



**PROSPECT HEIGHTS  
PARK DISTRICT**

Phone: (847) 394-2848

Fax: (847) 394-7799

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

**APRIL 19, 2016**

**BOARD  
REPORT**

**PUBLIC NOTICE**  
Prospect Heights Park District  
Agenda for the Regular Board Meeting  
April 19, 2016  
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. Northfield Presbyterian Church religious ownership real estate taxes exemption
- IV. Recognition /Welcome
  - A. Residents
  - B. Employee Recognition – Tom Semerau
- V. Approval of Minutes
  - A. Recreation Facilities, Parks & Maintenance Committee Meeting – March 15, 2016
  - B. Regular Board Meeting – March 15, 2016
- VI. Announcements (Meetings)

	<u>Date</u>	<u>Time</u>	<u>Location</u>
A. Regular Board Meeting	05/17/16	7:00 PM	GMRC
- VII. Park District Treasurer's Report
  - A. Cash Report # 4
  - B. Approval of Warrants for Payment

	<u>Date</u>
1. Vendor # 3	03/03/16
2. Vendor # 3A	03/10/16
3. Vendor # 3B	03/18/16
4. Vendor # 3C	03/24/16
5. Vendor # 3D	03/31/16
6. Vendor # 3E	Electronic
7. Payroll # 5	03/04/16
8. Payroll # 6	03/18/16
9. Refund # 3	March
- VIII. Accounting Manager Report
  - A. YTD Fund Summary
- IX. Attorney's Report
  - A. 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. Public Comment

Completion of Resident Comment Form required prior to Call to Order.  
Submit to Executive Director.
- XII. Unfinished / Ongoing Business
  - A. GMRC Whirlpool Recommendations
  - B. PHPD Investment Policy
- XIII. New Business
  - A. 2015 Audit Management Letter
- XIV. 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))
- XV. Reconvene to Open Session (Visitors Invited to Return at this Time)
- XVI. Possible Action on Matters Discussed Executive Session
- XVII. Adjournment

Note 1: Meeting Location - Gary Morava Recreation Center, 110 W. Camp McDonald Road, Prospect Heights, IL. Meetings Held in Meeting Room I or II

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, 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.*

**JOHN H. WINAND**  
**Attorney at Law P.C.**  
**A Professional Corporation**

**Glenview State Bank Building**  
**800 Waukegan Road, Suite 201**  
**Glenview, IL 60025**

**phone: (847) 724-5151**  
**fax: (847) 724-5180**  
**email: John@Winandlaw.com**

March 22, 2016

**SENT VIA REGISTERED MAIL**

Ms. Kathy Nowicki  
Executive Director  
Prospect Heights Park District  
110 West Camp McDonald Road  
Prospect Heights, IL 60070

***RE: Religious Ownership Real Estate Exemption***

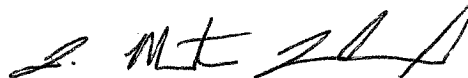
Dear Ms. Nowicki:

This office represents the Northfield Presbyterian Church. Please accept this letter as notice that a complaint shall be filed for a religious ownership exemption for real estate taxes for the property commonly known as 380 W. Palatine Road, Wheeling, IL 60090, PIN # 03-14-303-014-0000.

If you have any questions or require anything further in this regard, please do not hesitate to contact me.

Very Truly Yours,

ASSOCIATE TO JOHN H. WINAND



L. Matthew Loudenslagel

**RECREATION FACILITIES PARKS & MAINTENANCE COMMITTEE 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, MARCH 15, 2016**

**Call to Order**

Roll Call

President Lisa Gould called the Regular Board Meeting of the Prospect Heights Park District to order at 6:30 p.m.

Commissioners present:

Terry Curtis  
Lisa Gould  
Tim Jones  
Bob Loranger  
Mark Malouf

Also Present:

Christina Ferraro – Executive Director  
Dino Squiers – Superintendent of Facilities & Parks  
Edlyn Castil – Admin. Asst./Recording Secretary

Commissioners absent:

Vicki Carney  
Karl Jackson

A quorum was present.

**Corrections / Additions / Approval of Agenda**

A motion was made by Commissioner Curtis and seconded by Commissioner Loranger to approve the agenda as submitted. The motion was unanimously approved with a voice vote with two absent (Commissioners Carney and Jackson). The motion carried.

**Introduction of Guests/Citizens**

There were none.

**Announcements (Meetings)**

A Regular Board Meeting will be held on 03/15/16 at 7:00 PM at GMRC.

A Committee of the Whole Meeting will be held on 04/19/16 at 6:00 PM at GMRC.

A Regular Board Meeting will be held on 04/19/16 at 7:00 PM at GMRC.

**Correspondence**

There were none.

**Public Comment**

There were none.

**Unfinished/Ongoing Business**

There were none.

**New Business**

2016 Committee Objectives & Goals

Commissioners Tim Jones and Lisa Gould met with Superintendent of Parks & Facilities on 3/14/16. They provided an overview of their discussion about the Committee's 2016 objectives and goals. The priority is having the fields/parks ready for the summer season. They reviewed the 2016 Budget.

Some of the Committee's "hot topics" are:

- ball fields
- tennis courts
- School Street Park
- Jacyee Park
- Parks Tour
- Hot Tub
- ADA compliance at Lions Park
- back patio at GMRC

They discussed landscape dumping and man power needs. Dino reported they have adequate man power for the season.

Commissioner Malouf asked if the Committee has ranked the usage of all parks. Dino responded they have ranked the parks based on usage. For example, parks that have a playground are more utilized vs. parks that are open land without a playground. Commissioner Malouf would like to the Park District to start looking into the cost of a dog park and Frisbee golf.

There was discussion about the difference between the OCCC Golf Course vs. Parks. Dino explained they are two totally different things.

Commissioner Malouf discussed concerns about the weeds at the parks and suggested that the Board visit other parks in the surrounding communities for comparison. Commissioner Loranger commented that he has seen improvement with the weed control at Lions Park. Commissioner Gould commented that the Park District has been moving forward and there have been improvements. Commissioner Jones discussed having clear expectations for the Parks Staff.

The following items need follow-up:

- Weed control which would need to be budgeted. Dino is to obtain bids.
- Schedule a Parks Tour for early May during a week day. Superintendent of Greens Jerry Arden is to attend the Parks Tour.

### **Adjournment**

With no further business to discuss a motion was made by Commissioner Curtis and seconded by Commissioner Jones to adjourn the Recreation Facilities Parks & Maintenance Committee Meeting at 6:58 p.m. The motion was unanimously approved with a voice with two absent (Commissioners Carney and Jackson). The motion carried.

Respectfully Submitted,  
Edlyn Castil  
Recording Secretary

Secretary: \_\_\_\_\_

M. Malouf, Prospect Heights Park District Secretary

**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, MARCH 15, 2016**

**Call to Order**

**Roll Call**

President Lisa Gould called the Regular Board Meeting of the Prospect Heights Park District to order at 7:05 p.m.

**Commissioners present:**

Vicki Carney  
Terry Curtis  
Lisa Gould  
Karl Jackson  
Tim Jones  
Bob Loranger  
Mark Malouf

**Also Present:**

Christina Ferraro – Executive Director  
Dino Squiers – Superintendent of Facilities & Parks  
Julie Caporusso – Superintendent of Recreation  
Scott Devlin – Business Manager  
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 Lisa Gould.

**Corrections / Additions / Approval of Agenda**

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

**Correspondence**

There were none.

**Recognition/Welcome**

**Residents** – Residents Mark Kuehne, Dee Mundre, Orysin Ludwin, Nancy Lutton, Wendy Dewar, Rod Ludwin, David Ludwin, Al Stewart, June Wolf, Ethan Jersild, Rod Siemens, Mary Ellen Siemens, J Danahn, Barb Danahn, Theresa Hoesli, Richard Hoesli, Matt Plischke, John Rapski, and L Moshal were in attendance.

**Recognition** – Superintendent of Recreation Julie Caporusso recognized Jackeline Gallegos for her leadership role with the Kids Day Off Program. She will be recognized at the next All Staff Meeting.

**Approval of Minutes**

Regular Board Meeting – February 16, 2016

A motion was made by Commissioner Curtis and seconded by Commissioner Loranger to approve the February 16, 2016 Regular Board Meeting Minutes as submitted. The motion was unanimously approved with a voice vote. The motion carried.

**Announcements (Meetings)**

A Committee of the Whole Meeting will be held on 04/19/16 at 6:00 PM at GMRC. The next Regular Board Meeting will be held on 04/19/16 at 7:00 PM at GMRC.

**Park District Treasurer's Report****Cash Report #3**

Mt Pros State	Payroll	#90001511	Sweep Acct.	Outstanding checks	\$	(2,516.93)
Mt Pros State	Vendor	#90001503			\$	(27,375.94)
Mt Pros State	Imprest	#90001529	Sweep Acct.	Outstanding checks	\$	5,000.00
Mt Pros State	General/Sweep	#90001498			\$	1,894,292.17
Mt Pros State	ATM	#90001537	Combined Bal – Account and ATM Machine		\$	26,075.53
Mt Pros State	Cash Reserves	#90001545			\$	349,670.30
Mt Pros State	Class – Reg.	#90002787	Sweep Acct.	Deposit in transit	\$	-
Mt Pros State	Investment	#107503657			\$	1,008,074.51
Totals					\$	3,253,219.64

A motion was made by Commissioner Carney and seconded by Commissioner Jones to accept the Treasurer's Report – Cash Report #3 dated March 15, 2016 in the amount of \$3,253,219.64. The motion was unanimously approved with a voice vote. The motion carried.

**Approval of Warrants for Payment**

Vendor # 2	02//04/16	\$	25,518.96
Vendor # 2A	02/11/16	\$	29,816.38
Vendor # 2B	02/18/16	\$	9,100.42
Vendor # 2C	02/25/16	\$	21,204.69
Vendor # 2D	Electronic	\$	12,082.71
Payroll # 3	02/05/16	\$	53,235.07
Payroll # 4	02/19/16	\$	52,282.80
Refund # 2	February	\$	1,050.72
Total of Warrants		\$	204,291.75

A motion was made by Commissioner Carney and seconded by Commissioner Jones to accept Warrants for payment as submitted for Vendor Warrants # 2, 2A, 2B, 2C, 2D, Payroll 3, 4 and Refund #2 in the amount of \$204,291.75. The motion was unanimously approved by a roll call vote.

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

Nays: None

Absent: None

The motion carried.

**Business Manager Report**

YTD Fund Summary – as submitted. Business Manager Scott Devlin informed the Board that the annual Audit went well. The Auditors will attend next month's Regular Board Meeting. Commissioner Carney discussed reviewing the draft from the Auditors in the next two weeks (before the April Regular Board Meeting).

**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 Prospect Heights Park District and City of Prospect Heights Block Party will be held on August 13, 2016. The cost benefits for IAPD, IPRA, NRPA, NWSRA and PDRMA were included in her Board Report. There will be further discussion regarding this item at the next Regular Board Meeting.

**Superintendent of Recreation** – as submitted. Superintendent of Recreation Julie Caporusso also reported that Supervisor of Recreation Georges Eber submitted a letter of resignation. Interviews for this position were conducted and Olivia Shapley was hired to fill this position. She will start on 3/30/16. Julie reminded the Board and Residents in attendance of the Wine Tasting and Bucket of Balls 50<sup>th</sup> Anniversary Celebration event being held at OCCC on April 27<sup>th</sup> at 5pm. The event is a free event to the first 50 people to register.

**Superintendent of Facilities and Parks** – as submitted. Superintendent of Facilities and Parks Dino Squiers reported the Engineer assisting with the Park District whirlpool is applying for a variance with State Health Board. Commissioner Malouf asked Dino to provide recommendations for the use of the space in the whirlpool room. Dino discussed extending the usage of the current Tennis Courts. There are two options – acrylic crack repairs or a fiber membrane that bridges the gaps. The Board discussed the two options and decided to patch and power wash the Tennis Courts.

A motion was made by Commissioner Curtis and seconded by Commissioner Loranger to patch and power wash the Tennis Courts located at Lions Parks, cost not to exceed \$50,000.00. The motion was unanimously approved by a roll call vote.

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

Nays: None

Absent: None

The motion carried.

**Director of Golf Operations** – as submitted. Business Manager Scott Devlin informed the Board that Director of Golf Operations Marc Heidkamp reported that OCCC Golf Course opened on Saturday, 3/12/16.

**Superintendent of Greens** – as submitted.

## **Administrative/Operational Updates**

Youth Leagues & Adult Leagues - Superintendent of Recreation Julie Caporusso reviewed the Youth Leagues & Adult Leagues Departmental Summaries. She highlighted the Youth Basketball co-op program with River Trails Park District. The Adult Softball Leagues will be included in the Summer Brochure.

## **Public Comment**

Matt Plischke commented about keeping Tully Park as an open space.

Rob Ludwin commented about keeping Tully Park as an open space.

Ory Ludwin commented about keeping Tully Park as an open space. She is interested in turning the space into a prairie and introducing monarch butterflies to the area.

David Ludwin commented about keeping Tully Park as an open space. The area provides a sound and light barrier for the residents.

Ron Siemens read a letter from the Friends of Tully Park (Exhibit A). They would like to keep Tully Park as an open space. He commented that there has been no input from the Residents about the transfer of property to the Church. He would be interested in making the space into a natural prairie.

## REGULAR BOARD MEETING 03.15.16

### Public Comment (continued)

Mary Ellen Siemens commented about keeping Tully Park as open land and turn it into a nature area and have volunteers help along with the Natural Resource Commission.

John Ropski read a letter (Exhibit B). He would like Tully Park to remain open space. They would accept property as a donation.

Wendy Dewar commented about keeping Tully Park as open space/green space.

Dee Mundre commented that her backyard backs up to Tully Park and that her backyard is her sanctuary. She would like Tully Park to remain open space.

Nancy Lutton commented about keeping Tully Park as an open space/natural preserve.

Al Stewart commented about keeping Tully Park as an open space/natural area.

Ethan Jersild commented about the issues with the communication to residents. He would like to keep Tully Park as an open space.

Mark Kuehne commented about keeping Tully Park as an open space/natural area.

June Wolf commented about keeping Tully Park as an open space. The area helps act as a water barrier.

Ron Siemens asked about a public hearing should the Park District proceed with the transfer of the Tully Park property to the church. Park Attorney Jim Lennon explained the history of the property and what has transpired.

### Unfinished/Ongoing Business

**Tully Park** – Commissioner Lisa Gould thanked the Residents for their input about the Tully Park property. Their concerns/recommendations for the property will be taken into consideration by the Board.

### New Business

#### **Resolution 03152016 Authorizing Participation in the ComEd Green Region Program for the Prospect Heights Park District Nature Project in Lions Park**

A motion was made by Commissioner Curtis and seconded by Commissioner Jackson to adopt Resolution 03152016 Authorizing Participation in the ComEd Green Region Program for the Prospect Heights Park District Nature Project in Lions Park. The motion was unanimously approved by a roll call vote.

