



FEBRUARY 2021 Board Report





**GLENCOE PARK DISTRICT
REGULAR BOARD MEETING
Tuesday, February 16, 2021 – 7:00pm
Zoom Video/Audio Conference or In-Person**

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

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

AGENDA

- I. Call to Order
- II. Roll Call
- III. Consent Agenda Items
 - A. Minutes of January 19, 2021 Regular Board Meeting (pgs. 4-22)
 - B. Minutes of February 2, 2021 Finance Committee of the Whole Meeting (pgs. 23-25)
 - C. Minutes of February 2, 2021 Committee of the Whole Meeting (pgs. 26-31)
 - D. Approval of the Bills (pgs. 32-44)
- IV. Matters from the Public
- V. Financial Report (pgs. 45-48)
- VI. Discussion on Glencoe Beach Passes for Summer 2021 (pgs. 49-64)
- VII. Staff Reports
 - A. Business (pg. 66)
 - B. Recreation and Facilities (pgs. 67-70)
 - C. Parks and Maintenance (pg. 71)
 - D. Marketing and Communications (pgs. 72-74)
 - E. Safety and Wellness Committee (pg. 75)
- VIII. Executive Director's Report (pgs. 76-81)
- IX. Action Items
 - A. Approval of Takiff Condenser Replacement Contract (pgs. 82-88)
 - B. Approval of South Overlook Contract (pgs. 89-90)
- X. Other Business
- XI. Executive Session
 - A. Personnel 5ILCS 120/2(c)(1)
- XII. Action Items following Executive Session (if any)
- XIII. Adjournment

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

Three Ways to Join this Meeting on Zoom
Meeting ID: 815 1538 8252
Password: 999

Via Phone Dial In
312-626-6799

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

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

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

Option 1: Via Zoom Video -
Attend the Zoom meeting via video and utilize the "raise hand" feature to indicate a desire to speak during Matters from the Public.

Option 2: Via Zoom Dial In
Attend the Zoom meeting via Dial In (audio only) and vocalize your desire to speak once prompted that it is Matters from the Public.

Option 3: In Person at the meeting at Takiff Center

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

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 2021 Board Meeting

MINUTES OF JANUARY 19, 2021 REGULAR BOARD MEETING
GLENCOE PARK DISTRICT
ZOOM and 999 GREEN BAY ROAD, GLENCOE, ILLINOIS 60022

Commissioners and members of the public confirmed they could see and hear.

The meeting was called to order at 7:03pm and roll was called. All commissioners gave permission to be recorded.

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: Stephani Briskman, Brandon Hinkle, John MacManus, Bart Schneider

Consent Agenda: A motion was made by Commissioner Onderdonk to approve the consent agenda items as presented including Minutes of December 15, 2020 Regular Board Meeting, Minutes of January 5, 2021 Committee of the Whole Meeting, and Approval of the Bills. Commissioner Boron seconded the motion. No further discussion ensued. Roll call vote taken:

AYES: Boron, Covey, Lutton, Onderdonk, Brooks

NAYS: None

ABSENT: None

The motion passed.

Matters from the Public: Bart Schneider commented that an outdoor elevator might be a better and more affordable option than the ramp in Plan A for the boating beach staircase (residential cost \$20,000).

Financial Report: Director of Finance/Human Resources Mensinger stated we are ten months into the fiscal year. The 3-year analysis is included in the packet and there is nothing new since the last discussion. Day care is looking wonderful with the \$178,000 grant monies received with another possible \$15,000 to come. The Recreation Department is deceptive being down in revenues, however is also significantly down in expenditures. Watts looks great, Mensinger has never seen a surplus this time of year. Right now, the Park District is holding its own. Staff is finalizing the first draft of the budget for delivery to Commissioners by the end of this week.

Staff then answered Commissioner questions. Drastically reduced staff time due to staff restructuring, accounts for most of the 40% decrease in fitness expenses. Fitness was

also restructured from annual to monthly dues. Due to the pandemic, marketing was kept at a minimum, hours were restricted, and the fitness center was closed for periods of time. Members appreciate the fitness center for their sanity and ability to get out of the house.

Regarding grants, IDOT pays the contractors directly for the \$667,000 grant. It could be added to the books, however IDOT is not in a hurry to communicate the amounts spent on a small grant. Once we receive the IDOT invoice for our portion of the grant, we will submit that to OSLAD for up to a 50% reimbursement up to \$200,000 through our trail grant. IDNR is only working two to three days per week right now, so everything is delayed. It is not an issue of getting the grant funds, but when we will get them. This has been taken into account in our budget.

Discussion on Concept Plans for the Perlman Boating Beach Stairs: Executive Director Sheppard consulted with our legal counsel and ADA consultant, both agreed we are not legally obligated to install the switch-back ramp because we have similar services on both sides of the beach. In addition, as our boating beach shrinks, more is being moved to the swimming beach. We do not have a path to the water's edge and our sand wheelchair is not ideal. We will be adding an ADA appropriate path, through the sand to the water's edge, to the ADA improvement list. If a camper or boat club event attendee needs ADA accessibility, the camp or event would be moved to the swimming beach side, which is ADA accessible.

John MacManus of Altamanu gave the presentation attached to these minutes. Comments included the staircase end coming out further south, not under the tree. Other options reviewed were not ADA accessible or would interfere with programming or facility usage.

MacManus stated the cost of the ramp is \$589,000 and the staircase is \$238,000. The ramp requires a series of pilings, increasing the cost. Removing the overlook and seating might take off an estimated \$38,000 (not official). MacManus estimated the lifespan could be a 25-30 years, if properly maintained.

Further discussion comments included location close to existing location, a utilitarian staircase without overlooks or patios, robust and durable, easy to maintain, overlook not necessary with looming concrete wall as part of the view, a place to transition from sand to put on shoes, and the landing and bench moved to the bottom of the stairs.

If we added an elevator, it would need to be attended, one to two-person elevators cost approximately \$200-\$400,000, night time enclosures are not preferred by users, open conveyances are not used in public settings, and the elevator would need to be self-operated. This project is outside the scope of the project and would be difficult to install by spring. A comment was made that an elevator should be installed on the swimming beach side before the boating side.

Director Leiner indicated a 25-50 lifespan if properly maintained due to its location and water runoff, ice damming, and storm damage.

President Brooks, following discussion with the committee, gave consensus on staff direction to proceed with design changes for plan B, simple approach, without the overlook/bench, keep the bench at the overlook location, a larger landing at the bottom with a bench, the bottom not landing on the existing deck, and John MacManus will look at the distance from the tree moving the stairs south.

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

Business Report: Staff are winding down on the first draft of budget for delivery by the end of the week to Commissioner homes for discussion at the Finance Committee of the Whole meeting on February 2. Year-end processing of W-2's is down 25% due to the COVID-19 impact and summer hiring. Staff is also prepping for the FY2020/21 audit.

Recreation and Facilities Report: The Governor moved us to Tier 2, from Tier 3, Phase 4 Mitigations and can start indoor programming in groups up to 10. In 30 minutes of the order, staff communicated to participants that programs are in-person. ELC and Children's Circle both opened in-person today. We automatically qualified for an additional almost \$16,000 in DCOE grant funds to be used for COVID-19 expenses, in our case, PPE, cleaning, and opening additional classrooms. We were told we should be receiving the grant funds in the next six weeks. Watts nonresident passes are estimated at less than 10%. We have not stopped non-residents from buying passes. We are still selling passes daily, although most are residents. Our open slots have not been full, so have continued to take additional pass sales. A Commissioner requested to expand the Friday night events at Watts. Watts is classified as high-risk, with only non-contact allowed in groups of 10 max.

Parks and Maintenance Report: We are working on a combined asphalt bid with the school district to get a better price. The bid specifies a non-cold tar substitute which is better for the environment. A bid and school district agreement will go before the Board for approval in January or February. Oaks are suffering from root rot due to standing water. Maintenance on the Takiff field lights while the ground is frozen and clock tower molding repairs with the same piece of equipment are underway. Part-time facilities staff, Alena Barysik, accepted the full-time position to replace Rogelio Alvarez. The open Parks Department position is slated to be filled next fiscal year. Director Leiner answered Commissioner questions. Oaks are not replaced with the same species of Oak. Swamp White Oaks do not do well and are replaced with a hardier Oak. Best practice is not to have any more than 10% of any one species.

Marketing and Communications Report: The Recreation and Marketing Teams pivoted yesterday, sent out 8,000 emails with a 40% open rate which drove traffic to sign up for programs. Watts was in the national spotlight on the Today Show about inclusivity. Our website had phenomenal traffic in December.

Safety and Wellness Committee Report: We are familiarizing our staff with the new wellness system.

Executive Director Report: Executive Director Sheppard thanked staff for meeting on Saturday to determine what would happen with new mitigations. Staff were prepared to pivot on Monday and offer programs in-person the next day. Our staff in Children's Circle, ELC, Kids Club, and instructors will be in vaccine phase 1b. Glencoe Fitness is busy even with the mask mandate and five-member maximum at one time. Watts is having a successful season and staff are doing an excellent job managing participants. Children's Circle had it's first facility closure since May; procedures are working to keep us safe. We are close to holding a dedication for the Duke Park donor family. Our Director of Finance/HR Carol Mensinger's retirement date is June 30. We are taking a team approach to finding a replacement, advertising in March, interviewing in April, and hiring in May. The virtual IPRA conference begins the end of next week with recorded sessions available up to 30 days after.

Action Items:

Approval of Glencoe Jr. Kindergarten Agreement: A motion was made by Commissioner Boron to approve the Glencoe Jr. Kindergarten Agreement as presented. Commissioner Onderdonk seconded the motion. No further discussion ensued. Roll call vote taken:

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

The motion passed.

Approval of Altamanu, Inc. Contract Design Services for Crib Wall and Center Bluff: A motion was made by Commissioner Boron to approve the Altamanu, Inc. contract for the amount of \$64,689 for design services on the Crib Wall/Center Bluff Project as presented. Commissioner Lutton seconded the motion. The crib wall is the area north of the Halfway House, the center bluff is directly across from the Halfway House. Work may intercept water from the park. The project includes everything east of the pathway from the top of the bluff. The pathway is not part of this project. No further discussion ensued. Roll call vote taken:

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

The motion passed.

Approval of Purchase of a F-250 Pickup Truck: A motion was made by Commissioner Boron to approve the purchase of a 2021 Ford F-250 for \$45,148 from Currie Motors of Frankfort, Illinois as presented. Commissioner Lutton seconded the motion. The truck will match our other trucks. This is the truck purchase that was halted earlier this year. No further discussion ensued. Roll call vote taken:

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

The motion passed.

Approval of Purchase of a T-76 Bobcat Track Loader: A motion was made by Commissioner Lutton to approve the purchase of one T-76 Bobcat Track Loader for \$70,355 from Atlas Bobcat of Wauconda, Illinois as presented. Commissioner Boron seconded the motion. Commissioner Onderdonk commented on the versatile vehicle that will get a lot of use. No further discussion ensued. Roll call vote taken:

AYES: Boron, Covey, Lutton, Onderdonk, Brooks

NAYS: None

ABSENT: None

The motion passed.

Approval to Hold Special Board meetings on March 2, 2021 and April 6, 2021: A motion was made by Commissioner Onderdonk to approve holding special Board meetings on March 2, 2021 and April 6, 2021 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.

Other Business: President Brooks was chair at the recent Watts Advisory Group Meeting. It was a very collaborative, productive meeting where everyone learned a lot about the operations of the rink. There were sacrifices this year, such as the red line and reservations. Some issues can and have or will be addressed. Director Collins added recent changes including skate guards now have whistles to help remind skaters to mind the rules, signage was added to explain skates being sprayed with an electrostatic cleaner, reminders to cancel reservations as soon as possible and reserve at the last minute if openings are available, and a driver's license is required for skate aids. Many good takeaways from the meeting may be added to operations going forward.

Commissioner Lutton was chair at the Lakefront Advisory Group Meeting. The group had really excellent feedback about the quality of the season and staff to make the summer successful. Strong feedback from the group to keep the 2020 season pass model going forward, because residents are using the beach more and taking advantage of living in Glencoe. They also enjoy the polyglot nature of the beach. Regarding capital improvements, feedback was very supportive that the Park District is investing in the beach. The group would like to make sure boaters will have access to the beach with a vehicle to pick up boats or equipment during the crib wall project. One group member mentioned the lack of vegetation on the north overlook, to which Director Leiner responded that it has not grown in yet. The group showed mild concern over the look of the pier's concrete cap. Staff may want to reach out to the advisory group to look at samples when available. Director Collins added that the group realized the complexity of problems, especially with COVID-19, compared to previous years operations.

Executive Director Sheppard indicated that staff will bring pier designs to the Board for review at the February Committee meeting.

Adjourn: Commissioner Lutton moved to adjourn the meeting at 8:27pm. Commissioner Boron seconded the motion. No further discussion ensued. Roll call vote taken:

AYES: Boron, Covey, Lutton, Onderdonk, Brooks

NAYS: None

ABSENT: None

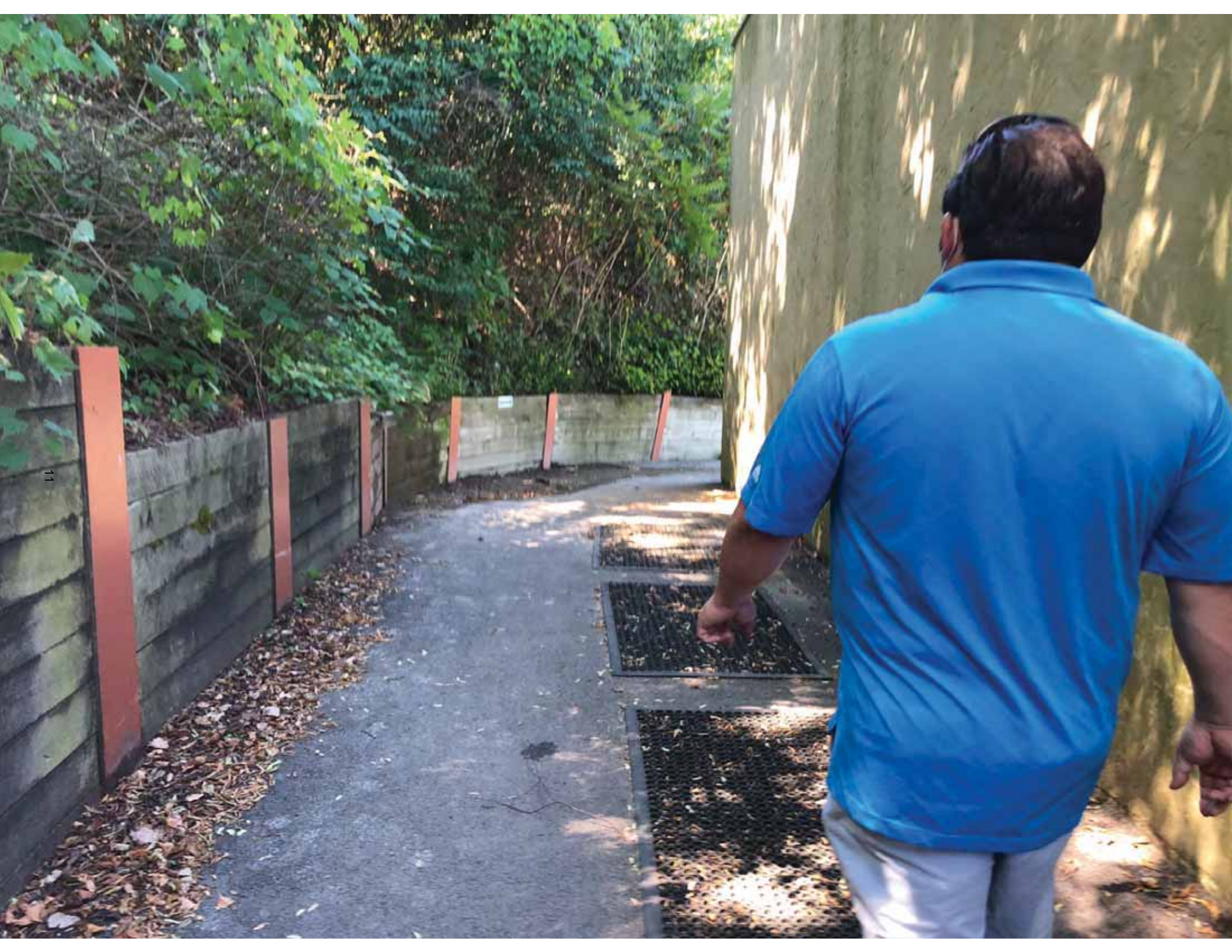
The motion passed.

Respectfully submitted,

Lisa M. Sheppard
Secretary

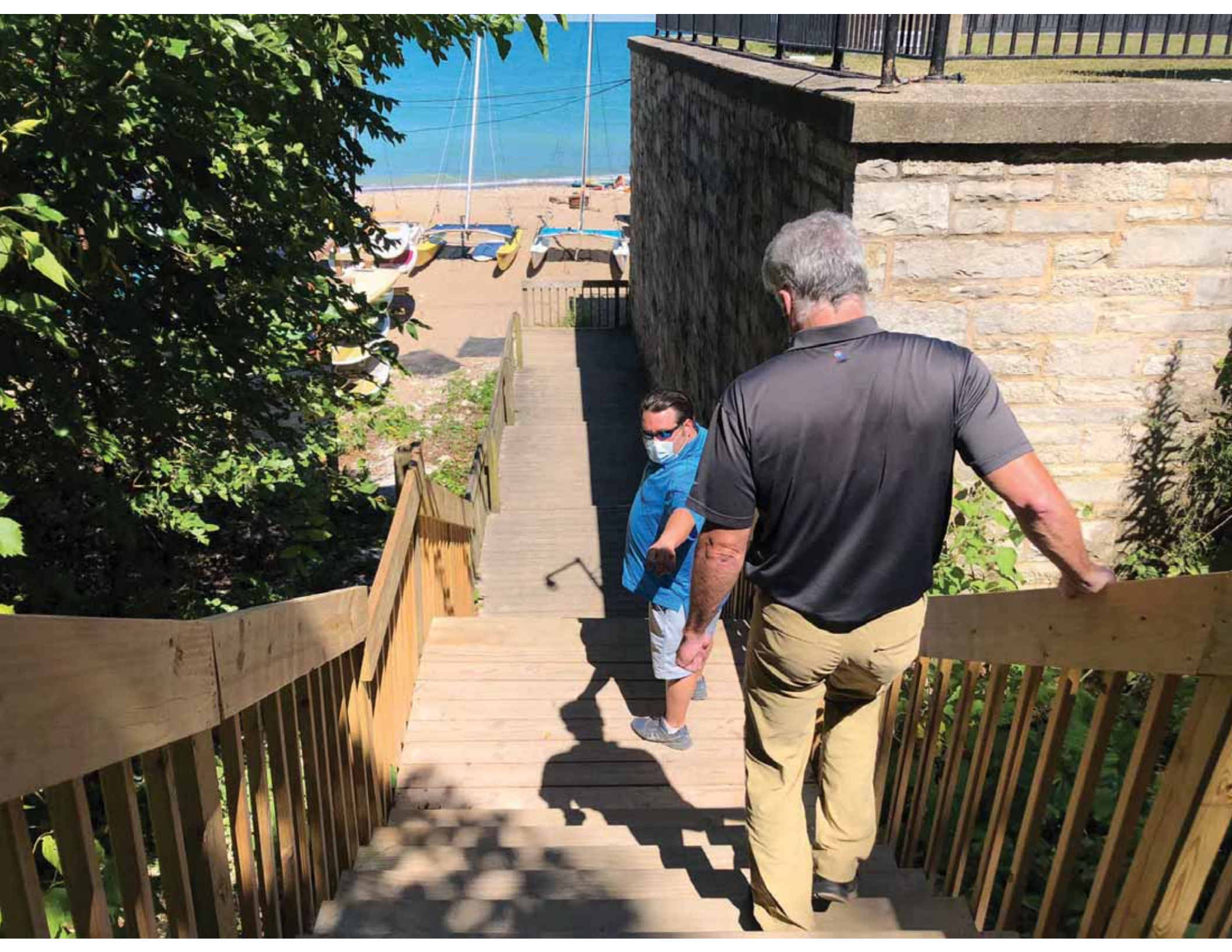
Access to North Beach and Drainage Improvements Presentation to the Board 01.15.2021

