



**PROSPECT HEIGHTS  
PARK DISTRICT**

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110 W. Camp McDonald Road • Prospect Heights, Illinois 60070  
[www.phparks.org](http://www.phparks.org)

**MARCH 21, 2017**

**BOARD**

**REPORT**

**PUBLIC NOTICE**  
**Prospect Heights Park District**  
**Agenda for the March 21, 2017 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
- IV. Recognition / Welcome Residents
- V. Approval of Minutes  
Regular Board Meeting – February 21, 2017
- VI. Announcements (Meetings)      Date      Time      Location  
Regular Board Meeting      04/18/17      7:00 PM      GMRC
- VII. Park District Treasurer's Report  
A. Cash Report #3  
B. Approval of Warrants for Payment      Date  
    1. Vendor #2      02/02/17  
    2. Vendor #2A      02/09/17  
    3. Vendor #2B      02/16/17  
    4. Vendor #2C      02/23/17  
    5. Vendor #2D      Electronic  
    5. Payroll #3      02/03/16  
    7. Payroll #4      02/17/16  
    8. Refund #2      January
- VIII. Business Manager Report  
YTD Fund Summary
- X. Attorney's Report  
Legal Matter
- XI. 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  
    • Department 07 Youth Leagues  
    • Department 13 Fitness Center

- XII. Committees of the Board
  - A. Committee of the Whole
  - B. Finance Committee
  - C. OOC Programs, Facilities Grounds & Maintenance Committee
  - D. Personnel & Planning Committee
  - E. Policy & Procedure Committee
  - F. Recreation Facilities, Parks & Maintenance Committee
  - G. Recreation Programs & Resident Relations Committee
- XIII. Public Comment

Completion of Resident Comment Form required prior to Call to Order. Submit to Executive Director.
- XIV. Unfinished / Ongoing Business
  - A. Combined Budget & Appropriation Ordinance 02.21.17A
  - B. Food, Beverage & Banquet Service at Old Orchard Country Club
- XV. New Business
  - A. Approval to award the Comprehensive Master Plan Contract
  - B. Tax Abatement Ordinance Park Bonds 03.21.17
- XVI. 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:

  - A. Approval of Minutes (Section 2(c) (21))
  - B. Personnel (Section 2(c) (1))
  - C. **Land Acquisition (Section 2(c) (5/6))**
  - D. Litigation (Section 2(c) (11))
- XVII. Reconvene to Open Session (Visitors Invited to Return at this Time)
- XVIII. Possible Action on Matters Discussed Executive Session
- XIX. 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.*

**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, FEBRUARY 21, 2017**

**DRAFT**

**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  
Bob Loranger  
Mark Malouf (arrived at 7:01 p.m.)

**Also Present:**

Christina Ferraro – Executive Director  
Marc Heidkamp – Director of Golf Operations  
Dino Squiers – Superintendent of Parks & Facilities  
Scott Devlin – Business Manager  
Marci Glinski – Supervisor of Recreation  
Jim Lennon – Park Attorney  
Edlyn Castil – Admin. Asst./Recording Secretary

**Commissioners absent:**

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 Jackson to approve the agenda as submitted. The motion was unanimously approved with a voice vote. The motion carried.

**Correspondence**

There were none.

*Malouf arrived 7:01 p.m.*

**Recognition/Welcome**

There were none.

**Approval of Minutes**

**Policy & Procedure Committee Meeting – January 17, 2017**

**Regular Board Meeting – January 17, 2017**

An omnibus motion was made by Commissioner Curtis and seconded by Commissioner Loranger to approve the January 17, 2017 Policy & Procedure Committee Meeting and January 17, 2017 Regular Board Meeting as submitted. The motion was unanimously approved with a voice vote. The motion carried.

**Announcements (Meetings)**

A Regular Board Meeting will be held on 3/21/16 at 7:00 p.m. at GMRC.

**Park District Treasurer's Report****Cash Report #2**

Mt Pros State	Payroll	#90001511	Sweep Acct.	Outstanding checks	\$	(3,864.26)
Mt Pros State	Vendor	#90001503			\$	(40,460.32)
Mt Pros State	Imprest	#90001529	Sweep Acct.	Outstanding checks	\$	5,000.00
Mt Pros State	General/Sweep	#90001498			\$	300,487.07
Mt Pros State	ATM	#90001537	Combined Bal – Account and ATM Machine		\$	26,135.53
Mt Pros State	Cash Reserves	#90001545			\$	350,418.82
Mt Pros State	Class – Reg.	#90002787	Sweep Acct.	Deposit in transit	\$	-
Mt Pros State	Investment	#107503657			\$	2,601,281.60
				Totals	\$	3,238,998.44

A motion was made by Commissioner Carney and seconded by Commissioner Malouf to accept the Treasurer's Report – Cash Report #2 dated February 21, 2017 in the amount of \$3,238,998.44. The motion was unanimously approved with a voice vote. The motion carried.

**Approval of Warrants for Payment**

Vendor #1		\$	43,074.75
Vendor #1A		\$	18,206.03
Vendor #1B		\$	13,097.20
Vendor #1C		\$	25,853.54
Vendor #1D	Electronic	\$	29,547.91
Payroll #1	01/06/17	\$	51,832.53
Payroll #2	01/20/17	\$	56,166.36
Refund #1	January	\$	586.00
Total of Warrants		\$	238,364.33

A motion was made by Commissioner Carney and seconded by Commissioner Loranger to accept Warrants for payment as submitted for Vendor Warrants # 1, 1A, 1B, 1C, 1D, Payroll 1, 2 and Refund #1 in the amount of \$238,364.33. The motion was unanimously approved by a roll call vote.

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

Nays: None

Absent: None

The motion carried.

**Business Manager Report**

**YTD Fund Summary** – as submitted. Business Manager Scott Devlin commented that the annual audit was completed and it went well. The Fund Report is unaudited but will be updated when CAFR is received.

**Attorney's Report**

**Legal Matters** – Attorney Jim Lennon reported there were no other matters other than what was presented on the agenda.

**Administrative / Operational Summary**

**Executive Director** – as submitted. Executive Director Christina Ferraro also reported that the Comprehensive Master Plan RFP went out to 20 agencies and it is posted on the Park District's website and was emailed out. Proposals are due back by 3/10/17. Christina will be meeting with Chipman Design on 3/1/17 to talk about what the interpretive nature park bridge will look like. She has outlined a schedule regarding the Food, Beverage & Banquet Service at Old Orchard Country Club. The City of Prospect Heights City Council was looking for a signature holiday event and have had conversations about possibilities of having the event at the Park District due to space issues. City Council will discuss this Saturday. This would be a City event that would possibly be held at the Park District indoors or possibility in outdoor tents with music, drinks, food, and craft vendors. More information to follow.

Christina, Scott and Commissioner Malouf will be attending the 02.22.17 State of City Address. Chamber of Commerce invoiced the Park District for 2017 membership. The Park District and other local agencies plan to talk with the Chamber of Commerce regarding the benefits of membership. Christina also discussed the property tax freeze with more information to follow.

**Superintendent of Recreation** – as submitted.

**Superintendent of Facilities and Parks** – as submitted. Superintendent of Facilities and Parks Dino Squiers also reported staff finished renovating two new office spaces for Marci & Laura.

**Director of Golf Operations** – as submitted.

**Superintendent of Greens** – as submitted.

**Administrative/Operational Summary**

- **Department 11 – Active Adults** - Supervisor of Recreation Marci Glinski reported that this department has come a long way as far as the number of participants participating in the trips/programs.
- **Department 12 – Special Events** - Supervisor of Recreation Marci Glinski reported that in 2016, this department did well. The Park District offered several free & half off events in celebration of the Park's 50<sup>th</sup> Anniversary. This Friday night, the first Royal Family Ball event will be held at Old Orchard Country Club. There are currently about 35 registered for this event.

**Committees of the Board**

- **Committee of the Whole**  
Chairman Tim Jones, Sub Chair Terry Curtis – No report.
- **Finance Committee**  
Chairman Vicki Carney, Sub Chair Tim Jones – No report.
- **OCCC Programs, Facilities Grounds & Maintenance Committee**  
Chairman Mark Malouf, Sub Chair Bob Loranger – No report.
- **Personnel & Planning Committee**  
Chairman Bob Loranger, Sub Chair Vicki Carney – No report.
- **Policy & Procedure Committee**  
Chairman Terry Curtis, Sub Chair Karl Jackson – No report.
- **Recreation Facilities, Parks & Maintenance Committee**  
Chairman Tim Jones – No report.
- **Recreation Programs & Resident Relations Committee**  
Chairman Karl Jackson, Sub Chair Mark Malouf – No report.

**Public Comment**

There were none.

**Unfinished/Ongoing Business****Approval of the ordinance to adopt Travel, Meal and Lodging Expenses Policy**

A motion was made by Commissioner Curtis and seconded by Commissioner Jackson to adopt Ordinance 02.21.17 an Ordinance to adopt Travel, Meal, and Lodging Expenses Policy. The motion was unanimously approved by a roll call vote.

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

Nays: None

Absent: None

The motion carried.

**Food, Beverage & Banquet Service at Old Orchard Country Club**

Executive Director Christina Ferraro is looking for direction to move forward with two RFPs (1) vendors to equip, manage and operate the F, B & BS and (2) a consultant to develop a budget and business plan to bring the operation in-house. Board directed staff to move forward with both RFPs.

**New Business****Approval to adopt Cyber Liability Policy**

A motion was made by Commissioner Malouf and seconded by Commissioner Jackson to adopt the Cyber Liability Policy. The motion was unanimously approved by a roll call vote.

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

Nays: None

Absent: None

The motion carried.

**Approval to adopt Land Acquisition Policy**

A motion was made by Commissioner Malouf and seconded by Commissioner Loranger to adopt the Land Acquisition Policy. The motion was unanimously approved by a roll call vote.

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

Nays: None

Absent: None

The motion carried.

**Resolution 02.21.17 a Resolution Authorizing the Disposal of Personal Property Owned by the Prospect Heights Park District Cook County, Illinois**

A motion was made by Commissioner Jackson and seconded by Commissioner Carney to adopt Resolution 02.21.17 a Resolution Authorizing the Disposal of Personal Property Owned by the Prospect Heights Park District Cook County, Illinois. The motion was unanimously approved by a roll call vote.

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

Nays: None

Absent: None

The motion carried.

**Combined Budget & Appropriation Ordinance 02.21.17A**

A motion was made by Commissioner Jackson and seconded by Commissioner Malouf to table this item and bring it back on the March Agenda. The motion was unanimously approved by a voice vote. The motion carried

**Recess into Executive Session**

A motion was made by Commissioner Curtis and seconded by Commissioner Jackson to recess into Executive Session in accordance with the Open Meetings Act (5ILCS 1220/2 Section 2A Subsection C) for the purpose of discussion of Land Acquisition (Section 2(c) (5/6)) at 7:36 p.m. The motion was unanimously approved with a voice. The motion carried.

**Reconvene to Open Session**

Open session reconvened at 8:06 p.m. During Executive Session Land Acquisition was discussed.

**Possible Action on Matters Discussed in Executive Session**

There were none.

**Adjournment**

With no further business to discuss a motion was made by Commissioner Carney and seconded by Commissioner Malouf to adjourn the Regular Board Meeting at 8:07 p.m. The motion was unanimously approved with a voice. The motion carried.

