




APRIL 2017 Board Report





**GLENCOE PARK DISTRICT
REGULAR BOARD MEETING
Tuesday, April 18, 2017 - 7:00 p.m.
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 March 21, 2017 Regular Board Meeting
 - B. Minutes of April 6, 2017 Special Projects and Facilities Committee Meeting
 - C. Approval of the Bills
- IV. Matters from the Public
- V. Public Hearing: 2017/2018 Budget and Appropriation Ordinance No. 863
- VI. Approval of Ordinance No. 863: An Ordinance Making a Combined Annual Budget and Appropriation of Funds for the Glencoe Park District for the Fiscal Year Beginning March 1, 2017
- VII. Financial Report
- VIII. Staff Reports
 - A. Business
 - B. Recreation and Facilities
 - C. Parks and Maintenance
 - D. Marketing and Communications
 - E. Safety Committee
- IX. Executive Director Report
- X. Presentation of the Watts Ice Center 2016-2017 Season Annual Report
- XI. Action Items
 - A. Approval of Annual Post-Issuance Tax Compliance Report
 - B. Approval of Ordinance No. 864: Amending the Glencoe Park District Ethics Ordinance
 - C. Approval of Plans for Fitness Area Remodeling
 - D. Approval of Fitness Area Equipment
 - E. Approval of New Watts Advisory Group Member
 - F. Approval of Watts Replacement Flooring
- XII. Other Business
- XIII. Executive Session
 - A. Personnel 5ILCS 120/2 (c)(1)
- XIV. Adjournment

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

III. Consent Agenda Items

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

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

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

The Executive Director recommends approval of the consent agenda.

Glencoe Park District
April 2017 Board Meeting

MINUTES OF APRIL 6, 2017 SPECIAL PROJECTS AND FACILITIES COMMITTEE
MEETING
GLENCOE PARK DISTRICT
999 GREEN BAY ROAD, GLENCOE, ILLINOIS 60022

The meeting was called to order at 6:30 p.m. and roll was called.

Committee Members present:

Andre Lerman, Chair/Commissioner
Lisa Brooks, Treasurer

Staff present:

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

Committee Members absent:

Steve Gaines, President

Commissioners present:

Dudley Onderdonk, Commissioner
Seth Palatnik, Commissioner

Members of the Public in attendance who signed in or spoke: Ed Goodale, Josh Lutton,
Peter Van Vechten

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

Review of Designs of Lakefront Park: Josephine Bellalta and John McManus gave a presentation reviewing the designs for Lakefront Park, which is attached to these minutes. Discussion ensued.

Public Input on Designs: Peter Van Vechten gave his opinion on the tennis courts, trees, use of natural material, and entryways into the park.

Committee discussion ensued regarding the cost of all projects. This project will be discussed again at a future Special Projects and Facilities Committee meeting.

Discussion on Jefferson and Vernon Playground: Executive Director Sheppard gave a presentation reviewing playgrounds and capital projects, which is attached to these minutes. She shared options to replace the playground, playground usage of various parks, priorities, and budget responsibilities. Discussion ensued.

Committee Direction: Chair Lerman, based on the discussion by the Committee, directed Park District staff to consider discussing replacement of Jefferson and Vernon Playground for the 2018/19 budget cycle.

Other Business: The next Special Projects and Facilities Committee meeting is April 13 at 7:00pm on the Fitness Area and will be followed by a Lakefront Advisory Group meeting.

Adjourn: Commissioner Brooks moved to adjourn the meeting at 8:10 p.m.
Commissioner Lerman seconded the motion, which passed by unanimous voice vote.

Respectfully submitted,

Lisa M. Sheppard
Secretary



LAKEFRONT PARK

April 6th, 2017



March 2nd Meeting

- Looked at History of the Park
- Local/Regional
- Brief Analysis of the Park and Existing Conditions
- Potential Projects that Should/Must Take Place

Most Important: We listened to Your Ideas
You had many and you Stated that:
The Park was for “All of Glencoe”

These were the Potential Projects at that time



However this was what you asked us to Examine

Multi-Use Tennis/Pickle Ball Two Courts (2)

Removal and replanning park with 1 Tennis Court removed

Fitness Components (Not large enough to create regional draw)

Potential of small natural looking fitness elements a possibility

Playground Concepts

- Dedicated Traditional 2-5 with swing similar size and scope to what's there

- Natural Material Concepts (Something Different than Discovery Area)

Drainage Improvements

Park Entry Concepts (How do we invite people in at the corners?)

Use Glencoe Limestone?

Interpretive Signage/Elements

- Stone Stepper Pathway like Mills with history of Glencoe etc?

- Signage Describing Plantings/Birds/Lakefront Ecosystem

Interior Park Pathways/Bluff Pathway

ADA Accessible Pathway

Concrete - Alternate Materials that are maintainable 365 and ADA Compliant?

Park Benches & Swing Benches

Curved Exterior Pathways to replace straight sidewalks

Bike Racks, Drinking Fountain (relocation?)

Donor Paver Area/Plaza Natural Plantings (Be Conservative)

Lakefront Deck

Examine potential opening up of spaces for tree quality

Tonight

- **The Landscape Aesthetic of Lakefront Park**
Uncovering and enhancing the “Spirit of Place”
- **Historic Importance of the Park (again)**
- **Barriers in the Landscape**
- **Proposals: From the ideal to moderate intervention**
- **Drainage**
- **A look at Potential Materials**
- **Potential Costs**

Before Making an Intervention in Lakefront Park

The Landscape Aesthetic of Lakefront Park

Lakefront Park: Naturalesque Tradition/English Landscape Style



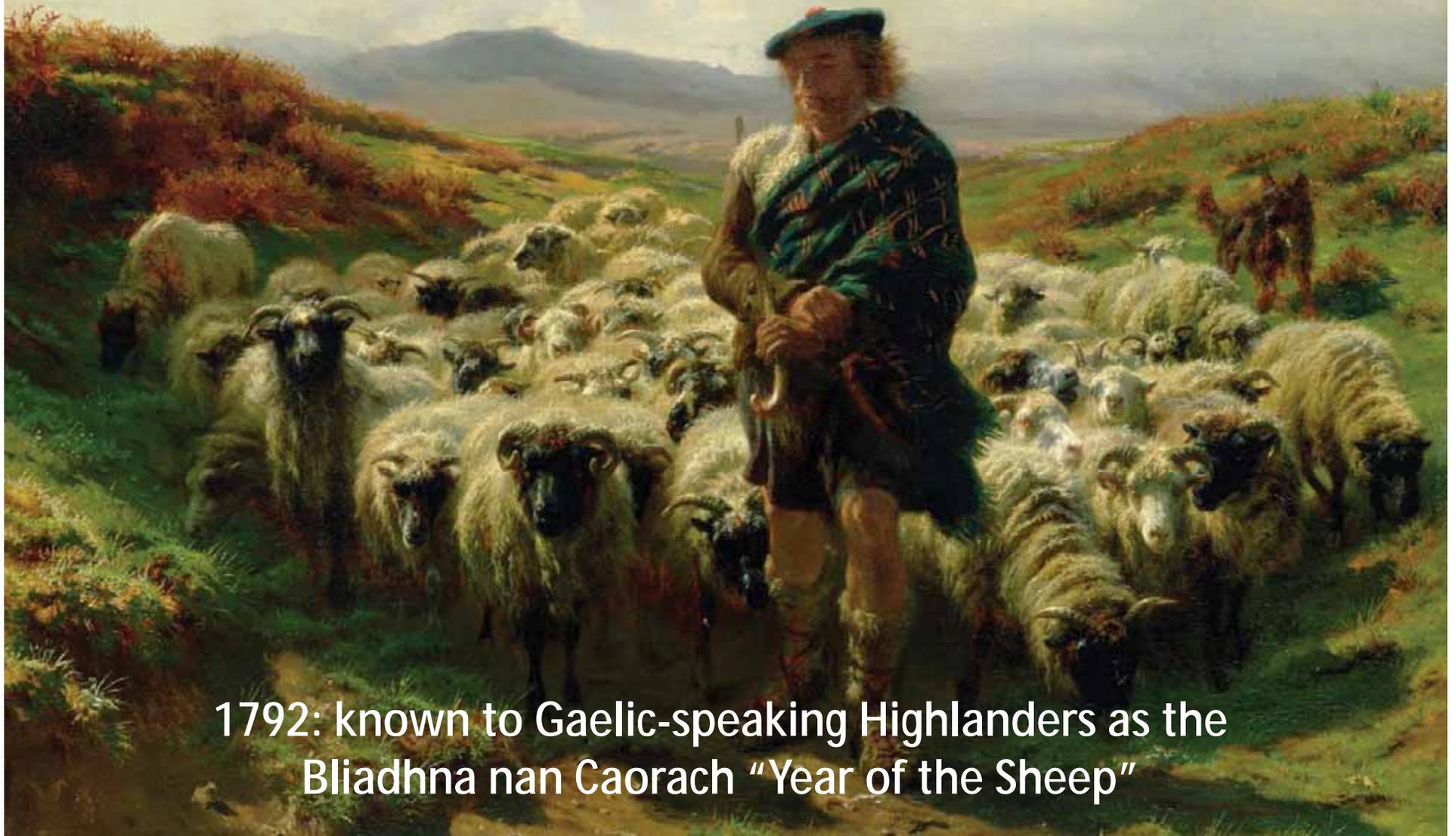
Lakefront Park: Naturalesque Tradition

Beautiful but completely artificial. Agricultural progression was Woodland to Farmland with Hedgerows and Trees



Lakefront Park: Naturalesque Tradition

Clearing the land: Gaelic: Fuadach nan Gàidheal, the “Eviction of the Gael”, 18th /19th Centuries



1792: known to Gaelic-speaking Highlanders as the Bliadhna nan Caorach “Year of the Sheep”

Lakefront Park: Naturalistic Tradition

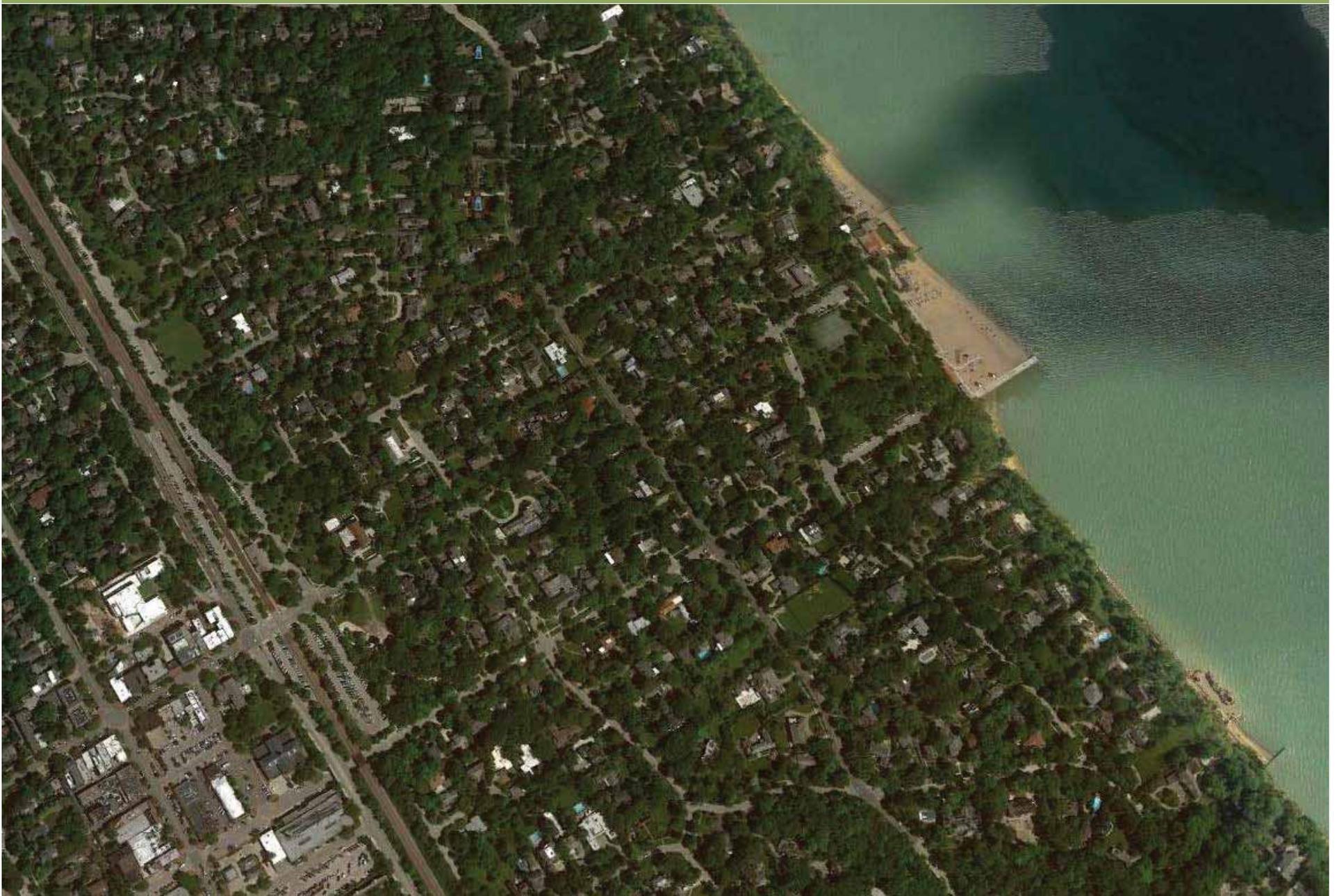


Sheep eat saplings, shrubs & grass to the nub leaving only larger mature trees & few hedgerows

Capability Brown turned it into an Exquisite Aesthetic



Lakefront Park: Importance of the Park



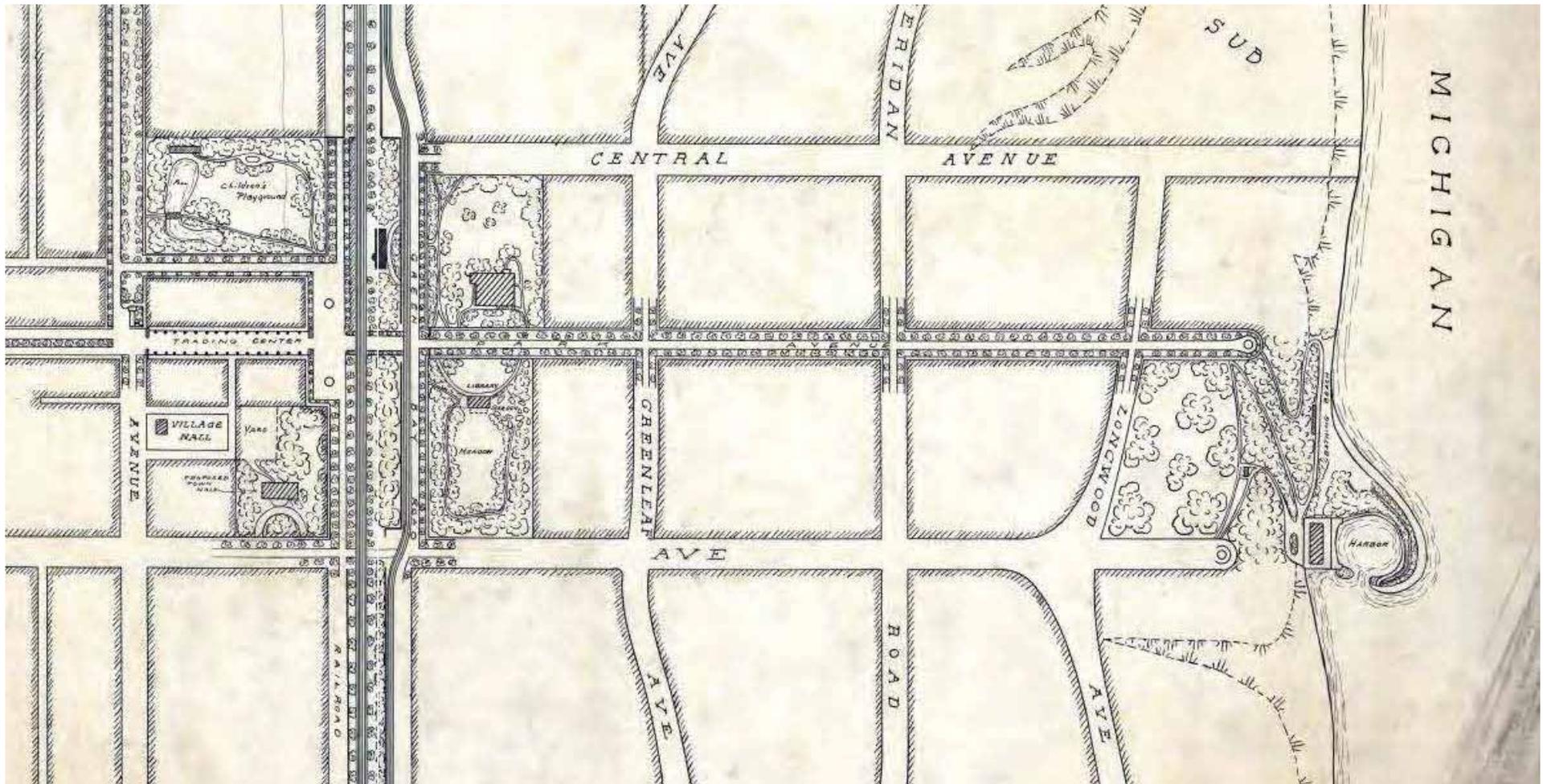
Lakefront Park: Dedicated in 1867

Historic Link : From the Beginning Train Station & Downtown
to the Park and Lakefront



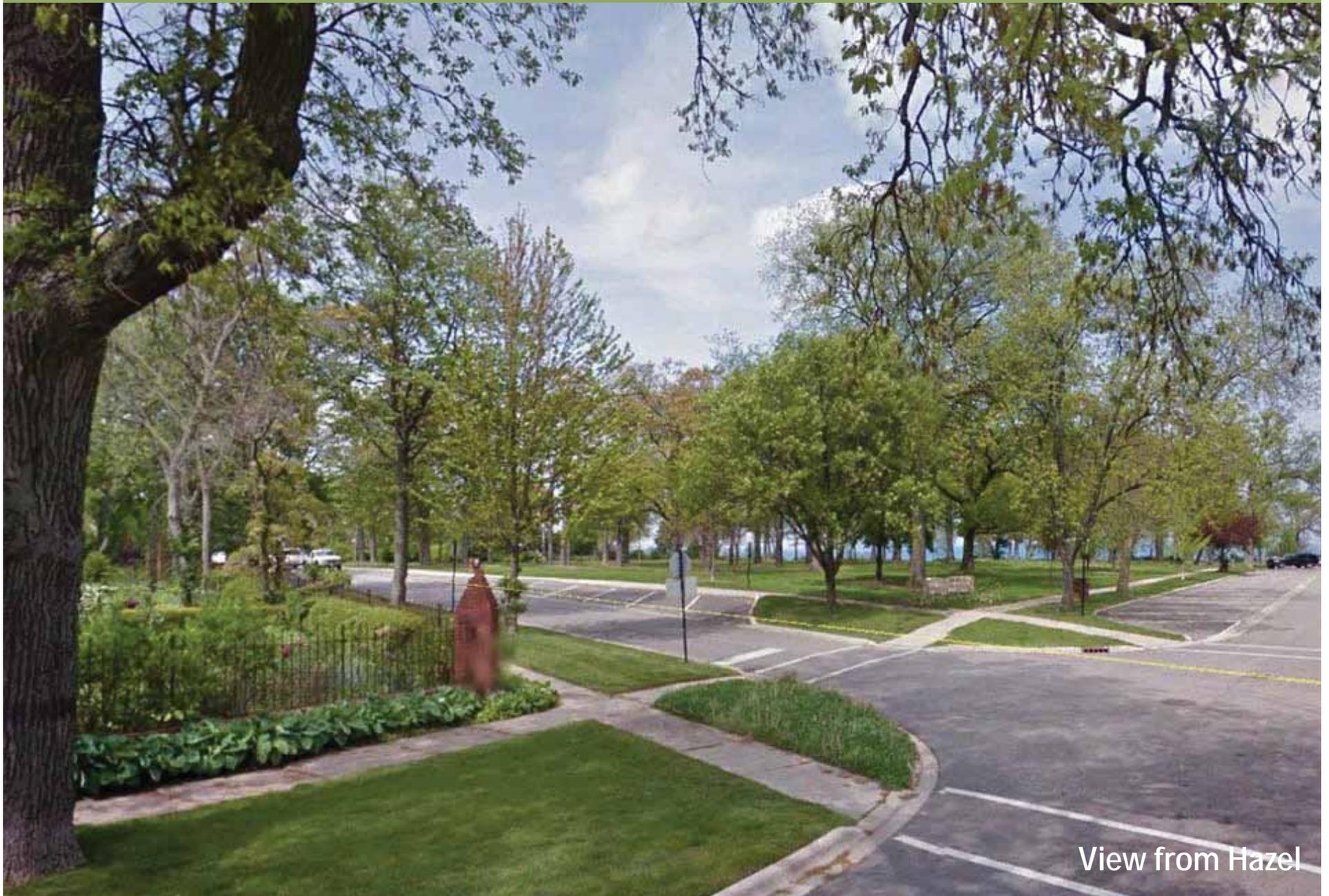
Lakefront Park: Importance of the Park

Frank Lloyd Wright and Jens Jensen worked together in Glencoe



Jens Jensen 1912

The Arrival on Park is Compromised so we are showing Hazel



View from Hazel

Lakefront Park: Importance of the Park



Pre-Settlement Oaks

Lakefront Park: Importance of the Park



Lakefront Park: Importance of the Park



Glencoe's Sesquicentennial (150th birthday) in 2019



Feb. 22, 1940: Glencoe Park District workmen relocate a 60-foot elm tree from a school yard to its new home at Central School

Lakefront Park: Conflict of Styles



Lakefront Park: Conflict of Styles



Lakefront Park: Barriers in the Park

“A good park should allow you to both see and walk through it. In many new parks, I feel like a victim of planning, forced to navigate an obstacle course just to get through”.

Peter Kantz, Congress for the New Urbanism (CNU)

Lakefront Park: Barriers in the Park



“forced to navigate an obstacle course just to get through”

Lakefront Park: Barriers in the Park



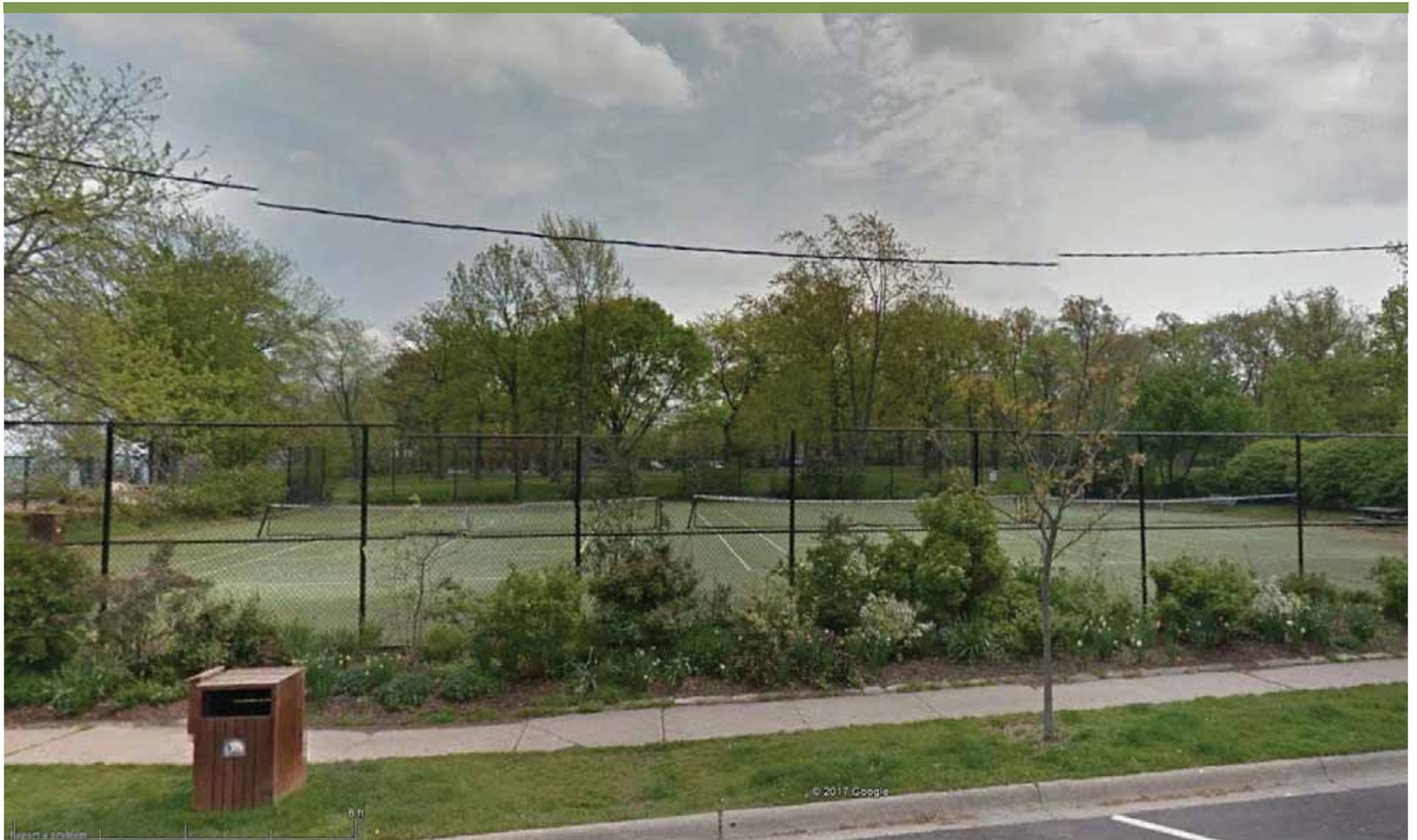
“forced to navigate an obstacle course just to get through”

Lakefront Park: Barriers in the Park



“forced to navigate an obstacle course just to get through”

Lakefront Park: Barriers in the Park



Lakefront Park: Barriers in the Park



The Park is Part of Glencoe History and Pre-settlement

Public Tennis Courts National Parks & Recreation Association

The National Recreation and Park Association (NRPA)
Recommends 1 tennis court per 2,000 people

Glencoe Population 8,900 in 2014 equals 4.45 tennis courts

There are 11 Park District tennis courts in Glencoe
More than double the recommended number



Public Tennis Courts Nationally Trust for Public Land

Tennis Courts per
10,000 Residents

Tennis Courts per
1,000 Residents

Minneapolis	4.5	.45
Omaha	4.4	.44
Greensboro	4.0	.4
Atlanta	3.9	.39
Boise	3.8	.38
Madison	3.8	.38
Virginia Beach	3.6	.36

Glencoe 1.27 per 1000 Residents



Lakefront Park: Majority of Barriers



"Rain-spotting" of Trees - Potential to Open Up Spaces



THE IDEAL

Today



New Entryways, Curvilinear Paths, 0 Tennis Courts, Opening Up Spaces



Lakefront Park: ADA Compliant Path



“Shouldn’t there be some access so we can experience the trees?”

Lakefront Park: ADA Path



Instead of the Courts: Kids love Mounds



Lightweight block for Mounds



Lakefront Park: Mounds very Low and Slightly Shaped



Events in the landscape

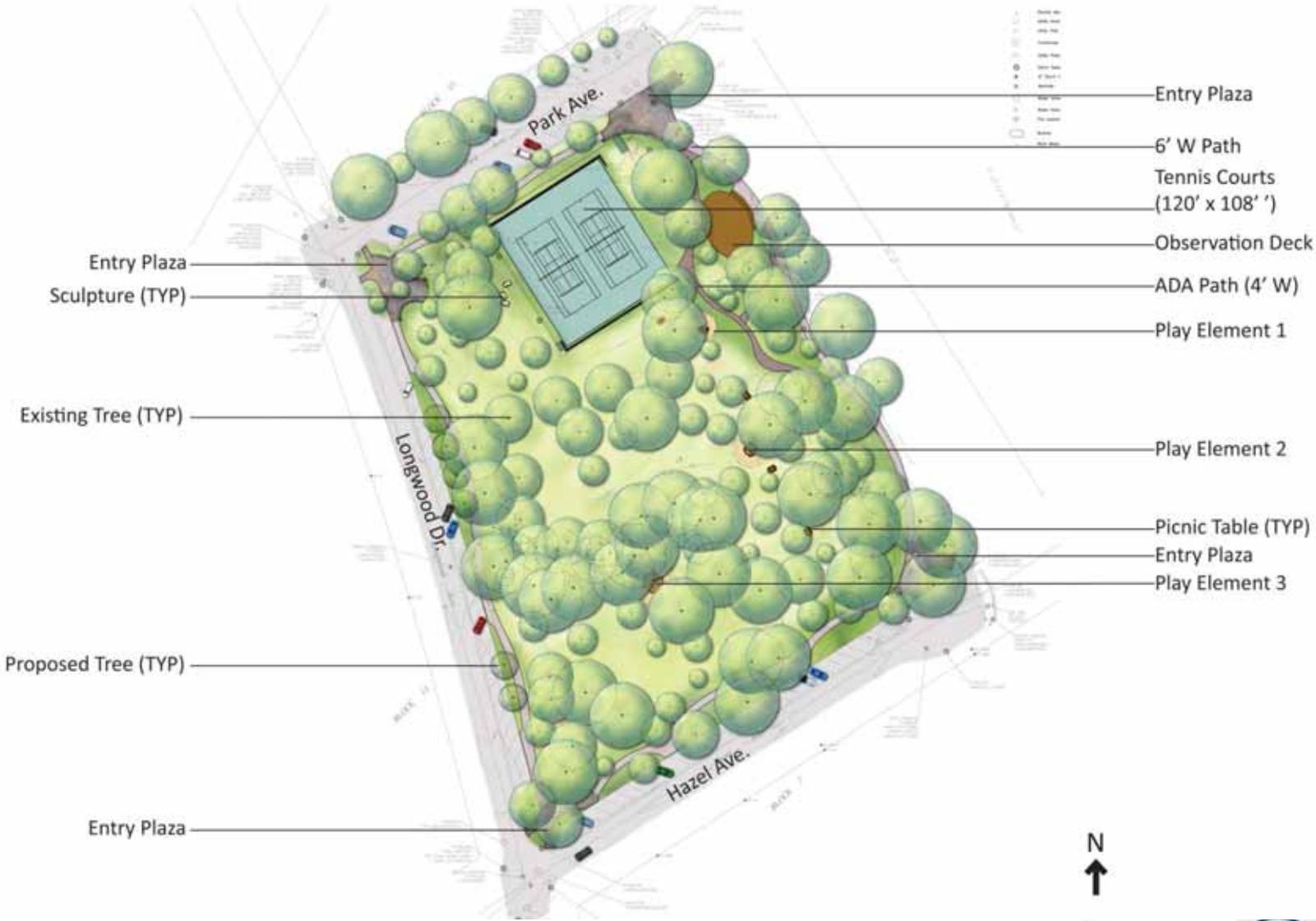


More Moderate Intervention

New Entryways, Curvilinear Paths, 2 Tennis Courts, Opening Up Spaces



Lakefront Park: Conceptual Plan A



Lakefront Park: Conceptual Plan B



Mounds + Discovery Area

Entry Plaza

Sculpture (TYP)

Existing Tree (TYP)

Proposed Tree (TYP)

New Curved Linear Path

Entry Plaza

Entry Plaza

6' W Path

Observation Deck

ADA Path (4' W)

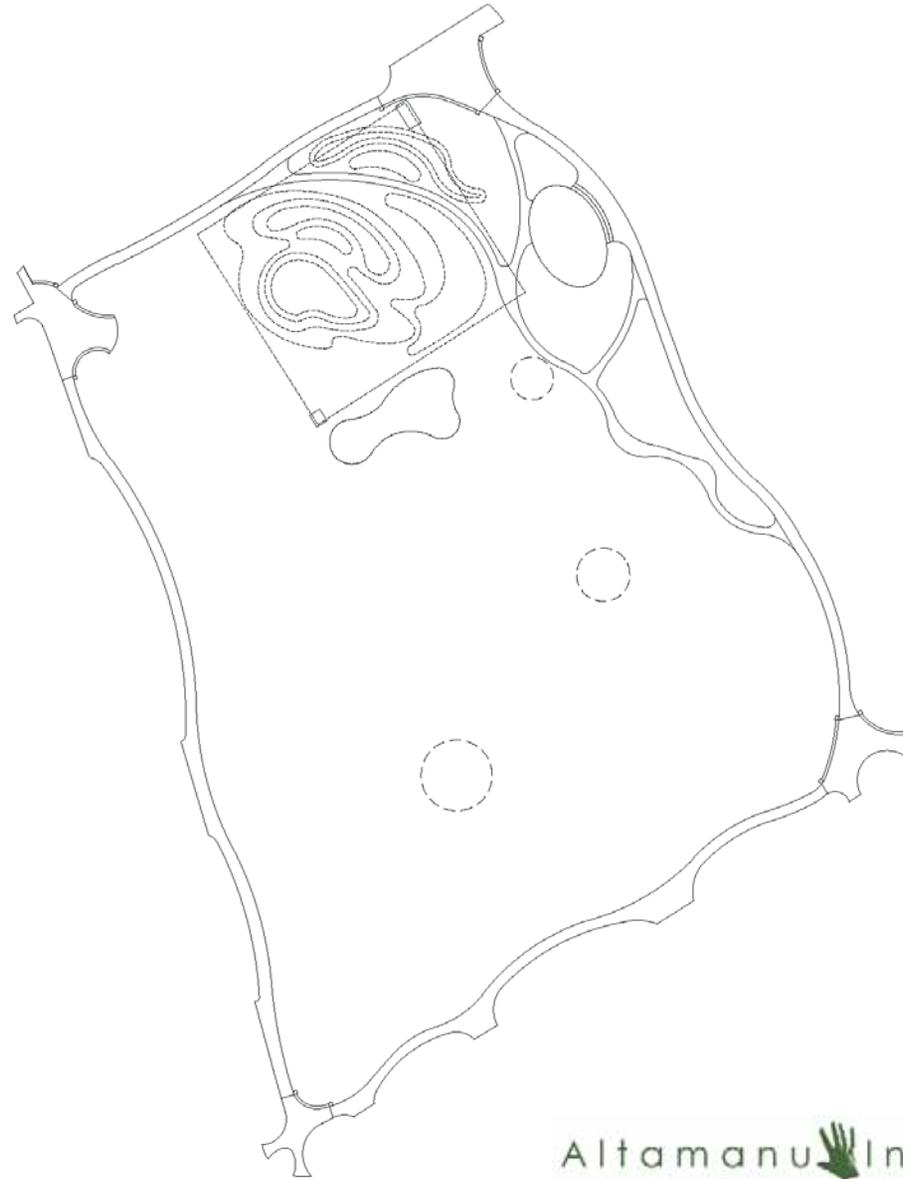
2-5 Yr. Old
Playground

Picnic Table (TYP)

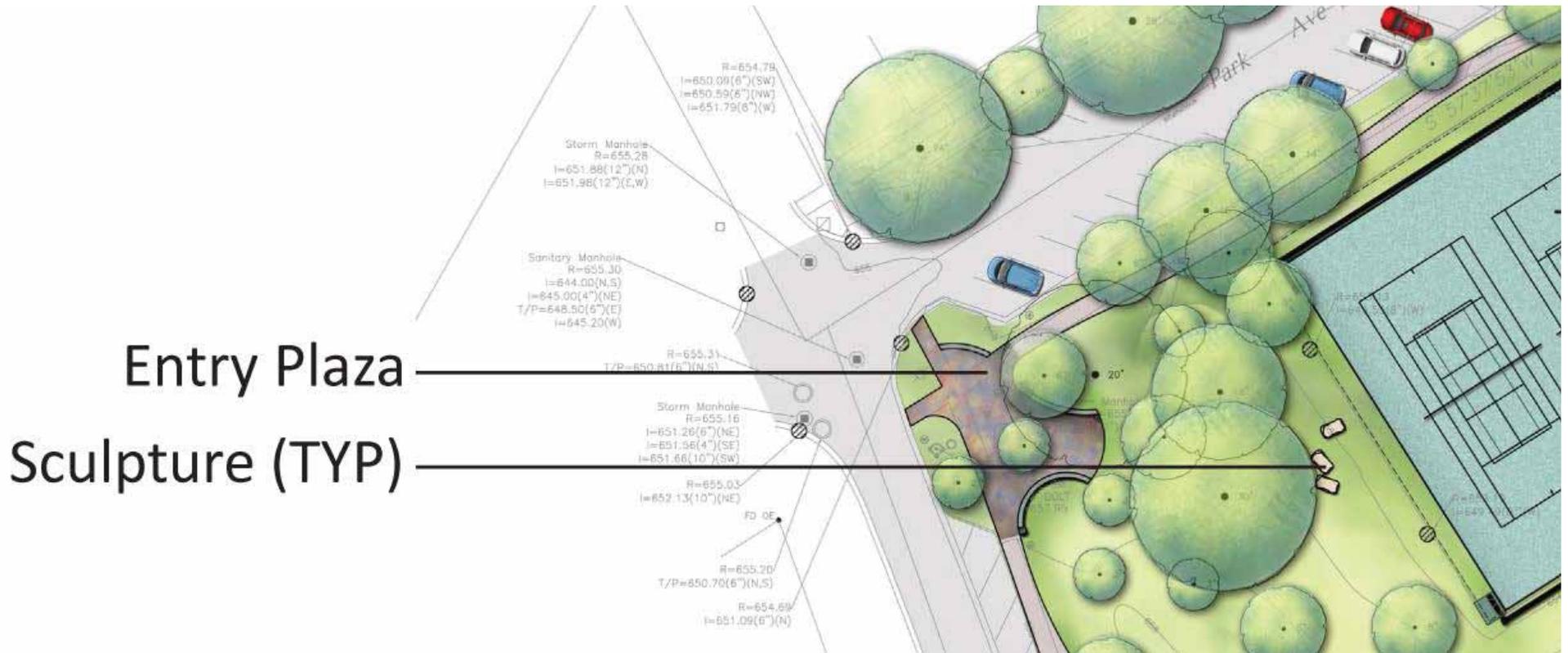
Entry Plaza



Lakefront Park: Pathway System



Lakefront Park: Tour of the Proposal North Side



Lakefront Park: Importance of Entryways



“OPEN ARMS AND ALSO A PLACE”

Altamanu Inc.
landscape architecture + urban design + planning

SMP GROUP
Design Associates, LLC



Lakefront Park: Importance of Entryways



Open Arms of Welcome, Compression, Destination in View



Altamanu Inc. 
landscape architecture + urban design + planning

SMP GROUP
Design Associates, LLC



Open Arms of Welcome, Compression, Destination in View



Lakefront Park: North West Entry Existing



Lakefront Park: North West Entryway Scheme 1



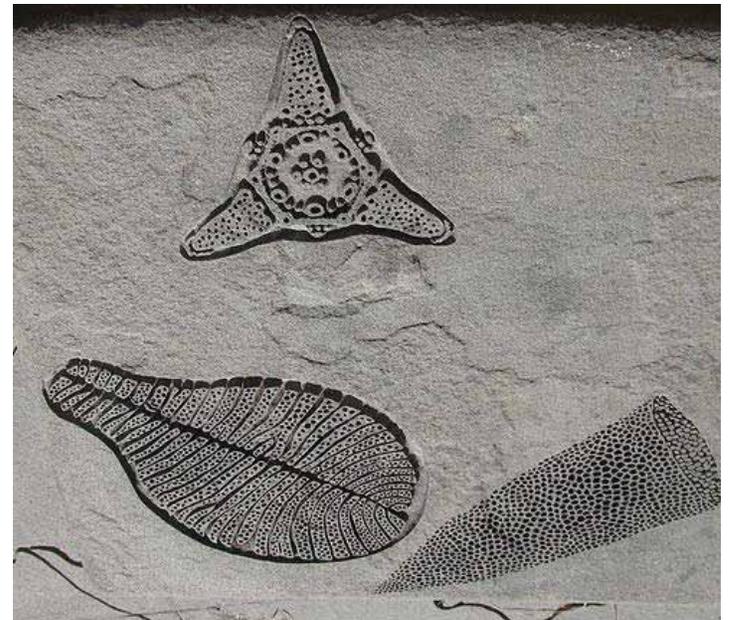
Lakefront Park: Donation Opportunities



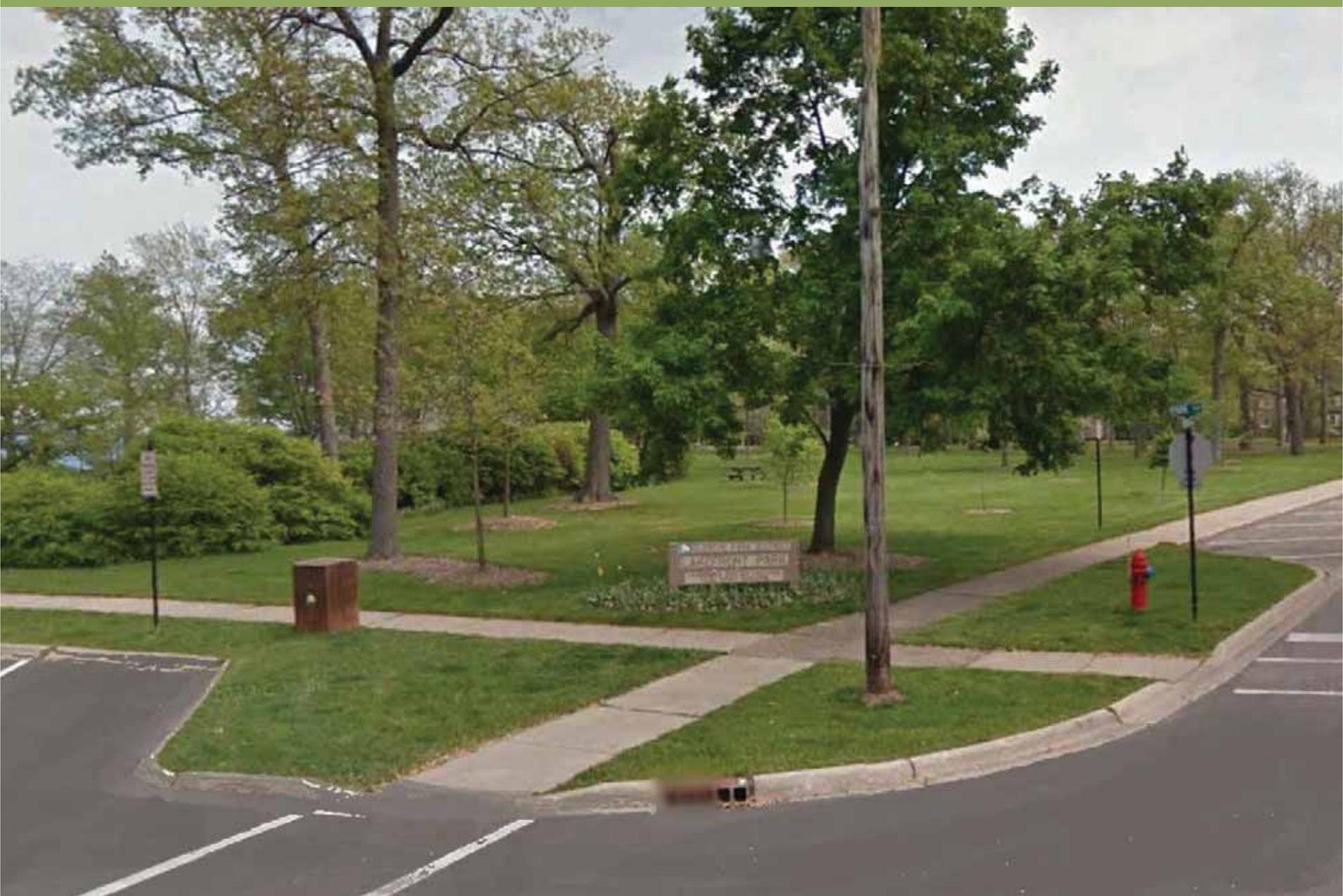
Donor Opportunities in each Entry Plaza



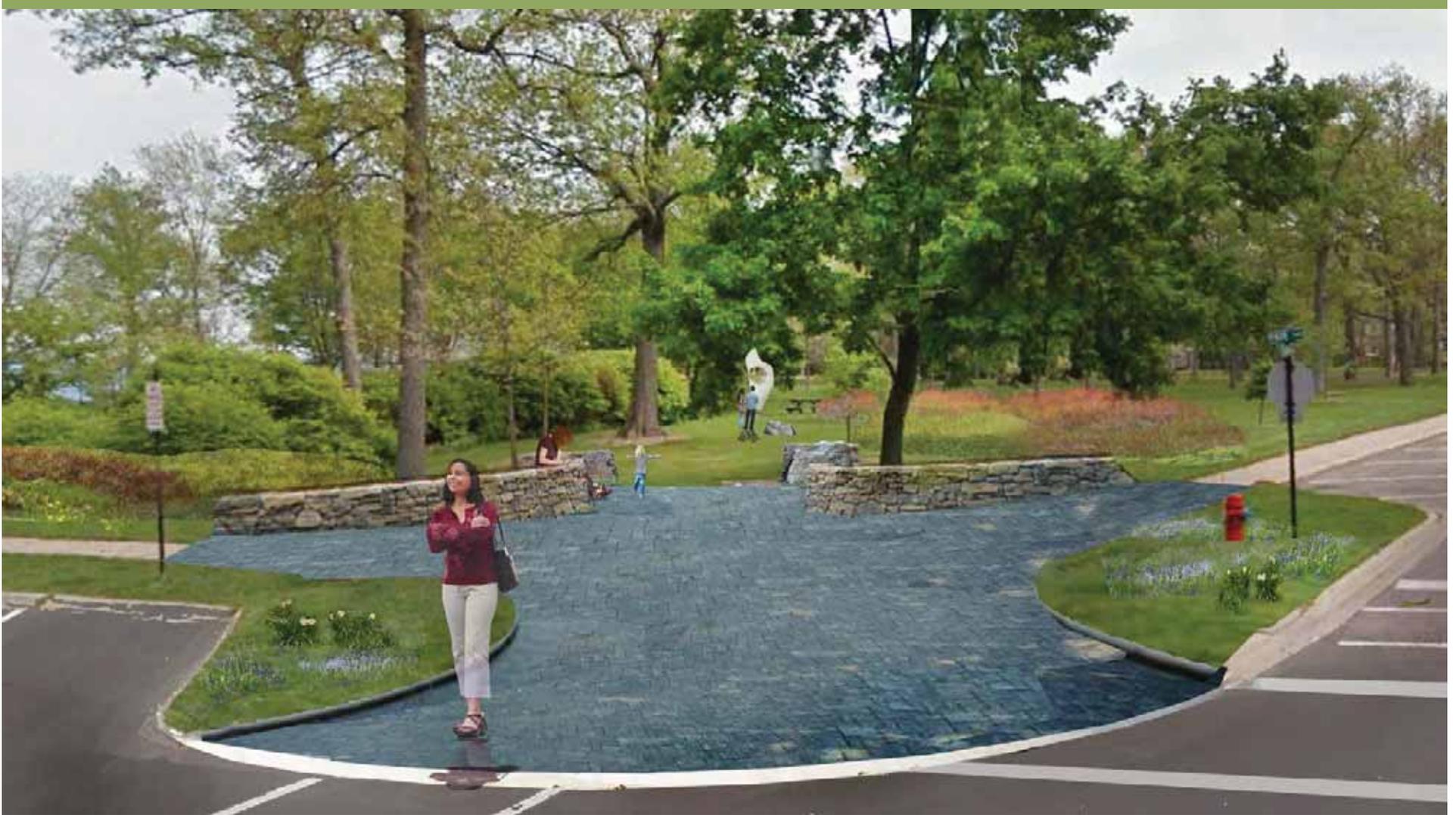
Lakefront Park: Donor Opportunity



Lakefront Park: North West Entryway Existing



Lakefront Park: North West Entryway Scheme 2



Lakefront Park: North West Entryway



Scheme 1

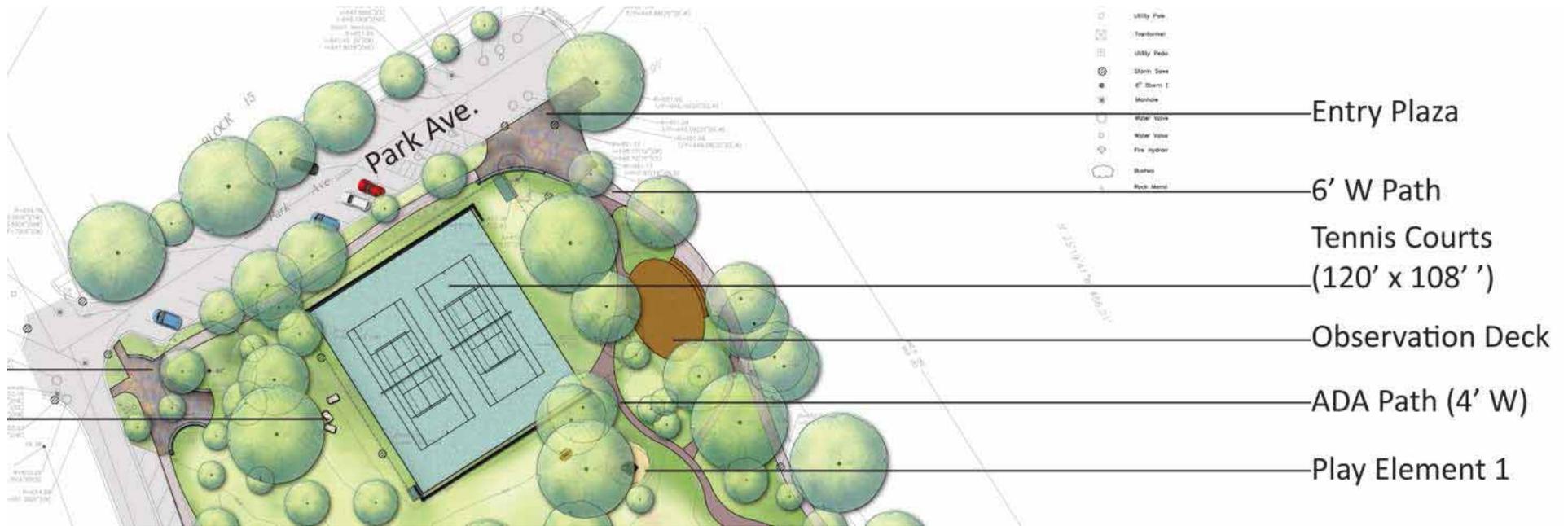


Scheme 2

Lakefront Park: North Side Existing



Lakefront Park: North Side Conceptual Plan A



Lakefront Park: North East Entry



Lakefront Park: North East Entry



“forced to navigate an obstacle course just to get through”

