



BOARD REPORT November 2022



**GLENCOE PARK DISTRICT
REGULAR BOARD MEETING
Tuesday, November 15, 2022 | 7:00pm
Takiff Center**

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

A G E N D A

- I. Call to Order
- II. Roll Call
- III. Consent Agenda Items
 - A. Minutes of October 18, 2022 Regular Board Meeting
 - B. Minutes of November 1, 2022 Committee of the Whole Meeting
 - C. Approval of Updated Ordinance No. 856: Reimbursement of Travel, Meal, and Lodging Expenses Policy
 - D. Approval of the Bills
- IV. Matters from the Public
- V. Truth in Taxation Hearing: An Ordinance Levying the Taxes for the Glencoe Park District, Cook County, IL for 2022
- VI. Approval of Ordinance No. 946: Levying the Taxes for the 2022 Tax Year
- VII. Approval of Ordinance No. 947: Tax Abatement Levied for 2022 to Pay Debt Service on the General Obligation Park Refunding Bonds, Series 2015
- VIII. Financial Report
- IX. Presentation of the Glencoe Lakefront Annual Report
- X. Discussion on Watts Bid Results
- XI. Executive Director's Report
- XII. Action Items
 - A. Approval of IAPD Annual Meeting Delegates
 - B. Approval to Change the Regular December and January Committee Meeting Dates to December 5, 2022 and January 10, 2023.
 - C. Approval for Bart Schneider to Attend IAPD/IPRA Soaring to New Heights Conference on Saturday, January 28, 2023
 - D. Approval of a Portion of the Bids for Watts Recreational Center
 - E. Approval of Crib Wall Proposal
- XIII. Other Business
- XIV. Executive Session
 - A. Personnel 5ILCS 120/2(c)(1)
- XV. 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@glencoe parkdistrict.com

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
November 2022 Board Meeting

MINUTES OF OCTOBER 18, 2022 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 7:00pm and roll was called. All commissioners gave permission to be recorded.

Commissioners present:
Michael Covey, Treasurer
Bart Schneider, Commissioner
Carol Spain, Commissioner

Staff present:
Lisa Sheppard, Executive Director/Secretary
Bobby Collins, Director of Recreation & Facilities
John Cutrera, Director of Finance & HR
Kyle Kuhs, Director of Parks & Planning
Erin Classen, Supt. of Marketing & Communications
Jenny Runkel, Administrative Assistant
Adam Wohl, Asst. Director of Recreation & Facilities
Erika Doroghazi, Youth Program Manager
Shannon Stevens, Athletics/Teen Camp Manager
Savannah Martin, Early Childhood Supervisor
Jessica Stockl, Early Childhood Manager

Attend Via Zoom Conference:
Lisa Brooks, President

Commissioners Absent:
Stefanie Boron, Vice President

Members of the public in attendance who signed in or spoke: There was no one from the public in attendance.

Approval for President Brooks to attend via Zoom Conference: A motion was made by Commissioner Schneider to permit President Brooks to attend the October 18, 2022 Regular Board meeting via Zoom conference. Commissioner Covey seconded the motion. No further discussion ensued. Roll call vote taken:

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

The motion passed.

Consent Agenda: A motion was made by Commissioner Schneider to approve the consent agenda items as presented including Minutes of September 13, 2022 Regular Board Meeting, Surplus Property Ordinance No. 943, and Approval of the Bills. Commissioner Covey seconded the motion. No further discussion ensued. Roll call vote taken:

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

The motion passed.

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

Summer Camp Report Presentation: Director Stockl and Managers Stevens and Doroghazi gave a presentation and answered Board questions on the 2022 Summer Camp Report included in the packet and available on the website. They highlighted points in the report including staff training; staff breakdown of roles; staff survey results; and an overview of each camp's details, enrollment, and financials. Total enrollment continues to trend upwards. Survey results were reviewed for both participants and staff, both with very positive results overall. Future considerations for the summer of 2023 include streamlining the registration process and onboarding of staff, switching to better apps that offer more for both staff and parents, and balancing staff wages and inflation with camp fees.

Staff and Commissioners lauded staff for a wonderful, safe, and fun camp season.

Staff answered Commissioner's questions. Offering new camps accomplishes both increased participation and offers a variety so campers can switch between different types of camps. The 10% not satisfied in the staff survey could find improvement in feedback from directors for buy-in to filter down to counselors.

Camp registration begins December 1. The registration cost is low to lock in a spot.

Financial Report: The District is seven months into the fiscal year. Director Cutrera highlighted points in the Financial Report as follows. The Recreation Dept. is strong. The \$86,000 decrease in the Children's Circle Dept. is due to the one-time Child Care Restoration Grant received last year, although we just received another \$66,000 in grant funds that will close the gap substantially in the October report. Glencoe Fitness is in the black. Beach and Boating is starting to wind down; primarily just salaries and benefits through the end of the year. Watts is comparable to last year. G&A is trending below prior years due to the change of direct allocation of health insurance to individual departments. Parks expenditures are lower than last year due to reduced salary expenses following retirement. Last year at this time, the District received around \$300,000 in property taxes allocated to the Takiff Dept.; however, this year we have yet to receive the second installment of tax revenue, which has resulted in a loss of interest. Taxes are due by December 31 with a 2-4 week turn-around time for the District to receive the funds.

Fiscal year six-month projections included in the Board packet were reviewed. The projected ending fund balance for major operating funds is 64%. Capital projects remaining fund balance is around \$2 million. At this time, it looks like we will do significantly better than budgeted. Including assumptions of being fully staffed and capital projects are not deferred, the expense side shows a savings of \$300,000 in Children's Circle and \$150,000 in parks due to budgeted positions going unfilled. The ending fund balance for our Capital Projects Fund is \$6.7 million. A scenario where the Watts and the crib wall projects were completed this year, would have ended with \$1 million in the Capital Projects Fund that could go towards the Lakefront Park project. Discussion ensued and staff answered Commissioner questions.

Commissioners mentioned using additional funds to increase the holiday party budget, one-time bonuses, or vacation to help with the staffing shortage and retention. Discussion ensued.

Executive Director Report: Executive Director Sheppard reminded Commissioners that they can attend the IPRA/IAPD Conference in January. The Saturday schedule is targeted to Commissioners. Commissioner Schneider noted interest in attending. Executive Director Sheppard will be taking on the IPRA Board Chair role this year with an extended stay at conference from Wednesday through Sunday for chair duties.

Lisa along with Kyle, John, and Bobby will be attending the Legal Symposium on November 3.

On October 6, Executive Director Sheppard met with our area's representatives to review issues and concerns including early childhood costs and staffing, park districts not being able to enter into a contract for solar panels for longer than three years, which is not cost effective, and concern for the OSLAD and PARC grants extended repayment timeframe without interest. We applied for the West Park OSLAD Grant and a tree maintenance and inventory grant.

Director Cutrera explained that the county has not finalized the 2021 levy, so the 2022 levy is estimated anticipating two years of new growth. The District will hold a Truth in Taxation Hearing on November 15 followed by filing with the county by the last week in December.

Director Cutrera indicated that the District has one year left on the PDRMA Health agreement for staff health insurance coverage. Staff recommend the same three options offered last year. If approved by the Board tonight, the selections will be communicated to PDRMA by the end of the week with open enrollment beginning November 14.

Staff is working on the budget and capital projects will be brought to the Board for review. Our major capital project funds are spoken for.

Our Watts 50th season is being promoted by Supt. Classen.

The Lakefront Park design and construction agreement is up for approval tonight. Hopefully, construction will begin in spring with project completion before the Fourth of July.

Director Kuhs stated that the Community Hall AV project has long lead times. The mixer has a lead time of third quarter in 2023. Switching manufacturers will move us to the end of another long line; it's best to remain with the current plan. Front end work is being done, but cannot be completed until the components arrive.

Safran House window and tuckpointing and Takiff bleacher projects look good.

Watts dasher boards arrived and installation will begin soon for completion prior the ice rink season.

The crib wall project will have a formal agreement with the Village to split costs 50/50 with the Park District after the \$700,000 grant funds are subtracted. The crib wall is located on a shared road to the beach and water plant.

Watts vending was discussed.

Director Kuhs has been working with a local landscaper for fall perennial beds to soften the concrete in two areas of Shelton Park.

Glencoe Beach closed for the season with a full report coming next month.

Manager Van Allen is doing a wonderful job with community outreach including a PTO movie in the park, GYS teen battle of the bands, and helping community organizations. The Mud Run was phenomenal with over 425 participants. Mud Run photos are available from a link on our website that is searchable by runner number or the QR code located on their number.

Early childhood wing has been busy with activities and hearing and vision screenings. Basketball Travel League and in-house program started. The Basketball Parent Advisory Group met prior the season and will again at the end of the season for parents to voice their opinion on the program and also learn why we do things.

Day Off School programming has returned to pre-pandemic levels. Programming is up due to increased population of programming age and parents wanting kids in programs to make up for the pandemic. Discussion ensued.

Action Items:

Approval of Ordinance No. 944 Amending the Appropriation Ordinance for the Fiscal Year Beginning March 1, 2022 and Ending on February 28, 2023: A motion was made by Commissioner Schneider to approve Ordinance No. 944 amending the appropriation ordinance for fiscal year 2022-2023 as presented. Commissioner Covey seconded the motion. No further discussion ensued. Roll call vote taken:

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

The motion passed.

Approval of Resolution No. 945: Truth in Taxation: Director Cutrera indicated that 2021 final extended rates have been delayed due to compatibility issues with the Cook County Assessor's Office. The determination whether Truth in Taxation was required was based off of 2021 estimates. Any increase of 5% or more on our operating levy would require a Truth in Taxation hearing; however, the District has historically held one even if not needed. The tax cap that took effect in 1994 limits our increase in our

operating levy from either 5% or CPI. This is the first year we are not using CPI, we will be using 5%, as CPI well exceeded the 5% maximum. It shakes out to 8.94% in our operating levy this year to capture new growth to cover increases in staffing costs, utilities, and operation expenses. When factoring in the debt service increase it comes to about 5.9%, because our debt service is relatively flat of a debt service repayment once the bonds are issued. History of CPI was reviewed. Everyone is dealing with inflation and rising costs of living. We will be able to utilize reserves and the debt service fund to offset the debt service levy which gets us to a bottom line increase of 2.04% compared to the prior year of 2.16%. Staff answered Commissioner questions. If there is more new growth than anticipated and a decrease is required prior to year-end, Truth in Taxation Open Meetings Act requirements would need to be run by legal counsel to make an amendment to capture additional funds and still meet the December deadline. There is a new law that tells the Cook County Clerk to use either prior year final extension or an average of the previous three years to capture new growth not captured in the first year. There is still potential for permanent loss of new growth in the current year. 8.94% is a cushion to capture new growth as opposed the historic 5% amount established residents are familiar with.

A motion was made by Commissioner Schneider to approve Resolution No. 945 Truth in Taxation as presented. Commissioner Covey seconded the motion. No further discussion ensued. Roll call vote taken:

AYES: Covey, Schneider, Spain, Brooks

NAYS: None

ABSENT: Boron

The motion passed.

Approval of Recommendation of Health Insurance for Employees: Director Cutrera stated there is an overall 4% increase in premiums. There are no significant changes to plan offerings. The three plan options were reviewed; the same offered last year. We incentivized staff to go with the HDHS plan as a less expensive option for the District. Employee contributions decrease for the HMO plan utilized by 10% of staff. The HMO plan is cost friendly. Commissioner Covey recommended a Q&A with PDRMA to explain how the HMO works better for staff. There are five employees receiving the buy-out and staff propose to continue with the same buy-out rate.

A motion was made by Commissioner Schneider to approve the 2023 PDRMA employee health insurance renewal as presented. Commissioner Covey seconded the motion. Commissioner Covey requested that we have a training on the HMO to promote the benefits. Roll call vote taken:

AYES: Covey, Schneider, Spain, Brooks

NAYS: None

ABSENT: Boron

The motion passed.

Approval of Deputy Local Election Official: A motion was made by Commissioner Schneider to approve Jenny Runkel to serve as the District's deputy local election

official as presented. Commissioner Covey seconded the motion. No further discussion ensued. Roll call vote taken:

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

The motion passed.

Approval of Gas Kiln Purchase for Ceramics Room: Director Kuhs explained that there is a long lead time for the kiln pushing the install back to August 2023 during the closure, but staff must order equipment now. The Bailey can fit in current hallways and doorways, other kilns require widening doorways and removing railings. This is a sole source item. We also found some original ductwork that may create additional savings. Brooks noted the original request came before the Board around four years ago. Ceramics is full and will be used.

A motion was made by Commissioner Schneider to approve the sole source purchase of the Bailey M-404-208 Gas Kiln in the amount not to exceed \$40,000 as presented. Commissioner Covey seconded the motion. No further discussion ensued. Roll call vote taken:

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

The motion passed.

Approval of Pizzo & Associates Rain Gardens Proposals and Stewardship Agreement: Director Kuhs stated that the first portion is the approval of a third year to the contract with an increase in stewardship to maintain the two new locations at Shelton Park and Park 10s. Executive Director Sheppard added that Shelton will use plugs and Park 10s will use seeds. If successful as seeds, it would be a more cost-effective method and then we could afford to add more in future projects. Director Kuhs stated that grasses will be a low-lying species, so they don't block park corners sight lines. Executive Director Sheppard stated the grasses should stop water from running over sidewalks and may help with flooding. President Brooks added an opportunity to educate the community on why it looks that way, what it accomplishes, and the cost.

A motion was made by Commissioner Schneider to approve the Pizzo and Associate's proposals for new rain gardens at Shelton Park and Park 10s and the updated stewardship contract in the amount of \$19,900 as presented. Commissioner Covey seconded the motion. No further discussion ensued. Roll call vote taken:

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

The motion passed.

Approval of Final Design, permitting, and Construction Management Services for Lakefront Park Tennis Courts and Playground Renovations: A motion was made by Commissioner Schneider to approve Hitchcock Design Group's proposal for final

design, permitting, bidding and construction services for the Lakefront Park tennis courts and playground renovations in the amount of \$62,730 as presented. Commissioner Covey seconded the motion. No further discussion ensued. Roll call vote taken:

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

The motion passed.

Other Business: A request was made to change our December Committee meeting to Monday, December 5, so that anyone wanting to attend a Townhall meeting held by the Glencoe Caucus may be able to do so on December 6. We are still planning on having December 20 Board meeting. We recommend moving the January 3 committee meeting to January 10; to avoid winter break travel.

Adjourn: Commissioner Schneider moved to adjourn the meeting at 8:33pm. Commissioner Covey seconded the motion. No further discussion ensued. Roll call vote taken:

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

The motion passed.

Respectfully submitted,

Lisa M. Sheppard
Secretary

MINUTES OF NOVEMBER 1, 2022 COMMITTEE OF THE WHOLE MEETING
GLENCOE PARK DISTRICT
999 GREEN BAY ROAD, GLENCOE, ILLINOIS 60022

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
Bart Schneider, Commissioner
Carol Spain, Commissioner

Staff present:

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

Committee Members absent:

Michael Covey, Treasurer

Members of the Public in attendance who signed in or spoke: Lee Brown, Phil Kiraly

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

Village Staff Overview and GPD Board Discussion in Regards to the Village of Glencoe Comprehensive Planning: Village Manager Phil Kiraly announced that the Village is beginning a comprehensive plan named 'All In Glencoe.' Phil Kiraly introduced their consultant from Teska Associates, Lee Brown. They reviewed the plan, described the process, and asked for Board participation through a meeting and additional questions. Discussion ensued on sharing information and timing.

Discussion of Upcoming Glencoe Park District Comprehensive Planning including Master and Strategic Plans: Executive Director Sheppard asked the Board if they would like to embark on this process. It is recommended that a park district go through a master plan process every ten years and a strategic plan every three to five years. It is a requirement to have both for Distinguished Accreditation. In addition, we have accomplished a large portion of the current Master Plan. Due to the pandemic, demographic and recreation trends have changed since our last Master Plan. This process would include a community survey because our last one was in 2013 or 2014. Staff would need to begin this process in August 2023 with a six- to nine-month timeline. The Board utilized results of the survey over the years to help make decisions.

The Village is also working on a comprehensive plan. The Board discussed timeframe, overlap, and difference between the two entities missions. Discussion ensued.

Chair Brooks, based on committee discussion, directed park district staff to budget funds for the comprehensive plan and begin the process.

Discussion on Fund 65 and 69: Director Kuhs gave a presentation on FY2023/24 Proposed Capital Fund 65/69 Items for Consideration. He began by reviewing the six projects completed at Takiff Center and Glencoe Beach in 2022/23. Carryover projects include Takiff Community Hall AV, truck #7 replacement, and an early childhood entrance structural study. Proposed projects for FY2023/24 include a Takiff Community Hall condenser/air handler #3 rebuild for \$215,000, early childhood wing sensory/therapy/decompressing room and staff workspace room renovation for \$75,000, Watts pickleball courts for \$100,000, truck #6 replacement for \$60,000, gym basketball hoop maintenance and upgrades for \$20,000, and IT hardware/technology for \$75,000. Staff did review the possibility of adding an EV charging station to Takiff's parking lot. While we could get a grant for the unit itself, the cost to bring an electrical line to the site would be \$80,000. The Board agreed with staff to wait to add that in the future when electrical power upgrades are made to the maintenance area and athletic field. A summary of carryover projects cost at \$135,600 and proposed projects cost of \$545,000, as well as, Fund 65 expenditures between 2018 and 2024 were reviewed. The average is about \$500,000 per year. Discussion ensued.

Director Kuhs then reviewed completed Fund 69 Master Plan projects and proposed plan for Lakefront Park renovations and a ceramics gas kiln in 2024. The kiln lead time is seven months, which is why it was pushed to 2024. Discussion ensued.

Policy Review: Director Cutrera reviewed the changes required in our Travel Expense Policy for attending trainings and seminars to be compliant with Federal GSA regulations on travel and per diem expenses. This item will be advanced for approval at the November meeting under consent agenda items.

Other Business: The Watts renovation bid opening is on Friday. The extended tax rates should be available next week for the second payment. We had 760 at Boo Bash, almost double the attendance pre-pandemic. Staff did a phenomenal job.

Adjourn: Commissioner Spain moved to adjourn the meeting at 8:33pm. Commissioner Schneider seconded the motion, which passed by unanimous voice vote.

Respectfully submitted,

Lisa M. Sheppard
Secretary

Glencoe Park District
Reimbursement of Travel, Meal, and Lodging Expenses Policy
Ordinance No. 856

1.0 Purpose. The Board of Commissioners of the Glencoe Park District will reimburse employee and officer travel, meal, and lodging expenses incurred in connection with pre-approved travel, meal, and lodging expenses incurred on behalf of the Park District. Employees and officers are expected to exercise the same care in incurring expenses for official business as a prudent person would in spending personal funds.

2.0 Definitions. "Entertainment" includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless ancillary to the purpose of the program or event.

"Travel" means any expenditure directly incident to official travel by employees and officers of the Park District or by wards or charges of the Park District involving reimbursement to travelers or direct payment to private agencies providing transportation or related services.

3.0 Authorized Types of Official Business. Travel, meal and lodging expenses shall be reimbursed for employees and officers of Park District only for purposes of official business conducted on behalf of the Park District, which includes but is not limited to off-site or out-of-town meetings related to official business and pre-approved seminars, conferences and other educational events related to the employee's or officer's official duties. If you are unsure whether an expense is reimbursable, please contact the Executive Director.

4.0 Categories of Expenses.

1. **Airfare:** Travelers are expected to obtain the lowest available airfare that reasonably meets business travel needs. Travelers are encouraged to book flights at least thirty (30) days in advance to avoid premium airfare pricing. Only coach or economy tickets will be paid or reimbursed. The traveler will pay for the difference between higher priced tickets and coach or economy tickets with his or her personal funds. The Park District will also reimburse baggage fees up to one bag each way, if not already included in the airfare. [Submission of receipts is required for all airfare expenses.](#)

2. **Personal Automobiles:** Mileage reimbursement will be based on mileage from the work location office to the off-site location of the official business, not from the employee's or officer's residence. When attending a training event or other off-site official business directly from an employee's or officer's residence, no reimbursement will be made if the distance is less than the mileage of a normal commute to the workplace. If the distance is higher than the employee's or officer's normal commute, reimbursement will be paid based on the differential of the commute less the mileage of a normal commute to the workplace. An employee or officer will be reimbursed at the prevailing IRS mileage rate. The traveler will only be reimbursed up to the

price of a coach airfare ticket if they drive to a location for which airfare would have been less expensive.

3. **Automobile Rentals:** Travelers will be reimbursed for the cost of renting an automobile including gasoline expense only as provided in this section. Travelers using rental cars to conduct official business are required to purchase insurance through the rental agency. Car rental insurance will cover the vehicle during personal use, e.g., using the vehicle after the conference has ended. Compact or mid– size cars are required for two or fewer employees or officers traveling together and a full– size vehicle may be used for three or more travelers. The traveler must refuel the vehicle before returning it to the rental company. [Submission of receipts is required for all car rental expenses.](#)
4. **Public Transportation:** In the case of local training or official business where an employee or officer chooses to use public transportation, reimbursement for use of public transportation is based on mileage from the agency office to the training site (not from the traveler’s residence), regardless of the transportation method chosen. When attending training or business directly from an employee’s or officer’s residence, no reimbursement will be made if the distance is less than the mileage of a normal commute to the workplace. If the distance is higher than the traveler’s normal commute, reimbursement will [be](#) paid at the differential of the commute less the mileage of a normal commute to the workplace.
5. **Other Transportation:** The traveler should utilize hotel shuttle service or other shuttle services, if available. If none are offered, the use of the most economic transportation is encouraged. [Submission of receipts is required for any other transportation expenses.](#)
6. **Hotel/Motel Accommodations:** The traveler will be reimbursed for a standard single-room at locations convenient to the business activity. Hotel/motel accommodations are to be reserved in advance and secured at a moderate or conference rate. Reimbursement for lodging shall be limited to the number of nights required to conduct the assigned Park District business. If a conference, for example, opens on a Sunday evening and closes Thursday noon, reimbursement for Sunday through Wednesday night would be allowed. In the event of a change in plans or a cancellation, the traveler must cancel the hotel/motel reservation so as not to incur cancellation charges. Cancellation charges will not be reimbursed by the Park District unless approved by a vote of the Board of Park Commissioners. [Lodging expenses shall not exceed the then current per-diem rate set by the U.S. General Services Administration \(GSA\). Submission of receipts is required for all lodging expenses.](#)
7. **Meals:** Meal reimbursement is limited to the current [U.S. General Services Administration \(GSA\)](#) regulations in place at the time the expense is occurred. Prior approval by the Board of Park Commissioners and submission of receipts are required for per diem allowances [that exceed the then current per-diem rate established by the GSA.](#) Meals provided by the conference or seminar should be deducted from the per diem allowance. Partial

reimbursement may be made for departure and return days based on [timeGSA regulations](#). Meals during in-state travel that is not an overnight stay will be reimbursed for actual cost not to exceed the GSA regulations.

8. **Vacation in Conjunction with Business Travel:** In cases where vacation time is added to a business trip, any cost variance in airfare, car rental, lodging and/or any other expenses must be clearly identified on the Travel, Meal, and Lodging Expense Report form and paid by the traveler.
9. **Accompanied Travel (Personal Travel/Travel Companions):** A family member or friend may accompany employees and elected officials on business travel, at their expense, when the presence of a companion will not interfere with successful completion of business objectives. Generally, employees and elected officials are also permitted to combine personal travel with business travel, as long as time away from work is approved and vacation or personal time is used (employees only). Additional or incremental expenses arising from such non-business travel are the responsibility of the employee or the elected official. Where air travel is used, the employee must provide a comparison of the cost of travel for the entire trip versus the cost of travel for only the business purpose of the trip. For example, and not in limitation of the foregoing, if the business purposes for a trip extend from Wednesday to Friday, but the personal component of the trip extends to Sunday, the employee or officer must provide a comparison of the airfare for both Wednesday to Friday and Wednesday to Sunday for price comparison purposes.
10. **Parking:** Parking fees at a hotel/motel will be reimbursed only with a receipt.
- ~~11. **Entertainment Expenses:** No employee or officer of the Park District shall be reimbursed for any entertainment expense, unless ancillary to the purpose of the program, event or other official business.~~

5.0 **Approval of Expenses.**

- 5.1 **Expenses for Members of the Board of Commissioners:** Travel, meal, and lodging expenses incurred by any member of the Board of Commissioners must be approved by roll call vote at an open meeting of the governing board or corporate authorities of the local public agency.
- 5.2 **Expenses for Officials or Employees Other than Members of the Board of Commissioners:** Travel, meal, and lodging expenses incurred by any official or employee not covered by paragraph 1 (member of the Board of Commissioners) in excess of the then-current per diem rate established by the GSA (\$286 per day as of September 2016, excluding airfare which would be \$350 round trip coach fair) must be previously approved in an open meeting by a majority roll-call vote of the Board of Commissioners.
- 5.3 **Advanced Expenses:** Travel, meal, and lodging expenses advanced as a per diem to any employee or official of the Park District [other than members of the Board of Commissioners](#) must be approved by ~~roll-call vote at an open meeting of the Board of Commissioners~~[the Executive](#)

Director or his/her designee prior to payment. Documentation of expenses must be provided in accordance with Sections ~~C, D and F~~4.0 of this policy, ~~and any excess from the per diem must be repaid.~~ In addition, the Board Commissioners ratification and approval of the monthly payables through roll call vote shall serve as further confirmation that said travel, meal and lodging expense reimbursements and expenditures fall within the maximum amounts allowed.

5.4 Other Expenses: All other expenses that do not fall within paragraphs ~~E.1, E.2, or E.3~~4.1 to 4.11 are subject to the Executive Director's approval.

6.0 Documentation of Expenses. Before an expense for travel, meals, or lodging may be approved under Section ~~E-5.0~~ of this Policy, the following minimum documentation must first be submitted, in writing, to the Executive Director on the Request To Attend Overnight Conference/Workshop.

- (1) an estimate of the cost of travel, meals, or lodging if expenses have not been incurred or a receipt of the cost of the travel, meals, or lodging if the expenses have already been incurred;
- (2) the name of the individual who received or is requesting the travel, meal, or lodging expense;
- (3) the job title or office of the individual who received or is requesting the travel, meal, or lodging expense; and
- (4) the date or dates and nature of the official business for which the travel, meal, or lodging expense was or will be expended.

All documents and information submitted under this Section are public records subject to disclosure under the Freedom of Information Act.

7.0 ~~Travel, Meal, and Lodging Expense Report~~Request to Attend Overnight Conference/Workshop Form. The Park District hereby adopts as its official standardized form for the submission of travel, meal, and lodging expenses the ~~Travel, Meal, and Lodging Expense Report~~ Request to Attend Overnight Conference/Workshop Form.

8.0 Maximum Allowable Reimbursement. Travel expenses shall not exceed \$3,000 in the aggregate for in-state and \$5,000 for out of state.

9.0 No reimbursement shall be paid to elected official, employee, or officer for any Entertainment expense. "Entertainment" includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless ancillary to the purpose of the program or event.

Approved by the Board of Park Commissioners: **Draft: 11/15/2022 Action Item**

Previous Versions Approved: 11/15/2016

Executive Director's Signature: _____ Board President's Signature: _____



Glencoe Park District

Voucher List of Bills By Vendor Set

Payment Dates 10/11/2022 - 11/9/2022

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Vendor Set: AP Vendors - AP Vendors					
Vendor: 11728 - 1218 Team Inc.					
1218 Team Inc.	10/31/2022	16406	25-25-801-5300	Camp App 2023	834.38
1218 Team Inc.	10/31/2022	16406	25-25-810-5300	Camp App 2023	361.56
1218 Team Inc.	10/31/2022	16406	25-25-833-5300	Camp App 2023	278.13
1218 Team Inc.	10/31/2022	16406	25-25-835-5300	Camp App 2023	750.93
Vendor 11728 - 1218 Team Inc. Total:					2,225.00
Vendor: 10098 - AFLAC					
AFLAC	11/01/2022	16411	10-00-000-2170	Supplemental Aflac Coverage - (9 of 13)	168.12
Vendor 10098 - AFLAC Total:					168.12
Vendor: 10739 - Airespring					
Airespring	11/02/2022	16415	25-00-000-5210	Takiff Fiber Internet - November 2022	1,949.32
Vendor 10739 - Airespring Total:					1,949.32
Vendor: 11841 - Alexander Edward Sokol					
Alexander Edward Sokol	10/14/2022	16318	25-00-000-5362	Drone Footage (3 of 4)	375.00
Alexander Edward Sokol	10/14/2022	16318	25-25-941-5300	Drone Footage (3 of 4)	375.00
Alexander Edward Sokol	10/21/2022	16344	25-00-000-5362	Drone (Fall Footage)	750.00
Vendor 11841 - Alexander Edward Sokol Total:					1,500.00
Vendor: 10864 - All About Childcare Health, Ltd.					
All About Childcare Health, Ltd.	10/31/2022	16407	25-26-000-5387	Day Care Nurse Services	90.00
Vendor 10864 - All About Childcare Health, Ltd. Total:					90.00
Vendor: 10946 - Amazon Capital Services					
Amazon Capital Services	10/21/2022	16345	10-12-000-5420	Coffee Supplies	120.43
Amazon Capital Services	10/21/2022	16345	10-12-000-5420	Laptop carrying bag	138.81
Amazon Capital Services	10/21/2022	16345	10-12-000-5492	Misc - Tree Wrap for Winter	94.61
Amazon Capital Services	10/21/2022	16345	10-13-000-5416	Vinyl Lines	172.50
Amazon Capital Services	10/21/2022	16345	10-14-000-5481	Boardwalk Repair - Bollard	190.77
Amazon Capital Services	10/21/2022	16345	25-00-000-5360	Tape	40.97
Amazon Capital Services	10/21/2022	16345	25-00-000-5360	Photo Paper	228.24
Amazon Capital Services	10/21/2022	16345	25-00-000-5420	Misc - 3 Ring Binder	14.99
Amazon Capital Services	10/21/2022	16345	25-00-000-5484	Light bulbs	67.80
Amazon Capital Services	10/21/2022	16345	25-00-000-5580	Misc - Drill Bit	37.98
Amazon Capital Services	10/21/2022	16345	25-00-000-5580	printer for EC wing	219.99
Amazon Capital Services	10/21/2022	16345	25-25-401-5400	Art Supplies	7.99
Amazon Capital Services	10/21/2022	16345	25-25-402-5400	Misc - Napkins/Cups	30.00
Amazon Capital Services	10/21/2022	16345	25-25-402-5400	Art Supplies	47.86
Amazon Capital Services	10/21/2022	16345	25-25-403-5400	Art Supplies	13.00
Amazon Capital Services	10/21/2022	16345	25-25-405-5400	Misc - Napkins/Cups	30.98
Amazon Capital Services	10/21/2022	16345	25-25-407-5400	Toys - Return	-13.98
Amazon Capital Services	10/21/2022	16345	25-25-407-5400	Misc- CookiePanSet/AlphabetMagnets /ComputerKeyBoard	46.97
Amazon Capital Services	10/21/2022	16345	25-25-432-5400	Art Supplies	26.17
Amazon Capital Services	10/21/2022	16345	25-25-601-5400	Snacks	52.80
Amazon Capital Services	10/21/2022	16345	25-25-601-5400	Misc - Books	58.65
Amazon Capital Services	10/21/2022	16345	25-25-615-5400	Art Supplies	39.14
Amazon Capital Services	10/21/2022	16345	25-25-615-5400	Misc - Dry Erase Board	16.47
Amazon Capital Services	10/21/2022	16345	25-25-615-5400	Misc - Mirror Candle Plates/Tape	68.72
Amazon Capital Services	10/21/2022	16345	25-25-615-5400	Tools - Garlic Press	71.92
Amazon Capital Services	10/21/2022	16345	25-25-659-5400	Art Supplies	231.17

