 2 C.F.R. 200.501(a) when Subrecipient spends \$750,000 or more in federal awards during their fiscal year.
- Fund payments are subject to 2 C.F.R. 200.303 regarding internal controls.
- Fund payments are subject to 2 C.F.R. 200.330 through 200.332 regarding subrecipient monitoring and management.
- Fund payments are subject to Subpart F regarding audit requirements.

Subcontracts, if any, shall contain a provision making them subject to all of the provisions stipulated in this Agreement, including but not limited to 2 C.F.R. 200.303, 2 C.F.R. 200.330-332, 2 C.F.R. 200.501(a), and 2 C.F.R. Part 200 Subpart F.

With respect to any conflict between such federal requirements and the terms of this Agreement and/or the provisions of state law and except as otherwise required under federal law or regulation, the more stringent requirement shall control.

#### C. Hold Harmless

Subrecipient shall hold harmless, release, and defend Cook County from any and all claims, actions, suits, charges and judgments whatsoever that arise out of the Subrecipient’s performance or nonperformance of the services or subject matter called for in this Agreement.

#### D. Indemnification

Subrecipient shall indemnify Cook County, its officers, agents, employees, and the federal awarding agency, from any claim, liability, loss, injury or damage arising out of, or in connection with, performance of this Agreement by Subrecipient and/or its agents, employees or sub-contractors, excepting only loss, injury or damage determined to be solely caused by the gross negligence or willful misconduct of personnel employed by Cook County. It is the intent of the Parties to this Agreement to provide the broadest possible indemnification for Cook County. Subrecipient shall reimburse Cook County for all costs, attorneys' fees, expenses and liabilities incurred with respect to any litigation in which Subrecipient is obligated to indemnify,

defend and hold harmless Cook County under this Agreement.

#### E. Misrepresentations & Noncompliance

Subrecipient hereby asserts, certifies and reaffirms that all representations and other information contained in Subrecipient's application, request for funding, or request for reimbursement are true, correct and complete, to the best of Subrecipient's knowledge, as of the date of this Agreement. Subrecipient acknowledges that all such representations and information have been relied on by Cook County to provide the funding under this Agreement.

Subrecipient shall promptly notify Cook County, in writing, of the occurrence of any event or any material change in circumstances which would make any Subrecipient representation or information untrue or incorrect or otherwise impair Subrecipient's ability to fulfill Subrecipient's obligations under this Agreement.

#### F. Workers' Compensation

Subrecipient shall provide Workers' Compensation Insurance coverage for all of its employee involved in the performance of this Agreement.

#### G. Insurance

Subrecipient shall carry sufficient insurance coverage to protect any funds provided to Subrecipient under this Agreement from loss due to theft, fraud and/or undue physical damage. Subrecipients that are self-insured shall maintain excess coverage over and above its self-insured retention limits.

#### H. Amendments

This Agreement may be amended at any time only by a written instrument signed by both Parties. Such amendments shall not invalidate this Agreement, nor relieve or release either Party from its obligations under this Agreement. Cook County may, in its discretion, amend this Agreement to conform with Federal, state or local governmental guidelines, policies and available funding amounts. If such amendments result in a change in the funding, the scope of services, or schedule of the activities to be undertaken as part of this Agreement, such modifications will be incorporated only by written amendment signed by both Parties.

#### I. Suspension or Termination

Cook County may suspend or terminate this Agreement if Subrecipient materially fails to comply with any terms of this Agreement, which include (but are not limited to), the following:

1. Failure to comply with any of the rules, regulations or provisions referred to herein, or such statutes, regulations, executive orders, and Federal awarding agency guidelines, policies or directives as may become applicable at any time;
2. Failure, for any reason, of Subrecipient to fulfill in a timely and proper manner its obligations under this Agreement;
3. Ineffective or improper use of funds provided under this Agreement; or
4. Submission by the Subrecipient to Cook County reports that are incorrect or incomplete in any material respect.

#### J. Program Fraud & False or Fraudulent Statements or Related Acts

Subrecipient and any subcontractors must comply with 31 U.S.C. Chapter 38, Administrative Remedies for False Claims and Statements, which shall apply to the activities and actions of Subrecipient and any subcontractors pertaining to any matter resulting from a contract.

K. Debarment / Suspension and Voluntary Exclusion

1. Non-Federal entities and contractors are subject to the debarment and suspension regulations implementing Executive Order 12549, Debarment and Suspension (1986) and Executive Order 12689, Debarment and Suspension (1989) at 2 C.F.R. Part 180 and the Department of Homeland Security’s regulations at 2 C.F.R. Part 3000 (Nonprocurement Debarment and Suspension).
2. These regulations restrict awards, subawards, and contracts with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in Federal assistance programs and activities. A contract award must not be made to parties listed in the Systems of Award Management (“SAM”) Exclusions. SAM Exclusions is the list maintained by the General Services Administration that contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549. SAM exclusions can be accessed at [www.sam.gov](http://www.sam.gov).

L. Governing Law and Venue. This Agreement shall be interpreted under, and governed by, the laws of the State of Illinois, without regard to conflicts of laws principles. Any claim, suit, action, or proceeding brought in connection with this Agreement shall be in the Circuit Court of Cook County and each party hereby irrevocably consents to the personal and subject matter jurisdiction of such court and waives any claim that such court does not constitute a convenient and appropriate venue for such claims, suits, actions, or proceedings.

**V. ADMINISTRATIVE REQUIREMENTS**

A. Financial Management

Subrecipient agrees to comply with and agrees to adhere to appropriate accounting principles and procedures, utilize adequate internal controls, and maintain necessary source documentation for all Eligible Expenses.

B. Duplication of Benefits; Subrogation

Subrecipient shall not carry out any of the activities under this Agreement in a manner that results in a prohibited duplication of benefits as defined by Section 312 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5155) and in accordance with Section 1210 of the Disaster Recovery Reform Act of 2018 (division D of Public Law 115–254; 132 Stat. 3442), which amended section 312 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5155).

If Subrecipient receives duplicate benefits from another source, Subrecipient must refund the benefits provided by Cook County to Cook County.

Subrecipient must execute and deliver a Duplication of Benefits and Subrogation Agreement (“Duplication of Benefits Certification”), in the form attached hereto as Attachment B. Subrecipient shall comply with all terms and conditions of the Duplication of Benefits Certification, including, without limitation, Subrecipient’s obligation to promptly notify Cook County of any disaster assistance received from any other source.

C. Documentation & Recordkeeping

As required by 2 C.F.R. 200.331(a)(5), Cook County, or any duly authorized representative of Cook County, shall have the right of access to any records, documents, financial statements, papers, or other records of Subrecipient that are pertinent to this Agreement, in order to comply with any audits pertaining to funds allocated to Subrecipient under this Agreement. The right of access also includes timely and reasonable access



to Subrecipient's personnel for the purpose of interview and discussion related to such documents. The right of access is not limited to the required retention period, as set forth in paragraph D below, but lasts as long as the records are retained.

#### D. Record Retention

Subrecipient shall retain sufficient records, which may include, but are not limited to financial records, supporting documents, statistical records, and all other Subrecipient records pertinent to the Agreement to show its compliance with the terms of this Agreement, as well as the compliance of all subcontractors or consultants paid from funds under this Agreement, for a period of five (5) years from the date of submission of the final expenditure report.

#### E. Internal Controls

Subrecipient must comply with 2 C.F.R. 200.303 and establish and maintain effective internal control over the funds allocated under this Agreement and provide reasonable assurance that the Subrecipient is managing the award in compliance with Federal statutes, regulations, and the terms and conditions of the award. These internal controls should be in compliance with guidance in “Standards for Internal Control in the Federal Government” issued by the Comptroller General of the United States or the “Internal Control Integrated Framework” issued by the Committee of Sponsoring Organizations of the Treadway Commission.

#### F. Personally Identifiable Information

Subrecipient must comply with 2 C.F.R. 200.303(e) and take reasonable measures to safeguard protected personally identifiable information, as defined in 2 C.F.R. 200.82, and other information designated as sensitive or the Subrecipient considers sensitive consistent with applicable Federal, state, local, and tribal laws regarding privacy and obligations of confidentiality.

#### G. Monitoring & Compliance

Cook County shall evaluate the Subrecipient’s risk of noncompliance and monitor the activities of Subrecipient as necessary to ensure that the CRF funds are used for authorized purposes, in compliance with Federal statutes, regulations, and the terms and conditions of this Agreement. Monitoring of Subrecipient shall include reviewing invoices for eligible expenses, reviewing payroll logs, applicable contracts and other documentation that may be requested by the County to substantiate eligible expenses. Failure to submit proper documentation verifying eligible expenses may result in termination of this agreement and recoupment of awarded funds from the Subrecipient.