Respectfully Submitted,  
Edlyn Castil  
Recording Secretary

Secretary: \_\_\_\_\_  
M. Malouf, Prospect Heights Park District Secretary



TO: Board of Commissioners, Prospect Heights Park District  
 FROM: Park District Treasurer  
 DATE: 3/21/2017 CASH REPORT FY 17

Pink

*Motion by Commissioner \_\_\_\_\_ to approve CASH REPORT 3  
 as submitted. Seconded by Commissioner \_\_\_\_\_.*

Voice Vote

**ACCOUNTS**

**AMOUNTS**

Mt. Pros.State	Payroll	#90001511	sweep acct.	outstanding checks	\$	(3,608.06)
Mt. Pros.State	Vendor	#90001503	sweep acct.	outstanding checks	\$	(33,535.04)
Mt. Pros.State	Imprest	#90001529			\$	5,000.00
Mt. Pros.State	General/Sweep	#90001498			\$	534,666.15
Mt. Pros.State	ATM	#90001537	Combined Bal -- Account and ATM Machine		\$	26,135.53
Mt. Pros.State	Cash Reserves	#90001545			\$	350,486.02
Mt. Pros.State	Class- Reg.	#90002787	sweep acct.	deposit in transit	\$	-
Mt. Pros.State	Investment	#107503657			\$	2,601,833.93
<b>TOTALS</b>					<b>\$</b>	<b>3,480,978.53</b>

3/21/2017

**FINANCIAL  
 RESOLUTION**

*Motion by Commissioner \_\_\_\_\_ to approve WARRANT RESOLUTION  
 3/21/2017 as submitted. Seconded by Commissioner \_\_\_\_\_.*

**APPROVAL OF WARRANTS 3/21/2017**

**VENDOR WARRANTS**

		Ck From - To	AMOUNTS
2	In the amount of	44533-44551	\$65,561.64
2A	In the amount of	44552-44578	\$17,175.74
2B	In the amount of	44579-44600	\$12,767.83
2C	In the amount of	44601-44631	\$19,015.57
2D	In the amount of	ELECTRONIC	\$25,960.18
Total Vendor Warrants			<u>\$140,480.96</u>

**PAYROLL WARRANTS**

3	In the amount of	48875-48882	\$58,038.79
		gross plus employer costs	
4	In the amount of	48883-48893	\$57,834.40
		gross plus employer costs	
Total Payroll Warrants			<u>\$ 115,873.19</u>

**REFUND WARRANT**

2	In the total amount of	Charge Card Ref.	<u>\$ 1,461.00</u>
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**TOTAL OF WARRANTS**

\$ 257,815.15

3/21/2017

Roll Call



Prospect Heights Park District, IL

# Expense Approval Report

## By Payment Number

Payment Dates 02/02/2017 - 02/02/2017

Payment Number	Payment Date	Vendor #	Vendor Name	Account Number	Payment Amount
Payable Number	Description				Item Amount
44533	2/2/2017	01744	AMI COMMUNICATIONS		644.09
6547		TECH UPGRADES		518-99-6045	450.00
6548		TECH UPGRADES		518-99-6045	194.09
44534	2/2/2017	01016	AT&T		67.60
847577107801 1/22		847 577-1078 568 2 MARQUEE		200-02-5320	67.60
44535	2/2/2017	01428	BADARCH TESTAMIR		100.00
TESTAMIR B 02/02/		REFUND - ROOM RENTAL DEPOSIT		200-2372	100.00
44536	2/2/2017	01020	BURRIS EQUIPMENT CO		84.08
PS07106		REPAIR PARTS		300-41-6030	84.08
44537	2/2/2017	01032	CARDMEMBER SERVICE		5,861.80
CREDIT 01/2017		CREDIT 01/2017		200-02-5335	-35.00
CREDIT 01/2017		CREDIT 01/2017		300-40-5410	-19.90
ELAN 12/20/16-1/1		ELAN 12/20/16-1/19/17		100-01-5471	194.42
ELAN 12/20/16-1/1		ELAN 12/20/16-1/19/17		200-02-5300	165.00
ELAN 12/20/16-1/1		ELAN 12/20/16-1/19/17		200-02-5410	199.00
ELAN 12/20/16-1/1		ELAN 12/20/16-1/19/17		200-02-5460	269.00
ELAN 12/20/16-1/1		ELAN 12/20/16-1/19/17		200-04-6028	5.22
ELAN 12/20/16-1/1		ELAN 12/20/16-1/19/17		200-10-5410	325.00
ELAN 12/20/16-1/1		ELAN 12/20/16-1/19/17		200-11-5475	379.00
ELAN 12/20/16-1/1		ELAN 12/20/16-1/19/17		200-12-5300	144.00
ELAN 12/20/16-1/1		ELAN 12/20/16-1/19/17		200-13-6030	417.00
ELAN 12/20/16-1/1		ELAN 12/20/16-1/19/17		300-40-5335	80.00
ELAN 12/20/16-1/1		ELAN 12/20/16-1/19/17		300-40-5335	49.80
ELAN 12/20/16-1/1		ELAN 12/20/16-1/19/17		300-40-5335	40.00
ELAN 12/20/16-1/1		ELAN 12/20/16-1/19/17		300-41-5460	180.00
ELAN 12/20/16-1/1		ELAN 12/20/16-1/19/17		300-41-6025	71.99
ELAN 12/20/16-1/1		ELAN 12/20/16-1/19/17		518-99-8050	8.49
ELAN 12/20/16-1/1		ELAN 12/20/16-1/19/17		518-99-8050	509.98
ELAN 12/2016		ELAN 2016 (12/20/16-1/19/17)		100-01-6001	135.00
ELAN 12/2016		ELAN 2016 (12/20/16-1/19/17)		200-02-6024	39.08
ELAN 12/2016		ELAN 2016 (12/20/16-1/19/17)		200-05-5475	189.93
ELAN 12/2016		ELAN 2016 (12/20/16-1/19/17)		200-05-5475	161.12
ELAN 12/2016		ELAN 2016 (12/20/16-1/19/17)		200-05-5475	135.70
ELAN 12/2016		ELAN 2016 (12/20/16-1/19/17)		200-05-5475	388.00
ELAN 12/2016		ELAN 2016 (12/20/16-1/19/17)		200-05-5475	136.92
ELAN 12/2016		ELAN 2016 (12/20/16-1/19/17)		200-05-5475	264.41
ELAN 12/2016		ELAN 2016 (12/20/16-1/19/17)		200-05-5475	309.48
ELAN 12/2016		ELAN 2016 (12/20/16-1/19/17)		200-05-5475	266.75
ELAN 12/2016		ELAN 2016 (12/20/16-1/19/17)		200-07-6028	43.10
ELAN 12/2016		ELAN 2016 (12/20/16-1/19/17)		200-11-5475	11.00
ELAN 12/2016		ELAN 2016 (12/20/16-1/19/17)		200-11-5475	328.75
ELAN 12/2016		ELAN 2016 (12/20/16-1/19/17)		200-11-5475	258.78
ELAN 12/2016		ELAN 2016 (12/20/16-1/19/17)		300-40-6000	14.94
ELAN 12/2016		ELAN 2016 (12/20/16-1/19/17)		413-99-6028	37.98
ELAN 12/2016		ELAN 2016 (12/20/16-1/19/17)		518-99-8025	157.86
44538	2/2/2017	01022	COMCAST		117.53
8771100700162793		OOCC CABLE/INTERNET		300-40-5320	117.53
44539	2/2/2017	01023	COMMONWEALTH EDISON		25.28
4563001190 1/24/1		MUIR FIELD ELECTRIC		405-99-5205	25.28

## Expense Approval Report

Payment Dates: 02/02/2017 - 02/02/2017

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Payment Amount Item Amount
44540	2/2/2017 102004497	01024 GASOLINE QTY 560 @ 1.7676	CONSERV FS	100-01-6024	1,136.58 1,136.58
44541	2/2/2017 1713513-01	01042 2330070000 GROUNDS NATURAL GAS	CONSTELLATION ENERGY SERVICES - NATURAL GAS LLC	300-40-5204	350.31 350.31
44542	2/2/2017 PO0611 PO0651	01045 REPAIR PARTS REPAIR PARTS	JW TURF INC	300-41-6030 300-41-6030	942.15 487.67 454.48
44543	2/2/2017 964271 965204 965254 965272	01057 HARDWARE SMALL TOOLS SUPPLIES REPAIR PARTS REPAIR PARTS REPAIR PARTS	NAPA HEIGHTS AUTOMOTIVE	300-41-6016 300-41-6030 300-41-6030 300-41-6030	77.84 38.97 19.56 7.96 11.35
44544	2/2/2017 51440217 51440217	01058 LIFE INSURANCE MONTHLY 2/2017 LIFE INSURANCE MONTHLY 2/2017	NCPERS GROUP LIFE INSURANCE	100-2030 200-2030	64.00 32.00 32.00
44545	2/2/2017 99291700005 1/23/	01059 ADMIN NATURAL GAS	NICOR	200-02-5204	203.67 203.67
44546	2/2/2017 FIRST INSTALLMENT	01061 MEMBER ASSESSMENT 2017 - FIRST INSTALLMENT	NORTHWEST SPECIAL RECREATION ASSOCIATION	410-99-7090	37,576.21 37,576.21
44547	2/2/2017 DRISCOLL P 02/02/1	01573 REFUND - ROOM RENTAL DEPOSIT	PATRICK DRISCOLL	200-2372	100.00 100.00
44548	2/2/2017 0117159H 0117159H 0117159H 0117159H 0117159H 0117159H 0117159H 0117159H 0117159H 0117159H 0117159H 0117159H 0117159H 0117159H 0117159H	01063 PDRMA HEALTH INSURANCE - JANUARY, 2017 PDRMA HEALTH INSURANCE - JANUARY, 2017 PDRMA HEALTH INSURANCE - JANUARY, 2017 PDRMA HEALTH INSURANCE - JANUARY, 2017 PDRMA HEALTH INSURANCE - JANUARY, 2017 PDRMA HEALTH INSURANCE - JANUARY, 2017 PDRMA HEALTH INSURANCE - JANUARY, 2017 PDRMA HEALTH INSURANCE - JANUARY, 2017 PDRMA HEALTH INSURANCE - JANUARY, 2017 PDRMA HEALTH INSURANCE - JANUARY, 2017 PDRMA HEALTH INSURANCE - JANUARY, 2017 PDRMA HEALTH INSURANCE - JANUARY, 2017 PDRMA HEALTH INSURANCE - JANUARY, 2017 PDRMA HEALTH INSURANCE - JANUARY, 2017 PDRMA HEALTH INSURANCE - JANUARY, 2017	PDRMA	100-01-5100 100-01-5101 100-01-5102 200-02-5100 200-02-5101 200-02-5102 200-30-5100 200-30-5101 200-30-5102 300-40-5100 300-40-5101 300-40-5102 300-41-5100 300-41-5101 300-41-5102	17,786.54 1,430.31 112.25 96.40 5,731.90 407.06 114.10 1,662.96 104.20 11.90 3,325.92 208.40 39.06 4,146.81 279.82 115.45
44549	2/2/2017 K-102874	01066 CONTRACTED SERVICES	PLATINUM SYSTEMS	100-01-5300	150.00 150.00
44550	2/2/2017 P9280000H01Q71Z	01074 CONCESSIONS - SPECIAL EVENT	SAM'S CLUB/SYNCHRONY BANK	200-12-6028	198.96 198.96
44551	2/2/2017 63875	01827 REPAIR PARTS	VAN HOESSEN INDUSTRIES INC	300-41-6030	75.00 75.00
Grand Total:					65,561.64