Voucher List of Bills

Payment Dates: 10/11/2022 - 11/9/2022

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Amazon Capital Services	10/21/2022	16345	25-25-770-5400	Misc - Targets/Broom/Travel Cart	388.76
Amazon Capital Services	10/21/2022	16345	25-25-770-5400	Tennis Balls	207.94
Amazon Capital Services	10/21/2022	16345	25-25-932-5400	Art Supplies	67.68
Amazon Capital Services	10/21/2022	16345	25-25-941-5400	Misc - Tape	52.87
Amazon Capital Services	10/21/2022	16345	25-25-941-5400	Misc - Rope/Confetti	61.30
Amazon Capital Services	10/21/2022	16345	25-25-941-5400	Mud run supplies	161.94
Amazon Capital Services	10/21/2022	16345	25-25-941-5400	Misc - Grid Screen/File Folders	89.98
Amazon Capital Services	10/21/2022	16345	25-25-953-5400	Misc. - table cover clamps/Decorations	50.74
Amazon Capital Services	10/21/2022	16345	25-26-000-5340	Misc - (4) Easel Pads	116.19
Amazon Capital Services	10/21/2022	16345	25-26-000-5401	Misc - Clipboards	14.98
Amazon Capital Services	10/21/2022	16345	25-26-000-5401	Misc - Refrigerator Return	-128.69
Amazon Capital Services	10/21/2022	16345	25-26-000-5403	Furniture - Feeding Chair	89.00
Amazon Capital Services	10/21/2022	16345	25-26-000-5403	Art Supplies	95.23
Amazon Capital Services	10/21/2022	16345	25-26-000-5403	Toys	108.49
Amazon Capital Services	10/21/2022	16345	25-26-000-5403	Misc - IDHolder/Batteries/DishRack/NameCards	84.51
Amazon Capital Services	10/21/2022	16345	25-26-000-5420	Supplies - Laundry Detergent	112.49
Amazon Capital Services	10/21/2022	16345	25-26-000-5430	Exam Paper	104.10
Amazon Capital Services	10/21/2022	16345	25-26-000-5460	Supplies- Cups/Gloves/Sporks/Soap	514.10
Amazon Capital Services	10/21/2022	16345	25-26-000-5460	Misc - (2) Push Carts	503.96
Amazon Capital Services	10/21/2022	16345	25-26-000-5460	Supplies- BakingCups/Gloves/Mitts/Tissue	340.90
Amazon Capital Services	10/21/2022	16345	25-26-000-5580	printer for EC wing	220.00
Amazon Capital Services	10/21/2022	16345	25-27-000-5420	Supplies - Laundry Detergent	112.48
Vendor 10946 - Amazon Capital Services Total:					5,423.90
Vendor: 10147 - American Outfitters, Ltd.					
American Outfitters, Ltd.	11/02/2022	16416	25-26-000-5403	Prizes - Firefighter of the week (CC)	588.50
Vendor 10147 - American Outfitters, Ltd. Total:					588.50
Vendor: 10050 - Ancel, Glink P.C.					
Ancel, Glink P.C.	10/21/2022	16349	10-11-000-5310	Legal Services - September 2022	3,533.75
Vendor 10050 - Ancel, Glink P.C. Total:					3,533.75
Vendor: 10717 - Applied Controls, LLC					
Applied Controls, LLC	10/21/2022	16350	65-00-022-5508	AHU #2 Controls Work	2,305.00
Vendor 10717 - Applied Controls, LLC Total:					2,305.00
Vendor: 10162 - AT & T					
AT & T	11/02/2022	16417	10-12-000-5210	AT&T Service 10/13/2022 - 11/12/2022	53.49
AT & T	11/02/2022	16417	10-13-000-5210	AT&T Service 10/13/2022 - 11/12/2022	58.96
AT & T	11/02/2022	16417	10-15-000-5210	AT&T Service 10/13/2022 - 11/12/2022	-92.45
AT & T	11/02/2022	16417	25-00-000-5210	AT&T Service 10/13/2022 - 11/12/2022	735.90
Vendor 10162 - AT & T Total:					755.90
Vendor: 11670 - AT & T					
AT & T	10/21/2022	16351	25-00-000-5210	Internet - 10/7/22 - 11/6/22	684.11
Vendor 11670 - AT & T Total:					684.11
Vendor: 11850 - AT&T Mobility					
AT&T Mobility	10/27/2022	16381	10-14-000-5210	Beach Hotspot 10/11 - 11/12/2022	101.42
Vendor 11850 - AT&T Mobility Total:					101.42

Voucher List of Bills

Payment Dates: 10/11/2022 - 11/9/2022

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Vendor: 10164 - Automatic Doors, Inc.					
Automatic Doors, Inc.	11/02/2022	16418	25-00-000-5352	ELC Blue Door Solenoid Diagnosis/Repair	1,980.00
Vendor 10164 - Automatic Doors, Inc. Total:					1,980.00
Vendor: 10172 - Becker Arena Products, Inc.					
Becker Arena Products, Inc.	10/21/2022	16352	10-13-000-5416	Vinyl Kit	800.18
Becker Arena Products, Inc.	11/02/2022	16419	10-13-000-5416	ice making paint	2,487.00
Vendor 10172 - Becker Arena Products, Inc. Total:					3,287.18
Vendor: 10179 - Blick Art Materials					
Blick Art Materials	10/31/2022	16408	25-25-615-5400	Glaze	187.99
Blick Art Materials	10/31/2022	16408	25-25-615-5400	Tools	116.82
Vendor 10179 - Blick Art Materials Total:					304.81
Vendor: 10473 - BMO Harris Bank N.A.					
BMO Harris Bank N.A.	10/27/2022	DFT0001616	10-00-000-1200	NRPA - Hotel (LS) - Overcharge	515.58
BMO Harris Bank N.A.	10/27/2022	DFT0001616	10-11-000-5210	iCloud Storage (LS)	2.99
BMO Harris Bank N.A.	10/27/2022	DFT0001616	10-11-000-5340	IAPD Legal Symposium - LS/JC	436.00
BMO Harris Bank N.A.	10/27/2022	DFT0001616	10-11-000-5340	NRPA Transportation (LS)	136.97
BMO Harris Bank N.A.	10/27/2022	DFT0001616	10-11-000-5340	NRPA - Meals (LS)	384.16
BMO Harris Bank N.A.	10/27/2022	DFT0001616	10-11-000-5355	Bamboo HR Software Implementation	2,130.44
BMO Harris Bank N.A.	10/27/2022	DFT0001616	10-11-000-5355	Bamboo HR Software - October 2022	1,201.73
BMO Harris Bank N.A.	10/27/2022	DFT0001616	10-11-000-5361	Job Posting - PT Custodian	235.00
BMO Harris Bank N.A.	10/27/2022	DFT0001616	10-11-000-5401	GPD Notecards/Envelopes/Pads	814.41
BMO Harris Bank N.A.	10/27/2022	DFT0001616	10-11-000-5402	Chicago Tribune Subscription	27.72
BMO Harris Bank N.A.	10/27/2022	DFT0001616	10-11-000-5425	Sympathy Flowers - CR	64.80
BMO Harris Bank N.A.	10/27/2022	DFT0001616	10-11-000-5425	FTD Flowers Membership	39.99
BMO Harris Bank N.A.	10/27/2022	DFT0001616	10-12-000-5340	Webinar - Deicing	50.00
BMO Harris Bank N.A.	10/27/2022	DFT0001616	10-12-000-5340	IAPD Legal Symposium - KK	215.00
BMO Harris Bank N.A.	10/27/2022	DFT0001616	10-12-000-5420	Plant Identifier Application	32.69
BMO Harris Bank N.A.	10/27/2022	DFT0001616	10-12-000-5425	Drinks	25.58
BMO Harris Bank N.A.	10/27/2022	DFT0001616	25-00-000-1200	NRPA Hotel (BC)- Overcharge	515.58
BMO Harris Bank N.A.	10/27/2022	DFT0001616	25-00-000-1200	Sales Tax Charge - Painted Penquin (ED)	51.00
BMO Harris Bank N.A.	10/27/2022	DFT0001616	25-00-000-5210	iCloud Storage (BC/MW/SS)	2.97
BMO Harris Bank N.A.	10/27/2022	DFT0001616	25-00-000-5321	Domain	18.00
BMO Harris Bank N.A.	10/27/2022	DFT0001616	25-00-000-5340	Digital Summit - December 2022 (EC)	495.00
BMO Harris Bank N.A.	10/27/2022	DFT0001616	25-00-000-5340	IAPD Legal Symposium - BC	221.00
BMO Harris Bank N.A.	10/27/2022	DFT0001616	25-00-000-5340	NRPA Hotel - (BC)	530.53
BMO Harris Bank N.A.	10/27/2022	DFT0001616	25-00-000-5340	NRPA Transportation (BC)	13.43
BMO Harris Bank N.A.	10/27/2022	DFT0001616	25-00-000-5340	NRPA Meals (BC)	306.54
BMO Harris Bank N.A.	10/27/2022	DFT0001616	25-00-000-5342	Food - Team Meeting	112.81
BMO Harris Bank N.A.	10/27/2022	DFT0001616	25-00-000-5360	Audio app for social media	21.79
BMO Harris Bank N.A.	10/27/2022	DFT0001616	25-00-000-5360	icloud storage (EC)	0.99
BMO Harris Bank N.A.	10/27/2022	DFT0001616	25-00-000-5360	Basketball banners	109.59
BMO Harris Bank N.A.	10/27/2022	DFT0001616	25-00-000-5360	Digital Ad	268.04
BMO Harris Bank N.A.	10/27/2022	DFT0001616	25-00-000-5361	Printing-Want Ads	235.00
BMO Harris Bank N.A.	10/27/2022	DFT0001616	25-00-000-5362	Stock photos	29.00
BMO Harris Bank N.A.	10/27/2022	DFT0001616	25-00-000-5368	Email Marketing	205.00
BMO Harris Bank N.A.	10/27/2022	DFT0001616	25-00-000-5404	Grammarly Software	139.95
BMO Harris Bank N.A.	10/27/2022	DFT0001616	25-00-000-5404	Spotify - September/October 2022	19.98
BMO Harris Bank N.A.	10/27/2022	DFT0001616	25-00-000-5420	Audio Equipment - Mixer for Rentals	119.00
BMO Harris Bank N.A.	10/27/2022	DFT0001616	25-00-000-5425	Food - Donuts/Coffee	22.41
BMO Harris Bank N.A.	10/27/2022	DFT0001616	25-00-000-5451	Clothes Racks	326.56
BMO Harris Bank N.A.	10/27/2022	DFT0001616	25-00-000-5451	Folding Tables	1,092.40

Voucher List of Bills

Payment Dates: 10/11/2022 - 11/9/2022

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
BMO Harris Bank N.A.	10/27/2022	DFT0001616	25-00-000-5482	Supplies - Carbide Head Hammer Bit	39.87
BMO Harris Bank N.A.	10/27/2022	DFT0001616	25-25-310-5400	Art Supplies	66.99
BMO Harris Bank N.A.	10/27/2022	DFT0001616	25-25-315-5400	Clay	343.50
BMO Harris Bank N.A.	10/27/2022	DFT0001616	25-25-315-5400	Tools - Throwing Bats	425.96
BMO Harris Bank N.A.	10/27/2022	DFT0001616	25-25-315-5400	Glaze	107.11
BMO Harris Bank N.A.	10/27/2022	DFT0001616	25-25-405-5400	Misc - Art Supplies	13.98
BMO Harris Bank N.A.	10/27/2022	DFT0001616	25-25-480-5400	Books	34.87
BMO Harris Bank N.A.	10/27/2022	DFT0001616	25-25-601-5300	Brightwheel	150.00
BMO Harris Bank N.A.	10/27/2022	DFT0001616	25-25-601-5400	Arts/Crafts	47.44
BMO Harris Bank N.A.	10/27/2022	DFT0001616	25-25-615-5400	Glaze	275.00
BMO Harris Bank N.A.	10/27/2022	DFT0001616	25-25-615-5400	Clay	343.50
BMO Harris Bank N.A.	10/27/2022	DFT0001616	25-25-913-5300	Performance - Mad Science (Deposit)	100.00
BMO Harris Bank N.A.	10/27/2022	DFT0001616	25-25-913-5400	Costumes	27.56
BMO Harris Bank N.A.	10/27/2022	DFT0001616	25-25-913-5400	Misc - Wristbands	102.80
BMO Harris Bank N.A.	10/27/2022	DFT0001616	25-25-913-5400	Candy/Toys	1,113.11
BMO Harris Bank N.A.	10/27/2022	DFT0001616	25-25-932-5300	Field Trip - Painted Penguin Deposit (Dec 2022)	100.00
BMO Harris Bank N.A.	10/27/2022	DFT0001616	25-25-932-5300	Field Trip - Painted Penguin (Sept. 2022)	510.00
BMO Harris Bank N.A.	10/27/2022	DFT0001616	25-25-932-5300	Field Trip - Richardson Farm	272.00
BMO Harris Bank N.A.	10/27/2022	DFT0001616	25-25-932-5400	Fall Fest - Decorations	237.18
BMO Harris Bank N.A.	10/27/2022	DFT0001616	25-25-932-5400	Fall Fest - Snacks	19.96
BMO Harris Bank N.A.	10/27/2022	DFT0001616	25-25-941-5400	Misc - Staff Breakfast	153.94
BMO Harris Bank N.A.	10/27/2022	DFT0001616	25-25-941-5400	Banner	1,495.00
BMO Harris Bank N.A.	10/27/2022	DFT0001616	25-25-941-5400	Misc - Flagging Tape	176.26
BMO Harris Bank N.A.	10/27/2022	DFT0001616	25-25-941-5400	Misc - Zip ties	58.24
BMO Harris Bank N.A.	10/27/2022	DFT0001616	25-25-952-5400	Misc - Beer on Beach - Ice	30.31
BMO Harris Bank N.A.	10/27/2022	DFT0001616	25-25-952-5400	Misc - Beer on Beach - Snacks	80.90
BMO Harris Bank N.A.	10/27/2022	DFT0001616	25-26-000-5340	Care.com Subscription	38.95
BMO Harris Bank N.A.	10/27/2022	DFT0001616	25-26-000-5340	Zip Recruiter Subscription	598.41
BMO Harris Bank N.A.	10/27/2022	DFT0001616	25-26-000-5340	Misc - Food Handler Training (HC/MD/VN)	21.00
BMO Harris Bank N.A.	10/27/2022	DFT0001616	25-26-000-5342	Misc Meeting Expenses - Food	547.91
BMO Harris Bank N.A.	10/27/2022	DFT0001616	25-26-000-5404	Brightwheel Monthly Subscription	175.00
BMO Harris Bank N.A.	10/27/2022	DFT0001616	25-27-000-5210	Direct TV - October 2022	160.99
Vendor 10473 - BMO Harris Bank N.A. Total:					19,037.37
Vendor: 11889 - Buffalo Creek Brewing, LLC					
Buffalo Creek Brewing, LLC	10/14/2022	16319	25-25-953-5300	Beer of the Beach - Staff	200.00
Vendor 11889 - Buffalo Creek Brewing, LLC Total:					200.00
Vendor: 11646 - Capital One					
Capital One	10/27/2022	16382	25-25-601-5400	Snacks	28.72
Vendor 11646 - Capital One Total:					28.72
Vendor: 11422 - Carl Rosenthal					
Carl Rosenthal	11/02/2022	16420	25-25-791-5300	2022 Fall Session 1 & 2	16,443.75
Vendor 11422 - Carl Rosenthal Total:					16,443.75
Vendor: 10190 - Ceramic Supply Chicago, Inc.					
Ceramic Supply Chicago, Inc.	10/31/2022	16409	25-25-615-5400	Ceramics Supplies	35.70
Vendor 10190 - Ceramic Supply Chicago, Inc. Total:					35.70
Vendor: 11795 - Chen Site Design Studio, LLC					
Chen Site Design Studio, LLC	10/14/2022	16320	67-00-000-5320	Annual Flower Bed - Final Billing	3,104.00
Vendor 11795 - Chen Site Design Studio, LLC Total:					3,104.00
Vendor: 10552 - Chicago Tribune Media Group					
Chicago Tribune Media Group	10/14/2022	16321	10-11-000-5311	Legal Notices - September 2022	11.45

Voucher List of Bills

Payment Dates: 10/11/2022 - 11/9/2022

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Chicago Tribune Media Group	10/14/2022	16321	10-12-000-5311	Legal Notices - September 2022	12.24
Vendor 10552 - Chicago Tribune Media Group Total:					23.69
Vendor: 10088 - Chris Beacom					
Chris Beacom	11/02/2022	16421	25-25-701-5300	Fall 2022 Programming	1,232.00
Vendor 10088 - Chris Beacom Total:					1,232.00
Vendor: 10505 - Comcast					
Comcast	10/21/2022	16353	10-13-000-5210	Watts Internet/TV 10/18/22 - 11/17/22	266.27
Comcast	10/21/2022	16353	10-12-000-5210	Parks - Internet/TV 10/9/22- 11/08/22	163.42
Vendor 10505 - Comcast Total:					429.69
Vendor: 10208 - Commonwealth Edison					
Commonwealth Edison	10/21/2022	16354	10-12-000-5230	Friends Park Electricity 8/24/22 - 9/23/22	38.25
Commonwealth Edison	11/02/2022	16422	10-12-000-5230	Duke Park - 9/23/22 - 10/24/22	25.00
Vendor 10208 - Commonwealth Edison Total:					63.25
Vendor: 10210 - Conserv FS					
Conserv FS	11/02/2022	16423	10-12-000-5493	Stock/Supply Grass Seed	1,253.75
Conserv FS	11/02/2022	16423	10-12-000-5494	Stock/Supply Grass Seed	1,253.75
Vendor 10210 - Conserv FS Total:					2,507.50
Vendor: 10212 - Constellation Newenergy, Inc.					
Constellation Newenergy, Inc.	10/14/2022	16322	25-00-000-5230	Takiff Electricity 8/26/22 - 9/23/22	10,550.59
Constellation Newenergy, Inc.	10/27/2022	16383	10-12-000-5230	Electricity - 8/24/2022 - 9/23/2022	49.99
Constellation Newenergy, Inc.	10/27/2022	16383	10-12-000-5230	Electricity - 8/24/2022 - 9/23/2022	414.89
Constellation Newenergy, Inc.	10/27/2022	16383	10-13-000-5230	Electricity - 8/24/2022 - 9/23/2022	793.06
Constellation Newenergy, Inc.	10/27/2022	16383	10-14-000-5230	Electricity - 8/24/2022 - 9/23/2022	283.21
Constellation Newenergy, Inc.	10/27/2022	16383	10-15-000-5230	Electricity - 8/24/2022 - 9/23/2022	83.50
Vendor 10212 - Constellation Newenergy, Inc. Total:					12,175.24
Vendor: 11892 - Container Management, Inc.					
Container Management, Inc.	10/21/2022	16355	10-12-000-5585	(2) Shipping Containers	3,869.00
Vendor 11892 - Container Management, Inc. Total:					3,869.00
Vendor: 10215 - Craftwood Lumber Company					
Craftwood Lumber Company	11/02/2022	16424	25-25-315-5400	Craftwood - October 2022	38.83
Vendor 10215 - Craftwood Lumber Company Total:					38.83
Vendor: 11398 - Creekside Operating, LLC					
Creekside Operating, LLC	10/14/2022	16323	10-13-000-5360	Watts postcard	1,720.32
Vendor 11398 - Creekside Operating, LLC Total:					1,720.32
Vendor: 11417 - Daiohs USA, Inc.					
Daiohs USA, Inc.	11/02/2022	16425	10-11-000-5420	Coffee & Filters for Staff	116.97
Vendor 11417 - Daiohs USA, Inc. Total:					116.97
Vendor: 10626 - Deborah L Krohn					
Deborah L Krohn	10/27/2022	16384	25-25-913-5300	Entertainers - The Frog Lady	450.00
Vendor 10626 - Deborah L Krohn Total:					450.00
Vendor: 11893 - Direct Energy Marketing, Inc.					
Direct Energy Marketing, Inc.	10/27/2022	16385	10-13-000-5220	Gas - September 2022	19.94
Direct Energy Marketing, Inc.	10/27/2022	16385	25-00-000-5220	Gas - September 2022	2,477.12
Vendor 11893 - Direct Energy Marketing, Inc. Total:					2,497.06
Vendor: 10341 - Excalibur Technology Corporation					
Excalibur Technology Corporati...	10/21/2022	16356	10-11-000-5355	TSS Maintenance - November 2022	6,332.00

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Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Excalibur Technology Corporati...	10/21/2022	16356	25-00-000-5321	Webtrac Host - November 2022	1,227.00
Excalibur Technology Corporati...	10/21/2022	16356	65-00-022-5501	Cisco Smart Net Technical Support	1,713.64
Excalibur Technology Corporati...	11/02/2022	16426	65-00-022-5501	(11) Warranty Renewals	1,119.04
Excalibur Technology Corporati...	11/02/2022	16426	65-00-022-5501	(3) Desktop - EC Wing Desk, (KL), (LS)	2,933.40
Excalibur Technology Corporati...	11/02/2022	16426	65-00-022-5501	(1) Laptop - (JS)	1,394.37
Vendor 10341 - Excalibur Technology Corporation Total:					14,719.45
Vendor: 10207 - F.E. Moran, Inc.					
F.E. Moran, Inc.	11/02/2022	16427	25-00-000-5352	Elevator Recall Module Replacement	4,210.00
Vendor 10207 - F.E. Moran, Inc. Total:					4,210.00
Vendor: 10344 - FedEx					
FedEx	10/14/2022	16324	25-00-000-5301	Shipping	15.99
Vendor 10344 - FedEx Total:					15.99
Vendor: 10405 - First Student, Inc.					
First Student, Inc.	10/21/2022	16357	25-25-932-5300	Bus - Days Off Field Trip	555.00
First Student, Inc.	10/21/2022	16357	25-25-932-5300	Bus - Days off Field Trip	315.00
First Student, Inc.	11/02/2022	16428	25-25-932-5300	Bus - School Day Off 10/10/2022	345.00
Vendor 10405 - First Student, Inc. Total:					1,215.00
Vendor: 10345 - Fox Valley Fire and Safety					
Fox Valley Fire and Safety	10/21/2022	16358	25-00-000-5355	Takiff Fire Supleession	241.00
Vendor 10345 - Fox Valley Fire and Safety Total:					241.00
Vendor: 10570 - Francotyp-Postalia, Inc.					
Francotyp-Postalia, Inc.	10/21/2022	16359	10-11-000-5370	Quarterly invoice for mail machine	152.85
Vendor 10570 - Francotyp-Postalia, Inc. Total:					152.85
Vendor: 11695 - Goldy Locks, Inc					
Goldy Locks, Inc	10/14/2022	16325	25-00-000-5352	Door Locks Repair	350.00
Vendor 11695 - Goldy Locks, Inc Total:					350.00
Vendor: 11890 - Graf Tree Care, Inc.					
Graf Tree Care, Inc.	10/14/2022	16326	10-12-000-5350	Grant Application - Community & Urban Forestry	950.00
Vendor 11890 - Graf Tree Care, Inc. Total:					950.00
Vendor: 10381 - Highland Park Electric Inc.					
Highland Park Electric Inc.	10/21/2022	16360	25-00-000-5350	Electrical panel prep for gym floor resurfacing	471.25
Vendor 10381 - Highland Park Electric Inc. Total:					471.25
Vendor: 10596 - Hitchcock Design, Inc.					
Hitchcock Design, Inc.	10/14/2022	16327	67-00-000-5320	2023 OSLAD Application	1,992.50
Vendor 10596 - Hitchcock Design, Inc. Total:					1,992.50
Vendor: 10384 - Home Depot Credit Services					
Home Depot Credit Services	10/21/2022	16361	10-12-000-5412	Custodial Supplies	28.27
Home Depot Credit Services	10/21/2022	16361	10-12-000-5480	Construction supplies	47.02
Home Depot Credit Services	10/21/2022	16361	10-12-000-5481	General Supplies	150.00
Home Depot Credit Services	10/21/2022	16361	10-12-000-5483	Paint Supplies	108.23
Home Depot Credit Services	10/21/2022	16361	10-12-000-5483	Paint Supplies	76.51
Home Depot Credit Services	10/21/2022	16361	10-12-000-5483	Paint	152.49
Home Depot Credit Services	10/21/2022	16361	10-12-000-5486	Misc Plumbing	170.27
Home Depot Credit Services	10/21/2022	16361	10-14-000-5481	Boardwalk Repair	348.22
Home Depot Credit Services	10/21/2022	16361	25-00-000-5315	Late Fee - Home Depot	20.00
Home Depot Credit Services	10/21/2022	16361	25-00-000-5412	Takiff - Cleaning Supplies	41.23
Home Depot Credit Services	10/21/2022	16361	25-00-000-5420	Misc Supplies - Takiff	141.30
Home Depot Credit Services	10/21/2022	16361	25-00-000-5451	Misc Parts	137.34
Home Depot Credit Services	10/21/2022	16361	25-00-000-5482	Misc Hardware	99.48
Home Depot Credit Services	10/21/2022	16361	25-00-000-5483	Paint Supplies	402.97

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Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Home Depot Credit Services	10/21/2022	16361	25-00-000-5483	Refund: Mudrun Paint for Podiums	-83.82
Home Depot Credit Services	10/21/2022	16361	25-00-000-5486	Misc Plumbing	54.93
Home Depot Credit Services	10/21/2022	16361	25-00-000-5588	Misc. - Ceramic Shelving	578.47
Home Depot Credit Services	10/21/2022	16361	25-25-941-5400	Equipment - Home Depot	344.50
Vendor 10384 - Home Depot Credit Services Total:					2,817.41
Vendor: 11736 - HSA Bank, a divison of Webster Bank, N.A.					
HSA Bank, a divison of Webster...	10/21/2022	DFT0001609	10-00-000-2176	HSA Bank	760.40
HSA Bank, a divison of Webster...	11/04/2022	DFT0001618	10-00-000-2176	HSA Bank	760.40
Vendor 11736 - HSA Bank, a divison of Webster Bank, N.A. Total:					1,520.80
Vendor: 10390 - Idlewood Electric Supply Inc.					
Idlewood Electric Supply Inc.	11/02/2022	16429	10-12-000-5484	Light Exit Sign Repairs	493.11
Vendor 10390 - Idlewood Electric Supply Inc. Total:					493.11
Vendor: 10100 - IL Dept of Revenue					
IL Dept of Revenue	10/21/2022	DFT0001613	10-00-000-2110	IL State Tax W/H	6,157.14
IL Dept of Revenue	11/04/2022	DFT0001622	10-00-000-2110	IL State Tax W/H	6,534.71
Vendor 10100 - IL Dept of Revenue Total:					12,691.85
Vendor: 10101 - Illinois Municipal Retirement Fund					
Illinois Municipal Retirement Fu...	10/27/2022	DFT0001617	10-00-000-2150	IMRF - October 2022	38,046.98
Illinois Municipal Retirement Fu...	10/27/2022	DFT0001617	10-00-000-2155	IMRF - October 2022	7,112.71
Illinois Municipal Retirement Fu...	10/27/2022	DFT0001617	10-00-000-4910	IMRF - October 2022 rounding	0.04
Vendor 10101 - Illinois Municipal Retirement Fund Total:					45,159.73
Vendor: 10397 - IPRA					
IPRA	11/02/2022	16430	10-11-000-5730	IPRA Membership Renewal - (BJ/BM)	528.00
IPRA	11/02/2022	16430	10-12-000-5730	IPRA Membership Renewal - (JB/KK/MW)	792.00
IPRA	11/02/2022	16430	25-00-000-5730	IPRA Membership Renewal - (BC/NVA/SS)	792.00
Vendor 10397 - IPRA Total:					2,112.00
Vendor: 11703 - iPROMOTEu					
iPROMOTEu	10/21/2022	16363	25-25-905-5400	Misc - Arch Graphics	266.48
iPROMOTEu	10/21/2022	16363	25-25-913-5400	Misc - Boo Bags	481.36
Vendor 11703 - iPROMOTEu Total:					747.84
Vendor: 10106 - IRS/Dept of Treasury					
IRS/Dept of Treasury	10/21/2022	DFT0001611	10-00-000-2120	Social Security W/H	16,616.62
IRS/Dept of Treasury	10/21/2022	DFT0001612	10-00-000-2130	Medicare	4,103.64
IRS/Dept of Treasury	10/21/2022	DFT0001614	10-00-000-2100	Fed Income Tax W/H	10,697.67
IRS/Dept of Treasury	11/04/2022	DFT0001620	10-00-000-2120	Social Security W/H	17,631.38
IRS/Dept of Treasury	11/04/2022	DFT0001621	10-00-000-2130	Medicare	4,341.04
IRS/Dept of Treasury	11/04/2022	DFT0001623	10-00-000-2100	Fed Income Tax W/H	11,588.02
Vendor 10106 - IRS/Dept of Treasury Total:					64,978.37
Vendor: 11905 - Klass Electric Company, Inc.					
Klass Electric Company, Inc.	11/02/2022	16432	25-00-000-5352	Takiff Light Panel Repair	1,500.00
Vendor 11905 - Klass Electric Company, Inc. Total:					1,500.00
Vendor: 10404 - Konica Minolta Business Solutions USA Inc.					
Konica Minolta Business Solutio...	10/21/2022	16364	10-11-000-5355	Additional usage for copier - Ad 9/5/22-10/04/22	23.66
Konica Minolta Business Solutio...	10/21/2022	16364	25-00-000-5355	Additional usage for copier - DS 09/05/22-10/04/22	172.44
Konica Minolta Business Solutio...	10/21/2022	16364	10-11-000-5355	Monthly maintenace for copier - Ad 10/5/22-11/4/22	31.50
Konica Minolta Business Solutio...	10/21/2022	16364	25-00-000-5355	Monthly maintenace for copier - DS 10/5/22-11/4/22	70.00
Vendor 10404 - Konica Minolta Business Solutions USA Inc. Total:					297.60
Vendor: 10406 - Lakeshore Learning Material					
Lakeshore Learning Material	10/27/2022	16389	25-25-405-5400	Craft supplies/Room Decor	37.82
Vendor 10406 - Lakeshore Learning Material Total:					37.82

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Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Vendor: 10174 - MCI					
MCI	11/02/2022	16433	25-00-000-5210	Long Distance Phone Svc - October 2022	63.50
Vendor 10174 - MCI Total:					63.50
Vendor: 10191 - Menoni & Mocogni					
Menoni & Mocogni	10/14/2022	16328	25-00-000-5481	Stone for Shed - Takiff Parking Lot	110.23
Menoni & Mocogni	10/14/2022	16328	25-25-941-5400	Dirt / Plastic Bags	262.00
Menoni & Mocogni	10/14/2022	16328	25-25-941-5400	Dirt	123.02
Menoni & Mocogni	10/14/2022	16328	25-25-941-5400	Dirt	149.27
Vendor 10191 - Menoni & Mocogni Total:					644.52
Vendor: 11267 - Milieu Design LLC					
Milieu Design LLC	10/14/2022	16329	10-12-000-5349	Weeding 7/29/2022 (18 hrs)	810.00
Milieu Design LLC	10/14/2022	16329	10-12-000-5349	Weeding 8/17 - 8/23/2022 (55 hrs)	2,482.20
Milieu Design LLC	10/14/2022	16329	10-12-000-5348	VOG Mowing week of 9/19/2022	523.00
Milieu Design LLC	10/14/2022	16329	10-12-000-5349	GPD Mowing week of 9/19/2022	2,400.00
Milieu Design LLC	10/14/2022	16329	10-12-000-5349	Weeding 9/20 - 9/30/22 (115 hrs)	5,160.60
Milieu Design LLC	10/14/2022	16329	10-12-000-5348	VOG Mowing week of 9/26/2022	523.00
Milieu Design LLC	10/14/2022	16329	10-12-000-5349	GPD Mowing week of 9/26/2022	2,400.00
Milieu Design LLC	10/27/2022	16392	10-12-000-5348	Mowing week of 10/3/2022	523.00
Milieu Design LLC	10/27/2022	16392	10-12-000-5349	Mowing week of 10/3/2022	2,400.00
Milieu Design LLC	10/27/2022	16392	10-12-000-5348	Mowing week of 10/10/2022	523.00
Milieu Design LLC	10/27/2022	16392	10-12-000-5349	Mowing week of 10/10/2022	2,400.00
Milieu Design LLC	10/27/2022	16392	10-12-000-5349	Additional weeding 10/7 & 10/11/2022	1,604.70
Milieu Design LLC	10/27/2022	16392	10-14-000-5586	Beach cleanup 10/4 - 10/5/2022	1,628.10
Milieu Design LLC	10/27/2022	16392	10-15-000-5586	Boating Beach cleanup 10/4 - 10/5/2022	1,530.00
Milieu Design LLC	11/02/2022	16434	10-12-000-5348	Mowing week of 10/17/2022	523.00
Milieu Design LLC	11/02/2022	16434	10-12-000-5349	Mowing week of 10/17/2022	2,400.00
Milieu Design LLC	11/02/2022	16434	10-12-000-5349	Weeding 10/18 - 10/21/2022 (56 hrs)	2,542.50
Vendor 11267 - Milieu Design LLC Total:					30,373.10
Vendor: 10103 - NCPERS-IL IMRF					
NCPERS-IL IMRF	11/01/2022	16412	10-00-000-2160	IMRF Life-#03298	64.00
Vendor 10103 - NCPERS-IL IMRF Total:					64.00
Vendor: 10217 - Nels J. Johnson Tree Experts Inc.					
Nels J. Johnson Tree Experts Inc.	11/02/2022	16435	10-12-000-5590	Tree Pruning - Lakefront	4,680.00
Nels J. Johnson Tree Experts Inc.	11/02/2022	16435	10-12-000-5590	Tree Removal - West	3,551.25
Nels J. Johnson Tree Experts Inc.	11/02/2022	16435	10-12-000-5590	Tree Pruning - West	705.00
Nels J. Johnson Tree Experts Inc.	11/02/2022	16435	10-12-000-5590	Watts	7,095.00
Nels J. Johnson Tree Experts Inc.	11/02/2022	16435	10-12-000-5590	Sculpture Park	3,202.50
Vendor 10217 - Nels J. Johnson Tree Experts Inc. Total:					19,233.75
Vendor: 10340 - Northshore Omega					
Northshore Omega	10/27/2022	16393	45-00-000-5335	Pre-employment Screening - Nubia Mujica-Soto	356.00
Northshore Omega	10/27/2022	16393	45-00-000-5335	Pre-Employment Screening - Sarahi Garcia	308.00
Northshore Omega	10/27/2022	16393	45-00-000-5335	Pre-employment Screening - Sadie Simmons	439.00
Northshore Omega	10/27/2022	16393	45-00-000-5335	Pre-Employment Screening - Milian Kovacevich	308.00
Vendor 10340 - Northshore Omega Total:					1,411.00

