



APRIL 2021 Board Report



**GLENCOE PARK DISTRICT
REGULAR BOARD MEETING
Tuesday, April 20, 2021 – 7:00pm
Zoom Video/Audio Conference or In-Person**

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

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

A G E N D A

- I. Call to Order
- II. Roll Call
- III. Consent Agenda Items
 - A. Minutes of March 16, 2021 Regular Board Meeting (pgs. 4-14)
 - B. Minutes of April 6, 2021 Special Board Meeting (pgs. 15-16)
 - C. Minutes of April 6, 2021 Committee of the Whole Meeting (pgs. 17-18)
 - D. Approval of Post-Issuance Tax Compliance Report (pgs. 19-22)
 - E. Approval of the Bills (pgs. 23-33)
- IV. Matters from the Public
- V. Public Hearing: 2021/2022 Budget and Appropriation Ordinance No. 921 (pgs. 34-43)
- VI. Approval of Ordinance No. 921: An Ordinance Making a Combined Annual Budget and Appropriation of Funds for the Glencoe Park District for the Fiscal Year Beginning March 1, 2021 (pgs. 34-43)
- VII. Financial Report (pgs. 44-47)
- VIII. Registration Software Upgrade Update (pgs. 48-63)
- IX. Watts Ice Rink End of the Season Report (pgs. 64-80)
- X. Executive Director's Report (pgs. 81-90)
- XI. Action Items
 - A. Approval of Memorandum of Understanding District 35 and Glencoe Park District (pgs. 91-96)
 - B. Approval of Bid for Asphalt-Pathway Resurfacing (pgs. 97-98)
 - C. Approval of Bid for Conservation-Landscape Maintenance (pgs. 99-100)
 - D. Approval of Bid for Tennis Color Coating-Crack Fill (pgs. 101-102)
 - E. Approval of Contract Extension-Addendum Christopher B. Burke Engineering (pgs. 103-108)
- XII. Other Business
- XIII. Executive Session
 - A. Personnel 5ILCS 120/2(c)(1)
- XIV. Adjournment

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

Meeting ID: 879 2709 4240
Password: 999

Via Phone Dial In
312-626-6799

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

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

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

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

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

Option 3: In Person at the meeting at Takiff Center

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

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 2021 Board Meeting

MINUTES OF MARCH 16, 2021 REGULAR BOARD MEETING
GLENCOE PARK DISTRICT
ZOOM and 999 GREEN BAY ROAD, GLENCOE, ILLINOIS 60022

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

The meeting was called to order at 7:01pm and roll was called. All commissioners gave permission to be recorded.

Commissioners present:

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

Staff present:

Lisa Sheppard, Executive Director/Secretary
Carol Mensinger, Director of Finance/HR
Chris Leiner, Director of Parks/Maintenance
Bobby Collins, Director of Recreation/Facilities
Erin Classen, Supt. of Marketing/Comm.
Matt Walker, Beach and Boating Beach Manager
Jenny Runkel, Administrative Assistant

Members of the public in attendance who signed in or spoke: Robert Bloom, Stephani Briskman, Karen Ettelson, Adrienne Gallagher, Kelly Glauberman, Ed Goodale, Jessica Guten, Peggy Hamil, Marla Hand, Brandon Hinkle, Ann Scheuer, Bart Schneider, Charlie Sweat, Kelly Sweat, Peter Van Vechten, Debra Warren, Mark Warren, Adam Wohl, Vanessa Zoerb

Approval to move Other Business in the Agenda to be held after Consent Agenda Items:

A motion was made by Commissioner Onderdonk to approve moving Other Business in the Agenda to be held after Consent Agenda. Commissioner Boron seconded the motion. No further discussion ensued. Roll call vote taken:

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

The motion passed.

Consent Agenda: A motion was made by Commissioner Boron to approve the consent agenda items as presented including Minutes of February 16, 2021 Regular Board Meeting, March 2, 2021 Special Board Meeting, March 2, 2021 Committee of the Whole Meeting, and Approval of the Bills. Commissioner Onderdonk seconded the motion. No further discussion ensued. Roll call vote taken:

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

The motion passed.

Other Business: Executive Director Sheppard announced that Glencoe Park District was awarded a \$2.5 million PARC Grant from the State of Illinois for the Watts Recreational Center renovation. This the largest grant in Glencoe Park District history.

Glencoe Historical Society's (GHS) representatives, Vanessa Zoerb and Karen Ettelson, gave an update on the Frank Lloyd Wright Booth Cottage construction and status of the outside of the building including the sidewalk and fence removal. Vanessa thanked everyone for their patience especially with the pandemic. By April 1, everything will be completed on the exterior except painting, sidewalk, and sod which are weather dependent and expected to be done by May 1. On April 1, the fence and dumpster will be removed. Grading will occur this week in preparation for sidewalk installation next week. As seen during the spring thaw, the drainage system provided the necessary drainage.

Commissioner Covey asked for more consistent communication required by our contract and to include the details given tonight on the GHS website. Vanessa admitted to doing well with communication up to the move and apologized for the lack of communication during the project. She added that this will change and the website will be up to date going forward.

Commissioner Onderdonk asked GHS to issue a press release to the local press and the Village weekly report.

Commissioner Lutton agreed with Covey and Onderdonk's requests and also thanked GHS for their work to save a treasure.

Karen Ettelson reiterated making communication a priority.

Vanessa reviewed utilities and Director Leiner asked that the watering of the sod be included as a contractor responsibility.

Matters from the Public: Robert Bloom asked when it is going to open.

Marla Hand asked to remind the construction crew that parking is either in the Cottage drive or the Metra train lot when the snow pile melts.

Kelly Glauberman asked for regular updates after the exterior is done. Neighbors would like to know what is going on with this new addition to the neighborhood.

Charlie Sweat emphasized that it has been almost fifteen months since the Takiff Center meeting on the Cottage where everyone was told that no tax dollars would pay for this project. Since then, GHS made two granted requests to the Village for funds. It is a private project and should not be using taxpayer dollars. Especially since it looks like moving forward there will be problems.

Commissioner Boron asked for at least one more public update at a meeting.

Financial Report: Director of Finance and HR Mensinger stated fiscal year 2020/21 is complete. Mensinger was happy to report that despite the pandemic, there are no surprises and the District is doing well. Our surplus is only down \$500,000 in the

Recreation Fund due to the Recreation Team's efforts of starting virtual programming right away. Day care opened for essential service workers' children after being closed half of March and April and are now financially right in line with how it was operated the last two years. In addition, day care received \$93,000 in grants which helped day care reach its surplus of \$360,000. The last two years, Watts had \$90,000 deficits, this year, we are up \$10,000 for the first time in history. There will still be accrued payables in the next six weeks. Mensinger accredited the District's positive financials to the whole team. We are bringing in deferred tax revenues that are not showing in the February financials.

Executive Director Report: Executive Director Sheppard shared that the governor announced to fully reopen the state by this Friday. We do not know what it will look like, but our staff are ready.

Our beach passes went on sale this morning selling 3,044 resident passes and 246 guest passes compared to last year's total of 6,011, of which residents accounted for 4,399. Our website traffic today doubled our record high traffic to date. Our website has a live FAQ document to be updated as information changes. Director Collins and Facility Manager Walker gave the presentation attached to these minutes on 2021 beach admission options. Per Board direction, we are offering Option 2A Hybrid. Also reviewed were daily admission sales challenges, the Ticketleap platform to sell daily passes used for Watts passholders this past winter, daily pass procedures, and pass sales comparison. All passes sold are residents; non-resident sales start on March 30.

The District hit the one-year pandemic milestone. Executive Director Sheppard thanked the entire team and Board for serving the community. We are very close to having all staff (who want to be) vaccinated by the end of next week. The cooperative effort of District 35, Village, and Park District allowed this to happen quickly.

Staff are working on smaller special events to meet the need of a community yearning to gather. Bobby and his team will present these events at the next meeting. Staff are also looking at doing something for the Fourth of July in the morning.

Director Leiner gave an update on Connect Glencoe and Duke Park projects. Connect Glencoe project needs to be done by May 1 or the contractor will have a daily fine. Tasks and repairs were reviewed. Duke Park's ongoing project tasks were reviewed. Please note, that puddling on a trail the day after a snowstorm is normal. Aggregate cannot be pitched like concrete, but more aggregate will be added to low spots. Towards the Green Bay Road side is what looks like a tire swing, but is for 2-5 year olds. It shakes, but does not swing as much as older children's elements. We will not have staff onsite to monitor the train and expect users to be patient and share. Water is to be activated Memorial Day weekend, maybe early June. An opening with the donor, signs, and traffic control signs were discussed.

Sheppard thanked the Watts Team for a superbly run season. We took a chance on how it was run and it worked really well. Friday night events were excellent and we plan on those continuing at the beach.

With Commissioner Onderdonk going off the Board, keep in mind for the May Board meeting, we have two open positions at the Village including the Sustainability Committee and the Plan Commission. Onderdonk shared his viewpoint of each committee and their current and upcoming projects.

Action Items:

Approval of Fiscal Year 2021/22 Budget – Approval Draft: A motion was made by Commissioner Onderdonk to approve the Fiscal Year 2021/22 Budget – Approval Draft as presented. Commissioner Lutton seconded the motion. There was no discussion.

Roll call vote taken:

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

The motion passed.

Mensigner made everyone aware there is a \$300,000 transfer to be officially done when the audit is complete. Some projects that are part of the new PARC grant will need to be delayed due to the grant. Over \$3.4 million dollars will go towards projects in the District the next few years.

Approval of Professional Service Contract for Glencoe Pier Design: A motion was made by Commissioner Lutton to approve the professional service contract with Baird for Glencoe Beach Pier project as presented. Commissioner Onderdonk seconded the motion. No discussion ensued. Roll call vote taken:

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

The motion passed.

Approval of Bid for Beach House Exterior Renovations: A motion was made by Commissioner Lutton to approve the lowest bidder for the Beach House Exterior Renovation project, Red Feather Group of Glenview, Illinois for a total of \$75,200 as presented. Commissioner Onderdonk seconded the motion. No further discussion ensued. Roll call vote taken:

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

The motion passed.

Approval of Bi-Annual Review of Executive Session Minutes 5ILCS 120/2(c)(21): A motion was made by Commissioner Boron to approve and keep confidential executive session minutes including October 20, 2020, December 1, 2020, December 15, 2020, February 2, 2021, February 16, 2021, and March 2, 2021 as mandated by 5ILCS120/2(c)(21) as presented. Commissioner Lutton seconded the motion. No discussion ensued. Roll call vote taken:

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

The motion passed.

Other Business: Other business was moved up to the beginning of the meeting.

Adjourn: Commissioner Lutton moved to adjourn the meeting at 8:08pm. Commissioner Onderdonk seconded the motion. No further discussion ensued. Roll call vote taken:

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

The motion passed.

Respectfully submitted,

Lisa M. Sheppard
Secretary



2021 Glencoe Beach Daily Admissions



Enriching lives and creating memorable experiences.



2021 Operations Beach Admissions Options

OPTION 1
Season Pass Holders Only
No Change to
2020 Operation

OPTION 2
Season Passes
&
Limited Daily's

OPTION 3
Return to
Regular Operations
Pre-COVID

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

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

OPTION 2A Hybrid
(Board Consensus)
Season passes: 7 days per week
Limited daily admission: Mon-Fri starting at 12pm
No daily admission on weekends or holidays

Challenges with Advanced Daily Admission Sales

- Unknown weather and water conditions
- Too many variables for visitors to make an informed decision
- Can create volatile situations at entrances
- Expectation of refunds
- Increased administrative work load

Daily Admission Ticket Sales

- Daily admission tickets may be purchased on the Ticketleap platform
 - Ticket purchases available starting at 9am day of visit
 - Weather, water status and closures posted on our website, ticket sales page and phone message by 9am each day
 - Processing Fees ~5%
 - No onsite ticket sales available
 - Must provide a valid photo ID at check-in to prove residency
 - Advantages of
 - Purchaser knows status of weather and water conditions
 - Purchaser can make a more informed decision
 - Streamline sale process
 - Managers can focus on operations
 - No expectation of refunds
 - Hard to argue with refund policy

Pass Sales Summary

As of 3/16/2021

Pass Sales	Price	# Sold	Revenue	2020 # Sold
Resident Passes	\$35	3,044	\$105,665	4,399
Guest	\$50 Per 10 Punch	246	\$12,150	373



glencoe parkdistrict.com



MINUTES OF APRIL 6, 2021 SPECIAL BOARD MEETING
GLENCOE PARK DISTRICT
ZOOM and 999 GREEN BAY ROAD, GLENCOE, ILLINOIS 60022

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

The meeting was called to order at 6:47pm and roll was called. All commissioners gave permission to be recorded.

Committee Members present:

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

Staff present:

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

Committee Members absent:

Stefanie Boron, Vice President

Members of the public in attendance who signed in or spoke: Stephani Briskman, Amanda Giacomino, Bart Schneider, Jessica Stockl, Matt Walker, Adam Wohl

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

Action Items:

Director Leiner reviewed the two action items. At a prior meeting, the Commissioners directed staff to elevate baseball field maintenance to B+ standards by replacing sod, clay grading, and home plate/mound maintenance. Staff chose to prioritize Berlin Field first as a result of heavy use and weather conditions. Glencoe Youth Baseball has agreed to a \$10,000 (30%) cost-share on the project.

Regarding the Boat House Stairs Project, we received two bids under our \$265,000 budget. We anticipate unknown conditions that were not visible upon inspection to surprise us, so the favorably low bid will allow for a contingency.

Approval of Baseball Infield Improvement/Maintenance Bid: A motion was made by Commissioner Onderdonk to approve the lowest responsible bidder, Advanced Turf Solutions of Fishes, Indiana for a total base bid of \$29,575 as presented. Commissioner Lutton seconded the motion. No further discussion ensued. Roll call vote taken:

AYES: Covey, Lutton, Onderdonk, Brooks

NAYS: None

ABSENT: Boron

The motion passed.

Approval of Construction Bid for Boat House Stairs: A motion was made by Commissioner Lutton to approve the lowest responsible bidder, Martam Construction of

Elgin, Illinois for a total of \$175,404 as presented. Commissioner Onderdonk seconded the motion. No further discussion ensued. Roll call vote taken:

AYES: Covey, Lutton, Onderdonk, Brooks

NAYS: None

ABSENT: Boron

The motion passed.

Other Business: There was no other business.

Adjourn: Commissioner Onderdonk moved to adjourn the meeting at 6:56pm. Commissioner Lutton seconded the motion. No further discussion ensued. Roll call vote taken:

AYES: Covey, Lutton, Onderdonk, Brooks

NAYS: None

ABSENT: Boron

The motion passed.

Respectfully submitted,

Lisa M. Sheppard
Secretary

MINUTES OF APRIL 6, 2021 COMMITTEE OF THE WHOLE MEETING
GLENCOE PARK DISTRICT
ZOOM and 999 GREEN BAY ROAD, GLENCOE, ILLINOIS 60022

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

The meeting was called to order at 7:00pm and roll was called. All commissioners gave permission to be recorded.

Committee Members present:

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

Staff present:

Lisa Sheppard, Executive Director/Secretary
Chris Leiner, Director of Parks/Maintenance
Bobby Collins, Director of Recreation/Facilities
Erin Classen, Supt. of Marketing/Communications
Jessica Stockl, Early Childhood Manager
Jenny Runkel, Administrative Assistant

Committee Members absent:

Stefanie Boron, Vice President

Members of the Public in attendance who signed in or spoke: Stephani Briskman, Amanda Giacomino, Bart Schneider, Matt Walker, Adam Wohl

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

Review Employee Survey Results: Staff shared the 2021 Full and Part-time Employee Survey with the Board conducted in mid-March. The electronic survey was sent to 142 staff members and 79 employees chose to complete the survey. Executive Director Sheppard reviewed the survey with the Board that overall was very positive and discussed the Areas of Focus sections. Discussion ensued. Staff will review the survey with all staff members and come up with solutions for the Areas of Focus.

Early Childhood Department Structural Change: Jessica Stockl and Bobby Collins shared a proposal to restructure the Early Childhood Department with the goal of creating sustainability in the department through a higher level of training, more supervision, less turnover, and a hierarchy to allow for fluid movement if there is a change in leadership. This will result in better practices in the classroom and healthier attachments for the children. The program has grown 50% in the last three years. This will be the first step to the start of many changes. Discussion ensued.

Discuss Date for Rescheduled Fireworks: At a previous meeting, the Board chose not to have fireworks on the Fourth of July. The Board can decide not have fireworks, although staff recommends moving it to Labor Day weekend. We can get a barge any day, but July 4. Pros and cons of watching from a barge was reviewed. Going forward, we cannot get a barge on the Fourth of July. COVID restrictions would be in effect, if warranted. A couple other park districts are doing fireworks on the Fourth of July;

however, they have huge fields to accommodate COVID restrictions. The barge will cost an additional \$13,000. Discussion ensued.

Chair Brooks, based on committee discussion and a 3-1 consensus, directed park district staff to hold fireworks on the Friday before Labor Day, close the beach for the day, set fireworks off from the beach, and have spectators view from Lakefront Park.

Other Business: There was no other business.

Adjourn to Closed Session: At 8:00pm, Commissioner Lutton moved to adjourn into closed session to discuss real estate as mandated by Section 2.06. 5 ILCS 120/2 (c)(5) Commissioner Onderdonk seconded the motion. No discussion ensued. Roll call vote:

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

The motion passed.

Return to Open Session: Commissioner Onderdonk moved to return to open session at 8:21pm. Commissioner Lutton seconded the motion. No discussion ensued. Roll call vote:

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

The motion passed.

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

Adjourn: Commissioner Onderdonk moved to adjourn the meeting at 8:22pm. Commissioner Lutton seconded the motion. No discussion ensued. Roll call vote:

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

The motion passed.

Respectfully submitted,

Lisa M. Sheppard
Secretary

MEMORANDUM

TO: Board of Park Commissioners
CC: Lisa Sheppard, Chris Leiner, Bobby Collins
FROM: Carol Mensinger, Director of Finance/HR
SUBJECT: Annual Report – Bond Compliance
DATE: April 12, 2021

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 2015 Refunding Series Bonds (which refunded the 2006 qualified 501(c)(3) bonds issued in 2006 for the renovation of the Takiff Center), and the newly issued 2020 Limited Tax Bonds.

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, due to COVID-19, there was a significant decrease in the percentage compared to the previous year. Please note, 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 (who actually did not utilize space as a private renter since March 2020 due to COVID-19) 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 utilized space in the Takiff Center.

The largest independent contractor, Sarah Hall Theatre Company, can be perhaps identified as the lone entity who actually utilized space in Takiff, and whose use would be considered most impactful towards the District's allowable "private business use". In calculating their square foot usage for their designated program areas - Studio 126, Multipurpose Room, and Community Hall, it was determined their usage equated to less than 0.5% "private business use" this year.

The attached Post-Issuance Tax Compliance 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.

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 20th day of April 2021, 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 Advantaged 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 20th day of April 2021.

