



BOARD REPORT

FEBRUARY 26, 2019



PUBLIC NOTICE

**Agenda for the February 26, 2019 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**
PDRMA 2018 Loss Control Award
- IV. Recognition/Welcome**
- V. Presentation**
 - A. Lexington Homes Presentation**
 - B. Prospect Heights Natural Resources Commission Presentation**
- VI. Public Comment**
Completion of Resident Comment Form required prior to Call to Order. Submit to Executive Director.
- VII. Approval of Minutes**
 - A. Committee of the Whole Meeting – December 18, 2018**
 - B. Regular Board Meeting - December 18, 2018**
 - C. Committee of the Whole Meeting – February 13, 2019**
- VIII. Announcements (Meetings)**
Regular Board Meeting – March 19, 2019 7:00 p.m. GMRC
- IX. Park District Treasurer's Report**
 - A. Approval of Cash Report #1**
 - B. Approval of Cash Report #2**
 - C. Approval of Warrants for Payment**
- X. Finance Manager's Report**
- XI. Attorney's Report**
Legal Matter

XII. 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**

XIII. Committees of the Board

- A. Committee of the Whole**
Chairman Tim Jones, Sub Chair Terry Curtis
- B. Finance Committee**
Chairman Vicki Carney, Sub Chair Eric Kirste
- C. OCCC Programs, Facilities Grounds & Maintenance Committee**
Chairman Bob Loranger Sub Chair Karl Jackson
- D. Personnel & Planning Committee**
Chairman Bob Loranger, Sub Chair Vicki Carney
- E. Policy & Procedure Committee**
Chairman Terry Curtis, Sub Chair Ellen Avery
- F. Recreation Facilities, Parks & Maintenance Committee**
Chairman Tim Jones
- G. Recreation Programs & Resident Relations Committee**
Chairman Ellen Avery, Sub Chair Eric Kirste

XIV. Unfinished/Ongoing Business

- A. Food, Beverage & Banquet Service at Old Orchard Country Club**
- B. Feasibility Study**
- C. FY 2019 Budget Draft 3**

XV. New Business

- A. Public Hearing FY19 Budget & Appropriation Ordinance**
- B. Adoption of Combined Budget and Appropriation Ordinance 02.26.19A**
- C. Adoption of Tax Abatement Ordinance 02.26.2019**
- D. Discussion of Golf Financial Memorandum of Understanding**

XVI. 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:
Personnel (Section 2(c) (1))

XVII. 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.

December 12, 2018

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

Re: 2018 Loss Control Award

Dear Christina Ferraro:

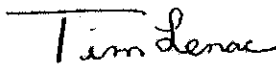
Through the Loss Control Review process, your agency previously achieved PDRMA's highest loss control award, which is accreditation. I am pleased to inform you that we continue to acknowledge your agency's loss prevention efforts with a **Level A – Accredited \$1,500 cash award**.

Enclosed is your agency's award check. While not a requirement, we hope you will use the cash incentive to strengthen your agency's loss control program.

Please share this correspondence with your Safety Coordinator, Safety Committee, and all others involved in your loss control program.

You may recall that members no longer receive yearly plaques but small plates affixed to the larger plaque received previously. PDRMA's risk pool members truly appreciate your continued efforts in safety and loss prevention.

Sincerely,



Tim Lenac, ARM-P, AINS
Risk Management Services Supervisor

Enclosure

PRIVILEGED AND CONFIDENTIAL INFORMATION

This communication and any attached materials constitute claims, loss or risk management information, communications and/or advice, and may contain information that is privileged, confidential and exempt from disclosure under applicable law. If you are not the intended recipient, you are hereby notified that any disclosure, copying, distribution, or use of the information contained herein (including any reliance thereon) is STRICTLY PROHIBITED.

**COMMITTEE OF THE WHOLE MEETING
OF THE COMMISSIONERS AND OFFICERS
OF THE PROSPECT HEIGHTS PARK DISTRICT
GARY MORAVA RECREATION CENTER
110 W. CAMP MCDONALD ROAD, PROSPECT HEIGHTS, IL 60070
TUESDAY, DECEMBER 18, 2018**

Call to Order

President Tim Jones called the Committee of the Whole Meeting of the Prospect Heights Park District to order at 6:08 p.m.

Commissioners present:

Ellen Avery
Vicki Carney
Terry Curtis
Tim Jones
Eric Kirste
Bob Loranger

Also Present:

Christina Ferraro – Executive Director
Julie Caporusso – Superintendent of Recreation
Dino Squiers – Superintendent of Parks & Facilities
Marc Heidkamp – Director of Golf Operations
Tim McPhillips – Finance Manager
Edlyn Castil – Admin. Asst./Recording Secretary

Commissioners absent:

Karl Jackson

A quorum was present.

Corrections/Additions/Approval of Agenda

A motion was made by Commissioner Kirste and seconded by Commissioner Avery to approve the agenda as submitted. The motion was approved with a voice vote with one absent (Commissioner Jackson). The motion carried.

Introduction of Guests/Citizens

There were none.

Public Comment

There were none.

Correspondence

There were none.

Announcements (Meetings)

A Regular Board Meeting will be held on 12/18/18 at 7:00 p.m. at GMRC and on 1/22/19 at 7:00 p.m. at GMRC.

Old Business

FY 2019 Budget Draft 2

Commissioner Carney led the discussion regarding Draft 2 of the Budget. There was a focus on capital projects. Finance Manager Tim McPhillips was asked to put together a Fund Balance. He reviewed the Fund Balance and projections and discussed the projected deficit in 2019. Executive Director Christina Ferraro reviewed Fund 518. Staff was given direction to red line projects that were agreed to be removed and to prioritize the remaining capital projects.

Old Business (continued)

Staff will continue to work on the proposed budget and will present a third draft to the Finance Committee, at least a week before the next scheduled board meeting on 1/22/19, for their review, then present that third draft at the 1/22/19 regular board meeting.

Adjournment

With no further business to discuss a motion was made by Commissioner Loranger and seconded by Commissioner Curtis to adjourn the Committee of the Whole Meeting at 6:58 p.m. The motion was approved with a voice with one absent (Commissioner Jackson). The motion carried.

Respectfully Submitted,
Edlyn Castil
Recording Secretary

Secretary: _____

Ellen Avery, Prospect Heights Park District Board Secretary

**REGULAR BOARD MEETING
OF THE COMMISSIONERS AND OFFICERS
OF THE PROSPECT HEIGHTS PARK DISTRICT
GARY MORAVA RECREATION CENTER
110 W CAMP MCDONALD ROAD, PROSPECT HEIGHTS, IL 60070
TUESDAY, DECEMBER 18, 2018**

Call to Order

Roll Call

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

Commissioners present:

Ellen Avery
Vicki Carney
Terry Curtis
Karl Jackson (arrived at 7:15 p.m.)
Tim Jones
Eric Kirste
Bob Loranger

Also Present:

Christina Ferraro – Executive Director
Julie Caporusso – Superintendent of Recreation
Dino Squiers – Superintendent of Parks & Facilities
Marc Heidkamp – Director of Golf Operations
Tim McPhillips – Finance Manager
Edlyn Castil – Admin. Asst./Recording Secretary

Commissioners absent:

None

A quorum was present.

Pledge of Allegiance

The Pledge of Allegiance was led by Tim Jones.

Corrections/Additions/Approval of Agenda

A motion was made by Commissioner Avery and seconded by Commissioner Kirste to approve the agenda as submitted. The motion was approved with a voice vote with one absent (Jackson). The motion carried.

Correspondence

A "thank you" note was received from Prospect Heights Mayor Helmer.

Recognition/Welcome

Erin Pell of Ancel Glink, City of Prospect Heights Natural Resources Commission members Agnes Wojnarski, Dana Sieverstson, Peter Hahn, Ed Madden, Jill Moskal, and Seth Marcus were in attendance.

Presentation

Agnes Wojnarski, City of Prospect Heights Natural Resources Commission Chairperson, provided a slideshow presentation of NRC's 2018 year in review.

Approval of Minutes

Special Board Meeting – November 13, 2018

A motion was made by Commissioner Loranger and seconded by Commissioner Carney to approve the November 13, 2018 Special Board Meeting Minutes as submitted. The motion was unanimously approved with a voice vote. The motion carried.

Approval of Minutes (continued)**Committee of the Whole Meeting – November 13, 2018**

A motion was made by Commissioner Kirste and seconded by Commissioner Avery to approve the November 13, 2018 Committee of the Whole Meeting Minutes as submitted. The motion was unanimously approved with a voice vote. The motion carried.

Regular Board Meeting – November 13, 2018

A motion was made by Commissioner Carney and seconded by Commissioner Curtis to approve the November 13, 2018 Regular Board Meeting Minutes as submitted. The motion was unanimously approved with a voice vote. The motion carried.

Announcements (Meetings)

A Regular Board Meeting is scheduled for January 22, 2019 at 7 p.m. at GMRC.

Park District Treasurer's Report**Cash Report #11**

Mt Pros State	Payroll	Sweep Acct.	\$	-
Mt Pros State	Vendor	Sweep Acct.	\$	-
Mt Pros State	Imprest		\$	4,487.15
Mt Pros State	General/Sweep		\$	728,493.39
Mt Pros State	ATM	Combined Bal – Account and ATM Machine	\$	20,553.03
Mt Pros State	Cash Reserves		\$	352,082.49
Mt Pros State	Class – Reg.	Sweep Acct.	\$	
Mt Pros State	Investment		\$	3,040,741.05
Totals			\$	4,146,357.11

A motion was made by Commissioner Carney and seconded by Commissioner Loranger to accept the Treasurer's Report – Cash Report #11 dated December 18, 2018 in the amount of \$4,146,357.11. The motion was unanimously approved with a voice vote. The motion carried.

Approval of Warrants for Payment

A motion was made by Commissioner Carney and seconded by Commissioner Kirste to accept Warrants for payment as submitted for Vendor Warrants # 11, 11A, and Payroll 23, 24 in the amount of \$1,305,885.38. The motion was approved by a roll call vote.

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

Nays: None

Absent: None

The motion carried.

Finance Manager's Report

Finance Manager Tim McPhillips reviewed the Income Statement and Fund Report. He commented that the majority of the electronic payment consisted of the bond payment.

Attorney's Report

There was none.

Administrative / Operational Summary

Executive Director – as submitted. Executive Director Christina Ferraro reported the Park District's new website was launched in early December. She continues to work with ComEd with the lease agreement. The District-wide telephone system project has been deferred until 2/2019. Christina is planning to schedule a Visioning Meeting in 2/2019. Additional information will follow.

Administrative / Operational Summary (continued)

Superintendent of Recreation – as submitted. Superintendent of Recreation Julie Caporusso reported the Holiday Trolley special event is scheduled this evening and on 12/20/18 with over 130 people signed up. Preschool holiday parties are scheduled for this week.

Superintendent of Facilities and Parks – as submitted. Superintendent of Parks & Facilities Dino Squiers reported staff is wrapping up for the year and completing projects.

Director of Golf Operations – as submitted. Director of Golf Operations Marc Heidkamp reported they held a successful Turkey Shoot event with 127 golfers in attendance.

Committees of the Board

None

Public Comment

None

Unfinished/Ongoing Business

Food, Beverage & Banquet Service at Old Orchard Country Club

Executive Director Christina Ferraro reported staff is in the interview process for a Banquet Manager.

FY 2019 Budget Draft 2

During the Committee of the Whole Meeting, draft 2 of the budget was reviewed. Changes will be made and draft 3 will be presented to the Finance Committee at least a week before the 1/22/19 board meeting for their review, and then presented at the 1/22/19 board meeting.

Proposed 2019 Board Meeting Schedule

There was discussion about the proposed 2019 board meeting schedule. The proposed meeting dates are on the 4th Tuesday of each month with the exception of March, September, November and December.

A motion was made by Commissioner Avery and seconded by Commissioner Kirste to accept the accept the 2019 Board Meeting Schedule as submitted. The motion was unanimously approved with a voice vote. The motion carried.

New Business

Public Hearing – Tax Levy Ordinance 12.18.2018

A motion was made by Commissioner Curtis and seconded by Commissioner Carney to open the public hearing of a Tax Levy Ordinance 12.18.2018. The motion was unanimously approved with a voice vote. The motion carried.

There being no one in attendance and no questions from the Board, a motion was made by Commissioner Jackson and seconded by Commissioner Curtis to close the public hearing of a Tax Levy Ordinance 12.18.2018. The motion was unanimously approved with a voice vote. The motion carried.

Tax Levy Ordinance 12.18.2018

A motion was made by Commissioner Carney and seconded by Commissioner Loranger to adopt Tax Levy Ordinance 12.18.2018. The motion was approved by a roll call vote.

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

Nays: None

Absent: None

The motion carried.

A motion was made by Commissioner Jackson and seconded by Commissioner Kirste authorizing Board Secretary Ellen Avery as a signer. The motion was approved by a roll call vote.

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

Nays: None

Absent: None

The motion carried.

Recess into Executive Session

A motion was made by Commissioner Avery and seconded by Commissioner Curtis to recess into Executive Session in accordance with the Open Meetings Act (5ILCS 1220/2 Section 2A Subsection C) for the purpose of discussion of Personnel (Section 2(c) (1)) at 7:49 p.m. The motion was unanimously approved with a voice vote. The motion carried.

Reconvene to Open Session

Open session reconvened at 8:06 p.m. During Executive Session Personnel was discussed.

Possible Action on Matters Discussed in Executive Session

Having discussed compensation of staff in Executive Session the President will direct the Staff to include amounts in budget for formal adoption at an upcoming meeting.

Adjournment

With no further business to discuss a motion was made by Commissioner Curtis and seconded by Commissioner Jackson to adjourn the Regular Board Meeting at 8:07 p.m. The motion was unanimously approved by a voice vote. The motion carried.

Respectfully Submitted,
Edlyn Castil, Recording Secretary

Secretary: _____
Ellen Avery, Prospect Heights Park District Secretary

**COMMITTEE OF THE WHOLE MEETING
OF THE COMMISSIONERS AND OFFICERS
OF THE PROSPECT HEIGHTS PARK DISTRICT
GARY MORAVA RECREATION CENTER
110 W. CAMP McDONALD ROAD, PROSPECT HEIGHTS, IL 60070
TUESDAY, FEBRUARY 13, 2019**

Call to Order

President Tim Jones called the Committee of the Whole Meeting of the Prospect Heights Park District to order at 6:03 p.m.

