



OCTOBER 2021  
Board Report



**GLENCOE PARK DISTRICT  
REGULAR BOARD MEETING  
Tuesday, October 19, 2021 – 7:00pm  
Zoom, In-Person or YouTube Livestream**

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 Takiff Center, 999 Green Bay Rd, Glencoe, IL 60022

**AGENDA**

- I. Call to Order
- II. Roll Call
- III. Consent Agenda Items
  - A. Minutes of September 14, 2021 Committee of the Whole Meeting (pgs. 4-6)
  - B. Minutes of September 14, 2021 Special Board Meeting (pg. 7)
  - C. Minutes of September 20, 2021 Regular Board Meeting (pgs. 8-11)
  - D. Minutes of October 5, 2021 Regular Committee Meeting (pgs. 12-14)
  - E. Approval of the Bills (pgs. 15-27)
- IV. Matters from the Public
- V. Financial Report (pgs. 28-33)
- VI. Discussion on Employee Health Insurance Options (pgs. 34-44)
- VII. Presentation of the Summer Camp Annual Report (pgs. 45-79)
- VIII. Update on Strategic Initiatives (long- and short-term goals)  
(pgs. 80-94)
- IX. Executive Director's Report (pgs. 95-109)
- X. Action Items
  - A. Approval of Resolution No. 930: Truth in Taxation  
(pgs. 110-112)
  - B. Approval of Recommendation of Health Insurance for  
Employees (pg. 113)
- XI. Other Business
- XII. Executive Session
  - A. Personnel 5ILCS 120/2(c)(1)
- XIII. Adjournment

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

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

**Meeting ID:** 825 5105 8110  
**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)

**View the meeting  
via YouTube Livestream**

**Option 1:** Copy/paste this link into your  
browser: [https://www.youtube.com/c/  
GlencoeParkDistrict](https://www.youtube.com/c/GlencoeParkDistrict)

**Option 2:** Go to YouTube.com and  
search Glencoe Park District

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

- Via Zoom Video** - Attend the Zoom meeting, indicate your desire to speak once prompted that it is Matters from the Public.
- 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.
- Via In Person** – Attend 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  
October 2021 Board Meeting

MINUTES OF SEPTEMBER 14, 2021 COMMITTEE OF THE WHOLE 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.

Committee Members present:

Lisa Brooks, President  
Stefanie Boron, Vice President  
Michael Covey, Treasurer  
Bart Schneider, Commissioner

Staff present:

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

Commissioners absent:

None

Members of the Public in attendance who signed in or spoke: Stephani Briskman, Mike Cohen, Patty Cohen, Chuck Duffield, Sarah Israel, Marny Kravenas, Anne Marion, Jake Marion, Jenna Quinn, Carol Spain, Adam Wohl, and attendees without specified last names including Emily and Missy

Matters from the Public: Chuck Duffield commented that he is one of 50 of the most avid tennis players in Glencoe who play on the Suburban Shoreline Tennis League and offered sincere thanks to staff for various areas of support. He vocalized concern about turning one of the three courts at West Park into two pickleball courts. The league needs all three tennis courts for competitive play in the league and no other park offers that in Glencoe. He suggested six 6 pickleball courts at Lakefront Park, which could support league play and asked the Board to reconsider the West Park design concept.

Mike Cohen agreed with Chuck's previous comments. The Park District has 14 courts, but three are unplayable for play or teaching. If another court is removed, there will not be enough for the community to use. He asked the Board to reconsider the pickleball courts for Lakefront Park.

Sarah Israel asked the Board and staff to pay extra attention to keeping kids safe and staff should all be vaccinated, especially with the Delta variant.

Discussion on COVID-19 Policies and Procedures: Executive Director Sheppard indicated there was a lot of information given to the Board on this topic including the Children's Circle family survey results. Staff indicated they were looking for direction on Park District policies regarding COVID-19. Staff recommended a staff vaccine mandate. Commissioners indicated they reviewed the extensive information and already asked questions of staff individually. No further discussion ensued.

Chair Brooks, based on committee discussion, directed park district staff to advance the staff vaccine mandate to the Special Board meeting for approval.

Staff then asked the Board if children of a close contact should be able to attend Children's Circle? IDPH does not recommend children be isolated from school based on a family member being in close contact with a confirmed case. Other day cares have backed off isolating children due to the impact on their program. Staff recommends following IDPH's recommendation. Discussion ensued. Sheppard noted that the Children's Circle parent survey results also agreed with following IDPH rules. The Board reached consensus, there will be no policy change and the District will continue to follow the IDPH recommendation.

Should teachers and children wear masks outdoors? Staff does not recommend outdoor masks and the CDC considers outdoor transmission low risk. Manager Stockl indicated the department is seeing an increase in speech delays with 11 currently in speech therapy, which is more than seen in the past. Sheppard responded to commissioner comments. The District follows IDPH with the exception of early childhood, which also follows DCFS, and confirmed that if a parent wants their child to wear a mask outside, the teachers will make sure it will get done. The Board reached consensus on continuing with the current policy; teachers and children do not need to wear masks when outdoors.

Chair Brooks noted to the public that it may seem like the committee rushed through these decisions, but have actually reviewed a lot of documentation and held extensive discussion individually.

Glencoe Beach Pier Materials Discussion: The pier project is scheduled for spring and was already brought to the Lakefront Advisory Group for discussion and review. Director Leiner indicated that Baird showed concrete finishes with the same level of performance that will hold up to Lake Michigan weather and storms. Lakefront Advisory Group votes were reviewed; concrete option two received the most votes and they loved the compass rose; handrails options five and eight tied. Stainless steel was noted to be the most resilient, least maintenance, and most expensive; likely more than budgeted. This project is partially funded by PDRMA from an insurance claim. Discussion ensued. Leiner will ask Baird if there are railing types that deter seagulls. Leiner indicated that option eight will be double the price, estimating it would be \$80-90,000. The lifespan of the railing could be 20 years making the estimate worthwhile. Initial cost and maintenance were reviewed.

Chair Brooks, based on committee discussion, directed park district staff to go with option eight and figure 2 option B.

Mistakenly skipped over Capital Projects Discussion...see below Final Tax Extension

Update on Final Tax Extension: Director Cutrera indicated that the final levy shook out to be exactly the same as the preliminary levy. Overall, our EAV increased by \$5 million, a

direct result of the new property increases. The tax rate increased from .621 to .648, a result of the new bonds seen on the levy for the first time. If we receive 100% of the extended taxes on the 2020 levy, we would receive \$150,000 more than what we have budgeted for property tax revenue. Director Cutrera will report back on the actual increase compared to the estimate the Board approved for an increase in dollars per household based on a certain property value amount.

Capital Projects Update: Sheppard indicated a list of all current capital projects included in the memo. Duke Park's water feature will turn off on Monday, September 20 and the trains will close October 29.

Commissioner Boron indicated to those who spoke tonight about tennis courts, that they were heard. The project is dependent on getting the grant.

Other Business: A reminder that the September Board meeting is on Monday instead of Tuesday and will include an Oath of Office. NRPA is next week, but the trip was cancelled to attend virtually.

Adjourn: Commissioner Boron moved to adjourn the meeting at 7:51pm. Commissioner Schneider seconded the motion. Roll call vote taken:

AYES: Boron, Covey, Schneider, Brooks

NAYS: None

ABSENT: None

Respectfully submitted,

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Lisa M. Sheppard  
Secretary

**DRAFT**

MINUTES OF SEPTEMBER 14, 2021 SPECIAL 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 7:52pm and roll was called. All commissioners gave permission to be recorded.

Commissioners present:

Lisa Brooks, President  
Stefanie Boron, Vice President  
Michael Covey, Treasurer  
Bart Schneider, Commissioner

Staff present:

Lisa Sheppard, Executive Director/Secretary  
Chris Leiner, Director of Parks/Maintenance  
Bobby Collins, Director of Recreation/Facilities  
John Cutrera, Director of Finance/HR  
Erin Classen, Supt. of Marketing/Communications  
Jess Stockl, Program Manager: Early Childhood  
Jenny Runkel, Administrative Assistant

Commissioners absent:

None

Members of the public in attendance who signed in or spoke: Stephani Briskman, Chuck Duffield, Jenna Quinn, Carol Spain, Adam Wohl

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

Action on Employee COVID-19 Vaccine Mandate: A motion was made by Commissioner Boron to approve the Employee COVID-19 Vaccine Mandate Policy as presented. Commissioner Schneider seconded the motion. No further discussion ensued. Roll call vote taken:

AYES: Boron, Covey, Schneider, Brooks  
NAYS: None  
ABSENT: None

Other Business: There was no other business.

Adjourn: Commissioner Boron moved to adjourn the meeting at 7:54pm. Commissioner Schneider seconded the motion. Roll call vote taken:

AYES: Boron, Covey, Schneider, Brooks  
NAYS: None  
ABSENT: None

Respectfully submitted,

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Lisa M. Sheppard  
Secretary

MINUTES OF SEPTEMBER 20, 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 7:01pm and roll was called. All commissioners gave permission to be recorded.

Commissioners present:

Lisa Brooks, President  
Stefanie Boron, Vice President  
Michael Covey, Treasurer  
Bart Schneider, Commissioner  
Carol Spain, Commissioner

Staff present:

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

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

Consent Agenda: A motion was made by Commissioner Boron to approve the consent agenda items as presented including Minutes of August 3, 2021 Community Meeting on West Park, Minutes of August 3, 2021 Regular Board Meeting, Approval of 5/28/2021-8/31/2021 Water Bill, and Approval of the Bills. Commissioner Schneider seconded the motion. No further discussion ensued. Roll call vote taken:

AYES: Boron, Covey, Schneider, Brooks  
NAYS: None  
ABSENT: None

The motion passed.

Matters from the Public: President Brooks noted that matters from the public is a time for comments, not questions and answers, and each person will be given three minutes to speak.

Adam Weinberg requested correction of the meeting minutes that indicated all community members were pleased with the design of the West School project. He believes he was the only one who spoke and was certainly not pleased with the design. He disagrees with the project and the way it is being done. It is inappropriate that Glencoe is seeking \$400,000 under the OSLAD program at the expense of disadvantaged communities that rely on those funds. There is also not a need for a \$1.5-2 million project. The pictures used to advocate for this project were taken during storms to make it look like the facilities are in worse condition. It is inappropriate and disgraceful the way the Board is trying to hide the motives and objectives from the community shown in a lack of people attending these meetings. He did not receive a notice about the West School Project even though he is in the database and receives promotional items. This should be included in the minutes and requested to correct previous minutes that have been inaccurately represented.



Approval of the Appointment of Carol Spain to fill the vacancy on the Glencoe Park

District Board of Commissioners: A motion was made by Commissioner Schneider to appoint Carol Spain to fill the vacancy on the Glencoe Park District Board of Commissioners. Commissioner Boron seconded the motion. President Brooks spoke of the interview process and the vetting process spearheaded by Commissioner Schneider. Commissioner Schneider indicated he feels comfortable with how the District went through the process. Executive Director Sheppard added that Commissioner Spain is filling in for two years until the next election. No further discussion ensued. Roll call vote taken:

AYES: Boron, Covey, Schneider, Brooks

NAYS: None

ABSENT: None

Motion passed.

Oath of Office – Carol Spain: Executive Lisa Sheppard issued the Oath of Office to Carol Spain.

Financial Report: Six months of the financial year are complete. Director Cutrera provided a synopsis of the report and noted that the packet included July and August, but he will focus on August tonight. The recreation department looks very strong. The \$1.4 million surplus is more in line with pre-pandemic levels. Day care does include an \$86,000 grant and is carrying a surplus. The grant funding in the prior year was received later last year totaling \$190,000. We did find out we will be receiving another \$65,000 from the child care restoration grant. The fitness department is breaking even. The beach and boating department is wrapping up the season with a \$357,000 surplus, although payroll and utilities expenses are still coming in. No report for Watts at this early date. The general/administrative department is in line with pre-pandemic levels. The parks department shows increased expenses compared to last year, but is still in line with expectations.

Capital investments are currently a difficult environment. There was a law change allowing the District to invest in corporate bonds. Staff is working with our advisors to determine what to bring to the Board in this environment.

Executive Director Sheppard clarified that child care grants are for Children's Circle use only for cleaning, software, COVID testing, and paying teacher salaries during room closures. We have not needed to charge a COVID surcharge to parents to pay for those services. Director Collins added that there are additional funds becoming available to pay teachers as a bonus to help with the devastated labor market in child care.

Director Cutrera clarified that the intent of the report is to capture operation expenses and surplus in a simplistic manner. It does not contain more intricate information, for example, capital projects.

Executive Director's Report: Executive Director Sheppard reviewed items in her report. The Duke Park interactive fountain is closed for the season and trains will close on October 29. Additional funds will be budgeted for trains based on need, so they can be rotated for repair due to high usage. The District and Village are looking at options to make the crossing from parking to Duke Park safer. Park 7n Frank Lloyd Wright Cottage outside renovations are complete. The budget process, capital projects, and three-year plan will be brought to the Board for review. Becky Moore started as our very first full-time HR Manager. Glencoe Beach is closed for the season. A survey will go out to pass holders to get feedback on how it was run this summer. Kudos to Matt, Bobby, and the team for a safe and successful season. The community keeps wanting to come together in a COVID environment and our beach team provided that opportunity. A full beach report is scheduled for the November Board meeting. The camp report is scheduled for next month. Two new full-time Children's Circle staff started along with several part-time staff. Staff are looking to incentivize hiring and will present that during budget discussions. Preschool is glad to be back in-person. We also opened Takiff to permanent renters using rooms in a safe way. There are so many new park permits and Adam and Ann are meeting our customers needs. Special events this year were great. Staff will bring Fourth of July to the Board for discussion about how it should look next year. On October 2, we have over 300 kids signed up for the Mud Run, which will follow CDC and IDPH guidelines for safety. For NRPA Conference, department heads are attending sessions virtually. The seasonal employee survey results are in the Board packet to find improvement areas. During the pandemic, we have been using a brochure with QR codes due to COVID unknowns, although we have heard the community prefers the hard copy. Supt. Classen stated the brochure is a work in progress, but will be similar to the previous version along with using QR codes as needed.

Staff answered Board questions. Tennis is now our largest program and a longer session is being offered. North Shore Congregation Israel is an annual rental. Boo Bash will be held outdoors, likely at the newly renovated Kalk Park with a Harvest Fest feel. Our Thursday nights at Kalk were very successful. Family events are very popular, however 30+ events are not seeing a turnout. Nate Van Allen, our new Special Event Manager, has experience in that area.

Action Items:

Review and Approval of Closed Session Minutes 5ILCS 120/2 (c)(21): The Board did not have a need to discuss executive session minutes in closed session. A motion was made by Commissioner Boron to approve and keep confidential executive session minutes from April 6, 2021 and approve and release the executive session minutes from August 3, 2021 as mandated by 5ILCS120/2(c)21 as presented. Commissioner Covey seconded the motion. Commissioner Spain was informed she could abstain from this vote as she did not attend any of the closed session meetings. No further discussion ensued. Roll call vote taken:

AYES:	Boron, Covey, Schneider, Brooks
NAYS:	None
ABSENT:	None

ABSTAIN: Spain  
The motion passed.

Other Business: After reminding the Board of the workshop on October 5 and finding that two commissioners are out of town, Sheppard will try to reschedule the workshop to Monday, November 1, which would replace the November 2 committee meeting. The target for the next Early Childhood Advisory Group meeting is November. A survey went out on the early childhood program itself not of COVID issues. A majority of staff are going to meet the new vaccination mandate policy. It is too early to tell if the policy will help or hurt recruitment.

Adjourn: Commissioner Boron moved to adjourn the meeting at 8:02pm. Commissioner Schneider seconded the motion. No further discussion ensued. Roll call vote taken:

AYES: Boron, Covey, Schneider, Spain, Brooks

NAYS: None

ABSENT: None

The motion passed.

Respectfully submitted,

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Lisa M. Sheppard  
Secretary

MINUTES OF OCTOBER 5, 2021 COMMITTEE OF THE WHOLE 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 7:01pm and roll was called. All commissioners gave permission to be recorded.

Committee Members present:

Lisa Brooks, President  
Stefanie Boron, Vice President  
Michael Covey, Treasurer  
Bart Schneider, Commissioner  
Carol Spain, Commissioner

Staff present:

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

Members of the Public in attendance who signed in or spoke: Jill Siragusa, Matt Walker,

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

Discussion on Watts Operations for 2021/22 Season: Director Collins and Watts Manager Wohl gave a presentation on Watts 2021-22 season pricing and operating plan. They reviewed three admission options, pricing strategy, 2020-21 pass rates and revenue, daily rates/visits/revenue, staff recommendation, revenue models, operating cost per skate/hockey visit/hourly rental, tentative special events, and marketing. Staff answered committee member questions and discussion ensued. Staff do not foresee a pass limit this year. Advisory Group Feedback included adding a tot skate for after preschool and instead of offering 10 guest passes, offer multiples of five. Staff reminded the committee that other area rinks were closed last year, so rinks usage will be lower. Last year was an anomaly. Members asked staff to work time into the schedule for as many birthday parties as possible and to try a lunchtime skate for preschoolers. Non-residents should pay double due to the fact the ice rink is subsidized by taxes. Executive Director Sheppard indicated the building would be closed during the day for school use, but will be open late Friday and weekends. We will utilize the need for access to most special events as incentive to purchase a pass. No recommendation was needed at this time from the committee.

Discussion on 2022 Fireworks: Executive Director Sheppard indicated that Melrose Pyrotechnics is no longer available on July 2, 3, or 4. Staff reached out to three other vendors. Mad Bombers could guarantee a show on July 3. This was the only provider available on July 3. There are no providers available for July 4 fireworks. On July 3, 2022, the District will provide the usual fireworks, band, and food trucks at night, and the beach will be closed. On July 4, we will have the Fun Run, children's and youth events,

and entertainment on the open beach. There is no option for a barge. The only other option is a different day in the year. Staff indicated that we should consider keeping the event on July 3 in the future, so that the residents know the date going forward. The Village is informed of the new plan. Discussion ensued. The committee indicated agreement for July 3 fireworks.

Discussion on Property Tax Levy: Director Cutrera gave an overview of the levy memo included in the meeting packet. The levy gives the District the ability to tax, whereas the budget gives the District the ability to spend those revenues. The District has kept our funds within the 50% balance, however it did shift slightly through COVID due to a reduction in program revenue. The pandemic continues to be an unknown variable in the current fiscal year. The tax extension is limited to either the December 31, 2020 CPI of 1.4% or 5%, whichever is lower. New growth was reviewed and is not subject to the 1.4% CPI or 5% limit. The District is taking a conservative approach to capture and budget for about a little over 2.5% new growth from the Hoover estate. The District will still hold the Truth in Taxation hearing for the sake of transparency and community feedback despite being below the 5% threshold for requiring a hearing. Tonight, staff are asking for consensus on the request for an overall increase of 2.16% when factoring the debt service for a little over a 4% increase for the capped operating funds. Director Cutrera will reconcile the final numbers showing discrepancy in the resolution and memo. Discussion ensued.

Presentation and Discussion on Year 2 of the 3-Year Capital Projects Plan (Fund 67/69) and Property Condition Assessment for the District (Fund 65/69/67): Director Leiner reviewed the packet memos including the status of this year's projects, what we are committed to next year, and the overall funding mechanisms. This year's projects were strong and came in under budget due to the COVID environment including Kalk Park, boating beach access, and south overlook. West Park tennis courts cost came in higher than budgeted as the estimate was created when there was snow on the courts. Ongoing projects were then reviewed. We are seeking a partnership with the Village on the crib retaining wall (past the beach halfway house on the west side of the road) project. As we finalize this partnership, it may delay the project for a year. The pier project is set for spring 2022, and the \$4 million Watts renovation, funded partially by a PARC grant, has an approved architect and construction manager solicitations are out. Future projects and budgets are placeholders, the Board agreed to include them as possibilities only. Future projects are not approved by the Board to move forward yet. Staff will revisit this list at a future meeting for the new Board members. The District has received feedback about the condition of the Lakefront Park tennis courts, in addition, the playground is getting to the end of its useful life. Staff recommends development of a concept plan to address those amenities, not a full park redesign plan discussed and designed previously. Timeline, funds, and community input were reviewed. The District did apply for an \$80,000 grant for the crib wall. The expectation that project costs may escalate, which projects could be delayed, and those that cannot were discussed. The Lakefront Park Master Plan was discussed. The District can only financially take on the tennis courts and playground, not new infrastructure indicated in the Lakefront Park Master Plan. The entryway in that plan was actually used at the Veterans Memorial and Kalk Parks entryways. Discussion ensued.

Chair Brooks, based on committee discussion, directed staff to move forward with a design plan for \$17-18,000 for the Lakefront playground and tennis courts.

Director Leiner reviewed Fund 65 condition assessment, large ticket capital project items and equipment. There was no Board discussion.

Director Leiner continued to a review of Fund 69/67 conditions assessment, capital projects, and non-referendum bond issuance. The maintenance center buildings were discussed. The District does not have the \$4-5 million needed to replace the maintenance buildings. The only other option is to go to referendum.

Park drainage and the possibility of a drainage fund in the budget were reviewed.

Discussion on Sale of Property – 310 South Ave PIN #05-07-402-018-0000: Executive Director Sheppard explained that the Board has been discussing the possibility of selling 310 South Avenue in closed session and are now bringing it to open session. Sheppard indicated that previous owners of the properties along our park encroached on our land. It is not accessible by the public and would take a significant amount of funds to make it accessible. It is currently tax-exempt residential backyard. With Board approval, staff entered into negotiations with the help of a local realtor to help set the price of \$45,000 plus legal fees not to exceed \$5,000. If the Board decides to sell it, the District would need to adopt a resolution, go to Circuit Court to apply to sell, provide legal notices in the local newspaper, and hold community input meeting, as well as additional court time. Discussion ensued.

Chair Brooks, based on committee discussion, directed park district staff to move forward with a resolution for approval.

Other Business: There was no other business.

Adjourn: Commissioner Schneider moved to adjourn the meeting at 8:30pm. Commissioner Boron seconded the motion. No further discussion ensued. Roll call vote taken:

AYES:	Boron, Covey, Schneider, Spain, Brooks
NAYS:	None
ABSENT:	None

The motion passed.

Respectfully submitted,

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Lisa M. Sheppard  
Secretary



Glencoe Park District

# Voucher List of Bills By Vendor Set

Payment Dates 9/16/2021 - 10/13/2021

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
<b>Vendor Set: AP Vendors - AP Vendors</b>					
<b>Vendor: 10739 - Airespring</b>					
Airespring	10/07/2021	14585	25-00-000-5210	Takiff Fiber Internet - October 2021	1,917.31
<b>Vendor 10739 - Airespring Total:</b>					<b>1,917.31</b>
<b>Vendor: 10864 - All About Childcare Health, Ltd.</b>					
All About Childcare Health, Ltd.	09/24/2021	14544	25-26-000-5387	Day Care Nurse Services - August 2021	90.00
<b>Vendor 10864 - All About Childcare Health, Ltd. Total:</b>					<b>90.00</b>
<b>Vendor: 10946 - Amazon Capital Services</b>					
Amazon Capital Services	09/22/2021	14503	10-11-000-5420	Cabinet locks - Admin office	79.19
Amazon Capital Services	09/22/2021	14503	10-12-000-5582	Baseball field drag mat	324.95
Amazon Capital Services	09/22/2021	14503	10-15-000-5420	1stAid/VHFAntenna,SafetyRope,Bioculars,RescueKnife	342.23
Amazon Capital Services	09/22/2021	14503	25-00-000-5210	Phone Charger	39.98
Amazon Capital Services	09/22/2021	14503	25-00-000-5351	Paper shredder	219.99
Amazon Capital Services	09/22/2021	14503	25-00-000-5420	FaceMask/Headphones/PVC Cards	207.90
Amazon Capital Services	09/22/2021	14503	25-25-401-5400	PlasticCups/Snacks/Supplies	71.03
Amazon Capital Services	09/22/2021	14503	25-25-402-5400	PlasticCups/RailroadBoard/Snacks/Supplies	96.85
Amazon Capital Services	09/22/2021	14503	25-25-403-5400	PlasticCups/Snacks/Supplies/Tape/UtilityHooks	103.63
Amazon Capital Services	09/22/2021	14503	25-25-405-5400	PlasticCups/Snacks/Supplies/RollingCrate/Adhesive	149.26
Amazon Capital Services	09/22/2021	14503	25-25-713-5400	3-Ring Binders	33.98
Amazon Capital Services	09/22/2021	14503	25-25-953-5400	Table Cloth	41.52
Amazon Capital Services	09/22/2021	14503	25-26-000-5401	Art Supplies	56.14
Amazon Capital Services	09/22/2021	14503	25-26-000-5403	ArtSupplies/Batteries/WalkingShoes/LockingBags	631.27
Amazon Capital Services	09/22/2021	14503	25-26-000-5420	Laundry Detergent	37.50
Amazon Capital Services	09/22/2021	14503	25-26-000-5430	1stAid/MaskforKids/TablePaper	159.38
Amazon Capital Services	09/22/2021	14503	25-27-000-5420	Laundry Detergent	37.49
<b>Vendor 10946 - Amazon Capital Services Total:</b>					<b>2,632.29</b>
<b>Vendor: 10147 - American Outfitters, Ltd.</b>					
American Outfitters, Ltd.	09/22/2021	14505	25-25-951-5400	Everyday outside challenge prizes	412.70
American Outfitters, Ltd.	09/22/2021	14505	25-25-951-5400	Everyday outside challenge prizes	248.90
<b>Vendor 10147 - American Outfitters, Ltd. Total:</b>					<b>661.60</b>
<b>Vendor: 10050 - Ancel, Glink P.C.</b>					
Ancel, Glink P.C.	09/22/2021	14506	10-11-000-5310	Legal Services - August 2021	1,366.75
<b>Vendor 10050 - Ancel, Glink P.C. Total:</b>					<b>1,366.75</b>
<b>Vendor: 10717 - Applied Controls, Inc.</b>					
Applied Controls, Inc.	09/22/2021	14507	25-00-000-5352	Wiring/Connect EC Wing Condensor Replacement	3,995.36
<b>Vendor 10717 - Applied Controls, Inc. Total:</b>					<b>3,995.36</b>
<b>Vendor: 10970 - Aquarius Sail of Wisconsin</b>					
Aquarius Sail of Wisconsin	09/24/2021	14546	10-15-000-5450	Hobie Getaway Parts	321.92
<b>Vendor 10970 - Aquarius Sail of Wisconsin Total:</b>					<b>321.92</b>

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Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
<b>Vendor: 10161 - Arthur Clesen Inc.</b>					
Arthur Clesen Inc.	09/22/2021	14508	10-12-000-5493	Herbicide	264.00
<b>Vendor 10161 - Arthur Clesen Inc. Total:</b>					<b>264.00</b>
<b>Vendor: 10162 - AT &amp; T</b>					
AT & T	09/22/2021	14509	25-00-000-5210	Phone service 9/13 - 10/12/2021	865.10
<b>Vendor 10162 - AT &amp; T Total:</b>					<b>865.10</b>
<b>Vendor: 10455 - AT &amp; T</b>					
AT & T	10/07/2021	14586	10-14-000-5210	DSL Service - Beach 9/24 - 10/23/21	172.29
<b>Vendor 10455 - AT &amp; T Total:</b>					<b>172.29</b>
<b>Vendor: 10179 - Blick Art Materials</b>					
Blick Art Materials	09/22/2021	14510	25-25-615-5400	Glaze for ceramics	163.20
<b>Vendor 10179 - Blick Art Materials Total:</b>					<b>163.20</b>
<b>Vendor: 10473 - BMO Harris Bank N.A.</b>					
BMO Harris Bank N.A.	09/22/2021	14511	10-11-000-5210	Wireless access points renewal	116.38
BMO Harris Bank N.A.	09/22/2021	14511	10-11-000-5340	NRPA Registration	345.00
BMO Harris Bank N.A.	09/22/2021	14511	10-11-000-5342	IPRA Golf outing, Staff Lunches, Spirit award,	876.49
BMO Harris Bank N.A.	09/22/2021	14511	10-11-000-5402	Chicago Tribune	55.44
BMO Harris Bank N.A.	09/22/2021	14511	10-11-000-5730	IPRA/Sam's Membership - Nate, John, Brian	578.60
BMO Harris Bank N.A.	09/22/2021	14511	10-13-000-5361	Job Ad - Watts	115.00
BMO Harris Bank N.A.	09/22/2021	14511	10-14-000-5588	Beach Door Replacement	1,365.00
BMO Harris Bank N.A.	09/22/2021	14511	10-15-000-5420	Padlocks	190.36
BMO Harris Bank N.A.	09/22/2021	14511	25-00-000-5210	iPhone Cloud Storage	1.98
BMO Harris Bank N.A.	09/22/2021	14511	25-00-000-5342	Team meeting breakfast	67.30
BMO Harris Bank N.A.	09/22/2021	14511	25-00-000-5360	Sponsors/BusCards/DropBox/EmailBlast/FB/Signs	722.12
BMO Harris Bank N.A.	09/22/2021	14511	25-00-000-5360	Email sponsored blast	50.00
BMO Harris Bank N.A.	09/22/2021	14511	25-00-000-5362	Stock photos	29.00
BMO Harris Bank N.A.	09/22/2021	14511	25-00-000-5368	Stock photos	143.44
BMO Harris Bank N.A.	09/22/2021	14511	25-00-000-5404	Brightwheel/RainoutlineSoftware/Spotify	564.99
BMO Harris Bank N.A.	09/22/2021	14511	25-00-000-5480	Gas for mini van	57.46
BMO Harris Bank N.A.	09/22/2021	14511	25-00-000-5484	Ceiling tiles	525.84
BMO Harris Bank N.A.	09/22/2021	14511	25-00-000-5588	50% payment for EC copy room counters	1,049.20
BMO Harris Bank N.A.	09/22/2021	14511	25-25-601-5400	Outdoor Kids Club Supplies	41.19
BMO Harris Bank N.A.	09/22/2021	14511	25-25-615-5400	Outdoor Kids Club Supplies	41.20
BMO Harris Bank N.A.	09/22/2021	14511	25-25-615-5400	Glaze/Studio supplies	570.83
BMO Harris Bank N.A.	09/22/2021	14511	25-25-785-5400	Repair part for rowing machine	63.05
BMO Harris Bank N.A.	09/22/2021	14511	25-25-825-5400	Camp supplies, lunch for staff	120.20
BMO Harris Bank N.A.	09/22/2021	14511	25-25-910-5300	Summer last blast - game balance	735.62
BMO Harris Bank N.A.	09/22/2021	14511	25-25-910-5400	Summer last blast - speakers/supplies	915.67
BMO Harris Bank N.A.	09/22/2021	14511	25-25-910-5400	Summer last blast - game deposit and parking	767.63
BMO Harris Bank N.A.	09/22/2021	14511	25-25-910-5400	Summer last blast crew meals	351.51
BMO Harris Bank N.A.	09/22/2021	14511	25-25-932-5300	School day off field trip	384.00
BMO Harris Bank N.A.	09/22/2021	14511	25-26-000-5340	Food handler training	7.00
BMO Harris Bank N.A.	09/22/2021	14511	25-26-000-5360	Care.com and Indeed subscriptions	175.00
BMO Harris Bank N.A.	09/22/2021	14511	25-26-000-5403	Clear mask	332.99
BMO Harris Bank N.A.	09/22/2021	14511	25-26-000-5404	Brightwheel app monthly subscription	175.00
BMO Harris Bank N.A.	09/22/2021	14511	25-26-000-5430	Coivid test	1,098.40
BMO Harris Bank N.A.	09/22/2021	14511	25-27-000-5210	Direct TV Subscription	165.99
<b>Vendor 10473 - BMO Harris Bank N.A. Total:</b>					<b>12,798.88</b>