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Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Vendor: 10233 - Orkin Pest Control					
Orkin Pest Control	10/14/2022	16330	25-00-000-5355	Takiff Mo Exterminator -	204.00
Vendor 10233 - Orkin Pest Control Total:					204.00
Vendor: 10235 - Otis Elevator Company					
Otis Elevator Company	10/27/2022	16394	25-00-000-5355	Takiff Elevator Mo Maintenance - November 2022	549.57
Vendor 10235 - Otis Elevator Company Total:					549.57
Vendor: 10110 - PACT Administrative Services Corp					
PACT Administrative Services C...	10/21/2022	16377	10-00-000-2175	FSA Contributions - October 2022	346.92
PACT Administrative Services C...	10/27/2022	16395	10-11-000-5600	Admin Fee - November 2022	21.00
Vendor 10110 - PACT Administrative Services Corp Total:					367.92
Vendor: 10104 - Partnership Financial Credit Union					
Partnership Financial Credit Uni...	10/21/2022	16378	10-00-000-2180	#110071680 Barrios	120.00
Partnership Financial Credit Uni...	10/21/2022	16378	10-00-000-2180	#86720 Janis	30.00
Partnership Financial Credit Uni...	11/01/2022	16413	10-00-000-2180	#110071680 Barrios	120.00
Partnership Financial Credit Uni...	11/01/2022	16413	10-00-000-2180	#86720 Janis	30.00
Vendor 10104 - Partnership Financial Credit Union Total:					300.00
Vendor: 10242 - PDRMA					
PDRMA	10/31/2022	16410	10-11-000-5600	Health Insurance - October 2022	10,162.00
PDRMA	10/31/2022	16410	10-11-000-5600	Health Insurance - October 2022	11,014.01
PDRMA	10/31/2022	16410	10-14-000-5600	Health Insurance - October 2022	957.07
PDRMA	10/31/2022	16410	25-00-000-5600	Health Insurance - October 2022	14,231.14
PDRMA	10/31/2022	16410	25-26-000-5600	Health Insurance - October 2022	12,461.97
Vendor 10242 - PDRMA Total:					48,826.19
Vendor: 11733 - Peerless Network, Inc.					
Peerless Network, Inc.	10/27/2022	16396	25-00-000-5210	T1 Line - Watts 10/15 - 11/14/2022	378.08
Vendor 11733 - Peerless Network, Inc. Total:					378.08
Vendor: 10919 - Pizzo & Associates, Ltd.					
Pizzo & Associates, Ltd.	10/14/2022	16331	10-12-000-5350	Stewardship #7	1,588.75
Vendor 10919 - Pizzo & Associates, Ltd. Total:					1,588.75
Vendor: 10434 - Pupils Vision & Hearing Testing, Inc					
Pupils Vision & Hearing Testing, ..	11/02/2022	16436	25-26-000-5335	Vision & Hearing Test (136)	1,360.00
Vendor 10434 - Pupils Vision & Hearing Testing, Inc Total:					1,360.00
Vendor: 10259 - Quill Corporation					
Quill Corporation	10/14/2022	16332	25-00-000-5401	Pens	13.64
Quill Corporation	10/14/2022	16332	25-00-000-5401	Staff Stapler	17.29
Quill Corporation	10/14/2022	16332	25-00-000-5420	Staff Breakroom Supplies	31.78
Quill Corporation	10/14/2022	16332	25-00-000-5401	Packing Tape	16.29
Quill Corporation	10/14/2022	16332	25-25-401-5400	ELC - Blue Tape	8.24
Quill Corporation	10/14/2022	16332	25-25-402-5400	ELC - Blue Tape	8.23
Quill Corporation	10/14/2022	16332	25-25-403-5400	ELC - Blue Tape	8.23
Quill Corporation	10/14/2022	16332	25-26-000-5401	ELC - Blue Tape	8.24
Quill Corporation	10/27/2022	16397	25-00-000-5401	Office Supplies - Sharpies	35.98
Quill Corporation	10/27/2022	16397	25-00-000-5420	Staff Breakroom Supplies	18.12
Quill Corporation	11/02/2022	16437	25-00-000-5401	Replenish Office Supplies	96.86
Quill Corporation	11/02/2022	16437	25-00-000-5420	Staff Breakroom Supplies	68.41
Vendor 10259 - Quill Corporation Total:					331.31
Vendor: 10718 - R&R Specialties of Wisconsin, Inc.					
R&R Specialties of Wisconsin, In...	10/21/2022	16365	10-13-000-5356	Zamboni Repair Parts	155.55
Vendor 10718 - R&R Specialties of Wisconsin, Inc. Total:					155.55

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Vendor: 11643 - RC Juggles, LLC					
RC Juggles, LLC	10/21/2022	16366	25-25-913-5400	Decor - Balloons	515.00
RC Juggles, LLC	10/21/2022	16366	25-25-913-5300	Entertainers - Dance Party	675.00
Vendor 11643 - RC Juggles, LLC Total:					1,190.00
Vendor: 10375 - Record-A-Hit					
Record-A-Hit	10/14/2022	16333	25-25-954-5300	Hallmark Holiday - Snow Globe / Snow man	672.50
Vendor 10375 - Record-A-Hit Total:					672.50
Vendor: 11486 - Red Feather Painting, Inc.					
Red Feather Painting, Inc.	11/02/2022	16438	10-12-000-5585	Takiff Bleach Tuckpointing	19,540.00
Red Feather Painting, Inc.	11/02/2022	16438	10-12-000-5352	Halfway house roof repair	680.00
Vendor 11486 - Red Feather Painting, Inc. Total:					20,220.00
Vendor: 10265 - Reinders, Inc.					
Reinders, Inc.	10/21/2022	16367	10-12-000-5351	Equipment Repair	97.40
Vendor 10265 - Reinders, Inc. Total:					97.40
Vendor: 10767 - Rite Portable Restrooms					
Rite Portable Restrooms	10/14/2022	16334	10-12-000-5353	Lake Front Restrooms - 5/25/22 - 6/22/22	198.00
Rite Portable Restrooms	10/14/2022	16334	10-12-000-5353	Duke Park Restrooms - 5/25/22 - 6/22/22	216.00
Rite Portable Restrooms	10/14/2022	16334	10-12-000-5353	Duke Park Restrooms - 6/23/22 - 7/21/22	216.00
Rite Portable Restrooms	10/14/2022	16334	10-12-000-5353	Duke Park Restrooms - 7/22/22 - 8/19/22	216.00
Rite Portable Restrooms	10/14/2022	16334	10-12-000-5353	Duke Park Restrooms - 8/20/22 - 9/17/22	216.00
Rite Portable Restrooms	10/14/2022	16334	10-12-000-5353	Duke Park Restrooms - 9/18/22 - 10/16/22	216.00
Rite Portable Restrooms	10/14/2022	16334	10-12-000-5353	Lake Front Restrooms - 6/23/22 - 7/21/22	198.00
Rite Portable Restrooms	10/14/2022	16334	10-12-000-5353	Lake Front Restrooms - 7/22/22 - 8/19/22	198.00
Rite Portable Restrooms	10/14/2022	16334	10-12-000-5353	Lake Front Restrooms - 8/20/22 - 9/17/22	198.00
Rite Portable Restrooms	10/14/2022	16334	10-12-000-5353	Lake Front Restrooms - 9/18/22 - 10/16/22	198.00
Rite Portable Restrooms	10/14/2022	16334	10-12-000-5353	Takiff/Watts/West Park Restrooms-3/24/22-4/21/22	71.50
Rite Portable Restrooms	10/14/2022	16334	10-12-000-5353	Takiff/Watts/West Park Restrooms-4/22/22 - 5/20/22	234.00
Rite Portable Restrooms	10/14/2022	16334	10-12-000-5353	Takiff/Watts/West Park Restrooms-5/21/22 - 6/18/22	234.00
Rite Portable Restrooms	10/14/2022	16334	10-12-000-5353	Takiff/Watts/West Park Restrooms-6/19/22 - 7/17/22	234.00
Rite Portable Restrooms	10/14/2022	16334	10-12-000-5353	Takiff/Watts/West Park Restrooms-7/18/22 - 8/15/22	234.00
Rite Portable Restrooms	10/14/2022	16334	10-12-000-5353	Takiff/Watts/West Park Restrooms-8/16/22 - 9/13/22	234.00
Rite Portable Restrooms	10/14/2022	16334	10-12-000-5353	Takiff/Watts/West Park Restrooms-9/14/22 -10/12/22	234.00
Rite Portable Restrooms	10/14/2022	16334	10-14-000-5353	Beach Restrooms - 3/24/22 - 4/21/22	186.00
Rite Portable Restrooms	10/14/2022	16334	10-14-000-5353	Beach Restrooms - 4/22/22 - 5/20/22	186.00
Rite Portable Restrooms	10/14/2022	16334	10-14-000-5353	Beach Restrooms - 5/21/22 - 6/18/22	320.40
Rite Portable Restrooms	10/14/2022	16334	10-14-000-5353	Beach Restrooms - 6/19/22 - 7/17/22	366.00
Rite Portable Restrooms	10/14/2022	16334	10-14-000-5353	Beach Restrooms - 7/18/22 - 8/15/22	366.00
Rite Portable Restrooms	10/14/2022	16334	10-14-000-5353	Beach Restrooms - 8/16/22 - 9/13/22	366.00

Voucher List of Bills

Payment Dates: 10/11/2022 - 11/9/2022

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Rite Portable Restrooms	10/14/2022	16334	10-14-000-5353	Beach Restrooms - 9/14/22 - 10/12/22	366.00
Rite Portable Restrooms	10/14/2022	16334	10-12-000-5353	Shelton Park Restrooms - 3/24/22 - 4/21/22	78.00
Rite Portable Restrooms	10/14/2022	16334	10-12-000-5353	Shelton Park Restrooms - 4/22/22 - 5/20/22	78.00
Rite Portable Restrooms	10/14/2022	16334	10-12-000-5353	Shelton Park Restrooms - 5/21/22 - 6/18/22	78.00
Rite Portable Restrooms	10/14/2022	16334	10-12-000-5353	Shelton Park Restrooms - 6/19/22 - 7/17/22	78.00
Rite Portable Restrooms	10/14/2022	16334	10-12-000-5353	Shelton Park Restrooms - 7/18/22 - 8/15/22	123.00
Rite Portable Restrooms	10/14/2022	16334	10-12-000-5353	Shelton Park Restrooms - 8/16/22 - 9/13/22	168.00
Rite Portable Restrooms	10/14/2022	16334	10-12-000-5353	Shelton Park Restrooms - 9/14/22 - 10/12/22	123.00
Rite Portable Restrooms	11/02/2022	16439	10-12-000-5353	Watts/West/Takiff 10/13/2022 - 11/10/2022	234.00
Rite Portable Restrooms	11/02/2022	16439	10-14-000-5353	Glencoe Beach 10/10/2022 - 11/10/2022	93.00
Rite Portable Restrooms	11/02/2022	16439	10-15-000-5353	Glencoe Boating 10/10/2022 - 11/10/2022	93.00
Rite Portable Restrooms	11/02/2022	16439	10-12-000-5353	Shelton Park 10/13/2022 - 11/10/2022	78.00
Rite Portable Restrooms	11/02/2022	16439	10-12-000-5353	Duke Park 10/17/2022 - 11/14/2022	216.00
Rite Portable Restrooms	11/02/2022	16439	10-12-000-5353	Lakefront Park 10/17/2022 - 11/14/2022	108.00
Vendor 10767 - Rite Portable Restrooms Total:					7,249.90
Vendor: 10269 - RMC Inc.					
RMC Inc.	10/14/2022	16337	10-13-000-5357	Watts Refrig Mo Maint - October 2022	298.00
RMC Inc.	11/02/2022	16440	10-13-000-5357	Watts Refrig Mo Maint - November 2022	298.00
Vendor 10269 - RMC Inc. Total:					596.00
Vendor: 10270 - Rotary Club of Glencoe					
Rotary Club of Glencoe	10/27/2022	16399	10-11-000-5730	2022 4th Quarter Dues	275.00
Vendor 10270 - Rotary Club of Glencoe Total:					275.00
Vendor: 11320 - Roundy's Inc.					
Roundy's Inc.	10/21/2022	16368	25-25-402-5400	Food	9.57
Roundy's Inc.	10/21/2022	16368	25-25-601-5400	Food	57.07
Roundy's Inc.	10/21/2022	16368	25-25-932-5400	Fall Fest - Snacks	23.73
Roundy's Inc.	10/21/2022	16368	25-25-941-5400	Misc - Gorilla Glue	4.99
Roundy's Inc.	10/21/2022	16368	25-26-000-5342	Food/Snacks/Drinks	190.20
Roundy's Inc.	10/21/2022	16368	25-26-000-5409	Milk/Yogurt	34.16
Vendor 11320 - Roundy's Inc. Total:					319.72
Vendor: 10274 - Safety Team, Inc.					
Safety Team, Inc.	11/02/2022	16441	25-26-000-5340	CPR/First Aid Classes	985.00
Safety Team, Inc.	11/02/2022	16441	45-00-000-5340	CPR/First Aid Classes	893.00
Vendor 10274 - Safety Team, Inc. Total:					1,878.00
Vendor: 10108 - State Disbursement Unit					
State Disbursement Unit	10/21/2022	16379	10-00-000-2190	M Barrios,FIPS#1703100/2013D025 0098,335-98-0452	195.90
State Disbursement Unit	11/01/2022	16414	10-00-000-2190	M Barrios,FIPS#1703100/2013D025 0098,335-98-0452	195.90
Vendor 10108 - State Disbursement Unit Total:					391.80

Voucher List of Bills

Payment Dates: 10/11/2022 - 11/9/2022

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Vendor: 10801 - Stephanie Metz					
Stephanie Metz	10/27/2022	16400	25-25-787-5300	Paddleboard - Summer 2022 (Check Reissue)	3,328.50
Vendor 10801 - Stephanie Metz Total:					3,328.50
Vendor: 11773 - Sunset Foods					
Sunset Foods	10/21/2022	16369	25-26-000-5409	Milk/Produce/Butter	626.78
Vendor 11773 - Sunset Foods Total:					626.78
Vendor: 11698 - Susan Salidor					
Susan Salidor	10/27/2022	16402	25-25-401-5300	Music Classes - October 6,13,20,27	100.00
Susan Salidor	10/27/2022	16402	25-25-402-5300	Music Classes - October 6,13,20,27	100.00
Susan Salidor	10/27/2022	16402	25-25-403-5300	Music Classes - October 6,13,20,27	100.00
Susan Salidor	10/27/2022	16402	25-26-000-5386	Music Classes - October 6,13,20,27	900.00
Vendor 11698 - Susan Salidor Total:					1,200.00
Vendor: 11414 - Sysco Chicago, Inc.					
Sysco Chicago, Inc.	10/21/2022	16370	25-25-601-5400	Snacks	312.24
Sysco Chicago, Inc.	10/21/2022	16370	25-26-000-5409	CC - Lunch/Snacks	1,944.44
Vendor 11414 - Sysco Chicago, Inc. Total:					2,256.68
Vendor: 11891 - Tameeka McFarlane					
Tameeka McFarlane	10/21/2022	16371	25-25-913-5300	Face Painting	650.00
Vendor 11891 - Tameeka McFarlane Total:					650.00
Vendor: 11741 - Taste For Kids, Inc.					
Taste For Kids, Inc.	11/02/2022	16442	25-25-405-5300	Lunch KR+CC - October 2022	690.00
Taste For Kids, Inc.	11/02/2022	16442	25-26-000-5385	Meals - October 2022	5,191.25
Vendor 11741 - Taste For Kids, Inc. Total:					5,881.25
Vendor: 10294 - Telcom Innovations Group					
Telcom Innovations Group	10/21/2022	16372	10-11-000-5355	Labor for billable remote services	217.50
Telcom Innovations Group	11/02/2022	16443	10-11-000-5355	Mitel Software Assurance 11/5/22 - 11/4/23	2,281.01
Telcom Innovations Group	11/02/2022	16443	10-11-000-5355	Onsite w/Excal (re: T1 & VPN at Watts)	220.00
Vendor 10294 - Telcom Innovations Group Total:					2,718.51
Vendor: 10151 - The Lifeguard Store					
The Lifeguard Store	10/14/2022	16338	10-14-000-5420	Lifeguard Equipment	2,085.24
Vendor 10151 - The Lifeguard Store Total:					2,085.24
Vendor: 11856 - Tuff Shed, Inc.					
Tuff Shed, Inc.	10/21/2022	16373	25-00-000-4910	Tuff Shed (Final 50%) - PDRMA Claim	2,388.56
Vendor 11856 - Tuff Shed, Inc. Total:					2,388.56
Vendor: 10705 - UMB Bank NA					
UMB Bank NA	11/02/2022	16444	40-00-000-5331	Paying agent fees - 2020 Bonds	371.00
Vendor 10705 - UMB Bank NA Total:					371.00
Vendor: 10099 - Vantagepoint Trf Agents-457					
Vantagepoint Trf Agents-457	10/21/2022	DFT0001610	10-00-000-2140	ICMA - A/C#301403	1,876.92
Vantagepoint Trf Agents-457	11/04/2022	DFT0001619	10-00-000-2140	ICMA - A/C#301403	1,876.92
Vendor 10099 - Vantagepoint Trf Agents-457 Total:					3,753.84
Vendor: 10309 - Verizon Wireless					
Verizon Wireless	11/02/2022	16445	25-00-000-5210	Cell Phone Svc - 9/22/22 - 10/21/22	1,300.60
Vendor 10309 - Verizon Wireless Total:					1,300.60
Vendor: 10308 - Vermont Systems, Inc.					
Vermont Systems, Inc.	10/14/2022	16339	25-00-000-5355	SMS texting quarterly fee	45.00

Voucher List of Bills

Payment Dates: 10/11/2022 - 11/9/2022

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Vermont Systems, Inc.	10/27/2022	16403	65-00-021-5503	Marty 30 min web convo	31.25
Vendor 10308 - Vermont Systems, Inc. Total:					76.25
Vendor: 10457 - Village of Glencoe					
Village of Glencoe	10/14/2022	16340	10-14-000-5358	2022 Daily Beach Water Testing	1,850.00
Village of Glencoe	10/14/2022	16341	10-12-000-5480	Fuel - August 2022	2,616.82
Village of Glencoe	10/14/2022	16342	10-12-000-5240	Old Elm 7/1/2022 - 9/30/2022	47.76
Village of Glencoe	10/14/2022	16342	25-00-000-5240	Takiff 7/1/2022 - 9/30/2022	1,472.54
Village of Glencoe	10/14/2022	16343	25-00-000-5360	Inside Glencoe - Fall & Summer 2022	852.15
Vendor 10457 - Village of Glencoe Total:					6,839.27
Vendor: 11757 - W.B. Olson, Inc.					
W.B. Olson, Inc.	10/21/2022	16374	67-00-000-5522	Refund - Overcharge	-1,459.00
W.B. Olson, Inc.	10/21/2022	16374	67-00-000-5522	Construction Management fees - Sept. 2022	2,995.00
Vendor 11757 - W.B. Olson, Inc. Total:					1,536.00
Vendor: 10882 - Welcome Wagon					
Welcome Wagon	10/27/2022	16404	25-00-000-5360	Welcome Mailer - October 2022	161.42
Vendor 10882 - Welcome Wagon Total:					161.42
Vendor: 11864 - Wendell Builders, Inc.					
Wendell Builders, Inc.	10/21/2022	16375	25-00-000-5588	Takiff Gym Bench/Cubbies	2,695.00
Vendor 11864 - Wendell Builders, Inc. Total:					2,695.00
Vendor: 10102 - Wisconsin Dept of Revenue					
Wisconsin Dept of Revenue	10/21/2022	DFT0001615	10-00-000-2111	WI State WH - October 2022	265.25
Vendor 10102 - Wisconsin Dept of Revenue Total:					265.25
Vendor: 11678 - WM Corporate Services, Inc.					
WM Corporate Services, Inc.	10/21/2022	16376	10-12-000-5353	Waste Management - Sept 2022	1,470.38
WM Corporate Services, Inc.	10/21/2022	16376	10-13-000-5353	Waste Management - October 2022	165.20
WM Corporate Services, Inc.	10/21/2022	16376	25-00-000-5353	Waste Management - October 2022	605.47
Vendor 11678 - WM Corporate Services, Inc. Total:					2,241.05
Vendor Set AP Vendors Total:					424,661.43

Voucher List of Bills

Payment Dates: 10/11/2022 - 11/9/2022

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Vendor Set: Employees - Employees					
Vendor: 7621 - Jenny Runkel					
Jenny Runkel	11/02/2022	16431	10-11-000-5341	Reimbursement: Mileage (JR)	13.75
Jenny Runkel	11/02/2022	16431	10-11-000-5401	Reimbursement: Halloween Decor (JR)	20.00
Vendor 7621 - Jenny Runkel Total:					<u>33.75</u>
Vendor Set Employees Total:					<u>33.75</u>

Voucher List of Bills

Payment Dates: 10/11/2022 - 11/9/2022

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Vendor Set: Refunds - Refunds					
Vendor: 000-23-0038 - Ann Cole					
Ann Cole	10/27/2022	16380	25-00-000-2580	Refund - Household Credit	<u>338.00</u>
Vendor 000-23-0038 - Ann Cole Total:					338.00
Vendor: 000-23-0040 - Eilene Isaacs					
Eilene Isaacs	10/27/2022	16386	25-00-000-2580	Refund - Household Credit	<u>36.85</u>
Vendor 000-23-0040 - Eilene Isaacs Total:					36.85
Vendor: 000-23-0039 - Joseph Atkin					
Joseph Atkin	10/27/2022	16387	25-00-000-4500	Refund - Household Credit	<u>200.00</u>
Vendor 000-23-0039 - Joseph Atkin Total:					200.00
Vendor: 000-23-0042 - Karen Kohn					
Karen Kohn	10/27/2022	16388	25-00-000-2580	Refund - Household Credit	<u>31.13</u>
Vendor 000-23-0042 - Karen Kohn Total:					31.13
Vendor: 000-23-0037 - Linda Alexander					
Linda Alexander	10/27/2022	16390	25-00-000-2580	Refund - Household Credit	<u>31.13</u>
Vendor 000-23-0037 - Linda Alexander Total:					31.13
Vendor: 000-23-0044 - Michael Aitken					
Michael Aitken	10/27/2022	16391	25-00-000-2580	Refund - Household Credit	<u>19.60</u>
Vendor 000-23-0044 - Michael Aitken Total:					19.60
Vendor: 000-23-0043 - Richard Bianco					
Richard Bianco	10/27/2022	16398	25-00-000-2580	Refund - Household Credit	<u>189.68</u>
Vendor 000-23-0043 - Richard Bianco Total:					189.68
Vendor: 000-23-0041 - Susan Keats					
Susan Keats	10/27/2022	16401	25-00-000-2580	Refund - Household Credit	<u>152.63</u>
Vendor 000-23-0041 - Susan Keats Total:					152.63
Vendor: 000-23-0036 - William Eichengreen					
William Eichengreen	10/27/2022	16405	25-00-000-2580	Refund - Household Credit	<u>21.56</u>
Vendor 000-23-0036 - William Eichengreen Total:					21.56
Vendor Set Refunds Total:					1,020.58
Grand Total:					<u>425,715.76</u>

Report Summary

Fund Summary

Fund	Payment Amount
10 - CORPORATE FUND	277,303.54
25 - RECREATION FUND	129,608.02
40 - BOND & INTEREST FUND	371.00
45 - LIABILITY INSURANCE FUND	2,304.00
65 - CAPITAL PROJECTS FUND	9,496.70
67 - MASTER PLAN CAPITAL-2020 BOND PROCEEDS	6,632.50
	\$ 425,715.76

Account Summary

Account Number	Account Name	Payment Amount
10-00-000-1200	ACCOUNTS RECEIVABLE	515.58
10-00-000-2100	FEDERAL WITHHOLDING	22,285.69
10-00-000-2110	IL STATE WITHHOLDING	12,691.85
10-00-000-2111	WI STATE WITHHOLDING	265.25
10-00-000-2120	SOCIAL SECURITY WITHHOLDING	34,248.00
10-00-000-2130	MEDICARE WITHHOLDING	8,444.68
10-00-000-2140	ICMA DEF COMP WITHHOLDING	3,753.84
10-00-000-2150	IMRF WITHHOLDING	38,046.98
10-00-000-2155	IMRF VAC WITHHOLDING	7,112.71
10-00-000-2160	SUPPL IMRF LIFE WITHHOLDING	64.00
10-00-000-2170	AFLAC WITHHOLDING	168.12
10-00-000-2175	FSA PLAN WITHHOLDING	346.92
10-00-000-2176	HSA WITHHOLDING	1,520.80
10-00-000-2180	CREDIT UNION WITHHOLDING	300.00
10-00-000-2190	GARNISHMENT WITHHOLDING	391.80
10-00-000-4910	MISC/UNCLASSIFIED INCOME	0.04
10-11-000-5210	TELEPHONE/INTERNET	2.99
10-11-000-5310	LEGAL SERVICES	3,533.75
10-11-000-5311	LEGAL NOTICES	11.45
10-11-000-5340	CONFERENCES AND TRAINING	957.13
10-11-000-5341	MILEAGE REIMBURSEMENT	13.75
10-11-000-5355	MAINTENANCE SERVICE AGREEMTS	12,437.84
10-11-000-5361	PRINTING - EMPLOYMENT ADS	235.00
10-11-000-5370	RENTAL - EQUIPMENT	152.85
10-11-000-5401	OFFICE SUPPLIES	834.41
10-11-000-5402	BOOKS/PUBLICATNS/SUBSCRIPTNS	27.72
10-11-000-5420	SUPPLIES - GENERAL	116.97
10-11-000-5425	SUPPLIES-STAFF RECOG/TRAINING	104.79
10-11-000-5600	HEALTH INSURANCE PREMIUMS	21,197.01
10-11-000-5730	DUES/MEMBERSHIPS	803.00
10-12-000-5210	TELEPHONE/INTERNET	216.91
10-12-000-5230	ELECTRICITY	528.13
10-12-000-5240	WATER	47.76
10-12-000-5311	LEGAL NOTICES	12.24
10-12-000-5340	CONFERENCES AND TRAINING	265.00
10-12-000-5348	SHARED SVCS-CONT MOWING	2,615.00
10-12-000-5349	CONTRACTL-HORT/LANDSCAPING	24,600.00
10-12-000-5350	MAINTENANCE SERVICES	2,538.75
10-12-000-5351	REPAIRS - EQUIPMENT	97.40
10-12-000-5352	REPAIRS - BUILDINGS	680.00
10-12-000-5353	DISPOSAL/PORTOLET SERVICE	6,377.88
10-12-000-5412	CUSTODIAL/CLEANING SUPPLIES	28.27
10-12-000-5420	SUPPLIES - GENERAL	291.93
10-12-000-5425	SUPPLIES-STAFF RECOGNITION	25.58
10-12-000-5480	GASOLINE/LUBRICANTS	2,663.84
10-12-000-5481	SUPPLIES-CONSTRUCTION	150.00
10-12-000-5483	SUPPLIES-PAINT	337.23

Account Summary

Account Number	Account Name	Payment Amount
10-12-000-5484	SUPPLIES-ELECTRICAL/BULBS	493.11
10-12-000-5486	SUPPLIES-PLUMBING	170.27
10-12-000-5492	SUPPLIES-TREES/SHRUBS	94.61
10-12-000-5493	SUPPLIES-FERTILIZER/CHEMICALS	1,253.75
10-12-000-5494	SUPPLIES-SEED/SOD	1,253.75
10-12-000-5585	PAVEMENT & SITE DEVELOPMENT	23,409.00
10-12-000-5590	TREE TRIM/WORK-Outside SH SVCS	19,233.75
10-12-000-5730	DUES/MEMBERSHIPS	792.00
10-13-000-5210	TELEPHONE/INTERNET/CABLE TV	325.23
10-13-000-5220	FUEL/HEAT	19.94
10-13-000-5230	ELECTRICITY	793.06
10-13-000-5353	DISPOSAL/PORTOLET SERVICE	165.20
10-13-000-5356	MAINT SERVICE/REPAIRS - ZAMBONI	155.55
10-13-000-5357	MAINT SERVICE-REFRIGERATION	596.00
10-13-000-5360	PRINTING/MARKETING/ADVERTISING	1,720.32
10-13-000-5416	SUPPLIES-ICE MAKING	3,459.68
10-14-000-5210	TELEPHONE/INTERNET	101.42
10-14-000-5230	ELECTRICITY	283.21
10-14-000-5353	DISPOSAL/PORTOLET SERVICE	2,249.40
10-14-000-5358	DAILY WATER TESTING SERVICES	1,850.00
10-14-000-5420	SUPPLIES - GENERAL	2,085.24
10-14-000-5481	SUPPLIES-CONSTRUCTION	538.99
10-14-000-5586	LANDSCAPING & GRADING	1,628.10
10-14-000-5600	HEALTH INSURANCE PREMIUMS	957.07
10-15-000-5210	TELEPHONE	(92.45)
10-15-000-5230	ELECTRICITY	83.50
10-15-000-5353	DISPOSAL/PORTOLET SERVICE	93.00
10-15-000-5586	LANDSCAPING & GRADING	1,530.00
25-00-000-1200	ACCOUNTS RECEIVABLE	566.58
25-00-000-2580	BALANCE ON ACCOUNT-RECTRAC	820.58
25-00-000-4500	ROOM RENTALS	200.00
25-00-000-4910	MISC/UNCLASSIFIED INCOME	2,388.56
25-00-000-5210	TELEPHONE/INTERNET	5,114.48
25-00-000-5220	FUEL/HEAT	2,477.12
25-00-000-5230	ELECTRICITY	10,550.59
25-00-000-5240	WATER	1,472.54
25-00-000-5301	POSTAGE	15.99
25-00-000-5315	CREDIT CARD SERVICE FEES	20.00
25-00-000-5321	CONSULTING SERVICES	1,245.00
25-00-000-5340	CONFERENCES AND TRAINING	1,566.50
25-00-000-5342	OFFICIALS/MEETING EXPENSES	112.81
25-00-000-5350	MAINTENANCE SERVICES	471.25
25-00-000-5352	REPAIRS - BUILDINGS	8,040.00
25-00-000-5353	DISPOSAL/PORTOLET SERVICE	605.47
25-00-000-5355	MAINTENANCE SERVICE AGREEMTS	1,282.01
25-00-000-5360	PRINTING/MARKETING/ADVERTISING	1,683.19
25-00-000-5361	PRINTING - EMPLOYMENT ADS	235.00
25-00-000-5362	PHOTOGRAPHY	1,154.00
25-00-000-5368	MARKETING-DIGITAL	205.00
25-00-000-5401	OFFICE SUPPLIES	180.06
25-00-000-5404	COMPUTER PROGRAMS	159.93
25-00-000-5412	CUSTODIAL/CLEANING SUPPLIES	41.23
25-00-000-5420	SUPPLIES - GENERAL	393.60
25-00-000-5425	SUPPLIES-STAFF RECOGNITION	22.41
25-00-000-5451	SUPPLIES - BUILDING PARTS	1,556.30
25-00-000-5481	SUPPLIES-CONSTRUCTION	110.23
25-00-000-5482	SUPPLIES-HARDWARE	139.35
25-00-000-5483	SUPPLIES-PAINT	319.15