## Report Summary

## Fund Summary

Fund	Payment Amount
100 - CORPORATE FUND	3,286.96
200 - RECREATION FUND	13,135.59
300 - GOLF	10,179.20
405 - PAVING & LIGHTING FUND	25.28
410 - SPECIAL RECREATION FUND	37,576.21
413 - COMMUNITY EVENTS	37.98
518 - CAPITAL PROJECT FUND	1,320.42
<b>Grand Total:</b>	<b>65,561.64</b>

## Account Summary

Account Number	Account Name	Payment Amount
100-01-5100	MEDICAL INSURANCE	1,430.31
100-01-5101	DENTAL INSURANCE	112.25
100-01-5102	LIFE INSURANCE	96.40
100-01-5300	CONTRACTED SERVICE	150.00
100-01-5471	IT SOFTWARE AND SUBS	194.42
100-01-6001	PUBLIC RELATIONS	135.00
100-01-6024	GAS OIL AND GREASE	1,136.58
100-2030	INSURANCE WITHHELD	32.00
200-02-5100	MEDICAL INSURANCE	5,731.90
200-02-5101	DENTAL INSURANCE	407.06
200-02-5102	LIFE INSURANCE	114.10
200-02-5204	NATURAL GAS-HEAT	203.67
200-02-5300	CONTRACTED SERVICE	165.00
200-02-5320	TELEPHONE	67.60
200-02-5335	BOARD AND STAFF CON	-35.00
200-02-5410	SEMINARS AND TRAININ	199.00
200-02-5460	PROFESSIONAL MEMBE	269.00
200-02-6024	GAS OIL AND GREASE	39.08
200-04-6028	PROGRAM SUPPLIES-KIN	5.22
200-05-5475	PROGRAM ACTIVITY AN	1,852.31
200-07-6028	PROGRAM SUPPLIES-YO	43.10
200-10-5410	SEMINARS AND TRAININ	325.00
200-11-5475	PROGRAM ACTIVITY AN	977.53
200-12-5300	CONTRACTED SERVICE	144.00
200-12-6028	PROGRAM SUPPLIES-SPE	198.96
200-13-6030	REPAIR PARTS EQUIPME	417.00
200-2030	INSURANCE WITHHELD	32.00
200-2372	REFUND CLEARING ACC	200.00
200-30-5100	MEDICAL INSURANCE	1,662.96
200-30-5101	DENTAL INSURANCE	104.20
200-30-5102	LIFE INSURANCE	11.90
300-40-5100	MEDICAL INSURANCE	3,325.92
300-40-5101	DENTAL INSURANCE	208.40
300-40-5102	LIFE INSURANCE	39.06
300-40-5204	NATURAL GAS-HEAT	350.31
300-40-5320	TELEPHONE	117.53
300-40-5335	BOARD AND STAFF CON	169.80
300-40-5410	SEMINARS AND TRAININ	-19.90
300-40-6000	POSTAGE	14.94
300-41-5100	MEDICAL INSURANCE	4,146.81
300-41-5101	DENTAL INSURANCE	279.82
300-41-5102	LIFE INSURANCE	115.45
300-41-5460	PROFESSIONAL MEMBE	180.00
300-41-6016	HARDWARE SMALL TOO	38.97
300-41-6025	GREEN AND TEE SUPPLIE	71.99
300-41-6030	REPAIR PARTS EQUIPME	1,140.10

**Account Summary**

Account Number	Account Name	Payment Amount
405-99-5205	ELECTRICITY	25.28
410-99-7090	NWSRA FEE	37,576.21
413-99-6028	PROGRAM SUPPLIES	37.98
518-99-6045	TECH UPGRADES	644.09
518-99-8025	CAPITAL PURCHASE	157.86
518-99-8050	EQUIPMENT PURCHASE	518.47
	<b>Grand Total:</b>	<b>65,561.64</b>

**Project Account Summary**

Project Account Key	Payment Amount
**None**	65,561.64
<b>Grand Total:</b>	<b>65,561.64</b>



Prospect Heights Park District, IL

# Expense Approval Report

## By Payment Number

Payment Dates 02/09/2017 - 02/09/2017

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Payment Amount Item Amount
44552	2/9/2017 903560034	01079 EQUIPMENT	ACUSHNET COMPANY	300-1360	643.88 643.88
44553	2/9/2017 487865602	01006 PAYROLL PROCESSING PE 01/31/17	ADP LLC	100-01-5430	204.06 204.06
44554	2/9/2017 1379	01744 FEBRUARY 2017 IT SUPPORT	AMI COMMUNICATIONS	100-01-5300	1,490.00 1,490.00
44555	2/9/2017 34899 34900	01831 COM ED GRANT FOR NATURE CENTER COM ED GRANT FOR NATURE CENTER	APPLIED ECOLOGICAL SERVICES INC	518-99-8020 518-99-8020	2,860.00 726.00 2,134.00
44556	2/9/2017 102768	01015 CONTRACTED LABOR - GROUNDS	ASSOCIATED LABOR CORPORATION OF AMERICA	300-41-5300	1,198.40 1,198.40
44557	2/9/2017 428927	01344 CO-OP CLASS	COMPUTER EXPLORERS	200-05-5300	180.00 180.00
44558	2/9/2017 1719358-01 1719358-01	01042 GMRC/OOCC NATURAL GAS GMRC/OOCC NATURAL GAS	CONSTELLATION ENERGY SERVICES - NATURAL GAS LLC	200-02-5204 300-40-5204	3,791.12 1,949.26 1,841.86
44559	2/9/2017 20100638	01031 COPIERS/PRINTER LEASE	DES PLAINES OFFICE EQUIPMENT	100-01-5430	680.00 680.00
44560	2/9/2017 15330710 020517	01693 ADMIN WATER	HINCKLEY SPRINGS	100-01-5430	19.59 19.59
44561	2/9/2017 61013347	01044 HARDWARE SMALL TOOLS SUPPLIES	JC LIGHT AND COMPANY	300-41-6016	43.82 43.82
44562	2/9/2017 CHUNG J 02/08/17	01834 REFUND	JIMIN CHUNG	200-2372	49.00 49.00
44563	2/9/2017 211	01832 PUTTING MACHINE	JUNK REMEDY	300-43-6028	500.00 500.00
44564	2/9/2017 PO0848 PO0975	01045 REPAIR PARTS REPAIR PARTS	JW TURF INC	300-41-6030 300-41-6030	510.61 245.28 265.33
44565	2/9/2017 CHAIR YOGA JANUA LEVEL 1-2 YOGA JAN	01533 CHAIR YOGA JANUARY 2017 LEVEL 1-2 YOGA JANUARY 2017	KATHLEEN O'MALLEY-GALLAGHER	200-13-5300 200-13-5300	418.20 206.80 211.40
44566	2/9/2017 3353476-0	01052 JANITORIAL SUPPLIES	METRO PROFESSIONAL PRODUCTS	200-02-6022	128.63 128.63
44567	2/9/2017 966230 966775 966775 967652 967652	01057 GAS OIL GREASE REPAIR PARTS/GAS OIL GREASE REPAIR PARTS/GAS OIL GREASE GAS OIL GREASE/REPAIR PARTS GAS OIL GREASE/REPAIR PARTS	NAPA HEIGHTS AUTOMOTIVE	300-41-6024 300-41-6024 300-41-6030 300-41-6024 300-41-6030	146.45 14.36 44.16 7.49 55.47 24.97
44568	2/9/2017 9000299897	01264 EQUIPMENT	OAKLEY	300-1360	114.65 114.65

## Expense Approval Report

Payment Dates: 02/09/2017 - 02/09/2017

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Payment Amount Item Amount
44569	2/9/2017 1476196031	01063 HELP J CAPORUSSO 2/22-2/23/17	PDRMA	406-99-5410	199.00 199.00
44570	2/9/2017 3100986304	01065 POSTAGE MACHINE	PITNEY BOWES GLOBAL FINANCIAL SERVICES	200-02-5430	206.00 206.00
44571	2/9/2017 2017020201022540 2017020201022540	01830 MONTHLY GATEWAY FEE FOR REC TRAC MONTHLY GATEWAY FEE FOR REC TRAC	PLUG & PLAY TECHNOLOGIES INC	200-02-7081 200-02-7081	30.00 15.00 15.00
44572	2/9/2017 8000-9000-0008-12	01135 POSTAGE	PURCHASE POWER	100-01-6000	201.00 201.00
44573	2/9/2017 0011040	01833 EQUIPMENT	PURE GRIPS	300-1360	504.62 504.62
44574	2/9/2017 CD2087010	01560 GREEN & TEE SUPPLIES	R&R PRODUCTS INC	300-41-6025	211.19 211.19
44575	2/9/2017 763416-1	01070 KINDERSTOP SUPPLIES	RAMROD	200-04-6028	95.50 95.50
44576	2/9/2017 BASKETBALL AWAR	01072 BASKETBALL AWARDS 2/3/17	RIVER TRAILS PARK DISTICT	200-07-6029	250.38 250.38
44577	2/9/2017 32156824	01078 EQUIPMENT	TAYLOR MADE	300-1360	737.14 737.14
44578	2/9/2017 53788	01774 REGISTRATION CUSTOM BROCHURE INTERFACE	VERMONT SYSTEMS INC	518-99-8025	1,762.50 1,762.50
Grand Total:					17,175.74

## Report Summary

## Fund Summary

Fund	Payment Amount
100 - CORPORATE FUND	2,594.65
200 - RECREATION FUND	3,306.97
300 - GOLF	6,452.62
406 - LIABILITY INSURANCE FUND	199.00
518 - CAPITAL PROJECT FUND	4,622.50
<b>Grand Total:</b>	<b>17,175.74</b>

## Account Summary

Account Number	Account Name	Payment Amount
100-01-5300	CONTRACTED SERVICE	1,490.00
100-01-5430	SERVICE CONTRACTS	903.65
100-01-6000	POSTAGE	201.00
200-02-5204	NATURAL GAS-HEAT	1,949.26
200-02-5430	SERVICE CONTRACTS	206.00
200-02-6022	JANITORIAL SUPPLIES	128.63
200-02-7081	CLASS PROCESSING FEE	30.00
200-04-6028	PROGRAM SUPPLIES-KIN	95.50
200-05-5300	CONTRACTED SERVICE	180.00
200-07-6029	RECOGNITION AND AWA	250.38
200-13-5300	CONTRACTED SERVICE	418.20
200-2372	REFUND CLEARING ACC	49.00
300-1360	GOLF EQUIPMENT INVE	2,000.29
300-40-5204	NATURAL GAS-HEAT	1,841.86
300-41-5300	CONTRACTED SERVICE	1,198.40
300-41-6016	HARDWARE SMALL TOO	43.82
300-41-6024	GAS OIL AND GREASE	113.99
300-41-6025	GREEN AND TEE SUPPLIE	211.19
300-41-6030	REPAIR PARTS EQUIPME	543.07
300-43-6028	PROGRAM SUPPLIES-HO	500.00
406-99-5410	SEMINARS AND TRAININ	199.00
518-99-8020	LAND IMPROVEMENTS	2,860.00
518-99-8025	CAPITAL PURCHASE	1,762.50
<b>Grand Total:</b>		<b>17,175.74</b>

## Project Account Summary

Project Account Key	Payment Amount
**None**	17,175.74
<b>Grand Total:</b>	<b>17,175.74</b>