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Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
<b>Vendor: 10182 - BSN Sports</b>					
BSN Sports	09/22/2021	14515	10-12-000-5496	Baseball supplies	495.99
BSN Sports	09/22/2021	14515	10-12-000-5584	Tennis nets	2,039.92
<b>Vendor 10182 - BSN Sports Total:</b>					<b>2,535.91</b>
<b>Vendor: 10656 - Call One</b>					
Call One	09/30/2021	14560	25-00-000-5210	T1 Line - Watts 8/15/2021 - 10/14/2021	730.84
<b>Vendor 10656 - Call One Total:</b>					<b>730.84</b>
<b>Vendor: 10187 - Cawley Company</b>					
Cawley Company	09/22/2021	14516	10-11-000-5420	Name tags - Becky	28.05
Cawley Company	09/30/2021	14561	25-00-000-5420	Name tags for Ashley Martinez	28.05
<b>Vendor 10187 - Cawley Company Total:</b>					<b>56.10</b>
<b>Vendor: 10190 - Ceramic Supply Chicago, Inc.</b>					
Ceramic Supply Chicago, Inc.	09/30/2021	14562	25-25-615-5400	Ceramics Supplies	912.00
<b>Vendor 10190 - Ceramic Supply Chicago, Inc. Total:</b>					<b>912.00</b>
<b>Vendor: 11118 - Citi Cards</b>					
Citi Cards	09/24/2021	14547	25-25-401-5400	Snacks	15.00
Citi Cards	09/24/2021	14547	25-25-402-5400	Snacks	19.35
Citi Cards	09/24/2021	14547	25-25-403-5400	Snacks	10.00
Citi Cards	09/24/2021	14547	25-25-405-5400	Snacks	75.00
Citi Cards	09/24/2021	14547	25-26-000-5409	Weekly food order	556.08
Citi Cards	09/24/2021	14547	25-26-000-5460	Gloves	35.96
<b>Vendor 11118 - Citi Cards Total:</b>					<b>711.39</b>
<b>Vendor: 10202 - Classic Design Awards</b>					
Classic Design Awards	10/07/2021	14587	10-11-000-5342	Commissioner Meeting Name Bar	45.20
<b>Vendor 10202 - Classic Design Awards Total:</b>					<b>45.20</b>
<b>Vendor: 10505 - Comcast</b>					
Comcast	09/22/2021	14517	10-12-000-5210	Internet Svc - September 2021	147.63
Comcast	09/22/2021	14517	10-13-000-5210	Internet Svc - 9/18 - 10/17/21	247.63
<b>Vendor 10505 - Comcast Total:</b>					<b>395.26</b>
<b>Vendor: 10208 - Commonwealth Edison</b>					
Commonwealth Edison	09/22/2021	14518	10-12-000-5230	Service 7/26/2021 - 8/24/2021	425.47
Commonwealth Edison	09/22/2021	14518	10-13-000-5230	Service 7/26/2021 - 8/24/2021	840.30
Commonwealth Edison	09/22/2021	14518	10-14-000-5230	Service 7/26/2021 - 8/24/2021	297.09
Commonwealth Edison	09/22/2021	14518	10-15-000-5230	Service 7/26/2021 - 8/24/2021	248.07
Commonwealth Edison	09/22/2021	14518	25-00-000-5230	Service 7/26/2021 - 8/24/2021	10,428.35
Commonwealth Edison	10/07/2021	14588	10-12-000-5230	Service 8/24/21 - 9/23/21	509.87
Commonwealth Edison	10/07/2021	14588	10-13-000-5230	Service 8/24/21 - 9/23/21	978.91
Commonwealth Edison	10/07/2021	14588	10-14-000-5230	Service 8/24/21 - 9/23/21	309.37
Commonwealth Edison	10/07/2021	14588	10-15-000-5230	Service 8/24/21 - 9/23/21	100.08
Commonwealth Edison	10/07/2021	14588	25-00-000-5230	Service 8/24/21 - 9/23/21	12,882.12
<b>Vendor 10208 - Commonwealth Edison Total:</b>					<b>27,019.63</b>
<b>Vendor: 10215 - Craftwood Lumber Company</b>					
Craftwood Lumber Company	10/07/2021	14589	25-00-000-5481	Drywall/Screws/CompoundMix/ TemperedHardboard	53.55
Craftwood Lumber Company	10/07/2021	14589	25-25-941-5400	2x4x8 premium spf stud	81.80
<b>Vendor 10215 - Craftwood Lumber Company Total:</b>					<b>135.35</b>
<b>Vendor: 11072 - Dog Waste Depot</b>					
Dog Waste Depot	09/22/2021	14519	10-12-000-5489	9 cases dog waste bags	1,371.85
<b>Vendor 11072 - Dog Waste Depot Total:</b>					<b>1,371.85</b>
<b>Vendor: 10478 - Ecolab Food Safety Specialties</b>					
Ecolab Food Safety Specialties	09/24/2021	14548	25-26-000-5460	Label holder	1.91
Ecolab Food Safety Specialties	09/30/2021	14563	25-26-000-5460	Kitchen Sanitizing Wipes	68.00
<b>Vendor 10478 - Ecolab Food Safety Specialties Total:</b>					<b>69.91</b>
<b>Vendor: 10341 - Excalibur Technology Corporation</b>					
Excalibur Technology Corporati...	09/22/2021	14520	10-11-000-5583	Monitor - Lisa	353.61

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Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Excalibur Technology Corporati...	09/30/2021	14564	65-00-021-5501	WIFI Antenna EC Playground	292.65
Excalibur Technology Corporati...	09/30/2021	14564	65-00-021-5501	Replacement Laptop - BC	1,738.38
<b>Vendor 10341 - Excalibur Technology Corporation Total:</b>					<b>2,384.64</b>
<b>Vendor: 10207 - F.E. Moran, Inc.</b>					
F.E. Moran, Inc.	09/24/2021	14549	25-00-000-5352	Fire Protection System Repair - Takiff Center	830.00
<b>Vendor 10207 - F.E. Moran, Inc. Total:</b>					<b>830.00</b>
<b>Vendor: 10405 - First Student</b>					
First Student	09/22/2021	14521	25-25-932-5300	Contractual bus for school day off	204.00
<b>Vendor 10405 - First Student Total:</b>					<b>204.00</b>
<b>Vendor: 11650 - Georjanna Grace Atlan</b>					
Georjanna Grace Atlan	09/22/2021	14522	25-00-000-5362	Photography	512.50
<b>Vendor 11650 - Georjanna Grace Atlan Total:</b>					<b>512.50</b>
<b>Vendor: 10370 - Grainger Inc.</b>					
Grainger Inc.	09/22/2021	14523	25-00-000-5484	Light bulbs - takiff	1,187.00
Grainger Inc.	09/22/2021	14523	25-26-000-5460	Ziploc bags	119.78
Grainger Inc.	09/22/2021	14523	25-26-000-5460	Napkins	36.41
Grainger Inc.	09/30/2021	14565	25-26-000-5460	Spoons	8.85
Grainger Inc.	09/30/2021	14565	25-00-000-5412	Floor cleaner takiff, hand soap	1,228.38
Grainger Inc.	09/30/2021	14565	25-25-941-5400	Rope - Mud Run Obstacles	285.88
Grainger Inc.	09/30/2021	14565	10-15-000-5451	Boat house HVAC parts	14.04
Grainger Inc.	09/30/2021	14565	25-26-000-5460	Tissue	31.38
Grainger Inc.	09/30/2021	14565	25-00-000-5484	Light bulbs - Takiff	337.56
Grainger Inc.	09/30/2021	14565	25-00-000-5484	Ballasts - Takiff	222.90
Grainger Inc.	09/30/2021	14565	25-00-000-5412	Boat house HVAC Parts	1,122.03
Grainger Inc.	09/30/2021	14565	25-26-000-5412	Boat house HVAC Parts	124.67
Grainger Inc.	09/30/2021	14565	25-26-000-5460	Plates/Bowls	190.43
Grainger Inc.	09/30/2021	14565	25-26-000-5460	Napkins	36.41
Grainger Inc.	09/30/2021	14565	25-00-000-5484	Light bulbs - Takiff	194.20
<b>Vendor 10370 - Grainger Inc. Total:</b>					<b>5,139.92</b>
<b>Vendor: 10325 - Grand Food Center</b>					
Grand Food Center	09/30/2021	14566	10-15-000-5420	Gatorade for staff - 95 degree day	52.25
Grand Food Center	09/30/2021	14566	25-26-000-5409	Milk and Food weekly orders	721.91
<b>Vendor 10325 - Grand Food Center Total:</b>					<b>774.16</b>
<b>Vendor: 10384 - Home Depot Credit Services</b>					
Home Depot Credit Services	09/24/2021	14550	10-12-000-5588	Air conditioners	1,287.97
Home Depot Credit Services	09/24/2021	14550	10-13-000-5580	Patio heaters	792.00
Home Depot Credit Services	09/24/2021	14550	25-00-000-5420	Extension cords	210.00
Home Depot Credit Services	09/24/2021	14550	25-00-000-5481	Privacy film	97.60
Home Depot Credit Services	09/24/2021	14550	25-25-910-5400	Extension cords/flashlights	275.01
<b>Vendor 10384 - Home Depot Credit Services Total:</b>					<b>2,662.58</b>
<b>Vendor: 10934 - IC Signs &amp; Graphics</b>					
IC Signs & Graphics	09/22/2021	14524	25-00-000-5360	Signs	240.00
<b>Vendor 10934 - IC Signs &amp; Graphics Total:</b>					<b>240.00</b>
<b>Vendor: 10557 - IL Dept of Employment Security</b>					
IL Dept of Employment Security	09/21/2021	DFT0001306	45-00-000-5653	Unemployment - 2nd Quarter	1,028.25
<b>Vendor 10557 - IL Dept of Employment Security Total:</b>					<b>1,028.25</b>
<b>Vendor: 10100 - IL Dept of Revenue</b>					
IL Dept of Revenue	09/24/2021	DFT0001302	10-00-000-2110	IL State Tax W/H	6,049.89
IL Dept of Revenue	10/08/2021	DFT0001310	10-00-000-2110	IL State Tax W/H	6,206.28
<b>Vendor 10100 - IL Dept of Revenue Total:</b>					<b>12,256.17</b>
<b>Vendor: 10088 - Illinois Baseball Academy</b>					
Illinois Baseball Academy	09/22/2021	14525	25-25-701-5300	Payment for fall 2020 mini-majors 70/30 split	1,470.00
<b>Vendor 10088 - Illinois Baseball Academy Total:</b>					<b>1,470.00</b>

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Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
<b>Vendor: 10101 - Illinois Municipal Retirement Fund</b>					
Illinois Municipal Retirement Fu...	09/22/2021	DFT0001307	10-00-000-2150	IMRF Contributions - September 2021	40,578.90
Illinois Municipal Retirement Fu...	09/22/2021	DFT0001307	10-00-000-2155	IMRF Contributions - September 2021	5,998.58
<b>Vendor 10101 - Illinois Municipal Retirement Fund Total:</b>					<b>46,577.48</b>
<b>Vendor: 10106 - IRS/Dept of Treasury</b>					
IRS/Dept of Treasury	09/24/2021	DFT0001300	10-00-000-2120	Social Security W/H	17,249.32
IRS/Dept of Treasury	09/24/2021	DFT0001301	10-00-000-2130	Medicare	4,034.18
IRS/Dept of Treasury	09/24/2021	DFT0001303	10-00-000-2100	Fed Income Tax W/H	10,263.83
IRS/Dept of Treasury	10/08/2021	DFT0001308	10-00-000-2120	Social Security W/H	17,002.80
IRS/Dept of Treasury	10/08/2021	DFT0001309	10-00-000-2130	Medicare	4,153.24
IRS/Dept of Treasury	10/08/2021	DFT0001311	10-00-000-2100	Fed Income Tax W/H	10,562.53
<b>Vendor 10106 - IRS/Dept of Treasury Total:</b>					<b>63,265.90</b>
<b>Vendor: 11191 - JMS Environmental Assoc.</b>					
JMS Environmental Assoc.	09/30/2021	14567	45-00-000-5321	Lead Water Re-Test - Takiff	419.00
<b>Vendor 11191 - JMS Environmental Assoc. Total:</b>					<b>419.00</b>
<b>Vendor: 10404 - Konica Minolta Business Solutions USA Inc.</b>					
Konica Minolta Business Solutio...	09/22/2021	14526	10-11-000-5355	Copier machine additional usage - 8/5 - 9/4/21	23.05
Konica Minolta Business Solutio...	09/22/2021	14526	25-00-000-5355	Copy Machine Additional Usage - 8/5 - 9/4/2021	120.28
Konica Minolta Business Solutio...	09/22/2021	14526	25-00-000-5355	Copy Machine Mo Maint -	70.00
Konica Minolta Business Solutio...	09/22/2021	14526	10-11-000-5355	Copy Machine Mo Maint -	31.50
<b>Vendor 10404 - Konica Minolta Business Solutions USA Inc. Total:</b>					<b>244.83</b>
<b>Vendor: 10171 - Mays Chemical</b>					
Mays Chemical	09/24/2021	14552	65-00-021-5519	JEFFCOOL - Remaining balance	155.74
<b>Vendor 10171 - Mays Chemical Total:</b>					<b>155.74</b>
<b>Vendor: 10174 - MCI</b>					
MCI	09/30/2021	14568	25-00-000-5210	Long Distance Phone Svc - Sept. 2021	65.58
<b>Vendor 10174 - MCI Total:</b>					<b>65.58</b>
<b>Vendor: 10181 - Melrose Pyrotechnics Inc.</b>					
Melrose Pyrotechnics Inc.	09/22/2021	14527	25-25-910-5300	Summer Last Blast Fireworks final balance	10,000.00
<b>Vendor 10181 - Melrose Pyrotechnics Inc. Total:</b>					<b>10,000.00</b>
<b>Vendor: 10197 - Midwest Groundcovers</b>					
Midwest Groundcovers	09/22/2021	14528	10-12-000-5490	Shrubs/Flowers	3,305.02
<b>Vendor 10197 - Midwest Groundcovers Total:</b>					<b>3,305.02</b>
<b>Vendor: 11519 - Midwest Mechanical</b>					
Midwest Mechanical	09/22/2021	14529	10-12-000-5355	Quarterly maintenacnce Billing (3 of 4)	298.00
Midwest Mechanical	09/22/2021	14529	25-00-000-5355	Quarterly maintenance billing (3 of 4)	16,726.00
Midwest Mechanical	09/22/2021	14529	10-13-000-5355	Quarterly maintenance billing (3 of 4)	2,179.00
<b>Vendor 11519 - Midwest Mechanical Total:</b>					<b>19,203.00</b>
<b>Vendor: 11267 - Milieu Design LLC</b>					
Milieu Design LLC	09/22/2021	14530	10-12-000-5348	Weekly mowing (week of 9/6/21)	493.24
Milieu Design LLC	09/22/2021	14530	10-12-000-5349	Weekly mowing (week of 9/6/21)	2,354.76
Milieu Design LLC	09/30/2021	14569	10-12-000-5349	Landscape Labor (49 hours)	2,205.00
Milieu Design LLC	09/30/2021	14569	10-12-000-5349	Landscape Labor (72 hours)	3,240.00
Milieu Design LLC	09/30/2021	14569	10-12-000-5349	Landscape Labor (80 hours)	3,600.00
Milieu Design LLC	09/30/2021	14569	10-12-000-5348	Weekly mowing week of 9/13/21	493.24
Milieu Design LLC	09/30/2021	14569	10-12-000-5349	Weekly mowing week of 9/13/21	2,354.76

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Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Milieu Design LLC	09/30/2021	14569	10-12-000-5348	Weekly mowing week of 9/20/2021	493.24
Milieu Design LLC	09/30/2021	14569	10-12-000-5349	Weekly mowing week of 9/20/2021	2,354.76
Milieu Design LLC	09/30/2021	14569	10-12-000-5348	Weekly mowing week of 9/27/2021	493.24
Milieu Design LLC	09/30/2021	14569	10-12-000-5349	Weekly mowing week of 9/27/2021	2,354.76
<b>Vendor 11267 - Milieu Design LLC Total:</b>					<b>20,437.00</b>
<b>Vendor: 10213 - Mutual Ace Hardware</b>					
Mutual Ace Hardware	09/24/2021	14553	10-12-000-5370	Rental - Power Washer	139.99
Mutual Ace Hardware	09/24/2021	14553	10-12-000-5487	Die 1" Hex	6.92
Mutual Ace Hardware	09/24/2021	14553	10-12-000-5487	Fly Catchers/Hornet Spray	44.91
Mutual Ace Hardware	09/24/2021	14553	10-12-000-5493	Soil-Moist	16.19
<b>Vendor 10213 - Mutual Ace Hardware Total:</b>					<b>208.01</b>
<b>Vendor: 10103 - NCPERS-IL IMRF</b>					
NCPERS-IL IMRF	09/20/2021	14500	10-00-000-2160	IMRF Life-#03298	32.00
NCPERS-IL IMRF	10/04/2021	14582	10-00-000-2160	IMRF Life-#03298	80.00
<b>Vendor 10103 - NCPERS-IL IMRF Total:</b>					<b>112.00</b>
<b>Vendor: 10217 - Nels J. Johnson Tree Experts Inc.</b>					
Nels J. Johnson Tree Experts Inc.	10/07/2021	14590	10-12-000-5590	Tree work LakeFront/Takiff/Watts/GB/Woodlawn	19,280.00
<b>Vendor 10217 - Nels J. Johnson Tree Experts Inc. Total:</b>					<b>19,280.00</b>
<b>Vendor: 10888 - New Trier Hockey Club</b>					
New Trier Hockey Club	09/22/2021	14531	10-13-000-5360	Hockey Ad	500.00
<b>Vendor 10888 - New Trier Hockey Club Total:</b>					<b>500.00</b>
<b>Vendor: 10224 - North Shore Gas Company</b>					
North Shore Gas Company	09/30/2021	14570	10-12-000-5220	8/19/2021 - 9/20/2021	146.96
North Shore Gas Company	09/30/2021	14570	10-13-000-5220	August 2021	153.90
North Shore Gas Company	09/30/2021	14570	10-14-000-5220	8/19/2021 - 9/20/2021	40.39
North Shore Gas Company	09/30/2021	14570	25-00-000-5220	August 2021	771.06
<b>Vendor 10224 - North Shore Gas Company Total:</b>					<b>1,112.31</b>
<b>Vendor: 10233 - Orkin Pest Control</b>					
Orkin Pest Control	10/07/2021	14591	25-00-000-5355	Takiff Mo Exterminator -	190.00
Orkin Pest Control	10/07/2021	14591	25-00-000-5355	Takiff Mo Exterminator -	190.00
<b>Vendor 10233 - Orkin Pest Control Total:</b>					<b>380.00</b>
<b>Vendor: 10235 - Otis Elevator Company</b>					
Otis Elevator Company	09/30/2021	14571	25-00-000-5355	Takiff Elevator Mo Maint - October 2021	532.11
<b>Vendor 10235 - Otis Elevator Company Total:</b>					<b>532.11</b>
<b>Vendor: 10110 - PACT Administrative Services Corp</b>					
PACT Administrative Services C...	09/22/2021	14532	10-00-000-2175	FSA Plan Contributions - September 2021	973.00
PACT Administrative Services C...	09/30/2021	14572	10-11-000-5600	Admin Fee's - October 2021	49.00
<b>Vendor 10110 - PACT Administrative Services Corp Total:</b>					<b>1,022.00</b>
<b>Vendor: 10104 - Partnership Financial Credit Union</b>					
Partnership Financial Credit Uni...	09/20/2021	14501	10-00-000-2180	#110071680 Barrios	120.00
Partnership Financial Credit Uni...	09/20/2021	14501	10-00-000-2180	#86720 Janis	30.00
Partnership Financial Credit Uni...	10/04/2021	14583	10-00-000-2180	#110071680 Barrios	120.00
Partnership Financial Credit Uni...	10/04/2021	14583	10-00-000-2180	#86720 Janis	30.00
<b>Vendor 10104 - Partnership Financial Credit Union Total:</b>					<b>300.00</b>
<b>Vendor: 10242 - PDRMA</b>					
PDRMA	09/22/2021	14533	25-00-000-5340	Help 1 Training - Rec Mgr and 2 CC Coordinators	199.00
PDRMA	09/22/2021	14533	25-26-000-5340	Help 1 training - 1 rec mgr and 2 CC coordinators	398.00

Voucher List of Bills

Payment Dates: 9/16/2021 - 10/13/2021

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
PDRMA	09/30/2021	14573	10-11-000-5600	Health Insurance - September 2021	38,508.96
PDRMA	09/30/2021	14573	25-26-000-5600	Health Insurance - September 2021	13,999.86
<b>Vendor 10242 - PDRMA Total:</b>					<b>53,105.82</b>
<b>Vendor: 10243 - Pentegra Systems</b>					
Pentegra Systems	10/07/2021	14592	25-00-000-5420	Swipe cards at Takiff Center	854.00
<b>Vendor 10243 - Pentegra Systems Total:</b>					<b>854.00</b>
<b>Vendor: 10248 - Pioneer Press</b>					
Pioneer Press	10/07/2021	14593	10-11-000-5402	Glencoe News Subscription	42.50
<b>Vendor 10248 - Pioneer Press Total:</b>					<b>42.50</b>
<b>Vendor: 10919 - Pizzo &amp; Associates, Ltd.</b>					
Pizzo & Associates, Ltd.	09/22/2021	14534	10-12-000-5350	Stewardship - Payment #6 (September)	1,588.75
<b>Vendor 10919 - Pizzo &amp; Associates, Ltd. Total:</b>					<b>1,588.75</b>
<b>Vendor: 10090 - Pride Dojo Inc.</b>					
Pride Dojo Inc.	09/22/2021	14535	25-25-725-5300	Fall 2021 Payment #1	6,494.33
<b>Vendor 10090 - Pride Dojo Inc. Total:</b>					<b>6,494.33</b>
<b>Vendor: 10259 - Quill Corporation</b>					
Quill Corporation	09/22/2021	14536	25-00-000-5401	Sharpie	1.90
Quill Corporation	09/22/2021	14536	10-11-000-5420	Knives and Lid Dome	48.30
Quill Corporation	09/22/2021	14536	25-00-000-5401	File wall, posits, sanitizer, copy paper	43.12
Quill Corporation	09/30/2021	14574	25-00-000-5401	Headphones	4.58
Quill Corporation	09/30/2021	14574	10-11-000-5420	Tea, sugar, Dawn for staff breakroom	25.48
Quill Corporation	09/30/2021	14574	25-00-000-5420	Lysol Spray	8.99
Quill Corporation	09/30/2021	14574	25-25-601-5400	Ink for Kids Club	85.99
Quill Corporation	09/30/2021	14574	25-25-602-5400	Ink for Kids Club	86.00
Quill Corporation	09/30/2021	14574	25-25-401-5400	Ink and blue tape for EC wing	20.24
Quill Corporation	09/30/2021	14574	25-25-402-5400	Ink and blue tape for EC wing	20.24
Quill Corporation	09/30/2021	14574	25-25-403-5400	Ink and blue tape for EC wing	20.25
Quill Corporation	09/30/2021	14574	25-26-000-5401	Ink and blue tape for EC wing	20.24
Quill Corporation	10/07/2021	14594	25-00-000-5401	Ink for Erin	1,093.27
Quill Corporation	10/07/2021	14594	25-00-000-5401	Ink for Erin	158.65
<b>Vendor 10259 - Quill Corporation Total:</b>					<b>1,637.25</b>
<b>Vendor: 10375 - Record-A-Hit</b>					
Record-A-Hit	10/07/2021	14595	25-25-934-5300	Spooky Skates 10/22/21 - Final Payment	712.50
<b>Vendor 10375 - Record-A-Hit Total:</b>					<b>712.50</b>
<b>Vendor: 10263 - Red's Garden Center Inc.</b>					
Red's Garden Center Inc.	09/30/2021	14575	10-12-000-5492	Tree wraps/twine	80.83
<b>Vendor 10263 - Red's Garden Center Inc. Total:</b>					<b>80.83</b>
<b>Vendor: 10269 - RMC Inc.</b>					
RMC Inc.	09/24/2021	14554	10-13-000-5357	Watts Refrig Mo Maint - April 2021	289.00
<b>Vendor 10269 - RMC Inc. Total:</b>					<b>289.00</b>
<b>Vendor: 11699 - RMI Railworks</b>					
RMI Railworks	09/30/2021	14576	10-12-000-5497	Duke Park Train Car Parts	1,296.05
<b>Vendor 11699 - RMI Railworks Total:</b>					<b>1,296.05</b>
<b>Vendor: 10270 - Rotary Club of Glencoe</b>					
Rotary Club of Glencoe	09/22/2021	14537	10-11-000-5730	2021 3rd Quarter Dues	275.00
<b>Vendor 10270 - Rotary Club of Glencoe Total:</b>					<b>275.00</b>
<b>Vendor: 10275 - Sam's Club Direct Commercial Account Program</b>					
Sam's Club Direct Commercial A...	10/07/2021	14596	25-25-910-5400	Supplies	112.26
Sam's Club Direct Commercial A...	10/07/2021	14596	25-26-000-5403	Covid test	74.00
<b>Vendor 10275 - Sam's Club Direct Commercial Account Program Total:</b>					<b>186.26</b>

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Payment Dates: 9/16/2021 - 10/13/2021

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
<b>Vendor: 10515 - Sarah Hall Theatre Company</b>					
Sarah Hall Theatre Company	09/24/2021	14555	25-25-312-5300	Fall 2021	826.88
Sarah Hall Theatre Company	09/24/2021	14555	25-25-406-5300	Fall 2021	2,707.50
Sarah Hall Theatre Company	09/24/2021	14555	25-25-419-5300	Fall 2021	3,465.00
Sarah Hall Theatre Company	09/24/2021	14555	25-25-449-5300	Fall 2021	2,329.88
Sarah Hall Theatre Company	09/24/2021	14555	25-25-607-5300	Fall 2021	5,890.88
Sarah Hall Theatre Company	09/24/2021	14555	25-25-608-5300	Fall 2021	3,591.00
Sarah Hall Theatre Company	09/24/2021	14555	25-25-649-5300	Fall 2021	3,045.00
Sarah Hall Theatre Company	09/24/2021	14555	25-25-652-5300	Fall 2021	7,098.38
Sarah Hall Theatre Company	09/24/2021	14555	25-25-653-5300	Fall 2021	9,240.00
Sarah Hall Theatre Company	09/24/2021	14555	25-25-653-5401	Fall 2021	3,080.00
<b>Vendor 10515 - Sarah Hall Theatre Company Total:</b>					<b>41,274.52</b>
<b>Vendor: 10716 - SiteOne Landscape Supply</b>					
SiteOne Landscape Supply	09/24/2021	14556	10-12-000-5496	Athletic Field Irrigation Supply	112.69
<b>Vendor 10716 - SiteOne Landscape Supply Total:</b>					<b>112.69</b>
<b>Vendor: 10108 - State Disbursement Unit</b>					
State Disbursement Unit	09/20/2021	14502	10-00-000-2190	M Barrios,FIPS#1703100/2013D025 0098,335-98-0452	195.90
State Disbursement Unit	10/04/2021	14584	10-00-000-2190	M Barrios,FIPS#1703100/2013D025 0098,335-98-0452	195.90
<b>Vendor 10108 - State Disbursement Unit Total:</b>					<b>391.80</b>
<b>Vendor: 11667 - Stretch Goal Yoga, LLC</b>					
Stretch Goal Yoga, LLC	10/07/2021	14597	25-25-787-5300	Contractual - Yoga	205.00
<b>Vendor 11667 - Stretch Goal Yoga, LLC Total:</b>					<b>205.00</b>
<b>Vendor: 11414 - Sysco Chicago, Inc.</b>					
Sysco Chicago, Inc.	09/22/2021	14538	25-26-000-5409	Food Order	126.57
Sysco Chicago, Inc.	09/22/2021	14538	25-25-405-5400	KR Lunch	150.00
Sysco Chicago, Inc.	09/22/2021	14538	25-26-000-5409	CC Snacks/Lunch	1,106.52
Sysco Chicago, Inc.	09/22/2021	14538	25-26-000-5460	Food gloves	233.50
Sysco Chicago, Inc.	09/22/2021	14538	25-25-401-5400	Snacks	32.23
Sysco Chicago, Inc.	09/22/2021	14538	25-25-402-5400	Snacks	32.24
Sysco Chicago, Inc.	09/22/2021	14538	25-25-403-5400	Snacks	32.23
Sysco Chicago, Inc.	09/22/2021	14538	25-25-405-5400	Snacks	32.24
Sysco Chicago, Inc.	09/22/2021	14538	25-25-801-5400	Snacks	123.34
Sysco Chicago, Inc.	09/22/2021	14538	25-26-000-5409	Snacks	8.37
Sysco Chicago, Inc.	09/22/2021	14538	25-26-000-5460	Snacks	17.25
Sysco Chicago, Inc.	09/24/2021	14557	25-26-000-5409	Sunbutter	64.75
Sysco Chicago, Inc.	09/24/2021	14557	25-25-405-5400	Lunch - KR	150.00
Sysco Chicago, Inc.	09/24/2021	14557	25-26-000-5409	Lunch/Snacks - CC	836.16
Sysco Chicago, Inc.	09/24/2021	14557	25-26-000-5460	Food Gloves	116.75
<b>Vendor 11414 - Sysco Chicago, Inc. Total:</b>					<b>3,062.15</b>
<b>Vendor: 10294 - Telcom Innovations Group</b>					
Telcom Innovations Group	10/07/2021	14598	25-00-000-5351	Labor charge for remote services	130.00
<b>Vendor 10294 - Telcom Innovations Group Total:</b>					<b>130.00</b>
<b>Vendor: 11294 - Tennis Court Supply</b>					
Tennis Court Supply	09/22/2021	14539	65-00-021-5502	Bakko Prof. Flat Tennis Backboard - Watts	6,679.40
<b>Vendor 11294 - Tennis Court Supply Total:</b>					<b>6,679.40</b>
<b>Vendor: 11168 - TimeClock Plus, Inc.</b>					
TimeClock Plus, Inc.	09/30/2021	14577	10-00-000-1300	Hardware Support/Maint. 3/1/21 - 9/25/22	1,525.96
TimeClock Plus, Inc.	09/30/2021	14577	10-11-000-5355	Hardware Support/Maint. 9/26/21 - 2/28/21	1,089.98
TimeClock Plus, Inc.	09/30/2021	14577	10-00-000-1300	Annual License Renewal - 3/1/21 - 9/24/22	2,484.30