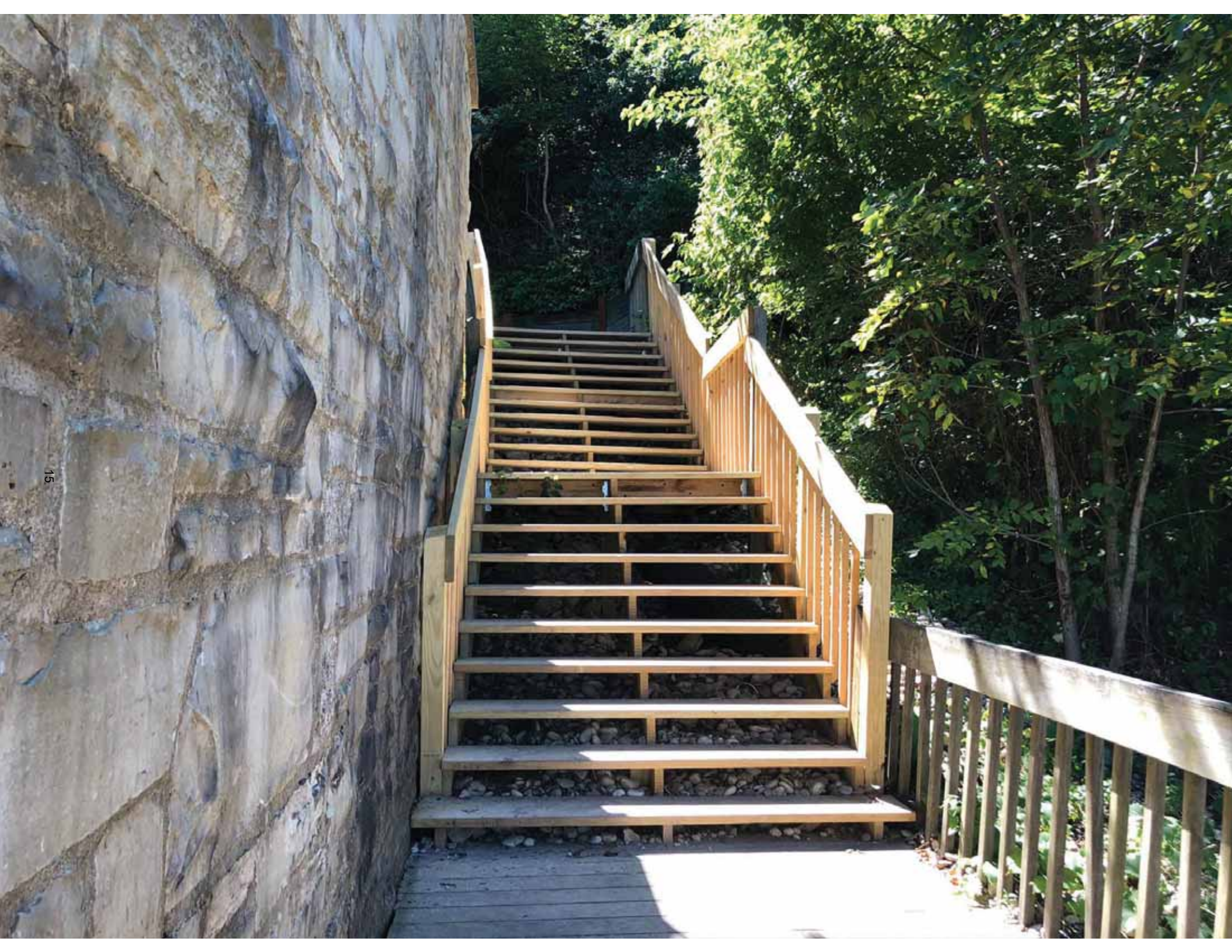
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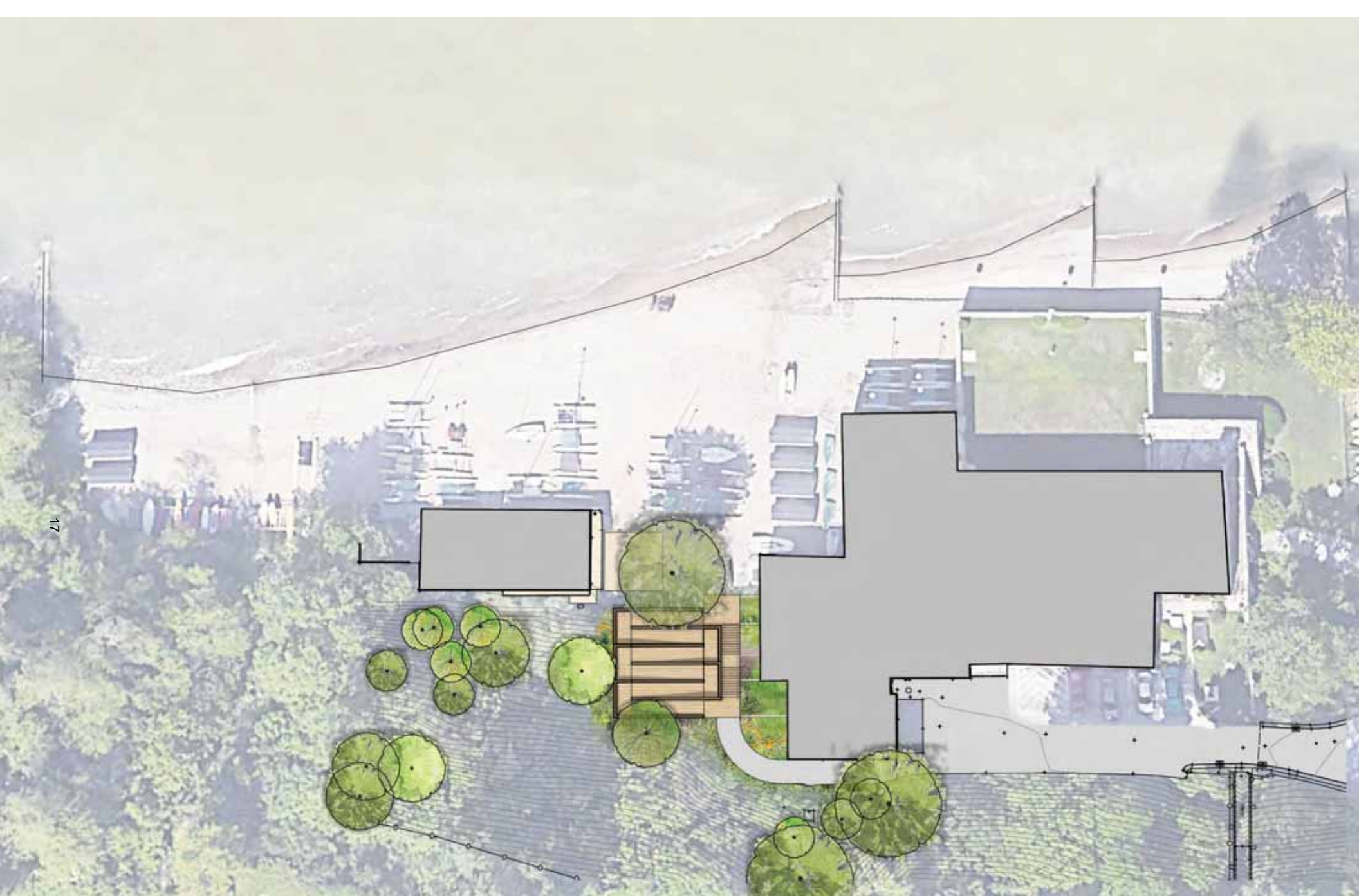


EXISTING STAIRCASE



REFERENCE FOR PROPOSED STAIRCASE / RAMP





17



**CONCEPT A
Ramp & Staircase Access
Scheme**

Change in grade: 13.15 FT
 Ramp Slope: 8.33%
 Total length of Ramp: 223'-8"
 Total length of Stairs: 27'

Materials:
 -Steel Structure
 -Wood/Composite Decking
 -Steel cable rail system

Preliminary opinion of
 probable cost: \$ 589,488.00

STAIRCASE & RAMP - CONCEPT PLAN "A" - ENLARGEMENT
 Glencoe, Illinois

CB CHRISTOPHER B. BURKE ENGINEERING LTD.
 9575 West Higgins Road, Suite 600
 Rosemont, Illinois 60018
 (847) 823-0500



Altamanu Inc.
 landscape architecture • urban design • planning

January 13, 2021





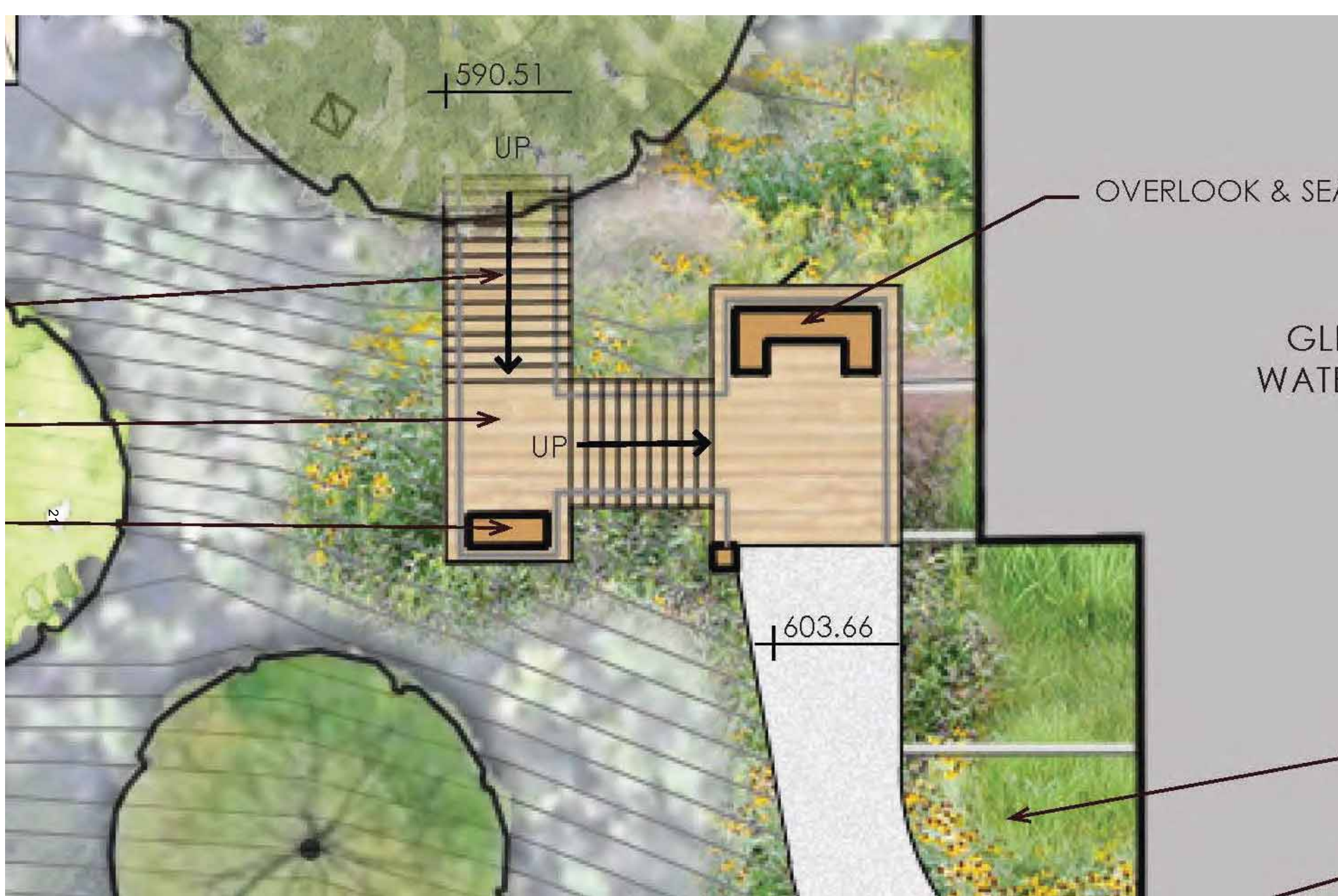
STAIRCASE - CONCEPT PLAN "B" - ENLARGEMENT
 Glencoe, Illinois

CHRISTOPHER B. BURKE ENGINEERING LTD.
 9575 West Higgins Road, Suite 600
 Rosemont, Illinois 60018
 (847) 823-0500



Altamanu Inc.
 landscape architecture • urban design • planning

January 13, 2021



Previously bluff was planted with grasses, prairie flowers, shrubs and trees, most were swallowed by invasives as well as native trees. We should take the level of maintenance into account. Therefore, sturdy Native Woody Shrubs and Trees:

- *Red Root (Ceanothus americanus)* up to 4ft high, thick root system that reach deep into the earth, white flowers dry fruit
- Red twig dogwood (*Cornus sericea*) 6to 8ft high, sun and part shade, used to be planted on highway slopes
- Diervilla, or bush honeysuckle and Snowberry up to 8ft high, develops into colonies by means of spreading underground rhizomes. Very vigorous.
- Sumac, multiple including Grolow, Fragrant Sumac (*Rhus aromatica*) 6 ft high to Prairie Sumac (*Rhus lanceolata*) and Staghorn Sumac (*Rhus typhina*) 20 ft

• And Oaks (slow growing)

MINUTES OF FEBRUARY 2, 2021 FINANCE COMMITTEE OF THE WHOLE MEETING
GLENCOE PARK DISTRICT
999 GREEN BAY ROAD, GLENCOE, ILLINOIS 60022

Commissioners and members of the public confirmed they could see and hear.

The meeting was called to order at 7:03pm and the roll was called. All commissioners gave permission to be recorded.

Commissioners present:

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

Staff present:

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

Members of the public in attendance: Stephani Briskman, Brandon Hinkle, Bart Schneider, Shannon Stevens, Serena Tyler, Matt Walker, and one unidentified caller

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

FY 2020/21 Budget – First Draft Review: Director Mensinger stated it was an extraordinary year with the pandemic. The Board will be reviewing the First Draft Proposed Budget for Fiscal Year 2021/22 document tonight, the Approval Draft Budget goes before the Board for approval at the March 16 Board meeting, and then the Budget and Appropriations Ordinance goes before the Board for approval at the April 20 Board meeting.

Director Mensinger reviewed the First Draft Proposed Budget for Fiscal Year 2021/22 document. Staff answered Board questions and discussion ensued throughout the presentation of the budget draft.

Mensinger indicated that budget projections throughout the pandemic showed the District operating well compared to what was budgeted coming into the end of the fiscal year on February 28, 2021.

Based on advice from both our legal counsel and auditing firm, a new fund was created to specifically track expenditures related to the 2020 bond proceeds. Revenues generated from interest income for arbitrage purposes can be identified, and staff can more easily evaluate spend down requirements per our bond ordinance. Fund 67 is just for bond proceeds.

Mensinger discussed the reasons why we are fiscally doing well during the pandemic. Despite the pandemic, the District reduced expenses, especially with contractual services and utilities early on in March and April. The District increased revenue with season passes at the beach and Watts, and brought in more in certain areas than expected. The recreation

program area was hardest hit with a deduction of anticipated surplus of around \$500,000 to 600,000.

Additionally, many Fund 65 projects were put on hold by the Board during the pandemic.

As of February 28, 2021, 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 will also meet the reserve guideline of 50% of operating expenditures. In the midst of the pandemic in summer 2020, there was not a transfer of excess funds into Fund 69 this year. Following the audit, Mensinger likely feels comfortable with a \$300,000 to \$400,000 transfer from the Corporate Fund into Fund 69. At this time, Mensinger does not recommend a transfer from Recreation to Fund 69, but will re-evaluate when the audit is complete. The transfers from Corporate and Recreation Funds have saved tax payers over \$7.3 million dollars over the last eight years.

Proposed Capital Projects: Capital projects were reviewed from Fund 67 and Fund 65. Discussion ensued and staff answered committee questions on the fund transfer and bond tracking in the new Fund 67.

Staff has planned and budgeted for COVID to last until early to mid-fall.

Discussion of Proposed Annual Salary Merit Pool: Based on staff performance during the pandemic, staff recommended a 2.3% merit pool for salary increases. This is a merit pool, so those that have stellar evaluations may receive more than 2.3% and those with lower performance evaluations may receive less. Executive Director Sheppard and Finance Director Mensinger recommended this number based on the 2.3% CPI increase, positive budget scenario despite the pandemic, our staff working and providing programs and clean parks for our patrons during a pandemic. Sheppard and Mensinger responded to Commissioner Boron's question that included the Village's recommended increase not be awarded until June. Executive Director Sheppard indicated that the Village's Union staff did get raises based on their contracts, and that a comparison with other Park Districts may be more appropriate. You also have to compare how the other Park Districts fared during the pandemic. Commissioner Brooks also made the observation that comparing us to the School District would be more appropriate, and they are receiving 3% raises. Discussion ensued including a Commissioner Covey comment on whether 2.3% is enough when our staff's ingenuity is saving money and providing programs for the community during a pandemic, and Commissioner Lutton's comment on the components of merit/can we afford it/rate of pay relative to what it should be. The past salary survey was reviewed. Mensinger clarified that the projected fund balance for the Recreation Fund is down only \$114,000 as a whole, but the projected Corporate Fund looks to be up by approximately \$400,000. Discussion ensued.

President Brooks, based on Board discussion, indicated that the 2.3% merit increase seemed appropriate and the COVID-19 merit bonus is tabled for further discussion.

There were no further questions, but staff are available for questions at any time.

Other: There was no other business.

All staff and members of the public were dismissed.

Adjourn to Closed Session: At 8:17pm, Commissioner Lutton moved to adjourn into closed session to discuss personnel as mandated by Section 2.06. 5 ILCS 120/2 (c)(1).

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.

Return to Open Session: At 8:42pm, Commissioner Lutton moved to return to open session. Commissioner Onderdonk seconded the motion. No further discussion ensued.

Roll call vote taken:

AYES: Boron, Covey, Lutton, Onderdonk, Brooks

NAYS: None

ABSENT: None

The motion passed.

Action Items Following Closed Session: There was no action taken during or after closed session.

Adjourn: Commissioner Onderdonk moved to adjourn the meeting at 8:43pm.

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.

Respectfully submitted,

Lisa M. Sheppard
Secretary

MINUTES OF FEBRUARY 2, 2021 COMMITTEE OF THE WHOLE MEETING
GLENCOE PARK DISTRICT
999 GREEN BAY ROAD, GLENCOE, ILLINOIS 60022

Commissioners and members of the public confirmed they could see and hear.

The meeting was called to order at 8:45pm and roll was called. All commissioners gave permission to be recorded.

Committee Members present:

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

Staff present:

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

Members of the Public in attendance who signed in or spoke: Stephani Briskman, John MacManus, Bart Schneider, Shannon Stevens, Serena Tyler, Matt Walker

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

Review of Boating Beach Stairs Concept Plan: Director Leiner indicated that Altamanu changed the concept plan per Board instructions. The design changes attached were reviewed including removal of the switchback ramp and overlook, adding a bench at the bottom, and moving the stairs so the bottom is far from the tree. The original railing manufacturer cannot provide materials within the deadline, so the railings are being redesigned. CBBEL, the project's engineer, would like to move the stairs further towards the lake due to bluff conditions. For the moment, the cost will be the same as the last meeting, although Altamanu will need to review the numbers including the requested change from CBBEL. Commissioners requested the landing be smaller without benches, and widen the bottom landing to allow for two benches. There will be few plantings to the right of the stairs due to a swale and boulders. Drainage was reviewed. Discussion ensued about landscaping that will look nice, grow in clay, hold back erosion, and be low maintenance.

Regarding the previously discussed crib wall, it includes drainage for Lakefront Park, which could be part of the OSLAD Grant.

President Brooks, based on committee discussion, asked staff to move forward without further discussion from the Board and without another viewing of plans including widening the bottom to allow for two benches.

Discuss Large-Scale Special Events for 2021: Executive Director Sheppard indicated staff's need to start planning for summer events, mainly the Fourth of July fireworks. We

paid a non-refundable deposit of \$10,000 last year that rolled over from the canceled 2020 fireworks display. There are two options Executive Director Sheppard would like the Board to consider, reschedule fireworks to later in the summer/fall or try for the Fourth of July with the possible result of losing the \$10,000 if canceled because we are not yet in Phase 5.

Entertainers are now including a COVID-19 waiver in contracts requiring loss of deposit when the event is canceled. The Village has not made an official stance on the Fourth of July, but did talk about Labor Day as an alternative.

We also have a community member who would like to hold a concert at the beach with a well-known band as a fundraiser with half the proceeds going to the park district and the other half going to another not-for-profit organization.

Discussion ensued including that the Board was uncomfortable allowing a big event on the beach until we know we have a larger number of residents vaccinated and we are closer to Phase 5. It seems that larger crowds may be more likely in the fall and we could possibly do fireworks then.

President Brooks, based on committee discussion, directed staff to not hold fireworks on the Fourth of July, try to reschedule for fall, and make the determination closer based on vaccines and that we are in Phase 5.

Discussion ensued regarding the Glencoe resident's event including not preferring to close the beach early, not holding it on a holiday weekend like Labor Day, funds raised at an event held at a tax-payer funded venue should go to the park district and not be split with another foundation, crowding toward a stage during a pandemic made them nervous, hold the event after Labor Day when the beach is closed, and find out where the raised funds going.

Chair Brooks, following committee discussion, asked Executive Director Sheppard to take the committee's comments back to the event donor and continue discussion on the event.

Other Business: Previously presented to the Board, Director Leiner highlighted the pathway element included in the Kalk Park Plaza which connects the entryway with the current path. This design makes it uniform with the other side and provides a gateway into the park. Without the path, there would be a solid wall with a plaza going nowhere. A transition from the plaza without a path would end up turning the grass into mud. The Kalk Park Plaza is a bid alternate that would go before the Board at a future meeting. Discussion ensued.

Chair Brooks, based on committee discussion, directed staff to include the path in the bid alternate as shown.

Staff reviewed the change of Phase 4 operations including masks, capacity, and sports. It is not realistic to run Travel Basketball, instead, we are offering clinics with scrimmages.