Account Summary

Account Number	Account Name	Payment Amount
25-00-000-5484	SUPPLIES-ELECTRICAL/BULBS	67.80
25-00-000-5486	SUPPLIES-PLUMBING	54.93
25-00-000-5580	EQUIPMENT - GENERAL	257.97
25-00-000-5588	BUILDING IMPROVEMENTS	3,273.47
25-00-000-5600	HEALTH INSURANCE PREMIUMS	14,231.14
25-00-000-5730	DUES/MEMBERSHIPS	792.00
25-25-310-5400	SUPPLIES-ADULT ART/PAINTING	66.99
25-25-315-5400	SUPPLIES-ADULT CERAMICS	915.40
25-25-401-5300	CONTRACTL-ELC 3YR	100.00
25-25-401-5400	SUPPLIES-ELC 3YR	16.23
25-25-402-5300	CONTRACTL-ELC 4YR	100.00
25-25-402-5400	SUPPLIES-ELC 4YR	95.66
25-25-403-5300	CONTRACTL-ELC 2YR	100.00
25-25-403-5400	SUPPLIES-ELC 2YR	21.23
25-25-405-5300	CONTRACTL-KINDERGTN READINESS	690.00
25-25-405-5400	SUPPLIES-KINDERGTN READINESS	82.78
25-25-407-5400	SUPPLIES-PARENTS/TOTS PLAYTIME	32.99
25-25-432-5400	SUPPLIES-PRESCHOOL DAY OFF	26.17
25-25-480-5400	SUPPLIES-PRESCHOOL/TOT CLAY PLAY	34.87
25-25-601-5300	CONTRACTL-KIDS CLUB PM	150.00
25-25-601-5400	SUPPLIES-KIDS CLUB PM	556.92
25-25-615-5400	SUPPLIES-YOUTH CERAMICS	1,155.26
25-25-659-5400	SUPPLIES-YOUTH ART	231.17
25-25-701-5300	CONTRACTL-T-BALL/IL BB ACADEMY	1,232.00
25-25-770-5400	SUPPLIES-YOUTH TENNIS	596.70
25-25-787-5300	CONTRACTL-GENERAL FITNESS	3,328.50
25-25-791-5300	CONTRACTL-PICKLEBALL	16,443.75
25-25-801-5300	CONTRACTL-SUN FUN CAMP	834.38
25-25-810-5300	CONTRACTL-CAMP ADVENTURE	361.56
25-25-833-5300	CONTRACTL-ACTION QUEST	278.13
25-25-835-5300	CONTRACTL-AQUATIC CAMP	750.93
25-25-905-5400	SUPPLIES-SPRING EGG HUNT	266.48
25-25-913-5300	CONTRACTL-BOO BASH	1,875.00
25-25-913-5400	SUPPLIES-BOO BASH	2,239.83
25-25-932-5300	CONTRACTL-SCHOOL DAYS OFF FUN	2,097.00
25-25-932-5400	SUPPLIES-SCHOOL DAYS OFF FUN	348.55
25-25-941-5300	CONTRACTL-GREAT MUD RUN	375.00
25-25-941-5400	SUPPLIES-GREAT MUD RUN	3,133.31
25-25-952-5400	SUPPLIES-SUMMER SPEC EVENTS	111.21
25-25-953-5300	CONTRACTL FALL SPEC EVENTS	200.00
25-25-953-5400	SUPPLIES-FALL SPEC EVENTS	50.74
25-25-954-5300	CONTRACTL-WINTER SPEC EVENTS	672.50
25-26-000-5335	WELLNESS/PRE-PLACEMT SERVICES	1,360.00
25-26-000-5340	CONFERENCES AND TRAINING	1,759.55
25-26-000-5342	OFFICIALS/MEETINGS EXPENSES	738.11
25-26-000-5385	FOOD SERVICE	5,191.25
25-26-000-5386	SERVICES-DAYCARE PROGRAM	900.00
25-26-000-5387	NURSE SERVICES	90.00
25-26-000-5401	OFFICE SUPPLIES	(105.47)
25-26-000-5403	DAYCARE PROGRAM SUPPLIES	965.73
25-26-000-5404	COMPUTER PGMS/APPs	175.00
25-26-000-5409	SUPPLIES-INTERNAL FOOD SVC	2,605.38
25-26-000-5420	SUPPLIES - GENERAL	112.49
25-26-000-5430	SUPPLIES - FIRST AID	104.10
25-26-000-5460	SUPPLIES-FOOD EQUIPMT	1,358.96
25-26-000-5580	EQUIPMENT - GENERAL	220.00
25-26-000-5600	HEALTH INSURANCE PREMIUMS	12,461.97
25-27-000-5210	DEDICATED TV/INTERNET	160.99

Account Summary

Account Number	Account Name	Payment Amount
25-27-000-5420	SUPPLIES-GENERAL	112.48
40-00-000-5331	PAYING AGENT/REGISTRAR FEES	371.00
45-00-000-5335	WELLNESS/PRE-PLACEMT SERVICES	1,411.00
45-00-000-5340	IN-SERVICE TRAINING	893.00
65-00-021-5503	CONSULTANT-REGIS SYS IMPLEMENTATION	31.25
65-00-022-5501	CONTINGENCY - NETWORK, ROUTERS, SWITCHES, SECURITY	7,160.45
65-00-022-5508	REPLACE MULTI PURPOSE WING CONDENSIO/AC COIL	2,305.00
67-00-000-5320	ARCHITECT/DESIGN SERVICES	5,096.50
67-00-000-5522	WATTS - Owner Items	1,536.00

Project Account Summary

Project Account Key

None

Payment Amount
\$ 425,715.76

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. Truth in Taxation Hearing: An Ordinance
Levying the Taxes for the Glencoe Park
District, Cook County, IL for 2022**

**VI. Approval of Ordinance No. 946: Levying
the Taxes for the 2022 Tax Year**

Glencoe Park District
November 2022 Board Meeting

**GLENCOE PARK DISTRICT
ORDINANCE NO. 946**

**AN ORDINANCE LEVYING THE TAXES FOR THE GLENCOE PARK DISTRICT,
COOK COUNTY, ILLINOIS FOR 2022**

WHEREAS, the Board of Park Commissioners established an estimate of levy, in compliance with Section 18-60 of the Property Tax Code, at the Regular Board meeting on October 18, 2022; and

WHEREAS, the estimate of levy determined that the proposed aggregate levy represents an 8.94% increase over the 2021 extension of the corporate or special purpose taxes that were levied or abated; and

WHEREAS, the Board of Park Commissioners held a public hearing on November 15, 2022, regarding a proposed property tax increase at the Takiff Center, 999 Green Bay Road, Glencoe, Illinois 60022, for which the Board caused notice of the public hearing to be published in the *Glencoe News*, an English language newspaper of general circulation published in the taxing district, on November 3, 2022.

BE IT ORDAINED by the Board of Park Commissioners of the Glencoe Park District, Cook County, Illinois, as follows:

SECTION 1. The sum of Five Million, Two Hundred Seventy-Eight Thousand, Four Hundred Fifty (\$5,278,450), or so much as may be authorized by law, is hereby assessed and levied, for the anticipated objects and purposes specified, against all taxable property within the limits of the Glencoe Park District as the same is assessed and equalized for State and County purposes, for 2022. The said taxes, which are hereby levied, are exclusive of the amounts previously levied for the payment of bonded indebtedness and interest thereon.

I. GENERAL CORPORATE FUND

Personnel Services	\$1,055,000
Utilities and Other Contractual Services	670,000
Commodities	325,000
Capital Improvements	<u>595,000</u>
Total to be raised by Taxation for Corporate Purposes (70 ILCS 1205/5-1; 5-3 and Public Act 97-974)	\$2,645,000

II. RECREATION FUND

Personnel Services	\$ 700,000
Utilities and Other Contractual Services	300,000
Commodities	135,000

Fixed Charges/Dues	25,000
Capital Improvements	<u>30,000</u>
Total to be raised by Taxation for Recreation Fund (70 ILCS 1205/5-2; 5-3a and Public Act 97-974)	\$ 1,190,000
III. SPECIAL RECREATION FUND	
District's share of expenses of providing recreational programs for the handicapped under joint intergovernmental agreement	<u>510,000</u>
Total to be raised by Taxation for Special Recreation Fund (70 ILCS 1205/5-8)	\$ 510,000
IV. LIABILITY INSURANCE FUND	
Joint Self-Insurance Premiums	\$ 130,000
Other Risk Management Expenses	<u>110,000</u>
Total to be raised by Taxation for Insurance Fund (745 ILCS 10/9-107)	\$ 240,000
V. AUDIT FUND	
Auditing Expenses	\$ <u>17,450</u>
Total to be raised by Taxation for Audit Services (50 ILCS 310/9)	\$ 17,450
VI. I.M.R.F. FUND	
Employer I.M.R.F. Contributions	\$ <u>300,000</u>
Total to be raised by Taxation for I.M.R.F. Fund (40 ILCS 5/7-171)	\$ 300,000
VII. SOCIAL SECURITY/MEDICARE FUND	
Cost of participation in Federal Social Security Program	\$ 261,000
Cost of participation in Federal Medicare Program	\$ <u>80,000</u>
Total to be raised by Taxation for Social Security (40 ILCS 5/21-110) and Medicare (40 ILCS 4/21-110.1)	\$ 341,000

VIII. WORKERS' COMPENSATION INSURANCE FUND

Joint Self-Insurance Premiums	\$ <u>35,000</u>
Total to be raised by Taxation for Workers' Compensation Insurance Fund (745 ILCS 10/9-107)	\$ 35,000
TOTAL AMOUNT TO BE LEVIED-OPERATING FUNDS	\$5,278,450

SUMMARY

Total Tax Levy for General Corporate Fund	\$2,645,000
Total Tax Levy for Recreation Fund	1,190,000
Total Tax Levy for Special Recreation Fund.....	510,000
Total Tax Levy for Liability Insurance Fund.....	240,000
Total Tax Levy for Audit Fund	17,450
Total Tax Levy for I.M.R.F. Fund.....	300,000
Total Tax Levy for Social Security Fund.....	341,000
Total Tax Levy for Workers' Compensation Insurance Fund.....	<u>35,000</u>

TOTAL AMOUNT TO BE LEVIED - OPERATING FUNDS **\$5,278,450**

SECTION 2. Pursuant to Section 4-4 of the Park District Code (70 ILCS 1205/4-4) neither the Budget and Appropriation Ordinance of the District for the current fiscal year beginning March 1, 2022 and ending February 28, 2023 nor any other Budget and Appropriation Ordinance is intended or required to be in support of the tax levy made in this ordinance.

SECTION 3. The unexpended balance of any item or items levied in and by this ordinance may be expended in making up any deficit of any item or items in the same general appropriation and levy made by this ordinance. The unexpended balance of the tax for general corporate purposes from the preceding year may be accumulated and set aside for the purposes of building repairs and improvements in a capital improvement fund, provided that the balance of such fund does not exceed 1.5% of the aggregated assessed valuation of all taxable property within the District.

SECTION 4. That forthwith upon the passage of this ordinance, the Secretary of this Board is directed to file in the office of the County Clerk of Cook County, Illinois, a copy of this ordinance properly certified by said Secretary as to its enactment accompanied by the certificate of the presiding officer as to compliance with the Truth-in-Taxation Law, and said County Clerk is hereby directed to extend taxes sufficient to produce the amounts levied herein in accordance with applicable law.

SECTION 5. This ordinance shall be in full force and effect from and after its adoption as required by law.

ADOPTED this 15th of November 2022 pursuant to a roll call vote as follows:

AYES:

NAYS:

ABSTENTIONS:

ABSENT AND NOT VOTING:

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

ATTEST:

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

[SEAL]

**GLENCOE PARK DISTRICT
CERTIFICATE OF SECRETARY**

I, Lisa M. Sheppard, 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 seals of said Park District, and

I HEREBY CERTIFY that the foregoing instrument is a true and correct copy of **AN ORDINANCE LEVYING THE TAXES OF THE GLENCOE PARK DISTRICT, COOK COUNTY, ILLINOIS FOR 2021**, which was adopted at a duly called Regular Meeting of the Board of Park Commissioners of the Glencoe Park District, held at Glencoe, Illinois, in said District at 7:00 pm on the 15th day of November, A.D. 2022.

I do further certify that the deliberations of the Board on the adoption of said ordinance were conducted openly, that the vote on the adoption of said ordinance was taken openly, that said meeting was 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 an agenda for said meeting was posted at the location at which said meeting was held and at the principal office of the Board at least 48 hours in advance of the holding of said meeting, 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 said Park District at Glencoe, Illinois, this 15th day of November 2022.

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

[SEAL]

**GLENCOE PARK DISTRICT
TRUTH IN TAXATION
CERTIFICATE OF COMPLIANCE**

I, Lisa M. Brooks, hereby certify that I am the presiding officer of the Glencoe Park District, Cook County, Illinois, and as such presiding officer I certify that the levy ordinance, a copy of which is attached, was adopted pursuant to, and in all respects in compliance with the provisions of the Illinois Property Tax Code - Truth in Taxation Law, 35 ILCS 200/18-60 through 18-85 (2002).

This certificate applies to the 2022 levy.

IN WITNESS WHEREOF, I have signed my name in my official capacity as the President and presiding officer of the Board of Park Commissioners of the Glencoe Park District at Glencoe, Illinois this 15th day of November 2022.

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

[SEAL]

**VII. Approval of Ordinance No. 947: Tax
Abatement Levied for 2022 to Pay Debt
Service on the General Obligation Park
Refunding Bonds, Series 2015**

Glencoe Park District
November 2022 Board Meeting

**GLENCOE PARK DISTRICT
ORDINANCE NO. 947**

**AN ORDINANCE ABATING THE TAXES HERETOFORE LEVIED FOR
THE YEAR 2022 TO PAY DEBT SERVICE ON THE GENERAL
OBLIGATION PARK REFUNDING BONDS, SERIES 2015, OF THE
GLENCOE PARK DISTRICT, COOK COUNTY, ILLINOIS.**

* * *

WHEREAS, the Board of Park Commissioners (the “Board”) of the Glencoe Park District, Cook County, Illinois (the “District”), by ordinance adopted on the 18th day of November, 2014, (the “Ordinance”), did provide for the issue of \$8,220,000 General Obligation Park Refunding Bonds, Series 2015, of the District (the “Bonds”), and the levy of direct annual taxes sufficient to pay the principal of and interest on the Bonds (as partially abated by a Bond Notification dated March 11, 2015, as defined by the Ordinance, the “Pledged Taxes”); and

WHEREAS, other lawfully available funds are available and on deposit in the Debt Service Fund to pay principal of and interest on the Bonds when due, so as to enable the abatement of part of the Pledged Taxes levied for the year 2022; and

WHEREAS, the Board hereby further determines that it is necessary and in the best interests of the District that the Pledged Taxes levied for the year 2022 to pay the Bonds be abated in part.

NOW, THEREFORE, Be It Ordained by the Board of Park Commissioners of the Glencoe Park District, Cook County, Illinois, as follows:

Section 1. Incorporation of Preambles. The Board hereby finds that all of the recitals contained in the preambles to this Ordinance are full, true and correct and does incorporate them into this Ordinance by this reference.

Section 2. Abatement of Tax. The Pledged Taxes levied for the year 2022 in the Ordinance are hereby abated in the amount described in the following schedule:

<u>2022 Tax Levy</u>	<u>Amount Abated</u>	<u>Amount to be Extended</u>
\$1,037,000	\$240,000	\$797,000

Section 3. Filing of Ordinance. Forthwith upon the adoption of this Ordinance, the Secretary of the Board shall file a certified copy hereof with the County Clerk of Cook County, Illinois, and it shall be the duty of said County Clerk to abate the Pledged Taxes levied for the year 2022 in accordance with the provisions hereof.

Section 4. Effective Date. This Ordinance shall be in full force and effect forthwith upon its adoption.

Section 5. Severability. If any section, paragraph, clause or provision of this Ordinance shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph, clause or provision shall not affect any of the remaining provisions of this Ordinance.

Section 6. Repeal. All resolutions or ordinances or parts thereof in conflict herewith be and the same are hereby repealed to the extent of such conflict and this Ordinance shall be in full force and effect forthwith upon its adoption.

Adopted the 15th day of November 2022.

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

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

[SEAL]

STATE OF ILLINOIS)
) SS
COUNTY OF COOK)

CERTIFICATION OF ORDINANCE

I, the undersigned, do hereby certify that I am the duly qualified and acting Secretary of the Board of Park Commissioners (the “Board”) of the Glencoe Park District, Cook County, Illinois (the “District”), and as such official I am the keeper of the records and files of the District and the Board.

I DO FURTHER CERTIFY that the foregoing constitutes a full, true and complete transcript of the minutes of the meeting of the Board held on the 15th day of November 2022, insofar as same relates to the adoption of Ordinance No. 947 entitled:

AN ORDINANCE ABATING THE TAXES HERETOFORE LEVIED FOR THE YEAR 2022 TO PAY DEBT SERVICE ON THE GENERAL OBLIGATION PARK REFUNDING BONDS, SERIES 2015, OF THE GLENCOE PARK DISTRICT, COOK COUNTY, ILLINOIS.

a true, correct and complete copy of which said ordinance as adopted is attached hereto.

I DO FURTHER CERTIFY that the deliberations of the Board on the adoption of said ordinance were conducted openly, that the vote on the adoption of said ordinance was taken openly, that said meeting was held at a specified time and place and made conveniently and contemporaneously available to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that an agenda for said meeting was posted at the location where said meeting was held and at the principal office of the Board at least 48 hours in advance of the holding of said meeting and on a day that was not a Saturday, Sunday or legal holiday in the State of Illinois, that at least one copy of said agenda was continuously available for public review from the time of such posting until said meeting, that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, 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 the conduct of said meeting and in the adoption of said ordinance.

IN WITNESS WHEREOF, I hereunto affix my official signature and seal of said Park District, this 15th day of November 2022.

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

[SEAL]

STATE OF ILLINOIS)
) SS
COUNTY OF COOK)

FILING CERTIFICATE

I, the undersigned, do hereby certify that I am the duly qualified and acting County Clerk of the County of Cook, Illinois, and as such official I do further certify that on the 15th day of November 2022, there was filed in my office a duly certified copy of an ordinance entitled:

AN ORDINANCE ABATING THE TAXES HERETOFORE LEVIED FOR THE YEAR 2022 TO PAY DEBT SERVICE ON THE GENERAL OBLIGATION PARK REFUNDING BONDS, SERIES 2015, OF THE GLENCOE PARK DISTRICT, COOK COUNTY, ILLINOIS.

duly adopted by the Board of Park Commissioners of the Glencoe Park District, Cook County, Illinois, on the 15th day of November 2022, and that the same has been deposited in the official files and records of my office.

I DO FURTHER CERTIFY that the taxes heretofore levied for the year 2022 for the payment of the General Obligation Park Refunding Bonds, Series 2015, as described in said ordinance be abated as provided in said ordinance.

IN WITNESS WHERETO, I hereunto affix my official signature and the seal of said County, this 15th day of November 2022.

County Clerk of the County of Cook, Illinois

[SEAL]

STATE OF ILLINOIS)
) SS
COUNTY OF COOK)

SECRETARY'S CERTIFICATE

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

I HEREBY CERTIFY that the foregoing instrument is a true and correct copy of Ordinance No. 947:

AN ORDINANCE ABATING THE TAXES HERETOFORE LEVIED FOR THE YEAR 2022 TO PAY DEBT SERVICE ON THE GENERAL OBLIGATION PARK REFUNDING BONDS, SERIES 2015, OF THE GLENCOE PARK DISTRICT, COOK COUNTY, ILLINOIS.

adopted at a duly called Regular Meeting of the Board of Park Commissioners of the Glencoe Park District, held at Glencoe, Illinois, in said District at 7:00pm on the 15th day of November 2022.

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

IN WITNESS WHEREOF, I hereunto affix my official signature and the seal of the Glencoe Park District at Glencoe, Illinois this 15th day of November 2022.

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

[SEAL]

VIII. Financial Report

Glencoe Park District
November 2022 Board Meeting



My G/L NEW Pooled Cash Report

Glencoe Park District
For the Period Ending 10/31/2022

ACCOUNT #	ACCOUNT NAME	BEGINNING BALANCE	CURRENT ACTIVITY	CURRENT BALANCE	
CLAIM ON CASH					
10-00-000-1000	CASH/INVESTMENTS	2,157,257.83	(96,673.33)	2,060,584.50	
25-00-000-1000	CASH/INVESTMENTS	5,548,433.82	59,797.88	5,608,231.70	
30-00-000-1000	CASH/INVESTMENTS	325,762.83	(13,041.68)	312,721.15	
35-00-000-1000	CASH/INVESTMENTS	230,859.08	(24,542.63)	206,316.45	
36-00-000-1000	CASH/INVESTMENTS	94,638.17	(20,796.04)	73,842.13	
40-00-000-1000	CASH/INVESTMENTS	1,067,096.52	1,702.97	1,068,799.49	
45-00-000-1000	CASH/INVESTMENTS	191,859.38	(4,663.65)	187,195.73	
50-00-000-1000	CASH/INVESTMENTS	54,437.03	86.88	54,523.91	
55-00-000-1000	CASH/INVESTMENTS	2,377.29	0.00	2,377.29	
65-00-000-1000	CASH/INVESTMENTS	183,058.10	38,678.82	221,736.92	
67-00-000-1000	CASH/INVESTMENTS	2,884,431.61	(2,167.95)	2,882,263.66	
69-00-000-1000	CASH/INVESTMENTS	4,742,196.24	7,569.41	4,749,765.65	
70-00-000-1000	CASH/INVESTMENTS	0.00	0.00	0.00	
75-00-000-1000	CASH/INVESTMENTS	0.00	0.00	0.00	
80-00-000-1000	CASH/INVESTMENTS	0.00	0.00	0.00	
90-00-000-1000	CASH/INVESTMENTS	0.00	0.00	0.00	
TOTAL CLAIM ON CASH		17,482,407.90	(54,049.32)	17,428,358.58	
CASH IN BANK					
Cash in Bank					
99-00-000-1011	Operating Corporate Account	483,312.44	194,621.40	677,933.84	
99-00-000-1012	Operating PR Account	3,779.54	25.23	3,804.77	
99-00-000-1013	IL Funds	5,399,812.63	(268,070.52)	5,131,742.11	
99-00-000-1014	IPDLAF CDs	0.00	0.00	0.00	
99-00-000-1015	IPDLAF MM	4,016,492.77	(991,694.56)	3,024,798.21	
99-00-000-1016	PMA CDs	0.00	0.00	0.00	
99-00-000-1017	PMA MM	3,699,823.00	(986,548.65)	2,713,274.35	
99-00-000-1018	PMA 2020 BOND CDs	995,900.00	(503,200.00)	492,700.00	
99-00-000-1019	PMA 2020 BONDS IPrime	134,390.01	501,032.05	635,422.06	
99-00-000-1020	IPDLAF-OSLAD	0.00	0.00	0.00	
99-00-000-1021	PMA - TREASURY	999,403.55	999,785.73	1,999,189.28	
99-00-000-1022	PMA 2020 BOND - TREASURY	1,749,493.96	0.00	1,749,493.96	
99-00-000-1023	IPDLAF - ILLINOIS TRUST TERM	0.00	1,000,000.00	1,000,000.00	
TOTAL: Cash in Bank		17,482,407.90	(54,049.32)	17,428,358.58	
TOTAL CASH IN BANK		17,482,407.90	(54,049.32)	17,428,358.58	
DUE TO OTHER FUNDS					
99-00-000-2400	Due To Other Funds	17,482,407.90	(54,049.32)	17,428,358.58	
TOTAL DUE TO OTHER FUNDS		17,482,407.90	(54,049.32)	17,428,358.58	
Claim on Cash	17,428,358.58	Claim on Cash	17,428,358.58	Cash in Bank	17,428,358.58
Cash in Bank	17,428,358.58	Due To Other Funds	17,428,358.58	Due To Other Funds	17,428,358.58
Difference	0.00	Difference	0.00	Difference	0.00

ACCOUNT #	ACCOUNT NAME	BEGINNING BALANCE	CURRENT ACTIVITY	CURRENT BALANCE	
ACCOUNTS PAYABLE PENDING					
10-00-000-2000	VOUCHER PAYABLES	0.00	8,799.50	8,799.50	
25-00-000-2000	VOUCHER PAYABLES	0.00	1,980.00	1,980.00	
30-00-000-2000	VOUCHER PAYABLES	0.00	0.00	0.00	
35-00-000-2000	VOUCHER PAYABLES	0.00	0.00	0.00	
36-00-000-2000	VOUCHER PAYABLES	0.00	0.00	0.00	
40-00-000-2000	VOUCHER PAYABLES	0.00	0.00	0.00	
45-00-000-2000	VOUCHER PAYABLES	0.00	0.00	0.00	
50-00-000-2000	VOUCHER PAYABLES	0.00	0.00	0.00	
55-00-000-2000	VOUCHER PAYABLES	0.00	0.00	0.00	
65-00-000-2000	VOUCHER PAYABLES	0.00	0.00	0.00	
67-00-000-2000	VOUCHER PAYABLES	0.00	0.00	0.00	
69-00-000-2000	VOUCHER PAYABLES	0.00	0.00	0.00	
70-00-000-2000	VOUCHER PAYABLES	0.00	0.00	0.00	
75-00-000-2000	VOUCHER PAYABLES	0.00	0.00	0.00	
80-00-000-2000	VOUCHER PAYABLES	0.00	0.00	0.00	
90-00-000-2000	VOUCHER PAYABLES	0.00	0.00	0.00	
TOTAL ACCOUNTS PAYABLE PENDING		<u>0.00</u>	<u>10,779.50</u>	<u>10,779.50</u>	
DUE FROM OTHER FUNDS					
99-00-000-1410	Due From Corporate Fund	0.00	(8,799.50)	(8,799.50)	
99-00-000-1425	Due From Recreation Fund	0.00	(1,980.00)	(1,980.00)	
99-00-000-1430	Due From Special Recreation Fund	0.00	0.00	0.00	
99-00-000-1435	Due From IMRF Retirement Fund	0.00	0.00	0.00	
99-00-000-1436	Due From Social Security Fund	0.00	0.00	0.00	
99-00-000-1440	Due From Bond & Interest Fund	0.00	0.00	0.00	
99-00-000-1445	Due From Liability Insurance Fund	0.00	0.00	0.00	
99-00-000-1450	Due From Workers Comp Fund	0.00	0.00	0.00	
99-00-000-1455	Due From Audit Fund	0.00	0.00	0.00	
99-00-000-1465	Due From Capital Projects Fund	0.00	0.00	0.00	
99-00-000-1467	Due From Community Ctr Improvement Fund	0.00	0.00	0.00	
99-00-000-1469	Due From Master Plan Capital Projects	0.00	0.00	0.00	
99-00-000-1470	Due From Special Trust/Donation Fund	0.00	0.00	0.00	
99-00-000-1475	Due From Impact Fee Fund	0.00	0.00	0.00	
99-00-000-1480	Due From Gen L/T Debt	0.00	0.00	0.00	
99-00-000-1490	Due From Gen Fixed Assets	0.00	0.00	0.00	
TOTAL DUE FROM OTHER FUNDS		<u>0.00</u>	<u>(10,779.50)</u>	<u>(10,779.50)</u>	
ACCOUNTS PAYABLE					
99-00-000-2000	Vouchers Payable	0.00	10,779.50	10,779.50	
TOTAL ACCOUNTS PAYABLE		<u>0.00</u>	<u>10,779.50</u>	<u>10,779.50</u>	
AP Pending	10,779.50	AP Pending	10,779.50	Due From Other Funds	10,779.50
Due From Other Funds	10,779.50	Accounts Payable	10,779.50	Accounts Payable	10,779.50
Difference	<u>0.00</u>	Difference	<u>0.00</u>	Difference	<u>0.00</u>

Glencoe Park District
Monthly Cash/Investments Report
October 2022

<u>Operating and Capital Funds:</u>	<u>Rate</u>	<u>September 2022</u>	<u>October 2022</u>
BMO Harris Bank Corporate Account	0.79%	767,310.89	789,591.44
Illinois Park District Liquid Asset Fund GENERAL	2.85%	4,016,492.77	3,024,798.21
IPDLAF - Illinois Trust Term maturing April 14, 2023	4.16%	0.00	1,000,000.00
The Illinois Fund (Public Treasurers' Investment Pool)	3.06%	5,399,812.63	5,131,742.11
BMO Harris Bank Payroll Account	0.79%	13,104.18	9,868.30
PMA Financial/IPRIME Account	2.80%	3,623,933.75	2,706,641.85
PMA - US Treasuries maturing February 16, 2023	2.92%	999,403.55	999,403.55
PMA - US Treasuries maturing July 15, 2023	4.02%	0.00	999,502.34
Reconciling Items(Dep in Transit, O/S Checks, etc.)		(293,323.09)	(117,237.74)
Grand Total-Operating and Capital		<u>\$14,526,734.68</u>	<u>\$14,544,310.06</u>
 <u>2020 Bond Proceeds:</u>			
PMA Financial/IPRIME Account	2.80%	210,279.26	642,054.56
PMA - US Treasuries	2.92%	1,749,493.96	1,749,493.96
PMA Certificates of Deposit:			
3 CDs at \$747,300 maturing October 11, 2022 (0.17% net)		747,300.00	0.00
1 CD at \$248,600 maturing October 14, 2022 (0.15% net)		248,600.00	0.00
1 CD at \$247,500 maturing January 11, 2023 (3.711% net)		0.00	247,500.00
1 CD at \$245,000 maturing April 11, 2023 (4.040% net)		0.00	245,000.00
Grand Total-2020 Bond Proceeds		<u>2,955,673.22</u>	<u>2,884,048.52</u>
 Grand Total - All Funds		<u><u>17,482,407.90</u></u>	<u><u>17,428,358.58</u></u>

**Glencoe Park District
Monthly Financial Analysis
October 2022**

	<u>As of 10/31/2019</u>	<u>As of 10/31/2020</u>	<u>As of 10/31/2021</u>	<u>As of 10/31/2022</u>	<u>As of 9/30/2022</u>	<u>Variance from Prior Month</u>
<u>Recreation Department - Programs</u>						
Revenues	2,935,578	1,801,419	3,036,888	3,500,717	3,308,021	192,696
Wages	(486,865)	(277,741)	(412,974)	(536,486)	(495,739)	(40,747)
Contractual	(1,047,392)	(790,751)	(1,108,163)	(1,219,111)	(1,153,841)	(65,270)
Supplies	(120,014)	(39,903)	(89,747)	(126,563)	(111,506)	(15,057)
Excess (Deficiency) Rev over Exp	1,281,307	693,024	1,426,004	1,618,557	1,546,935	
<u>Children's Circle Department</u>						
Revenue	929,335	954,672	1,387,849	1,287,667	(a) 1,060,532	227,135
Expense	(818,484)	(812,772)	(894,786)	(880,468)	(770,055)	(110,413)
Excess (Deficiency) Rev over Exp	110,851	141,900	493,063	407,199	290,477	
<u>Fitness Department</u>						
Revenue	16,744	13,321	23,600	38,445	32,014	6,431
Expense	(33,651)	(21,221)	(24,306)	(34,606)	(30,915)	(3,691)
Excess (Deficiency) Rev over Exp	(16,907)	(7,900)	(706)	3,839	1,099	
<u>Beach Department</u>						
Revenue	286,971	254,658	551,228	384,056	384,056	0
Expense	(202,829)	(223,004)	(254,263)	(225,745)	(204,571)	(21,174)
Excess (Deficiency) Rev over Exp	84,142	31,654	296,965	158,311	179,485	
<u>Boating Department</u>						
Revenue	107,483	107,635	124,791	119,563	109,005	10,558
Expense	(134,792)	(100,622)	(124,537)	(114,313)	(102,393)	(11,920)
Excess (Deficiency) Rev over Exp	(27,309)	7,013	254	5,250	6,612	
Beach/Boating Dept Total:	56,833	38,667	297,219	163,561	186,097	
<u>Watts Department</u>						
Revenue	22,514	91,684	86,282	66,545	7,368	59,177
Expenses	(140,753)	(117,879)	(127,177)	(136,292)	(113,109)	(23,183)
Excess (Deficiency) Rev over Exp	(118,239)	(26,195)	(40,895)	(69,747)	(105,741)	
<u>G & A (Administration)</u>						
Revenue (excl G&A Tfr)	20,820	21,635	23,830	0	0	0
Expense	(789,327)	(784,860)	(866,658)	(697,692)	(605,276)	(92,416)
Excess (Deficiency) Rev over Exp	(768,507)	(763,225)	(842,828)	(697,692)	(605,276)	
<u>Parks Department</u>						
Revenue	10,501	14,699	27,168	17,367	9,225	8,142
Expense	(850,353)	(662,987)	(967,961)	(878,482)	(781,607)	(96,875)
Excess (Deficiency) Rev over Exp	(839,852)	(648,288)	(940,793)	(861,115)	(772,382)	
<u>Rec-Admin/Takiff Department</u>						
Revenues	1,248,439	1,153,605	1,305,113	890,779	846,035	44,744
Expenses	(2,028,506)	(2,117,901)	(1,341,546)	(1,937,042)	(b) (1,763,199)	(173,843)
Excess (Deficiency) Rev over Exp	(780,067)	(964,296)	(36,433)	(1,046,263)	(917,164)	
<u>Corporate-Admin</u>						
Revenues			2,217,837	1,338,603	1,326,449	12,154
Expenses			(477,976)	(1,388,000)	(c) (1,345,750)	(42,250)
Excess (Deficiency) Rev over Exp			1,739,861	(49,397)	(19,301)	

- (a) 2021 revenue includes grant revenue of \$150,255 compared to \$64,395 YTD for 2022.
(b) \$400,000 transfer to fund 69 in 2022, no transfer from Recreation fund in 2021.
(c) \$1,050,000 transfer to fund 69 in 2022, no transfer from Corporate fund to fund 69 in 2021.