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Payment Dates: 9/16/2021 - 10/13/2021

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
TimeClock Plus, Inc.	09/30/2021	14577	10-11-000-5355	Annual License Renewal - 9/25/21 - 2/28/21	1,774.50
TimeClock Plus, Inc.	09/30/2021	14577	10-11-000-5355	Annual Employee Overage - 9/24/2021	4.11
<b>Vendor 11168 - TimeClock Plus, Inc. Total:</b>					<b>6,878.85</b>
<b>Vendor: 10301 - Tyler Business Forms</b>					
Tyler Business Forms	09/24/2021	14558	10-11-000-5420	W-2 Sheets	118.09
Tyler Business Forms	09/24/2021	14558	10-11-000-5420	AP Checks	460.00
<b>Vendor 10301 - Tyler Business Forms Total:</b>					<b>578.09</b>
<b>Vendor: 10307 - Vanguard Energy Service, LLC</b>					
Vanguard Energy Service, LLC	10/07/2021	14599	10-13-000-5220	Natural Gas - August 2021	24.26
Vanguard Energy Service, LLC	10/07/2021	14599	25-00-000-5220	Natural Gas - August 2021	717.59
<b>Vendor 10307 - Vanguard Energy Service, LLC Total:</b>					<b>741.85</b>
<b>Vendor: 10099 - Vantagepoint Trf Agents-457</b>					
Vantagepoint Trf Agents-457	09/20/2021	DFT0001304	10-00-000-2140	ICMA - A/C#301403	1,543.00
Vantagepoint Trf Agents-457	10/08/2021	DFT0001312	10-00-000-2140	ICMA - A/C#301403	2,543.00
<b>Vendor 10099 - Vantagepoint Trf Agents-457 Total:</b>					<b>4,086.00</b>
<b>Vendor: 10309 - Verizon Wireless</b>					
Verizon Wireless	09/30/2021	14578	25-00-000-5210	Cell Phone Svc - 8/22 - 9/21/21	1,286.72
<b>Vendor 10309 - Verizon Wireless Total:</b>					<b>1,286.72</b>
<b>Vendor: 10457 - Village of Glencoe</b>					
Village of Glencoe	10/07/2021	14600	10-12-000-5480	Fuel - August 2021	1,774.50
Village of Glencoe	10/07/2021	14600	10-14-000-5358	Water Testing Beach - 2021 Season	1,796.00
Village of Glencoe	10/07/2021	14600	10-14-000-5481	Parts for sewer repair	1,407.23
Village of Glencoe	10/07/2021	14600	25-00-000-5360	Inside Glencoe Newsletter - Summer/Fall 2021	729.63
<b>Vendor 10457 - Village of Glencoe Total:</b>					<b>5,707.36</b>
<b>Vendor: 10700 - Warehouse Direct Workplace Solutions</b>					
Warehouse Direct Workplace So.	09/22/2021	14541	25-00-000-5412	Custodial supplies	2,172.20
Warehouse Direct Workplace So.	09/22/2021	14541	25-26-000-5412	Custodial supplies	800.00
Warehouse Direct Workplace So.	10/07/2021	14601	10-13-000-5412	Custodial supplies	500.00
Warehouse Direct Workplace So.	10/07/2021	14601	25-00-000-5412	Custodial supplies	1,576.45
Warehouse Direct Workplace So.	10/07/2021	14601	25-26-000-5412	Custodial supplies	500.00
<b>Vendor 10700 - Warehouse Direct Workplace Solutions Total:</b>					<b>5,548.65</b>
<b>Vendor: 10882 - Welcome Wagon</b>					
Welcome Wagon	09/22/2021	14542	25-00-000-5360	Marketing - Welcome Wagon	161.42
<b>Vendor 10882 - Welcome Wagon Total:</b>					<b>161.42</b>
<b>Vendor: 11085 - West Marine Pro</b>					
West Marine Pro	09/22/2021	14543	10-15-000-5450	Boat Trailer Parts	185.96
West Marine Pro	09/22/2021	14543	10-15-000-5420	Throwable Foam Cushion	45.92
West Marine Pro	09/24/2021	14559	10-14-000-5370	PDF's	314.50
West Marine Pro	09/24/2021	14559	10-15-000-5420	Marine Radio's	604.81
<b>Vendor 11085 - West Marine Pro Total:</b>					<b>1,151.19</b>
<b>Vendor: 10102 - Wisconsin Dept of Revenue</b>					
Wisconsin Dept of Revenue	09/21/2021	DFT0001305	10-00-000-2111	August & September Mo. Withholding	522.08
<b>Vendor 10102 - Wisconsin Dept of Revenue Total:</b>					<b>522.08</b>
<b>Vendor Set AP Vendors Total:</b>					<b>418,934.40</b>

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Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
<b>Vendor Set: Employees - Employees</b>					
<b>Vendor: 5855 - Angela Johnson</b>					
Angela Johnson	09/24/2021	14545	25-26-000-5340	Food handler training	7.00
<b>Vendor 5855 - Angela Johnson Total:</b>					<b>7.00</b>
<b>Vendor: 4577 - Brad Janis</b>					
Brad Janis	09/22/2021	14514	10-12-000-5421	Work pant hemming	45.00
<b>Vendor 4577 - Brad Janis Total:</b>					<b>45.00</b>
<b>Vendor: 7621 - Jenny Runkel</b>					
Jenny Runkel	09/24/2021	14551	10-11-000-5341	July & August Mileage	43.68
<b>Vendor 7621 - Jenny Runkel Total:</b>					<b>43.68</b>
<b>Vendor: 9837 - Vishwa Zaveri</b>					
Vishwa Zaveri	09/22/2021	14540	10-00-000-2155	VAC Overpayments 8/21 - 9/17/2021	40.02
<b>Vendor 9837 - Vishwa Zaveri Total:</b>					<b>40.02</b>
<b>Vendor Set Employees Total:</b>					<b>135.70</b>
<b>Grand Total:</b>					<b>419,070.10</b>



# Report Summary

## Fund Summary

Fund	Payment Amount
10 - CORPORATE FUND	248,741.54
25 - RECREATION FUND	160,015.14
45 - LIABILITY INSURANCE FUND	1,447.25
65 - CAPITAL PROJECTS FUND	8,866.17
<b>Grand Total:</b>	<b>419,070.10</b>

## Account Summary

Account Number	Account Name	Payment Amount
10-00-000-1300	PREPAID EXPENSES	4,010.26
10-00-000-2100	FEDERAL WITHHOLDING	20,826.36
10-00-000-2110	IL STATE WITHHOLDING	12,256.17
10-00-000-2111	WI STATE WITHHOLDING	522.08
10-00-000-2120	SOCIAL SECURITY WITHO...	34,252.12
10-00-000-2130	MEDICARE WITHHOLDING	8,187.42
10-00-000-2140	ICMA DEF COMP WITHOL...	4,086.00
10-00-000-2150	IMRF WITHHOLDING	40,578.90
10-00-000-2155	IMRF VAC WITHHOLDING	6,038.60
10-00-000-2160	SUPPL IMRF LIFE WITHOL...	112.00
10-00-000-2175	FSA PLAN WITHHOLDING	973.00
10-00-000-2180	CREDIT UNION WITHOLDI...	300.00
10-00-000-2190	GARNISHMENT WITHOLD...	391.80
10-11-000-5210	TELEPHONE/INTERNET	116.38
10-11-000-5310	LEGAL SERVICES	1,366.75
10-11-000-5340	CONFERENCES AND TRAIN..	345.00
10-11-000-5341	MILEAGE REIMBURSEME...	43.68
10-11-000-5342	OFFICIALS/MEETING EXP...	921.69
10-11-000-5355	MAINTENANCE SERVICE ...	2,923.14
10-11-000-5402	BOOKS/PUBLICATNS/SUB...	97.94
10-11-000-5420	SUPPLIES - GENERAL	759.11
10-11-000-5583	EQUIPMENT - OFFICE	353.61
10-11-000-5600	HEALTH INSURANCE PRE...	38,557.96
10-11-000-5730	DUES/MEMBERSHIPS	853.60
10-12-000-5210	TELEPHONE/INTERNET	147.63
10-12-000-5220	FUEL/HEAT	146.96
10-12-000-5230	ELECTRICITY	935.34
10-12-000-5348	SHARED SVCS-CONT MOW..	1,972.96
10-12-000-5349	CONTRACTL-HORT/LAND...	18,464.04
10-12-000-5350	MAINTENANCE SERVICES	1,588.75
10-12-000-5355	MAINTENANCE SERVICE ...	298.00
10-12-000-5370	RENTAL - EQUIPMENT	139.99
10-12-000-5421	SUPPLIES - UNIFORMS	45.00
10-12-000-5480	GASOLINE/LUBRICANTS	1,774.50
10-12-000-5487	SUPPLIES-HAND TOOLS	51.83
10-12-000-5489	SUPPLIES-TRASH BAGS	1,371.85
10-12-000-5490	SUPPLIES-PLANTINGS/FL...	3,305.02
10-12-000-5492	SUPPLIES-TREES/SHRUBS	80.83
10-12-000-5493	SUPPLIES-FERTILIZER/CH...	280.19
10-12-000-5496	SUPPLIES-ATHLETIC MAINT	608.68
10-12-000-5497	SUPPLIES-PLAYGRD/SURF...	1,296.05
10-12-000-5582	EQUIPMENT - MAINTENA...	324.95
10-12-000-5584	EQUIPMENT-RECREATION	2,039.92
10-12-000-5588	BUILDING IMPROVEMENTS	1,287.97
10-12-000-5590	TREE TRIM/WORK-Outside..	19,280.00
10-13-000-5210	TELEPHONE/INTERNET/C...	247.63
10-13-000-5220	FUEL/HEAT	178.16
10-13-000-5230	ELECTRICITY	1,819.21
10-13-000-5355	MAINTENANCE SERVICE ...	2,179.00

## Account Summary

Account Number	Account Name	Payment Amount
10-13-000-5357	MAINT SERVICE-REFRIGE...	289.00
10-13-000-5360	PRINTING/MARKETING/A...	500.00
10-13-000-5361	PRINTING - EMPLOYMENT...	115.00
10-13-000-5412	CUSTODIAL/CLEANING SU...	500.00
10-13-000-5580	EQUIPMENT - GENERAL	792.00
10-14-000-5210	TELEPHONE/INTERNET	172.29
10-14-000-5220	FUEL/HEAT	40.39
10-14-000-5230	ELECTRICITY	606.46
10-14-000-5358	DAILY WATER TESTING SE...	1,796.00
10-14-000-5370	RENTAL - EQUIPMENT	314.50
10-14-000-5481	SUPPLIES-CONSTRUCTION	1,407.23
10-14-000-5588	BUILDING IMPROVEMENTS	1,365.00
10-15-000-5230	ELECTRICITY	348.15
10-15-000-5420	SUPPLIES - GENERAL	1,235.57
10-15-000-5450	SUPPLIES - EQUIPMENT P...	507.88
10-15-000-5451	SUPPLIES - BUILDING PAR...	14.04
25-00-000-5210	TELEPHONE/INTERNET	4,907.51
25-00-000-5220	FUEL/HEAT	1,488.65
25-00-000-5230	ELECTRICITY	23,310.47
25-00-000-5340	CONFERENCES AND TRAIN..	199.00
25-00-000-5342	OFFICIALS/MEETING EXP...	67.30
25-00-000-5351	REPAIRS - EQUIPMENT	349.99
25-00-000-5352	REPAIRS - BUILDINGS	4,825.36
25-00-000-5355	MAINTENANCE SERVICE ...	17,828.39
25-00-000-5360	PRINTING/MARKETING/A...	1,903.17
25-00-000-5362	PHOTOGRAPHY	541.50
25-00-000-5368	MARKETING-DIGITAL	143.44
25-00-000-5401	OFFICE SUPPLIES	1,301.52
25-00-000-5404	COMPUTER PROGRAMS	564.99
25-00-000-5412	CUSTODIAL/CLEANING SU...	6,099.06
25-00-000-5420	SUPPLIES - GENERAL	1,308.94
25-00-000-5480	SUPPLIES-GAS/LUBRICANT	57.46
25-00-000-5481	SUPPLIES-CONSTRUCTION	151.15
25-00-000-5484	SUPPLIES-ELECTRICAL/BU...	2,467.50
25-00-000-5588	BUILDING IMPROVEMENTS	1,049.20
25-25-312-5300	CONTRACTL-ADULT WOR...	826.88
25-25-401-5400	SUPPLIES-ELC 3YR	138.50
25-25-402-5400	SUPPLIES-ELC 4YR	168.68
25-25-403-5400	SUPPLIES-ELC 2YR	166.11
25-25-405-5400	SUPPLIES-KINDERGTN RE...	556.50
25-25-406-5300	CONTRACTL-PRESCHOOL ...	2,707.50
25-25-419-5300	CONTRACT-PRESCHOOL B...	3,465.00
25-25-449-5300	CONTRACTL-DRAMA-PRE...	2,329.88
25-25-601-5400	SUPPLIES-KIDS CLUB PM	127.18
25-25-602-5400	SUPPLIES-KIDS CLUB AM	86.00
25-25-607-5300	CONTRACTL-YOUTH HIP ...	5,890.88
25-25-608-5300	CONTRACTL-YOUTH BALL...	3,591.00
25-25-615-5400	SUPPLIES-YOUTH CERAMI...	1,687.23
25-25-649-5300	CONTRACTL-DRAMA-YOU...	3,045.00
25-25-652-5300	CONTRACTL- FOOTLIGHT...	7,098.38
25-25-653-5300	CONTRACTL-BROADWAY ...	9,240.00
25-25-653-5401	COSTUMES	3,080.00
25-25-701-5300	CONTRACTL-T-BALL/IL BB...	1,470.00
25-25-713-5400	SUPPLIES-LITTLE SPORTST...	33.98
25-25-725-5300	CONTRACTL-KARATE CLAS...	6,494.33
25-25-785-5400	SUPPLIES-FITNESS PUNCH...	63.05
25-25-787-5300	CONTRACTL-GENERAL FIT...	205.00
25-25-801-5400	SUPPLIES-SUN FUN CAMP	123.34

**Account Summary**

Account Number	Account Name	Payment Amount
25-25-825-5400	SUPPLIES-SUMMERS END...	120.20
25-25-910-5300	CONTRACTL-4TH OF JULY	10,735.62
25-25-910-5400	SUPPLIES-4TH OF JULY	2,422.08
25-25-932-5300	CONTRACTL-SCHOOL DAY...	588.00
25-25-934-5300	CONTRACTL-SPOOKY SKA...	712.50
25-25-941-5400	SUPPLIES-GREAT MUD R...	367.68
25-25-951-5400	SUPPLIES-SPRING SPEC E...	661.60
25-25-953-5400	SUPPLIES-FALL SPEC EVEN...	41.52
25-26-000-5340	CONFERENCES AND TRAIN...	412.00
25-26-000-5360	PRINTING/MARKETING/A...	175.00
25-26-000-5387	NURSE SERVICES	90.00
25-26-000-5401	OFFICE SUPPLIES	76.38
25-26-000-5403	DAYCARE PROGRAM SUP...	1,038.26
25-26-000-5404	COMPUTER PGMS/APPs	175.00
25-26-000-5409	SUPPLIES-INTERNAL FOOD..	3,420.36
25-26-000-5412	SUPPLIES-CLEANING/CUS...	1,424.67
25-26-000-5420	SUPPLIES - GENERAL	37.50
25-26-000-5430	SUPPLIES - FIRST AID	1,257.78
25-26-000-5460	SUPPLIES-FOOD EQUIPMT	896.63
25-26-000-5600	HEALTH INSURANCE PRE...	13,999.86
25-27-000-5210	DEDICATED TV/INTERNET	165.99
25-27-000-5420	SUPPLIES-GENERAL	37.49
45-00-000-5321	CONSULTING-SAFETY/LOS...	419.00
45-00-000-5653	UNEMPLOYMENT	1,028.25
65-00-021-5501	CONTINGENCY-Netwk, Ro...	2,031.03
65-00-021-5502	DIRECTOR INITIATIVES	6,679.40
65-00-021-5519	RINK LEAK DETECTION CO...	155.74
	<b>Grand Total:</b>	<b>419,070.10</b>

**Project Account Summary**

Project Account Key	Payment Amount
**None**	419,070.10
<b>Grand Total:</b>	<b>419,070.10</b>

**Authorization Signatures**

**To the Board of Commissioners**

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

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

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

# **V. Financial Report**

Glencoe Park District  
October 2021 Board Meeting



# My G/L NEW Pooled Cash Report

Glencoe Park District  
For the Period Ending 9/30/2021

ACCOUNT #	ACCOUNT NAME	BEGINNING BALANCE	CURRENT ACTIVITY	CURRENT BALANCE	
<b>CLAIM ON CASH</b>					
<a href="#">10-00-000-1000</a>	CASH/INVESTMENTS	2,970,727.60	239,522.37	3,210,249.97	
<a href="#">25-00-000-1000</a>	CASH/INVESTMENTS	4,924,603.12	73,188.35	4,997,791.47	
<a href="#">30-00-000-1000</a>	CASH/INVESTMENTS	247,168.88	82,135.34	329,304.22	
<a href="#">35-00-000-1000</a>	CASH/INVESTMENTS	214,702.58	64,467.75	279,170.33	
<a href="#">36-00-000-1000</a>	CASH/INVESTMENTS	102,563.94	58,298.33	160,862.27	
<a href="#">40-00-000-1000</a>	CASH/INVESTMENTS	945,902.88	307,785.94	1,253,688.82	
<a href="#">45-00-000-1000</a>	CASH/INVESTMENTS	196,702.42	33,145.21	229,847.63	
<a href="#">50-00-000-1000</a>	CASH/INVESTMENTS	46,535.82	10,794.99	57,330.81	
<a href="#">55-00-000-1000</a>	CASH/INVESTMENTS	958.60	3,991.40	4,950.00	
<a href="#">65-00-000-1000</a>	CASH/INVESTMENTS	345,045.96	(28,708.94)	316,337.02	
<a href="#">67-00-000-1000</a>	CASH/INVESTMENTS	3,796,767.03	(86,148.63)	3,710,618.40	
<a href="#">69-00-000-1000</a>	CASH/INVESTMENTS	2,605,093.64	3,036.04	2,608,129.68	
<a href="#">70-00-000-1000</a>	CASH/INVESTMENTS	0.00	0.00	0.00	
<a href="#">75-00-000-1000</a>	CASH/INVESTMENTS	0.00	0.00	0.00	
<a href="#">80-00-000-1000</a>	CASH/INVESTMENTS	0.00	0.00	0.00	
<a href="#">90-00-000-1000</a>	CASH/INVESTMENTS	0.00	0.00	0.00	
<b>TOTAL CLAIM ON CASH</b>		<u>16,396,772.47</u>	<u>761,508.15</u>	<u>17,158,280.62</u>	
<b>CASH IN BANK</b>					
Cash in Bank					
<a href="#">99-00-000-1011</a>	Operating Corporate Account	31,708.01	314,867.22	346,575.23	
<a href="#">99-00-000-1012</a>	Operating PR Account	5,198.00	2,155.50	7,353.50	
<a href="#">99-00-000-1013</a>	IL Funds	5,274,220.50	87.83	5,274,308.33	
<a href="#">99-00-000-1014</a>	IPDLAF CDs	496,000.00	0.00	496,000.00	
<a href="#">99-00-000-1015</a>	IPDLAF MM	2,846,481.47	444,323.76	3,290,805.23	
<a href="#">99-00-000-1016</a>	PMA CDs	748,800.00	0.00	748,800.00	
<a href="#">99-00-000-1017</a>	PMA MM	3,003,976.07	79,819.43	3,083,795.50	
<a href="#">99-00-000-1018</a>	PMA 2020 BOND CDs	2,741,983.73	0.00	2,741,983.73	
<a href="#">99-00-000-1019</a>	PMA 2020 BONDS IPrime	1,048,383.30	(79,748.63)	968,634.67	
<a href="#">99-00-000-1020</a>	IPDLAF-OSLAD	200,021.39	3.04	200,024.43	
<b>TOTAL: Cash in Bank</b>		<u>16,396,772.47</u>	<u>761,508.15</u>	<u>17,158,280.62</u>	
<b>TOTAL CASH IN BANK</b>		<u>16,396,772.47</u>	<u>761,508.15</u>	<u>17,158,280.62</u>	
<b>DUE TO OTHER FUNDS</b>					
<a href="#">99-00-000-2400</a>	Due To Other Funds	16,396,772.47	761,508.15	17,158,280.62	
<b>TOTAL DUE TO OTHER FUNDS</b>		<u>16,396,772.47</u>	<u>761,508.15</u>	<u>17,158,280.62</u>	
Claim on Cash	17,158,280.62	Claim on Cash	17,158,280.62	Cash in Bank	17,158,280.62
Cash in Bank	17,158,280.62	Due To Other Funds	17,158,280.62	Due To Other Funds	17,158,280.62
Difference	<u>0.00</u>	Difference	<u>0.00</u>	Difference	<u>0.00</u>

ACCOUNT #	ACCOUNT NAME	BEGINNING BALANCE	CURRENT ACTIVITY	CURRENT BALANCE	
<b>ACCOUNTS PAYABLE PENDING</b>					
<a href="#">10-00-000-2000</a>	VOUCHER PAYABLES	55,543.25	9,292.46	64,835.71	
<a href="#">25-00-000-2000</a>	VOUCHER PAYABLES	56,352.44	(33,187.09)	23,165.35	
<a href="#">30-00-000-2000</a>	VOUCHER PAYABLES	0.00	0.00	0.00	
<a href="#">35-00-000-2000</a>	VOUCHER PAYABLES	0.00	0.00	0.00	
<a href="#">36-00-000-2000</a>	VOUCHER PAYABLES	0.00	0.00	0.00	
<a href="#">40-00-000-2000</a>	VOUCHER PAYABLES	0.00	0.00	0.00	
<a href="#">45-00-000-2000</a>	VOUCHER PAYABLES	902.00	(483.00)	419.00	
<a href="#">50-00-000-2000</a>	VOUCHER PAYABLES	0.00	0.00	0.00	
<a href="#">55-00-000-2000</a>	VOUCHER PAYABLES	0.00	0.00	0.00	
<a href="#">65-00-000-2000</a>	VOUCHER PAYABLES	144.00	1,887.03	2,031.03	
<a href="#">67-00-000-2000</a>	VOUCHER PAYABLES	6,400.00	(6,400.00)	0.00	
<a href="#">69-00-000-2000</a>	VOUCHER PAYABLES	0.00	0.00	0.00	
<a href="#">70-00-000-2000</a>	VOUCHER PAYABLES	0.00	0.00	0.00	
<a href="#">75-00-000-2000</a>	VOUCHER PAYABLES	0.00	0.00	0.00	
<a href="#">80-00-000-2000</a>	VOUCHER PAYABLES	0.00	0.00	0.00	
<a href="#">90-00-000-2000</a>	VOUCHER PAYABLES	0.00	0.00	0.00	
<b>TOTAL ACCOUNTS PAYABLE PENDING</b>		<u>119,341.69</u>	<u>(28,890.60)</u>	<u>90,451.09</u>	
<b>DUE FROM OTHER FUNDS</b>					
<a href="#">99-00-000-1410</a>	Due From Corporate Fund	(55,543.25)	(9,292.46)	(64,835.71)	
<a href="#">99-00-000-1425</a>	Due From Recreation Fund	(56,352.44)	33,187.09	(23,165.35)	
<a href="#">99-00-000-1430</a>	Due From Special Recreation Fund	0.00	0.00	0.00	
<a href="#">99-00-000-1435</a>	Due From IMRF Retirement Fund	0.00	0.00	0.00	
<a href="#">99-00-000-1436</a>	Due From Social Security Fund	0.00	0.00	0.00	
<a href="#">99-00-000-1440</a>	Due From Bond & Interest Fund	0.00	0.00	0.00	
<a href="#">99-00-000-1445</a>	Due From Liability Insurance Fund	(902.00)	483.00	(419.00)	
<a href="#">99-00-000-1450</a>	Due From Workers Comp Fund	0.00	0.00	0.00	
<a href="#">99-00-000-1455</a>	Due From Audit Fund	0.00	0.00	0.00	
<a href="#">99-00-000-1465</a>	Due From Capital Projects Fund	(144.00)	(1,887.03)	(2,031.03)	
<a href="#">99-00-000-1467</a>	Due From Community Ctr Improvement Fund	(6,400.00)	6,400.00	0.00	
<a href="#">99-00-000-1469</a>	Due From Master Plan Capital Projects	0.00	0.00	0.00	
<a href="#">99-00-000-1470</a>	Due From Special Trust/Donation Fund	0.00	0.00	0.00	
<a href="#">99-00-000-1475</a>	Due From Impact Fee Fund	0.00	0.00	0.00	
<a href="#">99-00-000-1480</a>	Due From Gen L/T Debt	0.00	0.00	0.00	
<a href="#">99-00-000-1490</a>	Due From Gen Fixed Assets	0.00	0.00	0.00	
<b>TOTAL DUE FROM OTHER FUNDS</b>		<u>(119,341.69)</u>	<u>28,890.60</u>	<u>(90,451.09)</u>	
<b>ACCOUNTS PAYABLE</b>					
<a href="#">99-00-000-2000</a>	Vouchers Payable	<u>119,341.69</u>	<u>(28,890.60)</u>	<u>90,451.09</u>	
<b>TOTAL ACCOUNTS PAYABLE</b>		<u>119,341.69</u>	<u>(28,890.60)</u>	<u>90,451.09</u>	
AP Pending	90,451.09	AP Pending	90,451.09	Due From Other Funds	90,451.09
Due From Other Funds	90,451.09	Accounts Payable	90,451.09	Accounts Payable	90,451.09
Difference	<u>0.00</u>	Difference	<u>0.00</u>	Difference	<u>0.00</u>

Glencoe Park District  
 Monthly Cash/Investments Report  
 September 2021

<u>Operating and Capital Funds:</u>	<u>August 2021</u>	<u>September 2021</u>
<b>BMO Harris Bank Corporate Account 0.08%</b>	184,210.56	425,360.56
<b>Illinois Park District Liquid Asset Fund GENERAL 0.02%</b>	2,846,481.47	3,290,805.23
<b>Illinois Park District Liquid Asset Fund OSLAD 0.02%</b>	200,021.39	200,024.43
<b>The Illinois Fund (Public Treasurers' Investment Pool) 0.02%</b>	5,274,220.50	5,274,308.33
<b>BMO Harris Bank Payroll Account 0.08%</b>	12,520.33	10,324.57
<b>PMA Financial/IPRIME Account 0.02%</b>	2,974,155.97	3,004,025.53
<b>Reconciling Items(Dep in Transit, O/S Checks, etc.)</b>	(159,824.88)	(81,756.40)
<b>IPDLAF Certificates of Deposit:</b>		
<b>2 CDs at \$248,000 each maturing October 19, 2021 (0.15% net)</b>	496,000.00	496,000.00
<b>PMA Certificates of Deposit:</b>		
<b>1 CD at \$249,700 maturing October 22, 2021 (0.11% net)</b>	249,700.00	249,700.00
<b>1 CD at \$249,600 maturing March 3, 2022 (0.15% net)</b>	249,600.00	249,600.00
<b>1 CDs at \$249,500 maturing June 15, 2022 (0.16% net)</b>	249,500.00	249,500.00
<b>Grand Total-Operating and Capital</b>	<b>\$12,576,585.34</b>	<b>\$13,367,892.25</b>
 <u>2020 Bond Proceeds:</u>		
<b>PMA Financial/IPRIME Account 0.02%</b>	1,328,187.13	1,298,388.37
<b>PMA Certificates of Deposit:</b>		
<b>3 CDs at \$748,300 maturing October 12, 2021 (0.20% net)</b>	748,300.00	748,300.00
<b>1 CD at \$249,500 maturing October 19, 2021 (0.20% net)</b>	249,500.00	249,500.00
<b>1 CD at \$249,400 maturing April 4, 2022 (0.14% net)</b>	249,400.00	249,400.00
<b>1 CD at \$248,900 maturing April 12, 2022 (0.24% net)</b>	248,900.00	248,900.00
<b>3 CDs at \$747,300 maturing October 11, 2022 (0.17% net)</b>	747,300.00	747,300.00
<b>1 CD at \$248,600 maturing October 14, 2022 (0.15% net)</b>	248,600.00	248,600.00
<b>Grand Total-2020 Bond Proceeds</b>	<b>3,820,187.13</b>	<b>3,790,388.37</b>
<b>Grand Total - All Funds</b>	<b>16,396,772.47</b>	<b>17,158,280.62</b>