Adjourn: Commissioner Lutton moved to adjourn the meeting at 9:45pm. Commissioner Boron seconded the motion. No further discussion ensued. Roll call vote taken:

AYES: Boron, Covey, Lutton, Onderdonk, Brooks

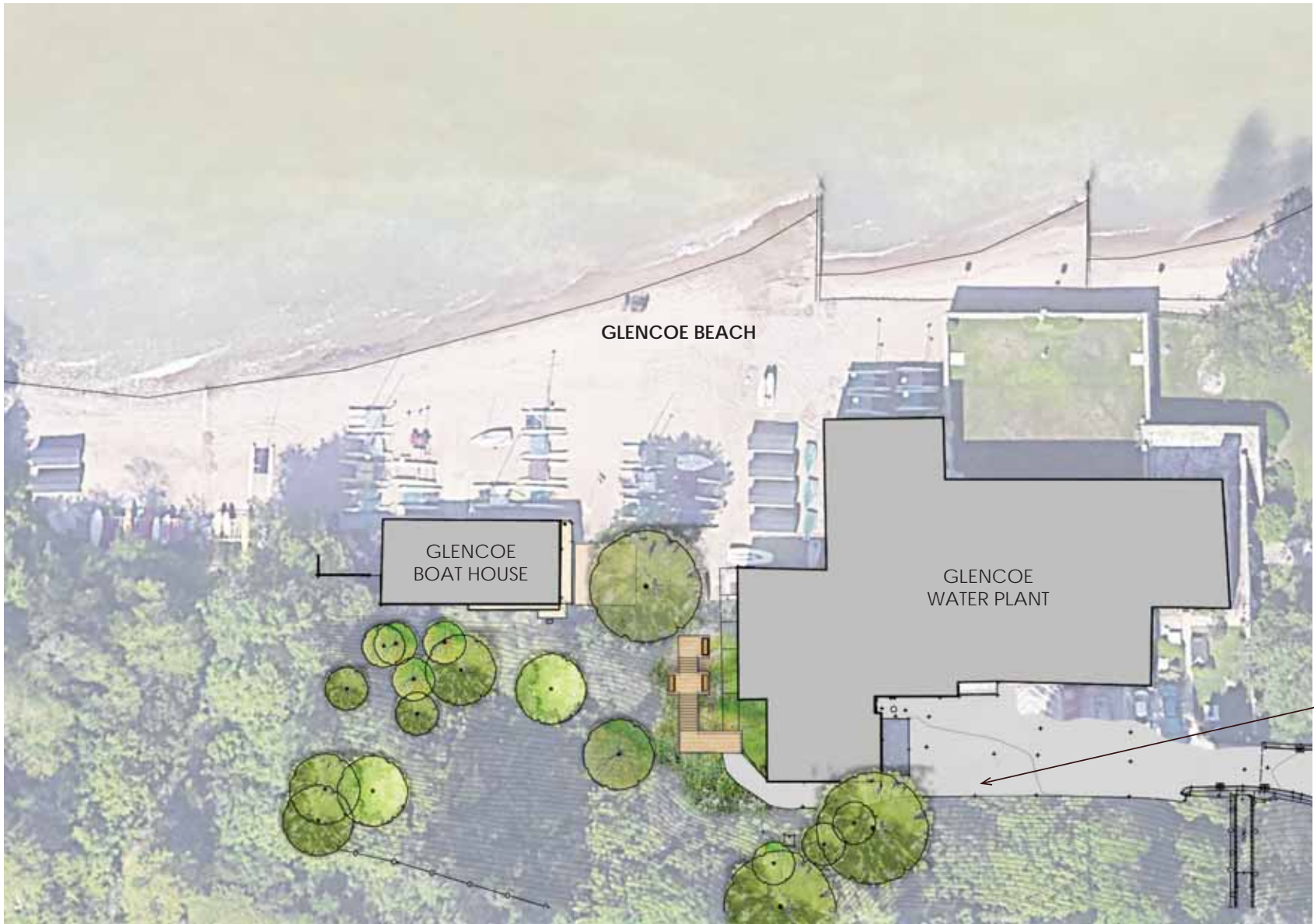
NAYS: None

ABSENT: None

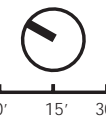
The motion passed.

Respectfully submitted,

Lisa M. Sheppard
Secretary



EXISTING PATH



January 27, 2021

STAIRCASE - CONCEPT PLAN "C"
 Glencoe, Illinois



CONCEPT "C"
Stair Access Scheme

Change in grade: 11.66 FT

Total length of Stairs: 30'

- Materials:
- Steel Structure
 - Wood/Composite Decking
 - Steps and Raisers
 - Steel cable rail system

Preliminary opinion of probable cost:

30

STAIRCASE - CONCEPT PLAN "C" - ENLARGEMENT
 Glencoe, Illinois

EXISTING STAIRCASE



REFERENCE FOR PROPOSED STAIRCASE / RAMP



STAIRCASE TO NORTH BEACH ACCESS

Glencoe, Illinois

January 27, 2021



Glencoe Park District

Voucher List of Bills By Vendor Set

Payment Dates 1/13/2021 - 2/9/2021

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Vendor Set: AP Vendors - AP Vendors					
Vendor: 10136 - Advanced Disposal Services					
Advanced Disposal Services	01/25/2021	13275	10-12-000-5353	Trash/Recycling - Parks	824.30
Advanced Disposal Services	01/25/2021	13275	10-13-000-5353	Trash/Recycling - Watts	132.16
Advanced Disposal Services	01/25/2021	13275	25-00-000-5353	Trash/Recycling - Takiff	354.98
Vendor 10136 - Advanced Disposal Services Total:					1,311.44
Vendor: 10098 - AFLAC					
AFLAC	02/02/2021	13302	10-00-000-2170	Supplemental Aflac Coverage	207.16
Vendor 10098 - AFLAC Total:					207.16
Vendor: 10739 - Airespring					
Airespring	02/02/2021	13303	25-00-000-5210	Takiff Fiber Internet - Feb	1,919.96
Vendor 10739 - Airespring Total:					1,919.96
Vendor: 10864 - All About Childcare Health, Ltd.					
All About Childcare Health, Ltd.	02/02/2021	13304	25-26-000-5387	Day Care Nurse Services	90.00
All About Childcare Health, Ltd.	02/08/2021	13334	25-26-000-5387	Day Care Nurse Services	90.00
Vendor 10864 - All About Childcare Health, Ltd. Total:					180.00
Vendor: 10973 - Altamanu, Inc.					
Altamanu, Inc.	01/25/2021	13276	67-00-000-5505	Kalk Park Design Svcs	12,869.27
Altamanu, Inc.	01/25/2021	13276	69-00-000-5553	GB Trail Construction Mgmt	3,766.01
Altamanu, Inc.	01/25/2021	13276	69-00-000-5570	Duke Park Construction Mgmt	2,229.25
Vendor 10973 - Altamanu, Inc. Total:					18,864.53
Vendor: 10056 - Amazing Minds					
Amazing Minds	01/15/2021	13236	25-25-635-5300	Contractual - Fall Amazing Mind...	720.00
Vendor 10056 - Amazing Minds Total:					720.00
Vendor: 10946 - Amazon Capital Services					
Amazon Capital Services	01/15/2021	13237	10-13-000-5415	Watts Events Supplies	122.69
Amazon Capital Services	01/15/2021	13237	10-13-000-5420	General Watts Supplies	389.86
Amazon Capital Services	01/15/2021	13237	25-00-000-5401	Rec Office Supplies	37.86
Amazon Capital Services	01/15/2021	13237	25-00-000-5420	General Rec Supplies	73.09
Amazon Capital Services	01/15/2021	13237	25-25-402-5400	ELC Supplies	11.98
Amazon Capital Services	01/15/2021	13237	25-26-000-5403	Day Care Prg Supplies	381.63
Amazon Capital Services	01/15/2021	13237	25-26-000-5430	Day Care First Aid Supplies	35.91
Amazon Capital Services	02/02/2021	13305	10-11-000-5342	Admin Storage Boxes	212.82
Amazon Capital Services	02/02/2021	13305	10-12-000-5401	Parks Office Supplies	316.95
Amazon Capital Services	02/02/2021	13305	10-12-000-5420	General Parks Supplies	487.90
Amazon Capital Services	02/02/2021	13305	10-12-000-5450	Equipment Parts - Parks	256.56
Amazon Capital Services	02/02/2021	13305	10-12-000-5481	Construction Supplies - Parks	209.80
Amazon Capital Services	02/02/2021	13305	10-12-000-5482	Hardware - Parks	25.97
Amazon Capital Services	02/02/2021	13305	10-12-000-5487	Hand Tools - Parks	18.00
Amazon Capital Services	02/02/2021	13305	10-12-000-5491	Greenhouse Supplies	22.98
Amazon Capital Services	02/02/2021	13305	10-13-000-5415	Watts Event Supplies	91.90
Amazon Capital Services	02/02/2021	13305	10-13-000-5420	Watts General Supplies	59.52
Amazon Capital Services	02/02/2021	13305	25-00-000-5420	Rec General Supplies	45.77
Amazon Capital Services	02/02/2021	13305	25-25-401-5400	ELC Supplies	21.00
Amazon Capital Services	02/02/2021	13305	25-25-402-5400	ELC Supplies	21.01
Amazon Capital Services	02/02/2021	13305	25-25-403-5400	ELC Supplies	21.00
Amazon Capital Services	02/02/2021	13305	25-25-405-5400	K Readiness Supplies	21.01
Amazon Capital Services	02/02/2021	13305	25-26-000-5403	Day Care Pgm Supplies	13.49
Amazon Capital Services	02/02/2021	13305	25-26-000-5460	Day Care Food Prep Supplies	110.86
Vendor 10946 - Amazon Capital Services Total:					3,009.56

Voucher List of Bills

Payment Dates: 1/13/2021 - 2/9/2021

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Vendor: 10147 - American Outfitters, Ltd.					
American Outfitters, Ltd.	02/02/2021	13307	10-11-000-5425	SPIRIT Award Apparel	28.50
Vendor 10147 - American Outfitters, Ltd. Total:					28.50
Vendor: 10050 - Ancel, Glink P.C.					
Ancel, Glink P.C.	01/18/2021	13257	10-11-000-5310	Legal Services - Dec 2020	107.50
Vendor 10050 - Ancel, Glink P.C. Total:					107.50
Vendor: 10717 - Applied Controls, Inc.					
Applied Controls, Inc.	01/18/2021	13258	25-00-000-5352	Takiff Building Repairs	75.00
Applied Controls, Inc.	01/25/2021	13277	25-00-000-5352	Balance Due - Takiff Bldg Repairs	780.00
Vendor 10717 - Applied Controls, Inc. Total:					855.00
Vendor: 10159 - Arlington Power Equipment					
Arlington Power Equipment	01/25/2021	13278	10-12-000-5450	Parks Equipment Parts	27.70
Vendor 10159 - Arlington Power Equipment Total:					27.70
Vendor: 11609 - ASP Services LLC					
ASP Services LLC	01/15/2021	13238	25-25-706-5300	Contractual - Fall Soccer Classes	2,415.00
Vendor 11609 - ASP Services LLC Total:					2,415.00
Vendor: 10162 - AT & T					
AT & T	02/02/2021	13308	10-12-000-5210	Phone Svc - Parks	61.74
AT & T	02/02/2021	13308	10-13-000-5210	Phone Svc - Watts	53.26
AT & T	02/02/2021	13308	25-00-000-5210	Phone Svc - Takiff	1,485.63
Vendor 10162 - AT & T Total:					1,600.63
Vendor: 10455 - AT & T					
AT & T	02/08/2021	13335	10-14-000-5210	DSL Service - Beach (Feb)	182.28
Vendor 10455 - AT & T Total:					182.28
Vendor: 10163 - Atlas Bobcat, LLC					
Atlas Bobcat, LLC	02/02/2021	13309	10-12-000-5450	Parks Equipment Parts	717.34
Vendor 10163 - Atlas Bobcat, LLC Total:					717.34
Vendor: 11590 - Bach to Rock Northbrook					
Bach to Rock Northbrook	01/15/2021	13239	25-25-611-5300	Contractual - Fall Drum Classes	480.00
Vendor 11590 - Bach to Rock Northbrook Total:					480.00
Vendor: 10473 - BMO Harris Bank N.A.					
BMO Harris Bank N.A.	01/18/2021	13259	10-11-000-5301	Postage	24.00
BMO Harris Bank N.A.	01/18/2021	13259	10-11-000-5342	Admin Meeting Expenses	176.90
BMO Harris Bank N.A.	01/18/2021	13259	10-11-000-5402	Digital Newspaper Subscription	27.72
BMO Harris Bank N.A.	01/18/2021	13259	10-11-000-5730	IDHR Public Contracts Renewal	76.69
BMO Harris Bank N.A.	01/18/2021	13259	10-11-000-5730	Notary Bond - Jenny	35.00
BMO Harris Bank N.A.	01/18/2021	13259	10-12-000-5585	Little Free Library - Duke Park	591.16
BMO Harris Bank N.A.	01/18/2021	13259	10-13-000-5351	Watts Sound System Service	159.00
BMO Harris Bank N.A.	01/18/2021	13259	10-13-000-5360	Watts Sign	11.55
BMO Harris Bank N.A.	01/18/2021	13259	25-00-000-5210	iCloud Storage - Carol/Bobby/C...	2.97
BMO Harris Bank N.A.	01/18/2021	13259	25-00-000-5340	CPRP Renewal - Bobby	65.00
BMO Harris Bank N.A.	01/18/2021	13259	25-00-000-5342	Staff Sympathy Cards	15.88
BMO Harris Bank N.A.	01/18/2021	13259	25-00-000-5351	Humidifier & Floor Machine Par...	249.23
BMO Harris Bank N.A.	01/18/2021	13259	25-00-000-5360	Facebook Marketing	55.11
BMO Harris Bank N.A.	01/18/2021	13259	25-00-000-5360	Signs	65.04
BMO Harris Bank N.A.	01/18/2021	13259	25-00-000-5360	iCloud Storage - Erin	0.99
BMO Harris Bank N.A.	01/18/2021	13259	25-00-000-5361	Job Postings	210.00
BMO Harris Bank N.A.	01/18/2021	13259	25-00-000-5362	Stock Photography	29.00
BMO Harris Bank N.A.	01/18/2021	13259	25-00-000-5368	Constant Contact	132.81
BMO Harris Bank N.A.	01/18/2021	13259	25-00-000-5420	Wristbands	581.59
BMO Harris Bank N.A.	01/18/2021	13259	25-00-000-5421	Cold Weather Gear - Rec	351.34
BMO Harris Bank N.A.	01/18/2021	13259	25-00-000-5480	Rec Van Gas	80.15
BMO Harris Bank N.A.	01/18/2021	13259	25-25-601-5300	Kids Club Brightwheel App	150.00
BMO Harris Bank N.A.	01/18/2021	13259	25-25-601-5400	Kids Club Staff Lunch	56.40
BMO Harris Bank N.A.	01/18/2021	13259	25-25-953-5400	Fall Event Supplies	140.53
BMO Harris Bank N.A.	01/18/2021	13259	25-25-954-5400	Winter Event Supplies	29.99
BMO Harris Bank N.A.	01/18/2021	13259	25-26-000-5360	Care.com Subscription	75.00

Voucher List of Bills

Payment Dates: 1/13/2021 - 2/9/2021

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
BMO Harris Bank N.A.	01/18/2021	13259	25-26-000-5404	Day Care Brightwheel App	175.00
BMO Harris Bank N.A.	01/18/2021	13259	25-26-000-5430	Day Care First Aid Supplies	27.98
BMO Harris Bank N.A.	01/18/2021	13259	25-27-000-5210	Takiff Fitness Internet/TV	157.99
BMO Harris Bank N.A.	01/18/2021	13259	69-00-000-5572	Duke Park Zirlin Plaque	985.00
Vendor 10473 - BMO Harris Bank N.A. Total:					4,739.02
Vendor: 10184 - Burris Equipment Company					
Burris Equipment Company	01/25/2021	13279	10-12-000-5450	Kubota Plow Parts	661.43
Burris Equipment Company	02/08/2021	13336	10-12-000-5582	Parks Maint Equip (Plow Blade)	1,869.00
Vendor 10184 - Burris Equipment Company Total:					2,530.43
Vendor: 10656 - Call One					
Call One	01/18/2021	13261	25-00-000-5210	T1 Line - Watts	365.85
Vendor 10656 - Call One Total:					365.85
Vendor: 10190 - Ceramic Supply Chicago, Inc.					
Ceramic Supply Chicago, Inc.	01/25/2021	13280	25-25-615-5400	Ceramics Supplies	347.00
Vendor 10190 - Ceramic Supply Chicago, Inc. Total:					347.00
Vendor: 11592 - Christopher B. Burke Engineering, Ltd.					
Christopher B. Burke Engineerin...	01/25/2021	13281	69-00-000-5553	Construction Admin - GB Trail	1,266.22
Vendor 11592 - Christopher B. Burke Engineering, Ltd. Total:					1,266.22
Vendor: 10202 - Classic Design Awards					
Classic Design Awards	01/25/2021	13282	10-12-000-5585	Parks Bench	78.82
Classic Design Awards	01/25/2021	13282	69-00-000-5555	GB Trail Bench	157.66
Classic Design Awards	01/25/2021	13282	69-00-000-5572	Duke Park Bench	78.82
Vendor 10202 - Classic Design Awards Total:					315.30
Vendor: 10505 - Comcast					
Comcast	01/25/2021	13283	10-13-000-5210	Internet/TV Svc - Watts	222.04
Vendor 10505 - Comcast Total:					222.04
Vendor: 10208 - Commonwealth Edison					
Commonwealth Edison	02/08/2021	13337	10-12-000-5230	Electricity - Parks	1,241.66
Commonwealth Edison	02/08/2021	13337	10-13-000-5230	Electricity - Watts	8,074.85
Commonwealth Edison	02/08/2021	13337	10-14-000-5230	Electricity - Beach	59.07
Commonwealth Edison	02/08/2021	13337	10-15-000-5230	Electricity - Boathouse	33.00
Commonwealth Edison	02/08/2021	13337	25-00-000-5230	Electricity - Takiff	5,814.66
Vendor 10208 - Commonwealth Edison Total:					15,223.24
Vendor: 10969 - Cook County Clerk					
Cook County Clerk	02/08/2021	13338	10-11-000-5730	Notary Fee - Jenny	10.00
Vendor 10969 - Cook County Clerk Total:					10.00
Vendor: 10215 - Craftwood Lumber Company					
Craftwood Lumber Company	02/02/2021	13310	10-12-000-5482	Hardware - Parks	35.61
Craftwood Lumber Company	02/02/2021	13310	10-13-000-5481	Construction Supplies - Watts	39.91
Craftwood Lumber Company	02/02/2021	13310	10-13-000-5482	Hardware - Watts	14.09
Craftwood Lumber Company	02/02/2021	13310	25-00-000-5481	Construction Supplies - Takiff	84.52
Craftwood Lumber Company	02/02/2021	13310	25-00-000-5482	Hardware - Takiff	16.19
Vendor 10215 - Craftwood Lumber Company Total:					190.32
Vendor: 11398 - Creekside Operating, LLC					
Creekside Operating, LLC	02/02/2021	13311	25-00-000-5360	Camp Mailer	1,538.00
Vendor 11398 - Creekside Operating, LLC Total:					1,538.00
Vendor: 11417 - Daihls USA, Inc.					
Daihls USA, Inc.	02/08/2021	13339	10-11-000-5420	Coffee Supplies - Takiff	79.95
Vendor 11417 - Daihls USA, Inc. Total:					79.95
Vendor: 11585 - Davey Resource Group					
Davey Resource Group	02/08/2021	13340	10-12-000-5585	Site Development (SOSA)	626.00
Vendor 11585 - Davey Resource Group Total:					626.00
Vendor: 11586 - EAS Group, Inc.					
EAS Group, Inc.	02/02/2021	13312	25-00-000-5401	Rec Office Supplies	215.00
Vendor 11586 - EAS Group, Inc. Total:					215.00

Voucher List of Bills

Payment Dates: 1/13/2021 - 2/9/2021

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Vendor: 10341 - Excalibur Technology Corporation					
Excalibur Technology Corporati...	01/25/2021	13284	65-00-020-5502	Replace Back-Up Battery	427.05
Vendor 10341 - Excalibur Technology Corporation Total:					427.05
Vendor: 11291 - Fambro Management LLC					
Fambro Management LLC	01/15/2021	13240	25-25-629-5300	Contractual - Fall Chess Classes	416.00
Vendor 11291 - Fambro Management LLC Total:					416.00
Vendor: 10344 - FedEx					
FedEx	02/08/2021	13342	25-00-000-5301	Shipping	29.43
Vendor 10344 - FedEx Total:					29.43
Vendor: 11435 - FSA Sports Camp, LLC					
FSA Sports Camp, LLC	01/18/2021	13262	25-25-455-5300	Contractual - Fall Sports Classes	1,008.00
Vendor 11435 - FSA Sports Camp, LLC Total:					1,008.00
Vendor: 10370 - Grainger Inc.					
Grainger Inc.	01/25/2021	13285	10-12-000-5481	Parks Construction Supplies	81.01
Grainger Inc.	01/25/2021	13285	10-12-000-5482	Parks Hardware	113.52
Grainger Inc.	01/25/2021	13285	10-12-000-5484	Parks Electrical Supplies	517.51
Grainger Inc.	01/25/2021	13285	10-13-000-5412	Watts Cleaning Supplies	25.00
Grainger Inc.	01/25/2021	13285	25-00-000-5412	Takiff Cleaning Supplies	75.00
Grainger Inc.	01/25/2021	13285	25-00-000-5481	Takiff Construction Supplies	3.61
Grainger Inc.	01/25/2021	13285	25-00-000-5484	Takiff Electrical Supplies - CRED...	-330.00
Grainger Inc.	01/25/2021	13285	25-26-000-5412	Day Care Cleaning Supplies	98.24
Grainger Inc.	02/02/2021	13313	10-12-000-5430	First Aid Supplies - Parks	531.84
Grainger Inc.	02/02/2021	13313	25-00-000-5420	General Rec Supplies	190.00
Grainger Inc.	02/02/2021	13313	25-00-000-5484	Takiff Electrical Supplies	1,307.40
Grainger Inc.	02/02/2021	13313	25-00-000-5486	Plumbing Supplies - Takiff	864.48
Grainger Inc.	02/02/2021	13313	25-26-000-5460	Day Care Food Prep Supplies	289.90
Vendor 10370 - Grainger Inc. Total:					3,767.51
Vendor: 10325 - Grand Food Center					
Grand Food Center	02/02/2021	13314	25-26-000-5409	Day Care Milk/Food Supplies	357.35
Vendor 10325 - Grand Food Center Total:					357.35
Vendor: 11282 - Hacienda Landscaping					
Hacienda Landscaping	02/02/2021	13315	69-00-000-5571	Construction - Duke	30,123.00
Hacienda Landscaping	02/02/2021	13315	69-00-000-5573	Construction - Duke Social	7,620.75
Hacienda Landscaping	02/02/2021	13315	69-00-000-5574	Construction - Veterans	9,045.00
Vendor 11282 - Hacienda Landscaping Total:					46,788.75
Vendor: 10384 - Home Depot Credit Services					
Home Depot Credit Services	01/25/2021	13286	25-25-953-5400	Fall Event Supplies	21.45
Home Depot Credit Services	01/25/2021	13286	69-00-000-5572	Duke Park Owner Items	630.52
Vendor 10384 - Home Depot Credit Services Total:					651.97
Vendor: 10068 - Hot Shots Sports					
Hot Shots Sports	01/15/2021	13241	25-25-744-5300	Contractual - Fall Sports Classes	2,990.00
Hot Shots Sports	01/15/2021	13241	25-25-746-5300	Contractual - Fall Sports Classes	468.00
Hot Shots Sports	01/15/2021	13241	25-25-747-5300	Contractual - Fall Sports Classes	3,655.00
Hot Shots Sports	01/18/2021	13263	25-25-303-5300	Contractual - Private Sports Clas...	84.00
Hot Shots Sports	01/18/2021	13263	25-25-747-5300	Contractual - Winter Break Spor...	840.00
Vendor 10068 - Hot Shots Sports Total:					8,037.00
Vendor: 10390 - Idlewood Electric Supply Inc.					
Idlewood Electric Supply Inc.	02/02/2021	13316	10-12-000-5484	Electrical Supplies - Parks	25.28
Vendor 10390 - Idlewood Electric Supply Inc. Total:					25.28
Vendor: 10100 - IL Dept of Revenue					
IL Dept of Revenue	01/15/2021	DFT0001152	10-00-000-2110	IL State Tax W/H	4,853.81
IL Dept of Revenue	01/22/2021	DFT0001158	10-00-000-2110	IL State Tax W/H	208.41
IL Dept of Revenue	01/29/2021	DFT0001163	10-00-000-2110	IL State Tax W/H	6,020.18
Vendor 10100 - IL Dept of Revenue Total:					11,082.40
Vendor: 10101 - Illinois Municipal Retirement Fund					
Illinois Municipal Retirement Fu...	01/29/2021	DFT0001165	10-00-000-2150	IMRF Contribution - Jan 20201 (...)	54,997.76