By _____
Carol Mensinger, Co-Compliance Officer

By _____
Lisa Sheppard, Co-Compliance Officer

Glencoe Park District-FY20/21 Takiff Usage

Contractor	Agreement	Program	Room	Spring	Summer	Fall	Winter	Total Days
Amazing Minds	70% - Cont. 30% - PD	Amazing Minds	Multi-Purpose Room	0	0	14	6	20
Sticky Fingers Cooking	70% - Cont. 30% - PD	Cooking Class	Multi-Purpose Room	0	0	14	6	20
Sunshine Arts and Crafts	70% - Cont. 30% - PD	Art Classes	Community Room	0	0	14	6	20
Coder School	70% - Cont. 30% - PD	Youth Enrichment	Community Room	0	0	28	12	40
Chess Scholars	70% - Cont. 30% - PD	Youth Enrichment	Community Room	0	0	28	12	40
Gary Kantor - Magic	70% - Cont. 30% - PD	Youth Enrichment	Community Room	0	1	1	1	3
Fitness Contractors-5 diff indiv	75% - Cont. 25% - PD	Fitness Classes	Fitness 123	0	120	115	0	235
Sarah Hall Theatre Company	75% - Cont. 25% - PD	Broadway Bound	Community Room	0	15	36	12	63
Sarah Hall Theatre Company	75% - Cont. 25% - PD	Drama Classes	Community Hall	0	20	60	24	104
Sarah Hall Theatre Company	75% - Cont. 25% - PD	Dance Classes	Yoga 126	0	0	90	36	126
Hot Shots Sports	70% - Cont. 30% - PD	Sports Programs	Gym	0	0	98	42	140
Pride DoJo	75% - Cont. 25% - PD	Karate	Karate 124	0	0	28	12	40
Redline Atheltics	70% - Cont. 30% - PD	Sports Programs	Gym	0	0	14	6	20
FSA Sports	70% - Cont. 30% - PD	Sports Programs	Gym	0	0	14	6	20
Soccer Shots	70% - Cont. 30% - PD	Sports Programs	Gym	0	0	28	12	40
Volleyball-EVP Academies	70% - Cont. 30% - PD	Sports Programs	Gym	0	0	14	6	20
Game On! Sports For Girls	70% - Cont. 30% - PD	Sports Programs	Gym	0	10	15	6	31
Rowing	75% - Cont. 25% - PD	Sports Programs	Fitness 123	0	12	15	6	33
Totals				0	178	626	211	1015

Rental Groups	# of Rental Days/per Year	Fitness Rentals	# of Rental Days/per Year
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None - Due to Covid-19



Glencoe Park District

Voucher List of Bills By Vendor Set

Payment Dates 3/10/2021 - 4/9/2021

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Vendor Set: AP Vendors - AP Vendors					
Vendor: 10133 - Accuraty Solutions					
Accuraty Solutions	03/29/2021	13543	25-00-000-5321	2nd Qtr Web Hosting	495.00
Accuraty Solutions	04/08/2021	13593	25-00-000-5321	Website Updates (Oct-Dec 2021)	1,264.25
Accuraty Solutions	04/08/2021	13593	25-00-000-5321	Web Hosting (Oct-Dec 2021)	495.00
Vendor 10133 - Accuraty Solutions Total:					2,254.25
Vendor: 10136 - Advanced Disposal Services					
Advanced Disposal Services	03/15/2021	13491	10-12-000-5353	Trash/Recycle - Parks(Feb 2021)	1,335.98
Advanced Disposal Services	03/15/2021	13491	10-13-000-5353	Trash/Recycle - Watts (Feb 2021)	132.16
Advanced Disposal Services	03/15/2021	13491	25-00-000-5353	Trash/Recycle - Takiff (Feb 2021)	354.98
Vendor 10136 - Advanced Disposal Services Total:					1,823.12
Vendor: 10098 - AFLAC					
AFLAC	03/22/2021	13525	10-00-000-2170	Supplemental Aflac Coverage - ...	207.16
Vendor 10098 - AFLAC Total:					207.16
Vendor: 10739 - Airespring					
Airespring	04/05/2021	13564	25-00-000-5210	Takiff Fiber Internet	1,917.31
Vendor 10739 - Airespring Total:					1,917.31
Vendor: 10973 - Altamanu, Inc.					
Altamanu, Inc.	03/15/2021	13501	67-00-000-5518	Design/Const Mgmt - South Ove...	2,121.19
Altamanu, Inc.	03/22/2021	13526	67-00-000-5510	Design Svcs - Boat/Beach Stairs	23,089.57
Vendor 10973 - Altamanu, Inc. Total:					25,210.76
Vendor: 10946 - Amazon Capital Services					
Amazon Capital Services	03/29/2021	13544	10-11-000-5342	Admin Mtg Expenses	20.50
Amazon Capital Services	03/29/2021	13544	10-12-000-5401	Parks Office Supplies	298.75
Amazon Capital Services	03/29/2021	13544	10-12-000-5491	Bee Food/Suits/Hive Parts	849.62
Amazon Capital Services	03/29/2021	13544	10-12-000-5497	ELC Playground Fence Parts	460.00
Amazon Capital Services	03/29/2021	13544	10-13-000-5415	Watts Event Supplies	19.99
Amazon Capital Services	03/29/2021	13544	25-00-000-5210	Rec Office Supplies	275.41
Amazon Capital Services	03/29/2021	13544	25-25-401-5400	ELC Supplies	6.00
Amazon Capital Services	03/29/2021	13544	25-25-402-5400	ELC Supplies	14.95
Amazon Capital Services	03/29/2021	13544	25-25-403-5400	ELC Supplies	6.00
Amazon Capital Services	03/29/2021	13544	25-25-405-5400	K Readiness Supplies	6.00
Amazon Capital Services	03/29/2021	13544	25-25-954-5400	Winter Event Supplies	71.15
Amazon Capital Services	03/29/2021	13544	25-26-000-5403	Day Care Pgm Supplies	133.10
Amazon Capital Services	03/29/2021	13544	25-26-000-5430	Day Care First Aid Supplies	59.90
Amazon Capital Services	03/29/2021	13544	25-26-000-5460	Day Care Food Prep Supplies	220.96
Vendor 10946 - Amazon Capital Services Total:					2,442.33
Vendor: 10147 - American Outfitters, Ltd.					
American Outfitters, Ltd.	03/22/2021	13527	25-25-653-5401	Broadway Bound T-Shirts	285.20
Vendor 10147 - American Outfitters, Ltd. Total:					285.20
Vendor: 10152 - American Red Cross					
American Red Cross	03/22/2021	13528	45-00-000-5340	Bal Due - FA/CPR Staff Certificat...	736.00
Vendor 10152 - American Red Cross Total:					736.00
Vendor: 10050 - Ancel, Glink P.C.					
Ancel, Glink P.C.	03/15/2021	13514	10-11-000-5310	Legal Services - Jan 2021	1,558.75
Vendor 10050 - Ancel, Glink P.C. Total:					1,558.75
Vendor: 10162 - AT & T					
AT & T	03/22/2021	13529	10-12-000-5210	Phone Svc - Parks (Mar)	66.47
AT & T	03/22/2021	13529	10-13-000-5210	Phone Svc - Watts (Mar)	53.01
AT & T	03/22/2021	13529	25-00-000-5210	Phone Svc - Takiff (2 Mos)	1,487.05

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Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
AT & T	03/29/2021	13545	25-00-000-5210	Takiff Phone Svc - March 2021	870.27
Vendor 10162 - AT & T Total:					2,476.80
Vendor: 10455 - AT & T					
AT & T	04/05/2021	13565	10-14-000-5210	DSL Service - Beach	172.29
Vendor 10455 - AT & T Total:					172.29
Vendor: 10163 - Atlas Bobcat, LLC					
Atlas Bobcat, LLC	03/22/2021	13530	65-00-021-5511	T76 Track Loader	70,335.00
Vendor 10163 - Atlas Bobcat, LLC Total:					70,335.00
Vendor: 10473 - BMO Harris Bank N.A.					
BMO Harris Bank N.A.	03/15/2021	13492	10-11-000-5342	Watts Staff Dinner	43.85
BMO Harris Bank N.A.	03/15/2021	13492	10-11-000-5361	Job Postings - Dir of Fin	515.00
BMO Harris Bank N.A.	03/15/2021	13492	10-11-000-5402	Digital Newspaper Subscription	27.72
BMO Harris Bank N.A.	03/15/2021	13492	10-11-000-5404	Annual Zoom Subscription	149.90
BMO Harris Bank N.A.	03/15/2021	13492	10-12-000-5425	Parks Staff Lunch - Snow Day	52.75
BMO Harris Bank N.A.	03/15/2021	13492	10-12-000-5491	Bee Hives	1,128.00
BMO Harris Bank N.A.	03/15/2021	13492	10-13-000-5415	Watts Event Supplies	53.93
BMO Harris Bank N.A.	03/15/2021	13492	10-13-000-5420	Figure Skate Adapters	204.97
BMO Harris Bank N.A.	03/15/2021	13492	25-00-000-5210	iCloud Storage - Bobby/Chris	1.98
BMO Harris Bank N.A.	03/15/2021	13492	25-00-000-5360	Facebook Marketing	4.04
BMO Harris Bank N.A.	03/15/2021	13492	25-00-000-5360	iCloud Storage - Erin	0.99
BMO Harris Bank N.A.	03/15/2021	13492	25-00-000-5360	Signs	1,128.74
BMO Harris Bank N.A.	03/15/2021	13492	25-00-000-5362	Shutterstock	29.00
BMO Harris Bank N.A.	03/15/2021	13492	25-00-000-5480	Rec Van Gasoline	54.40
BMO Harris Bank N.A.	03/15/2021	13492	25-25-315-5400	Ceramics Supplies	500.63
BMO Harris Bank N.A.	03/15/2021	13492	25-25-601-5300	Kids Club Brightwheel App	150.00
BMO Harris Bank N.A.	03/15/2021	13492	25-25-601-5400	Kids Club Staff Lunch	67.17
BMO Harris Bank N.A.	03/15/2021	13492	25-25-615-5400	Ceramics Supplies	500.63
BMO Harris Bank N.A.	03/15/2021	13492	25-26-000-5360	Care.com Job Postings	75.00
BMO Harris Bank N.A.	03/15/2021	13492	25-26-000-5404	Day Care Brightwheel App	175.00
BMO Harris Bank N.A.	03/15/2021	13492	25-26-000-5409	Kids Night Out Staff Dinner	84.59
BMO Harris Bank N.A.	03/15/2021	13492	25-27-000-5210	Takiff Fitness Internet/TV	165.99
BMO Harris Bank N.A.	03/15/2021	13502	10-11-000-5342	Staff Sympathy Flowers	39.62
BMO Harris Bank N.A.	03/15/2021	13502	10-11-000-5402	Commissioner Legal Books	191.00
BMO Harris Bank N.A.	03/15/2021	13502	25-00-000-5210	iCloud Storage - Carol	0.99
BMO Harris Bank N.A.	03/15/2021	13502	25-00-000-5301	Postage	8.85
BMO Harris Bank N.A.	03/15/2021	13502	25-00-000-5321	Consulting	335.00
BMO Harris Bank N.A.	03/15/2021	13502	25-00-000-5360	Buttons	43.32
BMO Harris Bank N.A.	03/15/2021	13502	25-00-000-5360	Stickers	78.71
BMO Harris Bank N.A.	03/15/2021	13502	25-00-000-5360	Google Marketing	89.80
BMO Harris Bank N.A.	03/15/2021	13502	25-00-000-5360	Business Cards	38.44
BMO Harris Bank N.A.	03/15/2021	13502	25-00-000-5368	Constant Contact	132.81
BMO Harris Bank N.A.	03/15/2021	13502	25-25-954-5400	Winter Event Supplies	219.13
Vendor 10473 - BMO Harris Bank N.A. Total:					6,291.95
Vendor: 10182 - BSN Sports					
BSN Sports	04/05/2021	13566	65-00-021-5514	Baseball Infield Maint	1,549.87
Vendor 10182 - BSN Sports Total:					1,549.87
Vendor: 10656 - Call One					
Call One	03/15/2021	13503	25-00-000-5210	T1 Line - Watts (Mar 2021)	365.85
Vendor 10656 - Call One Total:					365.85
Vendor: 10187 - Cawley Company					
Cawley Company	04/05/2021	13567	10-11-000-5420	Staff Name Tags	55.40
Vendor 10187 - Cawley Company Total:					55.40
Vendor: 10552 - Chicago Tribune Media Group					
Chicago Tribune Media Group	03/15/2021	13494	10-11-000-5311	Legal Notices - Feb 2020	175.79
Vendor 10552 - Chicago Tribune Media Group Total:					175.79

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Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Vendor: 10802 - Clauss Brothers Inc.					
Clauss Brothers Inc.	03/22/2021	13518	10-12-000-5350	Takiff Bioswale Maint (FY20/21)	2,227.50
Vendor 10802 - Clauss Brothers Inc. Total:					2,227.50
Vendor: 10505 - Comcast					
Comcast	03/15/2021	13504	10-12-000-5210	Internet Svc - Parks	147.62
Comcast	03/22/2021	13531	10-13-000-5210	Internet Svc - Watts (March)	227.62
Vendor 10505 - Comcast Total:					375.24
Vendor: 10208 - Commonwealth Edison					
Commonwealth Edison	03/15/2021	13495	10-12-000-5230	Electricity - FY20/21 Parks	1,050.71
Commonwealth Edison	03/15/2021	13495	10-13-000-5230	Electricity - FY20/21 Watts	6,737.38
Commonwealth Edison	03/15/2021	13495	10-14-000-5230	Electricity - FY20/21 Beach	64.86
Commonwealth Edison	03/15/2021	13495	10-15-000-5230	Electricity - FY20/21 Boathouse	32.38
Commonwealth Edison	03/15/2021	13495	25-00-000-5230	Electricity - FY20/21 Takiff	5,967.81
Vendor 10208 - Commonwealth Edison Total:					13,853.14
Vendor: 10210 - Conserv FS					
Conserv FS	03/15/2021	13505	10-12-000-5485	Ice Melt/Salt - Parks	1,474.56
Conserv FS	03/22/2021	13519	10-12-000-5485	Ice Melt/Salt - Parks	573.40
Vendor 10210 - Conserv FS Total:					2,047.96
Vendor: 11398 - Creekside Operating, LLC					
Creekside Operating, LLC	03/29/2021	13546	10-14-000-5360	Beach Mailer	1,422.00
Vendor 11398 - Creekside Operating, LLC Total:					1,422.00
Vendor: 11417 - Daiohs USA, Inc.					
Daiohs USA, Inc.	04/05/2021	13568	10-11-000-5420	Coffee - Takiff	91.95
Vendor 11417 - Daiohs USA, Inc. Total:					91.95
Vendor: 10329 - Deluxe					
Deluxe	03/15/2021	13506	10-11-000-5420	Signature/Address Stamps	183.94
Vendor 10329 - Deluxe Total:					183.94
Vendor: 10333 - Dermatec Direct					
Dermatec Direct	04/05/2021	13569	25-26-000-5430	Day Care Diapering Gloves/Mas...	717.97
Vendor 10333 - Dermatec Direct Total:					717.97
Vendor: 10334 - Discount School Supply					
Discount School Supply	04/05/2021	13570	25-26-000-5403	Day Care Pgm Supplies	622.15
Vendor 10334 - Discount School Supply Total:					622.15
Vendor: 10341 - Excalibur Technology Corporation					
Excalibur Technology Corporati...	03/22/2021	13532	65-00-021-5501	Replace - Network Switches/Lic...	38,864.91
Excalibur Technology Corporati...	04/05/2021	13571	65-00-021-5501	SDRAM/Repl 3 SATA Drives/Do...	2,307.00
Vendor 10341 - Excalibur Technology Corporation Total:					41,171.91
Vendor: 10344 - FedEx					
FedEx	03/22/2021	13533	67-00-000-5507	Shipping	31.75
Vendor 10344 - FedEx Total:					31.75
Vendor: 10570 - FP Mailing Solutions					
FP Mailing Solutions	04/05/2021	13572	10-11-000-5370	Postage Machine Rental	133.06
Vendor 10570 - FP Mailing Solutions Total:					133.06
Vendor: 10346 - Fun Express					
Fun Express	03/15/2021	13507	25-25-951-5400	Spring Egg Hunt Supplies	359.12
Fun Express	03/29/2021	13547	25-25-932-5400	School Day Off Supplies	70.12
Vendor 10346 - Fun Express Total:					429.24
Vendor: 10076 - Glencoe Junior Kindergarten					
Glencoe Junior Kindergarten	04/05/2021	13573	25-25-471-5300	Payment 1 - 21/22 Sch Yr	16,369.50
Glencoe Junior Kindergarten	04/05/2021	13573	25-25-472-5300	Payment 1 - 21/22 Sch Yr	38,023.50
Glencoe Junior Kindergarten	04/05/2021	13573	25-25-473-5300	Payment 1 - 21/22 Sch Yr	69,267.00
Glencoe Junior Kindergarten	04/05/2021	13573	25-25-474-5300	Payment 1 - 21/22 Sch Yr	111,798.00
Glencoe Junior Kindergarten	04/05/2021	13573	25-25-476-5300	Payment 1 - 2021 Camp	23,037.75
Vendor 10076 - Glencoe Junior Kindergarten Total:					258,495.75
Vendor: 10370 - Grainger Inc.					
Grainger Inc.	03/15/2021	13508	10-13-000-5412	Cleaning Supplies - Watts	210.31

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Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Grainger Inc.	03/15/2021	13508	25-00-000-5412	Cleaning Supplies - Takiff	102.45
Grainger Inc.	03/15/2021	13508	25-00-000-5483	Takiff Paint	68.10
Grainger Inc.	03/15/2021	13508	25-26-000-5460	Day Care Food Prep Supplies	238.31
Grainger Inc.	03/22/2021	13534	10-13-000-5412	Cleaning Supplies - Watts	75.57
Grainger Inc.	03/22/2021	13534	10-13-000-5484	Electrical Supplies - Watts CRED...	-160.00
Grainger Inc.	03/22/2021	13534	10-13-000-5484	Electrical Supplies - Watts	133.44
Grainger Inc.	03/22/2021	13534	25-00-000-5412	Cleaning Supplies - Takiff	158.75
Grainger Inc.	03/29/2021	13548	10-12-000-5582	Parks Maintenance Equipment	220.86
Grainger Inc.	03/29/2021	13548	10-13-000-5484	CREDIT - Watts Electrical Suppli...	-240.00
Grainger Inc.	03/29/2021	13548	10-13-000-5588	Watts Bldg Improvements	317.40
Grainger Inc.	03/29/2021	13548	25-26-000-5460	Day Care Food Prep Supplies	69.41
Grainger Inc.	04/05/2021	13574	25-26-000-5460	Day Care Food Prep Supplies	246.54
Grainger Inc.	04/05/2021	13574	67-00-000-5507	Kalk Pk Ph2 Owner Items	65.59
Grainger Inc.	04/08/2021	13594	25-26-000-5460	Day Care Food Prep Supplies (F...	139.89
Vendor 10370 - Grainger Inc. Total:					1,646.62
Vendor: 10325 - Grand Food Center					
Grand Food Center	03/29/2021	13549	25-26-000-5409	Day Care Food Supplies/Milk	230.01
Vendor 10325 - Grand Food Center Total:					230.01
Vendor: 10384 - Home Depot Credit Services					
Home Depot Credit Services	03/22/2021	13520	10-12-000-5481	Parks Construction Supplies	852.96
Home Depot Credit Services	03/22/2021	13520	10-12-000-5486	Plumbing Supplies - Parks	68.62
Home Depot Credit Services	03/22/2021	13520	10-12-000-5491	Greenhouse Supplies	198.00
Home Depot Credit Services	03/22/2021	13520	10-13-000-5588	Watts Building Improvements	1,343.02
Home Depot Credit Services	03/22/2021	13535	10-12-000-5481	Construction Supplies - Parks	147.26
Home Depot Credit Services	03/22/2021	13535	10-12-000-5487	Parks Hand Tools	47.88
Home Depot Credit Services	03/22/2021	13535	10-12-000-5582	Parks Maint Equipment	368.00
Home Depot Credit Services	03/22/2021	13535	10-13-000-5481	Construction Supplies - Watts	232.07
Home Depot Credit Services	03/22/2021	13535	10-13-000-5588	Watts Building Improvements	128.13
Vendor 10384 - Home Depot Credit Services Total:					3,385.94
Vendor: 10557 - IL Dept of Employment Security					
IL Dept of Employment Security	03/29/2021	13558	45-00-000-5653	4th Qtr Uemployment	1,090.00
Vendor 10557 - IL Dept of Employment Security Total:					1,090.00
Vendor: 10100 - IL Dept of Revenue					
IL Dept of Revenue	03/12/2021	DFT0001194	10-00-000-2110	IL State Tax W/H	5,856.43
IL Dept of Revenue	03/26/2021	DFT0001199	10-00-000-2110	IL State Tax W/H	5,511.82
IL Dept of Revenue	04/09/2021	DFT0001205	10-00-000-2110	IL State Tax W/H	5,361.32
Vendor 10100 - IL Dept of Revenue Total:					16,729.57
Vendor: 10101 - Illinois Municipal Retirement Fund					
Illinois Municipal Retirement Fu...	03/31/2021	DFT0001202	10-00-000-2150	IMRF Contrib - March 2021	39,313.80
Illinois Municipal Retirement Fu...	03/31/2021	DFT0001202	10-00-000-2155	VAC Contrib - March 2021	5,593.60
Vendor 10101 - Illinois Municipal Retirement Fund Total:					44,907.40
Vendor: 10106 - IRS/Dept of Treasury					
IRS/Dept of Treasury	03/12/2021	DFT0001192	10-00-000-2120	Social Security W/H	16,528.40
IRS/Dept of Treasury	03/12/2021	DFT0001193	10-00-000-2130	Medicare	3,865.40
IRS/Dept of Treasury	03/12/2021	DFT0001195	10-00-000-2100	Fed Income Tax W/H	10,776.92
IRS/Dept of Treasury	03/26/2021	DFT0001197	10-00-000-2120	Social Security W/H	15,678.06
IRS/Dept of Treasury	03/26/2021	DFT0001198	10-00-000-2130	Medicare	3,666.62
IRS/Dept of Treasury	03/26/2021	DFT0001200	10-00-000-2100	Fed Income Tax W/H	10,365.90
IRS/Dept of Treasury	04/09/2021	DFT0001203	10-00-000-2120	Social Security W/H	15,316.10
IRS/Dept of Treasury	04/09/2021	DFT0001204	10-00-000-2130	Medicare	3,582.00
IRS/Dept of Treasury	04/09/2021	DFT0001206	10-00-000-2100	Fed Income Tax W/H	10,452.64
Vendor 10106 - IRS/Dept of Treasury Total:					90,232.04
Vendor: 10404 - Konica Minolta Business Solutions USA Inc.					
Konica Minolta Business Solutio...	03/15/2021	13496	10-11-000-5355	Copy Machine Mo Maint - Feb ...	56.34
Konica Minolta Business Solutio...	03/15/2021	13496	25-00-000-5355	Copy Machine Mo Maint - Feb ...	103.44
Konica Minolta Business Solutio...	03/22/2021	13536	10-11-000-5355	Copy Machine Mo Maint - Marc...	31.50
Konica Minolta Business Solutio...	03/22/2021	13536	25-00-000-5355	Copy Machine Mo Maint - Marc...	70.00
Vendor 10404 - Konica Minolta Business Solutions USA Inc. Total:					261.28

