



**PROSPECT HEIGHTS
PARK DISTRICT**

Phone: (847) 394-2848

Fax: (847) 394-7799

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

MAY 17, 2016

**BOARD
REPORT**

PUBLIC NOTICE

Prospect Heights Park District
Agenda for the Regular Board Meeting
May 17, 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**

- IV. **Recognition /Welcome**
 - A. Residents

- V. **Approval of Minutes**
 - A. Committee of the Whole Meeting – April 19, 2016
 - B. Regular Board Meeting – April 19, 2016

- VI. **Announcements (Meetings)**

	<u>Date</u>	<u>Time</u>	<u>Location</u>
A. Committee of the Whole Park Tour	05/18/16	3:00 PM	Varies
B. Regular Board Meeting	06/21/16	7:00 PM	GMRC

- VII. **Park District Treasurer's Report**

- A. Cash Report # 5
- B. Approval of Warrants for Payment

	<u>Date</u>
1. Vendor # 4	04/07/16
2. Vendor # 4A	04/15/16
3. Vendor # 4B	04/21/16
4. Vendor # 4C	04/28/16
5. Vendor # 4D	Electronic
6. Payroll # 7	04/01/16
7. Payroll # 8	04/15/16
8. Payroll # 9	04/29/16
9. Refund # 4	April

- 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

XIII. New Business

- A. NWSRA Presentation
- B. Resolution to accept policy related to the naming of Prospect Heights Park District property
- C. Nomination and Election of Officers
 - 1. Park Board President
 - 2. Park Board Vice President
 - 3. Park Board Treasurer
 - 4. Park Board Secretary
- D. Park District Appointments May 2016 – April 2017
 - 1. Park District Attorney
 - 2. Representative to NWSRA Board
 - 3. Recording Secretary

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.

**COMMITTEE OF THE WHOLE 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 19, 2016**

DRAFT

Call to Order

Roll Call

Vice President Terry Curtis called the Committee of the Whole Meeting of the Prospect Heights Park District to order at 6:00 p.m.

Commissioners present:

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

Also Present:

Christina Ferraro – Executive Director
Marc Heidkamp – Director of Golf Operations
Scott Devlin – Business Manager
Edlyn Castil – Admin. Asst./Recording Secretary

Commissioners absent:

Lisa Gould

A quorum was present.

Corrections / Additions / Approval of Agenda

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

Introduction of Guests/Citizens

There were none.

Announcements (Meetings)

A Regular Board Meeting will be held on 04/19/16 at 7:00 PM at GMRC and on 05/17/16 at 7:00 PM at GMRC.

Correspondence

There were none.

Public Comment

There were none.

Unfinished/Ongoing Business

There were none.

New Business

OOC Programs, Facilities Grounds & Maintenance Committee

The 2016 Golf Operation Strategic Plan/Goals and Objectives (Exhibit A) was distributed to the Board.

DRAFT**New Business (continued)**

Director of Golf Operations Marc Heidkamp and Commissioner Malouf discussed the Banquet Operations. There was lengthy discussion about (1) the need to satisfy the Golf experience with food and beverage availability and (2) the banquet experience and (3) the need to be prepared to take over the banquet operations should Midori not fulfill their contract obligations. Executive Director Christina Ferraro and Director of Golf Operations Marc Heidkamp were given direction by the Board to meet with Midori to discuss the Park District's expectations with the food and beverage and banquet services at OCCC. Park Attorney Jim Lennon is to review the contract.

Director of Golf Operations Marc Heidkamp and Commissioner Malouf also discussed the four marketing campaigns the Committee will be working on during the 2016 season:

1. Membership retention and growth.
2. Outing marketing for additional groups and retention of prior events.
3. Open Play development of additional play.
4. League Development on available weekdays.

Marc will be reporting on the campaign throughout the year. He will present to the Board at the next meeting the amount of money needed to run the food and beverage and banquet services. He will also take inventory of the banquet equipment.

Finance Committee

The Finance Committee will hold a meeting on 6/26/16 at 6 pm at GMRC.

Adjournment

With no further business to discuss a motion was made by Commissioner Jackson and seconded by Commissioner Malouf to adjourn the Committee of the Whole Meeting at 6:54 p.m. The motion was unanimously approved with a voice with one absent (Commissioner Gould). The motion carried.

Respectfully Submitted,
Edlyn Castil
Recording Secretary

Secretary: _____

M. Malouf, Prospect Heights Park District Secretary

To: Prospect Heights Board Members

From: Old Orchard Golf Committee

Old Orchard Country Club

2016 Golf Operation Strategic Plan/Goals and Objectives

The first thought that comes to mind is the Future of the Old Orchard Country Club. The good news is we see brighter days ahead for the club. Now is the time we should start planning for some necessary changes that will help grow revenue for the club and also provide additional money to support the entire park district. With the current set up (Leased arrangement) the club is lacking in several areas of service and not providing a Country Club experience to our patrons... All we have currently to offer is a well-managed, beautifully manicured golf course. Due to the conflicts we face daily, it is extremely challenging to grow our business without being able to control the whole golfing experience of our patrons. We feel strongly that the overall daily experience we are providing needs to change, once done our client base will grow quickly. When comparing us to our competition, we see the clubs that are thriving are the ones running their entire facilities. By doing so we can guarantee that all operations at the club are working together to achieve a goal that provides the best service possible to our guests. As it stands now, we have a conflict of interests that only drives our most loyal clients away. This has to change in order to grow our business and retain our client base. We have witnessed the decline of patrons over the past several years because other facilities are providing a better daily experience to their patrons. We recommend new staff is hired for event planning to include restaurant & bar, social and corporate events, banquets facility, etc. with Christiana Ferraro support and under Marc Heidkamp direction that will help turn our club into the envy of our competition and bring back the reputation we enjoyed in the past years. We realize the current lease will be expiring, December of 2018. So with that being said, now is the time to start planning for that day. In the mean time we will do everything possible to provide services to our clients with hopes of change right around the corner.

For the 2016 season we will be working on four simultaneous marketing campaigns that should produce additional play and boost income to insure for a profitable 2016 season. These four campaigns will be monitored throughout the season, and we will provide monthly reports as to how effective they are performing.

The four campaigns will be as follows:

1. Membership retention and growth.
2. Outing marketing for additional groups and retention of prior events.
3. Open Play development of additional play.
4. League Development on available weekdays.

Membership development and retention campaign will commence starting October 31, 2015 and continue through March 2016. Advertisement through our web site will be the primary way we spread

the information about membership plans for 2016. We will also advertise several times in the local new papers to feature our new membership offerings for the upcoming season. Some of our membership offers will be changed to provide additional open play revenue opportunities on weekend's throughout the season. Permanent tee time membership will stay in place with hopes of selling some additional slots in early weekend times. We have budgeted \$175,000 in revenue which is an 18% increase goal set over our 2015 membership revenues.

Outings' marketing has already started and will continue throughout the entire 2016 season. We will start reaching out to prior events and lock them in to their desired times. At the same time we will be contacting several of the local businesses and corporations HR department heads and sending out outing brochures to them. We will also be going door to door, cold calling on companies throughout the winter developing new relationships that should produce additional outing revenue as we have done over the past several years with tremendous success. Budget goal for the 2016 season will be \$230,000, which is a 15% increase from the 2015 budget.

Open Play development will commence January 1, 2016 and run the entire season. We have developed a marketing list during the 2015 season and have captured 15,540 email addresses. These addresses will be utilized throughout the entire season keeping our client base well informed about special offers and deals during the season. We will also roll out a birthday club offer that will stimulate additional play during off peak times. Open play offers through Great greens fees, Groupon, Clipper daily deals, Group golfer and our web site will be promoted and sold in advance which will help fill the tees sheet on weekdays and slow times. Our budget for the 2016 season will be \$375,000, which is a 10% increase from the 2015 projected revenues.

League play development has already started and will continue into March of 2016. We will be looking to fill vacated slots that were held by other golf courses during their renovation periods. Several ads will be placed throughout the winter months featuring days that are available. Also we will be cold calling local businesses and corporations HR departments' notifying them about available slots on weekday twilight play. Our main goal in this area will be to fill Monday to Friday twilight times that will help secure guaranteed play in the spring and fall. During these times the weather is typically cooler and it is extremely beneficial to the club when these times are sold to league play. Our main budget goal in this department will be to achieve the same revenue number as we did in 2015. That income was \$31,000 for 2015 and would be wonderful to just match it.

Banquet Operation: After reviewing the food and beverage operation and the amount of money being brought in vs the costs to run the operation, it just isn't feasible anymore. The time has come for the Prospect Hts. Board to make the decision to run the food and beverage internally and allow me to run and oversee the operation. I am confident; along with my team we can manage and build back a larger audience that will provide the Park District with additional profit that we need to ensure the success and long term goals of Old Orchard Country Club. We already run most of our golf outings from booking, to set up, to lunch at halfway house, to room set up, to timing of dinner service. I would strongly recommend to the board that we start planning for the future and building back the clubs reputation we enjoyed in the past years. The only way to ensure the service is up to the standard of the

Park District is to operate the entire facility ourselves and reap the rewards of our efforts. I am extremely confident, we will be able to grow new business and recapture hundreds of local clients once they find out we are running the banquet and food service again. I am currently working on recording all assets that are on the premises. Once complete I will provide a detailed inventory of all equipment so in the event of operation change we will know what the parks property is truly. I realize this will be a tremendous challenge for all of us, but I am confident that with the changes I will make Old Orchard the a better place again and the entire community will truly enjoy patronizing the club again. This is a critical time for the Club with more competition in the area. We need to correct this issue as soon as possible so we can make Old Orchard Country Club the place to be once again.

Closing: We will be reporting on each campaign throughout the year and also looking to develop new ideas that will help produce excellent results with the current campaign offerings. We will also be working on our web site to enhance some features that will allow us to make on line registration and tee time booking more efficient.

Starting in 2016 we will be starting a blog and monthly newsletter to our entire email client list. In addition we will be growing our social media presents that should produce additional players that will follow our blog and Facebook programs.

We are excited to get underway and look forward to an extremely busy and successful 2016 golfing season.

**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 19, 2016**

DRAFT

Call to Order

Roll Call

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

Commissioners present:

Vicki Carney
Terry Curtis
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
Marc Heidkamp – Director of Golf Operations
Scott Devlin – Business Manager
Olivia Shapley – Supervisor of Recreation
Jim Lennon – Park Attorney
Edlyn Castil – Admin. Asst./Recording Secretary

Commissioners absent:

Lisa Gould

A quorum was present.

Pledge of Allegiance

The Pledge of Allegiance was led by Terry Curtis.

Corrections / Additions / Approval of Agenda

Commissioner Curtis requested to add OOC Programs, Facilities Grounds & Maintenance Committee discussion under New Business and move Item XI Public Comment to Item III and move Item XIII New Business after Public Comment.

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

Public Comment

Mary Ellen Siemens spoke on behalf of the Friends of Tully Park. She thanked the Board for listening to their requests to keep Tully Park as open space. Friends of Tully Park met with the Natural Resource Commission and provided notes from their meeting that was held on April 17, 2016 (Exhibit B).

Will Wagner inquired about the possibility of the Park District purchasing the neighboring property.

Jack Helpin of St Viator Golf thanked OOC and the Board for the state of the art practice area which St Viator agreed to pay \$18,000 (\$3,000/yr for 6 years) for the construction. He submitted a corrected contract (Exhibit C) to the Board.

New Business

2015 Audit Management Letter - Abdullah Khan of Knutte & Associates Inc reviewed the 2015 Audit Management Letter and highlighted sections of the CAFR.

DRAFT**New Business (continued)**

OOCC Programs, Facilities Grounds & Maintenance Committee Meeting – Commissioner Curtis reported that during the OOCC Programs, Facilities Grounds & Maintenance Committee Meeting held prior to this meeting, direction was given to Executive Director Christina Ferraro and Director of Golf Operations Marc Heidkamp to meet with Midori to discuss the Park District's expectations with the food and beverage and banquets services offered at OOCC. Park Attorney Jim Lennon is to review the agreement and all are to report back at the next meeting.

Correspondence

Northfield Presbyterian Church religious ownership real estate taxes exemption

Recognition/Welcome

Residents – Residents Mary Ellen Siemens, Rod Siemens, Nancy Lutton, Wendy Dewar, Lynn Anderson, Al Stewart, Meg Vannelli, Will Wagner and Abdullah Khan of Knutte & Associates Inc were in attendance.

Recognition – Superintendent of Recreation Julie Caporusso welcomed Olivia Shapley the new Supervisor of Recreation. Olivia recognized Tom Semerau for his hard work with the Fitness Center, Driver and Floor Hockey. He will be recognized at the next All Staff Meeting.

