



PROSPECT HEIGHTS PARK DISTRICT

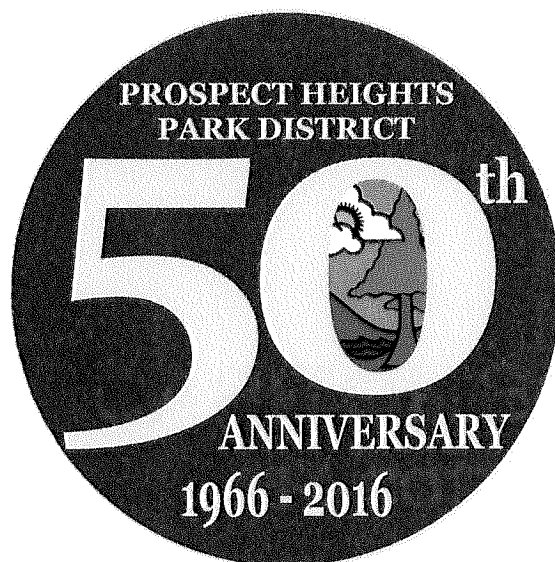
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110 W. Camp McDonald Road • Prospect Heights, Illinois 60070
www.prospectheightsparkdistrict.org

SEPTEMBER 20, 2016

BOARD REPORT



PUBLIC NOTICE
Prospect Heights Park District
Agenda for the September 20, 2016 Regular Board Meeting
Gary Morava Recreation Center
110 W. Camp McDonald Road, Prospect Heights, IL 60070

- I. Call to Order – 7:00 p.m.
 - A. Roll Call
 - B. Pledge of Allegiance
- II. Corrections / Additions / Approval of Agenda
- III. Correspondence
- IV. Recognition /Welcome
 - A. Residents
 - B. Installation of Park Board Commissioner Ellen Avery
- V. Approval of Minutes
 - A. Committee of the Whole – August 16, 2016
 - B. Regular Board Meeting – August 16, 2016
- VI.

<u>Announcements (Meetings)</u>	<u>Date</u>	<u>Time</u>	<u>Location</u>
Regular Board Meeting	10/18/16	7:00 PM	GMRC
- VII. Park District Treasurer's Report
 - A. Cash Report #9
 - B. Approval of Warrants for Payment

	<u>Date</u>
1. Vendor #8	08/04/16
2. Vendor #8A	08/10/16
3. Vendor #8B	08/13/16
4. Vendor #8C	08/18/16
5. Vendor #8D	08/25/16
6. Vendor #8E	Electronic
7. Payroll #16	08/05/16
8. Payroll #17	08/19/16
9. Refund #8	August
- VIII. Accounting Manager Report
YTD Fund Summary
- IX. Attorney's Report
Legal Matter
- X. Administrative / Operational Summary
 - A. Executive Director
 - B. Superintendent of Recreation
 - C. Superintendent of Facilities and Parks
 - D. Director of Golf Operations
 - E. Superintendent of Greens
 - F. Administrative/Operational Updates

XI. Committees of the Board

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

XII. Public Comment

Completion of Resident Comment Form required prior to Call to Order. Submit to Executive Director.

XIII. Unfinished / Ongoing Business

- A. Recommendation to obtain construction budget for Somerset Park project

XIV. New Business

- A. Northwest Special Recreation Association 2017 Assessment Resolution 09.20.2016
- B. Recommendation to lease new fleet of golf carts

XV. Recess into Executive Session (Visitors are Excused at this Time

In accordance with the Open Meetings Act (5ILCS 1220/2 Section 2A Subsection C) for the purpose of discussion of the following items:

- 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))

XVI. Reconvene to Open Session (Visitors Invited to Return at this Time)

XVII. Possible Action on Matters Discussed Executive Session

XVIII. 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, 847-394-2848, at least 72 hours prior to the scheduled meeting.

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

**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 August 16, 2016**

Call to Order

Roll Call

President Tim Jones called the Committee of the Whole Meeting of the Prospect Heights Park District to order at 6:30 p.m.

Commissioners present:

Tim Jones

Terry Curtis

Bob Loranger

Vicki Carney

Mark Malouf

Karl Jackson

Commissioners absent:

none

Also Present:

Christina Ferraro – Executive Director

A quorum was present.

Corrections / Additions / Approval of Agenda

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

Announcements (Meetings)

A regular Board meeting will be held on 08/16/16 at 7:00 PM at GMRC.

Recess into Executive Session

A motion was made by Commissioner Loranger and seconded by Commissioner Curtis 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 Personnel (Section 2(c) (1)) at 6:31 PM. The motion was unanimously approved with a voice vote. The motion carried.

Reconvene to Open Session

Open session reconvened at 7:15 PM. During Executive Session one candidate was interviewed for the vacant Commissioner for the Park Board position.

Possible Action on Matters Discussed in Executive Session

None

Adjournment

With no further business to discuss a motion was made by Commissioner Carney and seconded by Commissioner Loranger to adjourn the Committee of the Whole Meeting at 7: 15 p.m. The motion was unanimously approved with a voice. The motion carried.

Respectfully Submitted,

Christina Ferraro

Recording Secretary

Secretary: _____

M. Malouf, Prospect Heights Park District Secretary

**REGULAR BOARD MEETING
OF THE COMMISSIONERS AND OFFICERS
OF THE PROSPECT HEIGHTS PARK DISTRICT
GARY MORAVA RECREATION CENTER
110 W. CAMP MCDONALD ROAD, PROSPECT HEIGHTS, IL 60070
TUESDAY, AUGUST 16, 2016**

DRAFT

Call to Order

Roll Call

President Tim Jones called the Regular Board Meeting of the Prospect Heights Park District to order at 7:15 p.m.

Commissioners present:

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

Also Present:

Christina Ferraro – Executive Director
Scott Devlin – Business Manager
Jim Lennon – Park Attorney
Edlyn Castil – Admin. Asst./Recording Secretary

Commissioners absent:

None

A quorum was present.

Pledge of Allegiance

The Pledge of Allegiance was led by Tim Jones.

Corrections / Additions / Approval of Agenda

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

Correspondence

A grant approval letter from Openlands and a letter from State Representative David Harris related to the grant were received.

Recognition/Welcome

There were none.

Approval of Minutes

Regular Board Meeting – June 19, 2016

Committee of the Whole – August 9, 2016

Committee of the Whole – August 10, 2016

A motion was made by Commissioner Carney and seconded by Commissioner Loranger to approve the July 19, 2016 Regular Board Meeting Minutes, August 9, 2016 Committee of the Whole Meeting and August 10, 2016 Committee of the Whole Meeting as submitted. The motion was approved with a voice vote with one abstain (Commissioner Malouf). The motion carried.

Announcements (Meetings)

A Committee of the Whole Meeting will be held on 9/20/16 at 6:00 pm at GMRC and a Regular Board Meeting will be held on 09/20/16 at 7:00 pm at GMRC.

Park District Treasurer's Report**Cash Report #8**

Mt Pros State	Payroll	#90001511	Sweep Acct.	Outstanding checks	\$	(8,496.94)
Mt Pros State	Vendor	#90001503			\$	(117,651.76)
Mt Pros State	Imprest	#90001529	Sweep Acct.	Outstanding checks	\$	5,000.00
Mt Pros State	General/Sweep	#90001498			\$	1,321,091.70
Mt Pros State	ATM	#90001537	Combined Bal – Account and ATM Machine		\$	23,095.53
Mt Pros State	Cash Reserves	#90001545			\$	349,978.52
Mt Pros State	Class – Reg.	#90002787	Sweep Acct.	Deposit in transit	\$	-
Mt Pros State	Investment	#107503657			\$	2,309,468.67
					Totals	\$ 3,882,485.72

A motion was made by Commissioner Carney and seconded by Commissioner Malouf to accept the Treasurer's Report – Cash Report #8 dated August 16, 2016 in the amount of \$3,882,485.72. The motion was unanimously approved with a voice. The motion carried.

Approval of Warrants for Payment

Vendor #7	07/01/16	\$	61,168.95
Vendor #7A	07/07/16	\$	20,748.60
Vendor #7B	07/14/16	\$	58,205.28
Vendor #7C	07/21/16	\$	90,607.19
Vendor #7D	07/28/16	\$	60,627.49
Vendor #7E	Electronic	\$	14,387.68
Payroll #14	07/08/16	\$	93,971.48
Payroll #15	07/22/16	\$	98,953.58
Refund #7	June	\$	1,760.43
Total of Warrants		\$	500,430.68

A motion was made by Commissioner Carney and seconded by Commissioner Malouf to accept Warrants for payment as submitted for Vendor Warrants # 7, 7A, 7B, 7C, 7D, 7E, Payroll 14 and 15 and Refund #7 in the amount of \$500,430.68. The motion was unanimously approved by a roll call vote.

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

Nays: None

Absent: None

The motion carried.

Business Manager Report

YTD Fund Summary – as submitted. Business Manager Scott Devlin also highlighted that both Camp and Golf are ahead in their revenue this time of year compared to last year.

Attorney's Report

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

Administrative / Operational Summary

Executive Director – as submitted. Executive Director Christina Ferraro also reported that the network enhancements is moving along and is going hand in hand with the Rec Trac software migration. A copy of the Budget Timeline was included in her board report. She met with MWRD and City Administrator Joe Wade to discuss the proposed raising of Willow Road and Wheeling Road project. Should this project move forward, MWRD is looking to use Walnut Woods for "compensatory storage". Two options of the location for the "compensatory storage"

Administrative / Operational Summary (continued)

were included in the board packet. The Board would like further discussion about this project if and when MWRD determines the project is approved. Christina also reviewed the proposed Somerset Park project and Heron Pond with MWRD. She also reached out to Hitchcock Designs to review the proposed Somerset Park project and obtained a quote for their services to review the project. Christina will obtain additional quotes and present the quotes at the next board meeting.

Christina also highlighted that the Beach Blanket Bingo event went well and was attended by 64 people. The PDRMA Loss Control Review is moving along. The rear air conditioning unit at GMRC is scheduled for delivery on Thursday, 8/18/16, and will require for Elm Street to be closed during delivery/installation. The new Lions Park playground is almost complete. Once the fencing is complete, Christina will write a press release. Christe Schey was hired as the full-time Youth Education Coordinator. Supervisor of Recreation Olivia Shapley is doing a wonderful job in her position. The opening for a new full-time Marketing position will be posted next week.

Commissioner Loranger commended the Park District Staff on their hard work with the Prospect Heights Block Party.

Superintendent of Recreation – as submitted.

Superintendent of Facilities and Parks – as submitted.

Director of Golf Operations – as submitted.

Superintendent of Greens – No report.

Administrative/Operational Updates – There were none.

Committees of the Board

Committee of the Whole: Chairman Tim Jones, Sub Chair Terry Curtis – No report.

Finance Committee: Chairman Vicki Carney, Sub Chair Tim Jones – No report.

OCCC Programs, Facilities Grounds & Maintenance Committee: Chairman Mark Malouf, Sub Chair Bob Loranger – No report.

Personnel & Planning Committee: Chairman Bob Loranger, Sub Chair Vicki Carney – No report.

Policy & Procedure Committee: Chairman Terry Curtis, Sub Chair Karl Jackson – No report.

Recreation Facilities, Parks & Maintenance Committee: Chairman Tim Jones. No report.

Recreation Programs & Resident Relations Committee: Chairman Karl Jackson, Sub Chair Mark Malouf – No report.

Public Comment

There was none.

Unfinished/Ongoing Business

Resolution to accept policy related to the naming Park Property

A motion was made by Commissioner Jackson and seconded by Commissioner Carney to adopt the Resolution 08.16.2016 a resolution for naming and renaming parks, park structures and facilities as submitted. The motion was unanimously approved by a roll call vote.

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

Nays: None

Absent: None

The motion carried.

Park Board of Commissioners Vacancy

This item was moved to be discussed after Executive Session.

New Business

There was none.