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Vendor: 10406 - Lakeshore Learning Material					
Lakeshore Learning Material	04/05/2021	13575	25-25-601-5400	Kids Club Supplies	63.41
Lakeshore Learning Material	04/05/2021	13575	25-25-602-5400	Kids Club Supplies	63.42
Vendor 10406 - Lakeshore Learning Material Total:					126.83
Vendor: 10360 - Lowe's Business Acct/GEMB					
Lowe's Business Acct/GEMB	03/15/2021	13497	10-13-000-5588	Watts Building Improvements - ...	5,376.16
Vendor 10360 - Lowe's Business Acct/GEMB Total:					5,376.16
Vendor: 10082 - Marianne Nicolosi					
Marianne Nicolosi	04/05/2021	13576	25-25-785-5300	Contractual - Fitness Classes Ma...	253.50
Marianne Nicolosi	04/05/2021	13576	25-25-787-5300	Contractual - Fitness Classes Ma...	300.00
Vendor 10082 - Marianne Nicolosi Total:					553.50
Vendor: 10174 - MCI					
MCI	03/29/2021	13550	25-00-000-5210	Long Distance Phone Svc	89.32
Vendor 10174 - MCI Total:					89.32
Vendor: 11519 - Midwest Mechanical					
Midwest Mechanical	03/22/2021	13537	10-12-000-5355	HVAC Qtly Maint - Parks (Mar - ...	298.00
Midwest Mechanical	03/22/2021	13537	10-13-000-5355	HVAC Qtly Maint - Watts (Mar - ...	2,179.00
Midwest Mechanical	03/22/2021	13537	25-00-000-5355	HVAC Qtly Maint - Takiff (Mar - ...	4,181.50
Vendor 11519 - Midwest Mechanical Total:					6,658.50
Vendor: 10437 - Midwest Trading Horticultural Supplies, Inc.					
Midwest Trading Horticultural S...	03/22/2021	13538	10-12-000-5490	Plantings/Flowers	544.36
Vendor 10437 - Midwest Trading Horticultural Supplies, Inc. Total:					544.36
Vendor: 11319 - Monica McCarthy O'Connor					
Monica McCarthy O'Connor	04/05/2021	13577	25-25-785-5300	Contractual - Fitness Classes Ma...	247.13
Vendor 11319 - Monica McCarthy O'Connor Total:					247.13
Vendor: 10213 - Mutual Ace Hardware					
Mutual Ace Hardware	04/05/2021	13578	10-13-000-5352	Watts Building Repairs	65.46
Mutual Ace Hardware	04/05/2021	13578	10-13-000-5482	Watts Hardware	14.99
Mutual Ace Hardware	04/05/2021	13578	25-00-000-5482	Takiff Hardware	64.76
Vendor 10213 - Mutual Ace Hardware Total:					145.21
Vendor: 10103 - NCPERS-IL IMRF					
NCPERS-IL IMRF	03/12/2021	13456	10-00-000-2160	IMRF Life-#03298	64.00
NCPERS-IL IMRF	04/09/2021	13560	10-00-000-2160	IMRF Life-#03298	64.00
Vendor 10103 - NCPERS-IL IMRF Total:					128.00
Vendor: 11424 - Noggin Builders, LLC					
Noggin Builders, LLC	04/05/2021	13579	25-25-491-5300	Contractual- Jr Engineering Clas...	896.00
Vendor 11424 - Noggin Builders, LLC Total:					896.00
Vendor: 10224 - North Shore Gas Company					
North Shore Gas Company	03/22/2021	13521	10-13-000-5220	Gas/Heat - Watts (Feb 2021)	325.46
North Shore Gas Company	03/22/2021	13521	25-00-000-5220	Gas/Heat - Takiff (Feb 2021)	1,486.56
North Shore Gas Company	03/29/2021	13551	10-12-000-5220	Gas/Heat - Parks (FY21/22)	578.58
North Shore Gas Company	03/29/2021	13551	10-14-000-5220	Gas/Heat - Beach (FY21/22)	36.21
Vendor 10224 - North Shore Gas Company Total:					2,426.81
Vendor: 10340 - Northshore Omega					
Northshore Omega	03/22/2021	13539	45-00-000-5335	Pre-Placement Exam - FT Parks	274.00
Vendor 10340 - Northshore Omega Total:					274.00
Vendor: 10235 - Otis Elevator Company					
Otis Elevator Company	03/29/2021	13552	25-00-000-5355	Takiff Elevator Mo Maint - April	515.21
Vendor 10235 - Otis Elevator Company Total:					515.21
Vendor: 10110 - PACT Administrative Services Corp					
PACT Administrative Services C...	03/22/2021	13540	10-00-000-2175	FSA Plan Contrib - Mar 2021	1,077.08
PACT Administrative Services C...	03/29/2021	13553	10-11-000-5600	Plan Fees - Mar & Apr 2021	126.00
Vendor 10110 - PACT Administrative Services Corp Total:					1,203.08
Vendor: 10104 - Partnership Financial Credit Union					
Partnership Financial Credit Uni...	03/12/2021	13457	10-00-000-2180	#110071680 Barrios	120.00
Partnership Financial Credit Uni...	03/12/2021	13457	10-00-000-2180	#86720 Janis	30.00

Voucher List of Bills

Payment Dates: 3/10/2021 - 4/9/2021

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Partnership Financial Credit Uni...	03/12/2021	13457	10-00-000-2180	#95910 Mensinger	500.00
Partnership Financial Credit Uni...	03/12/2021	13457	10-00-000-2180	#880010320 Stowick	20.00
Partnership Financial Credit Uni...	03/26/2021	13515	10-00-000-2180	#110071680 Barrios	120.00
Partnership Financial Credit Uni...	03/26/2021	13515	10-00-000-2180	#86720 Janis	30.00
Partnership Financial Credit Uni...	03/26/2021	13515	10-00-000-2180	#95910 Mensinger	500.00
Partnership Financial Credit Uni...	03/26/2021	13515	10-00-000-2180	#880010320 Stowick	20.00
Partnership Financial Credit Uni...	04/09/2021	13561	10-00-000-2180	#110071680 Barrios	120.00
Partnership Financial Credit Uni...	04/09/2021	13561	10-00-000-2180	#86720 Janis	30.00
Partnership Financial Credit Uni...	04/09/2021	13561	10-00-000-2180	#95910 Mensinger	500.00
Partnership Financial Credit Uni...	04/09/2021	13561	10-00-000-2180	#880010320 Stowick	20.00
Vendor 10104 - Partnership Financial Credit Union Total:					2,010.00
Vendor: 10242 - PDRMA					
PDRMA	03/15/2021	13509	10-11-000-5600	April COBRA Cont (FT)	755.91
PDRMA	03/29/2021	13554	10-11-000-5600	Health Ins - March 2021	34,888.17
PDRMA	03/29/2021	13554	25-26-000-5600	Health Ins - March 2021	14,293.03
PDRMA	04/05/2021	13580	10-11-000-5600	May COBRA Con't (FT)	755.91
Vendor 10242 - PDRMA Total:					50,693.02
Vendor: 10249 - Pioneer Manufacturing Co.					
Pioneer Manufacturing Co.	03/29/2021	13555	25-25-703-5400	White Field Paint	513.00
Pioneer Manufacturing Co.	03/29/2021	13555	25-25-722-5400	White Field Paint	171.00
Vendor 10249 - Pioneer Manufacturing Co. Total:					684.00
Vendor: 10259 - Quill Corporation					
Quill Corporation	03/15/2021	13498	10-11-000-5420	General Admin Supplies	89.23
Quill Corporation	03/15/2021	13498	25-00-000-5401	Rec Office Supplies	322.44
Quill Corporation	03/15/2021	13498	25-25-401-5400	ELC Supplies	27.49
Quill Corporation	03/15/2021	13498	25-25-402-5400	ELC Supplies	27.49
Quill Corporation	03/15/2021	13498	25-25-403-5400	ELC Supplies	27.50
Quill Corporation	03/15/2021	13498	25-26-000-5401	Day Care Office Supplies	27.49
Quill Corporation	03/22/2021	13522	25-00-000-5401	Rec Office Supplies - Feb 2021	16.87
Quill Corporation	03/22/2021	13541	25-00-000-5401	Rec Office Supplies	150.73
Quill Corporation	03/29/2021	13556	25-00-000-5401	Rec Office Supplies	158.95
Quill Corporation	04/05/2021	13581	10-11-000-5420	General Admin Supplies	84.70
Quill Corporation	04/05/2021	13581	25-00-000-5401	Rec Office Supplies	24.83
Vendor 10259 - Quill Corporation Total:					957.72
Vendor: 10263 - Red's Garden Center Inc.					
Red's Garden Center Inc.	04/05/2021	13582	10-12-000-5492	Trees/Shrubs	24.00
Vendor 10263 - Red's Garden Center Inc. Total:					24.00
Vendor: 10266 - Reliable Fire & Security					
Reliable Fire & Security	04/05/2021	13583	65-00-020-5515	Parks Garage Fire Alarm	20,552.95
Vendor 10266 - Reliable Fire & Security Total:					20,552.95
Vendor: 10767 - Rite Portable Restrooms					
Rite Portable Restrooms	03/15/2021	13499	10-12-000-5353	Portable Toilet Svcs - FY20/21	758.00
Rite Portable Restrooms	03/15/2021	13510	10-12-000-5353	Portable Toilet Svcs - Mar 2021	231.00
Vendor 10767 - Rite Portable Restrooms Total:					989.00
Vendor: 10269 - RMC Inc.					
RMC Inc.	04/05/2021	13584	10-13-000-5581	Watts Rink Summerization	696.00
Vendor 10269 - RMC Inc. Total:					696.00
Vendor: 11320 - Roundy's Inc.					
Roundy's Inc.	03/22/2021	13523	25-25-932-5400	Supplies - Sch Day Off (Feb 2021)	16.44
Roundy's Inc.	03/22/2021	13523	25-26-000-5409	Supplies - Day Care Food (Feb 2...	303.19
Roundy's Inc.	04/05/2021	13585	25-25-932-5400	School Day Off Supplies	122.31
Vendor 11320 - Roundy's Inc. Total:					441.94
Vendor: 10272 - Rydin Decal					
Rydin Decal	04/05/2021	13586	10-15-000-5420	Boat House General Supplies	587.29
Vendor 10272 - Rydin Decal Total:					587.29

Voucher List of Bills

Payment Dates: 3/10/2021 - 4/9/2021

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Vendor: 10279 - Sherwin-Williams Company					
Sherwin-Williams Company	04/05/2021	13587	25-00-000-5483	Takiff Paint	45.21
Vendor 10279 - Sherwin-Williams Company Total:					45.21
Vendor: 10108 - State Disbursement Unit					
State Disbursement Unit	03/12/2021	13458	10-00-000-2190	M Barrios,FIPS#1703100/2013...	195.90
State Disbursement Unit	03/26/2021	13516	10-00-000-2190	M Barrios,FIPS#1703100/2013...	195.90
State Disbursement Unit	04/09/2021	13562	10-00-000-2190	M Barrios,FIPS#1703100/2013...	195.90
Vendor 10108 - State Disbursement Unit Total:					587.70
Vendor: 11414 - Sysco Chicago, Inc.					
Sysco Chicago, Inc.	03/15/2021	13511	25-25-405-5400	Supplies - K Readiness	150.00
Sysco Chicago, Inc.	03/15/2021	13511	25-26-000-5409	Supplies - Day Care Food	827.75
Sysco Chicago, Inc.	03/22/2021	13542	25-25-401-5400	ELC Supplies	30.00
Sysco Chicago, Inc.	03/22/2021	13542	25-25-402-5400	ELC Supplies	30.00
Sysco Chicago, Inc.	03/22/2021	13542	25-25-403-5400	ELC Supplies	30.00
Sysco Chicago, Inc.	03/22/2021	13542	25-25-405-5400	K Readiness Supplies	150.00
Sysco Chicago, Inc.	03/22/2021	13542	25-26-000-5409	Day Care Food Supplies	792.19
Sysco Chicago, Inc.	03/29/2021	13557	25-25-405-5400	K Readiness Supplies	150.00
Sysco Chicago, Inc.	03/29/2021	13557	25-26-000-5409	Day Care Food Supplies	648.33
Sysco Chicago, Inc.	04/05/2021	13588	25-25-401-5400	ELC Supplies	17.31
Sysco Chicago, Inc.	04/05/2021	13588	25-25-402-5400	ELC Supplies	17.31
Sysco Chicago, Inc.	04/05/2021	13588	25-25-405-5400	K Readiness Supplies	100.00
Sysco Chicago, Inc.	04/05/2021	13588	25-26-000-5409	Day Care Food Supplies	914.41
Sysco Chicago, Inc.	04/05/2021	13588	25-26-000-5460	Day Care Food Prep Supplies	46.48
Vendor 11414 - Sysco Chicago, Inc. Total:					3,903.78
Vendor: 10720 - Tebon's Gas Station					
Tebon's Gas Station	04/05/2021	13589	10-13-000-5480	Propane - Zamboni/Watts Heat...	171.90
Vendor 10720 - Tebon's Gas Station Total:					171.90
Vendor: 10294 - Telcom Innovations Group					
Telcom Innovations Group	04/05/2021	13590	10-11-000-5355	Annual Maint - Mitel Phone Sys	3,200.00
Vendor 10294 - Telcom Innovations Group Total:					3,200.00
Vendor: 10307 - Vanguard Energy Service, LLC					
Vanguard Energy Service, LLC	03/29/2021	13559	10-13-000-5220	Gas/Heat - Watts (Feb 2021)	1,848.19
Vanguard Energy Service, LLC	03/29/2021	13559	25-00-000-5220	Gas/Heat - Takiff (Feb 2021)	10,842.79
Vendor 10307 - Vanguard Energy Service, LLC Total:					12,690.98
Vendor: 10099 - Vantagepoint Trf Agents-457					
Vantagepoint Trf Agents-457	03/12/2021	13459	10-00-000-2140	ICMA - A/C#301403	1,850.00
Vantagepoint Trf Agents-457	03/26/2021	13517	10-00-000-2140	ICMA - A/C#301403	1,850.00
Vantagepoint Trf Agents-457	04/09/2021	13563	10-00-000-2140	ICMA - A/C#301403	1,850.00
Vendor 10099 - Vantagepoint Trf Agents-457 Total:					5,550.00
Vendor: 10309 - Verizon Wireless					
Verizon Wireless	04/05/2021	13591	25-00-000-5210	Cell Phone Svc	966.40
Vendor 10309 - Verizon Wireless Total:					966.40
Vendor: 10457 - Village of Glencoe					
Village of Glencoe	03/15/2021	13500	10-12-000-5480	Gasoline - Parks (FY20/21)	973.97
Village of Glencoe	03/15/2021	13512	25-00-000-5355	Takiff Elevator Licenses (2) - FY...	300.00
Village of Glencoe	03/22/2021	13524	10-12-000-5240	Parks Water/Sewer - FY20/21	673.61
Village of Glencoe	03/22/2021	13524	10-13-000-5240	Watts Water/Sewer - FY20/21	3,315.35
Village of Glencoe	03/22/2021	13524	10-15-000-5240	Boathouse Water/Sewer - FY20...	109.78
Vendor 10457 - Village of Glencoe Total:					5,372.71
Vendor: 10882 - Welcome Wagon					
Welcome Wagon	03/15/2021	13513	25-00-000-5360	Marketing - Mar 2021	126.00
Vendor 10882 - Welcome Wagon Total:					126.00
Vendor: 11619 - Whisk Taker LLC					
Whisk Taker LLC	04/05/2021	13592	25-25-413-5300	Contractual - Preschool Cooking...	1,980.00
Vendor 11619 - Whisk Taker LLC Total:					1,980.00

Voucher List of Bills

Payment Dates: 3/10/2021 - 4/9/2021

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Vendor: 10102 - Wisconsin Dept of Revenue					
Wisconsin Dept of Revenue	03/31/2021	DFT0001201	10-00-000-2111	WI Mo Withholding	261.04
				Vendor 10102 - Wisconsin Dept of Revenue Total:	261.04
				Vendor Set AP Vendors Total:	729,820.00
				Grand Total:	729,820.00

Report Summary

Fund Summary

Fund	Payment Amount
10 - CORPORATE FUND	246,401.01
25 - RECREATION FUND	322,401.16
45 - LIABILITY INSURANCE FUND	2,100.00
65 - CAPITAL PROJECTS FUND	133,609.73
67 - MASTER PLAN CAPITAL-2020 BOND PROCEEDS	25,308.10
Grand Total:	729,820.00

Account Summary

Account Number	Account Name	Payment Amount
10-00-000-2100	FEDERAL WITHHOLDING	31,595.46
10-00-000-2110	IL STATE WITHHOLDING	16,729.57
10-00-000-2111	WI STATE WITHHOLDING	261.04
10-00-000-2120	SOCIAL SECURITY WITHO...	47,522.56
10-00-000-2130	MEDICARE WITHHOLDING	11,114.02
10-00-000-2140	ICMA DEF COMP WITHOL...	5,550.00
10-00-000-2150	IMRF WITHHOLDING	39,313.80
10-00-000-2155	IMRF VAC WITHHOLDING	5,593.60
10-00-000-2160	SUPPL IMRF LIFE WITHOL...	128.00
10-00-000-2170	AFLAC WITHHOLDING	207.16
10-00-000-2175	FSA PLAN WITHHOLDING	1,077.08
10-00-000-2180	CREDIT UNION WITHOLDI...	2,010.00
10-00-000-2190	GARNISHMENT WITHOLD...	587.70
10-11-000-5310	LEGAL SERVICES	1,558.75
10-11-000-5311	LEGAL NOTICES	175.79
10-11-000-5342	OFFICIALS/MEETING EXP...	103.97
10-11-000-5355	MAINTENANCE SERVICE ...	3,287.84
10-11-000-5361	PRINTING - EMPLOYMENT...	515.00
10-11-000-5370	RENTAL - EQUIPMENT	133.06
10-11-000-5402	BOOKS/PUBLICATNS/SUB...	218.72
10-11-000-5404	COMPUTER PROGRAMS	149.90
10-11-000-5420	SUPPLIES - GENERAL	505.22
10-11-000-5600	HEALTH INSURANCE PRE...	36,525.99
10-12-000-5210	TELEPHONE/INTERNET	214.09
10-12-000-5220	FUEL/HEAT	578.58
10-12-000-5230	ELECTRICITY	1,050.71
10-12-000-5240	WATER	673.61
10-12-000-5350	MAINTENANCE SERVICES	2,227.50
10-12-000-5353	DISPOSAL/PORTOLET SER...	2,324.98
10-12-000-5355	MAINTENANCE SERVICE ...	298.00
10-12-000-5401	OFFICE SUPPLIES	298.75
10-12-000-5425	SUPPLIES-STAFF RECOGNI...	52.75
10-12-000-5480	GASOLINE/LUBRICANTS	973.97
10-12-000-5481	SUPPLIES-CONSTRUCTION	1,000.22
10-12-000-5485	SUPPLIES-ICEMELT/SALT	2,047.96
10-12-000-5486	SUPPLIES-PLUMBING	68.62
10-12-000-5487	SUPPLIES-HAND TOOLS	47.88
10-12-000-5490	SUPPLIES-PLANTINGS/FL...	544.36
10-12-000-5491	SUPPLIES-GREENHOUSE/...	2,175.62
10-12-000-5492	SUPPLIES-TREES/SHRUBS	24.00
10-12-000-5497	SUPPLIES-PLAYGRD/SURF...	460.00
10-12-000-5582	EQUIPMENT - MAINTENA...	588.86
10-13-000-5210	TELEPHONE/INTERNET/C...	280.63
10-13-000-5220	FUEL/HEAT	2,173.65
10-13-000-5230	ELECTRICITY	6,737.38
10-13-000-5240	WATER	3,315.35
10-13-000-5352	REPAIRS - BUILDINGS	65.46
10-13-000-5353	DISPOSAL/PORTOLET SER...	132.16

Account Summary

Account Number	Account Name	Payment Amount
10-13-000-5355	MAINTENANCE SERVICE ...	2,179.00
10-13-000-5412	CUSTODIAL/CLEANING SU...	285.88
10-13-000-5415	SUPPLIES-WATTS SPEC EV...	73.92
10-13-000-5420	SUPPLIES - GENERAL	204.97
10-13-000-5480	GASOLINE/LUBRICANTS/P...	171.90
10-13-000-5481	SUPPLIES-CONSTRUCTION	232.07
10-13-000-5482	SUPPLIES-HARDWARE	14.99
10-13-000-5484	SUPPLIES-ELECTRICAL/BU...	-266.56
10-13-000-5581	EQUIPMENT - ICE RINK	696.00
10-13-000-5588	BUILDING IMPROVEMENTS	7,164.71
10-14-000-5210	TELEPHONE/INTERNET	172.29
10-14-000-5220	FUEL/HEAT	36.21
10-14-000-5230	ELECTRICITY	64.86
10-14-000-5360	PRINTING/MARKETING/A...	1,422.00
10-15-000-5230	ELECTRICITY	32.38
10-15-000-5240	WATER	109.78
10-15-000-5420	SUPPLIES - GENERAL	587.29
25-00-000-5210	TELEPHONE/INTERNET	5,974.58
25-00-000-5220	FUEL/HEAT	12,329.35
25-00-000-5230	ELECTRICITY	5,967.81
25-00-000-5301	POSTAGE	8.85
25-00-000-5321	CONSULTING SERVICES	2,589.25
25-00-000-5353	DISPOSAL/PORTOLET SER...	354.98
25-00-000-5355	MAINTENANCE SERVICE ...	5,170.15
25-00-000-5360	PRINTING/MARKETING/A...	1,510.04
25-00-000-5362	PHOTOGRAPHY	29.00
25-00-000-5368	MARKETING-DIGITAL	132.81
25-00-000-5401	OFFICE SUPPLIES	673.82
25-00-000-5412	CUSTODIAL/CLEANING SU...	261.20
25-00-000-5480	SUPPLIES-GAS/LUBRICANT	54.40
25-00-000-5482	SUPPLIES-HARDWARE	64.76
25-00-000-5483	SUPPLIES-PAINT	113.31
25-25-315-5400	SUPPLIES-ADULT CERAMI...	500.63
25-25-401-5400	SUPPLIES-ELC 3YR	80.80
25-25-402-5400	SUPPLIES-ELC 4YR	89.75
25-25-403-5400	SUPPLIES-ELC 2YR	63.50
25-25-405-5400	SUPPLIES-KINDERGTN RE...	556.00
25-25-413-5300	CONTRACTL-PRESCHOOL ...	1,980.00
25-25-471-5300	CONTRACTL-GJK PLAYTIM...	16,369.50
25-25-472-5300	CONTRACTL-GJK 2'S	38,023.50
25-25-473-5300	CONTRACTL- GJK 3'S	69,267.00
25-25-474-5300	CONTRACTL-GJK 4'S	111,798.00
25-25-476-5300	CONTRACTL-GJK CAMPS	23,037.75
25-25-491-5300	CONTRACTL-PRESCH JR B...	896.00
25-25-601-5300	CONTRACTL-KIDS CLUB PM	150.00
25-25-601-5400	SUPPLIES-KIDS CLUB PM	130.58
25-25-602-5400	SUPPLIES-KIDS CLUB AM	63.42
25-25-615-5400	SUPPLIES-YOUTH CERAMI...	500.63
25-25-653-5401	COSTUMES	285.20
25-25-703-5400	SUPPLIES-AYSO	513.00
25-25-722-5400	SUPPLIES-YOUTH BASEBA...	171.00
25-25-785-5300	CONTRACTL-FITNESS PUN...	500.63
25-25-787-5300	CONTRACTL-GENERAL FIT...	300.00
25-25-932-5400	SUPPLIES-SCHOOL DAYS ...	208.87
25-25-951-5400	SUPPLIES-SPRING SPEC E...	359.12
25-25-954-5400	SUPPLIES-WINTER SPEC E...	290.28
25-26-000-5360	PRINTING/MARKETING/A...	75.00
25-26-000-5401	OFFICE SUPPLIES	27.49

Account Summary

Account Number	Account Name	Payment Amount
25-26-000-5403	DAYCARE PROGRAM SUP...	755.25
25-26-000-5404	COMPUTER PGMS/APPS	175.00
25-26-000-5409	SUPPLIES-INTERNAL FOOD..	3,800.47
25-26-000-5430	SUPPLIES - FIRST AID	777.87
25-26-000-5460	SUPPLIES-FOOD EQUIPMT	961.59
25-26-000-5600	HEALTH INSURANCE PRE...	14,293.03
25-27-000-5210	DEDICATED TV/INTERNET	165.99
45-00-000-5335	WELLNESS/PRE-PLACEMT ...	274.00
45-00-000-5340	IN-SERVICE TRAINING	736.00
45-00-000-5653	UNEMPLOYMENT	1,090.00
65-00-020-5515	FIRE ALARM-PARKS GARA...	20,552.95
65-00-021-5501	CONTINGENCY-Netwk, Ro...	41,171.91
65-00-021-5511	REPLACE 2004 SKID STEER	70,335.00
65-00-021-5514	BASEBALL INFIELD MAINT...	1,549.87
67-00-000-5507	KALK PARK PH2-Owner It...	97.34
67-00-000-5510	BOATING ACCESS-Design	23,089.57
67-00-000-5518	SOUTH OVERLOOK-Design	2,121.19
	Grand Total:	729,820.00

Project Account Summary

Project Account Key	Payment Amount
None	729,820.00
Grand Total:	729,820.00

Authorization Signatures

To the Board of Commissioners

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

Treasurer, Park Board of Commissioners

Secretary/Executive Director

**V. Public Hearing: 2021/2022 Budget and
Appropriation Ordinance No. 921**

**VI. Approval of Ordinance No. 921: An
Ordinance Making a Combined Annual
Budget and Appropriation of Funds for the
Glencoe Park District for the Fiscal Year
Beginning March 1, 2021**

Glencoe Park District
April 2021 Board Meeting

MEMORANDUM

TO: Board of Park Commissioners
FROM: Lisa Sheppard, Executive Director and Carol Mensinger, Finance Director
SUBJECT: Budget and Appropriation Ordinance (BAO)
DATE: April 12, 2021

FY2021/22 Budget and Appropriation Ordinance (BAO)

We have prepared the FY2021/22 Budget and Appropriation Ordinance (BAO), had it reviewed by legal counsel, and put it on public display since March 11 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 20 following the public hearing, and will be filed at the County Clerk's Office within the required legal timeline. Again, remember the District has the ability to amend the BAO during the fiscal year, should the Board want to do so.