Cook County shall verify that Subrecipient is audited as required by 2 C.F.R. Part 200 Subpart F—Audit Requirements. Cook County may take enforcement action against noncompliant Subrecipient as described in 2 C.F.R. 200.338 Remedies for noncompliance of this part and in program regulations

#### H. Close-Outs

Subrecipient shall close-out its use of funds under this Agreement by complying with the closeout procedures set forth in 2 C.F.R. 200.343 and the procedures described below. Subrecipient's obligation to Cook County will not terminate until all close-out requirements are completed. Activities during this close-out period shall include, but are not limited to:

Notwithstanding the foregoing, the terms of this Agreement shall remain in effect during any period that Subrecipient has control over funding provided under this Agreement.

#### I. Audits & Inspections

All Subrecipient records with respect to any matters covered by this Agreement shall be made available to Cook County, the Federal awarding agency, and the Comptroller General of the United States or any of their authorized representatives, at any time during normal business hours, as often as deemed necessary, to audit, examine, and make excerpts or transcripts of all relevant data. Any deficiencies noted in audit reports must be resolved by Subrecipient within 30 days after notice of such deficiencies by the Subrecipient. Failure of Subrecipient to comply with the audit requirements will constitute a violation of this Agreement and may result in the withholding of future payments.

If Subrecipient expends \$750,000 or more in total federal assistance (all programs) in a single year, must have an audit conducted of Coronavirus Relief Funds in accordance with 2 C.F.R. Part 200, Subpart F—Audit Requirements. Subrecipient shall submit a copy of that audit to Cook County.

Subrecipients who do not meet the Single Audit threshold are required to have a program-specific Coronavirus Relief Funds audit conducted in accordance with § 200.507 - Program-Specific Audits and may be required to submit such copy of that audit to Cook County.

Issues arising out of noncompliance identified in a Single or Program-Specific Coronavirus Relief Funds audit are to receive priority status of remediation or possible return of all funds to Cook County.

#### J. Payment & Reporting Procedures

##### 1. Payment Procedures

Cook County will pay to the Subrecipient funds available under this Agreement based upon information submitted by the Subrecipient and consistent with the allocations and disbursement policies established by Cook County. With the exception of certain advances, payments will be made for eligible expenses actually incurred by the Subrecipient; payments made for advances will require proof that the advance was used for an eligible expense on or before December 30, 2020.

Subrecipients should maintain a financial file with copies of back-up documentation for all paid eligible expenditures made by the Subrecipient during the eligible period. Documentation of expenditures will be reviewed and verified upon receipt by Cook County.

- a. Requests for reimbursement or funding must be submitted via email to [SuburbanCovidFundingRequest@cookcountyil.gov](mailto:SuburbanCovidFundingRequest@cookcountyil.gov).
- b. Notification letters approving requested funds will contain detailed instructions regarding delivery of approved funds to Subrecipient. Receipt of approved funds will be contingent on a fully executed Intergovernmental and Subrecipient Agreement. All CRF funds not expended by Subrecipient must be returned to Cook County by December 30, 2020, in compliance with the Close-Out Procedures contained in this Agreement.

2. Reporting Procedures. Subrecipient will be required to periodically report the status of projects approved for advance funding and will be required to tender to the County records addressing how the funding was used for eligible expenses on or before December 30, 2020. Such reporting may include documentation of invoices, submission of payroll logs, proof of contracts, etc. to substantiate eligible expenses. Failure to submit proper documentation verifying eligible expenses may result in termination of this agreement and recoupment of awarded funds from the Subrecipient.

#### VI. Personnel & Participation Conditions

1. Hatch Act

Subrecipient must comply with provisions of the Hatch Act of 1939 (Chapter 15 of Title V of the U.S.C.) limiting the political activities of public employees, as it relates to the programs funded.

2. Conflict of Interest

The Subrecipient shall maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

**VII. ATTACHMENTS**

All attachments to this Agreement are incorporated as if set out fully. In the event of any inconsistencies or conflict between the language of this Agreement and the attachments, the language of the attachments shall control, but only to the extent of the conflict or inconsistency.

This Agreement contains the following attachments:

- Attachment A – Library & Park District Application for CRF
- Attachment B – Duplication of Benefits Certification

**VII. SEVERABILITY**

If any provision of this Agreement is held invalid, the remainder of the Agreement shall not be affected thereby and all other parts of this Agreement shall nevertheless be in full force and effect.

**VIII. WAIVER**

Cook County’s failure to act with respect to a breach by the Subrecipient does not waive its right to act with respect to subsequent or similar breaches. The failure of Cook County to exercise or enforce any right or provision shall not constitute a waiver of such right or provision.

**IX. CERTIFICATION**

The subrecipient hereby certifies that they have the authority and approval from the governing body to execute this Agreement and request reimbursement or advance funding from Cook County from the allocation of the Coronavirus Relief Fund provided to Cook County for eligible expenditures. The subrecipient further certifies the funds received for reimbursement or advances from the Coronavirus Relief Funds were or will be used only to cover those costs that:

- a. Are *necessary expenditures* incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19);
- b. Were not accounted for in the budget most recently approved as of March 27, 2020; and
- c. Were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020.

Subrecipient understands any award of funds pursuant to this agreement must adhere to official federal guidance issued or to be issued on what constitutes a necessary expenditure and that the subrecipient has reviewed the guidance established by U.S. Department of the Treasury and certify costs meet the required guidance. Any funds expended by the subrecipient or its subcontractor(s) in any manner that does not adhere to official federal guidance shall be returned to Cook County.

Subrecipient agrees that they will retain documentation of all uses of the funds, including but not limited to invoices and/or sales receipts in a manner consistent with §200.333 *Retention requirements for records* of 2 CFR Part 200 *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

Subrecipient understands any funds provided pursuant to this agreement cannot be used as a revenue replacement for lower than expected tax or other revenue collections and cannot be used for expenditures for which the subrecipient has received any other emergency COVID-19 supplemental funding (whether state, federal or private in nature) for that same expense.

#### **X. ENTIRE AGREEMENT**

This Agreement constitutes the entire agreement between the Parties for the use of funds received under this Agreement and it supersedes all prior or contemporaneous communications and proposals, whether electronic, oral, or written between the Parties relating to Cook County's allocation of CRF funding to Subrecipient. This Agreement is subject to availability of Federal assistance under the Coronavirus Relief Funds as authorized under the CARES Act. Cook County has no legal requirement to provide funding to any Subrecipient.

#### **VI. SIGNATURE AUTHORITY**

The following specific officers/officials, or their authorized designees, are required to sign this Agreement on behalf of the of Subrecipient. Note: If this Agreement is signed by a designee, a duly authenticated delegation of authority evidencing the signer's authority to execute the Agreement for and on behalf of the Subrecipient must be attached to the Agreement for review by Cook County.

IN WITNESS WHEREOF, the Parties hereto have caused their duly authorized representatives to execute this Agreement on the dates hereafter set forth below.

**[INSERT SUBRECIPIENT]**

**Signed:** \_\_\_\_\_  
**Its Duly Authorized Agent**

**Printed Name:** Lisa M. Brooks  
**Title:** Board President  
**Date:** October 20, 2020

**COOK COUNTY, ILLINOIS**

**Signed:** \_\_\_\_\_  
**Its Duly Authorized Agent**

**Printed Name:** \_\_\_\_\_  
**Title:** \_\_\_\_\_  
**Date:** \_\_\_\_\_

**Approved as to form:**

**Signed:** \_\_\_\_\_  
Office of the Cook County State's Attorney

ATTACHMENT A – LIBRARY & PARK DISTRICT APPLICATION FOR CRF



**Cook County Library & Park District Application  
for  
Coronavirus Relief Funds**

In order to request funding from Cook County under the Cook County COVID-19 Funding Response Plan, the Cook County applying organization must complete the fields below in their entirety for Coronavirus Relief Funds and include all required documentation.

Questions regarding the Cook County COVID-19 Funding Response Plan and/or the application process should be submitted via email to [SuburbanCovidFundingQuestions@cookcountyil.gov](mailto:SuburbanCovidFundingQuestions@cookcountyil.gov).