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

Nays: None

Absent: None

The motion carried.

### Recess into Executive Session

A motion was made by Commissioner Curtis and seconded by Commissioner Loranger 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 8:11 p.m. The motion was unanimously approved with a voice vote. The motion carried.

### Reconvene to Open Session

Open session reconvened at 8:45 p.m. During Executive Session Land Acquisition was discussed.

### Possible Action on Matters Discussed in Executive Session

Attorney Jim Lennon was directed to suspend conversations with the Bridge Community Church regarding the acquisition of Tully Park.

## REGULAR BOARD MEETING 03.15.16

### Adjournment

With no further business to discuss a motion was made by Commissioner Curtis and seconded by Commissioner Jackson to adjourn the Regular Board Meeting at 8:50 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

March 14, 2016

Prospect Heights Park District  
110 W. Camp McDonald Road  
Prospect Heights, IL 60070

**Subject: Tully Park**

Dear Director Ferraro and Board of Commissioners:

We have learned from the Bridge Community Church of Des Plaines that the Prospect Heights Park District (PHPD) is in the process of obtaining approval to transfer the Tully Park property located in Prospect Heights, to the church. We also understand that under the Park Commissioners Land Sale Act, the park district has the authority, if approved by the court, to transfer taxpayer property if, in the opinion of the park district, the property is no longer needed, necessary or useful.

Because the park is not easily accessible and not heavily used, we understand that the park district may feel that the park is not needed, necessary or useful. We strongly disagree and request that the PHPD preserve the open space and recreational opportunities that Tully Park provides.

The Prospect Heights Park District's General Practices Manual states that the Board strongly believes in citizen participation, seeking community feedback whenever possible, and reaching out to all residents of the District to assure that all are served equally to the fullest extent possible. The Park District Board of Commissioners also claims to seek community input as they plan for the future. **This was not the case with the proposed transfer of Tully Park.**

Local residents are extremely disappointed that the Board has not sought any input from the local community regarding the future of Tully Park. For more than a year, the Park District has pursued the transfer of a 70-year public park to another party, without first seeking any public input, comment or opinion. If not for information provided by the Bridge Community Church, local residents would still be uninformed about the proposed transfer of the property.

Tully Park is used by local residents on a daily basis and has been for 70 years. It provides open space for non-structured recreational activities. During spring, summer and fall it is common to see children and adults playing soccer or softball or simply playing catch with a frisbee or ball.

During the winter, the park is occasionally visited by cross country skiers and families building snow forts. Dog walkers use the park year around to train and exercise their pets. The park also provides a sound and light barrier to residents in the area from heavily used Euclid Avenue and Wheeling Road.

After hearing about the potential transfer of the property, within a few hours we were able to obtain more than 80 signatures on a petition to preserve the park property as open space for the community. This petition was submitted to the Park District Board of Commissioners on November 17<sup>th</sup>, where we feel it has not received proper consideration.

As much as we appreciate the park district using our tax dollars to provide recreational areas and enhance the beauty within our community, we are deeply concerned about the potential loss of a community park and the open space that it provides. Transferring the Tully Park property to the Bridge Community Church would have long lasting negative impacts on the community;

- Transferring the property would reflect negatively on how the PHPD is managing public park property within our community;
- Transferring the property would result in the loss of public land, open space, and recreational opportunities for the community. Once the property is transferred to the church, that public property is gone, forever; and
- Transferring the property would have a negative impact on the property values of the nearby residents.

Transferring Tully Park to the Bridge Community church is a 'lose – lose' scenario for both the park district and the residents of the community.

**Tully Park is public property owned by the tax payers. We respectfully request that the Park District Board of Commissioners consider the following:**

1. Tully Park should be preserved for the residents of Prospect Heights. The annual maintenance cost of Tully Park is only 0.1% of the annual tax dollars the park district receives from its citizens. One of the goals listed in the PHPD Master Plan is to acquire park acreage where possible. Transferring Tully Park away from park district management contradicts that very goal. Preserving Tully Park is a 'win – win' for both the community and the church.

2. Work with the Prospect Heights Natural Resource Commission (PHNRC) to convert the park into a natural area. The PHNRC has already confirmed with us and Director Ferraro that they are willing to work with the park district to convert the land. Converting the park into a natural area will benefit the environment, increases biodiversity, enhance the beauty within the community, provide volunteer opportunities for our youth, and preserves open space. Converting the park into a natural area is a 'win – win' for the park district, the community and the church; while at the same time meeting the mission and guidelines listed within the Board's General Practices Manual.

Tully Park has been used and enjoyed by local area residents for 70 years. Transferring the park to an organization from outside of Prospect Heights that may someday develop the property violates the Boards own General Practices of preserving and providing quality open space and recreation opportunities for residents.

The Board's General Practices Manual states that the Board will work to maintain the availability of parks for generations to come. We strongly encourage the board to do just that. Seek out a solution that preserves Tully Park.

Respectfully Submitted,

*The Friends of Tully Park*

Wendy J. Dan  
Ann J. Dan  
Robert P. Zilli  
Alyssa L. Ludwin  
Nancy Lutton  
Lynn Anderson  
Cathy Brady  
Jill Koschal  
Elizabeth J. Jank  
Barb Danaher

Sharon Neff  
Ron Zume  
Al Stewart  
Mary Ellen Siener  
Dee Munn  
Mark Keck  
Carol J. Esosuk  
Caren J. Jank  
June Wolf  
Richard F. Jank  
John H. Jank  
Rick H. Jank  
Rick H. Jank

# Tax Paying friends of Tully Park

March 15, 2016

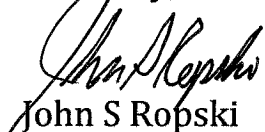
Dear Prospect Height Park District,

As one of the lead representatives of the Friends of Tully Park, we would be pleased to accept a donation of the Tully Park property from the Prospect Heights Park District.

We recently received information that the Park was not needed nor desired by Prospect Heights and the tax paying citizens, Friends of Tully Park, would like to claim the property and care for what they have been paying for the last 50 years. We would like the community to continue to have access to the park for its intended use, to have open green space and to be enjoyed by all people.

If you have any questions, please fell free to contact me.

Sincerely,



John S Ropski

212 Owen place

Prospect Heights Il 60070

847 951-1098

CC: Prospect Heights City Counsel  
Prospect Heights Representatives

TO: Board of Commissioners, Prospect Heights Park District

Pink

FROM: Park District Treasurer

DATE: 4/19/2016 CASH REPORT FY 16

*Motion by Commissioner \_\_\_\_\_ to approve CASH REPORT 4  
as submitted. Seconded by Commissioner \_\_\_\_\_.*

Voice Vote

## ACCOUNTS

## AMOUNTS

Mt. Pros.State	Payroll	#90001511	sweep acct.	outstanding checks	\$ (2,764.83)
Mt. Pros.State	Vendor	#90001503	sweep acct.	outstanding checks	\$ (90,059.11)
Mt. Pros.State	Imprest	#90001529			\$ 5,000.00
Mt. Pros.State	General/Sweep	#90001498			\$ 2,710,015.06
Mt. Pros.State	ATM	#90001537	Combined Bal -- Account and ATM Machine		\$ 26,015.53
Mt. Pros.State	Cash Reserves	#90001545			\$ 349,714.73
Mt. Pros.State	Class- Reg.	#90002787	sweep acct.	deposit in transit	\$ -
Mt. Pros.State	Investment	#107503657			\$ 1,008,194.32
TOTALS					<u>\$ 4,006,115.70</u>

4/19/2016

FINANCIAL  
RESOLUTION

*Motion by Commissioner \_\_\_\_\_ to approve WARRANT RESOLUTION  
4/19/2016 as submitted. Seconded by Commissioner \_\_\_\_\_.*

## APPROVAL OF WARRANTS 4/19/2016

## VENDOR WARRANTS

	Ck From - To	AMOUNTS
3 In the amount of	43044-43076	\$34,822.92
3A In the amount of	43077-43104	\$19,396.76
3B In the amount of	43105-43128	\$25,122.69
3C In the amount of	43129-43153	\$15,901.11
3D In the amount of	43154-43197	\$82,507.18
3E In the amount of	ELECTRONIC	\$12,520.06
Total Vendor Warrants		<u>\$190,270.72</u>

## PAYROLL WARRANTS

	3/4/2016		
5 In the amount of	48217-48234	\$53,300.37	
	gross plus employer costs		
	3/18/2016		
6 In the amount of	48235-48255	\$53,886.43	
	gross plus employer costs		
Total Payroll Warrants		<u>\$ 107,186.80</u>	

## REFUND WARRANT

3 In the total amount of	Charge Card Ref.	\$ 200.00
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## TOTAL OF WARRANTS

\$ 297,657.52

4/19/2016

Roll Call





Prospect Heights Park District, IL

# Expense Approval Report

## By Payment Number

Payment Dates 3/3/2016 - 3/3/2016

Payment Number	Payment Date	Vendor #	Vendor Name	Account Number	Payment Amount
Payment Number	Payable Number	Description	Vendor Name	Account Number	Item Amount
43044	3/3/2016	01270	ACE SECURITY SYSTEMS INC		280.00
	ACE SECURITY 02/2	OOCC BATTERY BACK UP/ALARM BATTERY		300-40-6016	280.00
43045	3/3/2016	01006	ADP INC		1,152.95
	469195109	PROCESSING CHARGES PE 12/31/15		100-01-5430	1,152.95
43046	3/3/2016	01007	ADP SCREENING & SELECTION		48.64
	1256064-02-2016	SCREENING & SELECTION FEB 2016		408-99-5465	48.64
43047	3/3/2016	01667	AFLAC		173.28
	221148	ACCT # JNJ50 - FEBRUARY 2016		100-01-5100	122.04
	221148	ACCT # JNJ50 - FEBRUARY 2016		200-02-5100	51.24
43048	3/3/2016	01442	ALLSTAR FIRE SERVICE INC		130.00
	26077	FIRE EXTINGUISHER RETAG		408-99-5325	130.00
43049	3/3/2016	01553	ANGELA LUCCHESI		283.80
	JR JAZZERCISE CLAS	JR JAZZERCISE CLASS 1/6-2/24/16		200-02-7093	283.80
43050	3/3/2016	01120	ARC DISPOSAL-REPUBLIC SVC #551		202.76
	0551-012323626	OOCC WASTE SERVICE 3/1-3/31/16		300-41-5203	202.76
43051	3/3/2016	01016	AT&T		55.20
	847577107802 2/22	847 577-1078 568 2 MARQUEE 2/22-3/21/16		200-02-5320	55.20
43052	3/3/2016	01020	BURRIS EQUIPMENT CO		56.12
	PS99613	REPAIR PARTS		300-41-6030	56.12
43053	3/3/2016	01032	CARDMEMBER SERVICE		8,963.26
	ELAN 1/21/16-2/18/	ELAN 1/21/16-2/18/16		100-01-5335	249.06
	ELAN 1/21/16-2/18/	ELAN 1/21/16-2/18/16		100-01-5430	470.00
	ELAN 1/21/16-2/18/	ELAN 1/21/16-2/18/16		100-01-6004	13.99
	ELAN 1/21/16-2/18/	ELAN 1/21/16-2/18/16		100-01-6004	25.00
	ELAN 1/21/16-2/18/	ELAN 1/21/16-2/18/16		100-01-6004	15.95
	ELAN 1/21/16-2/18/	ELAN 1/21/16-2/18/16		200-02-5335	64.49
	ELAN 1/21/16-2/18/	ELAN 1/21/16-2/18/16		200-02-5335	89.44
	ELAN 1/21/16-2/18/	ELAN 1/21/16-2/18/16		200-02-5335	11.26
	ELAN 1/21/16-2/18/	ELAN 1/21/16-2/18/16		200-02-5335	189.98
	ELAN 1/21/16-2/18/	ELAN 1/21/16-2/18/16		200-02-6004	25.00
	ELAN 1/21/16-2/18/	ELAN 1/21/16-2/18/16		200-03-6028	49.22
	ELAN 1/21/16-2/18/	ELAN 1/21/16-2/18/16		200-03-6028	32.90
	ELAN 1/21/16-2/18/	ELAN 1/21/16-2/18/16		200-03-6028	2.88
	ELAN 1/21/16-2/18/	ELAN 1/21/16-2/18/16		200-03-6028	74.98
	ELAN 1/21/16-2/18/	ELAN 1/21/16-2/18/16		200-03-6028	10.94
	ELAN 1/21/16-2/18/	ELAN 1/21/16-2/18/16		200-04-6028	12.03
	ELAN 1/21/16-2/18/	ELAN 1/21/16-2/18/16		200-04-6028	24.37
	ELAN 1/21/16-2/18/	ELAN 1/21/16-2/18/16		200-04-6028	50.83
	ELAN 1/21/16-2/18/	ELAN 1/21/16-2/18/16		200-04-6028	7.50
	ELAN 1/21/16-2/18/	ELAN 1/21/16-2/18/16		200-05-5475	36.25
	ELAN 1/21/16-2/18/	ELAN 1/21/16-2/18/16		200-05-5475	13.75
	ELAN 1/21/16-2/18/	ELAN 1/21/16-2/18/16		200-05-5475	340.58
	ELAN 1/21/16-2/18/	ELAN 1/21/16-2/18/16		200-06-6018	72.23
	ELAN 1/21/16-2/18/	ELAN 1/21/16-2/18/16		200-11-5475	668.90
	ELAN 1/21/16-2/18/	ELAN 1/21/16-2/18/16		200-11-5475	530.00
	ELAN 1/21/16-2/18/	ELAN 1/21/16-2/18/16		200-11-5475	500.00
	ELAN 1/21/16-2/18/	ELAN 1/21/16-2/18/16		200-11-5475	618.25

