



# MARCH 2019 Board Report





**GLENCOE PARK DISTRICT  
REGULAR BOARD MEETING  
Tuesday, March 19, 2019 – 7:00pm  
Takiff Center - Community Hall**

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

**A G E N D A**

- I. Call to Order
- II. Roll Call
- III. Consent Agenda Items
  - A. Minutes of February 12, 2019 Community Meeting on a Dog Park (pgs. 4-6)
  - B. Minutes of February 19, 2019 Regular Board Meeting (pgs. 7/12)
  - C. Minutes of March 5, 2019 Special Projects & Facilities Committee Meeting (pgs. 13-14)
  - D. Surplus Property Ordinance No. 895 (pgs. 15-17)
  - E. Approval of the Bills (pgs. 18-35)
- IV. Matters from the Public
- V. Financial Report (pgs. 36-39)
- VI. Presentation of the Takiff Play Space Designs (pg. 40)
- VII. Presentation of the Glencoe Fitness Center Report (pgs. 41-57)
- VIII. Staff Reports
  - A. Business (pgs. 59-60)
  - B. Recreation and Facilities (pgs. 61-71)
  - C. Parks and Maintenance (pgs. 72-73)
  - D. Marketing and Communications (pgs. 74-75)
  - E. Safety and Wellness Committee (no report)
- IX. Executive Director Report (pgs. 76-78)
- X. Action Items
  - A. Approval of Fiscal Year 2019/20 Budget – Approval Draft (pg. 79)
  - B. Approval of Resolution No. 896 - Acquisition of Property with NSSRA (pgs. 80-89)
  - C. Approval of Altamanu Contract for Old Green Bay Trail Linear Park Master Plan Design (pgs. 90-110)
  - D. Approval to Purchase a 2019 Kubota V Series UTV (pgs. 111-112)
  - E. Approval of Bi-Annual Review of Executive Session Minutes 5ILCS120/2(c)(21) (pg. 113)
  - F. Approval of the Executive Director’s Employment Agreement (pg. 114)
- XI. Other Business
- XII. Executive Session
  - A. Personnel 5ILCS 120/2 (c)(1)
- XIII. Adjournment

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



### 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  
March 2019 Board Meeting

MINUTES OF FEBRUARY 12, 2019 COMMUNITY MEETING ON A DOG PARK  
GLENCOE PARK DISTRICT  
999 GREEN BAY ROAD, GLENCOE, ILLINOIS 60022

The community meeting on a Dog Park began at 7:00pm.

Staff present:

Lisa Sheppard, Executive Director/Secretary  
Chris Leiner, Director of Parks/Maintenance  
Bobby Collins, Director of Recreation/Facilities  
Erin Classen, Supt. of Marketing/Comm.  
Jenny Runkel, Administrative Assistant  
Shannon Stevens, Recreation Intern

Members of the public in attendance who signed in or spoke: Christine Adams, Michael Aitken, Stacey Birnderf, Thomas Bittman, David Burk, Lisa Cardonick, Mathew Cashman, Michael Chance, Wendy Chance, Cholena Dabroy, Bill Cline, Blair Cline, Sandy Culver, Jay Dembsky, Cindy Dinham, Dan Dorfman, Eddy Eisenberg, Lisa Eisenberg, Richard Espe, Erica Feinberg, Frank Ferraro, Kooki Finkelman, Cheryl Fulop, Amy Garber, Ken Goldstein, Laurie Gross, Spencer Hellmuth, Heather Jagher, Robert Jaman, Peter Karabatsos, John Kastl, Liz Katz, Dan Kniaz, Ryan Kole, Costa Kutulas, Angela Lane, Michael LaPorte, Idelle Melamed, Richard Nathan, Hershy Pappadis, Michael Polydoris, Alicia Resnicoff, Gary Ruben, Lisa Salzman, Steve Salzman, Abby Schonhoft, Delta Schonhoft, Brad Schulman, Frank Serrino, Michelle Soble, Bob Stern, Jeff Stone, Alan Sussman, Kathy Sussman, Greg Turner, Jennifer Varela, Barry Wallach, Terri Wallach, James Wigoda, Bob Young

Presentation: Barbara Heller, of Heller and Heller Consulting, gave a presentation on dog parks.

Comments against a dog park:

Verbal comments:

- Location concern based on parking and the look of the dog chain fencing.
- There are two dog parks within five minutes. Why not get a cooperative agreement?
- Does not need to be a huge dog park, can be the size of the community hall
- Small community: sound, proximity to homes, thoroughfare of bikes and people

Post-It comments:

- To make it successful, perhaps consider restricting access by professional walkers with multiple dogs, so there is supervision (in favor of a dog park)
- Locating a park near any residence is unfair to the neighborhood. If we need a dog park it must be away from homes!

- Must a dog park be permanent? Why not have seasonal locations – e.g. golf course in winter months
- People who break dog park rules must be punished – including big fines and banishment
- Dogs are nice (usually). No problem with a park for them if local residents are not adversely affected.
- Concerned that placement near homes will negatively impact the homes and safety of the residents. In favor of dog park if there is space away from residential area.
- This is a flawed process – I saw people removing red dots and replacing them with green dots!
- I am in favor however, consistent barking and noise is disturbing. This park should be large enough and far away enough from homes.

#### Comments for a dog park:

##### Post-It comments:

- Dog parks allow us not to be law breakers
- Prevents dogs from off leash/ being in unwanted areas because there is a dedicated space
- We need beach all year around
- Engages neighbors, especially older residents, many of whom might be isolated
- Keep fence at 6 ft to keep from dog dumping
- Makes Glencoe appealing to potential homeowners who see that all neighboring burbs have dog parks
- Absolutely no membership fees! You don't charge neighborhood children to play at local parks, don't charge residents fees for a dog park
- Won't have to pay triple fees at neighboring parks
- Much needed community amenity
- Keeps the parkways along the streets clean
- People with dogs who play together stay together in our community
- Keeps dog healthier
- For dog owners it is a time and money saver
- Most dog owners pay money into other communities instead of their own for dog parks
- Glencoe residents only keeps from dog dumping for dog
- Develops friendships and a sense of community
- Encourages outdoor activity and provides a destination for dog owners that is safe
- A space with no coyotes
- Builds relationship and community awareness as dog owners talk to each other
- Gets adults to mingle

- Dog parks are critical for dog/puppies to socialize so they are not aggressive to other dogs
- A separate place for small dogs, water, agility toys/props, dog exercise equipment, keep deer out/no deer poop, ensure dogs do not pass germs/illnesses

General Comments:

- Landscaping/berms between houses and the park
- Hours, sunrise/sunset, key fob system to control hours
- Is Takiff an option?
- Dog runs for small dogs the size of community hall, even a small dog park is a community builder
- There is no open space where the Village public works is located
- Next steps: compile comments, Special Project meeting in the next couple months
- Cook County Forest Preserve has communicated that there are three dog parks throughout the county and they are not interested in doing any dog parks. Dogs are welcome on leash.
- There was a discussion in 2000. Eighteen years ago, dog parks were not a big thing.
- Hands raised of people who have used a dog park
- A town in Massachusetts has 13 of their 40 parks designated as off leash from 8:00am-1:00pm

Respectfully submitted,

---

Lisa M. Sheppard  
Secretary

MINUTES OF FEBRUARY 19, 2019 REGULAR BOARD MEETING  
GLENCOE PARK DISTRICT  
999 GREEN BAY ROAD, GLENCOE, ILLINOIS 60022

The meeting was called to order at 7:17pm and roll was called.

Commissioners present:

Lisa Brooks, President  
Stefanie Boron, Vice President  
Josh Lutton, Commissioner

Staff present:

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

Commissioners absent:

Dudley Onderdonk, Treasurer  
Bob Kimble, Commissioner

Staff absent:

Carol Mensinger, Director of Finance/HR

Members of the public in attendance who signed in or spoke: Bill Holzman, Jossy Nebenzahl, Ken Nebenzahl, Barbara Sideman, Nicole Zreczny

Consent Agenda: A motion was made by Commissioner Lutton to approve the consent agenda items as presented including Minutes of December 18, 2019 Regular Board Meeting, Minutes of February 5, 2019 Committee of the Whole Meeting, and Approval of the Bills. Commissioner Boron seconded the motion. No further discussion ensued. Roll call vote taken:

AYES: Boron, Lutton, Brooks

NAYS: None

ABSENT: Onderdonk, Kimble

Matters from the Public: Barbara Sideman spoke on the Old Green Bay Park Linear Trail project. She indicated that she wanted preservation of green space, do not to touch the grass, and keep the green in the Green Bay Trail.

Bill Holzman spoke on the Old Green Bay Park Linear Trail project. He stated that if it's not broken, don't fix it. The proposed plans are beyond comprehension, to muck it up would be a disservice to the town and those who envisioned it and a waste of resources. He would agree, if we have the money, to construct a bike lane on inner Green Bay or eliminate the sidewalk from Maple Hill to Park Ave. and create a wider space divided for bike/pedestrian lanes. The current plan is not necessary.

Ken Nebenzahl spoke on the Old Green Bay Park Linear Trail project and asked to protect the space for the good of the community. A bike trail in the park space will ruin it as it is too narrow and will affect homeowners. The flourishing trees would need to be removed for the trail. He urged the Board to keep the unique space and open parks. He also commented that Maple Hill is a tough intersection.

Nicole Zreczny stated parks should be peaceful and quiet.

Financial Report: Executive Director Sheppard gave the Finance/Human Resources report stating we are eleven months into the fiscal year. Financials look right on track. There were no questions from the Board.

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

Executive Director Sheppard gave the Business report. Director Mensinger's team is making last minute changes to the budget, working on end of year payroll processing, and childcare tax letters.

Director Collins stated that staff is watching the weather for Watts and is hoping it will be open through March 3. There is a lot of buzz about the Takiff playground renovations.

Director Leiner announced the District received a \$1000 grant from ComEd for LED lights in the gym as well as season appropriate snow removal this February with many early mornings and late nights for the Parks team.

Executive Director Sheppard thanked the Parks team for their assistance during the polar vortex and keeping the necessary supplies on hand to immediately fix the broken heater in ELC wing. The Recreation team and Erin have also been successful creating pop up programs and marketing them.

Superintendent Classen shared that the spring brochure will be out next week.

Executive Director Sheppard gave the Safety & Wellness Committee report. Staff are very proud of their outstanding Loss Control Review high score.

Executive Director Report: Executive Director Sheppard shared that the Distinguished Accreditation process is on-going even though we are accredited. We will need to compile information yearly to prepare for the next review in six years. Sheppard recognized Directors Collins and Leiner for achieving CPRP status. Program Manager Visteen was recognized at the IPRA Recreation Section meeting as a distinguished member of the section. Our spring intern Shannon has been very helpful in a number of areas. Focus groups are scheduled for February 21 and 28 for youth and preschool programming. Elsa who assisted with the dog park meeting, will be facilitating the focus groups. If attendance is low, we will try again in the spring or fall. Conference reports are available in the Board packet. We started the Takiff play space process by meeting with ELC, Children's Circle, and GJK teachers about the renovations and will be meeting with the architects tomorrow.

Minimum wage legislation was signed by the governor today and will slowly be implemented into our program budgets. The Board will notice a little less going into fund balances. Executive Director Sheppard and Commissioners Boron and Onderdonk are attending the Legislative Breakfast on March 1. Registration is still open for other Commissioners to attend. On March 5 at the Special Projects and Facilities Committee



meeting, staff will debrief the Committee on the dog park meeting and any other projects needing discussion. On March 18, Writers Theatre is putting on a musical for Glencoe's 150<sup>th</sup> anniversary. There are only 12 tickets left, although WT might add another night. The District received a nice letter from Brad Schneider congratulating us on being awarded the U.S. Army Corps of Engineers pilot program grant pursuant to Section 122 of the Water Resources Development Act of 2016.

Action Items:

Approval for Commissioner Kimble to attend via Phone Conference: A motion was made by Commissioner Boron to permit Commissioner Kimble to attend the February Regular Board meeting via phone conference. Commissioner Lutton seconded the motion. Commissioner Kimble will be attending closed session only. Roll call vote taken:

AYES: Boron, Lutton, Brooks  
NAYS: None  
ABSENT: Kimble, Onderdonk  
Motion passed.

Approval of Glencoe Youth Services and SNAP Stipend Request: A motion was made by Commissioner Boron to approve the Glencoe Youth Services stipend of \$11,000 and the SNAP stipend of \$1,000 with the requirement of providing the Glencoe Park District with a certificate of insurance as required by PDRMA. Commissioner Lutton seconded the motion. No further discussion ensued. Roll call vote taken:

AYES: Boron, Lutton, Brooks  
NAYS: None  
ABSENT: Kimble, Onderdonk  
Motion passed.

Approval of Glencoe Jr. High Project Stipend Request: A motion was made by Commissioner Boron to approve the Glencoe Jr. High Project stipend of \$10,000 with the requirement of providing the Glencoe Park District with a certificate of insurance as required by PDRMA. Commissioner Lutton seconded the motion. No further discussion ensued. Roll call vote taken:

AYES: Boron, Lutton, Brooks  
NAYS: None  
ABSENT: Kimble, Onderdonk  
Motion passed.

Approval of the Change of Staff and Commissioner Benefit for Fitness Area: A motion was made by Commissioner Lutton to approve complimentary Glencoe Park District Fitness Area memberships for staff and commissioners with the discretion of the Executive Director to limit usage by employees, if the benefit impinges on the public membership ability to use the area comfortably as presented. Commissioner Boron seconded the motion. No further discussion ensued. Roll call vote taken:

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

Motion passed.

Approval of Altamanu Agreement for Takiff Play Area: A motion was made by Commissioner Lutton to approve the Altamanu, Inc. agreement for the design services for Takiff outdoor program play space and infrastructure for a total of \$65,000 as presented. Commissioner Boron seconded the motion. No further discussion ensued.

Roll call vote taken:

AYES: Boron, Lutton, Brooks

NAYS: None

ABSENT: Kimble, Onderdonk

Motion passed.

Approval of Old Green Bay Road Linear Park Master Plan: A motion was made by Commissioner Boron to approve the acceptance of the Old Green Bay Road Linear Park Master Plan and request Executive Director Sheppard move forward in bringing an agreement for design services for a phase one project to the Board for consideration. Commissioner Lutton seconded the motion.

In response to a commissioner question, Executive Director Sheppard stated that the Board is approving an agreement. Acceptance of the master plan does not necessitate the future construction of all project components as presented in the plan. We are going to do the plan of everything approved which includes phase 1 - .5 miles of multi-use trail connecting into the 8.4 miles of the existing Green Bay Trail System, playground replacement, interactive fountain install, hand-cranked play train, native plantings, trail adjacent fitness stations, and upgrades to Veterans Park. That does not mean we are doing all those, we are just designing all those. In the design construction documents, we will include the trail, playground and interactive fountain. Director Leiner added that everything on this list will be designed, bid for, and based on bid results the Board will decide what aspects to move forward on. This is everything that the Board came to a consensus on at the last committee meeting directing Sheppard to negotiate the contract to design with these items. The three items funded in the Fund 69 plan that the Board has reviewed would include fees for construction management on those items as well. Executive Director Sheppard clarified we are doing the design and bid for everything, but funding for construction the playground, trail, and interactive fountain.

In response to a commissioner comment about the Maple Hill intersection, Sheppard stated that we have a meeting setup with the Village to discuss the intersection, and preliminary talks were very positive. The Linear Park Master Plan dead-ends before the intersection because the Park District does not have the authority to improve the intersection. Altamanu has ideas to share with the Village, although it is up to the Village on how to move forward.

A Commissioner Lutton expressed concern over separate parallel paths along Linear Parks along with sympathy for the community concern expressed at the meeting and suggested a single path; partial sidewalk and partial crushed gravel similar to other areas of the Green Bay Trail. Sheppard stated that if the Board feels strongly about changing the path design, it can be discussed at the next committee meeting before the

design is done, but that a change may affect the grants that we are applying for. Discussion ensued. Roll call vote taken:

AYES: Boron, Lutton, Brooks  
NAYS: None  
ABSENT: Kimble, Onderdonk  
Motion passed.

Approval of Resolution of Authorization No. 892 for Old Green Bay Road Trail/Linear Park Renovation for Illinois Department of Natural Resources Illinois Bicycle Path Grant Program: A motion was made by Commissioner Lutton to approve Resolution of Authorization No. 892 for the State of Illinois Department of Natural Resources Bicycle Path Grant Application for the Old Green Bay Trail Linear Park renovation project and authorize Executive Director Sheppard to sign the agreement as presented. Commissioner Boron seconded the motion. No further discussion ensued. Roll call vote taken:

AYES: Boron, Lutton, Brooks  
NAYS: None  
ABSENT: Kimble, Onderdonk  
Motion passed.

Approval of Resolution of Authorization No. 893 for the Old Green Bay Road Trail/Linear Park Renovation for Cook County Department of Transportation and Highways, Invest in Cook Grant Program: A motion was made by Commissioner Boron to approve the Resolution of Authorization No. 893 for the Cook County Department of Transportation and Highways, Invest in Cook Grant Program for the Old Green Bay Trail Linear Park renovation project and authorize Executive Director Sheppard to sign the agreement as presented. Commissioner Lutton seconded the motion. No further discussion ensued. Roll call vote taken:

AYES: Boron, Lutton, Brooks  
NAYS: None  
ABSENT: Kimble, Onderdonk  
Motion passed.

Approval of Resolution of Authorization No. 894 for the Old Green Bay Road Trial/Linear Park Renovation for Chicago Metropolitan Agency for Planning, Transportation Alternatives (TAP-L) Grant Program: A motion was made by Commissioner Boron to approve the Resolution of Authorization No. 894 for the Chicago Metropolitan Agency for Planning, Transportation Alternatives (TAP-L) Grant Program for the Old Green Bay Trail Linear Park renovation project and authorize Executive Director Sheppard to sign the agreement as presented. Commissioner Lutton seconded the motion. No further discussion ensued. Roll call vote taken:

AYES: Boron, Lutton, Brooks  
NAYS: None  
ABSENT: Kimble, Onderdonk  
Motion passed.

Other Business: There was no other business.

Adjourn to Closed Session: At 8:07pm, Commissioner Lutton moved to adjourn into closed session to discuss personnel as mandated by Section 2.06. 5 ILCS 120/2 (c)(1) Commissioner Boron seconded the motion, which passed by unanimous voice vote.

Return to Open Session: Commissioner Boron moved to return to open session at 9:14pm, Commissioner Lutton seconded the motion, which passed by unanimous voice vote. Motion passed.

Action taken, if any, from Closed Session: There was no action taken during or after closed session.

Adjourn: Commissioner Boron moved to adjourn the meeting at 9:15pm. Commissioner Lutton seconded the motion, which passed by unanimous voice vote.

Respectfully submitted,

---

Lisa M. Sheppard  
Secretary



MINUTES OF MARCH 5, 2019 SPECIAL PROJECTS AND FACILITIES COMMITTEE  
MEETING  
GLENCOE PARK DISTRICT  
999 GREEN BAY ROAD, GLENCOE, ILLINOIS 60022

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

Committee Members present:

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

Staff present:

Lisa Sheppard, Executive Director/Secretary  
Carol Mensinger, Director of Finance/HR  
Chris Leiner, Director of Parks/Maintenance  
Bobby Collins, Director of Recreation/Facilities

Committee Member absent:

Bob Kimble, Commissioner

Members of the Public in attendance who signed in or spoke: Michael Covey, Craig Culp, Dan Dorfman

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

Adjourn to Closed Session: At 7:04pm, President Brooks moved to adjourn into closed session to discuss real estate as mandated by Section 2.06. 5 ILCS 120/2 (c)(5) Commissioner Boron seconded the motion, which passed by unanimous voice vote.

Return to Open Session: President Brooks moved to return to open session at 7:37pm, Commissioner Lutton seconded the motion, and roll was called. Motion passed.

Action taken, if any, from Executive Session: There was no action taken during or after closed session.

Dog Park Community Meeting Overview and Summary: Executive Director Sheppard gave an overview of the February 12, 2019 community meeting on a dog park via presentation and handouts including location options, community dog park feedback via email, area dog parks, dog park articles, noise study, and Glencoe Public Safety regulations and violations.

At the next committee meeting, the committee will discuss if this project should advance to the Board and information needed from staff to make this decision. Some things to think about include: does a dog park meet our Mission, are you ok with a dog park being close to a resident and if so how close is too close, if it's not donor funded are we ok with ongoing expenses, services, and other considerations. Also recommended for before the next round of discussion is for Board members to visit the sites listed.

Update on Status of Capital Projects: Executive Director Sheppard reviewed each project as follows.

Regarding the Takiff outdoor play area renovation, ELC wing staff met to review ideas, needs, and DCFS regulations. The design has been turned over to Altamanu who will present the first design at the March 19 Board meeting.

The lakefront Stan Shuman north overlook stabilization project has completed an initial analysis and meeting with the Village to review the process. The Village indicated they are in support of our proposed measures to shore up that area and to further collaboration on the project.

After approval of the Connect Glencoe trail master plan at the February Board meeting, Sheppard and Director Leiner met with the Village officially to discuss intersection improvements at Maple Hill and all other street crossings. The Village believes this project is in line with the Active Transport Group's plan. Sheppard, Director Leiner, and Superintendent Classen wrote the grant applications and contacted legislators. Included in the grant are letters of support from the Village and legislators. At the March Board meeting, the Board will be asked to sign the formal agreement with Altamanu to develop, design, construction, bid documents, and associated costs. In response to a Commissioner request to look into the option of a bike lane on Old Green Bay, although not impossible, it is difficult due to street parking for the train. Widening the concrete sidewalk is possible if that is the direction given. If the Board prefers to widen the sidewalk, the grant applications will need to be canceled because we do not have design options to submit. Path options, reducing impact on homeowners, ADA accessibility, and a concrete/limestone hybrid path were reviewed. No direction was given by the committee to change the conceptual design approved by the Board last month.

Other Business: Executive Director Sheppard shared that the Linden House subdivision of park property is complete and the District can proceed with community meetings about the property.

Adjourn: Commissioner Lutton moved to adjourn the meeting at 8:22pm. Commissioner Brooks seconded the motion, which passed by unanimous voice vote.

Respectfully submitted,

---

Lisa M. Sheppard  
Secretary

**GLENCOE PARK DISTRICT  
ORDINANCE NO. 895**

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

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

<u>Asset Tag</u>	<u>Description</u>	<u>Serial Number</u>
420006270002	Group of Retaining Wall   1s Kalk	n/a
420006270008	Group of Minor Park Equipment   1s Kalk	n/a
A2005050	Benches, Picnic Tables, Waste Cont   5/6s Shelton	n/a
420007260003	Batting Cage  15s Watts	n/a
A2010032	Grasshopper Zero Turn Mower w/Cab and Deck   9n Takiff	723DT6

hereinafter known as the “Property”; and

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

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

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

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

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

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

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

Adopted this 19<sup>th</sup> day of March 2019 by the affirmative roll call vote of three-fifths of the members of the Board of Park Commissioners as follows:

Ayes:

Nays:

Abstentions:

Absent:

---

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

ATTEST:

---

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

[SEAL]



STATE OF ILLINOIS     )  
  ) SS  
COUNTY OF COOK     )

**SECRETARY'S CERTIFICATE**

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

**I HEREBY CERTIFY** that the foregoing instrument is a true and correct copy of Ordinance No. 895:

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

adopted at a duly called Regular Meeting of the Board of Park Commissioners of the Glencoe Park District, held at Glencoe, Illinois, in said District at 7:00 p.m. on the 19<sup>th</sup> day of March 2019.

