



# ***BOARD REPORT*** October 2022



**GLENCOE PARK DISTRICT  
REGULAR BOARD MEETING  
Tuesday, October 18, 2022 | 7:00pm  
Takiff Center**

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

**A G E N D A**

- I. Call to Order
- II. Roll Call
- III. Approval of President Brooks to Attend Via Phone/Zoom Conference
- IV. Consent Agenda Items
  - A. Minutes of September 13, 2022 Regular Board Meeting
  - B. Ordinance No. 943: Surplus Property Disposal
  - C. Approval of the Bills
- V. Matters from the Public
- VI. Summer Camp Report Presentation
- VII. Financial Report
- VIII. Executive Director's Report
- IX. Action Items
  - A. Approval of Ordinance No. 944 Amending the Appropriation Ordinance for the Fiscal Year Beginning March 1, 2022 and Ending on February 28, 2023
  - B. Approval of Resolution No. 945: Truth in Taxation
  - C. Approval of Recommendation of Health Insurance for Employees
  - D. Approval of Deputy Local Election Official
  - E. Approval of Gas Kiln Purchase for Ceramics Room
  - F. Approval of Pizzo & Associates Rain Gardens Proposals and Stewardship Agreement
  - G. Approval of Final Design, Permitting, and Construction Management Services for Lakefront Park Tennis Courts and Playground Renovations
- X. Other Business
- XI. Executive Session
  - A. Real Estate – Sale of Property 5ILCS 120/2(c)(6)
- XII. Adjournment

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

**Key rules governing participation**

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

## **IV. Consent Agenda Items**

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

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

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

The Executive Director recommends approval of the consent agenda.

Glencoe Park District  
October 2022 Board Meeting

MINUTES OF SEPTEMBER 13, 2022 REGULAR BOARD MEETING  
GLENCOE PARK DISTRICT  
999 GREEN BAY ROAD, GLENCOE, ILLINOIS 60022

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

Commissioners present:

Lisa Brooks, President  
Stefanie Boron, Vice President  
Carol Spain, Commissioner

Staff present:

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

Attend Via Zoom:

Michael Covey, Commissioner

Commissioner absent:

Bart Schneider

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

Approval for Commissioner Michael Covey to attend via Zoom: A motion was made by Commissioner Spain to permit Commissioner Covey to attend the September 13, 2022 Regular Board meeting via Zoom. Commissioner Boron seconded the motion. No further discussion ensued. Roll call vote taken:

AYES: Boron, Spain, Brooks

NAYS: None

ABSTAIN: Covey

ABSENT: Schneider

The motion passed.

Consent Agenda: A motion was made by Commissioner Spain to approve the consent agenda items as presented including Minutes of July 19, 2022 Regular Board Meeting, Minutes of September 6, 2022 Committee of the Whole Meeting, and Approval of the Bills. Commissioner Boron seconded the motion. No further discussion ensued. Roll call vote taken:

AYES: Boron, Covey, Spain, Brooks

NAYS: None

ABSENT: Schneider

The motion passed.

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

Action Items:

Approval of Resolution No. 942: Bill Eldridge Retirement Recognition: A motion was made by Commissioner Boron to approve Resolution No. 942 as presented. Staff

commented on Bill's knowledge, hard work, smiling face, and outstanding years of achievement. Bill was a great person to work with, the first person here, the first one called, and always willing to help even in rolls not pertaining to his position. We wish him the best in his retirement. Commissioner Spain seconded the motion. No further discussion ensued. Roll call vote taken:

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

The motion passed.

Approval of Resolution of Authorization for the State of Illinois Department of National Resources (IDNR) Open Space Land and Development (OSLAD) Grant application for West Park: Staff reviewed comments from the September 12, 2022 Community Meeting at West Park with 11 adults and three children in attendance. Feedback on the updated plan was positive, items of moderate concern were pickleball noise and lights. Staff were able to confirm for them that field lights were not part of the scope. The high attendance leads staff to believe that on-site community meetings are the best option going forward. Comments pertaining to stop signs, etc. will be forwarded to the Village. In response to commissioner comments, staff believe the reduction in the number of pickleball courts would result in less noise and landscaping can be utilized to buffer noise. A motion was made by Commissioner Boron to adopt the Resolution of Authorization for the State of Illinois Department of Natural Resources (IDNR) Open Space Land and Development (OSLAD) Grant Application for West Park renovation project and authorize Executive Director Sheppard to sign the agreement as presented. Commissioner Covey seconded the motion. No further discussion ensued. Roll call vote taken:

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

The motion passed.

Approval of Amendment to Conduct Ordinance No. 700 Section 2.06 (g): A motion was made by Commissioner Spain to approve Conduct Ordinance No. 700 Section 2.06(g) as presented. Commissioner Boron seconded the motion. This is the first reported instance where boaters have anchored or beached along our shoreline. There is nothing in the current ordinance to stop boaters from doing this and the addition will allow us to prevent anchoring within 300 feet of our shoreline for the safety of swimmers, paddleboaters, etc. The addition has been reviewed by our attorney. Staff and Public Safety, if needed, would enforce the ordinance; the Coast Guard will only enforce federal law. All exceptions in an emergency will be handled with best discretion. No further discussion ensued. Roll call vote taken:

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

The motion passed.

Approval of the 3-Year Tree Maintenance Bid: A motion was made by Commissioner Spain to approve the three-year pricing provided by Nels Johnson/SavATree based on the following hourly labor rates: 2022 at \$85.00 per hour, 2023 at \$85.00 per hour, 2024 at \$90.00 per hour, and emergency at \$98.50 per hour as presented. This is a normal increase, a provider we have had for a long time, and the same rate other districts are paying. The third-year rate increase also occurred in 2017. Commissioner Boron seconded the motion. No further discussion ensued. Roll call vote taken:

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

The motion passed.

Approval to add Nine Full-time Grade 7 Assistant Teachers to the Children's Circle Program: A motion was made by Commissioner Boron to approve adding nine full-time Grade 7 assistant teachers to the Children's Circle program, which include health care benefits as presented. Commissioner Spain seconded the motion. Spain commented that a parent loved the District's transparency of the change. No further discussion ensued. Roll call vote taken:

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

The motion passed.

Approval of Policy Update for Children's Circle that Sets the Amount of Direct and Indirect expenses That Must Be Recovered by the Program: A motion was made by Commissioner Boron to approve updates to the Children's Circle policy so that the program is expected to meet all direct expenses and a portion of the indirect expenses in the operation of the program as presented. Commissioner Spain seconded the motion. Commissioner Covey requested staff to keep an eye on longevity data. No further discussion ensued. Roll call vote taken:

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

The motion passed.

Approval to Cancel the October 4 Regular Committee Meeting: A motion was made by Commissioner Spain to approve cancelation of the October 4 regular Board meeting as presented. Commissioner Boron seconded the motion. No further discussion ensued. Roll call vote taken:

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

The motion passed.

Review and Approval of Closed Session Minutes 5ILCS 120/2(c)(21): A motion was made by Commissioner Boron to approve and release from confidentiality executive session minutes including April 19, 2022 and approve and keep confidential executive

session minutes including April 5, 2022 and June 21, 2022 as mandated by 5ILCS120/2 (c)(21) as presented. Commissioner Spain seconded the motion. No discussion ensued. Roll call vote taken:

AYES: Boron, Spain, Brooks  
NAYS: None  
ABSTAIN: Covey (No copies to review)  
ABSENT: Schneider

The motion passed.

Financial Report: The District is six months into the fiscal year. Although July was included in the Board Report, Director Cutrera focused on August in his verbal report. The Recreation Dept. ended strong. Revenue went up significantly due to fall registration, although expenses will catch up as the sessions progress. In the Children's Circle Dept., revenue minus grant funds are matching up to the last fiscal year. The Fitness Dept. was strong. Beach and Boating revenue budgets were aggressive based off of last year's COVID numbers, but were still close to 2019 pre-COVID numbers. The G&A Dept. continues to be lower than prior years due to health insurance. The Parks Dept. increased due to staff retirement and transitioning positions within the department. The Rec/Admin/Takiff Dept. shows a big fluctuation due to a \$400,000 transfer made in July from the Recreation Fund into Fund 69 for capital projects. There is an uptick in expenses of about \$145,000 offset by \$25,000 in interest income and a \$30,000 increase in PPRT. Newly added to the report, the Corporate Dept. is primarily property tax funds with additional revenue from fund transfers. The department was added to the report so commissioners could see the progress of delayed property tax payments. There was a \$1,050,000 transfer out of the Corporate Fund into Fund 69.

Executive Director Report: Executive Director Sheppard shared that staff is starting the budget process that will include an in-depth levy discussion at the October Board meeting. Glencoe Beach is closed and the Boating Beach ends the second week in October with a full report at the November meeting. Camp wrapped up. Campers and staff were excited to have field trips back. Camp survey results and a camp report is scheduled for the October meeting. Fitness has 25 new members from the New Trier transition program who are coming 3-4 days a week between 9-11am. Nate did a phenomenal job with events this summer and for Beer on the Beach this past Saturday night for adults. The Mud Run is Saturday, October 1; we are looking for volunteers. There is a Doggie Dip this weekend at Glencoe Beach. Dogs do not need to be leashed during the event, but need to be leashed at all other times at our parks. Public safety is going to start ticketing for dogs not on leashes. If asked, staff recommend Highland Park and Lake County who have many dog parks available. We are applying for an IDNR Urban and Community Forestry Grant for a tree inventory and management plan in line with our sustainability efforts. We are seeing aging, disease, and stressed trees in our infrastructure, some due to fluctuations in the weather, and we are losing them. This helps the District plan for the future. The District plans to try and save some trees, for example, Oak wilt can be held off with a preventative shot. Sustainability LED upgrades are underway on Takiff parking lots and sports fields paid for by a ComEd Grant. The District's portion of \$2,500 is a huge savings from the \$15,000 budgeted. The gym floor refinishing looks phenomenal and all the rooms were painted along with a

deep cleaning during the facility maintenance closure. Public Safety is facilitating active shooter training in our early childhood wing over the weekend when the early childhood wing is closed. Public Safety upgraded their radios and there are dead spots in our buildings, which will result in needed upgrades in the facility to ensure proper communication in an event of an incident. A new \$3,000 per year notification system is being added to inform staff via cell phone if there is an emergency. A Request For Proposal is being developed to retain an outside evaluator who specializes in facility safety. This will be a budgeted item for next year. Director Collins and Executive Director Sheppard will be at NRPA in Phoenix from Monday-Friday and will bring back new ideas for the District.

Discussion ensued on special events.

Michael Covey exited the meeting at 7:48pm.

Other Business: There was no other business.

Adjourn: Commissioner Spain moved to adjourn the meeting at 7:50pm. Commissioner Boron seconded the motion which passed by voice vote. No further discussion ensued.

Respectfully submitted,

---

Lisa M. Sheppard  
Secretary

**GLENCOE PARK DISTRICT  
ORDINANCE NO. 943**

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

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

<b>Asset Tag</b>	<b>Description</b>	<b>Location</b>	<b>Serial Number or VIN</b>
420007010024	Chevy 2500 Pickup Truck	9n Takiff Center	1GCHK24U12Z217321
n/a	Redexim Aerator 105145	9n Takiff Center	22479
n/a	Mobark Wood Chipper 2060-D	9n Takiff Center	n/a
n/a	Handy Herman Manlift 24D	9n Takiff Center	500999
n/a	Sno-Way Salt Spreader PDE800	9n Takiff Center	n/a
n/a	Nobles Floor Scrubber 608337	9n Takiff Center	608337-10209194

hereinafter known as the “Property”; and

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

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

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

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

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

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

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

Adopted this 18<sup>th</sup> day of October 2022 by the affirmative roll call vote of three-fifths of the members of the Board of Park Commissioners as follows:

Ayes:

Nays:

Abstentions:

Absent:

---

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

ATTEST:

---

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

[SEAL]

STATE OF ILLINOIS     )  
  ) SS  
COUNTY OF COOK        )

**SECRETARY'S CERTIFICATE**

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

**I HEREBY CERTIFY** that the foregoing instrument is a true and correct copy of Ordinance No. 943:

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

adopted at a duly called Regular Meeting of the Board of Park Commissioners of the Glencoe Park District, held at Glencoe, Illinois, in said District at 7:00pm on the 18<sup>th</sup> day of October 2022.

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

**IN WITNESS WHEREOF**, I hereunto affix my official signature and the seal of the Glencoe Park District at Glencoe, Illinois this 18<sup>th</sup> day of October 2022.

---

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

[SEAL]



Glencoe Park District

# Voucher List of Bills By Vendor Set

Payment Dates 9/8/2022 - 10/10/2022

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
<b>Vendor Set: AP Vendors - AP Vendors</b>					
<b>Vendor: 10098 - AFLAC</b>					
AFLAC	10/07/2022	16285	10-00-000-2170	Supplemental Aflac Coverage (8 of 13)	168.12
<b>Vendor 10098 - AFLAC Total:</b>					<b>168.12</b>
<b>Vendor: 10739 - Airespring</b>					
Airespring	09/08/2022	16155	25-00-000-5210	Takiff Fiber Internet - September 2022	1,924.05
Airespring	10/07/2022	16289	25-00-000-5210	Takiff Fiber Internet - October 2022	1,949.32
<b>Vendor 10739 - Airespring Total:</b>					<b>3,873.37</b>
<b>Vendor: 10138 - AJ Sewer Service</b>					
AJ Sewer Service	09/08/2022	16156	25-00-000-5350	Takiff Sanitary Lift Cleaning	399.00
<b>Vendor 10138 - AJ Sewer Service Total:</b>					<b>399.00</b>
<b>Vendor: 11841 - Alexander Edward Sokol</b>					
Alexander Edward Sokol	09/08/2022	16157	25-00-000-5362	Photography - Drone Footage (2of4)	375.00
Alexander Edward Sokol	09/08/2022	16157	25-25-913-5300	Photography - Drone Footage (2of4)	375.00
Alexander Edward Sokol	09/08/2022	16157	25-25-952-5300	Performance - Beer of the Beach	300.00
<b>Vendor 11841 - Alexander Edward Sokol Total:</b>					<b>1,050.00</b>
<b>Vendor: 10864 - All About Childcare Health, Ltd.</b>					
All About Childcare Health, Ltd.	09/28/2022	16245	25-26-000-5387	Monthly Nurse Service - August 2022	90.00
<b>Vendor 10864 - All About Childcare Health, Ltd. Total:</b>					<b>90.00</b>
<b>Vendor: 10946 - Amazon Capital Services</b>					
Amazon Capital Services	09/28/2022	16246	10-11-000-5401	Ink Refill, Packaging Tape, Printing Paper	55.11
Amazon Capital Services	09/28/2022	16246	10-11-000-5425	Spirit Prize (RZ)	28.95
Amazon Capital Services	09/28/2022	16246	10-11-000-5583	CD/DVD reader	57.34
Amazon Capital Services	09/28/2022	16246	10-11-000-5583	Ethernet Cable	17.99
Amazon Capital Services	09/28/2022	16246	10-12-000-5430	PPE-Safety Glasses	72.44
Amazon Capital Services	09/28/2022	16246	10-14-000-5420	Portable Power Station	2,099.00
Amazon Capital Services	09/28/2022	16246	25-00-000-5210	Cell Phone Protector (LS)	39.08
Amazon Capital Services	09/28/2022	16246	25-00-000-5360	Easel/Foam Boards	124.94
Amazon Capital Services	09/28/2022	16246	25-00-000-5401	Name Tag Stickers/Binders	72.55
Amazon Capital Services	09/28/2022	16246	25-00-000-5420	Cable Cord/Cord Ties/Hooks/Tape	94.61
Amazon Capital Services	09/28/2022	16246	25-00-000-5451	Cabinet Lock	13.99
Amazon Capital Services	09/28/2022	16246	25-00-000-5482	Mortise Cylinder Replacement	56.64
Amazon Capital Services	09/28/2022	16246	25-00-000-5484	Refund - LED Light	-24.71
Amazon Capital Services	09/28/2022	16246	25-25-401-5400	Supplies	48.05
Amazon Capital Services	09/28/2022	16246	25-25-402-5400	Party Decor/Supplies	137.76
Amazon Capital Services	09/28/2022	16246	25-25-403-5400	Supplies	94.13
Amazon Capital Services	09/28/2022	16246	25-25-405-5400	Supplies	153.76
Amazon Capital Services	09/28/2022	16246	25-25-407-5400	Bubble Machine/Speaker/Supplies	121.86
Amazon Capital Services	09/28/2022	16246	25-25-430-5400	Art Supplies	107.22
Amazon Capital Services	09/28/2022	16246	25-25-941-5400	AntiSlip Spray/Banners	91.10
Amazon Capital Services	09/28/2022	16246	25-25-941-5400	Trophies/Instant Mud/Snakes/Medals	697.37
Amazon Capital Services	09/28/2022	16246	25-25-941-5400	Instant Mud/Hose Nozzle	75.99
Amazon Capital Services	09/28/2022	16246	25-26-000-5401	Lumbar support	69.99

Voucher List of Bills

Payment Dates: 9/8/2022 - 10/10/2022

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Amazon Capital Services	09/28/2022	16246	25-26-000-5403	Supplies	653.11
Amazon Capital Services	09/28/2022	16246	25-26-000-5460	Oven Mitts	16.99
Amazon Capital Services	09/28/2022	16246	25-26-000-5460	Allergy Warning Labels	10.88
<b>Vendor 10946 - Amazon Capital Services Total:</b>					<b>4,986.14</b>
<b>Vendor: 10147 - American Outfitters, Ltd.</b>					
American Outfitters, Ltd.	09/15/2022	16193	25-25-601-5400	Apparel	708.50
American Outfitters, Ltd.	09/28/2022	16248	25-25-941-5400	Shirts - Staff (Balance)	60.00
American Outfitters, Ltd.	09/28/2022	16248	25-25-941-5400	Participants - Shirts	1,619.73
American Outfitters, Ltd.	10/07/2022	16290	10-11-000-5420	GPD Apparel - Fall Admin	30.40
American Outfitters, Ltd.	10/07/2022	16290	10-11-000-5425	GPD Apparel - Fall Spirit	31.74
American Outfitters, Ltd.	10/07/2022	16290	25-00-000-5421	GPD Apparel - Fall Rec Mgrs	157.61
American Outfitters, Ltd.	10/07/2022	16290	25-25-403-5400	GPD Apparel - Fall ELC 2yr	30.40
American Outfitters, Ltd.	10/07/2022	16290	25-26-000-5420	GPD Apparel - Fall CC	199.74
<b>Vendor 10147 - American Outfitters, Ltd. Total:</b>					<b>2,838.12</b>
<b>Vendor: 10050 - Ancel, Glink P.C.</b>					
Ancel, Glink P.C.	09/15/2022	16194	10-11-000-5310	Legal Services - August 2022	2,097.81
<b>Vendor 10050 - Ancel, Glink P.C. Total:</b>					<b>2,097.81</b>
<b>Vendor: 10733 - Architectural Consulting Group, Ltd</b>					
Architectural Consulting Group,...	09/28/2022	16249	45-00-000-5587	Skate Park Light A/E Task 1 & 50% task 2	3,818.00
<b>Vendor 10733 - Architectural Consulting Group, Ltd Total:</b>					<b>3,818.00</b>
<b>Vendor: 10162 - AT &amp; T</b>					
AT & T	09/28/2022	16250	10-12-000-5210	Parks - 9/13/22 - 10/12/22	54.95
AT & T	09/28/2022	16250	10-13-000-5210	Watts - 9/13/22 - 10/12/22	60.43
AT & T	09/28/2022	16250	10-15-000-5210	Boat House - 9/13/22 - 10/12/22	70.91
AT & T	09/28/2022	16250	25-00-000-5210	Takiff - 9/13/22 - 10/12/22	759.23
<b>Vendor 10162 - AT &amp; T Total:</b>					<b>945.52</b>
<b>Vendor: 10455 - AT &amp; T</b>					
AT & T	09/08/2022	16158	10-14-000-5210	Beach DSL - 8/24-9/23/2022	68.08
AT & T	10/07/2022	16291	10-14-000-5210	Beach DSL - 9/24-10/23	68.04
<b>Vendor 10455 - AT &amp; T Total:</b>					<b>136.12</b>
<b>Vendor: 11670 - AT &amp; T</b>					
AT & T	09/19/2022	16220	25-00-000-5210	Internet - 9/7/22 - 10/6/22	725.02
<b>Vendor 11670 - AT &amp; T Total:</b>					<b>725.02</b>
<b>Vendor: 11850 - AT&amp;T Mobility</b>					
AT&T Mobility	09/28/2022	16251	10-14-000-5210	Beach Hotspot 9/11/22-10/10/22	101.42
<b>Vendor 11850 - AT&amp;T Mobility Total:</b>					<b>101.42</b>
<b>Vendor: 10179 - Blick Art Materials</b>					
Blick Art Materials	09/15/2022	16196	25-25-315-5400	Bisque Fix	52.00
Blick Art Materials	09/15/2022	16196	25-25-615-5400	Bisque Fix	52.00
<b>Vendor 10179 - Blick Art Materials Total:</b>					<b>104.00</b>
<b>Vendor: 10473 - BMO Harris Bank N.A.</b>					
BMO Harris Bank N.A.	09/28/2022	DFT0001602	10-11-000-5210	iCloud Storage (LS)	2.99
BMO Harris Bank N.A.	09/28/2022	DFT0001602	10-11-000-5340	IPRA Golf Outing - LS	75.00
BMO Harris Bank N.A.	09/28/2022	DFT0001602	10-11-000-5340	DEI Training - BM	60.00
BMO Harris Bank N.A.	09/28/2022	DFT0001602	10-11-000-5342	WILS Chi Annual Meeting - LS	25.00
BMO Harris Bank N.A.	09/28/2022	DFT0001602	10-11-000-5401	(6) Rocketbook core	162.56
BMO Harris Bank N.A.	09/28/2022	DFT0001602	10-11-000-5402	Chicago Tribune Monthly Subscription	27.72
BMO Harris Bank N.A.	09/28/2022	DFT0001602	10-11-000-5425	Employee Appreciation - Food	173.62
BMO Harris Bank N.A.	09/28/2022	DFT0001602	10-12-000-5420	Apple Application - Plant ID	32.69
BMO Harris Bank N.A.	09/28/2022	DFT0001602	10-12-000-5425	Staff Lunch	139.10
BMO Harris Bank N.A.	09/28/2022	DFT0001602	10-12-000-5486	Watts Soccer Irrigation Parts	143.36
BMO Harris Bank N.A.	09/28/2022	DFT0001602	10-14-000-5340	o2 and Lakefront Certificates	135.00
BMO Harris Bank N.A.	09/28/2022	DFT0001602	10-14-000-5430	AED Supplies	232.00
BMO Harris Bank N.A.	09/28/2022	DFT0001602	10-15-000-5351	Supplies for Getaway	108.50

Voucher List of Bills

Payment Dates: 9/8/2022 - 10/10/2022

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
BMO Harris Bank N.A.	09/28/2022	DFT0001602	25-00-000-5210	Apple Cloud Storage (BC/MW/SS)	2.97
BMO Harris Bank N.A.	09/28/2022	DFT0001602	25-00-000-5301	Certified Letter	7.85
BMO Harris Bank N.A.	09/28/2022	DFT0001602	25-00-000-5321	Domain	36.00
BMO Harris Bank N.A.	09/28/2022	DFT0001602	25-00-000-5340	CPRP Exam - NVA	270.00
BMO Harris Bank N.A.	09/28/2022	DFT0001602	25-00-000-5340	NSSRA - Golf Outing	800.00
BMO Harris Bank N.A.	09/28/2022	DFT0001602	25-00-000-5340	Airfare - NRPA Conference (BC)	172.98
BMO Harris Bank N.A.	09/28/2022	DFT0001602	25-00-000-5360	Signs	174.18
BMO Harris Bank N.A.	09/28/2022	DFT0001602	25-00-000-5360	Digital Ads	688.95
BMO Harris Bank N.A.	09/28/2022	DFT0001602	25-00-000-5360	Storage	5.98
BMO Harris Bank N.A.	09/28/2022	DFT0001602	25-00-000-5360	Membership	435.00
BMO Harris Bank N.A.	09/28/2022	DFT0001602	25-00-000-5360	Design program	15.09
BMO Harris Bank N.A.	09/28/2022	DFT0001602	25-00-000-5362	Photo stock	29.00
BMO Harris Bank N.A.	09/28/2022	DFT0001602	25-00-000-5368	Email marketing	205.00
BMO Harris Bank N.A.	09/28/2022	DFT0001602	25-00-000-5401	Binders	99.99
BMO Harris Bank N.A.	09/28/2022	DFT0001602	25-00-000-5404	Rainout line	399.00
BMO Harris Bank N.A.	09/28/2022	DFT0001602	25-00-000-5404	Scheduling Software for Facilities	520.00
BMO Harris Bank N.A.	09/28/2022	DFT0001602	25-00-000-5412	Carpet Cleaner	89.91
BMO Harris Bank N.A.	09/28/2022	DFT0001602	25-00-000-5425	Food/Drinks for Staff	59.20
BMO Harris Bank N.A.	09/28/2022	DFT0001602	25-00-000-5451	PVC Boards	99.00
BMO Harris Bank N.A.	09/28/2022	DFT0001602	25-00-000-5451	Ceramics Room-Screws/Washers/PostHooks	62.78
BMO Harris Bank N.A.	09/28/2022	DFT0001602	25-00-000-5451	Hooks	166.32
BMO Harris Bank N.A.	09/28/2022	DFT0001602	25-00-000-5483	Paint frames/rollers	71.13
BMO Harris Bank N.A.	09/28/2022	DFT0001602	25-00-000-5588	Ceramic Shelving	177.42
BMO Harris Bank N.A.	09/28/2022	DFT0001602	25-25-315-5400	Glazes	309.22
BMO Harris Bank N.A.	09/28/2022	DFT0001602	25-25-315-5400	Ceramic Storage Bins	22.51
BMO Harris Bank N.A.	09/28/2022	DFT0001602	25-25-403-5400	Coffee for Parents	39.98
BMO Harris Bank N.A.	09/28/2022	DFT0001602	25-25-403-5400	Food Handler Training - (JK)	7.95
BMO Harris Bank N.A.	09/28/2022	DFT0001602	25-25-480-5400	Clay Play Book	18.91
BMO Harris Bank N.A.	09/28/2022	DFT0001602	25-25-601-5300	Brightwheel for Kids Club	150.00
BMO Harris Bank N.A.	09/28/2022	DFT0001602	25-25-601-5400	Snacks/Staff pizza	380.00
BMO Harris Bank N.A.	09/28/2022	DFT0001602	25-25-601-5400	Games	179.61
BMO Harris Bank N.A.	09/28/2022	DFT0001602	25-25-601-5400	Fish/Furniture/LEGOWall/Signs/Supplies	1,513.43
BMO Harris Bank N.A.	09/28/2022	DFT0001602	25-25-602-5400	Games	18.23
BMO Harris Bank N.A.	09/28/2022	DFT0001602	25-25-615-5400	Ceramic Storage Bins	204.50
BMO Harris Bank N.A.	09/28/2022	DFT0001602	25-25-615-5400	Glazes	860.34
BMO Harris Bank N.A.	09/28/2022	DFT0001602	25-25-659-5400	Mixed Media Supplies	179.20
BMO Harris Bank N.A.	09/28/2022	DFT0001602	25-25-825-5400	Lunch for Camp Staff/Pizza	314.85
BMO Harris Bank N.A.	09/28/2022	DFT0001602	25-25-833-5400	Spotify Music for Camp	15.99
BMO Harris Bank N.A.	09/28/2022	DFT0001602	25-25-913-5300	Pumpkin Bounce	520.13
BMO Harris Bank N.A.	09/28/2022	DFT0001602	25-25-913-5400	Mascot Costume	241.42
BMO Harris Bank N.A.	09/28/2022	DFT0001602	25-25-941-5400	Medals	1,549.99
BMO Harris Bank N.A.	09/28/2022	DFT0001602	25-25-952-5400	Hospitality - Kickback at Kalk	33.49
BMO Harris Bank N.A.	09/28/2022	DFT0001602	25-26-000-5340	Food Handler Training - MG	7.00
BMO Harris Bank N.A.	09/28/2022	DFT0001602	25-26-000-5340	Zip Recruiter - Hiring Account	598.41
BMO Harris Bank N.A.	09/28/2022	DFT0001602	25-26-000-5340	Care.com - Hiring Account	38.95
BMO Harris Bank N.A.	09/28/2022	DFT0001602	25-26-000-5404	Brightwheel Monthly Subscription	175.00
BMO Harris Bank N.A.	09/28/2022	DFT0001602	25-27-000-5210	Direct TV - Fitness Subscription (September 2022)	160.99
BMO Harris Bank N.A.	09/28/2022	DFT0001602	45-00-000-5587	Safety Device for Doors	138.98
<b>Vendor 10473 - BMO Harris Bank N.A. Total:</b>					<b>13,584.37</b>
<b>Vendor: 11857 - BMW Plumbing, Inc.</b>					
BMW Plumbing, Inc.	09/08/2022	16159	10-13-000-5990	Watts Water Heater Replacement	7,100.00
BMW Plumbing, Inc.	09/08/2022	16159	10-13-000-5352	Broken Pipe Repair	362.00
<b>Vendor 11857 - BMW Plumbing, Inc. Total:</b>					<b>7,462.00</b>

Voucher List of Bills

Payment Dates: 9/8/2022 - 10/10/2022

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
<b>Vendor: 11646 - Capital One</b>					
Capital One	09/28/2022	16252	25-25-601-5400	Supplies	647.83
<b>Vendor 11646 - Capital One Total:</b>					<b>647.83</b>
<b>Vendor: 11422 - Carl Rosenthal</b>					
Carl Rosenthal	09/19/2022	16221	25-25-791-5300	Pickleball Summer 2022 #2	6,750.00
<b>Vendor 11422 - Carl Rosenthal Total:</b>					<b>6,750.00</b>
<b>Vendor: 11704 - Case Lots, Inc.</b>					
Case Lots, Inc.	09/08/2022	16160	10-12-000-5489	Park Can Liners	1,122.50
<b>Vendor 11704 - Case Lots, Inc. Total:</b>					<b>1,122.50</b>
<b>Vendor: 10187 - Cawley Company</b>					
Cawley Company	09/08/2022	16161	25-00-000-5420	Name Tag replacement for Cari	23.55
<b>Vendor 10187 - Cawley Company Total:</b>					<b>23.55</b>
<b>Vendor: 10194 - Chicago Botanic Garden</b>					
Chicago Botanic Garden	10/07/2022	16292	10-11-000-5730	Botanic Garden Annual Membership	100.00
<b>Vendor 10194 - Chicago Botanic Garden Total:</b>					<b>100.00</b>
<b>Vendor: 10088 - Chris Beacom</b>					
Chris Beacom	09/08/2022	16162	25-25-701-5300	Summer 2022 Programming	1,960.00
<b>Vendor 10088 - Chris Beacom Total:</b>					<b>1,960.00</b>
<b>Vendor: 11871 - Christopher Andrew Anderson</b>					
Christopher Andrew Anderson	09/15/2022	16197	25-25-952-5300	Talent Buy Fee - Kalk & Beach	250.00
<b>Vendor 11871 - Christopher Andrew Anderson Total:</b>					<b>250.00</b>
<b>Vendor: 10202 - Classic Design Awards</b>					
Classic Design Awards	09/15/2022	16198	25-25-910-5400	Fun Run Medals	95.92
Classic Design Awards	09/15/2022	16198	10-12-000-5585	Bench Plaque - Friends Park	65.66
Classic Design Awards	09/15/2022	16198	69-00-000-5555	Bench Plaque - OGB Trail	131.34
<b>Vendor 10202 - Classic Design Awards Total:</b>					<b>292.92</b>
<b>Vendor: 11799 - Clesen Wholesale</b>					
Clesen Wholesale	09/08/2022	16163	10-12-000-5490	Fall Rotation Flowers	5,815.50
<b>Vendor 11799 - Clesen Wholesale Total:</b>					<b>5,815.50</b>
<b>Vendor: 10505 - Comcast</b>					
Comcast	09/15/2022	16199	10-12-000-5210	Parks - Internet/TV 9/9/22-10/08/22	163.42
Comcast	09/19/2022	16222	10-13-000-5210	Watts Internet/TV - 9/18/22-10/17/22	251.41
<b>Vendor 10505 - Comcast Total:</b>					<b>414.83</b>
<b>Vendor: 10208 - Commonwealth Edison</b>					
Commonwealth Edison	09/08/2022	16164	10-12-000-5230	North Field Park - Electric 7/26/22 - 8/24/22	510.73
Commonwealth Edison	09/08/2022	16164	10-12-000-5230	Duke Park - Electric 7/26/22 - 8/24/22	28.05
Commonwealth Edison	09/08/2022	16164	10-12-000-5230	Friends Park - Electric 7/26/22 - 8/24/22	38.16
Commonwealth Edison	09/08/2022	16164	10-12-000-5230	Shelton Park - Electric 7/26/22 - 8/24/22	51.43
Commonwealth Edison	09/08/2022	16164	10-13-000-5230	Watts - Electric 7/26/22 - 8/24/22	1,224.88
Commonwealth Edison	09/08/2022	16164	10-14-000-5230	Beach - Electric 7/26/22 - 8/24/22	387.38
Commonwealth Edison	09/08/2022	16164	10-15-000-5230	Boat House - Electric 7/26/22 - 8/24/22	314.86
Commonwealth Edison	09/08/2022	16164	25-00-000-5230	Takiff - Electric 7/26/22 - 8/24/22	15,901.07
Commonwealth Edison	09/28/2022	16253	10-12-000-5230	Duke Park - Electric 8/24/22 - 9/23/22	27.18
<b>Vendor 10208 - Commonwealth Edison Total:</b>					<b>18,483.74</b>

Voucher List of Bills

Payment Dates: 9/8/2022 - 10/10/2022

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
<b>Vendor: 10583 - Convergent Technologies, LLC</b>					
Convergent Technologies, LLC	09/08/2022	16165	25-00-000-5352	Fire Alarm Trouble Shooting	112.50
<b>Vendor 10583 - Convergent Technologies, LLC Total:</b>					<b>112.50</b>
<b>Vendor: 11069 - Costco Wholesale</b>					
Costco Wholesale	09/08/2022	16166	25-26-000-5409	COSTCO Annual Membership (JS)	120.00
<b>Vendor 11069 - Costco Wholesale Total:</b>					<b>120.00</b>
<b>Vendor: 11848 - Counsilman/Hunsaker &amp; Associates, Inc.</b>					
Counsilman/Hunsaker & Associ...	09/08/2022	16167	10-14-000-5371	Lifeguard audit services	1,060.00
Counsilman/Hunsaker & Associ...	09/28/2022	16255	10-14-000-5371	Lifeguard audit services	1,060.00
<b>Vendor 11848 - Counsilman/Hunsaker &amp; Associates, Inc. Total:</b>					<b>2,120.00</b>
<b>Vendor: 11417 - Daiohs USA, Inc.</b>					
Daiohs USA, Inc.	09/15/2022	16200	10-11-000-5420	Coffee for break room	115.36
Daiohs USA, Inc.	10/07/2022	16293	10-11-000-5420	Staff breakroom supplies	116.49
<b>Vendor 11417 - Daiohs USA, Inc. Total:</b>					<b>231.85</b>
<b>Vendor: 10333 - Dermatec Direct</b>					
Dermatec Direct	10/07/2022	16295	25-26-000-5430	Diapering Supplies	911.24
<b>Vendor 10333 - Dermatec Direct Total:</b>					<b>911.24</b>
<b>Vendor: 11219 - Direct Fitness Solutions, LLC.</b>					
Direct Fitness Solutions, LLC.	09/15/2022	16201	25-27-000-5351	Fitness Equipment Repair	1,525.50
Direct Fitness Solutions, LLC.	09/15/2022	16201	25-27-000-5351	Preventative Maintenance	625.00
Direct Fitness Solutions, LLC.	09/28/2022	16256	25-27-000-5584	New Stretch Trainer	870.00
Direct Fitness Solutions, LLC.	09/28/2022	16256	25-27-000-5584	New Rubber Flooring	2,098.21
<b>Vendor 11219 - Direct Fitness Solutions, LLC. Total:</b>					<b>5,118.71</b>
<b>Vendor: 10334 - Discount School Supply</b>					
Discount School Supply	09/08/2022	16168	25-25-401-5400	Art Supplies	24.25
Discount School Supply	09/08/2022	16168	25-25-402-5400	Art Supplies	24.92
Discount School Supply	09/08/2022	16168	25-25-403-5400	Art Supplies	37.24
Discount School Supply	09/08/2022	16168	25-25-405-5400	Art Supplies	44.24
Discount School Supply	09/08/2022	16168	25-26-000-5403	Evac Crib - Jelly Fish	616.07
Discount School Supply	09/08/2022	16168	25-26-000-5403	Toys - Turtles	32.94
Discount School Supply	10/07/2022	16296	25-26-000-5403	Art Supplies/Toys	63.37
Discount School Supply	10/07/2022	16296	25-26-000-5403	Sensory table - starfish	574.99
Discount School Supply	10/07/2022	16296	25-26-000-5403	Mat for infant room	305.22
<b>Vendor 10334 - Discount School Supply Total:</b>					<b>1,723.24</b>
<b>Vendor: 11342 - DocNetwork LLC</b>					
DocNetwork LLC	09/15/2022	16202	25-25-808-5300	Camp Doc Program	139.00
DocNetwork LLC	09/15/2022	16202	25-25-809-5300	Camp Doc Program	200.00
DocNetwork LLC	09/15/2022	16202	25-25-815-5300	Camp Doc Program	70.00
DocNetwork LLC	09/28/2022	16257	25-25-801-5300	Camp Doc Program	100.00
DocNetwork LLC	09/28/2022	16257	25-25-810-5300	Camp Doc Program	90.00
DocNetwork LLC	09/28/2022	16257	25-25-813-5300	Camp Doc Program	20.00
DocNetwork LLC	09/28/2022	16257	25-25-828-5300	Camp Doc Program	300.00
DocNetwork LLC	09/28/2022	16257	25-25-829-5300	Camp Doc Program	25.00
DocNetwork LLC	09/28/2022	16257	25-25-833-5300	Camp Doc Program	96.00
DocNetwork LLC	09/28/2022	16257	25-25-835-5300	Camp Doc Program	187.00
<b>Vendor 11342 - DocNetwork LLC Total:</b>					<b>1,227.00</b>
<b>Vendor: 11072 - Dog Waste Depot</b>					
Dog Waste Depot	09/08/2022	16169	10-12-000-5489	Dog Waste Depot - Check #15927 Reissue	589.94
Dog Waste Depot	09/08/2022	16169	10-12-000-5489	Dog Waste Depot - Check #15927 Reissue	144.99
<b>Vendor 11072 - Dog Waste Depot Total:</b>					<b>734.93</b>
<b>Vendor: 10341 - Excalibur Technology Corporation</b>					
Excalibur Technology Corporati...	09/08/2022	16170	10-11-000-5355	TSS Maintenance - August 2022	6,332.00
Excalibur Technology Corporati...	09/08/2022	16170	25-00-000-5321	Webtrac Host - August 2022	1,237.84

