



BOARD REPORT

February 2025



**GLENCOE PARK DISTRICT
REGULAR BOARD MEETING
Tuesday, February 18, 2025 | 7:00pm at Takiff Center**

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

AGENDA

- I. Call to Order
- II. Roll Call
- III. Consent Agenda Items
 - A. Minutes of January 21, 2025 Regular Board Meeting
 - B. Minutes of February 4, 2025 Committee of the Whole Meeting
 - C. Approval of the Bills
 - D. Approval of the Updated Fund Balance Policy
 - E. Approval of the Updated Paid Leave Policy for Part-Time Personnel
- IV. Matters from the Public
- V. Financial Report
- VI. Executive Director's Report
- VII. Action Items
 - A. Approval of Berlin Batting Cage Replacement Proposal
 - B. Approval of Agreement with Upland Design, LTD for Design Services for Glencoe Beach Playground and Spray Feature
 - C. Approval of Agreement with Wight and Co for Design Services for Glencoe Beach Phase One and Two
 - D. Approval of Resolution No. 971 for the commitment of \$1,000,000 of the Corporate Fund Balance and \$1,450,000 of the Recreation Fund Balance for future Capital Projects of the Glencoe Park District
 - E. Approval for Early Childhood Assistant Director, Savannah Martin, expenses to attend Conscious Discipline Conference in April
- VIII. Other Business
- IX. Executive Session
 - A. Personnel – 5ILCS 120/2(c)(1) - The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity.
- X. 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

Key rules governing participation

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

III. Consent Agenda Items

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

Items on the Consent Agenda are representative of routine actions by the Board of Park Commissioners 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, they 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
February 2025 Board Meeting

MINUTES OF JANUARY 21, 2025 REGULAR BOARD MEETING
GLENCOE PARK DISTRICT
999 GREEN BAY ROAD, GLENCOE, ILLINOIS 60022

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

Commissioners present:

Carol Spain, President
Stefanie Boron, Vice President
Michael Covey, Treasurer
Bart Schneider, Commissioner
Jordan Spector, Commissioner

Staff present:

Lisa Sheppard, Executive Director and Secretary
Bobby Collins, Director of Recreation and Facilities
John Cutrera, Director of Finance and HR
Kyle Kuhs, Director of Parks and Planning
Erin Classen, Superintendent of Marketing and Comm.

Members of the public in attendance who signed in or spoke: None

Consent Agenda: A motion was made by Commissioner Boron to approve the consent agenda items as presented, including the Minutes of the January 7, 2025, Regular Board Meeting, FY2024-25 Regular Meeting Schedule, Approval of Facility Manager Shannon Stevens expenses to attend the Association of Aquatic Professionals Annual Conference and Approval of the Bills. Commissioner Spector seconded the motion. No further discussion ensued. Roll call vote taken:

AYES: Boron, Covey, Schneider, Spector, Spain

NAYS: None

ABSENT: None

The motion passed.

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

Financial Report: The District is ten months into the fiscal year. Director Cutrera gave a synopsis of the report. Program revenue remains strong overall with increases from last year. Early Childhood and Fitness remain steady. We have seen a decline in ice rink revenue this year, somewhat related to lower pass sales due to the weather and some needed facilities expenses. Other departments remain steady. We are starting to see our income from the 2024 tax levy. Overall, the district is in a positive financial position.

Executive Director's Report: Executive Director Sheppard shared a summary of her report included in the Board packet. Administrative staff has been busy preparing the upcoming budget.

Board and Bites is on Saturday, February 1 from 10:30 am -12:00 pm at Weinberg. Two board members should be present to answer any questions from the public. President Spain and Commissioner Schneider volunteer.

Staff has been busy meeting with community partners this month. Director Sheppard and Director Kuhs met with the Village to discuss Shelton Park property proposed to be used

for the Community Greenhouses and Tree Nursery. The greenhouse would be next to the community gardens, adjacent to Shelton Park. The shared tree nursery site would also be at Shelton Park, north of the tennis courts. The Village and District would each maintain half of the tree nursery.

Director Sheppard and Director Collins met the Park District of Highland Park to exploring a partnership that would provide Highland Park residents with resident rates at Weinberg Ice Rink in exchange for Glencoe residents receiving resident rates at their new indoor pickleball courts and possibly indoor group swim lessons. They feel the partnership would be mutually beneficial and give our residents additional options at resident rates. They do not think it would impact any access to our facilities for residents.

Director Sheppard and Director Kuhs met with District 35 staff regarding the West Park Project to discuss timelines and coordinate. They also presented the option to the district to complete the loop on the walking path for the project, as it would fall on their property. It would cost an estimated \$150,000. They seemed interested and will the project option to their board for a decision.

We will be presenting on Milton Park at the February meeting. The meeting notice will be posted onsite at Milton Park, on our website, and letters were sent directly to residents within the Milton Park service area. We have already received some feedback on the project and look forward to presenting the options.

Many staff will be attending IPRA/IAPD Conference in Chicago at the end of this week. President Spain will join for the awards luncheon on Friday.

For MLK Day we offered a Community Skate in the morning. The special event we normal hold on that day was rescheduled and rebranded for earlier in the year, Welcome to Winter. We have also freshened up some of the other passholder events for the season.

Action Items:

Approval of the 2025 General Obligation Bond Ordinance: A motion was made by Commissioner Boron to approve Ordinance 970 providing for the issue of not to exceed \$14,700,000 General Obligation Park Bonds, Series 2025, for the purpose of paying the costs of those capital projects set forth in the ballot proposition approved by the voters of the District at the November 5, 2024, general election, providing for the levy of a direct annual tax sufficient to pay the principal and interest on said bonds, and authorizing the sale of said bonds to the purchaser thereof. Commissioner Spector seconded the motion. No further discussion ensued.

Roll call vote taken:

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

The motion passed.

Other Business: Discussion on Merit Raise Percentage for Employees

President Spain thanked staff for preparing additional data to support the merit pool conversation, which began at the last board meeting. President Spain asks if any Commissioners have any questions. There are no questions, but Commissioner Covey notes the revenue increase that has occurred and positive trends in the data provided. President Spain suggests considering an annual percentage increase to the bonus pool in addition to the merit increase moving forward. The bonus pool has been a fixed amount for a few years. Increasing the bonus pool could be impactful for some employees. Commissioner Covey suggests a formula or specifying criteria for the bonus pool moving forward or a discussion for another time. Director Sheppard says that it should not be financially driven or metric-driven to ensure all employees have a fair chance at receiving bonuses.

President Spain suggests increasing the bonus pool from \$45,000 to \$50,000 for this year. She gives commissioners a chance to provide their final thoughts on the merit pool and adding to the bonus pool. Commissioner Schneider supports the proposed 4% merit increase and supports growing the bonus pool. Commissioner Boron does not support a merit increase of 4% and does not think it is sustainable over time. Our operating costs are still very high. Commissioner Spector agrees with both the proposed 4% increase and the increase to the bonus pool. Commissioner Covey also agrees with both the merit and bonus pool proposals.

President Spain would like to see full data for the merit conversation moving forward. Direct Sheppard mentions that Commissioner Covey suggested a compensation task force that could be useful in this discussion. It would include commissioners and staff and evaluate overall compensation. This can be discussed more at a future meeting. We will have the results of the salary survey soon.

Adjourn to Closed Session: At 7:35pm, Commissioner Boron moved to adjourn into closed session to discuss personnel – the appointment, employment, compensation, discipline, performance, or dismissal of specific employees as mandated by Section 2.06. 5 ILCS 120/2 (c)(1). Commissioner Spector seconded the motion, which passed by unanimous voice vote.

Return to Open Session: Commissioner Boron moved to return to open session at 8:32pm, Commissioner Spector seconded the motion, which passed by unanimous voice vote.

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

Adjourn: Commissioner Boron moved to adjourn the meeting at 8:34pm. Commissioner Spector seconded the motion. The motion passes via voice vote.

Respectfully submitted,

Lisa M. Sheppard
Secretary

MINUTES OF FEBRUARY 4, 2025 COMMITTEE OF THE WHOLE MEETING
GLENCOE PARK DISTRICT
999 GREEN BAY ROAD, GLENCOE, ILLINOIS 60022

The meeting was called to order at 7:02pm and roll was called.

Committee members present:

Carol Spain, President
Michael Covey, Treasurer
Bart Schneider, Commissioner
Jordan Spector, Commissioner

Staff present:

Lisa Sheppard, Executive Director and Secretary
Bobby Collins, Deputy Director/Dir. of Rec& Facilities
John Cutrera, Director of Finance and HR
Kyle Kuhs, Director of Parks and Planning
Erin Classen, Supt. of Marketing and Communication

Commissioner Absent:

Stefanie Boron, Vice President

Members of the Public in attendance who signed in or spoke: Robert Breisblatt, Marjorie Breisblatt, Wendy Silverman, Allison Latimer, Kristin Zyga, Sarah Fedronich, Andrew Holton, Nicole Reifman, Jackie Guzman, Michael Block, Erika Block, Lynn Cherney, Stuart Weinstein, Tom Welch, John Howard, Jesse Goldman.

Matters from the Public: There were no matters from the public unrelated to Milton Park.

Discussion on Milton Park Playground: Director Kuhs gave the presentation attached to these minutes on Milton Park's background information, including its current status, level of service, and usage. Playground replacement cost estimates, as well as a summary of recent public commentary on the park, were also provided. Three options were presented to the board for discussion: Replace the playground with a new playground in a similar footprint, replace the playground with passive recreational equipment, or remove the playground and restore the area to a native greenspace. President Spain asks to hear commentary from the public before the Board has a discussion.

Matters from the Public-Milton Playground: Multiple members of the public addressed the board, sharing their enjoyment and use of Milton Park playground, the surrounding green space and the adjacent trail. Multiple people noted Milton Park as a family gathering space and place they visit to enjoy nature. Many who spoke expressed the desire for a new playground that accommodated a range of ages, offered unique play features, provided sitting or gathering spaces for adults, and kept the surrounding green space intact. One person noted that if we added any play elements to the green space, poison ivy and standing water issues should be addressed. Another requested that the memorial bench her family donated remain in place in the park.

Executive Director Sheppard and Director Kuhs answered questions that arose during public comment regarding the proposed estimated budget for a new playground, what passive recreation options could look like, and the park district's approach to playground construction.

The Board discussed the options presented, considering the public commentary and the email and social media feedback received ahead of the meeting.

President Spain noted that she visits this park with her family. She appreciates that it is quieter than other nearby parks and believes there is great potential for increased usage if the playground is updated. She also stated that she is not in favor of removing park accessibility, she believes we can afford this upgrade, and it would be an impactful improvement for the community.

Commissioner Schneider noted that he likes this park and he is in favor of keeping a playground on site. He would like to see something creative, similar to what many spoke about during public comment. Commissioner Spector is also in favor of maintaining the playground while maintaining the integrity of the greenspace. He would also appreciate a creative or unique design. Commissioner Covey thanks the public for attending the meeting. He notes that he struggles with the significant investment that has lower usage and visitation than our larger parks. He could see adding more affordable passive recreation options that are as attractive as well. He notes his inclination is towards replacing the playground but would like to see two budget options presented. He encouraged staff to get creative and keep costs minimal.

Discussion on FY2025-26 Budget – First Draft Review: Director Cutrera gave the presentation attached to these minutes on the first draft of the FY2025-26 Budget. Once the Board moves the Budget First Draft forward for approval and staff make the requested changes, the Budget Approval Draft then goes before the Board as an action item at the March 18 Board meeting, followed by the Budget and Appropriations Ordinance action item for consideration at the April 15 Board meeting. Once approved, the District may file the budget with Cook County.

Director Cutrera explained that this year, we plan on appropriating around \$35.7M, 25% above the budgeted expenses of the District. The increase compared to last year is due to the increased capital spending. Our total expenditure budget is \$28.5M with an operating budget of \$13.3M, A 9.55% increase from the prior year. The total operating revenue is budgeted to increase 13% with recreation program revenues looking very strong again this year. We are also still expecting a very strong year for interest income, budgeting for \$455k in operating interest income. All funds are expected to meet the minimum thresholds, with the corporate and recreation funds expected to be around 60% combined.

The top three challenges for the budget are expected to be capital projects and deferred capital, as we have several large-scale capital projects that have challenging conditions to navigate. We will need to continue to maintain a high standard of service and keep pace with the rapidly increasing program demand with limited physical space.

Director Cutrera went into further detail, providing a multiple-year overview of capital projects and budget details of all major funds. Staff also answered Board questions on setting fees, the district's categories of service, and revenue diversification.

President Spain congratulated staff on the District receiving a Aaa-rating. Commissioners had no other questions and praised staff for their hard work and dedication to the District's excellent financial position. Discussion ensued.

Chair Spain, based on committee discussion, directed park district staff to advance the FY2025-26 Budget – First Draft for approval at the March 18, 2025 Board Meeting.

Review of Policies: Director Cutrera provided an overview of the proposed changes to the Updated Fund Balance Policy and Paid Leave Policy for Part-Time Personnel. Fund balance policy changes were recommended by our bond counsel in preparation for the referendum bonds, with red-lined modifications available in the board packet. Changes to the paid-leave policy for part-time personnel could be made due to the Village of Glencoe home rule authority to opt us out of the Cook County paid-leave ordinance. This would have required paid leave for seasonal employees. We have made adjustments based on recommendations from our legal counsel, Ancel Glink. We also removed the leave payout upon termination. We encourage staff to use paid leave and take time off work. The red-lined changes to the paid leave policy can also be found in the board packet.

Other Business – Review of Design Services Proposals: Director Kuhs provided an overview of the design service proposals for the Glencoe Beach playground and water feature from Upland Design and Glencoe Beach Improvements Phase 1 and 2 from Wight and Company. Both project proposals align with industry standards and similar nearby projects, and staff are comfortable with the proposals. The Board supports the proposals and recommends moving for approval at the February Board meeting.

Executive Session: Board members went into closed session at 8:55 PM.

Adjourn: Commissioner Spector moved to adjourn the meeting at 9:10pm. Commissioner Schneider seconded the motion, which passed by unanimous voice vote.

Respectfully submitted,

Lisa M. Sheppard
Secretary



GLENCOE PARK DISTRICT BUDGET

March 1, 2025 – February 28, 2026

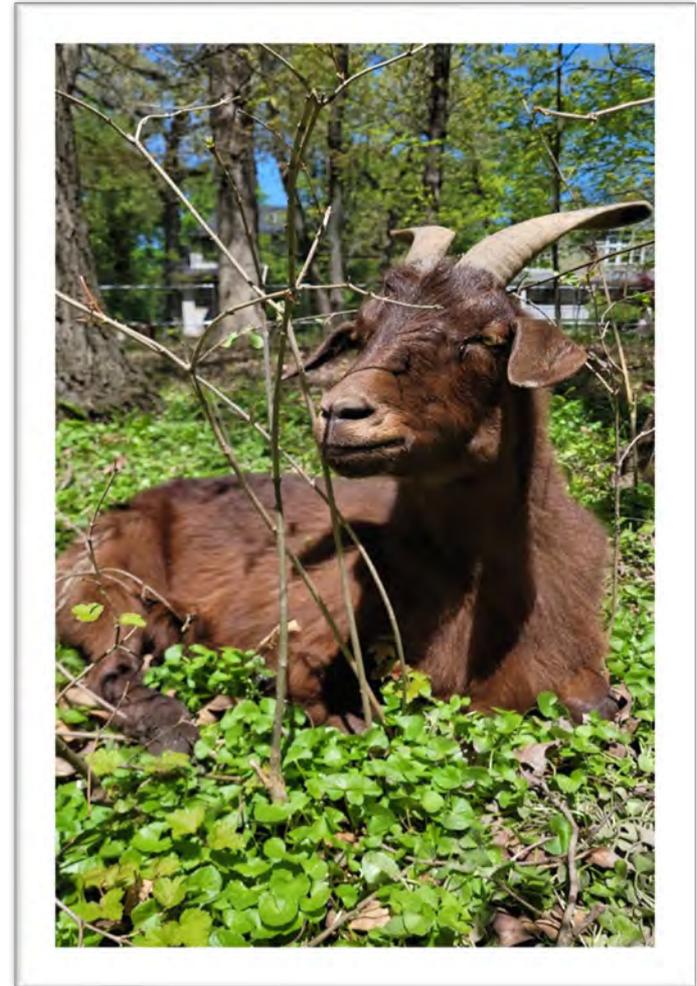


Budget Timeline



Budget & Appropriations

- **Appropriations**
 - Legal spending authority of the District
- **FY2025/26 Appropriation**
\$35,741,000 (\$28,534,807 Budget)
 - 25% above the budgeted expenses of the District
- **FY2024/25 Appropriation**
\$19,112,100 (\$15,371,552 Budget)
 - 24% above the budgeted expenses of the District



FY 2025/26 Budget Highlights



- Total Expenditure Budget: \$28,534,807
 - Operating Budget: \$13,328,559
 - 9.55% increase from prior year (4.12% increase factoring out Recreation Program Expenditures)
 - Total Capital Budget: \$13,341,298
 - Total Debt Service Budget: \$1,714,950
- Total Operating Revenue budgeted to increase 13.14%
 - Recreation Program Revenues look very strong again this year
- Property Taxes
 - Old growth increase capped at 3.40%
- Interest Income

FY 2025/26 Additional Highlights

	BUDGETED FY 26 REVENUE	BUDGETED FY 26 EXPENDITURES	FY 26 G&A ALLOCATION	BUDGETED FY 26 EXPENDITURES - G&A ALLOCATED	BUDGETED EXCESS REV OVER (UNDER) EXPENDITURES	INTERFUND TRANSFERS	PROJECTED NET CHANGE IN FUND BALANCE	BEGINNING FUND BALANCE	ENDING FUND BALANCE	FUND BALANCE AS A % OF TOTAL EXPENDITURES
CORPORATE FUND										
Administration	\$ 3,071,440	\$ -	\$ -	\$ -	\$ 3,071,440	\$ (1,525,000)	\$ 1,546,440			
General and Administration	-	1,387,887	(1,387,887)	-	-	-	-			
Parks Department	62,400	1,425,835	388,609	1,814,444	(1,752,044)	-	(1,752,044)			
Weinberg Ice Center	273,683	398,129	55,515	453,644	(179,961)	-	(179,961)			
Beach	388,643	335,084	63,149	398,233	(9,590)	-	(9,590)			
Boathouse	149,599	187,163	34,003	221,166	(71,567)	-	(71,567)			
CORPORATE - TOTAL	3,945,765	3,734,098	(846,611)	2,887,487	1,058,278	(1,525,000)	(466,722)	2,372,494	1,905,772	66.00%
RECREATION FUND										
Administration/Takiff	1,632,432	2,167,882	791,096	2,958,978	(1,326,546)	(1,450,000)	(2,776,546)			
Recreation Programs	5,851,666	3,786,992	-	3,786,992	2,064,674	-	2,064,674			
Children's Circle	2,529,181	2,277,712	55,515	2,333,227	195,954	-	195,954			
Fitness	68,906	63,508	-	63,508	5,398	-	5,398			
RECREATION - TOTAL	10,082,185	8,296,094	846,611	9,142,705	939,480	(1,450,000)	(510,520)	5,892,450	5,381,930	58.87%
MAJOR OPERATING - TOTAL	\$ 14,027,950	\$ 12,030,192	\$ -	\$ 12,030,192	\$ 1,997,758	\$ (2,975,000)	\$ (977,242)	\$ 8,264,944	\$ 7,287,702	60.58%
OTHER OPERATING FUNDS										
SPECIAL RECREATION FUND*	\$ 275,000	\$ 332,000	\$ -	\$ 332,000	\$ (57,000)	\$ -	\$ (57,000)	\$ 172,818	\$ 115,818	63.64%
PENSION/RETIREMENT FUND	346,000	355,000	-	355,000	(9,000)	-	(9,000)	281,504	272,504	76.76%
SOCIAL SECURITY/MEDICARE FUND	434,000	430,000	-	430,000	4,000	-	4,000	105,132	109,132	25.38%
BOND & INTEREST FUND	1,410,000	1,714,950	-	1,714,950	(304,950)	-	(304,950)	420,802	115,852	6.76%
LIABILITY INSURANCE FUND	300,500	267,067	-	267,067	33,433	-	33,433	108,765	142,198	53.24%
WORKERS' COMPENSATION FUND	37,000	48,000	-	48,000	(11,000)	-	(11,000)	25,763	14,763	30.76%
AUDIT FUND	16,500	16,300	-	16,300	200	-	200	10,404	10,604	65.06%
CAPITAL FUNDS:										
CAPITAL PROJECTS FUND	\$ 8,000	\$ 613,000	\$ -	\$ 613,000	\$ (605,000)	\$ 525,000	\$ (80,000)	\$ 305,162	\$ 225,162	
2025 BOND PROCEEDS	15,255,000	10,472,510	-	10,472,510	4,782,490	-	4,782,490	-	4,782,490	
MASTER PLAN CAPITAL FUND	310,000	2,255,788	-	2,255,788	(1,945,788)	2,450,000	504,212	5,960,913	6,465,125	
SUBTOTAL - CAPITAL FUNDS	15,573,000	13,341,298	-	13,341,298	2,231,702	2,975,000	5,206,702	6,266,075	11,472,777	N/A
ALL FUNDS - TOTAL	\$ 32,419,950	\$ 28,534,807	\$ -	\$ 28,534,807	\$ 3,885,143	\$ -	\$ 3,885,143	\$ 15,656,207	\$ 19,541,350	

*Fund balance % excludes one time capital expenditures



FY 2025/26

Additional Highlights



- Projected ending fund balances are strong and meet all fund balance policy minimum thresholds
 - General and Recreation: 50%
 - Other Non-major: 25%
 - Debt Service: Change in Policy

	BEGINNING FUND BALANCE	ENDING FUND BALANCE	FUND BALANCE AS A % OF TOTAL EXPENDITURES
CORPORATE	2,372,494	1,905,772	66.00%
RECREATION	5,892,450	5,381,930	58.87%
<u>OTHER OPERATING FUNDS</u>			
SPECIAL RECREATION FUND*	\$ 172,818	\$ 115,818	63.64%
PENSION/RETIREMENT FUND	281,504	272,504	76.76%
SOCIAL SECURITY/MEDICARE FUND	105,132	109,132	25.38%
BOND & INTEREST FUND	420,802	115,852	6.76%
LIABILITY INSURANCE FUND	108,765	142,198	53.24%
WORKERS' COMPENSATION FUND	25,763	14,763	30.76%
AUDIT FUND	10,404	10,604	65.06%
<u>CAPITAL FUNDS:</u>			
CAPITAL PROJECTS FUND	\$ 305,162	\$ 225,162	
2025 BOND PROCEEDS	-	4,782,490	
MASTER PLAN CAPITAL FUND	<u>5,960,913</u>	<u>6,465,125</u>	
SUBTOTAL - CAPITAL FUNDS	6,266,075	11,472,777	N/A
ALL FUNDS - TOTAL	\$ 15,656,207	\$ 19,541,350	

*Fund balance % excludes one time capital expenditures

Master Plan Capital Transfer

- Proposed Master Plan Capital Transfers
 - Corporate Fund \$1,000,000
 - Recreation Fund \$1,450,000
- Requesting approval at February 18 Board Meeting



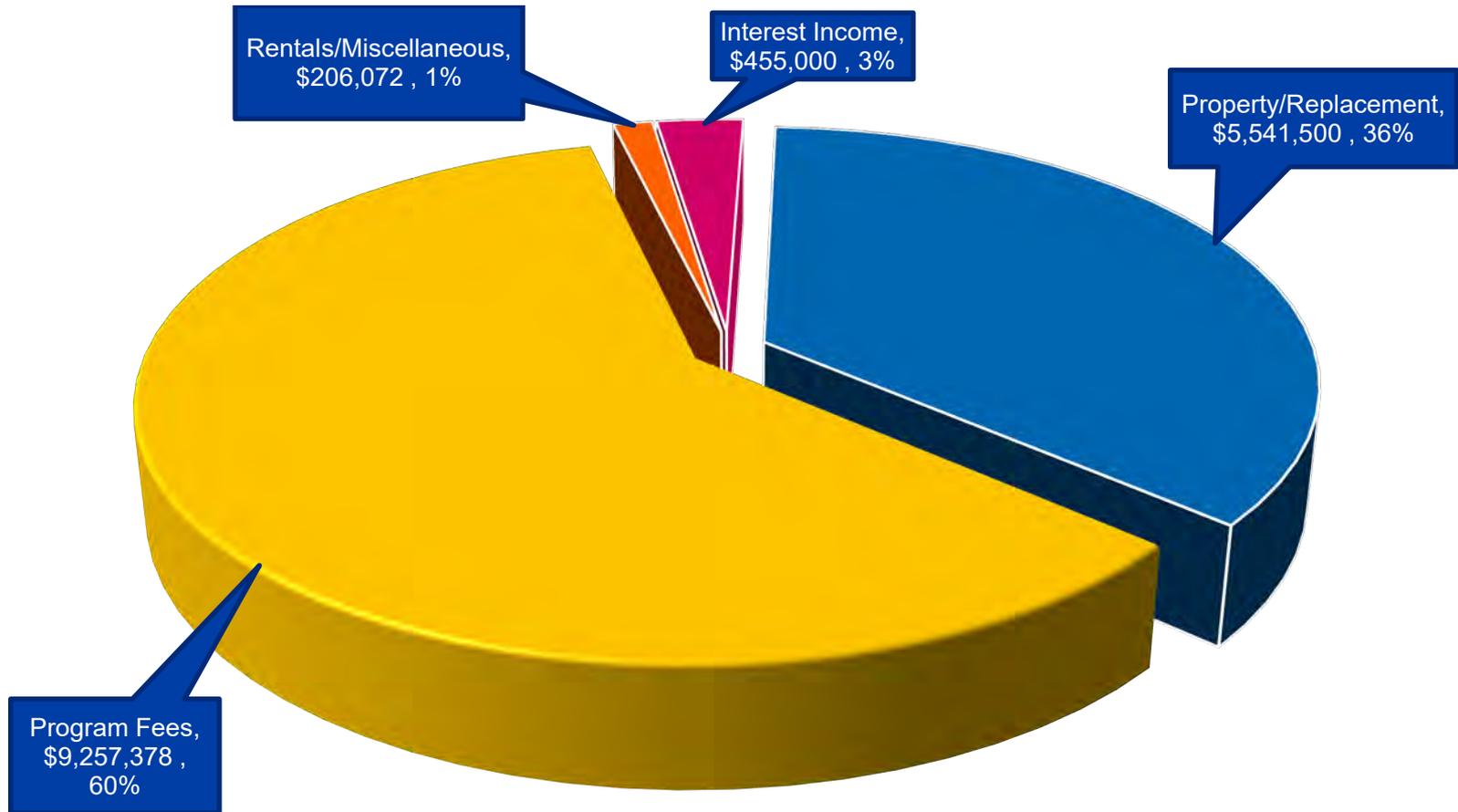
Master Plan Capital Transfer History			
	Corporate	Recreation	
Fiscal Year	Fund	Fund	Total
FY 2016	300,000	700,000	1,000,000
FY 2017	150,000	250,000	400,000
FY 2018	600,000	1,100,000	1,700,000
FY 2019	500,000	500,000	1,000,000
FY 2020	300,000	700,000	1,000,000
FY 2021	650,000	850,000	1,500,000
FY 2022	300,000	-	300,000
FY 2023	1,050,000	400,000	1,450,000
FY 2024	850,000	550,000	1,400,000
FY 2025	800,000	1,200,000	2,000,000
Total	5,500,000	6,250,000	11,750,000
FY 2026	1,000,000	1,450,000	2,450,000
Projected			