IX. Presentation of the Glencoe Lakefront Annual Report

Glencoe Park District
November 2022 Board Meeting



2022 LAKEFRONT REPORT

Marty Kwiatkowski, Beach & Boathouse Facility Manager

Enriching lives and creating memorable experiences.





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EXECUTIVE SUMMARY

This report contains a summary of the 2022 Glencoe lakefront operations. Changes made due to COVID-19 have again carried over to this year's daily operations. Changes include season pass holder only admittance on weekday mornings, weekends, and holidays, and daily admissions on weekday afternoons.

In 2022, a total of 6,761 season passes were sold for a total cost of \$257,315. Season pass holders had the opportunity also to purchase guest passes for friends and family. A total of 787 guest passes were sold for a total of \$46,951. Overall, revenue was significantly lower than in 2021; however, it is still the second-highest revenue year in history. We continued providing kayak, paddleboard, boat spots, and boater assistance. Summer and winter boat storage total revenue is projected to be \$110,186.



This summer, the beach team continued to provide excellent service and kept patrons safe. We made significant changes to the structure of our popular Aquatic and Sailing Camps and offered new special events and mobile food trucks.

FACILITY IMPROVEMENTS/MAINTENANCE

Staff completed the following jobs for the beach season:

- Seasonal tree trimming and removal
- The north property line had overgrown brush cut back and a new privacy fence installed.
- The boathouse floor was re-finished and painted.
- New planter boxes were installed in front of the boathouse deck.
- A new memorial bench was installed on the middle landing of the boating beach stairs.
- A new Trellis cover was installed.
- A new commercial charcoal grill was installed near the sun shelters.
- The Dingy water feature was repaired.
- Repairs to the halfway house floor were completed.
- The installation of a new structurally reinforced concrete pier surface was completed.
- Pier railings were re-painted.
- Picnic Tables and new benches were installed on the new pier.



MARKETING

Our new website launched in January, which included the following five new pages related to the beach: Swimming Beach Info, Boating Beach Info, Season Pass/Daily Admission Info, Rental Info, and Program/Camp/Classes Info. Each page now has an "off-season" and "in-season" version, which automatically changes at the start of a new season. Our new pages saw a 14% increase in traffic, although comparing traffic from the old site to the new site is a little arbitrary.

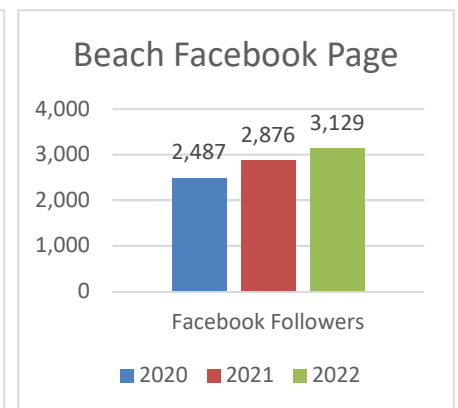
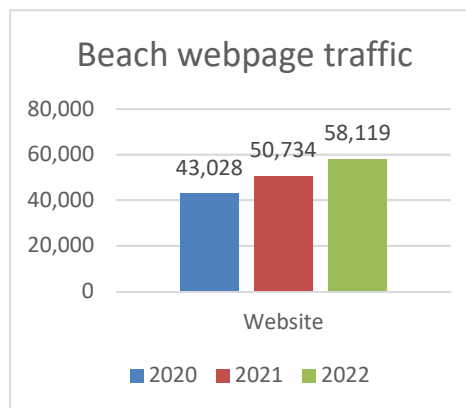
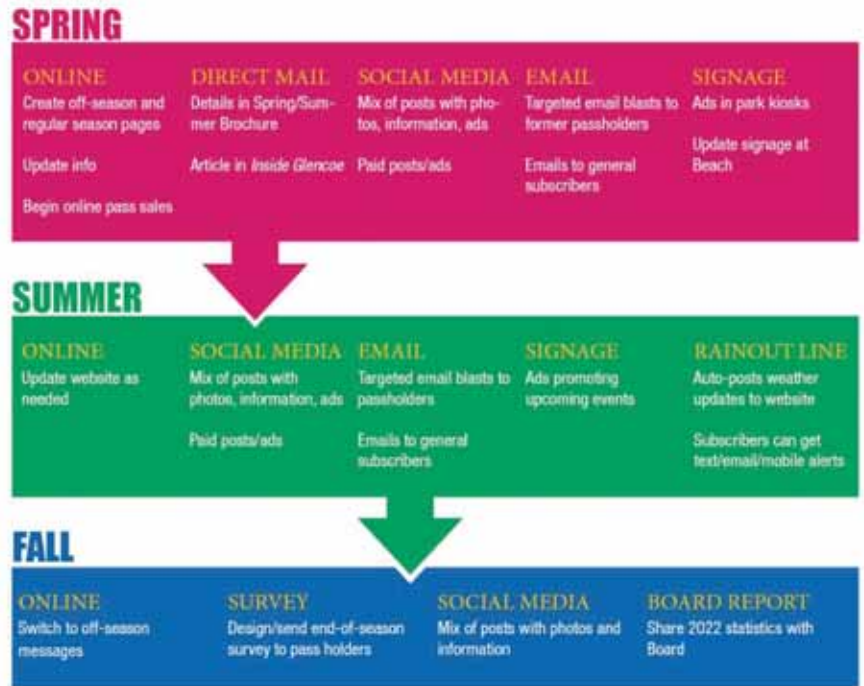
Beach passes went on sale on March 10, 2022.

After a pandemic pause, our printed guide returned to mailboxes in 2022. The Spring/Summer Guide, which was mailed to every household in Glencoe, included five pages of beach/boating information and a page of aquatics camp information. The summer issue of *Inside Glencoe*, mailed to every household in Glencoe in May also included an article about the beach.

In addition to print publications, we used digital channels and outdoor signs to communicate the start of pass sales. This included kiosk signs, social media posts (Facebook, Twitter, and Instagram), as well as email marketing, and website updates. In mid-February, 10+ signs were posted in community locations announcing the start of beach pass sales.

To prepare for the season, 40+ new signs were ordered for the beach. QR codes directed visitors to purchase a season pass or get more information. Our beach QR codes received 796 scans. We also used QR codes to sell daily admission tickets and had 2,718 scans during the season.

In addition to the Glencoe Park District's general Facebook page, Glencoe Beach has its own business page. To date, the page has 3,129 likes (up from 2,876 in 2021). The page has also become a customer service channel, with Facebook users opting to use the direct message service to inquire about beach conditions and admission. We utilized the app's auto-responder to answer common questions during non-business hours (price of beach, season pass requirements, etc.).



We used the Rainout Line again to share beach closures related to inclement weather, high surf, or high bacteria. The Rainout Line auto-posts a message on our website, beach Facebook page, Twitter page, and sends a text message to subscribers.

Approximately 19 emails were sent about beach passes, programs, and special events. Of the 124,142 emails sent, our open rate averaged 69%, with 3,794 clicks to website content.



STAFFING AND TRAINING

Staffing

Hiring seasonal staff continues to be a problem for many aquatic facilities. Many were understaffed and failed to open or stay open through the summer season. We have again seen continued wage pressure due to a lack of staff and the increase in the minimum wage. We also faced these challenges, but continued to provide excellent service throughout the summer.



With the difficulty of hiring American Red Cross lifeguards, we took matters into our own hands. Throughout the summer, we continued hiring lifeguards, even at the end of July. We also ran lifeguard training mid-season for our beach services staff to get more lifeguards/boat guards on the team. Our lakefront staff consisted of 58 employees including 20 who returned from the previous season. With the difficulty of hiring lifeguards and boat guards, a focus was placed on increasing the staff's flexibility. As a result, all staff members working on the swimming and boating beaches were required to complete the American Red Cross Lifeguard and Lakefront Certifications, making them capable of performing two or more positions at either beach.

Staffing Levels by Position

	Total Staff*	Operations Manager	Beach/Boat Manager	Lifeguards	Beach Services	Boat Guards	Sailing Instructors	Camp
2022	58	1	4	28	21	8	3	14
2021	55	1	3	36	19	9	2	NA
2020	33	1	3	24	5	8	1	NA
2019	55	1	6	34	19	25	3	NA
2018	62	1	7	35	24	15	6	NA
2017	61	2	8	26	21	27	9	NA
2016	44	1	9	26	15	25	7	NA

*Staff work multiple positions

Training

All staff members were trained for the operations plan created to ensure the beach was ready to open to the public on Memorial Day weekend. All seasonal training was conducted either in-person or via Zoom by Marty Kwiatkowski and beach leadership staff. In-person training was facilitated at Northbrook's pool and Glencoe Beach.

Lifeguard Training

Lifeguard training took place as scheduled during the middle of May. All staff members holding a current American Red Cross Lifeguard Certification must participate in 24 hours of lifeguard-specific training in both a pool and lakefront setting. All staff were also Waterfront Lifeguard Certified by Marty Kwiatkowski.

During these training sessions, guards were required to demonstrate their swimming abilities by passing a timed 500-yard swim in Lake Michigan, treading water for two minutes, and swimming a timed event. Guards also practiced rescue techniques and watched videos on active/passive/multiple/submerged victim rescues, water entries, and back-boarding.



Emergency action plans, bloodborne pathogens, first aid, CPR, AED, and operating protocols were included in on-land training. During the training, guards walked through an average day at the beach, practiced a "Code Adam," performed deep water line searches, and practiced activating the EAP. At the end of this training, all guards were required to pass a waterfront lifeguarding exam, practical exam, and written exam to receive their Red Cross Waterfront Lifeguard Certification.

Additional in-service training was held twice weekly for two hours throughout the summer. Lifeguards, boat guards, and camp staff were required to attend one hour of training weekly and could attend based on their preferred time and day. Additionally, lifeguards were required to complete twenty minutes of daily physical activity in the form of running, swimming, or in the event of inclement weather, online training via training portals offered through the American Red Cross Trainers Corner.

Boathouse Training

Since boat guards and camp staff work closely together, camp staff was required to participate in boat house training. Boat guards attended training on their responsibilities and tasks, including daily operations of the boathouse, safety equipment, water/medical emergencies, "Code Adam," and radio use.

Matt Walker led the U.S. Powerboat Safety Course at the beginning of the season, which is required by any staff member who drives a powerboat. During this course, staff learns how to launch, trailer, store, and safely operate a power boat. This course consists of classroom work, water practice and testing, and a written test.

Beach Services Training

Beach services training was conducted online and in-person at Glencoe Beach. The training focused on operational procedures and payment processing, including checking in beach pass holders and filling out season pass paperwork. Customer service was also a significant training focus to ensure a memorable experience for beach visitors.

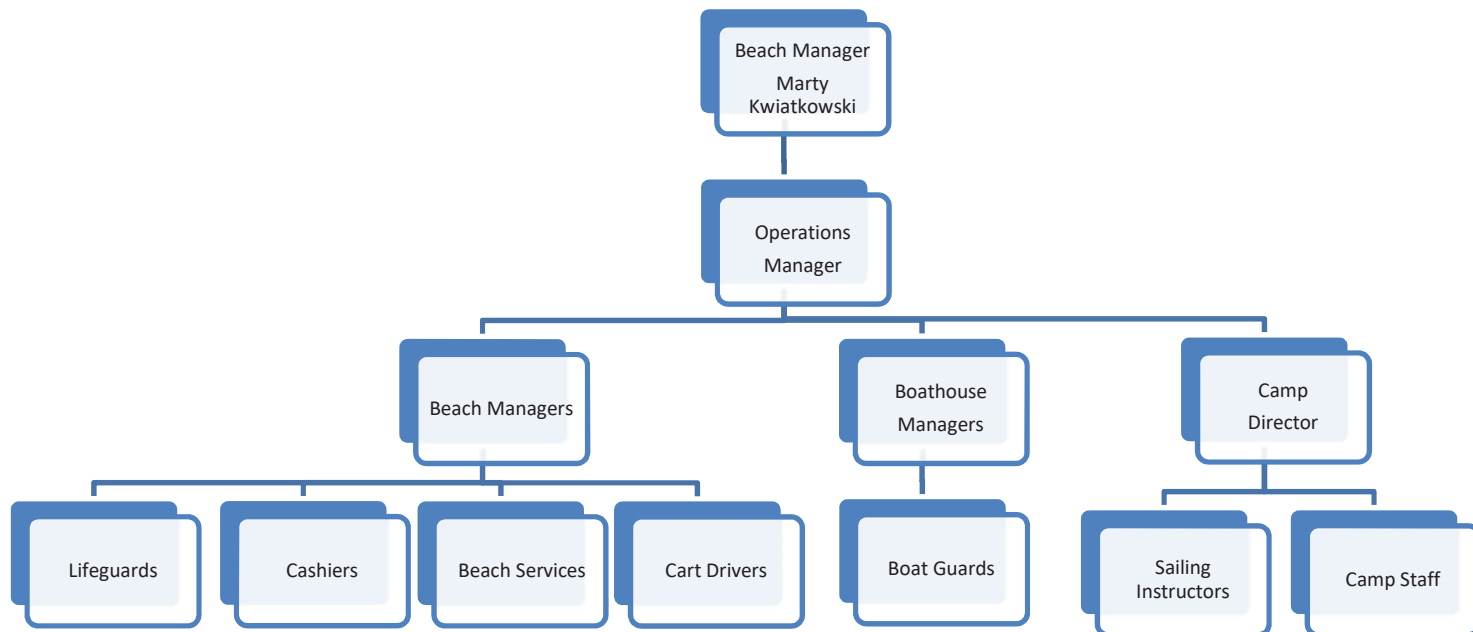
Manager Training

This year, manager training was held via Zoom and in person to help improve customer service both internally and externally. The focus of the exercise was to develop leadership skills in managers and help them troubleshoot common staffing conflicts and ensure they were comfortable and confident in managing the beach facilities based on the new rules and regulations. Customer service expectations were a core element, and the end-of-season survey results reflect the diligent work of the staff to improve customer experiences at the beach.

Camp Staff Training

Camp staff spent approximately four hours training on location at the boathouse in preparation for the beginning of camp. Led by the Aquatics and Sailing Camp director and head instructor, staff training focused on daily camp operations at the boathouse, emergency procedures, and camp curriculum.

Beach Organization Chart





SWIMMING BEACH OPERATION

Swimming Beach Overview

The swimming beach is staffed from Memorial Day through Labor Day. Beach guests will find sun shelters, trellis, sand volleyball court, pier, boardwalk, swim area, boat storage, and a playground on the beach. During the summer, staff and patrons use the Paul and Ada Safran Beach House. The Beach House features bathrooms, changing rooms, lockers, manager's office, customer service desk, staff breakroom, and a maintenance closet.

2022 BEACH SEASON	BEACH HOURS
Preseason May 28-30 & June 4-10	10 AM-6 PM
Regular Season June 11 - September 5	10 AM-7 PM

Glencoe Beach is closed July 3.

Please note, only season pass holders will be admitted during the pre-season, on holidays, and weekends (Saturday-Sunday). This includes the Memorial Day (May 30), Labor Day (September 5), and July 4.

Daily Operations and Usage

Customer Service

As always, we focused on the customer experience at Glencoe Beach. Staff did a great job informing the public of our admission policy while also creating a memorable beach experience. Staff made a conscious effort to remember the regulars that come to the beach and greet them by name to make the beach feel like a welcoming place. We have received multiple voicemails and emails from patrons thanking the staff for being so welcoming. Below is one example.

"I would just like to compliment the staff at Glencoe Beach! I visited today, August 2, with my family. Everyone who worked there was sincerely friendly and accommodating! I was so happy to see such sweet hospitality from these hardworking youngsters! I was also floored when one of the lifeguards managed to listen to my seven-year-old son's concern about the waves at the beach. My son said he didn't think there should be a green flag, and the guard, while keeping her eyes on the water, acknowledged what my kid was saying and in a professional manner, told him that he could tell the manager. She radioed the manager, who identified himself as Tom, and he listened to my son's concern about the waves. He explained in a friendly manner what to expect and what the flags meant, and he assured my son that he would put up a yellow flag - which he did! I was astonished by the guards' kindness and professionalism! Their concern for the patrons on the beach is top-notch! What a warm, family-friendly place! Thank you, Glencoe Beach, for caring about the swimmers who visit there!"

Facility Cleaning

We received help with facility cleaning this year, with a custodian coming in every morning to help staff with a base level of cleaning. Staff did their best to keep up with the facilities to ensure that inside and outside of the beach and boat house remained clean. On breaks, staff goes through bathrooms, sun shelters, the trellis, and grills to ensure they stay clean. At the end of each day, staff would close the facilities and clean the inside before heading home.

Revenue Collection

There were two locations under the halfway house where cashiers would process payment for daily passes or scan pass holders in for the day. Patrons who wanted to purchase a season pass could do so at the halfway house. To ensure the correct information is filled out, cashier staff would fill out the season pass application for those who purchased a season pass.

Those who wanted to rent the trellis could fill out a permit application on our website. We offered the opportunity to reserve the sun shelters online ahead of time; this benefit was offered to season pass holders only. Those who didn't have a season pass would have to purchase the sun shelter in person on the day of the rental.



We are investigating changes to the check-in procedure for summer 2023, which includes moving the check-in stations to the top of Hazel and Park Ave. This will help us reduce costs, improve the check-in process and reduce the potential for beach visitors not paying for entry to the beach.

Swim Area

The swimming area is marked with three white mooring buoys approximately 50 feet by 200 feet. These parameters are set with safety in mind within PDRMA's requirements. The size of the swim zone is set to allow lifeguards to respond to any emergency within 40 seconds. All lifeguards are timed on their response from either chair to the opposite buoy to ensure all get there within 40 seconds. All swimmers must stay inside the swim zone when the water is open and guarded.

Water Testing

Beach managers check for high bacteria daily during the summer season. The challenging part of high-bacteria days is that they are hard to predict. The test methods required by the Illinois Department of Health take 24 hours to be returned to staff.

Managers are required to bring the sample to the water plant daily at 9:00 AM. Once the manager delivers the sample to the water plant, we receive the previous day's result. For the 2022 summer season, the swim zone was closed 20 days. This compares to 15 days in 2021, 16 days in 2020, and 20 days in 2019. The closures of the water were due to high bacteria, bad weather, and dangerous surf.





History of High Bacteria Beach Closures by Season

	2022	2021	2020	2019	2018	2017	2016	2015	2014	2013	2012
High Bacteria Closures	6	5	7	11	10	6	2	9	11	7	8



Beach Risk Management and Lifeguard Audit

The safety of swimmers and boaters at Glencoe Beach is a top priority. Staff invest countless hours ensuring the safety of the facility, equipment, and water and dedicate numerous hours to developing, training, and implementing safety policies, processes, and procedures. The Park District Risk Management Agency (PDRMA) provides a set of operating standards and safety recommendations for both the swimming and boating beaches. Staff reviews those guidelines well in advance of the season, then translates them into training, facility set-up, and operational manuals to ensure they are implemented throughout the season.

Because the Red Cross does not visit sites and provide lifeguard audits, PDRMA offers a program where another lifeguard certification company, Councilman-Hunsaker, audits the lifeguards to ensure they are well-trained to proactively prevent emergencies before they occur or respond appropriately in the event of an emergency. The beach was successfully audited three times this summer and received valuable feedback to improve our staff training and procedures.

RENTALS

Beach Rentals

Rentals were available for those who purchased a daily pass on a first-come, first-serve basis. Those who purchased season passes received a discounted rate on their rental purchases. We saw a dip in all rentals, including boats, kayak, and paddleboard rentals, due to poor weather on weekends this summer. Boat rentals generated a total of \$6,415 in revenue and an additional \$1,864 in chair/umbrella revenue.

BOATING BEACH OPERATION

The boating beach opens in early May each season and operates into mid-October. Patrons can store their boats on the boating beach for a fee both in-season and during the winter.

Boat Storage

One of the most popular items on Glencoe Beach is the ability to store boats on the beach for easy access.

As with most other beaches along the North Shore, sand erosion has been a concern over the past five years. The erosion was not as problematic again this year, but staff remained aware of incoming storms and moved boats that may have been in harm's way. We were happy to see water levels drop almost 18" from the summer of 2020. We are currently at full capacity for all storage and anticipate remaining at this level next summer.



Staff completed the winter storage process, having moved all boats, kayaks, and SUPs into their storage space for the winter. All boats currently on the beach were tagged as paid or not paid with vinyl ribbon. Any boat remaining on the beach that was not paid for is documented and staff will continue to follow up with the owners for payment or to advise the owner to remove the vessel from the beach.

Boat Rental Spaces by Boat Type

	Kayak & SUP	Laser/Sunfish/Other	Catamaran	Total
2022	162	4	53	219
2021	162	4	55	221
2020	164	4	53	221
2019	115	6	55	176
2018	103	6	59	168
2017	100	6	66	172



Daily Operations

Boat Season	Day	Hours
PRESEASON May 14-June 5	Saturday-Sunday, Memorial Day	12-5 PM
REGULAR SEASON June 11-August 7	Monday-Friday Saturday-Sunday	12-7 PM 10 AM-7 PM
POST SEASON August 12-September 11	Friday-Sunday, Labor Day	12-6 PM
September 16-October 9 <i>As weather and daylight permits</i>	Friday-Sunday	12-5 PM

Powerboats

The Park District maintains three inflatable Zodiac motorboats. These support boats are used for rentals (when offered), boater assistance, aquatics/sailing camps, and other beach maintenance tasks. All three boats are stored inside the boathouse and launched as needed. A Toro Dingo (tracked machine) was used again this year and has been a reliable machine to assist in our powerboat fleet's daily launching and retrieval.

Boat Valet, Boater Assistance, and Safety

The boathouse is staffed with boat guards and a manager. Boat guards maintain the boathouse and beach; they offer boater and rental assistance while maintaining surveillance and a boat valet service. This valet service helps boaters move their boats to and from the water. Catamarans are heavy, and two or more people needed to move them. This valet service is highly valued by boating beach patrons.

Boater assistance is a high priority for boating beach patrons. Boat guards maintain surveillance for boaters only within the sailing boundary. That boundary stretches north to south from Tower Road Beach to Highland Park Beach and east of Glencoe Beach by one mile. That one mile is signaled by a marker buoy placed one mile east of the boathouse. If boater assistance is required for a boater outside of the boundary, boat guards will call the Coast Guard to assist the boater. The Coast Guard was called once in the middle of the season to locate a boater disorientated by fog. All parties on the vessel were fine and returned to shore safely.

Sailing Regattas

This summer, we hosted three regattas. The Glencoe Boat Club was responsible for collecting fees from the boaters and handing them to the facility manager for processing. The boat guards helped the Glencoe Boat Club set up and staff the committee boat.

Kayak, Paddleboard, and Sailboat Rentals

Boat guards assisted all kayak, SUP, and sailboat renters out on the water. Once rentals are on the water, boat guards keep a close eye on them and the weather.

Beach Programming

Aquatics and Sailing Camp was a great success again this summer. Last year it was two half-day programs that were a week long each. The program was restructured to offer a full-day program from 9:30 AM to 3:30 PM for four, two-week, and one-week sessions. A total of around 30 campers were in each session.

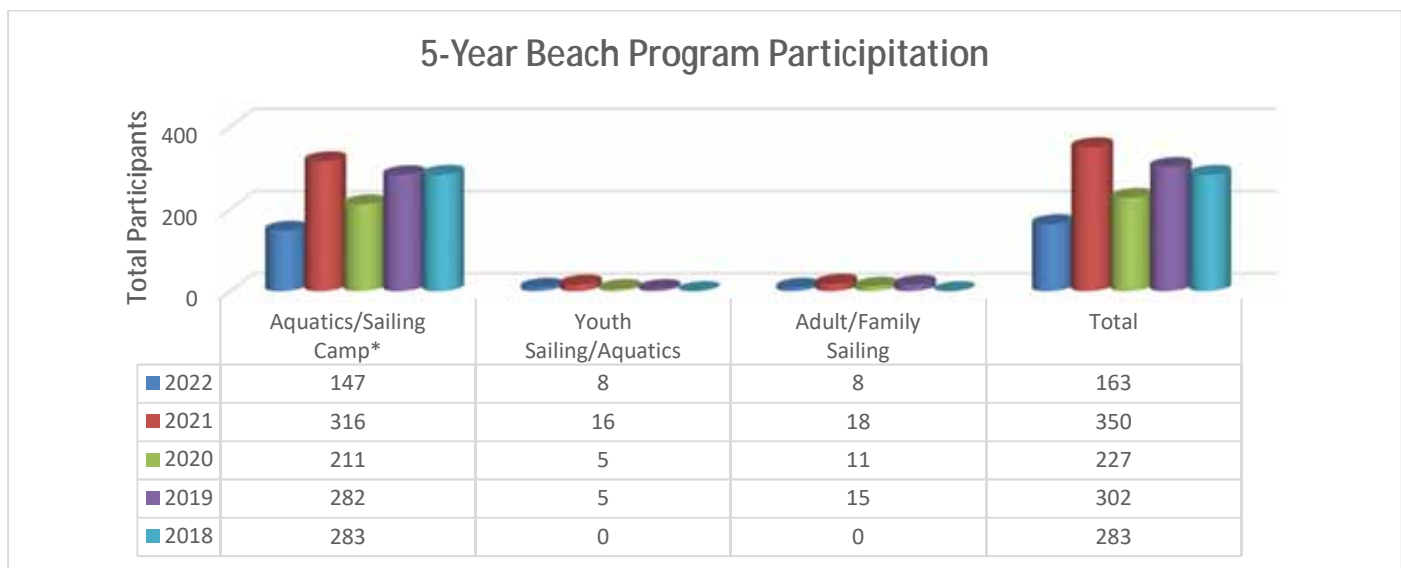
The campers were split into two groups; the first group would go out on SUPs and kayaks, while the other half would go sailing. Campers would then come back for lunch and then switch. With us combining the Aquatics and Sailing Camp, the campers got the best of both worlds.

Beach Programming in 2022

Beach programs were back in full swing this year. This year's programs were Puddle Jumpers, Try Sailing, Family Sailing, and Private Sailing Lessons. Due to bad weather and/or beach hazard statements, we were forced to cancel all Little Seals Sailing classes. We attempted to reschedule multiple times, but the weather had other plans.

Beach SAFE

With storms looming in the background, we successfully got the participants of Marillac St. Vincent's Family Services out on the water. Volunteers and part-time and full-time staff helped while participants enjoyed the day on the water.



* Restructured to offer a full-day program compared to two half-day programs

SPECIAL EVENTS

2022 summer special events were a hit again this year. Beach SAFE, Cardboard Regatta, and Beach Camp Out were all fun successes.

Though out the summer, we booked six musicians to come to play live on Glencoe Beach. Along with the musicians, we also booked food trucks to go to the beach to provide food. Most beachgoers wanted to see food down at the beach, but the food trucks were not as popular as we would have hoped. There were days when the food trucks would sell out and other days when they weren't so lucky. Staff is again reviewing food options for the beach in 2023.



July 22-23 Beach Camp Out



This year's Beach Camp Out was a soaked success. The event started with a beautiful hot day, and then around 3:00 AM, a storm rolled in and took the event to a whole new level of fun. Staff jumped into action, lighting up the beach house and helping all participants who wanted to go home get ferried to their cars. All participants were safe, and no one was injured in the commotion. To keep kids calm, we made popcorn and set up breakfast for them to snack on while they waited out the storm.

August 5 Cardboard Regatta

For the Cardboard Regatta, participants were tasked with building a boat out of cardboard and duct tape. Racers brought their race vessel and put it to the test with the other participants. Awards were given out to the fastest and the one with the best team spirit.

August 6 Wisconsin Style Fish Boil

The Fire Pitt restaurant from Trevor, WI brought a traditional Wisconsin Style Fish Boil to Glencoe Beach. The participants enjoyed a dinner consisting of freshly boiled cod, boiled red potatoes, whole sweet onions, fresh coleslaw, melted butter, rye bread, and an apple or cherry slice for dessert.



FEEDBACK AND SURVEY RESULTS

We have collected the data for the 2022 Glencoe Beach Season Passholder Survey. The feedback we receive is very important so we know where we can improve and what we can look into changing next year. We collected 194 responses which is significantly smaller than the 490 responses received in 2021. Pass holders were pleased with the value of their season beach pass as 82% said the value was excellent or good.

Please rate the value of your 2022 Beach Season pass purchase. (Select one)

Answered: 192 Skipped: 2



	EXCELLENT (1)	GOOD (2)	FAIR (3)	POOR (4)	TOTAL	WEIGHTED AVERAGE
(no label)	39.06% 75	43.23% 83	13.54% 26	4.17% 8	192	3.17

Please rate the value of your 2021 Beach Season pass purchase. (Select one)

Answered: 459 Skipped: 31



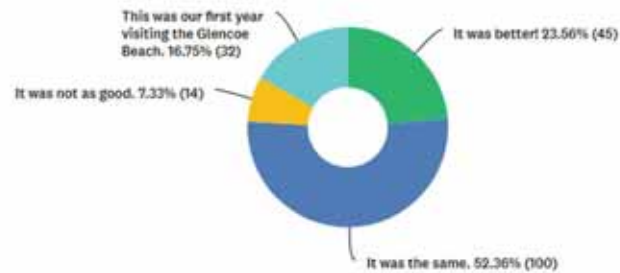
	EXCELLENT	GOOD	FAIR	POOR	TOTAL	WEIGHTED AVERAGE
Overall	40.09% 184	40.52% 186	13.51% 62	5.88% 27	459	3.15

- Patrons still find great value in the season beach pass and value remains in line with last year.

2022 Survey

Compared to previous years, how was your experience at Glencoe Beach this year?

Answered: 191 Skipped: 3

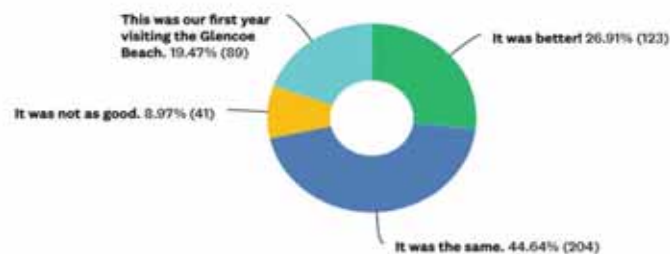


ANSWER CHOICES	RESPONSES
It was better! (1)	23.56% 45
It was the same, (2)	52.36% 100
It was not as good, (3)	7.33% 14
This was our first year visiting the Glencoe Beach, (4)	16.75% 32
TOTAL	191

2021 Survey

Compared to previous years, how was your experience at Glencoe Beach this year?

