



BOARD REPORT

MARCH 19, 2019



PUBLIC NOTICE

**Agenda for the March 19, 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**

- IV. **Recognition/Welcome**

- V. **Public Comment**
Completion of Resident Comment Form required prior to Call to Order. Submit to Executive Director.

- VI. **Approval of Minutes**
 - A. Committee of the Whole Meeting – February 26, 2019
 - B. Regular Board Meeting - February 26, 2019

- VII. **Announcements (Meetings)**
 - A. Committee of the Whole Meeting – April 23, 2019 6:30 p.m. GMRC
 - B. Regular Board Meeting – April 23, 2019 7:00 p.m. GMRC

- VIII. **Park District Treasurer's Report**
 - A. Approval of Cash Report #3
 - B. Approval of Warrants for Payment

- IX. **Finance Manager's Report**

- X. **Attorney's Report**
Legal Matter

- XI. **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

XII. 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

XIII. Unfinished/Ongoing Business

- A. Food, Beverage & Banquet Service at Old Orchard Country Club**
- B. Feasibility Study**

XIV. New Business

- A. Adoption of Resolution 03.19.2019 Golf Financial Policy**
- B. Vaping on Park District Property**

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

In accordance with the Open Meetings Act (5ILCS 1220/2 Section 2A Subsection C) for the purpose of discussion of the following items:
Personnel (Section 2(c) (1))

XVI. 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.

**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 26, 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
Terry Curtis

Also Present:

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

Commissioners absent:

Karl Jackson

A quorum was present.

Corrections/Additions/Approval of Agenda

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

Introduction of Guests/Citizens

None

Public Comment

None

Correspondence

None

Announcements (Meetings)

A Regular Board Meeting will be held on 2/26/19 at 7:00 p.m. A Committee of the Whole Meeting will be held on 3/19/19 at 6:30 p.m. and a Regular Board Meeting at 7:00 p.m. All meetings will be held at GMRC.

Executive Director Christina Ferraro will confirm if Speer Financial will be in attendance at the Committee of the Whole Meeting will be held on 3/19/19 at 6:30 p.m. to discuss the Investment Policy.

Old Business

Draft 3 of the 2019 Budget was reviewed.

Christina explained that the golf transfers were eliminated and this is different from what has been done in the past. The only other change in Capital was the elimination of a vehicle in Fund 523. She also discussed the various "OCCC Open House" events that Staff is scheduling.

Old Business (continued)

Commissioner Carney reviewed appropriation (budgeted income & expenses) and 2019 budget & fund balances. She also discussed the need for being on top of the OOC maintenance scheduling and warranty of the equipment.

Commissioner Jones discussed the budgeted banquet revenue.

New Business

Commissioner Carney provided background information related to the Golf course. There was discussion related to establishing some sort of accountability over to the golf course by monitoring their finances a little more closely and establishing some sort of payment plan. The Park District will give golf the opportunity to grow the next 3-5 years and then pay back to corporate.

Commissioner Avery discussed developing a resolution so that it gives future boards the opportunity to amend if needed. Commissioner Avery and Executive Director Christina Ferraro will draft a resolution and place this item for discussion and approval at the next month's board meeting agenda.

Adjournment

With no further business to discuss a motion was made by Commissioner Avery and seconded by Commissioner Loranger to adjourn the Committee of the Whole Meeting at 6:42 p.m. The motion was approved with a voice with one absent (Commissioners 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, FEBRUARY 26, 2019**

Call to Order

Roll Call

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

Commissioners present:

Ellen Avery
Vicki Carney
Terry Curtis
Karl Jackson (arrived at 7:02 p.m.)
Tim Jones
Eric Kirste
Bob Loranger

Also Present:

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

Commissioners absent:

None

A quorum was present.

Pledge of Allegiance

The Pledge of Allegiance was led by Tim Jones.

Corrections/Additions/Approval of Agenda

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

Correspondence

A letter was received from PDRMA acknowledging the agency's loss prevention efforts with a Level A – Accredited \$1,500 cash award.