## Expense Approval Report

Payment Dates: 3/3/2016 - 3/3/2016

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Payment Amount Item Amount
	ELAN 1/21/16-2/18/	ELAN 1/21/16-2/18/16		200-13-6030	150.51
	ELAN 1/21/16-2/18/	ELAN 1/21/16-2/18/16		200-14-5475	56.25
	ELAN 1/21/16-2/18/	ELAN 1/21/16-2/18/16		200-14-5475	100.00
	ELAN 1/21/16-2/18/	ELAN 1/21/16-2/18/16		200-14-5475	25.00
	ELAN 1/21/16-2/18/	ELAN 1/21/16-2/18/16		200-2368	29.95
	ELAN 1/21/16-2/18/	ELAN 1/21/16-2/18/16		300-40-5335	22.40
	ELAN 1/21/16-2/18/	ELAN 1/21/16-2/18/16		300-40-5335	138.82
	ELAN 1/21/16-2/18/	ELAN 1/21/16-2/18/16		300-40-5335	18.22
	ELAN 1/21/16-2/18/	ELAN 1/21/16-2/18/16		300-40-5335	117.34
	ELAN 1/21/16-2/18/	ELAN 1/21/16-2/18/16		300-40-5335	11.20
	ELAN 1/21/16-2/18/	ELAN 1/21/16-2/18/16		300-40-5335	104.08
	ELAN 1/21/16-2/18/	ELAN 1/21/16-2/18/16		300-40-5335	263.80
	ELAN 1/21/16-2/18/	ELAN 1/21/16-2/18/16		300-40-5335	105.00
	ELAN 1/21/16-2/18/	ELAN 1/21/16-2/18/16		300-40-5335	15.93
	ELAN 1/21/16-2/18/	ELAN 1/21/16-2/18/16		300-40-5335	7.69
	ELAN 1/21/16-2/18/	ELAN 1/21/16-2/18/16		300-40-5335	20.00
	ELAN 1/21/16-2/18/	ELAN 1/21/16-2/18/16		300-40-5335	74.30
	ELAN 1/21/16-2/18/	ELAN 1/21/16-2/18/16		300-40-6016	52.41
	ELAN 1/21/16-2/18/	ELAN 1/21/16-2/18/16		406-99-6020	863.00
	ELAN 1/21/16-2/18/	ELAN 1/21/16-2/18/16		413-99-6028	2,590.32
	ELAN CREDIT - 2/12	CREDIT - KINDERSTOP SUPPLIES		200-04-6028	-2.74
43054	3/3/2016 2071 3/2/16	01049 CONTRACTED SERVICES	CHARLES BARRY MCGEE	100-01-5300	1,160.00 1,160.00
43055	3/3/2016 8771100700162793	01022 OCC CABLE/INTERNET 2/29-3/28/16	COMCAST	300-40-5320	115.43 115.43
43056	3/3/2016 4563001190 1/22-2	01023 MUIR FIELD ELECTRIC 1/22-2/22/16	COMMONWEALTH EDISON	405-99-5205	23.54 23.54
43057	3/3/2016 1634940-01	01042 2330070000 GROUNDS NATURAL GAS JAN 2016	CONSTELLATION ENERGY SERVICES - NATURAL GAS LLC	300-40-5204	418.92 418.92
43058	3/3/2016 15-000530	01117 INSPECTIONS - SPA, SLIDE, POOL	COOK COUNTY DEPARTMENT OF PUBLIC HEALTH	200-10-5465	375.00 375.00
43059	3/3/2016 18356244 18356244	01031 ADMIN COPIER LEASE/50TH ANNIVERSARY COLORED ADMIN COPIER LEASE/50TH ANNIVERSARY COLORED	DES PLAINES OFFICE EQUIPMENT	100-01-5430 413-99-5330	386.50 255.53 130.97
43060	3/3/2016 510427	01324 REPAIR PARTS FITNESS CENTER	DIRECT FITNESS SOLUTIONS LLC	200-13-6030	115.00 115.00
43061	3/3/2016 2465052	01433 CLASS K - ROOM/KITCHEN	FIVE STAR SAFETY EQUIPMENT INC	518-99-8010	150.00 150.00
43062	3/3/2016 INVUS46928	01590 CONTRACTED SERVICES - 2016 APPLITRACK	FRONTLINE TECHNOLOGIES GROUP LLC	100-01-5430	698.25 698.25
43063	3/3/2016 EBER G CELL PHONE	01686 CELL PHONE REIMBURSEMENT	GEORGES EBER	408-99-5208	214.19 214.19
43064	3/3/2016 01-143203 01-143231	01038 REPAIR PARTS CARTS REPAIR PARTS CARTS	HARRIS GOLF CARS	300-41-6034 300-41-6034	59.24 46.54 12.70
43065	3/3/2016 6/11/16 FOOD TRU	01684 FOOD TRUCK DEPOSIT - MUSIC UNDER THE STARS E	HOT BIRD INC	413-99-5300	500.00 500.00
43066	3/3/2016 1261-14663791 1261-14667695	01044 HARDWARE SMALL TOOLS SUPPLIES REPAIR PARTS	JC LICHT AND COMPANY	300-41-6016 300-41-6030	79.99 61.73 18.26

## Expense Approval Report

Payment Dates: 3/3/2016 - 3/3/2016

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Payment Amount Item Amount
43067	3/3/2016	01238	KIMBALL MIDWEST		183.40
	4661226	GAS OIL GREASE/REPAIR PARTS		300-41-6024	169.65
	4661226	GAS OIL GREASE/REPAIR PARTS		300-41-6030	13.75
43068	3/3/2016	01685	MCCOY APPRAISAL GROUP LTD		300.00
	2016102	APPRAISAL		100-30-6060	300.00
43069	3/3/2016	01053	MICHAEL WAGNER & SONS		190.44
	1373996	REPAIR PARTS		200-02-6032	190.44
43070	3/3/2016	01057	NAPA HEIGHTS AUTOMOTIVE		471.31
	869956	OIL		300-41-6024	68.28
	869960	REPAIR PARTS - PARKS 2005 FORD TRUCK F350		200-30-6031	222.55
	870272	REPAIR PARTS		300-41-6030	79.99
	870570	HARDWARE SMALL TOOLS SUPPLIES		300-41-6016	28.35
	870601	REPAIR PARTS		300-41-6030	9.99
	870624	REPAIR PARTS		300-41-6030	6.68
	870694	OIL		300-41-6024	55.47
43071	3/3/2016	01058	NCPERS GROUP LIFE INSURANCE		80.00
	51440316	LIFE INSURANCE MONTHLY 3/2016		100-2030	16.00
	51440316	LIFE INSURANCE MONTHLY 3/2016		200-2030	48.00
	51440316	LIFE INSURANCE MONTHLY 3/2016		300-2030	16.00
43072	3/3/2016	01059	NICOR		121.26
	99291700005 2/23/	ADMIN NATURAL GAS 1/22-2/23/16		200-02-5204	121.26
43073	3/3/2016	01063	PDRMA		17,099.61
	PDRMA HEALTH - FE	PDRMA HEALTH INSURANCE - FEBRUARY, 2016		100-01-5100	1,427.01
	PDRMA HEALTH - FE	PDRMA HEALTH INSURANCE - FEBRUARY, 2016		100-01-5101	112.25
	PDRMA HEALTH - FE	PDRMA HEALTH INSURANCE - FEBRUARY, 2016		100-01-5102	56.18
	PDRMA HEALTH - FE	PDRMA HEALTH INSURANCE - FEBRUARY, 2016		200-02-5100	5,180.19
	PDRMA HEALTH - FE	PDRMA HEALTH INSURANCE - FEBRUARY, 2016		200-02-5101	371.72
	PDRMA HEALTH - FE	PDRMA HEALTH INSURANCE - FEBRUARY, 2016		200-02-5102	80.41
	PDRMA HEALTH - FE	PDRMA HEALTH INSURANCE - FEBRUARY, 2016		200-30-5100	1,662.96
	PDRMA HEALTH - FE	PDRMA HEALTH INSURANCE - FEBRUARY, 2016		200-30-5101	104.20
	PDRMA HEALTH - FE	PDRMA HEALTH INSURANCE - FEBRUARY, 2016		200-30-5102	9.35
	PDRMA HEALTH - FE	PDRMA HEALTH INSURANCE - FEBRUARY, 2016		300-40-5100	3,325.92
	PDRMA HEALTH - FE	PDRMA HEALTH INSURANCE - FEBRUARY, 2016		300-40-5101	208.40
	PDRMA HEALTH - FE	PDRMA HEALTH INSURANCE - FEBRUARY, 2016		300-40-5102	30.47
	PDRMA HEALTH - FE	PDRMA HEALTH INSURANCE - FEBRUARY, 2016		300-41-5100	4,146.81
	PDRMA HEALTH - FE	PDRMA HEALTH INSURANCE - FEBRUARY, 2016		300-41-5101	279.82
	PDRMA HEALTH - FE	PDRMA HEALTH INSURANCE - FEBRUARY, 2016		300-41-5102	103.92
43074	3/3/2016	01070	RAMROD		499.57
	757705	JANITORIAL SUPPLIES		200-02-6022	499.57
43075	3/3/2016	01071	REINDERS INC		55.26
	1621312-00	REPAIR PARTS		300-41-6030	55.26
43076	3/3/2016	01074	SAM'S CLUB		180.00
	999999	2016 ANNUAL MEMBERSHIP		100-01-5460	180.00
Grand Total:					34,822.92

## Report Summary

## Fund Summary

Fund	Payment Amount
100 - CORPORATE FUND	6,254.21
200 - RECREATION FUND	13,155.64
300 - GOLF	10,762.41
405 - PAVING & LIGHTING FUND	23.54
406 - LIABILITY INSURANCE FUND	863.00
408 - POLICE FUND	392.83
413 - COMMUNITY EVENTS	3,221.29
518 - CAPITAL PROJECT FUND	150.00
<b>Grand Total:</b>	<b>34,822.92</b>

## Account Summary

Account Number	Account Name	Payment Amount
100-01-5100	MEDICAL INSURANCE	1,549.05
100-01-5101	DENTAL INSURANCE	112.25
100-01-5102	LIFE INSURANCE	56.18
100-01-5300	CONTRACTED SERVICE	1,160.00
100-01-5335	BOARD AND STAFF CON	249.06
100-01-5430	SERVICE CONTRACTS	2,576.73
100-01-5460	PROFESSIONAL MEMBE	180.00
100-01-6004	EMPLOYEE RELATIONS	54.94
100-2030	INSURANCE WITHHELD	16.00
100-30-6060	Misc Expense	300.00
200-02-5100	MEDICAL INSURANCE	5,231.43
200-02-5101	DENTAL INSURANCE	371.72
200-02-5102	LIFE INSURANCE	80.41
200-02-5204	NATURAL GAS-HEAT	121.26
200-02-5320	TELEPHONE	55.20
200-02-5335	BOARD AND STAFF CON	355.17
200-02-6004	EMPLOYEE RELATIONS	25.00
200-02-6022	JANITORIAL SUPPLIES	499.57
200-02-6032	REPAIR PARTS BUILDING	190.44
200-02-7093	GRANT EXPENDITURES	283.80
200-03-6028	PROGRAM SUPPLIES-PR	170.92
200-04-6028	PROGRAM SUPPLIES-KIN	91.99
200-05-5475	PROGRAM ACTIVITY AN	390.58
200-06-6018	UNIFORMS-PROGRAM S	72.23
200-10-5465	LICENSES AND FEES	375.00
200-11-5475	PROGRAM ACTIVITY AN	2,317.15
200-13-6030	REPAIR PARTS EQUIPME	265.51
200-14-5475	PROGRAM ACTIVITY AN	181.25
200-2030	INSURANCE WITHHELD	48.00
200-2368	PRESCHOOL BOOSTERS	29.95
200-30-5100	MEDICAL INSURANCE	1,662.96
200-30-5101	DENTAL INSURANCE	104.20
200-30-5102	LIFE INSURANCE	9.35
200-30-6031	REPAIR PARTS VEHICLES	222.55
300-2030	INSURANCE WITHHELD	16.00
300-40-5100	MEDICAL INSURANCE	3,325.92
300-40-5101	DENTAL INSURANCE	208.40
300-40-5102	LIFE INSURANCE	30.47
300-40-5204	NATURAL GAS-HEAT	418.92
300-40-5320	TELEPHONE	115.43
300-40-5335	BOARD AND STAFF CON	898.78
300-40-6016	HARDWARE SMALL TOO	332.41
300-41-5100	MEDICAL INSURANCE	4,146.81
300-41-5101	DENTAL INSURANCE	279.82
300-41-5102	LIFE INSURANCE	103.92

**Account Summary**

Account Number	Account Name	Payment Amount
300-41-5203	DISPOSAL CHARGES	202.76
300-41-6016	HARDWARE SMALL TOO	90.08
300-41-6024	GAS OIL AND GREASE	293.40
300-41-6030	REPAIR PARTS EQUIPME	240.05
300-41-6034	REPAIR PARTS CARTS	59.24
405-99-5205	ELECTRICITY	23.54
406-99-6020	SAFETY SUPPLIES, PART	863.00
408-99-5208	MOBILE PHONES	214.19
408-99-5325	SECURITY & FIRE ALARM	130.00
408-99-5465	LICENSES AND FEES	48.64
413-99-5300	CONTRACTED SERVICE	500.00
413-99-5330	ADVERTISEMENT	130.97
413-99-6028	PROGRAM SUPPLIES	2,590.32
518-99-8010	BUILDING IMPROVEME	150.00
	<b>Grand Total:</b>	<b>34,822.92</b>

**Project Account Summary**

Project Account Key	Payment Amount
**None**	34,822.92
<b>Grand Total:</b>	<b>34,822.92</b>



Prospect Heights Park District, IL

# Expense Approval Report

## By Payment Number

Payment Dates 3/10/2016 - 3/10/2016

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Payment Amount Item Amount
43077	3/10/2016 58255	01165 PAD LOCKS	A DISCOUNT LOCK CO	200-02-6016	162.22 162.22
43078	3/10/2016 902032642	01079 GOLF BALLS	ACUSHNET COMPANY	300-1361	6,263.72 6,263.72
43079	3/10/2016 469985429	01006 PAYROLL PROCESSING PE 3/1/16	ADP INC	100-01-5430	212.69 212.69
43080	3/10/2016 IN0002944	01356 STAFF UNIFORMS	ALL SEASONS UNIFORMS	200-02-6049	25.99 25.99
43081	3/10/2016 669714 669943	01232 REPAIR PARTS REPAIR PARTS	ARLINGTON POWER EQUIPMENT INC	300-41-6030 300-41-6030	219.30 20.32 198.98
43082	3/10/2016 101026	01015 CONTRACTED LABOR - GROUNDS PE 2/21/16	ASSOCIATED LABOR CORPORATION OF AMERICA	300-41-5300	1,188.80 1,188.80
43083	3/10/2016 1002468393	01397 GOLF BALLS	BRIDGESTONE GOLF INC	300-1361	2,261.88 2,261.88
43084	3/10/2016 831410	01301 APPAREL	CAP AMERICA INC	300-1362	431.90 431.90
43085	3/10/2016 002	01665 BROCHURE COVER DESIGN 50TH ANNIVERSARY	CATHERINE ZAWORSKI	200-02-5300	100.00 100.00
43086	3/10/2016 1642787-01 1642787-01	01042 GMRC/OOCC NATURAL GAS FEB 2016 GMRC/OOCC NATURAL GAS FEB 2016	CONSTELLATION ENERGY SERVICES - NATURAL GAS LLC	200-02-5204 300-40-5204	3,076.86 1,557.52 1,519.34
43087	3/10/2016 63211219 VERSION	01041 705224-1 ADMIN ELECTRIC	CONSTELLATION ENERGY SERVICES INC	200-02-5205	61.64 61.64
43088	3/10/2016 18378235	01031 GMRC COPIER/PRINTER LEASE	DES PLAINES OFFICE EQUIPMENT	100-01-5430	473.33 473.33
43089	3/10/2016 01-143885 01-143937	01038 REPAIR PARTS CARTS REPAIR PARTS	HARRIS GOLF CARS	300-41-6034 300-41-6030	182.92 160.93 21.99
43090	3/10/2016 HERON POND 2016	01368 2016 ANNUAL ASSESSMENT	HERON POND HOMEOWNERS ASSOCIATION	200-30-5465	750.00 750.00
43091	3/10/2016 1261-14687226	01044 HARDWARE SMALL TOOLS SUPPLIES	JC LICHT AND COMPANY	300-41-6016	33.38 33.38
43092	3/10/2016 62547	01045 REPAIR PARTS	JW TURF INC	300-41-6030	127.65 127.65
43093	3/10/2016 20153	01544 FEB 2016 CARDIO CLASS INSTRUCTOR	KATHERINE A. DIPIETRO	200-13-5300	70.00 70.00
43094	3/10/2016 CHAIR YOGA 02/201 YOGA 02/2016	01533 CHAIR YOGA INSTRUCTOR - FEB 2016 YOGA INSTRUCTOR - FEB 2016	KATHLEEN O'MALLEY-GALLAGHER	200-13-5300 200-13-5300	463.40 210.70 252.70

