



**PROSPECT HEIGHTS
PARK DISTRICT**

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110 W. Camp McDonald Road • Prospect Heights, Illinois 60070
www.phparks.org

MAY 16, 2017

**BOARD
REPORT**

PUBLIC NOTICE
Prospect Heights Park District
Agenda for the May 16, 2017 Regular Board Meeting
Gary Morava Recreation Center
110 W Camp McDonald Road, Prospect Heights, IL 60070

- I. Call to Order – 7:00 p.m.
 - A. Roll Call
 - B. Pledge of Allegiance
- II. Corrections / Additions / Approval of Agenda
- III. Correspondence
- IV. Recognition / Welcome
- V. Special Presentation
 - A. Mark Malouf, Commissioner
 - B. Jim Lennon, Park Attorney
- VI. April 2017 Elected Officials Oath of Office
 - A. T. Jones, K. Jackson, E. Kirste
- VII. Presentations
 - A. PDRMA 2016 Accreditation Award Presentation
 - B. 2016 Knutte & Associates Audit Presentation/Approval
- VIII. Approval of Minutes
Regular Board Meeting – April 18, 2017
- IV. Announcements (Meetings)

	<u>Date</u>	<u>Time</u>	<u>Location</u>
A. Committee of the Whole – Parks Tour	05/25/17	4:00 PM	OOC
B. Regular Board Meeting	06/20/17	7:00 PM	GMRC
- X. Park District Treasurer's Report
 - A. Cash Report #5
 - B. Approval of Warrants for Payment

	<u>Date</u>
1. Vendor #4	04/06/17
2. Vendor #4A	04/12/17
3. Vendor #4B	04/20/17
4. Vendor #4C	04/27/17
5. Vendor #4D	Electronic
6. Payroll #8	04/14/17
7. Payroll #9	04/28/17
8. Refund #4	April
- XI. Business Manager Report
YTD Fund Summary
- XII. Attorney's Report
Legal Matter
- XIII. 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

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

Completion of Resident Comment Form required prior to Call to Order. Submit to Executive Director.
- XVI. Unfinished / Ongoing Business
 - A. Food, Beverage & Banquet Service at Old Orchard Country Club
- XVII. New Business
 - A. School District/Park District Cooperation Agreement
- XVIII. 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))
- XIX. Reconvene to Open Session (Visitors Invited to Return at this Time)
- XX. Possible Action on Matters Discussed Executive Session
- XXI. Adjournment

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

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

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

**REGULAR BOARD MEETING
OF THE COMMISSIONERS AND OFFICERS
OF THE PROSPECT HEIGHTS PARK DISTRICT
GARY MORAVA RECREATION CENTER
110 W CAMP MCDONALD ROAD, PROSPECT HEIGHTS, IL 60070
TUESDAY, APRIL 18, 2017**

Call to Order

Roll Call

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

Commissioners present:

Ellen Avery
Terry Curtis
Karl Jackson
Tim Jones
Bob Loranger
Mark Malouf

Also Present:

Christina Ferraro – Executive Director
Doug Ransdell – Parks Foreman
Scott Devlin – Business Manager
Marc Heidkamp – Director of Golf Operations
Edlyn Castil – Admin. Asst./Recording Secretary
Jim Lennon – Park Attorney

Commissioners absent:

Vicki Carney

A quorum was present.

Pledge of Allegiance

The Pledge of Allegiance was led by Tim Jones.

Corrections / Additions / Approval of Agenda

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

Correspondence

The following correspondence were received:

- Betsy Ross Student Petitions
- Plan/Zoning Board of Appeals Public Hearing Notice – 697 Glendale Dr., Prospect Heights, IL 60070
- PowerPlay! Beyond School Grant Award Letter from IAPD
- Prospect Heights Mayor's Annual Breakfast Celebration

Recognition/Welcome

Eric Kirste, resident and incoming Commissioner was present.

Approval of Minutes

Regular Board Meeting – March 21, 2017

There was a correction of the spelling of Commissioner Curtis' first name under Call to Order – Roll Call. Her name should read "Terry Curtis".

A motion was made by Commissioner Jackson and seconded by Commissioner Avery to approve the March 21, 2017 Regular Board Meeting as amended. The motion was unanimously approved with a voice vote with one absent (Commissioner Carney). The motion carried.

Announcements (Meetings)

A Regular Board Meeting will be held on 5/16/17 at 7:00 p.m. at GMRC.

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

Mt Pros State	Payroll	#90001511	Sweep Acct.	Outstanding checks	\$	(5,075.36)
Mt Pros State	Vendor	#90001503			\$	(94,748.13)
Mt Pros State	Imprest	#90001529	Sweep Acct.	Outstanding checks	\$	5,000.00
Mt Pros State	General/Sweep	#90001498			\$	1,379,180.78
Mt Pros State	ATM	#90001537	Combined Bal – Account and ATM Machine		\$	26,178.03
Mt Pros State	Cash Reserves	#90001545			\$	350,560.44
Mt Pros State	Class – Reg.	#90002787	Sweep Acct.	Deposit in transit	\$	-
Mt Pros State	Investment	#107503657			\$	2,602,332.91
Totals					\$	4,263,428.67

A motion was made by Commissioner Jones and seconded by Commissioner Loranger to accept the Treasurer's Report – Cash Report #4 dated April 18, 2017 in the amount of \$4,263,428.67. The motion was unanimously approved with a voice vote with one absent (Commissioner Carney). The motion carried.

Approval of Warrants for Payment

Vendor #3		\$	39,632.56
Vendor #3A		\$	24,409.43
Vendor #3B		\$	39,539.09
Vendor #3C		\$	12,668.12
Vendor #3D		\$	80,065.78
Vendor #3E	Electronic	\$	27,120.18
Payroll #5	03/03/17	\$	59,471.73
Payroll #6	03/17/17	\$	56,212.13
Payroll #7	03/31/17	\$	56,216.50
Refund #3	March	\$	749.00
Total of Warrants		\$	396,084.52

A motion was made by Commissioner Jones and seconded by Commissioner Avery to accept Warrants for payment as submitted for Vendor Warrants # 3, 3A, 3B, 3C, 3D, 3E, Payroll 5, 6, 7 and Refund #3 in the amount of \$223,435.16. The motion was unanimously approved by a roll call vote.

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

Nays: None

Absent: Commissioner Carney

The motion carried.

Business Manager Report

YTD Fund Summary – as submitted. Business Manager Scott Devlin informed the Board that about 50% of the Property Taxes have been received. The auditors, Knutte & Associates, will be attending next month's Board Meeting to review the 2016 Audit. Scott received a draft of the audit last week, which he will send out to the Board Commissioners for their review.

Attorney's Report

Legal Matters – As submitted.

Administrative / Operational Summary

Executive Director – as submitted. Executive Director Christina Ferraro provided the following updates:

- The Heron Pond project is moving along.
- Christina and Julie Caporusso have been working on obtaining all the requested information for GreenPlay for the Comprehensive Master Plan. GreenPlay will be onsite on 5/8/17. They will be scheduling meetings with Board members on 5/9/17 or 5/10/17. The Park District will be advertising information about the meeting and focus groups that will be held.
- The Block Party is 8 weeks away. A \$1,500 sponsorship was received from Glenview State Bank. The main stage for the event will be placed on Elm Street this year. The Children's activities will be located at McDonald Field. An outdoor family movie has been added to the event. Yard signs will be distributed to Commissioners to place on their property to help advertise the event. Live music will be provided by Focal Point at 7 p.m. and by Modern Day Romeos at 9 p.m.
- The Park District is participating in the "Meet Me at the Park" contest.
- A tree was planted at OCCC by the 9th hole as part of the Tree of Life program.
- A new logo was distributed to the Board members for their review and feedback.
- The Parks Tour will be scheduled for next month.
- The financial audit and PDRMA audit will be included in next month's Board agenda.

Superintendent of Recreation – as submitted. Christina Ferraro reported the following:

- The annual Egg Hunt was a huge success. This year the Lions Club held a Pancake Breakfast in conjunction with the Egg Hunt.
- Students will be participating in Hersey Service Day and they will be helping pick up the litter along Schoenbeck and Camp McDonald by OCCC.
- The Rec Intern will start at the end of May and will intern at the Park District for 8 weeks.
- The Rec department will be offering a new Kinder Club program.

Superintendent of Facilities and Parks – as submitted.

Director of Golf Operations – as submitted. Director of Golf Operations Marc Heidkamp informed the Board that the Grounds department did a great job with the removal of the trees from OCCC. The golf carts are running well. The golf course is in great shape.

Superintendent of Greens – as submitted.

Committees of the Board

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

Public Comment

There were none.

Unfinished/Ongoing Business

Food, Beverage & Banquet Service at Old Orchard Country Club

There were no new updates.

New Business

There were none.

Recess into Executive Session

A motion was made by Commissioner Loranger and seconded by Commissioner Jackson to recess into Executive Session in accordance with the Open Meetings Act (5ILCS 1220/2 Section 2A Subsection C) for the purpose of discussion of Land Acquisition (Section 2(c) (5/6)) at 7:30 p.m. The motion was unanimously approved with a voice with one absent (Commissioner Carney). The motion carried.

Reconvene to Open Session

Open session reconvened at 7:41 p.m. During Executive Session Land Acquisition was discussed.

Possible Action on Matters Discussed in Executive Session

No action was taken.

Adjournment

With no further business to discuss a motion was made by Commissioner Loranger and seconded by Commissioner Jackson to adjourn the Regular Board Meeting at 7:43 p.m. The motion was unanimously approved with a voice with one absent (Commissioner Carney). The motion carried.