Voucher List of Bills

Payment Dates: 9/8/2022 - 10/10/2022

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Excalibur Technology Corporati...	09/28/2022	16258	65-00-022-5501	3 HPE Warranty Renewals 2 x VM Hosts and SAN	4,737.77
<b>Vendor 10341 - Excalibur Technology Corporation Total:</b>					<b>12,307.61</b>
<b>Vendor: 10207 - F.E. Moran, Inc.</b>					
F.E. Moran, Inc.	09/28/2022	16259	25-00-000-5355	Annual Fire Inspection	3,850.00
<b>Vendor 10207 - F.E. Moran, Inc. Total:</b>					<b>3,850.00</b>
<b>Vendor: 10405 - First Student, Inc.</b>					
First Student, Inc.	09/08/2022	16171	25-25-833-5300	Bus - Main Event	364.00
First Student, Inc.	09/08/2022	16171	25-25-801-5300	Bus - LP Zoo	650.00
First Student, Inc.	09/08/2022	16171	25-25-801-5300	Bus - Chicago Dogs	836.00
First Student, Inc.	09/08/2022	16171	25-25-810-5300	Bus - Chicago Dogs	328.00
First Student, Inc.	09/08/2022	16171	25-25-801-5300	Bus - Santas Village	776.00
First Student, Inc.	09/08/2022	16171	25-25-801-5300	Bus - VHPD	650.00
First Student, Inc.	09/08/2022	16171	25-25-801-5300	Bus - Wheeling AC	676.00
First Student, Inc.	09/08/2022	16171	25-25-801-5300	Bus - Pirates Cove	336.00
First Student, Inc.	09/08/2022	16171	25-25-801-5300	Bus - Action Territory	299.00
First Student, Inc.	09/08/2022	16171	25-25-810-5300	Bus - Action Territory	299.00
First Student, Inc.	09/08/2022	16171	25-25-833-5300	Bus - Boundless Adventures	395.00
First Student, Inc.	09/08/2022	16171	25-25-825-5300	Bus - Museum of S&I	451.00
First Student, Inc.	09/08/2022	16171	25-25-833-5300	Bus - Wheeling AC	325.00
First Student, Inc.	09/08/2022	16171	25-25-825-5300	Bus - Mystic Waters	312.00
First Student, Inc.	09/28/2022	16260	25-25-833-5300	Bus - AMC Movie	299.00
First Student, Inc.	09/28/2022	16260	25-25-801-5300	Bus - Bowlero	676.00
<b>Vendor 10405 - First Student, Inc. Total:</b>					<b>7,672.00</b>
<b>Vendor: 11887 - Floors, Inc.</b>					
Floors, Inc.	09/28/2022	16261	65-00-022-5506	Takiff Gym Floor Refinish	37,100.00
<b>Vendor 11887 - Floors, Inc. Total:</b>					<b>37,100.00</b>
<b>Vendor: 11650 - Georjanna Grace Atlan</b>					
Georjanna Grace Atlan	09/19/2022	16224	25-00-000-5362	Retrieving data. Wait a few seconds and try to cut	950.00
<b>Vendor 11650 - Georjanna Grace Atlan Total:</b>					<b>950.00</b>
<b>Vendor: 10370 - Grainger Inc.</b>					
Grainger Inc.	09/08/2022	16172	10-12-000-5430	PPE Items for Park Staff	777.45
Grainger Inc.	09/08/2022	16172	25-00-000-5412	Takiff All Purpose Cleaner	64.79
Grainger Inc.	09/08/2022	16172	25-00-000-5451	Takiff Building Parts	388.15
Grainger Inc.	09/08/2022	16172	25-00-000-5451	Office Dehumidifer	369.57
Grainger Inc.	09/08/2022	16172	25-00-000-5588	Ceramic Shelving	271.40
Grainger Inc.	09/08/2022	16172	25-25-315-5400	Kraft Paper	103.60
Grainger Inc.	09/08/2022	16172	25-26-000-5460	Plates/Bowls/Spoons/Napkins	911.33
Grainger Inc.	09/08/2022	16172	45-00-000-5587	Confined Space Equipment	3,516.90
Grainger Inc.	10/07/2022	16297	25-00-000-5412	Mops/Buckets	247.30
Grainger Inc.	10/07/2022	16297	25-00-000-5484	Ballast	755.46
Grainger Inc.	10/07/2022	16297	25-25-941-5400	Equipment - 55 Gallon Drums	438.32
Grainger Inc.	10/07/2022	16297	25-25-941-5400	Equipment - Utility Pump	131.50
Grainger Inc.	10/07/2022	16297	25-26-000-5460	Supplies - Plates/Forks/Ziplocs/Tissue	419.35
Grainger Inc.	10/07/2022	16297	45-00-000-5587	Push Button Lock	648.12
<b>Vendor 10370 - Grainger Inc. Total:</b>					<b>9,043.24</b>
<b>Vendor: 10596 - Hitchcock Design, Inc.</b>					
Hitchcock Design, Inc.	09/15/2022	16205	67-00-000-5320	West OSLAD 2023 Plan Updates & Application	3,001.25
<b>Vendor 10596 - Hitchcock Design, Inc. Total:</b>					<b>3,001.25</b>
<b>Vendor: 11358 - Holly Nagel</b>					
Holly Nagel	09/08/2022	16173	25-25-913-5300	Ballon Art - Boo Bash 10/28/2022	350.00
<b>Vendor 11358 - Holly Nagel Total:</b>					<b>350.00</b>
<b>Vendor: 10068 - Hot Shots Sports</b>					
Hot Shots Sports	09/28/2022	16263	25-25-740-5300	Storm Clinic	515.20

Voucher List of Bills

Payment Dates: 9/8/2022 - 10/10/2022

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Hot Shots Sports	09/28/2022	16263	25-25-801-5300	Camper's Choice	100.00
<b>Vendor 10068 - Hot Shots Sports Total:</b>					<b>615.20</b>
<b>Vendor: 11736 - HSA Bank, a divison of Webster Bank, N.A.</b>					
HSA Bank, a divison of Webster...	09/09/2022	DFT0001579	10-00-000-2176	HSA Bank	836.44
HSA Bank, a divison of Webster...	09/20/2022	DFT0001596	10-00-000-2176	HSA Contributions - September 2022	798.42
HSA Bank, a divison of Webster...	10/07/2022	DFT0001603	10-00-000-2176	HSA Bank	760.40
<b>Vendor 11736 - HSA Bank, a divison of Webster Bank, N.A. Total:</b>					<b>2,395.26</b>
<b>Vendor: 10390 - Idlewood Electric Supply Inc.</b>					
Idlewood Electric Supply Inc.	09/08/2022	16174	10-12-000-5486	Irrigation Repairs	47.45
Idlewood Electric Supply Inc.	09/08/2022	16174	25-00-000-5484	Takiff Ballast's	50.42
<b>Vendor 10390 - Idlewood Electric Supply Inc. Total:</b>					<b>97.87</b>
<b>Vendor: 10100 - IL Dept of Revenue</b>					
IL Dept of Revenue	09/09/2022	DFT0001583	10-00-000-2110	IL State Tax W/H	5,713.99
IL Dept of Revenue	09/20/2022	DFT0001599	10-00-000-2110	IL State WH - September 2022	6,291.15
IL Dept of Revenue	10/07/2022	DFT0001607	10-00-000-2110	IL State Tax W/H	6,327.62
<b>Vendor 10100 - IL Dept of Revenue Total:</b>					<b>18,332.76</b>
<b>Vendor: 11625 - ILCMA</b>					
ILCMA	09/28/2022	16264	25-00-000-5361	Facility Coordinator Job Ad	100.00
<b>Vendor 11625 - ILCMA Total:</b>					<b>100.00</b>
<b>Vendor: 10484 - Illinois Govt. Finance Officers Association</b>					
Illinois Govt. Finance Officers As...	09/08/2022	16175	10-11-000-5340	2022 Payroll Seminar (JC)	95.00
<b>Vendor 10484 - Illinois Govt. Finance Officers Association Total:</b>					<b>95.00</b>
<b>Vendor: 10101 - Illinois Municipal Retirement Fund</b>					
Illinois Municipal Retirement Fu...	09/20/2022	DFT0001594	10-00-000-2150	IMRF - September 2022	36,158.87
Illinois Municipal Retirement Fu...	09/20/2022	DFT0001594	10-00-000-2155	IMRF - September 2022	6,906.25
Illinois Municipal Retirement Fu...	09/20/2022	DFT0001594	10-00-000-4910	IMRF - September 2022 (Rounding)	-0.06
<b>Vendor 10101 - Illinois Municipal Retirement Fund Total:</b>					<b>43,065.06</b>
<b>Vendor: 10106 - IRS/Dept of Treasury</b>					
IRS/Dept of Treasury	09/09/2022	DFT0001581	10-00-000-2120	Social Security W/H	16,428.28
IRS/Dept of Treasury	09/09/2022	DFT0001582	10-00-000-2130	Medicare	3,842.16
IRS/Dept of Treasury	09/09/2022	DFT0001584	10-00-000-2100	Fed Income Tax W/H	9,740.26
IRS/Dept of Treasury	09/20/2022	DFT0001597	10-00-000-2130	Medicare - September 2022	4,189.72
IRS/Dept of Treasury	09/20/2022	DFT0001598	10-00-000-2120	Social Security - September 2022	17,755.10
IRS/Dept of Treasury	09/20/2022	DFT0001600	10-00-000-2100	Federal Tax - September 2022	10,564.51
IRS/Dept of Treasury	10/07/2022	DFT0001605	10-00-000-2120	Social Security W/H	17,110.82
IRS/Dept of Treasury	10/07/2022	DFT0001606	10-00-000-2130	Medicare	4,219.14
IRS/Dept of Treasury	10/07/2022	DFT0001608	10-00-000-2100	Fed Income Tax W/H	10,991.63
<b>Vendor 10106 - IRS/Dept of Treasury Total:</b>					<b>94,841.62</b>
<b>Vendor: 11883 - Jill Bella</b>					
Jill Bella	09/28/2022	16266	25-26-000-5340	Trainer for 10/10/2022 EC Meeting	2,500.00
<b>Vendor 11883 - Jill Bella Total:</b>					<b>2,500.00</b>
<b>Vendor: 11632 - Jonathan Yates Knipping</b>					
Jonathan Yates Knipping	10/07/2022	16298	25-25-786-5300	Tai Chi - Fall 2022	168.75
Jonathan Yates Knipping	10/07/2022	16298	25-25-787-5300	Tai Chi - Fall 2022	399.00
<b>Vendor 11632 - Jonathan Yates Knipping Total:</b>					<b>567.75</b>
<b>Vendor: 10089 - Julie Kaplan</b>					
Julie Kaplan	10/07/2022	16299	25-25-785-5300	Fitness Classes - September 2022	231.00
Julie Kaplan	10/07/2022	16299	25-25-786-5300	Fitness Classes - September 2022	82.50
<b>Vendor 10089 - Julie Kaplan Total:</b>					<b>313.50</b>

Voucher List of Bills

Payment Dates: 9/8/2022 - 10/10/2022

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
<b>Vendor: 10404 - Konica Minolta Business Solutions USA Inc.</b>					
Konica Minolta Business Solutio...	09/28/2022	16267	10-11-000-5355	Monthly maintenace for copier - Ad 9/5/22-10/4/22	31.50
Konica Minolta Business Solutio...	09/28/2022	16267	25-00-000-5355	Monthly maintenace for copier - Ad 9/5/22-10/4/22	70.00
<b>Vendor 10404 - Konica Minolta Business Solutions USA Inc. Total:</b>					<b>101.50</b>
<b>Vendor: 11872 - Lake County Forest Preserves</b>					
Lake County Forest Preserves	09/15/2022	16207	25-25-401-5300	Environmental Education - Bat Demostration	20.00
Lake County Forest Preserves	09/15/2022	16207	25-25-402-5300	Environmental Education - Bat Demostration	60.00
<b>Vendor 11872 - Lake County Forest Preserves Total:</b>					<b>80.00</b>
<b>Vendor: 10406 - Lakeshore Learning Material</b>					
Lakeshore Learning Material	09/28/2022	16268	25-25-402-5400	Craft Supplies	67.46
Lakeshore Learning Material	09/28/2022	16268	25-25-403-5400	Craft Supplies	67.45
Lakeshore Learning Material	09/28/2022	16268	25-25-405-5400	Craft Supplies	67.45
Lakeshore Learning Material	09/28/2022	16268	25-25-601-5400	Supplies	284.24
Lakeshore Learning Material	09/28/2022	16268	25-26-000-5403	Toys/Supplies	46.97
<b>Vendor 10406 - Lakeshore Learning Material Total:</b>					<b>533.57</b>
<b>Vendor: 11692 - Louis Glunz Beer, Inc.</b>					
Louis Glunz Beer, Inc.	09/08/2022	16176	25-25-952-5400	Beer on the Beach - Beverages	358.16
<b>Vendor 11692 - Louis Glunz Beer, Inc. Total:</b>					<b>358.16</b>
<b>Vendor: 11870 - Lukasz Fryz</b>					
Lukasz Fryz	09/08/2022	16177	45-00-000-5587	Classroom Bathroom Slip Stop	2,065.00
Lukasz Fryz	09/08/2022	16177	45-00-000-5587	ELC Hallway Bathroom Slip Stop	1,829.00
<b>Vendor 11870 - Lukasz Fryz Total:</b>					<b>3,894.00</b>
<b>Vendor: 10120 - Magic of Gary Kantor</b>					
Magic of Gary Kantor	10/07/2022	16300	25-25-638-5300	Magic Class - 9/20/2022	210.00
<b>Vendor 10120 - Magic of Gary Kantor Total:</b>					<b>210.00</b>
<b>Vendor: 10174 - MCI</b>					
MCI	10/07/2022	16301	25-00-000-5210	Long Distance Service - September 2022	65.45
<b>Vendor 10174 - MCI Total:</b>					<b>65.45</b>
<b>Vendor: 10191 - Menoni &amp; Mocogni</b>					
Menoni & Mocogni	09/15/2022	16208	10-12-000-5495	Top Soil for Turf Restoration	179.66
<b>Vendor 10191 - Menoni &amp; Mocogni Total:</b>					<b>179.66</b>
<b>Vendor: 11519 - Midwest Mechanical</b>					
Midwest Mechanical	09/15/2022	16209	65-00-022-5508	Replace AC Condensing Unit/DX Coils	151,111.00
Midwest Mechanical	09/28/2022	16269	10-12-000-5355	GYS HVAC Quarterly 9/1/2022 - 11/30/2022	312.00
Midwest Mechanical	09/28/2022	16269	25-00-000-5355	Takiff HVAC Quarterly 9/1/2022 - 11/30/2022	16,726.00
Midwest Mechanical	09/28/2022	16269	10-13-000-5355	Watts HVAC Quarterly 9/1/2022 - 11/30/2022	2,179.00
<b>Vendor 11519 - Midwest Mechanical Total:</b>					<b>170,328.00</b>
<b>Vendor: 11267 - Milieu Design LLC</b>					
Milieu Design LLC	09/08/2022	16178	10-12-000-5349	Landscaping/Weeding 8/24 - 8/31/2022 (216hrs)	9,731.25
Milieu Design LLC	09/08/2022	16178	10-12-000-5349	Landscaping/Weeding 7/1 - 7/15/2022 (161hrs)	16,233.75
Milieu Design LLC	09/08/2022	16178	10-12-000-5348	Mowing week of 7/11/2022	523.00
Milieu Design LLC	09/08/2022	16178	10-12-000-5349	Mowing week of 7/11/2022	2,400.00
Milieu Design LLC	09/08/2022	16178	10-12-000-5348	Mowing week of 8/22/2022	523.00
Milieu Design LLC	09/08/2022	16178	10-12-000-5349	Mowing week of 8/22/2022	2,400.00
Milieu Design LLC	09/08/2022	16178	10-12-000-5349	Landscaping/Weeding 8/24 - 8/31/2022 (74hrs)	3,322.80
Milieu Design LLC	09/08/2022	16178	10-12-000-5348	Mowing week of 8/29/2022	523.00

Voucher List of Bills

Payment Dates: 9/8/2022 - 10/10/2022

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Milieu Design LLC	09/08/2022	16178	10-12-000-5349	Mowing week of 8/29/2022	2,400.00
Milieu Design LLC	09/28/2022	16270	10-12-000-5348	Mowing week of 9/05/2022	523.00
Milieu Design LLC	09/28/2022	16270	10-12-000-5349	Mowing week of 9/05/2022	2,400.00
Milieu Design LLC	09/28/2022	16270	10-12-000-5349	Landscaping/Weeding 9/2 - 9/16/2022 (130hrs)	5,864.40
Milieu Design LLC	09/28/2022	16270	10-12-000-5348	Mowing week of 9/12/2022	523.00
Milieu Design LLC	09/28/2022	16270	10-12-000-5349	Mowing week of 9/12/2022	2,400.00
<b>Vendor 11267 - Milieu Design LLC Total:</b>					<b>49,767.20</b>
<b>Vendor: 11319 - Monica McCarthy O'Connor</b>					
Monica McCarthy O'Connor	09/19/2022	16227	25-25-785-5300	Fitness Classes - August 2022 - MO	162.00
Monica McCarthy O'Connor	09/19/2022	16227	25-25-786-5300	Fitness Classes - August 2022 - MO	16.50
Monica McCarthy O'Connor	10/07/2022	16302	25-25-785-5300	Fitness Classes - September 2022	373.50
Monica McCarthy O'Connor	10/07/2022	16302	25-25-786-5300	Fitness Classes - September 2022	49.50
<b>Vendor 11319 - Monica McCarthy O'Connor Total:</b>					<b>601.50</b>
<b>Vendor: 10213 - Mutual Ace Hardware</b>					
Mutual Ace Hardware	09/15/2022	16210	10-12-000-5370	Rental: Tree trim lift	1,008.00
Mutual Ace Hardware	09/15/2022	16210	10-12-000-5420	General Shop Supplies	89.94
Mutual Ace Hardware	09/15/2022	16210	10-12-000-5490	Weeding Tools/Equipment	55.77
Mutual Ace Hardware	09/15/2022	16210	10-12-000-5496	Watts Soccer Irrigation Parts	7.16
Mutual Ace Hardware	09/15/2022	16210	25-25-801-5400	Rental: Snow Cone Machine	105.09
Mutual Ace Hardware	10/07/2022	16303	10-12-000-5430	Gloves	22.49
<b>Vendor 10213 - Mutual Ace Hardware Total:</b>					<b>1,288.45</b>
<b>Vendor: 10762 - Nameplate &amp; Panel Technologies</b>					
Nameplate & Panel Technologies	09/08/2022	16179	69-00-000-5555	Beach & Tree Plaque (OGB Trail)	95.00
<b>Vendor 10762 - Nameplate &amp; Panel Technologies Total:</b>					<b>95.00</b>
<b>Vendor: 8125 - Natalie Steinmetz</b>					
Natalie Steinmetz	09/19/2022	16228	25-25-315-5400	Reimbursement - Ceramic Supplies	31.84
Natalie Steinmetz	09/19/2022	16228	25-25-315-5400	Reimbursement - Clay Containers	59.96
Natalie Steinmetz	09/19/2022	16228	25-25-315-5400	Reimbursement - Ceramic Storage	106.92
Natalie Steinmetz	09/19/2022	16228	25-25-615-5400	Reimbursement - Ceramic Storage	238.57
<b>Vendor 8125 - Natalie Steinmetz Total:</b>					<b>437.29</b>
<b>Vendor: 10103 - NCPERS-IL IMRF</b>					
NCPERS-IL IMRF	09/20/2022	16239	10-00-000-2160	IMRF Life-#03298	64.00
NCPERS-IL IMRF	10/07/2022	16286	10-00-000-2160	IMRF Life-#03298	64.00
<b>Vendor 10103 - NCPERS-IL IMRF Total:</b>					<b>128.00</b>
<b>Vendor: 10217 - Nels J. Johnson Tree Experts Inc.</b>					
Nels J. Johnson Tree Experts Inc.	09/15/2022	16211	10-12-000-5590	South Elgin Tree Treatment	774.00
Nels J. Johnson Tree Experts Inc.	09/15/2022	16211	10-12-000-5590	Credit: Overpayment invoice 11473249	-138.25
Nels J. Johnson Tree Experts Inc.	09/28/2022	16271	10-12-000-5590	Tree Trimming	3,550.00
<b>Vendor 10217 - Nels J. Johnson Tree Experts Inc. Total:</b>					<b>4,185.75</b>
<b>Vendor: 10224 - North Shore Gas Company</b>					
North Shore Gas Company	10/07/2022	16304	10-12-000-5220	8/23/2022 - 9/22/2022	117.80
North Shore Gas Company	10/07/2022	16304	10-12-000-5220	8/23/2022 - 9/22/2022	66.21
North Shore Gas Company	10/07/2022	16304	10-13-000-5220	August 2022	145.24
North Shore Gas Company	10/07/2022	16304	10-14-000-5220	8/23/2022 - 9/22/2022	45.64
North Shore Gas Company	10/07/2022	16304	25-00-000-5220	August 2022	1,005.05
<b>Vendor 10224 - North Shore Gas Company Total:</b>					<b>1,379.94</b>

Voucher List of Bills

Payment Dates: 9/8/2022 - 10/10/2022

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
<b>Vendor: 10228 - NSSRA</b>					
NSSRA	10/07/2022	16305	30-00-000-5755	2022 Annual Inclusion Estimate - 2nd Install	14,165.15
NSSRA	10/07/2022	16305	30-00-000-5755	2021 Ending Inclusion Balance	-1,123.47
<b>Vendor 10228 - NSSRA Total:</b>					<b>13,041.68</b>
<b>Vendor: 10233 - Orkin Pest Control</b>					
Orkin Pest Control	09/28/2022	16273	25-00-000-5355	Takiff - Monthly Exterminator - September 2022	204.00
<b>Vendor 10233 - Orkin Pest Control Total:</b>					<b>204.00</b>
<b>Vendor: 10235 - Otis Elevator Company</b>					
Otis Elevator Company	09/28/2022	16274	25-00-000-5355	Maintenance Contract 10/1/2022 - 10/31/2022	549.57
<b>Vendor 10235 - Otis Elevator Company Total:</b>					<b>549.57</b>
<b>Vendor: 10110 - PACT Administrative Services Corp</b>					
PACT Administrative Services C...	09/20/2022	16242	10-00-000-2175	FSA Contributions - September 2022	346.92
PACT Administrative Services C...	09/28/2022	16275	10-11-000-5600	Admin Fee's - Oct 2022	21.00
<b>Vendor 10110 - PACT Administrative Services Corp Total:</b>					<b>367.92</b>
<b>Vendor: 10104 - Partnership Financial Credit Union</b>					
Partnership Financial Credit Uni...	09/20/2022	16240	10-00-000-2180	#110071680 Barrios	120.00
Partnership Financial Credit Uni...	09/20/2022	16240	10-00-000-2180	#86720 Janis	30.00
Partnership Financial Credit Uni...	09/20/2022	16243	10-00-000-2180	#110071680 Barrios	120.00
Partnership Financial Credit Uni...	09/20/2022	16243	10-00-000-2180	#86720 Janis	30.00
Partnership Financial Credit Uni...	10/07/2022	16287	10-00-000-2180	#110071680 Barrios	120.00
Partnership Financial Credit Uni...	10/07/2022	16287	10-00-000-2180	#86720 Janis	30.00
<b>Vendor 10104 - Partnership Financial Credit Union Total:</b>					<b>450.00</b>
<b>Vendor: 10242 - PDRMA</b>					
PDRMA	09/19/2022	16230	10-11-000-5340	HR Hot Topics PDRMA Training (BM)	25.00
PDRMA	09/19/2022	16230	10-11-000-5340	HR Hot Topics PDRMA Training (JC)	25.00
PDRMA	09/28/2022	16276	10-11-000-5600	Health Insurance - September 2022	14,048.23
PDRMA	09/28/2022	16276	10-12-000-5600	Health Insurance - September 2022	10,162.00
PDRMA	09/28/2022	16276	10-14-000-5600	Health Insurance - September 2022	957.07
PDRMA	09/28/2022	16276	25-00-000-5600	Health Insurance - September 2022	15,188.21
PDRMA	09/28/2022	16276	25-26-000-5600	Health Insurance - September 2022	12,399.15
<b>Vendor 10242 - PDRMA Total:</b>					<b>52,804.66</b>
<b>Vendor: 11733 - Peerless Network, Inc.</b>					
Peerless Network, Inc.	09/19/2022	16231	25-00-000-5210	T1 Line - Takiff 9/15/22-10/14/22	377.45
<b>Vendor 11733 - Peerless Network, Inc. Total:</b>					<b>377.45</b>
<b>Vendor: 10248 - Pioneer Press</b>					
Pioneer Press	10/07/2022	16306	10-11-000-5402	Glencoe News Subscription thru 4/27/2023	42.50
<b>Vendor 10248 - Pioneer Press Total:</b>					<b>42.50</b>
<b>Vendor: 10919 - Pizzo &amp; Associates, Ltd.</b>					
Pizzo & Associates, Ltd.	09/08/2022	16180	10-12-000-5350	Stewardship - 2022 #6	1,588.75
<b>Vendor 10919 - Pizzo &amp; Associates, Ltd. Total:</b>					<b>1,588.75</b>
<b>Vendor: 10090 - Pride Dojo Inc.</b>					
Pride Dojo Inc.	09/28/2022	16277	25-25-725-5300	50% of Fall 2022 Programming	4,834.88
<b>Vendor 10090 - Pride Dojo Inc. Total:</b>					<b>4,834.88</b>
<b>Vendor: 10259 - Quill Corporation</b>					
Quill Corporation	09/08/2022	16181	25-00-000-5401	Office wall calendar	28.47
Quill Corporation	09/08/2022	16181	25-00-000-5420	Cups and Lysol	68.37

Voucher List of Bills

Payment Dates: 9/8/2022 - 10/10/2022

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Quill Corporation	09/08/2022	16181	25-25-601-5400	KC desk calendars	11.76
Quill Corporation	09/08/2022	16181	25-00-000-5401	Office Laminating pouches	22.49
Quill Corporation	09/08/2022	16181	25-00-000-5420	Office Clorox	11.98
Quill Corporation	09/08/2022	16181	25-00-000-5401	Staff office supplies	73.77
Quill Corporation	09/08/2022	16181	25-00-000-5401	Office phone cable	11.49
Quill Corporation	09/19/2022	16232	25-25-401-5400	Quill Weekly Order	41.50
Quill Corporation	09/19/2022	16232	25-25-402-5400	Quill Weekly Order	41.50
Quill Corporation	09/19/2022	16232	25-25-403-5400	Quill Weekly Order	41.48
Quill Corporation	09/19/2022	16232	25-26-000-5401	Quill Weekly Order	41.50
Quill Corporation	09/19/2022	16232	25-00-000-5401	Hard Copy Paper	159.95
Quill Corporation	09/19/2022	16232	25-00-000-5401	Office Supplies - restock	42.74
Quill Corporation	09/28/2022	16278	25-25-401-5400	ELC stapler	2.25
Quill Corporation	09/28/2022	16278	25-25-402-5400	ELC stapler	2.25
Quill Corporation	09/28/2022	16278	25-25-403-5400	ELC stapler	2.24
Quill Corporation	09/28/2022	16278	25-26-000-5401	ELC stapler	2.25
Quill Corporation	09/28/2022	16278	25-00-000-5401	Office supplies	45.87
Quill Corporation	09/28/2022	16278	25-00-000-5420	Lysol Disinfectant	5.39
Quill Corporation	09/28/2022	16278	25-25-401-5400	ELC post-it notes	3.70
Quill Corporation	09/28/2022	16278	25-25-402-5400	ELC post-it notes	3.70
Quill Corporation	09/28/2022	16278	25-25-403-5400	ELC post-it notes	3.69
Quill Corporation	09/28/2022	16278	25-26-000-5401	ELC post-it notes	3.70
Quill Corporation	09/28/2022	16278	25-00-000-5401	Supply replenish	167.72
Quill Corporation	09/28/2022	16278	25-00-000-5420	Hand Sanitizer	18.92
Quill Corporation	10/07/2022	16307	25-00-000-5401	Copy paper/post-its	51.98
Quill Corporation	10/07/2022	16307	25-00-000-5401	Kyle's office chair	304.75
Quill Corporation	10/07/2022	16307	25-00-000-5420	Staff breakroom supplies	111.51
<b>Vendor 10259 - Quill Corporation Total:</b>					<b>1,326.92</b>
<b>Vendor: 11873 - Rave Wireless Inc</b>					
Rave Wireless Inc	09/15/2022	16212	45-00-000-5587	Panic Button Set up / 1 yr contract	3,500.00
<b>Vendor 11873 - Rave Wireless Inc Total:</b>					<b>3,500.00</b>
<b>Vendor: 11643 - RC Juggles, LLC</b>					
RC Juggles, LLC	10/07/2022	16308	25-25-941-5300	MC	475.00
<b>Vendor 11643 - RC Juggles, LLC Total:</b>					<b>475.00</b>
<b>Vendor: 10263 - Red's Garden Center Inc.</b>					
Red's Garden Center Inc.	09/08/2022	16182	10-12-000-5492	Tree Replacement Maple Hill *Crabtree	295.00
<b>Vendor 10263 - Red's Garden Center Inc. Total:</b>					<b>295.00</b>
<b>Vendor: 10265 - Reinders, Inc.</b>					
Reinders, Inc.	09/28/2022	16279	10-12-000-5450	Equipment Repairs	29.40
<b>Vendor 10265 - Reinders, Inc. Total:</b>					<b>29.40</b>
<b>Vendor: 10269 - RMC Inc.</b>					
RMC Inc.	09/08/2022	16183	10-13-000-5357	Watts Refrig Mo Maint - September 2022	298.00
<b>Vendor 10269 - RMC Inc. Total:</b>					<b>298.00</b>
<b>Vendor: 1232 - Ronald P. Cadarian</b>					
Ronald P. Cadarian	09/19/2022	16234	25-27-000-5365	Personal Training - August 2022 - RC	48.75
Ronald P. Cadarian	10/07/2022	16309	25-27-000-5365	Personal Training - September 2022 (RC)	279.00
<b>Vendor 1232 - Ronald P. Cadarian Total:</b>					<b>327.75</b>
<b>Vendor: 11320 - Roundy's Inc.</b>					
Roundy's Inc.	09/15/2022	16213	10-14-000-5425	Food	65.51
Roundy's Inc.	09/15/2022	16213	25-25-402-5400	Napkins/Tissue	19.99
Roundy's Inc.	09/15/2022	16213	25-25-405-5400	Snacks	18.95
Roundy's Inc.	09/15/2022	16213	25-25-601-5400	Snacks	7.47
Roundy's Inc.	09/15/2022	16213	25-26-000-5409	Food/Milk	58.07

Voucher List of Bills

Payment Dates: 9/8/2022 - 10/10/2022

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Roundy's Inc.	09/15/2022	16213	25-26-000-5425	Milk	25.98
<b>Vendor 11320 - Roundy's Inc. Total:</b>					<b>195.97</b>
<b>Vendor: 10271 - Russo's Power Equipment Inc.</b>					
Russo's Power Equipment Inc.	09/08/2022	16184	10-12-000-5450	Equipment Parts	542.39
Russo's Power Equipment Inc.	09/08/2022	16184	10-12-000-5493	Roundup	849.90
<b>Vendor 10271 - Russo's Power Equipment Inc. Total:</b>					<b>1,392.29</b>
<b>Vendor: 10654 - Sandra K Culver</b>					
Sandra K Culver	10/07/2022	16310	25-25-785-5300	Fitness Classes - September 2022	475.13
Sandra K Culver	10/07/2022	16310	25-25-786-5300	Fitness Classes - September 2022	16.50
<b>Vendor 10654 - Sandra K Culver Total:</b>					<b>491.63</b>
<b>Vendor: 10515 - Sarah Hall</b>					
Sarah Hall	10/07/2022	16311	25-25-601-5300	Kids Club - September 2022	1,050.00
Sarah Hall	10/07/2022	16311	25-25-312-5300	Fall 2022 - 1st payment	1,212.75
Sarah Hall	10/07/2022	16311	25-25-406-5300	Fall 2022 - 1st payment	4,260.75
Sarah Hall	10/07/2022	16311	25-25-419-5300	Fall 2022 - 1st payment	2,160.00
Sarah Hall	10/07/2022	16311	25-25-449-5300	Fall 2022 - 1st payment	4,047.00
Sarah Hall	10/07/2022	16311	25-25-607-5300	Fall 2022 - 1st payment	8,928.00
Sarah Hall	10/07/2022	16311	25-25-608-5300	Fall 2022 - 1st payment	3,328.50
Sarah Hall	10/07/2022	16311	25-25-649-5300	Fall 2022 - 1st payment	3,712.50
Sarah Hall	10/07/2022	16311	25-25-652-5300	Fall 2022 - 1st payment	11,416.50
Sarah Hall	10/07/2022	16311	25-25-653-5300	Fall 2022 - 1st payment	14,246.25
Sarah Hall	10/07/2022	16311	25-25-653-5401	Fall 2022 - 1st payment	4,060.00
<b>Vendor 10515 - Sarah Hall Total:</b>					<b>58,422.25</b>
<b>Vendor: 11869 - Sentinel Technologies, Inc.</b>					
Sentinel Technologies, Inc.	09/08/2022	16185	65-00-022-5510	AV Project Professional Services	2,450.00
<b>Vendor 11869 - Sentinel Technologies, Inc. Total:</b>					<b>2,450.00</b>
<b>Vendor: 10279 - Sherwin-Williams Company</b>					
Sherwin-Williams Company	09/08/2022	16186	25-00-000-5483	Paint	860.42
Sherwin-Williams Company	10/07/2022	16312	10-13-000-5420	Wasp Spray	6.20
Sherwin-Williams Company	10/07/2022	16312	10-13-000-5483	Paint - Watts Player Boxes	392.46
<b>Vendor 10279 - Sherwin-Williams Company Total:</b>					<b>1,259.08</b>
<b>Vendor: 11472 - Silvia Strazzarino</b>					
Silvia Strazzarino	09/19/2022	16235	25-25-785-5300	Fitness Classes - August 2022 - SS	226.88
Silvia Strazzarino	09/19/2022	16235	25-25-787-5300	Pilates/Yoga - August 2022 - SS	45.00
Silvia Strazzarino	10/07/2022	16313	25-25-785-5300	Fitness Classes - September 2022 (SS)	142.88
Silvia Strazzarino	10/07/2022	16313	25-25-787-5300	Fitness Classes - September 2022 (SS)	15.00
<b>Vendor 11472 - Silvia Strazzarino Total:</b>					<b>429.76</b>
<b>Vendor: 11885 - Smarty Pants Ward, LLC</b>					
Smarty Pants Ward, LLC	09/28/2022	16280	25-25-913-5300	Performance 10/28/2022	650.00
<b>Vendor 11885 - Smarty Pants Ward, LLC Total:</b>					<b>650.00</b>
<b>Vendor: 11436 - SportsEngine Inc.</b>					
SportsEngine Inc.	09/15/2022	16214	45-00-000-5335	Background checks - August 2022	203.50
SportsEngine Inc.	10/07/2022	16314	45-00-000-5335	Background checks - July 2022	129.50
SportsEngine Inc.	10/07/2022	16314	45-00-000-5335	Background Checks - September 2022	74.00
<b>Vendor 11436 - SportsEngine Inc. Total:</b>					<b>407.00</b>
<b>Vendor: 10108 - State Disbursement Unit</b>					
State Disbursement Unit	09/20/2022	16241	10-00-000-2190	M Barrios,FIPS#1703100/2013D025 0098,335-98-0452	195.90

Voucher List of Bills

Payment Dates: 9/8/2022 - 10/10/2022

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
State Disbursement Unit	09/20/2022	16244	10-00-000-2190	M	195.90
				Barrios,FIPS#1703100/2013D025	
				0098,335-98-0452	
State Disbursement Unit	10/07/2022	16288	10-00-000-2190	M	195.90
				Barrios,FIPS#1703100/2013D025	
				0098,335-98-0452	
<b>Vendor 10108 - State Disbursement Unit Total:</b>					<b>587.70</b>
<b>Vendor: 10801 - Stephanie Metz</b>					
Stephanie Metz	09/19/2022	16236	25-25-787-5300	Paddleboard - Summer 2022	3,328.50
<b>Vendor 10801 - Stephanie Metz Total:</b>					<b>3,328.50</b>
<b>Vendor: 11773 - Sunset Foods</b>					
Sunset Foods	09/15/2022	16215	25-26-000-5409	Milk/Butter/Food	372.01
<b>Vendor 11773 - Sunset Foods Total:</b>					<b>372.01</b>
<b>Vendor: 11698 - Susan Salidor</b>					
Susan Salidor	09/28/2022	16281	25-25-401-5300	Music Classes-Sept. 8,15,22,29	100.00
Susan Salidor	09/28/2022	16281	25-25-402-5300	Music Classes-Sept. 8,15,22,29	100.00
Susan Salidor	09/28/2022	16281	25-25-403-5300	Music Classes-Sept. 8,15,22,29	100.00
Susan Salidor	09/28/2022	16281	25-26-000-5386	Music Classes-Sept. 8,15,22,29	900.00
<b>Vendor 11698 - Susan Salidor Total:</b>					<b>1,200.00</b>
<b>Vendor: 11414 - Sysco Chicago, Inc.</b>					
Sysco Chicago, Inc.	09/15/2022	16216	25-26-000-5409	Sunflower Seed Spread/Spices/Gloves	354.77
Sysco Chicago, Inc.	09/15/2022	16216	25-26-000-5409	CC - Lunch/Snacks	816.93
Sysco Chicago, Inc.	09/15/2022	16216	25-26-000-5409	CC - Lunch/Snacks	887.61
<b>Vendor 11414 - Sysco Chicago, Inc. Total:</b>					<b>2,059.31</b>
<b>Vendor: 11741 - Taste For Kids, Inc.</b>					
Taste For Kids, Inc.	09/19/2022	16238	25-26-000-5385	Meals - August 2022	3,985.50
Taste For Kids, Inc.	10/07/2022	16315	25-25-405-5300	Meals - September 2022	720.00
Taste For Kids, Inc.	10/07/2022	16315	25-26-000-5385	Meals - September 2022	5,883.75
<b>Vendor 11741 - Taste For Kids, Inc. Total:</b>					<b>10,589.25</b>
<b>Vendor: 11168 - TimeClock Plus, Inc.</b>					
TimeClock Plus, Inc.	09/08/2022	16187	10-11-000-5355	TCP annual license 9/25/22-9/24/23	4,599.40
TimeClock Plus, Inc.	09/08/2022	16187	10-11-000-5355	TCP Hardware Suport & Maint 9/26-9/25/2023	2,615.94
TimeClock Plus, Inc.	10/07/2022	16316	10-11-000-5355	TCP License Overages	95.05
<b>Vendor 11168 - TimeClock Plus, Inc. Total:</b>					<b>7,310.39</b>
<b>Vendor: 10301 - Tyler Business Forms</b>					
Tyler Business Forms	09/08/2022	16188	10-11-000-5420	W-2 Forms/Envelopes	367.06
<b>Vendor 10301 - Tyler Business Forms Total:</b>					<b>367.06</b>
<b>Vendor: 10307 - Vanguard Energy Service, LLC</b>					
Vanguard Energy Service, LLC	09/28/2022	16282	10-13-000-5220	Watts Natuural Gas - August 2022	32.99
Vanguard Energy Service, LLC	09/28/2022	16282	25-00-000-5220	Takiff Natural Gas - August 2022	1,998.70
<b>Vendor 10307 - Vanguard Energy Service, LLC Total:</b>					<b>2,031.69</b>
<b>Vendor: 10099 - Vantagepoint Trf Agents-457</b>					
Vantagepoint Trf Agents-457	09/09/2022	DFT0001580	10-00-000-2140	ICMA - A/C#301403	1,976.92
Vantagepoint Trf Agents-457	09/20/2022	DFT0001601	10-00-000-2140	457 Plan - September 2022	1,876.92
Vantagepoint Trf Agents-457	10/07/2022	DFT0001604	10-00-000-2140	ICMA - A/C#301403	1,876.92
<b>Vendor 10099 - Vantagepoint Trf Agents-457 Total:</b>					<b>5,730.76</b>
<b>Vendor: 10309 - Verizon Wireless</b>					
Verizon Wireless	09/08/2022	16189	25-00-000-5210	Cell phone data package 7/22/22 - 8/21/22	1,225.10
Verizon Wireless	10/07/2022	16317	25-00-000-5210	Cell phone data package 8/22/22 - 9/21/22	1,675.48
<b>Vendor 10309 - Verizon Wireless Total:</b>					<b>2,900.58</b>

Voucher List of Bills

Payment Dates: 9/8/2022 - 10/10/2022

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
<b>Vendor: 10457 - Village of Glencoe</b>					
Village of Glencoe	09/08/2022	16190	67-00-000-5523	PERMIT FEE - Dasher Boards (WATTS)	825.00
Village of Glencoe	09/08/2022	16191	10-12-000-5480	Fuel - July 2022	2,287.87
Village of Glencoe	09/15/2022	16217	10-12-000-5240	Water/Sewer 6/1/2022 - 8/31/2022	26,519.36
Village of Glencoe	09/15/2022	16217	10-13-000-5420	Water/Sewer 6/1/2022 - 8/31/2022	548.75
Village of Glencoe	09/15/2022	16217	10-14-000-5240	Water/Sewer 6/1/2022 - 8/31/2022	7,316.85
Village of Glencoe	09/15/2022	16217	10-15-000-5240	Water/Sewer 6/1/2022 - 8/31/2022	174.80
<b>Vendor 10457 - Village of Glencoe Total:</b>					<b>37,672.63</b>
<b>Vendor: 11757 - W.B. Olson, Inc.</b>					
W.B. Olson, Inc.	09/28/2022	16283	67-00-000-5522	Watts Reno - August 2022 - Dasherboards	4,563.00
W.B. Olson, Inc.	09/28/2022	16283	67-00-000-5523	Watts Reno - August 2022 - Dasherboards	67,500.00
<b>Vendor 11757 - W.B. Olson, Inc. Total:</b>					<b>72,063.00</b>
<b>Vendor: 10700 - Warehouse Direct Workplace Solutions</b>					
Warehouse Direct Workplace So..	09/28/2022	16284	10-13-000-5412	Towels, Tissue, Liner, Cleaner	430.31
Warehouse Direct Workplace So..	09/28/2022	16284	10-14-000-5412	Towels, Tissue, Liner, Cleaner	1,777.87
Warehouse Direct Workplace So..	09/28/2022	16284	10-15-000-5412	Towels, Tissue, Liner, Cleaner	1,150.00
<b>Vendor 10700 - Warehouse Direct Workplace Solutions Total:</b>					<b>3,358.18</b>
<b>Vendor: 10882 - Welcome Wagon</b>					
Welcome Wagon	09/15/2022	16218	25-00-000-5360	Welcome Mailer - September 2022	161.42
<b>Vendor 10882 - Welcome Wagon Total:</b>					<b>161.42</b>
<b>Vendor: 11327 - William Cortesi</b>					
William Cortesi	09/08/2022	16192	10-11-000-5425	Ice Cream Truck for Staff	765.00
<b>Vendor 11327 - William Cortesi Total:</b>					<b>765.00</b>
<b>Vendor: 10102 - Wisconsin Dept of Revenue</b>					
Wisconsin Dept of Revenue	09/20/2022	DFT0001595	10-00-000-2111	WI State WH - September 2022	262.90
<b>Vendor 10102 - Wisconsin Dept of Revenue Total:</b>					<b>262.90</b>
<b>Vendor: 11678 - WM Corporate Services, Inc.</b>					
WM Corporate Services, Inc.	09/15/2022	16219	10-12-000-5353	Parks - 30 yard plus excess - August 2022	1,574.37
WM Corporate Services, Inc.	09/15/2022	16219	10-12-000-5353	Parks - 20 yard - August 2022	424.07
WM Corporate Services, Inc.	09/15/2022	16219	10-12-000-5353	Parks - 6 Yard - September 2022	420.38
WM Corporate Services, Inc.	09/15/2022	16219	10-13-000-5353	Watts - September 2022	165.20
WM Corporate Services, Inc.	09/15/2022	16219	25-00-000-5353	Takiff + Contamination/Overage - September 2022	720.47
<b>Vendor 11678 - WM Corporate Services, Inc. Total:</b>					<b>3,304.49</b>
<b>Vendor Set AP Vendors Total:</b>					<b>861,647.27</b>

