



BOARD REPORT

SEPTEMBER 18, 2018

PUBLIC NOTICE
Prospect Heights Park District
Agenda for the September 18, 2018 Regular Board Meeting
Gary Morava Recreation Center
110 W Camp McDonald Road, Prospect Heights, IL 60070

- I. **Call to Order – 7:00 p.m.**
 - A. Roll Call
 - B. Pledge of Allegiance
- II. **Corrections/Additions/Approval of Agenda**
- III. **Correspondence**
 - A. Thank You Letter from the Special Leisure Services Foundation
 - B. Mount Prospect Public Library Sunrise Connection Breakfast
- IV. **Recognition/Welcome**
- V. **Approval of Minutes**
Regular Board Meeting - August 21, 2018
- VI. **Announcements (Meetings)**
Regular Board Meeting – October 16, 2018 7:00 p.m. GMRC
- VII. **Park District Treasurer's Report**
- VIII. **Finance Manager's Report**
- IX. **Attorney's Report**
Legal Matter
- X. **Administrative/Operational Summary**
 - A. Executive Director
 - B. Superintendent of Recreation
 - C. Superintendent of Facilities and Parks
 - D. Director of Golf Operations
 - E. Superintendent of Greens
 - F. Administrative/Operational Updates
- XI. **Committees of the Board**
 - A. **Committee of the Whole**
Chairman Tim Jones, Sub Chair Terry Curtis
 - B. **Finance Committee**
Chairman Vicki Carney, Sub Chair Eric Kirste
 - C. **OCCC Programs, Facilities Grounds & Maintenance Committee**
Chairman Bob Loranger Sub Chair Karl Jackson
 - D. **Personnel & Planning Committee**
Chairman Bob Loranger, Sub Chair Vicki Carney
 - E. **Policy & Procedure Committee**
Chairman Terry Curtis, Sub Chair Ellen Avery
 - F. **Recreation Facilities, Parks & Maintenance Committee**
Chairman Tim Jones
 - G. **Recreation Programs & Resident Relations Committee**
Chairman Ellen Avery, Sub Chair Eric Kirste

- XII. Public Comment
Completion of Resident Comment Form required prior to Call to Order. Submit to Executive Director.
- XIII. Unfinished/Ongoing Business
A. Food, Beverage & Banquet Service at Old Orchard Country Club
- XIV. New Business
A. Public Hearing Concerning the Intent of the Board of Park Commissioners to sell \$1,900,000 General Obligation Limited Tax Park Bonds for the payment of land condemned or purchased for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of the District and the payment of the expenses incident thereto
B. Executive Director Employment Agreement
- XV. Recess into Executive Session (Visitors are Excused at this Time)
In accordance with the Open Meetings Act (5ILCS 1220/2 Section 2A Subsection C) for the purpose of discussion of the following items:
Personnel (Section 2(c) (1))
- XVI. Adjournment

Note 1: Meeting Location – Gary Morava Recreation Center, 110 W Camp McDonald Road, Prospect Heights, IL

Note 2: If you would like to attend a Park Board meeting but require an auxiliary aid, such as a sign language interpreter, please contact the Executive Director, 847-394-2848, at least 72 hours prior to the scheduled meeting.

Our mission is to enhance the quality of life for all residents of the District through the development and maintenance of park lands and facilities utilizing available resources, as well as to promote community involvement through a variety of recreation programs, educational opportunities and special events.



We exist to support and promote outstanding opportunities through recreation for children and adults with disabilities in cooperation with Northwest Special Recreation Association.

August 20, 2018

Mr. Tim Jones, President
Prospect Heights Park District Board of Commissioners
110 W. Camp McDonald Road
Prospect Heights, IL 60070

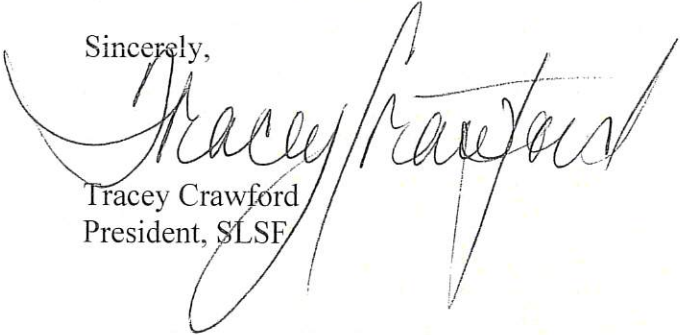
Dear Mr. Jones,


On behalf of the Special Leisure Services Foundation, we would like to thank the Prospect Heights Park District Board of Directors for allowing us to utilize the Old Orchard Country Club for the Moretti's/NWSRA Golf Classic, which was held on Wednesday, August 15, 2018.

The course staff did a wonderful job preparing the course for the event and the participants were treated to a fabulous day of golf, fun and fellowship. It was especially appreciated that Marc Heidkamp was on hand to help with any and all requests for assistance. He is a true pleasure to work with and each and every detail was treated with the utmost importance and professionalism.

It is because of your board's continued support that the SLSF commitment to funding programs, accessible transportation, scholarships, and inclusion for people with disabilities in NWSRA programs is realized.

Sincerely,


Tracey Crawford
President, SLSF


Nanette Sowa
Superintendent of Development

cc: Christina Ferraro



August 21, 2018

10 South Emerson Street

Mount Prospect, IL 60056

P: (847) 253-5675

F: (847) 253-5977

www.mppl.org

Mr. Tim Jones, Board President
Prospect Heights Park District
110 W. Camp McDonald Road
Prospect Heights, IL 60070

RE: Sunrise Connection Breakfast

Dear Mr. Jones:

On Friday, October 26, 2018, the Mount Prospect Public Library Board will host our Fall Sunrise Connection Breakfast for area elected officials and executive leaders of their respective organizations. Building on a thirty-year tradition, this is a unique opportunity for leaders to offer their perspectives on community issues, and to develop stronger relationships among public entities in service of the community.

Among our current invitees and past attendees are the boards and leadership of area park districts, school districts, community colleges, and townships, and county, state, and federal elected officials representing our community.

The strong, positive feedback received from last fall's October 6, 2017, Sunrise Connection Breakfast underscored the value of coming together to exchange ideas and issues, finding commonalities, and new insight.

We ask that you please mark your calendars and encourage your colleagues at your next board meeting to watch for an invitation in mid-September. If you or anyone from your organization has any questions, please contact Anthony Auston, Director of Library Operations at Mount Prospect Public Library (aauston@mppl.org).

Sincerely,

Sylvia Fulk
Board President

cc: Christina Ferraro, Executive Director

**REGULAR BOARD MEETING
OF THE COMMISSIONERS AND OFFICERS
OF THE PROSPECT HEIGHTS PARK DISTRICT
GARY MORAVA RECREATION CENTER
110 W CAMP MCDONALD ROAD, PROSPECT HEIGHTS, IL 60070
TUESDAY, AUGUST 21, 2018**

Call to Order

Roll Call

President Tim Jones called the Regular Board Meeting of the Prospect Heights Park District to order at 7:00 p.m.

Commissioners present:

Ellen Avery
Vicki Carney
Terry Curtis
Karl Jackson
Tim Jones
Eric Kirste (arrived at 7:01 p.m.)
Bob Loranger

Also Present:

Christina Ferraro – Executive Director
Julie Caporusso – Superintendent of Recreation
Dino Squiers – Superintendent of Parks & Facilities
Marc Heidkamp – Director of Golf Operations
Tim McPhillips – Finance Manager
Edlyn Castil – Admin. Asst./Recording Secretary

Commissioners absent:

There were none.

A quorum was present.

Pledge of Allegiance

The Pledge of Allegiance was led by Tim Jones.

Corrections/Additions/Approval of Agenda

A motion was made by Commissioner Carney and seconded by Commissioner Curtis to approve the agenda as submitted. The motion was unanimously approved with a voice vote. The motion carried.

Correspondence

A thank you letter was received from IAPD for hosting a golf outing at Old Orchard Country Club for the 17th Annual IAPD Summer Golf Tour. Also received was a PZBA public hearing notice related to property located at 708 N Elmhurst Road, Prospect Heights, IL.

Recognition/Welcome

Resident/Natural Resources Commission Dana Sievertson was in attendance.
The Board of Commissioners welcomed Finance Manager, Tim McPhillips.

PHWYBS 9U Phantoms were recognized by the Board of Commissioners for winning the Lake Shore Feeder Baseball League (LSFBL) Championship. The Board of Commissioners congratulated the 9U baseball team and all the players who competed this year and gave a huge thank you to the parents and coaches who play an integral role.

Public Comment

There were none.

Approval of Minutes

Regular Board Meeting – July 17, 2018

A motion was made by Commissioner Loranger and seconded by Commissioner Jackson to approve the July 17, 2018 Regular Board Meeting Minutes as submitted. The motion was unanimously approved with a voice vote. The motion carried.

Announcements (Meetings)

The next Regular Board Meeting is scheduled on September 18, 2018 at 7 p.m. at GMRC.

Park District Treasurer's Report

Approval of Warrants for Payment

A motion was made by Commissioner Carney and seconded by Commissioner Kirste to accept Warrants for payment as submitted for Vendor Warrants # 7, 7A, 7B, 7C and Payroll 14, 15 in the amount of \$432,570.76. The motion was approved by a roll call vote.

Ayes: Commissioners Avery, Carney, Curtis, Jackson, Jones, Kirste, Loranger

Nays: None

Absent: None

The motion carried.

Manager Report

Finance Manager Tim McPhillips reported to the board that he would provide updated financials by the next regular board meeting.

Attorney's Report

There was no report.

Administrative / Operational Summary

Executive Director – as submitted. Executive Director Christina Ferraro discussed rescheduling the Parks Tour for sometime in September 2018. She will send tentative dates to the Board members to review. Christina will provide the Park District's status with the Capital, by the next regular board meeting.

Superintendent of Recreation – as submitted. Superintendent of Recreation Julie Caporusso reported that Ed O'Neill was hired as the new Supervisor of Recreation. Staff is excited to work with him. The pool audits went well. The Park District received "exceeds" during the July/August audit. Lifeguard, Sabina Kempa, was awarded the Golden Award for her exemplary performance. The Fall 2018 Park District brochure has been distributed to households. There was a great turnout of over 300 people at the National Night Out event.

Superintendent of Facilities and Parks – as submitted. Superintendent of Parks & Facilities Dino Squiers reported Sunday will be the last day the pool will be open. The patching at the Lions Park tennis court was completed. Staff is working on the baseball fields.