Lakefront Park: North East Entry



Open Arms and a Place

Lakefront Park: North East Entry



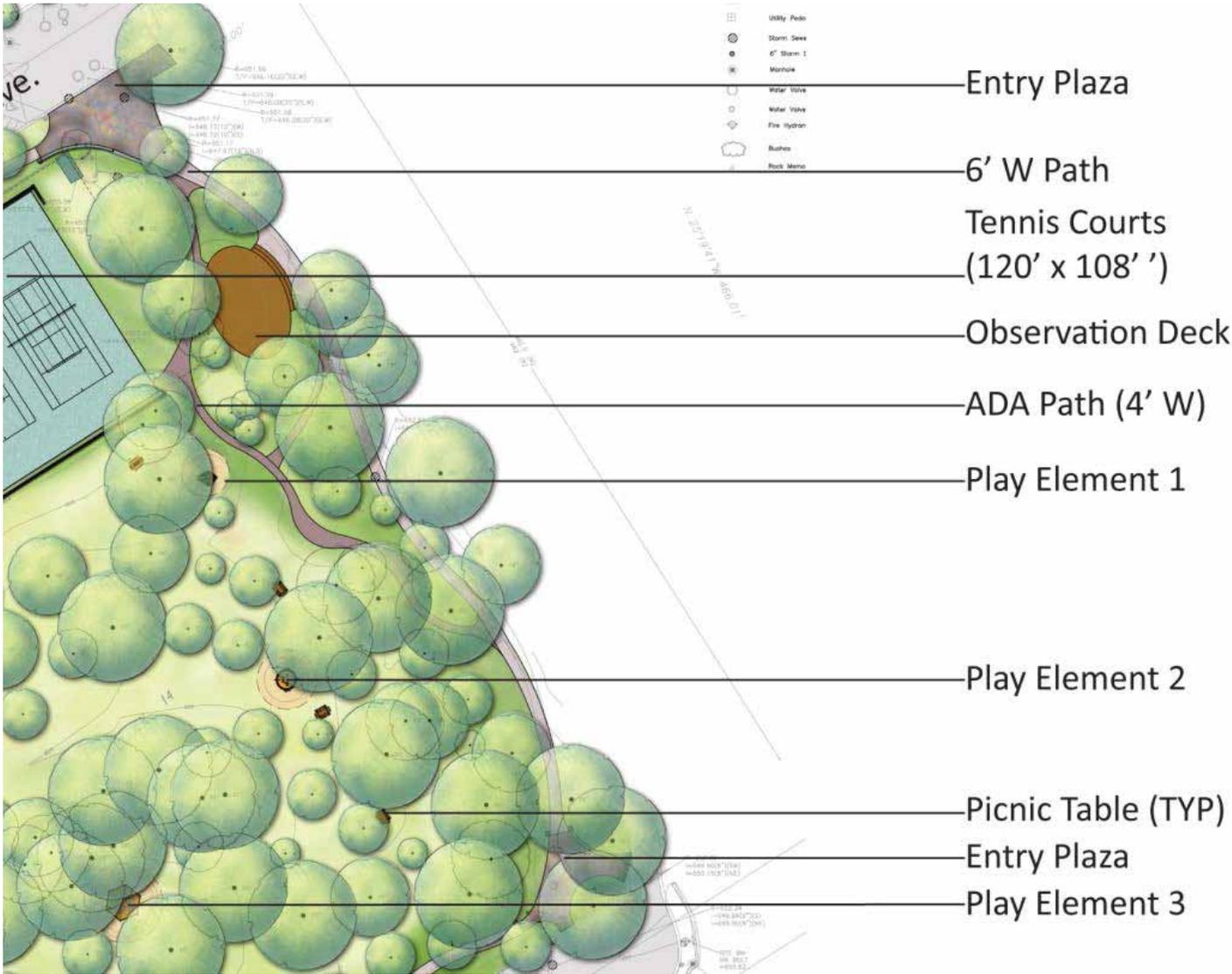
Lakefront Park: Sign and Plaque



Lakefront Park: North East Entry



Lakefront Park: East Side Lakefront Path



Lakefront Park: Pull Path Back from Edge



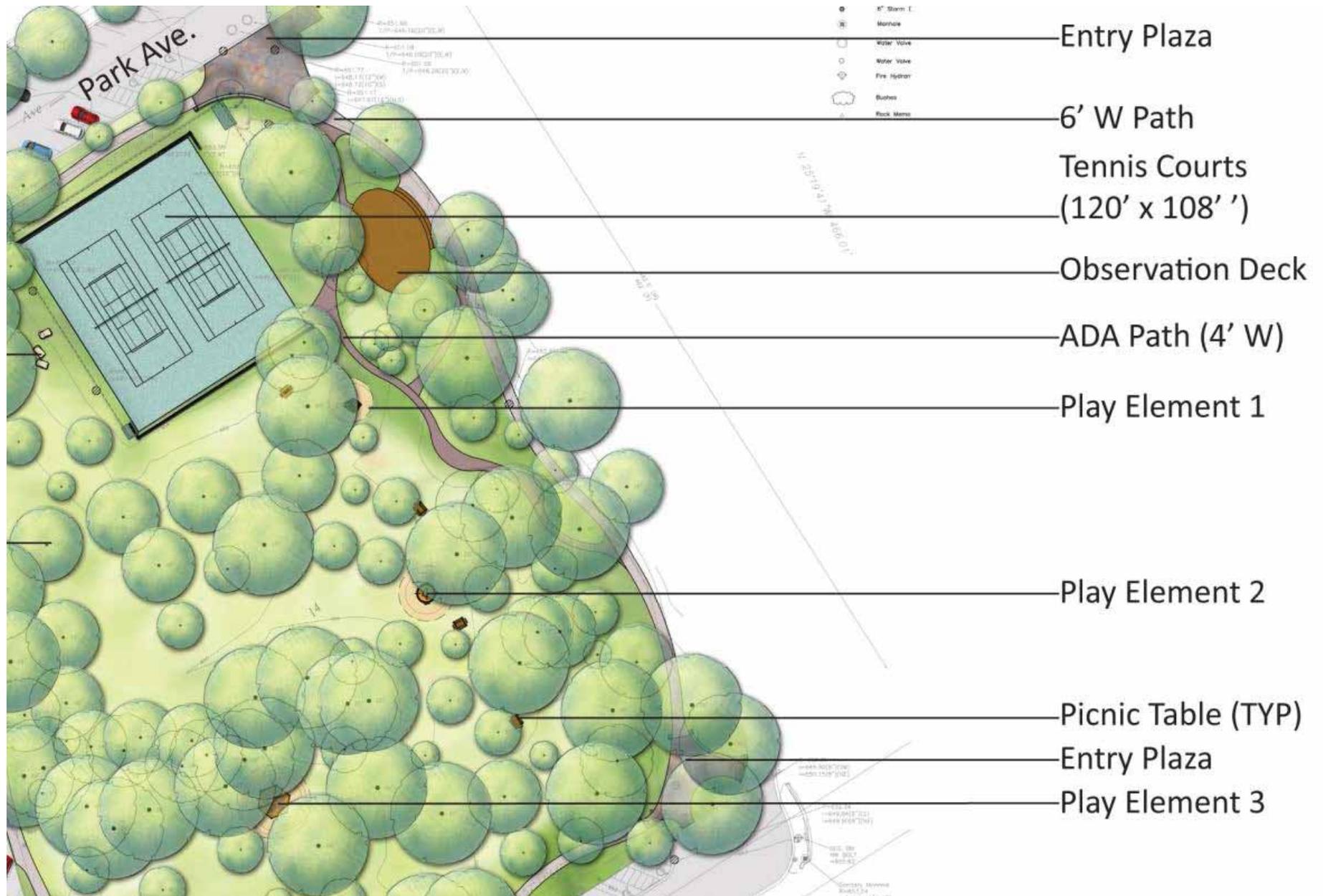
Lakefront Park: Deck Composite Material and Stone Edge



Lakefront Park: Mini Decks



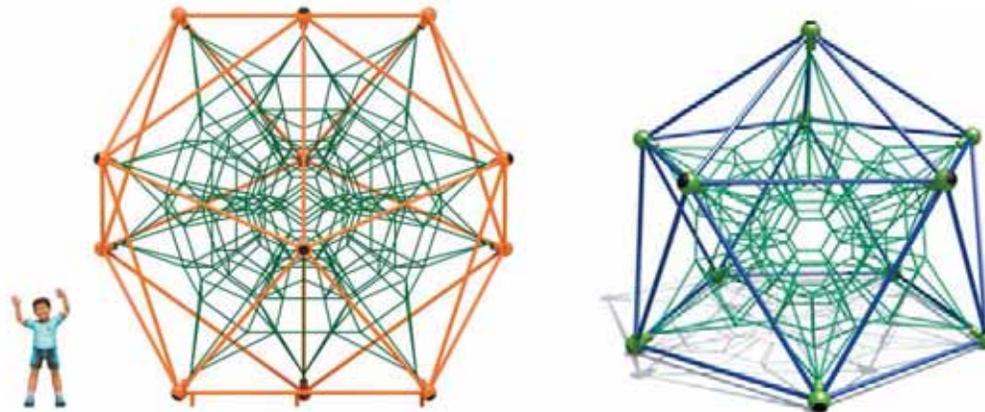
Lakefront Park: Play Elements in the Landscape



Lakefront Park: Play Elements



Lakefront Park: Sculptural Play Elements in the Landscape



LARGE PLAYWEB (PLAYWORLD)

Altamanu Inc.
landscape architecture + urban design + planning

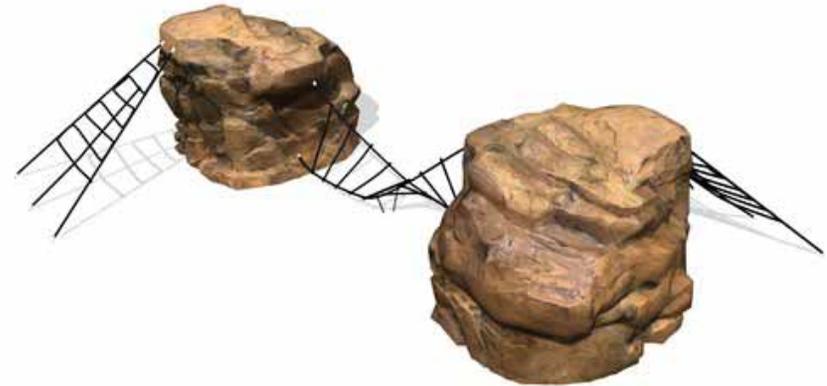
SMP GROUP
Design Associates, LLC



Lakefront Park: Sculptural Play Elements in the Landscape



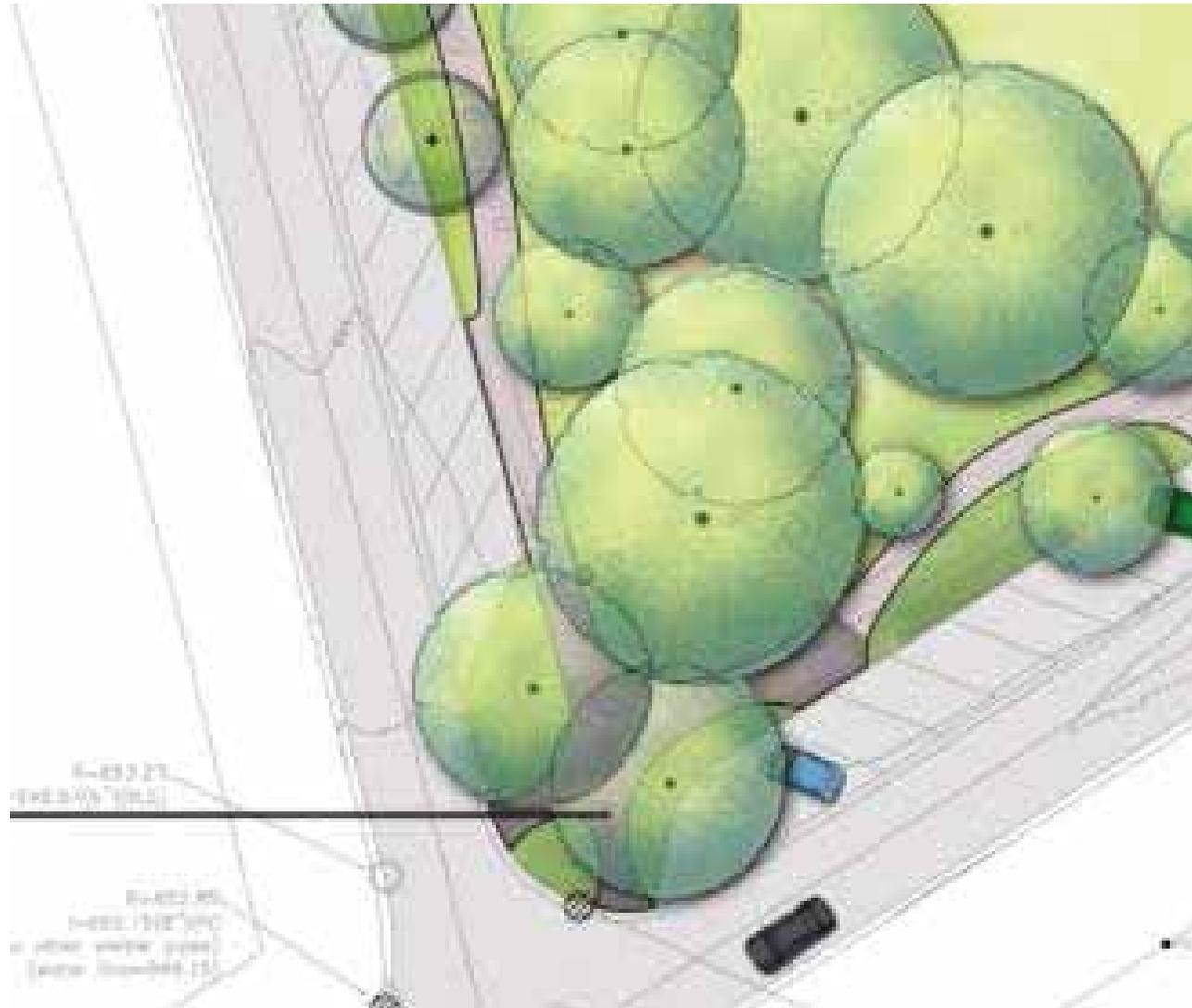
Lakefront Park: Play (Nature Based)



Lakefront Park: Or more regular Playground 2 - 5



Lakefront Park: South West Entry



Lakefront Park: South West Entry



Lakefront Park: South West Entry



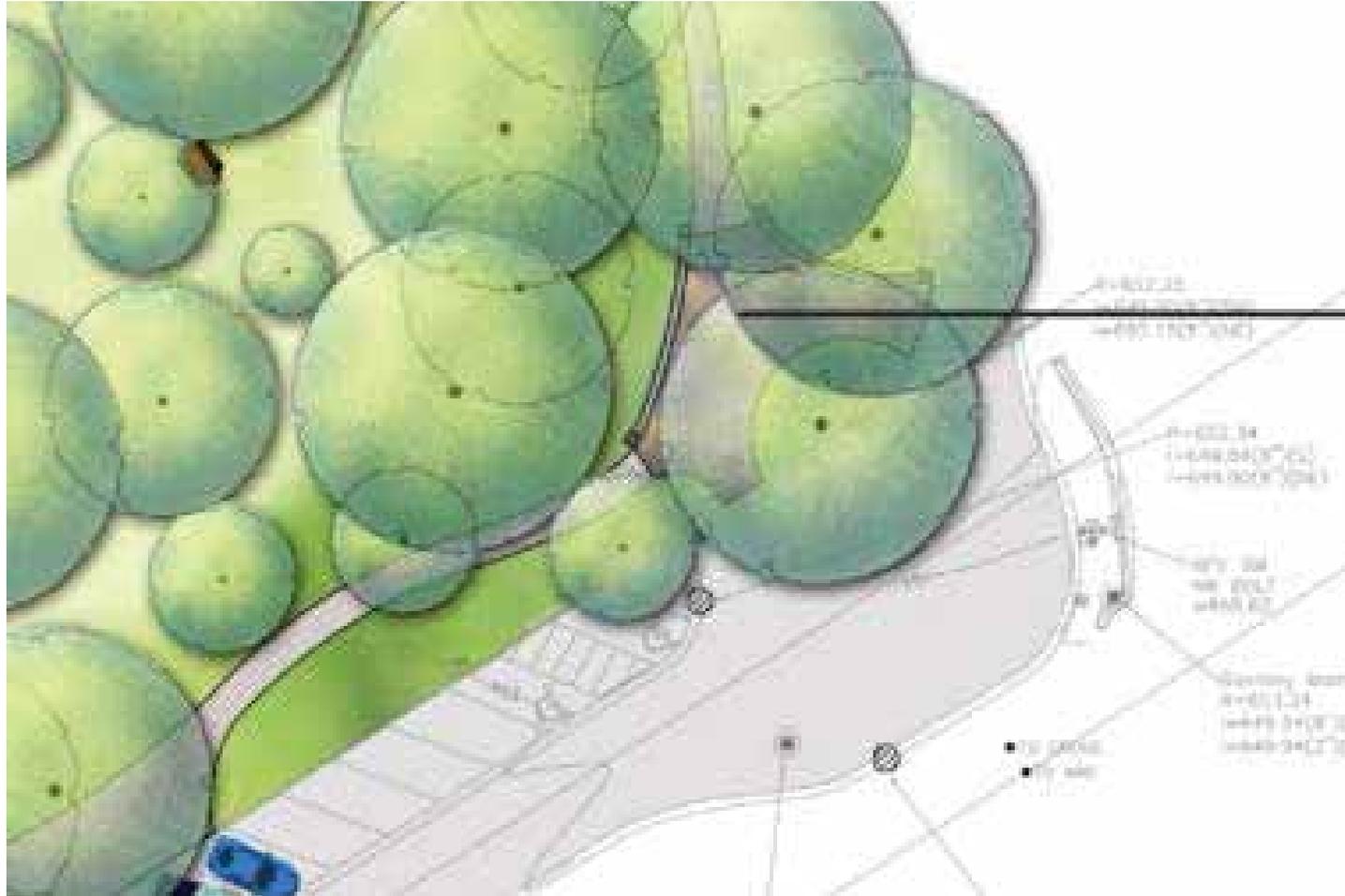
Lakefront Park: South West Entry



Lakefront Park: South West Entry



Lakefront Park: South East Entry



Lakefront Park: South East Entry



Water Flows Across Paths in Park and Along Hazel Ave

Lakefront Park: South East Entry



Lakefront Park: South East Entry

Deal with drainage, make a pleasing entry/exit to the path system and make a "Place"



Lakefront Park: South East Entryway



Lakefront Park: South East Entryway



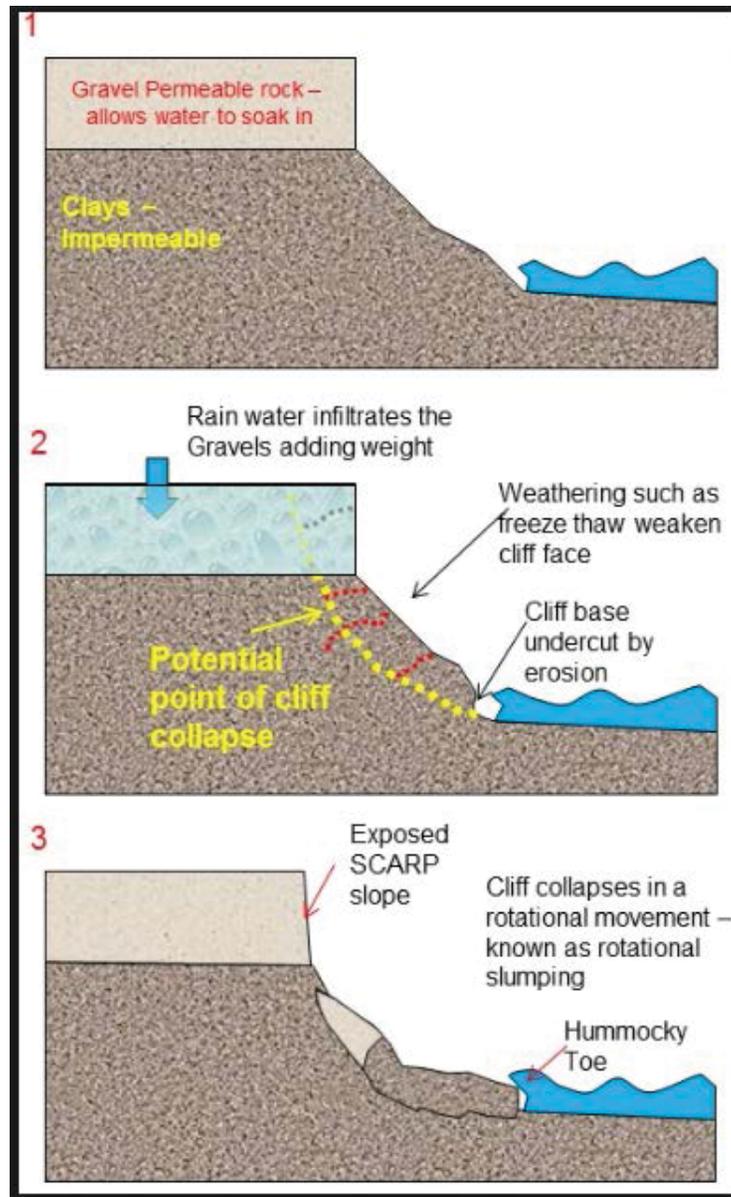
Lakefront Park: Conceptual Plans A & B



Lakefront Park: Drainage



Lakefront Park: Drainage



Lakefront Park: Engineering Recommendation

- Reinforce the toe of the bluff and to add wick-drains
- Wick-drains carry water from the top directly to the bottom
- Relieve water pressure acting on the face of the bluff
- Reinforce the toe of the bluff to stop the bluff from sliding
- Improve existing storm sewers; help carry water away from the bluff
- Limit infiltration.

Lakefront Park: Interpretive Signage



Lakefront Park: Interpretive Signage



Lakefront Park: Winter Color and Form



Lakefront Park: Butterfly Station



Lakefront Park: Pathway Materials



Lakefront Park: Pathway Materials

ROMPOX® - PROFI-DEKO



The professional grit and gravel hardener

2 component synthetic resin binding agent
for washed, dried and dustfree gravel and grit (grainsize from approx. 2-10mm)¹⁾



PROPERTIES

- for pedestrian loads
- for joint depths from 30mm
- highly water permeable
- ideal for pathway construction and tree pits
- water resistant
- for professional use
- strengthens gravel and grit (grainsize from approx. 2-10mm)¹⁾ (not suitable for white stones)
- high strength
- can be applied from > 0°C surface temperature

Colour: transparent



CELL-TEK
Geosynthetics

1-800-854-7664
410-721-6544



LOAN SERIES | GRAVEL-LOK | PRODUCTS | CAD / DATA SHEETS | MANUAL | DEALERS | CONTACT | MORE

Gravel-Lok™ Natural Pebbles

For your convenience, we also offer clean, washed pebbles for use with Gravel-Lok.

Call or e-mail for more information.
NOTE: Natural stone color varies by lot.



PEBBLE STYLE: YORKTOWN
SIZE: 3/8" or 3/4" PEA
GRAVEL-LOK CLEARBOND



PEBBLE STYLE: ROCKLEDGE
SIZE: 1/2" or 3/4" BENTONITE
GRAVEL-LOK CLEARBOND

Lakefront Park



Something To Think About!

CURRENT FY2017/18 FUND 69-BUDGETED PROJECT AMOUNTS:

Lakefront Park	\$ 410,000 (Plus \$45,000 from ADA fund)
West Playground	\$ 185,000 (GPD Portion + \$90,000 from ADA and Developer Donation funds)
Astor Playground	\$ 225,000
Takiff Parking Lot	\$ 600,000
Takiff Fitness Area	<u>\$ 460,000 (*\$100,000 is subject to Board Discussion for additional shower)</u>
TOTAL	\$1,880,000

Based on the figures above, the projected fund balance as of 2/28/18 for Fund 69 is now approximately \$1,040,000.

This means without adjusting future projects, we will not have enough money to cover Year 2 of our Master Plan Projects as that cost is now \$1,240,000 (see next page) , or other projects moving forward.

While the probability to commit additional funds to Fund 69, future amounts from Corporate and Recreation Funds reserves will not be known until after the audit is completed and approved by the Board (June 2017).

GLENCOE PARK DISTRICT
3-Year Master Plan Projects
(BY YEAR)

DESCRIPTION	Rank	FY 17/18	FY 18/19	FY 19/20	FY20/21	FY21/22
Master Plan Capital Fund (69)						
Lakefront Park	N	\$410,000				
***West Playground (in partnership with District 35)	Des	\$185,000				
Takiff Center Fitness Area	Des	\$460,000				
Takiff Parking Improvements	N	\$600,000				
Playground - Astor	N	\$225,000				
Beach Bluff Geotec and Long Term Maintenance Plan	N		\$80,000			
Dog Park - If donation is secured	Des		TBD			
New skate park	Des		\$350,000			
Playground - Old Elm	N		\$215,000			
Shelton Pathway and Prairie Restoration	N		\$70,000			
Old Green Bay linear parks	Des		\$300,000			
Playground -- Lincoln & Cresent	N		\$225,000			
Woodlawn Playground (Universal ADA playground)	N			\$500,000		
Secret Garden Park (rebuild wall and install pathway)	Des			\$200,000		
Everly Wildflower Sanctuary	Def			\$20,000		
Bluff Restoration	N				TBD	TBD
West Baseball Field	N				TBD	
Playground - TBD replace wooden playground	N				TBD	
Beach Master Plan	D					TBD
Playground - TBD replace wooden playground	N					TBD
Subtotal		\$1,880,000	\$1,240,000	\$720,000		
Estimated Available Funds:			\$1,040,000			
** May sell Linden House to add more funds to Fund 69 - If we do not sell, we will need to invest more money into that property.						
***Additional Funds for playground: ADA Fund = \$75,000 + \$28,000 Developer Donation + \$275,000 from School Dist 35						
FY17/18 projects now include \$10,000 per project for Landscape Architects attendance in community input meetings						
N=Necessary Des=Desirable Def=Deferable. Figures listed above are estimates and may increase or decrease based scope of project.						
Not listed is the proposed Glencoe Historical Society Project Donation						

7 Remaining Wood Playgrounds

- Woodlawn
- Jefferson & Vernon
 - Removed Winter, 2017
- Lincoln & Crescent
- Lakefront Park
- Old Elm
- Milton Park
- Takiff Preschool

It was indicated in the Master Plan and Staff Recommendations that all wood playgrounds be removed from the parks within 3-5 years.

We do our best to estimate how long these playgrounds can be safely used. We cannot guarantee if the playground equipment will last 3-5 years.



Total Playground Map

There are 14 total playgrounds in Glencoe managed by two different agencies:
Park District (12), School (2)

Glencoe Residents have access to 1.62 playgrounds per 1000 residents. State of Illinois average of .4 playgrounds per 1000 residents.

- Existing and replaced in 2017 playgrounds are Blue
- Wood Playgrounds are Red





Vernon and Jefferson

- As was reported in March, during a monthly safety inspection of Vernon and Jefferson Playground it was found that the Playground structure was in poor condition. After an evaluation by PDRMA and Staff it was decided that the component was no longer safe and would be removed.
- The components in poor condition have been removed. The swings, benches and sprung toys remain.

Vernon and Jefferson

We do our best to estimate how long these wood playgrounds can be safely used.

We cannot guarantee if the playground equipment will last 3-5 years. Due to our climate, these playgrounds are not lasting as long as the manufacturer predicted when they were installed.

Vernon and Jefferson

Something To Think About

- Discuss replacement for FY2018/19
(begin planning this fall then bid out for construction to take place in the spring of 2018)
- Discuss replacement immediately and put off Lakefront Park construction until next year
- Discuss replacement immediately and do a budget adjustment to add it to this year's budget (This would take ten hours of Carol's time.)
- Do not replace playground

MINUTES OF MARCH 21, 2017 REGULAR BOARD MEETING
GLENCOE PARK DISTRICT
999 GREEN BAY ROAD, GLENCOE, ILLINOIS 60022

The meeting was called to order at 7:00 p.m. and roll was called.

Commissioners present:

Steve Gaines, President
Dudley Onderdonk, Vice President
Lisa Brooks, Treasurer
Andre Lerman, Commissioner
Seth Palatnik, Commissioner

Staff present:

Lisa Sheppard, Executive Director/Secretary
Carol Mensinger, Director of Finance/HR
Chris Leiner, Director of Parks/Maintenance
Mike Lushniak, Director of Recreation/Facilities
Erin Maassen, Manager of Marketing/Comm.
Jenny Runkel, Administrative Assistant
Paul Goedjen, Takiff Facility Manager

Members of the public in attendance who signed in or spoke: Jaclyn Cunningham, Dan Dorfman, Josh Lutton, Tom McDonald

Consent Agenda: A motion was made by Commissioner Lerman to approve the consent agenda items as presented including Minutes of the February 28, 2017 Regular Board Meeting, March 2, 2017 Public Meeting on Lakefront Park, March 7, 2017 Special Projects and Facilities Committee Meeting, and Approval of the Bills. Commissioner Onderdonk seconded the motion. No discussion ensued. Roll call vote taken:

AYES: Brooks, Lerman, Onderdonk, Palatnik, Gaines
NAYS: None
ABSENT: None

Matters from the Public: Josh Lutton requested an accelerated timeline for the Jefferson & Vernon playground replacement. President Gaines stated replacement of this park will be discussed further at the Special Projects and Facilities meeting. Lutton also asked about expanding the footpath to make it more welcoming for those to arrive on bike or walking as an alternative to parking at Takiff.

Financial Report: Director of Finance/Human Resources Mensinger stated that there is a comparison to last year in the board packet not including accrued payables still coming in for March and April. Adjustments will be reflected in the audited version. The Beach had a wonderful season and Watts closing early did impact revenues at the end of the year, although did better than budgeted. Recreation following winter registration did catch up despite lost revenue from full-day kindergarten. Overall, the District is looking good.

Action Items:

Approval of Resolution 860 to Support the Welcoming and Inclusive Community Pledge: President Gaines read Resolution 860. A motion was made by Commissioner Lerman

to approve Resolution 860 as presented. Commissioner Palatnik seconded the motion. Discussion included support in the Park District taking this action. Roll call vote taken:

AYES: Brooks, Lerman, Onderdonk, Palatnik, Gaines
NAYS: None
ABSENT: None

Approval of Resolution 861: Rose Pepe 10 Year Service Resolution: President Gaines read Resolution 861. Rose Pepe was not in attendance. A motion was made by Commissioner Lerman to approve Resolution 861 as presented. Commissioner Brooks seconded the motion. No discussion ensued. Roll call vote taken:

AYES: Brooks, Lerman, Onderdonk, Palatnik, Gaines
NAYS: None
ABSENT: None

Approval of Resolution 862: Tom McDonald 20 Year Service Resolution: President Gaines read Resolution 862. A motion was made by Commissioner Lerman to approve Resolution 861 as presented. Commissioner Onderdonk seconded the motion, which passed by unanimous voice vote. Congratulations and thanks were shared with Tom from the Board and staff. Roll call vote taken:

AYES: Brooks, Lerman, Onderdonk, Palatnik, Gaines
NAYS: None
ABSENT: None

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

Director Lushniak introduced Jaclyn Cunningham, Children Circle Jellyfish Infant Room Teacher, who attended the meeting for a school project. Our Before and After School Program has received the Power Play Grant for \$1,000 which will pay for healthy lifestyle equipment for the program. The Beach and Boat House are getting going for the season with the Parks Team completing Boat House projects. The Boater Renewal forms went out last week debuting the online form. Camp revenue is higher compared to the same time last year. Staff attributes this with more detail being included in the winter brochure as opposed to just a camp preview.

Director Mensinger had no additional report to add to her previous financial report.

Director Leiner stated that they are excited to debut the Boat House with LED fixtures, new tile floor, windows, new paint, lockers, and paint on the deck. The Jefferson and Vernon playground wood structure is coming down this week with other play elements remaining for community use. The system is 12 years old with a 15-20 year life expectancy that was cut short due to Glencoe's weather conditions. The Takiff clock has been formally set and the project officially closed. The Takiff BAF system and Watts flooring projects are in progress.

Manager Maassen stated the District is transitioning to the spring program brochure and Glencoe Quarterly.

Executive Director Report: Executive Director Sheppard stated that in January the goals were approved by the Board and now staff have shared their objectives under each goal.

NSSRA Shining Stars event is on April 21 where the Park District has been awarded "Partner of the Year". Board members are invited and encouraged to attend.

We are once again renewing our partnership with Northbrook Park District. Northbrook residents will receive resident rates at our Beach and Glencoe residents will receive resident rates at the pool. Manager Maassen works with Northbrook's marketing department. Social media can be utilized to market the pool to Glencoe residents.

Capital projects are moving on track for approval. Based on discussion at the Committee meeting staff is going ahead with a conceptual site plan for the Takiff parking lot. Included in the site plan will be vehicle, bike, and pedestrian flow into the facility.

Our Gold Medal application has been submitted. The District will be notified if we are a finalist in late April.

Action Items:

Approval of Fiscal Year 2017/18 Budget: A motion was made by Commissioner Brooks to approve the Fiscal Year 2017/18 Budget as presented. Commissioner Lerman seconded the motion. Director Mensinger clarified that the Board is approving the working budget with the Budget and Appropriations Ordinance up for approval next month; also on public display for 30 days prior approval. A budget summary was shared. Roll call vote taken:

AYES: Brooks, Lerman, Onderdonk, Palatnik, Gaines
NAYS: None
ABSENT: None

Approval of PRECOR as the Brand of Fitness Equipment in our Fitness Area: A motion was made by Commissioner Lerman to approve PRECOR Fitness Equipment to be used in the new Park District Fitness Area not to exceed \$100,000 in equipment as presented. Executive Director Sheppard clarified that this motion is to approve PRECOR. The exact equipment will go before the Board for approval in April. Commissioner Brooks seconded the motion. Roll call vote taken:

AYES: Brooks, Lerman, Onderdonk, Palatnik, Gaines
NAYS: None
ABSENT: None

Approval of the Landscaping Bid: A motion was made by Commissioner Onderdonk to approve the Landscaping Bid of a one-year contract with Fleck's Landscaping which will include \$47,012 for mowing of identified sites and \$35 hourly labor rate at an estimated \$86,800 for general horticulture/landscape labor as presented. Commissioner Brooks seconded the motion. Director Leiner explained that the labor rate is not a significant

difference from last year. The mowing previously was an hourly rate resulting in receiving less than efficient crews. A per mow rate captures the expense of each area and if the grass is not growing in drought conditions we do not pay. The cost is a little bit more, however we have more control with a more efficient contract. The laborers are managed as an extension of our staff however, we do not pay benefits. Roll call vote taken:

AYES: Brooks, Lerman, Onderdonk, Palatnik, Gaines
NAYS: None
ABSENT: None

Approval of Purchase of Parks Department Vehicles: A motion was made by Commissioner Palatnik to approve the purchase of a 2017 F-250 pickup truck for \$33,698 and the purchase of an F-450 dump truck for \$46,279 from Landmark Ford of Springfield, Illinois as presented. Commissioner Brooks seconded the motion. These are replacing two surplus vehicles. The Illinois bidding process was explained, capturing savings through joint purchasing. Most municipalities use the joint purchasing program. Roll call vote taken:

AYES: Brooks, Lerman, Onderdonk, Palatnik, Gaines
NAYS: None
ABSENT: None

Approval of Purchase of Recreation Department Vehicle: A motion was made by Commissioner Palatnik to approve the purchase of a Dodge Grand Caravan for \$22,536 from Wright Automotive of Hillsboro, Illinois as presented. Commissioner Onderdonk seconded the motion. No discussion ensued. Roll call vote taken:

AYES: Brooks, Lerman, Onderdonk, Palatnik, Gaines
NAYS: None
ABSENT: None

Approval of Bi-Annual Review of Executive Session Minutes: A motion was made by Commissioner Onderdonk to and keep confidential executive session minutes including October 18, 2016, November 15, 2016, January 17, 2017, February 28, 2017 as presented. Commissioner Brooks seconded the motion. No discussion ensued. Roll call vote taken:

AYES: Brooks, Lerman, Onderdonk, Palatnik, Gaines
NAYS: None
ABSENT: None

Takiff Report: Director Lushniak and Takiff Facility Manager Paul Goedjen presented the Takiff Report, that is attached to these minutes. Discussion with the Board ensued followed by a tour of Takiff Center.

Other Business: There was no other business.

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

Adjourn: Commissioner Lerman moved to adjourn the meeting at 8:51 p.m.
Commissioner Brooks seconded the motion, which passed by unanimous voice vote.

Respectfully submitted,

Lisa M. Sheppard
Secretary

Takiff Center Report

Recreation Board Report: March 21, 2017

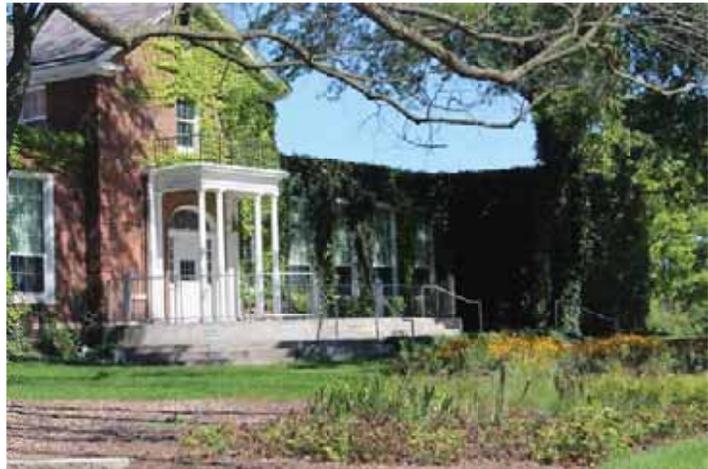


Michael Lushniak – Director of Recreation and Facilities

Paul Goedjen – Takiff Center Manager

Introduction

Takiff Center is an 85,000 square foot community center and the primary recreational and administrative facility of Glencoe Park District. The clock tower portion of the building was constructed in 1928 for its original intended use as a school. In the 1950's the early childhood wing was added to expand the building's footprint. Takiff Center has most recently undergone a substantial renovation in 2008 to get it to the current state it exists in today.



Takiff Center is home to a bevy of different spaces, wings, and uses. The facility greets its visitors with a picturesque lobby, a registration desk, and a 10,000 square foot gymnasium. The arts wing of the facility houses the Aiken Activity Room, ceramics studio, art studio, shower, and staff offices. The community wing is home to four community rooms, a spacious community hall, and administrative staff areas. In the fitness wing, there are three group exercise rooms as well as mechanical and equipment storage areas. The early childhood wing is a fully secured, DCFS licensed area of the building that is home to over 13 classrooms and enrichment areas as well as another reception desk and staff offices.

With the multitude of spaces and different areas, this facility serves any and all demographics within the community. From infant care serving participants as young as 6 weeks old to active adult rentals such as the New Horizons Band, the facility has the ability to serve anyone in the community. The Park District has taken a balanced approach to filling the building with a vibrant array of uses, ensuring that there are opportunities for everyone. A stable combination of Glencoe Park District run programs, contractual programs, community group rentals, special events, and private rentals fill the spaces inside Takiff Center to ensure a sustainable mix of diverse usage throughout the year.

Maintenance/Facility Upkeep

Capital Projects Recently Completed

In the 2016/17 Fiscal Year, the main focus of capital work at Takiff Center was related to the replacement of the two peaked roofs as well as the clock tower renovation and gutter improvements. The existing slate roofs were removed, replaced with a rubber membrane, and then covered with asphalt shingles. The two canopy roofs that were original to 1928 and 1955 were replaced with a new membrane polymer material. The gutters had rotted wood replaced and a new custom fabricated, field welded copper insert installed. In addition, new copper downspouts were installed in several areas of the facility based on the architect's recommendations.

The clock tower on the original 1928 building was extensively renovated. First, the existing lead paint was removed per state and county law. After abatement, a major structural overhaul replaced rotted timber and the obsolete clock. A new four-sided atomic clock was hoisted into place and installed by

contractors and staff. In addition, the copper cap on the tower was repaired and a lightning protection system was added.

Daily Facility Cleaning/Upkeep

Takiff Center is maintained by a dedicated group of full and part-time staff. Bill Eldridge leads the team that includes a full-time facility technician and two full-time custodians. Key players in the regular upkeep also include six regular part-time custodians. Each day in the 85,000 square foot facility, bathrooms, program rooms, lobbies, offices and the early childhood wing require routine maintenance and regular



predictive maintenance. Staff routinely change light bulbs, clean carpets, service HVAC units and maintain the automatic door system. Additionally, staff sets up and breaks down multiple program rooms per day. This staff also works at the Beach, Watts and throughout the District, as special events require. Typically, large scale events are managed through a team effort between the Parks and Facilities Maintenance Team. The two teams work together as one to eliminate duplication and to maximize efficiency.

Minor Projects/Facility Improvements

In the 2016/17 fiscal year, several small scale repairs and improvements were made at Takiff Center. During the annual facility shutdown in August, the Early Learning Center parking lot was seal coated, the gym floor was resurfaced and the main entrance lobby was cleaned and sealed. The facility is on a regular interior painting routine with high profile areas painted at least once a year.

Other notable improvements this year include the upgrade of exterior light fixtures to LED. Behind the scenes, improvements include the replacement of one of the three automated building system controllers and the replacement of the rolled rubber floor in room 212, which had previously buckled.

Marketing Efforts

Takiff Center receives substantial support from the Marketing and Communications Department both directly and indirectly. The Marketing and Communications Manager, Erin Maassen, works closely with the entire Recreation Programming Team to ensure classes and events offered at Takiff Center are introduced to the community in as many ways as possible. Avenues for marketing campaigns for programs and events include social media, target demographic emails, cross-promotional marketing among programs, print advertisements such as flyers and posters, three seasonal brochures, and even unique exposures such as television commercials for larger programs.

A focused marketing effort is placed into advertising facility space for rent. This type of facility use is an integral part of the operation, so time is spent to make potential renters aware of different spaces available and different events that can be accommodated. A special "Celebrations and Special Occasions" informational folder has been created to show the diversity of spaces offered and the different types of

room set-ups and themed events that this versatile facility can accommodate. Facility rentals and birthday party packages are featured on specific sites on the Glencoe Park District webpage.

Takiff Center itself is used as a marketing tool of cross promotion and agency branding. Above the main



registration desk, a large TV displays the daily schedule of activities using the REACH digital marketing software. This software also has the ability to deliver a message to those who view it, highlighting an upcoming program, event or other recreational opportunity. Also within the facility are dozens of magazine racks, bulletin boards, and frames for posters. These house seasonal brochures, flyers, and constantly changing marketing materials that work to cross promote programming and events to hundreds of people who come through the facility daily.

Staffing

Customer Service Staff

Both the Main and Early Childhood Registration Offices/Front Desks at Takiff Center are supervised by the Registration/Customer Service Manager, Lorise Weil. The main Registration Desk is staffed by our Customer Service Supervisor, Customer Service Assistant, and the (evening) Customer Service Associate from 8:30 am to 9:00 pm, Monday through Friday, and by the second (evening) Customer Service Associate from 8:00 am to 5:00 pm on Saturdays and until 6:00 pm on Sundays. Based on the season, weekend and evening hours may vary. The Early Childhood Registration Desk is staffed by the Early Learning Center Customer Service Assistant from 8:30 am to 4:00 pm, Monday through Friday.

Registrations are processed Monday through Friday, 8:30 am to 5:00 pm. Working closely with Program Managers and teachers, the daytime Registration staff are responsible for greeting and assisting customers, processing registrations and payments, completing transfers and refunds, setting up and processing monthly billing, and keeping both our RecTrac and WebTrac registration systems accurate and up-to-date.

Our Registration staff take their customer service responsibilities seriously, making sure all internal and external customer requests are answered in a timely and thorough manner. Working together as a team is of the utmost importance to them. Each day, Registration staff make every effort to ensure our customers receive the best service possible. They strongly stand by the quote written by Damon Richards, "Your customer doesn't care how much you know until they know how much you care."

Facility Operations Staff

The Facility Manager, Paul Goedjen, is responsible for scheduling areas in Takiff Center. He works to ensure that a delicate balance of private rentals and programming are properly booked out to ensure appropriate set-up/clean-up times, and that there are no rooms double-booked for two groups simultaneously. This position coordinates with programmers, renters, and the Maintenance Team to



ensure rooms are setup appropriately for their use. The Facility Maintenance Supervisor, Bill Eldridge, oversees building technicians and custodians to ensure that the facility is always clean and in good repair. This position also focuses on facility improvements, as well as the monitoring of building systems such as mechanical, HVAC, alarms, etc.

Evening and Weekend Staff

Takiff Center does not conform to normal business hours. The facility is usually open until 9:00 or 10:00pm during the week to accommodate meetings, programs, and rentals. The facility is also opened most of the day on the weekends for private rentals or other programs. Because of the high volume of visitors the facility sees on weekends and evenings, the facility is also staffed during that time.

Custodians are always present to keep up with routine cleaning around the building. There is also always a front desk attendant to address any questions from customers or problems that might arise during a rental or program. There is also additional staff utilized for special facility usage or certain programs. For example, during popular open gym times, there is an additional staff member scheduled to ensure admission is being paid for this drop-in program. During large rentals, rental attendants may be scheduled to work more closely with a host to ensure their needs are being met throughout their event. Additional custodians or building staff may also be scheduled to assist with cleaning, facility breakdown, or facility setup, as needed, for special events or other large groups using the facility.

Room Usage for Programs

Fall/Winter/Spring

During the school year, different areas of the facility are in use throughout the day. During the day in the mornings and afternoons, the early childhood wing of the building abounds with activity and programming. Almost every early childhood room is full with enrichments, preschool classes, or day care programming. These programs are in session Monday-Friday from 7:00am to 6:30pm. This secured wing of the facility meets the need of the DCFS licensed programs while utilizing some of the other unique spaces in this area such as the prep-kitchen for student lunches, as well as the tot gym for

physical fitness. During after school hours, enrichment rooms are used to run classes for older students who visit Takiff Center for STEM classes. Similar to the early childhood room, the fitness area sees the majority of its usage take place in the morning and afternoon on weekdays with occasional classes offered on evenings and weekends. Karate becomes the main inhabitant of the fitness wing on weekday evenings and weekends.



Community rooms and the activity room see increase in use on evenings and on weekends during the school year. In addition to programming with NSSRA, these rooms are used for after school enrichment classes such as theater and performing arts. Weekends are filled with birthday parties that are booked through the Park District. The ceramics studio, which features drop-in times on weekday mornings, sees a full slate of classes during the week going late into the evening with adult classes. On weekdays, these rooms are home to toddler classes and community group meetings such as the Rotary Club.

Camps & Summer Programming

During the summer months, camps make Takiff Center their home. KinderKorner camp moves up to the community wing and call Community Room 4 its home. The Bear Camps (preschool-aged camps) take the place of early childhood school year programming in the early childhood wing. These camps use as many rooms as are used in the school year. The daycare program also continues to use their



space throughout the summer. Sun Fun and Camp Adventure programs also use Takiff throughout the summer and utilize the enrichment wing or early childhood, gym, activity room, art room, and open community rooms on days they remain on-site. The only Glencoe Park District Camp that does not house out of Takiff is the Action Quest camp for the oldest campers; located at Watts.

Because of the high volume of camps, very little other programming is possible during weekday mornings and afternoons in the summer. Some fitness classes

remain in the studios for those that wish to continue fitness indoors. Evenings and weekends remain consistent with school year schedules and includes enrichment classes, karate classes, and ceramics classes, which are offered in addition to camps or for those who do not participate in camps.

Gym

Takiff Center's Gym is one of the most heavily used areas of the facility throughout the year. In the school year, weekday mornings and afternoons are filled with daycare and preschool physical activity space and enrichment classes. Once school ends during the week, basketball programs use the Gym most nights until the facility closes. Weekend Gym usage changes by season, during summer and fall the

most frequent gym activities are birthday parties, rentals, and Sunday adult open gym. During winter and spring, the Gym is used primarily for the Park District's youth house and travel basketball leagues, with birthday parties and rentals sprinkled in whenever possible. The Takiff Center Gymnasium is also used for large-scale special event rentals throughout the year. In the past, this space has hosted large fundraisers, birthday parties, and bar/bat mitzvahs. Every year, staff finds new ways to effectively use this highly sought after space.

Special Events

Each year Takiff Center hosts multiple large and small special events that the Park District develops. The largest of these special events are:

- Boo Bash
 - Estimated annual attendance for this event is 400 participants.
 - This event uses multiple spaces within Takiff Center including the lobby, gym, community wing rooms, ceramics room, art room, and activity room.
- Unplug and Play
 - Estimated annual attendance for this event is 175 participants.
 - This event uses multiple spaces within Takiff Center including the lobby, gym, community wing rooms, ceramics room, art room, fitness studio, yoga studio, and activity room.
- Family Fun Fest
 - Estimated annual attendance for this event is 200 participants.
 - The Park District partners with Family Services of Glencoe to put on this event.
 - The event uses multiple rooms within Takiff Center including the lobby, gym, community wing rooms, ceramics room, art room, fitness studio, yoga studio, multipurpose room, and activity room.