Recognition/Welcome

Residents in attendance: Peter Hahn, Betty Cloud, Agnes Wojnowski, Seth Marcus, Dana Sievertson, Jill Moskal and John Kamysz. Nate Wynsma, VP of Lexington Homes was also in attendance.

Presentation

Nate Wynsma of Lexington Homes provided a presentation to the Board related to their concept plan for property located by Muir Field. Lexington Homes is proposing to request for the easement agreement to be amended.

Prospect Heights Natural Resources Commission discussed the area located north of the Lions Park tennis courts which the Park District staff utilizes the area for chipping.

Public Comment

Resident Betty Cloud commented about consideration of placing signage along Rte. 83 and the bike path.

Approval of Minutes

Committee of the Whole – December 18, 2018

A motion was made by Commissioner Curtis and seconded by Commissioner Kirste to approve the December 18, 2018 Committee of the Whole Meeting Minutes as submitted. The motion was unanimously approved with a voice vote. The motion carried.

Regular Board Meeting – December 18, 2018

A motion was made by Commissioner Avery and seconded by Commissioner Curtis to approve the December 18, 2018 Regular Board Meeting Minutes as submitted. The motion was unanimously approved with a voice vote. The motion carried.

Committee of the Whole Meeting – February 13, 2019

A motion was made by Commissioner Jackson and seconded by Commissioner Avery to approve the February 13, 2019 Committee of the Whole 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 March 19, 2019 at 7 p.m. at GMRC.

Park District Treasurer’s Report

Cash Report #1

Mt Pros State	Payroll	Sweep Acct.	\$	-
Mt Pros State	Vendor	Sweep Acct.	\$	-
Mt Pros State	Imprest		\$	4,487.15
Mt Pros State	General/Sweep		\$	572,968.71
Mt Pros State	ATM	Combined Bal – Account and ATM Machine	\$	20,553.03
Mt Pros State	Cash Reserves		\$	352,187.15
Mt Pros State	Class – Reg.	Sweep Acct.	\$	
Mt Pros State	Investment		\$	3,041,615.78
			Totals	\$ 3,991,811.82

A motion was made by Commissioner Carney and seconded by Commissioner Avery to accept the Treasurer’s Report – Cash Report #1 dated January 22, 2019 in the amount of \$3,991,811.82. 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 # 12, 12A, and Payroll 25, 26 in the amount of \$294,519.03. 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.

Cash Report #2

Mt Pros State	Payroll	Sweep Acct.	\$	-
Mt Pros State	Vendor	Sweep Acct.	\$	-
Mt Pros State	Imprest		\$	4,240.08

Park District Treasurer's Report (continued)

Mt Pros State	General/Sweep		\$	206,082.22
Mt Pros State	ATM	Combined Bal – Account and ATM Machine	\$	26,853.03
Mt Pros State	Cash Reserves		\$	352,291.84
Mt Pros State	Class – Reg.	Sweep Acct.	\$	
Mt Pros State	Investment		\$	3,042,519.93
Totals			\$	3,631,987.10

A motion was made by Commissioner Carney and seconded by Commissioner Kirste to accept the Treasurer's Report – Cash Report #2 dated February 26, 2019 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 # 1, 1A, and Payroll 1, 2 in the amount of \$343,117.27. 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

None

Attorney's Report

None

Administrative / Operational Summary

Executive Director – as submitted. Executive Director Christina Ferraro also reported Mount Prospect State Bank is a sponsor for the Prospect Heights Block Party, Knutte was acquired by Sikich and that the neighbors are experiencing issues at the creek in Somerset Park caused by beavers. She is also working with legal counsel regarding tax exempt property and Midori agreement. There was discussion related to the minimum wage increase. Commissioner Avery discussed approval of Executive Director's travel expenses.

Superintendent of Recreation – as submitted. Superintendent of Recreation Julie Caporusso reported the Summer brochure will be completed on March 13 and is scheduled for distribution. There was a great number of participants in the youth basketball program. The Dance Team performed at the Windy City Bulls game.

Superintendent of Facilities and Parks – as submitted.