Recess into Executive Session

A motion was made by Commissioner Loranger and seconded by Commissioner Carney 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 Personnel (Section 2(c) (1)) at 7:46 pm. The motion was unanimously approved with a voice vote. The motion carried.

Reconvene to Open Session

Open session reconvened at 8:00 pm. During Executive Session Personnel was discussed.

Possible Action on Matters Discussed in Executive Session

Commissioner Loranger moved and Commissioner Carney seconded the board vacancy created by Lisa Gould be filled by Ellen Avery. The motion was unanimously approved by a voice vote.

Adjournment

With no further business to discuss a motion was made by Commissioner Malouf and seconded by Commissioner Jackson to adjourn the Regular Board Meeting at 8:05 pm. The motion was unanimously approved with a voice. The motion carried.

Respectfully Submitted,
Edlyn Castil
Recording Secretary

Secretary: _____
M. Malouf, Prospect Heights Park District Secretary

TO: Board of Commissioners, Prospect Heights Park District
 FROM: Park District Treasurer
 DATE: 9/20/2016 CASH REPORT FY 16

Pink

*Motion by Commissioner _____ to approve CASH REPORT 8
 as submitted. Seconded by Commissioner _____.*

Voice Vote

ACCOUNTS					AMOUNTS		
Mt. Pros.State	Payroll	#90001511	sweep acct.	outstanding checks	\$	(8,172.33)	
Mt. Pros.State	Vendor	#90001503	sweep acct.	outstanding checks	\$	(70,169.00)	
Mt. Pros.State	Imprest	#90001529			\$	5,000.00	
Mt. Pros.State	General/Sweep	#90001498			\$	1,912,283.36	
Mt. Pros.State	ATM	#90001537	Combined Bal -- Account and ATM Machine		\$	23,095.53	
Mt. Pros.State	Cash Reserves	#90001545			\$	350,052.63	
Mt. Pros.State	Class- Reg.	#90002787	sweep acct.	deposit in transit	\$	-	
Mt. Pros.State	Investment	#107503657			\$	2,309,957.70	
TOTALS					\$	4,522,047.89	9/20/2016

FINANCIAL RESOLUTION

*Motion by Commissioner _____ to approve WARRANT RESOLUTION
 9/20/2016 as submitted. Seconded by Commissioner _____.*

APPROVAL OF WARRANTS 9/20/2016

VENDOR WARRANTS		Ck From - To	AMOUNTS
8	In the amount of	43744-43775	\$20,021.83
8A	In the amount of	43776-43823	\$174,878.34
8B	In the amount of	43824-43824	\$3,533.00
8C	In the amount of	43825-43857	\$30,370.98
8D	In the amount of	43858-43897	\$62,325.00
8E	In the amount of	ELECTRONIC	\$14,435.58
Total Vendor Warrants			\$305,564.73

PAYROLL WARRANTS			
16	In the amount of	48563-48616	\$100,047.55
		gross plus employer costs	
		8/19/2016	
17	In the amount of	48617-48671	\$81,447.88
		gross plus employer costs	
Total Payroll Warrants			\$ 181,495.43

REFUND WARRANT			
7	In the total amount of	Charge Card Ref.	\$ 858.00

TOTAL OF WARRANTS	\$ 487,918.16
9/20/2016	

Roll Call



Prospect Heights Park District, IL

Expense Approval Report

By Payment Number

Payment Dates 08/04/2016 - 08/04/2016

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Payment Amount Item Amount
43744	8/4/2016 07/15/16	01006 PAYROLL PROCESSING	ADP LLC	100-01-5430	427.01 427.01
43745	8/4/2016 20791	01744 MONTHLY IT SUPPORT	AMI COMMUNICATIONS	100-01-5300	2,182.24 2,182.24
43746	8/4/2016 23136	01014 HERBICIDE	ARTHUR CLESEN	200-30-6026	90.91 90.91
43747	8/4/2016 23053 23145	01015 TEMP HELP R.MARGARITO TEMP HELP JOHN L.	ASSOCIATED LABOR CORPORATION OF AMERICA	200-30-5300 300-40-5300	903.23 335.23 568.00
43748	8/4/2016 JULY 2016	01076 CELL PHONE REIMBURSEMENT	D SQUIERS	408-99-5208	300.00 300.00
43749	8/4/2016 23134	01030 PLAYGROUND STONE	DES PLAINES MATERIAL & SUPPLY	410-99-8006	84.00 84.00
43750	8/4/2016 JULY 2016	01181 CELL PHONE REIMBURSEMENT	DOUG RANDELL	408-99-5208	240.00 240.00
43751	8/4/2016 JULY 2016	01018 CELL PHONE REIMBURSEMENT	DOUGLAS BRAZEAU	408-99-5208	240.00 240.00
43752	8/4/2016 JULY 2016	01019 CELL PHONE REIMBURSEMENT	ESTEBAN BURCIAGA	408-99-5208	240.00 240.00
43753	8/4/2016 23219	01147 CONCESSIONS	FRESH ISLAND BEVERAGE COMPANY	200-12-6005	467.00 467.00
43754	8/4/2016 JULY 2016	01012 CELL PHONE REIMBURSEMENT	GERALD ARDEN	408-99-5208	240.00 240.00
43755	8/4/2016 23226	01122 CONCESSIONS	GOLD MEDAL PRODUCTS	200-12-6005	1,041.50 1,041.50
43756	8/4/2016 23225	01423 CONCESSIONS	GORDON FOOD SERVICE INC	200-12-6005	1,142.23 1,142.23
43757	8/4/2016 23141	01037 GYM LIGHT	GRAINGER	200-02-6032	301.40 301.40
43758	8/4/2016 23128	01155 POOL SUPPLIES	HALOGEN SUPPLY COMPANY	200-02-6014	79.70 79.70
43759	8/4/2016 23056	01379 BOILER CERTIFICATE	ILLINOIS OFFICE OF THE STATE FIRE MARSHALL	300-40-5206	70.00 70.00
43760	8/4/2016 JULY 2016	01369 CELL PHONE REIMBURSEMENTS	JULIE CAPORUSSO	408-99-5208	240.00 240.00
43761	8/4/2016 JULY 2016	01035 CELL PHONE REIMBURSEMENT	LAURA FUDALA	408-99-5208	240.00 240.00
43762	8/4/2016 23143	01162 MEN'S LOCKER ROOM REPAIR	MANZELLA PLUMBING INC	518-99-8010	353.92 353.92

Expense Approval Report

Payment Dates: 08/04/2016 - 08/04/2016

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Payment Amount Item Amount
43763	8/4/2016 JULY 2016	01039 CELL PHONE REIMBURSEMENT	MARC HEIDKAMP	408-99-5208	450.00 450.00
43764	8/4/2016 JULY 2016	01036 CELL PHONE REIMBURSEMENTS	MARCI GLINSKI	408-99-5208	240.00 240.00
43765	8/4/2016 JULY 2016	01013 CELL PHONE REIMBURSEMENTS	MICHAEL ARDEN	408-99-5208	240.00 240.00
43766	8/4/2016 23054 23054a 23058	01054 DEPOSIT REFUND 07/16/16 DEPOSIT REFUND - 08/01/16 HOLE IN ONE FREE DRINK	MIDORI RESTAURANT BANQUET SERVICE	300-2325 300-2325 300-40-5331	6,786.50 3,264.00 3,277.50 245.00
43767	8/4/2016 20790	01745 11,000 FLYERS FOR BLOCK PARTY	MINUTEMAN PRESS	413-99-5330	1,085.00 1,085.00
43768	8/4/2016 23052	01264 SOFT GOODS EQUIPMENT	OAKLEY	300-42-6009	85.00 85.00
43769	8/4/2016 23042 23042	01062 OFFICE SUPPLIES OFFICE SUPPLIES	OFFICE DEPOT	300-40-6022 300-40-6027	71.47 24.99 46.48
43770	8/4/2016 JULY 2016	01694 CELL PHONE REIMBURSEMENT	OLIVIA SHAPLEY	408-99-5208	240.00 240.00
43771	8/4/2016 20622 20627	01253 OFFICE SUPPLIES COPIER PAPER	QUILL CORPORATION	100-01-6027 100-01-6027	381.87 172.57 209.30
43772	8/4/2016 23254 23266	01071 DRIVING BELT DRUM ISO 46HYDRO OIL	REINDERS INC	300-41-6030 300-41-6024	172.65 64.89 107.76
43773	8/4/2016 23432	01099 PARK BASIC PORT REST	SERVICE SANITATION INC	200-30-5200	101.00 101.00
43774	8/4/2016 19282 19282	01326 PEE WEE SOCCAR CLASS PEE WEE SOCCAR CLASS	SPORTS R US	200-07-5300 200-07-5300	560.00 160.00 400.00
43775	8/4/2016 23050 23050	01078 S/O EQUIPMENT S/O EQUIPMENT	TAYLOR MADE	300-1360 300-42-6010	725.20 97.64 627.56
Grand Total:					20,021.83

Report Summary

Fund Summary

Fund	Payment Amount
100 - CORPORATE FUND	2,991.12
200 - RECREATION FUND	4,118.97
300 - GOLF	8,478.82
408 - POLICE FUND	2,910.00
410 - HANDICAPPED SPEC. REC. FUND	84.00
413 - COMMUNITY EVENTS	1,085.00
518 - CAPITAL PROJECT FUND	353.92
Grand Total:	20,021.83

Account Summary

Account Number	Account Name	Payment Amount
100-01-5300	CONTRACTED SERVICE	2,182.24
100-01-5430	SERVICE CONTRACTS	427.01
100-01-6027	OFFICE SUPPLIES	381.87
200-02-6014	WHIRLPOOL SUPPLIES	79.70
200-02-6032	REPAIR PARTS BUILDING	301.40
200-07-5300	CONTRACTED SERVICE	560.00
200-12-6005	RESALE CONCESSION SU	2,650.73
200-30-5200	RENTAL LAVATORY	101.00
200-30-5300	CONTRACTED SERVICE	335.23
200-30-6026	LANDSCAPE AND TURF	90.91
300-1360	GOLF EQUIPMENT INVE	97.64
300-2325	GOLF OPERATION DEPO	6,541.50
300-40-5206	WATER SEWER	70.00
300-40-5300	CONTRACTED SERVICE	568.00
300-40-5331	PROMOTION	245.00
300-40-6022	JANITORIAL SUPPLIES	24.99
300-40-6027	OFFICE SUPPLIES	46.48
300-41-6024	GAS OIL AND GREASE	107.76
300-41-6030	REPAIR PARTS EQUIPME	64.89
300-42-6009	RESALE GOLF PRO SHOP	85.00
300-42-6010	GOLF SPECIAL ORDER E	627.56
408-99-5208	MOBILE PHONES	2,910.00
410-99-8006	PARK AND FACILITY COM	84.00
413-99-5330	ADVERTISEMENT	1,085.00
518-99-8010	BUILDING IMPROVEME	353.92
Grand Total:		20,021.83