## Voucher List of Bills

Payment Dates: 9/8/2022 - 10/10/2022

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
<b>Vendor Set: Employees - Employees</b>					
<b>Vendor: 0804 - Corinne Barsky</b>					
Corinne Barsky	09/28/2022	16254	25-25-659-5400	Reimbursement - Mixed Media Supplies	169.13
<b>Vendor 0804 - Corinne Barsky Total:</b>					<b>169.13</b>
<b>Vendor: 4408 - Darius Ivaska</b>					
Darius Ivaska	10/07/2022	16294	25-25-770-5400	Reimbursement: Tennis Equipment	416.26
<b>Vendor 4408 - Darius Ivaska Total:</b>					<b>416.26</b>
<b>Vendor: 7572 - Evan Rosenberg</b>					
Evan Rosenberg	09/19/2022	16223	10-00-000-2095	Reissue Payroll Check 04/23/2021	65.55
<b>Vendor 7572 - Evan Rosenberg Total:</b>					<b>65.55</b>
<b>Vendor: 1723 - Holly D'Ambrosia</b>					
Holly D'Ambrosia	09/28/2022	16262	25-26-000-5340	Reimbursement - Food Handler Training	7.00
<b>Vendor 1723 - Holly D'Ambrosia Total:</b>					<b>7.00</b>
<b>Vendor: 7748 - Isabel Schroeder</b>					
Isabel Schroeder	09/28/2022	16265	25-25-615-5400	Rembursement - Supplies	23.55
<b>Vendor 7748 - Isabel Schroeder Total:</b>					<b>23.55</b>
<b>Vendor: 0313 - Isabelle Alexandre</b>					
Isabelle Alexandre	09/19/2022	16225	10-00-000-2095	Reissue Payroll Check 12/11/2022	65.88
<b>Vendor 0313 - Isabelle Alexandre Total:</b>					<b>65.88</b>
<b>Vendor: 7621 - Jenny Runkel</b>					
Jenny Runkel	09/15/2022	16206	10-11-000-5341	Reimbursement - Mileage (July-August 2022)	78.13
<b>Vendor 7621 - Jenny Runkel Total:</b>					<b>78.13</b>
<b>Vendor: 9288 - Kathy Weiss</b>					
Kathy Weiss	09/19/2022	16226	10-00-000-2095	Reissue Payroll Check 02/25/2021	170.77
<b>Vendor 9288 - Kathy Weiss Total:</b>					<b>170.77</b>
<b>Vendor: 9191 - Owen Walker</b>					
Owen Walker	09/19/2022	16229	10-00-000-2095	Reissue Payroll Check 12/04/2022	69.92
<b>Vendor 9191 - Owen Walker Total:</b>					<b>69.92</b>
<b>Vendor: 3483 - Robert Harrison</b>					
Robert Harrison	09/19/2022	16233	10-00-000-2095	Reissue Payroll Check 02/26/2021	149.29
<b>Vendor 3483 - Robert Harrison Total:</b>					<b>149.29</b>
<b>Vendor: 2775 - Susan Felts</b>					
Susan Felts	09/19/2022	16237	10-00-000-2095	Reissue Payroll Check 05/07/2021	576.02
<b>Vendor 2775 - Susan Felts Total:</b>					<b>576.02</b>
<b>Vendor Set Employees Total:</b>					<b>1,791.50</b>

Voucher List of Bills

Payment Dates: 9/8/2022 - 10/10/2022

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
<b>Vendor Set: Refunds - Refunds</b>					
<b>Vendor: 000-23-0033 - Art Katona</b>					
Art Katona	09/15/2022	16195	25-00-000-2580	Reund - Household credit balance	36.00
<b>Vendor 000-23-0033 - Art Katona Total:</b>					<b>36.00</b>
<b>Vendor: 000-23-0032 - Edrea Keogh</b>					
Edrea Keogh	09/15/2022	16203	25-25-791-4200	Refund - Pickleball	28.00
<b>Vendor 000-23-0032 - Edrea Keogh Total:</b>					<b>28.00</b>
<b>Vendor: 000-23-0034 - Glenview Park District</b>					
Glenview Park District	09/15/2022	16204	25-00-000-2580	Refund - Household credit balance	145.00
<b>Vendor 000-23-0034 - Glenview Park District Total:</b>					<b>145.00</b>
<b>Vendor: 000-23-0035 - Nisha Hajian</b>					
Nisha Hajian	09/28/2022	16272	25-25-775-4200	Refund - Int. Drill & Play Tennis	198.00
<b>Vendor 000-23-0035 - Nisha Hajian Total:</b>					<b>198.00</b>
<b>Vendor Set Refunds Total:</b>					<b>407.00</b>
<b>Grand Total:</b>					<b>863,845.77</b>

# Report Summary

## Fund Summary

<b>Fund</b>	<b>Payment Amount</b>
10 - CORPORATE FUND	340,445.69
25 - RECREATION FUND	222,921.04
30 - SPECIAL RECREATION FUND	13,041.68
45 - LIABILITY INSURANCE FUND	15,923.00
65 - CAPITAL PROJECTS FUND	195,398.77
67 - MASTER PLAN CAPITAL-2020 BOND PROCEEDS	75,889.25
69 - MASTER PLAN CAPITAL PROJECTS	226.34
	<hr/>
	<b>\$ 863,845.77</b>

## Account Summary

<b>Account Number</b>	<b>Account Name</b>	<b>Payment Amount</b>
10-00-000-2095	OUTSTANDING CHECK PAYABLE	1,097.43
10-00-000-2100	FEDERAL WITHHOLDING	31,296.40
10-00-000-2110	IL STATE WITHHOLDING	18,332.76
10-00-000-2111	WI STATE WITHHOLDING	262.90
10-00-000-2120	SOCIAL SECURITY WITHHOLDING	51,294.20
10-00-000-2130	MEDICARE WITHHOLDING	12,251.02
10-00-000-2140	ICMA DEF COMP WITHHOLDING	5,730.76
10-00-000-2150	IMRF WITHHOLDING	36,158.87
10-00-000-2155	IMRF VAC WITHHOLDING	6,906.25
10-00-000-2160	SUPPL IMRF LIFE WITHHOLDING	128.00
10-00-000-2170	AFLAC WITHHOLDING	168.12
10-00-000-2175	FSA PLAN WITHHOLDING	346.92
10-00-000-2176	HSA WITHHOLDING	2,395.26
10-00-000-2180	CREDIT UNION WITHHOLDING	450.00
10-00-000-2190	GARNISHMENT WITHHOLDING	587.70
10-00-000-4910	MISC/UNCLASSIFIED INCOME	(0.06)
10-11-000-5210	TELEPHONE/INTERNET	2.99
10-11-000-5310	LEGAL SERVICES	2,097.81
10-11-000-5340	CONFERENCES AND TRAINING	280.00
10-11-000-5341	MILEAGE REIMBURSEMENT	78.13
10-11-000-5342	OFFICIALS/MEETING EXPENSES	25.00
10-11-000-5355	MAINTENANCE SERVICE AGREEMTS	13,673.89
10-11-000-5401	OFFICE SUPPLIES	217.67
10-11-000-5402	BOOKS/PUBLICATNS/SUBSCRIPTNS	70.22
10-11-000-5420	SUPPLIES - GENERAL	629.31
10-11-000-5425	SUPPLIES-STAFF RECOG/TRAINING	999.31
10-11-000-5583	EQUIPMENT - OFFICE	75.33
10-11-000-5600	HEALTH INSURANCE PREMIUMS	14,069.23
10-11-000-5730	DUES/MEMBERSHIPS	100.00
10-12-000-5210	TELEPHONE/INTERNET	218.37
10-12-000-5220	FUEL/HEAT	184.01
10-12-000-5230	ELECTRICITY	655.55
10-12-000-5240	WATER	26,519.36
10-12-000-5348	SHARED SVCS-CONT MOWING	2,615.00
10-12-000-5349	CONTRACTL-HORT/LANDSCAPING	47,152.20
10-12-000-5350	MAINTENANCE SERVICES	1,588.75
10-12-000-5353	DISPOSAL/PORTOLET SERVICE	2,418.82
10-12-000-5355	MAINTENANCE SERVICE AGREEMTS	312.00
10-12-000-5370	RENTAL - EQUIPMENT	1,008.00
10-12-000-5420	SUPPLIES - GENERAL	122.63
10-12-000-5425	SUPPLIES-STAFF RECOGNITION	139.10
10-12-000-5430	SUPPLIES - FIRST AID	872.38
10-12-000-5450	SUPPLIES - EQUIPMENT PARTS	571.79
10-12-000-5480	GASOLINE/LUBRICANTS	2,287.87
10-12-000-5486	SUPPLIES-PLUMBING	190.81
10-12-000-5489	SUPPLIES-TRASH BAGS	1,857.43

## Account Summary

Account Number	Account Name	Payment Amount
10-12-000-5490	SUPPLIES-PLANTINGS/FLOWERS	5,871.27
10-12-000-5492	SUPPLIES-TREES/SHRUBS	295.00
10-12-000-5493	SUPPLIES-FERTILIZER/CHEMICALS	849.90
10-12-000-5495	SUPPLIES-PULVERIZED DIRT	179.66
10-12-000-5496	SUPPLIES-ATHLETIC MAINT	7.16
10-12-000-5585	PAVEMENT & SITE DEVELOPMENT	65.66
10-12-000-5590	TREE TRIM/WORK-Outside SH SVCS	4,185.75
10-12-000-5600	HEALTH INSURANCE PREMIUMS	10,162.00
10-13-000-5210	TELEPHONE/INTERNET/CABLE TV	311.84
10-13-000-5220	FUEL/HEAT	178.23
10-13-000-5230	ELECTRICITY	1,224.88
10-13-000-5352	REPAIRS - BUILDINGS	362.00
10-13-000-5353	DISPOSAL/PORTOLET SERVICE	165.20
10-13-000-5355	MAINTENANCE SERVICE AGREEMTS	2,179.00
10-13-000-5357	MAINT SERVICE-REFRIGERATION	298.00
10-13-000-5412	CUSTODIAL/CLEANING SUPPLIES	430.31
10-13-000-5420	SUPPLIES - GENERAL	554.95
10-13-000-5483	SUPPLIES-PAINT	392.46
10-13-000-5990	CONTINGENCY	7,100.00
10-14-000-5210	TELEPHONE/INTERNET	237.54
10-14-000-5220	FUEL/HEAT	45.64
10-14-000-5230	ELECTRICITY	387.38
10-14-000-5240	WATER	7,316.85
10-14-000-5340	CONFERENCES AND TRAINING	135.00
10-14-000-5371	LIFEGUARD AUDITS	2,120.00
10-14-000-5412	CUSTODIAL/CLEANING SUPPLIES	1,777.87
10-14-000-5420	SUPPLIES - GENERAL	2,099.00
10-14-000-5425	SUPPLIES-STAFF RECOGNITION	65.51
10-14-000-5430	SUPPLIES - FIRST AID	232.00
10-14-000-5600	HEALTH INSURANCE PREMIUMS	957.07
10-15-000-5210	TELEPHONE	70.91
10-15-000-5230	ELECTRICITY	314.86
10-15-000-5240	WATER	174.80
10-15-000-5351	REPAIRS - EQUIPMENT	108.50
10-15-000-5412	CUSTODIAL/CLEANING SUPPLIES	1,150.00
25-00-000-2580	BALANCE ON ACCOUNT-RECTRAC	181.00
25-00-000-5210	TELEPHONE/INTERNET	8,743.15
25-00-000-5220	FUEL/HEAT	3,003.75
25-00-000-5230	ELECTRICITY	15,901.07
25-00-000-5301	POSTAGE	7.85
25-00-000-5321	CONSULTING SERVICES	1,273.84
25-00-000-5340	CONFERENCES AND TRAINING	1,242.98
25-00-000-5350	MAINTENANCE SERVICES	399.00
25-00-000-5352	REPAIRS - BUILDINGS	112.50
25-00-000-5353	DISPOSAL/PORTOLET SERVICE	720.47
25-00-000-5355	MAINTENANCE SERVICE AGREEMTS	21,399.57
25-00-000-5360	PRINTING/MARKETING/ADVERTISING	1,605.56
25-00-000-5361	PRINTING - EMPLOYMENT ADS	100.00
25-00-000-5362	PHOTOGRAPHY	1,354.00
25-00-000-5368	MARKETING-DIGITAL	205.00
25-00-000-5401	OFFICE SUPPLIES	1,081.77
25-00-000-5404	COMPUTER PROGRAMS	919.00
25-00-000-5412	CUSTODIAL/CLEANING SUPPLIES	402.00
25-00-000-5420	SUPPLIES - GENERAL	334.33
25-00-000-5421	SUPPLIES - UNIFORMS	157.61
25-00-000-5425	SUPPLIES-STAFF RECOGNITION	59.20
25-00-000-5451	SUPPLIES - BUILDING PARTS	1,099.81
25-00-000-5482	SUPPLIES-HARDWARE	56.64

## Account Summary

Account Number	Account Name	Payment Amount
25-00-000-5483	SUPPLIES-PAINT	931.55
25-00-000-5484	SUPPLIES-ELECTRICAL/BULBS	781.17
25-00-000-5588	BUILDING IMPROVEMENTS	448.82
25-00-000-5600	HEALTH INSURANCE PREMIUMS	15,188.21
25-25-312-5300	CONTRACTL-ADULT WORKSHOPS	1,212.75
25-25-315-5400	SUPPLIES-ADULT CERAMICS	686.05
25-25-401-5300	CONTRACTL-ELC 3YR	120.00
25-25-401-5400	SUPPLIES-ELC 3YR	119.75
25-25-402-5300	CONTRACTL-ELC 4YR	160.00
25-25-402-5400	SUPPLIES-ELC 4YR	297.58
25-25-403-5300	CONTRACTL-ELC 2YR	100.00
25-25-403-5400	SUPPLIES-ELC 2YR	324.56
25-25-405-5300	CONTRACTL-KINDERGTN READINESS	720.00
25-25-405-5400	SUPPLIES-KINDERGTN READINESS	284.40
25-25-406-5300	CONTRACTL-PRESCHOOL HIP HOP	4,260.75
25-25-407-5400	SUPPLIES-PARENTS/TOTS PLAYTIME	121.86
25-25-419-5300	CONTRACT-PRESCHOOL BALLET	2,160.00
25-25-430-5400	SUPPLIES-PRESCHOOL ART - MESSY MONDAYS	107.22
25-25-449-5300	CONTRACTL-DRAMA-PRESHOOL (SARAH HALL)	4,047.00
25-25-480-5400	SUPPLIES-PRESCHOOL/TOT CLAY PLAY	18.91
25-25-601-5300	CONTRACTL-KIDS CLUB PM	1,200.00
25-25-601-5400	SUPPLIES-KIDS CLUB PM	3,732.84
25-25-602-5400	SUPPLIES-KIDS CLUB AM	18.23
25-25-607-5300	CONTRACTL-YOUTH HIP HOP	8,928.00
25-25-608-5300	CONTRACTL-YOUTH BALLET	3,328.50
25-25-615-5400	SUPPLIES-YOUTH CERAMICS	1,378.96
25-25-638-5300	CONTRACTL-PRESTO, IT'S MAGIC	210.00
25-25-649-5300	CONTRACTL-DRAMA-YOUTH	3,712.50
25-25-652-5300	CONTRACTL- FOOTLIGHTERS	11,416.50
25-25-653-5300	CONTRACTL-BROADWAY BOUND	14,246.25
25-25-653-5401	COSTUMES	4,060.00
25-25-659-5400	SUPPLIES-YOUTH ART	348.33
25-25-701-5300	CONTRACTL-T-BALL/IL BB ACADEMY	1,960.00
25-25-725-5300	CONTRACTL-KARATE CLASSES	4,834.88
25-25-740-5300	COTNTRACTL-TRAVELING BASKETBALL	515.20
25-25-770-5400	SUPPLIES-YOUTH TENNIS	416.26
25-25-775-4200	REV-ADULT TENNIS	198.00
25-25-785-5300	CONTRACTL-FITNESS PUNCHCARDS	1,611.39
25-25-786-5300	CONTRACTL-FITNESS DROP-IN	333.75
25-25-787-5300	CONTRACTL-GENERAL FITNESS	3,787.50
25-25-791-4200	REV-PICKLEBALL	28.00
25-25-791-5300	CONTRACTL-PICKLEBALL	6,750.00
25-25-801-5300	CONTRACTL-SUN FUN CAMP	5,099.00
25-25-801-5400	SUPPLIES-SUN FUN CAMP	105.09
25-25-808-5300	CONTRACTL-PRESCHOOL CIT	139.00
25-25-809-5300	CONTRACTL-COUNSELOR IN TRAINING	200.00
25-25-810-5300	CONTRACTL-CAMP ADVENTURE	717.00
25-25-813-5300	CONTRACTL-KOALA BEAR CAMP	20.00
25-25-815-5300	CONTRACTL-BABY BEAR CAMP	70.00
25-25-825-5300	CONTRACTL-SUMMERS END/CAMP EXT	763.00
25-25-825-5400	SUPPLIES-SUMMERS END/CAMP EXT	314.85
25-25-828-5300	CONTRACTL-GAME ON CAMP GIRLS	300.00
25-25-829-5300	CONTRACTL-GAME ON CAMP BOYS	25.00
25-25-833-5300	CONTRACTL-ACTION QUEST	1,479.00
25-25-833-5400	SUPPLIES-ACTION QUEST	15.99
25-25-835-5300	CONTRACTL-AQUATIC CAMP	187.00
25-25-910-5400	SUPPLIES-4TH OF JULY	95.92
25-25-913-5300	CONTRACTL-BOO BASH	1,895.13

**Account Summary**

<b>Account Number</b>	<b>Account Name</b>	<b>Payment Amount</b>
25-25-913-5400	SUPPLIES-BOO BASH	241.42
25-25-941-5300	CONTRACTL-GREAT MUD RUN	475.00
25-25-941-5400	SUPPLIES-GREAT MUD RUN	4,664.00
25-25-952-5300	CONTRACTL-SUMMER SPEC EVENTS	550.00
25-25-952-5400	SUPPLIES-SUMMER SPEC EVENTS	391.65
25-26-000-5340	CONFERENCES AND TRAINING	3,151.36
25-26-000-5385	FOOD SERVICE	9,869.25
25-26-000-5386	SERVICES-DAYCARE PROGRAM	900.00
25-26-000-5387	NURSE SERVICES	90.00
25-26-000-5401	OFFICE SUPPLIES	117.44
25-26-000-5403	DAYCARE PROGRAM SUPPLIES	2,292.67
25-26-000-5404	COMPUTER PGMS/APPs	175.00
25-26-000-5409	SUPPLIES-INTERNAL FOOD SVC	2,609.39
25-26-000-5420	SUPPLIES - GENERAL	199.74
25-26-000-5425	SUPPLIES-STAFF RECOGNITION	25.98
25-26-000-5430	SUPPLIES - FIRST AID	911.24
25-26-000-5460	SUPPLIES-FOOD EQUIPMT	1,358.55
25-26-000-5600	HEALTH INSURANCE PREMIUMS	12,399.15
25-27-000-5210	DEDICATED TV/INTERNET	160.99
25-27-000-5351	REPAIRS-EQUIPMENT	2,150.50
25-27-000-5365	CONTRACTL-PERSONAL TRAINERS	327.75
25-27-000-5584	CAPITAL-FITNESS EQUIPMENT	2,968.21
30-00-000-5755	NSSRA COMPANION CHARGES	13,041.68
45-00-000-5335	WELLNESS/PRE-PLACEMT SERVICES	407.00
45-00-000-5587	SAFETY/SECURITY EQUIP	15,516.00
65-00-022-5501	CONTINGENCY - NETWORK, ROUTERS, SWITCHES, SECURITY	4,737.77
65-00-022-5506	REFINISH GYM FLOOR	37,100.00
65-00-022-5508	REPLACE MULTI PURPOSE WING CONDENS/AC COIL	151,111.00
65-00-022-5510	COMMUNITY HALL AV SYSTEM	2,450.00
67-00-000-5320	ARCHITECT/DESIGN SERVICES	3,001.25
67-00-000-5522	WATTS - Owner Items	4,563.00
67-00-000-5523	WATTS - Construction	68,325.00
69-00-000-5555	CONNECT GLENCOE TRAIL-Owner Items	226.34
		<u>226.34</u>

**Project Account Summary**

**Project Account Key**

\*\*None\*\*

**Payment Amount**

\$ 863,845.77

**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

# **VI. Summer Camp Report Presentation**

Glencoe Park District  
October 2022 Board Meeting



# 2022 CAMP REPORT

Erika Doroghazi, Savannah Martin, Shannon Stevens



## Table of Contents

Camp Overview .....	2
Staffing and Staff Training.....	2
Preschool Camps.....	4
Youth and Teen Camps .....	7
Specialty Camps .....	11
Future Considerations.....	12
Overall Participation & Financial Information .....	13
Customer Feedback and Survey Results .....	14
Appendix A – Camp Schedules.....	17

## Camp Overview

Glencoe Park District's summer camp programs provide a wide range of experiences for ages 1 through 16. Activities in a typical camp week include camp games, swimming at Glencoe Beach, crafts, sports, special events, field trips, cookouts, and theme days. Camp days are structured to encourage children to make new friends, have fun, learn something new, and play in a safe environment.

Our camp season began on June 13 and ran eight weeks through August 5. The camp season concluded the week of August 8-12 with Summer's End Camps.

The 2022 camp season goals were created to provide an exceptional experience for the participants in our camps.



- Provide a safe and fun camp experience for every participant
- Provide activities that engage the camper and offer a variety of experiences
- Be flexible and solution-oriented when weather or other factors dictate a change in schedule or planned activities
- Continue to develop our communication strategies and streamline throughout all camps
- Seek opportunities to build authentic relationships between staff, campers, and families through open lines of communication

## Staffing and Staff Training

Glencoe Park District prides itself on hiring hardworking, motivated, and energetic staff members. This summer, our camp staff included over 55 individuals working as camp directors, head counselors, and counselors.

All camp staff members are required to go through over 20 hours of training leading up to the start of camp on June 13. This included a full summer staff training on May 26 followed by 3 days from June 8-10 at Takiff Center. This training included contracting Michael Brandwein to cover camp-specific topics such as managing staff, communicating with parents and co-workers, and how to create a memorable experience for our campers.

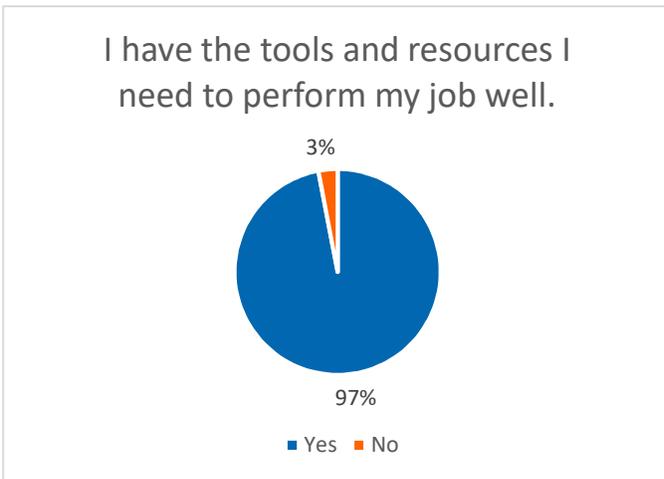
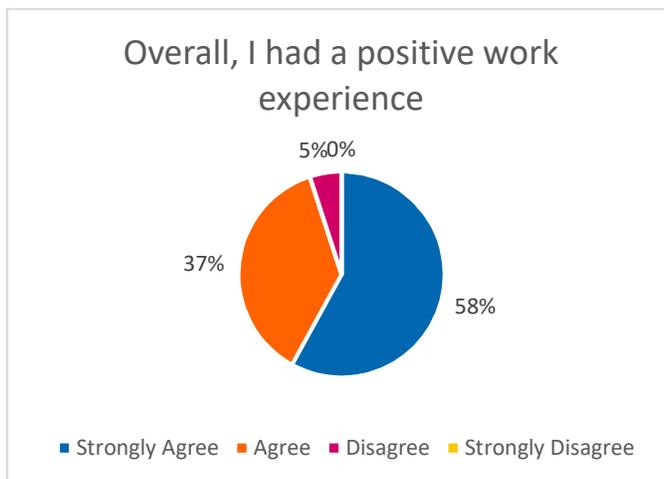
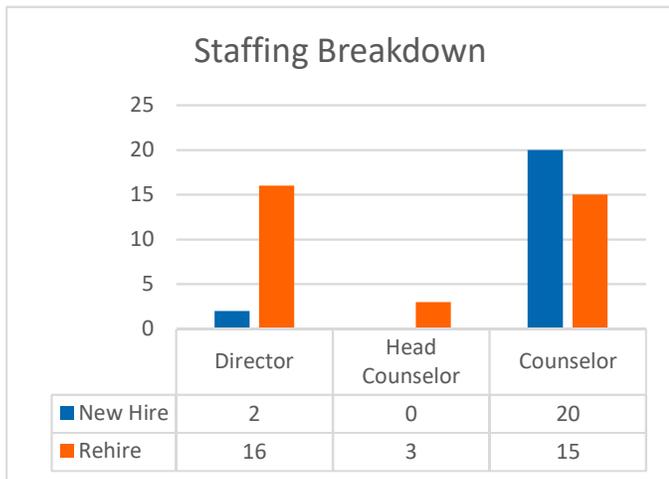
Our camp staff was trained in official camp procedures, including safety, first aid, reporting, camper supervision, and proper interaction with campers. Staff was taught innovative games, how to keep campers engaged during transitions, how to interact with parents, and ways to develop relationships with campers. The training is site-specific, so camp staff can get familiar with the site where they will be working. The training consists of PowerPoint presentations, group activities, hands-on practice, discussion, and role-playing scenarios.

Additionally, staff attended weekly meetings to reinforce topics discussed at the preseason training and to address any ongoing camp concerns.

In addition to basic camp training, camp staff attends the summer employee orientation led by Executive Director Lisa Sheppard. At this training, Lisa welcomed staff to the Glencoe Park District team, explained the SPIRIT values that embody the agency, and impressed upon staff the importance of their roles. Leadership staff attended a leadership staff

training where they were exposed to camp’s more challenging scenarios, including staff discipline, interacting with upset patrons/participants, creating a culture of accountability, and fostering success in counselors.

We had a seasonal staff retention rate of 60% from the summer of 2021 to 2022. Of the camp staff who responded to our staff survey, 100% felt they had a positive work experience and had the tools and resources they needed to perform their job well.

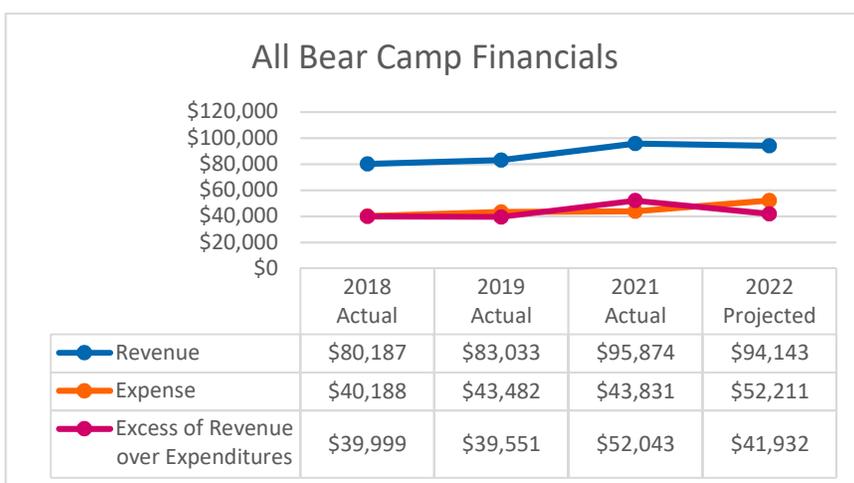
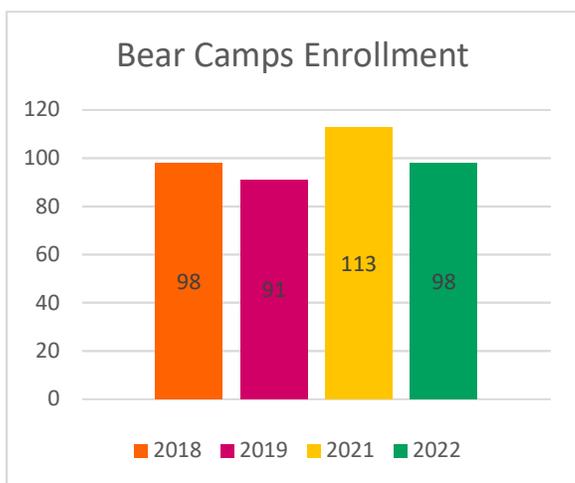


## Preschool Camps

Preschool camps consist of four Bear Camps and Kinder Korner Camp. All our preschool camps offer 8- and 4-week registration options. Preschool camps follow DCFS ratios for class sizes and all our camps had at least one director and two counselors, except Baby Bears Camp which had one camp director and no counselors. For preschool camps, external performers were hired to provide special entertainment for our participants. Our Koala Bears and Kinder Korner Camps visited local parks and the beach. Preschool camps utilize the Brightwheel app for check-in and out as well as to post updates and photos throughout the day.

### Camp Data for All Bear Camps

As seen below, enrollment and financials have remained consistent during the past four years. It is noted that our overall expenses were higher compared to previous years due to the continued increase in the minimum wage, a large number of returning staff, and the need to add additional counselors. This led to an increase in expenses from previous years.



### Baby Bears Camp

Baby Bears Camp is our weekly “parent and tot” program for those under two-years-old. Baby Bears meet on Tuesdays from 10-11 AM and a parent or guardian must stay. This program is an introduction to Glencoe Park District preschool programming and camps for young families in a parent-tot setting.

Next year, we will look at having this camp on a different day than Tots-n-Tunes as we saw that some people did not attend on those weeks, but rather chose to go to Tots-n-Tunes. By changing the days, we hope that this will increase enrollment and improve customer satisfaction. Please note that Baby Bears Camp did not run in 2018 or 2019 due to low enrollment.



### Teddy Bears Camp

Teddy Bears Camp is our two-year-old camp and operates Tuesdays and Thursdays from 9:15-11:15 AM. Teddy Bears had one camp group. The Teddies stay at the Takiff Center and participate in on-site activities including Tots-n-Tunes, Water Days, and other special performers such as The Frog Lady and the Bubble Performer.

### Panda Bears Camp

Panda Bears Camp is our three-year-old camp. This camp runs Monday, Wednesday, and Friday from 9-11:30 AM. Panda Bears had two camp groups with a waitlist. Panda Bears participate in our special performances such as The Frog Lady and the Pirate and the Princess.

Panda Bears and Teddy Bears currently share staff. Since Panda Bears has two groups and Teddy Bears only has one this leaves us with a large amount of staff for the Teddy Bear camp. In the future, adding a 5-day option for the Panda Bears is being considered. This will allow for proper staffing levels and give families the option for camp Monday-Friday.

### Koala Bears Camp

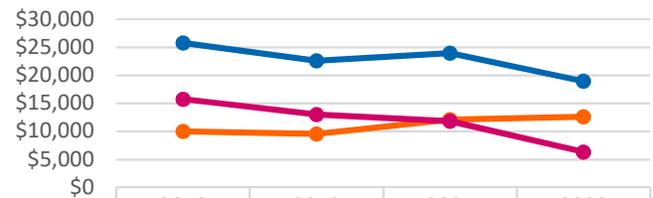
Koala Bears Camp is our four-year-old camp. The camp runs Monday-Friday 9 AM-1 PM with the option of extending the day until 3 PM. There were two full camp groups with a waitlist. Koala Bears Camp visits our local parks and the beach. The Koalas participate in our special performances such as The Frog Lady, the Pirate and the Princess, and the Bubble Performer. This camp also has visitors from Amazing Minds and Taste Buds Kitchen throughout the summer to provide a special activity for our campers.

#### Teddy Bear Financials



	2018 Actual	2019 Actual	2021 Actual	2022 Projected
Revenue	\$3,476	\$14,151	\$10,049	\$10,049
Expense	\$3,101	\$7,911	\$4,324	\$6,673
Excess of Revenue over Expenditures	\$375	\$6,240	\$5,725	\$3,376

#### Panda Bear Financials



	2018 Actual	2019 Actual	2021 Actual	2022 Projected
Revenue	\$25,784	\$22,611	\$23,952	\$18,953
Expense	\$10,015	\$9,578	\$12,140	\$12,609
Excess of Revenue over Expenditures	\$15,769	\$13,033	\$11,812	\$6,344

#### Koala Bear Financials



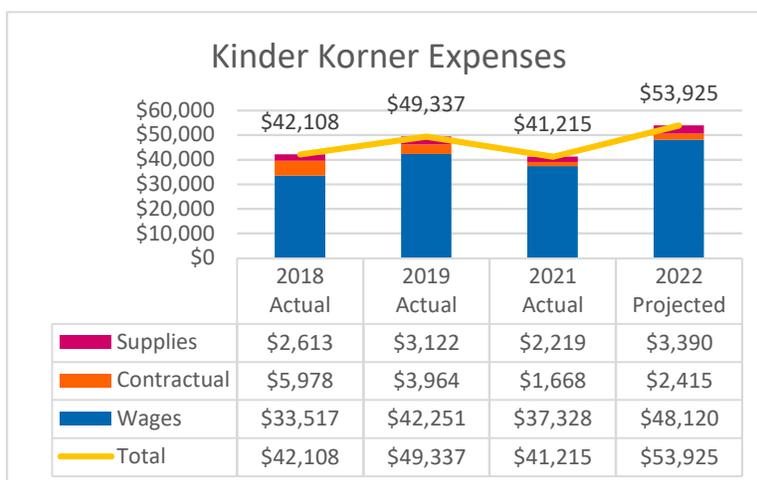
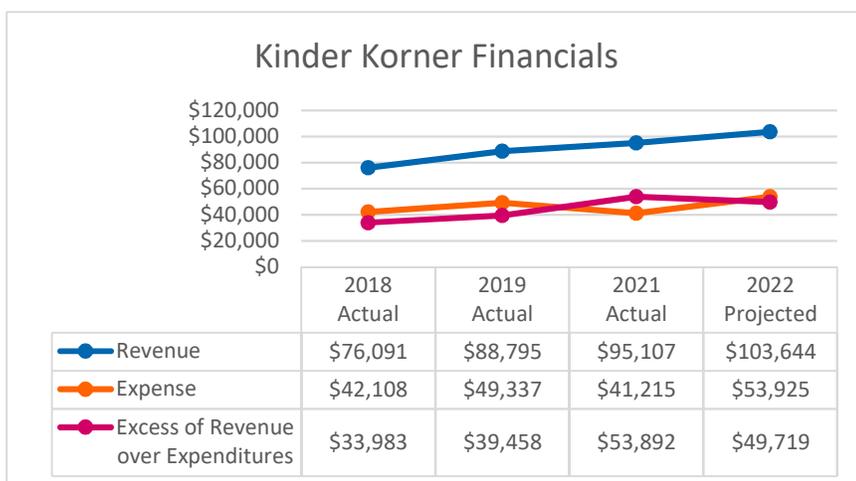
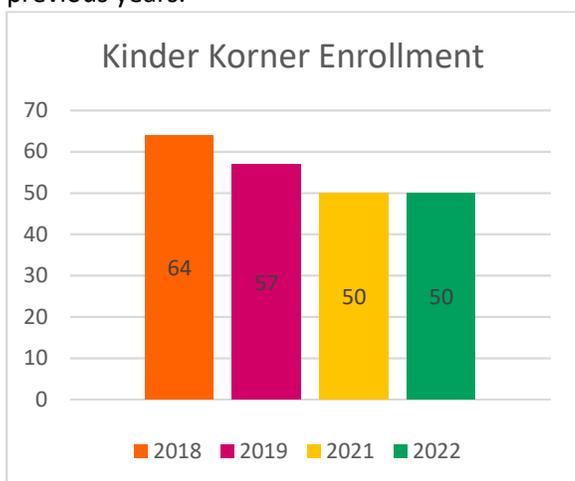
	2018 Actual	2019 Actual	2021 Actual	2022 Projected
Revenue	\$50,927	\$46,271	\$55,807	\$62,816
Expense	\$27,072	\$25,993	\$26,969	\$32,326
Excess of Revenue over Expenditures	\$23,855	\$20,278	\$28,838	\$30,490

## Kinder Korner Camp

Kinder Korner Camp is for participants entering Kindergarten. The camp runs Monday-Friday with several different time options. They can register for 7 AM-6 PM, 9 AM-1 PM, or 9 AM-3 PM. We had three full camp groups. Kinder Korner goes to local parks and the beach. Kinder Korner campers participate in our special performances such as The Frog Lady, the Pirate and the Princess, and the Bubble Performer. This camp also has visitors from Amazing Minds and Taste Buds Kitchen to provide a special activity for our campers.

### Camp Data

The below charts include data for enrollment, expenses, and overall financial trends for Kinder Korner during the last four summers. Although overall enrollment is trending slightly downward, revenue is steadily increasing. It is noted that our overall expenses were higher compared to previous years due to the continued increase in the minimum wage, a large number of returning staff, and the need to add additional counselors. This led to an increase in expenses from previous years.



## Preschool Summer's Beginning and End

We saw a significant increase in enrollment this year for Preschool Summer's Beginning Camp due to GJK letting out a week earlier than normal. For Summer's End Camp we had two groups, one for campers ages three to four and one for those entering kindergarten. We offered higher pay rates to incentivize staff to work our Summer's End Camp.

## Youth and Teen Camps

Youth and teen camps consist of five registration options for those entering first through ninth grade. All our youth camps offer 8- and 4-week registration options.

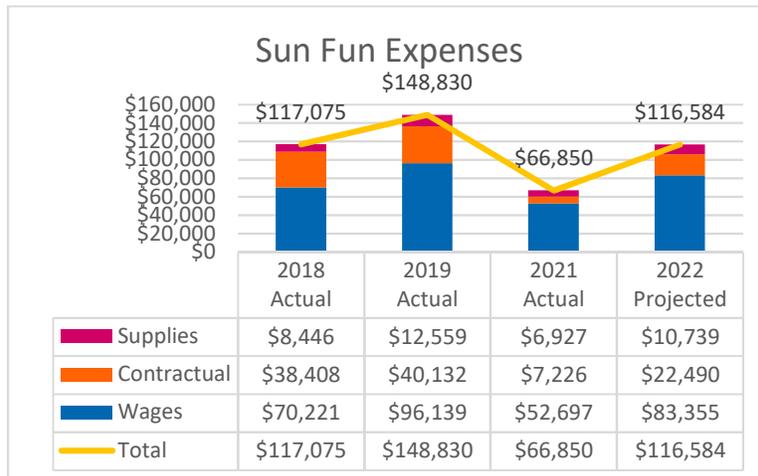
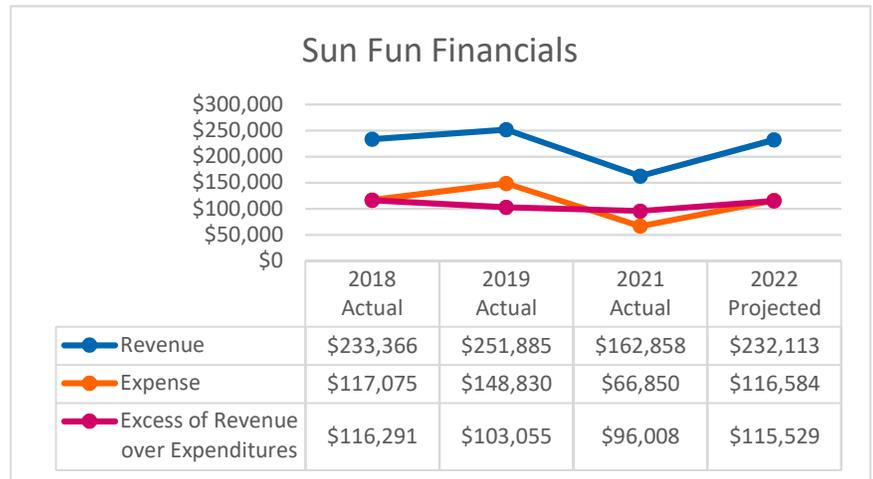
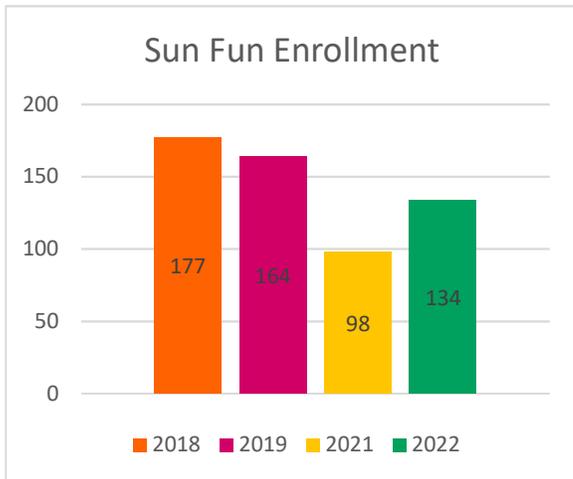
New this summer, we introduced the Glencoe Camp App. This mobile app allowed our parents to view camp calendars, receive important updates and view camp photos on their phones. The app sent push notifications to parents reminding them of the scheduled activities for each day including what to bring, drop-off/pick-up locations, and pictures of their camper's day.