Facility Rentals

Consistent Weekly Renters

Takiff Center houses a variety of consistent weekly renters. These renters use the facility for a multitude of activities such as business meetings, religious functions, youth programming, and band practice, among other things. Consistent weekly renters provide a stable revenue source throughout the year and also allow staff and building operations to get into a routine for room set-ups and break downs. The consistent renters at Takiff Center are listed below with a short description of each group and their room usage.

- Congregation Hakafa – a large Jewish congregation that uses Takiff Center mainly for religious educational programs. Hakafa rents on Tuesday evenings and Sundays, occupying almost every usable space in the facility.
- @Properties – a real estate brokerage firm that has offices throughout northwest Illinois including many on the North Shore. This group uses the Takiff Center community wing mainly on Thursday mornings, but also other days throughout the week for meeting spaces.
- North Shore New Horizons Band – a non-profit organization dedicated to providing seniors an exciting and educational opportunity to make music; regardless of ability or experience. The NSNHB uses the activity room at Takiff every Tuesday morning for band practice as well as the occasional special event.
- The Writers – this is an unaffiliated social club that uses space in the community wing on Wednesday mornings. The group meets weekly to discuss and practice a shared passion for the hobby of writing.
- Wiggleworms – The Old Town School of Folk rents Community Room 1 on Wednesday and Friday mornings to run unique musical classes called Wiggleworms for early childhood aged students. The Old Town School of Folk is a music school located in Chicago. They have chosen Takiff as a satellite facility to offer some of their classes.
- Hi-Five Sports Club – A company that offers youth athletics programs with a focus on teamwork, sportsmanship, and fun. This group uses the gym on Tuesdays and Fridays in the morning and afternoon to run youth sports classes, mainly indoor soccer.
- Our Place of New Trier – Located in Wilmette, OPONT is a not-for-profit group that supports teens and adults with developmental disabilities. This group uses the gym Friday evenings for social and athletic events that work to support their mission of helping their participants live meaningful, productive, socially connected lives in their home community



Special Event Rentals

Each year, Takiff Center houses multiple special event rentals. The most common special event rental are bar / bat mitzvah's; typically there will be approximately three mitzvah's at the center each year. Other special event rentals that patron's use Takiff Center for include wedding receptions, large birthday parties, anniversary parties, and quinceanera's. Parties and special event rentals can vary

from a basic room rental to extravagant galas that require a significant amount of staff coordination and time.

One of the strengths of the Glencoe Park District facility rental program is a willingness to work with larger parties and accommodate unique requests. Staff is able to work with renters who have special requests. From renting the Takiff Center lobby, to coordinating with party planners and caterers, to ensuring unique set-ups and heavy cleaning are completed before and during a rental, staff takes great pride in being very customer-focused and accommodating to ensure renter's events are exactly as they hope.

Birthday Parties

Glencoe Park District offers a variety of birthday party options at Takiff Center. Each year, Takiff Center does approximately \$30,000 in birthday parties. The Park District works with party contractors for all of the party themes that are available to the public. The Park District itself also offers basic birthday party packages using its own staff. The majority of party packages include a Glencoe Park District staff member as a birthday party attendant who assists with set-up, coordination of the party schedule, customer service to the renter, clean up, and loading presents into the renter's car. Packages also include:

- Two hours in a party room
- One hour of a themed activity
- One hour for cake, parent led games, and refreshments
- Tables and chairs

Glencoe Park District offers 22 different themed birthday party packages! They range from sports to parties that capitalize on current popular trends like movies such as Frozen. Currently, the most popular party theme options are...

- Gym Games Galore with Hot Shot Sports (sports themed)
- Animal show with Kenn from the Animal Store
- Magic with Gary Kantor
- Dance Party with Chicago Loves Dance

Patron Feedback

As with every facility and program area, Glencoe Park District thrives off feedback from patrons and users at Takiff Center. Staff solicits feedback to ensure that the facility is meeting the needs of program participants, renters, and drop-in participants.

Program Survey Results

The Glencoe Park District surveys program participants on a quarterly basis to collect feedback about programs. Many of the questions in this survey relate directly to the facility that these programs are housed in. The statistical data provided below is the combination of the last two program survey results and has been filtered to only include programs that have taken place at Takiff Center.

- 41% of program participants selected “convenient location” as one of the reasons they signed up for programs at Takiff Center.
- 97% of program participants agreed or strongly agreed that after they had enrolled in the class they found Takiff Center to be a convenient location for classes.
- 97% of program participants agreed or strongly agreed that Takiff Center was clean and in good condition during the program they attended.
- 93% of program participants in classes at Takiff Center said their overall experience was either “good” or “very good”.

Facility Rental Feedback

Currently, the feedback for rentals, birthday parties, and drop-in facility users is less formal. The Takiff Center Manager has verbal communication with renters and party planners both before and after a rental. Staff ensures that the facility will meet their needs before they reserve. Staff then works with renters to ensure the set-up meets the needs of the space usage and develops a logistical plan to ensure that the renter is not met with any surprises on the day of the event.

Following special events, the Takiff Center Manager follows-up with the primary contact to ensure that the facility and staff met their needs. The focus is placed on learning from any issues that arose during a rental as well as thanking the renters for choosing Takiff Center as the venue for their event. The Takiff Center Manager is also in constant communication with consistent weekly renters to meet their changing needs. Feedback that has been received from both event renters and consistent weekly renters includes:

- There is inadequate parking available in the parking lots around the facility for larger special events or times when numerous programs and events are occurring at one time.
- Takiff Center staff is knowledgeable, friendly, helpful, and responsive.
- The facility entrance located to the west of the early childhood entrance is not prominent enough and renters/drop-in participants are unaware that it provides access to the building from the front parking lot.
- The variety of unique spaces and packages available for rentals and parties is a selling point of Takiff Center.

Despite this valuable feedback, staff has identified a need to obtain statistical evidence of renter satisfaction. Because of this, staff has created a Takiff Center Rental/Party Satisfaction Survey which started being sent to renters at the beginning of the 2017-18 fiscal year. This survey is located in appendix C and will provide staff with valuable information to improve the rental and party experience moving forward.

Future Planning

As with any facility, Takiff Center and its staff are constantly evolving to meet the needs of customers, renters, and program participants. Operationally, front desk and program staff have looked for ways to

streamline the guest experience when registering for programs. Staff has utilized current registration software to allow for more on-line program registration and has adopted a “universal pass” in which one membership card can be used at Watts, Glencoe Beach, and for fitness classes. Staff will continue to move forward by utilizing technology wherever possible to simplify the process for the customer. Staff is even investigating the feasibility of the ability of current software to allow the booking of space at Takiff on-line.

Fitness Center

The largest upcoming change at Takiff Center is the proposed fitness area. The need for this program was identified through the last community survey conducted by Glencoe Park District, in which many residents called for increased fitness opportunities. Park District Board members and staff are currently in the design development phase of a construction project that will convert the Aiken Activity Room into a space that may feature a stretching area, cardio equipment, strength equipment, and a locker nook. The project will also investigate the feasibility and need of an upgraded shower area across the hall from the Aiken Activity Room. Currently, one shower room exists, but consideration is being given to renovating the current shower or potentially adding an additional one.



Parking Lot

Parking has been an increasing problem at Takiff Center as use of the facility continues to increase. Staff must be cognizant of peak programming times and ensure that multiple special events are not scheduled in the facility or on Reinsdorf Field at the same time. Staff has already made adjustments to parking lot usage for staff to help alleviate some of the issues. Summer camp staff is required to park off-site using the parking spots on Old Green Bay Road north of the train station parking. Additionally on Monday-Friday, full time staff have begun parking nine vehicles in the back parking area near the maintenance yard. While these changes have helped alleviate the problem, a greater solution is needed.

Staff and Board members will be investigating the options for adding more parking to the Takiff Center site. One option is to add more parking near the west side of Reinsdorf Field. Additional spaces there can be created by paving areas that are currently gravel or grass. Another option presented itself only a few months ago as the skate park on the site needed to be removed because of its unsafe condition. This provides another potential area for parking to be expanded. The Board and staff will not only investigate the most efficient way to increase parking, but also environmentally friendly options such as permeable pavers as a parking surface.

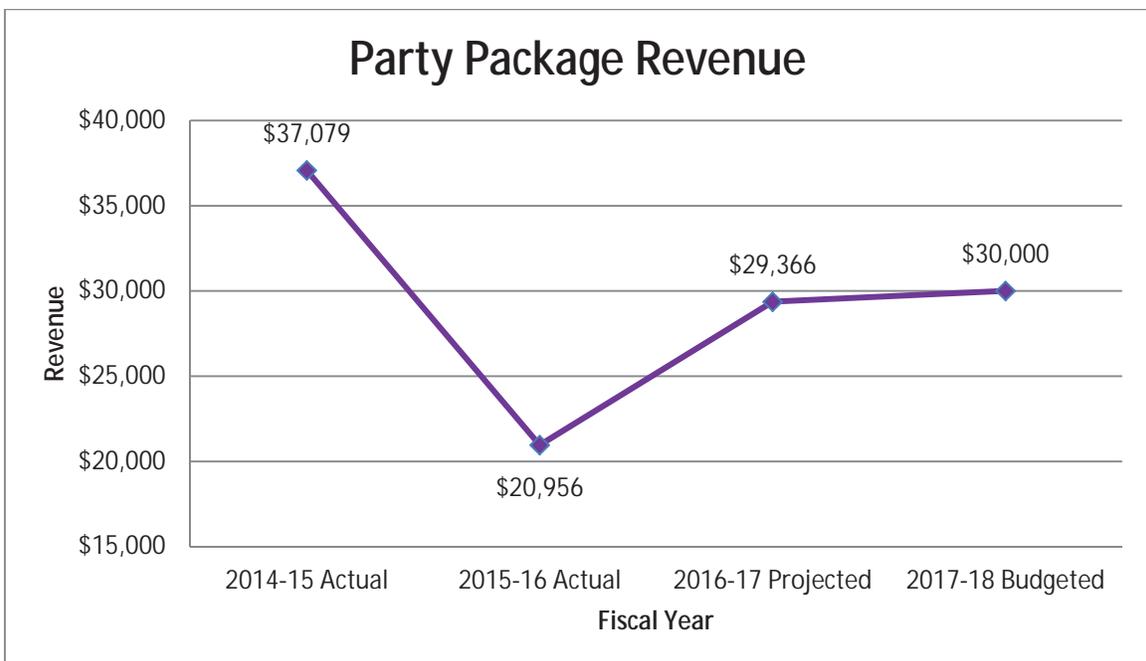
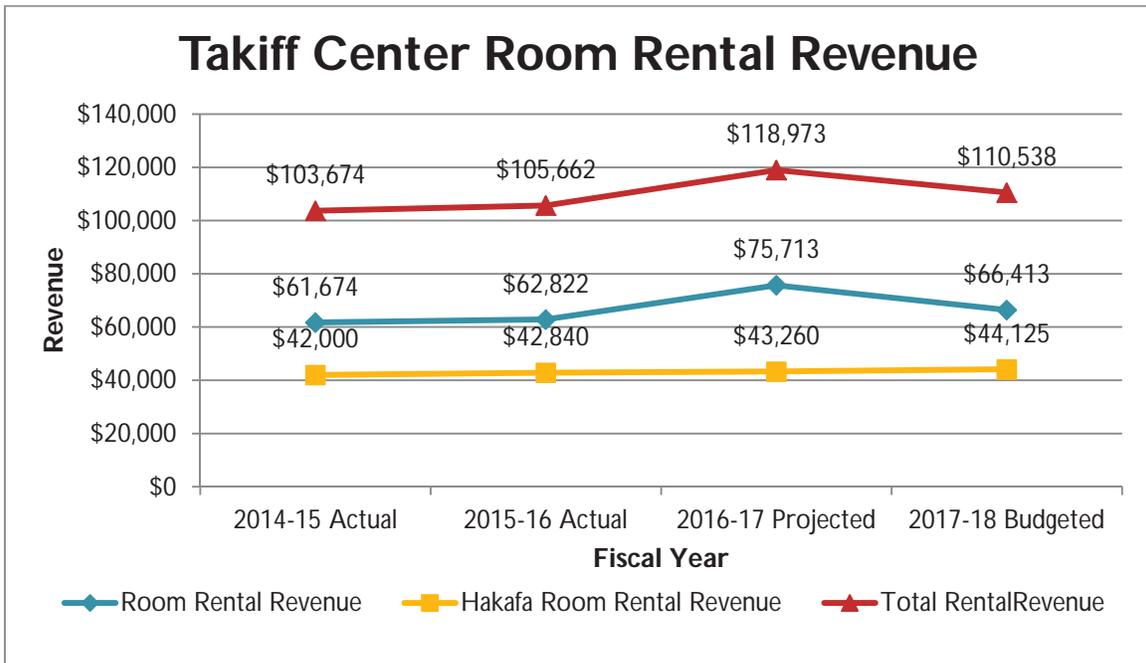
Finding Additional Space

Moving forward, finding additional programming space at Takiff Center will be a growing challenge. With the Aiken Activity Room being converted into a fitness area, the center will be losing one of its programming rooms. To make up for this loss, programming and facility staff will find existing space within the facility to house growing programs and rental needs. Options that staff will have include using

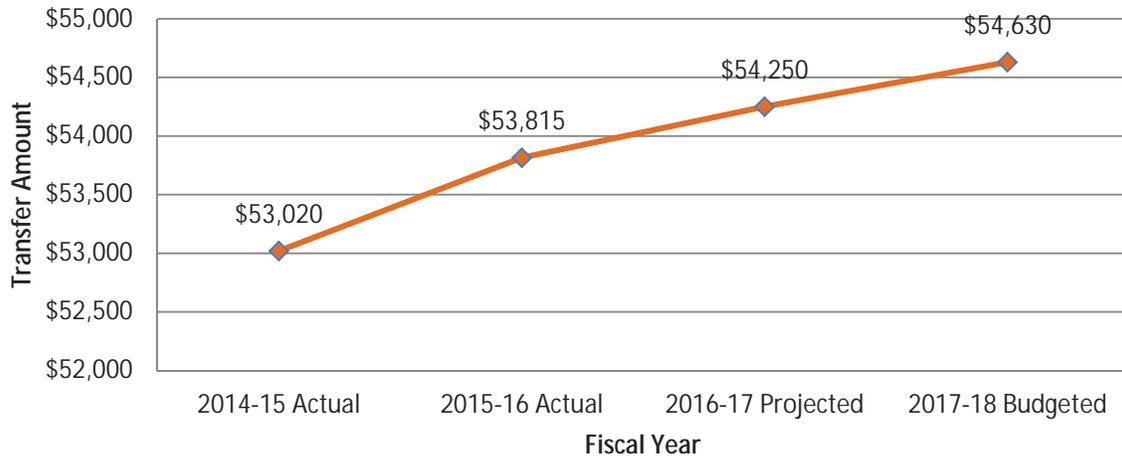
existing spaces in new ways, exploring the possibility of moving programming to Watts Center, and exploring the possibility of changing program days and times based on room availability.

Throughout this process, staff will focus on maintaining a strong balance of Glencoe Park District program usage as well as private rental usage to maintain a balanced facility usage portfolio. Staff will focus on programming lower use times whenever possible to reduce the burden on peak times such as afternoons during the school year when a large number of enrichment programs are being scheduled. Staff has also continued to strengthen the relationship between Glencoe Park District and School District 35. Through this intergovernmental agreement, programmers are able to host classes and programs using South, West, and Central schools to alleviate some of the strain on Takiff Center.

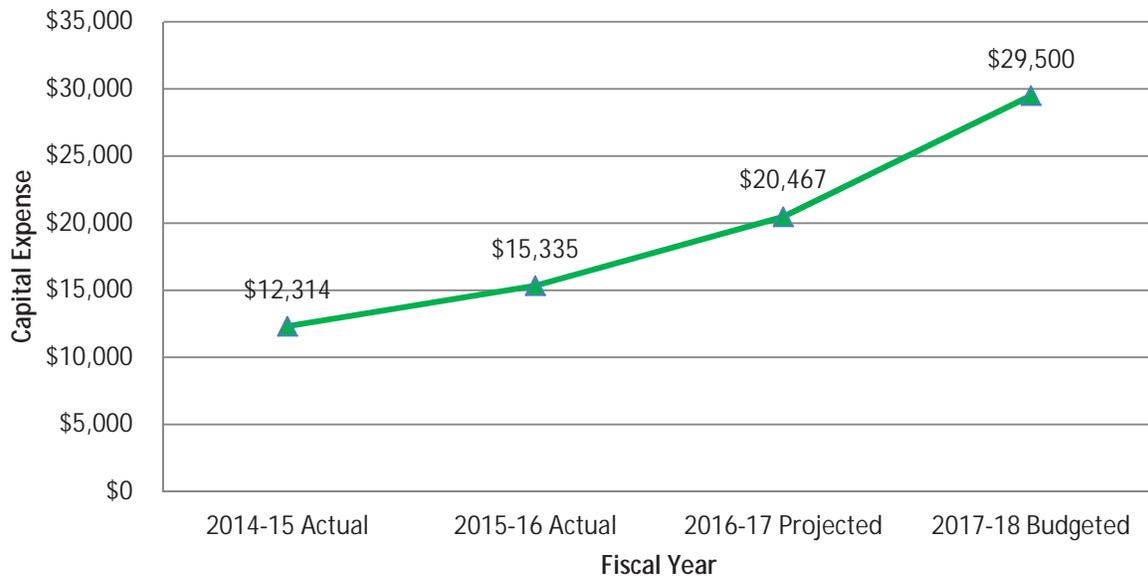
Financial Data



Building License Transfers (G&A and Daycare)



Takiff Center Capital Budget



Appendix A – Takiff Center Room Usage

Average Hours of Room Usage/Week								
Room	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total
Gymnasium	7.54	5.56	7.33	5.25	6.25	5.94	4.63	42.50
Community Room 1	3.08	0.83	3.33	3.58	1.88	3.42	3.96	20.08
Community Room 2	2.63	1.00	4.50	1.00	2.29	1.50	2.29	15.21
Community Room 3	2.29	1.46	2.50	1.46	1.00	2.50	2.29	13.50
Community Room 4	1.00	1.17	2.50	1.46	4.54	3.00	2.29	15.96
Community Hall	3.50	4.60	3.44	1.00	1.88	2.92	4.17	21.50
Fitness/Karate Studio	1.00	7.13	5.27	4.50	6.85	3.29	1.50	29.54
Yoga Studio	3.00	3.98	3.17	1.58	5.00	1.58	1.00	19.31
Ceramics Studio	4.38	11.00	11.00	11.00	10.17	10.58	1.46	59.58
Activity Room	3.38	2.17	5.83	4.81	2.75	0.58	3.88	23.40
Multipurpose Room	4.23	2.52	3.21	1.50	4.08	1.92	3.04	20.50
Art Room	2.04	1.00	2.50	1.50	1.88	1.00	1.25	11.17
Early Childhood Rm. 208	3.50	6.00	6.00	6.00	6.00	6.00	0.00	33.50
Early Childhood Rm. 210	3.50	6.00	6.00	6.00	6.00	6.00	0.00	33.50
Early Childhood Rm. 212	3.50	6.00	6.00	6.00	6.00	6.00	0.00	33.50
Early Childhood Rm. 222	3.50	6.50	6.50	6.50	6.50	6.50	0.00	36.00
Early Childhood Rm. 214	3.50	11.50	11.50	11.50	11.50	11.50	0.00	61.00
Early Childhood Rm. 215	3.50	11.50	11.50	11.50	11.50	11.50	0.00	61.00
Early Childhood Rm. 217	3.50	11.50	11.50	11.50	11.50	11.50	0.00	61.00
Early Childhood Rm. 219	3.50	11.50	11.50	11.50	11.50	11.50	0.00	61.00
Preschool Enrichment 228	3.50	1.46	3.44	2.96	1.94	1.60	0.00	14.90
Preschool Enrichment 229	3.50	2.08	4.00	2.71	1.88	1.88	0.00	16.04
Preschool Enrichment 230	3.50	2.73	1.00	1.00	1.35	1.67	0.00	11.25
Total	76.56	119.19	133.52	115.81	124.23	113.88	31.75	714.94

- Only rentals and programs currently booked in facility scheduling software are reflected in this chart.
- This chart does not include cancelled programs, set-up time, clean-up time, or unofficial rentals
- Statistics were taken by averages for five typical weeks of Takiff operation
- Building usage between summer and school year was similar in quantity, but varied in peak times used.
- Largest areas for increased usage are:
 - Early Childhood on Saturday
 - Community rooms on Wednesday
 - More utilization of the Art Room
 - Fitness rooms on weekends

Appendix B - Comparable Room Rental & Birthday Party Information

	Gym	Multipurpose Room	Community Room	Large Room/Hall	Fitness Studio	Birthday Package
Glencoe Park District	\$130	\$67	\$47	\$155	\$67	\$200
Park District of Highland Park	\$75	\$125 - full room \$50/75 - half room	n/a	n/a	\$75	\$300
Winnetka Park District	n/a	n/a	\$25/50	n/a	n/a	\$250
Northfield Park District	\$70/95	\$50/65	\$50/70	n/a	n/a	\$165
Northbrook Park District	\$75/99	\$55/69	\$39/49	n/a	n/a	\$289
Glenview Park District	\$72/91	\$90	\$70	\$220/255	n/a	\$280
Winnetka Community House	\$70	n/a	n/a	\$200	\$60	n/a

Takiff Center Birthday Party & Rental Satisfaction Survey

Parties and Rentals

The Glencoe Park District appreciates your input to continue providing exciting party packages and accommodating rentals to the community at the Takiff Center. In the following survey, you are invited to share your comments, suggestions, and/or concerns regarding your experience at the Glencoe Park District. We will use your feedback and comments to make improvements for future parties and rentals.

Thank you again for taking the time to complete our survey and we hope to host your event or group in the future!

1. What was your reason for using the Takiff Center?

- Glencoe Park District Birthday Party Package
- One Time Rental for an Event or Party
- Consistent Facility Renter

Takiff Center Birthday Party & Rental Satisfaction Survey

Party Information

* 2. Which party did you choose for your child's birthday?

- Basic Party Package (includes the room(s) and a park district staff member)
- Basic Toddler Playtime (includes Tot Gym)
- Gym Games Galore (Hot Shots Sports)
- Mad Science
- DJ Dance Party (DJ Kasper)
- Other (if you don't see your party as an option above)

* 3. What was the age range of your child's party?

- 0-3 years
- 4-6 years
- 7-9 years
- 10-12 years
- 12 and up

* 4. Approximately how many children attended your child's party?

- Under 10
- 11-20
- 21-25
- 25-30
- 30 and up

Takiff Center Birthday Party & Rental Satisfaction Survey

Party Satisfaction

In this section, you will be asked to rate different aspects of the party package and suggest any additions or changes to the party you chose.

* 5. Please rate your experience with the company that led your party activities.

Excellent Good Fair Poor

Additional Comments

Takiff Center Birthday Party & Rental Satisfaction Survey

Party Park District Staff Satisfaction

* 6. Please rate your satisfaction with the following:

	Excellent	Good	Fair	Poor
Ease in getting information/booking your party.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Responsiveness in staff answering questions leading up to your party,	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Friendliness and attentiveness of staff during your party.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Level of satisfaction with your party room and set-up.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Value of party rental/package price.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Additional Comments

Takiff Center Birthday Party & Rental Satisfaction Survey

Party Questions

In this section, you will be asked to suggest any additions or changes to the party you chose.

7. Was there anything that stood out as exceptional about your party experience?

8. Where there any parts of your experience that could have been improved?

9. Are there any other party packages you wish had been offered? If so, please list them below.

* 10. Would you use the Glencoe Park District's party packages for another birthday in the future?

Yes

No (please explain)

* 11. Would you recommend the Park District to your friends and family for future room rentals and/or birthday parties?

Yes

No (please explain)

* 12. How did you learn about party packages offered at the Glencoe Park District?

Word of Mouth

Program Brochure

Flyer

Website

Myself or a family member participate in a program at the Glencoe Park District

Other (please specify)

Takiff Center Birthday Party & Rental Satisfaction Survey

Rental Information

13. What event or activity did you use the Takiff Center for?

- Bar/Bat Mitzvah
- Wedding/Rehearsal Dinner
- Baby Shower
- Party/Special Event
- Conference/Meeting
- Educational Event/Program
- Fundraiser
- Recreational Activity
- Religious Event/Activity
- Other (please specify)

14. How many people attended your rental/event?

- 25 or less
- 26-50
- 51-100
- 101-150
- 150 or more

15. What Space(s) did you use for your event/rental?

- Lobby
- Gymnasium
- Aiken Activity Room (room with stage)
- Community Room (small room upstairs)
- Community Hall (large room upstairs)
- Multi-purpose Room (room with windows facing ball field)
- Fitness Room
- Early Childhood Classroom
- Other (please specify)

16. Did you hire caterer and/or your own staff for this event in addition to Park District Staff?

- Caterer
- Additional Staff
- Caterer and Additional Staff
- No Additional Staff Hired

Takiff Center Birthday Party & Rental Satisfaction Survey

Rental Satisfaction

17. Please rate your satisfaction with the following areas.

	Excellent	Good	Fair	Poor
Information about booking and facility availability was accessible or quickly provided.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
How was staff ability and responsiveness in providing support leading up to your event?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The space was set-up and equipment was ready for me as expected.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The room was clean when I arrived and as needed throughout my rental.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Staff was responsive and available during my rental.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
How was the price and perceived value of your rental space?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
How was your overall experience renting space at the Takiff Center?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Additional Comments

Takiff Center Birthday Party & Rental Satisfaction Survey

Rental Questions

18. Was there anything that stood out as exceptional during your rental experience?

19. Is there anything your though could have been improved during your rental experience?

20. Would you use the Takiff Center for a rental or event in the future?

- Yes
- No (please explain)

21. Would you recommend the Takiff Center to friends or family who were looking for a place to rent space?

- Yes
- No (please explain)

22. How did you learn about the Takiff Center as a place to host your rental?

- Word of Mouth
- Program Brochure
- Glencoe Park District Website
- Flyer/Written Promotional Material
- My child is current enrolled in a Glencoe Park District Program
- Other (please specify)

Takiff Center Birthday Party & Rental Satisfaction Survey

Thank You

Thank you for participating in this survey and providing feedback! We will use this information to ensure positive memorable experiences through parties and rentals in the future. Should you have any questions or other follow-up from your event that you would like to speak with someone about, please do not hesitate to contact us at 847-835-3030.

Thanks for choosing the Glencoe Park District!

Run Date: 03/07/17

Maintenance Schedule

Run Time: 10:39A

BY DATE

User: MIKE

Date	Facil Type	Location	Facility	Beg Time	End Time	Facility Maintenance Information
Thursday March 9th, 2017						
03/09/17 Rsv# 5802	Fitness Studios	Takiff Center	Full Fitness Studio	8:20A	9:20A	No Maintenance Comments Exist
	Reservee: Glencoe Park District H (847)835-7545 Contact: GLENCOE PARK DISTRICT HM: (847)835-7545 Purpose: Moving with Weights with Marianne Anticipated Headcount: 0					
03/09/17 Rsv# 4205	Early Childhood Wing	Takiff Center	ELC Room 212	9:00A	11:30A	No Maintenance Comments Exist
	Reservee: 604103-02 ELC - 3 Yr Old 5 Day Purpose: 604103-02 (ELC - 3 Yr Old 5 Day) Anticipated Headcount: 0					
03/09/17 Rsv# 4205	Early Childhood Wing	Takiff Center	ELC Room 222	9:00A	11:30A	No Maintenance Comments Exist
	Reservee: 604103-02 ELC - 3 Yr Old 5 Day Purpose: 604103-02 (ELC - 3 Yr Old 5 Day) Anticipated Headcount: 0					
03/09/17 Rsv# 4202	Early Childhood Wing	Takiff Center	ELC Room 224	9:00A	12:00P	No Maintenance Comments Exist
	Reservee: 604104-02 ELC - 4 Year Old AM Purpose: 604104-02 (ELC - 4 Year Old AM) Anticipated Headcount: 0					
03/09/17 Rsv# 4219	Enrichment Room	Takiff Center	Preschool Enrich 228	9:15A	11:30A	No Maintenance Comments Exist
	Reservee: 309106-01 Math, Magic and Move Purpose: 309106-01 (Math, Magic and Move) Anticipated Headcount: 0					
03/09/17 Rsv# 4201	Early Childhood Wing	Takiff Center	ELC Room 208	9:15A	11:15A	No Maintenance Comments Exist
	Reservee: 604102-02 ELC - 2 Yr Old T/Th Purpose: 604102-02 (ELC - 2 Yr Old T/Th) Anticipated Headcount: 0					
03/09/17 Rsv# 6225	Community Wing	Takiff Center	Conference Room	9:30A	11:30A	Special Maintenance Instructions: No Setup Needed
	Reservee: Glencoe Park District H (847)835-7545 Contact: GLENCOE PARK DISTRICT HM: (847)835-7545 Purpose: Administrative Team Meeting Anticipated Headcount: 5					
03/09/17 Rsv# 1343	Fitness Studios	Takiff Center	Full Fitness Studio	9:40A	11:00A	No Maintenance Comments Exist
	Reservee: 317601-01 Jazz - Adult Int/Adv Purpose: 317601-01 (Jazz - Adult Int/Adv) Anticipated Headcount: 0					
03/09/17 Rsv# 5574	Lobby	Takiff Center	Takiff Center Lobby	10:00A	11:00A	No Maintenance Comments Exist
	Reservee: 319746-03 Breakfast Club Purpose: 319746-03 (Breakfast Club) Anticipated Headcount: 0					
03/09/17 Rsv# 5710	Arts Wing	Takiff Center	Ceramics Studio	10:00A	3:00P	No Maintenance Comments Exist
	Reservee: Glencoe Park District H (847)835-7545 Contact: GLENCOE PARK DISTRICT HM: (847)835-7545 Purpose: Adult Open Ceramics Anticipated Headcount: 0					
03/09/17 Rsv# 5904	Community Wing	Takiff Center	Community Room 4	10:00A	12:00P	Special Maintenance Instructions: classroom style set up with tables and chairs for 25 people. Projector and screen set up at front of room.
	Reservee: Maria Malin H (847)212-9800 Purpose: @Properties "RE101" Meeting Anticipated Headcount: 0					

Run Date: 03/07/17

Maintenance Schedule

Run Time: 10:39A

BY DATE

User: MIKE

Date	Facil Type	Location	Facility	Beg Time	End Time	Facility Maintenance Information
03/09/17 Rsv# 5564	Enrichment Room Reservee: 309135-04 Purpose: 309135-04 (Clay Play for 4's) Anticipated Headcount: 0	Takiff Center Clay Play for 4's	Kinder Enrich 229	10:30A	11:30A	No Maintenance Comments Exist
03/09/17 Rsv# 5903	Fitness Studios Reservee: Helen Boris H (847)835-5223 Contact: Helen Boris Cell: (312)305-5222 Purpose: Boris Private Fitness Anticipated Headcount: 0	Takiff Center Helen Boris H (847)835-5223	Yoga Rm 126	10:30A	11:40A	No Maintenance Comments Exist
03/09/17 Rsv# 6230	Community Wing Reservee: Glencoe Park District H (847)835-7545 Contact: GLENCOE PARK DISTRICT HM: (847)835-7545 Purpose: Costco Rep Anticipated Headcount: 0	Takiff Center Glencoe Park District H (847)835-7545	Staff Break Room	11:00A	1:00P	Special Maintenance Instructions: please set up one 6ft rectangle table in the staff break room
03/09/17 Rsv# 5565	Early Childhood Wing Reservee: 309180-01 Lunchtime Stories Purpose: 309180-01 (Lunchtime Stories) Anticipated Headcount: 0	Takiff Center Lunchtime Stories	ELC Room 208	11:15A	12:15P	No Maintenance Comments Exist
03/09/17 Rsv# 4217	Enrichment Room Reservee: 309135-03 Clay Play for 3's Purpose: 309135-03 (Clay Play for 3's) Anticipated Headcount: 0	Takiff Center Clay Play for 3's	A/S Adventures 230	11:30A	1:00P	No Maintenance Comments Exist
03/09/17 Rsv# 5855	Gymnasium Reservee: Danny Tuchman W (847)229-9555 H (847)229-9555 Contact: Danny Tuchman HM: (847)229-9555 Purpose: Hi-Five Sports Class Anticipated Headcount: 0	Takiff Center Danny Tuchman W (847)229-9555 H (847)229-9555	East Gymnasium	11:30A	1:00P	Special Maintenance Instructions: lower middle curtain
03/09/17 Rsv# 5563	Room Multi Purpose Reservee: 309110-01 Mitey Movement Purpose: 309110-01 (Mitey Movement) Anticipated Headcount: 0	Takiff Center Mitey Movement	Multi-Purpose Room	11:30A	1:00P	No Maintenance Comments Exist
03/09/17 Rsv# 6226	Community Wing Reservee: Internal Household Purpose: Cleanup Anticipated Headcount: 0	Takiff Center Internal Household	Conference Room	11:30A	11:45A	No Maintenance Comments Exist
03/09/17 Rsv# 2187	Early Childhood Wing Reservee: 604104-03 ADV in Learn 4 Yr Purpose: 604104-03 (ADV in Learn 4 Yr) Anticipated Headcount: 0	Takiff Center ADV in Learn 4 Yr	ELC Room 224	12:00P	3:00P	No Maintenance Comments Exist
03/09/17 Rsv# 4203	Early Childhood Wing Reservee: 604104-01 ELC - 3-4 Year Old P Purpose: 604104-01 (ELC - 3-4 Year Old P) Anticipated Headcount: 0	Takiff Center ELC - 3-4 Year Old P	ELC Room 222	12:30P	3:30P	No Maintenance Comments Exist
03/09/17 Rsv# 5312	Room Multi Purpose Reservee: GJK GJK H (847)835-7978 Contact: GJK GJK HM: (847)835-7978 Purpose: GJK Program Anticipated Headcount: 0	Takiff Center GJK GJK H (847)835-7978	Multi-Purpose Room	1:00P	3:00P	No Maintenance Comments Exist

Run Date: 03/07/17

Maintenance Schedule

Run Time: 10:39A

BY DATE

User: MIKE

Date	Facil Type	Location	Facility	Beg Time	End Time	Facility Maintenance Information
03/09/17 Rsv# 5710	Arts Wing Reservee: Glencoe Park District H (847)835-7545 Contact: GLENCOE PARK DISTRICT HM: (847)835-7545 Purpose: Ceramics Instructor Prep / Clean Up Anticipated Headcount: 0	Takiff Center	Ceramics Studio	3:00P	3:30P	Special Maintenance Instructions: Ceramics Instructor Prep / Clean Up
03/09/17 Rsv# 5983	Gymnasium Reservee: ayso ayso W (847) - H (847)345-1431 Purpose: AYSO Clinic Anticipated Headcount: 0	Takiff Center	East Gymnasium	3:30P	4:30P	Special Maintenance Instructions: half gym curtain down
03/09/17 Rsv# 3949	Arts Wing Reservee: 312502-01 Ceramics - Intermedi Purpose: 312502-01 (Ceramics - Intermedi) Anticipated Headcount: 0	Takiff Center	Ceramics Studio	3:30P	5:00P	No Maintenance Comments Exist
03/09/17 Rsv# 1344	Fitness Studios Reservee: 316801-07 Karate Pre-Karate Purpose: 316801-07 (Karate Pre-Karate) Anticipated Headcount: 0	Takiff Center	Fitness Rm 123	3:30P	4:15P	No Maintenance Comments Exist
03/09/17 Rsv# 2532	Early Childhood Wing Reservee: 311603-01 World Around Us Purpose: 311603-01 (World Around Us) Anticipated Headcount: 0	Takiff Center		3:30P	4:45P	No Maintenance Comments Exist
03/09/17 Rsv# 1148	Fitness Studios Reservee: 313105-12 Hip Hop Beg/Int 3-4 Purpose: 313105-12 (Hip Hop Beg/Int 3-4) Anticipated Headcount: 0	Takiff Center	Yoga Rm 126	3:45P	4:40P	No Maintenance Comments Exist
03/09/17 Rsv# 2627	Community Wing Reservee: 311605-02 Video Game Design Purpose: 311605-02 (Video Game Design) Anticipated Headcount: 0	Takiff Center	Community Room 4	3:45P	4:45P	Special Maintenance Instructions: Tables and chairs set up for 12 people aligned with the wall for easy access for the outlets.
03/09/17 Rsv# 1348	Fitness Studios Reservee: 316801-20 Karate White/Yellow Purpose: 316801-20 (Karate White/Yellow) Anticipated Headcount: 0	Takiff Center	Karate Rm 124	4:15P	5:00P	No Maintenance Comments Exist
03/09/17 Rsv# 5541	Gymnasium Reservee: 314512-02 Fencing - Youth Purpose: 314512-02 (Fencing - Youth) Anticipated Headcount: 0	Takiff Center	West Gymnasium	4:30P	5:30P	No Maintenance Comments Exist
03/09/17 Rsv# 5745	Room Multi Purpose Reservee: 312507-03 The Plays the Thing Purpose: 312507-03 (The Plays the Thing) Anticipated Headcount: 0	Takiff Center	Aiken Activity Room	4:45P	6:15P	Special Maintenance Instructions: 15 chairs set up
03/09/17 Rsv# 1320	Fitness Studios Reservee: 313508-02 Jazz Gr 3-4 Purpose: 313508-02 (Jazz Gr 3-4) Anticipated Headcount: 0	Takiff Center	Yoga Rm 126	4:50P	5:45P	No Maintenance Comments Exist
03/09/17 Rsv# 5710	Arts Wing Reservee: Glencoe Park District H (847)835-7545 Contact: GLENCOE PARK DISTRICT HM: (847)835-7545 Purpose: Ceramics Instructor Prep / Clean Up Anticipated Headcount: 0	Takiff Center	Ceramics Studio	5:00P	6:00P	Special Maintenance Instructions: Ceramics Instructor Prep / Clean Up

Run Date: 03/07/17

Maintenance Schedule

Run Time: 10:39A

BY DATE

User: MIKE

Date	Facil Type	Location	Facility	Beg Time	End Time	Facility Maintenance Information
03/09/17 Rsv# 1350	Fitness Studios Reservee: 316801-21 Purpose: 316801-21 (Karate Orange & Up) Anticipated Headcount: 0	Takiff Center Karate Orange & Up	Karate Rm 124	5:00P	5:45P	No Maintenance Comments Exist
03/09/17 Rsv# 5721	Gymnasium Reservee: Glencoe Park District H (847)835-7545 Contact: GLENCOE PARK DISTRICT HM: (847)835-7545 Purpose: GPD 4th Grade Boys BBall Practice Anticipated Headcount: 0	Takiff Center	Gymnasium	5:30P	7:00P	Special Maintenance Instructions: see Chris P for specific teams
03/09/17 Rsv# 4300	Fitness Studios Reservee: 316801-31 Purpose: 316801-31 (Karate - Battlefield) Anticipated Headcount: 0	Takiff Center Karate - Battlefield	Full Fitness Studio	5:45P	6:30P	No Maintenance Comments Exist
03/09/17 Rsv# 3958	Arts Wing Reservee: 319715-03 Purpose: 319715-03 (Ceramics - Adult) Anticipated Headcount: 0	Takiff Center Ceramics - Adult	Ceramics Studio	6:00P	8:00P	No Maintenance Comments Exist
03/09/17 Rsv# 5533	Fitness Studios Reservee: 317609-01 Purpose: 317609-01 (Teen Rowing) Anticipated Headcount: 0	Takiff Center Teen Rowing	Karate Rm 124	6:45P	7:30P	Special Maintenance Instructions: close dividing wall
03/09/17 Rsv# 5721	Gymnasium Reservee: Glencoe Park District H (847)835-7545 Contact: GLENCOE PARK DISTRICT HM: (847)835-7545 Purpose: GPD 6th Grade Boys BBall Practice Anticipated Headcount: 0	Takiff Center	Gymnasium	7:00P	8:00P	Special Maintenance Instructions: see Chris P for specific team
03/09/17 Rsv# 5582	Fitness Studios Reservee: 319775-02 Purpose: 319775-02 (Ballroom Dance-Adult) Anticipated Headcount: 0	Takiff Center Ballroom Dance-Adult	Fitness Rm 123	7:00P	8:00P	No Maintenance Comments Exist
03/09/17 Rsv# 5710	Arts Wing Reservee: Glencoe Park District H (847)835-7545 Contact: GLENCOE PARK DISTRICT HM: (847)835-7545 Purpose: Ceramics Instructor Prep / Clean Up Anticipated Headcount: 0	Takiff Center	Ceramics Studio	8:00P	9:00P	Special Maintenance Instructions: Ceramics Instructor Prep / Clean Up

RESERVATION COUNT FOR 03/09/2017: 42

Friday March 10th, 2017

03/10/17 Rsv# 5903	Fitness Studios Reservee: Helen Boris H (847)835-5223 Contact: Helen Boris Cell: (312)305-5222 Purpose: Boris Private Fitness Anticipated Headcount: 0	Takiff Center	Full Fitness Studio	7:15A	8:30A	No Maintenance Comments Exist
03/10/17 Rsv# 5567	Enrichment Room Reservee: 309190-01 Purpose: 309190-01 (Jr. Concoctions) Anticipated Headcount: 0	Takiff Center Jr. Concoctions	A/S Adventures 230	9:00A	11:30A	No Maintenance Comments Exist
03/10/17 Rsv# 4205	Early Childhood Wing Reservee: 604103-02 Purpose: 604103-02 (ELC - 3 Yr Old 5 Day) Anticipated Headcount: 0	Takiff Center ELC - 3 Yr Old 5 Day	ELC Room 212	9:00A	11:30A	No Maintenance Comments Exist

Run Date: 03/07/17

Maintenance Schedule

Run Time: 10:39A

BY DATE

User: MIKE

Date	Facil Type	Location	Facility	Beg Time	End Time	Facility Maintenance Information
03/10/17 Rsv# 4205	Early Childhood Wing	Takiff Center	ELC Room 222	9:00A	11:30A	No Maintenance Comments Exist
	Reservee: 604103-02 ELC - 3 Yr Old 5 Day					
	Purpose: 604103-02 (ELC - 3 Yr Old 5 Day)					
	Anticipated Headcount: 0					
03/10/17 Rsv# 4202	Early Childhood Wing	Takiff Center	ELC Room 224	9:00A	12:00P	No Maintenance Comments Exist
	Reservee: 604104-02 ELC - 4 Year Old AM					
	Purpose: 604104-02 (ELC - 4 Year Old AM)					
	Anticipated Headcount: 0					
03/10/17 Rsv# 5900	Fitness Studios	Takiff Center	Full Fitness Studio	9:15A	10:15A	No Maintenance Comments Exist
	Reservee: Cristina Persico H (847)414-7332					
	Contact: Cristina Persico HM: (847)414-7332					
	Purpose: Persico Private Fitness					
	Anticipated Headcount: 0					
03/10/17 Rsv# 5984	Community Wing	Takiff Center	Community Room 1	9:15A	1:15P	Special Maintenance Instructions: open room
	Reservee: Erin Cytrynbaum H (773)728-6000					
	Contact: Erin Flynn Cell: (773)751-3432					
	Purpose: Wiggleworms					
	Anticipated Headcount: 0					
03/10/17 Rsv# 4200	Early Childhood Wing	Takiff Center	ELC Room 208	9:15A	11:15A	No Maintenance Comments Exist
	Reservee: 604102-01 ELC - 2 Yr Old MWF					
	Purpose: 604102-01 (ELC - 2 Yr Old MWF)					
	Anticipated Headcount: 0					
03/10/17 Rsv# 5855	Gymnasium	Takiff Center	East Gymnasium	9:30A	11:30A	Special Maintenance Instructions: lower middle curtain
	Reservee: Danny Tuchman W (847)229-9555 H (847)229-9555					
	Contact: Danny Tuchman HM: (847)229-9555					
	Purpose: Hi-Five Sports Class					
	Anticipated Headcount: 0					
03/10/17 Rsv# 6078	Room Multi Purpose	Takiff Center	Aiken Activity Room	9:30A	10:30A	No Maintenance Comments Exist
	Reservee: Family Service of Glencoe H (847)835-5111					
	Contact: Bill Hansen					
	Purpose: Family Service of Glencoe - Adult Meditation					
	Anticipated Headcount: 0					
03/10/17 Rsv# 6187	Community Wing	Takiff Center	Community Room 3	9:30A	3:30P	Special Maintenance Instructions: classroom style with tables and chairs for 20 people, one table with two chairs set up at the front of the room
	Reservee: Carole Rosen H (847)242-0810					
	Contact: Carole Rosen Cell: (773)459-7333					
	Purpose: Supportive Housing for People with Disabilities Meeting					
	Anticipated Headcount: 0					
03/10/17 Rsv# 5710	Arts Wing	Takiff Center	Ceramics Studio	10:00A	12:00P	No Maintenance Comments Exist
	Reservee: Glencoe Park District H (847)835-7545					
	Contact: GLENCOE PARK DISTRICT HM: (847)835-7545					
	Purpose: Adult Open Ceramics					
	Anticipated Headcount: 0					
03/10/17 Rsv# 5143	Community Wing	Takiff Center	Community Room 4	10:00A	1:00P	Special Maintenance Instructions: small tables and chairs for 18 kids, all other tables and chairs pushed to walls of the room
	Reservee: NSCI NSCI W (347)835-0724 H (847)835-0724					
	Contact: NSCI NSCI HM: (847)835-0724					
	Purpose: NSCI Enrichment Program					
	Anticipated Headcount: 0					
03/10/17 Rsv# 1601	Fitness Studios	Takiff Center	Yoga Rm 126	10:30A	11:30A	No Maintenance Comments Exist
	Reservee: 313202-02 Ballet Basics 4yr-K					
	Purpose: 313202-02 (Ballet Basics 4yr-K)					
	Anticipated Headcount: 0					

Run Date: 03/07/17

Maintenance Schedule

Run Time: 10:39A

BY DATE

User: MIKE

Date	Facil Type	Location	Facility	Beg Time	End Time	Facility Maintenance Information
03/10/17 Rsv# 6080	Community Wing Reservee: Glencoe Park District H (847)835-7545 Contact: GLENCOE PARK DISTRICT HM: (847)835-7545 Purpose: GPD CPR Training Anticipated Headcount: 0	Takiff Center	Community Hall	11:00A	3:00P	No Maintenance Comments Exist
03/10/17 Rsv# 4230	Gymnasium Reservee: 309125-01 Pee Wee Sportsters Purpose: 309125-01 (Pee Wee Sportsters) Anticipated Headcount: 0	Takiff Center	West Gymnasium	11:30A	1:00P	No Maintenance Comments Exist
03/10/17 Rsv# 5559	Fitness Studios Reservee: 313101-01 Tiny Ballet Purpose: 313101-01 (Tiny Ballet) Anticipated Headcount: 0	Takiff Center	Yoga Rm 126	11:30A	1:00P	No Maintenance Comments Exist
03/10/17 Rsv# 3959	Arts Wing Reservee: 319715-04 Ceramics - Adult Purpose: 319715-04 (Ceramics - Adult) Anticipated Headcount: 0	Takiff Center	Ceramics Studio	12:00P	2:00P	No Maintenance Comments Exist
03/10/17 Rsv# 2187	Early Childhood Wing Reservee: 604104-03 ADV in Learn 4 Yr Purpose: 604104-03 (ADV in Learn 4 Yr) Anticipated Headcount: 0	Takiff Center	ELC Room 224	12:00P	3:00P	No Maintenance Comments Exist
03/10/17 Rsv# 4203	Early Childhood Wing Reservee: 604104-01 ELC - 3-4 Year Old P Purpose: 604104-01 (ELC - 3-4 Year Old P) Anticipated Headcount: 0	Takiff Center	ELC Room 222	12:30P	3:30P	No Maintenance Comments Exist
03/10/17 Rsv# 5983	Gymnasium Reservee: ayso ayso W (847) - H (847)345-1431 Purpose: AYSO Clinic Anticipated Headcount: 0	Takiff Center	East Gymnasium	1:00P	2:00P	No Maintenance Comments Exist
03/10/17 Rsv# 5710	Arts Wing Reservee: Glencoe Park District H (847)835-7545 Contact: GLENCOE PARK DISTRICT HM: (847)835-7545 Purpose: Adult Open Ceramics Anticipated Headcount: 0	Takiff Center	Ceramics Studio	2:00P	3:30P	No Maintenance Comments Exist
03/10/17 Rsv# 1526	Gymnasium Reservee: 314401-01 Hot Shots Tumbling Purpose: 314401-01 (Hot Shots Tumbling) Anticipated Headcount: 0	Takiff Center	East Gymnasium	3:30P	4:30P	No Maintenance Comments Exist
03/10/17 Rsv# 5710	Arts Wing Reservee: Glencoe Park District H (847)835-7545 Contact: GLENCOE PARK DISTRICT HM: (847)835-7545 Purpose: Ceramics Instructor Prep / Clean Up Anticipated Headcount: 0	Takiff Center	Ceramics Studio	3:30P	3:45P	Special Maintenance Instructions: Ceramics Instructor Prep / Clean Up
03/10/17 Rsv# 3951	Arts Wing Reservee: 312504-01 Wheel Throwing - Int Purpose: 312504-01 (Wheel Throwing - Int) Anticipated Headcount: 0	Takiff Center	Ceramics Studio	3:45P	5:45P	No Maintenance Comments Exist
03/10/17 Rsv# 6031	Gymnasium Reservee: New Trier Our Place H (847)630-9840 Contact: Nicole Seidlitz Cell: (847)630-9840 Purpose: Our Place of New Trier Anticipated Headcount: 0	Takiff Center	West Gymnasium	4:00P	5:15P	Special Maintenance Instructions: middle curtain down