Project Account Summary

Project Account Key	Payment Amount
None	20,021.83
Grand Total:	20,021.83



Prospect Heights Park District, IL

Expense Approval Report

By Payment Number

Payment Dates 08/10/2016 - 08/10/2016

Payment Number	Payment Date	Vendor #	Vendor Name	Account Number	Payment Amount
Payable Number	Description				Item Amount
43776	8/10/2016	01079	ACUSHNET COMPANY		155.49
	902882591	S/O EQUIPMENT		300-42-6010	155.49
43777	8/10/2016	01015	ASSOCIATED LABOR CORPORATION OF AMERICA		8,025.16
	101834	CONTRACTED LABOR - GROUNDS PE 7/24/16		300-41-5300	3,739.64
	101892	CONTRACTED LABOR - OCCC PE 7/31/16		300-40-5300	568.00
	101893	CONTRACTED LABOR - GROUNDS PE 7/31/16		300-41-5300	3,717.52
43778	8/10/2016	01016	AT&T		68.14
	847577107807 8/9/	847 577-1078 568 2 MARQUEE 7/22/16-8/21/16		200-02-5320	68.14
43779	8/10/2016	01016	AT&T		108.50
	847255488308 8/9/	847 255-4883 294 7 OCCC F&A 8/1-8/31/16		300-40-5320	108.50
43780	8/10/2016	01016	AT&T		120.32
	847255203308 8/9/	847 255-2033 863 2 GROUNDS 8/1-8/31/16		300-41-5320	120.32
43781	8/10/2016	01300	CALLAWAY		693.63
	926956442	S/O		300-42-6010	170.33
	926966784	S/O		300-42-6010	936.30
	927016466	CREDIT MEMO - S/O		300-42-6010	-413.00
43782	8/10/2016	01024	CONSERV FS		2,070.23
	102002753	GASOLINE QTY 621 @ 1.6629		100-01-6024	1,195.36
	102002754	GASOLINE QTY 460 @ 1.6149		100-01-6024	874.87
43783	8/10/2016	01042	CONSTELLATION ENERGY SERVICES - NATURAL GAS LLC		988.91
	1681206-01	GMRC/OCCC NATURAL GAS		200-02-5204	593.79
	1681206-01	GMRC/OCCC NATURAL GAS		300-40-5204	395.12
43784	8/10/2016	01026	CREEKSIDE PRINTING		3,390.00
	08021602	FALL 2016 BROCHURE PRINTING/MAILING		200-02-5209	3,390.00
43785	8/10/2016	01180	DARLEEN CARL-BECK		35.00
	SWIM TEAM VOLUN	SWIM TEAM VOLUNTEER REIMBURSEMENT 8/10/16		200-10-5475	35.00
43786	8/10/2016	01752	DENISA MIROS		50.00
	MIROS D 8/10/16	REFUND - SUMMER CAMP		200-2372	50.00
43787	8/10/2016	01031	DES PLAINES OFFICE EQUIPMENT		728.86
	19121866	ADMIN COPIER LEASE		100-01-5430	255.53
	19148383	GMRC COPIER/PRINTER LEASE		100-01-5430	473.33
43788	8/10/2016	01624	DIGITAL GOLF TECHNOLOGIES		551.25
	1274	HOLE IN ONE COST		300-40-5331	551.25
43789	8/10/2016	01592	GLOBAL GOLF SALES		365.37
	204261	EQUIPMENT		300-1360	365.37
43790	8/10/2016	01038	HARRIS GOLF CARS		3,231.83
	01-158808	REPAIR PARTS		300-41-6034	31.83
	02-159207	S/O CART SALE		300-42-6010	3,200.00
43791	8/10/2016	01084	IMPREST		2,536.31
	APRIL-JULY 2016 IM	APRIL-JULY 2016 IMPREST		200-02-5410	10.00
	APRIL-JULY 2016 IM	APRIL-JULY 2016 IMPREST		200-02-5410	30.00
	APRIL-JULY 2016 IM	APRIL-JULY 2016 IMPREST		200-02-6000	1,200.00
	APRIL-JULY 2016 IM	APRIL-JULY 2016 IMPREST		200-03-6028	40.00

Expense Approval Report

Payment Dates: 08/10/2016 - 08/10/2016

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Payment Amount Item Amount
	APRIL-JULY 2016 IM	APRIL-JULY 2016 IMPREST		200-04-6028	12.96
	APRIL-JULY 2016 IM	APRIL-JULY 2016 IMPREST		200-04-6028	41.00
	APRIL-JULY 2016 IM	APRIL-JULY 2016 IMPREST		200-04-6028	12.00
	APRIL-JULY 2016 IM	APRIL-JULY 2016 IMPREST		200-06-6028	31.61
	APRIL-JULY 2016 IM	APRIL-JULY 2016 IMPREST		200-10-5410	156.27
	APRIL-JULY 2016 IM	APRIL-JULY 2016 IMPREST		200-12-6005	3.42
	APRIL-JULY 2016 IM	APRIL-JULY 2016 IMPREST		200-12-6005	60.00
	APRIL-JULY 2016 IM	APRIL-JULY 2016 IMPREST		200-2368	98.70
	APRIL-JULY 2016 IM	APRIL-JULY 2016 IMPREST		300-40-5321	121.90
	APRIL-JULY 2016 IM	APRIL-JULY 2016 IMPREST		300-40-5321	116.90
	APRIL-JULY 2016 IM	APRIL-JULY 2016 IMPREST		300-40-6001	67.08
	APRIL-JULY 2016 IM	APRIL-JULY 2016 IMPREST		300-40-6016	5.68
	APRIL-JULY 2016 IM	APRIL-JULY 2016 IMPREST		300-40-6016	9.79
	APRIL-JULY 2016 IM	APRIL-JULY 2016 IMPREST		300-41-5428	149.00
	APRIL-JULY 2016 IM	APRIL-JULY 2016 IMPREST		300-41-6024	20.00
	APRIL-JULY 2016 IM	APRIL-JULY 2016 IMPREST		408-99-5465	200.00
	APRIL-JULY 2016 IM	APRIL-JULY 2016 IMPREST		413-99-5300	150.00
43792	8/10/2016	01206	JOURNAL AND TOPICS NEWSPAPER		420.00
	170583	INSERTS FOR BLOCK PARTY		413-99-5330	420.00
43793	8/10/2016	01650	JOZEFA MARKEVYCH		35.00
	SWIM TEAM VOLUN	SWIM TEAM VOLUNTEER REIMBURSEMENT 8/10/16		200-10-5475	35.00
43794	8/10/2016	01488	KATHY CHOUIMIATSKY		35.00
	SWIM TEAM VOLUN	SWIM TEAM VOLUNTEER REIMBURSEMENT 8/10/16		200-10-5475	35.00
43795	8/10/2016	01751	MAREK NOWAK		35.00
	SWIM TEAM VOLUN	SWIM TEAM VOLUNTEER REIMBURSEMENT 8/10/16		200-10-5475	35.00
43796	8/10/2016	01335	MARK HEFFERNAN		600.00
	155495-2	EMERGENCY ELECTRIC REPAIR		300-40-5423	600.00
43797	8/10/2016	01186	MEIER BROTHERS TIRE SUPPLY INC		35.50
	284545	REPAIR PARTS		300-41-6034	35.50
43798	8/10/2016	01054	MIDORI RESTAURANT BANQUET SERVICE		4,709.25
	3	AASPI G/O 8/4/16		300-2325	4,709.25
43799	8/10/2016	01057	NAPA HEIGHTS AUTOMOTIVE		114.61
	914890	HARDWARE SMALL TOOLS SUPPLIES		300-41-6016	24.47
	917117	GAS OIL GREASE		300-41-6024	90.14
43800	8/10/2016	01748	NATASHA COSTELLO		35.00
	SWIM TEAM VOLUN	SWIM TEAM VOLUNTEER REIMBURSEMENT 8/10/16		200-10-5475	35.00
43801	8/10/2016	01252	NATIONAL IGNITION		178.00
	35249	REPAIR PARTS		300-41-6030	178.00
43802	8/10/2016	01064	PENDELTON TURF SUPPLY		5,757.00
	4851	CHEMICAL SUPPLIES		300-41-6015	5,757.00
43803	8/10/2016	01064	PENDELTON TURF SUPPLY		4,800.00
	5027	CHEMICAL SUPPLIES		300-41-6015	4,800.00
43804	8/10/2016	01064	PENDELTON TURF SUPPLY		295.00
	5000	REPAIR PARTS/HARDWARE SMALL TOOLS SUPPLIES		300-41-6016	85.00
	5000	REPAIR PARTS/HARDWARE SMALL TOOLS SUPPLIES		300-41-6034	210.00
43805	8/10/2016	01065	PITNEY BOWES GLOBAL FINANCIAL SERVICES		206.00
	3100389766	POSTAGE MACHINE LEASE		200-02-5430	206.00
43806	8/10/2016	01066	PLATINUM SYSTEMS		131.25
	K-97696	CORE FILTERING & ARCHIVING		100-01-5300	131.25

Expense Approval Report

Payment Dates: 08/10/2016 - 08/10/2016

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Payment Amount Item Amount
43807	8/10/2016 AR203854	01746 LIONS PLAYGROUND	PLAYWORLD SYSTEMS INC	410-99-8006	114,438.62 114,438.62
43808	8/10/2016 8000900000081293	01135 POSTAGE	PURCHASE POWER	100-01-6000	402.50 402.50
43809	8/10/2016 505367 7623243 7670908	01253 CREDIT MEMO OFFICE SUPPLIES OFFICE SUPPLIES	QUILL CORPORATION	100-01-6027 100-01-6027 100-01-6027	42.29 -130.28 158.58 13.99
43810	8/10/2016 12172 12278	01497 POOL SHADE STRUCTURE LIONS PLAYGROUND	REESE RECREATION PRODUCTS INC	518-99-8018 410-99-8006	11,490.00 9,440.00 2,050.00
43811	8/10/2016 1648005-00	01071 REPAIR PARTS	REINDERS INC	300-41-6030	389.24 389.24
43812	8/10/2016 SWIM TEAM VOLUN	01747 SWIM TEAM VOLUNTEER REIMBURSEMENT 8/10/16	RENATA SMAGA	200-10-5475	35.00 35.00
43813	8/10/2016 5341	01458 SPRUCE TREES APPLICATIONS	RICHARD DANIEL WALL SR.	200-30-6026	375.00 375.00
43814	8/10/2016 SWIM TEAM VOLUN	01651 SWIM TEAM VOLUNTEER REIMBURSEMENT 8/10/16	RITA NEBL	200-10-5475	35.00 35.00
43815	8/10/2016 CONTRACTED PERF	01739 CONTRACTED PERFORMANCE 08.13.16	ROB LOAR	413-99-5300	1,650.00 1,650.00
43816	8/10/2016 SAM'S CLUB 6/28-7/ SAM'S CLUB 6/28-7/ SAM'S CLUB 6/28-7/	01074 SAM'S CLUB 6/28-7/9/16 SAM'S CLUB 6/28-7/9/16 SAM'S CLUB 6/28-7/9/16	SAM'S CLUB/SYNCHRONY BANK	200-12-6005 200-12-6005 413-99-6028	1,001.42 540.04 405.93 55.45
43817	8/10/2016 SPRA MEMBERSHIP	01509 SPRA MEMBERSHIP	SPRA	200-02-5460	40.00 40.00
43818	8/10/2016 SWIM TEAM VOLUN	01750 SWIM TEAM VOLUNTEER REIMBURSEMENT 8/10/16	SUSAN STONEQUIST	200-10-5475	35.00 35.00
43819	8/10/2016 SWIM TEAM VOLUN	01262 SWIM TEAM VOLUNTEER REIMBURSEMENT 8/10/16	SVETLANA NIKIFOROVA	200-10-5475	35.00 35.00
43820	8/10/2016 SWIM TEAM VOLUN	01749 SWIM TEAM VOLUNTEER REIMBURSEMENT 8/10/16	TOM SCHINDBECK	200-10-5475	35.00 35.00
43821	8/10/2016 78931976	01587 BENCH - POOL DECK	ULINE	518-99-8018	3,066.26 3,066.26
43822	8/10/2016 CH902622 CH904357	01017 CHLORINE CHLORINE	UNIVAR USA INC	200-10-6015 200-10-6015	1,126.85 592.55 534.30
43823	8/10/2016 IN1162281	01092 S/O EQUIPMENT	US KIDS GOLF	300-42-6010	175.55 175.55
Grand Total:					174,878.34

Report Summary

Fund Summary

Fund	Payment Amount
100 - CORPORATE FUND	3,375.13
200 - RECREATION FUND	8,841.71
300 - GOLF	31,191.17
408 - POLICE FUND	200.00
410 - HANDICAPPED SPEC. REC. FUND	116,488.62
413 - COMMUNITY EVENTS	2,275.45
518 - CAPITAL PROJECT FUND	12,506.26
Grand Total:	174,878.34

