



FEBRUARY 2020 Board Report





**GLENCOE PARK DISTRICT
REGULAR BOARD MEETING
Tuesday, February 18, 2020 – 7:00pm
Takiff Center - Community Hall**

Consistent with the requirements of the Illinois Compiled Statutes 5 ILCS 120/1 through 120/6 (Open Meetings Act), notices of this meeting were posted.
Meeting Location: Takiff Center, 999 Green Bay Road, Glencoe, IL 60022

A G E N D A

- I. Call to Order
- II. Roll Call
- III. Consent Agenda Items
 - A. Minutes of January 21, 2020 Regular Board Meeting (pgs. 4-17)
 - B. Minutes of February 4, 2020 Finance Committee of the Whole Meeting (pgs. 18-20)
 - C. Approval of the Bills (pgs. 21-34)
- IV. Matters from the Public
- V. Public hearing concerning the intent of the Board of Park Commissioners to sell not to exceed \$4,500,000 General Obligation Limited Tax Park Bonds for the payment of land condemned or purchased for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of the District and for the payment of the expenses incident thereto. (pgs. 35-37)
- VI. Financial Report (pgs. 38-41)
- VII. Staff Reports
 - A. Business (pg. 43)
 - B. Recreation and Facilities (pgs. 44-48)
 - C. Parks and Maintenance (pgs. 49-50)
 - D. Marketing and Communications (pgs. 51-52)
 - E. Safety and Wellness Committee (pgs. 53)
- VIII. Executive Director Report (pgs. 54-65)
- IX. Action Items
 - A. Approval of Glencoe Youth Services and SNAP Stipend Request (pgs. 66-75)
 - B. Approval of Glencoe Jr. High Project Stipend Request (pgs. 76-101)
 - C. Approval of Contract with Christopher B. Burke Engineering (pgs. 102-119)
 - D. Approval of Contract with Midwest Mechanical (pgs. 120-161)
- X. Other Business
- XI. Executive Session
 - A. Personnel 5ILCS 120/2 (c)(1)
- XII. Adjournment

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

III. Consent Agenda Items

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

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

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

The Executive Director recommends approval of the consent agenda.

Glencoe Park District
February 2020 Board Meeting

MINUTES OF JANUARY 21, 2020 REGULAR BOARD MEETING
GLENCOE PARK DISTRICT
999 GREEN BAY ROAD, GLENCOE, ILLINOIS 60022

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

Commissioners present:

Lisa Brooks, President
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, Erika Block, John Carothers, Jim Carper, Katie Copenhaver, Katalin Demeter, Lisa DiChiea, John Duncan, John Eifler, Karen Ettelson, Bill Fritz, Adrienne Gallagher, Ed Goodale, Lisa Goodale, Barbara Gordon, Paul Guten, Marla Hand, John Houde, Barbara Javore, Scott Javore, Mark Kaufmann, Geoff Kehoe, David Kulakofsky, Karen Leeds, John Martin, Sally Martin, Jim Nyeste, Barbara Olinger, Mary Osimitz, Janice Penner, John Penner, Bonnie Phoenix, Mary Seyfarth, Elsabi Shimmelpenninck, Ron Scherubel, Catherine Schutte, Evey Schweig, Charlie Sweat, Kelly Sweat, Lisa Temkin, Ellen Van Vechten, Peter Van Vechten, Debra Warren, Cookie Werner, Glenn Werner, Vanessa Zoerb

Consent Agenda: A motion was made by Commissioner Onderdonk to approve the consent agenda items as presented including Minutes of December 17, 2019 Regular Board Meeting, Minutes of January 6, 2020 Committee of the Whole Meeting, Approval of Personnel Policy Manual Updates, Approval of FY2020/21 Regular Meeting Schedule, 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 - General: Jim Carper questioned snow and ice policies. The District does a good job on parking lots and the trail around Takiff and asked the District to continue from the entrance all the way to the railroad tracks on the sidewalk.

Presentation by Glencoe Historical Society (GHS) Regarding Request to Lease a Portion of Park 7n for the Placement of the Frank Lloyd Wright Cottage: Executive Director Sheppard explained that Glencoe Historical Society requested an agreement to use a portion of Park 7n located at Maple Hill and Meadow Road for the relocation of the Frank Lloyd Wright Cottage for a 99-year land lease measuring 64 feet x 28 feet for a 900 square foot cottage. The lease, which was included in the Board packet, was

reviewed. The neighbors were notified for this meeting via 78 letters hand-delivered to neighbors and surrounding areas. It was also shared via email blast and social media from the District and Village. Emails from neighbors who could not attend were shared with the Board prior to the meeting. Ed Goodale, President of Glencoe Historical Society introduced the Booth Cottage Committee and thanked the Board and public.

Vanessa Zoerb gave the presentation attached to these minutes. Zoerb added the facility will not be active, just used perhaps monthly or for special events. Traffic will be minimal and parking available on Old Green Bay Road in commuter parking. GHS has the funds for relocation and restoration. No public funding is needed for this project as it is funded through private donations and grants.

Peter Van Vechten, Chair of the Glencoe Preservation Commission and homeowner in Ravine Bluffs. He expounded on the history of Frank Lloyd Wright and Glencoe, sale of the property, interest nationally, and proposal as a solution for the Cottage's long-term future. The cottage is an honorary Glencoe landmark which requires a six-month delay in issuing a demolition permit in order to consider alternatives to demolition. The developers worked with the Village and Historical Society to form a solution, now eight weeks after the six-month period. Time is of the essence or the cottage will be demolished. The cottage fits in with the original use and design of the Park 7n as part of Ravine Bluffs. It keeps the design and vision intact. The Preservation Commission wholeheartedly supports this. As a homeowner of Ravine Bluffs, the cottage will be nestled into the wooded area leaving the open park space. The asphalt path is crumbling to be fixed during construction. Van Vechten thanked the Park District and vocalized he and his wife support the project.

Matters from the Public – Frank Lloyd Wright Cottage:

Sally Martin lives directly across from 7n, the most impacted by this proposal. Martin commented that they should have been informed more than three days prior, this is commercialization of a residential area, devalues view and property value, increases traffic and parking, and the year of construction. Martin needs clarification on hours. This is devastating. Until they meet with the Historical Society and Park District, it shouldn't be voted on.

Charlie Sweat made two points on the proposal. The Park District is donating a ½ acre of land for the structure, worth about \$400,000. Next month there is a \$4.5 million bond issue, that doesn't seem fiscally responsible without a feasibility study not done here. There are several FLW structures not given historical status with the possibility of a repeat situation. This is a slippery slope accepting this proposal.

Barbara Gordon, Executive Director of the Frank Lloyd Wright Building Conservancy in Chicago, explained that 20% of FLW homes have been destroyed, reviewed the Conservancy's history and mission, the action taken to save the cottage, and the importance of saving the cottage. Gordon thanked GHS and the Village. The Conservancy is in favor of the proposal.

Erica Block, city planner, Landmark's Illinois board member and member of the Glencoe Preservation Commission commented on the importance of the cottage, the efforts of those involved, and the Preservation Commission reviewing the ordinance regarding honorary landmarks to manage saving threatened buildings. Block supports the project.

Deborah Warren commented on decreased sale value of the home next to the cottage, devaluing properties, increased parking, increased traffic, and construction madness. Warren supports saving the Cottage, but doesn't want it in her front yard. She questioned if someone would be there during open hours monitoring? Warren is not interested in a house open to the public near her house or children.

John Duncan spoke on FLW houses making Glencoe special, the cottage adds to a disused park area, positive value to homes, and is an important piece of property fitting in with other Glencoe FLW homes.

Lisa DiChiea of Landmark of Illinois included the Cottage on the endangered list in 2019. She commented on the efforts to find a solution otherwise the Cottage will be demolished, interest in moving it outside of the Village, Village Board's discomfort moving it outside city limits, addressing neighbor's concerns, the reduced original footprint of the property being moved, and the Cottage not being protected.

Lisa Temkin of the Historical Preservation in Highland Park spoke on a threatened FLW house. She commented that a historic structure is a resource to the whole community with studies showing increased property values, and her house is landmarked.

Jim Nyeste, unlike neighbors is in favor of the project, the proposed site is favorable, an advocate of preserving landmarks. Nyeste has a condition, the Board seems inclined to develop open spaces and will only approve if the park remains otherwise the same; no paths, exercise equipment, and leave it an open space to play frisbee, walk dogs, etc.

John Martin commented he lives near the park, wants someone to respond to the twelve-month flood zone, shock an old tired building would be moved to a flood area. Martin questioned how this can be voted on until the flooding is solved? Unless the park is fixed, it is unfair to place the house in the flood zone across from his front door.

John Penner commented on being in favor of project with the concentration of FLW homes, bridge, and monuments, area has ponding water not a flood zone solved in the plans, and would not negatively affect property values at all.

Catherine Shulte was not a fan of this project, but is on the fence for a couple reasons. An empty building next to the bike path and parking in front of homes are concerns. Everyone in the neighborhood needs concerns resolved and needs more time.

David Kulakofsky voiced concern over an unstaffed building open during the day, no controls in place, children's safety, structure maintenance over the 99-year lease when, and increased parking.

Mary Seyfarth, Highland Park resident and Historical Commission for nine years, shared comments on FLW home history in Highland Park, a great addition to the community, increases value of property, practical problems of the neighbors can be solved, and it gives a history of design and concept of FLW in Glencoe.

Paul Guten shared a deep appreciation for FLW architecture and history and made comments including parking and traffic, construction, perhaps there is a better location, massive children's safety concern, keeping the integrity of the neighborhood, and to please look at other locations.

At the Board's request, GHS addressed hours and staffing. Ed Goodale explained the lease includes a 9am-5pm daily use limitation, but will not come close to using those hours. Their current Park Avenue campus is open from 10am-3pm on Wednesdays for research and 1-4pm on Sundays with a docent. The cottage won't be used to that extent. GHS will use it for meetings, but not sure of other use at this point. When open, the cottage will be staffed and secured when not in use via CCTV recorded coverage.

Robert Breyer voiced concern over other homes that may need to be protected, timeline, more parking and foot traffic, funding required to keep the structure in good repair over the years, negatives underestimated, and positives overstated.

Board Discussion on Booth Cottage:

In response to a question from Commissioner Onderdonk, Executive Director Sheppard explained that the lease requires GHS to keep the cottage in good condition with ramifications. If not, the lease is revoked with the possibility of the house moved from the site. GHS has managed the Park Avenue house for 20 years in pristine condition, and neighbors have only positive comments of GHS.

In response to a question from Commissioner Covey, Ed Goodale responded that GHS did not reach out to the neighbors of Park 7n because of the inappropriateness of communication during negotiations of lease provisions.

Executive Director Sheppard added that the District needed to make sure GHS would be held accountable for hours, upkeep, and ensure they had the funds. Once the Board and GHS came to an agreement is when the neighbors were notified of this meeting. In addition, there is a surety bond to make sure they have the funds to complete the outside of the house and an ADA accessible sidewalk to the house.

Commissioner Lutton voiced sympathy for the neighbors over the short timeline of a few days or a week ago. They completed a reasonable search concluding with not a great list of properties available at a reasonable cost. The permanent loss of a cultural artifact against an unreasonable short timeframe is why commissioners were elected to make the best decision given those facts.

In response to a question from Commissioner Lutton, Daniel Creaney, project civil engineer in Northbrook, will do a detailed topography including utilities and storm sewer

system that drains the property. Same as any Glencoe house, it requires a storm sewer system that drains the house and entire property, accomplished by extending the storm sewer from the public sewer to the site, site drainage, and regrading. Creaney believes it will fully address the drainage issues. A basement is under consideration, requiring soil borings to see ground and water conditions.

In response to a question from Executive Director Sheppard, Scott Javore, architect on the Glencoe Historical Society Board and the Commission, shared the initial construction will take about four months including the move. The site will be protected with fencing in an area as tight as possible until the foundation is installed. The house is placed in an area next to the foundation until they place the footings. Phase 1 includes the outside portion for four months, then phase 2 for interior work with fundraising needed to complete the work, and programming within the building. This project has been fast tracked in every way.

Commissioner Boron commented on struggling this week because of the timing issue and feels we've failed the neighbors since we are up against a wall because the timeline. It is a struggle and we respect everyone's position.

In response to a question from President Brooks, Phil Kiraly voiced working with Public Safety on parking enforcement and signage, awareness that commuter parking is one block away, GHS to direct patrons to commuter parking, awareness that people will park close to their target location, various means for Public Safety to maintain parking, limiting hours, and working closely with the Park District and GHS to find a solution.

In response to a question from President Brooks, Ed Goodale stated the cottage is 1100 square feet and Director Leiner stated the park is 43,000 square feet, a little less than 3% of the park size. Executive Director Sheppard explained there are no plans for this park other than the building, drainage improvement, mowing and tree maintenance, minor landscaping around the building, and ADA pathway also used as a train thoroughfare.

Two or three members of the public remained concerned about children's safety following GHS's clarification on hours and staffing. The Board asked the public to elaborate, comments included more parking, random people, kids go there to play in the park, lawn not mowed enough, dandelions, would not feel comfortable with kids going with other people visiting the park, and saturation of an already horrible area.

In response to a question from Sheppard, Ed Goodale stated that usage is unknown until they go through the programming exercise, possibly a couple people per month. Every year, 150 second graders tour their current facility and a couple homes via bus once a year program. Vanesa Zoerb added that it is not a community building, usage is so minimal it's not worth talking about.

Commissioner Covey voiced the valid concern of residents wanting something more tangible in hours. Commissioner Boron agreed that GHS should be able to give a better description of usage. In response, Karen Ettelson, Vice-President of GHS, stated the lease hours are not accurate use times, they are to give flexibility to develop hours

based on decent availability. GHS would continue to be very good neighbors and would work with the neighborhood to resolve issues. Executive Director Sheppard suggested to add a maximum number of public hours to the lease, such as 15 hours, with a review of hours in one year.

In response to a question from Commissioner Lutton, Peter Van Vechten reviewed Glencoe's two levels of landmark status which protect a structure from demolition, 95-98% are honorary landmarks which gives a six-month delay to issue a permit for exploration of demolition alternatives, the developer in this case was willing to work toward a solution, the permit is not issued yet, developer agreed to not proceed with demolition prior to January 30, and the permit is not ready for issuance with minor issues, if they have fulfilled all requirements they can demo on February 1. Village Manager Kiraly expounded that a demo permit does not get issued until a building permit is issued so the review process can begin. There are a few outstanding issues related to issuing the permit, if the developer can resolve issues the permit would be ready. There is no discretion after the six-month waiting period for the Village to stop demolition.

Action Items:

Approval of the Land Lease with Glencoe Historical Society: President Brooks called for the motion with the condition to approve the lease with continued discussion and clarification on Lease Item 1d to specify hours, approval of the lease conditional of that discussion. Discussion ensued on details of the motion. Comments not related to the motion were as follows. Commissioner Covey noted this is public land, not private land. Commissioner Boron is having a problem that this has been in negotiations for months, but no public input until today and having a problem with this decision. The District requires GHS volunteers to have a criminal background check, a safety precaution in case children wander in.

A motion was made by Commissioner Onderdonk to approve the Land Lease with the exception of 1D that will have limitations on use to 15 hours per week with additional hours under the approval of the Executive Director with the revisiting of 1D in a year. Commissioner Lutton seconded the motion. No further discussion ensued. Roll call vote taken:

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

The motion passed.

A five-minute break was taken from 8:53pm to 8:58pm.

The Board moved the BINA discussion and all action items up in agenda.

Discussion of the BINA Hearing: Director Mensinger explained that Watts debt is falling off and is a good time to add new debt. She reviewed the history. With Watts and maintenance facility projects, the total is about \$14 mill in the next 3-6 years. Looking at

other fund resources like grants and donations, the District will need to issue debt at a good time as rates are declining. Staff is looking for Board approval of the order to do a BINA hearing next month.

Eric Anderson explained the process of bond issuance and hearing.

Director Mensinger stated rates have come down, allowing the District to issue more debt without an impact to the taxpayer. There is no guarantee, but moving forward will allow the District to be ready for action at hopefully the lowest rate.

Discussion ensued regarding cost, timing, wise use of funds at a relatively low cost, property tax rates, how to explain servicing debt to taxpayers, BINA hearing procedures, required 85% spent on capital projects only, and it is better to fund bonds all at once and recommended by Eric's firm.

Action Items:

Approval of Order for BINA Hearing: A motion was made by Commissioner Boron to approve the Order calling a public hearing concerning the intent of the Board of Park Commissioners of the Glencoe Park District, Cook County, Illinois, to sell not to exceed \$4,500,000 General Obligation Limited Tax Park Bonds 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 Altamanu Contract Addendum #2: A motion was made by Commissioner Boron the Altamanu Contract Addendum #2 for an amount not to exceed \$46,500 for the preparation and submission of construction documents for the Connect Glencoe project as presented. Commissioner Onderdonk seconded the motion. Director Leiner reviewed that the project includes about three times as much civil engineering in a project like this, a requirement to receive the grant. A higher quality project than we would have had otherwise. Grant money not delivered yet, IDOT becomes the bank, takes it to bid, and pays direct to the contractor. IDOT bills the District for our match in the amount of \$183,000. When awarded the grant, we wanted to work with someone successful on the north shore and IDOT. We recommended going with them because they have extensive experience and understand the recreational component. They are on the pre-approved IDOT list. Roll call vote taken:

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

The motion passed.

Financial Report: Director of Finance/Human Resources Mensinger stated we are ten months into the fiscal year. Other comments included the District maintaining in the last couple months, recreation and fitness making progress, the beach didn't produce like

the last two years impacted by bad weather at the beginning of the season, and camp is like last year. The budget draft was distributed tonight. The Finance Committee of the Whole is scheduled on Feb 4. Boron and Onderdonk are out of town. Call in is an option.

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

Business Report: Staff are working on finishing up the fiscal year, the budget first draft looks good, and going to conference this week.

Recreation and Facilities Report: Our successful and well-attended winter event, Watts Below Zero, included new ice bumper cars. Director Collins continued with comments including fitness is going in the right direction, Peloton added, hit 200 new members this year, moving fitness members from annual to monthly, and we received a bid for beach concessions. They discussed fitness promos.

Parks and Maintenance Report: The public comment regarding snow/ice removal along Green Bay Road, staff remove snow in that area immediately, however the Village starts with higher priority areas like downtown creating a delay in clearing the areas next to the District.

Marketing and Communications Report: Supt. Classen is a member of the Village Census Committee.

Safety and Wellness Committee Report: No additional report to the packet.

Executive Director Report: Executive Director Sheppard shared that staff attend conference this week. Our Supt. of Marketing and Communications is expecting a baby in May. We received an OSLAD grant for Duke Park bringing the total of all grants and the donation to \$1.567 million. The total project cost is \$2 million; the District to fund \$5-600,000 total.

Other Business: There was no other business.

Executive Session: There was no reason to go into closed session.

Adjourn: Commissioner Onderdonk moved to adjourn the meeting at 9:41pm. Commissioner Boron seconded the motion, which passed by unanimous voice vote.

Respectfully submitted,

Lisa M. Sheppard
Secretary



SAVING BOOTH COTTAGE

Proposed Relocation to Park 7N
Public Hearing – January 21, 2020
Glencoe Historical Society Presentation





GLENCOE HISTORICAL SOCIETY

Founded in 1937 and dedicated to

Promoting an understanding
of **Glencoe's history and heritage** by
identifying and **preserving objects**, archives and photographs
and

engaging the community

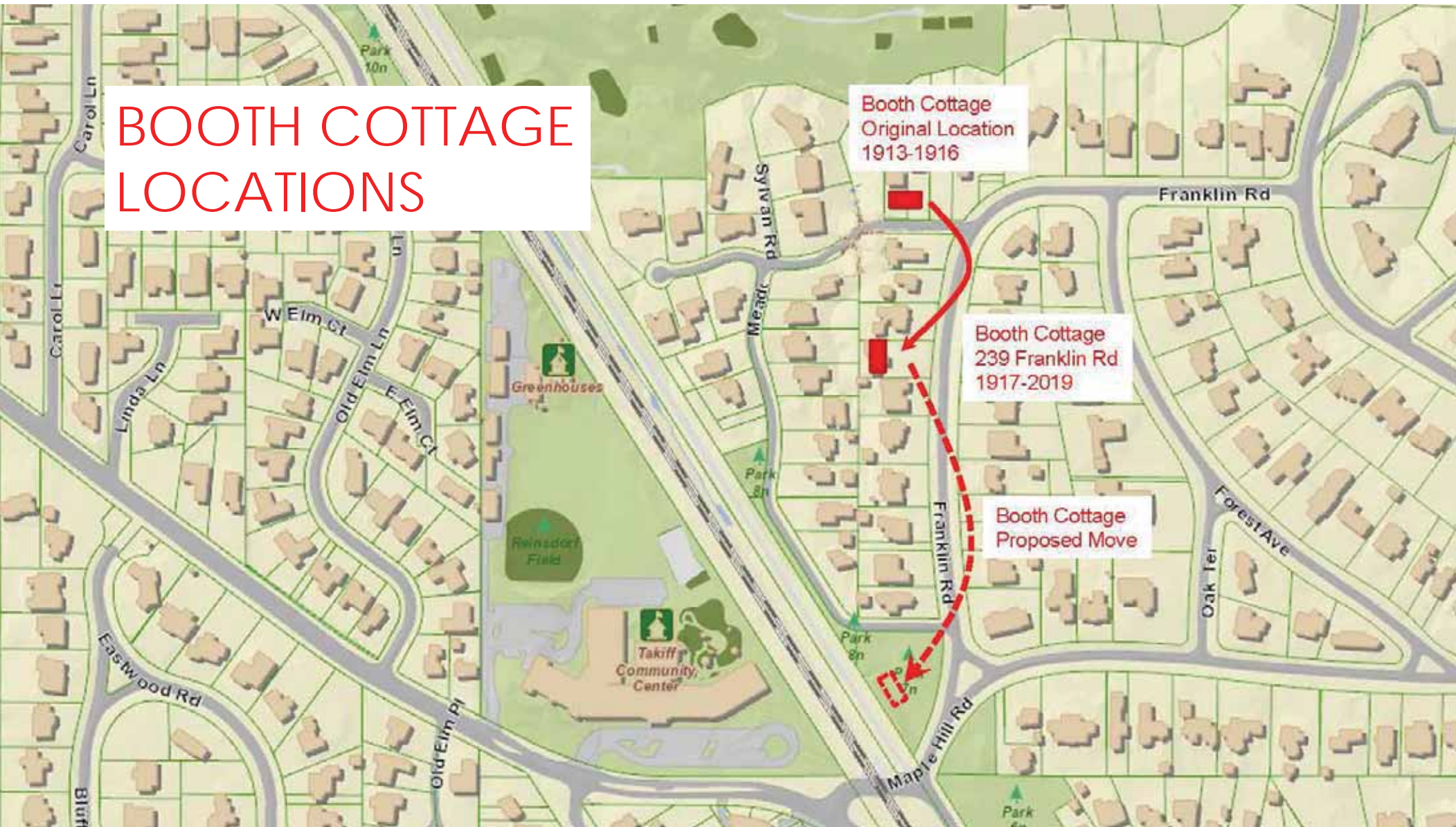
in a variety of programs, exhibits, activities and events related to
the history of the Village of Glencoe, Illinois

BOOTH COTTAGE LOCATIONS

Booth Cottage
Original Location
1913-1916

Booth Cottage
239 Franklin Rd
1917-2019

Booth Cottage
Proposed Move





Sherman Booth Summer Cottage Original Portion
239 Franklin Road

7100 N. TRIPP AVENUE
LINCOLNWOOD, ILLINOIS 60712
www.professionalsurveyors.com

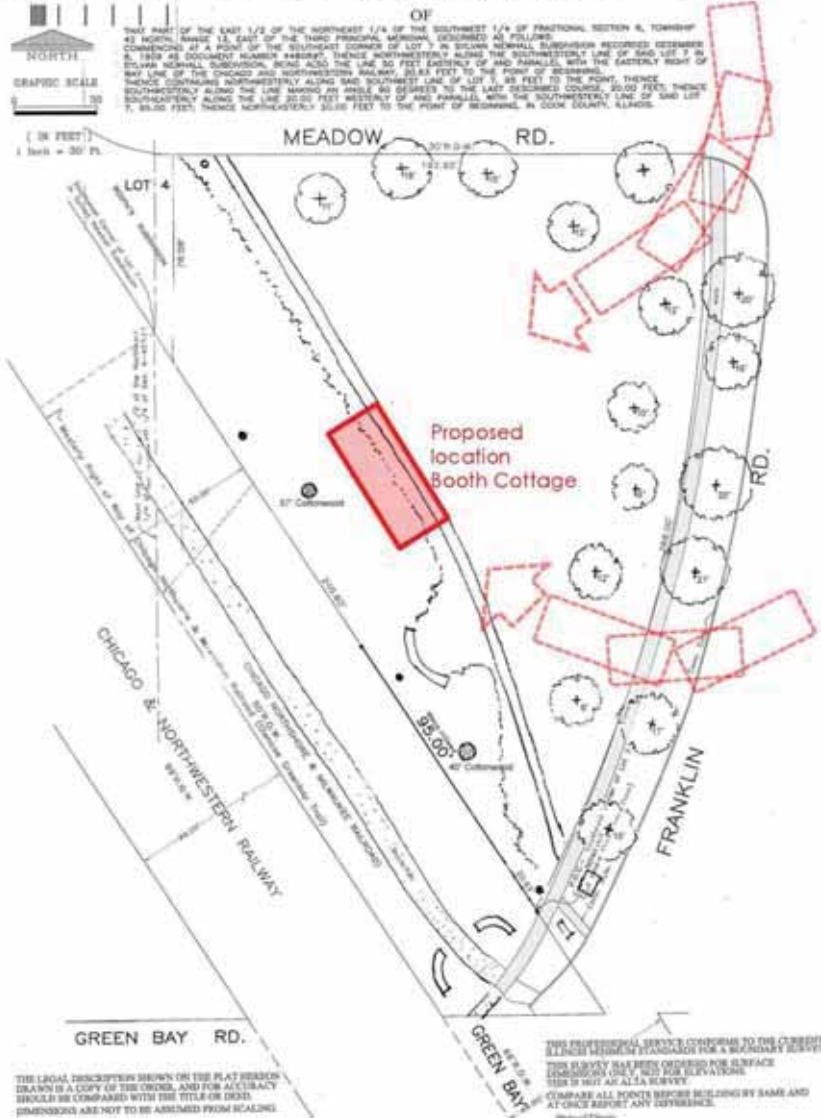
PLAT OF SURVEY

TEL: (847) 673-1888
FAX: (847) 673-2187
e-mail: ps@professionalsurveyors.com



GRAPHIC SCALE
1 inch = 30' PL.

OF
THAT PART OF THE EAST 1/2 OF THE NORTHWEST 1/4 OF THE SOUTHWEST 1/4 OF FRACTIONAL SECTION 6, TOWNSHIP
42 NORTH, RANGE 13, EAST OF THE THIRD PRINCIPAL MERIDIAN, DESCRIBED AS FOLLOWS:
COMMENCING AT A POINT OF THE SOUTHWEST CORNER OF LOT 7 IN SILVAN NEMHALL SUBDIVISION RECORDED DECEMBER
8, 1958 AS DOCUMENT NUMBER 8888888, THENCE SOUTHWESTERLY ALONG THE SOUTHWESTERLY LINE OF SAID LOT 7 IN
SILVAN NEMHALL SUBDIVISION, BEING ALSO THE LINE 50 FEET EASTERLY OF AND PARALLEL WITH THE EASTERLY RIGHT OF
WAY LINE OF THE CHICAGO AND NORTHWESTERN RAILWAY, 25.83 FEET TO THE POINT OF BEGINNING;
THENCE CONTAINING NORTHWESTERLY ALONG SAID SOUTHWEST LINE OF LOT 7, 83 FEET TO THE POINT, THENCE
SOUTHWESTERLY ALONG THE LINE MARKING AN ANGLE 80 DEGREES TO THE LAST DESCRIBED COURSE, 50.00 FEET, THENCE
SOUTHEASTERLY ALONG THE LINE 20.00 FEET WESTERLY OF AND PARALLEL WITH THE SOUTHWESTERLY LINE OF SAID LOT
7, 95.00 FEET, THENCE NORTHWESTERLY 23.00 FEET TO THE POINT OF BEGINNING, IN COOK COUNTY, ILLINOIS.



THE LEGAL DESCRIPTION SHOWN ON THE PLAT HEREBY
DRAWN IS A COPY OF THE ORIGINAL, AND FOR ACCURACY
SHOULD BE COMPARED WITH THE TITLE OR DEED.
DIMENSIONS ARE NOT TO BE ASSUMED FROM SCALING.

THIS PROFESSIONAL SURVEY CONFORMS TO THE CURRENT
ILLINOIS SURVEYING STANDARDS FOR A BOUNDARY SURVEY.
THIS SURVEY HAS BEEN ORDERED FOR SURFACE
DIMENSIONS ONLY, NOT FOR ELEVATIONS.
THIS IS NOT AN ALTA SURVEY.
COMPARE ALL POINTS BEFORE BUILDING BY SAME AND
AT ONCE REPORT ANY DIFFERENCE.

PROPOSED
PATH
FOR MOVE



Rendering of Relocated Booth Cottage

MINUTES OF FEBRUARY 4, 2020 FINANCE COMMITTEE OF THE WHOLE MEETING
GLENCOE PARK DISTRICT
999 GREEN BAY ROAD, GLENCOE, ILLINOIS 60022

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

Commissioners present:

Michael Covey, Chair/Treasurer
Lisa Brooks, President
Josh Lutton, 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

Commissioners absent:

Stefanie Boron, Vice President
Dudley Onderdonk, Commissioner

Members of the public in attendance: There were no members of the public in attendance.

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

GYS and SNAP Stipend Requests: Executive Director Sheppard explained that Glencoe Youth Services (GYS) has a new Executive Director who is revamping the whole program and leading the program in a great direction. Despite GYS's increased request, staff advises not to increase their stipend, because the District does an incredible amount of in-kind services including providing a building, \$2,000 annual maintenance fund, and snow removal. They discussed the eventual roof replacement.

GJHP Stipend Request: Glencoe Jr. High Project (GJHP) continues to be a great organization housed out of Central Middle School holding many programs for middle school teens. GJHP asked for the same amount last year. In response to questions from Commissioner Brooks, District 35 donates the building and theatre similar to the District's in-kind donations. Director Mensinger referred to their audit, listing the school in-kind donation of \$41,800 for the Oasis room and \$31,900 for use of the theatre.

The committee advanced for approval at the February Regular Board meeting an \$10,000 stipend for GYS and \$1,000 for SNAP.

The committee advanced for approval at the February Regular Board meeting a \$10,000 stipend for GJHP. Commissioner Covey abstained from any thoughts on the GJHP topic because of his spouse's involvement with the group. Commissioner Brooks agreed with reservations that they should be fundraising.

FY 2020/21 Budget – First Draft Review: Executive Director Sheppard and Director Mensinger met with Treasurer Covey before the meeting. Mensinger reviewed the First Draft Proposed Budget for Fiscal Year 2020/21 document. Staff answered Board questions and discussion ensued throughout the presentation of the budget draft.

As of February 29, 2020, the projected fund balance in the Corporate Fund of approximately \$2.6 million will meet the reserve guideline of 50% of operating expenditures and the Recreation Fund balance of approximately \$3.8 million will also meet the reserve guideline of 50% of operating expenditures. Given the combined total transfer of \$1.5 million from Corporate and Recreation Funds to Master Plan Fund 69, we can still meet the 50% reserve guidelines in Corporate and Recreation Funds. After the FY2019/20 audit, we will look to transfer an additional \$800,000 to \$1 million into Fund 69 for future projects. The grand total we have been able to transfer from Corporate and Recreation over the past seven years is \$7.3 million. This means we have not needed to issue new debt. In FY2020/21, we will look to issue Bonds for bigger Master Plan projects, primarily the Watts and Maintenance projects. Fund balance transfers included in this budget draft were approved by the Board in June 2019. The transfer of monies to fund Master Plan projects will be re-evaluated after the current year annual audit is completed and is presented to the Board in June 2020.

Proposed Capital Projects: Capital projects were reviewed as well as Fund 65, Fund 69, and Fund 70 along with the Three-Year Capital Plan and facility projects. Mensinger noted the Bond issuance costs are to be paid from the Debt Service Fund, but proceeds will be recorded in the Capital Projects Fund. Discussion ensued and staff answered committee questions.

Discussion of Proposed Annual Salary Merit Pool: Staff recommended a 3% merit pool increase for all full-time staff based on individual annual evaluation. Discussion ensued on the staff increase including CPI lower than the increase, market-based revenue covering increase, competitive salaries, tax increase to the community, spending less equaling fewer services and maintenance.

Discussion of Proposed Conference/Training: There were no questions on the proposed training.

Discussion of Proposed Program and Facility Fees: The committee recently reviewed beach pricing. Fees fluctuate based on market and instructors. Director Collins explained changes due to minimum wage increase and contractual setting prices also affected by minimum wage. The fees are going in the brochure. Discussion also ensued about minor changes to hours of operation at the beach and boathouse.

Discussion of the Proposed GPD HVAC Maintenance Program: Director Leiner explained that Takiff's HVAC units are in the last 25% of their useful life. The District has been historically spending around \$31,000 per year for maintenance, up to \$70-72,000 this year. The contract includes the GYS building, Takiff, and Watts for \$82,000. No matter what happens, the contractor has to pay for repairs. Discussion ensued and staff answered committee questions. There will be decreases elsewhere in the budget, not needing to buy parts.

The committee agreed the HVAC contract should be included in the budget.