Respectfully Submitted,
Edlyn Castil
Recording Secretary

Secretary: _____
Prospect Heights Park District Secretary

TO: Board of Commissioners, Prospect Heights Park District

Pink

FROM: Park District Treasurer

DATE: 5/16/2017 CASH REPORT FY 17

*Motion by Commissioner _____ to approve CASH REPORT 5
as submitted. Seconded by Commissioner _____.*

Voice Vote

ACCOUNTS

AMOUNTS

Mt. Pros.State	Payroll	#90001511	sweep acct.	outstanding checks	\$	(6,813.68)
Mt. Pros.State	Vendor	#90001503	sweep acct.	outstanding checks	\$	(43,833.63)
Mt. Pros.State	Imprest	#90001529			\$	5,000.00
Mt. Pros.State	General/Sweep	#90001498			\$	308,755.37
Mt. Pros.State	ATM	#90001537	Combined Bal – Account and ATM Machine		\$	25,598.00
Mt. Pros.State	Cash Reserves	#90001545			\$	350,632.47
Mt. Pros.State	Class- Reg.	#90002787	sweep acct.	deposit in transit	\$	-
Mt. Pros.State	Investment	#107503657			\$	3,502,922.45
TOTALS					\$	4,142,260.98

5/16/2017

FINANCIAL
RESOLUTION

*Motion by Commissioner _____ to approve WARRANT RESOLUTION
5/16/2017 as submitted. Seconded by Commissioner _____.*

APPROVAL OF WARRANTS 5/16/2017

VENDOR WARRANTS

		Ck From - To	AMOUNTS
4	In the amount of	44776-44802	\$24,175.35
4A	In the amount of	44803-44822	\$56,804.36
4B	In the amount of	44823-44849	\$24,630.90
4C	In the amount of	44850-44881	\$30,044.79
4D	In the amount of	ELECTRONIC	\$42,919.30
Total Vendor Warrants			\$178,574.70

PAYROLL WARRANTS

8	4/14/2017 In the amount of	48922-48934	\$57,915.89
		gross plus employer costs	
9	4/28/2017 In the amount of	48935-48947	\$58,782.13
		gross plus employer costs	
Total Payroll Warrants			\$ 116,698.02

REFUND WARRANT

4	In the total amount of	Charge Card Ref.	\$ 88.00
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TOTAL OF WARRANTS

\$ 295,360.72

5/16/2017

Roll Call



Prospect Heights Park District, IL

Expense Approval Report

By Payment Number

Payment Dates 04/06/2017 - 04/06/2017

Payment Number	Payment Date	Vendor #	Vendor Name	Account Number	Payment Amount
Payable Number	Description			Item Amount	
44776	4/6/2017	01079	ACUSHNET COMPANY		1,499.79
903799985		APPAREL		300-1362	718.20
903816119		EQUIPMENT		300-1360	222.68
903818222		GOLF BALLS		300-42-6012	114.78
903825746		EQUIPMENT		300-1360	175.64
903881496		EQUIPMENT		300-42-6010	72.43
903881500		EQUIPMENT		300-42-6010	81.28
903903255		GOLF BALLS		300-42-6012	114.78
44777	4/6/2017	01006	ADP LLC		253.77
491035969		PAYROLL PROCESSING PE 3/28/17		100-01-5430	253.77
44778	4/6/2017	01553	ANGELA LUCCHESI		133.20
JR JAZZERCISE MAR		JR JAZZERCISE INSTRUCTOR MARCH 2017		200-02-4036	133.20
44779	4/6/2017	01797	ARENA SPORTS USA INC		455.00
1709132		BASKETBALL LEAGUE SHIRTS		200-07-6018	455.00
44780	4/6/2017	01015	ASSOCIATED LABOR CORPORATION OF AMERICA		2,921.41
103014		CONTRACTED LABOR - GROUNDS		300-41-5056	44.64
103014		CONTRACTED LABOR - GROUNDS		300-41-5300	1,941.46
103015		CONTRACTED LABOR - OCCC		300-40-5300	935.31
44781	4/6/2017	01016	AT&T		67.64
847577107803 3/22		847 577-1078 568 2 MARQUEE		200-02-5320	67.64
44782	4/6/2017	01267	BRIGHTON ACCESSORIES		561.49
10252032717		APPAREL		300-1362	561.49
44783	4/6/2017	01415	COBRA PUMA GOLF INC		5,140.24
G1039752		EQUIPMENT		300-1360	2,137.22
G1043293		EQUIPMENT		300-1360	174.48
G1046696		EQUIPMENT		300-1360	341.36
G1053535		APPAREL		300-1362	2,487.18
44784	4/6/2017	01367	CROWN TROPHY		248.17
7016		VOLLEYBALL/FLOOR HOCKEY METALS		200-07-6029	242.19
7058		FLOOR HOCKEY METALS		200-07-6029	5.98
44785	4/6/2017	01031	DES PLAINES OFFICE EQUIPMENT		680.00
20420369		ADMIN/GMRC COPIER/PRINTER LEASE		100-01-5430	680.00
44786	4/6/2017	01592	GLOBAL GOLF SALES		283.18
222884		TEES EQUIPMENT		300-1360	283.18
44787	4/6/2017	01423	GORDON FOOD SERVICE INC		5.95
176729084		JANITORIAL SUPPLIES		300-40-6022	5.95
44788	4/6/2017	01037	GRAINGER		466.41
9401426185		JANITORIAL SUPPLIES		200-02-6022	36.45
9401426193		REPAIR PARTS		300-40-6032	429.96
44789	4/6/2017	01693	HINCKLEY SPRINGS		11.93
15330710 040217		ADMIN WATER		100-01-5430	11.93
44790	4/6/2017	01045	JW TURF INC		724.28
PO1199		REPAIR PARTS		300-41-6030	416.90

Expense Approval Report

Payment Dates: 04/06/2017 - 04/06/2017

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Payment Amount Item Amount
	PO1605	REPAIR PARTS		200-30-6030	307.38
44791	4/6/2017 CHAIR YOGA MARC	01533 CHAIR YOGA MARCH 2017	KATHLEEN O'MALLEY-GALLAGHER	200-13-5300	325.50 325.50
44792	4/6/2017 5468018	01238 GREASE	KIMBALL MIDWEST	300-41-6024	249.91 249.91
44793	4/6/2017 48870	01855 APPAREL	NEXBELT LLC	300-1362	380.78 380.78
44794	4/6/2017 9000350729	01264 APPAREL	OAKLEY	300-1362	161.06 161.06
44795	4/6/2017 1491330483	01063 TRAINING - SQUIERS, D	PDRMA	406-99-5410	20.00 20.00
44796	4/6/2017 1491331029	01063 TRAINING - RANSELL, D	PDRMA	406-99-5410	20.00 20.00
44797	4/6/2017 2017040123233016 2017040123233016	01830 MONTHLY GATEWAY FEE REC TRAC GMRC MONTHLY GATEWAY FEE REC TRAC OCCC	PLUG & PLAY TECHNOLOGIES INC	200-02-7081 200-02-7081	30.00 15.00 15.00
44798	4/6/2017 P9280001S01TTRA7	01074 SPECIAL EVENTS	SAM'S CLUB/SYNCHRONY BANK	200-12-6028	76.86 76.86
44799	4/6/2017 32318267 32318268 32333389 32346276 32346561 32349596 32362193 32362827 32383722	01078 GOLF BALLS GOLF BALLS EQUIPMENT EQUIPMENT APPAREL EQUIPMENT APPAREL APPAREL EQUIPMENT	TAYLOR MADE	300-1361 300-1361 300-1360 300-1360 300-1362 300-1360 300-1362 300-1362 300-1360	8,115.83 4,241.23 947.19 1,493.00 115.47 700.64 77.88 10.21 317.37 212.84
44800	4/6/2017 IN1193742	01092 HOOK A KID SUPPLIES	US KIDS GOLF	300-43-6028	257.04 257.04
44801	4/6/2017 3430989-0	01082 JANITORIAL SUPPLIES	WAREHOUSE DIRECT	200-02-6022	249.44 249.44
44802	4/6/2017 99487	01741 EQUIPMENT	ZEROFRICTION LLC	300-1360	836.47 836.47
Grand Total:					24,175.35

Report Summary

Fund Summary

Fund	Payment Amount
100 - CORPORATE FUND	945.70
200 - RECREATION FUND	1,929.64
300 - GOLF	21,260.01
406 - LIABILITY INSURANCE FUND	40.00
Grand Total:	24,175.35

Account Summary

Account Number	Account Name	Payment Amount
100-01-5430	SERVICE CONTRACTS	945.70
200-02-4036	GRANT INCOME	133.20
200-02-5320	TELEPHONE	67.64
200-02-6022	JANITORIAL SUPPLIES	285.89
200-02-7081	CLASS PROCESSING FEE	30.00
200-07-6018	UNIFORMS-PROGRAM S	455.00
200-07-6029	RECOGNITION AND AWA	248.17
200-12-6028	PROGRAM SUPPLIES-SPE	76.86
200-13-5300	CONTRACTED SERVICE	325.50
200-30-6030	REPAIR PARTS EQUIPME	307.38
300-1360	GOLF EQUIPMENT INVE	6,070.22
300-1361	GOLF BALL INVENTORY	5,188.42
300-1362	GOLF APPAREL INVENTO	5,336.93
300-40-5300	CONTRACTED SERVICE	935.31
300-40-6022	JANITORIAL SUPPLIES	5.95
300-40-6032	REPAIR PARTS BUILDING	429.96
300-41-5056	OVERTIME	44.64
300-41-5300	CONTRACTED SERVICE	1,941.46
300-41-6024	GAS OIL AND GREASE	249.91
300-41-6030	REPAIR PARTS EQUIPME	416.90
300-42-6010	GOLF SPECIAL ORDER E	153.71
300-42-6012	GOLF SPECIAL ORDER G	229.56
300-43-6028	PROGRAM SUPPLIES-HO	257.04
406-99-5410	SEMINARS AND TRAININ	40.00
Grand Total:		24,175.35

Project Account Summary

Project Account Key	Payment Amount
None	24,175.35
Grand Total:	24,175.35



Prospect Heights Park District, IL

Expense Approval Report

By Payment Number

Payment Dates 04/12/2017 - 04/12/2017

Payment Number	Payment Date	Payable Number	Vendor #	Description	Vendor Name	Account Number	Payment Amount
							Item Amount
44803	4/12/2017	PSI105269	01004	JANITORIAL SUPPLIES	1ST AYD CORPORATION	300-41-6022	180.13
							180.13
44804	4/12/2017	903876946	01079	APPAREL	ACUSHNET COMPANY	300-1362	785.84
		903909300		APPAREL		300-1362	683.89
							101.95
44805	4/12/2017	1589	01744	APRIL 2017 IT MONTHLY SUPPORT	AMI COMMUNICATIONS	100-01-5300	1,680.00
		6839		VEEAM ANNUAL MAINTENANCE RENEWAL		100-01-5471	1,490.00
							190.00
44806	4/12/2017	321874	01014	BASEBALL SUPPLIES	ARTHUR CLESEN	200-30-6047	697.36
							697.36
44807	4/12/2017	103052	01015	CONTRACTED LABOR - OCCC	ASSOCIATED LABOR CORPORATION OF AMERICA	300-40-5300	326.60
							326.60
44808	4/12/2017	8771100740047145	01022	GMRC INTERNET	COMCAST	200-02-5320	109.85
							109.85
44809	4/12/2017	1730672-01	01042	GMRC/OCCC NATURAL GAS	CONSTELLATION ENERGY SERVICES - NATURAL GAS LLC	200-02-5204	924.84
		1730672-01		GMRC/OCCC NATURAL GAS		300-40-5204	266.45
							658.39
44810	4/12/2017	4008	01812	CAPITAL WALKWAY PROJECT	GARAGE FLOORING EXPERTS LLC	523-99-8010	17,216.50
							17,216.50
44811	4/12/2017	604085	01856	HOOK A KID SUPPLIES	IZZO GOLF INC	300-43-6028	115.64
							115.64
44812	4/12/2017	60154	01578	BALANCE PREP OF FY 2016 FINANCIAL AUDIT & AFR	KNUTTE & ASSOCIATES PC	404-99-5370	6,750.00
							6,750.00
44813	4/12/2017	9000356560	01264	APPAREL	OAKLEY	300-1362	277.43
							277.43
44814	4/12/2017	CHARTER# 14067	01435	NASHVILLE IN THE SPRING TOUR BUS	ODYSSEY TRANSPORTATION LLC	200-11-5300	4,996.00
							4,996.00
44815	4/12/2017	916716254001	01062	OFFICE/PRESCHOOL SUPPLIES	OFFICE DEPOT	100-01-6027	410.52
		916716254001		OFFICE/PRESCHOOL SUPPLIES		200-03-6028	405.80
							4.72
44816	4/12/2017	K-105046	01066	MONTHLY EMAIL MAILBOXES W/MULTI-YEAR ARCHI	PLATINUM SYSTEMS	100-01-5471	190.00
							190.00
44817	4/12/2017	763814	01070	JANITORIAL/FITNESS CENTER SUPPLIES	RAMROD	200-02-6022	639.49
		763814		JANITORIAL/FITNESS CENTER SUPPLIES		200-13-6028	282.44
		764646		JANITORIAL SUPPLIES		200-02-6022	164.35
							192.70
44818	4/12/2017	YOUTH BASKETBALL	01072	BASKETBALL LEAGUE EXPENSES	RIVER TRAILS PARK DISTICT	200-07-5050	1,231.92
							1,231.92
44819	4/12/2017	32349478	01078	APPAREL	TAYLOR MADE	300-1362	2,827.74
		32362241		EQUIPMENT		300-1360	927.90
		32401477		APPAREL		300-1362	1,670.98
							92.46