## Sun Fun Camp

Sun Fun Camp is for participants entering first through third grade. This camp runs Monday-Friday from 8:45 AM-3 PM for 8 weeks. This camp offers 8-, 4-, and 2-week registration options. Sun Fun has options for before and after camp from 7-9 AM and 3-6:30 PM.

Sun Fun Camp is one of the signature camps of the Glencoe Park District. Camper activities include sports, crafts, camp games, and visits with specialty staff, such as ceramics and art. Campers also go on weekly beach trips, theme days, and field trips. Highlights this year included water park visits to favorites such as Wheeling Water Park. Campers cheered on the Chicago Dogs, explored Santa's Village Amusement Park, competed in Color Wars, and showcased their dances at Parent's Night. Campers enjoyed the return of our popular overnighter at the Takiff Center mid-summer.

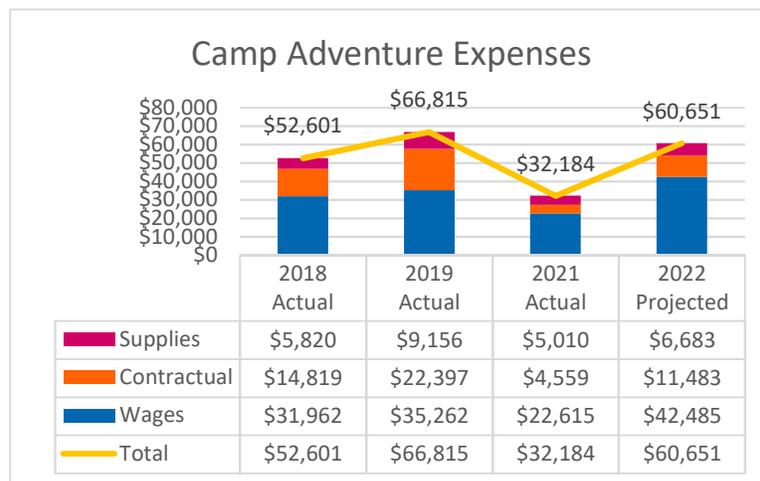
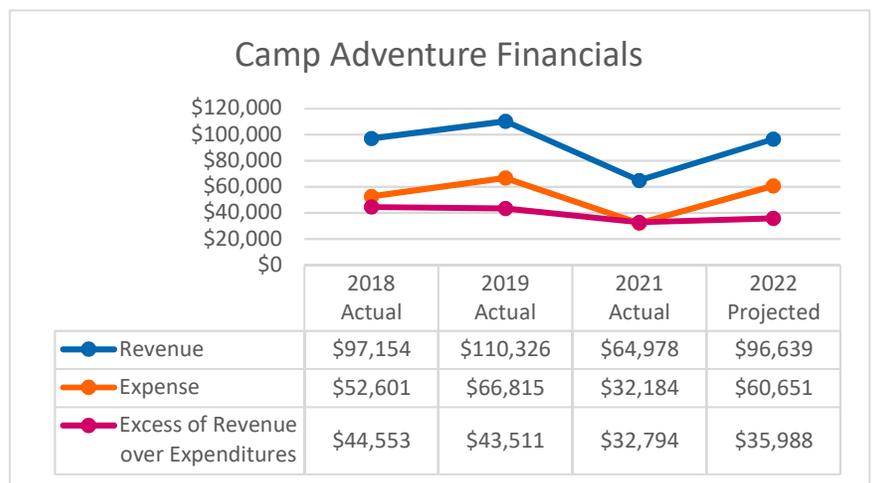
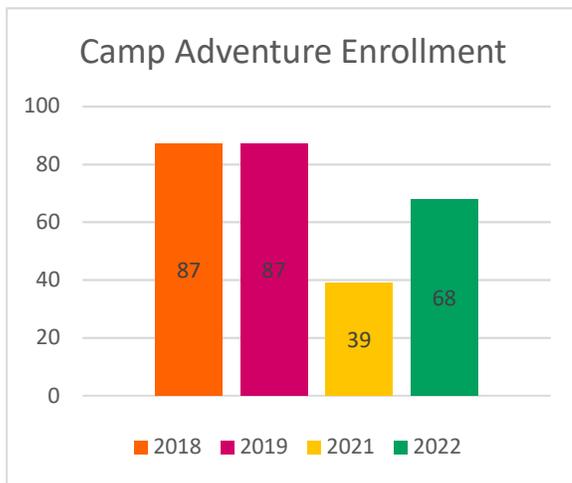
The charts below include data for enrollment, overall financial trends, and expenses for Sun Fun during the last four summers.



## Camp Adventure

Camp Adventure is a signature camp of the Glencoe Park District. This camp serves participants in the fourth and fifth grades. This camp runs Monday-Friday from 8:45 AM-3 PM for eight weeks. This camp offers 8-, 4-, and 2-week registration options. Camp Adventure has options for before and after camp from 7-9 AM and 3-6:30 PM. Campers develop relationships with peers, travel on field trips, play sports and games, and enjoy special events and theme days. Highlights from this summer included cheering on the White Sox, a Chopped Kitchen contest, speeding on the go-karts at Action Territory, and racing down the slides at Wheeling Water Park. Campers enjoyed the return of our popular overnighter at the Takiff Center mid-summer.

The below charts include data for enrollment, overall financial trends, and expenses for Camp Adventure during the last four summers.

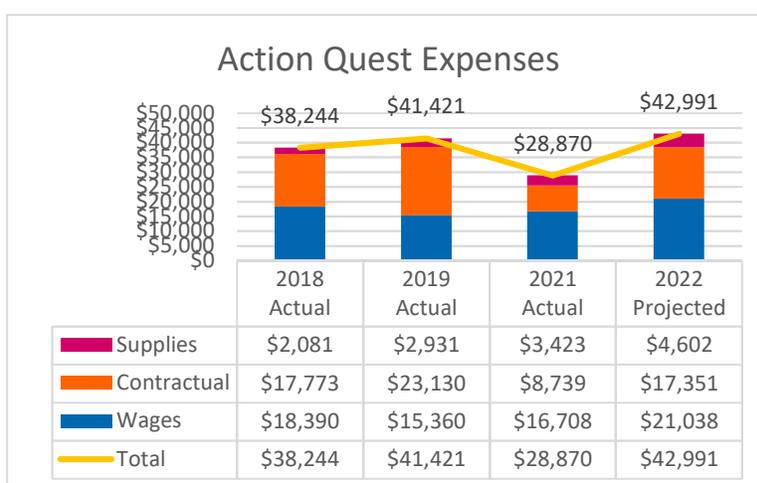
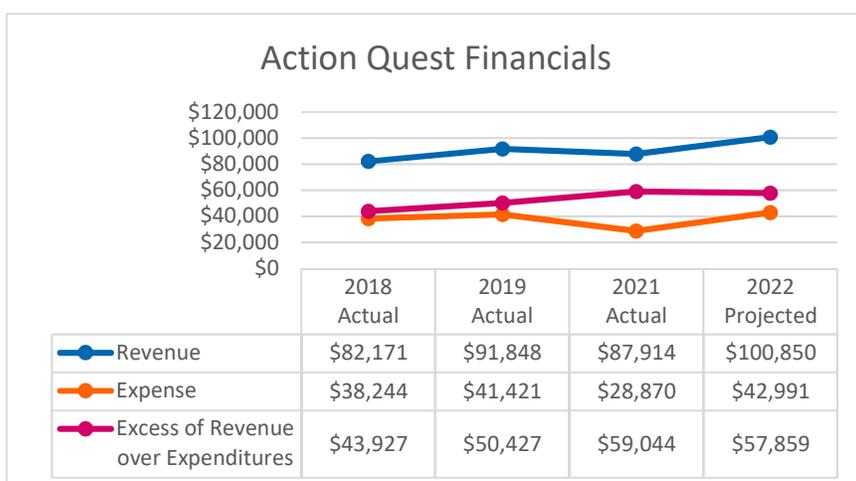
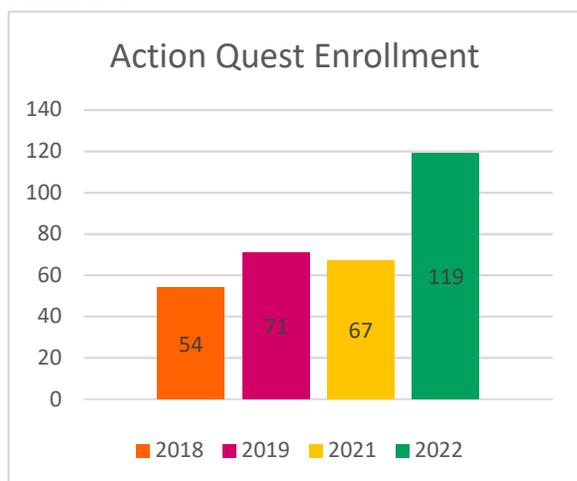


## Action Quest Camp

Action Quest is our camp for participants entering sixth through eighth grade. This camp runs Monday-Friday from 9:15 AM-3:15 PM and is located at the Watts Recreational Center. This camp offers 8-, 4-, and 1-week registration options. Action Quest campers travel three times a week. This summer, Action Quest brought back some of the campers favorite field trips. They had extended days while attending a Chicago White Sox game and Six Flags Great America. Campers enjoyed the return of our popular overnighter at the Takiff Center mid-summer.

In 2022, we saw a large increase in one-week registrations for Action Quest. Participants appreciated the flexibility around other specialty camps that Action Quest allows for such as overnight or specialty sports camps. Contractual expenses increased significantly in 2022 as we continued to return to the normal operation of traveling two to three times per week on field trips. We anticipate contractual expenses to continue to increase due to rising busing costs.

The below charts include data for enrollment, overall financial trends, and expenses for Action Quest during the last four summers.



## Youth Summer's End Camp

Summer's End Camp is offered for first through fifth graders as an extension week to our 8-week camp option. Campers enjoyed trips to Mystic Waters, Museum of Science and Industry, and Glencoe Beach. They also participated in camp wars and campers' choice day activities. In 2022, we had 44 campers enrolled compared to 37 campers in 2021 and 24 campers in 2019.

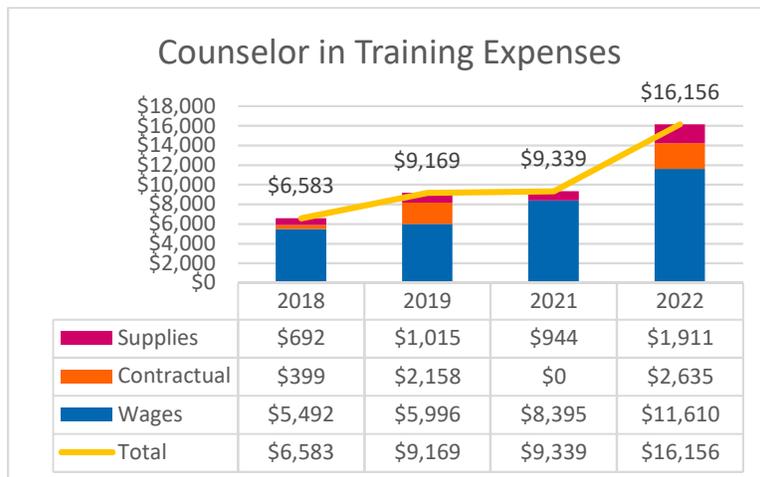
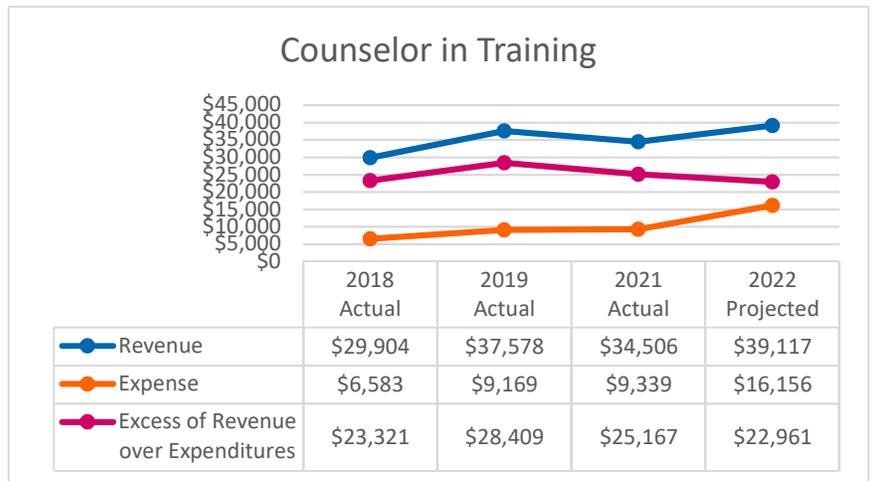
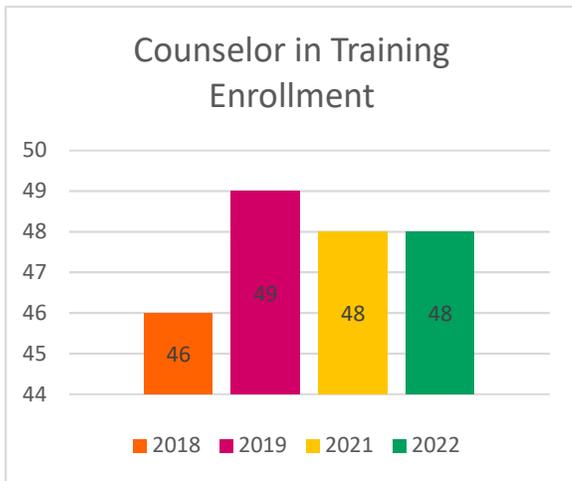
## Counselors-in-Training Camp

### Half-Day

The half-day Counselor-in-Training (CIT) program is designed for children entering 7th through 10th grades. Camp runs Monday-Friday from 8:30 AM-12 PM for the full 8 weeks of summer camp. CITs have the option to register for 8- or 4-week options. This camp has one director who is also the Baby Bears director. Our CITs start their days with a project or learning opportunity. CITs are assigned camp groups that they assist with each day. At the end of each four weeks, they have a pizza party and are provided an evaluation/feedback session. Next year, it is being explored to extend the half-day CIT program to end at 1 PM to align more consistently with our preschool camp day.

### Full-Day

The full-day Counselor-in-Training program is designed for children entering 7th through 10th grades. Camp runs Monday-Friday from 8:30 AM-3 PM for the full eight weeks of summer camp. CITs have the option to register for 8- or 4-week options. CIT Camp exposes campers to a mixture of day camp activities and camp staff experiences. CIT Camp thoughtfully integrates enjoyable summer activities with job training skills to prepare participants for a potential job on the camp staff team at the Glencoe Park District. CITs are assigned to camp groups based at Takiff Center and are expected to assist camp staff and learn daily camp operations. CITs receive a weekly evaluation, highlighting strengths, areas to improve, and weekly goals to become the ideal candidate for a camp position in the future. Please note, all charts are combined data for full day and half day Counselor-in-Training programs.



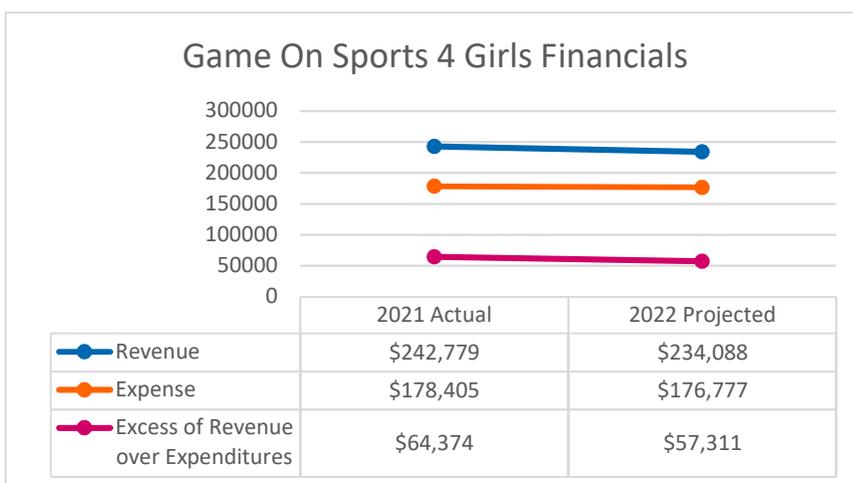
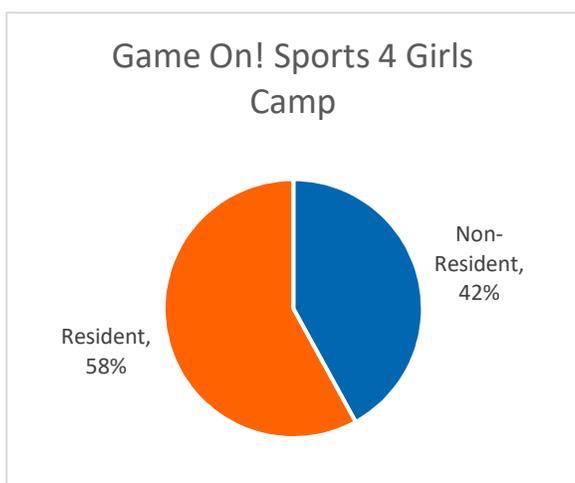
## Specialty Camps

### Game On! Sports 4 Girls Camp

This was our third summer partnering with Game On! Sports 4 Girls Camp. It ran for a total of nine weeks in 2022. This camp offers 8-, 4-, and 2-week registration options. The camp ran from 9 AM to 3 PM from Monday through Friday and was located at Watts Recreational Center. The Game On! Camp offered half-day from 9 AM-12 PM and full-day options for participants. During the summer, campers enjoyed trips to the beach and even got to cheer on the Chicago Sky.



In 2022, Game On! saw a decrease in revenue due to not offering ten weeks of camp. The district has a 75/25% revenue split agreement with Game-On!. This camp has a regional draw and attracts participants from other communities, as well as Glencoe residents. Enrollment was strong, and staff is hopeful that it continues into future years. In 2022, Game On! had more residents than non-residents for the nine-week camp. We expect this to stay the same moving forward. For summer 2023, Game On! is planning to align their camp schedule with Glencoe Park District’s traditional camps and focus on kindergarten through fourth grade.



### Game On! Sports 4 Boys Camp

This was the first summer we offered Game On! Sports 4 Boys Camp. This camp offers 8-, 4-, and 2-week registration options. The camp ran from 9 AM to 3 PM from Monday through Friday and was located at Watts Recreational Center. The Game On! Camp offered half-day from 9 AM-12 PM and full-day options for participants. Game On! decided to run for only the first three weeks of camp due to low enrollment for the remaining sessions of camp. Our projected revenue for Game On! Sports 4 Boys camp is \$30,222 and projected expenses are \$22,134 with a net of \$8,088.

For summer 2023, Game On! is planning to align their camp schedule with Glencoe Park District’s traditional camps and focus on kindergarten through fourth grade.

## Future Considerations

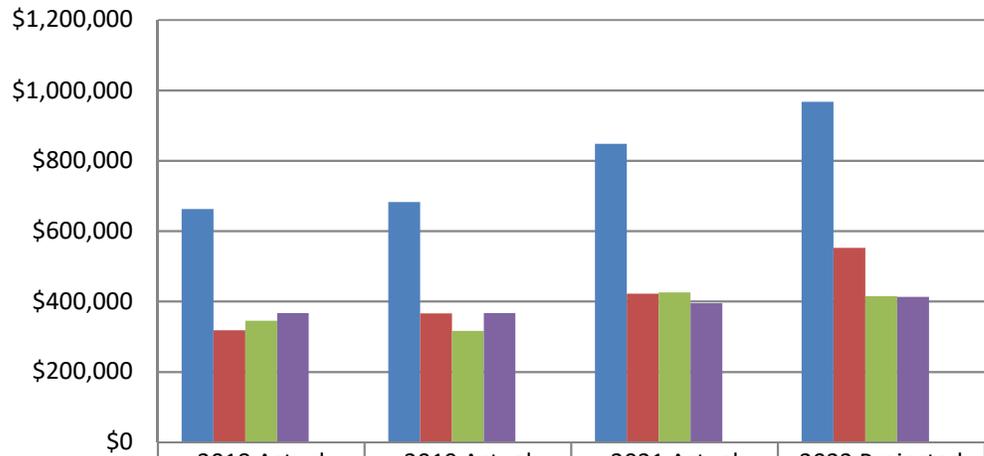
Each year, we strive to improve our camps and operations. In the process of debriefing from the 2022 camp season and reviewing the seasonal staff and parent survey results, the camp team has developed a list of considerations for the 2023 camp season.

- Streamlining activity section offerings to make registration options more straightforward for customers.
- Switching from CampDocs to ePACT, a secure electronic emergency network used to collect medical and emergency contact information, to eliminate software redundancies, I.E. DocuSign and CampDoc. This will also be rolled out for other care-based programs (Children’s Circle, ELC, Kids Club).
- Utilize ePACT dashboards to improve camper and program participant information collection experience for the customer as well as staff access to camper information.
- Explore BambooHR software to improve seasonal hiring and the onboarding experience for applicants while decreasing the administrative workload of full-time staff including online training modules.
- Based on survey results, increasing utilization of CampApp for posting camp photos and reminding parents of upcoming activities.
- Utilize online professional staff training resources to implement standardized camp training.
- Consider the fiscal impact of high staff retention rates and wage scale increases and adjust budget projections and camp fees accordingly.
- Develop age-specific camp activities and plans to make each camp distinctly attractive year after year.

## Overall Participation & Financial Information

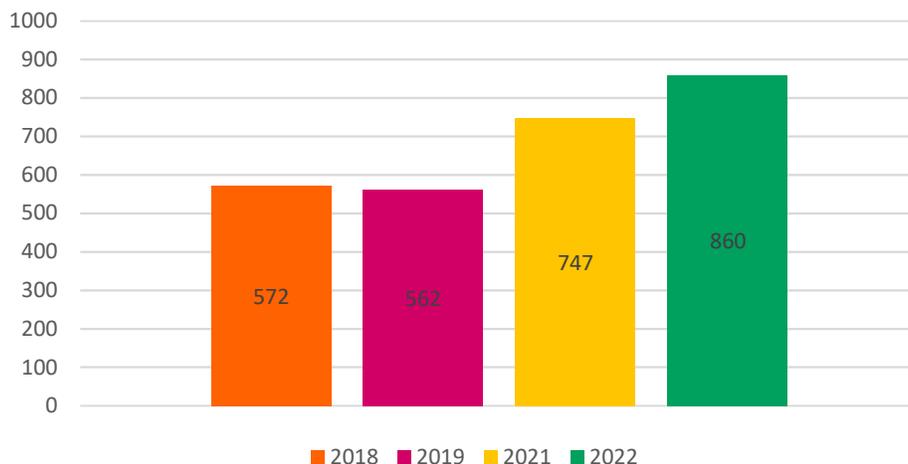
Overall, camp financials are trending in a positive direction. Enrollment and excess revenue over expenditures has increased over the last four years. We continue to see interest in specialty camps grow. Strong demand also continues for full-day camp options and specifically the need for care outside of the typical camp day. Please note these figures do not include Sailing and Aquatics Camp, which will be included in the Glencoe Beach Report.

### Overall Camp Financial Trends



	2018 Actual	2019 Actual	2021 Actual	2022 Projected
■ Revenue	\$662,757	\$682,847	\$848,236	\$967,133
■ Expense	\$317,880	\$366,399	\$422,146	\$552,266
■ Excess of Revenue over Expenditures	\$344,877	\$316,448	\$426,090	\$414,867
■ Budgeted Excess of Revenue over Expenditures	\$367,109	\$366,698	\$394,646	\$413,383
■ % Excess of Revenue over Expenditures	52.04%	46.34%	50.23%	42.90%

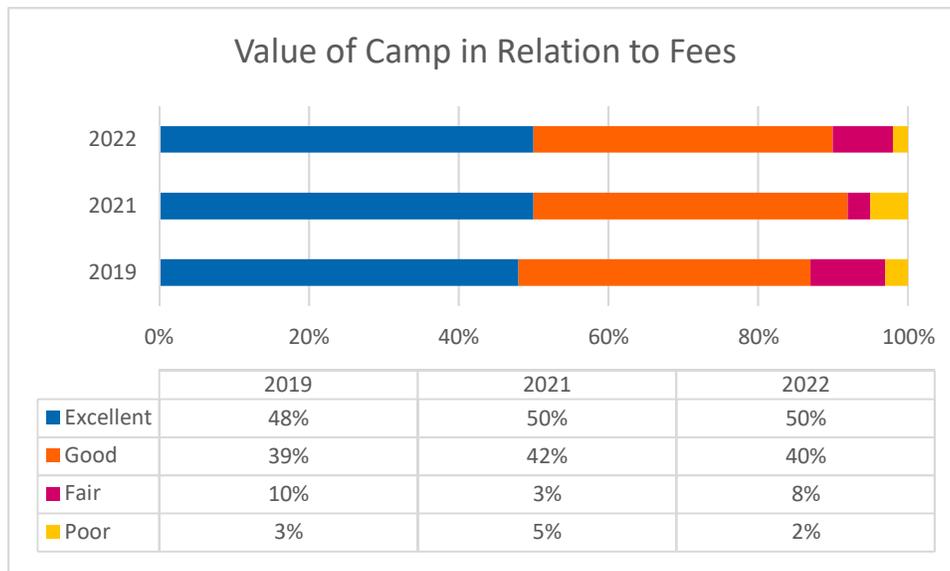
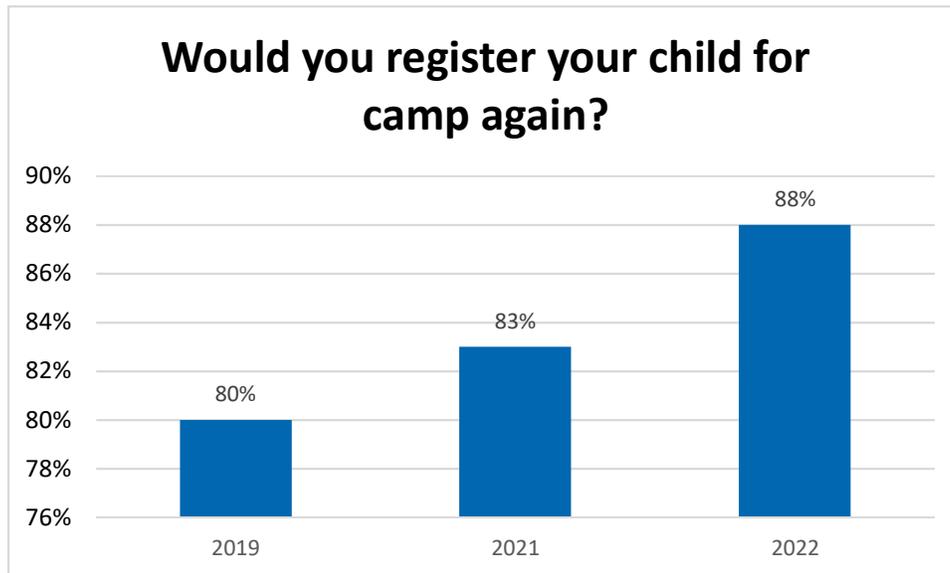
### Total Camp Enrollment



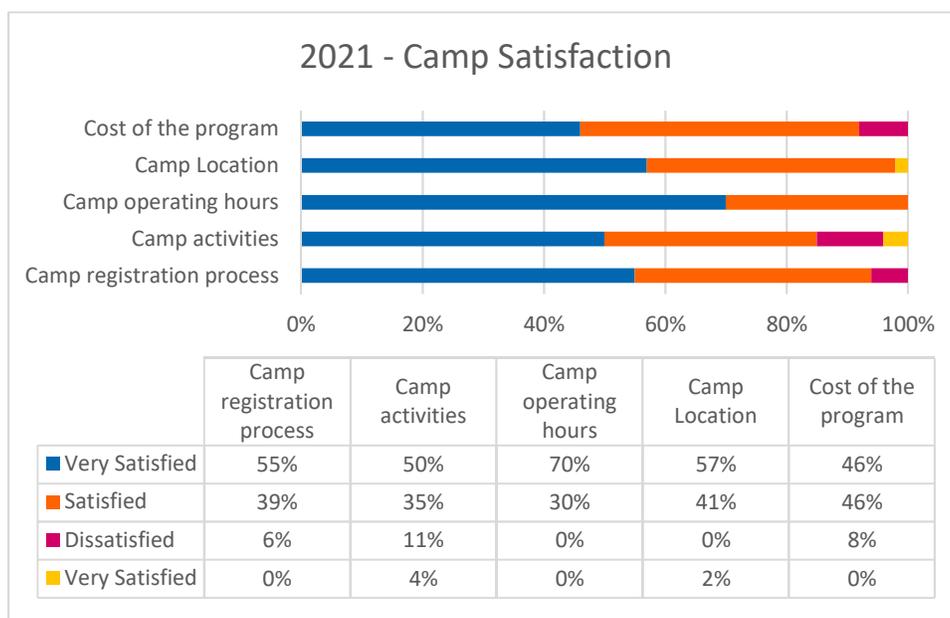
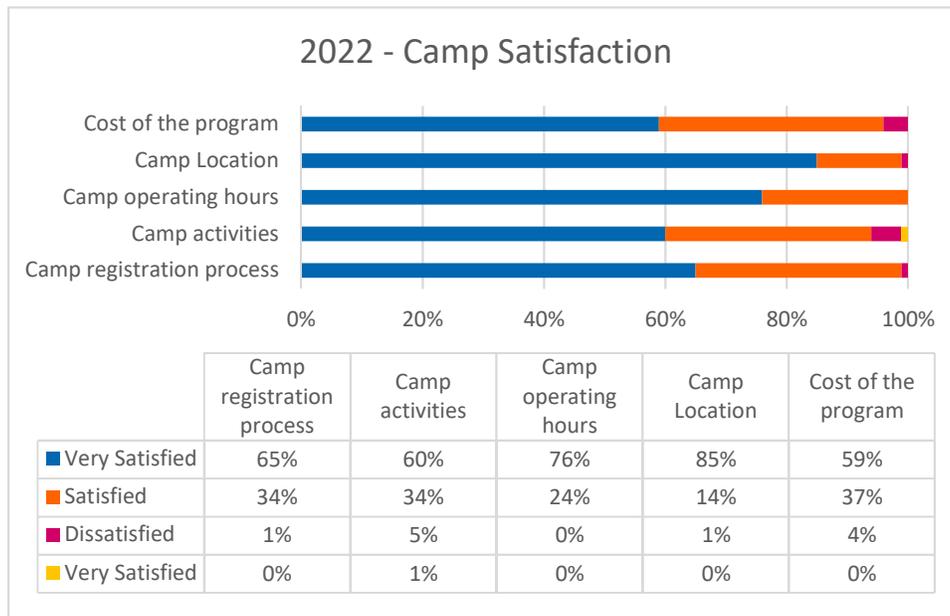
## Customer Feedback and Survey Results

At the end of each season, a survey is sent to the camp participants' families to solicit feedback used to improve and make changes to the camp program the following year. This year, 103 camp families completed the survey (46 in 2021, 113 in 2019, and 97 in 2018). The survey is created, distributed, and analyzed using Survey Monkey. Camp participants were asked about their camp experience from the registration process to staff, facilities, activities, field trips, and overall experience.

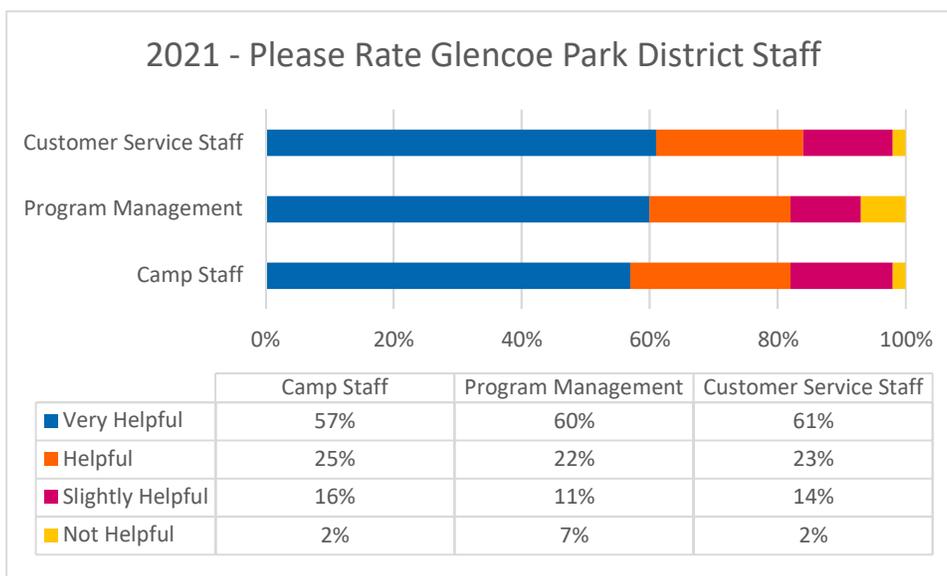
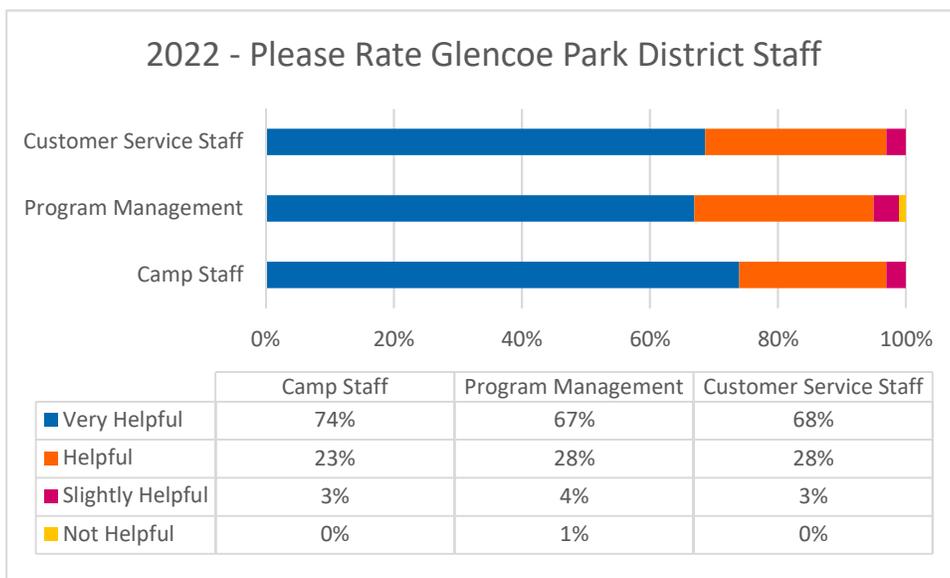
We had our second largest response to the survey this year. Responses to the survey were overwhelmingly positive with very few unsatisfactory responses. Camp families continue to appreciate the safety, affordability, and organization of all of our camp programs.



Overall, the satisfaction with the camp in 2022 improved significantly compared to 2021. Of the parents surveyed in 2022, 94% were satisfied or very satisfied with all areas asked about in the survey.



Overall, the rating of Park District staff in 2022 improved significantly compared to 2021. Most notably the feedback in the options of slightly helpful to not helpful was significantly less compared to 2021 in all three areas.



## Appendix A – Camp Schedules

### TEDDIES CALENDAR

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Week 1:</b> Getting to Know You		Tots N Tunes: Jeanie B		Water Day	
<b>Week 2:</b> Nature Week					
<b>Week 3:</b> July 4th Celebration		Tots N Tunes: Wendy and DB		Water Day	
<b>Week 4:</b> Messy Art	NO CAMP Enjoy 4th of July with your family!			Bubble Performer	

### TEDDIES CALENDAR

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Week 5:</b> Music		Tots N Tunes: Miss Jamie Magic Mania by Randy		Water Day	
<b>Week 6:</b> Pirate & Princess					
<b>Week 7:</b> Dinosaurs		Tots N Tunes: Istivan and His Imaginary Band		Water Day	
<b>Week 8:</b> Celebration		Glencoe Beach		Bounce House Mania!	

## PANDAS CALENDAR

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Week 1:</b> Getting to Know You					
<b>Week 2:</b> Nature Week			Amazing Minds		Water Day
<b>Week 3:</b> July 4th Celebration	Red, White, and Blue Cooking with Taste Buds				
<b>Week 4:</b> Messy Art	NO CAMP Enjoy 4th of July with your family!				Water Day

## PANDAS CALENDAR

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Week 5:</b> Music					
<b>Week 6:</b> Pirate & Princess	Pirate and Princess Performer				Water Day
<b>Week 7:</b> Dinosaurs	Frog Lady				
<b>Week 8:</b> Celebration					Water Day

## KOALAS CALENDAR

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Week 1:</b> Getting to Know You		Tots N Tunes: Jeanie B	Friends Park	Water Day	
<b>Week 2:</b> Nature Week		Duke Park	Amazing Minds		Water Day
<b>Week 3:</b> Star-Spangled Week	Red, White, and Blue Cooking with Taste Buds	Tots N Tunes: Wendy and DB	Old Elm Park	Water Day	
<b>Week 4:</b> Around the World	<b>NO CAMP</b> Enjoy 4th of July with your family!	Glencoe Beach		Bubble Performer	Water Day

## KOALAS CALENDAR

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Week 5:</b> Farm		Tots N Tunes: Miss Jamie Magic Mania by Randy	Friends Park	Water Day	
<b>Week 6:</b> Pirate & Princess	Pirate and Princess Performer		Duke Park		Water Day
<b>Week 7:</b> Dinosaurs	Frog Lady	Tots N Tunes: Istivan and His Imaginary Band	Old Elm Park	Water Day	
<b>Week 8:</b> Music Mania		Glencoe Beach		Bounce House Mania!	Water Day

## KINDER KORNER CALENDAR

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Week 1:</b> Getting to Know You		Tots N Tunes: Jeanie B		Water Day	Glencoe Beach
<b>Week 2:</b> Nature Week		Duke Park		Amazing Minds	Water Day
<b>Week 3:</b> Color Week	Red, White, and Blue Cooking with Taste Buds	Tots N Tunes: Wendy and DB		Water Day	Glencoe Beach
<b>Week 4:</b> Around the World	<b>NO CAMP</b> Enjoy 4th of July with your family!	Duke Park		Bubble Performer	Water Day

## KINDER KORNER CALENDAR

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Week 5:</b> Wild, Wild West		Tots N Tunes: Miss Jamie Magic Mania by Randy		Water Day	Glencoe Beach
<b>Week 6:</b> Pirate & Princess	Pirate and Princess Performer	Duke Park			Water Day
<b>Week 7:</b> Superhero	Frog Lady	Tots N Tunes: Istivan and His Imaginary Band		Water Day	Glencoe Beach
<b>Week 8:</b> Party Week		Duke Park		Bounce House Mania!	Water Day

## SUN FUN CALENDAR

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1	Welcome to Camp!	Camper's Choice	Hidden Creek Water Park	Crazy Sock Day	Chicago Sports Day 
Week 2	Glencoe Beach	Bowlero	Camper's Choice	Water Day	Super Hero Day 
Week 3	Glencoe Beach 	Camper's Choice	Wheeling Water Park	Tie-Dye Day	Olympics Day
Week 4	<b>NO CAMP</b> Enjoy 4th of July with your family!	Camper's Choice	Lincoln Park Zoo	Water Day	Color Wars *OVERNIGHTER! 