Director of Golf Operations – as submitted. Director of Golf Operations Marc Heidkamp reported he is working on a "wish list" of projects they want to accomplish next year. They will be starting the interview process for a Banquet Manager. Grounds will start slit seeding the fairways this week.

Superintendent of Greens – as submitted.

Committees of the Board

There was no report.

Public Comment

There were no comments.

Unfinished/Ongoing Business

Food, Beverage & Banquet Service at Old Orchard Country Club

Executive Director Christina Ferraro reported an updated timeline and a copy of the advertisement placed in the publication of The Knot, were included in the board packet. The process of changing OCCC's outdoor signage will not be a long process. Tastings at OCCC will be scheduled for January and February 2019.

New Business

NWSRA 2019 Assessment Resolution 8.21.2018

A motion was made by Commissioner Curtis and seconded by Commissioner Avery to adopt the NWSRA 2019 Assessment Resolution 8.21.2018 as submitted. The motion was approved by a roll call vote.

Ayes: Commissioners Avery, Carney, Curtis, Jackson, Jones, Kirste. Loranger

Nays: None

Absent: None

The motion carried.

Adjournment

With no further business to discuss a motion was made by Commissioner Loranger and seconded by Commissioner Curtis to adjourn the Regular Board Meeting at 7:40 p.m. The motion was unanimously approved by a voice vote. The motion carried.

Respectfully Submitted,
Edlyn Castil, Recording Secretary

Secretary: _____
Ellen Avery, Prospect Heights Park District Secretary

TO: Board of Commissioners, Prospect Heights Park District

Pink

FROM: Park District Treasurer

DATE: 9/18/2018 CASH REPORT FY 18

*Motion by Commissioner _____ to approve CASH REPORT 9
9/18/2018 as submitted. Seconded by Commissioner _____.*

ACCOUNTS

AMOUNTS

Mt. Pros.State	Payroll	#90001511	sweep acct.	outstanding checks	\$	-	
Mt. Pros.State	Vendor	#90001503	sweep acct.	outstanding checks	\$	(57,651.12)	
Mt. Pros.State	Imprest	#90001529			\$	4,659.03	
Mt. Pros.State	General/Sweep	#90001498			\$	1,622,548.15	
Mt. Pros.State	ATM	#90001537	Combined Bal -- Account and ATM Machine		\$	26,853.03	
Mt. Pros.State	Cash Reserves	#90001545			\$	351,806.28	
Mt. Pros.State	Class- Reg.	#90002787	sweep acct.	deposit in transit	\$	-	
Mt. Pros.State	Investment	#107503657			\$	3,038,517.83	
TOTALS					\$	4,986,733.20	Voice Vote

FINANCIAL RESOLUTION

*Motion by Commissioner _____ to approve WARRANT RESOLUTION
9/18/2018 as submitted. Seconded by Commissioner _____.*

APPROVAL OF WARRANTS 9/18/2018

VENDOR WARRANTS

		Ck From - To	AMOUNTS
7D	<i>In the amount of</i>	ELECTRONIC	\$43,774.94
8	<i>In the amount of</i>	46723-46753	\$15,520.63
8A	<i>In the amount of</i>	46754-46804	\$80,839.23
8B	<i>In the amount of</i>	46805-46844	\$54,665.01
8C	<i>In the amount of</i>	ELECTRONIC	\$51,326.33
Total Vendor Warrants			\$246,126.14

PAYROLL WARRANTS

		8/3/2018	
16	<i>In the amount of</i>	49781-49820	\$64,526.05
		gross plus employer costs	
		8/17/2018	
17	<i>In the amount of</i>	49821-49861	\$86,986.51
		gross plus employer costs	
		08/31/18	
18	<i>In the amount of</i>	49862-49891	\$107,596.25
		gross plus employer costs	
Total Payroll Warrants			\$ 259,108.81

TOTAL OF WARRANTS

\$505,234.95 Roll Call

9/18/2018

VENDOR WARRANT 7D

JULY

	FY 2018
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[illegible]



Prospect Heights Park District, IL

Expense Approval Report

By Payment Number

Payment Dates 08/02/2018 - 08/02/2018

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Payment Amount Item Amount
46723	8/2/2018 906227877	01079 S/O SHOES	ACUSHNET COMPANY	300-42-6010	204.78 204.78
46724	8/2/2018 2876	01744 MONTHLY IT SUPPORT - AUGUST 2018	AMI COMMUNICATIONS	100-01-5300	1,540.50 1,540.50
46725	8/2/2018 105296	01015 PARKS CONTRACTED SERVICES	ASSOCIATED LABOR CORPORATION OF AMERICA	200-30-5300	901.68 901.68
46726	8/2/2018 8771100700162793 ...	01022 OCCC CABLE/INTERNET	COMCAST	300-40-5320	124.12 124.12
46727	8/2/2018 12602789501	01041 705224-1 ADMIN ELECTRIC	CONSTELLATION NEW ENERGY INC	200-02-5205	223.52 223.52
46728	8/2/2018 12602789801	01041 705224-3 BALL FIELD LIGHTS 1/12/18-2/13/18	CONSTELLATION NEW ENERGY INC	405-99-5205	69.31 69.31
46729	8/2/2018 CELL PHONE REIMBU...	01076 CELL PHONE REIMBURSEMENT 7/18-12/18	D SQUIERS	408-99-5208	300.00 300.00
46730	8/2/2018 00001	02037 PROMO/ADVERTISING	DAVID SCHNEIDER	300-40-5331	750.00 750.00
46731	8/2/2018 CELL PHONE REIMBU...	01181 CELL PHONE REIMBURSEMENT 7/18-12/18	DOUG RANDELL	408-99-5208	240.00 240.00
46732	8/2/2018 CELL PHONE REIMBU...	01018 CELL PHONE REIMBURSEMENT 7/18-12/18	DOUGLAS BRAZEAU	408-99-5208	240.00 240.00
46733	8/2/2018 CELL PHONE REIMBU...	01019 CELL PHONE REIMBURSEMENT 7/18-12/18	ESTEBAN BURCIAGA	408-99-5208	240.00 240.00
46734	8/2/2018 091-C-064738 091-C-064739 091-C-064772 091-C-064773	01106 BUSSES FOR CAMP FIELD TRIP BUSSES FOR CAMP FIELD TRIP BUSSES FOR CAMP FIELD TRIP BUSSES FOR CAMP FIELD TRIP	FIRST STUDENT INC	200-14-5475 200-14-5475 200-14-5475 200-14-5475	1,810.39 269.88 508.00 190.50 842.01
46735	8/2/2018 CELL PHONE REIMBU...	01369 CELL PHONE REIMBURSEMENT 7/18-12/18	JULIE CAPORUSSO	408-99-5208	240.00 240.00
46736	8/2/2018 CELL PHONE REIMBU...	01035 CELL PHONE REIMBURSEMENT 7/18-12/18	LAURA FUDALA	408-99-5208	240.00 240.00
46737	8/2/2018 11497	01162 PLUMBING REPAIR	MANZELLA PLUMBING INC	300-40-5421	347.50 347.50
46738	8/2/2018 CELL PHONE REIMBU...	01039 CELL PHONE REIMBURSEMENT 7/18-12/18	MARC HEIDKAMP	408-99-5208	450.00 450.00
46739	8/2/2018 CELL PHONE REIMBU...	01036 CELL PHONE REIMBURSEMENT 7/18-12/18	MARCI GLINSKI	408-99-5208	240.00 240.00
46740	8/2/2018 CELL PHONE REIMBU...	01013 CELL PHONE REIMBURSEMENT 7/18-12/18	MICHAEL ARDEN	408-99-5208	240.00 240.00
46741	8/2/2018 CELL PHONE REIMBU...	01819 CELL PHONE REIMBURSEMENT 7/18-12/18	MICHELLE MARRON BRENNAN	408-99-5208	240.00 240.00

Expense Approval Report

Payment Dates: 08/02/2018 - 08/02/2018

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Payment Amount Item Amount
46742	8/2/2018	01058	NCPERS GROUP LIFE INSURANCE		48.00
	51440818	LIFE INSURANCE MONTHLY - 8/2018		100-2030	16.00
	51440818	LIFE INSURANCE MONTHLY - 8/2018		200-2030	32.00
46743	8/2/2018	01059	NICOR		24.88
	99-29-17-0000 5 7/2...	ADMIN NATURAL GAS		200-02-5204	24.88
46744	8/2/2018	01720	NORTHFIELD HEATING AND AIR		1,750.00
	001111	HVAC REPAIR		200-02-5422	1,750.00
46745	8/2/2018	01065	PITNEY BOWES GLOBAL FINANCIAL SERVICES		206.00
	3102327508	POSTAGE MACHINE LEASE		200-02-5430	206.00
46746	8/2/2018	01066	PLATINUM SYSTEMS INC		190.00
	K-119111	AUGUST 2018 EMAIL ARCHIVING		100-01-5300	190.00
46747	8/2/2018	01135	PURCHASE POWER		201.00
	8000-9000-0008-129...	POSTAGE		100-01-6000	201.00
46748	8/2/2018	01120	REPUBLIC SERVICES INC		355.94
	0551-014118288	OCCC WASTE SERVICES		300-41-5203	355.94
46749	8/2/2018	01377	STRAIGHT DOWN CLOTHING CO		1,149.88
	1135776	APPAREL		300-1362	927.88
	1135821	APPAREL		300-1362	222.00
46750	8/2/2018	01078	TAYLOR MADE		414.21
	33326665	S/O EQUIPMENT		300-42-6010	178.61
	33326721	S/O EQUIPMENT		300-42-6010	235.60
46751	8/2/2018	01616	TOUR EDGE GOLF MFG INC		758.00
	IN-01220960	HAK SUPPLIES		300-43-6028	222.00
	IN-01222231	S/O EQUIPMENT		300-42-6010	536.00
46752	8/2/2018	01017	UNIVAR USA INC		1,265.40
	CH028995	POOL CHEMICALS		200-10-6015	685.97
	CH029807	POOL CHEMICALS		200-10-6015	579.43
46753	8/2/2018	01082	WAREHOUSE DIRECT		515.52
	3966111-1	JANITORIAL SUPPLIES		200-02-6022	515.52
Grand Total:					15,520.63

Report Summary

Fund Summary

Fund	Payment Amount
100 - CORPORATE FUND	1,947.50
200 - RECREATION FUND	6,729.39
300 - GOLF	4,104.43
405 - PAVING & LIGHTING FUND	69.31
408 - POLICE FUND	2,670.00
Grand Total:	15,520.63