Voucher List of Bills

Payment Dates: 1/13/2021 - 2/9/2021

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Illinois Municipal Retirement Fu...	01/29/2021	DFT0001165	10-00-000-2155	IMRF VAC - Jan 20201 (3 Payroll...	8,032.00
Vendor 10101 - Illinois Municipal Retirement Fund Total:					63,029.76
Vendor: 10928 - Illinois Office of the State Fire Marshal					
Illinois Office of the State Fire ...	01/18/2021	13264	25-00-000-5355	Takiff Boiler Maint Svc Agreeem...	140.00
Vendor 10928 - Illinois Office of the State Fire Marshal Total:					140.00
Vendor: 10106 - IRS/Dept of Treasury					
IRS/Dept of Treasury	01/15/2021	DFT0001150	10-00-000-2120	Social Security W/H	13,840.66
IRS/Dept of Treasury	01/15/2021	DFT0001151	10-00-000-2130	Medicare	3,236.96
IRS/Dept of Treasury	01/15/2021	DFT0001153	10-00-000-2100	Fed Income Tax W/H	8,972.25
IRS/Dept of Treasury	01/22/2021	DFT0001156	10-00-000-2120	Social Security W/H	737.80
IRS/Dept of Treasury	01/22/2021	DFT0001157	10-00-000-2130	Medicare	172.56
IRS/Dept of Treasury	01/22/2021	DFT0001159	10-00-000-2100	Fed Income Tax W/H	90.37
IRS/Dept of Treasury	01/29/2021	DFT0001161	10-00-000-2120	Social Security W/H	16,915.40
IRS/Dept of Treasury	01/29/2021	DFT0001162	10-00-000-2130	Medicare	3,955.96
IRS/Dept of Treasury	01/29/2021	DFT0001164	10-00-000-2100	Fed Income Tax W/H	10,942.25
Vendor 10106 - IRS/Dept of Treasury Total:					58,864.21
Vendor: 11520 - J&P Park Acquisitions, Inc.					
J&P Park Acquisitions, Inc.	02/08/2021	13343	10-12-000-5490	Plantings/Flowers	12.73
Vendor 11520 - J&P Park Acquisitions, Inc. Total:					12.73
Vendor: 10399 - Jorson & Carlson Company Inc.					
Jorson & Carlson Company Inc.	01/18/2021	13265	10-13-000-5356	Zamboni Blade Sharpening	43.80
Jorson & Carlson Company Inc.	01/25/2021	13287	10-13-000-5356	Zamboni Blade Sharpening	68.10
Jorson & Carlson Company Inc.	02/02/2021	13317	10-13-000-5356	Zamboni Blade Sharpening	37.30
Jorson & Carlson Company Inc.	02/08/2021	13344	10-13-000-5356	Zamboni Blade Sharpening	37.30
Vendor 10399 - Jorson & Carlson Company Inc. Total:					186.50
Vendor: 11538 - Karen Campion					
Karen Campion	01/15/2021	13243	25-25-787-5300	Contractual - Fitness Classes No...	180.00
Vendor 11538 - Karen Campion Total:					180.00
Vendor: 10404 - Konica Minolta Business Solutions USA Inc.					
Konica Minolta Business Solutio...	01/18/2021	13266	10-11-000-5355	Copy Machine Mo Maint - Dec ...	165.46
Konica Minolta Business Solutio...	01/18/2021	13266	25-00-000-5355	Copy Machine Mo Maint - Dec ...	139.80
Vendor 10404 - Konica Minolta Business Solutions USA Inc. Total:					305.26
Vendor: 10120 - Magic of Gary Kantor					
Magic of Gary Kantor	01/15/2021	13244	25-00-000-5305	Contractual - Magic Bday Party	150.00
Magic of Gary Kantor	02/08/2021	13345	25-25-638-5300	Contractual - February Magic Cl...	165.00
Vendor 10120 - Magic of Gary Kantor Total:					315.00
Vendor: 10066 - Maria Kotsinis					
Maria Kotsinis	02/02/2021	13318	25-25-422-5300	Contractual - Presch Music Enri...	180.00
Vendor 10066 - Maria Kotsinis Total:					180.00
Vendor: 10082 - Marianne Nicolosi					
Marianne Nicolosi	01/15/2021	13245	25-25-785-5300	Contractual - Fitness Classes No...	207.65
Marianne Nicolosi	01/15/2021	13245	25-25-787-5300	Contractual - Fitness Classes No...	870.00
Vendor 10082 - Marianne Nicolosi Total:					1,077.65
Vendor: 10169 - Master Truck & Trailer, LLC					
Master Truck & Trailer, LLC	01/25/2021	13288	10-12-000-5582	Parks Maintenance Equipment	2,008.23
Master Truck & Trailer, LLC	02/08/2021	13346	10-12-000-5450	Equipment Parts - Parks	67.89
Vendor 10169 - Master Truck & Trailer, LLC Total:					2,076.12
Vendor: 10191 - Menoni & Mocogni					
Menoni & Mocogni	02/08/2021	13347	10-12-000-5485	Salt/Ice Melt	1,485.00
Vendor 10191 - Menoni & Mocogni Total:					1,485.00
Vendor: 11319 - Monica McCarthy O'Connor					
Monica McCarthy O'Connor	01/15/2021	13247	25-25-787-5300	Contractual - Fitness Classes No...	45.00
Vendor 11319 - Monica McCarthy O'Connor Total:					45.00
Vendor: 11425 - NAPA Auto Parts					
NAPA Auto Parts	01/18/2021	13267	25-00-000-5484	Takiff Electrical Supplies	118.60

Voucher List of Bills

Payment Dates: 1/13/2021 - 2/9/2021

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
NAPA Auto Parts	02/08/2021	13348	10-12-000-5412	Cleaning Supplies - Parks	84.97
Vendor 11425 - NAPA Auto Parts Total:					203.57
Vendor: 10217 - Nels J. Johnson Tree Experts Inc.					
Nels J. Johnson Tree Experts Inc.	02/02/2021	13319	10-12-000-5590	Tree Trimming	5,007.00
Vendor 10217 - Nels J. Johnson Tree Experts Inc. Total:					5,007.00
Vendor: 10224 - North Shore Gas Company					
North Shore Gas Company	01/25/2021	13289	10-13-000-5220	Gas/Heat - Watts	259.89
North Shore Gas Company	01/25/2021	13289	25-00-000-5220	Gas/Heat - Takiff	1,173.66
North Shore Gas Company	02/08/2021	13349	10-12-000-5220	Gas/Heat - Parks	1,058.92
North Shore Gas Company	02/08/2021	13349	10-14-000-5220	Gas/Heat - Beach	36.76
Vendor 10224 - North Shore Gas Company Total:					2,529.23
Vendor: 10228 - NSSRA					
NSSRA	01/25/2021	13290	30-00-000-1300	1st Install - Member Contrib (Ja...	36,190.00
NSSRA	01/25/2021	13290	30-00-000-5750	1st Install - Member Contrib (Ja...	17,825.13
Vendor 10228 - NSSRA Total:					54,015.13
Vendor: 10233 - Orkin Pest Control					
Orkin Pest Control	02/02/2021	13320	25-00-000-5355	Takiff Mo Exterminator - Feb 20...	187.30
Vendor 10233 - Orkin Pest Control Total:					187.30
Vendor: 10235 - Otis Elevator Company					
Otis Elevator Company	01/25/2021	13291	25-00-000-5355	Takiff Elevator Mo Maint - Feb ...	515.21
Vendor 10235 - Otis Elevator Company Total:					515.21
Vendor: 10110 - PACT Administrative Services Corp					
PACT Administrative Services C...	01/25/2021	13292	10-00-000-2175	FSA Plan Contributions - Jan 20...	1,615.62
Vendor 10110 - PACT Administrative Services Corp Total:					1,615.62
Vendor: 11380 - Park Warehouse					
Park Warehouse	02/02/2021	13321	10-12-000-5585	Site Development - Parks	1,943.00
Vendor 11380 - Park Warehouse Total:					1,943.00
Vendor: 10104 - Partnership Financial Credit Union					
Partnership Financial Credit Uni...	01/15/2021	13201	10-00-000-2180	#110071680 Barrios	120.00
Partnership Financial Credit Uni...	01/15/2021	13201	10-00-000-2180	#86720 Janis	30.00
Partnership Financial Credit Uni...	01/15/2021	13201	10-00-000-2180	#95910 Mensinger	500.00
Partnership Financial Credit Uni...	01/15/2021	13201	10-00-000-2180	#880010320 Stowick	20.00
Partnership Financial Credit Uni...	01/29/2021	13272	10-00-000-2180	#110071680 Barrios	120.00
Partnership Financial Credit Uni...	01/29/2021	13272	10-00-000-2180	#86720 Janis	30.00
Partnership Financial Credit Uni...	01/29/2021	13272	10-00-000-2180	#95910 Mensinger	500.00
Partnership Financial Credit Uni...	01/29/2021	13272	10-00-000-2180	#880010320 Stowick	20.00
Vendor 10104 - Partnership Financial Credit Union Total:					1,340.00
Vendor: 10242 - PDRMA					
PDRMA	01/15/2021	13248	10-11-000-5600	Jan 2021 COBRA Cont (FT Emp)	487.67
PDRMA	01/22/2021	13271	10-11-000-5600	COBRA Continuation-Feb	755.91
PDRMA	01/25/2021	13293	10-11-000-5600	Health Insurance - Jan 2021	33,826.74
PDRMA	01/25/2021	13293	25-26-000-5600	Health Insurance - Jan 2021	14,293.03
PDRMA	02/08/2021	13350	10-11-000-5600	Mar COBRA Cont (FT)	755.91
Vendor 10242 - PDRMA Total:					50,119.26
Vendor: 10090 - Pride Dojo Inc.					
Pride Dojo Inc.	01/15/2021	13249	25-25-725-5300	Contractual - Fall Karate Classes	1,401.47
Vendor 10090 - Pride Dojo Inc. Total:					1,401.47
Vendor: 10256 - Pure Power					
Pure Power	01/25/2021	13294	25-00-000-5355	Takiff Generator Maint Svc Agr...	782.59
Vendor 10256 - Pure Power Total:					782.59
Vendor: 10259 - Quill Corporation					
Quill Corporation	01/18/2021	13268	10-11-000-5420	Supplies - General Admin	27.71
Quill Corporation	01/18/2021	13268	25-00-000-5401	Supplies - Rec Office	639.76
Quill Corporation	01/18/2021	13268	25-25-601-5400	Kids Club Supplies	3.10
Quill Corporation	02/02/2021	13322	10-11-000-5420	Gen Admin Supplies	6.00

Voucher List of Bills

Payment Dates: 1/13/2021 - 2/9/2021

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Quill Corporation	02/02/2021	13322	25-00-000-5401	Rec Office Supplies	223.50
Vendor 10259 - Quill Corporation Total:					900.07
Vendor: 10966 - Real V LLC					
Real V LLC	01/15/2021	13250	25-25-648-5300	Contractual - Fall Cooking Class...	800.00
Vendor 10966 - Real V LLC Total:					800.00
Vendor: 11412 - Recreation Results, LLC					
Recreation Results, LLC	02/02/2021	13323	65-00-020-5501	Balance Due - Reg Sys Consulting	3,450.00
Vendor 11412 - Recreation Results, LLC Total:					3,450.00
Vendor: 11232 - Rek Room Inc.					
Rek Room Inc.	01/15/2021	13251	25-25-753-5300	Contractual - Fall Speed/Agility ...	945.00
Vendor 11232 - Rek Room Inc. Total:					945.00
Vendor: 11173 - Rick's AutoCare & Collision Repair					
Rick's AutoCare & Collision Repa..	02/02/2021	13324	10-12-000-5990	Repairs - Parks Truck #1	2,300.43
Vendor 11173 - Rick's AutoCare & Collision Repair Total:					2,300.43
Vendor: 10269 - RMC Inc.					
RMC Inc.	02/02/2021	13325	10-13-000-5357	Watts Refrig Mo Maint - Feb 20...	289.00
Vendor 10269 - RMC Inc. Total:					289.00
Vendor: 1232 - Ronald P. Cadarian					
Ronald P. Cadarian	01/15/2021	13252	25-27-000-5365	Contractual - Nov 2020 Personal..	150.00
Vendor 1232 - Ronald P. Cadarian Total:					150.00
Vendor: 10271 - Russo's Power Equipment Inc.					
Russo's Power Equipment Inc.	01/25/2021	13295	10-12-000-5582	Parks Maintenance Equipment	1,023.00
Vendor 10271 - Russo's Power Equipment Inc. Total:					1,023.00
Vendor: 11617 - Safe Landings Worldwide					
Safe Landings Worldwide	02/08/2021	13351	65-00-020-5506	Tot Gym Floor - Bal Due	17,157.00
Vendor 11617 - Safe Landings Worldwide Total:					17,157.00
Vendor: 10654 - Sandra K Culver					
Sandra K Culver	01/25/2021	13296	25-25-728-5300	Contractual - Nov-Dec 2020 Ro...	1,204.50
Sandra K Culver	01/25/2021	13296	25-25-785-5300	Contractual - Nov-Dec 2020 Fit...	177.30
Sandra K Culver	01/25/2021	13296	25-25-787-5300	Contractual - Nov-Dec 2020 Fit...	1,545.00
Vendor 10654 - Sandra K Culver Total:					2,926.80
Vendor: 11376 - Segal Consulting					
Segal Consulting	01/25/2021	13297	55-00-000-5330	GASB 75 Services/Report	2,250.00
Vendor 11376 - Segal Consulting Total:					2,250.00
Vendor: 10803 - Sign Palace					
Sign Palace	01/25/2021	13298	69-00-000-5572	Duke Park Sign	1,080.00
Vendor 10803 - Sign Palace Total:					1,080.00
Vendor: 11472 - Silvia Strazzarino					
Silvia Strazzarino	01/15/2021	13253	25-25-785-5300	Contractual - Nov 2020 Fitness C..	23.48
Silvia Strazzarino	01/15/2021	13253	25-25-787-5300	Contractual - Nov 2020 Fitness C..	435.00
Vendor 11472 - Silvia Strazzarino Total:					458.48
Vendor: 10108 - State Disbursement Unit					
State Disbursement Unit	01/15/2021	13202	10-00-000-2190	M Barrios,FIPS#1703100/2013...	195.90
State Disbursement Unit	01/29/2021	13273	10-00-000-2190	M Barrios,FIPS#1703100/2013...	195.90
Vendor 10108 - State Disbursement Unit Total:					391.80
Vendor: 10753 - Sunbelt Rentals					
Sunbelt Rentals	02/02/2021	13326	10-12-000-5370	Lift Rental - Parks	3,864.17
Sunbelt Rentals	02/02/2021	13326	25-00-000-5370	Lift Rental - Takiff	475.00
Vendor 10753 - Sunbelt Rentals Total:					4,339.17
Vendor: 10289 - Sunshine Arts & Crafts					
Sunshine Arts & Crafts	01/15/2021	13254	25-25-659-5300	Contractual - Fall Arts Classes	768.00
Vendor 10289 - Sunshine Arts & Crafts Total:					768.00
Vendor: 11414 - Sysco Chicago, Inc.					
Sysco Chicago, Inc.	01/25/2021	13299	25-25-405-5400	K Readiness Supplies	100.00
Sysco Chicago, Inc.	01/25/2021	13299	25-25-601-5400	Kids Club Supplies	44.11

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Payment Dates: 1/13/2021 - 2/9/2021

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Sysco Chicago, Inc.	01/25/2021	13299	25-26-000-5409	Day Care Food Supplies	609.04
Sysco Chicago, Inc.	01/25/2021	13299	25-26-000-5460	Day Care Food Prep Supplies	114.65
Sysco Chicago, Inc.	02/02/2021	13327	25-25-401-5400	Supplies - ELC	42.52
Sysco Chicago, Inc.	02/02/2021	13327	25-25-402-5400	Supplies - ELC	47.00
Sysco Chicago, Inc.	02/02/2021	13327	25-25-405-5400	Supplies - K Readiness	100.00
Sysco Chicago, Inc.	02/02/2021	13327	25-26-000-5409	Supplies - Day Care Food	730.04
Vendor 11414 - Sysco Chicago, Inc. Total:					1,787.36
Vendor: 10720 - Tebon's Gas Station					
Tebon's Gas Station	02/08/2021	13352	10-13-000-5480	Propane - Zamboni/Watts	1,013.10
Vendor 10720 - Tebon's Gas Station Total:					1,013.10
Vendor: 11504 - The Art Supply Junkie, LLC					
The Art Supply Junkie, LLC	01/15/2021	13255	25-25-614-5300	Contractual - Fall Art Classes	648.00
Vendor 11504 - The Art Supply Junkie, LLC Total:					648.00
Vendor: 10307 - Vanguard Energy Service, LLC					
Vanguard Energy Service, LLC	01/25/2021	13300	10-13-000-5220	Bulk Heat/Gas - Watts	416.78
Vanguard Energy Service, LLC	01/25/2021	13300	25-00-000-5220	Bulk Heat/Gas - Takiff	2,632.08
Vendor 10307 - Vanguard Energy Service, LLC Total:					3,048.86
Vendor: 10099 - Vantagepoint Trf Agents-457					
Vantagepoint Trf Agents-457	01/15/2021	13203	10-00-000-2140	ICMA - A/C#301403	1,975.00
Vantagepoint Trf Agents-457	01/29/2021	13274	10-00-000-2140	ICMA - A/C#301403	1,850.00
Vendor 10099 - Vantagepoint Trf Agents-457 Total:					3,825.00
Vendor: 11618 - VelocityEHS					
VelocityEHS	01/25/2021	13301	45-00-000-5587	SDS Software System	2,698.00
Vendor 11618 - VelocityEHS Total:					2,698.00
Vendor: 10309 - Verizon Wireless					
Verizon Wireless	02/02/2021	13328	25-00-000-5210	Cell Phone Svc	668.61
Vendor 10309 - Verizon Wireless Total:					668.61
Vendor: 10457 - Village of Glencoe					
Village of Glencoe	01/18/2021	13269	10-12-000-5240	Water/Sewer - Parks	35.13
Village of Glencoe	01/18/2021	13269	25-00-000-5240	Water/Sewer - Takiff	902.18
Village of Glencoe	01/18/2021	13270	10-12-000-5452	Shared Svcs Fleet Maintenance	10,888.85
Village of Glencoe	02/08/2021	13353	10-12-000-5480	Gasoline - Parks	758.19
Vendor 10457 - Village of Glencoe Total:					12,584.35
Vendor: 10700 - Warehouse Direct Workplace Solutions					
Warehouse Direct Workplace So.	01/15/2021	13256	25-26-000-5412	Day Care Cleaning Supplies	3,215.85
Vendor 10700 - Warehouse Direct Workplace Solutions Total:					3,215.85
Vendor: 10882 - Welcome Wagon					
Welcome Wagon	02/02/2021	13329	25-00-000-5360	Marketing	35.42
Vendor 10882 - Welcome Wagon Total:					35.42
Vendor: 10102 - Wisconsin Dept of Revenue					
Wisconsin Dept of Revenue	01/29/2021	DFT0001166	10-00-000-2111	WI Mo Withholding - Jan 2021	388.88
Vendor 10102 - Wisconsin Dept of Revenue Total:					388.88
Vendor Set AP Vendors Total:					449,584.50

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Payment Dates: 1/13/2021 - 2/9/2021

