



**PROSPECT HEIGHTS  
PARK DISTRICT**

Phone: (847) 394-2848

Fax: (847) 394-7799

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

**DECEMBER 19, 2017**

**BOARD  
REPORT**

**PUBLIC NOTICE**  
**Prospect Heights Park District**  
**Agenda for the December 19, 2017 Regular Board Meeting**  
**Gary Morava Recreation Center**  
**110 W Camp McDonald Road, Prospect Heights, IL 60070**

- I. Call to Order – 7:00 p.m.
  - A. Roll Call
  - B. Pledge of Allegiance
- II. Corrections / Additions / Approval of Agenda
- III. Correspondence  
Letter from IAPD regarding 2018 IAPD Summer Golf Tour
- IV. Recognition / Welcome
  - A. Residents
  - B. Guests
- V. Approval of Minutes  
Special Board Meeting – November 28, 2017
- VI. Announcements (Meetings)  
Regular Board Meeting 01/16/18 7:00 p.m. GMRC
- VII. Park District Treasurer's Report
  - A. Cash Report #12
  - B. Approval of Warrants for Payment 

	<u>Date</u>
1. Vendor #11	11/02/17
2. Vendor #11A	11/10/17
3. Vendor #11B	11/16/17
4. Vendor #11C	11/30/17
5. Vendor #11D	Electronic
6. Payroll #23	11/09/17
7. Payroll #24	11/24/17
8. Refund #11	November
- VIII. Business 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
- XII. Public Comment  
Completion of Resident Comment Form required prior to Call to Order. Submit to Executive Director.

- XIII. Unfinished / Ongoing Business
  - A. Comprehensive Master Plan Update
  - B. Food, Beverage & Banquet Service at Old Orchard Country Club
  - C. Park District Logo Discussion
  - D. FY 2018 Budget Draft 1.B
- XIV. New Business
  - A. Public Hearing - Tax Levy Ordinance 12.19.2017
  - B. Tax Levy Ordinance 12.19.2017
  - C. Property Tax Extension Resolution 12.19.2017-01
  - D. Sexual Harassment Policy Resolution 12.19.2017-02
  - E. Schedule of 2018 Meetings
- 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))
- 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

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.*

November 22, 2017

Christina Ferraro  
Executive Director  
Prospect Heights Park District  
110 W Camp McDonald Rd.  
Prospect Heights, IL 60070

Dear Christina,

The Illinois Association of Park Districts is currently planning the 2018 IAPD Summer Golf Tour. I wanted to explore the opportunity of holding an outing at the prestigious Old Orchard Country Club in September of 2018. Monday typically is a good day to hold our event.

A typical schedule of events is as follows:

- 11:00 a.m. Registration/Warm-Up (Golfers are on their own for lunch, most will have lunch in the clubhouse/restaurant on site)
- 12:00 p.m. Shot Gun Start (144 golfers maximum, average attendance - 100)
- 4:30 p.m. – 6:30 p.m. Reception, Awards, Door prizes

IAPD will coordinate the pairing of foursomes and provide pairing sheets to the golf pro. IAPD will utilize and cover expenses for catering needs for the reception and beverage cart. The site will provide an appropriate facility/room to host the reception. IAPD will pay for the food and beverage consumed by the outing attendees, within an agreed upon unit cost.

As a host site, all green and cart fees for all registered golfers are waived. Your agency will receive a complimentary foursome for the event. A representative from your agency, the president, commissioner and or you are all invited to address the attendees during the reception/dinner to highlight special features of your agency and the operations of your golf course.

IAPD would also request additional assistance from the host staff in coordinating the golf competition for the day (scoring), and help putting out sponsor signs. IAPD would feature your agency and course logos on our Web site and on related promotional materials.

In lieu of inclement weather, we would work hand in hand with the site the day of and offer the food and beverage if possible and distribute a voucher to each registrant for a round of golf/cart valid for the 2018 golf season.



The Illinois Association of Park Districts conducts these outings to enable commissioners, directors, staff and friends to network, exchange ideas, make new acquaintances, and learn about new programs or facilities in a relaxed setting. Proceeds from this *Friends of Illinois Parks* sponsored tour go towards research and Power Play, IAPD's beyond-school grant program. For the sponsors, the tour provides a unique business opportunity to promote their company's products or services while demonstrating support for parks, recreation and conservation in Illinois.

Thank you for your consideration, Christina. I look forward to hearing from you in anticipation of securing a date and location for the 2018 IAPD Summer Golf Tour. I can be reached at 217/523-4554.

Sincerely,

A handwritten signature in blue ink that reads "Peter". The signature is stylized with a large, looping 'P' and a cursive 'eter'.

Peter M. Murphy, J.D., CAE  
President/CEO

# DRAFT

**SPECIAL 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, NOVEMBER 28, 2017**

## **Call to Order**

### **Roll Call**

President Tim Jones called the Regular Board Meeting of the Prospect Heights Park District to order at 7:01 p.m.

#### Commissioners present:

Ellen Avery  
Terry Curtis  
Karl Jackson (arrived at 7:13 p.m.)  
Tim Jones  
Eric Kirste  
Bob Loranger

#### Also Present:

Christina Ferraro – Executive Director  
Julie Caporusso – Superintendent of Recreation  
Marc Heidkamp – Director of Golf Operations  
Scott Devlin – Business Manager  
Edlyn Castil – Admin. Asst./Recording Secretary  
Doug Brazeau – PGA Golf Professional

#### Commissioners absent:

Vicki Carney

A quorum was present.

## **Pledge of Allegiance**

The Pledge of Allegiance was led by Tim Jones.

## **Corrections/Additions/Approval of Agenda**

Commissioner Jones requested to discuss under Unfinished/Ongoing Business, Item IX. B. PHWYBS 2018 Fields Improvement Project first, before Item IX A. Food, Beverage & Banquet Service at Old Orchard Country Club.

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

## **Correspondence**

There were none.

## **Recognition/Welcome**

Neal Patel, PHWYBS, Mr. and Mrs. Teresi, Creekside Condos, J. Melino, Creekside Condos, and Joe Rovetto, Creekside Condos, were in attendance.

## **Approval of Minutes**

**Committee of the Whole Special Meeting November 6, 2017**

**Committee of the Whole Special Meeting – November 14, 2017**

**Regular Board Meeting – November 14, 2017**

A motion was made by Commissioner Curtis and seconded by Commissioner Kirste to approve the November 6, 2017 Committee of the Whole Special Meeting Minutes, November 14, 2017 Committee of the Whole Special Meeting Minutes and November 14, 2017 Regular Board Meeting Minutes as submitted. The motion was unanimously approved with a voice vote with two absent (Commissioners Carney and Jackson). The motion carried.

**Announcements (Meetings)**

A Regular Board Meeting will be held on 12/19/17 at 7:00 p.m. at OCCC.

**Committees of the Board**

There were no reports.

**Public Comment**

Mr. Teresi of Creekside Condos commented about OCCC and also his observations with changes that were made through the years with how Medinah Country Club was managed.

**Unfinished/Ongoing Business**

**PHWYBS 2018 Fields Improvement Project**

Executive Director Christina Ferraro reported staff met and surveyed the fields. It was decided that Grounds staff can work on the fields in the spring. The District will take on the project of adding concrete dugouts which will be a Capital expense. PHWYBS will deal with the infield mix and provide materials for the improvement project. Sod will be added to Lions Field. At this time, it is unknown how much sod will be needed. Neal Patel indicated PHWYBS can push back practices in the spring if needed.

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

*Commissioner Jackson arrived at 7:13 p.m.*

Director of Golf Marc Heidkamp presented a Business Plan to the Board. The Board reviewed the Business Plan Marc submitted. They discussed some concerns regarding the proposed budget, staffing, services for golfers and potential banquet users. Executive Director Christina Ferraro commented about the two Business Plans. There will be continued discussion at the next Board Meeting. The Board would like to see Marc's proposed 2018 expenses. The Board was directed to submit any questions they had to Christina by 12/4/17. The Board would like to make a decision about this item by the December Board Meeting.

**New Business**

**Proposed Tax Levy for the Year 2018 Resolution 11.28.17**

Business Manager Scott Devlin reviewed the proposed Tax Levy.

A motion was made by Commissioner Avery and seconded by Commissioner Kirste to adopt Tax Levy for the Year 2018 Resolution 11.28.17. The motion was unanimously approved by a roll call vote.

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

Nays: None

Absent: Commissioner Carney

The motion carried.

**Adjournment**

With no further business to discuss a motion was made by Commissioner Loranger and seconded by Commissioner Curtis to adjourn the Regular Board Meeting at 8:27 p.m. The motion was unanimously approved with a voice vote with one absent (Commissioner Carney). The motion carried.

Respectfully Submitted,  
Edlyn Castil  
Recording Secretary

Secretary: \_\_\_\_\_  
Ellen Avery, Prospect Heights Park District Secretary

TO: Board of Commissioners, Prospect Heights Park District  
 FROM: Park District Business Manager  
 DATE: 12/19/2017 CASH REPORT FY 18

Pink

*Motion by Commissioner \_\_\_\_\_ to approve CASH REPORT 12  
 as submitted. Seconded by Commissioner \_\_\_\_\_.*

Voice Vote

**ACCOUNTS**

**AMOUNTS**

Mt. Pros.State	Payroll	sweep acct.	outstanding checks	\$	(6,454.38)
Mt. Pros.State	Vendor	sweep acct.	outstanding checks	\$	(91,400.91)
Mt. Pros.State	Imprest			\$	2,778.56
Mt. Pros.State	General/Sweep			\$	1,044,622.44
Mt. Pros.State	ATM	Combined Bal -- Account and ATM Machine		\$	26,911.03
Mt. Pros.State	Cash Reserves			\$	351,146.74
Mt. Pros.State	Investment			\$	3,607,711.24
	<b>TOTALS</b>			<u>\$</u>	<u>4,935,314.72</u>

12/19/2017

**FINANCIAL  
 RESOLUTION**

*Motion by Commissioner \_\_\_\_\_ to approve WARRANT RESOLUTION  
 12/19/2017 as submitted. Seconded by Commissioner \_\_\_\_\_.*

**APPROVAL OF WARRANTS 12/19/2017**

**VENDOR WARRANTS**

	Ck From - To	AMOUNTS
11 In the amount of	45696-45711	\$8,039.32
11A In the amount of	45712-45751	\$59,321.62
11B In the amount of	45752-45773	\$20,324.08
11C In the amount of	45774-45823	\$77,541.12
11D In the amount of	ELECTRONIC	\$41,471.41
<b>Total Vendor Warrants</b>		<u>\$206,697.55</u>

**PAYROLL WARRANTS**

23 In the amount of	49391-49407	\$61,392.82
	gross plus employer costs	
24 In the amount of	49408-49424	\$61,421.44
	gross plus employer costs	
<b>Total Payroll Warrants</b>		<u>\$122,814.26</u>

**REFUND WARRANT**

11 In the total amount of	Charge Card Ref.	<u>\$ 2,039.20</u>
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**TOTAL OF WARRANTS**

\$ 331,551.01

12/19/2017

Roll Call





Prospect Heights Park District, IL

# Expense Approval Report

## By Payment Number

Payment Dates 11/02/2017 - 11/02/2017

Payment Number	Payment Date	Vendor #	Description	Vendor Name	Account Number	Payment Amount Item Amount
45696	11/2/2017	01165	A DISCOUNT LOCK CO			162.00
	60044		FITNESS STUDIO ER DOOR REPAIR/HARDWARE		200-02-6016	50.00
	60044		FITNESS STUDIO ER DOOR REPAIR/HARDWARE		518-99-8010	112.00
45697	11/2/2017	01006	ADP LLC			316.77
	502564102		PAYROLL PROCESSING PE 10/24/17		100-01-5430	316.77
45698	11/2/2017	01744	AMI COMMUNICATIONS			1,540.50
	2213		NOVEMBER 2017 IT MONTHLY MANAGED SUPPORT		100-01-5300	1,540.50
45699	11/2/2017	01015	ASSOCIATED LABOR CORPORATION OF AMERICA			1,042.80
	104049		PARKS CONTRACTED SERVICES		200-30-5300	1,042.80
45700	11/2/2017	01922	CHICAGOLAND PAINTING			641.79
	1496		FITNESS STUDIO HALLWAY		518-99-8010	641.79
45701	11/2/2017	01022	COMCAST			117.52
	8771100700162793		OCC CABLE/INTERNET		300-40-5320	117.52
45702	11/2/2017	01324	DIRECT FITNESS SOLUTIONS LLC			115.00
	528835		REPAIR PARTS		200-13-6030	115.00
45703	11/2/2017	01106	FIRST STUDENT INC			284.70
	091-C-062543		BUS FOR KIDS DAY OFF TRIP		200-05-5475	284.70
45704	11/2/2017	01856	IZZO GOLF INC			661.44
	633704		EQUIPMENT		300-1360	661.44
45705	11/2/2017	01369	JULIE CAPORUSSO			63.68
	CAPORUSSO J 11/02		NRPA CONFERENCE REIMBURSEMENT		100-01-5335	63.68
45706	11/2/2017	01134	NORTHWEST ELECTRICAL SUPPLY			1,440.71
	17344575		FITNESS STUDIO		518-99-8010	240.60
	17346513		FITNESS STUDIO		518-99-8010	1,070.00
	17347638		FITNESS STUDIO PARTS		518-99-8010	37.81
	17349163		FITNESS STUDIO		518-99-8010	92.30
45707	11/2/2017	01065	PITNEY BOWES GLOBAL FINANCIAL SERVICES			206.00
	3101677086		POSTAGE MACHINE LEASE		200-02-5430	206.00
45708	11/2/2017	01946	POSSIBILITY PLACE NURSERY			1,093.50
	00115071		COMED GREENS REGIONS GRANT SHRUBS		100-2500	1,093.50
45709	11/2/2017	01120	REPUBLIC SERVICES INC			212.76
	0551-013805750		OCC WASTE SERVICE		300-41-5203	212.76
45710	11/2/2017	01947	TRAVIS MATTHEW LLC			54.95
	3339503		SPECIAL ORDER EQUIPMENT		300-42-6010	54.95
45711	11/2/2017	01080	TRUE VALUE HARDWARE			85.20
	012747		HARWARE/JANITORIAL SUPPLIES		200-02-6016	30.97
	012747		HARWARE/JANITORIAL SUPPLIES		200-02-6022	54.23
<b>Grand Total:</b>						<b>8,039.32</b>

## Report Summary

## Fund Summary

Fund	Payment Amount
100 - CORPORATE FUND	3,014.45
200 - RECREATION FUND	1,783.70
300 - GOLF	1,046.67
518 - CAPITAL PROJECT FUND	2,194.50
<b>Grand Total:</b>	<b>8,039.32</b>

## Account Summary

Account Number	Account Name	Payment Amount
100-01-5300	CONTRACTED SERVICE	1,540.50
100-01-5335	BOARD AND STAFF CON	63.68
100-01-5430	SERVICE CONTRACTS	316.77
100-2500	GRANT PAYABLE	1,093.50
200-02-5430	SERVICE CONTRACTS	206.00
200-02-6016	HARDWARE SMALL TOO	80.97
200-02-6022	JANITORIAL SUPPLIES	54.23
200-05-5475	PROGRAM ACTIVITY AN	284.70
200-13-6030	REPAIR PARTS EQUIPME	115.00
200-30-5300	CONTRACTED SERVICE	1,042.80
300-1360	GOLF EQUIPMENT INVE	661.44
300-40-5320	TELEPHONE	117.52
300-41-5203	DISPOSAL CHARGES	212.76
300-42-6010	GOLF SPECIAL ORDER E	54.95
518-99-8010	BUILDING IMPROVEME	2,194.50
<b>Grand Total:</b>		<b>8,039.32</b>