Director of Golf Operations – as submitted. Director of Golf Operations Marc Heidkamp reported OCCC won the Arlington Heights Lions Club Chili Cook-off Competition.

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 a hiring event will be held at OOCC on Wednesday, March 13 and Saturday, March 16.

Feasibility Study

Executive Director Christina Ferraro asked the Commissioners if they had any other feedback regarding the Feasibility Study. She will be confirming Speer Financial's attendance at the 3/19/19 Committee of the Whole meeting.

FY 2019 Budget Draft 3

During the Committee of the Whole Meeting, draft 3 of the budget was reviewed.

New Business

Public Hearing FY19 Budget & Appropriation Ordinance

A motion was made by Commissioner Curtis and seconded by Commissioner Carney to open the public hearing of the Prospect Heights Park District Combined Budget & Appropriation Ordinance. The motion was unanimously approved with a voice vote. The motion carried.

There being no comments or questions from the public and the Board, a motion was made by Commissioner Carney and seconded by Commissioner Loranger to close the public hearing of the Prospect Heights Park District Combined Budget & Appropriation Ordinance. The motion was unanimously approved with a voice vote. The motion carried.

Adoption of Combined Budget & Appropriation Ordinance 02.26.19A

A motion was made by Commissioner Carney and seconded by Commissioner Avery to adopt Combined Budget & Appropriation Ordinance 02.26.19A. 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.

Adoption of Tax Abatement Ordinance 02.26.2019

A motion was made by Commissioner Carney and seconded by Commissioner Loranger to adopt Tax Abatement Ordinance 02.26.2019. 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.

Adjournment

With no further business to discuss a motion was made by Commissioner Avery and seconded by Commissioner Curtis to adjourn the Regular Board Meeting at 8:42 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

TO: Board of Commissioners, Prospect Heights Park District

Pink

FROM: Park District Treasurer

DATE: 3/19/2019 CASH REPORT FY 19

Motion by Commissioner _____ to approve CASH REPORT 03
3/19/2019 as submitted. Seconded by Commissioner _____.

Payroll	#90001511	sweep acct.	\$	-	
Vendor	#90001503	sweep acct.	\$	-	
Imprest	#90001529		\$	4,240.08	
General/Sweep	#90001498		\$	334,861.15	
ATM	#90001537		\$	26,853.03	
Cash Reserves	#90001545		\$	352,393.18	
Class- Reg.	#90002787	sweep acct.			
Investment	#107503657		\$	3,043,424.35	
TOTALS			\$	3,761,771.79	Voice Vote

FINANCIAL RESOLUTION

Motion by Commissioner _____ to approve WARRANT RESOLUTION
3/19/2019 as submitted. Seconded by Commissioner _____.

APPROVAL OF WARRANTS 3/19/2019

VENDOR WARRANTS			AMOUNTS
2	In the amount of	CHECKS ISSUED	\$272,648.13
2A	In the amount of	ELECTRONIC	\$ 39,267.79
Total Vendor Warrants			<u>\$311,915.92</u>

PAYROLL WARRANTS

2/1/2019		
3	In the amount of	60,269.37
	gross plus employer costs	
2/15/2019		
4	In the amount of	\$55,971.38
	gross plus employer costs	
Total Payroll Warrants		<u>\$116,240.75</u>