**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 19<sup>th</sup> day of March 2019.

---

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

[SEAL]



Glencoe Park District

# Voucher List of Bills By Vendor Set

Payment Dates 02/14/2019 - 03/13/2019

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
<b>Vendor Set: AP Vendors - AP Vendors</b>					
<b>Vendor: 10702 - Acco Brands USA LLC</b>					
Acco Brands USA LLC	02/20/2019	9832	25-00-000-5351	Laminator Repairs	312.00
<b>Vendor 10702 - Acco Brands USA LLC Total:</b>					<b>312.00</b>
<b>Vendor: 10133 - Accuraty Solutions</b>					
Accuraty Solutions	02/27/2019	9873	25-00-000-5321	Annual SSL Certificate	399.90
<b>Vendor 10133 - Accuraty Solutions Total:</b>					<b>399.90</b>
<b>Vendor: 10136 - Advanced Disposal Services</b>					
Advanced Disposal Services	03/12/2019	9991	10-12-000-5353	Trash/Recycling - Parks	827.29
Advanced Disposal Services	03/12/2019	9991	10-13-000-5353	Trash/Recycling - Watts	112.00
Advanced Disposal Services	03/12/2019	9991	25-00-000-5353	Trash/Recycling - Takiff	344.00
<b>Vendor 10136 - Advanced Disposal Services Total:</b>					<b>1,283.29</b>
<b>Vendor: 10098 - AFLAC</b>					
AFLAC	03/05/2019	9948	10-00-000-2170	Supplemental Aflac Coverage	310.48
<b>Vendor 10098 - AFLAC Total:</b>					<b>310.48</b>
<b>Vendor: 10739 - Airespring</b>					
Airespring	03/06/2019	9971	25-00-000-5210	Fiber Internet	1,724.85
<b>Vendor 10739 - Airespring Total:</b>					<b>1,724.85</b>
<b>Vendor: 11275 - Albertsons   Safeway</b>					
Albertsons   Safeway	03/12/2019	9992	25-25-490-5400	Preschool Enrichment Supplie	7.78
Albertsons   Safeway	03/12/2019	9992	25-25-602-5400	Kids Club Supplies	16.94
Albertsons   Safeway	03/12/2019	9992	25-26-000-5409	Day Care Food Supplies	154.22
<b>Vendor 11275 - Albertsons   Safeway Total:</b>					<b>178.94</b>
<b>Vendor: 10864 - All About Childcare Health, Ltd.</b>					
All About Childcare Health, Lt	02/20/2019	9833	25-26-000-5387	Day Care Nurse Services	90.00
All About Childcare Health, Lt	02/27/2019	9875	25-26-000-5387	Day Care Nurse Services	90.00
<b>Vendor 10864 - All About Childcare Health, Ltd. Total:</b>					<b>180.00</b>
<b>Vendor: 10140 - Althoff Industries, Inc.</b>					
Althoff Industries, Inc.	03/05/2019	9949	25-00-000-5355	Takiff HVAC Mo Maint - Marc	757.00
Althoff Industries, Inc.	03/12/2019	10005	25-00-000-5355	Takiff HVAC Mo Maint - April	757.00
<b>Vendor 10140 - Althoff Industries, Inc. Total:</b>					<b>1,514.00</b>
<b>Vendor: 10056 - Amazing Minds</b>					
Amazing Minds	02/27/2019	9876	25-25-635-5300	Contractual - Winter Amazing	1,980.00
<b>Vendor 10056 - Amazing Minds Total:</b>					<b>1,980.00</b>
<b>Vendor: 10946 - Amazon Capital Services</b>					
Amazon Capital Services	02/20/2019	9834	10-13-000-5401	Watts Office Supplies	27.98
Amazon Capital Services	02/20/2019	9834	10-14-000-5401	Beach Office Supplies	99.95
Amazon Capital Services	02/20/2019	9834	25-00-000-5360	Marketing	42.47
Amazon Capital Services	02/20/2019	9834	25-00-000-5420	General Takiff Supplies	586.22
Amazon Capital Services	02/20/2019	9834	25-25-401-5400	ELC Supplies	188.47
Amazon Capital Services	02/20/2019	9834	25-25-403-5400	ELC Supplies	250.02
Amazon Capital Services	02/20/2019	9834	25-25-903-5400	Dad/Daughter Dance Supplies	84.89
Amazon Capital Services	02/20/2019	9834	25-26-000-5403	Day Care Program Supplies	342.30
Amazon Capital Services	02/27/2019	9877	10-12-000-5401	Office Supplies - Parks	47.90
Amazon Capital Services	02/27/2019	9877	10-13-000-5420	General Watts Supplies	49.60
Amazon Capital Services	02/27/2019	9877	10-13-000-5482	Hardware - Watts	97.67
Amazon Capital Services	02/27/2019	9877	25-00-000-5420	General Rec Supplies	216.20
Amazon Capital Services	02/27/2019	9877	25-00-000-5486	Plumbing Supplies - Takiff	1,458.52
Amazon Capital Services	02/27/2019	9877	25-00-000-5584	Kayaks - Rec Equipment	2,494.99
Amazon Capital Services	02/27/2019	9877	25-25-602-5400	Kids Club Supplies	196.50
<b>Vendor 10946 - Amazon Capital Services Total:</b>					<b>6,183.68</b>

Voucher List of Bills

Payment Dates: 02/14/2019 - 03/13/2019

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
<b>Vendor: 10147 - American Outfitters, Ltd.</b>					
American Outfitters, Ltd.	03/06/2019	9972	25-25-653-5401	Broadway Bound T-Shirts	331.25
<b>Vendor 10147 - American Outfitters, Ltd. Total:</b>					<b>331.25</b>
<b>Vendor: 10152 - American Red Cross</b>					
American Red Cross	02/20/2019	9835	25-00-000-5340	Contractual - First Aid/CPR Ce	270.00
American Red Cross	03/06/2019	9973	25-00-000-5340	Contractual - CPR Certificates	180.00
<b>Vendor 10152 - American Red Cross Total:</b>					<b>450.00</b>
<b>Vendor: 10050 - Ancel, Glink P.C.</b>					
Ancel, Glink P.C.	02/20/2019	9836	10-11-000-5310	Legal Services - January 2019	215.00
Ancel, Glink P.C.	03/12/2019	9993	10-11-000-5310	Legal Services - Feb 2019	53.75
<b>Vendor 10050 - Ancel, Glink P.C. Total:</b>					<b>268.75</b>
<b>Vendor: 11377 - Aries Charter Transportation Inc.</b>					
Aries Charter Transportation I	03/05/2019	9950	25-25-910-5300	Contractual - July 4th Trolley R	925.00
<b>Vendor 11377 - Aries Charter Transportation Inc. Total:</b>					<b>925.00</b>
<b>Vendor: 10162 - AT &amp; T</b>					
AT & T	03/05/2019	9951	10-12-000-5210	Phone Svc - Parks	54.66
AT & T	03/05/2019	9951	10-13-000-5210	Phone Svc - Watts	44.40
AT & T	03/05/2019	9951	25-00-000-5210	Phone Svc - Takiff	1,338.20
<b>Vendor 10162 - AT &amp; T Total:</b>					<b>1,437.26</b>
<b>Vendor: 10455 - AT &amp; T</b>					
AT & T	03/05/2019	9952	10-14-000-5210	DSL Service - Beach	168.95
<b>Vendor 10455 - AT &amp; T Total:</b>					<b>168.95</b>
<b>Vendor: 10167 - Banner Life Insurance Co.</b>					
Banner Life Insurance Co.	03/05/2019	9953	10-11-000-5600	Annual Life Insur. Premium (E	245.00
<b>Vendor 10167 - Banner Life Insurance Co. Total:</b>					<b>245.00</b>
<b>Vendor: 10473 - BMO Harris Bank N.A.</b>					
BMO Harris Bank N.A.	03/12/2019	9994	10-11-000-5342	Admin Meeting Expenses	328.41
BMO Harris Bank N.A.	03/12/2019	9994	10-11-000-5402	Chicago Trib Digital Subscripti	7.96
BMO Harris Bank N.A.	03/12/2019	9994	10-12-000-5342	Grant Research Expenses & C	97.30
BMO Harris Bank N.A.	03/12/2019	9994	25-00-000-5342	A-Team Team Building	200.18
BMO Harris Bank N.A.	03/12/2019	9994	25-00-000-5360	Marketing	1,542.23
BMO Harris Bank N.A.	03/12/2019	9994	25-00-000-5362	Stock Photography	147.00
BMO Harris Bank N.A.	03/12/2019	9994	25-00-000-5484	Electrical Supplies - Takiff	284.22
BMO Harris Bank N.A.	03/12/2019	9994	25-25-310-5400	Art Show Supplies	734.93
BMO Harris Bank N.A.	03/12/2019	9994	25-25-315-5400	Ceramics Supplies	1,159.00
BMO Harris Bank N.A.	03/12/2019	9994	25-25-615-5400	Ceramics Supplies	271.15
BMO Harris Bank N.A.	03/12/2019	9994	25-25-932-5300	Contractual - School Day Off T	512.00
BMO Harris Bank N.A.	03/12/2019	9994	25-25-932-5400	School Day Off Supplies	142.62
BMO Harris Bank N.A.	03/12/2019	9994	25-26-000-5342	Day Care Staff Meeting Suppli	315.00
BMO Harris Bank N.A.	03/12/2019	9994	25-26-000-5360	Care.com Subscription	75.00
BMO Harris Bank N.A.	03/12/2019	9994	25-26-000-5404	Brightwheel App	175.00
BMO Harris Bank N.A.	03/12/2019	9994	25-26-000-5409	Day Care Food Supplies	91.36
BMO Harris Bank N.A.	03/12/2019	9994	25-26-000-5460	Day Care Food Equipment	929.43
BMO Harris Bank N.A.	03/12/2019	9994	69-00-000-5531	Web Data Storage	45.00
BMO Harris Bank N.A.	03/12/2019	10006	10-11-000-5340	Legislative Conference Registr	205.00
BMO Harris Bank N.A.	03/12/2019	10006	10-12-000-5340	Pesticide Training	81.00
BMO Harris Bank N.A.	03/12/2019	10006	10-12-000-5342	Meeting Expenses - Parks	8.61
BMO Harris Bank N.A.	03/12/2019	10006	25-00-000-5321	Email Marketing	132.81
BMO Harris Bank N.A.	03/12/2019	10006	25-00-000-5420	Takiff Clocks	184.00
BMO Harris Bank N.A.	03/12/2019	10006	25-25-402-5300	Contractual - ELC Field Trip	384.00
BMO Harris Bank N.A.	03/12/2019	10006	25-25-801-5300	Contractual - Sun Fun Camp T	434.57
BMO Harris Bank N.A.	03/12/2019	10006	25-25-810-5300	Contractual - Camp Adv. Trip	349.56
BMO Harris Bank N.A.	03/12/2019	10006	25-25-813-5300	Contractual - Bears Camp Fiel	85.00
BMO Harris Bank N.A.	03/12/2019	10006	25-26-000-5340	Day Care Teacher Training	59.00
<b>Vendor 10473 - BMO Harris Bank N.A. Total:</b>					<b>8,981.34</b>

Voucher List of Bills

Payment Dates: 02/14/2019 - 03/13/2019

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
<b>Vendor: 10184 - Burris Equipment Company</b>					
Burris Equipment Company	02/20/2019	9837	10-12-000-5351	Equipment Repairs - Parks	618.45
<b>Vendor 10184 - Burris Equipment Company Total:</b>					<b>618.45</b>
<b>Vendor: 10656 - Call One</b>					
Call One	03/12/2019	10007	25-00-000-5210	T1 Line - Watts	357.55
<b>Vendor 10656 - Call One Total:</b>					<b>357.55</b>
<b>Vendor: 10441 - Carole K Pearlman</b>					
Carole K Pearlman	02/27/2019	9879	25-25-627-5300	Contractual - Winter Art Class	2,430.00
<b>Vendor 10441 - Carole K Pearlman Total:</b>					<b>2,430.00</b>
<b>Vendor: 10187 - Cawley Company</b>					
Cawley Company	02/20/2019	9838	10-11-000-5420	Staff Name Tags	17.09
Cawley Company	02/27/2019	9880	10-11-000-5420	Staff Name Tags	27.62
<b>Vendor 10187 - Cawley Company Total:</b>					<b>44.71</b>
<b>Vendor: 10190 - Ceramic Supply Chicago, Inc.</b>					
Ceramic Supply Chicago, Inc.	02/27/2019	9881	25-25-615-5400	Ceramics Supplies	187.00
<b>Vendor 10190 - Ceramic Supply Chicago, Inc. Total:</b>					<b>187.00</b>
<b>Vendor: 10062 - Chess Scholars</b>					
Chess Scholars	02/27/2019	9882	25-25-629-5300	Contractual - Winter Chess Cl	5,024.60
<b>Vendor 10062 - Chess Scholars Total:</b>					<b>5,024.60</b>
<b>Vendor: 10552 - Chicago Tribune Media Group</b>					
Chicago Tribune Media Group	02/20/2019	9839	10-11-000-5311	Legal Notices	24.58
<b>Vendor 10552 - Chicago Tribune Media Group Total:</b>					<b>24.58</b>
<b>Vendor: 11213 - Ciao Bella Sewing</b>					
Ciao Bella Sewing	02/27/2019	9884	25-25-651-5300	Contractual - Winter Sewing C	1,296.00
<b>Vendor 11213 - Ciao Bella Sewing Total:</b>					<b>1,296.00</b>
<b>Vendor: 10115 - Clowning Around Entertainment</b>					
Clowning Around Entertainm	03/05/2019	9954	25-25-910-5300	Contractual - July 4th Attracti	360.00
Clowning Around Entertainm	03/05/2019	9954	25-25-956-5300	Contractual - July 4th Attracti	1,504.50
<b>Vendor 10115 - Clowning Around Entertainment Total:</b>					<b>1,864.50</b>
<b>Vendor: 10505 - Comcast</b>					
Comcast	03/05/2019	9955	10-13-000-5210	Internet/TV - Watts - March 2	201.72
Comcast	03/12/2019	10008	10-12-000-5210	Internet/Cable - Parks (March	108.54
Comcast	03/12/2019	10008	10-12-000-5210	Internet/Cable - Parks (March	-25.22
<b>Vendor 10505 - Comcast Total:</b>					<b>285.04</b>
<b>Vendor: 10208 - Commonwealth Edison</b>					
Commonwealth Edison	03/06/2019	9974	10-12-000-5230	Electricity - Parks Feb 2019	1,133.07
Commonwealth Edison	03/06/2019	9974	10-13-000-5230	Electricity - Watts Feb 2019	8,686.69
Commonwealth Edison	03/06/2019	9974	10-14-000-5230	Electricity - Beach Feb 2019	57.94
Commonwealth Edison	03/06/2019	9974	10-15-000-5230	Electricity - Boathouse Feb 20	38.52
Commonwealth Edison	03/06/2019	9974	25-00-000-5230	Electricity - Takiff Feb 2019	6,934.92
<b>Vendor 10208 - Commonwealth Edison Total:</b>					<b>16,851.14</b>
<b>Vendor: 10210 - Conserv FS</b>					
Conserv FS	02/20/2019	9840	10-12-000-5450	Equipment Parts - Parks	381.75
Conserv FS	02/27/2019	9885	10-12-000-5485	Ice Melt/Salt - Parks	462.00
Conserv FS	02/27/2019	9885	10-13-000-5485	Ice Melt/Salt - Watts	125.00
Conserv FS	02/27/2019	9885	25-00-000-5485	Ice Melt/Salt - Takiff	977.58
Conserv FS	03/06/2019	9975	10-13-000-5485	Salt - Watts	187.00
Conserv FS	03/06/2019	9975	25-00-000-5485	Salt - Parks	900.00
Conserv FS	03/06/2019	9975	25-00-000-5485	Salt - Takiff	187.00
<b>Vendor 10210 - Conserv FS Total:</b>					<b>3,220.33</b>
<b>Vendor: 10215 - Craftwood Lumber Company</b>					
Craftwood Lumber Company	03/06/2019	9976	10-12-000-5481	Construction Supplies - Parks	27.98
Craftwood Lumber Company	03/06/2019	9976	25-00-000-5483	Paint - Takiff	54.95
<b>Vendor 10215 - Craftwood Lumber Company Total:</b>					<b>82.93</b>



Voucher List of Bills

Payment Dates: 02/14/2019 - 03/13/2019

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
<b>Vendor: 11221 - DirecTV</b>					
DirecTV	03/05/2019	9956	25-27-000-5210	TV/Internet Svc - Takiff Fitness	195.98
<b>Vendor 11221 - DirecTV Total:</b>					<b>195.98</b>
<b>Vendor: 10334 - Discount School Supply</b>					
Discount School Supply	02/27/2019	9886	25-26-000-5403	Day Care Program Supplies	741.19
<b>Vendor 10334 - Discount School Supply Total:</b>					<b>741.19</b>
<b>Vendor: 10335 - Domino's Pizza</b>					
Domino's Pizza	02/27/2019	9887	25-25-933-5400	Teen Ice Night Pizzas	283.49
<b>Vendor 10335 - Domino's Pizza Total:</b>					<b>283.49</b>
<b>Vendor: 11366 - Elsa Fischer</b>					
Elsa Fischer	02/27/2019	9889	25-00-000-5321	Contractual - Focus Group Mo	750.00
<b>Vendor 11366 - Elsa Fischer Total:</b>					<b>750.00</b>
<b>Vendor: 11369 - Evey Schweig</b>					
Evey Schweig	02/28/2019	9934	25-27-000-5321	Contractual - Fitness Center N	262.50
Evey Schweig	03/05/2019	9957	25-27-000-5321	Contractual - Nutrition Works	300.00
<b>Vendor 11369 - Evey Schweig Total:</b>					<b>562.50</b>
<b>Vendor: 10341 - Excalibur Technology Corporation</b>					
Excalibur Technology Corpora	02/28/2019	9935	65-00-018-5502	Replacement Internal Drive	514.95
Excalibur Technology Corpora	03/05/2019	9958	10-11-000-5355	VMware Renewal (3 Yr)	2,979.70
Excalibur Technology Corpora	03/05/2019	9958	10-11-000-5355	TSS - March 2019	6,222.80
Excalibur Technology Corpora	03/05/2019	9958	25-00-000-5321	WebTrac Hosting - March 201	749.00
Excalibur Technology Corpora	03/06/2019	9977	10-11-000-5355	Phone Support - Outside TSS	28.75
Excalibur Technology Corpora	03/12/2019	10009	10-11-000-5355	GFI Archive - Annual Fee	432.35
Excalibur Technology Corpora	03/12/2019	10009	10-11-000-5355	Watchguard Renewal (Beach)	174.35
Excalibur Technology Corpora	03/12/2019	10009	65-00-019-5502	Disk for NAS Server (Beach)	889.75
Excalibur Technology Corpora	03/12/2019	10010	65-00-019-5501	Server Upgrade & SQL 2017 Li	7,124.70
<b>Vendor 10341 - Excalibur Technology Corporation Total:</b>					<b>19,116.35</b>
<b>Vendor: 10402 - F.J. Kerrigan Plumbing Co.</b>					
F.J. Kerrigan Plumbing Co.	02/28/2019	9936	25-00-000-5352	Building Repairs - Takiff	3,114.36
<b>Vendor 10402 - F.J. Kerrigan Plumbing Co. Total:</b>					<b>3,114.36</b>
<b>Vendor: 10673 - FAMOS! DJ Entertainment</b>					
FAMOS! DJ Entertainment	03/12/2019	10011	25-25-904-5300	Contractual - Mom/Son Event	317.00
<b>Vendor 10673 - FAMOS! DJ Entertainment Total:</b>					<b>317.00</b>
<b>Vendor: 11379 - Firezone</b>					
Firezone	03/12/2019	10012	25-25-803-5300	Contractual - K Korner Camp F	100.00
<b>Vendor 11379 - Firezone Total:</b>					<b>100.00</b>
<b>Vendor: 10405 - First Student</b>					
First Student	02/27/2019	9890	25-25-932-5300	Contractual - School Day Off B	103.75
<b>Vendor 10405 - First Student Total:</b>					<b>103.75</b>
<b>Vendor: 10889 - Friends of the Green Bay Trail</b>					
Friends of the Green Bay Trail	02/27/2019	9891	25-25-950-5400	Contractual - Insect Worksho	75.00
<b>Vendor 10889 - Friends of the Green Bay Trail Total:</b>					<b>75.00</b>
<b>Vendor: 10451 - G &amp; O Thermal Supply Co</b>					
G & O Thermal Supply Co	03/12/2019	9996	25-00-000-5451	Building Parts - Takiff (Feb 20	387.15
<b>Vendor 10451 - G &amp; O Thermal Supply Co Total:</b>					<b>387.15</b>
<b>Vendor: 11375 - Game On! LLC</b>					
Game On! LLC	02/27/2019	9892	25-25-752-5300	Contractual - Fall 2018 Sports	952.00
<b>Vendor 11375 - Game On! LLC Total:</b>					<b>952.00</b>
<b>Vendor: 10354 - Germania Seed Company</b>					
Germania Seed Company	02/28/2019	9937	10-12-000-5490	Plantings/Flowers	53.75
<b>Vendor 10354 - Germania Seed Company Total:</b>					<b>53.75</b>
<b>Vendor: 10357 - Glenbrook Auto Parts Inc.</b>					
Glenbrook Auto Parts Inc.	02/27/2019	9893	10-12-000-5450	Equipment Parts - Parks	65.97
Glenbrook Auto Parts Inc.	02/27/2019	9893	10-12-000-5480	Gasoline/Lube - Parks	81.42
Glenbrook Auto Parts Inc.	02/27/2019	9893	10-13-000-5418	Zamboni Supplies	23.96
Glenbrook Auto Parts Inc.	02/27/2019	9893	10-13-000-5450	Equipment Parts - Watts	20.70

Voucher List of Bills

Payment Dates: 02/14/2019 - 03/13/2019

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Glenbrook Auto Parts Inc.	02/27/2019	9893	25-00-000-5484	Electrical Supplies - Takiff	489.12
<b>Vendor 10357 - Glenbrook Auto Parts Inc. Total:</b>					<b>681.17</b>
<b>Vendor: 10076 - Glencoe Junior Kindergarten</b>					
Glencoe Junior Kindergarten	02/28/2019	9938	25-25-475-5300	Payment #3 - Winter Enrichm	220.50
<b>Vendor 10076 - Glencoe Junior Kindergarten Total:</b>					<b>220.50</b>
<b>Vendor: 10837 - Gordon Food Service, Inc.</b>					
Gordon Food Service, Inc.	02/20/2019	9841	25-26-000-5409	Day Care Food Supplies	66.28
Gordon Food Service, Inc.	02/27/2019	9894	25-26-000-5409	Day Care Food Supplies	23,048.31
Gordon Food Service, Inc.	02/27/2019	9894	25-26-000-5460	Day Care Food Equipment	2,375.01
Gordon Food Service, Inc.	02/28/2019	9939	25-26-000-5409	Day Care Food Supplies	133.49
Gordon Food Service, Inc.	03/05/2019	9959	25-26-000-5409	Day Care Food Supplies	178.61
Gordon Food Service, Inc.	03/12/2019	10013	25-25-401-5400	ELC Supplies	19.99
Gordon Food Service, Inc.	03/12/2019	10013	25-25-402-5400	ELC Supplies	19.99
Gordon Food Service, Inc.	03/12/2019	10013	25-25-403-5400	ELC Supplies	19.99
Gordon Food Service, Inc.	03/12/2019	10013	25-26-000-5409	Day Care Food Supplies	1,028.45
Gordon Food Service, Inc.	03/12/2019	10013	25-26-000-5460	Day Care Food Equipment	9.19
<b>Vendor 10837 - Gordon Food Service, Inc. Total:</b>					<b>26,899.31</b>
<b>Vendor: 10370 - Grainger Inc.</b>					
Grainger Inc.	02/20/2019	9842	10-12-000-5484	Electrical Supplies - Parks	129.33
Grainger Inc.	02/20/2019	9842	25-00-000-5412	Cleaning Supplies - Takiff	435.40
Grainger Inc.	02/27/2019	9895	25-00-000-5412	Takiff Cleaning Supplies	318.10
Grainger Inc.	03/12/2019	9997	25-00-000-5580	General Takiff Equipment (Fe	537.42
Grainger Inc.	03/12/2019	10014	10-12-000-5430	First Aid Supplies	291.33
Grainger Inc.	03/12/2019	10014	10-12-000-5487	Hand Tools - Parks	600.00
Grainger Inc.	03/12/2019	10014	10-13-000-5488	Power Tools - Watts	150.00
Grainger Inc.	03/12/2019	10014	10-14-000-5488	Power Tools - Beach	50.00
Grainger Inc.	03/12/2019	10014	10-15-000-5488	Power Tools - Boathouse	50.00
Grainger Inc.	03/12/2019	10014	25-00-000-5451	Building Parts - Takiff	34.18
Grainger Inc.	03/12/2019	10014	25-00-000-5488	Hand Tools - Takiff	66.61
<b>Vendor 10370 - Grainger Inc. Total:</b>					<b>2,662.37</b>
<b>Vendor: 10325 - Grand Food Center</b>					
Grand Food Center	02/27/2019	9896	25-26-000-5409	Day Care Milk	212.54
<b>Vendor 10325 - Grand Food Center Total:</b>					<b>212.54</b>
<b>Vendor: 11282 - Hacienda Landscaping</b>					
Hacienda Landscaping	02/20/2019	9843	69-00-000-5539	Woodlawn Playground Constr	33,692.16
<b>Vendor 11282 - Hacienda Landscaping Total:</b>					<b>33,692.16</b>
<b>Vendor: 10060 - Heller &amp; Heller Consulting, Inc.</b>					
Heller & Heller Consulting, Inc	02/20/2019	9844	10-11-000-5321	Consulting Services - Dog Park	1,700.00
<b>Vendor 10060 - Heller &amp; Heller Consulting, Inc. Total:</b>					<b>1,700.00</b>
<b>Vendor: 10382 - Highway C Service</b>					
Highway C Service	03/06/2019	9978	10-12-000-5450	Power Broom Repairs - Jan 20	1,998.74
<b>Vendor 10382 - Highway C Service Total:</b>					<b>1,998.74</b>
<b>Vendor: 10384 - Home Depot Credit Services</b>					
Home Depot Credit Services	02/27/2019	9897	10-13-000-5481	Construction Supplies - Watts	262.94
Home Depot Credit Services	02/27/2019	9897	25-00-000-5482	Hardware - Takiff	74.99
Home Depot Credit Services	02/27/2019	9897	25-00-000-5484	Electrical Supplies - Takiff	11.25
Home Depot Credit Services	02/27/2019	9897	25-00-000-5487	Power Tools - Takiff	100.00
<b>Vendor 10384 - Home Depot Credit Services Total:</b>					<b>449.18</b>
<b>Vendor: 10068 - Hot Shots Sports</b>					
Hot Shots Sports	02/27/2019	9898	25-25-586-5300	Contractual - Fall 2018 Little	2,079.00
Hot Shots Sports	02/27/2019	9898	25-25-740-5300	Contractual - Fall 2018 Girls T	7,875.00
Hot Shots Sports	02/27/2019	9898	25-25-746-5300	Contractual - Fall 2018 Saturd	2,203.00
Hot Shots Sports	02/27/2019	9898	25-25-747-5300	Contractual - Fall 2018 BBall/	3,538.50
Hot Shots Sports	02/27/2019	9898	25-25-789-5300	Contractual - Fall 2018 Tumbi	2,240.00
<b>Vendor 10068 - Hot Shots Sports Total:</b>					<b>17,935.50</b>

Voucher List of Bills

Payment Dates: 02/14/2019 - 03/13/2019

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
<b>Vendor: 10388 - IAPD</b>					
IAPD	03/05/2019	9960	10-11-000-5730	2019 Annual Membership Du	6,326.90
<b>Vendor 10388 - IAPD Total:</b>					<b>6,326.90</b>
<b>Vendor: 10934 - IC Signs &amp; Graphics</b>					
IC Signs & Graphics	02/20/2019	9845	25-00-000-5360	No Parking Signs	450.00
<b>Vendor 10934 - IC Signs &amp; Graphics Total:</b>					<b>450.00</b>
<b>Vendor: 10390 - Idlewood Electric Supply Inc.</b>					
Idlewood Electric Supply Inc.	02/20/2019	9846	10-12-000-5484	Electrical Supplies - Parks	11.11
<b>Vendor 10390 - Idlewood Electric Supply Inc. Total:</b>					<b>11.11</b>
<b>Vendor: 10100 - IL Dept of Revenue</b>					
IL Dept of Revenue	02/15/2019	DFT0000791	10-00-000-2110	IL State Tax W/H	5,703.34
IL Dept of Revenue	02/22/2019	DFT0000795	10-00-000-2110	IL State Tax W/H	471.70
IL Dept of Revenue	03/01/2019	DFT0000800	10-00-000-2110	IL State Tax W/H	5,963.62
<b>Vendor 10100 - IL Dept of Revenue Total:</b>					<b>12,138.66</b>
<b>Vendor: 11378 - Illinois Department of Natural Resources</b>					
Illinois Department of Natural	03/05/2019	9961	69-00-000-5320	IDNR Bike Path Grant Applicat	300.00
<b>Vendor 11378 - Illinois Department of Natural Resources Total:</b>					<b>300.00</b>
<b>Vendor: 10101 - Illinois Municipal Retirement Fund</b>					
Illinois Municipal Retirement	02/27/2019	DFT0000802	10-00-000-2150	IMRF Contribution - Feb 2019	41,251.76
Illinois Municipal Retirement	02/27/2019	DFT0000802	10-00-000-2155	IMRF VAC - Feb 2019	4,570.00
<b>Vendor 10101 - Illinois Municipal Retirement Fund Total:</b>					<b>45,821.76</b>
<b>Vendor: 10106 - IRS/Dept of Treasury</b>					
IRS/Dept of Treasury	02/15/2019	DFT0000789	10-00-000-2120	Social Security W/H	16,477.84
IRS/Dept of Treasury	02/15/2019	DFT0000790	10-00-000-2130	Medicare	3,853.76
IRS/Dept of Treasury	02/15/2019	DFT0000792	10-00-000-2100	Fed Income Tax W/H	9,866.36
IRS/Dept of Treasury	02/22/2019	DFT0000793	10-00-000-2120	Social Security W/H	1,364.00
IRS/Dept of Treasury	02/22/2019	DFT0000794	10-00-000-2130	Medicare	319.02
IRS/Dept of Treasury	02/22/2019	DFT0000796	10-00-000-2100	Fed Income Tax W/H	683.80
IRS/Dept of Treasury	03/01/2019	DFT0000798	10-00-000-2120	Social Security W/H	17,211.46
IRS/Dept of Treasury	03/01/2019	DFT0000799	10-00-000-2130	Medicare	4,025.44
IRS/Dept of Treasury	03/01/2019	DFT0000801	10-00-000-2100	Fed Income Tax W/H	10,762.16
<b>Vendor 10106 - IRS/Dept of Treasury Total:</b>					<b>64,563.84</b>
<b>Vendor: 10399 - Jorson &amp; Carlson Company Inc.</b>					
Jorson & Carlson Company In	02/20/2019	9847	10-13-000-5356	Zamboni Svcs	36.55
Jorson & Carlson Company In	02/27/2019	9900	10-13-000-5356	Zamboni Services	36.55
Jorson & Carlson Company In	03/12/2019	10015	10-13-000-5356	Zamboni Service (March 2019	67.35
<b>Vendor 10399 - Jorson &amp; Carlson Company Inc. Total:</b>					<b>140.45</b>
<b>Vendor: 10401 - Ken's Quick Print Inc.</b>					
Ken's Quick Print Inc.	02/20/2019	9848	10-11-000-5342	Business Cards	239.95
Ken's Quick Print Inc.	03/12/2019	10016	25-00-000-5360	Business Cards	116.00
<b>Vendor 10401 - Ken's Quick Print Inc. Total:</b>					<b>355.95</b>
<b>Vendor: 10558 - Kim Bloomberg Designs, Inc</b>					
Kim Bloomberg Designs, Inc	03/12/2019	10004	25-25-614-5300	Contract - Winter Craft Classe	6,194.00
<b>Vendor 10558 - Kim Bloomberg Designs, Inc Total:</b>					<b>6,194.00</b>
<b>Vendor: 10404 - Konica Minolta Business Solutions USA Inc.</b>					
Konica Minolta Business Solut	02/20/2019	9849	10-11-000-5355	Copy Machine Mo Maint - Jan	127.86
Konica Minolta Business Solut	02/20/2019	9849	25-00-000-5355	Copy Machine Mo Maint - Jan	390.02
Konica Minolta Business Solut	03/12/2019	10017	10-11-000-5355	Copy Machine Mo Maint - Ma	127.64
Konica Minolta Business Solut	03/12/2019	10017	25-00-000-5355	Copy Machine Mo Maint - Ma	317.37
<b>Vendor 10404 - Konica Minolta Business Solutions USA Inc. Total:</b>					<b>962.89</b>
<b>Vendor: 10071 - Kwamell Laseter</b>					
Kwamell Laseter	02/20/2019	9850	25-25-707-5300	Contractual - Basketball Refer	312.00
Kwamell Laseter	02/27/2019	9903	25-25-707-5300	Contractual - Basketball Refer	39.00
<b>Vendor 10071 - Kwamell Laseter Total:</b>					<b>351.00</b>
<b>Vendor: 10406 - Lakeshore Learning Material</b>					
Lakeshore Learning Material	02/25/2019	9865	25-25-403-5400	ELC Supplies	569.80