Account Summary

Account Number	Account Name	Payment Amount
100-01-5300	CONTRACTED SERVICE	1,730.50
100-01-6000	POSTAGE	201.00
100-2030	INSURANCE WITHHELD	16.00
200-02-5204	NATURAL GAS-HEAT	24.88
200-02-5205	ELECTRICITY	223.52
200-02-5422	CONTRACTED REPAIRS H...	1,750.00
200-02-5430	SERVICE CONTRACTS	206.00
200-02-6022	JANITORIAL SUPPLIES	515.52
200-10-6015	CHEMICAL SUPPLIES	1,265.40
200-14-5475	PROGRAM ACTIVITY AND ...	1,810.39
200-2030	INSURANCE WITHHELD	32.00
200-30-5300	CONTRACTED SERVICE	901.68
300-1362	GOLF APPAREL INVENTORY	1,149.88
300-40-5320	TELEPHONE	124.12
300-40-5331	PROMOTION	750.00
300-40-5421	CONTRACTED REPAIRS PL...	347.50
300-41-5203	DISPOSAL CHARGES	355.94
300-42-6010	GOLF SPECIAL ORDER EQU..	1,154.99
300-43-6028	PROGRAM SUPPLIES-HOO...	222.00
405-99-5205	ELECTRICITY	69.31
408-99-5208	MOBILE PHONES	2,670.00
Grand Total:		15,520.63

Project Account Summary

Project Account Key	Payment Amount
None	15,520.63
Grand Total:	15,520.63



Prospect Heights Park District, IL

Expense Approval Report

By Payment Number

Payment Dates 08/21/2018 - 08/21/2018

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Payment Amount Item Amount
46754	8/21/2018	01079	ACUSHNET COMPANY		1,833.12
	906200888	S/O GOLF BALLS		300-42-6012	803.40
	906205893	S/O GOLF BALLS		300-42-6012	370.20
	906296872	S/O APPAREL		300-42-6011	659.52
46755	8/21/2018	01006	ADP LLC		1,616.17
	518929990	PAYROLL PROCESSING		100-01-5430	477.26
	519646565	PAYROLL PROCESSING		100-01-5430	912.43
	830220421	JANITORIAL SUPPLIES		300-40-6022	226.48
46756	8/21/2018	01667	AFLAC		122.04
	649137	ACCT# JNJ50 - JULY 2018		100-01-5105	70.80
	649137	ACCT# JNJ50 - JULY 2018		200-02-5105	51.24
46757	8/21/2018	01009	AIRGAS USA LLC		57.32
	9954899720	OCC GROUNDS SUPPLIES		300-41-5300	57.32
46758	8/21/2018	01909	ANCEL GLINK DIAMOND BUSH DICIANNI & KRAFTHEFER PC		809.66
	65359	JULY 2018 LEGAL COUNSEL FEES		100-01-5332	809.66
46759	8/21/2018	01797	ARENA SPORTS USA INC		775.00
	1809395	PRESCHOOL TSHIRTS		200-03-5475	775.00
46760	8/21/2018	01943	ARLINGTON PAVEMENT PROFESSIONALS INC		3,250.00
	1282	CRACK REPAIR		518-99-8019	3,250.00
46761	8/21/2018	01015	ASSOCIATED LABOR CORPORATION OF AMERICA		10,696.37
	105297	CONTRACTED SERVICES		300-41-5056	139.92
	105297	CONTRACTED SERVICES		300-41-5300	4,096.78
	105339	PARKS CONTRACTED SERVICES		200-30-5300	1,021.02
	105340	CONTRACTED SERVICES		300-41-5056	116.26
	105340	CONTRACTED SERVICES		300-41-5300	3,538.91
	105368	PARKS CONTRACTED SERVICES		200-30-5300	769.08
	105400	PARKS CONTRACTED SERVICES		200-30-5300	1,014.40
46762	8/21/2018	02042	BARBARA MURDICK		558.00
	MURDICK B 08.21.18	REFUND - PERFORMING ARTS DAY CAMP		200-2372	558.00
46763	8/21/2018	01858	CALL ONE		482.86
	97740071041-97740...	TELEPHONE SERVICES		200-02-5320	482.86
46764	8/21/2018	01022	COMCAST		10.47
	8771100740004153 ...	GMRC CABLE		200-02-5320	10.47
46765	8/21/2018	01022	COMCAST		129.43
	8771100740047145 ...	GMRC CABLE/INTERNET		200-02-5320	129.43
46766	8/21/2018	01024	CONSERV FS		425.00
	65059407	LANDSCAPE & TURF SUPPLIES		300-41-6026	425.00
46767	8/21/2018	01041	CONSTELLATION NEW ENERGY INC		5,312.11
	12412823901	705224-46120 GMRC ELECTRIC		200-02-5205	5,312.11
46768	8/21/2018	02041	CYNTHIA JANOWSKI		34.00
	JANOWSKI C 08.21.18	REFUND		200-2372	34.00
46769	8/21/2018	01031	DES PLAINES OFFICE EQUIPMENT		869.32
	23100713	ADMIN/GMRC COPIER/PRINTER LEASE		100-01-5430	869.32

Expense Approval Report

Payment Dates: 08/21/2018 - 08/21/2018

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Payment Amount Item Amount
46770	8/21/2018 A21392	01338 REPLACE FIRE PANEL	DETECTION SYSTEMS & SERVICE INC	200-02-5420	1,650.00 1,650.00
46771	8/21/2018 091-C-064871 091-C-064873 091-C-064878	01106 BUS FOR CAMP TRIP BUS FOR CAMP TRIP 8/1/18 CPA FIELD TRIP	FIRST STUDENT INC	200-14-5475 200-14-5475 200-08-5300	571.50 190.50 190.50 190.50
46772	8/21/2018 343064	01122 CONCESSIONS	GOLD MEDAL PRODUCTS	200-09-6005	458.87 458.87
46773	8/21/2018 187472901 187620547 187620547 830220101	01423 CONCESSIONS CONCESSIONS SPECIAL EVENTS JANITORIAL SUPPLIES	GORDON FOOD SERVICE INC	200-09-6005 200-09-6005 200-12-6028 300-40-6022	1,385.70 724.98 104.04 498.69 57.99
46774	8/21/2018 9830865045	01037 REPAIR PARTS	GRAINGER	200-02-6032	135.70 135.70
46775	8/21/2018 20088246 20088396	01130 JULY 2018 AUDIT AUGUST 2018 AUDIT	JEFF ELLIS & ASSOCIATES INC	200-10-5465 200-10-5465	1,800.00 900.00 900.00
46776	8/21/2018 BONILLA J 08.21.18	02044 REFUND - PRESCHOOL	JULIE BONILLA	200-2372	105.00 105.00
46777	8/21/2018 GLINSKI M 08.21.18 GLINSKI M 08.21.18	01036 DANCE SUPPLIES TRIP GRATUITY	MARCI GLINSKI	200-06-6028 200-11-5475	159.92 9.92 150.00
46778	8/21/2018 10301	01997 JULY 2018 BOOK KEEPING/CONSULTING	MCCLURE INSERRA & COMPANY CHARTERED	100-01-5430	646.00 646.00
46779	8/21/2018 1443101	01053 HARDWARE	MICHAEL WAGNER & SONS	300-41-6016	10.53 10.53
46780	8/21/2018 327541	01773 ADTRAN MONTHLY COST	MIDCO INC	100-01-5469	165.00 165.00
46781	8/21/2018 8/2/18 DEPOSIT 8/3/18 DEPOSIT 8/3/18 DEPOSIT 8/8/18 DEPOSIT	01054 8/2/18 AASPI 8/3/18 AUGIES 8/3/18 SSA 8/8/18 BWV	MIDORI RESTAURANT BANQUET SERVICE	300-2325 300-2325 300-2325 300-2325	16,483.50 5,950.00 5,635.00 1,150.00 3,748.50
46782	8/21/2018 DRISCOLL P 08.21.18	02043 REFUBD - DRISCOLL P MEETING	MIDWEST FRUIT EXPLORERS	200-2372	100.00 100.00
46783	8/21/2018 3563-115271 3563-115693 3563-116945	01057 HARDWARE REPAIR PARTS OIL	NAPA HEIGHTS AUTOMOTIVE	300-41-6016 300-41-6030 300-41-6024	89.78 17.14 12.65 59.99
46784	8/21/2018 NEW LIFE COVENANT...	02040 REFUND - GYM RENTAL	NEW LIFE COVENANT CHURCH	200-2372	150.00 150.00
46785	8/21/2018 001138 001138	01720 POOL BOILER REPAIR POOL BOILER REPAIR	NORTHFIELD HEATING AND AIR	200-10-5420 200-10-5421	1,000.00 600.00 400.00
46786	8/21/2018 0718159H 0718159H 0718159H	01063 PDRMA HEALTH INSURANCE - JULY, 2018 PDRMA HEALTH INSURANCE - JULY, 2018 PDRMA HEALTH INSURANCE - JULY, 2018	PDRMA	100-01-5100 100-01-5101 100-01-5102	17,517.64 1,746.23 113.25 99.62

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Payment Dates: 08/21/2018 - 08/21/2018