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Vendor Set: Employees - Employees					
Vendor: 7347 - Elizabeth Stowick					
Elizabeth Stowick	02/08/2021	13341	10-11-000-5340	Reimbursement - IPRA Racism T...	10.00
Vendor 7347 - Elizabeth Stowick Total:					10.00
Vendor: 7621 - Jenny Runkel					
Jenny Runkel	01/15/2021	13242	10-11-000-5341	Mileage Reimbursement - Mar ...	56.93
Vendor 7621 - Jenny Runkel Total:					56.93
Vendor: 0822 - Maximino Barrios					
Maximino Barrios	01/15/2021	13246	10-00-000-2170	Aflac Deduction in Error - Dec/J...	109.20
Vendor 0822 - Maximino Barrios Total:					109.20
Vendor Set Employees Total:					176.13
Grand Total:					449,760.63

Report Summary

Fund Summary

Fund	Payment Amount
10 - CORPORATE FUND	229,477.24
25 - RECREATION FUND	70,434.71
30 - SPECIAL RECREATION FUND	54,015.13
45 - LIABILITY INSURANCE FUND	2,698.00
55 - AUDIT FUND	2,250.00
65 - CAPITAL PROJECTS FUND	21,034.05
67 - MASTER PLAN CAPITAL-2020 BOND PROCEEDS	12,869.27
69 - MASTER PLAN CAPITAL PROJECTS	56,982.23
Grand Total:	449,760.63

Account Summary

Account Number	Account Name	Payment Amount
10-00-000-2100	FEDERAL WITHHOLDING	20,004.87
10-00-000-2110	IL STATE WITHHOLDING	11,082.40
10-00-000-2111	WI STATE WITHHOLDING	388.88
10-00-000-2120	SOCIAL SECURITY WITHO...	31,493.86
10-00-000-2130	MEDICARE WITHHOLDING	7,365.48
10-00-000-2140	ICMA DEF COMP WITHOL...	3,825.00
10-00-000-2150	IMRF WITHHOLDING	54,997.76
10-00-000-2155	IMRF VAC WITHHOLDING	8,032.00
10-00-000-2170	AFLAC WITHHOLDING	316.36
10-00-000-2175	FSA PLAN WITHHOLDING	1,615.62
10-00-000-2180	CREDIT UNION WITHOLDI...	1,340.00
10-00-000-2190	GARNISHMENT WITHOLD...	391.80
10-11-000-5301	POSTAGE	24.00
10-11-000-5310	LEGAL SERVICES	107.50
10-11-000-5340	CONFERENCES AND TRAIN...	10.00
10-11-000-5341	MILEAGE REIMBURSEME...	56.93
10-11-000-5342	OFFICIALS/MEETING EXP...	389.72
10-11-000-5355	MAINTENANCE SERVICE ...	165.46
10-11-000-5402	BOOKS/PUBLICATNS/SUB...	27.72
10-11-000-5420	SUPPLIES - GENERAL	113.66
10-11-000-5425	SUPPLIES-STAFF RECOG/T...	28.50
10-11-000-5600	HEALTH INSURANCE PRE...	35,826.23
10-11-000-5730	DUES/MEMBERSHIPS	121.69
10-12-000-5210	TELEPHONE/INTERNET	61.74
10-12-000-5220	FUEL/HEAT	1,058.92
10-12-000-5230	ELECTRICITY	1,241.66
10-12-000-5240	WATER	35.13
10-12-000-5353	DISPOSAL/PORTOLET SER...	824.30
10-12-000-5370	RENTAL - EQUIPMENT	3,864.17
10-12-000-5401	OFFICE SUPPLIES	316.95
10-12-000-5412	CUSTODIAL/CLEANING SU...	84.97
10-12-000-5420	SUPPLIES - GENERAL	487.90
10-12-000-5430	SUPPLIES - FIRST AID	531.84
10-12-000-5450	SUPPLIES - EQUIPMENT P...	1,730.92
10-12-000-5452	SHARED SVCS-FLEET MAI...	10,888.85
10-12-000-5480	GASOLINE/LUBRICANTS	758.19
10-12-000-5481	SUPPLIES-CONSTRUCTION	290.81
10-12-000-5482	SUPPLIES-HARDWARE	175.10
10-12-000-5484	SUPPLIES-ELECTRICAL/BU...	542.79
10-12-000-5485	SUPPLIES-ICEMELT/SALT	1,485.00
10-12-000-5487	SUPPLIES-HAND TOOLS	18.00
10-12-000-5490	SUPPLIES-PLANTINGS/FL...	12.73
10-12-000-5491	SUPPLIES-GREENHOUSE/...	22.98
10-12-000-5582	EQUIPMENT - MAINTENA...	4,900.23
10-12-000-5585	PAVEMENT & SITE DEVEL...	3,238.98

Account Summary

Account Number	Account Name	Payment Amount
10-12-000-5590	TREE TRIM/WORK-Outside..	5,007.00
10-12-000-5990	CONTINGENCY	2,300.43
10-13-000-5210	TELEPHONE/INTERNET/C...	275.30
10-13-000-5220	FUEL/HEAT	676.67
10-13-000-5230	ELECTRICITY	8,074.85
10-13-000-5351	REPAIRS - EQUIPMENT	159.00
10-13-000-5353	DISPOSAL/PORTOLET SER...	132.16
10-13-000-5356	MAINT SERVICE/REPAIRS -...	186.50
10-13-000-5357	MAINT SERVICE-REFRIGE...	289.00
10-13-000-5360	PRINTING/MARKETING/A...	11.55
10-13-000-5412	CUSTODIAL/CLEANING SU...	25.00
10-13-000-5415	SUPPLIES-WATTS SPEC EV...	214.59
10-13-000-5420	SUPPLIES - GENERAL	449.38
10-13-000-5480	GASOLINE/LUBRICANTS/P...	1,013.10
10-13-000-5481	SUPPLIES-CONSTRUCTION	39.91
10-13-000-5482	SUPPLIES-HARDWARE	14.09
10-14-000-5210	TELEPHONE/INTERNET	182.28
10-14-000-5220	FUEL/HEAT	36.76
10-14-000-5230	ELECTRICITY	59.07
10-15-000-5230	ELECTRICITY	33.00
25-00-000-5210	TELEPHONE/INTERNET	4,443.02
25-00-000-5220	FUEL/HEAT	3,805.74
25-00-000-5230	ELECTRICITY	5,814.66
25-00-000-5240	WATER	902.18
25-00-000-5301	POSTAGE	29.43
25-00-000-5305	PARTY RENTAL ENTERMT/...	150.00
25-00-000-5340	CONFERENCES AND TRAIN...	65.00
25-00-000-5342	OFFICIALS/MEETING EXP...	15.88
25-00-000-5351	REPAIRS - EQUIPMENT	249.23
25-00-000-5352	REPAIRS - BUILDINGS	855.00
25-00-000-5353	DISPOSAL/PORTOLET SER...	354.98
25-00-000-5355	MAINTENANCE SERVICE ...	1,764.90
25-00-000-5360	PRINTING/MARKETING/A...	1,694.56
25-00-000-5361	PRINTING - EMPLOYMENT...	210.00
25-00-000-5362	PHOTOGRAPHY	29.00
25-00-000-5368	MARKETING-DIGITAL	132.81
25-00-000-5370	RENTAL - EQUIPMENT	475.00
25-00-000-5401	OFFICE SUPPLIES	1,116.12
25-00-000-5412	CUSTODIAL/CLEANING SU...	75.00
25-00-000-5420	SUPPLIES - GENERAL	890.45
25-00-000-5421	SUPPLIES - UNIFORMS	351.34
25-00-000-5480	SUPPLIES-GAS/LUBRICANT	80.15
25-00-000-5481	SUPPLIES-CONSTRUCTION	88.13
25-00-000-5482	SUPPLIES-HARDWARE	16.19
25-00-000-5484	SUPPLIES-ELECTRICAL/BU...	1,096.00
25-00-000-5486	SUPPLIES-PLUMBING	864.48
25-25-303-5300	CONTRACTL-OPEN GYM	84.00
25-25-401-5400	SUPPLIES-ELC 3YR	63.52
25-25-402-5400	SUPPLIES-ELC 4YR	79.99
25-25-403-5400	SUPPLIES-ELC 2YR	21.00
25-25-405-5400	SUPPLIES-KINDERGTN RE...	221.01
25-25-422-5300	CONTRACTL-MUSIC & M...	180.00
25-25-455-5300	CONTRACTL-PRESCHOOL ...	1,008.00
25-25-601-5300	CONTRACTL-KIDS CLUB PM	150.00
25-25-601-5400	SUPPLIES-KIDS CLUB PM	103.61
25-25-611-5300	CONTRACTL-BACH TO RO...	480.00
25-25-614-5300	CONTRACTL-YOUTH CRAF...	648.00
25-25-615-5400	SUPPLIES-YOUTH CERAMI...	347.00

Account Summary

Account Number	Account Name	Payment Amount
25-25-629-5300	CONTRACTL-CHESS SCHO...	416.00
25-25-635-5300	CONTRACTL-AMAZING M...	720.00
25-25-638-5300	CONTRACTL-PRESTO MAG...	165.00
25-25-648-5300	CONTRACTL-STICKY FING...	800.00
25-25-659-5300	CONTRACTL-SUNSHINE C...	768.00
25-25-706-5300	CONTRACTL-SOCCER SHO...	2,415.00
25-25-725-5300	CONTRACTL-KARATE CLAS...	1,401.47
25-25-728-5300	CONTRACTL-ROWING	1,204.50
25-25-744-5300	CONTRACTL-YOUTH FLAG...	2,990.00
25-25-746-5300	CONTRACTL-HOT SHOT S...	468.00
25-25-747-5300	CONTRACTL-HOTSHOT SP...	4,495.00
25-25-753-5300	CONTRACTL-REDLINE ATH...	945.00
25-25-785-5300	CONTRACTL-FITNESS PUN...	408.43
25-25-787-5300	CONTRACTL-GENERAL FIT...	3,075.00
25-25-953-5400	SUPPLIES-FALL SPEC EVEN...	161.98
25-25-954-5400	SUPPLIES-WINTER SPEC E...	29.99
25-26-000-5360	PRINTING/MARKETING/A...	75.00
25-26-000-5387	NURSE SERVICES	180.00
25-26-000-5403	DAYCARE PROGRAM SUP...	395.12
25-26-000-5404	COMPUTER PGMS/APPs	175.00
25-26-000-5409	SUPPLIES-INTERNAL FOOD..	1,696.43
25-26-000-5412	SUPPLIES-CLEANING/CUS...	3,314.09
25-26-000-5430	SUPPLIES - FIRST AID	63.89
25-26-000-5460	SUPPLIES-FOOD EQUIPMT	515.41
25-26-000-5600	HEALTH INSURANCE PRE...	14,293.03
25-27-000-5210	DEDICATED TV/INTERNET	157.99
25-27-000-5365	CONTRACTL-PERSONAL T...	150.00
30-00-000-1300	PREPAID EXPENSES	36,190.00
30-00-000-5750	NSSRA CONTRIBUTION	17,825.13
45-00-000-5587	SAFETY/SECURITY EQUIP	2,698.00
55-00-000-5330	AUDIT FEES	2,250.00
65-00-020-5501	CONSULTING SVCS-IT MA...	3,450.00
65-00-020-5502	CONTINGENCY-Network,...	427.05
65-00-020-5506	REPLACE FLOOR-TOT GYM	17,157.00
67-00-000-5505	KALK PARK PH2-Design	12,869.27
69-00-000-5553	CONNECT GLENCOE TRAIL...	5,032.23
69-00-000-5555	CONNECT GLENCOE TRAIL...	157.66
69-00-000-5570	DUKE PLAY AREA PROJ-De...	2,229.25
69-00-000-5571	DUKE PLAY AREA PROJ-Pl...	30,123.00
69-00-000-5572	DUKE PLAY AREA PROJ-O...	2,774.34
69-00-000-5573	DUKE PLAY AREA-Social S...	7,620.75
69-00-000-5574	VETERANS PARK	9,045.00
	Grand Total:	449,760.63

Project Account Summary

Project Account Key	Payment Amount
None	449,760.63
Grand Total:	449,760.63

Authorization Signatures

To the Board of Commissioners

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

Treasurer, Park Board of Commissioners

Secretary/Executive Director

V. Financial Report

Glencoe Park District
February 2021 Board Meeting



G/L MONTHLY New Pooled Cash Report

Glencoe Park District
For the Period Ending 1/31/2021

ACCOUNT #	ACCOUNT NAME	BEGINNING BALANCE	CURRENT ACTIVITY	CURRENT BALANCE	
CLAIM ON CASH					
10-00-000-1000	CASH/INVESTMENTS	3,019,517.88	(88,612.62)	2,930,905.26	
25-00-000-1000	CASH/INVESTMENTS	3,793,101.07	32,299.83	3,825,400.90	
30-00-000-1000	CASH/INVESTMENTS	274,370.64	(128,367.13)	146,003.51	
35-00-000-1000	CASH/INVESTMENTS	271,504.97	(38,561.64)	232,943.33	
36-00-000-1000	CASH/INVESTMENTS	138,775.84	(28,312.17)	110,463.67	
40-00-000-1000	CASH/INVESTMENTS	425,716.14	2,526.08	428,242.22	
45-00-000-1000	CASH/INVESTMENTS	257,210.10	(51,873.67)	205,336.43	
50-00-000-1000	CASH/INVESTMENTS	66,415.35	(22,646.99)	43,768.36	
55-00-000-1000	CASH/INVESTMENTS	7,013.60	(2,226.00)	4,787.60	
65-00-000-1000	CASH/INVESTMENTS	425,394.31	(15,456.23)	409,938.08	
67-00-000-1000	CASH/INVESTMENTS	4,474,128.95	(28,690.97)	4,445,437.98	
69-00-000-1000	CASH/INVESTMENTS	2,280,734.74	183,437.53	2,464,172.27	
70-00-000-1000	CASH/INVESTMENTS	0.00	0.00	0.00	
75-00-000-1000	CASH/INVESTMENTS	0.00	0.00	0.00	
80-00-000-1000	CASH/INVESTMENTS	0.00	0.00	0.00	
90-00-000-1000	CASH/INVESTMENTS	0.00	0.00	0.00	
TOTAL CLAIM ON CASH		15,433,883.59	(186,483.98)	15,247,399.61	
CASH IN BANK					
Cash in Bank					
99-00-000-1011	Operating Corporate Account	403,028.10	(127,076.43)	275,951.67	
99-00-000-1012	Operating PR Account	7,953.96	(2,740.32)	5,213.64	
99-00-000-1013	IL Funds	5,040,829.95	4,909.13	5,045,739.08	
99-00-000-1014	IPDLAF CDs	1,236,000.00	0.00	1,236,000.00	
99-00-000-1015	IPDLAF MM	1,141,952.85	10,468.10	1,152,420.95	
99-00-000-1016	PMA CDs	1,727,600.00	(737,800.00)	989,800.00	
99-00-000-1017	PMA MM	1,318,144.18	778,692.11	2,096,836.29	
99-00-000-1018	PMA 2020 BOND CDs	2,991,400.00	0.00	2,991,400.00	
99-00-000-1019	PMA 2020 BONDS IPrime	1,482,728.95	(28,690.97)	1,454,037.98	
TOTAL: Cash in Bank		15,349,637.99	(102,238.38)	15,247,399.61	
TOTAL CASH IN BANK		15,349,637.99	(102,238.38)	15,247,399.61	
DUE TO OTHER FUNDS					
99-00-000-2400	Due To Other Funds	15,433,883.59	(186,483.98)	15,247,399.61	
TOTAL DUE TO OTHER FUNDS		15,433,883.59	(186,483.98)	15,247,399.61	
Claim on Cash	15,247,399.61	Claim on Cash	15,247,399.61	Cash in Bank	15,247,399.61
Cash in Bank	15,247,399.61	Due To Other Funds	15,247,399.61	Due To Other Funds	15,247,399.61
Difference	0.00	Difference	0.00	Difference	0.00

**Glencoe Park District
Monthly Cash/Investments Report
January 2021**

Operating and Capital Funds:

	<u>Jan 2021</u>	<u>Dec 2020</u>
Harris Bank Corporate Account 0.100%	446,852.08	467,522.65
Illinois Park District Liquid Asset Fund (IPDLAF) 0.02%	1,152,420.95	1,141,952.85
The Illinois Fund (Public Treasurers' Investment Pool) 0.085%	5,045,739.08	5,040,829.95
Harris Payroll Account 0.100%	8,865.17	11,721.86
PMA Financial/IPRIME Account 0.07%	2,096,836.29	1,318,144.18
Reconciling Items(Dep in Transit, O/S Checks, etc.)	(174,551.94)	15,983.15
IPDLAF Certificates of Deposit:		
1 CDs at \$245,000 each maturing February 26, 2021 (1.55% net)	245,000.00	245,000.00
1 CDs at \$247,000 each maturing April 23, 2021 (1.02% net)	247,000.00	247,000.00
1 CDs at \$248,000 maturing June 11, 2021 (0.40% net)	248,000.00	248,000.00
2 CDs at \$248,000 each maturing October 19, 2021 (0.15% net)	496,000.00	496,000.00
PMA Certificates of Deposit:		
3 CDs totalling \$737,800 maturing January 22, 2021 (1.61-1.66% net)	0.00	737,800.00
2 CDs at \$246,000 each maturing February 26, 2021 (1.59% net)	492,000.00	492,000.00
1 CDs at \$248,100 maturing June 11, 2021 (0.76% net)	248,100.00	248,100.00
1 CD at \$249,700 maturing October 22, 2021 (0.11% net)	249,700.00	249,700.00
Grand Total-Operating and Capital	\$10,801,961.63	\$10,959,754.64

2020 Bond Proceeds:

PMA Financial/IPRIME Account 0.09%	1,454,037.98	1,482,728.95
PMA Certificates of Deposit:		
1 CD at \$249,700 maturing July 27, 2021 (0.15% net)	249,700.00	249,700.00
1 CD at \$249,700 maturing August 6, 2021 (0.15% net)	249,700.00	249,700.00
3 CDs at \$748,300 maturing October 12, 2021 (0.20% net)	748,300.00	748,300.00
1 CD at \$249,500 maturing October 19, 2021 (0.20% net)	249,500.00	249,500.00
1 CD at \$249,400 maturing April 4, 2022 (0.14% net)	249,400.00	249,400.00
1 CD at \$248,900 maturing April 12, 2022 (0.24% net)	248,900.00	248,900.00
1 CD at \$248,600 maturing October 14, 2022 (0.15% net)	248,600.00	248,600.00
3 CDs at \$747,300 maturing October 11, 2022 (0.17% net)	747,300.00	747,300.00
Grand Total-2020 Bond Proceeds	4,445,437.98	4,474,128.95
 Grand Total - All Funds	 15,247,399.61	 15,433,883.59

**Glencoe Park District
Monthly Financial Analysis
January 2021**

	<u>As of 1/31/2019</u>	<u>As of 1/31/2020</u>	<u>As of 1/31/2021</u>
<u>Recreation Department - Programs</u>			
Revenues	3,450,322	3,633,747	2,199,294
Wages	(612,208)	(625,200)	(391,785)
Contractual	(1,209,444)	(1,320,494)	(892,396)
Supplies	(111,361)	(145,138)	(51,066)
Net Surplus	1,517,309	1,542,915	864,047
<u>Day Care Department</u>			
Revenue	1,138,355	1,320,342	1,483,245
Expense	(926,612)	(1,156,788)	(1,166,607)
Net Surplus/(Deficit)	211,743	163,554	316,638
<u>Fitness Department</u>			
Revenue	42,318	25,236	20,586
Expense	(35,262)	(44,544)	(31,533)
Net Surplus/(Deficit)	7,056	(19,308)	(10,947)
<u>Beach Department</u>			
Revenue	322,001	287,959	254,708
Expense	(237,001)	(240,260)	(265,236)
Net Surplus/(Deficit)	85,000	47,699	(10,528)
<u>Boating Department</u>			
Revenue	106,663	108,520	108,458
Expense	(148,345)	(159,768)	(125,944)
Net Surplus/(Deficit)	(41,682)	(51,248)	(17,486)
 Beach/Boating Dept Total:	43,318	(3,549)	(28,014)
<u>Watts Department</u>			
Revenue	117,849	142,500	247,679
Expenses	(196,797)	(229,159)	(222,474)
Net Surplus/(Deficit)	(78,948)	(86,659)	25,205
<u>G & A (Administration)</u>			
Revenue (excl G&A Tfr)	30,383	28,253	29,565
Expense	(1,064,673)	(1,077,788)	(1,082,172)
Net Surplus/(Deficit)	(1,034,290)	(1,049,535)	(1,052,607)
<u>Parks Department</u>			
Revenue	18,817	12,407	15,099
Expense	(932,051)	(1,078,099)	(910,365)
Net Surplus/(Deficit)	(913,234)	(1,065,692)	(895,266)
<u>Rec-Admin/Takiff Department</u>			
Revenues	1,285,750	1,325,946	1,191,085
Expenses (1)	(2,232,494)	(2,523,723)	(2,601,568)
Net Surplus/(Deficit)	(946,744)	(1,197,777)	(1,410,483)

(1) Includes Interfund Transfers for Fund 69

VI. Discussion on Glencoe Beach Passes for Summer 2021

**The presentation attached is a draft.
Changes may occur after input from commissioners
prior to the Board meeting.**

Glencoe Park District
February 2021 Board Meeting

2021 Glencoe Beach Planning

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Enriching lives and creating memorable experiences.