Expense Approval Report

Payment Dates: 04/12/2017 - 04/12/2017

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Payment Amount Item Amount
	32406498	GOLF BALLS		300-1361	136.40
44820	4/12/2017	01857	TENNESSEE EXPRESS TOURS		16,602.00
	CONFIRMATION# 10	NASHVILLE IN THE SPRING ACTIVE ADULTS TRIP		200-11-5475	16,602.00
44821	4/12/2017	01781	THOMAS R PETZEL		577.50
	16107	MARCH IT MONTHLY SUPPORT		100-01-5300	577.50
44822	4/12/2017	01404	TOTAL ID SOLUTIONS		265.00
	31578	GOLF SUPPLIES		300-40-6016	265.00
Grand Total:					56,804.36

Report Summary

Fund Summary

Fund	Payment Amount
100 - CORPORATE FUND	2,853.30
200 - RECREATION FUND	24,547.79
300 - GOLF	5,436.77
404 - AUDITNG FUND	6,750.00
523 - CAPITAL 98 GOLF FUND	17,216.50
Grand Total:	56,804.36

Account Summary

Account Number	Account Name	Payment Amount
100-01-5300	CONTRACTED SERVICE	2,067.50
100-01-5471	IT SOFTWARE AND SUBS	380.00
100-01-6027	OFFICE SUPPLIES	405.80
200-02-5204	NATURAL GAS-HEAT	266.45
200-02-5320	TELEPHONE	109.85
200-02-6022	JANITORIAL SUPPLIES	475.14
200-03-6028	PROGRAM SUPPLIES-PR	4.72
200-07-5050	WAGES-LEAGUES	1,231.92
200-11-5300	CONTRACTED SERVICE	4,996.00
200-11-5475	PROGRAM ACTIVITY AN	16,602.00
200-13-6028	PROGRAM SUPPLIES-FIT	164.35
200-30-6047	FIELD MAINTENANCE SU	697.36
300-1360	GOLF EQUIPMENT INVE	1,670.98
300-1361	GOLF BALL INVENTORY	136.40
300-1362	GOLF APPAREL INVENTO	2,083.63
300-40-5204	NATURAL GAS-HEAT	658.39
300-40-5300	CONTRACTED SERVICE	326.60
300-40-6016	HARDWARE SMALL TOO	265.00
300-41-6022	JANITORIAL SUPPLIES	180.13
300-43-6028	PROGRAM SUPPLIES-HO	115.64
404-99-5370	AUDIT	6,750.00
523-99-8010	BUILDING IMPROVEME	17,216.50
Grand Total:	56,804.36	

Project Account Summary

Project Account Key	Payment Amount
None	56,804.36
Grand Total:	56,804.36



Prospect Heights Park District, IL

Expense Approval Report

By Payment Number

Payment Dates 04/20/2017 - 04/20/2017

Payment Number	Payment Date	Vendor #	Vendor Name	Account Number	Payment Amount Item Amount
44823	4/20/2017	01009	AIRGAS USA LLC		53.45
	9943623803	OCCC GROUNDS SUPPLIES		300-41-5300	53.45
44824	4/20/2017	01015	ASSOCIATED LABOR CORPORATION OF AMERICA		4,346.70
	103053	CONTRACTED LABOR - GROUNDS		300-41-5300	2,218.28
	103084	CONTRACTED LABOR - GROUNDS		300-41-5300	2,128.42
44825	4/20/2017	01020	BURRIS EQUIPMENT CO		328.17
	PS08100	REPAIR PARTS		300-41-6030	328.17
44826	4/20/2017	01858	CALL ONE		854.62
	97740071041-9774	ACCT# 97740071041-97740071023 TELEPHONE SER		200-02-5320	854.62
44827	4/20/2017	01022	COMCAST		10.47
	8771100740004153	GMRC CABLE		200-02-5320	10.47
44828	4/20/2017	01024	CONSERV FS		1,376.53
	102004882	GASOLINE QTY 610 @ 1.9946		100-01-6024	1,376.53
44829	4/20/2017	01041	CONSTELLATION ENERGY SERVICES INC		43.72
	77767601	#705224-4 IZAAK WALTON ELECTRIC		405-99-5205	43.72
44830	4/20/2017	01041	CONSTELLATION ENERGY SERVICES INC		156.53
	77822351	705224-1 ADMIN ELECTRIC		200-02-5205	156.53
44831	4/20/2017	01041	CONSTELLATION ENERGY SERVICES INC		298.63
	77822371	705224-3 BALL FIELD LIGHTS		405-99-5205	298.63
44832	4/20/2017	01107	DISTRICT 214 COMMUNITY EDUCATION		125.00
	SENIOR CELEBRATIO	2016 SENIOR CELEBRATION PROGRAM AD		100-01-6001	125.00
44833	4/20/2017	01585	FAULKS BROS CONSTRUCTION INC		1,509.79
	00235987	LANDSCAPE & TURF MATERIALS		300-41-6026	1,509.79
44834	4/20/2017	01106	FIRST STUDENT INC		759.50
	091-C-060641	BUSSES FOR KIDS DAY OFF TRIP 3/28/17		200-05-5475	294.50
	091-C-060646	BUSSES FOR KIDS DAY OFF TRIP 3/30/17		200-05-5475	263.50
	091-C-060695	BUSSES FOR KIDS DAY OFF TRIP 4/4/17		200-05-5475	201.50
44835	4/20/2017	01859	GREENPLAY LLC		4,706.75
	5728	MASTER PLAN - 1ST INSTALLMENT		100-01-5433	4,706.75
44836	4/20/2017	01044	JC LICHT AND COMPANY		17.65
	61017434	REPAIR PARTS		300-41-6030	17.65
44837	4/20/2017	01045	JW TURF INC		492.46
	PO2525	REPAIR PARTS		300-41-6030	67.11
	PO2610	REPAIR PARTS		300-41-6030	425.35
44838	4/20/2017	01057	NAPA HEIGHTS AUTOMOTIVE		143.85
	983146	REPAIR PARTS		300-41-6030	32.97
	983788	HARDWARE SMALL TOOLS SUPPLIES		300-41-6016	10.99
	984201	OIL		300-41-6024	72.91
	985915	HARDWARE SMALL TOOLS SUPPLIES		300-41-6016	26.98
44839	4/20/2017	01430	NORTHWEST COMMUNITY HOSPITAL		192.00
	8735	PREEMPLOYMENT PHYSICAL & DRUG SCREENING		406-99-5104	192.00

Expense Approval Report

Payment Dates: 04/20/2017 - 04/20/2017

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Payment Amount Item Amount
44840	4/20/2017	01062	OFFICE DEPOT		727.97
	918792349001	OFFICE SUPPLIES		100-01-6027	173.76
	919359450001	OFFICE SUPPLIES		100-01-6027	554.21
44841	4/20/2017	01064	PENDELTON TURF SUPPLY		4,625.00
	5706	CHEMICAL SUPPLIES		300-41-6015	4,625.00
44842	4/20/2017	01070	RAMROD		262.60
	764817	JANITORIAL SUPPLIES		200-02-6022	262.60
44843	4/20/2017	01072	RIVER TRAILS PARK DISTICT		438.21
	2017 BOYS BASKETB	2017 BOYS BASKETBALL		200-07-5300	101.88
	2017 SPRING FLOOR	2017 SPRING FLOOR HOCKEY LEAGUE		200-07-5050	70.87
	2017 SPRING FLOOR	2017 SPRING FLOOR HOCKEY LEAGUE		200-07-6018	240.00
	2017 SPRING VOLLE	2017 SPRING VOLLEYBALL LEAGUE EXPENSES		200-07-6028	25.46
44844	4/20/2017	01073	ROUTE 12 RENTAL		39.90
	71194	REPAIR PARTS		300-41-6030	39.90
44845	4/20/2017	01860	THE GARLAND CO INC		266.23
	CI-GUS0130164	REPAIR PARTS		300-41-6032	266.23
44846	4/20/2017	01081	VILLAGE OF MOUNT PROSPECT		1,650.50
	9160-002 4/15/17	OCCC WATER/SEWER CONST FEE/SEWER		300-40-5206	1,378.50
	9160-002 4/15/17	OCCC WATER/SEWER CONST FEE/SEWER		300-40-5206	267.00
	9160-002 4/15/17	OCCC WATER/SEWER CONST FEE/SEWER		300-40-5206	5.00
44847	4/20/2017	01081	VILLAGE OF MOUNT PROSPECT		70.82
	11654-001 4/15/17	GROUNDS WATER/SEWER CONST FEE/SEWER		300-41-5206	5.00
	11654-001 4/15/17	GROUNDS WATER/SEWER CONST FEE/SEWER		300-41-5206	55.14
	11654-001 4/15/17	GROUNDS WATER/SEWER CONST FEE/SEWER		300-41-5206	10.68
44848	4/20/2017	01081	VILLAGE OF MOUNT PROSPECT		604.64
	11663-001 4/15/17	GMRC WATER		200-02-5206	604.64
44849	4/20/2017	01082	WAREHOUSE DIRECT		529.21
	3369941-0	FITNESS CENTER SUPPLIES/JANITORIAL SUPPLIES		200-02-6022	38.98
	3369941-0	FITNESS CENTER SUPPLIES/JANITORIAL SUPPLIES		200-13-6028	142.76
	3436237-0	JANITORIAL SUPPLIES		200-02-6022	18.30
	3438333-0	JANITORIAL SUPPLIES		200-02-6022	329.17
Grand Total:					24,630.90