Approval of Minutes**Recreation Facilities, Parks & Maintenance Committee Meeting – March 15, 2016****Regular Board Meeting – March 15, 2016**

Commissioner Jackson discussed correcting page 1 of the March 15, 2016 Recreation Facilities, Parks & Maintenance Committee Meeting minutes under Roll Call to read "President Lisa Gould called the **Recreation Facilities, Parks & Maintenance Committee Meeting** of the..."

A motion was made by Commissioner Jackson and seconded by Commissioner Loranger to approve the March 15, 2016 Recreation Facilities, Parks & Maintenance Committee Meeting minutes as amended and the March 15, 2016 Regular Board Meeting minutes as submitted. The motion was unanimously approved with a voice vote with one absent (Commissioner Gould). The motion carried.

Announcements (Meetings)

A Regular Board Meeting will be held on 05/17/16 at 7:00 PM at GMRC.

Park District Treasurer's Report**Cash Report #4**

Mt Pros State	Payroll	#90001511	Sweep Acct.	Outstanding checks	\$	(2,764.83)
Mt Pros State	Vendor	#90001503			\$	(90,059.11)
Mt Pros State	Imprest	#90001529	Sweep Acct.	Outstanding checks	\$	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	\$	4,006,115.70

A motion was made by Commissioner Carney and seconded by Commissioner Jones to accept the Treasurer's Report – Cash Report #4 dated April 19, 2016 in the amount of \$4,006,115.70.

DRAFT**Park District Treasurer's Report (continued)**

The motion was unanimously approved with a voice vote with one absent (Commissioner Gould). The motion carried.

Approval of Warrants for Payment

Vendor #3	03/03/16	\$	34,822.92
Vendor #3A	03/10/16	\$	19,396.76
Vendor #3B	03/18/16	\$	25,122.69
Vendor #3C	03/24/16	\$	15,901.11
Vendor #3D	03/31/16	\$	82,507.18
Vendor #3E	Electronic	\$	12,520.06
Payroll #5	03/04/18	\$	53,300.37
Payroll #6	03/18/16	\$	53,886.43
Refund #3	March	\$	200.00
Total of Warrants		\$	297,657.52

A motion was made by Commissioner Carney and seconded by Commissioner Malouf to accept Warrants for payment as submitted for Vendor Warrants # 3, 3A, 3B, 3C, 3D, 3E Payroll 5, 6 and Refund #3 in the amount of \$297,657.52. The motion was unanimously approved by a roll call vote.

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

Nays: None

Absent: Commissioner Gould

The motion carried.

Business Manager Report

YTD Fund Summary – as submitted. Business Manager Scott Devlin informed the Board that audited numbers are included on the Fund Sheet. Financial Statements were sent out last Friday. Board Members are to contact Scott should they have any questions.

Attorney's Report

Legal Matters – Attorney Jim Lennon reported he spoke to the Attorney of the church right after the last meeting and informed him that the Park District will no longer be proceeding with the transfer of the Tully Park property.

Administrative / Operational Summary

Executive Director – as submitted. Executive Director Christina Ferraro also reported the bands are booked and food trucks will be available at the Block Party. Mount Prospect Bank has agreed to sponsor the Block Party. Christina has been working with the Natural Resource Commission with hiring an intern. They have met with the student who is coordinating the Capstone project which will be presented to the Board at the June meeting. NWSRA will be doing a presentation for the Board at the May meeting. She reviewed the cost analysis for IAPD, IPRA, NRPA, NWSRA and PDRMA. Membership to IAPD will be revisited next year. Christina discussed the Capital Projects Fund 518. She plans to provide a quarterly update. \$40,000 was budgeted for the GMRC rear HVAC but has been on hold. She is recommending proceeding with this project.

Superintendent of Recreation – as submitted. Superintendent of Recreation Julie Caporusso also reported the Senior Lunch and Wine Tasting & Bucket of Balls events are filled. The Park District received the \$1,000 Power Play Grant from IAPD.

DRAFT

Administrative / Operational Summary (continued)

Superintendent of Facilities and Parks – as submitted. Superintendent of Facilities and Parks Dino Squiers reported the State rejected the variance for the whirlpool. Dino discussed options for that space which included continuing the patching of the whirlpool, converting room to a free weights room, converting the room into office space/meeting room. There was discussion about converting the existing saunas to steam saunas. Dino also reported the Tennis Courts project will be completed in two phases so that there are courts available to play on.

Director of Golf Operations – as submitted. Director of Golf Operations Marc Heidkamp reported Golf has had a good start in March and he is looking forward to a great year.

Superintendent of Greens – as submitted. Director of Golf Operations Marc Heidkamp reported budgeted equipment has been ordered. Jerry and his crew have done a great job with the removal of several trees.

Administrative/Operational Updates – There were none.

Unfinished/Ongoing Business

GMRC Whirlpool Recommendations – As reported in Administrative/Operational Summary.

PHPD Investment Policy – This item will be moved to the May meeting for discussion.

Recess into Executive Session

A motion was made by Commissioner Malouf 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 7:57 p.m. The motion was unanimously approved with a voice vote with one absent (Commissioner Gould). The motion carried.

Reconvene to Open Session

Open session reconvened at 8:15 p.m. During Executive Session Land Acquisition was discussed.

Possible Action on Matters Discussed in Executive Session

Park Attorney Jim Lennon was directed to take action consistent with matter discussed in Executive Session.

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 8:16 p.m. The motion was unanimously approved with a voice with one absent (Commissioner Gould). The motion carried.

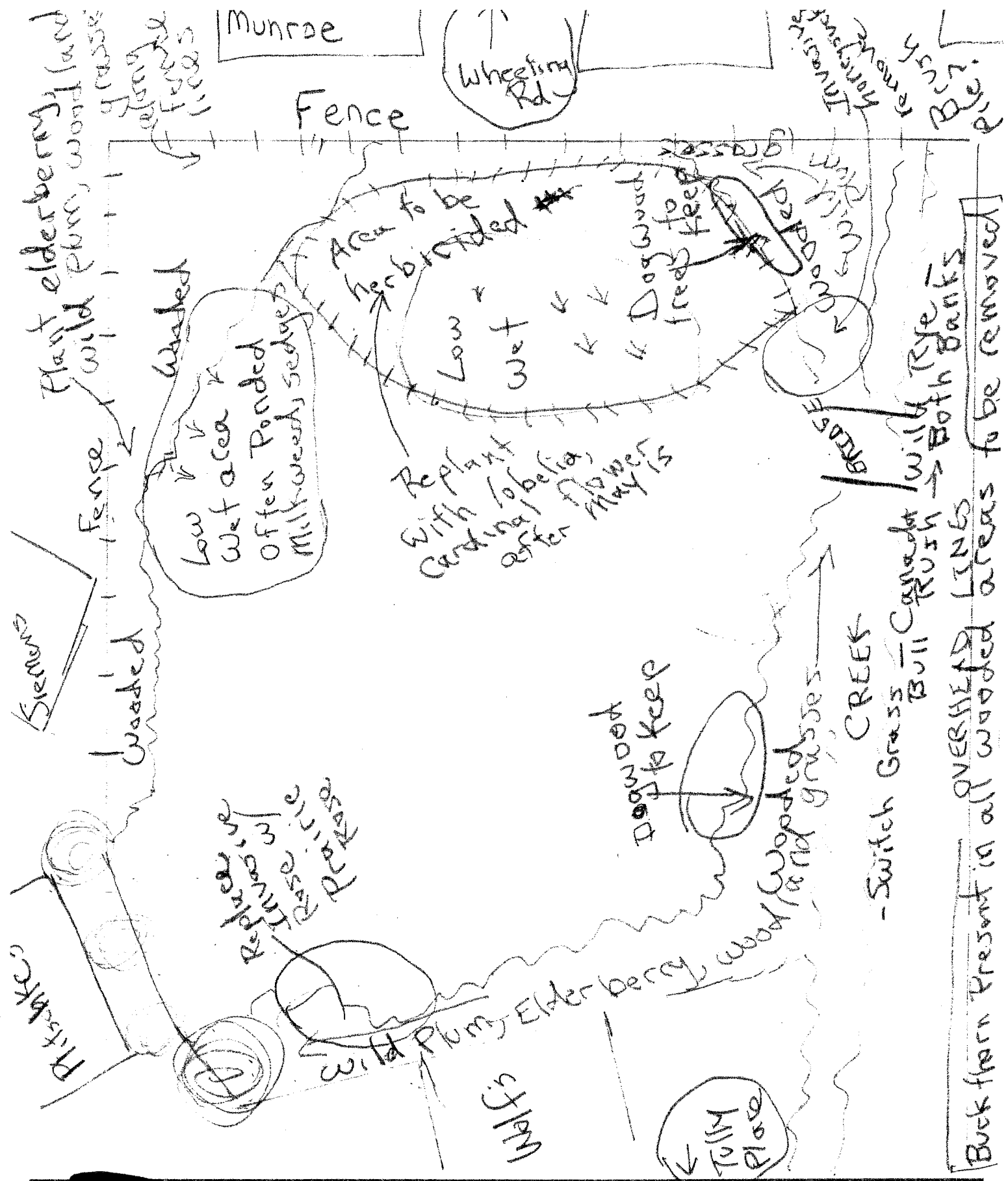
Respectfully Submitted,
Edlyn Castil
Recording Secretary

Secretary: _____

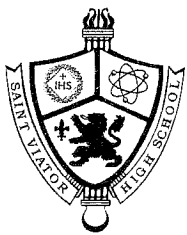
M. Malouf, Prospect Heights Park District Secretary

Notes from Initial Tully Park Meeting held Sunday April 17, 2016

- Agnes W. and Dana S. from the Prospect Heights Natural Resource Commission (NRC) met with us at the park to help develop a plan for naturalizing Tully Park.
- It was agreed to schedule a work day for the park on May 1, 2016 starting at 8 am to 12 pm to clear and burn the buckthorn currently infesting the wooded areas around the borders of the park.
- Most of the surrounding residents were present and only one raised concerns over the clearing of the buckthorn. Friends of Tully Park will keep the surrounding residents informed and plans to plant fast growing woodland shrubs in place of the buckthorn to fill in the "empty spaces".
- All burning must be cleared with the Prospect Heights Fire Department. Currently only one bonfire event is scheduled, May 1 and NRC will coordinate with Fire Department.
- Friends of Tully Park will be responsible for reserving the park for work days and times.
- NRC agreed to give us plugs of the suggested plants after May 15 that several residents will store and maintain until planting.
- Prior to May 1 neighborhood residents will be encouraged to help clear the deadfall from the wooded area to make it easier to get to the buckthorn.
- Plants recommended for filling in the wooded areas where buckthorn is removed include woodland shrubs such as elderberry and wild plum; and woodland grasses such as tall bell flower and wood mint.
- The northeast corner area of the park is very wet, typically with standing water and it was suggested to plant swamp milkweed, grasses and sedges in that area.
- Plants suggested for naturalizing include lobelia, cardinal flower and great blue lobelia. These can be planted in wet areas as well. We would like to herbicide a small rectangular area at the east end of the grassy park space and plant plugs of these naturalizing plants in that area. NRC will apply the herbicide for us on the May 1 work day as they are licensed to do this. Appropriate signage will be posted. This area is behind the homes that face Wheeling Road where there is typically a flooding problem. Planting can then occur two weeks after the herbicide is applied, mid-May.
- The banks of the creek are a concern as they were cleared and are beginning to show signs of erosion. Suggested plantings on the banks near the water include Canada wild rye, bull rush and switch grass to hold the soils in place. This planting can occur anytime excluding extremely hot weather.
- During the walk through, several good plants were discovered and marked to be preserved including dogwood and grapevine.
- Invasive honey suckle and rose bushes will be removed and replaced with prairie rose and potentially a brush pile near the bridge for the woodland creatures.
- Additional work days will be scheduled as needed. The goal is to finish the buckthorn removal May 1 and remaining work days this season will be planting days.



	Project		Not to Scale	
	Tully Park			
Project No.	Date	By	of	
001	4/19/16	WTO		



Saint Viator High School

1213 East Oakton Street Arlington Heights IL 60004-5099 (847) 392-4050 Fax (847) 392-4101
www.saintviator.com

Exhibit C

April 19, 2016

Revised Agreement with Prospect Height Park District

This is a contract between Saint Viator High School (SVHS) and the Prospect Heights Park District that they are entering into jointly to develop a short game practice area at Old Orchard CC (OOC). A copy of drawings for the short game area are attached and all parties agree that those drawings will be adhered to in the development of the area as nearly as possible.

SVHS agrees to provide funding for the needed supplies and labor to create the practice area up to a maximum total of \$18,000. Saint Viator will pay for the creation of the facility over a 6 year period with payments of \$3,000 a year payable on or before August 1 in 2015, 2016, 2017, 2018, 2019 and 2020.