DRAFT



Beach Density

- 80,000 ft² usable space
 - 30,000 ft² prime waterfront space
 - 55,000 ft² average space
 - 100 ft²/per person
- Density target: 550 guests at once
- 1,125 Glencoe households purchased season passes in 2020
 - 37.5% of all Glencoe households
- Staff modeled 2021 potential capacity using 2020 data

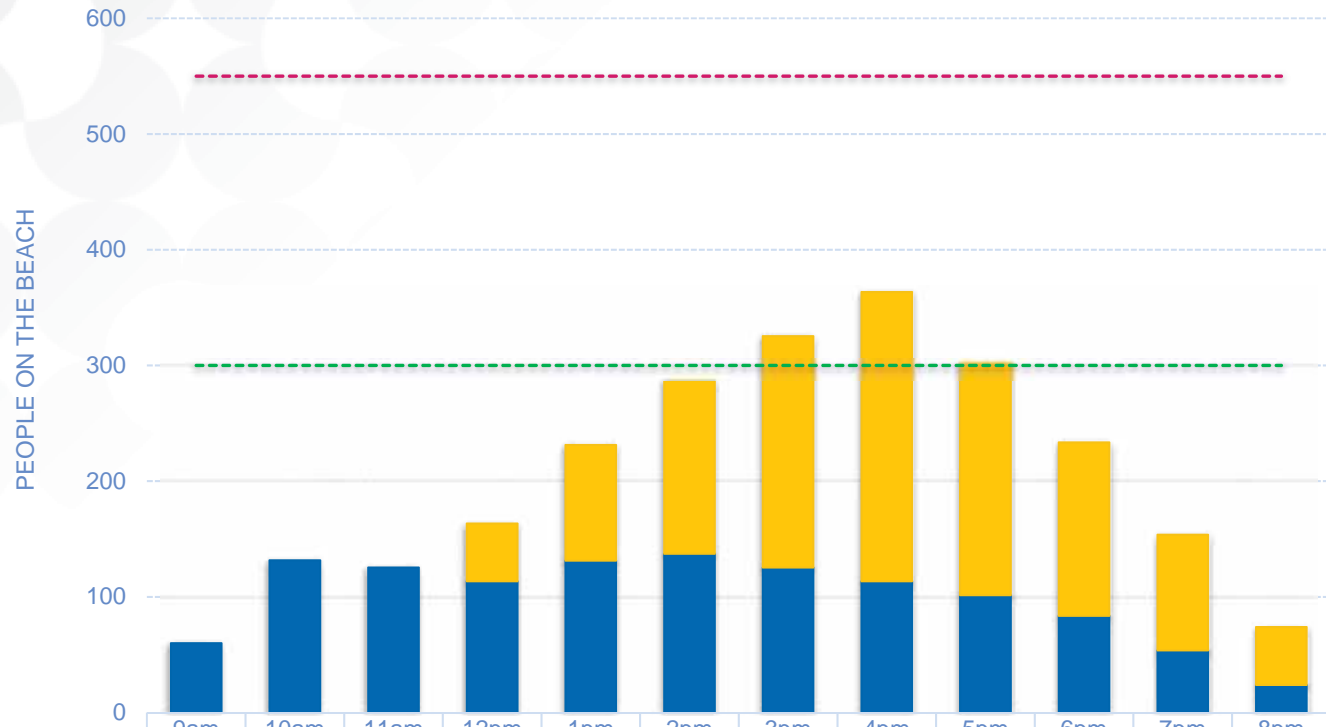
Assumptions

- Pass holders stay for an average of 2 hours/visit
- Daily visits stay for an average of 5 hours/visit
- We do not sell more passes than 2020 (6,011)
- Similar COVID-19 restrictions to 2020
- No external camps
- Use 250 daily passes



2021 Capacity Model

Average Weekend Day v. Capacity Limits



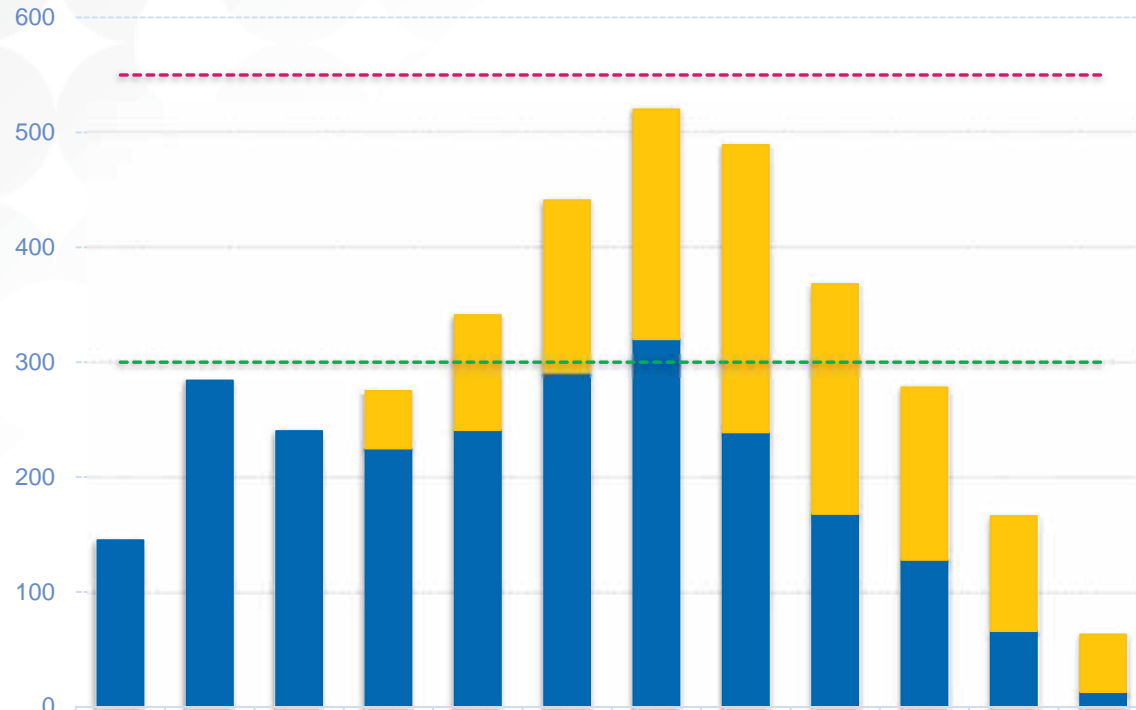
	9am	10am	11am	12pm	1pm	2pm	3pm	4pm	5pm	6pm	7pm	8pm
■ Dailys (250 max)	0	0	0	50	100	150	200	250	200	150	100	50
■ Passholders (2020 Actual)	60	132	125	113	131	137	125	113	101	84	54	24
- - - Max Beach Capacity	550	550	550	550	550	550	550	550	550	550	550	550
- - - Prime Waterfront Capacity	300	300	300	300	300	300	300	300	300	300	300	300

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2021 Capacity Model

Busiest Day (August 9th | 89° & Sunny) v. Capacity Limits

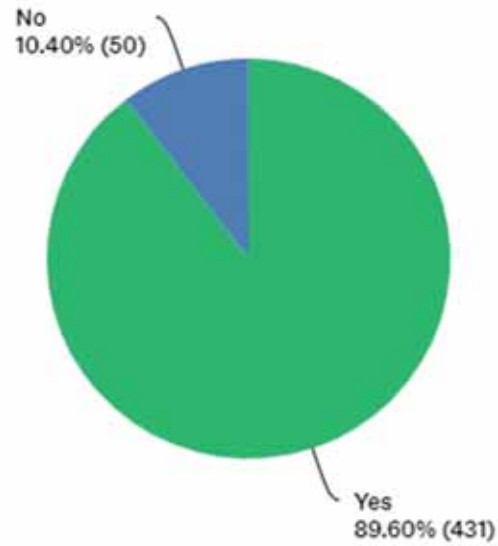
PEOPLE ON THE BEACH



■ Dailys (250 Max)	0	0	0	50	100	150	200	250	200	150	100	50
■ Passholders (2020 Actual)	145	284	240	225	241	291	320	239	168	128	66	13
- - - Max Beach Capacity	550	550	550	550	550	550	550	550	550	550	550	550
- - - Prime Waterfront Capacity	300	300	300	300	300	300	300	300	300	300	300	300

Due to COVID-19, Glencoe Beach was only open to pass holders. Did you like that admission was limited to season pass holders?

Answered: 481 Skipped: 28



ANSWER CHOICES	RESPONSES	
Yes	89.60%	431
No	10.40%	50
TOTAL		481

The Glencoe Park District is currently assessing options for next season. Please select the option you like best.

Answered: 324 Skipped: 185



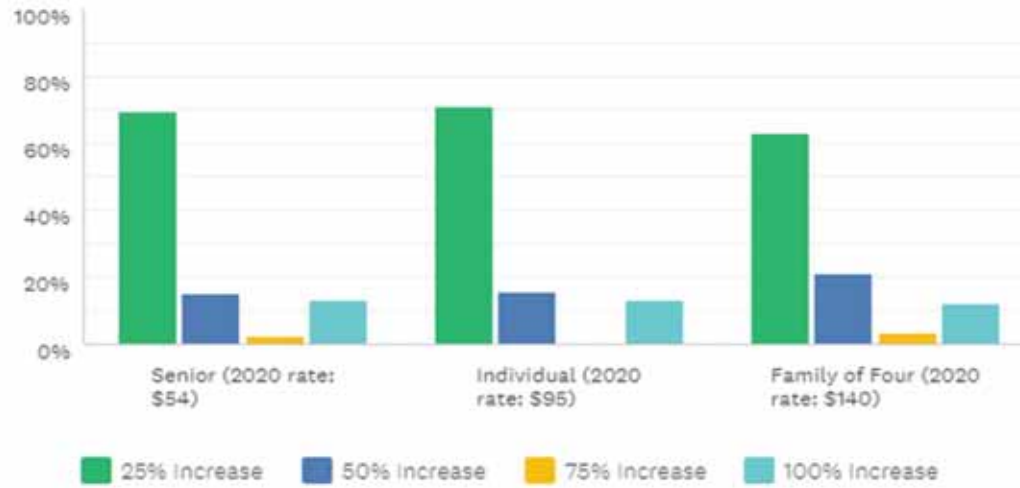
ANSWER CHOICES	RESPONSES
Admission is only for Season Pass Holders (weekends and weekdays). No daily admission can be purchased.	53.40% 173
Weekend admission is for Season Pass Holders Only. Daily admission can be purchased on weekdays.	26.23% 85
Admission fees and season passes are accepted during all operating hours.	5.25% 17
Daily admission fees can only be purchased during non-peak hours. Season passes can be used during all operating hours.	15.12% 49
TOTAL	324

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If Glencoe Beach is only open to season pass holders, how much more are you willing to pay for a season pass?

Answered: 321 Skipped: 188



	25% INCREASE	50% INCREASE	75% INCREASE	100% INCREASE	TOTAL	WEIGHTED AVERAGE
Senior (2020 rate: \$54)	69.71% 122	14.86% 26	2.29% 4	13.14% 23	175	1.59
Individual (2020 rate: \$95)	70.97% 132	15.59% 29	0.54% 1	12.90% 24	186	1.55
Family of Four (2020 rate: \$140)	62.95% 175	21.22% 59	3.60% 10	12.23% 34	278	1.65

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2021 Operations Beach Admissions Options

OPTION 1
Season Pass Holders Only
No Change to
2020 Operation

OPTION 2
Unlimited Season Passes
&
Limited Daily's

OPTION 3
Return to
Regular Operations
Pre-COVID

OPTION 2A
Season Passes: 7 days per week
Daily Admission: Available
Monday-Thursday After 12PM
(No Holidays, Friday - Sunday)

OPTION 2B
Season Passes: 7 days per week
Daily Admission: Available
7 Days per Week After 12PM
(No Holidays)

Increase
Access & Utilize
Capacity

Increase
Access & Utilize
Capacity

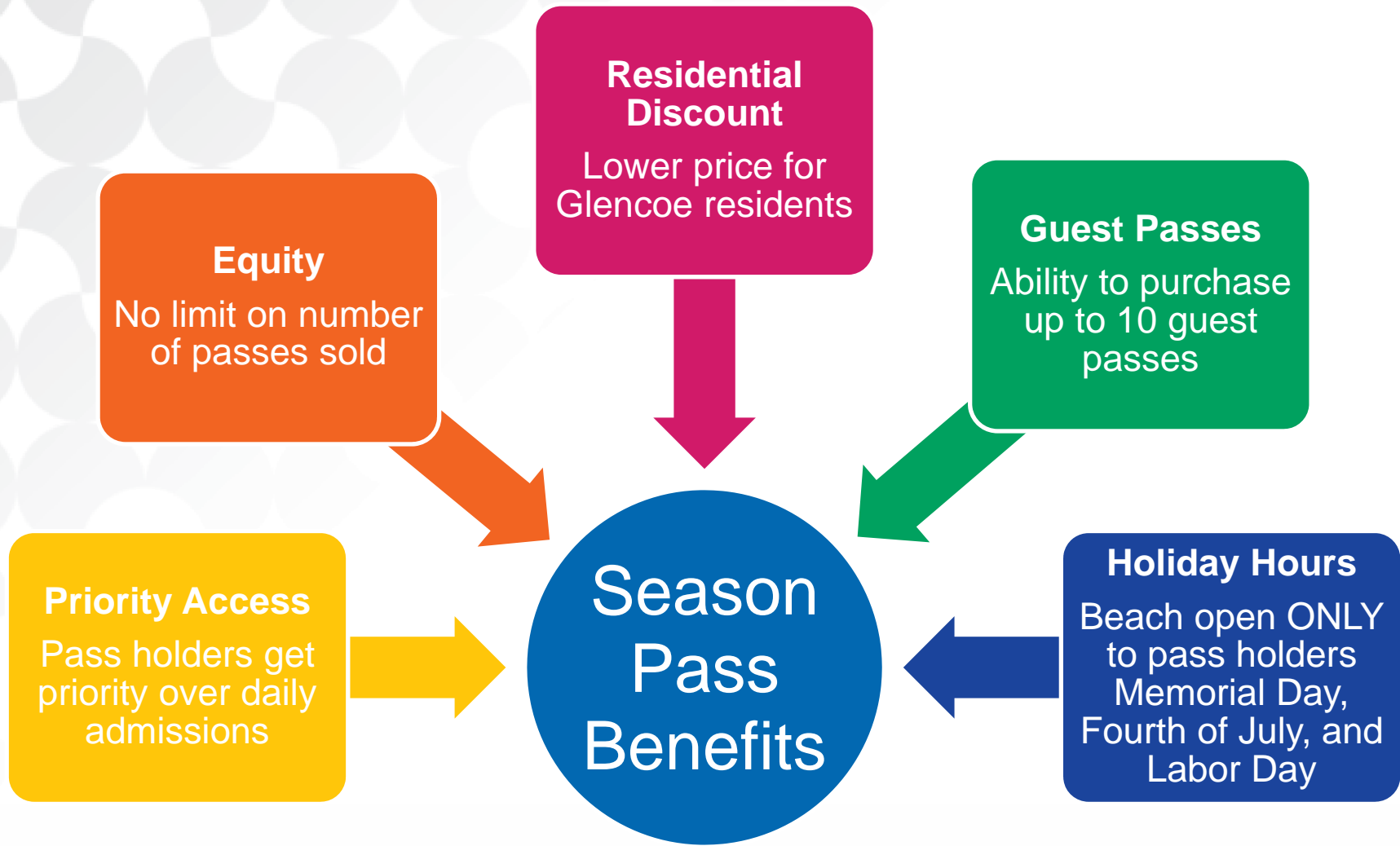
Admissions Process

Pass Holders

- No advance reservations required
- Same entry process as 2020
- Priority access
- Discounted guest passes

Daily Visitors

- Number of daily passes will be based on number of season passes sold
- Advanced reservations required (per Phase 4 guidelines)
 - Payment required at time of reservation (develop comprehensive refund policy)
 - Fee of 5% passed along to purchaser
- Flexible capacity managed by staff
 - Advance registrations available
 - Day of purchase dependent on availability
 - QR code link posted at entrances
 - Credit card transactions only, no cash
- Daily admission starts at 12:00pm and can be staggered



2021 Draft Communication Plan

SPRING

Website Develop beach FAQs Post summer programs Begin online pass sales	Direct mail Postcard to all residents <i>Inside Glencoe</i> to all residents	Outdoor Signs Update Beach signage Village kiosk sign Park kiosks	Advertising Ads on social media/search engines	Email Blasts to former pass holders and general subscribers	Social media Weekly posts
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SUMMER

Website Update as needed	Email Bi-monthly emails with updates, events, and other information	Outdoor signs Promote upcoming events/classes	Social Media Weekly Wednesday posts	Rainout Line Email/text/web alerts about beach closings
------------------------------------	---	---	---	---

FALL

Email Wrap-up bi-monthly blasts	Survey Design and send survey to pass holders	Social Media Wrap up weekly Wednesday postings	Website Change to end of season messaging	Board report Share 2021 season statistics with Board
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Key Dates:

- March 1: *Inside Glencoe* content due
- March 2: Board Meeting
- TBD: Programs online, mailer to printer
- March 12: Spring/summer registration
- TBD: Mailer to residents
- March 29-April 4: Glencoe Spring Break
- April 1: *Inside Glencoe* to residents
- March 16 or April 6: Season passes on sale for residents
- TBD: Non-resident sales start
- May 8: Boat season starts
- May 29: Beach opens
- June 9: Regular season starts
- July 4: Beach open for holiday
- August 15: Last day Regular Season
- August 21: Post season hours start
- September 6: Labor Day
- October 10: Boat season ends

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glencoe parkdistrict.com



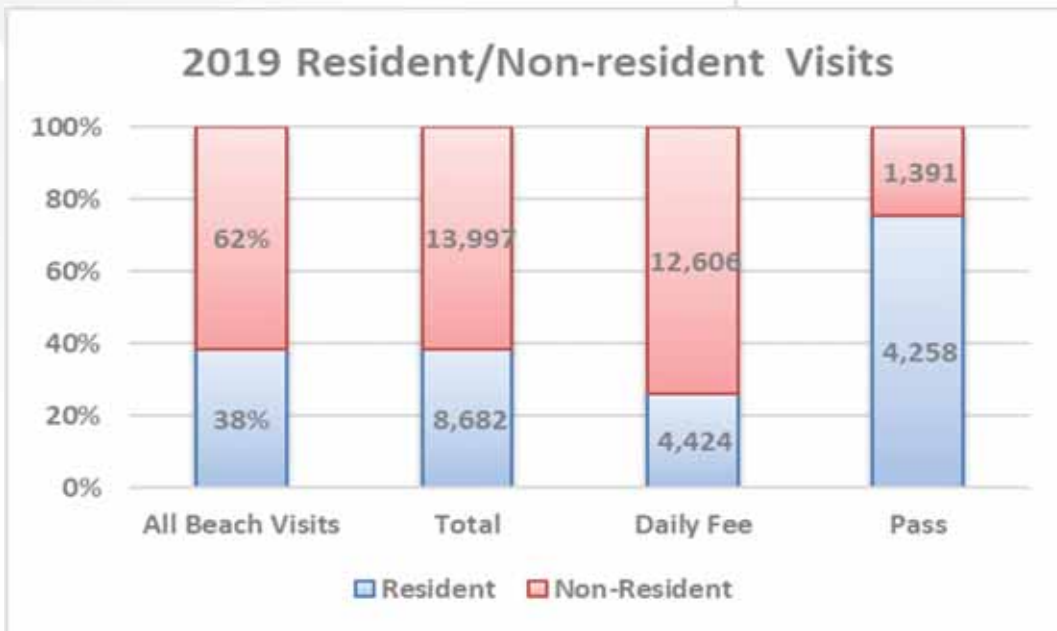
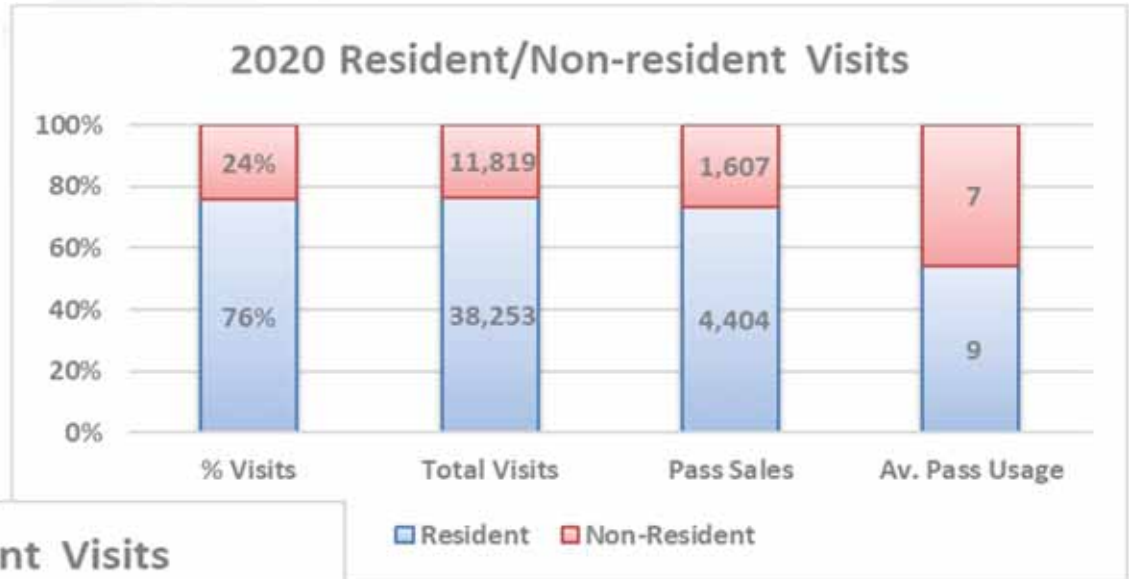
DRAFT

Supplemental Information



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Supplemental Information

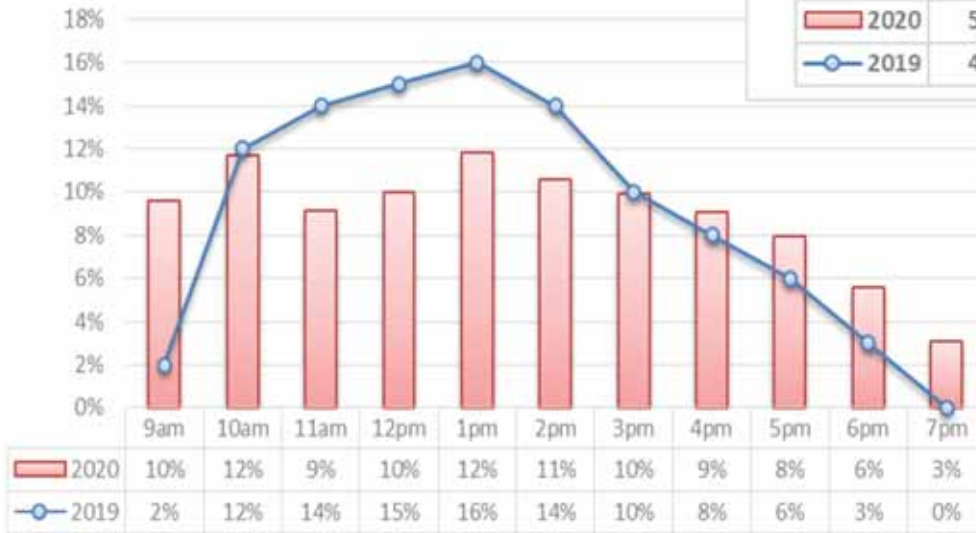


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Supplemental Information

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2020 V 2019 BUSIEST TIMES



2020 v 2019 Average Daily Attendance



VII. Staff Reports

Glencoe Park District
February 2021 Board Meeting

**Glencoe Park District
Business Department Report
February 2021**

FY2021/22 Budget

The proposed FY2021/22 Budget – First Draft was completed and distributed to the Board of Park Commissioners on January 22. It was discussed in detail at the February 2 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 Budget which is tentatively scheduled to be approved at the regular meeting on March 16. After the required 30-day period for public inspection, the Budget and Appropriations Ordinance will then be approved at the regular meeting on April 20.