Prospect Heights Park District, IL

# Expense Approval Report

## By Payment Number

Payment Dates 02/16/2017 - 02/16/2017

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Payment Amount Item Amount
44579	2/16/2017 488191438	01006 PAYROLL PRECESSING - EZLABOR	ADP LLC	100-01-5430	435.55 435.55
44580	2/16/2017 9942150355	01009 OCC GROUNDS SUPPLIES	AIRGAS USA LLC	300-41-5300	51.59 51.59
44581	2/16/2017 713597	01232 REPAIR PARTS	ARLINGTON POWER EQUIPMENT INC	300-41-6030	127.96 127.96
44582	2/16/2017 102808 102826	01015 CONTRACTED LABOR - GROUNDS CONTRACTED LABOR - GROUNDS	ASSOCIATED LABOR CORPORATION OF AMERICA	300-41-5300 300-41-5300	2,396.80 1,198.40 1,198.40
44583	2/16/2017 847394342202 2/4/	01016 847 394-3422 297 7 ADMIN	AT&T	200-02-5320	330.68 330.68
44584	2/16/2017 847255488302 2/1/	01016 847 255-4883 294 7 OCC F&A	AT&T	300-40-5320	108.73 108.73
44585	2/16/2017 847255203302 2/1/	01016 847 255-2033 863 2 GROUNDS	AT&T	300-41-5320	202.52 202.52
44586	2/16/2017 8771100740047145	01022 GMRC INTERNET	COMCAST	200-02-5320	100.35 100.35
44587	2/16/2017 25967	01579 TREE PRUNNING	HOMER TREE CARE INC	300-41-5300	3,500.00 3,500.00
44588	2/16/2017 PO0573 PO1198	01045 REPAIR PARTS REPAIR PARTS	JW TURF INC	300-41-6030 300-41-6030	419.76 187.60 232.16
44589	2/16/2017 5392581	01238 REPAIR PARTS	KIMBALL MIDWEST	300-41-6030	144.00 144.00
44590	2/16/2017 11/2016-2/2017	01102 TAE KWON DO CLASSES	LIONS TAE KWON DO CENTER	200-07-5300	983.25 983.25
44591	2/16/2017 3353476-1 3356381-0 C3353476-0	01052 JANITORIAL SUPPLIES JANITORIAL SUPPLIES CREDIT JANITORIAL SUPPLIES	METRO PROFESSIONAL PRODUCTS	200-02-6022 200-02-6022 200-02-6022	73.60 73.60 59.30 -59.30
44592	2/16/2017 969058 969058 969575 970150	01057 REPAIR PARTS/OIL REPAIR PARTS/OIL REPAIR PARTS HARDWARE SMALL TOOLS SUPPLIES	NAPA HEIGHTS AUTOMOTIVE	300-41-6024 300-41-6030 300-41-6030 300-41-6016	116.15 41.97 23.91 14.79 35.48
44593	2/16/2017 17312658	01134 REPAIR PARTS	NORTHWEST ELECTRICAL SUPPLY	300-41-6032	53.34 53.34
44594	2/16/2017 K-103485	01066 EMAIL ARCHIVING	PLATINUM SYSTEMS	100-01-5471	190.00 190.00
44595	2/16/2017 763416	01070 JANITORIAL SUPPLIES	RAMROD	200-02-6022	214.45 214.45

## Expense Approval Report

Payment Dates: 02/16/2017 - 02/16/2017

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Payment Amount Item Amount
44596	2/16/2017	01071	REINDERS INC		737.59
	1669335-00	REPAIR PARTS		300-41-6030	503.80
	1670638-00	REPAIR PARTS		300-41-6030	233.79
44597	2/16/2017	01120	REPUBLIC SVC #551		202.76
	0551-013234376	OCCC WASTE SERVICE		300-41-5203	202.76
44598	2/16/2017	01781	THOMAS R PETZEL		1,163.75
	16105	JANUARY IT SUPPORT SERVICES		100-01-5300	1,163.75
44599	2/16/2017	01143	VILLAGE OF MOUNT PROSPECT		15.00
	100TH ANNIVERSAR	100TH ANNIVERSARY YARD SIGN		200-02-5330	15.00
44600	2/16/2017	01138	VISIONARY WEBWORKS		1,200.00
	VW-021017-03	CONTRACTED SERVICES		100-01-5471	1,200.00
Grand Total:					12,767.83

## Report Summary

## Fund Summary

Fund	Payment Amount
100 - CORPORATE FUND	2,989.30
200 - RECREATION FUND	1,717.33
300 - GOLF	8,061.20
<b>Grand Total:</b>	<b>12,767.83</b>

## Account Summary

Account Number	Account Name	Payment Amount
100-01-5300	CONTRACTED SERVICE	1,163.75
100-01-5430	SERVICE CONTRACTS	435.55
100-01-5471	IT SOFTWARE AND SUBS	1,390.00
200-02-5320	TELEPHONE	431.03
200-02-5330	PROMOTIONS/DISCOUN	15.00
200-02-6022	JANITORIAL SUPPLIES	288.05
200-07-5300	CONTRACTED SERVICE	983.25
300-40-5320	TELEPHONE	108.73
300-41-5203	DISPOSAL CHARGES	202.76
300-41-5300	CONTRACTED SERVICE	5,948.39
300-41-5320	TELEPHONE	202.52
300-41-6016	HARDWARE SMALL TOO	35.48
300-41-6024	GAS OIL AND GREASE	41.97
300-41-6030	REPAIR PARTS EQUIPME	1,468.01
300-41-6032	REPAIR PARTS BUILDING	53.34
<b>Grand Total:</b>		<b>12,767.83</b>

## Project Account Summary

Project Account Key	Payment Amount
**None**	12,767.83
<b>Grand Total:</b>	<b>12,767.83</b>



Prospect Heights Park District, IL

# Expense Approval Report

## By Payment Number

Payment Dates 02/23/2017 - 02/23/2017

Payment Number	Payment Date	Vendor #	Vendor Name	Account Number	Payment Amount
Payment Number	Payable Number	Description	Vendor Name	Account Number	Item Amount
44601	2/23/2017	01079	ACUSHNET COMPANY		206.91
	903614812	SPECIAL ORDER EQUIPMENT		300-42-6010	206.91
44602	2/23/2017	01006	ADP LLC		261.51
	488609258	PAYROLL PROCESSING PE 02/14/17		100-01-5430	261.51
44603	2/23/2017	01837	AROUND THE TOWN ENTERTAINMENT LLC		600.00
	217-013	CREATIVE/PERFORMING ARTS CAMP TRIP DEPOSIT		200-08-6028	600.00
44604	2/23/2017	01015	ASSOCIATED LABOR CORPORATION OF AMERICA		1,198.40
	102848	CONTRACTED LABOR - GROUNDS		300-41-5300	1,198.40
44605	2/23/2017	01016	AT&T		79.04
	847398195902 2/10	847 398-1959 971 3 OCCC VISA		300-40-5320	79.04
44606	2/23/2017	01020	BURRIS EQUIPMENT CO		183.22
	PS07411	REPAIR PARTS		300-41-6030	183.22
44607	2/23/2017	01022	COMCAST		10.47
	8771100740004153	GMRC CABLE		200-02-5320	10.47
44608	2/23/2017	01041	CONSTELLATION ENERGY SERVICES INC		3,864.76
	75181920	#705224-2 OCCC ELECTRIC		300-40-5205	3,864.76
44609	2/23/2017	01041	CONSTELLATION ENERGY SERVICES INC		174.08
	75217209	705224-1 ADMIN ELECTRIC		200-02-5205	174.08
44610	2/23/2017	01041	CONSTELLATION ENERGY SERVICES INC		47.11
	75182198	#705224-4 IZAAK WALTON ELECTRIC		405-99-5205	47.11
44611	2/23/2017	01018	DOUGLAS BRAZEAU		1,408.24
	TRAVEL/MEAL/LOD	TRAVEL/MEAL/LODGING REIMBURSEMENT 1/2017		300-40-5335	1,408.24
44612	2/23/2017	01836	EPOCH EYEWEAR		354.22
	14386	EQUIPMENT		300-1360	354.22
44613	2/23/2017	01394	GOVERNMENT FINANCE OFFICERS ASSOCIATION		280.00
	0173558 01/24/17	MEMBERSHIP DUES		100-01-5460	280.00
44614	2/23/2017	01040	HOME DEPOT CREDIT SERVICES		1,409.42
	HOME DEPOT 2/13/	HOME DEPOT 2/13/17		200-02-6022	51.12
	HOME DEPOT 2/13/	HOME DEPOT 2/13/17		200-02-6022	535.56
	HOME DEPOT 2/13/	HOME DEPOT 2/13/17		200-02-6022	47.92
	HOME DEPOT 2/13/	HOME DEPOT 2/13/17		200-02-6032	7.24
	HOME DEPOT 2/13/	HOME DEPOT 2/13/17		200-02-6032	89.49
	HOME DEPOT 2/13/	HOME DEPOT 2/13/17		300-41-6016	15.17
	HOME DEPOT 2/13/	HOME DEPOT 2/13/17		518-99-8010	126.58
	HOME DEPOT 2/13/	HOME DEPOT 2/13/17		518-99-8010	3.81
	HOME DEPOT 2/13/	HOME DEPOT 2/13/17		518-99-8010	11.97
	HOME DEPOT 2/13/	HOME DEPOT 2/13/17		518-99-8010	95.71
	HOME DEPOT 2/13/	HOME DEPOT 2/13/17		518-99-8010	163.89
	HOME DEPOT 2/13/	HOME DEPOT 2/13/17		518-99-8010	44.55
	HOME DEPOT 2/13/	HOME DEPOT 2/13/17		518-99-8010	173.16
	HOME DEPOT 2/13/	HOME DEPOT 2/13/17		518-99-8010	31.35
	HOME DEPOT 2/13/	HOME DEPOT 2/13/17		518-99-8010	11.90
44615	2/23/2017	01835	INSTA GOLF LLC		357.67
	16-162	EQUIPMENT/REPAIR PARTS		300-1360	203.85