Run Date: 03/07/17

Maintenance Schedule

Run Time: 10:39A

BY DATE

User: MIKE

Date	Facil Type	Location	Facility	Beg Time	End Time	Facility Maintenance Information
03/10/17 Rsv# 1273	Fitness Studios Reservee: 314410-01 Cheer-Mini Purpose: 314410-01 (Cheer-Mini) Anticipated Headcount: 0	Takiff Center	Yoga Rm 126	5:00P	6:00P	No Maintenance Comments Exist
03/10/17 Rsv# 2574	Fitness Studios Reservee: 314410-02 Cheer Purpose: 314410-02 (Cheer) Anticipated Headcount: 0	Takiff Center	Full Fitness Studio	5:30P	6:30P	No Maintenance Comments Exist
03/10/17 Rsv# 5587	Arts Wing Reservee: 320740-01 Sculpt & Sip Purpose: 320740-01 (Sculpt & Sip) Anticipated Headcount: 0	Takiff Center	Ceramics Studio	6:30P	8:30P	No Maintenance Comments Exist
RESERVATION COUNT FOR 03/10/2017: 29						
Saturday March 11th, 2017						
03/11/17 Rsv# 5969	Gymnasium Reservee: Glencoe Park District H (847)835-7545 Contact: GLENCOE PARK DISTRICT HM: (847)835-7545 Purpose: GPD Youth Basketball League Games Anticipated Headcount: 0	Takiff Center	Gymnasium	8:00A	3:30P	Special Maintenance Instructions: see chris p for game schedule
03/11/17 Rsv# 6270	Arts Wing Reservee: Betsy Leibson H (847)835-2726 Contact: Betsy Leibson HM: (847)835-2726 Purpose: Friends of the Green Bay Trail Anticipated Headcount: 0	Takiff Center	Art Room	9:00A	12:00P	No Maintenance Comments Exist
03/11/17 Rsv# 6152	Community Wing Reservee: Emily Chaleff H (207)899-2375 Contact: Emily Chaleff Cell: (207)321-9421 Purpose: Camp Alsing Summer Camp Info Meeting Anticipated Headcount: 0	Takiff Center	Community Room 1	10:00A	12:00P	Special Maintenance Instructions: chairs set up for 25 theatre style with projector screen set up at front of the room
03/11/17 Rsv# 1349	Fitness Studios Reservee: 316801-30 Karate - All Levels Purpose: 316801-30 (Karate - All Levels) Anticipated Headcount: 0	Takiff Center	Full Fitness Studio	11:45A	12:30P	No Maintenance Comments Exist
03/11/17 Rsv# 5557	Fitness Studios Reservee: 316801-34 SparringConditioning Purpose: 316801-34 (SparringConditioning) Anticipated Headcount: 0	Takiff Center	Full Fitness Studio	12:30P	1:15P	No Maintenance Comments Exist
03/11/17 Rsv# 6090	Room Multi Purpose Reservee: Rose Markovic H (262)853-1973 Contact: Rose Markovic Cell: (262)853-1973 Purpose: Mila's 1st Birthday Party Anticipated Headcount: 0	Takiff Center	Aiken Activity Room	1:00P	5:00P	Special Maintenance Instructions: see diagram
03/11/17 Rsv# 5870	Room Multi Purpose Reservee: Amy Simon H (847)370-2691 Contact: Amy Simon Cell: (847)370-2691 Purpose: Another Door Theatre Project Anticipated Headcount: 0	Takiff Center	Multi-Purpose Room	2:30P	5:00P	Special Maintenance Instructions: open room

Run Date: 03/07/17

Maintenance Schedule

Run Time: 10:39A

BY DATE

User: MIKE

Date	Facil Type	Location	Facility	Beg Time	End Time	Facility Maintenance Information
03/11/17 Rsv# 5216	Community Wing Reservee: Congregation Hakafa H (847)242-0687 Contact: Bibi Marcell Cell: (847)650-7720 Purpose: Hakafa - Purim Celebration Anticipated Headcount: 0	Takiff Center	Community Wing	3:00P	8:30P	No Maintenance Comments Exist
03/11/17 Rsv# 6184	Gymnasium Reservee: Ashley Kelly H (847)420-0250 Contact: Ashley Kelly Cell: (847)420-0250 Purpose: Davis's 5th Sports Birthday Party Anticipated Headcount: 0	Takiff Center	Gymnasium	4:30P	5:30P	No Maintenance Comments Exist
03/11/17 Rsv# 6184	Fitness Studios Reservee: Ashley Kelly H (847)420-0250 Contact: Ashley Kelly Cell: (847)420-0250 Purpose: Davis's 5th Sports Birthday Party Anticipated Headcount: 0	Takiff Center	Yoga Rm 126	4:30P	6:30P	No Maintenance Comments Exist
RESERVATION COUNT FOR 03/11/2017: 10						
Sunday March 12th, 2017						
03/12/17 Rsv# 5543	Gymnasium Reservee: Rob Bond H (312)853-0070 Contact: Rob Bond HM: (312)853-0070 Purpose: Rob Bond Basketball Anticipated Headcount: 0	Takiff Center	Gymnasium	7:30A	9:00A	No Maintenance Comments Exist
03/12/17 Rsv# 4758	Gymnasium Reservee: Glencoe Park District H (847)835-7545 Contact: GLENCOE PARK DISTRICT HM: (847)835-7545 Purpose: Adult Open Gym Anticipated Headcount: 0	Takiff Center	Gymnasium	9:30A	11:30A	Special Maintenance Instructions: \$5/6 drop in fee
03/12/17 Rsv# 5531	Fitness Studios Reservee: 317608-02 Yoga Beginner Series Purpose: 317608-02 (Yoga Beginner Series) Anticipated Headcount: 0	Takiff Center	Yoga Rm 126	10:00A	11:15A	No Maintenance Comments Exist
03/12/17 Rsv# 5679	Gymnasium Reservee: Glencoe Park District H (847)835-7545 Contact: GLENCOE PARK DISTRICT HM: (847)835-7545 Purpose: Family Fun Fest Anticipated Headcount: 0	Takiff Center	Gymnasium	12:30P	4:00P	Special Maintenance Instructions: see liz v
03/12/17 Rsv# 5679	Lobby Reservee: Glencoe Park District H (847)835-7545 Contact: GLENCOE PARK DISTRICT HM: (847)835-7545 Purpose: Family Fun Fest Anticipated Headcount: 0	Takiff Center	Takiff Center Lobby	12:30P	4:00P	Special Maintenance Instructions: see liz v
03/12/17 Rsv# 5679	Arts Wing Reservee: Glencoe Park District H (847)835-7545 Contact: GLENCOE PARK DISTRICT HM: (847)835-7545 Purpose: Family Fun Fest Anticipated Headcount: 0	Takiff Center	Art Room	12:30P	4:00P	No Maintenance Comments Exist
03/12/17 Rsv# 5679	Arts Wing Reservee: Glencoe Park District H (847)835-7545 Contact: GLENCOE PARK DISTRICT HM: (847)835-7545 Purpose: Family Fun Fest Anticipated Headcount: 0	Takiff Center	Ceramics Studio	12:30P	4:00P	Special Maintenance Instructions: see liz v

Run Date: 03/07/17

Maintenance Schedule

Run Time: 10:39A

BY DATE

User: MIKE

Date	Facil Type	Location	Facility	Beg Time	End Time	Facility Maintenance Information
03/12/17 Rsv# 5679	Fitness Studios Reservee: Glencoe Park District H (847)835-7545 Contact: GLENCOE PARK DISTRICT HM: (847)835-7545 Purpose: Family Fun Fest Anticipated Headcount: 0	Takiff Center	Yoga Rm 126	12:30P	4:00P	Special Maintenance Instructions: see liz v
03/12/17 Rsv# 5679	Fitness Studios Reservee: Glencoe Park District H (847)835-7545 Contact: GLENCOE PARK DISTRICT HM: (847)835-7545 Purpose: Family Fun Fest Anticipated Headcount: 0	Takiff Center	Full Fitness Studio	12:30P	4:00P	Special Maintenance Instructions: see liz v
03/12/17 Rsv# 5679	Room Multi Purpose Reservee: Glencoe Park District H (847)835-7545 Contact: GLENCOE PARK DISTRICT HM: (847)835-7545 Purpose: Family Fun Fest Anticipated Headcount: 0	Takiff Center	Aiken Activity Room	12:30P	4:00P	Special Maintenance Instructions: see liz v
03/12/17 Rsv# 5679	Community Wing Reservee: Glencoe Park District H (847)835-7545 Contact: GLENCOE PARK DISTRICT HM: (847)835-7545 Purpose: Family Fun Fest Anticipated Headcount: 0	Takiff Center	Community Hall	12:30P	4:00P	Special Maintenance Instructions: see liz v
03/12/17 Rsv# 5679	Community Wing Reservee: Glencoe Park District H (847)835-7545 Contact: GLENCOE PARK DISTRICT HM: (847)835-7545 Purpose: Family Fun Fest Anticipated Headcount: 0	Takiff Center	Community Room 1	12:30P	4:00P	Special Maintenance Instructions: see liz v
03/12/17 Rsv# 5679	Community Wing Reservee: Glencoe Park District H (847)835-7545 Contact: GLENCOE PARK DISTRICT HM: (847)835-7545 Purpose: Family Fun Fest Anticipated Headcount: 0	Takiff Center	Community Room 2	12:30P	4:00P	Special Maintenance Instructions: see liz v
03/12/17 Rsv# 5679	Community Wing Reservee: Glencoe Park District H (847)835-7545 Contact: GLENCOE PARK DISTRICT HM: (847)835-7545 Purpose: Family Fun Fest Anticipated Headcount: 0	Takiff Center	Community Room 3	12:30P	4:00P	Special Maintenance Instructions: see liz v
03/12/17 Rsv# 5893	Gymnasium Reservee: Glencoe Baseball H (847)242-9304 Contact: Glencoe Baseball HM: (847)242-9304 Purpose: GBA Batting Practice Anticipated Headcount: 0	Takiff Center	Gymnasium	5:15P	7:15P	Special Maintenance Instructions: lower batting cage

RESERVATION COUNT FOR 03/12/2017: 15

Run Date: 03/07/17

Maintenance Schedule

Run Time: 10:39A

BY DATE

User: MIKE

Date	Facil Type	Location	Facility	Beg Time	End Time	Facility Maintenance Information
------	------------	----------	----------	----------	----------	----------------------------------

TOTAL RECORDS INCLUDED IN SELECTED RANGE: 96
SELECTION CRITERIA:

Beg Date: 03/09/2017 End Date: 03/12/2017

Sort By: DATE

Print Purpose? yes

Print Reservation Comment? yes

Print Amt Due? no

Print Reserver Detail? yes

Print Headcount? Yes (Anticipated)

Print New Page? no

Print Maintenance Image? no

Print Reservation Questions? no

Print Option Range: - ZZZZZ

Event Type Range: - ZZZZZ

Site Type Range: - ZZZZZ

Include: Firm: Yes Tentative: Yes Hold: Yes Maint: Yes Internal: Yes Activity: Yes Actv Hold: Yes Facility: Yes League: Yes Trainer: Yes

Individual Selections: ENRCH TAKIF 228 P,ENRCH TAKIF 229 K,ENRCH TAKIF 2...



Glencoe Park District

Voucher List of Bills

By Vendor Set

Payment Dates 03/18/2017 - 04/14/2017

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Vendor Set: AP Vendors - AP Vendors					
Vendor: 10559 - 4Imprint					
4Imprint	04/11/2017	5841	25-00-000-5430	First Aid Backpacks	167.98
Vendor 10559 - 4Imprint Total:					167.98
Vendor: 10863 - A-1 Roofing Co.					
A-1 Roofing Co.	04/04/2017	5804	65-00-000-2290	Final Payout - Takiff Roof Reta	41,121.30
Vendor 10863 - A-1 Roofing Co. Total:					41,121.30
Vendor: 10133 - Accuraty Solutions					
Accuraty Solutions	03/28/2017	5782	25-00-000-5321	Web Updates - Made Nov 201	668.00
Vendor 10133 - Accuraty Solutions Total:					668.00
Vendor: 10136 - Advanced Disposal Services					
Advanced Disposal Services	04/04/2017	5805	10-12-000-5353	Trash/Recycling - Parks	294.50
Advanced Disposal Services	04/11/2017	5842	10-12-000-5353	Trash/Recycling - Parks	1,005.60
Advanced Disposal Services	04/11/2017	5842	10-13-000-5353	Trash/Recycling - Watts	106.00
Advanced Disposal Services	04/11/2017	5842	25-00-000-5353	Trash/Recycling - Takiff	322.00
Vendor 10136 - Advanced Disposal Services Total:					1,728.10
Vendor: 10098 - AFLAC					
AFLAC	03/28/2017	5786	10-00-000-2170	Supplemental Aflac Coverage	376.00
Vendor 10098 - AFLAC Total:					376.00
Vendor: 10739 - Airespring					
Airespring	04/11/2017	5843	25-00-000-5210	Fiber Internet Takiff - March	1,486.49
Vendor 10739 - Airespring Total:					1,486.49
Vendor: 10113 - Alison Faith					
Alison Faith	04/04/2017	5806	25-25-785-5300	Contractual - Yoga Classes (M	90.76
Vendor 10113 - Alison Faith Total:					90.76
Vendor: 10864 - All About Childcare Health, Ltd.					
All About Childcare Health, Lt	03/21/2017	5742	25-26-000-5387	Nurse - Children's Circle (Feb)	85.00
Vendor 10864 - All About Childcare Health, Ltd. Total:					85.00
Vendor: 10140 - Althoff Industries, Inc.					
Althoff Industries, Inc.	04/11/2017	5889	10-13-000-5352	Watts HVAC Repair - Feb	1,350.26
Vendor 10140 - Althoff Industries, Inc. Total:					1,350.26
Vendor: 10056 - Amazing Minds					
Amazing Minds	03/22/2017	5775	25-25-635-5300	Contractual - Science Classes (1,710.72
Amazing Minds	03/28/2017	5787	25-25-635-5300	Contractual - Winter 2017 Sci	665.28
Vendor 10056 - Amazing Minds Total:					2,376.00
Vendor: 10946 - Amazon Capital Services					
Amazon Capital Services	03/22/2017	5749	10-15-000-5430	First Aid Supplies - Boathouse	29.35
Amazon Capital Services	03/22/2017	5749	25-25-601-5400	Kids Club Supplies	42.70
Amazon Capital Services	03/22/2017	5749	25-26-000-5403	Day Care Program Supplies	107.90
Amazon Capital Services	04/04/2017	5807	25-00-000-5360	Marketing	17.63
Amazon Capital Services	04/04/2017	5807	25-00-000-5420	General Supplies - Takiff	27.18
Amazon Capital Services	04/04/2017	5807	25-25-401-5400	ELC Supplies	20.41
Amazon Capital Services	04/04/2017	5807	25-25-905-5400	Spring Egg Hunt Supplies	32.65
Amazon Capital Services	04/04/2017	5807	25-26-000-5403	Day Care Program Supplies	20.42
Amazon Capital Services	04/04/2017	5807	45-00-000-5587	First Aid Supplies	99.99
Amazon Capital Services	04/04/2017	5807	65-00-017-5580	Rescue Boat Motor/Trailer	23.97
Amazon Capital Services	04/04/2017	5807	65-00-017-5580	Rescue Boat Motor/Trailer	174.94
Amazon Capital Services	04/04/2017	5807	65-00-017-5584	Beach POS	32.71
Vendor 10946 - Amazon Capital Services Total:					629.85
Vendor: 10147 - American Outfitters, Ltd.					
American Outfitters, Ltd.	04/04/2017	5808	10-12-000-5421	Uniforms - Parks	668.00

Voucher List of Bills

Payment Dates: 03/18/2017 - 04/14/2017

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
American Outfitters, Ltd.	04/04/2017	5808	25-00-000-5422	Uniforms - Custodial	404.00
Vendor 10147 - American Outfitters, Ltd. Total:					1,072.00
Vendor: 10152 - American Red Cross					
American Red Cross	04/11/2017	5844	25-25-305-5300	Contractual - Adult CPR Class	57.00
American Red Cross	04/11/2017	5844	25-25-605-5300	Contractual - Babysitter Traini	710.00
Vendor 10152 - American Red Cross Total:					767.00
Vendor: 11081 - AMJ Spectacular Events					
AMJ Spectacular Events	04/11/2017	5845	25-25-952-5400	Train for Train Special Event	970.00
Vendor 11081 - AMJ Spectacular Events Total:					970.00
Vendor: 10117 - Amy Rubenstein					
Amy Rubenstein	04/04/2017	5809	25-00-000-5305	Music Birthday Party	300.00
Vendor 10117 - Amy Rubenstein Total:					300.00
Vendor: 10970 - Aquarius Sail of Wisconsin					
Aquarius Sail of Wisconsin	04/11/2017	5846	10-15-000-5450	Beach Cat Trax Replacement	617.50
Vendor 10970 - Aquarius Sail of Wisconsin Total:					617.50
Vendor: 10161 - Arthur Clesen Inc.					
Arthur Clesen Inc.	04/11/2017	5847	10-12-000-5496	Athletic Maint Supplies	162.00
Vendor 10161 - Arthur Clesen Inc. Total:					162.00
Vendor: 10162 - AT & T					
AT & T	03/22/2017	5750	10-12-000-5210	Phone Svc - Parks (March)	52.91
AT & T	03/22/2017	5750	10-13-000-5210	Phone Svc - Watts (March)	39.32
AT & T	03/22/2017	5750	25-00-000-5210	Phone Svc - Takiff (March)	554.06
AT & T	03/28/2017	5788	25-00-000-5210	Phone Svc - April	696.91
Vendor 10162 - AT & T Total:					1,343.20
Vendor: 10455 - AT & T					
AT & T	04/11/2017	5848	10-14-000-5210	DSL Service - Beach	105.00
Vendor 10455 - AT & T Total:					105.00
Vendor: 10473 - BMO Harris Bank N.A.					
BMO Harris Bank N.A.	03/22/2017	5751	10-11-000-5342	Staff Eval Lunch/Reg Day Don	52.32
BMO Harris Bank N.A.	03/22/2017	5751	10-12-000-5496	Athletic Field Maintenance - P	295.00
BMO Harris Bank N.A.	03/22/2017	5751	10-12-000-5497	Playground/Surface Supplies -	846.09
BMO Harris Bank N.A.	03/22/2017	5751	25-00-000-5321	Graphic Elements	90.31
BMO Harris Bank N.A.	03/22/2017	5751	25-00-000-5340	Staff Training	99.00
BMO Harris Bank N.A.	03/22/2017	5751	25-00-000-5360	Posters/Marketing	108.79
BMO Harris Bank N.A.	03/22/2017	5751	25-00-000-5420	General Supplies/Projector - T	559.94
BMO Harris Bank N.A.	03/22/2017	5751	25-25-740-5300	Contractual - Basketball Tour	390.00
BMO Harris Bank N.A.	03/22/2017	5751	25-25-932-5300	Contractual - School Day Off T	50.00
BMO Harris Bank N.A.	03/22/2017	5751	25-25-954-5400	Teddy Bears Event - Supplies	52.36
BMO Harris Bank N.A.	03/22/2017	5751	25-26-000-5340	EC Training	52.00
BMO Harris Bank N.A.	03/22/2017	5751	25-26-000-5342	Staff Flowers - New Baby	55.94
BMO Harris Bank N.A.	03/22/2017	5751	25-26-000-5403	Day Care Program Supplies	4.99
BMO Harris Bank N.A.	03/22/2017	5776	10-11-000-5342	Motivational Poster	169.99
BMO Harris Bank N.A.	03/22/2017	5776	10-11-000-5342	Eval Lunches/Training Supplie	545.42
BMO Harris Bank N.A.	03/22/2017	5776	10-11-000-5425	Staff Recognition/Training Lu	355.00
BMO Harris Bank N.A.	03/22/2017	5776	10-13-000-5730	Watts Music Subscription	26.95
BMO Harris Bank N.A.	03/22/2017	5776	25-00-000-5301	Postage - Rec	10.43
BMO Harris Bank N.A.	03/22/2017	5776	25-00-000-5360	Graphic Elements/Marketing	150.30
BMO Harris Bank N.A.	03/22/2017	5776	25-00-000-5361	Job Notice - Recreation	170.00
BMO Harris Bank N.A.	03/22/2017	5776	25-00-000-5362	Microphone - Marketing	149.95
BMO Harris Bank N.A.	03/22/2017	5776	25-00-000-5362	Photography	49.00
BMO Harris Bank N.A.	03/22/2017	5776	25-00-000-5420	General Supplies - Takiff	79.75
BMO Harris Bank N.A.	03/22/2017	5776	25-25-401-5400	ELC Supplies	84.20
BMO Harris Bank N.A.	03/22/2017	5776	25-25-402-5400	ELC Supplies	119.08
BMO Harris Bank N.A.	03/22/2017	5776	25-25-615-5300	Contractual - Ceramics Trainin	250.00
BMO Harris Bank N.A.	03/22/2017	5776	25-25-615-5400	Ceramics Supplies	576.80
BMO Harris Bank N.A.	03/22/2017	5776	25-25-708-5400	Basketball T- Shirts	45.20
BMO Harris Bank N.A.	03/22/2017	5776	25-25-903-5400	Dad/Daughter Dance Supplies	248.42
BMO Harris Bank N.A.	03/22/2017	5776	25-26-000-5360	Job Posting - Early Childhood	100.00

Voucher List of Bills

Payment Dates: 03/18/2017 - 04/14/2017

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
BMO Harris Bank N.A.	03/22/2017	5776	25-26-000-5361	Job Notice - Early Childhood	130.00
BMO Harris Bank N.A.	03/22/2017	5776	25-26-000-5387	Food Safety Training - Early C	6.95
BMO Harris Bank N.A.	03/22/2017	5776	25-26-000-5403	Day Care Program Supplies	192.47
BMO Harris Bank N.A.	03/22/2017	5776	45-00-000-5420	First Aid/CPR Certification Car	513.00
Vendor 10473 - BMO Harris Bank N.A. Total:					6,629.65
Vendor: 10656 - Call One					
Call One	04/11/2017	5849	25-00-000-5210	T1 Phone Line - Watts	335.36
Vendor 10656 - Call One Total:					335.36
Vendor: 11079 - Calumet Marine					
Calumet Marine	04/11/2017	5850	65-00-017-5580	Engine - New Rescue Boat	6,413.30
Vendor 11079 - Calumet Marine Total:					6,413.30
Vendor: 10441 - Carole K Pearlman					
Carole K Pearlman	04/11/2017	5890	25-25-614-5300	Contractual - Winter Art Class	2,079.00
Vendor 10441 - Carole K Pearlman Total:					2,079.00
Vendor: 10188 - CDW Government, Inc.					
CDW Government, Inc.	03/22/2017	5752	65-00-017-5584	Office 2016 for Beach House	461.82
Vendor 10188 - CDW Government, Inc. Total:					461.82
Vendor: 10190 - Ceramic Supply Chicago, Inc.					
Ceramic Supply Chicago, Inc.	03/22/2017	5753	25-25-615-5400	Ceramics Supplies	89.26
Vendor 10190 - Ceramic Supply Chicago, Inc. Total:					89.26
Vendor: 10751 - Chicago North Shore Convention & Visitors Bureau					
Chicago North Shore Conventi	04/04/2017	5810	25-00-000-5360	Advertising	1,750.00
Vendor 10751 - Chicago North Shore Convention & Visitors Bureau Total:					1,750.00
Vendor: 11083 - Chicago United Industries					
Chicago United Industries	04/11/2017	5851	45-00-000-5587	AED & AED Supplies	3,578.04
Vendor 11083 - Chicago United Industries Total:					3,578.04
Vendor: 10505 - Comcast					
Comcast	03/22/2017	5754	10-13-000-5210	Watts Internet Svc - March	67.76
Comcast	04/11/2017	5852	10-12-000-5210	Internet - Parks	97.60
Vendor 10505 - Comcast Total:					165.36
Vendor: 10876 - Comdata					
Comdata	04/11/2017	5853	25-25-312-5400	Adult Meet & Greet Supplies	12.00
Comdata	04/11/2017	5853	25-25-413-5400	Preschool Enrichment Supplie	53.65
Comdata	04/11/2017	5853	25-25-428-5400	Preschool Enrichment Supplie	23.95
Comdata	04/11/2017	5853	25-25-601-5400	Kids Club Supplies	12.68
Comdata	04/11/2017	5853	25-25-932-5400	School Day Off Lunches	84.37
Comdata	04/11/2017	5853	25-25-954-5400	Winter Special Events Supplie	72.33
Comdata	04/11/2017	5853	25-26-000-5340	Day Care Trainings/Conferenc	32.81
Comdata	04/11/2017	5853	25-26-000-5409	Day Care Internal Food Suppli	135.34
Vendor 10876 - Comdata Total:					427.13
Vendor: 10208 - Commonwealth Edison					
Commonwealth Edison	04/11/2017	5854	10-12-000-5230	Electricity - Parks	498.65
Commonwealth Edison	04/11/2017	5854	10-13-000-5230	Electricity - Watts	612.26
Commonwealth Edison	04/11/2017	5854	10-14-000-5230	Electricity - Beach	147.85
Commonwealth Edison	04/11/2017	5854	10-15-000-5230	Electricity - Boathouse	1,233.63
Commonwealth Edison	04/11/2017	5854	25-00-000-5230	Electricity - Takiff	7,379.98
Vendor 10208 - Commonwealth Edison Total:					9,872.37
Vendor: 10067 - Computer Explorers					
Computer Explorers	03/21/2017	5743	25-25-650-5300	Contractual - Computer Class	2,490.00
Computer Explorers	03/22/2017	5755	25-25-650-5300	Contractual - Computer Class	1,030.00
Vendor 10067 - Computer Explorers Total:					3,520.00
Vendor: 10215 - Craftwood Lumber Company					
Craftwood Lumber Company	04/04/2017	5811	10-13-000-5412	Cleaning Supplies - Watts	15.58
Craftwood Lumber Company	04/04/2017	5811	10-14-000-5481	Construction Supplies - Beach	323.72
Craftwood Lumber Company	04/04/2017	5811	10-14-000-5484	Electrical Supplies - Beach	47.45

Voucher List of Bills

Payment Dates: 03/18/2017 - 04/14/2017

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Craftwood Lumber Company	04/04/2017	5811	10-15-000-5588	Bldg Improvements - Boathou	101.40
Vendor 10215 - Craftwood Lumber Company Total:					488.15
Vendor: 10334 - Discount School Supply					
Discount School Supply	03/22/2017	5756	25-25-401-5400	ELC Supplies	42.50
Discount School Supply	03/22/2017	5756	25-25-402-5400	ELC Supplies	42.50
Discount School Supply	03/22/2017	5756	25-25-403-5400	ELC Supplies	42.50
Discount School Supply	03/22/2017	5756	25-26-000-5403	Day Care Program Supplies	43.42
Discount School Supply	04/11/2017	5855	25-25-401-5400	Supplies - ELC	379.49
Discount School Supply	04/11/2017	5855	25-25-402-5400	Supplies - ELC	379.49
Discount School Supply	04/11/2017	5855	25-26-000-5403	Supplies - Day Care	758.98
Vendor 10334 - Discount School Supply Total:					1,688.88
Vendor: 11072 - Dog Waste Depot					
Dog Waste Depot	04/11/2017	5856	10-12-000-5489	Dog Waste Bags	585.00
Dog Waste Depot	04/11/2017	5856	10-12-000-5585	Dog Waste Stations	2,380.00
Vendor 11072 - Dog Waste Depot Total:					2,965.00
Vendor: 10335 - Domino's Pizza					
Domino's Pizza	03/22/2017	5757	25-26-000-5409	Pizza Lunches due to Power O	283.67
Vendor 10335 - Domino's Pizza Total:					283.67
Vendor: 10964 - Erin Cooper					
Erin Cooper	04/04/2017	5812	25-25-786-5300	Contractual Fitness Classes -	60.00
Vendor 10964 - Erin Cooper Total:					60.00
Vendor: 10341 - Excalibur Technology Corporation					
Excalibur Technology Corpora	03/22/2017	5758	10-11-000-5355	Add'l PC Backups - TSS (March	276.00
Excalibur Technology Corpora	03/22/2017	5758	65-00-017-5553	Computer Equip Order	8,001.65
Excalibur Technology Corpora	04/04/2017	5813	10-11-000-5355	Add'l PC Backups - Laptops (2)	276.00
Excalibur Technology Corpora	04/04/2017	5813	25-00-000-5321	Spring Reg On-Call (Over TSS	271.86
Vendor 10341 - Excalibur Technology Corporation Total:					8,825.51
Vendor: 10207 - F.E. Moran, Inc.					
F.E. Moran, Inc.	04/11/2017	5857	25-00-000-5355	Fire Protection Inspection - Ta	300.00
Vendor 10207 - F.E. Moran, Inc. Total:					300.00
Vendor: 10405 - First Student					
First Student	03/28/2017	5783	25-25-932-5300	Contractual - Bus School Day	138.25
First Student	03/28/2017	5790	25-25-932-5300	Contractual - School Day Off T	587.22
First Student	04/11/2017	5858	25-25-932-5300	Contractual - School Day Off F	118.50
Vendor 10405 - First Student Total:					843.97
Vendor: 10346 - Fun Express					
Fun Express	03/28/2017	5791	25-00-000-5405	Party Rental Supplies - Takiff	219.00
Fun Express	04/04/2017	5814	25-25-905-5400	Egg Hunt Supplies	150.82
Vendor 10346 - Fun Express Total:					369.82
Vendor: 10357 - Glenbrook Auto Parts Inc.					
Glenbrook Auto Parts Inc.	04/11/2017	5859	10-12-000-5484	Sump Pump - Parks CREDIT	-68.22
Glenbrook Auto Parts Inc.	04/11/2017	5859	10-12-000-5484	Sump Pump - Parks	100.80
Vendor 10357 - Glenbrook Auto Parts Inc. Total:					32.58
Vendor: 10076 - Glencoe Junior Kindergarten					
Glencoe Junior Kindergarten	03/22/2017	5759	25-25-471-5300	Payment #1 - 17/18 School Ye	7,994.80
Glencoe Junior Kindergarten	03/22/2017	5759	25-25-472-5300	Payment #1 - 17/18 School Ye	27,871.20
Glencoe Junior Kindergarten	03/22/2017	5759	25-25-473-5300	Payment #1 - 17/18 School Ye	41,542.94
Glencoe Junior Kindergarten	03/22/2017	5759	25-25-474-5300	Payment #1 - 17/18 School Ye	45,654.89
Glencoe Junior Kindergarten	03/22/2017	5759	25-25-476-5300	Payment #1 - 2017 Camp	74,724.52
Vendor 10076 - Glencoe Junior Kindergarten Total:					197,788.35
Vendor: 10363 - Global Equipment Co.					
Global Equipment Co.	03/22/2017	5760	10-15-000-5580	General Equipment - Boathou	892.43
Vendor 10363 - Global Equipment Co. Total:					892.43
Vendor: 10837 - Gordon Food Service, Inc.					
Gordon Food Service, Inc.	03/28/2017	5792	25-25-401-5400	ELC Supplies	129.73
Gordon Food Service, Inc.	03/28/2017	5792	25-25-402-5400	ELC Supplies	129.73

Voucher List of Bills

Payment Dates: 03/18/2017 - 04/14/2017

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Gordon Food Service, Inc.	03/28/2017	5792	25-25-403-5400	ELC Supplies	129.73
Gordon Food Service, Inc.	03/28/2017	5792	25-26-000-5409	Day Care Food Svc	681.35
Gordon Food Service, Inc.	03/28/2017	5792	25-26-000-5460	Day Care Food Supplies - Equi	69.71
Vendor 10837 - Gordon Food Service, Inc. Total:					1,140.25
Vendor: 10370 - Grainger Inc.					
Grainger Inc.	03/22/2017	5761	10-12-000-5421	Uniforms - Parks	71.76
Grainger Inc.	03/22/2017	5761	10-12-000-5486	Plumbing Supplies - Parks	127.28
Grainger Inc.	03/28/2017	5793	25-00-000-5430	First Aid Kit - Takiff	28.65
Grainger Inc.	03/28/2017	5793	25-00-000-5451	Prep Kitchen Fan Motor - Taki	586.80
Grainger Inc.	04/04/2017	5815	10-14-000-5588	Air Curtain Fans - Beach	3,137.78
Grainger Inc.	04/04/2017	5815	25-00-000-5486	Plumbing Supplies - Takiff	342.98
Grainger Inc.	04/11/2017	5860	25-00-000-5484	Electrical Supplies - Takiff	287.40
Vendor 10370 - Grainger Inc. Total:					4,582.65
Vendor: 10325 - Grand Food Center					
Grand Food Center	03/28/2017	5794	25-26-000-5409	Milk - Day Care	92.69
Vendor 10325 - Grand Food Center Total:					92.69
Vendor: 10083 - Helen's Ultimate Fitness Inc.					
Helen's Ultimate Fitness Inc.	03/22/2017	5762	25-25-940-5300	Contractual - Family Fun Fest	67.50
Vendor 10083 - Helen's Ultimate Fitness Inc. Total:					67.50
Vendor: 10381 - Highland Park Electric Inc.					
Highland Park Electric Inc.	04/04/2017	5816	10-12-000-5352	Building Repairs - Parks	107.05
Vendor 10381 - Highland Park Electric Inc. Total:					107.05
Vendor: 11082 - Hobart Service					
Hobart Service	04/11/2017	5861	25-00-000-5351	Garbage Disposal Repair - Tak	270.00
Vendor 11082 - Hobart Service Total:					270.00
Vendor: 10384 - Home Depot Credit Services					
Home Depot Credit Services	03/21/2017	5744	10-12-000-5481	Construction Supplies - Parks	198.55
Home Depot Credit Services	03/21/2017	5744	10-12-000-5581	Building Equipment - Parks (F	107.27
Home Depot Credit Services	03/22/2017	5763	10-12-000-5481	Construction Supplies - Parks	69.00
Home Depot Credit Services	03/22/2017	5763	10-15-000-5588	Building Improvements - Boat	1,738.57
Home Depot Credit Services	03/22/2017	5763	10-15-000-5588	CREDIT Building Improvement	-578.00
Vendor 10384 - Home Depot Credit Services Total:					1,535.39
Vendor: 10068 - Hot Shots Sports					
Hot Shots Sports	03/22/2017	5778	25-00-000-5305	Hot Shots Sports Birthday - Fe	655.00
Hot Shots Sports	03/28/2017	5795	25-00-000-5305	March Birthday Sports Party	175.00
Vendor 10068 - Hot Shots Sports Total:					830.00
Vendor: 10386 - Hufcor-Chicago, Inc.					
Hufcor-Chicago, Inc.	04/11/2017	5862	25-00-000-5351	Lift Repairs - Takiff	1,743.00
Vendor 10386 - Hufcor-Chicago, Inc. Total:					1,743.00
Vendor: 10934 - IC Signs & Graphics					
IC Signs & Graphics	04/11/2017	5863	25-00-000-5360	Park Sign	41.10
Vendor 10934 - IC Signs & Graphics Total:					41.10
Vendor: 10100 - IL Dept of Revenue					
IL Dept of Revenue	03/31/2017	DFT0000430	10-00-000-2110	IL State Tax W/H	3,292.54
IL Dept of Revenue	04/14/2017	DFT0000437	10-00-000-2110	IL State Tax W/H	2,930.75
Vendor 10100 - IL Dept of Revenue Total:					6,223.29
Vendor: 10101 - Illinois Municipal Retirement Fund					
Illinois Municipal Retirement	03/31/2017	DFT0000432	10-00-000-2150	IMRF Contribution - March 20	51,641.31
Illinois Municipal Retirement	03/31/2017	DFT0000432	10-00-000-2155	IMRF Contribution - March 20	2,325.00
Vendor 10101 - Illinois Municipal Retirement Fund Total:					53,966.31
Vendor: 10396 - International Society of Arboriculture					
International Society of Arbor	04/11/2017	5864	10-12-000-5344	Arborists License (Tom McDo	180.00
Vendor 10396 - International Society of Arboriculture Total:					180.00
Vendor: 10106 - IRS/Dept of Treasury					
IRS/Dept of Treasury	03/31/2017	DFT0000428	10-00-000-2120	Social Security W/H	12,250.44
IRS/Dept of Treasury	03/31/2017	DFT0000429	10-00-000-2130	Medicare	2,865.00

Voucher List of Bills

Payment Dates: 03/18/2017 - 04/14/2017

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
IRS/Dept of Treasury	03/31/2017	DFT0000431	10-00-000-2100	Fed Income Tax W/H	10,154.87
IRS/Dept of Treasury	04/14/2017	DFT0000435	10-00-000-2120	Social Security W/H	10,902.40
IRS/Dept of Treasury	04/14/2017	DFT0000436	10-00-000-2130	Medicare	2,549.78
IRS/Dept of Treasury	04/14/2017	DFT0000438	10-00-000-2100	Fed Income Tax W/H	9,266.54
Vendor 10106 - IRS/Dept of Treasury Total:					47,989.03
Vendor: 10399 - Jorson & Carlson Company Inc.					
Jorson & Carlson Company In	03/22/2017	5764	10-13-000-5356	Zamboni Maintenance	36.55
Vendor 10399 - Jorson & Carlson Company Inc. Total:					36.55
Vendor: 10877 - Judith Roin					
Judith Roin	04/04/2017	5817	25-25-785-5300	Contractual - Yoga Classes (M	23.48
Vendor 10877 - Judith Roin Total:					23.48
Vendor: 10401 - Ken's Quick Print Inc.					
Ken's Quick Print Inc.	03/22/2017	5765	10-11-000-5425	SPIRIT Cards	77.50
Ken's Quick Print Inc.	03/22/2017	5765	25-00-000-5425	SPIRIT Cards	77.50
Ken's Quick Print Inc.	03/28/2017	5796	25-26-000-5403	Day Care Daily Sheets	169.95
Ken's Quick Print Inc.	04/04/2017	5818	25-00-000-5360	Business Cards - Rec	239.95
Vendor 10401 - Ken's Quick Print Inc. Total:					564.90
Vendor: 10558 - Kim Bloomberg Designs, Inc					
Kim Bloomberg Designs, Inc	04/11/2017	5892	25-25-614-5300	Contractual - Winter Craft Cla	3,888.00
Vendor 10558 - Kim Bloomberg Designs, Inc Total:					3,888.00
Vendor: 10404 - Konica Minolta Business Solutions USA Inc.					
Konica Minolta Business Solut	04/04/2017	5819	10-11-000-5355	Copier - Mo Maint April (Admi	488.85
Konica Minolta Business Solut	04/04/2017	5819	25-00-000-5355	Copier - Mo Maint April (Rec)	161.37
Konica Minolta Business Solut	04/11/2017	5865	10-11-000-5355	Admin Copy Machine Mo Mai	161.37
Konica Minolta Business Solut	04/11/2017	5865	25-00-000-5355	Rec Copy Machine Mo Maint	52.35
Vendor 10404 - Konica Minolta Business Solutions USA Inc. Total:					863.94
Vendor: 10902 - Leah Shoshanah Cowen					
Leah Shoshanah Cowen	04/04/2017	5820	25-26-000-5386	Day Care Music/Yoga Classes	500.00
Vendor 10902 - Leah Shoshanah Cowen Total:					500.00
Vendor: 10360 - Lowe's Business Acct/GEMB					
Lowe's Business Acct/GEMB	04/11/2017	5866	10-12-000-5340	Conferences & Trainings - Par	39.96
Lowe's Business Acct/GEMB	04/11/2017	5866	10-12-000-5481	Construction Supplies - Parks	730.28
Lowe's Business Acct/GEMB	04/11/2017	5866	10-12-000-5486	Linden House Sump Pump	174.67
Lowe's Business Acct/GEMB	04/11/2017	5866	10-14-000-5481	Construction Supplies - Beach	143.95
Lowe's Business Acct/GEMB	04/11/2017	5866	10-14-000-5481	Paddle Board Racks	331.80
Lowe's Business Acct/GEMB	04/11/2017	5866	10-15-000-5481	Construct Supplies/Paddle Bo	147.39
Lowe's Business Acct/GEMB	04/11/2017	5866	10-15-000-5483	Paint - Boathouse	106.33
Lowe's Business Acct/GEMB	04/11/2017	5866	10-15-000-5588	Building Improve/Paddleboar	-1,147.50
Lowe's Business Acct/GEMB	04/11/2017	5866	10-15-000-5588	Building Improve/Paddleboar	8,914.29
Lowe's Business Acct/GEMB	04/11/2017	5866	25-00-000-5484	Electrical Supplies - Takiff	131.84
Lowe's Business Acct/GEMB	04/11/2017	5866	65-00-017-5584	Beach POS/Internet/Halfway	273.55
Vendor 10360 - Lowe's Business Acct/GEMB Total:					9,846.56
Vendor: 10082 - Marianne Nicolosi					
Marianne Nicolosi	04/04/2017	5822	25-25-785-5300	Contractual - Fitness Classes (782.74
Vendor 10082 - Marianne Nicolosi Total:					782.74
Vendor: 10160 - Market Access					
Market Access	04/04/2017	5823	25-00-000-5305	Liquor Liability Ins - Takiff (Ma	175.00
Market Access	04/11/2017	5893	10-13-000-5305	Liquor Liability Permit (Dec)	175.00
Vendor 10160 - Market Access Total:					350.00
Vendor: 10166 - Martin Supply Company, Inc.					
Martin Supply Company, Inc.	04/11/2017	5867	25-00-000-5486	Plumbing Supplies - Takiff	164.80
Vendor 10166 - Martin Supply Company, Inc. Total:					164.80
Vendor: 10174 - MCI					
MCI	03/28/2017	5797	25-00-000-5210	Long Distance Phone Svc - Ma	98.61
Vendor 10174 - MCI Total:					98.61

Voucher List of Bills

Payment Dates: 03/18/2017 - 04/14/2017

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Vendor: 10636 - Michiana, LLC					
Michiana, LLC	04/11/2017	5868	25-25-432-5400	School Day Off Lunches	49.00
Vendor 10636 - Michiana, LLC Total:					49.00
Vendor: 10213 - Mutual Ace Hardware					
Mutual Ace Hardware	04/11/2017	5869	10-12-000-5480	Gas/Lubricants - Parks	71.96
Mutual Ace Hardware	04/11/2017	5869	10-14-000-5486	Plumbing Supplies - Beach	52.16
Mutual Ace Hardware	04/11/2017	5869	10-15-000-5487	Replacement Wheels - Boaths	53.98
Vendor 10213 - Mutual Ace Hardware Total:					178.10
Vendor: 8125 - Natalie Steinmetz					
Natalie Steinmetz	04/11/2017	5870	25-25-615-5400	Reimbursement Ceramic Sup	24.49
Vendor 8125 - Natalie Steinmetz Total:					24.49
Vendor: 10103 - NCPERS-IL IMRF					
NCPERS-IL IMRF	04/14/2017	5837	10-00-000-2160	IMRF Life-#03298	96.00
Vendor 10103 - NCPERS-IL IMRF Total:					96.00
Vendor: 11075 - Nielsen Enterprises, Inc.					
Nielsen Enterprises, Inc.	03/22/2017	5766	10-15-000-5351	ATV Repairs - Beach	997.78
Vendor 11075 - Nielsen Enterprises, Inc. Total:					997.78
Vendor: 10224 - North Shore Gas Company					
North Shore Gas Company	03/21/2017	5745	10-13-000-5220	Fuel/Heat - Watts (Feb 2017)	220.09
North Shore Gas Company	03/21/2017	5745	25-00-000-5220	Fuel/Heat - Takiff (Feb 2017)	1,291.84
North Shore Gas Company	04/04/2017	5824	10-12-000-5220	Gas/Heat - Parks	774.68
North Shore Gas Company	04/11/2017	5871	10-12-000-5220	Gas/Heat - Parks	140.99
North Shore Gas Company	04/11/2017	5871	10-14-000-5220	Gas/Heat - Beach	93.55
Vendor 10224 - North Shore Gas Company Total:					2,521.15
Vendor: 10340 - Northshore Omega					
Northshore Omega	04/04/2017	5825	45-00-000-5335	Pre Placement Exam (Fosco)	292.00
Vendor 10340 - Northshore Omega Total:					292.00
Vendor: 10230 - Offshore Marine					
Offshore Marine	03/28/2017	5799	65-00-017-5583	3 Double Kayaks	1,599.00
Vendor 10230 - Offshore Marine Total:					1,599.00
Vendor: 10085 - Ole Spanish Services LLC					
Ole Spanish Services LLC	04/11/2017	5872	25-26-000-5386	Spanish Classes - Day Care	250.00
Vendor 10085 - Ole Spanish Services LLC Total:					250.00
Vendor: 10233 - Orkin Pest Control					
Orkin Pest Control	04/11/2017	5873	25-00-000-5355	Monthly Exterminator Takiff -	178.25
Vendor 10233 - Orkin Pest Control Total:					178.25
Vendor: 10235 - Otis Elevator Company					
Otis Elevator Company	03/22/2017	5767	25-00-000-5355	Elevator Mo Maint - April	452.03
Vendor 10235 - Otis Elevator Company Total:					452.03
Vendor: 10110 - PACT Administrative Services Corp					
PACT Administrative Services	03/28/2017	5800	10-00-000-2175	Contributions - March 2017	2,896.20
PACT Administrative Services	03/28/2017	5800	10-11-000-5600	FSA Plan Fees - April 2017	82.50
PACT Administrative Services	04/04/2017	5826	10-00-000-2175	FSA Plan Contribution - April/	3,861.60
Vendor 10110 - PACT Administrative Services Corp Total:					6,840.30
Vendor: 10104 - Partnership Financial Credit Union					
Partnership Financial Credit U	03/31/2017	5779	10-00-000-2180	#110123400 J. Barchenger	100.00
Partnership Financial Credit U	03/31/2017	5779	10-00-000-2180	#86720 Janis	30.00
Partnership Financial Credit U	03/31/2017	5779	10-00-000-2180	#95910 Mensinger	275.00
Partnership Financial Credit U	03/31/2017	5779	10-00-000-2180	#880010320 Stowick	20.00
Partnership Financial Credit U	04/14/2017	5838	10-00-000-2180	#110123400 J. Barchenger	100.00
Partnership Financial Credit U	04/14/2017	5838	10-00-000-2180	#86720 Janis	30.00
Partnership Financial Credit U	04/14/2017	5838	10-00-000-2180	#95910 Mensinger	275.00
Partnership Financial Credit U	04/14/2017	5838	10-00-000-2180	#880010320 Stowick	20.00
Vendor 10104 - Partnership Financial Credit Union Total:					850.00
Vendor: 10242 - PDRMA					
PDRMA	03/28/2017	5801	10-11-000-5600	Health Insurance - March	34,741.46

Voucher List of Bills

Payment Dates: 03/18/2017 - 04/14/2017

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
PDRMA	03/28/2017	5801	25-26-000-5600	Health Insurance - March	10,334.22
Vendor 10242 - PDRMA Total:					45,075.68
Vendor: 10249 - Pioneer Manufacturing Co.					
Pioneer Manufacturing Co.	04/04/2017	5827	65-00-017-5564	Field Striper	4,821.50
Pioneer Manufacturing Co.	04/11/2017	5874	25-00-000-5455	Field Striping Paint	714.00
Pioneer Manufacturing Co.	04/11/2017	5874	25-25-703-5400	Field Striping Paint	3,232.00
Vendor 10249 - Pioneer Manufacturing Co. Total:					8,767.50
Vendor: 11084 - PMI Photography Inc.					
PMI Photography Inc.	04/11/2017	5875	25-25-707-5400	Extra Plaques for Basketball C	120.00
PMI Photography Inc.	04/11/2017	5875	25-25-708-5400	Extra Plaques for Basketball C	20.00
PMI Photography Inc.	04/11/2017	5875	25-25-711-5400	Extra Plaques for Basketball C	120.00
Vendor 11084 - PMI Photography Inc. Total:					260.00
Vendor: 10090 - Pride Dojo Inc.					
Pride Dojo Inc.	04/11/2017	5876	25-25-725-5300	Contractual - Karate Classes S	11,779.80
Vendor 10090 - Pride Dojo Inc. Total:					11,779.80
Vendor: 10398 - Purchase Advantage Card					
Purchase Advantage Card	03/22/2017	5768	25-26-000-5409	Day Care Internal Food Suppli	10.00
Vendor 10398 - Purchase Advantage Card Total:					10.00
Vendor: 10259 - Quill Corporation					
Quill Corporation	03/22/2017	5769	10-11-000-5342	Meeting Supplies	13.58
Quill Corporation	03/22/2017	5769	10-14-000-5401	Office Supplies - Beach	303.10
Quill Corporation	03/22/2017	5769	25-00-000-5401	Office Supplies - Takiff	543.31
Quill Corporation	03/22/2017	5769	25-00-000-5412	Cleaning Supplies - Takiff	12.48
Quill Corporation	03/22/2017	5769	25-00-000-5420	General Supplies - Takiff	25.31
Quill Corporation	03/22/2017	5769	25-25-801-5400	Supplies - Sun Fun Camp	12.49
Quill Corporation	03/22/2017	5769	25-25-810-5400	Supplies - Action Quest Camp	12.50
Quill Corporation	03/22/2017	5769	25-26-000-5401	Office Supplies - Day Care	39.68
Quill Corporation	04/04/2017	5828	10-12-000-5401	Office Supplies - Parks	121.89
Quill Corporation	04/04/2017	5828	25-00-000-5401	Office Supplies - Takiff	2,205.19
Quill Corporation	04/04/2017	5828	25-00-000-5420	General Supplies - Takiff	126.30
Quill Corporation	04/04/2017	5828	25-25-602-5400	Kids Club Supplies	116.99
Quill Corporation	04/04/2017	5828	25-26-000-5401	Office Supplies - Day Care	140.76
Quill Corporation	04/11/2017	5877	10-12-000-5401	Office Supplies - Parks	47.53
Quill Corporation	04/11/2017	5877	10-12-000-5420	General Supplies - Parks	47.79
Quill Corporation	04/11/2017	5877	10-14-000-5401	Office Supplies - Beach	37.98
Quill Corporation	04/11/2017	5877	25-00-000-5401	Office Supplies - Takiff	427.67
Quill Corporation	04/11/2017	5877	25-00-000-5420	General Supplies - Takiff	35.11
Vendor 10259 - Quill Corporation Total:					4,269.66
Vendor: 10597 - Ready Refresh by Nestle					
Ready Refresh by Nestle	03/22/2017	5770	25-00-000-5420	Staff Drinking Water - March	56.35
Vendor 10597 - Ready Refresh by Nestle Total:					56.35
Vendor: 10265 - Reinders, Inc.					
Reinders, Inc.	04/11/2017	5878	10-12-000-5450	Equipment Parts - Parks	217.56
Vendor 10265 - Reinders, Inc. Total:					217.56
Vendor: 11076 - Rent Com, Inc.					
Rent Com, Inc.	03/22/2017	5771	65-00-017-5570	Portable Sound System - 50%	1,739.50
Rent Com, Inc.	04/11/2017	5879	65-00-017-5570	Portable Sound System - Bala	1,739.50
Vendor 11076 - Rent Com, Inc. Total:					3,479.00
Vendor: 10767 - Rite Portable Restrooms					
Rite Portable Restrooms	04/04/2017	5829	10-12-000-5353	Portolet Svc - Parks	183.00
Rite Portable Restrooms	04/11/2017	5880	10-12-000-5353	Portolet Service - Parks	425.00
Vendor 10767 - Rite Portable Restrooms Total:					608.00
Vendor: 10269 - RMC Inc.					
RMC Inc.	04/11/2017	5894	10-13-000-5357	Watt Refrig Mo Maint - Feb	265.00
Vendor 10269 - RMC Inc. Total:					265.00
Vendor: 10271 - Russo's Power Equipment Inc.					
Russo's Power Equipment Inc.	04/04/2017	5830	65-00-017-5564	Brouwer Turf Roller	5,537.00