## Project Account Summary

Project Account Key	Payment Amount
**None**	8,039.32
<b>Grand Total:</b>	<b>8,039.32</b>



Prospect Heights Park District, IL

# Expense Approval Report

## By Payment Number

Payment Dates 11/10/2017 - 11/10/2017

Payment Number	Payment Date	Vendor #	Vendor Name	Account Number	Payment Amount
Payable Number	Description				Item Amount
45712	11/10/2017	01145	AMALGAMATED BANK		475.00
	TRUST# 185564300	PHPD IL GO REFUNDING PARK BONDS SERIES 2014B		608-99-5304	475.00
45713	11/10/2017	01797	ARENA SPORTS USA INC		164.50
	1709319	FLOOR HOCKEY LEAGUE SHIRTS		200-07-6018	164.50
45714	11/10/2017	01014	ARTHUR CLESEN		1,008.90
	328481	FERTILIZER		300-41-6037	276.90
	329732	FERTILIZER		300-41-6037	732.00
45715	11/10/2017	01015	ASSOCIATED LABOR CORPORATION OF AMERICA		6,175.93
	104050	CONTRACTED SERVICES		300-41-5056	632.28
	104050	CONTRACTED SERVICES		300-41-5300	2,867.10
	104088	CONTRACTED SERVICES		300-41-5300	1,872.34
	104089	PARKS CONTRACTED SERVICES		200-30-5300	83.16
	104089	PARKS CONTRACTED SERVICES		200-30-5300	721.05
45716	11/10/2017	01820	C&E FIRE PROTECTION INC		4,785.00
	5662	FITNESS STUDIO SPRINKLER		518-99-8010	4,785.00
45717	11/10/2017	01858	CALL ONE		466.64
	97740071041-9774	TELEPHONE SERVICES ACCT#97740071041-9774007		200-02-5320	466.64
45718	11/10/2017	01090	CITY OF PROSPECT HEIGHTS		73.50
	SANITARY SEWER 7/	SANITARY SEWER 7/1/17-9/30/17		200-02-5206	73.50
45719	11/10/2017	01022	COMCAST		109.85
	8771100740047145	GMRC INTERNET		200-02-5320	109.85
45720	11/10/2017	01041	CONSTELLATION NEW ENERGY INC		2,967.47
	9804494701	705224-46120 GMRC ELECTRIC		200-02-5205	2,967.47
45721	11/10/2017	01041	CONSTELLATION NEW ENERGY INC		5,581.95
	9796981601	#705224-2 OOC ELECTRIC		300-40-5205	5,581.95
45722	11/10/2017	01189	DAVE'S AUTO CLINIC INC		235.00
	019162	REPAIR PARTS		300-41-6031	145.00
	019223	REPAIR PARTS		200-30-6031	90.00
45723	11/10/2017	01031	DES PLAINES OFFICE EQUIPMENT		707.88
	21564799	ADMIN/GMRC COPIERS/PRINTER LEASE		100-01-5430	707.88
45724	11/10/2017	01338	DETECTION SYSTEMS & SERVICE INC		866.00
	A20239	FITNESS STUDIO		518-99-8010	866.00
45725	11/10/2017	01624	DIGITAL GOLF TECHNOLOGIES		142.50
	2311	HOLE IN ONE COST		300-40-5331	142.50
45726	11/10/2017	01159	FRANK CRIGLER		3,450.00
	CDC 11/06/17	REPAIRS		200-02-5420	2,150.00
	CDC 11/06/17	REPAIRS		200-02-5422	900.00
	CDC 11/06/17	REPAIRS		200-02-5431	400.00
45727	11/10/2017	01038	HARRIS MOTOR SPORTS		305.69
	02-195560	REPAIR PARTS		300-41-6034	305.69
45728	11/10/2017	01314	ILLINOIS DEPT OF AGRICULTURE BUREAU OF ENVIRONMENTAL PROGRAMS		20.00
	KNIGGE, GIL R 2018	2018 PEST CONTROL LICENSE APPLICATION		408-1225	20.00

## Expense Approval Report

Payment Dates: 11/10/2017 - 11/10/2017

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Payment Amount Item Amount
45729	11/10/2017 RANDELL, DOUGLA	01314 2018 PEST CONTROL LICENSE APPLICATION	ILLINOIS DEPT OF AGRICULTURE BUREAU OF ENVIRONMENTAL PROGRAMS	408-1225	20.00 20.00
45730	11/10/2017 9584473	01379 VESSEL SAFETY	ILLINOIS OFFICE OF THE STATE FIRE MARSHALL	300-40-5422	100.00 100.00
45731	11/10/2017 1420 1421 1423 1424	01182 GENERATOR MAINTENANCE FITNESS STUDIO ELECTRIC FITNESS STUDIO SUSPENDED CEILING FITNESS STUDIO	JAMES SAMMONS	200-02-5430 518-99-8010 518-99-8010 518-99-8010	6,581.00 275.00 1,980.00 2,610.00 1,716.00
45732	11/10/2017 5901324	01238 REPAIR PARTS	KIMBALL MIDWEST	300-41-6030	140.84 140.84
45733	11/10/2017 437690	01344 CONTRACTED SERVICES	KWK STUDY CORP	200-05-5300	120.00 120.00
45734	11/10/2017 OCTOBER 2017	01942 POWER PLAY GRANT EXPENSE - OCTOBER 2017	LIONIZE TRAINING CENTER	200-02-7093	305.00 305.00
45735	11/10/2017 5468	01050 FITNESS STUDIO	MENARDS	518-99-8010	51.75 51.75
45736	11/10/2017 3563-040263 3563-040657 3563-041560 3563-041661 3563-042221 3563-042600 3563-042610	01057 GAS OIL GREASE REPAIR PARTS REPAIR PARTS GAS OIL GREASE GAS OIL GREASE REPAIR PARTS REPAIR PARTS	NAPA HEIGHTS AUTOMOTIVE	300-41-6024 300-41-6030 300-41-6030 300-41-6024 300-41-6024 300-41-6030 300-41-6030	244.28 64.93 22.98 67.06 27.98 27.98 17.36 15.99
45737	11/10/2017 974322678001 974325395001 974325396001 974947730001	01062 PRESCHOOL SUPPLIES KINDERSTOP SUPPLIES OFFICE SUPPLIES OFFICE SUPPLIES	OFFICE DEPOT	200-03-6028 200-04-6028 100-01-6027 300-40-6027	170.64 54.95 14.99 9.68 91.02
45738	11/10/2017 6600	01064 CHEMICAL SUPPLIES	PENDELTON TURF SUPPLY	300-41-6015	2,910.00 2,910.00
45739	11/10/2017 6946	01064 CHEMICAL SUPPLIES	PENDELTON TURF SUPPLY	300-41-6015	2,897.50 2,897.50
45740	11/10/2017 6947 6947 6947	01064 REPAIR PARTS/LANDSCAPE & TURF/CHEMICAL SUPP REPAIR PARTS/LANDSCAPE & TURF/CHEMICAL SUPP REPAIR PARTS/LANDSCAPE & TURF/CHEMICAL SUPP	PENDELTON TURF SUPPLY	300-41-6015 300-41-6026 300-41-6030	734.00 50.00 440.00 244.00
45741	11/10/2017 K-110859	01066 NOVEMBER 2017 MONTHLY EMAIL MANAGEMENT/	PLATINUM SYSTEMS INC	100-01-5471	190.00 190.00
45742	11/10/2017 WINTER 2017/SPRI	01168 WINTER 2017/SPRING 2018 BROCHURE POSTAGE	POSTMASTER	200-02-6000	1,563.00 1,563.00
45743	11/10/2017 8000900000081293	01135 POSTAGE ACCT#8000-9000-0008-1293	PURCHASE POWER	100-01-6000	201.00 201.00
45744	11/10/2017 768032 768032-1	01070 JANITORIAL SUPPLIES JANITORIAL SUPPLIES	RAMROD	200-02-6022 200-02-6022	606.73 462.73 144.00

## Expense Approval Report

Payment Dates: 11/10/2017 - 11/10/2017

Payment Number	Payment Date	Payable Number	Vendor #	Description	Vendor Name	Account Number	Payment Amount	Item Amount
45745	11/10/2017	2017 FALL FLAG FO	01072	RIVER TRAILS PARK DISTICT			128.61	
				2017 FALL FLAG FOOTBALL		200-07-6018	128.61	
45746	11/10/2017		01322	SPEER FINANCIAL			7,331.25	
	150-17			2017 G.O. LIMITED TAX PARK BOARD SERIES 2017		610-99-5332	500.00	
	150-17			2017 G.O. LIMITED TAX PARK BOARD SERIES 2017		610-99-5470	5,700.00	
	D7/17-9			PROFESSIONAL SERVICES		608-99-5304	1,131.25	
45747	11/10/2017		01849	STATEWIDE TIRE			74.16	
	1015202			REPAIR PARTS		300-41-6030	74.16	
45748	11/10/2017		01078	TAYLOR MADE			1,118.75	
	32838213			EQUIPMENT		300-1360	902.00	
	32894113			EQUIPMENT		300-1360	216.75	
45749	11/10/2017		01587	ULINE			185.44	
	90396763			JANITORIAL SUPPLIES		200-02-6022	185.44	
45750	11/10/2017		01774	VERMONT SYSTEMS INC			6,032.00	
	56774			RECTRAC - REGISTRATION SOFTWARE (YEAR 2 OF 3)		518-99-8025	6,032.00	
45751	11/10/2017		01164	WHEELING PARK DISTRICT			79.86	
	2017 FLAG FOOTBA			2017 FLAG FOOTBALL		200-07-6018	79.86	
Grand Total:							59,321.62	

## Report Summary

## Fund Summary

Fund	Payment Amount
100 - CORPORATE FUND	1,108.56
200 - RECREATION FUND	11,459.75
300 - GOLF	20,866.31
408 - POLICE FUND	40.00
518 - CAPITAL PROJECT FUND	18,040.75
608 - 2014B (2005B Refinance)	1,606.25
610 - 2017 ROLLOVER BOND	6,200.00
<b>Grand Total:</b>	<b>59,321.62</b>

## Account Summary

Account Number	Account Name	Payment Amount
100-01-5430	SERVICE CONTRACTS	707.88
100-01-5471	IT SOFTWARE AND SUBS	190.00
100-01-6000	POSTAGE	201.00
100-01-6027	OFFICE SUPPLIES	9.68
200-02-5205	ELECTRICITY	2,967.47
200-02-5206	WATER SEWER	73.50
200-02-5320	TELEPHONE	576.49
200-02-5420	CONTRACTED REPAIRS E	2,150.00
200-02-5422	CONTRACTED REPAIRS H	900.00
200-02-5430	SERVICE CONTRACTS	275.00
200-02-5431	CONTINGENCY REPAIR	400.00
200-02-6000	POSTAGE	1,563.00
200-02-6022	JANITORIAL SUPPLIES	792.17
200-02-7093	GRANT EXPENDITURES	305.00
200-03-6028	PROGRAM SUPPLIES-PR	54.95
200-04-6028	PROGRAM SUPPLIES-KIN	14.99
200-05-5300	CONTRACTED SERVICE	120.00
200-07-6018	UNIFORMS-PROGRAM S	372.97
200-30-5300	CONTRACTED SERVICE	804.21
200-30-6031	REPAIR PARTS VEHICLES	90.00
300-1360	GOLF EQUIPMENT INVE	1,118.75
300-40-5205	ELECTRICITY	5,581.95
300-40-5331	PROMOTION	142.50
300-40-5422	CONTRACTED REPAIRS H	100.00
300-40-6027	OFFICE SUPPLIES	91.02
300-41-5056	OVERTIME	632.28
300-41-5300	CONTRACTED SERVICE	4,739.44
300-41-6015	CHEMICAL SUPPLIES	5,857.50
300-41-6024	GAS OIL AND GREASE	120.89
300-41-6026	LANDSCAPE AND TURF	440.00
300-41-6030	REPAIR PARTS EQUIPME	582.39
300-41-6031	REPAIR PARTS VEHICLES	145.00
300-41-6034	REPAIR PARTS CARTS	305.69
300-41-6037	FERTILIZER	1,008.90
408-1225	PREPAID EXPENSES	40.00
518-99-8010	BUILDING IMPROVEME	12,008.75
518-99-8025	CAPITAL PURCHASE	6,032.00
608-99-5304	PAYING AGENT FEES	1,606.25
610-99-5332	LEGAL SERVICES	500.00
610-99-5470	CONSULTING SERVICES	5,700.00
Grand Total:		59,321.62

## Project Account Summary

Project Account Key	Payment Amount
**None**	59,321.62

Project Account Summary

Project Account Key  
\*\*None\*\*

Payment Amount

Grand Total:

59,321.62



Prospect Heights Park District, IL

# Expense Approval Report

## By Payment Number

Payment Dates 11/16/2017 - 11/16/2017

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Payment Amount Item Amount
45752	11/16/2017 503301233	01006 PAYROLL PROCESSING	ADP LLC	100-01-5430	793.27 793.27
45753	11/16/2017 7491	01744 SHIPPING	AMI COMMUNICATIONS	100-01-6000	45.66 45.66
45754	11/16/2017 60168	01909 LEGAL SERVICES OCTOBER 2017	ANCEL GLINK DIAMOND BUSH DICIANNI & KRAFTHEFER PC	100-01-5332	2,575.00 2,575.00
45755	11/16/2017 104122 104122	01015 CONTRACTED SERVICES CONTRACTED SERVICES	ASSOCIATED LABOR CORPORATION OF AMERICA	300-41-5056 300-41-5300	2,396.73 157.57 2,239.16
45756	11/16/2017 68J01110117	01267 APPAREL	BRIGHTON ACCESSORIES	300-1362	22.77 22.77
45757	11/16/2017 PS13277 PS13311	01020 REPAIR PARTS REPAIR PARTS	BURRIS EQUIPMENT CO	300-41-6030 300-41-6030	1,025.10 532.34 492.76
45758	11/16/2017 8771100740004153	01022 GMRC CABLE	COMCAST	200-02-5320	10.47 10.47
45759	11/16/2017 2367	01624 HOLE IN ONE FEES	DIGITAL GOLF TECHNOLOGIES	300-40-5331	112.50 112.50
45760	11/16/2017 CDC 11/08/17	01159 FITNESS STUDIO ECONOMIZER	FRANK CRIGLER	518-99-8010	2,775.00 2,775.00
45761	11/16/2017 181486999	01423 SPECIAL EVENTS	GORDON FOOD SERVICE INC	300-40-6042	325.56 325.56
45762	11/16/2017 5897	01859 MASTER PLAN INSTALLMENT	GREENPLAY LLC	100-01-5433	3,915.92 3,915.92
45763	11/16/2017 15330710 111217	01693 ADMIN WATER	HINCKLEY SPRINGS	100-01-5430	24.31 24.31
45764	11/16/2017 TAE KWON DO 8/20	01102 TAE KWON DO CLASSES	LIONS TAE KWON DO CENTER	200-07-5300	1,431.75 1,431.75
45765	11/16/2017 ART SHOWCASE 11/	01948 ART SHOWCASE 11/11/17	LOUANN ZUNDEL	100-01-6004	94.00 94.00
45766	11/16/2017 00057518	01949 BRIDGE/BUNCO CHAIRS	MITYLITE INC	518-99-8050	1,851.70 1,851.70
45767	11/16/2017 3563-042611	01057 REPAIR PARTS	NAPA HEIGHTS AUTOMOTIVE	300-41-6030	13.60 13.60
45768	11/16/2017 977265935001	01062 OFFICE SUPPLIES	OFFICE DEPOT	100-01-6027	686.04 686.04
45769	11/16/2017 1713960-00	01071 REPAIR PARTS	REINDERS INC	300-41-6030	441.25 441.25
45770	11/16/2017 2017 FALL LITTLE KI	01072 2017 FALL LITTLE KICKERS SOCCER	RIVER TRAILS PARK DISTICT	200-07-6018	138.35 138.35