## Expense Approval Report

Payment Dates: 02/23/2017 - 02/23/2017

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Payment Amount Item Amount
	16-162	EQUIPMENT/REPAIR PARTS		300-41-6025	153.82
44616	2/23/2017 1325	01182 BUILDING IMPROVEMENTS	JAMES SAMMONS	518-99-8010	350.00 350.00
44617	2/23/2017 110800	01045 REPAIR PARTS	JW TURF INC	300-41-6030	221.95 221.95
44618	2/23/2017 TRAVEL REIMBURSE	01035 TRAVEL REIMBURSEMENT 1/2017	LAURA FUDALA	200-02-5335	5.34 5.34
44619	2/23/2017 PUSATERI L 02/23/1	01839 REFUND	LUCILLE PUSATERI	200-2372	59.00 59.00
44620	2/23/2017 TRAVEL REIMBURSE	01039 TRAVEL REIMBURSEMENT 1/2017	MARC HEIDKAMP	300-40-5335	15.00 15.00
44621	2/23/2017 CHAIR MASSAGE 2/	01838 WELLNESS EVENT - CHAIR MASSAGE	MATHEWS MOBILE MASSAGE	406-99-5329	85.00 85.00
44622	2/23/2017 LODGING REIMBUR	01819 LODGING REIMBURSEMENT 1/2017	MICHELLE MARRON BRENNAN	200-02-5335	29.36 29.36
44623	2/23/2017 970445 970789 970789 971072 971120 971182 972376 972376	01057 HARDWARE SMALL TOOLS SUPPLIES HARDWARE SMALL TOOLS SUPPLIES/GAS OIL GREAS HARDWARE SMALL TOOLS SUPPLIES/GAS OIL GREAS REPAIR PARTS HARDWARE SMALL TOOLS SUPPLIES REPAIR PARTS OIL/HARDWARE SMALL TOOLS SUPPLIES OIL/HARDWARE SMALL TOOLS SUPPLIES	NAPA HEIGHTS AUTOMOTIVE	300-41-6016 300-41-6016 300-41-6024 300-41-6030 300-41-6016 300-41-6030 300-41-6016 300-41-6024	167.77 7.99 17.99 28.54 22.97 17.36 22.97 7.98 41.97
44624	2/23/2017 1029928 4/2017-3/	01399 MEMBERSHIP DUES	NATIONAL GOLF FOUNDATION INC	300-40-5331	250.00 250.00
44625	2/23/2017 9000315338	01264 APPAREL	OAKLEY	300-1362	930.29 930.29
44626	2/23/2017 901244632001 901244632001 901244632001 902684887001 902684887001 902684887001	01062 OFFICE/PROGRAM SUPPLIES OFFICE/PROGRAM SUPPLIES OFFICE/PROGRAM SUPPLIES OFFICE/PROGRAM SUPPLIES OFFICE/PROGRAM SUPPLIES OFFICE/PROGRAM SUPPLIES	OFFICE DEPOT	100-01-6027 200-02-6027 200-04-6028 200-02-6027 200-03-6028 200-04-6028	376.95 267.17 6.72 4.62 24.62 36.91 36.91
44627	2/23/2017 5626	01064 GREEN & TEE SUPPLIES	PENDELTON TURF SUPPLY	300-41-6025	1,086.50 1,086.50
44628	2/23/2017 1913	01342 CARPET INSTALLATION	T AND T CARPETS INC	518-99-8010	2,450.00 2,450.00
44629	2/23/2017 53507	01774 CAPITAL PURCHASE	VERMONT SYSTEMS INC	518-99-8025	315.01 315.01
44630	2/23/2017 11654-001 2/15/17 11654-001 2/15/17 11654-001 2/15/17 11663-001 2/15/17 9160-002 2/15/17 9160-002 2/15/17 9160-002 2/15/17	01081 GROUNDS WATER/SEWER CONST FEE/SEWER GROUNDS WATER/SEWER CONST FEE/SEWER GROUNDS WATER/SEWER CONST FEE/SEWER GMRC WATER OCC WATER/SEWER CONST FEE/SEWER OCC WATER/SEWER CONST FEE/SEWER OCC WATER/SEWER CONST FEE/SEWER	VILLAGE OF MOUNT PROSPECT	300-41-5206 300-41-5206 300-41-5206 200-02-5206 300-40-5206 300-40-5206 300-40-5206	2,095.59 18.38 3.56 5.00 604.64 236.74 5.00 1,222.27

**Expense Approval Report****Payment Dates: 02/23/2017 - 02/23/2017**

<b>Payment Number</b>	<b>Payment Date Payable Number</b>	<b>Vendor # Description</b>	<b>Vendor Name</b>	<b>Account Number</b>	<b>Payment Amount Item Amount</b>
44631	2/23/2017	01082	WAREHOUSE DIRECT		142.76
	3369941-1	PROGRAM SUPPLIES		200-13-6028	142.76
<b>Grand Total:</b>					<b>19,015.57</b>

**Report Summary****Fund Summary**

<b>Fund</b>	<b>Payment Amount</b>
100 - CORPORATE FUND	808.68
200 - RECREATION FUND	2,466.76
300 - GOLF	11,830.09
405 - PAVING & LIGHTING FUND	47.11
406 - LIABILITY INSURANCE FUND	85.00
518 - CAPITAL PROJECT FUND	3,777.93
<b>Grand Total:</b>	<b>19,015.57</b>

**Account Summary**

Account Number	Account Name	Payment Amount
100-01-5430	SERVICE CONTRACTS	261.51
100-01-5460	PROFESSIONAL MEMBE	280.00
100-01-6027	OFFICE SUPPLIES	267.17
200-02-5205	ELECTRICITY	174.08
200-02-5206	WATER SEWER	604.64
200-02-5320	TELEPHONE	10.47
200-02-5335	BOARD AND STAFF CON	34.70
200-02-6022	JANITORIAL SUPPLIES	634.60
200-02-6027	OFFICE SUPPLIES	31.34
200-02-6032	REPAIR PARTS BUILDING	96.73
200-03-6028	PROGRAM SUPPLIES-PR	36.91
200-04-6028	PROGRAM SUPPLIES-KIN	41.53
200-08-6028	PROGRAM SUPPLIES-PE	600.00
200-13-6028	PROGRAM SUPPLIES-FIT	142.76
200-2372	REFUND CLEARING ACC	59.00
300-1360	GOLF EQUIPMENT INVE	558.07
300-1362	GOLF APPAREL INVENTO	930.29
300-40-5205	ELECTRICITY	3,864.76
300-40-5206	WATER SEWER	1,464.01
300-40-5320	TELEPHONE	79.04
300-40-5331	PROMOTION	250.00
300-40-5335	BOARD AND STAFF CON	1,423.24
300-41-5206	WATER SEWER	26.94
300-41-5300	CONTRACTED SERVICE	1,198.40
300-41-6016	HARDWARE SMALL TOO	66.49
300-41-6024	GAS OIL AND GREASE	70.51
300-41-6025	GREEN AND TEE SUPPLIE	1,240.32
300-41-6030	REPAIR PARTS EQUIPME	451.11
300-42-6010	GOLF SPECIAL ORDER E	206.91
405-99-5205	ELECTRICITY	47.11
406-99-5329	SAFETY INITIATIVE	85.00
518-99-8010	BUILDING IMPROVEME	3,462.92
518-99-8025	CAPITAL PURCHASE	315.01
Grand Total:		19,015.57

**Project Account Summary**

<b>Project Account Key</b>	<b>Payment Amount</b>
**None**	19,015.57
<b>Grand Total:</b>	<b>19,015.57</b>

## VENDOR WARRANT 2D

TOTAL	100	100	100
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**\$12,250.18**

**\$25,960.18**





# Refunds Processed Report-BOARD PACKET

Printed: 16 Mar 2017, 04:03 PM

User: class

Date From: Wednesday, February 01, 2017

Date To: Tuesday, February 28, 2017

Account Name	Date	Refund Reason	Fee	Refund	GL Account	Refund From
Downes, Sandra						
	27 Feb 2017	Refund: Check - Rental Deposit Return	\$0.00	\$100.00		
Illinois American Water						
	27 Feb 2017	Refund: Visa Card - Rental Deposit Return	\$0.00	\$100.00		
Jahnke, Dolores						
	15 Feb 2017	Refund: Visa Card - Medical	\$0.00	\$902.00	Senior Programs	200-11-4131
					Senior Programs	200-11-4131
					Senior Programs	200-11-4131
					Senior Programs	200-11-4131
					Senior Programs	200-11-4131
					Senior Programs	200-11-4131
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					Senior Programs	200-11-4131
					Senior Programs	200-11-4131
					Senior Programs	200-11-4131
					Senior Programs	200-11-4131
Montegrando, Glendo						
	27 Feb 2017	Refund: Check - Rental Deposit Return	\$0.00	\$100.00		
Pusateri, Lucille						
	22 Feb 2017	Refund: Check - Supv Approval	\$0.00	\$59.00	Senior Programs	200-11-4131
Srivastava, Pulkit						
	27 Feb 2017	Refund: Visa Card - cancelled rental	\$0.00	\$100.00		
Wealth Financial Group						
	27 Feb 2017	Refund: Check - Rental Deposit Return	\$0.00	\$100.00		

\$1,461.00

FY 2017		PROSPECT HEIGHTS PARK DISTRICT		YTD FUND SUMMARY				INFORMATIONAL	
Fund Numbers	Fund Names	Un-Audited Begin. Bal. 17	Revenue 2/28/2017	Real Estate Tax 2/28/2017	Expense 2/28/2017	Transfers 2/28/2017	Ending Bal 2/28/2017	Fund Transfers Budgeted	Bud. FY 17
100	CORPORATE	1,351,418	1,192	143,345	51,536		1,444,420	(144,275) TO 608	2,005,497
900	Reserve Acct.	350,344	142	-	-		350,486	-	350,844
200	RECREATION	575,576	151,848	70,147	144,006		653,565	-	611,706
300	GOLF	46,465	58,265	-	135,171		(30,441)		66,182
<b>MAJOR FUND</b>	<b>SUB TOTAL</b>	<b>2,323,803</b>	<b>211,447</b>	<b>213,492</b>	<b>330,712</b>	<b>-</b>	<b>2,418,030</b>	<b>(144,275)</b>	<b>3,034,229</b>
404	AUDIT	2,174	-	1,882	6,750		(2,695)		2,332
405	PAVING & LIGHTING	12,895	-	651	121		13,425		11,339
406	LIABILITY INS.	15,239	-	11,862	284		26,816	-	(2,367)
407	I.M.R.F.	31,790	-	18,242	18,153		31,879	-	44,932
408	POLICE	34,623	-	10,226	1,700		43,149	-	48,613
409	MUSEUM	11,742	-	1,636			13,378		12,289
410	SPECIAL REC.	44,474	-	16,361	37,576		23,259		8,824
411	SOCIAL SEC.	5,290	-	16,279	15,909		5,660		13,117
412	MEMORIAL	1,034	-	-	-		1,034		1,134
413	COMM. EVENTS	27,884	-	1	-		27,885	-	16,876
<b>NON-MAJOR</b>	<b>SUB TOTAL</b>	<b>187,145</b>	<b>-</b>	<b>77,139</b>	<b>80,493</b>	<b>-</b>	<b>183,791</b>	<b>-</b>	<b>157,089</b>
<b>OPERATING</b>	<b>SUB TOTAL</b>	<b>2,510,948</b>	<b>211,447</b>	<b>290,631</b>	<b>411,206</b>	<b>-</b>	<b>2,601,820</b>	<b>(144,275)</b>	<b>3,191,318</b>
518	Cap. Fund- Parks/Recr	672,006			11,170		660,836	132,008 FROM 610	304,014
523	Cap. Fund-Golf	(29,857)					(29,857)		(85,357)
<b>CAPITAL</b>	<b>SUB TOTAL</b>	<b>642,149</b>	<b>-</b>	<b>-</b>	<b>11,170</b>	<b>-</b>	<b>630,979</b>	<b>132,008</b>	<b>218,657</b>
<b>DEBT FINANCING OCCURS IN DECEMBER, ONLY PROPERTY TAXES ARE RECEIVED THROUGHOUT THE YEAR</b>								<b>BOND PAYMENTS DUE DECEMBER 1, 2017</b>	
606	Bond 2014	-					-		-
607	Bond 2015						-		-
608	Bond 2014B						-	573,550 FROM 100, FROM 610	
609	Bond 2016			84,258			84,258		
610	Bond 2017	(5,673)					(5,673)	(561,283) TO 518 TO 608	
<b>Debt</b>	<b>SUB TOTAL</b>	<b>(5,673)</b>	<b>-</b>	<b>84,258</b>	<b>-</b>	<b>-</b>	<b>78,585</b>	<b>12,267</b>	<b>-</b>
<b>ALL FUND TOTALS</b>								<b>0</b>	<b>3,409,975</b>



# PROSPECT HEIGHTS PARK DISTRICT

(847) 394-2848  
Fax (847) 394-7799

110 W. Camp McDonald Road, Prospect Heights, Illinois 60070

Date: March 21, 2017  
To: Board of Commissioners  
From: Scott Devlin, Business Manager  
Re: February 2017 Investment Report

An Account for **Cash Reserves** was established on 12/27/2005

	<b>Balance EOM</b>	<b>Interest Earned</b>
2/28/2017	\$ 350,486.02	\$67.20

## General Account Interest

	<b>Balance EOM</b>	<b>Interest Earned</b>
2/28/2017	\$ 534,666.15	\$6.71

## Investment Account Interest

	<b>Balance EOM</b>	<b>Interest Earned</b>
2/28/2017	\$ 2,601,833.93	\$552.33

## Investment Report for Year Ending December 31, 2017

[illegible]



# PROSPECT HEIGHTS PARK DISTRICT

(847) 394-2848  
Fax (847) 394-7799

110 W. Camp McDonald Road, Prospect Heights, Illinois 60070

March 21, 2017

To: Park Board of Commissioners  
From: Christina Ferraro, Executive Director  
Re: March Board Report

## **Heron Pond**

The annual home owner association meeting is scheduled for Monday, March 20, 2017. The agenda is sure to cover the pond algae and bank stabilization or erosion control. The District currently pays \$750 annually in homeowner's association fees for the pond. Collectively it is \$4,500 annually in homeowner's association fees (6 owners x \$750) which pays for electricity, aerator pump, and association insurance.