**ORDINANCE NO. 921
AN ORDINANCE MAKING A COMBINED ANNUAL BUDGET AND
APPROPRIATION OF FUNDS FOR THE GLENCOE PARK DISTRICT
FOR THE FISCAL YEAR BEGINNING
MARCH 1, 2021 ENDING FEBRUARY 28, 2022**

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 the date of this Ordinance, and

WHEREAS, a public hearing was held as to such tentative Budget and Appropriation Ordinance on the 20th day of April 2021 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	\$1,468,683	\$1,615,000
	Utilities	\$ 144,570	\$ 175,000
	Contractual Services	\$ 659,412	\$ 725,000
	Supplies	\$ 233,249	\$ 275,000
	Group Health Insurance	\$ 501,150	\$ 600,000

Dues/Fixed Charges	\$ 12,103	\$ 20,000
Capital Improvements	\$ 292,300	\$ 330,000
Contingency	\$ 9,000	\$ 25,000

Total amount Budgeted-Corporate Fund \$3,320,467

Total amount Appropriated-Corporate Fund \$3,765,000

II. The amount Budgeted and Appropriated for Recreation Purposes: Budget Appropriation

Personnel Services	\$2,485,247	\$2,800,000
Utilities	\$ 210,260	\$ 300,000
Contractual Services	\$1,579,426	\$2,000,000
Supplies	\$ 336,383	\$ 430,000
Group Health Insurance	\$ 209,000	\$ 300,000
Dues/Fixed Charges	\$ 14,470	\$ 40,000
Capital Improvements	\$ 33,500	\$ 75,000
Contingency	\$ 11,000	\$ 25,000

Total amount Budgeted-Recreation Fund \$4,879,286

Total amount Appropriated-Recreation Fund \$5,970,000

III. The amount Budgeted and Appropriated for Auditing Expenses: Budget Appropriation

Auditing Expenses	\$ 14,850	\$ 22,000
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Total amount Budgeted-Audit Fund \$ 14,850

Total amount Appropriated-Audit Fund \$ 22,000

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

Soc. Sec. & Medicare Employer Contribution	\$ 301,000	\$ 360,000
--	------------	------------

Total amount Budgeted-Social Sec Fund \$ 301,000

Total amount Appropriated-Social Sec Fund \$ 360,000

V. The amount Budgeted and Appropriated Budget Appropriation

for Pension Purposes (Illinois Municipal Retirement Fund Participation):

Illinois Municipal Retirement Fund Contribution	\$ 400,000	\$ 500,000
Total amount Budgeted-IMRF Pension Fund	\$ 400,000	
Total amount Appropriated-IMRF Pension Fund		\$ 500,000

VI. The amount Budgeted and Appropriated for Insurance Purposes Pursuant to Section 9-107 of the Local Governmental and Governmental Employees Tort Immunity Act:

	<u>Budget</u>	<u>Appropriation</u>
Risk Management Administrative Services	\$ 34,950	\$ 50,000
Risk Management Contractual Services	\$ 17,655	\$ 30,000
Insurance Premiums	\$ 120,405	\$ 160,000
Risk Management Operating Costs	\$ 6,000	\$ 25,000
Risk Management Capital	\$ 83,500	\$ 100,000
Total amount Budgeted-Liability Insurance Fund	\$ 262,510	
Total amount Appropriated-Liability Insurance Fund		\$ 365,000

VII. The amount Budgeted and Appropriated for District's Share of Expense of Joint Recreation Programs for the Handicapped:

	<u>Budget</u>	<u>Appropriation</u>
Special Recreation Programs for the Disabled (N.S.S.R.A. Contribution)	\$ 157,000	\$ 200,000
NSSRA-Required Accessibility Improvements	\$ 225,000	\$ 275,000
Total amount Budgeted-Special Rec. Fund	\$ 382,000	
Total amount Appropriated-Special Rec. Fund		\$ 475,000

VIII. The amount Budgeted and Appropriated for Workers' Compensation:

	<u>Budget</u>	<u>Appropriation</u>
Insurance Premiums	\$ 43,720	\$ 70,000
Total amount Budgeted-Workers' Comp Fund	\$ 43,720	
Total amount Appropriated-Workers' Comp Fund		\$ 70,000

IX.	The amount Budgeted and Appropriated for Bond and Interest costs:	<u>Budget</u>	<u>Appropriation</u>
	Principal	\$ 1,045,000	\$ 1,250,000
	Interest	\$ 266,515	\$ 450,000
	Contractual Services	\$ 1,845	\$ 125,000
	Total amount Budgeted-Bond and Interest Fund	\$ 1,313,360	
	Total amount Appropriated-Bond and Interest Fund		\$ 1,825,000
X.	The amount Budgeted and Appropriated for Capital Projects:	<u>Budget</u>	<u>Appropriation</u>
	Capital Projects & Improvements	\$ 782,005	\$ 880,000
	Capital Projects per Master Plan	\$ 2,625,350	\$ 5,000,000
	Total amount Budgeted-Capital Projects Funds	\$ 3,407,355	
	Total amount Appropriated-Capital Projects Funds		\$ 5,880,000

Summary of Funds Budgeted and Appropriated

	<u>Budget</u>	<u>Appropriation</u>
Corporate Fund	\$ 3,320,467	\$ 3,765,000
Recreation Fund	\$ 4,879,286	\$ 5,970,000
Audit Fund	\$ 14,850	\$ 22,000
Social Security Fund	\$ 301,000	\$ 360,000
Pension Fund	\$ 400,000	\$ 500,000
Liability Insurance Fund	\$ 262,510	\$ 365,000
Special Recreation Fund	\$ 382,000	\$ 475,000
Workers' Compensation Fund	\$ 43,720	\$ 70,000
Bond and Interest Fund	\$ 1,313,360	\$ 1,825,000
Capital Projects Fund	\$ 3,407,355	\$ 5,880,000
Total Budgeted	\$ 14,324,548	
Total Appropriated		\$19,232,000

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, 2021 and ending the 28th day of February, 2022 for the respective purposes set forth.

SECTION 3: All unexpended balances of the appropriation for the fiscal year ending the 28th day of February, 2021 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: \$ 14,338,202

(b) Estimate of cash expected to be received during the fiscal year from all sources:
\$ 11,625,609

(c) Estimate of expenditures contemplated for the fiscal year: \$ 14,324,548

(d) Statement of estimated cash expected to be on hand at the end of the fiscal year:
\$ 11,639,263

(e) An estimate of the amount of taxes to be received during the fiscal year is:
\$ 6,004,500

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, 2021 and ending February 28, 2022 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 20th day of April 2021 pursuant to roll call vote. Roll Call Vote:

Ayes:

Nays:

Absent and Not Voting:

Ordinance Approved.

Lisa Brooks, 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, 2021 and Ending February 28, 2022", 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 20th of April, 2021.

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 20th day of April 2021.

(SEAL)

Lisa M. Sheppard, Secretary
Glencoe Park District
Cook County, Illinois

STATE OF ILLINOIS)
) SS.
COUNTY OF COOK)

CERTIFICATE OF CHIEF FISCAL OFFICER

I, Michael Covey, 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, 2021 and ending on the 28th day of February, 2022 as follows:

<u>SOURCE</u>	<u>AMOUNT</u>
Property Taxes	\$ 6,004,500
Replacement Taxes	\$ 22,935
User/Program Fees	\$ 4,909,841
Interest Income	\$ 29,750
Building Rentals	\$ 106,933
Grants	\$ 400,000
Donations/Reimbursements	\$ 100,500
Miscellaneous	<u>\$ 51,650</u>
Total Revenue	\$ 11,625,609

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, 2021 and ending on the 28th day of February, 2022 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 20th day of April 2021.

(SEAL)

Michael Covey, Treasurer
Glencoe Park District
Cook County, Illinois

VII. Financial Report

Glencoe Park District
April 2021 Board Meeting



G/L MONTHLY New Pooled Cash Report

Glencoe Park District
For the Period Ending 3/31/2021

ACCOUNT #	ACCOUNT NAME	BEGINNING BALANCE	CURRENT ACTIVITY	CURRENT BALANCE	
CLAIM ON CASH					
10-00-000-1000	CASH/INVESTMENTS	3,075,273.75	611,422.77	3,686,696.52	
25-00-000-1000	CASH/INVESTMENTS	4,313,242.68	614,230.12	4,927,472.80	
30-00-000-1000	CASH/INVESTMENTS	194,812.51	90,996.00	285,808.51	
35-00-000-1000	CASH/INVESTMENTS	253,777.72	75,658.82	329,436.54	
36-00-000-1000	CASH/INVESTMENTS	132,849.86	68,225.59	201,075.45	
40-00-000-1000	CASH/INVESTMENTS	611,397.57	340,997.65	952,395.22	
45-00-000-1000	CASH/INVESTMENTS	225,234.74	36,616.26	261,851.00	
50-00-000-1000	CASH/INVESTMENTS	50,216.17	11,961.45	62,177.62	
55-00-000-1000	CASH/INVESTMENTS	7,155.60	4,420.00	11,575.60	
65-00-000-1000	CASH/INVESTMENTS	386,573.49	90,184.25	476,757.74	
67-00-000-1000	CASH/INVESTMENTS	4,379,662.37	(35,565.63)	4,344,096.74	
69-00-000-1000	CASH/INVESTMENTS	2,617,299.74	6,825.54	2,624,125.28	
70-00-000-1000	CASH/INVESTMENTS	0.00	0.00	0.00	
75-00-000-1000	CASH/INVESTMENTS	0.00	0.00	0.00	
80-00-000-1000	CASH/INVESTMENTS	0.00	0.00	0.00	
90-00-000-1000	CASH/INVESTMENTS	0.00	0.00	0.00	
TOTAL CLAIM ON CASH		16,247,496.20	1,915,972.82	18,163,469.02	
CASH IN BANK					
Cash in Bank					
99-00-000-1011	Operating Corporate Account	405,649.22	313,772.56	719,421.78	
99-00-000-1012	Operating PR Account	5,216.81	3.73	5,220.54	
99-00-000-1013	IL Funds	5,046,035.49	1,896.87	5,047,932.36	
99-00-000-1014	IPDLAF CDs	991,000.00	0.00	991,000.00	
99-00-000-1015	IPDLAF MM	2,059,541.65	1,600,166.67	3,659,708.32	
99-00-000-1016	PMA CDs	497,800.00	249,600.00	747,400.00	
99-00-000-1017	PMA MM	2,662,589.91	(213,904.78)	2,448,685.13	
99-00-000-1018	PMA 2020 BOND CDs	2,991,400.00	0.00	2,991,400.00	
99-00-000-1019	PMA 2020 BONDS IPrime	1,388,262.37	(35,565.63)	1,352,696.74	
99-00-000-1020	IPDLAF-OSLAD	200,000.75	3.40	200,004.15	
TOTAL: Cash in Bank		16,247,496.20	1,915,972.82	18,163,469.02	
TOTAL CASH IN BANK		16,247,496.20	1,915,972.82	18,163,469.02	
DUE TO OTHER FUNDS					
99-00-000-2400	Due To Other Funds	16,247,496.20	1,915,972.82	18,163,469.02	
TOTAL DUE TO OTHER FUNDS		16,247,496.20	1,915,972.82	18,163,469.02	
Claim on Cash	18,163,469.02	Claim on Cash	18,163,469.02	Cash in Bank	18,163,469.02
Cash in Bank	18,163,469.02	Due To Other Funds	18,163,469.02	Due To Other Funds	18,163,469.02
Difference	0.00	Difference	0.00	Difference	0.00

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

Operating and Capital Funds:

	<u>March 2021</u>	<u>Feb 2021</u>
Harris Bank Corporate Account 0.100%	772,535.62	605,296.19
Illinois Park District Liquid Asset Fund (IPDLAF)/OSLAD 0.02%	3,859,712.47	2,259,542.40
The Illinois Fund (Public Treasurers' Investment Pool) 0.06%	5,047,932.36	5,046,035.49
Harris Payroll Account 0.100%	9,588.95	55,541.30
PMA Financial/IPRIME Account 0.04%	2,448,685.13	2,662,589.91
Reconciling Items(Dep in Transit, O/S Checks, etc.)	(57,482.25)	(249,971.46)
IPDLAF Certificates of Deposit:		
1 CDs at \$247,000 each maturing April 23, 2021 (1.02% net)	247,000.00	247,000.00
1 CDs at \$248,000 maturing June 11, 2021 (0.40% net)	248,000.00	248,000.00
2 CDs at \$248,000 each maturing October 19, 2021 (0.15% net)	496,000.00	496,000.00
PMA Certificates of Deposit:		
1 CDs at \$248,100 maturing June 11, 2021 (0.76% net)	248,100.00	248,100.00
1 CD at \$249,700 maturing October 22, 2021 (0.11% net)	249,700.00	249,700.00
1 CD at \$249,600 maturing March 3, 2022 (0.15% net)	249,600.00	0.00
Grand Total-Operating and Capital	\$13,819,372.28	\$11,867,833.83

2020 Bond Proceeds:

PMA Financial/IPRIME Account 0.04%	1,352,696.74	1,388,262.37
PMA Certificates of Deposit:		
1 CD at \$249,700 maturing July 27, 2021 (0.15% net)	249,700.00	249,700.00
1 CD at \$249,700 maturing August 6, 2021 (0.15% net)	249,700.00	249,700.00
3 CDs at \$748,300 maturing October 12, 2021 (0.20% net)	748,300.00	748,300.00
1 CD at \$249,500 maturing October 19, 2021 (0.20% net)	249,500.00	249,500.00
1 CD at \$249,400 maturing April 4, 2022 (0.14% net)	249,400.00	249,400.00
1 CD at \$248,900 maturing April 12, 2022 (0.24% net)	248,900.00	248,900.00
1 CD at \$248,600 maturing October 14, 2022 (0.15% net)	248,600.00	248,600.00
3 CDs at \$747,300 maturing October 11, 2022 (0.17% net)	747,300.00	747,300.00
Grand Total-2020 Bond Proceeds	4,344,096.74	4,379,662.37
 Grand Total - All Funds	 18,163,469.02	 16,247,496.20

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

	<u>As of</u> <u>3/31/2019</u>	<u>As of</u> <u>3/31/2020</u>	<u>As of</u> <u>3/31/2021</u>	
<u>Recreation Department - Programs</u>				
Revenues	1,300,199	1,312,870	1,059,287	
Wages	(44,214)	(30,011)	(22,082)	
Contractual	(211,673)	(200,856)	(12,000)	(1)
Supplies	(3,573)	(10,833)	(2,411)	
Net Surplus	1,040,739	1,071,170	1,022,794	
<u>Day Care Department</u>				
Revenue	122,356	147,817	147,470	
Expense	(96,747)	(89,617)	(88,383)	
Net Surplus/(Deficit)	25,609	58,200	59,087	
<u>Fitness Department</u>				
Revenue	3,535	5,295	2,166	
Expense	(3,693)	(2,243)	(2,183)	
Net Surplus/(Deficit)	(158)	3,052	(17)	
<u>Beach Department</u>				
Revenue	3,125	624	270,422	(2)
Expense	(11,562)	(12,285)	(11,533)	
Net Surplus/(Deficit)	(8,437)	(11,661)	258,889	
<u>Boating Department</u>				
Revenue	21,500	11,778	61,840	
Expense	(7,836)	(8,363)	(8,069)	
Net Surplus/(Deficit)	13,664	3,415	53,771	
 Beach/Boating Dept Total:	5,227	(8,246)	312,660	
<u>Watts Department</u>				
Revenue	9,236	4,785	8,106	
Expenses	(15,697)	(13,836)	(14,048)	
Net Surplus/(Deficit)	(6,461)	(9,051)	(5,942)	
<u>G & A (Administration)</u>				
Revenue (excl G&A Tfr)	2,695	2,650	2,805	
Expense	(115,246)	(112,084)	(111,630)	
Net Surplus/(Deficit)	(112,551)	(109,434)	(108,825)	
<u>Parks Department</u>				
Revenue	25	0	4,000	
Expense	(69,991)	(60,192)	(57,998)	
Net Surplus/(Deficit)	(69,966)	(60,192)	(53,998)	
<u>Rec-Admin/Takiff Department</u>				
Revenues	557,875	563,100	496,915	
Expenses	(143,848)	(143,618)	(141,057)	
Net Surplus/(Deficit)	414,027	419,482	355,858	

(1) GJK 2021/22 Preschool and 2021 Camp were not paid until April. Traditionally, this has been in March in previous years.

VIII. Registration Software Upgrade Update

Glencoe Park District
April 2021 Board Meeting

MEMORANDUM

TO: Board of Park Commissioners
FROM: Erin Classen, Superintendent of Marketing & Communications and Carol Mensinger, Director of Finance and HR
SUBJECT: Registration Software Selection
DATE: April 7, 2021

Process Review

Last fall, we hired Recreation Results LLC to serve as a consultant and project manager for the selection of new recreation software. Recreation Results previously completed an assessment of the District's website (November 2019), which concluded that in order for the Park District to meet many of the overall goals that it set for the website, it was necessary to upgrade current registration software (RecTrac 10.3). On October 7, 2020, the District received notification from Vermont Systems that RecTrac 10.3 will no longer be supported or maintained after July 31, 2021 without an additional maintenance fee (this fee will be waived for clients migrating to RecTrac 3.1 by next spring).

Recreation Results was hired to consider two options:

- Migrate and upgrade to RecTrac 3.1, or
- Select, install, and implement a new registration system

Throughout the past months of November-January, Recreation Results used online feedback tools and virtual meetings with a variety of staff members to discuss our registration process, what works, what is changing, and what software we need to move forward. The company compiled our needs/wants into a matrix and explored how different systems met those needs. After reviewing results, staff selected two companies for software demonstrations in February.

Staff Recommendation

From our software demonstration, as well as a high-level analysis of business operations and processes, we recommend retaining Vermont Systems as the current vendor and upgrading to RecTrac 3.1 Next Gen.

Staff also recommends retaining a project manager for the upgrade and training of the new version of the software. Because Glencoe Park District does not employ a full-time IT manager, the project manager's role will be to ensure necessary decisions include a global viewpoint and that staff are not overwhelmed by the time commitment to roll out the new registration software and website concurrently. Staff estimates a project manager would cost \$15,000.

Next Steps

Vermont Systems recommends a three-stage approach to the upgrade, and each stage takes approximately three months to complete. Our goal is to have the new software and website live and all testing/training completed by winter 2022. The first real-time registration of the new software would occur in March, which is traditionally the District's smallest registration.

MEMORANDUM

Although details and timelines surrounding the software upgrade will be developed with VSI once a new module options and package details are confirmed, the District has a total quote of \$14,860 for the migration of current software and data to the latest version, **the total implementation of new software modules to accommodate the District's additional functionality needs**, as well as training for staff. For the upgraded version of these items, the only costs to the organization are a one-time training and migration expense of \$8,400. Note that this does not include annual maintenance fees that the District is already paying (currently \$7,146 per year) or the implementation/training of additional software modules (\$2,500 one-time expense, \$3,960 annual expense).