Answered: 457 Skipped: 33

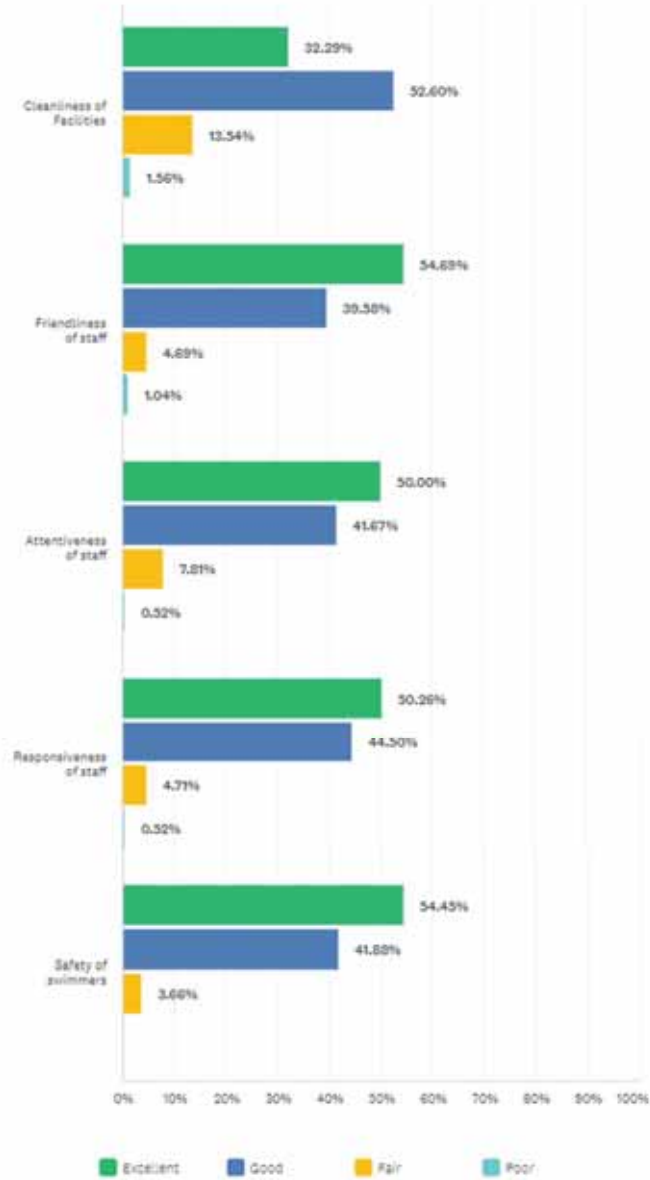


ANSWER CHOICES	RESPONSES
It was better!	26.91% 123
It was the same,	44.64% 204
It was not as good,	8.97% 41
This was our first year visiting the Glencoe Beach,	19.47% 89
TOTAL	457

*Our staff continues to provide great service. We had a smaller number of first-year visitors to the beach.

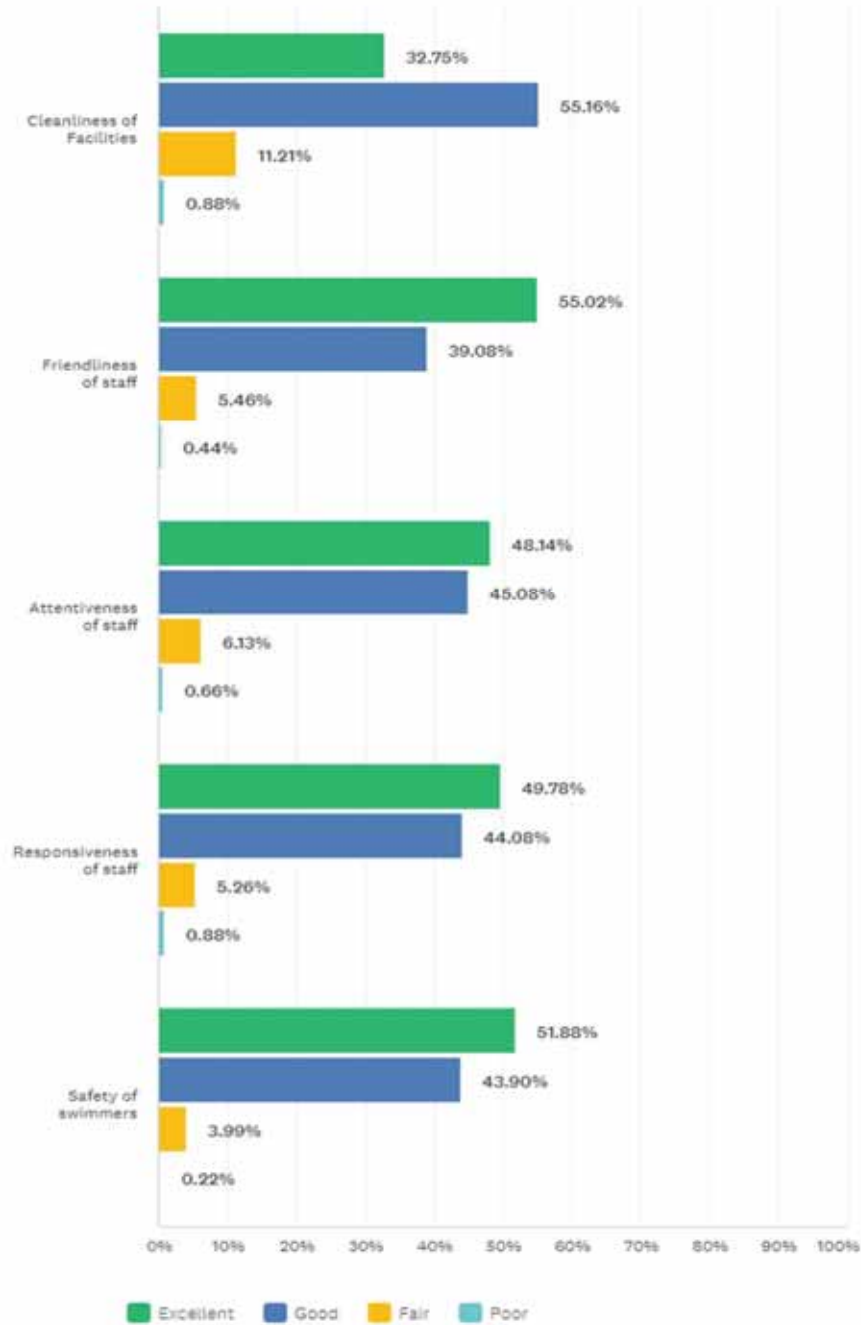
When thinking about the beach staff, including lifeguards, beach ambassadors, and management, please rate the following attributes:

Answered: 192 Skipped: 2



When thinking about the beach staff, including lifeguards, beach ambassadors, and management, please rate the following attributes:

Answered: 459 Skipped: 31



*Beach staff continue to make Glencoe Beach a memorable experience for all.

2022 Survey

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

Answered: 164 Skipped: 30



ANSWER CHOICES	RESPONSES
Weekend/holiday admission is for Season Pass Holders Only. Daily admission can be purchased on weekdays after 12pm (current structure) (1)	90.24% 148
Admission fees and season passes are accepted during all operating hours. (2)	4.88% 8
Other (please comment below) (3)	4.88% 8
TOTAL	164

2021 Survey

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

Answered: 392 Skipped: 98



ANSWER CHOICES	RESPONSES
Weekend/holiday admission is for Season Pass Holders Only. Daily admission can be purchased on weekdays after 12pm (current structure) (1)	73.72% 289
Admission fees and season passes are accepted during all operating hours. (2)	20.66% 81
Other (please comment below) (3)	5.61% 22
TOTAL	392



2022 Survey

Please rate your overall satisfaction with the Glencoe Beach during the 2022 season. (Select one)

Answered: 192 Skipped: 2

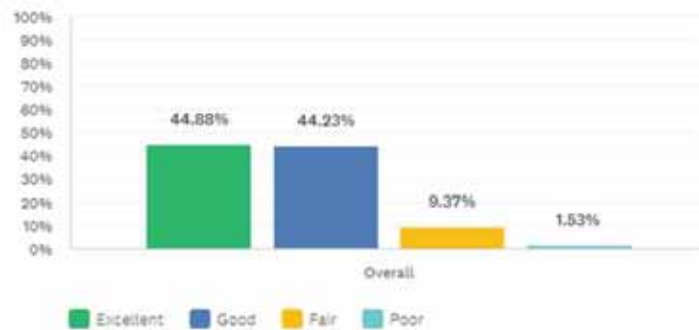


	EXCELLENT (1)	GOOD (2)	FAIR (3)	POOR (4)	TOTAL	WEIGHTED AVERAGE
(no label)	50.00% 96	38.54% 74	8.85% 17	2.60% 5	192	3.36

2021 Survey

Please rate your overall satisfaction with the Glencoe Beach during the 2021 season. (Select one)

Answered: 459 Skipped: 31



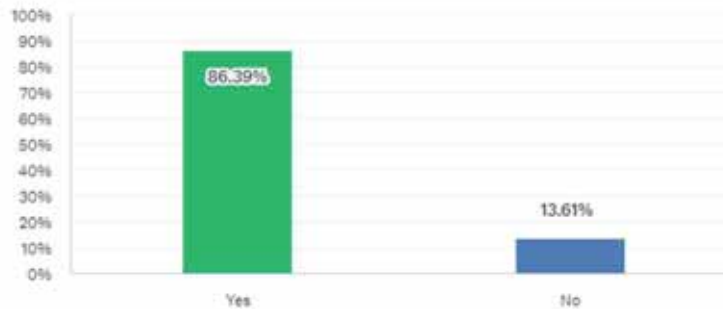
	EXCELLENT	GOOD	FAIR	POOR	TOTAL	WEIGHTED AVERAGE
Overall	44.88% 206	44.23% 203	9.37% 43	1.53% 7	459	3.32

*Staff are pleased with the 88% of pass holders satisfied with Glencoe Beach.

2022 Survey

Glencoe Beach limited admission on weekday mornings, weekends, and holidays to season pass holders. Do you like this admission model?

Answered: 191 Skipped: 3

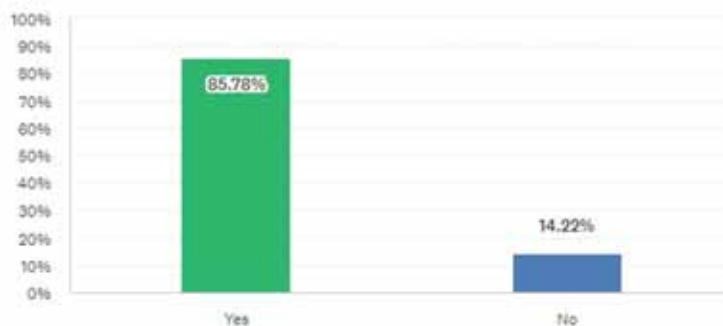


ANSWER CHOICES	RESPONSES	
Yes (1)	86.39%	165
No (2)	13.61%	26
TOTAL		191

2021 Survey

Due COVID-19, Glencoe Beach limited admission on weekday mornings, weekends, and holidays to season pass holders. Did you like this change?

Answered: 457 Skipped: 33



ANSWER CHOICES	RESPONSES	
Yes	85.78%	392
No	14.22%	65
TOTAL		457

2022 Survey

What was your overall feeling of being a season pass holder this summer?

Answered: 191 Skipped: 3



	EXCELLENT (1)	VERY GOOD (2)	GOOD (3)	BELOW AVERAGE (4)	DISAPPOINTED (5)	TOTAL	WEIGHTED AVERAGE
(no label)	43.46% 83	26.70% 51	20.94% 40	4.71% 9	4.19% 8	191	1.99

Comments (23)

2021 Survey

What was your overall feeling of being a season pass holder this summer?

Answered: 457 Skipped: 33



	EXCELLENT	VERY GOOD	GOOD	BELOW AVERAGE	DISAPPOINTED	TOTAL	WEIGHTED AVERAGE
Overall	41.14% 188	28.23% 129	24.51% 112	3.28% 15	2.84% 13	457	1.98

Comments (40)

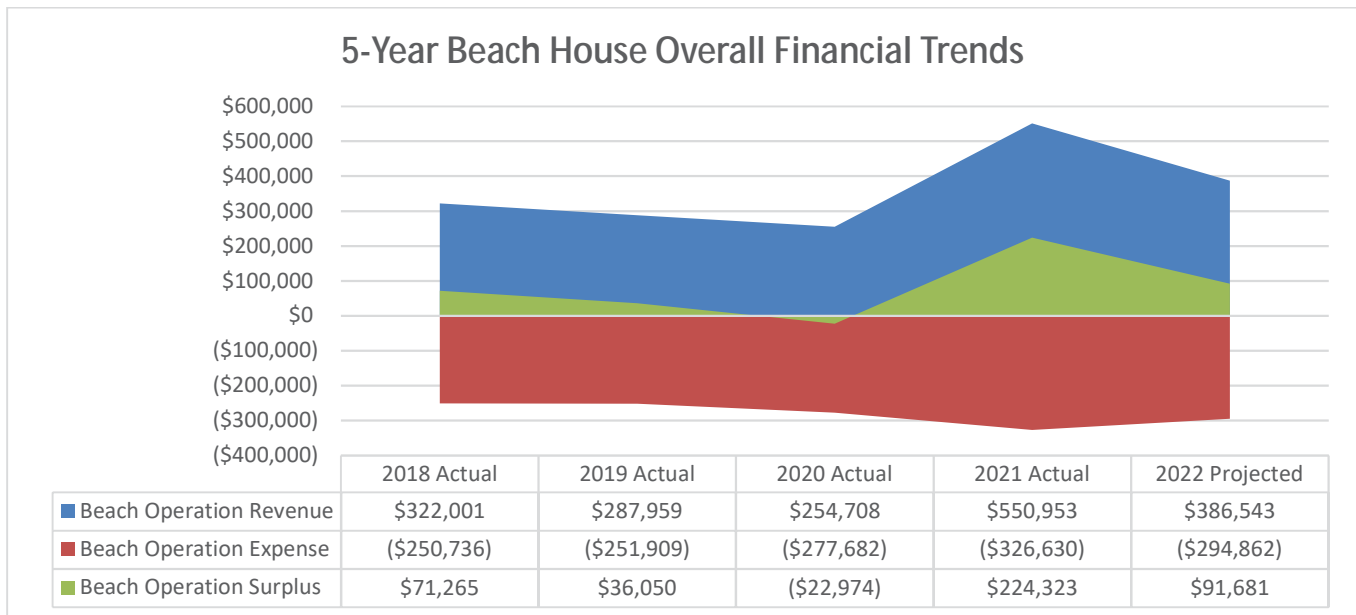


FINANCIAL REVIEW

5Yr Overall Financial Trends	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Projections
Beach Operation Surplus	\$ 71,265	\$ 24,911	\$ (26,229)	\$ 223,973	\$ 91,681
Boat Operation Surplus	\$ (50,894)	\$ (67,239)	\$ (28,863)	\$ (57,027)	\$ (47,381)
Beach Program Surplus	\$ 48,787	\$ 45,700	\$ 47,830	\$ 115,674	\$ 98,618
Total Surplus	\$ 69,158	\$ 3,372	\$ (7,262)	\$ 282,620	\$ 142,918

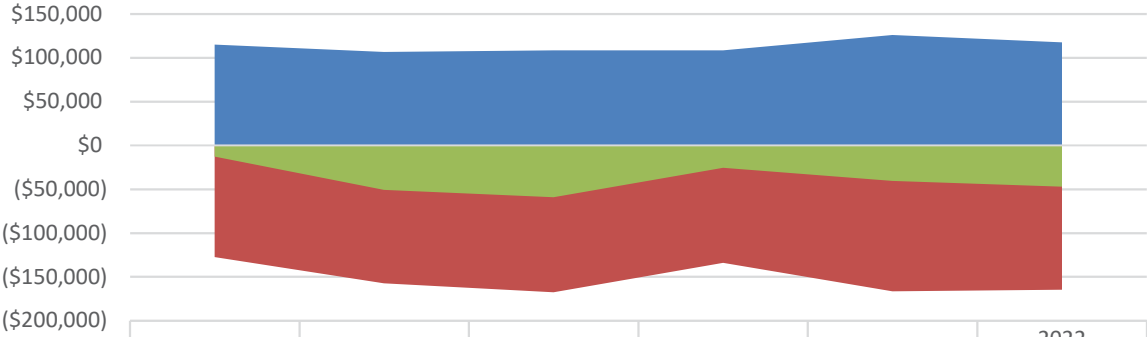
The pandemic allowed us to try new operational plans and implement new practices and policies that did not seem practical in the past. The changes made continue to have great reviews with the season pass holder. The overwhelmingly positive reviews and the financial success that has come from these changes will keep us from going back to the past model.

We continue to review and challenge these changes to see where we can improve and make Glencoe Beach a better place.



* Again, we saw a healthier surplus for this summer. The surplus can be attributed to high numbers of season pass sales compared to pre-pandemic, as well as the offering of daily admissions on a limited basis during the week.

5-Year Boathouse Overall Financial Trends

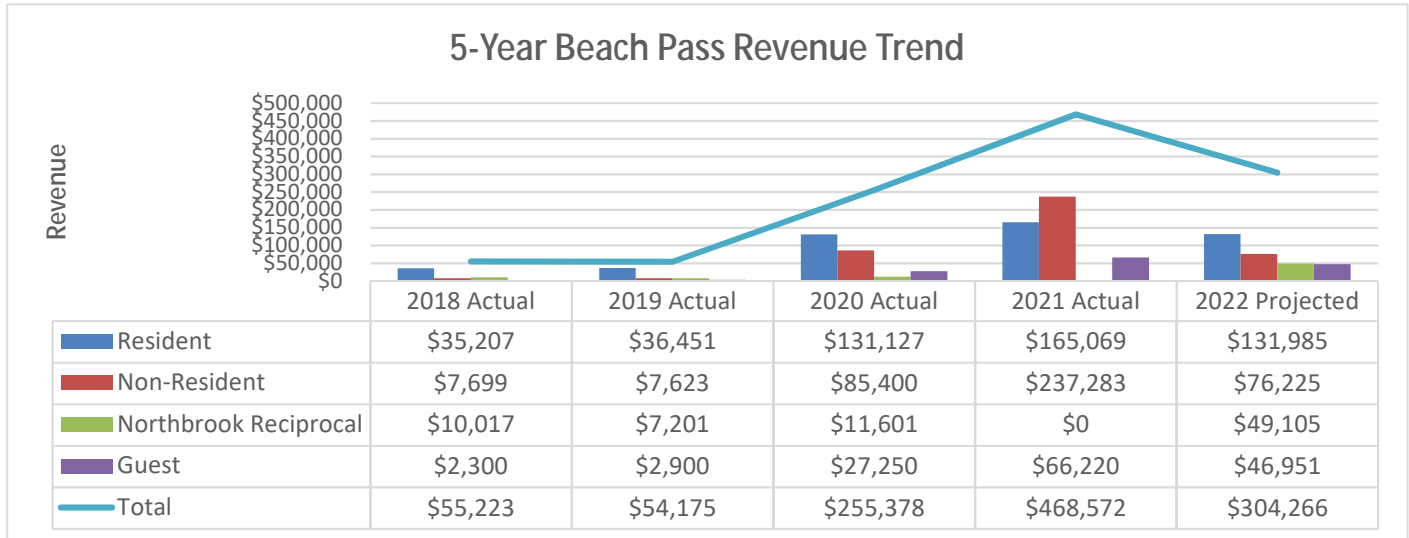


	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Projected
Boat Operation Revenue	\$114,828	\$106,663	\$108,521	\$108,458	\$126,043	\$117,393
Boat Operation Expense	(\$127,616)	(\$157,556)	(\$167,442)	(\$134,260)	(\$166,701)	(\$164,774)
Boat Operation Surplus	(\$12,788)	(\$50,893)	(\$58,921)	(\$25,802)	(\$40,658)	(\$47,381)

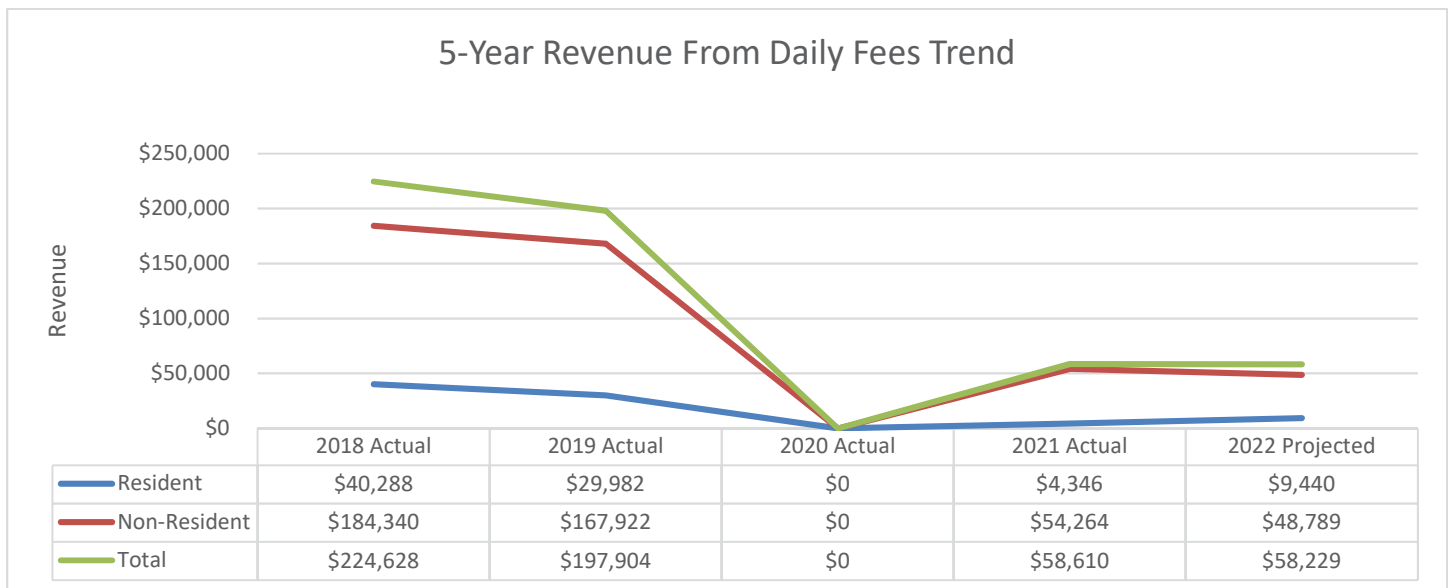
*Boathouse finances stay on the same track as years’ past. We saw a significant drop in lake rentals due to the poor weather conditions on weekends, which is when we traditionally see more demand.

APPENDICES

Appendix A: Financial Data



* We saw a slight dip in season pass sales from last year but, revenue is still the second highest in recorded history.



* We have seen a doubling of resident daily compared to 2021, as they moved back towards flexible options.

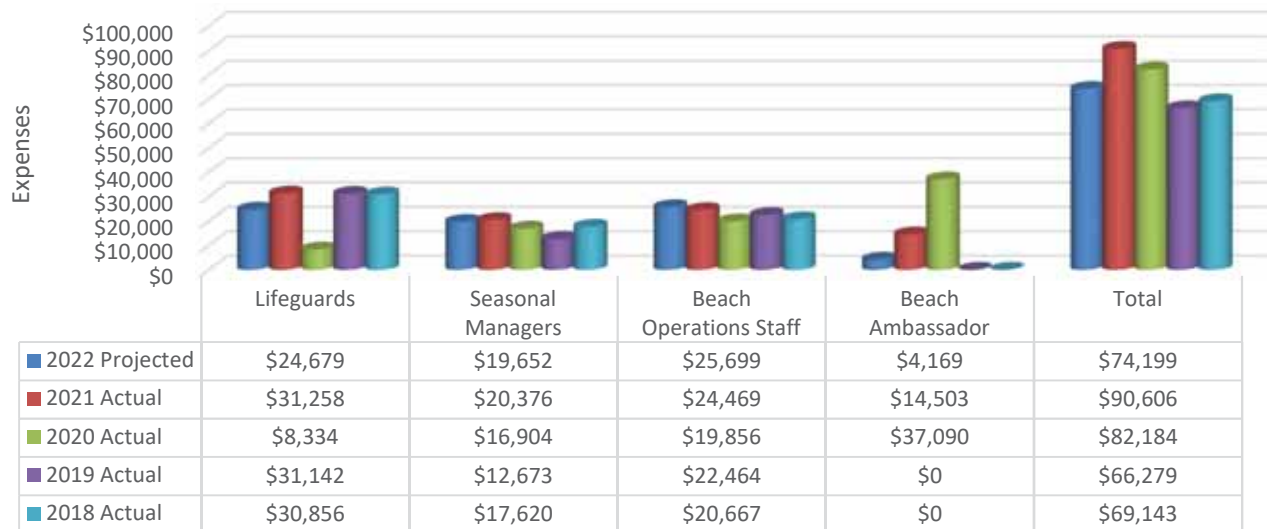
5-Year Beach Facility and Equipment Rental Trends



* Chair/umbrella rentals were significantly impacted by the poor weekend weather during the 2022 summer season.

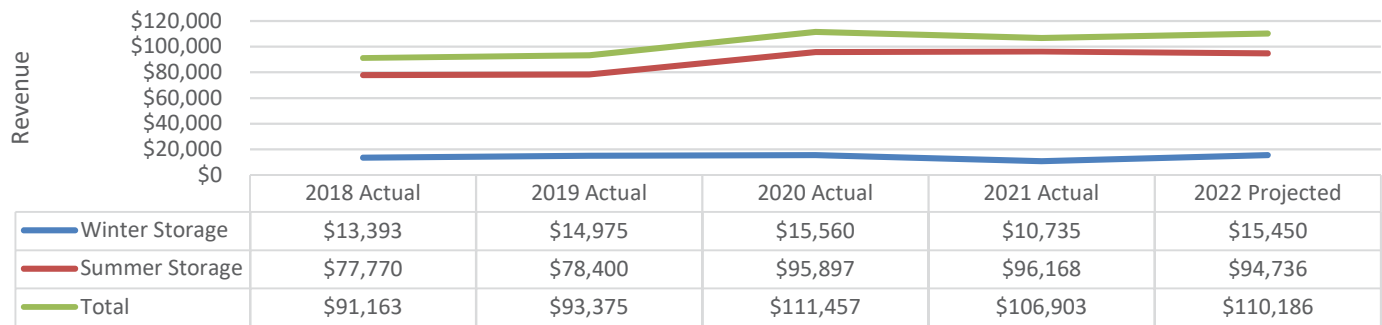
* A direct correlation between bad weather days and a decrease in rental equipment is linked in this graph. We saw a dip across the boards with beach rentals from last summer.

5-Year Seasonal Staff Expense Trends



* Due to inclement weather days, staff were sent home early or called off if the beach was not busy. Even with higher wages this year, the amount spent on staff is lower than last year.

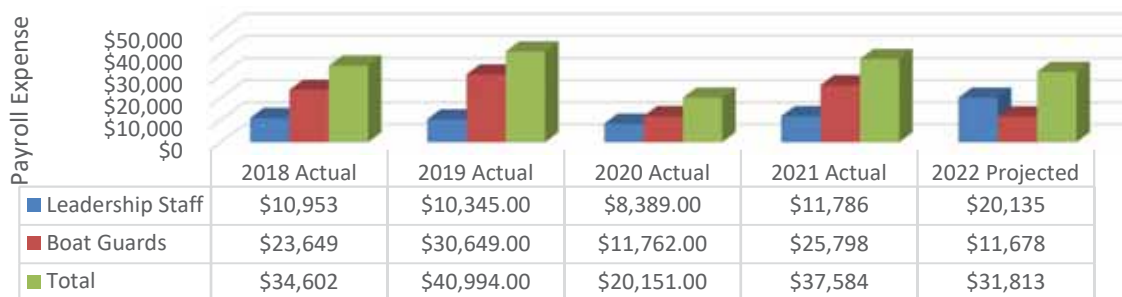
5-Year Boathouse Storage Revenue Trends



*Sand spaces on both the north and south beaches continue to be limited. Staff has maximized the number of sand spaces available and will continue to monitor water levels to determine if we can accept new boaters off of our growing waitlist.

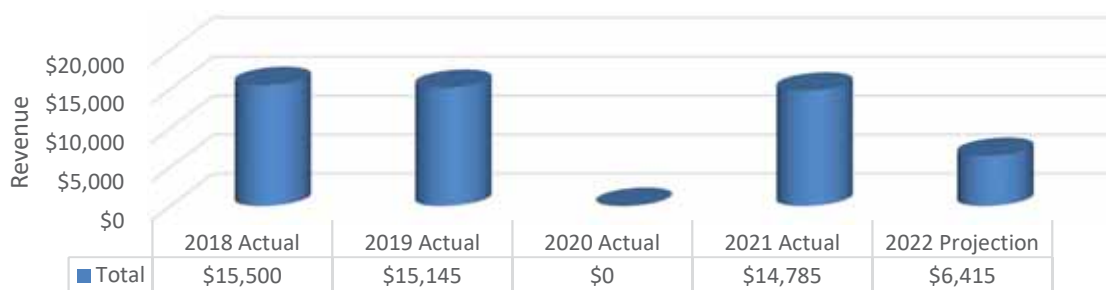
**2021 winter storage was lower due to a change in revenue recognition.

5-Year Boat House Payroll Seasonal Employee



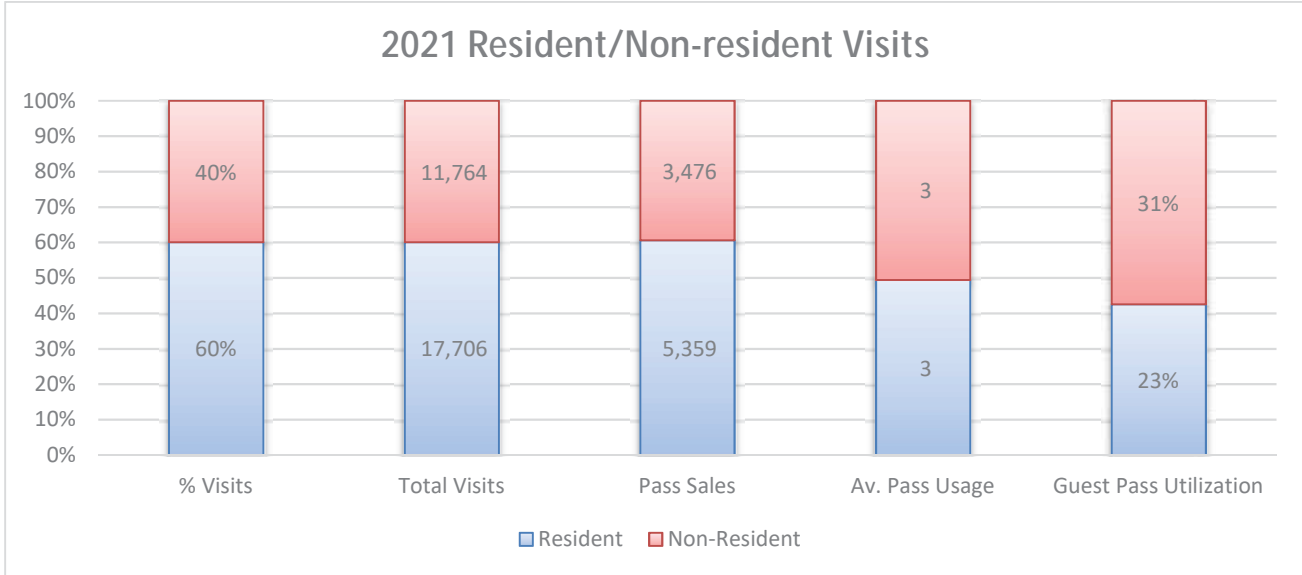
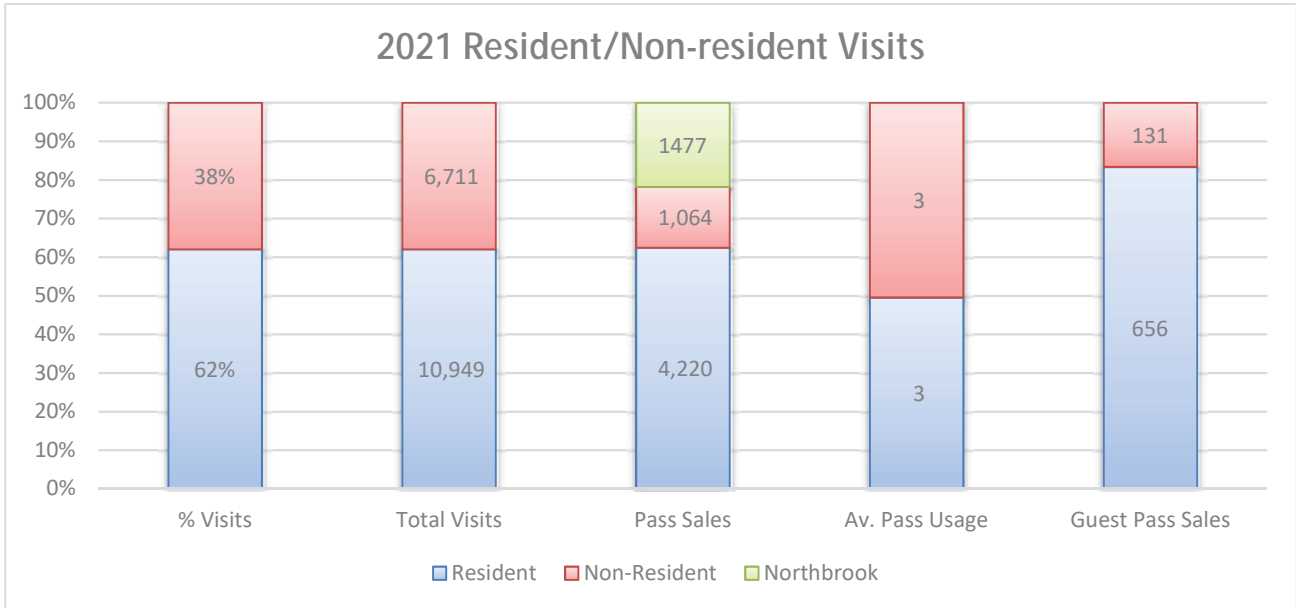
* Low boat guard staffing levels contributed to the overall low expenses for the boat house. Leadership staff helped on busier days to provide great service, hence the large increase in expense for leadership staff.