Top Three Challenges

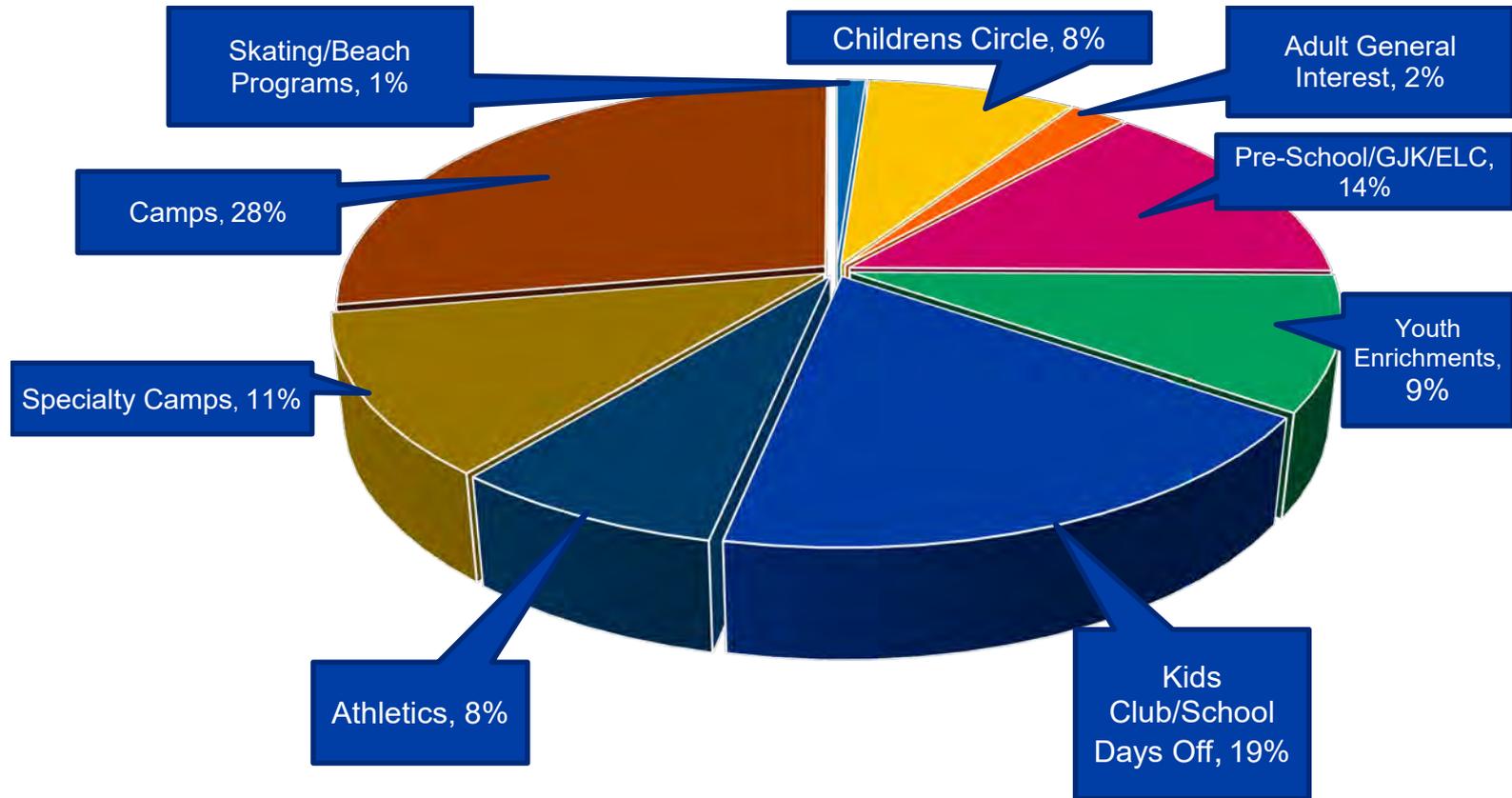
- 1. Capital Projects/Deferred Capital:** Executing projects from the current multi-year capital improvement plan while accounting for geopolitical risks and broader macroeconomic conditions
- 2. Maintaining High Standard of Service:** Continuing to meet the very high level of standards set by the District, while considering financial constraints, changing demographics and conflicting interests within the community
- 3. Program Demand:** Keeping pace with rapidly increasing demands on our programs, while staying competitively priced and working within our capped space



Budgeted Operating Revenue



Recreation Programs by Category (Revenue over Direct Expenditures)

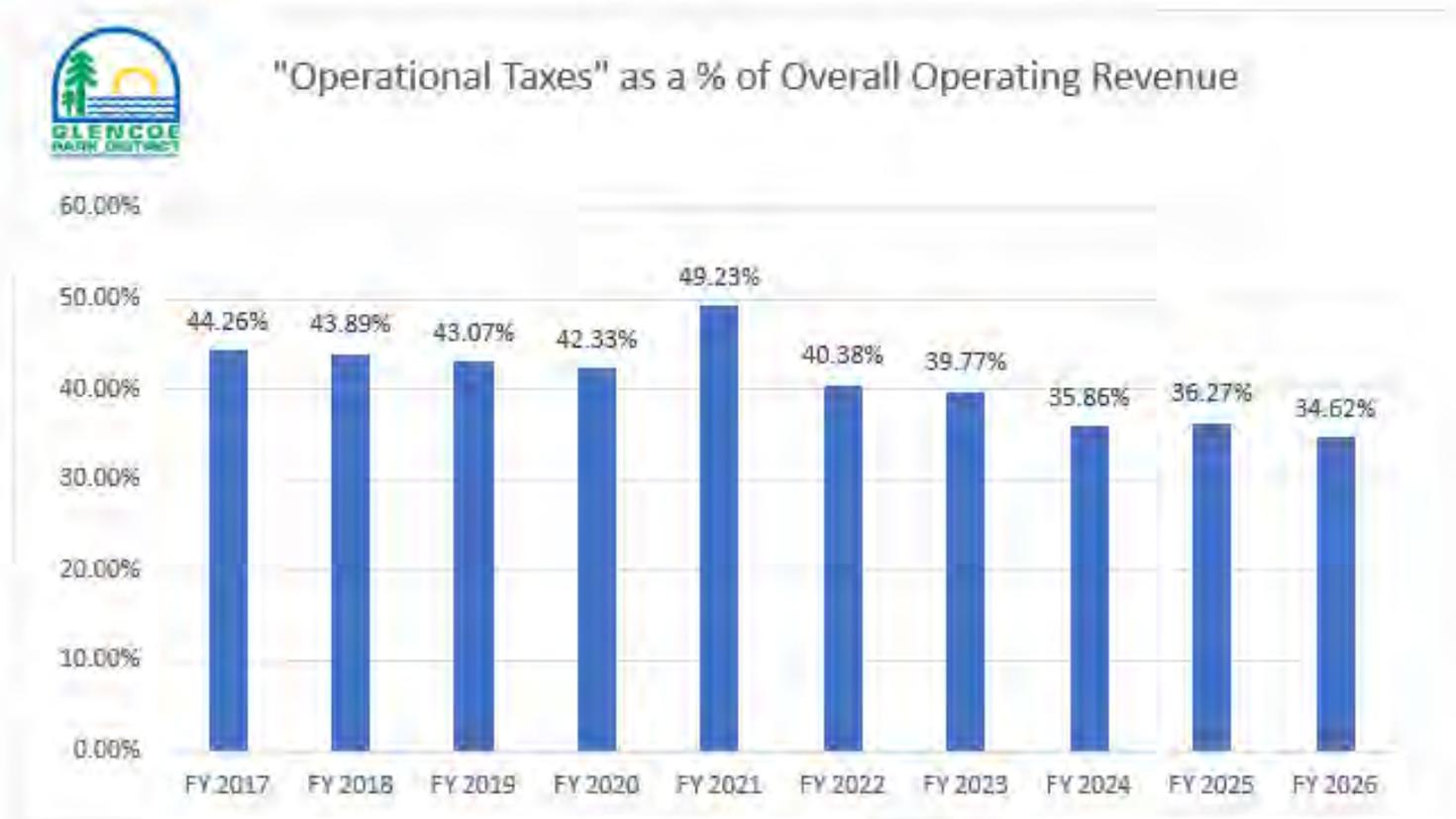


Categories of Service

FULLY SUBSIDIZED	BASIC PUBLIC Mostly Subsidized 0 – 15% Net	PUBLIC Partially Subsidized 16 – 29% Net	EXTRA PUBLIC Partially Subsidized 30% - + Net	PRIVATE Program covers all direct expenses and a portion of indirect expenses
Parks/Playgrounds	Community Organization Use of Facilities	Dance	Day Camps Beach Camps	Children’s Circle Daycare
Beach Concessions	Lifeguarded Beach	Fitness Programs	ELC (Preschool)	
Shelters/Washrooms	Boating Beach	Arts – Drama	Kids Club (Before and After School Care)	
Community Athletic Fields and Courts	Adult Programs	Fine Arts	Days Off Programs	
Glencoe Beach (Off season and when not guarded)	Athletic Affiliates Use of Fields and Courts	Martial Arts	Fine Arts Contractual	
Weinberg Ice Center	Teen Programs/Events	Travel Basketball	Hockey Lessons Skating Lessons	
Kids Concert Series	Special Events	Contractual Programs (Sports/Camp/ Youth/E.C.)	Facility Rentals	
Fourth of July	Open Gym	Lighted Field Rentals	Early Childhood Enrichments	
Free Special Events	Adult Programs		Youth Enrichments	
Public Skating and Hockey	Fitness Center		Youth Athletics	

Property Taxes

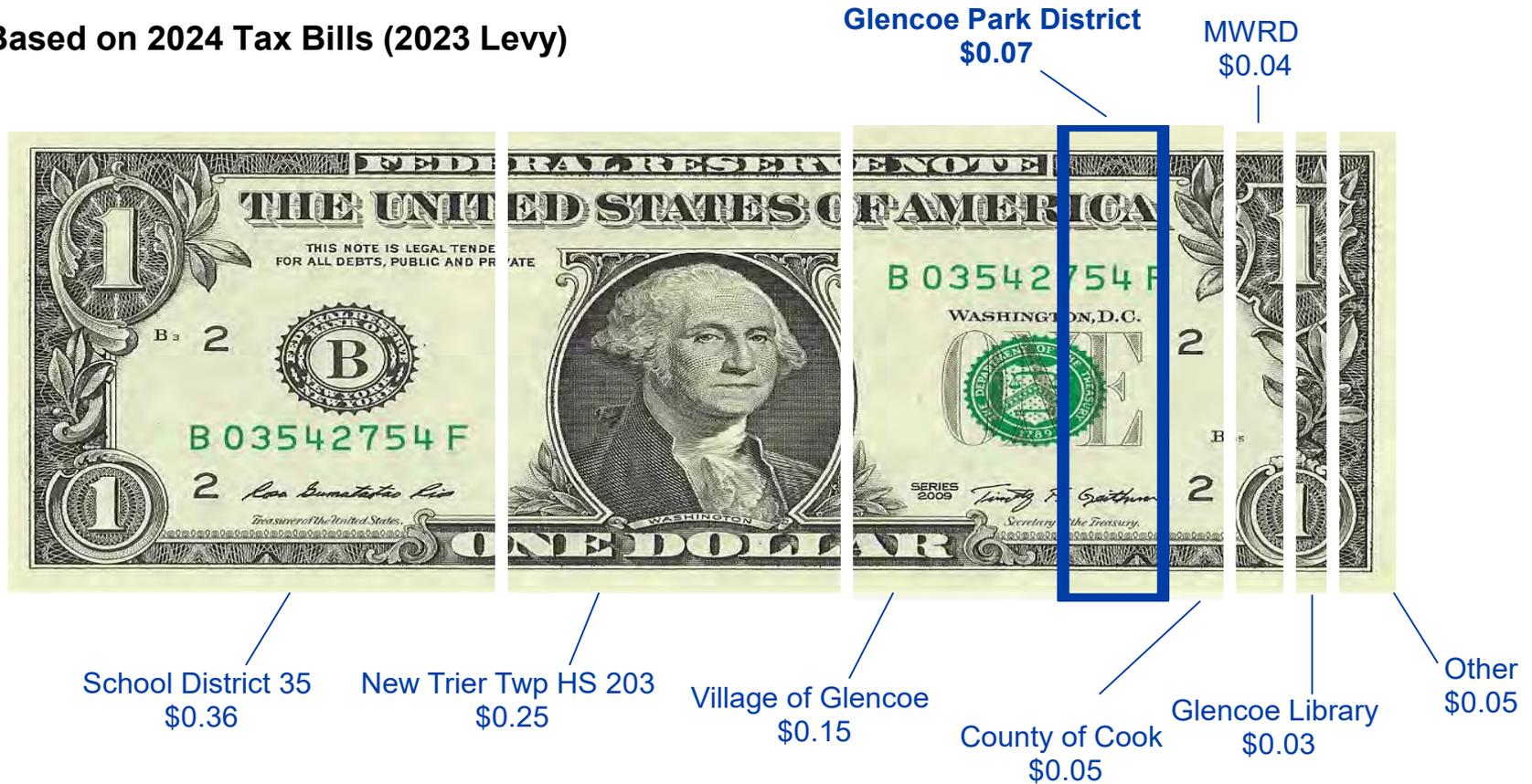
- Maximum 3.40% levy for FY 2025/26 levy



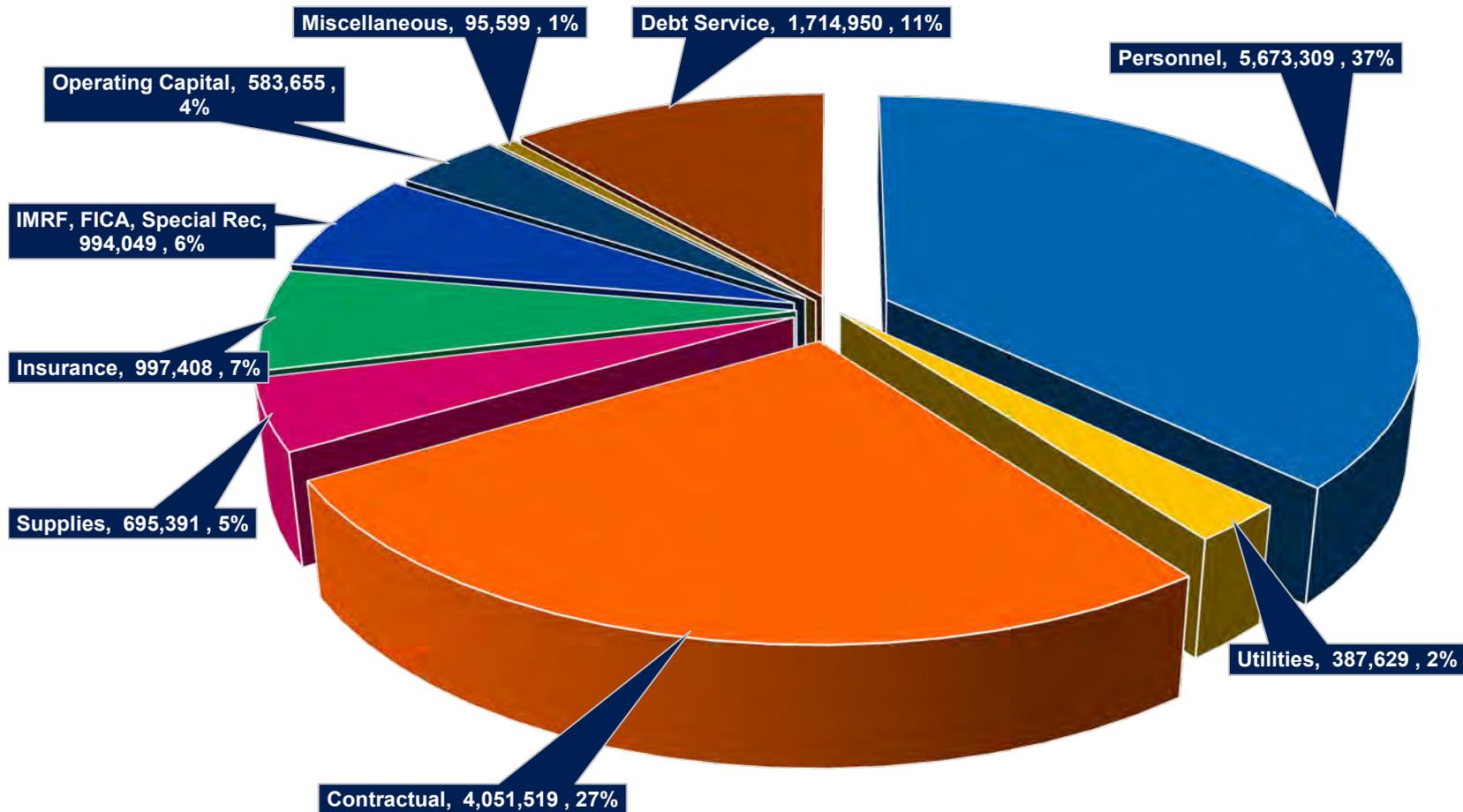
Tax Levy Analysis

Where do Glencoe Park District Resident Taxpayers Dollar Go?

Based on 2024 Tax Bills (2023 Levy)



Budgeted Operating Expenditures



FY 2025/26 Salary & Wage Scale

- The FY2025/26 budget reflects a 4.0% merit pool, which equates to an approximate increase of \$124,000 over last year.
- Minimum Wage increase of 7% in 2025

Illinois' Minimum Wage
Increasing to
\$15 in 2025



Large Impact on Employer's
FICA Contributions (7.65%)

-ILLINOIS-

Minimum Wage Over The Years				Minimum Wage Increase Schedule Under Public Act 101-0001 (Senate Bill 1)	
1972	\$1.40	1997	\$4.75	January 2020	\$9.25
1976	\$2.10	1998	\$5.15	July 2020	\$10.00
1979	\$2.30	2004	\$5.50	2021	\$11.00
1984	\$2.65	2005	\$6.50	2022	\$12.00
October 1984	\$3.00	2007	\$7.50	2023	\$13.00
July 1985	\$3.35	2008	\$7.75	2024	\$14.00
1991	\$3.80	2009	\$8.00	2025	\$15.00
1992	\$4.25	2010	\$8.25		

Sources: Illinois Department of Labor, Public Act 101-1001



Budgeted Master Plan (69) Capital Expenditures

Project	Budget
West Park*	\$1,747,700
Shelton Racket Courts	\$314,738
Milton Playground (TBD)	\$343,350



* Partially funded by Special Recreation Fund capital

Budgeted Master Plan 2025 Bond Proceeds (68) Capital Expenditures

Project	Budget
Greenhouse	\$600,862
Maintenance Center/Takiff Ballfield	\$9,493,628
Beach Phase 1 and 2 (A/E only)	\$282,516
Beach Playground (A/E only)	\$95,504



Budgeted Operating (65) Capital Expenditures

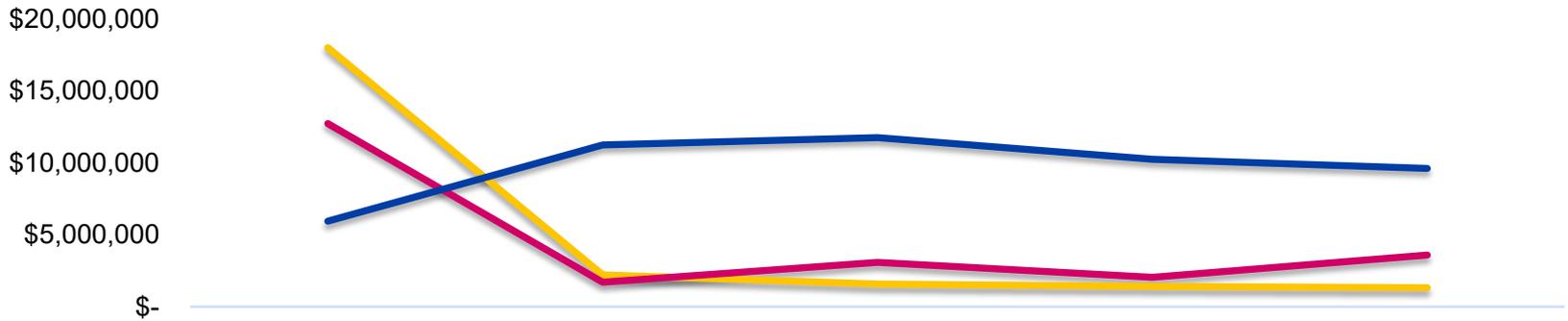
Project	Budget
Replace Trucks #2 and #6	\$150,000
Takiff Shelter	\$120,000
Takiff Lighting Control	\$115,000
Utility Truck with Garbage Attachment	\$95,000
Other Capital (including IT infrastructure and unstructured play area)	\$153,000



Capital Projects Multiple Year Overview

Fund 68/69 Capital - FY 26-30

Revenue Expenditures Fund Balance



FY 26

- Maintenance Center/Takiff Ballfield, \$9.5m
- Greenhouse, \$601k
- Milton, \$343k
- Shelton Racket, \$314k
- Beach A/E, \$379k

Maintenance Center/Takiff Ballfield will rollover into FY 27

FY 27

- Beach Improvements, \$677k
- Beach Playground, \$945k
- Friends Park (A/E), \$81k

FY 28

- Boating Beach, \$401k
- Safran Remodel, \$1.7m
- Friends Park, \$802k
- Beach Stairs, \$170k

FY 29

- Beach Stairs, \$1.7m
- Compressors/Chiller System (A/E), \$153k
- Cooling Floors (A/E), \$191k
- Player Boxes, (A/E) \$19k

FY 30

- Compressors/Chiller System, \$1.5m
- Cooling Floors, \$1.9m
- Player Boxes, \$190k



Fund Listing

MAJOR GOVERNMENTAL FUNDS

CORPORATE FUND

- 10-00 Administration
- 10-11 General and Administration
- 10-12 Parks Department
- 10-13 Weinberg Ice Center
- 10-14 Beach
- 10-15 Boathouse

RECREATION FUND

- 25-00 Administration/Takiff
- 25-25 Recreation Programs
- 25-26 Children's Circle
- 25-27 Fitness

40 BOND & INTEREST FUND

CAPITAL PROJECT FUND

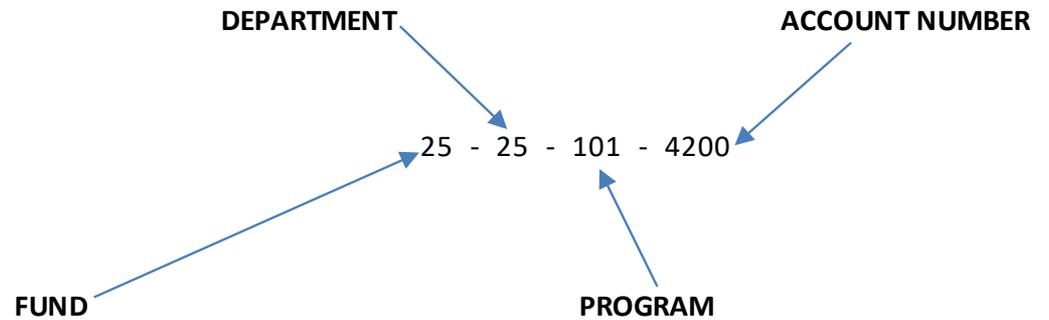
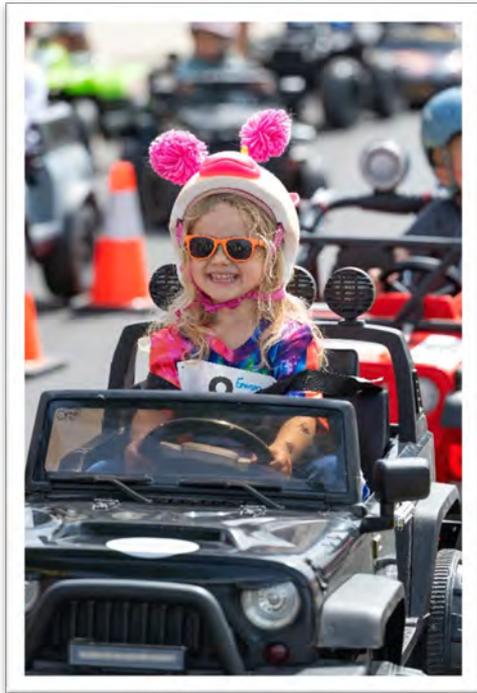
- 65 Fund 65 Operating Capital
- 68 2025 Bond Proceeds Master Plan Capital
- 69 Fund 69 Master Plan Capital

OTHER NON-MAJOR FUNDS

- 30 SPECIAL RECREATION FUND
- 35 PENSION/RETIREMENT FUND
- 36 SOCIAL SECURITY/MEDICARE FUND
- 45 LIABILITY INSURANCE FUND
- 50 WORKERS' COMPENSATION FUND
- 55 AUDIT FUND



G/L Definition



Assets - 1000 Series
Liabilities - 2000 Series
Revenues - 4000 Series
Expenditures - 5000 Series

Typical Budget Detail



Glencoe Park District

My PROPOSED BUDGET-FIRST DRAFT

Account Summary

For Fiscal: 2025-2026 Period Ending: 02/28/2026

		2023-2024	2023-2024	2024-2025	2024-2025	2025-2026	2025-2026	Defined Budgets	
		Total Budget	Total Activity	Total Budget	Total Activity	Total Budget	YTD Activity	2024-2025	2025-2026
								YE Projection	First Draft
Fund: 10 - CORPORATE FUND									
Department: 00 - ADMINISTRATION									
Program: 00 - Undesignated Program									
Revenue									
AccountCategory: 40 - Tax Receipts									
<u>10-00-000-4000</u>	TAXES - REAL ESTATE TAX	2,527,000.00	2,663,666.24	2,750,000.00	2,796,447.74	2,880,000.00	0.00	2,760,000.00	2,880,000.00
AccountCategory: 40 - Tax Receipts Total:		2,527,000.00	2,663,666.24	2,750,000.00	2,796,447.74	2,880,000.00	0.00	2,760,000.00	2,880,000.00
AccountCategory: 41 - Interest Income									
<u>10-00-000-4100</u>	INTEREST INCOME	140,000.00	261,098.23	180,000.00	186,579.22	185,000.00	0.00	270,000.00	185,000.00
AccountCategory: 41 - Interest Income Total:		140,000.00	261,098.23	180,000.00	186,579.22	185,000.00	0.00	270,000.00	185,000.00
AccountCategory: 45 - Rentals									
<u>10-00-000-4520</u>	BUILDING LICENSES (RENTAL)	0.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00
<u>10-00-000-4550</u>	PARK/PLAYGRD/GAZEBO Permi	3,000.00	4,264.00	4,000.00	6,266.00	6,440.00	0.00	6,000.00	6,440.00
AccountCategory: 45 - Rentals Total:		3,000.00	4,265.00	4,000.00	6,266.00	6,440.00	0.00	6,000.00	6,440.00
AccountCategory: 49 - Miscellaneous Revenue									
<u>10-00-000-4910</u>	MISC/UNCLASSIFIED INCOME	0.00	-637.36	0.00	6,973.31	0.00	0.00	7,000.00	0.00
AccountCategory: 49 - Miscellaneous Revenue Total:		0.00	-637.36	0.00	6,973.31	0.00	0.00	7,000.00	0.00
Revenue Total:		2,670,000.00	2,928,392.11	2,934,000.00	2,996,266.27	3,071,440.00	0.00	3,043,000.00	3,071,440.00
Expense									
AccountCategory: 58 - Fund Transfer Out									
<u>10-00-000-5065</u>	TFR TO CAP PROJ FUND (65)	515,000.00	515,000.04	525,000.00	437,500.00	525,000.00	0.00	525,000.00	525,000.00
<u>10-00-000-5069</u>	TRF TO MASTER PLAN CAPITAL	850,000.00	850,000.00	800,000.00	800,000.00	1,000,000.00	0.00	800,000.00	1,000,000.00
AccountCategory: 58 - Fund Transfer Out Total:		1,365,000.00	1,365,000.04	1,325,000.00	1,237,500.00	1,525,000.00	0.00	1,325,000.00	1,525,000.00
Expense Total:		1,365,000.00	1,365,000.04	1,325,000.00	1,237,500.00	1,525,000.00	0.00	1,325,000.00	1,525,000.00
Program: 00 - Undesignated Program Surplus (Deficit):		1,305,000.00	1,563,392.07	1,609,000.00	1,758,766.27	1,546,440.00	0.00	1,718,000.00	1,546,440.00
Department: 00 - ADMINISTRATION Surplus (Deficit):		1,305,000.00	1,563,392.07	1,609,000.00	1,758,766.27	1,546,440.00	0.00	1,718,000.00	1,546,440.00



Corporate Administration

- Increase in property taxes due to levy to PTELL cap, new property and PA 102-0519 recapture
- Interest income expected to remain strong for this fiscal year
- Fund 69 Master Plan Capital transfer increase from \$800,000 to \$1,000,000



Type	Account	FY 2025 Budget	FY 2025 Projection	FY 2026 Budget	\$ Variance FY 2025 to 2026 Budget	% Variance FY 2025 to 2026 Budget
Revenue	40 - Tax Receipts	\$ 2,750,000	\$ 2,760,000	\$ 2,880,000	\$ 130,000	4.73%
Revenue	41 - Interest Income	180,000	270,000	185,000	5,000	2.78%
Revenue	45 - Rentals	4,000	6,000	6,440	2,440	61.00%
Revenue	49 - Miscellaneous Revenue	-	7,000	-	-	0.00%
Expense	58 - Fund Transfer Out	(1,325,000)	(1,325,000)	(1,525,000)	(200,000)	15.09%
Total		\$ 1,609,000	\$ 1,718,000	\$ 1,546,440	\$ (62,560)	-3.89%



General & Administrative



- Increase in salary and wages due to 4.0% merit pool
- Decrease in contractual due to comprehensive plan fees being billed in prior year
- Favorable health insurance elections (offsets increase in salaries and wages due to insurance buyout)