Discussion of the Proposed Landscaping Program: Director Leiner explained the rationale for bringing this item for discussion. We cannot keep saying this is the wettest year on

record and need to plan for the new normal. We are spending about \$2,000 per park acre for maintenance including trees, mowing, landscaping, conservation, etc. The District has invested \$6.5-7 million into the park system. This brought our parks up to a new level, but are having a difficult time with the current plan maintaining them without additional labor hours. Our current model works for mowing minus the flooding, but we are struggling with horticultural maintenance. Staff recommend adding an additional \$50,000 bringing the total to \$75,000 for horticulture, taking the \$2,000 per acre up to \$2,500 per acre. This will enable additional horticulture and surge maintenance. 20% of the costs will be passed on to our affiliates. Discussion ensued and staff answered committee questions.

The committee agreed the budget should include the proposed landscaping program.

Other: Executive Director Sheppard shared that we received FLW Cottage correspondence from the neighbors and asked to have a neighbor meeting with GHS to assuage fears. Not a Board or committee meeting, just a casual meeting of GHS answering questions. The meeting is to be announced. In response to a question from Commissioner Covey, Sheppard shared that we are developing FAQ's to be added to our website.

After a final review of the budget, the committee directed staff to bring the Approval Draft FY2019/20 Budget for approval at the March Regular Board meeting. Changes will be made as needed in the Budget Approval Draft for approval at the March 19, 2019 Regular Board Meeting.

All staff were dismissed.

Adjourn to Closed Session: At 9:03pm, Commissioner Lutton moved to adjourn into closed session to discuss personnel as mandated by Section 2.06. 5 ILCS 120/2 (c)(1). Commissioner Books seconded the motion, which passed unanimously by roll call vote.

There was no action taken during or after closed session.

Adjourn: Commissioner Covey moved to adjourn the meeting at 10:04pm. Commissioner Brooks seconded the motion, which passed by unanimous voice vote.

Respectfully submitted,

Lisa M. Sheppard
Secretary



Glencoe Park District

Voucher List of Bills By Vendor Set

Payment Dates 01/15/2020 - 02/12/2020

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Vendor Set: AP Vendors - AP Vendors					
Vendor: 10559 - 4Imprint					
4Imprint	01/22/2020	11761	25-00-000-5401	GPD Pens	126.54
Vendor 10559 - 4Imprint Total:					126.54
Vendor: 10098 - AFLAC					
AFLAC	01/22/2020	11762	10-00-000-2170	Supplemental Aflac Coverage	261.76
Vendor 10098 - AFLAC Total:					261.76
Vendor: 10739 - Airespring					
Airespring	02/04/2020	11817	25-00-000-5210	Takiff Fiber Internet - Feb	1,743.56
Vendor 10739 - Airespring Total:					1,743.56
Vendor: 10864 - All About Childcare Health, Ltd.					
All About Childcare Health, Lt	01/28/2020	11795	25-26-000-5387	Day Care Nurse Services	90.00
Vendor 10864 - All About Childcare Health, Ltd. Total:					90.00
Vendor: 10973 - Altamanu, Inc.					
Altamanu, Inc.	01/22/2020	11763	69-00-000-5560	Const Mgmt - Takiff Playgroun	45.86
Altamanu, Inc.	01/22/2020	11763	69-00-000-5563	Const Mgmt - Bluff/Retaining	1,609.25
Altamanu, Inc.	01/22/2020	11763	69-00-000-5570	Const Mgmt - Lincoln Play/Du	6,198.48
Altamanu, Inc.	01/28/2020	11796	69-00-000-5553	Trail,IDOT Phase II-Altamanu/	18,557.75
Altamanu, Inc.	02/04/2020	11818	69-00-000-5553	Design Svcs - Connect Glenco	11,426.67
Vendor 10973 - Altamanu, Inc. Total:					37,838.01
Vendor: 10946 - Amazon Capital Services					
Amazon Capital Services	01/22/2020	11764	10-11-000-5342	CREDIT - Pot Luck Supplies Du	-133.17
Amazon Capital Services	01/22/2020	11764	10-12-000-5401	Office Supplies - Parks	194.27
Amazon Capital Services	01/22/2020	11764	10-12-000-5401	Office Supplies - Parks	74.42
Amazon Capital Services	01/22/2020	11764	10-13-000-5420	General Watts Supplies	97.97
Amazon Capital Services	01/22/2020	11764	10-13-000-5470	Watts Concessions Supplies	115.36
Amazon Capital Services	01/22/2020	11764	10-14-000-5580	CREDIT - Beach Grill Duplicate	-908.91
Amazon Capital Services	01/22/2020	11764	25-00-000-5401	Takiff Office Supplies	37.62
Amazon Capital Services	01/22/2020	11764	25-00-000-5420	General Rec Supplies	139.45
Amazon Capital Services	01/22/2020	11764	25-00-000-5484	Takiff Equipment	402.61
Amazon Capital Services	01/22/2020	11764	25-00-000-5486	CREDIT - Plumbing Supplies R	-156.62
Amazon Capital Services	01/22/2020	11764	25-25-303-5400	Open Gym Supplies	15.99
Amazon Capital Services	01/22/2020	11764	25-25-401-5400	ELC Supplies	285.98
Amazon Capital Services	01/22/2020	11764	25-25-402-5400	ELC Supplies	269.96
Amazon Capital Services	01/22/2020	11764	25-25-403-5400	ELC Supplies	177.84
Amazon Capital Services	01/22/2020	11764	25-25-405-5400	Kindgarten Readiness Supplie	10.99
Amazon Capital Services	01/22/2020	11764	25-25-416-5400	Presch Enrich Supplies	67.06
Amazon Capital Services	01/22/2020	11764	25-25-430-5400	Presch Enrich Supplies	77.40
Amazon Capital Services	02/04/2020	11819	25-26-000-5403	Day Care Pgm Supplies	443.49
Amazon Capital Services	02/04/2020	11819	10-11-000-5420	General Admin Supplies	14.97
Amazon Capital Services	02/04/2020	11819	10-13-000-5420	General Watts Supplies	179.57
Amazon Capital Services	02/04/2020	11819	10-13-000-5470	Watts Concessions Supplies	27.44
Amazon Capital Services	02/04/2020	11819	25-00-000-5401	Takiff Office Supplies	39.20
Amazon Capital Services	02/04/2020	11819	25-00-000-5420	General Rec Supplies	12.99
Amazon Capital Services	02/04/2020	11819	25-25-401-5400	ELC Supplies	11.99
Amazon Capital Services	02/04/2020	11819	25-25-615-5400	Ceramics Supplies	24.10
Amazon Capital Services	02/04/2020	11819	25-26-000-5403	Day Care Program Supplies	126.28
Amazon Capital Services	02/04/2020	11819	25-26-000-5460	Day Care Food Equipment	95.66
Vendor 10946 - Amazon Capital Services Total:					1,743.91
Vendor: 10159 - Arlington Power Equipment					
Arlington Power Equipment	01/22/2020	11766	10-13-000-5450	Equipment Parts - Watts	17.64
Vendor 10159 - Arlington Power Equipment Total:					17.64

Voucher List of Bills

Payment Dates: 01/15/2020 - 02/12/2020

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Vendor: 10162 - AT & T					
AT & T	01/28/2020	11797	10-12-000-5210	Phone Services-Parks	60.09
AT & T	01/28/2020	11797	10-13-000-5210	Phone Services-Watts	50.22
AT & T	01/28/2020	11797	25-00-000-5210	Phone Services-Takiff	706.81
AT & T	01/28/2020	11797	25-00-000-5210	Phone Services-Takiff	684.41
Vendor 10162 - AT & T Total:					1,501.53
Vendor: 10455 - AT & T					
AT & T	02/11/2020	11864	10-14-000-5210	DSL Service - Beach - Feb	172.29
Vendor 10455 - AT & T Total:					172.29
Vendor: 10163 - Atlas Bobcat, LLC					
Atlas Bobcat, LLC	01/28/2020	11798	10-12-000-5582	Maint Equip Parts	1,292.00
Vendor 10163 - Atlas Bobcat, LLC Total:					1,292.00
Vendor: 10473 - BMO Harris Bank N.A.					
BMO Harris Bank N.A.	01/22/2020	11767	10-00-000-1300	Prepaid - Cost Recovery Traini	1,077.00
BMO Harris Bank N.A.	01/22/2020	11767	10-11-000-5342	Admin Mtg Expenses	182.25
BMO Harris Bank N.A.	01/22/2020	11767	10-11-000-5402	News Subscriptions	54.96
BMO Harris Bank N.A.	01/22/2020	11767	10-11-000-5730	IGOFA Annual Membership	200.00
BMO Harris Bank N.A.	01/22/2020	11767	10-12-000-5340	Landscape Expo - Janis/McDo	174.00
BMO Harris Bank N.A.	01/22/2020	11767	10-12-000-5342	REFUND - Holiday Party Decor	-76.44
BMO Harris Bank N.A.	01/22/2020	11767	10-12-000-5370	IPRA Membership - Parks	279.00
BMO Harris Bank N.A.	01/22/2020	11767	10-13-000-5588	Bathroom Signage	65.80
BMO Harris Bank N.A.	01/22/2020	11767	25-00-000-1300	Prepaid - Cost Recovery Traini	1,495.00
BMO Harris Bank N.A.	01/22/2020	11767	25-00-000-5210	iCloud Storage	1.98
BMO Harris Bank N.A.	01/22/2020	11767	25-00-000-5301	Postage	8.65
BMO Harris Bank N.A.	01/22/2020	11767	25-00-000-5321	Constant Contact	132.81
BMO Harris Bank N.A.	01/22/2020	11767	25-00-000-5340	IPRA Luncheon	15.00
BMO Harris Bank N.A.	01/22/2020	11767	25-00-000-5342	Holiday Party	3,000.00
BMO Harris Bank N.A.	01/22/2020	11767	25-00-000-5360	Banners	193.56
BMO Harris Bank N.A.	01/22/2020	11767	25-00-000-5360	iCloud Storage	0.99
BMO Harris Bank N.A.	01/22/2020	11767	25-00-000-5362	Facebook Marketing	101.37
BMO Harris Bank N.A.	01/22/2020	11767	25-00-000-5362	Stock Photography	29.00
BMO Harris Bank N.A.	01/22/2020	11767	25-00-000-5420	REFUND - Tax on Costumes	-39.09
BMO Harris Bank N.A.	01/22/2020	11767	25-00-000-5480	Rec Van Gas	30.00
BMO Harris Bank N.A.	01/22/2020	11767	25-00-000-5588	Bathroom Signage/Baby Chan	456.63
BMO Harris Bank N.A.	01/22/2020	11767	25-25-400-5400	CJ Goodbye Party Supplies	94.00
BMO Harris Bank N.A.	01/22/2020	11767	25-25-601-5300	Brightwheel App Kids Club	150.00
BMO Harris Bank N.A.	01/22/2020	11767	25-25-932-5300	Contractual - Sch Day Off Trips	2,686.36
BMO Harris Bank N.A.	01/22/2020	11767	25-25-932-5400	Contractual - Sch Day Off Sup	170.19
BMO Harris Bank N.A.	01/22/2020	11767	25-25-943-5400	litty Bitty NY Supplies	125.40
BMO Harris Bank N.A.	01/22/2020	11767	25-26-000-5342	Holiday Party	488.41
BMO Harris Bank N.A.	01/22/2020	11767	25-26-000-5360	Care.com Mo Subscription	75.00
BMO Harris Bank N.A.	01/22/2020	11767	25-26-000-5404	Brightwheel App - Day Care	175.00
BMO Harris Bank N.A.	01/22/2020	11767	25-27-000-5210	Takiff Fitness TV/Internet	160.98
BMO Harris Bank N.A.	01/22/2020	11767	69-00-000-5563	Shipping - Project Drawings	25.22
BMO Harris Bank N.A.	02/11/2020	11865	10-11-000-5340	IPRA Transport/Hotel/Dinner	1,279.74
BMO Harris Bank N.A.	02/11/2020	11865	10-11-000-5342	Admin Mtg Supplies	156.34
BMO Harris Bank N.A.	02/11/2020	11865	10-11-000-5402	Chicago Tribune Online	15.96
BMO Harris Bank N.A.	02/11/2020	11865	10-11-000-5730	Notary Bond Fee - Runkel/Kin	70.00
BMO Harris Bank N.A.	02/11/2020	11865	10-12-000-5340	IPRA Conf Transport/Hotel	306.98
BMO Harris Bank N.A.	02/11/2020	11865	10-13-000-5364	Contractual - Watts Event Ent	309.00
BMO Harris Bank N.A.	02/11/2020	11865	25-00-000-1300	Prepaid Expenses - Sch Day O	121.00
BMO Harris Bank N.A.	02/11/2020	11865	25-00-000-5210	iCloud Storage	2.97
BMO Harris Bank N.A.	02/11/2020	11865	25-00-000-5301	Postage	44.70
BMO Harris Bank N.A.	02/11/2020	11865	25-00-000-5321	Constant Contact Email Marke	132.81
BMO Harris Bank N.A.	02/11/2020	11865	25-00-000-5340	CPRP Renewal - Wohl/IPRA Di	695.17
BMO Harris Bank N.A.	02/11/2020	11865	25-00-000-5341	I-Pass Toll Auto Replenish	20.00
BMO Harris Bank N.A.	02/11/2020	11865	25-00-000-5360	iCloud Storage	0.99
BMO Harris Bank N.A.	02/11/2020	11865	25-00-000-5360	Next Door App Advertising	42.23
BMO Harris Bank N.A.	02/11/2020	11865	25-00-000-5360	Facebook Marketing	37.63

Voucher List of Bills

Payment Dates: 01/15/2020 - 02/12/2020

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
BMO Harris Bank N.A.	02/11/2020	11865	25-00-000-5360	Business Cards	554.99
BMO Harris Bank N.A.	02/11/2020	11865	25-00-000-5362	Stock Photography	29.00
BMO Harris Bank N.A.	02/11/2020	11865	25-25-601-5300	Brightwheel App - Kids Club	150.00
BMO Harris Bank N.A.	02/11/2020	11865	25-25-615-5400	Ceramics Supplies	275.48
BMO Harris Bank N.A.	02/11/2020	11865	25-25-903-5400	Dad/Daughter Event Supplies	1,399.61
BMO Harris Bank N.A.	02/11/2020	11865	25-25-933-5400	Teen Event Supplies	69.08
BMO Harris Bank N.A.	02/11/2020	11865	25-26-000-5340	EC Training & NAEYC Member	330.00
BMO Harris Bank N.A.	02/11/2020	11865	25-26-000-5360	Care.come Mo Subscription	75.00
BMO Harris Bank N.A.	02/11/2020	11865	25-26-000-5404	Brightwheel App - Day Care	175.00
BMO Harris Bank N.A.	02/11/2020	11865	25-27-000-5210	Takiff Fitness TV Subscription	160.98
Vendor 10473 - BMO Harris Bank N.A. Total:					17,987.69
Vendor: 10182 - BSN Sports					
BSN Sports	01/28/2020	11799	25-25-707-5400	Basketballs	241.00
BSN Sports	01/28/2020	11799	25-25-708-5400	Basketballs	649.00
BSN Sports	01/28/2020	11799	25-25-711-5400	Basketballs	241.37
Vendor 10182 - BSN Sports Total:					1,131.37
Vendor: 10184 - Burriss Equipment Company					
Burriss Equipment Company	01/28/2020	11800	10-12-000-5351	Equip Repairs-Park Truck	240.00
Vendor 10184 - Burriss Equipment Company Total:					240.00
Vendor: 10190 - Ceramic Supply Chicago, Inc.					
Ceramic Supply Chicago, Inc.	02/11/2020	11867	25-25-615-5400	Ceramics Supplies	122.45
Vendor 10190 - Ceramic Supply Chicago, Inc. Total:					122.45
Vendor: 10505 - Comcast					
Comcast	01/22/2020	11770	10-13-000-5210	Internet/Cable TV Svc - Watts	209.74
Vendor 10505 - Comcast Total:					209.74
Vendor: 10208 - Commonwealth Edison					
Commonwealth Edison	02/11/2020	11868	10-12-000-5230	Electricity - Parks	980.31
Commonwealth Edison	02/11/2020	11868	10-13-000-5230	Electricity - Watts	9,567.60
Commonwealth Edison	02/11/2020	11868	10-14-000-5230	Electricity - Beach	55.85
Commonwealth Edison	02/11/2020	11868	10-15-000-5230	Electricity - Boathouse	68.27
Commonwealth Edison	02/11/2020	11868	25-00-000-5230	Electricity - Takiff	7,806.40
Vendor 10208 - Commonwealth Edison Total:					18,478.43
Vendor: 10210 - Conserv FS					
Conserv FS	02/04/2020	11820	10-13-000-5485	Ice Melt - Parks	1,030.50
Vendor 10210 - Conserv FS Total:					1,030.50
Vendor: 10969 - Cook County Clerk					
Cook County Clerk	02/11/2020	11869	10-11-000-5730	File Notary with Cook County	10.00
Vendor 10969 - Cook County Clerk Total:					10.00
Vendor: 10215 - Craftwood Lumber Company					
Craftwood Lumber Company	02/04/2020	11821	25-00-000-5412	Cleaning Supplies - Takiff	11.71
Craftwood Lumber Company	02/04/2020	11821	25-00-000-5481	Construction Supplies - Takiff	22.13
Craftwood Lumber Company	02/04/2020	11821	25-00-000-5482	Hardware - Takiff	36.38
Craftwood Lumber Company	02/04/2020	11821	25-00-000-5484	Electrical Supplies - Takiff	39.90
Vendor 10215 - Craftwood Lumber Company Total:					110.12
Vendor: 11417 - Daiohs USA, Inc.					
Daiohs USA, Inc.	02/04/2020	11822	10-11-000-5420	Takiff Coffee Supplies	78.00
Vendor 11417 - Daiohs USA, Inc. Total:					78.00
Vendor: 10335 - Domino's Pizza					
Domino's Pizza	02/11/2020	11870	25-25-933-5400	Teen Event Pizzas	265.27
Vendor 10335 - Domino's Pizza Total:					265.27
Vendor: 10673 - FAMOS! DJ Entertainment					
FAMOS! DJ Entertainment	01/28/2020	11802	25-25-903-5300	Bal Due- DJ Service-Daddy/Da	643.00
Vendor 10673 - FAMOS! DJ Entertainment Total:					643.00
Vendor: 11435 - FSA Sports Camp, LLC					
FSA Sports Camp, LLC	01/22/2020	11771	25-25-455-5300	Contractual - Prsch Sports Cla	15,650.00
Vendor 11435 - FSA Sports Camp, LLC Total:					15,650.00

Voucher List of Bills

Payment Dates: 01/15/2020 - 02/12/2020

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Vendor: 10346 - Fun Express					
Fun Express	01/28/2020	11803	25-25-901-5400	Prizes-Watts Below Zero	217.95
Fun Express	02/11/2020	11871	25-25-903-5400	Supplies - Dad/Daughter Danc	468.44
Vendor 10346 - Fun Express Total:					686.39
Vendor: 10361 - Glencoe Junior High Project					
Glencoe Junior High Project	02/04/2020	11825	25-00-000-5740	Qtly Contribution - Oct & Jan	5,000.00
Vendor 10361 - Glencoe Junior High Project Total:					5,000.00
Vendor: 10076 - Glencoe Junior Kindergarten					
Glencoe Junior Kindergarten	02/04/2020	11826	25-25-475-5300	Payment 3 - Winter Enrichme	2,145.00
Vendor 10076 - Glencoe Junior Kindergarten Total:					2,145.00
Vendor: 10364 - Glencoe Youth Services					
Glencoe Youth Services	02/04/2020	11827	25-00-000-5740	Qtly Contribution - Oct & Jan	5,500.00
Vendor 10364 - Glencoe Youth Services Total:					5,500.00
Vendor: 10370 - Grainger Inc.					
Grainger Inc.	01/22/2020	11772	25-26-000-5460	Day Care Food Equipment	191.17
Grainger Inc.	02/04/2020	11828	10-12-000-5451	Building Parts - Parks	77.16
Grainger Inc.	02/04/2020	11828	25-00-000-5412	Takiff Cleaning Supplies	464.55
Grainger Inc.	02/04/2020	11828	25-00-000-5484	Takiff Electrical Supplies	771.06
Grainger Inc.	02/04/2020	11828	25-00-000-5486	Plumbing Supplies - Takiff	141.28
Grainger Inc.	02/04/2020	11828	25-00-000-5588	Building Improvements - Taki	75.36
Grainger Inc.	02/04/2020	11828	25-26-000-5460	Day Care Food Equipment	389.02
Grainger Inc.	02/11/2020	11872	25-26-000-5460	Day Care Supplies	242.71
Vendor 10370 - Grainger Inc. Total:					2,352.31
Vendor: 10325 - Grand Food Center					
Grand Food Center	02/04/2020	11829	25-26-000-5409	Day Care Milk/Food Supplies	345.23
Vendor 10325 - Grand Food Center Total:					345.23
Vendor: 10384 - Home Depot Credit Services					
Home Depot Credit Services	01/22/2020	11773	10-12-000-5412	Parks Cleaning Supplies	22.41
Home Depot Credit Services	01/22/2020	11773	10-12-000-5481	Construction Supplies - Parks	45.00
Home Depot Credit Services	01/22/2020	11773	10-12-000-5485	Ice Melt/Salt - Parks	111.92
Home Depot Credit Services	01/22/2020	11773	10-13-000-5481	Construction Supplies - Watts	12.82
Home Depot Credit Services	01/22/2020	11773	25-00-000-5481	Construction Supplies - Takiff	202.31
Vendor 10384 - Home Depot Credit Services Total:					394.46
Vendor: 10386 - Hufcor-Chicago, Inc.					
Hufcor-Chicago, Inc.	02/11/2020	11873	25-00-000-5351	Athletic Equip Repairs - Rec	87.00
Vendor 10386 - Hufcor-Chicago, Inc. Total:					87.00
Vendor: 10934 - IC Signs & Graphics					
IC Signs & Graphics	01/22/2020	11774	25-00-000-5360	Gold Medal Banners	365.00
IC Signs & Graphics	01/22/2020	11774	25-00-000-5360	Gold Medal Park Plaques	1,405.00
IC Signs & Graphics	01/22/2020	11774	65-00-019-5504	Gold Medal Banners	4,500.00
Vendor 10934 - IC Signs & Graphics Total:					6,270.00
Vendor: 10100 - IL Dept of Revenue					
IL Dept of Revenue	01/17/2020	DFT0000959	10-00-000-2110	IL State Tax W/H	5,112.43
IL Dept of Revenue	01/31/2020	DFT0000964	10-00-000-2110	IL State Tax W/H	6,029.85
IL Dept of Revenue	01/27/2020	DFT0000968	10-00-000-2110	IL State Tax W/H	305.39
Vendor 10100 - IL Dept of Revenue Total:					11,447.67
Vendor: 11352 - IL Secretary of State					
IL Secretary of State	01/22/2020	11775	10-11-000-5730	Notary Public Fee - Kinsey	10.00
IL Secretary of State	01/22/2020	11776	10-11-000-5730	Notary Public Fee - Runkel	10.00
Vendor 11352 - IL Secretary of State Total:					20.00
Vendor: 10101 - Illinois Municipal Retirement Fund					
Illinois Municipal Retirement	01/31/2020	DFT0000970	10-00-000-2150	IMRF Contribution- Jan 2020	56,062.73
Illinois Municipal Retirement	01/31/2020	DFT0000970	10-00-000-2155	IMRF VAC- Jan 2020	6,966.83
Vendor 10101 - Illinois Municipal Retirement Fund Total:					63,029.56

Voucher List of Bills

Payment Dates: 01/15/2020 - 02/12/2020

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Vendor: 10429 - Indecor, Inc					
Indecor, Inc	02/04/2020	11830	25-00-000-5351	Shade Repair - Takiff	100.00
Vendor 10429 - Indecor, Inc Total:					100.00
Vendor: 10106 - IRS/Dept of Treasury					
IRS/Dept of Treasury	01/17/2020	DFT0000957	10-00-000-2120	Social Security W/H	14,740.28
IRS/Dept of Treasury	01/17/2020	DFT0000958	10-00-000-2130	Medicare	3,447.28
IRS/Dept of Treasury	01/17/2020	DFT0000960	10-00-000-2100	Fed Income Tax W/H	9,611.81
IRS/Dept of Treasury	01/31/2020	DFT0000962	10-00-000-2120	Social Security W/H	17,142.46
IRS/Dept of Treasury	01/31/2020	DFT0000963	10-00-000-2130	Medicare	4,009.18
IRS/Dept of Treasury	01/31/2020	DFT0000965	10-00-000-2100	Fed Income Tax W/H	11,445.75
IRS/Dept of Treasury	01/27/2020	DFT0000966	10-00-000-2120	Social Security W/H	1,044.70
IRS/Dept of Treasury	01/27/2020	DFT0000967	10-00-000-2130	Medicare	244.36
IRS/Dept of Treasury	01/27/2020	DFT0000969	10-00-000-2100	Fed Income Tax W/H	147.18
Vendor 10106 - IRS/Dept of Treasury Total:					61,833.00
Vendor: 10399 - Jorson & Carlson Company Inc.					
Jorson & Carlson Company In	02/04/2020	11832	10-13-000-5356	Zamboni Blade Sharpening	68.10
Vendor 10399 - Jorson & Carlson Company Inc. Total:					68.10
Vendor: 11485 - Jozef Cabaj					
Jozef Cabaj	02/04/2020	11833	10-13-000-5354	Watts Cleaning - Jan 2020	2,200.00
Vendor 11485 - Jozef Cabaj Total:					2,200.00
Vendor: 10089 - Julie Kaplan					
Julie Kaplan	02/04/2020	11834	25-25-785-5300	Contractual - Fitness Classes J	279.39
Julie Kaplan	02/04/2020	11834	25-25-786-5300	Contractual - Fitness Classes J	165.00
Vendor 10089 - Julie Kaplan Total:					444.39
Vendor: 10404 - Konica Minolta Business Solutions USA Inc.					
Konica Minolta Business Solu	02/11/2020	11874	10-11-000-5355	Copy Machine Mo Maint - Jan	136.26
Konica Minolta Business Solu	02/11/2020	11874	25-00-000-5355	Copy Machine Mo Maint - Jan	402.68
Vendor 10404 - Konica Minolta Business Solutions USA Inc. Total:					538.94
Vendor: 10071 - Kwamell Laseter					
Kwamell Laseter	01/22/2020	11777	25-25-707-5300	Contractual - Basketball Refer	78.00
Kwamell Laseter	02/05/2020	11854	25-25-707-5300	Contractual - Basketball Refer	78.00
Kwamell Laseter	02/05/2020	11854	25-25-708-5300	Contractual - Basketball Refer	39.00
Vendor 10071 - Kwamell Laseter Total:					195.00
Vendor: 10406 - Lakeshore Learning Material					
Lakeshore Learning Material	01/22/2020	11778	25-25-405-5400	Kindergarten Readiness Suppl	7.99
Vendor 10406 - Lakeshore Learning Material Total:					7.99
Vendor: 10096 - Lawrence Wayne					
Lawrence Wayne	01/22/2020	11779	25-25-707-5300	Contractual - Basketball Refer	78.00
Lawrence Wayne	01/22/2020	11779	25-25-708-5300	Contractual - Basketball Refer	39.00
Lawrence Wayne	01/22/2020	11779	25-25-711-5300	Contractual - Basketball Refer	117.00
Lawrence Wayne	01/28/2020	11804	25-25-707-5300	Contractual - Basketball Refer	78.00
Lawrence Wayne	01/28/2020	11804	25-25-708-5300	Contractual - Basketball Refer	39.00
Lawrence Wayne	01/28/2020	11804	25-25-711-5300	Contractual - Basketball Refer	117.00
Lawrence Wayne	02/05/2020	11855	25-25-711-5300	Contractual - Basketball Refer	117.00
Vendor 10096 - Lawrence Wayne Total:					585.00
Vendor: 11494 - Mallary Eggers					
Mallary Eggers	01/28/2020	11805	25-00-000-2303	Addl Camp Refund-GJK Explor	1,260.00
Vendor 11494 - Mallary Eggers Total:					1,260.00
Vendor: 10066 - Maria Kotsinis					
Maria Kotsinis	02/11/2020	11875	25-25-422-5300	Contractual - Music Enrichme	400.00
Vendor 10066 - Maria Kotsinis Total:					400.00
Vendor: 10082 - Marianne Nicolosi					
Marianne Nicolosi	02/04/2020	11835	25-25-785-5300	Contractual - Fitness Classes J	465.85
Vendor 10082 - Marianne Nicolosi Total:					465.85

Voucher List of Bills

Payment Dates: 01/15/2020 - 02/12/2020

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Vendor: 11142 - Martin Implement Sales, Inc.					
Martin Implement Sales, Inc.	01/22/2020	11780	10-15-000-5450	Equipment Parts - Boathouse	180.56
Vendor 11142 - Martin Implement Sales, Inc. Total:					180.56
Vendor: 10174 - MCI					
MCI	02/04/2020	11836	25-00-000-5210	Long Distance Phone Svc	61.06
Vendor 10174 - MCI Total:					61.06
Vendor: 10191 - Menoni & Mocogni					
Menoni & Mocogni	02/11/2020	11876	10-15-000-5481	Construction Supplies - Boath	170.00
Vendor 10191 - Menoni & Mocogni Total:					170.00
Vendor: 10111 - Midland Funding LLC					
Midland Funding LLC	01/17/2020	11708	10-00-000-2190	Garnishment-Aviles,Case #18	231.26
Midland Funding LLC	01/31/2020	11790	10-00-000-2190	Garnishment-Aviles,Case #18	231.26
Vendor 10111 - Midland Funding LLC Total:					462.52
Vendor: 11319 - Monica McCarthy O'Connor					
Monica McCarthy O'Connor	02/04/2020	11837	25-25-785-5300	Contractual - Fitness Classes J	253.89
Monica McCarthy O'Connor	02/04/2020	11837	25-25-786-5300	Contractual - Fitness Classes J	75.00
Vendor 11319 - Monica McCarthy O'Connor Total:					328.89
Vendor: 10213 - Mutual Ace Hardware					
Mutual Ace Hardware	02/11/2020	11877	10-13-000-5482	Hardware - Watts	51.27
Mutual Ace Hardware	02/11/2020	11877	25-00-000-5487	Power Tools - Takiff	23.38
Vendor 10213 - Mutual Ace Hardware Total:					74.65
Vendor: 8125 - Natalie Steinmetz					
Natalie Steinmetz	01/22/2020	11781	25-25-615-5400	Reimbursement - Ceramics Su	29.83
Vendor 8125 - Natalie Steinmetz Total:					29.83
Vendor: 11424 - Noggin Builders, LLC					
Noggin Builders, LLC	01/22/2020	11782	25-25-491-5300	Contractual - Jr. Engineering C	2,339.98
Vendor 11424 - Noggin Builders, LLC Total:					2,339.98
Vendor: 10224 - North Shore Gas Company					
North Shore Gas Company	01/28/2020	11806	10-13-000-5220	Gas/Heat-Watts	470.22
North Shore Gas Company	01/28/2020	11806	25-00-000-5220	Gas/Heat-Takiff/Watts	2,252.00
North Shore Gas Company	02/04/2020	11838	10-12-000-5220	Gas/Heat - Parks	864.42
North Shore Gas Company	02/04/2020	11838	10-14-000-5220	Gas/Heat - Beach	39.21
Vendor 10224 - North Shore Gas Company Total:					3,625.85
Vendor: 10085 - Ole Spanish Services LLC					
Ole Spanish Services LLC	02/04/2020	11839	25-25-402-5300	Contractual - ELC Spanish Clas	200.00
Ole Spanish Services LLC	02/04/2020	11839	25-26-000-5386	Contractual - Children's Circle	400.00
Vendor 10085 - Ole Spanish Services LLC Total:					600.00
Vendor: 10233 - Orkin Pest Control					
Orkin Pest Control	02/04/2020	11840	25-00-000-5355	Takiff Mo Exterminator - Feb	187.30
Vendor 10233 - Orkin Pest Control Total:					187.30
Vendor: 10235 - Otis Elevator Company					
Otis Elevator Company	01/28/2020	11807	25-00-000-5355	Takiff Elevator Mo Maint	498.83
Vendor 10235 - Otis Elevator Company Total:					498.83
Vendor: 10110 - PACT Administrative Services Corp					
PACT Administrative Services	01/22/2020	11783	10-11-000-5600	Sect 125 Fee - Feb 2020	91.00
PACT Administrative Services	01/28/2020	11808	10-00-000-2175	Sec 125 Contrib-Jan 2020	2,704.74
Vendor 10110 - PACT Administrative Services Corp Total:					2,795.74
Vendor: 11202 - Park Seed Wholesale					
Park Seed Wholesale	02/11/2020	11878	10-12-000-5490	Plantings/Flowers	150.80
Vendor 11202 - Park Seed Wholesale Total:					150.80
Vendor: 10104 - Partnership Financial Credit Union					
Partnership Financial Credit U	01/17/2020	11709	10-00-000-2180	#110071680 Barrios	120.00
Partnership Financial Credit U	01/17/2020	11709	10-00-000-2180	#86720 Janis	30.00
Partnership Financial Credit U	01/17/2020	11709	10-00-000-2180	#95910 Mensinger	275.00
Partnership Financial Credit U	01/17/2020	11709	10-00-000-2180	#880010320 Stowick	20.00
Partnership Financial Credit U	01/31/2020	11791	10-00-000-2180	#110071680 Barrios	120.00