## **ComEd Green Region Program for Nature Project in Lions Park**

(Resolution 03152016)

I attended a meeting with Chipman Design Architecture Principal in Des Plaines along with several Natural Resource Commission members and Sam Sobczak, the Eagle Scout, to review the three different bridge concepts they have designed. The architects discussed fixed, suspended and recycled bridge solutions and proposed three unique footbridge proposals on Sam's behalf. All three have stairs and will have interpretive signage. This was discussed with Sam at the Natural Resource Commission meeting on March 9. Proposal #1, which is picture below, has been chosen with its steel bottom and wood and cable fencing. Costs are being compiled and structural engineers are being contacted by Chipman.

Proposed bridge site





**PROSPECT HEIGHTS  
PARK DISTRICT**

(847) 394-2848  
Fax (847) 394-7799

110 W. Camp McDonald Road, Prospect Heights, Illinois 60070

Proposed bridge



ComEd funds must be used by May 1, 2018.



# **PROSPECT HEIGHTS PARK DISTRICT**

(847) 394-2848  
Fax (847) 394-7799

110 W. Camp McDonald Road, Prospect Heights, Illinois 60070

March 15, 2017

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

## **Intern**

Andres Balcazar will be our summer intern from May 30- August 4. Andres is studying recreation, sports and tourism at University of Illinois. Our internship incorporates a well-rounded learning experience. The intern will attend professional meetings, organize and lead special events, visit other agencies, assist in short term projects, train in each department, provide reports and assist with athletic programs. Olivia will be supervising Andres for the athletics component of his internship. With our district going through the process of developing a master plan, this should be an excellent learning opportunity for Andres.

## **Recreation Software**

Registration for Summer Programs begins March 20<sup>th</sup>. The front desk staff is becoming more comfortable with the software.

## **Grant**

We received the IAPD Power Play Grant. The afterschool program will incorporate Jr. Jazzercise into the programming. The instructor, Angela, engages the children in fitness movement in a fun and active environment.

## **PDRMA**

Jesse and I met today to discuss the Plan of Action for undone items for the Loss Control Review. Jesse's next visit will be May 17<sup>th</sup>. He will measure the sound levels for our district's equipment and make recommendations. Jesse will also audit the playgrounds at Lion's Park and School Street.

## **Brochure**

The brochure will be mailed out March 20. There are some exciting new programs offered including Youth Archery, Pee Wee Track, Field & Fitness, Youth Track, Field & Fitness. We will be using Lion's Field for these programs.

Events include: OOC Masters Par 3 Scramble Shootout, Wine Tasting & Bucket of Balls, Block Party, National Night Out, Poolside Bingo, Christmas in July, and Poolside Bingo Luau.

February 14, 2017



# **PROSPECT HEIGHTS PARK DISTRICT**

(847) 394-2848  
Fax (847) 394-7799

110 W. Camp McDonald Road, Prospect Heights, Illinois 60070

March 7, 2017

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

## **Bus Inspection**

Buses were taken in for the semi-annual inspection. All three buses passed the inspection and received safety stickers.

## **Office**

Marci and Laura's old offices have been cleared out. Walls painted, ceiling tiles replaced and floors striped and waxed. Olivia's computer, desk, file cabinet and supplies have been moved to the new office.

## **Gym**

Within two weeks we had four lights go out in the gym. We borrowed the lift from the school district and changed out the bulbs, also since we had the lift we were able to paint around the new score since it was smaller than the old unit.

## **Training**

Doug and I attended CPR class at the Prospect Height fire department. We also did the PDRMA on line course for lock out /tag out. Randy and Gil also attended.

## **Inspection**

Annual inspection for the fire extinguishers and ansul system was completed. Ever six years the extinguishers need to be sent out to be hydro tested, we had temporary extinguishers to use during the testing.

## **Preschool B**

Some of the doors on the cabinets were sagging due to the weight of the doors and particle board construction. We removed the hinge screws and installed nuts and bolts through the frame since the particle board mounting holes were stripped out.

## **Computers**

Old computers, monitors and electronic equipment stored in the garage were taken to be disposed of. We located a company in Crystal Lake that recycles the electronics free of charge with the exception of CRT monitors.



**AED**

Defibrillator that was located behind front desk was moved to the front door area.  
Enclosure for the AED was installed between the front entry and aviary.

**Parks**

With the temperatures staying mild, clean up at the parks is the main focus. We have limited staff at this time but next month we will start hiring for the upcoming season. Christina and I have met twice with PHWYBS associating and later this month Doug and I will meet with the league to start on field prep. We will also see if the 2017 schedule is available.



**PROSPECT HEIGHTS  
PARK DISTRICT**

(847) 394-2848  
Fax (847) 394-7799

110 W. Camp McDonald Road, Prospect Heights, Illinois 60070

To: Christina Ferraro, Executive Director

From: Marc Heidkamp, Director of Golf Operations

Re: February 2017 Golf Operations Board Report

February 2017 was one for the record books. With the cooperation from Jerry Arden we opened the course for several days this month. We enjoyed our earliest start ever, with record turnouts daily, while temperatures remained in the 60's. This is always great to open early because once golfers start to play early in the season they tend to play more rounds and stay active longer during the year. Let's hope the weather remains mild so we can achieve great results this season.

By being open we were able to run some specials that helped Golf Shop sales and drove extra revenue to the food and beverage operation as well.

We are still extremely active perusing additional outings and members. During February we were successful selling one new full membership. As we get closer we are confident we can sell several more passes to fill open weekend slots.

The building has had no major problems this winter and we are looking forward to shutting down the heat for the summer with no repairs.

I was able to complete several CEU hours on line for PDRMA that will help our standing with our providers. I have encouraged the staff to also complete classes as well.

We also received several compliments on our new fleet of golf cars. I can already see the improvement with operations that will help our bottom line.

During the high winds several sections of the car storage fell. Jerry will repair as soon as possible to insure the cars are protected .



**PROSPECT HEIGHTS  
PARK DISTRICT**

(847) 394-2848

Fax (847) 394-7799

110 W. Camp McDonald Road, Prospect Heights, Illinois 60070

March 3, 2017

To: Marc Heidkamp, Director of Golf  
From: Jerry Arden, Superintendent of Golf  
Re: February 2016 Board Report

Temperatures for the month ranged from 10.44 degrees for the low to 70.74 degrees for the high with precipitation at .51 inches.

The golf course came through the winter (what winter we had) beautifully, disease free, and the greens look like mid-season form thanks to the green covers. The covers are very important as it is 10-12 degrees warmer beneath them; taking them on and off is time consuming and can set back greens when night time temps are at 20 degrees or less. We need to have an opening date for the golf course and stick to it; March 15 or April 1<sup>st</sup>. That way, I can have the staff ready to go. I have people on vacation and it takes 3 people to remove or pull back the covers. Nothing is growing. Every ball that hits the greens is a dead spot. The divots on the tees and fairways are horrendous. Carts are all over the place when they're supposed to be on the cart paths. There are no rangers.

I understand we're here to make money but there has to be more consideration given to the golf course. I never opened the course without rolling and cutting the greens, like this year. The crew and I take a lot of pride in the maintenance of O.O.C.C. and I don't want to see the golf course deteriorate unnecessarily. I have the utmost respect for the park board, the park director and the O.O.C.C. management.



# **PROSPECT HEIGHTS PARK DISTRICT**

(847) 394-2848  
Fax (847) 394-7799

**110 W. Camp McDonald Road, Prospect Heights, Illinois 60070**

Date: March 15, 2017

To: Julie Caporusso, Superintendent of Recreation

From: Laura Fudala, Supervisor of Recreation

Re: March Board Report

## Preschool

A dental hygienist from Kids First Dentist visited all the preschool rooms. The hygienist talked about the importance of brushing teeth. Each kid got a new toothbrush!

On Valentine's Day all the classrooms had parties! Such a fun day! The kids enjoyed ice cream sundaes with all the toppings! The kids passed out Valentines to all their friends!

Registration for the 2017-2018 school started in January. Three out of the five classes that we offer are full.

## Kinder Stop

The AM and PM program students had a Valentine's Day party. They enjoyed ice cream sundaes.

Kudo's to our aftercare staff with managing the 40-50 kids per day that we have on site. They are all working together and leading some fun games, and preparing some awesome crafts for the children!

## Camp

I have started doing counselor interviews.

Field Trips are being booked.

## Kids Day Off

We had two Kids Day Off in February. On Friday February 17<sup>th</sup>, the kids enjoyed themselves at Adventure Realm followed by lunch at Chili's. On Monday February 20<sup>th</sup>, the kids were entertained by Noah's Ark. Each child got to stuff an animal, make a wish, and zip it up. The kids absolutely loved this! Following this activity, the kids were taken out to lunch and brought to the movies! On these two days, we had warm weather so the kids were able to enjoy some time playing out at Lion's Park playground! Each day we averaged about 20 participants.



# PROSPECT HEIGHTS PARK DISTRICT

(847) 394-2848  
Fax (847) 394-7799

110 W. Camp McDonald Road, Prospect Heights, Illinois 60070

March 2017

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

## **Dance**

Costumes have started to arrive and the dancers are more than half way through their dances for our upcoming recital. Our recital will be held on Saturday, May 13 at Forest View Educational Center. New for the summer we will be offering half sessions of dance. Dancers will be able to sign up for 4 week sessions of dance at a time. The sessions will run June 19-July 15 & July 31 - August 21. These new options will give our patrons the opportunity to try different types of dance in shorter sessions.

## **Performing Arts**

We are so excited to see our new Acting 101 students perform in our recital. They have been having a lot of fun in the classes and even started a second set of skits for the recital.

I have been receiving some very positive feedback from patrons on my new Sets & Designs after care program. I have interviewed and will be hiring a former student & backstage guru from Hersey High School. He explained to me his thoughts on this program and was very excited to show our patrons the ropes of back staging and design. He hopes that these kids will then move into high school with the same interest so they can expand their program at the high school level.

## **Active Adults**

I am currently finishing up my next Newsletter for Summer 2017 which will be sent out in late March. March was a fun month. Our patrons (14) enjoyed The Illusionists in Milwaukee, The Jacob Henry Mansion's St. Patrick's Day Celebration with 10 patrons, Our Come Lunch with Me for another St. Patrick's Celebration to The Curragh with 22 patrons and Harrah's Casino in Joliet for some slot machine fun.

My Nashville in The Spring Tour from April 28 - May 1<sup>st</sup> has been very popular. We currently have 28 people registered.

I have found that promoting my trips on our Let's Go Facebook page and adding You Tube highlight videos from the theatres website has been very helpful in getting some additional registrations. On most trips pictures are taken and uploaded to our Facebook page also. It really gets our active adults excited and engaged in our page. Even their friends and family enjoy the pictures.