Report Summary

Fund Summary

Fund	Payment Amount
100 - CORPORATE FUND	6,936.25
200 - RECREATION FUND	3,615.78
300 - GOLF	13,544.52
405 - PAVING & LIGHTING FUND	342.35
406 - LIABILITY INSURANCE FUND	192.00
Grand Total:	24,630.90

Account Summary

Account Number	Account Name	Payment Amount
100-01-5433	MASTER PLAN	4,706.75
100-01-6001	PUBLIC RELATIONS	125.00
100-01-6024	GAS OIL AND GREASE	1,376.53
100-01-6027	OFFICE SUPPLIES	727.97
200-02-5205	ELECTRICITY	156.53
200-02-5206	WATER SEWER	604.64
200-02-5320	TELEPHONE	865.09
200-02-6022	JANITORIAL SUPPLIES	649.05
200-05-5475	PROGRAM ACTIVITY AN	759.50
200-07-5050	WAGES-LEAGUES	70.87
200-07-5300	CONTRACTED SERVICE	101.88
200-07-6018	UNIFORMS-PROGRAM S	240.00
200-07-6028	PROGRAM SUPPLIES-YO	25.46
200-13-6028	PROGRAM SUPPLIES-FIT	142.76
300-40-5206	WATER SEWER	1,650.50
300-41-5206	WATER SEWER	70.82
300-41-5300	CONTRACTED SERVICE	4,400.15
300-41-6015	CHEMICAL SUPPLIES	4,625.00
300-41-6016	HARDWARE SMALL TOO	37.97
300-41-6024	GAS OIL AND GREASE	72.91
300-41-6026	LANDSCAPE AND TURF	1,509.79
300-41-6030	REPAIR PARTS EQUIPME	911.15
300-41-6032	REPAIR PARTS BUILDING	266.23
405-99-5205	ELECTRICITY	342.35
406-99-5104	PHYSICALS SCREENINGS	192.00
Grand Total:		24,630.90

Project Account Summary

Project Account Key	Payment Amount
None	24,630.90
Grand Total:	24,630.90



Prospect Heights Park District, IL

Expense Approval Report

By Payment Number

Payment Dates 04/27/2017 - 04/27/2017

Payment Number	Payment Date	Vendor #	Vendor Name	Account Number	Payment Amount
Payable Number	Description			Item Amount	
44850	4/27/2017	01079	ACUSHNET COMPANY		186.60
903995218	S/O EQUIPMENT		300-42-6010	186.60	
44851	4/27/2017	01006	ADP LLC		657.01
491683144	PAYROLL PROCESSING PE 4/11/17		100-01-5430	657.01	
44852	4/27/2017	01007	ADP SCREENING & SELECTION		967.86
1256064-04-2017	SCREENING & SELECTION		408-99-5465	967.86	
44853	4/27/2017	01744	AMI COMMUNICATIONS		13.10
6848	OFFICE SUPPLIES		200-02-6027	13.10	
44854	4/27/2017	01146	ANTONS GREENHOUSES INC		232.50
9036	PLANTING MATERIALS		300-41-6017	232.50	
44855	4/27/2017	01015	ASSOCIATED LABOR CORPORATION OF AMERICA		1,536.65
103083	CONTRACTED LABOR - OCCC		300-40-5300	355.00	
103130	CONTRACTED LABOR - OCCC		300-40-5300	511.20	
103131	CONTRACTED LABOR - PARKS		200-30-5300	670.45	
44856	4/27/2017	01032	CARDMEMBER SERVICE		4,227.53
CREDIT 3/21/17	CREDIT - INTEREST REVERSAL		100-01-4012	-2.40	
ELAN 3/18/17-4/19/	ELAN 3/18/17-4/19/17		100-01-5337	90.00	
ELAN 3/18/17-4/19/	ELAN 3/18/17-4/19/17		100-01-5468	335.94	
ELAN 3/18/17-4/19/	ELAN 3/18/17-4/19/17		100-01-5468	167.97	
ELAN 3/18/17-4/19/	ELAN 3/18/17-4/19/17		100-01-6027	3.99	
ELAN 3/18/17-4/19/	ELAN 3/18/17-4/19/17		100-2500	67.35	
ELAN 3/18/17-4/19/	ELAN 3/18/17-4/19/17		100-2500	189.89	
ELAN 3/18/17-4/19/	ELAN 3/18/17-4/19/17		100-2500	153.95	
ELAN 3/18/17-4/19/	ELAN 3/18/17-4/19/17		200-02-5300	40.00	
ELAN 3/18/17-4/19/	ELAN 3/18/17-4/19/17		200-02-6021	39.90	
ELAN 3/18/17-4/19/	ELAN 3/18/17-4/19/17		200-03-6028	50.17	
ELAN 3/18/17-4/19/	ELAN 3/18/17-4/19/17		200-03-6028	8.44	
ELAN 3/18/17-4/19/	ELAN 3/18/17-4/19/17		200-03-6028	6.23	
ELAN 3/18/17-4/19/	ELAN 3/18/17-4/19/17		200-04-6028	7.64	
ELAN 3/18/17-4/19/	ELAN 3/18/17-4/19/17		200-04-6028	72.82	
ELAN 3/18/17-4/19/	ELAN 3/18/17-4/19/17		200-04-6028	23.92	
ELAN 3/18/17-4/19/	ELAN 3/18/17-4/19/17		200-10-6028	542.00	
ELAN 3/18/17-4/19/	ELAN 3/18/17-4/19/17		200-10-6028	69.95	
ELAN 3/18/17-4/19/	ELAN 3/18/17-4/19/17		200-10-6028	93.98	
ELAN 3/18/17-4/19/	ELAN 3/18/17-4/19/17		200-10-6028	88.72	
ELAN 3/18/17-4/19/	ELAN 3/18/17-4/19/17		200-11-5475	1,023.00	
ELAN 3/18/17-4/19/	ELAN 3/18/17-4/19/17		200-13-6028	62.93	
ELAN 3/18/17-4/19/	ELAN 3/18/17-4/19/17		200-30-6031	590.10	
ELAN 3/18/17-4/19/	ELAN 3/18/17-4/19/17		300-40-6000	17.65	
ELAN 3/18/17-4/19/	ELAN 3/18/17-4/19/17		300-41-6016	84.97	
ELAN 3/18/17-4/19/	ELAN 3/18/17-4/19/17		300-41-6030	172.00	
ELAN 3/18/17-4/19/	ELAN 3/18/17-4/19/17		413-99-6028	57.48	
ELAN 3/18/17-4/19/	ELAN 3/18/17-4/19/17		518-99-8050	95.99	
ELAN 3/18/17-4/19/	ELAN 3/18/17-4/19/17		518-99-8050	72.95	
44857	4/27/2017	01424	CINTAS CORP 2		938.59
0F94007597	ALARM TEST		300-40-6032	630.00	
0F94507945	FIRE TEST		300-40-6032	308.59	

Expense Approval Report

Payment Dates: 04/27/2017 - 04/27/2017

Payment Number	Payment Date	Vendor #	Vendor Name	Account Number	Payment Amount Item Amount
44858	4/27/2017	01725	CITI CARDS		8,915.94
	CITIVISA 3/21/17-4/	CITIVISA 3/21/17-4/20/17		100-01-5460	165.00
	CITIVISA 3/21/17-4/	CITIVISA 3/21/17-4/20/17		200-03-6028	22.20
	CITIVISA 3/21/17-4/	CITIVISA 3/21/17-4/20/17		200-03-6028	92.29
	CITIVISA 3/21/17-4/	CITIVISA 3/21/17-4/20/17		200-03-6028	51.38
	CITIVISA 3/21/17-4/	CITIVISA 3/21/17-4/20/17		200-03-6028	19.35
	CITIVISA 3/21/17-4/	CITIVISA 3/21/17-4/20/17		200-03-6028	19.53
	CITIVISA 3/21/17-4/	CITIVISA 3/21/17-4/20/17		200-03-6028	19.20
	CITIVISA 3/21/17-4/	CITIVISA 3/21/17-4/20/17		200-04-6028	229.50
	CITIVISA 3/21/17-4/	CITIVISA 3/21/17-4/20/17		200-04-6028	14.47
	CITIVISA 3/21/17-4/	CITIVISA 3/21/17-4/20/17		200-04-6028	7.98
	CITIVISA 3/21/17-4/	CITIVISA 3/21/17-4/20/17		200-04-6028	7.20
	CITIVISA 3/21/17-4/	CITIVISA 3/21/17-4/20/17		200-04-6028	53.71
	CITIVISA 3/21/17-4/	CITIVISA 3/21/17-4/20/17		200-04-6028	22.94
	CITIVISA 3/21/17-4/	CITIVISA 3/21/17-4/20/17		200-05-5475	153.40
	CITIVISA 3/21/17-4/	CITIVISA 3/21/17-4/20/17		200-05-5475	263.74
	CITIVISA 3/21/17-4/	CITIVISA 3/21/17-4/20/17		200-05-5475	580.58
	CITIVISA 3/21/17-4/	CITIVISA 3/21/17-4/20/17		200-05-5475	193.00
	CITIVISA 3/21/17-4/	CITIVISA 3/21/17-4/20/17		200-05-5475	109.88
	CITIVISA 3/21/17-4/	CITIVISA 3/21/17-4/20/17		200-05-5475	186.28
	CITIVISA 3/21/17-4/	CITIVISA 3/21/17-4/20/17		200-05-5475	2.00
	CITIVISA 3/21/17-4/	CITIVISA 3/21/17-4/20/17		200-05-5475	271.00
	CITIVISA 3/21/17-4/	CITIVISA 3/21/17-4/20/17		200-05-5475	250.97
	CITIVISA 3/21/17-4/	CITIVISA 3/21/17-4/20/17		200-05-5475	468.00
	CITIVISA 3/21/17-4/	CITIVISA 3/21/17-4/20/17		200-05-5475	217.74
	CITIVISA 3/21/17-4/	CITIVISA 3/21/17-4/20/17		200-05-5475	212.50
	CITIVISA 3/21/17-4/	CITIVISA 3/21/17-4/20/17		200-06-6018	126.97
	CITIVISA 3/21/17-4/	CITIVISA 3/21/17-4/20/17		200-06-6018	125.15
	CITIVISA 3/21/17-4/	CITIVISA 3/21/17-4/20/17		200-06-6018	38.50
	CITIVISA 3/21/17-4/	CITIVISA 3/21/17-4/20/17		200-06-6029	300.50
	CITIVISA 3/21/17-4/	CITIVISA 3/21/17-4/20/17		200-11-5475	911.25
	CITIVISA 3/21/17-4/	CITIVISA 3/21/17-4/20/17		200-11-5475	689.00
	CITIVISA 3/21/17-4/	CITIVISA 3/21/17-4/20/17		200-11-5475	35.00
	CITIVISA 3/21/17-4/	CITIVISA 3/21/17-4/20/17		200-11-5475	409.22
	CITIVISA 3/21/17-4/	CITIVISA 3/21/17-4/20/17		200-11-5475	814.41
	CITIVISA 3/21/17-4/	CITIVISA 3/21/17-4/20/17		200-11-5475	385.00
	CITIVISA 3/21/17-4/	CITIVISA 3/21/17-4/20/17		200-11-6028	60.00
	CITIVISA 3/21/17-4/	CITIVISA 3/21/17-4/20/17		200-12-6028	333.60
	CITIVISA 3/21/17-4/	CITIVISA 3/21/17-4/20/17		200-14-5475	678.00
	CITIVISA 3/21/17-4/	CITIVISA 3/21/17-4/20/17		200-14-5475	150.00
	CITIVISA 3/21/17-4/	CITIVISA 3/21/17-4/20/17		200-14-5475	147.50
	CITIVISA 3/21/17-4/	CITIVISA 3/21/17-4/20/17		200-14-5475	78.00
44859	4/27/2017	01022	COMCAST		117.53
	8771100700162793	OOCC CABLE/INTERNET		300-40-5320	117.53
44860	4/27/2017	01022	COMCAST		117.50
	8771100740151376	GROUND S CABLE/INTERNET		300-41-5320	117.50
44861	4/27/2017	01023	COMMONWEALTH EDISON		25.13
	4563001190 4/21/1	MUIR FIELD ELECTRIC		405-99-5205	25.13
44862	4/27/2017	01042	CONSTELLATION ENERGY SERVICES - NATURAL GAS LLC		161.61
	1730673-01	2330070000 GROUND S NATURAL GAS		300-40-5204	161.61
44863	4/27/2017	01041	CONSTELLATION ENERGY SERVICES INC		3,494.46
	77766967	#705224-2 OOCC ELECTRIC		300-40-5205	3,494.46
44864	4/27/2017	01041	CONSTELLATION ENERGY SERVICES INC		2,927.13
	77822366	705224-0 GMRC ELECTRIC		200-02-5205	2,927.13