Voucher List of Bills

Payment Dates: 01/15/2020 - 02/12/2020

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Partnership Financial Credit U	01/31/2020	11791	10-00-000-2180	#86720 Janis	30.00
Partnership Financial Credit U	01/31/2020	11791	10-00-000-2180	#95910 Mensinger	275.00
Partnership Financial Credit U	01/31/2020	11791	10-00-000-2180	#880010320 Stowick	20.00
Vendor 10104 - Partnership Financial Credit Union Total:					890.00
Vendor: 10242 - PDRMA					
PDRMA	01/28/2020	11809	10-11-000-5600	Health Insur-Jan 2020	34,589.54
PDRMA	01/28/2020	11809	25-26-000-5600	Health Insur-Jan 2020	11,187.63
Vendor 10242 - PDRMA Total:					45,777.17
Vendor: 10374 - Postmaster Glencoe					
Postmaster Glencoe	02/11/2020	11879	25-00-000-5301	Postage - Spring/Summer Mai	1,000.00
Vendor 10374 - Postmaster Glencoe Total:					1,000.00
Vendor: 10259 - Quill Corporation					
Quill Corporation	01/22/2020	11784	25-00-000-5401	Rec Office Supplies	89.91
Quill Corporation	01/22/2020	11784	25-25-401-5400	ELC Supplies	19.38
Quill Corporation	01/22/2020	11784	25-25-402-5400	ELC Supplies	19.38
Quill Corporation	01/22/2020	11784	25-25-403-5400	ELC Supplies	19.38
Quill Corporation	01/22/2020	11784	25-26-000-5401	Day Care Office Supplies	19.38
Quill Corporation	02/04/2020	11841	10-11-000-5420	General Admin Supplies	8.56
Quill Corporation	02/04/2020	11841	25-00-000-5401	Takiff Office Supplies	229.79
Quill Corporation	02/04/2020	11841	25-26-000-5401	Day Care Office Supplies	214.99
Quill Corporation	02/11/2020	11880	25-00-000-5401	Office Supplies - Rec	671.41
Quill Corporation	02/11/2020	11880	25-25-401-5400	ELC Supplies	11.96
Quill Corporation	02/11/2020	11880	25-25-402-5400	ELC Supplies	11.97
Quill Corporation	02/11/2020	11880	25-25-403-5400	ELC Supplies	11.97
Quill Corporation	02/11/2020	11880	25-26-000-5401	Day Care Office Supplies	11.96
Vendor 10259 - Quill Corporation Total:					1,340.04
Vendor: 10121 - Quiyann Laseter					
Quiyann Laseter	01/22/2020	11785	25-25-707-5300	Contractual - Basketball Refer	78.00
Quiyann Laseter	01/22/2020	11785	25-25-708-5300	Contractual - Basketball Refer	39.00
Quiyann Laseter	01/22/2020	11785	25-25-711-5300	Contractual - Basketball Refer	117.00
Quiyann Laseter	01/28/2020	11810	25-25-707-5300	Contractual - Basketball Refer	78.00
Quiyann Laseter	01/28/2020	11810	25-25-708-5300	Contractual - Basketball Refer	39.00
Quiyann Laseter	01/28/2020	11810	25-25-711-5300	Contractual - Basketball Refer	117.00
Quiyann Laseter	02/05/2020	11856	25-25-707-5300	Contractual - Basketball Refer	78.00
Quiyann Laseter	02/05/2020	11856	25-25-708-5300	Contractual - Basketball Refer	39.00
Quiyann Laseter	02/05/2020	11856	25-25-711-5300	Contractual - Basketball Refer	117.00
Vendor 10121 - Quiyann Laseter Total:					702.00
Vendor: 10718 - R&R Specialties of Wisconsin					
R&R Specialties of Wisconsin	02/04/2020	11842	10-13-000-5418	Zamboni Supplies	1,759.25
Vendor 10718 - R&R Specialties of Wisconsin Total:					1,759.25
Vendor: 10073 - Raymond Laseter II					
Raymond Laseter II	01/22/2020	11786	25-25-707-5300	Contractual - Basketball Refer	78.00
Raymond Laseter II	01/28/2020	11812	25-25-707-5300	Contractual - Basketball Refer	78.00
Raymond Laseter II	02/05/2020	11858	25-25-707-5300	Contractual - Basketball Refer	78.00
Vendor 10073 - Raymond Laseter II Total:					234.00
Vendor: 10072 - Raymond Laseter					
Raymond Laseter	01/28/2020	11811	25-25-707-5300	Contractual - Basketball Refer	102.00
Raymond Laseter	02/05/2020	11857	25-25-707-5300	Contractual - Basketball Refer	102.00
Vendor 10072 - Raymond Laseter Total:					204.00
Vendor: 10262 - Raynor Door Company					
Raynor Door Company	02/04/2020	11843	10-12-000-5352	Parks Garage Door Repair	981.05
Vendor 10262 - Raynor Door Company Total:					981.05
Vendor: 10638 - Reach					
Reach	02/11/2020	11881	25-00-000-5321	Bal Due - Annual License Rene	8.00
Vendor 10638 - Reach Total:					8.00

Voucher List of Bills

Payment Dates: 01/15/2020 - 02/12/2020

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Vendor: 10375 - Record-A-Hit					
Record-A-Hit	02/04/2020	11844	25-25-903-5400	Contractual - Dad/Daughter D	975.00
Vendor 10375 - Record-A-Hit Total:					975.00
Vendor: 10269 - RMC Inc.					
RMC Inc.	02/04/2020	11845	10-13-000-5357	Watts Refrig Mo Maint - Feb 2	281.00
Vendor 10269 - RMC Inc. Total:					281.00
Vendor: 1232 - Ronald P. Cadarian					
Ronald P. Cadarian	02/11/2020	11882	25-27-000-5365	Contractual - Personal Trainin	150.00
Vendor 1232 - Ronald P. Cadarian Total:					150.00
Vendor: 11320 - Roundy's Inc.					
Roundy's Inc.	02/11/2020	11883	25-25-310-5400	Adult Workshop Supplies	21.47
Roundy's Inc.	02/11/2020	11883	25-25-402-5400	ELC Supplies	21.00
Roundy's Inc.	02/11/2020	11883	25-25-405-5400	K Readiness Supplies	7.99
Roundy's Inc.	02/11/2020	11883	25-25-413-5400	Preschool Enrichment Supplie	13.46
Roundy's Inc.	02/11/2020	11883	25-25-601-5400	Kids Club Supplies	42.39
Roundy's Inc.	02/11/2020	11883	25-25-932-5400	Sch Day Off Supplies	59.39
Roundy's Inc.	02/11/2020	11883	25-26-000-5403	Day Care Program Supplies	59.55
Roundy's Inc.	02/11/2020	11883	25-26-000-5409	Day Care Food Supplies	33.99
Vendor 11320 - Roundy's Inc. Total:					259.24
Vendor: 10275 - Sam's Club Direct Commercial Account Program					
Sam's Club Direct Commercial	02/04/2020	11846	10-13-000-5415	Watts Special Event Supplies	152.40
Sam's Club Direct Commercial	02/04/2020	11846	25-25-901-5400	Watts Below Zero Supplies	77.70
Sam's Club Direct Commercial	02/04/2020	11846	25-25-933-5400	Teen Event Supplies	21.84
Vendor 10275 - Sam's Club Direct Commercial Account Program Total:					251.94
Vendor: 10654 - Sandra K Culver					
Sandra K Culver	02/04/2020	11847	25-25-785-5300	Contractual - Fitness Classes J	454.52
Sandra K Culver	02/04/2020	11847	25-25-786-5300	Contractual - Fitness Classes J	120.00
Vendor 10654 - Sandra K Culver Total:					574.52
Vendor: 10515 - Sarah Hall					
Sarah Hall	01/28/2020	11813	25-25-406-5300	2020 Winter Dep Presch Hip	2,908.71
Sarah Hall	01/28/2020	11813	25-25-419-5300	2020 Winter Dep Presch Balle	2,918.16
Sarah Hall	01/28/2020	11813	25-25-449-5300	2020 Winter Dep Presch Dra	5,247.90
Sarah Hall	01/28/2020	11813	25-25-607-5300	2020 Winter Dep Youth Hip H	6,165.18
Sarah Hall	01/28/2020	11813	25-25-608-5300	2020 Winter Dep Youth Ballet	1,088.64
Sarah Hall	01/28/2020	11813	25-25-649-5300	2020 Winter Dep Youth Dram	882.00
Sarah Hall	01/28/2020	11813	25-25-652-5300	2020 Winter Dep Footlighters	6,803.19
Sarah Hall	01/28/2020	11813	25-25-653-5300	Contractual Program-Fall 201	15,360.00
Sarah Hall	01/28/2020	11813	25-25-654-5300	2020 Winter Dep Jazz	2,063.88
Sarah Hall	02/04/2020	11848	25-25-653-5300	Contractual - Wint/Spr Bdway	9,273.60
Vendor 10515 - Sarah Hall Total:					52,711.26
Vendor: 11160 - Shaun Christopher Whitley					
Shaun Christopher Whitley	01/22/2020	11787	25-25-401-5300	Contractual - ELC Music Class	168.75
Shaun Christopher Whitley	01/22/2020	11787	25-25-402-5300	Contractual - ELC Music Class	168.75
Shaun Christopher Whitley	01/22/2020	11787	25-25-403-5300	Contractual - ELC Music Class	168.75
Shaun Christopher Whitley	01/22/2020	11787	25-25-405-5300	Contractual - K Enrich Music C	75.00
Shaun Christopher Whitley	01/22/2020	11787	25-25-415-5300	Contractual - ELC Music Class	1,300.00
Shaun Christopher Whitley	01/22/2020	11787	25-26-000-5386	Contractual - ELC Music Class	168.75
Vendor 11160 - Shaun Christopher Whitley Total:					2,050.00
Vendor: 10803 - Sign Palace					
Sign Palace	01/28/2020	11814	65-00-019-5507	Park ID Signs	3,960.00
Vendor 10803 - Sign Palace Total:					3,960.00
Vendor: 11472 - Silvia Strazzarino					
Silvia Strazzarino	02/04/2020	11849	25-25-785-5300	Contractual - Fitness Classes J	45.68
Vendor 11472 - Silvia Strazzarino Total:					45.68
Vendor: 10108 - State Disbursement Unit					
State Disbursement Unit	01/17/2020	11710	10-00-000-2190	M Barrios,FIPS#1703100/201	195.90

Voucher List of Bills

Payment Dates: 01/15/2020 - 02/12/2020

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
State Disbursement Unit	01/31/2020	11792	10-00-000-2190	M Barrios,FIPS#1703100/201	195.90
Vendor 10108 - State Disbursement Unit Total:					391.80
Vendor: 10753 - Sunbelt Rentals					
Sunbelt Rentals	02/11/2020	11884	10-12-000-5990	Equip Rental - Emergency Pier	4,575.54
Vendor 10753 - Sunbelt Rentals Total:					4,575.54
Vendor: 11414 - Sysco Chicago, Inc.					
Sysco Chicago, Inc.	01/22/2020	11788	25-25-601-5400	Kids Club Supplies	99.80
Sysco Chicago, Inc.	01/22/2020	11788	25-26-000-5409	Day Care Food Supplies	808.19
Sysco Chicago, Inc.	01/22/2020	11788	25-26-000-5460	Day Care Food Equipment	40.20
Sysco Chicago, Inc.	02/04/2020	11850	25-25-401-5400	ELC Supplies	65.54
Sysco Chicago, Inc.	02/04/2020	11850	25-25-402-5400	ELC Supplies	65.54
Sysco Chicago, Inc.	02/04/2020	11850	25-25-403-5400	ELC Supplies	65.54
Sysco Chicago, Inc.	02/04/2020	11850	25-25-405-5400	Kindergarten Readiness Suppl	1,000.00
Sysco Chicago, Inc.	02/04/2020	11850	25-25-601-5400	Kids Club Supplies	48.05
Sysco Chicago, Inc.	02/04/2020	11850	25-26-000-5409	Day Care Food Supplies	765.00
Sysco Chicago, Inc.	02/11/2020	11885	25-25-401-5400	ELC Supplies	45.00
Sysco Chicago, Inc.	02/11/2020	11885	25-25-402-5400	ELC Supplies	45.00
Sysco Chicago, Inc.	02/11/2020	11885	25-25-403-5400	ELC Supplies	45.00
Sysco Chicago, Inc.	02/11/2020	11885	25-26-000-5409	Day Care Food Supplies	875.15
Vendor 11414 - Sysco Chicago, Inc. Total:					3,968.01
Vendor: 10720 - Tebon's Gas Station					
Tebon's Gas Station	02/11/2020	11886	10-13-000-5480	Propane - Zamboni	481.00
Vendor 10720 - Tebon's Gas Station Total:					481.00
Vendor: 10209 - The Mulch Center					
The Mulch Center	01/22/2020	11789	10-12-000-5497	Playground Surface Supplies	800.00
Vendor 10209 - The Mulch Center Total:					800.00
Vendor: 10099 - Vantagepoint Trf Agents-457					
Vantagepoint Trf Agents-457	01/17/2020	11711	10-00-000-2140	ICMA - A/C#301403	1,175.00
Vantagepoint Trf Agents-457	01/31/2020	11793	10-00-000-2140	ICMA - A/C#301403	1,175.00
Vendor 10099 - Vantagepoint Trf Agents-457 Total:					2,350.00
Vendor: 10309 - Verizon Wireless					
Verizon Wireless	02/04/2020	11852	25-00-000-5210	Cell Phone Svc	704.51
Vendor 10309 - Verizon Wireless Total:					704.51
Vendor: 10457 - Village of Glencoe					
Village of Glencoe	02/11/2020	11887	10-12-000-5452	Fleet Maintenance Shared Svc	11,562.24
Village of Glencoe	02/11/2020	11887	10-12-000-5480	Parks Gasoline	1,074.09
Village of Glencoe	02/11/2020	11887	25-00-000-5360	Glencoe Newsletter	687.20
Vendor 10457 - Village of Glencoe Total:					13,323.53
Vendor: 10314 - Walmart Community					
Walmart Community	01/28/2020	11816	10-13-000-5415	Program Supplies-Watts	14.48
Walmart Community	01/28/2020	11816	25-25-402-5400	Program Supplies-ELC	29.19
Walmart Community	01/28/2020	11816	25-26-000-5403	Program Supplies-Daycare	26.88
Vendor 10314 - Walmart Community Total:					70.55
Vendor: 11102 - Wight & Company					
Wight & Company	02/04/2020	11853	65-00-019-5525	Watts Concepts	5,191.68
Wight & Company	02/04/2020	11853	65-00-019-5526	Maint Center Concepts	10,000.00
Wight & Company	02/04/2020	11853	69-00-000-5322	PARC Application	2,000.00
Vendor 11102 - Wight & Company Total:					17,191.68
Vendor: 10102 - Wisconsin Dept of Revenue					
Wisconsin Dept of Revenue	01/31/2020	DFT0000971	10-00-000-2111	WI Withholding Tax-Jan 2020	376.34
Vendor 10102 - Wisconsin Dept of Revenue Total:					376.34
Vendor Set AP Vendors Total:					436,012.82

Voucher List of Bills

Payment Dates: 01/15/2020 - 02/12/2020

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Vendor Set: Employees - Employees					
Vendor: 8124 - Cheryl Steiger					
Cheryl Steiger	01/28/2020	11801	25-25-310-5400	Reimb Paint/Sip Supplies	98.04
Vendor 8124 - Cheryl Steiger Total:					98.04
Vendor: 7347 - Elizabeth Stowick					
Elizabeth Stowick	02/04/2020	11823	10-11-000-5340	IPRA Conf Expenses	45.16
Elizabeth Stowick	02/04/2020	11823	10-11-000-5341	Mileage Reimbursement	41.49
Vendor 7347 - Elizabeth Stowick Total:					86.65
Vendor: 5415 - Erin Classen					
Erin Classen	02/04/2020	11824	25-00-000-5340	Mileage/Parking - IPRA Confer	35.31
Vendor 5415 - Erin Classen Total:					35.31
Vendor: 7621 - Jenny Runkel					
Jenny Runkel	02/04/2020	11831	10-11-000-5341	Mileage Reimburse - Nov/Dec	45.82
Vendor 7621 - Jenny Runkel Total:					45.82
Vendor: 9190 - Matt Walker					
Matt Walker	01/27/2020	11794	25-00-000-5340	Reimburse IPRA Hotel Chgs-1/	293.48
Vendor 9190 - Matt Walker Total:					293.48
Vendor: 1834 - Stephani Briskman					
Stephani Briskman	01/28/2020	11815	25-00-000-5340	Reimb IPRA Conf Hotel	293.48
Vendor 1834 - Stephani Briskman Total:					293.48
Vendor: 5748 - Terry Miskowicz					
Terry Miskowicz	02/04/2020	11851	25-25-719-5400	Reimbursement - Sports Class	27.20
Terry Miskowicz	02/04/2020	11851	25-25-754-5400	Reimbursement - Sports Class	27.20
Vendor 5748 - Terry Miskowicz Total:					54.40
Vendor Set Employees Total:					907.18
Grand Total:					436,920.00

Report Summary

Fund Summary

Fund	Payment Amount
10 - CORPORATE FUND	222,459.18
25 - RECREATION FUND	150,945.91
65 - CAPITAL PROJECTS FUND	23,651.68
69 - MASTER PLAN CAPITAL PROJECTS	39,863.23
Grand Total:	436,920.00

Account Summary

Account Number	Account Name	Payment Amount
10-00-000-1300	PREPAID EXPENSES	1,077.00
10-00-000-2100	FEDERAL WITHOLDING	21,204.74
10-00-000-2110	IL STATE WITHOLDING	11,447.67
10-00-000-2111	WI STATE WITHOLDIN	376.34
10-00-000-2120	SOCIAL SECURITY WITH	32,927.44
10-00-000-2130	MEDICARE WITHOLDING	7,700.82
10-00-000-2140	ICMA DEF COMP WITHO	2,350.00
10-00-000-2150	IMRF WITHOLDING	56,062.73
10-00-000-2155	IMRF VAC WITHOLDING	6,966.83
10-00-000-2170	AFLAC WITHOLDING	261.76
10-00-000-2175	FSA PLAN WITHOLDIN	2,704.74
10-00-000-2180	CREDIT UNION WITHOL	890.00
10-00-000-2190	GARNISHMENT WITHOL	854.32
10-11-000-5340	CONFERENCES AND TRA	1,324.90
10-11-000-5341	MILEAGE REIMBURSEME	87.31
10-11-000-5342	OFFICIALS/MEETING EXP	205.42
10-11-000-5355	MAINTENANCE SERVICE	136.26
10-11-000-5402	BOOKS/PUBLICATNS/SU	70.92
10-11-000-5420	SUPPLIES - GENERAL	101.53
10-11-000-5600	HEALTH INSURANCE PRE	34,680.54
10-11-000-5730	DUES/MEMBERSHIPS	300.00
10-12-000-5210	TELEPHONE/INTERNET	60.09
10-12-000-5220	FUEL/HEAT	864.42
10-12-000-5230	ELECTRICITY	980.31
10-12-000-5340	CONFERENCES AND TRA	480.98
10-12-000-5342	OFFICIALS/MEETING EXP	-76.44
10-12-000-5351	REPAIRS - EQUIPMENT	240.00
10-12-000-5352	REPAIRS - BUILDINGS	981.05
10-12-000-5370	RENTAL - EQUIPMENT	279.00
10-12-000-5401	OFFICE SUPPLIES	268.69
10-12-000-5412	CUSTODIAL/CLEANING S	22.41
10-12-000-5451	SUPPLIES - BUILDING PA	77.16
10-12-000-5452	SHARED SVCS-FLEET MA	11,562.24
10-12-000-5480	GASOLINE/LUBRICANTS	1,074.09
10-12-000-5481	SUPPLIES-CONSTRUCTIO	45.00
10-12-000-5485	SUPPLIES-ICEMELT/SALT	111.92
10-12-000-5490	SUPPLIES-PLANTINGS/FL	150.80
10-12-000-5497	SUPPLIES-PLAYGRD/SUR	800.00
10-12-000-5582	EQUIPMENT - MAINTEN	1,292.00
10-12-000-5990	CONTINGENCY	4,575.54
10-13-000-5210	TELEPHONE/INTERNET/	259.96
10-13-000-5220	FUEL/HEAT	470.22
10-13-000-5230	ELECTRICITY	9,567.60
10-13-000-5354	CLEANING SERVICE	2,200.00
10-13-000-5356	MAINT SERVICE/REPAIRS	68.10
10-13-000-5357	MAINT SERVICE-REFRIGE	281.00
10-13-000-5364	CONTRACTL-SPEC EVENT	309.00
10-13-000-5415	SUPPLIES-WATTS SPEC E	166.88
10-13-000-5418	SUPPLIES-ZAMBONI	1,759.25

Account Summary

Account Number	Account Name	Payment Amount
10-13-000-5420	SUPPLIES - GENERAL	277.54
10-13-000-5450	SUPPLIES - EQUIPMENT	17.64
10-13-000-5470	RESALE - FOOD/CONCES	142.80
10-13-000-5480	GASOLINE/LUBRICANTS/	481.00
10-13-000-5481	SUPPLIES-CONSTRUCTIO	12.82
10-13-000-5482	SUPPLIES-HARDWARE	51.27
10-13-000-5485	SUPPLIES-ICEMELT/SALT	1,030.50
10-13-000-5588	BUILDING IMPROVEME	65.80
10-14-000-5210	TELEPHONE/INTERNET	172.29
10-14-000-5220	FUEL/HEAT	39.21
10-14-000-5230	ELECTRICITY	55.85
10-14-000-5580	EQUIPMENT - GENERAL	-908.91
10-15-000-5230	ELECTRICITY	68.27
10-15-000-5450	SUPPLIES - EQUIPMENT	180.56
10-15-000-5481	SUPPLIES-CONSTRUCTIO	170.00
25-00-000-1300	PREPAID EXPENSES	1,616.00
25-00-000-2303	DEF REV-CAMP PROGRA	1,260.00
25-00-000-5210	TELEPHONE/INTERNET	3,905.30
25-00-000-5220	FUEL/HEAT	2,252.00
25-00-000-5230	ELECTRICITY	7,806.40
25-00-000-5301	POSTAGE	1,053.35
25-00-000-5321	CONSULTING SERVICES	273.62
25-00-000-5340	CONFERENCES AND TRA	1,332.44
25-00-000-5341	MILEAGE REIMBURSEME	20.00
25-00-000-5342	OFFICIALS/MEETING EXP	3,000.00
25-00-000-5351	REPAIRS - EQUIPMENT	187.00
25-00-000-5355	MAINTENANCE SERVICE	1,088.81
25-00-000-5360	PRINTING/MARKETING/	3,388.96
25-00-000-5362	PHOTOGRAPHY	58.00
25-00-000-5401	OFFICE SUPPLIES	1,194.47
25-00-000-5412	CUSTODIAL/CLEANING S	476.26
25-00-000-5420	SUPPLIES - GENERAL	113.35
25-00-000-5480	SUPPLIES-GAS/LUBRICA	30.00
25-00-000-5481	SUPPLIES-CONSTRUCTIO	224.44
25-00-000-5482	SUPPLIES-HARDWARE	36.38
25-00-000-5484	SUPPLIES-ELECTRICAL/B	1,213.57
25-00-000-5486	SUPPLIES-PLUMBING	-15.34
25-00-000-5487	SUPPLIES-POWER TOOLS	23.38
25-00-000-5588	BUILDING IMPROVEME	531.99
25-00-000-5740	COMMUNITY GRP CONT	10,500.00
25-25-303-5400	SUPPLIES-OPEN GYM	15.99
25-25-310-5400	SUPPLIES-ADULT ART/PA	119.51
25-25-400-5400	SUPPLIES-PRESCHOOL P	94.00
25-25-401-5300	CONTRACTL-ELC 3YR	168.75
25-25-401-5400	SUPPLIES-ELC 3YR	439.85
25-25-402-5300	CONTRACTL-ELC 4YR	368.75
25-25-402-5400	SUPPLIES-ELC 4YR	462.04
25-25-403-5300	CONTRACTL-ELC 2YR	168.75
25-25-403-5400	SUPPLIES-ELC 2YR	319.73
25-25-405-5300	CONTRACTL-KINDERGTN	75.00
25-25-405-5400	SUPPLIES-KINDERGTN R	1,026.97
25-25-406-5300	CONTRACTL-PRESCHOO	2,908.71
25-25-413-5400	SUPPLIES-COOKS & BOO	13.46
25-25-415-5300	CONTRACTL-MUSIC,IMA	1,300.00
25-25-416-5400	SUPPLIES-FREE TO BE M	67.06
25-25-419-5300	CONTRACT-PRESCHOOL	2,918.16
25-25-422-5300	CONTRACTL-MUSIC & M	400.00
25-25-430-5400	SUPPLIES-ART FROM TH	77.40

Account Summary

Account Number	Account Name	Payment Amount
25-25-449-5300	CONTRACTL-DRAMA-PR	5,247.90
25-25-455-5300	CONTRACTL-PRESCHOO	15,650.00
25-25-475-5300	CONTRACTL-GJK ENRICH	2,145.00
25-25-491-5300	CONTRACTL-PRESCH JR	2,339.98
25-25-601-5300	CONTRACTL-KIDS CLUB	300.00
25-25-601-5400	SUPPLIES-KIDS CLUB PM	190.24
25-25-607-5300	CONTRACTL-YOUTH HIP	6,165.18
25-25-608-5300	CONTRACTL-YOUTH BAL	1,088.64
25-25-615-5400	SUPPLIES-YOUTH CERA	451.86
25-25-649-5300	CONTRACTL-DRAMA-YO	882.00
25-25-652-5300	CONTRACTL- FOOTLIGHT	6,803.19
25-25-653-5300	CONTRACTL-BROADWAY	24,633.60
25-25-654-5300	CONTRACTL-JAZZ LYRICA	2,063.88
25-25-707-5300	CONTRACTL-BOYS HSE B	984.00
25-25-707-5400	SUPPLIES-BOYS HOUSE B	241.00
25-25-708-5300	CONTRACTL-GIRLS HSE B	234.00
25-25-708-5400	SUPPLIES-GIRLS HSE BAS	649.00
25-25-711-5300	CONTRACTL-PEE WEE B	702.00
25-25-711-5400	SUPPLIES-PEE WEE BASK	241.37
25-25-719-5400	SUPPLIES-KICKBALL	27.20
25-25-754-5400	SUPPLIES-SNAG GOLF	27.20
25-25-785-5300	CONTRACTL-FITNESS PU	1,499.33
25-25-786-5300	CONTRACTL-FITNESS DR	360.00
25-25-901-5400	SUPPLIES-WATTS BELOW	295.65
25-25-903-5300	CONTRACTL-DAD/DAUG	643.00
25-25-903-5400	SUPPLIES-DAD/DAUGH P	2,843.05
25-25-932-5300	CONTRACTL-SCHOOL DA	2,686.36
25-25-932-5400	SUPPLIES-SCHOOL DAYS	229.58
25-25-933-5400	SUPPLIES-TEEN SCENE	356.19
25-25-943-5400	SUPPLIES-ITTY BITTY NE	125.40
25-26-000-5340	CONFERENCES AND TRA	330.00
25-26-000-5342	OFFICIALS/MEETINGS EX	488.41
25-26-000-5360	PRINTING/MARKETING/	150.00
25-26-000-5386	SERVICES-DAYCARE PRO	568.75
25-26-000-5387	NURSE SERVICES	90.00
25-26-000-5401	OFFICE SUPPLIES	246.33
25-26-000-5403	DAYCARE PROGRAM SU	656.20
25-26-000-5404	COMPUTER PGMS/APPs	350.00
25-26-000-5409	SUPPLIES-INTERNAL FO	2,827.56
25-26-000-5460	SUPPLIES-FOOD EQUIPM	958.76
25-26-000-5600	HEALTH INSURANCE PRE	11,187.63
25-27-000-5210	DEDICATED TV/INTERNE	321.96
25-27-000-5365	CONTRACTL-PERSONAL	150.00
65-00-019-5504	DIRECTOR INITIATIVES	4,500.00
65-00-019-5507	PARK ID SIGNS	3,960.00
65-00-019-5525	WATTS RINK/FACILITY ST	5,191.68
65-00-019-5526	MAINT CTR CONCEPT PL	10,000.00
69-00-000-5322	PARC GRANT EXPDS	2,000.00
69-00-000-5553	CONNECT GLENCOE TRA	29,984.42
69-00-000-5560	TAKIFF PLAYGROUND-De	45.86
69-00-000-5563	SCHUMAN OVERLOOK-D	1,634.47
69-00-000-5570	DUKE PLAY AREA PROJ-D	6,198.48
	Grand Total:	436,920.00

Project Account Summary

Project Account Key	Payment Amount
None	436,920.00

Project Account Summary

Project Account Key
None

Payment Amount

Grand Total:

436,920.00

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 February 18, 2020 and you are hereby authorized to pay them from the appropriate funds.

Treasurer, Park Board of Commissioners

Secretary/Executive Director

V. BINA Hearing

Glencoe Park District
February 2020 Board Meeting

MEMORANDUM

TO: Board of Park Commissioners
FROM: Lisa Sheppard, Executive Director
SUBJECT: BINA Hearing
DATE: February 13, 2020

BINA Hearing

The BINA hearing is held to receive public comments on the proposal to sell not to exceed \$4,500,000 General Obligation Limited Tax Park Bonds for the payment of land condemned or purchased for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of the District and for the payment of the expenses incident thereto (the “*Park Bonds*”) and that all persons desiring to be heard have an opportunity to present written or oral testimony with respect to this proposal after we present the information in this BINA hearing.

The Park Board has been discussing the potential issuance of these bonds since June 2019. For the following reasons, the Board and staff agree that this is the best time to issue bonds:

- The District has identified over \$13 million in Master Plan project renovations and improvements within our District that will need to be addressed in the next five years:

Watts Center Rink and Facility Improvements
Park Maintenance Facility Improvements
Milton Playground Replacement
Lakefront Playground Replacement
Friends Playground-Phase 2
Veterans Memorial Improvements
Bluff/Beach Surface Water Management
Glencoe Beach Pier Replacement/Improvements
West Baseball Field Improvements
Takiff Center Flat Roof Replacement
North Athletic Field Improvements

- In 2020, the District has applied for a PARC grant for the Watts Center Renovation Project, which could potentially allow us to receive a \$2.5 million grant towards the project cost.
- The District’s 2010 Refunding Bonds (which were originally issued in 2001) will retire on December 1, 2020, and given the retirement structure for the proposed new bonds, it will not appear until **next year’s** tax bill. Given that the 2010 will be fully retired – the increase will be approximately \$37 more to the average homeowner in Glencoe than this year. (This assumes an average home value of \$800,000).

MEMORANDUM

- Current interest rates are at all-time lows. Given today's rates, we are looking at rates nearly half of the rate of the bonds that were issued in 2001 (6%).
- The District has been able to transfer \$7.3 million from fund balance reserves in the past seven years – which has resulted in **not** having to issue debt to fund our projects over the past five years. This has greatly reduced the impact on taxpayers of the District.