Attached is a detailed report presented to staff from Recreation Results LLC, the consultant and project manager for the selection of new recreation software for the organization. This report gives you more details on the overview of the work completed as well as final recommendations, should a Board member want to take a deeper dive into the details. Ms. Nance, of Recreation Results, will be at the Board meeting to give a brief review of the process.

Due to

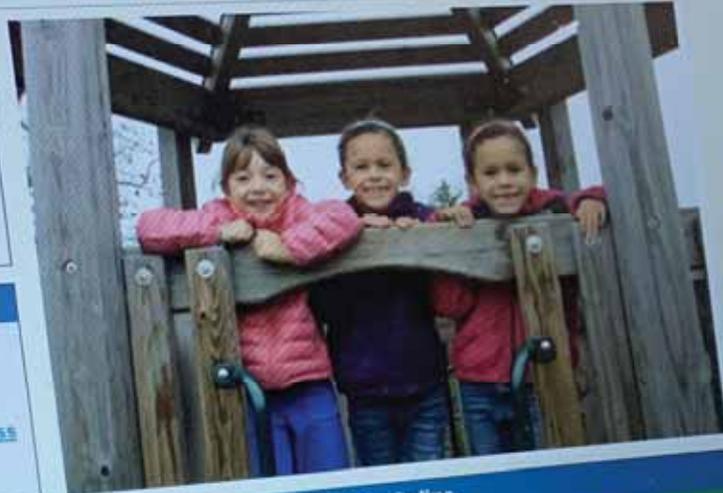
Member Login

Username:

Password:

Need an account? [Click Here](#)

Forgot your password? [Click Here](#)



Quick Links

- [Browse Activities](#)
- [Create an Account](#)
- [Get Beach Passes](#)
- [Renew A Pass](#)

Welcome!

New Visitors: [click here](#) to create a household account. All households must be approved first for accuracy and to approve resident status. Approval can take 24 hours (Monday-Friday) to be approved. You will receive an email once your household is approved and you can begin enrolling online.

Available Now Online

- Programs & Classes**
A photograph of two young girls sitting on a wooden bench outdoors.
- Fitness Classes**
A photograph of a woman in a blue top performing a yoga or fitness pose on a mat.
- Special Events**
A photograph of two women sitting at a table, possibly at a social event or meeting.

GLENCOE PARK DISTRICT SOFTWARE SELECTION SUMMARY & RECOMMENDATIONS

April 5, 2021

EXECUTIVE SUMMARY

In November 2020, Glencoe Park District engaged Recreation Results LLC to serve as consultant and project manager for the selection of new recreation software for the organization. This report shares an overview of the work completed as well as final recommendations.

Few park and recreation organizations today can remain competitive without the use of software to help run major functions of the organization such as registration and sales, operations, and customer relationship management. However, as more options enter the market to serve park and recreation organizations, comparing, identifying, and implementing new software is becoming more complicated. Technology is continually evolving and along with it, so are the needs of staff and the expectations of customers, meaning that what looks like a good fit today may not be flexible enough for the future.

As identified in the prior Website Assessment (completed in Fall 2019), Glencoe Park District's current recreation software (RecTrac version 10.3, implemented in 2013) is lacking in some design and functionality that would improve the customers' experience in researching and purchasing programs, passes, and rentals from the organization. This fact became especially clear when the the District's operations were suddenly required to shift to meet State of Illinois COVID-19 re-opening guidelines and provide safe access to recreation services.

In the Website Assessment, it was recommended that plans should be made to either upgrade to the latest version of RecTrac or implement new recreation software, and the selection of this software should occur before or coincide with the development of a new website. This would allow the new software to be integrated into the District's new website as seamlessly and efficiently as possible.

In October 2020, RecTrac's vendor, Vermont Systems, announced that they will be ending support for RecTrac 10.3 in the near future, which has accelerated the need for the Glencoe Park District to identify a new recreation software option.

RECOMMENDATION

After a thorough review of Glencoe Park District's recreation-related business processes and in-depth analysis and evaluation of available software opens on the market, staff are recommending that the District retain Vermont Systems as their software vendor, and upgrade to the current version of their software, RecTrac 3.1 Next Gen*.

In addition to a vastly upgraded and more mobile-friendly version of the software, staff is also recommending subscribing to several additional new modules that will allow for upgraded point-of-sale functionality, new event and facility ticketing, and enhanced equipment rental functionality.

**To clarify, the version of RecTrac currently utilized by the District is referred to as version 10.3, and the new version is referred to as version 3.1 Next Gen.*

PROCESS

It is important that any new software implemented isn't simply a reaction to fix what you don't like about your current software - resulting in a "the grass is always greener" decision that solves some problems for you, but creates others. Selecting the right software requires a thoughtful approach, including understanding business processes, identifying and prioritizing software requirements, screening vendors, and then organizing demonstrations and evaluating available solutions.

Throughout this process, staff involved with the management of recreation programs, events, and facilities, as well as customer service, marketing, finance, and park operations were included to ensure that any final recommendations took into account the perspectives and needs of all staff who would be impacted by new recreation software.

PROJECT GOALS

During initial discussions with staff, it became apparent that they were looking for new recreation software that offered a balance of new features and functionality while also providing a streamlined look and feel while using the software. In further discussions with staff, the following themes became apparent that were used to guide both the selection and recommendations for implementation:

- Staff desired a more intuitive and streamlined experience while using the software to administer recreation services, and also for customers while researching and purchasing recreation services online
- Staff desired new and improved features and functionality that eliminate third-party work-arounds where possible, and software that integrates more seamlessly with those still required for operations, including the District's website and financial software
- Staff acknowledged and openness to the fact that fully utilizing any new features and functionality provided by new software would likely also require an evaluation and update of current business processes and procedures related to programs, passes, facilities, and other recreation-related operations
- Staff recognized that a lack of awareness of the full capabilities of their current recreation software contributed to portions of it going unused, and that finding a way to capture and share knowledge of the new software and related business processes beyond the initial training provided during implementation would be important to the District's long-term success

PROCESS

INVENTORY OF RECREATION SERVICES

Since Glencoe Park District implemented RecTrac in 2013, customer expectations have increased, technology has improved, and the District has experienced change and growth, including new facilities and operations. As they have adapted to the changes that have happened slowly over time, and also the sudden ones brought on by COVID-19, it was important to begin this project by completing an inventory of recreation services, and in turn, what those services required in the way of recreation software.

Recreation Results LLC completed a thorough examination of Glencoe Park District's website, activity guides, and other related documentation in order to create an initial list of recreation services that any new recreation software should ideally be able to administer. At the same time, staff from across the organization had opportunities to provide input on their specific needs, improvements, and wish lists that they would like new recreation software to accommodate.

Group interviews were held with staff in the following areas:

- 1) Programs and Events
- 2) Facility Memberships & Visits, Reservations, and Point of Sale
- 3) Back-End Administration, Reporting, Finance, Marketing, and Customer Service

During these interviews, staff confirmed and further refined the Recreation Services Inventory and provided context to each item, including its impact on the list of features and functionality desired in new recreation software. Staff also had the opportunity to identify which features and functionality were deemed to be critical ("must haves"), which were seen as valuable, and which would be nice to have. This information was compiled for use in later stages to develop agendas for software demonstrations and to evaluate software vendors. A summary of this information is provided on the following pages.

PROCESS

SUMMARY OF RECREATION SERVICES & SOFTWARE CONSIDERATIONS

Programs & Events

- One-Day and Recurring Recreation Programs requiring pre-registration
- Licensed Daycare, Preschool, and Afterschool Programs requiring pre-registration and installment billing, additional paperwork, etc.
- Drop-in Programs
- Special Events and Ticket Sales for both general admission events and events with assigned seating
- Private Lessons
- Personal Training

Memberships, Passes, Punch Cards, and Daily Visits

- Seasonal facility memberships, including summer beach passes and winter ice rink passes
- Monthly/recurring memberships with automated billing, including fitness center memberships
- Facility Visit punch cards, such as a pack of 10 visits
- Facility Daily Visits
- Membership Passes that include guest passes that allow passholders to occasionally bring a friend, for example
- Memberships and Punch Cards that are automatically included with the sale of a Recreation Program

Facility and Equipment Rentals & Reservations

- Hourly/Daily/One-Time Use Equipment Rentals, including Boats, Beach Equipment, and Ice Skating Equipment
- Equipment for Internal Use, including vehicles, technology, etc.
- Parks, athletic fields, and recreation centers with multiple rooms and overlapping spaces
- One-time facility rentals and reservations and recurring facility rentals and reservations
- Parties and rentals that are available only within specific pre-designated timeslots
- Facility reservations that are automatically booked with the creation of a Recreation Program

Concessions, Retail, and Other Point of Sale

- Concessions
- Basic Retail Items

PROCESS

Administrative Services and Functions

- Activity, Pass, and Facility System Codes
- Financial Account Set-up and Administration
- Revenue Deferrals
- Files & Forms
- Reports
- Scholarships
- Donations
- Gift Cards and/or Funds Attached to a Membership Pass
- Discounts & Promo Codes
- Receipts
- Marketing & Upselling Functionality
- Individual & Bulk Communication to Customers
- Customer Surveys/Post-Service Evaluations
- Integration with Website
- Integration with Financial Software
- Integration with Third-Party Software
- Payment Processors & Credit Card Fees
- Technology Requirements & Hosting/On-Premise Solutions
- Implementation

Customer Accounts & Interfaces

- Household Accounts with Individual Member Details
- Household Emergency Information
- Household Account Self-Service Options
- Customer Payment Options
- Streamlined Shopping Experience
- Mobile-Friendly Customer Interface
- Clean Design

Staff Accounts & Interfaces

- Custom Staff Accounts & Permissions
- Custom Staff Desktops/Interfaces
- Streamlined Sales, Transfer, and Cancellation Processes
- Data Entry Proofing Processes
- Notifications & Alerts
- Mobile-Friendly Staff Interface
- Software Support & Training

PROCESS

INITIAL VENDOR IDENTIFICATION

Recreation Results LLC conducted an initial evaluation of recreation software providers used by organizations in the parks and recreation industry. Eliminating any that did not appear to be able to satisfy the District's "must have" features and functionality resulted in five vendors making it to the second round of evaluation. These five vendors were contact by the consultant to collect some more information about their software and to conduct an informational interview and demonstration.

During this second round of evaluation, Recreation Results LLC graded each software vendor as either "Fully Meeting," "Partially Meeting," or "Not Meeting" each of the critical requirements identified by District staff during the previous stage. Observations of the more subjective requirements, such as those related to look and feel, as well as descriptions of any unique features for each vendor were documented as well. These results were shared in a meeting with staff.

After reviewing the results of the Recreation Results LLC's second round of evaluation and taking time for internal discussion, staff selected two vendors to invite to the third and final round of evaluation, which included a more thorough software demonstration with District staff in attendance. The final two vendors selected were Vermont Systems' RecTrac 3.1 Next Gen and Amelia's SmartRec.

SOFTWARE DEMONSTRATIONS

Using work completed in previous stages as a guide, Recreation Results LLC created and shared an outline with both vendors that included the list of staff who would be in attendance, a summary of the recreation services provided by Glencoe Park District, and a comprehensive list of staff priorities and questions. Both vendors were given the latitude to highlight the features and functionality of their software as they best saw fit in this demonstration while being encouraged to address the items included on the outline. In addition to this demonstration, requests for samples of some documents and reports produced by the software were made.

PROCESS

Staff included in these software demonstrations included:

- Bobby Collins, Director of Recreation and Facilities
- Adam Wohl, Facility Manager - Takiff & Watts
- Matt Walker, Facility Manager - Glencoe Beach
- Stephani Briskman, Arts & Youth Program Manager
- Lauren Kinsey, Recreation/Customer Service Manager
- Erin Classen, Superintendent of Marketing & Communications
- Carol Mesinger, Director of Finance and HR
- Bobbi Nance, Consultant

At the conclusion of the demonstration, staff were given the opportunity to consider each vendor and determine if additional information and/or additional demonstrations were needed. Staff requested additional information from both vendors, but they did not feel that additional demonstrations were needed in order to make their final recommendation.

RECOMMENDATION

STAFF RECOMMENDATION

Each software vendor presented options that would be an improvement over both the functionality and design of their current recreation software. Each vendor also offered some features and functionality appreciated by staff that the other did not.

However, when evaluating the importance of these differences in features and functionality, staff determined that Vermont Systems' RecTrac 3.1 Next Gen provides Glencoe Park District the best chance to address the goals and considerations identified at the beginning of this project. Some of the notable benefits gained with RecTrac 3.1 Next Gen's full set of features that SmartRec did not provide included:

- Improved point-of-sale functionality (cash registers, facility visit entry, concessions and retail), including inventory management
- Ability to sell tickets for assigned seats within a venue
- Ability to reserve and manage equipment rentals (such as beach equipment)
- Ability to have paid waitlists
- Ability to integrate with CampDocs, the external software that the District utilizes to manage youth program participant emergency information
- Ability to integrate with REACH TV screens that the District uses to display facility schedule details
- A learning management system that will allow Glencoe Park District to assign online training modules to new staff or those needing additional RecTrac training and monitor their completion
- Ability to select their own credit card processor (and with that negotiate lower credit card processing fees)

Beyond these differences, staff were also pleased that the newest version of RecTrac will provide an improved user experience for both staff and customers over what their current version offers, and will offer many other small, but noticeable features that will make it easier for staff to streamline operations and for customers to more easily complete purchases and manage their household accounts and purchases.

IMPLEMENTATION

IMPLEMENTATION COSTS

Although details and timelines surrounding the software upgrade will be developed with Vermont Systems once a new software option and package details are confirmed, the District has a final quote of \$14,860 for the migration of current software and data to the latest version, the implementation of new software modules to accommodate the District's additional functionality needs, as well as training for staff. Further detail about the expenses is provided below:

Migration and Training to Update Current RecTrac Software (\$8,400 one-time expense)

Since the District originally implemented RecTrac in 2013, Vermont Systems has moved to a subscription model for their software modules. However, they are honoring the perpetual licenses that Glencoe Park District purchased with the implementation of RecTrac 10.3 which include:

- Activities Module
- Sports League Module (not currently in use)
- Pass Module
- Facility Module
- Point of Sale "Lite"
- Credit Card Processing Interface
- Web Hosting (not currently in use)
- Activity Brochure Interface
- General Ledger Interface
- WebTrac (customer-facing website)
- 15 concurrent user licenses

For the upgraded version of these items, the only costs to the organization are one-time training and migration expense of \$8,400. Note that this does not include annual maintenance fees that the District is already paying (currently \$6,977 per year).

IMPLEMENTATION

Implementation and Training of Additional Software Modules (\$2,500 one-time expense, \$3,960 annual expense)

In order to gain the full potential of the new software, staff are also recommending adding subscriptions to three new modules including:

- Full Point of Sale, Inventory, and (General Admission) Ticket Module
- Point of Sale Theater/Venue Ticket Module
- Equipment and Site Rental Module

The annual cost for these new subscriptions will be \$3,960, which includes annual maintenance, and has been discounted to include credits for the District’s prior purchases of the RecTrac 10.3 modules that the organization is not currently using and does not plan to use moving forward.

IMPLEMENTATION CONSIDERATIONS

In addition to expenses, below are some additional considerations and recommendations regarding the initial software implementation or its potential impacts later down the road.

- Staff would prefer to aligning the roll-out of the new software (going live) in early 2022 to coincide with the roll-out of a planned new website. As recommended in the Website Assessment, the District should work to have a clear understanding of the features and functionality of their new software prior to developing a new website so that the two can be as integrated as makes sense, and any custom website development can be built with the new recreation software in mind.
- Working backwards, a roll-out of the new software in early 2022 would provide Glencoe Park District with approximately 9-10 months to prepare for and implement the software upgrade. Vermont Systems currently recommends organizations plan for at least six months of work related to the planning, customizing, and training for their upgrade.

However, because the software upgrade and taking advantage of its new features and functionality will likely necessitate changes to key business processes, it is recommended that staff utilize some of that “extra” time to begin strategizing and documenting what their new procedures and workflows will look like. Taking this extra step will help set the organization off on the right foot, with staff being both well-versed in using the new software, but also in all of the ways that it will directly impact their operations. It will also give staff the opportunity to better communicate these changes to the community and their customers.

RECOMMENDATIONS

- Currently, Glencoe Park District does not have a staff member dedicated to administration of their recreation software, or someone who serves as an in-house expert. Instead, each staff member is familiar with a limited set of protocols related to their specific roles. Although this is common for organizations the size of Glencoe Park District, this can lead to challenges both during implementation and during on-going operations.
 - 1) Without someone taking a global look at the District’s use of the software, decisions about the set-up of numbering and naming structures may be disjointed
 - 2) Individual staff may not have the capacity to complete all of the necessary preparation for a successful roll-out of the software, especially if other technology and website initiatives are being rolled at the same time
 - 3) Once the new software is implemented and training is complete, staff can utilize Vermont System’s services for on-going software support, but there is no in-house resource for staff to refer to regarding questions of how the District uses the software or how it relates to their business processes

To proactively address these challenges, Glencoe Park District should consider enlisting the assistance of outside support for the project management and organization of implementation details. Any planning and decisions made during the implementation process should be documented in an internal knowledge base or wiki for staff to reference when there is turn-over or they have questions. And finally, it may be worth designating some positions within the District to serve as RecTrac Leaders, whom other staff may look to for direction in important areas like Programs, Passes, and Facilities.

- In the future, Glencoe Park District may need to switch credit card processors from its current solution in order to fully meet PCI-compliance requirements. A decision to continue as is or to select a new solution, including one offered by Vermont Systems, will not impact or delay the recommended software upgrade. However, knowing that an upgrade will take place, it may be more efficient in the long-term (although also more of a workload in the short-term) to start fresh in setting up systems and reports in RecTrac 3.1 with a new credit card processing solution instead of redoing the work at a later date if a change is required.

RECOMMENDATIONS

- RecTrac 3.1 will allow for much more accessibility for staff, including the ability to administer many functions on mobile devices (preferably tablets for more detailed work). In order to take advantage of this new functionality, new hardware such as tablets, protective cases, portable batteries, etc. may need to be purchased. In addition to this, these devices will require a reliable internet connection to function, which could possibly present a challenge at some of Glencoe Park District's parks and facilities.
- In addition to the technology considerations, this new mobile functionality may open the door for more staff to have a need to be logged into the software at the same time. Although the recommendation is to initially stick with the same number of concurrent user licenses that the District currently has, there may be a need to add more in the future (currently at a cost of \$10/user/month). However, if this is found to be the case, it is evidence of increased use and value provided with the new software, and these costs may be offset by operational efficiencies and other savings.

IX. Watts Ice Rink End of the Season Report

Glencoe Park District
April 2021 Board Meeting



2020 WATTS CENTER REPORT

An operations summary and analysis of the 2020-21 fiscal year at the Watts Recreational Center.

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INTRODUCTION

This annual report is an overview of the facility, programming, operations, and financial data for the Watts Recreational Center during the 2020-21 fiscal year. The Watts Recreational Center is comprised of two seasonal outdoor lighted ice rinks, a before and after school program, E-Learning Care, programming space for after-school enrichment, summer camp, and Dekhockey.

MARKETING AND PROMOTIONS

Signage

With so many changes to rink operations, we needed a variety of new wayfinding signs. We selected signs that were durable, inexpensive, and could easily be replaced should regulations change. The new, temporary signs included floor decals, window decals, banners, and corrugated plastic signs to communicate rink rules, help with wayfinding, and promote social distancing. All the signs were designed in-house, ordered, and installed at the rink before the season started. Signs with QR codes were installed in the kiosks to promote making a reservation, which was scanned by 6 devices. In addition, the TV screens were updated to communicate the building closure and face-mask rules.

Promotions

Rink promotion began in October with a direct mail postcard to every resident in Glencoe on October 16. The piece included a QR code to the Watts webpage, which was scanned by 47 devices. A feature article about Watts was included in *Inside Glencoe*, which was mailed to every resident in Glencoe in mid-October. An email blast was sent to 7,728 addresses leading up to the start of pass sales, which was opened by 30% of recipients (with a 17% click rate on links). After passes sold out on October 23, an additional email blast was sent out to re-open registration. That was sent to 2,985 email addresses, and opened by 39% of recipients (14% click rate). During the season, 12 additional email blasts were sent out related to special events, classes, and season extensions. The email blasts averaged a 57% open rate and 24% click rate. Prior to opening, a "Prepare for Your Watts Visit" video was created and shared with the public via email and social media. We also created and shared a "Rental Sanitation" video to educate the public on our cleaning procedures.

The website was updated to reflect season changes, and a new FAQ page was added. The Ticketleap reservation module was embedded into our website, along with links to the webpage. In total, with the various reservation pages, over 20 pages included specific Watts information. Those pages accounted for 69,879 page views. In general, website traffic was up 151% from the previous season.



Graphics for skating classes 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 and changing regulations.

In addition to the Park District's general presence on Facebook, Twitter, and Instagram, Watts 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.

Events were also shared with local media and reporters from The Record North Shore attended several Friday Family Night skates.

The end of the season extension/closing was communicated using the District's rainout line, which allows us to post messages quickly on the website and social media. It was also shared in an email blast to pass holders.

FACILITY IMPROVEMENTS

Due to the Kids Club Enrichment Camp program utilizing the inside of the Watts Recreational Center, we did not allow public access to the building during the 2020-21 season.

This meant we had to find a new access point to the rink for patrons. The Parks and Maintenance team did a tremendous job preparing the rink for our alternative operation plan. This included a variety of facility improvements to allow for a safe and enjoyable experience this season.

NEW ENTRANCE/CASHIER WINDOW

Before the season, a new cement walkway/plaza and gate to access the rink between the building and the studio rink were installed. A drive-through window allowed a cashier to check patrons into the rink and rent skates during the season.