Voucher List of Bills

Payment Dates: 03/18/2017 - 04/14/2017

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Russo's Power Equipment Inc.	04/11/2017	5881	65-00-017-5564	Sod Cutter - 18"	3,979.00
Russo's Power Equipment Inc.	04/11/2017	5881	69-00-000-5503	Mower - Cheetah 48" & 61"	18,220.00
Vendor 10271 - Russo's Power Equipment Inc. Total:					27,736.00
Vendor: 10272 - Rydin Decal					
Rydin Decal	04/11/2017	5882	10-15-000-5420	2017 Boat Decals	542.11
Vendor 10272 - Rydin Decal Total:					542.11
Vendor: 10275 - Sam's Club Direct Commercial Account Program					
Sam's Club Direct Commercial	03/28/2017	5784	25-00-000-5420	General Supplies - Takiff	55.36
Vendor 10275 - Sam's Club Direct Commercial Account Program Total:					55.36
Vendor: 10654 - Sandra K Culver					
Sandra K Culver	04/04/2017	5831	25-25-785-5300	Contractual March Rowing Cl	152.13
Sandra K Culver	04/04/2017	5831	25-25-787-5300	Contractual Winter Rowing Cl	1,016.88
Sandra K Culver	04/04/2017	5835	25-25-787-5300	Contractual - Winter Rowing	1,659.12
Vendor 10654 - Sandra K Culver Total:					2,828.13
Vendor: 10515 - Sarah Hall					
Sarah Hall	03/21/2017	5746	25-25-652-5300	Contractual - Winter Classes	12,985.20
Sarah Hall	03/21/2017	5746	25-25-653-5300	Contractual - Winter Classes	2,563.45
Sarah Hall	04/11/2017	5883	25-25-652-5300	Contractual - Winter Theatre	7,658.98
Sarah Hall	04/11/2017	5883	25-25-653-5300	Contractual - Winter Theatre	1,488.24
Vendor 10515 - Sarah Hall Total:					24,695.87
Vendor: 10279 - Sherwin-Williams Company					
Sherwin-Williams Company	04/05/2017	5836	25-00-000-5483	Paint - Takiff (Feb)	247.00
Sherwin-Williams Company	04/11/2017	5884	10-12-000-5483	Paint - Parks	75.00
Sherwin-Williams Company	04/11/2017	5884	10-14-000-5483	Paint - Beach	530.00
Vendor 10279 - Sherwin-Williams Company Total:					852.00
Vendor: 10904 - Skyline Artists Agency					
Skyline Artists Agency	04/11/2017	5885	25-25-910-5300	Contractual - Entertainment J	1,500.00
Vendor 10904 - Skyline Artists Agency Total:					1,500.00
Vendor: 10706 - Southeastern Security Consultants, Inc					
Southeastern Security Consult	04/11/2017	5886	45-00-000-5335	Background Check - March	18.50
Vendor 10706 - Southeastern Security Consultants, Inc Total:					18.50
Vendor: 10108 - State Disbursement Unit					
State Disbursement Unit	03/31/2017	5780	10-00-000-2190	M Barrios,335-98-0452,FIPS#	195.90
State Disbursement Unit	04/14/2017	5839	10-00-000-2190	M Barrios,335-98-0452,FIPS#	195.90
Vendor 10108 - State Disbursement Unit Total:					391.80
Vendor: 10294 - Telcom Innovations Group					
Telcom Innovations Group	03/22/2017	5772	10-11-000-5355	Repatee VM Software Maint	857.50
Telcom Innovations Group	04/11/2017	5887	10-11-000-5355	Annual Phone Sys Maint Agre	3,200.00
Vendor 10294 - Telcom Innovations Group Total:					4,057.50
Vendor: 10151 - The Lifeguard Store					
The Lifeguard Store	04/04/2017	5821	45-00-000-5587	CPR Training Supplies	1,173.85
Vendor 10151 - The Lifeguard Store Total:					1,173.85
Vendor: 10517 - Timothy Dane Bowen					
Timothy Dane Bowen	03/21/2017	5747	25-25-594-5300	Contractual - Lego Classes (Ja	3,834.00
Timothy Dane Bowen	03/22/2017	5773	25-25-594-5300	Contractual - Engineering Clas	1,710.00
Vendor 10517 - Timothy Dane Bowen Total:					5,544.00
Vendor: 10307 - Vanguard Energy Service, LLC					
Vanguard Energy Service, LLC	03/28/2017	5785	10-13-000-5220	Bulk Energy - Watts (Feb)	326.81
Vanguard Energy Service, LLC	03/28/2017	5785	25-00-000-5220	Bulk Energy - Takiff (Feb)	3,187.26
Vendor 10307 - Vanguard Energy Service, LLC Total:					3,514.07
Vendor: 10099 - Vantagepoint Trf Agents-457					
Vantagepoint Trf Agents-457	03/31/2017	5781	10-00-000-2140	ICMA - A/C#301403	1,184.61
Vantagepoint Trf Agents-457	04/14/2017	5840	10-00-000-2140	ICMA - A/C#301403	1,184.61
Vendor 10099 - Vantagepoint Trf Agents-457 Total:					2,369.22

Voucher List of Bills

Payment Dates: 03/18/2017 - 04/14/2017

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Vendor: 10309 - Verizon Wireless					
Verizon Wireless	04/04/2017	5833	25-00-000-5210	Cell Phone Svc	859.24
Vendor 10309 - Verizon Wireless Total:					859.24
Vendor: 10308 - Vermont Systems, Inc.					
Vermont Systems, Inc.	03/28/2017	5803	65-00-017-5584	POS Equip - Beach Workstatio	4,379.58
Vermont Systems, Inc.	04/11/2017	5888	10-11-000-5355	RecTrac/WebTrac Annual Mai	6,647.62
Vendor 10308 - Vermont Systems, Inc. Total:					11,027.20
Vendor: 10457 - Village of Glencoe					
Village of Glencoe	04/04/2017	5834	65-00-017-5557	Transfer of Ownership Fees -	17,000.00
Village of Glencoe	04/11/2017	5895	10-12-000-5240	Sewer/Water - Parks (Jan - Fe	34.80
Village of Glencoe	04/11/2017	5895	10-12-000-5480	Fuel - Parks (Feb)	604.58
Village of Glencoe	04/11/2017	5895	25-00-000-5240	Sewer/Water - Takiff (Jan - Fe	802.44
Vendor 10457 - Village of Glencoe Total:					18,441.82
Vendor: 10314 - Walmart Community					
Walmart Community	03/21/2017	5748	25-00-000-5405	Supplies - Party Rentals (Feb)	421.68
Walmart Community	03/21/2017	5748	25-25-401-5400	ELC Supplies (Feb)	32.37
Walmart Community	03/21/2017	5748	25-25-403-5400	ELC Supplies (Feb)	11.94
Walmart Community	03/21/2017	5748	25-26-000-5403	Day Care Program Supplies (F	37.64
Walmart Community	03/22/2017	5774	25-25-401-5400	ELC Supplies	116.72
Walmart Community	03/22/2017	5774	25-25-402-5400	ELC Supplies	116.72
Walmart Community	03/22/2017	5774	25-25-403-5400	ELC Supplies	116.71
Walmart Community	03/22/2017	5774	25-25-413-5400	Preschool Enrichment Supplie	3.98
Walmart Community	03/22/2017	5774	25-26-000-5403	Day Care Program Supplies	105.83
Walmart Community	03/22/2017	5774	25-26-000-5409	Day Care Internal Food Svc	181.00
Vendor 10314 - Walmart Community Total:					1,144.59
Vendor: 10102 - Wisconsin Dept of Revenue					
Wisconsin Dept of Revenue	03/31/2017	DFT0000433	10-00-000-2111	WI Mo Withholding	427.72
Vendor 10102 - Wisconsin Dept of Revenue Total:					427.72
Vendor Set AP Vendors Total:					637,459.56

Voucher List of Bills

Payment Dates: 03/18/2017 - 04/14/2017

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Vendor Set: Employees - Employees					
Vendor: 7743 - Chloe Schofield					
Chloe Schofield	03/28/2017	5789	25-25-413-5400	Reimburse - Presch Class Sup	15.99
Vendor 7743 - Chloe Schofield Total:					15.99
Vendor: 7621 - Jenny Runkel					
Jenny Runkel	04/11/2017	5891	10-11-000-5341	Mileage Reimbursement - Jan	48.15
Vendor 7621 - Jenny Runkel Total:					48.15
Vendor: 5373 - Mike Lushniak					
Mike Lushniak	03/28/2017	5798	25-00-000-5341	Mileage Reimbursement	38.31
Vendor 5373 - Mike Lushniak Total:					38.31
Vendor: 6989 - Rose Pepe					
Rose Pepe	03/28/2017	5802	25-26-000-5403	Reimburse - Day Care Supplie	31.08
Vendor 6989 - Rose Pepe Total:					31.08
Vendor: 5748 - Terry Miskowicz					
Terry Miskowicz	04/04/2017	5832	25-25-707-5300	Mileage Reimburse - Basketb	25.00
Terry Miskowicz	04/04/2017	5832	25-25-707-5300	Mileage Reimburse - Basketb	25.00
Terry Miskowicz	04/04/2017	5832	25-25-708-5300	Mileage Reimburse - Basketb	12.60
Vendor 5748 - Terry Miskowicz Total:					62.60
Vendor Set Employees Total:					196.13
Grand Total:					637,655.69

Report Summary

Fund Summary

Fund	Payment Amount
10 - CORPORATE FUND	201,054.14
25 - RECREATION FUND	315,407.85
45 - LIABILITY INSURANCE FUND	5,675.38
65 - CAPITAL PROJECTS FUND	97,298.32
69 - MASTER PLAN CAPITAL PROJECTS	18,220.00
Grand Total:	637,655.69

Account Summary

Account Number	Account Name	Payment Amount
10-00-000-2100	FEDERAL WITHHOLDING	19,421.41
10-00-000-2110	IL STATE WITHHOLDING	6,223.29
10-00-000-2111	WI STATE WITHHOLDIN	427.72
10-00-000-2120	SOCIAL SECURITY WITH	23,152.84
10-00-000-2130	MEDICARE WITHHOLDING	5,414.78
10-00-000-2140	ICMA DEF COMP WITHO	2,369.22
10-00-000-2150	IMRF WITHHOLDING	51,641.31
10-00-000-2155	IMRF VAC WITHHOLDING	2,325.00
10-00-000-2160	SUPPL IMRF LIFE WITHO	96.00
10-00-000-2170	AFLAC WITHHOLDING	376.00
10-00-000-2175	FSA PLAN WITHHOLDIN	6,757.80
10-00-000-2180	CREDIT UNION WITHOL	850.00
10-00-000-2190	GARNISHMENT WITHOL	391.80
10-11-000-5341	MILEAGE REIMBURSEM	48.15
10-11-000-5342	OFFICIALS/MEETING EXP	781.31
10-11-000-5355	MAINTENANCE SERVICE	11,907.34
10-11-000-5425	SUPPLIES-STAFF RECOG/	432.50
10-11-000-5600	HEALTH INSURANCE PRE	34,823.96
10-12-000-5210	TELEPHONE/INTERNET	150.51
10-12-000-5220	FUEL/HEAT	915.67
10-12-000-5230	ELECTRICITY	498.65
10-12-000-5240	WATER	34.80
10-12-000-5340	CONFERENCES AND TRA	39.96
10-12-000-5344	LICENSES	180.00
10-12-000-5352	REPAIRS - BUILDINGS	107.05
10-12-000-5353	DISPOSAL/PORTOLET SE	1,908.10
10-12-000-5401	OFFICE SUPPLIES	169.42
10-12-000-5420	SUPPLIES - GENERAL	47.79
10-12-000-5421	SUPPLIES - UNIFORMS	739.76
10-12-000-5450	SUPPLIES - EQUIPMENT	217.56
10-12-000-5480	GASOLINE/LUBRICANTS	676.54
10-12-000-5481	SUPPLIES-CONSTRUCTIO	997.83
10-12-000-5483	SUPPLIES-PAINT	75.00
10-12-000-5484	SUPPLIES-ELECTRICAL/B	32.58
10-12-000-5486	SUPPLIES-PLUMBING	301.95
10-12-000-5489	SUPPLIES-TRASH BAGS	585.00
10-12-000-5496	SUPPLIES-ATHLETIC MAI	457.00
10-12-000-5497	SUPPLIES-PLAYGRD/SUR	846.09
10-12-000-5581	EQUIPMENT - BLDG/HO	107.27
10-12-000-5585	PAVEMENT & SITE DEVE	2,380.00
10-13-000-5210	TELEPHONE/INTERNET	107.08
10-13-000-5220	FUEL/HEAT	546.90
10-13-000-5230	ELECTRICITY	612.26
10-13-000-5305	PARTY RENTAL ENTERM	175.00
10-13-000-5352	REPAIRS - BUILDINGS	1,350.26
10-13-000-5353	DISPOSAL/PORTOLET SE	106.00
10-13-000-5356	MAINT SERVICE - ZAMB	36.55
10-13-000-5357	MAINT SERVICE-REFRIG	265.00

Account Summary

Account Number	Account Name	Payment Amount
10-13-000-5412	CUSTODIAL/CLEANING S	15.58
10-13-000-5730	DUES/MEMBERSHIPS	26.95
10-14-000-5210	TELEPHONE/INTERNET	105.00
10-14-000-5220	FUEL/HEAT	93.55
10-14-000-5230	ELECTRICITY	147.85
10-14-000-5401	OFFICE SUPPLIES	341.08
10-14-000-5481	SUPPLIES-CONSTRUCTIO	799.47
10-14-000-5483	SUPPLIES-PAINT	530.00
10-14-000-5484	SUPPLIES-ELECTRICAL/B	47.45
10-14-000-5486	SUPPLIES-PLUMBING	52.16
10-14-000-5588	BUILDING IMPROVEME	3,137.78
10-15-000-5230	ELECTRICITY	1,233.63
10-15-000-5351	REPAIRS - EQUIPMENT	997.78
10-15-000-5420	SUPPLIES - GENERAL	542.11
10-15-000-5430	SUPPLIES - FIRST AID	29.35
10-15-000-5450	SUPPLIES - EQUIPMENT	617.50
10-15-000-5481	SUPPLIES-CONSTRUCTIO	147.39
10-15-000-5483	SUPPLIES-PAINT	106.33
10-15-000-5487	SUPPLIES-POWER TOOL	53.98
10-15-000-5580	EQUIPMENT - GENERAL	892.43
10-15-000-5588	BUILDING IMPROVEME	9,028.76
25-00-000-5210	TELEPHONE/INTERNET	4,030.67
25-00-000-5220	FUEL/HEAT	4,479.10
25-00-000-5230	ELECTRICITY	7,379.98
25-00-000-5240	WATER	802.44
25-00-000-5301	POSTAGE	10.43
25-00-000-5305	PARTY RENTAL ENTERM	1,305.00
25-00-000-5321	CONSULTING-ONLINE/O	1,030.17
25-00-000-5340	CONFERENCES AND TRA	99.00
25-00-000-5341	MILEAGE REIMBURSEM	38.31
25-00-000-5351	REPAIRS - EQUIPMENT	2,013.00
25-00-000-5353	DISPOSAL/PORTOLET SE	322.00
25-00-000-5355	MAINTENANCE SERVICE	1,144.00
25-00-000-5360	PRINTING/MARKETING/	2,307.77
25-00-000-5361	PRINTING - EMPLOYME	170.00
25-00-000-5362	PHOTOGRAPHY	198.95
25-00-000-5401	OFFICE SUPPLIES	3,176.17
25-00-000-5405	PARTY RENTAL SUPPLIES	640.68
25-00-000-5412	CUSTODIAL/CLEANING S	12.48
25-00-000-5420	SUPPLIES - GENERAL	965.30
25-00-000-5422	SUPPLIES-UNIFORMS, B	404.00
25-00-000-5425	SUPPLIES-STAFF RECOG	77.50
25-00-000-5430	SUPPLIES - FIRST AID	196.63
25-00-000-5451	SUPPLIES - BUILDING PA	586.80
25-00-000-5455	SUPPLIES-FIELD RENTAL	714.00
25-00-000-5483	SUPPLIES-PAINT	247.00
25-00-000-5484	SUPPLIES-ELECTRICAL/B	419.24
25-00-000-5486	SUPPLIES-PLUMBING	507.78
25-25-305-5300	CONTRACTL-1st AID/CP	57.00
25-25-312-5400	SUPPLIES-ADULT WORK	12.00
25-25-401-5400	SUPPLIES-ELC 3YR	805.42
25-25-402-5400	SUPPLIES-ELC 4YR	787.52
25-25-403-5400	SUPPLIES-ELC 2YR	300.88
25-25-413-5400	SUPPLIES-COOKS & BOO	73.62
25-25-428-5400	SUPPLIES-ALPHABET AN	23.95
25-25-432-5400	SUPPLIES-PRESCHOOL D	49.00
25-25-471-5300	CONTRACTL-GJK PLAYTI	7,994.80
25-25-472-5300	CONTRACTL-GJK TRANSI	27,871.20

Account Summary

Account Number	Account Name	Payment Amount
25-25-473-5300	CONTRACTL- GJK 3'S	41,542.94
25-25-474-5300	CONTRACTL-GJK 4'S	45,654.89
25-25-476-5300	CONTRACTL-GJK CAMPS	74,724.52
25-25-594-5300	CONTRACTL-LEGO/ALL A	5,544.00
25-25-601-5400	SUPPLIES-AFTERSCHOOL	55.38
25-25-602-5400	SUPPLIES-BEFORESCHO	116.99
25-25-605-5300	CONTRACTL-FIRST AID/B	710.00
25-25-614-5300	CONTRACTL-YOUTH MIX	5,967.00
25-25-615-5300	CONTRACTL-CERAMICS	250.00
25-25-615-5400	SUPPLIES-YOUTH CERA	690.55
25-25-635-5300	CONTRACTL-AMAZING	2,376.00
25-25-650-5300	CONTRACTL-TECHNOLO	3,520.00
25-25-652-5300	CONTRACTL-LIL FOOTLI	20,644.18
25-25-653-5300	CONTRACTL-BROADWA	4,051.69
25-25-703-5400	SUPPLIES-AYSO	3,232.00
25-25-707-5300	CONTRACTL-BOYS HSE B	50.00
25-25-707-5400	SUPPLIES-BOYS HOUSE	120.00
25-25-708-5300	CONTRACTL-GIRLS HSE B	12.60
25-25-708-5400	SUPPLIES-GIRLS HSE BAS	65.20
25-25-711-5400	SUPPLIES-PEE WEE BASK	120.00
25-25-725-5300	CONTRACTL-KARATE CL	11,779.80
25-25-740-5300	COTNRACTL-TRAVELING	390.00
25-25-785-5300	CONTRACTL-GPD FITNES	1,049.11
25-25-786-5300	CONTRACTL-FITNESS DR	60.00
25-25-787-5300	CONTRACTL-GENERAL FI	2,676.00
25-25-801-5400	SUPPLIES-SUN FUN CAM	12.49
25-25-810-5400	SUPPLIES-CAMP ADVEN	12.50
25-25-903-5400	SUPPLIES-DAD/DAUGH	248.42
25-25-905-5400	SUPPLIES-SPRING EGG H	183.47
25-25-910-5300	CONTRACTL-4TH OF JUL	1,500.00
25-25-932-5300	CONTRACTL-SCHOOL DA	893.97
25-25-932-5400	SUPPLIES-SCHOOL DAYS	84.37
25-25-940-5300	CONTRACTL-FAMILY FU	67.50
25-25-952-5400	SUPPLIES-SUMMER SPE	970.00
25-25-954-5400	SUPPLIES-WINTER SPEC	124.69
25-26-000-5340	CONFERENCES AND TRA	84.81
25-26-000-5342	OFFICIALS/MEETINGS EX	55.94
25-26-000-5360	PRINTING/MARKETING/	100.00
25-26-000-5361	PRINTING - EMPLOYME	130.00
25-26-000-5386	SERVICES-DAYCARE PRO	750.00
25-26-000-5387	NURSE SERVICES	91.95
25-26-000-5401	OFFICE SUPPLIES	180.44
25-26-000-5403	DAYCARE PROGRAM SU	1,472.68
25-26-000-5409	SUPPLIES-INTERNAL FO	1,384.05
25-26-000-5460	SUPPLIES-FOOD EQUIP	69.71
25-26-000-5600	HEALTH INSURANCE PRE	10,334.22
45-00-000-5335	WELLNESS/PRE-PLACEM	310.50
45-00-000-5420	GENERAL SUPPLIES	513.00
45-00-000-5587	SAFETY/SECURITY EQUIP	4,851.88
65-00-000-2290	RETAINAGE PAYABLE	41,121.30
65-00-017-5553	ANNUAL HARDWARE RE	8,001.65
65-00-017-5557	USED WOOD CHIPPER	17,000.00
65-00-017-5564	GENERAL PARKS EQUIP	14,337.50
65-00-017-5570	PORTABLE BOSE SPEAKE	3,479.00
65-00-017-5580	RESCUE BOAT MOTOR/T	6,612.21
65-00-017-5583	PADDLEBRD/KAYAK REP	1,599.00
65-00-017-5584	BEACH POS/INTERNET-H	5,147.66

Account Summary

Account Number	Account Name	Payment Amount
69-00-000-5503	CENTRAL PROJ-Maint Eq	18,220.00
	Grand Total:	<u>637,655.69</u>

Project Account Summary

Project Account Key	Payment Amount
None	637,655.69
Grand Total:	<u>637,655.69</u>

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 April 18, 2017 and you are hereby authorized to pay them from the appropriate funds.

Treasurer, Park Board of Commissioners

Secretary/Executive Director

**V & VI. Public Hearing & Approval of
Ordinance No. 863: An Ordinance Making a
Combined Annual Budget and Appropriation
of Funds for the Glencoe Park District for the
Fiscal Year Beginning March 1, 2017**

Glencoe Park District
April 2017 Board Meeting

**GLENCOE PARK DISTRICT
ORDINANCE NO. 863**

**AN ORDINANCE MAKING A COMBINED ANNUAL BUDGET AND
APPROPRIATION OF FUNDS FOR THE GLENCOE PARK DISTRICT
FOR THE FISCAL YEAR BEGINNING
MARCH 1, 2017 ENDING FEBRUARY 28, 2018**

WHEREAS, the Board of Park Commissioners of the Glencoe Park District, Cook County, Illinois, caused to be prepared in tentative form an annual combined Budget and Appropriation Ordinance and the Secretary of this Board made the same conveniently available to public inspection for at least thirty days prior to final action thereon, and

WHEREAS, a public hearing was held as to such Budget and Appropriation Ordinance on the 18th day of April 2017 and notice of said hearing was given at least one week prior thereto as required by law and all other legal requirements have been complied with

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF PARK COMMISSIONERS OF THE GLENCOE PARK DISTRICT, COOK COUNTY, ILLINOIS AS FOLLOWS:

SECTION 1: That the amounts herein set forth, or so much thereof as may be authorized by law and as may be needed are hereby budgeted and appropriated for the corporate purposes of the Glencoe Park District, Cook County, Illinois to defray all necessary expenses and liabilities of said Park District, as specified in Section 2 for the fiscal year.

SECTION 2: The amount budgeted and appropriated for each object or purpose is as follows:

I. The amount Budgeted and Appropriated for Corporate Purposes:	<u>Budget</u>	<u>Appropriation</u>
Personnel Services	\$1,195,177	\$1,350,000
Utilities	\$ 124,090	\$ 180,000
Contractual Services	\$ 460,820	\$ 600,000
Supplies	\$ 215,360	\$ 250,000

Group Health Insurance	\$ 460,040	\$ 510,000
------------------------	------------	------------

Dues/Fixed Charges	\$ 12,475	\$ 20,000
--------------------	-----------	-----------

Capital Improvements	\$ 225,000	\$ 300,000
----------------------	------------	------------

Contingency	\$ 9,000	\$ 25,000
-------------	----------	-----------

Total amount Budgeted-Corporate Fund	\$2,701,962	
--------------------------------------	-------------	--

Total amount Appropriated-Corporate Fund		\$3,235,000
--	--	-------------

II. The amount Budgeted and Appropriated for Recreation Purposes:

Personnel Services	\$1,804,046	\$1,980,000
--------------------	-------------	-------------

Utilities	\$ 242,720	\$ 280,000
-----------	------------	------------

Contractual Services	\$1,690,619	\$1,850,000
----------------------	-------------	-------------

Supplies	\$ 276,425	\$ 350,000
----------	------------	------------

Group Health Insurance	\$ 168,500	\$ 210,000
------------------------	------------	------------

Dues/Fixed Charges	\$ 27,960	\$ 40,000
--------------------	-----------	-----------

Capital Improvements	\$ 38,000	\$ 60,000
----------------------	-----------	-----------

Contingency	\$ 6,500	\$ 20,000
-------------	----------	-----------

Total amount Budgeted-Recreation Fund	\$4,254,770	
---------------------------------------	-------------	--

Total amount Appropriated-Recreation Fund		\$4,790,000
---	--	-------------

III. The amount Budgeted and Appropriated for Auditing Expenses:

Auditing Expenses	\$ 14,350	\$ 20,000
-------------------	-----------	-----------

Total amount Budgeted-Audit Fund	\$ 14,350	
----------------------------------	-----------	--

Total amount Appropriated-Audit Fund		\$ 20,000
--------------------------------------	--	-----------

IV. The amount Budgeted and Appropriated for Social Security Purposes (Social Security Participation):

Soc. Sec. & Medicare Employer Contribution	\$ 224,000	\$ 260,000
--	------------	------------

Total amount Budgeted-Social Sec Fund	\$ 224,000	
---------------------------------------	------------	--

Total amount Appropriated-Social Sec Fund		\$ 260,000
---	--	------------

V.	The amount Budgeted and Appropriated for Pension Purposes (Illinois Municipal Retirement Fund Participation):	<u>Budget</u>	<u>Appropriation</u>
	Illinois Municipal Retirement Fund Contribution	\$ 342,000	\$ 375,000
	Total amount Budgeted-IMRF Pension Fund	\$ 342,000	
	Total amount Appropriated-IMRF Pension Fund		\$ 375,000
VI.	The amount Budgeted and Appropriated for Insurance Purposes Pursuant to Section 9-107 of the Local Governmental and Governmental Employees Tort Immunity Act:		
	Risk Management Administrative Services	\$ 31,225	\$ 40,000
	Risk Management Contractual Services	\$ 19,743	\$ 30,000
	Insurance Premiums	\$ 105,856	\$ 135,000
	Risk Management Operating Costs	\$ 14,500	\$ 20,000
	Total amount Budgeted-Liability Insurance Fund	\$ 171,324	
	Total amount Appropriated-Liability Insurance Fund		\$ 225,000
VII.	The amount Budgeted and Appropriated for District's Share of Expense of Joint Recreation Programs for the Handicapped:		
	Special Recreation Programs for the Disabled (N.S.S.R.A. Contribution)	\$ 178,240	\$ 200,000
	NSSRA-Required Accessibility Improvements	\$ 120,000	\$ 200,000
	Total amount Budgeted-Special Rec. Fund	\$ 298,240	
	Total amount Appropriated-Special Rec. Fund		\$ 400,000
VIII.	The amount Budgeted and Appropriated for Workers' Compensation:		
	Insurance Premiums	\$ 41,000	\$ 55,000
	Total amount Budgeted-Workers' Comp Fund	\$ 41,000	

Total amount Appropriated-Workers' Comp Fund \$ 55,000

IX. The amount Budgeted and Appropriated for Bond and Interest costs:	<u>Budget</u>	<u>Appropriation</u>
Principal	\$ 890,000	\$ 1,000,000
Interest	\$ 276,050	\$ 450,000
Contractual Services	\$ 2,200	\$ 10,000
 Total amount Budgeted-Bond and Interest Fund	 \$ 1,168,250	
Total amount Appropriated-Bond and Interest Fund		\$ 1,460,000
X. The amount Budgeted and Appropriated for Capital Projects:		
Capital Projects & Improvements	\$ 677,250	\$ 800,000
Capital Projects per Master Plan	\$ 2,445,000	\$ 3,000,000
 Total amount Budgeted-Capital Projects Funds	 \$ 3,122,250	
Total amount Appropriated-Capital Projects Funds		\$ 3,800,000
XI. The amount Budgeted and Appropriated for Special Trust/Donation Projects:		
Capital Projects & Improvements	\$ 10,000	\$ 60,000
 Total amount Budgeted-Special Trust Fund	 \$ 10,000	
Total amount Appropriated-Special Trust Fund		\$ 60,000

Summary of Funds Budgeted and Appropriated

	<u>Budget</u>	<u>Appropriation</u>
Corporate Fund	\$ 2,701,962	\$ 3,235,000
Recreation Fund	\$ 4,254,770	\$ 4,790,000
Audit Fund	\$ 14,350	\$ 20,000
Social Security Fund	\$ 224,000	\$ 260,000
Pension Fund	\$ 342,000	\$ 375,000
Liability Insurance Fund	\$ 171,324	\$ 225,000
Special Recreation Fund	\$ 298,240	\$ 400,000
Workers' Compensation Fund	\$ 41,000	\$ 55,000
Bond and Interest Fund	\$ 1,168,250	\$ 1,460,000
Capital Projects Fund	\$ 3,122,250	\$ 3,800,000
Donation/Trust Fund	<u>\$ 10,000</u>	<u>\$ 60,000</u>
Total Budgeted	\$ 12,348,146	
Total Appropriated		14,680,000

Each of said sums of money and the aggregate thereof are deemed necessary by the Board of Park Commissioners of the Glencoe Park District to defray the necessary expenses and liabilities of the aforesaid Park District during the fiscal year beginning the 1st day of March, 2017 and ending the 28th day of February, 2018 for the respective purposes set forth.

SECTION 3: All unexpended balances of the appropriation for the fiscal year ending the 28th day of February, 2017 and prior years to the extent not otherwise reappropriated for other purposes herein are hereby specifically reappropriated for the same general purposes for which they were originally made and may be expended in making up any insufficiency of any other items provided in this appropriation ordinance, pursuant to law.

All receipts and revenues not specifically appropriated, and all unexpended balances in unrestricted funds from preceding fiscal years not required for the purpose for which they were appropriated and levied shall constitute the general fund and shall be placed to the credit of such fund.

SECTION 4: Pursuant to law, the following determinations have been and are hereby made a part hereof:

- (a) Statement of cash on hand at the beginning of the
fiscal year: \$ 9,094,025
- (b) Estimate of cash expected to be received during the fiscal year from all
sources: \$ 10,683,387
- (c) Estimate of expenditures contemplated for the fiscal year: \$ 12,348,146
- (d) Statement of estimated cash expected to be
on hand at the end of the fiscal year: \$ 7,429,266
- (e) An estimate of the amount of taxes to be received during the fiscal year is:
\$ 5,279,890.

SECTION 5: All ordinances or parts of ordinances conflicting with any of the provisions of this Ordinance be and the same are hereby modified or repealed. If any item or portion of this Ordinance is for any reason held invalid, such decision shall not affect the validity of the remaining portion of such item or the remainder of this Ordinance.

SECTION 6: This ordinance is not intended or required to be in support of or in relation to any tax levy made by the Park District during the fiscal year beginning March 1, 2017 and ending February 28, 2018 or any other fiscal year.

SECTION 7: This ordinance shall be in full force and effect immediately upon its passage and approval according to law. A certified copy of the Ordinance shall be filed with the County Clerk of Cook County, Illinois, together with the certificate of the Chief Fiscal Officer of the Park District certifying revenues by source anticipated to be received by the Park District, within thirty (30) days after its passage and approval, as provided by law.

Adopted this 18th day of April 2017 pursuant to roll call vote.

Roll Call Vote:

Ayes:

Nays:

Absent and Not Voting:

Ordinance Approved.

Steven Gaines, President
Board of Park Commissioners
Glencoe Park District

ATTEST:

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

STATE OF ILLINOIS)
) SS.
COUNTY OF COOK)

CERTIFICATE OF SECRETARY

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 an ordinance entitled: "An Ordinance Making a Combined Annual Budget and Appropriation of Funds for the Fiscal Year Beginning March 1, 2017 and Ending February 28, 2018", adopted at a 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 18th of April, 2017.

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 with the provisions of the Park District Code of the State of Illinois, as amended, and that the Board has complied with all the provisions of the Act and said Code and with all of the procedural rules of the Board.

IN WITNESS WHEREOF, I hereunto affix my official signature and the seal of said Park District at Glencoe, Illinois, this 18th day of April 2017.

(SEAL)

Lisa M. Sheppard, Secretary
GLENCOE PARK DISTRICT
Cook County, Illinois

STATE OF ILLINOIS)
) SS.
COUNTY OF COOK)

CERTIFICATE OF CHIEF FISCAL OFFICER

I, Lisa Brooks, do hereby certify that I am duly appointed and acting Treasurer of the Board of Park Commissioners of the Glencoe Park District, Cook County, Illinois, and that as such Treasurer I am the Chief Fiscal Officer of the corporate authority of said Park District.

I do further certify that the estimated revenues by source anticipated to be received by the Glencoe Park District, Cook County, Illinois for the fiscal year beginning on the 1st day of March, 2017 and ending on the 28th day of February, 2018 as follows:

<u>SOURCE</u>	<u>AMOUNT</u>
Property Taxes	\$ 5,279,890
Replacement Taxes	\$ 22,555
User/Program Fees	\$ 4,763,119
Interest Income	\$ 68,100
Building Rentals	\$ 212,013
Miscellaneous	\$ 62,710
Reimbursemt-School District 35	<u>\$ 275,000</u>
Total Revenue	\$ 10,683,387

I do further certify that the estimated revenues by source anticipated to be received by the Glencoe Park District, Cook County, Illinois for the fiscal year beginning on the 1st day of March, 2017 and ending on the 28th day of February, 2018 is true and correct.

IN WITNESS WHEREOF, I have signed my name in my official capacity as the Chief Fiscal Officer of the Board of Park Commissioners of the Glencoe Park District at Glencoe, Illinois on the 18th day of April 2017.

(SEAL)

Lisa Brooks, Treasurer
GLENCOE PARK DISTRICT
Cook County, Illinois

VII. Financial Report

Glencoe Park District
April 2017 Board Meeting



G/L MONTHLY Pooled Cash Report

Glencoe Park District
For the Period Ending 3/31/2017

ACCOUNT #	ACCOUNT NAME	BEGINNING BALANCE	CURRENT ACTIVITY	CURRENT BALANCE	
<u>CLAIM ON CASH</u>					
10-00-000-1000	CASH/INVESTMENTS	2,912,921.83	(238,786.38)	2,674,135.45	
25-00-000-1000	CASH/INVESTMENTS	4,979,167.22	(854,854.97)	4,124,312.25	
30-00-000-1000	CASH/INVESTMENTS	161,629.90	80,259.00	241,888.90	
35-00-000-1000	CASH/INVESTMENTS	304,576.30	86,826.52	391,402.82	
36-00-000-1000	CASH/INVESTMENTS	99,138.82	61,122.38	160,261.20	
40-00-000-1000	CASH/INVESTMENTS	442,736.99	407,240.32	849,977.31	
45-00-000-1000	CASH/INVESTMENTS	152,975.33	50,458.68	203,434.01	
50-00-000-1000	CASH/INVESTMENTS	45,941.97	13,993.63	59,935.60	
55-00-000-1000	CASH/INVESTMENTS	9,242.60	4,187.00	13,429.60	
65-00-000-1000	CASH/INVESTMENTS	340,125.32	216,722.50	556,847.82	
67-00-000-1000	CASH/INVESTMENTS	0.00	0.00	0.00	
69-00-000-1000	CASH/INVESTMENTS	1,519,976.79	1,708,165.26	3,228,142.05	
70-00-000-1000	CASH/INVESTMENTS	73,600.05	53.73	73,653.78	
75-00-000-1000	CASH/INVESTMENTS	36,313.00	(28,313.00)	8,000.00	
80-00-000-1000	CASH/INVESTMENTS	0.00	0.00	0.00	
90-00-000-1000	CASH/INVESTMENTS	0.00	0.00	0.00	
TOTAL CLAIM ON CASH		11,078,346.12	1,507,074.67	12,585,420.79	
<u>CASH IN BANK</u>					
99-00-000-1011	Operating Corporate Account	394,923.21	(314,225.14)	80,698.07	
99-00-000-1012	Operating PR Account	74,767.53	(71,739.68)	3,027.85	
99-00-000-1013	IL Funds	2,937,034.55	4,377.12	2,941,411.67	
99-00-000-1014	IPDLAF CD's	1,236,000.00	492,000.00	1,728,000.00	
99-00-000-1015	IPDLAF MM	3,604,617.80	1,391,722.48	4,996,340.28	
99-00-000-1016	PMA CD's	2,477,700.00	(495,300.00)	1,982,400.00	
99-00-000-1017	PMA MM	353,303.03	500,239.89	853,542.92	
TOTAL CASH IN BANK		11,078,346.12	1,507,074.67	12,585,420.79	
<u>DUE TO OTHER FUNDS</u>					
99-00-000-2400	Due To Other Funds	11,078,346.12	1,507,074.67	12,585,420.79	
TOTAL DUE TO OTHER FUNDS		11,078,346.12	1,507,074.67	12,585,420.79	
Claim on Cash	12,585,420.79	Claim on Cash	12,585,420.79	Cash in Bank	12,585,420.79
Cash in Bank	12,585,420.79	Due To Other Funds	12,585,420.79	Due To Other Funds	12,585,420.79
Difference	0.00	Difference	0.00	Difference	0.00

Glencoe Park District
 Monthly Funds Report
 March 2017

Corporate and Other Funds:

	<u>March 2017</u>	<u>Feb 2017</u>
Harris Bank Corporate Account - 0.050%	362,468.71	416,553.87
Illinois Park District Liquid Asset Fund (IPDLAF) - 0.60%	4,996,340.28	3,604,617.80
The Illinois Fund (Public Treasurers' Investment Pool) - 0.70%	2,941,411.67	2,937,034.55
Harris Payroll Account - 0.050%	15,722.57	84,449.80
PMA Financial Account - 0.60%	853,542.92	353,303.03
Reconciling Items(Dep in Transit, O/S Checks, PMA Interest, etc.)	(294,465.36)	(31,312.93)
IPDLAF Certificates of Deposit:		
2 CDs at \$247,000 each maturing July 21,2017 (1.00% net)	494,000.00	494,000.00
2 CDs at \$248,000 each maturing June 12, 2017 (0.75% net)	496,000.00	496,000.00
1 CDs at \$247,800 each maturing February 7, 2018 (1.10% net)	246,000.00	246,000.00
2 CDs at \$246,000 each maturing March 19, 2018 (1.15%)	492,000.00	0.00
PMA Certificates of Deposit:		
2 CDs at \$247,650 each maturing March 17, 2017 (0.93% net)	0.00	495,300.00
2 CDs at \$248,900 each maturing July 24, 2017 (0.86% net)	497,800.00	497,800.00
1 CDs at \$247,600 each maturing August 4, 2017 (0.95% net)	247,600.00	247,600.00
2 CDs totalling \$495,400 maturing October 16, 2017 (0.90% net)	495,400.00	495,400.00
3 CDs at \$247,200 each maturing February 27, 2018 (1.11% net)	741,600.00	741,600.00
Grand Total	\$12,585,420.79	\$11,078,346.12

**Glencoe Park District
Monthly Financial Analysis
March 2017**

	<u>As of 3/31/2015</u>	<u>As of 3/31/2016</u>	<u>As of 3/31/2017</u>
<u>Recreation Department - Programs</u>			
Revenues	1,102,841	1,141,600	1,107,162
Wages	(19,945)	(23,618)	(40,448)
Contractual	(239,696)	(189,261)	(209,047)
Supplies	(4,927)	(3,551)	(8,060)
Net Surplus	838,273	925,170	849,607
<u>Day Care Department</u>			
Revenue	67,253	88,492	78,977
Expense	(42,537)	(43,439)	(56,529)
Net Surplus/(Deficit)	24,716	45,053	22,448
<u>Beach Department</u>			
Revenue	1,699	1,150	4,148
Expense	(9,222)	(11,662)	(12,867)
Net Surplus/(Deficit)	(7,523)	(10,512)	(8,719)
<u>Boating Department</u>			
Revenue	2,310	8,072	11,044
Expense	(1,789)	(1,781)	(8,556)
Net Surplus/(Deficit)	521	6,291	2,488
<u>Watts Department</u>			
Revenue	2,286	220	955
Expenses	(9,377)	(7,001)	(10,949)
Net Surplus/(Deficit)	(7,091)	(6,781)	(9,994)
<u>G & A (Administration)</u>			
Revenue (excl G&A Tfr)	2,455	2,260	2,900
Expense	(75,477)	(74,948)	(110,270)
Net Surplus/(Deficit)	(73,022)	(72,688)	(107,370)
<u>Parks Department</u>			
Revenue	0	79	30
Expense	(47,881)	(41,338)	(61,714)
Net Surplus/(Deficit)	(47,881)	(41,259)	(61,684)
<u>Rec-Admin/Takiff Department</u>			
Revenues	495,727	534,918	693,939
Expenses	(92,095)	(82,660)	(1,236,822)
Net Surplus/(Deficit)	403,632	452,258	(542,883) (1)

NOTES: In March 2017, there were THREE payrolls - i.e. wages/expenses will be higher compared to 2016 for all departments.

(1) Includes \$1.1 million budgeted transfer to Fund 69.

VIII. Staff Reports

Glencoe Park District
April 2017 Board Meeting

**Glencoe Park District
Business Department Report
April 2017**

FY2017/18 Budget and Appropriation Ordinance (BAO)

Staff has prepared the FY2017/18 Budget and Appropriation Ordinance (BAO), had it reviewed by legal counsel, and has put it on public display since March 15 for the required 30-day public inspection period. The BAO is scheduled to be officially approved by the Board of Park Commissioners at the Regular Board meeting on April 18 following the public hearing, and will be filed at the County Clerk's Office within the required legal timeline.

FY2016/17 Annual Audit

The District's auditors, Lauterbach & Amen, were at our offices on March 28 to complete their preliminary fieldwork for our annual audit. Staff has been busy preparing the numerous audit schedules and information that is required for their analysis. They will return to our offices on April 24 to complete their final fieldwork, and their first draft of the audit report is expected in late May.

Beach Pass Procedures/POS System Set-up

The front office staff is gearing up for the sale of summer beach passes which began on March 31. Staff has spent numerous hours of planning and discussion on this project since last fall. New procedures were implemented this year to allow for the sale of a universal pass which is barcoded, as compared to the plastic beach tokens that were used in previous years. Also new this year, photos will be required for all family members. This process is part of total technology upgrade for the Beach for the 2017 which will allow the District to control use of passes solely to the individual/family that it was purchased by, adding POS capabilities at the halfway house which will include acceptance of credit cards as a form of payment, and allowing the District to capture beach attendance electronically via the POS system which is part of our RecTrac registration software system and network.

Financial Policies and Procedures Manual

Staff has begun compiling a comprehensive Business Department manual that includes all financial-related policies and procedures in one handy document. Staff is also working on updating the District's Investment Policy as well as creating several other new policies. Board review and discussion on this Manual is anticipated for the June 20 Finance Committee of the Whole meeting.

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

**Glencoe Park District
Recreation and Facilities Department
April 2017**

Recreation Department Report: Michael Lushniak

Priority registration for the Children's Circle daycare program concluded on April 1. This was the deadline for all current students to submit their registrations to remain in the program in the fall. Of the 58 total Children's Circle participants, 10 will be aging out of our program and moving on to kindergarten in the fall. Out of the remaining 48 participants, 44 will be returning in the fall of 2017. That is a retention rate of 92%. Staff is very pleased with the high level of participants staying with the Children's Circle program and has already filled any open positions with enrollment of participants off of waitlists. The popularity of the program continues to be impressive, with waitlists already existing in each room for fall 2017.

Beach passes are on sale. Thus far, the new pass sale process which gives purchasers a pass instead of token and requires them to take a picture has been going very smoothly. This has been a great collaboration between members of the Recreation Team, Business Department, Marketing Staff, and Customer Service Team. With both operational and physical upgrades to both the swimming and boating beach taking place this spring, staff is looking forward to a great season!

Staff hiring has also been on the forefront for much of the recreation team. This summer, the part time seasonal recreation staff will be over 100 employees strong including beach staff, lifeguards, boat staff, early childhood camp counselors, Sun Fun camp counselors, and teen camp counselors. In addition, staff continues to look for Children's Circle teachers to increase coverage in that area. After hiring, full time staff will complete a robust seasonal training program to prepare new hires for their jobs this summer.

The agency continues to upgrade its safety program and CPR & First Aid training program. AED's have been purchased so that all units in the inventory are the same make and a similar model. Three new AED's have been purchased this year in addition to one new unit last year. Staff has also purchased new first aid and CRP training supplies to ensure that the necessary tools are in place for successful trainings in that area. Staff has conducted in house trainings for early childhood teachers and park staff, will be completing a CPR/first aid training for recreation and administrative staff in April, and a training for camp staff in May.

Early Childhood: Naomi Garvett and Amanda Michael

Children's Circle enrollment is currently at 57 children. Enrollment for fall 2017 is strong with a waitlist in all of the classrooms.

Early Learning Center registration for the 2017-2018 is also ongoing. Staff is excited to report that registration numbers are ahead of numbers at this time last year. Staff expects too see many more registrations between now and the start of the school year.

ELC Registration

2016-2017 School Year (as of 4/03/17)	2017-2018 School Year (as of 4/03/17)
2's classes: 21 students	2's classes: 17 students
3's classes: 31 students	3's classes: 25 students
4's classes: 27 students	4's classes: 39 students
Total Students Enrolled: 79	Total Students Enrolled: 81

Registration also began for Little Bears and Kinder Korner camps on November 30, 2016. As of April 3, 2017, the enrollment for this summer is listed below

Camp Enrollment	Teddies 10 max 1-2 years by 9/1	Pandas 16 max 3 years by 9/1	Koalas 40 max 4 years by 9/1	Kinder Korner 60 max 5 years by 9/1
Participants Enrolled	7 M/W/F 9 Tu/Th	16 M/W/F 16 M-F	38	53 (opened a 3 rd group)
Spaces Remaining	2 M/W/F 1 Tu/Th	FULL	2	7

**A third session of Kinder Korner was opened due to high demand.*

Athletics/Sports/Teen Camp: Chris Pietrini

House League Basketball had an end of season party on March 19. Parents and players were able to shoot baskets in the gym as well as eat pizza and watch NCAA tournament games on a projector in the activity room.

Staff had a postseason wrap up meeting with Highland Park, Deerfield and Lake Forest for 5th and 6th grade Boys and Girls Basketball. For 2017-18 these organizations will have standardized rules, more games, and a traveling trophy for the tournament champions.

Staff has met with different leagues and researched various options for the Boys Travel program for the 2017-18 season. Based on survey results collected at the end of the season, the majority of respondents would like to rejoin the North Suburban Basketball League and participate in some additional tournaments. Staff will hold a meeting with parents who responded to the survey and were interested in providing their feedback to ensure the best fit for our programs going forward.

Staff met with tennis instructors to continue planning the roll out the new private tennis lesson program. Tennis instructors will be calling former private lessons students to have them register through the park district so that all private lessons are accounted for in the RecTrac registration software.

Staff spent much of March working with Glencoe Youth Baseball, AYSO soccer, and other rental groups in order to finalize field scheduling. All field usage is now entered in to RecTrac to ensure no double booking of fields and to track usage.

Youth & Arts: Stephani Briskman

The School Day Off program celebrated Spring Break camp during the week of March 27-31. Participants visited Libertyville Sports Complex, Enchanted Castle, Waterworks, and Nickel City. The group also participated in a nature program at Takiff through Backyard Nature and Play. The children examined animal skins, looked at water samples under a microscope, and went on a nature scavenger hunt in Reinsdorf Field.

Broadway Bound continues to prepare for their Spring Show. This year participants will be performing The Lion King Jr. There are 78 participants enrolled in this production. Tickets for the production went on sale March 20.

Lion King Jr. Ticket Sales

Production Day	Tickets Sold
Saturday, June 3 @ 11	224
Saturday, June 3 @ 2:30	125
Sunday, June 4 @ 2:30	206
Sunday, June 4 @ 5:00	132

Registration for Sun Fun and Camp Adventure 2017 continues! Enrollment is as strong or stronger than last summer. Sun Fun and Camp Adventure has a very busy summer planned with many new and popular field trips and activities. Some new trips this summer include The Oasis Water Park, Hot Ground Gym, and Medieval Times! Staff held new camp counselor group interviews on March 18. Staff is also planning the seasonal Staff Orientation for June 14-16.

Camp Enrollment Comparison as of 4/4/17

	Sun Fun Enrollment			Camp Adventure Enrollment	
	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5
2017	76	106	92	82	58
2016	100	98	86	36	24
Difference	-24	+8	+6	+46	+34

Special Events & Active Adults: Liz Visteen

Family Fun Fest took place on March 12. We had approximately 300 participants; this is over 100 more than in previous years. New this year, participants enjoyed a brand new 9-hole mini golf game constructed by the parks and maintenance teams, which began in the gym and lead down the hall to the exercise studios. The event also featured Kids Yoga, Kids Hip Hop, and Mighty Movement class demonstrations, tennis mini-lessons, art projects of creating maracas and tissue flowers, a mini tot gym, face painting, a balloon artist, and much more!