## **Special Event**

Our Royal Family Ball was a success! OCCC could not have been more accommodating in helping me create this awesome event. I was so happy we finally were able to host it there. We had 43 participates that enjoyed a wonderful dinner catered by Mug's Pizza and Pasta, a delicious dessert bar and dancing all night. My dance teachers were on hand to help us get the party started. Looking forward to planning a bigger and better event next year at OCCC. Next up is The Wacky Family Olympics on Friday, March 24<sup>th</sup>.



# **PROSPECT HEIGHTS PARK DISTRICT**

(847) 394-2848  
Fax (847) 394-7799

110 W. Camp McDonald Road, Prospect Heights, Illinois 60070

March 15, 2017

To: Julie Caporusso, Superintendent of Recreation

From: Olivia Shapley, Supervisor of Recreation

Re: March Recreation Board Report

## **Youth Athletics**

The youth basketball league ended this month. We had a basketball banquet, the families came to the awards ceremony, we had a great turn out! We have Our Youth Floor Hockey and Youth Volleyball League is currently underway. Flag Football registration is now being taken and will start at the end of the month.

## **Fitness Center**

The key fobs are working well. At the beginning of March we brought back the towel service, members are enjoying this added perk.

## **Aquatics**

We are hiring staff for the Summer 2017 season, interviews are currently underway.

## **Fitness Center**

### **Membership Statistics Report**

**(Comparing February 2016 to February 2017)**

<b>Memberships</b>	<b>February 2017</b>	<b>February 2016</b>
3 Months Pass	8	4
Gym & Racquetball Pass	38	40
Health & Fitness Pass	59	56

## DEPARTMENTAL SUMMARY - YOUTH LEAGUES 07

FY	2014	2015	2016
REVENUES	\$27,078	\$36,976	\$30,529
EXPENSES	\$22,896	\$31,819	\$26,232
SURPLUS/ (DEFICIT)	<u>\$4,182</u>	<u>\$5,157</u>	<u>\$4,297</u>

### 3 Year Comparison

Youth athletics provides families with a lot of options to register their kid in our programs. Throughout the years, we have done different leagues and switched a few things around in the past. We are now co-op with a few different park districts than we used to be. This provides patrons with more opportunity to join our leagues and more of a variety to choose from when signing their child up for our youth athletics.

### Introduction of Department

#### **Youth Leagues**

**Little Kickers Soccer League-** This league is co-op with River Trails Park District. This soccer league provides the participants with a chance to learn soccer and excel at their grade level. In the past we had been in a co-op with Wheeling Park District, but with the transition to Little Kickers Soccer League with River Trails we have had heard positive feedback. The Co-ed Soccer League with Wheeling Park District we had 8 participants in the Fall 2015. With the transition into Little Kickers Soccer we saw a hike in interest in the program, we had 15 participants in Fall 2016.

**Flag Football League-** This league is co-op with River Trails Park District and Wheeling Park District. We offer this league for both the Fall and Spring season.

**Co-Ed Youth Volleyball League-** This league is co-op with River Trails Park District. This was a new program in Fall 2016, we had a positive feedback for the program and our Spring 2017 seasons is already in season.

**Youth Floor Hockey League-** This league is co-op with the River Trails Park District. This league is one of our more popular leagues. We offer this league for both the Fall and Spring season. For our Fall 2016 season we were full, we had 3 teams at each level.

**Fall Basketball League-** This league is co-op with the Wheeling Park District and River Trails Park District. This was the first year that we offered this league, with basketball a popular sport we offered another program this year to better serve the community.

**Youth Basketball League-** This league is co-op with River Trails Park District, this year the league had 2 teams at each grade level. Each year we have 2 or 3 teams at each level depending on the number of participants.

**Jr. High Basketball League-** This league is co-op with the River Trails Park District, Wheeling Park District, Mt. Prospect Park District and Elk Grove Park District. This is the first year we were co-op with the Elk Grove Park District. The past few years we have had several teams and a great number of participants. This league has an All-Star game at the end of each season, which is a game of the top 2 or 3 participants from each team. We order shirts for this special game and have a special award presentation for this game.



## DEPARTMENTAL SUMMARY - FITNESS CENTER 13

FY	2014	2015	2016
REVENUES	\$60,667	\$49,494	\$44,600
EXPENSES	\$44,027	\$50,166	\$58,131
SURPLUS/ (DEFICIT)	\$16,640	-\$672	-13,532

### 3 Year Comparison

The fitness center has gone through many changes over the years. Over the past few years we have tried to improve the fitness center to better serve the community. Making the fitness center better accessible and usable for members is our goal. The three year shows that over the years the fitness center has lost money. This loss of money has a lot to do with the competitive gyms in the area. Our goal is to better improve the fitness center on a financial stand point as well as membership happiness.

### Fitness Center

The Fitness Center is offered to the public for an exercise option to take advantage of our facility. There are different kinds of memberships, we offer 3 months, 6 months, and 1 year options. We offer discounts for seniors and students. This year we changed the fees of our memberships to stay in competition with the surround fitness facilities. We offer a variety of options for the members to take advantage of while using our facility. The fitness center is changing and new things are coming to better improve the fitness for all of our members. Over the next few years we hope to better the fitness center and bring more revenue into the facility.

The fitness center now has a key fob system, this is an added perk for the members. This helps us better serve our community and offer the members with more of an ease of access. The new system is helping us to better provide for our members. Along with the new system we brought the towel service back into the fitness center, this allows the members to have another added perk to their membership.

# **Prospect Heights Park District**

**110 W. Camp McDonald Road, Prospect Heights, IL 60070**

**(847) 394-2848**

## **COMBINED BUDGET & APPROPRIATION ORDINANCE # 02.21.17A**

**January 1, 2017 – December 31, 2017**

**Prospect Heights Park District  
Combined Budget & Appropriation Ordinance  
02.21.17A**

**AN ORDINANCE ADOPTING THE COMBINED ANNUAL  
BUDGET AND APPROPRIATION OF FUNDS FOR  
THE PROSPECT HEIGHTS PARK DISTRICT, COOK COUNTY, ILLINOIS  
FOR THE FISCAL YEAR BEGINNING ON  
THE FIRST (1<sup>st</sup>) DAY OF JANUARY, 2017 AND  
ENDING ON THE THIRTY-FIRST (31<sup>st</sup>) DAY OF DECEMBER, 2017**

BE IT ORDAINED BY THE BOARD OF PARK COMMISSIONERS (the Board) of the Prospect Heights Park District, (the "District") of Cook County, Illinois:

**Section 1:** It is hereby found and determined:

- (a) this Board has heretofore caused to be prepared a combined annual budget and appropriation in tentative form for the fiscal year beginning January 1, 2017 and ending December 31, 2017, which ordinance has been conveniently available for public inspection for at least 30 days prior to final action thereon;
- (b) a public hearing was held at the Gary Morava Recreation Center, Cook County, Illinois on the 21st day of March 2017 on said ordinance; and
- (c) that all other legal requirements for the adoption of the annual budget and appropriation ordinance of this District for the fiscal year beginning January 1, 2017 and ending December 31, 2017 have heretofore been performed.

**Section 2:** The following sums of money, or so much thereof as may be authorized by law for the following objects and purposes, be and the same are hereby budgeted and appropriated for the fiscal year beginning the first day of January, 2017 and ending on the thirty-first (31<sup>st</sup>) day of December, 2017.

**SUMMARY of ANNUAL BUDGET & APPROPRIATION ORDINANCE  
FOR FISCAL YEAR 2017**

	<u>FUND</u>	<u>BUDGET</u>	<u>APPROPRIATION</u>
100	CORPORATE	\$ 654,079	\$ 784,894
200	RECREATION	1,459,313	1,751,176
300	GOLF FUND	1,278,955	1,534,746
404	AUDIT	14,040	16,848
405	PAVING & LIGHTING	6,384	7,661
406	LIABILITY INSURANCE	106,286	127,543
407	I.M.R.F.	123,126	147,751
408	POLICE	62,403	74,884
409	MUSEUM	11,820	14,184
410	SPECIAL RECREATION	136,663	163,996
411	SOCIAL SECURITY	113,785	136,542
412	MEMORIAL	4,950	5,940
413	COMMUNITY EVENTS	18,115	21,738
CAPITAL DEVELOPMENT / BONDS / RESERVES			
518	CAPITAL FUND	500,000	600,000
523	CAPITAL FUND	55,500	66,600
608	BOND & INTERST-2014B	568,745	682,494
609	BOND & INTEREST-16	598,825	718,590
610	BOND & INTEREST-17	11,836	14,203
	GRAND TOTALS	\$5,724,825	\$6,869,790

Each of said sums of money and the aggregate thereof are deemed necessary by this Board to defray the necessary expenses and liabilities of this District during the fiscal year beginning the first day of January, 2017 and ending on the thirty-first (31<sup>st</sup>) day of December, 2017 for the respective purposes set forth.

The passage by the Board of Commissioners of this 2017 Combined Annual Budget Appropriation Ordinance, including the "Appropriation" column, shall not be interpreted to authorize the expenditure within any fund of any amount greater than the amount budgeted for each fund in the "Budget" column.

All unexpended balances of the appropriations for the fiscal year ended December 31, 2017 and prior years are hereby specifically reappropriated for the same general purposes for which they were originally made and may be expended in making up any insufficiency of any other items provided in this appropriation ordinance, in making this appropriation in accordance with applicable law.

The receipts and revenue of said District derived from sources other than taxation and not specifically appropriated, shall constitute the general corporate fund and shall first be placed to the credit of such fund.

**Section 3:** The following determinations have been made and are hereby made a part of the aforesaid budget:

- (a) An estimate of the cash on hand at the beginning of the fiscal year is expected to be \$129,727.
- (b) An estimate of the cash expected to be received during the fiscal year from all sources is \$5,817,861.
- (c) An estimate of the expenditures contemplated for the fiscal year is \$5,724,825
- (d) An estimate of the cash expected to be on hand at the end of the fiscal year is \$222,763.
- (e) An estimate of the amount of taxes to be received during the fiscal year is \$2,785,909

**Section 4:** All ordinances or parts of ordinances conflicting with any of the provisions of this ordinance shall be and the same are hereby repealed to the extent of such conflict. If any item, or portion thereof, of this Budget & Appropriation Ordinance is for any reason held invalid, such decision shall not affect the validity of the remaining portion of such items or the remaining portions of this ordinance.

This ordinance shall be in full force and effect immediately upon its passage.

Passed by the Board of Park Commissioners of the Prospect Heights Park District, this 21th day of March 2017.

AYES:

NAYS:

ABSENT OR NOT VOTING:

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Timothy Jones, President  
Board of Commissioners

ATTESTED:

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Mark Malouf, Board Secretary  
Prospect Heights Park District

**CERTIFICATION OF ESTIMATE OF  
REVENUE FOR FISCAL YEAR 2017**

I, Vicki Carney, do hereby certify that I am the duly qualified treasurer of the Prospect Heights Park District and the chief fiscal officer of said District; as such officer I do further certify that the revenues, by source, anticipated to be received by said District in the fiscal year beginning January 1, 2017 and ending on December 31, 2017 are estimated to be as follows:

<u>SOURCE</u>	<u>AMOUNT</u>
Real Estate Taxes	\$2,785,909
Personal Property Replacement Taxes	11,000
Interest	8,500
Concessions	15,500
Program Fees	940,959
Golf Fees	1,022,133
Golf Shop Sales	133,300
Rental Property	176,890
Bond Proceeds	718,470
Misc.	<u>5,200</u>
TOTAL	\$5,817,861

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the said District this 21st day of March, 2017.