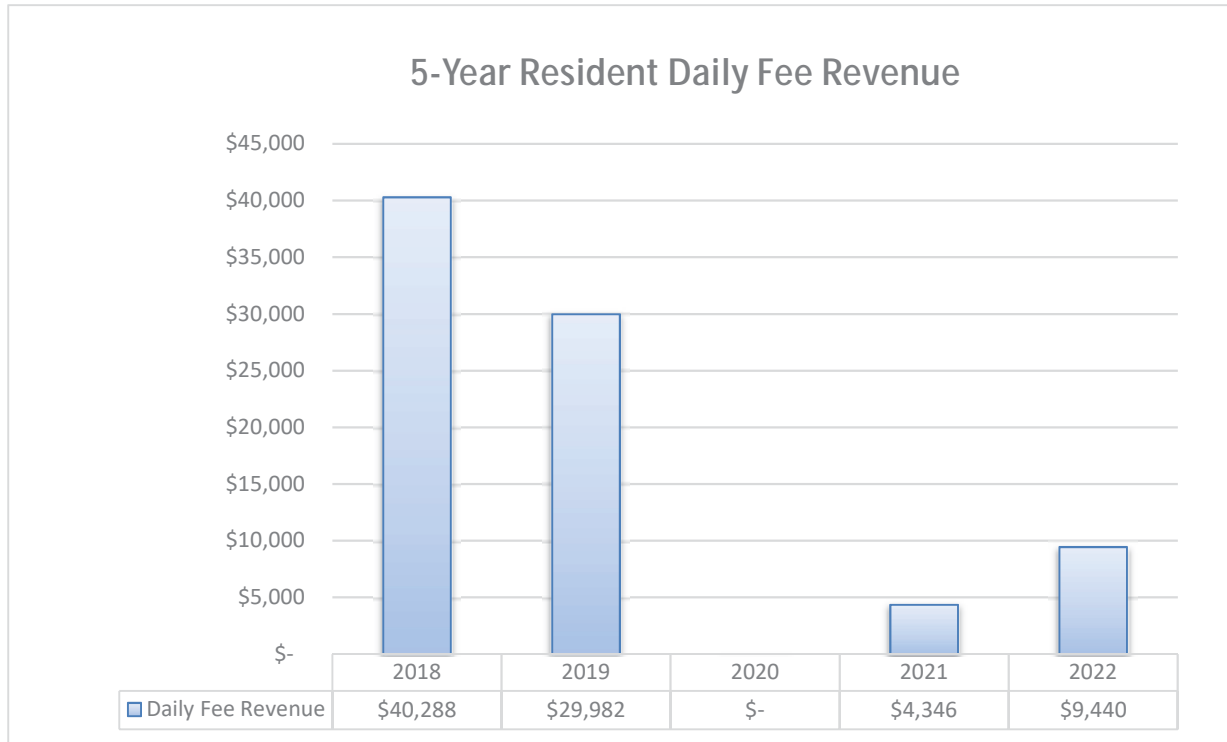
5-Year Boat, Kayak, Paddleboard Rental Trends



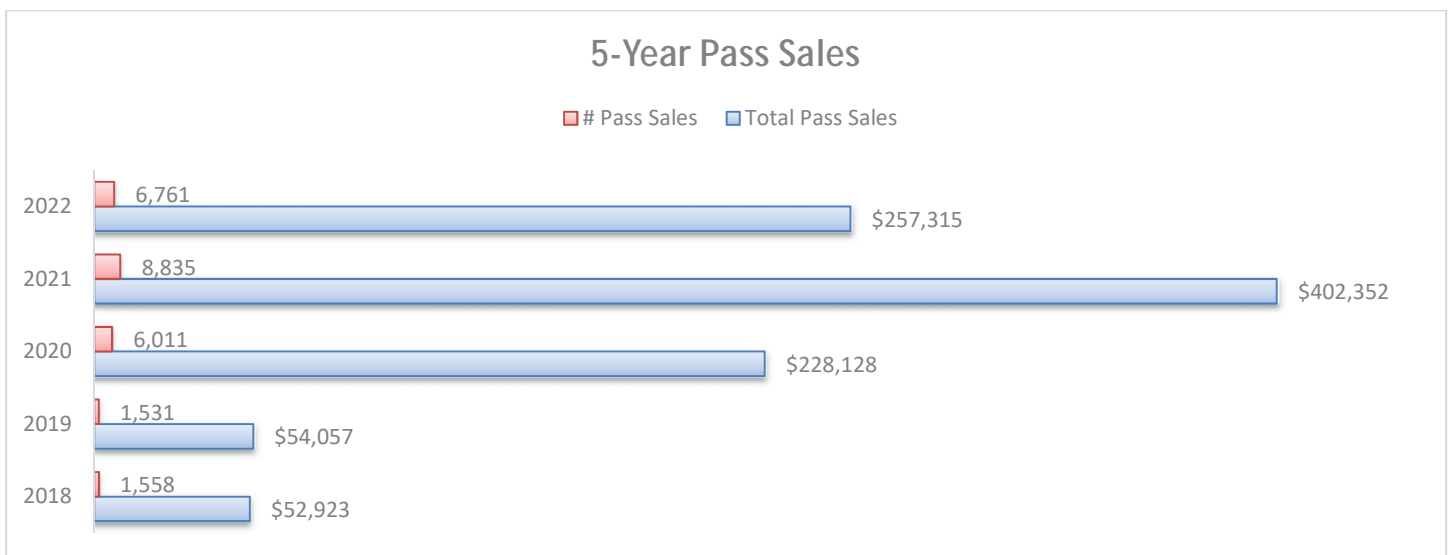
* Due to inclement weather we saw a big decrease in rentals.

Appendix B: Attendance Comparisons

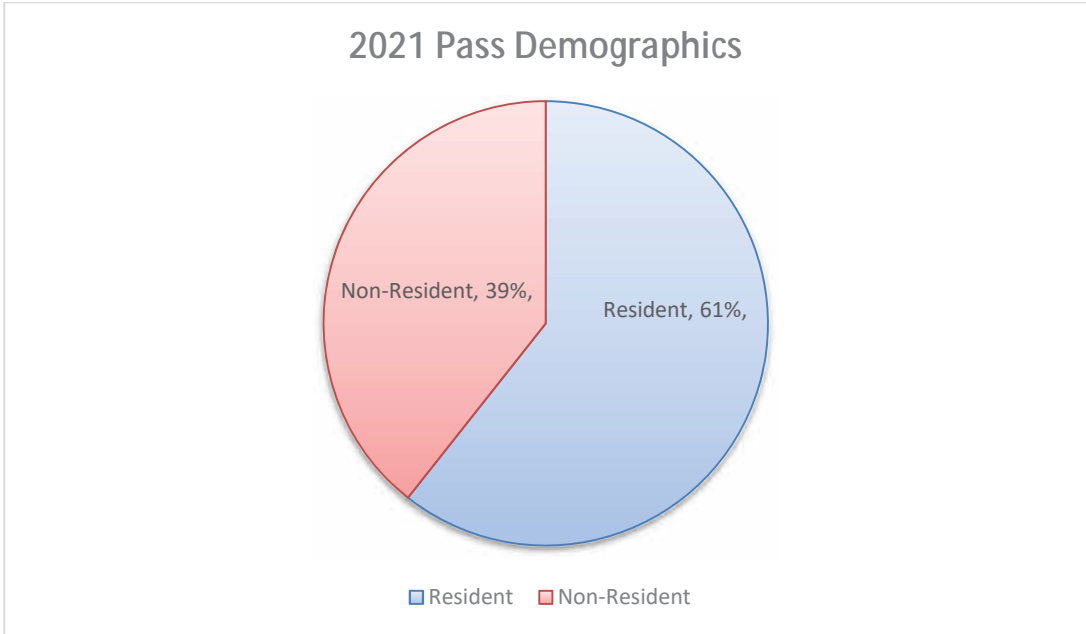
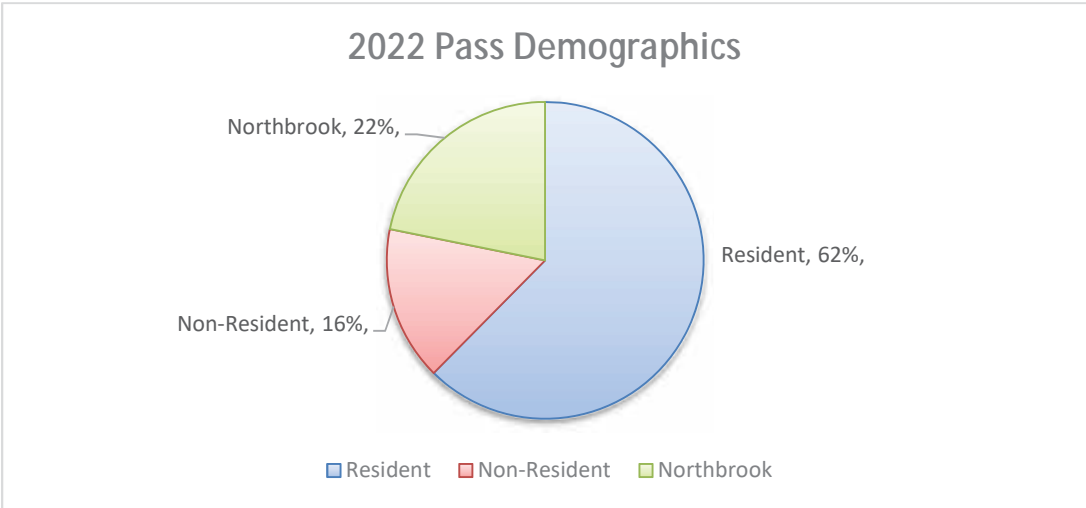




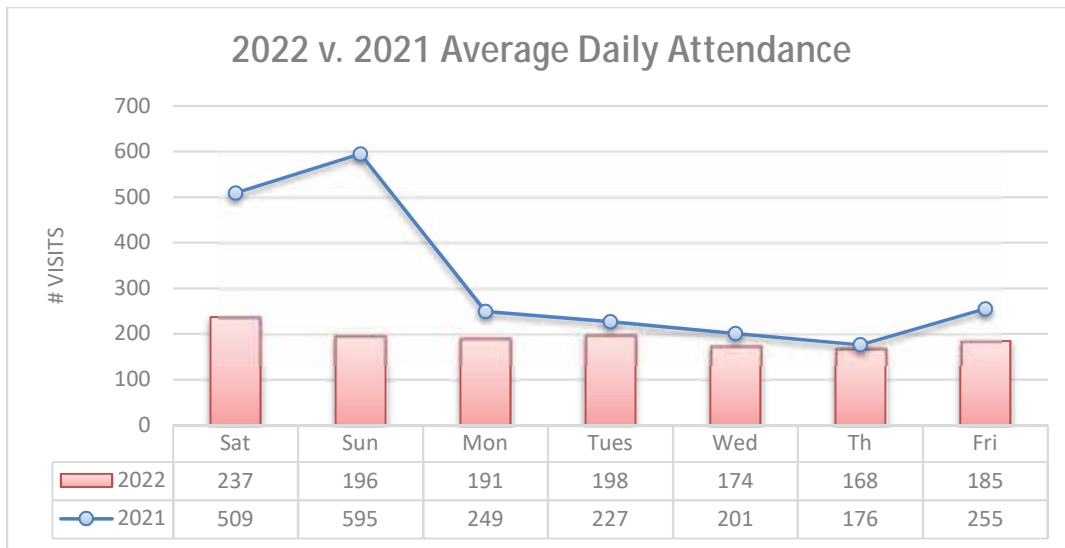
*Daily fees have doubled from last year.



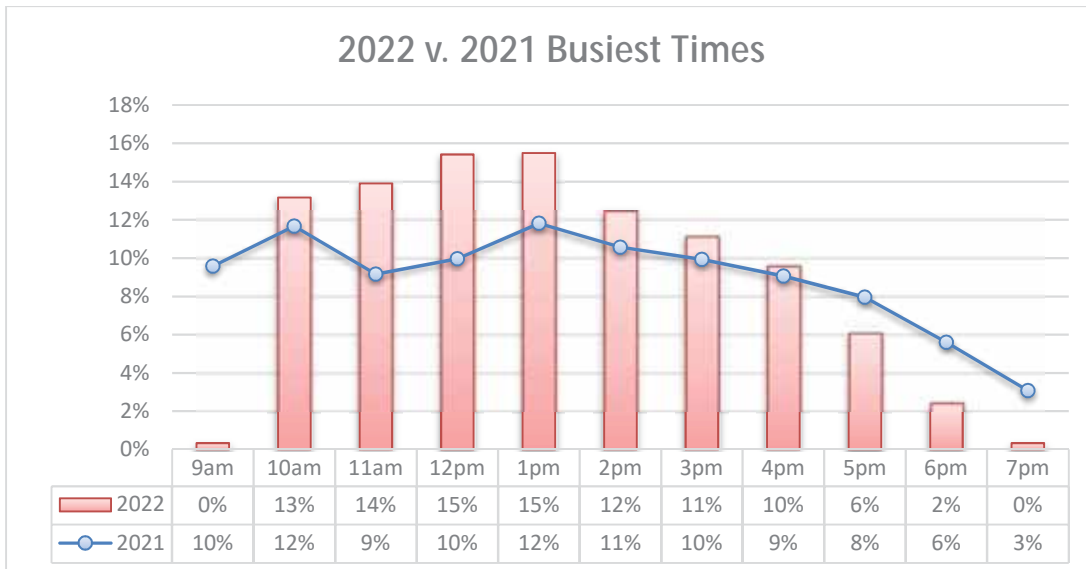
*2022 pass sales decreased from 2021, but increased from 2020.



*In 2022, Northbrook residents received Glencoe resident fees for season passes.



*Most bad weather days were on the weekends, which is clearly shown in the weekend daily attendance.





Appendix C: Pricing Comparisons

Standard Daily Admissions and Passes

Town	Hours	Daily Fees Res/NR	Individual Pass Res/NR	Family Pass for 4 Res/NR
Glencoe	10:00am-7:00pm	\$10/\$20	\$35/\$70	\$140/\$280
Wilmette	9:00am-8:00pm	\$9/\$16	\$61/\$152 Parking Pass \$35/\$193	\$154/\$360
Winnetka	9:00am-9:00pm	\$10/\$20 (M-W Only)	\$105/\$210	\$135/\$270
Evanston	9:00am-7:30pm	Free/\$10pp	\$0/\$46	\$0/\$184

Last Daily Rate Increase:

- 2002: \$1 increase for non-resident only; resident rate remained \$4/\$6
- 2012: \$1 increase for non-resident adult fee only to \$10
- 2017: \$1 increase for residents, \$4 increase for non-residents
- 2018: Group rate increased to \$10 per person for groups of 10 people or more
- 2019: Rates changed to flat rates of \$7 for R and \$14 for NR guest
- 2020: Daily rate not offered due to COVID-19 restrictions
- 2021: Increased to \$10/\$20 R/NR per person

Last Season Pass Increase:

- 2010: \$5 increase to all pass types
- 2012: New rate created for seniors (age 65 and older)
- 2017: \$26 decrease for resident first member and \$22 decrease for non-resident first member
- 2018: \$19 increase in additional pass cost
- 2019: Increased NR season passes for first member by \$7
- 2020: NR season pass increase to double the resident rate
- 2021: Changed to flat-rate pricing per person \$35/\$70 R/NR

Sun Shelter and Trellis Rentals

Town	Sun Shelter (12 person/4.25 Hrs) P/NP	Sun Shelter (24 person/4.25 Hrs) P/NP	Trellis (75-100 person) 5-Hour Rental R/NR
Glencoe	\$45/\$80	\$90/\$160	\$246/392 (M-Th) \$392/\$662 (F-Su)
Wilmette	Not Available	Not Available	Not Available
Winnetka	Not Available	Not Available	Not Available
Evanston	Not Available	Not Available	Not Available



Lake Rentals

Town	Kayak Res/NR	Paddleboard Res/NR	Sailboat Rental Res/NR
Glencoe	\$30/\$60 (P/NP)	\$30/\$60 (P/NP)	\$55/\$110 (P/NP) 2 hrs
Wilmette	\$56/\$70	\$56/\$70	\$81/\$91
Winnetka	\$50 (2 hrs)	\$50 (2 hrs)	Not Available
Evanston (45 min rentals)	\$25/\$40	\$25/\$40	\$30/\$45

Boat Storage Spaces

Town	Sand Res/NR	Rack Paddle Res/NR	Winter Sand Res/NR	Winter Rack Res/NR
Glencoe	\$683/\$1182	\$411/\$711	\$288/\$381	\$148/\$237
Wilmette	\$833/\$1170	\$502/\$824	\$321/\$321	\$224/\$224
Winnetka	\$440/\$880	\$385/\$770	\$300	\$300

X. Discussion on Watts Bid Results

**See Documents Under Action Item D
on Page 108**

Glencoe Park District
November 2022 Board Meeting

XI. Executive Director's Report

Glencoe Park District
November 2022 Board Meeting

**Glencoe Park District
Executive Director's Report
November 2022**

Park District Honored

The Frank Lloyd Wright Conservancy honored the Park District, Village of Glencoe, and Glencoe Historical Society with the 2022 Wright Spirit Award for the rescue and restoration of the Frank Lloyd Wright Booth Cottage. The Wright Spirit Award recognizes owners and stewards of buildings that have demonstrated an extraordinary commitment to preserving and restoring the remaining built works designed by architect Frank Lloyd Wright. To learn more about the Booth Cottage, visit the Glencoe Historical Society's website at <https://glencoehistory.org/2020-booth-cottage/>

Glencoe Park District Team Holiday Party

We are back to an in-person Holiday Party on Friday December 9 starting at 5:30pm. Our Employee Appreciation Committee has a fun night planned for everyone. We hope to see the Board there!

Watts Recreational Center

The Watts Ice Rink is celebrating 50 years this winter and the Facilities Team is focused on seasonal preparations to make this the best season yet. The new dasher boards were installed just in time to make ice, which should start the week of November 14, weather permitting. Adam and Marty are busy preparing for the opening of Watts on Friday, November 25 and developing a schedule that incorporates open skate, hockey, broom ball and skating lessons. The indoor facility will be open this year and Erin is busy marketing this special season! (See Appendix B for current pass sales and lesson numbers)

As for the Recreational Center, bids were received on November 4 for the renovations on the center. At the Board meeting, we will discuss the bids and then recommend the acceptance of trade packages with long lead times.

IAPD Legal Symposium

John, Bobby, Kyle and I attended the Legal Symposium on November 3. Topics included new employment laws, intergovernmental agreements, finance and borrowing, public space first amendments, key legislative issues, and significant court decisions affecting our District's day-to-day operations.

Business Operations

- **2022 Levy Ordinance**
Based on the Board's approval of the aggregate levy amount, the Truth-in-Taxation Resolution was approved at last month's Board meeting. Because the 8.94% increase in the operating levy amount exceeds 5%, a required hearing will be held on November 15. The Levy Ordinance was prepared and reviewed by legal counsel. A copy of this Ordinance is included in your packet and is scheduled to be approved by the Board at the November 15 meeting after the levy hearing is held. It will then be filed with the County Clerk's Office by the deadline of Tuesday, December 27.
- **FY 2023/24 Budget and Capital Project Proposals**
The FY 2023/24 budget process is well underway. The process began in early October with the staff kick-off budget meeting. The Recreation Team submitted the first draft of its FY 2023/24 budgets to the Finance Department on Friday, October 31.
- **Health Insurance Renewal**
Staff attended the PDRMA Health Program Benefit Coordinator seminar in October, and staff's

recommendation was approved by the Board at the October 18 Board meeting. The full-time meeting to discuss the 2022 health insurance renewal, including plan benefit changes and employee contribution amounts, was conducted with employees on November 8. The open enrollment period for the PDRMA Health Program is November 14-30, and staff is assisting employees in understanding and completing all required paperwork by this time.

- **Front Office Operations**
We have hired our new Administrative Support Specialist, Alaina Whidby. Alaina's first day was November 7. In her new role, Alaina will fill the front desk duties left open by Amy Bull's departure. Alaina will also assist the Recreation and Park's Departments in assisting with park permits and donations.
- **Unclaimed Property Report to State of Illinois**
Governmental agencies are required to complete the Annual Unclaimed Property Report for 2022 by November 1, 2022 and remit any unclaimed assets (primarily payroll) to the State after applicable rules on trying to contact the payees for reissuing of checks. Staff submitted the report and there is no unclaimed property this year to remit to the State.

Marketing and Communication

- **Winter & Camp Brochure**
The brochure was sent to the printer on November 1, marking the end of a six-week process to write, design, and edit the 48-page magazine. Altogether, three departments and thirteen team members are involved in the process. From the first draft to the final copy, the marketing department resolved 1,084 requested edits to the document.
- **Watts Promotion**
We created a marketing plan for the Watts 50th ice season, including a special logo. The logo will be used on all marketing and promotional giveaways. The plan includes a series of email blasts, paid and organic social media posts, banners, signage, and website information.
- **Basketball Promotion**
We created a marketing plan and brand identity for the House Basketball League. The brand identity is being used on social media graphics, email graphics, banners, and basketball promotional items. The marketing plan includes a series of targeted emails from October to March to recruit and retain participants. It also includes a paid and organic social media posts to generate buzz and interest in the program.

More information on our marketing and communication efforts can be found in Appendix A.

Parks and Maintenance

- The Parks Team has been busy with fall tasks in preparation for winter including fall tree plantings, new rain gardens prepped and planted at Shelton and South Avenue parks, and winterization of drinking fountains. In addition, staff attended seminars on snow plowing and salting, so the correct amount of salt is used.
- The Parks and Facility Teams have advanced projects that will make our facilities safer, which include adding additional cameras, installing door alarms, upgrading our door locking hardware,

and starting the roll out of mass notification software.

- LED upgrades for the Takiff lot lights and sports field will be installed in November.
- We would like to welcome Milan Kovacevich on our full-time Facilities Team where he will be working as a custodian from 4 AM to 12:30 PM.
- Takiff bleachers and Safran House window and tuckpointing projects are complete.
- Included in the action items going before the Board is the proposal from CBBEL for engineering/design services related to the Crib Wall project. We are hoping to advance this project for spring 2023.

Recreation and Facilities

- Nate Van Allen has been busy with special events and community engagement including helping the PTO with a movie night at West School. Attendance was the strongest yet for an outdoor movie this year, as kids could play on the playground while others brought blankets and folding chairs. Nate also helped with Glencoe Youth Service's Battle of the Bands near Central School. Families watched their kids play while GYS raised money by selling popcorn and other concessions.

Boo Bash was the best-attended event yet. There were over 759 people registered both in advance and on the day of the event. We beat the revenue budget of \$5,100, bringing in \$7,730. With the number of pre-sales, we decided to add some outdoor elements to spread people out more. In addition to the pumpkin bounce house, dance party, reptile show, musical show, face painting, puppet activities, balloon making, and inflatable games inside; we had a hay ride, chips in the hay, BBQ vendor, and picnic seating outside. There were volunteers from GYS, SNAP, and New Trier who dressed up as characters in addition to District staff wearing costumes. Nate is gearing up for upcoming special events including If Kids Ran Thanksgiving, Hallmark Holiday, and Visit with Santa

- Early Childhood students enjoyed learning about fire safety from Glencoe Public Safety. They taught them about 9-1-1 and what a firefighter looks like when going into a fire!

We hosted the annual Preschool Spooktacular on Monday, October 31. We had 23 tables and over 50 parent volunteers! Themes ranged from Hocus Pocus to Under the Sea. ELC classes have enjoyed learning all about fall! They painted pumpkins, collected leaves while learning about the seasons changing, and enjoyed Halloween parties in their classrooms. Children's Circle welcomed two new Turtles this month, reaching 15, which is the total allowed in the classroom. Our waitlist continues to be closed to new applicants due to length. We have hired six out of nine of the full-time assistants.

- House League preseason Basketball clinics started on November 1! This will prepare the athletes for the House Basketball League, for which we are still accepting registration.
- School Day Off Fun programs for grades K-6 continue to see high demand. Our three October day off school days had over 100 participants and received positive feedback. All five days off programs in November are full, and we have added staff to accommodate more than twenty kids from the waitlist. Enrollment in our winter break program is climbing and both weeks have met

minimum enrollment. We hope to see increased registration as we market winter program registration.

For additional information on program and facility information and participations numbers, see Appendix B.

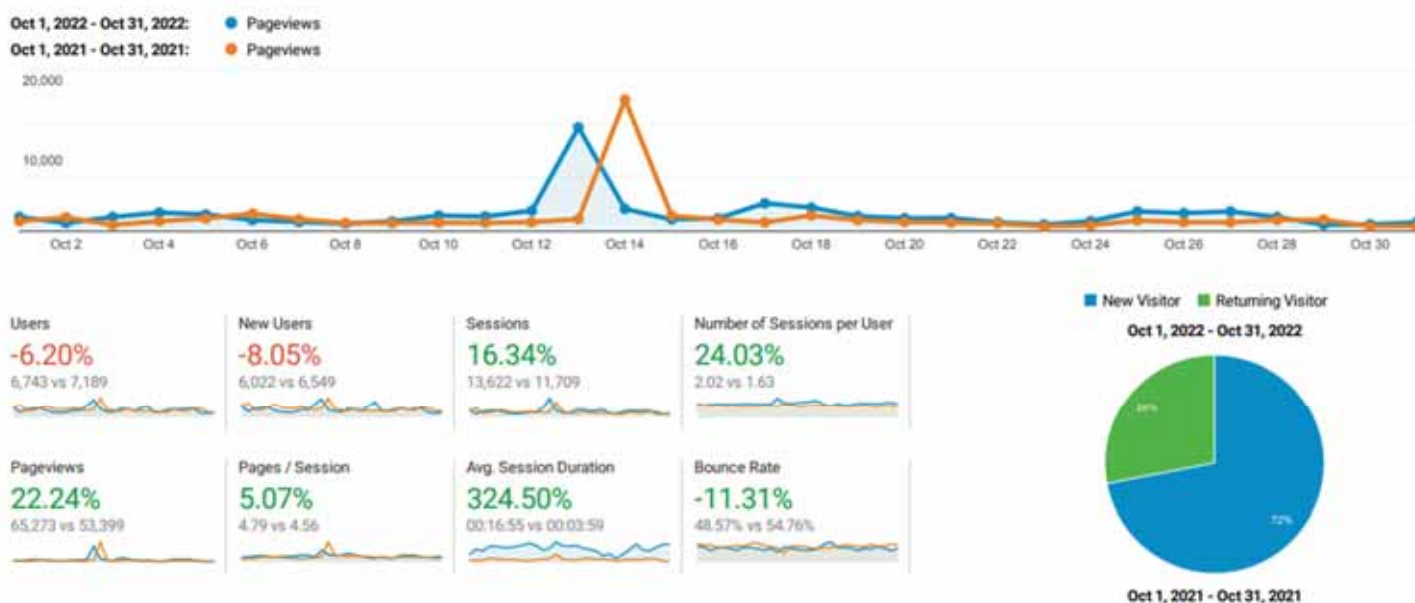
Submitted by:
Lisa Sheppard, CPRP
Executive Director

Marketing/Communications Report October 2022

Online Communication

We had 65,273 pageviews in October, which is +22.24% higher than the same months last year. 51% of visitors used a mobile device to access our site.

The blue spike in pageviews on October 13 correlates with the start of Watts pass sales and class registration, as well as basketball registration. In 2021, those events occurred on October 14 (orange spike). The registration day traffic is -23.4% from 2021. The top ten pages for the month related purchasing RecTrac items (logging in, adding to cart, checking out, etc.), viewing Watts classes, Boo Bash, viewing the program guide, and viewing the calendar.



The Great Mud Run Promotion

We used a paid service called Evvnt to publish the event to 53 websites, generating 39.2M visitors a month, totaling 169 clicks on our webpage. We also utilized their email service to send a promoted email to 4,000 subscribers within three miles of Glencoe. This resulted in 556 opens and 49 clicks to register.

We ran ad on NextDoor, generating 734 impressions and 14 ad clicks. We also ran an ad on Facebook/Instagram, which reached 2,647 people and generated 82 link clicks. We posted signs in kiosks at 12 park sites in Glencoe, which resulted in 245 QR code scans.

After the event, we sent a thank you to all participants that included a link for participants see their time and tagged photos. The email had a 92% open rate and 76% click rate. The link was hosted by our timing company and generated 27,346 total actions (views, downloads, shares). With 446 participants, the gallery included 3,873 images and 145 image downloads.

Other publicity tactics leading up to the event included organic social media posts, including the “12 Days Before the Mud Run” social media campaign, three targeted email blasts, posters and banners at Takiff/Watts, and highlights on GPD’s website.

Boo Bash Promotion

We used Evvnt, a paid to service, to publish the event on 36 local and regional websites, generating a total of 33.2M visitors per month. We ran an ad on NextDoor, resulting in 2,089 impressions and 14 ad clicks. Other promotional activities included organic social media posts, website and TV graphics, posters/flyers at our facilities, and targeted email blasts.

Basketball Promotion

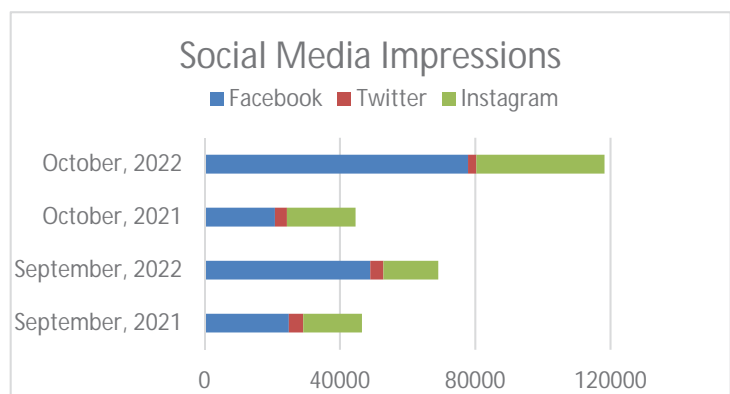
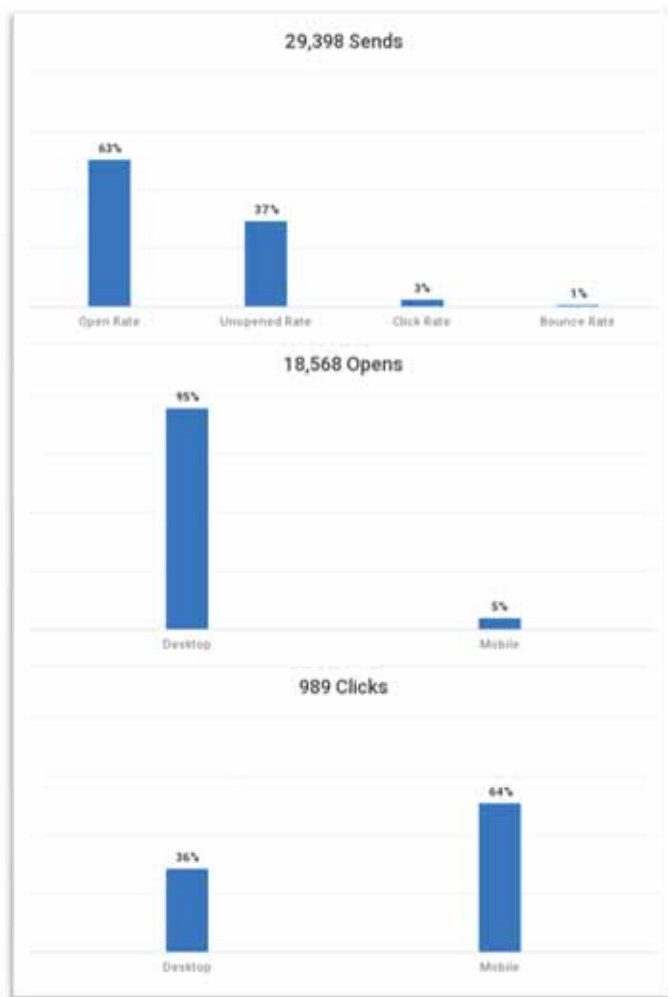
We created a marketing plan and brand identity for the House Basketball League. The brand identity is being used on social media graphics, email graphics, banners, and basketball promotional items. The marketing plan includes a series of targeted emails from October to March to recruit and retain participants. It also includes paid and organic social media posts to generate buzz and interest in the program.