## Expense Approval Report

Payment Dates: 11/16/2017 - 11/16/2017

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Payment Amount Item Amount
45771	11/16/2017	01074	SAM'S CLUB/SYNCHRONY BANK		372.02
	SAM'S CLUB 10/201	ACCT# 6046001000018565 OCTOBER 2017		100-01-6004	44.92
	SAM'S CLUB 10/201	ACCT# 6046001000018565 OCTOBER 2017		200-12-6028	237.12
	SAM'S CLUB 10/201	ACCT# 6046001000018565 OCTOBER 2017		518-99-8050	89.98
45772	11/16/2017	01318	SUNBELT RENTALS INC		1,056.39
	73678080-0001	RENTAL EQUIPMENT		300-41-5201	1,056.39
45773	11/16/2017	01078	TAYLOR MADE		216.69
	32914468	SPECIAL ORDER		300-42-6010	142.67
	32918537	SPECIAL ORDER		300-42-6010	74.02
Grand Total:					20,324.08

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

Fund	Payment Amount
100 - CORPORATE FUND	8,179.12
200 - RECREATION FUND	1,817.69
300 - GOLF	5,610.59
518 - CAPITAL PROJECT FUND	4,716.68
<b>Grand Total:</b>	<b>20,324.08</b>

**Account Summary**

Account Number	Account Name	Payment Amount
100-01-5332	LEGAL SERVICES	2,575.00
100-01-5430	SERVICE CONTRACTS	817.58
100-01-5433	FEASIBILITY STUDY	3,915.92
100-01-6000	POSTAGE	45.66
100-01-6004	EMPLOYEE RELATIONS	138.92
100-01-6027	OFFICE SUPPLIES	686.04
200-02-5320	TELEPHONE	10.47
200-07-5300	CONTRACTED SERVICE	1,431.75
200-07-6018	UNIFORMS-PROGRAM S	138.35
200-12-6028	PROGRAM SUPPLIES-SPE	237.12
300-1362	GOLF APPAREL INVENTO	22.77
300-40-5331	PROMOTION	112.50
300-40-6042	GOLF SPECIAL EVENT EX	325.56
300-41-5056	OVERTIME	157.57
300-41-5201	RENTAL EQUIPMENT	1,056.39
300-41-5300	CONTRACTED SERVICE	2,239.16
300-41-6030	REPAIR PARTS EQUIPME	1,479.95
300-42-6010	GOLF SPECIAL ORDER E	216.69
518-99-8010	BUILDING IMPROVEME	2,775.00
518-99-8050	EQUIPMENT PURCHASE	1,941.68
<b>Grand Total:</b>		<b>20,324.08</b>

**Project Account Summary**

Project Account Key	Payment Amount
**None**	20,324.08
<b>Grand Total:</b>	<b>20,324.08</b>



Prospect Heights Park District, IL

# Expense Approval Report

## By Payment Number

Payment Dates 11/30/2017 - 11/30/2017

Payment Number	Payment Date	Vendor #	Vendor Name	Account Number	Payment Amount Item Amount
45774	11/30/2017	01006	ADP LLC		338.63
	504046202	PAYROLL PROCESSING PE 11/21/17		100-01-5430	338.63
45775	11/30/2017	01007	ADP SCREENING & SELECTION		25.15
	1256064-11-2017	SCREENING & SELECTION		408-99-5465	25.15
45776	11/30/2017	01667	AFLAC		210.48
	229269	ACCT # JNJ50 - NOVEMBER 2017		100-01-5105	159.24
	229269	ACCT # JNJ50 - NOVEMBER 2017		200-02-5105	51.24
45777	11/30/2017	01797	ARENA SPORTS USA INC		590.00
	1709331	YOUTH ATHLETICS BASKETBALL COACHES SHIRTS		200-07-6018	590.00
45778	11/30/2017	01014	ARTHUR CLESEN		77.92
	329954	HARDWARE		300-41-6016	77.92
45779	11/30/2017	01015	ASSOCIATED LABOR CORPORATION OF AMERICA		4,810.98
	104123	PARKS CONTRACTED SERVICES		200-30-5300	83.16
	104123	PARKS CONTRACTED SERVICES		200-30-5300	822.25
	104155	PARKS CONTRACTED SERVICES		200-30-5300	97.02
	104155	PARKS CONTRACTED SERVICES		200-30-5300	866.53
	104156	CONTRACTED SERVICES		300-41-5056	144.84
	104156	CONTRACTED SERVICES		300-41-5300	2,017.06
	104198	PARKS CONTRACTED SERVICES		200-30-5300	97.02
	104198	PARKS CONTRACTED SERVICES		200-30-5300	683.10
45780	11/30/2017	01951	BLUERAVERN CREATIVE		3,801.00
	2600	SIGNAGE FOR COMED GREEN REGIONS GRANT		100-2500	3,801.00
45781	11/30/2017	01953	BWM GLOBAL INC		337.65
	29130	KINDERSTOP SHIRTS		200-04-6048	337.65
45782	11/30/2017	01032	CARDMEMBER SERVICE		17,238.23
	CREDIT - 10/19/17-1	CREDIT - 10/19/17-11/17/17		100-01-5335	-276.64
	CREDIT - 10/19/17-1	CREDIT - 10/19/17-11/17/17		100-01-6027	-3.99
	CREDIT - 10/19/17-1	CREDIT - 10/19/17-11/17/17		100-01-6027	-3.99
	CREDIT - 10/19/17-1	CREDIT - 10/19/17-11/17/17		100-01-6027	-3.99
	CREDIT - 10/19/17-1	CREDIT - 10/19/17-11/17/17		200-02-6032	-31.45
	ELAN 10/19/17-11/	ELAN 10/19/17-11/17/19		100-01-5209	21.98
	ELAN 10/19/17-11/	ELAN 10/19/17-11/17/19		100-01-5209	89.96
	ELAN 10/19/17-11/	ELAN 10/19/17-11/17/19		100-01-6000	59.00
	ELAN 10/19/17-11/	ELAN 10/19/17-11/17/19		100-01-6001	200.00
	ELAN 10/19/17-11/	ELAN 10/19/17-11/17/19		100-01-6001	287.00
	ELAN 10/19/17-11/	ELAN 10/19/17-11/17/19		100-01-6004	55.45
	ELAN 10/19/17-11/	ELAN 10/19/17-11/17/19		100-01-6027	36.91
	ELAN 10/19/17-11/	ELAN 10/19/17-11/17/19		100-01-6027	61.96
	ELAN 10/19/17-11/	ELAN 10/19/17-11/17/19		100-01-6027	60.46
	ELAN 10/19/17-11/	ELAN 10/19/17-11/17/19		100-01-6027	44.91
	ELAN 10/19/17-11/	ELAN 10/19/17-11/17/19		100-01-6027	33.46
	ELAN 10/19/17-11/	ELAN 10/19/17-11/17/19		100-2500	189.40
	ELAN 10/19/17-11/	ELAN 10/19/17-11/17/19		100-2500	434.24
	ELAN 10/19/17-11/	ELAN 10/19/17-11/17/19		100-2500	959.23
	ELAN 10/19/17-11/	ELAN 10/19/17-11/17/19		200-02-5330	129.90
	ELAN 10/19/17-11/	ELAN 10/19/17-11/17/19		200-02-5330	41.33
	ELAN 10/19/17-11/	ELAN 10/19/17-11/17/19		200-02-6000	7.60
	ELAN 10/19/17-11/	ELAN 10/19/17-11/17/19		200-02-6016	38.00

## Expense Approval Report

Payment Dates: 11/30/2017 - 11/30/2017

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Payment Amount Item Amount
	ELAN 10/19/17-11/	ELAN 10/19/17-11/17/19		200-02-6032	36.40
	ELAN 10/19/17-11/	ELAN 10/19/17-11/17/19		200-02-6032	39.74
	ELAN 10/19/17-11/	ELAN 10/19/17-11/17/19		200-02-6032	58.90
	ELAN 10/19/17-11/	ELAN 10/19/17-11/17/19		200-02-6044	56.90
	ELAN 10/19/17-11/	ELAN 10/19/17-11/17/19		200-03-6028	15.88
	ELAN 10/19/17-11/	ELAN 10/19/17-11/17/19		200-03-6028	54.97
	ELAN 10/19/17-11/	ELAN 10/19/17-11/17/19		200-03-6028	63.40
	ELAN 10/19/17-11/	ELAN 10/19/17-11/17/19		200-03-6028	6.99
	ELAN 10/19/17-11/	ELAN 10/19/17-11/17/19		200-03-6028	42.92
	ELAN 10/19/17-11/	ELAN 10/19/17-11/17/19		200-03-6028	40.63
	ELAN 10/19/17-11/	ELAN 10/19/17-11/17/19		200-03-6028	7.59
	ELAN 10/19/17-11/	ELAN 10/19/17-11/17/19		200-03-6028	24.01
	ELAN 10/19/17-11/	ELAN 10/19/17-11/17/19		200-03-6028	20.38
	ELAN 10/19/17-11/	ELAN 10/19/17-11/17/19		200-04-6028	107.44
	ELAN 10/19/17-11/	ELAN 10/19/17-11/17/19		200-04-6028	16.75
	ELAN 10/19/17-11/	ELAN 10/19/17-11/17/19		200-04-6028	29.34
	ELAN 10/19/17-11/	ELAN 10/19/17-11/17/19		200-04-6028	10.99
	ELAN 10/19/17-11/	ELAN 10/19/17-11/17/19		200-04-6028	239.24
	ELAN 10/19/17-11/	ELAN 10/19/17-11/17/19		200-04-6028	6.59
	ELAN 10/19/17-11/	ELAN 10/19/17-11/17/19		200-05-5475	119.62
	ELAN 10/19/17-11/	ELAN 10/19/17-11/17/19		200-05-5475	150.00
	ELAN 10/19/17-11/	ELAN 10/19/17-11/17/19		200-05-5475	229.50
	ELAN 10/19/17-11/	ELAN 10/19/17-11/17/19		200-05-6028	79.45
	ELAN 10/19/17-11/	ELAN 10/19/17-11/17/19		200-06-6018	190.80
	ELAN 10/19/17-11/	ELAN 10/19/17-11/17/19		200-06-6028	1,045.50
	ELAN 10/19/17-11/	ELAN 10/19/17-11/17/19		200-07-6028	284.81
	ELAN 10/19/17-11/	ELAN 10/19/17-11/17/19		200-11-5475	262.86
	ELAN 10/19/17-11/	ELAN 10/19/17-11/17/19		200-11-5475	792.00
	ELAN 10/19/17-11/	ELAN 10/19/17-11/17/19		200-11-5475	770.40
	ELAN 10/19/17-11/	ELAN 10/19/17-11/17/19		200-11-5475	200.00
	ELAN 10/19/17-11/	ELAN 10/19/17-11/17/19		200-11-5475	1,774.50
	ELAN 10/19/17-11/	ELAN 10/19/17-11/17/19		200-11-5475	571.50
	ELAN 10/19/17-11/	ELAN 10/19/17-11/17/19		200-11-5475	1,386.00
	ELAN 10/19/17-11/	ELAN 10/19/17-11/17/19		200-11-5475	534.07
	ELAN 10/19/17-11/	ELAN 10/19/17-11/17/19		200-11-5475	1,987.08
	ELAN 10/19/17-11/	ELAN 10/19/17-11/17/19		200-11-5475	47.60
	ELAN 10/19/17-11/	ELAN 10/19/17-11/17/19		200-11-6028	83.37
	ELAN 10/19/17-11/	ELAN 10/19/17-11/17/19		200-11-6028	60.00
	ELAN 10/19/17-11/	ELAN 10/19/17-11/17/19		200-1225	142.05
	ELAN 10/19/17-11/	ELAN 10/19/17-11/17/19		200-1225	280.00
	ELAN 10/19/17-11/	ELAN 10/19/17-11/17/19		200-1225	400.00
	ELAN 10/19/17-11/	ELAN 10/19/17-11/17/19		200-12-6028	130.39
	ELAN 10/19/17-11/	ELAN 10/19/17-11/17/19		200-12-6028	40.50
	ELAN 10/19/17-11/	ELAN 10/19/17-11/17/19		200-12-6028	73.47
	ELAN 10/19/17-11/	ELAN 10/19/17-11/17/19		200-12-6028	70.13
	ELAN 10/19/17-11/	ELAN 10/19/17-11/17/19		200-12-6028	68.00
	ELAN 10/19/17-11/	ELAN 10/19/17-11/17/19		200-12-6028	229.88
	ELAN 10/19/17-11/	ELAN 10/19/17-11/17/19		300-40-5331	10.44
	ELAN 10/19/17-11/	ELAN 10/19/17-11/17/19		300-40-5421	329.00
	ELAN 10/19/17-11/	ELAN 10/19/17-11/17/19		300-40-6042	280.11
	ELAN 10/19/17-11/	ELAN 10/19/17-11/17/19		300-40-6042	156.44
	ELAN 10/19/17-11/	ELAN 10/19/17-11/17/19		300-40-6042	26.87
	ELAN 10/19/17-11/	ELAN 10/19/17-11/17/19		300-40-6042	44.91
	ELAN 10/19/17-11/	ELAN 10/19/17-11/17/19		300-40-6042	86.97
	ELAN 10/19/17-11/	ELAN 10/19/17-11/17/19		300-41-6030	30.00
	ELAN 10/19/17-11/	ELAN 10/19/17-11/17/19		300-43-6028	1.19
	ELAN 10/19/17-11/	ELAN 10/19/17-11/17/19		300-43-6028	59.95
	ELAN 10/19/17-11/	ELAN 10/19/17-11/17/19		518-99-8010	134.95
	ELAN 10/19/17-11/	ELAN 10/19/17-11/17/19		518-99-8010	454.34