VI. Financial Report

Glencoe Park District
February 2020 Board Meeting



G/L MONTHLY Pooled Cash Report

Glencoe Park District
For the Period Ending 1/31/2020

ACCOUNT #	ACCOUNT NAME	BEGINNING BALANCE	CURRENT ACTIVITY	CURRENT BALANCE	
CLAIM ON CASH					
10-00-000-1000	CASH/INVESTMENTS	2,922,566.18	(87,614.73)	2,834,951.45	
25-00-000-1000	CASH/INVESTMENTS	5,033,005.70	(66,667.31)	4,966,338.39	
30-00-000-1000	CASH/INVESTMENTS	291,356.56	(185,011.10)	106,345.46	
35-00-000-1000	CASH/INVESTMENTS	269,390.95	(39,779.02)	229,611.93	
36-00-000-1000	CASH/INVESTMENTS	100,314.56	(28,878.63)	71,435.93	
40-00-000-1000	CASH/INVESTMENTS	392,464.68	1,260.54	393,725.22	
45-00-000-1000	CASH/INVESTMENTS	184,823.39	(2,723.78)	182,099.61	
50-00-000-1000	CASH/INVESTMENTS	46,154.83	148.24	46,303.07	
55-00-000-1000	CASH/INVESTMENTS	6,499.60	0.00	6,499.60	
65-00-000-1000	CASH/INVESTMENTS	268,287.01	(26,147.80)	242,139.21	
67-00-000-1000	CASH/INVESTMENTS	0.00	0.00	0.00	
69-00-000-1000	CASH/INVESTMENTS	1,506,280.07	103,974.76	1,610,254.83	
70-00-000-1000	CASH/INVESTMENTS	1,069.57	99.72	1,169.29	
75-00-000-1000	CASH/INVESTMENTS	0.00	0.00	0.00	
80-00-000-1000	CASH/INVESTMENTS	0.00	0.00	0.00	
90-00-000-1000	CASH/INVESTMENTS	0.00	0.00	0.00	
TOTAL CLAIM ON CASH		11,022,213.10	(331,339.11)	10,690,873.99	
CASH IN BANK					
99-00-000-1011	Operating Corporate Account	177,584.11	11,173.25	188,757.36	
99-00-000-1012	Operating PR Account	86,953.23	(82,067.85)	4,885.38	
99-00-000-1013	IL Funds	3,491,698.93	9,318.40	3,501,017.33	
99-00-000-1014	IPDLAF CD's	2,188,000.00	250,000.00	2,438,000.00	
99-00-000-1015	IPDLAF MM	2,128,996.22	(540,672.32)	1,588,323.90	
99-00-000-1016	PMA CD's	2,685,700.00	8,900.00	2,694,600.00	
99-00-000-1017	PMA MM	263,280.61	12,009.41	275,290.02	
TOTAL CASH IN BANK		11,022,213.10	(331,339.11)	10,690,873.99	
DUE TO OTHER FUNDS					
99-00-000-2400	Due To Other Funds	11,022,213.10	(331,339.11)	10,690,873.99	
TOTAL DUE TO OTHER FUNDS		11,022,213.10	(331,339.11)	10,690,873.99	
Claim on Cash	10,690,873.99	Claim on Cash	10,690,873.99	Cash in Bank	10,690,873.99
Cash in Bank	10,690,873.99	Due To Other Funds	10,690,873.99	Due To Other Funds	10,690,873.99
Difference	0.00	Difference	0.00	Difference	0.00

**Glencoe Park District
Monthly Funds Report
January 2020**

Corporate and Other Funds:

	<u>Jan 2020</u>	<u>Dec 2019</u>
Harris Bank Corporate Account - 0.499%	295,481.81	358,887.45
Illinois Park District Liquid Asset Fund (IPDLAF) - 1.53%	1,588,323.90	2,128,996.22
The Illinois Fund (Public Treasurers' Investment Pool) -1.69%	3,501,017.33	3,491,698.93
Harris Payroll Account - 0.499%	16,717.81	88,110.96
PMA Financial Account - 1.68%	275,290.02	263,280.61
Reconciling Items(Dep in Transit, O/S Checks, etc.)	(118,556.88)	(182,461.07)
IPDLAF Certificates of Deposit:		
1 CDs at \$242,000 each maturing January 22, 2020 (2.85% net)	0.00	242,000.00
1 CDs at \$243,000 each maturing February 27, 2020 (2.65% net)	243,000.00	243,000.00
2 CDs at \$243,000 each maturing March 12, 2020 (2.55% net)	486,000.00	486,000.00
2 CDs at \$243,000 each maturing April 23, 2020 (2.455% net)	486,000.00	486,000.00
2 CDs at \$243,000 each maturing June 11, 2020 (2.415% net)	486,000.00	486,000.00
1 CDs at \$245,000 each maturing October 18, 2020 (1.80% net)	245,000.00	245,000.00
2 CDs at \$246,000 each maturing October 19, 2020 (1.60% net)	492,000.00	0.00
PMA Certificates of Deposit:		
3 CDs totalling \$728,900 maturing January 22, 2020 (2.79-2.84% net)	0.00	728,900.00
3 CDs at \$243,300 each maturing February 27, 2020 (2.685% net)	729,900.00	729,900.00
1 CDs at \$243,400 maturing April 23, 2020 (2.63% net)	243,400.00	243,400.00
1 CDs at \$246,800 maturing July 14, 2020 (1.746% net)	246,800.00	246,800.00
1 CDs at \$245,400 maturing October 17, 2020 (1.86% net)	245,400.00	245,400.00
2 CDs totalling \$738,100 maturing October 18, 2020 (1.701-1.766% net)	491,300.00	491,300.00
3 CDs totalling \$737,800 maturing January 22, 2021 (1.60-1.66% net)	<u>737,800.00</u>	<u>0.00</u>
Grand Total	\$10,690,873.99	\$11,022,213.10

Glencoe Park District
 Monthly Financial Analysis
 January 2020

	<u>As of</u> <u>1/31/2018</u>	<u>As of</u> <u>1/31/2019</u>	<u>As of</u> <u>1/31/2020</u>
<u>Recreation Department - Programs</u>			
Revenues	3,399,464	3,450,322	3,633,747
Wages	(597,769)	(612,208)	(625,200)
Contractual	(1,254,310)	(1,209,444)	(1,320,494)
Supplies	(96,060)	(111,361)	(145,138)
Net Surplus	1,451,325	1,517,309	1,542,915
<u>Day Care Department</u>			
Revenue	895,483	1,138,355	1,320,342
Expense	(662,858)	(926,612)	(1,156,788)
Net Surplus/(Deficit)	232,625	211,743	163,554
<u>Fitness Department</u>			
Revenue	40,138	42,318	25,236
Expense	(5,870)	(35,262)	(44,544)
Net Surplus/(Deficit)	34,268	7,056	(19,308)
<u>Beach Department</u>			
Revenue	318,034	322,001	287,959
Expense	(249,069)	(237,001)	(240,260)
Net Surplus/(Deficit)	68,965	85,000	47,699
<u>Boating Department</u>			
Revenue	114,828	106,663	108,520
Expense	(116,701)	(148,345)	(159,768)
Net Surplus/(Deficit)	(1,873)	(41,682)	(51,248)
Beach/Boating Dept Total:	67,092	43,318	(3,549)
<u>Watts Department</u>			
Revenue	108,260	117,849	142,500
Expenses	(202,759)	(196,797)	(229,159)
Net Surplus/(Deficit)	(94,499)	(78,948)	(86,659)
<u>G & A (Administration)</u>			
Revenue (excl G&A Tfr)	30,463	30,383	28,253
Expense	(1,023,819)	(1,064,673)	(1,077,788)
Net Surplus/(Deficit)	(993,356)	(1,034,290)	(1,049,535)
<u>Parks Department</u>			
Revenue	5,870	18,817	12,407
Expense	(970,098)	(932,051)	(1,078,099)
Net Surplus/(Deficit)	(964,228)	(913,234)	(1,065,692)
<u>Rec-Admin/Takiff Department</u>			
Revenues	1,217,856	1,285,750	1,325,946
Expenses	(2,743,503)	(2,232,494)	(2,523,723)
Net Surplus/(Deficit)	(1,525,647)	(946,744)	(1,197,777)

VII. Staff Reports

Glencoe Park District
February 2020 Board Meeting

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

FY2020/21 Budget

The First Draft of the proposed FY2020/21 Budget was completed and distributed to the Board of Park Commissioners on January 21. It was discussed in detail at the February 4 Finance Committee of the Whole Meeting. All changes from that meeting, as well as more refined projected current year amounts, will be reflected in the Approval Draft of the budget which is tentatively scheduled to be approved at the regular meeting on March 17. After the required period for public inspection, the Budget and Appropriations Ordinance will then be approved at the regular meeting on April 21.

Front Office

Early Learning Center and GJK Preschool *pre*-registration (for next school year) was held January 13- 31, and open registration began February 3. Registration for next school year's Early Learning Center preschool is non-lottery, i.e. first-come, first-served.

Annual Staff Performance Evaluations

As we approach the end of the current fiscal year, staff is busy preparing annual performance evaluations on all full-time staff and many permanent part-time staff. Salary increases are based solely on merit, and will be effective March 1, 2020.

FY2019/20 Audit

Yet another fiscal year end is right around the corner (February 29). As such, staff has begun to prepare the annual audit confirmation letters, as well as the many audit schedules required as part of the District's annual audit. Staff also met with managing partner, Ron Amen, on January 21 to discuss pre-audit planning. Closing journal entries will occur in early March. The auditors are scheduled for preliminary fieldwork on March 10 and final fieldwork on the week of April 27-30.

Illinois Parks and Recreation Annual Conference

Liz and I attended the annual conference downtown at the Hyatt Hotel on January 23-25. In addition to the many networking opportunities with other professionals and board members, I visited the large exhibit hall, attended the all-conference luncheon, attended the IPRA Annual Meeting, and earned .8 CEUs toward my CPRP recertification/renewal.

ACA Reporting

Staff completed and distributed the 1094-C and 1095-C Forms which are required to be sent to employees (and IRS) for ACA reporting purposes to show health insurance proof of coverage.

Submitted by:

Carol Mensinger, CPRP

Director of Finance/Human Resources

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

Recreation Department Report: Bobby Collins

Most of the Recreation Team attended the IPRA conference in January, where our Beach S.A.F.E. program received the IPRA Program of the Year Award. The team has also been completing annual staff performance evaluations.

Adam and his team are preparing Watts to finish a strong skating season. The facility closes for skating on March 1 (weather permitting), but Watts will continue to house Kids Club, Action Quest, and dance/theater programs.

The fitness center is officially open for its third year of operation. We are continuing to watch membership renewals and new registrations, which have been strong.

The team continues to work on the spring and summer brochure, being delivered to residents in early March. Liz Visteen and Stephani Briskman are busy certifying our preschool teachers and recreation staff in first aid, CPR, and AED.

Early Childhood: Jessica Stockl

The Early Childhood wing had fun playing in the snow and exploring a new sensory experience this month. The Belugas enjoyed weekly skating lessons at Watts, while our ELC 4s had a wonderful time hosting their families for the annual Chinese New Year celebration.

Children's Circle has nine infants scheduled to start over the next seven months while the older infants move to the Frog classroom. Our waitlist is still closed. We do not foresee any openings in Jellyfish in the next year nor in Dolphins or Belugas in the next two years based on current enrollment.

Children's Circle Enrollment As of 2/3	2019/20	2018/19	2017/18
Jellyfish	10	8	15
Frogs	11	10	14
Turtles (NEW)	14	14	0
Starfish	15	13	17
Dolphins (NEW)	20	15	0
Belugas	16	17	21
Total	86	77	67

ELC welcomed two new families, one to ELC 2s and one to ELC 3s this month. Priority registration for 2020-2021 opened to current families on January 13 and all the current families re-registered. Registration opened to the public on Monday, February 3. Our 4s program is full for the 2020-2021 school year, however we have opened a waitlist and will consider a second classroom if the waitlist grows.

ELC Enrollment As of 2/3	2019	2018	2017
ELC 2s	19	18	19
ELC 3s	16	16	19
ELC 4s	18	27	42
Kindergarten Readiness	16	7	(was part of 4s)
Total	69	68	80

Our preschool camp enrollment is healthy and well ahead of where we were this time last year with an increase in enrollment in both Koalas and Kinder Korner over the past month noted. Staff are booking field trips and performers. All Director positions are filled and staff are working on hiring counselors.

Bears and Kinder Korner Enrollment As of 2/3			
Teddies (15 max)	Pandas (32 max)	Koalas (40 max)	Kinder Korner (40 max)
M/W/F 5 & T/TH 3	27	31	34

Athletics/Teen Camps: Shannon Stevens

With basketball ending, Adam and Shannon met with Deerfield and Highland Park to plan the end of season tournament on February 29. This season, Deerfield and Highland Park are hosting all games. For House League, 3rd/4th grade teams will begin playoffs March 7 with the season wrapping up on March 14 for Grades 1st-4th.

As of now, we are trending slightly ahead of last year's enrollment for Action Quest. Early bird registration began November 20, staff expect a spike in enrollment near February 29 when it ends.

Action Quest Revenue As of 2/6	
2020	2019
\$18,828	\$12,006

Arts and Youth: Stephani Briskman

On January 20, 26 children in the School Day Off program took part in Watts Below Zero's ice skating, bumper cars, and dancing.

As of February 5, youth camp revenue was \$171,217 compared to \$99,179 at the same time last year. New specialty camps offered this summer include Cooking Camps, STEAM camps, and City Slickers. Cooking camps provide an opportunity for campers to create recipes to take home and try with their family. Our STEAM camp programs offer campers a chance to create their own games and to design and create an electric harp. City Slickers explores Chicago by traveling on the CTA and visiting fun places throughout the city!

Special Events & Active Adults: Liz Visteen

The Park District's annual winter event, Watts Below Zero, was a big success! Liz added bumper cars on the Studio Rink this year - a big hit. The event featured open

skate on the main rink, iceless curling, winter-themed carnival games, popcorn, cotton candy, DeeJay, and appearances from Gus, the Park District's mascot, and Tommy Hawk, the Blackhawk's mascot.

2020 Special Event Attendance	2020	2019
Sat., January 18 – Messy Morning	~ 50 families	~ 40-45 families
Mon., January 20 – Watts Below Zero	~ 300	~ 250
Fri., February 7 – Teen Ice Night	71	70
Sat., February 8 – Incredible Bats	~ 100	Not offered
Sun., February 9 – Daddy Daughter Dance	148	160

Upcoming special events:

- Fri., February 21 Family Fun Night at Watts
- Fri., March 13 Youth Art Show
- Sun., March 15 How to Make a Leprechaun Trap

Youth ceramics enrollment is strong this session with quite a few children on the waitlist. Adult programs began the week of January 6, as per usual many of the participants registered the first week of class.

Enrollment As of 1/9	2020	2019
Adult Ceramics	23	16
Youth Ceramics	63	56
Adult Art Programs	40	44
Adult Workshops (one-day)	15	0
Teen Programs	3	9

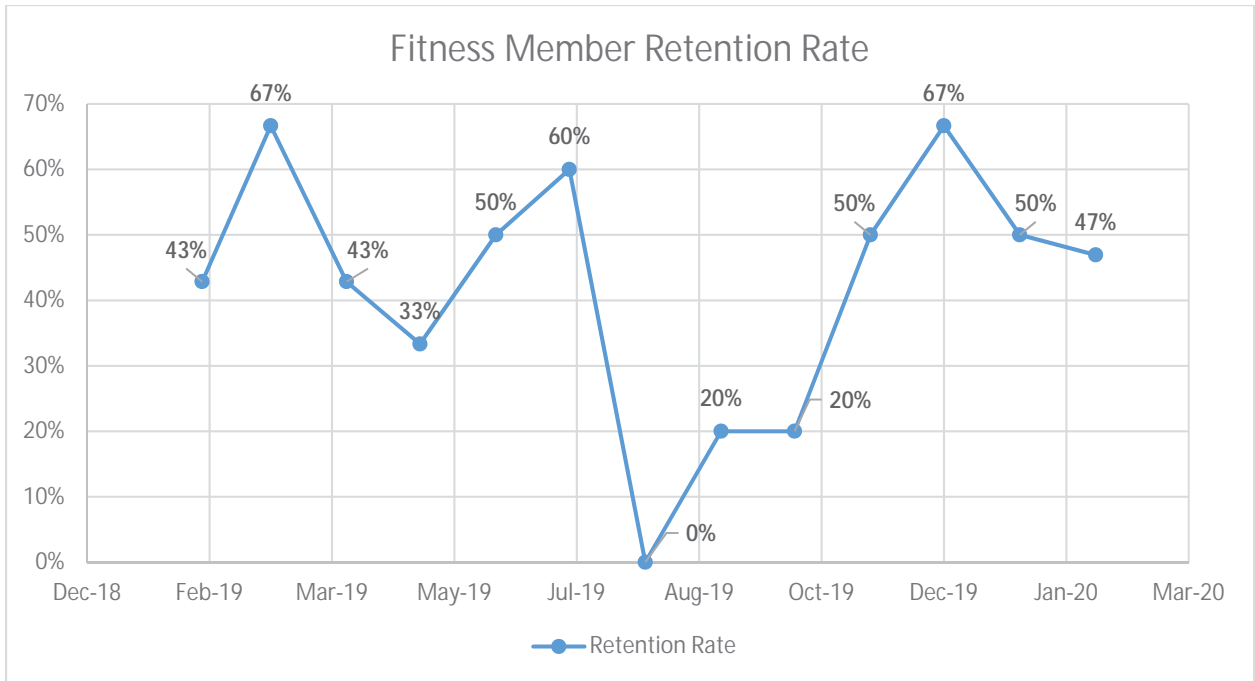
Takiff, Fitness, & Watts: Adam Wohl

- **Glencoe Fitness**

Glencoe Fitness Membership As of 2/5	2019-20	2018-19
	226	218

We gained 81 new fitness center members from December 1 through February 5 and 78 new members under the 2 Months for \$2 deal. We have reached the highest number of active members since we opened the fitness center in 2018.

Below is a chart of our monthly retention rate of fitness center members. Our overall retention rate is 43% and expect to see this number improve when monthly memberships on auto-renew hit their anniversary date. February is another big month for membership renewals. With 49 people up for renewal, 23 renewed already and we anticipate another 10-15 people to renew.



- Watts Ice Center**

Watts Ice Center had an extremely successful season. We hosted Family Night on January 10, featuring a Frozen theme with Anna and Elsa visiting with the over 200 people who attended. Coming up is our 2nd Family Night planned for Friday, February 21 from 6 to 8 PM with a cosmic night theme and fun activities planned.

Watts Center Rental As of 1/31	2019-20	2018-19
Room Rentals	\$7,218	\$5,943
Party Ice Rentals	\$22,978	\$14,380
Misc. Hockey Rentals	\$37,492	\$29,646
Totals	\$67,688	\$49,969

Watts Skating Classes As of 2/5	2019-20		2018-19	
	Enrollment	Fees	Enrollment	Fees
Snowplow Sam	79	\$7,184	90	\$8,550
USFS Skating	29	\$2,640	25	\$2,470
Minor Hawks	33	\$3,120	31	\$2,793
Winter Break Camp	18	\$1,200	24	\$1,368
Totals	159	\$14,144	170	\$15,181

Watts Pass Sales As of 2/5	2019-20	2018-19
Individual Pass	\$547	\$512
Family Pass	\$10,625	\$9,776
Combo Pass	\$3,916	\$3,112
Hockey 10 punch	\$2,450	\$1,794
Totals	\$17,538	\$15,194

- **Dekhockey**

We are negotiating a new contract for 2020 usage of the studio rink at Watts for Dekhockey including Learn to Play Dekhockey Clinics after school and plenty of free Open Dekhockey for the residents. John Scully will run Junior and Adult leagues beginning in late April throughout the spring, summer, and fall. More information to come in the coming weeks.

- **Programming – Dance & Theater**

Broadway Bound had their performances of Frozen Jr. on January 18-19 at the Winnetka Community House Matz Hall. We sold over 900 tickets for the four shows. The Broadway Bound spring show, Little Mermaid Jr., started rehearsals at the end of January.

Submitted by:

Bobby Collins, CPRP

Director of Recreation and Facilities

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

Administrative

Work continues with Altamanu/CBELL relating to ongoing capital projects including trail design, Duke Park design and Schuman Overlook bid preparations. I have started to kickoff bid preparations on several projects, including Takiff RTU replacement, Tot Gym Floor Replacement and Vehicle Replacement. I attended the annual IPRA Conference and Exhibit Hall.

The contractor has suspended restoration work on the Halfway House until the weather improves. They will complete the project by early May.

Grounds/Horticulture

The horticulture crew has continued to perform dormant pruning from the ground throughout the district. We placed a major emphasis on the removal of overgrown shrubs/buckthorn at many locations.

Parks Maintenance & Construction

Staff has contended with the snow and cold temperatures. While snow fall has been light, staff has focused on ice management with special emphasis placed on parking lots, entrance/exits, and the ice surface.

Staff made the most of the breaks in the weather. We fashioned new drawers for the beach house cabinets, concrete anchors completed for beach buoys, and maintenance completed on select bluff areas.

After the serious winter storm, staff removed all the decking from the Pier at Glencoe Beach. We did this to prevent the broken debris from being spread up and down the shoreline. Staff is working with PDRMA and surrounding districts to develop a long-term plan.

Staff has continued to balance seasonal tasks with routine maintenance such as; trash removal, snow removal, park grooming and playground inspections.

Facilities

Staff has focused on keeping facilities neat and clean this winter. Routine painting, ballast replacement, and heat checks have been a focus.

The ongoing process of installing LED lights at Takiff continues.

Athletic

Staff began identifying athletic turf areas targeted for repair prior to the next outdoor sports season.

Equipment

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

Shared Services

The Village of Glencoe has continued to support the Park District by providing rock salt for the District to use on parking lots. Village mechanics have continued to support park operations by repairing trucks and equipment when time allows.

Submitted by:

Chris Leiner, CPRP

Director of Parks & Maintenance

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

Social Media/Email

The month of January ended with 37,962 Facebook impressions (2019: 50,134 impressions). We now have 1,813 followers on Facebook, 888 followers on Twitter, and 1,425 followers on Instagram. Glencoe Beach has 2,208 followers and Watts Recreational Center has 261 followers on Facebook.

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

Date Sent	Campaign Name	Total Sent	Open Rate	Click Through Rate	Link
1/31/2020	Daddy Daughter Dance	320	59.60%	11.10%	https://conta.cc/2UAJNoW
1/17/2020	Glencoe Fitness: Renew Early	19	50.00%	22.20%	https://conta.cc/2OC6chU
1/13/2020	New Peloton Bike	6328	37.80%	2.80%	https://conta.cc/31z8TpH
1/10/2020	FLW Booth Cottage	6332	37.10%	2.80%	https://conta.cc/388AvV1
1/8/2020	Watts Below/Messy Morning	6210	34.70%	14.50%	https://conta.cc/2S752wX
1/7/2020	Glencoe Fitness Parent Offer	32	59.40%	10.50%	https://conta.cc/39g0Xfx
1/6/2020	Frozen Family Fun Night	836	54.40%	8.00%	https://conta.cc/2vRxom6

Special Events

I worked closely with our Recreation Team to market Itty Bitty New Year, Watts Below Zero, Messy Morning, Frozen Family Night, and Broadway Bound's performance of *Frozen, Jr.* For each event, I created flyers, website graphics, posters, and event signage as well as email blasts, social media posts, and media pitches.

Spring/Summer Guide

This month, I focused primarily on creating the spring/summer guide. I worked closely with the Recreation Team to design, edit, and prepare the guide for print. The publication will be in mailboxes the last week of February.

Glencoe Fitness

To promote Glencoe Fitness membership, we designed a 2 Months for \$2 campaign during December and January. We also sent targeted emails to specific groups, including those close to their renewal dates and non-resident parents of Children's Circle. In addition, we began promoting our new Peloton bike on social media and online communications. We continue to offer our free 7-day trial and use an automated series of three emails to convert free trial users into members. I will include more details in the March fitness report.

Preschool Enrollment

Messy Morning is our traditional preschool open house. To recruit new families, we do a direct mail campaign to families within a 3-mile radius with children under the age of 5.

We also promote the program on NextDoor, Facebook, Instagram, and Twitter, as well as through traditional posters, flyers, and email blasts.

FLW Booth Cottage Meeting

To communicate the Booth Cottage community input meeting, a letter was delivered to all residents in the Park 7n neighborhood. In addition, I sent an email blast to all Glencoe Park District subscribers, with a reminder sent seven days later to non-openers. I also shared details on our website and shared with posts on Facebook, Instagram, NextDoor, and Twitter.

Submitted by:
Erin Classen
Superintendent of Marketing and Communications

SAFETY AND WELLNESS COMMITTEE

Agenda and Minutes

Wednesday, January 22, 2020 / 11:00 a.m.
(Please Note: Items in **red** print require action)

1. Call to order at 11:04 am

Roll Call: Present: Lisa Sheppard, Chris Leiner, Bobby Collins, Carol Mensinger, Liz Stowick, Liz Vistein, Adam Wohl, Matt Walker, and Lauren Kinsey Absent: Jessica Stockl

2. Review of the Minutes: The Safety and Wellness Committee Meeting Minutes from December 18, 2019 were reviewed and accepted.

3. Accident/Incident Review: Carol reported on the accident/incident reports for January. There were three (3) participant incidents.

4. Facility and Park Inspection Review: Completed monthly inspections throughout the parks. Ongoing vigilance required to maintain locker safety.

5. Open Claims: One (1) open property claim: A tree fell down on a resident's fence and they are requesting a new fence from the Glencoe Park District. **Carol** is checking with PDRMA in regards to the status of this claim. Seven (7) remaining open worker comp claims...some should be closed soon.

6. Carry Over Items:

- a) Further discussion within a Sub Committee (**Chris Leiner, Bobby Collins, Adam Wohl and Jessica Stockl**) to take place regarding safety preparedness and the potential to bring in a safety consultant.
- b) The remaining security devices for classroom doors were installed in the EC wing. **Jessica** will schedule a staff training within the next month or so. Doors will not get employed until after the training.
- c) Now that the holidays are over, **Chris** is setting up a meeting with PDRMA to finalize the pilot program B.
- d) **Liz Vistein** will schedule CPR/First Aid training with the Parks Department, and recertifications with staff who still have active certificates.

7. Certificate of Insurance Information: Please continue to submit any needed Certificate of Insurance information, as requested. Jenny updates Certificate of Insurance a week before each meeting.

8. New Items:

- a) A new incentive PDRMA check for \$1,500 was received, and Glencoe Park District will match the amount. Lisa Sheppard suggested the \$1,500 from PDRMA be put towards Beach Safety since it was program of the year. She further suggested that the additional \$1,500 be used in the summer to purchase items such as Gatorade to hand out to staff.
- b) Discussion took place regarding a back-up plan to keep children safe and warm should a fire occur during Winter, and children be outside for more than 15 minutes. Ideas include: keeping keys to the Park District vehicles in the warming blanket bags, using Park District vehicles to keep children warm and transport them to Am Shalom, as well as staff having keys on them should they need to use their cars if Park District vehicles are unavailable. In the Fall, a drill may be conducted to train staff on what to do should a fire occur in Winter.
- c) Glencoe Junior Kindergarten requested their classroom phones have long distance added so teachers could call parents if a child is sick or in case of emergency. The decision was made not to add long distance to their classrooms since there is no way to track long distance usage, and given that we don't do this for our own ELC and Daycare programs. Additionally, with a new contractual cleaning company there is potential for unauthorized use. Teachers can continue to make long distance calls from Tammi's office. **Lauren** will let Tammi know what decision was made.

9. Wellness Initiatives:

- a) PATH Biometric Screening scheduled for March 11, 2020 from 8am-11am. Sign up started January 1st.
- b) A new Chill Out challenge is starting February 3, and is focused on staying active to help reduce stress and promote good mental health.

Adjourn: 11:28 am

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

VIII. Executive Director's Report

Glencoe Park District
February 2020 Board Meeting

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

Strategic Plan Themes and Initiatives

We made great progress last year on the Strategic Plan approved in June 2018. Since December, staff and I have been developing Objectives and KPI's for the Themes and Initiatives outlined in the plan to continue progress for the next 3 years. The draft document is attached. At the meeting, we would like to start discussion on any changes/additions the Board would like to add to this document. The discussion will start tonight and continue into the March committee meeting, so everyone has time for reflection on items discussed at this Board meeting.

Strategic Plan Web Link

<https://www.glencoeParkDistrict.com/Portals/0/SiteContent/PublicRecords/GlencoeParkDistrictStrategicPlan061918.pdf>

Glencoe Beach

Lake Michigan water levels broke the monthly record high for the first time in over 30 years. Pounding waves, eroding bluffs, submerged trails, and disappearing beaches have become a common sight along the Lake Michigan shoreline during the past months. While lake levels usually reach their lowest point in winter, this year the lake has remained stubbornly high.

High waves from Lake Michigan hit Glencoe Beach during the major winter storm, bringing freezing rain and wind gusts as high as 55 mph on January 11-12. The Glencoe Pier, the second longest in the North Shore, protected our beach at a cost. The trek decking was once again damaged by the storm and high-water levels are shrinking the beach area.

We are working with IEMA (ILLINOIS EMERGENCY MANAGEMENT AGENCY) and FEMA (Federal Emergency Management Agency) regarding the storm damage on January 10-12. We are working with the six Cook County Lake Shore Communities and the City of Chicago to meet the minimum federal levels needed for disaster relief. To respond to the immediate challenges facing our lakefront as highlighted by the storm on January 10-12, the Governor has declared disaster status to ensure Chicago and other Lake Shore communities receive the support needed for addressing the long-term scope of this issue. We are working with all stakeholders at the state and federal level to protect and preserve Glencoe Beach. As more information becomes available, I will keep you up-to-date.

The March committee meeting includes the beach to discuss in more detail.

PARK 7n and FLW Cottage

We have received communication and visits from residents that are both for and against

moving the Booth Cottage to Park 7n. The following is a reiteration of the facts of the issue.

What is the current status of the Park 7n lease?

The lease for a small portion of Park 7n has been approved and signed by the Board. The relocation of the Booth Cottage is set to proceed, but the Park District continues to work with the Glencoe Historical Society, the Village of Glencoe, and Park 7n neighbors to listen, explain, and understand issues surrounding the lease. A meeting was held for all interested parties on Thursday, February 13.

How was the public informed of the process?

Park District Board and Staff apologizes for the rushed circumstances surrounding the lease of Park 7n; the timeliness of the issue made it impossible to provide more public notice of the Board meeting and prohibited a longer community engagement process.

The Glencoe Park District follows the Illinois Open Meetings Act, which requires Board meeting notices, agendas, and action items to be publicly posted a least 48 hours in advance of a meeting. The Board agenda and agenda for the January 21 meeting was posted on January 17, more than 96 hours before the public meeting. Information on the cottage relocation and the land lease where available to the public at that time.

Why did the Board make this decision?

As elected representatives, the Park District Board of Commissioners is entrusted by constituents to make decisions that contribute to residents' quality of life. The Board believes the decision to lease a portion of Park 7n for the preservation of a historical asset in the Ravine Bluffs area is important to the character of our village, historical preservation, architecture, and culture.

The Board understands the neighbor's concerns and will work with the Glencoe Historical Society and Village to mitigate concerns regarding parking, hours of operation, and transparency throughout the process.

Will tax dollars will be used for the relocation of the Booth Cottage?

No Glencoe Park District Tax Dollars will be used on the Booth Cottage relocation or lease.

Anything else we should know?

- The Glencoe Park District is working with the Village of Glencoe on parking restrictions for Meadow Road.
- The Glencoe Park District is working with the Village of Glencoe to make improvements to the intersection of Maple Hill and Old Green Bay Road; the improvements are part of the forthcoming Connect Glencoe Project.

- The location of the Booth Cottage will be as close to the property line as code allows in order to maximizing park's the open space. The house will only take up 3% of Park 7n parkland.
- A construction fence will only be put up around the house site, not the entire park.
- Construction trucks will only be allowed to access Park 7n through Maple Hill. Any damage done to the park during construction will be fixed by the Glencoe Historical Society.
- Park 7n is not in a flood plain, but it does hold water after a rainstorm. The Glencoe Historical Society will be required to address the standing water issue in the vicinity of the cottage as part of the relocation process. The Park District believes this will help improve the water that puddles on the walkway.
- The main purpose of the FLW Cottage relocation to park property is for preservation. GHS intends to use the house for archiving of Glencoe historical material and occasional visitors, usually by appointment or limited hours open to the public.
- The Cottage will be open to the public a maximum of 15 hours per week. Per the signed lease, these 15 hours can only be between 9 AM and 5 PM, with a maximum of 6 evening a year (not to surpass 10 PM). The Glencoe Historical Society cannot rent out the building and overnight events are not allowed.
- The average visitors to the GHS current facility are an average of 5 people per week. Therefore, we do not anticipate a large increase in foot traffic
- Parking for visitors to the Booth Cottage will take place on Old Green Bay Road. <https://www.glencoeParkDistrict.com/News/Glencoe-Park-News/faqs-booth-cottage-on-park-7n-1929>

Glencoe Youth Services, SNAP, and Glencoe Junior High Project

Included in action items are Glencoe Youth Services/SNAP and Glencoe Junior High Project annual reports. We are requesting you act to approve the stipend amounts discussed and recommended during the Committee of the Whole meeting.

IPRA/IAPD Conference

Staff and I attended the annual conference downtown at the Hyatt Hotel on January 23-25. Besides the many networking opportunities with other professionals and board members, I perused the large exhibit hall, attended the all-conference luncheon, attended the annual IPRA/IAPD Annual Meeting, and earned .8 CEUs toward my CPRP recertification/renewal.

We are very proud for receiving the IPRA Program of the Year award for Beach S.A.F.E.!

Liz Visteen was sworn in at the IPRA Business meeting as the IPRA Recreation Section Director.

Capital Projects Planning

Chris and I met with Altamanu on the Connect Glencoe Project. Final designs are

progressing to the bid stage. I would like to have a discussion on “social spaces” during the meeting for Board feedback. A reminder that these are unfunded elements, but the design of the elements are included in the contract. The elements are bid alternates to determine how much funds need to be allocated or raised for “social spaces.” The designs are attached.

Recreation and Facilities

Fitness Area: With the new year came renewed interest in health and fitness. Erin and Adam did an excellent job positioning our fitness center as a great option to achieve those goals. We have seen membership numbers and participation soar this month. We also added a new Peloton bike, which is very popular with our members.

Watts Ice Rink: The Watts ice skating and hockey season will wrap up on March 1, weather permitting. If we have longer than average colder weather, we will extend the season. Please refer to the Recreation and Facilities Report for more detailed information on Watts and the Fitness Center.

Spring/Summer Brochure: Our Marketing, Recreation and Registration Teams are busy drafting the spring/summer brochure to be delivered to residents in early March.

Legislative Breakfast

Commissioner Brooks, Commissioner Onderdonk, and I attended the annual Legislative Breakfast in Glenview.

Upcoming Meetings

February 14: Legislative Breakfast – Lisa Sheppard/Lisa Brooks/Dudley Onderdonk
March 10: Committee of the Whole meeting
March 17: Board Meeting

Freedom of Information Act Requests

SmartProcedure requested purchasing records from December 23, 2019 to present on February 10 and was responded to on the same day.