Account Summary

Account Number	Account Name	Payment Amount
100-01-5300	CONTRACTED SERVICE	131.25
100-01-5430	SERVICE CONTRACTS	728.86
100-01-6000	POSTAGE	402.50
100-01-6024	GAS OIL AND GREASE	2,070.23
100-01-6027	OFFICE SUPPLIES	42.29
200-02-5204	NATURAL GAS-HEAT	593.79
200-02-5209	PRINTING	3,390.00
200-02-5320	TELEPHONE	68.14
200-02-5410	SEMINARS AND TRAININ	40.00
200-02-5430	SERVICE CONTRACTS	206.00
200-02-5460	PROFESSIONAL MEMBE	40.00
200-02-6000	POSTAGE	1,200.00
200-03-6028	PROGRAM SUPPLIES-PR	40.00
200-04-6028	PROGRAM SUPPLIES-KIN	65.96
200-06-6028	PROGRAM SUPPLIES-PE	31.61
200-10-5410	SEMINARS AND TRAININ	156.27
200-10-5475	PROGRAM ACTIVITY AN	350.00
200-10-6015	CHEMICAL SUPPLIES	1,126.85
200-12-6005	RESALE CONCESSION SU	1,009.39
200-2368	PRESCHOOL BOOSTERS	98.70
200-2372	REFUND CLEARING ACC	50.00
200-30-6026	LANDSCAPE AND TURF	375.00
300-1360	GOLF EQUIPMENT INVE	365.37
300-2325	GOLF OPERATION DEPO	4,709.25
300-40-5204	NATURAL GAS-HEAT	395.12
300-40-5300	CONTRACTED SERVICE	568.00
300-40-5320	TELEPHONE	108.50
300-40-5321	SATELLITE TELEVISION	238.80
300-40-5331	PROMOTION	551.25
300-40-5423	CONTRACTED REPAIRS E	600.00
300-40-6001	PUBLIC RELATIONS	67.08
300-40-6016	HARDWARE SMALL TOO	15.47
300-41-5300	CONTRACTED SERVICE	7,457.16
300-41-5320	TELEPHONE	120.32
300-41-5428	IRRIGATION MAINTENA	149.00
300-41-6015	CHEMICAL SUPPLIES	10,557.00
300-41-6016	HARDWARE SMALL TOO	109.47
300-41-6024	GAS OIL AND GREASE	110.14
300-41-6030	REPAIR PARTS EQUIPME	567.24
300-41-6034	REPAIR PARTS CARTS	277.33
300-42-6010	GOLF SPECIAL ORDER E	4,224.67
408-99-5465	LICENSES AND FEES	200.00
410-99-8006	PARK AND FACILITY COM	116,488.62
413-99-5300	CONTRACTED SERVICE	1,800.00
413-99-5330	ADVERTISEMENT	420.00
413-99-6028	PROGRAM SUPPLIES	55.45

Account Summary

Account Number	Account Name	Payment Amount
518-99-8018	POOL IMPROVEMENTS	12,506.26
	Grand Total:	174,878.34

Project Account Summary

Project Account Key	Payment Amount
None	174,878.34
Grand Total:	174,878.34



Prospect Heights Park District, IL

Expense Approval Report

By Payment Number

Payment Dates 08/13/2016 - 08/13/2016

Payment Number	Payment Date	Vendor #	Vendor Name	Account Number	Payment Amount
	Payable Number	Description			Item Amount
43824	8/13/2016	01753	BOUNCE HOUSES R US		3,533.00
	3518	BOUNCE HOUSES FOR BLOCK PARTY		413-99-5201	3,533.00
Grand Total:					3,533.00

Report Summary**Fund Summary**

Fund	Payment Amount
413 - COMMUNITY EVENTS	3,533.00
Grand Total:	3,533.00

Account Summary

Account Number	Account Name	Payment Amount
413-99-5201	RENTAL EQUIPMENT	3,533.00
Grand Total:		3,533.00

Project Account Summary

Project Account Key	Payment Amount
None	3,533.00
Grand Total:	3,533.00



Prospect Heights Park District, IL

Expense Approval Report

By Payment Number

Payment Dates 08/18/2016 - 08/18/2016

Payment Number	Payment Date	Vendor #	Vendor Name	Account Number	Payment Amount
Payment Number	Payable Number	Description	Vendor Name	Account Number	Item Amount
43825	8/18/2016	01006	ADP LLC		805.42
	477870742	PAYROLL PROCESSING PE 8/2/16		100-01-5430	369.87
	478352482	PAYROLL PROCESSING EZLABOR		100-01-5430	435.55
43826	8/18/2016	01015	ASSOCIATED LABOR CORPORATION OF AMERICA		4,815.10
	101891	CONTRACTED LABOR - PARKS PE 7/31/16		200-30-5300	354.20
	101922	CONTRACTED LABOR - OCCC PE 8/7/16		300-40-5300	568.00
	101923	CONTRACTED LABOR - PARKS PE 8/7/16		200-30-5300	449.08
	101924	CONTRACTED LABOR - GROUNDS PE 8/7/16		300-41-5300	3,443.82
43827	8/18/2016	01016	AT&T		181.04
	847394342208 8/16	847 394-3422 297 7 ADMIN 8/4-9/3/16		200-02-5320	181.04
43828	8/18/2016	01022	COMCAST		115.33
	8771100740004153	GMRC CABLE 8/2016		200-02-5320	10.48
	8771100740047145	GMRC INTERNET 8/6-9/5/16		200-02-5320	104.85
43829	8/18/2016	01041	CONSTELLATION ENERGY SERVICES INC		40.96
	68904428	#705224-4 IZAAK WALTON ELECTRIC 7/12-8/10/16		405-99-5205	40.96
43830	8/18/2016	01041	CONSTELLATION ENERGY SERVICES INC		222.65
	68942893	705224-1 ADMIN ELECTRIC 7/13-8/11/16		200-02-5205	222.65
43831	8/18/2016	01754	CUPCAKES FOR COURAGE		94.00
	2016 PHPD BLOCK P	2016 PHPD BLOCK PARTY		413-99-6004	94.00
43832	8/18/2016	01189	DAVE'S AUTO CLINIC INC		452.50
	015839	REPAIR PARTS BUS 2		200-02-6031	452.50
43833	8/18/2016	01324	DIRECT FITNESS SOLUTIONS LLC		328.70
	514229	REPAIR PARTS		200-13-6030	328.70
43834	8/18/2016	01702	ELLEN C FOGARTY		51.80
	REPLACEMENT CK F	REPLACEMENT CHECK FOR CK# 43437		200-13-5300	51.80
43835	8/18/2016	01106	FIRST STUDENT INC		671.93
	091-C-058149	BUSSES FOR CAMP		200-14-5475	178.75
	091-C-058150	BUSSES FOR CAMP		200-14-5475	302.50
	091-C-058163	BUSSES FOR CAMP		200-14-5475	190.68
43836	8/18/2016	01155	HALOGEN SUPPLY COMPANY		260.00
	00491339	WHIRLPOOL FILTER		200-02-6014	260.00
43837	8/18/2016	01038	HARRIS GOLF CARS		277.68
	01-159557	REPAIR PARTS		300-41-6034	277.68
43838	8/18/2016	01193	HERITAGE TENNIS CLUB		803.20
	PHPDSUMMER2016	AHPD TENNIS PROGRAM		200-07-5300	803.20
43839	8/18/2016	01182	JAMES SAMMONS		125.00
	1178	REPAIR MAIN BREAKER		200-02-5423	125.00
43840	8/18/2016	01130	JEFF ELLIS & ASSOCIATES INC		875.00
	20078134	AUGUST 2016 POOL AUDIT		200-10-5410	875.00
43841	8/18/2016	01238	KIMBALL MIDWEST		122.60
	5050906	HARDWARE SMALL TOOLS SUPPLIES		300-41-6016	122.60

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Payment Dates: 08/18/2016 - 08/18/2016

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Payment Amount Item Amount
43842	8/18/2016 TAE KWON DO 5/24	01102 TAE KWON DO 5/24-8/9/16	LIONS TAE KWON DO CENTER	200-13-5300	1,190.25 1,190.25
43843	8/18/2016 2016 PHPD BLOCK P	01755 2016 PHPD BLOCK PARTY	MARIO'S CART	413-99-6004	125.00 125.00
43844	8/18/2016 165962	01052 JANITORIAL SUPPLIES	METRO PROFESSIONAL PRODUCTS	200-02-6022	245.25 245.25
43845	8/18/2016 918007 918054 918072 918392 918395 918896	01057 HARDWARE SMALL TOOLS SUPPLIES HARDWARE SMALL TOOLS SUPPLIES OIL FILTERS HARDWARE SMALL TOOLS SUPPLIES REPAIR PARTS HARDWARE SMALL TOOLS SUPPLIES	NAPA HEIGHTS AUTOMOTIVE	300-41-6016 300-41-6016 300-41-6024 300-41-6016 300-41-6030 300-41-6016	167.94 5.58 7.52 56.88 16.99 41.52 39.45
43846	8/18/2016 6925	01430 PRE-EMPLOYMENT DRUG SCREEN AND/OR PHYSICA	NORTHWEST COMMUNITY HOSPITAL	406-99-5104	150.00 150.00
43847	8/18/2016 760406	01070 JANITORIAL SUPPLIES	RAMROD	200-02-6022	647.85 647.85
43848	8/18/2016 0551-012785425	01120 LIONS PARK DISPOSAL	REPUBLIC SVC #551	410-99-8006	939.02 939.02
43849	8/18/2016 2016 OUTDOOR CO 2016 OUTDOOR CO 2016 OUTDOOR CO	01072 2016 OUTDOOR COURT HOCKEY 2016 OUTDOOR COURT HOCKEY 2016 OUTDOOR COURT HOCKEY	RIVER TRAILS PARK DISTICT	200-07-5050 200-07-6018 200-07-6028	126.90 47.10 64.00 15.80
43850	8/18/2016 77128976	01710 HARDWARE SMALL TOOLS SUPPLIES	SITONE LANDSCAPE SUPPLY LLC	300-41-6016	83.89 83.89
43851	8/18/2016 31904282	01078 S/O BALLS	TAYLOR MADE	300-42-6012	1,346.88 1,346.88
43852	8/18/2016 2016 PHPD BLOCK P	01756 2016 PHPD BLOCK PARTY	THE CAJUN CONNOISSEUR FOOD TRUCK AND CATERING	413-99-6004	68.00 68.00
43853	8/18/2016 0070236479 0070236669	01450 S/O APPAREL S/O APPAREL	THE CIT GROUP COMMERCIAL SERVICES INC	300-42-6011 300-42-6011	2,281.74 2,220.29 61.45
43854	8/18/2016 2016 PHPD BLOCK P	01757 2016 PHPD BLOCK PARTY	TOASTY CHEESE MOBILE EATERY	413-99-6004	180.00 180.00
43855	8/18/2016 11654-001 8/17/16 11654-001 8/17/16 11654-001 8/17/16 11663-001 8/17/16 9160-002 8/17/16 9160-002 8/17/16 9160-002 8/17/16	01081 GROUNDS WATER/SEWER CONST FEE/SEWER GROUNDS WATER/SEWER CONST FEE/SEWER GROUNDS WATER/SEWER CONST FEE/SEWER GMRC WATER OCC WATER/SEWER CONST FEE/SEWER OCC WATER/SEWER CONST FEE/SEWER OCC WATER/SEWER CONST FEE/SEWER	VILLAGE OF MOUNT PROSPECT	300-41-5206 300-41-5206 300-41-5206 200-02-5206 300-40-5206 300-40-5206 300-40-5206	3,436.18 88.40 5.00 17.10 1,168.48 5.00 1,803.36 348.84
43856	8/18/2016 5003273874	01098 GOLF CART LEASE 9/1-9/30/16	WELLS FARGO FINANCIAL LEASING	300-40-5220	9,000.00 9,000.00
43857	8/18/2016 95408	01741 EQUIPMENT	ZEROFRICTION LLC	300-1360	139.17 139.17