OUTDOOR IMPROVEMENTS

Without access to the inside of the building, benches were installed on the runway between the ice rinks for patron use. Rubber matting was installed to cover the entire area for skaters to have additional space to social distance while putting on skates. Four heat lamps were installed to provide some warmth to skaters and families on the colder days. Since there wasn't access to the inside bathrooms, we utilized the external bathrooms for patron use. This allowed for patron access to bathrooms while visiting the rink.



SEASON INFORMATION

The 2020-21 operation plans pivoted several times before and during the season based on current state guidelines. The operation's most significant impact was facility capacity, group sizes, hockey, and reservations. Masks and face coverings were required at all times while in the facility. Capacity per facility was limited to 25%. This forced us to split the main rink into two areas separated by a barrier. This gave the ability to accommodate 25 skaters on each side of the barrier or

50 total. We also utilized the studio rink during peak open skate times to increase our capacity at one time. Guidelines changed at the end of January to allow groups of 50 or 50% of capacity. This allowed for increased flexibility to the operation and elimination of the barrier during open skate.

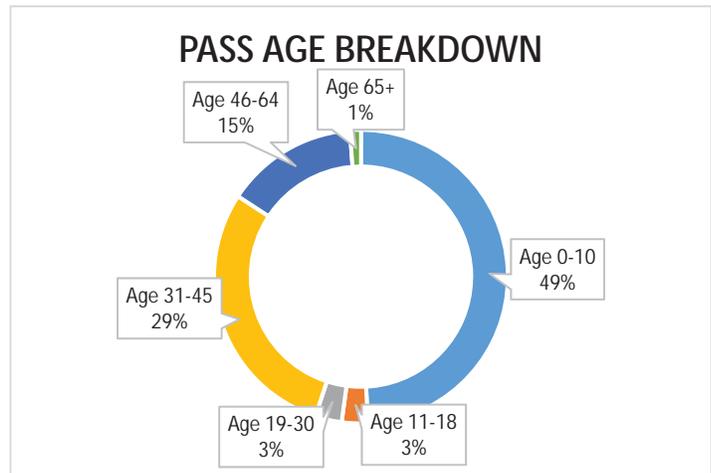
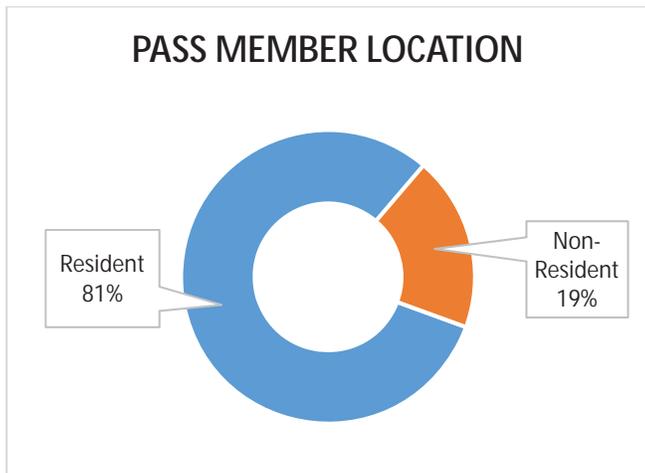
SEASON PASSES

Ice rink patrons were required to purchase a season pass to visit the rink. We offered three pass types to allow participants to use the rink for open skate or open hockey. Below is a chart that outlines the pricing for the 2020-21 season passes. Pass holders were also required to make an online reservation

Pass Type	Resident/Non-Residents
Skating Pass	\$50/75
Hockey Pass	\$150/225
Guest Pass (5 visits)	\$50/75

through an online ticketing system called Ticketleap due to state COVID guidelines.

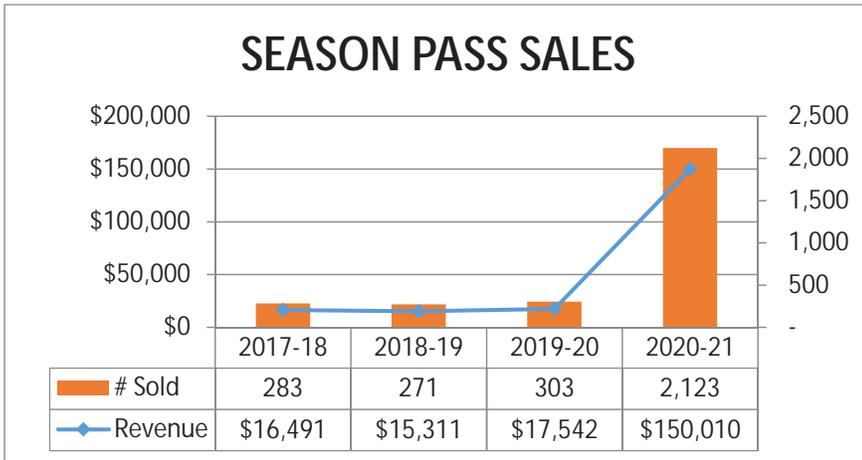
The following pie chart shows where pass holders reside. During the 2020-21 Season, 81% of pass holders were from Glencoe. The remaining 19% consisted of pass holders from Winnetka, Wilmette, Northbrook, Highland Park, and a small percentage of other area communities. For skating passes, 88% were Glencoe residents, and 12% were non-residents. For hockey passes, 55% were Glencoe residents, and 45% were non-residents.



The following chart shows the total number of passes for each membership option over the last four seasons. Numbers have stayed relatively consistent until this season.

	# Passes Sold			
	2020-21	2019-20	2018-19	2017-18
Skating Pass	1,571	247	225	230
Hockey Pass	292	56	46	77
Guest Pass	260	0	0	0
Total Passes Sold	2,123	303	271	307

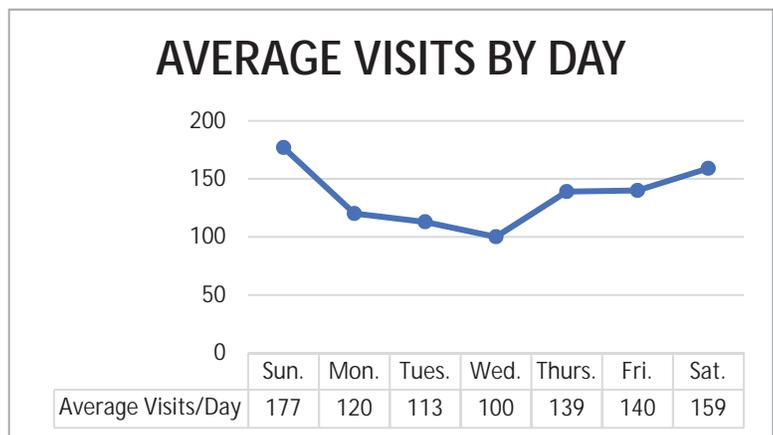
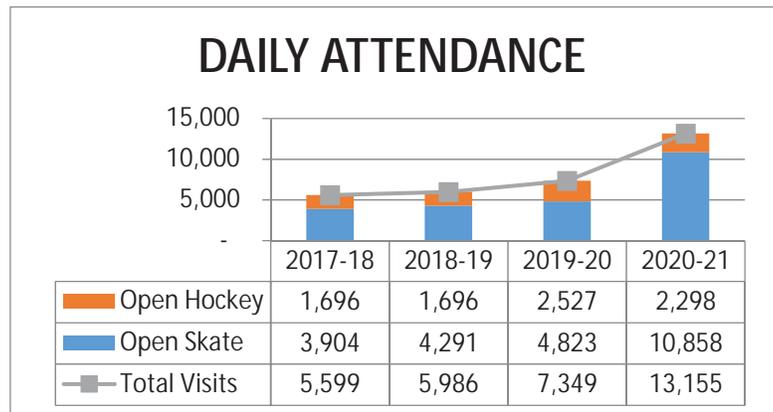
The following graph shows the trend of pass sale revenue during the last four ice rink seasons. Due to the pass requirement, pass sales were extremely high. Our first allotment of passes sold out in 45-minutes. We spent a large amount of time adjusting the skating schedule and operation to accommodate the maximum number of skaters per week.



ATTENDANCE AND RESERVATION SYSTEM

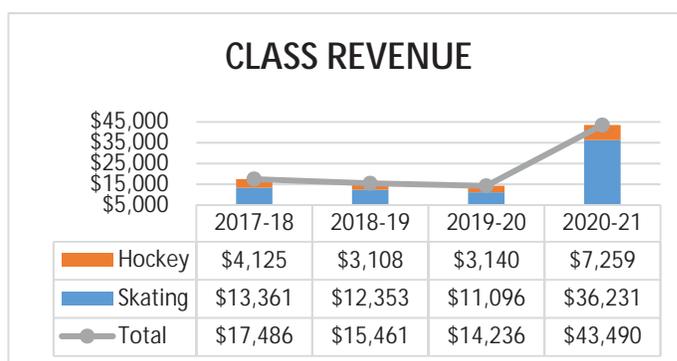
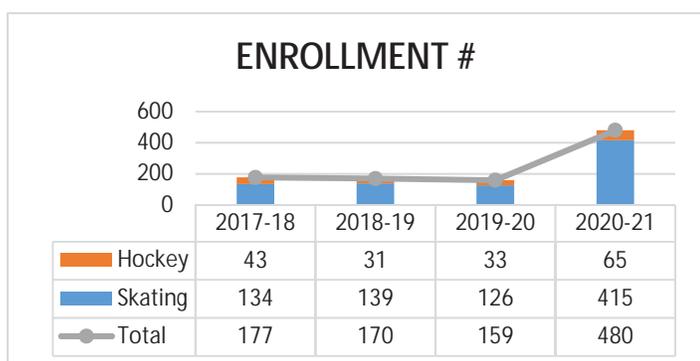
Due to the pandemic, we did not offer daily admission to visit the rink. We required pass holders to make a reservation before visiting. We utilized a free online reservation system called Ticketleap. All public skate and open hockey time slots opened 72-hours in advance for someone to make a reservation to skate. Online reservations closed 2-hours before the start of the skate. We offered rental skates for visitors this season. Rental skate prices were increased from \$4 to \$6 due to the disinfecting process implemented to keep our visitors safe during the pandemic. This included the use of an electrostatic disinfectant sprayer that would sanitize skates between each use.

The following graph displays the 2020-21 rink season's daily attendance compared to the previous three seasons. The total number of visits has continued to trend upwards with a large increase during the 2020-21 season. This is attributed to one of the few things you could do during the pandemic and that we had multiple skating sessions each day that people could attend.



SKATING AND HOCKEY CLASSES

Our skating and hockey classes proved to be extremely popular this year due to the pandemic. With Watts being an outdoor rink, the community was very comfortable getting their children participating in our skating and hockey classes. We welcomed three new instructors for the 2020-21 season, Nikki Stramaglio, Andrew Prost, and Hannah Berliant. The Watts skating program follows the United States Figure Skating Association (USFS) class offerings and curriculum. Watts offers USFS levels for skaters ages 3-14 and adults. Watts also offers basic hockey classes through the Minor Hawks hockey program. Classes primarily consist of beginner hockey classes for ages 5-10. These classes set the foundation for learning to play the game and the fundamentals associated with hockey. The following chart compares the last four seasons of enrollment in our skating and hockey classes. This year was a 200% increase in participation from the previous season.



SPECIAL EVENTS

WATTS OPENING DAY

Watts Opening Day was held on Friday, November 27. We were open from 10 AM-9:30 PM for open skate and open hockey. We had 312 skaters visit the rink on opening day. This compares to 385 in 2019, where it was free to skate.

FAMILY NIGHTS

This year, we hosted themed family nights at Watts nearly every Friday. Ann Scheuer, Serena Tyler, and Shannon Stevens planned each of these Family Friday Night Skates. They were highly attended and enjoyed by the community. Reservations for these would often fill up within minutes each week. We had on average, 155 people sign up to attend throughout the season.

Date	Theme	Reservations
December 18	Grinch	175
January 15	Glow	200
January 22	Blackhawks	160
January 29	Superhero	138
February 5	Jersey	104
February 12	Valentine	124
February 19	Disney	155
February 26	Last Skate	148
March 5	Shamrock	192
	Total	1,396



SPOOKY SKATE

We hosted a new roller skating event on the main rink at Watts on October 23. We had 150 people register and attend the spooky skate. Old-fashioned roller skates were available for use, and we rented special Halloween lighting to project onto the floor of the rink. Halloween decorations were hung, and skaters were encouraged to come dressed in their Halloween costumes. We plan to continue to offer 1-2 of these off-season special roller-skating nights in the future.



FACILITY AND ICE RENTALS

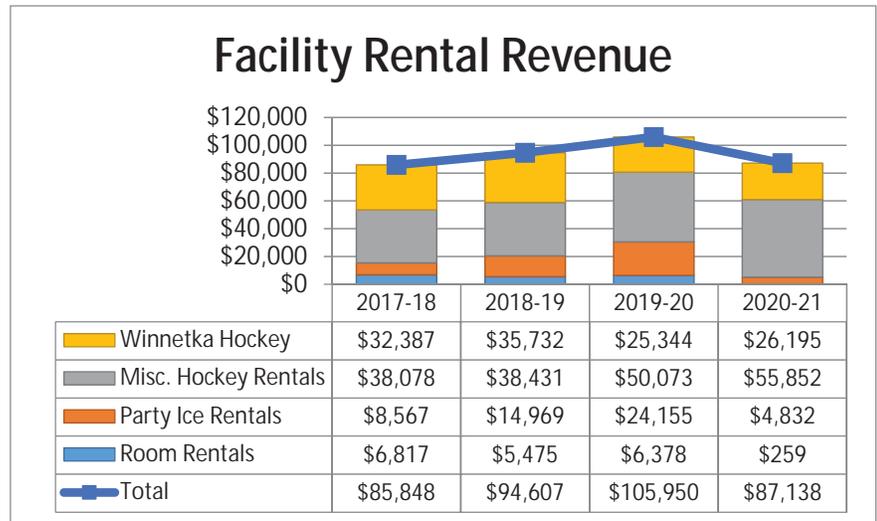
Watts Recreational Center is available for recreation room rentals year-round and ice rink rentals during the winter season. Due to the pandemic, we did not offer access to our popular recreation room. We had very limited ice availability for private rentals due to maximizing use for pass holders.

For the 2020-21 season, we increased our rates by 20% from the previous season. We also increased our non-resident rate from a 10% markup to 25%.

	2020-21 Resident/Non-Residents	2019-20 Resident/Non-Residents
Main Rink	\$344/428	\$284/312
Studio Rink	\$206/258	\$170/187
Recreation Room	\$91/100	\$88/97

PERMANENT RENTERS

We have a variety of permanent renters that use the facility consistently. The largest rental group is the Winnetka Hockey Club. Due to the pandemic, there was a shortage of available ice in surrounding communities. We saw a large increase in hockey rental requests throughout the season. Club teams from New Trier, Wilmette, Highland Park, and Northbrook rented ice throughout the season. We continued to have our adult groups rent on a weekly basis. We have seen a steady trend of increased facility rental revenue. The increase in revenue can be partially attributed to good weather and a growing demand for ice.



NON-ICE RINK PROGRAMMING

KIDS CLUB, E-LEARNING, AND SCHOOL DAY OFF PROGRAMMING

In 2020-21, Watts Center housed the before and after school care Kids Club program. This program runs from 7- 9 AM in the mornings and 3-6:30 PM in the evenings. This is the fourth year the program has been housed in the Watts program room. We expanded our typical before and after school program to include an E-Learning Enrichment Camp program due to the pandemic. This allowed students to participate in their E-Learning classes under our Kids Club staff supervision. The morning program ran from 9-11:30 AM with 15 students. The afternoon program ran from 11:30 AM-3 PM with 44 students. Program Manager Stephani Briskman supervised this program.

In conjunction, the School Day Off programming is also at Watts Recreational Center. This program runs on days there is no school. During the 2020-21 fiscal year, there were 16 school day off programs with a total of 136 participants.

YOUTH SUMMER CARE

During the summer of 2020, we offered an emergency summer care program out of Watts Center from July 6 until August 21. The program ran from 7 AM-6:30 PM for families that needed full daycare for their school-aged children. This program was open to participants age 6-14. Stephani Briskman and many of the Kids Club staff ran this safe and essential program for the community.

SPORTS TRAC

We offered a new half-day sports-based program outside from 9 AM-12 PM, Monday-Thursday. This program ran for 7-weeks from July 6 through August 20. Our Athletic Supervisor, Shannon Stevens, created this very popular half-day program. We had 455 total students participate in this half-day program over the 7-weeks. Students participated in tennis, Dekhockey, basketball, soccer, camp games, and various other outdoor sports activities. We plan to continue to offer this as a 5-day per week half-day camp option in 2021.

OUTDOOR BASKETBALL CLINICS

We utilized the outdoor basketball courts at Watts to offer weekly half-day basketball clinics. This program ran for 11-weeks from the middle of June through the end of August. There were 96 total participants in this new half-day basketball program. We plan to continue to offer these basketball clinics outdoors at the Watts basketball courts in 2021.

DEKHOCKEY

We continued our partnership with John Scully and Dekhockey to offer classes and clinics on the studio rink. Due to the pandemic and sports restrictions, we were only able to offer clinics and practices. Leagues were not able to be offered under DCEO Guidelines. The inaugural season will take place in the spring of 2021 with approximately 10 adult teams. We plan to continue to offer clinics and programming in partnership with John and his team.

NON-ICE PROGRAMMING FINANCIALS

Listed on the next page is a chart of the various programming offered at Watts Recreational Center, including the total number of hours per year, total revenue, and net surplus.

Fiscal Year 2020/2021						
Program Name	# Enrolled for Year	# Hours per Week	# Weeks per Year	Total Hours	Total Revenue	Net Surplus
Youth Summer Care	53	57.5	7	402.50	\$61,920	\$24,544
Kids Club/E-Learning Care AM	3/15	10/12.5	37	370/462	\$53,464	\$22,695
Kids Club/E-Learning Care PM	16/44	17.5	37	647.50	\$187,355	\$102,877
Kids Club Last Minute Care	3	-	-	-	\$125	\$125
Days Off Program	136	11.5/Day	16	184	\$10,322	\$4,456
Sports Trac	455	12	7	84	\$45,392	\$22,696
Basketball Clinics	96	15	11	165	\$15,095	\$4,500
Dekhockey	84	3	15	45	\$5,265	\$1,642
Totals	905	139	n/a	2,360	\$378,938	\$183,535

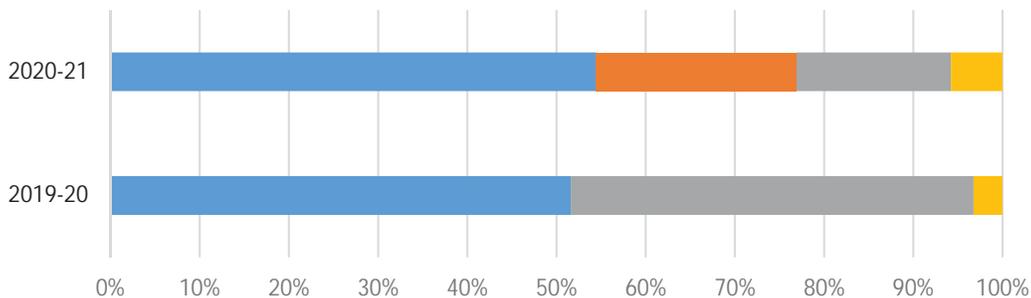
FINANCIAL COMPARISON

	2018-19	2019-20	2020-21
Total Revenue	(\$151,730)	(\$181,688)	(\$261,706)
Total Expenses	\$252,859	\$287,437	\$291,282
Skating/Hockey Class Surplus	(\$10,943)	(\$10,252)	(\$36,448)
Net Surplus	\$90,186	\$92,497	(\$6,872)

PARTICIPANT FEEDBACK

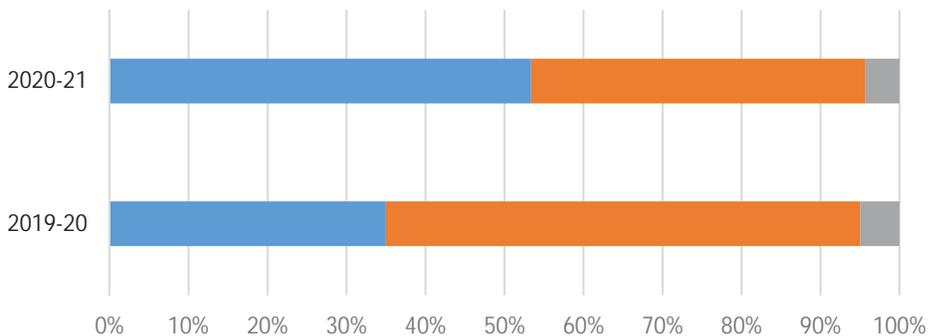
After every season, staff surveys ice rink users for their feedback about their experience at the facility. We had 167 total responses. This is compared to 40 responses after the 2019-20 season. Compiled on the following pages is important feedback received from passholders.