Submitted by:
Lisa Sheppard, CPRP
Executive Director

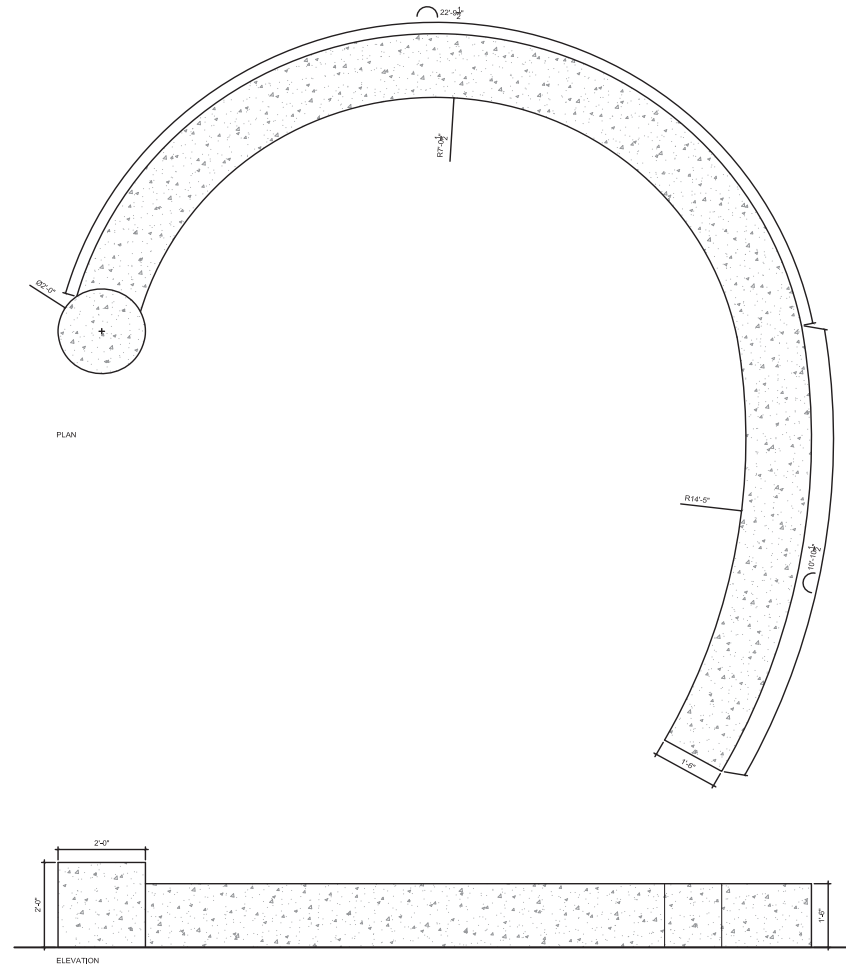


Glencoe Park District Strategic Plan Key Performance Indicators - Road Map for Next 2-3 years

Theme	Initiative	Objective	Key Performance Indicator	Definition	Data Source	Frequency	Baseline Performance	Target
Customer Connection	Reduce barriers	Improve access measures	Improve customer satisfaction	Overall satisfaction consists of both highly satisfied and satisfied customers	Customer survey	Track seasonally, report annually	Measure CY 2019 Data	Annual improvement over benchmark
			Increase number of program registrations/memberships/refunds/rentals/visits	The total number of program registrations, memberships, and passes	Attendance/registration report	Track seasonally, report annually	Measure CY 2019 Data	Annual improvement over benchmark
			Website performance and online transactions	Percentage of overall program registrations that are performed online	RecTrac	Track seasonally, report annually	Measure CY 2019 Data	Annual improvement over benchmark
	Develop customer feedback system	Develop program/service advisory group	Overall customer satisfaction	Listen to community feedback on recreation issues and various services	Customer survey; advisory group meetings	Share advisory group minutes with Board; share customer survey results annually with the Board	Measure/benchmark program survey data	Annual improvement over baseline to increase score
	Seek partnership opportunities	Develop new partnerships; evaluate/formalize current partnerships	Formalize partnership agreements	Develop strategic approach to partnerships that result in establishing mutually beneficial relationship for District and partners	Partnership agreements; partner annual survey	Annually	Any partnership over \$10,000 should be evaluated annually	Partnerships that are financially beneficial or beneficial to our mission
	Analyze & adapt to community needs	Improve external community engagement and communication standards	Develop key department standards	Improve proactive external communication practices	2020 community survey; program/facility participant survey	Community survey every 5 years; annual program/facility survey	Benchmark 2015 survey XX%	Annual improvement over baseline to increase score
Financial Stewardship	Reinvest infrastructure	Execute capital projects plan	Capital project financial performance	Total capital replacement and capital development dollars spent and percentage of capital projects completed on budget	Incode	Report annually at end of fiscal year	Total capital projects: \$XXX ; under budget by \$XXX	FY20/21 Capital Projects budget: \$XXX
	Effectively align resources	Reduce variance in actual budget	Operating budget performance	Actual operating revenue and expenditures versus budgeted revenue and expenditures	Incode	Report annually at end of fiscal year	x% variance	Not to exceed +/- 10%
	Strengthen revenue sustainability	Maintain overall capital financial sustainability	Alternate revenue growth	To capture alternate revenue opportunities such as donations, grants, sponsorships	Grants/donations/sponsorship report	Report annually at end of fiscal year	Develop a grant plan	Apply for alternative revenue sources
			Operating budget performance	Maintain 50% Taxes/50% User Fees	Incode/Post Audit Comparison Report	Report annually at end of fiscal year	X% tax revenues and X% other operational revenues	Maintain 50%/50%
Operational Effectiveness/ Efficiency	Leverage technology to operate more effectively	Create IT Master Plan	Process improvements	Convert existing processes to be more efficient and functional for internal and external customers (example: Registration, website, facility booking, document management, work order system.	Consultant, staff, Board	Annually	Create benchmark	Annual improvement over benchmark
	Evaluate systems							
	Embed innovation	Encourage vertical innovation	Innovation Awards program	Total number of completed submissions for the innovation awards that are eligible for consideration based on meeting the innovation requirements	Submitted by staff to A-team	Annually	XX submissions per year	Increase XX per year
Empowered Team	Strengthen learning/growing opportunities for Board/staff	Identify significant competencies and create training and development opportunities for staff/Board	Identify organizational/individual skill gaps, core competency needs, and provide training/development opportunities to reduce gaps in needed competencies	Provide more training and options to improve core competencies	Core competency worksheet; Employee survey	Annually	Set competency standards in training matrix; develop key position growth plans; provide means to help employees to grow	Meet training matrix goals
	Define agency culture	Sustain a positive and rewarding work environment	Employee satisfaction survey	Overall satisfaction survey consist of both highly and satisfied team members	Employee survey	Annually	Satisfaction scores	Annual improvement over baseline to increase and/or maintain score
	Foster an accountable work environment	Create internal communication and change management standard	Develop key department standards	Maintain a consistent proactive approach to internal communication/change management	Employee survey	Annually	Satisfaction scores	Annual improvement over baseline to increase and/or maintain score
Environmental Sustainability/ Preservation	Reduce carbon footprint	Reduce consumption	Monitor utility/fuel usage	Utilities monitored will be electricity, natural gas, propane, water, fuel	Actual meter readings	Annually	Measure 2019 data benchmark	Move to decrease utility usage by XXX
	Preserve/protect natural resources	Evaluate standing water	Improve conditions of areas with standing water	Determine sustainable solutions (native plantings versus infrastructure improvements)	GIS Inventory, staff, consultant, board	Annually	Compile/prioritize areas with standing water	Evaluate and/or improve/fund XXX areas per year
		Increase tree coverage	Total tree inventory	Number of healthy trees	Tree inventory	Annually	Update inventory	Maintain healthy growth by XX% annually
	Develop/fund environmental sustainability plan which includes education and partnership programs	Implement sustainability into community culture	Annual report to Board	Improve practices/actions	IPRA Environmental Report Card, Green Team	Annually	Create benchmarks for education/programs/events	Add XX new initiatives per year



SOCIAL SPACE #1
ARC BENCH & PILLAR (CONCRETE)



OLD GREEN BAY LINEAR PARKS
SITE FURNISHINGS

02.11.2020



Altamanu Inc.
landscape architecture • urban design • planning



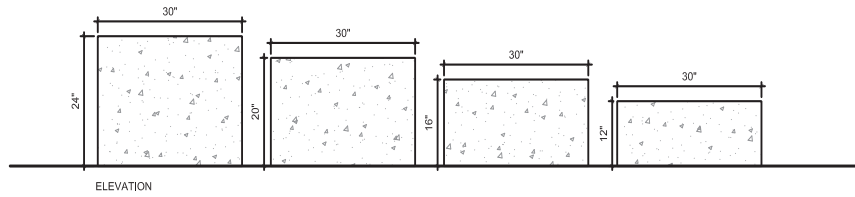
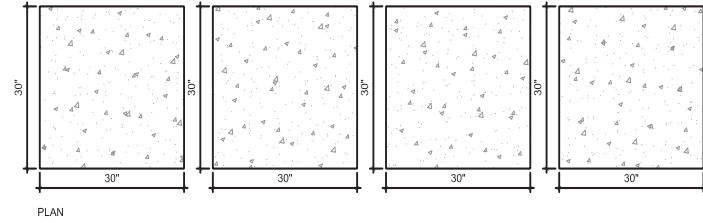
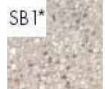


SOCIAL SPACE #2

Product Description:

ITEM #	SIZE	WEIGHT
05634	14" x 14" x 14"	243 lbs
05636	16" x 16" x 16"	400 lbs
05638	24" x 24" x 16"	476 lbs
05630	30" x 30" x 18"	720 lbs
05631	30" x 30" x 30"	1080 lbs
05636	36" x 36" x 18"	765 lbs

Standard Finishes Available:
Standard SB (Sandblast) Finishes





SOCIAL SPACE #3

Size: 96" x 24" x 18".

OLD GREEN BAY LINEAR PARKS
SITE FURNISHINGS

02.11.2020



Altamanu Inc.
landscape architecture • urban design • planning



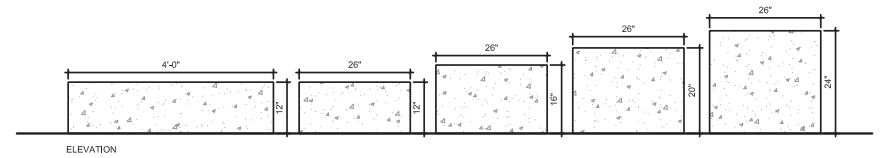
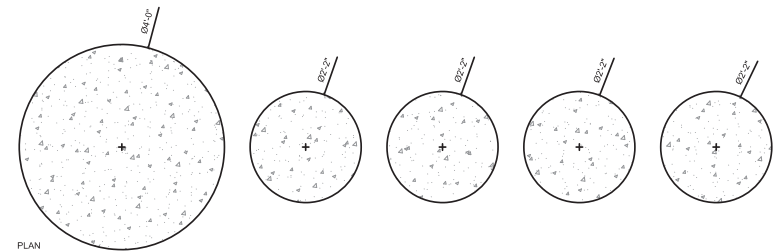


SOCIAL SPACE #4

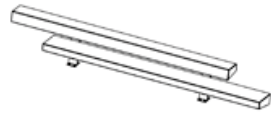
Product Description:

ITEM #	SIZE	WEIGHT
B5718	18" Dia. x 18" H	180 lbs.
B5726	26" Dia. x 17" H	330 lbs.
B5736	36" Dia. x 18" H	827 lbs.
B5742	42" Dia. x 18" H	940 lbs.
B5748	48" Dia. x 18" H	1125 lbs.


Standard Finishes Available:
Standard SB (Sandblast) Finishes



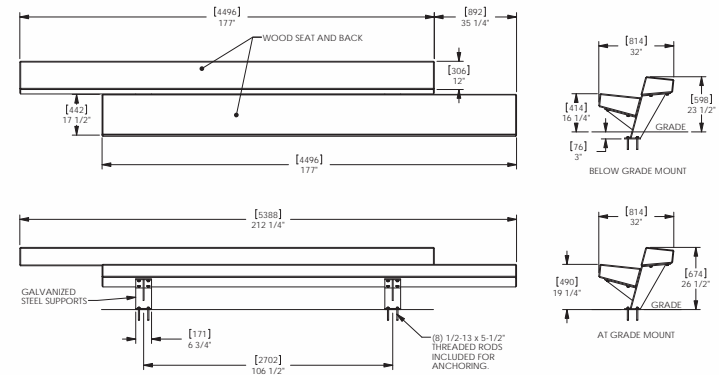
02.11.2020



Bench
32" x 212" x 27"
TRAPECIO BENCH

	STYLE	DEPTH	WIDTH	HEIGHT	PRODUCT WEIGHT
	212"	32"	212"	27"	712 lb

Trapezio Backed Bench 212in, Surface Mount, Wood
 Product Drawing Date: 2/3/2011
Ph: 800.521.2546




Drawing: TP210-01
 Dimensions are in inches (mm)
 European Community Design: RCD 000285622-0001

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Lounge
28" x 62" x 33"

	STYLE	LENGTH	WIDTH	HEIGHT	PRODUCT WEIGHT
	lounge	62"	28"	33"	60 lb

CHILL SEATING

Material:

- Rotationally molded polyethylene provides strong structure with integral color that stands up to heavy use and is easily cleaned.

IX. Action Item A
Approval of Glencoe Youth Services/SNAP
Stipend Request

Glencoe Park District
February 2020 Board Meeting

MEMORANDUM

TO: Board of Park Commissioners
FROM: Lisa Sheppard, Executive Director
SUBJECT: GYS/SNAP Annual Stipend
DATE: February 11, 2020

Action Item

After discussion at the Committee of the Whole meeting, the Committee advanced approval of the Glencoe Youth Services (GYS) Stipend of \$10,000 and SNAP Stipend of \$1,000, with the requirement of providing the Glencoe Park District with a certificate of insurance as required by PDRMA.

The approved amount is less than requested due to the high amount of in-service donations Glencoe Park District provides, such as the annual \$1 building lease, snow removal, and up to \$2,000 in facility repairs per year. The Board also discussed the need to replace the roof next year and that they may be willing to pay half the cost. Staff was directed to inform the GYS Board of this upcoming large expense.



Glencoe Youth Services

P.O. Box 316 • Glencoe, IL 60022

847-835-3121 • GlencoeYouthServices.org

Glencoe's Teen Center Since 1971

January 22, 2020

GYS Executive Director
Margaret Ann Pauw

BOARD OF DIRECTORS

President
Jennifer Adler

Members
Dr. Steve Best
Walter Calhoun
James Conte
Britt Durkin
Judy Gordon
Debbie Jha
Alex Kaplan
Liz McClain
Jodi Newmark
Gina Paris

YOUTH BOARD

Presidents
Sylvia Miller
Matthew Crasco

Members
Griffen Barr
Andrew Brilliant
Ethan Santiccioli
Will Slavinsky
Will Thornton

SUPPORTING ORGANIZATIONS

Am Shalom
Carmel Presbyterian Church
Glencoe Park District
New Trier Township
North Shore Community
Bank & Trust
North Shore United Methodist
Church
St. Elisabeth's Episcopal Church
Village of Glencoe

GYS is a 501(c)(3)
tax-exempt organization.

Dear Board of Park Commissioners,

Enclosed is the 2018-2019 annual report for Glencoe Youth Services (GYS). We are requesting \$12,000 in funding for Glencoe Youth Services and \$3,500 for Special Needs Adult Pals program from the Glencoe Park District for FY2019/20. In 2018-2019, GYS had over 300 individual youth visits. We credit the significant jump in attendance to new Executive Director William Barnard and his new creative programming at GYS. We continue to offer recreational drop in services with programs including gaming tournaments, crafts, cooking, trivia, and more.

We are especially pleased with the engagement of our youth board, specifically their commitment to maturing in responsibilities and taking ownership of the center. We are extremely proud of the participation of our revamped Youth Leadership Board. Our youth board had taken on the great responsibility by developing a life skills course where once a month they utilize Central Middle School kitchen facilities to participate in cooking healthy meals.

We launched our Youth Mental Health campaign titled "Fight Your Fears" where we've hosted youth stress relief workshops and events. Collaborated with Dog Therapy, Glencoe Ballroom Dance Studio, the Glencoe Public Library, and the Josselyn Mental Health Center. We anticipate to release a positive affirmation children's book in 2020 that commemorates the youth mental health campaign.

GYS is also extremely committed to service to others and giving back. In November, we launched Lunches of Hope. An initiative that brings the community together to pack bag lunches for the homeless in Chicago. We have held three successful events and it's been a pleasure watching the youth take pride in writing encouraging messages on lunch bags or take pride in making sandwiches. The community has really supported this initiative.

We are also particularly proud to host the Special Needs Adult Program (SNAP). SNAP continues to meet a large need within the local and greater community. In addition to programming, SNAP offers a free meal every week based on donations from local community members which has been a great way to get the community to engage with our organization. We have also fostered a large pool of teen volunteers, who come to the program each week and have now become passionate advocates for adults with disabilities.

We would like to thank the park district for the significant and continuing support you have provided GYS and SNAP since our inception. The list of contributions the park district has made to GYS is long and varied from the provision of Holmes Shelter, the use of other park district properties, fundraising opportunities, and significant annual financial contributions. We are sincerely grateful for all the support, financial, and otherwise that the park district has provided to GYS and SNAP over the years.

Thank you for your consideration of this request. Please feel free to contact me if you have any questions or require further information.

Sincerely,
William Barnard
Executive Director
Glencoe Youth Services

Statistics Breakdown

Glencoe Youth Services operates two separate programs: Glencoe Youth Services' Youth Center and the Special Needs Adult Program. Both run independently, but both utilize the center for drop-in and other programming.

Glencoe Youth Center Drop-In Hours: Mondays-Fridays 3-6pm and Saturdays 1-5pm. Drop-in hours will remain the same in addition to special programming. Glencoe Youth Services (GYS), founded in 1971, is a drop-in youth center providing recreational activities and social services opportunities for 6th -12th grade youth. Located in the Holmes Shelter, in between Central School and Melvin Berlin Park, GYS is open every day after school and on Saturdays during the day. The youth center provides a welcoming atmosphere where youth relax, talk with friends, and engage in their choice of many recreational activities, such as video games, crafts, board games, movies, and cooking. Our participants also engage in social services activities such as Operation Gratitude, A Just Harvest, and Cradles to Crayons. GYS is active at the 4th of July Festival, Harvest Fest, Movies on the Green and hosts many other community programs throughout the year. Over the course of the next year, we plan on continuing to provide a variety of programming such as video game tournaments, crafts, social service opportunities, and cooking classes. In addition, we are planning on hosting a GYS community music festival this year where all programming, campaigns will be on display in addition to highlighting the Glencoe community businesses and organizations.

Grade	Male	Female	Total
5 th	36	23	59
6 th	37	29	66
7 th	36	35	71
8 th	33	24	57
9 th	16	6	22
10 th	4	3	7
11 th	5	4	9
12 th	4	7	11
Total	171	131	302

The Special Needs Adult Program (SNAP) Hours: Tuesdays 6pm-9pm Glencoe Youth Services hosts the SNAP program every Tuesday night. SNAP provides recreation, support, and advocacy for adults with a wide range of disabilities. Participants meet new people, develop friendships, engage in activities, attend educational presentations, go on outings, and enjoy any of the entertainment options that GYS offer, including computers, video games, board games, and TV. SNAP also provides a free dinner every week based on donations from the community. SNAP is requesting more operating funds for this year with plans on expanding to a second night every week targeted at young adults ranging from 17-25 years of age who are transitioning out of New Trier High School's special education program.

Hometown	# of Participants	Current Residence	# of Participants
Glencoe	7	Glencoe	4
Winnetka	2	Winnetka	2
Northfield	2	Northfield	2
Highland Park	2	Highland Park	4
Glenview	1	Glenview	1
Kenilworth	2	Kenilworth	1
Northbrook	3	Northbrook	2
Evanston	2	Evanston	9
Skokie	3	Skokie	3
Wilmette	6	Wilmette	2
Other	4	Other	3

GLENCOE YOUTH SERVICES

BUDGET OVERVIEW: GYS 2019/20 BUDGET (TC & SNAP) - FY20 P&L CLASSES

July 2019 - June 2020

	SNAP	TEEN CENTER	TOTAL
Revenue			
5100 Grants			\$0.00
5110 New Trier Township	9,500.00	36,820.00	\$46,320.00
5120 Village of Glencoe	1,000.00	12,000.00	\$13,000.00
5130 Glencoe Park District	1,000.00	10,000.00	\$11,000.00
Total 5100 Grants	11,500.00	58,820.00	\$70,320.00
5200 Supporting Organizations - Religious			\$0.00
5240 North Shore Methodist		625.00	\$625.00
Total 5200 Supporting Organizations - Religious		625.00	\$625.00
5205 Rotary Club		500.00	\$500.00
5300 Supporting Organizations - Civic			\$0.00
5310 Women's Library Club		1,000.00	\$1,000.00
Total 5300 Supporting Organizations - Civic		1,000.00	\$1,000.00
5500 Corporate Contributions			\$0.00
5520 Other		100.00	\$100.00
Fidelity Donation		1,000.00	\$1,000.00
Total 5500 Corporate Contributions		1,100.00	\$1,100.00
5600 Outreach			\$0.00
5610 Mailing 1		3,000.00	\$3,000.00
5620 Mailing 2	1,400.00	6,500.00	\$7,900.00
5630 Annual Appeal	2,000.00		\$2,000.00
5640 Giving Tuesday		100.00	\$100.00
Total 5600 Outreach	3,400.00	9,600.00	\$13,000.00
5800 Fundraising Events			\$0.00
5830 Harvestfest		50.00	\$50.00
5840 Board Fundraiser			\$0.00
5841 Teen Center Board Fundraiser			\$0.00
Charitable Games Income		7,500.00	\$7,500.00
Fundraiser		1,000.00	\$1,000.00
Theatre Night		3,000.00	\$3,000.00
Total 5841 Teen Center Board Fundraiser		11,500.00	\$11,500.00
5842 YAP Board Fundraiser			\$0.00
Charitable Games SNAP	2,000.00		\$2,000.00
Total 5842 YAP Board Fundraiser	2,000.00		\$2,000.00
Total 5840 Board Fundraiser	2,000.00	11,500.00	\$13,500.00
5850 Participant Fundraiser			\$0.00
5852 YAP Participant Fundraiser	500.00		\$500.00
Total 5850 Participant Fundraiser	500.00		\$500.00
5860 Other		200.00	\$200.00
Total 5800 Fundraising Events	2,500.00	11,750.00	\$14,250.00
5900 Other Income		500.00	\$500.00
5910 Interest Earned	4.00	400.00	\$404.00

	SNAP	TEEN CENTER	TOTAL
Total Revenue	\$17,404.00	\$84,295.00	\$101,699.00
GROSS PROFIT	\$17,404.00	\$84,295.00	\$101,699.00
Expenditures			
6000 Payroll Expenditures			\$0.00
6100 Employee Payroll	10,000.00	60,000.00	\$70,000.00
6200 Payroll Taxes	590.00	5,000.00	\$5,590.00
6300 Payroll Service	150.00	650.00	\$800.00
6500 Bookkeeper	600.00	2,300.00	\$2,900.00
Total 6000 Payroll Expenditures	11,340.00	67,950.00	\$79,290.00
7000 Operating Expenses			\$0.00
7100 Operations			\$0.00
7120 Utilities	1,700.00	5,000.00	\$6,700.00
7130 Web Expenses		52.00	\$52.00
7140 Mailing Expenses	300.00	1,500.00	\$1,800.00
7150 Facilities and Equipment	100.00	250.00	\$350.00
7160 Office Supplies	200.00	300.00	\$500.00
Total 7100 Operations	2,300.00	7,102.00	\$9,402.00
7200 Business Expenses			\$0.00
7210 Registration Fees		200.00	\$200.00
7220 Accounting		500.00	\$500.00
7230 Marketing		2,000.00	\$2,000.00
Total 7200 Business Expenses		2,700.00	\$2,700.00
7300 Insurance Expense		2,650.00	\$2,650.00
Total 7000 Operating Expenses	2,300.00	12,452.00	\$14,752.00
8000 Program Expenses			\$0.00
8100 Teen Center Program Expenses		2,500.00	\$2,500.00
8200 YAP Program Expenses	3,000.00		\$3,000.00
Total 8000 Program Expenses	3,000.00	2,500.00	\$5,500.00
9500 Paypal Payment Fees		100.00	\$100.00
Bank Service Charges	170.00	135.00	\$305.00
Building Repair		200.00	\$200.00
Total Expenditures	\$16,810.00	\$83,337.00	\$100,147.00
NET OPERATING REVENUE	\$594.00	\$958.00	\$1,552.00
NET REVENUE	\$594.00	\$958.00	\$1,552.00

GLENCOE YOUTH SERVICES

FINANCIAL STATEMENTS

JUNE 30, 2019

Accounting Tax CFO Services

IHS Accounting Solution I.J.R;

500 Skokie Boulevard, Suite 595

Northbrook, IL 60062

847.849.4811

312.865.3126

Glencoe Youth Services
680 Greenwood Avenue
Glencoe, IL 60022

We have compiled the accompanying balance sheet of the Glencoe Youth Services as of June 30, 2019, and the related statements of Support and revenue, functional expenses and changes in fund balances for the year then ended. We have not audited or reviewed the accompanying financial statements and, accordingly, do not express an opinion or provide any assurance about whether the financial statements are in accordance with accounting principles generally accepted in the United States of America.

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America and for designing, implementing, and maintaining internal controls relevant to the preparation and fair presentation of the financial statements.

Our responsibility is to conduct the compilation in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. The objective of a compilation is to assist management in presenting financial information in the form of financial statements without undertaking to obtain or provide any assurance that there are no material modifications that should be made to the financial statements.

DHS ACCOUNTING SOLUTIONS LLC

August 28, 2019

GLENCOE YOUTH SERVICES
STATEMENT OF ASSETS AND FUND BALANCES
JUNE 30, 2019

ASSETS	AMOUNT
CASH- GYS	\$ 84,429
CASH- YAP	16,052
ACCOUNTS RECEIVABLE	5,978
TOTAL ASSETS	<u>\$ 106,458</u>

LIABILITIES AND FUND BALANCE

ACCOUNTS PAYABLE	\$ 7,303
FUND BALANCE	99,155
TOTAL LIABILITIES AND FUND BALANCE	<u>\$ 106,458</u>

See Accountant's Compilation Report

GLENCOE YOUTH SERVICES STATEMENT OF SUPPORT AND REVENUE,
 FUNCTIONAL EXPENSES AND CHANGES IN FUND BALANCES
 FOR THE YEAR ENDED JUNE 30,2019

SUPPORT AND REVENUE' GYS	TEEN CENTER	YAP	TOTAL
Support:			
New Trier Township	3S,001	9,000	\$ 44,001
Other support organizations	21,000	2,000	23,000
Individual and corporate contributions	10,534	2,724	13,258
Total Support	66,535	13,724	80,259
Revenue:			
Fundraising events	12,522	1,928	14,450
Total support and revenue	79,057	15,652	\$ 94,709
FUNCTIONAL EXPENSES'			
Salaries	53,945	7,777	61,722
Payroll taxes	4,278	581	4,859
Employee Benefits	181	\$0	231
Rent and utilities	4,678	1,694	6,372
Marketing	2,131		2,131
Program costs	1,890	2,728	4,618
Fundraising Costs	373		373
Insurance	2,649		2,649
Office supplies	1,439	234	1,673
Accounting	2,692	548	3,240
Miscellaneous	2,607	684	3,291
Total functional expenses	76,863	14,296	91,159
SURPLUS (DEFICIT)	2,194	1,356	3,550
	FUND BALANCE- Beginning		9
	5,605		
of year			
FUND BALANCE- End of year			\$ 99,155

See Accountant's Compilation Report

IX. Action Item B
Approval of Glencoe Jr. High Project
Stipend Request

Glencoe Park District
February 2020 Board Meeting

MEMORANDUM

TO: Board of Park Commissioners
FROM: Lisa Sheppard, Executive Director
SUBJECT: GJHP Annual Stipend
DATE: February 11, 2020

Action Item

After discussion at the Committee of the Whole meeting, the Committee advanced approval of the Glencoe Jr. High Project (GJHP) Stipend of \$10,000, with the requirement of providing the Glencoe Park District with a certificate of insurance as required by PDRMA.

Glencoe Park District Funding Request

Glencoe Junior High Project

January 2020

Contact: Grace Haggerty, Senior Program Director

Address: 620 Greenwood Ave., Glencoe, IL 60022

Email: grace@gjhp.org

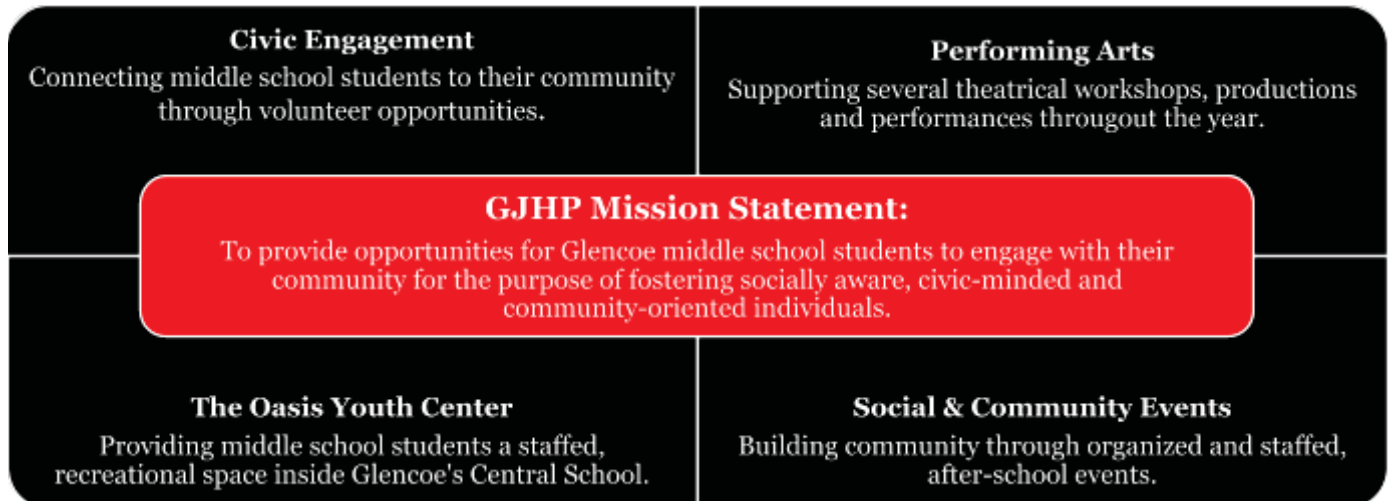
Phone: (847)835-7623

AMOUNT REQUESTED: \$10,000

Glencoe Junior High Project provides opportunities for Glencoe middle school students to engage with the community for the purpose of fostering socially aware, civic-minded and community-oriented individuals.

Operating for over 48 years, the Glencoe Junior High Project was developed by various community organizations to address concerns over local vandalism. To address the concern, they sought to create programs to help students feel more accepted and engaged in the community. The GJHP did this through the formation of an umbrella organization that coordinated four separate, yet jointly-governed programs, one of which was GJHP's predecessor, the "Junior High Club."

Today, the Glencoe Junior High Project consists of four separate, but jointly-governed programs including Civic Engagement Events, Social & Community Activities, Performing Arts and the Oasis, as highlighted in the graphic of the GJHP Mission Statement below.



How funds were used this past year:

We are so grateful for the funds we received from the Glencoe Park District last year. These funds were applied towards employing two full-time program directors. Our organization's program directors are a critical component of our programming, as they actively work to

implement the civic engagement trips and social activities/ events we offer to students after school, as well as supervise and lead events in the Oasis, and help perform the paperwork necessary for fundraising and our performing arts initiative during school hours.

How funds will be used if approved:

We respectfully continue to request funding to maintain our employment of two, full-time program directors. Without their talents and abilities to provide our organization the skills necessary to run our wide range of programming, the GJHP could never fulfill our vision to provide all Glencoe middle school students the opportunities to connect with their peers, their community and their world.

The following is a complete list of the Glencoe Junior High programming across the areas of Civic Engagement, Social and Community Events and the Performing Arts.