Grand Total: 30,370.98

Report Summary

Fund Summary

Fund	Payment Amount
100 - CORPORATE FUND	805.42
200 - RECREATION FUND	8,269.16
300 - GOLF	19,699.42
405 - PAVING & LIGHTING FUND	40.96
406 - LIABILITY INSURANCE FUND	150.00
410 - HANDICAPPED SPEC. REC. FUND	939.02
413 - COMMUNITY EVENTS	467.00
Grand Total:	30,370.98

Account Summary

Account Number	Account Name	Payment Amount
100-01-5430	SERVICE CONTRACTS	805.42
200-02-5205	ELECTRICITY	222.65
200-02-5206	WATER SEWER	1,168.48
200-02-5320	TELEPHONE	296.37
200-02-5423	CONTRACTED REPAIRS E	125.00
200-02-6014	WHIRLPOOL SUPPLIES	260.00
200-02-6022	JANITORIAL SUPPLIES	893.10
200-02-6031	REPAIR PARTS VEHICLES	452.50
200-07-5050	WAGES-YOUTH LEAGUES	47.10
200-07-5300	CONTRACTED SERVICE	803.20
200-07-6018	UNIFORMS-PROGRAM S	64.00
200-07-6028	PROGRAM SUPPLIES-YO	15.80
200-10-5410	SEMINARS AND TRAININ	875.00
200-13-5300	CONTRACTED SERVICE	1,242.05
200-13-6030	REPAIR PARTS EQUIPME	328.70
200-14-5475	PROGRAM ACTIVITY AN	671.93
200-30-5300	CONTRACTED SERVICE	803.28
300-1360	GOLF EQUIPMENT INVE	139.17
300-40-5206	WATER SEWER	2,157.20
300-40-5220	EQUIPMENT LEASE PAY	9,000.00
300-40-5300	CONTRACTED SERVICE	568.00
300-41-5206	WATER SEWER	110.50
300-41-5300	CONTRACTED SERVICE	3,443.82
300-41-6016	HARDWARE SMALL TOO	276.03
300-41-6024	GAS OIL AND GREASE	56.88
300-41-6030	REPAIR PARTS EQUIPME	41.52
300-41-6034	REPAIR PARTS CARTS	277.68
300-42-6011	GOLF SPECIAL ORDER AP	2,281.74
300-42-6012	GOLF SPECIAL ORDER G	1,346.88
405-99-5205	ELECTRICITY	40.96
406-99-5104	PHYSICALS SCREENINGS	150.00
410-99-8006	PARK AND FACILITY COM	939.02
413-99-6004	EMPLOYEE RELATIONS	467.00
Grand Total:		30,370.98

Project Account Summary

Project Account Key	Payment Amount
None	30,370.98
Grand Total:	30,370.98



Prospect Heights Park District, IL

Expense Approval Report

By Payment Number

Payment Dates 08/25/2016 - 08/25/2016

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Payment Amount Item Amount
43858	8/25/2016 PSI60614	01004 JANITORIAL SUPPLIES	1ST AYD CORPORATION	300-41-6022	168.09 168.09
43859	8/25/2016 902920752 902939649 902951665 902955021 902959094	01079 S/O BALLS BALLS S/O APPAREL S/O APPAREL CUBS HATS	ACUSHNET COMPANY	300-42-6012 300-1361 300-42-6011 300-42-6011 300-1362	2,393.23 1,000.80 864.28 50.98 87.32 389.85
43860	8/25/2016 478684399	01006 PAYROLL PROCESSING PE 8/16/16	ADP LLC	100-01-5430	409.63 409.63
43861	8/25/2016 9937803650	01009 OCC GROUNDS SUPPLIES	AIRGAS USA LLC	300-41-5300	47.30 47.30
43862	8/25/2016 6024 6026	01744 NETWORK ENHANCEMENTS EQUIPMENT FOR FT YOUTH EDUCATION COORDINAT	AMI COMMUNICATIONS	518-99-8020 100-01-5467	21,567.63 20,317.69 1,249.94
43863	8/25/2016 317847 317881 317994	01014 FERTILIZER FERTILIZER LANDSCAPING SUPPLIES	ARTHUR CLESEN	300-41-6037 300-41-6037 200-30-6026	1,133.62 195.69 526.11 411.82
43864	8/25/2016 101960	01015 CONTRACTED LABOR - PARKS PE 8/14/16	ASSOCIATED LABOR CORPORATION OF AMERICA	200-30-5300	506.00 506.00
43865	8/25/2016 847398195908 8/24	01016 847 398-1959 971 3 OCC VISA 8/10-9/9/16	AT&T	300-40-5320	40.27 40.27
43866	8/25/2016 PS03069 PS03675A	01020 REPAIR PARTS REPAIR PARTS	BURRIS EQUIPMENT CO	300-41-6030 300-41-6030	127.94 61.89 66.05
43867	8/25/2016 71369	01247 SEMI-ANNUAL TEST	CERTIFIED FIRE EQUIPMENT TECHNICIANS	408-99-5325	80.00 80.00
43868	8/25/2016 8771100740151376	01022 GROUNDS CABLE/INTERNET 8/23-9/22/16	COMCAST	300-41-5320	105.41 105.41
43869	8/25/2016 4563001190 8/24/1	01023 MUIR FIELD ELECTRIC 7/20-8/18/16	COMMONWEALTH EDISON	405-99-5205	23.52 23.52
43871	8/25/2016 69018521	01041 705224-3 BALL FIELD LIGHTS 7/15-8/15/16	CONSTELLATION ENERGY SERVICES INC	405-99-5205	302.14 302.14
43873	8/25/2016 68979986	01041 #705224-2 OCC ELECTRIC 7/14-8/12/16	CONSTELLATION ENERGY SERVICES INC	300-40-5205	7,498.16 7,498.16
43874	8/25/2016 PHPD.020	01103 FALL 2016 BROCHURE LAYOUT/DESIGN	DANNA J. KOBESKI	200-02-5300	2,250.00 2,250.00
43875	8/25/2016 091-C-058193 091-C-058194	01106 BUSSES FOR CAMP BUSSES FOR CAMP	FIRST STUDENT INC	200-14-5475 200-14-5475	440.00 261.25 178.75
43876	8/25/2016 59201-C	01758 ABORVITAES/OAKS	GERDES WHOLESALE NURSERY INC	300-41-6026	3,005.00 505.00

Payment Dates: 08/25/2016 - 08/25/2016

9/14/2016 11:21:39 AM

Expense Approval Report

Payment Dates: 08/25/2016 - 08/25/2016

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Payment Amount Item Amount
43891	8/25/2016	01062	OFFICE DEPOT		306.18
	856863007001	OFFICE SUPPLIES		100-01-6027	222.13
	856863355001	OFFICE SUPPLIES		100-01-6027	84.05
43892	8/25/2016	01732	PARKINK		358.00
	25285	BLOCK PARTYS 2016 TSHIRTS		413-99-5330	358.00
43893	8/25/2016	01072	RIVER TRAILS PARK DISTICT		432.00
	082216	POOL USEAGE FOR 10TH WK OF CAMP		200-14-5475	432.00
43894	8/25/2016	01136	SUNBURST SPORTSWEAR		636.13
	115863	PRESCHOOL TSHIRTS		200-03-6028	636.13
43895	8/25/2016	01542	TOWN SQUARE PUBLICATIONS		595.00
	AD 2017 100TH AN	QUARTER PAGE AD FOR CHAMBER OF COMMERCE		300-40-5331	595.00
43896	8/25/2016	01440	TYMPANI INCORPORATED		3,318.75
	93808-TM	IT CONTRACTED SERVICES		100-01-5468	3,318.75
43897	8/25/2016	01017	UNIVAR USA INC		534.30
	CH905933	CHEMICALS		200-10-6015	534.30
Grand Total:					62,325.81

Report Summary

Fund Summary

Fund	Payment Amount
100 - CORPORATE FUND	5,302.97
200 - RECREATION FUND	6,217.44
300 - GOLF	24,581.59
405 - PAVING & LIGHTING FUND	325.66
406 - LIABILITY INSURANCE FUND	119.84
408 - POLICE FUND	80.00
413 - COMMUNITY EVENTS	1,627.90
518 - CAPITAL PROJECT FUND	21,570.41
523 - CAPITAL 98 GOLF FUND	2,500.00
Grand Total:	62,325.81

Account Summary

Account Number	Account Name	Payment Amount
100-01-5430	SERVICE CONTRACTS	428.10
100-01-5467	IT HARDWARD	1,249.94
100-01-5468	IT CONTRACTED SERVICE	3,318.75
100-01-6027	OFFICE SUPPLIES	306.18
200-02-5300	CONTRACTED SERVICE	2,250.00
200-02-6016	HARDWARE SMALL TOO	35.86
200-02-6022	JANITORIAL SUPPLIES	165.07
200-02-6032	REPAIR PARTS BUILDING	761.09
200-03-6028	PROGRAM SUPPLIES-PR	636.13
200-10-6015	CHEMICAL SUPPLIES	534.30
200-10-6033	REPAIR PARTS POOL	45.17
200-14-5475	PROGRAM ACTIVITY AN	872.00
200-30-5300	CONTRACTED SERVICE	506.00
200-30-6026	LANDSCAPE AND TURF	411.82
300-1361	GOLF BALL INVENTORY	864.28
300-1362	GOLF APPAREL INVENTO	2,429.05
300-2325	GOLF OPERATION DEPO	7,662.50
300-40-5205	ELECTRICITY	7,498.16
300-40-5320	TELEPHONE	40.27
300-40-5331	PROMOTION	595.00
300-40-6016	HARDWARE SMALL TOO	70.72
300-41-5300	CONTRACTED SERVICE	47.30
300-41-5320	TELEPHONE	105.41
300-41-6016	HARDWARE SMALL TOO	204.99
300-41-6022	JANITORIAL SUPPLIES	168.09
300-41-6026	LANDSCAPE AND TURF	505.00
300-41-6030	REPAIR PARTS EQUIPME	534.29
300-41-6034	REPAIR PARTS CARTS	1,325.20
300-41-6037	FERTILIZER	721.80
300-42-6011	GOLF SPECIAL ORDER AP	138.30
300-42-6012	GOLF SPECIAL ORDER G	1,000.80
300-43-6028	PROGRAM SUPPLIES-HO	663.23
300-44-6028	PROGRAM SUPPLIES-WA	7.20
405-99-5205	ELECTRICITY	325.66
406-99-6020	SAFETY SUPPLIES, PART	119.84
408-99-5325	SECURITY & FIRE ALARM	80.00
413-99-5300	CONTRACTED SERVICE	100.00
413-99-5330	ADVERTISEMENT	636.00
413-99-6006	BEVERAGE SUPPLY	891.90
518-99-8010	BUILDING IMPROVEME	1,252.72
518-99-8020	LAND IMPROVEMENTS	20,317.69
523-99-8052	PARKING LOT	2,500.00
Grand Total:		62,325.81

Project Account Summary

Project Account Key
None

Grand Total:

Payment Amount
62,325.81
<hr/>
62,325.81

[illegible]



Refunds Processed Report-BOARD PACKET

Printed: 14 Sep 2016, 12:15 PM

User: class

Date From: Monday, August 01, 2016

Date To: Wednesday, August 31, 2016

Account Name	Date	Refund Reason	Fee	Refund	GL Account	Refund From
Alpert, Heather						
	18 Aug 2016	Refund: Visa Card - Rental Deposit Return	\$0.00	\$100.00		
Boseck, Joan						
	29 Aug 2016	Refund: Discover Card - Schedule Conflict	\$0.00	\$38.00	Senior Programs	200-11-4131
Buckman, Marce						
	25 Aug 2016	Refund: Check - Supv Approval	\$0.00	\$79.00	Summer Day Camps	200-14-4110
Catalano, Maria						
	26 Aug 2016	Refund: Visa Card - Rental Deposit Return	\$0.00	\$100.00		
Dawson, Julie						
	26 Aug 2016	Refund: Check - Rental Deposit Return	\$0.00	\$100.00		
Dulany, Peter						
	26 Aug 2016	Refund: Visa Card - Rental Deposit Return	\$0.00	\$278.00		
	26 Aug 2016	Refund: Visa Card - Rental Deposit Return	\$0.00	\$100.00		
Gadhia, Minesh						
	25 Aug 2016	Refund: Visa Card - Entry Error	\$0.00	\$165.00	Creative Kids Preschool	200-03-4135
					Senior Programs	200-11-4131
Guzy, Marzena						
	18 Aug 2016	Refund: Check - Supv Approval	\$0.00	\$135.00	Creative Kids Preschool	200-03-4135
Henning, Betty						
	26 Aug 2016	Refund: Visa Card - Rental Deposit Return	\$0.00	\$100.00		
Ipsen, Della						
	24 Aug 2016	Refund: Check - Class Cancelled	\$0.00	\$24.00	Senior Programs	200-11-4131
Johnson, Adam						