**Voucher List of Bills**

**Payment Dates: 02/14/2019 - 03/13/2019**

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Lakeshore Learning Material	03/12/2019	10018	25-25-405-5400	Kindergarten Readiness Suppl	5.38
<b>Vendor 10406 - Lakeshore Learning Material Total:</b>					<b>575.18</b>
<b>Vendor: 10096 - Lawrence Wayne</b>					
Lawrence Wayne	02/20/2019	9851	25-25-708-5300	Contractual - Basketball Refer	39.00
Lawrence Wayne	02/20/2019	9851	25-25-711-5300	Contractual - Basketball Refer	156.00
Lawrence Wayne	02/27/2019	9904	25-25-707-5300	Contractual - Basketball Refer	117.00
Lawrence Wayne	02/27/2019	9904	25-25-708-5300	Contractual - Basketball Refer	39.00
Lawrence Wayne	02/27/2019	9904	25-25-711-5300	Contractual - Basketball Refer	156.00
<b>Vendor 10096 - Lawrence Wayne Total:</b>					<b>507.00</b>
<b>Vendor: 10360 - Lowe's Business Acct/GEMB</b>					
Lowe's Business Acct/GEMB	03/12/2019	9998	10-12-000-5484	Electrical Supplies - Parks (Feb	430.83
Lowe's Business Acct/GEMB	03/12/2019	9998	10-13-000-5486	Plumbing Supplies - Watts (Fe	92.52
<b>Vendor 10360 - Lowe's Business Acct/GEMB Total:</b>					<b>523.35</b>
<b>Vendor: 10080 - Mad Science of N. Illinois</b>					
Mad Science of N. Illinois	02/27/2019	9906	25-25-617-5300	Contractual - Winter Science	1,430.00
<b>Vendor 10080 - Mad Science of N. Illinois Total:</b>					<b>1,430.00</b>
<b>Vendor: 10158 - Magnificent Events</b>					
Magnificent Events	03/05/2019	9963	25-25-910-5300	Contractual - July 4th Stage R	950.00
<b>Vendor 10158 - Magnificent Events Total:</b>					<b>950.00</b>
<b>Vendor: 10066 - Maria Kotsinis</b>					
Maria Kotsinis	02/20/2019	9852	25-25-422-5300	Contractual - Presch Music En	480.00
<b>Vendor 10066 - Maria Kotsinis Total:</b>					<b>480.00</b>
<b>Vendor: 10082 - Marianne Nicolosi</b>					
Marianne Nicolosi	02/28/2019	9940	25-25-785-5300	Contractual - 2019 Winter Fit	532.79
Marianne Nicolosi	02/28/2019	9940	25-25-786-5300	Contractual - 2019 Winter Fit	30.00
<b>Vendor 10082 - Marianne Nicolosi Total:</b>					<b>562.79</b>
<b>Vendor: 10174 - MCI</b>					
MCI	03/06/2019	9979	25-00-000-5210	Long Distance Phone Svc Jan/	73.99
<b>Vendor 10174 - MCI Total:</b>					<b>73.99</b>
<b>Vendor: 10191 - Menoni &amp; Mocogni</b>					
Menoni & Mocogni	03/12/2019	9999	10-12-000-5485	Salt/Ice Melt - Parks (Feb 201	1,330.00
<b>Vendor 10191 - Menoni &amp; Mocogni Total:</b>					<b>1,330.00</b>
<b>Vendor: 10636 - Michiana, LLC</b>					
Michiana, LLC	02/27/2019	9908	25-25-932-5300	Contractual - School Day Off L	280.00
<b>Vendor 10636 - Michiana, LLC Total:</b>					<b>280.00</b>
<b>Vendor: 10199 - Midwest Time Recorder Inc.</b>					
Midwest Time Recorder Inc.	02/20/2019	9854	25-00-000-5420	Timecards	75.00
<b>Vendor 10199 - Midwest Time Recorder Inc. Total:</b>					<b>75.00</b>
<b>Vendor: 11319 - Monica McCarthy O'Connor</b>					
Monica McCarthy O'Connor	02/28/2019	9941	25-25-785-5300	Contractual - 2019 Winter Fit	320.05
Monica McCarthy O'Connor	02/28/2019	9941	25-25-786-5300	Contractual - 2019 Winter Fit	15.00
<b>Vendor 11319 - Monica McCarthy O'Connor Total:</b>					<b>335.05</b>
<b>Vendor: 10213 - Mutual Ace Hardware</b>					
Mutual Ace Hardware	03/12/2019	10000	10-12-000-5481	Construction Supplies - Parks	129.45
Mutual Ace Hardware	03/12/2019	10000	10-12-000-5481	CREDIT - Construction Supplie	-53.27
Mutual Ace Hardware	03/12/2019	10000	10-13-000-5482	Hardware - Watts	17.09
Mutual Ace Hardware	03/12/2019	10000	25-00-000-5482	Hardware - Takiff	32.33
Mutual Ace Hardware	03/12/2019	10000	25-00-000-5486	Plumbing Supplies - Takiff	63.85
<b>Vendor 10213 - Mutual Ace Hardware Total:</b>					<b>189.45</b>
<b>Vendor: 8125 - Natalie Steinmetz</b>					
Natalie Steinmetz	03/06/2019	9980	25-25-315-5400	Reimbursement - Ceramics Su	84.99
<b>Vendor 8125 - Natalie Steinmetz Total:</b>					<b>84.99</b>
<b>Vendor: 10103 - NCPERS-IL IMRF</b>					
NCPERS-IL IMRF	03/01/2019	9869	10-00-000-2160	IMRF Life-#03298	64.00
<b>Vendor 10103 - NCPERS-IL IMRF Total:</b>					<b>64.00</b>

Voucher List of Bills

Payment Dates: 02/14/2019 - 03/13/2019

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
<b>Vendor: 10224 - North Shore Gas Company</b>					
North Shore Gas Company	02/27/2019	9909	10-13-000-5220	Gas/Heat - Watts	329.08
North Shore Gas Company	02/27/2019	9909	25-00-000-5220	Gas/Heat - Takiff	1,558.88
North Shore Gas Company	03/06/2019	9981	10-12-000-5220	Gas/Heat - Parks - Feb 2019	1,089.39
North Shore Gas Company	03/06/2019	9981	10-14-000-5220	Gas/Heat - Beach - Feb 2019	38.55
<b>Vendor 10224 - North Shore Gas Company Total:</b>					<b>3,015.90</b>
<b>Vendor: 10085 - Ole Spanish Services LLC</b>					
Ole Spanish Services LLC	02/20/2019	9855	25-25-402-5300	Contractual - ELC Spanish Clas	600.00
Ole Spanish Services LLC	02/20/2019	9855	25-26-000-5386	Contractual - CC Spanish Class	700.00
<b>Vendor 10085 - Ole Spanish Services LLC Total:</b>					<b>1,300.00</b>
<b>Vendor: 10233 - Orkin Pest Control</b>					
Orkin Pest Control	03/05/2019	9964	25-00-000-5355	Takiff Mo Exterminator - Mar	182.73
<b>Vendor 10233 - Orkin Pest Control Total:</b>					<b>182.73</b>
<b>Vendor: 10235 - Otis Elevator Company</b>					
Otis Elevator Company	03/05/2019	9965	25-00-000-5355	Takiff Elevator Mo Maint- Ma	482.97
<b>Vendor 10235 - Otis Elevator Company Total:</b>					<b>482.97</b>
<b>Vendor: 10110 - PACT Administrative Services Corp</b>					
PACT Administrative Services	03/05/2019	9966	10-11-000-5600	FSA Plan Fees - March 2019	88.00
<b>Vendor 10110 - PACT Administrative Services Corp Total:</b>					<b>88.00</b>
<b>Vendor: 10104 - Partnership Financial Credit Union</b>					
Partnership Financial Credit U	02/15/2019	9801	10-00-000-2180	#110071680 Barrios	120.00
Partnership Financial Credit U	02/15/2019	9801	10-00-000-2180	#86720 Janis	30.00
Partnership Financial Credit U	02/15/2019	9801	10-00-000-2180	#95910 Mensinger	275.00
Partnership Financial Credit U	02/15/2019	9801	10-00-000-2180	#880010320 Stowick	20.00
Partnership Financial Credit U	03/01/2019	9870	10-00-000-2180	#110071680 Barrios	120.00
Partnership Financial Credit U	03/01/2019	9870	10-00-000-2180	#86720 Janis	30.00
Partnership Financial Credit U	03/01/2019	9870	10-00-000-2180	#95910 Mensinger	275.00
Partnership Financial Credit U	03/01/2019	9870	10-00-000-2180	#880010320 Stowick	20.00
<b>Vendor 10104 - Partnership Financial Credit Union Total:</b>					<b>890.00</b>
<b>Vendor: 10242 - PDRMA</b>					
PDRMA	02/27/2019	9910	10-11-000-5600	Health Insurance - Feb 2019	33,797.47
PDRMA	02/27/2019	9910	25-26-000-5600	Health Insurance - Feb 2019	5,530.01
PDRMA	03/12/2019	10019	25-00-000-5340	HELP 1 Training - Amanda	199.00
<b>Vendor 10242 - PDRMA Total:</b>					<b>39,526.48</b>
<b>Vendor: 10919 - Pizzo &amp; Associates, Ltd.</b>					
Pizzo & Associates, Ltd.	03/06/2019	9982	10-12-000-5585	Site Clearing/Stewardship - Ev	13,341.87
<b>Vendor 10919 - Pizzo &amp; Associates, Ltd. Total:</b>					<b>13,341.87</b>
<b>Vendor: 11328 - Play Hard Hoops</b>					
Play Hard Hoops	02/27/2019	9911	25-25-740-5300	Contractual - Travel BBall Tou	360.00
<b>Vendor 11328 - Play Hard Hoops Total:</b>					<b>360.00</b>
<b>Vendor: 10090 - Pride Dojo Inc.</b>					
Pride Dojo Inc.	02/20/2019	9856	25-25-725-5300	Contractual - Winter Karate F	3,629.87
Pride Dojo Inc.	02/27/2019	9912	25-25-725-5300	Contractual - Karate Drop-Ins	270.27
<b>Vendor 10090 - Pride Dojo Inc. Total:</b>					<b>3,900.14</b>
<b>Vendor: 11224 - Quantum 360 LLC</b>					
Quantum 360 LLC	02/27/2019	9913	25-25-650-5300	Contractual - Winter Comput	5,112.00
<b>Vendor 11224 - Quantum 360 LLC Total:</b>					<b>5,112.00</b>
<b>Vendor: 10259 - Quill Corporation</b>					
Quill Corporation	02/20/2019	9857	10-11-000-5342	Meeting Expenses	147.25
Quill Corporation	02/20/2019	9857	10-12-000-5401	Office Supplies - Parks	43.70
Quill Corporation	02/20/2019	9857	10-14-000-5401	Office Supplies - Beach	55.49
Quill Corporation	02/20/2019	9857	10-15-000-5401	Office Supplies - Boathouse	55.50
Quill Corporation	02/20/2019	9857	25-00-000-5401	Office Supplies - Rec	358.82
Quill Corporation	02/20/2019	9857	25-00-000-5412	Takiff Cleaning Supplies	6.99
Quill Corporation	02/20/2019	9857	25-25-401-5400	ELC Supplies	83.76
Quill Corporation	02/20/2019	9857	25-25-402-5400	ELC Supplies	83.74
Quill Corporation	02/20/2019	9857	25-25-403-5400	ELC Supplies	83.75



Voucher List of Bills

Payment Dates: 02/14/2019 - 03/13/2019

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Quill Corporation	02/20/2019	9857	25-26-000-5401	Office Supplies - Day Care	83.74
Quill Corporation	02/27/2019	9914	10-11-000-5420	General Supplies - Admin	31.65
Quill Corporation	02/27/2019	9914	25-00-000-5401	Office Supplies - Rec	224.18
Quill Corporation	02/27/2019	9914	25-00-000-5412	Cleaning Supplies - Takiff	11.99
Quill Corporation	02/27/2019	9914	25-00-000-5420	General Supplies - Rec	56.18
Quill Corporation	02/28/2019	9942	10-12-000-5401	Office Supplies - Parks	171.99
Quill Corporation	02/28/2019	9942	25-00-000-5401	Office Supplies - Rec	14.94
Quill Corporation	02/28/2019	9942	25-25-401-5400	ELC Supplies	10.22
Quill Corporation	02/28/2019	9942	25-25-402-5400	ELC Supplies	10.22
Quill Corporation	02/28/2019	9942	25-25-403-5400	ELC Supplies	10.22
Quill Corporation	02/28/2019	9942	25-26-000-5401	Office Supplies - Day Care	10.22
Quill Corporation	03/12/2019	10020	10-11-000-5420	General Admin Supplies	135.18
Quill Corporation	03/12/2019	10020	25-00-000-5351	Equipment Repairs - Takiff	78.10
Quill Corporation	03/12/2019	10020	25-00-000-5401	Office Supplies - Rec	974.99
Quill Corporation	03/12/2019	10020	25-00-000-5412	Cleaning Supplies - Takiff	42.98
Quill Corporation	03/12/2019	10020	25-00-000-5420	General Supplies - Rec	11.79
Quill Corporation	03/12/2019	10020	25-25-401-5400	ELC Supplies	11.42
Quill Corporation	03/12/2019	10020	25-25-402-5400	ELC Supplies	11.42
Quill Corporation	03/12/2019	10020	25-25-403-5400	ELC Supplies	11.42
Quill Corporation	03/12/2019	10020	25-26-000-5401	Office Supplies - Day Care	17.41
<b>Vendor 10259 - Quill Corporation Total:</b>					<b>2,849.26</b>
<b>Vendor: 10121 - Quiyann Laseter</b>					
Quiyann Laseter	02/20/2019	9858	25-25-707-5300	Contractual - Basketball Refer	78.00
Quiyann Laseter	02/20/2019	9858	25-25-740-5300	Contractual - Basketball Refer	156.00
Quiyann Laseter	02/27/2019	9915	25-25-707-5300	Contractual - Basketball Refer	78.00
Quiyann Laseter	02/27/2019	9915	25-25-708-5300	Contractual - Basketball Refer	39.00
Quiyann Laseter	02/27/2019	9915	25-25-711-5300	Contractual - Basketball Refer	156.00
Quiyann Laseter	03/05/2019	9967	25-25-707-5300	Contractual - Basketball Refer	156.00
Quiyann Laseter	03/05/2019	9967	25-25-711-5300	Contractual - Basketball Refer	156.00
<b>Vendor 10121 - Quiyann Laseter Total:</b>					<b>819.00</b>
<b>Vendor: 10718 - R&amp;R Specialties of Wisconsin</b>					
R&R Specialties of Wisconsin	02/27/2019	9916	10-13-000-5418	Zamboni Supplies	362.45
<b>Vendor 10718 - R&amp;R Specialties of Wisconsin Total:</b>					<b>362.45</b>
<b>Vendor: 10073 - Raymond Laseter II</b>					
Raymond Laseter II	02/20/2019	9860	25-25-707-5300	Contractual - Basketball Refer	312.00
Raymond Laseter II	02/27/2019	9918	25-25-708-5300	Contractual - Basketball Refer	312.00
<b>Vendor 10073 - Raymond Laseter II Total:</b>					<b>624.00</b>
<b>Vendor: 10072 - Raymond Laseter</b>					
Raymond Laseter	02/20/2019	9859	25-25-707-5300	Contractual - Basketball Refer	204.00
Raymond Laseter	02/20/2019	9859	25-25-711-5300	Contractual - Basketball Refer	204.00
Raymond Laseter	02/20/2019	9859	25-25-740-5300	Contractual - Basketball Refer	204.00
Raymond Laseter	02/27/2019	9917	25-25-707-5300	Contractual - Basketball Refer	51.00
Raymond Laseter	02/27/2019	9917	25-25-708-5300	Contractual - Basketball Refer	408.00
Raymond Laseter	03/05/2019	9968	25-25-707-5300	Contractual - Basketball Refer	204.00
Raymond Laseter	03/05/2019	9968	25-25-708-5300	Contractual - Basketball Refer	102.00
Raymond Laseter	03/05/2019	9968	25-25-711-5300	Contractual - Basketball Refer	153.00
<b>Vendor 10072 - Raymond Laseter Total:</b>					<b>1,530.00</b>
<b>Vendor: 10966 - Real V LLC</b>					
Real V LLC	02/27/2019	9919	25-25-648-5300	Contractual - Winter Cooking	3,132.00
<b>Vendor 10966 - Real V LLC Total:</b>					<b>3,132.00</b>
<b>Vendor: 10767 - Rite Portable Restrooms</b>					
Rite Portable Restrooms	02/20/2019	9861	10-12-000-5353	Portable Toilet Svcs - Parks	366.00
Rite Portable Restrooms	03/12/2019	10021	10-12-000-5353	Portable Toilet Svcs - 2019	183.00
<b>Vendor 10767 - Rite Portable Restrooms Total:</b>					<b>549.00</b>
<b>Vendor: 10269 - RMC Inc.</b>					
RMC Inc.	02/28/2019	9943	10-13-000-5581	Building Equipment - Watts	1,206.64
RMC Inc.	03/05/2019	9969	10-13-000-5357	Watts Refrig Mo Maint - Marc	273.00
<b>Vendor 10269 - RMC Inc. Total:</b>					<b>1,479.64</b>

Voucher List of Bills

Payment Dates: 02/14/2019 - 03/13/2019

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
<b>Vendor: 1232 - Ronald P. Cadarian</b>					
Ronald P. Cadarian	02/28/2019	9944	25-27-000-5365	Contractual - Feb Personal Tr	397.50
<b>Vendor 1232 - Ronald P. Cadarian Total:</b>					<b>397.50</b>
<b>Vendor: 10270 - Rotary Club of Glencoe</b>					
Rotary Club of Glencoe	02/20/2019	9862	10-11-000-5730	Rotary 1st Quarter Dues	275.00
<b>Vendor 10270 - Rotary Club of Glencoe Total:</b>					<b>275.00</b>
<b>Vendor: 11320 - Roundy's Inc.</b>					
Roundy's Inc.	03/12/2019	10001	10-11-000-5342	Meeting Supplies	54.52
Roundy's Inc.	03/12/2019	10001	25-25-403-5400	ELC Supplies	19.10
Roundy's Inc.	03/12/2019	10001	25-25-432-5400	Preschool Day Off Lunches	110.37
Roundy's Inc.	03/12/2019	10001	25-25-602-5400	Kids Club Supplies	164.93
Roundy's Inc.	03/12/2019	10001	25-25-903-5400	Dad/Daughter Dance Food	685.49
Roundy's Inc.	03/12/2019	10001	25-26-000-5342	Day Care Meeting Expenses	9.98
Roundy's Inc.	03/12/2019	10001	25-26-000-5409	Day Care Food Supplies	305.11
<b>Vendor 11320 - Roundy's Inc. Total:</b>					<b>1,349.50</b>
<b>Vendor: 10615 - Salle Stepien Corp</b>					
Salle Stepien Corp	02/20/2019	9863	25-25-765-5300	Contractual - Winter Fencing	1,911.00
<b>Vendor 10615 - Salle Stepien Corp Total:</b>					<b>1,911.00</b>
<b>Vendor: 10275 - Sam's Club Direct Commercial Account Program</b>					
Sam's Club Direct Commercial	02/28/2019	9945	25-00-000-5730	Annual Membership	230.00
Sam's Club Direct Commercial	02/28/2019	9945	25-25-903-5400	Dad/Daughter Event Supplies	378.45
Sam's Club Direct Commercial	02/28/2019	9945	25-25-933-5400	Teen Event Supplies	26.04
<b>Vendor 10275 - Sam's Club Direct Commercial Account Program Total:</b>					<b>634.49</b>
<b>Vendor: 10654 - Sandra K Culver</b>					
Sandra K Culver	02/28/2019	9946	25-25-728-5300	Contractual - 2019 Winter Ro	837.00
Sandra K Culver	02/28/2019	9946	25-25-785-5300	Contractual - 2019 Winter Fit	145.31
Sandra K Culver	02/28/2019	9946	25-25-786-5300	Contractual - 2019 Winter Fit	45.00
<b>Vendor 10654 - Sandra K Culver Total:</b>					<b>1,027.31</b>
<b>Vendor: 10515 - Sarah Hall</b>					
Sarah Hall	02/27/2019	9920	25-25-312-5300	Contractual - Winter Acting Cl	3,145.50
Sarah Hall	03/06/2019	9983	25-25-932-5300	Contractual - Theatre Class f	200.00
<b>Vendor 10515 - Sarah Hall Total:</b>					<b>3,345.50</b>
<b>Vendor: 10787 - School Health Corp</b>					
School Health Corp	02/27/2019	9921	10-13-000-5430	First Aid Supplies - Watts	38.02
School Health Corp	02/27/2019	9921	10-14-000-5430	First Aid Supplies - Beach	117.71
School Health Corp	02/27/2019	9921	10-15-000-5430	First Aid Supplies - Boathouse	121.22
<b>Vendor 10787 - School Health Corp Total:</b>					<b>276.95</b>
<b>Vendor: 11376 - Segal Consulting</b>					
Segal Consulting	02/27/2019	9922	45-00-000-5321	GASB 75/OPEB Consulting	2,500.00
<b>Vendor 11376 - Segal Consulting Total:</b>					<b>2,500.00</b>
<b>Vendor: 11160 - Shaun Christopher Whitley</b>					
Shaun Christopher Whitley	02/27/2019	9923	25-25-401-5300	Contractual - ELC Music Class	162.50
Shaun Christopher Whitley	02/27/2019	9923	25-25-402-5300	Contractual - ELC Music Class	200.00
Shaun Christopher Whitley	02/27/2019	9923	25-25-403-5300	Contractual - ELC Music Class	162.50
Shaun Christopher Whitley	02/27/2019	9923	25-26-000-5386	Contractual - Day Care Music	900.00
<b>Vendor 11160 - Shaun Christopher Whitley Total:</b>					<b>1,425.00</b>
<b>Vendor: 10706 - Southeastern Security Consultants, Inc</b>					
Southeastern Security Consult	03/06/2019	9984	45-00-000-5335	Background Checks - Feb 201	74.00
<b>Vendor 10706 - Southeastern Security Consultants, Inc Total:</b>					<b>74.00</b>
<b>Vendor: 10108 - State Disbursement Unit</b>					
State Disbursement Unit	02/15/2019	9802	10-00-000-2190	M Barrios,FIPS#1703100/201	195.90
State Disbursement Unit	03/01/2019	9871	10-00-000-2190	M Barrios,FIPS#1703100/201	195.90
<b>Vendor 10108 - State Disbursement Unit Total:</b>					<b>391.80</b>
<b>Vendor: 10289 - Sunshine Arts &amp; Crafts</b>					
Sunshine Arts & Crafts	02/27/2019	9924	25-25-659-5300	Contractual - Winter Art Class	944.00
<b>Vendor 10289 - Sunshine Arts &amp; Crafts Total:</b>					<b>944.00</b>