## Expense Approval Report

Payment Dates: 11/30/2017 - 11/30/2017

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Payment Amount Item Amount
	ELAN 10/19/17-11/	ELAN 10/19/17-11/17/19		518-99-8010	109.80
	ELAN 10/19/17-11/	ELAN 10/19/17-11/17/19		518-99-8050	199.99
45783	11/30/2017 KVL1427	01021 IT HARDWARE	CDW GOVERNMENT	100-01-5467	155.91 155.91
45784	11/30/2017 8771100700162793	01022 OCC CABLE/INTERNET	COMCAST	300-40-5320	117.53 117.53
45785	11/30/2017 8771100740151376	01022 GROUNDS CABLE/INTERNET	COMCAST	300-41-5320	117.85 117.85
45786	11/30/2017 4563001190 11/16/	01023 MUIR FIELD ELECTRIC	COMMONWEALTH EDISON	405-99-5205	25.08 25.08
45787	11/30/2017 102007390	01024 GASOLINE QTY 600 @ 2.116	CONSERV FS	100-01-6024	1,426.80 1,426.80
45788	11/30/2017 9928174501	01041 #705224-4 IZAAK WALTON ELECTRIC	CONSTELLATION NEW ENERGY INC	405-99-5205	29.00 29.00
45789	11/30/2017 9928185201	01041 705224-1 ADMIN ELECTRIC	CONSTELLATION NEW ENERGY INC	200-02-5205	155.80 155.80
45790	11/30/2017 2162641 2162641	01042 GMRC/OCC NATURAL GAS GMRC/OCC NATURAL GAS	CONSTELLATION NEWENERGY - GAS DIVISION LLC	200-02-5204 300-40-5204	494.02 263.54 230.48
45791	11/30/2017 2162641-1 2162641-1	01042 BG-11203 GMRC/OCC NATURAL GAS BG-11203 GMRC/OCC NATURAL GAS	CONSTELLATION NEWENERGY - GAS DIVISION LLC	200-02-5204 300-40-5204	784.22 412.26 371.96
45792	11/30/2017 2162642	01042 BG-11652 GROUNDS NATURAL GAS	CONSTELLATION NEWENERGY - GAS DIVISION LLC	300-40-5204	64.21 64.21
45793	11/30/2017 115003508	01034 TELEPHONE SERVICES	FIRST COMMUNICATIONS LLC	200-02-5320	471.42 471.42
45794	11/30/2017 11/19/17 BIRTHDAY	01250 CONTRACTED SERVICES 11/19/17	GARY KANTOR	200-12-5300	185.00 185.00
45795	11/30/2017 0173558 11/09/201	01394 MEMBERSHIP DUES 1/1/18-12/31/18	GOVERNMENT FINANCE OFFICERS ASSOCIATION	100-1225	280.00 280.00
45796	11/30/2017 9607996569	01037 REPAIR PARTS	GRAINGER	200-02-6032	44.00 44.00
45797	11/30/2017	01040	HOME DEPOT CREDIT SERVICES		1,290.62
	CREDIT - HOME DEP	CREDIT - HOME DEPOT 11/13/17		300-41-6016	-8.49
	CREDIT - HOME DEP	CREDIT - HOME DEPOT 11/13/17		518-99-8010	-44.70
	HOME DEPOT 11/13	HOME DEPOT 11/13/17		200-02-6016	79.94
	HOME DEPOT 11/13	HOME DEPOT 11/13/17		200-02-6016	26.15
	HOME DEPOT 11/13	HOME DEPOT 11/13/17		200-02-6016	5.41
	HOME DEPOT 11/13	HOME DEPOT 11/13/17		200-02-6022	32.43
	HOME DEPOT 11/13	HOME DEPOT 11/13/17		200-02-6022	31.67
	HOME DEPOT 11/13	HOME DEPOT 11/13/17		200-02-6032	56.78
	HOME DEPOT 11/13	HOME DEPOT 11/13/17		200-30-6026	563.76
	HOME DEPOT 11/13	HOME DEPOT 11/13/17		300-40-5424	85.82
	HOME DEPOT 11/13	HOME DEPOT 11/13/17		300-40-6016	52.79
	HOME DEPOT 11/13	HOME DEPOT 11/13/17		300-40-6016	35.92
	HOME DEPOT 11/13	HOME DEPOT 11/13/17		300-40-6016	16.56
	HOME DEPOT 11/13	HOME DEPOT 11/13/17		300-41-6016	36.01
	HOME DEPOT 11/13	HOME DEPOT 11/13/17		300-41-6030	19.97
	HOME DEPOT 11/13	HOME DEPOT 11/13/17		300-41-6032	89.97

## Expense Approval Report

Payment Dates: 11/30/2017 - 11/30/2017

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Payment Amount Item Amount
	HOME DEPOT 11/13	HOME DEPOT 11/13/17		300-41-6032	18.06
	HOME DEPOT 11/13	HOME DEPOT 11/13/17		518-99-8010	13.97
	HOME DEPOT 11/13	HOME DEPOT 11/13/17		518-99-8010	57.03
	HOME DEPOT 11/13	HOME DEPOT 11/13/17		518-99-8010	79.36
	HOME DEPOT 11/13	HOME DEPOT 11/13/17		518-99-8010	21.27
	HOME DEPOT 11/13	HOME DEPOT 11/13/17		518-99-8010	20.94
45798	11/30/2017 61031140	01044 SMALL TOOLS	JC LICHT AND COMPANY	300-41-6016	7.18 7.18
45799	11/30/2017 2401	01501 LANDSCAPE CURBING	K&K CONCRETE LLC	518-99-8020	11,700.00 11,700.00
45800	11/30/2017 REIMBURSE FOR GR	01036 REIMBURSE FOR GRATUITY 11/22/17 SHIPSEWANA	MARCI GLINSKI	200-11-5475	100.00 100.00
45801	11/30/2017 TOPOLSKA M REFU	01954 REFUND - PRESCHOOL	MARTA TOPOLSKA	200-2372	200.00 200.00
45802	11/30/2017 6096	01050 FITNESS STUDIO - HANGERS	MENARDS	518-99-8020	137.54 137.54
45803	11/30/2017 11/12/17 G/O	01054 11/12/17 G/O	MIDORI RESTAURANT BANQUET SERVICE	300-2325	2,728.50 2,728.50
45804	11/30/2017 3563-044258 3563-044258 3563-044619 3563-044717 3563-044732 3563-045719 3563-045726 3563-046074	01057 OIL/HARDWARE OIL/HARDWARE REPAIR PARTS GAS OIL GREASE HARDWARE OIL GAS OIL GREASE REPAIR PARTS	NAPA HEIGHTS AUTOMOTIVE	300-41-6016 300-41-6024 300-41-6034 300-41-6024 300-41-6016 300-41-6024 300-41-6024 300-41-6030	243.14 4.79 48.99 21.96 58.93 34.50 48.99 5.99 18.99
45805	11/30/2017 51441217 51441217	01058 LIFE INSURANCE MONTHLY 12/2017 LIFE INSURANCE MONTHLY 12/2017	NCPERS GROUP LIFE INSURANCE	100-2030 200-2030	64.00 32.00 32.00
45806	11/30/2017 99-29-17-0000 5 11	01059 ADMIN NATURAL GAS	NICOR	200-02-5204	110.02 110.02
45807	11/30/2017 000721	01720 FITNESS STUDIO - LIFT RENTAL	NORTHFIELD HEATING AND AIR	518-99-8020	2,620.00 2,620.00
45808	11/30/2017 977974958001	01062 OFFICE SUPPLIES	OFFICE DEPOT	100-01-6027	70.02 70.02
45809	11/30/2017 11/16/17 PATTY WA	01787 ACTIVE ADULTS TRIP	PATTY WASZAK	200-11-5475	1,008.00 1,008.00
45810	11/30/2017 1117159H 1117159H 1117159H 1117159H 1117159H 1117159H 1117159H 1117159H 1117159H 1117159H 1117159H	01063 PDRMA HEALTH INSURANCE - NOVEMBER, 2017 PDRMA HEALTH INSURANCE - NOVEMBER, 2017 PDRMA HEALTH INSURANCE - NOVEMBER, 2017 PDRMA HEALTH INSURANCE - NOVEMBER, 2017 PDRMA HEALTH INSURANCE - NOVEMBER, 2017 PDRMA HEALTH INSURANCE - NOVEMBER, 2017 PDRMA HEALTH INSURANCE - NOVEMBER, 2017 PDRMA HEALTH INSURANCE - NOVEMBER, 2017 PDRMA HEALTH INSURANCE - NOVEMBER, 2017 PDRMA HEALTH INSURANCE - NOVEMBER, 2017 PDRMA HEALTH INSURANCE - NOVEMBER, 2017	PDRMA	100-01-5100 100-01-5101 100-01-5102 200-02-5100 200-02-5101 200-02-5102 200-30-5100 200-30-5101 200-30-5102 300-40-5100 300-40-5101 300-40-5102	17,798.86 1,430.31 112.25 98.78 5,731.90 407.06 118.16 1,662.96 104.20 12.32 3,325.92 208.40 39.34

## Expense Approval Report

Payment Dates: 11/30/2017 - 11/30/2017

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Payment Amount Item Amount
	1117159H	PDRMA HEALTH INSURANCE - NOVEMBER, 2017		300-41-5100	4,146.81
	1117159H	PDRMA HEALTH INSURANCE - NOVEMBER, 2017		300-41-5101	279.82
	1117159H	PDRMA HEALTH INSURANCE - NOVEMBER, 2017		300-41-5102	120.63
45811	11/30/2017 90P9902733	01539 STAFF UNIFORMS	PROFORMA	100-01-6048	296.00 296.00
45812	11/30/2017 0551-013828982	01120 OCC WASTE SERVICE	REPUBLIC SERVICES INC	300-41-5203	1,546.96 1,546.96
45813	11/30/2017 32919543	01078 EQUIPMENT	TAYLOR MADE	300-1360	349.39 349.39
45814	11/30/2017 REIMBURSE FOR PA	01938 REIMBURSE FOR PARKING 11/17/17 SEARS CENTER	THOMAS HELBLING	200-11-5475	40.00 40.00
45815	11/30/2017 1004579	01950 FITNESS STUDIO MIRROR	TIM'S GLASS AND MIRROR	518-99-8010	1,320.00 1,320.00
45816	11/30/2017 3652-49660	01955 GROUNDS ICE MACHINE REPAIR	TRI-STAR MECHANICAL SERVICE INC	300-41-6030	560.00 560.00
45817	11/30/2017 IN1231833	01092 S/O EQUIPMENT	US KIDS GOLF	300-42-6010	49.10 49.10
45818	11/30/2017 57283	01774 TRAINING - RECTRAC FUDALA, BRENNAN, SHAPLEY	VERMONT SYSTEMS INC	200-02-5410	25.00 25.00
45819	11/30/2017 12/06/17 A&F MEET	01952 12/06/17 A&F MEETING - CAPORUSSO, JULIE	VERNON HILLS PARK DISTRICT	100-01-5410	25.00 25.00
45820	11/30/2017 11663-001 11/15/1	01081 GMRC WATER	VILLAGE OF MOUNT PROSPECT	200-02-5206	825.20 825.20
45821	11/30/2017 9160-002 11/15/17 9160-002 11/15/17 9160-002 11/15/17	01081 OCC WATER/SEWER CONST FEE/SEWER OCC WATER/SEWER CONST FEE/SEWER OCC WATER/SEWER CONST FEE/SEWER	VILLAGE OF MOUNT PROSPECT	300-40-5206 300-40-5206 300-40-5206	2,199.00 5.00 356.00 1,838.00
45822	11/30/2017 11654-001 11/15/1 11654-001 11/15/1 11654-001 11/15/1	01081 GROUNDS WATER/SEWER CONST FEE/SEWER GROUNDS WATER/SEWER CONST FEE/SEWER GROUNDS WATER/SEWER CONST FEE/SEWER	VILLAGE OF MOUNT PROSPECT	300-41-5206 300-41-5206 300-41-5206	81.79 64.33 12.46 5.00
45823	11/30/2017 3686508-0 3686508-0	01082 JANITORIAL/FITNESS CENTER SUPPLIES JANITORIAL/FITNESS CENTER SUPPLIES	WAREHOUSE DIRECT	200-02-6022 200-13-6028	364.92 51.62 313.30
Grand Total:					77,541.12

## Report Summary

## Fund Summary

Fund	Payment Amount
100 - CORPORATE FUND	10,471.29
200 - RECREATION FUND	29,765.79
300 - GOLF	20,400.32
405 - PAVING & LIGHTING FUND	54.08
408 - POLICE FUND	25.15
518 - CAPITAL PROJECT FUND	16,824.49
<b>Grand Total:</b>	<b>77,541.12</b>

## Account Summary

Account Number	Account Name	Payment Amount
100-01-5100	MEDICAL INSURANCE	1,430.31
100-01-5101	DENTAL INSURANCE	112.25
100-01-5102	LIFE INSURANCE	98.78
100-01-5105	AFLAC	159.24
100-01-5209	PRINTING	111.94
100-01-5335	BOARD AND STAFF CON	-276.64
100-01-5410	SEMINARS AND TRAININ	25.00
100-01-5430	SERVICE CONTRACTS	338.63
100-01-5467	IT HARDWARE	155.91
100-01-6000	POSTAGE	59.00
100-01-6001	PUBLIC RELATIONS	487.00
100-01-6004	EMPLOYEE RELATIONS	55.45
100-01-6024	GAS OIL AND GREASE	1,426.80
100-01-6027	OFFICE SUPPLIES	295.75
100-01-6048	STAFF UNIFORMS	296.00
100-1225	PREPAID EXPENSES	280.00
100-2030	INSURANCE WITHHELD	32.00
100-2500	GRANT PAYABLE	5,383.87
200-02-5100	MEDICAL INSURANCE	5,731.90
200-02-5101	DENTAL INSURANCE	407.06
200-02-5102	LIFE INSURANCE	118.16
200-02-5105	AFLAC	51.24
200-02-5204	NATURAL GAS-HEAT	785.82
200-02-5205	ELECTRICITY	155.80
200-02-5206	WATER SEWER	825.20
200-02-5320	TELEPHONE	471.42
200-02-5330	PROMOTIONS/DISCON	171.23
200-02-5410	SEMINARS AND TRAININ	25.00
200-02-6000	POSTAGE	7.60
200-02-6016	HARDWARE SMALL TOO	149.50
200-02-6022	JANITORIAL SUPPLIES	115.72
200-02-6032	REPAIR PARTS BUILDING	204.37
200-02-6044	OFFICE EQUIPMENT	56.90
200-03-6028	PROGRAM SUPPLIES-PR	276.77
200-04-6028	PROGRAM SUPPLIES-KIN	410.35
200-04-6048	STAFF UNIFORMS	337.65
200-05-5475	PROGRAM ACTIVITY AN	499.12
200-05-6028	PROGRAM SUPPLIES	79.45
200-06-6018	UNIFORMS-PROGRAM S	190.80
200-06-6028	PROGRAM SUPPLIES	1,045.50
200-07-6018	UNIFORMS-PROGRAM S	590.00
200-07-6028	PROGRAM SUPPLIES-YO	284.81
200-11-5475	PROGRAM ACTIVITY AN	9,474.01
200-11-6028	PROGRAM SUPPLIES-AC	143.37
200-1225	PREPAID EXPENSES	822.05
200-12-5300	CONTRACTED SERVICE	185.00
200-12-6028	PROGRAM SUPPLIES-SPE	612.37