**Program and Event Calendar
2019 - 2020 School Year**

Social/Community Events	Target Grade	Date	Time	Location
Backyard BBQ	5th - 8th	Friday September 6, 2019	5:00 - 7:00 PM	Central School
Mud Run	5th - 8th	Saturday September 14, 2019	9:00 - 12:00 PM	Watts Park
5th Grade Amazing Race	5th	Friday September 20, 2019	3:30 - 5:00 PM	Central School
Halloween Hoopla	5th - 8th	Friday October 25, 2019	7:00 - 9:00 PM	Central School
Skate Night	5th - 8th	Friday December 13, 2019	6:30 - 8:30 PM	Watts Ice Rink
Skate Night II	5th - 8th	Friday February 7, 2020	6:30 - 8:30 PM	Watts Ice Rink
Valentines Day Chocolate Bar	5-8th	Thursday February 13, 2020	3:25 - 3:45 PM	Outside Young
Girls Self Defense	5th - 8th	Spring TBD	3:30 - 5:00 PM	Central School
6th Grade Social	6th	Friday March 13, 2020	7:00 - 9:00 PM	Central School
2020 Olympics	5th - 8th	TBD	3:30 - 5:00 PM	Central School
Beach Bash	5th - 8th	Wednesday June 10, 2020	3:30 - 5:00 PM	Glencoe Beach

* For detailed descriptions of each Social/Community event please visit www.gjhp.org

Performing Arts Events	Target Grade	Date	Time	Location
NEW Workshop: Theater FUNdamentals	6th - 8th	Monday/Thursday: 9/9, 9/12, 9/16, 9/19, 9/23, 9/26, 10/3	3:30 - 5:00 PM	Central School: Misner
NEW Workshop: Theater Thursday's	5th	Thursdays: 9/12, 9/19, 9/26, 10/3, 10/17 10/24, 11/7, 11/14, 12/5, 12/12, 12/19	3:30 - 5:00 PM	Central School: Community RM
Annual Musical: High School Musical				
Family Information Night	Student/pare	Wednesday October 1, 2019	6:30 PM	Central: Young
Audition Workshop	6th - 8th	Week of October 14, 2019	3:30 - 5:00 PM	Central: Misner
Cast Auditions	6th - 8th	Week of October 21, 2019	TBD	Central: Misner
Cast Rehearsals	Cast only	Mon/Wed/Thurs 11/4 -	3:30 - 5:00 PM	Central: Misner
Crew Meetings	Crew only	Mon/Wed 1/11 - 2/26/20	TBD	Central: Misner
Cast/Crew Tech Week	Cast and Crew	Week of Feb 15th	TBD	Central: Misner
Cast/Crew Dress Rehearsal	Cast and Crew	Week of February 22nd	TBD	Central: Misner
Performance Dates	ALL Communit	Thursday February 27, 2020 Friday February 28, 2020 Saturday February 29, 2020 Sunday March 1, 2020	7:00 PM 7:00 PM 3:00 PM 1:00 PM	Central: Misner Central: Misner Central: Misner Central: Misner
8th Grade Project Rehearsals	8th	March 2020: 2 day/week dates	3:30 - 5:00 PM	Central: Misner
8th Grade Project Performanc	ALL Communit	April 2020 (date TBD)	TBD	Central: Misner
Variety Show Rehearsals	5th - 8th	April 2020: 2 day/week (dates	3:30 - 5:00 PM	Central: Misner
Variety Show Performance	ALL Communit	May 2020 (date TBD)	TBD	Central: Misner

* For detailed description of each Performing Arts program please visit www.gjhp.org

Oasis Recess Events	Target Grade	Date	Time	Location
Craft DIY Bookmarks	5-8th	Monday September 16, 2019	Lunch Recess	Oasis
Craft to celebrate National Cl	5-8th	Wednesday October 2, 2019	Lunch Recess	Oasis
Craft DIY Dog Toy and Bandar	5-8th	Monday October 14, 2019	Lunch Recess	Oasis
Crafts in the Oasis	5-8th	Monday October 21, 2019	Lunch Recess	Oasis
Prep Fleece for Project Linus	5-8th	Monday November 18, 2019	Lunch Recess	Oasis
Making cards for seniors		Week of April 11, 2020	Lunch Recess	Oasis

* For detailed description of each Social/Community event please visit www.gjhp.org



**Program and Event Calendar
2019 - 2020 School Year**

Civic Engagement Events	Target Grade	Date	Time	Location
Community Garden	5th - 8th	Tuesday September 10, 2019	3:30 - 5:00 PM	Meet in Oasis
Student Advisory Board Meet	SAB Members	Friday September 13, 2019	7:30 - 8:10 AM	Oasis
Bernie's Book Bank	5-8th	Tuesday September 17, 2019	3:30 - 5:00 PM	Bernies Bk Bank
Bernie's Book Bank	5-8th	Wednesday September 25, 2019	3:30 - 5:00 PM	Bernies Bk Bank
Book Buddies Training	5-8 Buddies	Wednesday October 2 2019	3:30 - 4:15 PM	Oasis
Book Buddies (Fall - Monday)	5-8 Monday BIG Buddies	Monday: 10/7, 10/21, 10/28, 11/4, 11/11, 11/18, 12/2, 12/9	4:00 - 4:40 PM	Glencoe Library
Snap Dinner	7-8th	Tuesday October 8, 2019	3:30 - 8:00 PM	Meet in Oasis
Book Buddies (Fall - Wednesday)	5-8 Wednesday BIG Buddies	Wednesday: 10/16, 10/23, 10/30, 11/6, 11/13, 11/20, 12/4, 12/11	4:00 - 4:40 PM	Glencoe Library
Student Advisory Board Meet	SAB Members	Friday October 11, 2019	7:30 - 8:10 AM	Oasis
Visit Paws Animal Shelter	5-8th	Monday, October 28, 2019	3:30 - 5:00 PM	Paws Shelter HP
Student Advisory Board Meet	SAB Members	Friday November 8, 2019	7:30 - 8:10 AM	Meet in Oasis
Craft for St. Jude's Hospital	5-8th	Tuesday November 12, 2019	3:30 - 5:00 PM	Oasis
Craft for St. Jude's Hospital	5-8th	Thursday November 14, 2019	3:30 - 5:00 PM	Oasis
Craft for St. Jude's Hospital	5-8th	Tuesday November 19, 2019	3:30 - 5:00 PM	Oasis
Project Linus	5-8th	Friday November 22, 2019	3:30 - 5:00 PM	Oasis
Snap Dinner	7-8th	Tuesday November 26, 2019	3:30 - 8:00 PM	Meet in Oasis
A Just Harvest Food Pantry	6-8th	Thursday December 5, 2019	3:30 - TBD	Meet in Oasis
Meal Packing w/ Feed My Starving Children	5-8th	Saturday December 7, 2019	9:00 - 11:00 AM	Meet at Event
Pack Bag Lunches: Connections for Homeless	5-8 Buddies	Tuesday December 10, 2019	3:30 - 5:00 PM	Meet in Oasis
Student Advisory Board Meet	AB Members	Friday December 13, 2019	7:30 - 8:10 AM	Oasis
Snap Dinner	7-8th	Tuesday December 17, 2019	3:30 - 8:00 PM	Meet in Oasis
Comfort kits in the Oasis	5-8th	Tuesday, January 14, 2020	3:30 - 4:30 PM	Oasis
Ping pong tournament	5-8th	Tuesday, January 21, 2020	3:30 - 5:00 PM	Oasis
Project Linus	5-8th	Friday, January 24, 2020	3:30 - 5:00 PM	Young
Bernie's Book Bank	5-8th	Wednesday, January 29, 2020	3:30 - 6:30 PM	Bernies Bk Bank
Packing meals with Feed My Starving Children		Saturday, February 1, 2020	9:00 - 11:00 AM	TBA
Book Buddies (Spring Monday)	5-8 Monday BIG Buddies	Monday: Beginning early February (Dates TBD)	4:00 - 4:40 PM	Glencoe Library
Book Buddies (Spring Wednesday)	5-8 Monday BIG Buddies	Wednesday: Beginning early February (Dates TBD)	4:00 - 4:40 PM	Glencoe Library
A Just Harvest Food Pantry	6-8th	Wednesday, February 5, 2020	3:30 - 6:30 PM	A Just Harvest
Make Blessing Bags after school	5-8th	Thursday, February 12, 2020	3:30 - 4:30 PM	Oasis
Make homeless mats	5-8th	Tuesday, February 18, 2020	3:30 - 4:30 PM	Oasis
Pack lunches: Connections for Homeless		Wednesday, February 19, 2020	3:30 - 4:30 PM	Oasis
Bernie's Book Bank	5-8th	Wednesday, March 4, 2020	3:30 - 6:30 PM	Bernies Bk Bank
A Just Harvest Food Pantry	6-8th	Tuesday, March 10, 2020	3:30 - 6:30 PM	A Just Harvest
Cradles to Crayons	5-8th	Thursday, March 12, 2020	TBD	C2C HP
Self Care Night	5-8th	Wednesday, March 18, 2020	3:30 - 5:30 PM	Oasis
Oasis Movie Night	5-8th	Thursday, March 19, 2020	3:30 - 6:00 PM	Oasis
Glencoe Community Garden	5-8th	April - Date TBD	3:30 - 5:00 PM	Meet in Oasis
"Ecobrick" Recycling Project	5-8th	Thursday, April 16, 2020	3:30 - 5:00 PM	Oasis

* For detailed description of each Civic Engagement events please visit www.gjhp.org

Glencoe Junior High Project
FY2019/20 Budget

Account	Budget	
Contributions, Grants & Fundraising	Income	Expense
Business Donations (incl. Community)	2,000.00	
Individual/Family Donations	18,000.00	
Patron Letter		(950.00)
Total Contributions	20,000.00	(950.00)
Village of Glencoe	10,000.00	
Glencoe Park District	10,000.00	
New Trier Township	20,000.00	(100.00)
Total Grants	40,000.00	(100.00)
Other Fundraising Income	1,000.00	
Wine Event	1,600.00	
48100 Fundraising Income		(550.00)
Wine Event		(200.00)
Total Fundraising	2,600.00	(750.00)
Total Contributions, Grants & Fundraising	62,600.00	(1,800.00)

Annual Musical / Play	Income	Expense
43100 Play Participation Fees		
Cast Fees	19,440.00	(540.00)
Crew Fees	3,000.00	(150.00)
	22,440.00	(690.00)
003 Full Page Ads	7,000.00	
004 Half Page Business Ads	10,000.00	
005 Qtr Page Business Ads	8,000.00	
Business Ad Discounts		(1,500.00)
	25,000.00	(1,500.00)
006 Full Pg Tribute	3,000.00	
007 Half Pg Tribute	2,500.00	
008 Qtr Page Tribute	715.00	
	6,215.00	-
Play Book		(3,400.00)
	-	(3,400.00)
48100 Regular Priced Tickets	17,000.00	
Ticket Expense (incl. CC fees)		(800.00)
	17,000.00	(800.00)
Concessions/Refreshments	2,400.00	
Play Concessions Expense		(1,250.00)
Snack Attack	3,000.00	
Snack Attack		(1,000.00)
	5,400.00	(2,250.00)
43500 Play Restricted Contributions		
	-	-
Discretionary Tips		(500.00)
Play Asst Director		(500.00)
Play Choreographer		(1,650.00)
Play Director		(10,000.00)
Play Music Director		(6,000.00)
Play Musicians		(1,500.00)
Play Set Designer		(2,700.00)
Play Sound and Lights		(6,558.00)
Total - Professional Staff Fees	-	(29,408.00)

Glencoe Junior High Project
FY2019/20 Budget

Cast/Crew Meals		(500.00)
Costumes		(1,700.00)
Lights		(3,352.00)
Misc. Play Expenses		(200.00)
Play Infrastructure		(100.00)
Play Marketing		(300.00)
Props		(300.00)
Scripts		(3,500.00)
Set Material/Scenery		(1,500.00)
Sound		(2,000.00)
T-Shirts		(600.00)
	-	(14,052.00)
Total - Annual Musical / Play	76,055.00	(52,100.00)
Performing Arts		
	Income	Expense
Theatre FUNdamentals	2,000.00	
Theater FUNdamentals director fee		(1,350.00)
	2,000.00	(1,350.00)
Theater Thursdays	800.00	
Theater Thursdays director fee		(1,400.00)
	800.00	(1,400.00)
44100 Variety Show Income		
Variety Show Cast Fees	5,000.00	
Other Variety Show Income	100.00	
Other Variety Show Expenses		(550.00)
Variety Show Producer Fees		(2,500.00)
	5,100.00	(3,050.00)
8th Grade Project Cast Fees	3,000.00	
8th Grade Play Income Other	100.00	(50.00)
8th Grade Project Producer Fees		(2,000.00)
Other 8th Grade Project Expenses		(500.00)
	3,100.00	(2,550.00)
Total - Performing Arts	11,000.00	(8,350.00)
Civic Engagement		
	Income	Expense
Book Buddies	1,500.00	(120.00)
67200 Civic Engagement Expenses		(1,710.00)
SNAP Dinner		(500.00)
Total - Social & Oasis Expense	1,500.00	(2,330.00)

Glencoe Junior High Project
FY2019/20 Budget

Social and Oasis		
5th Grade Amazing Race Income	1,000.00	
5th Grade Amazing Race Expenses		(1,000.00)
6th Grade Dance	1,500.00	
6th Grade Dance Expenses		(1,500.00)
Back-to-School BBQ	1,500.00	
Back to School BBQ Expenses		(1,700.00)
Beach Bash	2,000.00	
Beach Bash Expenses		(1,800.00)
Halloween Hoopla	1,500.00	
Halloween Hoopla Expenses		(1,500.00)
Teen Skate	1,000.00	
Teen Skate Expenses		(200.00)
45200 Social Activities	1,500.00	(1,500.00)
Other Social Activity Expenses		(250.00)
	10,000.00	(9,450.00)
73999 Oasis Expense		(700.00)
	-	(700.00)
Total - Civiv, Social & Oasis Expense	11,500.00	(12,480.00)

Operating - Other General and Administration	Income	Expense
Change in Market Value of Investments	3,000.00	
Interest Income	2,250.00	
	5,250.00	-
60110 Staff Wages		(55,733.33)
60120 Non-taxable benefits (qualified commuting, health reimbursements)		(4,000.00)
60131 EE Tax Withholding		(3,700.00)
60132 ER Tax Withholding		(350.00)
60130 Payroll Taxes		(6,000.00)
	-	(69,783.33)
Technology Infrastructure		(750.00)
70100 Office/Business Expenses		(800.00)
71000 Supplies		(100.00)
72000 Postage and Printing		(400.00)
73000 Marketing/Community Outreach		(600.00)
74000 Insurance - Liability, D and O, Workers Comp		(12,000.00)
75000 Technology and Website		(1,200.00)
76100 Facilities and Janitorial Fees		(3,000.00)
Audit and Reporting		(3,600.00)
PayPal Fees		(1,700.00)
Payroll Service		(1,000.00)
Square Fees		(50.00)
Teachers Reception		(900.00)
Depreciation Expense		(496.00)
	-	(26,596.00)
In Kind Revenue - Auditorium	31,978.00	
In Kind Expense - Auditorium		(31,978.00)
In Kind Revenue - Oasis	41,800.00	
In Kind Expense - Oasis		(41,800.00)
	73,778.00	(73,778.00)
Total - Operating - General and Administration	79,028.00	(170,157.33)

Full Budget	240,183.00	(244,887.33)
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GLENCOE JUNIOR HIGH PROJECT,
ILLINOIS

ANNUAL FINANCIAL REPORT



FOR THE FISCAL YEAR ENDED
JUNE 30, 2018

GLENCOE JUNIOR HIGH PROJECT, ILLINOIS

TABLE OF CONTENTS

PAGE

FINANCIAL SECTION

INDEPENDENT AUDITORS' REPORT..... 1 - 2

FINANCIAL STATEMENTS

Statement of Financial Position.....3
Statement of Activities 4 - 5
Statement of Cash Flows.....6
Statement of Functional Expenses – For the Fiscal Year Ended June 30, 20187
Statement of Functional Expenses – For the Fiscal Year Ended June 30, 20178
Notes to the Financial Statements 9 - 12

FINANCIAL SECTION

INDEPENDENT AUDITORS' REPORT



INDEPENDENT AUDITORS' REPORT

December 7, 2018

Members of the Board of Directors
Glencoe Junior High Project
Glencoe, Illinois

We have audited the accompanying financial statements of the Glencoe Junior High Project, Illinois, as of and for the year ended June 30, 2018, and the related notes to the financial statements, which collectively comprise the Glencoe Junior High Project's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Glencoe Junior High Project's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Glencoe Junior High Project's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the Glencoe Junior High Project, Illinois, as of June 30, 2018, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

We did not audit the financial Statements of the Glencoe Junior High Project as of and for the year ended June 30, 2017. Those Statements were audited by another auditor who issued an unmodified opinion on January 30, 2018.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Glencoe Junior High Project, Illinois' basic financial statements.


LAUTERBACH & AMEN, LLP

FINANCIAL STATEMENTS

GLENCOE JUNIOR HIGH PROJECT, ILLINOIS

Statement of Financial Position June 30, 2018 and June 30, 2017

	2018	2017
ASSETS		
Current Assets		
Cash and Cash Equivalents	\$ 80,750	82,319
Investments	146,051	143,741
Unconditional Promises to Give	20,833	20,833
Receivables - Net of Allowances		
Accounts	7,014	-
Prepays	1,870	1,534
Total Current Assets	<u>256,518</u>	<u>248,427</u>
Noncurrent Assets		
Capital Assets		
Depreciable	1,820	1,820
Accumulated Depreciation	(710)	(414)
Total Noncurrent Assets	<u>1,110</u>	<u>1,406</u>
Total Assets	<u>257,628</u>	<u>249,833</u>
LIABILITIES		
Accounts Payable	405	536
NET ASSETS		
Without Donor Restrictions	<u>257,223</u>	<u>249,297</u>
Total Liabilities and Net Assets	<u>257,628</u>	<u>249,833</u>

GLENCOE JUNIOR HIGH PROJECT, ILLINOIS

Statement of Activities

For the Fiscal Year Ended June 30, 2018

(with Comparative Actuals for the Fiscal Year Ended June 30, 2017)

	2018		
	Without Donor Restrictions	With Donor Restrictions	Totals
Revenues and Other Support			
Contributions	\$ 16,005	-	16,005
Government Grants	40,001	-	40,001
Play Participation Fees	26,026	-	26,026
Playbook Ads and Tributes	29,217	-	29,217
Play Ticket Sales	15,621	5,000	20,621
Theatre Workshops Revenues	18,071	-	18,071
Social Activities and Civic Program Revenues	12,289	-	12,289
Merchandise Sales	6,913	-	6,913
Other Fundraising Income	3,078	-	3,078
Investment Income	2,288	-	2,288
Miscellaneous	1,026	-	1,026
In Kind Revenue	73,778	-	73,778
Net Assets Released from Restrictions	-	-	-
Total Revenues and Other Support	244,313	5,000	249,313
Expenses			
Programs Services	216,211	5,000	221,211
Supporting Services			
Management and General	18,854	-	18,854
Fundraising	1,322	-	1,322
Total Expenses	236,387	5,000	241,387
Change in Net Assets	7,926	-	7,926
Net Assets - Beginning	249,297	-	249,297
Net Assets - Ending	257,223	-	257,223

2017

Without Donor Restrictions	With Donor Restrictions	Totals
20,666	-	20,666
40,001	-	40,001
27,268	-	27,268
26,546	-	26,546
20,867	-	20,867
13,375	-	13,375
20,911	-	20,911
4,566	-	4,566
		-
5,466	-	5,466
4,604	-	4,604
		-
9,168	(9,168)	-
193,438	(9,168)	184,270
159,260	-	159,260
17,383	-	17,383
906	-	906
177,549	-	177,549
15,889	(9,168)	6,721
233,408	9,168	242,576
249,297	-	249,297

The notes to the financial statements are an integral part of this statement.

GLENCOE JUNIOR HIGH PROJECT, ILLINOIS

Statement of Cash Flows

For the Fiscal Year Ended June 30, 2018

(with Comparative Actuals for the Fiscal Year Ended June 30, 2017)

	2018	2017
Cash Flows from Capital and Related Financing Activities		
Purchase of Capital Assets	\$ -	(1,480)
Cash Flows from Investing Activities		
Purchase of Investments	(2,310)	(5,383)
Cash Flows from Operating Activities		
Change in Net Assets	7,926	6,721
Adjustments to Reconcile Change in Net Assets to Net Cash Provided by (Used in) Operating Activities:		
Depreciation Expense	296	74
(Increase) Decrease in Assets	(7,350)	(219)
Increase (Decrease) in Liabilities	(131)	(2,221)
	741	4,355
Net Change in Cash and Cash Equivalents	(1,569)	(2,508)
Cash and Cash Equivalents - Beginning	82,319	84,827
Cash and Cash Equivalents - Ending	80,750	82,319

GLENCOE JUNIOR HIGH PROJECT, ILLINOIS

Statement of Functional Expenses For the Fiscal Year Ended June 30, 2018

	Program Services	Management and General	Fundraising	Totals
Compensation	\$ 55,586	-	-	55,586
Employee Benefits	5,244	-	-	5,244
Payroll Taxes	4,247	-	-	4,247
Play Expenses	22,012	-	-	22,012
Theatre Workshops Expenses	14,733	-	-	14,733
Social Activities and Civic Program Expenses	9,809	-	-	9,809
Professional Fees and Contract Services	28,955	5,198	-	34,153
Supplies/Oasis Expenses	3,249	-	-	3,249
Special Projects Expenses	1,099	-	-	1,099
Postage and Printing	61	-	-	61
Marketing and Community Outreach	1,642	-	-	1,642
Insurance	-	11,018	-	11,018
Technology and Website	-	1,016	-	1,016
Facilities Fees	500	-	-	500
Contributed Facilities - In Kind	73,778	-	-	73,778
Fundraising Expenses	-	-	1,322	1,322
Bank and Credit Card Fees	-	2,009	-	2,009
Miscellaneous	-	(387)	-	(387)
Depreciation	296	-	-	296
Total Functional Expenses	221,211	18,854	1,322	241,387

GLENCOE JUNIOR HIGH PROJECT, ILLINOIS

Statement of Functional Expenses For the Fiscal Year Ended June 30, 2017

	Program Services	Management and General	Fundraising	Totals
Compensation	\$ 60,979	-	-	60,979
Employee Benefits	5,178	-	-	5,178
Payroll Taxes	3,403	-	-	3,403
Play Expenses	21,880	-	-	21,880
Theatre Workshops Expenses	11,557	-	-	11,557
Social Activities and Civic Program Expenses	17,630	-	-	17,630
Professional Fees and Contract Services	28,547	3,801	-	32,348
Supplies	782	-	-	782
Special Projects Expenses	1,261	-	-	1,261
Postage and Printing	375	-	-	375
Marketing and Community Outreach	4,058	-	-	4,058
Insurance	-	11,565	-	11,565
Technology and Website	-	169	-	169
Facilities Fees	536	-	-	536
Contributed Facilities	3,000	-	-	3,000
Fundraising Expenses	-	-	906	906
Bank and Credit Card Fees	-	1,774	-	1,774
Miscellaneous	-	74	-	74
Depreciation	74	-	-	74
Total Functional Expenses	159,260	17,383	906	177,549

GLENCOE JUNIOR HIGH PROJECT, ILLINOIS

Notes to the Financial Statements

June 30, 2018

NOTE 1 – NATURE OF ORGANIZATION

The Glencoe Junior High Project (GJHP) is a 501(c)(3) Illinois non-profit organization that provides opportunities for Glencoe, Illinois middle school students to engage with the community for the purpose of fostering so socially aware, civic-minded and community-oriented individuals. GJHP offers various programs and activities, including the Oasis Youth Center which serves as a meeting place for students, grades 5th-8th, to drop in during their lunch-recess period. In addition, GJHP's Civic Engagement Program offers Glencoe middle school students the opportunity to engage with local community members and their organizations for the purposes of building social awareness and civic mindedness. Glencoe Junior High Project plans and sponsors a variety of social events for Glencoe middle school students and their families including dances, parties and events to promote community and civic engagement. Also, GJHP's Performing Arts Program supports several theatrical productions a year for the purposes of building community through the arts.

The Glencoe Junior High Project is run by a volunteer board and two full-time Youth Directors. GJHP's programs and staff are funded by community donations, government grants, program fees and net revenues generated by the theatrical productions.

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of Accounting

The financial statements are prepared using the accrual basis of accounting in which revenue is recognized when earned and expenses are recognized when incurred.

Net Assets

Net assets of the GJHP and changes therein are classified and reported as follows:

Net assets without donor restrictions – Net assets that are not subject to donor-imposed restrictions and may be expended for any purpose in performing the primary objectives of the organization. These net assets may be used at the discretion of the GJHP's management and the board of directors.

Net assets with donor restrictions – Net assets subject to stipulations imposed by donors and grantors. Some donor restrictions are temporary in nature; those restrictions will be met by actions of the GJHP or by the passage of time. Other donor restrictions are perpetual in nature, where by the donor has stipulated the funds be maintained in perpetuity.

Donor restricted contributions are reported as increases in net assets with donor restrictions. When a restriction expires, net assets are reclassified from net assets with donor restrictions to net assets without donor restrictions in the Statement of Activities.

GLENCOE JUNIOR HIGH PROJECT, ILLINOIS

Notes to the Financial Statements

June 30, 2018

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – Continued

Cash and Investments

For the purpose of the Statement of Financial Position and Statement of Cash Flows, the GJHP's cash and cash equivalents are considered to be cash on hand, demand deposits and short-term investments with original maturities of three months or less from the date of purchase.

Investments are generally reported at fair value. Short-term investments are reported at cost, which approximates fair value. For investments, the GJHP categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs; Level 3 inputs are significant unobservable inputs. The GJHP has no investments at year-end.

Investment Income

The GJHP records investment income earned on net assets without donor restrictions revenue.

Promises to Give

Promises to give consist of unconditional promised to give to the GJHP. The carrying amount of promises to give may be recorded by a valuation allowance based on management's assessment of the collectability of specific promise to give balances.

Income Taxes

The GJHP is exempt from income tax under IRC section 501(c)(3), and similarly, is exempt from State of Illinois taxes under the Illinois Tax Act Section 205(a), though it is subject to tax on income unrelated to its exempt purpose, unless that income is otherwise excluded by the Code. The GJHP has processes presently in place to ensure the maintenance of its tax-exempt status; to identify and report unrelated income; to determine its filing and tax obligations in jurisdictions for which it has nexus; and to identify and evaluate other matters that may be considered tax positions. The GJHP has determined that there are no material uncertain tax positions that require recognition or disclosure in the financial statements. There was no unrelated business income for the year ended December 31, 2017.

The GJHP's Forms 990, *Return of Organization Exempt from Income Tax*, are subject to examination by the IRS, generally, for three years after they were filed. Annual filings with the State of Illinois are, similarly, subject to examination.

GLENCOE JUNIOR HIGH PROJECT, ILLINOIS

Notes to the Financial Statements June 30, 2018

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – Continued

Use of Estimates

The preparation of financial statements in accordance with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reported period. Actual results could differ from those estimates.

Functional Allocation of Expenses

The costs of providing the various programs and supporting services have been summarized on a functional basis in the schedules of functional expenses. Functional expenses which are not directly attributable to one function are allocated between program, management and general, and fundraising services based on the number of employees involved, the amount of time spent, the percentage of their salary associated with the time and on estimated made by the GJHP's management.

NOTE 3 – CASH AND INVESTMENTS

At year-end the carrying amount of the GJHP's cash deposits totaled \$80,750 and the bank balances totaled \$80,948. The entire balance of deposits was fully insured by federal deposit insurance.

In addition to the above, the GJHP had \$146,051 and \$143,741 invested in mutual funds as of June 30, 2018 and June 30, 2017, respectively. The fair value of these assets is based on quoted market prices in active markets for identical assets.

NOTE 4 – AVAILABILITY AND LIQUIDITY

The following represents GJHP's financial assets at June 30, 2018:

Financial Assets at Year End:	
Cash and Investments	\$ 226,801
Unconditional Promises to Give	20,833
Accounts Receivables	7,014
Total Financial Assets	<u>254,648</u>
Less Amounts not Available to be used within one year:	
Net Assets with Donor Restrictions	<u>-</u>
Financial Assets Available to Meet General Expenditures over the Next Twelve Months	<u><u>254,648</u></u>

The GJHP's goal is generally to maintain financial assets to meet 90 days of operating expenses. As part of its liquidity plan, excess cash is invested in short-term investments, including money market accounts.

GLENCOE JUNIOR HIGH PROJECT, ILLINOIS

Notes to the Financial Statements June 30, 2018

NOTE 5 – CAPITAL ASSETS

Capital assets purchased or acquired with an original cost of \$500, or more are reported at historical cost or estimated historical cost. Contributed assets are reported at acquisition value as of the date received. Contributed assets with explicit restrictions regarding their use and contributions of cash that must be used to acquire property and equipment are reported as restricted support. Property and equipment are depreciated using the straight-line method over the useful lives, with a five-year life for equipment. Depreciation expense for the fiscal years ended June 30, 2018 and 2017 was \$296 and \$74, respectively.

NOTE 6 – NET ASSETS

Without Donor Restrictions

Net Assets without donor restrictions as of June 30, 2018 was comprised of the following:

Undesignated	<u>\$ 257,223</u>
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NOTE 7 – IN-KIND DONATIONS

Donated Facilities – The GJHP was allowed to use facilities at no charge to the GJHP during the year ended June 30, 2018. Accordingly, contributions have been recorded for the fair value of the facilities of the Oasis Room of \$41,800 and the auditorium of \$31,978 for the year ending June 30, 2018. These amounts have been included as special events revenue and special events expense on the Statements of Activities. In fiscal year 2017 there were no in-kind donations recorded.

IX. Action Item C
Approval of Contract with
Christopher B. Burke Engineering

Glencoe Park District
February 2020 Board Meeting

MEMORANDUM

TO: Board of Commissioners
FROM: Lisa Sheppard, Executive Director, Chris Leiner Director of Parks & Maintenance
SUBJECT: Approval of Contract with Christopher B. Burke Engineering
DATE: February 4, 2020

As previously discussed in the December 3, 2019 Committee of the Whole meeting, the Glencoe Park District must engage in a process to make the Connect Glencoe Trail project compliant with IDOT standards. To receive the \$667,500 in grant funding, the Park District must develop and execute the project according to IDOT standards. IDOT standards are beyond the general scope of typical park renovation projects. As part of this process, the Park District must retain an IDOT Certified Engineering Firm to oversee the construction of the project.

On typical park renovation projects, the landscape architects visit the job site weekly and engineering professional's visit three to four times before completion. IDOT requires that an engineer is onsite to record the activities and progress of the contractor daily. This higher level of oversight is a requirement of federal funding and is a transparency and accountability measure. This is referred to as a resident engineer.

At the execution of this agreement, Christopher B. Burke Engineering (CBELL) will become the lead construction engineering firm with Altamanu acting as a sub-contractor for the scope of this agreement as it relates to providing oversight of the design of the trail. Altamanu will remain the primary design firm for the construction of Duke Playground. Based on the IDOT policy, CBELL must be the principal firm for the trail as they hold pre-approved status.

This contract will supersede the previous agreement with Altamanu approved by the Board of Park Commissioners on April 16, 2019, as it relates to providing construction management support for trail construction. CBELL has estimated a cost of \$80,045 to complete the necessary management of the project. Work above and beyond the estimated scope will be billed at the hourly rate provided in the agreement.

The cost of this contract was included in the estimates provided to the Board at the December 3, 2019 Committee of the Whole meeting.

Recommended Motion:

Approval of the Christopher B. Burke Engineering contract for the amount of \$80,045 for the construction management of the Connect Glencoe Trail Project.



CHRISTOPHER B. BURKE ENGINEERING, LTD.

9575 West Higgins Road Suite 600 Rosemont, Illinois 60018 TEL (847) 823-0500 FAX (847) 823-0520

January 29, 2020

Glencoe Park District
999 Green Bay Road
Glencoe, IL 60022

Attention: Chris Leiner, CPRP, CPSI – Director of Parks & Maintenance

Subject: Old Green Bay Road Multi Use Path (19-P4032-00-BT)
Proposal for Phase III Engineering Services

Dear Chris:

At your request, Christopher B. Burke Engineering, Ltd. (CBBEL) is pleased to provide this proposal for professional engineering services related to the construction engineering for the Old Green Bay Road Multi Use Path. Included below you will find our Understanding of the Assignment, Scope of Services and Estimate of Fee.

UNDERSTANDING OF THE ASSIGNMENT

The purpose of this project is to complete a gap in the Green Bay Trail between Maple Hill Road and Park Avenue by constructing a new multi-use path on Park District property east of Old Green Bay Road in the Village of Glencoe. The plans and specifications include items related to construction of an aggregate bike path, earth excavation, HMA removal and replacement, brick paver sidewalk, concrete curb and gutter, seeding, sodding, top soil, landscaping, and other incidental items necessary to complete the project as shown on the plans.

CBBEL understands that the Glencoe Park District will be using Federal and Local Funds to construct this project; phase III engineering will be funded with Local Funds. This project is anticipated to be on the June 2020 IDOT Letting, with a start of construction in Summer 2020.

SCOPE OF SERVICES

Task 1 - Pre-Construction Services: CBBEL will perform the following tasks prior to the start of construction:

- Facilitate any pre-construction meetings; attend a scheduled pre-construction meeting at IDOT District 1 Headquarters in Schaumburg.
- Review the Contractor's schedule for compliance with the specifications.

Task 2 – Construction Observation and Documentation: CBBEL will provide one full-time Resident Engineer for the duration of construction observation for the Old Green Bay Road Multi Use Path. This task is based upon a duration of 45 Working Days to start in Summer 2020 as shown in the bid documents prepared by CBBEL. This task will include the following tasks:

- Observe the progress and quality of the executed work and determine if the work is proceeding in accordance with the Contract Documents. The Engineer will keep the Park District informed of the progress of the work, guard the Park District against defects and deficiencies in the work, advise the Park District of all observed deficiencies of the work, and advise when the Park District should disapprove or reject all work failing to conform to the Contract Documents.
- Serve as the Park District's liaison with the Contractor working principally through the Contractor's field superintendent.
- Assist Contractor's in dealing with any outside agencies.
- Attend all construction conferences. Arrange a schedule of progress meetings and other job conferences as required. Maintain and circulate copies of records of the meetings.
- Review the Contractor's schedule on a weekly basis. Compare actual progress to Contractor's approved schedule. If the project falls behind schedule, work with the Contractor to determine the appropriate course of action to get back on schedule.
- Maintain orderly files for correspondence, reports of job conferences, shop drawings and other submissions, reproductions or original contract documents including all addenda, change orders, and additional drawings issued subsequent to the award of the contract. Obtain and document all material inspection received from the Contractor as outlined in the Project Procedures Guide of IDOT's Construction Manual.
- Determine if the project has been completed in accordance with the Contract Documents and that the Contractor has fulfilled all of his obligations.
- Record the names, addresses and phone numbers of all Contractors, subcontractors and major material suppliers in the diary.
- Keep an inspector's daily report book as outlined in the IDOT Project Procedures Guide, which shall contain a daily report and quantity of hours on the job site, weather conditions, list of visiting officials, daily activities, job decisions and observations as well as general and specific observations and job progress.
- Prepare payment requisitions and change orders for the Park District's approval, review applications for payment with the Contractor for compliance with established procedures for their submission and forward them with recommendations to the Park District.

Task 3 – Record Drawings:

- Finalize a set of record drawings.

Task 4 – Post Construction: CBBEL will perform the following tasks once construction is complete:

- Prior to final inspection, submit to the Contractor a list of observed items requiring correction and verify that each correction has been made.
- Coordinate and conduct the final inspection with the Park District, prepare a final punchlist.
- Verify that all the items on the final punchlist have been corrected and make recommendations to the Park District concerning acceptance.
- Once Contractor has fulfilled all obligations, prepare a final pay request for the Park District's approval.

Task 5 – QA Material Testing:

- Material Solutions Laboratory (MSL) will provide QA testing outlined in the IDOT Project Procedures Guide.