Commissioners present:

Ellen Avery
Vicki Carney
Tim Jones
Eric Kirste
Bob Loranger

Also Present:

Christina Ferraro – Executive Director
Julie Caporusso – Superintendent of Recreation
Edlyn Castil – Admin. Asst./Recording Secretary

Commissioners absent:

Karl Jackson
Terry Curtis

A quorum was present.

Corrections/Additions/Approval of Agenda

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

Introduction of Guests/Citizens

Tom Diehl of GreenPlay LLC, Tom Poulos and Frank Parisi both from Williams Architects, were in attendance.

Public Comment

There were none.

Correspondence

There were none.

Announcements (Meetings)

A Committee of the Whole Regular Board Meeting will be held on 2/26/18 at 6:00 p.m. and a Regular Board Meeting at 7:00 p.m. at GMRC.

Old Business

None

New Business

Tom Diehl of GreenPlay LLC led the Feasibility Study Visioning Workshop discussion. He explained the various steps that were taken leading up to this workshop. Preliminary recommendations were made by GreenPlay LLC and Williams Architects. They are looking for the Park District Board's feedback, suggestions and comments.

Diehl discussed the key issues and values that were taken from the initial stakeholder and focus group meetings which included keeping core/nostalgic programming and multi-generational programs.

He reviewed a list of potential activities and reviewed general facility assumptions. Diehl discussed desired building amenities. He also discussed adding alternate amenities for School District 23 and NWSRA.

Two options were proposed, Option 1 and Option 2. A site diagram for both options were provided and reviewed. Both options include a second floor. A suggestion was made to meet with Speer Financial regarding debt issuance for the future. Executive Director Christina Ferraro will coordinate. There was further discussion about the proposed options which included the total project cost. Tom Diehl will forward the presentation to Christina. There will be continued discussion at the next regular board meeting.

Adjournment

With no further business to discuss a motion was made by Commissioner Loranger and seconded by Commissioner Kirste to adjourn the Committee of the Whole Meeting at 7:55 p.m. The motion was approved with a voice with two absent (Commissioners Curtis and Jackson). The motion carried.

Respectfully Submitted,
Edlyn Castil
Recording Secretary

Secretary: _____

Ellen Avery, Prospect Heights Park District Board Secretary

TO: Board of Commissioners, Prospect Heights Park District
FROM: Park District Treasurer
DATE: 1/22/2019 CASH REPORT FY 19

Pink

Motion by Commissioner _____ to approve CASH REPORT 01
1/22/2019 as submitted. Seconded by Commissioner _____.

Payroll	#90001511	sweep acct.	\$	-	
Vendor	#90001503	sweep acct.	\$	-	
Imprest	#90001529		\$	4,487.15	
General/Sweep	#90001498		\$	572,968.71	
ATM	#90001537		\$	20,553.03	
Cash Reserves	#90001545		\$	352,187.15	
Class- Reg.	#90002787	sweep acct.			
Investment	#107503657		\$	3,041,615.78	
TOTALS			\$	3,991,811.82	Voice Vote

FINANCIAL
RESOLUTION

Motion by Commissioner _____ to approve WARRANT RESOLUTION
1/22/2019 as submitted. Seconded by Commissioner _____.

APPROVAL OF WARRANTS 1/22/2019

VENDOR WARRANTS AMOUNTS

12 In the amount of CHECKS ISSUED \$132,482.68

12A In the amount of ELECTRONIC \$46,686.50

Total Vendor Warrants \$179,169.18

PAYROLL WARRANTS

12/7/2018

25 In the amount of \$51,647.33

gross plus employer costs

12/21/2018

26 In the amount of \$63,702.52

gross plus employer costs

Total Payroll Warrants \$ 115,349.85

TOTAL OF WARRANTS

\$294,519.03 Roll Call



Prospect Heights Park District, IL

Expense Approval Report

By Fund

Payment Dates 12/01/2018 - 12/31/2018

Payment Number	Payment Date	Vendor Name	Description (Item)	(None)	Amount
Fund: 100 - CORPORATE FUND					
47159	12/08/2018	FRONTLINE TECHNOLOGIES GR...	APPLITRACK 1/12/19-1/11/20 (...)		2,000.00
47164	12/08/2018	MARKETING AND MORE GROUP...	MARKETING - NOVEMBER 2018		3,420.00
47165	12/08/2018	MIDCO INC	MONTHLY ADTRAN		165.00
47169	12/08/2018	PLATINUM SYSTEMS INC	DECEMBER 2018 EMAIL ARCHIV...		190.00
47178	12/18/2018	ADP LLC	PAYROLL PROCESSING PE 9/30/...		295.99
47180	12/18/2018	BLACK LINE FOX VALLEY LLC	DECEMBER 2018 IT SUPPORT		1,540.50
47181	12/18/2018	ANCEL GUNK DIAMOND BUSH D...	NOVEMBER 2018 LEGAL SERVIC...		1,421.25
47196	12/18/2018	PULSE TECHNOLOGY	ADMIN/GMRC COPIER/PRINTER...		736.86
47198	12/18/2018	GREENPLAY LLC	FEASIBILITY STUDY		1,548.75
47199	12/18/2018	HINKLEY SPRINGS	ADMIN WATER		52.91
47203	12/18/2018	MCCLURE INSERRA & COMPANY...	NOVEMBER 2018 ACCOUNTING...		748.00
47209	12/18/2018	SAM'S CLUB/SYNCHRONY BANK	EMPLOYEE RELATIONS		24.18
47211	12/18/2018	THOMAS R PETZEL	NOVEMBER 2018 IT SUPPORT		218.75
47213	12/18/2018	VERMONT SYSTEMS INC	2019 ANNUAL BROCHURE INTE...		300.00
47219	12/27/2018	ADP LLC	PAYROLL PROCESSING		965.33
47228	12/27/2018	DANNA J, KOBESKI	GRAPHIC DESIGN WINTER/SPRI...		750.00
47242	12/27/2018	PDRMA	MONTHLY INSURANCE - NOVE...		1,742.93
47242	12/27/2018	PDRMA	MONTHLY INSURANCE - NOVE...		113.25
47242	12/27/2018	PDRMA	MONTHLY INSURANCE - NOVE...		89.40
47244	12/27/2018	PDRMA	MONTHLY INSURANCE - DECE...		1,742.93
47244	12/27/2018	PDRMA	MONTHLY INSURANCE - DECE...		113.25
47244	12/27/2018	PDRMA	MONTHLY INSURANCE - DECE...		89.40
Fund 100 - CORPORATE FUND Total:					18,268.68
Fund: 200 - RECREATION FUND					
47152	12/08/2018	AMERICAN LITHO	PRINTING OF WINTER/SPRING ..		4,086.00
47153	12/08/2018	ARLINGTON POWER EQUIPME...	LANDSCAPE & TURF MATERIALS		586.99
47154	12/08/2018	ASSOCIATED LABOR CORPORAT...	PARKS CONTRACTED SERVICES		503.88
47154	12/08/2018	ASSOCIATED LABOR CORPORAT...	PARKS CONTRACTED SERVICES		623.22
47157	12/08/2018	DAVID LUDWIN	REFUND - ACTIVE ADULTS		238.00
47158	12/08/2018	FIRST STUDENT INC	TRANSPORTATION FOR KIDS DA...		338.18
47170	12/08/2018	RAMROD	JANITORIAL SUPPLIES		759.55
47173	12/08/2018	SPORTS KIDS INC	CONTRACTUAL YOUTH ATHLETI...		219.70
47175	12/08/2018	TRUE VALUE HARDWARE	HARDWARE		9.49
47177	12/08/2018	WAREHOUSE DIRECT	JANITORIAL SUPPLIES		64.00
47177	12/08/2018	WAREHOUSE DIRECT	JANITORIAL SUPPLIES		281.13
47177	12/08/2018	WAREHOUSE DIRECT	FITNESS SUPPLIES		313.30
47177	12/08/2018	WAREHOUSE DIRECT	CREDIT JANITORIAL SUPPLIES		-64.00
47177	12/08/2018	WAREHOUSE DIRECT	HOST REPAIR		356.89
47182	12/18/2018	BRANDON GLINSKI	PRESCHOOL HOLIDAY PARTY 12...		125.00
47183	12/18/2018	CALL ONE	TELEPHONE SERVICES		500.49
47184	12/18/2018	COMCAST	ACCT# 8771 10 074 0004153 G...		10.47
47185	12/18/2018	COMCAST	GMRC ACCT# 8771 10 074 0047...		129.41
47186	12/18/2018	CONSTELLATION NEW ENERGY ...	705224-46120 GMRC ELECTRIC		3,006.23
47187	12/18/2018	CONSTELLATION NEW ENERGY ..	705224-1 ADMIN ELECTRIC		157.96
47188	12/18/2018	CONSTELLATION NEW ENERGY ...	705224-46120 GMRC ELECTRIC		3,405.14
47192	12/18/2018	CONSTELLATION NEWENERGY -...	GMRC NATURAL GAS		1,165.43
47193	12/18/2018	DAVE'S AUTO CLINIC INC	REPAIR PARTS		452.50
47194	12/18/2018	DEBORAH PADDACK	REFUND - ACTIVE ADULTS TRIP		99.00
47197	12/18/2018	GRAINGER	REPAIR PARTS		121.00
47197	12/18/2018	GRAINGER	REPAIR PARTS		309.60
47197	12/18/2018	GRAINGER	CREDIT MEMO REPAIR PARTS		-309.60
47201	12/18/2018	MARCI GLINSKI	BUS DRIVER GRATUITY REIMBU...		75.00
47202	12/18/2018	MARIE PANZICA	REFUND - ACTIVE ADULTS TRIP		99.00

Expense Approval Report

Payment Dates: 12/01/2018 - 12/31/2018

Payment Number	Payment Date	Vendor Name	Description (Item)	(None)	Amount
47205	12/18/2018	PROSPECT HEIGHTS FIRE DISTRI...	DONATION FROM ARTS SHOW...		300.00
47207	12/18/2018	ART OF BEAUTY MAKEUP ACAD...	ZUMBA NOVEMBER 2018		174.00
47210	12/18/2018	THE WIFFLOT INC	CONTRACTUAL CLASS		250.00
47215	12/18/2018	VILLAGE OF MOUNT PROSPECT	GMRC WATER		611.10
47217	12/18/2018	WAREHOUSE DIRECT	JANITORIAL SUPPLIES		246.28
47220	12/27/2018	ALL SEASONS UNIFORMS	STAFF UNIFORMS		417.93
47221	12/27/2018	ARLINGTON POWER EQUIPME...	REPAIR PARTS PARKS		11.94
47222	12/27/2018	ASSOCIATED LABOR CORPORAT...	PARKS CONTRACTED SERVICES		623.22
47223	12/27/2018	BRANDON GLINSKI	HOLIDAY TROLLEY 12/18/18 & ...		150.00
47230	12/27/2018	DISTRICT 214 COMMUNITY ED...	HOLIDAY DANCE RECITAL 12/13...		775.00
47231	12/27/2018	EDWARD O'NEILL	TRAVEL REIMBURSEMENT		87.53
47232	12/27/2018	FIRST COMMUNICATIONS LLC	2002004692 TELEPHONE SERVI...		489.86
47234	12/27/2018	HOME DEPOT CREDIT SERVICES	6035 3225 0286 2521 11/13/18...		39.68
47234	12/27/2018	HOME DEPOT CREDIT SERVICES	6035 3225 0286 2521 11/13/18...		44.33
47234	12/27/2018	HOME DEPOT CREDIT SERVICES	6035 3225 0286 2521 11/13/18...		52.86
47234	12/27/2018	HOME DEPOT CREDIT SERVICES	6035 3225 0286 2521 11/13/18...		-13.95
47234	12/27/2018	HOME DEPOT CREDIT SERVICES	6035 3225 0286 2521 11/13/18...		42.16
47234	12/27/2018	HOME DEPOT CREDIT SERVICES	6035 3225 0286 2521 11/13/18...		114.82
47234	12/27/2018	HOME DEPOT CREDIT SERVICES	6035 3225 0286 2521 11/13/18...		57.86
47234	12/27/2018	HOME DEPOT CREDIT SERVICES	6035 3225 0286 2521 11/13/18...		39.97
47234	12/27/2018	HOME DEPOT CREDIT SERVICES	6035 3225 0286 2521 11/13/18...		122.92
47234	12/27/2018	HOME DEPOT CREDIT SERVICES	6035 3225 0286 2521 11/13/18...		26.94
47237	12/27/2018	NICOR	99-29-17-0000 5 12/20/18		168.18
47238	12/27/2018	NORTHFIELD HEATING AND AIR	CONTRACTED REPAIRS		800.00
47239	12/27/2018	NORTHWEST ELECTRICAL SUPP...	HARDWARE		12.02
47240	12/27/2018	OFFICE DEPOT	OFFICE SUPPLIES		43.79
47240	12/27/2018	OFFICE DEPOT	OFFICE SUPPLIES		11.98
47240	12/27/2018	OFFICE DEPOT	OFFICE SUPPLIES		154.60
47241	12/27/2018	PATRICK ZIELINSKI	TOUR GUIDE GRATUITY		100.00
47242	12/27/2018	PDRMA	MONTHLY INSURANCE - NOVE...		5,869.28
47242	12/27/2018	PDRMA	MONTHLY INSURANCE - NOVE...		451.92
47242	12/27/2018	PDRMA	MONTHLY INSURANCE - NOVE...		122.92
47242	12/27/2018	PDRMA	MONTHLY INSURANCE - NOVE...		1,700.16
47242	12/27/2018	PDRMA	MONTHLY INSURANCE - NOVE...		105.15
47242	12/27/2018	PDRMA	MONTHLY INSURANCE - NOVE...		12.74
47244	12/27/2018	PDRMA	MONTHLY INSURANCE - DECE...		5,869.28
47244	12/27/2018	PDRMA	MONTHLY INSURANCE - DECE...		451.92
47244	12/27/2018	PDRMA	MONTHLY INSURANCE - DECE...		122.92
47244	12/27/2018	PDRMA	MONTHLY INSURANCE - DECE...		1,700.16
47244	12/27/2018	PDRMA	MONTHLY INSURANCE - DECE...		105.15
47244	12/27/2018	PDRMA	MONTHLY INSURANCE - DECE...		12.74
Fund 200 - RECREATION FUND Total:					40,142.32