Completed applications must be submitted via email to: [SuburbanCovidFundingRequest@cookcountyil.gov](mailto:SuburbanCovidFundingRequest@cookcountyil.gov). Please note that incomplete applications may cause a delay in processing.

| General Information  |                             |                  |
|--|-----------------------------|------------------|
| Organization Name  | Name of Requesting Official | Submission Date  |
| Glencoe Park District  | Lisa M. Sheppard            | October 20, 2020 |
| Request Description and Background Information   |                             |                  |
| Explain <i>what</i> the expenditure will be or has been utilized for (materials, projects, services, etc.):<br>These expenditures have been used to cover the cost of several projects including installation of plexiglass barriers where staff interact with the public, high-quality air filters, sanitizing equipment in the building where emergency child care operated back in May and where our current day care program now operates, and PPE so employees can safely resume performing essential services to the public. |                             |                  |

Indicate the total amount requested (project specific and date specific to the extent possible):

\$5,000

Explain *how* expenditures will be or have been used to respond to the public health emergency (utilize the guiding questions below along with the attached Funding Guidance and FAQ document). Note: incomplete descriptions may lead to funding delays or denials of requests.

- *What impact will this project have or has had on your organization’s service level / ability to reopen or maintain operations?*
- *What segment and size of the population is the project expected to serve or has served?*
- *How is the success of this project related to other projects?*
- *What are the projected consequences, if the request is not approved or project is not reimbursed?*

The installation of high-quality air filters, use of specialized sanitation equipment, and use of PPE (gloves/sanitizer/masks/shields) and plexiglass barriers allowed us to reopen our child care facility in May to provide emergency care for essential workers followed by a return to "normal" day care in our building for program participation.

In our DCFS certified emergency child care program, twelve children and their families were served. Following the time frame where DCFS required emergency child care certification, we have and remain serving over 100 families in our child care program and serve hundreds of families in our three facilities daily.

This project's success has given our community's parents the services it needs to be able to work knowing their children are in a safe environment.

Without the plexiglass barriers, air filters, sanitation equipment, and PPE that help protect staff and customers from the spread of the Coronavirus, they would lose faith in our ability to provide a safe environment leading to loss of revenue and possibly jobs.

|  |     |
|--|-----|
| Are any requested funds expected to be expended after December 30, 2020?   | No  |
| If any requested funds in this application are for expenses not yet incurred, when are such funds expected to be incurred ( <i>please be as precise as possible</i> )? | n/a |

*Cook County Reimbursement Information:* Cook County (“County”) can only utilize Coronavirus Relief Funds (“CRF”) for documented COVID-19 related expenses. The information below will assist the County to remain federally compliant. Please indicate below which type(s) of expenses your organization is submitting. You can click on the embedded link for a detailed list of eligibility criteria.

| Description   | Indicate CRF Eligibility Category   |
|---|---|
| <p>The <a href="#">Coronavirus Relief Fund</a> is used to cover costs that:</p> <ul style="list-style-type: none"> <li>• Are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID–19);</li> <li>• Were not accounted for in the budget most recently approved as of March 27, 2020 (the date of enactment of the CARES Act) for the State or government; and</li> <li>• Were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020.</li> </ul> | <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Expenses of actions to facilitate compliance with COVID-19 related public health measures.</li> <li><input type="checkbox"/> Any other COVID-19 – related expenses reasonably necessary to the function of government that satisfy the fund’s eligibility criteria.</li> </ul> |
| <p>Department of the Treasury <a href="#">Coronavirus Relief Fund Frequently Asked Questions</a></p>  |   |

**Required Attachments**

- Signed IGA from applying organization
- Board resolution authorizing the IGA
- Relevant invoices and/or receipts
- Vendor ID Form and relevant W-9

| <b>Signatures and Certification</b>   |
|---|
| <ol style="list-style-type: none"> <li>1. The undersigned hereby certify that they have the authority and approval from the governing body on behalf of the applying organization to submit this application and request reimbursement from Cook County from the allocation of the Coronavirus Relief Fund provided to Cook County for eligible expenditures.</li> <li>2. I understand that this application is a component of the executed Intergovernmental and Sub-recipient Agreement between the parties.</li> <li>3. I understand Cook County will rely on this certification as a material representation in reviewing and potentially approving this application.</li> <li>4. I certify the use of funds submitted in this application for reimbursement from the Coronavirus Relief Funds were or will be used only to cover those costs that:               <ol style="list-style-type: none"> <li>d. Are <i>necessary expenditures</i> incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19);</li> <li>e. Were not accounted for in the budget most recently approved as of March 27, 2020; and</li> <li>f. Were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020.</li> </ol> </li> <li>5. I understand any award of funds pursuant to this application must adhere to official federal guidance issued or to be issued on what constitutes a necessary expenditure. We</li> </ol> |



have reviewed the guidance established by U.S. Department of the Treasury and certify costs meet the required guidance. Any funds expended by the organization or its subcontractor(s) in any manner that does not adhere to official federal guidance shall be returned to Cook County.

6. I understand any funds provided pursuant to this application and certification cannot be used as a revenue replacement for lower than expected tax or other revenue collections.

7. I understand funds received pursuant to this application and certification cannot be used for expenditures for which the organization has received any other emergency COVID-19 supplemental funding (whether state, federal or private in nature) for that same expense.

I certify that I have read the above certification and my statements contained herein as well as the application are true and correct to the best of my knowledge.

|                                      |                    |             |
|--------------------------------------|--------------------|-------------|
| <hr/>                                | Executive Director | 10/20/2020  |
| <b>Organization Head (signature)</b> | <b>Title</b>       | <b>Date</b> |
| <hr/>                                |                    |             |
| Lisa M. Sheppard                     |                    |             |
| <b>Organization Head (printed)</b>   |                    |             |

Effective: [\_\_NA\_\_]

**ATTACHMENT B – DUPLICATION OF BENEFITS CERTIFICATION**

In consideration of Subrecipient’s receipt of funds or the commitment of funds by the Cook County, Subrecipient hereby assigns to Cook County all of Subrecipient’s future rights to reimbursement and all payments received from any grant, subsidized loan, or insurance policies or coverage or any other reimbursement or relief program related to or administered by the Federal Emergency Management Agency, the Small Business Administration or any other source of funding that were the basis of the calculation of the portion of the Coronavirus Relief Funding transferred to the Subrecipient under the Intergovernmental and Subrecipient Agreement for Coronavirus Relief Funds Agreement entered into by and between Cook County, Illinois, and Glencoe Park District on October 20, 2020. Any such funds received by the Subrecipient shall be referred to herein as “additional funds.”

Additional funds received by the Subrecipient that that are determined to be a Duplication of Benefits (“DOB”) shall be referred to herein as “DOB Funds.” Subrecipient agrees to immediately notify Cook County of the source and receipt of additional funds related to the COVID-19 pandemic. Cook County shall notify the Federal awarding agency of the additional funding reported by Subrecipient to Cook County. Subrecipient agrees to reimburse Cook County for any additional funding received by the Subrecipient if such additional funding is determined to be a DOB by Cook County, the Federal awarding agency or an auditing agency. Subrecipient further agrees to apply for additional funds that the Subrecipient may be entitled to under any applicable Disaster Program in an effort to maximize funding sources available to the Subrecipient and Cook County.

Subrecipient acknowledges that in the event that Subrecipient makes or files any false, misleading, or fraudulent statement and/or omits or fails to disclose any material fact in connection with the funding under this Agreement, Subrecipient may be subject to civil and/or criminal prosecution by federal, State and/or local authorities. In any proceeding to enforce this Agreement, the Grantee shall be entitled to recover all costs of enforcement, including actual attorney’s fees.

Subrecipient: Glencoe Park District

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

Its Duly Authorized Agent

Printed Name: Lisa M. Brooks

Title: Board President

Date: October 20, 2020

**VIII. Action Item C**  
**Approval of Landscape Architecture and**  
**Civil Engineering Services Contract for**  
**Kalk Park Project Phase II**

Glencoe Park District  
October 2020 Board Meeting

# MEMORANDUM

TO: Board of Park Commissioners  
FROM: Lisa Sheppard, Executive Director and Chris Leiner, Director of Parks & Maintenance  
SUBJECT: Approval of the Altamanu, Inc. Design Services Contract for 2020/2021 Capital Project - Kalk Park Phase II  
DATE: October 13, 2020

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Based upon Board consensus at the October 6, 2020 Committee of the Whole Meeting, staff has solicited a revised proposal from Altamanu Inc. to execute the previously discussed Kalk Park redevelopment project in 2021.

Project goals include:

- storm-water management
- evaluating green/sustainable storm-water concepts
- ambient lighting
- investigating select irrigation
- targeted site/landscaping improvements
- maximize green space for programs and rentals

Attached is an agreement from Altamanu Inc. for services, specifically the schematic design, design development, construction document, and construction management support for the Kalk Park Phase II Development for a total of \$36,455.