PLEASE RATE YOUR OVERALL EXPERIENCE:



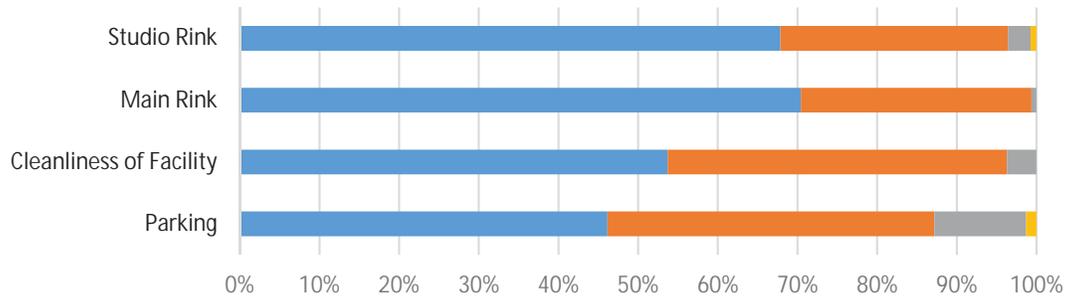
	2019-20	2020-21
■ Excellent	40%	51%
■ Good	0%	21%
■ Fair	35%	16%
■ Poor	3%	5%

PLEASE RATE THE VALUE OF YOUR WATTS CENTER PASS:



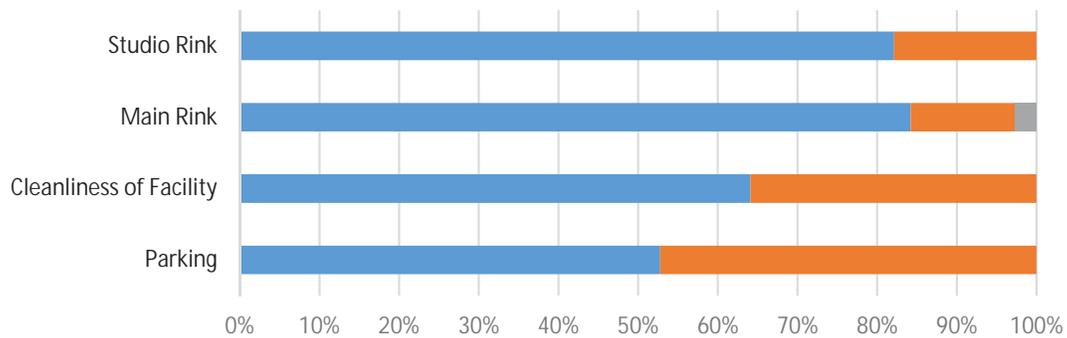
	2019-20	2020-21
■ Above Expectations	35%	53%
■ Met Expectations	60%	42%
■ Below Expectations	5%	4%

2020-21 - PLEASE RATE THE FOLLOWING AMENITIES:



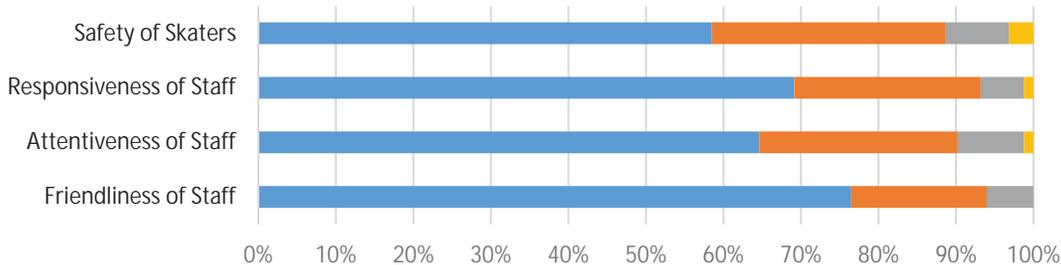
	Parking	Cleanliness of Facility	Main Rink	Studio Rink
■ Excellent	43%	52%	67%	58%
■ Good	39%	41%	28%	24%
■ Fair	11%	4%	1%	2%
■ Poor	1%	0%	0%	1%

2019-20 - PLEASE RATE THE FOLLOWING AMENITIES:



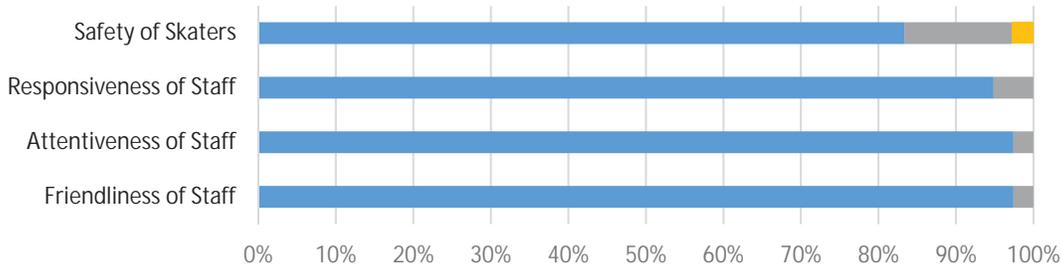
	Parking	Cleanliness of Facility	Main Rink	Studio Rink
■ Excellent	48%	63%	80%	58%
■ Fair	43%	35%	13%	13%
■ Poor	0%	0%	3%	0%

2020-21 - PLEASE RATE THE WATTS CENTER STAFF:



	Friendliness of Staff	Attentiveness of Staff	Responsiveness of Staff	Safety of Skaters
■ Excellent	76%	63%	67%	56%
■ Good	17%	25%	23%	29%
■ Fair	6%	8%	5%	8%
■ Poor	0%	1%	1%	3%

2019-20 - PLEASE RATE THE WATTS CENTER STAFF:



	Friendliness of Staff	Attentiveness of Staff	Responsiveness of Staff	Safety of Skaters
■ Excellent	95%	95%	93%	75%
■ Good				
■ Fair	3%	3%	5%	13%
■ Poor	0%	0%	0%	3%

APPENDIX A: WATTS ICE CENTER RINK SCHEDULE

REGULAR SEASON ICE RINK SCHEDULE

Below are graphics of our regular season ice rink schedule. This was for November 27-December 20 and January 4-March 7.

Open Skate

Monday-Friday

11:30 AM-1 PM

1:15-2:45 PM

3-4 PM

4:15-5:15 PM

Saturday

11 AM-12 PM

12:30-1:30 PM

2-3 PM

3:30-4:30 PM

6:15-7:15 PM

7:30-8:30 PM

Sunday

11 AM-12 PM

12:30-1:30 PM

2-3 PM

3:30-4:30 PM

4:45-5:45 PM

Open Hockey

Monday-Friday

11:30 AM-1 PM

1:15-2:45 PM

3-4 PM

4:15-5:15 PM

5:30-6:30 PM

6:45-7:45 PM

8-9 PM

Saturday

8:15-9:15 AM

4:45-5:45 PM

6-7 PM

7:15-8:15 PM

Sunday

8:15-9:15 AM

9:30-10:30 AM

4:45-5:45 PM

6-7 PM

7:15-8:15 PM

WINTER BREAK SEASON ICE RINK SCHEDULE

Below are graphics of our winter break ice rink schedule. This was for December 21-January 3.

Open Skate

Monday-Thursday

11 AM-12 PM
12:30-1:30 PM
2-3 PM
3:30-4:30 PM
5-6 PM

Saturday

11 AM-12 PM
12:30-1:30 PM
2-3 PM
3:30-4:30 PM
6:15-7:15 PM
7:30-8:30 PM

Sunday

11 AM-12 PM
12:30-1:30 PM
2-3 PM
3:30-4:30 PM
4:45-5:45 PM

Open Hockey

Monday-Thursday

11 AM-12 PM
12:30-1:30 PM
2-3 PM
3:30-4:30 PM
5-6 PM
6:30-7:30 PM
7:45-8:45 PM

Saturday

8:15-9:15 AM
4:45-5:45 PM
6-7 PM
7:15-8:15 PM

Sunday

8:15-9:15 AM
9:30-10:30 AM
4:45-5:45 PM
6-7 PM
7:15-8:15 PM

APPENDIX B: FEE HISTORY OF WATTS RECREATIONAL CENTER

Admission Fees

	2018-19	2019-20	2020-21
Youth (3-17)	\$6.00	\$6.00	NA
Adults (18-65)	\$8.00	\$8.00	NA
Open Hockey Youth/Adult	\$8.00	\$8.00	NA
Adult Scrub Hockey	\$10.00	\$10.00	NA
Skate Rental	\$4.00	\$4.00	\$6.00

Season Passes

	2018-19 Early/Regular	2019-20 Early/Regular	2020-21 Resident/NR
Individual	\$64/\$80	\$66/83	\$50/75
Additional Family Member	\$30/\$35	\$31/36	\$50/75
Hockey Punch Pass (10 visits)	\$69	\$70	NA
Hockey/Public Combo (New 2017-18) Hockey Only in 2020-21	\$180/\$206	\$185/\$212	\$150/225

Skating Classes

	2018-19	2019-20	2020-21
Snowplow Sam/Tot (per class)	\$19.00	\$20.00	\$20.00
Learn to Skate (per class)	\$19.00	\$20.00	\$20.00
Minor Hawk (per class)	\$19.00	\$20.00	\$20.00
Adult Learn to Skate (per class)	\$19.00	\$20.00	\$20.00

Rentals

	2018-19	2019-20	2020-21
Main Rink (R/NR)	\$276/303	\$284/312	\$344/428
Studio Rink (R/NR)	\$165/180	\$170/187	\$206/258
Permanent Renter	\$249/267	\$256/282	\$310/387
Birthday Party Package (1-hr studio/ 2-hr party room)	\$291/318	\$300/330	NA
Recreation Room	\$85.00	\$88/97	NA

Internal & External School Groups

	2018-19	2019-20	2020-21
District 35 Schools	\$2.00	\$2.00	\$2.00
Kids Club	\$2.00	\$2.00	\$2.00
Children's Circle	\$2.00	\$2.00	\$2.00

X. Executive Director's Report

Glencoe Park District
April 2021 Board Meeting

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

New Commissioners

Congratulations to our two newly elected Commissioners Brandon Hinkle and Bart Schneider. They will go through a series of trainings with me, attend the IAPD Boot Camp, and participate in the upcoming Board Retreat that is taking place in May. Congratulations to Commissioner Boron on her re-election!

Park Clean Up Day

If you are able, we welcome the Board to join the efforts of the Glencoe Park District and Glencoe Sustainability Task Force in a Park Clean Up Day! On Saturday, April 24, we will meet at Veterans Memorial Park for a community clean-up. Upon arrival, participants will be assigned areas to clean. Please bring reusable bags and gloves, as these will not be provided. Masks are required for this event. Please let us know if you can attend and we will get you registered. Your families are welcome to come.

FY2020/21 Annual Audit

The District's auditors, Lauterbach & Amen, completed their preliminary fieldwork virtually on March 13. Staff has been busy preparing the numerous audit schedules and information that is required for their analysis and review during final fieldwork scheduled on April 22-23 at Takiff Center. The first draft of the audit report is expected in late May.

Korn Ferry Salary Review

Given that our last District review of salary ranges and grades with Korn Ferry was in early 2018, before minimum wage pressures on full-time positions were really felt, staff met with Amanda Wethington to start dialogue for another review in 2021. Staff is currently updating all job descriptions for this review. More information will be shared with the Board as the process progresses.

Marketing and Communication

In March, the website views increased 572% compared to the same month in 2020. We attribute this increase to the new information that we are publishing regarding Beach Season Passes and COVID-19 restrictions. Erin has also been working with staff on signage for park projects and facility signage. Refer to Appendix A for details on our marketing efforts.

Parks and Planning

Capital projects continue to make progress. At the Veterans Park entrance, masons continue to work on rebuilding the seat wall and contractors work on other improvements and are scheduled to be completed by Memorial Day. Installation of the trail adjacent social spaces, interactive fountain, and hand-cranked train at Duke Park should be completed in the next couple weeks and then will need to go through necessary safety inspections. We are planning to open these amenities between mid-May to Memorial Day.

Renovations at Kalk Park are starting now the work at the Hazel Avenue Overlook is schedule to begin in late April.

Chris and I are developing construction contracts for a number of projects including the Boating Beach Stairs, Beach House Exterior Repairs, and Baseball Infield Renovations.

The District is still experiencing a greater than average park use, based on weather and new usage habits, which are keeping our crews busy. Summer will be here before we know it and seasonal

preparations are in full swing on both beaches. Our Parks Team replaced the boathouse's weathered roof and began a small project on the north beach sail locker that will give the Park District additional tool storage space.

Update on Recreation Services amid COVID-19

With the State of Illinois still under Phase 4 mitigations, we are following all the necessary regulations and are preparing for the changes that will follow as we bridge to Phase 5. For more information on the Restore Illinois Regulations is available at this website: <https://coronavirus.illinois.gov/s/bridge-phase>. As regulations change and more adults are getting vaccinated, Takiff Center has been very busy with programming for all ages. We are slowly fielding calls about rentals and other usages for this spring. Groups are currently limited to 50 or 50% of room capacity. Spring programming starts April 5 with a full list of classes utilizing space at the Takiff Center.

Recreation and Facilities

Thank you to Jessica Stockl for continuing to advocate for Children's Circle. We have been awarded \$85,860 from the Child Care Restoration Grant for January, February, and March.

In March, Shannon attended an Elite Young Professionals workshop through IPRA to help grow peer networks and advance communication skills to help connect to the community.

- **Preschool/Youth**

Preschool and Youth enrichments have strong spring enrollment as parents become more comfortable with their children attending programming. (see Appendix B for more details on registration numbers)

District 35 students have returned to in-person learning, and our Kids Club program returned to our traditional AM and PM options. Enrollment is low at this time as many families continue to work remotely and do not need before and after school care. We will be opening fall priority registration for currently enrolled Kids Club and Kids Club Enrichment camp families as well as current Belugas sometime in May.

Our community has demonstrated that they are ready and excited for camp this summer! Enrollment looks very different from summers in the past, as our group maximums are drastically smaller. We are currently full. However, we continue to examine our facility space in hopes to be able to open up more spots.

- **Athletics**

Youth Athletics programs have added classes at Watts and West Park to help expand our current offerings. We had added more classes to help with the high demand for programming and continue creating on-demand sections. There has been increased participation in weekend classes this year.

Pickleball classes started at Watts Tennis Courts this month with an enrollment of 71 adults. The first session is full with a waitlist for each section. The second session is filling up fast. The notion of Pickleball being the fastest growing sports in America is undoubtedly accurate.

The Dekhockey flooring was installed on the studio rink the weekend of March 27. Nine teams are currently participating in the **adult spring league**. Leagues started the week of April 5 with games primarily played on Wednesday and Thursday evenings. Youth leagues are scheduled to begin in early May. We plan to work with Dekhockey this summer on clinics and offering our camp programs opportunities to participate.

- **Glencoe Beach**

Season Pass sales for Glencoe Beach have been very strong this season. This is very encouraging, and we anticipate selling more passes this summer than we did in 2020. As of April 5, we have sold 5,864 (6,011 in 2020) passes with a total revenue of \$289,170 (\$255,278 in 2020).

Summer boat/kayak/standup paddleboard storage numbers are in line with last year's total with a total of 166 resident and 48 non-resident vessels. Given our beach's popularity for these activities, we are fielding numerous calls regarding the waitlist for storage. (see Appendix B for more detailed information).

- **Fitness**

We had four new members join the fitness center in March. We currently have 97 active members in the fitness center. In April, a new member initiative was started. This new membership was \$99 for a 90-day special. The goal is to get new members in the door under a shortened commitment.

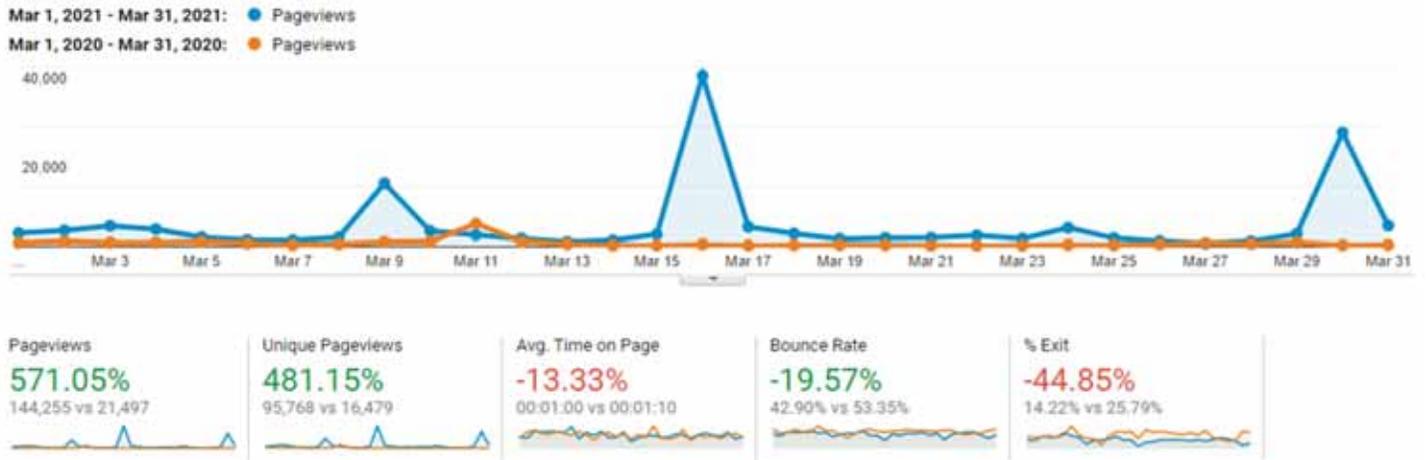
We continue to offer a mix of zoom and in-person fitness classes. With the weather warming up, class options will expand to take advantage of outdoor fitness classes' popularity. Classes offered in April include Adult Rowing, Moving with Weights, Yoga, Pilates, and Zumba.

Submitted by:
Lisa Sheppard, CPRP
Executive Director

Marketing/Communications
April 2021

Online Communication

In March, the website views increased 572% compared to the same month in 2020. We had 144,255 page views in March, compared to 21,497 previous year. Page views were up 109% compared to the previous month (144,255 compared to 69,170). Our highest traffic day was March 16, which was the day resident beach passes went on sale. Our top ten pages with the most traffic were all related to the beach, camp, or youth programs.



Email Marketing

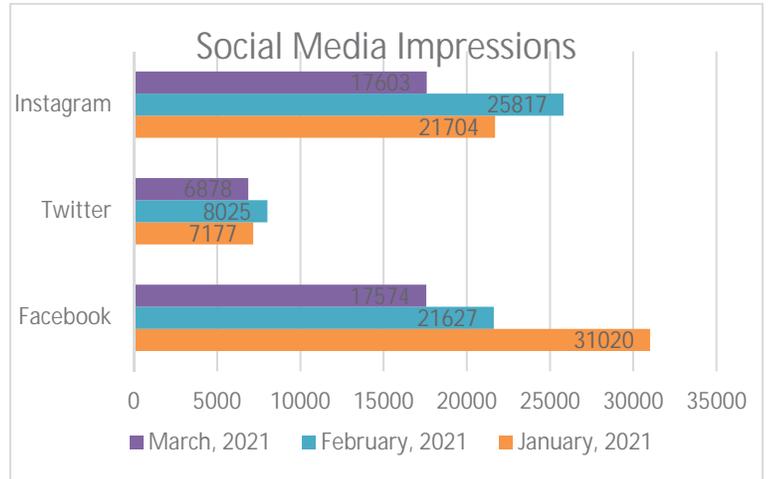
During the month of March, we sent out 12 targeted emails, focusing primarily on program registration, beach passes, Operation Egg Drop, and extension of Family Skate Nights. We also sent an email sharing the New Trier Township Vaccine Clinic for seniors to our entire database, as well as a few internal marketing emails for staff engagement programs. Of the 40,831 emails we sent, over 13,137 were opened (34%) with a 16% average click rate. The open rate is 12% above the industry average and the click rate is 2% above the industry average.

Campaign Summaries



Social Media

We ended the month with 17,574 Facebook impressions (last month was 21,627). During the month, we also had 17,603 impressions on Instagram (last month was 25,817) and 6,878 impressions on Twitter (last month was 8,025). We now have 2,638 followers on Facebook, 1,056 followers on Twitter and 1,945 followers on Instagram. Glencoe Beach has 2,573 and Watts Ice Center has 538 followers on Facebook.



Our most popular March Instagram and Twitter posts.

Submitted by:
Erin Classen
Superintendent of Marketing and Communications

**Recreation and Facilities Department
February 2021**

Glencoe Beach: Matt Walker

As expected, Season Pass sales have been very strong this season. This is very encouraging, and we anticipate selling more passes this summer than we did in 2020.

Pass Sales	2021 As of 4/5		2020	
	Passes	Revenue	Passes	Revenue
Resident	4,188	\$144,760	4,399	\$131,127
Non-Resident	1,676	\$117,100	1,612	\$97,001
Guest Passes	452	\$27,300	458	\$27,150
Total	5,864	\$289,170	6,011	\$255,278

Summer boat/kayak/standup paddleboard storage numbers are in line with last year's total. Below is a breakdown of boaters that stored their vessel on the beach in 2020.

2020 Beach Storage	Sand	Rack	Paddleboard	Total
Resident	28	53	85	166
Non-Resident	25	10	13	48

Given our beach's popularity for these activities, we are fielding numerous calls regarding the waitlist for storage. The chart below breaks down the current storage waitlist.

2021 Beach Storage	Sand	Rack	Paddleboard	Total
Resident	4	14	54	72
Non-Resident	5	6	7	18

Our biggest challenge is available shoreline space. We have significant congestion on the shoreline, especially in the area where paddleboards, kayaks, and sailboats launch. All Northshore beaches are having the same issues. It is unlikely that we will add additional spaces until the water levels retreat. We have also received requests to offer daily launching. We do not allow daily launches as:

- It causes congestion at the Park and Hazel entrances. Visitors park in the turn-about and unload their boards and kayaks. This causes significant traffic issues.
- Visitors need help walking boards and kayaks down ramps and often ask staff for help. There is also a safety risk with people carrying them on the ramp and potentially hitting other guests.
- It is challenging for our staff to track when paddlers leave for the day. It leads to missing person issues. When the boards are stored on the beach, we can see them back in their storage space. We can't do that if the boards leave for the day.

Early Childhood: Jess Stockl

Preschool enrichments have strong spring enrollment as parents become more comfortable with their children attending programming.

ELC Enrollment As of 4/1	2021/22	2020/21	2019/20	2018/19
ELC 2s	10	10	16	18
ELC 3s	17	11	14	16
ELC 4s	19	14	18	27
Kindergarten Readiness	12	11	16	7
Total	58	46	64	68

Children's Circle completed re-registration for current students in March. Once that process was complete, we could bring families off the waitlist. We will have a total of 26 new students joining us in the fall. The majority of the intake will be in Jellyfish and Turtles.