Task 6 – Landscaping Architecture:

- Altamanu, Inc. will provide Phase III Construction Observation related to landscaping items. We anticipate this to include tree protection, root pruning, and engineered barrier construction.

Task 7 – Direct Costs:

- Vehicle Usage will be charged at a rate of \$65/day for a duration of 45 Working Days.

CBBEL shall not have control over or charge of and shall not be responsible for construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the work since these are solely the Contractor's responsibility under the contract for construction.

ESTIMATE OF FEE

CBBEL estimates the following fees for each of the tasks described above:

Task 1 - Preconstruction	\$2,836.00
Task 2 - Construction Observation/Documentation	\$48,880.00
Task 3 - Record Drawings	\$968.00
Task 4 - Post Construction	\$10,096.00
Task 5 - Material Testing (MSL)	\$5,990.00
Task 6 – Landscape Architecture (Altamanu)	\$10,350.00
Direct Costs (Vehicle - 45 Working Days)	\$2,925.00
Total	\$ 80,045.00

We will bill you at the hourly rates specified on the attached Schedule of Charges. We will establish our contract in accordance with the attached General Term and Conditions. These General Terms and Conditions are expressly incorporated into and are an integral part of this contract for professional services. Please note that meetings and additional services performed by CBBEL that are not included as part of this proposal will be billed on a time and materials basis and 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 anytime.

Sincerely,



Michael E. Kerr, PE
President

THIS PROPOSAL, SCHEDULE OF CHARGES, AND GENERAL TERMS AND CONDITIONS ACCEPTED FOR THE GLENCOE PARK DISTRICT:

BY: _____
TITLE: _____
DATE: _____

**Glencoe Park District
Old Green Bay Road Multi-Use Path
Construction Engineering Services**

Engineering Fee Estimate

Task	Description	Classification and Hourly Rate				Total Hours	Fee \$
		Engineer V 208	Engineer IV 170	Engineer III 152	Engineer I/II 121		
1	Preconstruction	2			20	22	\$2,836
2	Construction Observation/Documentation	2			384	386	\$46,880
3	Record Drawings				8	8	\$968
4	Post Construction	2			80	82	\$10,096
5	Material Testing (MSL)						\$5,990
6	Landscape Architecture Fees (Altamanu)						\$10,350
	Direct Costs (Vehicle - 45 Working Days)						\$2,925
TOTAL		6	0	0	492	498	\$80,045

Total Not-to-Exceed Fee = \$80,045

Key Personnel

Kevin Wilson, PE
Owen Wattelle

Classification

ENG V
ENG I/II

Project Role

Project Manager
Resident Engineer

* Cost based upon a Summer 2020 Start and 45 Working Days (equivalent 2.8 Calendar Months) including punch list.

* 40 hours / week estimated workload.

CHRISTOPHER B. BURKE ENGINEERING, LTD.
STANDARD CHARGES FOR PROFESSIONAL SERVICES
JANUARY, 2020

<u>Personnel</u>	<u>Charges*</u> <u>(\$/Hr)</u>
Principal	275
Engineer VI	251
Engineer V	208
Engineer IV	170
Engineer III	152
Engineer I/II	121
Survey V	229
Survey IV	196
Survey III	172
Survey II	126
Survey I	100
Engineering Technician V	198
Engineering Technician IV	161
Engineering Technician III	146
Engineering Technician I/II	68
CAD Manager	177
Assistant CAD Manager	153
CAD II	135
GIS Specialist III	148
GIS Specialist I/II	94
Landscape Architect	170
Environmental Resource Specialist V	216
Environmental Resource Specialist IV	170
Environmental Resource Specialist III	139
Environmental Resource Specialist I/II	94
Environmental Resource Technician	114
Administrative	104
Engineering Intern	63
Information Technician III	130
Information Technician I/II	116

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, 2020.

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.

IX. Action Item D
Approval of Contract with
Midwest Mechanical

Glencoe Park District
February 2020 Board Meeting

MEMORANDUM

TO: Board of Commissioners
FROM: Lisa Sheppard, Executive Director and Chris Leiner, Director of Parks & Maintenance
SUBJECT: Approval of Contract Midwest Mechanical
DATE: February 5, 2020

As previously discussed in the February 4, 2020 Committee of the Whole meeting, to improve reliability, the Park District is upgrading to a full-service HVAC maintenance contract for the Takiff Center and Watts Recreational Center. Also included is a preventative maintenance only contract for the GYS building.

Cost Break Down

Takiff	\$72,904
Watts	\$8,716
GYS	\$1,194
Total	\$82,814

Recommended Motion:

Approval of the Midwest Mechanical contract for the amount of \$82,814 for the mechanical maintenance repair services of the Takiff Center, Watts Recreational Center, and GYS building.

MEMORANDUM

Memo from the February 4 Committee Packet

TO: Lisa Sheppard, Executive Director
FROM: Chris Leiner, Director of Parks & Maintenance
SUBJECT: Recommended Changes to HVAC Maintenance Program
DATE: January 28, 2020

Based on contractor performance, equipment condition, and current costs, I am proposing making a change to the way the Park District manages its inventory of HVAC equipment and boilers. The below memo summarizes existing conditions and provides a new proposed plan of action.

Current Operational Model

The District currently has a limited maintenance agreement with Althoff Industries for the Takiff Center. In that agreement, Althoff performs limited preventative maintenance including filter changes and belt-tightening for an annual fee. Further maintenance is performed on a time and materials rate, including emergency repair rates. No other facility than the Takiff Center has a contract for HVAC equipment and boilers. At all other facilities, staff performs preventative maintenance and calls Althoff for repairs as needed. In addition, Park District staff does limited HVAC repairs and provides R-22 directly to the contractor.

Evaluation of Current Model

Based on the current equipment inventory, the model leaves much to be desired. Althoff has no financial incentive to alert the District to potential concerns before equipment failure. When equipment fails, the District is not in the position to evaluate and quote repairs, the repair is an emergency, and we must approve Althoff's repair estimate or face an interruption in service.

Our current agreement with Althoff centers on making repairs, not maintenance, and capital replacement. We have little control over the quality of work, communication, and cost.

Capital replacement cannot be managed via Althoff. They do not provide in-house engineering or NCPA Co-Op prices. When it is time for capital replacement, the District must retain an engineer and then pursue the additional process of legal bidding. This process can be costly.

The maintenance performed by District staff is reactionary and is usually a result of the contractor being unresponsive. This maintenance is performed at the supervisor level and takes key players away from critical tasks that cannot be contracted out.

The existing model places emphasis on the knowledge base of current staff. This has made the operation of the facilities dependent on the experience of one staff member.

MEMORANDUM

Memo from the February 4 Committee Packet

This presents a challenge in the succession planning process.

In the last three years, the District has experienced several critical failures that could have resulted in an interruption in climate control at the Takiff Center. Specific examples include:

1. The breakdown of the cooling unit for Children’s Circle in 2017, which required temporary cooling units to be installed during the two-week repair.
2. The breakdown of the electric motor in the ELC air handler during the polar vortex of 2018. This was remedied by staff planning and hard work, not the HVAC contractor. Had staff not had replacement parts on-hand, the ELC/GJK/CC Wing would have been without heat for an extended period.
3. The failure of two compressors on two separate condensers during August of 2019 required an extensive emergency repair during the facility shut-down.

All of the notated issues could have been remedied with a stronger preventative maintenance contract and additional oversight from the contractor.

The below chart represents the costs of operational HVAC/boiler maintenance to the District in the last three fiscal years. The numbers for this fiscal year FY2019/20 are to-date plus a projection based on last fiscal year’s costs.

Fiscal Year	Althoff	District Purchased Parts	Additional Projection	Total
FY 19/20 to date	\$53,095.00	\$15,324.00	\$2,000.00	\$70,419.00
FY18/19 Actuals	\$50,590.00	\$9,984.00	-	\$60,574.00
FY17/18 Actuals	\$21,905.00	\$11,195.00	-	\$31,889.00

The additional projection was developed by adding the remaining cost of the FY2019/20 Althoff Service Contract at Takiff (\$772) with an allowance for repairs.

The existing maintenance model would be appropriate for the first one to five years of a recently constructed facility when repairs would be under warranty and minimal.

Equipment Condition

As we have previously discussed, much of the HVAC equipment at the Takiff Center is nearing the end of its useful life. In the next several years, the equipment will experience additional breakdowns and will eventually require a total replacement. The majority of the HVAC equipment at the Watts Recreational Center was replaced in 2018, while in good condition, still requires annual maintenance. The manufacturer’s warranty on the newer Watts’ equipment will expire next year. The District’s operational HVAC costs are trending upward based on equipment condition.

The District will need engineering and contractual support in determining and executing a capital replacement plan for the existing HVAC equipment at the Takiff Center.

Proposed Solution for Takiff and Watts

Staff has met extensively with representatives from Midwest Mechanical. After an extensive audit of the facilities, they have proposed a full-service contract for the Takiff Center and the Watts Recreational Center. For an annual fee, Midwest will provide all preventative maintenance and repairs on all HVAC equipment, including boilers. On the whole, Midwest will be maintaining an inventory of equipment with an approximately \$850,000 replacement cost. There would be no additional cost for travel time, emergency calls, parts, repairs, cranes, R22, or equipment testing.

Every single moving part is covered. The benefit of this program is that the contractor is taking on the risk of managing the HVAC system. Through proper maintenance and testing, the contractor will seek to extend the life of the equipment to maximize their profit versus waiting for equipment breakdowns and then cashing in.

Repairs that go beyond maintenance are not covered such as replacing every component inside a unit versus total capital replacement or the replacement of coils.

Furthermore, the **contractor is NCPA certified, which means that they already have guaranteed low bidder status via a co-op agreement**, which would apply to the maintenance agreement and capital replacements.

The price furnished to the District does not take into account the planned capital replacements next year. Those units will be covered under a factory warranty and not included in the full coverage maintenance plan. With the scheduled replacement of RTU 1 & 2, we could expect a 12% decrease in the cost of the full coverage plan.

Attached to this memo, you will find a complete list of equipment covered by the proposed plan.

Proposed Solution GYS

Midwest has proposed a preventative maintenance only plan. The infrastructure in place in these facilities requires less specialized oversight. Break-downs typically do not interrupt the District's business operations. Midwest would inspect and maintain the equipment, and if repairs were needed, we could measure costs versus completing in-house if time allows. Repairs would be billed separately. We would have support from the contractor without the additional cost of a total replacement contract.

References

Several neighboring districts have begun to utilize Midwest in various capacities. I checked references with Gurnee and Glenview Park Districts. Both districts were

MEMORANDUM

Memo from the February 4 Committee Packet

positive in evaluating Midwest.

Proposed Maintenance Plan Costs

Facility	Per year
Takiff Center	\$72,094.00
Watts Recreational Center	\$8,716.00
GYS	\$1,194.00
Total	\$82,004.00

Synopsis

The agreement with Midwest represents a significant departure from the previous model. While it does increase maintenance costs by an estimated \$12,000/yr (based on FY2019/20 YTD), we recommend pursuing this agreement for the following reasons:

- Elimination of high emergency repair costs
- Meeting the required level of service necessary to maintain an equipment inventory nearing the end of its useful life
- Continuity of equipment operation, breakdowns are not in the contractor's best interest
- The potential to extend the service life of the equipment via excellent preventative maintenance.
- Providing a higher level of support to staff, enabling an increase in efficiency in managing the HVAC equipment
- Improvement in succession planning for the Parks/Maintenance Department; the current model is only sustainable by specialized key staff experience



January 29, 2020

Chris Leiner
Director of Operations
Glencoe Park District
999 Green Bay Rd
Glencoe, Illinois 60022

NCPA RQN: 2019-1711370132

Dear Chris Leiner,

Thank you for the opportunity to provide you with a summary of our proactive planned maintenance services for your facilities located in the Glencoe area. Midwest Mechanical has provided innovative solutions to companies and institutions for over 45 years aimed at reducing the long term owning, and operating costs for their HVAC and building operation needs. The service agreements as described herein adhere to our NCPA purchasing cooperative contract.

Full Service Maintenance includes Preventive Maintenance Services as well as any trouble calls/emergency calls 24 hours a day, 365 days a year. Travel and labor costs are included. Also included is the comprehensive coverage of all moveable maintainable parts (i.e. compressors and motors). If one of these covered, parts where to break or need repair they would be covered under the agreement. The annual agreement also includes quarterly filter changes, annual belt changes and cleaning of condenser coils one time annually. This agreement is the closest equivalent to an extended warranty for your equipment.

Service includes:

1. Testing and inspection
2. Preventive Maintenance
 - Cleaning – Coil surfaces, fan blades etc.
 - Aligning – Belt and drive couplings
 - Calibrating – safety, temperature and pressure controls
 - Tightening – connections, fittings and bolts
 - Adjusting – belt tension, refrigerant charge, fan rpm etc.
 - Lubricating – motors, fan and damper bearings
3. Repair and Replacement Labor – Job and travel labor to repair or replace broken or worn components
4. Components, Parts and Supplies – Costs required to keep the equipment operating properly and efficiently.
5. Trouble Calls/Emergency Service – Job and travel labor, including overtime for unscheduled work.

Locations:

1. Takiff Community Center	Full Service Agreement:	\$72,904.00/ annually
2. Watts Center	Full Service Agreement:	\$8,716.00/ annually

MidwestMechanical

Building Efficiency and Sustainability

A Service Logic Company

801 Parkview Boulevard
Lombard, IL 60148
(630) 850-2300
midwestmech.com

Service Agreement

Full Services

October 15, 2019

Prepared for:

Glencoe Park District
Takiff Center
999 Green Bay Rd
Glencoe, Illinois 60022

Export from PQ
Confidential & Proprietary

Service Agreement

By and Between

Company:

Midwest Mechanical Group, Inc.
801 Parkview Boulevard
Lombard, IL 60148
(630) 850-2300

(Herein after referred to as "Company")

Client:

Glencoe Park District
999 Green Bay Rd
Glencoe, Illinois 60022

Chris Leiner

(Herein after referred to as "Client")

and

Midwest Mechanical Group, Inc. will provide the enclosed service program at the following Location (s);

Takiff Center
999 Green Bay Rd
Glencoe, Illinois 60022

Scope of Services - Full Services

Midwest Mechanical Group, Inc. has customized the enclosed program based on the operational requirements of the property. Utilizing the systems design application, equipment inventory, manufacturer's recommendations, as well as operational considerations and our own experience, Midwest Mechanical Group, Inc. has customized the following services to meet your objectives:

- | | |
|---|---|
| <input checked="" type="checkbox"/> Operational Assessment Services | <input checked="" type="checkbox"/> Planned Maintenance Services |
| <input checked="" type="checkbox"/> Corrective Maintenance Services | <input checked="" type="checkbox"/> Repair and Replacement Services |
| <input checked="" type="checkbox"/> Emergency Response Services | <input checked="" type="checkbox"/> Management Support Services |

The Planned Maintenance Services include the maintenance activities required to prevent system failures before they occur and extend the equipment life. The following services include all travel, labor and materials within the scope of the Planned Maintenance Services program.

- Preventive Maintenance

Scope of Services

1. Operational Assessment Services

The Agreement includes all travel and jobsite labor, vehicles, living expenses, and materials necessary to test the existing operations and performance characteristics of the equipment. Inspections in the form of routine visual inspections and physical testing will be performed to ensure the system(s) are in the **proper** operating condition and to identify any impending system(s) failures.

1.a. Visual Inspections

Midwest Mechanical Group, Inc. shall provide a visual inspection of the system(s) and components included in the agreement. Typical inspections include the following:

- Heating Sections
- Bearings
- Spray Nozzles & Pans
- Igniter & Flame Assembly
- Heat Exchanger
- Compressor Sections
- Motor Mounts & Vibration Pads
- Humidifiers & Strainers
- Seals & Packing
- Electrical Connections & Contactors
- Condensate Drains & Pans
- Flame Composition
- Crank Case Heaters
- Fan Assemblies
- Belts & Sheaves
- Condensing Sections
- Heating & Cooling Coils
- Filter Media & Racks
- Sight Glass Condition

1.b. Physical Tests

Midwest Mechanical Group, Inc. shall provide for a physical check and/or test the system(s) and components included in the agreement. Typical checks and/or tests include the following:

- Water Flows
- Flow Switch Operations
- Control Interlocks
- Flue Stack Assembly
- Damper Operations
- Starter Operations
- Oil Sump Heaters & Temperatures
- Alignment On Couplings
- Motor Operating Conditions
- Suction & Discharge Pressures
- Pressures & Temperatures
- Outside Air Intakes
- Refrigerant Pump Down
- Lubrication Requirements
- External Interlocks
- Motor Voltage & Amperage
- Refrigerant Charges
- System(s) Leaks
- Oil & Fluid Levels

The Operational Assessment & Analysis activities are related to the equipment outlined on the Equipment Inventory and Air Filter Inventory lists attached to this agreement unless otherwise documented by Glencoe Park District and Midwest Mechanical Group, Inc.

2. Planned Maintenance Services

The Agreement includes all travel and jobsite labor, vehicles, and living expenses to perform the Planned Maintenance Services as described herein. The Agreement includes all consumable materials and supplies such as oil, lubricants, belts, cleaning supplies, tools and equipment necessary to perform the services.

2.a. Preventive Maintenance

Midwest Mechanical Group, Inc. shall perform the preventive maintenance activities which are essential to ensure the system(s) operational efficiency, durability, reliability and safety, performance, conditions and extended equipment life on an ongoing basis as scheduled within the tasking program with little or no equipment downtime. The tasking program is customized based on the systems design application, equipment inventory, manufacturer's recommendations, as well as the operational considerations of the property and our own experience. Typical preventive maintenance activities include:

Calibration:	Safety, temperature, operating, humidity, pressure, economizer controls and equipment/component gauges
Adjustment:	Purge systems, dampers, valves, un-loaders, belts, fan rpm's, chemical feeds, gas pressure regulators, combustion air ratios, set points igniter and flame assemblies
Alignment:	Open drive couplings, belt sheaves, pulleys, coil fins and belt drives
Vibration:	Damper linkage, fan bearings, axial vane drive, pumps and motors
Secure & Tighten:	Motor terminals, control terminals, piping clamps, line fittings, mounting hardware, electrical connections, equipment panels, motor mounts, damper sections, vibrations pads and bolts
Cleaning:	Control devices, electrical contactors, condenser coils, fan blades & impellers, igniters, chiller & boiler tubes, tower basins, sumps & floats, baffles & fill, nozzles & passages and equipment areas
Painting & Surface Preparation:	As required to help prevent corrosion and deterioration of exterior equipment surfaces

3. Corrective Maintenance Services

The Agreement includes all travel and jobsite labor, vehicles, living and material expenses to perform the Corrective Maintenance Services as described herein. The objective of the planned maintenance program is to maintain your equipment at peak efficiency and operational conditions. Your technicians are trained to identify impending problems before they occur while executing the planned maintenance services. The Corrective Maintenance Services include repair or replacement of worn or doubtful parts to maximize the operational reliability and performance of your system(s).

4. Repair and Replacement Services

The Agreement includes all travel and jobsite labor, vehicles, living and material expenses to perform the Repair and Replacement Services as described herein. Midwest Mechanical Group, Inc. will diagnose, repair and replace failed parts and components as required to assure reliable and efficient system(s) operation.

All parts, materials, devices, components, and equipment furnished will meet and/or exceed the industry standards for quality and specifications to minimize your system(s) depreciation and obsolescence.

5. Emergency Response Services

The Agreement includes all travel and jobsite labor, vehicles, living and material expenses to perform the Emergency Response Services as described herein. The design of this program, along with every activity performed, is provided to minimize the incidence of emergency situations. However, when these situations occur all travel, regular and overtime labor, vehicles and living expenses to provide on-call service 24 hours per day, 7 days per week, 52 weeks per year including holidays is provided at no additional expense and is included in order to minimize the system(s) downtime and inconvenience for Glencoe Park District.

6. Management Support Services

Midwest Mechanical Group, Inc. will be responsible to administer, monitor and update all aspects of the services provided under this Agreement. A complete set of documentation will be implemented including computerized maintenance task schedules, inventory records, repair histories, and all other documentation required for establishing operating trends and further corrective measures. Detailed Service and/or Maintenance Reports will be left with Glencoe Park District after every service visit.

Midwest Mechanical Group, Inc. will assign a team of professionals to execute and ensure the consistency of service delivered, provide effective lines of communication, and be accountable for the performance of the program. Your management support team includes the following:

Account Executive	The primary responsibility of the account executive is to coordinate the resources necessary to implement and execute the program as described herein.
Service Manager	The service manager primary responsibilities are to control and direct the personnel and resources required to ensure the effective and efficient delivery of the program. The service manager will be your direct point of contact for the services as described herein.
Primary & Secondary Technician(s)	Midwest Mechanical Group, Inc. will complete the skill level tasking to assign primary technicians whom are qualified to perform the services described. In the event the primary technician(s) is not available, we assign qualified secondary technicians to meet these service requirements.
Customer Services Representative	The primary responsibility of the customer service representative (CSR) is to schedule and respond to all your service activities. The CSR maintains the work flow documentation as well as performs the dispatching and coordination responsibilities within the call center.
Technical Support Staff	In addition to the above assigned associates, Midwest Mechanical Group, Inc. will make available the additional technical support associates as required to perform the services described. Additional associates utilized may include Certified Energy Managers, design build engineers, project managers, accounting and administrative support personnel.

Exhibit One - Equipment Inventory

The responsibilities of the Company shall not be limited to the major components of the equipment listed, but shall include all appurtenant devices and systems that are related to the equipment (e.g. controls, sensors, compressors, pumps, fans, etc.)

Qty.	System/ Components ¹	Manufacturer	Model Number	Rating (Ton/HP)	Name/Location
1	Air Handling Unit	Trane	MCCB050UA0C0UA	25000	Tarkiff Center
1	Supply Fan Motor	-	-	40	Tarkiff Center
1	Air Handling Unit	Trane	MCCB030UA0C0UB	15000	Takiff Center
1	Supply Fan Motor	-	-	25	Takiff Center
1	Air Handling Unit	Trane	MCCB030UA0C0UB	15000	Takiff Center
1	Supply Fan Motor	-	-	25	Takiff Center
1	Condenser, Air-Cooled	Trane	RAUCC504BZ130BDF00010	50	Takiff Center/Roof
6	Condenser Fan Motor	-	-	1	Takiff Center/Roof
1	Condenser, Air-Cooled	Trane	RAUCC804BQ132BDF010	80	Takiff Center/Roof
8	Condenser Fan Motor	-	-	1	Takiff Center/Roof
1	Condenser, Air-Cooled	Trane	RAUCC504BZ130BDF00010	50	Takiff Center/Roof
6	Condenser Fan Motor	-	-	1	Takiff Center/Roof
1	Split System Condensing Unit	Liebert		1	Takiff Center/Roof
1	Compressors	-	-	1	Takiff Center/Roof
1	Supply Fan Motor	-	-	< 0.25	Takiff Center/Roof
1	Condenser Fan Motor	-	-	< 0.25	Takiff Center/Roof
1	Packaged A/C Unit, Gas Heat	Carrier	48AJT050-QQ611HW	50	Takiff Center (RTU #2)Roof
4	Compressors	-	-	12.5	Takiff Center (RTU #2)Roof
1	Supply Fan Motor	-	-	20	Takiff Center (RTU #2)Roof

4	Condenser Fan Motor	-	-	1	Takiff Center (RTU #2)/Roof
1	Packaged A/C Unit, Gas Heat	Carrier	48AKT050-QQ21326	50	Takiff Center (RTU #1)/Roof
4	Compressors	-	-	12.5	Takiff Center (RTU #1)/Roof
1	Supply Fan Motor	-	-	20	Takiff Center (RTU #1)/Roof
4	Condenser Fan Motor	-	-	1	Takiff Center (RTU #1)/Roof
1	Boiler, Gas, Hot Water	FULTON	VTG-3000	30000000	Takiff Center
1	Boiler, Gas, Hot Water	FULTON	VTG-3000	30000000	Takiff Center
1	Boiler, Gas, Hot Water	LAARS	N/A	100000	Takiff Center
1	Boiler, Gas, Hot Water	LAARS	N/A	100000	Takiff Center
1	Pump, Base-Mounted Centrifugal	Baldor-Reliance	37B101S131H1	10	Takiff Center
1	Pump Motor	-	-	5	Takiff Center
1	Pump, Base-Mounted Centrifugal	Baldor-Reliance	37B101S131H1	10	Takiff Center
1	Pump Motor	-	-	5	Takiff Center

¹ Equipment and/or components may be added or deleted based on the mutual agreement of Glencoe Park District and Midwest Mechanical Group, Inc.. Upon written authorization, the Agreement price will be amended accordingly.

Exhibit Two - Air Filter Inventory

The responsibilities of the Company shall include all filter and media associated with the equipment inventory to include but not limited to pre-filters, frame filters, pouch filters, fan coil filters, automatic roll type filters, etc.

System/ Components	Name/ Location	Qty	Filter Type	Filter Size	Changes/Yr ¹
Air Handling Unit	Takiff Center	12	Frame, Pleated	12x25x2	4
Air Handling Unit	Takiff Center	3	Frame, Pleated	16x20x2	4
Air Handling Unit	Takiff Center	6	Frame, Pleated	20x24x2	4
Air Handling Unit	Takiff Center	2	Frame, Pleated	24x24x2	4
Air Handling Unit	Takiff Center	6	Frame, Pleated	20x24x2	4
Air Handling Unit	Takiff Center	2	Frame, Pleated	24x24x2	4
Packaged A/C Unit, Gas Heat	Takiff Center (RTU #2)Roof	8	Frame, Pleated	16x25x2	4
Packaged A/C Unit, Gas Heat	Takiff Center (RTU #2)Roof	4	Frame, Pleated	20x25x2	4
Packaged A/C Unit, Gas Heat	Takiff Center (RTU #1)/Roof	8	Frame, Pleated	16x25x2	4
Packaged A/C Unit, Gas Heat	Takiff Center (RTU #1)/Roof	4	Frame, Pleated	20x25x2	4

¹Should experience show that more or less frequent media changes or different types of media are required, Glencoe Park District will be advised and upon written authorization, the Agreement price will be amended accordingly.

Exhibit Three - Special Services and Provisions

In addition to the service and provisions outlined in the agreement, the following special services, provisions and terms will apply to this agreement:

SSP 1. Provisions

SSP 1. General Provisions

4 Annual Visits

- 1 Cooling season start up
- 1 Heating season start up
- 2 Operational inspections

This agreement covers all labor and material associated with Emergency, Corrective, Repair and Replacement services for all mechanically maintainable parts.

SSP 2. Coils, Filters, and Belts

- 1 Annual Condenser Coil Cleaning
- 4 Quarterly Air Filter Changes

*Air filters will be provided by Midwest Mechanical

- 1 Annual Belt change

SSP 3. Communication and Accountability

Midwest Mechanical will schedule all preventative maintenance visits with your team prior to arrival.

-A Primary and secondary technician will be assigned to your account.

A service log will be provided following each preventative maintenance visits

-Electronic copies can be sent to members of the Glencoe Park District Maintenance team

-Midwest Mechanical will provide access to our Client Portal to help you manager your service calls as well as your equipment repairs and maintenance schedule.

All parts, materials, devices, components, and equipment furnished will meet and/or exceed the industry standards for quality and specifications to minimize your system(s) depreciation and obsolescence.

Midwest Mechanical Service Technicians are EPA regulated for refrigerant reclamation and disposal.

Exhibit Four - Terms and Conditions

1. Client shall permit Company free and timely access to areas and equipment and allow Company to start and stop the equipment as necessary to perform the required services. All planned work performed under this Agreement will be performed during Company's normal working hours.
2. The Agreement Price is conditioned upon the system(s) covered being in maintainable condition. If the initial inspection or initial seasonal start-up indicates repairs are required, a firm quotation will be submitted for Client's approval. Should Client not authorize the repairs, Company may either remove the unacceptable system(s), component(s) or part(s) from its scope of responsibility and adjust the annual Agreement price accordingly or cancel this Agreement.
3. In case of failure to perform its obligation under this Agreement, Company's liability is limited to repair or replacement, at its option, and such repair or replacement shall be Client's sole remedy.
4. Following the initial term, at the beginning of each new term the Agreement price is subject to adjustment to reflect industry increases in labor, materials or other costs.
5. Client shall be responsible for all taxes applicable to the services and/or materials hereunder.
6. Client will promptly pay invoices upon receipt. Should a payment become thirty (30) days or more delinquent, Company may stop all work under the Agreement without notice and/or cancel this Agreement and the entire Agreement amount shall become due and payable immediately upon demand. In the event Company must commence legal action in order to recover any amount payable under this Agreement, Client shall pay Company for all court cost and attorneys' fees incurred by Company.
7. In addition to the Term/Automatic Renewal provision of this Agreement, this Agreement may be terminated by either party upon material breach by the other party of its obligations hereunder upon thirty (30) calendar day's prior written notice to the breaching party and the failure of the breaching party to cure the breach within such thirty (30) day period. Notwithstanding any termination, Client shall remain liable to Company for any amounts for service provided by Company and not then paid.
8. Company reserves the right to subcontract all or portions of the Agreement.
9. Excluded for this Agreement, unless otherwise stated herein, are repairs or replacement of items not normally mechanically maintainable such as but not limited to ductwork, boiler shell and tubes, cabinets, fan blades, fan wheels, fan shrouds/housing, boiler refractory material, heat exchangers, electric heat elements, piping, tube bundles, valve bodies, coils, structural supports, storage tanks, casings, fixtures, grillage and tower fill. Replacement of refrigerant is excluded, unless replacement of refrigerant is expressly stated as included within the scope of services, in which case replacement shall in no event exceed the stated percentage of rated system charge per year expressly stated in the scope of services. Client shall be responsible for the cost of any additional replacement refrigerant.
10. Service (labor and/or material) provided under this Agreement involving services not included within the scope of this Agreement will become an extra charge and invoiced separately from the sum stated in this Agreement.
11. Company expressly disclaims any and all responsibility and liability for the indoor air quality of the Client's facility.
12. If a trouble call is made at Client's request and inspection indicates a condition which is not covered under this Agreement, Company may charge Client at the rate in effect for services.
13. Client shall make available to Company's personnel all pertinent Material Safety Data Sheets (MSDS) pursuant to OSHA's Hazardous Communication Standard Regulations.
14. Company will not be required to move, replace or alter any part of the building structure in the performance of this Agreement. This Agreement does not include responsibility for operation of the system, design of the system, obsolescence, safety testing directed or required by any agency/company/person or organization, water/air balancing, internal devices within the duct systems, ductwork insulation, cleaning the interior of ductwork, fire/smoke dampers, repair or replacement necessitated by freezing weather, electrical power failure, low voltage/inadequate power, burned-out main or branch fuses, low water pressure, water treatment provided by others, water condition, vandalism, misuse or abuse of the system(s), selection of domestic hot water temperatures, electrolysis, negligence of others (including Client), failure of Client to properly operate the system(s), requirements of government, regulator or insurance agencies or other causes beyond the control of the Company unless specifically stated otherwise herein.
15. Client shall permit only Company's personnel or agent to perform the work included in the scope of this Agreement. Should anyone other than Company's personnel perform such work, Company may, at its option, cancel Agreement, eliminate the involved item of equipment from inclusion on this Agreement or charge Client for any related service work.
16. Both parties shall seek to avoid litigation. If however Company must commence legal action, for whatever cause, Client shall pay all court costs and attorney's fees should Company prevail. Any legal action relating to this Agreement, or breach thereof, shall be commenced within one (1) year from the date of the work.
17. Company shall not be liable for any delay, loss, damage or detention caused by unavailability of machinery, equipment, or materials, delay of carriers, strikes, including those by Company's employee's, lockouts, civil or military authority, priority regulations, insurrection or not, action of elements, forces of nature, or during a period of Client being on credit hold or by an cause beyond its control.
18. Company's obligation under this Agreement does not include the identification, abatement or removal of any asbestos products or any other toxic or hazardous wastes or materials, or any fungus(es), or spore(s); substance, vapor or gas produced by or arising out of any fungus(es) or spores; or any material, product, building component or structure that contains, harbors, nurtures or acts as a medium for any fungus(es) or spore(s). In the event such substances, wastes and materials are encountered, Company's sole obligation will be to notify the Client of their existence. Company shall have the right thereafter to suspend its work until such substances, wastes or materials and resultant hazards are removed. The time for completion of the work shall be extended to the extent caused by the suspension and the Agreement price equitably adjusted.
19. To the fullest extent permitted by law, Client shall indemnify and hold harmless Company, its agent and employees from and against all claims, damages, losses and expenses (including but not limited to attorney's fees) arising out of or resulting from the performance of work hereunder, provided that such claim, damages, loss or expense is cause in whole or in part by an active or passive act of omission of Client, or anyone for whose acts Client may be liable, regardless of whether it is cause in part by the negligence of the Company.
20. Under no circumstances, whether arising in contract, tort (including negligence), equity or otherwise, will Company be responsible for loss of use, loss of profit, increased operating or maintenance expenses, claims of Client's tenants or client's, or any special, indirect or consequential damages.
21. Definition: COVERED EQUIPMENT shall mean the equipment for which services are to be performed under this Agreement. Covered equipment is defined by applicable equipment inventory included herein.