Voucher List of Bills

Payment Dates: 02/14/2019 - 03/13/2019

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
<b>Vendor: 10720 - Tebon's Gas Station</b>					
Tebon's Gas Station	03/06/2019	9985	10-13-000-5480	Propane - Zamboni - Feb 2019	500.00
<b>Vendor 10720 - Tebon's Gas Station Total:</b>					<b>500.00</b>
<b>Vendor: 10294 - Telcom Innovations Group</b>					
Telcom Innovations Group	02/27/2019	9925	10-11-000-5355	Reset Phone System	195.00
Telcom Innovations Group	03/06/2019	9986	10-11-000-5355	Svcs - Phone System Circuit Is	97.50
<b>Vendor 10294 - Telcom Innovations Group Total:</b>					<b>292.50</b>
<b>Vendor: 10517 - Timothy Dane Bowen</b>					
Timothy Dane Bowen	02/27/2019	9927	25-25-594-5300	Contractual - Winter Lego Cla	2,700.00
<b>Vendor 10517 - Timothy Dane Bowen Total:</b>					<b>2,700.00</b>
<b>Vendor: 11316 - TinkRWorks, LLC.</b>					
TinkRWorks, LLC.	02/27/2019	9928	25-25-656-5300	Contractual - Winter Robot Cl	2,790.00
<b>Vendor 11316 - TinkRWorks, LLC. Total:</b>					<b>2,790.00</b>
<b>Vendor: 10300 - Tyler Technologies, Inc.</b>					
Tyler Technologies, Inc.	03/05/2019	9970	10-11-000-5355	Annual Incode Maint - 3/19 -	6,549.99
<b>Vendor 10300 - Tyler Technologies, Inc. Total:</b>					<b>6,549.99</b>
<b>Vendor: 10302 - Uline</b>					
Uline	02/27/2019	9929	25-00-000-5588	Building Improvements - Takif	662.35
<b>Vendor 10302 - Uline Total:</b>					<b>662.35</b>
<b>Vendor: 10307 - Vanguard Energy Service, LLC</b>					
Vanguard Energy Service, LLC	02/27/2019	9930	10-13-000-5220	Bulk Gas/Heat - Watts	688.61
Vanguard Energy Service, LLC	02/27/2019	9930	25-00-000-5220	Bulk Gas/Heat - Takiff	4,285.80
<b>Vendor 10307 - Vanguard Energy Service, LLC Total:</b>					<b>4,974.41</b>
<b>Vendor: 10099 - Vantagepoint Trf Agents-457</b>					
Vantagepoint Trf Agents-457	02/15/2019	9803	10-00-000-2140	ICMA - A/C#301403	2,952.50
Vantagepoint Trf Agents-457	03/01/2019	9872	10-00-000-2140	ICMA - A/C#301403	2,952.50
<b>Vendor 10099 - Vantagepoint Trf Agents-457 Total:</b>					<b>5,905.00</b>
<b>Vendor: 10309 - Verizon Wireless</b>					
Verizon Wireless	03/12/2019	10002	25-00-000-5210	Cell Phone Svc - Jan/Feb 2019	850.89
<b>Vendor 10309 - Verizon Wireless Total:</b>					<b>850.89</b>
<b>Vendor: 10457 - Village of Glencoe</b>					
Village of Glencoe	03/06/2019	9987	10-12-000-5480	Gasoline - Parks	977.66
Village of Glencoe	03/06/2019	9987	25-00-000-5355	Takiff Elevator Inspections	200.00
Village of Glencoe	03/06/2019	9987	25-00-000-5360	Glencoe Winter Quarterly Ne	700.53
Village of Glencoe	03/12/2019	10003	10-12-000-5240	Water/Sewer - Parks (Feb 201	301.27
Village of Glencoe	03/12/2019	10003	10-13-000-5240	Water/Sewer - Watts (Feb 20	4,670.10
Village of Glencoe	03/12/2019	10003	10-14-000-5240	Water/Sewer - Beach (Feb 20	29.77
Village of Glencoe	03/12/2019	10003	10-15-000-5240	Water/Sewer - Boathouse (Fe	29.77
<b>Vendor 10457 - Village of Glencoe Total:</b>					<b>6,909.10</b>
<b>Vendor: 10314 - Walmart Community</b>					
Walmart Community	02/28/2019	9947	25-00-000-5420	General Rec Supplies	43.72
Walmart Community	02/28/2019	9947	25-25-432-5400	Preschool Enrichment Supplie	27.11
Walmart Community	02/28/2019	9947	25-25-903-5400	Dad/Daughter Event Supplies	122.47
Walmart Community	02/28/2019	9947	25-25-933-5400	Teen Event Supplies	34.96
Walmart Community	02/28/2019	9947	25-26-000-5403	Day Care Program Supplies	264.85
<b>Vendor 10314 - Walmart Community Total:</b>					<b>493.11</b>
<b>Vendor: 10882 - Welcome Wagon</b>					
Welcome Wagon	03/12/2019	10022	25-00-000-5360	Marketing	161.42
<b>Vendor 10882 - Welcome Wagon Total:</b>					<b>161.42</b>
<b>Vendor: 11102 - Wight &amp; Company</b>					
Wight & Company	02/27/2019	9931	65-00-000-5321	Contractual - Conceptual Stud	8,552.12
<b>Vendor 11102 - Wight &amp; Company Total:</b>					<b>8,552.12</b>
<b>Vendor: 10102 - Wisconsin Dept of Revenue</b>					
Wisconsin Dept of Revenue	02/27/2019	DFT0000803	10-00-000-2111	WI Mo Withholding - Feb	266.25
<b>Vendor 10102 - Wisconsin Dept of Revenue Total:</b>					<b>266.25</b>

Voucher List of Bills

Payment Dates: 02/14/2019 - 03/13/2019

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
<b>Vendor: 10957 - YBA Shirts</b>					
YBA Shirts	02/27/2019	9932	25-25-707-5400	House Basketball Jerseys	1,350.00
YBA Shirts	02/27/2019	9932	25-25-708-5400	House Basketball Jerseys	650.00
YBA Shirts	02/27/2019	9932	25-25-711-5400	House Basketball Jerseys	1,574.15
<b>Vendor 10957 - YBA Shirts Total:</b>					<b>3,574.15</b>
<b>Vendor Set AP Vendors Total:</b>					<b>456,721.65</b>

Voucher List of Bills

Payment Dates: 02/14/2019 - 03/13/2019

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
<b>Vendor Set: Employees - Employees</b>					
<b>Vendor: 9504 - Adam Wohl</b>					
Adam Wohl	02/27/2019	9874	25-00-000-5341	Mileage Reimbursement	62.64
<b>Vendor 9504 - Adam Wohl Total:</b>					<b>62.64</b>
<b>Vendor: 5667 - Carol Mensinger</b>					
Carol Mensinger	02/27/2019	9878	10-11-000-5341	Mileage Reimbursement	8.41
<b>Vendor 5667 - Carol Mensinger Total:</b>					<b>8.41</b>
<b>Vendor: 5202 - Chris Leiner</b>					
Chris Leiner	02/28/2019	9933	10-12-000-5342	Reimbursement - Grant Resea	24.00
<b>Vendor 5202 - Chris Leiner Total:</b>					<b>24.00</b>
<b>Vendor: 7073 - Chris Pietrini</b>					
Chris Pietrini	02/27/2019	9883	25-00-000-5341	Mileage Reimbursement	77.43
<b>Vendor 7073 - Chris Pietrini Total:</b>					<b>77.43</b>
<b>Vendor: 7347 - Elizabeth Stowick</b>					
Elizabeth Stowick	02/27/2019	9888	10-11-000-5341	Mileage Reimbursement	12.41
<b>Vendor 7347 - Elizabeth Stowick Total:</b>					<b>12.41</b>
<b>Vendor: 4251 - Ilya Ioffe</b>					
Ilya Ioffe	03/05/2019	9962	25-00-000-5422	Reimbursement - Work Boots	105.00
<b>Vendor 4251 - Ilya Ioffe Total:</b>					<b>105.00</b>
<b>Vendor: 7621 - Jenny Runkel</b>					
Jenny Runkel	02/27/2019	9899	10-11-000-5341	Mileage Reimbursement - Jan	38.86
<b>Vendor 7621 - Jenny Runkel Total:</b>					<b>38.86</b>
<b>Vendor: 7467 - Kerri Ringel</b>					
Kerri Ringel	02/27/2019	9901	25-25-414-5400	Reimbursement - Presch Enric	19.62
<b>Vendor 7467 - Kerri Ringel Total:</b>					<b>19.62</b>
<b>Vendor: 9041 - Liz Visteen</b>					
Liz Visteen	02/27/2019	9905	25-00-000-5341	Mileage Reimbursement - De	62.47
<b>Vendor 9041 - Liz Visteen Total:</b>					<b>62.47</b>
<b>Vendor: 5052 - Mary Krueger</b>					
Mary Krueger	02/20/2019	9853	25-26-000-5341	Mileage Reimbursement	41.82
<b>Vendor 5052 - Mary Krueger Total:</b>					<b>41.82</b>
<b>Vendor: 9190 - Matt Walker</b>					
Matt Walker	02/27/2019	9907	25-00-000-5341	Mileage Reimbursement - Feb	60.32
<b>Vendor 9190 - Matt Walker Total:</b>					<b>60.32</b>
<b>Vendor: 5748 - Terry Miskowicz</b>					
Terry Miskowicz	02/27/2019	9926	25-25-707-5300	Mileage Reimbursement	39.19
Terry Miskowicz	02/27/2019	9926	25-25-708-5300	Mileage Reimbursement	39.19
Terry Miskowicz	02/27/2019	9926	25-25-740-5300	Mileage Reimbursement - Jan	15.00
<b>Vendor 5748 - Terry Miskowicz Total:</b>					<b>93.38</b>
<b>Vendor Set Employees Total:</b>					<b>606.36</b>



Voucher List of Bills

Payment Dates: 02/14/2019 - 03/13/2019

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
<b>Vendor Set: Refunds - Refunds</b>					
<b>Vendor: 000004307-169 - Dena Fox</b>					
Dena Fox	02/25/2019	9866	25-00-000-2580	Actv 905101-08 Class Refund	280.00
<b>Vendor 000004307-169 - Dena Fox Total:</b>					<b>280.00</b>
<b>Vendor: 000005728-171 - Lauren Martin</b>					
Lauren Martin	02/25/2019	9867	25-00-000-2580	Actv 905101-08 Class Refund	280.00
<b>Vendor 000005728-171 - Lauren Martin Total:</b>					<b>280.00</b>
<b>Vendor: 000004278-170 - Shannon Love</b>					
Shannon Love	02/25/2019	9868	25-00-000-2580	Actv 905101-08 Class Refund	280.00
<b>Vendor 000004278-170 - Shannon Love Total:</b>					<b>280.00</b>
<b>Vendor: 000001998-168 - Wendy Smith</b>					
Wendy Smith	02/22/2019	9864	25-00-000-2580	Dep Rfnd: 009433 WNGC TA	94.00
<b>Vendor 000001998-168 - Wendy Smith Total:</b>					<b>94.00</b>
<b>Vendor Set Refunds Total:</b>					<b>934.00</b>
<b>Grand Total:</b>					<b>458,262.01</b>

# Report Summary

## Fund Summary

Fund	Payment Amount
10 - CORPORATE FUND	235,879.60
25 - RECREATION FUND	168,689.73
45 - LIABILITY INSURANCE FUND	2,574.00
65 - CAPITAL PROJECTS FUND	17,081.52
69 - MASTER PLAN CAPITAL PROJECTS	34,037.16
<b>Grand Total:</b>	<b>458,262.01</b>

## Account Summary

Account Number	Account Name	Payment Amount
10-00-000-2100	FEDERAL WITHHOLDING	21,312.32
10-00-000-2110	IL STATE WITHHOLDING	12,138.66
10-00-000-2111	WI STATE WITHHOLDIN	266.25
10-00-000-2120	SOCIAL SECURITY WITH	35,053.30
10-00-000-2130	MEDICARE WITHHOLDING	8,198.22
10-00-000-2140	ICMA DEF COMP WITHO	5,905.00
10-00-000-2150	IMRF WITHHOLDING	41,251.76
10-00-000-2155	IMRF VAC WITHHOLDING	4,570.00
10-00-000-2160	SUPPL IMRF LIFE WITHO	64.00
10-00-000-2170	AFLAC WITHHOLDING	310.48
10-00-000-2180	CREDIT UNION WITHOL	890.00
10-00-000-2190	GARNISHMENT WITHOL	391.80
10-11-000-5310	LEGAL SERVICES	268.75
10-11-000-5311	LEGAL NOTICES	24.58
10-11-000-5321	CONSULTING SERVICES	1,700.00
10-11-000-5340	CONFERENCES AND TRA	205.00
10-11-000-5341	MILEAGE REIMBURSEM	59.68
10-11-000-5342	OFFICIALS/MEETING EXP	770.13
10-11-000-5355	MAINTENANCE SERVICE	16,935.94
10-11-000-5402	BOOKS/PUBLICATNS/SU	7.96
10-11-000-5420	SUPPLIES - GENERAL	211.54
10-11-000-5600	HEALTH INSURANCE PRE	34,130.47
10-11-000-5730	DUES/MEMBERSHIPS	6,601.90
10-12-000-5210	TELEPHONE/INTERNET	137.98
10-12-000-5220	FUEL/HEAT	1,089.39
10-12-000-5230	ELECTRICITY	1,133.07
10-12-000-5240	WATER	301.27
10-12-000-5340	CONFERENCES AND TRA	81.00
10-12-000-5342	OFFICIALS/MEETING EXP	129.91
10-12-000-5351	REPAIRS - EQUIPMENT	618.45
10-12-000-5353	DISPOSAL/PORTOLET SE	1,376.29
10-12-000-5401	OFFICE SUPPLIES	263.59
10-12-000-5430	SUPPLIES - FIRST AID	291.33
10-12-000-5450	SUPPLIES - EQUIPMENT	2,446.46
10-12-000-5480	GASOLINE/LUBRICANTS	1,059.08
10-12-000-5481	SUPPLIES-CONSTRUCTIO	104.16
10-12-000-5484	SUPPLIES-ELECTRICAL/B	571.27
10-12-000-5485	SUPPLIES-ICEMELT/SALT	1,792.00
10-12-000-5487	SUPPLIES-HAND TOOLS	600.00
10-12-000-5490	SUPPLIES-PLANTINGS/FL	53.75
10-12-000-5585	PAVEMENT & SITE DEVE	13,341.87
10-13-000-5210	TELEPHONE/INTERNET/	246.12
10-13-000-5220	FUEL/HEAT	1,017.69
10-13-000-5230	ELECTRICITY	8,686.69
10-13-000-5240	WATER	4,670.10
10-13-000-5353	DISPOSAL/PORTOLET SE	112.00
10-13-000-5356	MAINT SERVICE/REPAIR	140.45
10-13-000-5357	MAINT SERVICE-REFRIG	273.00

## Account Summary

Account Number	Account Name	Payment Amount
10-13-000-5401	OFFICE SUPPLIES	27.98
10-13-000-5418	SUPPLIES-ZAMBONI	386.41
10-13-000-5420	SUPPLIES - GENERAL	49.60
10-13-000-5430	SUPPLIES - FIRST AID	38.02
10-13-000-5450	SUPPLIES - EQUIPMENT	20.70
10-13-000-5480	GASOLINE/LUBRICANTS/	500.00
10-13-000-5481	SUPPLIES-CONSTRUCTIO	262.94
10-13-000-5482	SUPPLIES-HARDWARE	114.76
10-13-000-5485	SUPPLIES-ICEMELT/SALT	312.00
10-13-000-5486	SUPPLIES-PLUMBING	92.52
10-13-000-5488	SUPPLIES-HAND TOOLS	150.00
10-13-000-5581	EQUIPMENT - BUILDING	1,206.64
10-14-000-5210	TELEPHONE/INTERNET	168.95
10-14-000-5220	FUEL/HEAT	38.55
10-14-000-5230	ELECTRICITY	57.94
10-14-000-5240	WATER	29.77
10-14-000-5401	OFFICE SUPPLIES	155.44
10-14-000-5430	SUPPLIES - FIRST AID	117.71
10-14-000-5488	SUPPLIES-HAND TOOLS	50.00
10-15-000-5230	ELECTRICITY	38.52
10-15-000-5240	WATER	29.77
10-15-000-5401	OFFICE SUPPLIES	55.50
10-15-000-5430	SUPPLIES - FIRST AID	121.22
10-15-000-5488	SUPPLIES-HAND TOOLS	50.00
25-00-000-2580	BALANCE ON ACCOUNT-	934.00
25-00-000-5210	TELEPHONE/INTERNET	4,345.48
25-00-000-5220	FUEL/HEAT	5,844.68
25-00-000-5230	ELECTRICITY	6,934.92
25-00-000-5321	CONSULTING-ONLINE/O	2,031.71
25-00-000-5340	CONFERENCES AND TRA	649.00
25-00-000-5341	MILEAGE REIMBURSEM	262.86
25-00-000-5342	OFFICIALS/MEETING EXP	200.18
25-00-000-5351	REPAIRS - EQUIPMENT	390.10
25-00-000-5352	REPAIRS - BUILDINGS	3,114.36
25-00-000-5353	DISPOSAL/PORTOLET SE	344.00
25-00-000-5355	MAINTENANCE SERVICE	3,087.09
25-00-000-5360	PRINTING/MARKETING/	3,012.65
25-00-000-5362	PHOTOGRAPHY	147.00
25-00-000-5401	OFFICE SUPPLIES	1,572.93
25-00-000-5412	CUSTODIAL/CLEANING S	815.46
25-00-000-5420	SUPPLIES - GENERAL	1,173.11
25-00-000-5422	SUPPLIES-UNIFORMS, B	105.00
25-00-000-5451	SUPPLIES - BUILDING PA	421.33
25-00-000-5482	SUPPLIES-HARDWARE	107.32
25-00-000-5483	SUPPLIES-PAINT	54.95
25-00-000-5484	SUPPLIES-ELECTRICAL/B	784.59
25-00-000-5485	SUPPLIES-ICEMELT/SALT	2,064.58
25-00-000-5486	SUPPLIES-PLUMBING	1,522.37
25-00-000-5487	SUPPLIES-POWER TOOL	100.00
25-00-000-5488	SUPPLIES-HAND TOOLS	66.61
25-00-000-5580	EQUIPMENT - GENERAL	537.42
25-00-000-5584	EQUIPMENT - RECREATI	2,494.99
25-00-000-5588	BUILDING IMPROVEME	662.35
25-00-000-5730	DUES/MEMBERSHIPS	230.00
25-25-310-5400	SUPPLIES-ADULT ART/P	734.93
25-25-312-5300	CONTRACTL-ADULT WO	3,145.50
25-25-315-5400	SUPPLIES-ADULT CERAM	1,243.99
25-25-401-5300	CONTRACTL-ELC 3YR	162.50

## Account Summary

Account Number	Account Name	Payment Amount
25-25-401-5400	SUPPLIES-ELC 3YR	313.86
25-25-402-5300	CONTRACTL-ELC 4YR	1,184.00
25-25-402-5400	SUPPLIES-ELC 4YR	125.37
25-25-403-5300	CONTRACTL-ELC 2YR	162.50
25-25-403-5400	SUPPLIES-ELC 2YR	964.30
25-25-405-5400	SUPPLIES-KINDERGTN R	5.38
25-25-414-5400	SUPPLIES-EXPL N DISCVR	19.62
25-25-422-5300	CONTRACTL-MUSIC & M	480.00
25-25-432-5400	SUPPLIES-PRESCHOOL D	137.48
25-25-475-5300	CONTRACTL-GJK ENRICH	220.50
25-25-490-5400	SUPPLIES-PRESCH JR TR	7.78
25-25-586-5300	CONTRACTL-KINDER LIL	2,079.00
25-25-594-5300	CONTRACTL-PLAY WELL/	2,700.00
25-25-602-5400	SUPPLIES-KIDS CLUB AM	378.37
25-25-614-5300	CONTRACTL-YOUTH CRA	6,194.00
25-25-615-5400	SUPPLIES-YOUTH CERA	458.15
25-25-617-5300	CONTRACTL-MAD SCIEN	1,430.00
25-25-627-5300	CONTRACTL-JOY OF CRE	2,430.00
25-25-629-5300	CONTRACTL-CHESS SCH	5,024.60
25-25-635-5300	CONTRACTL-AMAZING	1,980.00
25-25-648-5300	CONTRACTL-STICKY FIN	3,132.00
25-25-650-5300	CONTRACTL-TECHNOLO	5,112.00
25-25-651-5300	CONTRACTL-FASHION	1,296.00
25-25-653-5401	COSTUMES	331.25
25-25-656-5300	CONTRACTL-STEM/TINK	2,790.00
25-25-659-5300	CONTRACTL-SUNSHINE	944.00
25-25-707-5300	CONTRACTL-BOYS HSE B	1,590.19
25-25-707-5400	SUPPLIES-BOYS HOUSE	1,350.00
25-25-708-5300	CONTRACTL-GIRLS HSE B	978.19
25-25-708-5400	SUPPLIES-GIRLS HSE BAS	650.00
25-25-711-5300	CONTRACTL-PEE WEE B	981.00
25-25-711-5400	SUPPLIES-PEE WEE BASK	1,574.15
25-25-725-5300	CONTRACTL-KARATE CL	3,900.14
25-25-728-5300	CONTRACTL-ROWING	837.00
25-25-740-5300	COTNRACTL-TRAVELING	8,610.00
25-25-746-5300	CONTRACTL-HOT SHOT	2,203.00
25-25-747-5300	CONTRACTL-HOTSHOT S	3,538.50
25-25-752-5300	CONTRACTL-AFTERSCL S	952.00
25-25-765-5300	CDNTRACTL-FENCING	1,911.00
25-25-785-5300	CONTRACTL-FITNESS PU	998.15
25-25-786-5300	CONTRACTL-FITNESS DR	90.00
25-25-789-5300	CONTRACTL-TUMBLING	2,240.00
25-25-801-5300	CONTRACTL-SUN FUN C	434.57
25-25-803-5300	CONTRACTL-KINDER KO	100.00
25-25-810-5300	CONTRACTL-CAMP ADV	349.56
25-25-813-5300	CONTRACTL-KOALA BEA	85.00
25-25-903-5400	SUPPLIES-DAD/DAUGH	1,271.30
25-25-904-5300	CONTRACTL-MOTHER/S	317.00
25-25-910-5300	CONTRACTL-4TH OF JUL	2,235.00
25-25-932-5300	CONTRACTL-SCHOOL DA	1,095.75
25-25-932-5400	SUPPLIES-SCHOOL DAYS	142.62
25-25-933-5400	SUPPLIES-TEEN SPECIAL	344.49
25-25-950-5400	SUPPLIES-GEN WKSP/SP	75.00
25-25-956-5300	CONTRACTL_Sesquicent	1,504.50
25-26-000-5340	CONFERENCES AND TRA	59.00
25-26-000-5341	MILEAGE REIMBURSEM	41.82
25-26-000-5342	OFFICIALS/MEETINGS EX	324.98
25-26-000-5360	PRINTING/MARKETING/	75.00

**Account Summary**

Account Number	Account Name	Payment Amount
25-26-000-5386	SERVICES-DAYCARE PRO	1,600.00
25-26-000-5387	NURSE SERVICES	180.00
25-26-000-5401	OFFICE SUPPLIES	111.37
25-26-000-5403	DAYCARE PROGRAM SU	1,348.34
25-26-000-5404	COMPUTER PGMS/APPs	175.00
25-26-000-5409	SUPPLIES-INTERNAL FO	25,218.37
25-26-000-5460	SUPPLIES-FOOD EQUIP	3,313.63
25-26-000-5600	HEALTH INSURANCE PRE	5,530.01
25-27-000-5210	DEDICATED TV/INTERNE	195.98
25-27-000-5321	CONSULTING SERVICES	562.50
25-27-000-5365	CONTRACTL-PERSONAL	397.50
45-00-000-5321	CONSULTING-SAFETY/L	2,500.00
45-00-000-5335	WELLNESS/PRE-PLACEM	74.00
65-00-000-5321	CONSULTING SERVICES	8,552.12
65-00-018-5502	HARDWARE,NETWORK,	514.95
65-00-019-5501	REPLACE-NETWORK SER	7,124.70
65-00-019-5502	WKSTATNS,LAPTPS,SERV	889.75
69-00-000-5320	ARCHITECT/DESIGN/CO	300.00
69-00-000-5531	TAKIFF PARKING-Ph 1-C	45.00
69-00-000-5539	PLAYGRD-WOODLAWN-	33,692.16
<b>Grand Total:</b>		<b>458,262.01</b>

**Project Account Summary**

Project Account Key	Payment Amount
**None**	458,262.01
<b>Grand Total:</b>	<b>458,262.01</b>

**Authorization Signatures**

To the Board of Commissioners

The payment of the above listed accounts has been approved by the Board of Commissioners at their meeting held on March 19, 2019 and you are hereby authorized to pay them from the appropriate funds.

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

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



# V. Financial Report

Glencoe Park District  
March 2019 Board Meeting

**Glencoe Park District  
Monthly Funds Report  
February 2019**

**Corporate and Other Funds:**

	<u>Jan 2019</u>	<u>Feb 2019</u>
Harris Bank Corporate Account - 0.657%	564,627.42	474,269.79
Illinois Park District Liquid Asset Fund (IPDLAF) - 2.30%	1,771,682.77	2,552,010.12
The Illinois Fund (Public Treasurers' Investment Pool) - 2.44%	3,236,871.52	3,242,925.30
Harris Payroll Account - 0.657%	103,710.04	110,400.06
PMA Financial Account - 2.30%	215,894.21	236,212.35
Reconciling Items(Dep in Transit, O/S Checks, etc.)	(197,609.95)	(88,204.68)
IPDLAF Certificates of Deposit:		
1 CDs at \$244,000 each maturing February 7, 2019 (1.90% net)	244,000.00	0.00
2 CDs at \$244,000 each maturing March 21, 2019 (2.08%)	488,000.00	488,000.00
1 CDs at \$244,000 each maturing April 24, 2019 (2.30% net)	244,000.00	244,000.00
2 CDs at \$243,000 each maturing June 12, 2019 (2.415% net)	486,000.00	486,000.00
1 CDs at \$242,000 each maturing October 18, 2019 (2.80% net)	242,000.00	242,000.00
1 CDs at \$242,000 each maturing January 22, 2020 (2.85% net)	242,000.00	242,000.00
1 CDs at \$243,000 each maturing February 27, 2020 (2.65% net)	0.00	243,000.00
PMA Certificates of Deposit:		
3 CDs at \$244,900 each maturing February 27, 2019 (2.06% net)	734,700.00	0.00
1 CDs at \$244,500 each maturing April 24, 2019 (2.24% net)	244,500.00	244,500.00
4 CDs totaling \$973,300 maturing October 18, 2019 (2.72% net)	973,300.00	973,300.00
3 CDs totalling \$728,900 maturing January 22, 2020 (2.79-2.84% net)	728,900.00	728,900.00
3 CDs at \$243,300 each maturing February 27, 2020 (2.685% net)	0.00	729,900.00
<b>Grand Total</b>	<b>\$10,322,576.01</b>	<b>\$11,149,212.94</b>



# G/L MONTHLY Pooled Cash Report

Glencoe Park District  
For the Period Ending 2/28/2019

ACCOUNT #	ACCOUNT NAME	BEGINNING BALANCE	CURRENT ACTIVITY	CURRENT BALANCE	
<b>CLAIM ON CASH</b>					
10-00-000-1000	CASH/INVESTMENTS	2,657,671.91	268,808.17	2,926,480.08	
25-00-000-1000	CASH/INVESTMENTS	4,841,752.95	286,558.98	5,128,311.93	
30-00-000-1000	CASH/INVESTMENTS	99,190.14	48,038.00	147,228.14	
35-00-000-1000	CASH/INVESTMENTS	256,785.95	25,573.92	282,359.87	
36-00-000-1000	CASH/INVESTMENTS	84,969.56	20,891.33	105,860.89	
40-00-000-1000	CASH/INVESTMENTS	339,470.64	178,537.98	518,008.62	
45-00-000-1000	CASH/INVESTMENTS	156,411.59	19,966.50	176,378.09	
50-00-000-1000	CASH/INVESTMENTS	42,599.60	6,682.98	49,282.58	
55-00-000-1000	CASH/INVESTMENTS	8,921.60	1,981.00	10,902.60	
65-00-000-1000	CASH/INVESTMENTS	328,721.57	(1,083.51)	327,638.06	
67-00-000-1000	CASH/INVESTMENTS	0.00	0.00	0.00	
69-00-000-1000	CASH/INVESTMENTS	1,464,753.04	(29,439.67)	1,435,313.37	
70-00-000-1000	CASH/INVESTMENTS	41,327.46	121.25	41,448.71	
75-00-000-1000	CASH/INVESTMENTS	0.00	0.00	0.00	
80-00-000-1000	CASH/INVESTMENTS	0.00	0.00	0.00	
90-00-000-1000	CASH/INVESTMENTS	0.00	0.00	0.00	
<b>TOTAL CLAIM ON CASH</b>		<b>10,322,576.01</b>	<b>826,636.93</b>	<b>11,149,212.94</b>	
<b>CASH IN BANK</b>					
99-00-000-1011	Operating Corporate Account	371,672.03	22,727.60	394,399.63	
99-00-000-1012	Operating PR Account	99,055.48	3,010.06	102,065.54	
99-00-000-1013	IL Funds	3,236,871.52	6,053.78	3,242,925.30	
99-00-000-1014	IPDLAF CD's	1,946,000.00	(1,000.00)	1,945,000.00	
99-00-000-1015	IPDLAF MM	1,771,682.77	780,327.35	2,552,010.12	
99-00-000-1016	PMA CD's	2,681,400.00	(4,800.00)	2,676,600.00	
99-00-000-1017	PMA MM	215,894.21	20,318.14	236,212.35	
<b>TOTAL CASH IN BANK</b>		<b>10,322,576.01</b>	<b>826,636.93</b>	<b>11,149,212.94</b>	
<b>DUE TO OTHER FUNDS</b>					
99-00-000-2400	Due To Other Funds	10,322,576.01	826,636.93	11,149,212.94	
<b>TOTAL DUE TO OTHER FUNDS</b>		<b>10,322,576.01</b>	<b>826,636.93</b>	<b>11,149,212.94</b>	
<b>Claim on Cash</b>	11,149,212.94	<b>Claim on Cash</b>	11,149,212.94	<b>Cash in Bank</b>	11,149,212.94
<b>Cash in Bank</b>	11,149,212.94	<b>Due To Other Funds</b>	11,149,212.94	<b>Due To Other Funds</b>	11,149,212.94
<b>Difference</b>	0.00	<b>Difference</b>	0.00	<b>Difference</b>	0.00

Glencoe Park District  
Monthly Financial Analysis  
February 2019

	<u>As of</u> <u>2/28/2017</u>	<u>As of</u> <u>2/28/2018</u>	(*1) <u>As of</u> <u>2/28/2019</u>
<b><u>Recreation Department - Programs</u></b>			
Revenues	3,156,131	3,267,559	3,336,510
Wages	(619,625)	(669,772)	(682,423)
Contractual	(1,177,543)	(1,273,980)	(1,282,944)
Supplies	(102,696)	(105,599)	(119,986)
Net Surplus	1,256,267	1,218,208	1,251,157
<b><u>Day Care Department</u></b>			
Revenue	890,119	988,421	1,259,393
Expense	(716,240)	(756,454)	(1,086,686)
Net Surplus	173,879	231,967	172,707
<b><u>Fitness Department</u></b>			
Revenue	n/a	45,383	50,513
Expense	n/a	(11,796)	(41,394)
Net Surplus/(Deficit)	n/a	33,587	9,119
<b><u>Beach Department</u></b>			
Revenue	324,303	319,842	322,001
Expense	(275,425)	(263,443)	(250,583)
Net Surplus/(Deficit)	48,878	56,399	71,418
<b><u>Boating Department</u></b>			
Revenue	107,008	114,828	106,663
Expense	(104,788)	(119,816)	(157,474)
Net Surplus/(Deficit)	2,220	(4,988)	(50,811)
<b>Beach/Boating Dept Total:</b>	51,098	51,411	20,607
<b><u>Watts Department</u></b>			
Revenue	124,142	139,608	151,730
Expenses	(234,988)	(242,708)	(236,345)
Net (Deficit)	(110,846)	(103,100)	(84,615)
<b><u>G &amp; A (Administration)</u></b>			
Revenue (excl G&A Tfr)	31,537	33,138	33,078
Expense	(1,074,174)	(1,135,128)	(1,170,282)
Net Surplus/(Deficit)	(1,042,637)	(1,101,990)	(1,137,204)
<b><u>Parks Department</u></b>			
Revenue	31,599	5,870	20,210
Expense	(989,936)	(1,058,757)	(1,026,693)
Net (Deficit)	(958,337)	(1,052,887)	(1,006,483)
<b><u>Rec-Admin/Takiff Department</u></b>			
Revenues	1,233,905	1,247,823	1,325,585
Expenses	(2,039,328)	(2,924,196)	(2,433,125)
Net Surplus/(Deficit)	(805,423)	(1,676,373)	(1,107,540)

\*1: The amounts this month do not reflect accrued payables that will be paid in March that will be recorded in FY2018/19.