Expense Approval Report

Payment Dates: 04/27/2017 - 04/27/2017

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Payment Amount Item Amount
44865	4/27/2017 014948	01189 REPAIR PARTS	DAVE'S AUTO CLINIC INC	200-30-6031	831.50 831.50
44866	4/27/2017 1756	01624 DEPOSIT REFUND HOLE IN ONE FEES	DIGITAL GOLF TECHNOLOGIES	300-40-5331	53.75 53.75
44867	4/27/2017 523047	01324 REPAIR PARTS	DIRECT FITNESS SOLUTIONS LLC	200-13-6030	361.11 361.11
44868	4/27/2017 CHAIR YOGA 4/6/17	01702 CHAIR YOGA 4/6/17	ELLEN C FOGARTY	200-13-5300	44.10 44.10
44869	4/27/2017 939056776	01423 JANITORIAL SUPPLIES	GORDON FOOD SERVICE INC	300-40-6022	39.77 39.77
44870	4/27/2017 6035322502862521 6035322502862521 6035322502862521 6035322502862521 6035322502862521 6035322502862521 6035322502862521 6035322502862521 6035322502862521 6035322502862521 6035322502862521 6035322502862521 6035322502862521 6035322502862521 6035322502862521 6035322502862521 6035322502862521 6035322502862521	01040 HOME DEPOT 04/13/17 HOME DEPOT 04/13/17 HOME DEPOT 04/13/17 HOME DEPOT 04/13/17 HOME DEPOT 04/13/17 HOME DEPOT 04/13/17 HOME DEPOT 04/13/17 HOME DEPOT 04/13/17 HOME DEPOT 04/13/17 HOME DEPOT 04/13/17 HOME DEPOT 04/13/17 HOME DEPOT 04/13/17 HOME DEPOT 04/13/17 HOME DEPOT 04/13/17 HOME DEPOT 04/13/17 HOME DEPOT 04/13/17 HOME DEPOT 04/13/17 HOME DEPOT 04/13/17	HOME DEPOT CREDIT SERVICES	200-02-6022 200-10-6028 200-30-6026 200-30-6030 200-30-6030 300-40-6016 300-40-6016 300-40-6032 300-41-6016 300-41-6016 300-41-6016 300-41-6022 300-41-6025 300-41-6026 300-41-6034 406-99-6020	1,120.13 80.89 13.90 106.59 101.50 122.57 50.70 20.97 243.94 49.94 24.96 123.96 9.99 14.97 38.46 59.94 56.85
44871	4/27/2017 PO3012	01045 REPAIR PARTS	JW TURF INC	300-41-6030	149.79 149.79
44872	4/27/2017 1407533	01053 HARDWARE SMALL TOOLS SUPPLIES	MICHAEL WAGNER & SONS	300-41-6016	22.09 22.09
44873	4/27/2017 DEPOSIT REFUND H	01054 DEPOSIT REFUND HOLE IN ONE 4/2017	MIDORI RESTAURANT BANQUET SERVICE	300-40-5331	89.00 89.00
44874	4/27/2017 987863	01057 REPAIR PARTS	NAPA HEIGHTS AUTOMOTIVE	300-41-6030	132.48 132.48
44875	4/27/2017 51440517 51440517	01058 LIFE INSURANCE MONTHLY 5/2017 LIFE INSURANCE MONTHLY 5/2017	NCPERS GROUP LIFE INSURANCE	100-2030 200-2030	64.00 32.00 32.00
44876	4/27/2017 9000363240 9000374673	01264 EQUIPMENT S/O GLASSES	OAKLEY	300-1360 300-42-6010	213.54 128.54 85.00
44877	4/27/2017 89280	01564 AED PAD	ONE BEAT	406-99-6020	69.00 69.00
44878	4/27/2017 HINABER P 4/27/17	01861 REFUND	PAUL HINABER	200-2372	5.00 5.00
44879	4/27/2017 71563	01073 REPAIR PARTS	ROUTE 12 RENTAL	200-30-6031	67.90 67.90
44880	4/27/2017 32416498	01078 EQUIPMENT	TAYLOR MADE	300-1360	79.43 79.43

Expense Approval Report**Payment Dates: 04/27/2017 - 04/27/2017**

Payment Number	Payment Date	Vendor #	Vendor Name	Account Number	Payment Amount
	Payable Number	Description			Item Amount
44881	4/27/2017	01450	THE CIT GROUP COMMERCIAL SERVICES INC		2,183.06
	0070272957	APPAREL		300-1362	2,183.06
Grand Total:					30,044.79

Report Summary

Fund Summary

Fund	Payment Amount
100 - CORPORATE FUND	1,860.70
200 - RECREATION FUND	16,848.48
300 - GOLF	9,990.35
405 - PAVING & LIGHTING FUND	25.13
406 - LIABILITY INSURANCE FUND	125.85
408 - POLICE FUND	967.86
413 - COMMUNITY EVENTS	57.48
518 - CAPITAL PROJECT FUND	168.94
Grand Total:	30,044.79

Account Summary

Account Number	Account Name	Payment Amount
100-01-4012	INTEREST	-2.40
100-01-5337	BOARD RELATED EXPEN	90.00
100-01-5430	SERVICE CONTRACTS	657.01
100-01-5460	PROFESSIONAL MEMBE	165.00
100-01-5468	IT CONTRACTED SERVICE	503.91
100-01-6027	OFFICE SUPPLIES	3.99
100-2030	INSURANCE WITHHELD	32.00
100-2500	GRANT PAYABLE	411.19
200-02-5205	ELECTRICITY	2,927.13
200-02-5300	CONTRACTED SERVICE	40.00
200-02-6021	FIRST AID SUPPLIES	39.90
200-02-6022	JANITORIAL SUPPLIES	80.89
200-02-6027	OFFICE SUPPLIES	13.10
200-03-6028	PROGRAM SUPPLIES-PR	288.79
200-04-6028	PROGRAM SUPPLIES-KIN	440.18
200-05-5475	PROGRAM ACTIVITY AN	2,909.09
200-06-6018	UNIFORMS-PROGRAM S	290.62
200-06-6029	RECOGNITION AND AWA	300.50
200-10-6028	PROGRAM SUPPLIES-AQ	808.55
200-11-5475	PROGRAM ACTIVITY AN	4,266.88
200-11-6028	PROGRAM SUPPLIES-AC	60.00
200-12-6028	PROGRAM SUPPLIES-SPE	333.60
200-13-5300	CONTRACTED SERVICE	44.10
200-13-6028	PROGRAM SUPPLIES-FIT	62.93
200-13-6030	REPAIR PARTS EQUIPME	361.11
200-14-5475	PROGRAM ACTIVITY AN	1,053.50
200-2030	INSURANCE WITHHELD	32.00
200-2372	REFUND CLEARING ACC	5.00
200-30-5300	CONTRACTED SERVICE	670.45
200-30-6026	LANDSCAPE AND TURF	106.59
200-30-6030	REPAIR PARTS EQUIPME	224.07
200-30-6031	REPAIR PARTS VEHICLES	1,489.50
300-1360	GOLF EQUIPMENT INVE	207.97
300-1362	GOLF APPAREL INVENTO	2,183.06
300-40-5204	NATURAL GAS-HEAT	161.61
300-40-5205	ELECTRICITY	3,494.46
300-40-5300	CONTRACTED SERVICE	866.20
300-40-5320	TELEPHONE	117.53
300-40-5331	PROMOTION	142.75
300-40-6000	POSTAGE	17.65
300-40-6016	HARDWARE SMALL TOO	71.67
300-40-6022	JANITORIAL SUPPLIES	39.77
300-40-6032	REPAIR PARTS BUILDING	1,182.53
300-41-5320	TELEPHONE	117.50
300-41-6016	HARDWARE SMALL TOO	305.92

Account Summary

Account Number	Account Name	Payment Amount
300-41-6017	PLANTING MATERIAL/IT	232.50
300-41-6022	JANITORIAL SUPPLIES	9.99
300-41-6025	GREEN AND TEE SUPPLIE	14.97
300-41-6026	LANDSCAPE AND TURF	38.46
300-41-6030	REPAIR PARTS EQUIPME	454.27
300-41-6034	REPAIR PARTS CARTS	59.94
300-42-6010	GOLF SPECIAL ORDER E	271.60
405-99-5205	ELECTRICITY	25.13
406-99-6020	SAFETY SUPPLIES, PART	125.85
408-99-5465	LICENSES AND FEES	967.86
413-99-6028	PROGRAM SUPPLIES	57.48
518-99-8050	EQUIPMENT PURCHASE	168.94
	Grand Total:	30,044.79

Project Account Summary

Project Account Key	Payment Amount
None	30,044.79
Grand Total:	30,044.79

VENDOR WARRANT 4D

APRIL

FY 2017

[illegible]



Refunds Processed Report-BOARD PACKET

Printed: 11 May 2017, 02:23 PM

User: class

Date From: Saturday, April 01, 2017

Date To: Sunday, April 30, 2017

				Net			
Account Name	Date	Refund Reason	Fee	Refund	GL Account	Refund From	
Mayhew, Sherri							
	28 Apr 2017	Refund: Visa Card - Other	\$0.00	\$44.00	Childrens Recreation Programs	200-05-4105	
	28 Apr 2017	Refund: Visa Card - Medical	\$0.00	\$44.00	Childrens Recreation Programs	200-05-4105	