Type	Account	FY 2025 Budget	FY 2025 Projection	FY 2026 Budget	\$ Variance FY 2025 to 2026 Budget	% Variance FY 2025 to 2026 Budget
Revenue	48 - Fund Transfers In	\$ 1,434,902	\$ 1,347,879	\$ 1,387,887	\$ (47,015)	-3.28%
Expense	51 - Salaries/Wages	(824,753)	(810,753)	(880,004)	(55,251)	6.70%
Expense	52 - Utilities	(27,500)	(21,000)	(25,000)	2,500	-9.09%
Expense	53 - Contractual	(321,081)	(334,084)	(276,933)	44,148	-13.75%
Expense	54 - Supplies	(25,025)	(21,325)	(20,545)	4,480	-17.90%
Expense	55 - Capital	(30,750)	(21,740)	(16,750)	14,000	-45.53%
Expense	56 - Insurance	(186,043)	(119,227)	(150,155)	35,888	-19.29%
Expense	57 - Fixed Charges	(14,750)	(14,750)	(13,500)	1,250	-8.47%
Expense	59 - Miscellaneous Expense	(5,000)	(5,000)	(5,000)	-	0.00%
Total		\$ -	\$ -	\$ -	\$ -	0.00%



Park Maintenance

- Slight decrease in salaries/wages due to turnover in staff
- Increase in capital
 - Shelton Park Drainage project
- Favorable health insurance elections
- Miscellaneous
 - GBA batting cage



Type	Account	FY 2025 Budget	FY 2025 Projection	FY 2026 Budget	\$ Variance FY 2025 to 2026 Budget	% Variance FY 2025 to 2026 Budget
Revenue	47 - Grants/Donations	\$ -	\$ 20,000	\$ -	\$ -	0.00%
Revenue	49 - Miscellaneous Revenue	27,400	32,400	62,400	35,000	127.74%
Expense	51 - Salaries/Wages	(532,687)	(455,154)	(524,828)	7,859	-1.48%
Expense	52 - Utilities	(54,060)	(47,060)	(52,060)	2,000	-3.70%
Expense	53 - Contractual	(238,500)	(258,000)	(241,000)	(2,500)	1.05%
Expense	54 - Supplies	(136,400)	(142,500)	(141,250)	(4,850)	3.56%
Expense	55 - Capital	(190,500)	(170,500)	(264,500)	(74,000)	38.85%
Expense	56 - Insurance	(199,647)	(105,000)	(137,597)	62,050	-31.08%
Expense	57 - Fixed Charges	(1,200)	(1,200)	(1,200)	-	0.00%
Expense	58 - Fund Transfer Out	(401,773)	(377,405)	(388,609)	13,164	-3.28%
Expense	59 - Miscellaneous Expense	(28,400)	(31,000)	(63,400)	(35,000)	123.24%
Total		\$ (1,755,767)	\$ (1,535,419)	\$ (1,752,044)	\$ 3,723	-0.21%



Takiff Admin

- Increase in property taxes due to levy to PTELL cap, offset by decrease in replacement taxes
- Interest income expected to remain strong for this fiscal year
- Salaries nearly flat – reallocation of salaries to Children’s Circle due to addition of new programs (Penguins and Polar Bears)
- Increase in fund transfer out due to increased master plan transfer



Type	Account	FY 2025 Budget	FY 2025 Projection	FY 2026 Budget	\$ Variance FY 2025 to 2026 Budget	% Variance FY 2025 to 2026 Budget
Revenue	40 - Tax Receipts	\$ 1,305,000	\$ 1,295,000	\$ 1,315,000	\$ 10,000	0.77%
Revenue	41 - Interest Income	180,000	270,000	185,000	5,000	2.78%
Revenue	44 - Sales	650	650	2,150	1,500	230.77%
Revenue	45 - Rentals	133,893	128,121	129,032	(4,861)	-3.63%
Revenue	46 - Passes	400	400	750	350	87.50%
Revenue	49 - Miscellaneous Revenue	500	500	500	-	0.00%
Expense	51 - Salaries/Wages	(1,053,576)	(904,770)	(1,047,319)	6,257	-0.59%
Expense	52 - Utilities	(205,480)	(205,480)	(214,984)	(9,504)	4.63%
Expense	53 - Contractual	(508,285)	(439,260)	(502,755)	5,530	-1.09%
Expense	54 - Supplies	(96,775)	(99,660)	(102,105)	(5,330)	5.51%
Expense	55 - Capital	(25,367)	(25,737)	(12,705)	12,662	-49.92%
Expense	56 - Insurance	(225,437)	(215,200)	(269,465)	(44,028)	19.53%
Expense	57 - Fixed Charges	(12,675)	(15,325)	(13,550)	(875)	6.90%
Expense	58 - Fund Transfer Out	(2,017,894)	(1,968,292)	(2,241,096)	(223,202)	11.06%
Expense	59 - Miscellaneous Expense	(5,000)	(5,000)	(5,000)	-	0.00%
Total		\$ (2,530,046)	\$ (2,184,053)	\$ (2,776,546)	\$ (246,500)	9.74%



Children's Circle

- Increase in revenue based on new programs (13%), combined with fee and enrollment increases (7%)
- Salaries/Wages – 18% increase
 - 3 new FT Positions and reallocation of existing salaries from Takiff Admin
- Increase in health insurance



Type	Account	FY 2025 Budget	FY 2025 Projection	FY 2026 Budget	\$ Variance FY 2025 to 2026 Budget	% Variance FY 2025 to 2026 Budget
Revenue	42 - Program Revenues	\$ 2,110,375	\$ 2,203,168	\$ 2,528,081	\$ 417,706	19.79%
Revenue	49 - Miscellaneous Revenue	1,200	1,188	1,100	(100)	-8.33%
Expense	50 - Debt Payments	-	-	-	-	0.00%
Expense	51 - Salaries/Wages	(1,495,502)	(1,384,303)	(1,764,234)	(268,732)	17.97%
Expense	52 - Utilities	(1,680)	(1,680)	(1,680)	-	0.00%
Expense	53 - Contractual	(117,097)	(109,390)	(133,057)	(15,960)	13.63%
Expense	54 - Supplies	(116,525)	(111,725)	(107,815)	8,710	-7.47%
Expense	55 - Capital	(4,000)	(4,000)	(2,000)	2,000	-50.00%
Expense	56 - Insurance	(212,991)	(222,991)	(263,926)	(50,935)	23.91%
Expense	57 - Fixed Charges	-	-	-	-	0.00%
Expense	58 - Fund Transfer Out	(57,396)	(53,915)	(55,515)	1,881	-3.28%
Expense	59 - Miscellaneous Expense	(5,000)	(5,000)	(5,000)	-	0.00%
Total		\$ 101,384	\$ 311,352	\$ 195,954	\$ 94,570	93.28%



Other Corporate and Recreation Departments

- No major changes expected across all other Corporate and Recreation Departments



	FY 25 BUDGETED EXCESS REV OVER EXPENDITURES	FY 25 PROJECTED EXCESS REV OVER EXPENDITURES	FY 26 BUDGETED EXCESS REV OVER EXPENDITURES
<u>CORPORATE FUND</u>			
Weinberg Ice Center	(172,210)	(170,222)	(179,961)
Beach	(3,047)	13,214	(9,590)
Boathouse	<u>(82,642)</u>	<u>(64,825)</u>	<u>(71,567)</u>
<u>RECREATION FUND</u>			
Fitness	<u>7,297</u>	<u>6,107</u>	<u>5,398</u>

Other Non-Major Funds



- Reduced levy in the Special Recreation fund
- Capitalized interest payment out of Bond & Interest Fund

	FY 25 BUDGETED EXCESS REV OVER EXPENDITURES	FY 25 PROJECTED EXCESS REV OVER EXPENDITURES	FY 26 BUDGETED EXCESS REV OVER EXPENDITURES
<u>OTHER OPERATING FUNDS</u>			
SPECIAL RECREATION FUND	\$ (40,000)	\$ (25,000)	\$ (57,000)
PENSION/RETIREMENT FUND	300	28,200	(9,000)
SOCIAL SECURITY/MEDICARE FUND	19,500	28,000	4,000
BOND & INTEREST FUND	74,800	69,800	(304,950)
LIABILITY INSURANCE FUND	(26,453)	(28,453)	33,433
WORKERS' COMPENSATION FUND	(12,500)	(9,000)	(11,000)
AUDIT FUND	1,850	1,350	200

THANK YOU



glencoe parkdistrict.com



Glencoe Park District

Voucher List of Bills

By Vendor Set

Payment Dates 1/1/2025 - 1/31/2025

Vendor DBA	Payment Date	Payment Number	Account Number	Description (Item)	Amount	
Vendor Set: AP Vendors - AP Vendors						
Vendor: 10098 - AFLAC						
AFLAC	01/23/2025	20328	10-00-000-2170	Supplemental Aflac Coverage	197.54	
					Vendor 10098 - AFLAC Total:	197.54
Vendor: 10864 - All About Childcare Health Ltd.						
All About Childcare Health Ltd.	01/17/2025	20291	25-26-000-5387	Nurse Services - Dec24	95.00	
					Vendor 10864 - All About Childcare Health Ltd. Total:	95.00
Vendor: 12005 - American Lithography and Publishing Inc.						
American Lithography and	01/17/2025	20292	25-27-000-5360	FitnessCnt Postcards	1,360.00	
					Vendor 12005 - American Lithography and Publishing Inc. Total:	1,360.00
Vendor: 10147 - American Outfitters Ltd.						
American Outfitters Ltd.	01/10/2025	20253	10-11-000-5502	(100) Staff Tumblers	1,226.86	
American Outfitters Ltd.	01/17/2025	20293	10-13-000-5421	Ice Rink Mgr Jackets	394.50	
American Outfitters Ltd.	01/17/2025	20293	10-13-000-5421	Ice Rink Mgr Hats	225.00	
					Vendor 10147 - American Outfitters Ltd. Total:	1,846.36
Vendor: 11965 - Amy Garber						
Amy Garber	01/17/2025	20294	25-25-785-5300	Fitness Punch Cards Dec24	735.38	
					Vendor 11965 - Amy Garber Total:	735.38
Vendor: 10159 - Arlington Power Equipment						
Arlington Power Equipment	01/17/2025	20295	10-12-000-5485	Liq. Ice Melt Sprayer/SnowSupp	2,100.73	
					Vendor 10159 - Arlington Power Equipment Total:	2,100.73
Vendor: 11590 - Bach to Rock Northbrook						
Bach to Rock Northbrook	01/16/2025	20288	25-26-000-5386	Instrument petting zoo-week of the young child	500.00	
					Vendor 11590 - Bach to Rock Northbrook Total:	500.00
Vendor: 10179 - Blick Art Materials						
Blick Art Materials	01/10/2025	20254	25-25-615-5400	Spectrum underglazes - black	16.16	
Blick Art Materials	01/10/2025	20254	25-25-615-5400	Spectrum underglazes - Blue	16.16	
Blick Art Materials	01/23/2025	20330	25-25-615-5400	Spectrum Glazes	290.88	
					Vendor 10179 - Blick Art Materials Total:	323.20
Vendor: 11646 - BlueTarp Financial Inc						
Capital One	01/10/2025	20255	25-25-601-5400	Supplies	158.76	
					Vendor 11646 - BlueTarp Financial Inc Total:	158.76
Vendor: 10473 - BMO Harris Bank N.A.						
BMO Harris Bank N.A.	01/31/2025	DFT0002406	10-11-000-5340	IUEDP year 2 (JC)	470.00	
BMO Harris Bank N.A.	01/31/2025	DFT0002406	10-11-000-5340	IPRA Conference (EC)	175.00	
BMO Harris Bank N.A.	01/31/2025	DFT0002406	10-11-000-5340	IPRA Luncheon Table	60.00	
BMO Harris Bank N.A.	01/31/2025	DFT0002406	10-11-000-5342	Holiday Party - Entertainment	150.00	
BMO Harris Bank N.A.	01/31/2025	DFT0002406	10-11-000-5342	Holiday Party - Food	1,552.37	
BMO Harris Bank N.A.	01/31/2025	DFT0002406	10-11-000-5342	Holiday Party Supplies	23.24	
BMO Harris Bank N.A.	01/31/2025	DFT0002406	10-11-000-5342	Holiday Party Meal	32.88	
BMO Harris Bank N.A.	01/31/2025	DFT0002406	10-11-000-5342	Board member flowers	69.04	
BMO Harris Bank N.A.	01/31/2025	DFT0002406	10-11-000-5355	Password Manager	14.77	
BMO Harris Bank N.A.	01/31/2025	DFT0002406	10-11-000-5355	Talent LMS Software	569.00	
BMO Harris Bank N.A.	01/31/2025	DFT0002406	10-11-000-5355	Bamboo HR	1,068.55	
BMO Harris Bank N.A.	01/31/2025	DFT0002406	10-11-000-5402	New Commissioner books	363.00	
BMO Harris Bank N.A.	01/31/2025	DFT0002406	10-11-000-5404	Adobe Pro - Chrissy	248.44	
BMO Harris Bank N.A.	01/31/2025	DFT0002406	10-11-000-5404	Microsoft Licensing	652.50	
BMO Harris Bank N.A.	01/31/2025	DFT0002406	10-11-000-5425	Holiday/Anniversary Gifts	125.00	
BMO Harris Bank N.A.	01/31/2025	DFT0002406	10-11-000-5425	spirit awards	67.93	

Voucher List of Bills

Payment Dates: 1/1/2025 - 1/31/2025

Vendor DBA	Payment Date	Payment Number	Account Number	Description (Item)	Amount
BMO Harris Bank N.A.	01/31/2025	DFT0002406	10-11-000-5730	AAPRA Dues (LS)	329.60
BMO Harris Bank N.A.	01/31/2025	DFT0002406	10-11-000-5730	IPRA Skills Development Webinars	300.00
BMO Harris Bank N.A.	01/31/2025	DFT0002406	10-11-000-5730	AAPRF Dues (LS)	100.00
BMO Harris Bank N.A.	01/31/2025	DFT0002406	10-12-000-5210	Parks Internet	186.36
BMO Harris Bank N.A.	01/31/2025	DFT0002406	10-12-000-5340	Pesticide training (HH)	45.00
BMO Harris Bank N.A.	01/31/2025	DFT0002406	10-12-000-5340	Turfgrass pesticide training (AS)	25.00
BMO Harris Bank N.A.	01/31/2025	DFT0002406	10-12-000-5340	Pesticide test (HH)	24.00
BMO Harris Bank N.A.	01/31/2025	DFT0002406	10-12-000-5340	Training books for turfgrass test (AS)	48.75
BMO Harris Bank N.A.	01/31/2025	DFT0002406	10-12-000-5340	IUEDP year 2 (KK)	470.00
BMO Harris Bank N.A.	01/31/2025	DFT0002406	10-12-000-5361	job posting - park maint. 1	220.00
BMO Harris Bank N.A.	01/31/2025	DFT0002406	10-12-000-5425	staff soda for dept meeting	33.96
BMO Harris Bank N.A.	01/31/2025	DFT0002406	10-12-000-5425	staff pizza for dept meeting	127.50
BMO Harris Bank N.A.	01/31/2025	DFT0002406	10-12-000-5730	CPRP Renewal (KK)	70.00
BMO Harris Bank N.A.	01/31/2025	DFT0002406	10-13-000-5210	ESPN + Subscription - Ice Rink	11.99
BMO Harris Bank N.A.	01/31/2025	DFT0002406	10-13-000-5210	Weinberg Internet	157.75
BMO Harris Bank N.A.	01/31/2025	DFT0002406	10-13-000-5210	YouTubeTV Subscription - Ice Rink	72.99
BMO Harris Bank N.A.	01/31/2025	DFT0002406	10-13-000-5415	Tax exempt refund	-23.61
BMO Harris Bank N.A.	01/31/2025	DFT0002406	10-13-000-5481	plastic for puck shoot	105.00
BMO Harris Bank N.A.	01/31/2025	DFT0002406	10-13-000-5581	sensaphone for rink alarm	617.94
BMO Harris Bank N.A.	01/31/2025	DFT0002406	25-00-000-5210	iCloud Storage (BC)	2.99
BMO Harris Bank N.A.	01/31/2025	DFT0002406	25-00-000-5210	iCloud Storage (SS)	0.99
BMO Harris Bank N.A.	01/31/2025	DFT0002406	25-00-000-5340	IPRA Conference Registration (SY)	390.00
BMO Harris Bank N.A.	01/31/2025	DFT0002406	25-00-000-5340	IPRA Conference Registration (BC)	390.00
BMO Harris Bank N.A.	01/31/2025	DFT0002406	25-00-000-5340	IPRA Conference Registration (AM)	390.00
BMO Harris Bank N.A.	01/31/2025	DFT0002406	25-00-000-5340	AOAP/NDPA Conference Flight (SS)	191.58
BMO Harris Bank N.A.	01/31/2025	DFT0002406	25-00-000-5341	lpass	20.00
BMO Harris Bank N.A.	01/31/2025	DFT0002406	25-00-000-5351	Vacuum Repairs	361.72
BMO Harris Bank N.A.	01/31/2025	DFT0002406	25-00-000-5352	Supplies Picture Hangers/Tools	94.70
BMO Harris Bank N.A.	01/31/2025	DFT0002406	25-00-000-5360	ad	19.74
BMO Harris Bank N.A.	01/31/2025	DFT0002406	25-00-000-5360	Signs	312.00
BMO Harris Bank N.A.	01/31/2025	DFT0002406	25-00-000-5360	iCloud Storage (EC)	2.99
BMO Harris Bank N.A.	01/31/2025	DFT0002406	25-00-000-5360	email	300.00
BMO Harris Bank N.A.	01/31/2025	DFT0002406	25-00-000-5360	Welcome Wagon	287.42
BMO Harris Bank N.A.	01/31/2025	DFT0002406	25-00-000-5360	Business cards (MT/SM)	105.98
BMO Harris Bank N.A.	01/31/2025	DFT0002406	25-00-000-5360	capcut (video editing)	83.93
BMO Harris Bank N.A.	01/31/2025	DFT0002406	25-00-000-5360	Refund: 4imprint	-20.63
BMO Harris Bank N.A.	01/31/2025	DFT0002406	25-00-000-5360	Descript Subscription	30.00
BMO Harris Bank N.A.	01/31/2025	DFT0002406	25-00-000-5362	Shutterstock Photos	29.00
BMO Harris Bank N.A.	01/31/2025	DFT0002406	25-00-000-5362	stock photo	7.00
BMO Harris Bank N.A.	01/31/2025	DFT0002406	25-00-000-5368	IPRA agency showcase	95.00
BMO Harris Bank N.A.	01/31/2025	DFT0002406	25-00-000-5368	email	300.00
BMO Harris Bank N.A.	01/31/2025	DFT0002406	25-00-000-5368	Secure Xpress	29.97
BMO Harris Bank N.A.	01/31/2025	DFT0002406	25-00-000-5368	Metricool Subscript (Social Media)	208.08
BMO Harris Bank N.A.	01/31/2025	DFT0002406	25-00-000-5404	ChatGPT (BC)	20.00
BMO Harris Bank N.A.	01/31/2025	DFT0002406	25-00-000-5404	Spotify (SS)	19.99
BMO Harris Bank N.A.	01/31/2025	DFT0002406	25-00-000-5404	Spotify (NVA)	19.99
BMO Harris Bank N.A.	01/31/2025	DFT0002406	25-00-000-5404	iCloud Storage (MW)	0.99
BMO Harris Bank N.A.	01/31/2025	DFT0002406	25-00-000-5412	Spray Bottles/supplies	79.14
BMO Harris Bank N.A.	01/31/2025	DFT0002406	25-00-000-5420	CAPRA Operations Manual	112.82
BMO Harris Bank N.A.	01/31/2025	DFT0002406	25-00-000-5480	Gas for the Bus	108.84
BMO Harris Bank N.A.	01/31/2025	DFT0002406	25-00-000-5481	Magnetic Paint	151.16
BMO Harris Bank N.A.	01/31/2025	DFT0002406	25-00-000-5481	Painting Drop Cloths	49.98
BMO Harris Bank N.A.	01/31/2025	DFT0002406	25-00-000-5484	Electrical Wire for ceiling lights	37.44

Voucher List of Bills

Payment Dates: 1/1/2025 - 1/31/2025

Vendor DBA	Payment Date	Payment Number	Account Number	Description (Item)	Amount
BMO Harris Bank N.A.	01/31/2025	DFT0002406	25-00-000-5730	CPRP Renewal (NVA)	70.00
BMO Harris Bank N.A.	01/31/2025	DFT0002406	25-25-315-5400	New water resistant shelving above sink	86.92
BMO Harris Bank N.A.	01/31/2025	DFT0002406	25-25-432-5300	Preschool Day Off entertainment	820.00
BMO Harris Bank N.A.	01/31/2025	DFT0002406	25-25-601-5300	Kids Club Brightwheel app subscription	150.00
BMO Harris Bank N.A.	01/31/2025	DFT0002406	25-25-601-5400	Winter Break Camp - lunch for all campers	377.90
BMO Harris Bank N.A.	01/31/2025	DFT0002406	25-25-601-5400	Kids Club Undernighiter	38.35
BMO Harris Bank N.A.	01/31/2025	DFT0002406	25-25-601-5400	Books for downstairs Kids Club	146.88
BMO Harris Bank N.A.	01/31/2025	DFT0002406	25-25-601-5400	Staff Appreciation	115.80
BMO Harris Bank N.A.	01/31/2025	DFT0002406	25-25-606-5300	Winter Break Camp - Top Golf	532.00
BMO Harris Bank N.A.	01/31/2025	DFT0002406	25-25-606-5300	Winter Break Camp - theater trip	580.00
BMO Harris Bank N.A.	01/31/2025	DFT0002406	25-25-606-5300	Winter Break Camp - Bowlero	698.41
BMO Harris Bank N.A.	01/31/2025	DFT0002406	25-25-606-5300	Winter Break Camp - AMC trip	854.20
BMO Harris Bank N.A.	01/31/2025	DFT0002406	25-25-606-5300	Winter Break Camp - Funtopia	897.60
BMO Harris Bank N.A.	01/31/2025	DFT0002406	25-25-606-5400	Winter Break Camp - lunch for all campers	348.60
BMO Harris Bank N.A.	01/31/2025	DFT0002406	25-25-606-5400	Staff Appreciation	54.51
BMO Harris Bank N.A.	01/31/2025	DFT0002406	25-25-615-5400	Clay order for ceramics classes	767.00
BMO Harris Bank N.A.	01/31/2025	DFT0002406	25-25-615-5400	Ceramics supplies	1,181.50
BMO Harris Bank N.A.	01/31/2025	DFT0002406	25-25-615-5400	Glaze for ceramics	465.08
BMO Harris Bank N.A.	01/31/2025	DFT0002406	25-25-615-5400	Youth Art and Ceramics end of year annual celeb.	371.95
BMO Harris Bank N.A.	01/31/2025	DFT0002406	25-25-658-5400	Youth Art and Ceramics end of year annual celeb.	39.47
BMO Harris Bank N.A.	01/31/2025	DFT0002406	25-25-833-5300	Sky Game Deposit FY26	1,235.00
BMO Harris Bank N.A.	01/31/2025	DFT0002406	25-25-833-5300	Top Golf Deposit FY26	1,600.00
BMO Harris Bank N.A.	01/31/2025	DFT0002406	25-25-833-5300	Dogs Game Deposit FY26	100.00
BMO Harris Bank N.A.	01/31/2025	DFT0002406	25-25-833-5300	Boomers Game Deposit FY26	510.00
BMO Harris Bank N.A.	01/31/2025	DFT0002406	25-25-943-5400	Supplies	80.03
BMO Harris Bank N.A.	01/31/2025	DFT0002406	25-25-954-5400	Cultural Carousel LEGO Dreidel	101.93
BMO Harris Bank N.A.	01/31/2025	DFT0002406	25-26-000-5340	IPRA Conference Registration (SM)	365.00
BMO Harris Bank N.A.	01/31/2025	DFT0002406	25-26-000-5340	IPRA membership (JS)	265.00
BMO Harris Bank N.A.	01/31/2025	DFT0002406	25-26-000-5340	IPRA Conference Registration (DB)	365.00
BMO Harris Bank N.A.	01/31/2025	DFT0002406	25-26-000-5403	Truck for tot gym	99.00
BMO Harris Bank N.A.	01/31/2025	DFT0002406	25-26-000-5404	Brightwheel subscription	175.00
BMO Harris Bank N.A.	01/31/2025	DFT0002406	25-26-000-5409	CC snacks	494.80
BMO Harris Bank N.A.	01/31/2025	DFT0002406	25-26-000-5730	IPRA Membership (DB)	265.00
BMO Harris Bank N.A.	01/31/2025	DFT0002406	25-27-000-5210	Direct TV	232.99
BMO Harris Bank N.A.	01/31/2025	DFT0002406	25-27-000-5344	Peloton Membership	88.00
BMO Harris Bank N.A.	01/31/2025	DFT0002406	45-00-000-5587	bolo sticks for community center	846.26
Vendor 10473 - BMO Harris Bank N.A. Total:					28,215.94
Vendor: 10184 - Burris Equipment Company					
Burris Equipment Company	01/17/2025	20296	10-12-000-5370	Tree Spoon/Excavator	1,162.80
Vendor 10184 - Burris Equipment Company Total:					1,162.80
Vendor: 10192 - Chemcraft Industries					
Chemcraft Industries	01/10/2025	20256	25-00-000-5412	Takiff Cleaning Supplies	400.70
Vendor 10192 - Chemcraft Industries Total:					400.70
Vendor: 11592 - Christopher B. Burke Engineering Ltd.					
Christopher B. Burke	01/17/2025	20297	10-12-000-5585	Shelton Park - Design	4,802.50
Vendor 11592 - Christopher B. Burke Engineering Ltd. Total:					4,802.50
Vendor: 10384 - Citibank N.A.					
Home Depot Credit Services	01/17/2025	20298	10-12-000-5351	Pressure Washer	318.96
Home Depot Credit Services	01/17/2025	20298	10-12-000-5420	Duct Tape	198.72

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Vendor DBA	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Home Depot Credit Services	01/17/2025	20298	10-12-000-5420	Fire Starter	29.94
Home Depot Credit Services	01/17/2025	20298	10-12-000-5420	General Supplies	184.77
Home Depot Credit Services	01/17/2025	20298	10-12-000-5484	Electrical Supp/Tools	107.94
Home Depot Credit Services	01/17/2025	20298	10-13-000-5417	Ice Rink Doors	242.16
Home Depot Credit Services	01/17/2025	20298	10-13-000-5481	WB Camera/SensaPhone Install Supp.	256.16
Home Depot Credit Services	01/17/2025	20298	10-13-000-5481	WB Supplies	216.00
Home Depot Credit Services	01/17/2025	20298	10-13-000-5481	Shoot the puck event supp.	117.17
Home Depot Credit Services	01/17/2025	20298	10-13-000-5484	WB Front Lights	125.11
Home Depot Credit Services	01/17/2025	20298	10-13-000-5484	WB Electrical	55.36
Home Depot Credit Services	01/17/2025	20298	10-13-000-5588	Ring Camera Ice Rink	229.99
Home Depot Credit Services	01/17/2025	20298	25-00-000-5484	Electrical Supp/Tools	107.94
Vendor 10384 - Citibank N.A. Total:					2,190.22
Vendor: 12178 - Comcast					
Comcast	01/17/2025	20299	10-14-000-5210	Beach - Fiber Line Jan25	530.00
Comcast	01/17/2025	20299	25-00-000-5210	Takiff - Fiber Line Jan25	825.00
Vendor 12178 - Comcast Total:					1,355.00
Vendor: 10208 - Commonwealth Edison					
Commonwealth Edison	01/10/2025	20257	10-12-000-5230	Duke Park - thru 12/26/2024	26.41
Commonwealth Edison	01/10/2025	20257	10-12-000-5230	Friends Park - thru 12/26/2024	45.98
Vendor 10208 - Commonwealth Edison Total:					72.39
Vendor: 12152 - Constellation Energy Corporation					
Constellation Newenergy - Gas	01/23/2025	20331	10-13-000-5220	Weinberg Gas - DEC24	445.90
Constellation Newenergy - Gas	01/23/2025	20331	25-00-000-5220	Takiff Gas - DEC24	2,793.20
Vendor 12152 - Constellation Energy Corporation Total:					3,239.10
Vendor: 12078 - D&K Window Film Corp					
AAA Glass Tint	01/10/2025	20259	45-00-000-5587	Security Film - Takiff Center	2,966.58
Vendor 12078 - D&K Window Film Corp Total:					2,966.58
Vendor: 11787 - David Dillon Jr.					
David Dillon Jr.	01/17/2025	20301	25-25-707-5300	Referee - 1/11/2025	120.00
David Dillon Jr.	01/17/2025	20301	25-25-708-5300	Referee - 1/11/2025	52.00
David Dillon Jr.	01/23/2025	20333	25-25-707-5300	Referee - 1/18/2025	120.00
David Dillon Jr.	01/23/2025	20333	25-25-708-5300	Referee - 1/18/2025	52.00
Vendor 11787 - David Dillon Jr. Total:					344.00
Vendor: 11746 - David Dillon					
David Dillon	01/17/2025	20300	25-25-707-5300	Referee - 1/11/2025	120.00
David Dillon	01/17/2025	20300	25-25-708-5300	Referee - 1/11/2025	52.00
David Dillon	01/23/2025	20332	25-25-707-5300	Referee - 1/18/2025	120.00
David Dillon	01/23/2025	20332	25-25-708-5300	Referee - 1/18/2025	52.00
Vendor 11746 - David Dillon Total:					344.00
Vendor: 10334 - Discount School Supply					
Discount School Supply	01/10/2025	20260	25-26-000-5403	Tot Gym Climber	5,371.19
Discount School Supply	01/10/2025	20260	25-26-000-5403	Classroom Supplies	16.82
Vendor 10334 - Discount School Supply Total:					5,388.01
Vendor: 11734 - Elena Victoria Swingler					
Elena Victoria LLC	01/16/2025	20289	25-25-660-5300	Jewelry/Sewing - Fall 2024	4,308.50
Vendor 11734 - Elena Victoria Swingler Total:					4,308.50
Vendor: 12002 - F. Scharm Inc.					
Scharm Floor Covering	01/10/2025	20262	65-00-023-5508	New Flooring (Room 212B)	3,844.00
Vendor 12002 - F. Scharm Inc. Total:					3,844.00
Vendor: 10069 - Fleck's Landscaping					
Fleck's Landscaping	01/10/2025	20263	10-12-000-5349	Landscape Maintenance thru 12/21/2024	3,552.00
Vendor 10069 - Fleck's Landscaping Total:					3,552.00