## Expense Approval Report

Payment Dates: 3/10/2016 - 3/10/2016

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Payment Amount Item Amount
43095	3/10/2016	01398	KEEN EDGE CO		168.07
	655484	REPAIR PARTS		300-41-6030	46.83
	655485	REPAIR PARTS		300-41-6030	30.65
	655513	REPAIR PARTS		300-41-6030	42.93
	655607	REPAIR PARTS		300-41-6030	47.66
43096	3/10/2016	01052	METRO PROFESSIONAL PRODUCTS		730.55
	IN173456	CONTRACTED REPAIRS		200-02-5420	730.55
43097	3/10/2016	01053	MICHAEL WAGNER & SONS		4.74
	1374633	REPAIR PARTS		200-02-6032	4.74
43098	3/10/2016	01057	NAPA HEIGHTS AUTOMOTIVE		340.72
	870925	REPAIR PARTS		300-41-6030	30.07
	871877	REPAIR PARTS		200-30-6030	168.72
	872150	HARDWARE SMALL TOOLS SUPPLIES/REPAIR PARTS		300-41-6016	15.99
	872150	HARDWARE SMALL TOOLS SUPPLIES/REPAIR PARTS		300-41-6030	129.38
	872150 CREDIT	CREDIT WARRANTY/CORE DEPOSIT		300-41-6030	-126.38
	872160	GAS OIL GREASE/REPAIR PARTS		300-41-6024	71.41
	872160	GAS OIL GREASE/REPAIR PARTS		300-41-6030	21.98
	872163	GAS OIL GREASE		300-41-6024	11.57
	872690	REPAIR PARTS		300-41-6030	17.98
43099	3/10/2016	01134	NORTHWEST ELECTRICAL SUPPLY		213.49
	17251353	CONTRACTED REPAIRS		300-40-5423	213.49
43100	3/10/2016	01066	PLATINUM SYSTEMS		131.25
	K-93415	CORE FILTERING & ARCHIVING		100-01-5300	131.25
43101	3/10/2016	01135	PURCHASE POWER		201.00
	8000900000081293	POSTAGE		100-01-6000	201.00
43102	3/10/2016	01070	RAMROD		227.74
	757705-1	JANITORIAL SUPPLIES		200-02-6022	188.74
	757705-2	JANITORIAL SUPPLIES		200-02-6022	39.00
43103	3/10/2016	01078	TAYLOR MADE		360.05
	31338300	EQUIPMENT		300-1360	67.52
	31435188	EQUIPMENT		300-1360	243.95
	31441507	S/O EQUIPMENT		300-42-6010	48.58
43104	3/10/2016	01450	THE CIT GROUP COMMERCIAL SERVICES INC		913.47
	0070215241	AD & PROMO		300-40-5331	913.47
Grand Total:					19,396.76

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

Fund	Payment Amount
100 - CORPORATE FUND	1,018.27
200 - RECREATION FUND	4,322.52
300 - GOLF	14,055.97
<b>Grand Total:</b>	<b>19,396.76</b>

**Account Summary**

Account Number	Account Name	Payment Amount
100-01-5300	CONTRACTED SERVICE	131.25
100-01-5430	SERVICE CONTRACTS	686.02
100-01-6000	POSTAGE	201.00
200-02-5204	NATURAL GAS-HEAT	1,557.52
200-02-5205	ELECTRICITY	61.64
200-02-5300	CONTRACTED SERVICE	100.00
200-02-5420	CONTRACTED REPAIRS E	730.55
200-02-6016	HARDWARE SMALL TOO	162.22
200-02-6022	JANITORIAL SUPPLIES	227.74
200-02-6032	REPAIR PARTS BUILDING	4.74
200-02-6049	STAFF UNIFORMS-FACILI	25.99
200-13-5300	CONTRACTED SERVICE	533.40
200-30-5465	LICENSES AND FEES	750.00
200-30-6030	REPAIR PARTS EQUIPME	168.72
300-1360	GOLF EQUIPMENT INVE	311.47
300-1361	GOLF BALL INVENTORY	8,525.60
300-1362	GOLF APPAREL INVENTO	431.90
300-40-5204	NATURAL GAS-HEAT	1,519.34
300-40-5331	PROMOTION	913.47
300-40-5423	CONTRACTED REPAIRS E	213.49
300-41-5300	CONTRACTED SERVICE	1,188.80
300-41-6016	HARDWARE SMALL TOO	49.37
300-41-6024	GAS OIL AND GREASE	82.98
300-41-6030	REPAIR PARTS EQUIPME	610.04
300-41-6034	REPAIR PARTS CARTS	160.93
300-42-6010	GOLF SPECIAL ORDER E	48.58
<b>Grand Total:</b>		<b>19,396.76</b>

**Project Account Summary**

Project Account Key	Payment Amount
**None**	19,396.76
<b>Grand Total:</b>	<b>19,396.76</b>





Prospect Heights Park District, IL

# Expense Approval Report

## By Payment Number

Payment Dates 3/18/2016 - 3/18/2016

Payment Number	Payment Date	Vendor #	Vendor Name	Account Number	Payment Amount
Payment Number	Payable Number	Description			Item Amount
43105	3/18/2016	01006	ADP INC		427.01
	470307261	PAYROLL PROCESSING - EZLABOR		100-01-5430	427.01
43106	3/18/2016	01015	ASSOCIATED LABOR CORPORATION OF AMERICA		3,523.20
	101078	CONTRACTED LABOR - GROUNDS PE 2/28/16		300-41-5300	1,188.80
	101089	CONTRACTED LABOR - GROUNDS PE 3/6/16		300-41-5300	1,198.40
	101090	CONTRACTED LABOR - OCCC PE 3/6/16		300-40-5300	568.00
	101111	CONTRACTED LABOR - OCCC PE 3/13/16		300-40-5300	568.00
43107	3/18/2016	01016	AT&T		180.69
	847394342203 3/18	847 394-3422 297 7 ADMIN 3/4-4/3/16		200-02-5320	180.69
43108	3/18/2016	01016	AT&T		69.06
	847255488303 3/18	847 255-4883 294 7 OCCC F&A 3/1-3/31/16		300-40-5320	69.06
43109	3/18/2016	01016	AT&T		113.63
	847255203303 3/18	847 255-2033 863 2 GROUNDS 3/1-3/31/16		300-41-5320	113.63
43110	3/18/2016	01022	COMCAST		115.33
	8771100740004153	GMRC CABLE 3/1-3/31/16		200-02-5320	10.48
	8771100740047145	GMRC INTERNET 3/6-4/5/16		200-02-5320	104.85
43111	3/18/2016	01344	COMPUTER EXPLORERS		60.00
	418432	CONTRACTED SERVICES		200-05-5300	60.00
43112	3/18/2016	01038	HARRIS GOLF CARS		90.07
	01-144256	REPAIR PARTS		300-41-6034	60.72
	02-143401	REPAIR PARTS		300-41-6034	29.35
43113	3/18/2016	01130	JEFF ELLIS & ASSOCIATES INC		507.00
	20075641	SEMINARS & TRAINING - SHAPLEY O		200-02-5410	507.00
43114	3/18/2016	01190	JUST FAUCETS		40.90
	167993	REPAIR PARTS		200-02-6032	40.90
43115	3/18/2016	01045	JW TURF INC		678.82
	63157	HARDWARE SMALL TOOLS SUPPLIES		300-41-6016	448.04
	63279	REPAIR PARTS - PARKS		200-30-6030	230.78
43116	3/18/2016	01238	KIMBALL MIDWEST		217.69
	4737839	HARDWARE SMALL TOOLS SUPPLIES		300-41-6016	55.38
	4738225	HARDWARE SMALL TOOLS SUPPLIES		300-41-6016	96.72
	4755179	REPAIR PARTS		300-41-6034	65.59
43117	3/18/2016	01162	MANZELLA PLUMBING INC		545.00
	14112	CONTRACTED REPAIRS		200-02-5421	545.00
43118	3/18/2016	01186	MEIER BROTHERS TIRE SUPPLY INC		114.24
	275240	REPAIR PARTS		300-41-6030	114.24
43119	3/18/2016	01057	NAPA HEIGHTS AUTOMOTIVE		171.51
	873026	GAS OIL GREASE		300-41-6024	44.16
	873100	GAS OIL GREASE		300-41-6024	71.88
	874225	GAS OIL GREASE		300-41-6024	55.47
43120	3/18/2016	01252	NATIONAL IGNITION		436.00
	35111	REPAIR PARTS		300-41-6030	436.00

## Expense Approval Report

Payment Dates: 3/18/2016 - 3/18/2016

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Payment Amount Item Amount
43121	3/18/2016	01062	OFFICE DEPOT		223.35
	828019507001	OFFICE SUPPLIES		100-01-6027	138.69
	828019898001	OFFICE EQUIPMENT		100-01-6044	84.66
43122	3/18/2016	01064	PENDELTON TURF SUPPLY		1,128.00
	3869	GREEN & TEE SUPPLIES		300-41-6025	1,128.00
43123	3/18/2016	01064	PENDELTON TURF SUPPLY		5,070.60
	3870	CHEMICAL SUPPLIES		300-41-6015	5,070.60
43124	3/18/2016	01064	PENDELTON TURF SUPPLY		6,462.50
	3871	GREEN & TEE SUPPLIES/CHEMICAL SUPPLIES/FERTILI		300-41-6015	3,800.00
	3871	GREEN & TEE SUPPLIES/CHEMICAL SUPPLIES/FERTILI		300-41-6025	2,062.50
	3871	GREEN & TEE SUPPLIES/CHEMICAL SUPPLIES/FERTILI		300-41-6037	600.00
43125	3/18/2016	01360	PRECISION SMALL ENGINE CO INC		2,044.68
	539526	REPAIR PARTS		300-41-6030	2,044.68
43126	3/18/2016	01136	SUNBURST SPORTSWEAR		64.00
	115009	UNIFORMS		200-07-6018	64.00
43127	3/18/2016	01008	TYCO INTEGRATED SECURITY LLC		243.00
	26115458	OCC SECURITY SERVICE 4/1-6/30/16		408-99-5325	243.00
43128	3/18/2016	01081	VILLAGE OF MOUNT PROSPECT		2,596.41
	11654-001 3/18/16	GROUNDS WATER/SEWER CONST FEE/SEWER		300-41-5206	8.55
	11654-001 3/18/16	GROUNDS WATER/SEWER CONST FEE/SEWER		300-41-5206	5.00
	11654-001 3/18/16	GROUNDS WATER/SEWER CONST FEE/SEWER		300-41-5206	44.20
	11663-001 3/18/16	GMRC WATER		200-02-5206	655.76
	9160-002 3/18/16	OCC WATER/SEWER CONST FEE/SEWER		300-40-5206	1,573.52
	9160-002 3/18/16	OCC WATER/SEWER CONST FEE/SEWER		300-40-5206	5.00
	9160-002 3/18/16	OCC WATER/SEWER CONST FEE/SEWER		300-40-5206	304.38
Grand Total:					25,122.69

## Report Summary

## Fund Summary

Fund	Payment Amount
100 - CORPORATE FUND	650.36
200 - RECREATION FUND	2,399.46
300 - GOLF	21,829.87
408 - POLICE FUND	243.00
<b>Grand Total:</b>	<b>25,122.69</b>

## Account Summary

Account Number	Account Name	Payment Amount
100-01-5430	SERVICE CONTRACTS	427.01
100-01-6027	OFFICE SUPPLIES	138.69
100-01-6044	OFFICE EQUIPMENT	84.66
200-02-5206	WATER SEWER	655.76
200-02-5320	TELEPHONE	296.02
200-02-5410	SEMINARS AND TRAININ	507.00
200-02-5421	CONTRACTED REPAIRS P	545.00
200-02-6032	REPAIR PARTS BUILDING	40.90
200-05-5300	CONTRACTED SERVICE	60.00
200-07-6018	UNIFORMS-PROGRAM S	64.00
200-30-6030	REPAIR PARTS EQUIPME	230.78
300-40-5206	WATER SEWER	1,882.90
300-40-5300	CONTRACTED SERVICE	1,136.00
300-40-5320	TELEPHONE	69.06
300-41-5206	WATER SEWER	57.75
300-41-5300	CONTRACTED SERVICE	2,387.20
300-41-5320	TELEPHONE	113.63
300-41-6015	CHEMICAL SUPPLIES	8,870.60
300-41-6016	HARDWARE SMALL TOO	600.14
300-41-6024	GAS OIL AND GREASE	171.51
300-41-6025	GREEN AND TEE SUPPLIE	3,190.50
300-41-6030	REPAIR PARTS EQUIPME	2,594.92
300-41-6034	REPAIR PARTS CARTS	155.66
300-41-6037	FERTILIZER	600.00
408-99-5325	SECURITY & FIRE ALARM	243.00
<b>Grand Total:</b>		<b>25,122.69</b>

## Project Account Summary

Project Account Key	Payment Amount
**None**	25,122.69
<b>Grand Total:</b>	<b>25,122.69</b>