Based upon Board feedback, staff selected Christopher Burke as the new Civil Engineering Firm for the project. The attached revised proposal reflects this change. There was no change to fees. Altamanu has agreed to explore sustainable storm-water alternatives through the concept phase at no additional cost.

The construction management support fee does not represent project alternates. If the Board of Park Commissioners choose to construct sustainable storm-water elements outside the scope of the proposed project budget, there may be an increase in professional service fees.

## **Recommended Motion:**

Approval of the Altamanu Inc. contract for the amount of \$36,455 for design services related to Kalk Park Phase II.

October 12, 2020 revised 10.13.2020

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

[cleaner@glencoe park district.com](mailto:cleaner@glencoe park district.com)

**RE: Landscape Architecture and Civil Engineering Services Kalk Park in Glencoe, Illinois**

Dear Chris,

The Glencoe Park District (GPD/Client) has requested a proposal from the Altamanu to prepare Schematic Design, Design Development and Construction Documents, provide Bidding and Permit assistance and Construction Administration Services for Improvements to the Kalk Park located at the southeast corner of Park Avenue & Green Bay Road. We understand that this improvement project will go out to bid in the spring of 2021. We have teamed with CBELL Engineering for civil and electrical portions of the project. We have worked successfully many times with CBELL on multiple projects and are currently working with them on the Old Green Bay Linear Park Trail.

The overall scope includes the following:

- Provide a solution to the seasonal flooding of the main open area of the park
- Coordinate solutions with MWRD if appropriate
- Add approximately three lights on 14-foot-high poles along the diagonal path through the park
- Prepare a design for the North West corner of the Park that will complement the new plaza and entry to the trail directly to the North.
- Add irrigation to the proposed planting bed on the corner of Park Avenue and the North West corner of the park and at the existing Gazebo.
- Add a fence and planting to the edge of the basketball court

## **SCOPE OF WORK/PROJECT PLAN**

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

### **TASK 1: SCHEMATIC DESIGN AND PUBLIC INPUT**

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

1. Verify existing conditions using available site data such as surveys, aerial photos, and topographic maps. The Client will furnish Altamanu with an accurate base map, site survey and topographic map for the site. The information to be provided will be at a scale appropriate for the preparation of

construction documentation. The survey will show existing contours, detailed site features, and existing utilities to the center line of adjacent streets. The team will verify if the extents of the survey are sufficient for the intended scope of improvements and will advise the Client if any further topographic information is required.

2. Review available zoning and landscape codes and advise Client of any requirements. Incorporate requirements into improvements.
3. Review potential MWRD permit requirements for the site improvements.
4. Meet with Client to review the project scope, budget, and schedule. (Meeting #1)
5. Tour the site with Client to refine scope/goals and to field review existing conditions. (Site meeting at same time as project Kick-Off meeting. Altamanu has already toured the site with the Client. Therefore, this is mainly for CBELL Engineering to discuss the project with the Client.
6. Prepare up to two (2) concepts for the site improvements. Conceptual designs may include plans, reference images, and or perspective renderings. Design team to consider green infrastructure in their proposed solutions.
7. Present concepts to Client. Client to select a preferred concept. (Meeting #2)
8. Make revisions as per Client input of preferred concept.
9. Prepare Rough Opinion of Probable Cost for the preferred concept.
10. Present concept to GPD Board for input. (Board Presentation #1. Potentially on-line)
11. Make minor revisions as requested by Board prior to commencing the Design Development Phase.

## **TASK 2: DETAILED DESIGN DEVELOPMENT & CONSTRUCTION DOCUMENTS**

Goals: Finalize design elements and incorporate Client's comments and produce the final Construction Documents.

1. Prepare Design Development/Construction Documents for a 60%, 90% and 100% review with the Client. The Construction Documents will include the following (it is possible that some of these items will be shown on the same plans):
  - Detailed Final Landscape Plan (1"=20')
  - Layout and Dimension Plan (1"=20')
  - Enlarged Site/Landscape Plans as needed for clarity.
  - Site Detail Sheets - Layout/Dimensioned of Related Special Site Elements. Selection of Pedestrian Light fixture and pole
  - Grading and Drainage Plan and Details (CBELL)
  - Drainage/Utility Details, utility connections, (CBELL)
  - Electrical Plan (CBELL)
  - Planting Details, Plant Schedules and General Notes
  - Related Technical Specifications (Altamanu and CBELL)

2. Continue to field verify existing conditions as necessary to prepare the CD set.
3. Coordinate design decisions with Client throughout the DD and CD process.
4. Coordinate Landscape Plan with Civil Engineer's Grading/Drainage and Utility Plans.
5. Revise Opinion of Probable Cost to reflect adjustments to Landscape/Engineering Plans.
6. Submit 60% Construction Set and Outline Specifications to Client for review.
7. Meet with Client to review 60% Construction Set. (Meeting #3)
8. Coordinate with Village of Glencoe and MWRD (if necessary) and verify permit submission requirements. (Meeting #4)
9. Submit 90% Construction Set and Outline Specifications to Client for review.
10. Meet with Client to review 90% Construction Set. (Meeting #5)
11. Make revisions and submit 100% Construction Set and Specifications to Client for final review.
12. Submit Final 100% Construction Documents Package and related Technical Specifications, including CBELL plan for permit, to Client for review and subsequently for bidding.

### **TASK 3: PERMITTING, BIDDING & BID ASSISTANCE**

Goal: Assist in obtaining appropriate approvals as required for construction. Assist in the packaging and distribution of construction drawing sets and specifications to potential contractors. Altamanu will review and assess bids with Client and assist in the selection of a contractor(s). Timetables and schedules for construction will be established with selected contractors.

1. Assist Client in submitting Permit Set for appropriate approvals and coordinate with Village of Glencoe, MWRD and other relevant agencies. (CBELL will manage permit approvals)
2. Provide Client Construction Set prior to bidding for review.
3. Issue addenda as appropriate to interpret, clarify or expand the Construction Documents.
4. Meet with Client to assist in preparation of Bid Packages. Use Site Landscape Construction Bid Form, cover letter and related addenda to include with Bid/Drawing Package. Distribute

Bid/Drawing Package to contractors on selected list as vetted by team.

5. Assist the Client in conducting a Pre-Bid Review Meeting with selected Contractors. (Meeting #6)
6. Assist Client in preparing Bid Analysis for comparison of proposed bids.
7. Assist Client with the selection(s) of appropriate contractors.
8. Assist in the preparation AIA/GPD Contract between contractors and Glencoe Park District (GPD).
9. Develop Landscape Installation Timetable with Client & Contractor.

#### **TASK 4: CONSTRUCTION ADMINISTRATION & PROJECT CLOSEOUT**

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

1. Provide on-site observation of site and landscape construction related to the Altamanu-CBELL Landscape and Engineering Plans and their related elements. Visit site eight (8) times at intervals appropriate to the stage of landscape construction to review proper construction methods and adherence to the design intent. (Site Meetings #7 through #14). CBELL Civil Engineering will visit the site four times (4) at intervals appropriate to the stage of civil engineering items
2. Make written reports regarding site construction progress for landscape improvements.
3. Review and respond to contractor's requests for information and provide interpretations and clarifications for the Construction Documents.
4. Review and approve samples of materials and shop drawings and assess change order requests.
5. Review contractor's request for payments.
6. Conduct a final on-site observation/inspection of Landscape Construction with Client and Contractor. (Site Meeting #15)
7. Prepare a Final Punch List prior to final acceptance of job.
8. Troubleshoot for 1 month until project closeout. (8 hours)



**PROFESSIONAL FEES**

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

**Estimated Landscape Architecture Fees (Altamanu)**

|   |                    |
|---|--------------------|
| Task 1 Schematic Design & Public Input                | \$ 5,100.00        |
| Task 2 Design Development & Construction Documents    | \$ 8,425.00        |
| Task 3 Permitting, Bidding and Bid Assistance         | \$ 2,065.00        |
| Task 4 Construction Administration & Project Closeout | <u>\$ 4,365.00</u> |

**Estimated Total Landscape Architecture Fees (Altamanu) \$19,955.00**

**Civil Engineering Fees (CBELL)**

|   |                    |
|---|--------------------|
| Task 1 Site Investigation, Concept Design and CD's    | \$ 9,000.00        |
| Task 2 Bidding and Negotiations                       | \$ 5,000.00        |
| Task 3 Construction Administration & Project Closeout | <u>\$ 2,000.00</u> |

**Total Civil Engineering Fees (CBELL) \$16,000.00**

**Estimated Expenses \$ 500.00**

**ESTIMATED TOTAL PROFESSIONAL FEES AND EXPENSES (Altamanu & CBELL) \$36,455.00**

**ASSUMPTIONS**

- All base information; site survey, site topography and site utility information, will be provided by the Client to Altamanu.
- Site base information will be provided to in a form compatible with AutoCAD 2019 format.
- This agreement does not include soils or environmental studies or property surveys.
- Any services beyond what is outlined above will be considered extra services and will be billed at our standard hourly rates.
- This agreement may be terminated by either party 15 days after written notice. Altamanu will be compensated for all services performed up to this date.