Prospect Heights Park District, as the owner and operator of Old Orchard CC, agrees to complete the short game practice area and maintain said area. They agree to the following items for Saint Viator boys and girls golf teams:

- Charges for the boys teams' play and practices will be capped annually at \$5,800 for the next six years.
- Practice area will be scheduled during the high school golf season (mid August to mid October) with SVHS boys and girls teams given priority between 3:30 pm and 5:30 pm during the week. No outside usage will be permitted during that time.
- Teams will be allowed to use the facility for their summer camps (three weeks in June)
- Practice area will be maintained to the same level that OOC greens, fairways and traps are kept.

Jack Halpin
Golf Coach



2008 & 2014 Recipient of Blue Ribbon School of Excellence

TO: Board of Commissioners, Prospect Heights Park District

Pink

FROM: Park District Treasurer

DATE: 5/17/2016 CASH REPORT FY 16

Motion by Commissioner _____ to approve CASH REPORT 5

Voice Vote

as submitted. Seconded by Commissioner _____.

ACCOUNTS

AMOUNTS

Mt. Pros.State	Payroll	#90001511	sweep acct.	outstanding checks	\$	(9,235.66)
Mt. Pros.State	Vendor	#90001503	sweep acct.	outstanding checks	\$	(48,468.04)
Mt. Pros.State	Imprest	#90001529			\$	5,000.00
Mt. Pros.State	General/Sweep	#90001498			\$	2,662,905.80
Mt. Pros.State	ATM	#90001537	Combined Bal -- Account and ATM Machine		\$	25,635.53
Mt. Pros.State	Cash Reserves	#90001545			\$	349,758.68
Mt. Pros.State	Class- Reg.	#90002787	sweep acct.	deposit in transit	\$	-
Mt. Pros.State	Investment	#107503657			\$	1,008,322.41
TOTALS					\$	3,993,918.72

5/17/2016

FINANCIAL
RESOLUTION

Motion by Commissioner _____ to approve WARRANT RESOLUTION

5/17/2016 as submitted. Seconded by Commissioner _____.

APPROVAL OF WARRANTS

5/17/2016

VENDOR WARRANTS

	Ck From - To	AMOUNTS
4 In the amount of	43198-43229	\$25,323.59
4A In the amount of	43230-43248	\$16,829.21
4B In the amount of	43249-43285	\$41,979.35
4C In the amount of	43286-43317	\$39,123.03
4D In the amount of	ELECTRONIC	\$12,760.34
Total Vendor Warrants		\$136,015.52

PAYROLL WARRANTS

	4/1/2016		
7 In the amount of	48256-48274	\$54,935.45	
	gross plus employer costs		
	4/15/2016		
8 In the amount of	48275-48293	\$53,922.51	
	gross plus employer costs		
	4/29/2016		
9 In the amount of	48294-48316	58,851.12	
	gross plus employer costs		
Total Payroll Warrants		\$	167,709.08

REFUND WARRANT

4 In the total amount of	Charge Card Ref.	\$	1,631.00
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TOTAL OF WARRANTS

\$	305,355.60
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5/17/2016

Roll Call



Prospect Heights Park District, IL

Expense Approval Report

By Payment Number

Payment Dates 4/7/2016 - 4/7/2016

Payment Number	Payment Date	Payable Number	Vendor #	Description	Vendor Name	Account Number	Payment Amount
							Item Amount
43198	4/7/2016	902186374	01079	S/O SHOES	ACUSHNET COMPANY	300-42-6010	80.45
							80.45
43199	4/7/2016	471430435	01006	PAYROLL PROCESSING PE 3/29/16	ADP INC	100-01-5430	216.49
							216.49
43200	4/7/2016	671750	01232	REPAIR PARTS	ARLINGTON POWER EQUIPMENT INC	300-41-6030	279.00
							279.00
43201	4/7/2016	101146	01015	CONTRACTED LABOR - GROUNDS PE 3/20/16	ASSOCIATED LABOR CORPORATION OF AMERICA	300-41-5300	4,614.86
		101177		CONTRACTED LABOR - GROUNDS PE 3/27/16		300-41-5300	2,368.76
							2,246.10
43202	4/7/2016	847577107803 4/7/	01016	847 577-1078 568 2 MARQUEE 3/22-4/21/16	AT&T	200-02-5320	55.20
							55.20
43203	4/7/2016	1002470757	01397	BALLS	BRIDGESTONE GOLF INC	300-1361	179.62
							179.62
43204	4/7/2016	PS00460	01020	REPAIR PARTS	BURRIS EQUIPMENT CO	300-41-6030	310.17
		PS00491		REPAIR PARTS		300-41-6030	281.88
							28.29
43205	4/7/2016	926697492	01300	S/O EQUIPMENT	CALLAWAY	300-42-6010	269.41
							269.41
43206	4/7/2016	DC64045	01415	CREDIT MEMO	COBRA PUMA GOLF INC	300-1360	4,908.59
		DC65117		CREDIT MEMO		300-1360	-387.00
		G858336		APPAREL		300-1360	-1,319.28
		G858965		EQUIPMENT		300-1360	1,980.06
		G860282		EQUIPMENT		300-1360	2,091.39
		G865542		EQUIPMENT CLUBS		300-1360	2,201.78
		LBOK42129		CREDIT - CLEAR LOCK BOX		300-1360	341.74
							-0.10
43207	4/7/2016	DP014038MS	01030	LANDSCAPE TURF SUPPLIES	DES PLAINES MATERIAL & SUPPLY	300-41-6026	692.10
							692.10
43208	4/7/2016	18509643	01031	ADMIN COPIER LEASE	DES PLAINES OFFICE EQUIPMENT	100-01-5430	728.86
		18536121		GMRC COPIER/PRINTER LEASE		100-01-5430	255.53
							473.33
43209	4/7/2016	224576	01585	LANDSCAPE & TURF SUPPLIES	FAULKS BROS CONSTRUCTION INC	300-41-6026	1,561.88
							1,561.88
43210	4/7/2016	1256	01692	EQUIPMENT - SALE SNACKS	FORE FUN LLC	300-1360	31.20
							31.20
43211	4/7/2016	9070908554	01037	REPAIR PARTS	GRAINGER	200-02-6032	1,232.96
		9070908554		REPAIR PARTS		300-40-6032	1,034.24
							198.72
43212	4/7/2016	01-145911	01038	REPAIR PARTS	HARRIS GOLF CARS	300-41-6034	133.48
							133.48
43213	4/7/2016	15330710 020716	01693	ADMIN WATER	HINCKLEY SPRINGS	100-01-5430	65.46
		15330710 030616		ADMIN WATER		100-01-5430	71.38
							-24.08

Expense Approval Report

Payment Dates: 4/7/2016 - 4/7/2016

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Payment Amount Item Amount
	15330710 040316	ADMIN WATER		100-01-5430	18.16
43214	4/7/2016	01084	IMPREST		2,516.27
	IMPREST 1/26/16-3/	IMPREST 1/26/16-3/29/16		100-01-6004	13.68
	IMPREST 1/26/16-3/	IMPREST 1/26/16-3/29/16		200-02-5335	34.59
	IMPREST 1/26/16-3/	IMPREST 1/26/16-3/29/16		200-02-6000	1,200.00
	IMPREST 1/26/16-3/	IMPREST 1/26/16-3/29/16		200-03-6028	100.00
	IMPREST 1/26/16-3/	IMPREST 1/26/16-3/29/16		200-03-6028	30.14
	IMPREST 1/26/16-3/	IMPREST 1/26/16-3/29/16		200-03-6028	90.81
	IMPREST 1/26/16-3/	IMPREST 1/26/16-3/29/16		200-04-6028	32.88
	IMPREST 1/26/16-3/	IMPREST 1/26/16-3/29/16		200-04-6028	36.88
	IMPREST 1/26/16-3/	IMPREST 1/26/16-3/29/16		200-04-6028	31.90
	IMPREST 1/26/16-3/	IMPREST 1/26/16-3/29/16		200-12-5300	140.00
	IMPREST 1/26/16-3/	IMPREST 1/26/16-3/29/16		300-40-5321	158.59
	IMPREST 1/26/16-3/	IMPREST 1/26/16-3/29/16		300-40-5321	106.90
	IMPREST 1/26/16-3/	IMPREST 1/26/16-3/29/16		300-40-5321	116.90
	IMPREST 1/26/16-3/	IMPREST 1/26/16-3/29/16		300-40-5321	121.21
	IMPREST 1/26/16-3/	IMPREST 1/26/16-3/29/16		300-40-5321	99.60
	IMPREST 1/26/16-3/	IMPREST 1/26/16-3/29/16		300-40-6001	28.07
	IMPREST 1/26/16-3/	IMPREST 1/26/16-3/29/16		300-40-6001	24.64
	IMPREST 1/26/16-3/	IMPREST 1/26/16-3/29/16		300-40-6004	33.44
	IMPREST 1/26/16-3/	IMPREST 1/26/16-3/29/16		300-40-6004	51.08
	IMPREST 1/26/16-3/	IMPREST 1/26/16-3/29/16		300-44-6028	64.96
43215	4/7/2016	01330	JB METAL WORKS INC		795.00
	17094	REPAIR PARTS		300-41-6030	550.00
	17095	REPAIR PARTS		300-41-6030	245.00
43216	4/7/2016	01044	JC LIGHT AND COMPANY		32.82
	1261-14760145	HARDWARE SMALL TOOLS SUPPLIES		300-41-6016	32.82
43217	4/7/2016	01410	JSN CONTRACTORS SUPPLY		39.95
	79770	STAFF UNIFORMS		300-41-6048	39.95
43218	4/7/2016	01238	KIMBALL MIDWEST		93.85
	4794254	REPAIR PARTS		300-41-6030	93.85
43219	4/7/2016	01186	MEIER BROTHERS TIRE SUPPLY INC		57.46
	276525	REPAIR PARTS		300-41-6030	57.46
43220	4/7/2016	01057	NAPA HEIGHTS AUTOMOTIVE		171.80
	878446	REPAIR PARTS		300-41-6030	4.49
	879269	REPAIR PARTS		300-41-6030	111.38
	879291	REPAIR PARTS		300-41-6030	22.97
	879562	HARDWARE SMALL TOOLS SUPPLIES		300-41-6016	9.99
	879564	REPAIR PARTS		300-41-6030	22.97
43221	4/7/2016	01062	OFFICE DEPOT		552.66
	829867117001	OFFICE SUPPLIES		100-01-6027	46.18
	829867388001	OFFICE SUPPLIES		100-01-6027	153.09
	830966227001	IRRIGATION MAINTENANCE		300-41-5428	8.39
	830966340001	OFFICE SUPPLIES/EQUIPMENT		300-1360	75.02
	830966340001	OFFICE SUPPLIES/EQUIPMENT		300-40-6027	269.98
43222	4/7/2016	01694	OLIVIA SHAPLEY		120.00
	CELL PHONE REIMB	CELL PHONE REIMBURSEMENT 4/16, 5/16, 6/16		408-99-5208	120.00
43223	4/7/2016	01066	PLATINUM SYSTEMS		131.25
	K-94276	CORE FILTERING & ARCHIVING		100-01-5300	131.25
43224	4/7/2016	01070	RAMROD		190.70
	758332	JANITORIAL SUPPLIES		200-02-6022	190.70

Expense Approval Report

Payment Dates: 4/7/2016 - 4/7/2016

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Payment Amount Item Amount
43225	4/7/2016 0070219690	01450 APPAREL	THE CIT GROUP COMMERCIAL SERVICES INC	300-1362	3,384.91 3,384.91
43226	4/7/2016 MASTER ORDER #35	01310 DANCE PASTA FUNDRAISER	THE PASTA SHOPPE	200-06-4008	276.00 276.00
43227	4/7/2016 017 WHP-IL-CW-16	01542 1/2 PAGE AD WPH CHAMBER	TOWN SQUARE PUBLICATIONS	100-01-5330	895.00 895.00
43228	4/7/2016 WINTER BBALL LEA	01164 WINTER BASKETBALL LEAGUE GIRLS 1-4TH	WHEELING PARK DISTRICT	200-07-5050	60.00 60.00
43229	4/7/2016 4519739383	01091 BALLS	WILSON SPORTING GOODS	300-1361	646.19 646.19
Grand Total:					25,323.59

Report Summary**Fund Summary**

Fund	Payment Amount
100 - CORPORATE FUND	2,250.01
200 - RECREATION FUND	3,313.34
300 - GOLF	19,640.24
408 - POLICE FUND	120.00
Grand Total:	25,323.59