Glencoe Park District  
 Monthly Financial Analysis  
 September 2021

	As of 9/30/2018	As of 9/30/2019	As of 9/30/2020	As of 9/30/2021	As of 08/31/2021	Variance from Prior Month
<u>Recreation Department - Programs</u>						
Revenues	2,632,670	2,780,118	1,600,709	2,843,304	2,777,163	66,141
Wages	(425,777)	(449,041)	(238,750)	(377,576)	(345,930)	(31,646)
Contractual	(937,608)	(981,176)	(767,285)	(1,052,340)	(973,066)	(79,274)
Supplies	(70,616)	(101,202)	(35,853)	(76,723)	(63,735)	(12,988)
Net Surplus	1,198,669	1,248,699	558,821	1,336,665	1,394,432	
<u>Day Care Department</u>						
Revenue	659,156	801,453	801,620	1,164,813	1,006,127	158,686
Expense	(559,408)	(716,195)	(705,164)	(796,393)	(687,507)	(108,886)
Net Surplus/(Deficit)	99,748	85,258	96,456	368,419	318,620	
<u>Fitness Department</u>						
Revenue	21,885	14,668	11,258	20,157	16,753	3,404
Expense	(21,423)	(26,537)	(18,573)	(20,707)	(17,161)	(3,546)
Net Surplus/(Deficit)	462	(11,869)	(7,315)	(550)	(408)	
<u>Beach Department</u>						
Revenue	321,353	286,971	254,241	551,153	548,980	2,173
Expense	(190,094)	(187,471)	(207,123)	(239,186)	(206,003)	(33,184)
Net Surplus/(Deficit)	131,259	99,500	47,118	311,967	342,978	
<u>Boating Department</u>						
Revenue	94,791	96,088	100,556	118,091	110,343	7,748
Expense	(118,471)	(118,175)	(91,565)	(109,039)	(96,182)	(12,856)
Net Surplus/(Deficit)	(23,680)	(22,087)	8,991	9,052	14,161	
Beach/Boating Dept Total:	107,579	77,413	56,109	321,019	357,138	
<u>Watts Department</u>						
Revenue	4,240	11,565	7,499	11,386	11,386	(1)
Expenses	(83,525)	(121,519)	(105,822)	(110,775)	(93,212)	(17,563)
Net Surplus/(Deficit)	(79,285)	(109,954)	(98,323)	(99,389)	(81,826)	
<u>G &amp; A (Administration)</u>						
Revenue (excl G&A Tfr)	19,288	18,280	18,855	20,740	17,650	3,090
Expense	(684,361)	(688,280)	(692,412)	(790,120)	(690,338)	(99,782)
Net Surplus/(Deficit)	(665,073)	(670,000)	(673,557)	(769,380)	(672,688)	
<u>Parks Department</u>						
Revenue	16,859	10,500	13,662	29,051	11,038	18,013
Expense	(634,751)	(749,393)	(585,530)	(853,973)	(700,434)	(153,539)
Net Surplus/(Deficit)	(617,892)	(738,893)	(571,868)	(824,923)	(689,396)	
<u>Rec-Admin/Takiff Department</u>						
Revenues	1,152,796	1,196,267	1,063,824	1,003,631	697,038	306,593
Expenses	(1,573,829)	(1,835,843)	(1,984,862)	(1,207,647)	(1,015,678)	(191,969)
Net Surplus/(Deficit)	(421,033)	(639,576)	(921,038)	(204,016)	(318,640)	

(1) Includes additional daycare grant for \$85,860

(2) Fund 69 transfer not made in 2021



## GLENCOE PARK DISTRICT FY 2022/23 BUDGET TIMELINE

By September 17, 2021	Distribution of regular budget worksheets AND program budget worksheets with budget time line to staff
October 11, 2021	Budget Meeting/In-service Training for staff
October 18, 2021	Deadline for staff to submit capital project ideas/proposals to their Department Head. <b>All items must be priced</b>
October 22, 2021	Deadline for Department Heads to submit capital project proposals to Executive Director. <b>All items must be priced</b>
October 22, 2021	Deadline to submit projections to Finance Department
October 25, 2021	Deadline to submit recreation program AND general budget worksheets to Department Head for their review/approval
Week of Oct. 25, 2021	Director and Department Heads meet to discuss all capital project proposals. Afterwards, Capital List is distributed to Executive Director and Department Heads for discussion and prioritization
October 29, 2021	Department Head deadline to submit completed recreation program AND general budget worksheets to Finance
November 5, 2021	Capital Project List finalized by Executive Director and Administrative Team Staff
November 16, 2021	Board Meeting to discuss Fund 65 and 69 capital ideas
November 19, 2021	Excel version of recreation program budget worksheets turned back to staff from Finance for review/update
December 10, 2021	Draft #2 of all budget worksheets turned back to Finance for further revisions
January 7, 2022	Deadline for staff changes/corrections to be made to First Budget Draft
By January 28, 2022	Proposed First Budget Draft FY2022/23 distributed to Board for review
February 1, 2022 Feb 7 – 11, 2022	Finance Committee of the Whole meeting to discuss budget Additional meetings in early March, if necessary
March 15, 2022	Regular Board Meeting -- Approve the FY 2022/23 Approval Budget
By March 18, 2022	Budget and Appropriations Ordinance (BAO) put on public inspection for 30 days
April 19, 2022	Regular Board Meeting -- BAO hearing held, then BAO approved by Board
By April 29, 2022	BAO is officially filed with the Cook County Clerk's Office

# **VI. Discussion on Employee Health Insurance Options**

Glencoe Park District  
October 2021 Board Meeting

# MEMORANDUM

TO: Board of Park Commissioners  
FROM: John Cutrera, Director of Finance/HR and Lisa Sheppard, Executive Director  
SUBJECT: 2022 Health Insurance Renewal  
DATE: October 19, 2021

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Glencoe Park District's total health insurance program consists of the following coverages: medical, dental, EAP, and life. Per the Board's decision in July 2020 to remain in the PDRMA Health Program for a three-year commitment, the decisions relating to the 2022 insurance renewal for the District are limited. The renewal for our current PDRMA Health Program medical, dental, EAP and life insurance coverage is effective January 1, 2022. (Specific instructions on our plan, however, must be submitted to PDRMA by October 22, 2021 for the open enrollment period which runs from November 15 through November 30).

Currently, the PDRMA Health Program includes 80 member agencies covering over 2,100 employees, and nearly 4,000 covered lives. In 2022, PDRMA is making a change to its coverage structure, both in its network and claims administrator and to the number of plan options available. The intent in offering these plan options is to allow more flexibility to member agencies in offering coverage to their employees. The majority of PDRMA Health agencies utilize the high deductible PPO plan with the Health Reimbursement Account (HRA). As of June 1, 2021, there were 599 employees enrolled in a high deductible PPO plan with the HRA option, compared to 260 enrolled in a straight PPO plan. All agencies offer the HMO option as an alternative as well. The HMO is the highest utilized plan with a total of 808 employees enrolled as of June 1, 2021.

The premium **decrease** for the PDRMA Health Program for 2022 for PPO/HMO, prescription, dental and EAP coverage for the Glencoe Park District when comparing the same plans year over year is approximately -0.78%. This compares to an **increase** of 2.10% in 2021, 4.00% in 2020, 2.1% in 2019, and 4.09% in 2018. In 2022, the increases/decreases *by insurance type* are as follows: PPO -1.0% decrease, HMO 4.9% increase, Dental 0.9% decrease and no increase for Life and EAP coverage.

On September 29, the PDRMA Health Program Council (i.e. governing board of directors) approved rates and benefit plan changes to the plan for 2022.

Effective January 1, 2022, the following benefit changes were made by the Health Program Council:

- Added a High Deductible Health Plan (HDHP) with Health Savings Account (HSA)
- Changed the PPO Network and Claim Administrator to Blue Cross Blue Shield (Previously, the PPO Network was Aetna Signature Administrators with HealthSmart acting as the third-party administrator.)

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- Added CVS Transform Diabetes Care and Virgin Pulse Transform for Pre-Diabetes programs
- Amended allowed use of Telemedicine visits for the PPO plans

In 2021, Glencoe Park District offered 36 eligible full-time enrollees three options: a \$500 deductible PPO plan, a \$1,250 PPO/\$1,000 HRA plan and a HMO plan. Applying the new PDRMA 2022 rates to our covered employee's current selections, the total amount of dollars for medical/dental/life/EAP premiums equates to \$625,180. This compares to the amount for current enrollees with last year's 2021 rates of \$630,106. It should be noted that unplanned changes during 2022 are possible, which may also impact these costs, such as employee changes due to resignations, new hires, new babies, and changes in marital status. Further, due to the fact that three full-time employees opted out of coverage for 2021 due to spousal or other family coverage, and two employees opted for dental coverage only, the budgeted cost will include contingency amounts for potential changes in coverage.

Given the continued shift of PDRMA members utilizing the PPO/HRA option and the new HDHP/HSA plan being offered in 2022, staff evaluated the potential costs and benefits of each plan to ensure the current mix of plan offerings were still the best options for the District and its employees. As part of this analysis, the assumption was made that existing HMO enrollees would remain in the HMO. Staff then evaluated potential cost if the PPO enrollees were all enrolled in the \$500 deductible plan, the \$1,250 PPO/\$1,000 HRA plan and the new High Deductible Health Plan (HDHP) with Health Savings Account (HSA). The chart below reflects the total cost by plan, assuming all current enrollees select their current plan:

<b>\$500 Deductible PPO Plan</b>	<b>\$1,250 Deductible with \$1,000 HRA Plan</b>	<b>High Deductible Health Plan with Health Savings Account</b>
<b>\$632,967</b>	<b>\$596,427 - \$644,427</b>	<b>\$560,876</b>

While all three plans have fixed premiums, the \$1,250 PPO/ \$1,000 HRA includes a variable component dependent on covered members usage. The District would be responsible for covering these costs through the HRA, up to the maximum. Since these costs are dependent on usage in the plan year, there is no way to determine with certainty what these costs will be; however, prior utilization rates provide a means to estimate what the additional cost for this variable component will be in the upcoming plan year. The utilization rate for Glencoe Park District in 2020 and year-to-date in 2021 is 47% and 20% respectively. HRA utilization for PDRMA members over the past 5 years has ranged from 26%-33%. Based on these factors, staff feels an estimated utilization rate of 50% for 2022 is a reasonable assumption in estimating potential costs for 2022. This would equate to an estimated cost of \$620,427 for the \$1,250 PPO/ \$1,000 HRA plan. It should also be noted that in-network coverage for the \$1,250 PPO/ \$1,000 HRA plan would result in a lower deductible and out-of-pocket maximums for employees when compared to the \$500 deductible PPO plan. This plan is part of the same Blue Cross Blue Shield PPO network. PDRMA has estimated that 98.5% of claims between

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4/1/2019-3/31/2020 would have been in-network for the Blue Cross Blue Shield network.

While the High Deductible Health Plan (HDHP) with Health Savings Account (HSA) does offer the lowest fixed premiums of the plans reviewed, the plan itself results in much higher deductibles and out-of-pocket maximums to the employee. To help offset these costs, the IRS does allow covered members enrolled in a HDHP to contribute to an HSA account (up to \$3,650 annually per individual and \$7,300 annually for families). While contributing to the HSA account will provide an added tax benefit to employees, it likely will not be enough to move employees into the plan given the higher deductibles and out-of-pocket maximums. PDRMA has recognized that and incorporated within their cost modeling tool, an assumption for the employer to contribute a portion of the maximum allowed HSA contribution. Staff also believes a District contribution to the HSA would help incentivize employees to enroll in the lower premium HDHP/HSA. This could be a great benefit for the employees who utilize it while still keeping the cost to the District consistent with the cost of the other two PPO plan options. If the District funded 50% of the allowed maximum contribution (\$1,825 for individuals and \$3,650 for families), it would result in additional expense to the District of \$71,175 based on the current mix of enrollees. This would result in a total cost of \$632,051 to the District, which is in line with the \$632,967 expense for the \$500 deductible PPO plan.

The chart below reflects the total cost of the PPO plans when factoring in the 50% utilization rate for the \$1,250 PPO/\$1,000 HRA plan and a 50% District contribution to the employee's HSA for the HDHP/HSA plan:

<b>\$500 Deductible PPO Plan</b>	<b>\$1,250 Deductible with \$1,000 HRA Plan *</b>	<b>High Deductible Health Plan with Health Savings Account **</b>
<b>\$632,967</b>	<b>\$620,427</b>	<b>\$632,051</b>

\*Assumes 50% utilization rate

\*\* Assumes 50% District contribution to employee HSA

PDRMA allows member agencies to select a maximum of three health plans. The District will continue to offer the HMO, so therefore must choose two of the three PPO plan options above. Staff's recommendation is to offer \$1,250 PPO/\$1,000 HRA plan and the HDHP/HSA plan with District contribution of 50%.

As stated above, there was an overall decrease in PPO premiums of 1.0% and an increase in HMO premiums of 4.9%.

Historically, the Board has been willing to absorb premium increases without considerable plan modification. The District's Medical Reserve balance currently stands at \$10,000. (The Medical Reserve was created in 1998 when dependent coverage was waived by several employees when dependent contributions were implemented. Over the years, as fund balance levels in the Corporate Fund have allowed, additional monies have also been set aside in this reserve). Staff recommends leaving these funds for 2022 to absorb any potential HRA claims above the

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estimated utilization rate.

Historically, the goal is to bring premium contributions for all coverage types (excluding single) to be 10% of monthly premium. As such, staff recommends that employee contributions for 2022 be adjusted as follows:

Type of Coverage	CURRENT			PROPOSED		
	PPO	HRA	HMO	HDHP	HRA	HMO
Single (16)	\$40	\$25	\$20	\$25	\$25	\$20
Employee + Child (0)	\$150	\$135	\$100	\$135	\$135	\$105
Employee + Spouse (4)	\$200	\$170	\$140	\$170	\$170	\$145
Family (10)	\$285	\$240	\$200	\$240	\$240	\$205
Employee + Children (1)	\$200	\$170	\$130	\$170	\$170	\$135

\*Three employees with Life/EAP coverage only and two employees with Dental only make no monthly contribution.

## Vision Coverage

The District has historically not offered the vision plans to employees. The base vision plan offered through PDRMA is a \$200 reimbursement for out-of-network costs, with no specific network. Monthly premiums for that plan are listed below:

Type of Coverage	Single	Employee + Child	Employee + Spouse	Family	Employee + Children
Vision \$200	\$5.65	\$10.25	\$10.25	\$15.90	\$15.90

The total annual cost to the District to pay 100% of these premiums (similar to approach for Dental) would be \$3,676. This maximum amount assumes all eligible employees opt for the vision plan, which will likely not be the case. Staff recommends the District offer the base vision plan with no premium cost passed on to the employee.

## Insurance Buy-Out Option

As evidenced by this memo, employee medical expense is and will continue to be a significant expense for the District. The total annual expense is dependent on how many employees opt for the District's coverage. When an employee chooses their spouse's insurance plan, it can result in annual savings of up to \$30,393 (based on 2022 premiums on proposed plans offered). Given the financial impact to the District, staff recommends offering a buy-out option to employees who opt out of our insurance as this would be a useful tool to incentivize employees with other health insurance options to utilize those alternatives. Staff surveyed other Districts on what they are offering in terms of insurance buy-outs and found that many Districts are offering this incentive with varying amounts. The list below summarizes those

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results:

Agency	Annual Incentive		
	Single	Employee + 1	Family
Arlington Heights Park District	\$2,500 (Didn't specify by coverage type)		
Carol Stream Park District	\$1,000	\$1,630	\$2,500
Deerfield Park District	No Incentive		
Alsip Park District	\$4,200 (Didn't specify by coverage type)		
St. Charles Park District	\$1,500 (Didn't specify by coverage type)		
Zion Park District	1/3 of savings of their eligible plan. For example, \$8,300 for employee declining family coverage		
Mundelein Park & Recreation District	\$4,000 (Didn't specify by coverage type)		
Vernon Hills Park District	Lower % charged for selecting HMO		
McHenry County Conservation District	Lower % charged for selecting HMO		
Hoffman Estates Park District	\$1,300 (Didn't specify by coverage type)		
Buffalo Grove Park District	Offers HMO at lower rate than HRA plan; Also, [\$100 per paycheck (\$2,600 annual) for waiving spouse coverage] [\$200 per paycheck (\$5,200 annual) for waiving myself, spouse and/or dependent] [\$300 per paycheck (\$7800 annual) for waiving myself, spouse, and dependent]		
Waukegan Park District	50% off HMO premium and per pay period cash incentive [\$174.87 per check, Single] [\$340.45 per check, Single + Spouse] [\$240.78 per check Single + 1 Child] [\$330.92 per check Single + >1 Child] [\$490.50 per check Family]		
Des Plaines Park District	\$3,480 (Didn't specify by coverage type)		
Lombard Park District	\$3,000 (Didn't specify by coverage type)		
Tinley Park Park District	\$3,600 (Didn't specify by coverage type)		
Wheaton Park District	\$1,500	\$3,000	\$4,500
Urbana Park District	\$2,500 (Didn't specify by coverage type)		
Bourbonnais Park District	\$2,400 (Didn't specify by coverage type)		
Woodridge Park District	\$1,500	\$3,000	\$4,500

Given the survey of other Districts and the potential cost savings of an employee opting for alternative insurance plans, staff recommends a tiered insurance buy-out of \$1,750, \$3,500 and \$5,100 for single, employee +1 and family respectively. This buy-out represents approximately 20% of the total HMO cost for each tier. The savings realized by one family eligible employee opting for alternative insurance would pay for nearly four additional family insurance buy-outs.

**For the 2022 renewal, staff recommends to the Board of Park Commissioners that the District provide three PDRMA plan options: the HMO Plan, the \$1,250 deductible/\$1,000 HRA option and the HDHP/HSA with a 50% District contribution to the employee HSA. Further, staff also recommends that there be an increase in employee HMO contribution levels as shown above, and that the Medical Reserve be utilized only to the extent that claims exceed the estimated 50% utilization rate for the HRA. The overall financial impact to the District from these changes' ranges from a potential increase in expense**

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of \$11,460 (if the HRA is the only plan selected and experiences 100% utilization) to savings of \$36,540 (if the HRA is the only plan selected and experiences 0% utilization). Staff's estimate of savings is approximately \$12,500, with a potential for further *savings* if the utilization rate is lower than the estimate of 50% and current enrolled employees opt for the insurance buy-out rather than staying on the District's health plan.

Staff also recommends offering a vision \$200 plan to employees and paying 100% of the premiums at an estimated maximum cost of \$3,676 based on current mix of insurance elections.

It is also recommended that the District provide an insurance buy-out option at a rate of \$1,750, \$3,500, and \$5,100 (for single, employee +1, and family respectively) for eligible employees who decline the coverage offered by the District.



# PDRMA HEALTH PROGRAM

## 2021 vs. 2022 RATE COMPARISON

Plan - \$500 Deductible PPO/HMO with Dental, EAP, and Life Insurance

Coverage	# of EE's	2021 Rate/ Month	2021 Rate/ Year	2022 Rate/ Month	2022 Rate/ Year
SINGLE PPO	11	1,059.76	139,888.32	1,015.96	134,106.72
SINGLE DENTAL only	0	51.81	0.00	42.33	0.00
SINGLE HRA	2	990.60	23,774.40	951.39	22,833.36
SINGLE HMO	3	746.08	26,858.88	763.72	27,493.92
<b>TOTAL</b>	16		190,521.60		184,434.00
FAMILY PPO (more than one dep)	6	2,856.49	205,667.28	2,849.38	205,155.36
FAMILY DENTAL only	1	123.03	1,476.36	122.95	1,475.40
FAMILY HRA	2	2,649.02	63,576.48	2,655.68	63,736.32
FAMILY HMO	2	2,076.64	49,839.36	2,197.73	52,745.52
<b>TOTAL</b>	11		320,559.48		323,112.60
EMP + SPOUSE PPO	3	2,005.38	72,193.68	1,980.87	71,311.32
EMP + SPOUSE DENTAL	1	91.53	1,098.36	90.89	1,090.68
EMP + SPOUSE HRA	1	1,863.60	22,363.20	1,848.51	22,182.12
EMP + SPOUSE HMO	0	1,446.95	0.00	1,518.94	0.00
<b>TOTAL</b>	5		95,655.24		94,584.12
EMP + CHILDREN PPO	1	1,922.56	23,070.72	1,896.34	22,756.08
<b>TOTAL</b>	1		23,070.72		22,756.08
Life/EAP only	3	8.30	298.80	8.15	293.40
<b>Total Medical Coverage (Medical, Dental, Life, EAP)</b>	36		\$630,106		\$625,180

-0.78%

**\$500 Deductible PPO**

Coverage	# of EE's	2022 Rate/ Month	2022 Rate/ Year
SINGLE PPO	<b>13</b>	<b>1,015.96</b>	<b>158,489.76</b>
SINGLE DENTAL only	<b>0</b>	<b>42.33</b>	<b>0.00</b>
SINGLE HRA	<b>0</b>	<b>951.39</b>	<b>0.00</b>
SINGLE HMO	<b>3</b>	<b>763.72</b>	<b>27,493.92</b>
SINGLE HDHP/HSA	<b>0</b>	<b>888.57</b>	<b>0.00</b>
<b>TOTAL</b>	<b>16</b>		185,983.68
FAMILY PPO (more than one dep)	<b>8</b>	<b>2,849.38</b>	<b>273,540.48</b>
FAMILY DENTAL only	<b>1</b>	<b>122.95</b>	<b>1,475.40</b>
FAMILY HRA	<b>0</b>	<b>2,655.68</b>	<b>0.00</b>
FAMILY HMO	<b>2</b>	<b>2,197.73</b>	<b>52,745.52</b>
FAMILY HDHP/HSA	<b>0</b>	<b>2,467.22</b>	<b>0.00</b>
<b>TOTAL</b>	<b>11</b>		327,761.40
EMP + SPOUSE PPO	<b>4</b>	<b>1,980.87</b>	<b>95,081.76</b>
EMP + SPOUSE DENTAL	<b>1</b>	<b>90.89</b>	<b>1,090.68</b>
EMP + SPOUSE HRA	<b>0</b>	<b>1,848.51</b>	<b>0.00</b>
EMP + SPOUSE HMO	<b>0</b>	<b>1,518.94</b>	<b>0.00</b>
EMP + SPOUSE HDHP/HSA	<b>0</b>	<b>1,719.73</b>	<b>0.00</b>
<b>TOTAL</b>	<b>5</b>		96,172.44
EMP + CHILDREN PPO	<b>1</b>	<b>1,896.34</b>	<b>22,756.08</b>
EMP + CHILDREN HRA	<b>0</b>	<b>1,769.79</b>	<b>0.00</b>
EMP + CHILDREN HDHP/HSA	<b>0</b>	<b>1,646.66</b>	<b>0.00</b>
<b>TOTAL</b>	<b>1</b>		22,756.08
Life/EAP only	<b>3</b>	<b>8.15</b>	293.40
<b>Total Coverage (Medical, Dental, Life, EAP)</b>	<b>36</b>		<b>632,967.00</b>

## HDHP/'HSA

Coverage	# of EE's	2022 Rate/ Month	2022 Rate/ Year	50% annual Contribution	Total Expense HDHP
SINGLE PPO	0	1,015.96	0.00		
SINGLE DENTAL only	0	42.33	0.00		
SINGLE HRA	0	951.39	0.00		
SINGLE HMO	3	763.72	27,493.92		27,493.92
SINGLE HDHP/HSA	13	888.57	138,616.92	23,725.00	162,341.92
<b>TOTAL</b>	16		166,110.84		189,835.84
FAMILY PPO (more than one dep)	0	2,849.38	0.00		
FAMILY DENTAL only	1	122.95	1,475.40		1,475.40
FAMILY HRA	0	2,655.68	0.00		
FAMILY HMO	2	2,197.73	52,745.52		52,745.52
FAMILY HDHP/HSA	8	2,467.22	236,853.12	29,200.00	266,053.12
<b>TOTAL</b>	11		291,074.04		320,274.04
EMP + SPOUSE PPO	0	1,980.87	0.00		
EMP + SPOUSE DENTAL	1	90.89	1,090.68		1,090.68
EMP + SPOUSE HRA	0	1,848.51	0.00		
EMP + SPOUSE HMO	0	1,518.94	0.00		
EMP + SPOUSE HDHP/HSA	4	1,719.73	82,547.04	14,600.00	97,147.04
<b>TOTAL</b>	5		83,637.72		98,237.72
EMP + CHILDREN PPO	0	1,896.34	0.00		
EMP + CHILDREN HRA	0	1,769.79	0.00		
EMP + CHILDREN HDHP/HSA	1	1,646.66	19,759.92	3,650.00	23,409.92
<b>TOTAL</b>	1		19,759.92		23,409.92
Life/EAP only	3	8.15	293.40		293.40
<b>Total Coverage (Medical, Dental, Life, EAP)</b>	36		560,875.92	71,175.00	632,050.92

**\$1,250 PPO/\$1,000 HRA**

Coverage	# of EE's	2022 Rate/ Month	2022 Rate/ Year	Estimated HRA Claims	Total Estimated HRA Expense	Maximum HRA Claims	Total Maximum HRA Expense
SINGLE PPO	<b>0</b>	<b>1,015.96</b>	<b>0.00</b>				
SINGLE DENTAL only	<b>0</b>	<b>42.33</b>	<b>0.00</b>				
SINGLE HRA	<b>13</b>	<b>951.39</b>	<b>148,416.84</b>	<b>6,500.00</b>	<b>154,916.84</b>	<b>13,000.00</b>	<b>161,416.84</b>
SINGLE HMO	<b>3</b>	<b>763.72</b>	<b>27,493.92</b>		<b>27,493.92</b>		<b>27,493.92</b>
SINGLE HDHP/HSA	<b>0</b>	<b>888.57</b>	<b>0.00</b>				
<b>TOTAL</b>	<b>16</b>		175,910.76		182,410.76		188,910.76
FAMILY PPO (more than one dep)	<b>0</b>	<b>2,849.38</b>	<b>0.00</b>				
FAMILY DENTAL only	<b>1</b>	<b>122.95</b>	<b>1,475.40</b>		<b>1,475.40</b>		<b>1,475.40</b>
FAMILY HRA	<b>8</b>	<b>2,655.68</b>	<b>254,945.28</b>	<b>12,000.00</b>	<b>266,945.28</b>	<b>24,000.00</b>	<b>278,945.28</b>
FAMILY HMO	<b>2</b>	<b>2,197.73</b>	<b>52,745.52</b>		<b>52,745.52</b>		<b>52,745.52</b>
FAMILY HDHP/HSA	<b>0</b>	<b>2,467.22</b>	<b>0.00</b>				
<b>TOTAL</b>	<b>11</b>		309,166.20		321,166.20		333,166.20
EMP + SPOUSE PPO	<b>0</b>	<b>1,980.87</b>	<b>0.00</b>				
EMP + SPOUSE DENTAL	<b>1</b>	<b>90.89</b>	<b>1,090.68</b>		<b>1,090.68</b>		<b>1,090.68</b>
EMP + SPOUSE HRA	<b>4</b>	<b>1,848.51</b>	<b>88,728.48</b>	<b>4,000.00</b>	<b>92,728.48</b>	<b>8,000.00</b>	<b>96,728.48</b>
EMP + SPOUSE HMO	<b>0</b>	<b>1,518.94</b>	<b>0.00</b>				
EMP + SPOUSE HDHP/HSA	<b>0</b>	<b>1,719.73</b>	<b>0.00</b>				
<b>TOTAL</b>	<b>5</b>		89,819.16		93,819.16		97,819.16
EMP + CHILDREN PPO	<b>0</b>	<b>1,896.34</b>	<b>0.00</b>				
EMP + CHILDREN HRA	<b>1</b>	<b>1,769.79</b>	<b>21,237.48</b>	<b>1,500.00</b>	<b>22,737.48</b>	<b>3,000.00</b>	<b>24,237.48</b>
EMP + CHILDREN HDHP/HSA	<b>0</b>	<b>1,646.66</b>	<b>0.00</b>				
<b>TOTAL</b>	<b>1</b>		21,237.48		22,737.48		24,237.48
Life/EAP only	<b>3</b>	<b>8.15</b>	293.40		293.40		293.40
<b>Total Coverage (Medical, Dental, Life, EAP)</b>	<b>36</b>		596,427.00	24,000.00	620,427.00	48,000.00	644,427.00

# **VII. Presentation of the Summer Camp Annual Report**

Glencoe Park District  
October 2021 Board Meeting



# 2021 CAMP REPORT

Stephani Briskman, Shannon Stevens, & Amanda Giacomino

Enriching lives and creating memorable experiences.





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## Appendices:

Appendix A – Participation & Financial Data

Appendix B – Camp Schedules

The Glencoe Park District summer camp programs provide a wide selection of experiences for newborns to 16 years old. A variety of activities in a typical camp week includes swimming at Glencoe Beach, crafts, nature awareness, games, sports, special events, field trips, cookouts, and theme days. Camps are structured to allow children to make new friends, grow, learn, discover, and, most importantly, play within their surroundings.

This summer could be described as a year of change for the summer camp program. There were several new part-time staff, including counselors, head counselors, and camp directors. With staff new in their positions, it allowed them to take a fresh approach and enhance the camp program. From small details like drop-off and pick-up procedures and new field trips like Top Golf, the camp experience in 2021 had a new and innovative feel while at the same time maintaining the high standards of service and communication that have existed in previous years. Also, with COVID-19, we implemented more in-town field trips and higher safety standards for staff and campers.

Due to the District 35 calendar, we only offer a preschool summer beginning camp, which started on June 7. The full schedule of camp offerings began on June 14 and ran eight weeks through August 6. The camp season concluded the week of August 9-13 with the Summer's End Camps.

Our camp staff had several overarching goals heading into the 2021 camp season. The goals were created with a vision of providing an exceptional experience for the residents of Glencoe.

- Provide a safe and fun camp experience for every participant
- Exceed camper and parent expectations with the highest levels of customer service and quality programming
- Provide activities that engage the camper and offer a variety of experiences
- Be flexible and solution-oriented when weather or other factors dictate a change in schedule or planned activities
- Continue to develop our communication strategies and streamline throughout all camps
- Seek opportunities to continue to build authentic relationships between staff, campers, and families through open lines of communication
- Identify and overcome barriers and roadblocks that may hinder camp participation or decrease the level of service provided





## Camp Descriptions and Overview



The Glencoe Park District emphasizes providing summer camps for children of all ages. Camp programs are designed knowing that parents sign their children up for camp for various reasons such as social development, exposure to new experiences, the opportunity for adventure, or simply out of the necessity for childcare during the summer months.

All district camps offered some additional services. NSSRA coordinates with the Glencoe Park District to provide inclusion companions for any camper with a disability or special needs. Additionally, NSSRA staff led a camp training session on inclusion services, behavior management, and disability awareness. Finally, the Glencoe Park District Scholarship Program is available to provide an opportunity for recreation for anyone with a financial barrier.