Email Marketing

We sent 14 email blasts to 29,398 email addresses. 63% or 18,568 people opened the emails, with a 3% click rate. The open rate is +27% over the industry average and the click rate is +1% above average.

Social Media

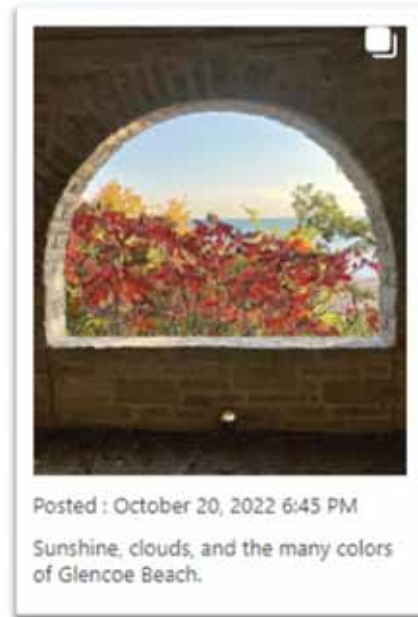
Our social media followers and engagement continues to grow.



	September	October
Fans + Followers	5,992	6031
Fans + Followers Gained	60	45
Total Posts	113	97
Total Engagement	397	1412
Average Engagement/Post	3.51	14.556701



*Our most popular
Twitter post in
October*



*Our most popular
Instagram post in
September*

Submitted by:
Erin Classenp
Superintendent of Marketing and Communications

**Glencoe Park District
Recreation and Facilities Department Report
November 2022**

Community Engagement & Special Events: Nate Van Allen

Date	Event	Attendance Estimate
10/9/22	PTO Movie	150
10/15/22	GYS Battle of the Bands	100+
10/28/22	Boo Bash	759
Upcoming		
Date	Event	Tickets sold as of 10/3/22
11/19/21	If Kids Ran Thanksgiving	15
12/15/22	Hallmark Holiday	131
12/17/22	Visit With Santa	62 timeslots

Early Childhood: Jess Stockl and Savannah Martin

ELC Enrollment <i>As of 10/31</i>	2022/23	2021/22	2020/21	2019/20
ELC 2s	11	16	10	16
ELC 3s	13	16	11	14
ELC 4s	18 (3 waitlisted)	18	14	18
Kindergarten Readiness	13	19	11	16
Total	55	69	46	64

Children's Circle Enrollment <i>As of 10/31</i>	2022/2023	2021/2022	2020/21	2019/20
Jellyfish (6 weeks to 15 months)	11	10	10	10
Frogs (15 months to 2 years old)*	6	14	12	7
Turtles (18 months-youngers 2s)*	15	15	13	13
Starfish (older 2s)	15	15	16	17
Dolphins (3s)	20	19	19	20
Belugas (4s)	20	21	21	16
Total	87	94	91	83

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

Youth/Adult/Athletic Programming: Erika Doroghazi, Shannon Stevens, Adam Wohl**Glencoe Basketball**

House League preseason clinics start on November 1. Enrollment is slightly behind 2021, but revenue is ahead. Staff anticipates more participants will sign up later in the week.

Preseason Clinics <i>As of 10/26</i>	Enrollment			Revenue		
	2022	2021	2019	2022	2021	2019
1/2 Grade Girls	13	18	7	\$1,183	\$1,404	\$504
3/4 Grade Girls	10	15	5	\$960	\$1,344	\$288
5/6 Grade Girls	7	11	10	\$784	\$880	\$750
1/2 Grade Boys	36	32	21	\$3,276	\$2,369	\$1,488
3/4 Grade Boys	27	22	22	\$2,515	\$1,170	\$1,605
5/6 Grade Boys	18	20	11	\$2,016	\$2,112	\$537
Total	111	118	76	\$10,734	\$9,279	\$5,172

House enrollment and revenue are up. We are back in line with pre-pandemic numbers, and compared to 2019, registration has only been open for two weeks. In 2019, we opened registration on August 1. We are expecting more enrollment when the winter brochure goes out and when fall sports end.

Glencoe Basketball <i>As of 10/26</i>	Enrollment			Revenue		
	2022	2021	2019	2022	2021	2019
1/2 Grade Girls	14	25	27	\$3,472	\$6,600	\$6,480
3/4 Grade Girls	25	17	25	\$7,300	\$4,400	\$6,788
5/6 Grade Girls	7	5	8	\$1,946	\$1,252	\$2,470
1/2 Grade Boys	56	45	25	\$13,888	\$12,375	\$5,952
3/4 Grade Boys	26	23	41	\$7,228	\$6,176	\$10,756
5/6 Grade Boys	18	24	17	\$5,004	\$7,084	\$4,570
Total	146	139	143	\$38,838	\$37,887	\$37,016

School Day Off Care

School Day Off Care <i>As of 10/31</i>	Enrollment			Revenue			# of Dates		
	2022	2021	2019	2022	2021	2019	2022	2021	2019
Fall Day Off Care	250	87	230	\$16,777	\$4,892	\$4,872	7	3	6
Thanksgiving Break	137	114	41	\$9,022	\$6,503	\$2,204	3	3	1
Winter Break	36	57	130	\$9,816	\$12,754	\$7,050	8	8	6
Total	423	258	401	\$35,615	\$24,149	\$14,126	18	14	13

Kids Club

Kids Club is currently full for PM Care. We are currently recruiting additional staff to accommodate our waitlist registrations. We hoping to have our waitlist enrollments added to Kids Club by the end of the month.

Kids Club Enrollment by Day <i>As of 10/31</i>	Mon	Tue	Wed	Thu	Fri
AM Care	16	21	19	16	16
PM Care	42	49	45	50	40
Total	58	70	64	66	56

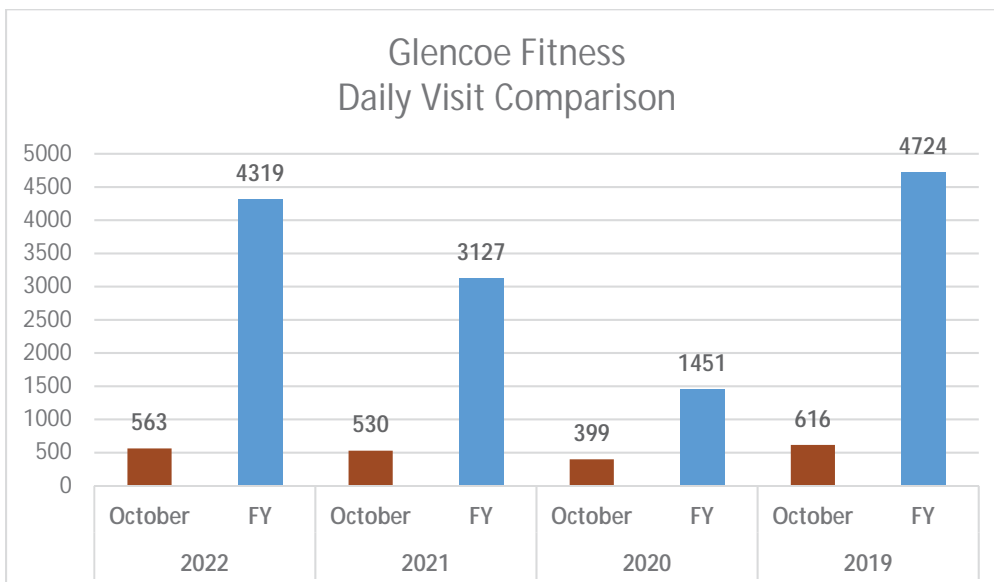
Fitness/Facilities/Park Permits: Adam Wohl

Glencoe Fitness

The fitness center continues to trend positively, heading into cooler weather. We are seeing a slight increase in usage through 7-day passes and new memberships.

Fitness Center Memberships <i>As of 10/31</i>	2022	2021	2020
Individual Member	105	50	
Additional Member	5	9	
Senior Member	48	30	
Student Member	32	29	
Short-Term Member	13	18	
Total Members	203	136	170

Fitness Center Revenue <i>As of 10/31</i>	2022-23	2021-22	2020-21
March	\$3,784	\$2,210	\$3,643
April	\$4,407	\$2,648	\$50
May	\$5,576	\$2,570	\$0
June	\$3,861	\$2,858	\$0
July	\$3,457	\$2,593	\$1,542
August	\$4,004	\$3,144	\$1,580
September	\$3,226	\$3,289	\$3,445
October	\$3,778	\$3,443	\$1,883
Total	\$32,093	\$22,755	\$12,143



Takiff Center

We have continued to see a high demand for private rentals at the Takiff Center. A variety of events are hosted at Takiff Center, from birthday parties to family celebrations.

Takiff Center Rentals <i>As of 10/31</i>	2022-23	2021-22	2020-21	2019-20
Revenue	\$41,206	\$31,368	\$6,628	\$59,846

Watts Ice Center

Watts Pass Sales <i>As of 10/31</i>	2022		2021		2020	
	# Passes	Fees	# Passes	Fees	# Passes	Fees
Skating Pass	666	\$42,240	1,107	\$70,680	976	\$48,825
Hockey Pass					151	\$24,450
Guest Pass	49	\$2,625	90	\$6,425	85	\$4,300
Total	715	\$44,865	1,172	\$77,105	1,212	\$77,575

Watts Skating Classes <i>As of 10/31</i>	2022		2021		2020	
	Enrolled	Fees	Enrolled	Fees	Enrolled	Fees
Tot Learn to Skate	99	\$10,315	119	\$12,863	104	\$8,916
USFS Skating	124	\$13,789	134	\$14,642	61	\$4,758
Minor Hawks	24	\$3,069	33	\$3,980	52	\$4,686
Total	247	\$27,173	286	\$31,485	217	\$18,360

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

**XII. Action Item A:
Approval of IAPD Annual Meeting Delegates**

Glencoe Park District
November 2022 Board Meeting



TO: ALL MEMBER DISTRICTS

FROM: Peter M. Murphy, President/CEO

DATE: October 5, 2022

RE: **CREDENTIALS CERTIFICATE**

The IAPD/IPRA Soaring to New Heights Conference will be held on January 26-28, 2023.

Article V, Section 3 and 4 of the Constitutional By-Laws of the Illinois Association of Park Districts provides as follows:

"Section 3. 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 of member districts, the Secretary, Attorney, Treasurer, Director or any paid employee of the member district. Each delegate shall present proper credentials consisting of a certificate by the Secretary of the member district said delegate or delegates represent, with seal of office affixed, showing that the governing board at a special or regular meeting authorized said delegate or delegates to represent said member district. On all questions each member district represented shall have one vote which shall be the majority expression of the delegation from that member district."

"Section 4. No member district shall be entitled to vote by proxy and only delegates of a member district shall cast a ballot for that member district."

Accordingly, we enclose herewith a certificate, which, when properly certified by the Secretary of your agency after its governing board authorizes such delegate and alternates at a regular or special meeting, shall be mailed to the Association's office, 211 East Monroe Street, Springfield, IL 62701.

This certificate will entitle the delegate or, in their absence, an alternate listed thereon to vote on matters presented during the Association's Annual Business meeting to be held on Saturday, January 28, 2023 at 3:30 p.m.

Your agency must be in good standing, the Credentials Certificate must be signed by the Board President and Secretary with your agency seal affixed.

NOTE: If your agency does not have a seal, then write the word "SEAL" and circle it where indicated on the certificate.

Your careful and prompt attention to this important matter is requested.

CREDENTIALS CERTIFICATE

This is to certify that at a meeting of the Governing Board of the

_____ held at
(Name of Agency)
_____ on _____ at _____
(Location) *(Month/Day/Year)* *(Time)*

the following individuals were designated to serve as delegate(s) to the Annual Business Meeting of the ILLINOIS ASSOCIATION OF PARK DISTRICTS to be held on **Saturday, January 28, 2023 at 3:30 p.m.:**

	<u>Name</u>	<u>Title</u>	<u>Email</u>
Delegate:	_____	_____	_____
1st Alternate:	_____	_____	_____
2nd Alternate:	_____	_____	_____
3rd Alternate:	_____	_____	_____

This is to certify that the foregoing is a statement of action taken at the board meeting cited above.

Affix Seal: _____ Signed: _____
(President of Board)

Attest: _____
(Board Secretary)

Return this form to: Illinois Association of Park Districts
211 East Monroe Street
Springfield, IL 62701-1186
Email: iapd@ilparks.org



TO: ALL MEMBER DISTRICTS
FROM: Peter M. Murphy, President/CEO
DATE: October 5, 2022
RE: **RESOLUTIONS**

To ensure our membership a voice in the Association, Article X, of the Constitutional By-Laws provides as follows:

"Section 1. Resolutions for presentation at the Annual Meeting of the Association may be proposed by any member district, the Honors and Resolutions Committee and by the Board of Trustees.

(a) Resolutions must be submitted to the President/CEO no later than sixty (60) days prior (November 29, 2022) to the Annual Business Meeting of the Association. All resolutions submitted shall be mailed to the membership not less than forty-five (45) days prior (December 14, 2022) to the Annual Business Meeting.

(b) The Honors and Resolutions Committee shall have the prerogative to determine which resolutions submitted by member districts shall be presented at the Annual Business Meeting of the Association; however, all resolutions received must be submitted to the membership. Any governing board of a member district shall have the right to appeal the Committee's decision to the delegates at the Annual Business Meeting of the Association.

(c) Notice of appeal by a member district for the resolution must be served by mail on the members of the Honors and Resolutions Committee so as to be received not less than forty-eight (48) hours in advance of the start of the Annual Conference. A majority of the official delegates present and voting at the Annual Business Meeting of the Association during the Annual Conference is required for consideration of appeals. Approval by a two-thirds (2/3rds) majority vote of the official delegates present and voting is required at the Annual Business Meeting of the Association for the introduction of additional resolutions. A member district seeking authority at the Annual Business Meeting of the Association to present an additional resolution must provide duplicated copies in number sufficient for all delegates present."

NOTE: All resolutions must be received in the Association's office no later than November 29, 2022.



TO: ALL MEMBER DISTRICTS
FROM: Peter M. Murphy, President/CEO
DATE: October 5, 2022
RE: **RECOMMENDATIONS**

In order to comply with the provisions of the IAPD Constitutional By-Laws, recommended changes and/or amendments to the Constitutional By-Laws must be on file in the Association's office on or before November 29, 2022 to be considered by the committee.

This schedule has been adopted by the committee in order to provide adequate time for the office to publish and distribute the committee report to all member districts forty-five (45) days (December 14, 2022) in advance of the Annual Business Meeting. For your information, we list the following section of the Association's Constitutional By-Laws:

ARTICLE XIII -- AMENDMENTS TO CONSTITUTIONAL BY-LAWS

"Section 1. These Constitutional By-Laws may be amended at the Annual Meeting of the association by a majority vote of the official delegates of the member districts present and voting subject to the compliance with the following procedure:

- (a) Any member district, or the Board of Trustees, desiring to suggest an amendment to the Constitutional By-Laws, shall submit the proposed amendment to the President/CEO in writing not less than sixty (60) days prior to the Annual Business Meeting of the Association.
- (b) The President/CEO shall thereupon cause a copy of the proposed amendment to be mailed to each member district of the Association not less than forty-five (45) days prior to the Annual Meeting of the Association."

NOTE: November 29, 2022 is the deadline for all changes and/or amendments to be received in the Association's office.

**XII. Action Item B:
Approval to Change the Regular December
and January Committee Meeting Dates to
December 5, 2022 and January 10, 2023**

No Documents

Glencoe Park District
November 2022 Board Meeting

**XII. Action Item C:
Approval for Bart Schneider to Attend
IAPD/IPRA Soaring to New Heights
Conference on Saturday, January 28, 2023**

No Documents

Glencoe Park District
November 2022 Board Meeting

**XII. Action Item D:
Approval of a Portion of the Bids for Watts
Recreational Center**

Glencoe Park District
November 2022 Board Meeting

MEMORANDUM

TO: Board of Park Commissioners
FROM: Lisa Sheppard, Executive Director and Kyle Kuhs, Director of Parks and Planning
SUBJECT: Watts Renovation: Bid Packages
DATE: November 10, 2022

In May, staff received bids for the Watts renovation project. At that time, bids for the project came back higher than anticipated. Additionally, the extended delay in the Cook County tax release made moving the project forward challenging from a funding perspective. The decision was made to delay the majority of the project, adjust our budget for FY 2024 and re-bid in the fall. On November 4, 2022 staff received bids for the re-bid portions of the project. The bids came back at a total construction cost of \$6,041,623 not including any alternates. This project is partially funded by a \$2.5 million-dollar PARC grant, which was extended through November 2, 2024.

The Watts renovation project was bid by trade (20 trade specific bid packages) and in order to start the process of ordering long lead time items and to line the project up with our anticipated construction schedule, it is recommended we accept certain bid packages as soon as possible. WB Olson has reviewed the project scope with lowest bidders and verified that they are a responsible bidder based on experience and references.

A total of four bids were received for “General Trades” with Hargrave Builders being the lowest responsible bidder at \$567,450. Below is a summary of bids received.

Contractor Name	Total Bid
Hargrave Builders	\$567,450
W.B. Olson, Inc.	\$579,893
Efraim Carlson & Son	\$588,000
Edwin Anderson Construction	\$741,411

A total of three bids were received for “Flooring” with Johnson Floor Company being the lowest responsible bidder at \$214,849. Below is a summary of bids received.

Contractor Name	Total Bid
Johnson Floor Company	\$214,849
Tiles in Style	\$236,973
Pinnacle Flooring	\$247,470

A total of three bids were received for “Electrical” with Lyons & Pinner Electric being the lowest responsible bidder at \$479,479. Below is a summary of bids received.

Contractor Name	Total Bid
Lyons & Pinner Electric	\$479,479
J. Hamilton Electric	\$489,200
Public Electric	\$642,000

MEMORANDUM

A total of two bids were received for “Aluminum, Glass and Glazing” with Prime Architectural Metal and Glass being the lowest responsible bidder at \$386,300. Below is a summary of bids received.

Contractor Name	Total Bid
Prime Architectural Metal and Glass	\$386,300
Illinois Architectural Glass	\$437,300

Recommendations:

Approval of the Hargrave Builders bid package for “General Trades” related to the Watts Renovation Project in the amount of \$567,450.

Approval of the Johnson Floor Company bid package for “Flooring” related to the Watts Renovation Project in the amount of \$214,849.

Approval of the Lyons & Pinner Electric bid package for “Electrical” related to the Watts Renovation Project in the amount of \$479,479.

Approval of the Prime Architectural Metal and Glass bid package for “Aluminum, Glass and Glazing” related to the Watts Renovation Project in the amount of \$386,300.

November 9, 2022



TO: Glencoe Park District
Ms. Lisa Sheppard
Executive Director

RE: Watts Recreation Center Addition & Renovation

CONTRACT AWARD RECOMMENDATION

TRADE: **General Trades**

The following bids were received for this trade:

<u>Subcontractor</u>	<u>Amount of Bid</u>
1. Hargrave Builders	\$567,450
2. W.B. Olson, Inc.	\$579,893
3. Efraim Carlson & Son	\$588,000
4. Manusos General Contracting	\$741,411
5. Edwin Anderson Construction	No bid
6. Wendell Builders	No bid

After reviewing the bid from the low bidder, we have determined that this bidder appears to comply with the requirements of the contract documents. Therefore, we recommend contract award to:

Hargrave Builders for \$567,450

Comments:

- 1) The award recommendation may change and is subject to a formal scope review with the low bidder.

Construction Manager:

Owner Approval:

David L. Olson

Lisa Sheppard

November 9, 2022



TO: Glencoe Park District
Ms. Lisa Sheppard
Executive Director

RE: Watts Recreation Center Addition & Renovation

CONTRACT AWARD RECOMMENDATION

TRADE: Aluminum Entrances & Storefront, Glass and Glazing

The following bids were received for this trade:

<u>Subcontractor</u>	<u>Amount of Bid</u>
1. Prime Architectural Metal and Glass	\$386,300
2. Illinois Architectural Glass	\$437,300

After reviewing the bid from the low bidder, we have determined that this bidder appears to comply with the requirements of the contract documents. Therefore, we recommend contract award to:

Prime Architectural Metal and Glass for \$386,300

Comments:

- 1) The award recommendation may change and is subject to a formal scope review with the low bidder.

Construction Manager:

Owner Approval:

David L. Olson

Lisa Sheppard

November 9, 2022



TO: Glencoe Park District
Ms. Lisa Sheppard
Executive Director

RE: Watts Recreation Center Addition & Renovation

CONTRACT AWARD RECOMMENDATION

TRADE: Flooring

The following bids were received for this trade:

<u>Subcontractor</u>	<u>Amount of Bid</u>
1. Johnson Floor Co.	\$214,849
2. Tiles In Style	\$236,973
3. Pinnacle Flooring	\$247,470

After reviewing the bid from the low bidder, we have determined that this bidder appears to comply with the requirements of the contract documents. Therefore, we recommend contract award to:

Johnson Floor Co. for \$214,849

Comments:

- 1) The award recommendation may change and is subject to a formal scope review with the low bidder.

Construction Manager:

Owner Approval:

David L. Olson

Lisa Sheppard

November 9, 2022



TO: Glencoe Park District
Ms. Lisa Sheppard
Executive Director

RE: Watts Recreation Center Addition & Renovation

CONTRACT AWARD RECOMMENDATION

TRADE: Electrical

The following bids were received for this trade:

<u>Subcontractor</u>	<u>Amount of Bid</u>
1. Lyons & Pinner Electric	\$479,479
2. J. Hamilton Electric	\$489,200
3. Public Electric	\$642,000

After reviewing the bid from the low bidder, we have determined that this bidder appears to comply with the requirements of the contract documents. Therefore, we recommend contract award to:

Lyons & Pinner Electric for \$479,479

Comments:

- 1) The award recommendation may change and is subject to a formal scope review with the low bidder.

Construction Manager:

Owner Approval:

David L. Olson

Lisa Sheppard

PROJECT ESTIMATE - PRELIMINARY BID RESULTS

JOB: Glencoe Park District - Watts Center Renovation and Addition A&E: Wight & Co.

Trade Description		11/4/22 Bid Results
1	Selective Demolition	\$188,800
2	Earth Retention & Excavation	\$271,000
3	Concrete	\$296,000
4	Masonry	\$148,100
5	Structural Steel and Misc. Metals	\$295,500
6	General Trades	\$567,450
7	Roofing & Sheet Metal * Incl. Replacement of	\$311,904
8	Aluminum Doors, Storefront, and Curtain Wall	\$386,300
9	Drywall and Acoustical	\$378,800
10	Ceramic Tile	\$22,174
11	Flooring	\$214,849
12	Painting	\$54,950
13	Fire Protection	\$198,433
14	Plumbing	\$208,350
15	HVAC	\$317,200
16	Electrical	\$479,479
17	Asphalt Paving	\$55,466
18	Landscaping	\$55,170
19	Fencing	\$17,893
20	Site Utilities	\$177,711
21	General Conditions	\$324,056
22	Jobsite Requirements	\$84,400
23	Construction Contingency - 5% per Contract	\$252,699
Subtotal of Construction Cost		\$5,306,684
	CGL Insurance	0.85% \$45,107
	Construction Management Fee	3.25% \$173,933
	Builder's Risk Insurance	- By GPD
	Permit Fees	- By GPD
	Construction Manager Bond	- Excluded
	Pre-Construction Services	- \$20,000
	FF&E	- By GPD
Total Construction Cost		\$5,545,724
Dasher Board Replacement * Includes Dasherboard Portion of Players Box Alternate		\$445,908
Ice Rink Control System - Allowance		\$50,000
Total Construction Cost Including Dasherboard Replacement		\$6,041,632
Alternates (not included in budget values above)		
A1	Gathering Plaza	\$42,699
A2	Player Boxes (includes \$75,000 allowance for precast portion of design)	\$274,614
A3	Fireplace	\$67,165
A4	Smaller Elevator	-\$10,000
		\$374,479
Grand Total Including Alternates		\$6,416,111

XII. Action Item E: Approval of Crib Wall Proposal

Glencoe Park District
November 2022 Board Meeting

MEMORANDUM

TO: Board of Park Commissioners
FROM: Lisa Sheppard, Executive Director and Kyle Kuhs, Director of Parks and Planning
SUBJECT: CBBEL Proposal for Crib Wall, Drainage, Retaining Wall, and Ramp Reconstruction
DATE: November 10, 2022

At the January 2021 Board meeting, the Board of Park Commissioner's approved Altamanu's proposal for design services related to the crib wall replacement and drainage improvements at Glencoe Beach. Altamanu later went out of business and the project was transferred to the engineering firm, CBBEL. The original project scope was for crib wall replacement and drainage improvements. The project plans were put on hold last year in an effort to apply for grant funding. This spring, the Village of Glencoe was notified of a Department of Commerce and Economic Opportunity (DCEO) grant award of \$700,000 allocated for this project, funds which need to be used by June 2023.

Given the amount of work that needs to take place along the lower roadway and the available grant funding, both agencies agree the best course of action is to address the following items in parallel with the crib wall replacement and drainage improvements:

- Design and installation of a new retaining wall on the east side of the lower roadway to reinforce/stabilize the roadway and bluff above
- Reconstruct and widen the roadway and curbing from the halfway house down to the water plant

The design/engineering cost associated with finalizing the crib wall and drainage portions and the development of design and bid documents for the additional items is **\$55,200**

The Village of Glencoe and Glencoe Park District have agreed to use any grant funding towards this project first and split the remaining costs 50/50. The estimated construction cost for the project is \$1.7 million, for which, both the Village and Park District will budget accordingly.

Recommendation: Approval of the Christopher B. Burke Engineering Ltd. (CBBEL) proposal for design services related to the drainage improvements in Lakefront Park, crib wall, retaining wall construction, and pavement reconstruction on the lower ramp to the Water Plant /Glencoe Beach in the amount of \$55,200, with 50% of costs to be reimbursed by the Village of Glencoe.

Attachments:

1. Proposal
2. Crib Wall Conceptual Drawing



CHRISTOPHER B. BURKE ENGINEERING, LTD.

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

October 18, 2022

Glencoe Park District
999 Green Bay Road
Glencoe, IL 60022

Attention: Kyle Kuhs, Director of Parks and Planning

Subject: Proposal for Design Engineering for Lakefront Park Crib Wall, Drainage Improvements, Ramp Reconstruction and Retaining Wall

Dear Mr. Kuhs:

We are pleased to provide this proposal for professional engineering services for the subject project. As you know, Christopher B. Burke Engineering Ltd. (CBBEL) was previously hired as a subconsultant to Altamunu, Inc. to design a new retaining wall to replace the existing crib wall west of the lower ramp to the Water Plant/Glencoe beach ramp. The project also included drainage improvements in the park along the existing bituminous path. The improvements were designed to approximately 75% when the project was put on hold to apply for grant funding. We understand that the Village has recently received \$700,000 in DCEO funding for the project and the Park District and Village would like CBBEL to complete the design and bid the improvements. The DCEO funding must be used by June 2023.

Based on our October 3, 2022, site visit we also understand that the Park District would like to add the reconstruction and widening of the ramp from the existing halfway house down to the Water Plant gate and approximately 50 feet around the corner toward the beach. Because the ramp is settling along its eastern edge, a new retaining wall will be designed and constructed from just north of the halfway house to a point approximately 160 feet to the north. Since the wall will be hidden from view, its appearance is not a priority. A report of Soils Exploration was completed in January 2021 which provides existing pavement sections for the ramp from the halfway house to the Water Plant; new pavement cores are not proposed at this time.

SCOPE OF SERVICES

Task 1 – Site Visit/Coordination Meetings:

CBBEL will attend a Site Meeting with Glencoe Park District and the Village to review scope, schedule, and processing. CBBEL will prepare meeting minutes. CBBEL will field check the survey and add any notes to the exiting conditions plan. CBBEL will meet (in

person or via Zoom) up to two (2) times with the Park District and the Village to review the plans, specifications, and cost estimates.

Task 2 – Finish Crib Wall Replacement Design:

The Crib Wall replacement plans were previously brought to approximately 75% under a separate contract. CBBEL will develop 90% plans and submit to the Park District and the Village for review. Upon review, CBBEL will finalize the plans for bidding.

Task 3 – Finish Drainage Improvement Design:

Based on the topographic survey and historical flooding data, CBBEL will finalize the design of a new drainage system in the park to eliminate the overtopping of the bluff and wall as well as overflow down the stairs and the ramp. We anticipate the new drainage system to include a combination of new catch basins, storm sewer, trench drains and minor re-grading. CBBEL will prepare contract documents consisting of plans, specifications, and estimate of construction cost. Plans will be prepared in accordance with Park District/IDOT design standards and will be in English units.

CBBEL will use IDOT standard pay items or Park District standard special provisions where applicable. Otherwise, project-specific special provisions will be written as needed. Plans, special provisions, and the estimate of cost will be submitted to the Park District and the Village for review.

Task 4 – New Retaining Wall Design:

Because the ramp is settling significantly along its eastern edge, a new retaining wall is needed to support and stabilize the road. Since the new wall is not visible to the public, a drilled shaft/soldier pile wall with timer lagging is acceptable. CBBEL will use the soil borings previously taken forth the Crib Wall replacement wall.

Task 5 – The Ramp Reconstruction and Widening Design:

CBBEL will create a plan which incorporates topographic survey, and the new wall designs to reconstruct the section of roadway/multi-use asphalt from the halfway house to approximately 50 feet around the corner from the Water Plant gate. The road will be widened to the extent practicable (roughly 1' on both sides of the road), and consist of new curb and gutter, new asphalt pavement on existing subgrade and adjustment of utility structures.

CBBEL will prepare contract documents consisting of plans, specifications, and estimate of construction cost and incorporate these items into a single plan set from Tasks 2-4. Plans will be prepared in accordance with Park District/IDOT design standards and will be in English units.

Upon meeting with the Park District and Village staff to review their comments on a review set submittal, we will revise and finalize the contract documents and cost estimate. During this task, the exact letting date will be determined and an estimated construction schedule will be provided.

Task 6 – Bidding Assistance:

CBBEL will advertise and place the contract document on Quest. CBBEL will answer Bidder's question and issue an Addendum, if necessary. CBBEL will review the bids and make a recommendation for award.

FEE ESTIMATE

Task 1 – Site Visit/Coordination Meetings	\$ 3,200
Task 2 – Finish Crib Wall Replacement Design	\$ 13,700
Task 3 – Finish Drainage Improvement Design	\$ 4,500
Task 4 – New Retaining Wall Design	\$ 16,800
Task 5 – The Ramp Reconstruction and Widening Design	\$ 14,500
Task 6 – Bidding Assistance	\$ 2,000
Direct Costs	\$ 500
Not To Exceed Total	\$ 55,200

We will bill you in accordance with the attached Schedule of Charges for Professional Services. We will establish our contract in accordance with the attached General Term and Conditions. These General Terms and Conditions are expressly incorporated into and are an integral part of this contract for professional services. Direct costs for blueprints, photocopying, mailing, mileage, overnight delivery, messenger services and report binding are included in the Fee Estimate. Please note that meetings and additional services performed by CBBEL that are not included as part of this proposal will be billed on a time and materials basis and at the attached hourly rates.

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

Sincerely,



Michael E. Kerr, PE
President

Encl. Schedule of Charges
General Terms and Conditions

BY: _____
TITLE: _____
DATE: _____

CHRISTOPHER B. BURKE ENGINEERING, LTD.
STANDARD CHARGES FOR PROFESSIONAL SERVICES
JANUARY 2022

<u>Personnel</u>	<u>Charges*</u> <u>(\$/Hr)</u>
Principal	275
Engineer VI	260
Engineer V	210
Engineer IV	175
Engineer III	155
Engineer I/II	125
Survey V	230
Survey IV	210
Survey III	185
Survey II	150
Survey I	115
Engineering Technician V	205
Engineering Technician IV	165
Engineering Technician III	120
Engineering Technician I/II	75
CAD Manager	195
CAD II	140
GIS Specialist III	160
GIS Specialist I/II	100
Landscape Architect	180
Landscape Designer I/II	105
Environmental Resource Specialist V	220
Environmental Resource Specialist IV	170
Environmental Resource Specialist III	130
Environmental Resource Specialist I/II	95
Environmental Resource Technician	125
Administrative	110
Engineering Intern	65
Information Technician III	140
Information Technician I/II	120

Direct Costs

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

*Charges include overhead and profit

Christopher B. Burke Engineering, Ltd. reserves the right to increase these rates and costs by 5% after December 31, 2022.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