Staff created a Fun Fest Passport for this event which included a list of activities and where they were located. If participants got their Passport stamped at each activity they received a prize. This encouraged individuals to visit and enjoy many activities during the day.

The spring egg hunt took place on April 8. In addition to the traditional egg hunt, crafts, refreshments, and pictures with the spring bunny, staff showcased some of the new carnival

games as well as a new large outdoor sound system. Over 500 hundred children and their families present at this event and approximately 50 dogs for their special egg hunt.

2017 Spring Special Event Attendance

PROGRAM	2017 ATTENDANCE	2016 ATTENDANCE
March 12 - Family Fun Fest	~ 300	~ 175
March 17 - Teen Open Mic	cancelled	<i>not offered</i>

Upcoming events include Earth Day Clean-Up on April 14 and the Melvin Berlin Park Dedication on April 28.

Registration for Spring/Summer programs has been strong. Several of the youth ceramics classes filled the first day of registration and a new Improvisation class for adults began the first week of April with 8 participants enrolled. Registration is still ongoing for a few adult and teen spring programs.

Spring 2017 Program Enrollment

PROGRAM	Spring 2017	Spring 2016
Adult Ceramics	10	14
Youth Ceramics	51	53
Teen Programs	9	10
other Adult Programs	11	3

Takiff Center/Fitness: Paul Goedjen

On April 5, Our Place of New Trier hosted their annual fundraiser at the Takiff Center. The group will be renting the gymnasium and lobby for the festivities. This is a large event that requires additional staff to ensure successful execution and facility transition.

Camp Lake of the Woods and Greenwoods Camp will host their new camper orientation events at the Takiff Center again this year. They will use multiple rooms and the gymnasium.

Paul Goedjen and I continue to work on the fitness area project. During March, staff met with frequent users of the activity room to discuss the project and relocating their rentals to different areas within the Takiff Center. Staff is pleased to report that all the user groups will be successfully relocated to other rooms in the facility if desired.

Type	March		April (as of 4/5)	
	2016	2017	2016	2017
Birthday Parties	\$707.00	\$1,525.00	\$4,197.50	\$2,918.00
Facility Rentals	\$10,511.66	\$11,917.85	\$15,674.16	\$17,932.93
Total	\$11,218.66	\$13,442.85	\$19,871.66	\$20,850.93
Difference	\$2,224.19		\$979.27	

**April's numbers are tentative and will go up by the end of the month*

Bobby Collins: Beach and Watts Facility Manager

The Boat House officially opens Saturday, May 6 for the 2017 season. Reservations for boating spaces are currently being processed. Boater can now register for their spaces online in addition to the traditional methods. The deadline for forms to be submitted for renewing spaces is April 15. As of April 1, renewal applications have been strong. Staff expects applications to be in line with 2016 but revenues to increase due to the price increases.

Significant Boathouse upgrades are being completed by the Parks team. These upgrades include new bathroom doors, light fixtures, exterior windows, and staff lockers. New picnic tables have been installed on the Boathouse deck and the new safety boat is currently having its engine installed.

The Beach House will open for the 2017 season on Saturday, May 27. Staff has partnered with 93.9 FM to host a family beach party to promote opening weekend. Beach passes went on sale March 31. The traditional plastic beach token has been replaced this year with a universal pass, which can be used at Watts and Takiff for other passes offer by the Park District. Pass holders will now be required to have individual photos taken and assigned to their pass.

The Park District has partnered with the Wilmette Park District to reduce the cost of training lifeguards and boat staff for each district. On May 20 and 21 staff will train in the Wilmette pool to increase the amount of time practicing in-water drills.

Revenue (as of April 1)	2017	2016	Variance
Summer Boat Storage	\$11,044	\$8,072	\$2,972
Trellis Rentals	\$1,658	700	\$958
Beach Passes	\$2,140	\$0	\$2,140
Sailing Camp/Youth Sailing	\$7,480	\$2,538	\$4,942
Aquatics Camp (New 2017)	\$8,471	\$ -	\$8,471
Total Revenue	\$30,793	\$11,310	\$19,483

Submitted by:
Mike Lushniak, Director of Recreation and Facilities

**Glencoe Park District
Parks & Facilities Maintenance Report
April 2017**

Administrative

I have continued to work with AltaManu regarding the park projects. Bids are out for West Park and Astor Park. In addition, I have been coordinating with Wight Design on the physical upgrades necessary to the Takiff Center related to fitness. With the grand opening of Berlin Park, we will be closing out all the 2016 Master Plan projects.

Grounds/Horticulture

With the poor weather, the horticulture crew has continued to focus on pruning and preseason maintenance. This includes cutting down tall grass, treating buckthorn stumps, and pruning throughout the District. Tom McDonald has continued to coordinate greenhouse use between multiple community organizations.

Pizzo & Associates was out for the first stewardship visit of the season at Shelton Park. As you may remember, we partnered with the Village and Friends of the Green Bay Trail to fund the maintenance of a shared area that has been overrun with undesirable plant material.

Parks Maintenance & Construction

Staff has begun reactivating drinking fountains throughout town, Beach, and Boathouse. Staff has continued to balance seasonal tasks with routine maintenance such as trash removal, snow removal, park grooming, and playground inspections.

Masonry repairs have been scheduled at the Beach and throughout the parks for when the weather warms.

Facilities

Seasonal Beach preparations are in full swing on both beaches. In addition, a major preseason cleanup was performed at the Boathouse. The new kayak racks are complete and the Beach is nearly ready to open for the season.

In starting up the facility, we did discover an issue with the Beach House water main. We have scheduled Demuth of Highland Park to make the necessary repairs.

Once the weather warms up we have a touch up of the railings scheduled. In addition to the railings, staff has been busy modifying the cashier carts for use with new laptops and cash drawers.

Athletic

In an effort to improve field conditions, staff has started the process of renovating the infield at Watts Park. In addition, soil treatments will be added to the park to develop soil that is more conducive to athletic field grass growth. Despite all the rain during the week, the Parks Team had West and Takiff fields prepped for baseball on Saturday, April 8.

Equipment

Staff has completed servicing the small engine equipment in preparation for the spring 2017 season. We took delivery on the two new sports field mowers provided thru the Berlin donation. The new mowers have already been put out into service.

Personnel

Multiple staff members have renewed their pesticide applicator and operators licenses.

Shared Services

The Village of Glencoe has continued to support the Park District by performing maintenance on vehicles. The Park District has supported the Village by mowing Village property. In addition, the Village was also able to utilize the Bid for Landscaping services that we just recently completed.

Submitted by:

Chris Leiner, Director of Parks & Maintenance

Glencoe Park District Marketing/Communications Report April 2017

Social Media/Email

We ended the month of March with 39,312 Facebook impressions (in 2016, we ended the month with 75,846 impressions). We now have 1185 followers on Facebook, 721 followers on Twitter and 649 followers on Instagram. Glencoe Beach has 1,259 followers and Watts Ice Center has 162 followers on Facebook. We sent out several targeted email blasts, primarily focused on special events.

Time Sent	Campaign Name	Total Sent	Open Rate	Mobile Open Rate	Desktop Open Rate	Click Through Rate	Total Unique Clicks
March 30	Beach Passes on sale Friday	4542	24.30%	58.70%	41.30%	10.40%	111
March 29	Spring Egg Hunt	4546	24.50%	60.20%	39.80%	0.70%	7
March 16	Dance Recital 2017	91	65.90%	43.70%	56.30%	23.30%	14
March 14	Broadway Bound Tuesday Class Lion King ticket sales	41	63.40%	54.80%	45.20%	26.90%	7
March 14	Broadway Bound Monday Class Lion King ticket sales	52	67.30%	46.00%	54.00%	17.10%	6
March 9	Family Fun Fest reminder	4546	26.90%	59.20%	40.80%	4.00%	47
March 8	Takiff power issue	91	57.10%	69.90%	30.10%	0.00%	0
March 8	Takiff power issue	91	67.00%	54.40%	45.60%	0.00%	0
March 5	Spring/Summer Registration	4551	25.40%	63.30%	36.70%	7.50%	84
March 3	Family Fun Fest 2017	4556	26.50%	54.30%	45.70%	4.40%	51
March 1	Teddy Bear reminder	682	34.10%	58.50%	41.50%	7.40%	17

Special Events

I worked closely with our Recreation Team to market under-enrolled classes, new adult offerings, Family Fun Fest, and our new Teddy Bear Picnic night. For each event, I created flyers/posters, website graphics, posters, event signage as well as email blasts, social media posts, media pitches.

Real Time Registration

I worked with the Customer Service Team, as well as Recreation Team members to create talking points, email blasts, graphics, and social media messages for the March 8 Real-Time Registration.

Submitted by:

Erin Maassen, Manager of Marketing/Communications



Season Passes go on sale Friday!

Save money with the Early Bird Discount

Get ready for summer fun at Glencoe Beach! For a Glencoe family of four, a season pass now pays for itself in just five visits!

Season passes to Glencoe Beach go on sale Friday, March 31 at the Takiff Center. An [Early Bird Discount](#) on Glencoe Beach season passes will be available March 31-May 9.

This year, beach tokens are being replaced with universal passes. Each pass holder will now be required to take a photo at the start of the season. Photos may be taken at the Takiff Center in advance or at Glencoe Beach when open for the season.

[Visit our website](#)

Get a FREE Glencoe Beach Towel!

The first 50 people to purchase a Glencoe Beach season pass will be given a free beach towel! In order to receive a limited-edition beach towel, you must purchase your season pass in person and take your photo at the Takiff Center on Friday, March 31. Limited quantities apply.



Connect with us



Glencoe Park District | 999 Green Bay Road, Glencoe, IL 60022

[Unsubscribe](#)

[About our service provider](#)

Sent by info@glencoeparkdistrict.com in collaboration with

Constant Contact

Try it free today

FREE! KIDS EGG & DOGGIE TREAT HUNT

Spring Egg Hunt

SATURDAY, APRIL 8
WATTS PARK

START TIMES

10 AM:	AGES 0-3
10:15 AM:	AGES 4-5
10:30 AM:	AGES 6+
10:45 AM:	DOGS



Bring your basket and get ready for an egg hunt on Saturday, April 8! We're hiding eggs filled with surprises throughout Watts Park. After the hunt, join us for crafts, games and photos with the Spring Bunny. This year, there will be different start times for each age group:

10 AM: AGES 0-3

10:15 AM: AGES 4-5

10:30 AM: AGES 6+

10:45 AM: DOGS

In case of inclement weather, the Egg Hunt will be relocated to the Takiff Center. For Special Event weather information please call (847) 258-9050.

[More](#)



Connect with us





Disney's Lion King Jr tickets go on sale Monday, March 20 at 7 am!

Dear Tuesday Broadway Bound Families,

Broadway Bound tickets for *Disney's The Lion King, Jr* go on sale Monday, March 20 at 7:00 am. Please visit the [event page](#) to purchase your tickets. Online tickets are \$13 each and online sales will end Thursday, June 1 at 9am. Advance tickets are only available online. Unsold tickets will be available at the door before each performance for \$15 each.

[Purchase Tickets](#)

The Tuesday class will perform in two shows:

- **Cast A Performance:** Saturday, June 3, 2:30 pm
- **Cast B Performance:** Sunday, June 4, 5 pm

The following roles are considered Cast A or Cast B and are in one performance only: Rafiki, Mufasa, Simba, Nala, Young Simba, and Scar. All other roles and the ensemble will perform in both the Saturday and Sunday shows.

After you have completed the online purchase, your tickets will be emailed to you. **Please print and bring your tickets to the theater for the particular performance you have selected.** There are **no refunds or substitutions so be careful in selecting the correct performances!** There are no restrictions on number of tickets purchased, and you may purchase up to 20 seats at a time.

IMPORTANT: Eventbrite will automatically give a suggestion for the best seats available. You will be able to pick your seats according to what seats are available for online tickets. However, this feature REQUIRES an **updated browser** for it to work properly. If you do not have an updated browser, Eventbrite will pick the best seats available for you and the option to choose your own seats will be unavailable. Also, please note if you are purchasing for a large group, you may want to split up the tickets to get seats closer to the stage. Matz Hall is a small auditorium and all the seats have excellent stage views.

Please share the [online ticket link](#) with family and friends that are interested in seeing this great show! It's clearly one of Disney's finest!

DVD purchasing information and the parent volunteer form will be emailed after Spring Break.

Sincerely,

The Broadway Bound Staff

Connect with us



Glencoe Park District | 999 Green Bay Road, Glencoe, IL 60022

[Unsubscribe](#)

[About our service provider](#)

Sent by sbriskman@glencoeparkdistrict.com in collaboration with



Try it free today



Teddy Bear **PICNIC**

11:30 AM-1:30 PM | Saturday, March 4 | \$8/10 per child

Bring your favorite stuffed friend for a bear-y fun afternoon, with delicious treats, furry-friendly activities, themed crafts, a special story circle! A keepsake photo will be taken of each child and their stuffed friend to take home. Recommended for families with children ages 2-8.

[Register Now](#)

Registration deadline now March 2!



Connect with us





Dear Dance Families,

We are very excited to announce our Glencoe Spring 2017 Dance Recital! The Recital will be held on Sunday, May 21 at 2:00 pm at Regina Dominican High School, 701 Locust Road in Wilmette. Doors will open at 1:15 pm. Seating is on a first come, first served basis.

Tickets are \$8.00 in advance; advance sales will end on Monday, May 8 at 5 pm. Tickets will be mailed on Friday, May 12, to your home. After May 9, tickets will ONLY be available for \$10.00 at the door the day of the performance. Please download the [Ticket and DVD form here](#) to purchase your tickets and DVDs for the show. If there is someone in your party who need special seating, please email Helen Boris in advance at huf99@aol.com.

[Ticket/DVD Form](#)

All costume fees have been included in the tuition for the semester and are arriving daily.

Instructions for the Sunday, May 21, Recital:

- **Preschool dancers should arrive in costume by 1:15 pm.** All other students should arrive, in costume, by 1 pm.
- For the show, if desired, light makeup, lipstick, eye shadow, mascara, and blush may be applied at home; makeup will also be available at the venue. All girls' hair should be tied up in a bun, ponytail, or pulled back with pins or barrettes. Appropriate shoes should be worn by each dancer, i.e. gym shoes for hip-hop, jazz shoes for jazz, and ballet slippers and tights for all ballet classes.

For the Friday, May 19, Dress/Tech Rehearsal:

- Please note there is a mandatory **Dress and Tech Rehearsal on Friday, May 19** between 4:00 and 6:00 pm at Regina High School.
 - Preschoolers will be dismissed not later than 5:00 pm from the Dress Rehearsal. Maura's Friday afternoon 3:00 pm Hip Hop will be held **only at Regina on that day (not at Watts)**. Please arrange for your child to take alternate transportation home from South School on that day.
- Costumes and dance shoes necessary only; no makeup for the dress rehearsal.

The Recital will be filmed professionally; we therefore request there is no flash photography or videography outside of your seat during the show. The show is being filmed by Split Film Productions. The videographer, Brian Kaemper, will be offering you a Blu-Ray DVD option for \$35 that will come with one FREE standard DVD. You will also be able to order and purchase a standard DVD for \$25 each. Check out Brian's work at www.splitfilm.com.

Volunteers are needed the day of the show! If interested, please check the appropriate box on the ticket form. If you have any questions, please contact Helen Boris at huf99@aol.com.

Sincerely,

Helen Boris and the Performing Arts Dance Staff



Connect with us



FAMILY FUN FEST

TAKIFF CENTER

FREE
2-4PM
SUNDAY

MARCH 12

MUSIC DANCE GAMES
sports ART entertainment
FOOD & MORE

SPONSORED
BY



Come see the wide variety of activities your family can enjoy together! Family Service of Glencoe and Glencoe Park District are coming together to present games, crafts, and activities. Try mini-classes and activities from Glencoe Park District instructors! All children must be accompanied by an adult.

[More](#)

Connect with us



The summer countdown is on! [Register](#) before MIDNIGHT on February 28 to lock-in the Early Bird Discount on Glencoe Park District summer camp prices!



Register for camp by MIDNIGHT on Tuesday, February 28 to lock in the Early Bird Discount!

Countdown to Summer Fun!

Spend the summer running, swimming, exploring, and creating! Glencoe Park District Summer Camps include all your favorite activities as well as exciting new field trips and special events. Register for eight, four, or two week sessions and choose full or half day options. Check out our [Camp Guide](#) for program details, extended care options, and specialty camp information. To register for a camp listed below, click on camp title.

- [Teddy Bears](#) (Age 2) *Limited Spots Available!*
- [Panda Bears](#) (Age 3) *Limited second half Spaces Left!*
- [Koala Bears](#) (Age 4) *Limited Spots Available!*
- [Safety Town](#) (Ages 4-6)
- [Kinder Korner](#) (Entering Kindergarten) *Limited Spaces Left!*
- [Sun Fun](#) (Grades 1-3)
- [New! Aquatics Camp](#) (Ages 9-13)
- [New! Sailing Camp](#) (Ages 9-13)
- [Camp Adventure](#) (Grades 4-6)
- [Action Quest](#) (Grades 6-9)
- [Counselor-in-Training](#) (Grades 7-10)

2



REGISTER NOW



Find out why 95% of parents recommend Glencoe Park District camps.



Glencoe Park District | 999 Green Bay Road, Glencoe, IL 60022

[Unsubscribe](#)

[About our service provider](#)

Sent by info@glencoe-park-district.com in collaboration with



Try it free today



[Read the Spring/Summer Guide](#)

Resident **Registration**
for Spring/Summer
Starts at

7 AM Online
&
8 AM In-Person

on

Wednesday,
March 8

Learn. Play. Move.

Discover what Glencoe Park District has to offer this
spring/summer!

We've increased our bandwidth and taken extra steps to ensure online
registration is the quickest and most convenient way to register!

Online registration for spring/summer programs starts at 7 am on **Wednesday, March 8.**

Online registration is the BEST way to ensure your registration. If
you do not have access to the internet at home, a computer kiosk
will be available for use at the Takiff Center on March 8
beginning at 7 am.

Registrations will be accepted in-person at the Takiff Center
Registration Desk at 8 am on Wednesday, March 8. If necessary,
a number will be assigned to those who wish to register in-person
and registrations will be entered on a first come, first-served basis.

Registration **forms** that are dropped-off, mailed, or faxed to the
Takiff Center will be processed as time permits and in the order
they are received.

In order to access the online registration system, we suggest you set
up a **household account now and confirm your
username/password are correct**. That way, on March 8, you will
be able to log in, click on the programs you want, enter your
credit card payment (Visa or MasterCard), and confirm your
registration immediately.

If you already have an account with us, we ask that you please
confirm that both your Username and Password are correct. If you
are experiencing any difficulty, in order to avoid any problems
on the actual day of registration, please call the Park District up to
the day before at (847) 835-3030.

Register at www.glencoeParkDistrict.com



Glencoe Park District-999 Green Bay Road, Glencoe
847835.3030 - www.glencoeParkDistrict.com

SAFETY COMMITTEE MEETING

Agenda and Minutes

Wednesday, March 16, 2017 / 11:00 a.m.
(Please Note: Items in **red** print require action)

1. Call to order at 11:07 a.m.

Roll Call: Present: Chris Leiner, Carol Mensinger, Mike Lushniak, Liz Visteen, Paul Goedjen, and Lorise Weil. Absent: Lisa Sheppard and Naomi Garvett.

2. Review of the Minutes: The Safety Committee Minutes from February 15, 2017 were reviewed and accepted.
3. Accident/Incident Review: Carol reported that there were three (3) minor accident/incident reports, all non-reportable.
4. Open Claims: Carol reported that we had one (1) vandalism property claim at Berlin Park. The Watts compressor claim was denied.
5. Carry Over Items:
 - a) Lorise asked about the AED doors, which ring a local alarm, as well as our alarm company. When sounded, this local alarm would hopefully alert someone to call 911. Chris asked **Paul** if he could please cancel the AED doors from auto-dialing our alarm company, as this additional alarm is not really needed.
 - b) Carol asked Chris about lead testing. **Chris** stated that an outside firm will be testing all water at the Takiff Center, as well as other areas. This testing will take place sometime during the week of August 21-25, 2017.
 - c) Lorise mentioned that the arrows in the parking lot are starting to fade. **Chris** said that he will be able to have them repainted this summer. He will also repaint the handicapped accessible signs too.
6. Certificate of Insurance Information: Please continue to submit any needed Certificate of Insurance information as requested. Carol sent out a list of expired COIs that need to be updated. She stated that this list should be updated on a monthly basis. Chris asked everyone to make sure that every COI is updated on the P:Drive.
7. New Items:
 - a) Regarding fire drills during inclement weather, it was decided that no storage containers will be installed to stow blankets. In addition, no emergency backpacks will need to be carried out. The only requirement is that the bags of blankets, both Mylar and fleece, will need to be brought outside for the children.
 - b) Carol gave a follow-up on the PDRMA award; \$250 will be distributed to each department, so that the department can either conduct a safety-related event, or purchase a safety-related item.
 - c) Three (3) new AEDs will be installed this year, per Mike.
 - d) We have newly updated facility inspection forms now for use, per Chris.

Adjourn: 11:36 a.m.

The next meeting is scheduled for Wednesday, April 19, 2017 at 11:00 a.m.

IX. Executive Director's Report

Glencoe Park District
April 2017 Board Meeting

Glencoe Park District Executive Director's Report April 2017

Glencoe Beach

The Parks Team and the Facilities Team are already busy getting the Beach ready for the season. On the Beach House, staff have cleaned and painted the concession stand in anticipation of the new concession vendor along with deep cleaning of the Beach House. The Beach House water main also had an issue and work is scheduled to repair that prior to opening for the season. Outside Beach improvements include touch up painting of the pier railings, new garbage cans, grading of the sand and routine maintenance on playground equipment, picnic tables, and terrace. Staff has also identified some repairs that need to be done on the steps leading down to the Beach. We are currently lining up a contractor to make repairs, but we are waiting for the weather to change because mortar does not set well below about 50 degrees. On the boating side, we are doing a deep clean, disposal of items, cleaning, organizing, and painting the Boat House and completing interior repairs to the restrooms, new windows, tile floor led lights picnic benches outside painted floors and walls and storage system in addition to building new paddleboard and kayak racks.

Parks

It is that time of the year where the weather suddenly turns nice and everyone is out and about. The Parks Team has a detailed list of spring projects in which they prioritize depending on activity schedules. You will see our team preparing the Beach, athletic fields, mulching pathways, and planting flowers. They will also be painting Holmes Warming Shelter which houses the Glencoe Youth Services Program by the end of April. In addition, the team is slowly replacing the older dog waste stations to new, more environmentally friendly bags, which are also less expensive for the District.

The Special Projects and Facilities Committee met on April 6 to discuss the park on Jefferson and Vernon. The Committee recommended that the playground replacement be discussed and planned for this fiscal year with replacement occurring next spring. The Committee acknowledged that the discussion, planning, and community input, and then bidding for the project would make it hard to replace this year.

We have had a lot of rain the last week, which has resulted in pooling water at many of our parks. I would also like to make you aware that most of our parks have no drainage systems. Most parks are designed to retain water during heavy rains, in an effort to prevent neighboring basements or streets from flooding. In addition, the soil in Glencoe is clay-based and drains slower than you may see in other communities. As in the past, you will see some pooling of water when we have a large amount of rain, like we have experienced in the last couple of days.

We are aware of the puddling on the new pathway at Kalk Park. The puddling is a result of soil compaction from construction equipment and the addition of sod at the end of the park renovation. This spring, once weather conditions improve, staff will be regrading that area to ensure the path stays dry during normal rain storms. Small tweaks of this nature can be necessary

after the first winter of new park renovation. I would also like to make you aware that Kalk Park has no drainage system and adding a drainage system was not part of the scope of the 2016 park renovation plan, so you will see water retention during heavy storms in the main park area.

Staff Training

We will once again be holding an All Staff Training on Thursday, June 1 from 6:30-8:00pm. More information on this training will be in the May report, please feel free to join us for some or all of the training.

Teacher Appreciation Week

The week of April 27 is Teacher Appreciation week! I have to tell you that Glencoe Park District is very fortunate to have the most creative, caring, and enthusiastic teachers! A big thank you goes out to all of them for their dedication to the children of Glencoe. On April 27, the Parents of ELC and Children Circle students are hosting a lunch for our wonderful teachers.

Programs and Special Events

I had the opportunity to observe many programs and events during the last month. I continue to be impressed by how well attended our special events have been and how they have been embraced by the community. The Spring Egg Hunt at Watts Park on April 8 was a big success. In addition, I have had the opportunity to read monthly and learn about the curriculum in the ELC and Children Circle program. Our students love to have special readers come to our program, if you are interested in reading to our children please let me know and we will schedule a time.

Melvin Berlin Park

“Opening Day” for Melvin Berlin Park is on April 28 at 6:00pm! We are excited to open this new field and park to the community and hope that you will all be there to celebrate the completion of this wonderful project.

West and Astor Playgrounds

Bids are out for both Kalk and Shelton Parks. We have the bid opening scheduled for West and Astor Park on Friday, April 28. After the architect and staff review the bids, we will provide the Board with the bid results and a recommendation for Approval on May 2.

Beach Passes

As you are aware, each pass holder will now be required to take a photo at the start of the season, photos may be taken at Takiff Center in advance or at Glencoe Beach when open for the season, whichever is most convenient for the pass holder. It takes less than a minute. The pictures are part of a software upgrade, which will allow us to take credit cards, staff the Beach according to usage, and streamline the entrance process so it’s faster for everyone to get in.

We have also rolled back resident prices and increased nonresident fees this year. The daily admission for adult residents is \$7, while nonresident adult daily admission is \$14. An individual season pass is \$76 for residents and \$106 for nonresidents (in 2016, it was \$81 for residents and \$102 for non-residents). Additional household resident passes are \$10 each (compared to \$20 each in 2016). A pass for a family of four pays for itself in five visits.

Freedom of Information Report

There was one FOIA requests this month from Jeffery Heftman requesting information on Jefferson and Vernon Park. This was received on Monday, March 20 and responded to on Tuesday, March 21.

NSSRA Shining Stars Awards and Recognition Banquet

The NSSRA Shining Stars Awards and Recognition Banquet will be held on Friday, April 21. At this banquet, they take the time to honor the Adult Participant of the Year, Advocate of the Year, Family of the Year, Friend of the Year, Gator Athlete of the Year, Partner Agency of the Year, Program Staff of the Year, Volunteer of the Year, and Youth Participant of the Year. As I reported before, Glencoe Park District was named Partner of the Year. Carol and I will be attending to accept on behalf of the Board and Staff.

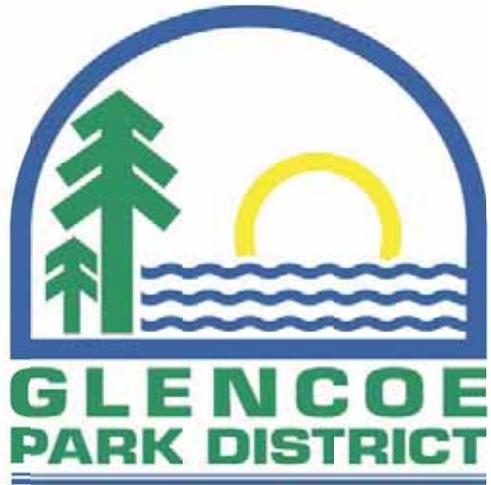
Watts Advisory Group

Included in the packet is an application for a resident that would like to serve on the Watts Advisory Group. This Advisory Group is not full. Staff recommends approval for a four year term.

Submitted by:
Lisa Sheppard, CPRP
Executive Director

X. Watts Ice Center Report 2016-2017

Glencoe Park District
April 2017 Board Meeting



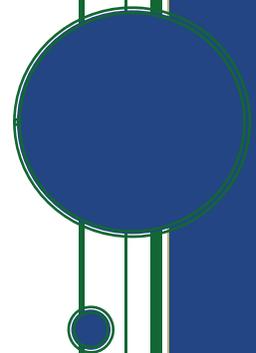
WATTS ICE CENTER

2016-17 Annual Report

The following report outlines the operation of the Watts Ice Center, a Glencoe Park District facility, during the 2016-17 season. The report reviews operations using historical data, financial and participation information, as well as participant feedback and review of operating procedures.

Michael Lushniak, Director of Recreation and Facilities
Bobby Collins, Beach and Watts Facility Manager

4/18/2017



Watts Ice Center

2016-17 Annual Report

Table of Contents

Introduction	2
Staffing & Training	2
Marketing & Promotion	3
Facility Upkeep and Improvements	5
On-Ice Programming.....	6
Public Skate & Open Hockey.....	7
Ice Rentals.....	9
Room Usage	10
Special Events	10
Patron and Participant Feedback.....	11
Financial Data & Future Planning	13
Appendix A: Weekly Drop-In Schedule.....	17
Appendix B: Rink Operational Data	18
Appendix C: Rink Pricing/Comparisons.....	19

Introduction

This annual report is an overview of the facility, programming information, operations, and financial data for Watts Ice Center during the 2016-2017 season. Watts Ice Center is comprised of a programming room, recreation room, outdoor full sheet ice rink, and outdoor studio sheet ice rink. The facility offers additional amenities including skate rental, skate sharpening, two locker rooms, basic pro shop items for sale, and a small concessions stand.

Facility Staffing and Training

Watts Ice Center is overseen by the full time Beach and Rink Facility Manager. This position was held by Bobby Collins for the 2016-17 season. Bobby joined the park District in April 2016 and this was his first year of Watts operation. This position oversees the all-encompassing operations of the Ice Facility. Additionally, Jack Dittrich, Luis Diaz, Matt Torre, and Mary O'Sullivan worked as Assistant Managers and helped with private facility rentals, ice rentals, and training.



The full time maintenance staff also played a significant role in staffing the Watts Center. The maintenance staff was responsible for Zamboni operation each morning from Monday-Friday. Members of the Facilities staff also played a significant role in cleaning the facility and clearing snow in conjunction with part time staff.

Watts Ice Center is heavily dependent on part time seasonal staff to operate the rink on nights and weekends. Part time positions consist of cashiers/desk attendants, party attendants, skate guards, and assistant managers. Assistant managers are a key part time position and were staffed on weekday afternoons, evenings, and on weekends to operate the Zamboni, oversee facility operations, respond in the event of an emergency or injury, follow cash handling procedures, oversee other part time staff, and perform routine cleaning of the facility.

Pre-season training sessions were held before the 2016-17 season for all staff working at the Watts Ice Center. This year, each manager also received a comprehensive training to operate the Zamboni to ensure the ice was always in the best possible condition. Five sessions of training were additionally held for all Zamboni Drivers from both the full-time staff as well as part time Assistant Managers. This training covered topics including Zamboni operation, facility cleaning, and ice maintenance expectations. Additionally, pre-season training was held for each specific position at the rink including front desk staff and skate guards. Topics of these trainings included job specific functions, safety and risk

management, RecTrac registration software training and customer service.

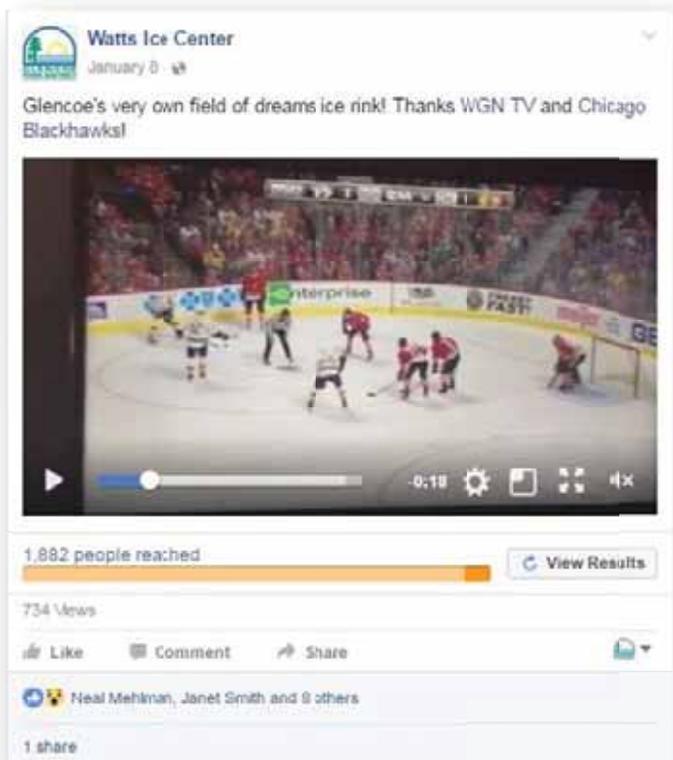
Marketing & Promotion

Signage

Erin Maassen, Manager of Marketing and Communication, worked with Watts staff to add a second TV to front counter at Watts to display the weekly schedule and daily admission fees. By adding a second TV, information is able to be updated as needed and has eliminated purchasing new schedule/pricing signs each year. Both TVs are integrated with REACH, which links to the RecTrac system and gives Watts a consistent look with the Takiff Center.



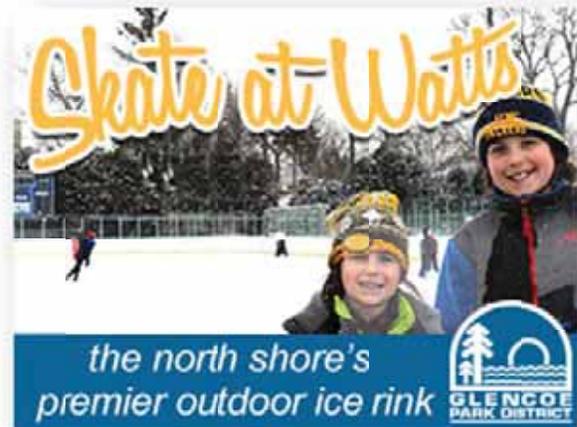
Staff also added new dry erase white board signs to the locker rooms to easily communicate team assignments. Safety signage was added and updated and more snap frames were installed throughout the facility to display photographs of participants. The snap frames allow the photos to be rotated out on a seasonal basis with pictures, promotional materials, and facility information.



Promotion

Watts Ice Center marketing begins with the Fall Guide, which included a preview of special events and season dates. Further details on skating classes and hockey programs, as well as season passes and private rentals, was included in the Winter Guide, which was sent to residents the week before Thanksgiving. Articles were also included in the Winter Glencoe Quarterly, which was sent to residents the week before Thanksgiving.

To prepare for opening weekend, targeted email blasts, social media posts and signs were created for Takiff Center and Watts Ice Center. Opening Day was re-branded as Black Ice Friday, and information was included in the Kalk Park opening marketing materials (including announcements at the event, signs at the park, email blasts, flyers, and media releases). 93.9MyFM also attended Black Ice Friday and promoted the event on the radio.

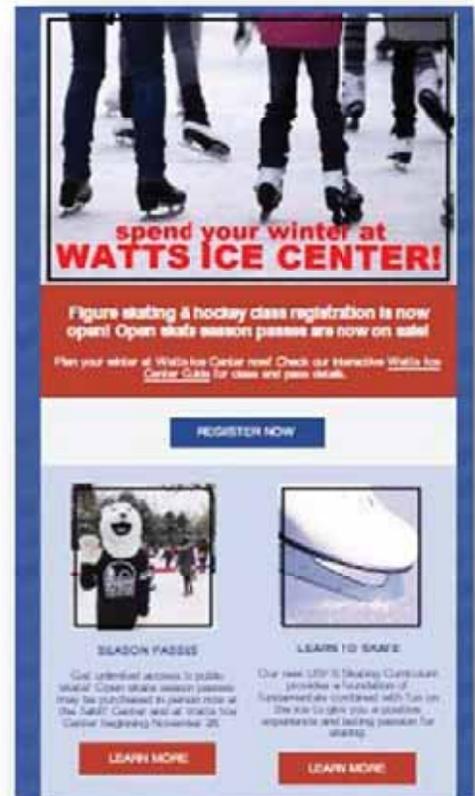
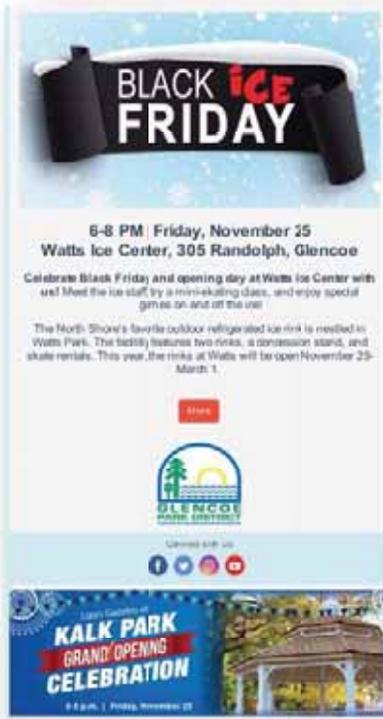


Throughout the Watts season, marketing staff and Watts staff sent email blasts targeted to specific audiences to communicate season pass sales, ice rink rentals, Family Skate Night, winter break activities, as well as Watts Below Zero.

Graphics for skating classes, rentals, and passes were included on the Glencoe Park District website and television screens. Information for the season was updated on the website to reflect special events, pricing, and rental possibilities.

In addition to the Park District's general presence on Facebook, Twitter,

Pinterest, Instagram, YouTube, and LinkedIn, Watts Ice Center has a Facebook page. Information was shared on both the general social media pages, as well as the specific page, including short videos and photos. The Manager of Marketing and Communication also purchased website ads on several seasonal landing pages for the Chicago North Shore Visitor's Bureau, directing interested people to our website.



Events were also shared on local media calendars, including the Glencoe Anchor, Glencoe News, and Chicago North Shore Visitors Bureau. Reporters also attended several special events (Black Ice Friday, Watts Below Zero, Blackhawks Night, etc.).

Facility Upkeep and Improvements

Facility Repairs

This season, the Parks & Maintenance Department placed a strong emphasis on the appearance of the Watts facility. The exterior siding was painted, the entire first floor was painted in preparation for the season and several windows were replaced.

Staff also buffed all boards and repainted blue and red lines, broken or cracked glass was replaced. Additionally, repairs were made to the security cameras and radio system.



Refrigeration Repairs

Multiple preventative repairs were necessary to the refrigeration system to maintain optimal playing conditions. In a preventative manner compressor #1 was rebuilt prior to the start of the season. In addition, all the pressure relief valves on the cooling system were replaced to ensure continued code compliance. This included replacing pipe, valves and several control components. Several repairs were

made to the cooling tower itself prior to the season to minimize the risk of break down.

By replacing the components, all three compressors continued to function throughout the entire season. The facility did suffer two shut-downs as a result of power brown-outs. During these power fluctuations electrical components were damaged in the compressor controls and required replacement with on-hand parts. At no time during the season did equipment break down as a result of component failure.

Cooling Floor Issues

A thorough diagnostic and leak checking process was completed in the fall and winter of 2017. Based on pressure testing and finally an acoustic leak test staff has narrowed down the location of the leak, thus allowing the staff to take the next steps in repairing the floor.

Facility Improvement

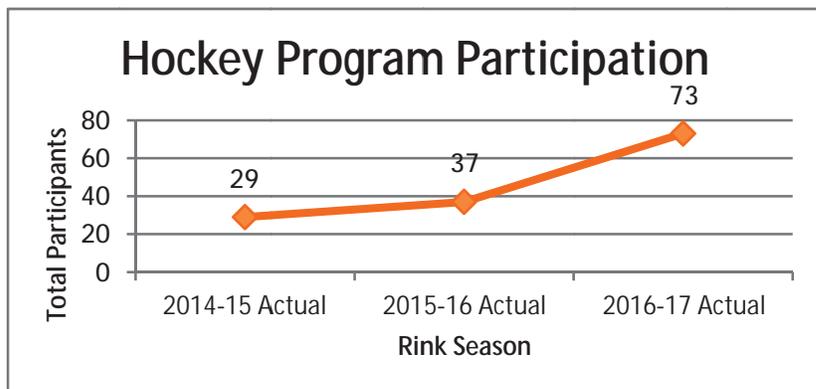
Improvements were made throughout the Watts Facility. The rubber floor was replaced in the programming room giving it an updated feel. Landscaping in the front of the facility was renovated to provide a more welcoming appearance incorporating flowers, shrubs, and grass. By partnering with the Village of Glencoe, the Park District was able to have concrete repairs at the facility



made thru the Villages sidewalk contract. This approach saved the Park District significant staff time eventually lowering the financial cost. Before the season began staff added a coffee nook for customers and replaced the counter in the manager’s office.

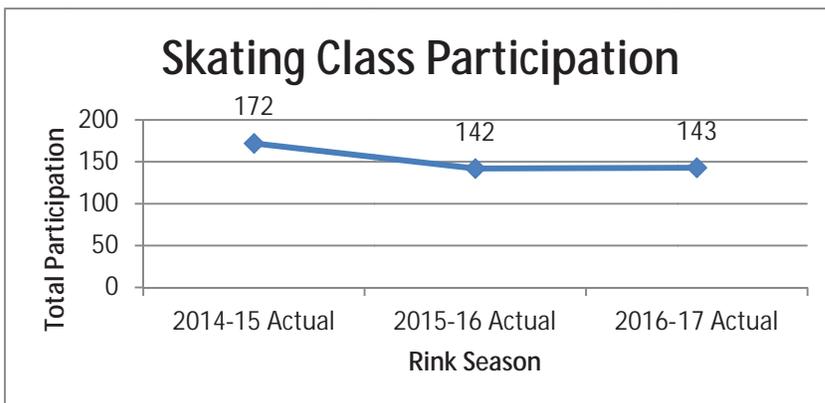
On-Ice Programming

There are a wide variety of programming opportunities available both on and off the ice at Watts Ice Center. On the ice, figure skating and hockey lessons are available for novice and intermediate youth skaters and hockey players as well as adults.



The Watts skating program

follows The United States Figure Skating Association (USFS) class offerings and curriculum, which is a change from previous seasons when the Ice Skating Institute (ISI) curriculum was used. Watts Ice Center offers USFS levels for skaters ages 3-14 and adults. The programs range from introductory classes to classes for those with intermediate skating experience. Classes are divided into progressive levels allowing children to learn the fundamentals of



skating with peers who have similar skating abilities.

In the event that a group of skaters were unable to attend the lessons offered at their level, instructors and rink management provided a personal experience

allowing them to set up a separate lesson at a day and time that worked with their schedule. Pricing for personalized group lessons is similar to traditional classes with a minimum of 6 students. Staff ran three custom classes during the season and sees a trend in more custom class offering in the future.

Due to the introduction of full day kindergarten at South School, Kinderblades did not run this year. In previous years, this program was run in conjunction with the half day kindergarten program at South School. Participants were walked from school to the ice rink and receive lunch, a skating lesson, and unstructured time on the ice. Other pre-school and kindergarten classes are being explored for the 2017-18 Watts season.

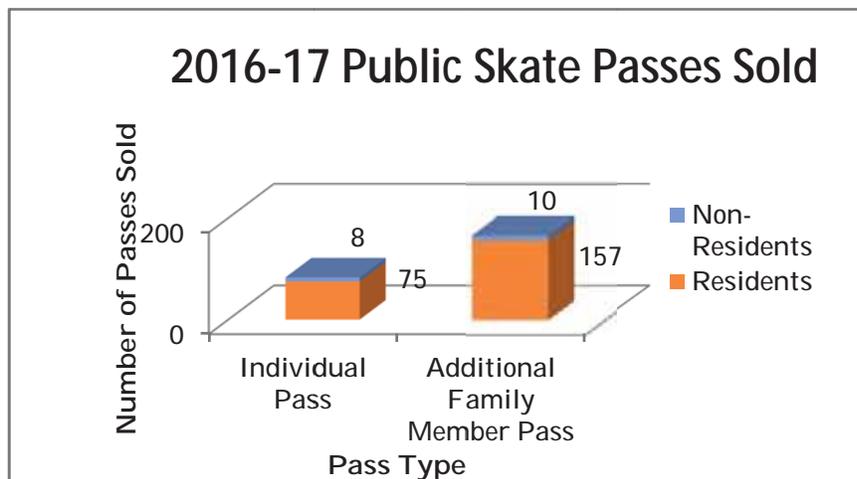
Starting in January 2017, the Belugas class from Children’s Circle skated at Watts on the second Monday of every month. This addition to facility programming used ice time that was not normally used and provided an added value to the Children's Circle Daycare program. The class was very popular with the preschoolers and parents. Many of the skaters also enrolled in skating lessons.

Watts Ice Center also offers basic hockey classes through partnering with the Minor Hawks program. Classes begin at age three and go up through adult beginner classes for ages 14 and up. The Minor Hawks program offers both learn to skate and beginner hockey classes. These classes set the foundation of learning to play the game and the basic fundamentals associated with hockey. In addition, intermediate and advanced classes are offered to teach young players teamwork, game play, and rules through cross-ice practices and innovative drills.

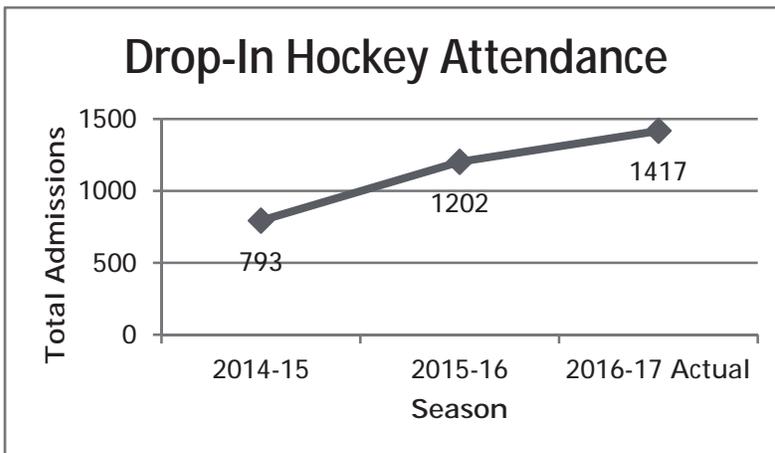
This season saw a significant increase in participation of the Glencoe Park District Hockey program. Both revenue and participation was higher than the previous two seasons. Revenue jumped to \$5,886 from \$4,828 in 2015/16, with 73 participants compared to 37 in the previous year. Staff will look to maintain this positive trend.

Public Skate and Open Hockey

Public Skate and Open Hockey are the most popular programs offered at Watts Ice Center. For a complete weekly schedule of drop in program times, please see Appendix A. Public Skate offers unstructured skating time where members of the community can enjoy skating in the outdoors on



the main or studio rink. Skaters can purchase a season pass for \$60 (+ \$28 per additional family member) from 11/1-11/25 or \$76 (+ \$33 per additional family member) from 11/26-2/28. If skaters don't purchase a season pass, the daily admission fee is \$8 for adults and \$5 for kids. Public Skate is staffed by rink guards as well as a front desk attendant who issues rental skates for a cost of \$4. Public Skate revenue has been in decline since 2013-14 but remain steady in 2016-17. However this year there was a small uptick in season pass sales. Staff will be examining ways to increase both pass sales and daily revenue for Public Skate moving forward. More than 90% of passes were purchased by residents with 250 total passes being sold this year. Families can purchase the first pass at full price, but then have the ability to purchase additional passes at a reduced cost.



Drop in hockey programs at Watts Ice Center has taken on many different forms and has grown in success over the past few years. Open Hockey allows players of varying age groups to hit the ice and either partake in a scrimmage game or practice skills in an unstructured environment. Helmets and sticks are required for all hockey players and

additional pucks, laces, and tape are also sold at the front desk. Players can either purchase a 10 punch pass for \$65 or pay the daily admission fee of \$8. Watts also offered Adult scrub, which is a pickup game for 30+ year olds every Sunday morning (max: 24 people). The 2016-17 rink season offered almost 40 hours of drop in hockey during a regularly scheduled week and 28 hours of Public Skate each week.

The trends for drop in hockey show an increase in revenue and usage year over year. A large part of this increase this year was a focus on revenue collection. Front desk staff took a firm approach to ensure everyone on the ice had paid admission to skate. Staff will continue to look for ways to encourage growth in this area. While adding more time for drop in hockey may or may not be possible, the ability to open up current sessions for a wider variety of ages might continue usage and revenue trends in the upward direction.

Private Ice Rentals

Watts Ice Center is available for private use in addition to Glencoe Park District run programs and ice slots. The chart below indicates pricing of the ice rink in the 2016-17 season.

2016-17 Watts Hourly Ice Rink Rental Pricing

	Non-residents	Residents
Main Rink	\$285	\$260
Studio Rink	\$170	\$155

**Consistent weekly renters receive a discounted price of \$230 for the main rink.*

There are a number of rental groups that use the facility on a consistent basis. The largest rental group is the Winnetka Hockey Club, who uses the ice for overflow games and practice times for their teams outside of their home rink. Other hockey organizations that also rent ice include Glass hockey, The Wilmette cougars, Harrison/Talbot Hockey and Kelly Hockey. In addition to hockey club rentals, Watts Ice Center books private rentals. Consistent groups rent the rink week after week to play pick-up hockey games with friends. Private rentals also come in the form of one time rentals for special events, private parties, or pick-up hockey groups. Additional amenities such as a Watson visit (\$35/hour) and broomball equipment (\$25) are also offered. Renters may choose to rent the entire facility (\$2000) or purchase a party package (\$275/300 R/NR) that includes one hour on the studio rink and 2 hours in the rec room.

The current ice rental trend is towards the negative, both in hours rented and revenue collected. This was compounded with the challenging weather conditions in the 2016/17 season. Significant rental hours were refunded when the facility closed in mid-February due to unseasonably warm temperatures for a number of days in a row. Additionally, Winnetka continues to scale back their rental hours due to a recently added outdoor ice sheet that was installed in that community. Staff is looking for ways to offset this loss in revenue either through finding new renters to purchase unfilled ice or develop in-house programming to ensure ice is scheduled and used efficiently. Staff is looking at expanding broomball and beginner scrub hockey options for the 2017-18 season to improve ice utilization.