 = Pizza Lunch  
 = Cookout Lunch

## SUN FUN CALENDAR

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 5	Glencoe Beach 	Camper's Choice	Vernon Hills Water Park	Group Inventions	Carnival Day
Week 6	Glencoe Beach	Camper's Choice	Chicago Dogs Game	Santa's Village	Around the World 
Week 7	Glencoe Beach 	Camper's Choice	Wheeling Water Park	Tasty Thursday	Hawaiian Day
Week 8	Glencoe Beach	Camper's Choice 3rd Grade: Action Territory	1st & 2nd Grade: Pirate's Cove 3rd Grade: Chopped Contest w/ CA	Color Wars *Parent Night 	Glencoe Beach *Last Day of Camp 

 = Pizza Lunch  
 = Cookout Lunch

## CAMP ADVENTURE CALENDAR

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1	Welcome to Camp!	Par-King Mini Golf	Camp Adventure Club Day	Glencoe Beach 🍷	Chicago Sports Day
Week 2	Camp Adventure Club Day	Wheeling Water Park	Wacky Sox Wednesday	Glencoe Beach	Super Hero Day 🏠
Week 3	Camp Adventure Club Day	Vernon Hills Water Park	Camp Wars	Glencoe Beach 🍷	Olympics Day
Week 4	NO CAMP Enjoy 4th of July with your family!	Camp Adventure Club Day/ Tie Dye Day	Chicago White Sox Game 💰	Glencoe Beach	Color Wars *OVERNIGHTER! 🏠

🍷 = Pizza Lunch  
🏠 = Cookout Lunch  
💰 = Concession Lunch

## CAMP ADVENTURE CALENDAR

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 5	Camp Adventure Club Day	Bartlett Water Park	Wellness Wednesday	Glencoe Beach 🍷	Carnival Day
Week 6	Lincoln Park Zoo 💰	Amazing Race	Chicago Dogs Game	Glencoe Beach	Around the World 🏠
Week 7	Camp Adventure Club Day	Rainbow Falls Water Park	Camp Wars	Glencoe Beach 🍷	Hawaiian Day
Week 8	Camp Adventure Club Day/ Tie Dye Day	Action Territory	Chopped Contest	Color Wars *Parent Night 🏠	Glencoe Beach *Last Day of Camp 🍷

🍷 = Pizza Lunch  
🏠 = Cookout Lunch  
💰 = Concession Lunch

## ACTION QUEST CALENDAR

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 5	Rainbow Falls Water Park	Cardboard Regatta/ Tie-Dye Day	Glencoe Beach	Six Flags 	Halloween Day 
Week 6	Vernon Hills Water Park 	Amazing Race	Chicago Sky Game 	Glencoe Beach 	Hawaiian Day
Week 7	Bear Paw Beach	Board Game Day	Glencoe Beach 	Lincoln Park Zoo 	College Decision Day 
Week 8	Action Quest Bucks Day	Wheeling Water Park	Holiday Day <small>*Potluck Lunch</small>	Boundless Adventures	Glencoe Beach <small>*Last Day of Camp </small>

 = Pizza Lunch  
 = Cookout Lunch  
 = Concessions Available

## ACTION QUEST CALENDAR

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1	Welcome to Camp! Nerf Battle	Pinstripes Bowling <small>*Pizza and Brownie lunch</small>	Glencoe Beach	Top Golf <small>*Turkey Sandwich Lunch</small>	Olympics Day 
Week 2	STEM Day	Chicago Dogs Game 	Glencoe Beach 	Par-Ring Mini Golf	Marvel Day
Week 3	Wheeling Water Park 	Mobile Activity	Glencoe Beach	Main Event Arcade 	Color Wars 
Week 4	NO CAMP Enjoy 4th of July with your family!	Hidden Creek Water Park	Chicago White Sox Game <small>*OVERNIGHTER!</small> 	Glencoe Beach 	Around the World <small>*Potluck Lunch</small>

 = Pizza Lunch  
 = Cookout Lunch  
 = Concessions Available

# **VII. Financial Report**

Glencoe Park District  
October 2022 Board Meeting



# My G/L NEW Pooled Cash Report

Glencoe Park District  
For the Period Ending 9/30/2022

ACCOUNT #	ACCOUNT NAME	BEGINNING BALANCE	CURRENT ACTIVITY	CURRENT BALANCE	
<b>CLAIM ON CASH</b>					
<a href="#">10-00-000-1000</a>	CASH/INVESTMENTS	2,417,376.07	(260,118.24)	2,157,257.83	
<a href="#">25-00-000-1000</a>	CASH/INVESTMENTS	5,685,459.12	(140,353.82)	5,545,105.30	
<a href="#">30-00-000-1000</a>	CASH/INVESTMENTS	325,762.83	0.00	325,762.83	
<a href="#">35-00-000-1000</a>	CASH/INVESTMENTS	255,714.91	(24,855.83)	230,859.08	
<a href="#">36-00-000-1000</a>	CASH/INVESTMENTS	115,536.67	(20,898.50)	94,638.17	
<a href="#">40-00-000-1000</a>	CASH/INVESTMENTS	1,065,541.75	1,554.77	1,067,096.52	
<a href="#">45-00-000-1000</a>	CASH/INVESTMENTS	209,665.59	(17,806.21)	191,859.38	
<a href="#">50-00-000-1000</a>	CASH/INVESTMENTS	54,357.71	79.32	54,437.03	
<a href="#">55-00-000-1000</a>	CASH/INVESTMENTS	2,377.29	0.00	2,377.29	
<a href="#">65-00-000-1000</a>	CASH/INVESTMENTS	335,807.36	(152,749.26)	183,058.10	
<a href="#">67-00-000-1000</a>	CASH/INVESTMENTS	2,959,945.20	(75,513.59)	2,884,431.61	
<a href="#">69-00-000-1000</a>	CASH/INVESTMENTS	4,734,511.89	7,684.35	4,742,196.24	
<a href="#">70-00-000-1000</a>	CASH/INVESTMENTS	0.00	0.00	0.00	
<a href="#">75-00-000-1000</a>	CASH/INVESTMENTS	0.00	0.00	0.00	
<a href="#">80-00-000-1000</a>	CASH/INVESTMENTS	0.00	0.00	0.00	
<a href="#">90-00-000-1000</a>	CASH/INVESTMENTS	0.00	0.00	0.00	
<b>TOTAL CLAIM ON CASH</b>		<u>18,162,056.39</u>	<u>(682,977.01)</u>	<u>17,479,079.38</u>	
<b>CASH IN BANK</b>					
<b>Cash in Bank</b>					
<a href="#">99-00-000-1011</a>	Operating Corporate Account	373,589.54	106,394.40	479,983.94	
<a href="#">99-00-000-1012</a>	Operating PR Account	4,852.29	(1,072.77)	3,779.52	
<a href="#">99-00-000-1013</a>	IL Funds	5,388,670.52	11,142.11	5,399,812.63	
<a href="#">99-00-000-1014</a>	IPDLAF CDs	0.00	0.00	0.00	
<a href="#">99-00-000-1015</a>	IPDLAF MM	4,807,879.33	(791,386.56)	4,016,492.77	
<a href="#">99-00-000-1016</a>	PMA CDs	0.00	0.00	0.00	
<a href="#">99-00-000-1017</a>	PMA MM	3,617,482.57	82,340.43	3,699,823.00	
<a href="#">99-00-000-1018</a>	PMA 2020 BOND CDs	995,900.00	0.00	995,900.00	
<a href="#">99-00-000-1019</a>	PMA 2020 BONDS IPrime	209,903.60	(75,513.59)	134,390.01	
<a href="#">99-00-000-1020</a>	IPDLAF-OSLAD	0.00	0.00	0.00	
<a href="#">99-00-000-1021</a>	PMA - TREASURY	999,403.55	0.00	999,403.55	
<a href="#">99-00-000-1022</a>	PMA 2020 BOND - TREASURY	1,749,493.96	0.00	1,749,493.96	
<b>TOTAL: Cash in Bank</b>		<u>18,147,175.36</u>	<u>(668,095.98)</u>	<u>17,479,079.38</u>	
<b>TOTAL CASH IN BANK</b>		<u>18,147,175.36</u>	<u>(668,095.98)</u>	<u>17,479,079.38</u>	
<b>DUE TO OTHER FUNDS</b>					
<a href="#">99-00-000-2400</a>	Due To Other Funds	18,162,056.39	(682,977.01)	17,479,079.38	
<b>TOTAL DUE TO OTHER FUNDS</b>		<u>18,162,056.39</u>	<u>(682,977.01)</u>	<u>17,479,079.38</u>	
<b>Claim on Cash</b>	17,479,079.38	<b>Claim on Cash</b>	17,479,079.38	<b>Cash in Bank</b>	17,479,079.38
<b>Cash in Bank</b>	17,479,079.38	<b>Due To Other Funds</b>	17,479,079.38	<b>Due To Other Funds</b>	17,479,079.38
<b>Difference</b>	<u>0.00</u>	<b>Difference</b>	<u>0.00</u>	<b>Difference</b>	<u>0.00</u>

ACCOUNT #	ACCOUNT NAME	BEGINNING BALANCE	CURRENT ACTIVITY	CURRENT BALANCE	
<b>ACCOUNTS PAYABLE PENDING</b>					
<a href="#">10-00-000-2000</a>	VOUCHER PAYABLES	2,461.04	(2,461.04)	0.00	
<a href="#">25-00-000-2000</a>	VOUCHER PAYABLES	12,033.09	(12,033.09)	0.00	
<a href="#">30-00-000-2000</a>	VOUCHER PAYABLES	0.00	0.00	0.00	
<a href="#">35-00-000-2000</a>	VOUCHER PAYABLES	0.00	0.00	0.00	
<a href="#">36-00-000-2000</a>	VOUCHER PAYABLES	0.00	0.00	0.00	
<a href="#">40-00-000-2000</a>	VOUCHER PAYABLES	0.00	0.00	0.00	
<a href="#">45-00-000-2000</a>	VOUCHER PAYABLES	349.36	(349.36)	0.00	
<a href="#">50-00-000-2000</a>	VOUCHER PAYABLES	0.00	0.00	0.00	
<a href="#">55-00-000-2000</a>	VOUCHER PAYABLES	0.00	0.00	0.00	
<a href="#">65-00-000-2000</a>	VOUCHER PAYABLES	37.54	(37.54)	0.00	
<a href="#">67-00-000-2000</a>	VOUCHER PAYABLES	0.00	0.00	0.00	
<a href="#">69-00-000-2000</a>	VOUCHER PAYABLES	0.00	0.00	0.00	
<a href="#">70-00-000-2000</a>	VOUCHER PAYABLES	0.00	0.00	0.00	
<a href="#">75-00-000-2000</a>	VOUCHER PAYABLES	0.00	0.00	0.00	
<a href="#">80-00-000-2000</a>	VOUCHER PAYABLES	0.00	0.00	0.00	
<a href="#">90-00-000-2000</a>	VOUCHER PAYABLES	0.00	0.00	0.00	
<b>TOTAL ACCOUNTS PAYABLE PENDING</b>		<u>14,881.03</u>	<u>(14,881.03)</u>	<u>0.00</u>	
<b>DUE FROM OTHER FUNDS</b>					
<a href="#">99-00-000-1410</a>	Due From Corporate Fund	(2,461.04)	2,461.04	0.00	
<a href="#">99-00-000-1425</a>	Due From Recreation Fund	(12,033.09)	12,033.09	0.00	
<a href="#">99-00-000-1430</a>	Due From Special Recreation Fund	0.00	0.00	0.00	
<a href="#">99-00-000-1435</a>	Due From IMRF Retirement Fund	0.00	0.00	0.00	
<a href="#">99-00-000-1436</a>	Due From Social Security Fund	0.00	0.00	0.00	
<a href="#">99-00-000-1440</a>	Due From Bond & Interest Fund	0.00	0.00	0.00	
<a href="#">99-00-000-1445</a>	Due From Liability Insurance Fund	(349.36)	349.36	0.00	
<a href="#">99-00-000-1450</a>	Due From Workers Comp Fund	0.00	0.00	0.00	
<a href="#">99-00-000-1455</a>	Due From Audit Fund	0.00	0.00	0.00	
<a href="#">99-00-000-1465</a>	Due From Capital Projects Fund	(37.54)	37.54	0.00	
<a href="#">99-00-000-1467</a>	Due From Community Ctr Improvement Fund	0.00	0.00	0.00	
<a href="#">99-00-000-1469</a>	Due From Master Plan Capital Projects	0.00	0.00	0.00	
<a href="#">99-00-000-1470</a>	Due From Special Trust/Donation Fund	0.00	0.00	0.00	
<a href="#">99-00-000-1475</a>	Due From Impact Fee Fund	0.00	0.00	0.00	
<a href="#">99-00-000-1480</a>	Due From Gen L/T Debt	0.00	0.00	0.00	
<a href="#">99-00-000-1490</a>	Due From Gen Fixed Assets	0.00	0.00	0.00	
<b>TOTAL DUE FROM OTHER FUNDS</b>		<u>(14,881.03)</u>	<u>14,881.03</u>	<u>0.00</u>	
<b>ACCOUNTS PAYABLE</b>					
<a href="#">99-00-000-2000</a>	Vouchers Payable	0.00	0.00	0.00	
<b>TOTAL ACCOUNTS PAYABLE</b>		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	
<b>AP Pending</b>	0.00	<b>AP Pending</b>	0.00	<b>Due From Other Funds</b>	0.00
<b>Due From Other Funds</b>	0.00	<b>Accounts Payable</b>	0.00	<b>Accounts Payable</b>	0.00
<b>Difference</b>	<u>0.00</u>	<b>Difference</b>	<u>0.00</u>	<b>Difference</b>	<u>0.00</u>

**Glencoe Park District  
 Monthly Cash/Investments Report  
 September 2022**

<b><u>Operating and Capital Funds:</u></b>	<b><u>Rate</u></b>	<b><u>August 2022</u></b>	<b><u>September 2022</u></b>
BMO Harris Bank Corporate Account	0.79%	493,553.19	763,982.37
Illinois Park District Liquid Asset Fund GENERAL	2.26%	4,807,879.33	4,016,492.77
The Illinois Fund (Public Treasurers' Investment Pool)	2.52%	5,388,670.52	5,399,812.63
BMO Harris Bank Payroll Account	0.79%	15,820.26	13,104.18
PMA Financial/IPRIME Account	2.17%	3,614,218.57	3,623,933.75
PMA - US Treasuries	2.92%	999,403.55	999,403.55
Reconciling Items(Dep in Transit, O/S Checks, etc.)		(130,931.62)	(293,323.09)
Grand Total-Operating and Capital		<u>\$15,188,613.80</u>	<u>\$14,523,406.16</u>
<b><u>2020 Bond Proceeds:</u></b>			
PMA Financial/IPRIME Account	2.17%	213,167.60	210,279.26
PMA - US Treasuries	2.92%	1,749,493.96	1,749,493.96
PMA Certificates of Deposit:			
3 CDs at \$747,300 maturing October 11, 2022 (0.17% net)		747,300.00	747,300.00
1 CD at \$248,600 maturing October 14, 2022 (0.15% net)		248,600.00	248,600.00
Grand Total-2020 Bond Proceeds		<u>2,958,561.56</u>	<u>2,955,673.22</u>
Grand Total - All Funds		<u><u>18,147,175.36</u></u>	<u><u>17,479,079.38</u></u>

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

	<u>As of 9/30/2019</u>	<u>As of 9/30/2020</u>	<u>As of 9/30/2021</u>	<u>As of 9/30/2022</u>	<u>As of 8/31/2022</u>	<u>Variance from Prior Month</u>
<b><u>Recreation Department - Programs</u></b>						
Revenues	2,780,118	1,600,709	2,843,304	3,308,021	3,229,819	78,202
Wages	(449,041)	(238,750)	(377,576)	(495,739)	(464,167)	(31,572)
Contractual	(981,176)	(767,285)	(1,052,340)	(1,153,841)	(1,119,608)	(34,233)
Supplies	(101,202)	(35,853)	(76,723)	(111,506)	(104,386)	(7,120)
Excess (Deficiency) Rev over Exp	1,248,699	558,821	1,336,665	1,546,935	1,541,658	
<b><u>Children's Circle Department</u></b>						
Revenue	801,453	801,620	1,164,813	1,060,532	(a) 899,813	160,719
Expense	(716,195)	(705,164)	(796,393)	(770,055)	(670,552)	(99,503)
Excess (Deficiency) Rev over Exp	85,258	96,456	368,420	290,477	229,261	
<b><u>Fitness Department</u></b>						
Revenue	14,668	11,258	20,157	32,014	28,265	3,749
Expense	(26,537)	(18,573)	(20,707)	(30,915)	(22,967)	(7,948)
Excess (Deficiency) Rev over Exp	(11,869)	(7,315)	(550)	1,099	5,298	
<b><u>Beach Department</u></b>						
Revenue	286,971	254,241	551,153	384,056	383,477	579
Expense	(187,471)	(207,123)	(239,186)	(204,571)	(172,336)	(32,235)
Excess (Deficiency) Rev over Exp	99,500	47,118	311,967	179,485	211,141	
<b><u>Boating Department</u></b>						
Revenue	96,088	100,556	118,091	109,005	105,007	3,998
Expense	(118,175)	(91,565)	(109,039)	(102,393)	(88,247)	(14,146)
Excess (Deficiency) Rev over Exp	(22,087)	8,991	9,052	6,612	16,760	
<b>Beach/Boating Dept Total:</b>	77,413	56,109	321,019	186,097	227,901	
<b><u>Watts Department</u></b>						
Revenue	11,565	7,499	11,386	7,368	6,411	957
Expenses	(121,519)	(105,822)	(110,775)	(113,109)	(90,291)	(22,818)
Excess (Deficiency) Rev over Exp	(109,954)	(98,323)	(99,389)	(105,741)	(83,880)	
<b><u>G &amp; A (Administration)</u></b>						
Revenue (excl G&A Tfr)	18,280	18,855	20,740	0	0	0
Expense	(688,280)	(692,412)	(790,120)	(605,276)	(518,325)	(86,951)
Excess (Deficiency) Rev over Exp	(670,000)	(673,557)	(769,380)	(605,276)	(518,325)	
<b><u>Parks Department</u></b>						
Revenue	10,500	13,662	29,051	9,225	9,190	35
Expense	(749,393)	(585,530)	(853,973)	(781,607)	(623,037)	(158,570)
Excess (Deficiency) Rev over Exp	(738,893)	(571,868)	(824,922)	(772,382)	(613,847)	
<b><u>Rec-Admin/Takiff Department</u></b>						
Revenues	1,196,267	1,063,824	1,003,631	846,035	831,922	14,113
Expenses	(1,835,843)	(1,984,862)	(1,207,647)	(1,763,199)	(b) (1,560,173)	(203,026)
Excess (Deficiency) Rev over Exp	(639,576)	(921,038)	(204,016)	(917,164)	(728,251)	
<b><u>Corporate-Admin</u></b>						
Revenues			1,168,567	1,326,449	1,318,030	8,419
Expenses			(250,347)	(1,345,750)	(c) (1,303,500)	(42,250)
Excess (Deficiency) Rev over Exp			918,220	(19,301)	14,530	

- (a) 2021 revenue includes one time grant revenue of \$85,860.  
(b) \$400,000 transfer to fund 69 in 2022, no transfer from Recreation fund in 2021  
(c) \$1,050,000 transfer to fund 69 in 2022, no transfer from Corporate fund to fund 69 in 2021

# FY2022/23 BUDGET

	FY 23 BUDGETED REVENUE	FY 23 BUDGETED EXPENDITURES	FY 23 G&A ALLOCATION	FY 23 BUDGETED EXPENDITURES - G&A ALLOCATED	FY 23 EXCESS REV OVER (UNDER) EXPENDITURES	FY 23 TRANSFERS	FY 23 CHANGE IN FUND BALANCE	BEGINNING FUND BALANCE	ENDING FUND BALANCE	FUND BALANCE AS A % OF TOTAL EXPENDITURES
<b>CORPORATE FUND</b>										
Administration	\$ 2,260,750	\$ -	\$ -	\$ -	\$ 2,260,750	\$ (1,557,000)	\$ 703,750			
General and Administration	-	1,105,296	(1,105,296)	-	-	-	-			
Parks Department	-	1,384,411	309,483	1,693,894	(1,693,894)	-	(1,693,894)			
Watts Ice Center	246,167	293,870	44,212	338,082	(91,915)	-	(91,915)			
Beach	432,699	280,125	50,291	330,416	102,283	-	102,283			
Boathouse	130,833	166,795	27,080	193,875	(63,042)	-	(63,042)			
<b>CORPORATE - TOTAL</b>	<b>3,070,449</b>	<b>3,230,497</b>	<b>(674,230)</b>	<b>2,556,267</b>	<b>514,182</b>	<b>(1,557,000)</b>	<b>(1,042,818)</b>	<b>2,743,447</b>	<b>1,700,629</b>	<b>66.53%</b>
<b>RECREATION FUND</b>										
Administration/Takiff	1,367,694	1,930,896	641,071	2,571,967	(1,204,273)	(400,000)	(1,604,273)			
Recreation Programs	3,668,827	2,459,243	-	2,459,243	1,209,583	-	1,209,583			
Children's Circle	1,909,512	1,756,783	33,159	1,789,942	119,570	-	119,570			
Fitness	45,330	52,895	-	52,895	(7,565)	-	(7,565)			
<b>RECREATION - TOTAL</b>	<b>6,991,363</b>	<b>6,199,817</b>	<b>674,230</b>	<b>6,874,047</b>	<b>117,315</b>	<b>(400,000)</b>	<b>(282,685)</b>	<b>4,572,665</b>	<b>4,289,980</b>	<b>62.41%</b>
<b>MAJOR OPERATING - TOTAL</b>	<b>\$ 10,061,812</b>	<b>\$ 9,430,314</b>	<b>\$ -</b>	<b>\$ 9,430,314</b>	<b>\$ 631,497</b>	<b>\$ (1,957,000)</b>	<b>\$ (1,325,503)</b>	<b>\$ 7,316,112</b>	<b>\$ 5,990,609</b>	<b>63.53%</b>
<b>OTHER OPERATING FUNDS</b>										
SPECIAL RECREATION FUND	\$ 392,500	\$ 442,500	\$ -	\$ 442,500	\$ (50,000)	\$ -	\$ (50,000)	\$ 160,439	\$ 110,439	<b>24.96%</b>
PENSION/RETIREMENT FUND	395,175	390,000	-	390,000	5,175	-	5,175	204,776	209,951	<b>53.83%</b>
SOCIAL SECURITY/MEDICARE FUND	304,000	307,000	-	307,000	(3,000)	-	(3,000)	112,823	109,823	<b>35.77%</b>
BOND & INTEREST FUND	1,372,267	1,319,270	-	1,319,270	52,997	-	52,997	447,603	500,600	<b>37.95%</b>
LIABILITY INSURANCE FUND	162,700	260,204	-	260,204	(97,504)	-	(97,504)	166,064	68,560	<b>26.35%</b>
WORKERS' COMPENSATION FUND	47,040	48,906	-	48,906	(1,866)	-	(1,866)	38,353	36,487	<b>74.61%</b>
AUDIT FUND	17,600	16,350	-	16,350	1,250	-	1,250	9,447	10,697	<b>65.43%</b>
<b>CAPITAL FUNDS:</b>										
CAPITAL PROJECTS FUND	\$ 300	\$ 610,000	\$ -	\$ 610,000	\$ (609,700)	\$ 507,000	\$ (102,700)	\$ 137,006	\$ 34,306	
2020 BOND PROCEEDS	1,502	5,837,000	-	5,837,000	(5,835,498)	-	(5,835,498)	3,400,247	(2,435,251)	
MASTER PLAN CAPITAL FUND	309,089	105,000	-	105,000	204,089	1,450,000	1,654,089	2,747,526	4,401,615	
<b>SUBTOTAL - CAPITAL FUNDS</b>	<b>310,891</b>	<b>6,552,000</b>	<b>-</b>	<b>6,552,000</b>	<b>(6,241,109)</b>	<b>1,957,000</b>	<b>(4,284,109)</b>	<b>6,284,779</b>	<b>2,000,670</b>	<b>N/A</b>
<b>ALL FUNDS - TOTAL</b>	<b>\$ 13,063,985</b>	<b>\$ 18,766,544</b>	<b>\$ -</b>	<b>\$ 18,766,544</b>	<b>\$ (5,702,560)</b>	<b>\$ -</b>	<b>\$ (5,702,560)</b>	<b>\$ 14,740,396</b>	<b>\$ 9,037,836</b>	

# FY2022/23 PROJECTIONS

	PROJECTED FY 23 REVENUE	PROJECTED FY 23 EXPENDITURES	FY 23 G&A ALLOCATION	PROJECTED FY 23 EXPENDITURES - G&A ALLOCATED	PROJECTED EXCESS OF REVENUE OVER EXPENDITURES	INTERFUND TRANSFERS	PROJECTED NET CHANGE IN FUND BALANCE	BEGINNING FUND BALANCE	ENDING FUND BALANCE	FUND BALANCE AS A % OF TOTAL EXPENDITURES
<b>CORPORATE FUND</b>										
Administration	\$ 2,320,150	\$ -	\$ -	\$ -	\$ 2,320,150	\$ (1,557,000)	\$ 763,150			
General and Administration	-	1,135,595	(1,135,595)	-	-	-	-			
Parks Department	5,576	1,119,008	317,967	1,436,975	(1,431,399)	-	(1,431,399)			
Watts Ice Center	243,267	304,153	45,424	349,577	(106,310)	-	(106,310)			
Beach	386,543	243,192	51,670	294,862	91,681	-	91,681			
Boathouse	117,393	136,952	27,822	164,774	(47,381)	-	(47,381)			
<b>CORPORATE - TOTAL</b>	<b>3,072,929</b>	<b>2,938,900</b>	<b>(692,712)</b>	<b>2,246,188</b>	<b>826,741</b>	<b>(1,557,000)</b>	<b>(730,259)</b>	<b>2,894,551</b>	<b>2,164,292</b>	<b>96.35%</b>
<b>RECREATION FUND</b>										
Administration/Takiff	1,470,278	1,786,524	647,288	2,433,812	(963,534)	(400,000)	(1,363,534)			
Recreation Programs	3,980,874	2,559,621	-	2,559,621	1,421,253	-	1,421,253			
Children's Circle	1,913,649	1,421,668	45,424	1,467,092	446,557	-	446,557			
Fitness	50,903	53,703	-	53,703	(2,800)	-	(2,800)			
<b>RECREATION - TOTAL</b>	<b>7,415,704</b>	<b>5,821,516</b>	<b>692,712</b>	<b>6,514,228</b>	<b>901,476</b>	<b>(400,000)</b>	<b>501,476</b>	<b>4,627,734</b>	<b>5,129,210</b>	<b>78.74%</b>
<b>MAJOR OPERATING - TOTAL</b>	<b>\$ 10,488,633</b>	<b>\$ 8,760,416</b>	<b>\$ -</b>	<b>\$ 8,760,416</b>	<b>\$ 1,728,217</b>	<b>\$ (1,957,000)</b>	<b>\$ (228,783)</b>	<b>\$ 7,522,285</b>	<b>\$ 7,293,502</b>	<b>83.26%</b>
<b>OTHER OPERATING FUNDS</b>										
SPECIAL RECREATION FUND	\$ 392,500	\$ 167,500	\$ -	\$ 167,500	\$ 225,000	\$ -	\$ 225,000	\$ 216,263	\$ 441,263	<b>263.44%</b>
PENSION/RETIREMENT FUND	398,000	341,000	-	341,000	57,000	-	57,000	204,981	261,981	<b>76.83%</b>
SOCIAL SECURITY/MEDICARE FUND	305,400	310,000	-	310,000	(4,600)	-	(4,600)	112,657	108,057	<b>34.86%</b>
BOND & INTEREST FUND	1,369,119	1,318,400	-	1,318,400	50,719	-	50,719	470,401	521,120	<b>39.53%</b>
LIABILITY INSURANCE FUND	161,000	228,160	-	228,160	(67,160)	-	(67,160)	182,867	115,707	<b>50.71%</b>
WORKERS' COMPENSATION FUND	47,500	48,906	-	48,906	(1,406)	-	(1,406)	41,064	39,658	<b>81.09%</b>
AUDIT FUND	18,000	17,000	-	17,000	1,000	-	1,000	6,063	7,063	<b>41.55%</b>
<b>CAPITAL FUNDS:</b>										
CAPITAL PROJECTS FUND	\$ 3,500	\$ 582,390	\$ -	\$ 582,390	\$ (578,890)	\$ 507,000	\$ (71,890)	\$ 170,841	\$ 98,951	
2020 BOND PROCEEDS	75,000	1,493,320	-	1,493,320	(1,418,320)	-	(1,418,320)	3,390,026	1,971,706	
MASTER PLAN CAPITAL FUND	259,585	16,000	-	16,000	243,585	1,450,000	1,693,585	2,989,195	4,682,780	
<b>SUBTOTAL - CAPITAL FUNDS</b>	<b>338,085</b>	<b>2,091,710</b>	<b>-</b>	<b>2,091,710</b>	<b>(1,753,625)</b>	<b>1,957,000</b>	<b>203,375</b>	<b>6,550,062</b>	<b>6,753,437</b>	<b>N/A</b>
<b>ALL FUNDS - TOTAL</b>	<b>\$ 13,518,237</b>	<b>\$ 13,283,092</b>	<b>\$ -</b>	<b>\$ 13,283,092</b>	<b>\$ 235,145</b>	<b>\$ -</b>	<b>\$ 235,145</b>	<b>\$ 15,306,643</b>	<b>\$ 15,541,788</b>	

# FY2022/23 PROJECTIONS (Assuming Fully Staffed)

	PROJECTED FY 23 REVENUE	PROJECTED FY 23 EXPENDITURES	FY 23 G&A ALLOCATION	PROJECTED FY 23 EXPENDITURES - G&A ALLOCATED	PROJECTED EXCESS OF REVENUE OVER EXPENDITURES	INTERFUND TRANSFERS	PROJECTED NET CHANGE IN FUND BALANCE	BEGINNING FUND BALANCE	ENDING FUND BALANCE	FUND BALANCE AS A % OF TOTAL EXPENDITURES
<b>CORPORATE FUND</b>										
Administration	\$ 2,260,750	\$ -	\$ -	\$ -	\$ 2,260,750	\$ (1,557,000)	\$ 703,750			
General and Administration	-	1,135,595	(1,135,595)	-	-	-	-			
Parks Department	5,576	1,283,103	317,967	1,601,070	(1,595,494)	-	(1,595,494)			
Watts Ice Center	243,267	312,433	45,424	357,857	(114,590)	-	(114,590)			
Beach	386,543	285,595	51,670	337,265	49,278	-	49,278			
Boathouse	117,393	156,875	27,822	184,697	(67,304)	-	(67,304)			
<b>CORPORATE - TOTAL</b>	<b>3,013,529</b>	<b>3,173,601</b>	<b>(692,712)</b>	<b>2,480,889</b>	<b>532,640</b>	<b>(1,557,000)</b>	<b>(1,024,360)</b>	<b>2,894,551</b>	<b>1,870,191</b>	<b>75.38%</b>
<b>RECREATION FUND</b>										
Administration/Takiff	1,410,278	1,959,887	647,288	2,607,175	(1,196,897)	(400,000)	(1,596,897)			
Recreation Programs	3,980,874	2,496,384	-	2,496,384	1,484,490	-	1,484,490			
Children's Circle	1,913,649	1,677,440	45,424	1,722,864	190,785	-	190,785			
Fitness	50,903	54,760	-	54,760	(3,857)	-	(3,857)			
<b>RECREATION - TOTAL</b>	<b>7,355,704</b>	<b>6,188,471</b>	<b>692,712</b>	<b>6,881,183</b>	<b>474,521</b>	<b>(400,000)</b>	<b>74,521</b>	<b>4,627,734</b>	<b>4,702,255</b>	<b>68.33%</b>
<b>MAJOR OPERATING - TOTAL</b>	<b>\$ 10,369,233</b>	<b>\$ 9,362,072</b>	<b>\$ -</b>	<b>\$ 9,362,072</b>	<b>\$ 1,007,161</b>	<b>\$ (1,957,000)</b>	<b>\$ (949,839)</b>	<b>\$ 7,522,285</b>	<b>\$ 6,572,446</b>	<b>70.20%</b>
<b>OTHER OPERATING FUNDS</b>										
SPECIAL RECREATION FUND	\$ 392,500	\$ 467,500	\$ -	\$ 467,500	\$ (75,000)	\$ -	\$ (75,000)	\$ 216,263	\$ 141,263	<b>30.22%</b>
PENSION/RETIREMENT FUND	398,000	341,000	-	341,000	57,000	-	57,000	204,981	261,981	<b>76.83%</b>
SOCIAL SECURITY/MEDICARE FUND	305,400	310,000	-	310,000	(4,600)	-	(4,600)	112,657	108,057	<b>34.86%</b>
BOND & INTEREST FUND	1,369,119	1,318,400	-	1,318,400	50,719	-	50,719	470,401	521,120	<b>39.53%</b>
LIABILITY INSURANCE FUND	161,000	228,160	-	228,160	(67,160)	-	(67,160)	182,867	115,707	<b>50.71%</b>
WORKERS' COMPENSATION FUND	47,500	48,906	-	48,906	(1,406)	-	(1,406)	41,064	39,658	<b>81.09%</b>
AUDIT FUND	18,000	17,000	-	17,000	1,000	-	1,000	6,063	7,063	<b>41.55%</b>
<b>CAPITAL FUNDS:</b>										
CAPITAL PROJECTS FUND	\$ 3,500	\$ 582,390	\$ -	\$ 582,390	\$ (578,890)	\$ 507,000	\$ (71,890)	\$ 170,841	\$ 98,951	
2020 BOND PROCEEDS	75,000	3,465,026	-	3,465,026	(3,390,026)	-	(3,390,026)	3,390,026	-	
MASTER PLAN CAPITAL FUND	259,585	3,849,294	-	3,849,294	(3,589,709)	1,450,000	(2,139,709)	2,989,195	849,486	
<b>SUBTOTAL - CAPITAL FUNDS</b>	<b>338,085</b>	<b>7,896,710</b>	<b>-</b>	<b>7,896,710</b>	<b>(7,558,625)</b>	<b>1,957,000</b>	<b>(5,601,625)</b>	<b>6,550,062</b>	<b>948,437</b>	<b>N/A</b>
<b>ALL FUNDS - TOTAL</b>	<b>\$ 13,398,837</b>	<b>\$ 19,989,748</b>	<b>\$ -</b>	<b>\$ 19,989,748</b>	<b>\$ (6,590,911)</b>	<b>\$ -</b>	<b>\$ (6,590,911)</b>	<b>\$ 15,306,643</b>	<b>\$ 8,715,732</b>	

# **VIII. Executive Director's Report**

Glencoe Park District  
October 2022 Board Meeting

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

**IPRA, IAPD, and Legislative Updates**

- **IPRA**

I have been elected as the Illinois Park & Recreation Association (IPRA) 2023 Board Chair and will take office at the IPRA/IAPD Conference in January 2023. I appreciate the support of the Glencoe Park District Board and staff! Reflecting on my upcoming role, I have always felt the development and growth of our professionals is the highest calling of leadership. I am excited and honored for the opportunity to lead a dedicated Board, support and listen to section members, and work alongside the amazing IPRA staff. Established in 1944, IPRA serves nearly 2,500 park, recreation, and conservation professionals throughout the state and is a national leader in providing premier education, networking, and resources. For more information about IPRA and its board and mission, please visit the IPRA website at [ILipra.org](http://ILipra.org). One of the initiatives the Board is working on this year is a Work Place Task Force led by another Board member, myself, and ten other HR professionals from around the state. We will dive into the issue of how IPRA can assist agencies in recruiting both full- and part-time staff to our profession.

- **IAPD Educational Offerings**

John, Kyle, Bobby, and I will be attending the IAPD Legal Symposium on Thursday, November 3. This symposium is one of the best ways to make sure our agency is keeping up-to-date with recent legal changes affecting park and recreation agencies. This year's symposium will once again be held at The Conference Center / Hyatt Lodge, which was formerly McDonald's University, in Oak Brook.

- **Conference and IAPD Business Meeting**

The Soaring to New Heights Conference is coming up on January 26-28, 2023. This conference is co-sponsored between IPRA and IAPD. There are many sessions geared toward commissioners, especially on Saturday. We welcome commissioners to attend this excellent learning opportunity, even if it is for one day. Please let Jenny and I know if you would like to attend, and we will take care of registering you. The event is located at the Hyatt Regency Chicago.

The IAPD Annual Business Meeting is scheduled on Saturday, January 28, 2023 at 3:30pm at the Hyatt Regency Chicago. They are requesting a representative attend the meeting. The by-laws state, "Each member district shall be entitled to be represented at all association meetings and conferences by a delegate or delegates. Delegates of the association meetings or conference may include members of the governing boards or member districts, the secretary, attorney, treasurer, director or any paid employee of the member district." I will be there and would be happy to represent the District, if you so desire, or you can appoint a Board member.

- **Legislative Updates**

On Thursday, October 6, area park district directors met with Senator Morris and Representatives Morgan and Carroll on different issues facing our agencies. Issues discussed were concerns about the early childhood industry in regards to teachers and program affordability for parents, park district safety in regards to funding needed to improve security at our facilities and special events, the need for legislative changes in regards to extending the ability for park districts to enter into 10-year contracts for solar panel improvements, OSLAD grants, PARC grants, and other items.

## Grants

- 2023 OSLAD Grant Submittal for West Park

Application for the West Park Project OSLAD Grant was submitted on Thursday, September 29. We are not likely to find out about award status for 6-8 months. While we feel the adjustments made to the project scope will give us the greatest opportunity for award, this is a competitive grant with hundreds of other submissions. If the project does not receive funding, we would consider the advancement of the baseball field work independently.

- IDNR Grant for Tree Inventory/Tree Management Plan

Our grant application for the IDNR Urban and Community Forestry Grant was submitted on October 6. The matching grant of up to \$25,000 would help us complete a modern GIS software-based tree inventory and development of a professional tree care management plan. These efforts are critical to understanding the size, diversity, and condition of our tree canopy and will help guide our tree care and maintenance activities moving forward.

## Finance and Business Services

- 2021/22 Tax Levies

The county has yet to provide final extended rates for the 2021 tax levy. Therefore, staff was forced to work off of estimates in establishing 2022 levy amounts. The proposed 2022 tax levy will result in a required Truth in Taxation Hearing. The District has historically held a Truth in Taxation Hearing regardless of whether required to or not. The Truth in Taxation Resolution is included in your packet and is on the agenda to be approved at the regular meeting. The levy hearing will then be held at the regular Board meeting on November 15, and the Levy Ordinance will be approved by the Board at that same meeting. The ordinance can then be filed at the Cook County Clerk's office, well before the December 27 filing deadline.

- Health Insurance

Staff attended the PDRMA Health Plan Membership Council webinar meeting on September 28. The rates for health insurance for 2023, as well as benefit plan changes, were discussed and approved by the Council. A full memo on the renewal was prepared by staff and included in the Board packet. Staff asks the Board to approve their recommendation at the regular meeting on October 18, as our plan selection forms must be returned to PDRMA Health by October 21. Open enrollment will be held November 14-December 2.

- FY2023/24 Budget In-Service Training/Proposed Capital

A budget in-service training session was held the week of October 10 for department heads and management staff who help complete the annual budget. As in prior years, this training helps to ensure budget worksheets are completed accurately and on a timely basis, and that staff are aware of key dates and budgetary assumptions in this process. Capital wish list items for Capital Fund 65 are being submitted to the Executive Director by mid to late October, and by the end of October the executive management team will rank these items for discussion with the Board and eventual inclusion in the First FY2023/24 Budget Draft.

- The Glencoe Park District Financial Legal Calendar that we use for planning for FY2023/2024 can be found in Appendix A.

## Marketing and Communications

Erin has been busy promoting programs and events (details can be found in Appendix D). The new brochure was delivered to homes this week. Marketing preparations are in high gear for the upcoming Watts Ice Season.

## Parks and Planning

- Lakefront Park
  - If the Board approves the final design and construction agreement with Hitchcock, we will begin the final steps in project planning. The updated construction cost estimate is \$869,042. Up to this point, the District has spent \$23,054 for design and has a \$62,730 proposal before the Board tonight for final design/permitting/bidding/construction services. This brings the current project cost estimate to \$954,856
  - If advanced, staff will work with Hitchcock Design Group on bidding and construction timelines.
- Community Hall A/V Project

Extremely long lead times on critical components of this project have caused the project completion date to be pushed back until the third quarter of 2023. While we are extremely disappointed by this lengthy delay, our discussions with the project engineer and other industry professionals have indicated this is a problem with all manufacturers. Their recommendation was to stay the course as switching to another manufacturer would likely take us out of the middle of one very long line and put us at the back of another very long line. We are hopeful that supply chain issues will relax and the timeline can move up, but for now, we have to just plan for this project not being completed until middle to late 2023.
- Safran House Window and Tuckpointing
  - Tuckpointing has been completed on the hip wall at the Safran Beach House
  - Windows have been ordered and will likely be installed in the winter or early spring.
- Watts
  - The dasher board portion of the project is underway. Board replacement should be wrapped up by the end of the month just in time for ice rink preparations.
  - The remainder of the Watts project is currently being re-bid. We anticipate a bid release date in mid-October with a bid opening date in November followed by Board approval at the November 15 meeting for at least portions of the project for long lead time trades.
- Takiff Bleachers Cleaning and Tuckpointing

Staff accepted a proposal for cleaning and tuckpointing of the stone bleachers at the Takiff baseball field. The replacement of the wooden bleacher tops and now the cleaning and tuckpointing provide necessary repairs from a safety standpoint, but also give the space a much need facelift.
- Garbage and Recycling Services

Staff reviewed proposals from Waste Management, Groot, and Lakeshore Recycling Service (LRS) for garbage and recycling services. All three vendors were very close to one another with LRS being the lowest. LRS is the Village of Glencoe's provider and comes recommended. We will enter into a 12-month contract initially and assess the service level at the tail end of this contract.
- Crib Wall

We are working with the Village of Glencoe and CBBEL engineering for the advancement of the crib wall replacement project. This will be a combined effort between both organizations to address the failing infrastructure leading down to the beach and the water treatment plant. 50% of the drawing is already complete and we are working towards bidding the project for spring construction.

- **Park Beautification**  
The Parks Team, with the assistance of a local landscape architect, planted our flagship parks with new fall displays. The plants were purchased from a local nursery. Please take the time to visit the parks and enjoy the beauty that fall can bring.
- See Appendix C for more information on our busy fall parks endeavors and pictures.