Account Summary

Account Number	Account Name	Payment Amount
100-01-5300	CONTRACTED SERVICE	131.25
100-01-5330	ADVERTISEMENT	895.00
100-01-5430	SERVICE CONTRACTS	1,010.81
100-01-6004	EMPLOYEE RELATIONS	13.68
100-01-6027	OFFICE SUPPLIES	199.27
200-02-5320	TELEPHONE	55.20
200-02-5335	BOARD AND STAFF CON	34.59
200-02-6000	POSTAGE	1,200.00
200-02-6022	JANITORIAL SUPPLIES	190.70
200-02-6032	REPAIR PARTS BUILDING	1,034.24
200-03-6028	PROGRAM SUPPLIES-PR	220.95
200-04-6028	PROGRAM SUPPLIES-KIN	101.66
200-06-4008	FUNDRAISER	276.00
200-07-5050	WAGES-YOUTH LEAGUES	60.00
200-12-5300	CONTRACTED SERVICE	140.00
300-1360	GOLF EQUIPMENT INVE	3,034.75
300-1361	GOLF BALL INVENTORY	825.81
300-1362	GOLF APPAREL INVENTO	5,364.97
300-40-5321	SATELLITE TELEVISION	603.20
300-40-6001	PUBLIC RELATIONS	52.71
300-40-6004	EMPLOYEE RELATIONS	84.52
300-40-6027	OFFICE SUPPLIES	269.98
300-40-6032	REPAIR PARTS BUILDING	198.72
300-41-5300	CONTRACTED SERVICE	4,614.86
300-41-5428	IRRIGATION MAINTENA	8.39
300-41-6016	HARDWARE SMALL TOO	42.81
300-41-6026	LANDSCAPE AND TURF	2,253.98
300-41-6030	REPAIR PARTS EQUIPME	1,697.29
300-41-6034	REPAIR PARTS CARTS	133.48
300-41-6048	STAFF UNIFORMS	39.95
300-42-6010	GOLF SPECIAL ORDER E	349.86
300-44-6028	PROGRAM SUPPLIES-WA	64.96
408-99-5208	MOBILE PHONES	120.00
Grand Total:		25,323.59

Project Account Summary

Project Account Key	Payment Amount
None	25,323.59
Grand Total:	25,323.59



Prospect Heights Park District, IL

Expense Approval Report

By Payment Number

Payment Dates 4/15/2016 - 4/15/2016

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Payment Amount Item Amount
43230	4/15/2016 471708547	01006 PAYROLL PROCESSING EZLABOR	ADP INC	100-01-5430	427.01 427.01
43231	4/15/2016 03967787	01498 REPAIR PARTS	AMERICAN WELDING & GAS INC	300-41-6030	130.39 130.39
43232	4/15/2016 312456 312506 312531	01014 REPAIR PARTS REPAIR PARTS CHEMICAL SUPPLIES	ARTHUR CLESEN	300-41-6030 300-41-6030 300-41-6015	331.19 152.99 6.20 172.00
43233	4/15/2016 101226	01015 CONTRACTED LABOR - GROUNDS PE 4/3/16	ASSOCIATED LABOR CORPORATION OF AMERICA	300-41-5300	2,267.52 2,267.52
43234	4/15/2016 847255488304 4/15	01016 847 255-4883 294 7 OCCC F&A 4/1-4/30/16	AT&T	300-40-5320	69.04 69.04
43235	4/15/2016 847255203304 4/15	01016 847 255-2033 863 2 GROUNDS 4/1-4/30/16	AT&T	300-41-5320	120.05 120.05
43236	4/15/2016 847394342204 4/15	01016 847 394-3422 297 7 ADMIN 4/4-5/3/16	AT&T	200-02-5320	180.68 180.68
43237	4/15/2016 2073	01049 CONTRACTED SERVICES 3/6-4/10/16	CHARLES BARRY MCGEE	100-01-5300	1,480.00 1,480.00
43238	4/15/2016 8771100740047145	01022 GMRC INTERNET 4/6-5/5/16	COMCAST	200-02-5320	104.85 104.85
43239	4/15/2016 1650543-01 1650543-01	01042 GMRC/OOCC NATURAL GAS MARCH 2016 GMRC/OOCC NATURAL GAS MARCH 2016	CONSTELLATION ENERGY SERVICES - NATURAL GAS LLC	200-02-5204 300-40-5204	1,330.34 812.83 517.51
43240	4/15/2016 PILATES 3/28/16	01180 PILATES 3/28/16	DARLEEN CARL-BECK	200-13-5300	58.80 58.80
43241	4/15/2016 091-C-056344	01106 BUS FOR KIDS DAY OFF 3/24/16	FIRST STUDENT INC	200-05-5475	220.00 220.00
43242	4/15/2016 62545 67017	01045 REPAIR PARTS REPAIR PARTS	JW TURF INC	300-41-6030 300-41-6030	86.43 26.71 59.72
43243	4/15/2016 20153 4/5/16	01544 CARDIO CLASS MARCH 2016	KATHERINE A. DIPIETRO	200-13-5300	35.00 35.00
43244	4/15/2016 74060	01050 REPAIR PARTS	MENARDS	200-02-6032	29.94 29.94
43245	4/15/2016 881139 881140 881147 881423 881526	01057 REPAIR PARTS REPAIR PARTS REPAIR PARTS HARDWARE SMALL TOOLS SUPPLIES HARDWARE SMALL TOOLS SUPPLIES	NAPA HEIGHTS AUTOMOTIVE	300-41-6030 300-41-6030 300-41-6030 300-41-6016 300-41-6016	114.32 12.57 12.57 12.38 69.44 7.36
43246	4/15/2016 5981	01430 PREEMPLOYMENT PHYSICALS/DRUG SCREENS	NORTHWEST COMMUNITY HOSPITAL	406-99-5104	312.00 312.00

Expense Approval Report

Payment Dates: 4/15/2016 - 4/15/2016

Payment Number	Payment Date	Vendor #	Description	Vendor Name	Account Number	Payment Amount Item Amount
43247	4/15/2016	01072		RIVER TRAILS PARK DISTICT		531.65
	2016 SPRING FLOOR	2016 SPRING FLOOR HOCKEY			200-07-5050	388.15
	2016 SPRING FLOOR	2016 SPRING FLOOR HOCKEY			200-07-6029	127.50
	2016 SPRING FLOOR	2016 SPRING FLOOR HOCKEY JERSEYS			200-07-6018	16.00
43248	4/15/2016	01098		WELLS FARGO FINANCIAL LEASING		9,000.00
	5002975295	GOLF CART LEASE 5/1-5/31/16			300-40-5220	9,000.00
Grand Total:						16,829.21

Report Summary**Fund Summary**

Fund	Payment Amount
100 - CORPORATE FUND	1,907.01
200 - RECREATION FUND	1,973.75
300 - GOLF	12,636.45
406 - LIABILITY INSURANCE FUND	312.00
Grand Total:	16,829.21

Account Summary

Account Number	Account Name	Payment Amount
100-01-5300	CONTRACTED SERVICE	1,480.00
100-01-5430	SERVICE CONTRACTS	427.01
200-02-5204	NATURAL GAS-HEAT	812.83
200-02-5320	TELEPHONE	285.53
200-02-6032	REPAIR PARTS BUILDING	29.94
200-05-5475	PROGRAM ACTIVITY AN	220.00
200-07-5050	WAGES-YOUTH LEAGUES	388.15
200-07-6018	UNIFORMS-PROGRAM S	16.00
200-07-6029	RECOGNITION AND AWA	127.50
200-13-5300	CONTRACTED SERVICE	93.80
300-40-5204	NATURAL GAS-HEAT	517.51
300-40-5220	EQUIPMENT LEASE PAY	9,000.00
300-40-5320	TELEPHONE	69.04
300-41-5300	CONTRACTED SERVICE	2,267.52
300-41-5320	TELEPHONE	120.05
300-41-6015	CHEMICAL SUPPLIES	172.00
300-41-6016	HARDWARE SMALL TOO	76.80
300-41-6030	REPAIR PARTS EQUIPME	413.53
406-99-5104	PHYSICALS SCREENINGS	312.00
Grand Total:		16,829.21

Project Account Summary

Project Account Key	Payment Amount
None	16,829.21
Grand Total:	16,829.21



Prospect Heights Park District, IL

Expense Approval Report

By Payment Number

Payment Dates 4/21/2016 - 4/21/2016

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Payment Amount Item Amount
43249	4/21/2016 PSI33212	01004 JANITORIAL SUPPLIES	1ST AYD CORPORATION	300-41-6022	185.54 185.54
43250	4/21/2016 902258355 902258356 902294743	01079 BALLS APPAREL S/O APPAREL	ACUSHNET COMPANY	300-1361 300-1362 300-42-6011	2,527.20 2,258.24 196.42 72.54
43251	4/21/2016 472038069	01006 PAYROLL PROCESSING PE 4/12/16	ADP INC	100-01-5430	222.18 222.18
43252	4/21/2016 9934912655	01009 OCC GROUNDS SUPPLIES	AIRGAS USA LLC	300-41-5300	45.70 45.70
43253	4/21/2016 JR JAZZERCISE 3/2/1	01553 JR JAZZERCISE 3/2/16-4/13/16	ANGELA LUCCHESI	200-02-7093	309.70 309.70
43254	4/21/2016 312872 312872	01014 FIELD SUPPLIES/TURF MATERIAL FIELD SUPPLIES/TURF MATERIAL	ARTHUR CLESEN	200-30-6026 200-30-6047	664.06 181.82 482.24
43255	4/21/2016 101225 101241	01015 CONTRACTED LABOR - OCC PE 4/3/16 CONTRACTED LABOR - GROUNDS PE 4/10/16	ASSOCIATED LABOR CORPORATION OF AMERICA	300-40-5300 300-41-5300	2,542.10 568.00 1,974.10
43256	4/21/2016 847398195904 4/20	01016 847 398-1959 971 3 OCC VISA 4/10-5/9/16	AT&T	300-40-5320	39.56 39.56
43257	4/21/2016 ORDER# BP0003752	01695 S/O BENCH DONATION	BARCO PRODUCTS	300-40-5331	922.25 922.25
43258	4/21/2016 MVZ86012016	01267 S/O APPAREL	BRIGHTON ACCESSORIES	300-42-6011	45.15 45.15
43259	4/21/2016 PS00788	01020 REPAIR PARTS	BURRIS EQUIPMENT CO	300-41-6030	39.61 39.61
43260	4/21/2016 13819900	01634 POOL REPAIR PARTS	BUSHNELL INCORPORATED	200-10-6033	99.79 99.79
43261	4/21/2016 F7500138125	01424 ALARM/FIRE/SPRINKLER INSPECTION	CINTAS	300-40-5424	575.00 575.00
43262	4/21/2016 2016 MAYOR'S BREA	01090 2016 MAYOR'S BREAKFAST	CITY OF PROSPECT HEIGHTS	100-01-6001	75.00 75.00
43263	4/21/2016 G859468 G860975 G862038 G867341	01415 PROMO RENTAL PROMO RENTAL PROMO RENTAL EQUIPMENT	COBRA PUMA GOLF INC	300-40-5331 300-40-5331 300-40-5331 300-1360	691.20 41.68 196.67 200.61 252.24
43264	4/21/2016 8771100740004153	01022 GMRC CABLE 4/1-4/30/16	COMCAST	200-02-5320	10.48 10.48
43265	4/21/2016 65086440	01041 #705224-2 OCC ELECTRIC 3/16-4/14/16	CONSTELLATION ENERGY SERVICES INC	300-40-5205	4,245.19 4,245.19

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Payment Dates: 4/21/2016 - 4/21/2016