FY 2017		PROSPECT HEIGHTS PARK DISTRICT		YTD FUND SUMMARY				INFORMATIONAL	
Fund Numbers	Fund Names	Audited Begin. Bal. 17	Revenue 4/30/2017	Real Estate Tax 4/30/2017	Expense 4/30/2017	Transfers 4/30/2017	Ending Bal 4/30/2017	Fund Transfers Budgeted	Bud. FY 17
100	CORPORATE	1,914,403	2,331	534,914	120,127		2,331,520	(144,275) TO 608	2,568,482
900	Reserve Acct.	350,344	288		-		350,632	-	350,844
200	RECREATION	463,921	290,409	262,867	398,896		618,302	-	500,051
300	GOLF	18,632	189,576	-	337,560		(129,352)		38,349
MAJOR FUND	SUB TOTAL	2,747,300	482,604	797,781	856,583	-	3,171,102	(144,275)	3,457,727
404	AUDIT	3,044	-	7,051	13,500		(3,405)		3,202
405	PAVING & LIGHTING	13,191	-	2,449	670		14,970		11,635
406	LIABILITY INS.	19,683	-	44,450	19,047		45,086	-	2,077
407	I.M.R.F.	40,313	-	68,361	40,214		68,460	-	53,455
408	POLICE	33,172	-	38,319	4,416		67,075	-	47,162
409	MUSEUM	12,500	-	6,131			18,631		13,047
410	SPECIAL REC.	42,229	-	61,310	37,576		65,963		51,528
411	SOCIAL SEC.	12,281	-	61,004	36,418		36,867		20,108
412	MEMORIAL	1,034	-	250.00	265		1,019		1,134
413	COMM. EVENTS	27,845	-	1,837	1,048		28,634	-	16,876
NON-MAJOR	SUB TOTAL	205,292	-	291,161	153,153	-	343,300	-	220,225
OPERATING	SUB TOTAL	2,952,593	482,604	1,088,942	1,009,736	-	3,514,402	(144,275)	3,677,951
518	Cap. Fund- Parks/Recr	643,139			24,625		618,514	132,008 FROM 610	275,147
523	Cap. Fund-Golf	7,379			23,269		(15,890)		(48,121)
CAPITAL	SUB TOTAL	650,518	-	-	47,893	-	602,625	132,008	227,026
DEBT FINANCING OCCURS IN DECEMBER, ONLY PROPERTY TAXES ARE RECEIVED THROUGHOUT THE YEAR								BOND PAYMENTS DUE DECEMBER 1, 2017	
606	Bond 2014	-					-		-
607	Bond 2015						-		
608	Bond 2014B	26,305					26,305	573,550 FROM 100, FROM 610	
609	Bond 2016	440		315,747			316,187		
610	Bond 2017	(5,673)					(5,673)	(561,283) TO 518 TO 608	
Debt	SUB TOTAL	21,072	-	315,747	-	-	336,819	12,267	-
ALL FUND TOTALS		3,147,423	482,604	1,404,689	1,057,630	-	4,453,846	0	3,904,977



PROSPECT HEIGHTS PARK DISTRICT

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

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

Date: May 16, 2017
To: Board of Commissioners
From: Scott Devlin, Business Manager
Re: April 2017 Investment Report

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

	Balance EOM	Interest Earned
4/30/2017	\$ 350,632.47	\$72.03

General Account Interest

	Balance EOM	Interest Earned
4/30/2017	\$ 308,755.37	\$10.55

Investment Account Interest

	Balance EOM	Interest Earned
4/30/2017	\$ 3,502,922.45	\$589.54

Prospect Heights Park District

	\$	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Total
Beginning Balance	\$	3,511,252.61	\$	3,312,720.43	\$	3,517,525.75	\$	4,362,647.39						\$ 3,511,252.61
General Account Activity														
Interest Income	\$	8.44	\$	6.71	\$	33.61	\$	10.55						\$ 59.31
Net deposited into operating acct.	\$	439,995.02	\$	459,961.63	\$	1,161,061.28	\$	170,010.38						\$ 2,288,718.51
Net Withdrawal from operating acct.	\$	(298,234.91)	\$	(255,462.75)	\$	(316,536.65)	\$	(1,244,435.79)						\$ (2,110,686.10)
Interest Income-CASH RESERVE	\$	74.39	\$	67.20	\$	74.42	\$	72.03						\$ 285.04
Investment Account	\$	624.88	\$	552.33	\$	498.98	\$	589.54						\$ 2,285.73
Transfers to/(from) Investment Acct	\$	(400,000.00)						900,000.00						\$ 500,000.00
Ending Balance	\$	3,312,720.43	\$	3,517,525.75	\$	4,362,647.39	\$	4,192,884.10						\$ 4,192,884.10



PROSPECT HEIGHTS PARK DISTRICT

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

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

May 16, 2017

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

Prospect Heights Natural Resource Commission

There have been a few incidents with residents mowing grass and using herbicides on plants at restoration sites. There are Park District ordinances against these and fines to go along with them. There is discussion about how to enforce these ordinances and additional signage may be necessary.

ComEd Green Region Program for Nature Project in Lions Park

(Resolution 03152016)

The Eagle Scout, a representative from PHNRC and myself met with Chipman Design Architecture Principal in Des Plaines regarding costs from the structural engineer for the bridge design with the steel bottom and wood and cable fencing and its installation. The materials will cost \$17,700 and with engineering costs, labor, etc. the cost may be closer to \$40,000 fabrication and installation of the bridge. The second bridge design would cost roughly \$24,000. There was an additional suggestion about a pre-fabricated bridge but the cost would probably still be prohibitive. The high cost, regardless of what bridge is chosen, is due to the need to get four footings at least 15-feet into the ground for piers, the condition of the soil is unknown and there would be a need for a contractor to set the steel beams which weigh 660 each. This will require experienced contractors to deal with the construction excavation.

There was discussion about an easement on the neighbor's property as there is already a small bridge there that requires repair. For perpetuity reasons, I did not agree to this. Now there is discussion about installing a suspended bridge which will still require four poles 15-feet into the ground. The last resort for the Eagle Scout, if the bridge concept does not work, will be developing and installing interpretive signage at this site.

Comprehensive Master Plan

Greenplay and Greenberg Farrow were on-site the week of May 8th to tour facilities and parks, conduct focus groups and hold public input meetings. There were 29 individuals who attended 3 focus groups held at Old Orchard Country Club and 15 individuals who attended the open public forum at GMRC. They represented users of programs like fitness, preschool, tennis, senior trips and PHWBS. There were 5 meetings held with stakeholders from NWSRA, Lions Club, NRC, library, city, police, School District 23, Harper College and St. Al's. There were two meetings with Park District staff. The survey will be draft will be developed and distributed in June.



PROSPECT HEIGHTS PARK DISTRICT

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

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

May 10, 2017

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

Certifications

Congratulations to Laura Fudala for meeting the requirements of the National Recreation and Park Association for certification to become a CPRP - Certified Park and Recreation Professional!

Congratulations to Olivia Shapley for meeting the requirements of the National Swimming Pool Foundation for certification to become a CPO- Certified Pool/Spa Operator.

Wine Tasting and Bucket of Balls

This event is set for Thursday, May 25th. Currently we have 10 people registered. Ali created an eye catching flyer for this event; we are hoping to add a few more registrants with her promotions.

Hersey Service Day

On Saturday, April 22 we had 21 Honors Society students volunteer to collect litter at the golf course. Hannah Barakat organized the day. The students did a great job and had fun participating in this service project. We thanked them and posted their picture on Facebook.

PDRMA

Jesse will be attending the May Board Meeting to present our 2016 Accreditation Award.

On May 17th, Jesse will audit School Street and Lion's Park playgrounds.

Brochure

Supervisors are entering brochure information into RecTrac. Information will be exported on June 5th by Ali.

Intern

We are looking forward to Andres first day, May 30th. He will have the back office next to the pool.



PROSPECT HEIGHTS PARK DISTRICT

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

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

May 10, 2017

To: Christina Ferraro, Executive Director
From: Dino Squiers, Superintendent of Facilities & Parks
Re: May 2017 Board Report

Pool

Cleaning of the pool is complete, small activity slide and water dome were cleaned and waxed. Plaster was cracking in numerous places in the deep section of the pool, we used hydraulic cement to patch the walls and cover with epoxy paint. Large slide was sanded and inner surface was gel coated with the seams being caulked. Surge tank, east side pit and four pits in the deep end of the pool were pumped out and cleaned. Due to all the rain the static relief valves in the pool are staying open and feeding water into the pools making it difficult to clean out the base of the pits. We will start filling the pool, run the pumps to circulate the water and add chemicals to have the pool open for life guard training on May, 19th.

Training

Doug and I attended PDRMA's fundamentals of playground inspection class. It was a hand on course covering visual and physical inspection of playground equipment, surface material and surrounding hazards. We toured two parks one that was just replaced and the other an older park that needed repairs or replacement.

Copy Room

Ceiling tiles were replaced in copy room. Walls were painted and floor will be striped and waxed.

Room 2

Cabinet doors had to be realigned and locks adjusted to be able to lock the doors. Some doors do not have locks, we are trying to find locks keyed the same so kinder stop can secure their supplies during the summer and only need one key to access the cabinets.

HVAC

Filters were changed on the two main air handlers, belts and motors were also inspected.

Inspection

We received a certificate from the state fire marshal for the penthouse boiler. Copy is filed and original is posted next to the device.

PHWYBS

We are trying to get the ballfields in playable conditions whenever possible. Wet conditions have created a challenge so far this year and infield mix is still too wet to load on the delivery trucks. Most of the field prep for games is hand raked since the ground is too soft for the tractor. We have been adding field dry to the infield mix to make the ballfields playable. Fence used for the outfield at Eisenhower field was installed at Muir field for this season, we also moved the baseball storage boxes at McDonald field to the first base area at the request of the baseball association.

Parks

With all the rain we are trying to keep up with mowing and weed control. Some parks are extremely wet and mowing tractors are getting stuck and need to be towed out. Tree removal has begun and will continue through the season as needed. Landscaping at the School street park entrance is underway; removal of wood chips from the golf course is cleaning up the entry and allowing for additional plantings.



**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: April 2017 Golf Operations Board Report

OPERATIONS

April golf revenue fell short of the mark this year. OOCB was down 4.33% for the month and year to date 13.15% down. The fall off is mostly due to membership decline and the cooler rainy weather during weekends when we are most active. The final weekend of April, OOCB was closed due to rain, which in turn contributed to most of the falloff in revenue for the month.

The Par Three Shoot Out was rescheduled to May with hopes of growing the participation numbers. If we can get 60 players signed up for the event we will proceed with plans. If not, the event will be cancelled until next season.

We hope the weather turns soon so we can catch up and enjoy a positive season.