# **VI. Presentation of the Takiff Play Space Designs**

**Information provided at the Board meeting.**

Glencoe Park District  
March 2019 Board Meeting



# **VII. Presentation of the Glencoe Fitness Center Report**

Glencoe Park District  
March 2019 Board Meeting



# Glencoe Fitness Center Annual Report 2019

Bobby Collins, Director of Recreation and Facilities  
Adam Wohl, Takiff and Watts Facility Manager

999 Green Bay Rd.  
Glencoe, IL 60022

[www.glencoe parkdistrict.com](http://www.glencoe parkdistrict.com)

# Table of Contents

I.	<b>Introduction.....</b>	<b>2</b>
II.	<b>Facility Overview.....</b>	<b>2</b>
	Hours of Operation	
	Membership Options	
	Management, Customer Service, and Staffing	
	Fitness Center Amenities	
III.	<b>Programming and Challenges .....</b>	<b>4</b>
	Programs	
	Challenges & Incentives	
IV.	<b>Marketing &amp; Promotions .....</b>	<b>5</b>
V.	<b>Goals and Objectives for 2019 .....</b>	<b>6</b>
VI.	<b>Participant Feedback .....</b>	<b>7</b>
VII.	<b>Financials.....</b>	<b>9</b>
VIII.	<b>Fitness Center Usage and Demographics .....</b>	<b>10</b>
IX.	<b>Appendix A - Pricing and Operation Comparison .....</b>	<b>13</b>
	Group Fitness Comparison	

## Introduction

This annual report is an overview of the facility, programming, operations, and financial data for the Glencoe Fitness Center during the 2018-2019 fiscal year. The Glencoe Fitness Center is located within the Takiff Community Center. It is comprised of a fitness area that includes cardio and strength machines, free weights, and general fitness equipment. Fitness center members also have access to the fitness studio for group exercise and yoga classes, personal training, health coaching and open gym.

## Facility Overview

The Glencoe Fitness Center held its grand opening to the public on December 30, 2017. The goal of the fitness center is to encourage healthy lifestyles through participation in physical activity.

### Hours of Operation

Regular fitness hours are listed below. Please see Appendix A for a full list of comparable fitness center hours and information.

- Monday-Friday 5:30am-9:00pm
- Saturday-Sunday 7:00am-5:00pm

### Glencoe Fitness Center Membership Options

MEMBERSHIP TYPE	MEMBERSHIP LENGTH	GLENCOE RESIDENT	NON-RESIDENT
Individual	1-year Membership	\$350	\$525
	6-Month Membership	\$270	\$405
	Pay-Per-Month Membership (1 year commitment required for first year)	\$40 per month	\$60 per month
Additional Family Member <small>Family members must reside in the same household to purchase a family pass.</small>	1-year Membership (each additional family member)	\$300	\$450
	6-Month Membership (each additional family member)	\$250	\$375
	Pay-Per-Month Membership (each additional family member; 1 year commitment required for first year)	\$35 per month	\$53 per month
Senior/student <small>Students: Age 14-22* Seniors: Age 65+* *ID required.</small>	1-year Membership	\$215	\$525
	Pay-Per-Month Senior/Student (1 year commitment required for first year)	\$25 per month	\$60 per month
	Winter Break Student Membership	\$35	\$53
Drop-in	Daily fee	\$10 per day	\$15 per day

### Management, Customer Service, and Staffing

The Glencoe Fitness Center is overseen by the full-time Takiff and Watts Facility Manager Adam Wohl. Adam joined the Park District in November 2017 and this is his second year supervising the fitness center. This position oversees all operations and programming of the Fitness Center and programs.

The Park Maintenance staff also plays an important role in maintaining the Fitness Center.

The Marketing and Communications team had a significant role in our marketing and member interaction efforts throughout the first year of operation. This included digital and print media, flyers, posters, email communication, and program development. They will continue to be integral in our membership recruitment and retention efforts.

In an effort to limit staffing costs, we only added part time positions for early morning hours (5:30-8:30am) before regular front line staff arrives. All other staff hours were accounted for prior to the fitness center opening. Building attendant staff was trained to handle the additional responsibility that came with supervising the facility. Part of their responsibility includes performing routine cleaning of the facility, interacting with members, and answering any questions they may have. Clara Estrella, Ann Scheuer, and many other friendly faces have helped keep our facility a clean and an inviting place to exercise. Customer Service staff has also aided in membership processing and coordination.

## **Fitness Center Amenities**

Our fitness center offers high quality amenities for our members.

### Cardio Machines

In the fitness center, we have a wide array of cardio equipment. It includes four treadmills, two elliptical trainers, upright bike, recumbent bike, two Espresso HD Bikes, and a Nu-Step machine. Free weights, dumbbells, kettle bells, and medicine balls are also available for self-guided fitness enthusiasts.

### Strength/Weight Machines

There are seven multi-use strength machines in the fitness center. This includes an abdominal/back extension, two upper body machines (chest/shoulder press and bicep/triceps machine), two lower body (leg curl/extension and leg press) Smith Machine, and Functional Trainer. We also have free weight dumbbells up to 50 pounds.

### Stretching Area

Our stretching area includes a stretch machine, kettle bells, medicine and fitness balls, dumbbells, mats, and other fitness equipment. It is a great space to stretch before or after a tough workout.

### New Equipment Based on Member Feedback

In an effort to meet the demands of our membership, we added several new pieces of equipment. The first was installing the abdominal/back extension machine. We have also added additional accessories for the functional trainer, a plyometric box, and an Olympic curl bar. Other equipment we are exploring includes a rowing machine and a Peloton Bike.



# Programming and Challenges

Throughout the year, we offered a variety of programs and challenges to enhance the value of the fitness center membership and promote a healthy lifestyle to our members in a friendly environment.

## Programs

### Group Fitness Classes

All fitness center members are able to participate in group fitness classes at a 20% discount off a punch pass. The group fitness classes we offer include Gentle Flow Yoga, Moving with Weights Bootcamp, Row & Go Interval, Rowing, Resistance and Rolling Bootcamp, Zumba, WERQ, and Beach Fitness.

### Personal Training

Fitness center members can purchase personal training packages. Options include one-on-one, partner, and small group training. We have three personal trainers (Ron, Rick, and Keri) on staff that can help take our members fitness goals to the next level.

### Open Gym

Fitness center members can participate in open gym as part of their membership. Open gym times are offered most days of the week at a variety of times. We have expanded open gym to include early morning and evening hours during the week.

## Challenges & Incentives

Program and facility descriptions are detailed below which are currently used to market a number of fitness programs.

### Boston Marathon Challenge

In April 2018, members participated in a Boston Marathon Challenge. This challenge awarded those who completed 26.2 miles of cardio exercise during the month of April. We had over 40 people participate completing over 600 miles of cardio exercise on the treadmills and bikes. Two winners were awarded a free beach pass for summer 2018.

### Spring Break Challenge

Members who logged a minimum of 3 workouts in the fitness center during spring break were awarded a free pair of Glencoe Fitness sunglasses. Over 15 people visited a minimum of three times logging over 300 miles of cardio exercise.

### 19 Healthy Habits in 2019

To kick off 2019, members were able to participate in a 19 Healthy Habits challenge during the month of January. Members were able to select from over 30 healthy habits to start their New Year resolutions off right. The more habits they completed afforded them more opportunities to start a new healthy habit for 2019.





### Evey's Corner – Health Coaching

New in 2019 is health coaching and monthly email blasts called Evey's Corner. Evey Schweig is a Glencoe resident who has partnered with Glencoe Fitness to offer health coaching to our members. We will be offering a 5-day healthy eating challenge in April of 2019.

### Trainer Days

On certain days throughout the year, we have our personal trainers work the floor to help motivate and introduce members to new exercise options within the fitness center. We kicked off the year with two trainer days in 2018. There are plans to have more mini sessions and trainer days in 2019.

### Summer Student Special

We offered a \$99 summer student membership. We had over 30 students utilize the summer membership.

## Marketing & Promotions

Although Glencoe Fitness opened on December 30, 2017, marketing for the gym began six months before the official opening.



Marketing for Glencoe Fitness ramped up in the weeks leading up to the grand opening. Banners proclaiming “Be a Charter Member” were on display, the Takiff Center entrance windows were wrapped in ads, and a jumbo postcard was sent to all residents. In addition, wayfinding and informational signs, as well as a logo mural and rug, were created by the Marketing department. A membership booklet was created to give to potential members, and more information was included in the winter brochure, Inside Glencoe, and on the website. Weekly emails and social media posts were scheduled. A number of free preview days were available for residents to use the workout area in December.



The grand opening celebration was promoted with email blasts, flyers, posters, and direct mail piece. The grand opening was featured in Glencoe News and on our Facebook live. Those who joined in December-January were given a \$0 initiation fee, plus one free month and a T-shirt. Other marketing programs included Meet the Trainer days and Partner Training Packages, which was promoted with email messages, posters, and Precor messages (displayed on cardio equipment screens halfway through a workout). Ads were purchased in the Family Service of Glencoe benefit booklet and on the Chicago North Shore Visitor's Bureau website.

Labor Day weekend was free to residents, which was promoted on social media. We also created a targeted parent promotion, offering one free month to parents of ELC, Children's Circle, and GJK students.

In October, we participated in Family Fitness Week at South School by giving parents free 7-day passes to Glencoe Fitness. South School shared information about the passes via email.



A two-tiered direct mail postcard and email program was designed as a retention tool for expiring members. The approach includes a free personal training session or five fitness classes for re-enrolling.

A Google AdWords campaign was started to reach people in Glencoe, Highland Park, Northbrook, Winnetka, and Northfield searching for a gym. The keyword ad is triggered by phrases like “Glencoe park district”, “Glencoe fitness”, “join a gym” and “Takiff center open gym”. In eight weeks, it generated 914 impressions, 131 clicks, and 137 map actions. A sticker ad was published on the cover of the Glencoe News the last week of December.



We celebrated the one-year anniversary with a free day at Glencoe Fitness for community members.

## Goals and Objectives for 2019

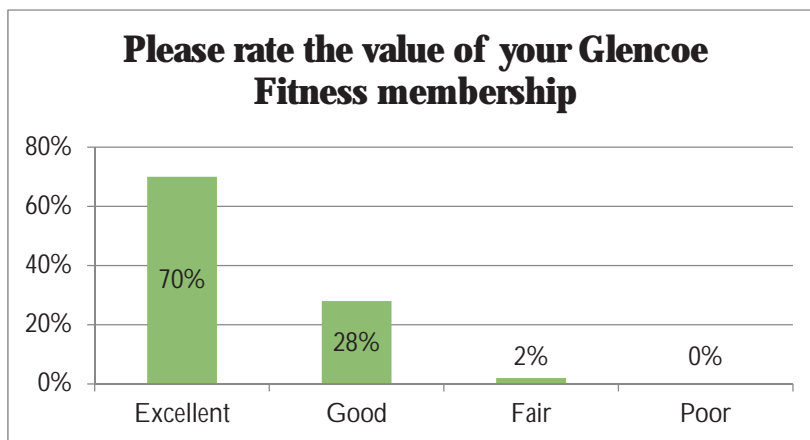
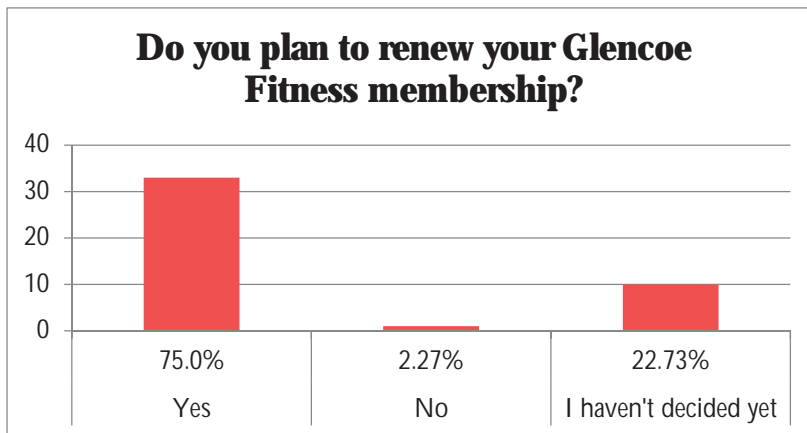
In 2019, we are looking at many new ways to improve the overall value of the fitness center membership. We are researching the following:

- Analyzing equipment usage and exploring options to add or substitute existing equipment for new options.
- Explore membership options that will best prepare us for the future of the fitness center. For example, creating a monthly membership option that includes auto-renewals.
- Explore membership options that include group exercise classes as part of their membership
- Implement a Wake Up and Move initiative in the community to promote a healthy lifestyle. This would promote 30 minutes of movement or exercise each day.
- Create an onboarding system for new and potential members that better connects them to the fitness center and the services it includes.

## Participant Feedback

---

In November 2018, staff surveyed current members for their feedback about their experience as a fitness center member. We had 46 total responses.



### What do you like best about Glencoe Fitness?

"The cleanliness, the entertainment options on cardio machines, the availability of the machines"

"Close to home and reasonably priced. Great staff - Clara, Clean - Clara, Quality equipment, Clean showers, Fresh towels, Nice TV's for working out, Meeting new members of Village."

"Closeness to home, cleanliness, pleasant staff, seldom crowded, nice shower facilities."

"For me, having a clean, quiet place to exercise is what I need most. Nothing against all the programs mentioned in Question 9, but it's the basics that are most appealing and important to me."

"I appreciate that there are limits to a small scale gym. If there were ever an expansion, it would be nice to have a normal locker room where you can just put your clothes in a locker in the locker room instead of packing them up and carting them to the gym. But it's not that big a deal. I think that given the space limits, you have a nice array of equipment."

Please rate the following Glencoe Fitness amenities:

	EXCELLENT	GOOD	FAIR	POOR	N/A	TOTAL
Shower Rooms	28.26% 13	15.22% 7	4.35% 2	0.00% 0	52.17% 24	46
Towel Service	76.09% 35	15.22% 7	0.00% 0	0.00% 0	8.70% 4	46
Lockers	64.44% 29	17.78% 8	2.22% 1	0.00% 0	15.56% 7	45
Weight Machines	44.44% 20	24.44% 11	6.67% 3	0.00% 0	24.44% 11	45
Cardio Machines	80.00% 36	13.33% 6	2.22% 1	2.22% 1	2.22% 1	45
Stretching Area	56.82% 25	29.55% 13	4.55% 2	0.00% 0	9.09% 4	44
Personal Trainers	9.09% 4	2.27% 1	4.55% 2	0.00% 0	84.09% 37	44
Group Fitness 20% Class Discount	2.33% 1	0.00% 0	0.00% 0	2.33% 1	95.35% 41	43
Open Gym Access	13.95% 6	6.98% 3	4.65% 2	0.00% 0	74.42% 32	43

When thinking about Glencoe Fitness, please rate the following attributes:

	EXCELLENT	GOOD	FAIR	POOR	TOTAL
Cleanliness of facilities	86.96% 40	13.04% 6	0.00% 0	0.00% 0	46
Friendliness of staff	78.26% 36	19.57% 9	2.17% 1	0.00% 0	46
Attentiveness of staff	69.57% 32	26.09% 12	4.35% 2	0.00% 0	46
Responsiveness of staff	72.73% 32	25.00% 11	2.27% 1	0.00% 0	44
Entertainment (TV/Internet access on machines)	70.45% 31	25.00% 11	4.55% 2	0.00% 0	44
Preva app to track workouts	52.50% 21	37.50% 15	7.50% 3	2.50% 1	40
Check-in procedures	84.78% 39	15.22% 7	0.00% 0	0.00% 0	46

Please tell us what you use most in the fitness center (Check all that apply):

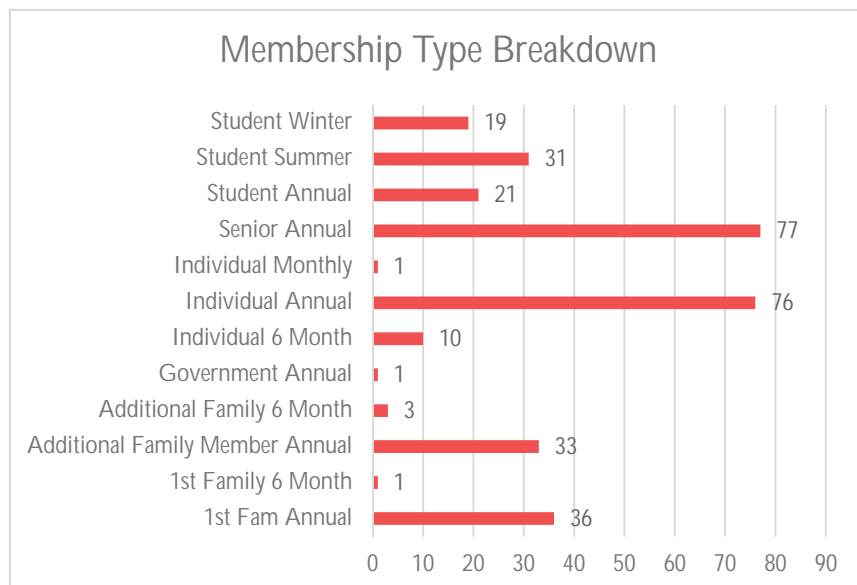
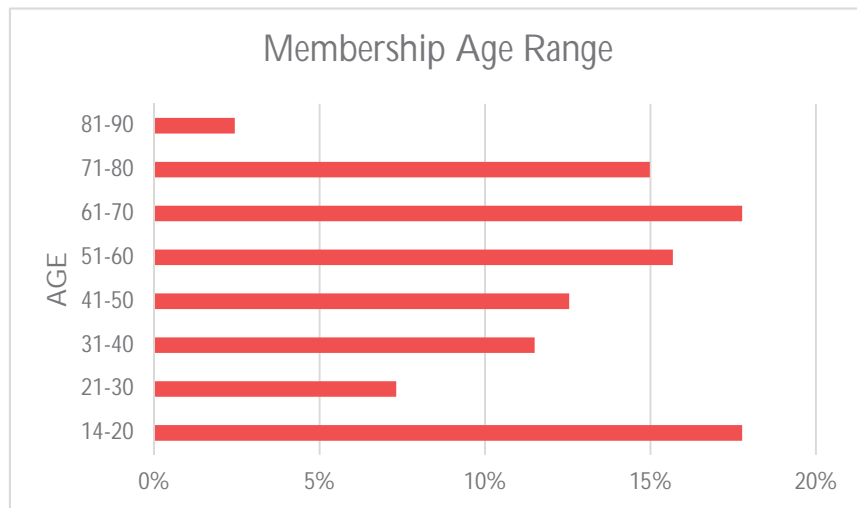
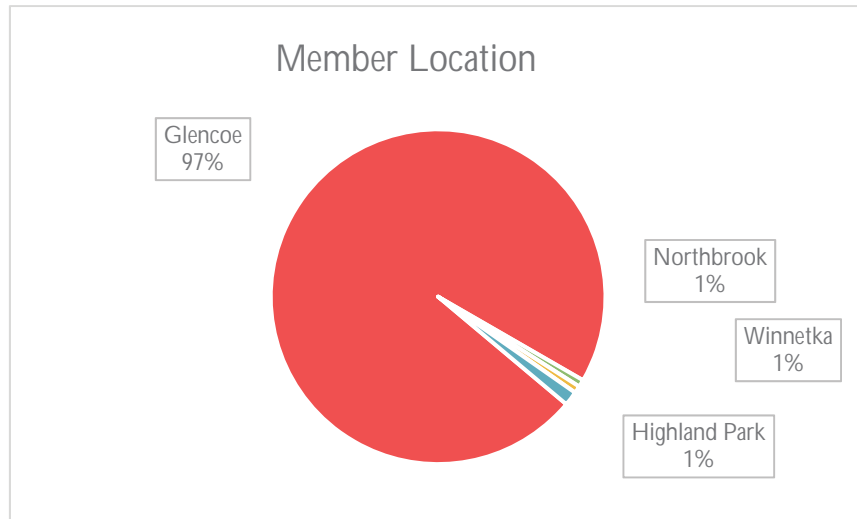
ANSWER CHOICES	RESPONSES
Cardio equipment (treadmill, bikes, elliptical)	97.83%
Weight machines	45.65%
Stretching area	58.70%
Free weights, medicine balls, resistance bands, etc.	56.52%

## Financials

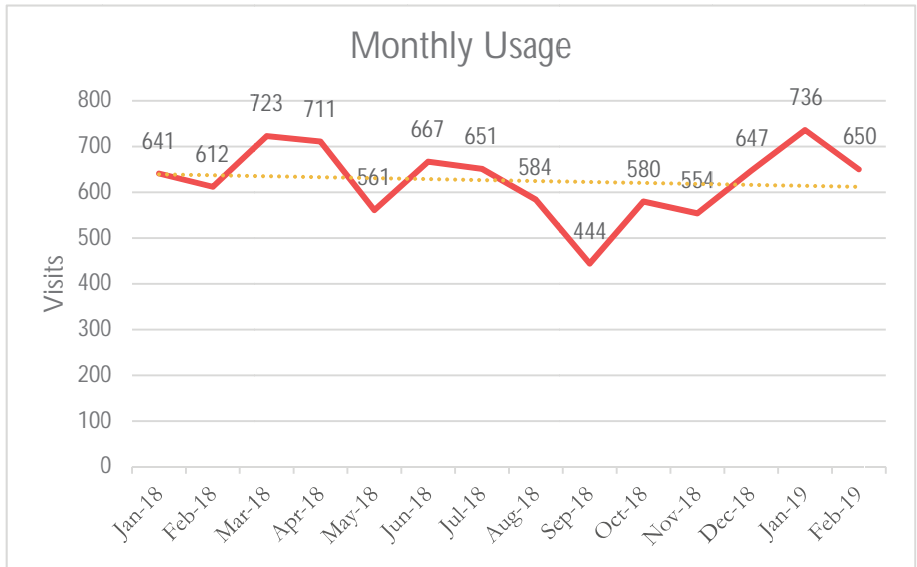
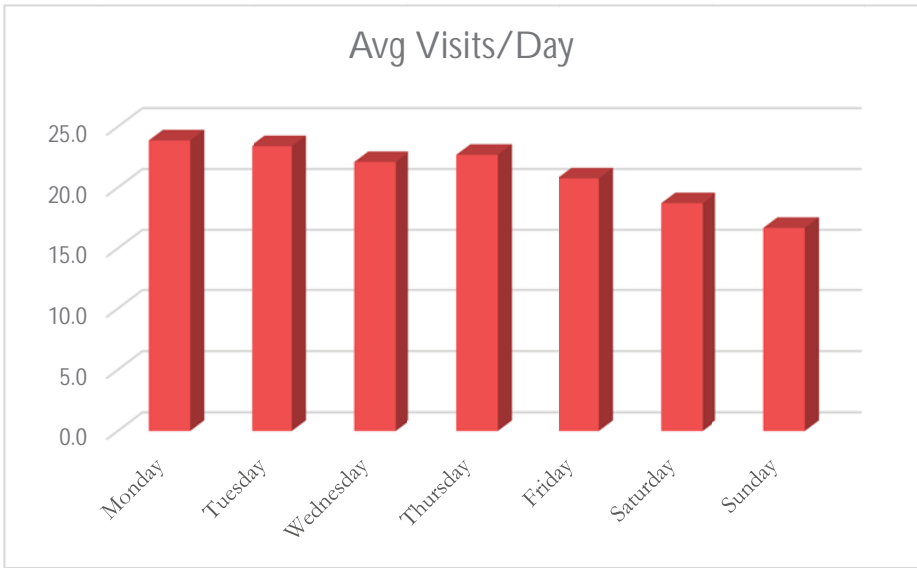
---