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Payment Amount Item Amount
43266	4/21/2016 64970341	01041 #705224-4 IZAAK WALTON ELECTRIC 3/14-4/12/16	CONSTELLATION ENERGY SERVICES INC	405-99-5205	40.56 40.56
43267	4/21/2016 65021075	01041 705224-1 ADMIN ELECTRIC 3/15-4/13/16	CONSTELLATION ENERGY SERVICES INC	200-02-5205	155.11 155.11
43268	4/21/2016 DP014625MS DP014944MS	01030 LIMESTONE - BASEBALL SOIL	DES PLAINES MATERIAL & SUPPLY	200-30-6047 200-30-6026	260.88 215.00 45.88
43269	4/21/2016 41112655	01696 APPAREL	GEAR FOR SPORTS	300-1362	377.54 377.54
43270	4/21/2016 01-147513 01-147668 01-147908	01038 REPAIR PARTS REPAIR PARTS REPAIR PARTS	HARRIS GOLF CARS	300-41-6034 300-41-6034 300-41-6030	652.15 352.68 182.68 116.79
43271	4/21/2016 S83311	01401 DISPOSAL CHARGES	HOMER INDUSTRIES	300-41-5203	1,900.00 1,900.00
43272	4/21/2016 DOUG RANDELL 20 GIL KNIGGE 2016	01314 PUBLIC APPLICATOR LICENSE PUBLIC APPLICATOR LICENSE	ILLINOIS DEPT OF AGRICULTURE BUREAU OF ENVIRONMENTAL PROGRAMS	408-99-5465 408-99-5465	40.00 20.00 20.00
43273	4/21/2016 56946	01578 PREPARATION OF AUDIT/990 FOR YE 12/31/15	KNUTTE & ASSOCIATES PC	404-99-5370	13,000.00 13,000.00
43274	4/21/2016 277157	01186 REPAIR PARTS	MEIER BROTHERS TIRE SUPPLY INC	300-41-6030	74.40 74.40
43275	4/21/2016 158663 158663	01052 JANITORIAL SUPPLIES/PROGRAM SUPPLIES JANITORIAL SUPPLIES/PROGRAM SUPPLIES	METRO PROFESSIONAL PRODUCTS	200-02-6022 200-13-6028	634.52 491.76 142.76
43276	4/21/2016 I411776	01416 PLANTING MATERIAL/ITEMS	MIDWEST TRADING	300-41-6017	613.40 613.40
43277	4/21/2016 883998 884323 884377 885316 885316	01057 REPAIR PARTS HARDWARE SMALL TOOLS SUPPLIES REPAIR PARTS HARDWARE SMALL TOOLS SUPPLIES HARDWARE SMALL TOOLS SUPPLIES	NAPA HEIGHTS AUTOMOTIVE	300-41-6030 300-41-6016 300-41-6030 300-41-6016 300-41-6024	295.59 9.16 111.38 111.38 16.99 46.68
43278	4/21/2016 OOCF FENCE REPAIR	01470 OOCF CART STORAGE FENCE REPAIR DUE TO WIND	RAUPP FENCE CO	300-40-6053	3,300.00 3,300.00
43279	4/21/2016 FREIGHT/HDLG QUO	01457 QUOTE #626869 - PREPAY FREIGHT & HDLG	RECREONICS INC	518-99-8025	455.00 455.00
43280	4/21/2016 31517275 31517310 31561621 31576578	01078 EQUIPMENT EQUIPMENT EQUIPMENT EQUIPMENT	TAYLOR MADE	300-1360 300-1360 300-1360 300-1360	2,955.65 2,227.30 392.86 225.15 110.34
43281	4/21/2016 0070219831	01450 APPAREL	THE CIT GROUP COMMERCIAL SERVICES INC	300-1362	593.84 593.84
43282	4/21/2016 032016	01404 TECH SUPPORT 2016	TOTAL ID SOLUTIONS	300-40-5300	95.00 95.00

Expense Approval Report

Payment Dates: 4/21/2016 - 4/21/2016

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Payment Amount Item Amount
43283	4/21/2016 IN1135283	01092 S/O EQUIPMENT	US KIDS GOLF	300-42-6010	123.61 123.61
43284	4/21/2016	01081	VILLAGE OF MOUNT PROSPECT		2,452.42
	11654-001 4/15/16	GROUND WATER/SEWER CONST FEE/SEWER		300-41-5206	5.00
	11654-001 4/15/16	GROUND WATER/SEWER CONST FEE/SEWER		300-41-5206	10.26
	11654-001 4/15/16	GROUND WATER/SEWER CONST FEE/SEWER		300-41-5206	53.04
	11663-001 4/15/16	GMRC WATER		200-02-5206	691.12
	9160-002 4/15/16	OCC WATER/SEWER CONST FEE/SEWER		300-40-5206	273.60
	9160-002 4/15/16	OCC WATER/SEWER CONST FEE/SEWER		300-40-5206	5.00
	9160-002 4/15/16	OCC WATER/SEWER CONST FEE/SEWER		300-40-5206	1,414.40
43285	4/21/2016 1205063	01698 EQUIPMENT	WEXFORD FULFILLMENT SOLUTIONS	300-1360	719.97 719.97
Grand Total:					41,979.35

Report Summary**Fund Summary**

Fund	Payment Amount
100 - CORPORATE FUND	297.18
200 - RECREATION FUND	2,825.66
300 - GOLF	25,320.95
404 - AUDITNG FUND	13,000.00
405 - PAVING & LIGHTING FUND	40.56
408 - POLICE FUND	40.00
518 - CAPITAL PROJECT FUND	455.00
Grand Total:	41,979.35

Account Summary

Account Number	Account Name	Payment Amount
100-01-5430	SERVICE CONTRACTS	222.18
100-01-6001	PUBLIC RELATIONS	75.00
200-02-5205	ELECTRICITY	155.11
200-02-5206	WATER SEWER	691.12
200-02-5320	TELEPHONE	10.48
200-02-6022	JANITORIAL SUPPLIES	491.76
200-02-7093	GRANT EXPENDITURES	309.70
200-10-6033	REPAIR PARTS POOL	99.79
200-13-6028	PROGRAM SUPPLIES-FIT	142.76
200-30-6026	LANDSCAPE AND TURF	227.70
200-30-6047	FIELD MAINTENANCE SU	697.24
300-1360	GOLF EQUIPMENT INVE	3,927.86
300-1361	GOLF BALL INVENTORY	2,258.24
300-1362	GOLF APPAREL INVENTO	1,167.80
300-40-5205	ELECTRICITY	4,245.19
300-40-5206	WATER SEWER	1,693.00
300-40-5300	CONTRACTED SERVICE	663.00
300-40-5320	TELEPHONE	39.56
300-40-5331	PROMOTION	1,361.21
300-40-5424	CONTRACTED REPAIRS B	575.00
300-40-6053	INSURANCE REPAIR EXP	3,300.00
300-41-5203	DISPOSAL CHARGES	1,900.00
300-41-5206	WATER SEWER	68.30
300-41-5300	CONTRACTED SERVICE	2,019.80
300-41-6016	HARDWARE SMALL TOO	128.37
300-41-6017	PLANTING MATERIAL/IT	613.40
300-41-6022	JANITORIAL SUPPLIES	185.54
300-41-6024	GAS OIL AND GREASE	46.68
300-41-6030	REPAIR PARTS EQUIPME	351.34
300-41-6034	REPAIR PARTS CARTS	535.36
300-42-6010	GOLF SPECIAL ORDER E	123.61
300-42-6011	GOLF SPECIAL ORDER AP	117.69
404-99-5370	AUDIT	13,000.00
405-99-5205	ELECTRICITY	40.56
408-99-5465	LICENSES AND FEES	40.00
518-99-8025	CAPITAL PURCHASE	455.00
Grand Total:		41,979.35

Project Account Summary

Project Account Key	Payment Amount
None	41,979.35
Grand Total:	41,979.35



Prospect Heights Park District, IL

Expense Approval Report

By Payment Number

Payment Dates 4/28/2016 - 4/28/2016

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Payment Amount Item Amount
43286	4/28/2016 902340065	01079 S/O EQUIPMENT	ACUSHNET COMPANY	300-42-6010	31.60 31.60
43287	4/28/2016 1256064-04-2016	01007 SCREENING & SELECTION APR 2016	ADP SCREENING & SELECTION	408-99-5465	902.95 902.95
43288	4/28/2016	01011	AMERICAN EXPRESS		5,442.93
	AMEX 04/17/16	AMEX 04/17/16		100-01-5460	220.00
	AMEX 04/17/16	AMEX 04/17/16		200-03-5475	110.75
	AMEX 04/17/16	AMEX 04/17/16		200-03-6028	18.76
	AMEX 04/17/16	AMEX 04/17/16		200-03-6028	24.33
	AMEX 04/17/16	AMEX 04/17/16		200-03-6028	28.40
	AMEX 04/17/16	AMEX 04/17/16		200-03-6028	49.86
	AMEX 04/17/16	AMEX 04/17/16		200-03-6028	9.38
	AMEX 04/17/16	AMEX 04/17/16		200-03-6028	17.58
	AMEX 04/17/16	AMEX 04/17/16		200-04-6028	47.36
	AMEX 04/17/16	AMEX 04/17/16		200-04-6028	0.98
	AMEX 04/17/16	AMEX 04/17/16		200-04-6028	296.50
	AMEX 04/17/16	AMEX 04/17/16		200-06-6018	79.66
	AMEX 04/17/16	AMEX 04/17/16		200-06-6018	29.69
	AMEX 04/17/16	AMEX 04/17/16		200-06-6028	468.00
	AMEX 04/17/16	AMEX 04/17/16		200-06-6029	309.85
	AMEX 04/17/16	AMEX 04/17/16		200-11-5475	606.40
	AMEX 04/17/16	AMEX 04/17/16		200-11-5475	96.00
	AMEX 04/17/16	AMEX 04/17/16		200-11-5475	459.61
	AMEX 04/17/16	AMEX 04/17/16		200-11-5475	440.00
	AMEX 04/17/16	AMEX 04/17/16		200-11-5475	1,371.95
	AMEX 04/17/16	AMEX 04/17/16		200-11-5475	301.00
	AMEX 04/17/16	AMEX 04/17/16		200-11-6028	65.00
	AMEX 04/17/16	AMEX 04/17/16		200-14-5475	180.00
	AMEX 04/17/16	AMEX 04/17/16		200-14-5475	211.87
43289	4/28/2016	01014	ARTHUR CLESEN		498.81
	313124	LANDSCAPE & TURF SUPPLIES		200-30-6026	380.31
	313389	LANDSCAPE & TURF SUPPLIES		300-41-6026	118.50
43290	4/28/2016	01015	ASSOCIATED LABOR CORPORATION OF AMERICA		2,729.20
	101280	CONTRACTED LABOR - GROUNDS PE 4/17/16		300-41-5300	2,729.20
43291	4/28/2016	01020	BURRIS EQUIPMENT CO		695.77
	PS00948	REPAIR PARTS		300-41-6030	695.77
43292	4/28/2016	01032	CARDMEMBER SERVICE		7,057.51
	ELAN 4/19/16	ELAN 3/18/16-4/19/16		100-01-6000	25.75
	ELAN 4/19/16	ELAN 3/18/16-4/19/16		100-01-6004	18.49
	ELAN 4/19/16	ELAN 3/18/16-4/19/16		100-01-6004	190.96
	ELAN 4/19/16	ELAN 3/18/16-4/19/16		100-01-6004	13.99
	ELAN 4/19/16	ELAN 3/18/16-4/19/16		200-02-5300	40.00
	ELAN 4/19/16	ELAN 3/18/16-4/19/16		200-02-5300	40.00
	ELAN 4/19/16	ELAN 3/18/16-4/19/16		200-02-5410	14.95
	ELAN 4/19/16	ELAN 3/18/16-4/19/16		200-02-5410	14.75
	ELAN 4/19/16	ELAN 3/18/16-4/19/16		200-02-6032	990.80
	ELAN 4/19/16	ELAN 3/18/16-4/19/16		200-03-6028	38.85
	ELAN 4/19/16	ELAN 3/18/16-4/19/16		200-03-6028	6.96
	ELAN 4/19/16	ELAN 3/18/16-4/19/16		200-03-6028	11.24