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Vendor DBA	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Vendor: 10345 - Fox Valley Fire and Safety					
Fox Valley Fire and Safety	01/23/2025	20334	25-00-000-5355	Semi-Annual Hood Inspection	247.00
Vendor 10345 - Fox Valley Fire and Safety Total:					247.00
Vendor: 12176 - Gymnasium Matters LLC					
Gymnasium Matters LLC	01/17/2025	20304	65-00-024-5507	Hoop Equipment Project	23,727.00
Vendor 12176 - Gymnasium Matters LLC Total:					23,727.00
Vendor: 10068 - Hot Shots Sports					
Hot Shots Sports	01/10/2025	20264	25-25-418-5300	Fall 2024	5,767.30
Hot Shots Sports	01/17/2025	20305	25-25-707-5300	Basketball Evaluations	231.00
Hot Shots Sports	01/17/2025	20305	25-25-708-5300	Basketball Evaluations	99.00
Vendor 10068 - Hot Shots Sports Total:					6,097.30
Vendor: 11736 - HSA Bank a division of Webster Bank N.A.					
HSA Bank a division of Webster	01/10/2025	DFT0002353	10-00-000-2176	HSA Bank	1,120.32
HSA Bank a division of Webster	01/24/2025	DFT0002381	10-00-000-2176	HSA Bank	1,120.32
Vendor 11736 - HSA Bank a division of Webster Bank N.A. Total:					2,240.64
Vendor: 10390 - Idlewood Electric Supply Inc.					
Idlewood Electric Supply Inc.	01/10/2025	20265	10-13-000-5481	WB Camera/Sensa Phone Install Supplies	79.28
Vendor 10390 - Idlewood Electric Supply Inc. Total:					79.28
Vendor: 10100 - IL Dept of Revenue					
IL Dept of Revenue	01/10/2025	DFT0002357	10-00-000-2110	IL State Tax W/H	7,613.06
IL Dept of Revenue	01/24/2025	DFT0002385	10-00-000-2110	IL State Tax W/H	8,272.76
IL Dept of Revenue	01/31/2025	DFT0002399	10-00-000-2110	IL State WH - Per Diem (SS)	14.55
Vendor 10100 - IL Dept of Revenue Total:					15,900.37
Vendor: 10454 - Illinois Dept of Revenue					
IL Dept of Revenue Retailers	01/16/2025	DFT0002377	10-14-000-4400	2024 Sales Tax	68.00
Vendor 10454 - Illinois Dept of Revenue Total:					68.00
Vendor: 10101 - Illinois Municipal Retirement Fund					
Illinois Municipal Retirement	01/23/2025	DFT0002387	10-00-000-2150	IMRF - December 2024	34,483.94
Illinois Municipal Retirement	01/23/2025	DFT0002387	10-00-000-2155	IMRF - December 2024	5,188.81
Vendor 10101 - Illinois Municipal Retirement Fund Total:					39,672.75
Vendor: 10647 - Illinois Pump Inc					
Illinois Pump Inc	01/23/2025	20335	25-00-000-5352	Ejector Pump Replacement	4,100.00
Illinois Pump Inc	01/23/2025	20335	25-00-000-5990	Emergency lift pump rental	3,500.00
Vendor 10647 - Illinois Pump Inc Total:					7,600.00
Vendor: 10106 - IRS/Dept of Treasury					
IRS/Dept of Treasury	01/10/2025	DFT0002355	10-00-000-2120	Social Security W/H	21,095.60
IRS/Dept of Treasury	01/10/2025	DFT0002356	10-00-000-2130	Medicare	4,933.76
IRS/Dept of Treasury	01/10/2025	DFT0002358	10-00-000-2100	Fed Income Tax W/H	13,044.90
IRS/Dept of Treasury	01/24/2025	DFT0002383	10-00-000-2120	Social Security W/H	22,905.58
IRS/Dept of Treasury	01/24/2025	DFT0002384	10-00-000-2130	Medicare	5,356.96
IRS/Dept of Treasury	01/24/2025	DFT0002386	10-00-000-2100	Fed Income Tax W/H	13,880.07
IRS/Dept of Treasury	01/31/2025	DFT0002400	10-00-000-2100	SS/MED/FED - Per Diem (SS)	4.78
IRS/Dept of Treasury	01/31/2025	DFT0002400	10-00-000-2120	SS/MED/FED - Per Diem (SS)	36.46
IRS/Dept of Treasury	01/31/2025	DFT0002400	10-00-000-2130	SS/MED/FED - Per Diem (SS)	8.52
Vendor 10106 - IRS/Dept of Treasury Total:					81,266.63
Vendor: 12006 - James Franklin Statza					
James Franklin Statza	01/17/2025	20306	25-25-707-5300	Referee - 1/11/2025	90.00
James Franklin Statza	01/17/2025	20306	25-25-708-5300	Referee - 1/11/2025	39.00
James Franklin Statza	01/23/2025	20336	25-25-707-5300	Referee - 1/18/2025	90.00
James Franklin Statza	01/23/2025	20336	25-25-708-5300	Referee - 1/18/2025	39.00
Vendor 12006 - James Franklin Statza Total:					258.00
Vendor: 12336 - Jason Cherpak					
Jason Cherpak	01/23/2025	20337	25-25-707-5300	Referee - 1/11/2025 & 1/18/2025	120.00

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Vendor DBA	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Jason Cherpak	01/23/2025	20337	25-25-708-5300	Referee - 1/11/2025 & 1/18/2025	52.00
Vendor 12336 - Jason Cherpak Total:					172.00
Vendor: 10128 - Jay Zimmerman					
Jay Zimmerman	01/17/2025	20307	25-25-707-5300	Assigner Fee - 1/11/2025	48.00
Jay Zimmerman	01/17/2025	20307	25-25-708-5300	Assigner Fee - 1/11/2025	20.00
Jay Zimmerman	01/23/2025	20338	25-25-707-5300	Assigner Fee - 1/18/2025	48.00
Jay Zimmerman	01/23/2025	20338	25-25-708-5300	Assigner Fee - 1/18/2025	20.00
Vendor 10128 - Jay Zimmerman Total:					136.00
Vendor: 10399 - Jorson & Carlson Company Inc.					
Jorson & Carlson Company Inc.	01/10/2025	20266	10-13-000-5356	Zamboni Blade Sharpening - 12/20/2024	72.05
Jorson & Carlson Company Inc.	01/17/2025	20308	10-13-000-5356	Zamboni Blade Sharpening - 1/3/2025	72.05
Jorson & Carlson Company Inc.	01/23/2025	20339	10-13-000-5356	Zamboni Blade Sharpening - 1/17/2025	172.15
Vendor 10399 - Jorson & Carlson Company Inc. Total:					316.25
Vendor: 10089 - Julie Kaplan					
Julie Kaplan	01/17/2025	20309	25-25-785-5300	Fitness Punch Cards Dec24	276.38
Julie Kaplan	01/17/2025	20309	25-25-786-5300	Fitness Drop-in Dec24	16.50
Vendor 10089 - Julie Kaplan Total:					292.88
Vendor: 12116 - KMNS Kids Music Northshore LLC					
KMNS Kids Music Northshore	01/23/2025	20340	25-25-490-5300	Enrichment Classes thru 1/16/2025	1,773.74
Vendor 12116 - KMNS Kids Music Northshore LLC Total:					1,773.74
Vendor: 10404 - Konica Minolta Business Solutions USA Inc.					
Konica Minolta Business	01/10/2025	20267	25-00-000-5355	Knuckle Printer - Nov24	223.00
Konica Minolta Business	01/10/2025	20267	10-11-000-5355	Admin Office Printer - Nov24	63.42
Vendor 10404 - Konica Minolta Business Solutions USA Inc. Total:					286.42
Vendor: 12208 - L6 Technology Inc.					
L6 Technology Inc.	01/10/2025	20268	10-11-000-5355	Printer Support Service - Jan25	61.60
L6 Technology Inc.	01/17/2025	20310	65-00-024-5501	Reimbur:ProgressiveCommun.	1,289.00
Vendor 12208 - L6 Technology Inc. Total:					1,350.60
Vendor: 10406 - Lakeshore Parent LLC					
Lakeshore Learning Materials	01/17/2025	20311	25-26-000-5403	Classroom Toys	324.22
Vendor 10406 - Lakeshore Parent LLC Total:					324.22
Vendor: 10174 - MCI					
MCI	01/10/2025	20269	25-00-000-5210	Long Distance Phone Svc - Jan25	66.93
Vendor 10174 - MCI Total:					66.93
Vendor: 11748 - Michael Corrigan					
Michael Corrigan	01/17/2025	20312	25-25-707-5300	Referee - 1/11/2025	90.00
Michael Corrigan	01/17/2025	20312	25-25-708-5300	Referee - 1/11/2025	39.00
Michael Corrigan	01/23/2025	20341	25-25-707-5300	Referee - 1/18/2025	90.00
Michael Corrigan	01/23/2025	20341	25-25-708-5300	Referee - 1/18/2025	39.00
Vendor 11748 - Michael Corrigan Total:					258.00
Vendor: 11956 - Midwest Institute of Park Executives					
Midwest Institute of Park	01/10/2025	20270	10-12-000-5730	MIPPE Annual Dues 2025 (KK)	25.00
Vendor 11956 - Midwest Institute of Park Executives Total:					25.00
Vendor: 11200 - MIP V Onion Parent LLC					
Lakeshore Recycling Systems LLC01/10/2025		20271	10-13-000-5353	Weinberg - Jan25	374.14
Lakeshore Recycling Systems LLC01/10/2025		20271	25-00-000-5353	Takiff - Jan25	1,539.31
Vendor 11200 - MIP V Onion Parent LLC Total:					1,913.45
Vendor: 11319 - Monica McCarthy O'Connor					
Monica McCarthy O'Connor	01/17/2025	20313	25-25-785-5300	Fitness Punch Cards Dec24	167.25
Vendor 11319 - Monica McCarthy O'Connor Total:					167.25

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Vendor DBA	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Vendor: 12174 - Namita Mathur					
Young Rembrandts Chicago's	01/10/2025	20272	25-25-657-5300	Fall 2024 - additional owed	385.00
Vendor 12174 - Namita Mathur Total:					385.00
Vendor: 11926 - National Benefit Services LLC					
National Benefit Services LLC	01/23/2025	DFT0002388	10-11-000-5600	FSA Fees - DEC24	75.00
Vendor 11926 - National Benefit Services LLC Total:					75.00
Vendor: 10103 - NCPERS Group Life Ins					
NCPERS Group Life Ins	01/09/2025	20251	10-00-000-2160	IMRF Life-#03298	64.00
Vendor 10103 - NCPERS Group Life Ins Total:					64.00
Vendor: 12163 - Neusigns Northbrook					
Signarama Northbrook	01/23/2025	20343	25-00-000-5360	Takiff Main Entrance Signage	1,922.21
Vendor 12163 - Neusigns Northbrook Total:					1,922.21
Vendor: 11424 - Noggin Builders LLC					
Noggin Builders LLC	01/10/2025	20273	25-25-491-5300	Enrichment classes thru 12/19/2024	2,548.00
Vendor 11424 - Noggin Builders LLC Total:					2,548.00
Vendor: 10228 - NSSRA					
NSSRA	01/10/2025	20274	30-00-000-5750	2025 Member Agency Contribution Install	65,080.65
NSSRA	01/23/2025	20344	30-00-000-5755	2024 Inclusion Contribution Ending Balance	3,582.08
Vendor 10228 - NSSRA Total:					68,662.73
Vendor: 12147 - Ooma Inc.					
Ooma Inc.	01/17/2025	20315	25-00-000-5210	Air Dialer/Efax - Jan25	251.38
Ooma Inc.	01/17/2025	20315	25-26-000-5210	Efax - Jan25	14.99
Vendor 12147 - Ooma Inc. Total:					266.37
Vendor: 10235 - Otis Elevator Company					
Otis Elevator Company	01/10/2025	20275	25-00-000-5355	Takiff Elevator Mo Maintenance - Jan25	588.39
Otis Elevator Company	01/23/2025	20345	25-00-000-5355	Takiff Elevator Mo Maintenance - FEB25	588.39
Vendor 10235 - Otis Elevator Company Total:					1,176.78
Vendor: 10243 - Pentegra Systems LLC					
Pentegra Systems LLC	01/17/2025	20316	10-13-000-5351	WB Cameras - IP Address Chg	1,297.50
Vendor 10243 - Pentegra Systems LLC Total:					1,297.50
Vendor: 12155 - Placer Labs Inc.					
Placer Labs Inc.	01/17/2025	20317	10-12-000-5344	Location Data Software - Year 2	6,000.00
Vendor 12155 - Placer Labs Inc. Total:					6,000.00
Vendor: 10266 - Reliable Fire & Security					
Reliable Fire & Security	01/10/2025	20276	10-13-000-5355	Annual Fire Sprinkler Test	920.00
Vendor 10266 - Reliable Fire & Security Total:					920.00
Vendor: 10767 - Rite Portable Restroom Corp					
Rite Portable Restroom Corp	01/17/2025	20318	10-12-000-5353	Shelton Restroom thru 12/23/24	88.00
Rite Portable Restroom Corp	01/17/2025	20318	10-12-000-5353	Beach Restroom thru 12/25/24	211.00
Vendor 10767 - Rite Portable Restroom Corp Total:					299.00
Vendor: 10654 - Sandra K Culver					
Sandra K Culver	01/17/2025	20319	25-25-785-5300	Fitness Punch Cards Dec24	551.63
Vendor 10654 - Sandra K Culver Total:					551.63
Vendor: 10515 - Sarah Hall					
Sarah Hall Theatre Company	01/23/2025	20346	25-25-312-5300	Winter/Spring 2025 - 1st Payment	1,022.18
Sarah Hall Theatre Company	01/23/2025	20346	25-25-406-5300	Winter/Spring 2025 - 1st Payment	2,368.35
Sarah Hall Theatre Company	01/23/2025	20346	25-25-419-5300	Winter/Spring 2025 - 1st Payment	1,060.80

Voucher List of Bills

Payment Dates: 1/1/2025 - 1/31/2025

Vendor DBA	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Sarah Hall Theatre Company	01/23/2025	20346	25-25-449-5300	Winter/Spring 2025 - 1st Payment	561.75
Sarah Hall Theatre Company	01/23/2025	20346	25-25-607-5300	Winter/Spring 2025 - 1st Payment	6,124.80
Sarah Hall Theatre Company	01/23/2025	20346	25-25-608-5300	Winter/Spring 2025 - 1st Payment	2,667.60
Sarah Hall Theatre Company	01/23/2025	20346	25-25-609-5300	Winter/Spring 2025 - 1st Payment	4,881.00
Sarah Hall Theatre Company	01/23/2025	20346	25-25-649-5300	Winter/Spring 2025 - 1st Payment	1,082.81
Sarah Hall Theatre Company	01/23/2025	20346	25-25-652-5300	Winter/Spring 2025 - 1st Payment	2,713.20
Sarah Hall Theatre Company	01/23/2025	20346	25-25-653-5300	Winter/Spring 2025 - 1st Payment	10,406.25
Vendor 10515 - Sarah Hall Total:					32,888.74
Vendor: 12235 - SavATree LLC					
SavATree LLC	01/17/2025	20320	10-12-000-5590	StumpGrind-Takiff	295.50
Vendor 12235 - SavATree LLC Total:					295.50
Vendor: 12333 - Sharon De Boer					
Sharon De Boer	01/17/2025	20321	25-25-954-5300	Winter Wine Tasting	300.00
Vendor 12333 - Sharon De Boer Total:					300.00
Vendor: 10279 - Sherwin-Williams Company					
Sherwin-Williams Company	01/10/2025	20277	25-00-000-5481	Takiff Paint	507.52
Vendor 10279 - Sherwin-Williams Company Total:					507.52
Vendor: 11472 - Silvia Strazzarino					
Chi Connect	01/17/2025	20322	25-25-785-5300	Fitness Punch Cards Dec24	320.63
Chi Connect	01/17/2025	20322	25-25-786-5300	Fitness Drop-in Dec24	49.50
Vendor 11472 - Silvia Strazzarino Total:					370.13
Vendor: 11436 - SportsEngine Inc.					
National Center for Safety	01/10/2025	20278	45-00-000-5335	Background Checks - Dec24	832.50
Vendor 11436 - SportsEngine Inc. Total:					832.50
Vendor: 11906 - Staples Inc.					
Staples Contract & Commercial	01/17/2025	20323	25-00-000-5401	Office Supplies - Paper	154.32
Vendor 11906 - Staples Inc. Total:					154.32
Vendor: 10108 - State Disbursement Unit					
State Disbursement Unit	01/09/2025	20252	10-00-000-2190	A Perry,FIPS#1703100/2017D0090 954,355-78-3181	153.29
State Disbursement Unit	01/09/2025	20252	10-00-000-2190	M Barrios,FIPS#1703100/2013D02 50098,335-98-0452	195.90
State Disbursement Unit	01/23/2025	20329	10-00-000-2190	A Perry,FIPS#1703100/2017D0090 954,355-78-3181	153.29
State Disbursement Unit	01/23/2025	20329	10-00-000-2190	M Barrios,FIPS#1703100/2013D02 50098,335-98-0452	195.90
Vendor 10108 - State Disbursement Unit Total:					698.38
Vendor: 12328 - Steven Joseph Belliveau					
Steven Joseph Belliveau	01/10/2025	20279	25-25-606-5300	(2) Magic Shows (Winter Break Camp)	385.00
Vendor 12328 - Steven Joseph Belliveau Total:					385.00
Vendor: 11698 - Susan Salidor					
Susan Salidor	01/10/2025	20280	25-25-402-5300	Music Classes - Dec 5, 12, 19	175.00
Susan Salidor	01/10/2025	20280	25-25-403-5300	Music Classes - Dec 5, 12, 19	175.00
Susan Salidor	01/10/2025	20280	25-26-000-5386	Music Classes - Dec 5, 12, 19	700.00
Vendor 11698 - Susan Salidor Total:					1,050.00
Vendor: 11414 - Sysco Chicago Inc.					
Sysco Chicago Inc.	01/17/2025	20325	25-26-000-5409	Supplies	986.02

Voucher List of Bills

Payment Dates: 1/1/2025 - 1/31/2025

Vendor DBA	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Sysco Chicago Inc.	01/17/2025	20325	25-26-000-5460	Supplies	17.88
Vendor 11414 - Sysco Chicago Inc. Total:					1,003.90
Vendor: 10720 - Tebon's Gas Service Inc.					
Tebon's Gas Service Inc.	01/10/2025	20281	10-13-000-5480	Propane Zamboni - Dec24	468.00
Vendor 10720 - Tebon's Gas Service Inc. Total:					468.00
Vendor: 10269 - Thermostat Acquisition Holdings LP					
PremiStar - North	01/17/2025	20326	10-13-000-5581	SensaPhone Install	1,518.76
PremiStar - North	01/17/2025	20326	10-13-000-5357	WB Refrig Mo Maint - JAN25	348.67
Vendor 10269 - Thermostat Acquisition Holdings LP Total:					1,867.43
Vendor: 12065 - T-Mobile					
T-Mobile	01/10/2025	20282	25-00-000-5210	Hotspot - thru 12/20/2024	39.20
Vendor 12065 - T-Mobile Total:					39.20
Vendor: 10099 - Vantagepoint Trf Agents-457					
Vantagepoint Trf Agents-457	01/10/2025	DFT0002354	10-00-000-2140	ICMA - A/C#301403	2,032.70
Vantagepoint Trf Agents-457	01/24/2025	DFT0002382	10-00-000-2140	ICMA - A/C#301403	2,032.70
Vendor 10099 - Vantagepoint Trf Agents-457 Total:					4,065.40
Vendor: 10309 - Verizon Wireless					
Verizon Wireless	01/10/2025	20283	25-00-000-5210	Cell Phone Svc thru 12/21/2024	1,190.66
Vendor 10309 - Verizon Wireless Total:					1,190.66
Vendor: 10308 - Vermont Systems Inc.					
Vermont Systems Inc.	01/10/2025	20284	25-00-000-5355	SMS Text Msg thru 12/31/2024	45.00
Vendor 10308 - Vermont Systems Inc. Total:					45.00
Vendor: 10457 - Village of Glencoe					
Village of Glencoe	01/10/2025	20285	10-12-000-5480	Fuel - Nov24	833.53
Village of Glencoe	01/10/2025	20286	10-12-000-5240	Old Elm Park Water/Sewer - thru 12/19/2024	50.58
Village of Glencoe	01/10/2025	20286	25-00-000-5240	Takiff Water/Sewer - thru 12/19/2024	1,858.05
Vendor 10457 - Village of Glencoe Total:					2,742.16
Vendor: 12332 - West Coast Sailing Inc					
West Coast Sailing Inc	01/17/2025	20327	10-15-000-5990	Hobie Gateway Deposit(50%)	9,125.00
Vendor 12332 - West Coast Sailing Inc Total:					9,125.00
Vendor: 12335 - Zev Cherpak					
Zev Cherpak	01/23/2025	20347	25-25-707-5300	Referee- 1/11/2025 & 1/18/2025	90.00
Zev Cherpak	01/23/2025	20347	25-25-708-5300	Referee- 1/11/2025 & 1/18/2025	39.00
Vendor 12335 - Zev Cherpak Total:					129.00
Vendor Set AP Vendors Total:					396,068.48

Voucher List of Bills

Payment Dates: 1/1/2025 - 1/31/2025

Vendor DBA	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Vendor Set: Employees - Employees					
Vendor: 9504 - Adam Wohl					
Adam Wohl	01/17/2025	20290	25-00-000-5404	Reimbursement: Gym System App	32.09
Vendor 9504 - Adam Wohl Total:					32.09
Vendor: 0804 - Corinne Barsky					
Corinne Barsky	01/10/2025	20258	25-25-658-5400	Reimbursement: Specialty Paint	8.00
Vendor 0804 - Corinne Barsky Total:					8.00
Vendor: 0864 - Emily Beck					
Emily Beck	01/10/2025	20261	25-25-615-5400	Reimbursement: Ice Age Rental	14.99
Vendor 0864 - Emily Beck Total:					14.99
Vendor: 8125 - Natalie Steinmetz					
Natalie Steinmetz	01/23/2025	20342	25-25-315-5400	Reimburse: Cone 10 Glaze	124.00
Vendor 8125 - Natalie Steinmetz Total:					124.00
Vendor: 9688 - Susie Yavorskiy					
Susie Yavorskiy	01/17/2025	20324	10-00-000-2160	Reimburse:IMRF Life	48.00
Vendor 9688 - Susie Yavorskiy Total:					48.00
Vendor: 3761 - Zachary C. Howell					
Zachary C. Howell	01/10/2025	20287	25-26-000-5340	Tuition Reimbursement: Fall 2024	513.75
Vendor 3761 - Zachary C. Howell Total:					513.75
Vendor Set Employees Total:					740.83

Voucher List of Bills

Payment Dates: 1/1/2025 - 1/31/2025

Vendor DBA	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Vendor Set: Refunds - Refunds					
Vendor: 000-25-0038 - Emily Render					
Emily Render	01/17/2025	20302	25-00-000-2580	Refund: Little Ballet/Jazz	734.00
Vendor 000-25-0038 - Emily Render Total:					734.00
Vendor: 000-25-0037 - Na Zhang					
Na Zhang	01/17/2025	20314	25-00-000-2580	Refund: Karate 1	148.00
Vendor 000-25-0037 - Na Zhang Total:					148.00
Vendor Set Refunds Total:					882.00
Grand Total:					397,691.31

Report Summary

Fund Summary

Fund	Payment Amount
10 - CORPORATE FUND	191,531.85
25 - RECREATION FUND	103,991.39
30 - SPECIAL RECREATION FUND	68,662.73
45 - LIABILITY INSURANCE FUND	4,645.34
65 - CAPITAL PROJECTS FUND	28,860.00
Grand Total:	397,691.31

Account Summary

Account Number	Account Name	Payment Amount
10-00-000-2100	FEDERAL WITHHOLDING	26,929.75
10-00-000-2110	IL STATE WITHHOLDING	15,900.37
10-00-000-2120	SOCIAL SECURITY WITHHOLDING	44,037.64
10-00-000-2130	MEDICARE WITHHOLDING	10,299.24
10-00-000-2140	ICMA DEF COMP WITHHOLDING	4,065.40
10-00-000-2150	IMRF WITHHOLDING	34,483.94
10-00-000-2155	IMRF VAC WITHHOLDING	5,188.81
10-00-000-2160	SUPPL IMRF LIFE WITHHOLDING	112.00
10-00-000-2170	AFLAC WITHHOLDING	197.54
10-00-000-2176	HSA WITHHOLDING	2,240.64
10-00-000-2190	GARNISHMENT WITHHOLDING	698.38
10-11-000-5340	CONFERENCES AND TRAINING	705.00
10-11-000-5342	OFFICIALS/MEETING EXPENSES	1,827.53
10-11-000-5355	MAINTENANCE SERVICE AGREEMTS	1,777.34
10-11-000-5402	BOOKS/PUBLICATNS/SUBSCRIPTNS	363.00
10-11-000-5404	COMPUTER PROGRAMS	900.94
10-11-000-5425	SUPPLIES-STAFF RECOG/TRAINING	192.93
10-11-000-5502	DIRECTOR INITIATIVES	1,226.86
10-11-000-5600	HEALTH INSURANCE PREMIUMS	75.00
10-11-000-5730	DUES/MEMBERSHIPS	729.60
10-12-000-5210	TELEPHONE/INTERNET	186.36
10-12-000-5230	ELECTRICITY	72.39
10-12-000-5240	WATER	50.58
10-12-000-5340	CONFERENCES AND TRAINING	612.75
10-12-000-5344	LICENSES	6,000.00
10-12-000-5349	CONTRACTL-HORT/LANDSCAPING	3,552.00
10-12-000-5351	REPAIRS - EQUIPMENT	318.96
10-12-000-5353	DISPOSAL/PORTOLET SERVICE	299.00
10-12-000-5361	PRINTING - EMPLOYMENT ADS	220.00
10-12-000-5370	RENTAL - EQUIPMENT	1,162.80
10-12-000-5420	SUPPLIES - GENERAL	413.43
10-12-000-5425	SUPPLIES-STAFF RECOGNITION	161.46
10-12-000-5480	GASOLINE/LUBRICANTS	833.53
10-12-000-5484	SUPPLIES-ELECTRICAL/BULBS	107.94
10-12-000-5485	SUPPLIES-ICEMELT/SALT	2,100.73
10-12-000-5585	PAVEMENT & SITE DEVELOPMENT	4,802.50
10-12-000-5590	TREE TRIM/WORK-Outside SH SVCS	295.50
10-12-000-5730	DUES/MEMBERSHIPS	95.00
10-13-000-5210	TELEPHONE/INTERNET/CABLE TV	242.73
10-13-000-5220	FUEL/HEAT	445.90
10-13-000-5351	REPAIRS - EQUIPMENT	1,297.50
10-13-000-5353	DISPOSAL/PORTOLET SERVICE	374.14
10-13-000-5355	MAINTENANCE SERVICE AGREEMTS	920.00
10-13-000-5356	ZAMBONI - PARTS/REPAIRS	316.25
10-13-000-5357	REFRIGERATION - PARTS/REPAIRS	348.67
10-13-000-5415	SUPPLIES-WATTS SPEC EVENT	-23.61
10-13-000-5417	SUPPLIES-BOARDS/GLASS	242.16
10-13-000-5421	SUPPLIES - UNIFORMS	619.50