The following is a brief description of each camp's traditional experience, including the age demographic and a summary of what participants can expect.

### Preschool Summer's Beginning and Summer's End Camps

These camp programs allow parents to add a week before the start of camp and to extend the end of camp by a week. Summer's Beginning focused on getting children familiarized with camp and had an around the world theme.

### Teddy, Panda, and Koala Bear Camps

The "Bear-themed" preschool camps serve the following age groups:

- Baby Bears Camp: Age Birth-2 (10–11:00 am, T/TH)
- Teddy Bear Camp: Age 2 (9:15–11:15 am daily with options for M/W/F and T/TH)
- Panda Bear Camp: Age 3 (9:00–11:30 am daily)
- Koala Bear Camp: Age 4 (9:00 am-1:00 pm daily)

These camps utilize a mixture of seasonal staff and preschool teachers to ensure a safe environment focused on child development. Baby Bear Camp is a child and caregiver's first experience in park district programming and is a way for new families to get to know other community members while being introduced to the park district. The Teddy Bear Camp is our littlest camper's first experience away from home without a caregiver. The Panda Bear Camp understands the attention and sensitivity needed for young campers. Koala Camp offers a slightly longer day than Teddy and Panda Camp and takes the extra step of exposing campers to off-site field trips. The camp days assist in a smooth transition to preschool as well as preparing for full-day kindergarten.

### Kinder Korner Camp

Tailor-made for campers entering kindergarten in the fall, this camp offers various activities, including cooking, singing, games, and crafts based on a weekly theme. The Kinder Korner Camp day runs from 9:00am-1:00pm. Families have the option to extend the day with AM Care, Stay N Play, and PM Care options that run 7:00am-6:30pm. Campers enjoy field trips to visit the beach and have at least one weekly in-house performance. Campers also walk to parks in Glencoe to experience different playgrounds.



### Sun Fun Camp & Camp Adventure

Sun Fun and Camp Adventure are the signature camps of the Glencoe Park District. These programs serve participants in first through third grade (Sun Fun) and fourth and fifth grade (Camp Adventure). A typical camp day begins at 8:45am with drop-off. From there, campers participate in a day of scheduled activities, such as baseball, kickball, and sidewalk chalk. They would also visit with specialty staff, such as ceramics, yoga, and Amazing Minds. Due to COVID, Sun Fun and Camp Adventure campers did not travel off-site, except for our weekly beach trip. By the end of the day at 3:00pm, campers should be worn out from an action-packed day of activities with their friends in their assigned groups. The camp includes two overnighters at the Takiff Center.

### Action Quest Camp

Action Quest Camp serves the older camp population of sixth through ninth graders. Action Quest runs out of the Watts Recreational Center from 9:15am-3:15pm Monday through Friday. Camp season is eight weeks long and each week offers a variety of field trips and activities. Campers also visit Glencoe's Beach, Top Golf, waterparks, and explore the Village of Glencoe.

### Counselor In Training (Full-Day)

The CIT camp combines a hybrid of camper experiences and camp staff experiences. In addition to providing the participants of this camp a fun and enjoyable summer of activities, this camp also focuses on preparing participants for a possible job on the camp staff team at the Glencoe Park District once they are sixteen years of age. CITs are then assigned to head counselors and camp groups spread across all Glencoe Park District camps based out of Takiff and charged with assisting the camp staff in daily camp operations. CITs now receive training throughout the season more similar to that of the camp counselors. In turn, camp staff provides feedback and mentorship. CITs receive an evaluation from the camp director weekly and at the end of the session, highlighting personal strengths, areas to improve upon, and weekly goals to become the ideal candidate for a camp position in the future.

### Counselor-In-Training (Half-Day)

Half-Day CIT's work directly with our Preschool Summer Camps. They help lead daily camp activities while assisting counselors and children. Participants go on all walking and beach trips with their camp group and participate in CIT-only activities and training. CITs develop teamwork skills, gain self-confidence, and learn leadership techniques.



## Summer's End Camps

This camp serves as the "bookend" to the traditional summer camp program. The camp is offered the week after the regular camp season to accommodate parents who need childcare during that week or want to extend it later into the season. Participants range from kindergarten through fifth grade and provide a traditional camp experience when camp is not typically offered. Fieldtrips include waterparks, bowling, and a trip to laser tag. Summer's Beginning was not provided for school-aged campers due to school ending later.

## Game On! Sports Camp 4 Girls

This is the first full summer of offering this specialty camp at the Glencoe Park District. At Game On! Sports Camp 4 Girls, girls in first through eighth grades of all skill levels, learn and play multiple sports in an empowering, warm, and FUN environment. Since 2007, Game On! has offered campers daily/weekly exposure to a wide range of sports including lacrosse, field hockey, soccer, volleyball, basketball, softball, tennis, yoga, fitness, karate, touch rugby, flag football, swimming, horseback riding, and more. While sports and active play happen throughout the day, counselors work to impact each camper's growth as an athlete and a person. The Healthier4Me program focuses on integrating discussion and lessons that focus on self-esteem, respect, nutrition, teamwork, leadership, communication, goal setting, making smart choices, sportsmanship, developing solid bodies, and other core values and life skills. Camp also includes exposure to role models through highly-trained staff, a motivational speaker series, and more. The camp staff's passion and mission is to ensure every Game On! girl develops a deep sense of what it means to feel empowered, confident, proud, and "GirlStrong."

## Sports Trac

Summer Sports Trac meets at Watts from 9:00am-12:00pm Monday through Friday. It is a half-day sports camp for ages 6-11. Different contractors come to camp each day to highlight a new sport. Sports featured throughout camp include basketball, Dekhockey, soccer, tennis, and pickleball.

## Sailing and Aquatics Camp

Sailing and Aquatic camps will be covered in the Beach Report during the November Board meeting.

## Registration

In November 2020, we hosted two parent focus groups. We asked questions about parent comfort levels with field trips, masks, entertainment, cookouts, swimming, and many other traditional camp activities. We also asked questions about communicating camp programs, including when we publish camp schedules and start registration. Traditionally, information is published in the winter brochure (November), and registration begins in December, with an early bird discount available through February. This year, after the focus groups, we decided to publish information in January with registration in February. Instead of an early bird discount, we allowed parents to put down a deposit and the option to pay the balance in three monthly installments.

## Marketing and Promotion

An eight-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 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 on February 2.

COVID restrictions limited our camp capacity, which led most camps to fill quickly. We utilized Instagram and Facebook to share brief videos and images from the camp day throughout the summer. Once again, we used the rainout line software to post emergency notices quickly on the District's web page, and social media feeds. The system is easy for staff to deploy and automatically sends alerts to Facebook and Twitter.

## Staffing and Staff Training

The Glencoe Park District prides itself on hiring hardworking, motivated, and energetic staff members. This summer, our camp staff included over 65 individuals working as seasonal camp directors, head counselors, and counselors. The camp directors are the primary leadership positions that are on-site day in and day out. With the full-time staff, camp directors are responsible for the day-to-day lesson planning of the camp program and communication with parents throughout the day. Head counselors report to the camp directors and are responsible for the oversight of the camp counselors. Head counselors work to help counselors problem-solve throughout the day, as well as provide mentoring and feedback. Camp counselors are the staff members that interact with the campers constantly throughout the summer. Their focus is to develop strong relationships with campers, provide a fun summer, and always keep safety at the forefront.



A significant focus of time and effort is spent on preseason training. All camp staff members go through over 16 hours of training that is presented by the full-time managers, Director of Recreation and Facilities, Executive Director, and other members of the Glencoe Park District full-time team. Additionally, staff had weekly meetings to refresh topics discussed at the preseason training or to address issues or concerns throughout the week.

Camp staff is trained on Glencoe Park District camp procedures, including safety, first aid, reporting, camper supervision, and proper interaction with campers and ways to provide memorable experiences for campers. For example, the camp staff is taught innovative games, how to keep campers engaged during transitions, how to interact with parents, and ways to develop relationships with campers. The training is also site-specific, so camp staff can get familiar with the site where they will be working. The training consists of PowerPoint presentations, group activities, hands-on practice, discussion, and role-playing scenarios.



In addition to basic camp training, camp staff attends the summer employee orientation led by Executive Director Lisa Sheppard. At this training, Lisa welcomed staff to the Glencoe Park District team, explained the SPIRIT values that embody the agency, and impressed upon the staff the importance of their roles. The camp directors and head counselors also attended a five-hour leadership staff training this season. In this training, the leadership staff was exposed to many challenging scenarios they would face this summer, including staff discipline, dealing with upset patrons/participants, creating a culture of accountability, and success among the counselors.

## Changes Made for 2021 Camp Season

Each year, Glencoe Park District staff examines and analyzes the successes and areas of improvement from the most recent camp season to constantly improve the experience for every camper and family.

### CampDoc

CampDoc was used this year to streamline health prescreening during camp. Parents were sent a link each morning to check for COVID-19 symptoms.

### Kinder Korner & Bear Camps

The Bears and Kinder Korner Camps had several changes this season to ensure that we were meeting the needs of our youngest campers and their families. Several new in-house performers were added for Bear and Kinder Korner Camps. Campers were excited to get to play at Duke Park and use the new water features. This year, instead of off-site field trips to other communities, our preschoolers stayed right in Glencoe. We also added Mr. Shaun to bring music into our camp groups. Even though this was not a typical summer for our camps, we still provided many activities, trips, and entertainment that considered our young children's developmental needs and safety.





Preschool camps implemented the Brightwheel app that is also used in both ELC and Children's Circle. Families were able to access pictures and updates of their children throughout the camp day.

Teddy Bear Camp only offered the Tu/Th option for camp this year, which opened up room for Pandas to attend five days a week due to so many requests for this option.

Panda Bear Camp brought back the Tu/Th option to accompany the M/W/F option due to requests from caregivers that were looking for a five-day-a-week program. Having the campers attend M-F allows for an easier transition into the school year.

Preschool camps also added a director to Baby Bears and Half-Day CIT. The Director took the lead role in lesson planning, behavioral management, and parent communication. Our Baby Bears program is designed to feed into the ELC 2's program when the participant is ready for 2's! The director of these programs also builds bonds with our Baby Bears and facilitates bonds between the children and caregivers.

### Sun Fun Camp and Camp Adventure

Under the direction of Arts and Youth Program Manager Stephani Briskman, Sun Fun and Camp Adventure saw changes in various areas. Camp Adventure Clubs, new and innovative special event days, and special guests were added to keep the campers excited about coming to camp each day.

Our team made the difficult decision to eliminate off-site field trips for Sun Fun and Camp Adventure campers this summer due to COVID. Camp staff created exciting on-site field trips and introduced new independent contractors to enhance the program.

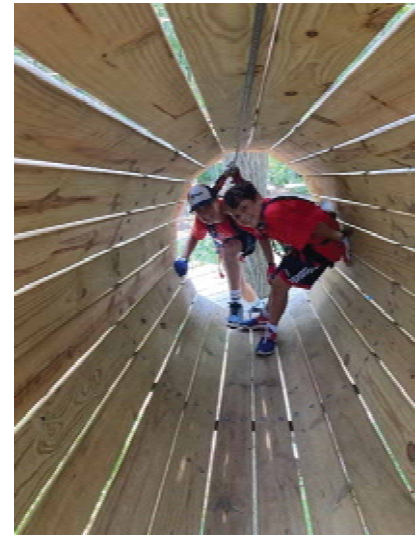
Sun Fun and Camp Adventure campers attended a beach field trip each week, and Camp Adventure campers got to utilize the paddleboards and kayaks in the afternoon.

### Action Quest Camp

Under the direction of the Athletics and Teen Camps Program Supervisor, Action Quest camps saw changes in various areas. New field trips to Top Golf, Boundless Adventure, and Bear Paw Beach were added this summer. Due to COVID-19 Action Quest only traveled once-a-week, but explored different parts of Glencoe to participate in on-site field trips. Watts days also included themes where campers dressed up and participated in themed activities.

### Counselor-In-Training (Full-Day)

For Counselor-In-Training, more of the camp staff training was integrated into both the pre-camp training and meetings with our camp director. CIT's were also asked to sign a work agreement stating all of their expectations for the summer. Participant goals were also set weekly as opposed to bi-weekly. Campers met with the CIT director two days-a-week in a classroom-type setting, covering training topics in more depth. Then the CIT's were able to apply what they learned in their classroom directly in the groups they were assigned to three days-a-week. This was a very strong class of CIT's and more of them volunteered to lead games and help in additional ways than past groups. At the end of the camp season, all full-day CIT's were Red Cross Babysitter trained.



### Counselor-In-Training (Half-Day)

Our half-day CITs spent time with each Bear and Kinder Korner camp group before working with the director to see what the best fit would be for them for the summer. This year half-day CITs had morning meetings where they explored various early childhood aspects and took time to reflect on their own interactions. They went on field trips with the campers and were able to lead some activities. They worked with all of the Early Childhood Camp Directors to better understand early childhood practices. The half-day CITs had two beach trips and a pizza party planned this summer. They took it upon themselves to call a meeting with their director to let her know they would rather stay with the children in the camp groups than do a CIT-only trip. They did enjoy a pizza picnic on-site!

### Sports Trac

Sports Trac expanded from Monday/Wednesday and Tuesday/Thursday options to a full week option. Camp continued to meet at Watts Park. We added a head counselor position as well as two counselor positions. Campers got introduced to Pickleball this summer.

### Game On! Sports 4 Girls Camp

Game On! was a new camp during Summer 2020. Due to COVID, we only offered a short 4-week session with two of the four weeks running. In 2021, we moved the camp location to West School and offered a total of ten weeks. The campers got to go the Glencoe Beach, learned new sports, and had fun water days.

## 2021 Year in Review – Highlights and Popular Activities

### Bear Camps & Kinder Korner

Eight of our Teddy Bear campers decided to stay at Takiff this fall for ELC 2s Preschool. This was due to our amazing staff, the safe, nurturing environment, and a play-based learning approach.

One of the most memorable days for this camp was our pirate and princess performers, who prepared some pirate and princess training for our themed week. The campers were shocked to see a "real" pirate at the park district, and one of the campers was overheard telling their dad that, yes, indeed, there was a real pirate and princess at camp today.

Another favorite activity for the Koala and Kinder Korner Camps was Duke Park. They had a blast playing not far from the park district and getting wet on hot days. All of the Bear and Kinder Korner Camps enjoyed water day. Some other highlights include a bubble show for Under the Sea week. Campers were able to watch the show and then participate in bubble making.

### Sun Fun Camp and Camp Adventure

A highlight of these two camps every year is the "camper's choice" set of activities. These times allow campers to break up into groups and spend time doing activities that campers enjoy, including sports, crafts, or other unique interest games.

Another highlight for Sun Fun and Camp Adventure campers was the opportunity to participate in weekly ceramics classes. Taught by Ms. Natalie and Ms. Izzy, campers learned to create beautiful pieces, fire them, and glaze them.

Due to the COVID guidelines, staff eliminated Sun Fun and Camp Adventure off-site field trips this summer. Staff was challenged to create an innovative, engaging schedule that offered campers a wide variety of experiences. Independent contractors, such as Amazing Minds, Sunshine Arts and Crafts, and Kids HeArt Yoga, were included in the camper's daily schedule and added to Sun Fun Camper's Choice and Camp Adventure Clubs. We offered two overnighter opportunities, one for each camp session, which took place after the regular camp day and included evening entertainment, dinner, movie, and a special snack.



Our camp numbers were reduced drastically due to COVID, which caused a lack of indoor space. The 2-week enrollment option was eliminated to prioritize working families who need 8-week and 4-week options. As mitigations loosened, we were able to increase our numbers to accommodate the waitlist.

We eliminated our Summer School option this summer due to COVID. Also, since there were no off-site field trips, we did not have the expense of renting busses for this summer. Sun Fun and Camp Adventure campers walked each day to the beach and were shuttled back to the Takiff Center using the Glencoe Park District bus.



## Action Quest Camp

The Action Quest Camp has the reputation of being a "traveling camp" with off-site activities planned. Due to COVID, staff surveyed parents to gauge their comfort level with field trips. The majority of parents stated they felt comfortable traveling off-site, but not going to indoor facilities. Action Quest went to Top Golf, Barefoot Bay, Bear Paw Beach, and



Boundless Adventures in replacement of indoor field trips. Those field trips were the highlight of the summer. Our leadership staff also utilized what Glencoe had to offer and planned an Amazing Race throughout the campers hometown.

Since Action Quest only traveled once a week, we added Explore Glencoe days where we visited Central School's new field, Friends Park, and had a Nerf Battle near Duke Park. For event days, Marvel Day and Holiday Day were two of the more popular theme days. On Marvel Day, they watched Avengers End Game and then raced to find all the infinity stones to defeat Thanos. During

Holiday Day they got to celebrate all of their favorite Holidays in one day.

Action Quest had many new staff, which provided an opportunity to give a new perspective on programming.

## Sports Trac

This summer, Sports Trac got to learn many new games as well as learn new skills in popular sports. These campers spent eight weeks developing their new skills in pickleball, basketball, soccer, and Dekhockey. Dekhockey was a hit with these campers each week. They also got to have a water day that featured a water balloon toss, drip drip drop, water fights with their counselors, and so much more.

## Game On! Sports 4 Girls Camp

Our Game On! campers got to experience the beautiful Glencoe Beach for the first time this summer. Even though the trip was cut short, they got to play volleyball, spike ball, and swim in Lake Michigan. Campers also developed new skills in Field Hockey and Lacrosse throughout their summer.

## Planning for Summer 2022

After a fun and successful 2021 camp season, the staff can look for ways to improve the camp experience both from an internal and procedural perspective and enhance the customer experience. Where possible, staff will work with one another to develop more consistency in camp procedures from a parent perspective regardless of age or type of camp. Below are some of the changes that staff will be investigating this winter.

## Bears Camps and Kinder Korner Camp

- Extend the training for staff to include more early childhood specific training on behavioral management
- Add a Kinder Korner and Koala swim shirt
- Offer more in-house visitors and entertainers for our younger campers
- Research activities close to Glencoe that preschoolers would have fun with this summer
- Create a field day with bounce houses and age-appropriate obstacle courses
- Investigate if CampDocs or Brightwheel has a better health screening system for Bears and Kinder Korner Camps

### Sun Fun Camp and Camp Adventure

- Research other swim lessons locations and options
- Add at least two new field trips
- Incorporate additional independent contractors into our schedule to expose them to more activities

### Action Quest Camp (AQ)

- Offer one-week options to provide increased flexibility for this age group that has many outside options
- Introduce new field trips near Glencoe and create learning opportunities for campers
- Refine the structure for each week of camp and Watts Days

### Sports Trac

- Add more camp themes to the program
- Incorporate a new contractor (ex: archery or volleyball)
- Create rainy day sports-related activities

### Game On! Sports Camp 4 Girls

- Review registration offerings
- Utilize CampDocs for campers paperwork
- Add more trips to Glencoe Beach

### CIT (Full-Day)

- Create an interview process for the CIT program
- Develop a structured and scheduled day for CITs
- Continue to integrate more training and learning opportunities for CITs

### CIT (Half-Day)

- Continue to integrate more training into the program through additional mid-season training that is shorter in length
- Create an application and interview process for the CIT program
- Work with full-day CITs to allow half-day CITs to become babysitter trained
- Plan more CIT only trips that are team and leadership building

### All Camps

- Incorporate all waivers into camp paperwork
- Work with CampDoc to streamline with new RecTrac
- Investigate the use of technology to send pictures and updates to parents throughout the day
- Continue to improve the counselor-in-training program. Hold a focus group with counselors during winter break to provide input for improvement

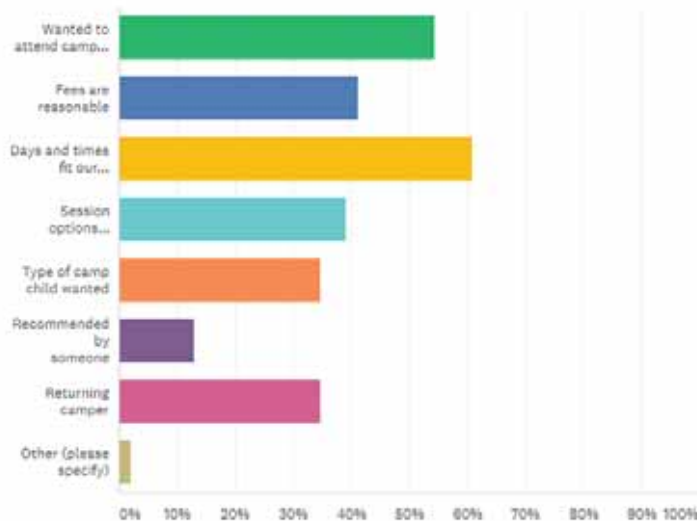
## Customer Feedback and Survey Results

At the end of each season, a survey is sent to the camp participants' families to solicit feedback used to improve and make changes to the camp program the following year. This year, 46 camp participants completed the survey (113 in 2019, 97 in 2018, and 80 in 2017). The survey is created, distributed, and analyzed using [www.SurveyMonkey.com](http://www.SurveyMonkey.com). Camp participants were asked about the registration process to staff, facilities, activities, field trips, and overall experience.

This year the sample size was significantly smaller than in previous years. However, scores from this survey were slightly higher than in years past. The only area that scored lower was 'the cost of the program,' although 92% of participants responded that the value of the camp related to the fees was excellent or good.

### Why did you register your child/children for camp?

Answered: 46 Skipped: 0



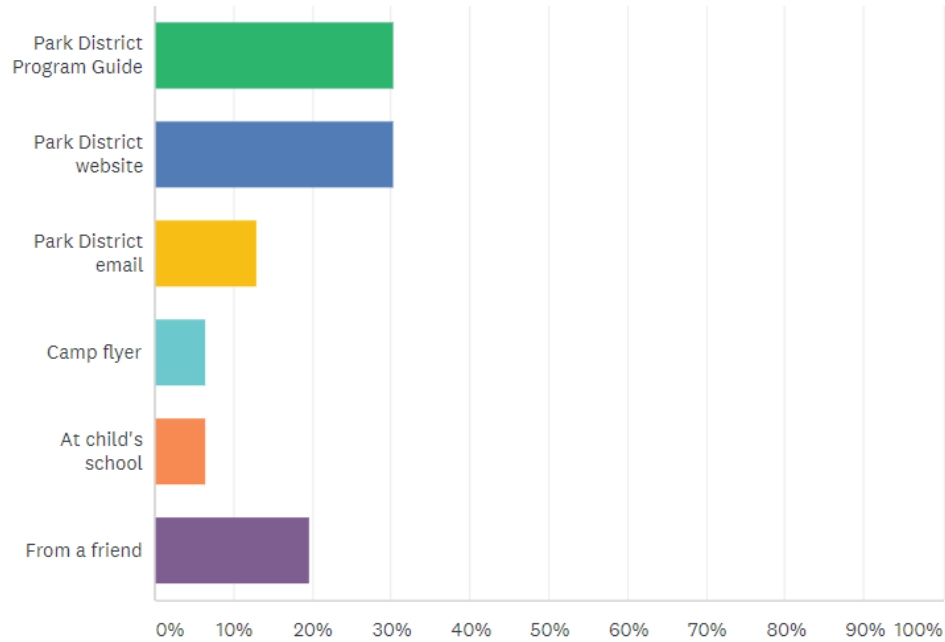
ANSWER CHOICES	RESPONSES
▼ Wanted to attend camp with friends	54.35% 25
▼ Fees are reasonable	41.30% 19
▼ Days and times fit our schedule	60.87% 28
▼ Session options (8/9/2/1 week camp options)	39.13% 18
▼ Type of camp child wanted	34.78% 16
▼ Recommended by someone	13.04% 6
▼ Returning camper	34.78% 16
▼ Other (please specify)	Responses 2.17% 1
Total Respondents: 46	

It is clear from the survey that families register for District camps for three main reasons:

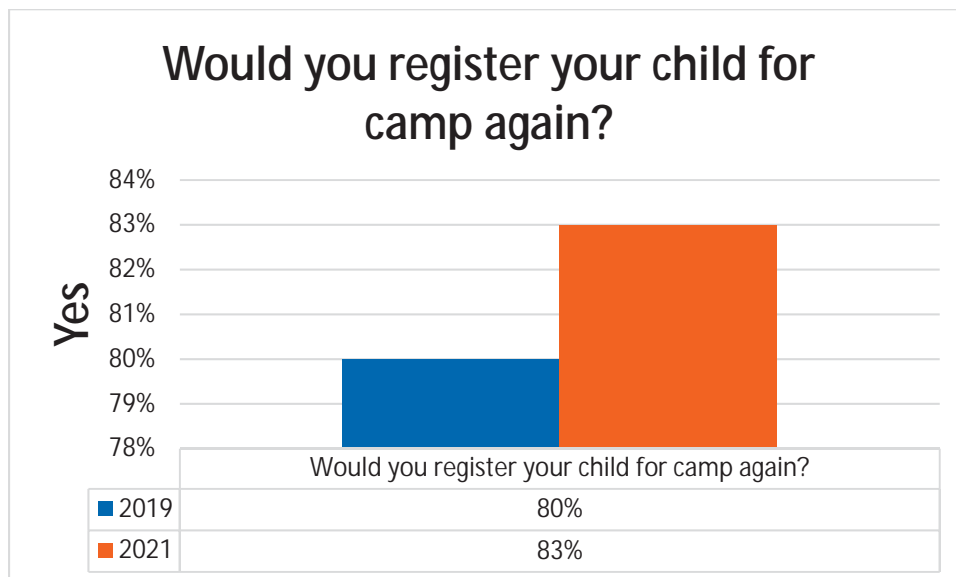
1. Days and times for their schedules
2. Wanted to attend camp with friends
3. Reasonable fees

## How did you hear about Glencoe Park District camps?

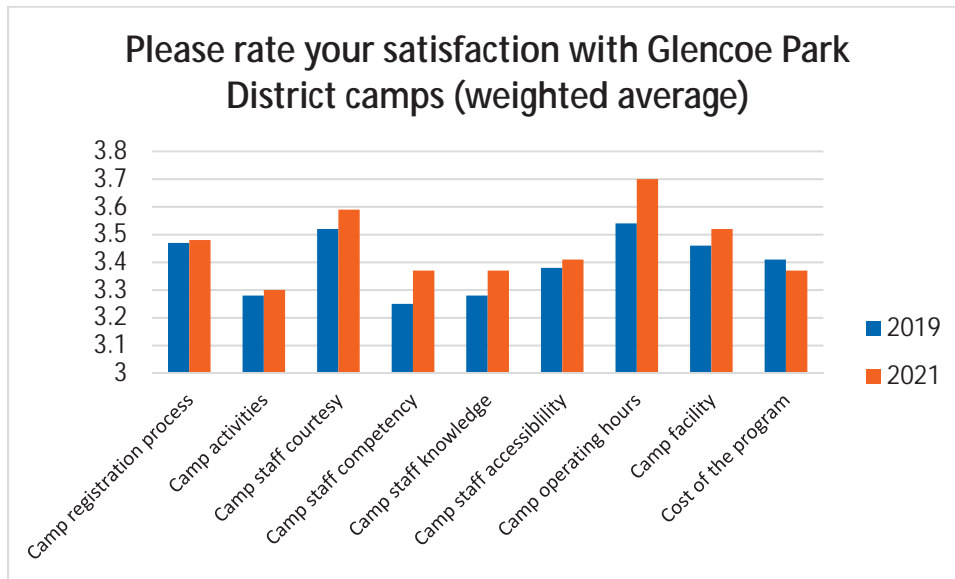
Answered: 46 Skipped: 0



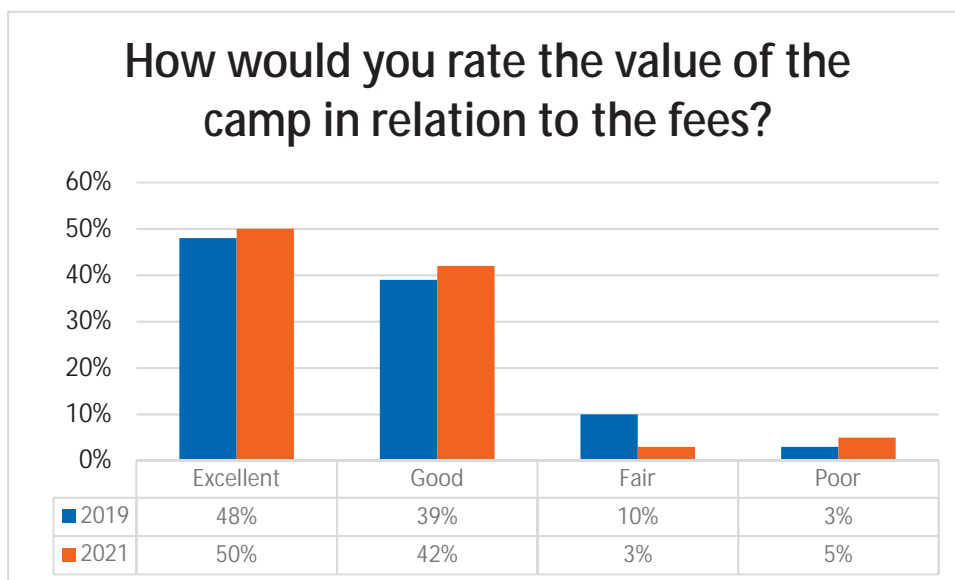
Due to COVID-19 and a modified winter brochure, we saw a shift in how participants discovered and researched camp. The Park District website saw a significant increase in usage.



Results were in line with previous years, although 36 participants only answered this question. The absence of field trips for Camp Adventure was stressed as a reason for not registering for camp again. Staff is hopeful that limited field trips will return for Sun Fun and Camp Adventure next year.



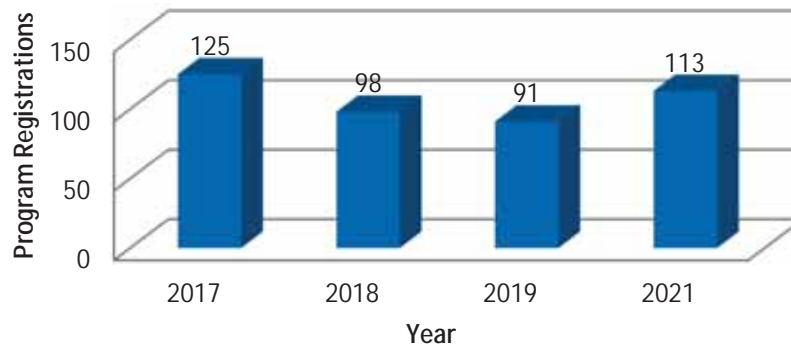
Satisfaction across multiple areas was higher in 2021 compared to 2019. We saw positive momentum with staff courtesies, competency, knowledge, and satisfaction with our operating hours. As discussed above, the cost of the program was the only area that declined.