Prospect Heights Park District, IL

# Expense Approval Report

## By Payment Number

Payment Dates 3/24/2016 - 3/24/2016

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Payment Amount Item Amount
43129	3/24/2016 470604308	01006 PAYROLL PROCESSING PE 03/15/16	ADP INC	100-01-5430	269.01 269.01
43130	3/24/2016 8537	01146 PLANTING MATERIAL	ANTONS GREENHOUSES INC	300-41-6017	124.00 124.00
43131	3/24/2016 671206	01232 REPAIR PARTS	ARLINGTON POWER EQUIPMENT INC	300-41-6030	368.59 368.59
43132	3/24/2016 101110	01015 CONTRACTED LABOR - GROUNDS PE 3/13/16	ASSOCIATED LABOR CORPORATION OF AMERICA	300-41-5300	1,810.72 1,810.72
43133	3/24/2016 847398195903 3/24	01016 847 398-1959 971 3 OOC VISA 3/10-4/9/16	AT&T	300-40-5320	39.59 39.59
43134	3/24/2016 8771100740151376	01022 GROUNDS CABLE/INTERNET 3/23-4/22/16	COMCAST	300-41-5320	105.41 105.41
43135	3/24/2016 64074512	01041 #705224-4 IZAAK WALTON ELECTRIC 2/12-3/14/16	CONSTELLATION ENERGY SERVICES INC	405-99-5205	44.39 44.39
43136	3/24/2016 64195671	01041 705224-3 BALL FIELD LIGHTS 2/17-3/17/16	CONSTELLATION ENERGY SERVICES INC	405-99-5205	8.16 8.16
43137	3/24/2016 64159697	01041 #705224-2 OOC ELECTRIC 2/15-3/16/16	CONSTELLATION ENERGY SERVICES INC	300-40-5205	3,928.26 3,928.26
43138	3/24/2016 64195670	01041 705224-0 GMRC ELECTRIC 2/17-3/17/16	CONSTELLATION ENERGY SERVICES INC	200-02-5205	3,099.82 3,099.82
43139	3/24/2016 64114503	01041 705224-1 ADMIN ELECTRIC 2/15-3/15/16	CONSTELLATION ENERGY SERVICES INC	200-02-5205	156.92 156.92
43140	3/24/2016 000111754475492	01688 COSTCO MEMBERSHIP #000111754475492	COSTCO MEMBERSHIP	100-01-5460	220.00 220.00
43141	3/24/2016 6035322502862521 6035322502862521 6035322502862521 6035322502862521 6035322502862521 6035322502862521 6035322502862521 6035322502862521 6035322502862521 6035322502862521	01040 HOME DEPOT HOME DEPOT HOME DEPOT HOME DEPOT HOME DEPOT HOME DEPOT HOME DEPOT HOME DEPOT HOME DEPOT HOME DEPOT	HOME DEPOT CREDIT SERVICES	200-02-6022 200-02-6022 200-02-6032 300-40-6016 300-40-6016 300-41-6016 300-41-6016 300-41-6016 300-41-6016 300-41-6030	702.90 133.71 119.46 41.16 53.46 252.75 18.97 14.35 39.05 29.99
43142	3/24/2016 21111	01579 CONTRACTED SERVICES	HOMER TREE CARE INC	300-41-5300	2,800.00 2,800.00
43143	3/24/2016 2016 PEST CONTRO	01314 PUBLIC APPLICATOR/PUBLIC OPERATOR LICENSE	ILLINOIS DEPT OF AGRICULTURE BUREAU OF ENVIRONMENTAL PROGRAMS	408-99-5465	35.00 35.00
43144	3/24/2016 61734 64082	01045 REPAIR PARTS REPAIR PARTS	JW TURF INC	300-41-6030 300-41-6030	630.99 269.54 361.45

## Expense Approval Report

Payment Dates: 3/24/2016 - 3/24/2016

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Payment Amount Item Amount
43145	3/24/2016 655970	01398 REPAIR PARTS PARKS	KEEN EDGE CO	200-30-6030	198.29 198.29
43146	3/24/2016 1173120	01051 LANDSCAPE & TURF SUPPLIES	MENONI AND MOCOGINI	300-41-6026	486.59 486.59
43147	3/24/2016 874942 875848 875848 875848 876181 876182 876184 876284	01057 REPAIR PARTS REPAIR PARTS/OIL/HARDWARE SMALL TOOLS SUPPLI REPAIR PARTS/OIL/HARDWARE SMALL TOOLS SUPPLI REPAIR PARTS/OIL/HARDWARE SMALL TOOLS SUPPLI REPAIR PARTS REPAIR PARTS HARDWARE SMALL TOOLS SUPPLIES REPAIR PARTS	NAPA HEIGHTS AUTOMOTIVE	300-41-6030 300-41-6016 300-41-6024 300-41-6030 300-41-6030 300-41-6030 300-41-6016 300-41-6030	311.10 68.02 16.99 55.47 60.30 31.79 12.57 34.17 31.79
43148	3/24/2016 828407904001 828408735001	01062 OFFICE SUPPLIES OFFICE SUPPLIES	OFFICE DEPOT	100-01-6027 100-01-6027	93.05 81.33 11.72
43149	3/24/2016 FMLA SEMINAR 3/1	01063 SEMINARS/TRAINING - E CASTIL	PDRMA	100-01-5410	25.00 25.00
43150	3/24/2016 K-92616	01066 SERVICE CONTRACTS	PLATINUM SYSTEMS	100-01-5469	131.25 131.25
43151	3/24/2016 4156090	01253 OFFICE SUPPLIES	QUILL CORPORATION	100-01-6027	149.95 149.95
43152	3/24/2016 2016 INDOOR SOCC 2016 INDOOR SOCC 2016 INDOOR SOCC	01072 2016 INDOOR SOCCER 2016 INDOOR SOCCER 2016 INDOOR SOCCER	RIVER TRAILS PARK DISTICT	200-07-5050 200-07-6018 200-07-6029	114.62 56.75 48.00 9.87
43153	3/24/2016 60101	01073 REPAIR PARTS	ROUTE 12 RENTAL	300-41-6030	47.50 47.50
Grand Total:					15,901.11

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

<b>Fund</b>	<b>Payment Amount</b>
100 - CORPORATE FUND	888.26
200 - RECREATION FUND	3,863.98
300 - GOLF	11,061.32
405 - PAVING & LIGHTING FUND	52.55
408 - POLICE FUND	35.00
<b>Grand Total:</b>	<b>15,901.11</b>

**Account Summary**

Account Number	Account Name	Payment Amount
100-01-5410	SEMINARS AND TRAININ	25.00
100-01-5430	SERVICE CONTRACTS	269.01
100-01-5460	PROFESSIONAL MEMBE	220.00
100-01-5469	IT SERVICES CONTRACTS	131.25
100-01-6027	OFFICE SUPPLIES	243.00
200-02-5205	ELECTRICITY	3,256.74
200-02-6022	JANITORIAL SUPPLIES	253.17
200-02-6032	REPAIR PARTS BUILDING	41.16
200-07-5050	WAGES-YOUTH LEAGUES	56.75
200-07-6018	UNIFORMS-PROGRAM S	48.00
200-07-6029	RECOGNITION AND AWA	9.87
200-30-6030	REPAIR PARTS EQUIPME	198.29
300-40-5205	ELECTRICITY	3,928.26
300-40-5320	TELEPHONE	39.59
300-40-6016	HARDWARE SMALL TOO	306.21
300-41-5300	CONTRACTED SERVICE	4,610.72
300-41-5320	TELEPHONE	105.41
300-41-6016	HARDWARE SMALL TOO	123.53
300-41-6017	PLANTING MATERIAL/IT	124.00
300-41-6024	GAS OIL AND GREASE	55.47
300-41-6026	LANDSCAPE AND TURF	486.59
300-41-6030	REPAIR PARTS EQUIPME	1,281.54
405-99-5205	ELECTRICITY	52.55
408-99-5465	LICENSES AND FEES	35.00
Grand Total:		15,901.11

**Project Account Summary**

<b>Project Account Key</b>	<b>Payment Amount</b>
**None**	15,901.11
<b>Grand Total:</b>	<b>15,901.11</b>



Prospect Heights Park District, IL

# Expense Approval Report

## By Payment Number

Payment Dates 3/31/2016 - 3/31/2016

Payment Number	Payment Date	Vendor #	Vendor Name	Account Number	Payment Amount
Payment Number	Payable Number	Description			Item Amount
43154	3/31/2016	01689	A AFFORDABLE ROOFING SUPPLY INC		345.00
	AC UNIT 3/11/16	REPAIR AROUND A/C UNIT		300-41-6032	345.00
43155	3/31/2016	01079	ACUSHNET COMPANY		1,332.35
	902083582	S/O APPAREL/APPAREL		300-1362	44.00
	902083582	S/O APPAREL/APPAREL		300-42-6011	210.68
	902098296	APPAREL		300-1362	467.55
	902151029	S/O BALLS		300-42-6012	267.84
	902164372	APPAREL		300-1362	342.28
43156	3/31/2016	01007	ADP SCREENING & SELECTION		542.67
	1256064-03-2016	SCREENING & SELECTION MAR 2016		408-99-5465	542.67
43157	3/31/2016	01667	AFLAC		173.28
	626971	ACCT # JNJ50 - MARCH 2016		100-01-5100	122.04
	626971	ACCT # JNJ50 - MARCH 2016		200-02-5100	51.24
43158	3/31/2016	01009	AIRGAS USA LLC		88.92
	9933786088	OCC GRROUNDS SUPPLIES		300-41-5300	45.70
	9934402946	OCC GROUNDS SUPPLIES		300-41-5300	43.22
43159	3/31/2016	01011	AMERICAN EXPRESS		8,394.15
	AMEX 03/18/16	AMEX 03/18/16		100-01-5410	195.00
	AMEX 03/18/16	AMEX 03/18/16		200-03-6028	19.20
	AMEX 03/18/16	AMEX 03/18/16		200-04-6028	128.70
	AMEX 03/18/16	AMEX 03/18/16		200-04-6028	329.71
	AMEX 03/18/16	AMEX 03/18/16		200-04-6028	126.95
	AMEX 03/18/16	AMEX 03/18/16		200-05-5475	100.00
	AMEX 03/18/16	AMEX 03/18/16		200-06-6018	308.22
	AMEX 03/18/16	AMEX 03/18/16		200-06-6018	176.96
	AMEX 03/18/16	AMEX 03/18/16		200-06-6018	39.31
	AMEX 03/18/16	AMEX 03/18/16		200-06-6018	929.73
	AMEX 03/18/16	AMEX 03/18/16		200-06-6018	224.95
	AMEX 03/18/16	AMEX 03/18/16		200-06-6018	163.67
	AMEX 03/18/16	AMEX 03/18/16		200-06-6018	266.50
	AMEX 03/18/16	AMEX 03/18/16		200-06-6018	284.99
	AMEX 03/18/16	AMEX 03/18/16		200-06-6018	533.81
	AMEX 03/18/16	AMEX 03/18/16		200-06-6018	59.98
	AMEX 03/18/16	AMEX 03/18/16		200-06-6028	57.95
	AMEX 03/18/16	AMEX 03/18/16		200-11-5475	387.20
	AMEX 03/18/16	AMEX 03/18/16		200-11-5475	60.00
	AMEX 03/18/16	AMEX 03/18/16		200-11-5475	348.00
	AMEX 03/18/16	AMEX 03/18/16		200-11-5475	779.61
	AMEX 03/18/16	AMEX 03/18/16		200-11-5475	30.00
	AMEX 03/18/16	AMEX 03/18/16		200-11-5475	416.50
	AMEX 03/18/16	AMEX 03/18/16		200-11-5475	30.00
	AMEX 03/18/16	AMEX 03/18/16		200-11-5475	30.00
	AMEX 03/18/16	AMEX 03/18/16		200-11-5475	96.26
	AMEX 03/18/16	AMEX 03/18/16		200-11-5475	440.64
	AMEX 03/18/16	AMEX 03/18/16		200-11-5475	45.00
	AMEX 03/18/16	AMEX 03/18/16		200-11-5475	126.15
	AMEX 03/18/16	AMEX 03/18/16		200-11-5475	1,355.00
	AMEX 03/18/16	AMEX 03/18/16		200-11-6028	10.94
	AMEX 03/18/16	AMEX 03/18/16		200-12-6028	8.94
	AMEX 03/18/16	AMEX 03/18/16		200-12-6028	220.80





## Expense Approval Report

Payment Dates: 3/31/2016 - 3/31/2016

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Payment Amount Item Amount
43169	3/31/2016 4563001190 3/23/1	01023 MUIR FIELD ELECTRIC 2/22-3/22/16	COMMONWEALTH EDISON	405-99-5205	23.49 23.49
43170	3/31/2016 102001318	01024 GASOLINE QTY 740 @ \$1.6049	CONSERV FS	100-01-6024	1,381.51 1,381.51
43171	3/31/2016 1642788-01	01042 2330070000 GROUNDS NATURAL GAS	CONSTELLATION ENERGY SERVICES - NATURAL GAS LLC	300-40-5204	312.72 312.72
43172	3/31/2016 03181602	01026 BROCHURE PRINTING SUMMER 2016	CREEKSIDE PRINTING	200-02-5209	4,153.00 4,153.00
43173	3/31/2016 014479	01189 REPAIR - BUS 1	DAVE'S AUTO CLINIC INC	200-02-6031	150.55 150.55
43174	3/31/2016 510153 511275	01324 REPAIR PARTS - FITNESS CENTER REPAIR PARTS - FITNESS CENTER	DIRECT FITNESS SOLUTIONS LLC	200-13-6030 200-13-6030	452.70 75.00 377.70
43175	3/31/2016 13068965	01034 TELEPHONE SERVICES 3/22/16	FIRST COMMUNICATIONS/GLOBALCOM INC	200-02-5320	408.27 408.27
43176	3/31/2016 01-145456	01038 REPAIR PARTS - CARTS	HARRIS GOLF CARS	300-41-6034	280.05 280.05
43177	3/31/2016 64305	01045 REPAIR PARTS	JW TURF INC	300-41-6030	651.79 651.79
43178	3/31/2016 YOGA MARCH 2016	01533 YOGA - MARCH 2016	KATHLEEN O'MALLEY-GALLAGHER	200-13-5300	217.00 217.00
43179	3/31/2016 145813	01456 APPAREL	MAXX SUNGLASSES	300-1362	338.57 338.57
43180	3/31/2016 275771 275986	01186 REPAIR PARTS REPAIR PARTS	MEIER BROTHERS TIRE SUPPLY INC	300-41-6030 300-41-6030	779.66 108.09 671.57
43181	3/31/2016 1375910	01053 GREEN & TEE SUPPLIES	MICHAEL WAGNER & SONS	300-41-6025	18.48 18.48
43182	3/31/2016 YTH BASKETBALL 3/	01690 BOYS/GIRLS YOUTH BASKETBALL LEAGUES STAFF EXP	MOUNT PROSPECT PARK DISTRICT	200-07-5050	280.00 280.00
43183	3/31/2016 876836 876837 877495 878092	01057 REPAIR PARTS OIL REPAIR PARTS OIL	NAPA HEIGHTS AUTOMOTIVE	300-41-6030 300-41-6024 300-41-6030 300-41-6024	176.27 29.99 55.47 35.34 55.47
43184	3/31/2016 51440416 51440416 51440416	01058 LIFE INSURANCE MONTHLY 4/2016 LIFE INSURANCE MONTHLY 4/2016 LIFE INSURANCE MONTHLY 4/2016	NCPERS GROUP LIFE INSURANCE	100-2030 200-2030 300-2030	64.00 16.00 32.00 16.00
43185	3/31/2016 99291700005 3/23/	01059 ADMIN NATURAL GAS 2/23-3/23/16	NICOR	200-02-5204	103.68 103.68
43186	3/31/2016 830719647001 830719782001 830814788001	01062 OFFICE SUPPLIES OFFICE SUPPLIES OFFICE SUPPLIES	OFFICE DEPOT	300-40-6027 300-40-6027 100-01-6027	390.69 55.99 8.18 326.52
43187	3/31/2016 PDRMA HEALTH MA	01063 PDRMA HEALTH INSURANCE - MARCH, 2016	PDRMA	100-01-5100	34,230.33 1,427.01