## **Recreation and Facilities**

- **Glencoe Beach**  
The 2022 summer beach season officially ended on Labor Day. We thank our excellent beach staff for another safe and successful beach season. The boathouse will remain open Friday-Sunday until early October. Beach revenue is lower than 2021, which was an exceptional year for revenue.
- **Special Events and Community Outreach**
  - The very first Beer on the Beach event saw perfect weather. There were four kinds of German-style beer from a local independent brewery that participants could try. The event was held under the trellis and a part of the south side of the beach for games and a portion of the pier. There was live music and snacks for participants. All waste from the event was recycled in specially marked cans.
  - The Great Mud Run had 425 participants registered in advance, and the day of the race brought in \$14,772 in revenue. Kids aged 7-14 ran the 2k course with some enhancements, including 500 gallons of synthetic mud, 200 gallons of foam, a new podium crafted by our parks department from reclaimed stumps, and other natural elements. Each participant was awarded a medal, and winners in each group were awarded trophies filled with mud. Soul Good Coffee and Rainbow Cone were very popular, as was GYS, who raised money for their programs and provided volunteers.
  - Nate attended the grand opening of the One Stop Trev Shop opening in Glencoe. This store is run by the transition students at New Trier. In addition to the shop, there are classrooms and other vocational services. They have been invited to participate in our upcoming Hallmark Holiday event.
- **Early Childhood**
  - Early Childhood is busy with all of our fall activities. We held vision and hearing screenings as well as picture day. In just 4 hours, we had over 100 students photographed and 23 sibling shots done!
  - ELC teacher and students continue to learn their routines and get into the swing of school. We added a few 3-year-old students this month.
  - Children's Circle continues to get new infants as we have many internal families expecting. We are making significant progress in our hiring of the new nine full-time assistant teachers. We continue to struggle with staffing the part-time positions.
- **Athletics**
  - Our Preseason Travel Basketball Clinic ended October 5. This year we have 16 fourth and 22 fifth graders trying out for Glencoe Fire. Tryouts will take place on October 11 and 13. Preseason House Basketball League Clinics are now open. Staff anticipates enrollment will grow closer to the clinics start date in early November. House league registration will open on October 13.
  - The Glencoe Basketball Parent Advisory Group met at Takiff on October 6. Shannon gave a brief presentation on the upcoming season and then opened the floor for discussion.

- Youth Programming
  - School Day Off Programs are available for grade K-6 and continue to see high demand, especially with our Kids Club families. Our fall School Day Off programs in October and November are full, and we are working on getting additional staff to accommodate our waitlist registrations. Enrollment in our Winter Break program is currently low. In the coming weeks, we will focus on marketing for this program and hope to see enrollment similar to previous years.
  - Kids Club is currently full for PM Care, with up to 55 participants enrolled in a single day. We are currently recruiting additional staff and evaluating program options to try to meet after-school care demand. We created an online waitlist registration option to track and communicate with waitlist families.
- Takiff Center
  - The fitness center continues to trend positively, heading into cooler weather. We are seeing a slight increase in usage through 7-day passes and new memberships.
  - This fall, we have seen a significant uptick in facility rentals for the Takiff Center. We have several larger rentals booked this fall. In October, we have a larger rental every Saturday, including a Kiddush, Diwali Celebration, and private camp reunion. This along with several larger rentals in September, have contributed to a return to pre-covid rental revenue. We are receiving daily inquiries for various large and small rentals, from birthday parties to Mitzvahs for 2024.
- More statistical data and information on Recreation and Facility see Appendix B.

### **Freedom of Information Report**

- The District received zero FOIA requests this month.

Submitted by:  
Lisa Sheppard, CPRP  
Executive Director

**GLENCOE PARK DISTRICT  
FINANCIAL LEGAL CALENDAR  
PLANNING FOR FY 2023/2024**

**SEPTEMBER 2022**

- Early September Staff works on options for 2022 Tax Levy.
- By 9/16/2022 Distribute budget worksheets and program budget worksheets with cover memo and tentative budget timeline to staff.

**OCTOBER 2022**

- 10/4/2022 Committee meeting to discuss preliminary levy.
- 10/18/2022 October Board Meeting: Board formally determines amount of money estimated necessary to be raised by taxation in tax year 2022 for 2023/24 fiscal year.
- 10/21/2022 Department Heads submit capital project proposals/ideas (new and carryover items) to Executive Director. All items should be priced.
- Week of October 24-28 Executive Director and Department Heads meet, discuss, and prioritize Capital Project proposals.
- 10/26/2022 Deliver notice of Levy Hearing for paper to publish on Thursday, 11/3/22 (must be no more than 14 days, no less than 7 days prior to hearing, which will be 11/15/22).
- 10/28/2022 Deadline to complete First Draft #1 program worksheets AND general budget worksheets to submit to the Director of Finance.

**NOVEMBER 2022**

- 11/4/2022 Capital Project List finalized by Executive Director and submitted to Director of Finance.
- 11/15/2022 November Board Meeting: Levy Hearing held. Board adopts 2022 Tax Levy Ordinance.
- 11/18/2022 First Draft #1 of general budget worksheets and program budget worksheets returned to staff from Director of Finance for their revision/review.

**DECEMBER 2022**

- 12/12/2022 Deadline to complete First Draft #2 budget worksheets and program budget worksheets and submit to Director of Finance for revisions.
- 12/27/2022 File 2022 Tax Levy Ordinance, Certificate of Presiding Officer, Certificate of Secretary with Cook County Tax Extension Office (Deadline to file: last Tuesday of December).

**JANUARY 2023**

- 1/24/2023 January Board Meeting: Board approves FY2023/24. Regular Board meeting dates.
- By 1/31/2023 Deadline to file tax-exempt status filing with Cook County.  
Deadline to mail W-2s, 1099s, 1095s. (IRS Filing by 2/28/23)

**FEBRUARY 2023**

- 2/1/2023 Deadline to submit Economic Interest Statement file to County Clerk's Office.
- By 2/2/2023 **Final First Budget Draft** distributed to the Board for review.
- Week of February 6-10 Finance Committee of the Whole to discuss budget. Additional meetings, if necessary.
- 2/21/2023 February Board Meeting: Board approval of Resolution to commit additional fund balance reserves to Master Plan Capital Fund 69.
- 2/21/2023 February Board Meeting: Pass BAO Transfer Resolution, if necessary.
- By 2/28/2023 Annual Worker Compensation Audit due to PDRMA.  
Salary increase/annual evaluations.  
Change IMRF posting - new salary/insurance information.  
Change IPRA salary survey information.

**MARCH 2023**

- By 3/2/2023 Deadline to file ACA Forms with IRS.
- By 3/13/2023 Tentative preliminary date of audit fieldwork.
- By 3/17/2023 Proposed BAO copy is made available at administrative offices for public inspection. Document shall be available for no less than 30 days prior to the adoption of BAO on 4/18/23.

3/21/2023 March Board Meeting: Approve FY2023/24 Approval Draft as "working administrative budget." (BAO is adopted at April or May meeting once accurate prior year amounts are known.)

By 3/30/2023 Deliver notice to paper announcing public hearing on BAO to be published in local paper on 4/6/23.

**APRIL 2023**

Mid-April PDRMA Annual Operating Expenditures/Audit Filing.

4/18/2023 April Board Meeting: As part of the agenda, a public hearing is held on the 2023/24 Estimated Revenue, Budget & Appropriations Ordinance (BAO). It must be adopted within 3 months after the beginning of the fiscal year, or June 1.

By 4/28/2023 File BAO with Cook County Clerk's Office.

**MAY 2023**

Early May Annual audit final fieldwork begins.

**JUNE 2023**

6/20/2023 Final audit and management letter presented to Board.

By 6/30/2023 Annual Operating Expenditures Report due to PDRMA.

**JULY 2023**

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

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

**AUGUST 2023**

June - August 2023 File Annual Audit and Comptroller's Annual Financial Report with Comptroller's Office. (These steps above must be completed within 180 days after the preceding fiscal year ends.)

Receive 2022 levy final EAV and Tax Extension from county. Update Tax Impact files on GPD website.

By August 31, 2023 File Unclaimed Property Report with IL Treasurer's Office.

**Recreation and Facilities Department Report  
October 2022**

**Beach and Boating: Marty Kwiatkowski**

Beach revenue is lower than 2021, which was an exceptional year for revenue.

<b>Beach Revenue As of 10/3</b>	<b>2022</b>	<b>2021 Full FY</b>	<b>Variance</b>
Boat Storage	\$94,545	\$96,298	-\$1,753
Sun Shelter/Trellis	\$17,235	\$17,399	-\$164
Daily Passes	\$58,229	\$58,400	-\$171
Beach Passes	\$257,315	\$402,352	-\$145,037
Guest Passes	\$46,951	\$66,220	-\$19,269
<b>Total Revenue</b>	<b>\$474,275</b>	<b>\$640,669</b>	<b>-\$166,394</b>

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

<b>Date</b>	<b>Event</b>	<b>Attendance Estimate</b>
9/10/22	Beer On The Beach	75
10/1/22	Great Mud Run	425
<b>Upcoming</b>		
<b>Date</b>	<b>Event</b>	<b>Tickets sold as of 10/3/22</b>
10/9/22	PTO Movie	Free
10/28/22	Boo Bash	196
10/15/22	GYS Battle of the Bands	Free
11/19/21	If Kids Ran Thanksgiving	15
12/15/22	Hallmark Holiday	113
12/17/22	Visit With Santa	54 timeslots

**Early Childhood: Jess Stockl**

<b>ELC Enrollment As of 9/1</b>	<b>2022/23</b>	<b>2021/22</b>	<b>2020/21</b>	<b>2019/20</b>
ELC 2s	11	16	10	16
ELC 3s	13	16	11	14
ELC 4s	18 (5 waitlisted)	18	14	18
Kindergarten Readiness	14	19	11	16
<b>Total</b>	<b>56</b>	<b>69</b>	<b>46</b>	<b>64</b>

<b>Children's Circle Enrollment As of 9/1</b>	<b>2022/2023</b>	<b>2021/2022</b>	<b>2020/21</b>	<b>2019/20</b>
Jellyfish (6 weeks to 15 months)	11	10	10	10
Frogs (15 months to 2 years old)*	7	14	12	7
Turtles (18 months-youngers 2s)*	13	15	13	13
Starfish (older 2s)	15	15	16	17
Dolphins (3s)	20	19	19	20
Belugas (4s)	20	21	21	16
<b>Total</b>	<b>86</b>	<b>94</b>	<b>91</b>	<b>83</b>

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

## Youth/Adult/Athletic Programming: Erika Doroghazi, Shannon Stevens, Adam Wohl

Glencoe Basketball <i>As of 10/4</i>	Enrollment			Revenue		
	2022	2021	2019	2022	2021	2019
Grades 1-6 Girls Clinics	16	10	12	\$1,597	\$824	\$867
Grades 1-6 Boys Clinics	39	27	30	\$3,860	\$2,322	\$2,181
Boys Travel Clinics	26	38	31	\$2,246	\$3,620	\$3,000
Girls Travel Clinics	17	22	12	\$1,613	\$1,953	\$1,288
<b>Total</b>	<b>81</b>	<b>75</b>	<b>73</b>	<b>\$7,703</b>	<b>\$6,766</b>	<b>\$6,048</b>

School Day Off Care <i>As of 10/3</i>	Enrollment			Revenue			# of Dates		
	2022	2021	2019	2022	2021	2019	2022	2021	2019
Fall Day Off Care	225	87	230	\$13,188	\$4,892	\$4,872	6	3	6
Thanksgiving Break	113	114	41	\$7,974	\$6,503	\$2,204	3	3	1
Winter Break	19	57	130	\$5,148	\$12,754	\$7,050	8	8	6
<b>Total</b>	<b>76</b>	<b>178</b>	<b>158</b>	<b>\$26,310</b>	<b>\$24,149</b>	<b>\$14,126</b>	<b>17</b>	<b>14</b>	<b>13</b>

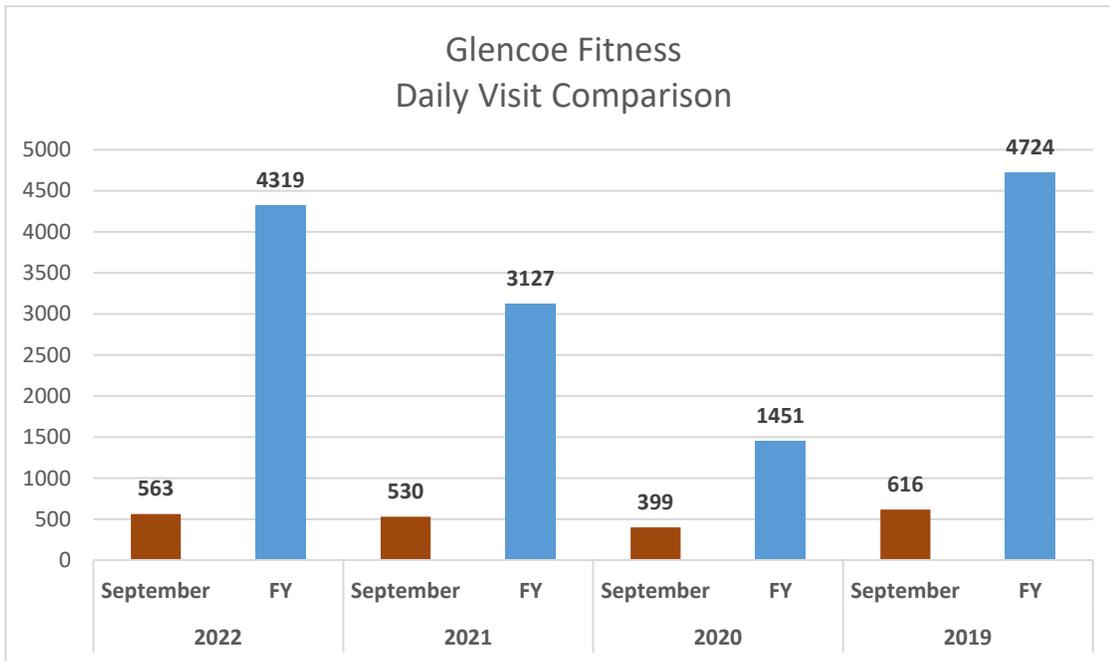
**Kids Club**

Kids Club is currently full for PM Care, with up to 55 participants enrolled in a single day. We are currently recruiting additional staff and evaluating program options to try to meet after-school care demand. We have created an online waitlist registration option to track and communicate with waitlist families.

**Fitness/Facilities/Park Permits**

Glencoe Fitness Memberships <i>As of 9/30</i>	2022-23	2021-22	2020-21
Individual Member	106	51	100
Additional Member	5	9	22
Senior Member	46	30	57
Student Member	30	28	26
Short-Term Member	12	13	N/A
<b>Total Members</b>	<b>199</b>	<b>131</b>	<b>205</b>

Glencoe Fitness Center Revenue <i>As of 9/30</i>	2022-23	2021-22	2020-21
March	\$3,784	\$2,210	\$3,643
April	\$4,407	\$2,648	\$50
May	\$5,576	\$2,570	\$0
June	\$3,861	\$2,858	\$0
July	\$3,457	\$2,593	\$1,542
August	\$4,004	\$3,144	\$1,580
September	\$3,226	\$3,443	\$3,445
<b>Total</b>	<b>\$28,315</b>	<b>\$19,466</b>	<b>\$10,260</b>



<b>Takiff Center Rentals</b> <i>As of 9/30</i>	<b>2022-23</b>	<b>2021-22</b>	<b>2020-21</b>	<b>2019-20</b>
Revenue	\$40,036	\$23,655	\$6,628	\$45,909

Tennis and Pickleball court rentals continue to be popular. Over 450 reservations made for courts this summer resulted in over \$6,000 in court reservation revenue.

<b>Park Permits</b> <i>As of 9/30</i>	<b>2022-23</b>	<b>2021-22</b>	<b>2020-21</b>	<b>2019-20</b>
Park Permits	\$5,736	\$8,465	\$3,440	\$2,295
Court Rentals/Permits*	\$7,280	\$2,920	-	-

*\*Includes tennis permits and pickleball/tennis court rentals. In 2021-22, we charged \$5/hour. In 2022-23, we charged \$10/hour for court reservations.*

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

## Parks & Facilities Maintenance Report October 2022

### Parks Maintenance (grounds)

Staff continues to keep up with the day-to-day maintenance items including watering, mowing, weeding, garbage removal, and ball field preparations. In addition to the day-to-day items, the Parks Team has...

- Removed of summer annual flowers, prepped beds, and planted fall annual flowers



- Removed storm damaged and dead/dying trees
- Completed Mud Run preparations, obstacle fabrication, and on-site preparations
- Purchased an additional train car (hot pink) to add to the rotation of cars during the Duke Park train season
- Lined soccer and baseball fields for the fall season

### Parks Maintenance (facilities)

#### 1. Building security and safety measures

- a. Additional cameras
  - i. order placed; equipment lead times delaying improvements
- b. Camera replacements for units with poor video quality
  - i. order placed; equipment lead times delaying improvements
- c. Door alarms
  - i. Scheduling with Pentegra to integrate door alarms to alert staff when exterior doors are left open
- d. Door hardware
  - i. Staff identified areas of concern related to our door hardware
    1. Pricing is being gathered for
      - a. Making "dogging" mechanisms uniform throughout Takiff
      - b. Putting coded entry locks on staff break room
      - c. Changing out hardware on office doors so they can be quickly locked in the event of an emergency
      - d. Replacement of failing hardware and operators on several doors
- e. Granting Public Safety access to our camera system
  - i. Open ticket with Pentegra to allow Public Safety to access our camera system via their network with login credentials
- f. Mass notification software/application
  - i. Application software purchased
    1. Building and park boundaries are being built into the application
    2. Staff is being added into software
    3. Test alerts are being sent to verify functionality and identify issues
    4. Complete roll out targeted for end of year

#### 2. LED upgrades for Takiff lot lights and sports field lights

- a. Authorization was given to Lakeshore Lighting to proceed with installations. Most recent update indicated a November installation timeframe.

**Equipment**

- Surplus inventory being sold through GovDeals.com. We sold a Jet Ski and trailer, flail mower/tractor attachment, and a Billy Goat Yard Vacuum and currently have listed a 2004 Chevy pickup.
- Upon board approval of the 2022-23 surplus items, we will move to sell those items on GovDeals as well.
- Staff will purchase a new Kubota UTV in lieu of a pickup truck. Staff identified a more practical purchase to be that of a UTV for this replacement. The UTV's provide access to tighter spaces, can be driven on semi-saturated turf without causing damage, and save on fuel and upfront costs. Our truck fleet numbers are more than adequate even after this reduction.

**Personnel**

- Staff attended Wood Chipper Safety Training and A Supervisor's Role In Coaching Injury Prevention Training.
- ARC Flash Training for our Trades Specialist was rescheduled and will be attended at a later date.

**Shared Services/Inter-Governmental Cooperation**

- Village staff continues to support the Park District by maintaining vehicles and equipment.
- Park district staff worked closely with Village staff for the safe operation of fire hydrants to support the Mud Run on October 1. We thank the Village of Glencoe for their support on this event.

Submitted by:

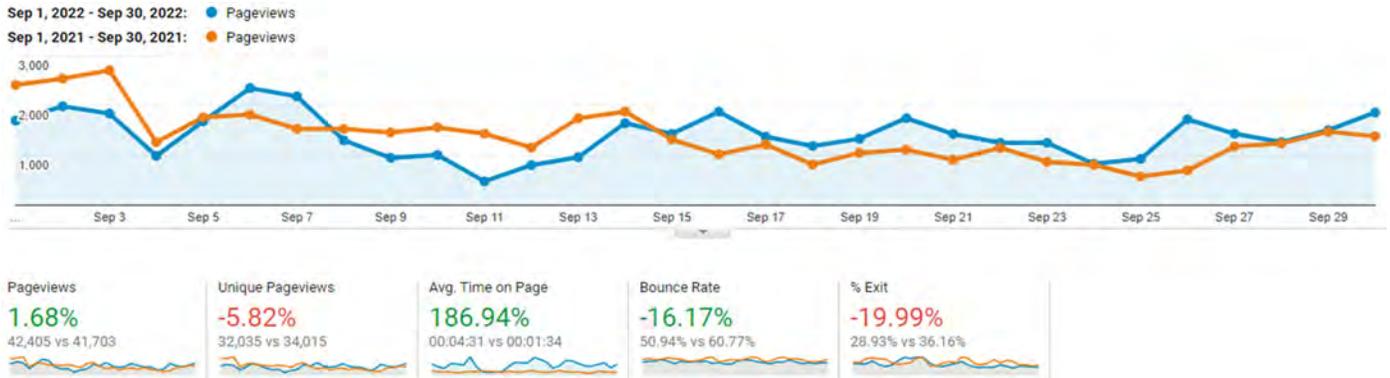
Kyle Kuhs

Director of Parks & Planning

## Marketing/Communications Report October 2022

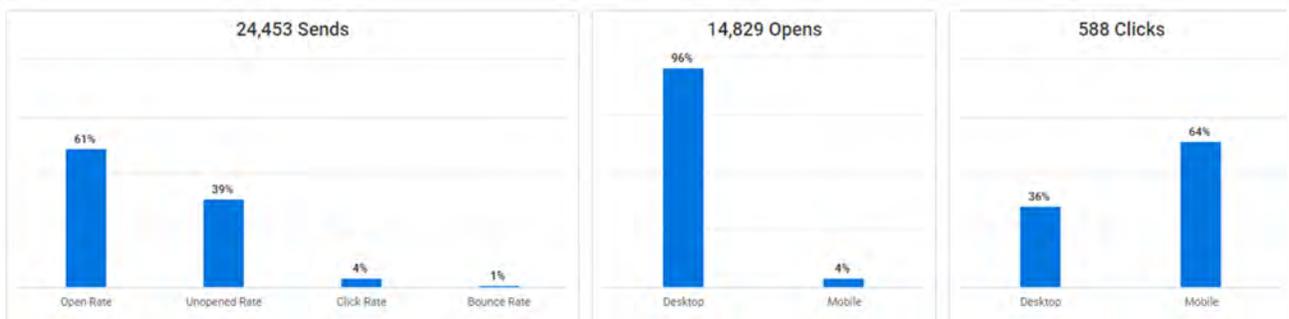
### Online Communication

We had 42,405 pageviews in September, which is 1.68% higher than the same months last year. It's worth noting fireworks were on September 3, 2021, which caused a spike in web traffic leading up to the event (-31% difference between the September 3 in 2022 and 2021). It's great that traffic is on par in 2022, even without a large event. The top ten pages this month all related to beach passes and The Great Mud Run.

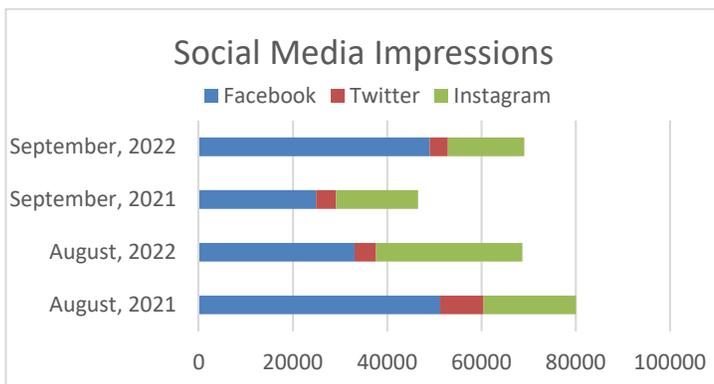


### Email Marketing

We sent 15 email blasts to 24,453 email addresses. 61% or 14,829 people opened the emails, with a 4% click rate. The open rate is 25% over the industry average and the click rate is exactly average (0%).



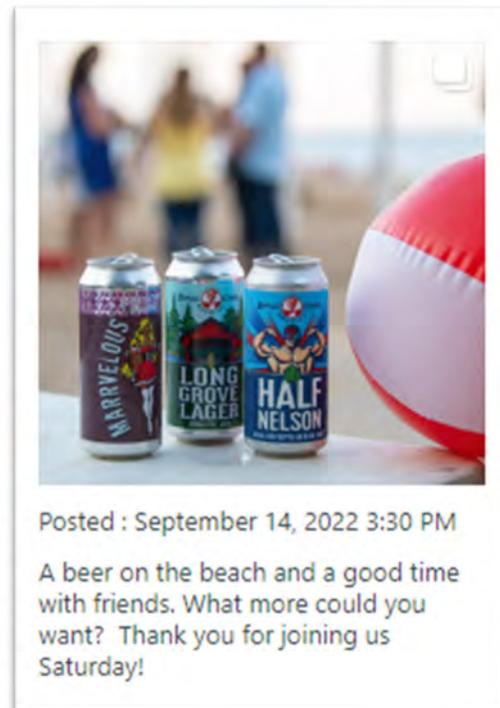
### Social Media



	September 2022
<b>Total (across all social accounts)</b>	
Fans + Followers	5,992
Fans + Followers Gained	60
Total Posts	113
Total Engagement	397
Engagement Rate	6.63%
Average Engagement / Post	3.51



*Our most popular Twitter post in September*



*Our most popular Instagram post in September*

Submitted by:  
Erin Classen  
Superintendent of Marketing and Communications

**IX. Action Item A:  
Approval of Ordinance No. 944  
Amending the Appropriation  
Ordinance for the Fiscal Year  
Beginning March 1, 2022 and Ending  
on February 28, 2023**

Glencoe Park District  
October 2022 Board Meeting

# MEMORANDUM

**TO:** Board of Park Commissioners  
**FROM:** Lisa Sheppard, Executive Director and John Cutrera, Director of Finance and HR  
**SUBJECT:** Budget and Appropriation Ordinance (BAO)  
**DATE:** October 18, 2022

---

## **FY2022/23 Budget and Appropriation Ordinance (BAO) Transfer**

We completed the final draft of the FY2021/22 audit and prepared it in accordance with Generally Accepted Accounting Principles (GAAP) and in conformity with the requirements of the GFOA certificate of achievement for excellence in financial reporting program.

In working through these requirements, we noted that budgeting for the general and administrative expenditures for each department/fund in those respective funds is more of an industry norm and will conform better to GFOA suggested presentation. Previously these expenditures have been budgeted entirely out of the general fund.

Therefore, we are proposing a budget transfer in the amount of \$674,320 from the general fund to the recreation fund to account for expenditures incurred in the Takiff Admin and Children's Circle departments. This presentation has been discussed and agreed upon with both corporate legal council and our auditors.

**GLENCOE PARK DISTRICT  
ORDINANCE NO. 944**

**AN ORDINANCE AMENDING THE APPROPRIATION ORDINANCE FOR THE  
FISCAL YEAR BEGINNING MARCH 1, 2022 AND ENDING ON FEBRUARY 28, 2023**

**WHEREAS**, the Glencoe Park District is an Illinois park district organized and operating pursuant to the Illinois Park District Code, 70 ILCS 1205/1-1, et seq. (the “Code”);

**WHEREAS**, on April 19, 2022, the District adopted Ordinance 939. its Annual Budget and Appropriation Ordinance for the fiscal year beginning March 1, 2022 and ending on February 28, 2023, (the “Appropriation”);

**WHEREAS**, Section 4-4 of the Code states that after the first six months of any fiscal year have elapsed the Board of Park Commissioners may, by two-thirds vote, transfer from any appropriation its anticipated unexpended funds to any other item of appropriation, provided that such transfer does not result in any deficit of appropriations in the fund from which the transfer was made;

**WHEREAS**, the Board finds that the appropriations for the General (Corporate) Fund described in the Appropriation are in excess of the anticipated needs for the General (Corporate) Fund for the 2023 fiscal year;

**WHEREAS**, the Board finds that the appropriations for the Recreation Fund described in the Appropriation are insufficient for the needs for such Fund for the 2023 fiscal year;

**WHEREAS**, the Board finds that a transfer of the excess appropriation from the General (Corporate) Fund to the Recreation Fund in the amount of \$674,320 shall (a) provide sufficient appropriation for the Recreation Fund for the 2023 fiscal year, and (b) not result in any deficit of appropriations for the General (Corporate) Fund for the 2023 fiscal year.

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

**SECTION ONE:** The Board finds the foregoing recitals to be true and correct and hereby incorporate them as its legislative findings as though fully set forth herein.

SECTION TWO: The Appropriation for fiscal year 2023 shall be amended by transferring \$674,320 from the appropriation for Corporate purposes to the appropriation for the Recreation Fund.

SECTION THREE: Subject to this Ordinance being approved by a two-thirds majority of the Board of Park Commissioners, the Board delegates authority to the Executive Director, Treasurer and the Park District's auditors to take all necessary and appropriate actions to implement the transfers herein described and record such changes in the Park District's books and records in the manner provided by law.

SECTION FOUR: Severability. The various provisions for this Ordinance are to be considered severable and if any part or portion of this Ordinance be held invalid by any Court of competent jurisdiction, such decision shall not affect the validity of the remaining provisions of this Ordinance.

SECTION FIVE: Effective Date. This Ordinance shall be in full force and effect upon its passage and approval.

Adopted this 18<sup>th</sup> day of October 2022 pursuant to roll call vote. Roll call vote:

AYES:

NAYS:

ABSENT:

Ordinance Approved.

---

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

ATTEST:

---

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

[SEAL]

STATE OF ILLINOIS     )  
                                  ) SS  
COUNTY OF COOK        )

**SECRETARY'S CERTIFICATE**

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

**I HEREBY CERTIFY** that the foregoing instrument is a true and correct copy of Ordinance No. 944:

**AN ORDINANCE AMENDING THE APPROPRIATION ORDINANCE FOR THE FISCAL YEAR BEGINNING MARCH 1, 2022 AND ENDING ON FEBRUARY 28, 2023**

adopted at a duly called Regular Meeting of the Board of Park Commissioners of the Glencoe Park District, held at Glencoe, Illinois, in said District at 7:00pm on the 18th day of October 2022.

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

**IN WITNESS WHEREOF**, I hereunto affix my official signature and the seal of the Glencoe Park District at Glencoe, Illinois this 18th day of October 2022.

---

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

[SEAL]

**IX. Action Item B:  
Approval of Resolution No. 945: Truth  
in Taxation**

Glencoe Park District  
October 2022 Board Meeting

# MEMORANDUM

**TO:** Board of Park Commissioners  
**CC:** Lisa Sheppard, Executive Director  
**FROM:** John Cutrera, Director of Finance/HR  
**SUBJECT:** 2022 Tax Levy Process and Overview  
**DATE:** October 18, 2022

---

It is that time of year again when we begin the legal cycle for our **next** fiscal year, FY2023/24. The first step in that cycle is to determine the District's levy amount and to approve the 2022 Tax Levy Ordinance which is filed with the Cook County Clerk's Office.

Last year, the District approved an operating levy increase of 4.02%, which allowed for the 1.4% CPI plus estimated new growth of 2.62%. Due to the computer compatibility issues with the Cook County Assessor's office, we have not yet received our final extension for 2021. Until that is received, we will not know for sure whether we captured all new growth in our 2021 levy request.

The law requires all taxing bodies in Cook County to hold a public hearing on the proposed levy if the proposed aggregate levy exceeds the amount extended for the previous year by 105%. Even if the proposed aggregate levy does not exceed the amount extended by 105%, a public hearing can still be held.

To better understand this levy process, staff offers the following information each year on this process.

## **Tax Levy Process – A General Explanation**

While the levy process can be confusing, simply stated, it is the legal prerequisite to a governmental entity receiving money from taxation. It is **not** an appropriation, which is the authorization for the **expenditure** of monies from taxes and other revenue sources. Rather, it is the **authority to collect** tax revenue to finance the District's expenses. Historically, the District's revenue sources consist of approximately 50% tax revenues and 50% program and user fees. In the past year, this is shifted more toward program and user fees as tax revenues represent approximately 45% of total revenues.

Each year, the District is required to estimate the amount of money to be raised by taxation for use in the following fiscal year. For example, the tax year 2022 levy relates to tax revenues to be collected in FY2023/24 (March 1, 2023 through February 29, 2024). This estimated amount is called the "aggregate levy amount" and must be stated in a formal resolution passed by the Board.

This is typically done at the October or November board meeting. The District is required to publish a notice and hold a public hearing on the proposed property tax levy if the aggregate operating levy increase is greater than 105% of last year's final extension (or estimated extension if final is not available). The hearing typically takes place at the regular board meeting in November or December.

The total aggregate levy is made up of both the **operational levy** and the **debt service levy**. The operational portion is determined by the amount of the District's levy request **and** numerous unknown variables (Equalized Assessed Valuation (EAV), CPI, new development). The debt service portion is determined by the County Clerk and is based solely on the amount of principal and interest due for all outstanding bond ordinances on file with the County. In addition, the County automatically adds a 3% "loss in collection" factor to all operating fund levies and a 5%

# MEMORANDUM

“loss factor” to the debt service levy. The Property Tax Limitation Act of 1994 (referred to as “the tax cap”) drastically changed the levy process. The tax cap limits tax growth on the existing EAV base, often referred to as “old growth”, to an increase of 5% or the CPI, whichever is lower. For the 2022 levy, this cap will be **5.0%** - meaning all old growth will be capped at this level. This will be the first year since the tax cap was enacted that CPI exceeds 5%. In the past three tax levy years, the CPI has been 1.4% (2021), 2.3% (2020), 1.9% (2019). (operating expenditures such as health insurance, utilities, gasoline, etc., have typically increased above and beyond CPI.)

The tax cap does **not** limit the collection of property taxes on **new development**, often referred to as “new growth”, within the District boundaries as long as the maximum legal tax rates have not been achieved. This would include for example, new subdivisions, new homes, new commercial industry, or newly annexed property. The reason that new growth is not capped is due to a philosophy of equity. Because new homeowners and businesses will be benefiting from parks and facilities already paid for by current District residences and business owners, it is felt that they too should pay their fair share. In the second and subsequent years, this new growth then becomes part of the EAV base, or old growth, and is thus capped at the lower of 5% or the CPI.

In prior years, under the tax cap, **taxing bodies were required to levy for all potential new growth to actually receive it**. In the past, if it was not levied for, not only would a District not receive the full potential of all tax monies entitled to the District in the initial year, but it also has a compounding effect because the following year’s tax extension is based on the prior year’s tax extension, and so on. There was a new law enacted in 2022 that allows for taxing Districts to not levy to the maximum in a given year, but still not lose the ability to capture that in future years. There are, however, certain requirements in the law that will limit its effectiveness and District’s ability to utilize it. For example, under the new law, a District’s limiting rate is determined using either the District’s most recent aggregate extension or what the most recent aggregate extension would have been if the District had used the maximum limiting rate permitted for each of the three immediately preceding levy years. Therefore, if there are three consecutive years with elevated CPI, there is still the potential for permanent losses of new growth. Based on these factors, it is important to make sure the levy amount includes estimation for all new growth anticipated within the District. This is important to remember for each levy. As mentioned earlier, due to the delay in the issuance of the final extended rates, we still do not know if the District did recognize all new growth potential for the 2021 levy.

While it can be difficult to estimate new growth each year within the District, one can look to prior year history to calculate a historical average, and then build in any anticipated new growth, which may be added to the tax rolls in the coming year. This would also include teardowns. Again, levy amounts are estimates. Determination of actual tax amounts that are extended and collected on behalf of the District are not known until all key factors in the calculation are known, usually in June/July (though much later this year due to a computer compatibility issue with the Cook County Assessor’s office). Key factors include the aggregate levy request, total EAV, assessed value of new development, re-assessment of current (or existing) base EAV, statutory limits on tax rates, CPI, and total debt outstanding.

After the tax levy amount is determined and a public hearing is held, the Tax Levy Ordinance must be approved and filed with the County. This ordinance is an official legal document

# MEMORANDUM

which outlines by fund, the total amount of taxes to be assessed and levied for. While the ordinance is typically approved in November or December, it is for tax revenues that will be actually received in the **following** fiscal year. Although the District's budget process began for staff in September 2022, the budget is discussed by the Board in February/March 2023, and the Budget and Appropriations Ordinance is officially approved in April/May 2023. Final tax information (i.e. tax revenues, tax rate) will not be known until July/August 2023, or even later. Due to the timing of the levy process and the impact of the tax cap, staff is in effect using its "best guess" when it comes to determining the tax levy amount. (Please remember, the Board can also utilize its authority to abate taxes once all the unknowns are known.)

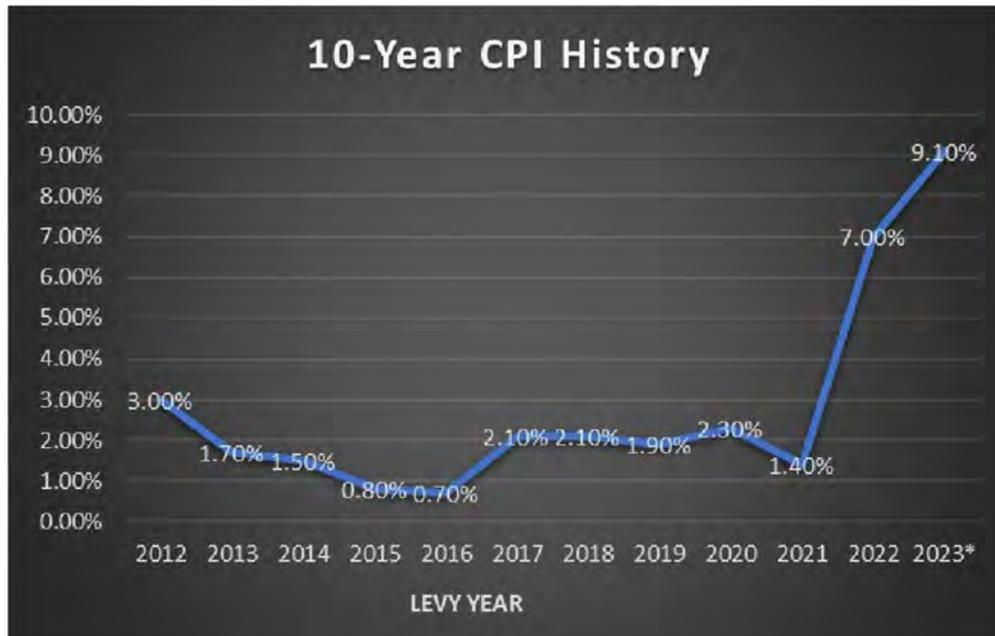
*Ultimately, the tax cap limits the amount of tax dollars received on old growth to the lower of the CPI or 5%, no matter what the levy increase is. And the amount of tax dollars received on new growth depends on if you have actually levied enough to receive it.*

## **2022 Tax Levy Amount-Glencoe Park District**

Given the information above, staff feels that the District should continue to proceed with a proactive approach by levying an amount which would ensure we are capturing all new growth tax dollars and capturing up to the 5% cap for the 2022 levy. In addition to the philosophy of equity, capturing all new growth tax dollars becomes especially important when considering the following:

1. Unlike the Village, the Park District does not have other revenue sources (ex: sales tax, gasoline tax, etc.) to rely on to operate. The Park District relies primarily on property taxes (45%) and user/program fees/other sources (55%).
2. Operating expenses have increased over the 5% cap this year and additional increases are expected. Examples include utilities, insurance premiums, contractual services, wages and gasoline.
3. Per the District's Fund Balance Policy, the Board directed staff to keep minimum fund balance requirements (50% in Corporate and Recreation, and 25% in all other funds). This is especially important when faced with large, unexpected repairs, or delays in receiving the second installment of tax revenues.
4. Specific funding for the District's Master Plan Projects (Fund 69) has been historically dependent on the surpluses in the Corporate and Recreation Funds. Each year, a minimum of approximately \$507,000 is also earmarked for annual capital improvements in the Capital Projects (Fund 65).
5. Although we are proposing levying to the maximum for the 2022 levy, even with the 5% CPI increase in 2022, the current 10-year average CPI growth rate is more than 0.50% below the two prior 10-year periods. Since PTELL was enacted, the 10-year periods from 1993-2002 and 2003-2012 saw average % increases of 2.52% and 2.49% respectively. The chart below summarizes the CPI increases from 2012-2022, noting an average of 1.95% for that period.

# MEMORANDUM



## Breakdown of Levy Amount By Fund

See attached for additional information on the breakdown of the proposed aggregate levy amount by fund.

## Staff Recommendation-2022 Tax Levy Amount

Per the County Clerk's Office, the old growth (or existing EAV base) will be capped at **5.0%** CPI. It has been past Board philosophy that new homeowners and business owners should pay their fair share for parks and facilities already existing within the District. Thus, it is important to levy an amount to capture all new growth potential. Based on these considerations, staff recommends an **operating** levy amount of **\$5,278,450**, which is **8.94%** greater than last year's estimated tax extension of **\$4,845,272**. Realizing that old growth will be capped at 5.0% (CPI) this year no matter what the levy amount is, the District's intent in levying 8.94% helps to **ensure** new growth tax dollars (up to 3.94%) are received. Please note, new growth has been under 1.5% in the past ten years, however since the District has not yet received the final 2021 levy, we need to make a higher assumption on new growth for this 2022 levy.

The District's **debt service** levy amount has remained at an increased level since the successful referendum bond issue in 2006. The total debt service levy amount of **\$1,317,900** includes principal and interest for the 2015 Refunding Bonds (\$1,038,200), and the new 2020 Bonds (\$279,700). When factoring out the 5% loss amount added on by the County, there is no change in the debt service levy compared to last year's final extension. When comparing the 2022 levy to the estimated 2021 extended amounts, there is an overall increase of 5.90%.

Staff is also proposing that we utilize existing debt service fund balance in order to abate a portion of the debt service levy in the amount of \$240,000. Factoring in this abatement, the overall increase from the 2022 levy to the estimated 2021 extended amounts is approximately 2.04%, compared to an overall increase of approximately 2.16% in the prior year.