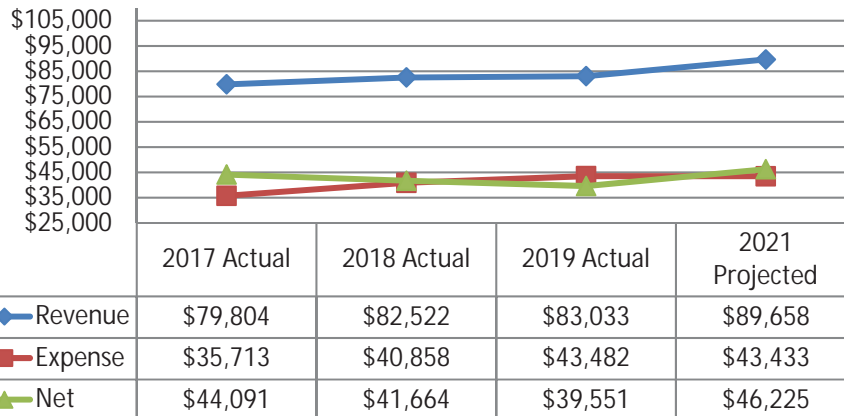
As discussed above, the value and quality of our camp and the flexibility we provide for working families is our core strength. Additionally, we are seeing approximately 9% of all participants coming from other communities. They sight the value and the full-day option as the reason for choosing our program.

## Appendix A – Camp Participation & Financial Information

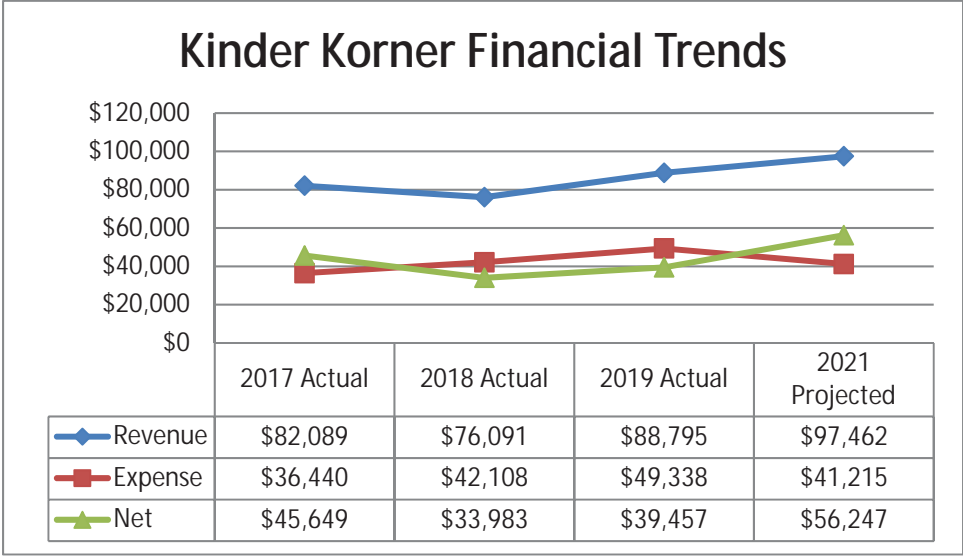
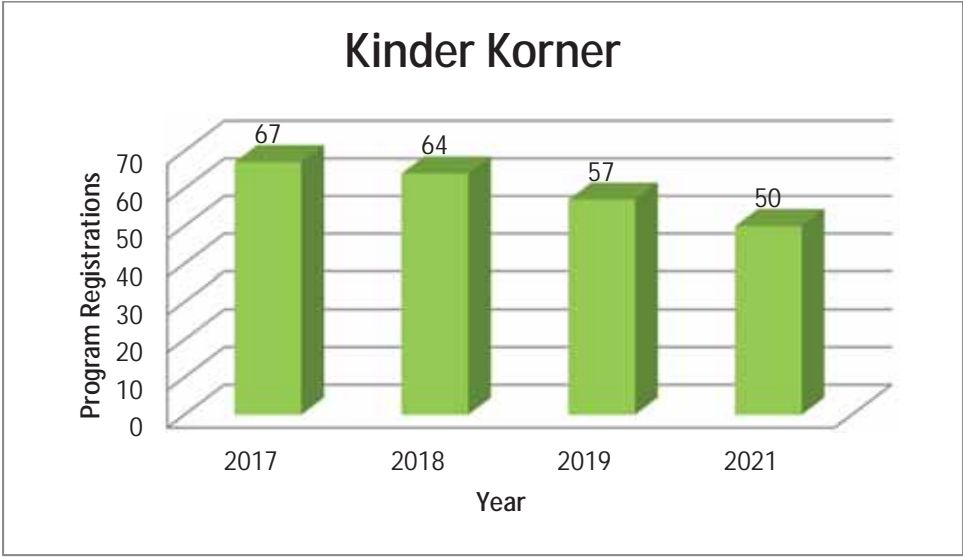
### Bear Camps (Baby, Teddy, Panda, Koala)



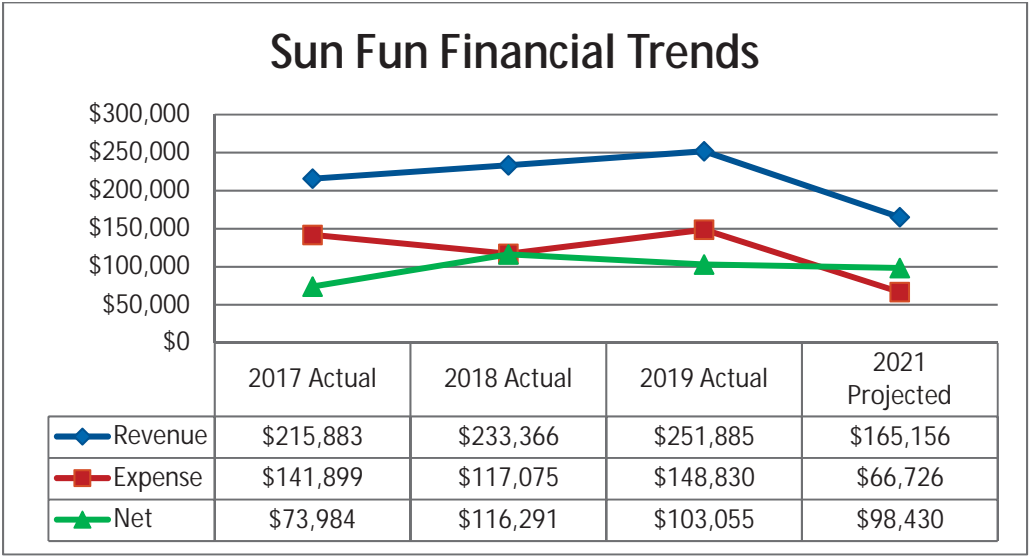
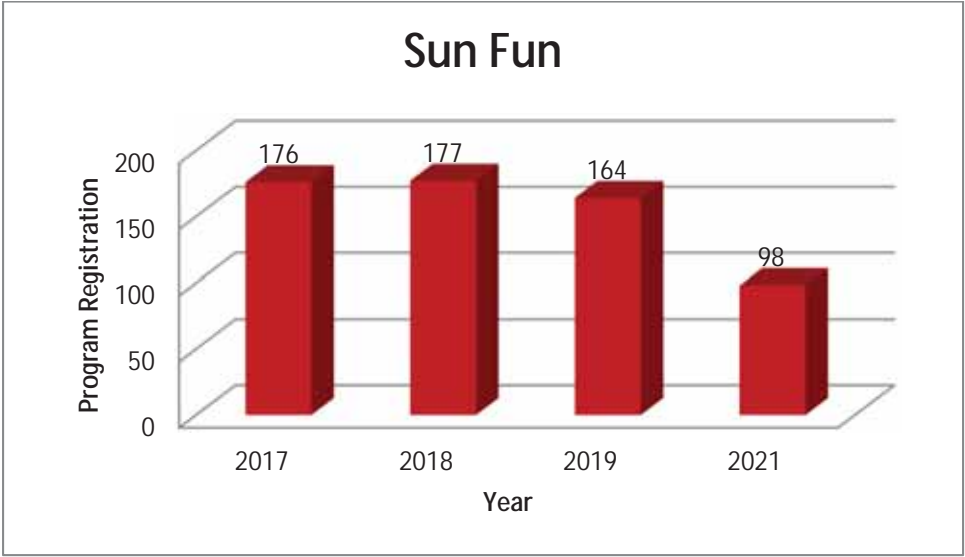
### Bear Camps Financial Trends



We saw robust demand for Bears camp this summer. Similar to other camps, we were restricted by capacity due to COVID. All three age groups had higher revenue than expected.

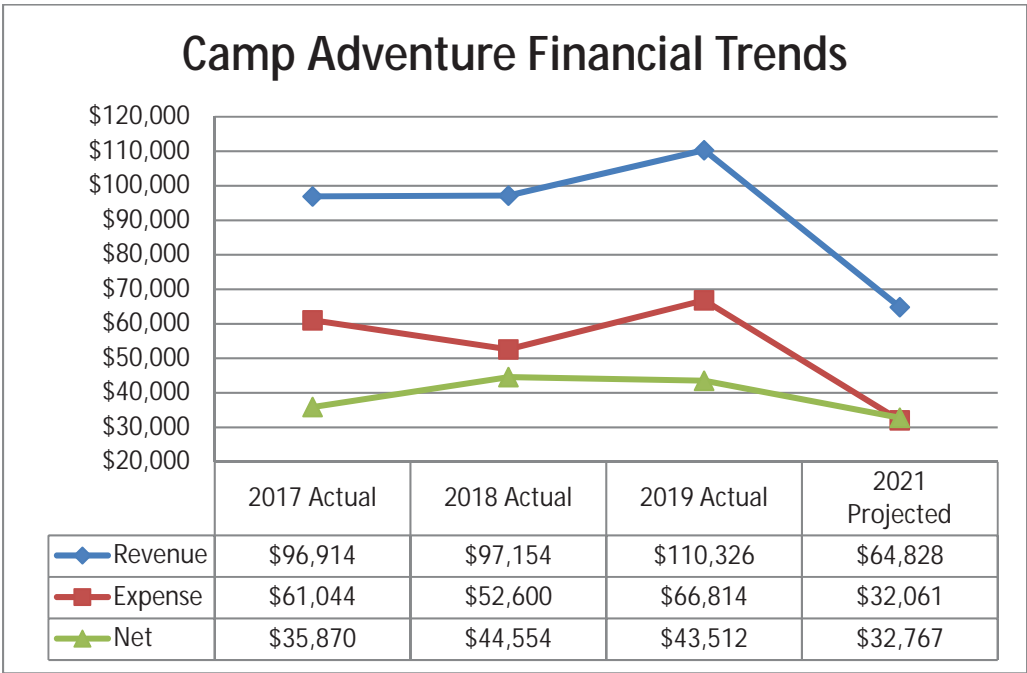
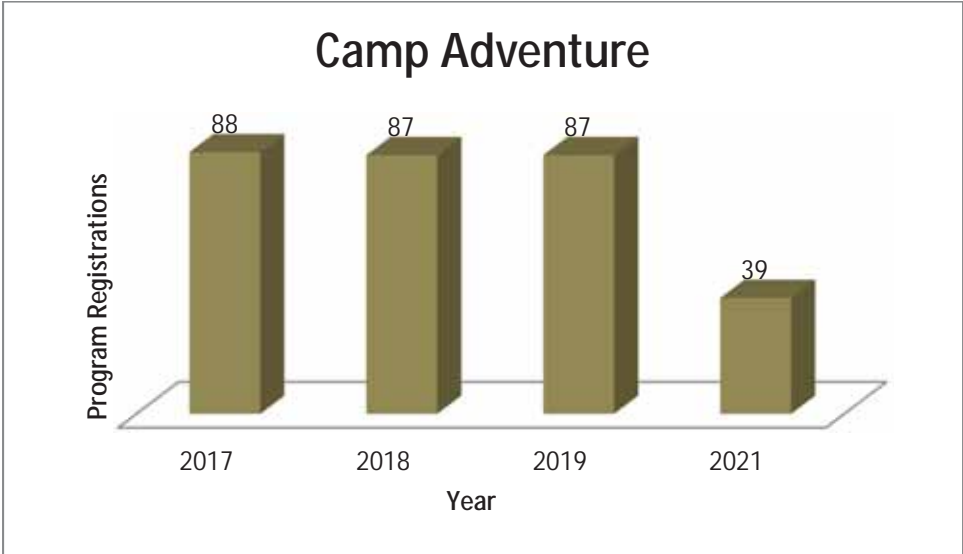


Kinder Korner had strong demand, but like other camps, we were restricted by capacity due to COVID. Overall, enrollment was lower compared to previous years because we only provided 4- and 8-week options this summer. Our average revenue per enrollment was higher due to strong enrollment in 8-week full-day options. Parents were eager to get their children ready for kindergarten after a challenging year with COVID.



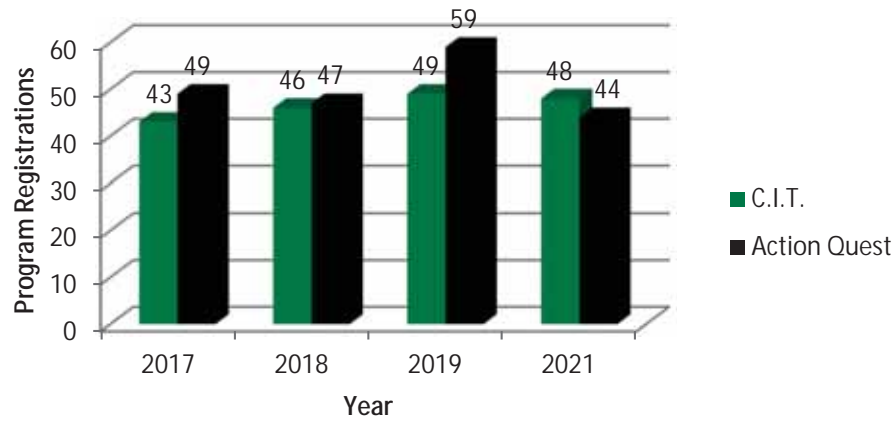
Revenue was lower compared to previous years as capacity was restricted. We only offered 4- and 8-week options. We saw a significant reduction in expenses as we did not go on field trips outside of Glencoe.



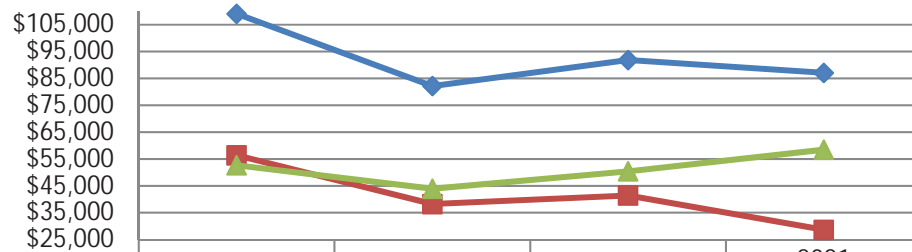


Revenue was lower than previous years as capacity was restricted, but staff feels that overall demand was lower for Camp Adventure than pre-COVID. We think this is in part to popularity for Sailing and Aquatic camps and Game-On. We only offered 4- and 8-week options. Like Sun Fun, we saw a significant reduction in expenses as we did not go on field trips outside of Glencoe.

## Counselor In Training & Action Quest



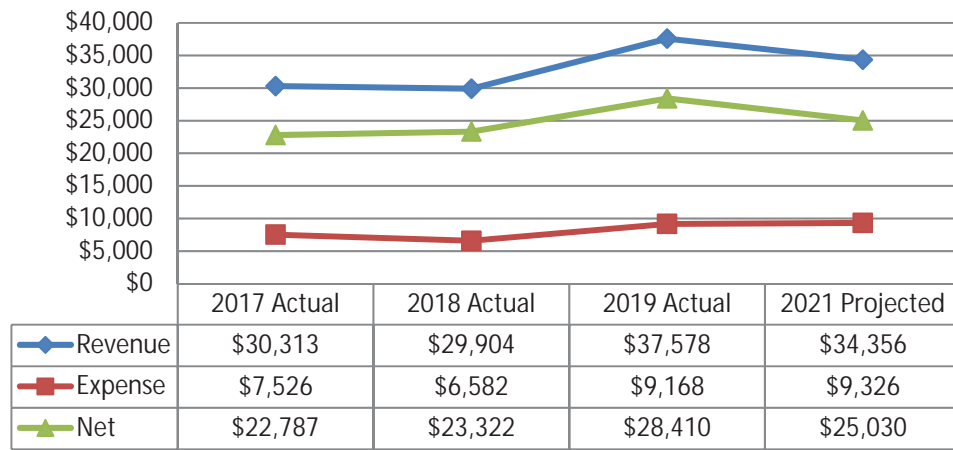
## Action Quest Financial Trends



	2017 Actual	2018 Actual	2019 Actual	2021 Projected
Revenue	\$109,074	\$82,171	\$91,848	\$87,092
Expense	\$56,397	\$38,243	\$41,420	\$28,625
Net	\$52,677	\$43,928	\$50,428	\$58,467

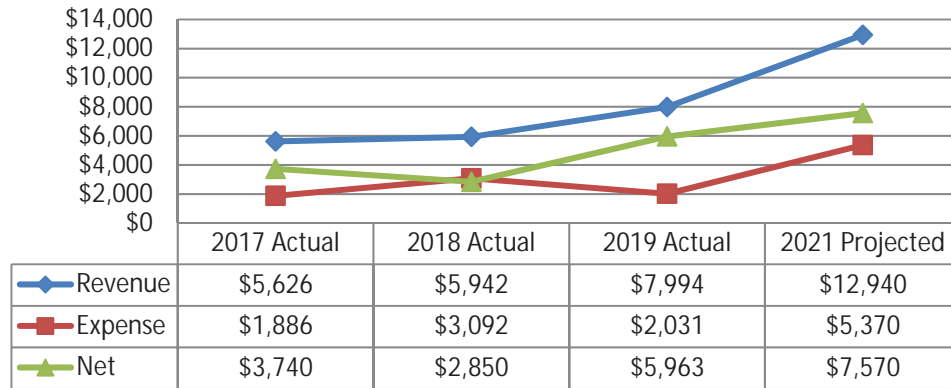
Action Quest had a solid summer, and we expect positive momentum in enrollment next year. Expenses were lower due to fewer field trips.

### C.I.T Financial Trends

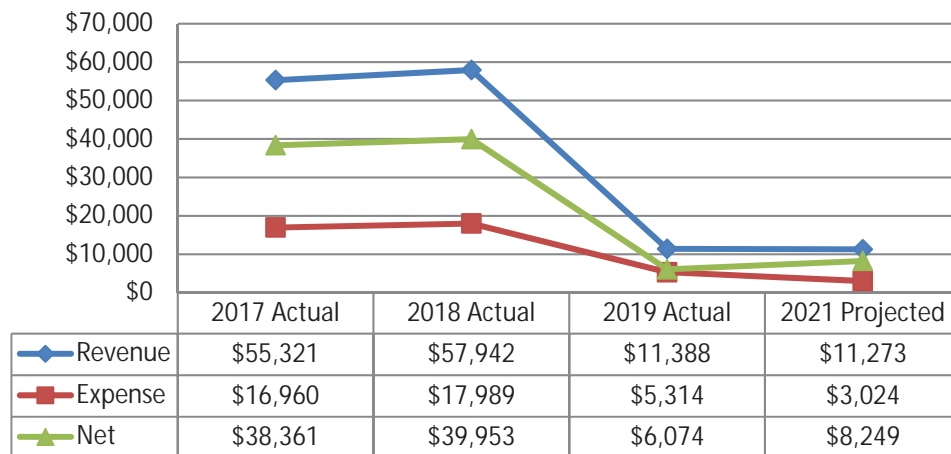


Enrollment was in-line with staff expectations.

### Preschool Summer Beginning Financial Trends

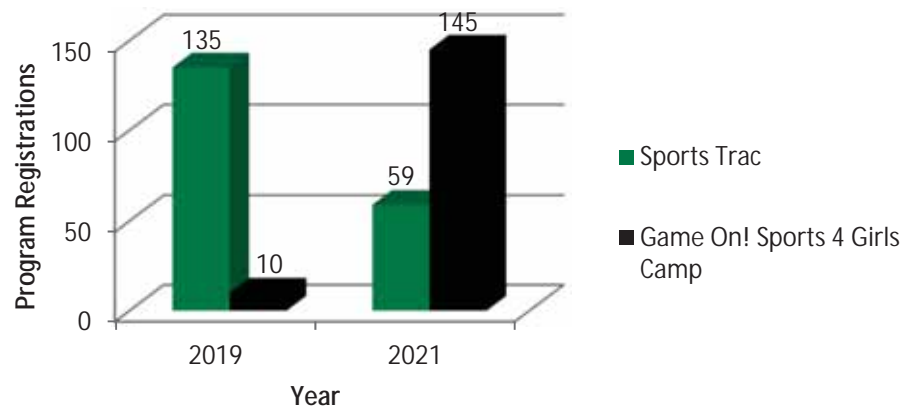


### Summer's Beginning/End Financial Trends

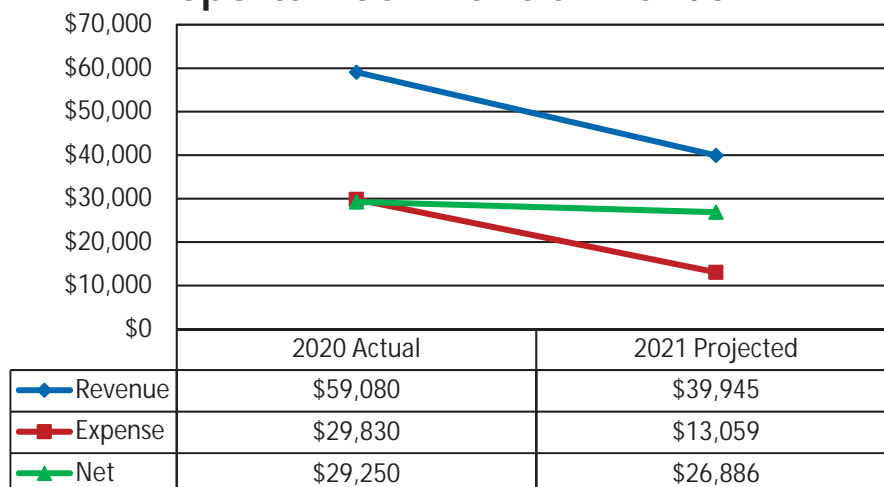


Enrollment was in line with staffs expectations. Note: No Summers Beginning in 2019, 2020 or 2021. AM/PM Care revenue and expenses were moved out of Summer's Beginning/End and into Sun Fun and Camp Adventure budgets in 2019.

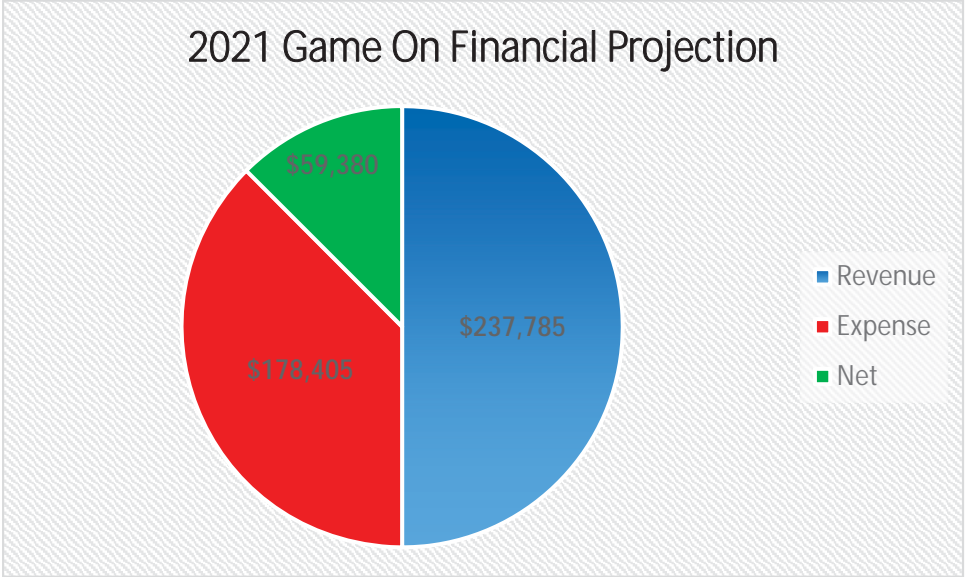
## Sports Trac & Game On!



## Sports Trac Financial Trends

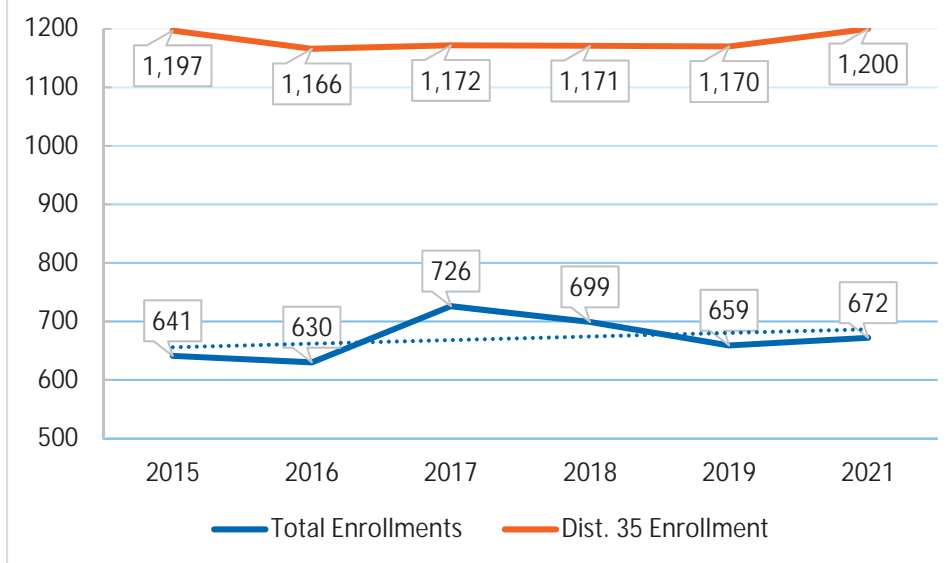


This was the second summer that we offered Sports Trac. In 2020, Sports Trac was one of the few camp programs we offered. The drop in enrollment was expected and was due to the availability of our other camps.

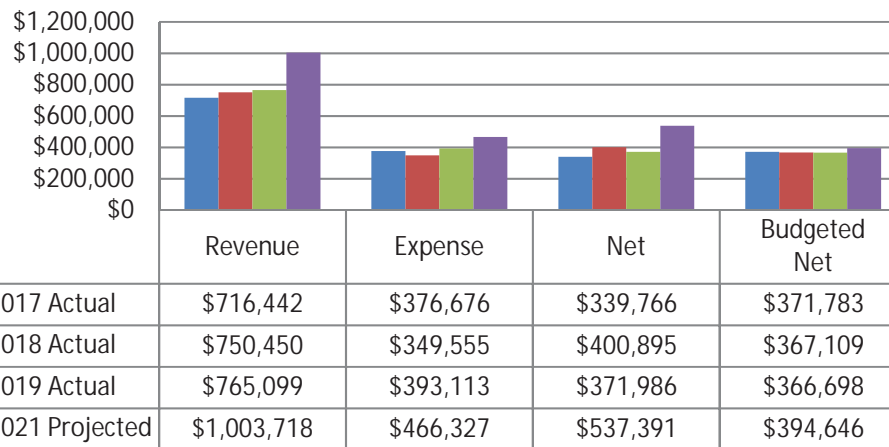


The District has a 75:25% revenue split agreement with Game-On. This camp has a regional draw and attracts participants from other communities, as well as Glencoe residents. Enrollment was strong, and staff is hopeful that it continues into future years.

### Camp vs School Enrollment



### Overall Camp Financial Trends








Overall, camp financials were solid this year, with all camps exceeding the budgeted net surplus. We saw strong enrollment and financial performance in Game-On and Sailing and Aquatics camps. We continue to see the interest in specialty camps grow. Strong demand also continues for full-day camp options. Total enrollment is consistent with previous pre-COVID years. The revenue growth is due to the need for full-day care and the shift to specialty camps, which are typically higher in price.


Appendix B – Camp Schedules




















1st Session: Sun Fun 2021				
Mon	Tue	Wed	Thu	Fri
WEEK 1: Goal of the Week: Sportsmanship				
6/14 <b>First Day of Camp!</b> 	6/15 <b>Crazy Sock Day</b> (Wear your craziest socks!) 	6/16 <b>Campers' Choice</b> 	6/17 <b>Beach Trip</b> (All Day) 	6/18 <b>Olympics</b> (Wear your country's colors) Hot Dog Cookout! 
WEEK 2: Goal of the Week: Teamwork				
6/21 <b>Music Monday</b> (Get ready to have a dance party!) 	6/22 <b>Picture Day!!</b> (Wear your camp t-shirt!) 	6/23 <b>Campers' Choice</b> 	6/24 <b>Beach Trip</b> (All Day) Pizza lunch included 	6/25 <b>Wild West Day</b> (Wear your best Western gear!) 
WEEK 3: Goal of the Week: Appreciation				
6/28 <b>Motivation Monday</b> (Appreciate the people around you!) 	6/29 <b>Group Inventions</b> (Invent something new with your group!) 	6/30 <b>Campers' Choice</b> 	7/1 <b>Beach Trip</b> (All Day) Pizza lunch included 	7/2 <b>Carnival Day</b> (Dress in your favorite costume!) 
WEEK 4: Goal of the Week: Respect				
7/5 <b>No Camp Today!</b>  <b>Happy 4th of July!!!</b>	7/6 <b>Water Balloons!</b> 	7/7 <b>Campers' Choice</b> 	7/8 <b>Beach Trip</b> (All Day) 	7/9 <b>COLOR WARS</b> (Wear your team color!) Hot Dog Cookout! Undernighter!! 