## Expense Approval Report

Payment Dates: 3/31/2016 - 3/31/2016

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Payment Amount Item Amount
	PDRMA HEALTH MA	PDRMA HEALTH INSURANCE - MARCH, 2016		100-01-5101	112.25
	PDRMA HEALTH MA	PDRMA HEALTH INSURANCE - MARCH, 2016		100-01-5102	56.18
	PDRMA HEALTH MA	PDRMA HEALTH INSURANCE - MARCH, 2016		200-02-5100	5,180.19
	PDRMA HEALTH MA	PDRMA HEALTH INSURANCE - MARCH, 2016		200-02-5101	371.72
	PDRMA HEALTH MA	PDRMA HEALTH INSURANCE - MARCH, 2016		200-02-5102	80.41
	PDRMA HEALTH MA	PDRMA HEALTH INSURANCE - MARCH, 2016		200-30-5100	1,662.96
	PDRMA HEALTH MA	PDRMA HEALTH INSURANCE - MARCH, 2016		200-30-5101	104.20
	PDRMA HEALTH MA	PDRMA HEALTH INSURANCE - MARCH, 2016		200-30-5102	9.35
	PDRMA HEALTH MA	PDRMA HEALTH INSURANCE - MARCH, 2016		300-40-5100	3,325.92
	PDRMA HEALTH MA	PDRMA HEALTH INSURANCE - MARCH, 2016		300-40-5101	208.40
	PDRMA HEALTH MA	PDRMA HEALTH INSURANCE - MARCH, 2016		300-40-5102	30.47
	PDRMA HEALTH MA	PDRMA HEALTH INSURANCE - MARCH, 2016		300-41-5100	4,146.81
	PDRMA HEALTH MA	PDRMA HEALTH INSURANCE - MARCH, 2016		300-41-5101	279.82
	PDRMA HEALTH MA	PDRMA HEALTH INSURANCE - MARCH, 2016		300-41-5102	103.92
	PDRMA INSURANCE	PDRMA QUARTERLY INSURANCE		406-99-7050	1,115.97
	PDRMA INSURANCE	PDRMA QUARTERLY INSURANCE		406-99-7050	6,531.27
	PDRMA INSURANCE	PDRMA QUARTERLY INSURANCE		406-99-7050	191.01
	PDRMA INSURANCE	PDRMA QUARTERLY INSURANCE		406-99-7050	2,904.93
	PDRMA INSURANCE	PDRMA QUARTERLY INSURANCE		406-99-7051	6,387.54
43188	3/31/2016	01063	PDRMA		45.00
	3/17/16 E CASTIL	SEMINARS/TRAINING - ECASTIL 3/17/16		100-01-5410	45.00
43189	3/31/2016	01064	PENDELTON TURF SUPPLY		7,935.00
	3896	CHEMICAL SUPPLIES		300-41-6015	7,935.00
43190	3/31/2016	01070	RAMROD		596.28
	758222	JANITORIAL SUPPLIES		200-02-6022	596.28
43191	3/31/2016	01470	RAUPP FENCE CO		1,310.00
	DOWN PYMT 3/23/	DOWN PAYMENT - FENCE		518-99-8020	1,310.00
43192	3/31/2016	01072	RIVER TRAILS PARK DISTICT		210.00
	BASKETBALL 3/28/1	BOYS/GILS YOUTH BASKETBALL LEAGUES STAFF EXPE		200-07-5050	210.00
43193	3/31/2016	01326	SPORTS R US		440.00
	2077	SOCCER/TBALL/JR BASKETBALL		200-07-5300	440.00
43194	3/31/2016	01078	TAYLOR MADE		3,304.83
	31455980	EQUIPMENT		300-42-4640	1,655.77
	31488024	EQUIPMENT		300-42-4640	1,104.07
	31511206	S/O EQUIPMENT		300-42-6010	544.99
43195	3/31/2016	01691	THE LITTEST GOLFER INC		312.00
	3102016	APPAREL		300-1362	312.00
43196	3/31/2016	01143	VILLAGE OF MOUNT PROSPECT		2,500.00
	LIQUOR LICENSE 20	LIQUOR LICENSE RENEWAL		300-40-5465	2,500.00
43197	3/31/2016	01164	WHEELING PARK DISTRICT		160.00
	BASKETBALL 3/28/1	BOYS/GIRLS YOUTH BASKETBALL LEAGUES STAFF EXP		200-07-5050	160.00
Grand Total:					82,507.18

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

<b>Fund</b>	<b>Payment Amount</b>
100 - CORPORATE FUND	8,391.57
200 - RECREATION FUND	25,403.99
300 - GOLF	29,618.29
405 - PAVING & LIGHTING FUND	23.49
406 - LIABILITY INSURANCE FUND	17,130.72
408 - POLICE FUND	542.67
413 - COMMUNITY EVENTS	86.45
518 - CAPITAL PROJECT FUND	1,310.00
<b>Grand Total:</b>	<b>82,507.18</b>

**Account Summary**

<b>Account Number</b>	<b>Account Name</b>	<b>Payment Amount</b>
100-01-5100	MEDICAL INSURANCE	1,549.05
100-01-5101	DENTAL INSURANCE	112.25
100-01-5102	LIFE INSURANCE	56.18
100-01-5300	CONTRACTED SERVICE	125.00
100-01-5410	SEMINARS AND TRAININ	240.00
100-01-5430	SERVICE CONTRACTS	2,468.06
100-01-5467	IT HARDWARD	2,017.00
100-01-6001	PUBLIC RELATIONS	75.00
100-01-6004	EMPLOYEE RELATIONS	25.00
100-01-6024	GAS OIL AND GREASE	1,381.51
100-01-6027	OFFICE SUPPLIES	326.52
100-2030	INSURANCE WITHHELD	16.00
200-02-5100	MEDICAL INSURANCE	5,231.43
200-02-5101	DENTAL INSURANCE	371.72
200-02-5102	LIFE INSURANCE	80.41
200-02-5204	NATURAL GAS-HEAT	103.68
200-02-5209	PRINTING	4,153.00
200-02-5320	TELEPHONE	408.27
200-02-5330	PROMOTIONS/DISCON	165.00
200-02-6004	EMPLOYEE RELATIONS	11.99
200-02-6022	JANITORIAL SUPPLIES	596.28
200-02-6031	REPAIR PARTS VEHICLES	150.55
200-03-6028	PROGRAM SUPPLIES-PR	169.91
200-04-6028	PROGRAM SUPPLIES-KIN	606.19
200-05-5475	PROGRAM ACTIVITY AN	763.62
200-06-6018	UNIFORMS-PROGRAM S	2,988.12
200-06-6028	PROGRAM SUPPLIES-PE	57.95
200-07-5050	WAGES-YOUTH LEAGUES	650.00
200-07-5300	CONTRACTED SERVICE	440.00
200-07-6029	RECOGNITION AND AWA	971.30
200-11-5475	PROGRAM ACTIVITY AN	4,444.88
200-11-6028	PROGRAM SUPPLIES-SE	10.94
200-12-6028	PROGRAM SUPPLIES-SPE	229.74
200-13-5300	CONTRACTED SERVICE	217.00
200-13-6030	REPAIR PARTS EQUIPME	588.50
200-14-5475	PROGRAM ACTIVITY AN	185.00
200-2030	INSURANCE WITHHELD	32.00
200-30-5100	MEDICAL INSURANCE	1,662.96
200-30-5101	DENTAL INSURANCE	104.20
200-30-5102	LIFE INSURANCE	9.35
300-1361	GOLF BALL INVENTORY	289.80
300-1362	GOLF APPAREL INVENTO	1,908.90
300-2030	INSURANCE WITHHELD	16.00
300-40-5100	MEDICAL INSURANCE	3,325.92
300-40-5101	DENTAL INSURANCE	208.40

**Account Summary**

Account Number	Account Name	Payment Amount
300-40-5102	LIFE INSURANCE	30.47
300-40-5204	NATURAL GAS-HEAT	312.72
300-40-5300	CONTRACTED SERVICE	568.00
300-40-5320	TELEPHONE	115.43
300-40-5335	BOARD AND STAFF CON	-22.40
300-40-5420	CONTRACTED REPAIRS E	298.88
300-40-5465	LICENSES AND FEES	2,500.00
300-40-6000	POSTAGE	28.42
300-40-6027	OFFICE SUPPLIES	64.17
300-41-5100	MEDICAL INSURANCE	4,146.81
300-41-5101	DENTAL INSURANCE	279.82
300-41-5102	LIFE INSURANCE	103.92
300-41-5203	DISPOSAL CHARGES	967.56
300-41-5300	CONTRACTED SERVICE	88.92
300-41-6015	CHEMICAL SUPPLIES	8,331.00
300-41-6016	HARDWARE SMALL TOO	20.95
300-41-6024	GAS OIL AND GREASE	110.94
300-41-6025	GREEN AND TEE SUPPLIE	18.48
300-41-6030	REPAIR PARTS EQUIPME	1,496.78
300-41-6032	REPAIR PARTS BUILDING	345.00
300-41-6034	REPAIR PARTS CARTS	280.05
300-42-4640	GOLF EQUIPMENT	2,759.84
300-42-6010	GOLF SPECIAL ORDER E	544.99
300-42-6011	GOLF SPECIAL ORDER AP	210.68
300-42-6012	GOLF SPECIAL ORDER G	267.84
405-99-5205	ELECTRICITY	23.49
406-99-7050	LIABILITY INSURANCE	10,743.18
406-99-7051	WORKERS COMPENSATI	6,387.54
408-99-5465	LICENSES AND FEES	542.67
413-99-5330	ADVERTISEMENT	86.45
518-99-8020	LAND IMPROVEMENTS	1,310.00
	<b>Grand Total:</b>	<b>82,507.18</b>

**Project Account Summary**

Project Account Key	Payment Amount
**None**	82,507.18
<b>Grand Total:</b>	<b>82,507.18</b>

## VENDOR WARRANT 3E

<b>MARCH</b>
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	<b>FY 2016</b>
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[illegible]



# Refunds Processed Report-BOARD PACKET

Printed: 14 Apr 2016, 03:26 PM

User: class

Date From: Tuesday, March 01, 2016

Date To: Thursday, March 31, 2016

Account Name	Date	Refund Reason	Fee	Net Refund GL Account	Refund From
<b>Srinivasan, Rengarajan</b>					
	24 Mar 2016	Refund: Master Card - Rental Deposit Return	\$0.00	\$100.00	
<b>Walsh- Carreola, Cory</b>					
	24 Mar 2016	Refund: Visa Card - Rental Deposit Return	\$0.00	\$100.00	
			<hr/>		
			\$ 200.00		

FY 2016		PROSPECT HEIGHTS PARK DISTRICT		YTD FUND SUMMARY				INFORMATIONAL	
Fund Numbers	Fund Names	Audited Begin. Bal. 16	REVENUE 3/31/2016	Real Estate Tax 3/31/2016	EXPENSE 3/31/2016	Transfers 3/31/2016	Ending Bal 3/31/2016	Fund Transfers Budgeted	Bud. FY 16
100	CORPORATE	1,006,362	526	488,518	72,049		1,423,357	(381,027) To F518,F523,F608	1,162,602
900	Reserve Acct.	349,584	130	-	-		349,715	-	351,111
200	RECREATION	453,769	199,046	302,151	253,691		701,275	-	660,251
300	GOLF	23,935	111,568	-	218,610		(83,107)	(52,223) To F523	-
<b>MAJOR FUND</b>	<b>SUB TOTAL</b>	<b>1,833,650</b>	<b>311,270</b>	<b>790,670</b>	<b>544,350</b>	<b>-</b>	<b>2,391,240</b>	<b>(433,250)</b>	<b>2,173,964</b>
404	AUDIT	2,685	-	6,545	-		9,230		1,926
405	PAVING & LIGHTING	11,621	-	2,226	243		13,604		4,783
406	LIABILITY INS.	25,402	-	40,878	18,312		47,968	-	1,841
407	I.M.R.F.	26,791	-	62,815	25,862		63,744	-	33,654
408	POLICE	14,772	-	38,427	8,888		44,311	-	31,952
409	MUSEUM	6,864	-	5,700	-		12,564	(4,350) To F412	2,497
410	SPECIAL REC.	134,674	-	61,442	38,047		158,070		37,633
411	SOCIAL SEC.	17,375	-	56,059	22,204		51,230		13,980
412	MEMORIAL	(3,679)	-	-	271		(3,950)	4,350 To F409	100
413	COMM. EVENTS	35,646	-	2	3,873		31,775	-	16,876
<b>NON-MAJOR</b>	<b>SUB TOTAL</b>	<b>272,151</b>	<b>-</b>	<b>274,094</b>	<b>117,699</b>	<b>-</b>	<b>428,546</b>	<b>-</b>	<b>145,242</b>
<b>OPERATING</b>	<b>SUB TOTAL</b>	<b>2,105,801</b>	<b>311,270</b>	<b>1,064,763</b>	<b>662,049</b>	<b>-</b>	<b>2,819,786</b>	<b>(433,250)</b>	<b>2,319,206</b>
518	Cap. Fund- Parks/Recr	855,596			1,507		854,089	212,362 From F100, F607	444,146
523	Cap. Fund-Golf	12,661					12,661	102,223 From F100, F300	43,384
<b>CAPITAL</b>	<b>SUB TOTAL</b>	<b>868,257</b>	<b>-</b>	<b>-</b>	<b>1,507</b>	<b>-</b>	<b>866,750</b>	<b>314,585</b>	<b>487,530</b>
<b>DEBT FINANCING OCCURS IN DECEMBER, ONLY PROPERTY TAXES ARE RECEIVED THROUGHOUT THE YEAR</b>								<b>BOND PAYMENTS DUE DECEMBER 1, 2015</b>	
606	Bond 2014	33,487					33,487		-
607	Bond 2015	695		311,241			311,936	(29,735) From F518	
608	Bond 2014B	-					-	571,800 From F100, F609	
609	Bond 2016	-						(423,400) To F608	150,150
<b>Debt</b>	<b>SUB TOTAL</b>	<b>34,182</b>	<b>-</b>	<b>311,241</b>	<b>-</b>	<b>-</b>	<b>345,423</b>	<b>118,665</b>	<b>150,150</b>
<b>ALL FUND TOTALS</b>		<b>3,008,240</b>	<b>311,270</b>	<b>1,376,004</b>	<b>663,556</b>	<b>-</b>	<b>4,031,959</b>	<b>0</b>	<b>2,956,886</b>



# PROSPECT HEIGHTS PARK DISTRICT

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

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

Date: April 19, 2016  
To: Board of Commissioners  
From: Scott Devlin, Business Manager  
Re: March 2016 Investment Report

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

Account #	Balance EOM	Interest Earned
90001545	\$ 349,714.73	
3/31/2016		\$44.43

## General Account Interest

Account #	Balance EOM	Interest Earned
90001498	\$ 2,710,015.06	
3/31/2016		\$67.33

## Investment Account Interest

Account #	Balance EOM	Interest Earned
107503657	\$ 1,008,194.32	
3/31/2016		\$119.81

## Line of Credit

Mt. Prospect State Bank-

Available- \$500,000

In Use- \$0.00

Loan Date- 08/01/2014 Maturity Date 08/01/2015

Interest is based on Prime with a floor of 4.5%



## Investment Report for Year Ending December 31, 2016

[illegible]



# PROSPECT HEIGHTS PARK DISTRICT

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

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

April 15, 2016

To: Park Board of Commissioners  
From: Christina Ferraro, Executive Director  
Re: April 2016 Board Report

## **Block Party update**

The Block Party is scheduled for Saturday August 13, 2016 from 4:00pm – 10:30pm. Confirmed thus far: Lions Club water sales and duck race, seven community organizations (thus far) regional the Voice Competition, the band Soda, the band Billy Elton; Still working on sponsorship, marketing, inflatable features, three or four food trucks, one beer truck and additional six community organizations.