Front Office

Early Learning Center and GJK Preschool *pre*-registration (for next school year) was held January 13-31, and open registration began February 1. Registration for next school year’s Early Learning Center Preschool is non-lottery, i.e. first come, first served.

Annual Staff Performance Evaluations/Goals

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

FY2020/21 Audit

Yet another fiscal year end is right around the corner on February 28. 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 27 to discuss pre-audit planning. Closing journal entries will occur in early March. The auditors are scheduled for preliminary fieldwork on March 12 and final fieldwork on April 22-23.

ACA Reporting

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

Submitted by:

Carol Mensinger, CPRP

Director of Finance/Human Resources

**Glencoe Park District
Recreation and Facilities Department Report
February 2021**

Update on Recreation Services amid COVID-19

Our winter programming session began on January 19, two weeks later than usual. Simultaneously, the Governor unexpectedly changed the metrics and announced that our regions moved to Tier 1 mitigations, which allowed for in-person programming. Staff pivoted overnight to provide in-person programming the next day. As of February 2, our region moved forward to Phase 4 of the Restore Illinois Plan, allowing for further opportunities to provide recreation opportunities to the community.



Camp registration went live on February 2 at 7:00pm. We saw strong demand for all camps, with many filling quickly. The Recreation Team worked swiftly to maximize capacity and clear waitlists. Both Sailing and Aquatics Camps filled immediately. By converting areas of the Safran Beach House and sun shelters into program spaces, we could add an additional group of 10 to ease the waitlist.

We have frozen the Special Events and Adult Programs position until we can have large scale special events again, therefore members of the Recreation Team have taken on additional responsibilities. Stephani has taken over adult art and ceramics programming, while all other managers have taken on additional special events for the coming year.

The team has also been working on final budget edits and annual evaluations which will be completed the first week in March.

Shannon and I attended the IPRA Conference January 25-27 virtually. We attended many helpful sessions. As the conference was held virtually, the sessions were recorded and able to be shared with the whole Recreation Team.

Since Adam is out on paternity leave, Shannon is filling in as our Watts Manager. Since moving to fewer restrictions, we removed the red barriers dividing the main rink for public skates. We are now allowed to have 25 people on the main rink and 25 on the studio for rentals. New sport guidelines were released on January 22, which allow for competitive Hockey.

The Watts Recreational Center ice rinks continue to be very popular. With the vast increase in pass sales and time slots to visit the rink, we have seen a considerable increase in visits to the rink this season. We had 4,341 pass visits to the rink in January compared to 1,950 pass and daily visits last January.

Watts Pass Sales As of 2/1	2020-21	2019-20
	Fees	Fees
Skating Pass	\$81,735	\$11,172
Hockey Pass	\$54,051	\$6,366
Guest Pass	\$12,875	-
Total	\$148,661	\$17,538

Glencoe Fitness

With our region's move to Phase 4, masks are no longer required while working out at Glencoe Fitness. However, we know that some members prefer the mask requirement. Starting February 5, face masks will be required at all times during the 8:30-9:30am time slot and 1:00-2:00pm time slot. During all other time slots, masks do not need to be worn while exercising. Members will need a mask to enter Takiff Center.

During January, we had 535 total visits to the fitness center. This compares to 794 visits in 2020 and 494 visits in 2019.

Total # Visits	535
# Days Open	30
Average Visits/day	17.8

Early Childhood: Jess Stockl

At the beginning on January, the Early Childhood wing experienced a great deal of virtual learning. With the temporary closure of Children's Circle from January 11-18, students were provided a few opportunities for connection including show and tell and dress-up day via Zoom.

Our Early Learning Center returned to in-person learning on January 19. The teachers and students jumped right back into school! ELC pre-registration ended on January 29 and we are happy to report that nearly all of our participants that were eligible to participate in our programs next year are returning. We had four of the current students not register for next year. Two of those families started ELC in the past week, and two participants are starting their educational journey at a private pre-school that feeds into a K-12 program. This month we gained two new students and lost two students, but one re-registered once we returned to in-person learning. Registration for the ELC 2021-22 school year opened on February 2 for residents and February 5 for non-residents.

ELC Enrollment As of 2/1	2021/22	2020/21	2019/20	2018/19
ELC 2s	8	10	16	18
ELC 3s	11	11	14	16
ELC 4s	13	14	18	27
Kindergarten Readiness	10	11	16	7
Total	42	46	64	68

Children's Circle welcomed two new infants this month. We also had one Turtle and one Sea Lion drop from the program due to moving out of state.

Children's Circle Enrollment As of 2/1	2020/21	2019/20	2018/19
Jellyfish (6 weeks to 15 months)	4	10	5
Tadpoles (6 weeks to 15 months)	8	0	0
Frogs (15 months to 2 years old)*	11	7	7
Turtles (18 months-youngers 2s)*	11	13	6
Starfish (older 2s)	12	17	16
Dolphins (3s)	11	20	18
Sea Lions (3s and 4s)	16	0	0
Belugas (4s)	16	16	14
Total	89	83	66

**Turtles are slightly older than Frogs, otherwise, there is no difference.*

With the reopening of the waitlist, we saw 12 new additions, including 3 Jellyfish, 6 Frogs, 1 Starfish, and 2 Dolphins. The Jellyfish and Frog waitlists are now closed.

Arts and Youth: Stephani Briskman

Youth, Teen, and Adult Ceramics

With the move to Tier 1 Mitigations mid-January, allowing for in-person programming, we saw a large increase in youth, teen and adult ceramics enrollment. We are continuing to offer one youth class on Zoom for those who do not feel comfortable being in the building at this time. We are also continuing to offer hybrid, in-person, and Zoom classes for both teens and adults.

Ceramics as of 2/1	Winter 2021	
	Enrollment	Fees
Youth Ceramics *	30	\$9,477
Sculpting with Model Magic	11	\$2,811
Teen Ceramics	14	\$6,622
Adult Ceramics *	20	\$5,490
Total	75	\$24,400

*We were able to increase maximums to allow more enrollment.

Adult Art

We offered four adult art programs this session, two in-person and two virtual. Both virtual programs ran, while only one in-person program ran.

Adult Art as of 2/1	Winter 2021	
	Enrollment	Fees
Botanical Drawing	4	\$1,197
The Artist's Studio	6	\$1,897
Watercolor	5	\$1,452
Total	15	\$4,546

Youth Enrichments

Youth Enrichments as of 2/1	Winter 2021	
	Enrollment	Fees
Amazing Art *	8	\$2,061
Amazing Minds	5	\$1,285
Chess Scholars*	18	\$3,052
Magic *	11	\$220
Coding 1	4	\$1,284
Minecraft Engineering with Lego	9	\$2,313
Penguin Pillow with Ciao Bella	6	\$618
Valentine's Day Pillow with Ciao Bella	5	\$515
Total	66	\$11,348

*We were able to increase maximums to allow more enrollment.

Kids Club

Kids Club Enrichment camp continues to run with five cohorts. We had 2 new families begin the program on February 1 and a third family re-enroll after taking a break.

Full-Day Kids Club Enrichment Camp As of 2/1	Enrollment
AM Kids Club Enrichment Camp	14
PM Kids Club Enrichment Camp	29
Total	43

Watts, Athletics and Teen Camps: Shannon Stevens

For athletics, we were able to start all of our winter programming indoors.

Winter 2021 Programming *As of 2/1/21	Enrollment		Revenue	
	2021	2020	2021	2020
Snag Golf	N/A	35	N/A	\$4,580
After School Sports Club (Little Sportsters)	N/A	48	N/A	\$14,720
Game On! Sports 4 Girls	33	42	\$4,460	\$6,660
RedLine Athletics	10	18	\$3,000	\$3,090
Hot Shots Classes	96	96	\$11,131	\$19,137
Fencing	N/A	10	N/A	\$2,142
Tennis	62	22	\$8,070	\$2,976
Karate	34	69	\$4,615	\$16,989
Rowing	14	10	\$1,277	\$2,078
Flag Football	57	N/A	\$6,768	N/A
Volleyball	19	N/A	\$3,786	N/A
Pulse Fitness	10	N/A	\$2,400	N/A
Total	335	350	\$45,507	\$72,372

House & Travel Basketball

With the recent changes to the IDPH sports guidance, Shannon is working on basketball offerings that will include clinic-based programming with local scrimmages.

Family Skates

Our Family Skate Nights have been popular at the rink. Ann, Shannon, and Serena have been working together to plan these themed skates.

- **January 15 - Glow Skate:** We had black lights on the rink and handed out glow sticks to all the children while skating on the ice.
- **January 22 - Blackhawks Night:** Each child who came received a jersey to go home with, and we raffled off hockey gear.
- **January 29 - Superhero:** The Watts staff set up the big screen on the ice and played Captain Marvel for skaters. Participants were able to create their own superhero names and skate with Mr. & Mrs. Incredible, Spiderman, and Superman.

Upcoming skate nights at Watts

Feb 5 – Jersey Night

Feb 12 – Date Night

Feb 19 – Disney Night

Feb 26 – End of Season Bash

Submitted by:

Bobby Collins, CPRP

Director of Recreation and Facilities

**Glencoe Park District
Parks & Facilities Maintenance Report
February 2021**

Administrative

Work continues with Altamanu/CBELL relating to ongoing capital projects including Connect Glencoe, Duke Park, South Overlook, Boat House Stairs, and Kalk Park. I have started bid preparations on a number of projects including beach house exterior repairs, asphalt replacement, athletic field maintenance, and conservation maintenance. I attended the annual IPRA Conference and Exhibit Hall virtually.

Grounds/Horticulture

The horticulture crew has continued to perform dormant pruning from the ground throughout the District. A major emphasis was placed on the removal of overgrown shrubs/buckthorn at a number of locations.

Parks Maintenance & Construction

Staff has contended with the snow and cold temperatures. Special emphasis is placed on parking lots, entrance/exits, and the ice surface.

Staff has made the most of the breaks in the weather. Staff completed the by-owner work to upgrade the tot gym. In addition, staff has continued working on the installation of the electric service at Duke Park.

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

Facilities

Staff focused on keeping facilities neat and clean during the winter season. Routine painting, ballast replacement, and heat checks were emphasized.

The ongoing process of installing LED lights at Takiff continues.

Athletic

We have begun identifying athletic turf areas which we will target for repair prior to the next outdoor sports season.

Equipment

Staff has begun servicing the small engine equipment in preparation for the spring 2021 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 2021

Online Communication

We continue to push our website as the most up-to-date resource for program and facility information. During the month of January, the website views increased 174.73% compared to the same month in 2020. The page views increased 101,518 (compared to 36,952 in 2020). The views were 1.25% higher than December 2020 (100,266). Winter registration started January 5, which was the month's highest traffic day. Of the top ten pages with the highest traffic in January, five of those pages are related to Watts information/reservations. Other popular pages were links to the registration page, the digital program guide, and the digital camp guide.



Social Media

We ended the month with 31,020 Facebook impressions (we ended last month with 24,863 impressions). During the month, we also had 21,704 impressions on Instagram (last month we had 20,673) and 7,177 impressions on Twitter. We now have 1,998 followers on Facebook, 1,050 followers on Twitter and 1,863 followers on Instagram. Glencoe Beach has 2,643 and Watts Ice Center has 525 followers on Facebook.



Our most popular January Instagram post.

Winter Guide & Camp Guide

Our digital program guide was posted online on December 14. Registration started January 5 for January-March programs. The changes were communicated via email, social media, and our website.

Email Marketing

During the month of January, we sent out 10 targeted emails, focusing primarily on Family Skate Nights, COVID updates, and winter programs. Of the 20,316 emails we sent, over 8,033 were opened (42%) with a 12% average click rate.



Special Events

We focused on promoting themed Family Skate Nights at Watts this month. Each Friday is a new themed night, which is promoted via email and social media to pass holders. Emails are sent out a few hours before reservations open for the week.

Camp Communication

An 8-page mailer was sent in mid-January to households with children ages 2-14 (1,482 households) and new move-ins within the last 30 days (67 households). The 8-page newsletter is the biggest print piece we've sent to residents since the pandemic began (all other mailings have been letters/postcards). In addition to the print piece, the website was updated to include camp safety FAQs and information about preschool, youth, and specialty camps. Email campaigns and social media posts were sent to targeted households leading up to camp registration, which started February 2. COVID restrictions limited our camp capacity, which led most camps to fill quickly.

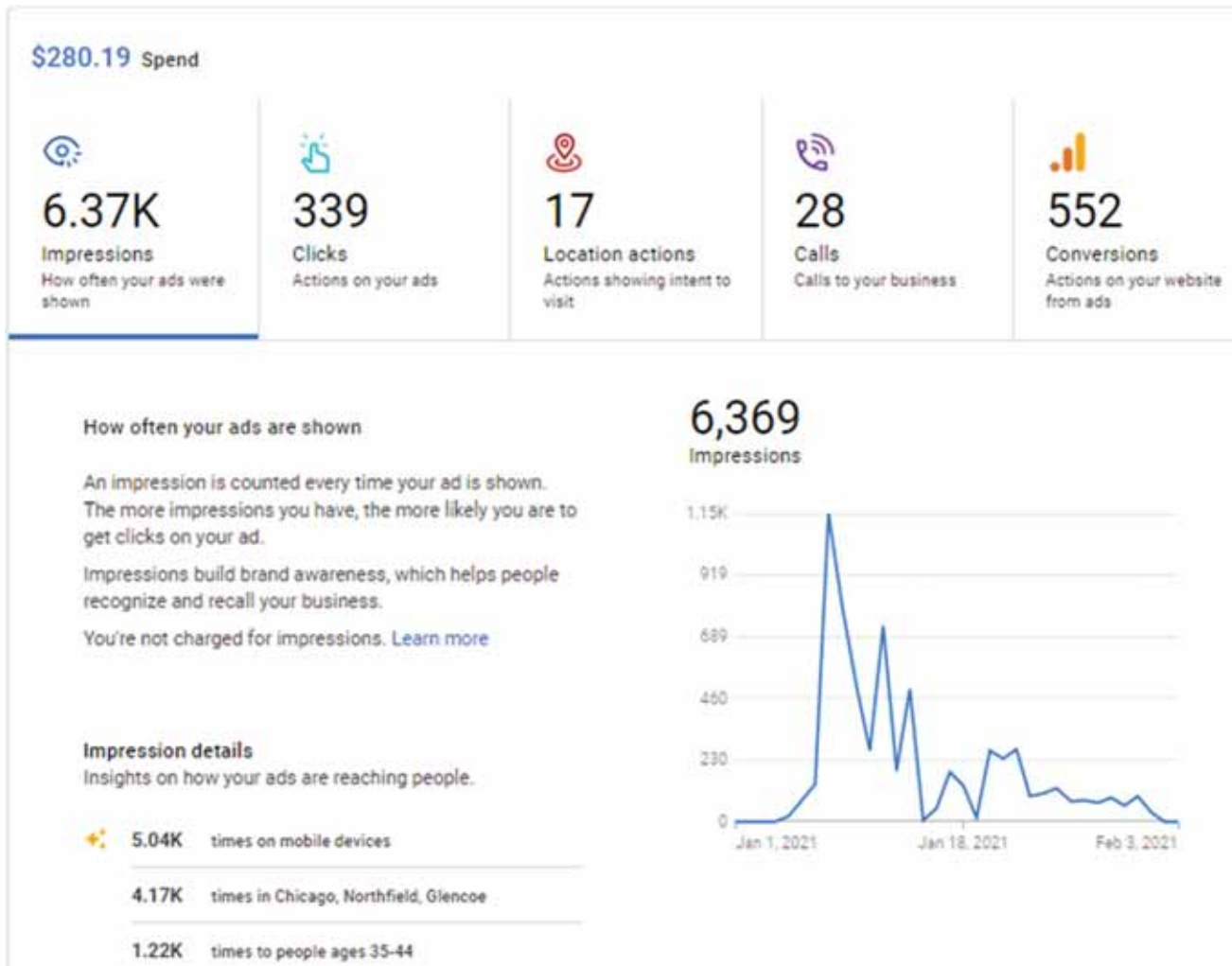
Preschool Promotion

We launched an online advertising campaign to attract new students to the Early Learning Center in January. The campaign included multiple ads on Google and Facebook leading up to the start of registration on February 2.

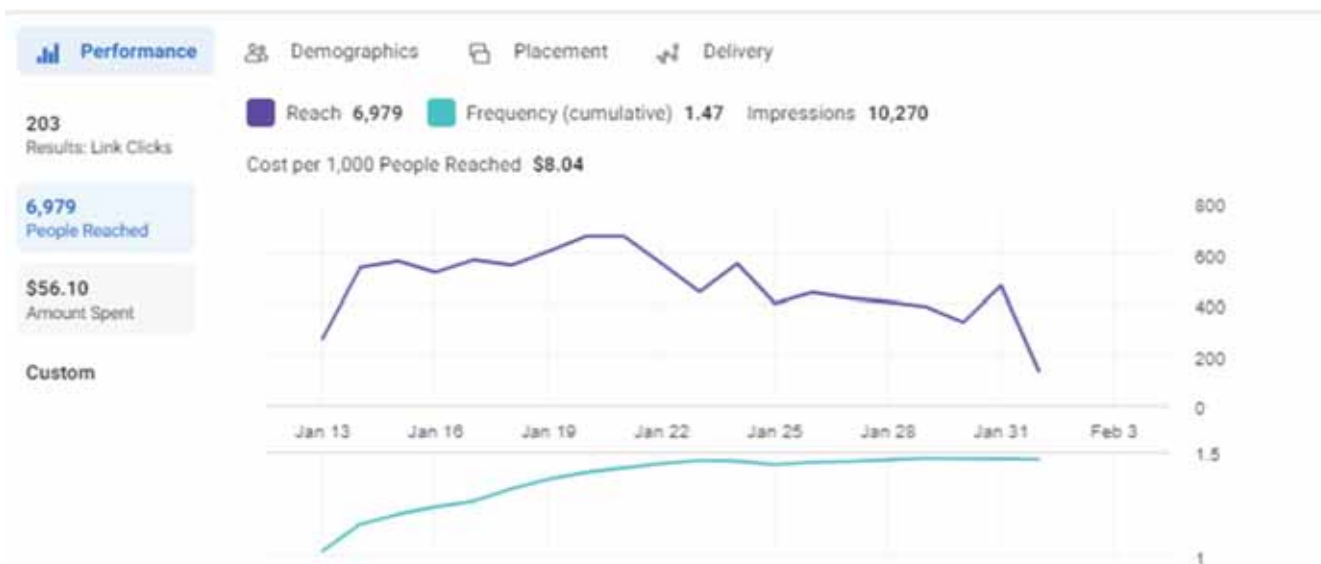
On Google, the ad was displayed to people physically or regularly 6 miles from the Takiff Center, and to people who expressed interest in our location. The ad set included two different sets of copy and five different images. Ads were displayed on Google Search, Maps, Gmail, YouTube, and on Google partner websites. The ads earned 6,370 impressions and 552 conversions on the preschool webpage.

On Facebook, five ads with different copy/artwork ran from January 13-February 1. The ads reached 6,979 people on average 1.47 times, totaling 10,270 impressions and 203 clicks to the preschool webpage.

Google Ads



Facebook Ads



Submitted by:
Erin Classen
Superintendent of Marketing and Communications

SAFETY AND WELLNESS COMMITTEE

Agenda and Minutes

Wednesday, January 27, 2021 / 11:00 AM

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

1. Call to order at 11:12 AM

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

2. Review of the Minutes: The Safety and Wellness Committee Meeting Minutes from December 2, 2020 were reviewed and accepted.

3. Accident/Incident Review: Carol reported on the accident/incident reports for December. There were two (2) employee injuries.