Account Summary

Account Number	Account Name	Payment Amount
10-13-000-5480	GASOLINE/LUBRICANTS/PROPANE	468.00
10-13-000-5481	SUPPLIES-	773.61
10-13-000-5484	SUPPLIES-ELECTRICAL/BULBS	180.47
10-13-000-5581	EQUIPMENT - ICE RINK	2,136.70
10-13-000-5588	BUILDING IMPROVEMENTS	229.99
10-14-000-4400	CONCESSION FOOD SALES	68.00
10-14-000-5210	TELEPHONE/INTERNET	530.00
10-15-000-5990	CONTINGENCY	9,125.00
25-00-000-2580	BALANCE ON ACCOUNT-RECTRAC	882.00
25-00-000-5210	TELEPHONE/INTERNET	2,377.15
25-00-000-5220	FUEL/HEAT	2,793.20
25-00-000-5240	WATER	1,858.05
25-00-000-5340	CONFERENCES AND TRAINING	1,361.58
25-00-000-5341	MILEAGE REIMBURSEMENT	20.00
25-00-000-5351	REPAIRS - EQUIPMENT	361.72
25-00-000-5352	REPAIRS - BUILDINGS	4,194.70
25-00-000-5353	DISPOSAL/PORTOLET SERVICE	1,539.31
25-00-000-5355	MAINTENANCE SERVICE AGREEMTS	1,691.78
25-00-000-5360	PRINTING/MARKETING/ADVERTISING	3,043.64
25-00-000-5362	PHOTOGRAPHY	36.00
25-00-000-5368	MARKETING-DIGITAL	633.05
25-00-000-5401	SUPPLIES-OFFICE	154.32
25-00-000-5404	COMPUTER PROGRAMS	93.06
25-00-000-5412	SUPPLIES-CLEANING/CUSTODIAL	479.84
25-00-000-5420	SUPPLIES - GENERAL	112.82
25-00-000-5480	SUPPLIES-GAS/LUBRICANT	108.84
25-00-000-5481	SUPPLIES-	708.66
25-00-000-5484	SUPPLIES-ELECTRICAL/BULBS	145.38
25-00-000-5730	DUES/MEMBERSHIPS	70.00
25-00-000-5990	CONTINGENCY	3,500.00
25-25-312-5300	CONTRACTL-ADULT WORKSHOPS	1,022.18
25-25-315-5400	SUPPLIES-ADULT CERAMICS	210.92
25-25-402-5300	CONTRACTL-ELC 4YR	175.00
25-25-403-5300	CONTRACTL-ELC 2YR	175.00
25-25-406-5300	CONTRACTL-PRESCHOOL HIP HOP	2,368.35
25-25-418-5300	CONTRACTL-HOT SHOTS PRESCHOOL	5,767.30
25-25-419-5300	CONTRACT-PRESCHOOL BALLET	1,060.80
25-25-432-5300	CONTRACTL-PRESCHOOL DAYS OFF	820.00
25-25-449-5300	CONTRACTL-DRAMA-PRESHOOL	561.75
25-25-490-5300	CONTRACTL-KINDERMUSIK	1,773.74
25-25-491-5300	CONTRACTL-PRESCH JR	2,548.00
25-25-601-5300	CONTRACTL-KIDS CLUB PM	150.00
25-25-601-5400	SUPPLIES-KIDS CLUB PM	837.69
25-25-606-5300	CONTRACTL - SCHOOL DAY OFF	3,947.21
25-25-606-5400	SUPPLIES - SCHOOL DAY OFF	403.11
25-25-607-5300	CONTRACTL-YOUTH HIP HOP	6,124.80
25-25-608-5300	CONTRACTL-YOUTH BALLET	2,667.60
25-25-609-5300	CONTRACTL-ACRO/TUMBLING	4,881.00
25-25-615-5400	SUPPLIES-YOUTH CERAMICS	3,123.72
25-25-649-5300	CONTRACTL-DRAMA-YOUTH	1,082.81
25-25-652-5300	CONTRACTL- FOOTLIGHTERS	2,713.20
25-25-653-5300	CONTRACTL-BROADWAY BOUND	10,406.25
25-25-657-5300	CONTRACTL-YOUNG REMBRADT/ART	385.00
25-25-658-5400	SUPPLIES-YOUTH ART	47.47
25-25-660-5300	CONTRACTL-JEWELRY MAKING	4,308.50
25-25-707-5300	CONTRACTL-BOYS HSE BASKETBALL	1,377.00
25-25-708-5300	CONTRACTL-GIRLS HOUSE	594.00
25-25-785-5300	CONTRACTL-FITNESS PUNCHCARDS	2,051.27

Account Summary

Account Number	Account Name	Payment Amount
25-25-786-5300	CONTRACTL-FITNESS DROP-IN	66.00
25-25-833-5300	CONTRACTL-ACTION QUEST	3,445.00
25-25-943-5400	SUPPLIES-ITTY BITTY NEW YEAR	80.03
25-25-954-5300	CONTRACTL-WINTER SPEC EVENTS	300.00
25-25-954-5400	SUPPLIES-WINTER SPEC EVENTS	101.93
25-26-000-5210	TELEPHONE/INTERNET	14.99
25-26-000-5340	CONFERENCES AND TRAINING	1,508.75
25-26-000-5386	SERVICES-DAYCARE PROGRAM	1,200.00
25-26-000-5387	NURSE SERVICES	95.00
25-26-000-5403	DAYCARE PROGRAM SUPPLIES	5,811.23
25-26-000-5404	COMPUTER PGMS/APPs	175.00
25-26-000-5409	SUPPLIES-INTERNAL FOOD SVC	1,480.82
25-26-000-5460	SUPPLIES-FOOD EQUIPMT	17.88
25-26-000-5730	DUES/MEMBERSHIPS	265.00
25-27-000-5210	DEDICATED TV/INTERNET	232.99
25-27-000-5344	LICENSING FEES	88.00
25-27-000-5360	MARKETING/ADVERTISING	1,360.00
30-00-000-5750	NSSRA CONTRIBUTION	65,080.65
30-00-000-5755	NSSRA COMPANION CHARGES	3,582.08
45-00-000-5335	WELLNESS/PRE-PLACEMT SERVICES	832.50
45-00-000-5587	SAFETY/SECURITY EQUIP	3,812.84
65-00-023-5508	TAKIFF/WEINGBERG FURNITURE	3,844.00
65-00-024-5501	CONTINGENCY - NETWORK,	1,289.00
65-00-024-5507	TAKIFF GYM CURTAIN OPERATORS	23,727.00
Grand Total:		397,691.31

Project Account Summary

Project Account Key	Payment Amount
None	397,691.31
Grand Total:	397,691.31

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

FUND BALANCE POLICY

Purpose

The purpose of this policy is to establish fund balance classifications that establish a hierarchy based on the extent to which the District must observe constraints imposed upon use of the resources that are reported by the governmental funds. More detailed fund balance financial reporting and the increased disclosures will aid the user of the financial statements in understanding the availability of resources.

The fund balance will be composed of three primary categories: 1) Non-spendable Fund Balance, 2) Restricted Fund Balance and 3) Unrestricted Fund Balance.

Definitions

Governmental Funds – are used to account for all or most of the District’s general activities, including the collection and disbursement of earmarked monies (special revenue funds), the acquisition or construction of general capital assets (capital projects funds) and the servicing of general long-term debt (debt service funds). The General Fund is used to account for all activities of the District not accounted for in some other fund.

Fund Balance – The difference between assets and liabilities in a Governmental Fund.

Non-spendable Fund Balance – The portion of a Governmental Fund’s net assets that are not available to be spent, either short-term or long-term, in either form or through legal restrictions (e.g., inventories, prepaid items).

Restricted Fund Balance - The portion of a Governmental Fund’s net assets that are subject to external enforceable legal restrictions (e.g., grantor, contributors and property tax levies).

Unrestricted Fund Balance is made up of three components:

Committed Fund Balance - The portion of a Governmental Fund’s net assets with self-imposed constraints or limitations that have been placed at the highest level of decision making.

Assigned Fund Balance - The portion of a Governmental Fund’s net assets to denote an intended use of resources (e.g. Medical Insurance Reserve).

Unassigned Fund Balance - available expendable financial resources in a governmental fund that are not the object of tentative management plan (i.e. assignments). Unassigned fund balance should exist only in the General Fund; for all other governmental funds, unassigned fund balance may only be reported in the case of a deficit fund balance position.

Fund Balance Policy

It is the District’s philosophy to support long-term financial strategies, where fiscal sustainability is its first priority, while also building funds for future growth and maintenance of capital infrastructure. It is essential to maintain adequate levels of fund balance to mitigate current and future risks (e.g., revenue shortfalls and unanticipated expenditures), to ensure stable tax rates and to maintain current bond rating. Fund balance levels are also a crucial consideration in long-term financial planning.

Scope

This policy establishes the hierarchy of fund balance and provides for the minimum amount of fund balance each governmental fund should maintain. Credit rating agencies carefully monitor levels of fund balance and unassigned fund balance in the general fund to evaluate the District's continued creditworthiness.

Minimum Fund Balance Level

This Policy applies to the District's governmental funds as follows:

- A. **General Fund** - The General Fund is a major fund and the general operating fund of the District. It is used to account for administrative, maintenance, parks, greenhouse, Ice Center, and Beach operations, and all financial resources except those that are accounted for in another fund.
 - a. Each year a portion of the spendable fund balance will be determined as follows:
 - i. Committed – A portion of the fund balance may be committed through formal action of the Board of Commissioners either through a resolution or ordinance.
 - ii. Assigned – Fiscal Sustainability. This assigned fund balance will be targeted at a minimum level of 50% of annual budgeted expenditures. This will be adjusted annually with the adoption of the annual budget and is calculated at a minimum of six months (50%) of expenditures not including capital, debt service and interfund transfers.
 - iii. Unassigned – The unassigned fund balance will be reviewed annually during the budget process. Balances in excess of the six months (50%) of annual budgeted expenditures may be transferred to the Capital Projects Fund to support future capital projects.
- B. **Special Revenue Funds** - Special revenue funds are used to account for and report the proceeds of specific revenue sources that are legally restricted to expenditure for specified purposes other than debt service or capital projects. Financing for most special revenue funds is provided by a specific annual property tax levy. In some cases, financing is received from admissions, fees, and charges for programs and activities. These proceeds are devoted exclusively to the purposes of which the special tax was authorized. Fund balances in special revenue funds (other than the Recreation Fund) are derived from property taxes and are therefore legally restricted to the purpose of the fund.
 - a. Recreation - This fund is a major fund and is used exclusively for planning, establishing, and maintaining recreational programs carried out by the District. Financing is provided from fees and charges for programs and activities and an annual property tax levy.

Each year a portion of the spendable fund balance will be determined as follows:

- b. The restricted fund balance for this fund will be targeted at a minimum level of 50% of annual budgeted expenditures. This will be adjusted annually with the adoption of the annual budget and is calculated at a minimum of six (6) months (50%) of expenditures not including capital, debt service and interfund transfers.

- c. Committed – A portion of the fund balance may be committed through formal action of the Board of Commissioners either through a resolution or ordinance.

C. **NSSRA Special Recreation Fund** - This fund is a non-major fund and established to account for revenues derived from a specific annual property tax levy and expenditures of these monies to the North Suburban Special Recreation Association, to provide special recreation programs for the physically and mentally handicapped.

The targeted restricted fund balance of the NSSRA Special Recreation Fund shall be calculated as follows:

- a. The restricted fund balance for this fund will be targeted at a minimum level of 25% of annual budgeted expenditures. This will be adjusted annually with the adoption of the annual budget and is calculated at a minimum of three (3) months (25%) of expenditures not including capital, debt service and interfund transfers.

D. **Retirement/Pension Fund** - The Retirement/Pension Fund is a non-major fund and accounts for the activities resulting from the District's participation in Social Security/Medicare and the Illinois Municipal Retirement Fund. Revenues are provided by a specific annual property tax levy which produces a sufficient amount to pay the District's contributions on behalf of the District's employees. Fund balances in this fund are derived from property taxes and are therefore legally restricted to the purpose of the fund.

The targeted restricted fund balance of the Retirement/Pension Fund shall be calculated as follows:

- a. The remaining restricted fund balance for this fund will be targeted at a minimum level of 25% of annual budgeted expenditures. This will be adjusted annually with the adoption of the annual budget and is calculated at a minimum of three (3) months (25%) of expenditures not including capital, debt service, and interfund transfers.

E. **Audit Fund** - This fund is a non-major fund and accounts for the expenditures related to the District's annual financial compliance audit which is mandated by State statute. Financing is provided from an annual property tax levy, the proceeds of which can only be used for this purpose. Fund balances in this fund are derived from property taxes and are therefore legally restricted to the purpose of the fund.

The targeted restricted fund balance of the Audit Fund shall be calculated as follows:

- a. The restricted fund balance for this fund will be targeted at a minimum level of 25% of annual budgeted expenditures. This will be adjusted annually with the adoption of the annual budget and is calculated at a minimum of three (3) months (25%) of expenditures not including capital, debt service, and interfund transfers.

F. **Liability Insurance Fund/Workers Comp Fund** - These funds are non-major funds and account for the operation of the District's insurance and risk management activities. Financing is provided from an annual property tax levy. These funds record the insurance expenditures.

The targeted restricted fund balance of the Liability Insurance Fund and Workers Comp Fund shall be calculated as follows:

- a. The restricted fund balance for this fund will be targeted at a minimum level of 25% of annual budgeted expenditures. This will be adjusted annually with the adoption of the annual budget and is calculated at a minimum of three (3) months (25%) of expenditures not including capital, debt service, and interfund transfers.

G. **Debt Service Fund** - This fund is a major fund and was established to account for financial resources that are restricted, committed, or assigned to expenditure for principal and interest.

The District levies an amount based on the principal and interest that is anticipated to be paid per the outstanding bond ordinances filed with the County. The County ~~then adds a 5% "loss" amount. Any fund balance accumulation should be minimal, not less than 15% and not more than 25%. Fund balances in this fund are derived from property taxes and are therefore legally restricted to the purpose of the fund. In instances where fund balance level exceeds 25%, the Board may consider the option of abating a portion of the Debt Service levy amount~~ Clerk may add to the District's levy for debt service an amount sufficient, in view of losses and delinquencies in tax collection, to produce tax receipts adequate for the prompt payment of debt service. Fund balances in this fund are derived from property taxes and are therefore legally restricted to the purpose of the fund. This fund is expected to be completely depleted each year. In instances where substantial fund balance remains after annual debt service payments have been made, the Board should consider an abatement of a portion of the debt service levy amount and use such fund balance for debt service payments.

H. **Capital Projects Fund** – This fund is a major fund established to account for and report financial resources that are restricted, committed, or assigned to expenditure for capital outlays including the acquisition or construction of capital facilities and other capital assets.

This fund's balance will be considered restricted, committed, or assigned depending on the intended source/use of the funds.

Flow Assumptions

Some projects (funds) are funded by a variety of resources, including both restricted and unrestricted (committed, assigned and unassigned). The District's flow of funds assumption prescribes that the funds with the highest level of constraint are expended first. If restricted or unrestricted funds are available for spending, the restricted funds are spent first. If different levels of unrestricted funds are available for spending, the District considers committed funds to be expended first followed by assigned and, lastly, unassigned funds.

Authority

A self-imposed constraint on spending the fund balance (Committed Fund Balance) must be approved by ordinance or resolution of the Board of Commissioners. Any modifications or removal of the self-imposed constraint must use the same action used to commit the fund balance.

Formal action to commit fund balance must occur before the end of the fiscal year. The dollar amount of the commitment can be determined after year end when the annual audit is complete.

Authority for designating fund balance as assigned is delegated by the Board of Commissioners to the Executive Director and Director of Finance/HR/HR.

Typically, the formal resolution to commit funds is approved by the Board in July after the annual audit for the previously completed fiscal year is presented and approved by the Board.

The interfund transfers are then budgeted and completed in the following fiscal year budget.

Monitoring Minimum Fund Balance Levels

District management staff will monitor revenue collection and available cash by reviewing monthly financial reports. During the year, if there is an expectation that fund balance levels will not be met by the end of the fiscal year, the Executive Director may review all projected operational and capital expenditures with the management team, and accordingly, present a plan to the Board of Commissioners for a modification of goals and projects established in the adopted budget.

1.30 EMPLOYEE LEAVES

1.30.1 Holiday Leave

Grade 2 and Grade 6 employees will receive holiday leave with pay for the hours they would normally be scheduled to work:

- Thanksgiving Day
- Christmas Day
- New Year's Day

If a designated holiday falls on a Saturday or Sunday, it is up to the discretion of the Executive Director to determine when the holiday will be observed based on minimizing disruptions to District operations.

All part-time employees may be required to work the Fourth of July. Employees will earn a special rate of increased pay for their hours worked at the discretion of the Executive Director.

1.30.2 Paid Leave

Eligible Grade 2 and Grade 6 employees earn Paid Leave ~~based on the following classifications as follows.~~

Grade 2 Employees

~~Commencing with their employment, or the effective date of this policy, Grade 2 employees a~~Are eligible to earn a maximum of six (6) days (forty-eight (48) hours) paid leave annually, ~~accrued in equal increments throughout the year. upon hire.~~

Grade 6 Employees

~~Commencing with their employment, or the effective date of this policy, Grade 6 employees a~~Are eligible to earn a maximum of three (3) days (twenty-four (24) hours) paid leave annually, ~~accrued in equal increments throughout the year. upon hire.~~

General

Employees are required to take Paid Leave in a minimum of two (2) hour increments, not to exceed ~~8 hours in a day~~the regularly scheduled hours of the employee on the anticipated day of Paid Leave use. ~~Employees may begin to use Paid Leave cannot be used until~~ (90) days after the employee's start date or ninety (90) days after the effective date of this policy, whichever is later. ~~There is no accrual of~~Employees shall not accrue Paid Leave during any period of unpaid leave. There is no advancement of Paid Leave. Paid Leave should be taken in the fiscal year in which the employee earns it. Employees will not accrue additional Paid Leave beyond the maximum allowed 48 hours for Grade 6 Employees and 24 hours for Grade 2 Employees. Once an employee reaches the maximum accrual for their grade, they will no longer earn

Paid Leave until previously earned Paid Leave is used.

~~Paid Leave upon termination w~~When employment ends for any reason or if a part-time employee converts to a full-time employee, the employee will not be paid for any accrued/earned, but unused Paid Leave. ~~Payment for accrued, but unused Paid Leave at the time employment with the District ends or the part-time employee converts to a full-time employee is based on the employee's regular hourly rate of pay or rate of salary at the time employment ends.~~

Employees must request Paid Leave using the required District procedures, unless it is not practical to do so (i.e an emergency situation). ~~Requested t~~Time off requests should be made at least no less than two (2) weeks/ fourteen (14) days before the planned leave, whenever the leave is foreseeablepractical. Emergency requests or requests for use of Paid Leave for which a fourteen (14) day request period is not practical must be made when the Employee learns of the need to use Paid Leave. The immediate supervisor will approve or deny the dates requested, depending on the operational needs and anticipated workload during the particular time requested. When two or more employees in the same department request the same days off (and it is not possible to ~~grant~~ both ~~request~~employees off), the Manager will ~~determine~~ decide who will be granted their Paid Leave request based on operational needs and anticipated workload during the requested leave period, along with which employee submitted their request for Paid Leave first. ~~is allowed to take the time off.~~ The immediate supervisor may require an employee to reschedule Paid Leave ~~request~~, even after a request is approved based on business needs. The District generally does not approve unpaid time off requests.

1.30.3 Family Medical Leave Act (FMLA)

This policy summarizes the District's policies and procedures under the FMLA, and the District provides it for informational purposes. The FMLA statute and regulations contain more detailed rules about FMLA leave, requirements, limits, and definitions that control to the extent this policy may not address a particular issue.

Leave Entitlements

Eligible employees can take up to 12 weeks of unpaid, job-protected leave in a rolling 12-month period for any one of the following reasons:

- Bonding leave for the birth of a child or placement of a child for adoption or foster care (leave must be taken within one year of the child's birth or placement).
- Care for the employee's spouse, child or parent who has a qualifying serious health condition.
- Employee's own qualifying serious health condition that makes the employee unable to perform their job.
- Qualifying exigencies related to the deployment of a military member who is the employee's spouse, child, or parent.

An eligible employee who is a covered service member's spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the servicemember with a serious injury or illness.

An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule. Employees must use available accrued paid time off benefits concurrently while taking FMLA leave (unless the employee is receiving paid workers' compensation benefits, paid IMRF benefits or other paid short-term disability benefits).

Benefits and Protections

While on FMLA leave, the District will continue health insurance coverage as if the employee was not on leave. Prior to taking leave, employees must arrange with the HR Department to pay their share of the health insurance premiums during the leave. If the leave is paid, premiums will continue to be paid through payroll deductions. If the leave is unpaid, employees are responsible for making sure the District receives premium payments by the normal payroll dates. The District reserves the right that, if an employee's health insurance premium payments are more than 30 days late, the District will provide written notice to the employee that it has not received the payments and health insurance coverage will terminate in 15 days, if the employee does not pay the premiums.

Upon return from FMLA leave, the District must restore most employees to the same job or one nearly identical to it with equivalent pay, benefits and other employment terms and conditions. There are exceptions to this general rule, including, for example, where the District would have eliminated the employee's position or shift irrespective of the leave, the employee fraudulently obtained leave or the employee is unable to perform essential job functions, with or without an accommodation.

Employees do not ordinarily accrue paid time off or other benefits while on unpaid FMLA leave. The District will not interfere with an individual's FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA or being involved in any proceeding under or related to the FMLA.

Eligibility Requirements

An employee who works for the District must meet three criteria to be eligible for FMLA leave. They:

- Have worked for the District for at least 12 months
- Have worked at least 1,250 hours in the 12 months before taking leave

Requesting and Returning from FMLA Leave

Generally, employees must give 30-days' advance notice of the need for FMLA leave. If it is not possible to give 30-days' notice, they must notify the HR Department as soon as practicable.

Employees do not have to share a medical diagnosis but must provide enough

information to the District, so it can determine if the leave qualifies for FMLA protection. Sufficient information could include informing the District the employee is or will be unable to perform their job functions, that a family member cannot perform daily activities or needs hospitalization or continuing medical treatment. Employees must inform the District if the need for leave is for a reason for which FMLA leave was previously taken or certified.

The District ordinarily requires an initial medical certification and/or periodic recertifications supporting the need for leave. If the District determines the certification is incomplete, it will provide a written notice indicating what additional information or clarification it requires. The District also reserves the right to seek second and third medical opinions at the District's expense.

If continuous leave was due to an employee's own serious health condition, they must submit a fitness-for-duty certification from their health care provider in accordance with the District's normal policies and practices applicable to other leaves of absence, certifying the employee is able to resume work and perform the essential functions of the job (either with or without a reasonable accommodation). The District will give a list of the essential job functions or a job description with the medical certification form for compliance with this requirement prior to the District designating leave as FMLA leave. The District will require a fitness-for-duty certification following intermittent leave only where reasonably safety concerns exist about an employee' ability to perform their essential job duties.

Even when the District approves leave, employees must still provide their Supervisors with advance notice of foreseeable absences (e.g., appointments) and comply with the District's call-off procedure for unforeseen absences, which requires them to make every reasonable effort to contact their immediate Supervisor, Department Head, or other Supervisor personally and as soon as practicable. Employees calling off for intermittent leave must specifically tell the Supervisor they are taking FMLA leave.

In addition, during FMLA leave, the employee must provide the District with periodic reports regarding the employee's status and intent to return to work. These periodic reports must be made on or about the 1st and 15th of each month that the employee is on leave. If the employee has not exhausted the maximum 12-weeks of FMLA leave and needs additional time past the approved return date, the employee must request for additional time in writing prior to the approved return date. If the employee does not return or request an extension, the District will consider the employee to have voluntarily resigned from their position.

An employee who fraudulently obtains FMLA from the District is not protected by the FMLA's job restoration or maintenance of health benefits provisions. The District prohibits employees from working a second job while on leave. In addition, the District will take all available appropriate disciplinary action against such employee due to such fraud, up to and including dismissal.

District Responsibilities

Once the District becomes aware an employee's need for leave is for a reason that may qualify under the FMLA, the District will notify the employee if they are eligible for FMLA leave and, if eligible, will also provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, the District will provide a reason for ineligibility.

The District will notify its employees if it will designate the leave as FMLA and, if so, how much leave it will designate as FMLA.

Compliance with Other Laws

The FMLA does not affect any federal or state law prohibiting discrimination, or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights. Depending on the circumstances, the District may grant additional leave or other accommodations to employees under the Americans with Disabilities Act or Illinois Human Rights Act on a case-by-case basis.

The Genetic Information Nondiscrimination Act (GINA) prohibits employers from requesting or requiring genetic information of an employee or family member of the employee, except as specifically allowed by this law. To comply with this law, the District asks employees not provide any genetic information when responding to a request for medical certification regarding their own serious health conditions under this FMLA Policy. "Genetic information" as defined by GINA includes an individual's family medical history, results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

1.30.4 Family Bereavement Leave Act (FBLA)

All employees eligible for leave under the federal Family and Medical Leave Act (FMLA) are also eligible for bereavement leave in accordance with the Illinois Family Bereavement Leave Act (the Act).

The Act provides up to two weeks (10 work days) of unpaid bereavement leave. Any paid time provided or accrued benefit time taken counts toward the maximum of two weeks (10 work days).

In the event of the death of more than one covered family member* in a 12-month period, an employee may take up to a total of six (6) weeks of bereavement leave during the 12-month period. The Act does not create a right for an employee to take unpaid leave that exceeds the unpaid leave time allowed under, or is in addition to, the unpaid leave time permitted by, the FMLA.

Bereavement leave is available under the Act for the following reasons: (1) attend the funeral or alternative to a funeral of a covered family member; (2) make arrangements necessitated by the death of a covered family member; (3) grieve the death of a covered family member; or (4) be absent from work due to (i) a miscarriage; (ii) an unsuccessful round of intrauterine insemination or of an assisted reproductive technology procedure; (iii) a failed adoption match or an adoption that is not finalized because another party contests it; (iv) a failed surrogacy agreement; (v) a diagnosis that negatively impacts pregnancy or fertility; or (vi) a stillbirth.

*For purposes of this section, covered family member shall include spouse, civil union partner, children, step-children, parents, step-parent, siblings, parents-in-law, grandparents, grandchildren.

“Domestic partner,” used with respect to an unmarried employee under this policy, includes: (1) the person recognized as the domestic partner of the employee under any domestic partnership or civil union law of a state or political subdivision of a state; or (2) an unmarried adult person who is in a committed, personal relationship with the employee, who is not a domestic partner as described under subsection (1) to or in such a relationship with any other person, and who is designated to the employee's employer by such employee as that employee's domestic partner.

“Child” means an employee's son or daughter who is a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis. Employees must take leave under this policy consecutively within a reasonable time after the death of the covered family member or other triggering event (typically 60 days) and generally cannot postpone it.

The employee must notify their immediate Supervisor and the HR Department of the reason and length of the employee's absence. An employee must provide notice at least 48 hours in advance, unless providing such notice is not reasonable and practicable.

The District may require reasonable documentation. Documentation may include a death certificate, a published obituary or written verification of death, burial or memorial services from a mortuary, funeral home, burial society, crematorium, religious institution, or government agency. For leave resulting from an event listed under reason (4) above, reasonable documentation is a form provided by the Illinois Department of Labor, filled out by a health care practitioner who has treated the employee or the employee's spouse or domestic partner or surrogate for an event listed under reason (4) above, or documentation from the adoption or surrogacy organization the employee worked with related to an event listed under reason (4) above certifying the employee, spouse or domestic partner has experienced an event listed under reason (4) above. The District does not require the employee identify which subcategory of event the leave pertains under reason (4) above as a condition of exercising rights under this Act.

Eligible employees may elect to substitute accrued benefit time for bereavement leave

under the Act. If the employee does not have any accrued benefit time for paid leave, special circumstances for paid leave may be granted at the Executive Director's discretion.

1.30.5 Compassionate Leave of Absence

Under exceptional circumstances, the District may grant a Grade 2 or 6 employee a compassionate leave of absence for up to ten (10) paid days, unless otherwise required by law. The employee must submit a written request to the Executive Director in advance of the date they would like the leave to begin when the need for leave is foreseeable. This policy does not provide additional time if the leave is also covered by the Family Medical Leave Act (FMLA).

Leaves are granted at the sole discretion of the Executive Director, and each request is reviewed on a case-by-case basis. The Executive Director will consider the following when determining whether to grant the leave: purpose for which the leave is requested; length of time the employee plans to be away; the employee's job performance, attendance and punctuality record; the effect the employee's absence will have on the work in the department (i.e., the staffing requirements in the employee's facility or department); the employee's position and length of service; the expectation that the employee will return to work when the leave expires; and any other legitimate business factors deemed relevant by the Executive Director in their sole discretion

1.30.6 Workers' Compensation

The Illinois Workers' Compensation Act (WCA) covers all District employees. The act provides for medical care and replacement of wages if employees sustain an injury or illness arising out of and occurring in the course and scope of their employment with the District. The act does not cover non-job-related illnesses or injuries, or illnesses or injuries not related to the performance of assigned job duties. For questions regarding workers' compensation, please see the HR Department.