If the aforementioned terms are acceptable to you, we would appreciate the execution of this document in the space provided below and the return of a copy for our files.

We at Altamanu Inc. appreciate this opportunity to continue working with the Glencoe Park District.

Very truly yours,



Josephine Bellalta, PLA, ASLA, President Altamanu Inc.

ACCEPTED BY:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

EXHIBIT A

CBELL ENGINEERING PROPOSAL



**CHRISTOPHER B. BURKE ENGINEERING, LTD.**

9575 W Higgins Road, Suite 600 Rosemont, Illinois 60018-4920 Tel (847) 823-0500 Fax (847) 823-0520

October 12, 2020

Altamanu Inc.  
1700 W. Irving Park Road, Suite 202  
Chicago, Illinois

Attention: Mr. John Mac Manus

Subject: Proposal for Kalk Park

Dear Mr. Manus:

Christopher B. Burke Engineering, Ltd. (CBBEL) is pleased to provide this proposal for Civil and Electrical engineering services for the Kalk Park improvements. Included in this proposal is our Understanding of Assignment, Scope of Services, and Estimated Fee.

**UNDERSTANDING OF THE ASSIGNMENT**

It is our understanding that Kalk Park has drainage concerns and a need for increased lighting along the existing path. Kalk Park is located between Park Ave. and Hazel Ave., just east of Glencoe Metra Station in the Village of Glencoe. The park is approximately 3.0 acres.

**SCOPE OF SERVICES**

Our anticipated scope of services is detailed below:

**Task 1 – Site Investigation, Concept Design and Construction Documents**

1. CBBEL will attend a project kickoff meeting to increase it's understanding of Village of Glencoe's vision of improvements for Kalk Park.
2. The CBBEL team will review and evaluate public engagement documents and the existing site to determine condition of existing elements, site constraints and site opportunities as they pertain to civil, electrical and existing topo aspects.
3. CBBEL will develop a minimum of two concept plans as they pertain to civil and electrical items. Each concept plan will include Civil and Electrical preliminary cost estimates.
4. CBBEL will attend two concept review meetings with Village staff.

5. CBBEL will prepare Civil and Electrical drawings, technical specifications and itemized cost estimates. It is anticipated that the Civil and Electrical plans will include the following sheets:

| <b>Name</b>               | <b>Estimated # of Sheets</b> |
|---------------------------|------------------------------|
| Existing Conditions Plans | 1                            |
| Removal Plans             | 1                            |
| Grading Plans             | 1                            |
| Construction Details      | 2                            |
| Existing Lighting Plans   | 1                            |
| Proposed Lighting Plans   | 1                            |
| Electrical Details        | 2                            |

6. CBBEL will conduct field meetings, staff interviews, and site investigations as required to determine specific technical requirements as well as determine the technical capacity, feasibility and overall impact to the Village operations of the intended improvements. CBBEL will tailor the Civil and Electrical design and resulting construction documents as needed to respond to any site and/or operations limitations.

The preliminary lighting plan, Com Ed coordination information and engineer's opinion of probable construction will be provided to the Village for review and approval. Upon approval and direction from the Village, CBBEL will proceed with the prefinal design. This will include proposed lighting plans/detail sheets and specifications. The plan sheets will include the locations of the lighting units along with electric cables/raceways, controllers and hand holes. Detail drawings will include light pole and luminaire, concrete foundation, lighting controls/ component schedule/ wiring diagram, pole handhole wiring diagram, one line circuit diagram, handhole and conduit installation details. Detailed specifications will be prepared along with the appropriate standards. Voltage drop calculations and an engineer's opinion of probable construction cost will also be performed and submitted. The lighting design and all supporting documentation will be provided to the Village for review and approval.

7. CBBEL will review the draft Civil and Electrical construction documents with Village staff, and affected utility companies and regulatory agencies at 75% and 100% completion stages in order to obtain feedback and refine the documents.
8. CBBEL will prepare permit applications, load letters and submit documents for permit to all affected regulatory agencies and shall make all corrections required by those agencies prior to the solicitation of bids. An MWRD permit is known to be required.
9. CBBEL will provide design solutions that do not exceed the project budget and shall modify the documents as needed to achieve this requirement. CBBEL will Value Engineer the project to work within the Village's budget and prepare the documents with suitable flexibility to allow the Village to award the project within their budget.

10. CBBEL will be responsible for:

- Concept Civil and Electrical Design Documents
- Construction Civil and Electrical Documents (75% and 100%)
- MWRD, utility load letters and any other permits as related to Civil and Electrical items.
- Five staff meetings
- CBBEL will not be responsible for meeting minutes.

### **Task 2 – Bidding and Negotiations**

1. CBBEL will prepare Civil and Electrical Bid Documents consisting of drawings, technical, bidding and contracting specifications and final itemized cost estimate. CBBEL will provide the Bid Documents to Altamanu for their final packaging. CBBEL will be responsible for any civil or electrical questions and/or problems encountered during the Bid period.

### **Task 3 – Construction Administration**

1. CBBEL will attend the pre-construction meeting. Pre-installation meetings and weekly progress meetings will be attended on a as need be basis as support to Altamanu. CBBEL is estimating for a total of 4 meetings.
2. CBBEL will be responsible for Civil and Electrical Contractor submittals, Contractor Requests for Payment, Project Requests for Proposals, review Contractor Proposals, prepare Change Orders, conduct inspections. such as shop drawings, product review and materials approvals for conformance with the Construction Documents.

**ESTIMATED FEE**

The costs of the services provided are as follows and will not be exceeded without prior approval:

| Task | Description                                | Cost                |
|------|--|---------------------|
| 1    | Site Investigation, Concept Design and CDs | \$ 9,000.00         |
| 2    | Bidding and Negotiations                   | \$ 5,000.00         |
| 3    | Construction Administration                | \$ 2,000.00         |
|      | <b>Total:</b>                              | <b>\$ 16,000.00</b> |

We will bill you at the hourly rates specified on the attached Schedule of Charges and establish our contract in accordance with the attached previously agreed to General Terms and Conditions. Direct costs for blueprints, photocopying, mailing, mileage, overnight delivery, permit fees, data collection fees, messenger services and report compilation are included in the fee estimate. These General Terms and Conditions are expressly incorporated in and are an integral part of this contract for professional services. It should be emphasized that any additional requested meetings or additional services are not included in the preceding fee estimate and will be billed at the attached hourly rates.

Please sign and return one copy of this agreement as an indication of acceptance and notice to proceed. Please feel free to contact us at any time.

Sincerely,



Michael Kerr, PE  
President

Encl. Schedule of Charges  
General Terms and Conditions

THIS PROPOSAL, SCHEDULE OF CHARGES AND GENERAL TERMS AND CONDITIONS ACCEPTED FOR ALTAMANU, INC.:

BY: \_\_\_\_\_  
TITLE: \_\_\_\_\_  
DATE: \_\_\_\_\_

**CHRISTOPHER B. BURKE ENGINEERING, LTD.**  
**STANDARD CHARGES FOR PROFESSIONAL SERVICES**  
**JANUARY, 2019**

| <u>Personnel</u>                       | <u>Charges*</u><br><u>(\$/Hr)</u> |
|--|-----------------------------------|
| Principal                              | 265                               |
| Engineer VI                            | 241                               |
| Engineer V                             | 200                               |
| Engineer IV                            | 163                               |
| Engineer III                           | 146                               |
| Engineer I/II                          | 116                               |
| Survey V                               | 220                               |
| Survey IV                              | 188                               |
| Survey III                             | 165                               |
| Survey II                              | 121                               |
| Survey I                               | 96                                |
| Engineering Technician V               | 190                               |
| Engineering Technician IV              | 155                               |
| Engineering Technician III             | 140                               |
| Engineering Technician I/II            | 65                                |
| CAD Manager                            | 170                               |
| Assistant CAD Manager                  | 147                               |
| CAD II                                 | 130                               |
| GIS Specialist III                     | 142                               |
| GIS Specialist I/II                    | 90                                |
| Landscape Architect                    | 163                               |
| Environmental Resource Specialist V    | 208                               |
| Environmental Resource Specialist IV   | 163                               |
| Environmental Resource Specialist III  | 134                               |
| Environmental Resource Specialist I/II | 90                                |
| Environmental Resource Technician      | 110                               |
| Administrative                         | 100                               |
| Engineering Intern                     | 61                                |
| Information Technician III             | 125                               |
| Information Technician I/II            | 112                               |

Direct Costs

Outside Copies, Blueprints, Messenger, Delivery Services, Mileage      Cost + 12%

\*Charges include overhead and profit

Christopher B. Burke Engineering, Ltd. reserves the right to increase these rates and costs by 5% after December 31, 2019.