Children's Circle Enrollment As of 4/1	2021/22	2020/21	2019/20	2018/19
Jellyfish (6 weeks to 15 months)	12	10	10	5
Frogs (15 months to 2 years old)*	9	12	7	7
Turtles (18 months-youngers 2s)*	15	13	13	6
Starfish (older 2s)	16	16	17	16
Dolphins (3s)	20	19	20	18
Belugas (4s)	22	21	16	14
Total	94	91	83	66

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

Arts and Youth: Stephani Briskman

Ceramics

We welcomed a new instructor to our ceramics team! Izzy Schroeder is a recent graduate from the School of the Art Institute of Chicago and has been practicing ceramics for over 13 years! She will be filling in for Natalie during our spring session.

Spring 2021 Ceramics As of 4/5	Enrolled	Fees
Youth Ceramics	30	\$9,934
Sculpting with Model Magic	6	\$1,531
Teen Ceramics	12	\$4,326
Adult Ceramics	9	\$2,553
Total	57	\$18,344

Youth Enrichments As of 4/5	Spring 2021	
	Enrolled	Fees
Amazing Art	7	\$1,482
Chess Scholars*	16	\$2,384
Magic*	11	\$220
Coding 1	3	\$963
Minecraft Engineering	7	\$1,617
Pokémon Engineering	6	\$1,386
RoboCode	3	\$1,158
WebRox	3	\$1,029
Spring Baking	8	\$2,288
Guitar 101	3	\$687
Bucket Drumming	4	\$916
Total	71	\$14,130

Kids Club

Kids Club is low at this time; many families continue to work remotely and do not need before and after school care. We will be opening fall priority registration for currently enrolled Kids Club and Kids Club Enrichment Camp families as well as current Belugas sometime in May.

AM Kids Club As of 4/5	Enrolled
5 days	2
4 days	0
3 days	0
2 days	1
Total	3

PM Kids Club As of 4/5	Enrolled
5 days	9
4 days	0
3 days	4
2 days	3
Total	16

Camp Enrollment As of 4/6	8 Week	4 Week
Sun Fun	57	50
Camp Adventure	16	17
Full-Day CIT	4	13
	Full Day	AM/PM
Summer's End	24	4

Athletics/Teen Camps: Shannon Stevens

The chart below shows the number of athletic programs we offer, and the number of participants each day compared to 2019, 2020 is not shown due to the COVID shutdown.

Day of the Week	# of Classes Offered		# of Participants	
	2021	2019	2021	2019
Monday	6	5	80	48
Tuesday	3	5	57	40
Wednesday	3	2	26	30
Thursday	5	5	26	25
Friday	2	1	18	11
Saturday	1	1	7	22
Sunday	7	1	103	11
Totals	27	20	317	187

Tennis

The tennis program continues to grow, and we are adding additional staff to help out for this spring. Every class we offered had a waitlist, and working with our coaches so we can accommodate them.

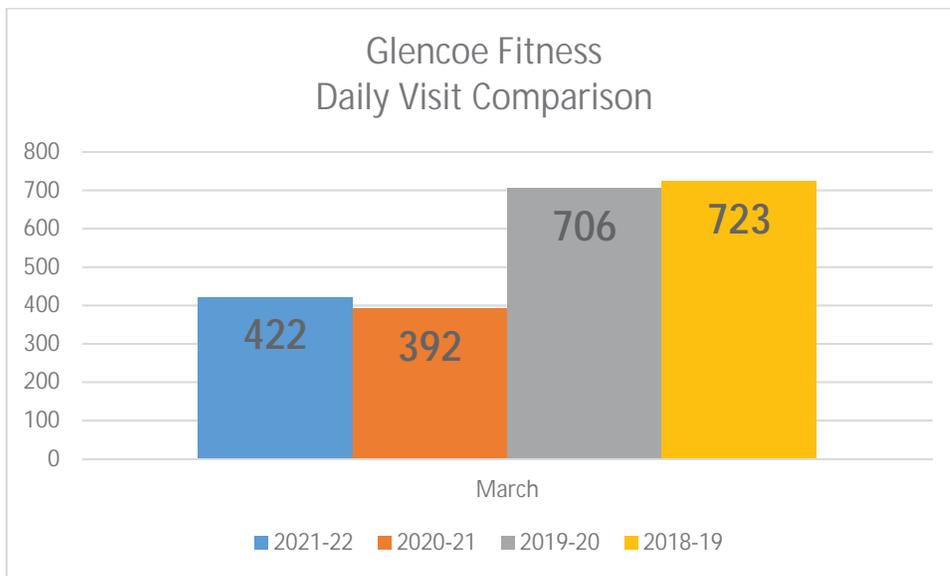
We anticipate our youth numbers to grow as we began to add private groups for the spring session.

	# of Participants		Revenue	
	2021	2019	2021	2019
Youth	93	20	\$14,734	\$1,292
Adult	36	4	\$8,264	\$393

Takiff, Fitness, & Watts: Adam Wohl

Glencoe Fitness

During March, we had 422 total visits to the fitness center. This compares to 392 visits in a shortened March of 2020. At this time last year, we hit our peak of 226 fitness center members compared to 97 currently.



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

XI. Action Item A
Approval of Memorandum of Understanding
District 35 and Glencoe Park District

Glencoe Park District
April 2021 Board Meeting

MEMORANDUM

TO: Board of Park Commissioners
FROM: Chris Leiner, Director of Parks & Maintenance
SUBJECT: Memorandum of Understanding District 35 & Glencoe Park District
DATE: April 9, 2021

Glencoe Park District and School District 35 have opted to share one Asphalt-Pathway Resurface bid. The goal of this shared project is:

- Eliminate duplication
- Capture the economy of scale by bidding on one larger project as opposed to two smaller projects
- Reduce disruption to shared properties

Cost-share as follows:

Glencoe Park District	\$76,750
Glencoe School District 35	\$48,250
Total project cost	\$125,000

The Park District will act as the primary fiscal agent. The MOU requires District 35 to transfer funds (\$48,250) within 30 days of the agreement's execution. The Park District will have the funds for District 35 work in-hand before work begins on the solely District 35 funded project components.

At the April 8, 2021 Glencoe District 35 Board of Education Meeting, the Board of Education accepted the attached agreement. This document was drafted by Glencoe Park District's legal counsel.

Recommended Motion: Approval of the attached memorandum of understanding between Glencoe School District 35 and Glencoe Park District.

**MEMORANDUM OF UNDERSTANDING BETWEEN
GLENCOE SCHOOL DISTRICT 35
AND THE GLENCOE PARK DISTRICT**

THIS MEMORANDUM OF UNDERSTANDING (“MOU”) is made and entered into between Glencoe School District 35, an Illinois school district, (hereafter “School District”), and the Glencoe Park District, an Illinois municipal corporation (hereafter “Park District”).

RECITALS

WHEREAS, the School District is an Illinois school district organized under the Constitution of the State of Illinois and the Illinois School Code and has acted and is acting pursuant to its constitutional and statutory powers in making this Agreement; and

WHEREAS, the Park District is an Illinois Park District organized under the Constitution of the State of Illinois and the Illinois Park Code, and has acted and is acting pursuant to its constitutional and statutory powers in making this Agreement; and

WHEREAS, the School District and the Park District are public agencies within the meaning of Illinois Intergovernmental Cooperation Act, 5 ILCS 220/1 *et seq.*; and

WHEREAS, Article VII, Section 10, of the Illinois Constitution of 1970 encourages and provides for units of local government to contract or otherwise associate among themselves to obtain or share services and to exercise, combine, or transfer any power or function in any manner not prohibited by law or by ordinance and may use their credit, revenues, and other resources to pay costs related to intergovernmental activities; and

WHEREAS, the Illinois Intergovernmental Cooperation Act, 5 ILCS 220/1 *et seq.* further authorizes intergovernmental cooperation; and

WHEREAS, the Park District and School District have capital improvement needs requiring the replacement of asphalt work on their respective properties and desire to cooperate to improve the potential for the most competitive pricing; and

WHEREAS, the School District and Park District have worked cooperatively to solicit bids from qualified contractors to perform the asphalt work under specified terms and conditions and the Parties desire for the Park District to issue, hold and administer the contract; and

WHEREAS, the Park District has chosen to accept the bid of Chicagoland Paving for an amount not to exceed \$125,000 for the work to be performed at both the School District and the Park District properties.

NOW THEREFORE, in consideration of the promises, terms and conditions set forth herein, the parties agree as follows:

1.0 RECITALS INCORPORATED.

The Recitals set forth above are incorporated herein and made a part hereof.

2.0 UNDERSTANDING AND AGREEMENT

The School District, shall pay to the Park District the sum of \$48,250 within thirty (30) business days of the approval of this MOU by both parties to fund that portion of the work set forth in the Bid of Chicagoland Paving for asphalt work on School Properties (see Exhibit A). The School District shall not be required to pay any additional amounts in relation to the Proposal and shall have no further obligation of any kind except in the case of unforeseen conditions or other cardinal change concerning the School District's property. In the event the final cost of the School District's portion of the work under the Proposal is less than \$48,250, the Park District shall reimburse the School District any such overpayment no later than sixty (60) days after the completion of the work. The Park District shall provide documentation to the School District showing payments made for the work. The Park District agrees to enter into the contract with Chicagoland Paving and be solely responsible for administering the Proposal.

3.0 INDEMNIFICATION AND INSURANCE

The Park District shall indemnify and hold harmless the School District against any loss, damage, claim, demand, or lawsuit incurred as a result of any injury or loss relating to the Proposal or any activities performed pursuant to this MOU, except to the extent such loss, damage, claim, demand or lawsuit arises out of the direct or indirect conduct, act or omission of the School District or is the result of natural causes such as flooding due to weather. The School District shall indemnify and hold harmless the Park District against any loss, damage, claim, demand, or lawsuit incurred as a result of any condition of the School District property except to the extent such loss, damage, claim, demand or lawsuit arises out of the direct or indirect conduct, act or omission of the Park District. The Park District shall require Chicagoland Paving and any subcontractors add the School District as an additional insured to their insurance policies for the work to be performed under the Contract accepting the Bid.

GLENCOE SCHOOL DISTRICT

GLENCOE PARK DISTRICT

President

President

ATTEST:

Secretary

Secretary

Exhibit A

Cost Share Breakdown Asphalt Work Glencoe Park District/School District 35			
Site/Task	Funding	Park District Cost	School District Cost
Milton Park Pathway	Park District Only	\$8,000	\$0
Watts Tennis Pathway	Park District Only	\$1,250	\$0
Takiff Parking Lot	Park District Only	\$57,000	\$0
Lakefront Pathway Sealcoat	Park District Only	\$1,000	\$0
Watts Park Pathway Sealcoat	Park District Only	\$1,250	\$0
West School Parking Lot	School District Only	\$0	\$15,000
Central School Dock/Driveway	School District Only	\$0	\$25,000
Watts Park Pathway	50/50	\$3,500	\$3,500
West Tennis Apron	50/50	\$4,750	\$4,750
		\$76,750.00	\$48,250.00

XI. Action Item B
Approval of Bid for Asphalt-Pathway
Resurfacing

Glencoe Park District
April 2021 Board Meeting

MEMORANDUM

TO: Board of Park Commissioners
FROM: Chris Leiner, Director of Parks & Maintenance
SUBJECT: Bid Approval Asphalt-Pathway Resurface
DATE: April 9, 2021

At the March 8, 2021 bid opening for Asphalt-Pathway Resurfacing, two bids were received and opened. The project is shared between the Glencoe Park District and Glencoe School District 35. The budget for the Park District's portion of the work is \$105,000.

GLENCOE PARK DISTRICT - ASPHALT-PATHWAY RESURFACE						
Bid Opening- Monday March 8th, 2021 1:30PM						
	Company Name	Base A	Base B	Base C	Base D	Total Bid
1	Chicagoland Paving	\$40,750	\$57,000	\$25,000	\$2,250	\$125,000
2	Maneval Construction	\$51,235	\$59,235	\$42,255	\$2,678	\$155,403

Project Components are defined as follows:

Base Bid A: Resurface Milton Park Pathway, Watts Park Soccer Pathway, West Park Tennis Pathway, West Park Tennis Apron, West School Parking Lot, Add Watts Park Porto-let Pathway

Base Bid B: Resurface Takiff Center Parking Lot

Base Bid C: Resurface Central School Driveway/Dock/Basketball Court

Base Bid D: Sealcoat Lakefront Pathway, Watts Park Pathway

The Park District has specified that Coal Tar Sealant is not permitted.

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

Therefore, the lowest qualified bid is from Chicagoland Paving of Lake Zurich, Illinois, for base bids: A, B, C, D for an award of \$125,000. Chicagoland Paving provided excellent references and has previously worked with the Glencoe Park District.

Cost-share as follows:

Glencoe Park District \$76,750
Glencoe School District 35 \$48,250

Recommended Motion: The approval of the lowest responsible bidder, Chicagoland Paving of Lake Zurich, Illinois, for base bids: A, B, C, D for a total award of \$125,000.

XI. Action Item C
Approval of Bid for Conservation-Landscape
Maintenance

Glencoe Park District
April 2021 Board Meeting

MEMORANDUM

TO: Board of Park Commissioners
FROM: Chris Leiner, Director of Parks & Maintenance
SUBJECT: Bid Approval Conservation-Landscape Maintenance
DATE: April 9, 2021

At the April 8, 2021 sealed bid opening for Conservation-Landscape Maintenance, five bids were received and opened. The budget for this contractual service is \$50,620.

GLENCOE PARK DISTRICT - CONSERVATION MAINTENANCE				
Bid Opening- Thursday April 8, 2021 @ 2:00PM				
	Company Name	BASE A	BASE B	TOTAL BID
1	PIZZO & ASSOCIATES	\$12,710	\$5,700	\$18,410
2	NATIVE RESTORATION	\$15,398	\$4,899	\$20,297
3	V3 CONSTRUCTION	\$16,562	\$7,290	\$23,852
4	McGINTY BROTHERS	\$26,055	\$3,680	\$29,735
5	BLUE STEM ECOLOGICAL	\$32,432	\$4,800	\$37,232

Project Components are defined as follows:

BASE A: Conservation Maintenance on seven acres of parkland. Including Every, Dietz, Kalk Natural Area, Takiff Bio-Swales, Takiff Natural Area, South Shelton Park

BASE B: Controlled Burns at Dietz, Everly, South Shelton in Year 1

While the lowest qualified bid is below the \$25,000 purchasing limit of the Executive Director, the bid itself is for a three-year contract and based on site conditions and additional work may be assigned, bringing the value of the contract above \$25,000.

The total value of the contract over three years is \$52,530

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

Therefore, the lowest qualified bid is from Pizzo & Associates of Leland, Illinois, for **BASE A & B** for an award of \$18,410. Pizzo and Associates have previously worked with the Glencoe Park District. This firm performed the controlled burn at Everly in 2019. Staff is pleased with the bid results.

Recommended Motion: The approval of the lowest responsible bidder, Pizzo & Associates of Leland, Illinois, for Base A & B for an award of \$18,410.

XI. Action Item D
**Approval of Bid for Tennis Color Coating-
Crack Fill**

Glencoe Park District
April 2021 Board Meeting

MEMORANDUM

TO: Board of Park Commissioners
FROM: Chris Leiner, Director of Parks & Maintenance
SUBJECT: Bid Approval Tennis Color Coating-Crack Fill
DATE: April 9, 2021

At the April 8, 2021 sealed bid opening for Tennis Court Color Coating-Crack Fill, one bid was received and opened. The budget for this project is \$45,000.

GLENCOE PARK DISTRICT - TENNIS RESURFACE						
Bid Opening- Thursday April 8, 2021 @ 1:30PM						
	COMPANY NAME	SITE 1	SITE 2	SITE 3	SITE 4	TOTAL
1	U.S. Tennis Court Construction	\$43,300	\$2,600	\$1,600	\$1,600	\$49,100

Project Components are defined as follows:

SITE 1: Color Coat-Resurface/Stripe - West Park Tennis Court

SITE 2: Crack Fill - Watts Park Tennis Courts

SITE 3: Crack Fill - Berlin Field Tennis Courts

SITE 4: Crack Fill - Shelton Park Tennis Courts

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

Therefore, the lowest qualified bid is from U.S. Tennis Court Construction of Lockport, Illinois, for sites 1-4 for an award of \$49,100. U.S. Tennis Court Construction has previously worked with the Glencoe Park District.

Recommended Motion: The approval of the lowest responsible bidder, U.S. Tennis Court Construction of Lockport, Illinois, for sites 1-4 for an award of \$49,100.

XI. Action Item E
Approval of Contract Extension-Addendum
Christopher B. Burke Engineering

Glencoe Park District
April 2021 Board Meeting

MEMORANDUM

TO: Board of Park Commissioners
FROM: Chris Leiner, Director of Parks & Maintenance
SUBJECT: Approval of Contract Extension-Addendum Christopher B. Burke
Engineering
DATE: April 12, 2021

Based on Old Green Bay Trail project progression, Christopher B. Burke Engineering (CBEL) has requested a contract addendum for additional fees. The original contract approved by the Board of Park Commissioners in February of 2020 for the sum of \$80,045 compensated CBELL for 386 hours of construction observation. **Construction observation is a stipulation of the \$667,500 Transportation Alternatives grant (TAP-L) administered by IDOT.**

In 2020, CBEL performed an additional 237 hours of construction observation above the contracted number and is requesting an additional 60 hours of observation to close the project.

Total Construction Observation Hours 2020: 623 Hours
Projected Construction Observation Hours 2021: 60 Hours

Effectively, CBEL is requesting compensation for 297 hours of observation above the original 386 hours contracted.

As agreed in the original contract, additional hours are compensated as such:

ENGINEER GRADE III \$152/HR x 297 Hours = \$45,144

The District cannot fulfill the TAP-L Grant obligations without construction observation from CBELL.

Additional observation hours were required for the following reasons:

- Failure to meet project timeline by ALAMP, the IDOT approved low bidder.
- Additional hours of onsite/offsite coordination were necessary due to the FMLA Leave of the Director of Parks and Maintenance and the IDOT project coordinator
- Additional hours of onsite/offsite coordination were necessary due to the Director of Parks & Maintenance's quarantine
- Changes to project staging due to COVID-19 quarantine
- Increase in project scope necessary to rebuild the Veterans Park wall
- Additional hours necessary to coordinate services among multiple units of local government. Typically, these grants are overseen by villages. A further step was required to coordinate with Village of Glencoe staff for assistance.

MEMORANDUM

Liquidated Damages:

- At this time, the District will be credited \$5,700 in liquidated damages by ALAMP as a result of the contractor missing deadlines. The District will be credited \$1,425 per day after 5/1/21 if the project is not substantially complete.
- One of the purposes of liquidated damages is to help to offset the additional construction observation costs.

Recommended Motion:

Approval of the Christopher B. Burke Engineering contract addendum, not to exceed \$45,144 for the construction management of the Connect Glencoe Trail Project.

MEMORANDUM

April 6, 2021

TO: Chris Leiner
Glencoe Park District, Director of Parks & Maintenance

FROM: Kevin Wilson, PE
Assistant Department Head, Construction Engineering

SUBJECT: Old Green Bay Road Multi-Use Path (IDOT Contract 61G61)
Construction Services Amendment
CBBEL Project #190523.C0002

Christopher B Burke Engineering Ltd (CBBEL) is requesting consideration for amendment to our professional construction engineering service agreement to increase our fee by \$45,144. This represents an additional 297 hours of engineering services related to construction delays and additional work on associated with the masonry wall. The original construction engineering contract for the project is \$80,045. The following is information on the various extra time spent by the CBBEL resident engineer and support staff.

The construction contract between the Glencoe Park District and A Lamp Concrete Contractors stated a completion of the project within 45 working days. CBBEL based our proposal upon this completion date, with all work completed in 2020. Due to delays caused by the contractor, the project is scheduled to be completed in the Spring of 2021. Our engineering services agreement included 386 hours for the tasks of construction observation and documentation beginning August 15th to November 30th, 2020, with an anticipated workload of 40 hours/week.

The contractor completed 2020 work on December 14th and still has more work remaining. Our staff continued to provide observation and documentation services whenever the Contractor's workforce was present; this includes work beyond a standard 8 hour day and weekend work as necessary. The total amount of hours spent on construction observation and documentation to date is 623 hours. A further breakdown of personnel and hours is attached at the end of this memo.

An additional 60 hours of observation will be required for the Spring 2021 construction to observe and document remaining masonry wall and landscaping items.

Additional 2020 Observation/Documentation Hours - 237
Additional 2021 Observation/Documentation Hours - 60
Sum – 297 Hours

ENG III (Tracy Wais) - \$152/Hr x 297 Hrs = \$45,144



CHRISTOPHER B. BURKE ENGINEERING, LTD.

9575 W Higgins Road, Suite 600 Rosemont, Illinois 60018-4920 Tel (847) 823-0500 Fax (847) 823-0520

MEMORANDUM

Currently, A Lamp Concrete Contractors, has exceeded contract Working Days for the Contract by 4 days. (The reason this does not equal 14 days past November 30th is that IDOT defines a working day as any calendar day between May 1 and November 30; Article 108.04.) The construction contract will be credited \$1,425/Working Day for a total of \$5,700. Working Days can be charged again starting May 1, 2021, and liquidated damages will continue to be assessed if a controlling item remains to be completed. The purpose of liquidated damages is to help compensate the client for additional construction engineering costs and inconveniences associated with the additional time.

The awarded construction cost was \$776,067.25. Our current estimate for the final construction cost is \$840,000. Tracy Wais can provide a breakdown of this estimate if you would like to review projected final job totals.

If you have any questions or need to discuss this further, please do not hesitate to contact us. Thanks for your consideration of this request.



CHRISTOPHER B. BURKE ENGINEERING, LTD.

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MEMORANDUM

A summary of overall phase III resident engineering, inspector, and design hours related to construction observation (Aug 15, 2020 – Current) to date is as follows:

Tracy Wais – 530 hours
Kevin Wilson – 2 hours
Nick Tremmel -7 hours
Bill Sprague – 8 hours
Andrew Bourke – 5 hours
Rebekkah Carney – 8 hours
Nicole Lehmann – 18 hours
Nigel Howell-Lindgren- 22 hours
Steve Sugg-13.5 hours
Mike Kerr – 9 hours
Subtotal – 623 hours



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