**PROSPECT HEIGHTS
PARK DISTRICT**

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

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

May 9, 2017

To: Marc Heidkamp, Director of Golf
From: Jerry Arden, Superintendent of Golf
Re: April 2017 Board Report

Temperatures for the month ranged from 60.37 degrees for the low to 81.68 degrees for the high with precipitation at 5.00 inches. The golf course is in pretty good shape with the help of a lot of rain; (too much - we were pumping fairways and sand traps for two days straight).

We fired up the irrigation system and everything went smooth except for a few varmints that got by the mothballs in a few satellites and were dining on the electrical wiring and shorted out 20 solenoids within the sprinklers. We also pulled roots out of fairways 2, 6 and 16 that remained from the cutting down of the willows. We rodded out the over flow from #4 lake, and come to find out it was plugged up with a family of muskrats. Mushroom compost has been added to all flower beds then rototilled in. The flowers will be planted the week before Labor Day. I look forward to dryer days.



PROSPECT HEIGHTS PARK DISTRICT

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

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

May 10, 2017

To: Julie Caporusso, Superintendent of Recreation

From: Laura Fudala, Supervisor of Recreation

Re: May Board Report

Preschool

April represented the last full month of school for our preschoolers, but a fun month it was!! We started April off with egg hunts, dying eggs and a special visit from the Easter Bunny! Our next big highlight was beach day! The kids came to school with their bathing suits on and beach towels in their hand! They had a blast playing in the sand and water table! Finally, the kids got to watch our caterpillars turn into butterflies. Once they were fully matured the kids got to release the butterflies outside!

May 8th and 9th was our 4 yr. old graduation ceremony and 3 yr. old programs.

Kinder Stop

April was a fun month for our KinderStop students. They participated in an egg hunt, and got a visit from the Easter Bunny!

The Kinder Stop students also got to monitor the process of the caterpillars turn into butterflies! The kids loved it!

During the month of April, we had two Hersey High School students volunteer and do an Art Class for our KinderStop students. The high school students did a very good job, and it was well received by our KinderStop participants.

Kids Day Off

In April, there was one Kid's Day Off. We had a small group of 16 kids. The field trip was to Chuck E Cheese, always a favorite among the kids. The weather was nice, the kids got to enjoy some outside time as well.

Camp

Field trips have been booked. Staff training will begin at the end of May.

Certifications

In March I took the CPRP (Certified Park and Recreation Professional) exam and was notified in April by NRPA that I had successfully passed the exam.



PROSPECT HEIGHTS PARK DISTRICT

(847) 394-2848

Fax (847) 394-7799

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

May 2017

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

Dance

Dance pictures are on Thursday, May 11. Our recital will be held on Saturday, May 13 at Forest View Educational Center. We will have 19 total acts including a special teacher dance to open the show. Each teacher choose their oldest class to join them on stage during the opening dance for a short feature. The teacher and dancers are all color coded wearing t-shirts decorated by the teachers. The name of the dance is The Colors of Dance. I am looking forward to the new summer classes that we are offering. The sessions will run June 19-July 15 & July 31 - August 21. These new options will give our patrons the opportunity to try different types of dance in shorter sessions. Coming this fall will be a new company class for 2 different age groups and will help us kick off our NEW Competition Dance Team that will begin in January. I am hoping that we will be able to offer 2 different teams a Jr Team, ages 5-7 & a Senior Team, ages 8 & up. With these new teams I am hoping that we will retain some of our older students going into middle school and beyond.

Performing Arts

Registrations are going great for Creative & Performing Arts Camp & Sets and Designs After Care. Our Production this summer will be Topsy Turvey... The Adventures of Joy & Sadness. We are already at 14 actors signed up for this program. Triple the amount from past years at this time. I am thrilled that these programs are taking off and can't wait for them to start. My staff is complete and we are ready for the summer!

Active Adults

My summer newsletter is out and registrations are pouring in. Our trip to Nashville April 28-May 1 was very successful with 29 patrons who enjoyed many tours and shows during our stay. My favorite stop was at the Grand Ole Opry. What an amazing place!

The month consisted of 18 patrons going to the Flower & Garden Show, 12 patrons going on the Milwaukee Pizza bus, 25 patrons going to see The 20th Anniversary of Riverdance at The Paramount Theatre, 16 patrons going to Potawatomi Casino in Milwaukee and 12 for lunch at Grand Dukes Restaurant. A great time was had by all who attended.

Once again I was invited to The Fireside Dinner Theatre Flame of Friendship Group Leader event on Sat. April 22. Except this year was a little different. When the emcee was talking about this person from the Northwest Suburbs of Chicago I was looking around to see if I knew anyone that fit that description until my husband said... "boy that sounds a lot like you" and then they announced our park district I was completely SHOCKED! What a great honor it was to be the 80th recipient of the Flame of Friendship Award. We are all looking forward to our fun summer ahead!

Special Event

We had great weather and a great turn out for our Egg Hunt/Lion's Club Pancake Breakfast on Saturday, April 15th. We had approximately 300 children attend the egg hunt. Following the egg hunt was our Bunny Home Visits. Our bunny visited 18 children that day.



PROSPECT HEIGHTS PARK DISTRICT

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

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

May 9, 2017

To: Julie Caporusso, Superintendent of Recreation

From: Olivia Shapley, Supervisor of Recreation

Re: May Recreation Board Report

Athletics

Our Spring season has finished well, our leagues and programs ended successfully! We are looking forward to summer with new offerings that we hope the community will love. This year we are offering an archery and a track and field class.

Aquatics

Lifeguard training is a few weeks away, midway through May we start training. The pool will be filled any day now and ready for the lifeguards. This summer will be a good year and we are looking forward to the great team of staff we will have! The swim coaches this year are Joseph Lisack and Mary Rodrian.

Fitness Center

The fitness center will be closed June 5 & June 6 for annual cleaning. We are also re-arranging the equipment to meet proper safety regulations while we are cleaning.

Membership Statistics Report

(Comparing April 2016 to April 2017)

Memberships	April 2017	April 2016
3 Months Pass	5	4
Gym & Racquetball Pass	36	39
Health & Fitness Pass	18	19



**PROSPECT HEIGHTS
PARK DISTRICT**

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

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

May 16, 2017

To: Christina Ferraro, Executive Director

From: Marc Heidkamp, Director of Golf

Re: Golf Food, Beverage and Banquet RFP process

Recommendation

Per our discussion, it is my recommendation that the release of the RFP be postponed until the summer of 2018. Furthermore, if the current vendor is not chosen is it recommended OCCC insource the food and beverage portion for one year.

The current vendor is upon busy season and showing the facility soon to those who want to submit a proposal may cause scheduling conflicts. The current contract is intact through December 2018.

If the decision is made to continue to outsource the Food, Beverage and Banquet operation, that contract would commence in January 2020. However, the chosen vendor may request space utilization in 2019 to begin to show the facility to potential clients for 2020. If the current vendor is not chosen, food and beverage operations would be insourced for 2019: OCCC would hire staff to operate the bar, beverage cart and half way house. The bar may include grilled items on a short menu. The banquet room may be rented as space that only includes the room, table sand chairs. Anyone interested in renting the space may bring linens, dishware and caterer from off-site for 2019.

This allows ample time for OCCC to make changes to facility while insourcing the food and beverage operation. If a new vendor is chosen, they would utilize OCCC space six months prior to commencement to sell venue to potential clients to "open" in 2020.

**Prospect Heights
SCHOOL DISTRICT PARK DISTRICT COOPERATION AGREEMENT**

THIS AGREEMENT made this 1st day of July 2017, by and between the BOARD OF EDUCATION OF PROSPECT HEIGHTS SCHOOL DISTRICT 23, Cook County, Illinois ("District 23"), and the PROSPECT HEIGHTS PARK DISTRICT ("Park District");

WITNESSETH:

WHEREAS, it is in the best interest of the taxpayers of District 23 and the Park District that District 23 and the Park District enter into an intergovernmental Cooperation Agreement to save the taxpayers money by sharing the use of properties owned by District 23 and the Park District in an equitable manner so that the facilities of District 23 and the Park District may be utilized to their fullest capacity, avoiding duplication of construction and maintenance of facilities; and

WHEREAS, the legal authority for the parties to enter into this agreement is established by:

a.) Article VII, Section 10 of the Illinois Constitution, which provides as follows:

"Units of local government and school districts may contract or otherwise associate among themselves, with the State, with other states and their units of local government and school districts, and with the United States to obtain or share services and to exercise, combine, or transfer any power or function, in any manner not prohibited by law or ordinance. Units of local government and school districts may contact and otherwise associate with individuals, associations and corporations in any manner not prohibited by law or by ordinance. Participating units of government may use their credit, revenues and any other resources to pay costs and to service debt related to intergovernmental activities" and

b.) The Illinois Governmental Cooperation Act, (Ill. Rev. Stat. 1982, ch. 127, par. 741 et seq.) which provides in part as follows:

"Section 743. Intergovernmental Agreements. Any power or powers, privileges or authority exercised or which may be exercised by a public agency of this State and jointly with any other public agency of any other state or of the United States to the extent that the laws of such other State or of the United States does not prohibit joint exercise or enjoyment"

"Section 745. Intergovernmental Contracts. Any one or more public agencies may contract with any one or more other public agencies to perform any governmental service, activity or undertaking, which any of the public agencies entering into the contract is authorized by law to perform, provided that the governing body of each part of the contract shall authorize such contact. Such contract shall set forth fully the purposes, powers, rights, objectives and responsibilities of the contracting parties."

NOW THEREFORE, in consideration of the premises and the mutual covenants and conditions contracted herein, the Park District and District 23 agree as follows:

A. TERM OF AGREEMENT: The term of this agreement shall be for five (5) years beginning on July 1, 2017 and ending June 30, 2022 except as earlier terminated in accordance herewith.

- B. USE OF PARK DISTRICT PROPERTY:** District 23 shall have the non-exclusive right to use the Park District properties, facilities and equipment identified on "Exhibit A" attached hereto (Park District Properties) for educational, recreational and related purposes at times when school is in daily session and for school programs (School Programs) including but not limited to after school athletic, noon hour, recess and PTO Programs at all times when the parks are open to the public. The Park District agrees to furnish District 23 each year with a schedule for the Park District's recreational and other activities planned for the Park District's properties as follows: on or before May 1 for the summer schedule, on or before August 1 for the fall schedule, on or before December 1 for the winter schedule, and on or before March 1 for the spring schedule.

District 23 shall have the first priority in the use of the Park District properties when the Park District pursuant to such schedule is not using them. District 23 agrees to furnish the Park District with a written, formal application for use of Park District properties. Application for fall winter and spring must be submitted by July 1 of that year, and application for summer use must be submitted by March 1 of that year. The Park District reserves the right to preempt the use of the Park District properties in order to perform lawn mowing and other maintenance functions which have been rescheduled due to weather conditions and/or availability of maintenance personnel and equipment and also for special activities, programs or events conducted on the Park District property, provided the Park District shall give the School District ten (10) working days prior written notice of any such special activity, program or event except in the case of any emergency or unforeseen situation.