 =Pack Lunch



2nd Session: SUN FUN 2021				
Mon	Tue	Wed	Thu	Fri
<b>WEEK 5: Goal of the Week: Friendship</b>				
7/12 <b>First Day of second session!</b>  	7/13 <b>Picture Day!!</b> <i>(Wear your camp t-shirt!)</i>  	7/14 <b>Campers' Choice</b>   	7/15 <b>Beach Trip (All Day)</b>  	7/16 <b>Superhero Day</b> <i>(Dress like your favorite superhero)</i> Hot Dog Cookout!   
<b>WEEK 6: Goal of the Week: I Believe in Myself/Perseverance</b>				
7/19 <b>Meow Monday</b> <i>(Bring a picture of your pet!)</i>  	7/20 <b>Scavenger Hunt!</b>  	7/21 <b>Campers' Choice</b>   	7/22 <b>Beach Trip (All Day)</b> Pizza lunch included   	7/23 <b>Chicago Sports Day</b> <i>(Dress in your favorite Chicago sports gear!)</i>  Undernighter!!  
<b>WEEK 7: Goal of the Week: Sensitivity</b>				
7/26 <b>Make It Monday</b> <i>(Craft, Color, Build!)</i>  	7/27 <b>Tasty Tuesday</b>  	7/28 <b>Crazy Hair Day</b>  <b>Campers' Choice</b>  	7/29 <b>Beach Trip (All Day)</b>  	7/30 <b>Hawaiian/Water Day</b> <i>(Wear your best Hawaiian gear/ bathing suit!)</i> Hot Dog Cookout!  
<b>WEEK 8: Goal of the Week: Health and Fitness</b>				
8/2 <b>Move It Monday</b>  	8/3 <b>Pajama Day</b> <i>(Wear pajamas today!)</i>  	8/4 <b>Campers' Choice</b>   	8/5 <b>COLOR WARS II</b> <i>(Wear your team color!)</i>  Parent Night 6:00pm 	8/6 <b>Beach Trip (All Day)</b> DJ Party PIZZA LUNCH @ BEACH  <i>Sign up for Summer's End!</i> 


 =Pack Lunch


1st Session: Camp Adventure 2021				
Mon	Tue	Wed	Thu	Fri
<b>WEEK 1: Goal of the Week: Sportsmanship</b>				
6/14 <b>First Day of Camp!</b> 	6/15 <b>Crazy Sock Day</b> Wear your craziest socks! 	6/16 <b>Wisdom Wednesday</b> Bring your thinking cap! 	6/17 <b>Glencoe Beach</b> 	6/18 <b>Olympics Day!</b> Wear your countries colors!  Hot Dog Cookout!
<b>WEEK 2: Goal of the Week: Teamwork</b>				
6/21 <b>Nerf Battle</b> 	6/22 <b>Picture Day</b> Wear your camp T-shirt 	6/23 <b>Water Wednesday</b> Wear a swimsuit and bring a towel! 	6/24 <b>Glencoe Beach</b>  Pizza Lunch Included	6/25 <b>Wild West Day!</b> Wear your best western gear! 
<b>WEEK 3: Goal of the Week: Appreciation</b>				
6/28 <b>Club Day</b> 	6/29 <b>Camp Wars!</b> 	6/30 <b>Wear it Wednesday</b> Wear your favorite outfit! 	7/1 <b>Glencoe Beach</b>  Pizza Lunch Included	7/2 <b>Carnival Day!</b> Dress in your favorite costume! 
<b>WEEK 4: Goal of the Week: Respect</b>				
7/5 <b>No Camp Today!</b> Enjoy the Sun! 	7/6 <b>Amazing Race</b> 	7/7 <b>Water Wednesday</b> Wear a swimsuit and bring a towel! 	7/8 <b>Glencoe Beach</b> 	7/9 <b>Color Wars!</b> Wear your team color!  Undernighter Tonight! Hot Dog Cookout!

 =Pack Lunch


 =Sailing after 12pm


2nd Session: Camp Adventure 2021				
Mon	Tue	Wed	Thu	Fri
<b>WEEK 5: Goal of the Week: Friendship</b>				
7/12 <b>First Day of Second Session!</b>  	7/13 <b>Picture Day</b> Wear your camp T-shirt  	7/14 <b>Woof Wednesday</b> Bring in a picture of your pet!  	7/15 <b>Glencoe Beach</b>  	7/16 <b>Superhero Day!</b> Dress like your favorite superhero!  Hot Dog Cookout!  
<b>WEEK 6: Goal of the Week: I Believe in Myself/Perseverance</b>				
7/19 <b>Club Day</b>  	7/20 <b>Scavenger Hunt</b>  	7/21 <b>Way back Wednesday</b> Bring in a picture of you as a baby!  	7/22 <b>Glencoe Beach</b>  Pizza Lunch Included  	7/23 <b>Chicago Sports Day!</b> Wear your favorite Chicago sports gear!  Undernighter Tonight!  
<b>WEEK 7: Goal of the Week: Sensitivity</b>				
7/26 <b>Club Day</b>  	7/27 <b>Camp Wars!</b>  	7/28 <b>Wacky Wednesday</b> Aka crazy hair day! Come to camp with crazy hair!  	7/29 <b>Glencoe Beach</b>  	7/30 <b>Hawaiian/ Water Day!</b> Wear your best Hawaiian gear and a swim suit!  Hot Dog Cookout!  
<b>WEEK 8: Goal of the Week: Health and Fitness</b>				
8/2 <b>Club Day</b>  	8/3 <b>Pajama Day</b> Wear pajamas today  	8/4 <b>Wellness Wednesday</b>  	8/5 <b>COLOR WARS!</b> Wear your team color!  Popsicle Treat! Parent Night 6:00pm 	8/6 <b>Beach Trip!</b> DJ Party PIZZA LUNCH @ BEACH Sign up for Summer's End!  


 =Pack Lunch


 = Sailing after 12pm

1st Session: Action Quest 2021				
Mon	Tue	Wed	Thu	Fri
<b>Week 1</b>				
6/14 <b>FIRST DAY OF CAMP!</b>  	6/15 <b>Explore Glencoe Day</b>  	6/16 <b>Beach Trip</b> Meet at Lakefront Park 55 Hazel 9:15am   	6/17 <b>Par King</b>   	6/18 <b>Olympics Day!</b>   
<b>Week 2</b>				
6/21 <b>Nerf Battle</b>  	6/22 <b>Explore Glencoe Day</b>  	6/23 <b>Beach Trip</b> Meet at Lakefront Park 55 Hazel 9:15am    	6/24 <b>Top Golf</b>  	6/25 <b>FREAKY FRIDAY</b>  
<b>Week 3</b>				
6/28 <b>Watts Day</b>   	6/29 <b>Explore Glencoe Day</b>  	6/30 <b>Chicago Dogs Game</b>   	7/1 <b>Beach Trip</b> Meet at Lakefront Park 55 Hazel 9:15am    	7/2 <b>Carnival Day</b>  
<b>Week 4</b>				
7/5 <b>No Camp Today!</b> <i>Enjoy The Sun!</i>  	7/6 <b>Explore Glencoe Day</b>  	7/7 <b>Beach Trip</b> Meet at Lakefront Park 55 Hazel 9:15am   	7/8 <b>Wheeling Water Park</b>   	7/9 <b>Color Wars!</b>   

 =pack lunch

 =concessions

 =camp cookout (hotdogs and chips provided)

 =pizza lunch

2nd Session: Action Quest 2021				
Mon	Tue	Wed	Thu	Fri
<b>Week 5</b>				
7/12 <u>Fun Way</u>   \$	7/13 <u>Explore Glencoe Day</u>  	7/14 <u>Beach Trip</u> Meet at Lakefront Park 55 Hazel 9:15am   \$ 	7/15 <u>Watts Day</u>  	7/16 <u>Marvel Day</u>  
<b>Week 6</b>				
7/19 <u>Game Show Day</u>  	7/20 <u>Explore Glencoe Day</u>  	7/21 <u>Beach Trip</u> Meet at Lakefront Park 55 Hazel 9:15am   \$	7/22 <u>Lincoln Park Zoo</u>   \$	7/23 <u>Sports Day</u>   
<b>Week 7</b>				
7/26 <u>Virtual Field Trip</u>  	7/27 <u>Explore Glencoe Day</u>  	7/28 <u>Beach Trip</u> Meet at Lakefront Park 55 Hazel 9:15am   \$ 	7/29 <u>Barefoot Bay</u>   \$	7/30 <u>Wacky Water Day</u>   \$
<b>Week 8</b>				
8/2 <u>Tournament Day</u>  	8/3 <u>Explore Glencoe Day</u>  	8/4 <u>Holiday Day!</u> Celebrate different Holidays in One Day! Potluck Lunch  	8/5 <u>Boundless Adventures</u> High Ropes Course!  	8/6 <u>Last Day Of Camp</u> Beach Day with DJ! Cardboard Regatta   \$ 

 =Pack Lunch    
  =Concessions    
  = Camp Cookout    
  =Pizza Lunch Provided

<b>First 4 weeks: Kinder Korner Camp 2021</b>				
<b>Mon</b>	<b>Tue</b>	<b>Wed</b>	<b>Thu</b>	<b>Fri</b>
<b>WEEK 1: Under The Sea</b>				
6/14 <u><b>First Day of Camp!</b></u> 	6/15	6/16	6/17 <u><b>Bubble Show</b></u> 	6/18 <u><b>Water Day</b></u> 
<b>WEEK 2: Farm Week</b>				
6/21 <u><b>Mr. Shaun</b></u> 	6/22 <u><b>Glencoe Beach</b></u> 	6/23	6/24 <u><b>Water Day</b></u> 	6/25 <u><b>Miss Jamie's Farm</b></u> 
<b>WEEK 3: Star Spangled Week</b>				
6/28	6/29	6/30	7/1 <u><b>Mary Macaroni</b></u> 	7/2 <u><b>Water Day</b></u> 
<b>WEEK 4: Around the World</b>				
7/5 <u><b>No Camp</b></u> Fourth Of July Holiday Observed	7/6 <u><b>Glencoe Beach</b></u> 	7/7	7/8 <u><b>Water Day</b></u> 	7/9 <u><b>Super Stolie</b></u> 

<b>2nd Session: Kinder Korner Camp 2021</b>				
<b>Mon</b>	<b>Tue</b>	<b>Wed</b>	<b>Thu</b>	<b>Fri</b>
<b>WEEK 5: Pirate and Princess Week</b>				
7/12 <u><b>First Day of Second Session!</b></u> 	7/13	7/14	7/15 <u><b>Pirate and Princess Performers</b></u> 	7/16 <u><b>Water Day</b></u> 
<b>WEEK 6: Super Hero Week</b>				
7/19 <u><b>Mr. Shaun</b></u> 	7/20 <u><b>Glencoe Beach</b></u> 	7/21	7/22 <u><b>Water Day</b></u> 	7/23 <u><b>Dan Gogh</b></u> 
<b>WEEK 7: Nature Week</b>				
7/26	7/27	7/28 <u><b>Frog Lady</b></u> 	7/29 <u><b>Water Day</b></u> 	7/30
<b>WEEK 8: Music Mania Week</b>				
8/2 <u><b>Mr. Shaun</b></u> 	8/3 <u><b>Glencoe Beach</b></u> 	8/4	8/5	8/6 <u><b>Water Day</b></u> 

## **VIII. Update on Strategic Initiatives (long- and short-term goals)**

Glencoe Park District  
October 2021 Board Meeting



# MEMORANDUM

**TO:** Board of Park Commissioners  
**FROM:** Lisa Sheppard, Executive Director  
**SUBJECT:** Strategic Initiatives  
**DATE:** October 4, 2021

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For the last 18 months or so, the Park District team's attention has been pulled to everything COVID-19 and day-to-day operational changes that have resulted from the pandemic.

As we settle into this new normal, I have shifted my team's attention back to our Strategic Plan in the last quarter and the initiatives that represent the long and short-term goals of the District.

Attached is an update of our progress on these initiatives.



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
<b>C</b> 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 <b>XX%</b>	Annual improvement over baseline to increase score	
<b>F</b> 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: <b>\$XXX</b> in Fund 65 & 69. Total % completed.	FY20/21 Capital Projects budget: <b>\$XXX</b>
	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	<b>x%</b> 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	<b>X%</b> tax revenues and <b>X%</b> other operational revenues	Maintain 50%/50%
<b>O</b> 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	<b>XX</b> submissions per year	Increase <b>XX</b> per year
<b>ET</b> 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
<b>ES</b> 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 <b>XXX</b>
	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 <b>XXX</b> 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 <b>XX%</b> 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 <b>XX</b> new initiatives per year

## Short Term - Departmental Goals

Short Term Goals are goals that are determined beyond the strategic plan initiatives. A short-term goal is something Park District staff wants to do in the near future. For Glencoe Park District's purposes, the near future means within the current budget year. While these goals tie back to the overall strategic themes and objectives, these goals are kept by the department for easy follow through and follow up. Department heads meet with staff during the annual review process to discuss where improvements to the department or specific program areas can be made.

Customer Connection | Financial Stewardship | Operational Effectiveness and Efficiency

Empowered Team | Environmental/Sustainability/Preservation

### **Administration – Administrative, Finance, Business Services, IT**

The Administrative Department is responsible for the management of the District's short and long-term planning, financial, human resources, risk management, information systems, and marketing and communications activities. Administration develops, recommends, and implements long-range financial plans. Finance is responsible for all aspects of accounting, financial and record keeping for the Park District. Staff implements effective control of receipts and disbursements, review and monitors debt management procedures, protects cash and assets through sound internal control, and invests surplus funds. The department controls the District's financial records in compliance with the Local Government Records Act.

The Information Technology (IT) function is to maintain all centralized voice, security, and local and wide area network infrastructure. IT is responsible for all management of the District's telephone communications systems, photocopier purchases, and maintenance contracts.

Human Resources (HR) develops, implements and communicates benefit programs and policies including health and life insurance, workers' compensation, retirement plans, employee assistance, employee recognition, unemployment insurance, vacation, sick time and all other benefits.

HR develops and administers the compensation programs for all District paid staff. Staff prepares bi-weekly payroll and all government payroll reports as well as monitors documented time in relation to the Fair Labor Standards Act and other internal controls. The department also develops, implements, and communicates personnel policies and procedures to Park District staff. HR and the Parks Department oversees the function of risk management as well as coordinates the District-wide loss control program with PDRMA. The Departments provide information for employee education, training, and accident prevention.

### **Marketing and Communications**

The Marketing and Communications Department is a department of the Administration Team. This function is for the development and execution of all District marketing, publicity, media outreach, public relations, social media, market research, advertising, sponsorships, and branding. Staff oversees the District website and external communication, seasonal brochures, program flyers, and event materials.

### **Parks and Maintenance**

The function of the Parks and Maintenance Department is to provide safe, well-maintained parks and recreation areas to meet the needs of Glencoe Park District residents and to provide support to the other District departments. The Parks and Maintenance Department is responsible for the general maintenance and upkeep for all District park areas and facilities. This includes, but is not limited to turf, trees, landscaping, athletic field preparation. The Parks Department responds to service requests for facility maintenance and minor repairs. The Parks Department manages the District's fleet, equipment, and specialty maintenance such as pest/weed control, snow removal, and special event support.

HR and Parks oversees the function of Risk Management as well as coordinates the District-wide loss control program with PDRMA. The Department provides information for employee education, training, and accident prevention.

**Recreation and Facilities**

The Recreation functions provide residents of the District with the opportunity to participate in active and passive activities that keep them connected to the community and each other through quality programs, services, and special events at various facilities and parks. The general Recreation Department plans a variety of programs for early childhood, youth, adults, teens and seniors. Glencoe Park District also has numerous facilities including:

- Takiff Center which includes administrative offices, early childhood center, Glencoe Fitness Center, Aiken Community Hall, ceramics studio, gymnasium, community rooms, fitness rooms and general program rooms.
- Glencoe Swimming and Boating Beach
- Watts Recreational Center which includes Kids Club rooms, community rooms and seasonal ice rinks that have a sheet and a half of ice providing Open Skate, Open Hockey, Learn to Skate, as well as ice rentals to a variety of user groups including travel hockey programs, camps, high school, and college leagues.

**\* Goals that are related to a specific theme will be identified with a code as identified in red on the Strategic Plan Road Map.**

**\*\* Goal Status: Completed; Started, Not Started; Hold**

<b>Goals: 2021/2022</b>					
<b>Team Administration – Administrative, Finance, Business Services, IT</b>	<b>*Code</b>	<b>Team Leader</b>	<b>Team Members</b>	<b>**Goal Status</b>	<b>Notes</b>
Select new registration software	O2.1a	Erin/Carol	Bobby, Erin, Carol, Lauren, Adam, Lisa	Complete	
Complete transfer to new registration software Conversion of current Rectrac 10.3 System to Rectrac 3.1		Bobby, Erin, John, Lisa	BC, LK, RM	Started	March 2022
Hire New Finance Director		Lisa	A-Team	Completed	John Cutrera hired

Transition/Training of New Director of Finance/HR		Lisa	Lauren, Dept Heads	Started	
Train New Board of Commissioners members		Lisa		Complete	Completed with three new elected officials. including a replacement commissioner.
Hold Board Retreat		Lisa	Board Members	Started	Rescheduled for November 1
Complete Full-time/Year Around Part-time employee survey in February 2021 and 2022 – compare results and set goals for area of improvement.		Lisa	A-Team	Completed	Completed in March 2021 Will do yearly in March going forward
Complete, review and develop actionable item from the staff survey		A-team		Started	
Form new IDEA “Inclusion, Diversity, Equity and Acceptance” Team. Formed to support the Inclusion Policy with an emphasis on re-evaluating our current practices, services, trainings and policies with a renewed commitment of equity, diversity and inclusion in effort to answer the question of what we can do to assist in creating better solutions.		Lisa	John and Becky	Started	IPRA Safe Zone Conversation sceduled for Oct. 11
Increase participation of Part-time staff in Safety and Green Team		Lisa	Matt	Completed	New members added, will recruit new members yearly
Implementation of Power DMS Software System	01.1a	Jenny	Lisa, Liz, Dept Heads, Lauren, HR	Started	Past DA review docs uploaded

Implementation of MSDS Software System	01.1a	Lauren	Chris, Bill, Anthony, Jill, Amy	Started	In progress. Takiff, Watts, Beach and Parks added. Confirming that there are no more binders. Once confirmed, will touch base with Chris, Bill and Anthony for how to proceed in regards to additional items, and sharing with staff.
Facilitate COVID-19 Vaccinations GPD Employees in accordance with vaccine mandate policy and/or obtain applicable medical/religious exemptions		Lisa	Becky	Started	Deadline for full vaccination is 10/26/21
Develop 3 yr Grant Project Plan	F.3.1.a	Chris and Lisa	Department Heads	Started	Watts, West, Crib Wall
Determine YR 2-3 of Capital Projects	F.1.1.a	Lisa	Department Heads	Started	Review with Board beginning in October
Award at least five Innovation Awards to Full and Part-time Team members to encourage innovation	O3.1a	Lisa	Erin Bobby	Not Started	
Develop a no-idle resolution for Park District		Lisa		Completed	To Board Approved in July Education and signage at facilities and in programs completed
Review and Update Personnel Policy Manual		Jenny and Lisa	John and Becky	Started	Nearly complete, John and Becky reviewing policies and to provide input by the end of October
Review and Update the Board Policy Manual		Jenny and Lisa		Started	Edited and Board approved policies added

Reformat Board Reports and Packets		Lisa and A-team		Complete	
Develop a weekly Friday Update for the Board and Staff to better communicate happenings at the Park District	ET1.1.a	Lisa and A-Team		Complete	
Have Staff Committees and Advisory Groups do Quarterly Reports to the Board		Lisa and Committee Chairs		Started	
A member of the Registration Team will attend Recreation Team meeting monthly to enhance communication and develop efficiencies.		Lauren, Jill and Amy		Started and On Going	Continuing to attending meetings when can. Working great.
Digitize Documents: evaluate the current system and Explore new cost – effective options for a centralized Document management system and scan historical Documents and property files		Lauren, Jenny, Brian		Started	Jenny/Jill/Amy scanned in historical documents to P drive. A few bins left to do from ED files.
Donations: Fine tune Web presence, add FAQ's and pictures, create donations master list		Jenny		Started	Will be part of the new website project
Create grants master list, create P-drive location for all grant documents.		Jenny		Started	Historical-2015 completed; need to add 2016-present
<b>Goals: 2021/2022</b>					
<b>Team Marketing and Communications</b>	<b>*Code</b>	<b>Team Leader</b>	<b>Team Members</b>	<b>**Status</b>	<b>Notes</b>
Redesign website	C1.1c	Erin	Web committee	Started	Plan to finish site in November
Communicate new registration/website experience	C1.1c	Erin		Not started	Nov-Feb
Hire/train new graphic design assistant		Erin		Done	Fall 2021
Complete Google Analytics certification	O2.1a	Erin		Started	Winter 2021
Train employees on how to use new website	ET1.1a	Erin	Web committee	Not started	Fall 2021 Winter 2022
Integrate new technology into communication plans	O1.1a	Erin		Ongoing	

Create Innovation Awards materials & graphics	O3.1a	Lisa	Erin, Bobby	Not started	
<b>Goals: 2021/2022</b>					
<b>Team Parks and Maintenance</b>	<b>*Code</b>	<b>Team Leader</b>	<b>Team Members</b>	<b>**Status</b>	<b>Notes</b>
Oversee the planning, Bidding, Construction of Capital Projects to include South Overlook, Boating Beach Stairs, Kalk Park – Phase II, Complete Duke Park and Connect Glencoe, Pier repairs, Exterior Beach House, CC HVAC Unit and present annual FY Capital Project Audit Report To the Board	F.1.1.a	Chris	Parks Team Finance Director Executive Director	Started	Construction Completed: South Overlook, Kalk, Duke, Connect Glencoe, Beach House, CC HVAC Unit. Design Ongoing Pier/Crib Wall
Develop a storm management plan for one park	ES.2.1.a	Chris	Anthony	Complete	Concept Plan was developed for West Park including storm water management
Investigate the practicality of alternative fueled fleet vehicles	F.1.1.a ES1.1.a	Chris	Sustainability Committee	Started - research needs to be presented to A-Team/Board	Researched Electric Vehicle Charger Stations/Researched Electric Cars/Trucks
Develop a 3 YR plan to reduce utility consumption	ES.1.1.a	Chris	Bill, Anthony	Not Started	
Develop a Utilities/Fuel Tracking Program	ES.1.1.a	Chris		Ongoing	Updating Vehicle Fuel Chip Key System



Complete Parks Improvements including Athletic Field Improvements, replace GYS Roof, Replace Boathouse Roof, and Asphalt repairs at Watts in Conjunction with Dist 35 at South School	F.1.1.a C.4.1.A	Chris, Anthony and Bill		Ongoing	Construction Completed: Athletic Field Improvements, Boat House Roof, Asphalt Repair. GYS Scheduled
Research and Execute a Tree Inventory Software system	ES.2.2.a OS.2.1.a	Chris		Ongoing	Met with 1 Vendor
Complete First Aid/CPR Trainers Course	ET.1.1.a	Anthony		Complete	
Achieve CPSI recertification	ET1.1.a	Anthony		Not Started	No In-Person Classes Offered in 2021
Actively participate in the IPRA Parks Committee	ET.1.1.a	Chris and Anthony		Not Started	
Achieve Fleet Management Certification	ET.1.1.a	Chris		Ongoing	Investigating Programs
Develop District Wide Conservation Contract	ES.2.2.a OS.2.1.a	Chris		Complete	Bid Contract: Pizzo Awarded

**Goals: 2021/2022**

<b>Team Recreation and Facilities</b>	<b>*Code</b>	<b>Team Leader</b>	<b>Team Members</b>	<b>**Status</b>	<b>Notes</b>
Become CPRP certified	ET.1.1.a	Stephani, Shannon, Matt, Nate		Started	Shannon - Completed CPRP Cert.
Complete program and budget analysis for Ceramic and Arts program	C.1.1.b F.2.1.a	Stephani	Bobby	Started	
Create a Back to School Bash event in the fall		Stephani		Not Started	
Develop a new daily schedule for Sun Fun and Camp Adventure	C.1.1.a	Stephani		Not Started	
Develop and implement beach communication plan for 2021	C.4.1.a	Matt	Erin, Bobby	Completed	

Implement trial recycling program at the beach	ES.1.1.a	Matt	Chris L	Not Started	
Collaborate with Sheridan Shores Sailing School for Powerboating training and US Sailing certification for staff	C.3.1.a	Matt	Bobby	Started	
Develop in-season training plan for all beach staff	ET.1.1.a	Matt		Started	
Implement a ticketing system for daily pass sales, sun shelter reservation and rentals	O.1.1.a	Matt	Bobby	Completed	
Develop summers beginning Aquatics Camp	F.3.1.b	Matt		Completed	
Join IPRA Aquatics Committee	ET.1.1.a	Matt		Not Started	
Attend Capital Project meeting related to beach for summer 2021 and develop timeline of projects	F.1.1.a	Matt	Chris	Started	
Attend a training session on working with a younger workforce	ET.1.1.a	Matt		Not Started	
Coordinator sending a weekly intro, plan and feedback email for every section of beach camps	C.2.1.a	Matt		Started	
Host at least 4 Friday night season pass holder only events at the beach		Matt		Completed	
Work with the Glencoe Sustainability Task Force to host a beach cleanup day in early May, 2021	E.3.1.a	Matt	Green Team	Completed	
Develop and implement a Private Training/Instruction on Park District Properties Procedure. This includes Takiff/Fitness, Watts/, and Parks/Tennis Courts/Sports	O.2.1.a	Shannon	Adam, Bobby	Completed	
Create a parent advisory group and neighboring district roundtable to discuss youth sports and, more specifically, house league basketball	C.2.1.a	Shannon	Adam, Bobby	Started	First roundtable in early November with neighboring districts.
Develop a Basketball Operations Manual. I.E., specific job descriptions, preseason checklist, volunteer coaches' manual, and an in-season checklist	O.2.1.a	Shannon		Started	Developing in preparation for 2021-22 Season
Transfer and train management of affiliate field rentals and communication (GBA/AYSO) to Shannon	ET.1.1.a	Bobby	Shannon	Completed	

Add 2 outdoor athletic program/classes at the schools	F.3.1.b	Shannon		Completed	
Develop and implement 2 athletic-related special events (IE dodgeball tournament, 3 on 3 tournaments, etc.).		Shannon		Started	Meeting set up with Nate to discuss options
Develop an 'Explore Glencoe' day every week for Action Quest campers to create a learning opportunity		Shannon		Completed	
Create an in-house field trip in our district for Action Quest		Shannon		Completed	
Run a Children's Circle specific event to benefit St. Judes-Trike a Thon		Jess	Amanda	Started	Will run in late Sept/early Oct
Develop comprehensive Early Childhood long-term capital plan by creating a 10-year replacement plan	F.1.1.a	Jess		Started	Have list of items and am now organizing into categories and timing of replacements
Create and run a Grand friend's program		Jess		Not Started	Holding off until school year depending on COVID guidelines
Create a plan for the EC team to encourage professional growth and provide opportunities for leadership	ET.1.1.a	Jess		Started	Plan created and being rolled out in September
Create a 5-year business plan for the Early Childhood Wing that includes a SWOT analysis		Jess	Bobby, Amanda	Started	In beginning stages
Develop and implement an online purchasing option for Glencoe Fitness Center memberships	C1.1.c	Adam	Lauren	Completed	Live on website
Rebuild to 200 active fitness center members by the end of FY2021-22	F.3.1.b	Adam	Erin	Started	Ramp up publicity in fall

Analyze and develop equipment preventative maintenance and replacement plan for Fitness Center	F.1.1.a	Adam	Bobby	Completed	Will be added to conditions assessment in near future
Develop 2-4 Glencoe Fitness Center specific KPIs to gauge success and report monthly to board	C.1.1.a/b	Adam		Started	Have begun adding to monthly board report
Increase revenue in Adult Fitness Classes by 10%. Develop Outdoor Fitness Special Events in Parks and at Beach (IE Turkey Burn, Zumba Dance Party, Boot Camp at the Beach to pull in new participants).	C.1.1.b	Adam		Completed	Offered Burn at the Beach free class. Offering free yoga class labor day weekend
Develop partnership with Silver Sneakers to offer senior driven fitness programming at park district facilities	C.3.1.a	Adam		Not Started	Due to COVID, will hold off until things improve for indoor fitness classes
Create an onboarding system for new EC families		Amanda	Jess	Not Started	
Professional Growth: <ul style="list-style-type: none"> <li>· Register for IPRA Pro-Connect in 2021</li> <li>· Complete year three of Charmed Foundation Leadership PAG Group:</li> <li>· Complete CPR/First Aid Trainers Course</li> </ul>		Amanda		Started	In year three of PAG Group, pro-conncet will not run until 2022
Reevaluate current summer preschool concerts to create a fun and inviting time for Early Childhood Camps and Glencoe residents, while partnering with camp and daycare programs to provide more entertainment opportunities for all early childhood participants and community	C.3.1.a	Amanda	Rec Team	Completed	Tots N Tunes that were at Takiff were enjoyed by the public, and when there was low attendance some EC camp groups joined

Create professional development packets monthly for ELC Staff	ET.1.1.a	Amanda		Started	These have been created monthly for ELC Team and will continue during the school year
Create and implement a honey bee curriculum and other bee related educational opportunities for Early Childhood programs in Summer 2021		Amanda	Parks Team	Completed	Children's Circle Honey Bee Week was be 8/9-8/11. Anthony came on 8/13 with bees for children to see
Redesign Recreation Board Report with a focus on KPIs/Metrics		Bobby	Lisa	Completed	
Develop training plan for new registration software		Bobby	Rec Team	Started	Starting Oct 2021
Restore Recreation programs to pre-Covid levels		Bobby	Rec Team	Started	
Build assets for Special Events to reduce rental fees and increase capabilities		Nate	Rec Team	Started	
Develop new events and expand into area not currently served by the park district		Nate	Rec Team	Started	
Expand food and beverage options for special events		Nate	Rec Team	Started	Focus on quality and family appeal
Grow roster of live music offerings		Nate	Rec Team	Started	Larger roster of quality entertainment and diversity of family friendly entertainment

Increase technical Audio and video capabilities		Nate	Rec Team	Started	Both using internal assets and quality technical contractors
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# **IX. Executive Director's Report**

Glencoe Park District  
October 2021 Board Meeting

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

**IPRA and IAPD Updates**

- I have been elected to the Illinois Park & Recreation Association (IPRA) 2022 Board Chair-Elect. I will take office in January 2022 and will become IPRA's Board Chair in January of 2023. I appreciate the support of the Glencoe Park District Board and Staff! Reflecting on my upcoming role, I have always felt the development and growth of our professionals is the highest calling of leadership. I am excited and honored for the opportunity to lead a dedicated Board, support and listen to section members, and work alongside the amazing IPRA staff. Established in 1944, the Illinois Park and Recreation Association serves nearly 2,500 park, recreation, and conservation professionals throughout the state, and is a national leader in providing premier education, networking, and resources. For more information about IPRA, its' board and mission, please visit the IPRA website: [www.IIipra.org](http://www.IIipra.org).
- IAPD Educational Offerings: John and I will be attending the IAPD Legal Symposium on Thursday, November 4. IAPD's Legal Symposium is one of the best ways to make sure our agency is keeping up to date with recent legal changes affecting park and recreation agencies. This year's symposium will once again be held at The Conference Center / Hyatt Lodge, which was formerly McDonald's University, in Oak Brook.
- The IAPD/IPRA Soaring to New Heights Conference will be on January 27-29, 2021. The current plan is to have the conference in-person, unless changes occur due to the pandemic. We welcome commissioners to attend this excellent learning opportunity, even if it is for one day. Details of the conference will be sent out soon. Please let us know if you would like to attend. The event is located at the Hyatt Regency Chicago.