Fund: 300 - GOLF

47150	12/08/2018	1ST AYD CORPORATION	HARDWARE SMALL TOOLS SUP...		111.18
47151	12/08/2018	ADIDAS AMERICA INC	S/O APPAREL		39.68
47154	12/08/2018	ASSOCIATED LABOR CORPORAT...	CONTRACTED SERVICES		1,317.20
47154	12/08/2018	ASSOCIATED LABOR CORPORAT...	CONTRACTED SERVICES		1,317.20
47154	12/08/2018	ASSOCIATED LABOR CORPORAT...	ODCC CONTRACTED SERVICES		566.80
47155	12/08/2018	BRIDGESTONE GOLF INC	CREDIT GOLF BALLS		-141.93
47155	12/08/2018	BRIDGESTONE GOLF INC	CREDIT GOLF BALLS		-163.20
47155	12/08/2018	BRIDGESTONE GOLF INC	CREDIT GOLF BALLS		-248.40
47155	12/08/2018	BRIDGESTONE GOLF INC	GOLF BALLS		900.12
47155	12/08/2018	BRIDGESTONE GOLF INC	GOLF BALLS		384.60
47156	12/08/2018	DAVE'S AUTO CLINIC INC	REPAIR PARTS		1,303.00
47160	12/08/2018	HORNUNG'S	EQUIPMENT		82.85
47161	12/08/2018	JW TURF INC	REPAIR PARTS		482.75
47161	12/08/2018	JW TURF INC	OIL		161.10
47161	12/08/2018	JW TURF INC	REPAIR PARTS		279.68
47162	12/08/2018	KIMBALL MIDWEST	HARDWARE SMALL TOOLS SUP...		174.36
47163	12/08/2018	MANZELLA PLUMBING INC	KITCHEN REPAIR		157.50

Expense Approval Report

Payment Dates: 12/01/2018 - 12/31/2018

Payment Number	Payment Date	Vendor Name	Description (Item)	(None)	Amount
47166	12/08/2018	NAPA HEIGHTS AUTOMOTIVE	HARDWARE SMALL TOOLS SUP...		28.67
47166	12/08/2018	NAPA HEIGHTS AUTOMOTIVE	OIL		59.88
47166	12/08/2018	NAPA HEIGHTS AUTOMOTIVE	REPAIR PARTS		18.32
47166	12/08/2018	NAPA HEIGHTS AUTOMOTIVE	HARDWARE SMALL TOOLS SUP...		47.24
47166	12/08/2018	NAPA HEIGHTS AUTOMOTIVE	REPAIR PARTS		58.38
47166	12/08/2018	NAPA HEIGHTS AUTOMOTIVE	HARDWARE SMALL TOOLS SUP...		8.88
47166	12/08/2018	NAPA HEIGHTS AUTOMOTIVE	HARDWARE SMALL TOOLS SUP...		44.40
47166	12/08/2018	NAPA HEIGHTS AUTOMOTIVE	HARDWARE SMALL TOOLS SUP...		8.99
47166	12/08/2018	NAPA HEIGHTS AUTOMOTIVE	GAS OIL GREASE		13.99
47167	12/08/2018	PENDELTON TURF SUPPLY	FERTILIZER		428.75
47168	12/08/2018	PENDELTON TURF SUPPLY	CHEMICAL SUPPLIES		1,990.00
47168	12/08/2018	PENDELTON TURF SUPPLY	REPAIR PARTS		145.00
47168	12/08/2018	PENDELTON TURF SUPPLY	FERTILIZER		3,590.00
47171	12/08/2018	REINDERS INC	REPAIR PARTS		455.34
47171	12/08/2018	REINDERS INC	REPAIR PARTS		401.29
47172	12/08/2018	REPUBLIC SERVICES INC	OCCC WASTE SERVICES		275.94
47174	12/08/2018	TRAVIS MATHEW LLC	APPAREL		111.61
47179	12/18/2018	AIRGAS USA LLC	OCCC GROUNDS SUPPLIES		59.11
47190	12/18/2018	CONSTELLATION NEW ENERGY ...	#705224-2 OCCC ELECTRIC		4,863.21
47191	12/18/2018	CONSTELLATION NEWENERGY ...	BG-11652 GROUNDS NATURAL ...		105.24
47192	12/18/2018	CONSTELLATION NEWENERGY ...	OCCC NATURAL GAS		641.60
47195	12/18/2018	DES PLAINES MATERIAL & SUPP...	PLANTING MATERIALS		242.70
47200	12/18/2018	JB METAL WORKS INC	REPAIR PARTS		145.00
47204	12/18/2018	NAPA HEIGHTS AUTOMOTIVE	HARDWARE SMALL TOOLS SUP...		25.56
47204	12/18/2018	NAPA HEIGHTS AUTOMOTIVE	HARDWARE SMALL TOOLS SUP...		12.99
47206	12/18/2018	REINDERS INC	REPAIR PARTS		677.16
47206	12/18/2018	REINDERS INC	REPAIR PARTS		160.02
47208	12/18/2018	ROUTE 12 RENTAL	GAS OIL GREASE		17.95
47212	12/18/2018	US KIDS GOLF	S/O EQUIPMENT		636.88
47212	12/18/2018	US KIDS GOLF	S/O EQUIPMENT		301.87
47214	12/18/2018	VILLAGE OF MOUNT PROSPECT	OCCC WATER/SEWER CONST F...		1,398.00
47216	12/18/2018	VILLAGE OF MOUNT PROSPECT	GROUNDS WATER/SEWER		54.20
47218	12/27/2018	ACUSHNET COMPANY	S/O SHOES		83.32
47222	12/27/2018	ASSOCIATED LABOR CORPORAT...	CONTRACTED SERVICES		1,317.20
47222	12/27/2018	ASSOCIATED LABOR CORPORAT...	OCCC CONTRACTED SERVICES		566.80
47222	12/27/2018	ASSOCIATED LABOR CORPORAT...	OCCC CONTRACTED SERVICES		566.80
47222	12/27/2018	ASSOCIATED LABOR CORPORAT...	CONTRACTED SERVICES		1,317.20
47224	12/27/2018	COMCAST	8771 10 070 0162793 12/22/18		128.40
47225	12/27/2018	COMCAST	8771 10 074 0151376 12/16/18		104.41
47233	12/27/2018	GORDON FOOD SERVICE INC	PREPAID EXPENSE 301-45-6048		19.88
47234	12/27/2018	HOME DEPOT CREDIT SERVICES	6035 3225 0286 2521 11/13/18...		22.97
47234	12/27/2018	HOME DEPOT CREDIT SERVICES	6035 3225 0286 2521 11/13/18...		50.56
47234	12/27/2018	HOME DEPOT CREDIT SERVICES	6035 3225 0286 2521 11/13/18...		24.85
47234	12/27/2018	HOME DEPOT CREDIT SERVICES	6035 3225 0286 2521 11/13/18...		22.92
47234	12/27/2018	HOME DEPOT CREDIT SERVICES	6035 3225 0286 2521 11/13/18...		24.85
47234	12/27/2018	HOME DEPOT CREDIT SERVICES	6035 3225 0286 2521 11/13/18...		59.82
47234	12/27/2018	HOME DEPOT CREDIT SERVICES	6035 3225 0286 2521 11/13/18...		30.50
47234	12/27/2018	HOME DEPOT CREDIT SERVICES	6035 3225 0286 2521 11/13/18...		89.97
47234	12/27/2018	HOME DEPOT CREDIT SERVICES	6035 3225 0286 2521 11/13/18...		29.97
47234	12/27/2018	HOME DEPOT CREDIT SERVICES	6035 3225 0286 2521 11/13/18...		29.97
47234	12/27/2018	HOME DEPOT CREDIT SERVICES	6035 3225 0286 2521 11/13/18...		8.91
47234	12/27/2018	HOME DEPOT CREDIT SERVICES	6035 3225 0286 2521 11/13/18...		-8.91
47234	12/27/2018	HOME DEPOT CREDIT SERVICES	6035 3225 0286 2521 11/13/18...		10.68
47236	12/27/2018	JW TURF INC	REPAIR PARTS		467.09
47240	12/27/2018	OFFICE DEPOT	OFFICE SUPPLIES		105.20
47240	12/27/2018	OFFICE DEPOT	OFFICE SUPPLIES		60.39
47242	12/27/2018	PDRMA	MONTHLY INSURANCE - NOVE...		3,400.32
47242	12/27/2018	PDRMA	MONTHLY INSURANCE - NOVE...		210.30
47242	12/27/2018	PDRMA	MONTHLY INSURANCE - NOVE...		39.76
47242	12/27/2018	PDRMA	MONTHLY INSURANCE - NOVE...		3,400.32

Expense Approval Report

Payment Dates: 12/01/2018 - 12/31/2018

Payment Number	Payment Date	Vendor Name	Description (Item)	(None)	Amount
47242	12/27/2018	PDRMA	MONTHLY INSURANCE - NOVE...		210.30
47242	12/27/2018	PDRMA	MONTHLY INSURANCE - NOVE...		101.31
47244	12/27/2018	PDRMA	MONTHLY INSURANCE - DECE...		3,400.32
47244	12/27/2018	PDRMA	MONTHLY INSURANCE - DECE...		210.30
47244	12/27/2018	PDRMA	MONTHLY INSURANCE - DECE...		39.76
47244	12/27/2018	PDRMA	MONTHLY INSURANCE - DECE...		3,400.32
47244	12/27/2018	PDRMA	MONTHLY INSURANCE - DECE...		210.30
47244	12/27/2018	PDRMA	MONTHLY INSURANCE - DECE...		101.31
47245	12/27/2018	PETTY CASH	PETTY CASH OOC 12/2018		0.50
47245	12/27/2018	PETTY CASH	PETTY CASH OOC 12/2018		29.95
47246	12/27/2018	ROUTE 12 RENTAL	HARDWARE SMALL TOOLS SUP...		121.85
47247	12/27/2018	TAYLOR MADE	S/O EQUIPMENT		1,191.09
47247	12/27/2018	TAYLOR MADE	S/O EQUIPMENT		109.18
47247	12/27/2018	TAYLOR MADE	S/O EQUIPMENT		902.59
47248	12/27/2018	TOTAL ID SOLUTIONS	PRINTING		206.00
47249	12/27/2018	VERMEER-ILLINOIS INC	REPAIR PARTS		121.74
47251	12/27/2018	WESTERN IRRIGATION	300-40-5424 BACKFLOW PLUM...		460.00
Fund 300 - GOLF Total:					46,763.93
Fund: 405 - PAVING & LIGHTING FUND					
47189	12/18/2018	CONSTELLATION NEW ENERGY ...	#705224-4 IZAAK WALTON ELE...		36.17
47226	12/27/2018	COMMONWEALTH EDISON	4563001190 12/19/18 MUIR FI...		28.26
47227	12/27/2018	CONSTELLATION NEW ENERGY ...	705224-3 BALL FIELD LIGHTS		57.21
Fund 405 - PAVING & LIGHTING FUND Total:					121.64
Fund: 406 - LIABILITY INSURANCE FUND					
47243	12/27/2018	PDRMA	QUARTERLY INSURANCE - 4TH ...		6,803.43
47243	12/27/2018	PDRMA	QUARTERLY INSURANCE - 4TH ...		3,314.04
47243	12/27/2018	PDRMA	QUARTERLY INSURANCE - 4TH ...		1,141.05
47243	12/27/2018	PDRMA	QUARTERLY INSURANCE - 4TH ...		202.38
47243	12/27/2018	PDRMA	QUARTERLY INSURANCE - 4TH ...		6,102.48
Fund 406 - LIABILITY INSURANCE FUND Total:					17,563.38
Fund: 408 - POLICE FUND					
47229	12/27/2018	DETECTION SYSTEMS & SERVICE...	FIRE ALARM INSPECTION GMRC		360.00
47229	12/27/2018	DETECTION SYSTEMS & SERVICE...	FIRE ALARM INSPECTION ADMIN		90.00
47229	12/27/2018	DETECTION SYSTEMS & SERVICE...	ALARM MONITORING		360.00
47229	12/27/2018	DETECTION SYSTEMS & SERVICE...	ALARM MONITORING		504.00
47235	12/27/2018	JOHNSON CONTROLS SECURITY...	408-99-5325 OOC SECURITY S...		250.78
Fund 408 - POLICE FUND Total:					1,564.78
Fund: 518 - CAPITAL PROJECT FUND					
47176	12/08/2018	VISIONARY WEBWORKS	WEBSITE FINAL PAYMENT		6,243.50
47234	12/27/2018	HOME DEPOT CREDIT SERVICES	6035 3225 0286 2521 11/13/18...		162.60
47234	12/27/2018	HOME DEPOT CREDIT SERVICES	6035 3225 0286 2521 11/13/18...		163.85
47234	12/27/2018	HOME DEPOT CREDIT SERVICES	6035 3225 0286 2521 11/13/18...		738.00
47250	12/27/2018	VERMONT SYSTEMS INC	WEBSITE REDESIGN		750.00
Fund 518 - CAPITAL PROJECT FUND Total:					8,057.95
Grand Total:					132,482.68

Report Summary

Fund Summary

Fund	Payment Amount
100 - CORPORATE FUND	18,268.68
200 - RECREATION FUND	40,142.32
300 - GOLF	46,763.93
405 - PAVING & LIGHTING FUND	121.64
406 - LIABILITY INSURANCE FUND	17,563.38
408 - POLICE FUND	1,564.78
518 - CAPITAL PROJECT FUND	8,057.95
Grand Total:	132,482.68