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Payment Amount Item Amount
	0718159H	PDRMA HEALTH INSURANCE - JULY, 2018		200-02-5100	5,857.69
	0718159H	PDRMA HEALTH INSURANCE - JULY, 2018		200-02-5101	410.73
	0718159H	PDRMA HEALTH INSURANCE - JULY, 2018		200-02-5102	109.76
	0718159H	PDRMA HEALTH INSURANCE - JULY, 2018		200-30-5100	1,700.16
	0718159H	PDRMA HEALTH INSURANCE - JULY, 2018		200-30-5101	105.15
	0718159H	PDRMA HEALTH INSURANCE - JULY, 2018		200-30-5102	12.74
	0718159H	PDRMA HEALTH INSURANCE - JULY, 2018		300-40-5100	3,400.32
	0718159H	PDRMA HEALTH INSURANCE - JULY, 2018		300-40-5101	210.30
	0718159H	PDRMA HEALTH INSURANCE - JULY, 2018		300-40-5102	39.76
	0718159H	PDRMA HEALTH INSURANCE - JULY, 2018		300-41-5100	3,400.32
	0718159H	PDRMA HEALTH INSURANCE - JULY, 2018		300-41-5101	210.30
	0718159H	PDRMA HEALTH INSURANCE - JULY, 2018		300-41-5102	101.31
46787	8/21/2018 LUBOMSKI P 08.21.18	02039 REFUND	PEGGY LUBOMSKI	200-2372	34.00 34.00
46788	8/21/2018 772120 772120-1 772449	01070 JANITORIAL SUPPLIES JANITORIAL SUPPLIES JANITORIAL SUPPLIES	RAMROD	200-02-6022 200-02-6022 200-02-6022	1,249.34 800.99 93.85 354.50
46789	8/21/2018 55383	01876 ANNUAL LICENSE FOR DIGITAL MEDIA AT GMRC	REACH	100-01-5465	700.00 700.00
46790	8/21/2018 1747757-00 1747757-01 1747894-00 1747894-01	01071 REPAIR PARTS REPAIR PARTS REPAIR PARTS REPAIR PARTS	REINDERS INC	300-41-6030 300-41-6030 300-41-6030 300-41-6030	678.52 21.96 456.39 113.98 86.19
46791	8/21/2018 84329	01073 LANDSCAPE & TURF	ROUTE 12 RENTAL	200-30-6026	766.51 766.51
46792	8/21/2018 7568308	01099 COUNTRY GARDENS LAVATORY	SERVICE SANITATION INC	200-30-5300	108.00 108.00
46793	8/21/2018 368783	01865 SPORTSKIDS CLASSES	SPORTS KIDS INC	200-07-5300	139.10 139.10
46794	8/21/2018 HUNNINGHAUS S 08....	02038 REFUND	SUE HUNNINGHAUS	200-2372	34.00 34.00
46795	8/21/2018 516577	02045 S/O EQUIPMENT	SUN MOUNTAIN	300-42-6010	157.00 157.00
46796	8/21/2018 33337464	01078 APPAREL	TAYLOR MADE	300-1360	19.60 19.60
46797	8/21/2018 16123	01781 JULY 2018 IT SUPPORT	THOMAS R PETZEL	100-01-5300	411.25 411.25
46798	8/21/2018 IN-01231041	01616 S/O EQUIPMENT	TOUR EDGE GOLF MFG INC	300-42-6010	247.00 247.00
46799	8/21/2018 CH031336 CH031376 CH032890	01017 POOL CHEMICALS POOL CHEMICALS POOL CHEMICALS	UNIVAR USA INC	200-10-6015 200-10-6015 200-10-6015	2,411.06 632.70 1,198.93 579.43
46800	8/21/2018 IN1287759	01092 S/O EQUIPMENT	US KIDS GOLF	300-42-6010	171.32 171.32
46801	8/21/2018 11663-001 8/15/18	01081 GMRC WATER	VILLAGE OF MOUNT PROSPECT	200-02-5206	1,363.80 1,363.80

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Payment Number	Payment Date	Vendor #	Vendor Name	Account Number	Payment Amount Item Amount
46802	8/21/2018	01081	VILLAGE OF MOUNT PROSPECT		2,345.10
	9160-002 8/15/18	OOCC WATER SEWER		300-40-5206	2,345.10
46803	8/21/2018	01081	VILLAGE OF MOUNT PROSPECT		204.35
	11654-001 8/15/18	GROUNDS WATER SEWER		300-41-5206	204.35
46804	8/21/2018	01082	WAREHOUSE DIRECT		389.27
	3995806-0	JANITORIAL SUPPLIES		200-02-6022	264.71
	IN274629	REPAIR HOST		200-02-5420	124.56
Grand Total:					80,839.23

Report Summary

Fund Summary

Fund	Payment Amount
100 - CORPORATE FUND	7,020.82
200 - RECREATION FUND	32,307.62
300 - GOLF	38,260.79
518 - CAPITAL PROJECT FUND	3,250.00
Grand Total:	80,839.23

Account Summary

Account Number	Account Name	Payment Amount
100-01-5100	MEDICAL INSURANCE	1,746.23
100-01-5101	DENTAL INSURANCE	113.25
100-01-5102	LIFE INSURANCE	99.62
100-01-5105	AFLAC	70.80
100-01-5300	CONTRACTED SERVICE	411.25
100-01-5332	LEGAL SERVICES	809.66
100-01-5430	SERVICE CONTRACTS	2,905.01
100-01-5465	LICENSES AND FEES	700.00
100-01-5469	IT SERVICES CONTRACTS ...	165.00
200-02-5100	MEDICAL INSURANCE	5,857.69
200-02-5101	DENTAL INSURANCE	410.73
200-02-5102	LIFE INSURANCE	109.76
200-02-5105	AFLAC	51.24
200-02-5205	ELECTRICITY	5,312.11
200-02-5206	WATER SEWER	1,363.80
200-02-5320	TELEPHONE	622.76
200-02-5420	CONTRACTED REPAIRS E...	1,774.56
200-02-6022	JANITORIAL SUPPLIES	1,514.05
200-02-6032	REPAIR PARTS BUILDING	135.70
200-03-5475	PROGRAM ACTIVITY AND ...	775.00
200-06-6028	PROGRAM SUPPLIES	9.92
200-07-5300	CONTRACTED SERVICE	139.10
200-08-5300	CONTRACTED SERVICE	190.50
200-09-6005	RESALE CONCESSION SUP...	1,287.89
200-10-5420	CONTRACTED REPAIRS E...	600.00
200-10-5421	CONTRACTED REPAIRS PL...	400.00
200-10-5465	LICENSES AND FEES	1,800.00
200-10-6015	CHEMICAL SUPPLIES	2,411.06
200-11-5475	PROGRAM ACTIVITY AND ...	150.00
200-12-6028	PROGRAM SUPPLIES-SPEC...	498.69
200-14-5475	PROGRAM ACTIVITY AND ...	381.00
200-2372	REFUND CLEARING ACCO...	1,015.00
200-30-5100	MEDICAL INSURANCE	1,700.16
200-30-5101	DENTAL INSURANCE	105.15
200-30-5102	LIFE INSURANCE	12.74
200-30-5300	CONTRACTED SERVICE	2,912.50
200-30-6026	LANDSCAPE AND TURF M...	766.51
300-1360	GOLF EQUIPMENT INVEN...	19.60
300-2325	GOLF OPERATION DEPOSI...	16,483.50
300-40-5100	MEDICAL INSURANCE	3,400.32
300-40-5101	DENTAL INSURANCE	210.30
300-40-5102	LIFE INSURANCE	39.76
300-40-5206	WATER SEWER	2,345.10
300-40-6022	JANITORIAL SUPPLIES	284.47
300-41-5056	OVERTIME	256.18
300-41-5100	MEDICAL INSURANCE	3,400.32
300-41-5101	DENTAL INSURANCE	210.30
300-41-5102	LIFE INSURANCE	101.31
300-41-5206	WATER SEWER	204.35

Account Summary

Account Number	Account Name	Payment Amount
300-41-5300	CONTRACTED SERVICE	7,693.01
300-41-6016	HARDWARE SMALL TOOL ...	27.67
300-41-6024	GAS OIL AND GREASE	59.99
300-41-6026	LANDSCAPE AND TURF M...	425.00
300-41-6030	REPAIR PARTS EQUIPMENT	691.17
300-42-6010	GOLF SPECIAL ORDER EQU...	575.32
300-42-6011	GOLF SPECIAL ORDER AP...	659.52
300-42-6012	GOLF SPECIAL ORDER GO...	1,173.60
518-99-8019	BIKE PATH	3,250.00
	Grand Total:	80,839.23

Project Account Summary

Project Account Key	Payment Amount
None	80,839.23
Grand Total:	80,839.23



Prospect Heights Park District, IL

Expense Approval Report

By Payment Number

Payment Dates 08/29/2018 - 08/29/2018

Payment Number	Payment Date	Vendor #	Vendor Name	Account Number	Payment Amount
	Payable Number	Description			Item Amount
46805	8/29/2018	01006	ADP LLC		1,389.69
	518929990 8/3/18	PAYROLL PROCESSING		100-01-5430	477.26
	519646565 8/17/18	PAYROLL PROCESSING/TIME & ATTENDANCE		100-01-5430	912.43
46806	8/29/2018	01667	AFLAC		183.06
	074669	ACCT# JNJ50 - AUGUST 2018		100-01-5105	106.20
	074669	ACCT# JNJ50 - AUGUST 2018		200-02-5105	76.86
46807	8/29/2018	01014	ARTHUR CLESEN		276.90
	336648	FERTILIZER		300-41-6037	276.90
46808	8/29/2018	01015	ASSOCIATED LABOR CORPORATION OF AMERICA		7,796.92
	105369	CONTRACTED SERVICES		300-41-5056	465.04
	105369	CONTRACTED SERVICES		300-41-5300	3,302.70
	105401	CONTRACTED SERVICES		300-41-5056	423.32
	105401	CONTRACTED SERVICES		300-41-5300	2,770.48
	105448	PARKS CONTRACTED SERVICES		200-30-5300	835.38
46809	8/29/2018	01022	COMCAST		104.43
	8771100740151376 ...	GROUND'S CABLE/INTERNET		300-41-5320	104.43
46810	8/29/2018	01022	COMCAST		124.12
	8771100700162793 ...	OOCC CABLE/INTERNET		300-40-5320	124.12
46811	8/29/2018	01041	CONSTELLATION NEW ENERGY INC		5,781.24
	12602789701	705224-46120 GMRC ELECTRIC		200-02-5205	5,781.24
46812	8/29/2018	01041	CONSTELLATION NEW ENERGY INC		7,775.40
	12768595701	#705224-2 OOCC ELECTRIC 7/11/18-8/9/18		300-40-5205	7,775.40
46813	8/29/2018	01041	CONSTELLATION NEW ENERGY INC		33.90
	12768621001	#705224-4 IZAAK WALTON ELECTRIC 7/11/18-8/9/18		405-99-5205	33.90
46814	8/29/2018	01041	CONSTELLATION NEW ENERGY INC		56.59
	12782940901	705224-3 BALL FIELD LIGHTS 7/12/18-8/10/18		405-99-5205	56.59
46815	8/29/2018	01041	CONSTELLATION NEW ENERGY INC		208.51
	12782940101	705224-1 ADMIN ELECTRIC 7/12/18-8/10/18		200-02-5205	208.51
46816	8/29/2018	01042	CONSTELLATION NEWENERGY - GAS DIVISION LLC		1,160.92
	2380564	GMRC NATURAL GAS 6/1/18-7/31/18		200-02-5204	758.20
	2380564	OOCC NATURAL GAS 6/1/18-7/31/18		300-40-5204	402.72
46817	8/29/2018	01042	CONSTELLATION NEWENERGY - GAS DIVISION LLC		55.69
	2380563	BG-11652 GROUND'S NATURAL GAS		300-40-5204	55.69
46818	8/29/2018	01624	DIGITAL GOLF TECHNOLOGIES		502.75
	3292	HOLE IN ONE		300-40-5338	502.75
46819	8/29/2018	02046	EDWARD O'NEILL		160.00
	CELL PHONE REIMBU...	CELL PHONE REIMBURSEMENT 09/18-12/18		408-99-5208	160.00
46820	8/29/2018	01034	FIRST COMMUNICATIONS LLC		474.14
	116457496	TELEPHONE SERVICES		200-02-5320	474.14
46821	8/29/2018	01106	FIRST STUDENT INC		349.50
	091-C-064885	BUS FOR CAMP TRIP		200-14-5475	349.50