CHRISTOPHER B. BURKE ENGINEERING, LTD.  
GENERAL TERMS AND CONDITIONS

1. Relationship Between Engineer and Client: Christopher B. Burke Engineering, Ltd. (Engineer) shall serve as Client's professional engineer consultant in those phases of the Project to which this Agreement applies. This relationship is that of a buyer and seller of professional services and as such the Engineer is an independent contractor in the performance of this Agreement and it is understood that the parties have not entered into any joint venture or partnership with the other. The Engineer shall not be considered to be the agent of the Client. Nothing contained in this Agreement shall create a contractual relationship with a cause of action in favor of a third party against either the Client or Engineer.

Furthermore, causes of action between the parties to this Agreement pertaining to acts of failures to act shall be deemed to have accrued and the applicable statute of limitations shall commence to run not later than the date of substantial completion.

2. Responsibility of the Engineer: Engineer will strive to perform services under this Agreement in accordance with generally accepted and currently recognized engineering practices and principles, and in a manner consistent with that level of care and skill ordinarily exercised by members of the profession currently practicing in the same locality under similar conditions. No other representation, express or implied, and no warranty or guarantee is included or intended in this Agreement, or in any report, opinion, document, or otherwise.

Notwithstanding anything to the contrary which may be contained in this Agreement or any other material incorporated herein by reference, or in any Agreement between the Client and any other party concerning the Project, the Engineer shall not have control or be in charge of and shall not be responsible for the means, methods, techniques, sequences or procedures of construction, or the safety, safety precautions or programs of the Client, the construction contractor, other contractors or subcontractors performing any of the work or providing any of the services on the Project. Nor shall the Engineer be responsible for the acts or omissions of the Client, or for the failure of the Client, any architect, engineer, consultant, contractor or subcontractor to carry out their respective responsibilities in accordance with the Project documents, this Agreement or any other agreement concerning the Project. Any provision which purports to amend this provision shall be without effect unless it contains a reference that the content of this condition is expressly amended for the purposes described in such amendment and is signed by the Engineer.

3. Changes: Client reserves the right by written change order or amendment to make changes in requirements, amount of work, or engineering time schedule adjustments, and Engineer and Client shall negotiate appropriate adjustments acceptable to both parties to accommodate any changes, if commercially possible.
4. Suspension of Services: Client may, at any time, by written order to Engineer (Suspension of Services Order) require Engineer to stop all, or any part, of the services required by this Agreement. Upon receipt of such an order, Engineer shall immediately comply with its terms and take all reasonable steps to minimize the costs associated with the services affected by such order. Client, however, shall pay all costs incurred by the suspension, including all costs necessary to maintain continuity and for the



resumptions of the services upon expiration of the Suspension of Services Order. Engineer will not be obligated to provide the same personnel employed prior to suspension, when the services are resumed, in the event that the period of suspension is greater than thirty (30) days.

5. Termination: This Agreement may be terminated by either party upon thirty (30) days written notice in the event of substantial failure by the other party to perform in accordance with the terms hereof through no fault of the terminating party. This Agreement may be terminated by Client, under the same terms, whenever Client shall determine that termination is in its best interests. Cost of termination, including salaries, overhead and fee, incurred by Engineer either before or after the termination date shall be reimbursed by Client.
6. Documents Delivered to Client: Drawings, specifications, reports, and any other Project Documents prepared by Engineer in connection with any or all of the services furnished hereunder shall be delivered to the Client for the use of the Client. Engineer shall have the right to retain originals of all Project Documents and drawings for its files. Furthermore, it is understood and agreed that the Project Documents such as, but not limited to reports, calculations, drawings, and specifications prepared for the Project, whether in hard copy or machine readable form, are instruments of professional service intended for one-time use in the construction of this Project. These Project Documents are and shall remain the property of the Engineer. The Client may retain copies, including copies stored on magnetic tape or disk, for information and reference in connection with the occupancy and use of the Project.

When and if record drawings are to be provided by the Engineer, Client understands that information used in the preparation of record drawings is provided by others and Engineer is not responsible for accuracy, completeness, nor sufficiency of such information. Client also understands that the level of detail illustrated by record drawings will generally be the same as the level of detail illustrated by the design drawing used for project construction. If additional detail is requested by the Client to be included on the record drawings, then the Client understands and agrees that the Engineer will be due additional compensation for additional services.

It is also understood and agreed that because of the possibility that information and data delivered in machine readable form may be altered, whether inadvertently or otherwise, the Engineer reserves the right to retain the original tapes/disks and to remove from copies provided to the Client all identification reflecting the involvement of the Engineer in their preparation. The Engineer also reserves the right to retain hard copy originals of all Project Documentation delivered to the Client in machine readable form, which originals shall be referred to and shall govern in the event of any inconsistency between the two.

The Client understands that the automated conversion of information and data from the system and format used by the Engineer to an alternate system or format cannot be accomplished without the introduction of inexactitudes, anomalies, and errors. In the event Project Documentation provided to the Client in machine readable form is so converted, the Client agrees to assume all risks associated therewith and, to the fullest

extent permitted by law, to hold harmless and indemnify the Engineer from and against all claims, liabilities, losses, damages, and costs, including but not limited to attorney's fees, arising therefrom or in connection therewith.

The Client recognizes that changes or modifications to the Engineer's instruments of professional service introduced by anyone other than the Engineer may result in adverse consequences which the Engineer can neither predict nor control. Therefore, and in consideration of the Engineer's agreement to deliver its instruments of professional service in machine readable form, the Client agrees, to the fullest extent permitted by law, to hold harmless and indemnify the Engineer from and against all claims, liabilities, losses, damages, and costs, including but not limited to attorney's fees, arising out of or in any way connected with the modification, misinterpretation, misuse, or reuse by others of the machine readable information and data provided by the Engineer under this Agreement. The foregoing indemnification applies, without limitation, to any use of the Project Documentation on other projects, for additions to this Project, or for completion of this Project by others, excepting only such use as may be authorized, in writing, by the Engineer.

7. Reuse of Documents: All Project Documents including but not limited to reports, opinions of probable costs, drawings and specifications furnished by Engineer pursuant to this Agreement are intended for use on the Project only. They cannot be used by Client or others on extensions of the Project or any other project. Any reuse, without specific written verification or adaptation by Engineer, shall be at Client's sole risk, and Client shall indemnify and hold harmless Engineer from all claims, damages, losses, and expenses including attorney's fees arising out of or resulting therefrom.

The Engineer shall have the right to include representations of the design of the Project, including photographs of the exterior and interior, among the Engineer's promotional and professional materials. The Engineer's materials shall not include the Client's confidential and proprietary information if the Client has previously advised the Engineer in writing of the specific information considered by the Client to be confidential and proprietary.

8. Standard of Practice: The Engineer will strive to conduct services under this agreement in a manner consistent with that level of care and skill ordinarily exercised by members of the profession currently practicing in the same locality under similar conditions as of the date of this Agreement.
9. Compliance With Laws: The Engineer will strive to exercise usual and customary professional care in his/her efforts to comply with those laws, codes, ordinance and regulations which are in effect as of the date of this Agreement.

With specific respect to prescribed requirements of the Americans with Disabilities Act of 1990 or certified state or local accessibility regulations (ADA), Client understands ADA is a civil rights legislation and that interpretation of ADA is a legal issue and not a design issue and, accordingly, retention of legal counsel (by Client) for purposes of interpretation is advisable. As such and with respect to ADA, Client agrees to waive any action against Engineer, and to indemnify and defend Engineer against any claim arising from Engineer's alleged failure to meet ADA requirements prescribed.

Further to the law and code compliance, the Client understands that the Engineer will strive to provide designs in accordance with the prevailing Standards of Practice as previously set forth, but that the Engineer does not warrant that any reviewing agency having jurisdiction will not for its own purposes comment, request changes and/or additions to such designs. In the event such design requests are made by a reviewing agency, but which do not exist in the form of a written regulation, ordinance or other similar document as published by the reviewing agency, then such design changes (at substantial variance from the intended design developed by the Engineer), if effected and incorporated into the project documents by the Engineer, shall be considered as Supplementary Task(s) to the Engineer's Scope of Service and compensated for accordingly.