The IAPD Annual Business Meeting is scheduled on Saturday, January 29, 2021 at 3:30pm at the Hyatt Regency Chicago. They are requesting a representative attend the meeting. The by-laws state, "Each member district shall be entitled to be represented at all Association meetings and conferences by a delegate or delegates. Delegates of the Association meetings or conference may include members of the governing boards or member districts, the Secretary, Attorney, Treasurer, Director or any paid employee of the member district." I will be there and would be happy to represent the District, if you so desire, or you can appoint a Board member.

**Upcoming Board Workshop**

Carol Sente will be facilitating our in-person Board Workshop on Monday, November 1 from 6:00-9:00pm. Calendar invites were sent to all Board members.

**Finance and Business Services**

- 2021 Tax Levy  
The proposed 2021 tax levy was discussed at the Committee of the Whole meeting on October 5. Given the Board's agreement with staff's recommendation, the Truth in Taxation Resolution will be included in your packet and is on the agenda to be approved at the October Board meeting. The levy hearing will then be held at the regular Board meeting on November 16, and the Levy Ordinance will be approved by the Board at that same meeting. The Ordinance can then be filed at the Cook County Clerk's office, well before the December 28 filing deadline.



- Recommendation on Health Insurance for Employees  
John attended the PDRMA Health Plan Membership Council webinar meeting on September 29. The rates for health insurance for 2022, as well as benefit plan changes, were discussed and approved by the Council. A full memo on the renewal was prepared by staff and included in the Board packet. Staff asks the Board to approve their recommendation at the regular meeting on October 19, as our plan selection forms must be returned to PDRMA Health by October 22. Open enrollment will be held November 15-30.
- FY2022/23 Budget In-Service Training/Proposed Capital  
A budget in-service training session was held the week of October 11 for department head and management staff who help complete the annual budget. As in prior years, this training helps to ensure budget worksheets are completed accurately and on a timely basis, and that staff are aware of key dates and budgetary assumptions in this process. Capital wish list items for Capital Fund 65 are being submitted to the Executive Director by mid to late October, and by the end of October the executive management team will rank these items for discussion with the Board and eventual inclusion in the first FY2022/23 Budget Draft.
- The Glencoe Park District Financial Legal Calendar that we use for planning for FY2022/2023 can be found in Appendix B

### **Marketing and Communications**

Erin has been busy promoting programs and events (details can be found in Appendix C). She is also working on our new Web site and fall brochure, which will go back to the pre-pandemic format.

### **Park Projects**

Chris continues work on next year's fiscal year's capital projects including Watts Recreational Center, pier, crib wall, and Lakefront Park tennis courts and playground. We started searching for a construction management firm for the Watts project. A request for proposals is being sent out and staff will interview qualified firms.

The horticulture crew has been busy maintaining planting beds throughout the District. Seasonal mums have beautified our high-profile locations.

Staff has worked on inspecting trees throughout the District. With the summer drought, the Park District lost many trees throughout the inventory. Staff made every effort via an aggressive tree management program to preserve the tree inventory. Fertilizing and fungus treatments were done throughout the inventory this year. The dead trees will be removed over the course of fall/winter. We planted 18 new trees throughout the District this fall.

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

### **Recreation and Facilities**

- Glencoe Beach: Matt Walker  
The boathouse closed for the season on October 10. Boaters received their winter storage application in early September. Again, this fall, boaters can sign up for winter storage online in a continuing effort to make the registration process more efficient. Winter storage revenue is expected to be similar to previous years. Staff will present the annual beach report at the November Board meeting.

- Community Engagement & Special Events: Nate Van Allen

The very first Fish Boil had over 50 enrollees, who were treated to live music, a colorful boil-over show, and complimentary drinks, all in an ideal setting under the Beach Trellis. The Great Mud Run had its largest number of participants ever, with over 400 registered. There were two new obstacles, the Stump Jump and the Slip and Slide, in addition to improvements to other obstacles on the course. Races and spectators were able to purchase coffee, donuts, bundt cakes, and other refreshments, along with some free snacks. This year there were new shiny spinning medals for all finishers. There were three Glencoe community organizations in attendance: GJHP, Girl Scouts, and Friends of the Green Bay Trail.

Halloween is on the way, as is Spooky Skate and Boo Bash. Spooky Skate is already nearing 100 registrants with over two weeks to go. Boo Bash is moving to Kalk Park this year to continue social distancing and COVID precautions. New elements will be added including, food and drink, trick or treating, and spooky attractions.

- Early Childhood: Jess Stockl

Early Childhood had a busy few weeks with vision and hearing screenings as well as picture day. All children three and older are required to be screened for vision and hearing by the State of Illinois. We partner with a private company to provide the service onsite for our families. Picture day took place outside, and we saw the best smiles!

ELC teachers and students have nicely settled into their classrooms and routines. Each class has been learning all about fall this month! The children enjoyed apple painting, measuring with apples, and doing taste tests to see which they liked best. We also welcomed Miss Michelle as a new Kindergarten Readiness teacher. She has been an excellent addition to the team!

Children's Circle has welcomed many new part-time staff to our team. We are continuing the hiring process and still have four open positions. The Belugas enjoyed a field trip to Glencoe's Community Garden where they worked with volunteers on identifying plants, collecting seeds, and creating plant portraits. (Appendix A details current participation numbers)

- Youth Programs: Shannon Stevens and Stephani Briskman

Detailed program registration numbers on youth general and athletic programs can be found in Appendix A.

We are bringing back open gym when District 35 has a no school day. Shannon and the marketing team met to start promoting the open gyms. Our first will be October 11, and we will offer some additional times during Thanksgiving Break.

- Glencoe Fitness: Adam Wohl

There has been an increase in usage at the fitness center in the last four plus weeks. We had 15 new members join the fitness center during September and our number of visits to the fitness center was the highest since January with 530 visits. We also issued 18, seven-day passes during September, with ten converting to a fitness membership. Appendix A shows the breakdown of memberships over the past four years.

- Pickleball

Pickleball classes continue to be extremely popular heading into our fall sessions. I am working with our instructor to add some daytime classes to accommodate lengthy waitlists. We have opened up 2 additional sections to accommodate another 16 students. We are working to add one to two more sections.

- Theatre & Dance Classes with the Sarah Hall Theatre Company  
The enrollment for Dance and Theatre classes rebounded this fall. Appendix A shows a comparison from the last four years.

**Freedom of Information Report**

There were two FOIA requests this month resulting 36.5 staff hours to complete.

Submitted by:  
Lisa Sheppard, CPRP  
Executive Director

**Recreation and Facilities Department Report  
October 2021**

**Community Engagement & Special Events: Nate Van Allen**

Date	Event	Attendance Estimate
9/11/21	Fish Boil	50+
10/2/21	Great Mud Run	400+

**Upcoming Events**

10/22/21	Spooky Skate	100+
10/29/21	Boo Bash	200+
11/20/21	Snoopy's Thanksgiving	50
11/26/21	Watts Opening	500+
12/3/21-3/4/22	Watts Event Nights (12 events)	150 per event
12/31/21	Itty Bitty New Year	100

**Early Childhood: Jess Stockl**

One new Jellyfish started this month as one of the current Jellyfish moved to the Frog classroom.

<b>ELC Enrollment</b> As of 10/1	2021/22	2020/21	2019/20	2018/19
ELC 2s	18	10	16	18
ELC 3s	17	11	14	16
ELC 4s	18	14	18	27
Kindergarten Readiness	21	11	16	7
<b>Total</b>	<b>74</b>	<b>46</b>	<b>64</b>	<b>68</b>

<b>Children's Circle Enrollment</b> As of 10/2	2021/22	2020/21	2019/20	2018/19
Jellyfish (6 weeks to 15 months)	10	10	10	5
Frogs (15 months to 2 years old)*	8	12	7	7
Turtles (18 months-youngers 2s)*	15	13	13	6
Starfish (older 2s)	16	16	17	16
Dolphins (3s)	19	19	20	18
Belugas (4s)	21	21	16	14
<b>Total</b>	<b>89</b>	<b>91</b>	<b>83</b>	<b>66</b>

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

**Arts and Youth: Stephani Briskman**

Kids Club enrollment continues to look strong. We welcomed one new family to our program this month! Kids Club continues to transport participants to/from school and their after-school activities.

<b>AM Kids Club Enrollment</b> As of 10/4	2021/22	2020/21	2019/20
5 days	12	2	10
4 days	0	1	1
3 days	1	0	0
2 days	2	1	5
<b>Total</b>	<b>15</b>	<b>4</b>	<b>16</b>

<b>PM Kids Club Enrollment</b> As of 10/4	<b>2021/22</b>	<b>2020/21</b>	<b>2019/20</b>
5 days	24	12	38
4 days	2	2	6
3 days	5	3	4
2 days	9	5	9
<b>Total</b>	<b>40</b>	<b>22</b>	<b>57</b>

School Day Off Enrollment is beginning to look like pre-pandemic numbers. We are slowly re-introducing field trips while continuing to implement our COVID protocols and procedures.

<b>School Day Off Enrollment</b> As of 10/4	<b>#</b>	<b>Revenue</b>
School Day Off- Museum of Science and Industry	28	\$1,532
School Day Off- Funtopia	30	\$1,711
School Day Off- Didier Farm	30	\$1,968
School Day Off- Thanksgiving Break	24	\$4,157
School Day Off- Winter Break Week 1	10	\$2,240
School Day Off- Winter Break Week 2	8	\$1,809
<b>Total</b>	<b>129</b>	<b>\$13,417</b>

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

Fall Programming: This fall, we moved classes back to the schools, but also have programs at Takiff Center. Game On! added an on-demand field hockey class at West School. Revenue is up significantly with enrollment similar to 2020/21. This is in part due to some classes that were previously half a semester that are now full semester (e.g.: Flag Football).

<b>Fall Enrollment</b> As of 10/5	<b>2021/22</b>		<b>2020/21</b>		<b>2019/20</b>	
	<b>#</b>	<b>Revenue</b>	<b>#</b>	<b>Revenue</b>	<b>#</b>	<b>Revenue</b>
Game On! Sports 4 Girls	43	\$10,568	43	\$5,592	32	\$8,194
Hot Shots Sports (Dodgeball/Basketball)	91	\$18,085	168	\$12,614	66	\$13,153
Mini Ninjas	20	\$6,248	40	\$7,494	-	-
Soccer Shots	37	\$8,792	49	\$6,150	-	-
Rowing	18	\$2,822	35	\$4,549	30	\$3,383
Pride Dojo	73	\$19,182	23	\$4,257	88	\$17,099
After School Sports	37	\$7,889	-	-	38	\$7,850
Flag Football	39	\$7,346	43	\$4,376	66	\$5,576
Illinois Baseball Academy	22	\$2,100	-	-	12	\$1,200
Kids HeArt Yoga	18	\$5,193	-	-	19	\$5,247
<b>Total</b>	<b>398</b>	<b>\$88,225</b>	<b>401*</b>	<b>\$45,032</b>	<b>351</b>	<b>\$61,702</b>

\*2020 classes were split into two sessions, enrollment/revenue is a combination of both sessions.

Travel Basketball season has started. The first two weeks of October are tryouts. The season for both Storm and Glencoe Fire will begin the week of October 18. Shannon is meeting with Deerfield, Highland Park, and Winnetka to discuss house league options for grades 5 and 6.

House league preseason clinics are scheduled to start the first week of November. Shannon met with Ashley and Erin to develop a marketing plan for Glencoe Basketball. Clinics will run until winter break with games starting January 8.

Basketball Preseason Clinics As of 10/5	2021-22		2020-21		2019-20	
	Enrolled	Revenue	Enrolled	Revenue	Enrolled	Revenue
House League	33	\$3,546	38	\$2,044	133	\$9,062
Travel	59	\$5,553	42	\$5,114	44	\$4,348
<b>Total</b>	<b>92</b>	<b>\$9,099</b>	<b>80</b>	<b>\$7,158</b>	<b>177</b>	<b>\$13,410</b>

### Takiff, Fitness, & Watts: Adam Wohl

We continue to field a lot of calls for Takiff Center rentals. We have several smaller parties booked, including a few larger ones planned for the coming months. There are currently no restrictions for capacity. Masks are still required for all guests.

Takiff Center Rentals As of 9/30	2021/22	2020/21	2019/20	2018/19
Revenue	\$23,655	\$6,628	\$45,909	\$52,142

Park Permits: We continued to see a significant increase in park permits this year. We have issued 79 park permits as of October 4. In an average year, we will issue approximately 10-12 permits. We are fielding multiple calls per day inquiring about the use of our park system for events and family gatherings. Kalk, Shelton, and Duke Park are the most requested park facilities.

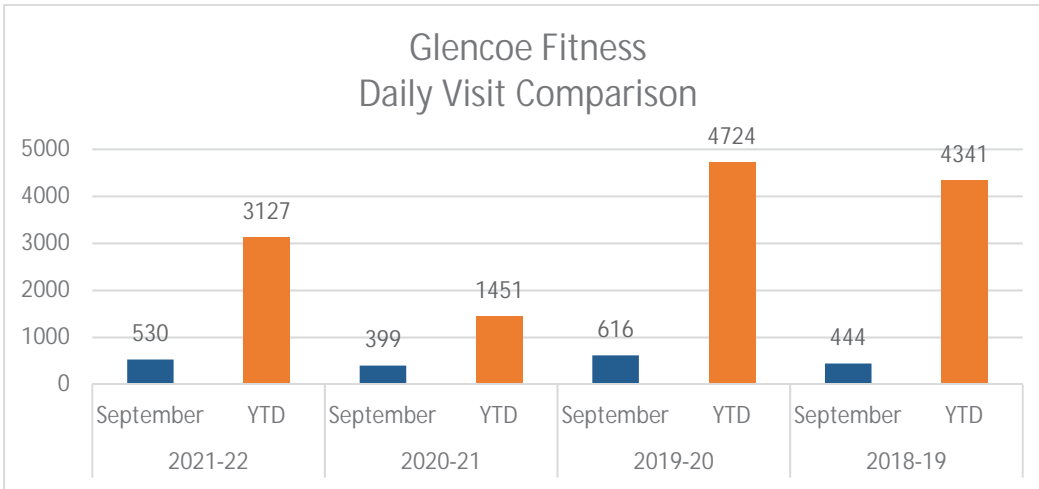
Park Permits As of 9/30	2021/22	2020/21	2019/20	2018/19
Revenue	\$8,465	\$3,440	\$2,295	\$1,435

*Includes permits issued for parks, tennis, and sport courts*

Glencoe Fitness: There was an increase in usage at the fitness center in the last four-plus weeks.

- Fifteen new members joined the fitness center during September.
- Our number of visits to the fitness center was the highest since January with 530 visits.
- There were 18 seven-day passes issued during September, with ten converting to a fitness membership.

Memberships As of 9/30	2021/22	2020/21	2019/20	2018/19
Individual Member	51			
Additional Member	9			
Senior Member	30			
Student Member	28			
3-month Member	13			
<b>Total Members</b>	<b>131</b>	<b>173</b>	<b>138</b>	<b>199</b>



Pickleball:

Pickleball	2021/22 As of 10/6		2020/21 Full FY	
	#	Fees	#	Fees
Spring (1 session)	47	\$5,965	71	\$8,870
Summer (2 sessions)	113	\$14,181		
Fall (3 sessions)	142*	\$18,280*		
<b>Totals</b>	<b>302</b>	<b>\$38,426</b>	<b>71</b>	<b>\$8,870</b>

\*Includes 13 people on the waitlist for fall classes in October-December.

Theatre & Dance Classes with the Sarah Hall Theatre Company: The enrollment for dance and theatre classes rebounded this fall as shown below.

Enrollment As of the first day of class	2021		2020		2019		2018	
	#	Fees	#	Fees	#	Fees	#	Fees
Dance Classes	110	\$42,206	44	\$14,859	103	\$37,153	143	\$50,395
Theatre Classes	86	\$33,304	54	\$17,531	70	\$24,453	55	\$18,599
Broadway Bound	44	\$31,808	39	\$20,565	64	\$46,440	72	\$52,272
<b>Totals</b>	<b>240</b>	<b>\$107,318</b>	<b>137</b>	<b>\$52,955</b>	<b>237</b>	<b>\$108,046</b>	<b>270</b>	<b>\$121,266</b>

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

**GLENCOE PARK DISTRICT  
FINANCIAL LEGAL CALENDAR  
PLANNING FOR FY 2022/2023**

**SEPTEMBER 2021**

Early September Staff works on options for 2021 Tax Levy.

By 9/17/2021 Distribute budget worksheets and program budget worksheets with cover memo and tentative budget timeline to staff.

**OCTOBER 2021**

10/5/2021 Committee meeting to discuss preliminary levy.

10/19/2021 October Board Meeting: Board formally determines amount of money estimated necessary to be raised by taxation in tax year 2021 for 2022/23 fiscal year.

10/22/2021 Department Heads submit capital project proposals/ideas (new and carryover items) to Executive Director. All items should be priced.

Week of October 25-29 Executive Director and Department Heads meet, discuss, and prioritize Capital Project proposals.

10/28/2021 Deliver notice of Levy Hearing for paper to publish on Thursday, 11/4/21 (must be no more than 14 days, no less than 7 days prior to hearing, which will be 11/16/21).

10/29/2021 Deadline to complete First Draft #1 program worksheets AND general budget worksheets to submit to the Director of Finance.

**NOVEMBER 2021**

11/5/2021 Capital Project List finalized by Executive Director and submitted to Director of Finance.

11/16/2021 November Board Meeting: Levy Hearing held. Board adopts 2021 Tax Levy Ordinance.

11/19/2021 First Draft #1 of general budget worksheets and program budget worksheets returned to staff from Director of Finance for their revision/review.

**DECEMBER 2021**

12/10/2021 Deadline to complete First Draft #2 budget worksheets and program budget worksheets and submit to Director of Finance for revisions.



12/28/2021 File 2021 Tax Levy Ordinance, Certificate of Presiding Officer, Certificate of Secretary with Cook County Tax Extension Office (Deadline to file: last Tuesday of December).

#### **JANUARY 2022**

1/7/2022 Deadline for any staff changes/corrections to be made to **Final First Budget Draft**.

1/18/2022 January Board Meeting: Board approves FY2022/23 Regular Board meeting dates.

By 1/28/2022 **Final First Budget Draft** distributed to the Board for review.

By 1/31/2022 Deadline to file tax-exempt status filing with Cook County.  
Deadline to mail W-2s, 1099s, 1095s. (IRS Filing by 2/28/22)

#### **FEBRUARY 2022**

2/1/2022 Deadline to submit Economic Interest Statement file to County Clerk's Office.

Week of Jan 31- Feb 4 & 7-11 Finance Committee of the Whole to discuss budget. Additional meetings, if necessary.

2/15/2022 February Board Meeting: Pass BAO Transfer Resolution, if necessary.

By 2/28/2022 Annual Worker Compensation Audit due to PDRMA.  
Salary increase/annual evaluations.  
Change IMRF posting - new salary/insurance information.  
Change IPRA salary survey information.

#### **MARCH 2022**

By 3/1/2022 Deadline to file ACA Forms with IRS.

By 3/14/2022 Tentative preliminary date of audit fieldwork.

3/15/2022 March Board Meeting: Approve FY2022/23 Approval Draft as "working administrative budget." (BAO is adopted at April or May meeting once accurate prior year amounts are known.)

By 3/18/2022 Completed and **final** proposed BAO copy is made available at administrative offices for public inspection. Document shall be available for not less than 30 days prior to the adoption of BAO on 4/18/22.

By 3/25/2022 Deliver notice to paper announcing public hearing on BAO to be published in local paper on 4/4/22.

#### **APRIL 2022**

Mid-April PDRMA Annual Operating Expenditures/Audit Filing.

4/19/2022 April Board Meeting: As part of the agenda, a public hearing is held on the 2022/23 Estimated Revenue, Budget & Appropriations Ordinance (BAO). It must be adopted within 3 months after the beginning of the fiscal year, or June 1.

By 4/29/2022 File BAO with Cook County Clerk's Office.

#### **MAY 2022**

Last week April/Early May Annual audit final fieldwork begins.

#### **JUNE 2022**

6/14/2022 June Board Meeting: Pass Prevailing Wage Ordinance.  
Final audit and management letter presented to Board.

6/15/2022 Mail certified copy of Prevailing Wage Ordinance to Secretary of State and Illinois Department of Labor.

By 6/30/2022 Annual Operating Expenditures Report due to PDRMA.

#### **JULY 2022**

Early July Special Projects Committee review of 3-year capital/master plan projects.

7/19/2022 July Board Meeting: Board approval of Resolution to commit additional fund balance reserves to Master Plan Capital Fund 69.

July/August Publish "Notice of Audit Availability" in local newspaper.

#### **AUGUST 2022**

By 8/26/2022 Final Annual Audit Comptroller's Annual Financial Report with County Clerk's Office.

June - August 2022

File Annual Audit and Comptroller's Annual Financial Report with Comptroller's Office. (These steps above must be completed within 180 days after the preceding fiscal year ends.)

Receive 2021 final EAV and Tax Extension from County. Update Tax Impact files on GPD website.

By August 31, 2022

File Unclaimed Property Report with IL Treasurer's Office.

## Marketing/Communications Report October 2021

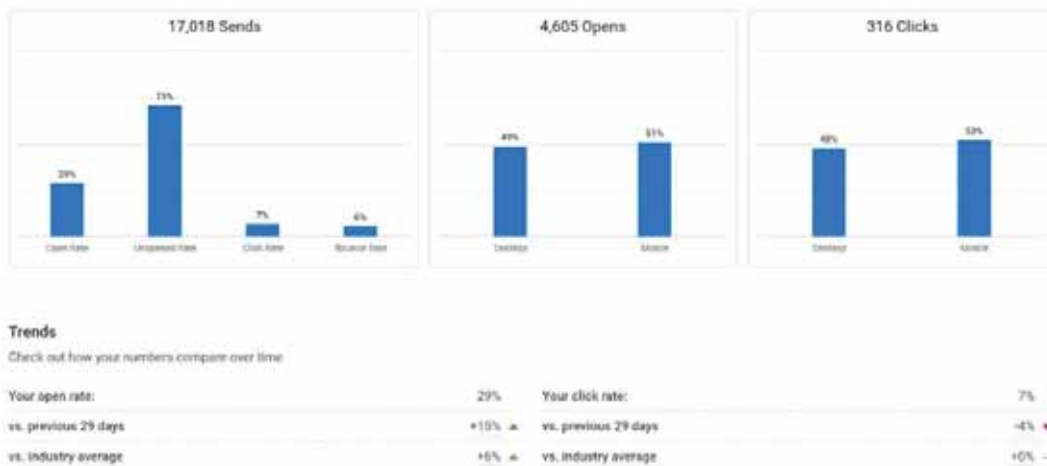
### Online Communication

In September, website views increased 17% from the previous year. We had 41,703 page views in September, compared to 35,432 previous year. Visits were down 55% compared to the month of August (website traffic is typically higher during the summer months due to beach visitors and numerous free special events). Our top ten pages with the most traffic were all related to the beach, Summer's Last Blast, parks, fall program guide, and The Great Mud Run.



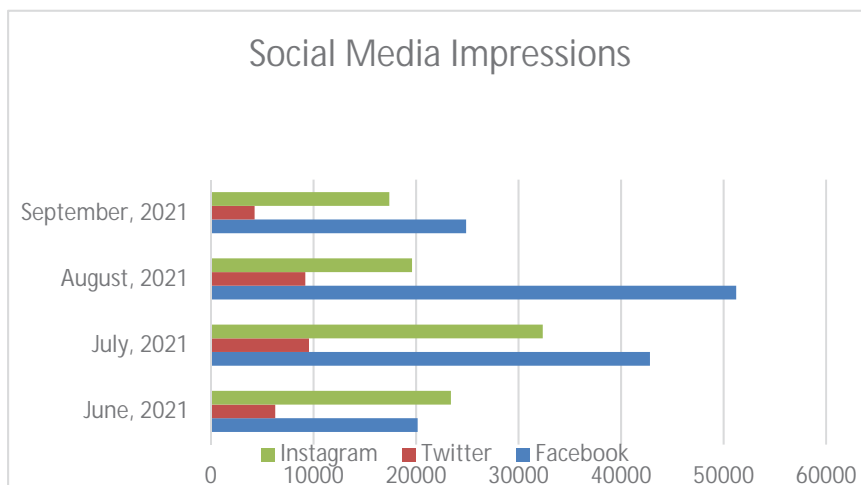
### Email Marketing

In September, we sent out seven targeted emails, focusing primarily on Glencoe Fitness, The Great Mud Run, Summer's Last Blast, and Every Day Outside. Of the 17,018 emails we sent, over 4,605 were opened (29%) with a 7% average click rate.



### Social Media

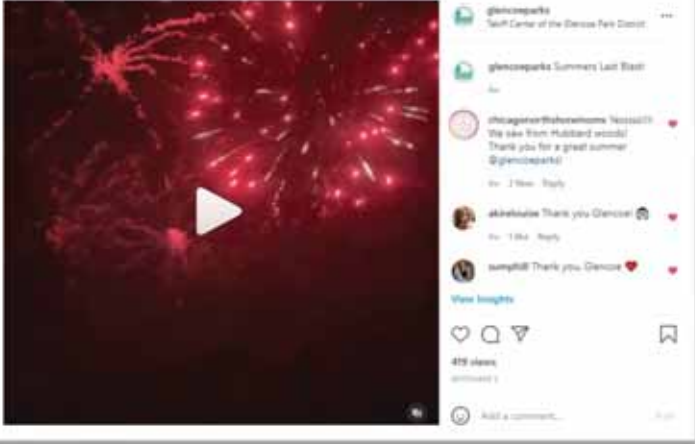
We ended September with 24,891 Facebook impressions (last month was 51,235). During the month, we also had 17,403 impressions on Instagram (last month was 19,618) and 4,251 impressions on Twitter (last month was 9,204). We now have 2,625 followers on Facebook, 1,069 followers on Twitter and 2,125 followers on Instagram. Glencoe Beach has 2,876 and Watts Ice Center has 555 followers on Facebook.



**Top Tweet** earned 898 impressions:

Food trucks are coming to Summer's Last Blast! Bring your own picnic or grab dinner Friday night from [@louiebfresh](#), [@thefatshallot](#), Big Mama's Kitchen, [@humitaonwheels](#), or [@raviniabrewing](#)

[18r.it/1CPI](https://www.18r.it/1CPI) [pic.twitter.com/b8LP7ThtLQ](https://pic.twitter.com/b8LP7ThtLQ)



glencoe parks  
South Center of the Glencoe Park District

glencoe parks Summer's Last Blast!

Wow!!! (I hope you're all having a great time!)  
Thank you for a great summer @glencoe parks!

1 New Reply

44444444 Thank you Glencoe!

1 New Reply

44444444 Thank you Glencoe!

View Insights

419 views

419 views

Add a comment...

*Our most popular Instagram and Twitter posts for September*

Submitted by:  
Erin Classen  
Superintendent of Marketing and Communications

**X. Action Item A:  
Approval of Resolution No. 930  
Truth in Taxation**

Glencoe Park District  
October 2021 Board Meeting

**GLENCOE PARK DISTRICT  
RESOLUTION No. 930**

**TRUTH IN TAXATION LAW RESOLUTION**

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

1. The corporate and special purpose property taxes extended or abated for 2020 were \$4,778,375. The proposed corporate and special purpose property taxes to be levied for 2021 are \$4,970,300. This represents a 4.02% increase over the previous year.
2. The property taxes extended for debt service and public building commission leases for 2020 were \$1,377,091. The estimated property taxes to be levied for debt service and public building commission leases for 2021 are \$1,317,900. This represents a 4.30% decrease over the previous year.
3. The total property taxes extended or abated for 2020 were \$6,155,466. The estimated total property taxes to be levied for 2021 are \$6,288,200. This represents a 2.16% increase over the previous year.
4. Based on the foregoing, no public hearing or publication is required under the Truth in Taxation Law. However, the Board will still hold a public hearing on the proposed levy on November 16, 2021.

Passed this 19th day of October 2021.

AYES:  
NAYS:  
ABSENT:

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Lisa M. Brooks, President  
Board of Park Commissioners

Attested and filed this 19th day of October 2021.

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Lisa M. Sheppard, Secretary  
Board of Park Commissioners

[SEAL]

STATE OF ILLINOIS     )  
  ) SS  
COUNTY OF COOK     )

**SECRETARY'S CERTIFICATE**

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

**I HEREBY CERTIFY** that the foregoing instrument is a true and correct copy of Resolution No. 930:

**TRUTH IN TAXATION LAW RESOLUTION**

adopted at a duly called Regular Meeting of the Board of Park Commissioners of the Glencoe Park District, held at Glencoe, Illinois, in said District held at 7:00pm on the 19<sup>th</sup> day of October 2021.

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

**IN WITNESS WHEREOF**, I hereunto affix my official signature and the seal of the Glencoe Park District at Glencoe, Illinois this 19<sup>th</sup> day of October 2021.

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

[SEAL]



**X. Action Item B:  
Approval of Recommendation of Health  
Insurance for Employees  
(See Agenda Item VI.)**

Glencoe Park District  
October 2021 Board Meeting