Expense Approval Report

Payment Dates: 4/28/2016 - 4/28/2016

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Payment Amount Item Amount
	ELAN 4/19/16	ELAN 3/18/16-4/19/16		200-03-6028	7.98
	ELAN 4/19/16	ELAN 3/18/16-4/19/16		200-03-6028	28.67
	ELAN 4/19/16	ELAN 3/18/16-4/19/16		200-03-6028	67.85
	ELAN 4/19/16	ELAN 3/18/16-4/19/16		200-03-6028	4.00
	ELAN 4/19/16	ELAN 3/18/16-4/19/16		200-05-5475	166.00
	ELAN 4/19/16	ELAN 3/18/16-4/19/16		200-05-5475	145.00
	ELAN 4/19/16	ELAN 3/18/16-4/19/16		200-05-5475	312.07
	ELAN 4/19/16	ELAN 3/18/16-4/19/16		200-05-5475	189.00
	ELAN 4/19/16	ELAN 3/18/16-4/19/16		200-05-5475	594.18
	ELAN 4/19/16	ELAN 3/18/16-4/19/16		200-05-5475	206.00
	ELAN 4/19/16	ELAN 3/18/16-4/19/16		200-05-5475	185.00
	ELAN 4/19/16	ELAN 3/18/16-4/19/16		200-05-5475	130.00
	ELAN 4/19/16	ELAN 3/18/16-4/19/16		200-11-5475	190.98
	ELAN 4/19/16	ELAN 3/18/16-4/19/16		200-14-5475	50.00
	ELAN 4/19/16	ELAN 3/18/16-4/19/16		200-14-5475	100.00
	ELAN 4/19/16	ELAN 3/18/16-4/19/16		300-40-5424	577.15
	ELAN 4/19/16	ELAN 3/18/16-4/19/16		300-40-6032	1.95
	ELAN 4/19/16	ELAN 3/18/16-4/19/16		300-41-5428	59.95
	ELAN 4/19/16	ELAN 3/18/16-4/19/16		300-41-6016	97.21
	ELAN 4/19/16	ELAN 3/18/16-4/19/16		300-41-6030	177.00
	ELAN 4/19/16	ELAN 3/18/16-4/19/16		300-41-6030	184.75
	ELAN 4/19/16	ELAN 3/18/16-4/19/16		518-99-8010	2,177.98
	ELAN 4/7/16 CREDIT	CREDIT PP 2000 CODE 4/7/16		300-40-6032	-1.95
43293	4/28/2016 CPK7543	01021 IT HARDWARE	CDW GOVERNMENT	100-01-5467	66.06 66.06
43294	4/28/2016 8771100740151376	01022 GROUNDS CABLE/INTERNET 4/23-5/22/16	COMCAST	300-41-5320	105.41 105.41
43295	4/28/2016 4563001190 4/28/1	01023 MUIR FIELD ELECTRIC 3/22-4/20/16	COMMONWEALTH EDISON	405-99-5205	23.49 23.49
43296	4/28/2016 1650544-01	01042 2330070000 GROUNDS NATURAL GAS MAR 2016	CONSTELLATION ENERGY SERVICES - NATURAL GAS LLC	300-40-5204	155.81 155.81
43297	4/28/2016 65174425	01041 705224-3 BALL FIELD LIGHTS 3/17-4/18/16	CONSTELLATION ENERGY SERVICES INC	405-99-5205	316.12 316.12
43298	4/28/2016 65174422	01041 705224-0 GMRC ELECTRIC 3/17-4/18/16	CONSTELLATION ENERGY SERVICES INC	200-02-5205	3,156.02 3,156.02
43299	4/28/2016 13095301	01034 TELEPHONE SERVICES 3/23-4/22/16	FIRST COMMUNICATIONS/GLOBALCOM INC	200-02-5320	408.24 408.24
43300	4/28/2016 DEPOSIT 4/28/16	01699 DEPOSIT - SOUTH TENNIS COURTS REPAIR	FIRST IMPRESSION INC	518-99-8020	3,590.00 3,590.00
43301	4/28/2016 169693058	01423 JANITORIAL SUPPLIES	GORDON FOOD SERVICE INC	300-40-6022	372.30 372.30
43302	4/28/2016 02-148086 02-148620	01038 REPAIR PARTS REPAIR PARTS	HARRIS GOLF CARS	300-41-6034 300-41-6034	2,195.39 1,966.00 229.39
43303	4/28/2016 HOME DEPOT 4/13/ HOME DEPOT 4/13/ HOME DEPOT 4/13/ HOME DEPOT 4/13/ HOME DEPOT 4/13/ HOME DEPOT 4/13/ HOME DEPOT 4/13/ HOME DEPOT 4/13/	01040 HOME DEPOT 4/13/16 HOME DEPOT 4/13/16 HOME DEPOT 4/13/16 HOME DEPOT 4/13/16 HOME DEPOT 4/13/16 HOME DEPOT 4/13/16 HOME DEPOT 4/13/16 HOME DEPOT 4/13/16	HOME DEPOT CREDIT SERVICES	200-02-6016 200-02-6016 200-02-6016 200-02-6022 200-02-6032 200-02-6032 200-02-6032 200-02-6032	1,250.22 88.97 32.29 23.92 106.57 224.82 41.98 31.98

Expense Approval Report

Payment Dates: 4/28/2016 - 4/28/2016

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Payment Amount Item Amount
	HOME DEPOT 4/13/	HOME DEPOT 4/13/16		200-02-6032	77.75
	HOME DEPOT 4/13/	HOME DEPOT 4/13/16		200-02-6032	118.63
	HOME DEPOT 4/13/	HOME DEPOT 4/13/16		300-40-6016	67.85
	HOME DEPOT 4/13/	HOME DEPOT 4/13/16		300-40-6016	7.94
	HOME DEPOT 4/13/	HOME DEPOT 4/13/16		300-41-6016	24.34
	HOME DEPOT 4/13/	HOME DEPOT 4/13/16		300-41-6016	103.85
	HOME DEPOT 4/13/	HOME DEPOT 4/13/16		300-41-6032	67.70
	HOME DEPOT 4/13/	HOME DEPOT 4/13/16		300-41-6034	57.47
	HOME DEPOT 4/13/	HOME DEPOT 4/13/16		300-41-6034	174.16
43304	4/28/2016 1261-14810633	01044 HARDWARE SMALL TOOLS SUPPLIES	JC LICHT AND COMPANY	300-40-6016	71.16 71.16
43305	4/28/2016 70643	01045 REPAIR PARTS	JW TURF INC	300-41-6030	44.03 44.03
43306	4/28/2016 YOGA INSTRUCTOR	01533 YOGA CLASSES 4/2016	KATHLEEN O'MALLEY-GALLAGHER	200-13-5300	226.80 226.80
43307	4/28/2016 11393	01162 CONTRACTED REPAIRS	MANZELLA PLUMBING INC	300-40-5421	443.91 443.91
43308	4/28/2016 SCRAMBLE 4/17/16	01054 SPRING SCRAMBLE	MIDORI RESTAURANT BANQUET SERVICE	300-2325	1,632.00 1,632.00
43309	4/28/2016 2188310	01582 REPAIR PARTS	NALCO CROSSBOW WATER	300-41-6034	193.35 193.35
43310	4/28/2016 885332 886360	01057 HARDWARE SMALL TOOLS SUPPLIES HARDWARE SMALL TOOLS SUPPLIES	NAPA HEIGHTS AUTOMOTIVE	300-41-6016 300-41-6016	25.77 3.79 21.98
43311	4/28/2016 99291700005 4/28/	01059 ADMIN NATURAL GAS 3/23-4/22/16	NICOR	200-02-5204	53.60 53.60
43312	4/28/2016 1629157-00	01071 REPAIR PARTS	REINDERS INC	300-41-6030	229.79 229.79
43313	4/28/2016 YOUTH BASKETBALL	01072 YOUTH BASKETBALL STAFF 2015-16	RIVER TRAILS PARK DISTICT	200-07-5300	1,697.54 1,697.54
43314	4/28/2016 61416	01073 REPAIR PARTS	ROUTE 12 RENTAL	300-41-6030	63.90 63.90
43315	4/28/2016 31464072 31471745 31489460	01078 BALLS EQUIPMENT APPAREL	TAYLOR MADE	300-1361 300-1360 300-1362	5,039.50 2,744.24 472.59 1,822.67
43316	4/28/2016 76329020	01587 HARDWARE SMALL TOOLS SUPPLIES	ULINE	300-40-6016	126.68 126.68
43317	4/28/2016 1205064	01698 RANGE FINDER	WEXFORD FULFILLMENT SOLUTIONS	300-1360	277.17 277.17
Grand Total:					39,123.03

Report Summary

Fund Summary

Fund	Payment Amount
100 - CORPORATE FUND	535.25
200 - RECREATION FUND	15,426.63
300 - GOLF	16,150.61
405 - PAVING & LIGHTING FUND	339.61
408 - POLICE FUND	902.95
518 - CAPITAL PROJECT FUND	5,767.98
Grand Total:	39,123.03

Account Summary

Account Number	Account Name	Payment Amount
100-01-5460	PROFESSIONAL MEMBE	220.00
100-01-5467	IT HARDWARD	66.06
100-01-6000	POSTAGE	25.75
100-01-6004	EMPLOYEE RELATIONS	223.44
200-02-5204	NATURAL GAS-HEAT	53.60
200-02-5205	ELECTRICITY	3,156.02
200-02-5300	CONTRACTED SERVICE	80.00
200-02-5320	TELEPHONE	408.24
200-02-5410	SEMINARS AND TRAININ	29.70
200-02-6016	HARDWARE SMALL TOO	145.18
200-02-6022	JANITORIAL SUPPLIES	106.57
200-02-6032	REPAIR PARTS BUILDING	1,485.96
200-03-5475	PROGRAM ACTIVITY AN	110.75
200-03-6028	PROGRAM SUPPLIES-PR	313.86
200-04-6028	PROGRAM SUPPLIES-KIN	344.84
200-05-5475	PROGRAM ACTIVITY AN	1,927.25
200-06-6018	UNIFORMS-PROGRAM S	109.35
200-06-6028	PROGRAM SUPPLIES-PE	468.00
200-06-6029	RECOGNITION AND AWA	309.85
200-07-5300	CONTRACTED SERVICE	1,697.54
200-11-5475	PROGRAM ACTIVITY AN	3,465.94
200-11-6028	PROGRAM SUPPLIES-SE	65.00
200-13-5300	CONTRACTED SERVICE	226.80
200-14-5475	PROGRAM ACTIVITY AN	541.87
200-30-6026	LANDSCAPE AND TURF	380.31
300-1360	GOLF EQUIPMENT INVE	749.76
300-1361	GOLF BALL INVENTORY	2,744.24
300-1362	GOLF APPAREL INVENTO	1,822.67
300-2325	GOLF OPERATION DEPO	1,632.00
300-40-5204	NATURAL GAS-HEAT	155.81
300-40-5421	CONTRACTED REPAIRS P	443.91
300-40-5424	CONTRACTED REPAIRS B	577.15
300-40-6016	HARDWARE SMALL TOO	273.63
300-40-6022	JANITORIAL SUPPLIES	372.30
300-40-6032	REPAIR PARTS BUILDING	0.00
300-41-5300	CONTRACTED SERVICE	2,729.20
300-41-5320	TELEPHONE	105.41
300-41-5428	IRRIGATION MAINTENA	59.95
300-41-6016	HARDWARE SMALL TOO	251.17
300-41-6026	LANDSCAPE AND TURF	118.50
300-41-6030	REPAIR PARTS EQUIPME	1,395.24
300-41-6032	REPAIR PARTS BUILDING	67.70
300-41-6034	REPAIR PARTS CARTS	2,620.37
300-42-6010	GOLF SPECIAL ORDER E	31.60
405-99-5205	ELECTRICITY	339.61
408-99-5465	LICENSES AND FEES	902.95
518-99-8010	BUILDING IMPROVEME	2,177.98

Account Summary

Account Number	Account Name	Payment Amount
518-99-8020	LAND IMPROVEMENTS	<u>3,590.00</u>
	Grand Total:	39,123.03

Project Account Summary

Project Account Key	Payment Amount
None	<u>39,123.03</u>
Grand Total:	39,123.03

VENDOR WARRANT 4D

APRIL

FY 2016

[illegible]



Refunds Processed Report-BOARD PACKET

Printed: 11 May 2016, 09:54 AM

User: class

Date From: Friday, April 01, 2016

Date To: Saturday, April 30, 2016

Account Name	Date	Refund Reason	Net		Refund GL Account	Refund From
			Fee	Refund		
Bartnik, Aneta						
	07 Apr 2016	Refund: Visa Card Online - course cancelled. Low enrollment	\$0.00	\$180.00	Senior Programs	200-11-4131
Casey, Morgan						
	22 Apr 2016	Refund: Master Card - Other	\$0.00	\$338.00	Summer Day Camps	200-14-4110
					Summer Day Camps	200-14-4110
					Summer Day Camps	200-14-4110
					Summer Day Camps	200-14-4110
					Summer Day Camps	200-14-4110
					Summer Day Camps	200-14-4110
					Summer Day Camps	200-14-4110
					Summer Day Camps	200-14-4110
					Summer Day Camps	200-14-4110
					Summer Day Camps	200-14-4110
					Summer Day Camps	200-14-4110
					Summer Day Camps	200-14-4110
	22 Apr 2016	Refund: Master Card - Other	\$0.00	\$338.00	Summer Day Camps	200-14-4110
					Summer Day Camps	200-14-4110
					Summer Day Camps	200-14-4110
					Summer Day Camps	200-14-4110
					Summer Day Camps	200-14-4110
					Summer Day Camps	200-14-4110
					Summer Day Camps	200-14-4110
					Summer Day Camps	200-14-4110
					Summer Day Camps	200-14-4110
					Summer Day Camps	200-14-4110
					Summer Day Camps	200-14-4110
Latash, Michael						
	07 Apr 2016	Refund: Visa Card Online - course cancelled. Low enrollment	\$0.00	\$180.00	Senior Programs	200-11-4131
Lynch, Janet						
	07 Apr 2016	Refund: Visa Card Online - schedule conflict. supervisor approval	\$0.00	\$135.00	Hook a Kid Leagues	300-43-4527
Miller, Marnie						
	07 Apr 2016	Refund: Visa Card Online - course cancelled. Low enrollment	\$0.00	\$180.00	Senior Programs	200-11-4131
Stalker, Jeffery						
	08 Apr 2016	Refund: Visa Card - Rental Deposit Return	\$0.00	\$100.00		

Refunds Processed Report-BOARD PACKET

		Net			
Account Name	Date	Refund Reason	Fee	Refund GL Account	Refund From
<hr/>					
Wilkie, Jennifer					
	07 Apr 2016	Refund: Visa Card - Insufficient Registration	\$0.00	\$180.00 Senior Programs	200-11-4131
			<hr/>		
			1,631.00		