10. Indemnification: Engineer shall indemnify and hold harmless Client up to the amount of this contract fee (for services) from loss or expense, including reasonable attorney's fees for claims for personal injury (including death) or property damage to the extent caused by the sole negligent act, error or omission of Engineer.

Client shall indemnify and hold harmless Engineer under this Agreement, from loss or expense, including reasonable attorney's fees, for claims for personal injuries (including death) or property damage arising out of the sole negligent act, error omission of Client.

In the event of joint or concurrent negligence of Engineer and Client, each shall bear that portion of the loss or expense that its share of the joint or concurrent negligence bears to the total negligence (including that of third parties), which caused the personal injury or property damage.

Engineer shall not be liable for special, incidental or consequential damages, including, but not limited to loss of profits, revenue, use of capital, claims of customers, cost of purchased or replacement power, or for any other loss of any nature, whether based on contract, tort, negligence, strict liability or otherwise, by reasons of the services rendered under this Agreement.

11. Opinions of Probable Cost: Since Engineer has no control over the cost of labor, materials or equipment, or over the Contractor(s) method of determining process, or over competitive bidding or market conditions, his/her opinions of probable Project Construction Cost provided for herein are to be made on the basis of his/her experience and qualifications and represent his/her judgement as a design professional familiar with the construction industry, but Engineer cannot and does not guarantee that proposal, bids or the Construction Cost will not vary from opinions of probable construction cost prepared by him/her. If prior to the Bidding or Negotiating Phase, Client wishes greater accuracy as to the Construction Cost, the Client shall employ an independent cost estimator Consultant for the purpose of obtaining a second construction cost opinion independent from Engineer.
12. Governing Law & Dispute Resolutions: This Agreement shall be governed by and construed in accordance with Articles previously set forth by (Item 9 of) this Agreement, together with the laws of the **State of Illinois**.

Any claim, dispute or other matter in question arising out of or related to this Agreement, which can not be mutually resolved by the parties of this Agreement, shall be subject to mediation as a condition precedent to arbitration (if arbitration is agreed upon by the parties of this Agreement) or the institution of legal or equitable proceedings by either party. If such matter relates to or is the subject of a lien arising out of the Engineer's services, the Engineer may proceed in accordance with applicable law to comply with the lien notice or filing deadlines prior to resolution of the matter by mediation or by arbitration.

The Client and Engineer shall endeavor to resolve claims, disputes and other matters in question between them by mediation which, unless the parties mutually agree otherwise, shall be in accordance with the Construction Industry Mediation Rules of the American Arbitration Association currently in effect. Requests for mediation shall be filed in writing with the other party to this Agreement and with the American Arbitration Association. The request may be made concurrently with the filing of a demand for arbitration but, in such event, mediation shall proceed in advance of arbitration or legal or equitable proceedings, which shall be stayed pending mediation for a period of 60 days from the date of filing, unless stayed for a longer period by agreement of the parties or court order.

The parties shall share the mediator's fee and any filing fees equally. The mediation shall be held in the place where the Project is located, unless another location is mutually agreed upon. Agreements reached in mediation shall be enforceable as settlement agreements in any court having jurisdiction thereof.

13. Successors and Assigns: The terms of this Agreement shall be binding upon and inure to the benefit of the parties and their respective successors and assigns: provided, however, that neither party shall assign this Agreement in whole or in part without the prior written approval of the other.
14. Waiver of Contract Breach: The waiver of one party of any breach of this Agreement or the failure of one party to enforce at any time, or for any period of time, any of the provisions hereof, shall be limited to the particular instance, shall not operate or be deemed to waive any future breaches of this Agreement and shall not be construed to be a waiver of any provision, except for the particular instance.
15. Entire Understanding of Agreement: This Agreement represents and incorporates the entire understanding of the parties hereto, and each party acknowledges that there are no warranties, representations, covenants or understandings of any kind, matter or description whatsoever, made by either party to the other except as expressly set forth herein. Client and the Engineer hereby agree that any purchase orders, invoices, confirmations, acknowledgments or other similar documents executed or delivered with respect to the subject matter hereof that conflict with the terms of the Agreement shall be null, void & without effect to the extent they conflict with the terms of this Agreement.
16. Amendment: This Agreement shall not be subject to amendment unless another instrument is duly executed by duly authorized representatives of each of the parties and entitled "Amendment of Agreement".

17. Severability of Invalid Provisions: If any provision of the Agreement shall be held to contravene or to be invalid under the laws of any particular state, county or jurisdiction where used, such contravention shall not invalidate the entire Agreement, but it shall be construed as if not containing the particular provisions held to be invalid in the particular state, country or jurisdiction and the rights or obligations of the parties hereto shall be construed and enforced accordingly.
18. Force Majeure: Neither Client nor Engineer shall be liable for any fault or delay caused by any contingency beyond their control including but not limited to acts of God, wars, strikes, walkouts, fires, natural calamities, or demands or requirements of governmental agencies.
19. Subcontracts: Engineer may subcontract portions of the work, but each subcontractor must be approved by Client in writing.
20. Access and Permits: Client shall arrange for Engineer to enter upon public and private property and obtain all necessary approvals and permits required from all governmental authorities having jurisdiction over the Project. Client shall pay costs (including Engineer's employee salaries, overhead and fee) incident to any effort by Engineer toward assisting Client in such access, permits or approvals, if Engineer perform such services.
21. Designation of Authorized Representative: Each party (to this Agreement) shall designate one or more persons to act with authority in its behalf in respect to appropriate aspects of the Project. The persons designated shall review and respond promptly to all communications received from the other party.
22. Notices: Any notice or designation required to be given to either party hereto shall be in writing, and unless receipt of such notice is expressly required by the terms hereof shall be deemed to be effectively served when deposited in the mail with sufficient first class postage affixed, and addressed to the party to whom such notice is directed at such party's place of business or such other address as either party shall hereafter furnish to the other party by written notice as herein provided.
23. Limit of Liability: The Client and the Engineer have discussed the risks, rewards, and benefits of the project and the Engineer's total fee for services. In recognition of the relative risks and benefits of the Project to both the Client and the Engineer, the risks have been allocated such that the Client agrees that to the fullest extent permitted by law, the Engineer's total aggregate liability to the Client for any and all injuries, claims, costs, losses, expenses, damages of any nature whatsoever or claim expenses arising out of this Agreement from any cause or causes, including attorney's fees and costs, and expert witness fees and costs, shall not exceed the total Engineer's fee for professional engineering services rendered on this project as made part of this Agreement. Such causes included but are not limited to the Engineer's negligence, errors, omissions, strict liability or breach of contract. It is intended that this limitation apply to any and all liability or cause of action however alleged or arising, unless otherwise prohibited by law.

24. Client's Responsibilities: The Client agrees to provide full information regarding requirements for and about the Project, including a program which shall set forth the Client's objectives, schedule, constraints, criteria, special equipment, systems and site requirements.

The Client agrees to furnish and pay for all legal, accounting and insurance counseling services as may be necessary at any time for the Project, including auditing services which the Client may require to verify the Contractor's Application for Payment or to ascertain how or for what purpose the Contractor has used the money paid by or on behalf of the Client.

The Client agrees to require the Contractor, to the fullest extent permitted by law, to indemnify, hold harmless, and defend the Engineer, its consultants, and the employees and agents of any of them from and against any and all claims, suits, demands, liabilities, losses, damages, and costs ("Losses"), including but not limited to costs of defense, arising in whole or in part out of the negligence of the Contractor, its subcontractors, the officers, employees, agents, and subcontractors of any of them, or anyone for whose acts any of them may be liable, regardless of whether or not such Losses are caused in part by a party indemnified hereunder. Specifically excluded from the foregoing are Losses arising out of the preparation or approval of maps, drawings, opinions, reports, surveys, change orders, designs, or specifications, and the giving of or failure to give directions by the Engineer, its consultants, and the agents and employees of any of them, provided such giving or failure to give is the primary cause of Loss. The Client also agrees to require the Contractor to provide to the Engineer the required certificate of insurance.

The Client further agrees to require the Contractor to name the Engineer, its agents and consultants as additional insureds on the Contractor's policy or policies of comprehensive or commercial general liability insurance. Such insurance shall include products and completed operations and contractual liability coverages, shall be primary and noncontributing with any insurance maintained by the Engineer or its agents and consultants, and shall provide that the Engineer be given thirty days, unqualified written notice prior to any cancellation thereof.