4. Facility and Park Inspection Review: Discussion regarding icy areas on the concrete near the Kids Club and Main Rink entrances at Watts took place. Since a high traffic area due to journeys to and from school and Watts usage, ideas were brainstormed to make the pathway safer without causing future safety issues to the ice. **Chris** is going to talk with his team to come up with a solution, and is considering using sand. Chris also made reminder that when operating the Zamboni to use the tire wash before going into the rink.

5. Open Claims: One (1) open property claims: pier property loss claim due to weather damage. Four (4) open worker comp claims.

6. Carry Over Items:

- a) Bobby and Chris met with the police and set up a drill date in May which was postponed due to Covid-19. **Chris** will talk to Jason at the schools to see what they are doing in regards to drills right now. Public Safety did say that they are comfortable with us setting a time limit for drills during inclement weather, even if the drill is incomplete. Mention of using the gym as a safe zone to gather kids during a real fire was presented by Public Safety.
- b) PDRMA performed a coefficient of friction testing on hot spots for trips and falls when wet. PDRMA recommended we apply anti-slip product in areas where more slippery than should be (example: ELC bathrooms). Needs further discussion in future meetings in order to plan a course of action and budget.
- c) Thermal testing was completed to determine hot spots for fire issues. Report is pending.
- d) The ABC Pilot program is gone and rolling out new process in the second quarter of 2021.
- e) Considering adding Sexual Harassment training to independent contractor terms of agreement, similar to a background check. Need to make an addendum to contract that the law requires independent contractors to go through Sexual Harassment training. **Liz** will send this information to **Bobby**, and then **Adam** will send it out to the independent contractors, along with the Sexual Harassment power point.

7. Certificate of Insurance Information: Contractors aren't being asked to provide anything new or different due to Covid-19.

8. New Items:

- a) Jessica mentioned concerns from her staff regarding the lack of lighting in the skate park. **Chris** and **Carol** will discuss this with Lisa during an A-team meeting to figure out how best to proceed.

9. Wellness Initiatives:

- a) With the new Virgin Pulse PATH website, Liz held a drop-in meeting for staff to ask questions. While there are no new challenges yet, you can set your own to begin working towards your goals.
- b) Reminder that Goals must be completed each quarter and cannot carry over.

Adjourn: 11:50 AM

**The next Safety and Wellness Committee Meeting has been scheduled for
Wednesday, February 17 at 11 AM.**

VIII. Executive Director's Report

Glencoe Park District
February 2021 Board Meeting

**Glencoe Park District
Executive Director's Report
February 2021**

Recreation and Facilities amid COVID-19

Our winter programming session began on January 19, two weeks later than usual. Simultaneously, the Governor unexpectedly changed the metrics and announced that our regions moved to Tier 1 Mitigations, which allowed for in-person programming. Staff pivoted overnight to provide in-person programming the next day. As of February 2, our region moved forward to Phase 4 of the Restore Illinois Plan, allowing for further opportunities to provide recreation opportunities to the community.



Camp registration went live on February 2 at 7:00pm. We saw strong demand for all camps, with many filling quickly. The Recreation Team worked swiftly to maximize capacity and clear waitlists. Both Sailing and Aquatics Camps filled immediately. By converting areas of the Safran Beach House and sun shelters into program spaces, we could add an additional group of 10 to ease the waitlist. We will continue to look at expanding all camps, if it can be done safely and if we can hire quality staff.

The Watts Recreational Center ice rinks continue to be very popular. With the vast increase in pass sales and time slots to visit the rink, we have seen a considerable increase in visits to the rink this season. We had 4,341 pass visits to the rink in January compared to 1,950 pass and daily visits last January. We will be monitoring the weather and will keep the rink open as long as possible this year. Staff have also been very creative with the special event nights at Watts, allowing our pass holders much needed fun during the pandemic.

We continue to work with the County, Village, and School District to get our phase 1b employees vaccinated. Currently Children's Circle, ELC, and Kids Club teachers along with support staff are in 1b and approximately 25% have received their first dose of vaccine.

We are also petitioning the county with other northern Cook County park districts to define all park district workers as essential employees putting all employees into the category of phases 1b and 1c for vaccination priority. Validation points are:

- Park districts are deemed as an essential business since the beginning of the pandemic. Our staff have been engaged with the public since the opening of facilities, when the first phase of Restore Illinois was released in late spring.
- Phase 1b includes "frontline essential workers and residents age 65 and over". The plan defines essential workers as employees who carry a higher risk of COVID-19 exposure because of their work duties, often because they are unable to work from home, and/or they must work closely with others without being able to socially distance. Most park district workers fall into this category whether it be our teachers, camp staff, fitness staff, sports coaches and instructors, parks staff, nature center staff, front desk staff, and the list goes on.
- Park districts have led the way by opening up our facilities and providing services for our communities throughout the pandemic, changing and adapting our offerings with every update in mitigation requirements. In every release of the Restore Illinois Plan recreational activities are included for a reason, there is a demand and need for these services.

- By limiting our staff's risk factors, we are also reducing participant's risk factors. Imagine how much safer a parent would feel sending their child to camp or how secure a senior citizen would feel visiting the fitness center if they knew the staff were vaccinated.
- The Federal Government clearly states that park district staff are essential as "workers who support the operations and maintenance of parks and outdoor recreation and facilities."

FY2021/22 Budget

The proposed FY2021/22 Budget – First Draft was completed and distributed to the Board of Park Commissioners on January 22. It was discussed in detail at the February 2 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 Budget which is tentatively scheduled to be approved at the regular meeting on March 16. After the required 30-day period for public inspection, the Budget and Appropriations Ordinance will then be approved at the regular meeting on April 20.

Strategic Plan Themes and Initiatives

Staff are working on their goals for upcoming year that align with our Strategic and Master Plans; the document is attached.

Strategic Plan Web Link:

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

Staff Survey for Full-time, Permanent Part-time, and Year-round Part-time Staff

In early February, we will be sending out a Staff Survey to all full-time, permanent part-time and year-round part-time staff. We will use the feedback to set goals for continued to improvement for both our internal and external customers.

IDEA Team

One of my goals for 2021 is to form an IDEA team, which stands for inclusion, diversity, equity and acceptance. We are beginning to see more and more professionals talk about racism, acknowledge vulnerabilities, and listen to others with different perspectives. The team is to support the Inclusion Policy and promote and celebrate diversity, inclusion, and multiculturalism through a variety of mechanisms including park district staff and community conversations, cultural events, workshops, trainings, hiring practices and policies.

This will be a team made up of full and part-time staff that have varying levels of experience and special interests seeking to talk about the issue of inclusion, diversity, equity and acceptance in an environment of mutual respect and inclusivity.

We will first start with an IPRA Safe Zone Conversation on the topic of racism. A Safe Zone Conversation (SZC) is simply defined as civil dialogue amongst a group of people purposely engineered to discuss human topics that can be deemed sensitive, uncomfortable, or complex in nature.

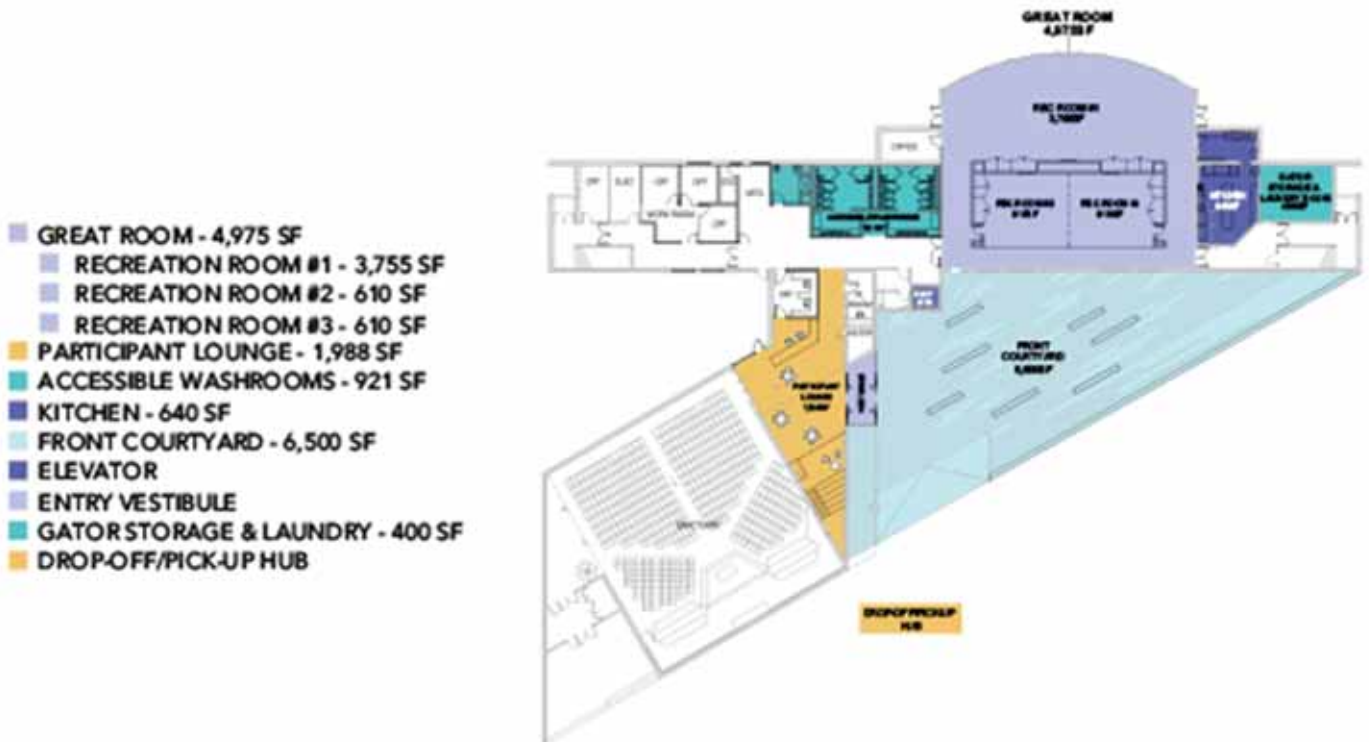
NSSRA Facility Renovation Update

Less than two years after acquiring Lakeside Congregation in Highland Park, NSSRA is on its way to having a place to call home, allowing participants to have their own space to play and grow. The Highland Park facility will be renovated to meet participant and programming needs.



Timeline:

- **2013:** NSSRA Board of Directors identified the need for a new facility.
- **2013-2019:** NSSRA searches for the right facility and location.
- **August 2019:** Lakeside Congregation is acquired.
- **September 2019:** NSSRA Foundation announces its \$2.2M capital campaign to fund the renovation of participant spaces in NSSRA’s newly purchased facility in Highland Park.
- **November 2020:** NSSRA Board approves the renovation project.
- **December 2020:** Renovation project begins.
- **September 2021:** Renovation project is scheduled to be completed.



Renovation Details:

The renovation project will include a variety of updated participant spaces, including a courtyard, participant lounge, four multipurpose rooms, fully accessible washrooms, library, teaching kitchen, great room, updated offices, and onsite storage.

Cost:

Altogether, this project, including facility purchase, is expected to cost approximately \$8.85M. Here is how NSSRA is paying for it.

- Partner Agencies: NSSRA's 13 partner agencies funded \$4.9 million
- Generous Family Contribution: \$1.15 million gift from the Slotnick family of Northbrook, in memory of Mitchell L. Slotnick
- NSSRA Foundation: \$2.2 million (goal reached in December 2020)
- Capital Campaign and \$600,000 from Foundation reserves

Progress Updates:

Periodic progress update videos will be shared via NSSRA's website.

<https://www.nssra.org/highland-park-facility/renovation/#progress-updates>

IPRA/IAPD Conference

I attended the IPRA/IAPD Conference in its COVID-19 friendly virtual format. The nice feature is that you can continue to attend sessions through February. I also attended meetings in my role as IPRA Board member.

Freedom of Information Act Requests

On January 20, SmartProcure FOIA requested all purchasing records from October 20, 2020 to current. The District responded in full on January 20.

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
C Customer Connection	1. Reduce barriers	.1 Improve access measures	a. 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
			b. 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
			c. 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
	2. Develop customer feedback system	.1 Develop program/service advisory group	a. 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
	3. Seek partnership opportunities	.1 Develop new partnerships; evaluate/formalize current partnerships	a. 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
4. Analyze & adapt to community needs	.1 Improve external community engagement and communication standards	a. 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	
F Financial Stewardship	1. Reinvest infrastructure	.1 Execute capital projects plan	a. 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 in Fund 65 & 69. Total % completed.	FY20/21 Capital Projects budget: \$XXX
	2. Effectively align resources	.1 Reduce variance in actual budget	a. 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%
	3. Strengthen revenue sustainability	.1 Maintain overall financial sustainability	a. 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
			b. 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%
O Operational Effectiveness/Efficiency	1. Leverage technology to operate more effectively	.1 Create IT Master Plan	a. 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
	2. Evaluate systems							
	3. Embed innovation	.1 Encourage vertical innovation	a. 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
ET Empowered Team	1. Strengthen learning/growing opportunities for Board/staff	.1 Identify significant competencies and create training and development opportunities for staff/Board	a. 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
	2. Define agency culture	.1 Sustain a positive and rewarding work environment	a. 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
	3. Foster an accountable work environment	.1 Create internal communication and change management standard	a. 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
ES Environmental Sustainability/Preservation	1. Reduce carbon footprint	.1 Reduce consumption	a. 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
	2. Preserve/protect natural resources	.1 Evaluate standing water	a. 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
		.2 Increase native tree coverage	a. Total tree inventory	Number of healthy/native trees	Tree inventory	Annually	Update inventory	Maintain healthy growth by XXX% annually
3. Develop/fund environmental sustainability plan which includes education/partnership initiatives, alternative energy plan, and sustainable purchasing program.	.1 Implement sustainability into community culture	a. 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	

IX. Action Item A
Approval of Takiff Condenser
Replacement Contract

Glencoe Park District
February 2021 Board Meeting

MEMORANDUM

TO: Board of Park Commissioners
FROM: Chris Leiner, Director of Parks & Maintenance
SUBJECT: Takiff Center HVAC Replacement
DATE: February 9, 2021

The FY2021/22 Fund 65 budget includes funding to replace (1) roof top 80-ton air-cooled condenser and cooling coil. This unit provides heating and cooling for the Children's Circle/GJK wing of the Takiff Center. As previously discussed at the November 4, 2020 Committee of the Whole meeting, this is the first of three planned replacements.

Staff is recommending awarding the replacement contract to Midwest Mechanical. Midwest Mechanical is the awarded NCPA (National Cooperative Purchasing Alliance) approved vendor for HVAC services. NCPA is a leading national government purchasing cooperative working to reduce the costs of goods and services by leveraging the purchasing power of public agencies in all 50 states.

NCPA leverages a competitive process for the solicitation of products and services, access to this purchasing cooperative is available to the Glencoe Park District as a result of Illinois Statute 220, known as the Illinois Intergovernmental Cooperation Act.

The NCPA cost of the new condenser/coil is \$145,000. Included in the price are engineering services, crane rental, R410A refrigerant, and the old unit's disposal.

This equipment is a long lead time procurement. The unit will take 90-120 days to manufacture before delivery. The scheduled start of the installation is during the August Takiff shutdown.

The Park District will not take delivery of the unit before March 1, 2021; the start of the next fiscal year.

Recommended Motion: To award the contract for replacing (1) 80-ton air-cooled condenser for \$145,000 to Midwest Mechanical of Lombard, Illinois.





February 4, 2021

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

NCPA RQN Proposal #: 2021-7683095881

Dear Chris,

Midwest Mechanical proposes the replacement of the 80 ton air-cooled condenser which is connected to the air handling unit that serves the daycare area and the surrounding spaces for the Takiff Community Center located at 999 Green Bay Rd, Glencoe, Illinois 60022 for the Glencoe Park District. This project is tentatively scheduled to begin in the Fall 2021 or end of the cooling season at the request of the park district.

General

- Provide necessary Project and Construction Management and coordinate all site activities associated to the project.
- Provide equipment submittals for Park District's review prior to equipment being released.
- Provide Off-site disposal for demolished HVAC equipment.
- Provide necessary technical check-out, start-up, commissioning and testing of new equipment to ensure proper operation.
- Provide project close-out paperwork including warranty letters and Operations and Maintenance Manuals on all new equipment.
- Provide Start-Up and testing of the new equipment.
- *Moving, storage, floor protection, equipment protection, and security of existing building furnishings, equipment, as needed to accommodate project, will be the responsibility of the Park District.*
- Includes payment and performance bond.



Air Cooled Condenser Installation

- Reclaim the refrigerant from the existing air cooled condenser per Illinois ECC code and guidelines.
- Disconnect piping, electrical, and all other associated connections from the existing unit.
 - We will remove the existing unit from the roof via crane and dispose of the unit off site
- Provide and furnish new 80-ton air cooled condenser
 - The new unit will be lifted to roof via crane.
- Provide new insulated piping from the new condensing unit to the existing corresponding air handling unit.
- Provide new DX coils at the corresponding air handling unit to accommodate new R410A refrigerant requirements.
- Fill new condensing unit with R410A refrigerant
- Install GPS Imods on to the new coils at the corresponding air handling unit
- Start up and inspect for proper operation

The proposed scope of work does not include the following:

- Any permits or associated fees.
- Any work associated with fire alarm and life safety systems
- BAS controls or system commissioning.
- The project does not include tax.
- Any work done on premium time.

Total Base Price..... \$145,000.00



Midwest Mechanical greatly appreciates our opportunity to work with Glencoe Park District and look forward to exceeding your expectations throughout the project. Please contact me if you have any questions or concerns.

Thank you for your consideration.

Sincerely,

Jaylen Thompson

Accepted By: _____

Account Executive – Public Sector

Date: _____



Terms and Conditions

1. Midwest Mechanical Group warrants that the workmanship, equipment and materials furnished and installed under this agreement shall be free from defects for one year (365 days) from date of installation.
2. Customer shall permit Midwest Mechanical Group free and timely access to areas and equipment and allow Midwest Mechanical Group to start and stop the equipment as necessary to perform required services. All planned work under this Agreement will be performed during Midwest Mechanical Group's normal working hours.
3. Customer will promptly pay invoices within thirty (30) days of receipt. Should a payment become thirty (30) days or more delinquent, Midwest Mechanical Group may stop all work under this Agreement without notice and/or cancel this Agreement, and the entire Agreement amount shall become due and payable immediately upon demand.
4. Customer shall be responsible for all taxes applicable to the services and/or materials hereunder.
5. Any alteration to, or deviation from, this Agreement involving extra work, cost of material or labor will become an extra charge (fixed-price amount to be negotiated or on a time-and material basis at Midwest Mechanical Group's rates then in effect) over the sum stated in this Agreement.
6. In the event Midwest Mechanical Group must commence legal action in order to recover any amount payable under this Agreement, Customer shall pay Midwest Mechanical Group all court costs and attorneys' fees incurred by Midwest Mechanical Group.
7. Any legal action relating to this Agreement, or the breach thereof, shall be commenced with one (1) year from the date of the work.
8. Midwest Mechanical Group 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 Midwest Mechanical Group's employees, lockouts, civil or military authority, priority regulations, insurrection or riot, action of the elements, forces of nature, or by any cause beyond its control.



9. To the fullest extent permitted by law, Customer shall indemnify and hold harmless Midwest Mechanical Group, its agents and employees from and against all claims, damages, losses and expenses, including but not limited to reasonable attorneys' fees, arising out of or resulting from the performance of work hereunder, provided that such claim, damage, loss or expense is caused in whole or in part by any active or passive act or omission of Customer, anyone directly or indirectly employed by Customer, or anyone for whose acts Customer may be liable, regardless of whether it is caused in part by the negligence of Contractor.
10. Customer shall make available to Midwest Mechanical Group's personnel all pertinent Material Safety Data Sheets (MSDS) pursuant to OSHA's Hazard Communication Standard Regulations.
11. Midwest Mechanical Group expressly disclaims any and all responsibility and liability for the indoor air quality of the customer's facility.
12. Midwest Mechanical Group's obligation under this proposal and any subsequent Agreement does not include the identification, abatement or removal of any asbestos products or other hazardous substances. In the event such products or substances are encountered Midwest Mechanical group's sole obligation will be to notify the Customer of the existence of such products and materials. Midwest Mechanical Group shall have the right thereafter to suspend its work until such products or materials and the 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.
13. Under no circumstances, whether arising in contract, tort (including negligence), equity or otherwise, will Midwest Mechanical Group be responsible for loss of use, loss of profit, increased operating or maintenance expenses, claims or customer's tenants or clients, or any special, indirect or consequential damages.

IX. Action Item B

Approval of South Overlook Contract

Glencoe Park District
February 2021 Board Meeting

MEMORANDUM

TO: Board of Park Commissioners
FROM: Lisa Sheppard, Executive Director and Chris Leiner, Director of Parks & Maintenance
SUBJECT: Contractor Approval South Overlook (Hazel Avenue)
DATE: February 9, 2021

At the February 9, 2021 bid opening for the renovations to the South Overlook (Hazel Avenue), three qualified bids were received and opened.

South Overlook Bid Opening Results	
Contractor	Total Bid
Alliance Contractors	\$159,608.50
Martam Construction	\$177,233.00
Copenhaver Construction	\$263,034.00

We budgeted \$175,000 for this project. We are \$15,000 under budget; however, we are going leave the budget at \$175,000 in case any unforeseen issues arise.

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

Therefore, the lowest qualified bid is from Alliance Contractors of Woodstock, Illinois for a total base bid of \$159,608.50. Alliance Contractors provided excellent references, with experience in landscaping, roadway construction, bridge building, and retaining wall repairs.

Recommended Motion: Approval of the lowest responsible bidder, Alliance Contractors of Woodstock, Illinois for a total of \$159,608.50