Account Summary

Account Number	Account Name	Payment Amount
100-01-5100	MEDICAL INSURANCE	3,485.86
100-01-5101	DENTAL INSURANCE	226.50
100-01-5102	LIFE INSURANCE	178.80
100-01-5300	CONTRACTED SERVICE	1,949.25
100-01-5303	MARKETING	4,170.00
100-01-5332	LEGAL SERVICES	1,421.25
100-01-5430	SERVICE CONTRACTS	2,799.09
100-01-5433	FEASIBILITY STUDY	1,548.75
100-01-5469	IT SERVICES CONTRACTS ...	165.00
100-01-6004	EMPLOYEE RELATIONS	24.18
100-1225	PREPAID EXPENSES	2,300.00
200-02-4036	GRANT INCOME	250.00
200-02-5100	MEDICAL INSURANCE	11,738.56
200-02-5101	DENTAL INSURANCE	903.84
200-02-5102	LIFE INSURANCE	245.84
200-02-5204	NATURAL GAS-HEAT	1,333.61
200-02-5205	ELECTRICITY	6,569.33
200-02-5206	WATER SEWER	611.10
200-02-5209	PRINTING	4,086.00
200-02-5320	TELEPHONE	1,130.23
200-02-5410	SEMINARS AND TRAINING	87.53
200-02-5420	CONTRACTED REPAIRS E...	1,156.89
200-02-6016	HARDWARE SMALL TOOL ...	301.41
200-02-6022	JANITORIAL SUPPLIES	1,344.82
200-02-6027	OFFICE SUPPLIES	198.39
200-02-6031	REPAIR PARTS VEHICLES	452.50
200-02-6032	REPAIR PARTS BUILDING	0.00
200-02-6049	STAFF UNIFORMS-FACILITY	417.93
200-03-6028	PROGRAM SUPPLIES-PRE...	11.98
200-05-5475	PROGRAM ACTIVITY AND ...	338.18
200-06-5350	BUILDING RENTAL	775.00
200-07-5300	CONTRACTED SERVICE	219.70
200-10-6033	REPAIR PARTS POOL	121.00
200-11-5300	CONTRACTED SERVICE	100.00
200-11-5475	PROGRAM ACTIVITY AND ...	75.00
200-12-5300	CONTRACTED SERVICE	150.00
200-12-6028	PROGRAM SUPPLIES-SPEC...	300.00
200-13-5300	CONTRACTED SERVICE	174.00
200-13-6028	PROGRAM SUPPLIES-FITN...	313.30
200-2368	PRESCHOOL BOOSTERS	125.00
200-2372	REFUND CLEARING ACCO...	436.00
200-30-5100	MEDICAL INSURANCE	3,400.32
200-30-5101	DENTAL INSURANCE	210.30
200-30-5102	LIFE INSURANCE	25.48
200-30-5300	CONTRACTED SERVICE	1,750.32
200-30-6026	LANDSCAPE AND TURF M...	749.88

Account Summary

Account Number	Account Name	Payment Amount
200-30-6030	REPAIR PARTS EQUIPMENT	11.94
200-30-6038	REPAIR PARTS PARKS	26.94
300-1225	PREPAID EXPENSES	479.88
300-1360	GOLF EQUIPMENT INVEN...	82.85
300-1361	GOLF BALL INVENTORY	731.19
300-1362	GOLF APPAREL INVENTORY	111.61
300-40-5100	MEDICAL INSURANCE	6,800.64
300-40-5101	DENTAL INSURANCE	420.60
300-40-5102	LIFE INSURANCE	79.52
300-40-5204	NATURAL GAS-HEAT	746.84
300-40-5205	ELECTRICITY	4,863.21
300-40-5206	WATER SEWER	1,398.00
300-40-5209	PRINTING	206.00
300-40-5300	CONTRACTED SERVICE	1,700.40
300-40-5320	TELEPHONE	128.40
300-40-5421	CONTRACTED REPAIRS PL...	157.50
300-40-6000	POSTAGE	0.50
300-40-6016	HARDWARE SMALL TOOL ...	22.97
300-40-6027	OFFICE SUPPLIES	165.59
300-41-5100	MEDICAL INSURANCE	6,800.64
300-41-5101	DENTAL INSURANCE	420.60
300-41-5102	LIFE INSURANCE	202.62
300-41-5203	DISPOSAL CHARGES	275.94
300-41-5206	WATER SEWER	54.20
300-41-5300	CONTRACTED SERVICE	5,327.91
300-41-5320	TELEPHONE	104.41
300-41-6015	CHEMICAL SUPPLIES	1,990.00
300-41-6016	HARDWARE SMALL TOOL ...	797.62
300-41-6017	PLANTING MATERIAL/ITE...	242.70
300-41-6024	GAS OIL AND GREASE	252.92
300-41-6030	REPAIR PARTS EQUIPMENT	3,276.77
300-41-6031	REPAIR PARTS,VEHICLES	1,303.00
300-41-6032	REPAIR PARTS BUILDING	149.91
300-41-6034	REPAIR PARTS CARTS	145.00
300-41-6037	FERTILIZER	4,018.75
300-42-4655	GOLF SPECIAL ORDER EQU...	938.75
300-42-6010	GOLF SPECIAL ORDER EQU...	2,286.18
300-42-6011	GOLF SPECIAL ORDER AP...	39.68
300-43-6028	PROGRAM SUPPLIES-HOO...	29.95
300-44-6028	PROGRAM SUPPLIES-WA...	10.68
405-99-5205	ELECTRICITY	121.64
406-99-7050	LIABILITY INSURANCE	11,460.90
406-99-7051	WORKERS COMPENSATI...	6,102.48
408-1225	PREPAID EXPENSES	250.78
408-99-5325	SECURITY & FIRE ALARM ...	1,314.00
518-99-6045	TECH UPGRADES	6,993.50
518-99-8010	BUILDING IMPROVEMENTS	1,064.45
Grand Total:		132,482.68

Project Account Summary

Project Account Key	Payment Amount
None	132,482.68
Grand Total:	132,482.68

PROSPECT HEIGHTS PARK DISTRICT ELECTRONIC VENDOR WARRANT REPORT FOR FY 2018					
VENDOR WARRANT 12A					
Vendor Account					
ELECTRONIC VENDOR WARRANTS					
DECEMBER					
FY 2018					
ACCOUNT	DATE	VENDOR NAME	TRANSACTION DESCRIPTION	AMOUNT	
Vendor	12/4/2018	AC-CAPITAL-GOLF CART LEASE PAYMENT		\$2,175.50	
Vendor	12/10/2018	IMRF		\$13,999.50	
Vendor	12/12/2018	ELAN CREDIT CARD PAYMENT		\$29,632.50	
Vendor	12/24/2018	ILLINOIS DEPT OF REVENUE		\$878.90	
			TOTAL	\$46,686.50	

TO: Board of Commissioners, Prospect Heights Park District
FROM: Park District Treasurer
DATE: 2/26/2019 CASH REPORT FY 19

Pink

Motion by Commissioner _____ to approve CASH REPORT 02
2/26/2019 as submitted. Seconded by Commissioner _____.

Payroll	#90001511	sweep acct.	\$	-
Vendor	#90001503	sweep acct.	\$	-
Imprest	#90001529			
General/Sweep	#90001498			
ATM	#90001537			
Cash Reserves	#90001545			
Class- Reg.	#90002787	sweep acct.		
Investment	#107503657			
TOTALS			\$	- Voice Vote

FINANCIAL RESOLUTION

Motion by Commissioner _____ to approve WARRANT RESOLUTION
2/26/2019 as submitted. Seconded by Commissioner _____.

APPROVAL OF WARRANTS 2/26/2019

VENDOR WARRANTS

		CHECKS ISSUED	AMOUNTS
1	In the amount of		\$184,568.00
1A	In the amount of	ELECTRONIC	\$ 51,078.40
Total Vendor Warrants			\$235,646.40

PAYROLL WARRANTS

1/4/2019		
1	In the amount of	\$49,619.42
		gross plus employer costs
1/18/2019		
2	In the amount of	\$57,851.45
		gross plus employer costs
Total Payroll Warrants		\$107,470.87

TOTAL OF WARRANTS

\$343,117.27 Roll Call



Prospect Heights Park District, IL

Expense Approval Report

By Fund

Payment Dates 01/01/2019 - 01/31/2019

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 100 - CORPORATE FUND					
MCCLURE INSERRA & COMPANY CHARTERED MARKETING AND MORE GROUP LLC	10441	12/31/2018	ACCOUNTING SERVICES FOR DECEMBER 2018	100-01-5430	544.00
THOMAS R PETZEL	1227	12/31/2018	MARKETING DECEMBER 2018	100-01-5303	350.00
ROTARY MOUNT	16128	12/31/2018	IT SUPPORT DECEMBER 2018	100-01-5300	466.99
PROSPECT/PROSPECT HEIGHTS ROTARY ADP LLC	523	12/31/2018	ROTARY 4TH QUARTER 2018	100-01-6001	230.00
	527498435	12/31/2018	PAYROLL PROCESSING PE 1/1/19	100-01-5430	281.56
GREENPLAY LLC	6311	12/31/2018	FEASIBILITY STUDY	100-01-5433	4,714.00
ANCEL GLINK PC	67847	12/31/2018	LEGAL FEES FOR DECEMBER 2018	100-01-5332	2,693.75
PURCHASE POWER	8000-9000-0008-1293	12/31/2018	8000-9000-0008-1293	100-01-6000	402.50
AFLAC	827658	12/31/2018	POSTAGE		
ASCAP	500695409 - 2018	01/10/2019	ACCT# JNJ50 - DECEMBER 201	100-01-5105	70.80
	BALANCE/2019 LICENSE		500695409 - BALANCE 2018	100-01-5465	4.50
ASCAP	500695409 - 2018	01/10/2019	500695409 - BASIC LICENSE 2019	100-01-5465	357.00
BLACK LINE FOX VALLEY LLC	3288	01/10/2019	IT SUPPORT JANUARY 2019	100-01-5300	1,540.50
HINCKLEY SPRINGS	15330710 010619	01/10/2019	ADMIN WATER	100-01-5430	2.00
ILLINOIS ASSOCIATION OF PARK DISTRICTS	DUES 12/12/18	01/10/2019	2019 MEMBERSHIP	100-01-5460	5,051.67
NCPERS GROUP LIFE INSURANCE	5144012019	01/10/2019	MONTHLY LIFE INSURANCE - 01/2019	100-2030	16.00
NATIONAL RECREATION & PARK ASSOCIATION	ID# 70789 2019 MEMBERSHIP	01/10/2019	ID# 70789 2019 MEMBERSHIP FOR DISTRICT	100-01-5460	850.00
PLATINUM SYSTEMS INC	K-124109	01/10/2019	EMAIL ARCHIVING - JANUARY 2019	100-01-5300	190.00
PULSE TECHNOLOGY	23982186	01/10/2019	ADMIN/GMRC COPIER LEASE	100-01-5430	736.86
SESAC	10273152	01/10/2019	ACCT# 81667 ANNUAL MUSIC LISTENING	100-01-5465	438.00
ADP LLC	528242182	01/22/2019	PAYROLL PROCESSING PE 1/15/19	100-01-5430	809.04
JOURNAL AND TOPICS NEWSPAPER	1/4PG B/W BANQUET ADS 2019	01/22/2019	1/4PG B/W BANQUET ADS 2019	100-01-5330	2,017.00
PETTY CASH	PETTY CASH REPLENISHMENT 01/22/19	01/22/2019	PETTY CASH REPLENISHMENT 01/22/19	100-01-5335	25.00
Fund 100 - CORPORATE FUND Total:					21,791.17
Fund: 200 - RECREATION FUND					
CONSTELLATION NEW ENERGY INC	13602161701	12/31/2018	705224-46120 GMRC ELECTRI	200-02-5205	3,218.49
CONSTELLATION NEW ENERGY INC	13797684401	12/31/2018	705224-1 ADMIN ELECTRIC	200-02-5205	155.64
JEFF ELLIS & ASSOCIATES INC	20089406	12/31/2018	LIFEGUARD INSTRUCTOR COURSE	200-10-5410	425.00
RIVER TRAILS PARK DISTICT	2018 FALL YOUTH FLOOR HOCKEY	12/31/2018	2018 COOP FALL YOUTH FLOOR HOCKEY	200-07-5300	286.48
RIVER TRAILS PARK DISTICT	2018 FALL YOUTH VOLLEYBAL	12/31/2018	2018 COOP FALL YOUTH VOLLEYBALL	200-07-5300	864.89
BOLDER LANDSCAPE	2453	12/31/2018	IRRIGATION CONTROLLER	200-30-6030	384.00
CONSTELLATION NEWENERGY - GAS DIVISION LLC	2489364	12/31/2018	GMRC NATURAL GAS	200-02-5204	1,801.90
WAREHOUSE DIRECT	4123902-0	12/31/2018	REPAIR PARTS	200-02-6030	72.50
KWK STUDY CORP	446332	12/31/2018	CONTRACTED SERVICES	200-05-5300	65.00