(Seal)

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Vicki Carney, Treasurer, Prospect Heights Park District

**STATE of ILLINOIS** >  
**COUNTY of COOK** > SS

**I, Mark Malouf, do hereby certify that I am the duly qualified and acting Secretary for The Board of Commissioners of the Prospect Heights Park District, in The County of Cook and State aforesaid, and as such Secretary I am the keeper of the records and files of the Board of Park Commissioners of said District.**

**I do further certify that the attached and foregoing is a true and complete copy of the “Combined Annual Budget & Appropriation Ordinance of the Prospect Heights Park District, Cook County, Illinois, for the Fiscal Year beginning January 1, 2017 and ending December 31, 2017”, as adopted by the Board of Park Commissioners at its properly convened meeting held on the 21st day of March 2017, as appears from the official records of said District in my care and custody.**

**IN WITNESS WHEREOF, I have hereunto affixed my official signature and the corporate seal of said District at 110 Camp McDonald Road, Prospect Heights, Illinois, on this 21st day of March, 2017.**

**(Seal)**

**Mark Malouf, Board Secretary  
Prospect Heights Park District**



# PROSPECT HEIGHTS PARK DISTRICT

(847) 394-2848  
Fax (847) 394-7799

110 W. Camp McDonald Road, Prospect Heights, Illinois 60070

March 21, 2017

To: Park Board of Commissioners  
From: Christina Ferraro, Executive Director  
Re: Approval to award the Comprehensive Master Plan Contract

## BACKGROUND

A request for proposal (RFP) was released to contract a firm to develop a comprehensive master plan for the District as the current plan expired in 2016. The scope of the project is to schedule and conduct meetings with staff, board, program users, community residents and stakeholders; conduct a needs assessment to determine recreational needs of the community and a facility inventory to determine capital replacement needs; compile all findings and make recommendations to the District through the submission of a five year comprehensive action plan with strategies, priorities, costs, etc.

The RFP contained the following timeline:

Timeline	2017
Feb 10	RFP is released
March 6	Questions or requested clarifications or additional information due
March 10	proposals are due to District
March 14-15-16	Finalists interviewed by staff
March 21	Contract Awarded at Park Board Meeting
September 13	Plan delivered to staff
September 19	Final Draft of Plan Presented to Board

The RFP was released on Feb 10<sup>th</sup> to nearly twenty firms and information was placed on the District webpage and on the NRPA Connect webpage. Six proposals were received by March 10<sup>th</sup>. All proposals were well done and highly qualified. Staff read all the proposals and chose three to interview based on cost.

Firm Name	<i>Design Perspectives</i>	<i>PROS Consulting</i>	<i>Planning Resources Inc.</i>	<i>Greenplay LLC</i>	<i>The Lakota Group</i>	<i>Hitchcock Design Group</i>
Location	Naperville, IL	Indianapolis IN	Wheaton IL	Louisville CO	Chicago, IL	Naperville, IL
YrsService	14	22	35	16	24	37
Cost	\$49,500	\$64,810	\$77,800	\$54,999	\$87,000	\$70,450
Webpage	design-perspectives.net	prosconsulting.com	planres.com	greenplayllc.com	thelakotagroup.com	hitchcockdesigngroup.com



On March 16<sup>th</sup>, Julie Caporusso, Marc Heidkamp, Scott Devlin and Doug Brazeau conducted the following interviews at OCCC:

- Design Perspectives
- Greenplay LLC
- PROs Consulting

Each firm had the opportunity to present their services, approaches and deliverables and staff asked questions of each firm. All three firms are well qualified and did a great job with their proposals and presentations. The firms submitted proposals as a team which consisted of the project consultants, the landscape architects and the research firms. The project consultants manage the process through scheduling and conducting meetings to compiling findings and submitting the plan; the research firm conducts the needs assessment; the landscape architects conduct the parks and facility inventory. All of the presentations were informative in regards to how to handle the competition from surrounding suburbs, how programs drive facility designs today, and the innovative approaches they have taken to get public input.

### **RECOMMENDATION**

After much staff discussion and references contacted, staff recommends Greenplay LLC for a cost not to exceed \$55,000. Greenplay is the project consultant, GreenbergFarrow is the landscape architect firm and RRC Associates is the research firm.

Greenplay is not the lowest quote but staff felt they are the best choice as they provide the District with a package of templates to use to kick off the project, information for residents, social media, etc. They seem very pragmatic and succinct. Their team is comprised of recreation professionals who have been in the field for years. They have performed work locally at the Arlington Heights Park District and Lisle Park District and numerous throughout the nation. Their references were contacted and we were assured that Greenplay was always a phone call away from their past clients despite being in another state. GreenbergFarrow is located in Arlington Heights. Other districts informed us that Greenplay was helpful throughout the entire process, even to implementation and beyond. They want their customers for life so they make sure their work is meaningful and useful. One district indicated Greenplay completed their original plan in 2002 and it was very workable and doable well past its expiration.

### **FUNDING SOURCE**

The FY2017 budget has \$50,000 in Corporate Fund: 100.01.5433

Staff acknowledges the cost of Greenplay LLC is \$55,000 which is \$5,000 over budget but is confident in their abilities and staff will work to decrease costs elsewhere to make up the difference in FY2017 budget.

ORDINANCE NO. 03.21.17

AN ORDINANCE abating the tax heretofore levied for the year 2016 to pay debt service on \$7,675,000 General Obligation Refunding Park Bonds (Alternate Revenue Source), Series 2014B of the Prospect Heights Park District, Cook County, Illinois

\* \* \*

WHEREAS, the Board of Park Commissioners (the "*Board*") of the Prospect Heights Park District, Cook County, Illinois (the "*District*"), by ordinance adopted on the 1st day of December, 2014 (the "*Bond Ordinance*"), did provide for the issue of \$7,675,000 General Obligation Refunding Park Bonds (Alternate Revenue Source), Series 2014B (the "*Bonds*"), and the levy of a direct annual tax sufficient to pay principal and interest on the Bonds; and

WHEREAS, the District will have Pledged Revenues (as defined in the Bond Ordinance) available for the purpose of paying the debt service due on the Bonds during the next succeeding bond year; and

WHEREAS, it is necessary and in the best interests of the District that the tax heretofore levied for the year 2016 to pay such debt service on the Bonds be abated:

NOW, THEREFORE, Be It and It is Hereby Ordained by the Board of Park Commissioners of the Prospect Heights Park District, Cook County, Illinois, as follows:

*Section 1. Abatement of Tax.* The tax heretofore levied for the year 2016 in the Bond Ordinance is hereby abated in its entirety.

*Section 2. Filing of Ordinance.* Forthwith upon the adoption of this ordinance, the Secretary of the Board shall file a certified copy hereof with the County Clerk of Cook County, Illinois, and it shall be the duty of said County Clerk to abate said tax levied for the year 2016 in accordance with the provisions hereof.

*Section 3. Effective Date.* This ordinance shall be in full force and effect upon its adoption.

Adopted March 21, 2017.

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President, Board of Park Commissioners

ATTEST:

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Secretary, Board of Park Commissioners

[SEAL]

MINUTES of a regular public meeting of the Board of Park Commissioners of the Prospect Heights Park District, Cook County, Illinois, held at the Gary Morava Recreation Center, 110 West Camp McDonald Road, Prospect Heights, Illinois in said Park District at 7:00 o'clock P.M., on the 21th day of March 2017.

\* \* \*

The meeting was called to order by the President Tim Jones, and upon the roll being called, the President, Tim Jones and the following Park Commissioners at said location answered present: \_\_\_\_\_

The following Park Commissioners were absent: \_\_\_\_\_

The President announced that the next item of business before the Board of Park Commissioners was the consideration of an ordinance abating the tax heretofore levied for the year 2016 to pay the debt service on the District's outstanding \$7,675,000 General Obligation Refunding Park Bonds (Alternate Revenue Source), Series 2014B. After a full and complete discussion thereof, Park Commissioner \_\_\_\_\_ presented and the \_\_\_\_\_ read in full an ordinance as follows:

Park Commissioner \_\_\_\_\_ moved and Park Commissioner \_\_\_\_\_ seconded the motion that said ordinance as presented and read by the Secretary be adopted.

After a full discussion thereof, the President directed that the roll be called for a vote upon the motion to adopt said ordinance as read.

Upon the roll being called, the following Park Commissioners voted:

AYE: \_\_\_\_\_

NAY: \_\_\_\_\_

ABSENT: \_\_\_\_\_

Whereupon the President declared the motion carried and said ordinance adopted, approved and signed the same in open meeting and directed the Secretary to record the same in the records of the Board of Park Commissioners of the Prospect Heights Park District, Cook County, Illinois, which was done.

Other business not pertinent to the adoption of said ordinance was duly transacted at the meeting.

Upon motion duly made, seconded and carried, the meeting was adjourned.

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Secretary, Board of Park Commissioners

STATE OF ILLINOIS       )  
                                      ) SS  
COUNTY OF COOK        )

**CERTIFICATION OF MINUTES**

I, the undersigned, do hereby certify that I am the duly qualified and acting Secretary of the Board of Park Commissioners of the Prospect Heights Park District, Cook County, Illinois (the "*Board*"), and as such official am the keeper of the records and files of the Board.

I further certify that the foregoing is a full, true and complete transcript of that portion of the minutes of the meeting of the Board held on the 21st day of March 2017, insofar as the same relates to the adoption of Ordinance No. 03.21.17 entitled:

AN ORDINANCE abating the tax heretofore levied for the year 2016 to pay debt service on and \$7,675,000 General Obligation Refunding Park Bonds (Alternate Revenue Source), Series 2014B of the Prospect Heights Park District, Cook County, Illinois

a true, correct and complete copy of which said ordinance as adopted at said meeting appears in the foregoing transcript of the minutes of said meeting.

I do further certify that the deliberations of the Board on the adoption of said ordinance were conducted openly, that the vote on the adoption of said ordinance was taken openly, that said meeting was 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 an agenda for said meeting was posted at the location where said meeting was held and at the principal office of the Board at least 48 hours in advance of the holding of said meeting, that said agenda contained a separate specific item concerning the proposed adoption of said ordinance, 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 of the Park District Code of the State of Illinois, as amended, and the Local Government Debt Reform Act of the State of Illinois, as amended, and that the Board has complied with all of the provisions of said Acts and said Code and with all of the procedural rules of the Board.

IN WITNESS WHEREOF, I hereunto affix my official signature and seal of said Park District, this 21st day of March 2017.

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Secretary, Board of Park Commissioners

[SEAL]

STATE OF ILLINOIS     )  
                                  ) SS  
COUNTY OF COOK     )

**FILING CERTIFICATE**

I, the undersigned, do hereby certify that I am the duly qualified and acting County Clerk of Cook County, Illinois, and as such official I do further certify that on the 21st day of March, 2017, there was filed in my office a duly certified copy of Ordinance No. 03.21.17 entitled:

AN ORDINANCE abating the tax heretofore levied for the year 2016 to pay debt service on \$7,765,000 General Obligation Refunding Park Bonds (Alternate Revenue Source), Series 2014B of the Prospect Heights Park District, Cook County, Illinois

duly adopted by the Board of Park Commissioners of the Prospect Heights Park District, Cook County, Illinois, on the 21st day of March 2017, and that the same has been deposited in the official files and records of my office.

IN WITNESS WHEREOF, I hereunto affix my official signature and the seal of said County, this 21st day of March 2017.

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County Clerk of Cook County, Illinois

[SEAL]