# MEMORANDUM

Since the District's 2022 operating levy request exceeds 105% of last year's estimated extension, it is required to hold a public hearing on the levy. In prior years, the Board held the hearing regardless of whether it was required or not. It is staff's intent to formally approve the amount to be levied and approve the Truth in Taxation Resolution at the October 18 regular Board meeting, and then approve the Levy Ordinance at the November 15 regular meeting. The public hearing on the levy will be held at the November 15 regular Board meeting as well. The Levy Ordinance must be filed with the County Clerk's office by the last Tuesday in December (December 27, 2022).

Glencoe Park District  
Breakdown of Levy By Fund-2022 LEVY REQUEST

---Tax Rates---		Fund	Estimated Tax Yr 2021 Extension**	Proposed Tax Year 2022 Extension	% Increase prior to Abatement	Abatement	Final % Increase (Decrease)	Relevant Considerations
Limit	2020 Rate*							
0.3500	0.2380	Corporate	2,293,344	2,645,000				The 2022 tax year levy will be used to cover general operating increases in utilities, contractual services, wages, health insurance, postage, supplies, etc. In addition, an amount of \$507,000 has been used annually to fund the District's capital projects program. The District must be able to keep pace with the increase in operating expenses due to record setting inflation. In addition, there was a shift to levying more for the recreation fund for 2020/2021 levies due to COVID. This is no longer a significant factor in District programming, thus additional resources will be levied to the Corporate fund and less will be levied to the Recreation fund. The unassigned projected fund balance level at the end of the year is expected to exceed the 50% minimum. The Board committed \$1,050,000 for future Fund 69 capital in FY22/23.
0.3700	0.1273	Recreation	1,226,649	1,190,000				The 2022 tax year levy will also be used to cover general operating increases as described above. Enrollments in District programs have rebounded from COVID and as a result, resources are being reallocated to the Corporate fund. The program net surplus is used to offset the deficit operations of running Takiff Center. Adequate fund balance levels are key to the financial health of this fund. The unassigned projected fund balance at the end of the fiscal year is expected to exceed the 50% minimum. The Board committed \$400,000 for future Fund 69 capital in FY22/23.
0.0400	0.0379	Special Recreation	365,547	510,000				NSSRA contribution estimated increase of 5% to approximately \$122,500 to fund increase in operating expenses. Companion fees will likely be maintained at \$50,000. Significant ADA spending on various capital projects, including Watts. Fund balance at the end of the year is 33%. Staff looks to maintain rate at current maximum level.
None	0.0414	IMRF	398,926	300,000				Next fiscal year, employer IMRF contribution rate will decrease from 10.44% to 8.49%. IMRF participation will hopefully increase as Children's Circle positions are filled. Projected fund balance at the end of the year is approximately 76%, primarily due to the inability to fill open positions. Staff recommends a levy amount much less than prior year in order to exhaust existing fund balance and to account for the near 2% reduction in employer rate.
None	0.0352	Social Security	339,183	341,000				This employer FICA contribution rate remains at 6.2% and the Medicare contribution rate remains at 1.45%. Projected fund balance at the end of the year is 35%. The approach will be to levy at a near flat amount for 2022 and exhaust existing fund balance that has built up due to vacant positions.
None	0.0165	Liability Insurance	158,992	240,000				PDRMA continues to maintain single-digit increases in general liability, property, and employment practices insurance coverages by utilizing their rate stabilization fund. Increased expenditures anticipated in FY 23/24 to continue addressing evolving safety needs. Projected fund balance at the end of the year is expected to exceed 50%. Staff recommends an increase in the levy amount to account for increased spending on safety related projects and to fund initiatives identified in PDRMA risk management review process.
None	0.0048	Workers Comp	46,252	35,000				PDRMA anticipates a similar increase in worker compensation insurance premiums, per the rationale above. Projected fund balance at the end of the year is over 80%, and staff recommends a levy amount below that of last year in order to exhaust existing fund balance.
0.0050	0.0017	Audit	16,380	17,450				Levy amount includes slight increase in audit fees for Annual Comprehensive Financial Report and accounts for GASB 75 actuarial fee. Projected fund level at the end of the year is approximately 40%.
0.5028		Subtotal-Operating	4,845,272	5,278,450	8.94%	0	8.94%	
None	0.1449	Bond & Interest	1,383,795	1,317,900	-4.76%	(240,000)	-22.11%	Levy amount is automatically determined by the County based on all bond ordinances on file. The amount levied includes the 2020 Series principal (\$195,000) and interest (\$85,900) for a total of \$280,900. The amount levied for the 2015 Refunding Series includes principal (\$940,000) and interest (\$97,000) for a total of \$1,037,000. The amount also includes an abatement of \$240,000 which will be funded by existing debt service fund balance.
0.6477		Total - All Funds	6,229,067	6,596,350	5.90%	(240,000)	2.04%	

NOTE: Fund balance percentages are calculated by dividing projected 2/28/22 fund balance by actual FY2021/22 annual operating expenditures.

\* 2021 final rates are not yet available from the County.

\*\* This estimate for truth in taxation is based off of 2020 extended rates multiplied by CPI at 12/31/20 of 1.40% (35 ILCS 200/18-70).

**Glencoe Park District  
History of Final Levy Tax Extensions  
September 2022**

Tax Year	CPI**	Total EAV	EAV- Old Growth	EAV- New Growth	Limiting Tax Rate	Total EAV Inc/(Dec)	% +/- Total EAV	% +/- NEW Gwth	% +/- OLD Gwth**
*2022	5.0%								*
2021	1.4%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
2020	2.3%	950,285,837	(2,221,131)	7,269,206	0.465	5,048,075	0.53%	0.77%	-0.23%
*2019	1.9%	945,237,762	35,815,290	5,658,231	0.453	41,473,521	4.59%	0.63%	3.96% *
2018	2.1%	903,764,241	(44,622,502)	7,186,106	0.462	(37,436,396)	-3.98%	0.76%	-4.74%
2017	2.1%	941,200,637	10,099,210	10,546,572	0.431	20,645,782	2.24%	1.15%	1.10%
*2016	0.7%	920,554,855	166,281,244	5,309,461	0.427	171,590,705	22.91%	0.71%	22.20% *
2015	0.8%	748,964,150	(33,538,383)	8,126,533	0.518	(25,411,850)	-3.28%	1.05%	-4.33%
2014	1.5%	774,376,000	1,312,512	6,885,500	0.491	8,198,012	1.07%	0.90%	0.17%
*2013	1.7%	766,177,988	(88,862,471)	4,339,734	0.485	(84,522,737)	-9.94%	0.51%	-10.45% *
2012	3.0%	850,700,725	(65,096,549)	5,012,190	0.427	(60,084,359)	-6.60%	0.55%	-7.15%
2011	1.5%	910,785,084	(114,212,290)	7,988,009	0.384	(106,224,281)	-10.44%	0.79%	-11.23%
*2010	2.7%	1,017,009,365	(196,141,919)	6,993,287	0.334	(189,148,632)	-15.68%	0.58%	-16.26% *
2009	0.1%	1,206,157,997	57,174,254	24,028,445	0.273	81,202,699	7.22%	2.14%	5.08%
2008	4.1%	1,124,955,298	39,624,601	18,336,947	0.284	57,961,548	5.43%	1.72%	3.71%
*2007	2.5%	1,066,993,750	271,610,592	23,166,226	0.284	294,776,818	38.17%	3.00%	35.17% *
2006	3.4%	772,216,932	(15,805,477)	17,426,571	0.374	1,621,094	0.21%	2.26%	-2.05%
2005	3.3%	770,595,838	35,760,402	20,140,599	0.354	55,901,001	7.82%	2.82%	5.00%
*2004	1.9%	714,694,837	163,446,630	12,357,248	0.357	175,803,878	32.62%	2.29%	30.33% *
2003	2.4%	538,890,959	(9,698,462)	10,969,839	0.442	1,271,377	0.24%	2.04%	-1.80%
2002	1.6%	537,619,582	30,706,852	9,847,825	0.452	40,554,677	8.16%	1.98%	6.18%
*2001	3.4%	497,064,905	89,548,869	13,932,060	0.473	103,480,929	26.29%	3.54%	22.75% *
2000	2.7%	393,583,976	(10,549,605)	5,708,214	0.526	(4,841,391)	-1.22%	1.43%	-2.65%
1999	1.6%	398,425,367	9,377,933	5,158,838	0.498	14,536,771	3.79%	1.34%	2.44%
*1998	1.5%	383,888,596	35,078,769	4,829,704	0.502	39,908,473	11.60%	1.40%	10.20% *
1997	3.6%	343,980,123	(1,831,113)	3,054,227	0.543	1,223,114	0.36%	0.89%	-0.53%
1996	2.5%	342,757,009	1,384,535	3,190,291	0.522	4,574,826	1.35%	0.94%	0.41%
*1995	2.7%	338,182,183	30,661,674	5,458,884	0.518	36,120,558	11.96%	1.81%	10.15% *
1994		302,061,625							

\* Denotes a tri-annual re-assessment year.

\*\* Note: Old Growth is capped at the lesser of 5.0% or CPI.

**GLENCOE PARK DISTRICT  
RESOLUTION No. 945**

**TRUTH IN TAXATION LAW RESOLUTION**

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

1. The estimated corporate and special purpose property taxes extended or abated for 2021 were \$4,845,272. The proposed corporate and special purpose property taxes to be levied for 2022 are \$5,278,450. This represents an 8.94% increase over the previous year.
2. The estimated property taxes extended for debt service and public building commission leases for 2021 were \$1,383,795. The estimated property taxes to be levied for debt service and public building commission leases for 2022 are \$1,317,900. This represents a 4.76% decrease over the previous year.
3. The total estimated property taxes extended or abated for 2021 were \$6,229,067. The estimated total property taxes to be levied for 2022 are \$6,596,350. This represents a 5.90% increase over the previous year.
4. Based on the foregoing, a public hearing and publication is required under the Truth in Taxation Law. The Board will hold a public hearing on the proposed levy on November 15, 2022.

Passed this 18th day of October 2022.

AYES:  
NAYS:  
ABSENT:

---

Lisa M. Brooks, President  
Board of Park Commissioners

Attested and filed this 18th day of October 2022.

---

Lisa M. Sheppard, Secretary  
Board of Park Commissioners

[SEAL]

STATE OF ILLINOIS     )  
  ) **SS**  
COUNTY OF COOK        )

**SECRETARY'S CERTIFICATE**

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

**I HEREBY CERTIFY** that the foregoing instrument is a true and correct copy of Resolution No. 945:

**TRUTH IN TAXATION LAW RESOLUTION**

adopted at a duly called Regular Meeting of the Board of Park Commissioners of the Glencoe Park District, held at Glencoe, Illinois, in said District held immediately following a 7:00pm Finance Committee of the Whole meeting on the 18<sup>th</sup> day of October 2022.

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

**IN WITNESS WHEREOF**, I hereunto affix my official signature and the seal of the Glencoe Park District at Glencoe, Illinois this 18<sup>th</sup> day of October 2022.

---

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

[SEAL]

**Notice of Proposed Property Tax Levy Increase  
For Glencoe Park District**

- I. A public hearing to approve a proposed property tax levy increase for the Glencoe Park District for 2022 will be held on November 15, 2022, at 7:00pm, at the Glencoe Park District, 999 Green Bay Road, Glencoe, Illinois.

Any person desiring to appear at the public hearing and present testimony to the taxing District may contact Lisa Sheppard, Secretary of the Board of Park Commissioners, 999 Green Bay Road, Glencoe, Illinois, telephone number (847) 835-3030.

- II. The corporate and special purpose property taxes extended or abated for 2021 were \$4,845,272.

The proposed corporate and special purpose property taxes to be levied for 2022 are \$5,278,450. This represents an 8.94% increase over the previous year.

- III. The property taxes extended for debt service and public building commission leases for 2021 were \$1,383,795.

The property taxes to be levied for debt service and public building commission leases for 2022 are \$1,317,900. This represents a 4.76% decrease over the previous year.

- IV. The total property taxes extended or abated for 2021 were \$6,229,067.

The total property taxes to be levied for 2022 are \$6,596,350. This represents a 5.90% increase over the previous year.

**IX. Action Item C:  
Approval of Recommendation of  
Health Insurance for Employees**

Glencoe Park District  
October 2022 Board Meeting

# MEMORANDUM

TO: Board of Park Commissioners  
FROM: John Cutrera and Lisa Sheppard  
SUBJECT: 2023 Health Insurance Renewal  
DATE: October 18, 2022

---

Glencoe Park District's total health insurance program consists of the following coverages: medical, dental, vision, EAP, and life. Per the Board's decision in July 2020 to remain in the PDRMA Health Program for a three-year commitment, the decisions relating to the 2023 insurance renewal for the District are limited. The renewal for our current PDRMA Health Program medical, dental, EAP and life insurance coverage is effective January 1, 2023. (Specific instructions on our plan, however, must be submitted to PDRMA by October 21 for the open enrollment period which runs from November 14 through December 2).

Currently, the PDRMA Health Program includes over 80 member agencies covering over 2,200 employees. The majority of PDRMA Health agencies utilize the high deductible PPO plan with the Health Reimbursement Account (HRA). As of June 1, 2022, there were 715 employees enrolled in a high deductible PPO plan with the HRA option, compared to 306 enrolled in a straight PPO plan. All agencies offer the HMO option as an alternative as well. The HMO is the highest utilized plan with a total of 822 employees enrolled as of June 1, 2022.

The premium **increase** for the PDRMA Health Program for 2023 for PPO/HMO, prescription, dental, vision and EAP coverage for the Glencoe Park District when comparing the same plans year over year is approximately 3.97%. This compares to a **decrease** of 0.78% in 2022 and **increases** of 2.10% in 2021, 4.00% in 2020, and 2.17% in 2019. In 2023, the increases/decreases *by insurance type* are as follows: PPO 4.9% increase, HMO 6.0% increase, dental 0.7% increase, vision 15.3% decrease, EAP 2% decrease and no change for life coverage.

On September 28, the PDRMA Health Program Council (i.e. governing board of directors) approved rates and benefit plan changes to the plan for 2023.

Effective January 1, 2023, the following benefit changes were made by the Health Program Council:

- Added an additional \$2,500 High Deductible Health Plan (HDHP) with Health Savings Account (HSA).
- Changed the Vision Plan Claim Administrator from Blue Cross Blue Shield to Davis Vision resulting in additional options and lower overall vision premiums.
- Expanded PPO health care management programs to include all components of the BCBSIL Enable program.
- Added infertility benefits consistent with the Illinois state-mandated benefits to the PPO plan January 1, 2023.
- Adjusted PATH payouts to be on a quarterly basis.

# MEMORANDUM

In 2022, Glencoe Park District offered 36 eligible full-time enrollees three options: a \$1,250 PPO/\$1,000 HRA, HDHP/HSA plan and an HMO plan. Applying the new PDRMA 2023 rates to our covered employee's current selections the total amount of dollars for medical/dental/vision/life/EAP premiums equates to \$611,858. This compares to the amount for current enrollees with last year's 2022 rates of \$588,519. It should be noted that unplanned changes during 2023 are possible which may also impact these costs, such as employee changes due to resignations, new hires, new babies, and changes in marital status. Further, due to the fact that five full-time employees opted out of coverage for 2022 due to spousal or other family coverage, the budgeted cost will include contingency amounts for potential changes in coverage.

Prior to 2022, the District had historically offered a straight PPO plan option (\$500 deductible). In 2022, it was determined that the PPO plan option would be replaced with a HDHP/HSA in order to be more cost effective to the District and offer employees a wider scope of plan options. In reviewing plan options for 2023, staff included the straight PPO plan option in the evaluation so as to have an additional point of comparison when evaluating overall cost and ensure the current mix of plan offerings were still the best options for the District and its employees. As part of this analysis, the assumption was made that existing HMO enrollees would remain in the HMO. Staff then evaluated potential cost if the PPO enrollees were all enrolled in the \$500 deductible plan, the \$1,250 PPO/\$1,000 HRA plan and the High Deductible Health Plan (HDHP) with Health Savings Account (HSA). The chart below reflects the total cost by plan, assuming all current PPO enrollees select that particular plan:

\$500 Deductible PPO Plan	\$1,250 Deductible with \$1,000 HRA Plan	High Deductible Health Plan with Health Savings Account
\$778,363	\$739,673 - \$788,673	\$700,377

While all three plans have fixed premiums, the \$1,250 PPO/ \$1,000 HRA includes a variable component dependent on covered members usage. The District would be responsible for covering these costs through the HRA, up to the maximum. Since these costs are dependent on usage in the plan year, there is no way to determine with certainty what these costs will be, however prior utilization rates provide a means to estimate what the additional cost for this variable component will be in the upcoming plan year. The utilization rate for Glencoe Park District in 2021 and year to date in 2022 is 18% and 21% respectively. HRA utilization for PDRMA members over the past 5 years has ranged from 16%-33%. Based on these factors, staff feels a conservative estimated utilization rate of 40% for 2023 is a reasonable assumption in estimating potential costs for 2023. This would equate to an estimated cost of \$759,273 for the \$1,250 PPO/ \$1,000 HRA plan. It should also be noted that in network coverage for the \$1,250 PPO/ \$1,000 HRA plan would result in a lower deductible and out of pocket maximums for employees when compared to the \$500 deductible PPO plan.

While the High Deductible Health Plan (HDHP) with Health Savings Account (HSA) does offer the lowest fixed premiums of the plans reviewed, the plan itself results in much higher deductibles and out of pocket maximums to the employee. To help offset these costs, the IRS does allow covered

# MEMORANDUM

members enrolled in a HDHP to contribute to an HSA account (up to \$3,850 annually per individual and \$7,750 annually for families). While contributing to the HSA account will provide an added tax benefit to employees, it likely will not be enough to move employees into the plan given the higher deductibles and out of pocket maximums. PDRMA has recognized that and incorporated within their cost modeling tool, an assumption for the employer to contribute a portion of the maximum allowed HSA contribution. Staff also believes a District contribution to the HSA would help incentivize employees to enroll in the lower premium HDHP/HSA. This could be a great benefit for the employees who utilize it while still keeping the cost to the District consistent with the cost of the other two PPO plan options. If the District funded 50% of the allowed maximum contribution (\$1,925 for individuals and \$3,875 for families), it would result in additional expense to the District of \$74,375 based on the current mix of enrollees. This would result in a total cost of \$774,086 to the District.

The chart below reflects the total cost of the PPO plans when factoring in the 40% utilization rate for the \$1,250 PPO/\$1,000 HRA plan and a 50% individual and family District contribution to the employee's HSA for the HDHP/HSA plan:

\$500 Deductible PPO Plan	\$1,250 Deductible with \$1,000 HRA Plan *	High Deductible Health Plan with Health Savings Account **
\$778,363	\$759,273	\$774,086

\*Assumes 40% utilization rate

\*\* Assumes 50% District contribution to employee and family HSA, employee +1 would be an average of the two

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

As stated above, there was an overall increase in PPO and HMO premiums of 4.9% and 6.0%, respectively.

Historically, the goal has been to bring premium contributions for all coverage types (excluding single) to be 10% of monthly premium. However, given current utilization of the HMO plan and potential cost savings achieved by the District when an employee chooses HMO over PPO, staff proposes a significant decrease in HMO employee premium contributions. Staff proposes that individual HMO coverage be provided at no cost to the employee and all other tiers of HMO coverage be reduced to approximately 3%. While every individual's needs differ, the HMO network is Blue Cross Blues Shield of Illinois, which is a vast network that will more than meet the needs of an individual and their family in most cases. HMO participants also have the security of knowing that any out of pocket costs will be very minimal. For example, a family HMO participant would have a \$0 deductible and a maximum out of pocket of \$3,000 compared to a family PPO plan participant who would have a \$3,750 deductible and maximum out of pocket of \$3,750. The District also recognizes cost savings when employees choose the HMO. With the proposed reduced employee contributions, the District would still save over \$4,250 per family enrolled employee in PPO coverage who moves to the HMO and for

# MEMORANDUM

individuals the savings would be a little over \$1,750 per individual employee. The HRA variable cost is also eliminated. Staff will still be incentivized to decline insurance if not needed as they would be eligible for the insurance buy-out discussed below. As such, staff recommends that employee contributions for 2023 be adjusted as follows:

Grade 1:

Type of Coverage	CURRENT			PROPOSED		
	HDHP	HRA	HMO	HDHP	HRA	HMO
Single (16)	\$25	\$25	\$20	\$26	\$26	\$0
Employee + Child (9)	\$135	\$135	\$105	\$140	\$140	\$40
Employee + Spouse (7)	\$170	\$170	\$145	\$180	\$180	\$50
Family (8)	\$240	\$240	\$205	\$250	\$250	\$70
Employee + Children (0)	\$170	\$170	\$135	\$175	\$175	\$50

Grade 7:

Type of Coverage	CURRENT	PROPOSED
	HMO	HMO
Single	\$20	\$0
Employee + Child	\$105	\$40
Employee + Spouse	\$715	\$725
Family	\$1,375	\$1,400
Employee + Children	\$600	\$610

\*Five employees with life/EAP coverage only and two employees with dental only make no monthly contribution.

## Insurance Buy-Out Option

As evidenced by this memo, employee medical expense is and will continue to be a significant expense for the District. The total annual expense is dependent on how many employees opt for the District's coverage. When an employee chooses their spouse's insurance plan, it can result in annual savings of over \$30,000. In the prior year, the District began offering and insurance buy-out to employees who declined District provided health insurance. At the time, it resulted in three employees who were covered under family coverage to opt for the insurance buy-out and utilize other coverage options outside of the District. Currently, there are five family eligible employees receiving the buy-out. Each family eligible employee who opts for the buy-out over the HRA nets the District over \$25,000 in savings annually. Given the financial impact to the District, staff recommends continuing to offer a buy-out option to employees who opt out of our insurance as this would continue to be a useful tool to incentivize employees with other health insurance options to utilize those alternatives.

# MEMORANDUM

Staff recommends continuing a tiered insurance buy-out of \$1,750, \$3,500 and \$5,100 for single, employee +1 and family respectively. These are the same buy-out rates as in the prior year and still represents approximately 20% of the total HMO cost for each tier. The savings realized by one family eligible employee opting for alternative insurance would pay for nearly four additional family insurance buy-outs.

**For the 2023 renewal, staff recommends to the Board of Park Commissioners that the District provide three PDRMA plan options: the HMO Plan, the \$1,250 deductible/\$1,000 HRA option and the HDHP/HSA with a 50% District contribution to the employee HSA. This would be no change to the plan options offered in 2022. Further, staff also recommends that there be a decrease in employee HMO contribution levels as shown above, and that the Medical Reserve be utilized only to the extent that claims exceed the estimated 50% utilization rate for the HRA. It is also recommended that the District continue to provide an insurance buy-out option at a rate of \$1,750, \$3,500 and \$5,100 (for single, employee +1 and family respectively) for eligible employees who decline the coverage offered by the District.**

# PDRMA HEALTH PROGRAM

## 2022 vs. 2023 RATE COMPARISON

### Plan - HRA/HDHP/HMO with Dental, Vision, EAP, and Life Insurance

Coverage	# of EE's	2022 Rate/ Month	2022 Rate/ Year	2023 Rate/ Month	2023 Rate/ Year	
<b>SINGLE HRA</b>	11	957.07	126,333.24	960.62	126,801.84	
<b>SINGLE DENTAL only</b>	1	56.16	673.92	55.47	665.64	
<b>SINGLE HDHP/HSA</b>	3	894.25	32,193.00	894.64	32,207.04	
<b>SINGLE HMO</b>	2	769.40	18,465.60	789.98	18,959.52	
<b>TOTAL</b>	<b>17</b>		<b>177,665.76</b>		<b>178,634.04</b>	
<b>FAMILY HRA</b>	5	2,671.58	160,294.80	2,856.81	171,408.60	
<b>FAMILY DENTAL only</b>	3	138.85	4,998.60	141.37	5,089.32	
<b>FAMILY HDHP/HSA</b>	2	2,483.12	59,594.88	2,657.29	63,774.96	
<b>FAMILY HMO</b>	1	2,213.63	26,563.56	2,367.37	28,408.44	
<b>TOTAL</b>	<b>11</b>		<b>251,451.84</b>		<b>268,681.32</b>	
<b>EMP + SPOUSE HRA</b>	7	1,896.47	159,303.48	1,957.70	164,446.80	
<b>EMP + SPOUSE DENTAL</b>	0	101.14	0.00	102.16	0.00	
<b>EMP + SPOUSE HDHP/HSA</b>	0	1,767.69	0.00	1,821.37	0.00	
<b>EMP + SPOUSE HMO</b>	0	1,566.90	0.00	1,623.26	0.00	
<b>TOTAL</b>	<b>7</b>		<b>159,303.48</b>		<b>164,446.80</b>	
<b>Life/EAP only</b>	1	8.15	97.80	8.00	96.00	
<b>Total Medical Coverage (Medical, Dental, Vision, Life, EAP)</b>	<b>36</b>		<b>\$588,519</b>		<b>\$611,858</b>	<b>3.97%</b>

## \$500 Deductible PPO

Coverage	# of EE's	2023 Rate/ Month	2023 Rate/ Year
SINGLE PPO	14	1,025.95	172,359.60
SINGLE DENTAL only	0	960.62	0.00
SINGLE HRA	1	55.47	665.64
SINGLE HMO	0	894.64	0.00
SINGLE HDHP/HSA	2	789.98	18,959.52
<b>TOTAL</b>	<b>17</b>		<b>191,984.76</b>
FAMILY PPO (more than one dep)	7	3,052.81	256,436.04
FAMILY DENTAL only	0	2,856.81	0.00
FAMILY HRA	3	141.37	5,089.32
FAMILY HMO	0	2,657.29	0.00
FAMILY HDHP/HSA	1	2,367.37	28,408.44
<b>TOTAL</b>	<b>11</b>		<b>289,933.80</b>
EMP + SPOUSE PPO	7	2,091.64	175,697.76
EMP + SPOUSE DENTAL	0	1,957.70	0.00
EMP + SPOUSE HRA	0	102.16	0.00
EMP + SPOUSE HMO	0	1,821.37	0.00
EMP + SPOUSE HDHP/HSA	0	1,623.26	0.00
<b>TOTAL</b>	<b>7</b>		<b>175,697.76</b>
EMP + CHILDREN PPO	9	1,117.14	120,651.12
<b>TOTAL</b>	<b>9</b>		<b>120,651.12</b>
Life/EAP only	1	8.00	96.00
<b>Total Coverage (Medical, Dental, Life, EAP)</b>	<b>45</b>		<b>778,363.44</b>

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

Coverage	# of EE's	2023 Rate/ Month	2023 Rate/ Year	Estimated HRA Claims	Total Estimated HRA Expense	Maximum HRA Claims	Total Maximum HRA Expense
<b>SINGLE PPO</b>	0	1,025.95	0.00				
<b>SINGLE HRA</b>	14	960.62	161,384.16	5,600.00	166,984.16	14,000.00	175,384.16
<b>SINGLE DENTAL only</b>	1	55.47	665.64		665.64		665.64
<b>SINGLE HDHP/HSA</b>	0	894.64	0.00				
<b>SINGLE HMO</b>	2	789.98	18,959.52		18,959.52		18,959.52
<b>TOTAL</b>	<b>17</b>		<b>181,009.32</b>		<b>186,609.32</b>		<b>195,009.32</b>
<b>FAMILY PPO</b>	0	3,052.81	0.00				
<b>FAMILY HRA</b>	7	2,856.81	239,972.04	8,400.00	248,372.04	21,000.00	260,972.04
<b>FAMILY DENTAL only</b>	3	141.37	5,089.32		5,089.32		5,089.32
<b>FAMILY HDHP/HSA</b>	0	2,657.29	0.00				
<b>FAMILY HMO</b>	1	2,367.37	28,408.44		28,408.44		28,408.44
<b>TOTAL</b>	<b>11</b>		<b>273,469.80</b>		<b>281,869.80</b>		<b>294,469.80</b>
<b>EMP + SPOUSE PPO</b>	0	2,091.64	0.00				
<b>EMP + SPOUSE HRA</b>	7	1,957.70	164,446.80	5,600.00	170,046.80	14,000.00	178,446.80
<b>EMP + SPOUSE DENTAL</b>	0	102.16	0.00				
<b>EMP + SPOUSE HDHP/HSA</b>	0	1,821.37	0.00				
<b>EMP + SPOUSE HMO</b>	0	1,623.26	0.00				
<b>TOTAL</b>	<b>7</b>		<b>164,446.80</b>		<b>170,046.80</b>		<b>178,446.80</b>
<b>EMP + CHILD HMO</b>	9	1,117.14	120,651.12		120,651.12		120,651.12
<b>TOTAL</b>	<b>9</b>		<b>120,651.12</b>		<b>120,651.12</b>		<b>120,651.12</b>
<b>Life/EAP only</b>	<b>1</b>	8.00	<b>96.00</b>		<b>96.00</b>		<b>96.00</b>
<b>Total Medical Coverage (Medical, Dental, Vision, Life, EAP)</b>	<b>45</b>		<b>739,673.04</b>	<b>19,600.00</b>	<b>759,273.04</b>	<b>49,000.00</b>	<b>788,673.04</b>

## HDHP/HSA

Coverage	# of EE's	2023 Rate/ Month	2023 Rate/ Year	50% annual Contribution	Total Expense HDHP
<b>SINGLE PPO</b>	0	1,025.95	0.00		
<b>SINGLE HRA</b>	0	960.62	0.00		
<b>SINGLE DENTAL only</b>	1	55.47	665.64		
<b>SINGLE HDHP/HSA</b>	14	894.64	150,299.52	26,950.00	177,249.52
<b>SINGLE HMO</b>	2	789.98	18,959.52		18,959.52
<b>TOTAL</b>	<b>17</b>		<b>169,924.68</b>		<b>196,209.04</b>
<b>FAMILY PPO</b>	0	3,052.81	0.00		
<b>FAMILY HRA</b>	0	2,856.81	0.00		
<b>FAMILY DENTAL only</b>	3	141.37	5,089.32		5,089.32
<b>FAMILY HDHP/HSA</b>	7	2,657.29	223,212.36	27,125.00	250,337.36
<b>FAMILY HMO</b>	1	2,367.37	28,408.44		28,408.44
<b>TOTAL</b>	<b>11</b>		<b>256,710.12</b>		<b>283,835.12</b>
<b>EMP + SPOUSE PPO</b>	0	2,091.64	0.00		
<b>EMP + SPOUSE HRA</b>	0	1,957.70	0.00		0.00
<b>EMP + SPOUSE DENTAL</b>	0	102.16	0.00		
<b>EMP + SPOUSE HDHP/HSA</b>	7	1,821.37	152,995.08	20,300.00	173,295.08
<b>EMP + SPOUSE HMO</b>	0	1,623.26	0.00		0.00
<b>TOTAL</b>	<b>7</b>		<b>152,995.08</b>		<b>173,295.08</b>
<b>EMP + CHILD HMO</b>	9	1,117.14	120,651.12		120,651.12
<b>TOTAL</b>	<b>9</b>		<b>120,651.12</b>		<b>120,651.12</b>
<b>Life/EAP only</b>	<b>1</b>	8.00	<b>96.00</b>		<b>96.00</b>
<b>Total Medical Coverage (Medical, Dental, Vision, Life, EAP)</b>	<b>45</b>		<b>700,377.00</b>	<b>74,375.00</b>	<b>774,086.36</b>

**IX. Action Item D:  
Approval of Deputy Local Election  
Official**

Glencoe Park District  
October 2022 Board Meeting

# MEMORANDUM

**TO:** Board of Park Commissioners  
**FROM:** Lisa Sheppard, Executive Director and Jenny Runkel, Administrative Assistant  
**SUBJECT:** Approval of Deputy Local Election Official (LEO)  
**DATE:** September 29, 2022

---

The Illinois Association of Park Districts (IAPD) notified park districts last month that the Secretary of the Board of Park Commissioners is officially the park district's Local Election Official (LEO). If another staff member will be taking on this roll, they must be approved by Board roll call vote for the position of Deputy LEO. As Jenny Runkel has taken on election filing through certification tasks since 2013, the Board now needs to officially approve her as the park district's Deputy LEO for the April 4, 2023 Consolidated Election tasks starting in December 2022.

Going forward, approval of the Deputy LEO will be added to the 'Approval of Officers and Representatives' agenda item annually during May regular Board meetings.

**IX. Action Item E:  
Approval of Gas Kiln Purchase for  
Ceramics Room**

Glencoe Park District  
October 2022 Board Meeting

# MEMORANDUM

**TO:** Board of Park Commissioners  
**FROM:** Lisa Sheppard, Executive Director and Kyle Kuhs Director of Parks and Planning  
**SUBJECT:** Ceramics Studio Gas Kiln Purchase  
**DATE:** October 18, 2022

---

As part of the ongoing ceramic's studio updates, the Board discussed and approved the installation of a new, larger, gas fired kiln to enhance programming and supplement the two smaller electric kilns already in place.

Staff is working with Wight & Company for construction and bidding documents, but to ensure the unit can be installed during the 2023 August shutdown, it is recommended we move forward with the purchase of the unit now, independent of the project bidding, as there is a 7-month lead time on the kiln.

Bailey Pottery Equipment Corporation is a sole source provider of the M-404-208 kiln staff wishes to have installed. Bailey Pottery only provides their Gas Kilns through direct sales and does not have distribution in the field for their products, so publicly bidding for this specific kiln would not be an option. The Bailey Kiln recommended can be easily disassembled and reassembled for installation without the need for large scale demolition work which would be very costly (i.e. opening/widening doorways and walls). This is a feature that other kiln manufacturers do not offer. Additionally, Bailey has a wide network of technical support and service providers in the area and comes highly recommended by others in the ceramics industry.

The estimated sole source cost of the unit is approximately \$37,000. Once ordered, we would anticipate receiving the unit in late spring 2023. Staff will work with Wight and Company to develop construction and bid documents specific to this unit and required installation to take place during the August 2023 shutdown period.

**Recommendation:** Approval of the sole source purchase of the Bailey M-404-208 Gas Kiln in the amount not to exceed \$40,000.



*The Equipment Experts*

*since 1975*

Bailey Ceramic Supply &  
Bailey Pottery Equipment Corporation  
PO Box 1577  
Kingston, New York 12402

info@baileypottery.com  
Telephone 845-339-3721  
Telefax 845-339-5530

October 4, 2022

Attn: Kyle Kuhs  
Glencoe Park District  
999 Green Bay Road  
Glencoe, IL 60022

Kyle,

Bailey Pottery Equipment Corporation is the sole source for our unique Gas Fired Kiln line. We only provide our Gas Kilns through direct sales. We do not have distribution in the field for our Gas Kiln products.

Thank you,

Jim Bailey  
Bailey Pottery Equipment Corporation

**IX. Action Item F:  
Approval of Pizzo & Associates Rain  
Gardens Proposals and Stewardship  
Agreement**

Glencoe Park District  
October 2022 Board Meeting

# MEMORANDUM

**TO:** Board of Park Commissioners  
**FROM:** Lisa Sheppard, Executive Director and Kyle Kuhs, Director of Parks and Planning  
**SUBJECT:** Pizzo contract renewal and additional rain garden areas at Shelton Park and Green Bay /South Park  
**DATE:** October 18, 2022

---

At the April 20, 2021 Board meeting, Pizzo and Associates was awarded a 3-year stewardship contract for the care of the District's natural areas. As we wrap up year two of the contract and prepare to renew for year three, the District would like to expand upon our conservation areas as outlined in our strategic plan. In doing so, the scope of Pizzo's services will expand as well. In the interest of growing our sustainability initiatives and addressing drainage issues in our parks, staff is recommending the addition of two new rain gardens at Shelton Park and Park 10s (corner of Green Bay Road and South Avenue). These areas have continual drainage issues in the spring and fall months where surface water remains for extended periods of time and, in the case of Shelton, makes the walking paths impassable at times.

The use of native plantings to address drainage issues fits with our sustainability initiatives while saving the District capital when compared against the cost of engineering and constructing traditional storm water infrastructure.

Below is the current stewardship and prescribed burn contract cost, cost of additional rain gardens and updated stewardship and prescribed burn contract cost including the new areas:

- 2023-2024 stewardship and prescribed burn contract without the new rain gardens **\$18,410**
- Rain garden at Shelton Park (2,250 plugs 18" on center)- **\$13,102**
- Rain garden at Green Bay Road and South Avenue (seed/blanket method)- **\$3,219.35**
- 2023-2024 stewardship contract and prescribed burn with the new rain gardens (less prescribed burn)- **\$19,900**

The \$1,490 annual cost increase would be for the management of these new rain gardens to ensure they are properly cared for and to keep the plant material under warranty.

**Recommendation:** Approval of the Pizzo and Associate's proposals for new rain gardens at Shelton Park and Park 10s and the updated stewardship contract in the amount of \$19,900.



**Pizzo & Associates, Ltd.**  
 PO Box 98  
 Leland, IL 60531

**Proposal #1310**  
 Date: 09/22/2022  
 From: Nick P.

**Proposal For**

**Glencoe Park District**

999 Green Bay Road  
 Glencoe, IL 60022

[cleiner@glencoeParkDistrict.com](mailto:cleiner@glencoeParkDistrict.com)

**Location**

999 Green Bay Rd  
 Glencoe, IL 60022

Glencoe PD - Stewardship - 2023

**Terms**  
 Net 30

ITEM DESCRIPTION	AMOUNT	TIMES / CONTRACT	CONTRACT TOTAL
<b>Stewardship-Scheduled</b> Natural Area Stewardship: (2023) Service area includes the natural areas identified on the attached site maps.  THIS PRICING ALSO INCLUDES THE NEWLY INSTALLED RAIN GARDENS AT SHELTON PARK & GREEN BAY AND SOUTH.  Stewardship service includes site visits throughout the growing season (April – November), work will include selective herbicide applications, hand pulling, and brush cutting as needed to treat invasive species and promote the establishment of native plants.	\$ 1,775.00	8	\$ 14,200.00
<b>Prescribed Burn</b> Prescribed Burn (Burn Season Nov. 2023 - April 2024) burn area includes the Dietz, Everly, and Shelton natural areas identified on the attached site map. (Additional Prescribed Burn Information provide in the attached terms and conditions)  Includes all permits, notifications, labor, and equipment required to perform a safe prescribed burn in the identified area.	\$ 5,700.00	1	\$ 5,700.00

*All work will be completed in accordance with these plans unless subsequent changes are agreed upon in writing. Balances not paid by the due date are subject to late fees.*

<b>TOTAL</b>	<b>\$ 19,900.00</b>
--------------	---------------------

**Signature**

x

Date:

\_\_\_\_\_  
 Please sign here to accept the terms and conditions



**Pizzo & Associates, Ltd.**  
PO Box 98  
Leland, IL 60531

**Proposal #1310**  
Date: 09/22/2022  
From: Nick P.

**Assigned To**

Lucas H.  
[lucash@pizzo.info](mailto:lucash@pizzo.info)

**Sales Reps**

Nick P.  
[nickp@pizzo.info](mailto:nickp@pizzo.info)

**PIZZO & ASSOCIATES, LTD. (Pizzo) STANDARD TERMS AND CONDITIONS**

**Installation/Restoration Payment:**

Payment of 25% of contract total price as shown in the accompanying contract is due upon contract signing. The balance of the contract total price, plus any extras, is due upon completion.

**Design/Consultation/Stewardship/Prescribed Fire Payment:**

Invoices will be sent each month in which services are provided. Payment is due within 30 days of the invoice date.

**Additions & Deletions:**

All additions and deletions shall be agreed to in writing by both parties. Additions will be billed on a time and materials basis unless otherwise stated in writing. Time will be billed including travel, pick up/delivery, clean up/setup plus any related costs.

**Prepayment Discount:**

All accounts paid in full upon contract signing will receive a one and one-half percent (1.5%) prepayment discount.

**Finance Charges and Returned Payments:**

All unpaid balances will carry a two percent (2%) per month finance surcharge; maximum twenty four percent (24%) per annum finance surcharge. All returned checks will result in an additional \$100.00 service charge.

**Lien Rights:**

If the Owner/Client does not make timely payments in accordance with the terms outlined in the contract, Pizzo shall exercise such lien rights as permitted to any contractor by the state in which the work is completed.

**Guarantees:**

Installed plantings shall immediately become the responsibility of the owner to maintain unless otherwise agreed to in writing.

**Owner Managed Sites:**

Trees and shrubs are guaranteed to live for a period of one (1) year from the date of installation or they will be replaced. Replacement of the trees or shrubs is the Owner's sole available remedy. Pizzo may substitute the trees or shrubs with another species in its sole discretion. This guarantee shall be invalid if the Owner has failed to use reasonable care (water, weeding, invasive species control, mowing, protection from damage, etc.) during said period.

The above warranties do not cover damage due to the fault of the Owner, soils contaminated with phytotoxic substances, damage by a third party, herbicides applied by others, herbivory, wildlife, floods, stormwater or acts of God.

Perennials, seed, annuals, and transplanted materials carry no guarantee expressed or implied.

The Owner's sole and exclusive remedy for seeds and plants covered under any of the above guarantees will be the replacement of plant or re-planting of the seed on a one-time basis only.

Failure to make payment within thirty (30) days of job completion voids all guarantees expressed or implied.

**Pizzo Managed Sites:**

Trees and shrubs are guaranteed to live for a period of one (1) year from the date of installation or they will be replaced. Replacement of the tree or shrub is the Owner's sole available remedy. Pizzo may substitute the trees or shrubs with another species in its sole discretion.