Expense Approval Report

Payment Dates: 01/01/2019 - 01/31/2019

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
RAMROD	774510	12/31/2018	JANITORIAL SUPPLIES	200-02-6022	636.04
ARLINGTON POWER EQUIPMENT INC	796448	12/31/2018	HARDWARE/TOOLS	200-02-6016	440.99
AFLAC	827658	12/31/2018	ACCT# JNJ50 - DECEMBER 201	200-02-5105	51.24
HOME DEPOT CREDIT SERVICES	HOME DEPOT 1/13/19	12/31/2018	ACCT# 6035 3225 0286 2521 - DECEMBER 2018	200-02-6016	158.19
HOME DEPOT CREDIT SERVICES	HOME DEPOT 1/13/19	12/31/2018	ACCT# 6035 3225 0286 2521 - DECEMBER 2018	200-02-6016	79.97
HOME DEPOT CREDIT SERVICES	HOME DEPOT 1/13/19	12/31/2018	ACCT# 6035 3225 0286 2521 - DECEMBER 2018	200-02-6016	26.99
HOME DEPOT CREDIT SERVICES	HOME DEPOT 1/13/19	12/31/2018	ACCT# 6035 3225 0286 2521 - DECEMBER 2018	200-30-6026	262.86
DARLEEN CARL-BECK	PILATES MATT CLASS 11/2018-12/2018	12/31/2018	CONTRACTED SERVICES	200-13-5300	88.20
CITY OF PROSPECT HEIGHTS	SANITARY SEWER 10/1/18-12/31/18	12/31/2018	SANITARY SEWER 10/1/18-12/31/18	200-02-5206	73.50
ART OF BEAUTY MAKEUP ACADEMY INC	ZUMBA DECEMBER 2018	12/31/2018	CONTRACTED SERVICES	200-13-5300	54.00
NCPERS GROUP LIFE INSURANCE	5144012019	01/10/2019	MONTHLY LIFE INSURANCE - 01/2019	200-2030	32.00
ARENA SPORTS USA INC	1901002	01/17/2019	YOUTH BASKETBALL TSHIRTS	200-07-6018	979.00
CALL ONE	97740071041-97740071023 01/15/19	01/17/2019	TELEPHONES SERVICES	200-02-5320	505.66
COMCAST	8771 10 074 0047145 01/04/19	01/17/2019	8771 10 074 0047145 1/6/19-2/5/19	200-02-5320	133.70
COMCAST	8771 10 074 0004153 01/10/19	01/17/2019	8771 10 074 0004153 1/1/19-1/31/19	200-02-5320	10.43
ICOOK INC	1103	01/17/2019	KDO INHOUSE TRIP 1/4/19	200-05-5475	1,015.00
PROSPECT HEIGHTS SCHOOL DISTRICT 23	FACILITY USE FOR 2019-20	01/17/2019	FACILITY USE FOR 2019-20	200-02-5350	3,000.00
THE WIFFLOT INC	1719	01/17/2019	GRANT FUNDED CONTRACTED CLASS	200-02-4036	250.00
VILLAGE OF MOUNT PROSPEC	11663-001 1/15/19	01/17/2019	GMRC WATER	200-02-5206	410.54
ASSOCIATED LABOR CORPORATION OF AMERICA	106141	01/22/2019	PARKS CONTRACTED SERVICE	200-30-5300	198.90
BANNER PLUMBING SUPPLY COMPANY LLC	2471375	01/22/2019	REPAIR PARTS	200-02-6032	29.01
HOME DEPOT CREDIT SERVICES	6035 3225 0286 2521 1/13/1	01/22/2019	ACCT#6035 3225 0286 2521 01/2019	200-02-6016	25.42
HOME DEPOT CREDIT SERVICES	6035 3225 0286 2521 1/13/1	01/22/2019	ACCT#6035 3225 0286 2521 01/2019	200-02-6022	35.35
HOME DEPOT CREDIT SERVICES	6035 3225 0286 2521 1/13/1	01/22/2019	ACCT#6035 3225 0286 2521 01/2019	200-02-6022	55.47
HOME DEPOT CREDIT SERVICES	6035 3225 0286 2521 1/13/1	01/22/2019	ACCT#6035 3225 0286 2521 01/2019	200-30-6026	-16.15
HOME DEPOT CREDIT SERVICES	6035 3225 0286 2521 1/13/1	01/22/2019	ACCT#6035 3225 0286 2521 01/2019	200-30-6026	142.34
JEFF ELLIS & ASSOCIATES INC	20089865	01/22/2019	ANNUAL FLAT FEE 1 OF 8	200-10-5465	590.63
JEFF ELLIS & ASSOCIATES INC	20090178	01/22/2019	ANNUAL FLAT FEE 2 OF 8	200-10-5465	590.63
PETTY CASH	PETTY CASH REPLENISHMENT 01/22/19	01/22/2019	PETTY CASH REPLENISHMENT 01/22/19	200-02-5330	17.80
PETTY CASH	PETTY CASH REPLENISHMENT 01/22/19	01/22/2019	PETTY CASH REPLENISHMENT 01/22/19	200-02-5330	2.07
PETTY CASH	PETTY CASH REPLENISHMENT 01/22/19	01/22/2019	PETTY CASH REPLENISHMENT 01/22/19	200-02-6027	8.99
PETTY CASH	PETTY CASH REPLENISHMENT 01/22/19	01/22/2019	PETTY CASH REPLENISHMENT 01/22/19	200-02-6070	1.15
PETTY CASH	PETTY CASH REPLENISHMENT 01/22/19	01/22/2019	PETTY CASH REPLENISHMENT 01/22/19	200-03-6028	7.26
PETTY CASH	PETTY CASH REPLENISHMENT 01/22/19	01/22/2019	PETTY CASH REPLENISHMENT 01/22/19	200-03-6028	7.99
PETTY CASH	PETTY CASH REPLENISHMENT 01/22/19	01/22/2019	PETTY CASH REPLENISHMENT 01/22/19	200-03-6028	4.98

Expense Approval Report

Payment Dates: 01/01/2019 - 01/31/2019

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
PETTY CASH	PETTY CASH REPLENISHMENT 01/22/19	01/22/2019	PETTY CASH REPLENISHMENT 01/22/19	200-04-6028	25.21
PETTY CASH	PETTY CASH REPLENISHMENT 01/22/19	01/22/2019	PETTY CASH REPLENISHMENT 01/22/19	200-11-5475	10.00
PETTY CASH	PETTY CASH REPLENISHMENT 01/22/19	01/22/2019	PETTY CASH REPLENISHMENT 01/22/19	200-2368	27.36
RAMROD	774510-1	01/22/2019	JANITORIAL SUPPLIES	200-02-6022	53.80
SUSAN CULOTTA	CULOTTA S 1/22/19	01/22/2019	REFUND - ACTIVE ADULTS TRI	200-2372	99.00
WAREHOUSE DIRECT	4154719-0	01/22/2019	JANITORIAL SUPPLIES	200-02-6022	334.48
Fund 200 - RECREATION FUND Total:					17,733.90

Fund: 300 - GOLF

CONSERV FS	102009732	12/31/2018	DIESEL QTY 942.3 @ 2.498	300-41-6024	2,624.31
CONSERV FS	102009733	12/31/2018	GASOLINE QTY 954.9 @ 2.41	300-41-6024	2,551.48
CONSERV FS	102009955	12/31/2018	GASOLINE QTY 949.00 @ 2.27	300-41-6024	2,402.87
CONSERV FS	102009956	12/31/2018	DIESEL QTY 200.00 @ 2.423	300-41-6024	542.00
CONSERV FS	102010270	12/31/2018	GASOLINE QTY 830.10 @ 2.30	300-41-6024	2,130.87
CONSERV FS	102010551	12/31/2018	GASOLINE QTY 737.8 @ 2.138	300-41-6024	1,770.72
CONSERV FS	102010552	12/31/2018	DIESEL QTY 863.9 @ 2.683	300-41-6024	2,565.77
CONSERV FS	102010979	12/31/2018	GASOLINE QTY 803.5 @ 1.888	300-41-6024	1,727.53
ASSOCIATED LABOR CORPORATION OF AMERICA	106072	12/31/2018	CONTRACTED SERVICES	300-41-5300	1,317.20
ASSOCIATED LABOR CORPORATION OF AMERICA	106118	12/31/2018	CONTRACTED SERVICES	300-41-5300	1,317.20
MANZELLA PLUMBING INC	11511	12/31/2018	CONTRACTED REPAIRS	300-40-5422	978.42
CONSTELLATION NEW ENERGY INC	13786899501	12/31/2018	#705224-2 OCCC ELECTRIC	300-40-5205	4,612.02
CONSTELLATION NEWENERGY - GAS DIVISION LLC	2489363	12/31/2018	BG-11652 GROUNDS NATURAL GAS	300-40-5204	208.27
CONSTELLATION NEWENERGY - GAS DIVISION LLC	2489364	12/31/2018	OCCC NATURAL GAS	300-40-5204	1,370.79
OFFICE DEPOT	249779399001	12/31/2018	INK	300-40-5209	62.99
TAYLOR MADE	33483601	12/31/2018	DEMO UNIT	300-1360	9.65
DIGITAL GOLF TECHNOLOGIES	3503	12/31/2018	HOLE IN ONE EXPENSE	300-40-5338	311.50
REPUBLIC SERVICES INC	0551-014281525	01/10/2019	OCCC WASTE SERVICE	300-41-5203	285.46
JC LICHT AND COMPANY	61053436	01/17/2019	PAINT	300-41-6016	44.24
JC LICHT AND COMPANY	61053581	01/17/2019	HARDWARE SMALL TOOLS SUPPLIES	300-41-6016	18.49
JW TURF INC	P19328	01/17/2019	REPAIR PARTS	300-41-6030	308.11
JW TURF INC	P19397	01/17/2019	REPAIR PARTS	300-41-6030	338.84
NAPA HEIGHTS AUTOMOTIVE	3563-157473	01/17/2019	OIL	300-41-6024	59.88
NAPA HEIGHTS AUTOMOTIVE	3563-157473	01/17/2019	REPAIR PARTS	300-41-6030	15.94
VILLAGE OF MOUNT PROSPEC	9160-002 1/15/19	01/17/2019	OCCC WATER/SEWER CONST FEE/SEWER	300-40-5206	796.46
VILLAGE OF MOUNT PROSPEC	11654-001 1/15/19	01/17/2019	GROUNDS WATER/SEWER	300-41-5206	46.26
ASSOCIATED LABOR CORPORATION OF AMERICA	106140	01/22/2019	CONTRACTED SERVICES	300-41-5300	1,317.20
ASSOCIATED LABOR CORPORATION OF AMERICA	106185	01/22/2019	CONTRACTED SERVICES	300-41-5300	1,317.20
COMCAST	8771 10 074 0151376 1/16/1	01/22/2019	ACCT# 8771 10 074 0151376 1/23/19-2/22/19	300-41-5320	108.70
HOME DEPOT CREDIT SERVICES	6035 3225 0286 2521 1/13/1	01/22/2019	ACCT#6035 3225 0286 2521 01/2019	300-40-6022	33.62
HOME DEPOT CREDIT SERVICES	6035 3225 0286 2521 1/13/1	01/22/2019	ACCT#6035 3225 0286 2521 01/2019	300-41-6016	63.51
JC LICHT AND COMPANY	0015881554	01/22/2019	HARDWARE SMALL TOOLS SUPPLIES	300-41-6016	127.97
JC LICHT AND COMPANY	61053943	01/22/2019	HARDWARE SMALL TOOLS SUPPLIES	300-41-6016	12.27
JW TURF INC	P19429	01/22/2019	REPAIR PARTS	300-41-6030	341.84
NAPA HEIGHTS AUTOMOTIVE	3563-160577	01/22/2019	REPAIR PARTS	300-41-6030	8.61
NAPA HEIGHTS AUTOMOTIVE	3563-160587	01/22/2019	HARDWARE	300-41-6016	11.99
NAPA HEIGHTS AUTOMOTIVE	3563-160587	01/22/2019	OIL	300-41-6024	28.68

Expense Approval Report

Payment Dates: 01/01/2019 - 01/31/2019

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
NAPA HEIGHTS AUTOMOTIVE	3563-161561	01/22/2019	HARDWARE	300-41-6016	10.54
PENDELTON TURF SUPPLY	8761	01/22/2019	CHEMICAL SUPPLIES	300-41-6015	115.00
PENDELTON TURF SUPPLY	8761	01/22/2019	REPAIR PARTS	300-41-6030	29.00
REINDERS INC	1767117-00	01/22/2019	REPAIR PARTS	300-41-6030	439.33
Fund 300 - GOLF Total:					32,382.73
Fund: 405 - PAVING & LIGHTING FUND					
CONSTELLATION NEW ENERGY INC	13786826301	12/31/2018	#705224-4 IZAAK WALTON ELECTRIC	405-99-5205	34.37
CONSTELLATION NEW ENERGY INC	13797675201	01/22/2019	705224-3 BALL FIELD LIGHTS	405-99-5205	50.58
Fund 405 - PAVING & LIGHTING FUND Total:					84.95
Fund: 406 - LIABILITY INSURANCE FUND					
NORTHWEST COMMUNITY HOSPITAL	15053	12/31/2018	PREEMPLOYMENT PHYSICAL & DRUG SCREENING	406-99-5104	81.00
Fund 406 - LIABILITY INSURANCE FUND Total:					81.00
Fund: 408 - POLICE FUND					
MICHAEL ARDEN	ARDEN M 01/17/19	01/17/2019	CELL PHONE REIMBURSEMENT JANUARY 2	408-99-5208	240.00
JULIE CAPORUSSO	CAPORUSSO J 01/17/19	01/17/2019	CELL PHONE REIMBURSEMENT JANUARY 2	408-99-5208	240.00
DOUGLAS BRAZEAU	BRAZEAU D 01/17/19	01/17/2019	CELL PHONE REIMBURSEMENT JANUARY 2	408-99-5208	240.00
ESTEBAN BURCIAGA	BURCIAGA E 01/17/19	01/17/2019	CELL PHONE REIMBURSEMENT JANUARY 2	408-99-5208	240.00
LAURA FUDALA	FUDALA L 01/17/19	01/17/2019	CELL PHONE REIMBURSEMENT JANUARY 2	408-99-5208	240.00
MARCI GLINSKI	GLINSKI M 01/17/19	01/17/2019	CELL PHONE REIMBURSEMENT JANUARY 2	408-99-5208	240.00
DOUG RANSDALL	RANSDALL D 01/17/19	01/17/2019	CELL PHONE REIMBURSEMENT JANUARY 2	408-99-5208	240.00
MICHELLE MARRON BRENNAN	BRENNAN M 01/17/19	01/17/2019	CELL PHONE REIMBURSEMENT JANUARY 2	408-99-5208	240.00
EDWARD O'NEILL	O'NEILL E 01/17/19	01/17/2019	CELL PHONE REIMBURSEMENT JANUARY 2	408-99-5208	240.00
EDLYN CASTIL	CASTIL E 01/17/19	01/17/2019	CELL PHONE REIMBURSEMENT JANUARY 2	408-99-5208	240.00
MARC HEIDKAMP	HEIDKAMP M 01/17/19	01/17/2019	CELL PHONE REIMBURSEMENT JANUARY 2	408-99-5208	450.00
D SQUIERS	SQUIERS D 01/17/19	01/17/2019	CELL PHONE REIMBURSEMENT JANUARY 2	408-99-5208	300.00
GAIL MURPHY	MURPHY G 01/17/19	01/17/2019	CELL PHONE REIMBURSEMENT JANUARY 2	408-99-5208	300.00
CONTROL FIRE EQUIPMENT	0323	01/22/2019	GMRC ANSUL TEST	408-99-5325	123.99
Fund 408 - POLICE FUND Total:					3,573.99
Fund: 410 - SPECIAL RECREATION FUND					
NORTHWEST SPECIAL RECREATION ASSOCIATION	MEMBER DISTRICT ASSESSMENT, FIRST INSTALLMENT 2019	01/22/2019	MEMBER DISTRICT ASSESSMENT, FIRST INSTALLMENT 2019	410-99-7090	39,806.34
Fund 410 - SPECIAL RECREATION FUND Total:					39,806.34
Fund: 518 - CAPITAL PROJECT FUND					
DIRECT FITNESS SOLUTIONS LLC	0236758-IN	12/31/2018	FITNESS MACHINE	518-99-8050	2,925.00
DIRECT FITNESS SOLUTIONS LLC	0236759-IN	12/31/2018	FITNESS MACHINE	518-99-8050	1,160.00
MANZELLA PLUMBING INC	11514	12/31/2018	REAR DECK PLUMBING	518-99-8014	458.42
DURA BILT FENCE CO II INC	11635	12/31/2018	RAILING & FENCE REAR PATIO	518-99-8014	2,995.00
BOLDER LANDSCAPE	2452	12/31/2018	PATIO IRRIGATION	518-99-8014	3,500.00
ROESCH FORD	DEAL# 44776	12/31/2018	2019 FORD F350	518-99-8070	34,333.50
Fund 518 - CAPITAL PROJECT FUND Total:					45,371.92