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Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Payment Amount Item Amount
46822	8/29/2018	01423	GORDON FOOD SERVICE INC		226.48
	830220421	JANITORIAL SUPPLIES		300-40-6022	226.48
46823	8/29/2018	01038	HARRIS MOTOR SPORTS		286.30
	01-215609	REPAIR PARTS		300-41-6034	286.30
46824	8/29/2018	01040	HOME DEPOT CREDIT SERVICES		2,000.08
	HOME DEPOT 08/13/...	HOME DEPOT 08/13/18		200-02-6016	32.44
	HOME DEPOT 08/13/...	HOME DEPOT 08/13/18		200-02-6022	13.51
	HOME DEPOT 08/13/...	HOME DEPOT 08/13/18		200-02-6022	57.44
	HOME DEPOT 08/13/...	HOME DEPOT 08/13/18		200-02-6022	106.36
	HOME DEPOT 08/13/...	HOME DEPOT 08/13/18		200-02-6022	66.92
	HOME DEPOT 08/13/...	HOME DEPOT 08/13/18		200-30-6038	60.00
	HOME DEPOT 08/13/...	HOME DEPOT 08/13/18		300-41-6016	77.94
	HOME DEPOT 08/13/...	HOME DEPOT 08/13/18		300-41-6030	29.99
	HOME DEPOT 08/13/...	HOME DEPOT 08/13/18		300-41-6034	29.97
	HOME DEPOT 08/13/...	HOME DEPOT 08/13/18		518-99-8010	442.80
	HOME DEPOT 7/13/18	HOME DEPOT 7/13/18		200-02-6022	45.88
	HOME DEPOT 7/13/18	HOME DEPOT 7/13/18		200-02-6022	17.91
	HOME DEPOT 7/13/18	HOME DEPOT 7/13/18		200-02-6022	88.50
	HOME DEPOT 7/13/18	HOME DEPOT 7/13/18		200-02-6032	-189.00
	HOME DEPOT 7/13/18	HOME DEPOT 7/13/18		200-02-6032	222.96
	HOME DEPOT 7/13/18	HOME DEPOT 7/13/18		200-02-6032	181.21
	HOME DEPOT 7/13/18	HOME DEPOT 7/13/18		200-02-6032	23.23
	HOME DEPOT 7/13/18	HOME DEPOT 7/13/18		200-02-6032	189.00
	HOME DEPOT 7/13/18	HOME DEPOT 7/13/18		200-30-6026	25.03
	HOME DEPOT 7/13/18	HOME DEPOT 7/13/18		300-41-6016	127.68
	HOME DEPOT 7/13/18	HOME DEPOT 7/13/18		300-41-6016	81.05
	HOME DEPOT 7/13/18	HOME DEPOT 7/13/18		300-41-6016	77.18
	HOME DEPOT 7/13/18	HOME DEPOT 7/13/18		300-41-6016	73.06
	HOME DEPOT 7/13/18	HOME DEPOT 7/13/18		413-99-6028	89.32
	HOME DEPOT 7/13/18	HOME DEPOT 7/13/18		413-99-6028	29.70
46825	8/29/2018	01305	ILLINOIS TOLLWAY		32.50
	VN5900664214	TOLL VIOLATION		100-01-5465	32.50
46826	8/29/2018	01084	IMPREST		2,890.75
	IMPREST 04/18-08/18	IMPREST 04/18-08/18		100-01-4029	-14.96
	IMPREST 04/18-08/18	IMPREST 04/18-08/18		100-01-5109	11.55
	IMPREST 04/18-08/18	IMPREST 04/18-08/18		100-01-5109	64.09
	IMPREST 04/18-08/18	IMPREST 04/18-08/18		100-01-6001	25.00
	IMPREST 04/18-08/18	IMPREST 04/18-08/18		100-01-6001	50.00
	IMPREST 04/18-08/18	IMPREST 04/18-08/18		100-01-6004	48.96
	IMPREST 04/18-08/18	IMPREST 04/18-08/18		100-01-6004	40.66
	IMPREST 04/18-08/18	IMPREST 04/18-08/18		100-01-6004	5.00
	IMPREST 04/18-08/18	IMPREST 04/18-08/18		200-02-5330	1.38
	IMPREST 04/18-08/18	IMPREST 04/18-08/18		200-03-6028	24.00
	IMPREST 04/18-08/18	IMPREST 04/18-08/18		200-03-6028	14.00
	IMPREST 04/18-08/18	IMPREST 04/18-08/18		200-03-6028	11.00
	IMPREST 04/18-08/18	IMPREST 04/18-08/18		200-03-6028	1.00
	IMPREST 04/18-08/18	IMPREST 04/18-08/18		200-04-6028	9.00
	IMPREST 04/18-08/18	IMPREST 04/18-08/18		200-04-6028	3.99
	IMPREST 04/18-08/18	IMPREST 04/18-08/18		200-08-6028	100.00
	IMPREST 04/18-08/18	IMPREST 04/18-08/18		200-09-6028	50.00
	IMPREST 04/18-08/18	IMPREST 04/18-08/18		200-11-5475	50.00
	IMPREST 04/18-08/18	IMPREST 04/18-08/18		200-11-6028	-4.00
	IMPREST 04/18-08/18	IMPREST 04/18-08/18		200-11-6028	4.00
	IMPREST 04/18-08/18	IMPREST 04/18-08/18		200-14-5475	161.51
	IMPREST 04/18-08/18	IMPREST 04/18-08/18		200-14-5475	250.00
	IMPREST 04/18-08/18	IMPREST 04/18-08/18		200-14-6028	13.77
	IMPREST 04/18-08/18	IMPREST 04/18-08/18		200-14-6028	8.00

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Payment Number	Payment Date	Vendor #	Vendor Name	Account Number	Payment Amount
	Payable Number	Description			Item Amount
	IMPREST 04/18-08/18	IMPREST 04/18-08/18		200-14-6028	6.02
	IMPREST 04/18-08/18	IMPREST 04/18-08/18		200-14-6028	2.00
	IMPREST 04/18-08/18	IMPREST 04/18-08/18		200-2368	8.55
	IMPREST 04/18-08/18	IMPREST 04/18-08/18		200-2368	22.60
	IMPREST 04/18-08/18	IMPREST 04/18-08/18		200-2368	21.98
	IMPREST 04/18-08/18	IMPREST 04/18-08/18		300-40-5331	51.48
	IMPREST 04/18-08/18	IMPREST 04/18-08/18		300-40-5424	40.00
	IMPREST 04/18-08/18	IMPREST 04/18-08/18		300-40-6000	4.90
	IMPREST 04/18-08/18	IMPREST 04/18-08/18		300-40-6000	3.50
	IMPREST 04/18-08/18	IMPREST 04/18-08/18		300-40-6000	49.00
	IMPREST 04/18-08/18	IMPREST 04/18-08/18		300-40-6004	48.23
	IMPREST 04/18-08/18	IMPREST 04/18-08/18		300-40-6004	51.51
	IMPREST 04/18-08/18	IMPREST 04/18-08/18		300-40-6004	37.44
	IMPREST 04/18-08/18	IMPREST 04/18-08/18		300-40-6004	48.23
	IMPREST 04/18-08/18	IMPREST 04/18-08/18		300-40-6004	62.52
	IMPREST 04/18-08/18	IMPREST 04/18-08/18		300-40-6016	8.79
	IMPREST 04/18-08/18	IMPREST 04/18-08/18		300-40-6016	4.76
	IMPREST 04/18-08/18	IMPREST 04/18-08/18		300-40-6016	17.00
	IMPREST 04/18-08/18	IMPREST 04/18-08/18		300-40-6027	70.08
	IMPREST 04/18-08/18	IMPREST 04/18-08/18		300-40-6027	62.36
	IMPREST 04/18-08/18	IMPREST 04/18-08/18		300-43-6028	30.94
	IMPREST 04/18-08/18	IMPREST 04/18-08/18		300-43-6028	15.92
	IMPREST 04/18-08/18	IMPREST 04/18-08/18		300-43-6028	59.50
	IMPREST 04/18-08/18	IMPREST 04/18-08/18		300-43-6028	9.99
	IMPREST 04/18-08/18	IMPREST 04/18-08/18		406-99-5410	23.50
	IMPREST 04/18-08/18	IMPREST 04/18-08/18		413-99-6004	126.00
	IMPREST 04/18-08/18	IMPREST 04/18-08/18		413-99-6004	126.00
	IMPREST 04/18-08/18	IMPREST 04/18-08/18		413-99-6028	300.00
	IMPREST 04/18-08/18	IMPREST 04/18-08/18		413-99-6028	650.00
46827	8/29/2018	01044	JC LIGHT AND COMPANY		16.19
	61045599	HARDWARE		300-41-6016	16.19
46828	8/29/2018	01045	JW TURF INC		86.06
	P15966	REPAIR PARTS		300-41-6030	86.06
46829	8/29/2018	02047	LIGHTNING PREDICTION SERVICES LLC		275.00
	201835	THOR-GUARD SERVICE		200-02-5424	137.50
	201835	THOR-GUARD SERVICE		300-40-5424	137.50
46830	8/29/2018	01057	NAPA HEIGHTS AUTOMOTIVE		155.88
	3563-117271	GAS OIL GREASE		300-41-6024	155.88
46831	8/29/2018	01058	NCPERS GROUP LIFE INSURANCE		48.00
	51440918	LIFE INSURANCE MONTHLY		100-2030	16.00
	51440918	LIFE INSURANCE MONTHLY		200-2030	32.00
46832	8/29/2018	01059	NICOR		21.05
	99291700005 7/23/1...	ADMIN NATURAL GAS 7/23/18-8/22/18		200-02-5204	21.05
46833	8/29/2018	01430	NORTHWEST COMMUNITY HOSPITAL		151.00
	12979	PREEMPLOYMENT PHYSICAL/DRUG SCREEN		406-99-5104	151.00
46834	8/29/2018	01062	OFFICE DEPOT		773.48
	170399533001	OFFICE SUPPLIES		300-40-6027	81.28
	170578735001	OFFICE SUPPLIES		100-01-6027	92.46
	170579764001	OFFICE SUPPLIES		100-01-6027	23.44
	174570249001	OFFICE SUPPLIES		100-01-6027	148.10
	180828916001	OFFICE SUPPLIES		100-01-6027	224.99
	183746434001	OFFICE SUPPLIES		100-01-6027	203.21