Refunds Processed Report-BOARD PACKET

Account Name	Date	Refund Reason	Fee	Net		Refund From
				Refund	GL Account	
	11 Aug 2016	Refund: Master Card - Not Satisfied with course	\$0.00	\$118.00	Summer Day Camps	200-14-4110
					Summer Day Camps	200-14-4110
Kelly, Marie						
	24 Aug 2016	Refund: Visa Card - Class Cancelled	\$0.00	\$24.00	Senior Programs	200-11-4131
King, Colleen						
	24 Aug 2016	Refund: Check - Class Cancelled	\$0.00	\$24.00	Senior Programs	200-11-4131
Kolguri, Akshara						
	25 Aug 2016	Refund: Visa Card - Supv Approval	\$0.00	\$84.00	Summer Day Camps	200-14-4110
					Camp Swim Lessons	200-10-4205
					Swim Lessons	200-10-4206
Kowalski, Emilia						
	11 Aug 2016	Refund: Master Card - Other	\$0.00	\$129.00	Summer Day Camps	200-14-4110
					Summer Day Camps	200-14-4110
Kriss, Janet						
	25 Aug 2016	Refund: Master Card - Other	\$0.00	\$79.00	Senior Programs	200-11-4131
Miros, Denisa						
	09 Aug 2016	Refund: Check - Other	\$0.00	\$50.00	Summer Day Camps	200-14-4110
Palmer, Robert						
	18 Aug 2016	Refund: Visa Card - Supv Approval	\$0.00	\$50.00	Creative Kids Preschool	200-03-4135
Petersen, Adrienne						
	26 Aug 2016	Refund: Master Card - Rental Deposit Return	\$0.00	\$100.00		
Verma, Deepti						
	11 Aug 2016	Refund: Visa Card - Moved	\$0.00	\$100.00	KinderStop	200-04-4102
Widlarz, Steve						
	09 Aug 2016	Refund: Visa Card - Rental Deposit Return	\$0.00	\$100.00		
				<hr/>		
				\$ 858.00		

FY 2016		PROSPECT HEIGHTS PARK DISTRICT		YTD FUND SUMMARY				INFORMATIONAL	
Fund Numbers	Fund Names	Audited Begin. Bal. 16	REVENUE 8/31/2016	Real Estate Tax 8/31/2016	EXPENSE 8/31/2016	Transfers 8/31/2016	Ending Bal 8/31/2016	Fund Transfers Budgeted	Bud. FY 16
100	CORPORATE	1,006,362	2,493	921,639	325,555	(148,400)	1,456,539	(381,027) To F518,F523,F608	1,162,602
900	Reserve Acct.	349,584	468	-	-		350,053	-	351,111
200	RECREATION	453,769	687,981	566,582	894,694		813,638	-	660,251
300	GOLF	23,935	940,070	-	831,462		132,542	(52,223) To F523	-
MAJOR FUND	SUB TOTAL	1,833,650	1,631,011	1,488,221	2,051,710	(148,400)	2,752,772	(433,250)	2,173,964
404	AUDIT	2,685	-	12,272	13,000		1,957		1,926
405	PAVING & LIGHTING	11,621	-	4,174	2,213		13,582		4,783
406	LIABILITY INS.	25,402	-	76,653	53,144		48,910	-	1,841
407	I.M.R.F.	26,791	-	117,787	73,522		71,056	-	33,654
408	POLICE	14,772	-	72,057	49,480		37,349	-	31,952
409	MUSEUM	6,864	-	10,689	-		17,553	(4,350) To F412	2,497
410	SPECIAL REC.	134,674	-	115,214	208,581		41,307		37,633
411	SOCIAL SEC.	17,375	-	105,119	80,030		42,463		13,980
412	MEMORIAL	(3,679)	-	-	627		(4,306)	4,350 To F409	100
413	COMM. EVENTS	35,646	-	8,894	22,181		22,359	-	16,876
NON-MAJOR	SUB TOTAL	272,151	-	522,860	502,778	-	292,232	-	145,242
OPERATING	SUB TOTAL	2,105,801	1,631,011	2,011,081	2,554,489	(148,400)	3,045,005	(433,250)	2,319,206
518	Cap. Fund- Parks/Recr	855,596			154,729		700,867	212,362 From F100, F607	444,146
523	Cap. Fund-Golf	12,661			29,301		(16,640)	102,223 From F100, F300	43,384
CAPITAL	SUB TOTAL	868,257	-	-	184,030	-	684,227	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		583,627			584,322	(29,735) From F518	
608	Bond 2014B	-			148,400	148,400	-	571,800 From F100, F609	
609	Bond 2016	-						(423,400) To F608	150,150
Debt	SUB TOTAL	34,182	-	583,627	148,400	148,400	617,809	-	150,150
ALL FUND TOTALS		3,008,240	1,631,011	2,594,708	2,886,918	-	4,347,041	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: September 20, 2016
To: Board of Commissioners
From: Scott Devlin, Business Manager
Re: August 2016 Investment Report

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

	Balance EOM	Interest Earned
8/31/2016	\$ 350,052.63	\$74.11

General Account Interest

	Balance EOM	Interest Earned
8/31/2016	\$ 1,912,283.36	\$47.34

Investment Account Interest

	Balance EOM	Interest Earned
8/31/2016	\$ 2,309,957.70	\$489.03

Prospect Heights Park District

Investment Report for Year Ending December 31, 2016

	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>Jun</u>	<u>Jul</u>	<u>Aug</u>	<u>Sept</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Total</u>
Beginning Balance	\$ 3,110,488.26	\$ 2,985,302.75	\$ 3,252,232.71	\$ 4,068,187.17	\$ 4,021,315.97	\$ 3,825,539.75	\$ 3,827,264.88	\$ 4,010,960.53	\$ 4,602,762.67	\$ 4,602,762.67	\$ 4,602,762.67	\$ 4,602,762.67	\$ 3,110,488.26
General Account Activity													
Interest Income	\$ 42.70	\$ 39.40	\$ 67.33	\$ 66.02	\$ 35.75	\$ 28.51	\$ 28.30	\$ 47.34					\$ 355.35
Net deposited into operating acct.	\$ 88,727.41	\$ 508,891.98	\$ 1,091,499.44	\$ 236,515.93	\$ 265,602.41	\$ 328,463.67	\$ 663,609.81	\$ 1,121,592.66					\$ 4,304,903.31
Net Withdrawal from operating acct.	\$ (214,128.33)	\$ (242,171.03)	\$ (275,776.55)	\$ (283,825.19)	\$ (1,761,672.73)	\$ (327,327.56)	\$ (480,489.70)	\$ (530,401.00)					\$ (4,115,592.09)
Interest Income-CASH RESERVE	\$ 44.41	\$ 41.55	\$ 44.43	\$ 43.95	\$ 74.06	\$ 71.69	\$ 74.09	\$ 74.11					\$ 468.29
Investment Account correction	\$ 126.30	\$ 128.06	\$ 119.81	\$ 128.09	\$ 184.29	\$ 488.82	\$ 473.15	\$ 489.03					\$ 2,139.55
Ending Balance	\$ 2,985,302.75	\$ 3,252,232.71	\$ 4,068,187.17	\$ 4,021,315.97	\$ 3,825,539.75	\$ 3,827,264.88	\$ 4,010,960.53	\$ 4,602,762.67	\$ 4,602,762.67	\$ 4,602,762.67	\$ 4,602,762.67	\$ 4,602,762.67	\$ 3,302,762.67



PROSPECT HEIGHTS PARK DISTRICT

(847) 394-2848
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110 W. Camp McDonald Road, Prospect Heights, Illinois 60070

September 20, 2016

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

Information and Technology

The District continues to work with AMI Communications & Midco for the District's managed IT services. The network enhancement are in progress. The cylinder block walls and metal lockers make it difficult for Wi-Fi signals to travel throughout GMRC. Additional access points will be installed in GMRC by the end of October to assist with this situation.

Personnel Manual

Staff is reviewing the current personnel manual and its policies. Recommendations will be reviewed by labor attorneys, discussed with the Board's Personnel Committee and will ultimately require board approval. There are several changes required i.e. Child Bereavement Leave Act, Local Government Travel Expense Control Act, etc. The term "immediate family" is being examined with other Districts as its definition will affect program discounts and certain employee policies. The discussion has included husband, wife, civil union spouse (according to the law of the State of Illinois), domestic partner who has shared a residence with the employee for certain amount of months, stepchildren, etc. The current definition is spouse and children, father, mother, sister, brother, grandparents, mother-in-law, father-in-law, brother-in-law, sister-in-law, nieces or nephews.

Review

It has been an educational nine months and I continue to enjoy the duties and the staff I work with on a daily basis. I have outlined what has been accomplished and current/future projects:

Accomplished

- Met with Park District staff and representatives from various groups (NWSRA, MWRD, PDRMA, Midori, Natural Resources Commission, Rotary, Tully Park, Heron Pond Homeowners Association, the garden club, and City administration, Library, Police, Fire and School District 23).
- Reviewed policy and procedures and the 2011-2016 Comprehensive Park Master Plan
- Worked on two grants
- Slight restructuring of organizational chart
- Participated in hiring four individuals for District and City intern



PROSPECT HEIGHTS PARK DISTRICT

(847) 394-2848

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

- Participated in Community Day, 50th anniversary activities and Block Party

Projects (in no particular order)

- Budget process
- Review personnel policy and employee review procedures
- Information Technology
- Somerset
- Nature Center
- Oversee marketing strategy
- Comprehensive planning of community needs, facility infrastructure, capital projects

I welcome feedback regarding projects and conversation about how to tackle these.



PROSPECT HEIGHTS PARK DISTRICT

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

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

September 14, 2016

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

Recreation Software

Our first week of training is set for September 19-23 with RecTrac. We will have two training stations in the Administrative Offices.

50th Anniversary

Preschool and Kinderstop will have 50th Anniversary Special Events on Sept. 29th & 30th. We will be bringing in Dave DiNaso's Traveling World of Reptiles along with pizza parties for the families.

PDRMA

The Loss Control Review visit for maintenance was on September 1st. Jesse Kinsland reviewed the administrative maintenance materials with Dino and Doug toured the parks with us. The Loss Control Review Progress Report was received back on Monday, Sept. 12th. We will have until Nov. 4th to complete the items that were added to our Plan of Action.

The golf meeting was on Sept. 14th. Marc reviewed the administrative documents and toured the golf course and shop with Jesse. We will receive the progress report early next week.

Everyone did a great job with their reviews. Jess was complimentary on the progress. After November 4th, we will receive our completed review.

Whirlpool

We officially closed the whirlpool. We offered credits or refunds of \$15 to all members. To date, 18 people have requested credits or refunds.

Drills

In October our drills will include:

- Oct. 12 9:30 AM Fire Drill - all facility
- Oct. 13 1 PM Shelter-in-Place – programs only
- Oct. 14 9:30 Lockdown Drill – programs only



PROSPECT HEIGHTS PARK DISTRICT

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

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

September 14, 2016

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

Pump Room/Pool

Repairs were completed on pool plumbing in the pump room. We found a contractor that does plastic welds on high pressure pipes. This type of repair is used in medical nuclear plants where the system cannot be shut down for repairs. Draining of the pool was completed after testing the lines for leaks. Small slide and mushroom was cleaned and waxed.