Room Usage

Rooms at this facility are utilized both during the rink season and in the summer months. In the fall, winter and spring, the Programming room is booked with Kids Club both in the mornings and in the afternoons. This is a new use of the facility, as this program was normally housed at Takiff. The proximity to South School has increased participation. There are also additional Glencoe Park District programs that utilize the space at Watts. The Multipurpose Room, which has ballet bars and mirrors, offers a number of dance classes including Hip Hop and Ballet. This room also houses drama classes including Little Footlighters and Jr. High Improv.

In addition to Glencoe Park District programming, the Recreation Room is available for private rentals. The room rents for \$80/hour with the option for liquor liability to be purchased for an additional charge of \$175 and kitchen use for \$25.

In the summer months, Watts is the daily home to the Action Quest camp from 9:15am-3:15pm, which serves campers in grades 6-9. Staff will continue to look for ways to effectively use the space at Watts both during the rink season as well as during the summer months. With the transition from half day to full day kindergarten, staff will re-evaluate the usage in the program room including its ability to serve as a third and fourth locker room for hockey usage.

Special Events

The Watts Ice Center is home to a number of special events during the ice rink season. Special events are meant to get members of the community out to the facility as well as draw in new customers who might not usually come to the rink. Below is a short description of some of the special events enjoyed during the 2016-17 season.

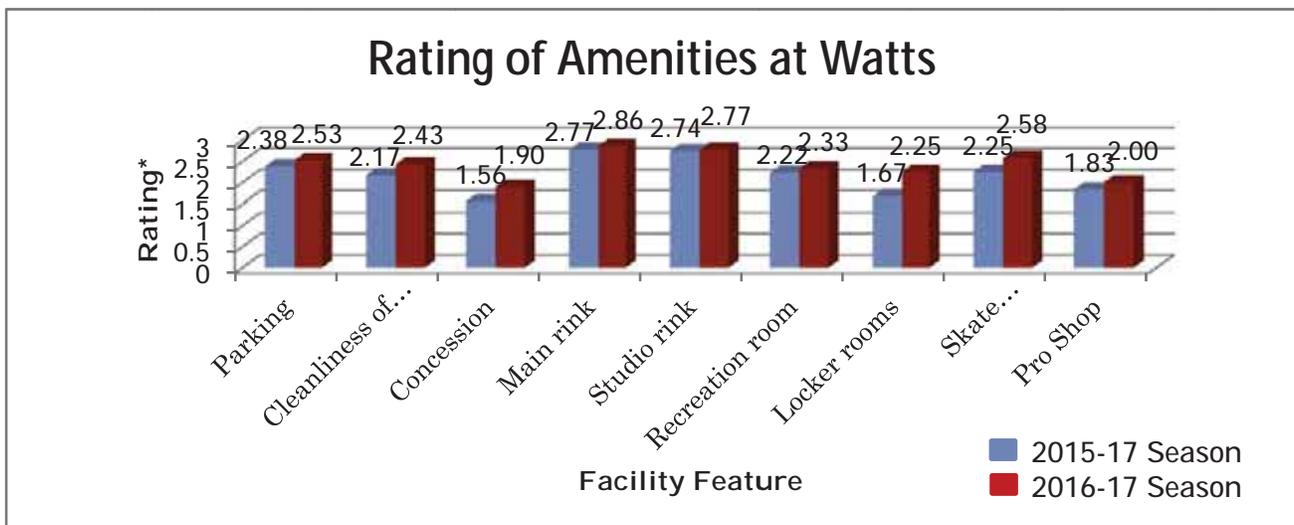
- Black Ice Friday (November 25) – This Black Friday event was a well-attended celebration of Watts opening for the season and was held as one part of a day of events including the opening of Kalk Park followed by the Village lights ceremony. Daily Visits, Open Hockey and Pass sale were strong the entire opening weekend.
- Blackhawks Night (December 16) – One of the best special events of the year, Blackhawks Night was a huge hit with a large crowd, snow, and a festive atmosphere. Rink staffs capitalized on their Rink Partnership Agreement with the Chicago Blackhawks to have Tommy Hawk (the Blackhawks mascot) mingle and take photos with event guests. Throughout the night Blackhawks tickets and memorabilia was raffled off.
- Watts Below Zero (January 16) – The signature special event at Watts featured ice sculpting, dog sled demonstrations, ice painting, and a variety of concessions food. This year's 'Watts Below Zero' was well attended even with the challenging rainy weather conditions. Families enjoyed carnival games, broomball, public skate, face

painting and a visit from Elsa and Anna from the movie Frozen.

- Teen Skate Nights (January 27 and February 24) – A popular evening for teens in Glencoe and surrounding communities featuring pizza, hot chocolate, s'mores by the fire, games, give-a-ways, and ice skating. Unfortunately the teen skate night scheduled for February 24 was canceled due to Watts closing early, but the January event saw a very good crowd.
- Blackhawks Intermission skate (February 26) – Continuing with the focus to build the Watts skating program, staff worked with the Blackhawks to create a unique and memorable experience for our skaters. Watts's skaters competed in a skills race during the Blackhawks game intermission at United Center. Our skaters proudly represented Glencoe and made it a fiercely contested race in front of over 20,000 spectators.

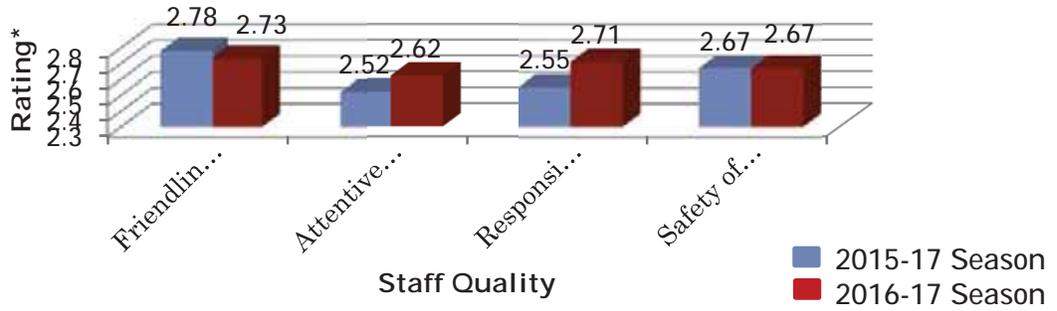
Patron and Participant Feedback

At the end of each season, staff asks rink users for their feedback about their experience at the facility. This data is gathered through an email sent out to rink users including renters, pass holders, and program participants. Users are asked to click a link which takes them to an online survey through the use of the www.surveymonkey.com website. This year, 49 responses were collected from people. Below is a graphical analysis of the results including some comparisons from last year's results.



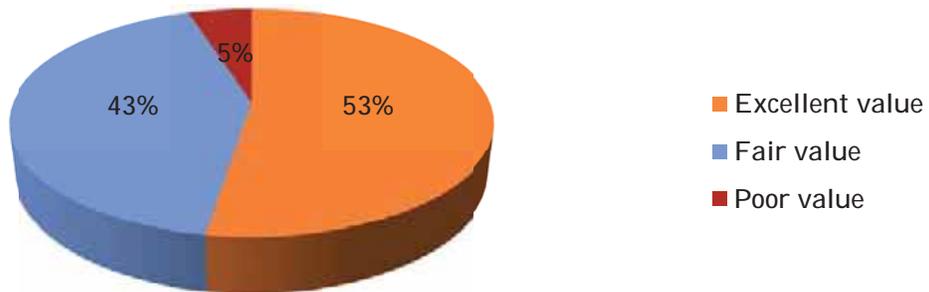
**Ratings are based on a Good, Fair, Poor scale. Numerical data was assigned to answers - 3 is the highest score and 2 is the average.*

Ratings of Staff at Watts

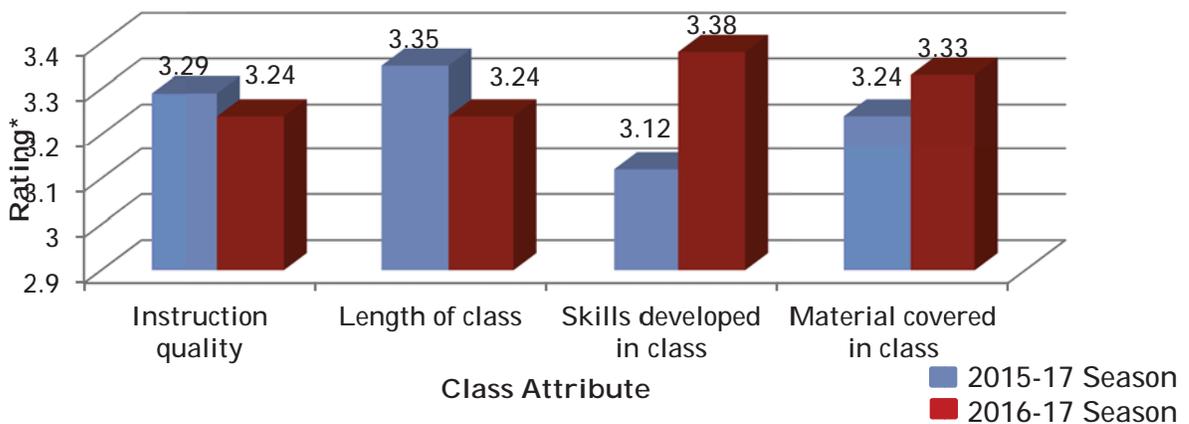


*Ratings are based on a Good, Fair, Poor scale. Numerical data was assigned to answers - 3 is the highest score and 2 is the average.

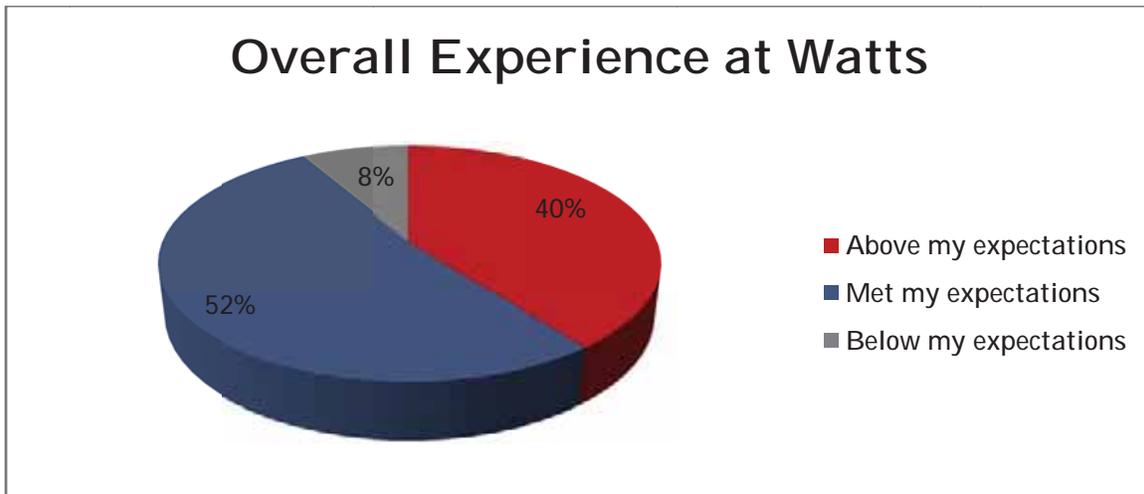
Perceived Value of Skating Pass



Skating/Hockey Program Feedback



Ratings are based on a Good, Excellent, Fair, Poor scale. Numerical data was assigned to answers - 4 is the highest score 2.5 would be considered average.



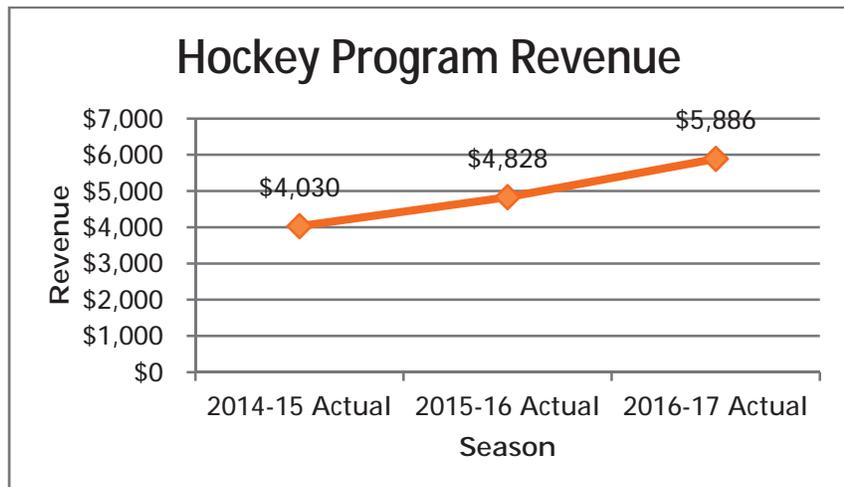
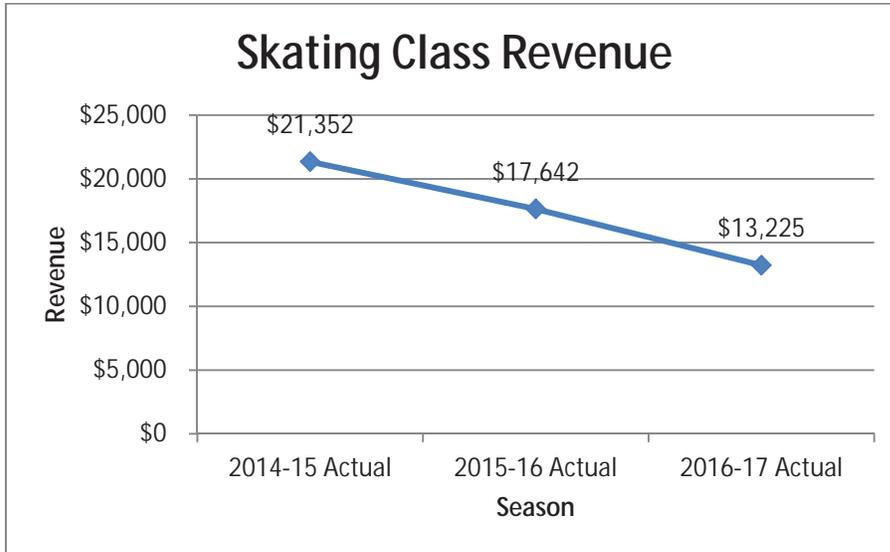
Budget and Future Planning

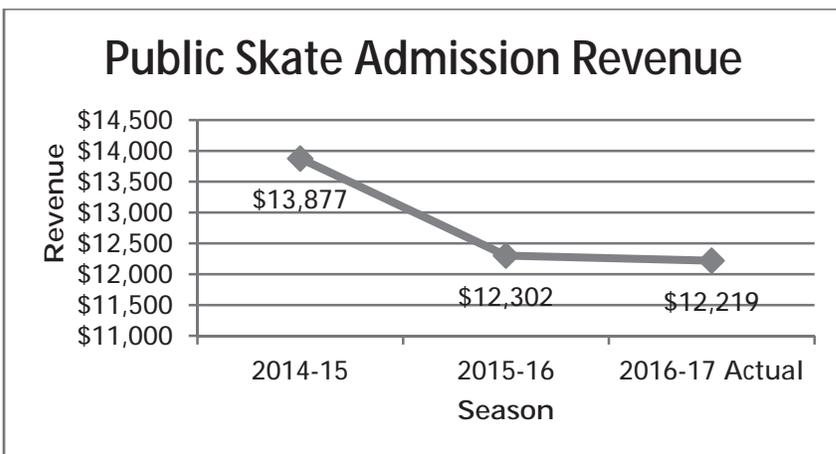
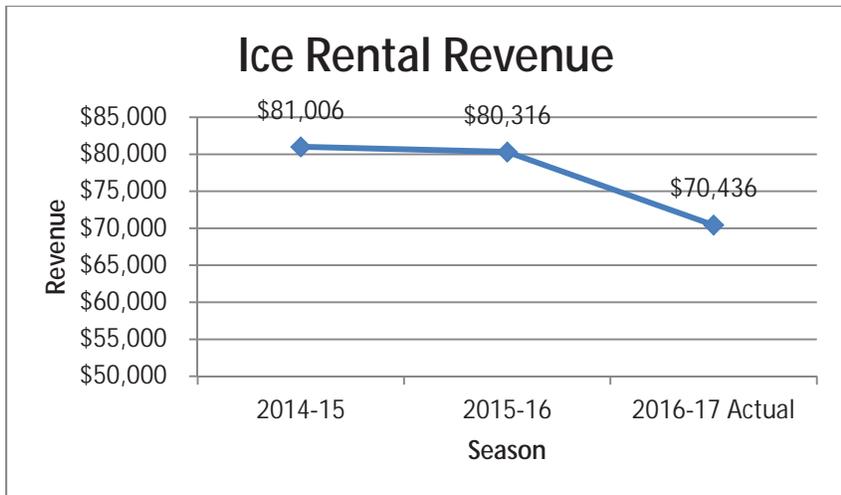
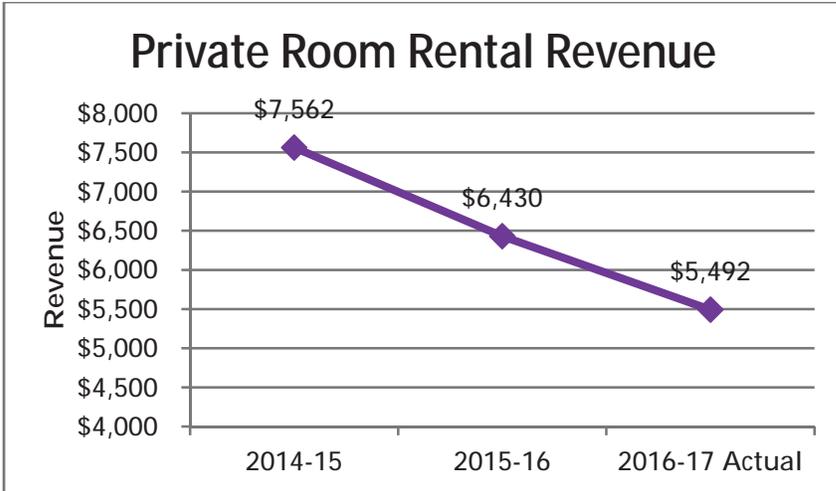
The charts on the following pages show key budget information including trends from previous years as well as projections for the next ice season. Watts Ice Center has shown a history of being a loss leading facility. Staff will continue to look for ways to increase revenues and limit expenses. One financial point of note is that even with a large number of "facility closed" days, the facility still finished with less of a deficit than was budgeted for.

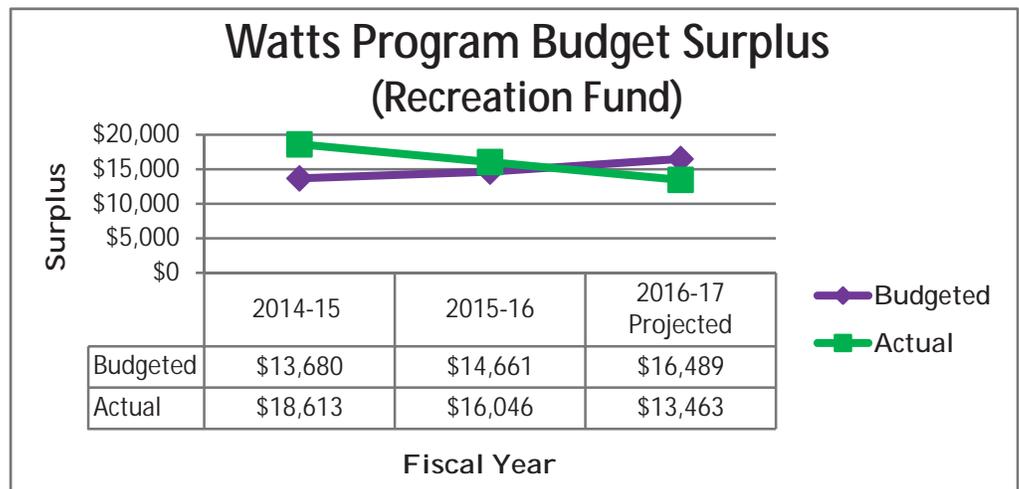
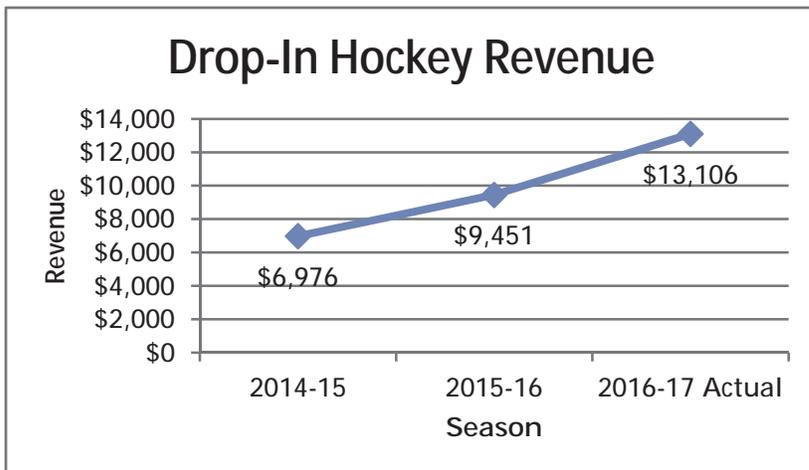
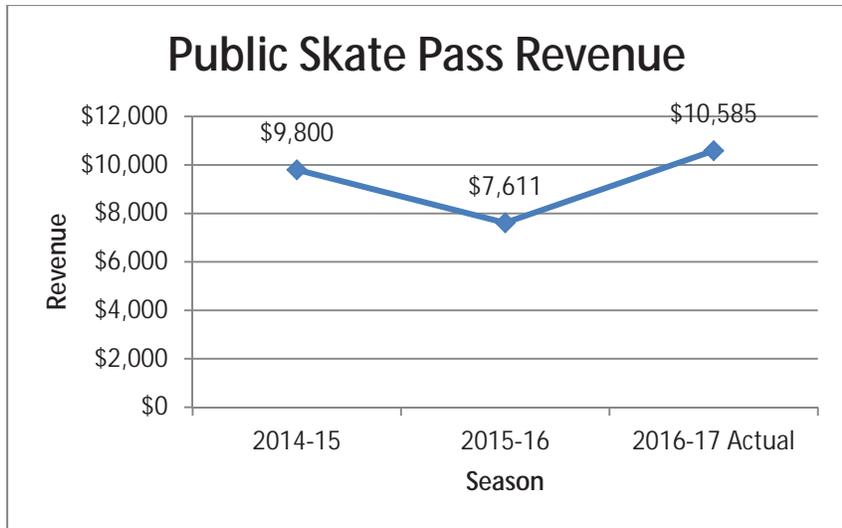
Staff will continue to make adjustments to skating and hockey programs to find opportunity for growth through current offerings and new ideas. The loss of the Kinderblades program led to financial loss in programming this season. Broomball programming appears to be a large potential area for growth. In addition to reviewing programming, a continued effort will be made to streamline the current ice schedule. Staff will look to package ice usage more efficiently as well as to look for more consistent weekly ice renters which translates to a more reliable source of revenue. Because of the high cost of maintaining an outdoor ice sheet, a well-organized and high use ice schedule will help to offset loss in this operation.

In an effort to limit expenses, staff will continue to evaluate staffing levels and ensure the facility is operated appropriately for the usage at particular times. Unfortunately, the largest amount of expense related to Watts Ice Center is the cost to maintain the sheet of ice, which is unavoidable. However, the Parks and Facilities team continues to take a very proactive approach to maintaining ice and mechanical equipment to minimize the amount of days the facility is closed. While 2016-17 was a disappointing year financially, staff is pleased with the operational changes that were implemented and feel confident that barring another unseasonably warm winter, financials should improve next season.

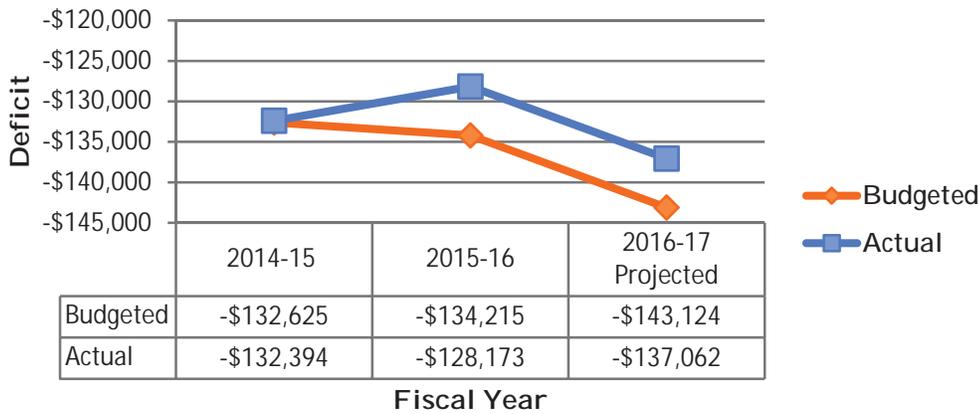
Budget Data & Trends



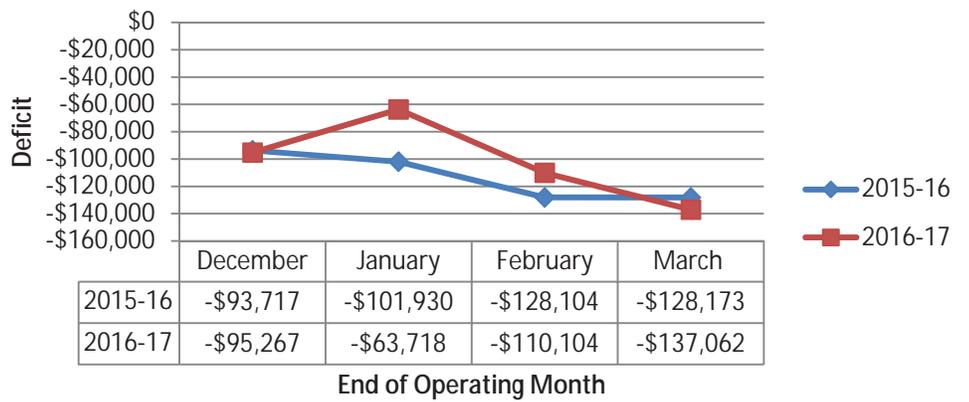




Watts Budge Deficit (Corporate Fund)



Watts Corporate Fund Net By Month



Appendix A

*Weekly Drop-In Schedule**Watts Ice Center**2016/17***PUBLIC OPEN SKATE SCHEDULE**

	SUNDAY	MONDAY-THURSDAY	FRIDAY	SATURDAY
OPEN SKATE (MAIN RINK)	1:30-4:30 PM	11 AM-12:30 PM 2:30-5:15 PM	11 AM-2:30 PM 8-9:30 PM (STUDIO RINK)	1:30-4:30 PM
PARENT- CHILD SKATE (STUDIO RINK)	11 AM- 12:30 PM	1-2:45 PM		

OPEN HOCKEY SCHEDULE ON STUDIO RINK (Unless Indicated Below)

	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
AGE 10 & UNDER* OPEN HOCKEY	12:30-2 PM*	3:15-4:15 PM*			3:15-4:15 PM*		
AGE 11-14 OPEN HOCKEY	12:30-2 PM	4:15-5:45 PM			4:15-5:45 PM		
AGE 15-18 OPEN HOCKEY	3:45-5:15 PM	6:7:30 PM			6-7:30 PM		
AGE 18 AND OVER OPEN HOCKEY	8:45-10:15 AM (MAIN RINK)						
ALL AGES OPEN HOCKEY	10:30-12 PM (MAIN RINK) 7:30-9:30 PM	11 AM-12:30 PM 12:45-2:15 PM (MAIN RINK) 7:30-9 PM	11 AM-12:30 PM 12:45-2:15 PM (MAIN RINK) 7:15-8:45 PM	11 AM-12:30 PM 12:45-2:15 PM (MAIN RINK)	11 AM-12:30 PM 12:45-2:15 PM (MAIN RINK) 7:30-9 PM	11 AM-2:45 PM 2:30-5:15 PM (MAIN RINK)	2:15-3:15 PM 4:30-6 PM

*Parents permitted with children

All schedules are weather dependent and subject to change.

Appendix B - Ice Rink Operational Data

- The facility season ran from November 25, 2016 through February 28, 2017 but due to unseasonably warm weather the facility officially closed February 18, 2017.
- The facility was open as dictated by the daily schedule at 11:00am on weekdays, 8:00am on Saturday and Sunday or earlier for a rental. Closing time was 9:30pm Sunday through Thursday and 10:00pm Friday and Saturday or at the discretion of the Facility Manager.
- Special Holiday Hours: The rink was closed at 6:00pm on Christmas Eve and was closed on Christmas Day. The rink was closed at 5:30pm on New Year's Eve and closed on New Year's Day.
- Outdoor lighting was shut off at 9:30pm Sunday through Thursday and at 10:30pm on Friday and Saturday.
- The rink was closed on the following days and for the following reasons this season.

Date	All Day or Partial	Reason For Closure
11/27	Partial	Bad weather
12/5	Partial	Heavy Rain
12/11	Partial	Heavy Snow
12/14	Partial	Extreme Low Temp
12/15	Partial	Extreme Low Temp
1/10	Partial	Rain/compressor fail
2/12	Partial	High Temp & Tech issues
2/13	All day	High Temp
2/14	All day	High Temp
2/15	All day	High Temp
2/16	All day	High Temp
2/17	All day	High Temp
2/18-2/28	All day	Closed For Season Early Due to High Temperatures

Appendix C - Rink Pricing & Comparisons

Watts Ice Center Pricing History & Information

Open Skate Fees	2013-14	2014-15	2015-16	2016-17
Adults (18 years & up)	\$7	\$7	\$8	\$8
Children (4 years & up)	\$5	\$5	\$5	\$5
Skate Rental	\$3	\$4	\$4	\$4

Ice Rental Rates Hourly	2012-13 R/NR	2013-14 R/NR	2014-15 R/NR	2015-16 R/NR	2016-2017 R/NR
Main Rink	\$220/\$235	\$225/\$240	\$230/\$265	\$253/\$278	\$260/\$285
Studio Rink	\$135/\$150	\$145/\$155	\$145/\$160	\$150/\$165	\$155/\$170

Season Pass Fees	Early Bird (through 11/25)	Regular (as of 11/26)
Individual	\$60	\$76
Each Add'l Family Member	\$28	\$33

Watts Ice Center Comparative Pricing Information

Open Skate Daily Fee

Rink	Adult	Child	Skate Rental
Watts Ice Center Glencoe	\$8	\$5	\$4
Centennial Ice Rink Wilmette	\$8.75	\$7.75	\$4.50
Centennial Ice Rink Highland Park	\$6	\$5	\$3
Winnetka Ice Arena Winnetka	\$7	\$6	\$3.50
Skokie Skatium Skokie	\$5.50	\$4.50	\$3

Weekly Open Hockey and Public Skate Hours

Rink	Location	Public Skate	Open Hockey
Winnetka Ice Arena	Winnetka	9.75	Not Offered
Centennial Ice Rink	Highland Park	16	Not Offered
Skokie Skatium	Skokie	15.75	4.5
Centennial Ice Rink	Wilmette	17.25	19.25
Watts Ice Center	Glencoe	28	39.5

Year Round Pass Fee

Rink	Individual	Additional Family Member
Watts Ice Center Glencoe	\$60	\$28
Centennial Ice Rink Wilmette	\$90/\$120	\$16/\$28
Centennial Ice Rink Highland Park	\$45 (10 admissions)	Not Available
Winnetka Ice Arena Winnetka	\$90 (30 use punch card)	\$37 (10 use punch card)
Skokie Skatium Skokie	\$85/\$107 (R/NR adult)	\$25/\$31 (R/NR)

Ice Rental Fees

Rink	Main Rink	Studio Rink
Watts Ice Center Glencoe	\$260	\$155
Centennial Ice Rink Wilmette	\$370	\$170
Centennial Ice Rink Highland Park	\$300	Not Available
Winnetka Ice Arena Winnetka	\$315	Not Available
Skokie Skatium Skokie	\$335	\$155

- Permits for alcohol use were available with an additional cost for liquor liability at \$175.
- A kitchen facility rental was available for a \$25 fee per hour.
- Broomball equipment rental was available for \$25 per hour.
- Room and party rentals included all setup and cleanup time the patron needed. Any extended rentals, equipment use, and rentals remaining past the ending time of the contract or requiring additional clean-up costs incurred by the District were charged a rate of \$50 per hour.

XI. Action Items A

Approval of Annual Post-Issuance Tax Compliance Report

Glencoe Park District
April 2017 Board Meeting



To: Board of Park Commissioners
From: Carol Mensinger, Director of Finance/HR
cc: Lisa Sheppard, Chris Leiner, Mike Lushniak

SUBJECT: Annual Report – Bond Compliance

Date: April 3, 2017

In April 2012, the Board passed Resolution #772, Approving A Tax-Exempt Bond Recordkeeping Policy for the Glencoe Park District, Cook County, Illinois. This resolution mandated an annual report to the Board to show post-bond issue compliance measures were taken by staff. These measures include a review of current contracts and records to determine whether tax advantaged obligations comply with applicable federal tax law.

The District currently has two outstanding bond obligations, the 2010 Refunding Series Bonds (which refunded general obligation bonds initially issued in 2000 for the renovation of Watts Ice Center) and the 2015 Refunding Series Bonds (which refunded the 2006 qualified 501(3) bonds issued in 2006 for the renovation of the Takiff Center).

In regards to the original 2006 Series Bonds and subsequent refunding in 2015, per staff's review of current "private business use" in the past year, there was no significant change in the percentage compared to the previous year. Since the rules for 501(c)(3) bonds are different from those for governmental bonds, the use by Glencoe Junior Kindergarten (GJK) does not apply to the limit on "private business use".

Further, both Glencoe Junior Kindergarten (GJK) and Congregation Hakafa continue to meet qualifications as 501(c)(3) organizations and thus do not impact our "private business use" calculations.

Certain types of arrangements are not treated as private business use. For example, short-term agreements under which the term of the use does not exceed 50 days, 100 days or 200 days over the term of the agreement, including renewal options, generally are not treated as creating private business use. Please see attached for listing of current independent contractors and rentals who utilize space in the Takiff Center.

Pride Dojo can be perhaps identified as the lone entity who's usage is right around 200 days/per year, and *may* be considered towards the District's allowable "private business use". In calculating their square foot usage for their designated program area (studio 124), it was determined their usage was less than 500 hours, which equates to less than 1% "private business use".

In regards to the 2010 Series Bonds, there is currently no “private business use” at Watts Ice Center. (However, there was a very minimal use of the concession area for 2-3 months of the ice season by Curb Your Crepes.)

The attached report to the Board summarizes the District’s ongoing compliance with regards to our tax advantaged obligations. The original template for this report was provided by Chapman and Cutler, and this final report has been reviewed by the District’s legal counsel.

Glencoe Park District-FY16/17 Takiff Usage

Contractor	Agreement	Program	Room	Spring	Summer	Fall	Winter	Total Days
Advanced Fencing Academy	70% - Cont. 30% - PD	Fencing Class	Gym	12	22	13	9	56
Amazing Minds	70% - Cont. 30% - PD	Amazing Minds	230	9		13	13	35
Carole Pearlman	No Active Agreement	Art & Wellness	Art Room	6			13	19
Chicago Loves Dance	70% - Cont. 30% - PD	Cheer/Mini-Cheer	126	9	8	13	10	40
Club Momentum	No Active Agreement	Volleyball League	Gym	8				8
Computer Explorers	70% - Cont. 30% - PD	Coding Classes	Community Room 4	18	5	26	20	69
Fitness Contractors-6 indiv	75% - Cont. 25% - PD	Fitness Classes	124 & 126	55	35	70	55	215
Helen's Performing Arts	73% - Cont. 27% - PD	Mitey Movment	Multi-Purpose Room			14	13	27
Helen's Performing Arts	73% - Cont. 27% - PD	Little/Kinder Footlighters	Multi-Purpose Room				26	26
Helen's Performing Arts	73% - Cont. 27% - PD	Broadway Bound	Aiken Activity Room			40	43	83
Helen's Performing Arts	73% - Cont. 27% - PD	Jr. High Impropv	Aiken Activity Room	18			6	24
Helen's Performing Arts	73% - Cont. 27% - PD	Ballet	126	9		48	36	93
Helen's Performing Arts	73% - Cont. 27% - PD	Hip-Hop	126			48	48	96
Helen's Performing Arts	73% - Cont. 27% - PD	Jazz	126			24	24	48
Hot Shots Sports	\$10/child per class for contractor	Sports Programs	Gym			24	15	39
Joy of Creativity	\$27/child per class for contractor	After School Art Club	Art Room	10		13	10	33
Lake Forest Flowes	75% - Cont. 25% - PD	Flower Arranging Classes	Aiken Activity Room	3		2	1	6
Mad Science	70% - Cont. 30% - PD	Science Classes	Aiken Activity Room	10		13	13	36
On The Go Sports	No Active Agreement	Gymnastics/Tumbling	Gym	10			3	13
Play Well Tek	70% - Cont. 30% - PD	Engineering Classes	Community Room 4	30		13	18	61
Pride DoJo	78% - Cont. 22% - PD	Karate	124	52	24	44	70	190
Red Cross	\$85/student and \$150/class for cont.	Babysitter Training	Community Room 4			2	3	5
Sarah Hall	75% - Cont. 25% - PD	Drama Classes	Multi-Purpose Room		18	52	16	86
Spanish Services LLC	No Active Agreement	Pre-School Spanish	229				13	13
Twisted Fiber Studio	No Active Agreement	Handmade Journal Class	Aiken Activity Room				2	2
Volleyball By Randy	No Active Agreement	Volleyball Skills Clinics	Gym				1	1
Volleyball Professionals	70% - Cont. 30% - PD	Indoor Volleyball Camp	Gym		5		0	5
Writers Theater	No Active Agreement	Stories Alive	Community Room 1	9		7	11	27
Stikey Fingers Cooking	70% - Cont. 30% - PD	Cooking Class	Multi-Purpose Room				7	
Totals				268	117	479	499	1356

Rental Groups	# of Rental Days/per Year
---------------	---------------------------

Congregation Hakafa	55
Music Lessons	50-55
Writers Group	33
Our Place of new Trier	50
@Properties	75
Wiggleworms	93
New Horizons Band	40

State of Illinois)
) SS
County of Cook)

POST-ISSUANCE TAX COMPLIANCE REPORT

To: Board of Park Commissioners of the Glencoe Park District, Glencoe, Illinois

Pursuant to my responsibilities as the Compliance Officer as set forth in a Bond Record-Keeping Policy (the "*Policy*") adopted by the Board of Park Commissioners (the "*Board*"), on the 18th day of April, 2017, I have prepared a report reviewing the District's contracts and records to determine whether the Tax Advantages Obligations (as defined in the Policy), comply with the applicable federal tax requirements. In accordance with the proceedings and agreements under which the Tax Advantaged Obligations were issued, the District has covenanted generally to take all action necessary to comply with the applicable federal tax rules and regulations relating to the Tax Advantages Obligations, including covenants necessary to preserve the excludability of interest on the Tax Advantages Obligations from gross income for federal income taxation purposes. The following sets forth a summary demonstrating the District's compliance with such covenants and expectations.

(a) *Records.* I have in my possession all of the records required under the Policy.

(b) *Arbitrage Rebate Liability.* I have reviewed the agreements of the District with respect to each issue of the Tax Advantaged Obligations. At this time, the District does not have any rebate liability to the U.S. Treasury.

(c) *Contract Review.* I have reviewed copies of all contracts and agreements of the District, including any leases, with respect to the use of any property owned by the District and acquired, constructed or otherwise financed or refinanced with the proceeds of the Tax Advantages Obligations and other records. At this time, each issue of the Tax Advantaged Obligations complies with the federal tax requirements applicable to such issue, including restrictions on private business use, private payments and private loans.

(d) *IRS Examinations or Inquiries.* The Internal Revenue Service (the "IRS") has not commenced an examination of any issue of the Tax Advantaged Obligations. The IRS has not requested a response to a compliance check, questionnaire or other inquiry.

Based on the foregoing, I believe that the District is currently in compliance with the applicable tax law requirements and no further action is necessary at this time. This report will be entered into the records of the District and made available to all members of the Board at the next regular meeting thereof.

Respectfully submitted this 18th day of April 2017.

By _____
Carol Mensinger, Co-Compliance Officer

By _____
Lisa Sheppard, Co-Compliance Officer

XI. Action Item B

Approval of Ordinance No. 864: Amending the Glencoe Park District Ethics Ordinance

Glencoe Park District
April 2017 Board Meeting



To: Board of Commissioners

Date: 1-9-16

From: Lisa Sheppard, Executive Director

SUBJECT: Ethics Ordinance

The attached is an amended Ethics Ordinance. I requested the amended ordinance from Ancel Glink, because in the years since the original Ethics Ordinance was adopted, the Illinois Legislature has enacted several amendments to the State Officials and Employee Ethics Act.

This Act requires all units of local government to adopt an Ethics Ordinance. The Ordinance is attached.

Recommended Motion: To approve Ordinance No. 864

**GLENCOE PARK DISTRICT
ORDINANCE NO. 864**

**AN ORDINANCE AMENDING THE
GLENCOE PARK DISTRICT ETHICS ORDINANCE**

WHEREAS, the Illinois General Assembly has enacted the State Officials and Employees Ethics which regulates ethical conduct, political activities and the solicitation and acceptance of gifts by State officials and employees; and

WHEREAS, the Act requires all units of local government and school districts to adopt ordinances or resolutions regulating the political activities of, and the solicitation and acceptance of gifts by, the officers and employees of such units "in a manner no less restrictive" than the provisions of the Act; and

WHEREAS, on April 20, 2004 the Glencoe Park District Board of Commissioners adopted and enacted an Ethics Ordinance known as Ordinance Number 648; and

WHEREAS, in the years since Ordinance Number 648 was adopted, the Illinois Legislature has enacted several amendments to the State Officials and Employees Ethics Act; and

WHEREAS, the Board of Commissioners finds and determines it to be in the best interest of the Park District and its residents to amend its Ethics Ordinance to incorporate revisions enacted by the Illinois Legislature since the adoption of Ordinance Number 648;

NOW, THEREFORE, the Board Of Park Commissioners of the Glencoe Park District, Cook County, State Of Illinois, Hereby Ordains As Follows:

SECTION 1: The "Ordinance Prohibiting the Solicitation and Acceptance of Gifts and Adopting the State Gift Ban Act" (Ordinance No. 648, adopted on April 20, 2004) is hereby amended as follows:

**ARTICLE 1
DEFINITIONS**

Section 1-1. For purposes of this ordinance, the following terms shall be given these definitions:

"Campaign for elective office" means any activity in furtherance of an effort to influence the selection, nomination, election, or appointment of any individual to any federal, State, or local public office or office in a political organization, or the selection, nomination, or election of Presidential or Vice-Presidential electors, but does not include activities (i) relating to the support or opposition of any executive, legislative, or administrative action, (ii) relating to collective bargaining, or (iii) that are otherwise in furtherance of the person's official duties.

"Candidate" means a person who has filed nominating papers or petitions for nomination or election to an elected office, or who has been appointed to fill a vacancy in nomination, and who remains eligible for placement on the ballot at a regular election, as defined in section 1-3 of the Election Code (10 ILCS 5/1-3).

"Collective bargaining" has the same meaning as that term is defined in Section 3 of the Illinois Public Labor Relations Act (5 ILCS 315/3).

"Compensated time" means, with respect to an employee, any time worked by or credited to the employee that counts toward any minimum work time requirement imposed as a condition of his or her employment, but for purposes of this Ordinance, does not include any designated holidays, vacation periods, personal time, compensatory time off or any period when the employee is on a leave of absence. With respect to officers or employees whose hours are not fixed, "compensated time" includes any period of time when the officer is on premises under the control of the employer and any other time when the officer or employee is executing his or her official duties, regardless of location.

"Compensatory time off" means authorized time off earned by or awarded to an employee to compensate in whole or in part for time worked in excess of the minimum work time required of that employee as a condition of his or her employment.

"Contribution" has the same meaning as that term is defined in section 9-1.4 of the Election Code (10 ILCS 5/9-1.4).

"Employee" means a person employed by the Glencoe Park District, whether on a full-time or part-time basis or pursuant to a contract, whose duties are subject to the direction and control of an employer with regard to the material details of how the work is to be performed, but does not include an independent contractor.

"Employer" means the Glencoe Park District.

"Gift" means any gratuity, discount, entertainment, hospitality, loan, forbearance, or other tangible or intangible item having monetary value including, but not limited to, cash, food and drink, and honoraria for speaking engagements related to or attributable to government employment or the official position of an officer or employee.

"Leave of absence" means any period during which an employee does not receive (i) compensation for employment, (ii) service credit towards pension benefits, and (iii) health insurance benefits paid for by the employer.

"Officer" means a person who holds, by election or appointment, an office created by statute or ordinance, regardless of whether the officer is compensated for service in his or her official capacity.

"Political activity" means any activity in support of or in connection with any campaign

for elective office or any political organization, but does not include activities (i) relating to the support or opposition of any executive, legislative, or administrative action, (ii) relating to collective bargaining, or (iii) that are otherwise in furtherance of the person's official duties.

"Political organization" means a party, committee, association, fund, or other Organization (whether or not incorporated) that is required to file a statement of organization with the State Board of Elections or a county clerk under Section 9-3 of the Election Code (10 ILCS 5/9-3), but only with regard to those activities that require filing with the State Board of Elections or a county clerk.

"Prohibited political activity" means:

- (1) Preparing for, organizing, or participating in any political meeting, political rally, political demonstration, or other political event.
- (2) Soliciting contributions, including but not limited to the purchase of, selling, distributing, or receiving payment for tickets for any political fund-raiser, political meeting, or other political event.
- (3) Soliciting, planning the solicitation of, or preparing any document or report regarding anything of value intended as a campaign contribution.
- (4) Planning, conducting, or participating in a public opinion poll in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.
- (5) Surveying or gathering information from potential or actual voters in an election to determine probable vote outcome in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.
- (6) Assisting at the polls on Election Day on behalf of any political organization or candidate for elective office or for or against any referendum question.
- (7) Soliciting votes on behalf of a candidate for elective office or a political organization or for or against any referendum question or helping in an effort to get voters to the polls.
- (8) Initiating for circulation, preparing, circulating, reviewing, or filing any petition on behalf of a candidate for elective office or for or against any referendum question.
- (9) Making contributions on behalf of any candidate for elective office in that capacity or in connection with a campaign for elective office.
- (10) Preparing or reviewing responses to candidate questionnaires.

(11) Distributing, preparing for distribution, or mailing campaign literature, campaign signs, or other campaign material on behalf of any candidate for elective office or for or against any referendum question.

(12) Campaigning for any elective office or for or against any referendum question.

(13) Managing or working on a campaign for elective office or for or against any referendum question.

(14) Serving as a delegate, alternate, or proxy to a political party convention.

(15) Participating in any recount or challenge to the outcome of any Election.

"Prohibited source" means any person or entity who:

(1) is seeking official action (i) by an officer or (ii) by an employee, or by the officer or another employee directing that employee;

(2) does business or seeks to do business (i) with the officer or (ii) with an employee, or with the officer or another employee directing that employee;

(3) conducts activities regulated (i) by the officer or (ii) by an employee, or by the officer or another employee directing that employee;

(4) has interests that may be substantially affected by the performance or non-performance of the official duties of the officer or employee;

(5) **is registered or required to be registered with the Secretary of State under the Lobbyist Registration Act, except that an entity not otherwise a prohibited source does not become a prohibited source merely because a registered lobbyist is one of its members or serves on its board of directors.;**

(6) **is an agent of, a spouse of, or an immediate family member who is living with a prohibited source.**

ARTICLE 5 PROHIBITED POLITICAL ACTIVITIES

Section 5-1. Prohibited political activities.

(a) No officer or employee shall intentionally perform any prohibited political activity during any compensated time, as defined herein. No officer or employee shall intentionally use any property or resources of the Glencoe Park District in connection with any prohibited political activity.

(b) At no time shall any officer or employee intentionally require any other officer or employee to perform any prohibited political activity (i) as part of that officer or employee's duties, (ii) as a condition of employment, or (iii) during any compensated time off (such as holidays, vacation or personal time off).

(c) No officer or employee shall be required at any time to participate in any prohibited political activity in consideration for that officer or employee being awarded additional compensation or any benefit, whether in the form of a salary adjustment, bonus, compensatory time off, continued employment or otherwise, nor shall any officer or employee be awarded additional compensation or any benefit in consideration for his or her participation in any prohibited political activity.

(d) Nothing in this Section prohibits activities that are permissible for an officer or employee to engage in as part of his or her official duties, or activities that are undertaken by an officer or employee on a voluntary basis which are not prohibited by this Ordinance.

(e) No person either (i) in a position that is subject to recognized merit principles of public employment or (ii) in a position the salary for which is paid in whole or in part by federal funds and that is subject to the Federal Standards for a Merit System of Personnel Administration applicable to grant-in-aid programs, shall be denied or deprived of employment or tenure solely because he or she is a member or an officer of a political committee, of a political party, or of a political organization or club.

(f) No officer, employee, or candidate may promise anything of value related to the Glencoe Park District, including, but not limited to positions of employment, promotions, salary increases, other employment benefits, committee appointments, favorable treatment in any official or regulatory matter, or the awarding of any public contract to any entity that has as one of its purposes the financial support of a candidate for elective office. Nothing in this subsection prevents the making or accepting of voluntary contributions otherwise in accordance with law.

ARTICLE 10 GIFT BAN

Section 10-1. Gift ban. Except as permitted by this Article, no officer or employee, and no spouse of or immediate family member living with any officer or employee (collectively referred to herein as "recipients"), shall intentionally solicit or accept any gift from any prohibited source, as defined herein, or which is otherwise prohibited by law or ordinance. No prohibited source shall intentionally offer or make a gift that violates this Section.