In the event the foregoing requirements, or any of them, are not established by the Client and met by the Contractor, the Client agrees to indemnify and hold harmless the Engineer, its employees, agents, and consultants from and against any and all Losses which would have been indemnified and insured against by the Contractor, but were not.

When Contract Documents prepared under the Scope of Services of this contract require insurance(s) to be provided, obtained and/or otherwise maintained by the Contractor, the Client agrees to be wholly responsible for setting forth any and all such insurance requirements. Furthermore, any document provided for Client review by the Engineer under this Contract related to such insurance(s) shall be considered as sample insurance requirements and not the recommendation of the Engineer. Client agrees to have their own risk management department review any and all insurance requirements for adequacy and to determine specific types of insurance(s) required for the project. Client further agrees that decisions concerning types and amounts of insurance are

specific to the project and shall be the product of the Client. As such, any and all insurance requirements made part of Contract Documents prepared by the Engineer are not to be considered the Engineer's recommendation, and the Client shall make the final decision regarding insurance requirements.

25. Information Provided by Others: The Engineer shall indicate to the Client the information needed for rendering of the services of this Agreement. The Client shall provide to the Engineer such information as is available to the Client and the Client's consultants and contractors, and the Engineer shall be entitled to rely upon the accuracy and completeness thereof. The Client recognizes that it is impossible for the Engineer to assure the accuracy, completeness and sufficiency of such information, either because it is impossible to verify, or because of errors or omissions which may have occurred in assembling the information the Client is providing. Accordingly, the Client agrees, to the fullest extent permitted by law, to indemnify and hold the Engineer and the Engineer's subconsultants harmless from any claim, liability or cost (including reasonable attorneys' fees and cost of defense) for injury or loss arising or allegedly arising from errors, omissions or inaccuracies in documents or other information provided by the Client to the Engineer.

26. Payment: Client shall be invoiced once each month for work performed during the preceding period. Client agrees to pay each invoice within thirty (30) days of its receipt. The client further agrees to pay interest on all amounts invoiced and not paid or objected to for valid cause within said thirty (30) day period at the rate of eighteen (18) percent per annum (or the maximum interest rate permitted under applicable law, whichever is the lesser) until paid. Client further agrees to pay Engineer's cost of collection of all amounts due and unpaid after sixty (60) days, including court costs and reasonable attorney's fees, as well as costs attributed to suspension of services accordingly and as follows:

Collection Costs. In the event legal action is necessary to enforce the payment provisions of this Agreement, the Engineer shall be entitled to collect from the Client any judgement or settlement sums due, reasonable attorneys' fees, court costs and expenses incurred by the Engineer in connection therewith and, in addition, the reasonable value of the Engineer's time and expenses spent in connection with such collection action, computed at the Engineer's prevailing fee schedule and expense policies.

Suspension of Services. If the Client fails to make payments when due or otherwise is in breach of this Agreement, the Engineer may suspend performance of services upon five (5) calendar days' notice to the Client. The Engineer shall have no liability whatsoever to the Client for any costs or damages as a result of such suspension caused by any breach of this Agreement by the Client. Client will reimburse Engineer for all associated costs as previously set forth in (Item 4 of) this Agreement.

27. When construction observation tasks are part of the service to be performed by the Engineer under this Agreement, the Client will include the following clause in the construction contract documents and Client agrees not to modify or delete it:

Kotecki Waiver. Contractor (and any subcontractor into whose subcontract this clause is incorporated) agrees to assume the entire liability for all personal injury claims suffered by its own employees, including without limitation claims under the **Illinois** Structural Work Act, asserted by persons allegedly injured on the Project; waives any limitation of liability defense based upon the Worker's Compensation Act, court interpretations of said Act or otherwise; and to the fullest extent permitted by law, agrees to indemnify and hold harmless and defend Owner and Engineer and their agents, employees and consultants (the "Indemnitees") from and against all such loss, expense, damage or injury, including reasonable attorneys' fees, that the Indemnitees may sustain as a result of such claims, except to the extent that **Illinois** law prohibits indemnity for the Indemnitees' own negligence. The Owner and Engineer are designated and recognized as explicit third party beneficiaries of the Kotecki Waiver within the general contract and all subcontracts entered into in furtherance of the general contract.

28. Job Site Safety/Supervision & Construction Observation: The Engineer shall neither have control over or charge of, nor be responsible for, the construction means, methods, techniques, sequences of procedures, or for safety precautions and programs in connection with the Work since they are solely the Contractor's rights and responsibilities. The Client agrees that the Contractor shall supervise and direct the work efficiently with his/her best skill and attention; and that the Contractor shall be solely responsible for the means, methods, techniques, sequences and procedures of construction and safety at the job site. The Client agrees and warrants that this intent shall be carried out in the Client's contract with the Contractor. The Client further agrees that the Contractor shall be responsible for initiating, maintaining and supervising all safety precautions and programs in connection with the work; and that the Contractor shall take all necessary precautions for the safety of, and shall provide the necessary protection to prevent damage, injury or loss to all employees on the subject site and all other persons who may be affected thereby. The Engineer shall have no authority to stop the work of the Contractor or the work of any subcontractor on the project.

When construction observation services are included in the Scope of Services, the Engineer shall visit the site at intervals appropriate to the stage of the Contractor's operation, or as otherwise agreed to by the Client and the Engineer to: 1) become generally familiar with and to keep the Client informed about the progress and quality of the Work; 2) to strive to bring to the Client's attention defects and deficiencies in the Work and; 3) to determine in general if the Work is being performed in a manner indicating that the Work, when fully completed, will be in accordance with the Contract Documents. However, the Engineer shall not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the Work. If the Client desires more extensive project observation, the Client shall request that such services be provided by the Engineer as Additional and Supplemental Construction Observation Services in accordance with the terms of this Agreement.

The Engineer shall not be responsible for any acts or omissions of the Contractor, subcontractor, any entity performing any portions of the Work, or any agents or employees of any of them. The Engineer does not guarantee the performance of the



Contractor and shall not be responsible for the Contractor's failure to perform its Work in accordance with the Contract Documents or any applicable laws, codes, rules or regulations.

When municipal review services are included in the Scope of Services, the Engineer (acting on behalf of the municipality), when acting in good faith in the discharge of its duties, shall not thereby render itself liable personally and is, to the maximum extent permitted by law, relieved from all liability for any damage that may accrue to persons or property by reason of any act or omission in the discharge of its duties. Any suit brought against the Engineer which involve the acts or omissions performed by it in the enforcement of any provisions of the Client's rules, regulation and/or ordinance shall be defended by the Client until final termination of the proceedings. The Engineer shall be entitled to all defenses and municipal immunities that are, or would be, available to the Client.

29. Insurance and Indemnification: The Engineer and the Client understand and agree that the Client will contractually require the Contractor to defend and indemnify the Engineer and/or any subconsultants from any claims arising from the Work. The Engineer and the Client further understand and agree that the Client will contractually require the Contractor to procure commercial general liability insurance naming the Engineer as an additional named insured with respect to the work. The Contractor shall provide to the Client certificates of insurance evidencing that the contractually required insurance coverage has been procured. However, the Contractor's failure to provide the Client with the requisite certificates of insurance shall not constitute a waiver of this provision by the Engineer.

The Client and Engineer waive all rights against each other and against the Contractor and consultants, agents and employees of each of them for damages to the extent covered by property insurance during construction. The Client and Engineer each shall require similar waivers from the Contractor, consultants, agents and persons or entities awarded separate contracts administered under the Client's own forces.

30. Hazardous Materials/Pollutants: Unless otherwise provided by this Agreement, the Engineer and Engineer's consultants shall have no responsibility for the discovery, presence, handling, removal or disposal of or exposure of persons to hazardous materials/pollutants in any form at the Project site, including but not limited to mold/mildew, asbestos, asbestos products, polychlorinated biphenyl (PCB) or other toxic/hazardous/pollutant type substances.

Furthermore, Client understands that the presence of mold/mildew and the like are results of prolonged or repeated exposure to moisture and the lack of corrective action. Client also understands that corrective action is a operation, maintenance and repair activity for which the Engineer is not responsible.

**VIII. Action Item D**  
**Approval to Move the November Regular**  
**Committee Meeting to Wednesday,**  
**November 4**

**Due to Election Day**  
**No Documents**

Glencoe Park District  
October 2020 Board Meeting

**VIII. Action Item E**  
**Review and Approval of Closed Session**  
**Minutes 5ILCS 120/2 (c)(21)**

**Minutes will be delivered to**  
**Commissioners prior to the meeting.**

Glencoe Park District  
October 2020 Board Meeting