TOTAL OF WARRANTS \$428,156.67 Roll Call



Expense Approval Report

By Fund

Payment Dates 02/01/2019 - 02/28/2019

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 100 - CORPORATE FUND					
BLACK LINE FOX VALLEY LLC	3365	02/07/2019	FEBRUARY 2019 IT SUPPORT	100-01-5300	1,540.50
MIDCO INC	332507	02/07/2019	AD TRANS JANUARY 2019	100-01-5300	165.00
OFFICE DEPOT	258239922001	02/07/2019	OFFICE SUPPLIES	100-01-6027	228.04
OFFICE DEPOT	260528207001	02/07/2019	OFFICE SUPPLIES	100-01-6027	167.05
OFFICE DEPOT	260529388001	02/07/2019	OFFICE SUPPLIES	100-01-6027	23.45
OFFICE DEPOT	263882549001	02/07/2019	OFFICE SUPPLIES	100-01-6027	35.16
ADP LLC	529564545	02/07/2019	PAYROLL PROCESSING	100-01-5430	314.23
PULSE TECHNOLOGY	24172610	02/07/2019	COPIERS/PRINTERS LEASE	100-01-5430	780.72
NCPERS GROUP LIFE INSURAN	5144022019	02/07/2019	MONTHLY INSURANCE - 02/2	100-2030	16.00
PURCHASE POWER	8000-9000-0008-1293 1/25/1	02/07/2019	8000-9000-0008-1293 POSTA	100-01-6000	201.00
PLATINUM SYSTEMS INC	K-124722	02/07/2019	EMAIL ARCHIVING - FEBRUAR	100-01-5300	190.00
TYLER BUSINESS FORMS	INVOICE-28892	02/07/2019	OFFICE SUPPLIES	100-01-6027	159.09
HINCKLEY SPRINGS	15330710 020319	02/14/2019	ADMIN WATER	100-01-5430	37.46
AFLAC	162690	02/14/2019	ACCT # JNJ50	100-01-5105	70.80
ADP LLC	530438104	02/21/2019	PAYROLL PROCESSING	100-01-5430	794.19
ANCEL GLINK PC	68347	02/21/2019	JANUARY 2019 LEGAL COUNS	100-01-5332	1,250.00
COSTCO MEMBERSHIP	RENEWAL 3/2019	02/21/2019	MEMBER# 00011867739761	100-01-5460	240.00
DISTRICT 214 COMMUNITY E	2019 SEWNIOR CELEBRATION	02/21/2019	2019 SEWNIOR CELEBRATION	100-01-6001	125.00
MARKETING AND MORE GRO	1235	02/21/2019	JANUARY 2019 SOCIAL MEDIA	100-01-5303	377.00
MIDCO INC	332679	02/21/2019	JANUARY 2019 ADTRAN	100-01-5469	165.00
MINDSIGHT	PROSP0119TM	02/21/2019	JANUARY 2019 IT SUPPORT	100-01-5300	337.50
OFFICE DEPOT	270614618001	02/21/2019	OFFICE SUPPLIES	100-01-6027	98.42
PDRMA	0119159H	02/21/2019	PDRMA HEALTH - JANUARY 20	100-01-5100	1,810.57
PDRMA	0119159H	02/21/2019	PDRMA HEALTH - JANUARY 20	100-01-5101	113.25
PDRMA	0119159H	02/21/2019	PDRMA HEALTH - JANUARY 20	100-01-5102	89.40
PH MEDIA USA INC	INV-865349-JX14	02/21/2019	GMRC/OOCC AUDIO BRANDI	100-01-5300	690.00