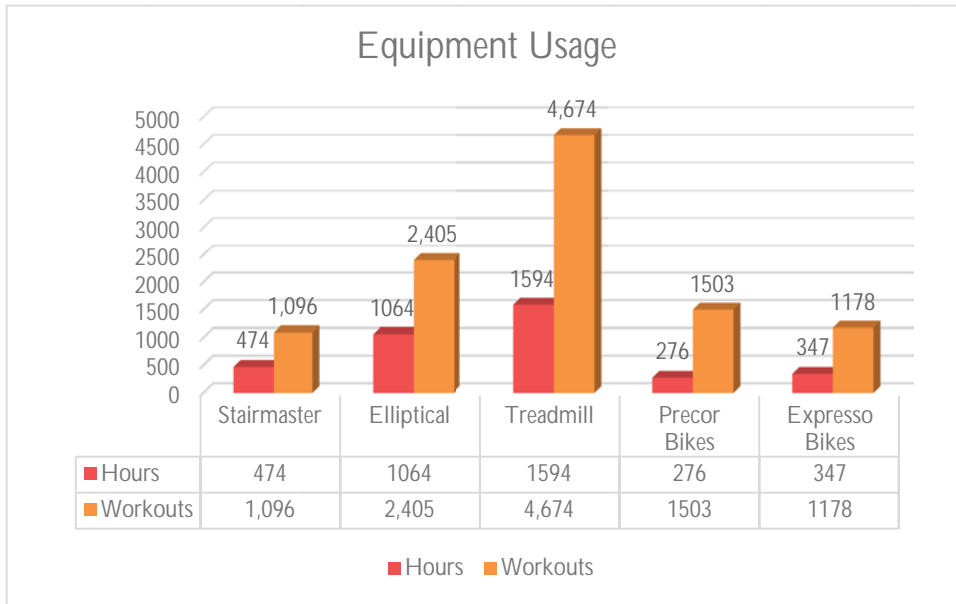
2018/19	Budgeted	Actual
Daily Fees	\$ 4,900	\$ 2,504
Personal Training	\$ 5,000	\$ 6,710
Memberships	\$ <u>51,000</u>	\$ <u>41,299</u>
Total Revenue	\$ 60,900	\$ 50,513
<b>Total Expenses</b>	<b>\$ <u>(72,060)</u></b>	<b>\$ <u>(41,394)</u></b>
Net	\$ (11,160)	\$ 9,119

# Fitness Center Usage and Demographics









	February
Members for Renewal	127
Renewed Members	50
Non-Renewed Members	77
Retention Rate	39%

## Appendix A - Pricing and Operation Comparison Chart

	Glencoe Park District	Northfield Park District	Winnetka Community House	Park District of Highland Park	Wilmette Park District	LA Fitness Highland Park
<b>Hours of Operation</b>	M-F: 5:30am-9:00pm Saturday: 7:00am-5:00pm Sunday: 7:00am-5:00pm	M-F: 5:30am-9:00pm Saturday: 7:00am-6:00pm Sunday: 9:00am-6:00pm	M-F: 5:00am-9:00pm Sat-Sun 7:00am-6:00pm	M-Th: 5:00am-9:45pm Fri: 5:00am-7:30pm Sat-Sun: 6:30am-7:30pm	M-Th: 5:00am-10:00pm Fri: 5:00am-8:00pm Sat: 6:30am-6:00pm Sun: 7:00am-5:00pm	M-Th: 5:00am-11:00pm Fri: 5:00am-10:00pm Sat-Sun: 8:00am-8:00pm
<b>Annual Membership Options</b>	One Year: Individual: \$350/525 Senior: \$215/525 Student: \$215/525 Additional: \$300/450	One Year: Individual: \$320/365 Couple: \$510/585 Family(3): \$650/715 Additional Family: \$145/165 each Senior: \$240/275 Senior Couple: \$380/440 Junior: \$115/130	One Year: Individual: \$695 Additional Family: \$595 Senior: \$595 Youth (14-17): \$595	One Year: Individual: \$624/744 Senior: \$528/648 Student: \$360/480 Limited: \$360/480 Couple: \$540/660 each Senior Couple: \$504/624 each Family(3): \$456/624 each, each additional after 3 are free	One Year: Individual: \$436/596 Couple: \$699/907 Family(3): \$960/1,209 Student: \$358/358 Senior: \$354/424 Senior Couple: \$517/621	None
<b>Monthly/Semi-Yearly Membership Options</b>	Monthly: Individual: \$40/60 Senior: \$25/60 6 Month: \$270/405 College Winter Break: \$35/53 College Summer Break: \$99/149	6 month: Individual: \$210/240 Couple: \$330/380 Additional Family: \$95/110 each Senior: \$155/180 Senior Couple: \$250/285 Junior: \$75/85 3 month : Individual: \$120/140 Couple: \$190/220 Additional Family: \$55/65 each Senior: \$90/105 Senior Couple: \$145/165 Junior: \$50/50 1 month: \$50/50	6 month - \$395 for adult 1 month - \$80/month	Month to Month: \$65/75 30 Days: \$78/88	Monthly res - \$78/month 6 month res - \$303  Monthly non res- \$96/month 6 month non res - \$367	\$29.99/month multi-clubs \$24.99 Single Club

	Glencoe Park District	Northfield Park District	Winnetka Community House	Park District of Highland Park	Wilmette Park District	LA Fitness Highland Park
Daily Fee	\$10/15	\$15/20	\$15	\$12/15	\$14/16	\$15
Group Fitness Classes	Not included in membership 20% off punch pass	Not included in membership	Not included in membership – members get 50% off	Included in membership  Non-members pay drop in fee or punch pass	Not included in regular membership  Included in platinum membership	Included in membership
Babysitting	None*  Can be added based on participant need and demand.	None	Monday-Saturday: 8:00am-12:00pm \$10 drop in 20 visit punch card - \$120  Ages – 8 weeks and up 1.5 hour time limit Ages 8 weeks and up	M-Th: 8:00am-2:30pm, 4:30pm-7:30pm Fri: 8:30am-2:30pm Sat-Sun: 8:00am-1:00pm \$6/9 drop in 10 visit punch pass - \$50/80 Annual membership add-on: \$25/month Additional: \$9 each Ages 6 months – 10 years 1.5 hour time limit for 6 - 18 months 2 hour time limit for 18 months – 10 years	M-Th: 8:30am-1:00pm Fri: 8:30am-11:30am Sat: 8:30am-11:30am \$6/7 drop in 25 visit punch pass - \$75/87.50 Ages 3 months – 10 years	M-F: 8am-12pm  Sat: 8am-12pm  Sun: Closed  Access based on membership
Personal Training	Individual 1 hour 1-session - \$65 3-session - \$60/each 5-session - \$55/each	Individual 1 hour \$55/65 30 minutes \$35/45	\$70 per hour member \$85 per hour non member	Members 30min, 45min, 1 hour options \$43/58/69  Non-members \$53/68/79 *See attached for additional options	1-session - \$72 3-session - \$71/each 5-session - \$70/each 10-session - \$69/each 20-session - \$66.85/each	Unavailable
Minimum Age	14	14	14	13 11 with completion of intro course	14 11 with supervision	16 13 with supervision

## Group Fitness Comparison

### Glencoe Park District

Number of Classes	Res/NR Regular	Res/NR Senior
1 (Drop-In rate)	\$20	\$20
10	\$165/180	\$148/163
20	\$276/302	\$250/274
30	\$345/379	\$305/345
6 months	\$660/726	\$592/654

### Winnetka Community Center

Number of Classes	Regular Price	Fitness Center Member
1 (Drop-In rate)	\$20	
20	\$300	\$240

### Wilmette Park District

Number of Classes	CFC Member	Resident	Non-Resident
Daily Class	\$10	\$14	\$16
5 Classes	\$47	\$69	\$79
10 Classes	\$84	\$128	\$148
20 Classes	\$148	\$234	\$276
Unlimited	\$503	\$513	\$644

### Northfield Park District

Number of Classes	Member Prices	Non-Member Prices
1 (Drop-In Rate)	\$12	\$15
5 Class Punch-Pass	\$55	\$70
10 Class Punch-Pass	\$90	\$130
20 Class Punch-Pass	\$160	\$240

### North Shore Yoga

Number of Classes	Price
1 (Drop-In Rate)	\$20
10 Class Punch-Pass	\$170
Senior 10 Class Punch Pass (65 Years +)	\$153

## **VIII. Staff Reports**

Glencoe Park District  
March 2019 Board Meeting



**Glencoe Park District  
Business Department Report  
March 2019**

**FY 2019/20 Budget**

Based on final FY2018/19 year-to-date amounts, as well as the Board's approval of items discussed at the Finance Committee of the Whole meeting on February 5, staff has incorporated all changes into the FY2019/20 Approval Budget. The Approval Draft of the FY2019/20 Budget is included in your packet, and is scheduled to be approved at the regular Board meeting on March 19. Following the public hearing on April 16, the Budget and Appropriations Ordinance (BAO) will be approved at the regular Board meeting on that same evening. The BAO will then be filed with the County Clerk's Office, well before the May 31 filing deadline.

**FY 2018/19 Audit**

Staff has been busy preparing final adjusting journal entries to "close" FY 2018/19, as well as preparing audit confirmations, and all work papers/schedules that are required for the annual audit. The District's audit firm, Lauterbach & Amen LLP, is scheduled to begin their preliminary fieldwork at our District offices on March 12, and will return for final fieldwork on April 29-May 2.

**Performance Evaluations**

Performance evaluations for all full-time staff and permanent part-time staff were conducted. Merit-based salary adjustments have now been allocated for the new fiscal year, and are reflected in the FY2019/20 Approval Budget.

**Health Risk Assessment Screening**

On March 7, full-time staff members went through the onsite health screening portion of the PDRMA Wellness Program, which is promoted by the PDRMA Health Program. This a free program offered to all insured staff at the District, as well as their adult dependents. This is the eleventh year that the District has participated in the program, and employees are eligible to receive up to \$400 from PDRMA Health as an incentive for employees to be proactive with their health and wellness.

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

Glencoe Park District  
 Summary of Proposed FY19/20 Items since First Draft Discussion  
 February 28,2019

<u>Account Number</u>		<u>First Draft</u>	<u>Approval Draft</u>	<u>Difference</u>	<u>Explanation</u>
<u>Revenues:</u>					
25-25-653-4200	Revenues-Broadway Bound	108,000	91,520	(16,480)	Decrease in enrollment for 2019.
25-25-653-4201	Revenues-Costumes,Broadway Bound	13,200	11,440	(1,760)	
25-27-000-4662	Fitness Memberships-Annual	54,150	45,000	(9,150)	Actual membership renewals lower than expected in Feb 2019.
<u>Expenses:</u>					
10-11-000-5321	Consulting Services	0	2,500	2,500	Added Consultling Services-B. Heller
10-11-000-5355	Maintenance Service Agreements	111,440	114,135	2,695	Addl Watchguard/Server Warranty
10-12-000-5210	Telephone-Parks	2,940	1,920	(1,020)	Terminated one Comcast Internet account.
10-12-000-5230	Electricity-Parks	8,200	10,000	1,800	Added GYS/Berlin Bathroom electric.
10-12-000-5350	Maintenance Services	37,250	42,750	5,500	Repairs needed to Snow Plow Truck; Need to wait til snow gone.
10-12-000-5450	Supplies-Equipment Parts	7,500	9,000	1,500	Based on actual FY18/19.
10-12-000-5482	Supplies-Hardware	800	1,800	1,000	Based on actual FY18/19.
10-12-000-5585	Pavement and Site Development	92,000	98,500	6,500	Carryover of partial Sanctuary Burn monies.
10-13-000-5110	Office Clerical-Watts	4,000	2,000	(2,000)	Portion now covered by PT Rec Admin Assistant.
10-13-000-5155	PT Manager-Watts	15,232	20,000	4,768	Addl due to Extended 2019 Season.
10-13-000-5160	Skateguards	3,720	3,000	(720)	Based on actual FY18/19.
10-13-000-5180	Cashiers	6,650	7,500	850	Addl due to Extended 2019 Season.
10-13-000-5230	Electricity-Watts	46,000	50,000	4,000	Addl due to Extended 2019 Season.
10-13-000-5418	Supplies-Zamboni	3,000	4,000	1,000	Based on actual FY18/19.
10-13-000-5481	Supplies-Construction	3,000	2,500	(500)	Based on actual FY18/19.
25-00-000-5116	PT Custodian Wages	65,734	84,230	18,496	Addl 2nd Morning Custodian at Takiff.
25-00-000-5230	Takiff-Electricity	115,000	110,000	(5,000)	Lower estimated due to LED Light Bulbs.
25-00-000-5355	Maintenance Service Agreements	45,680	45,835	155	Increase Radon Test cost.
25-00-000-5370	Rental-Equipment	400	3,500	3,100	Need crane rental to replace Electric Motors.
25-00-000-5451	Supplies-Building	10,000	16,000	6,000	Need to buy 4 Motors for Takiff Air Handlers.
25-00-000-5480	Supplies-Gas/Lubricants	4,000	5,000	1,000	Purchasing new Rec Van-increase in gasoline.
25-00-000-5481	Supplies-Construction	3,000	4,500	1,500	Based on actual FY18/19.
25-00-000-5485	Supplies-Ice Melt	1,500	2,500	1,000	Based on actual FY18/19.
25-00-000-5486	Supplies-Plumbing	4,000	11,000	7,000	Need to replace 56 electric mixing valves in sinks.
25-00-000-5588	Building Improvements	4,500	8,500	4,000	Reconfigure Takiff Lobby knook for Camp Refrigerators.
25-25-653-5300	Contractual-Broadway Bound	77,220	65,382	(11,838)	Based on lower revenues in Broad Way Bound.
25-25-653-5301	Costumes-Broadway Bound	13,200	11,440	(1,760)	Based on lower revenues in Broad Way Bound.
25-25-601-5400	Supplies-Kids Club	3,163	11,163	8,000	Cabinetry for Progam Needs to be Carried Over
25-26-000-5409	Supplies-Internal Food Service	37,500	46,000	8,500	Based on actual FY18/19.
25-26-000-5430	Supplies-First Aid	4,500	6,000	1,500	Based on actual FY18/19.
45-00-000-5321	Consulting-Safety/Loss Control	0	6,000	6,000	Need to re-test fixtures/water flushing, per DCFS.
65-00-019-5524	Pier Repairs-Glencoe Beach	0	32,000	32,000	Pier damaged by winter ice/storms.

\* In addition, all Salary/Wage accounts in Corporate, Recreation and Liability Funds were updated to reflect FT Increases as of 3/1/2019.

**Glencoe Park District  
Recreation and Facilities Department  
March 2019**

**Recreation Department Report: Bobby Collins**

Watts officially closed on Sunday, March 10 after we extended the season due to the cold weather. It was another very successful year at Watts and the cold winter made for a great skating season!

Thursday, February 28 was the end of the camp early bird discount. Camp enrollment has been strong with a big surge in enrollment the final week of the discount. As of 2/28/19, camp revenue was \$671,556 compared to \$591,975 for the same period last year. Sailing and aquatic camps are full with large waitlists in many sessions. We are restricted in how many sailing and aquatic campers we can take as we are limited by the number of boats, space, and staff.

In March we rolled out Camp Docs, a digital camp information form service, to participants. The Recreation team has been working on the implementation for over six months. So far it has been very well received and will help parents and staff save time and improve our participant records.

This month, we also hosted a youth and a preschool focus group. Although they were not well attended, we did receive some good feedback. We invited participants who expressed interest from our survey; we made multiple Facebook posts and directly emailed preschool parents. We also offered babysitting to encourage parents to attend. We may offer an additional focus group in May during a different time.

Congratulations to Stephani Briskman who was asked to be vice-chair of the IPRA Camp & Youth Committee.

**Early Childhood: Jessica Stockl**

The Early Childhood Wing has had seventeen tours this month for both ELC and Children's Circle. At the beginning of March, we welcomed three new children into our Jellyfish and Frog programs. We have been able to accommodate our current families by welcoming all of their new little ones to Children's Circle. Some of our current students will be transitioning to their new classrooms as they hit developmental milestones. Every Children's Circle classroom has a waitlist with 14 for Jellyfish, 6 for Frogs, 9 for Turtles, 8 for Starfish, 10 for Dolphins, and 7 for Belugas.

<b>Children's Circle Enrollment as of 3/4/2019</b>	<b>2018/2019</b>	<b>2017/2018</b>
Jellyfish	8	15
Frogs	15	14
Turtles (NEW)	15	0
Starfish	13	17
Dolphins (NEW)	15	0
Belugas	17	21
<b>Total</b>	<b>83</b>	<b>67</b>

Early Learning Center registration increased this month with 14 new participants enrolling for the 2019-2020 school year. We expect the 2s, 3s, and Kindergarten Readiness classes to continue to grow as new families move into Glencoe. We have one child on the waitlist for ELC 4s and will consider opening a second 4s classroom depending on the waitlist total.

<b>ELC Enrollment as of 3/4/2019</b>	<b>2019-2020</b>	<b>2018-2019 (final enrollment)</b>
2's classes	11	17
3's classes	13	15
4's classes	20 (waitlist)	26
Kindergarten Readiness	4	7
<b>Total</b>	<b>48</b>	<b>65</b>

Camp registration began November 28. This month we saw an increase in camp enrollment as the early bird rates came to an end. We are finished hiring for Bears and Kinder Korner camp. We have added two positions this year; a director to oversee Teddy and Panda camps as well as an afternoon director who will oversee Stay n' Play as well as PM care. The directors will be able to provide more structure throughout the day and guidance for our young counselors.

<b>Bears and Kinder Korner Enrollment as of 3/4/2019</b>			
<b>Teddies (15 max)</b>	<b>Pandas (16 max)</b>	<b>Koalas (40 max)</b>	<b>Kinder Korner (60 max)</b>
M/W/F 4   T/TH 5	16	29	43

#### **Athletics, Sports and Teen Camp: Chris Pietrini**

Chris met with the Park District of Highland Park to schedule the 5<sup>th</sup>/6<sup>th</sup> Grade Boys Basketball Tournament held on February 23 and 5<sup>th</sup>/6<sup>th</sup> Grade Girls Basketball Tournament held on March 2. Our 4<sup>th</sup> and 5<sup>th</sup> Grade Boys Travel teams both wrapped up their seasons at the North Suburban Basketball League Tournament on March 3. The 4<sup>th</sup> Grade team finished in 2<sup>nd</sup> place and the 5<sup>th</sup> Grade team lost in the semifinals.

Winter session two classes began for Fencing with 11 participants as compared to nine in 2018 and RedLine Sports with six participants compared to zero in 2018. Fencing continues to have strong numbers and we continue to build RedLine. After canceling approximately 50% of their classes RedLine has now run in 4 consecutive sessions with strong participation.

Many of 2018's favorite field trips for Action Quest have been booked for 2019. Staff is looking to replace lower rated field trips with new choices. Action Quest enrollment has been stronger than the same period in 2018. The new 1-week option has been well received.

<b>Action Quest Enrollment As of 3/1/19</b>	<b>2019</b>	<b>2018</b>	<b>2017</b>
8 week	9	8	15
4 week	15	11	12
3 week	NA	1	2
2 week	NA	8	12
1 week	15	NA	NA
<b>Total</b>	<b>39</b>	<b>28</b>	<b>41</b>

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

Participation in our Kids Club program continues to be strong. The Kids Club program will again offer a spring Undernighter in March. The participants will enjoy a pizza dinner, play games in the classroom, and watch a movie. This continues to be well received by both parents and kids.

<b>Kids Club Enrollment</b> As of 3/1/19	<b>AM</b>	<b>PM</b>
5 days	10	29
4 days	1	8
3 days	4	4
2 days	2	3
<b>Total</b>	<b>17</b>	<b>44</b>

Summer 2019 camp planning and interviewing is in progress for Sun Fun and Camp Adventure. Stephani held our first group interview of the season on Saturday, March 2. We invited 17 perspective counselors to participate in the group interview process. Enrollment looks strong for Sun Fun with an increase in four-week registrations. This year the 4 and 2 weeks sessions are more popular for Camp Adventure.

<b>Sun Fun Enrollment</b> As of 3/1/19	<b>8 week</b>	<b>4 week</b>	<b>2 week</b>
2019	87	43	27
2018	93	33	32
<b>Camp Adventure Enrollment</b> As of 3/1/19	<b>8 week</b>	<b>4 week</b>	<b>2 week</b>
2019	12	30	27
2018	25	22	16

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

On February 17, the Park District in partnership with Family Service of Glencoe and Women's Library Club (WLC) offered the first Random Acts of Kindness event to kick off Random Acts of Kindness week. Attendees spoke with representatives from local organizations that depend on volunteers to fulfill their mission. These organizations included Selah Freedom, Glencoe Community Garden, PAWS, Northshore Exchange, WLC, Family Service of Glencoe, and Rotary. In addition, attendees could make baby blankets for the Cradle, write thank you letters to our troops, and make tissue paper flowers for patients at Highland Park Hospital.

<b>Special Event Attendance</b>	<b>2019</b>	<b>2018</b>
Sun, Feb 17 – Random Acts of Kindness	~ 65	Not offered
Wed, March 6 – Yummy Winter Meals (FGT)	24	Not offered
Sun, March 10 – Family Fun Fest	200	~ 325

#### Upcoming special events:

- March 15 – Youth Art Show
- March 17 – Leprechaun Hunt
- April 13 – Spring Egg Hunt
- April 19 – Earth Clean-up Day
- April 27 – Mom & Me Magical Date Night

Winter classes will end the week of March 18. Enrollment for winter programs was slightly lower than last year for youth and adult ceramics; however, only by a few individuals. Adult art enrollment has remained relatively the same compared to last year. Staff is working with instructors and the marketing department on new ways to promote art programs.

<b>Winter Enrollment as of 3/5</b>	<b>2019</b>	<b>2018</b>
Adult Ceramics	22	28
Youth Ceramics	56	60
Adult Art Programs	47	49
Teen Programs	10	0

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

Facility rentals continue to trend above 2017/18. Switching to facility rentals versus birthday party packages have helped streamline the process. This has saved a large amount in administrative responsibility as we no longer coordinate the party themes and packages themselves. We also are no longer paying out to contractors 75% of the revenue for those packages. Below is a comparison of our net revenue.

<b>Takiff Center Rental as of 2/28/2019</b>	<b>2018-19</b>	<b>2017-18</b>
Facility Rentals	\$80,799	\$74,285
Birthday Parties	\$400.00	\$16,441
Alcohol Liability Revenue <i>(revenue &amp; expenses equal each other)</i>	\$3,030	\$2,705
Contractual Payments <i>(payments to party vendors &amp; Alcohol Liability permits)</i>	-\$2,700	-\$12,765
<b>Net Revenue</b>	<b>\$81,529</b>	<b>\$80,666</b>

**Glencoe Fitness**

Adam and his team have been working hard to connect with all of our fitness center members and hopefully have them continue their membership with Glencoe Fitness. We sent out two postcards and multiple emails to current members who have expired and who are about to expire in March. It is a two-step process to retain them as members and includes an incentive to renew by a certain date.

<b>Active Fitness Members as of 3/4/2019</b>	<b>Fees</b>
137	\$39,180

Our renewal rate is 40%. We are working to connect with people who have not renewed. Adam and the customer service team are working on a new onboarding process and a new partnership with the Glencoe Golf Course.

**Watts Ice Center**

The Watts Ice Center has had an extremely successful season. Due to the seasonably cold weather, Watts stayed open through Sunday, March 10.



## Watts March 2-10 Facility Schedule

### Monday-Thursday (March 4-7)

#### Main Rink

3-6:30 PM: Open Skate  
6:45-7:45 PM: Open Hockey – All Ages

#### Studio Rink

3-4:15 PM: Open Hockey – U-10  
4:15-5:30 PM: Open Hockey – 11-14  
5:30-6:45 PM: Open Hockey – 15-18  
7-9 PM: Open Hockey – All Ages

### Saturday, March 2 & 9

#### Main Rink

8:15-9:45 AM: Adult Scrub 30+  
10 AM-12 PM: Open Hockey – All Ages  
12:15-4:30 PM: Open Skate

#### Studio Rink

10 AM-12 PM: Open Hockey – All Ages  
12:15-1:15 PM: Open Hockey – U-10  
1:15-2:15 PM: Open Hockey – 11-14  
2:30-3:30 PM: Open Hockey – 15-18  
3:30-4:30 PM: Open Hockey – All Ages  
4:30-6 PM: Open Broomball – All Ages

### Friday, March 8

#### Main Rink

3-5:45 PM: Open Skate  
6:45-7:45 PM: Open Hockey – All Ages

#### Studio Rink

3-4:15 PM: Open Hockey – U-10  
4:15-5:30 PM: Open Hockey – 11-14  
5:30-6:45 PM: Open Hockey – 15-18  
7-9 PM: Open Hockey – All Ages

### Sunday, March 3 & 10

#### Main Rink

8:45-10:15 AM: Adult Scrub 30+  
10:30 AM-12 PM: Open Hockey – All Ages  
12:15-4:30 PM: Open Skate

#### Studio Rink

10 AM-12 PM: Open Hockey – All Ages  
12:15-1:15 PM: Open Hockey – U-10  
1:15-2:15 PM: Open Hockey – 11-14  
2:30-3:30 PM: Open Hockey – 15-18  
3:30-4:30 PM: Open Hockey – All Ages  
4:30-6 PM: Open Broomball – All Ages  
6-7 PM: Open Hockey – U12  
7-8 PM: Open Hockey – 13-18  
8-9 PM: Open Hockey – All Ages

On February 3, we offered a pop-up Chicago Blackhawks Alumni Clinic with former Stanley Cup Champion Jamal Mayer's. We had 12 participants in the program. We raffled off two pairs of Blackhawks tickets and two sets of hockey gear. It was a fun and enjoyable experience for all the participants.

Watts Center Rental as of 2/28/2019	2018-19	2017-18
Room Rentals	\$5,474	\$6,817
Party Ice Rentals	\$14,969	\$8,566
Misc. Hockey Rentals	\$38,431	\$38,077
Winnetka Hockey	\$35,732	\$32,386
Rental Skates	\$7,808	\$8,184
<b>Totals</b>	<b>\$102,414</b>	<b>\$94,030</b>

Watts Pass Sales as of 2/28/2019	2018-19	2017-18
Individual Pass	\$512	\$549
Family Pass	\$9,776	\$9,686
Combo Pass	\$3,112	\$2,839
Hockey 10 punch	\$1,794	\$3,417
<b>Totals</b>	<b>\$15,194</b>	<b>\$16,491</b>

### **Recreation Intern: Shannon Stevens**

Shannon began her internship for the District on January 28. She has helped with special events and worked on many projects with program managers. Shannon's first two weeks were spent meeting and working with Lisa Sheppard, Carol Mensinger, Chris Leiner, Erin Classen, Lorise Weil, Chris Pietrini, Adam Wohl, Stephani Briskman and Amanda Giacomino. Since then she has shadowed Adam at Watts, discussed bids and grants with Chris Leiner, put together information in regards to the dog park maps and is in the middle of planning the Spring Egg Hunt.

#### Upcoming Intern Projects

- Spring Egg Hunt
- Bus Bid
- Pocket counselor for summer camps
- Finding Gus Summer Fun Guidebook

Shannon conducted an analysis of the program survey the District recently completed. Shannon then presented her findings to the Recreation Team and Lisa Sheppard.