FY 2016		PROSPECT HEIGHTS PARK DISTRICT		YTD FUND SUMMARY				INFORMATIONAL	
Fund Numbers	Fund Names	Audited Begin. Bal. 16	REVENUE 4/30/2016	Real Estate Tax 4/30/2016	EXPENSE 4/30/2016	Transfers 4/30/2016	Ending Bal 4/30/2016	Fund Transfers Budgeted	Bud. FY 16
100	CORPORATE	1,006,362	720	496,185	99,449		1,403,818	(381,027) To F518,F523,F608	1,162,602
900	Reserve Acct.	349,584	174	-	-		349,759	-	351,111
200	RECREATION	453,769	243,511	305,317	362,188		640,409	-	660,251
300	GOLF	23,935	210,108	-	309,165		(75,122)	(52,223) To F523	-
MAJOR FUND	SUB TOTAL	1,833,650	454,513	801,502	770,803	-	2,318,863	(433,250)	2,173,964
404	AUDIT	2,685	-	6,613	13,000		(3,702)		1,926
405	PAVING & LIGHTING	11,621	-	2,249	623		13,247		4,783
406	LIABILITY INS.	25,402	-	41,306	18,624		48,085	-	1,841
407	I.M.R.F.	26,791	-	63,473	34,470		55,794	-	33,654
408	POLICE	14,772	-	38,830	10,051		43,551	-	31,952
409	MUSEUM	6,864	-	5,760	-		12,624	(4,350) To F412	2,497
410	SPECIAL REC.	134,674	-	62,086	38,047		158,713		37,633
411	SOCIAL SEC.	17,375	-	56,646	33,836		40,185		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
NON-MAJOR	SUB TOTAL	272,151	-	276,965	152,794	-	396,322	-	145,242
OPERATING	SUB TOTAL	2,105,801	454,513	1,078,467	923,597	-	2,715,185	(433,250)	2,319,206
518	Cap. Fund- Parks/Recr	855,596			7,730		847,866	212,362 From F100, F607	444,146
523	Cap. Fund-Golf	12,661					12,661	102,223 From F100, F300	43,384
CAPITAL	SUB TOTAL	868,257	-	-	7,730	-	860,527	314,585	487,530
DEBT FINANCING OCCURS IN DECEMBER, ONLY PROPERTY TAXES ARE RECEIVED THROUGHOUT THE YEAR								BOND PAYMENTS DUE DECEMBER 1, 2015	
606	Bond 2014	33,487					33,487		-
607	Bond 2015	695		314,502			315,197	(29,735) From F518	
608	Bond 2014B	-					-	571,800 From F100, F609	
609	Bond 2016	-					-	(423,400) To F608	150,150
Debt	SUB TOTAL	34,182	-	314,502	-	-	348,684	-	150,150
ALL FUND TOTALS		3,008,240	454,513	1,392,969	931,327	-	3,924,396	0	2,956,886



PROSPECT HEIGHTS PARK DISTRICT

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

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

Date: May 17, 2016
To: Board of Commissioners
From: Scott Devlin, Business Manager
Re: April 2016 Investment Report

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

Account #	Balance EOM	Interest Earned
90001545	\$ 349,758.68	
4/30/2016		\$43.95

General Account Interest

Account #	Balance EOM	Interest Earned
90001498	\$ 2,662,905.80	
4/30/2016		\$66.02

Investment Account Interest

Account #	Balance EOM	Interest Earned
107503657	\$ 1,008,322.41	
4/30/2016		\$128.09

Line of Credit

Mt. Prospect State Bank-

Available- \$500,000

In Use- \$0.00

Loan Date- 08/01/2015 Maturity Date 08/01/2016

Interest is based on Prime with a floor of 4.5%

Investment Report for Year Ending December 31, 2016

	\$	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Total		
Beginning Balance	\$	3,110,488.26	\$	2,985,302.75	\$	3,252,232.71	\$	4,068,187.17	\$	4,021,315.97	\$	4,021,315.97	\$	4,021,315.97	\$	3,110,488.26
General Account Activity											\$	-				\$
Interest Income	\$	42.70	\$	39.40	\$	67.33	\$	66.02								\$
Net deposited into operating acct.	\$	88,727.41	\$	508,891.98	\$	1,091,499.44	\$	236,515.93								\$
Net Withdrawal from operatg acct.	\$	(214,128.33)	\$	(242,171.03)	\$	(275,776.55)	\$	(283,625.19)								\$
	\$															\$
Interest Income-CASH RESERVE	\$	44.41	\$	41.55	\$	44.43	\$	43.95								\$
Investment Account correction	\$	128.30	\$	128.06	\$	119.81	\$	128.09								\$
Ending Balance	\$	2,985,302.75	\$	3,252,232.71	\$	4,068,187.17	\$	4,021,315.97	\$	4,021,315.97	\$	4,021,315.97	\$	4,021,315.97	\$	4,021,315.97



PROSPECT HEIGHTS PARK DISTRICT

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

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

TO Park Board of Commissioners
Christina Ferraro, Executive Director

FROM Scott Devlin, Business Manager

DATE May 17, 2016

RE Approval of revised Investment Policy

Staff recommends approval of the revised Investment Policy, as attached. Staff researched investment policies from several other Park Districts and held discussions with the Park District auditors (Knutte & Associates, P.C) and the Park Board Finance Committee.

The recommendation is to add the following two items in section 1.08 "Authorized and Suitable Investments":

The District may invest its public funds in interest bearing bonds of any county, township, city, village, incorporated town, municipal corporation, or school district, of the State of Illinois, of any other state, or of any political subdivision or agency of the State of Illinois or of any other state, whether the interest earned thereon is taxable or tax-exempt under federal law, consistent with the provision of the Illinois Public Funds Investment Act, 30 ILCS 235/2(a-1)

The District by resolution or ordinance may use the money in the special funds in the purchase of municipal bonds issued by the county, park district, sanitary district, or other municipal corporation, consistent with the provisions of the Investment of Municipal Funds Act-50 ILCS 340/1

Furthermore, the firm the Park District contracted to perform the annual financial audit, Knutte & Associates, P.C, suggested addressing custodial credit risk for investments as a revision to the Investment Policy. The recommendation is to make the following changes in section 1.09 "Collateralization":

Funds on deposit (checking accounts, certificates of deposit, etc.) in excess of FDIC limits must be ***covered by depository insurance and are collateralized***, witnessed by a written agreement, ***with securities*** held at an independent - third party institution in the name of the Park District.

ATTACHMENT: Revised Investment Policy

INVESTMENT POLICY

PROSPECT HEIGHTS PARK DISTRICT

1.01 Policy

It is the policy of the Prospect Heights Park District to invest public funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the entity and conforming to all federal, state and local laws governing the investment of public funds.

1.02 Scope

This policy pertains to all funds governed by the Prospect Heights Park District Board of Commissioners.

1.03 Prudence

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of funds, not for speculation, but for investment, considering the safety of the principal, as well as the probable income to be derived.

The standard of care to be used by investment officials shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with the District's investment policy and written procedures, and exercising due diligence in investing funds, shall not be held personally liable for failures of investments to attain expected returns or for changes in the market price, provided deviations from expectations are reported in a timely manner and appropriate action is taken to control adverse developments.

1.04 Objective

The primary objectives of investments shall be:

- Safety - safety of principal is the foremost objective of the investment policy
- Legality - conformance with federal, state and other legal requirements
- Liquidity - maintenance of sufficient liquidity to meet operating requirements
- Yield - attainment of market rates of return

The portfolio should be reviewed periodically as to its effectiveness in meeting the entity's needs for safety, liquidity, rate of return, diversification and its general performance.

1.05 Delegation of Authority

Management and administrative responsibility for the investment program is delegated to the Business Manager. The Business Manager shall establish written procedures for the operation of the investment, program which procedures shall be approved by the Board of

Commissioners and the Executive Director. All investment transactions must adhere to the terms of this policy and must follow the outlined procedures.

1.06 Ethics and Conflicts of Interest

Officers and employees involved in the investment process shall refrain from personal business activity that conflicts with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. All involvement with parties related to any such officers and employees must be revealed to the Prospect Heights Park District Board of Commissioners.

1.07 Authorized Financial Dealers and Institutions

The Business Manager shall maintain a list of financial institutions authorized to provide investment services. This list shall be approved by the Prospect Heights Park District Board of Commissioners and all institutions on the list must be qualified public depositories as established by law.

In addition, a list shall also be maintained of approved security brokers/dealers who are approved by the Board of Commissioners and are authorized to provide investment services in the State of Illinois.

1.08 Authorized and Suitable Investments

Investments may be made in any type of security allowed by the Illinois Public Funds Investment Act, 30 ILCS 235/1 et seq., regarding the investment of public funds. (IPF1A available for review)

Investments shall be made that reflect the cash flow needs of the fund type being invested.

The following investments will be permitted by this policy unless prohibited by federal, state or local law related to the investment of public funds:

- U.S. government obligations, U.S. government agency obligations, and U.S. government instrumentality obligations, which have a liquid market with a readily determinable market value;

- Certificates of deposit and other evidences of deposit at financial institutions, bankers' acceptances, and commercial paper, rated in the highest tier (e.g., A-1, P-1, F-1, or D-1 or higher) by a nationally recognized rating agency;

- Investment-grade obligations of state, provincial and local governments and public authorities;

- Repurchase agreements whose underlying purchased securities consist of the foregoing;

- Money market mutual funds regulated by the Securities and Exchange

Commission and whose portfolios consist only of dollar-denominated securities; and

Local government investment pools, either state-administered or through joint powers statutes and other intergovernmental agreement legislation.

Investment in derivatives of the above instruments shall require authorization by the Board of Commissioners.

The District may invest its public funds in interest bearing bonds of any county, township, city, village, incorporated town, municipal corporation, or school district, of the State of Illinois, of any other state, or of any political subdivision or agency of the State of Illinois or of any other state, whether the interest earned thereon is taxable or tax-exempt under federal law, consistent with the provision of the Illinois Public Funds Investment Act, 30 ILCS 235/2(a-1).

The District by resolution or ordinance may use the money in the special funds in the purchase of municipal bonds issued by the county, park district, sanitary district, or other municipal corporation, consistent with the provisions of the Investment of Municipal Funds Act-50 ILCS 340/1,

1.09 Collateralization

Funds on deposit (checking accounts, certificates of deposit, etc.) in excess of FDIC limits must be **covered by depository insurance and are collateralized**, witnessed by a written agreement, **with securities** held at an independent - third party institution in the name of the Park District.

1.10 Safekeeping and Custody

All security transactions shall be conducted on a delivery-versus-payment (DVP) basis. Securities will be held by an independent third party custodian designated by the Business Manager and evidenced by safekeeping receipts and a written custodial agreement.

1.11 Diversification

The Prospect Heights Park District shall diversify its investments according to its priorities of security first; cash flow needs second, and rate of return last. Diversification can be by type of investment, number of institutions invested in, and/or length of maturity.

1.12 Maximum Maturities

To the extent possible, the Prospect Heights Park District shall attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the Prospect Heights Park District will not directly invest in securities maturing more than one year from the date of purchase.

Reserve funds may be invested in securities exceeding one year if the maturity of, such investments are made to coincide as nearly as possible with the expected use of the funds.

1.13 Internal Control

The Business Manager is responsible for establishing and maintaining an internal control structure designed to insure that the assets of the entity are protected from loss, theft or misuse. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The internal controls shall address the following points:

- Control of collusion
- Separation of transaction authority from accounting
- Custodial safekeeping
- Written confirmation of telephone transactions for investments and wire transfers

1.14 Performance Standards

This investment portfolio will be managed in accordance with the parameters specified within his policy. The portfolio should obtain a comparable rate of return during a market/economic environment of stable interest rates. Portfolio performance should be compared to benchmarks with similar maturity, liquidity and credit quality as the portfolio.

The 3-month T-Bill will be used as the benchmark to compare the rate of return from park district investments.

1.15 Reporting

The Business Manager shall prepare an investment report at least monthly. The report should be provided to the Board of Commissioners and shall be available on request. The report should be in a format suitable for review by the general public. An annual report should also be provided to the Board. The report shall include information on:

- > Class or type of investment
- > Book Value
- > Income earned
- > Market value

1.16 Investment Policy Adoption

The investment policy shall be adopted by the Board of Commissioners. The policy shall be reviewed on an annual basis by the Finance Committee and any modifications made thereto must be approved by the Board of Commissioners.

Approved 05.17.2016

President - Board of Commissioners

Secretary – Board of Commissioners



PROSPECT HEIGHTS PARK DISTRICT

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

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

May 17, 2016

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

Block Party update

The Block Party is scheduled for Saturday August 13, 2016 from 4:00pm – 10:30pm. In addition to Lions Club water sales and duck race, seven community organizations, regional the Voice Competition, the two bands Soda and Billy Elton, five inflatables and one trackless train and four food trucks have been secured thus far. Still working on sponsorship, marketing and one beer truck.