Expense Approval Report

Payment Dates: 01/01/2019 - 01/31/2019

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 523 - CAPITAL 98 GOLF FUND					
PRESTIGE WEDDING DECORATION	102201952	01/10/2019	CAPITAL - CHAIRS	523-99-8010	3,250.00
NC JUNK REMOVAL INC	638	01/17/2019	CAPITAL PROJECT BANQUET	523-99-8010	850.00
NC JUNK REMOVAL INC	641	01/17/2019	CAPITAL PROJECT BANQUET	523-99-8010	4,100.00
NC JUNK REMOVAL INC	642	01/17/2019	CAPITAL PROJECT BANQUET	523-99-8010	1,942.00
NC JUNK REMOVAL INC	643	01/17/2019	CAPITAL PROJECT BANQUET	523-99-8010	4,600.00
LUPINSKI CLEANING	101	01/22/2019	KITCHEN CLEANING	523-99-8010	4,000.00
MANZELLA PLUMBING INC	41622	01/22/2019	CAPITAL IMPROVEMENT	523-99-8010	5,000.00
Fund 523 - CAPITAL 98 GOLF FUND Total:					23,742.00
Grand Total:					184,568.00

Report Summary

Fund Summary

Fund	Payment Amount
100 - CORPORATE FUND	21,791.17
200 - RECREATION FUND	17,733.90
300 - GOLF	32,382.73
405 - PAVING & LIGHTING FUND	84.95
406 - LIABILITY INSURANCE FUND	81.00
408 - POLICE FUND	3,573.99
410 - SPECIAL RECREATION FUND	39,806.34
518 - CAPITAL PROJECT FUND	45,371.92
523 - CAPITAL 98 GOLF FUND	23,742.00
Grand Total:	184,568.00

Account Summary

Account Number	Account Name	Payment Amount
100-01-5105	AFLAC	70.80
100-01-5300	CONTRACTED SERVICE	2,197.49
100-01-5303	MARKETING	350.00
100-01-5330	ADVERTISEMENT	2,017.00
100-01-5332	LEGAL SERVICES	2,693.75
100-01-5335	BOARD AND STAFF CON	25.00
100-01-5430	SERVICE CONTRACTS	2,373.46
100-01-5433	FEASIBILITY STUDY	4,714.00
100-01-5460	PROFESSIONAL MEMBE	5,901.67
100-01-5465	LICENSES AND FEES	799.50
100-01-6000	POSTAGE	402.50
100-01-6001	PUBLIC RELATIONS	230.00
100-2030	INSURANCE WITHHELD	16.00
200-02-4036	GRANT INCOME	250.00
200-02-5105	AFLAC	51.24
200-02-5204	NATURAL GAS-HEAT	1,801.90
200-02-5205	ELECTRICITY	3,374.13
200-02-5206	WATER SEWER	484.04
200-02-5320	TELEPHONE	649.79
200-02-5330	PROMOTIONS/DISCON	19.87
200-02-5350	BUILDING RENTAL	3,000.00
200-02-6016	HARDWARE SMALL TOO	731.56
200-02-6022	JANITORIAL SUPPLIES	1,115.14
200-02-6027	OFFICE SUPPLIES	8.99
200-02-6030	REPAIR PARTS EQUIPME	72.50
200-02-6032	REPAIR PARTS BUILDING	29.01
200-02-6070	MISCELLANEOUS	1.15
200-03-6028	PROGRAM SUPPLIES-PR	20.23
200-04-6028	PROGRAM SUPPLIES-KIN	25.21
200-05-5300	CONTRACTED SERVICE	65.00
200-05-5475	PROGRAM ACTIVITY AN	1,015.00
200-07-5300	CONTRACTED SERVICE	1,151.37
200-07-6018	UNIFORMS-PROGRAM S	979.00
200-10-5410	SEMINARS AND TRAININ	425.00
200-10-5465	LICENSES AND FEES	1,181.26
200-11-5475	PROGRAM ACTIVITY AN	10.00
200-13-5300	CONTRACTED SERVICE	142.20
200-2030	INSURANCE WITHHELD	32.00
200-2368	PRESCHOOL BOOSTERS	27.36
200-2372	REFUND CLEARING ACC	99.00
200-30-5300	CONTRACTED SERVICE	198.90
200-30-6026	LANDSCAPE AND TURF	389.05
200-30-6030	REPAIR PARTS EQUIPME	384.00
300-1360	GOLF EQUIPMENT INVE	9.65

Account Summary

Account Number	Account Name	Payment Amount
300-40-5204	NATURAL GAS-HEAT	1,579.06
300-40-5205	ELECTRICITY	4,612.02
300-40-5206	WATER SEWER	796.46
300-40-5209	PRINTING	62.99
300-40-5338	HOLE IN ONE	311.50
300-40-5422	CONTRACTED REPAIRS H	978.42
300-40-6022	JANITORIAL SUPPLIES	33.62
300-41-5203	DISPOSAL CHARGES	285.46
300-41-5206	WATER SEWER	46.26
300-41-5300	CONTRACTED SERVICE	5,268.80
300-41-5320	TELEPHONE	108.70
300-41-6015	CHEMICAL SUPPLIES	115.00
300-41-6016	HARDWARE SMALL TOO	289.01
300-41-6024	GAS OIL AND GREASE	16,404.11
300-41-6030	REPAIR PARTS EQUIPME	1,481.67
405-99-5205	ELECTRICITY	84.95
406-99-5104	PHYSICALS SCREENINGS	81.00
408-99-5208	MOBILE PHONES	3,450.00
408-99-5325	SECURITY & FIRE ALARM	123.99
410-99-7090	NWSRA FEE	39,806.34
518-99-8014	GMRC/LIONS PARK - EXT	6,953.42
518-99-8050	EQUIPMENT PURCHASE	4,085.00
518-99-8070	VEHICLE PURCHASE	34,333.50
523-99-8010	BUILDING IMPROVEME	23,742.00
	Grand Total:	184,568.00

Project Account Summary

Project Account Key	Payment Amount
None	184,568.00
Grand Total:	184,568.00

VENDOR WARRANT 1A

TOTAL	
-------	--

DATE	VENDOR NAME	TRANSACTION DESCRIPTION	AMOUNT
1/2/2019	AC-CAPITAL-GOLF CART LEASE PAYMET		\$13,710.00
1/3/2019	AC-CAPITAL-GOLF CART LEASE PAYMET		\$2,175.60
1/10/2019	IMRF		\$13,008.32
1/16/2019	ELAN - CARDMEMBER SERVICES		\$22,039.48
1/24/2019	ILLINOIS DEPT OF REVENUE-OCC SALES TAX		\$145.00
		TOTAL	\$51,078.40



January 22, 2019

To: Park Board of Commissioners
From: Christina Ferraro, Executive Director
Re: January 2019 Board Report

Block Party

The planning for the June event is underway. Stage, lights and entertainment is scheduled. Organizing food trucks, etc. will begin this month.

Annual Financial Audit

Knutte & Associates P C has been acquired by Sikich LLP. I have signed the consent form allowing for the transition from Knutte to Sikich for the fiscal year ending 2018 audit. I understand Sikich previously audited the District's financials and Knutte began auditing the District in 2015 (for fiscal year ending 2014).

IPRA Conference

I will be attending the Illinois Parks & Recreation Association (IPRA) Conference. I am presenting a session on master planning with Tom Diehl from Greeplay. I will also attend the IPRA Annual Business Meeting.

Upcoming 2019 projects

The ComEd lease negotiations for the bike path should be complete in the spring.

The feasibility study will be completed which will provide board and staff information to determine if GMRC should be renovated or rebuilt.

A new telephone system will be installed District-wide as the current equipment is near the end of its life.

The food and beverage operation at the golf course will begin under the District's leadership this year. The transition has been eventful. The renovations are exciting. Staff is extremely eager to begin. Niko, the Kitchen Manager, and Gail, the Banquet Manager, will be great assets to the existing team.



February 21, 2019

To: Board of Commissioners
From: Christina Ferraro, Executive Director
Re: February 2019 Board Report

Minimum Wage

Illinois is among 21 states and the District of Columbia that will raise minimum wages in 2019. In Illinois, the current minimum wage is \$8.25 an hour and teen rate is \$7.75; it will increase a dollar a year until the year 2025 when the minimum wage will be \$15 an hour (teen rate \$13 per hour). This is the highest minimum wage in in the Midwest. The local impact of paying higher wages to the District's part-time employees, most of them seasonal, is small this year but will obviously increase over the next five years. This also affects the District as it creates competition of workers amongst other Districts and retailers in the area. The District's hourly pay scale is adequate for 2019 but must be reviewed for 2020 and beyond.

Annual Financial Audit

Edlyn and I met with Sikich LLP for a brief introduction and planning session with the partner who is assigned to our account: Anthony Cervini; This month preliminary fieldwork will be prepared for audit to occur the second week of April. Sikich is scheduled to present the financial audit to the board at the May regular board meeting.

2019 IAPD/IPRA Soaring to New Heights Conference

Tom Diehl and I presented "Does Your District Have a Plan for Success?" at state conference this year. It was well attended (approximately 75 attendees) for a Saturday afternoon presentation. I also attended several sessions Friday and Saturday while I was onsite.

Upcoming Projects

I am working on obtaining sponsorships for the Block Party. Mount Prospect State Bank has agreed to \$1,500

I am working with the District's legal counsel on

- updating the District's list of property held by Cook County Assessor to maintain an accurate list of tax exempt property
- coordinating Midori's removal of property still at the clubhouse
- coordinating the contracted labor and local liquor license

Board of Commissioners 2019 Meeting Schedule

February	Tax Abatement Ordinance
March	Speer Financial
April	
May	Parks Tour Financial Audit Presentation Election of Officers Approve legal counsel and NWSRA
June	NWSRA presentation
July	
August	NWSRA 2020 Assessment Resolution
September	
October	Speer Financial Presentation IAPD Delegate Credentials for conference
November	Budget Draft 1 Bond Issue Notification Act BINA Proposed Tax Levy FY2020
December	Budget Draft 2 Tax Levy Ordinance Schedule of 2020 meetings



January 16, 2019

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

Registration

Creative Kids Preschool registration for 2019/20 for residents started January 8th and non-resident on January 14th. It worked out well having the separate registration dates. We have 39 registrants to-date.

Summer Camp registration begins February 4th.

PDRMA

Dino and I will be meeting with Tim Jaskiewicz on Tuesday, January 22nd to review our OSHA Compliance programs for confined spaces, fall protection, lockout/tagout and hearing conservation.

Edlyn facilitated the training for full-time staff for Statement of Admissions.

The department specific training for the front desk staff will be held Sunday, January 27th. This will be a good time to review the camp registration process.

Marketing

Summer brochure content was submitted to our brochure designer today. Our first draft is due back February 5th. Brochure delivery is March 13th.

Block Party

The Block Party is set for Saturday, June 22nd. Bands booked to date are:

5:00 pm Vito Zatto
7:00 pm Focal Point
9:00 pm Mike & Joe



February 26, 2019

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

Registration

Summer Camp registration started February 4th. Hopefully when the summer brochure gets mailed it will encourage patrons to register early. We offer a convenient plan that allows patrons to register for the entire summer but only pay for the first week at the time of registration. Billing for the second week of camp starts in June.

Open Houses

The KinderStop and Preschool Open Houses were held on Thursday, February 7th. We had a good turnout. Happily the front desk was very busy.

Affiliates

I attended the Outreach meeting on February 11th at the Prospect Heights Police Department. Government Day will be on Wednesday, June 12th. The Outreach group will be coming to our pool in the afternoon for swimming. We will also give them goodie bags from the Park District. The estimate is 80 children in attendance.

We will be teaming up with the Garden Club on Arbor Day and Earth Day to offer intergenerational programs.

PDRMA

Dino and I will be met with Tim Jaskiewicz on Tuesday, January 22nd and reviewed our OSHA Compliance programs for confined spaces, fall protection, lockout/tagout and hearing conservation. We will conduct our hearing readings on April 30th.

Next month staff will train on hazard communication.

Marketing

The final draft of the summer brochure is due back February 22nd. Brochure delivery is March 13th.

Block Party

The sound, stage and beer truck are booked. I renewed my BASSET training. I have the bartender schedule almost filled.



January 16, 2019

To: Christina Ferraro, Executive Director
From: Dino Squiers, superintendent of facilities & parks
Re: January 2019 Board Report

Fitness Center

Sections of the overhead bars were removed to make room for addition equipment in the fitness center. Overhead light fixtures have been changed to LED bulbs. Replacement of ceiling tiles is also being done at this time.

HVAC

Boiler for the administration building would not turn on. Gas valve was not receiving signal to ignite the pilot when the thermostat was calling for heat. Controller that opens the gas valve was replaced to correct the problem.

Pool

Leak was detected under the small pool slide. Water line for the slide was disconnected and the slide was jacked up and moved. We have begun cutting out this section of the pool floor, concrete is 18' thick in this area and also has four layers of rebar reinforcement.

Rear Patio

Water supply was added for plants that are located between the fence and the new concrete patio; it will probably take a few seasons for this area to fill in. Just like the front entrance we went from a bare area to mature plants in a few years. Fitting was also added to the line for a compressor connection that will be used to blow out the lines in the fall; this will also clear out the water line for Lion's field.

Room one kitchen

Semi-annual inspection was done for the ansul fire suppression system located in room ones exhaust hood above the cooking area.

Tables

Old tables that are being replaced at the recreation center will now be used for the block party and outdoor events. Tables that were used for outdoor activities have been discarded since they were in poor condition.

Parks

We are still cleaning up branches and trees that fell from the snow storm last year. Snow removal is ongoing but minimal, mainly spreading salt to control ice that forms from changing overnight temperatures. Garbage removal continues at the parks.



February 20, 2019

To: Christina Ferraro, Executive Director
From: Dino Squiers, superintendent of facilities & parks
Re: Februarys Board Report

Administration building

Severe temperatures and a faulty check valve on the injector pump under the basement stairway caused the main drain to freeze. Since there was not a clean out on the four inch line we had to dig out the pipe outside the rear entrance. Over ten feet of pipe was replaced with a clean out installed by the bushes. Part of the sidewalk was removed to dig out the pipe and will be reset in the spring. Front, rear and garage locks were rekeyed and the rear keypad reprogramed.