# **Program Evaluation Analysis Report**

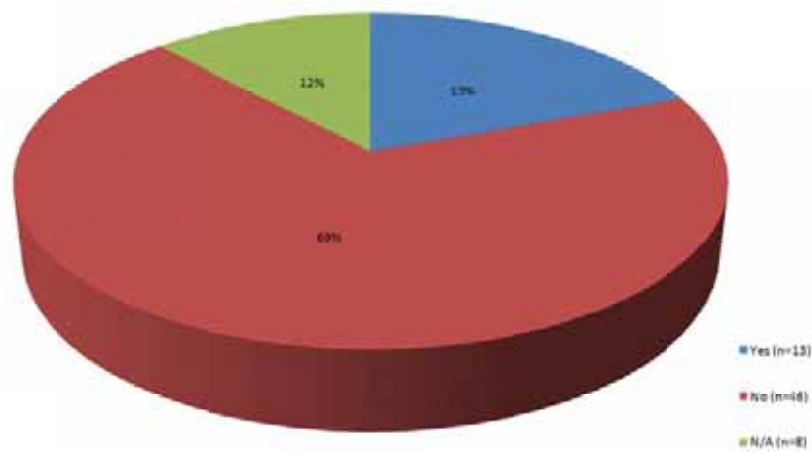
March 2019

## General Overview

- 76% heard through park district program guide
- 38% heard through friend or family member
- 23% heard through park district website
- 95% agreed or strongly agreed that they were satisfied with the customer service they received
- 91% agreed or strongly agreed that the registration process was easy

## Data

### Weekend Classes?



Total: 67 participants

## Food for Thought

- Programs to add or build on for adults
  - Acting
  - Expand art classes (M-F 9am-4pm)
  - A few fitness classes included in membership
  - Floral arrangement / planting



## Food for Thought

- Programs to add or build on for children
  - More STEM classes
  - More music classes
    - Choir
    - Learning about different types of music
  - Cooking
  - 13 year old volleyball
  - Coding



## Food for Thought

- Programs to add or build on for toddlers (age 3)
  - Dance
  - Art
  - Tumble for tots



## Instructors

- Overall, participants are satisfied with the instructors at the park district
- 79% think the communication with students and parents is very good or good.
- 90% thought the instructor were very well or well prepared
- 86% thought the instructors teaching ability was very good or good
- 92% thought the instructors overall ability was very good or good



## Why People are Attending Programs

1. Day and time fit with their schedule
2. Subject of the program was interesting
3. Convenient location
4. Fees were reasonable



## Comments

- More options for family orientated classes/programs on the weekends
- Really enjoyed the 5<sup>th</sup> grade developmental travel and hopes this option continues next year
- More children's programs (ages 3-6) from 3:30-5pm
- Soccer for kids at Watts after the rink closes
- Open the rink on January 1<sup>st</sup>
- Introduced kids to a new sport and loved it
- Allows kids to be active

## **Comments**

- Online registration is not easy to fill out. People would prefer it to be an easy fill in the blank online document without having to download it, printing it and then filling it out
- More options for fencing
- Right after school is difficult even with the bus, which doesn't get Central kids there on time
- Make second string a priority (basketball)
- Instead of a bunch of little projects focus on one big project throughout the class (art)
- Great season pass prices (Watts Ice Rinks)
- Classes continue to enrich lives

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



**Glencoe Park District  
Parks & Facilities Maintenance Report  
March 2019**

**Administrative**

I have continued to work with Altamanu relating to the Woodlawn playground, Takiff play space, overlook repairs and Connect Glencoe projects. I have continued planning for the 2019 capital expenditures. In collaboration with my team, we have developed the spring 2019 athletic field maintenance plan. I am currently working on developing a bid for park pathway repairs and Watt's roof replacement. In addition, I have begun working on the bids for tennis court surface maintenance and Wildflower Sanctuary maintenance.

**Grounds/Horticulture**

The horticulture crew has continued to perform dormant pruning from the ground throughout the District. Grasses in front of Takiff have received seasonal pruning. Seasonal greenhouse operations have kicked off for the spring of 2019.

**Parks Maintenance & Construction**

Spring park preparations have been delayed by poor weather, when weather allows staff have begun seasonal cleanups at the beach, playgrounds and athletic fields. When the weather improves, staff will begin the process of making repairs to the decking on the pier at Glencoe Beach. Decking requires replacement for 8400 square feet.

Staff will also be working to make repairs to the Milton Playground and start the process of opening athletic fields at the end of the month.

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

**Facilities**

With the closure of the Watt's Ice Center, facility staff has turned their attention toward seasonal beach preparations. Staff has begun the process of opening the boat house for the season. This includes assembling the plumbing fixtures, turning on the water, and activating the heating system.

Staff has begun the process of seasonally evaluating the stairs for minor repairs and tuckpointing.

**Athletic**

Inspections have been completed on all athletic fields. We have begun identifying athletic turf areas which we will target for repair prior to the next outdoor sports season. We have been delayed by the poor spring weather. We are close to reaching the point in the season when athletic field use will begin to increase. When weather improves staff will started the process of fertilizing and aerating fields. Affiliate organizations have targeted the second week in April to attempt to begin outdoor programming weather allowing.

**Equipment**

Staff has completed servicing the small engine equipment in preparation for the spring 2019 season.

**Personnel**

We are working to fill seasonal positions in the Parks and Facilities departments.

**Shared Services**

The Village of Glencoe has continued to support the Park District by performing regular maintenance on fleet vehicles.

Submitted by:

Chris Leiner, Director of Parks & Maintenance

# Glencoe Park District Marketing/Communications Report March 2019

## **Social Media/Email**

We ended the month of February with 34,613 Facebook impressions (in 2018, we ended the month with 26,352 impressions). We now have 1,622 followers on Facebook, 792 followers on Twitter and 895 followers on Instagram. Glencoe Beach has 1,951 followers and Watts Community Center has 220 followers on Facebook.

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

Date Sent	Campaign Name	Total Sent	Open Rate	Click Through Rate	Link
2/28/19	Family Fun Fest	686	51.80%	5.10%	<a href="https://conta.cc/2E61L92">https://conta.cc/2E61L92</a>
2/27/19	Camp: One More Day to Save	4228	21.30%	10.40%	<a href="https://conta.cc/2E9qQ2E">https://conta.cc/2E9qQ2E</a>
2/21/19	Reminder: Early Bird Discount	4270	22.90%	12.20%	<a href="https://conta.cc/2E4bBbi">https://conta.cc/2E4bBbi</a>
2/22/19	Preschool Focus Group	158	55.10%	5.80%	<a href="https://conta.cc/2E4WcaJ">https://conta.cc/2E4WcaJ</a>
2/21/19	Free Personal Training: Feb	7	80.00%	25.00%	<a href="https://conta.cc/2SU7xok">https://conta.cc/2SU7xok</a>
2/13/19	Pop-Up Craft Class	578	30.00%	2.40%	<a href="https://conta.cc/2DAbnIS">https://conta.cc/2DAbnIS</a>
2/12/19	Parent Focus Groups	12	83.30%	20.00%	<a href="https://conta.cc/2DvSLtA">https://conta.cc/2DvSLtA</a>
2/9/19	Random Acts of Kindness	3774	40.20%	5.90%	<a href="https://conta.cc/2Dp91fG">https://conta.cc/2Dp91fG</a>
2/6/19	Spring Recital Save the Date	118	66.70%	1.30%	<a href="https://conta.cc/2DeEpO5">https://conta.cc/2DeEpO5</a>
2/1/19	Evey's Corner, Health Tips	167	42.80%	7.40%	<a href="https://conta.cc/2D5r4aA">https://conta.cc/2D5r4aA</a>

## **Special Events**

I worked closely with our Recreation team to market Random Acts of Kindness, Pop-Up Crafts, Family Fun Fest, Camp Early Bird Discount, and Glencoe Fitness. For each event, I created flyers, website graphics, posters, event signage as well as email blasts, social media posts, media pitches.

## **Weather Communication**

I worked closely with the team to communicate the extra week extension of the Watts season. This included an email blast, website updates, media alerts, and social media posts.

## **Spring/Summer Guide**

This month, I focused primarily on creating the spring/summer guide. I worked closely with the Rec team to design, edit, and prepare the guide for print. The publication was in mailboxes the first week of March.

## **Glencoe Fitness**

In order to promote renewing Glencoe Fitness memberships, we designed a series of postcards and email blasts to send to current members. Our front desk staff is personalizing the postcards, which are sent out to individuals one month before their membership expires, with a second card sent two weeks later. The postcards offer a free personal training session for renewing. We also enlisted the help of Evey Schweig, a Glencoe resident and health coach, to create curated nutrition emails to share with members via email and signage at Glencoe Fitness. We are preparing for a 5-Day Healthy Eating Challenge in April.

## **Online Ads**

Since December, we ran a series of keyword ads using Google Adwords. The ads are displayed to people interested in our services, searching from Glencoe, Highland Park, Northbrook, Winnetka, and Northfield. Ads are currently running to promote Glencoe Fitness, Summer Camp, Adult Art Classes, and Watts Community Center.

Campaign	Clicks	Impressions	Click through rate	Average Cost Per Click	Conversion Rate
Adult Art Classes	728	3,552	20.50%	0.33	218.27%
Glencoe Fitness	137	956	14.33%	0.42	133.58%
Summer Camp	71	720	9.86%	1.12	129.58%
Watts Ice Center	440	5,747	7.66%	0.63	98.86%

Submitted by:

Erin Classen, Superintendent of Marketing and Communications

# **IX. Executive Director Report**

Glencoe Park District  
March 2019 Board Meeting

**Glencoe Park District  
Executive Director's Report  
March 2019**

**NSSRA Shining Stars Awards and Recognition Banquet**

The annual NSSRA Shining Stars Awards and Recognition Banquet will be held on May 10, 2019 at 6:00pm at the Hilton Chicago-Northbrook. This is an excellent way to learn more about the wonderful programs, staff, and participants involved in NSSRA. Please let me know as soon as possible if you would be able to attend this banquet.

**Northbrook Agreement**

We have once again secured a partnership with Northbrook Park District to allow Glencoe residents to receive season passes for resident rates at their aquatic facility and Northbrook residents to receive season passes at resident rates for Glencoe Beach. A five-year analysis of users is shown below. We do not receive any monetary benefit from this relationship; it is a benefit for the residents of both villages. Since we do not have a swimming pool, this lets us provide this service and is a benefit and criteria for Accreditation. Erin will market this benefit to our residents.

<b>Memberships</b>	<b>2018</b>	<b>2017</b>	<b>2016</b>	<b>2015</b>
Northbrook Residents at Glencoe & Revenue	94 \$10,019	96 \$8,555	93 \$9,316	72 \$8,793
Glencoe Residents at Northbrook & Revenue	38 \$8,450	22 \$4,610	18 \$3,758	20 \$3,790

<b>Glencoe Resident Use of Northbrook Pool Comparison as of 9/4/2017</b>	<b>2018</b>	<b>2017</b>	<b>2016</b>	<b>2015</b>
Household Memberships/Total Members	38/146	22/84	18/69	20/67
Member Scanned Visits	915	561	328	349
Membership Revenue	\$8,450	\$4,610	\$3,758	\$3,790
Splash Cards Sold (Punch Cards)	25	25	9	7
Splash Card Revenue	\$1,475	\$1,430	\$550	\$385

**Master Plan Capital Projects**

A year ago this month, we started discussions on the linear parks along Old Green Bay Road. At this month's Board meeting, we will ask you to approve the agreement with Altamanu based on the already approved conceptual design. Once complete, Altamanu will present the design to the Board for approval prior to moving forward.

Takiff's play space will be presented tonight for its first review. The space was already reviewed by the Park District Takiff Play Space Committee, made up of ELC, CC, and GJK teachers and is in compliance with DCFS standards.

Off Leach Dog Park community feedback was reviewed at the Special Projects and Facility Committee and the Board will have discussion at the next Committee meeting.

**U.S. Army Corps of Engineers Pilot Program pursuant to Section 1122 of the Water Resources Development Act of 2016**

As I reported at prior meetings, the Glencoe Park District was selected (along with three other north shore communities) by the U.S. Army Corps of Engineer for the pilot program pursuant to

Section 1122 of The Water Resources Development Act of 2016. The intergovernmental collaboration between Glencoe Park District, Lake Bluff Park District, Foss Park District, City of Evanston, Illinois Department of Natural Resources, U.S. Army Corps of Engineers assists us with the ongoing threat from erosion impacting our coastal communities. This program will assist several communities by using dredge material from Waukegan Harbor to restore public beaches and promote erosion control. How this process will work is still in the planning stages and I will keep the Board up to date as the process evolves. The pilot program will work with the Illinois Environmental Protection Agency (IEPA), which requires all coastal projects to complete extensive sampling and analysis using a specific method, to ensure that asbestos is not present in the sediment being disturbed.

### **Spring/Summer Brochure**

I would like to compliment staff for producing another outstanding brochure for spring and summer. The community received the brochure in early March. In this brochure, we highlight our outstanding day camps, our beautiful beach, and athletic programs. The popular pull out section highlighting summer special events is also included.

### **Watts Ice Center**

The facility officially closed for the season on Sunday, March 10. This was seven days later due to colder weather. Fun fact, this is the first time I have ever put this in a report. In the recent past, we have closed early due to warm weather. Both the facility and parks staff provided excellent service to the participants who enjoyed Watts this season. A final report will be presented to the Board at the April meeting.

### **Performance Evaluations**

Department heads conducted performance evaluations for all full-time staff and permanent part-time staff. Merit-based salary adjustments have now been given in accordance with the approved budget.

### **Bi-Annual Review of Executive Session Minutes**

I will be providing the Board with executive session minutes for review at the meeting. Please arrive at least 5 minutes early to review. If there are no changes or discussion needed, we can approve them. If changes or discussion are needed, we would need to enter into executive session to discuss and then go back into open session to approve.

### **Village-Wide Committees**

I know we are still a month out from the election, but it is time to think about the Park District's delegates for the Plan Commission and Sustainability Task Force. The Board usually takes action on assigning these delegates at the May meeting. Please let President Brooks or I know if you are interested in serving on either committee.

### **Freedom of Information Report**

There was one FOIA request since the last Board report.

- Laurie Morse requested a copy of the Glencoe Park District's application to the US Army Corps of Engineers for a grant (pilot project) for the beneficial use of dredged material on Glencoe Beach on February 15 and was responded to in full on February 20.

Submitted by:

Lisa Sheppard, CPRP  
Executive Director



**X. Action Item A**  
**Approval of Fiscal Year 2019/20 Budget –**  
**Approval Draft**

**Commissioners received a hard copy  
of the budget on March 15, 2019.**

Glencoe Park District  
March 2019 Board Meeting

**XI. Action Item B**  
**Approval of Resolution No. 896 –**  
**Acquisition of Property with NSSRA**

Glencoe Park District  
March 2019 Board Meeting



---

---

## INTEROFFICE MEMORANDUM

---

---

**TO:** BOARD OF PARK COMMISSIONERS  
**FROM:** LISA SHEPPARD  
**SUBJECT:** NSSRA FACILITY ACQUISITION  
**DATE:** MARCH 12, 2019  
**CC:** GPD DEPARTMENT HEADS

---

As discussed at last month's committee meeting, NSSRA board and staff have had a goal since 2013 to secure a suitable permanent location for NSSRA.

The NSSRA board and staff have recently identified a facility that meets its needs. The acquisition opportunity is Lakeside Congregation which is located at 1221 Lake Cook Road, Highland Park, Illinois. This site accommodates all NSSRA facility goals. The site is centrally located for all NSSRA partner agencies, sits on 5.6 acres, and is a 30,000 square foot building.

Attached is the PowerPoint on the acquisition.

The NSSRA board, for which I am a member, approves of this resolution and will be actively involved in the discovery period and renovation process and costs.

**Recommended Motion:** To approve the Resolution for Northern Suburban Special Recreation Association property acquisition located at 1221 Lake Cook Road, Highland Park, Illinois.



# Lakeside Facility Acquisition

## NSSRA Facility Goal



To secure the most suitable permanent location for  
NSSRA, preferably with a Partner Agency

## 2013 Facility Acquisition Plan

- Approved by all NSSRA Partners in early 2013
- \$4,681,531 estimated budget

Partner Agency Contribution	\$3,217,531
NSSRA Fund Balance Allocation	\$ 194,000
Outside Funding	\$ 770,000
Sale of Current Building	<u>\$ 500,000</u>
Total	\$4,681,531

## Lakeside Congregation Opportunity



- 1221 Lake Cook Road, Highland Park, Illinois
- Centrally located for all NSSRA Partner Agencies
- 5.6 acres
- 30,000 square foot building
- All NSSRA facility goals can be accommodated at this site

## Lakeside Acquisition



- Appraisal: \$3,750,000 based on use as educational/religious facility
- Purchase Price: \$3,650,000 (\$122/square foot)
- List Price: \$3,450,000
- Multiple bidders involved

## Acquisition Timeline

- February 16: Offer/letter of intent accepted by Lakeside
- March 7: Estimated sales contract completion date
- March 11 – May 10: Estimated due diligence period after signing contract (60 days)

*"If Purchaser is not satisfied with the results of its inspections, tests and studies of the Property, or its review of the due diligence deliveries, or any other aspect of the Property for any reason whatsoever or for no reason, Purchaser shall have the right to terminate this agreement."*

- March/April: NSSRA meets with all Partner Agencies
- August 30, 2019: Closing date

## Purchase

- **48%** of \$3,650,000 purchase price from outside funding
  - \$1,150,000 from the Slotnick Family of Northbrook
  - \$600,000 from NSSRA Foundation
  - \$735,000 from NSSRA capital reserve account (collected since 2013)
  - \$465,000 from NSSRA fund balance (balance remaining will meet/exceed fund balance policy)
  - \$700,000 from variety of sources targeting additional outside funding
- Purchase will not impact Partner Agency Capital Contribution in 2019

## NSSRA Articles of Agreement

“Approval by 2/3 of the entire NSSRA Board and ratification by ordinance or resolution by 2/3 of the member agency governing boards shall be required for acquisition or sale of real property or an interest therein.”



## Recommended Resolution

**IT IS HEREBY RESOLVED**, by the Board of Park Commissioners of the Glencoe Park District, Cook County, Illinois, that: In accordance with the Amended and Restated Articles of Agreement for Northern Suburban Special Recreation Association (NSSRA), Article III A. 3, and V A., the Board of Park Commissioners of the Glencoe Park District hereby approves of the acquisition of property at 1221 County Line Road, Highland Park, Illinois, in accordance with the Purchase and Sale Contract between NSSRA and Lakeside Congregation For Reformed Judaism dated \_\_\_\_\_, 2019.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2019

## Renovation Approach

- Additional information is needed to make renovation decisions
- Timing is a factor in purchase scenario
- Due diligence has to be completed to confirm value in purchasing Lakeside
- Foundation committed to run capital campaign in support of renovation of facility
- NSSRA Board, staff, architect and engineers will develop renovation project and budget

## Renovation Approach (continued)

- Focus is on approved 2013 plan budget plus modest escalation increase
- Partner Agency Contribution estimate in 2013: \$3,217,531
  - \$735,000 capital reserve account from Partner Agencies toward purchase
  - Approximately \$2,500,000 starting point for renovation
- Renovation project and budget will be brought to Partner Agencies as part of Capital Budget
- All strategies will be considered
  - Renovation phases
  - Shuttering section of facility for future use
  - State funded capital support
  - Financing options

Questions

**GLENCOE PARK DISTRICT  
RESOLUTION NO. 896  
NORTHERN SUBURBAN SPECIAL RECREATION ASSOCIATION  
PROPERTY ACQUISITION  
(1221 LAKE COOK ROAD, HIGHLAND PARK, ILLINOIS)**

**IT IS HEREBY RESOLVED**, by the Board of Park Commissioners of the Glencoe Park District, Cook County, Illinois, that: In accordance with the Amended and Restated Articles of Agreement for Northern Suburban Special Recreation Association (NSSRA), Article III A. 3, and V A., the Board of Park Commissioners of the Glencoe Park District hereby approves of the acquisition of property at 1221 Lake Cook Road, Highland Park, Illinois, in accordance with the Purchase and Sale Contract between NSSRA and Lakeside Congregation For Reformed Judaism dated March 8, 2019.

**IT IS HEREBY FURTHER RESOLVED** that if the NSSRA Board of Directors terminates the Purchase and Sale Contract following its due diligence inspection, then the approval set forth above shall be withdrawn.

Adopted this 19<sup>th</sup> day of March 2019.

AYES:

NAYS:

ABSENT:

---

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

ATTEST:

---

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

[SEAL]

STATE OF ILLINOIS     )  
  ) SS  
COUNTY OF COOK     )

**SECRETARY'S CERTIFICATE**

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

**I HEREBY CERTIFY** that the foregoing instrument is a true and correct copy of Resolution No. 896:

**NORTHERN SUBURBAN SPECIAL RECREATION ASSOCIATION  
PROPERTY ACQUISITION  
(1221 LAKE COOK ROAD, HIGHLAND PARK, ILLINOIS)**

adopted at a duly called Regular Meeting of the Board of Park Commissioners of the Glencoe Park District, held at Glencoe, Illinois, in said District at 7:00 p.m. on the 19<sup>th</sup> day of March 2019.

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

**IN WITNESS WHEREOF**, I hereunto affix my official signature and the seal of the Glencoe Park District at Glencoe, Illinois this 19<sup>th</sup> day of March 2019.

---

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

[SEAL]

**XI. Action Item C**  
**Approval of Altamanu Contract for**  
**Old Green Bay Trail Linear Park**  
**Master Plan Design**

Glencoe Park District  
March 2019 Board Meeting



To: Board of Commissioners

Date: 3/13/19

From: Lisa Sheppard, Executive Director

---

**SUBJECT:** Approval of the Altamanu, Inc. contract for schematic design, design development, construction documents, and construction management

---

Attached is an agreement from Altamanu Inc. for services, specifically the schematic design, design development, construction documents, and construction management support for the approved Phase 1 elements in the Old Green Bay Linear Park Plan. The intent is to break ground in spring 2020. The fee structure represents the following elements being completed thru construction/bid documents; trail, playground, interactive fountain, play train, Veterans Memorial improvements, fitness stations. The fee structure includes fess for construction management of the following elements; trail, playground, interactive fountain. The total for this scope is \$231,015.

An alternate is included in the proposal for additional design work on the Maple Hill Road trail crossing after discussion with the Village of Glencoe. This includes designing an improved trail crossing at this intersection and a traffic survey if necessary. The total for this additional scope is \$29,685. This would be funded by the Village of Glencoe via a reimbursement of costs to the Glencoe Park District. The Park District would only engage this alternate in the agreement if the Village of Glencoe agreed to reimburse the Park District.

To continue project development, staff is requesting the Board approve the base scope for a total of \$231,015 and grant permission for the Executive Director to approve the design alternate for \$29,685 upon confirmation that the Village of Glencoe will reimburse those costs.

---

**Recommended Motion:** Approval of the Altamanu, Inc. agreement for the schematic design, design development, construction documents, and construction management support for the approved Phase 1 elements in the Old Green Bay Linear Park Plan, including permission for the Executive Director to execute the design alternate if reimbursement by the Village of Glencoe is confirmed for a project total of \$260,700.

February 13, 2019

February 25, 2019 *REVISED*

March 13, 2019 *REVISED*

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

**RE: Landscape Architecture & Civil Engineering Services for the Old Green Bay Linear Parks**

Dear Chris,

The Glencoe Park District (GPD/Client) has requested a proposal from the Altamanu and SMP team to prepare Schematic Design, facilitate up to three (3) public/board meetings, prepare Design Development and Construction Documents, provide Bidding and Permit assistance and Construction Administration Services for improvements to the Green Bay Linear Parks located along Green Bay Road between Park Ave to the south and Maple Hill Road to the north.

We understand that this improvement project will go out to bid in January of 2020; break ground in the spring of 2020 and be completed in the fall of 2020.

There are Six (6) sub-projects within these improvements. They are:

1. Trail
  2. Playground
  3. Interactive Fountain
  4. Play Train
  5. Veterans' s Memorial
  6. Fitness Stations
- (each with their associated landscape plantings & furnishings)

It is our understanding that the first three (3) sub-projects (Trail, Playground and Interactive Fountain) are funded and will proceed to the final construction administration phase.

The subsequent three (3) projects (Play Train, Veteran's Memorial and Fitness Stations) will proceed to the 100% construction document phase only. In the event that project funding for projects 4, 5 and 6 (Play Train, Veteran's Memorial and Fitness Stations) becomes available, we have included a separate fee for the additional construction administration effort for these three sub-projects.

The Altamanu/SMP team is to assist with coordination with the Village of Glencoe as it relates to the design of the trail heads at Maple Hill Road, with a new plaza and curb line realignment, the trail head at Park Avenue



and the at grade crossings along the trail within the project boundary. This is also expected to include depressed curbs; potential relocation of inlet/catch basins and stop signs at Maple Hill Road, Walden Drive, Lincoln Drive, Dennis Lane, and Beach Road.

### **MWRDGC WMO Permit**

We will submit the Proposed Improvements Plan to the Metropolitan Water Reclamation District of Greater Chicago (MWRDGC) for review and assessment by them to determine if there is a need for a Watershed Management Ordinance (WMO) Permit. We expect a determination letter from MWRD that will state how to proceed with any storm water solutions if necessary.

### **PROJECT SCOPE**

We understand the overall scope of these projects to include the following improvements as depicted of the Old Green Bay Linear Parks Master Plan prepared by Altamanu, Inc. and dated August 7<sup>th</sup>, 2018.

1. Trail:
  - A ten (10) foot wide, approximately 3,000 feet long trail from Maple Hill Road to Park Avenue, located on the west side of the Green Bay Linear Parks and composed of decomposed granite surfacing.
  - Five (5) accessible street crossings including depressed curbs, ADA ramps (concrete), relocated stop signs/signage, and associated catch basin/man hole relocation if necessary, asphalt patching and pavement markings.
  - Trail head plazas with specialty paving at Maple Hill Road and at Park Avenue.
  - Specialty plantings at Maple Hill Road and at Park Avenue.
  - Root aeration matting at select mature trees affected by the trail location.
  - Benches.
  - Swing benches.
  - Trash receptacles.
  - Bike racks.
  - Trail signage.
  - Drinking fountain at Maple Hill Road Plaza.
  - Irrigation system at masonry wall plantings at Park Ave.
  - Tree and display plantings along trail at select locations.
  - Sod restoration.
  
2. Playground:
  - Play structure for ages 2-12.
  - Group swing.
  - Concrete walk pavement.
  - Concrete barrier curb.
  - Engineered wood fiber surfacing at playground.
  - Underdrainage at playground.
  - Benches.
  - Trash receptacles.
  - Bike racks.
  - Root aeration matting.
  - Plantings and sod restoration.

- (Playground Budget \$275,000).
  
- 3. Interactive Fountain:
  - Spray features, flush to finished grade.
  - Concrete surfacing.
  - Concrete runnel.
  - Connection to sewer.
  - Control system.
  
- 4. Play Train:
  - Train tracks on concrete base.
  - Train Cars.
  - Enclosed train storage depot.
  - Engineered wood Fiber (EWF) surfacing.
  - Concrete walk pavement to access tracks.
  - ADA concrete ramps into EWF.
  - Underdrainage.
  - Connection to storm sewer.
  - Root aeration matting.
  - Sod restoration.
  