SAM'S CLUB/SYNCHRONY BA	MEMBERSHIP RENEWAL 3/22	02/21/2019	MEMBERSHIP# 3410 8185375	100-01-5460	140.00
SAM'S CLUB/SYNCHRONY BA	CREDIT 2/21/19	02/21/2019	APPLY CREDIT	100-01-5460	-4.00
THOMAS R PETZEL	16129	02/21/2019	JANUARY 2019 IT SUPPORT	100-01-5300	1,076.25
Fund 100 - CORPORATE FUND Total:					11,231.08
Fund: 200 - RECREATION FUND					
ASSOCIATED LABOR CORPORA	106235	02/07/2019	PARKS CONTRACTED SERVICE	200-30-5300	46.42
ASSOCIATED LABOR CORPORA	106203	02/07/2019	PARKS CONTRACTED SERVICE	200-30-5300	33.16
DAVE'S AUTO CLINIC INC	021343	02/07/2019	REPAIR PARTS	200-02-6031	608.50
FIRST STUDENT INC	091-C-065837	02/07/2019	BUS FOR KDO TRIP 12/26/18	200-05-5475	385.00
FIRST STUDENT INC	091-C-065843	02/07/2019	BUS FOR KDO TRIP 12/27/18	200-05-5475	306.43
GARY KANTOR	JANUARY 2019	02/07/2019	MAGIC CLASS - JANUARY 201	200-05-5300	16.00
RAMROD	774817	02/07/2019	JANITORIAL SUPPLIES	200-02-6022	272.50
RAMROD	774817-1	02/07/2019	FITNESS SUPPLIES	200-13-6028	97.70
OFFICE DEPOT	263882549001	02/07/2019	CAMP SUPPLIES	200-14-6028	18.64
NICOR	99-29-17-0000 5 1/22/19	02/07/2019	99-29-17-0000 5 12/20/18-1/	200-02-5204	198.49
NCPERS GROUP LIFE INSURAN	5144022019	02/07/2019	MONTHLY INSURANCE - 02/2	200-2030	32.00
PITNEY BOWES GLOBAL FINA	3102871879	02/07/2019	POSTAGE METER LEASE	200-02-5430	206.00
KATARZYNA NASUTA	NASUTA K 2/14/19	02/14/2019	REFUND - ZUMBA	200-2372	10.00
ASSOCIATED LABOR CORPORA	106280	02/14/2019	PARKS CONTRACTED SERVICE	200-30-5300	53.04
JEANIE GAIN	ARLINGTON SQUARES FALL20	02/14/2019	FALL 2017-FALL 2018	200-06-5300	2,377.60
CHICAGO BOYZ ACROBATIC TE	759	02/14/2019	DEPOSIT - DAY CAMP IN-HOU	200-14-5475	325.00
ART OF BEAUTY MAKEUP ACA	ZUMBA JANUARY 2019	02/14/2019	CONTRACTED SERVICES	200-13-5300	120.00
MANZELLA PLUMBING INC	11516	02/14/2019	CONTRACTED REPAIRS	200-02-5421	1,254.92
CALL ONE	97740071041-97740071023 2	02/14/2019	ACCT#97740071041-9774007	200-02-5320	506.44
AFLAC	162690	02/14/2019	ACCT # JNJ50	200-02-5105	51.24
COMCAST	8771 10 074 0047145 2/4/19	02/14/2019	ACCT#8771 10 074 0047145 2	200-02-5320	133.70
COMCAST	8771 10 074 0004153 2/10/1	02/21/2019	8771 10 074 0004153 2/1/19-	200-02-5320	10.43