MidwestMechanical

Building Efficiency and Sustainability

A Service Logic Company

801 Parkview Boulevard
Lombard, IL 60148
(630) 850-2300
midwestmech.com

Service Agreement

Full Services

October 15, 2019

Prepared for:

Glencoe Park District
Watts Center
305 Randolph St
Glencoe, Illinois 60022

Export from PQ
Confidential & Proprietary

Service Agreement

By and Between

Company:

Midwest Mechanical Group, Inc.
801 Parkview Boulevard
Lombard, IL 60148
(630) 850-2300

(Herein after referred to as "Company")

Client:

Glencoe Park District
305 Randolph St
Glencoe, Illinois 60022

Chris Leiner

(Herein after referred to as "Client")

and

Midwest Mechanical Group, Inc. will provide the enclosed service program at the following Location (s);

Watts Center
305 Randolph St
Glencoe, Illinois 60022

Scope of Services - Full Services

Midwest Mechanical Group, Inc. has customized the enclosed program based on the operational requirements of the property. Utilizing the systems design application, equipment inventory, manufacturer's recommendations, as well as operational considerations and our own experience, Midwest Mechanical Group, Inc. has customized the following services to meet your objectives:

- Operational Assessment Services
- Corrective Maintenance Services
- Emergency Response Services
- Planned Maintenance Services
- Repair and Replacement Services
- Management Support Services

The Planned Maintenance Services include the maintenance activities required to prevent system failures before they occur and extend the equipment life. The following services include all travel, labor and materials within the scope of the Planned Maintenance Services program.

- Preventive Maintenance

Scope of Services

1. Operational Assessment Services

The Agreement includes all travel and jobsite labor, vehicles, living expenses, and materials necessary to test the existing operations and performance characteristics of the equipment. Inspections in the form of routine visual inspections and physical testing will be performed to ensure the system(s) are in the proper operating condition and to identify any impending system(s) failures.

1.a. Visual Inspections

Midwest Mechanical Group, Inc. shall provide a visual inspection of the system(s) and components included in the agreement. Typical inspections include the following:

- Heating Sections
- Bearings
- Spray Nozzles & Pans
- Igniter & Flame Assembly
- Heat Exchanger
- Compressor Sections
- Motor Mounts & Vibration Pads
- Humidifiers & Strainers
- Seals & Packing
- Electrical Connections & Contactors
- Condensate Drains & Pans
- Flame Composition
- Crank Case Heaters
- Fan Assemblies
- Belts & Sheaves
- Condensing Sections
- Heating & Cooling Coils
- Filter Media & Racks
- Sight Glass Condition

1.b. Physical Tests

Midwest Mechanical Group, Inc. shall provide for a physical check and/or test the system(s) and components included in the agreement. Typical checks and/or tests include the following:

- Water Flows
- Flow Switch Operations
- Control Interlocks
- Flue Stack Assembly
- Damper Operations
- Starter Operations
- Oil Sump Heaters & Temperatures
- Alignment On Couplings
- Motor Operating Conditions
- Suction & Discharge Pressures
- Pressures & Temperatures
- Outside Air Intakes
- Refrigerant Pump Down
- Lubrication Requirements
- External Interlocks
- Motor Voltage & Amperage
- Refrigerant Charges
- System(s) Leaks
- Oil & Fluid Levels

The Operational Assessment & Analysis activities are related to the equipment outlined on the Equipment Inventory and Air Filter Inventory lists attached to this agreement unless otherwise documented by Glencoe Park District and Midwest Mechanical Group, Inc.

2. Planned Maintenance Services

The Agreement includes all travel and jobsite labor, vehicles, and living expenses to perform the Planned Maintenance Services as described herein. The Agreement includes all consumable materials and supplies such as oil, lubricants, belts, cleaning supplies, tools and equipment necessary to perform the services.

2.a. Preventive Maintenance

Midwest Mechanical Group, Inc. shall perform the preventive maintenance activities which are essential to ensure the system(s) operational efficiency, durability, reliability and safety, performance, conditions and extended equipment life on an ongoing basis as scheduled within the tasking program with little or no equipment downtime. The tasking program is customized based on the systems design application, equipment inventory, manufacturer's recommendations, as well as the operational considerations of the property and our own experience. Typical preventive maintenance activities include:

Calibration:	Safety, temperature, operating, humidity, pressure, economizer controls and equipment/component gauges
Adjustment:	Purge systems, dampers, valves, un-loaders, belts, fan rpm's, chemical feeds, gas pressure regulators, combustion air ratios, set points igniter and flame assemblies
Alignment:	Open drive couplings, belt sheaves, pulleys, coil fins and belt drives
Vibration:	Damper linkage, fan bearings, axial vane drive, pumps and motors
Secure & Tighten:	Motor terminals, control terminals, piping clamps, line fittings, mounting hardware, electrical connections, equipment panels, motor mounts, damper sections, vibrations pads and bolts
Cleaning:	Control devices, electrical contactors, condenser coils, fan blades & impellers, igniters, chiller & boiler tubes, tower basins, sumps & floats, baffles & fill, nozzles & passages and equipment areas
Painting & Surface Preparation:	As required to help prevent corrosion and deterioration of exterior equipment surfaces

3. Corrective Maintenance Services

The Agreement includes all travel and jobsite labor, vehicles, living and material expenses to perform the Corrective Maintenance Services as described herein. The objective of the planned maintenance program is to maintain your equipment at peak efficiency and operational conditions. Your technicians are trained to identify impending problems before they occur while executing the planned maintenance services. The Corrective Maintenance Services include repair or replacement of worn or doubtful parts to maximize the operational reliability and performance of your system(s).

4. Repair and Replacement Services

The Agreement includes all travel and jobsite labor, vehicles, living and material expenses to perform the Repair and Replacement Services as described herein. Midwest Mechanical Group, Inc. will diagnose, repair and replace failed parts and components as required to assure reliable and efficient system(s) operation.

All parts, materials, devices, components, and equipment furnished will meet and/or exceed the industry standards for quality and specifications to minimize your system(s) depreciation and obsolescence.

5. Emergency Response Services

The Agreement includes all travel and jobsite labor, vehicles, living and material expenses to perform the Emergency Response Services as described herein. The design of this program, along with every activity performed, is provided to minimize the incidence of emergency situations. However, when these situations occur all travel, regular and overtime labor, vehicles and living expenses to provide on-call service 24 hours per day, 7 days per week, 52 weeks per year including holidays is provided at no additional expense and is included in order to minimize the system(s) downtime and inconvenience for Glencoe Park District.

6. Management Support Services

Midwest Mechanical Group, Inc. will be responsible to administer, monitor and update all aspects of the services provided under this Agreement. A complete set of documentation will be implemented including computerized maintenance task schedules, inventory records, repair histories, and all other documentation required for establishing operating trends and further corrective measures. Detailed Service and/or Maintenance Reports will be left with Glencoe Park District after every service visit.

Midwest Mechanical Group, Inc. will assign a team of professionals to execute and ensure the consistency of service delivered, provide effective lines of communication, and be accountable for the performance of the program. Your management support team includes the following:

Account Executive	The primary responsibility of the account executive is to coordinate the resources necessary to implement and execute the program as described herein.
Service Manager	The service manager primary responsibilities are to control and direct the personnel and resources required to ensure the effective and efficient delivery of the program. The service manager will be your direct point of contact for the services as described herein.
Primary & Secondary Technician(s)	Midwest Mechanical Group, Inc. will complete the skill level tasking to assign primary technicians whom are qualified to perform the services described. In the event the primary technician(s) is not available, we assign qualified secondary technicians to meet these service requirements.
Customer Services Representative	The primary responsibility of the customer service representative (CSR) is to schedule and respond to all your service activities. The CSR maintains the work flow documentation as well as performs the dispatching and coordination responsibilities within the call center.
Technical Support Staff	In addition to the above assigned associates, Midwest Mechanical Group, Inc. will make available the additional technical support associates as required to perform the services described. Additional associates utilized may include Certified Energy Managers, design build engineers, project managers, accounting and administrative support personnel.

Exhibit One - Equipment Inventory

The responsibilities of the Company shall not be limited to the major components of the equipment listed, but shall include all appurtenant devices and systems that are related to the equipment (e.g. controls, sensors, compressors, pumps, fans, etc.)

Qty.	System/ Components ¹	Manufacturer	Model Number	Rating (Ton/HP)	Name/Location
1	Split System Condensing Unit	York	G2FD048H21A	4	Watts Center
1	Compressors	-	-	4	Watts Center
1	Supply Fan Motor	-	-	.5	Watts Center
1	Condenser Fan Motor	-	-	< 0.25	Watts Center
1	Miscellaneous, Other	A O Smith	GCV50300	40000	Watts Center
1	Pump, In-Line Centrifugal	Bell & Gossett	10619LF	.5	Watts Center
1	Pump Motor	-	-	.5	Watts Center
1	Packaged A/C Unit, Gas Heat	York	ZE048H12B4A1AAA1A1	4	Watts Center/Roof
1	Compressors	-	-	4	Watts Center/Roof
1	Supply Fan Motor	-	-	1.5	Watts Center/Roof
1	Condenser Fan Motor	-	-	.5	Watts Center/Roof
1	Packaged A/C Unit, Gas Heat	York	ZE072H12B4A1AAA1A1	6	Watts Center/Roof
1	Compressors	-	-	6	Watts Center/Roof
1	Supply Fan Motor	-	-	1.5	Watts Center/Roof
1	Condenser Fan Motor	-	-	.5	Watts Center/Roof
1	Packaged A/C Unit, Gas Heat	York	ZE048H12B4A1AAA1A1	4	Watts Center/Roof
1	Compressors	-	-	4	Watts Center/Roof
1	Supply Fan Motor	-	-	1.5	Watts Center/Roof

1	Condenser Fan Motor	-	-	.5	Watts Center/Roof
1	Packaged A/C Unit, Gas Heat	York	ZE048H12B4A1AAA1A1	4	Watts Center/Roof
1	Compressors	-	-	4	Watts Center/Roof
1	Supply Fan Motor	-	-	1.5	Watts Center/Roof
1	Condenser Fan Motor	-	-	.5	Watts Center/Roof
1	Exhaust Fan	Greenheck	N/A	1	Watts Center/Roof
1	Fan Motor	-	-	1	Watts Center/Roof
1	Exhaust Fan	Greenheck	N/A	1	Watts Center/Roof
1	Fan Motor	-	-	1	Watts Center/Roof
1	Exhaust Fan	Greenheck	N/A	1	Watts Center/Roof
1	Fan Motor	-	-	1	Watts Center/Roof
1	Exhaust Fan	Greenheck	N/A	1	Watts Center/Roof
1	Fan Motor	-	-	1	Watts Center/Roof

¹ Equipment and/or components may be added or deleted based on the mutual agreement of Glencoe Park District and Midwest Mechanical Group, Inc.. Upon written authorization, the Agreement price will be amended accordingly.

Exhibit Two - Air Filter Inventory

The responsibilities of the Company shall include all filter and media associated with the equipment inventory to include but not limited to pre-filters, frame filters, pouch filters, fan coil filters, automatic roll type filters, etc.

System/ Components	Name/ Location	Qty	Filter Type	Filter Size	Changes/Yr ¹
Split System Condensing Unit	Watts Center	1	Frame, Pleated	14x25x2	4
Packaged A/C Unit, Gas Heat	Watts Center/Roof	2	Frame, Pleated	15x20x2	4
Packaged A/C Unit, Gas Heat	Watts Center/Roof	1	Frame, Pleated	14x25x2	4
Packaged A/C Unit, Gas Heat	Watts Center/Roof	2	Frame, Pleated	15x20x2	4
Packaged A/C Unit, Gas Heat	Watts Center/Roof	1	Frame, Pleated	14x25x2	4
Packaged A/C Unit, Gas Heat	Watts Center/Roof	2	Frame, Pleated	15x20x2	4
Packaged A/C Unit, Gas Heat	Watts Center/Roof	1	Frame, Pleated	14x25x2	4
Packaged A/C Unit, Gas Heat	Watts Center/Roof	2	Frame, Pleated	15x20x2	4
Packaged A/C Unit, Gas Heat	Watts Center/Roof	1	Frame, Pleated	14x25x2	4

¹Should experience show that more or less frequent media changes or different types of media are required, Glencoe Park District will be advised and upon written authorization, the Agreement price will be amended accordingly.

Exhibit Three - Special Services and Provisions

In addition to the service and provisions outlined in the agreement, the following special services, provisions and terms will apply to this agreement:

SSP 1. Provisions

SSP 1. General Provisions

4 Annual Visits

- 1 Cooling season start up
- 1 Heating season start up
- 2 Operational inspections

This agreement covers all labor and material associated with Emergency, Corrective, Repair and Replacement services for all mechanically maintainable parts.

SSP 2. Coils, Filters, and Belts

- 1 Annual Condenser Coil Cleaning
- 4 Quarterly Air Filter Changes
- *Air filters will be provided by Midwest Mechanical
- 1 Annual Belt change

SSP 3. Communication and Accountability

Midwest Mechanical will schedule all preventative maintenance visits with your team prior to arrival.

-A Primary and secondary technician will be assigned to your account.

A service log will be provided following each preventative maintenance visits

-Electronic copies can be sent to members of the Glencoe Park District Maintenance team

-Midwest Mechanical will provide access to our Client Portal to help you manager your service calls as well as your equipment repairs and maintenance schedule.

All parts, materials, devices, components, and equipment furnished will meet and/or exceed the industry standards for quality and specifications to minimize your system(s) depreciation and obsolescence.

Midwest Mechanical Service Technicians are EPA regulated for refrigerant reclamation and disposal.

Exhibit Four - Terms and Conditions

1. Client shall permit Company free and timely access to areas and equipment and allow Company to start and stop the equipment as necessary to perform the required services. All planned work performed under this Agreement will be performed during Company's normal working hours.
2. The Agreement Price is conditioned upon the system(s) covered being in maintainable condition. If the initial inspection or initial seasonal start-up indicates repairs are required, a firm quotation will be submitted for Client's approval. Should Client not authorize the repairs, Company may either remove the unacceptable system(s), component(s) or part(s) from its scope of responsibility and adjust the annual Agreement price accordingly or cancel this Agreement.
3. In case of failure to perform its obligation under this Agreement, Company's liability is limited to repair or replacement, at its option, and such repair or replacement shall be Client's sole remedy.
4. Following the initial term, at the beginning of each new term the Agreement price is subject to adjustment to reflect industry increases in labor, materials or other costs.
5. Client shall be responsible for all taxes applicable to the services and/or materials hereunder.
6. Client will promptly pay invoices upon receipt. Should a payment become thirty (30) days or more delinquent, Company may stop all work under the Agreement without notice and/or cancel this Agreement and the entire Agreement amount shall become due and payable immediately upon demand. In the event Company must commence legal action in order to recover any amount payable under this Agreement, Client shall pay Company for all court cost and attorneys' fees incurred by Company.
7. In addition to the Term/Automatic Renewal provision of this Agreement, this Agreement may be terminated by either party upon material breach by the other party of its obligations hereunder upon thirty (30) calendar day's prior written notice to the breaching party and the failure of the breaching party to cure the breach within such thirty (30) day period. Notwithstanding any termination, Client shall remain liable to Company for any amounts for service provided by Company and not then paid.
8. Company reserves the right to subcontract all or portions of the Agreement.
9. Excluded for this Agreement, unless otherwise stated herein, are repairs or replacement of items not normally mechanically maintainable such as but not limited to ductwork, boiler shell and tubes, cabinets, fan blades, fan wheels, fan shrouds/housing, boiler refractory material, heat exchangers, electric heat elements, piping, tube bundles, valve bodies, coils, structural supports, storage tanks, casings, fixtures, grillage and tower fill. Replacement of refrigerant is excluded, unless replacement of refrigerant is expressly stated as included within the scope of services, in which case replacement shall in no event exceed the stated percentage of rated system charge per year expressly stated in the scope of services. Client shall be responsible for the cost of any additional replacement refrigerant.
10. Service (labor and/or material) provided under this Agreement involving services not included within the scope of this Agreement will become an extra charge and invoiced separately from the sum stated in this Agreement.
11. Company expressly disclaims any and all responsibility and liability for the indoor air quality of the Client's facility.
12. If a trouble call is made at Client's request and inspection indicates a condition which is not covered under this Agreement, Company may charge Client at the rate in effect for services.
13. Client shall make available to Company's personnel all pertinent Material Safety Data Sheets (MSDS) pursuant to OSHA's Hazardous Communication Standard Regulations.
14. Company will not be required to move, replace or alter any part of the building structure in the performance of this Agreement. This Agreement does not include responsibility for operation of the system, design of the system, obsolescence, safety testing directed or required by any agency/company/person or organization, water/air balancing, internal devices within the duct systems, ductwork insulation, cleaning the interior of ductwork, fire/smoke dampers, repair or replacement necessitated by freezing weather, electrical power failure, low voltage/inadequate power, burned-out main or branch fuses, low water pressure, water treatment provided by others, water condition, vandalism, misuse or abuse of the system(s), selection of domestic hot water temperatures, electrolysis, negligence of others (including Client), failure of Client to properly operate the system(s), requirements of government, regulator or insurance agencies or other causes beyond the control of the Company unless specifically stated otherwise herein.
15. Client shall permit only Company's personnel or agent to perform the work included in the scope of this Agreement. Should anyone other than Company's personnel perform such work, Company may, at its option, cancel Agreement, eliminate the involved item of equipment from inclusion on this Agreement or charge Client for any related service work.
16. Both parties shall seek to avoid litigation. If however Company must commence legal action, for whatever cause, Client shall pay all court costs and attorney's fees should Company prevail. Any legal action relating to this Agreement, or breach thereof, shall be commenced within one (1) year from the date of the work.
17. Company shall not be liable for any delay, loss, damage or detention caused by unavailability of machinery, equipment, or materials, delay of carriers, strikes, including those by Company's employee's, lockouts, civil or military authority, priority regulations, insurrection or not, action of elements, forces of nature, or during a period of Client being on credit hold or by an cause beyond its control.
18. Company's obligation under this Agreement does not include the identification, abatement or removal of any asbestos products or any other toxic or hazardous wastes or materials, or any fungus(es), or spore(s); substance, vapor or gas produced by or arising out of any fungus(es) or spores; or any material, product, building component or structure that contains, harbors, nurtures or acts as a medium for any fungus(es) or spore(s). In the event such substances, wastes and materials are encountered, Company's sole obligation will be to notify the Client of their existence. Company shall have the right thereafter to suspend its work until such substances, wastes or materials and resultant hazards are removed. The time for completion of the work shall be extended to the extent caused by the suspension and the Agreement price equitably adjusted.
19. To the fullest extent permitted by law, Client shall indemnify and hold harmless Company, its agent and employees from and against all claims, damages, losses and expenses (including but not limited to attorney's fees) arising out of or resulting from the performance of work hereunder, provided that such claim, damages, loss or expense is cause in whole or in part by an active or passive act of omission of Client, or anyone for whose acts Client may be liable, regardless of whether it is cause in part by the negligence of the Company.
20. Under no circumstances, whether arising in contract, tort (including negligence), equity or otherwise, will Company be responsible for loss of use, loss of profit, increased operating or maintenance expenses, claims of Client's tenants or client's, or any special, indirect or consequential damages.
21. Definition: COVERED EQUIPMENT shall mean the equipment for which services are to be performed under this Agreement. Covered equipment is defined by applicable equipment inventory included herein.

Midwest Mechanical

Building Efficiency and Sustainability

A Service Logic Company

801 Parkview Boulevard
Lombard, IL 60148
(630) 850-2300
midwestmech.com

Service Agreement

Planned Services

October 15, 2019

Prepared for:

Glencoe Park District
Glencoe Youth Services
680 Greenwood Ave
Glencoe, Illinois 60022

Export from PQ
Confidential & Proprietary

Service Agreement

By and Between

Company:

Midwest Mechanical Group, Inc.
801 Parkview Boulevard
Lombard, IL 60148
(630) 850-2300

(Herein after referred to as "Company")

Client:

Glencoe Park District
680 Greenwood Ave
Glencoe, Illinois 60022

Chris Leiner

(Herein after referred to as "Client")

and

Midwest Mechanical Group, Inc. will provide the enclosed service program at the following Location (s);

Glencoe Youth Services
680 Greenwood Ave
Glencoe, Illinois 60022

Scope of Services - Planned Services

Midwest Mechanical Group, Inc. has customized the enclosed program based on the operational requirements of the property. Utilizing the systems design application, equipment inventory, manufacturer's recommendations, as well as operational considerations and our own experience, Midwest Mechanical Group, Inc. has customized the following services to meet your objectives:

- Operational Assessment Services
- Management Support Services
- Planned Maintenance Services

The Planned Maintenance Services include the maintenance activities required to prevent system failures before they occur and extend the equipment life. The following services include all travel, labor and materials within the scope of the Planned Maintenance Services program.

- Preventive Maintenance

Scope of Services

1. Operational Assessment Services

The Agreement includes all travel and jobsite labor, vehicles, living expenses, and materials necessary to test the existing operations and performance characteristics of the equipment. Inspections in the form of routine visual inspections and physical testing will be performed to ensure the system(s) are in the proper operating condition and to identify any impending system(s) failures.

1.a. Visual Inspections

Midwest Mechanical Group, Inc. shall provide a visual inspection of the system(s) and components included in the agreement. Typical inspections include the following:

- Heating Sections
- Bearings
- Spray Nozzles & Pans
- Igniter & Flame Assembly
- Heat Exchanger
- Compressor Sections
- Motor Mounts & Vibration Pads
- Humidifiers & Strainers
- Seals & Packing
- Electrical Connections & Contactors
- Condensate Drains & Pans
- Flame Composition
- Crank Case Heaters
- Fan Assemblies
- Belts & Sheaves
- Condensing Sections
- Heating & Cooling Coils
- Filter Media & Racks
- Sight Glass Condition

1.b. Physical Tests

Midwest Mechanical Group, Inc. shall provide for a physical check and/or test the system(s) and components included in the agreement. Typical checks and/or tests include the following:

- Water Flows
- Flow Switch Operations
- Control Interlocks
- Flue Stack Assembly
- Damper Operations
- Starter Operations
- Oil Sump Heaters & Temperatures
- Alignment On Couplings
- Motor Operating Conditions
- Suction & Discharge Pressures
- Pressures & Temperatures
- Outside Air Intakes
- Refrigerant Pump Down
- Lubrication Requirements
- External Interlocks
- Motor Voltage & Amperage
- Refrigerant Charges
- System(s) Leaks
- Oil & Fluid Levels

The Operational Assessment & Analysis activities are related to the equipment outlined on the Equipment Inventory and Air Filter Inventory lists attached to this agreement unless otherwise documented by Glencoe Park District and Midwest Mechanical Group, Inc..

2. Planned Maintenance Services

The Agreement includes all travel and jobsite labor, vehicles, and living expenses to perform the Planned Maintenance Services as described herein. The Agreement includes all consumable materials and supplies such as oil, lubricants, belts, cleaning supplies, tools and equipment necessary to perform the services.

2.a. Preventive Maintenance

Midwest Mechanical Group, Inc. shall perform the preventive maintenance activities which are essential to ensure the system(s) operational efficiency, durability, reliability and safety, performance, conditions and extended equipment life on an ongoing basis as scheduled within the tasking program with little or no equipment downtime. The tasking program is customized based on the systems design application, equipment inventory, manufacturer's recommendations, as well as the operational considerations of the property and our own experience. Typical preventive maintenance activities include:

Calibration:	Safety, temperature, operating, humidity, pressure, economizer controls and equipment/component gauges
Adjustment:	Purge systems, dampers, valves, un-loaders, belts, fan rpm's, chemical feeds, gas pressure regulators, combustion air ratios, set points igniter and flame assemblies
Alignment:	Open drive couplings, belt sheaves, pulleys, coil fins and belt drives
Vibration:	Damper linkage, fan bearings, axial vane drive, pumps and motors
Secure & Tighten:	Motor terminals, control terminals, piping clamps, line fittings, mounting hardware, electrical connections, equipment panels, motor mounts, damper sections, vibrations pads and bolts
Cleaning:	Control devices, electrical contactors, condenser coils, fan blades & impellers, igniters, chiller & boiler tubes, tower basins, sumps & floats, baffles & fill, nozzles & passages and equipment areas
Painting & Surface Preparation:	As required to help prevent corrosion and deterioration of exterior equipment surfaces

3. Management Support Services

Midwest Mechanical Group, Inc. will be responsible to administer, monitor and update all aspects of the services provided under this Agreement. A complete set of documentation will be implemented including computerized maintenance task schedules, inventory records, repair histories, and all other documentation required for establishing operating trends and further corrective measures. Detailed Service and/or Maintenance Reports will be left with Glencoe Park District after every service visit.

Midwest Mechanical Group, Inc. will assign a team of professionals to execute and ensure the consistency of service delivered, provide effective lines of communication, and be accountable for the performance of the program. Your management support team includes the following:

Account Executive	The primary responsibility of the account executive is to coordinate the resources necessary to implement and execute the program as described herein.
Service Manager	The service manager primary responsibilities are to control and direct the personnel and resources required to ensure the effective and efficient delivery of the program. The service manager will be your direct point of contact for the services as described herein.
Primary & Secondary Technician(s)	Midwest Mechanical Group, Inc. will complete the skill level tasking to assign primary technicians whom are qualified to perform the services described. In the event the primary technician(s) is not available, we assign qualified secondary technicians to meet these service requirements.
Customer Services Representative	The primary responsibility of the customer service representative (CSR) is to schedule and respond to all your service activities. The CSR maintains the work flow documentation as well as performs the dispatching and coordination responsibilities within the call center.
Technical Support Staff	In addition to the above assigned associates, Midwest Mechanical Group, Inc. will make available the additional technical support associates as required to perform the services described. Additional associates utilized may include Certified Energy Managers, design build engineers, project managers, accounting and administrative support personnel.

Exhibit One - Equipment Inventory

The responsibilities of the Company shall not be limited to the major components of the equipment listed, but shall include all appurtenant devices and systems that are related to the equipment (e.g. controls, sensors, compressors, pumps, fans, etc.)

Qty.	System/ Components ¹	Manufacturer	Model Number	Rating (Ton/HP)	Name/Location
1	Split System Condensing Unit	Lennox	N/A	3	GYS/Closet
1	Compressors	-	-	3	GYS/Closet
1	Supply Fan Motor	-	-	1	GYS/Closet
1	Condenser Fan Motor	-	-	.5	GYS/Closet
1	Miscellaneous, Other	GE	GG30T06AVJ00	32000	GYS/Closet

¹ Equipment and/or components may be added or deleted based on the mutual agreement of Glencoe Park District and Midwest Mechanical Group, Inc.. Upon written authorization, the Agreement price will be amended accordingly.

Exhibit Two - Air Filter Inventory

The responsibilities of the Company shall include all filter and media associated with the equipment inventory to include but not limited to pre-filters, frame filters, pouch filters, fan coil filters, automatic roll type filters, etc.

System/ Components	Name/ Location	Qty	Filter Type	Filter Size	Changes/Yr ¹
Split System Condensing Unit	GYS/Closet	1	Frame, Pleated	14x25x2	4

¹Should experience show that more or less frequent media changes or different types of media are required, Glencoe Park District will be advised and upon written authorization, the Agreement price will be amended accordingly.

Exhibit Three - Special Services and Provisions

In addition to the service and provisions outlined in the agreement, the following special services, provisions and terms will apply to this agreement:

SSP 1. Provisions

SSP 1. General Provisions

4 annual visits

- 1 Cooling season start up
- 1 Heating season start up
- 2 Operational Inspections

SSP 2. Coils, Filters, and Belts

- 1 Annual Condenser Coil Cleaning
- 4 quarterly Air Filter Changes

*Air filters will be provided by Midwest Mechanical

- 1 Annual belt change

SSP 3. Communication and Accountability

Midwest Mechanical will schedule all preventative maintenance visits with your team prior to arrival.

-A Primary and secondary technician will be assigned to your account.

A service log will be provided following each preventative maintenance visits

-Electronic copies can be sent to members of the Glencoe Park District Maintenance team

-Midwest Mechanical will provide access to our Client Portal to help you manage your service calls as well as your equipment repairs and maintenance schedule.

-Repairs will be charged on a time and material basis outside of this agreement.

Customer will receive a 12% discount from standard non-contracted labor rates.

Exhibit Four - Terms and Conditions

1. Client shall permit Company free and timely access to areas and equipment and allow Company to start and stop the equipment as necessary to perform the required services. All planned work performed under this Agreement will be performed during Company's normal working hours.
2. The Agreement Price is conditioned upon the system(s) covered being in maintainable condition. If the initial inspection or initial seasonal start-up indicates repairs are required, a firm quotation will be submitted for Client's approval. Should Client not authorize the repairs, Company may either remove the unacceptable system(s), component(s) or part(s) from its scope of responsibility and adjust the annual Agreement price accordingly or cancel this Agreement.
3. In case of failure to perform its obligation under this Agreement, Company's liability is limited to repair or replacement, at its option, and such repair or replacement shall be Client's sole remedy.
4. Following the initial term, at the beginning of each new term the Agreement price is subject to adjustment to reflect industry increases in labor, materials or other costs.
5. Client shall be responsible for all taxes applicable to the services and/or materials hereunder.
6. Client will promptly pay invoices upon receipt. Should a payment become thirty (30) days or more delinquent, Company may stop all work under the Agreement without notice and/or cancel this Agreement and the entire Agreement amount shall become due and payable immediately upon demand. In the event Company must commence legal action in order to recover any amount payable under this Agreement, Client shall pay Company for all court cost and attorneys' fees incurred by Company.
7. In addition to the Term/Automatic Renewal provision of this Agreement, this Agreement may be terminated by either party upon material breach by the other party of its obligations hereunder upon thirty (30) calendar day's prior written notice to the breaching party and the failure of the breaching party to cure the breach within such thirty (30) day period. Notwithstanding any termination, Client shall remain liable to Company for any amounts for service provided by Company and not then paid.
8. Company reserves the right to subcontract all or portions of the Agreement.
9. Excluded for this Agreement, unless otherwise stated herein, are repairs or replacement of items not normally mechanically maintainable such as but not limited to ductwork, boiler shell and tubes, cabinets, fan blades, fan wheels, fan shrouds/housing, boiler refractory material, heat exchangers, electric heat elements, piping, tube bundles, valve bodies, coils, structural supports, storage tanks, casings, fixtures, grillage and tower fill. Replacement of refrigerant is excluded, unless replacement of refrigerant is expressly stated as included within the scope of services, in which case replacement shall in no event exceed the stated percentage of rated system charge per year expressly stated in the scope of services. Client shall be responsible for the cost of any additional replacement refrigerant.
10. Service (labor and/or material) provided under this Agreement involving services not included within the scope of this Agreement will become an extra charge and invoiced separately from the sum stated in this Agreement.
11. Company expressly disclaims any and all responsibility and liability for the indoor air quality of the Client's facility.
12. If a trouble call is made at Client's request and inspection indicates a condition which is not covered under this Agreement, Company may charge Client at the rate in effect for services.
13. Client shall make available to Company's personnel all pertinent Material Safety Data Sheets (MSDS) pursuant to OSHA's Hazardous Communication Standard Regulations.
14. Company will not be required to move, replace or alter any part of the building structure in the performance of this Agreement. This Agreement does not include responsibility for operation of the system, design of the system, obsolescence, safety testing directed or required by any agency/company/person or organization, water/air balancing, internal devices within the duct systems, ductwork insulation, cleaning the interior of ductwork, fire/smoke dampers, repair or replacement necessitated by freezing weather, electrical power failure, low voltage/inadequate power, burned-out main or branch fuses, low water pressure, water treatment provided by others, water condition, vandalism, misuse or abuse of the system(s), selection of domestic hot water temperatures, electrolysis, negligence of others (including Client), failure of Client to properly operate the system(s), requirements of government, regulator or insurance agencies or other causes beyond the control of the Company unless specifically stated otherwise herein.
15. Client shall permit only Company's personnel or agent to perform the work included in the scope of this Agreement. Should anyone other than Company's personnel perform such work, Company may, at its option, cancel Agreement, eliminate the involved item of equipment from inclusion on this Agreement or charge Client for any related service work.
16. Both parties shall seek to avoid litigation. If however Company must commence legal action, for whatever cause, Client shall pay all court costs and attorney's fees should Company prevail. Any legal action relating to this Agreement, or breach thereof, shall be commenced within one (1) year from the date of the work.
17. Company shall not be liable for any delay, loss, damage or detention caused by unavailability of machinery, equipment, or materials, delay of carriers, strikes, including those by Company's employee's, lockouts, civil or military authority, priority regulations, insurrection or not, action of elements, forces of nature, or during a period of Client being on credit hold or by an cause beyond its control.
18. Company's obligation under this Agreement does not include the identification, abatement or removal of any asbestos products or any other toxic or hazardous wastes or materials, or any fungus(es), or spore(s); substance, vapor or gas produced by or arising out of any fungus(es) or spores; or any material, product, building component or structure that contains, harbors, nurtures or acts as a medium for any fungus(es) or spore(s). In the event such substances, wastes and materials are encountered, Company's sole obligation will be to notify the Client of their existence. Company shall have the right thereafter to suspend its work until such substances, wastes or materials and resultant hazards are removed. The time for completion of the work shall be extended to the extent caused by the suspension and the Agreement price equitably adjusted.
19. To the fullest extent permitted by law, Client shall indemnify and hold harmless Company, its agent and employees from and against all claims, damages, losses and expenses (including but not limited to attorney's fees) arising out of or resulting from the performance of work hereunder, provided that such claim, damages, loss or expense is cause in whole or in part by an active or passive act of omission of Client, or anyone for whose acts Client may be liable, regardless of whether it is cause in part by the negligence of the Company.
20. Under no circumstances, whether arising in contract, tort (including negligence), equity or otherwise, will Company be responsible for loss of use, loss of profit, increased operating or maintenance expenses, claims of Client's tenants or client's, or any special, indirect or consequential damages.
21. Definition: COVERED EQUIPMENT shall mean the equipment for which services are to be performed under this Agreement. Covered equipment is defined by applicable equipment inventory included herein.