**Account Summary**

Account Number	Account Name	Payment Amount
200-13-6028	PROGRAM SUPPLIES-FIT	313.30
200-2030	INSURANCE WITHHELD	32.00
200-2372	REFUND CLEARING ACC	200.00
200-30-5100	MEDICAL INSURANCE	1,662.96
200-30-5101	DENTAL INSURANCE	104.20
200-30-5102	LIFE INSURANCE	12.32
200-30-5300	CONTRACTED SERVICE	2,649.08
200-30-6026	LANDSCAPE AND TURF	563.76
300-1360	GOLF EQUIPMENT INVE	349.39
300-2325	GOLF OPERATION DEPO	2,728.50
300-40-5100	MEDICAL INSURANCE	3,325.92
300-40-5101	DENTAL INSURANCE	208.40
300-40-5102	LIFE INSURANCE	39.34
300-40-5204	NATURAL GAS-HEAT	666.65
300-40-5206	WATER SEWER	2,199.00
300-40-5320	TELEPHONE	117.53
300-40-5331	PROMOTION	10.44
300-40-5421	CONTRACTED REPAIRS P	329.00
300-40-5424	CONTRACTED REPAIRS B	85.82
300-40-6016	HARDWARE SMALL TOO	105.27
300-40-6042	GOLF SPECIAL EVENT EX	595.30
300-41-5056	OVERTIME	144.84
300-41-5100	MEDICAL INSURANCE	4,146.81
300-41-5101	DENTAL INSURANCE	279.82
300-41-5102	LIFE INSURANCE	120.63
300-41-5203	DISPOSAL CHARGES	1,546.96
300-41-5206	WATER SEWER	81.79
300-41-5300	CONTRACTED SERVICE	2,017.06
300-41-5320	TELEPHONE	117.85
300-41-6016	HARDWARE SMALL TOO	151.91
300-41-6024	GAS OIL AND GREASE	162.90
300-41-6030	REPAIR PARTS EQUIPME	628.96
300-41-6032	REPAIR PARTS BUILDING	108.03
300-41-6034	REPAIR PARTS CARTS	21.96
300-42-6010	GOLF SPECIAL ORDER E	49.10
300-43-6028	PROGRAM SUPPLIES-HO	61.14
405-99-5205	ELECTRICITY	54.08
408-99-5465	LICENSES AND FEES	25.15
518-99-8010	BUILDING IMPROVEME	2,166.96
518-99-8020	LAND IMPROVEMENTS	14,457.54
518-99-8050	EQUIPMENT PURCHASE	199.99
	<b>Grand Total:</b>	<b>77,541.12</b>

**Project Account Summary**

Project Account Key	Payment Amount
**None**	77,541.12
<b>Grand Total:</b>	<b>77,541.12</b>

## VENDOR WARRANT 11D

## NOVEMBER

FY 2017

[illegible]



## Refund Listing Report

Refund Date	Receipt #	Drwr	Module	ModuleLink	Description	Refund Type	User Name	Fee Ref	Tax Ref	Tot Ref
11/02/2017	24297	1	AR	207001_03	Youth Floor Hockey League 4th/5th (	Refund Apply	michelleb	77.00	0.00	77.00
11/06/2017	24510	1	FR	Pavilions_Country	Country Gardens Pavilion on 11/04/2	Refund Now	MichelleB	135.00	0.00	135.00
11/06/2017	24549	1	FR	Rooms_GMRC_	Meeting Room 2 on 11/05/2017 at 12	Refund Now	MichelleB	100.00	0.00	100.00
11/06/2017	24558	1	AR	207001_01	Youth Floor Hockey League K/1st (20	Refund Now	MichelleB	80.00	0.00	80.00
11/07/2017	24635	1	AR	211009_01	Shop Til You Drop in Shipshewana (2	Refund Apply	MichelleB	22.00	0.00	22.00
11/07/2017	24635	1	AR	211014_03	Milwaukee Holiday Bakery Bus (2110	Refund Apply	MichelleB	99.00	0.00	99.00
11/07/2017	24635	1	AR	211036_01	Zoo Lights & Lawrys (211036-01)	Refund Apply	MichelleB	109.00	0.00	109.00
11/07/2017	24641	1	AR	111024_02	Old World Market at The Ostoff Reso	Refund Now	MichelleB	359.00	0.00	359.00
11/09/2017	24758	2	AR	207003_01	Fall Basketball League 3rd/4th (2070	Refund Apply	MichelleB	55.00	0.00	55.00
11/14/2017	24996	1	AR	106009_01	Dance Team (106009-01)	Refund Now	MichelleB	6.00	0.00	6.00
11/14/2017	24996	1	AR	106006_04	Lyrical (106006-04)	Refund Now	MichelleB	38.00	0.00	38.00
11/16/2017	25131	1	AR	205200_14	Kids Day Off Fall (205200-14)	Refund Apply	KathyD	39.60	0.00	39.60
11/17/2017	25201	1	AR	211036_01	Zoo Lights & Lawrys (211036-01)	Refund Now	MichelleB	109.00	0.00	109.00
11/20/2017	25313	1	FR	Rooms_GMRC_	Meeting Room 1 on 11/18/2017 at 1:	Refund Now	MichelleB	75.00	0.00	75.00
11/20/2017	25325	1	AR	205200_10	Kids Day Off- Fall (205200-10)	Refund Apply	MichelleB	37.60	0.00	37.60
11/21/2017	25390	1	AR	503001_13	CreativeKids Preschool (503001-13)	Refund Finance	MichelleB	100.00	0.00	100.00
11/21/2017	25390	1	AR	503001_13	CreativeKids Preschool (503001-13)	Refund Finance	MichelleB	100.00	0.00	100.00
11/22/2017	25477	1	AR	206004_04	Hip Hop (206004-04)	Refund Apply	MichelleB	54.00	0.00	54.00
11/22/2017	25478	1	AR	206004_04	Hip Hop (206004-04)	Refund Apply	MichelleB	54.00	0.00	54.00
11/28/2017	25657	1	AR	211023_03	Potawatomi Casino (211023-03)	Refund Apply	MichelleB	18.00	0.00	18.00
11/28/2017	25658	1	AR	211023_03	Potawatomi Casino (211023-03)	Refund Apply	MichelleB	18.00	0.00	18.00
11/28/2017	25659	1	AR	211023_03	Potawatomi Casino (211023-03)	Refund Apply	MichelleB	18.00	0.00	18.00
11/28/2017	25660	1	AR	211023_03	Potawatomi Casino (211023-03)	Refund Apply	MichelleB	18.00	0.00	18.00
11/28/2017	25661	1	AR	211023_03	Potawatomi Casino (211023-03)	Refund Apply	MichelleB	18.00	0.00	18.00
11/28/2017	25662	1	AR	211023_03	Potawatomi Casino (211023-03)	Refund Apply	MichelleB	18.00	0.00	18.00
11/28/2017	25662	1	AR	211023_03	Potawatomi Casino (211023-03)	Refund Apply	MichelleB	18.00	0.00	18.00
11/28/2017	25663	1	AR	211023_03	Potawatomi Casino (211023-03)	Refund Apply	MichelleB	18.00	0.00	18.00
11/28/2017	25664	1	AR	211023_03	Potawatomi Casino (211023-03)	Refund Apply	MichelleB	16.00	0.00	16.00
11/28/2017	25665	1	AR	211023_03	Potawatomi Casino (211023-03)	Refund Apply	MichelleB	16.00	0.00	16.00
11/28/2017	25666	1	AR	211023_03	Potawatomi Casino (211023-03)	Refund Apply	MichelleB	16.00	0.00	16.00
11/28/2017	25667	1	AR	211023_03	Potawatomi Casino (211023-03)	Refund Apply	MichelleB	16.00	0.00	16.00
11/28/2017	25668	1	AR	211023_03	Potawatomi Casino (211023-03)	Refund Apply	MichelleB	16.00	0.00	16.00
11/28/2017	25669	1	AR	211023_03	Potawatomi Casino (211023-03)	Refund Apply	MichelleB	16.00	0.00	16.00
11/28/2017	25669	1	AR	211023_03	Potawatomi Casino (211023-03)	Refund Apply	MichelleB	16.00	0.00	16.00
11/28/2017	25670	1	AR	211023_03	Potawatomi Casino (211023-03)	Refund Apply	MichelleB	16.00	0.00	16.00
11/28/2017	25695	1	AR	211023_03	Potawatomi Casino (211023-03)	Refund Apply	MichelleB	18.00	0.00	18.00
11/29/2017	25786	1	FR	Rooms_GMRC_	Meeting Room 1 on 12/16/2017 at 11	Refund Now	MichelleB	100.00	0.00	100.00



# Refund Listing Report

Report Summary Totals Continued...

Report Summary Totals	
Total Refund Records:	37
Total Fees Refunded:	2,039.20
Total Tax Refunded:	0.00
Total Amount Refunded:	2,039.20

FY 2017		PROSPECT HEIGHTS PARK DISTRICT		YTD FUND SUMMARY				INFORMATIONAL	
Fund Numbers	Fund Names	Audited Begin. Bal. 17	Revenue 11/30/2017	Real Estate Tax 11/30/2017	Expense 11/30/2017	Transfers 11/30/2017	Ending Bal 11/30/2017	Fund Transfers Budgeted	Bud. FY 17
100	CORPORATE	1,914,403	7,405	1,003,551	546,733	(144,295)	2,234,332	(144,275) TO 608	2,568,482
900	RESERVE	350,344	802		-		351,147	-	350,844
200	RECREATION	463,921	911,384	491,957	1,364,721		502,542	-	500,051
300	GOLF	18,632	1,213,323	-	1,163,210		68,745		38,349
MAJOR FUND	SUB TOTAL	2,747,300	2,132,915	1,495,509	3,074,664	(144,295)	3,156,765	(144,275)	3,457,727
404	AUDIT	3,044	-	13,195	13,500		2,739		3,202
405	PAVING & LIGHTING	13,191	-	4,586	4,267		13,510		11,635
406	LIABILITY INS.	19,683	-	83,188	68,523		34,348	-	2,077
407	I.M.R.F.	40,313	-	127,938	107,587		60,663	-	53,455
408	POLICE	33,172	-	71,714	45,112		59,773	-	47,162
409	MUSEUM	12,500	-	11,600	7,000		17,100		13,047
410	SPECIAL REC.	42,229	-	114,616	97,066		59,779		45,344
411	SOCIAL SEC.	12,281	-	114,168	118,585		7,865		20,108
412	MEMORIAL	1,034	-	250	4,201		(2,917)		1,134
413	COMM. EVENTS	27,845	-	20,522	20,679		27,688	-	16,876
NON-MAJOR	SUB TOTAL	205,292	-	561,778	486,522	-	280,548	-	214,040
OPERATING	SUB TOTAL	2,952,593	2,132,915	2,057,287	3,561,186	(144,295)	3,437,313	(144,275)	3,671,767
518	CAPITAL FUND - PARKS	643,139			254,115	131,643	520,667	132,008 FROM 610	275,147
523	CAPITAL FUND - GOLF	7,379			24,964		(17,585)		(48,121)
CAPITAL	SUB TOTAL	650,518	-	-	279,080	131,643	503,081	132,008	227,026
DEBT FINANCING OCCURS IN DECEMBER, ONLY PROPERTY TAXES ARE RECEIVED THROUGHOUT THE YEAR								BOND PAYMENTS DUE DECEMBER 1, 2017	
606	BOND 2014	-			-		-		-
607	BOND 2015				-		-		-
608	BOND 2014B	26,305			575,196	6,431	(542,460)	573,550 FROM 100, FROM 610	
609	BOND 2016	440		590,922			591,362		
610	BOND 2017	(5,673)	580,305		11,900	6,221	568,953	(561,283) TO 518 TO 608	
Debt	SUB TOTAL	21,072	580,305	590,922	587,096	12,652	617,855	- 12,267 -	-
ALL FUND TOTALS		3,147,423	2,713,220	2,648,209	4,427,362	-	4,558,249	0	3,898,793



# PROSPECT HEIGHTS PARK DISTRICT

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

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

Date: December 19, 2017  
To: Board of Commissioners  
From: Scott Devlin, Business Manager  
Re: November 2017 Investment Report

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

	<b>Balance EOM</b>	<b>Interest Earned</b>
11/30/2017	\$ 351,146.74	\$72.14

## General Account Interest

	<b>Balance EOM</b>	<b>Interest Earned</b>
11/30/2017	\$ 1,044,622.44	\$24.80

## Investment Account Interest

	<b>Balance EOM</b>	<b>Interest Earned</b>
11/30/2017	\$ 3,607,771.24	\$765.87

**Prospect Heights Park District**  
**Investment Report for Year Ending December 31, 2017**

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Total
Beginning Balance	\$ 3,511,253	\$ 3,312,720	\$ 3,517,526	\$ 4,362,647	\$ 4,192,894	\$ 4,160,637	\$ 4,077,576	\$ 4,809,714	\$ 5,266,320	\$ 4,604,762	\$ 4,976,858	\$ -	\$ 3,511,253
General Account Activity													
Interest Income	\$ 8	\$ 7	\$ 34	\$ 11	\$ 6	\$ 5	\$ 10	\$ 34	\$ 32	\$ 16	\$ 25	\$ -	\$ 188
Net deposited into operating acct.	\$ 496,995	\$ 459,662	\$ 1,161,051	\$ 170,010	\$ 411,471	\$ 312,022	\$ 1,146,793	\$ 974,488	\$ 276,126	\$ 752,926	\$ 674,110	\$ -	\$ 6,837,654
Net Withdrawal from operating acct.	\$ (296,235)	\$ (255,483)	\$ (316,537)	\$ (1,240,436)	\$ (444,528)	\$ (395,889)	\$ (415,428)	\$ (518,635)	\$ (338,426)	\$ (381,584)	\$ (717,578)	\$ -	\$ (5,322,758)
Interest Income-CASH RESERVE	\$ 74	\$ 67	\$ 74	\$ 72	\$ 74	\$ 72	\$ 74	\$ 75	\$ 72	\$ 75	\$ 72	\$ -	\$ 802
Investment Account	\$ 625	\$ 552	\$ 499	\$ 590	\$ 720	\$ 727	\$ 689	\$ 645	\$ 638	\$ 563	\$ 766	\$ -	\$ 7,115
Transfers to/(from) Investment Acct	\$ (400,000)			\$ 900,000					\$ (600,000)			\$ -	\$ (100,000)
Ending Balance	\$ 3,312,720	\$ 3,517,526	\$ 4,362,647	\$ 4,192,894	\$ 4,160,637	\$ 4,077,576	\$ 4,809,714	\$ 5,266,320	\$ 4,604,762	\$ 4,976,858	\$ 4,934,253	\$ -	\$ 4,934,253



# **PROSPECT HEIGHTS PARK DISTRICT**

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

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

December 19, 2017

To: Park Board of Commissioners

From: Christina Ferraro, Executive Director

Re: December Board Report

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

(Resolution 03152016)

At this time, approximately \$19,000 of the \$20,000 has been expended. The last few dollars have been spent on signage and more native plants. All grant funds must be fully expended by Dec 31, 2017 and the report is due May 1, 2018.

## **Information and Technology**

The five antennas to extend cellular 4G coverage at GMRC were installed and many have mentioned the improvement.

## **NWSRA**

NWSRA will utilize its \$221,000 grant for the 2017/2018 school year for a PURSUIT3/NWSRA program space at Mount Prospect Park District and a PURSUIT4/NWSRA space at Wheeling Park District, probably in 2019. This will assist with the 191 person interest list.

## **Comprehensive Master Plan**

I recommend a Committee of Whole meeting to be scheduled for January for board and staff discuss about recommendations in the draft. The decisions will be sent to GreenPlay to include in draft and the board can approve in February for implementation.

## **Miscellaneous**

November and December have been filled with sexual harassment policy review, future Food and Beverage operations at golf course, budget amendments and creation of new format to present in January, logo discussions, reviewing employee job descriptions, employee performance evaluation procedures and the PDRMA Risk Management Institute.