Expense Approval Report

Payment Dates: 02/01/2019 - 02/28/2019

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
CONSTELLATION NEWENERGY	2513331	02/21/2019	GMRC NATURAL GAS	200-02-5204	1,868.08
CONSTELLATION NEW ENERG	14288804101	02/21/2019	705224-1 ADMIN ELECTRIC 0	200-02-5205	153.30
DES PLAINES MATERIAL & SUP	304980	02/21/2019	REPAIR PARTS	200-02-6032	18.55
FIRST COMMUNICATIONS LLC	117183537	02/21/2019	ACCT# 2002004692 01/23/19	200-02-5320	489.81
PDRMA	0119159H	02/21/2019	PDRMA HEALTH - JANUARY 20	200-02-5100	6,164.37
PDRMA	0119159H	02/21/2019	PDRMA HEALTH - JANUARY 20	200-02-5101	451.92
PDRMA	0119159H	02/21/2019	PDRMA HEALTH - JANUARY 20	200-02-5102	122.92
PDRMA	0119159H	02/21/2019	PDRMA HEALTH - JANUARY 20	200-30-5100	2,300.49
PDRMA	0119159H	02/21/2019	PDRMA HEALTH - JANUARY 20	200-30-5101	105.15
PDRMA	0119159H	02/21/2019	PDRMA HEALTH - JANUARY 20	200-30-5102	12.74
VILLAGE OF MOUNT PROSPEC	11663-001 2/15/19	02/21/2019	GMRC WATER	200-02-5206	575.82
Fund 200 - RECREATION FUND Total:					19,326.36