The District strictly prohibits retaliation against any employee who, in good faith, reports a work-related injury or illness, regardless of whether the employee fails to comply with the reporting procedures under this policy. However, the District reserves the right to discipline any employee for engaging in unsafe, careless or reckless conduct contributing to an avoidable workplace injury or illness, or for filing a fraudulent workers' compensation claim.

All employees must adhere to the following conditions:

- Employees must immediately report any work-related injury or illness (even if the employee is uncertain if the injury or illness is work-related but suspects it might be work-related) upon discovery or onset directly to the employee's immediate Supervisor or Department Head, if they cannot reach their immediate Supervisor directly.
- **IMPORTANT: The prompt reporting of any work-related injury or illness**

maximizes the District's ability to evaluate the claim, confirm compensability under the WCA, and assist employees in fully understanding their rights under the WCA. The late reporting of claims will not impact employees' rights under the WCA (except as specifically provided in the act) but may result in a delay in receipt of benefits.

- Upon notification, the District shall instruct the employee to report to a designated hospital or physician for an examination or treatment. In the case of an emergency, the employee should go to the nearest hospital emergency room for treatment and then use the agency's Physician Network Referral Service if additional treatment is necessary.
- Employees must submit all medical evaluations by any licensed physician to the HR Department/Risk Manager for the duration of their leave.
- The District reserves the right to have the employee examined by a licensed physician of its own choice at any time during the period of leave. This examination is at the District's expense, and the physician will submit the results to the District; the employee is entitled to a copy of this report.
- The District may assign an injured employee to a modified duty assignment in accordance with the Agency's Modified Duty Policy. An employee can only return to work with a statement from a physician approving the employee's return to work without restrictions or with restrictions acceptable to the District.
- Depending on the circumstances, the District reserves the right to explore all reasonable accommodations that may be available including, but not limited to, temporary modified duty, temporary or permanent reassignment to a position in which the employee can perform the essential functions of the job with or without an accommodation, etc.

Modified Duty

The District is committed to providing employees with every reasonable opportunity to maintain their employment status and benefits. To that end, the District has developed a Modified Duty Program for employees who have sustained work-related injuries or illnesses. We feel that a Modified Duty Program will be mutually beneficial and may aid in the employee's recovery.

The purpose of the Modified Duty Program is to provide a temporary modified work assignment, when feasible and applicable, in accordance with the Americans with Disabilities Act (ADA).

The feasibility of modified duty shall be determined on a case-by-case basis, taking several factors into consideration, including but not limited to, the employee, the specific physical or mental impairment, the essential functions of the job, the work environment and the ability of the District to provide accommodation.

Objectives of Modified Duty

- a. To return occupationally injured or ill employees to work as soon as possible provided that re-injury or relapse is not probable and that the employee's return

- will not adversely affect the health or safety of others.
- b. To minimize financial hardship and emotional stress to the employee who has sustained an occupational injury or illness.
 - c. To assist employees in returning to work at a level close to their pre-injury or pre-illness earnings and productivity.
 - d. To retain qualified and experienced employees.
 - e. When applicable, to comply with the accommodation requirements within the Americans with Disabilities Act.

Program Requirements for Modified Duty

- a. Employees may be assigned to a Modified Duty assignment when temporarily unable to perform their normal work duties due to occupational injury or illness, within the following guidelines, to be applied on a case-by-case basis.
 - The assignment shall require meaningful job function(s) within limitations set by treating and/or evaluating physicians.
 - The assignment does not create a new job, but instead incorporates or modifies an existing position on a temporary basis and may include duties anywhere within the District.
- b. When possible, and at the sole discretion of the Executive Director, full-time employees who are assigned to modified duty shall be compensated at their regular salary for a period not to exceed six months. If not practical, the District's workers compensation coverage provider (PDRMA) will be notified of the wage differential and be requested to pay employees 2/3 of the wage differential in accordance with the Illinois Workers Compensation Act.
- c. There shall be regular communication among the District's HR Department, the employee's Department Head, the employee's Supervisor, their treating or evaluating physician and the workers' compensation coverage provider (PDRMA) throughout the course of treatment and recovery.
- d. A tracking system is available for documentation purposes and to ensure that all concerned parties know the employee's exact status under the District's Modified Duty procedures.
- e. An employee who declines a Modified Duty position which is within the limitations determined by their treating or evaluating physician may be subject to disciplinary action up to and including discharge.
- f. Periodic review shall be conducted after an employee has been on Modified Duty status to determine the appropriateness and reasonableness of continuing the employee in the assignment. Upon request of the District, a review may be conducted at any time.

1.30.75 Absence without Approval

Any employee's absence from their assigned duties that is not expressly authorized by the employee's Supervisor, Department Head or the Executive Director shall be considered an absence without approved leave. Any such absence shall be without pay and may result in disciplinary action, up to and including dismissal.

If employees are absent without approval for three (3) consecutive working days, the District considers them to have voluntarily resigned their position. Where the District determines an absence excusable on conditions that rendered prior approval impossible, it may change the charge of absence without approval to benefit time or leave without pay, in its sole discretion.

1.30.8 Military Leave

Employees who are members of the United States Armed Forces, National Guard or Reserves will be granted a leave of absence for military service, training, or related obligations in accordance with applicable state and federal law. Please consult your Department Head if you have questions regarding your eligibility for military leave.

You should provide the District with at least thirty (30) days advance written notice prior to the start of leave for military service, unless such notice is not possible due to a national emergency. Such notice must include, without limitation, a copy of your orders. Upon return to the District from your military training or service, you must submit a statement signed by an appropriate military official indicating the time you spent on military leave.

1.30.9 School Visitation Leave

If you have worked for the District at least six (6) consecutive months immediately preceding a request for school visitation leave for an average of at least twenty (20) hours per week, you may be eligible to take up to eight (8) hours of school visitation leave per school year to attend school conferences or classroom activities related to your child(ren), if the conference or classroom activities cannot be scheduled during non-work hours. You may be eligible to take such leave only if you have exhausted all accrued vacation leave, personal leave, and any other leave that is granted to you, other than sick or disability leave.

Before arranging attendance at the school conference or activity, you must provide the District with a written request for leave at least seven (7) days in advance of the requested time off. In an emergency situation, you may give twenty-four (24) hours' notice. In addition, you must consult with your Supervisor to schedule the leave so as not to unduly disrupt operations.

School visitation leave shall be unpaid. However, you may choose to make up the time taken for school visitation leave on a different day or shift if such arrangement may reasonably be provided by the District. If you choose not to make up the time taken, or an arrangement to make up such time cannot be made, you will not be compensated for the time taken.

Upon completion of a school visitation leave, you must receive documentation of your visit from the school administrator and submit such documentation to the District.

Failure to submit the documentation to the District within two (2) working days of your school visitation leave may subject you to disciplinary action up to and including dismissal.

Please contact the HR Department for further information regarding school visitation leave.

1.30.10 Voluntary and Required Training

From time to time the District will conduct required training sessions which may or may not fall within your normal work hours. Every attempt will be made to provide advance notice of the training. You are expected to attend all required training sessions. Failure to attend a required training session may result in discipline, up to and including dismissal. You will be paid at your normal rate for any required trainings.

1.30.11 Jury Duty

Part-time employees may be granted unpaid jury duty leave for up to fifteen (15) work days. All employees must provide written notice, supported with appropriate documentation of jury duty (e.g., the jury duty summons), to their Supervisor at least ten (10) days before reporting for jury duty. Following jury duty, all employees must provide the District with appropriate documentation evidencing the length of their jury duty.

1.30.12 Victims' Economic Security and Safety Act ("VESSA") Policy

All employees shall be entitled to a total of twelve (12) work weeks of unpaid leave during any twelve (12) month period if:

- a. The employee is a victim of domestic or sexual violence.
- b. The employee has a family or household member or other person related by blood or by current or former marriage or who share a child, where said person is a victim of domestic or sexual violence.

The leave may be taken to:

- a. Seek medical attention for or to recover from physical or psychological injuries
- b. Obtain services from a victim services organization
- c. Obtain psychological or other counseling
- d. Participate in safety planning, temporarily or permanently relocating, or taking other actions to increase safety from future domestic or sexual violence or insure economic security
- e. Seek legal assistance or remedies, including preparing for or participating in any civil or criminal proceeding related to or derived from domestic or sexual violence

At the employee's discretion, the leave may be taken intermittently or on a reduced work schedule provided that the aggregate amount of leave does not exceed twelve (12) weeks.

This leave may only be taken if the employee has complied with the certification requirements detailed below.

Notice

Whenever practicable, the employee shall provide their Department Head with at least forty-eight (48) hours advance notice of the employee's intention to take the leave. The District shall not take any action against the employee if an unscheduled absence occurs provided the employee provides the proper certification set forth below as soon as is practicable.

Confidentiality

All information provided to the District pursuant to this policy shall be confidential and shall not be disclosed unless requested or consented to in writing by the employee or otherwise required by state or federal law.

Certification

When applying for this leave, the employee shall provide to the District a sworn statement and obtain one of the following documents:

- A. Documentation from an employee, agent, or volunteer of a victim services organization, an attorney, member of the court, or a medical or other professional from whom assistance has been sought in addressing domestic or sexual violence and the effects of the violence
- B. A police or court record
- C. Other corroborating evidence as determined sufficient by the District

Nothing in this subsection shall be construed to prohibit the District from requiring an employee on leave to report periodically to the District regarding the employee's progress in treatment or recovery or regarding employment matters.

Employee Benefits

Upon returning to work after taking leave enumerated under this policy, the employee shall be restored to the position held prior to taking leave or to an equivalent position. Equivalent position shall mean a position that is equivalent in benefits, pay, and other terms and conditions of employment. The employee shall retain all employment benefits accrued prior to the date on which leave commenced and will continue to accrue benefits while on leave as if the employee were reporting to work.

Reasonable Accommodation

Any employee who is entitled to take leave under this policy or under the Act may request and shall receive a reasonable accommodation as long as the accommodation does not pose an undue hardship to the District. Exigent circumstances and danger to the employee, their family member or household member shall be taken into consideration.

Use of Existing Leave

An employee, who is entitled to take paid or unpaid leave from employment pursuant to federal, state, or local law, the collective bargaining agreement, or the employment benefits program or plan, may elect to substitute any period of leave for an equivalent period of leave provided under this policy. This policy does not provide additional time if the leave is also covered by the Family Medical Leave Act.

V. Financial Report

Glencoe Park District
February 2025 Board Meeting



My G/L NEW Pooled Cash Report

Glencoe Park District
For the Period Ending 1/31/2025

ACCOUNT #	ACCOUNT NAME	BEGINNING BALANCE	CURRENT ACTIVITY	CURRENT BALANCE	
<u>CLAIM ON CASH</u>					
10-00-000-1000	CASH/INVESTMENTS	2,922,964.43	(75,072.16)	2,847,892.27	
25-00-000-1000	CASH/INVESTMENTS	7,150,483.09	12,416.13	7,162,899.22	
30-00-000-1000	CASH/INVESTMENTS	270,197.43	(68,366.31)	201,831.12	
35-00-000-1000	CASH/INVESTMENTS	333,031.91	(20,094.88)	312,937.03	
36-00-000-1000	CASH/INVESTMENTS	175,546.73	(25,585.83)	149,960.90	
40-00-000-1000	CASH/INVESTMENTS	409,816.60	4,060.31	413,876.91	
45-00-000-1000	CASH/INVESTMENTS	212,593.93	(5,888.79)	206,705.14	
50-00-000-1000	CASH/INVESTMENTS	33,742.64	261.69	34,004.33	
55-00-000-1000	CASH/INVESTMENTS	11,076.54	15.34	11,091.88	
65-00-000-1000	CASH/INVESTMENTS	299,033.16	16,917.91	315,951.07	
67-00-000-1000	CASH/INVESTMENTS	0.00	0.00	0.00	
69-00-000-1000	CASH/INVESTMENTS	5,994,316.06	40,650.76	6,034,966.82	
70-00-000-1000	CASH/INVESTMENTS	0.00	0.00	0.00	
75-00-000-1000	CASH/INVESTMENTS	0.00	0.00	0.00	
80-00-000-1000	CASH/INVESTMENTS	0.00	0.00	0.00	
90-00-000-1000	CASH/INVESTMENTS	0.00	0.00	0.00	
TOTAL CLAIM ON CASH		<u>17,812,802.52</u>	<u>(120,685.83)</u>	<u>17,692,116.69</u>	
<u>CASH IN BANK</u>					
Cash in Bank					
99-00-000-1011	OPERATING CORPORATE ACCOUNT	399,350.37	49,854.47	449,204.84	
99-00-000-1012	OPERATING PR ACCOUNT	0.00	(165.23)	(165.23)	
99-00-000-1013	IL FUNDS	6,064,733.33	29,098.01	6,093,831.34	
99-00-000-1014	IPDLAF CDs	5,865,000.00	(13,000.00)	5,852,000.00	
99-00-000-1015	IPDLAF MM	1,639,226.35	(200,563.84)	1,438,662.51	
99-00-000-1017	PMA MM	3,844,492.47	14,090.76	3,858,583.23	
TOTAL: Cash in Bank		<u>17,812,802.52</u>	<u>(120,685.83)</u>	<u>17,692,116.69</u>	
TOTAL CASH IN BANK		<u>17,812,802.52</u>	<u>(120,685.83)</u>	<u>17,692,116.69</u>	
<u>DUE TO OTHER FUNDS</u>					
99-00-000-2400	Due To Other Funds	17,812,802.52	(120,685.83)	17,692,116.69	
TOTAL DUE TO OTHER FUNDS		<u>17,812,802.52</u>	<u>(120,685.83)</u>	<u>17,692,116.69</u>	
Claim on Cash	17,692,116.69	Claim on Cash	17,692,116.69	Cash in Bank	17,692,116.69
Cash in Bank	17,692,116.69	Due To Other Funds	17,692,116.69	Due To Other Funds	17,692,116.69
Difference	<u>0.00</u>	Difference	<u>0.00</u>	Difference	<u>0.00</u>

ACCOUNT #	ACCOUNT NAME	BEGINNING BALANCE	CURRENT ACTIVITY	CURRENT BALANCE	
ACCOUNTS PAYABLE PENDING					
10-00-000-2000	VOUCHER PAYABLES	0.00	24,873.20	24,873.20	
25-00-000-2000	VOUCHER PAYABLES	0.00	64,931.27	64,931.27	
30-00-000-2000	VOUCHER PAYABLES	0.00	0.00	0.00	
35-00-000-2000	VOUCHER PAYABLES	0.00	0.00	0.00	
36-00-000-2000	VOUCHER PAYABLES	0.00	0.00	0.00	
40-00-000-2000	VOUCHER PAYABLES	0.00	0.00	0.00	
45-00-000-2000	VOUCHER PAYABLES	0.00	1,098.87	1,098.87	
50-00-000-2000	VOUCHER PAYABLES	0.00	0.00	0.00	
55-00-000-2000	VOUCHER PAYABLES	0.00	0.00	0.00	
65-00-000-2000	VOUCHER PAYABLES	0.00	0.00	0.00	
67-00-000-2000	VOUCHER PAYABLES	0.00	0.00	0.00	
69-00-000-2000	VOUCHER PAYABLES	0.00	0.00	0.00	
70-00-000-2000	VOUCHER PAYABLES	0.00	0.00	0.00	
75-00-000-2000	VOUCHER PAYABLES	0.00	0.00	0.00	
80-00-000-2000	VOUCHER PAYABLES	0.00	0.00	0.00	
90-00-000-2000	VOUCHER PAYABLES	0.00	0.00	0.00	
TOTAL ACCOUNTS PAYABLE PENDING		<u>0.00</u>	<u>90,903.34</u>	<u>90,903.34</u>	
DUE FROM OTHER FUNDS					
99-00-000-1410	Due From Corporate Fund	0.00	(24,873.20)	(24,873.20)	
99-00-000-1425	Due From Recreation Fund	0.00	(64,931.27)	(64,931.27)	
99-00-000-1430	Due From Special Recreation Fund	0.00	0.00	0.00	
99-00-000-1435	Due From IMRF Retirement Fund	0.00	0.00	0.00	
99-00-000-1436	Due From Social Security Fund	0.00	0.00	0.00	
99-00-000-1440	Due From Bond & Interest Fund	0.00	0.00	0.00	
99-00-000-1445	Due From Liability Insurance Fund	0.00	(1,098.87)	(1,098.87)	
99-00-000-1450	Due From Workers Comp Fund	0.00	0.00	0.00	
99-00-000-1455	Due From Audit Fund	0.00	0.00	0.00	
99-00-000-1465	Due From Capital Projects Fund	0.00	0.00	0.00	
99-00-000-1467	Due From Community Ctr Improvement Fund	0.00	0.00	0.00	
99-00-000-1469	Due From Master Plan Capital Projects	0.00	0.00	0.00	
99-00-000-1470	Due From Special Trust/Donation Fund	0.00	0.00	0.00	
99-00-000-1475	Due From Impact Fee Fund	0.00	0.00	0.00	
99-00-000-1480	Due From Gen L/T Debt	0.00	0.00	0.00	
99-00-000-1490	Due From Gen Fixed Assets	0.00	0.00	0.00	
TOTAL DUE FROM OTHER FUNDS		<u>0.00</u>	<u>(90,903.34)</u>	<u>(90,903.34)</u>	
ACCOUNTS PAYABLE					
99-00-000-2000	VOUCHER PAYABLES	0.00	90,903.34	90,903.34	
TOTAL ACCOUNTS PAYABLE		<u>0.00</u>	<u>90,903.34</u>	<u>90,903.34</u>	
AP Pending	90,903.34	AP Pending	90,903.34	Due From Other Funds	90,903.34
Due From Other Funds	90,903.34	Accounts Payable	90,903.34	Accounts Payable	90,903.34
Difference	<u>0.00</u>	Difference	<u>0.00</u>	Difference	<u>0.00</u>

Glencoe Park District
Monthly Cash/Investments Report
January 2025

<u>Operating and Capital Funds:</u>	<u>Rate</u>	<u>Maturity Date</u>	<u>December 2024</u>	<u>January 2025</u>
BMO Harris Bank Corporate Account	0.00%		\$ 625,919.67	\$ 563,685.37
BMO Harris Bank Payroll Account	0.00%		12,570.20	8,006.69
The Illinois Fund (Public Treasurers' Investment Pool)	4.56%		6,064,733.33	6,093,831.34
IPDLAF Certificates of Deposit:				
T Bank, TX	5.45%	1/15/2025	237,000.00	0.00
Bank Of China, NY	5.60%	1/15/2025	236,000.00	0.00
First State Bank of Dequeen, AR	5.15%	1/15/2025	237,000.00	0.00
West Pointe Bank, WI	5.20%	1/15/2025	237,000.00	0.00
Financial Federal Savings Bank, TN	5.30%	1/15/2025	237,000.00	0.00
Gbank, NV	5.45%	1/15/2025	237,000.00	0.00
Solera National Bank, CO	5.27%	4/21/2025	237,000.00	237,000.00
Prospect Bank, IL	5.20%	4/21/2025	237,000.00	237,000.00
First Internet Bank of Indiana, IN	5.31%	4/21/2025	237,000.00	237,000.00
Systematic Savings Bank, MO	5.24%	4/21/2025	237,000.00	237,000.00
Mission National Bank, CA	5.35%	7/15/2025	237,000.00	237,000.00
Maplebark Bank, TX	5.35%	7/15/2025	237,000.00	237,000.00
Encore Bank, AR	5.35%	7/15/2025	237,000.00	237,000.00
Dudee Bank, NE	4.30%	10/15/2025	239,000.00	239,000.00
Global Bank, NY	4.50%	10/15/2025	239,000.00	239,000.00
The 1st National Bank of Hutchinson, KS	4.35%	10/15/2025	239,000.00	239,000.00
GBC International Bank, CA	5.00%	1/12/2026	232,000.00	232,000.00
The Western State Bank, KS	5.00%	1/12/2026	232,000.00	232,000.00
American Plus Bank, CA	4.95%	1/12/2026	232,000.00	232,000.00
First State Bank of Dequeen, AR	4.50%	1/15/2026	0.00	239,000.00
Nexbank, Ssb, TX	4.40%	1/15/2026	0.00	230,000.00
Gbank, NV	4.45%	1/15/2026	0.00	239,000.00
First Priority Bank, OK	5.20%	7/15/2026	226,000.00	226,000.00
First State Bank of Healy, KS	5.10%	7/15/2026	226,000.00	226,000.00
Harmony Bank, TX	4.93%	7/15/2026	227,000.00	227,000.00
First Bank Of Ohio, OH	3.90%	10/15/2026	231,000.00	231,000.00
Conerstone Bank, NE	3.95%	10/15/2026	231,000.00	231,000.00
Bank of Deerfield, WI	4.00%	10/15/2026	231,000.00	231,000.00
First Capital Bank, SC	4.25%	1/15/2027	0.00	231,000.00
Financial Federal Savings Bank, TN	4.10%	1/15/2027	0.00	230,000.00
Patriot Bank, N.A., CT	4.21%	1/15/2027	0.00	239,000.00
Illinois Park District Liquid Asset Fund	4.24%		1,639,226.35	1,438,662.51
PMA Financial/IPRIME Account	4.32%		3,844,492.47	3,858,583.23
Reconciling Items(Dep in Transit, O/S Checks, etc.)			(239,139.50)	(122,652.45)
Grand Total-Operating and Capital			\$17,812,802.52	\$17,692,116.69

**Glencoe Park District
Monthly Financial Analysis
January 2025**

	<u>As of 1/31/2022</u>	<u>As of 1/31/2023</u>	<u>As of 1/31/2024</u>	<u>As of 1/31/2025</u>	<u>As of 12/31/2024</u>	<u>Variance from Prior Month</u>
<u>Recreation Department - Programs</u>						
Revenues	4,283,573	4,833,710	5,186,622	5,704,187	5,528,195	175,992
Wages	(526,855)	(668,581)	(725,484)	(816,882)	(774,685)	(42,197)
Contractual	(1,278,785)	(1,496,886)	(1,654,424)	(1,769,028)	(1,699,434)	(69,594)
Supplies	(124,913)	(156,062)	(196,838)	(213,194)	(205,781)	(7,413)
Excess (Deficiency) Rev over Exp	2,353,020	2,512,181	2,609,876	2,905,083	2,848,295	
<u>Children's Circle Department</u>						
Revenue	1,858,396	1,795,519	1,882,635	2,014,136	1,822,555	191,581
Expense	(1,258,177)	(1,309,444)	(1,685,408)	(1,690,420)	(1,546,095)	(144,325)
Excess (Deficiency) Rev over Exp	600,219	486,075	197,227	323,716	276,460	
<u>Fitness Department</u>						
Revenue	35,454	56,746	60,168	60,663	54,281	6,382
Expense	(35,090)	(51,828)	(50,836)	(53,186)	(47,721)	(5,465)
Excess (Deficiency) Rev over Exp	364	4,918	9,332	7,477	6,560	
<u>Beach Department</u>						
Revenue	551,018	386,684	349,740	391,827	391,895	(68)
Expense	(299,624)	(273,772)	(325,208)	(336,526)	(322,537)	(13,989)
Excess (Deficiency) Rev over Exp	251,394	112,912	24,532	55,301	69,358	
<u>Boating Department</u>						
Revenue	126,311	120,579	135,145	142,237	144,577	(2,340)
Expense	(167,441)	(149,024)	(182,439)	(195,761)	(180,188)	(15,573)
Excess (Deficiency) Rev over Exp	(41,130)	(28,445)	(47,294)	(53,524)	(35,611)	
Beach/Boating Dept Total:	210,264	84,467	(22,762)	1,777	33,747	
<u>Weinberg Department</u>						
Revenue	266,934	231,204	232,719	237,103	185,422	51,681
Expenses	(241,668)	(262,411)	(270,195)	(313,454)	(273,536)	(39,918)
Excess (Deficiency) Rev over Exp	25,266	(31,207)	(37,476)	(76,351)	(88,114)	
<u>G & A (Administration)</u>						
Revenue (excl G&A Tfr)	32,003	0	0	0	0	0
Expense	(1,210,611)	(993,769)	(1,138,050)	(1,176,290)	(1,087,627)	(88,663)
Excess (Deficiency) Rev over Exp	(1,178,608)	(993,769)	(1,138,050)	(1,176,290)	(1,087,627)	
<u>Parks Department</u>						
Revenue	27,224	55,648	72,008	48,339	48,339	0
Expense	(1,332,204)	(1,279,004)	(1,391,670)	(1,365,830)	(1,286,424)	(79,406)
Excess (Deficiency) Rev over Exp	(1,304,980)	(1,223,356)	(1,319,662)	(1,317,491)	(1,238,085)	
<u>Rec-Admin/Takiff Department</u>						
Revenues	1,359,021	1,529,027	1,597,764	1,630,077	1,582,976	47,101
Expenses	(1,928,360)	(2,585,170)	(2,826,100)	(3,582,201)	(3,376,951)	(205,250)
Excess (Deficiency) Rev over Exp	(569,339)	(1,056,143)	(1,228,336)	(1,952,124)	(1,793,975)	
<u>Corporate-Admin</u>						
Revenues	2,212,511	2,493,725	2,830,246	3,033,994	2,996,266	37,728
Expenses	(484,639)	(1,514,750)	(1,322,083)	(1,281,250)	(1,237,500)	(43,750)
Excess (Deficiency) Rev over Exp	1,727,872	978,975	1,508,163	1,752,744	1,758,766	

(a) \$1,200,000 transfer to fund 69 in FY2024/25, \$550,000 transfer to fund 69 in FY2023/24.

(b) \$800,000 transfer to fund 69 in FY2024/25, \$850,000 transfer to fund 69 in FY2023/24.

VI. Executive Director Report

Glencoe Park District
February 2025 Board Meeting

**Glencoe Park District
Executive Director's Report
February 2025**

2025 Conference summary

At the IAPD/IPRA Soaring to New Heights Conference held at the end of January, members of the Park District's Administrative, Parks, Recreation, Facilities, and Marketing teams, as well as the Board had the opportunity to immerse themselves in a broad array of educational sessions, fostering professional growth, and networking. These interactions allowed for the exchange of innovative ideas and best practices, further enriching the learning experience. Building relationships with fellow professionals from various backgrounds contributed to a collaborative atmosphere where shared challenges and solutions were openly discussed. I also finished up my term as the IPRA Past Chair.

John and I were also speakers at separate sessions at the conference, both receiving excellent evaluation scores and feedback on our presentations.

Capital Projects

We are focusing on design development meetings with our architects and planning community meetings on the different projects. A major focus of this year is collaboration with our Village and Park District partners so that we can ensure that the projects go smoothly. The Board will be updated as the projects progress.

Legislative Update

According to a press release from Governor Pritzker late Friday afternoon, [HB 2840 / P.A. 103-1062](#) **has been signed into law!** [HB 2840 / P.A. 103-1062](#) creates a specific carveout in the Child Labor Law of 2024 for park districts and municipal park and recreation departments, allowing minors to work under the supervision of an 18-year-old employee rather than requiring a 21-year-old supervisor on site—provided that no alcohol or tobacco is sold at the location. Additionally, minors can now officiate youth sports as long as a 21-year-old supervisor is on call.

This is a major win for Illinois park and recreation agencies—and *especially* for the young people we employ. It ensures that park districts and municipal parks and recreation can continue to provide valuable first-time job opportunities while maintaining appropriate oversight.

Thursday morning marks the start of the IAPD legislative breakfast season. We attend an IAPD legislative breakfast at Northbrook Park District on February 14. These events are great opportunities to discuss key legislative issues and highlight the benefits of parks and recreation in our community. We are also monitoring a few other bills just introduced. We will keep the Board updated should we need the Board to contact the Representatives on the Park Districts behalf.

FY2025/26 Budget

The proposed FY2025/26 Budget – First Draft was completed and distributed to the Board of Park Commissioners in early February. It was discussed in detail at the February 4 Committee Meeting. Any necessary changes will be reflected in the Approval Draft Budget which is tentatively scheduled to be approved at the regular meeting on March 18. After the required 30-day period for public inspection, the Budget and Appropriations Ordinance will then be approved at the regular meeting on April 15.

Business Services

ELC and GJK Preschool priority-registration for next school year was held January 6 through January 28. Open registration began February 3. Kids Club priority-registration for next school year is being held February 3 through February 28. Open registration begins March 6. Registration for next school year's Early Learning Center Preschool and Kids Club is non-lottery, i.e. first come, first served.

Yet another fiscal year end is right around the corner on February 28. As such, staff has begun to prepare the annual audit confirmation letters, as well as the many audit schedules required as part of the District's annual audit. Staff met with staff from Lauterbach and Amen on February 18 to discuss pre-audit planning. Closing journal entries will occur in early March. The auditors are scheduled for preliminary fieldwork in late March and final fieldwork the week of April 28.

Staff completed and distributed the 1094-C and 1095-C forms which are required to be sent to employees and the IRS for ACA reporting purposes to show proof of coverage of health insurance.