# PROSPECT HEIGHTS PARK DISTRICT

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

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

December 13, 2017

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

## **Staff Training**

On January 26<sup>th</sup> from 6-7:30 PM we will offer an all staff training at OCCC. The speaker is Denise Wilmer Barreto from Relationships Matter Now. The training will focus on being successful when every team member in engages in positive relationships with each other.

## **Block Party**

The entertainment for Saturday, June 23<sup>rd</sup> will include:  
9 PM Semple Band – Rock/Pop music  
7 PM Nashville Electric Company – Country music

Semple Band is interactive and high energy. Keith Semple the lead singer competed in The Voice. Nashville Electric Company performed at the SPRA Showcase. They have good sound and energy.

## **PDRMA**

I attended the Risk Management Institute on Nov. 17<sup>th</sup>. PDRMA has a new program called Hazard Hunter from March 1st-31st. The district reports tripping hazards then submits photo proof of the corrections. We will receive \$250 for participating.

The three year training schedule for the district has been distributed to the supervisors.

## **Marketing**

The Winter/Spring brochure was delivered Nov. 14<sup>th</sup>

A flyer highlighting Holiday Trolley Express, Holiday Instagram Photo Contest, Letters to Santa, Daddy Daughter Holiday Memories Night and Santa Home Visits was distributed to District 23.

## **Preschool Holiday Parties**

The holiday parties will be held at Old Orchard County Club for the first time on Dec. 20<sup>th</sup> and 21<sup>st</sup>. The teachers are excited to try this new venue.

## **Administrative Objectives**

Our staff has been updating all of the job descriptions. After reviewing the Master Plan and program evaluations we will be targeting our 2018 goals. We are in the process of conducting performance reviews.



# **PROSPECT HEIGHTS PARK DISTRICT**

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

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

December 13, 2017

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

## **THORGUARD**

Detection and sounding devices for the lightening system were disconnected at OCCC and GMRC for the season. Remote warning devices were shut down and batteries put on trickle charge for the winter to maintain the proper voltage. System will be put back in service in the spring.

## **PLUMBING**

Replacement parts for the drinking fountain in the men's locker room were located, hardware was installed on the fixture, drain replaced and unit recessed in the wall. Toilet in the women locker room was leaking from the flushing valve. Flushing arm and seals were worn out, replacement valve was installed.

## **LIGHT FIXTURES**

Two exterior light fixtures on the administration building and one on the garage were replaced with LED fixtures. Old lights were flickering, lens were cracked and hazing. New fixtures are brighter and draw less power.

## **FITNESS STUDIO**

Additional coat hangers were added in the fitness studio hallway, hangers that were installed in the room were filling up fast due to the amount of people using the room. Outlet was added outside studio to eliminate the extension cord running by the doorway to power the computer used for registration.

## **HVAC**

Roof top units and air handler's filters were changed at GMRC. Heater in the parks storage room was not working due to a bad thermostat, replacement was installed and unit is back in service. Exhaust fan by front desk was getting loud, unit was cleaned and adjusted, since this is a direct drive unit there is no belt to adjust or replace. Room two's heater would not start on the coldest day this season; drive pulley on the fan motor cracked and shut down the unit. We kept used parts from old HVAC units and removed the pulley from a motor; part fit the rooftop unit and was put back in service.

## **FIRE ALARMS**

Annual inspection of fire alarms systems at GMRC and administration building was completed. Sprinkler system and fire pump were also tested at this time.

## **PARKS**

Garbage pickup and cleanup at the parks continues weather permitting. We still have a lot of garbage dropped off at the parks. Last week's high winds brought down numerous branches, only one large section of a tree came down in the picnic area. Snow removal is underway, snow has been minimal we are mainly dealing with ice.



**PROSPECT HEIGHTS  
PARK DISTRICT**

(847) 394-2848

Fax (847) 394-7799

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

December 14, 2017

To: Christina Ferraro, Executive Director  
From: Marc Heidkamp, Director of Golf Operations  
Re: November 2017 Golf Operations Board Report

November weather from the start was poor to say the least. For the first two weeks until the Turkey Shoot we struggled to have the course open. The Turkey Shoot ended up being a great success despite the rain the players faced the entire day. We were able to move inventory out with revenues from the event and shrink inventory levels down going into winter. As the month proceeded we did have better weather but were not able to capitalize on it seeing we had already covered the greens for the winter. In the end of the month we were disappointed with the outcome and looking for ways to encourage golfers to make holiday purchases. One of our campaigns with our new web site store brought in an additional \$7,000.00 in golf revenues.

Looking toward December, we plan to continue on-line sales with hopes to attract additional sales in December. With this season coming to a close we are somewhat satisfied with the results for the year. We faced extreme weather conditions thought the entire season and were able to stay open while our competition had to close for the season. I'm excited about the future and with a better economy we should see positive growth in the coming year.



**PROSPECT HEIGHTS  
PARK DISTRICT**

(847) 394-2848

Fax (847) 394-7799

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

December 8, 2017

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

Temperatures for the month ranged from 15.30 degrees for the low to 62.04 degrees for the high with precipitation at 1.48 inches. Winter time work consists of cart cleaning, repair and finally a coat of wax. All equipment, both park and golf equipment, gets cleaned then all gets serviced (sharpened as needed, oil change filters, etc.). All tee and green equipment gets a fresh coat of paint as needed (ball washers, rakes and signage). When it snows, the grounds crew is responsible for shoveling, salting and plowing of parking lots.

The sand was removed from the right front green trap on hole #7, and covered up and made into a grass bunker due to drainage issues. That project was just completed. When the temps are above 35 degrees the crew will be outside trimming trees and pruning shrubs.

Merry Christmas to all.



# PROSPECT HEIGHTS PARK DISTRICT

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

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

December 13, 2017

To: Julie Caporusso, Superintendent of Recreation

From: Laura Fudala, Supervisor of Recreation

Re: December Board Report

## Preschool

November was a short but fun month for the kids. The 4Y old classes participated in the annual feast. At the feast the kids ate jello, cookies and bagel dogs. After the kids ate they had a few minutes to sing some songs with their teachers!

The kids that were able to make the Veterans Day celebration did a fantastic job singing!

## Kinder Stop

The staff is doing a great job planning fun crafts and keeping the kids busy during the day.

The kids that were able to make the Veterans Day celebration did a great job singing!

## Kids Day Off

In November, there were 3 Kids Day Off which covered the Thanksgiving Break. We had great participation numbers!

<u>Date</u>	<u>Number of Participants 2017</u>	<u>Compared to 2016</u>
11/20	51	31
11/21	42	32
11/22	27	22

## Trainings

On November 16<sup>th</sup>, I attended a Rec Trac user group meeting.



# PROSPECT HEIGHTS PARK DISTRICT

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

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

December 2017

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

## **Dance**

Our new competition team had their clinics & try outs and the teams have been formed. We have 3 dancers on our Senior Team with 1 alternate & 6 on our Star Team with 1 alternate. Practices will begin in January. Our recital will be on Sat. Dec 16<sup>th</sup> at Forest View Educational Center.

## **Performing Arts**

Looking forward to our 4-day minicamp in early January before the kids go back to school. During this camp we will give participants a sneak peek into acting, improv, dance, singing, scene blocking & so much more.

## **Active Adults**

Our Active Adults have been busy this holiday season. They spent the last several weeks enjoying many trips including a kick off to the holiday with Patty Waszak Christmas Show with 26 patrons, Cirque de Soleil Crystal with 24 patrons, Miracle on 34<sup>th</sup> Street at The Fireside Theatre with 24 patrons, School of Rock at The Marcus Milwaukee with 15 patrons, The Gathering Room Christmas at The Jacob Henry Mansion with 15 patrons, Lawry's Prime Rib & Zoo Lights with 51 patrons. 42<sup>nd</sup> Street at Drury Lane Oakbrook with 28 patrons, Fogo de Chao with 17 patrons and we will finish the year out with Peter Pan at the Cahn Auditorium at the end of the month.

Looking forward to 2018 with many new and exciting tours. My Winter/Spring Newsletter has been mailed out and registrations have started to come in.

## **Special Events**

Looking forward to our holiday events to start next week. Tuesday 12/19 & Thursday 12/21 we will hop aboard the Holiday Trolley Express. We will travel around Prospect Heights to view the holiday lights and hear a story by one of Santa's helpers, a Prospect Heights Library staff member. Upon arrival back from the trolley ride our guests will visit with Santa and enjoy some of his favorite treats, hot chocolate & cookies and make a craft.

On Wed. Dec 20<sup>th</sup> Santa will visit area homes for a private home visit.



# PROSPECT HEIGHTS PARK DISTRICT

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

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

December 13, 2017

To: Julie Caporusso, Superintendent of Recreation

From: Olivia Shapley, Supervisor of Recreation

Re: December Recreation Board Report

## **Athletics**

We just finished our basketball league clinics and drafts the first week of December. We have 1 kindergarten team, 5- 1<sup>st</sup>/2<sup>nd</sup> grade teams, 2- 3<sup>rd</sup>/4<sup>th</sup> grade teams, 3-5<sup>th</sup>/6<sup>th</sup> grade teams, 2-7<sup>th</sup>/8<sup>th</sup> grade teams. There are 75 participants total in the program. Practices for the league will start over winter break and the regular season practices start the week of January 8<sup>th</sup>. The first games will be in January 13<sup>th</sup> for the league.

## **Fitness**

The November Fitness Challenge went well! We had 4 winners total, the 1<sup>st</sup> and 2<sup>nd</sup> place for women and the 1<sup>st</sup> and 2<sup>nd</sup> place for men.

## **Fitness Membership Statistics Report (Comparing November 2016 to November 2017)**

<b>Memberships</b>	<b>November 2017</b>	<b>November 2016</b>
3 Months Pass	3	3
Gym & Racquetball Pass	13	14
1 Year Fitness Pass	23	21



**PROSPECT HEIGHTS  
PARK DISTRICT**

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

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

DATE December 19, 2017

TO: Prospect Heights Park District Board of Commissioners

FROM: Christina Ferraro, Executive Director

RE: District Logo – new branding

Ali Geary, Marketing Coordinator, has been working with staff to create a new logo for the District. The original submission of a new logo was considered too eclectic for some. Ali was directed to produce at least three different simple logos using primary colors. One was to only have the name without graphics and another was to try to incorporate all the District provides and tells who we are, what we do and what we stand for.

Ali met with staff to discuss and produced five different logos. Please review attached and provide feedback at December's Board meeting. Unless the board immediately is unanimous about one logo, I recommend a short discussion about aspects of these then Ali can finalize one or two logos for final approval in January or February.

Thank you



# Logo 1

Green leaf with family



# Logo 2

Words with tree graphic



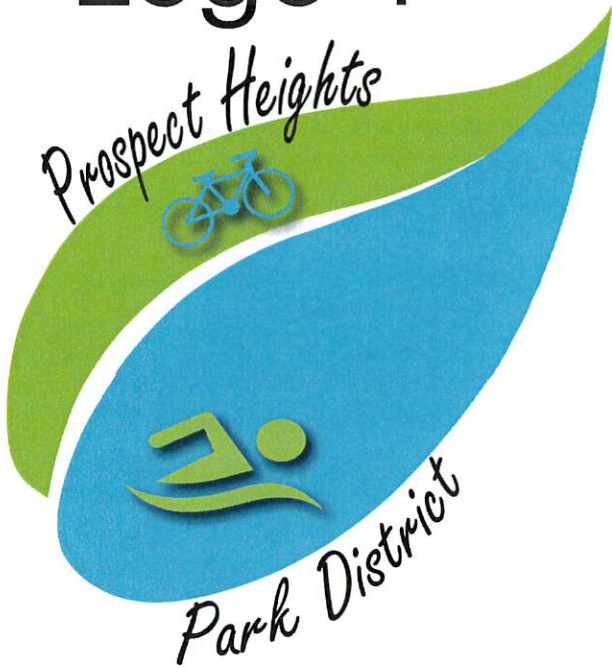
# Logo 3

Prospect Heights tree



# Logo 4

Inclusive activity leaf



# Logo 5

Abstract P and H tree



Prospect Heights  
Park District

**Prospect  
Heights  
Park  
District**

110 W. Camp McDonald Rd, Prospect Heights, IL.

**FOR TAX YEAR 2017  
TAX LEVY  
ORDINANCE  
NO. 12.19.2017  
FY 2018**

**January 1, 2018 – December 31, 2018**

**STATE Of ILLINOIS** }  
**COUNTY of COOK** } **SS**  
**PROSPECT HEIGHTS PARK DISTRICT** }

I, Timothy Jones, do hereby certify that I am the duly qualified elected President and Presiding Officer of the PROSPECT HEIGHTS PARK DISTRICT, Cook County, Illinois, and that the foregoing Tax Levy Ordinance 12.19.2017 was passed in full compliance with the provisions of Section 4 through 7 of " An Act to provide procedures for public notice and hearing on Public Act 82-102 (Truth in Taxation).

\_\_\_\_\_  
Timothy Jones, President and Presiding Officer  
Prospect Heights Park District

ATTEST:

\_\_\_\_\_  
Ellen Avery, Board Secretary  
Prospect Heights Park District

Dated 19th Day of December 2017

STATE Of ILLINOIS }  
COUNTY of COOK } SS.  
PROSPECT HEIGHTS PARK DISTRICT }

CERTIFICATE of ANNUAL TAX LEVY ORDINANCE 12.19.17  
TO: THE COUNTY CLERK of COOK COUNTY:

I, Ellen Avery, do hereby certify that I am Secretary to the Board of Commissioners of the Prospect Heights Park District, Cook County, duly appointed and qualified and acting in and for said Park District.

That pursuant to authority vested in it, the Board Of Commissioners of the Prospect Heights Park District, Cook County, Illinois at its meeting assembled on the 19th Day of December, A.D., 2017 did hereby direct that there be raised by the General Tax Levy Ordinance attached hereto:

General Park Purposes	\$1,071,882
Recreation Purposes	493,767
Auditing Purposes	15,354
Lighting & Paving	5,221
Liability Insurance	95,898
Retirement Fund (IMRF )	147,360
Social Security	131,510
Police & Security Purposes	76,563
Museums Purposes	13,374
Special Co-op Recreation	122,501
Debt Service Fund	<u>633,774</u>
	\$ 2,807,204

That the amount set forth in the Annual Tax Levy Ordinance attached hereto, the same being a true and correct copy of said Ordinance be levied upon all taxable property in said Park District of the PROSPECT HEIGHTS PARK DISTRICT, Cook County, Illinois, as itemized and needed for uses and purposes as therein set forth as appears from the record of the proceedings of said Board of Commissioners now on file in the Park District office and that this original form which this copy was made and compared is on record in said office.

I, Ellen Avery, being first duty sworn on oath, deposes and says that the above and foregoing statement is true and correct.

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Ellen Avery, Board Secretary

## ORDINANCE 12.19.2017

### TAX LEVY ORDINANCE AND RESOLUTION ADOPTING THE SAME FOR TAX YEAR 2017 & FISCAL YEAR JANUARY 1, 2018 AND ENDING DECEMBER 31, 2018 FOR THE PROSPECT HEIGHTS PARK DISTRICT IN THE COUNTY OF COOK AND STATE OF ILLINOIS

**WHEREAS:** It is the duty of the Commissioners of the Prospect Heights Park District to levy a tax for General Park purposes of said Park District and for the purpose of planning, establishing and maintaining Recreation programs within said Park District, and for the purpose of levying a tax for Paving and Lighting of streets and playgrounds, within and upon park district property, for the purpose of levying and collecting tax for the payment of Liability Insurance, for the purposes of levying and collecting a tax for the payment of Federal Old Age and Survivors Insurance and Illinois Municipal Retirement Fund, and for the purpose of maintaining a Police and Security System, and for the purpose of Joint Recreation Programs for the Special Recreation, and for the purpose of levying and collecting a tax for Auditing Fund, and for the purpose of levying and collecting a tax for Museum Fund and for the purpose of levying and collecting a tax for the Debt Service Fund.