Native seed installations are guaranteed to have at least three (3) native plants per square foot at the end of the fifth growing season. Pizzo & Associates, Ltd. will re-seed those areas not in compliance. Under no circumstances shall this guaranty extend beyond five years from the date of contract, nor shall it require more than one (1) replanting by Pizzo of any area.

Installed native perennials are guaranteed to have an eighty percent (80%) survival rate after one (1) year. Replacement of the native perennials is the Owner's sole available remedy. Pizzo may substitute the perennial plants with another species in its sole discretion.

The Owner's sole and exclusive remedy for seeds and plants covered under any of the above guarantees will be the replacement of plant or re-planting of the seed on a one-time basis only.

The above warranties do not cover damage due to the fault of the Owner, soils contaminated with phytotoxic substances, damage by a third party, herbicides applied by others, herbivory, wildlife, floods, stormwater or acts of God.

Failure to make payment within thirty (30) days of the final invoice issued upon job completion voids all guarantees expressed or implied.

All guarantees terminate when Pizzo no longer manages the site.

**Prescribed Fire:**

No guarantee or warranty is expressed or implied as to the completeness, coverage, intensity, or results of the prescribed fire. If the conditions are acceptable to Pizzo, and the local fire jurisdiction gives permission to ignite the prescription fire, and Pizzo is forced to shut down due to no fault of Pizzo, the full balance will be due. Any return trip to complete the fire will be billed at the rate stated in the contract. Landscape plantings, mulch beds and above ground utilities in or near the burn unit could sustain damage due to heat/flames and shall not be guaranteed. The Owner acknowledges that there will be smoke generated by the prescribed fire, and it will move off site during the burn. The Owner/Agent will notify potentially affected parties in proximity to the prescribed burn units. The Owner hereby agrees to indemnify Pizzo, its employees, and agents and hold them harmless for any instance of damage due to a prescribed fire. If the local authorities require their presence and charge a fee to do so, those costs will be paid by the Owner in addition to the contract price.

**Aquatic Weed Control:**

Due to the highly unpredictable nature of the weather, nutrient levels, nutrient availability, and water levels; no warranty is expressed or implied as to the completeness of the control or eradication of any aquatic plant and/or algae species is warranted.

**Supplemental Watering:**

Due to the highly unpredictable nature of the weather, supplemental watering may be required to ensure and maintain proper plant establishment. If any installation of seed and/or plants have been directed by the Owner to occur outside of normal seed/plant installation timeframes (March 1 – June 30; September 15 – October 31) and/or in the event that D1- Moderate Drought conditions or higher exist according to the National Drought Mitigation Center at the University of Nebraska-Lincoln (<http://droughtmonitor.unl.edu>), U.S. Department of Agriculture, and the National Oceanic and Atmospheric Administration; Pizzo reserves the right to provide supplemental watering as necessary.

Prior to commencement of supplemental watering services, the Owner shall be notified. Should the Owner decline this service, all standard Pizzo warranties for seeding and plant installations shall be voided.

Watering will be billed on a time and materials basis including travel, pick up/delivery, clean up/setup plus any related costs.

**Dumping of Garbage, Litter, Soil, Construction Debris and Landscape Debris:**

When material of any kind, including but not limited to garbage, litter, soil, construction debris or landscape debris, are dumped within the project area Pizzo will notify the owner. Clean up of the materials will be the cost of the owner. Charges for Pizzo to clean up the site and restore it will be calculated on a time and materials basis. Time will be billed including travel, pick up/delivery, clean up/setup plus any related costs.

**Encroachments:**

When an encroachment occurs into the project area Pizzo will notify the owner. Charges for Pizzo to restore the area will be calculated on a time and materials basis. Time will be billed including travel, pick up/delivery, clean up/setup plus any related costs.

**Right of Substitution:**

The Owner agrees that Pizzo may, without the Owner's consent, substitute hard materials, quantities, and species when deemed appropriate due to weather, site conditions, planting conditions, availability, or to otherwise enhance the project without changing the character of the project.

**Subcontracting:**

Pizzo reserves the right to employ certain subcontractors to perform all or part of the work.

**Boundary and Utility Marking for Field Work:**

The Owner shall provide Pizzo a current plat of survey for delineation of the property lines. If the boundary markers are not visible, Pizzo can hire a surveyor to visit the site to mark the boundary points. Pizzo will bill the owner for it. The Owner shall notify Pizzo of all private utilities (piping, wiring, sprinkler system, components, obstructions...) prior to work beginning. Repairs to any private utilities shall be the sole responsibility of the Owner. If site conditions are not as they appear above ground or there are buried obstructions or debris causing changes to the plan the work will be billed including travel, pick up/delivery, clean up/setup plus any related costs. The Owner will pay for all fees and time to obtain all necessary licenses, permits, permissions or authority that may be required, whether federal, state, county, local or other entity.

**Delays by Others:**

If the work of Pizzo is delayed due to conditions beyond its control the Owner will be notified of the delay. If the delay is caused by another contractor on the job site, the Owner will work diligently to remove the delay within 48 hours. If the delay is not removed within 48 hours all costs associated with delay will be charged to the Owner.

**Design Plans, Photographs, Videos and Award Submission:**

The Owner expressly authorizes Pizzo to make sketches or drawings and/or take photographs and video of the subject property and any improvements located on the subject property. The Owner grants permission to Pizzo to use a drone to take video of the property. The owner grants permission to Pizzo use the resulting photographs, videos, sketches, or drawings for purposes of developing a design and restoration plan and to publish the photographs and video and/or design and plan for marketing or educational purposes. The photographs, video, design, and restoration plan shall remain the exclusive property of Pizzo together with all copyrights thereto. The Owner grants permission for Pizzo the right to submit the property for awards and recognitions and to use such for marketing purposes.

**Default Remedies:**

In the event the Owner is in default of their obligations hereunder, the Owner shall pay all expenses incurred by Pizzo to collect the amounts due, including but not limited to court costs, attorney's fees, and accrued interest. The parties hereto further agree that any lawsuit based upon this contract or related to the services rendered and/or materials supplied pursuant to this contract shall be filed exclusively in the Sixteenth Judicial Circuit Court in Sycamore, Illinois, County of DeKalb.

**IX. Action Item G:  
Approval of Final Design, Permitting,  
and Construction Management  
Services for Lakefront Park Tennis  
Courts and Playground Renovations**

Glencoe Park District  
October 2022 Board Meeting

# MEMORANDUM

**TO:** Board of Park Commissioners  
**FROM:** Lisa Sheppard, Executive Director and Kyle Kuhs Director of Parks and Planning  
**SUBJECT:** Hitchcock Proposal for Lakefront Park Approval  
**DATE:** October 18, 2022

---

At the July 19, 2022 Board meeting, the Board approved the 'mound playground' and two singles plus one doubles tennis court options for the Lakefront Park renovation project. Staff reviewed the proposal from Hitchcock Design Group for final design, permitting, bidding, and construction services related to the project.

The proposal before the Board is in the amount of \$62,730 (6.5% of total project cost), \$23,054 (2.4% of total estimated project cost) has been spent up to this point for concept design. The current construction cost estimate is \$869,042 for a total estimated project cost of \$954,856.

Once construction and bidding documents are complete, staff will advance the project into the bidding phase and work with Hitchcock to develop a construction timeline. The goal would be to have the project completed prior to Fourth of July festivities with an alternative timeline of starting the work after Fourth of July with completion in the fall.

**Recommendation:** Approval of Hitchcock Design Group's proposal for final design, permitting, bidding and construction services for the Lakefront Park tennis court and playground renovations in the amount of \$62,730.



## Professional Service Agreement

This agreement (Agreement) is between:  
**Hitchcock Design, Inc.**, an Illinois corporation doing business as **Hitchcock Design Group (HDG)**,

Mailing address: PO Box 5126  
Naperville, Illinois 60567-5126  
Office address: 22 E Chicago Avenue, Suite 200a  
Naperville, Illinois 60540

and **Glencoe Park District (Client)**, 999 Green Bay Road, Glencoe Illinois 60022, is entered into on September 30, 2022, and includes eight parts: Project Description, Project Team, Basic Services, Schedule, Compensation and Payment, Client Responsibilities, Additional Conditions, and Acceptance.

### PART ONE: PROJECT DESCRIPTION

The project is titled Lakefront Park DD-CPS. See attached proposal dated September 14, 2022 for the project description.

### PART TWO: PROJECT TEAM

Client/Owner: Glencoe Park District  
Landscape Architect: Hitchcock Design Group  
Civil Engineer: Erikson Engineering Associates, LTD  
Electrical Engineer: Nova Engineering, PC

### PART THREE: BASIC SERVICES

The attached Scope of Services is made a part of this Agreement.

Services Not Included are: Structural Engineering (for walls, foundation and/or footings); Topographic and Tree Survey; Geotechnical Analysis; Lighting Design.

### PART FOUR: SCHEDULE

A Project Schedule will be prepared following contract execution and the project kick-off meeting and may be updated from time to time as the project advances.

### PART FIVE: COMPENSATION AND PAYMENT

#### Fee Type and Amount

Client agrees to compensate HDG for the Authorized Scope of Services described in Part Three of this Agreement as follows:

Final Design Services:		
Final Design Phase	Fixed Fee	\$38,750
Permitting Phase (Village of Glencoe)	Hourly Estimate	\$2,600
Bidding Phase	Fixed Fee	\$3,100
<u>Construction Phase Services:</u>	<u>Hourly Estimate</u>	<u>\$13,910</u>
	Total:	\$58,360



Optional Service:  
Additional Permitting (Lake County SMC)      Hourly Estimate \$4,370

**Authorized Additional Services**

If circumstances arise during HDG’s performance of its Scope of Services that require additional services, HDG will notify Client about the nature, extent, and probable additional cost of the additional services, and perform only such additional services following Client’s written authorization. Client agrees to compensate HDG for Authorized Additional Services in addition to the fee for the Authorized Scope of Services.

**Reimbursable Expenses**

In addition to the fees for the Authorized Scope of Services and Authorized Additional Services, Client agrees to compensate HDG for delivery, travel, and reproduction expenses at 115% of HDG’s actual cost. Mileage is calculated at the current IRS reimbursable rate.

**Standard Rates**

The following hourly Billing Rates are made a part of this Agreement:

Senior Principal:	\$255
Principal:	\$215
Senior Associate:	\$160
Associate:	\$130
Junior Associate:	\$110

**Payment**

*Invoices*

Each month, by the first day of the month, HDG will provide an invoice to you that describes the invoice period, the services rendered, fees and expenses due, payment due date, billing history and other appropriate information. Invoices for fixed fees will describe the percentage of the services completed. Invoices for hourly fees will describe the tasks, hours and hourly rates for the services completed.

*Progress Payments*

Client agrees to promptly review HDG invoices and make full payment for Authorized Scope of Services, Authorized Additional Services and Reimbursable Expenses.

Payment of each invoice is due upon receipt and will be past due if not paid in full within 30 days of the invoice date.

If Client objects to any portion of the invoice, Client agrees to notify HDG, in writing, within 7 days of receipt regarding the Client’s objection and pay the undisputed invoice amount in accordance with this Agreement. Otherwise, Client agrees to promptly review HDG invoices and make full payment for authorized Scope of Services, authorized Additional Services, and agreed upon reimbursable expenses, by invoice due date.

Client agrees to pay HDG via ACH digital check. HDG will send instructions to Client with the invoice(s). If Client requires HDG to receive payment by mailed-check, Client agrees to mail check payments HDG’s PO Box mailing address below.



Hitchcock Design Group  
PO Box 5126  
Naperville, Illinois 60567-5126

*Interest and Collection Costs*

Client agrees to pay a finance charge of 5% per month on unpaid account balances that are past due. In the event that HDG must retain an attorney to enforce Client's payment obligations, Client agrees to pay HDG's reasonable attorneys' fees and costs, regardless of whether suit is filed.

**PART SIX: CLIENT RESPONSIBILITIES**

**Representation**

Client agrees to designate a representative authorized to act on its behalf. HDG will direct communications to Client through its designated representative. Client agrees to communicate with HDG's project manager in a timely manner in order to expediently advance HDG services.

**Program Requirements**

Client agrees to provide customary program requirements for the project, including objectives, standards and criteria, schedule, process, communications protocol, and budget.

**Existing Conditions**

Client agrees to provide current information regarding the existing conditions for the project area, including boundary, legal description, ownership, easements and restrictions; topography and benchmark; soils, utilities, hydrology/wetlands, vegetation, land uses, archeology, traffic. HDG is entitled to rely on the accuracy and completeness of the information provided.

**Access**

Client agrees to provide HDG and its sub consultants access to the property for observation.

**Specialized Consultation**

Upon consultation and agreement between Client and HDG, Client agrees to provide the services of specialized consultants not identified on the Project Team when they are needed to meet Client's project program requirements.

**Changed Conditions**

Client agrees to promptly notify HDG in writing of any condition, event or circumstance that may affect the performance of our services.

**Financing**

Client agrees to compensate HDG regardless of Client's ability to secure loans, mortgages, additional equity, grants or other supplementary financing for the project. If requested, Client agrees to provide evidence that Client is capable of paying for the services described in this Agreement.

**Permits**

Unless specifically described in HDG's Basic Services, Client agrees to obtain and pay for all necessary permits from authorities with jurisdiction over the Project.



**Delay**

Client agrees to comply with Part Six of this Agreement and to render decisions in a timely manner so as not to delay the orderly and sequential progress of our services.

**Maintenance**

Client agrees that proper project maintenance is required after the project is complete and that a lack of or improper maintenance may result in damage to property or persons. Client further agrees that HDG is not responsible for the results related to any lack of or improper maintenance.

**Client Expense**

Client agrees to comply with Part Six of this Agreement at its own expense.

**PART SEVEN: ADDITIONAL CONDITIONS**

**Standard of Care**

HDG will perform the Authorized Scope of Services and Authorized Additional Services with the degree of care and skill ordinarily exercised by other landscape architects and planners on similar projects at the time and location such services are rendered. Client agrees that services provided will be rendered without warranty, express or implied.

**Suspension of Services**

If Client has not paid HDG's invoice within **30-days** of the due date, Client agrees that HDG shall have the right to consider that event a breach of this Agreement, and upon seven (7) days written notice, the duties, obligations, and responsibilities of HDG under this Agreement may either be suspended or terminated. HDG shall have no liability because of such suspension or termination of services. If either party to this Agreement suspends services for more than 30 consecutive days, Client agrees to compensate HDG for services performed prior to notice of such suspension, and when the Project is resumed, compensate HDG for costs incurred during the interruption and resumption of services. Client further agrees to equitably adjust HDG's schedule and fees for the remaining services.

**Termination of Services**

Either party may terminate this Agreement upon not less than seven days written notice should the other party fail to substantially perform in accordance with the terms of this Agreement through no fault of the terminating party. Client may terminate this agreement for its convenience and without cause by providing not less than seven days written notice. If Client terminates this Agreement for its convenience and without cause, Client agrees to compensate HDG for services performed prior to the termination, together with Reimbursable Expenses and Authorized Additional services.

**Ownership of Documents**

HDG retains the ownership of documents prepared by us as instruments of service. Upon payment of outstanding invoices related to this Agreement, Client is granted a non-exclusive, non-revocable license to use the documents, or copies of the documents, created during the performance of HDG's services for reference, marketing, and operation of the project. However, HDG retains the exclusive copyright to the plans, designs and information contained on the documents and all other use of the documents is expressly prohibited except when granted, in writing, by HDG. Client agrees to defend and hold HDG harmless from any claim arising from the alleged damages as a consequence of re-use or unauthorized use of the documents. If HDG provides any documents in digital format, at Client's direction, HDG



cannot and does not represent, warrant, or take any responsibility for the proper operation, compatibility or use of any third-party software products or the media on which the documents are transmitted, including but not limited to software, memory devices or transmission by electronic mail.

**Credit**

Client agrees to give HDG proper credit for its professional services in Client’s official communications, published articles, and temporary project identification signage.

**Risk Allocation and Indemnity**

HDG agrees to indemnify and hold harmless the Client against damages, liabilities or costs, including reasonable attorneys’ fees, but only to the extent caused by the negligent acts, errors and omissions of HDG and its sub consultants in the performance of their professional services under this agreement.

Client agrees to indemnify and hold harmless HDG against damages, liabilities or costs, including reasonable attorneys’ fees, but only to the extent caused by the negligent acts, errors and omissions of Client and its contractors in the performance of their obligations under this agreement.

HDG is responsible only for the Scope of Services authorized in this Agreement. Client may choose to modify HDG’s deliverables at Client’s risk. Client agrees to defend, indemnify and hold HDG harmless for damages, which may occur as a result of modifications made to our deliverables by others without our authorization, or for damages, which may occur because of the improper or negligent work of others.

**Additional Services**

Client agrees to compensate HDG for additional services and to indemnify and hold HDG harmless for any delay in the performance or progress of the project, or for any costs or damages sustained by HDG or Client resulting from such delay caused by any act or neglect by Client or Client’s representatives, or by any third party acting on Client’s behalf, or by changes ordered in the project as a result of any regulatory authority, or riot or civil commotion, pandemic, epidemic, order of quarantine, or by other causes beyond HDG’s control. In the event of such delay, HDG will use reasonable efforts to mitigate the impacts of the delay on HDG’s services and will continue the performance of HDG’s obligations under this Agreement provided Client continues to pay HDG in accordance with the terms of this Agreement. Client further agrees to compensate HDG for additional services and to indemnify and hold HDG harmless from delays or losses experienced by Client or others resulting from the discovery of concealed conditions, which require additional professional services, disposal, mitigation, or other remedial action. Client also agrees to compensate HDG and to indemnify and hold HDG harmless from delays or losses experienced by Client or others, which result from the discovery of hazardous wastes, and contaminants or pollutants, which require remedial design, mitigation, or other remedial action. When such discovery warrants the need for additional professional services by HDG, those services will be considered additional services, and will be performed following Client’s written approval.

**Limitation of Liability**

In recognition of the relative risks and benefits of this agreement to both the Client and HDG, risk has been allocated such that the Client agrees to limit HDG’s liability to the Client for claims, losses, costs, and damages, including attorneys’ fees and costs, so that HDG’s total aggregate liability to the Client shall not exceed the amount of compensation actually paid to HDG for services rendered under this agreement. It is intended that this limitation apply to all liability or cause of action however alleged or



arising, unless otherwise prohibited by law, including breach of contract, negligence, strict liability or other torts, under statute or common law, or under any other theory of recovery.

**Insurance**

HDG maintains General Liability, Worker's Compensation, Automobile Liability and Professional Liability Insurance at all times. Certificates of Insurance are available on request.

**Waiver of Subrogation**

Both parties to this Agreement waive all rights of subrogation and for damages against each other for damages during construction except to the extent covered by property insurance or other insurance applicable to the work or the project.

**Consequential Damages**

HDG and the Client waive consequential damages, including but not limited to damages for loss of profits, loss of revenues and loss of business or business opportunities, for claims, disputes or other matters in question arising out of or relating to this Agreement.

**Quantity and Cost Opinion**

HDG has no control over the cost of labor, materials, and equipment or the services of others. HDG provides quantity summaries and opinions of probable cost based on its professional judgment, familiarity with the construction industry, and on recent, comparable bidding results. Consequently, HDG does not guarantee the accuracy or thoroughness of its quantity summaries or opinions of probable cost. HDG approximates certain quantities and/or costs for Client's convenience. The Contractor is responsible for determining actual quantities and providing sufficient labor, services, equipment, and materials to complete the work as drawn and specified.

**Construction Phase Limitations**

HDG will not supervise, direct, or control the Contractor's work. HDG has no authority or responsibility for the Contractor's means, methods, techniques, or sequencing of construction, or for the safety or welfare of the Contractor's forces. Accordingly, HDG is not responsible for and does not guarantee the performance of the Contractor.

If review and certification of Contractor payout applications is included in the scope of this agreement, HDG will review and clarify payment amounts due to the Contractor based on HDG's observations at the site and evaluation of the Contractor's applications for payment. If HDG provides payment certifications, HDG's certification for payment constitutes a representation to the Client, based upon HDG's observations at the site and on the data contained in the Contractor's application for payment, that the Work represented therein, to the best of HDG's knowledge, information and belief, has progressed to the point indicated thereon, and that the quality of the Work is in general accordance with all the Contract Documents, provided however that the issuance of such a certification for payment is not a representation that HDG has: (i) made an exhaustive or continuous on-site inspection to check the quality or quantity of the Work done by the Contractor; (ii) reviewed the construction means, methods, techniques, safety, sequences or procedures used by the Contractor; (iii) reviewed copies of requisitions received from Subcontractors or material suppliers; or (iv) ascertained how or for what purpose the Contractor has used money previously paid under the terms of their agreement with the owner.



If review and certification of Contractors request for Substantial and Final completion is included in the scope of this agreement, HDG will conduct specified observations to determine conformity with the dates of Substantial Completion and Final Completion and to issue a final Certificate of Payment, assist in receiving and forwarding to the Client written warranties and related documents required by the Contract Documents assembled by the Contractor with respect to the Work; and, upon written request of the Client or the Contractor, to interpret and decide matters concerning performance thereof under the requirements of the Contract Documents. HDG's response to such requests shall be made with reasonable promptness. When making such interpretations and decisions, HDG shall not be liable for results of interpretations or decisions so rendered in good faith. The issuance of such a certification of Substantial or Final Completion is not a representation that HDG has: (i) made an exhaustive or continuous on-site inspection to check the quality or quantity of the Work done by the Contractor; (ii) reviewed the construction means, methods, techniques, safety, sequences or procedures used by the Contractor; (iii) reviewed copies of requisitions received from Subcontractors or material suppliers; or (iv) ascertained how or for what purpose the Contractor has used money previously paid under the terms of their agreement with the owner.

If Submittal and Shop Drawing review is included in the scope of this agreement, HDG will review and approve or take other appropriate action upon the Contractor's submittals such as Shop Drawings, Product Data and Samples, but only for the limited purpose of checking for conformance with information given and the design intent expressed in the Contract Documents. Review of such submittals is not for the purpose of determining the accuracy and completeness of other information such as dimensions, quantities, and installation or performance of equipment or systems, which are the Contractor's responsibility. HDG's review shall not constitute approval of safety precautions, or any construction means, methods, techniques, sequences or procedures. HDG's approval of a specific item shall not indicate approval of an assembly of which the item is a component. HDG's action in reviewing submittals shall be taken in accordance with the approved submittal schedule or, in the absence of an approved submittal schedule, with reasonable promptness while allowing sufficient time in HDG's professional judgment to permit adequate review.

#### **Third Party Approvals**

HDG will work diligently to help Client secure approvals from the appropriate regulatory authorities related to the services specified in this Agreement. However, HDG cannot guarantee the approval of the project by any regulatory agency or third party. Client agrees to compensate HDG for our professional services regardless of the outcome of Client's applications for approval by others.

#### **HDG Reliance:**

Unless otherwise specifically indicated in writing, HDG shall be entitled to rely, without liability, on the accuracy and completeness of information provided by Client, Client's consultants and contractors, and information from public records, without the need for independent verification.

#### **Certifications**

HDG will not sign documents requiring HDG to certify, guaranty, or warrant existence of conditions that would require knowledge, services or responsibilities beyond this Agreement.



**Third Parties**

Nothing contained in this Agreement shall create a contractual relationship with, or a cause of action in favor of, a third party against either the Client or HDG. HDG's services hereunder are being performed solely for the benefit of the Client, and no other entity shall have any claim against HDG because of this Agreement or HDG's performance of services hereunder.

**Dispute Resolution**

Both parties agree to submit disputes arising out of this Agreement or relating to the services outlined in the Agreement to non-binding mediation with a mutually agreed upon mediator before initiating any litigation. Demand for mediation shall be made by written request to the other party. A party shall make a demand for mediation within a reasonable time after a claim or dispute arises, and both parties agree to mediate in good faith. Mediation fees shall be shared equally.

In the event that mediation does not resolve the dispute(s) within 90 days of demand, either party may pursue its rights through litigation in a court of appropriate jurisdiction. In any proceeding following unsuccessful mediation, the substantially prevailing party shall be entitled as part of any money judgment, in addition to such other relief as may be granted, to a reasonable sum for reimbursement of attorneys' fees and costs.

**Applicable Law**

This Agreement is governed by the laws of the State of Illinois without regard to Choice of Law principals.

**Authorization**

If HDG is authorized to commence and/or continue providing services, either verbally or in writing, prior to the execution of this Agreement, such authorization will be deemed an acceptance of this Agreement. If so authorized, the terms of this Agreement shall govern HDG's services for the project and Client agrees to compensate HDG for such services in accordance with these terms and conditions as though this Agreement were fully executed by both parties.

**Extent**

This contract constitutes the entire agreement between HDG and Client. It supersedes all previous written or oral understandings. It can be supplemented, or amended, only by written agreement signed by both HDG and Client.

**PART EIGHT: ACCEPTANCE**

Please sign and return this Agreement. A countersigned agreement will be returned to you.

Accepted: \_\_\_\_\_  
Lisa Sheppard, Executive Director, Glencoe Park District

Accepted: \_\_\_\_\_  
  
Steve Konters, Senior Principal, Hitchcock Design Group



September 14, 2022

Lisa Sheppard  
Executive Director  
Glencoe Park District  
999 Green Bay Road  
Glencoe, Illinois 60022

**RE: Lakefront Park DD-CPS**

Dear Lisa,

Thank you for the opportunity to provide you with a proposal for your Lakefront Park Project. We appreciate the opportunity to continue to work with you and the Glencoe Park District.

**PROJECT UNDERSTANDING**

Based on our discussions, we understand the Park District would like to proceed with final design and construction services of the Lakefront Park Playground and Tennis Court Replacement Master Plan, previously prepared by Hitchcock Design Group.

**SCOPE OF SERVICES**

We will first conduct a comprehensive kick-off discussion with you and the project team to discuss the details that will guide the process and to set the schedule for the project through construction.

We will then begin the Design Development Phase for the elements identified in the approved Schematic Design, meeting with the project team periodically for input and review of the progress documents, budget, and submittals from various manufacturers’ representatives. We will apply our most creative thinkers to this process to add layers of imagination and exploration that perhaps have not yet been considered for this setting.

Following the completion of Design Development, we will advance the Construction Documentation Phase to prepare documents that are suitable for permitting, bidding, and construction. We will represent you during bidding and, following the award of construction contract to a general contractor, we will administer the construction process.

Please see the Scope of Services for our step-by-step approach.

**PROFESSIONAL FEES**

Based on the Scope of Services, the fees to complete the work as outlined are as follows:

Final Design Services:			
Final Design Phase	Fixed Fee	\$38,750	
Permitting Phase (Village of Glencoe)	Hourly Estimate	\$2,600	
Bidding Phase	Fixed Fee	\$3,100	
<u>Construction Phase Services:</u>		<u>Hourly Estimate</u>	<u>\$13,910</u>
		Total:	\$58,360
Optional Service:			
Additional Permitting (Lake County SMC)	Hourly Estimate	\$4,370	



September 14, 2022  
Glencoe Park District – Lakefront Park  
Page 2

Reimbursable expenses (printing, mileage, and courier) will be invoiced in addition to the professional service fees. We recommend setting aside \$1,000 for these expenses.

**PROJECT TEAM**

I will be the Principal in Charge and with other members of our Recreation Studio assisting as needed to advance the work according to schedule. If you find this proposal acceptable, we will forward our standard contract for your review and signature.

Thank you for the opportunity to continue our work with you and the Glencoe Park District. If you have any questions or wish to discuss this proposal further, please do not hesitate to call.

Sincerely,  
**Hitchcock Design Group**

Lacey Lawrence, RLA, LEED-AP  
Senior Associate



## Scope of Services

### Lakefront Park Playground and Tennis Court Replacement

#### FINAL DESIGN SERVICES

##### A. Design Development and Construction Document Phase

*Objective:* The objective is to reach consensus with the client on final design, probable cost and construction strategy for the proposed improvements, and to produce the final drawings, specifications, quantity schedules, project manual and other bid documents that will be used to competitively bid and construct the improvements.

*Process:* Following your approval of the Schematic Design Phase and the Master Plan Phase, the Hitchcock Design Group team will:

1. **[Meeting #1: Staff]** Conduct a **Kick-off Meeting** with client representatives and the other project team members confirming:
  - a. Project program and approved Master Plan
  - b. Local jurisdictional requirements
  - c. Available data and data gathering needs
  - d. Budgeted costs
  - e. Tentative schedule
2. **Finalize the Design** including size, horizontal and vertical geometry, structure, materials and finish, as appropriate, for the proposed improvements including:
  - a. Site improvements including:
    - i. Improved ADA access
    - ii. Renovation of tennis courts
    - iii. Renovation and expansion of playground
    - iv. Drainage improvements
    - v. Support amenities
    - vi. Landscaping and restoration
    - vii. Landscape and site furnishings
  - b. Grading and drainage
3. **Prepare the Design Development and Construction Documents** including:
  - a. Digital construction drawings
    - i. Cover sheet, notes and legend
    - ii. Existing conditions plans
    - iii. Site removal and preparation plans
    - iv. Grading and drainage plans \* *stormwater detention not included*
    - v. Stormwater Pollution Prevention Plan (SWPPP)
    - vi. Layout and materials plans
    - vii. Landscape plans
    - viii. Site construction details
  - b. Written Specifications
    - i. General and Supplementary Conditions
    - ii. Technical specifications.



4. Prepare a summary of estimated quantities and Update the Construction Cost Opinion.
5. **[Meetings #2 & #3: Staff]** Review the Design Development and Construction Documents with you at the 50% and 90% completion milestones. Prepare and distribute meeting summaries.

**Deliverables: Construction Drawings, Construction Specifications, Construction Cost Opinion, Meeting Summaries**

### **B. Permitting Phase**

*Objective:* The objective is to obtain the required permits.

*Process:* Following approval of the Construction Documentation Phase, the Hitchcock Design Group team will:

2. Prepare and assemble **Permit Documents** including:
  - a. Site Development Permit with local municipality
  - b. Storm Water Permit with County (**Optional Service**)
3. **Submit Permit Documents** as required to the respective regulatory agencies.
4. Communicate with you as necessary to **Discuss Review Letter(s)** received from regulatory agencies.
5. **Make One (1) Set of Authorized Revisions** to the appropriate Permit Documents and resubmit to the respective regulatory agencies.

*Deliverables: Permit Documents, Revisions*

### **C. Bidding and Negotiation Phase**

*Objective:* The objective is to help the client select a qualified contractor to construct the improvements.

*Process:* Following your approval, the Hitchcock Design Group team will:

1. **Place Bidding Documents in Online Digital Plan Room** for bidding distribution and Management.
2. **Recommend Reputable Contractors** for your consideration.
3. Help you advertise the bid letting by preparing **Legal Notice** for your use in publicizing the bid.
4. **[Meeting #4: Staff / Prospective Bidders] Conduct a Pre-Bid Meeting** for interested bidders.
5. **Answer Questions and Issue Written Addenda**, when appropriate, to all bidders regarding changes to or clarifications of the Contract Documents.
6. **[Meeting #5: Staff / Prospective Bidders] Attend the bid opening** and record the results.
7. **Prepare a Bid Tabulation** spreadsheet.



8. **Perform Reference Checks** for the apparent low bidder's references.
9. **Issue a Bid Results Summary Letter.**

**Deliverables: Bidding Documents, Legal Notice, Addenda, Bid Tabulation, Results Summary Letter, Meeting Summaries**

## **CONSTRUCTION PHASE SERVICES**

The goal for this part of the engagement is to help the client get the improvements constructed. Following award of the work to a Contractor, Hitchcock Design Group will provide these Construction Services until Final Acceptance of the work, or until 60 days after Substantial Completion of the work, whichever occurs first.

### **B. Construction Administration, Observation, and Close Out**

*Objective:* The objective is to help you finalize and administer your construction contract with the Contractor, become familiarized with the progress and quality of the Contractor's work and to determine if the work is proceeding in general conformance with the Contract Documents, and help you close out the construction contract with the Contractor.

*Process:* Following your award of the work to a Contractor, the Hitchcock Design Group team will provide these Construction Services until Final Acceptance of the work, or until 30 days after Substantial Completion of the work, whichever occurs first:

1. Help you prepare an **Owner / Contractor Agreement**.
2. **[Construction Meeting #6: Staff / Contractor]** Conduct a **Pre-Construction Meeting** with you and the Contractor
3. **Issue Interpretations or Clarifications** of the Contract Documents when requested by: you or the Contractor.
4. Prepare recommendations for construction **Change Orders**, as requested by:
  - a. You, because of a change that you wish to make to the scope of the Contractor's work
  - b. The Contractor because of the discovery of job site conditions that were concealed or unknown when the Owner / Contractor Agreement was executed, as approved by you
5. **Review Submittals and Shop Drawings**, product data and material samples which the Contractor is required to submit for the limited purpose of determining their general conformance with the design concept and information contained in the Contract Documents.
6. **Review Testing Procedures** and data provided by independent testing services.
7. Prepare written **Payment Recommendations** upon review of Contractor's monthly payout applications.
8. Assuming an approximate (3) month active construction period, **Participate in Site Meetings** at key progress review milestones upon your request, up to four (4) total progress meetings with you and the contractor to become familiarized with the progress and quality of the Contractor's work and to determine if the work is proceeding in general conformance with the



Contract Documents. Prepare **Field Reports** of the progress meetings at the site with you and the Contractor.

9. Participate in one (1) site visit to conduct a walk through and **Prepare a Punch List** upon substantial completion of the construction of the work documented by us.
10. Participate in one (1) site visit to conduct a walk through to verify completion of a punch list items and **Establish Final Acceptance** and **Prepare Final Payment Recommendations**.

**Deliverables: Owner / Contractor Agreement, Clarifications, Change Orders, Submittal Review, Testing Review, Payment Recommendations, Field Reports, Punch List, Final Payment Recommendation**

### GENERAL PROJECT ADMINISTRATION

We will manage the performance of our own work throughout the term of the contract by providing the following services:

#### A. Communications

1. Schedule, create agendas and summarize the highlights of periodic meetings
2. Collect and disseminate communications from other parties
3. Periodically inform your representative about our progress

#### B. Schedules

1. Create, periodically update and distribute the project schedule
2. Coordinate the activities of our staff and our consultants

#### C. Staffing

1. Select and assign staff members and consultants to appropriate tasks and services
2. Prepare and administer consultant agreements

#### D. File Maintenance

1. Establish and maintain appropriate correspondence, financial, drawing and data files
2. Obtain appropriate insurance certificates from consultants
3. Maintain appropriate time and expense records

### ADDITIONAL SERVICES

We may provide additional services, at your approval that are not included in the Basic Services, such as:

1. Revisions to previously-completed and approved phases of the Basic Services
2. The services of additional consultants not specified in the proposal documents
3. Meetings with you or presentations to other parties not specified in the Basic Services
4. Detailed quantity estimates and construction cost opinions using data or formats other than our own
5. Detailed written summaries of our work or our recommendations
6. Services rendered after the time limitations set forth in this contract



7. Services required due to the discovery of concealed conditions, actions of others, or other circumstances beyond our control
8. Services required to restart the project if you suspend our work at your convenience for more than 90 days during the performance of our services
9. Preparation of segregated or multiple contract bid sets or more than one Owner / Contractor agreement
10. Services rendered after Final Acceptance of the Contractor's work or services rendered more than 60 days after Substantial Completion of the Contractor's work

### **AUTHORIZATION**

Services or meetings not specified in this scope of services will be considered additional services. If circumstances arise during our performance of the outlined services that we believe require additional services, we will promptly notify you about the nature, extent and probable additional cost of the additional services, and perform only such additional services following your written authorization.



## HITCHCOCK DESIGN GROUP STANDARD TERMS AND CONDITIONS

1. **CONTRACT** – These Standard Terms and Conditions, and the accompanying Proposal Letter and Scope of Services constitute the full and complete Agreement (Agreement) between the Client (Client) and Hitchcock Design, Inc., dba Hitchcock Design Group (HDG), and may be amended, added to, superseded, or waived only if both parties agree in writing. The Project title is identified in the Proposal Letter.
2. **DOCUMENTS** – All reports, notes, drawings, specifications, data, calculations, and other documents prepared by HDG (“Documents”) are **instruments of HDG’S services that shall remain HDG’S property**. The Client agrees not to use the Documents for future additions or alterations to this Project or for other projects without HDG’S express written consent. Any unauthorized use of the Documents will be at the Client’s sole risk and without liability to HDG’S or its subconsultants. Accordingly, Client shall defend, indemnify, and hold harmless HDG from and against any and all losses, claims, demands, liabilities, suits, actions, and damages whatsoever arising out of or resulting from such unauthorized use.
3. **CONSTRUCTION PHASE SERVICES** – When construction-phase services are included in HDG’S scope, HDG will visit the site periodically to determine in general whether construction is proceeding in a manner consistent with the intent of the Documents. HDG is not responsible for the contractor’s construction means, methods, techniques, sequencing, or procedures, or for safety or programs in connection with the Project.  
  
In the event that HDG’S scope of services does not include construction phase services and our work is used for construction by the Client, HDG shall not be responsible for the interpretation, accuracy, or completeness of the Documents. Client agrees to defend, indemnify, and hold harmless HDG from and against losses, claims, demands, liabilities, suits, actions, and damages arising out of or resulting from the design Documents.
4. **STANDARD OF CARE** – HDG and its subconsultants (if applicable) will exercise that degree of care and skill ordinarily exercised by other landscape architects and planners on similar projects at the time and locations such services are rendered. Client agrees that services provided will be rendered without warranty, express or implied.
5. **OPINION OF PROBABLE COSTS** – When required as part of HDG’S services, HDG will furnish opinions of probable cost, but does not guarantee, warrant or represent the accuracy of such estimates. Opinions of probable cost prepared by HDG hereunder will be made based on HDG’S experience and qualifications and will represent HDG’S judgment as an experienced and qualified design professional. Client agrees that HDG does not have control over the cost of labor, materials, equipment, or services furnished by others, or over market conditions, or contractors’ methods of determining prices, or performing the work.
6. **SUSPENSION/TERMINATION OF WORK** – The Client may, upon seven (7) days written notice, suspend or terminate the Agreement with HDG. The Client shall remain liable for and shall promptly pay HDG for all services performed to the date of suspension or termination. HDG may suspend or terminate the Agreement with Client upon seven (7) days written notice if the Client fails to perform in accordance with this Agreement.
7. **LIABILITY** – HDG will furnish general and professional liability insurance certificates upon request. The Client agrees that HDG’S total aggregate liability to the Client for injuries, claims, losses, expenses, or damages, including attorney’s fees, arising out the Project or this Agreement, including, but not limited to, HDG’S negligence, errors, omissions, strict liability, breach of contract, or breach of warranty shall be limited to the compensation actually paid to HDG under this Agreement.
8. **BILLING AND PAYMENT** – Client shall pay HDG in accordance with the professional service fees identified in the Proposal Letter, plus expenses at 115% of actual cost. HDG will submit to Client, on a monthly basis, an invoice for services performed and expenses incurred during the previous period. **Payment will be due within thirty (30) days of the invoice date, or 10-business days from the Client’s prime agreement payment terms.** In the event Client fails to pay HDG within thirty (30) days of the due date, Client agrees that HDG shall have the right to consider that event a breach of this Agreement, and upon seven (7) days written notice, HDG’S services and responsibilities may be either suspended or terminated. Client agrees to compensate HDG for services performed regardless of Client’s ability to secure loans, mortgages, additional equity, grants, payment from Client’s client, or other supplementary financing for the project. Client agrees to pay HDG with ACH digital check. Instructions will be sent with the invoice(s). If Client requires HDG to receive payment by mailed-check, Client agrees to mail check payments to the PO Box Payment Remittance Address below.
9. **Permits** - Unless specifically described in this Agreement, Client agrees to obtain and pay for all necessary permits from authorities with jurisdiction over the Project.
10. **CONSEQUENTIAL DAMAGES** – HDG and the Client waive consequential damages, including but not limited to damages for loss of profits, loss of revenues and loss of business of business opportunities, for claims, disputes or other matters in question arising out of this Agreement.
11. **MISCELLANEOUS**  
**Governing Law:** The substantive laws of **Illinois** shall govern any disputes between HDG and the Client arising out of the interpretation and performance of this Agreement.  
**Mediation:** HDG and the Client agree that any disputes arising under this Agreement and the performance thereof shall be subject to nonbinding mediation as a prerequisite to further legal proceedings.  
**HDG Reliance:** Unless otherwise specifically indicated in writing, HDG shall be entitled to rely, without liability, on the accuracy and completeness of information provided by Client, Client’s consultants and contractors, and information from public records, without the need for independent verification.  
**Certifications:** HDG will not sign documents requiring HDG to certify, guaranty, or warrant existence of conditions that would require knowledge, services or responsibilities beyond this Agreement.  
**Third Parties:** Nothing contained in this Agreement shall create a contractual relationship with, or a cause of action in favor of, a third party against either the Client or HDG. HDG’S services hereunder are being performed solely for the benefit of the Client, and no other entity shall have any claim against HDG because of this Agreement or HDG’S performance of services hereunder.  
**Waiver of Subrogation** - Both parties to this Agreement waive all rights of subrogation and for damages during construction except to the extent covered by property insurance or other insurance applicable to the work or the project.  
**Authorization** - If HDG is authorized to provide these services, either orally or in writing, prior to the execution of this Agreement, such authorization will be deemed an acceptance of this Agreement and agrees to compensate HDG for such services in accordance with the payment terms outlined herein.