Section 10-2. Exceptions. Section 10-1 is not applicable to the following:

- (1) Opportunities, benefits, and services that are available on the same conditions as for the general public.
- (2) Anything for which the officer or employee, or his or her spouse or immediate family member, pays the fair market value.
- (3) Any (i) contribution that is lawfully made under the Election Code or (ii) activities associated with a fund-raising event in support of a political organization or candidate.
- (4) Educational materials and missions.
- (5) Travel expenses for a meeting to discuss business.
- (6) A gift from a relative, meaning those people related to the individual as father, mother, son, daughter, brother, sister, uncle, aunt, great aunt, great uncle, first cousin, nephew, niece, husband, wife, grandfather, grandmother, grandson, granddaughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, half sister, and including the father, mother, grandfather, or grandmother of the individual's spouse and the individual's fiancé or fiancée.
- (7) Anything provided by an individual on the basis of a personal friendship unless the recipient has reason to believe that, under the circumstances, the gift was provided because of the official position or employment of the recipient or his or her spouse or immediate family member and not because of the personal friendship. In determining whether a gift is provided on the basis of personal friendship, the recipient shall consider the circumstances under which the gift was offered, such as: (i) the history of the relationship between the individual giving the gift and the recipient of the gift, including any previous exchange of gifts between those individuals; (ii) whether to the actual knowledge of the recipient the individual who gave the gift personally paid for the gift or sought a tax deduction or business reimbursement for the gift; and (iii) whether to the actual knowledge of the recipient the individual who gave the gift also at the same time gave the same or similar gifts to other officers or employees, or their spouses or immediate family members.
- (8) Food or refreshments not exceeding \$75 per person in value on a single calendar day; provided that the food or refreshments are (i) consumed on the premises from which they were purchased or prepared or (ii) catered. For the purposes of this Section, "catered" means food or refreshments that are purchased ready to consume which are delivered by any means.
- (9) Food, refreshments, lodging, transportation, and other benefits resulting from outside business or employment activities (or outside activities that are not connected to the official duties of an officer or employee), if the benefits have not been offered or enhanced because of the official position or employment of the

officer or employee, and are customarily provided to others in similar circumstances.

(10) Intra-governmental and inter-governmental gifts. For the purpose of this Act, "intra-governmental gift" means any gift given to an officer or employee from another officer or employee, and "inter-governmental gift" means any gift given to an officer or employee by an officer or employee of another governmental entity.

(11) Bequests, inheritances, and other transfers at death.

(12) Any item or items from any one prohibited source during any calendar year having a cumulative total value of less than \$100.

Each of the exceptions listed in this Section is mutually exclusive and independent of every other.

Section 10-3. Disposition of gifts. An officer or employee, his or her spouse or an immediate family member living with the officer or employee, does not violate this Ordinance if the recipient promptly takes reasonable action to return a gift from a prohibited source to its source or gives the gift or an amount equal to its value to an appropriate charity that is exempt from income taxation under Section 501 (c)(3) of the Internal Revenue Code of 1986, as now or hereafter amended, renumbered, or succeeded.

ARTICLE 15 ETHICS ADVISOR

Section 15-1. The President of the Board of Park Commissioners ("Board"), with the advice and consent of the Glencoe Park Board shall designate an Ethics Advisor for the Glencoe Park District. The duties of the Ethics Advisor may be delegated to an officer or employee of the Park District unless the position has been created as an office by the Glencoe Park District.

Section 15-2. The Ethics Advisor shall provide guidance to the officers and employees of the Glencoe Park District concerning the interpretation of and compliance with the provisions of this Ordinance and State ethics laws. The Ethics Advisor shall perform such other duties as may be delegated by the Board of Park Commissioners.

ARTICLE 20 PENALTIES

Section 20-1. Penalties.

(a) A person who intentionally violates any provision of Article 5 of this Ordinance may be punished by a term of incarceration in a penal institution other than a penitentiary for a period of not more than 364 days, and may be fined in an amount not to exceed \$2,500.

(b) A person who intentionally violates any provision of Article 10 of this Ordinance is subject to a fine in an amount of not less than \$1,001 and not more than \$5,000.

(c) Any person who intentionally makes a false report alleging a violation of any provision of this Ordinance to the local enforcement authorities, the State's Attorney or any other law enforcement official may be punished by a term of incarceration in a penal institution other than a penitentiary for a period of not more than 364 days, and may be fined in an amount not to exceed \$2,500.

(d) A violation of Article 5 of this Ordinance shall be prosecuted as a criminal offense by an attorney for the Glencoe Park District by filing in the circuit court an information, or sworn complaint, charging such offense. The prosecution shall be under and conform to the rules of criminal procedure. Conviction shall require the establishment of the guilt of the defendant beyond a reasonable doubt.

A violation of Article 10 of this Ordinance may be prosecuted as a quasi-criminal offense by an attorney for the Glencoe Park District, or, if an Ethics Commission has been created, by the Commission through the designated administrative procedure.

(e) In addition to any other penalty that may be applicable, whether criminal or civil, an officer or employee who intentionally violates any provision of Article 5 or Article 10 of this Ordinance is subject to discipline or discharge.

SECTION 2: This Ordinance shall be in effect upon its passage, approval and publication as provided by law.

Adopted this 18th day of April, 2017 by roll call vote of the members of the Board of Park Commissioners, as follows:

Ayes:

Nays:

Absent:

Abstain:

Steve Gaines
President, Board of Park Commissioners

ATTEST:

Lisa Sheppard
Secretary, Board of Park Commissioners

4819-1697-8501, v. 1

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. 864:

**AN ORDINANCE AMENDING THE
GLENCOE PARK DISTRICT ETHICS ORDINANCE**

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 18th day of April 2017.

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 18th day of April 2017.

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

[SEAL]

XI. Action Item C

Approval of Plans for Fitness Area Remodeling

Glencoe Park District
April 2017 Board Meeting



INTEROFFICE MEMORANDUM

TO: BOARD OF COMMISSIONERS
FROM: LISA SHEPPARD, EXECUTIVE DIRECTOR
SUBJECT: FITNESS AREA REMODELING
DATE: APRIL 14, 2017
CC: MIKE LUSHINAK AND PAUL GOEDJEN

On April 13, we conducted a Special Projects and Facilities Committee in regards to the Fitness Area remodeling. Wight presented a remodeling plan for the current Aiken Activity Room. That plan is included.

President Gaines, directed staff based on the discussion of the Committee, to advance to the Board the recommendation to approve the Fitness Area Remodeling plan as presented and to include the second shower area with a budget not to exceed \$396,008.



FITNESS ROOM REMODELING
Glencoe Community Center

SCHEMATIC DESIGN SUMMARY
04-13-2017



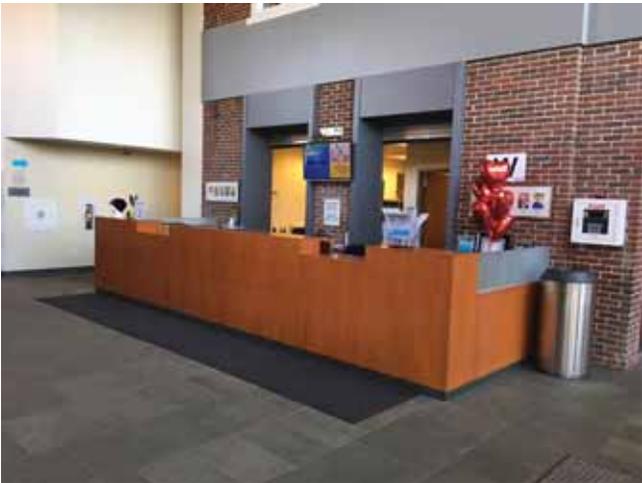
AGENDA

April 13, 2017, 7:00 PM

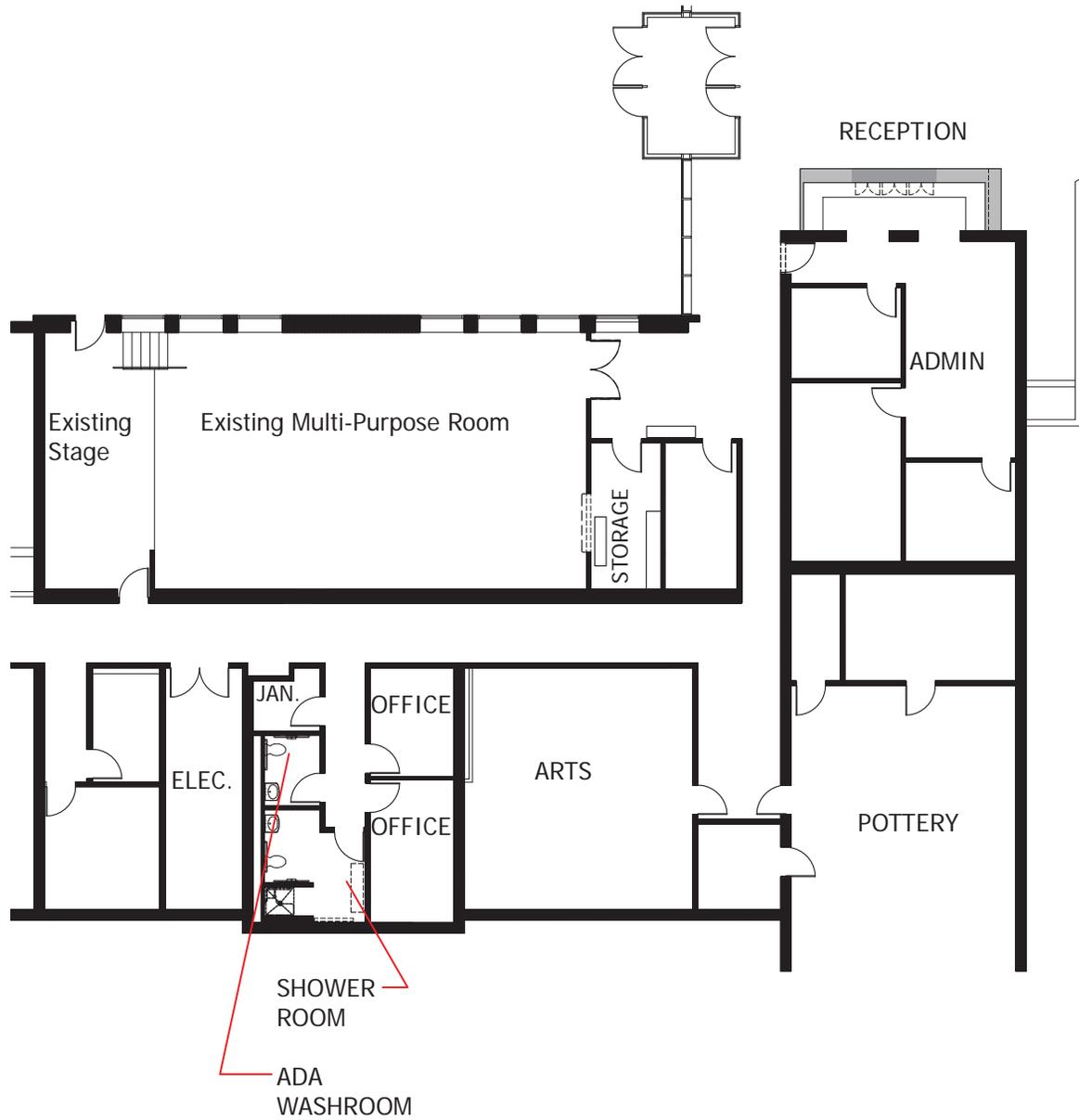
1. Introduction: Teams
2. Existing Conditions and ADA Non-compliance
3. Scope of Work and New Construction
4. Upgraded Shower Room Facility
5. Proposed Finishes
6. Proposed Speciality Equipment



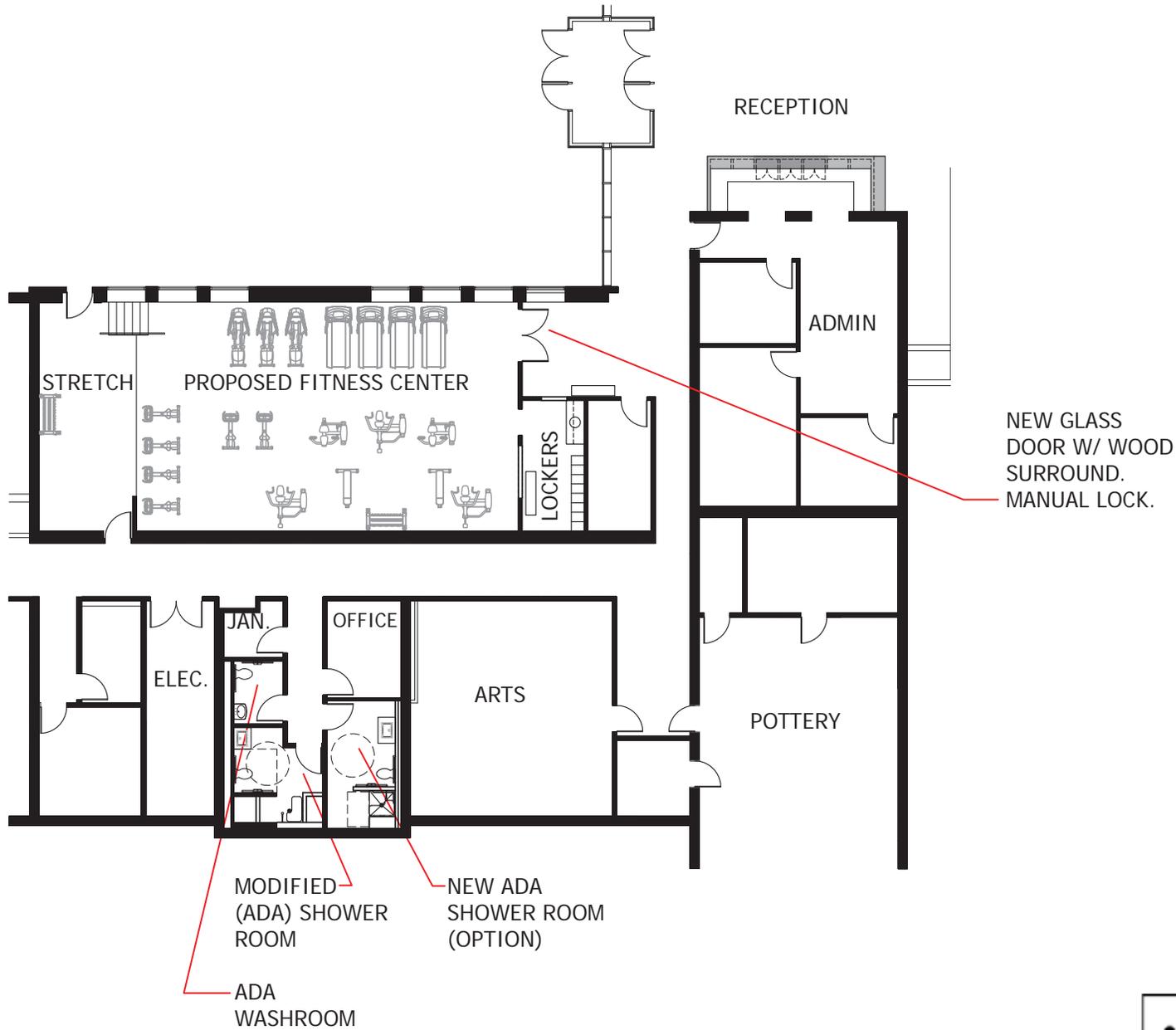
EXISTING PHOTOS



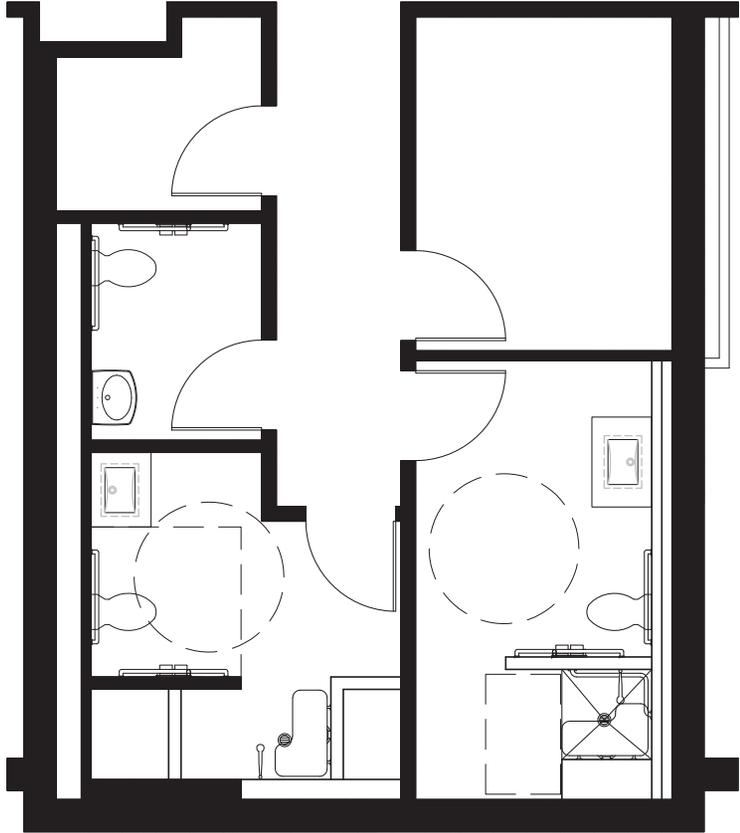
FLOOR PLAN:
EXISTING



FLOOR PLAN:
PROPOSED

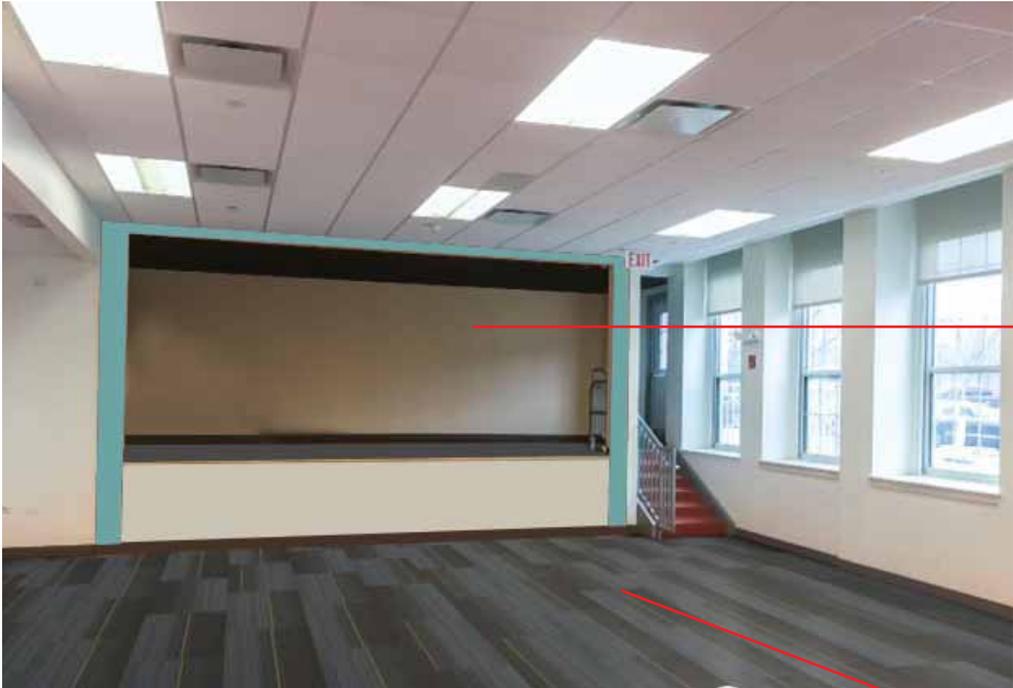


ENLARGED FLOOR PLAN:
SHOWER ROOMS

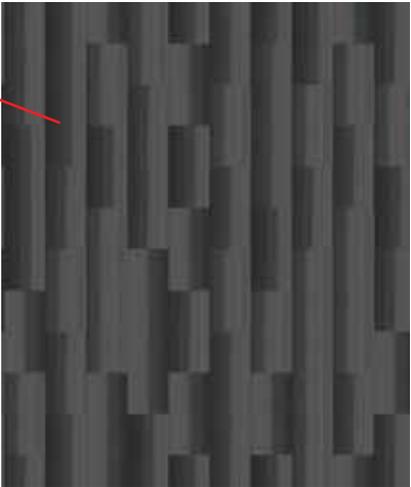
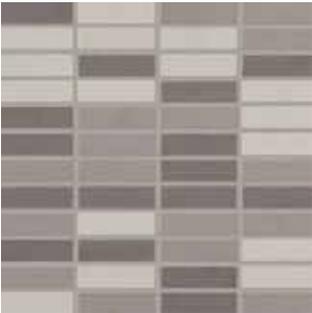


Inspirational Imagery

PROPOSED FINISHES



Graphic Wall



Fitness Flooring*:
 Invision Kinetex
 Umbra Stripe
 18" x 36" plank,
 Ashlar method

*includes stairs and platform

Shower / Washrooms:
 Crossville Shades / Cool Greys
 1" x 3" mosaic: shower floors;
 6" x 24": washroom floor
 12" x 24" : washroom walls



PROPOSED
SPECIALITY
EQUIPMENT

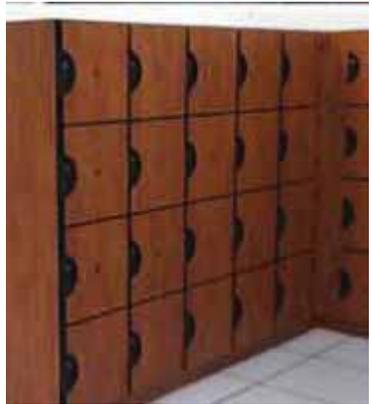


Guardrail
Systems



Ideal Lockers
2000 Series 2-high
lockers with
1000 Series Cubbies

Wood Laminate
Hasp lock



Vanity
Scnce



+



XI. Action Item D

Approval for Fitness Area Equipment

Glencoe Park District
April 2017 Board Meeting



INTEROFFICE MEMORANDUM

TO: BOARD OF COMMISSIONERS
FROM: LISA SHEPPARD, EXECUTIVE DIRECTOR
SUBJECT: FITNESS AREA EQUIPMENT
DATE: APRIL 14, 2017
CC: MIKE LUSHINAK AND PAUL GOEDJEN

On April 13, we conducted a Special Projects and Facilities Committee in regards to the Fitness Area. One of the areas we addressed was the type and amount of fitness equipment that we will be purchasing for the new Fitness Area. The Direct Fitness proposal is based on prices submitted through the NJPA (National Joint Powers Alliance), therefore the equipment is pre-bid and the Park District is guaranteed the lowest price.

President Gaines, directed staff based on the discussion of the Committee, to advance to the Board the recommendation to purchase the Precor Fitness equipment on the attached proposal for a total of \$99,371.98.

DIRECT  **FITNESS**
SOLUTIONS

EQUIPPED FOR FITNESS

PREPARED FOR:

Glencoe Parks & Rec

Takiff Center 999 Green Bay Rd.

Glencoe, IL 60022

PREPARED BY:

Mike Munson - Regional Sales Manager

(847) 691-3559

MMunson@DirectFitnessSolutions.com

Direct Fitness Solutions

600 Tower Road

Mundelein, IL 60060

DirectFitnessSolutions.com


National Joint Powers Alliance*

GET EQUIPPED
FOR PARKS & REC FITNESS



How has Direct Fitness Solutions remained a leading fitness equipment distributor, since 1998?

Simple, we're equipped to offer our customers more.

EQUIPMENT & FLOORING SALES

- Leading, premium fitness equipment brands
- New & certified pre-owned equipment
- Numerous flooring materials and options

FACILITY DESIGN

- Outfitted and designed hundreds of fitness spaces varying in size, budget and market segment
- Ability to create complete visual floor plans with fitness product placement, electrical recommendations and ADA compliance
- 2D and 3D design services

DELIVERY/INSTALL

- Nationwide delivery and installation of equipment
- DFS team members are educated on safe and proper installation, including electrical and audio visual
- Move job services that move equipment both on and off site

SERVICE

- Fully staffed and certified in-house service department
- 48 hour service request response time
- Preventative maintenance plans

Direct Fitness Solutions takes great pride in the relationships we have built within the parks and rec community and we welcome the opportunity to work with Glencoe Parks & Rec.



Customer Information
Sold To:

 Glencoe Parks and Rec
 Takiff Center 999 Green Bay
 Road
 Glencoe, Illinois 60022

Ship To:

 Glencoe Parks and Rec
 999 Green Bay Road
 Glencoe, Illinois 60022

Direct Fitness Sales Team:

 Mike Munson- Regional Sales Manager
 Ph: (847) 691-3559
 Fax: (847) 278-4588
 mmunson@directfitnesssolutions.com

Billing Point of Contact:

 Mike Lushniak
 Ph: (847) 835-7535
 mlushniak@glencoe parkdistrict.com

Delivery Point of Contact:

 Mike Lushniak
 Ph:(847) 835-7535
 dfiggins@glencoe parkdistrict.com

 Holly Stirnichuk- Inside Sales
 Ph: (224) 422-0102
 Fax: (847) 278-4588
 hollys@directfitnesssolutions.com

CARDIO

Quantity	Product Code	Product Description	Line Item Description	List Price	Sales Price	Total Price
1.00	PRE AMT 865	PRECOR Adaptive Motion Trainer- Open Stride P62 with Preva 10" Touchscreen/TV, USB/Audio		\$ 11,395.00	\$ 6,815.00	\$ 6,815.00
4.00	PRE TRM 865	PRECOR Treadmill-P62 with Preva 10" Touchscreen/TV, USB/Audio		\$ 10,755.00	\$ 6,510.00	\$ 26,040.00
2.00	PRE EFX 865.V2	PRECOR EFX.V2 Converging Crossramp, Moving Arms; P62 with Preva 10" Touchscreen/TV, USB/Audio		\$ 9,495.00	\$ 5,825.00	\$ 11,650.00
2.00	EXPRESSO HD-U	EXPRESSO Upright HD Bike		\$ 7,499.00	\$ 5,355.00	\$ 10,710.00
1.00	PRE UBK 865	PRECOR Upright Cycle- P62 with Preva 10" Touchscreen/TV, USB/Audio		\$ 5,865.00	\$ 3,450.00	\$ 3,450.00
1.00	PRE RBK 865	PRECOR Recumbent Cycle- P62 with Preva 10" Touchscreen/TV, USB/Audio		\$ 6,175.00	\$ 3,690.00	\$ 3,690.00
2.00	NUSTEP T4R	NuStep T4R Recumbent Cross Trainer		\$ 3,995.00	\$ 3,995.00	\$ 7,990.00
1.00	PRE C240 STRETCH	PRECOR Stretch Trainer Experience Titanium		\$ 895.00	\$ 660.00	\$ 660.00

AUDIO

Quantity	Product Code	Product Description	Line Item Description	List Price	Sales Price	Total Price
1.00	EXPRESSO WL-ROUTER	EXPRESSO Wireless Router		\$ 200.00	\$ 195.00	\$ 195.00

STRENGTH

Quantity	Product Code	Product Description	Line Item Description	List Price	Sales Price	Total Price
1.00	PRE PWSRL24NR9919EN	PRECOR C024ES Vitality S-Line Multi Press		\$ 3,500.00	\$ 2,295.00	\$ 2,295.00
1.00	PRE PWSRL10NR9919EN	PRECOR C010ES Vitality S-Line Leg Press/Calf Extension		\$ 3,800.00	\$ 2,495.00	\$ 2,495.00
1.00	PRE PWSRL27NR9919EN	PRECOR C027ES Vitality S-Line Leg Extension/ Curl		\$ 3,500.00	\$ 2,295.00	\$ 2,295.00
1.00	PRE PWSRL25NR9919EN	PRECOR C025ES Vitality S-Line Bicep/Tricep		\$ 3,500.00	\$ 2,295.00	\$ 2,295.00
1.00	PRE PWDPL0802	PRECOR DPL0802 Discovery Plate Loaded Smith Machine		\$ 4,200.00	\$ 2,885.00	\$ 2,885.00
1.00	PRE PWSFTSGNR9919EN	PRECOR FTS Glide Functional Strength Trainer		\$ 3,895.00	\$ 2,450.00	\$ 2,450.00
1.00	TAG RCK-HDR	TAG FITNESS 3 Tier Horizontal Dumbbell Rack		\$ 658.00	\$ 475.00	\$ 475.00
2.00	TAG BNCH-FID	TAG FITNESS Flat Incline Decline Bench		\$ 498.00	\$ 355.00	\$ 710.00

ACCESS

Quantity	Product Code	Product Description	Line Item Description	List Price	Sales Price	Total Price
1.00	SPRI 07-71018	SPRI Wall Mounted Mat Rack		\$ 29.98	\$ 29.98	\$ 29.98
1.00	TAG HEX 5-50 SET	TAG FITNESS 5-50 lb Rubber HEX Dumbbell Set (10 Pair)		\$ 1,100.00	\$ 750.00	\$ 750.00
4.00	TAG RBR-25	TAG FITNESS 25 lb Rubber Olympic Plate		\$ 50.00	\$ 50.00	\$ 200.00
6.00	TAG RBR-45	TAG FITNESS 45 lb Rubber Olympic Plate		\$ 90.00	\$ 90.00	\$ 540.00
4.00	TAG RBR-5	TAG FITNESS 5 lb Rubber Olympic Plate		\$ 10.00	\$ 10.00	\$ 40.00
4.00	TAG RBR-10	TAG FITNESS 10 lb Rubber Olympic Plate		\$ 20.00	\$ 20.00	\$ 80.00
2.00	TAG RBR-2.5	TAG FITNESS 2.5 lb Rubber Olympic Plate		\$ 5.00	\$ 5.00	\$ 10.00
1.00	TAG MEDBL SET	TAG FITNESS 4 lb-30 lb Deluxe Medicine Ball Set		\$ 792.00	\$ 650.00	\$ 650.00
1.00	TAG	TAG FITNESS 55 cm Fitness Ball		\$ 28.00	\$ 25.00	\$ 25.00

Quantity	Product Code	Product Description	Line Item Description	List Price	Sales Price	Total Price
	ACC-55cm					
1.00	TAG ACC-65cm	TAG FITNESS 65 cm Fitness Ball		\$ 30.00	\$ 28.00	\$ 28.00
4.00	TAG ACC-EML	TAG FITNESS Deluxe Eyelet Mat Black 3/8 in x 23 in x 69 in		\$ 50.00	\$ 39.00	\$ 156.00

WARRANTY

Quantity	Product Code	Product Description	Line Item Description	List Price	Sales Price	Total Price
2.00	EXPRESSO EL-3 HD	EXPRESSO HD Live Services 3yrs		\$ 499.00	\$ 399.00	\$ 798.00

FREIGHT

Quantity	Product Code	Product Description	Line Item Description	List Price	Sales Price	Total Price
1.00	FREIGHT	Freight		\$ 0.00	\$ 4,990.00	\$ 4,990.00

INSTALL

Quantity	Product Code	Product Description	Line Item Description	List Price	Sales Price	Total Price
1.00	INSTALLATION	Product Installation		\$ 0.00	\$ 3,975.00	\$ 3,975.00

SubTotal	\$ 99,371.98
Estimated Tax	
Grand Total	\$ 99,371.98

Notes

NJPA Contract # 120215-PCR

Terms & Conditions

PAYMENT TERMS:

PAYMENT IS DUE IN ADVANCE. Any other payment terms are subject to credit approval. Authorized purchase orders required for: Leases, Hospitals, Military, School Systems, Municipalities and Corporate Facilities. Proof of tax-exempt status required if applicable. Estimated sales tax - final tax will be billed at the time of shipment based on the prevailing rates.

ESTIMATED DELIVERY DATE:

4-6 Weeks from Receipt of Signed Proposal.

DISCLAIMER:

No representation or statements and no warranties, expressed or implied, other than Manufacturers Warranty, Arises apart from this quote concerning the above items except as stated in writing on this quote. All quotes are valid for 30 days.

TERMS AND CONDITIONS OF SALE:

Customer is responsible for the following on Entertainment, Cardio & Strength products: TV's with fixed or variable analog audio output jack and speaker off functions (if digital audio output, a converter will need to be purchased). Live cable and dedicated electrical to each TV/Personal Viewing Screen location prior to installation. Installation is not included unless specified. XTV receivers require a CSafe port for power or 110 VAC outlet per piece Confirmation of treadmill electrical requirements (dedicated 20amp branch circuit to each treadmill).

Please note: Unless product is defective or the return is a direct result of a Direct Fitness Solutions error, a 10% restocking fee for all orders and a 20% restocking fee on all custom orders will be charged. All shipping and installation costs are nonrefundable.

Quote Acceptance:

These prices, specifications and conditions are satisfactory and are hereby accepted.

Payment Terms:

Account Name: Glencoe Parks and Rec

Print Name: _____

Signature: _____

Title: _____

Date: _____

Company Name: _____

Print Name: _____

Signature: _____

Title: _____

Date: _____

Email or Fax Signed Proposal To:

Holly Stirnichuk
Inside Sales
Phone: (224) 422-0102
Fax: (847) 278-4588
hollys@directfitnesssolutions.com

***Please include all applicable purchasing documents. If tax exempt please include exemption certificate.*

TAKIFF CENTER FITNESS

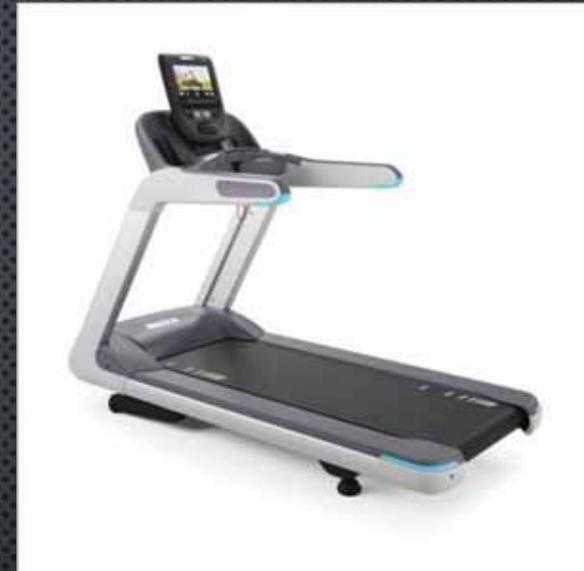
EQUIPMENT OVERVIEW AND SELECTION PROCESS



TREADMILLS



- Popular piece of cardio equipment that simulates walking, running, or jogging.
- Provides versatility from a brisk walk to an uphill sprint. This machine offer a wide range of options in terms of speed, incline, and multiple training programs.
- Treadmills keep it simple by emulating the familiar movements associated with running or walking.
- Burns calories at a high rate as substantial effort is required to propel body weight.
- Running and walking can strengthen bones and muscles to improve posture and stability as we age.
- Positioned by the windows so people can look outside or at touchscreen while using
- 4 treadmills are in the current room layout and quote



ELLIPTICAL



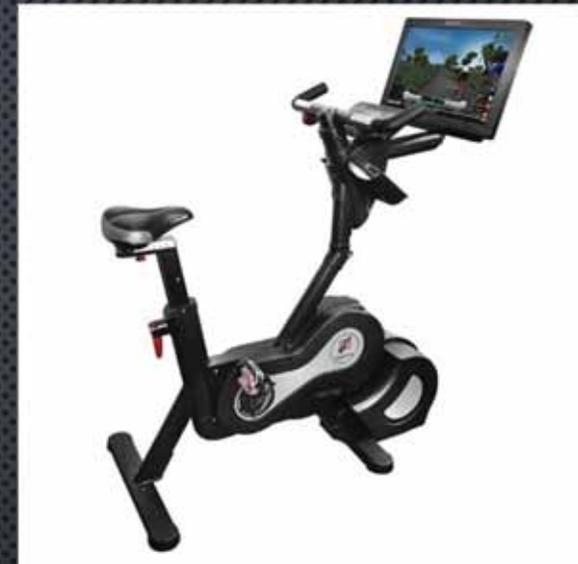
- Low impact cardio machine that is very popular among many different demographics of people.
- Simulates running without the joint impact of a treadmill.
- Movable handles allow for simultaneous upper and lower body workouts.
- Allows for a reverse stride that activates different muscle groups and offers adjustable variety mid-workout.
- Gliding motion provides the perception of low exertion while still burning substantial calories.
- Positioned along window so people are able to look outside or at touchscreen while using the machine
- 2 ellipticals are in the current room layout and quote



SPIN BIKE



- Indoor spin bike – popular with cyclists
- Low impact exercise. Requires less overall body exertion than a treadmill or elliptical trainer, and allows for longer workout sessions.
- Adjustable distance, time or resistance that simulates riding on the road.
- Positioned in front of the stage along with the other types of bikes
- 2 spin bikes are in the current room layout and quote
- Added to first equipment quote based on committee feedback
- Mirrors the “Peloton” residential spin bike.



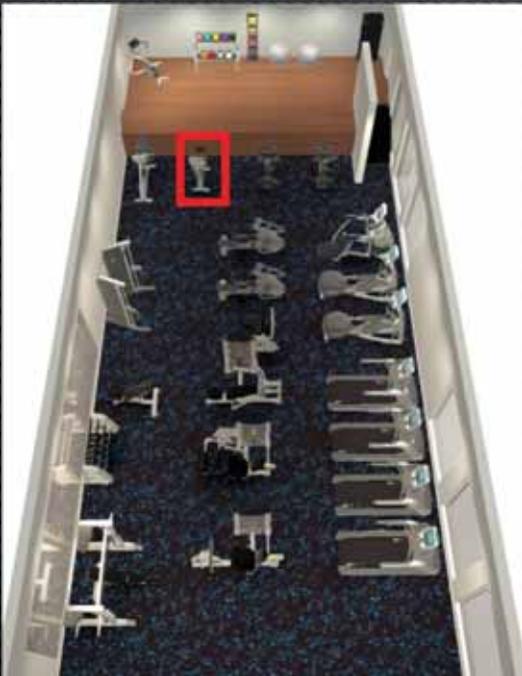
ADAPTIVE MOTION TRAINER (AMT)



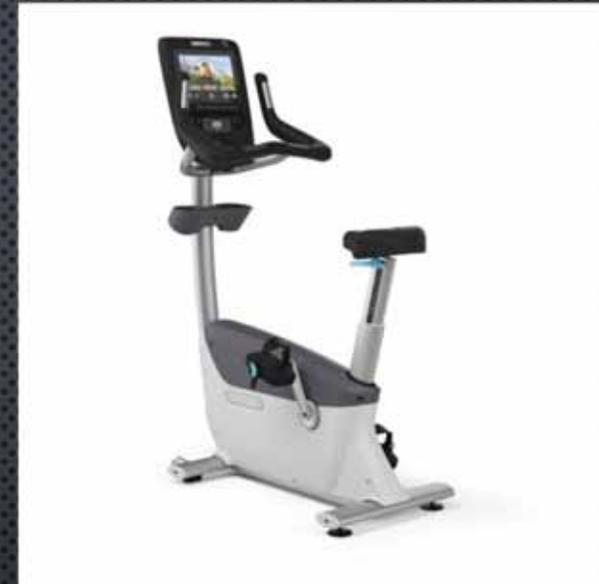
- The (AMT) is a combination of an elliptical machine, treadmill and a stepper. It adjusts to your preferred body motion so that style of leg movement can change at any time during your workout.
- Independent foot pedals allow the user to adjust stride length and step height to mimic different movements during the workout to simulate different activities such as stepping, walking, jogging, and running.
- Positioned along window so people are able to look outside or at touchscreen while using the machine
- 1 AMT is in the current room layout and quote – this piece of equipment is new to the market



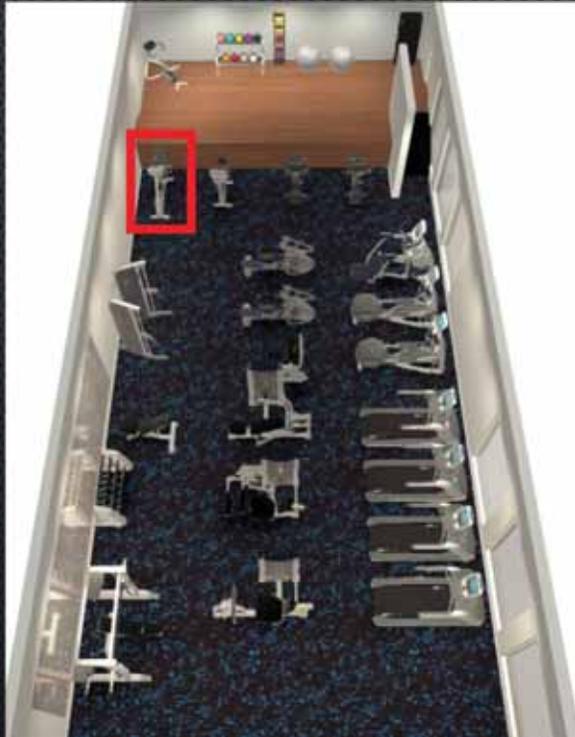
UPRIGHT BIKE



- Easy to use cardio bike that can be used by many demographics
- Low impact workout with adjustable user-friendly settings that allow the user to adjust distance, time, and resistance.
- Provides a comfortable and efficient experience with a seat that is more comfortable for some than a spin bike.
- Positioned in front of the stage along with the other types of cardio bikes
- 1 upright bike is in the current room layout and quote



RECUMBENT BIKE



- Easy to use cardio bike that is very popular for people seeking low impact fitness
- Recommended for beginners or those with lower-body injuries as this equipment requires less overall body exertion than a treadmill or elliptical trainer and allows for longer workout sessions.
- Positioned in front of the stage along with the other types of cardio bikes
- 1 recumbent bike is in the current room layout and quote



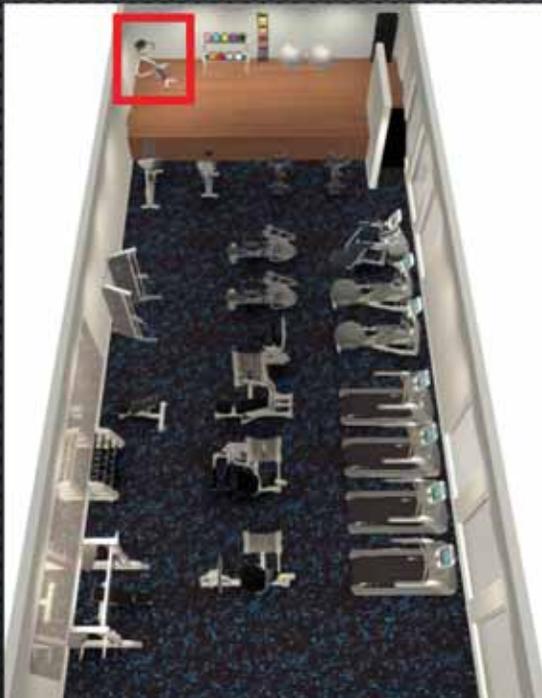
NUSTEP



- Easy to use recumbent cross trainer that is very popular with people seeking low impact exercise.
- Provides a smooth and natural motion that delivers a low impact, inclusive, total-body cardiovascular and strengthening workout for virtually all users.
- Positioned in the middle of the room for easy access to the machine
- 2 Nusteps are in the current room layout and quote



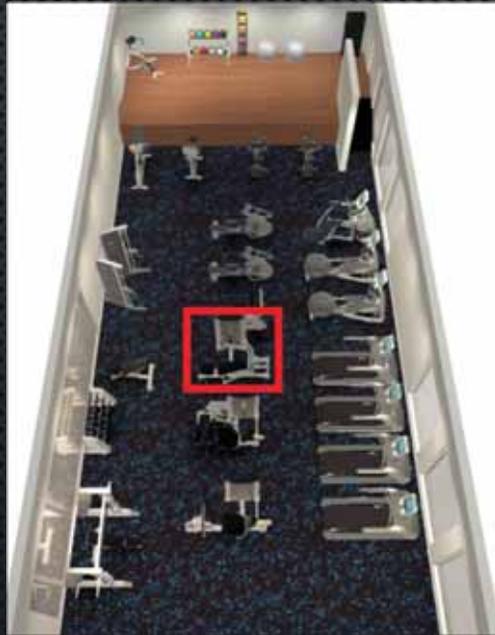
STRETCH TRAINER



- Simple easy to use stretch trainer for pre and post workout stretching
- Improves flexibility and range of motion to improve physical performance and reduce the risk of injury.
- Positioned on the stage along with other stretching and flexibility equipment
- 1 stretch trainer is in the current room layout and quote



MULTI PRESS



- This strength machine is three machines in one – bench press, incline press, and should press
- Works out chest, arms, and shoulders.
- Positioned in the middle of the room along with the other strength machines
- 1 multi press is in the current room layout and quote



LEG PRESS / CALF EXTENSION



- This strength machine allows the user to use for both leg press and calf extension exercises to work out quadriceps, glutes, and lower legs.
- Positioned in the middle of the room along with the other strength machines
- 1 leg press / calf extension machine is in the current room layout and quote



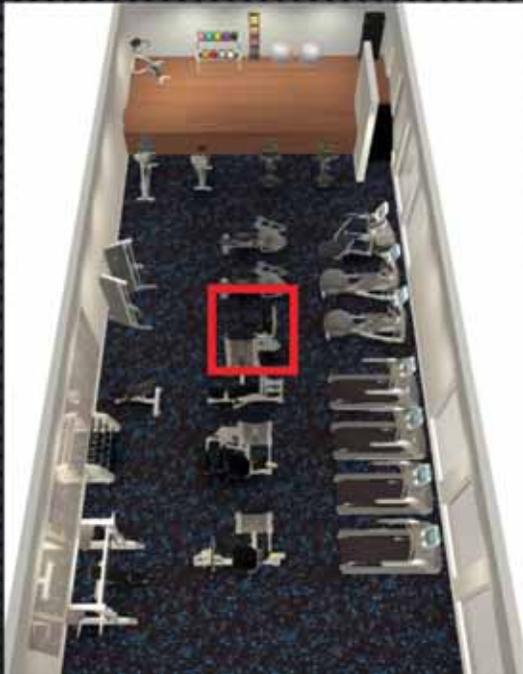
LEG EXTENSION/CURL



- This strength machine allows the user to exercise quadriceps, calves, and hamstrings.
- Positioned in the middle of the room along with the other strength machines
- 1 leg extension/curl machine is in the current room layout and quote



BICEP CURL / TRICEPS EXTENSION



- This strength machine allows the user to exercise wrists, biceps, triceps, lats, and forearms.
- Positioned in the middle of the room along with the other strength machines
- 1 bicep curl / triceps extension machine is in the current room layout and quote



SMITH MACHINE



- Smith machine allows the user to do a variety of different bar / plate weighted exercises from squats to bench press for a total body workout
- Positioned along the wall with other free weights
- 1 smith machine is in the current room layout and quote



FUNCTIONAL STRENGTH TRAINER



- The functional strength trainer allows for the user to complete a variety of resistance exercises to exercise almost any muscle group.
- Positioned along the wall with the free weights and smith machine.
- 1 functional strength trainer is in the current room layout and quote



3 TIER DUMBBELL RACK AND WEIGHTS



- Dumbbells up to fifty pounds for a multitude of upper body exercises
- Positioned along the wall with the smith machine and functional strength trainer
- 1 dumbbell rack and weight set is in the current room layout and quote



ADDITIONAL EQUIPMENT



- 2 Flat / Incline / Decline benches
- 5lb – 25lb Weight plates
- 4lb – 30lb Medicine ball set
- 2 Fitness balls
- 4 Fitness mats
- 1 Wall mounted mat rack



SUMMARY

- HIGH QUANTITY OF CARDIO EQUIPMENT PROVIDES FOR VERSATILITY AND VARIETY IN AEROBIC EXERCISE.
- STRENGTH EQUIPMENT PROVIDES THE ABILITY FOR A TOTAL BODY WORKOUT
- STRETCHING AREA PROVIDES FOR SPACE FOR EXERCISES THAT DO NOT USE EQUIPMENT
- OVERALL FOCUS OF LAYOUT
 - EFFICIENT USE OF SPACE
 - UNINTIMIDATING ENVIRONMENT
 - FLEXIBILITY FOR FUTURE CHANGES



XI. Action Item E

Approval of New Watts Advisory Group Member

Glencoe Park District
April 2017 Board Meeting



Watts Advisory Group Member Application

The Board of Park Commissioners is seeking residents and users of Watts Center to join the Watts Advisory Group to serve in an advisory capacity to District staff and provide input to the Park Board in the following areas:

- Vision of Watts Park
- Future of Watts Center
- Programming and Services at Watts

Watts Advisory Group consists of volunteers representing a cross section of patrons and members of the community who have an interest in ensuring that Glencoe Park District is a steward for this important facility, and that programming and operations needs best serve the needs of the community and Watts' patrons.

This group will meet approximately two to four times per year on weekday evenings with meetings that will last 60 - 90 minutes depending on agenda items. The Advisory Group will review long-range plans related to Watts Center and Watts Park.

If you are interested, please fill out the attached questionnaire and email it to mlushniak@glencoe park district.com or mail/drop off at Takiff Center to the address shown below. Inquiries and general questions regarding Watts Advisory Group are also welcome.

If you have any questions, please do not hesitate to contact Mike Lushniak, Director of Recreation and Facilities at 847-835-7535.

XI. Action Item F

Approval of Watts Replacement Flooring

Glencoe Park District
April 2017 Board Meeting



To: Board of Commissioners

Date: 4/12/17

From: Lisa Sheppard, Executive Director, Chris Leiner, Director of Parks & Maintenance

SUBJECT: Replacement of Watts Facility Rubber Floor

As previously discussed, we have budgeted \$70,000 for the replacement of the rubber flooring at Watts in the FY2017/18 Capital Plan. The existing floor is in poor condition and has started to peel up in multiple locations. Becker Arena Products of Savage, Michigan has submitted a quote of \$66,385 to remove the existing rubber floor, furnish new flooring, and complete the installation.

This quote is furnished through the National Joint Powers Alliance (NJPA) which is a national purchasing co-op of which we are a member. This allows us a guaranteed low bid prevailing wage price without the added expense of the legal bidding process at the Park District level. The vendor previously provided the same service to the Park District last year when they replaced the floor in the activity room at Watts.

This new skate friendly flooring will be installed in the lobby, bathrooms, program rooms, hallways, and vestibule; totaling approximately 4200 square feet. The installation would take place in August when the facility is closed.

Recommended Motion: To approve the NJPA quote from Becker Arena Products for \$66,385 for the removal of existing flooring and the installation of new rubber flooring at Watts Center.