HVAC

Rear overhead hallway heater would not turn on due to an exhaust motor that shorted out the circuit. Line was temporary disconnected from the roof top motor to restore power to the heater

IAPD/IPRA Conference

Last month I attended the annual conference at the Chicago Hyatt convention center. Met with vendors at the exhibitor hall and attended seminars for management, parks, wetland and facilities.

Gym

Two overhead lights are not as bright as they should be and one light was out. We picked up the lift from the school district, light that was out was a bulb replacement, and the two other fixtures would need all new components. Since we will be converting the gym lights to LED's at this time we will not be replacing parts unless the light goes out completely.

Fitness Center

Work is completed in the fitness center; LED lights were installed last month, installation of new ceiling tiles is completed and the fitness equipment in the rear area was rearranged to add space between the machines.

Parks

Freezing temperatures, snow and Ice removal has been the main focus. We are using more of the ice melt this season due to the weather conditions, garbage pickup and removal continues at the parks.



December 31, 2018

To: Christina Ferraro, Executive Director
 From: Marc Heidkamp, Director of Golf Operations
 Re: December 2018 Golf Operations Board Report

December finished on a positive note with our Black Friday Sale that generated over \$9,000.00 in additional Golf revenue to close out the season. We also doubled our special order sales for the month. With Midori departing on the 31st of the month we bid farewell to Bonnie and wish her an enjoyable retirement.

Renovations and budget plans filled the month with several vendor visits and planning. During the month we had another leak develop under the concrete floor from the radiant heat. Repairs were made and the heat is operating again. We are pursuing a proposal to remove the radiant heat and converting to forced air. This will help correct future leaks after renovation and also help with our water bill seeing we are losing over 100 gallons daily to a fathom leak in system. I will provide you with the numbers to resolve this issue.

We also terminated the water going to the 3 coolers in the lower kitchen. Plans to convert over to air cooled are underway. We have 13 weddings on the books and are interviewing several newly engaged couples. Seeing we got off to a late start booking for 2019 we are already seeing a large increase in new event request for 2020.

We are all excited for the New Year with a renewed look and the additional staff we recently hired to round out our team for 2019. Happy New Year!!!

DEC	2017	2018	% CHANGE	DEC
			17 v 18	
GREENS FEES	\$ 8,605.09	\$ 9,315.50	8%	GREENS FEES
CART RENTAL FEES	\$ -	\$ -	#DIV/0!	CART RENTAL FEES
APPAREL	\$ 210.56	\$ 230.20	9%	APPAREL
EQUIPMENT	\$ 2,058.99	\$ 380.45	-82%	EQUIPMENT
GOLF BALLS	\$ 17.64	\$ -	-100%	GOLF BALLS
DRIVING RANGE	\$ -	\$ -	#DIV/0!	DRIVING RANGE
SPECIAL ORDERS	\$ 1,108.00	\$ 1,863.00	68%	SPECIAL ORDERS
OUTINGS	\$ -	\$ -	#DIV/0!	OUTINGS
	0			



February 20, 2019

To: Christina Ferraro, Executive Director
From: Marc Heidkamp, Director of Golf
Re: January 2019 Golf Operations Board Report

January was an extremely busy month starting with the remodeling of the club house. Several projects are underway simultaneously. We are pushing the work along as fast as possible with hopes of completion by April 1st.

We attended the PGA show during the last week of January. Several new items for the Golf Shop were ordered. This new line of goods is going to be extremely hot and should produce increased sale during the 2019 season.

We are excited to see the end results of our project and the look on our client's faces when they return to play this spring. Were confident the end result we meet all your expectations and help to correct the poor performance we have had in the past with food operations.



February 20, 2019

To: Marc Heidkamp, Director of Golf
From: Ike Arden, Grounds Superintendent
Re: January 2019 Golf Grounds Board Report

Weather for the month ranged from 28 to 50 degrees. Snow and rain fall total was 28 inches. Work continues moving forward repairing and cleaning all equipment necessary for this coming season. Work on removing trees has come to a halt due to weather and snow fall. Once we get some warming we will regain momentum and complete this project. We are all looking forward to this season with hopes we can get an early start.



December 31, 2018

To: Christina Ferraro, Executive Director
From: Mike Arden
Re: December 2018 Grounds Board Report

Continued during the month repairing all equipment necessary for summer grooming. The cart fleet is really coming out nice with the detailing making the fleet look new. Strategic tree removal took place and will continue throughout this winter preparing the course for more enjoyable play. So far, we have removed key trees on the 5th and 6th holes that have already made the course feel more open. We are excited for the new season ahead and look forward to seeing the reaction from our golfers with the changes we are making. Happy New Year!!!



January 16, 2019

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

Preschool

December was a fun month! During the month the kids practiced their songs, and did many holiday art projects that they proudly displayed at the Holiday Program! December 19-21st were the holiday programs at OCCC. The teachers did a fantastic job decorating the room to make it look festive. All the kids did great singing!

Youth Athletics

Youth Basketball league practice began in December. Games started on January 12th. We have 98 players. This is a co-op with RTPD and WPD. Indoor Soccer League began on January 13th. We have 20 kids. This is a co-op with RTPD.

Fitness Center

The new precor Leg Press/Calf Extension and a V-Crunch Ab machine were delivered on January 14th.

Fitness Membership Statistic Report

Memberships	December 2017	December 2018
3 Month	5	2
Gym and Racquetball	2	4
1 Year Pass	10	15



February 20, 2019

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

Preschool

In January, the kids were just getting back into the swing of school after winter break, then the weather imposed a few more unexpected days off! On the days the kids were here they had their usual routine of crafts, open play and worksheets!

Silent Auction donation letters went out. I sent over 50 letters to local businesses and organizations.

Youth Athletics

The youth basketball and indoor soccer league is going well. Both leagues have three more games remaining. Youth volleyball league began on February 18th. We have 27 participants enrolled.

Fitness Center

The new leg press machine and ab machine was delivered and set up.

Fitness Membership Statistic Report

Memberships	January 2018	January 2019
3 Month	1	5
Gym and Racquetball	0	2
1 Year Pass	10	3



January 2019

To: Julie Caporusso, Superintendent of Recreation
From: Marci Glinski, Supervisor of Recreation
Re: January 2019 Board Report

Dance

Dance Classes started this week. We currently have 79 students registered. Our Competitive Dance Teams will be participating in The Des Plaines Dance Idol on Friday, Feb 1st & Saturday, Feb 2nd followed by a full day of dance classes lead by top choreographers in the area on Sunday, Feb 3rd. New this year we will be performing at The Windy City Bulls game on Friday, Feb 22 at 6:20pm. We will have a 10-minute time slot for our Competition Teams to perform 3 dances, each team will perform once and they will perform a combined dance. I am so excited to offer this programming to our competitive dancers. They will also compete at LEAP! In Batavia later this season.

Active Adults

January is always a very slow month for active adult outings. We had 12 patrons see Shen Yum on Jan 11th at the Paramount Theatre with lunch at Basil's Restaurant before the show. Saturday, Jan 19th will be a trip back to the Paramount Theatre to see I am King, The Story of Michael Jackson.

Senior Celebration Day 2019 will be on Thursday, March 28th, 2019. I am the chair for the exhibitor committee once again this year and I was asked to step up and be the co-chair for the entire event.

Special Events

Our Holiday Trolley Express was on Tuesday, Dec 18th & Thursday, Dec 20th. Over the 2 days we had a total of 235 attendees. New in 2018 we added Mrs. Claus which was a hit. Next year I am planning on changing days to Thursday & Friday to try to increase attendance.

My next special event is The Kiddie Karnival on Monday, Jan 21st. Flower Garden Day Care will be using our event as a day off program for their participants.

I will be meeting with Gayle Murphy next week to discuss new special events that we can offer at OCCC later in 2019.



February 2019

To: Julie Caporusso, Superintendent of Recreation
From: Marci Gliniski, Supervisor of Recreation
Re: February 2019 Board Report

Dance

Dance classes are off to a great start this year with 108 dancers including adult square dance with 14 dancers.

Our Competitive Dance Teams participated in The Des Plaines Dance Idol on Saturday, February 2nd. Our Senior Team won a gold medal and a trophy for 3rd Place Overall and our Star Team won a silver medal and a plaque for Most Expressive out of ALL the dance teams involved. I am VERY proud of their accomplishments at the 1st competition of the season. On Sunday, February, 3rd our teams participated in a full day of masters dance classes lead by top choreographers in the area. Lora K, one of our Senior dancers won a Ballet Scholarship for future masters series classes that are held over the summer. Next up for our Competition Teams is a performance at The Windy City Bulls game on Friday, Feb 22 at 6:20pm. We will have a 10-minute time slot for our Competition Teams to perform 3 dances, each team will perform once and they will perform a combined dance. I am so excited to offer this programming to our competitive dancers. They will also compete at LEAP! In Batavia later this season.

Active Adults

February is usually a slow month for active adult outings. With the bad weather the past several weeks we had to postpone 4 trips due to ice and snow. Once we were able to finally get out, we had 21 patrons enjoy Legends of Country at The Fireside Dinner Theatre, 10 patrons that enjoyed lunch at Harry's Bar & Grill, a Milwaukee favorite followed by Fiddler on The Roof at the Marcus Center of The Performing Arts and 11 patrons that enjoyed lunch at Basil's Greek Restaurant in Aurora followed by The Producers at The Paramount Theatre. I am looking forward to better weather in March.

Senior Celebration Day 2019 will be on Thursday, March 28th, 2019. I am the chair for the exhibitor committee once again this year and I was asked to step up and be the co-chair for the entire event.

Special Events

The Kiddie Karnival was held on Monday, Jan 21st with 133 kids that participated. On Friday, January, 25th the Family Pizza & Bingo event was held with 43 people attending despite the cold weather. The families enjoyed pizza from Nino's, Bingo and we ended the evening with frozen custard donated by Andy's Frozen Custard.

Andy's Frozen Custard has graciously donated frozen custard for all of our 2018 special events and has agreed to donate to all of our 2019 events. We are very lucky to have such a GREAT sponsor of our events. Everyone LOVES it!



January 16, 2019

To: Julie Caporusso, Superintendent of Recreation
From: Ed O'Neill, Supervisor of Recreation
Re: Board Report - January, 2019

We had another great month in our Youth Programs, at Kinder Stop & with Aquatics!

Kinder Stop

Our population has remained stable with some very minor coming and going over the last month. Our current count has us as serving 98 individual children filling 152 'seats' throughout the four program options (Before Care = 32 children; AM Kinder Stop = 15 children; PM Kinder Stop = 35 children; and After Care = 70 children). We continue to provide a great service to our community at a very reasonable price!

Kids Day Off

We had six "Kid's Day Off" dates since my last report. On December 26th, our group of 14 (5 to 11-year old) children and 4 staff went to the Shedd Aquarium. On December 27th, our group of 21 children and 7 staff went to the Enchanted Castle, an arcade-type children's play zone, in Lombard. And on December 28th, our group of 18 children and 5 staff visited Topsy Paint in Glenview where they painted a picture of either the Bear's Logo or the Bull's Logo. On January 2nd, our group of 21 children and 5 staff went to the Marvelous Fight Studio in Wheeling, Illinois where we spent two hours doing yoga, cardio workouts, and various boxing drills. On January 3rd, our group of 34 children and 6 staff went to Play and Spin where they got to play video games, laser tag and ride go karts. Finally, on January 4th, our group of 29 children and 7 staff had an in-house field trip with a group called iCook where they prepared and ate 4 different healthy recipes over a 3 hour block of time. We have two more trips coming up during the month of January. We will participate in the PHPD Kiddie Karnival and go bowling one day then see a movie in Randhurst the second day.

Aquatics

I attended an Ellis and Associates, Lifeguard Instructor Renewal Course on December 27, 2018. One of our Pool Managers, Leslie Diaz, attended the 3 day (12/27 thru 12/29, 2018) Initial Lifeguard Instructor Course, as well. We are certified to teach our all-inclusive lifeguarding course as well as any stand-alone CPR/AED and First Aid courses we might offer to our staff and/or the Prospect Heights community.

It is never too cold to be thinking about the aquatic season!



February 20, 2019

To: Julie Caporusso, Superintendent of Recreation
From: Ed O'Neill, Supervisor of Recreation
Re: Board Report - February, 2019

Today is the 6-month anniversary of my first day of full-time work at PHPD! Time flies when you're having fun!

Program updates: Youth Programs, Kinder Stop & Aquatics!

Kinder Stop

Our population has remained stable with some very minor coming and going over the last month. Our current count has us as serving 100 individual children filling 157 'seats' throughout the four program options (Before Care = 35 children; AM Kinder Stop = 14 children; PM Kinder Stop = 36 children; and After Care = 72 children). We continue to provide a great service to our community at a very reasonable price!

Kids Day Off

We had three "Kid's Day Off" dates since my last report. On January 21st, our group of 21 (5 to 11-year old) children and 5 staff enjoyed the PHPD Kiddie Kamival and then went to the Brunswick Bowl in Mt. Prospect. On January 22nd, our group of 33 children and 6 staff went to the AMC Theater-Mt. Prospect to see the movie: "Mary Poppins Returns.". And on February 18th, our group of 24 children and 5 staff stayed in-house to work with the Noah's Ark Workshop where the kids learned magic tricks, made balloon animals and built a plush/stuffed frog. We have seven more Kid's Day Off trips coming up before the end of the school year. Five of these trips will take place during spring break which goes from 3/25/19 through 3/29/19.

Aquatics

In the last month, I hired four new lifeguards and had twelve lifeguards from last year confirm that they were returning. Two of our three Pool Managers also confirmed that they were coming back for the 2019 pool season!

On an aquatics related note, 26 PHPD staff members were certified in CPR/AED/First Aid by taking and passing one of the four classes offered over the first two weeks of February. More of these classes will be offered in the upcoming months to various staff members at PHPD.

It is never too cold to be thinking about the aquatic season!