Fund: 300 - GOLF

ACUSHNET COMPANY	906875455	02/07/2019	S/O SHOES	300-42-6010	119.74
PETER PARL	004390	02/07/2019	CONTRACTED REPAIRS	300-40-5422	1,095.00
ARLINGTON POWER EQUIPM	800157	02/07/2019	REPAIR PARTS	300-41-6030	25.35
ASSOCIATED LABOR CORPORA	106236	02/07/2019	CONTRACTED SERVICES	300-41-5300	1,317.20
ASSOCIATED LABOR CORPORA	106204	02/07/2019	CONTRACTED SERVICES	300-41-5056	38.93
ASSOCIATED LABOR CORPORA	106204	02/07/2019	CONTRACTED SERVICES	300-41-5300	1,196.16
ASSOCIATED LABOR CORPORA	106186	02/07/2019	OCC CONTRACTED SERVICES	300-40-5300	283.40
E-Z-GO A TEXTRON COMPANY	91693888	02/07/2019	REPAIR PARTS	300-41-6030	418.03
GORDON FOOD SERVICE INC	191682193	02/07/2019	CLEANING SUPPLIES	300-40-6022	1,180.24
GORDON FOOD SERVICE INC	191682193	02/07/2019	MENU SUPPLIES	300-40-6022	313.73
GORDON FOOD SERVICE INC	830224560	02/07/2019	CLEANING SUPPLIES	300-40-6022	206.63
HARRIS MOTOR SPORTS	01-225628	02/07/2019	REPAIR PARTS	300-41-6034	168.53
JC LIGHT AND COMPANY	61054812	02/07/2019	HARDWARE SMALL TOOLS SU	300-41-6016	47.78
JULIE INC	2019-1324	02/07/2019	ANNUAL CHARGES	300-41-5428	146.78
JW TURF INC	P19736	02/07/2019	REPAIR PARTS	300-41-6030	243.56
KOLBI PIPE MARKERS CO	6338	02/07/2019	GREENS & TEES SUPPLIES	300-41-6025	77.01
NAPA HEIGHTS AUTOMOTIVE	3563-163774	02/07/2019	OIL	300-41-6024	59.88
NAPA HEIGHTS AUTOMOTIVE	3563-163774	02/07/2019	REPAIR PARTS	300-41-6030	23.91
NAPA HEIGHTS AUTOMOTIVE	3563-165287	02/07/2019	REPAIR PARTS	300-41-6030	42.35
NAPA HEIGHTS AUTOMOTIVE	3563-165394	02/07/2019	REPAIR PARTS	300-41-6030	121.57
NAPA HEIGHTS AUTOMOTIVE	3563-165667	02/07/2019	REPAIR PARTS	300-41-6030	17.94
NAPA HEIGHTS AUTOMOTIVE	3563-165825	02/07/2019	HARDWARE SMALL TOOLS SU	300-41-6016	19.98
NAPA HEIGHTS AUTOMOTIVE	3563-166469	02/07/2019	HARDWARE SMALL TOOLS SU	300-41-6016	29.26
NAPA HEIGHTS AUTOMOTIVE	3563-166876	02/07/2019	OIL	300-41-6024	59.88
NAPA HEIGHTS AUTOMOTIVE	3563-166876	02/07/2019	REPAIR PARTS	300-41-6030	58.38
NAPA HEIGHTS AUTOMOTIVE	3563-166825	02/07/2019	REPAIR PARTS	300-41-6030	60.32
PTE GOLF LLC	204978	02/07/2019	GREENS SUPPLIES	300-41-6025	415.97
REINDERS INC	1769873-00	02/07/2019	REPAIR PARTS	300-41-6030	127.72
REINDERS INC	1767954-00	02/07/2019	REPAIR PARTS	300-41-6030	276.45
REINDERS INC	1768081-00	02/07/2019	REPAIR PARTS	300-41-6030	183.72
REINDERS INC	1768081-01	02/07/2019	REPAIR PARTS	300-41-6030	506.45
REINDERS INC	1768418-00	02/07/2019	REPAIR PARTS	300-41-6030	276.45
SKIN SUNSCREEN LLC	8466	02/07/2019	EQUIPMENT	300-1360	353.60
MICHAEL WAGNER & SONS	1454729	02/07/2019	HARDWARE SMALL TOOLS SU	300-40-6016	50.88
MICHAEL WAGNER & SONS	1454949	02/07/2019	CREDIT - HARDWARE SMALL T	300-40-6016	-14.80
WESTERN GOLF ASSOCIATION	OCC MEMBERSHIP 2019	02/07/2019	OCC MEMBERSHIP 2019	300-40-5460	50.00
WILSON SPORTING GOODS	4526378013	02/07/2019	PROGRAM SUPPLIES	300-44-6028	2,268.00
WILSON SPORTING GOODS	4526367385	02/07/2019	PROGRAM SUPPLIES	300-44-6028	2,268.00
PENDELTON TURF SUPPLY	8760	02/07/2019	REPAIR PARTS	300-41-6030	284.00
REINDERS INC	1767117-01	02/07/2019	REPAIR PARTS	300-41-6030	118.18
AIRGAS USA LLC	9958497604	02/07/2019	OCC GROUNDS SUPPLIES	300-41-5300	63.46
COMCAST	8771 10 070 0162793 1/22/1	02/07/2019	OCC 1/29/19-2/28/19	300-40-5320	128.40
REPUBLIC SERVICES INC	0551-014325244	02/07/2019	OCC WASTE SERVICES	300-41-5203	280.46
NATIONAL GOLF FOUNDATIO	1029928 4/1/19-3/31/20	02/14/2019	MEMBER ID1029928 4/1/19-3	300-40-5460	250.00
ZEROFRICTION LLC	115103	02/14/2019	GOLF EQUIPMENT	300-1360	401.76
OFFICE DEPOT	269552638001	02/21/2019	OFFICE SUPPLIES	300-40-6027	127.98
OFFICE DEPOT	269552638001	02/21/2019	BANQUET CAPITAL EQUIPME	300-40-6044	127.49