Staff is continuing to work with MGT Solutions on the District's compensation study, results are expected in early Spring.

The annual employee survey will go live on March 4. We will once again be working with RecStar consulting as an independent outside firm to complete the survey. Results will be presented to the Board in late spring/early summer.

Marketing and Communications

At the IPRA/IAPD Conference, we submitted three entries to the Agency Showcase (large format printing, short video format, and logo). The Agency Showcase is a spirited competition spotlighting the brightest ideas exhibited by parks and recreation agencies. This competition is judged by marketing professionals outside the industry and recognizes IL agencies for their marketing and communication efforts, ranging from print to multimedia. The District was awarded first place in the Large Format Marketing category for our Early Childhood door murals.

Our team spent the month of January preparing the Spring/Summer Guide for publication. It will be in mailboxes the week of February 17, with registration starting March 6 for Glencoe residents.

Refer to Appendix A for more information on On-Line Communication and Social Media impressions.

Parks, Planning, and Maintenance

We will host a virtual (Zoom) community input meeting on Thursday, February 27 to discuss the greenhouse project and a potential tree nursery at Shelton Park. The meeting notice will be posted publicly and we sent letters directly to those neighbors in Shelton park's service area. We also reached out to Friends of the Green Bay Trail and Glencoe Community Gardens, as they are the affiliates who use the greenhouse the most.

At the March Committee Meeting, we are planning to discuss Shelton Racket Courts so a decision on the racquet court (tennis/pickleball/both) configuration can be made. The public has been notified of this discussion date. We are planning on addressing the surface water issues in Shelton from our operating budget and will likely group these projects together to capture savings by having one contractor do all the work. We are aiming to have this construction completed this summer/fall.

We have released the RFQ for construction management services for the Maintenance Center and Ballfield project. We plan on interviewing 2-3 firms on February 28.

We are making some cosmetic improvements at Takiff in the community wing. This includes painting the hallways, community rooms, and community hall. We are looking to replace the carpet in these spaces during the August shutdown. We have also captured a 50% energy savings rebate through ComEd to replace light fixtures throughout Takiff. The new flat panel LED lights will eliminate the ballasted fixtures that we currently have, further reducing energy usage and eliminating flickering.

Recreation and Facilities

Shannon Stevens represented the District at the Association of Aquatic Professionals (AOAP) Conference, where she engaged with industry leaders, explored the latest advancements in aquatics management, and brought back valuable knowledge to enhance our programs and operations. These conferences are instrumental in fostering professional growth, strengthening connections, and ensuring that our team remains at the forefront of the parks and recreation field.

In an effort to expand our adult offerings, we held our first Winter Wine Tasting event in Community Hall and it was a sellout. This intimate gathering provided participants the opportunity to engage with a WSET (Wine & Spirit Education Trust) certified instructor. Due to overwhelmingly positive feedback, we quickly scheduled a follow-up class on sparkling wines, set for April 4.

Re-registration has started for our current Children's Circle families. It is due by February 14. Once we receive all re-registrations, we can move to the waitlist for any open spaces for the 2025-26 school year that begins mid-June. ELC students completed re-registration this month so current Children's Circle students can move to the new Artic track on a first come, first serve basis. As we prepare for the September launch, we remain focused on finalizing the many details and planning required to ensure a smooth and successful opening of these two new classrooms.

Summer Camp registration for 2025 continues to grow steadily, with new sign-ups occurring daily across all camps. Camp Adventure is showing strong enrollment, surpassing last year's by 26 registrations. Game On! Sports 4 Girls remains a top choice, with 40 more registrations than in 2024, due to its flexible one-week options. The newly introduced Finish Strong Sports Camp is proving to be a major success, with 255 registrations and revenue exceeding \$450,000.

Action Quest continues to gain traction, with increased interest in the 8-week and 4-week options. Currently, 49 campers are enrolled in these extended sessions, compared to 33 at this time last year. Meanwhile, Aquatics and Sailing Camp is experiencing lower enrollment than in previous years and will require additional marketing efforts to drive participation.

On February 3, Kids Club priority registration began for all current Kids Club participants, as well as our incoming kindergarten children in our Children's Circle Belugas classroom. We had 45 registrations on the first day. Families were also able to sign up for our two spring School Day Off programs. We anticipate Kids Club AM and PM will continue to be an essential part of Glencoe Park District's programming for next school year.

House League basketball has been running smoothly for over a month. Games take place on Saturdays at the Takiff Center and Central School. Practices for grades 3-6 are held at the Takiff Center on Tuesdays and Thursdays, while clinics for grades 1-2 take place on Wednesdays. Our annual picture day was February 8. There will be no games played February 15 due to the long holiday weekend.

During the month of January, we offered a new member incentive to attract potential new fitness members. A postcard was sent to all Glencoe residents offering no joining fee if you joined from January 15-31. We saw 29 new members join the fitness center under this incentive.

Beginning January 14, Andrew worked with our customer service team to roll out a new membership structure. Due to a new Federal Trade Commission ruling on negative option memberships and click-to-cancel requirements, we have established one month-to-month membership option. The new ruling prevents auto-renew memberships and allows for members to cancel at any time. The new membership structure still provides discounts for students and seniors.

Rental inquiries come through daily. We have received positive feedback from renters about the extended weekend building hours, reflecting the community's needs and appreciation for the added flexibility. We continue to host numerous community group activities, such as NSSRA's annual Valentine's Day Dance, in the gym on February 14. Additionally, the American Red Cross will be conducting a Blood Drive on February 19. Rental revenue is down compared to last year due to TrueNorth not hosting their staff trainings at the Takiff Center during the 2024-25 school year.

Overall, our daily attendance and season pass sales at Weinberg Ice Rink have seen a slight decrease for the 2024-25 season. This can be attributed to a shorter season and poor weather over the winter break. In the coming weeks, we will closely monitor the weather and continue making every effort to maintain optimal ice conditions.

On January 26, we partnered with the Glencoe Library to host their annual Winter Reading Club skate. Over 30 participants could skate for free by participating in the Glencoe Library Winter Reading Club. We have had this great partnership with the Library for many years.

The season at the Weinberg Family Recreation Center was highly successful, with a significant number of weekend inquiries for hockey games, school skates, family parties, and PTO events. Our staff members also took advantage of the favorable winter weather to book some of their own parties.

Due to the high demand and positive feedback, we are considering extending the rink's operation past the anticipated closing date of February 23, weather permitting. This extension would allow us to continue offering rentals and create a few more weeks of memorable experiences for the community.

Submitted by:
Lisa Sheppard, CPRP
Executive Director

Marketing/Communications Report February 2025

Online Communication

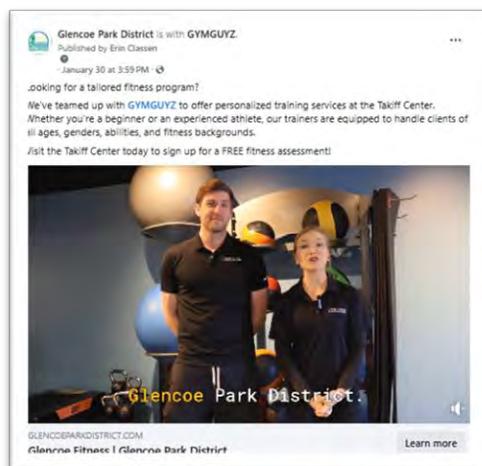
We had 69,000 web events in January. Our most popular pages for the month are Weinberg Family Recreation Center, rink calendar, calendar, and jobs page.

Email Marketing

We sent 7 email blasts to 3,178 email addresses. 72% or 2,246 people opened the emails, with a 5% click rate. The open rate is +3% above the previous 30 days and +4% above the industry average. With the start of the new year, we will now email and text the Friday Update to staff twice per month.

Social Media

During January, we had 31.19K social media impressions, 54% from Instagram, 30% from Facebook, 10% from LinkedIn, and the rest from Google Business profiles/YouTube. We have 7,135 followers across our social media platforms and 1,834 interactions in January (likes/comments/etc).



Our most popular Instagram and Facebook posts in January



LARGE-FORMAT MARKETING

Mural Design For Glencoe Park District's
Early Childhood Doors

Before



Artwork



First place in the Large Format Marketing category for our Early Childhood door murals at the IPRA/IAPD Agency Showcase

Submitted by:
Erin Classen, Superintendent of Marketing and Communications

Community Engagement & Special Events: Nate Van Allen

Date	Event	Attendance
1/10/25	GJHP Skate	100+
1/17/25	Winter Wine Tasting	20
1/17/25	Broomball Event	23
1/20/25	Community Skate	5
1/25/25	Messy Morning	210

The Glencoe Junior High School Project rented the Weinberg Ice Rink for one of their Teen Skate Nights, one of at least two annual events they host at our facility. The following week, the rink held a broomball event exclusively for pass holders.

On January 20, in observance of Martin Luther King Jr. Day, we hosted an open community skate at the ice rink. Attendance was lower than expected due to the extreme cold.

Early Childhood

Messy Morning took place January 25. We had over 200 people in attendance including many new families who experienced their first time at the Takiff Center. Children and families had a great time exploring shaving cream, diving into slime, and throwing confetti.

Our younger friends have enjoyed a new climber in the Tot Gym as our older one was worn. The new one has a bridge that our toddlers love marching over and crawling under.

Children's Circle hired two new part-time staff this month. Our open positions are the full-time Lead Teacher in Starfish and a part-time morning position in Frogs.

Children's Circle Enrollment As of 2/3	2025/26	2024/25	2023/2024	2022/2023	2021/2022
Jellyfish (6 wks. to 15 mon.)	11	9	10	10	10
Frogs (15 mon.-2 yrs old)*	13	12	8	13	14
Turtles (18 mon.-young 2s)*	14	15	15	15	15
Starfish (older 2s)	16	16	16	15	15
Dolphins (3s)	20	20	19	20	19
Belugas (4s)	20	20	20	20	21
Total	94	92	88	93	94

E.L.C. Enrollment As of 1/30	2024/2025	2023/2024	2022/2023	2021/2022	2020/2021
Little Waddlers	4	11	8	-	-
ELC 2s	8	15	12	16	10
ELC 3s	7	8	13	16	11
ELC 4s	5	14	18 (3 waitlist)	18	14
Kindergarten Readiness	16	11	14	19	11
Total	40	59	65	69	46

*ELC 3's and 4's will be combined into one class for 2024/2025 school year.

Facilities and Youth-Adult Programming: Ashley Martinez, Shannon Stevens, Andrew Valett, Adam Wohl, Susie Yavorskiy

Youth/Teen Camps <i>As of 1/31</i>	Enrollment			Projected Revenue		
	2025	2024	2023	2025	2024	2023
Sun Fun	124	130	130	\$252,010	\$282,541	\$261,593
Camp Adventure	105	79	38	\$230,749	\$167,699	\$70,631
Action Quest	102	118	42	\$188,534	\$182,915	\$44,118
CIT-Full Day	16	30	9	\$18,932	\$31,032	\$9,943
Summer's End	60	64	40	\$26,872	\$27,300	\$16,210
Game On! Sport Camp – Girls	359	307	66	\$272,745	\$200,480	\$146,518
Finish Strong Camp – Boys (New)	259	-	-	\$457,205	-	-
Aquatics & Sailing	75	129	114	\$88,639	\$133,096	\$123,532
Total	1,110	867	444	\$1,545,926	\$1,034,763	\$677,670

Kids Club <i>As of 1/31</i>	Enrollment		
	2024-25	2023-24	2022-23
AM Kids Club	19	24	18
PM Kids Club	94	65	55
Total	113	89	73

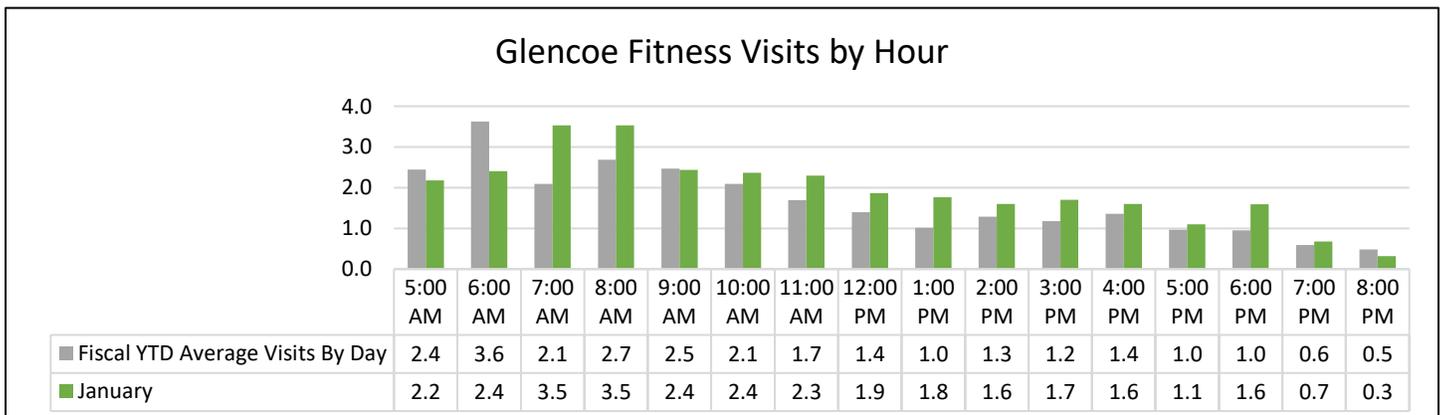
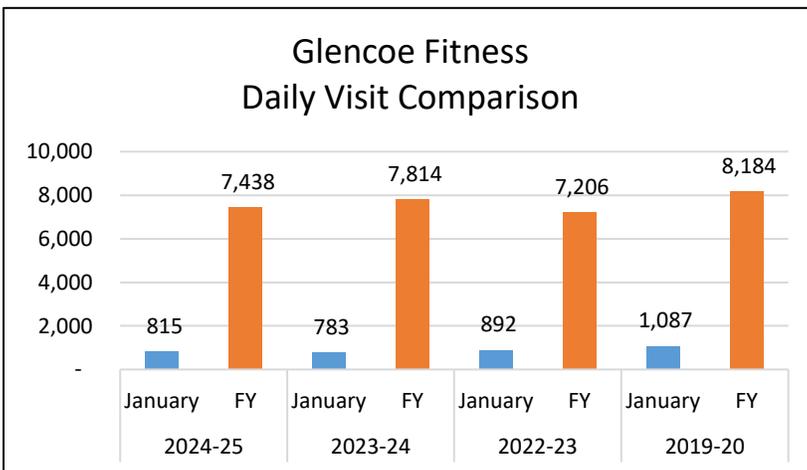
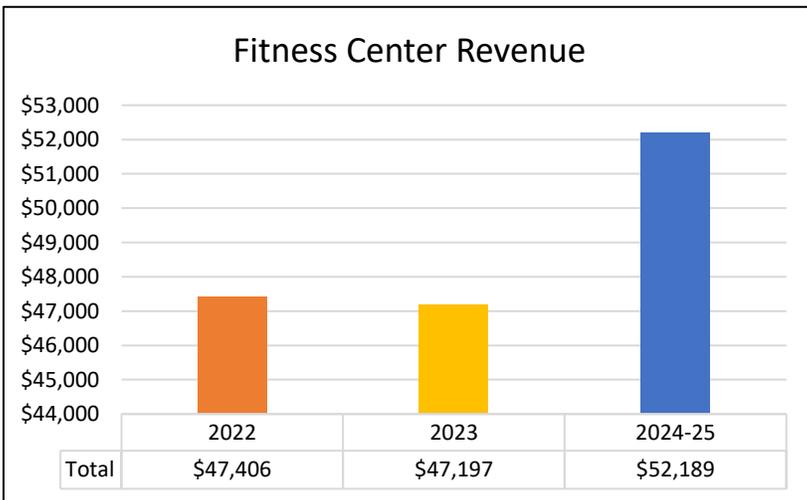
School Day Off Program

Our team is preparing for three upcoming School Day Off programs this month. On Friday, February 14 our participants will take a field trip to Gurnee Mills for Build-a-Bear activities. On Monday, February 17 and Tuesday, February 18, our participants will be engaged in winter games, ice skating, and a fun day of crafting with Kim Bloomberg. To accommodate some of our children on the waitlist, Susie and Andrew have teamed up with Hot Shots to offer an alternative sports camp for interested families.

School Day Off <i>As of 1/31</i>	Enrollment			Revenue			# of Dates		
	2024-25	2023-24	2022-23	2024-25	2023-24	2022-23	2024-25	2023-24	2022-23
Fall Days Off	313	69	271	\$22,528	\$4,814	\$18,184	5	2	6
Thanksgiving Break	191	123	140	\$13,558	\$8,651	\$9,902	3	3	3
Winter Break 2024	96	84	62	\$22,930	\$23,024	\$17,200	8	8	8
Winter Days Off 2025	207	80	75	\$15,541	\$4,600	\$5,082	4	2	3
Total	807	356	473	\$74,557	\$41,089	\$50,368	20	15	20

House Basketball <i>As of 1/31</i>	Enrollment			Revenue		
	2024-25	2023-24	2022-23	2024-25	2023-24	2022-23
Girls House Grades 1-6	51	66	90	\$16,417	\$17,977	\$24,464
Boys House Grades 1-6	125	131	142	\$40,055	\$36,839	\$37,138
Total	176	197	232	\$56,472	\$54,816	\$61,602

Glencoe Fitness – Andrew



New Personal Training Provider

We are also excited to introduce GymGuyz, a new contracted personal training opportunity. GymGuyz offers a diverse team of certified trainers, providing customized fitness solutions. As part of this launch, we are offering a free assessment, allowing members to tour the fitness center and discuss their fitness goals. Since its launch on February 1, several members have already expressed interest, marking a promising start to this partnership.

Fitness Classes

In January, fitness class participation increased, with 215 participants, the highest in six months. This marks a 20% increase from December (179 participants) and a nearly 90% increase from August (114 participants).

The total number of classes offered rose to 37, the highest in this period. This expansion contributed to greater community engagement, despite the average participants per class dropping slightly to 5.8, compared to 7.5 in December and November.

Fitness Class Participation Month - January	Jan	Dec	Nov	Oct	Sept	Aug
Total Fitness Class Participants	215	179	172	185	188	114
# Total Classes Offered in month	37	24	23	33	33	27
Average Participants/class in month	5.8	7.5	7.5	5.6	5.7	4.2
# Total Classes Offered per week	9	7	7	9	9	9
Average Participants/class per week	23.9	25.6	24.6	20.6	20.9	12.7

Facility Rentals – Ashley

Takiff Center Rentals As of 2/4	2024-25	2023-2024	2022-2023	2019-20
Revenue	\$81,861	\$105,972	\$78,334	\$69,455

Weinberg Family Recreation Center – Shannon

Ice Rink Pass Sales As of 1/31	2024-25		2023-24		2022-23	
	# Passes	Revenue	# Passes	Revenue	# Passes	Revenue
Resident	813	\$53,658	959	\$60,423	1,048	\$62,880
Non-Resident	401	\$52,998	453	\$57,078	325	\$39,000
Guest Pass	205	\$10,250	204	\$10,233	142	\$7,125
Total	1,419	\$116,906	1,616	\$127,734	1,515	\$109,005

Daily Attendance As of 1/31	# Visits		Revenue	
	2024-25	2023-24	2024-25	2023-24
Resident (\$12)	302	348	\$3,624	\$4,176
Non-Resident (\$20)	601	689	\$12,020	\$13,780
Ice Rink Pass	4,118	4,891	-	-
Total	5,021	5,928	\$15,644	\$17,956

Appendix B

We have about 3 more weeks of class this season and the instructors are working on preparing evaluations for our students. We still have slightly decreased enrollment and revenue, but we reduced class offerings to twice a week from three times.

Skating Classes <i>As of 1/31</i>	Enrollment			Revenue		
	2024-25	2023-24	2022-23	2024-25	2023-24	2022-23
Tot Learn to Skate	112	120	161	\$13,714	\$14,384	\$19,236
USFS Skating	95	117	182	\$11,302	\$14,678	\$21,919
Minor Hawks	23	22	39	\$2,687	\$2,485	\$5,017
Winter Break	46	43	59	\$4,425	\$3,816	\$4,807
Total	276	302	441	\$32,128	\$35,363	\$50,979

Ice Rink Rentals <i>As of 1/31</i>	2024-25	2023-2024	2022-23
Room Rentals	\$11,674	\$10,426	\$8,944
Studio Rink	\$13,349	\$15,102	\$19,176
Main Rink	\$60,685	\$61,347	\$62,762
Total	\$85,708	\$86,875	\$90,882

**VII. Action Item A:
Approval of Berlin Batting Cage Replacement
Proposal**

Glencoe Park District
February 2025 Board Meeting

MEMORANDUM

TO: Board of Park Commissioners
CC: Lisa Sheppard, Executive Director
FROM: Kyle Kuhs, Director of Parks and Planning
SUBJECT: Midwest Field Solutions Berlin Batting Cage Replacement Proposal
DATE: February 10, 2025

At the October 15, 2024, Regular Board Meeting, the Board and staff discussed GBSA's interest in donating a replacement of the existing batting cage at Berlin Park to the District. The board was in favor of moving forward with this work with the following conditions:

- The batting cage must remain a single tunnel structure
- The batting cage must have the ability to be removed seasonally
- The batting cage will remain an amenity that is fully open and accessible to any and all park patrons
- GBSA must agree to fully fund/reimburse the district for all costs related to this work
- GBSA must provide a 50% payment to the park district prior to construction and 50% post-construction
- The above stipulations will be written into the GBSA 2025/2026 affiliate agreement signed by GBSA President and Glencoe Park District Executive Director

Subsequent to this board discussion, staff engaged with Midwest Field Solutions for a proposal for this work. After finalizing construction specifics meeting the requirements above, staff presented the final proposal to GBSA for their board review and acceptance, and the terms were included in the GPD/GBSA 2025/2026 agreement. Staff included this work in the FY 2026 budget presentation to the Board on February 4, 2025.

Midwest Field Solutions specializes in this work, including recent ballfield renovations for the Glencoe Park District in 2024 and similar batting cage construction at: Elmhurst Park District, Western Springs Park District, and Maine South High School. Midwest Field Solutions is also a member of the TIPS cooperative purchasing program, which has already publicly bid out these services. Midwest's proposal for this work is \$50,825.00, which includes a 5% discount (\$2,675).

Staff will look to line this work up as soon as reasonably possible. Given that the cage location remains the same with a similar footprint and is out of the ballfield play area and away from other major amenities, there should be little impact to programs and park activities during this construction.

Recommendation:

Approve the acceptance of Midwest Field Solutions' proposal for batting cage replacement in the amount of \$50,825 and will be fully reimbursed to the Park District by GBSA, as presented

Attachments:

Midwest Field Solutions Proposal
Photos of existing conditions and comparable projects

Berlin Batting Cage Replacement Proposal

Batting Cage Location:



Current Condition:



Single Tunnel Cages:





**GLENCOE PARK DISTRICT
BERLIN FIELD BATTING CAGE INSTALLATION**

MISSION

At Midwest Field Solutions, we build and revitalize athletic field infrastructure with an emphasis on safety, playability, and customized solutions to ensure a better foundation for your athlete's development.

CHRIS NIELSEN

Business Development



Proposal – Acceptance

January 21, 2025

Berlin Park

692 Greenwood Ave
Glencoe, IL 60022

Repairs to Baseball Field	Cost:
<p><i>*Park District staff responsible for watering</i> <i>*Irrigation heads to be marked out by park district staff and irrigation shut off during time of construction</i> <i>*Irrigation repairs will be billed separately at time and materials</i> <i>*Pricing reflects all work being accepted – proposal may be modified per owner request</i></p>	
<p>1. Preparation Work and Demo Existing Batting Cage <i>*Prior to installation park district/affiliate to remove any L-screens or equipment or they will be removed</i></p> <ul style="list-style-type: none"> ○ Remove in entirety and haul ○ Footings to be removed and hauled ○ Backfill holes with material excavated onsite from batting cage install ○ All netting and hardware to be hauled 	\$2000.00
<p>2. Batting Cage Installation <i>*Midwest Field Solutions to provide permitting</i> <i>*Midwest Field Solutions to provide stamped engineering plans for the following project</i></p> <ul style="list-style-type: none"> ○ Single Tension Softball Batting Tunnel with ground sleeves ○ Installed facing East/West in existing batting cage location ○ Excavate and haul base approx. 8” depth of excavation ○ Install up to 50 tons of CA6 as base grade and compact ○ Frame and pour 4000 psi concrete base ○ Prep pole installation area for excavation ○ Excavate for footings and set concrete forms ○ Auger (4) 24” wide and 7’ depth holes to install ground sleeves with direct embedment, allow to cure ○ Black weather treated poles, 14’ long x 8” OD with .322 Wall to be installed in ground sleeves ○ (5/16”) 1 x 7 Galvanized guy strand cable secured to the top of each pole utilizing (10”) galvanized oval eyebolts and hardware ○ Install 4000 psi concrete foundations ○ Allow concrete to cure prior to installing netting ○ Black nylon (#36) 1-3/4” mesh, weather treated with rope borders on the square netting ○ Netting secured to cables with spring loaded snaps and weather treated twine ○ Backfill worked areas, remove and haul all spoils ○ Provide and install low pile padded artificial turf per manufacturer spec with adhesive to new concrete 	\$51500.00



This contract is for completing the job as described above. This contract is valid for 30 days. All work is to be completed weather permitting. It is based on Midwest Field Solutions' (MFS') evaluation and does not include material increases or additional labor and materials which may be required, should unforeseen problems or adverse conditions arise after work has started. All employees can be paid at prevailing wage. Deposit required upon approval of contract before work will commence. This contract is based on the assumption that the job site is built according to normal construction standards - in the event any unforeseen circumstances or conditions should exist, there may be delayed lead times and/or additional charges to complete work. Any accessibility restraints and/or material staging requirements may incur additional fuel and labor surcharges. This proposal reflects material and labor estimates at date of proposal. Site meeting consultations must be schedule in advance. MFS' production schedule is based upon signed contract agreements with required deposit in the order received. It is the customer's responsibility at the time of contract execution to ensure MFS' production lead times meet customer's project deadline expectations. MFS is not liable for unavoidable dust/silt, noise, exhaust, fumes, vapor, and material staging associated with this project. If it is necessary for MFS to work on/access a neighboring property, it is assumed customer has obtained permission and it has been granted. If the city, village, or local municipality requires additional work or permitting that is not covered under our scope of work on the contract, customer understands there may be additional charges. MFS reserves the right to cancel contract, restore jobsite, and refund deposit if unknown factors or conditions are discovered over course of installation. The customer is responsible for procuring all permits and licenses required to complete the job. In the event additional permits or licenses are required, all costs will be passed on to the customer. The project cost shown is for normal earth drilling only. If we encounter rock, water, or very poor soil conditions prior to reaching the necessary depths there will be an additional charge This contract is based upon input from the customer, it is possible there may be additional issues on this jobsite that are not included in the scope of work quoted herein. MFS will be allowed to reference this contract/jobsite, customer branding/logos, and have the ability to take photographs/video recordings in use for promotional purposes. No action may be maintained against MFS for an amount greater than the amount paid to MFS under this agreement. Contract is subject to the approval of the president of Midwest Field Solutions. Customer will be billed upon completion with a due date within 10 business days. Any payments past due 30 days subject to 5% interest in addition to collections cost and attorney fees.

TOTAL	\$53500.00
Pricing with TIPs Co-Op less 5%	\$50825.00
Deposit for materials, staging and handling	\$20000.00
Due upon Completion	\$30825.00

By:	Chris Nielsen		Date:	01/21/2025a
Accepted By:			Date:	

www.midwestfieldsolutions.com



VII. Action Item B:
Approval of Agreement with Upland Design,
LTD for Design Services or Glencoe Beach
Playground and Spray Feature

Glencoe Park District
February 2025 Board Meeting

MEMORANDUM

TO: Board of Park Commissioners
FROM: Lisa Sheppard, Executive Director; Kyle Kuhs Director of Parks and Planning
SUBJECT: Upland Design Ltd. Agreement for Glencoe Beach Playground & Spray Feature
DATE: February 5, 2025

At the February Committee of the Whole meeting, the Board reached a consensus to advance for approval an agreement with Upland Design Ltd. for the Glencoe Beach Playground and Spray Feature design services in the amount of \$68,860, which includes services from community input through construction. The \$68,860 value represents 7.5% of the budgeted construction cost, which falls in line with industry standards and comparable projects.

Recommended Action: Approval of the agreement with Upland Design Ltd. for the Glencoe Beach Playground and Spray Feature design services in the amount of \$68,860 as presented.



Glencoe Beach Playground & Water Feature Planning January 24, 2025 **Glencoe Park District**

Project Overview: Glencoe Beach is a favorite spot and well used during the summer season for swimming and boating. The Glencoe Park District would like to renovate the children's playground and spray feature located at the beach in 2026 with a projected construction budget of \$825,000. To plan for this future work, the Park District would like to develop a concept plan and cost estimate that meets the Glencoe community's needs in 2025.