**Now, THEREFORE,** Be it Resolved this 19th Day of December 2017, this Tax Levy Ordinance / Resolution was considered by the Board of Commissioners of the Prospect Heights Park District, County of Cook, State of Illinois:

**Section 1:** That there is hereby levied on all taxable property within the Corporate limits of said PROSPECT HEIGHTS PARK DISTRICT for the fiscal year beginning January 1, 2018 and ending December 31, 2018, the total sum of *ONE MILLION SEVENTY ONE THOUSAND EIGHT HUNDRED EIGHTY TWO (\$1,071,882) DOLLARS* for the Corporate purposes of said Park District and the total sum of *FOUR HUNDRED NINETY THREE THOUSAND SEVEN HUNDRED SIXTY SEVEN DOLLARS (\$493,767) DOLLARS* for Recreation purposes as described by the statutes of the State of Illinois in such case made and provided, the sum of *FIFTEEN THOUSAND THREE HUNDRED FIFTY FOUR (\$15,354) DOLLARS* for the Audit Fees of Park District in accordance with the Statutes of the State of Illinois in such case made and provided, and the sum of *FIVE THOUSAND TWO HUNDRED TWENTY ONE (\$5,221) DOLLARS* for the Paving and Lighting of streets and playgrounds in accordance with the Statute of the State of Illinois in such case made and provided, and the sum of *NINETY FIVE THOUSAND EIGHT HUNDRED NINETY EIGHT (\$95,898) DOLLARS* for the Public Liability Insurance, and the sum of *ONE HUNDRED FORTY SEVEN THOUSAND THREE HUNDRED SIXTY (\$147,360) DOLLARS* for Illinois Municipal Retirement Fund, in accordance with the Statutes of the State of Illinois in such case made and provided, and the sum of *ONE HUNDRED THIRTY ONE THOUSAND FIVE HUNDRED TEN (\$131,510) DOLLARS* for Federal Old Age and Survivors Insurance in accordance with the Statutes of the State of Illinois in such case made and provided, the sum of *SEVENTY SIX THOUSAND FIVE HUNDRED SIXTY THREE (\$76,563) DOLLARS* for organizing and maintaining a, Police and Security in accordance with the Statutes of the State of Illinois in such case made and provided, and the sum of

*THIRTEEN THOUSAND THREE HUNDRED SEVENTY FOUR (\$13,374) DOLLARS*, for the maintenance of Museums, in accordance with the Statute of the State of Illinois in such case made and provided and the sum of *ONE HUNDRED TWENTY TWO THOUSAND FIVE HUNDRED ONE (\$122,501) DOLLARS*, for Joint Recreation Programs for the Special Recreation, in accordance with the Statutes of the State of Illinois in such case made and provided and the sum of *SIX HUNDRED THIRTY THREE THOUSAND SEVEN HUNDRED SEVENTY FOUR (\$633,774) DOLLARS*, for Debt Service, in accordance with the Statutes of the State of Illinois in such case made and provided and that the said total of *TWO MILLION EIGHT HUNDRED SEVEN THOUSAND TWO HUNDRED FOUR (\$2,807,204) DOLLARS*, to defray the necessary expenses for the operation, construction, repair, improvements, and maintenance of parks and grounds, buildings, under the control of the Park District, and Recreation Programs, Auditing Fund, Paving and Lighting of streets and playgrounds, Liability Insurance, payments of Illinois Municipal Retirement Fund & F.I.C.A., and for Museum purposes, for joining the Special Recreation CO-OP District for the Special Recreation and for the Debt Service.

**Section 2:** The Ordinance heretofore adopted lists the objects and purposes for which said funds were made and the respective amounts:

#### **CORPORATE TAX LEVY**

Personnel Services	\$	255,055
Contractual Services		132,152
Commodities		18,000
Insurance		30,019
Improvements & Development		636,656

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Total Amount Levied	\$	1,071,882
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#### **RECREATION TAX LEVY**

Personnel Services	\$	493,767
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Total Amount Levied	\$	493,767
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#### **AUDIT LEVY**

Expense for Annual Audit of Park District Accounts	\$	15,354
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Total Amount Levied	\$	15,354
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#### **PAVING & LIGHTING TAX LEVY**

Paving & Lighting, Maintaining of Streets and Playgrounds	\$	5,221
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Total Amount Levied	\$	5,221
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**LIABILITY INSURANCE TAX LEVY**

Liability Insurance in connection with the operation of the Park District. (Workmen's Compensation, Unemployment Insurance, Auto and General Liability).	\$	95,898
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Total Amount Levied	\$	95,898
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**ILLINOIS MUNICIPAL RETIREMENT TAX LEVY**

Payment by the Park District to Illinois Municipal Retirement Fund	\$	147,360
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Total Amount Levied	\$	147,360
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**FEDERAL OLD AGE & SURVIVORS INSURANCE TAX LEVY**

F.I.C.A Employers Payment	\$	131,510
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Total Amount Levied	\$	131,510
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**POLICE PURPOSES TAX LEVY**

Organizing & Maintaining Police System	\$	76,563
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Total Amount Levied	\$	76,563
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**MUSEUM TAX LEVY**

Maintenance & Operation of Museums and Nature Areas	\$	13,374
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Total Amount Levied	\$	13,374
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**SPECIAL RECREATION TAX LEVY**

Joint Recreation Programs for the Special Recreation	\$	122,501
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Total Amount Levied	\$	122,501
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**DEBT SERVICE LEVY**

Debt Service	\$	633,774
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Total Amount Levied	\$	633,774
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**Section 3:** That all expended balances in any item or items in any levy made by the Tax Levy Ordinance may be expended in making up insufficiency or deficit in any item within the same levy for the general purposes for which it is made.

**Section 4:** That the Secretary of the Board of Commissioners of this Park District is hereby directed to file a copy of this Ordinance and Resolution duly certified by said Secretary in accordance with the provisions of the Statute in such case made and provided with the County of Cook, State of Illinois.

## **PROSPECT HEIGHTS PARK DISTRICT**

### **SUMMARY of TAX LEVY**

	<u>FUND</u>	<u>LEVIED AMOUNT</u>
01	CORPORATE	\$ 1,071,882
02	RECREATION	493,767
04	AUDIT	15,354
05	PAVING & LIGHTING	5,221
06	LIABILITY INSURANCE	95,898
07	RETIREMENT ( I.M.R.F.)	147,360
11	SOCIAL SECURITY	131,510
08	POLICE	76,563
09	MUSEUM	13,374
10	SPECIAL RECREATION	122,501
56	DEBT SERVICE	<u>633,774</u>
		\$ 2,807,204

**Section 5:** On the motion of Commissioner \_\_\_\_\_, seconded by  
Commissioner \_\_\_\_\_, it is hereby resolved that the Tax Levy Ordinance  
12.19.2017 be passed by the Board of Commissioners of the said Park District, Cook  
County, Illinois on the 19th Day of December, 2017 by the following roll call vote:

Ayes:

Nays:

Absent:

Abstain:

Passed and deposited in the office of the Secretary of the Board of Commissioners of the  
Prospect Heights Park District, this 19th Day of December, 2017 A.D.

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Ellen Avery, Board Secretary  
Prospect Heights Park District

STATE of ILLINOIS }  
COUNTY of COOK } SS  
PROSPECT HEIGHTS PARK DISTRICT }

**I, Ellen Avery, do hereby certify that I am the  
duly qualified Secretary for The Board of Commissioners of the Prospect Heights  
Park District, in the County of Cook and State aforesaid.**

**I do further certify that the foregoing is a full true copy of the Annual Tax Levy Ordinance 12.19.2017, adopted by the Board of Commissioners on this 19th Day of December, 2017.**

**IN WITNESS WHEREOF, I hereunto affix my  
official signature as Secretary of the Board of Commissioners of the Prospect  
Heights Park District.**

**Ellen Avery, Board Secretary  
Prospect Heights Park District**

**Subscribed and Sworn to me this 19th Day of December 2017.**

**Notary Public:** \_\_\_\_\_

**PROSPECT HEIGHTS PARK DISTRICT**

**RESOLUTION**

**The attached resolution is hereby published by the authority of the Board of Commissioners of the Prospect Heights Park District pursuant to Illinois Revised Statutes, Chapter 105, Section 4-3 this 19th Day of December, 2017.**

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**Ellen Avery, Board Secretary  
Prospect Heights Park District**

**(PARK DISTRICT SEAL)**

**By attachment of this statement to any Resolution, said Resolution is made a part of the Park District's Resolutions available to the public upon request.**

November 28, 2017  
Tax Levy

**Prospect Heights Park District  
Resolution #11.28.17  
Proposed Tax Levy for the Year 2018**

**WHEREAS**, the Truth in Taxation law requires that all districts in the State of Illinois determine the estimated amounts of the taxes necessary to be levied for the year not less than twenty (20) days prior to the official adoption of the aggregate tax levy of the district; and

**WHEREAS**, if the estimated aggregate amount necessary to be levied, exclusive of election costs and bond and interest costs, exceeds 105% of the aggregate amount of property taxes extended or established to be extended, including any amount abated by the taxing district prior to such extension, upon the levy of the preceding year, public notice shall be given and a public hearing shall be held on the district's intent to adopt a tax levy in an amount which is more than 105% of such extension or estimated extension for the preceding year; and

**WHEREAS**, the aggregate amount of property taxes extended or estimated to be extended for 2016 was:

<b>Corporate</b>	<b>1,055,882</b>
<b>Recreation</b>	<b>524,084</b>
<b>Audit</b>	<b>14,198</b>
<b>Paving &amp; Lighting</b>	<b>4,828</b>
<b>Liability Insurance</b>	<b>88,680</b>
<b>IMRF</b>	<b>136,268</b>
<b>Social Security</b>	<b>121,612</b>
<b>Police Protection</b>	<b>76,393</b>
<b>Museum</b>	<b>12,367</b>
<b>Special Rec.</b>	<b>122,228</b>
<b>Debt Services Fund</b>	<b>629,369</b>
<b>Total Levy</b>	<b>2,785,909</b>

**WHEREAS**, it is hereby determined that the estimated amount of money, exclusive of election costs, necessary to be raised by taxation for the year 2017 is as follows:

<b>Corporate</b>	<b>1,071,882</b>
<b>Recreation</b>	<b>493,767</b>
<b>Audit</b>	<b>15,354</b>
<b>Paving &amp; Lighting</b>	<b>5,221</b>
<b>Liability Insurance</b>	<b>95,898</b>
<b>IMRF</b>	<b>147,360</b>
<b>Social Security</b>	<b>131,510</b>
<b>Police Protection</b>	<b>76,563</b>
<b>Museum</b>	<b>13,374</b>
<b>Special Rec.</b>	<b>122,501</b>
<b>Debt Services Fund</b>	<b>633,774</b>
<b>Total Levy</b>	<b>2,807,204</b>

**NOW, THEREFORE BE IT RESOLVED**, by the Board of Commissioners, Prospect Heights Park District, County of Cook, State of Illinois, as follows:

November 28, 2017  
Tax Levy

**Section 1:** The estimated amount of money, exclusive of election costs, necessary to be raised by taxation for the year 2017 is \$2,807,204.

**Section 2:** The aggregate amount of taxes estimated to be levied for the year 2017 does not exceed 105% of the taxes extended for Prospect Heights Park District in 2016.

**Section 3:** In light of Section 2 above, the provisions of sections 18-65 through 18-85 of the Truth in Taxation Law does not apply to the adoption of the 2017 aggregate levy, and the Prospect Heights Park District is not required to publish notice of a hearing on the levy in a newspaper(s) having general distribution and conduct a hearing thereon.

**Section 4:** This resolution shall be adopted in full force and effect forthwith upon its passage.

Adopted this 28<sup>th</sup> day of November 2017.

Prospect Heights Park District  
County of Cook  
State of Illinois  
By:

\_\_\_\_\_  
President

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

Subscribed and sworn to before me  
This 28th day of November, 2017 Notary \_\_\_\_\_

## TRUTH IN TAXATION

### CERTIFICATE OF COMPLIANCE

I, Timothy Jones, hereby certify that I am the presiding officer of the Prospect Heights Park District, and as such presiding officer I certify that the levy ordinance, a copy of which is attached, was adopted pursuant to, and in all respects in compliance with the provisions of the Illinois Property Tax Code- Truth in Taxation Law, 35 ILCS 200/18-60 through 18-85 (2002).

This certificate applies to the 2017 tax levy.

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President, Prospect Heights Park District

December 19, 2017

Prospect Heights Park District

RESOLUTION 12.19.2017-01

A RESOLUTION PROVIDING FOR THE POSSIBLE REDUCTION  
OF LEVY AND ASSESSMENT OF TAXES FOR THE PROSPECT  
HEIGHT PARK DISTRICT COOK COUNTY, ILLINOIS, FOR THE  
FISCAL YEAR BEGINNING JANURY 1, 2018 AND ENDING  
DECEMBER 31, 2018

**WHEREAS**, the Board of Commissioners of the Prospect Heights Park District recognize certain effect of the Property Tax Limitation Act on the annual tax levy of the Park District; and

**WHEREAS**, the Board of Commissioners of the Prospect Heights Park District recognize certain limitations of the annual property tax extension as currently distributed by the Office of the County Clerk; and

**WHEREAS**, it is determined to be in the best interest of the Prospect Heights Park District to maximize the levy extensions in the Corporate, Audit, Paving & Lighting, Liability Insurance, IMRF, Social Security, Police Protection, Museum, and Special Recreation Funds.

**THEREFORE**, be it resolved by the Board of Commissioners of the Prospect Heights Park District that the Director of Tax Extensions of the Office of the County Clerk be authorized to extend the full levy request, up to the legal tax rate limit to Corporate, Audit, Paving & Lighting, Liability Insurance, IMRF, Social Security, Police Protection, Museum, and Special Recreation Funds of the District.

**BE IT FURTHER RESOLVED** that the Director of Tax Extensions of the Office of the County Clerk be authorized to reduce the district's Recreation Fund to provide the necessary tax extension required to maintain the Corporate, Audit, Paving & Lighting, Liability Insurance, IMRF, Social Security, Police Protection, Museum, and Special Recreation Funds, at the full levy amount requested.

Passed and signed on this 19<sup>th</sup> day of December, 2017

ATTEST:

TIMOTHY JONES

PARK BOARD PRESIDENT \_\_\_\_\_

Date: December 19, 2017

ELLEN AVERY

PARK BOARD SECRETARY \_\_\_\_\_

Date: December 19, 2017

Adopted: December 19, 2017



PROSPECT HEIGHTS PARK DISTRICT  
November 28, 2017  
LEVY WORKSHEET

\*This is the basis of the Tax Levy Request for 2017 budget year.