Plumbing

Shower controls in the men's shower have all been replaced except the for handicap fixture that will need a stainless plate made for the opening. We will start replacing the women's shower fixtures to eliminate the old units.

HVAC

Rear 20 ton a/c unit was replaced, Carrier sent their own technician out to do the start up. Looking at options to change the ductwork and controls for the computer room. We will add a thermostat with a damper to balance the air since the room is always warm.

Administration Building

Basement toilet was not flushing due to the ejector pump. We clean the pit and adjusted the float. We picked up a float in case it needs replacement in the future.

Bus Inspection

Bus one and two were taken in for the six month safety test. Both buses passed after a minor exhaust repair was made, inspection stickers were issue

Whirlpool

Leak has become too severe to patch. We are losing half the water in the tub overnight. Whirlpool had to be shut down

PRE-SCHOOL

Table tops were replaced on six tables in rooms A & B. Frame and legs were sanded and painted to match the original color.

Parking Lot

Patching, seal coating and stripping was completed in the main parking lot. One of the pole night lights was not working due to a burned out transformer. We replaced the part and also replaced the capacitor since we had the fixture apart.

Lions Park

Split rail fence used at Lions playground is no longer available. Since we needed to replace two sections to close the opening we removed fencing from a different location where the fence was not necessary and installed at the playground.

School Street Park

Damaged split rail fence was removed by playground; fence on south side will remain. Rotted timbers are being replaced that separates the playground area. Slide and platform will be removed to make room for the new equipment. Part of the slide supports will be use to repair the swing set support.

Jaycee Park

Damaged sand structure was removed to make space for a replacement activity. Additional playground safety fiber will be added once the unit is installed.

Wedgewood Park

Removal of sand structure will be done after Jaycee Park is completed.

Parks

Clean up, grass cutting and trimming continues at the parks, landscape and tree planting is also in progress at this time.



**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: August 2016 Golf Operations Board Report

Coming off the hottest July recorded in history to find one of the wettest Augusts on record has made for a tremendous challenging season. Also with the calendar in August having two less weekend days available made it impossible to compare prior year's results.

Total revenue for August was up for the month due to several special orders that were processed. On a positive note we are enjoying our junior all-star team compete with hopes of advancing to the National Championship. It has an enjoyable season watching the youth play and enjoy the summer.

Most of our summer staff has returned to school. I am extremely proud of the kids that worked this season. All of them performed above and beyond the call of duty, which made for an enjoyable season.

As we move into September we remain positive with several events still to come. If the weather cooperates we will end the season on a positive note with a chance to enjoy a small profit for the 2016 season.

We are looking forward to the possibility of swapping out the current fleet of golf cars. When approved, we will be able to offer our clients a new look going into the 2017 season. This one change will bring positive feedback and help us remain more competitive in a tough market place.

The repaired 30 ton HVAC unit is running well and maintains lobby temperature at 72 degrees when under heavy demand.



PROSPECT HEIGHTS PARK DISTRICT

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

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

September 13, 2016

To: Julie Caporusso, Superintendent of Recreation

From: Laura Fudala, Supervisor of Recreation

Re: September Board Report

Kinder Stop

The Kinder Stop program (before and after care) began on August 23rd for the 1st graders. The program has gotten off to a great start! The AM and PM portion of the program which is for the Kindergarteners began on August 30th. The staff is doing a great job working with the kids and enriching their days! This school year we have changed the structure of the program. We have moved away from 3 20 minute stations. We are now starting the day with a craft, the children are shown how to do the craft, if a child finishes early they can play with the toys in room, then we move along to rug time where the children go over the days of the week, calendar and weather, followed by an academic worksheet. We felt the 20 minute stations were too long for the children to sit.

We have 72 students enrolled in the program.

The Kinder Stop program once again received the Power Play grant for school year 2016-2017. The Kinder Stop program participants will begin participating in Jr. Jazzercise on September 14th.

Preschool

The preschool year has started! The program started on September 6th.

We have 78 students enrolled in the preschool program.

Kids Day Off

August 29th we had a Kids Day Off outing. We took the kids to Funtopia in Glenview, followed by lunch and play at the park district.



PROSPECT HEIGHTS PARK DISTRICT

(847) 394-2848
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110 W. Camp McDonald Road, Prospect Heights, Illinois 60070

September 2016

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

Dance

The NEW Creative & Performing Arts Day Camp had a very successful summer! We had 33 in week 6, 38 in week 7 & we finished up the summer with 26 in week 8. We have had great reviews from parents and kids. We are very excited to offer this camp again next summer and we are looking forward to expanding the program.

Performing Arts Camp, "Harriett Potter, A Hogwarts School Musical" was held on Thursday, July 28th at MacArthur Middle School. We had a cast of 21 kids. Our attendance was 135 for our final production.

Fall Dance has begun and so far we have 63 students signed up. This number always increases the second week of class as people always sign up late and we always try to accommodate them. We are about 15 students more than we had last year and I am very pleased with the registration so far.

Active Adults

The trips continue into the fall with many new activities. 8 for The Odd Couple, Wisconsin State Fair with 22 patrons, Singing in the Rain with 10 patrons, Sylvia with 8 patrons, The Johnny Mathis Tour with 13 patrons, Mischief & Mayhem, dueling pianos with 14 patrons, Mame with 14 patrons, Weekend Comedy with 11 patrons & our West Allis Mystery Tour with 1 patrons. We have a busy Fall & holiday season waiting for us. My overnight tour to Branson, MO will kick start the holidays and will depart on Tues, Nov 1st for 4 days. Many fun, holiday events following that tour.

Once again I am the chairman of the exhibitor committee for Senior Celebration Day which was held on Thursday, September 15th from 11am-3pm. PHPD had a booth space at the event which was held at Arlington Park Racecourse. We saw many of our regulars at the event and welcomed MANY new patrons to explore all that PHPD has to offer. We promoted Active Adult trips and programs, Golf, our birding classes along with Yoga/Chair Yoga and our Fitness Center. As always, it was a very well attended event.

Special Event

Next up is SpookFest on Saturday, Oct 22nd. Looking forward to an exciting event.



PROSPECT HEIGHTS PARK DISTRICT

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

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

September 14, 2016

To: Julie Caporusso, Superintendent of Recreation

From: Olivia Shapley, Supervisor of Recreation

Re: September 2016 Recreation Board Report

Athletics

This year we have three basketball programs that are now accepting registrations. Our leagues this year include Boys and Girls Youth Basketball League, Jr. High Basketball League, and Fall Basketball League. These programs all start at different times, allowing a variety of basketball options to be offered to patrons.

Fitness Center

The Fitness Center air conditioning is finally fixed and the members are very appreciative of this repair!

Fitness Center

Membership Statistics Report

(Comparing September 2015 to September 2016)

Memberships	September 2016	September 2015
3 Months Pass	8	6
Gym & Racquetball Pass	35	45
Health & Fitness Full Combo Pass	17	17
Health & Fitness Center Pass	114	125



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

Date: September 20, 2016
To: Park Board of Commissioners
From: Christina Ferraro, Executive Director
Re: Recommendation to obtain construction budget for Somerset Park project

BACKGROUND

Park District staff and City's Natural Resource Commission volunteers worked with landscape architect student, Sean McMillion, from the University of Wisconsin at Madison on the potential design for Somerset Park.

McMillion also spoke with community members who live adjacent to the park, the general feel from neighbors is the park is an extension of their backyard. There are several site constraints with this project: adjacent to residences, creek and floodway, no parking owned by the District and difficult access to the park.

McMillion did an excellent job on the project and, after presentation to the Park Board of Commissioners, it was determined quotes should be obtained to fabricate the design.

Park District staff and City's Natural Resource Commission volunteers met with Pastor Rod of Our Redeemer Church to discuss redesigning Somerset Park. The discussion was about the project, the primary entrance to the park being the Church parking lot and the parcel of Somerset Park owned by the Lutheran Church (rectangular parcel just east of the church parking lot). Pastor Rod had some concerns about how it would affect the Church preschool program which has 30 children four mornings a week and the Sunday worship for 60 individuals. He also feels the congregation, 120 individuals, should be notified and vote as to whether the Church should rent or sell the property or enter into an agreement with the Park District to use the property.

Four quotes were obtained from companies to act as independent consultants to review the design and provide construction cost estimate. If the board decides to move forward with obtaining construction budget, it is recommended the District contract with the lowest "bidder", Strand Associates, at a cost not to exceed \$500 to review McMillion's design and provide the District with a construction estimate. Strand has an office in Joliet; it has been in existence for 70 years and made the effort to meet staff and volunteers onsite to discuss the project and walk the site.

Hitchcock Design Group \$1,200

*includes printing, mileage and courier



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Brusseau Design Group \$1,000

Design Perspectives \$700 * does not include land survey, related engineering services or geo-tech assistance

Strand Associates, Inc. \$500 * includes a design and construction estimate for the project. There are no additional costs

The Chi Cal Rivers Grant was applied for, requesting \$300,000 plus the Park would add \$100,000 and Natural Resource Commission would add \$200,000 in-kind with volunteer hours and most plant material. These numbers were created by staff and volunteers who worked on the grant and made the best guess estimates. Grant awards will be announced in December. However, an actual budget is necessary to plan to move forward with the project.

The Park is preparing its fiscal year 2017 budget which includes capital projects. The board will need to determine in September if they would like to move forward with a company to review the design and prepare a construction budget for the project.

If the Board accepts one of the proposals from these companies, the company will be informed and the review and construction estimate are due no later than November 11, 2016. The Board will discuss in November, and if project is approved, then an RFP will be created and distributed in December and due in January. The RFP will include coordination of meeting with park staff, city building and planning staff, two community meetings as well as design (with options). The board will award the contract in January and the company can begin permit process, notifications, materials ordered, etc.

RECOMMENDATION

It is staff's recommendation to accept Strand Associates' proposal to review the McMillion design and develop a cost estimate / budget for Somerset Park at a cost not to exceed \$500. It is understood that this project has several unknown variables and may be halted before it begins such as: Our Redeemer Church does not approve the parking lot as a primary access or the proposed budget for the project is too large for the District to approve at this time. The recommendation at this time:

- (1) Board determine if District should purchase or rent the Church property or enter into an agreement to use the property
 - a. If YES, District should begin negotiating with the Church
 - b. If NO, project should be redesigned to include only the east side of the creek and include 15-20 parking spaces off Palatine Road
- (2) Obtain a cost estimate for Somerset Park project



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TIMELINE

September 16, 2016	meeting with Pastor Rod for approval of land usage
September 20, 2016	board decides to move forward with obtaining construction budget
September 16, 2016	meeting with Pastor Rod for approval of land usage November 11, 2016 design review and construction estimate due to staff from companies
November 15, 2016	board discussion to move forward
November	project review by MWRD Watershed Management Ordinance (WMO) -Dependent on the specific construction activities planned for the area, other permitting agencies (IDNR, USACE, etc.) may need to get involved
December 4, 2016	Chi Cal Rivers Grant awards announced
December 12, 2016	distribute request for proposal from Landscape Architect
December 20, 2016	FY2017 Park budget passed
January 6, 2017	Proposal & documents due to Park
January 7-13, 2017	Selection review process, consultant interviews
January 17, 2017	Board review and contract award
February, 2017	permit process, community input meetings, materials ordered
March – April, 2017	construction begin
August 2017	project construction complete NRC will be planting and managing for two full years at least before they are nearing completion (half of the plants in the first year)



**PROSPECT HEIGHTS
PARK DISTRICT**

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FUNDING

The \$500 cost to acquire the budget from Strand Associates may be absorbed in the current capital budget.