## **NRC Prospect Heights Natural Resource Commission**

This group continues to attract volunteers and uses their work days to assist with the area behind the tennis courts to transform it to a nature center. The last prescribed burn in that area occurred within the last few weeks and the group is scheduled to go to another area. However, the volunteers insisted on returning to that area and continue to remove invasive plants, remove turf grass and seed the area.

NRC has received a donation to compensate an intern for the summer. I volunteered to assist with the selection process as the chosen candidate will be working in the parks and may be assisting park staff at times. There is an educational component but this is a field worker who may lead work days. Terrific candidates to choose from; scheduled to start in mid-May through mid-August;

I have been working closely with NRC on several other projects beside the intern interviews; the ComEd Prairie, Lions Park, Tully Park and the Green Region grant.



## **PROSPECT HEIGHTS PARK DISTRICT**

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

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

### **COST ANALYSIS FOR IAPD, IPRA, NRPA, NSWRA and PDRMA:**

#### **IAPD Illinois Association of Park Districts**

Prospect Heights Park District pays IAPD just over \$5,000 in annual dues for the park district. "The IAPD is a nonprofit service, research and education organization that serves park districts, forest preserves, conservation, municipal park and recreation, and special recreation agencies. The association advances these agencies, their citizen board members and professional staff in their ability to provide outstanding park and recreation opportunities, preserve natural resources and improve the quality of life for all people in Illinois."

The IAPD was formed for the "opportunity for discussion of park district problems; park policy and administration; gather and circulate information and experience on park district affairs; to secure legislation beneficial to and to oppose legislation injurious to the park districts." [www.ilparks.org](http://www.ilparks.org)

A few IAPD benefits to Prospect Heights Park District:

- represents 2,100 elected and appointed board members and 470 park agencies.
- provides networking, resources, advocacy and public awareness.
- offers many networking opportunities such conferences and workshops
- produces and publishes newsletters, the Park District Code, Financial Procedures, etc.
- hosts roundtable discussion amongst other agencies and at times legislators, orientation for board members
- offers the license plate program and director searches
- identifies important issues affecting the field of parks and recreation
- lobbies to pass legislation for park agencies in Springfield
- developed grant programs: PowerPlay Beyond School (funded by the License Plate program) , Bicycle Path and Museum Grant for members
- IAPD is partnering with the Million Trees program to provide free trees for members. This year, 56 agencies ordered a total of 15,233 trees. Prospect Heights Park District ordered a total of 20 trees.
- sends legislative alerts and updates to budget issues, OSLAD appropriations, changes to the Freedom of Information Act and more

#### **IPRA Illinois Parks and Recreation Association**

Prospect Heights Park District pays IPRA just over \$2,000 in annual dues for staff members. Conferences and workshops are an additional cost to the park



## **PROSPECT HEIGHTS PARK DISTRICT**

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

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

district and not included in the dues. IPRA's mission is to "provide and promote exceptional standards of education, networking, and resources for all professionals in the Illinois park, recreation, and conservation communities. IPRA leads the nation in providing premier education, networking, and resources for professionals in parks, recreation, and conservation." [www.ilipra.org](http://www.ilipra.org)

A few IPRA benefits to Prospect Heights Park District:

- offer certifications for parks and recreation professionals
- offer education: Webinars, workshops, Leadership Academy
- provide sections that professionals join based upon their focus for networking purposes

### **NRPA National Recreation and Parks Association**

Prospect Heights Park District pays NRPA just over \$100 in certification renewals for staff members.

### **NWSRA Northwest Special Recreation Association**

Prospect Heights Park District pays NWSRA just over \$76,000 in annual dues for the park district. Prospect Heights Park District is 1 of 17 partners; NWSRA provides a full spectrum of recreation services to individuals with disabilities.

[www.nwsra.org](http://www.nwsra.org)

A few NWSRA benefits to Prospect Heights Park District:

- It's a cost-effective way of serving people with disabilities. By sharing the expense of providing services with other park and recreation agencies, the Park District uses funds more economically. For example, the special recreation association hires the specialized staff and purchases wheelchair accessible vehicles and other adaptive equipment that serves the residents of all the member districts.
- A special recreation association can provide more programs and a greater range of services than a single community. By pooling residents and funding, more programs that meet the needs of unique individuals can be offered. This includes the ability to provide programs for target age groups and ability levels.
- A special recreation association has a professional staff that has the education and training to meet the needs of individuals with disabilities. They have the ability to design programs and adapt activities to provide the programs needed by your residents.

The NWSRA's Executive Director will present to the Park Board in May 2016 with more details.



## **PROSPECT HEIGHTS PARK DISTRICT**

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

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

### **PDRMA**

Prospect Heights Park District pays PDRMA just over \$73,000 in annual dues for the park district. Health coverage is an additional cost to the park district and not included in the dues.

Prospect Heights Park District is 1 of 155 partners; PDRMA is a self-governed risk pool owned and controlled by these 155 partners. It is a selective membership based on certain criteria. [www.pdrma.org](http://www.pdrma.org)

By pooling parks and funding, PDRMA provides members with:

- Comprehensive Property & Health coverage at competitive rates
- Advice and counsel to avoid legal-action incidents
- Assistance in managing loss-related crises, and Health and Property/Casualty risks
- Safer and healthier work and play environments for employees and patrons
- Financial savings from standard insurance regarding property/casualty; contributions/premiums based upon payroll and budget of each park district; This is comparable to a rate stabilization fund: PDRMA buys and sells its own insurance to protect cost levels for park districts



**PROSPECT HEIGHTS  
PARK DISTRICT**

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

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

April 15, 2016

To: Park Board of Commissioners  
From: Christina Ferraro, Executive Director  
Re: Capital Projects Fund 518

Attached you will find a chart of the Capital Project plan as approved and its current status for fiscal year 2016. As indicated in the chart, most projects are in progress or seasonal and, therefore, will begin later in 2016.

In reviewing the 2015 financial report for the Prospect Heights Park District, it seems as if funds were allocated but not expended as they relate to capital projects. This is due to the fact that many larger dollar projects pertain to the Gary Morava Recreation Center (GMRC) and the Heron Pond (near Walnut Woods) and decisions have yet to be made regarding how to proceed with these two projects. This holds true at the present time.

Of the total capital projects 2016 budget for the Parks, Facilities and Recreation departments, a few projects will not occur in 2016 due to changes in operations and several are on hold due to decisions required. These conversations will occur within the next months. Meanwhile, with the current status of the budget and operational plan, it is estimated that \$323,750 of \$435,250 budgeted will be spent this fiscal year.

Please review attached and anticipate discussions within the next few months regarding capital projects at GMRC and Heron Pond.

## Fund 518 Projects

## Listed in Priority/Urgency Order

	BUDGET	
	2016	Progress/Description of project
<b>Parks and Facilities (Dino)</b>		
Ansul Upgrades	\$ 1,000	IN PROGRESS - parts ordered
Mens Locker Room Plumbing	\$ 10,500	IN PROGRESS - scheduled complete early June - replace corroded plumbing in wall shower hardware
GMRC-Rear HVAC	\$ 40,000	ON HOLD until GMRC determined - original unit 1996
Park Mower Equipment	\$ 38,500	IN PROGRESS - CURRENTLY GETTING SPECS - replacement for older mower always down for repairs
PDRMA ENGINEERING	\$ 5,000	IN PROGRESS - WAITING FOR INSPECTION REPORT re Welding Pool Slide
Seal Coat	\$ 15,000	SEASONAL - WAITING FOR FALL 2016 & WEATHER DEPENDENT - patching and seal coat GMRC
Country Gardens Fence Repair	\$ 4,000	IN PROGRESS - CURRENTLY GETTING SPECS - remove temporary fencing and install coated chain link
Bike Path Repair	\$ 8,000	IN PROGRESS - CURRENTLY GETTING SPECS - seal coat and patching bike trail from Palatine Road to train station
Pool Upgrades	\$ 6,500	IN PROGRESS - CURRENTLY GETTING SPECS - BEFORE MAY 15 - replace leaking 8" pipe and valves
Portable Water Tank	\$ 500	IN PROGRESS - MAY 2016 - old truck with water tank scraped
Park-Tree Removal/Replacement	\$ 13,000	ONGOING parks and playgrounds
Height Adjustable Basketball Structure	\$ 8,000	IN PROGRESS - safety PDRMA
Retaining Wall and Walkway	\$ 5,000	IN PROGRESS - Reconstruct retaining walls
GMRC-Rear Entrance Design	\$ 18,500	ON HOLD until GMRC determined -replace brick pavers with concrete
GMRC/Lions Park-Exterior	\$ 5,000	ONGOING - Upgrades to facility
Lions Park- Picnic Table Replacement	\$ 3,500	ONGOING - MAY 2016
Parks Development	\$ 50,000	IN PROGRESS - MAY/JUNE 2016 - COMPILING BID DOCS - add ADA compliant playground equipment Lions Park
Playground Surface Material	\$ 28,000	IN PROGRESS - transplant current Lions Park equipment to Jaycee & School Street Parks
Repair Tennis Courts	\$ 50,000	IN PROGRESS - MAY/JUNE 2016 WAITING FOR 50 degrees to repair cracks and color coating surface
Table Replacement	\$ 2,000	IN PROGRESS - MAY 2016
Walnut Wood Heron Pond Erosion	\$ 35,000	ON HOLD - pond dredging; MWRD concept flood control plan (prevent floodwater from MacDonald Creek from entering pond)
Pool Shade Umbrella	\$ 20,000	IN PROGRESS - CURRENTLY GETTING SPECS - before May 15th lifeguard training - no later than June 10 pool opening
<b>TOTAL EXPENDITURES-Parks &amp; Facilities</b>	<b>\$ 367,000</b>	
<b>Recreation (Julie)</b>		
Registration Software	\$ 42,000.00	IN PROGRESS - July expenditure will be \$41,407 for Rec Trac
IT Capital Projects	\$ 3,000.00	Barry will work with Christina on Phone System Upgrades
Fitness Center Equipment	\$ 8,000.00	SEASONAL September expenditure
GMRC Scoreboard	\$ 3,200.00	SEASONAL September expenditure
Pool Equipment	\$ 4,100.00	IN PROGRESS May expenditure will be pool vacuum and trash receptavle
Pool Deck Chairs	\$ 5,000.00	IN PROGRESS May expenditure
Mats or Chairs replaced	\$ 450.00	SEASONAL September expenditure
Additional Storage Space for the Kinderstop Program	\$ 2,500.00	COMPLETED - April expenditure \$2,177.98
<b>TOTAL EXPENDITURES-Recreation</b>	<b>\$ 68,250.00</b>	
<b>TOTAL EXPENDITURES-TOTAL CAPITAL 2016</b>	<b>\$ 435,250.00</b>	<b>TOTAL EXPENDITURES-TOTAL CAPITAL 2016</b>
NOTES		
PROJECTS ON HOLD	\$ 111,500.00	
2016 capital budget potential (minus restricted)	\$ 323,750.00	ESTIMATE FOR 2016
POTENTIAL USES FOR UNUSED 2016 FUNDS		
<b>TULLY PARK SIGNAGE</b>	<b>\$2,000</b>	<b>?? Investigating best placement and size</b>



# PROSPECT HEIGHTS PARK DISTRICT

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

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

April 13, 2016

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

## **Recreation Supervisor**

Olivia Shapley joined our team on Wednesday, March 30<sup>th</sup>. She already re-organized her office and is off and running with hiring pool staff. Olivia will be attending the April Board Meeting.

## **Grant**

IADP notified us that the Prospect Heights Park District was chosen to receive a \$1,000 PowerPlay! Beyond School Grant for 2016. We use this grant to offer Jr. Jazzercise for our after school program, it is a great addition to our program!

## **50<sup>th</sup> Anniversary**

Both of our April Events are filled! Old Orchard Country Club will host a wine tasting and bucket of balls event on Wednesday, April 27<sup>th</sup> from 5-6 PM on the driving range. The Senior Lunch scheduled for April 25<sup>th</sup>.

A Cookie and Punch reception will take place at the May 7<sup>th</sup> dance recital.

For June our line-up includes:

Friday, June 10<sup>th</sup> - Teen Battle of the Bands, 5-9PM

Saturday, June 11<sup>th</sup> - Music Under the Stars

6-9 PM Grill Chasers Food Truck & Craft Beer and Wine for purchase

7-9 PM Live Music performed by Serendipity

Sunday, June 12<sup>th</sup> - Family Picnic

12-2 PM Free hot dog, chip & drink lunch (must register by June 8)

Family Picnic Games

12-2 PM Creative Kids Preschool Auction

## **PDRMA**

Our first Loss Control Review Field Visit is set for May 10<sup>th</sup>. Edlyn and I will be reviewing the Administration section with Jesse Kinsland.





# **PROSPECT HEIGHTS PARK DISTRICT**

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

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

April 13, 2016

To: Christina Ferraro, Executive Director  
From: Dino Squiers, Superintendent of Facilities & Parks  
Re: April 2016 Board Report

## **Women's Locker Room**

Walls in the locker room and sink area were scrapped, cleaned and painted. Part of the shower area was painted; two sections will need additional repairs before painting can be completed.

## **Plumbing**

Rear women's toilet was leaking due to a corroded flushing valve. Replacement parts were installed to correct the leak.

## **Thorguard**

Lightning detection system for Old Orchard and GMRC was put in service for the golf and recreation center season.

## **HVAC**

Filters were changed at Old Orchard and GMRC in the air handlers and roof top units.

## **Whirlpool**

State of Illinois informed engineer at Innovative Aquatic that variants for whirlpool would not be issued. They are requiring a stainless or concrete tub.

## **Tennis Courts**

Scheduling to patch and color coat tennis courts will be done when temperatures stay above fifty degrees. North and south courts will be done separately to keep half off the courts open during repairs and color coating.