To: Park Board of Commissioners
 From: Christina Ferraro, Executive Director
 Re: Food and Beverage Golf Course Update
 Date: January 18, 2019

UPDATED timeline for transitioning the food and beverage operation in 2019. **Bold** indicates duty complete

Month	Duty
Feb 2018	<ul style="list-style-type: none"> • Prepared banquet contract for 2019 • Attorney reviewed banquet contract for 2019 • Prepared informational packages containing information about services and menus for dinner, lunch, brunch, outings, etc.
March 2018	<ul style="list-style-type: none"> • Contracts and wedding info packages released
April 2018	<ul style="list-style-type: none"> • Researched solution to conversion of coolers
May 2018	<ul style="list-style-type: none"> • Converted coolers
June 2018	<ul style="list-style-type: none"> • Placed ads with WPH Chamber and the Knot
July 2018	<ul style="list-style-type: none"> • Ordered and received promo items for potential brides • Met with vendors about redoing bridal suite • Met Village of Mt Prospect re: signage process • Advertisement in The Knot debuted
August 2018	<ul style="list-style-type: none"> • Prepared job description for Banquet Manager • Advertisement in Wheeling-Prospect Heights Chamber Community Guide debuted
October 2018	<ul style="list-style-type: none"> • Posted Banquet Manager position on IPRA, Facebook, LinkedIn, Penn Foster and Indeed
November 2018	<ul style="list-style-type: none"> • Kitchen Manager was hired to begin January 2019 • Banquet Manager interviews began
December 2018	<ul style="list-style-type: none"> • Banquet Manager interviews complete and offer made • Met with Associated Labor regarding staffing

	2019
January 2019 – April 2019	<ul style="list-style-type: none"> • Renovations to facility begin!
Jan 2019	<ul style="list-style-type: none"> • Kitchen Manager began working on inventory • Banquet Manager began working on meeting vendors, reviewing inventory, meeting with potential clients • Staff will begin working with Associated Labor to recruit staff: servers, beverage carts, cooks, etc.
Feb 2019	<ul style="list-style-type: none"> • Renovations to facility continue • Banquet Manager will begin creating policy and procedures • Set up computer, phones, office furniture • Begin process to change signage • Tastings begin • Advertise in The Knot again
March 2019	<ul style="list-style-type: none"> • Renovations to facility continue • Carpet, flooring installed • Installation of signage
April 2019	<ul style="list-style-type: none"> • Renovations to facility should be complete for most part • Royal Family Ball will take place April 12 • Rehearse/practice for servers, cooks, etc.



To: Park Board of Commissioners
 From: Christina Ferraro, Executive Director
 Re: Food and Beverage Golf Course Update
 Date: February 20, 2019

UPDATED timeline for transitioning the food and beverage operation in 2019. **Bold** indicates duty complete

Month	Duty
Feb 2018	<ul style="list-style-type: none"> • Prepared banquet contract for 2019 • Attorney reviewed banquet contract for 2019 • Prepared informational packages containing information about services and menus for dinner, lunch, brunch, outings, etc.
March 2018	<ul style="list-style-type: none"> • Contracts and wedding info packages released
April 2018	<ul style="list-style-type: none"> • Researched solution to conversion of coolers
May 2018	<ul style="list-style-type: none"> • Converted coolers
June 2018	<ul style="list-style-type: none"> • Placed ads with WPH Chamber and the Knot
July 2018	<ul style="list-style-type: none"> • Ordered and received promo items for potential brides • Met with vendors about redoing bridal suite • Met Village of Mt Prospect re: signage process • Advertisement in The Knot debuted
August 2018	<ul style="list-style-type: none"> • Prepared job description for Banquet Manager • Advertisement in Wheeling-Prospect Heights Chamber Community Guide debuted
October 2018	<ul style="list-style-type: none"> • Posted Banquet Manager position on IPRA, Facebook, LinkedIn, Penn Foster and Indeed
November 2018	<ul style="list-style-type: none"> • Kitchen Manager was hired to begin January 2019 • Banquet Manager interviews began
December 2018	<ul style="list-style-type: none"> • Banquet Manager interviews complete and offer made • Met with Associated Labor regarding staffing

	2019
Jan 2019	<ul style="list-style-type: none"> • Renovations to facility begin! • Kitchen Manager began working on inventory • Banquet Manager began working on meeting vendors, reviewing inventory, meeting with potential clients
Feb 2019	<ul style="list-style-type: none"> • Renovations to facility continue • Begin process to change signage • Met with designer for additional event menus • Staff began working with Associated Labor to recruit staff: servers, beverage carts, cooks, etc. • Staff attending the Gordon Food Service Show • Tastings for contracted events begin
March 2019	<ul style="list-style-type: none"> • Advertise in The Knot again • Renovations to facility continue • Banquet Manager will begin creating policy and procedures, creating job descriptions and hiring banquet staff • Installation of temporary signage • Set up computer, phones, office furniture • Carpet, flooring installed
April 2019	<ul style="list-style-type: none"> • Renovations to facility should be complete for most part • Royal Family Ball will take place April 12 • Rehearse/practice for servers, cooks, etc. • Installation of permanent signage



February 20, 2019

To: Board of Commissioners
From: Christina Ferraro, Executive Director
Re: Feasibility Study

After the February 13, 2019 Visioning Workshop, it was suggested that a conversation be held with Speer Financial in regards to debt issuance capabilities for future. A committee of the whole meeting is tentatively scheduled for March 19 at 6pm, directly preceding the regular monthly board meeting for Speer to present to the Board.

Thereafter, I will continue to work with the consultants on development of operational and maintenance budget projections. Williams Architects will develop the next set of conceptual plans pending Board feedback and direction. A final report will then be presented to the Board

The consultants are waiting for additional feedback and further direction for the conceptual plans before moving forward.



February 20, 2019

To: Board of Commissioners

From: Christina Ferraro, Executive Director

Re: Public Hearing for fiscal year 2019 budget and appropriation ordinance

A motion must be made and seconded to convene the public hearing for Prospect Heights Park District budget and appropriation ordinance pursuant to notice.

The purpose of this public hearing is to hear public comment on the Annual Budget and Appropriation Ordinance #02.26.2016A for the Fiscal Year 2019. The ordinance and other pertinent data have been available for public inspection since December 14, 2018.

After public comment or questions regarding the proposed budget, a motion must be made and seconded to adjourn the public hearing

Prospect Heights Park District

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

(847) 394-2848

COMBINED BUDGET & APPROPRIATION ORDINANCE # 02.26.2019A

January 1, 2019 – December 31, 2019

**Prospect Heights Park District
Combined Budget & Appropriation Ordinance
02.26.2019A**

**AN ORDINANCE ADOPTING THE COMBINED ANNUAL
BUDGET AND APPROPRIATION OF FUNDS FOR
THE PROSPECT HEIGHTS PARK DISTRICT, COOK COUNTY, ILLINOIS
FOR THE FISCAL YEAR BEGINNING ON
THE FIRST (1st) DAY OF JANUARY, 2019 AND
ENDING ON THE THIRTY-FIRST (31st) DAY OF DECEMBER, 2019**

BE IT ORDAINED BY THE BOARD OF PARK COMMISSIONERS (the Board) of the Prospect Heights Park District, (the "District") of Cook County, Illinois:

Section 1: It is hereby found and determined:

- (a) this Board has heretofore caused to be prepared a combined annual budget and appropriation in tentative form for the fiscal year beginning January 1, 2019 and ending December 31, 2019, which ordinance has been conveniently available for public inspection for at least 30 days prior to final action thereon;
- (b) a public hearing was held at the Gary Morava Recreation Center, Cook County, Illinois on the 26th day of February 2019 on said ordinance; and
- (c) that all other legal requirements for the adoption of the annual budget and appropriation ordinance of this District for the fiscal year beginning January 1, 2019 and ending December 31, 2019 have heretofore been performed.

Section 2: The following sums of money, or so much thereof as may be authorized by law for the following objects and purposes, be and the same are hereby budgeted and appropriated for the fiscal year beginning the first day of January, 2019 and ending on the thirty-first (31st) day of December, 2019.

**SUMMARY of ANNUAL BUDGET & APPROPRIATION ORDINANCE
FOR FISCAL YEAR 2019**

	<u>FUND</u>	<u>BUDGET</u>	<u>APPROPRIATION</u>
100	CORPORATE	\$ 633,378	\$ 760,054
200	RECREATION	1,782,669	2,139,203
300	GOLF FUND	1,303,881	1,564,657
301	BANQUET HALL	652,273	782,728
404	AUDIT	14,131	16,957
405	PAVING & LIGHTING	9,215	11,058
406	LIABILITY INSURANCE	105,856	127,027
407	I.M.R.F.	100,256	120,307
408	POLICE	63,147	75,776
409	MUSEUM	11,800	14,160
410	SPECIAL RECREATION	217,107	260,528
411	SOCIAL SECURITY	150,010	180,012
412	MEMORIAL	4,950	5,940
413	COMMUNITY EVENTS	20,250	24,300
CAPITAL DEVELOPMENT / BONDS / RESERVES			
518	CAPITAL FUND	329,315	395,178
523	CAPITAL FUND	41,500	49,800
525	GOLF BANQUET CAPITAL	500,000	600,000
608	BOND & INTERST-2014B	574,400	689,280
611	BOND & INTEREST – 18	647,084	776,501
612	BOND & INTEREST – 19	582,610	699,132
	GRAND TOTALS	\$7,744,132	\$9,292,598

Each of said sums of money and the aggregate thereof are deemed necessary by this Board to defray the necessary expenses and liabilities of this District during the fiscal year beginning the first day of January, 2019 and ending on the thirty-first (31st) day of December, 2019 for the respective purposes set forth.

The passage by the Board of Commissioners of this 2019 Combined Annual Budget Appropriation Ordinance, including the "Appropriation" column, shall not be interpreted to authorize the expenditure within any fund of any amount greater than the amount budgeted for each fund in the "Budget" column.

All unexpended balances of the appropriations for the fiscal year ended December 31, 2019 and prior years are hereby specifically reappropriated for the same general purposes for which they were originally made and may be expended in making up any insufficiency of any other items provided in this appropriation ordinance, in making this appropriation in accordance with applicable law.

The receipts and revenue of said District derived from sources other than taxation and not specifically appropriated, shall constitute the general corporate fund and shall first be placed to the credit of such fund.

Section 3: The following determinations have been made and are hereby made a part of the aforesaid budget:

- (a) An estimate of the cash on hand at the beginning of the fiscal year is expected to be \$376,966.
- (b) An estimate of the cash expected to be received during the fiscal year from all sources is \$6,946,208
- (c) An estimate of the expenditures contemplated for the fiscal year is \$7,744,132
- (d) An estimate of the cash expected to be on hand at the end of the fiscal year is \$(-420,958).
- (e) An estimate of the amount of taxes to be received during the fiscal year is \$2,908,324

Section 4: All ordinances or parts of ordinances conflicting with any of the provisions of this ordinance shall be and the same are hereby repealed to the extent of such conflict. If any item, or portion thereof, of this Budget & Appropriation Ordinance is for any reason held invalid, such decision shall not affect the validity of the remaining portion of such items or the remaining portions of this ordinance.

This ordinance shall be in full force and effect immediately upon its passage.

Passed by the Board of Park Commissioners of the Prospect Heights Park District, this 26th day of February 2019.

AYES:

NAYS:

ABSENT OR NOT VOTING:

Timothy Jones, President
Board of Commissioners

ATTESTED:

Ellen Avery, Board Secretary
Prospect Heights Park District

**CERTIFICATION OF ESTIMATE OF
REVENUE FOR FISCAL YEAR 2019**

I, Vicki Carney, do hereby certify that I am the duly qualified treasurer of the Prospect Heights Park District and the chief fiscal officer of said District; as such officer I do further certify that the revenues, by source, anticipated to be received by said District in the fiscal year beginning January 1, 2019 and ending on December 31, 2019 are estimated to be as follows:

<u>SOURCE</u>	<u>AMOUNT</u>
Real Estate Taxes	\$2,908,324
Personal Property Replacement Taxes	13,966
Interest	8,200
Concessions	24,500
Program Fees	1,525,038
Golf Fees	1,075,550
Golf Shop Sales	126,800
Golf Banquet	660,000
Bond Proceeds	582,610
<u>Miscellaneous</u>	<u>21,220</u>
TOTAL	\$6,946,208

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the said District this 26th day of February, 2019.

(Seal)

Vicki Carney, Treasurer, Prospect Heights Park District

STATE of ILLINOIS >
COUNTY of COOK > SS

I, Ellen Avery, do hereby certify that I am the duly qualified and acting Secretary for The Board of Commissioners of the Prospect Heights Park District, in The County of Cook and State aforesaid, and as such Secretary I am the keeper of the records and files of the Board of Park Commissioners of said District.

I do further certify that the attached and foregoing is a true and complete copy of the “Combined Annual Budget & Appropriation Ordinance of the Prospect Heights Park District, Cook County, Illinois, for the Fiscal Year beginning January 1, 2019 and ending December 31, 2019”, as adopted by the Board of Park Commissioners at its properly convened meeting held on the 29th day of January, 2019, as appears from the official records of said District in my care and custody.

IN WITNESS WHEREOF, I have hereunto affixed my official signature and the corporate seal of said District at 110 Camp McDonald Road, Prospect Heights, Illinois, on this 26th day of February, 2019.

(Seal)

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

ORDINANCE NO. 02.26.2019

AN ORDINANCE abating the tax heretofore levied for the year 2018 to pay debt service on \$7,675,000 General Obligation Refunding Park Bonds (Alternate Revenue Source), Series 2014B of the Prospect Heights Park District, Cook County, Illinois

* * *

WHEREAS, the Board of Park Commissioners (the "*Board*") of the Prospect Heights Park District, Cook County, Illinois (the "*District*"), by ordinance adopted on the 1st day of December, 2014 (the "*Bond Ordinance*"), did provide for the issue of \$7,675,000 General Obligation Refunding Park Bonds (Alternate Revenue Source), Series 2014B (the "*Bonds*"), and the levy of a direct annual tax sufficient to pay principal and interest on the Bonds; and

WHEREAS, the District will have Pledged Revenues (as defined in the Bond Ordinance) available for the purpose of paying the debt service due on the Bonds during the next succeeding bond year; and

WHEREAS, it is necessary and in the best interests of the District that the tax heretofore levied for the year 2018 to pay such debt service on the Bonds be abated:

NOW, THEREFORE, Be It and It is Hereby Ordained by the Board of Park Commissioners of the Prospect Heights Park District, Cook County, Illinois, as follows:

Section 1. Abatement of Tax. The tax heretofore levied for the year 2018 in the Bond Ordinance is hereby abated in its entirety.

Section 2 Filing of Ordinance. Forthwith upon the adoption of this ordinance, the Secretary of the Board shall file a certified copy hereof with the County Clerk of Cook County, Illinois, and it shall be the duty of said County Clerk to abate said tax levied for the year 2018 in accordance with the provisions hereof.

Section 3. Effective Date. This ordinance shall be in full force and effect upon its adoption.

Adopted February 26, 2019

Tim Jones, President, Board of Park Commissioners

ATTEST:

Ellen Avery, Secretary, Board of Park Commissioners

[SEAL]