Expense Approval Report

Payment Dates: 08/29/2018 - 08/29/2018

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Payment Amount Item Amount
46835	8/29/2018	01063	PDRMA		17,517.64
	0818159H	PDRMA HEALTH MONTHLY - AUGUST, 2018		100-01-5100	1,746.23
	0818159H	PDRMA HEALTH MONTHLY - AUGUST, 2018		100-01-5101	113.25
	0818159H	PDRMA HEALTH MONTHLY - AUGUST, 2018		100-01-5102	99.62
	0818159H	PDRMA HEALTH MONTHLY - AUGUST, 2018		200-02-5100	5,857.69
	0818159H	PDRMA HEALTH MONTHLY - AUGUST, 2018		200-02-5101	410.73
	0818159H	PDRMA HEALTH MONTHLY - AUGUST, 2018		200-02-5102	109.76
	0818159H	PDRMA HEALTH MONTHLY - AUGUST, 2018		200-30-5100	1,700.16
	0818159H	PDRMA HEALTH MONTHLY - AUGUST, 2018		200-30-5101	105.15
	0818159H	PDRMA HEALTH MONTHLY - AUGUST, 2018		200-30-5102	12.74
	0818159H	PDRMA HEALTH MONTHLY - AUGUST, 2018		300-40-5100	3,400.32
	0818159H	PDRMA HEALTH MONTHLY - AUGUST, 2018		300-40-5101	210.30
	0818159H	PDRMA HEALTH MONTHLY - AUGUST, 2018		300-40-5102	39.76
	0818159H	PDRMA HEALTH MONTHLY - AUGUST, 2018		300-41-5100	3,400.32
	0818159H	PDRMA HEALTH MONTHLY - AUGUST, 2018		300-41-5101	210.30
	0818159H	PDRMA HEALTH MONTHLY - AUGUST, 2018		300-41-5102	101.31
46836	8/29/2018	01064	PENDELTON TURF SUPPLY		567.00
	8180	S/O FLAGS EQUIPMENT		300-42-6010	567.00
46837	8/29/2018	01120	REPUBLIC SERVICES INC		275.94
	0551-014141647	OOCC WASTE SERVICES		300-41-5203	275.94
46838	8/29/2018	02048	RICK GEATI		295.00
	GEATI R 08/29/18	REFUND - SUMMER CHALLENGE GOLF LEAGUE		300-43-4527	295.00
46839	8/29/2018	01073	ROUTE 12 RENTAL		113.75
	85028	REPAIR PARTS		300-41-6030	113.75
46840	8/29/2018	01099	SERVICE SANITATION INC		107.00
	7585813	COUNTRY GARDENS PORT RESTROOM		200-30-5300	107.00
46841	8/29/2018	01849	STATEWIDE TIRE		166.15
	1080992	REPAIR PARTS		300-41-6034	99.69
	25679	REPAIR PARTS		300-41-6034	66.46
46842	8/29/2018	01078	TAYLOR MADE		1,159.80
	33333508	EQUIPMENT		300-1360	82.00
	33358860	S/O EQUIPMENT		300-42-6010	1,243.19
	33366047	CREDIT MEMO - S/O EQUIPMENT		300-42-6010	-165.39
46843	8/29/2018	02008	TRAVIS MATHEW LLC		218.48
	3490088	EQUIPMENT		300-1360	218.48
46844	8/29/2018	01082	WAREHOUSE DIRECT		847.72
	3992970-0	JANITORIAL SUPPLIES		200-02-6022	245.80
	3992970-0	FITNESS SUPPLIES		200-13-6028	313.30
	3998821-0	JANITORIAL SUPPLIES		200-02-6022	288.62
Grand Total:					54,665.01

Report Summary

Fund Summary

Fund	Payment Amount
100 - CORPORATE FUND	4,425.99
200 - RECREATION FUND	19,525.52
300 - GOLF	28,524.69
405 - PAVING & LIGHTING FUND	90.49
406 - LIABILITY INSURANCE FUND	174.50
408 - POLICE FUND	160.00
413 - COMMUNITY EVENTS	1,321.02
518 - CAPITAL PROJECT FUND	442.80
Grand Total:	54,665.01

Account Summary

Account Number	Account Name	Payment Amount
100-01-4029	MISCELLANEOUS INCOME	-14.96
100-01-5100	MEDICAL INSURANCE	1,746.23
100-01-5101	DENTAL INSURANCE	113.25
100-01-5102	LIFE INSURANCE	99.62
100-01-5105	AFLAC	106.20
100-01-5109	MILEAGE	75.64
100-01-5430	SERVICE CONTRACTS	1,389.69
100-01-5465	LICENSES AND FEES	32.50
100-01-6001	PUBLIC RELATIONS	75.00
100-01-6004	EMPLOYEE RELATIONS	94.62
100-01-6027	OFFICE SUPPLIES	692.20
100-2030	INSURANCE WITHHELD	16.00
200-02-5100	MEDICAL INSURANCE	5,857.69
200-02-5101	DENTAL INSURANCE	410.73
200-02-5102	LIFE INSURANCE	109.76
200-02-5105	AFLAC	76.86
200-02-5204	NATURAL GAS-HEAT	779.25
200-02-5205	ELECTRICITY	5,989.75
200-02-5320	TELEPHONE	474.14
200-02-5330	PROMOTIONS/DISCOUNT...	1.38
200-02-5424	CONTRACTED REPAIRS BU...	137.50
200-02-6016	HARDWARE SMALL TOOL ...	32.44
200-02-6022	JANITORIAL SUPPLIES	930.94
200-02-6032	REPAIR PARTS BUILDING	427.40
200-03-6028	PROGRAM SUPPLIES-PRE...	50.00
200-04-6028	PROGRAM SUPPLIES-KIN...	12.99
200-08-6028	PROGRAM SUPPLIES-PER...	100.00
200-09-6028	PROGRAM SUPPLIES-CON...	50.00
200-11-5475	PROGRAM ACTIVITY AND ...	50.00
200-11-6028	PROGRAM SUPPLIES-ACTI...	0.00
200-13-6028	PROGRAM SUPPLIES-FITN...	313.30
200-14-5475	PROGRAM ACTIVITY AND ...	761.01
200-14-6028	PROGRAM SUPPLIES-SU...	29.79
200-2030	INSURANCE WITHHELD	32.00
200-2368	PRESCHOOL BOOSTERS	53.13
200-30-5100	MEDICAL INSURANCE	1,700.16
200-30-5101	DENTAL INSURANCE	105.15
200-30-5102	LIFE INSURANCE	12.74
200-30-5300	CONTRACTED SERVICE	942.38
200-30-6026	LANDSCAPE AND TURF M...	25.03
200-30-6038	REPAIR PARTS PARKS	60.00
300-1360	GOLF EQUIPMENT INVEN...	300.48
300-40-5100	MEDICAL INSURANCE	3,400.32
300-40-5101	DENTAL INSURANCE	210.30
300-40-5102	LIFE INSURANCE	39.76

Account Summary

Account Number	Account Name	Payment Amount
300-40-5204	NATURAL GAS-HEAT	458.41
300-40-5205	ELECTRICITY	7,775.40
300-40-5320	TELEPHONE	124.12
300-40-5331	PROMOTION	51.48
300-40-5338	HOLE IN ONE	502.75
300-40-5424	CONTRACTED REPAIRS BU...	177.50
300-40-6000	POSTAGE	57.40
300-40-6004	EMPLOYEE RELATIONS	247.93
300-40-6016	HARDWARE SMALL TOOL ...	30.55
300-40-6022	JANITORIAL SUPPLIES	226.48
300-40-6027	OFFICE SUPPLIES	213.72
300-41-5056	OVERTIME	888.36
300-41-5100	MEDICAL INSURANCE	3,400.32
300-41-5101	DENTAL INSURANCE	210.30
300-41-5102	LIFE INSURANCE	101.31
300-41-5203	DISPOSAL CHARGES	275.94
300-41-5300	CONTRACTED SERVICE	6,073.18
300-41-5320	TELEPHONE	104.43
300-41-6016	HARDWARE SMALL TOOL ...	453.10
300-41-6024	GAS OIL AND GREASE	155.88
300-41-6030	REPAIR PARTS EQUIPMENT	229.80
300-41-6034	REPAIR PARTS CARTS	482.42
300-41-6037	FERTILIZER	276.90
300-42-6010	GOLF SPECIAL ORDER EQU..	1,644.80
300-43-4527	HOOK A KID	295.00
300-43-6028	PROGRAM SUPPLIES-HOO...	116.35
405-99-5205	ELECTRICITY	90.49
406-99-5104	PHYSICALS SCREENINGS	151.00
406-99-5410	SEMINARS AND TRAINING	23.50
408-99-5208	MOBILE PHONES	160.00
413-99-6004	EMPLOYEE RELATIONS	252.00
413-99-6028	PROGRAM SUPPLIES	1,069.02
518-99-8010	BUILDING IMPROVEMENTS	442.80
	Grand Total:	54,665.01

Project Account Summary

Project Account Key	Payment Amount
None	54,665.01
Grand Total:	54,665.01

PROSPECT HEIGHTS PARK DISTRICT ELECTRONIC VENDOR WARRANT REPORT FOR FY 2018			
VENDOR WARRANT 8C			
		ELECTRONIC VENDOR WARRANTS	
		AUGUST	
		FY 2018	
DATE	VENDOR NAME	TRANSACTION DESCRIPTION	AMOUNT
8/3/2018	AC-CAPITAL-GOLF CART LEASE PAYMET		\$2,175.60
8/6/2018	ELAN - CARD MEMBER SERVICES		\$28,754.50
8/7/2018	IMRF		\$12,673.39
8/30/2018	ILLINOIS DEPT OF REVENUE		\$1,816.00
8/31/2018	ILLINOIS DEPT OF REVENUE		\$36.00
8/31/2018	ILLINOIS DEPT OF REVENUE		\$108.00
8/31/2018	ILLINOIS DEPT OF REVENUE		\$234.84
8/31/2018	ILLINOIS DEPT OF REVENUE		\$2,551.00
8/31/2018	ILLINOIS DEPT OF REVENUE		\$ 2,977.00
		TOTAL	\$51,326.33