NRC Prospect Heights Natural Resource Commission

This group worked with Tully Park neighbors to assist with digging up some small wild plum bushes and replaced some of the buckthorn with native shrubs that have tremendous ecological and wildlife value. This group also donated the new plant material to them and herbicided the invasives as well as an area of turf grass that they picked out for planting native plants. Great teamwork and community and help to park staff!

After nine interviews of qualified candidates for the NRC intern position, the offer was made to a candidate on the spot. She is terrific but it was a difficult choice. Pending pre-employment procedures and earning her pesticide license, she will be working ten weeks this summer learning more about plants and working on projects in the park.

OTHER

June will be busy with Community Day, 50th anniversary weekend, pool opening, and camp starting. Better weather allows for projects to occur within Parks and Greens. I am proud of how the Park District staff works together to provide a good experience for residents and look forward to my first summer season with them.



PROSPECT HEIGHTS PARK DISTRICT

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

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

May 11, 2016

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

50th Anniversary

The Senior Lunch on April 25th was exceptional! Marci planned a nice lunch and the group loved the 50th Anniversary give-a-way bags.

A Cookie and Punch reception on May 7th at the dance recital was well received by the dancers and their families.

The Wine Tasting and Bucket of Balls was postponed to May 18th due to the weather.

For June our line-up includes:

Friday, June 10th - Teen Battle of the Bands, 5-9PM

Saturday, June 11th – 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 12th – 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 was May 10th. Jesse Kinsland reviewed the administration section. Edlyn did an excellent job preparing the information and fielding the questions. The next visit will be on July 20th and we will be reviewing Recreation and Aquatics. Then we wrap up with the visits in September with Maintenance on September 1 and Golf on September 14. We will receive a Plan of Action from Jesse. We will have until November 4th to complete the plan.

Block Party

PHWYBS will be sponsoring a Treasure Hunt to kick off the Block Party. We are excited to have them participate!

Fall Brochure

Planning for the Fall is underway. The last 50th Anniversary issue will be submitted to the printer on July 18th and mailed out August 1st.



PROSPECT HEIGHTS PARK DISTRICT

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

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

May 11, 2016

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

Pool

Cleaning of the pool is completed; water dome, activity slide and small slide were cleaned and waxed. Surge tank and pit on east side are cleaned and pumped out, valves were adjusted and filling of the pool is underway. Once the pool is filled we will start the pumps, circulate water through filters, add chemicals and turn on the boiler. Life guard training in the pools starts May 11th.

Fitness Center

Second dispenser for gym wipes was installed in the rear of the fitness center on the east wall.

Plumbing

Front water fountain was replaced with a fountain and bottle filler unit. Compressor when out in the old unit and request were made to add bottle filler on the new unit. Drain line are being replaced in the men's locker room east wall. Plumbing in men's shower will be completed before camp starts. Flushing fixture for the women's toilet cracked and was replaced.

HVAC

We are still dealing with temperatures that require heat and have not been able to shut down the boiler for the season.

Inspection

We had the pool slide inspected in the pass, now PDRMA request we have the pool slide inspected by a structural engineering and submit a report. Engineer was on site and report will be sent.

ROOM #2

Storage cabinets were added to the south wall in room two. Old damaged cabinet was removed. Cabinet with the fire department riser was left and painted to match new units.

PHWYBS

James Fenning from the league was notified about cars parking on grass next to Lion's field. He sent email to parents and staff not park on grass along 3rd base or left field. We were able to obtain free infield mix from a contractor that was converting a baseball field to soccer. This saved the league the cost of material and delivery.

TENNIS COURTS

Cleaning of the courts is underway. Patching the south courts was started but rain and cool temperatures have delayed progress.

I. Walton

I met with Agnes and Dana from the natural resource commission. After walking the property we decided that posting signs where native plants have replaced invasive species will help protect the area until plants have matured. This area is south/west of the shelter.

LIONS PLAYGROUND

New playground with ADA entrance will be presented. This playground equipment will be added to the replacement activities installed last year. Lowest bid was obtained through NPP government purchasing. NPP serves government, educational and non-profit organizations. Bid was twelve thousand under budget.

PARKS

Maintaining ball fields has been challenging since the rain and cold temperature do not allow the infield mix to dry out. When the weather is dry crew has been staying late to make up for rain out days. J W turf will supply replacement terrain cut trim and surround mower, unit is manufactured by John Deere



**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 2016 Golf Operations Board Report

The April weather we faced was nothing to be happy about. Revenues for the month were down approximately \$ 25,000.00, which was mostly seasonal membership revenue. The silver lining to the year to date total revenue is ahead by \$3,000.00. We are continuing an extremely aggressive campaign marketing rounds on the internet and offering special pricing during off peak times.

We were able to get Harris Golf Cars to give us 24 batteries free of charge that were installed into cars that had charging and battery fill systems problems. As a result we saved \$6,000.00 and are currently working with the battery fill company to warranty the bad fill systems.

Painting and touch up work was done to the white brick surrounding the club house. The white paint has given the club house a fresh look going into our busy season. Also we painted the bag room/storage area which has improved that areas appearance.

Repairs were performed to all the water cooled refrigeration. Several new shut off valves were installed which will allow us better control during winter months to turn off units and save on water. I will report to you next month once we see if our repairs have made a positive impact to saving water and dollars. I've already noticed the water going out the drain seems be less. I hope we will see a savings soon. Mr. Yoast is also putting together information for air cooled units. Once in hand we can discuss the options moving forward.

The operation is starting to get busy and we are monitoring the food service daily. Since the return of Bonnie's sister running operations in the morning we have seen an improvement. We are also working with Bonnie more closely and have encouraged her to have the beverage cart on the course more often. She has agreed to offer a free drink (draft or soda) to any golfers that participate in

the hole in one challenge on the 3rd hole. We will provide the golfer with a coupon that will be redeemed at the bar after their round. We will increase the fee from \$2.00 to \$3.00 of which the restaurant will receive 1.00 per ticket turned in. We feel this will add a nice touch to our hole in one program and increase golfer participation in the club house after golf. This offer makes the golfers experience a better one that will help keep them coming back.

Staff is returning for another season and we look forward to providing a great day for the general public throughout this season.



**PROSPECT HEIGHTS
PARK DISTRICT**

(847) 394-2848

Fax (847) 394-7799

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

May 4, 2016

To: Marc Heidkamp, Director of Golf Operations
From: Gerald Arden, Superintendent of Greens
Re: April 2016 Grounds Report

Temperatures for the month ranged from 85.10 degrees for the high to 20.82 degrees for the low with precipitation at 3.08 inches. April has been a relatively dry month. We're roughly 2 inches behind the norm.

The golf course is in relatively good shape and because of the weather we were able to remove some 25 stumps from the golf course. About 15 years ago, we planted several shade trees on the left of the ninth hole to stop balls from hitting the condos (per the residents). There is dense shade now and thru the years worn out areas have appeared leaving bare ground. We've had one complaint about this situation and spent \$1500.00 using soil, seed and mulch to rectify the situation. For every action there is a reaction. It's very difficult to go one direction then back the other way when dealing with turf grass. Protection from golf balls or grass underneath the shade tree, you can't have both. Shade grass has a very fine leaf texture and with cart traffic it doesn't take a lot of wear before it is dirt again. Well, we made a gallant try anyway.

We need a little bit of warm weather now, ground temperature of 55 degrees or more.



PROSPECT HEIGHTS PARK DISTRICT

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

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

May 11, 2016

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

Preschool

April marked the last full month of school for our preschoolers! It was a fun and exciting month! Some of the highlights from the month were the kids got to watch as the caterpillars turned into butterflies and the most exciting part of that for the kids was releasing the butterflies outside! Next up was beach day! The kids got to show off their beach attire, play with the sand tables and enjoy a hot dog lunch picnic style! Finally, the month wrapped up with all the classes practicing their songs in preparation for graduation/programs!

Kinder Stop

Cabinets were installed in meeting room 2 for extra Kinder Stop storage. The cabinets were a necessity as the only storage Kinder Stop had was the closet in the kitchen and the cabinets in the kitchen.

There are 84 participants in the Kinder Stop program.

Camp

All the staff has been hired for the summer.

Field Trips have been booked.

To date we have 132 participants registered for camp.



PROSPECT HEIGHTS PARK DISTRICT

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

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

May 2016

To: Julie Caporusso, Superintendent
From: Marci Glinski, Supervisor of Recreation
Re: May 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 has ended. Our recital was held on Sat. May 7th at Forest View Educational Center. We had 83 dancers and our attendance was 251 paid patrons in the audience. We had a small cookie & lemonade reception after the show to help celebrate our 50th Anniversary.

I am so excited to have 12 kids registered for my new Creative & Performing Arts Day Camp so far. We will continue to offer our Performing Arts Camp this year. This year's production will be "Harriett Potter, A Hogwarts School Musical." The production will be on Thursday, July 28th at MacArthur Middle School. We currently have 8 kids registered for that camp.

Summer dance classes will begin on Saturday, June 18th and will run until Thursday, August 11th. New this year we will have a mini recital for our summer dancers at our annual Block Party on Sat. Aug 13th. The dancers love to showcase what they have learned over the summer.

Active Adults

Our 50th Anniversary Senior Luncheon (50 & over) was a huge success. We had 49 people in attendance that enjoyed a luncheon provided by Mug's Pizza & Pasta in Des Plaines.

The second half of April & May trips were quite successful with 28 patrons to see Hazel at Drury Lane Oakbrook, 18 patrons for our Taco & Margarita Tour to celebrate Cinco de Mayo in Milwaukee, The Vintage Fashion Show at The Jacob Henry Mansion with 23 patrons and 1 NWSRA aid to support an active adult who is wheelchair bound.

My summer 2016 newsletter is complete and registrations have been pouring in. There are many exciting new trips offered in the newsletter including a few overnight tours for 2016 & 2017.

Special Event

I am very exciting for our upcoming Teen Battle of The Bands Competition on May 19th.



PROSPECT HEIGHTS PARK DISTRICT

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

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

May 11, 2016

To: Julie Caporusso, Superintendent of Recreation

From: Olivia Shapley Supervisor of Recreation & Pool Manager

Re: May 2016 Recreation Board Report

Athletics

Flag Football is halfway through their spring season.

Sports R Us is leading our Jr. Basketball; we have 4 participants in the program.

Pool

We hired all of our lifeguards for this season; we have 35 lifeguards for the 2016 pool season. New lifeguard training is currently underway.

Fitness Center

Membership Statistics Report

(Comparing April 2016 to April 2015)

Memberships	April 2016	April 2015
3 Month Pass	4	7
Gym & Racquetball Pass	34	44
Health & Fitness Full Combo Pass	19	16
Health & Fitness Center Pass	121	131

Prospect Heights Park District

Policy for Park District property

The purpose of this policy is to establish a systematic and consistent approach for the official naming of Prospect Heights Park District property within the Park District jurisdiction.

These include but are not limited to parks, open space, buildings, athletic fields, bodies of water, trails and rooms within Park facilities.

It is important that parks, spaces or facilities are easily identified.

Names assigned to Park District property must be consistent with the values and character of the area or neighborhoods served.

Names may reflect significant historic, material, or financial contributions to the community, or persons of historic or outstanding civic service.

Appropriate signage or other identification markers may be placed in parks, spaces or facilities only with prior approval of Park Board of Commissioners.

Other recognition of persons, events or special organizations may occur through the Prospect Heights Park District's "Tree of Life Planting Program" which is different than naming parks, spaces or facilities.

May 17, 2016

RESOLUTION 05.17.2016

A RESOLUTION ESTABLISHING A UNIFORM POLICY ON NAMING PROSPECT HEIGHTS PARK DISTRICT PROPERTY

WHEREAS, the Prospect Heights Park District establishes a policy naming property within the Park District jurisdiction

WHEREAS, this policy is to institute a consistent approach for the official naming of Park District property which includes but is not limited to parks, open space, buildings, athletic fields, bodies of water, trails and rooms within Park District facilities

WHEREAS, Park District property must be easily identified

WHEREAS, names assigned to parks, spaces or facilities must be consistent with the values and character of the area or neighborhoods served. Names may reflect significant historic, material, or financial contributions to the community, or persons of historic or outstanding civic service

WHEREAS, appropriate signage or other identification markers may be placed on Park District property only with prior approval of Park Board of Commissioners

THEREFORE, BE IT RESOLVED THAT the hereby the Prospect Heights Park District Park Board of Commissioners approves the policy to name Park District property

SO RESOLVED this 17th day of May 2016

PROSPECT HEIGHTS PARK DISTRICT

President of Prospect Heights Park District

Attest:

Secretary of Prospect Heights Park District

(SEAL)

Ayes: ____ Nays: ____