## **Certification**

Doug and Gil attended state of Illinois agriculture class, after finishing they both took and passed the state applicator and operator's test that covers chemicals, pesticides, fertilizer and environmental resource. Doug was licensed, but retesting is required every three years to keep the certification.

## **PDRMA**

Al, Doug, Gil and I attended PDRMA's safety and ergonomics school for maintenance staff. Class was held at the Wood Dale Park district.

**PHWYBS**

Doug and I met with James Fenning from the league; we surveyed the ball fields and made a list of their request. Turning over the infield is limited since the ground is still soft. Rubber mats were installed at Lions, McDonald, Eisenhower and Muir fields under the infield mix next to home plate to stop players from digging in and creating low spots.

**Parks**

Crew has just started to return for the year, cold and wet weather delayed the beginning of the season. Clean up is under way and grass cutting should begin by the end of the week.



**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: March 2016 Golf Operations Board Report

March turned out to be a positive month. It is sure nice to be open once again and seeing the golfers back on the course. During the month we had an additional 460 round increase over last year. All other departments also enjoyed positive outcomes as well.

Roof repairs were made to several sections of the lower and upper deck. During discussions with Mike Tolzen, we determined the roof warrantee will expire at the end of this year. Mike has suggested we look into installing a new membrane over the existing roof to protect the current roof. This process will guarantee many more years of leak free protection. He also indicated that if we let the current roof go too long without repair protection the lower membrane will be damaged and we will be facing a much larger repair cost to the roof. I have requested a proposal from him so we can discuss this project at a later date.

The car fleet is back up and running with some minor repairs still required. GPS units are being installed and tweaked to ensure they are working. We were able to get a new free app from Yamaha (yamatrack) that our clients can download to their phones that will provide personal GPS thought the round and also allow them to order food and beverage while on the course. The only problem with the new app is the resistance form the restaurant operator to cooperate with us and answer the phone. We will keep reminding them that the golfer is our lifeline and we need to provide them the best possible service available. I will report further on this as we roll this out to the public.

We started four campaigns at the end of last season that are currently running. Here is a snap shot as to how they are doing through March.

1. Membership growth. With the cooler weather several members have not yet returned. Once we get warmer weather we expect to see them come out and pay for their membership. We will report next month as to how we are doing and what growth might take place.
2. Outing marketing. We have had an extremely busy winter locking in several outings. We are way ahead of schedule and have already sold out September weekends. We have added four new outings by cold calling that will guarantee the club with additional sales close to \$30,000



## **PROSPECT HEIGHTS PARK DISTRICT**

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3. Open Play. Several offers were made throughout the winter (Groupon, Great Green Fees and Group Golfer) that brought in additional green fee sales of \$15,000. We plan to stay active all season with special programs that will help fill the vacant tee time and produce some additional revenue during slow times.

4. Leagues. The plan was to try to fill the vacated slots that accrued once Mt Prospect reopened their facilities and their golfers returned home. We were successful signing one new league on Tuesdays which should produce additional revenue of \$10,000. We also are working on developing an in house park league that would play on Wednesday night. We will report later on that league when and if it develops.

For now we are extremely excited to be up and running with hope that the weather will cooperate and provide warm sunny days. I'm confident once it warms up we will be extremely busy. It just requires good weather that is out of our hands.



**PROSPECT HEIGHTS  
PARK DISTRICT**

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

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

April 15, 2016

To: Christina Ferraro, Executive Director

From: Jerry Arden, Superintendent of Greens

Re: March 2016 Grounds Board Report

Temperatures for the month ranged from 71.43 degrees for the high to 56.41 degrees for the low with precipitation at 2.33 inches.

We've aerified the few bad areas on greens # 4 & 18 green and top dressed all greens twice. The greens have been sprayed 2 times with preventative pesticide applications and they look very good at this time. Mushroom compost has been added to all flower beds as well as mulch to landscaped areas (Practice Facility). Blue pansies were also planted at the clubhouse with the rest of the annuals to follow around Memorial Day.

The driveway lights were also painted with minor repairs to the cement footings at the clubhouse.

The leaking roof at the maintenance facility was repaired.

And finally a pre-emergent crabgrass control was put down on Tee's, sand trap edges and the clubhouse lawn. The rule of thumb for crabgrass control is apply when the forsythia begins to bloom. All we need now is a little temperature to get things growing.



## **PROSPECT HEIGHTS PARK DISTRICT**

(847) 394-2848

Fax (847) 394-7799

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

April 2016

To: Julie Caporusso, Superintendent  
From: Marci Glinski, Supervisor of Recreation  
Re: April 2016 Board Report

### **Children's Programs**

I am so excited for the new summer children's classes. I have partnered with The Prospect Heights Natural Resource Commission to offer a few new kids/family classes to include "Critters in The Creek" & "Hop, Skip & Jump". I will be offering 6 Computer Explorers classes that are co-op with Mt Prospect & River Trails park districts. I am looking forward to a few new programs that I will start in fall 2016.

### **Dance**

Spring dance classes are coming to an end. Our recital will take place on Sat. May 7<sup>th</sup> at Forest View Educational Center. Picture day is Thursday, May 5<sup>th</sup>.

I am so excited that I already have kids registered for my new Creative & Performing Arts Day Camp. We currently have 6 kids registered over the 8 weeks of camp. We will continue to offer our Performing Arts Camp this year. This years' production will be "Harriett Potter, A Hogwarts School Musical." The production will be on Thursday, July 28<sup>th</sup> at MacArthur Middle School. We currently have 6 kids registered for that camp.

Our spring fundraiser, FUN PASTA has concluded and we made \$ 205.20. These funds help offset the recital fees for our upcoming recital.

### **Active Adults**

Our 50<sup>th</sup> Anniversary Senior Luncheon (50 & over) is completely sold out. I have secured the Hersey High School Chamber Orchestra to play at the event. I would like to extend an invitation to all of our board members to join us for lunch and feel the excitement of our active adult patrons. Please RSVP to me by Wednesday, April 20<sup>th</sup> if you would like to join us.

The second half of March & April trips were quite successful with 28 Patrons for our St Patrick's Day Celebration at Jacob Henry Mansion, Late Night Catechism with 14 patrons, Four Winds Casino with 8 patrons & 16 patrons for our lunch at Irish Times in Brookfield.

My summer 2016 newsletter is complete and being mailed out. There are many exciting new trips offered in the newsletter including a few overnight tours for 2016 & 2017.

### Special Event

Our FREE Egg Hunt was on Saturday, March 26<sup>th</sup>. We had approximately 143 registered kids at the event. Near the start time as people were coming in we did not stop them to fill out a registration form.

Ages		
0-2	37	
3-4	38	
5-6	32	
7-8	23	
9 & Up	13	
	143	Total

HOW DID YOU HEAR ABOUT US??		
EMAIL	21	
WEBSITE	28	
NEWSPAPER	5	
SOCIAL MEDIA	8	
FLYER	14	
FRIEND	14	
	90	

Our Bunny Visits were scheduled after the egg hunt. We had 9 families participate.

Next up is The Teen Battle of The Bands Local Competition on May 19<sup>th</sup>.



# PROSPECT HEIGHTS PARK DISTRICT

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

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

April 13, 2016

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

## Preschool

March was a short month for preschool with the week off for Spring Break, but it was jammed packed with many exciting things for the kids.

The kids enjoyed some St. Patrick's Day related crafts and fun!

Right before spring break, all the classes participated in many Easter related activities. The kids dyed eggs, got a visit from the Easter bunny, and most importantly went on an egg hunt! The kids all had a blast!

We rounded out the month with our Give a Kid a Break. This program is designed for preschool students who want to have fun over their Spring Break having fun and seeing their friends! The program is opened to 3y-5y.

Day	2015 # of Participants	2016 # of Participants
Monday	5	7
Tuesday	Cancelled	7
Wednesday	Cancelled	7
Thursday	Cancelled	5
Friday	Cancelled	6

## Kids Day Off

We had a week full of trips for the kids during their Spring Break! Throughout the course of the week the kids got to bowl, bocce, play games, jump on inflatables, swim, and see a movie!

Day	2015 # of Participants	2016 # of Participants
Monday	24	31
Tuesday	34	31
Wednesday	33	34
Thursday	31	32
Friday	31	24



**Day Camp**

Camp staff has been secured for the summer.

I attended ACA (American Camping Association) standards review course. This course was mandatory for camps being accredited in 2016.

Field trips have been planned.

Training will be June 7-9.



# PROSPECT HEIGHTS PARK DISTRICT

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

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

April 12, 2016

To: Julie Caporusso, Superintendent of Recreation

From: Olivia Shapley, Supervisor of Recreation

Re: April 2016 Recreation Board Report

## **Athletics**

The Flag Football season started, we have four participants in the program. With the weather we were inside for the first week, but now that it is getting warmer, we are outside.

The floor hockey program ended this past Saturday April 9th. All 51 participants registered from our park district received a medal.

Our Soccer Program started April 9<sup>th</sup>, we have 8 participants.

## **Pool**

New guard interviews are underway. So far, we have 6 confirmed guards returning from last summer.

## **Fitness Center**

### **Membership Statistics Report (Comparing March 2016 to March 2015)**

Memberships	March 2016	March 2015
3 Months Pass	4	7
Gym & Racquetball Pass	34	48
Health & Fitness Full Combo Pass	19	15
Health & Fitness Center Pass	121	128



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To the Board of Commissioners  
of Prospect Heights Park District

In planning and performing our audit of the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Prospect Heights Park District as of and for the year ended December 31, 2015, in accordance with auditing standards generally accepted in the United States of America, we considered Prospect Heights Park District's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Prospect Heights Park District's internal control. Accordingly, we do not express an opinion on the effectiveness of the Prospect Heights Park District's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis.

A material weakness is a deficiency or a combination of deficiencies in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and, therefore, material weaknesses and significant deficiencies may exist that were not identified.

Our Responsibilities under U.S. Generally Accepted Auditing Standards and Government Auditing Standards

As stated in our engagement letter dated September 24, 2014, our responsibility, as described by professional standards, is to express opinions about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve you or management of your responsibilities.

In planning and performing our audit, we will consider Prospect Heights Park District's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinions on the financial statements and not to provide assurance on the internal control over financial reporting.

As part of obtaining reasonable assurance about whether Prospect Heights Park District's financial statements are free of material misstatement, we will perform tests of its compliance with certain provisions of laws, regulations, contracts, and grants. However, providing an opinion on compliance with those provisions is not an objective of our audit.

Generally accepted accounting principles provide for certain required supplementary information (RSI) to supplement the basic financial statements. Our responsibility with respect to management's discussion and analysis and certain pension disclosures, which supplement the basic financial statements, is to apply certain limited procedures in accordance with generally accepted auditing standards. However, the RSI will not be

audited and, because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance, we will not express an opinion or provide any assurance on the RSI.

We have been engaged to report on combining and individual fund financial statements, which accompany the financial statements but are not RSI. Our responsibility for this supplementary information, as described by professional standards, is to evaluate the presentation of the supplementary information in relation to the financial statements as a whole and to report on whether the supplementary information is fairly stated, in all material respects, in relation to the financial statements as a whole.

We have not been engaged to report on letter of transmittal and statistical section, which accompany the financial statements but are not RSI. Our responsibility with respect to this other information in documents containing the audited financial statements and auditor's report does not extend beyond the financial information identified in the report. We have no responsibility for determining whether this other information is properly stated. This other information will not be audited and we will not express an opinion or provide any assurance on it.

#### Planned Scope and Timing of the Audit

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested.

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Material misstatements may result from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. We will generally communicate our significant findings at the conclusion of the audit. However, some matters could be communicated sooner, particularly if significant difficulties are encountered during the audit where assistance is needed to overcome the difficulties or if the difficulties may lead to a modified opinion. We will also communicate any internal control related matters that are required to be communicated under professional standards.

Professional standards also require that we communicate to you the following information related to our audit.

#### Significant Audit Findings

##### *Qualitative Aspects of Accounting Practices*

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by Prospect Heights Park District are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during 2015. We noted no transactions entered into by the governmental unit during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimate affecting the Prospect Heights Park District's financial statements was:

Management's estimate of the depreciation is based on the estimated useful life of the Park District's capital assets. We evaluated the key factors and assumptions used to develop the depreciation in determining that it is reasonable in relation to the financial statements taken as a whole.

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The most sensitive disclosures affecting the financial statements were:

The disclosure of accounting policies in Note 1, capital assets in Note 5 and long-term debt in Note 6 to the financial statements.

The financial statement disclosures are neutral, consistent, and clear.

#### *Difficulties Encountered in Performing the Audit*

We encountered no significant difficulties in dealing with management in performing and completing our audit.

#### *Corrected and Uncorrected Misstatements*

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to each opinion unit's financial statements taken as a whole.

#### *Disagreements with Management*

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

#### *Management Representations*

We have requested certain representations from management that are included in the management representation letter dated March 4, 2016.

#### *Management Consultations with Other Independent Accountants*

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the governmental unit's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

#### *Other Audit Findings or Issues*

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the governmental unit's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention. We noted the following items during our audit:

- The General and Recreation Funds contain large cash amounts. In order to avoid potential property tax levy challenges, we advise the District to increase spending from these funds or to transfer the cash to other funds.
- At December 31, 2015, the Museum Fund budgeted a \$4,250 transfer to the Memorial Fund, however, the transfer was not made by the District. We advise that all budgeted transfers be completed prospectively.
- A formal bank reconciliation is not prepared for the Imprest Account. We recommend that the account is reimbursed and reconciled on a monthly basis. This will ensure that all expenditures for each monthly reporting period have been recorded to the books of account. We found instances of old outstanding items being included in the bank reconciliations for four of the cash accounts. Although these amounts did not total to an amount material to the financial statements, we recommend addressing these old outstanding items by contacting payees, writing off old amounts, etc. as the park deems appropriate.
- Formal restrictions should be set with regard to the type and amount of transactions that can be handled through the petty cash fund.

- The golf course ATM account should be reconciled by the Business Manager on a monthly basis. The balances from the ATM printout are not sufficient to reconcile the ATM account. An external tracking method (e.g. excel spreadsheet) should be implemented in order to ensure that the ATM printout is accurate and to avoid fraud in the remote event that the ATM system is manipulated. The ATM cash should be tracked monthly by beginning cash balance, cash deposited, fees deposited, cash withdrawn, and ending cash balance.

#### Other Matters

We applied certain limited procedures to the management's discussion and analysis and certain pension disclosures, which are required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report on the combining and individual fund financial statements, which accompany the financial statements but are not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

We were not engaged to report on the letter of transmittal and statistical section, which accompany the financial statements but are not RSI. We did not audit or perform other procedures on this other information and we do not express an opinion or provide any assurance on it.

This communication is intended solely for the information and use of management, the Board of Commissioners, and others within the organization, and is not intended to be and should not be used by anyone other than these specified parties.

Sincerely,

*Kuntze & Associates, P.C.*

March 4, 2016