District 23 shall have the right to use the Park District's recreational equipment, including, without limitation, playground equipment, backstops, tennis courts, backboards and goal posts. District 23 shall not be responsible for any portion of the costs of maintaining, repairing or replacing such equipment unless such costs result from damage caused by other than ordinary wear and tear while District 23 is utilizing the Park District property or equipment

District 23 shall not permit its employees, representatives, agents and invitees access to newly seeded fields or other unauthorized areas. District 23 shall be solely and fully responsible for the supervision of its employees, representatives, agents and invitees while on Park District properties during scheduled District 23 activities.

- C. USE OF DISTRICT 23 PROPERTY:** The Park District shall have the non-exclusive right to use for recreational and related purposes those certain areas and such other areas as may be permitted in writing by District 23 ("the school facilities") located on certain District 23 real estate ("District 23 Properties"), which school facilities and District 23 properties are identified in "Exhibit B" attached hereto.

The Park District shall have first priority in the use of such school facilities except when they are being used by District 23 when school is in daily session or when they are being used for school programs; provided however, that Prospect Heights Wheeling Youth Baseball Softball shall have first priority in the use of ball diamond located on the MacArthur Middle School complex which were constructed and are being maintained by the Prospect Heights Wheeling Youth Baseball Softball, which organization shall have the first priority use of said ball

~~diamond.~~ The Park District agrees to furnish District 23 with a written formal application for the use of the District 23 properties.

Application for fall and winter use must be submitted by August 1 of that year, and an application for spring and summer use must be submitted by March 1 of that year. The School District reserves the right to preempt the Park District's use of school facilities for special programs, activities, events, and maintenance functions during the evening hours and at times other than normal school hours, provided it gives the Park District ten (10) days prior notice, except that such notice will not be required where the cancellation and rescheduling of inter-scholastic sports competitions are required or in emergency or unforeseen situations. The Park District shall have the right to use certain of District 23's recreational equipment located in its school facilities. The Park District shall not be responsible for the cost of maintaining, repairing or replacing District 23's property or equipment unless said property or equipment is damaged by other than ordinary wear and tear while the Park District, its employees or agents, its assignees or designees are utilizing said property or equipment.

- D. OBLIGATIONS OF THE PARTIES:** Neither the Park District nor District 23 shall permit their employees, representatives, agents or invitees to wander about in, or gain access to, unauthorized areas of the other party's properties, provided that each District shall lock doors and/or provide barriers in corridors leading to such unauthorized areas. Each District shall be solely and fully responsible for this supervision of its own employees, representatives, agents and invitees while on the property of the other District.

Neither the Park District nor District 23 shall permit its employees, representatives, agents and invitees to bring alcoholic beverages or smoke tobacco products on the other Districts properties.

Neither the Park District nor District 23 shall permit their employees, representatives, agents or invitees to park any vehicle on the other District's property except designated parking areas.

E. MAINTENANCE OF PROPERTIES:

1. The Park District shall maintain its properties, including playground equipment, backstops, tennis courts, backboards and goal posts in a reasonably safe and neat condition. District 23 understands that the mowing of play fields is dependent on weather conditions and subject to availability of mechanical equipment.
2. District 23 shall maintain its facilities in a reasonably safe condition and shall be responsible for the ordinary and routine maintenance of its buildings and immediate grounds, parking lots and driveways, including all hand mowing responsibilities of or its grounds. The Park District understands that that the mowing of playing fields is dependent upon weather conditions and subject to availability of mechanical equipment.
3. Each party shall use the other party's property in a reasonably careful manner and return it to the other party in good condition, ordinary wear and tear accepted. Each party shall be responsible for the removal of all litter and debris (i.e., cans, bottles, etc.) from the other's property resulting from and immediately following said party's use of it. Each

party shall be responsible for and pay the other additional janitorial costs (i.e., costs other than those to be assumed by a part under Section H, 1 and 2) and other costs incurred as a result of said party's use of the others property, including but not limited to costs incurred for the removal of debris and litter accumulated during programs sponsored by said party.

F. INDEMNIFICATION, LIABILITY AND INSURANCE:

1. The Park District shall indemnify and forever hold harmless District 23, its officers, agents, representatives, and employees, successors and assigns against any and all claims, demands, costs, and expenses for any nature whatsoever, including reasonable attorney's fees for the defense thereof, arising from or in connection with the Park District's use of District 23 properties; except to the extent caused by any negligent act or omission of any party being indemnified.
2. District 23 shall indemnify and forever hold harmless the Park District, its officers, agents, representatives, and employees, successors and assigns against any and all claims, demands, costs and expenses for any nature whatsoever, including reasonable attorney's fees for the defense thereof, arising from or in connection with the District 23's use of the Park District properties; except to the extent caused by any negligent act or omission of any party being indemnified.
3. The Park District, at its sole cost and expense at all times during the term of this Agreement, shall cause District 23 to be named as an additional insured on the Park District's comprehensive general public liability insurance policy shall not be less than Two Million Dollars (\$2,000,000) for injury or death of a single person and not less than Two Million Dollars (\$2,000,000) per occurrence for injury or death. Property damage insurance shall not be less than Two Million Dollars (\$2,000,000).
4. District 23, at its sole cost and expenses at all times during the term of this Agreement, shall cause the Park District to be named as an additional insured on District 23's comprehensive general public liability insurance policy. Said general public liability insurance shall not be less than Two Million Dollars (\$2,000,000) for injury or death of a single person and not less than Two Million Dollars (\$2,000,000) per occurrence for injury or death. Property damage insurance shall not be less than Two Million Dollars (\$2,000,000).
5. All policies shall provide that they shall not be cancelled or altered except upon ten (10) working days prior written notice to the additional insured party. Each party shall provide the other with copies of such insurance policies.

G. ALTERATIONS: The Park District shall not make any alterations or additions to the School District premises without the School District's prior written consent. The School District shall not unreasonably withhold approval of any non-structural alterations in and additions to the School District premises requested by the Park District. Likewise, the School District shall not make any alterations in or additions to the Park District premises without the Park District's prior written consent. The Park District shall not unreasonably withhold approval of any

nonstructural alterations in and additions to the Park District Premises requested by District 23.

H. EARLY TERMINATION:

1. This Agreement may be terminated by either party upon one hundred eighty (180) days prior written notice to the other, except that such termination shall be without prejudice to any rights or claims a party may have against the other arising prior to the date of said termination.
2. At the termination of this Agreement, the Park District shall be entitled to remove in a reasonable length of time any baseball backstops, fences gymnastics equipment, swings and other outdoor play equipment which it owns and has caused to be installed on the premises, pursuant to Section G, provided that the area upon which such items have been installed shall be returned to the School District in the same condition as existed prior to the installation of (said) equipment.

I. FEES AND SERVICES: During the term of this Agreement and any extended term hereof:

1. District 23 shall pay fees to the Park District as follows:

All additional janitorial and other costs under Section E.3 and any other costs for personnel and services above those costs normally and ordinarily incurred by the Park District and resulting from District 23's use of the Park District properties. All amounts will be paid within forty-five (45) days following billing.

1. The Park District shall pay fees or provide services to District 23 as follows:
 - a. Additional janitorial and other costs under Section E.3 and any costs for personnel and services above those costs normally and ordinarily incurred by District 23 and resulting from the Park District's use of the District 23 properties. An additional fee for the opening and closing of schools on days and or at times when a regularly scheduled janitor is not on duty, which fee shall not exceed a one-hour rate for opening time and one-hour rate for closing time. All amounts will be paid within forty-five (45) days following billing.
 - b. For the use of District 23 facilities, and to reimburse District 23 for all indirect costs, Two Thousand Dollars (\$2,000,000) per year beginning on the date hereof and on each anniversary date hereafter.
2. The Park District shall mow the grass on the east side of the Eisenhower school site. Said mowing will not include trimming around school or playground equipment not purchased and maintained by the Park District.
3. It is understood and agreed that all inhabitants who reside within School District 23 boundaries shall be entitled to participate in any and all programs and Park District facilities listed on "Exhibit A", under the same terms and conditions as such rights are extended to inhabitants of the Park District. In the event, such participation or use requires the payment of any fee or charge, the inhabitants of School District 23 who reside

outside of the Park District boundaries shall be required to pay no greater fee or charge than inhabitants of the Park District.

4. The Park District shall provide use of the Old Orchard Country Club as a staging area for District 23 students in an event of an emergency where the students must be evacuated from the school facilities.

- J. NOTICES:** All notices shall be in writing, except as otherwise provided herein and mailed with postage prepaid, or hand delivered to the individuals and at the address indicated below:

If to District 23:

Prospect Heights School District 23
ATTN: Superintendent
700 N. Schoenbeck Road
Prospect Heights, IL 60070

If to Park District:

Prospect Heights Park District
ATTN: Executive Director
110 W. Camp McDonald Road
Prospect Heights, IL 60070

or to such other individuals or addresses as the parties may designate in writing.

K. MISCELLANEOUS:

1. This Agreement shall be binding upon the parties, their successors, and permitted assignees. This Agreement shall not be modified or amended except by written instrument signed by the parties hereto. This Agreement shall be interpreted and construed in accordance with the laws of the State of Illinois.
2. This Agreement shall in no way restrict or abridge the right of the School District to close any one of its schools, and to sell or rent the buildings at the school location. Upon the sale or rental of any school properties or buildings, this Agreement may be null and void as to the school property or building and at the discretion of either of the parties hereto, the entire Agreement may be terminated upon 180 days written notice and that the annual payment which had been made shall be prorated as of the last day that this Agreement shall be in binding effect and the balance shall be repaid to the other party.
3. The Park District and School District 23 shall at all times provide its own consumable equipment for its programs unless otherwise specifically agreed to the contrary in writing.

- L. ADDITIONAL PROPERTY:** The parties may, by mutual agreement, add additional properties to Exhibit A and B of this Agreement.

M. NO THIRD-PARTY BENEFICIARY: This Agreement is entered into solely for the benefit of the contracting parties, and nothing in this Agreement is intended, either expressly or impliedly, to provide any right or benefit of any kind whatsoever to any person or entity who is not a party to this Agreement, or to acknowledge, establish or impose any legal duty to any third party.

IN WITNESS, WHEREOF, the parties have duly caused this Agreement to be executed on the day and year first above written.

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

Prospect Heights School District 23
700 N. Schoenbeck Road
Prospect Heights, IL 60070

BY: _____
President

BY: _____
President

Secretary

Secretary

EXHIBIT A

PARK DISTRICT PROPERTIES & FACILITIES

Property:

Facilities: Gary Morava Recreation Center
Aquatic Center

EXHIBIT B

DISTRICT 23 PROPERTIES & FACILITIES

Property: Eisenhower Baseball Diamond

Facilities: Eisenhower Elementary School Gymnasium
Eisenhower Elementary School Classrooms

Property: Sullivan/~~MacArthur~~ Baseball Diamond

Facilities: MacArthur Middle School Gymnasium
MacArthur Middle School Theater