**Prospect Heights Park District
Fund Report
July 31, 2018**

		July 2018 Revenue	2018 Year to Date Revenue	2018 Budget Amount	% Earned	2017 Prior Year Month	2017 Prior Year to date	Variance Current vs. Prior Year
	Revenue							
100	Corporate	\$ 283,396	\$ 845,701	\$ 1,094,848	77%	\$ 184,741	\$ 729,267	\$ 116,434
200	Recreation	\$ 339,695	\$ 1,053,109	\$ 1,490,353	71%	\$ 244,093	\$ 990,691	\$ 62,418
300	Golf	\$ 171,502	\$ 629,227	\$ 1,299,067	48%	\$ 204,479	\$ 712,208	\$ (82,981)
410	Special Rec.	\$ 32,093	\$ 95,012	\$ 122,501	78%	\$ 21,054	\$ 82,791	\$ 12,221
518	Parks Capital	\$ -	\$ -	\$ 167,013	0%	\$ -	\$ -	\$ -
523	Golf Captial	\$ -	\$ -	\$ 294,000	0%	\$ -	\$ -	\$ -
600	Debt Services	\$ 166,037	\$ 491,558	\$ 1,792,884	27%	\$ 108,429	\$ 426,376	\$ 65,182
400	Other Funds	\$ 127,209	\$ 388,484	\$ 511,730	76%	\$ 78,486	\$ 319,304	\$ 69,180
	Total Revenue	\$ 1,119,932	\$ 3,503,091	\$ 6,772,396	377%	\$ 841,282	\$ 3,260,637	\$ 242,454
	Expense	July 2018 Expenses	2018 Year to Date Expenses	2018 Budget Amount	% Used	2017 Prior Year Month	2017 Prior Year to date	
100	Corporate	\$ 41,172	\$ 217,075	\$ 841,185	26%	\$ 32,878	\$ 389,546	\$ (172,471)
200	Recreation	\$ 200,644	\$ 835,273	\$ 1,582,349	53%	\$ 145,653	\$ 807,133	\$ 28,140
300	Golf	\$ 145,208	\$ 677,334	\$ 1,299,067	52%	\$ 106,930	\$ 711,956	\$ (34,622)
410	Special Rec.	\$ 39,246	\$ 78,493	\$ 136,295	58%	\$ -	\$ 37,576	\$ 40,917
518	Parks Capital	\$ 25,736	\$ 71,802	\$ 319,725	22%	\$ 1,462	\$ 67,671	\$ 4,131
523	Golf Captial	\$ -	\$ 147,226	\$ 294,000	50%	\$ -	\$ 24,314	\$ 122,912
600	Debt Services	\$ -	\$ 140,020	\$ 1,792,884	8%	\$ -	\$ -	\$ 140,020
400	Other Funds	\$ 63,388	\$ 228,293	\$ 467,515	49%	\$ 85,586	\$ 275,708	\$ (47,415)
	Total Expense	\$ 515,394	\$ 2,395,516	\$ 6,733,020	317%	\$ 372,509	\$ 2,313,904	\$ 81,612
	Surplus/Deficit	\$ 604,538	\$ 1,107,575	\$ 39,376	60%	\$ 468,773	\$ 946,733	\$ 160,842

[illegible]

Subject to completion of August, 2018 Bank Reconciliations and August Payroll Entry



September 18, 2018

To: Board of Commissioners
From: Christina Ferraro, Executive Director
Re: September 2018 Board Report

Redevelopment of District Website

The new website is in progress. Staff made suggestions and the vendor is putting the framework in place. Colors, theme and verbiage will be next and most tedious. The site should launch on October.

Website ComEd Recreational Bike & Prairie Lease Renewal

Staff continues to work on this project.

Projects

The RFP process for a new telephone system will begin in October and be completed by year end.

The completed master plan recommended a feasibility study be conducted regarding the renovation or rebuilding of the Gary Morava Recreation Center. Greenplay LLC is amenable to extending the master plan contract to include the feasibility study. Contracting a landscape architect for the project would be separate. The process will begin soon.



September 12, 2018

To: Christina Ferraro, Executive Director
From: Julie Caporusso, Superintendent of Recreation
Re: September 2018 Board Report

StoryWalk and Picnic

We offered a StoryWalk and Picnic cooperatively with the Prospect Heights Library on September 11 & 12. Andy's Frozen Custard donated individual custard cups and we gave away Frisbees with our new logo to each child. The weather was perfect. We had 12 children participate on Tuesday and 20 participate on Wednesday.

Open Play Pickleball

We are offering open Pickleball in our gym on Wednesdays and Fridays from Sept. 10 - April 8. This is the hottest growing sport, so we are happy to be able to offer this to our community.

PDRMA

The September training will cover the Emergency Response Plan.

The following drills are scheduled for October. We thank the Fire District and Police Department for their assistance in the fire drill and lockdown drill.

Monday, Oct. 15 at 9:30 AM
Fire Drill (For All Patrons and Programs)

Tuesday, Oct. 16 at 9:30 AM
Lockdown Drill (For Park Programs only)

Tuesday, Oct 16 1:00 PM
Shelter-in-Place (For Park Programs only)

Marketing

Staff is currently working on developing the Winter/Spring Brochure. Information will be given to the designer by September 24.



September 12, 2018

To: Christina Ferraro, Executive Director
From: Dino Squiers, Superintendent of Facilities & Parks
Re: September 2018 Board Report

Pool

Cleaning of the pool is completed; work is underway to prepare the shallow section floor and walls for painting. Sun sails and umbrellas were removed and store in the outside pump room, one umbrella will need replacement since material is worn and torn. Pool office was cleaned out and items stored in the shed for the off season. Items stored in the garage for the school season were put in the pool office since there is no room to store these items in gym storage.

Room #2

Ceiling tiles were removed and replaced, cracked light fixture lens were replaced. HVAC vents were cleaned, floors stripped and waxed. Supplies for camp removed and stored in the second floor mechanical room, kinder stop supplies and furniture setup in the room for the being of class.

Gym

East window in the gym facing the parking lot was knocked out of the frame, since the window is Plexiglas's we were able to straighten the frame and reseal the window.

Rear patio

Soil was added to the perimeter of the patio and graded. NRC has started planting along the railing with a variety of plants; these will also be added at the base next to the concession south entry area.

Security

Alarm monitoring was reporting alarms signals from GMRC. Bypassing the Passive Infra detector in the vending area corrected the false alarms; replacement device was ordered and installed.

Inspections

Annual building inspection was completed this month by the Prospect Heights building department. Buses two and three were taken in for the semi-annual test. Bus two had minor light issues that we were able to get the part from Napa and take the bus back the same day for the safety sticker.

Nature Trail / Story walk

Signs along the trail have been updated; additional straps were added to secure the posters in the frames.

PHWYBS

Met with Paul Zangara from the baseball league, had samples of the synthetic turf. Plan is to use red clay synthetic turf at home plate and Quick pitch mix for the infield that is also red clay in color. Batter's box will be rebuilt first and grade of the infield to follow.

Muir Park

Both supports for the goal post on the south end of the field rusted out, we removed the goal post and since football is no longer using the field we will not be replacing at this time.

Parks

Late in the season grass is still growing faster than normal, clean up and trimming is still under way at the parks; large tree next to the administration building had to be removed since it was rotting and leaning over the parking lot. We have been trimming the tree in the past but it got to the point it was becoming a safety issue and had to be removed.



September 12, 2018

To: Julie Caporusso, Superintendent of Recreation
From: Laura Fudala, Supervisor of Recreation
Re: September 2018 Board Report

Preschool

The 2018-2019 school year started on September 4th.

Mrs. Fischer who has been a teacher/aide for the past 10 years will be leaving the park district on September 21. Mrs. Fischer accepted a position in a school district. We are all very excited for her, but will be greatly missed here at PHPD!

Mrs. Delfosse who has been an aide in our preschool program for the past two school years will assume the role as teacher in the M/W/F AM class, and will also be Mrs. Petzel's aide on T/Th. We are very excited that Mrs. Delfosse has accepted this role and I am very confident of a smooth transition.

There are 65 participants registered in our preschool program.

Day Camp

Summer day camp wrapped up on August 17th. We had 421 campers!

Youth Athletics

Little Kickers Soccer league started on September 8th. This league is a co-op with River Trails Park District. Prospect Heights has 34 participants in the program. PHPD had a lot of late registrations. I worked closely with the staff at RTPD to get these late registrations on teams, and we were able to accommodate.

Fitness Center

Fitness Membership Statistic Report

Memberships	August 2017	August 2018
3 Month	0	0
Gym and Racquetball	0	1
1 Year Pass	6	1



September 12, 2018

To: Julie Caporusso, Superintendent of Recreation
From: Marci Glinski, Supervisor of Recreation
Re: September 2018 Board Report

Dance

Fall dance begins this week. We currently have 81 dancers enrolled. We are up by 25 dancers from Fall 2017. Our Competition Team try outs are over and we have 5 dancers on our Senior Competition Team & 7 on our STAR Competition Team. We are very excited for our upcoming competitions that will take place in 2019. I have been able to secure a spot for our Competition teams to perform at a The Windy City Bulls pre-game show on Friday, Feb 22, 2019. Our competition teams have started using a communication app called BAND. All Competition Team parents are members of our group where we have open lines of communication between coaches, parents and I. We are able to share pictures, changes, celebrations and more. We are looking forward to a great season of dance. Our recital this year will be held on Saturday, Dec 15th at 1:00pm.

Active Adults

Summer is winding down for our Active Adults. September trips started off with the BBQ, Bourbon & Beer tour of Milwaukee with 9 patrons and The St. Charles Fun Day with 28 patrons. Our 4-day tour to Door County in October currently has 26 people registered. There are many great trips planned for this fall.

Senior Celebration Day meeting begin this week for the 2019 celebration in March. I have accepted the position as co-chair with District 214.

Special Events

SpookFest will be held on Sat. Oct 20th. We are hoping to have the amazing weather we had last year! I have been busy planning some new stops along the haunted trail and fun, new games in Trick or Treat Street.



September 12, 2018

To: Julie Caporusso, Superintendent of Recreation
From: Ed O'Neill, Supervisor of Recreation
Re: Board Report - September, 2018

Just a quick thank you for bringing me into the PHPD family as a full-time supervisor of recreation! It is good to be home!

KinderStop

The KinderStop program (before and after care) began on August 21, 2018, for the 1st graders. The program has gotten off to a great start!