- 5. Veteran's Memorial Park
  - Remove stairs to memorial.
  - Add ADA accessible path/ramp to memorial.
  - Expand concrete circular pad around memorial flag.
  - Relocate memorial stone and plaque.
  - Add stone wall at memorial circular pad.
  - Regrade up to memorial circular pad.
  - Re-align/re-pave diagonal path between Beach Rd. and Old Green Bay Rd.
  - Relocate catch basins as required.
  - Benches, bike racks and trash receptacles.
  - Tree and shrub planting, and sod restoration.
  
- 6. Fitness stations
  - Install 6 fitness stations along proposed trail on concrete pads between Walden Drive and Lincoln Avenue.
  - Sod restoration.

## SCOPE OF WORK

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

### TASK 1A: PRE-DESIGN AND PUBLIC/BOARD MEETINGS

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

1. Verify existing conditions using available site data such as surveys, aerial photos, and topographic maps. The Client will furnish Altamanu with an accurate base map, site survey and topographic map of the site. The map and survey will be at a working scale for the preparation of site improvements construction documentation for the site. The survey will show existing contours, detailed site features, and existing utilities to the center line of adjacent streets and the full width of the roads at trail crossings. The team will verify if the extents of the survey are enough for the intended scope of improvements and advise the Client if any further topographic information is required. The cost for survey is not part of this proposal and shall be the fiscal responsibility of the Client.
2. Review available zoning and landscape codes and advise client of any requirements. Incorporate requirements into improvements.
3. Review potential MWRD permit requirements for the site improvements.
4. Meet with Client to review the project scope, budget, and schedule for the site and discuss expectations. (Meeting #1)
5. Tour the site with Client to refine scope/goals and to field review existing conditions. (Site meeting at same time as project Kick-Off meeting).
6. Prepare ppt. presentations for public/board meetings (up to 3 meetings) at project milestones determined by the Client.
7. Present at public meetings to discuss project development, materials, element selection, etc.
8. Meet with Client to discuss input from public/board meetings and how this might affect the development of the design. (Meeting #2, #3 and #4).

#### **TASK 1B: SCHEMATIC DESIGN OF TRAIL THROUGH PARK/COORDINATION MEETINGS**

Goals: Review Client expectations, existing conditions, and study options re-alignment of trail through Park 7N north of Maple Hill Rd and new crossing at Maple Hill Rd. further northeast of Old Green Bay Road.

1. Verify existing conditions using available site data such as surveys, aerial photos, and topographic maps. The Client will furnish Altamanu with an accurate base map, site survey and topographic map of the site. The map and survey will be at a working scale for the preparation of site improvements construction documentation for the site. The survey will show existing contours, detailed site features, and existing utilities to the center line of adjacent streets and the full width of the roads at trail crossings. The team will verify if the extents of the survey are enough for the intended scope of improvements and advise the Client if any further topographic information is required. The cost for survey is not part of this proposal and shall be the fiscal responsibility of the Client.
2. Coordinate/Meet with Client, Village, Civil and Traffic Engineers on the team to review traffic analysis results, grading and draining issues and possible re-alignment options. (we assume up to three (3) meetings for these coordinations).

3. Prepare up to two options for re alignment of the trail through Park 7N and alternate location for crossing of trail at Maple Hill Road.
4. Incorporate selected option into the detailed design development, construction document and construction administration phases.

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

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

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

We estimate 30 Landscape related drawing sheets for plans, enlargements, details and notes

2. Continue to field verify existing conditions as necessary to prepare the CD set.
3. Coordinate design decisions with Client throughout the DD and CD process.
4. Coordinate Landscape Plan with Civil Engineer's Grading/Drainage, Utility and Electrical Plans.
5. Revise Opinion of Probable Costs to reflect adjustments to Landscape/Engineering Plans.
6. Submit 60% Construction Set, Outline Specifications and updated Opinion of Probable Costs to Client for review.
7. Meet with Client to review 60% Construction Set. (Meeting #5)
8. Coordinate with Village of Glencoe and MWRD (if necessary) and verify permit submission requirements. (Meeting # 6)

9. Coordinate with Village of Glencoe regarding the north trail head plaza area and curb realignment, and trail crossings at the five (5) streets mentioned above. (Meetings #7 & #8)
10. Submit 90% Construction Set and Outline Specifications to Client for review.
11. Meet with Client to review 90% Construction Set. (Meeting #9)
12. Make revisions and submit 100% Construction Set and Specifications to Client for final review.
13. Submit Final 100% Construction Documents Package and related Technical Specifications, including SWPP plan for permit, to Client for review and subsequently for bidding.

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

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

1. Assist Client in submitting Permit Set for appropriate approvals and coordinate with Village of Glencoe on any permit approvals from MWRD. (SMP will manage permit approvals)
2. Provide Client Construction Set prior to bidding for review. Assist Client with preparation of advertisement of project for placement in the local paper.
3. Issue addenda as appropriate to interpret, clarify or expand the Construction Documents.
4. Coordinate with Client to assist in preparation of Bid Packages. Use Site Landscape Construction Bid Form, cover letter and related addenda to include with Bid/Drawing Package. Distribute Bid/Drawing Package to contractors on selected list as vetted by team.
5. Assist the Client in conducting a Pre-Bid Review Meeting with selected Contractors. (Meeting #10)
6. Assist Client in preparing Bid Analysis for comparison of proposed bids.
7. Assist Client with the selection(s) of appropriate contractors.
8. Assist in the preparation AIA/GPD Contract between contractors and Glencoe Park District (GPD).

9. Develop Landscape Installation Timetable with Client & Contractor. (Meeting #11)

**TASK 4: CONSTRUCTION ADMINISTRATION & PROJECT CLOSEOUT (sub Projects 1, 2 & 3)**

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

1. Provide on-site observation of site and landscape construction related to the Altamanu-SMP Landscape and Engineering Plans and their related elements. Visit site twenty-four times (24) at intervals appropriate to the stage of landscape construction to review proper construction methods and adherence to the design intent. (Site Meetings #12 through #35).
2. SMP/Civil Engineer will visit the site eight times (8) at intervals appropriate to the stage of civil/electrical engineering items.
3. Make written reports regarding site construction progress for landscape improvements.
4. Review and respond to contractor's requests for information and provide interpretations and clarifications for the Construction Documents.
5. Review and approve samples of materials and shop drawings and assess change order requests.
6. Review contractor's request for payments.
7. Conduct a final on-site observation/inspection of Landscape Construction with Client and Contractor. (Site Meeting #36)
8. Coordinate with Contractor so that Contractor provides Client with 'As Built' drawings of work installed during the construction phase.
9. Prepare a Final Punch List prior to final acceptance of job.
10. Prepare Final Sign-off after completion of Punch List Items.
11. Troubleshoot for 2 months until project closeout. (16 hours)

**TASK 5: CONSTRUCTION ADMINISTRATION & PROJECT CLOSEOUT (sub Projects 4, 5 & 6)**

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

12. Provide on-site observation of site and landscape construction related to the Altamanu-SMP Landscape and Engineering Plans and their related elements. Visit site ten additional times (10) at intervals appropriate to the stage of landscape construction to review proper construction methods and adherence to the design intent. (Site Meetings #37 through #46).
13. SMP/Civil Engineer will visit the site three times (3) at intervals appropriate to the stage of civil/electrical engineering items.
14. Make written reports regarding site construction progress for landscape improvements.
15. Review and respond to contractor's requests for information and provide interpretations and clarifications for the Construction Documents.
16. Review and approve samples of materials and shop drawings and assess change order requests.
17. Review contractor's request for payments.
18. Conduct a final on-site observation/inspection of Landscape Construction with Client and Contractor. (Site Meeting #36)
19. Coordinate with Contractor so that Contractor provides Client with 'As Built' drawings of work installed during the construction phase.
20. Prepare a Final Punch List prior to final acceptance of job.
21. Prepare Final Sign-off after completion of Punch List Items.
22. Troubleshoot for 2 months until project closeout. (16 hours)



**PROFESSIONAL FEES**

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

**Estimated Landscape Architecture Fees (Altamanu)**

Task 1A Pre-Design & Public/Board Meetings	\$ 17,365.00
Task 2 Detailed Design Development & Construction Documents	\$ 104,575.00
Task 3 Permitting, Bidding and Bid Assistance	\$ 8,240.00
<u>Task 4 Construction Administration &amp; Project Closeout-Sub-projects 1, 2 &amp; 3</u>	<u>\$ 31,445.00</u>

**Estimated Total Landscape Architecture Fees (Altamanu) \$ 161,625.00**

**Civil Engineering Fees (SMP)**

Task 1A Schematic Design & Public Input	\$ 16,750.00
Task 2 Detailed Design Development & Construction Documents	\$ 40,200.00
Task 3 Permitting, Bidding and Bid Assistance	\$ 2,680.00
<u>Task 4 Construction Administration &amp; Project Closeout-Sub-projects 1, 2 &amp; 3</u>	<u>\$ 5,360.00</u>

**Total Civil Engineering Fees (SMP) \$ 64,990.00**

**Expenses**

Estimated Expenses – Altamanu	\$ 3,000.00
<u>Estimated Expenses – SMP</u>	<u>\$ 1,400.00</u>

**Total Expenses \$ 4,400.00**

**Estimated TOTAL PROFESSIONAL FEES (Altamanu, SMP) \$ 226,615.00**

**Estimated TOTAL PROFESSIONAL FEES & EXPENSES (Altamanu, SMP) \$ 231,015.00**

In the event that **Projects 4, 5 & 6** proceed to the construction phase, the following additional fees for Construction Administration would be as follows:

**Estimated Landscape Architecture Fees (Altamanu)**

Task 5 Construction Administration & Project Closeout-Sub Projects 4, 5 & 6	\$ 18,775.00
---	--------------

**Civil Engineering Fees (SMP)**

Task 5 Construction Administration & Project Closeout-Sub Projects 4, 5 & 6	\$ 2,010.00
---	-------------

---

**Total Additional Fees for Construction Administration Sub-Projects 4, 5 & 6 \$ 20,785.00**

**ALTERNATE SCOPE**

**Altamanu:**

**Task 1B** -- Schematic Design of Trail through Park 7N/Coordination Mtgs. \$ 15,685.00  
 (Includes studying and developing concepts for a new trail alignment north of and crossing at Maple Hill Rd. Coordination mtgs. with Traffic and Civil engineer, Village and Park District staff.)

**SMP Civil Engineering:**

**Task 1B** -- Trail re-alignment at Maple Hill Rd (SD & Owner mtgs) \$ 5,500.00  
 (Includes studying and developing concepts for a new trail alignment north of and crossing at Maple Hill Rd. Coordination mtgs. with Traffic and Civil engineer, Village and Park District staff.)

**KLOA Traffic Engineering:**

**Task 1B** -- Pedestrian/Bicycle crossing at Maple Hill Rd. \$ 8,500.00

**TOTAL ALTERNATE SCOPE \$ 29,685.00**

Reimbursable expenses which will be billed at direct expense. Reimbursable expenses related to this project shall include, but may not be limited to the following:

- Transportation/Parking
- Reproduction
- Special Supplies
- Photography
- Copies
- Messenger/Delivery
- Large Scale Scans
- Soils Analysis/Consultation

Professional fees and expenses will be billed monthly for work completed and are due within 30 days.

**ASSUMPTIONS**

- All base information; current site topographic survey and site utility information, will be provided by the Client to Altamanu.
- Site base information will be provided to in a form compatible with AutoCAD 2018 format.
- If additional presentations or meetings are required, the Client will be invoiced for this service at our standard hourly rates outlined below for certain tasks:
  - Overhead Artistic Rendering of Plan \$1,072.00
  - Additional per meeting cost for staff level meeting (2 People) \$ 640.00
  - Additional per site visit cost (Proj Mgr) \$ 366.00
  - Cost of attendance at board meetings (2 people) \$ 640.00
  - Cost of preparing ppt presentation for board meeting \$1,464.00
- This agreement does not include: soils or environmental studies or property surveys.
- Any services beyond what is outlined above will be considered extra services and will be billed at our standard hourly rates.
- This agreement may be terminated by either party 15 days after written notice. Altamanu shall be compensated for all services performed up to this date.

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

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

Very truly yours,



Josephine Bellalta, PLA, ASLA, President Altamanu Inc.

ACCEPTED BY:

\_\_\_\_\_  
Signature

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

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

EXHIBIT A

SMP GROUP DESIGN ASSOCIATES, LLC CIVIL ENGINEERING

PROPOSAL

For

Improvements to the Old Green Bay Linear Parks  
Dated February 13, 2019

Revised Date February 25<sup>th</sup>, 2019

&

EXHIBIT B

KLOA, Inc.

TRAFFIC ENGINEERING SERVICES PROPOSAL

For

Old Green Bay Linear Park Master Plan  
Maple Hill Road Pedestrian/Bicycle Crossing

Dated February 25, 2019

**SMP Group Design Associates, LLC**  
165 N. Canal Street, Ste. 804  
Chicago, Illinois 60606



Ms. Josephine Bellalta, PLA, ASLA  
Altamanu, Inc  
1700 W. Irving Park Road, Suite 202  
Chicago, Illinois 60613  
773.528.7492  
Josephine@altamnau.com

February 25, 2018 - Rev1

**Civil Engineering Proposal**  
**Green Bay Linear Parks**

Dear Ms. Bellalta,

We are pleased to provide **ALTAMANU** ("Client") with a proposal for civil engineering services for the development of schematic design through construction administration of the Green Bay linear park system located along Green Bay Road between Park Avenue to the south and Maple Hill Road to the north. We understand that this improvement project will go out to bid in January of 2020; break ground in the spring of 2020 and be completed in the fall of 2020. We understand there are six (6) sub-projects within these improvements; each with their associated landscape plantings and furnishings, They are:

- Trail
- Playground
- Interactive Fountain
- Play Train
- Veterans' s Memorial
- Fitness Stations

It is our understanding that the first three (3) sub-projects (Trail, Playground and Interactive Fountain) are funded and will proceed to the final construction administration phase.

The subsequent three (3) projects (Play Train, Veteran's Memorial and Fitness Stations) will proceed to the 100% construction document phase only. In the event that project funding for projects 4, 5 and 6 (Play Train, Veteran's Memorial and Fitness Stations) becomes available, we have included a separate fee for the additional construction administration effort for these three sub-projects.

SMP will work with Altamanu to assist with coordination with the Village of Glencoe as it relates to the design of the trail heads at Maple Hill Road, with a new plaza and curb line realignment, the trail head at Park Avenue and the at grade crossings along the trail within the project boundary. This is also expected to include depressed curbs; potential relocation of inlet/catch basins and stop signs at Maple Hill Road, Walden Drive, Lincoln Drive, Dennis Lane, and Beach Road.

**Scope of Work**

We understand that ALTAMANU will take the lead on the site planning and strategy meetings with the Village, the Park District and the Public. This fee does, however; include attendance at up to three meeting with the public or Park District Board. The fee includes coordination with the Village Engineering staff for work within the public right-of-way at intersections as well as MWRD permitting.

**MWRD & Permitting**

MWRD and Village of Glencoe permitting is included within the fee. As the project is broken into 5 distinctive areas, divided by street intersections, we expect MWRD to review the project as separate parcels. Once initiated, we will prepare a Determination Letter for MWRD and initiated the permitting process.



We understand the overall scope of these projects to include the following improvements as depicted of the Old Green Bay Linear Parks Master Plan prepared by Altamanu, Inc. and dated August 7th, 2018. We anticipate the work split to be as follows;

<b>Sub-project: Trail</b>	<b>Altamanu</b>	<b>SMP</b>
10' Wide trail alignment (3,000ft)	L	S
5 accessible street crossings (alignment/design)	L	S
Design of depressed curbs, ADA ramps, street repair	S	L
Relocated stop-signs/signage	S	L
Catch basin relocation/modifications	S	L
Pavement Markings	L	S
Trail head plaza, Maple Hill at Park Ave (alignment/design)	L	S
Specialty planting at Maple Hill and Park Ave	L	S
Root aeration matting at select trees	L	S
Benches	L	S
Swing benches	L	S
Trash receptacles	L	S
Bike Racks	L	S
Trail signage	L	S
Drinking Fountain at Maple Hill Plaza	S	L
Irrigation system at masonry wall plantings at Park Ave	S	L
Tree and display plantings at select locations	L	S
Sod restoration	L	S

L=lead role S=support role

<b>Sub-project: Playground</b>	<b>Altamanu</b>	<b>SMP</b>
Play structure for ages 2-12 (selection and layout)	L	S
Group Swing	L	S
Concrete walk pavement (alignment)	L	S
Concrete barrier curb	L	S
Engineered wood fiber surfacing at playground	S	L
Underdrainage at playground	S	L
Benches	L	S
Trash receptacle	L	S
Bike Racks	L	S
Root aeration matting	L	S
Planting and sod restoration	L	S
Site grading and drainage	S	L

<b>Sub-project: Interactive Fountain</b>	<b>Altamanu</b>	<b>SMP</b>
Spray features, flush to finished grade	L	S
Concrete surfacing	L	S
Concrete runnel	L	S
Connection to sewer	S	L
Control System	L	S
Electrical for spray features (as required)	S	L

<b>Sub-project: Play train</b>	<b>Altamanu</b>	<b>SMP</b>
Train tracks on concrete base	L	S
Train cars	L	S
Enclosed train storage depot	L	S
Engineered wood Fiber (EWF) surfacing	L	S
Control System	L	S
Concrete walk pavement to access tracks	S	L
ADA concrete ramps into EWF	S	L
Underdrainage	S	L
Root aeration matting	L	S
Sod restoration	L	S

<b>Sub-project: Veteran's Memorial Park</b>	<b>Altamanu</b>	<b>SMP</b>
Remove stairs to memorial	S	L
Add ADA accessible path/ramp to memorial	S	L
Expand concrete circular pad around memorial flag	L	S
Relocate memorial stone and plaque	L	S
Add stone wall at memorial circular pad (including structural)	S	L
Regrade up to memorial circular pad	S	L
Re-align/re-pave diagonal path between Beach Rd. and Old Green Bay Rd	L	S
Relocate catch basins as required	S	L
Benches, bike racks and trash receptacles	L	S
Tree and shrub planting, and sod restoration	L	S
Flagpole relocation (electrical for lighting and structural)	S	L

<b>Sub-project: Fitness stations</b>	<b>Altamanu</b>	<b>SMP</b>
6 fitness stations along trail between Walden Dr and Lincoln Ave	L	S
Sod Restoration	L	S

L=lead role S=support role



### **Task 1: Schematic Design & Public Input**

The SD & Public Input Phase is intended to obtain and review all background information available from the Park District, review site constraints and existing conditions in a detailed manner, and develop concept designs to present to the Park District and Public. This phase will begin to identify stormwater management ideas and utility routings to meet the requirements of the local authorities. Tasks Include;

*Site visit to evaluate existing conditions and establish project limits*

*Attend a project kick-off meeting with ALTAMANU and the Park District.*

*Survey review.*

*Complete a MWRD determination application.*

*Meet and coordinate with the Village of Glencoe Engineering staff to discuss intersection improvements.*

*Develop concept level grading and utility plans.*

*Attend up to three Public or Park District Board meetings with Altamanu to present to concept plans.*

### **Task 2: Design Development and Construction Documents**

This phase of the project builds on the SD Phase and is an expected to produce a permit ready civil engineering drawing set. This phase will begin once schematic design has been completed and the Project Team is confident that no substantial revisions to the site plan will occur. This includes intermediate document submittals and coordination with the Park District at a 60% and 90% level to develop a cohesive drawing package. Tasks include;

*Coordinate with ALTAMANU and the Park District to finalize construction documents.*

*Finalize the utility and drainage routing/strategy.*

*Prepare final demolition, dimension, grading, utility, erosion & sedimentation control, civil construction detail plans.*

*Prepare technical specifications in CSI format for Civil Engineering scope items as requested.*

*Continue to coordinate with the Village Engineering staff for intersection modifications.*

*Assistance with the review of a Cost Opinion.*

### **Task 3: Permitting, Bidding and Bid Assistance**

This phase works with the documents prepared in the DD/CD Phase and works towards obtaining a building permit. Here, we will work with Altamanu on the preparation of a contract bid package as well as the selection of a contractor. Tasks include;

*Compile the necessary civil drawings to issue for Permit through the Village of Glencoe.*

*Compile the necessary civil drawing and permit forms to issue through the MWRD.*

*Assist with project bidding, contractor RFI's and contractor selection.*

### **Task 4: Construction Administration (Project 1,2,3)**

We propose the following limited scope to assist in technical field questions regarding civil engineering items. This task item is limited to the currently funded sub-projects; Trail, Playground and Interactive Fountain.

Common tasks included with construction administration generally include the following;

*Attend a pre-construction meeting with the Client and Contractor to review construction schedule.*

*Review submittals and shop drawings applicable to engineering construction.*

*Respond to RFI's as requested.*

*Issue interpretations or clarifications of the documents when requested by the Owner or the Contractor.*

*When requested by ALTAMANU, attend weekly project meetings and prepare site reports during the construction phase as requested. We assume a 6 site visits to review and assist with items directly related to civil engineering.*

*Conduct a punch list review of the engineering construction and prepare recommendations regarding the Contractor's request for acceptance of substantial completion.*

*Conduct a final walk-through of the project and prepare recommendations regarding the Contractor's request for acceptance of final completion.*

**Task 5: Construction Administration (Project 4,5,6)**

We propose the following limited scope to assist in technical field questions regarding civil engineering items. This task item is limited to the currently funded sub-projects; Play Train, Veteran’s Memorial Park and Fitness Stations.

Common tasks included with construction administration generally include the following;

*Attend a pre-construction meeting with the Client and Contractor to review construction schedule.*

*Review submittals and shop drawings applicable to engineering construction.*

*Respond to RFI’s as requested.*

*Issue interpretations or clarifications of the documents when requested by the Owner or the Contractor.*

*When requested by ALTAMANU, attend weekly project meetings and prepare site reports during the construction phase as requested. We assume a 6 site visits to review and assist with items directly related to civil engineering.*

*Conduct a punch list review of the engineering construction and prepare recommendations regarding the Contractor’s request for acceptance of substantial completion.*

*Conduct a final walk-through of the project and prepare recommendations regarding the Contractor’s request for acceptance of final completion.*

**Compensation**

<b>TASK</b>	<b>FEE</b>
Task 1a: Schematic Design & Public Input	\$16,750.00
Task 1b: Trail re-alignment at Maple Hill Rd (SD and owner meetings)	\$5,500.00
Task 2: Design Development and Construction Documents	\$40,200.00
Task 3: Permitting, Bidding and Bid Assistance	\$2,680.00
Task 4: Construction Administration (Project 1,2,3)	\$5,360.00
Task 5: Construction Administration (Project 4,5,6)	\$2,010.00
<b>Subtotal</b>	<b>\$72,500.00</b>
Reimbursables (estimated)	\$1,400.00

Limits of Service

*Surveying*

*Earthwork Calculations*

*Pump Design*

*Geotechnical/Environmental*

*Engineering & Testing*

*Traffic Engineering/Studies*

*Sewer televising*

*Site Logistics Planning*

*Landscape Architecture*

*Flood plain/floodway/wetland mitigation or delineation or design*

*Review and sign-off of payment applications or waivers*

**Additional Services**

Changes to completed documents due to revised input or direction, change of project limits or scope and preparation of additional drawings shall be invoiced as an Additional Service. Work will not be performed without your expressed, written consent. Estimates for additional services will be provided upon your request.

**Acceptance**

This proposal, with the signature of the appropriate personnel, constitutes acceptance of fee and terms as stated herein. Please return one copy of the signed proposal to me as authorization to begin work.

If you have any questions or need clarification on any of the above, please do not hesitate to call. We look forward to working with you on this project and sharing the success.

Yours truly,



Jerry Pilipowicz, P.E.  
Civil Engineer

Principal & Managing Member  
SMP Group Design Associates, LLC

[j.pilipowicz@smpgroupllc.com](mailto:j.pilipowicz@smpgroupllc.com)

**Accepted by**

Date: \_\_\_\_\_

Printed name: \_\_\_\_\_

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

Title: \_\_\_\_\_

# Old Green Bay Linear Park Master Plan Maple Hill Road Pedestrian/Bicycle Crossing KLOA, Inc. Scope of Services and Fees

## Scope of Services

The following summarizes KLOA, Inc.'s proposed scope of services for the review of the Maple Hill Road pedestrian/bicycle crossing to be developed as part of the Old Green Bay Linear Park Master Plan.

- *Field Review/Observations and Data Collection:* KLOA, Inc. will perform field surveys and observations of the subject area to inventory the existing transportation conditions. We will collect and review all available transportation information, including existing traffic counts, crash data, the operations of the railroad at-grade crossing, etc. Weekday morning, weekday evening, and Saturday midday peak period vehicle, pedestrian, and bicycle counts will be conducted at the Old Green Bay Road/Maple Hill Road intersection.
- *Review of Existing Conditions:* KLOA, Inc. will tabulate, review, and summarize all of the data collected above in appropriate tables and exhibits. Capacity analyses will be conducted at the Old Green Bay Road/Maple Hill Road intersection to determine how it currently operates. Any existing issues and operational deficiencies will be identified.
- *Assist in Development of the Maple Hill Road Pedestrian/Bicycle Crossing:* Based on the review of the existing conditions and the proposed Linear Park Master Plan, KLOA, Inc. will assist the project team with the development of the Maple Hill Road pedestrian/bicycle crossing. This will include reviewing, examining, and providing input regarding the location and design of the crossing, the appropriate traffic control, and warning signs.
- *Attend Meetings.* KLOA, Inc. will attend three meetings with the development team, Park District officials, and/or Village staff.

Please note that the scope of services does not include the preparation of any documents other than the tables/exhibits illustrating the existing conditions.

## Project Fees

The cost of services rendered by KLOA, Inc. on this project will be based on our hourly rates currently in effect, plus reimbursement at cost for direct expenses such as traffic counts, travel, etc. Based on our experience in similar studies, we estimate the cost for our professional staff time and services and direct expenses will be approximately \$8,000 to \$8,500. All costs for professional staff time to attend any additional meetings beyond the three described in the scope of services will be itemized separately on our invoices and are in addition to the costs estimated above.

**XI. Action Item D**  
**Approval to Purchase a**  
**2019 Kubota V Series UTV**

Glencoe Park District  
March 2019 Board Meeting



March 1, 2019

To: Board of Park Commissioners  
From: Lisa Sheppard, Executive Director and Chris Leiner, Director of Parks & Maintenance

---

**SUBJECT: KUBOTA V SERIES RTV UTILITY VEHICLE, NJPA CONTRACT**

---

As part of our FY2019/20 Capital Budget, we have budgeted \$28,500 for the replacement of the 2010 Grasshopper 725 with power broom. The price for one 2019 Kubota V Series RTV-X1100CW-T UTV and corresponding 60" rotary broom was secured through the NJPA. NJPA is the Joint Purchase Program for state and local government agencies, thus eliminating the need to go to bid.

Burriss Equipment of Waukegan, Illinois is the NJPA Approved Vendor. The cost of the new Kubota UTV is \$28,084.21.

**Recommended Motion: To approve the purchase of a 2019 Kubota V Series UTV for \$28,048.92 from Burriss Equipment of Waukegan, Illinois.**

**XI. Action Item E**  
**Approval of Bi-Annual Review of Executive**  
**Session Minutes 5ILCS120/2(c)(21)**  
**Documents shared at the Board meeting.**

Glencoe Park District  
March 2019 Board Meeting



**XI. Action Item F**  
**Approval of the Executive Director's**  
**Employment Agreement**

**Document shared at the Board meeting.**

Glencoe Park District  
March 2019 Board Meeting