If it is the Board's desire to approve the design and cost for the project, this would be funded through the FY2017 Capital budget hopefully to include the potential grant OR fabricate this project in stages i.e. over three year period

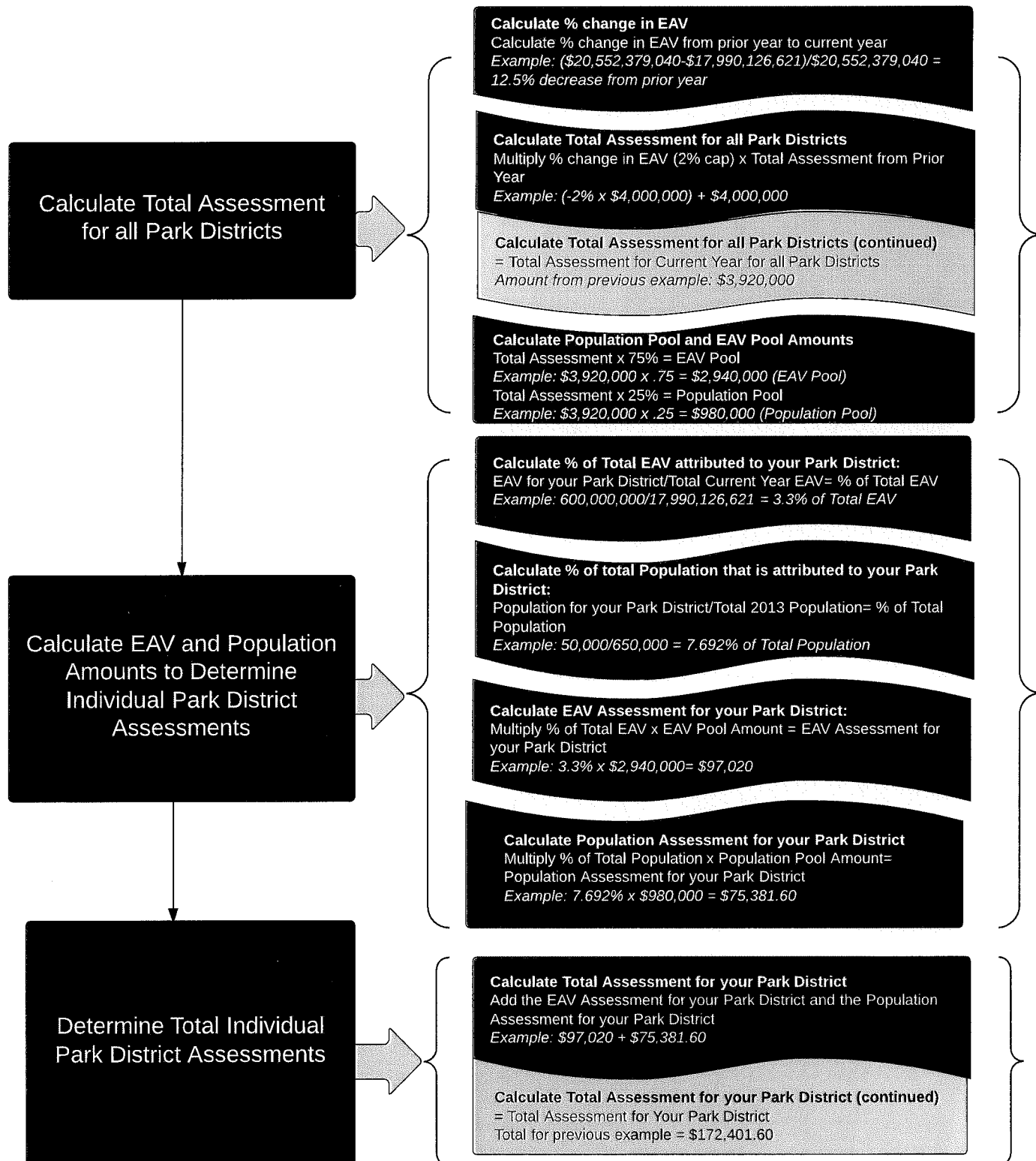
NORTHWEST SPECIAL RECREATION ASSOCIATION

2016 MEMBER DISTRICT ANNUAL ASSESSMENT / FACILITY SPACE USAGE PLAN

A	B	C	D	E	F	G
Member Park District	2014 E.A.V.	To Be Billed Fiscal Year 2016	Facility Space Usage @ .00005 x EAV	Total Per Member District	.04 Levy per \$100 EAV	ADA Compliance Facility Space Usage Credit Available
Arlington Heights	2,406,137,827	539,775.57	120,306.89	660,082.46	962,455.13	302,372.67
Bartlett	986,212,671	238,364.17	49,310.63	287,674.80	394,485.07	106,810.27
Buffalo Grove	1,397,801,627	310,429.80	69,890.08	380,319.88	559,120.65	178,800.77
Elk Grove	1,495,914,672	313,784.23	74,795.73	388,579.96	598,365.87	209,785.91
Hanover Park	478,618,817	146,084.55	23,930.94	170,015.49	191,447.53	21,432.04
Hoffman Estates	1,262,575,231	304,572.77	63,128.76	367,701.53	505,030.09	137,328.56
Inverness	203,817,012	41,515.54	10,190.85	51,706.39	81,526.80	29,820.41
Mt. Prospect	1,446,086,836	343,930.76	72,304.34	416,235.10	578,434.73	162,199.63
Palatine	1,982,353,941	479,405.86	99,117.70	578,523.56	792,941.58	214,418.02
Prospect Heights	297,319,498	76,093.32	14,865.97	90,959.29	118,927.80	27,968.51
River Trails	426,111,033	98,383.03	21,305.55	119,688.58	170,444.41	50,755.83
Rolling Meadows	582,826,132	133,717.68	29,141.31	162,858.99	233,130.45	70,271.46
Salt Creek	146,393,817	34,698.08	7,319.69	42,017.77	58,557.53	16,539.76
Schaumburg	3,113,141,441	660,326.98	155,657.07	815,984.05	1,245,256.58	429,272.53
South Barrington	407,657,937	78,293.46	20,382.90	98,676.36	163,063.17	64,386.81
Streamwood	641,609,478	177,316.78	32,080.47	209,397.25	256,643.79	47,246.54
Wheeling	916,867,628	221,118.40	45,843.38	266,961.78	366,747.05	99,785.27
	18,191,445,598	\$ 4,197,810.99	909,572.26	5,107,383.25	7,276,578.23	2,169,194.98

Calculating Member District Assessments

Step by step guide outlining the 8 calculations necessary to complete the formula



*The following sample numbers are used for the purposes of illustration in the above chart: 2012 EAV: \$20,552,379,040, 2013 EAV: \$17,990,126,621, 2013 Total Assessments: \$4,000,000, EAV for your Park District: \$600,000, Population for your Park District: 50,000, Total Population for all Park Districts: 650,000. Current year means year being assessed. Assessments are based on most recently available EAV's, which is typically 2 years prior. (For 2015, assessments are based on 2013 EAV).

Resolution No. 09.20.2016

Northwest Special Recreation Association
2017 Assessment Resolution

WHEREAS, the Prospect Heights Park District is a member district in good standing with the Northwest Special Recreation Association, and

WHEREAS, the Northwest Special Recreation Association represents a joint agreement program as authorized in the Park District Code and,

WHEREAS, the Prospect Heights Park District has the authority pursuant to Section 5.8 of the Park District Code, and,

WHEREAS, the Prospect Heights Park District is committed to ensuring the continuation of quality leisure services for its residents both children and adults experiencing a disabling condition, and,

WHEREAS, the Prospect Heights Park District wants to continue to support full community participation by residents with disabling conditions,

NOW, THEREFORE BE IT RESOLVED, THAT, the Prospect Heights Park District does ratify the recommended Assessment for calendar year 2017 (FY 2016/2017) in the amount of \$76,093.32 as recommended by the Board of Trustees of NWSRA.

SO RESOLVED this 20th day of September, 2016.

PROSPECT HEIGHTS PARK DISTRICT

President of Prospect Heights Park District

Attest:

Secretary of Prospect Heights Park District

(SEAL)

Ayes: ____ Nays: ____



PROSPECT HEIGHTS PARK DISTRICT

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

Date: September 20, 2016

To: Park Board of Commissioners

From: Christina Ferraro, Executive Director
Marc Heidkamp, Director of Golf Operations

Re: Recommendation to lease new fleet of golf carts

BACKGROUND

Currently there are 74 golf carts at the Old Orchard Country Club (OCCC). This is leased equipment with an additional two years on the current lease agreement. OCCC is responsible for all expenses, maintenance and insurance related to the current equipment. The carts are ten years old and require power so they must remain outside at the power source. These also require new batteries (six 8-volt) which is an additional \$13,750 for the FY2017 in addition to the current lease payoff of \$77,404.00

After much research, staff recommends trading in the current fleet of 74 carts for a new fleet of 74 Yamaha 2017 Drive2 Quietech Electric Fuel Injected (EFI) Golf Carts. These include ClimaGuard Sun Top with gutter system, information holders, polycarb hinged windshield (increased durability and UV protection), sand bottle, fleet numbers, dual USB power ports, club protectors and wheel covers. This is also an eco-friendly alternative to gas carts: it is the greenest gasoline powered cart with a small carbon footprint.

These EFI carts have:

- Four-wheel independent suspension system
- self-adjusting mechanical brakes
- one 12-volt battery required
- no power requirement so they may remain inside
- Dual-USB ports so the need for GPS units will decrease greatly as golfers can use their mobile phones to measure distance using various apps (YamaTrack, etc.)

The total cost for the new fleet, including delivery, trade-in current carts, on-call service contract for new carts, 4-year standard limited warranty and current payoff is \$450,808 to Harris Golf Cars. The amount we still owe on the current lease is being rolled into this dollar amount. This is a cost savings in parts,



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maintenance, electricity and eliminates battery acid stains on the pavement. The residual value of these carts will be great in 6-8 years for potential trade-in.

The investment in this equipment increases the potential for increasing revenue and protecting our competitive edge in the marketplace.

RECOMMENDATION

It is staff's recommendation to enter into a new lease agreement with Wintrust Capital to finance the new carts for the total cost \$450,808.00 plus \$700 in documentation fees. OCCC continues working with Yamaha, therefore, a bid contract is not necessary. Currently, we lease the current fleet through Yamaha who uses Wells Fargo to finance equipment. Wells Fargo's quote is \$14,834 per month. Wintrust's lease payment is \$13,560 per month for same terms. This is a \$1,274 savings per month financing with Wintrust versus Wells Fargo.

The current 74 carts will be picked up in November 2016 and the new 74 carts would be delivered in March 2017. Wintrust will pay for the equipment in March 2017. It is a 6 year lease with a \$1 buyout per cart at the end of the lease term. The lease would begin April 2017 and end March 2023. Due to cash flow, OCCC will pay Wintrust 6 months a year for 6 years hence, 36 payments in 72 months.

FUNDING

Despite the proposed \$13,560 monthly lease payment costing over \$4,560 more per month than we currently pay, there is a total savings of over \$5,000 a year by acquiring new carts. Acquiring a new fleet is excellent customer service for current and new players

SAVINGS:

- cost for gas which is less than the current electricity cost.
- The new fleet will be covered under a four year warranty, eliminating cost for parts
- The new fleet will be on a preventative maintenance schedule through Yamaha for the new six year term agreement, eliminating staff time on repairs
- The current fleet is ten years old and requires battery replacement; this is not necessary with new fleet, therefore, also eliminating staff time spent filling the battery with acid.



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Annual Budget		FY 2016	FY 2017
Revenue		Current Lease Agreement	New Lease Proposal
	Cart Rental	\$ 175,000	\$ 175,000
Total Revenue		\$ 175,000	\$ 175,000
Expense			
	Lease Payment	\$ 54,000	\$ 81,360
	Gas Expense @ \$3 per Gallon	\$ -	\$ 13,272
	Electric Charging	\$ 15,762	\$ -
	Damage Repair	\$ 20,000	\$ 5,000
	Battery Replacement	\$ 13,750	\$ -
	Staff time filling Batteries	\$ 1,500	\$ -
Total Expense		\$ 105,012	\$ 99,632
Gain / Loss		\$ 69,988	\$ 75,368
Annual Savings			\$ 5,380