	2016 Tax Levy Actual	4.99% Inc.	2017 Tax Levy Request
General Fund (100)	\$ 1,020,937	\$ 50,945	\$ 1,071,882
Recreation Fund (200)	\$ 470,299	\$ 23,468	\$ 493,767
Audit Fund (404)	\$ 14,624	\$ 730	\$ 15,354
Paving & Lighting Fund (405)	\$ 4,973	\$ 248	\$ 5,221
Liability Insurance Fund (406)	\$ 91,340	\$ 4,558	\$ 95,898
Ill Municipal (407)	\$ 140,356	\$ 7,004	\$ 147,360
Social Security Fund (411)	\$ 125,260	\$ 6,250	\$ 131,510
Police Fund (408)	\$ 72,924	\$ 3,639	\$ 76,563
Museum Fund (409)	\$ 12,738	\$ 636	\$ 13,374
	<u>\$ 1,953,451</u>	<u>\$ 97,477</u>	<u>\$ 2,050,928</u>
% increase - Truth-in-Taxation		4.99%	
Special Recreation Fund (410)	\$ 116,679	\$ 5,822	\$ 122,501
Debt Service Fund (611)	\$ 603,652	\$ 30,122	\$ 633,774
Total Levy	<u>\$ 2,673,782</u>	<u>\$ 133,422</u>	<u>\$ 2,807,204</u>
		4.99%	

This is the basis of the 2015 income for the budget, we ask for the 4.99% but plan for 1.0% - The 3.99% difference is identified as contingent expenses

	2016 Tax Levy Actual	1.00%	2017 Budget Income	3.99 % Difference (Contigent)
General Fund (100)	\$ 1,020,937	\$ 10,209	\$ 1,031,146	\$ 40,735
Recreation Fund (200)	\$ 470,299	\$ 4,703	\$ 475,002	\$ 18,765
Audit Fund (404)	\$ 14,624	\$ 146	\$ 14,770	\$ 583
Paving & Lighting Fund (405)	\$ 4,973	\$ 50	\$ 5,023	\$ 198
Liability Insurance Fund (406)	\$ 91,340	\$ 913	\$ 92,253	\$ 3,644
Ill Municipal (407)	\$ 140,356	\$ 1,404	\$ 141,760	\$ 5,600
Social Security Fund (411)	\$ 125,260	\$ 1,253	\$ 126,513	\$ 4,998
Police Fund 408	\$ 72,924	\$ 729	\$ 73,653	\$ 2,910
Museum Fund (409)	\$ 12,738	\$ 127	\$ 12,865	\$ 508
	<u>\$ 1,953,451</u>	<u>\$ 19,535</u>	<u>\$ 1,972,986</u>	<u>\$ 77,943</u>
Special Recreation Fund (410)	\$ 116,679	\$ 1,167	\$ 117,846	\$ 4,655
Debt Service Fund (611)	\$ 603,652	\$ 6,037	\$ 609,689	\$ 24,086
	<u>\$ 2,673,782</u>	<u>\$ 26,738</u>	<u>\$ 2,700,520</u>	<u>\$ 106,684</u>

\*NWSRA & Debt Services are not subject to tax cap.

\*NWSRA & Debt Services are not subject to tax cap.



# 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  
FROM: Christina Ferraro, Executive Director  
DATE: December 19, 2017  
RE: Sexual Harassment Policy

A new law, effective date is November 16, 2017, states no later than 60 days after the effective date of this amendatory Act of the 100th General Assembly (January 15, 2018), each governmental unit shall adopt an ordinance or resolution establishing a policy to prohibit sexual harassment. The District already has a comprehensive policy prohibiting sexual harassment which includes complaint procedures, consequences of violation and prohibition of retaliation. Most of the provisions were met except the availability of whistleblower protections. Therefore, District attorneys have reviewed the current policy and recommend the attached policy.

Pursuant to the new requirements, a local government's sexual harassment policy must include, at a minimum:

- (i) a prohibition on sexual harassment;
- (ii) details on how an individual can report an allegation of sexual harassment, including options for making a confidential report to a supervisor, ethics officer, Inspector General, or the Department of Human Rights;
- (iii) a prohibition on retaliation for reporting sexual harassment allegations, **including availability of whistleblower protections under the Ethics Act, the Whistleblower Act, and the Illinois Human Rights Act;** and
- (iv) the consequences of a violation of the prohibition on sexual harassment and the consequences for knowingly making a false report.

## **RECOMMENDATION:**

- Amend the District policies to include the updated sexual harassment policy to conform to the requirements of Public Act 100.554
- Adopt resolution indicating compliance with the Act by updating the current policy



# **PROSPECT HEIGHTS PARK DISTRICT**

(847) 394-2848

Fax (847) 394-7799

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

## **Prospect Heights Park District Sexual Harassment Prohibition Policy**

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### **Introduction**

The Prospect Heights Park District is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that prohibits discriminatory practices, including sexual harassment. Therefore, the Prospect Heights Park District expects that all relationships among persons in the workplace, including relationships with members of the public, will be business-like and free of bias, prejudice and harassment.

It is the responsibility of each and every employee, officer, official, park commissioner, agent, volunteer, and vendor of the Prospect Heights Park District as well as anyone using the Park District's facilities, to refrain from sexual harassment. The Prospect Heights Park District will not tolerate sexual harassment of or by any of its employees and elected officials. Actions, words, jokes, or comments based on an individual's sex, sexual identity or orientation, civil union partnership, or any other form of sex discrimination or harassment will not be tolerated.

This policy should not, and may not, be used as a basis for excluding or separating individuals of a particular gender, sexual orientation, civil union partnership, or any other protected characteristic, from participating in business or work-related social activities or discussions in order to avoid allegations of harassment. The law and policies of the Prospect Heights Park District prohibit disparate treatment on the basis of race, religion, age, national origin, sex, sexual identity or orientation, civil union partnership, or any other protected characteristic, with regard to terms, conditions, privileges and prerequisites of employment. The prohibition against sexual harassment, discrimination and retaliation are intended to complement and further these policies, not to form the basis of an exception to them.

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## Definition of Sexual Harassment

**Sexual harassment** means any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when:

- (i) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- (ii) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- (iii) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. For purposes of this definition, the phrase "working environment" is not limited to a physical location an employee is assigned to perform his or her duties and does not require an employment relationship.

Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include, but are not limited to: unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering; catcalls or touching; insulting or obscene comments or gestures; display or circulation in the workplace of sexually suggestive objects or pictures (including through e-mail, text messages or other workplace communications); and other physical, verbal or visual conduct of a sexual nature.

Conduct prohibited by this policy is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, professional conferences, business meetings and business-related and/or Prospect Heights Park District sponsored social events.

Any employee who engages in practices or conduct constituting sexual harassment shall be subject to disciplinary action, up to and including discharge. Any Prospect Heights Park District official (including an elected or appointed official) who engages in practices or conduct constituting sexual harassment shall be subject to appropriate remedial action, up to and including removal from office.

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## **Retaliation Is Prohibited**

The Prospect Heights Park District prohibits retaliation against any individual who reports sexual harassment, participates in an investigation of such reports, or files a charge of sexual harassment. Retaliation against an individual for reporting sexual harassment, for participating in an investigation of a claim of sexual harassment, or for filing a charge of sexual harassment is a serious violation of this policy and, like sexual harassment itself, will result in disciplinary action, up to and including termination or removal from office against the retaliator.

Should you be subjected to retaliation for reporting sexual harassment, participating in the investigation of any such report, or for filing a charge of sexual harassment with the Illinois Department of Human Rights or any other federal, state, or local governmental agency with jurisdiction over such a charge, you have the right to file a charge with the Illinois Department of Human Rights at the James R. Thompson Center, 100 West Randolph Street, Suite 10-100, Chicago, Illinois 60601, (312) 814-6200, or filing a civil action against the retaliator under the Illinois Whistleblower Act. You also may have recourse under the State Officials and Employees Ethics Act.

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## **Reporting Procedure**

The Prospect Heights Park District strongly urges the reporting of all incidents of sexual harassment or retaliation, regardless of the offender's identity or position. Early reporting and intervention have proven to be essential to the resolution of actual or perceived incidents of harassment. Therefore, while no fixed reporting period has been established, the Park District strongly urges the prompt reporting of complaints or concerns so that rapid and constructive action can be taken.

The availability of this reporting procedure does not preclude individuals who believe they are being subjected to sexual harassment from promptly advising the offender that his or her behavior is unwelcome and requesting that it be discontinued.

If you experience or witness sexual harassment, you should deal with the incident(s) as directly and firmly as possible by reporting the incident(s) to your immediate supervisor, your department head, and/or the Prospect Heights Park District Executive Director. If the Executive Director is the subject of the complaint, then the employee should report directly to the President of the Park District Board. You should also document or record each incident (what was said

or done, by whom, the date, time and place, and any witnesses to the incident). Written records such as letters, notes, memos, e-mails, and telephone messages can strengthen documentation. It is not necessary that the harassment be directed at you to make a complaint. Following are steps you can take in the reporting process:

- **Direct Communication with the Offender:** If you experience or witness sexual harassment, you should directly and clearly express your objection to the offending person(s) regardless of whether the behavior is directed at you. If you are the harassed employee, you should clearly state that the conduct is unwelcome and the offending behavior must stop. However, you are not required to directly confront the person who is the source of your report, question, or complaint before notifying any of those individuals listed below. The initial message may be oral or written, but documentation of the notice should be made. If subsequent messages are needed, they should be put in writing.
- **Report to Supervisory and Administrative Personnel:** At the same time direct communication is undertaken, or in the event you feel threatened or intimidated by the offending person, you should promptly report the offending behavior to your immediate supervisor, department head or the Executive Director. If you feel uncomfortable doing so, or if your immediate supervisor and/or department head is the source of the problem, condones the problem or ignores the problem, report directly to the Executive Director. If the Executive Director is the source of the problem, condones the problem, or ignores the problem, you should contact the President of the Board of Park Commissioners.
- **Report to Executive Director/President of the Board of Park Commissioners:** An employee may also report incidents of harassment or discrimination directly to the Executive Director. The Executive Director or his or her designee will promptly investigate the facts and take corrective action when an allegation is determined to be valid. If your complaint alleges harassment by the Executive Director, or if the Executive Director condones the problem or ignores the problem, you should immediately report the incident or incidents in writing directly to the President of the Board of Park Commissioners. An investigation will be conducted and appropriate action will be

taken when an allegation is determined to be valid. At no time will personnel involved in the alleged harassment conduct the investigation.

- You have the right at any time to contact the Illinois Department of Human Rights (IDHR) at the address and/or telephone number listed above, about filing a formal complaint. Thereafter, depending upon the results of the IDHR's investigation and the time required to complete the investigation, the IDHR may file a complaint with the Illinois Human Rights Commission (HRC), located at 100 W. Randolph St., Ste. 5-100, (312) 814-6269, or you may have the right to file a complaint on your own behalf either in circuit court or directly with the HRC.

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### **Complaints Against Non-Employees and Third Parties**

If you make a complaint alleging sexual harassment against an agent, vendor, supplier, contractor, volunteer or person using Park District programs or facilities, the Executive Director will investigate the incident(s) and determine the appropriate action, if any. The Prospect Heights Park District will make reasonable efforts to protect you from further contact with such persons.

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### **Responsibility of Supervisors and Witnesses**

Any supervisor who becomes aware of any possible sexual or other harassment or discrimination of or by any employee should immediately advise the Executive Director, who will investigate the conduct and resolve the matter as soon as possible.

All employees are encouraged to report incidents of harassment, regardless of who the offender may be or whether or not you are the intended victim.

### **The Investigation**

Any reported allegations of sexual harassment will be investigated promptly. The Prospect Heights Park District will make every reasonable effort to conduct an investigation in a responsible and confidential manner. However, it is impossible to guarantee absolute confidentiality. The investigation may include individual interviews with the parties involved, and where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge. The Prospect Heights Park District serves notice that third parties, including attorneys for the Prospect Heights Park District, may be used to investigate claims of sexual harassment.

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## **False and Frivolous Complaints**

Given the seriousness of the consequences for the accused, a false and frivolous charge of harassment is a major offense that can itself result in disciplinary action, up to and including discharge or, in the case of an officer, suspension or removal from an elected or appointed position. False and frivolous complaints are those accusations with respect to which the accuser is using a harassment complaint to accomplish an end other than stopping the harassment. The term does not refer to charges made in good faith that cannot be proved.

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## **Responsive Action**

Subject to legal guidelines, the Prospect Heights Park District will make the initial determination as to whether sexual harassment has occurred based on a review of the facts and circumstances of each situation. Misconduct constituting sexual harassment or retaliation will be dealt with appropriately. Responsive action may include, for example, training, referral to counseling and/or disciplinary action such as warning, reprimand, withholding of a promotion or pay increase, reassignment or demotion, temporary suspension without pay, termination, or, in the case of an officer, removal from an elected or appointed position, as the Prospect Heights Park District believes appropriate under the circumstances.

12.19.2017

*4825-0471-0488, v.*



**RESOLUTION NO. 12.19.2017-02**

**A RESOLUTION ESTABLISHING AN UPDATED SEXUAL HARASSMENT POLICY  
FOR THE PROSPECT HEIGHTS PARK DISTRICT IN ORDER TO COMPLY WITH  
PUBLIC ACT 100-0554**

**WHEREAS**, the Prospect Heights Park District is an Illinois park district and unit of local government; and

**WHEREAS**, Public Act 100-0554 requires units of local government to adopt a resolution establishing a sexual harassment policy that meets the statutory requirements for such policies; and

**WHEREAS**, the Board of Commissioners of the Prospect Heights Park District desires to establish a Sexual Harassment Policy to comply with P.A. 100-0554 and to adopt by resolution the sexual harassment policy as required by state law.

**NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF  
THE PROSPECT HEIGHTS PARK DISTRICT THAT:**

**Section 1:** The recitals set forth above are incorporated into and made part of this Resolution.

**Section 2:** The policies of the Prospect Heights Park District are hereby amended by the addition of the policy regarding sexual harassment attached to this Resolution as Exhibit A.

**Section 3:** All ordinances, resolutions, and regulations in conflict with this Resolution are hereby repealed to the extent of such conflict.

**Section 4.** This Resolution is effective immediately upon its passage and approval.

PASSED this 19th Day of December, 2017

Ayes:

Nays:

Absent:

\_\_\_\_\_  
Tim Jones, President of the Board of Commissioners

ATTEST:

\_\_\_\_\_  
Ellen Avery, President of the Board of Commissioners



# 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  
FROM: Christina Ferraro, Executive Director  
DATE: December 19, 2018  
RE: Adoption of the annual schedule of regular meetings for 2018

All public bodies in Illinois that are subject to the Illinois Open Meetings Act must give public notice of its annual schedule of regular meetings at the beginning of each calendar or fiscal year. The annual schedule must include the times and places of all regular meetings. 5 ILCS 120/2.03. Per the Illinois Attorney General: if a public body does not adopt an annual schedule of regular meetings, then every meeting of that particular public body is considered a "special meeting," and must follow the requirements for special meetings under the OMA.

All regular meetings will be held at 7:00PM at the Gary Morava Recreation Center, 110 West Camp McDonald Rd., on the third Tuesday of the month unless otherwise noted below.

2018 regular meetings of the Prospect Heights Park District Board of Commissioners:

January 16

February 20

March 20

April 17

May 15

June 19

July 17

August 21

September 18

October 16

November 13 \* second Tuesday of November due to Thanksgiving Holiday

December 18 \* meeting to be held at the Old Orchard Country Club, 700 West Rand Rd