Project Scope

Upland Design Ltd proposes assisting the Glencoe Park District develop a concept plan and cost estimate for the renovation of the playground and water spray feature at Glencoe Beach Park. Two public meetings will be held to garner community input which will assist in guiding the design. Cost estimates will be developed with each option so that the project can be incorporated into future capital budgets. Construction documents, permitting, bidding and construction administration are also included in this proposal. It is planned to have the water feature or features drain to waste and not be a recirculating system which would require additional infrastructure, maintenance, and State of Illinois IDPH permitting. The project is to be implemented through public bidding and construction by a contractor.

PHASE I – Public Engagement and Concept Planning

Site Base Plan: The Park District will provide a current topographic survey of the area including utilities. This will be used as the base file for the project planning. If past high and low water elevations are known, these will be shared. Any additional base information the Park District has will be shared and reviewed, including past as-built documents, utility plans, current water usage, and any anecdotal user opinions.

Site Visit & Kick-Off Meeting: A kick-off meeting and initial site visit will be scheduled with Park District staff. Project goals and an official timeline will be discussed as part of the meeting and photos will be taken for design reference.

Site Analysis: A review of the existing conditions and base plan will be completed in order to analyze visible existing conditions that will impact project planning. A review of the existing mechanical systems with Park District staff will take place.

Idea Images: The design team will put together idea images of amenities and support elements for the playground and water play area. These will be shared with the Park District staff in a virtual meeting to get input and guidance. In addition, we will talk with the District about surfacing, maintenance and other issue for playgrounds/water features in beach settings. We will then create idea boards and a survey for the first public meeting.



Public Meeting # 1: The Park District will host an open house, and Upland will bring the idea boards and the survey. We will present the boards and answer questions from the community in an open format to allow all to share.

Online Input and Summary: The idea images can be shared in an online survey placed on the Park District's web site. Upland will prepare the online survey and share a link for the Park District to share via email, social media and the web site. Once the survey is closed, we will prepare a summary of the input.

Concept Planning: Based on the Park District goals, site analysis and public input, Upland Design will prepare two (2) black and white concept layouts for the renovated playground and spray area. The concepts will include plan views, three dimensional images, and photos of proposed elements. A cost estimate for each concept and calculations of anticipated water flow per season for each concept will be prepared.

Park District Review Meeting: The concept plans, images and cost estimates will be reviewed with Park District staff. Based on the input, Upland Design will make any changes directed by the District to the concepts. (virtual meeting)

Updated Options: The updated options and costs will be emailed to the Park District for review prior to color rendering. Final adjustments will be made prior to the second public open house.

Public Meeting # 2: The Park District will host a second public meeting. Upland will prepare color rendered boards of the two concepts along with three-dimensional color images of the playground equipment and water features. We will present the plans and welcome questions from the community in an open format. A written survey will be shared with the community to allow them to choose their favorite concept and favorite items within each concept.

Online Input and Summary: The concepts can also be shared on the District's web site. An online survey prepared by Upland will allow the entire community to give input. A summary of all the input will then be prepared once the online survey is closed. In addition, a recommendation to move from two options to one final concept will be shared with the Park District.

Preliminary Master Plan: Based on the input shared, we will discuss the best options for moving the two plans to one final master plan with the Park District. A preliminary master plan will then be prepared with updated three-dimensional images and cost estimate.

Park District Review: The updated plans, 3-D images and cost estimate will be shared at a virtual meeting with the Park District. Final input will be given and adjustments made.

PHASE II: Construction Documents, Permitting, and Bidding

Construction Documents: Based on the approved concept plans, the Upland Design team will prepare a set of construction plans, specifications and bid proposal for public bidding. Construction documents will address the following:

- Existing Conditions and Removals
- Layout and Dimensioning
- Utility Plan: Water and if needed, electrical
- Site Amenity List
- Grading, Drainage, and Erosion Control
- Construction Details

The specifications will cover each area of construction. A review meeting at 50% and 90% complete construction documents will take place with Park District Staff. An updated estimate of construction costs will be updated for each review meeting. Comments from the meetings will be incorporated into the documents. (2 meetings- 1 in person and 1 virtual meeting)

Permits: The design team will prepare a Village of Glencoe building permit submittal, ERA will review and stamp the drawings and the Park District will sign the permit application. We will submit the permit, and our team will reply to permit comments and update plans as necessary (two permit responses are included).

An MWRD letter requesting permit determination will be submitted as part of the permit process. A stormwater permit is not expected for this project, and if that changes an optional fee is listed in the fee section of the proposal.

The elevation of the current playground and water feature are above the elevation where Corp of Engineer Permits (USACE) IDNR-OWR or IEPA would be required. Since the disturbed area is less than one acre, an IEPA NOI permit is not required. Permit costs, if any, will be paid by the Park District. If the project scope expands or it is later found that additional permits are required, additional professional scope and associated fees will be discussed with the Park District.

Bidding: The bid documents will be distributed through an online plan room who will provide both digital and paper copies as requested by bidders. Upland Design will contact contractors with an invitation to bid. The Park District will place the legal ad in a local paper and perform any other procedure as required by local purchasing policies. Upland Design will be available to answer questions during bidding, will be present check bids for math accuracy, check references, and review the bids with staff. A letter summarizing bidding will be written for the Board review. (1 meeting)

Construction Contracts: If the Park District desires, Upland Design Ltd will prepare a standard construction contract for the project incorporating the bid documents. These will be sent to the contractor for signature and bonds, and then on to the Park District for signature.

PHASE III: Construction Administration

Upon award of a contract, Upland Design and our design team will make sixteen (16) total site visits during construction. Park District staff will make additional site visits during construction. In addition, our team will assist with the following:

- Attend Sixteen (16) Construction Observation Site Visits and Prepare Reports
- Contractor submittals and pay applications will be reviewed by Upland Design Ltd prior to forwarding to the Park District.
- Certified Payroll will not be reviewed or retained by Upland Design Ltd.
- At project completion, a walk through with District staff to develop a punch list will be completed. Review and assist with contractor field orders, change orders and clarifications
- Review and comment on contractor provided closeout documents including warranties, manuals, and as-built drawings

The Firm shall have the authority to act on behalf of the Owner only to the extent provided in this Agreement. The Firm shall not have control over, charge of, or responsibility for construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the construction work, nor shall the Firm be responsible for the Contractor's failure to perform the construction work in accordance with the requirements of the Contract Documents.

Professional Fees

The following lump sum professional fees will be paid for the work described herein for professional services by Upland Design Ltd and Engineering Resource Associates.

Phase I: Concept Planning and Public Engagement	\$ 14,600
Phase II: Construction Documents, Permitting & Bidding	\$ 35,760
Phase III: Construction Administration	\$ 18,500
Total Professional Fees	\$ 68,860

Reimbursable Items: Reimbursable items include plotting and printing of drawings, tolls, foam core boards, and delivery of plans/documents at the direct cost to Upland Design Ltd, and mileage reimbursement at the current IRS reimbursement rate.

Optional Stormwater Permit Application: The design team does not believe a stormwater permit will be required. If that changes, an optional fee of \$2,200 can be added for those additional services.

Optional Park Board Meeting: If desired, Upland Design will attend a Glencoe Park District Board meeting to present the proposed concept plan and cost estimate. This would include a review of the design process along with highlights of the final plan elements. Optional Preparation and Meeting Attendance: \$1,100

Project Timeline: A timeline will be prepared with input from the Park District. The general goal is to undertake Phase I and Phase II in 2025 with Phase III to take place in 2026.

**AGREEMENT BETWEEN CLIENT and FIRM
FOR PROFESSIONAL SERVICES
GLENCOE BEACH PARK PLAYGROUND & WATER FEATURES RENOVATION
GLENCOE PARK DISTRICT**

Glencoe Park District

999 Green Bay Road

Glencoe, IL 60022

Phone: 847.835.3030..... The Client

And

Upland Design Ltd

24042 Lockport Street, Suite 200

Plainfield, IL 60544

Phone: 815.254.0091..... The Firm

Client and Firm agree as set forth below:

1. Firm's Basic Services

The Firm agrees to provide its professional services in accordance with generally accepted standards of its profession. The Firm agrees to put forth reasonable efforts to comply with codes, laws and regulations in effect as of the date of this contract. **See proposal for description of Professional Services.**

2. Excluded Services

Scope of services set forth on page 1-4 is included in this agreement. Excluded services include but are not limited the following: Hydrologic/hydraulic modeling the floodplain/floodway, engineering of any kind, wetland mitigation, archeological services, environmental testing, subsurface conditions and material testing, boundary survey, topographic survey, soil borings, construction layout; construction scheduling; construction work; work-site safety, labor negotiations, permit fees, meetings, tree survey, tree preservation plans, irrigation plans or court appearances as part of these services.

Hazardous Materials: The scope of the Firm's services for this Agreement does not include any responsibility for detection, remediation, accidental release, or services relating to waste, oil, asbestos, lead, or other hazardous materials, as defined by Federal, State, and local laws or regulations.

3. Construction Phase Services

The Firm shall have the authority to act on behalf of the Owner only to the extent provided in this Agreement. The Firm shall not have control over, charge of, or responsibility for construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the construction work, nor shall the Firm be responsible for the Contractor's failure to perform the construction work in accordance with the requirements of the Contract Documents.

4. Firm's Insurance

Firm carries a minimum of the following insurance:

General Liability: \$1,000,000 each occurrence

Automobile Liability: \$1,000,000

Worker's Compensation: \$500,000

General aggregate: \$2,000,000

Umbrella Liability: \$2,000,000

Professional Liability: \$2,000,000

5. Client Responsibilities

The Client has designated **Lisa Shepard, Executive Director**, as the contact person for this project. The Firm will direct correspondence and information to the contact person. The Client will provide pertinent information to the Firm in a timely manner so as not to hinder or delay the Firm performing their work in a timely and cost-effective manner throughout the project. The Client agrees to provide Firm with existing base information for the site and will assist the Firm with obtaining other information as requested. The Firm will rely on this information, without liability, on the accuracy and completeness of information provided by the Client. The

Client agrees to advise Firm of any known or suspected contaminants at the Project Site and the Client shall be solely responsible for all subsurface soil conditions.

Right of Entry: When entry to property is required for the Firm and/or sub-consultant to perform its services, the Owner agrees to obtain legal right-of-entry on the property.

6. Project Schedule

The Firm shall render its services as expeditiously as is consistent with professional skill and care. During the course of the Project, anticipated and unanticipated events may impact any Project schedule. The Firm will attempt to make the Client aware of events that will impact the Project schedule.

7. Compensation and Payments

The Client shall pay to the firm the following lump sum of \$68,860 for the work described herein. Reimbursable Expenses: Firm will bill direct non-payroll expenses at cost plus 0%. Examples of expenses include printing, boards, plans and handouts, postage and delivery. Mileage and tolls will be billed at current IRS rates.

2025 Hourly Billing Rates:

Principal Landscape Architect	\$	258.00
Project Manager/Sr. LA	\$	198.00
Landscape Architect	\$	171.00
Landscape Designer II	\$	160.00
Landscape Designer	\$	152.00
Construction Administrator	\$	152.00
Admin or Document Technician	\$	101.00
Intern	\$	78.00

Firm shall submit request(s) for payment to the Owner. Payment requests shall be made monthly for that portion of the project that has been completed. The Owner agrees to make the requested payment within 30 days of submission of each payment request.

Additional Information:

- a) At the request of the Owner, additional meetings or work may be added at the professional service rates listed herein.
- b) No additional work shall be added to the contract without authorization from the Owner.

8. Suspension or Termination of Services

If the Client in good faith determines that the Firm prosecutes or fails to prosecute its work in such manner as to hinder or delay the completion of the project, the Client may serve written notice to the Firm setting forth any complaint about Firm's performance of its work. The Firm shall have seven (7) days from receipt of such written notice in which to take corrective action. If the Firm fails to take appropriate corrective action within said seven (7) day period, the Client may exercise the following remedies:

- a. Terminate the Firm's services by a written notice effective on the date such written notice is served on the Firm; and,
- b. Order the remaining necessary work be done by another Firm, if desired.
- c. If the Client in good faith exercises the above remedies, Client shall be responsible to pay the Firm only for the work performed prior to termination of the contract. The above remedies shall be Client's sole and exclusive remedies in the event the Client terminates the Firm's services under this provision.
- d. The Firm may terminate this Contract upon seven (7) days' written notice. If terminated, Client agrees to pay the Firm for all Basic and Additional Services rendered and Reimbursable Expenses incurred up to the date of termination. Upon not less than seven (7) days' written notice, Landscape Architect may suspend the performance of its services if Client fails to pay the Firm in full for services rendered or expenses incurred. The Firm shall have no liability because of such suspension of service or termination due to nonpayment.

9. Indemnification

The Firm agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Client up to the amount of this contract fee for services from loss and expense, including reasonable attorneys' fees, to the extent caused by Firm's negligent acts, errors or omissions in the performance of the work under this Contract. Firm shall not be liable for special, incidental or consequential damages, including, but not limited to loss of profits, revenue, use of capital, or for any other loss of any nature, whether based on contract, tort, negligence, strict liability or otherwise, by reason of the work done under this Contract. The Client agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Firm from any damage, liability or cost, including reasonable attorneys' fees and costs of defense arising from this project, to the extent caused by the Client's negligent acts, errors or omissions and those of its other Firms, sub-consultants or consultants (whether or not the Client is legally liable for them) or anyone for whom the Client is legally liable. In the event of joint or concurrent negligence, Firm shall bear only that portion of the loss or expense that its share of the joint or concurrent negligence bears to the total negligence (including that of the third parties) which caused the personal injury or damage.

10. Limitation of Liability

In any event, in recognition of the relative risks and benefits of the project, the Client and the Firm have allocated the risks such that the Client agrees that to the fullest extent permitted by law, the Firm's total aggregate liability to the Client for any and all injuries, claims, costs, losses, expenses, damages of any nature whatsoever or claim expenses arising out of this Contract from any cause or causes, including attorney's fees and costs, and expert witness fees and costs, shall not exceed the total Firm's fee for the work rendered on this project.

11. Dispute Resolution

Client and Firm agree to mediate claims or disputes arising out of or relating to this Agreement as a condition precedent to litigation. The mediation shall be conducted by an agreed upon mediation service acceptable to the parties. A demand for mediation shall be made within a reasonable time after a claim or dispute arises and the parties agree to participate in mediation in good faith. Mediation fees shall be shared equally. In no event shall any demand for mediation be made after such claim or dispute would be barred by the applicable law.

12. Ownership of Documents

Copies of the final documents may be retained by the Client at the completion of the project for their records in both print and digital PDF versions. All instruments of professional service prepared by the Firm, including, but not limited to, drawings and specifications, are the property of the Firm, and these documents shall not be reused on other projects without Firm's written permission. Any reuse or distribution to third parties without such express written permission or project-specific adaptation by the Firm will be at the Client's sole risk and without liability to the Firm or its employees, and subcontractors. Client shall, to the fullest extent permitted by law, defend, indemnify, and hold harmless Client from and against any and all costs, expenses, fees, losses, claims, demands, liabilities, suits, actions, and damages whatsoever arising out of or resulting from such unauthorized reuse or distribution. The Firm reserves the right to include representations of the Project in its promotional and professional materials.

13. Governing Law

This Agreement is governed by the laws of the State of Illinois.

14. Entire Agreement and Severability

This Agreement is the entire and integrated agreement between Client and the Firm and supersedes all prior negotiations, statements, or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both Client and Firm. In the event that any term or provision of this agreement is found to be void, invalid or unenforceable for any reason, that term or provision shall be deemed to be stricken from this agreement, and the balance of this agreement shall survive and remain enforceable.

15. No Assignment

Neither party can assign this Agreement without the other party's written permission.

16. Expiration of Proposal

If this agreement is not accepted within 120 days, the offer to perform the described services is withdrawn and shall be null and void.

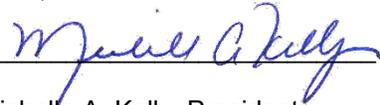
IN WITNESS WHEREOF, the parties hereto have executed this agreement this ___ day of _____, 2025.

Glencoe Park District
999 Green Bay Road
Glencoe, IL 60022

Sign: _____

By: _____

Upland Design Ltd
24042 Lockport St., Suite 200
Plainfield, IL 60544

Sign: 

By: Michelle A. Kelly, President
Upland Design

**VII. Action Item C:
Approval of Agreement with Wight and Co.
for Design Services for Glencoe Beach Phase
One and Two**

Glencoe Park District
February 2025 Board Meeting

MEMORANDUM

TO: Board of Park Commissioners
FROM: Lisa Sheppard, Executive Director; Kyle Kuhs Director of Parks and Planning
SUBJECT: Wight and Company Design Agreement for Glencoe Beach Phase 1 and 2
DATE: February 5, 2025

At the February Committee of the Whole meeting, the Board reached a consensus to advance for approval an agreement with Wight and Company for the Glencoe Beach Phase 1 and 2 design services in the amount of \$187,500 which includes services from community input through construction. Phases 1 and 2 include: the boardwalk, sun shelters, trellis, boat storage and Safran Beach Hose interior renovations. The \$187,500 value represents 7.5% of the budgeted construction cost, which falls in line with industry standards and comparable projects.

Recommended Action: Approval of the agreement with Wight and Co. for Glencoe Beach Phase 1 and 2 design services in the amount of \$187,500 as presented.



November 21, 2024

Revised: November 22, 2024

Mr. Kyle Kuhs
Director of Parks and Planning
Glencoe Park District
999 Green Bay Road
Glencoe, IL 60022

Beach Improvements: Final Design and Engineering Services Professional Services Proposal

Dear Mr. Kuhs:

Wight & Company (Wight) is pleased to submit this proposal to you and the Glencoe Park District (GPD) to provide full design and engineering services for your beach improvements. This proposal includes:

PROJECT UNDERSTANDING
APPROACH
SCOPE OF SERVICES
SCHEDULE
COMPENSATION
TERMS & CONDITIONS

PROJECT UNDERSTANDING

First, congratulations on passing your referendum in November! It's clear from the results that the Park District's perseverance and thoughtful community engagement was critical to the success of the referendum. We appreciate the opportunity to be a part of your initial conceptual design phase and look forward to the opportunity to be your partner through construction. Based on the inspiration plans, GPD has allocated \$2.5M of the \$14.7M towards the beach improvements including the following:

- Safran Beach House (interior improvements including restroom and shower upgrades, trellis/roof replacement)
- Glencoe Beach Boardwalk (concrete boardwalk, sun shelter and site furnishings)
- Perlman Boating Beach (storage and lockers)
- Playground/Splash Pad (BY OTHERS)

APPROACH

For this assignment, architecture, landscape architecture, civil engineering, electrical engineering, mechanical engineering, structural engineering, fire protection and cost estimating, from concept

refinement through construction administration, will be provided as a part of our base design services by Wight's in-house personnel. Our design team will be led by Project Manager Matthew Duggan, Lead Designer Ania Szulc and Landscape Architect Patty King.

SCOPE OF SERVICES

Wight proposes to provide the following services outlined in the Project Understanding through the Scope of Services. Scope of Services are based on the initial concepts prepared in March 2024.

Program Review, Budget, Confirmation, and Schematic Design

The primary focus of this phase will be to review and translate the initial project program requirements and concept design into a workable design solution while confirming allocated budget. We will engage in various meetings with GPD staff and administration for refinement of concept, and to understand the existing conditions. At the conclusion of this phase, we will have the following deliverables for review and approval:

- Community Input Meeting #1 (Visioning)
- Review and finalize program.
- Schematic site and floor plan showing dimensions.
- Narrative describing proposed building systems: site development, exterior wall and roof construction, interior materials, structural, mechanical, electrical, plumbing and fire protection systems.
- Initial building code review.
- Initial research into requirements of local municipal authorities having jurisdiction.
- Community Input Meeting #2 (Design Review)
- Conceptual Cost Estimate/Budget Confirmation

Design Development

The primary focus of our Design Development phase is to build further detail from the Schematic Design. At the conclusion of this phase, we will have the following deliverables for review and approval:

- Site plan and floor plan layouts to scale.
- Diagrammatic layouts that illustrate structural, mechanical, electrical and plumbing systems.
- Outline specifications to identify major systems and their level of quality.
- Cost Estimating Services

Construction Documents

After written approval of the Design Development, Wight will complete the requirements for the work that is set forth in detail and assembled into the final Contract Documents. All documents will be prepared to the necessary level to allow for permitting approval, bidding and construction of the project scope. We will prepare the project manual with all the technical specifications, and coordinate with the GPD to incorporate the supplemental conditions and any standard front-end bidding forms and documents. For this proposal, we assume the project will be bid on and permitted in one package.

- The architectural, structural, mechanical, electrical and plumbing design will be modeled utilizing Revit BIM Software. The civil, landscape, and other specialty discipline design will not be modeled, but will be incorporated into the complete electronic documentation.
- Prepare/Update Cost Estimates for each milestone review

Permitting and Bidding

During this phase, we will work with the GPD and the Construction Manager to provide services associated with permitting and bidding. This proposal assumes one single bid package:

- Assist the GPD in the acquisition of permits.
- Participate in up to one (1) public meeting associated with zoning and planning review processes.
- Issue drawings and specifications to the Construction Manager for competitive bidding.
- Attend pre-bid meetings conducted by the Construction Manager or assist the GPD in conducting one (1) pre-bid meeting.
- Address Requests for Information and distribute any necessary addenda or clarifications throughout the bidding process.
- Attend meetings with Planning and Zoning. If required by the Village, attendance of special use or appearance review meetings will be an additional service (fee to be determined based on required meetings).

Construction Administration

Throughout the construction process we will perform the standard professional services including the following:

- Site visits for field observation and job site meeting to become familiar with and to keep the owner informed about the progress and quality of the portion of the work completed, to occur biweekly during construction to coincide with Owner/Architect/Construction Manager Meetings. Construction phase is anticipated to be three (3) months.
- Wight's designated MEP/FP Engineer representative will perform up to three (3) site visits throughout the construction process to review progress and conformance with the documents.
- Wight will review Construction Manager's summary application for payment to evaluate whether the work has progressed to the point indicated in the application. For this project, the Construction Manager (not the Architect) will collect, and review submitted lien waivers for material and services subject to the certificates for payments and that each trade contractor is entitled to payment in the amount certified.
- Review of contractor's submittals, including shop drawings, product data and samples for conformance with the contract documents (up to two (2) reviews of each submittal – one (1) initial review and up to one (1) resubmittal review).
- Provide responses to Requests for Information (RFI's) related to interpretation of the contract documents.
- Perform up to two (2) Substantial Completion inspections and prepare a punch list for work to be completed and corrected.
- Assist the GPD and Construction Manager in closing out the project.
- Upon request of the Owner, and prior to the expiration of one (1) year, eleven (11) months from the date of Substantial Completion, the Architect shall, without additional compensation, conduct a meeting with the Owner and Construction Manager to review the facility operations and

performance and to assist the Owner in the preparation of a warranty list for the Owner's use with the Construction Manager.

Additional Services (Not included in this proposal)

- Services not specified in the scope of services will be considered additional services. Prior to any additional services work, we will discuss additional services with the client for written authorization to proceed.
- Services of sub-consultants not indicated in the scope of services.
- Low voltage and door security design are not included. Wight will document power, and conduit runs and coordinate with owner's vendor.
- Services required due to unforeseen site conditions or circumstances beyond the control of the project team.
- Services requested after Final Acceptance of Contractor's work. Other Services not included currently are available upon request.
- Geotechnical Engineering.
- Hazardous material survey report
- Topography map/Survey
- Professional/photorealistic renderings and models

For additional services beyond those described above, a mutually agreeable rate will be determined prior to commencing with the additional service. Additional services will not be performed without prior authorization.

SCHEDULE

Based on our initial discussion, we outlined the following draft schedule for reference. Following the anticipated board approval in December, we will work with GPD to develop a detailed project schedule.

- | | |
|-------------------------------|-------------------------|
| ▪ Board Contract Approval | December 19, 2024 |
| ▪ Topographic Surveys/Geotech | January 2025 |
| ▪ Design Phase | January-April 2025 |
| ▪ Permitting | June-July 2025 |
| ▪ Bidding | August 2025 |
| ▪ Construction Phase (TBD) | September-November 2025 |

COMPENSATION

Base Services

Wight & Company proposes the following fees to perform the professional services outlined above:

- Architecture and Engineering (A/E) Design Fees: \$187,500 (7.5% of project budget)
- Cost Estimating Services: \$15,000.
- Reimbursable expenses (reproduction, handling, and delivery of bid documents and project photos, travel, etc.) budget: \$10,000

TERMS & CONDITIONS

This proposal assumes the terms and conditions outlined in the AIA Document B101-2017, "Standard Form of Agreement between Owner and Architect."

Wight will invoice monthly based on a percentage of the work completed and payment will be due in 30-days (or in accordance with the Illinois Prompt Payment Act).

We appreciate the opportunity to continue to work with you and the Glencoe Park District and look forward to assisting you with this design & engineering effort. If this proposal meets your approval, please sign and return via email to us or if you have any questions, please do not hesitate to contact us.

Respectfully submitted,

WIGHT & COMPANY



Robert S. Ijams, PLA
Director of Parks & Recreation



Jason Dwyer, AIA, LEED AP
President, Design & Construction

Approved by:

Signature

Date

Printed Name

Title

Cc: Matthew Duggan, Ania Szulc, Wight & Company

**VII. Action Item D:
Approval of Resolution No. 971 for the
Commitment of \$1,000,000 of the Corporate
Fund Balance and \$1,450,000 of the
Recreation Fund Balance for future Capital
Projects of the Glencoe Park District**

Glencoe Park District
February 2025 Board Meeting

**GLENCOE PARK DISTRICT
RESOLUTION No. 971**

**A RESOLUTION FOR THE COMMITMENT OF \$1,000,000 OF THE CORPORATE
FUND BALANCE AND \$1,450,000 OF THE RECREATION FUND BALANCE
FOR FUTURE CAPITAL PROJECTS OF THE GLENCOE PARK DISTRICT**

WHEREAS, the Board of Park Commissioners (the “*Board*”) of the Glencoe Park District, has a Fund Balance Policy which was adopted by the Board in December 2011 and amended in February 2025;

WHEREAS, the District has more than the 50% required fund balance reserve in the Corporate Fund of the District and more than 50% required fund balance reserve in the Recreation Fund; and

WHEREAS, as the District has completed its Master Plan process which identifies future capital needs of the District;

NOW, THEREFORE, Be It and It is Hereby Ordained by the Board of Park Commissioners of the Glencoe Park District, Cook County, Illinois that

Section 1: In the current Fiscal Year 2024/2025, the Park District will commit an amount of \$1,000,000 in the Corporate Fund and an additional \$1,450,000 in the Recreation Fund as “committed fund balance” to be used specifically for “Future Capital Projects of the District” as specifically outlined in the Master Plan.

Section 2: The Resolution shall be in full force and effect from after its adoption as provided by law.

Adopted by roll call vote on February 18, 2025 as follows:

AYES:
NAYS:
ABSENT:
ABSTAIN:

Michael Covey, Treasurer
Board of Park Commissioners

ATTEST:

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. 971:

A RESOLUTION FOR THE COMMITMENT OF \$1,000,000 OF THE CORPORATE FUND BALANCE AND \$1,450,000 OF THE RECREATION FUND BALANCE FOR FUTURE CAPITAL PROJECTS OF THE GLENCOE PARK DISTRICT

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 February 2025.

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 18th day of February 2025.

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

[SEAL]

**VII. Action Item E:
Approval for Early Childhood Assistant
Director, Savannah Martin, expenses to
attend Conscious Discipline Conference in
April**

Glencoe Park District
February 2025 Board Meeting

MEMORANDUM

TO: Board of Park Commissioners
FROM: Lisa Sheppard, Executive Director, & Bobby Collins, Deputy Director/Director of Recreation and Facilities
SUBJECT: Request for Approval – Savannah Martin Attendance at Conscious Discipline Conference
DATE: February 7, 2025

Staff recommends Savannah Martin attend an Early Childhood Conscious Discipline Conference from April 7-9, which requires a two-night hotel stay in Madison, Wisconsin. This event presents an excellent opportunity for professional development, networking, and gaining valuable insights regarding difficult classroom behaviors.

By attending, Savannah will enhance her knowledge in using neuroscience to design an environment that deescalates classroom behaviors, which will directly benefit the Glencoe Park District's early childhood classrooms.

An estimate of expenses for Savannah's attendance at the conference with expenses not to exceed a total of \$1,300 as presented below.

Staff	Registration	Mileage	Hotel 2 Nights	Per Diem	Total
Savannah	\$699	\$100	\$297.99	\$200	\$1296.99

The Conference hotel and other hotels in the near vicinity of the conference exceed the GSA amount. Our policy requires that we come to the Board for approval of any amount higher than the GSA amount.

Recommended Motion

Approval of Savannah Martin Conscious Discipline Conference expenses, not to exceed a total of \$1,300.00