The AM and PM portion of the program which is for the Kindergarteners began on August 28, 2018.

The pre-school aged children began attending our KinderStop program on September 4, 2018, which is the date that our PHPD Pre-School program began. We are working with four pre-school children who are involved in Early Childhood programs in either District 23 or at Harper College.

The staff is doing a great job working with the kids and enriching their days! For the program the children will be instructed on how to do make their craft/and do their worksheet then have time to work independently, along with free time in the room, in the gym or out at the playground.

We have 140 'seats' filled throughout the program options (Before Care = 30 children; AM KinderStop = 15 children; PM KinderStop = 30 children; and After Care = 65 children). Many of these children fill more that one of these 'seats.' For example, we could have a child in Before Care, AM KinderStop and in After Care. This child fills three seats each day.

The KinderStop program once again received the Power Play grant for school year 2018-2019. The KinderStop program participants will begin participating in a program called "Wifflet" on Wednesdays starting on October 3, 2018.

Kids Day Off

On August 20, 2018, we had a Kids Day Off outing. The 14 participants went to the Enchanted Castle in Lombard. For our upcoming September 19th trip, the group will be going to Richardson's Farm/Corn Maze in Spring Grove. WE will be touring Soldier's Field for our Kids Day Off activity on October 8, 2018 (including enjoying a box lunch in a skybox!).

Aquatics

As the 2018 pool season wrapped up, I had the opportunity to drop in to watch the pool staff in action during the last two weekends of the season. It is my understanding that it

was a challenging summer because of both the weather and because there was a limited number of lifeguards available to work. The guards were great and performed their duties living up to the high level of training they received. They attained the "Exceed" status on all three of the Ellis audits this summer! My job will be to get all of this year's guards to return and then to try to attract more high-quality applicants for the 2019 season. After spending 35 summers (Ronald Reagan was in his first term as President when I came to PHPD!) as the Pool Manager, I am excited about my new role as the Aquatics Supervisor!



To: Park Board of Commissioners
From: Christina Ferraro, Executive Director
Re: Food and Beverage Golf Course Update
Date: September 18, 2018

UPDATED timeline for transitioning the food and beverage operation in 2019. **Bold** indicates duty complete

Month	Duty
Feb 2018	<ul style="list-style-type: none">• Prepared banquet contract for 2019• Attorney reviewed banquet contract for 2019• Prepared informational packages containing information about services and menus for dinner, lunch, brunch, outings, etc.
March 2018	<ul style="list-style-type: none">• Contracts and wedding info packages released
April 2018	<ul style="list-style-type: none">• Researched solution to conversion of coolers
May 2018	<ul style="list-style-type: none">• Converted coolers
June 2018	<ul style="list-style-type: none">• Placed ads with WPH Chamber and the Knot
July 2018	<ul style="list-style-type: none">• Ordered and received promo items for potential brides• Met with vendors about redoing bridal suite• Met Village of Mt Prospect re: signage process• Advertisement in The Knot debuted
August 2018	<ul style="list-style-type: none">• Prepared job description for Banquet Manager• Advertisement in Wheeling-Prospect Heights Chamber Community Guide debuted
September 2018	<ul style="list-style-type: none">• Begin recruiting Banquet Manager• Work with EZLinks on inventory control
October 2018	<ul style="list-style-type: none">• Interview and hire Banquet Manager
November 2018	<ul style="list-style-type: none">• RFP for fabrication and installation of signage• Banquet Manager starts and begins working on updating the website, hiring staff, creating policy and procedures
December 2018	<ul style="list-style-type: none">• Installation of signage

	2019
Jan 2019	<ul style="list-style-type: none"> • Tastings begin
Feb 2019	<ul style="list-style-type: none"> • Advertise in The Knot again
March 2019	<ul style="list-style-type: none"> • Install upstairs stove and refrigerators



PROSPECT HEIGHTS PARK DISTRICT

It is not uncommon to find young people returning to childhood neighborhoods and schools to raise their own families. And Prospect Heights is no exception. These residents have deep community roots and identify with local parks and schools. It is quite common to hear Prospect Heights Park District users say "I remember being at this Park as a kid and ..." Their childhood memories encourage them to make better memories for their future.

For over 50 years, the Prospect Heights Park District has been serving most of the City of Prospect Heights and small portions of the Villages of Arlington Heights, Mt. Prospect and Wheeling. The next 50 years look just as promising as the past 50.

The Prospect Heights Park District provides enjoyable recreation programs and events and quality facilities and parks. The outstanding summer camp, preschool, trips and special events speak for themselves. The district has 14 parks, golf course, swimming pool, fields, tennis courts, playgrounds and picnic areas. The recreation center houses a fitness room, gym, racquetball court and more. The district's Old Orchard Country Club boasts

18-holes and beautiful landscaped grounds.

In the last several years, the district has installed a short game practice area at the golf course in collaboration with St. Viator High School and created a nature preserve at Lions Park in collaboration with ComEd and the Natural Resource Commission. A racquetball court at the recreation center was converted into a fitness studio and the tennis courts at both Lions and Country Gardens Parks were renovated.

New playground equipment was installed at both School Street and Lions Parks. An additional bus and fleet of golf carts were purchased. It is evident that ongoing efforts to improve facilities, amenities and programs are top priorities for the district. A vibrant park district is another incentive for young people to return to Prospect Heights, raise their own families and create more memories.

The Old Orchard Country Club is the perfect venue to make memories celebrating a wedding, shower or retirement. Floor-to-ceiling window views of the ponds, fountains, trees and flowered paths provide a gorgeous backdrop for events. The ballroom can host up to 400 guests. If you are seeking a gorgeous venue with an amazing menu, 2019 dates are still available to host an event at the country club.

Dates still available for 2019! Receive a 15% discount for bringing in this ad. Don't delay!



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and never forgotten
OLD ORCHARD COUNTRY CLUB



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September 18, 2018

To: Board of Commissioners
From: Christina Ferraro, Executive Director
Re: General Obligation Limited Tax Park Bonds

There is a requirement to hold a public hearing under the Bond Issue Notification Act (BINA). A public hearing must be held with respect to the issuance of the intent of the Board of Park Commissioners to "sell \$1,900,000 General Obligation Limited Tax Park Bonds for the payment of land condemned or purchased for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of the District and the payment of the expenses incident thereto". This amount will cover the bonds anticipated in 2018, 2019, and 2020.

The "Order" is presented for execution (see attached). The executed original of the Order will be returned to Chapman & Cutler LLP. The Notice of the Hearing was published in the Daily Herald on September 11, 2018 and posted at the Admin building and on the District's website. The original newspaper clipping and certified minutes of the hearing will be returned to Chapman & Cutler LLP. The agenda was posted at the Gary Morava Recreation Center and on the District's website.

Speer Financial is responsible for the competitive sale on October 15, 2018. Bond counsel will incorporate the winning bidder's information in the ordinance to be adopted at the October 16th regular Board meeting. Speer Financial will close on October 30th so that the funds are on hand to make the December 1, 2018 payment on the Series 2014B Alternate Bonds.

ORDER calling a public hearing concerning the intent of the Board of Park Commissioners of the Prospect Heights Park District, Cook County, Illinois, to sell \$1,900,000 General Obligation Limited Tax Park Bonds.

* * *

WHEREAS, the Prospect Heights Park District, Cook County, Illinois (the "*District*"), is a duly organized and existing Park District created under the provisions of the laws of the State of Illinois, and is now operating under the provisions of the Park District Code of the State of Illinois, and all laws amendatory thereof and supplementary thereto, including the Local Government Debt Reform Act of the State of Illinois, as amended; and

WHEREAS, the Board of Park Commissioners of the District (the "*Board*") intends to sell bonds in the amount of \$1,900,000 for the payment of land condemned or purchased for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of the District and for the payment of the expenses incident thereto (the "*Bonds*"); and

WHEREAS, the Bond Issue Notification Act of the State of Illinois, as amended, requires the Board to hold a public hearing concerning the Board's intent to sell the Bonds before adopting an ordinance providing for the sale of the Bonds:

NOW, THEREFORE, Be It and It Is Hereby Ordered by the undersigned President of the Board of Park Commissioners of the Prospect Heights Park District, Cook County, Illinois, as follows:

1. I hereby call a public hearing to be held at 7:00 o'clock P.M. on the 18th day of September, 2018, in the Gary Morava Recreation Center, 110 West Camp McDonald Road, Prospect Heights, Illinois, in the District, concerning the Board's intent to sell the Bonds and to receive public comments regarding the proposal to sell the Bonds (the "*Hearing*").

2. I hereby direct that the Secretary of the Board (the "*Secretary*") shall (i) publish notice of the Hearing at least once in the *Daily Herald*, the same being a newspaper of general circulation in the District, not less than 7 nor more than 30 days before the date of the Hearing and (ii) post at least 96 hours before the Hearing a copy of said notice at the principal office of the Board, which notice will be continuously available for public review during the entire 96-hour period preceding the Hearing.

3. Notice of the Hearing shall appear above the name of the Secretary and shall be in substantially the following form:

**NOTICE OF PUBLIC HEARING CONCERNING THE INTENT OF
THE BOARD OF PARK COMMISSIONERS OF
THE PROSPECT HEIGHTS PARK DISTRICT, COOK COUNTY, ILLINOIS
TO SELL \$1,900,000 GENERAL OBLIGATION LIMITED TAX PARK BONDS**

PUBLIC NOTICE IS HEREBY GIVEN that the Prospect Heights Park District, Cook County, Illinois (the "*District*"), will hold a public hearing on the 18th day of September, 2018, at 7:00 o'clock P.M. The hearing will be held in the Gary Morava Recreation Center, 110 West Camp McDonald Road, Prospect Heights, Illinois. The purpose of the hearing will be to receive public comments on the proposal to sell bonds in the amount of \$1,900,000 for the payment of land condemned or purchased for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of the District and for the payment of the expenses incident thereto.

By order of the President of the Board of Park Commissioners of the Prospect Heights Park District, Cook County, Illinois.

DATED the 4th day of September, 2018.

Ellen Avery
Secretary, Board of Park Commissioners,
Prospect Heights Park District,
Cook County, Illinois

4. At the Hearing, the Board shall explain the reasons for the proposed bond issue and permit persons desiring to be heard an opportunity to present written or oral testimony within reasonable time limits. The Board shall not adopt an ordinance selling the Bonds for a period of seven (7) days after the final adjournment of the Hearing.

Ordered this 4th day of September, 2018.

President, Board of Park Commissioners,
Prospect Heights Park District,
Cook County, Illinois