Expense Approval Report

Payment Dates: 02/01/2019 - 02/28/2019

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
AIRGAS USA LLC	9959177612	02/21/2019	OOCC GROUNDS SUPPLIES	300-41-5300	63.46
ASSOCIATED LABOR CORPORA	106279	02/21/2019	CONTRACTED SERVICES	300-41-5300	1,053.76
ASSOCIATED LABOR CORPORA	106313	02/21/2019	CONTRACTED SERVICES	300-41-5300	1,317.20
CONSTELLATION NEWENERGY	2513332	02/21/2019	BG-11652 GROUNDS NATURA	300-40-5204	313.58
CONSTELLATION NEWENERGY	2513331	02/21/2019	OOCC NATURAL GAS	300-40-5204	1,598.49
CONSTELLATION NEW ENERG	14277461201	02/21/2019	#705224-2 OOCC ELECTRIC 1/	300-40-5205	4,348.36
DOUGLAS BRAZEAU	BRAZEAU D 02/15/19	02/21/2019	TRAVEL REIMBURSEMENT	300-40-5335	1,333.86
E-Z-GO A TEXTRON COMPANY	91713696	02/21/2019	REPAIR PARTS	300-41-6030	327.47
E-Z-GO A TEXTRON COMPANY	91714916	02/21/2019	REPAIR PARTS	300-41-6034	167.30
E-Z-GO A TEXTRON COMPANY	91718068	02/21/2019	REPAIR PARTS	300-41-6030	331.03
HARRIS MOTOR SPORTS	01-226949	02/21/2019	REPAIR PARTS	300-41-6034	348.87
JC LICHT AND COMPANY	61055342	02/21/2019	HARDWARD SMALL TOOLS SU	300-41-6016	47.78
JC LICHT AND COMPANY	61055564	02/21/2019	HARDWARE SMALL TOOLS SU	300-41-6016	43.53
JW TURF INC	P20235	02/21/2019	REPAIR PARTS	300-41-6030	458.85
KEEN EDGE CO	700674	02/21/2019	REPAIR PARTS	300-41-6030	52.37
KIMBALL MIDWEST	6912221	02/21/2019	HARDWAR SMALL TOOLS SUP	300-41-6016	40.66
MENARDS	31795	02/21/2019	REPAIRS	300-40-5424	205.73
NAPA HEIGHTS AUTOMOTIVE	3563-168791	02/21/2019	REPAIR PARTS	300-41-6034	7.29
NAPA HEIGHTS AUTOMOTIVE	3563-169446	02/21/2019	OIL	300-41-6024	59.88
NAPA HEIGHTS AUTOMOTIVE	3563-169446	02/21/2019	REPAIR PARTS	300-41-6030	15.94
NAPA HEIGHTS AUTOMOTIVE	3563-169754	02/21/2019	REPAIR PARTS	300-41-6030	17.73
NAPA HEIGHTS AUTOMOTIVE	3563-169802	02/21/2019	REPAIR PARTS	300-41-6030	17.94
NAPA HEIGHTS AUTOMOTIVE	3563-169852	02/21/2019	OIL	300-41-6024	59.88
NAPA HEIGHTS AUTOMOTIVE	3563-169852	02/21/2019	REPAIR PARTS	300-41-6030	42.02
NAPA HEIGHTS AUTOMOTIVE	3563-171005	02/21/2019	OIL	300-41-6024	28.68
NAPA HEIGHTS AUTOMOTIVE	3563-171005	02/21/2019	REPAIR PARTS	300-41-6030	15.94
OFFICE DEPOT	269552804001	02/21/2019	BANQUET CAPITAL EQUIPME	300-40-6044	349.99
PDRMA	0119159H	02/21/2019	PDRMA HEALTH - JANUARY 20	300-40-5100	3,631.58
PDRMA	0119159H	02/21/2019	PDRMA HEALTH - JANUARY 20	300-40-5101	210.30
PDRMA	0119159H	02/21/2019	PDRMA HEALTH - JANUARY 20	300-40-5102	39.76
PDRMA	0119159H	02/21/2019	PDRMA HEALTH - JANUARY 20	300-41-5100	3,631.58
PDRMA	0119159H	02/21/2019	PDRMA HEALTH - JANUARY 20	300-41-5101	210.30
PDRMA	0119159H	02/21/2019	PDRMA HEALTH - JANUARY 20	300-41-5102	107.31
REINDERS INC	1762202-00	02/21/2019	OIL	300-41-6024	170.41
REINDERS INC	1764980-00	02/21/2019	REPAIR PARTS	300-41-6030	83.03
VILLAGE OF MOUNT PROSPEC	BL11-000309 2019	02/21/2019	BUSINESS LICENSE BL11-0003	300-40-5465	31.25
VILLAGE OF MOUNT PROSPEC	11654-001 2/15/19	02/21/2019	GROUNDS WATER/SEWER	300-41-5206	46.26
VILLAGE OF MOUNT PROSPEC	9160-002 2/15/19	02/21/2019	OOCC WATER/SEWER CONST	300-40-5206	63.68
WILSON SPORTING GOODS	4527205272	02/21/2019	RENTAL SETS	300-42-6010	825.00
Fund 300 - GOLF Total:					37,633.76

Fund: 405 - PAVING & LIGHTING FUND

COMMONWEALTH EDISON	4563001190 1/23/19	02/07/2019	MUIR FIELD 12/18/18-1/22/1	405-99-5205	25.37
CONSTELLATION NEW ENERG	14288804301	02/21/2019	705224-3 BALL FIELD LIGHTS	405-99-5205	43.86
CONSTELLATION NEW ENERG	14277403701	02/21/2019	#705224-4 IZAAK WALTON EL	405-99-5205	34.92
Fund 405 - PAVING & LIGHTING FUND Total:					104.15

Fund: 406 - LIABILITY INSURANCE FUND

NORTHWEST COMMUNITY H	15435	02/14/2019	PREEMPLOYMENT PHYSICAL	406-99-5104	116.00
Fund 406 - LIABILITY INSURANCE FUND Total:					116.00

Fund: 408 - POLICE FUND

JOHNSON CONTROLS SECURIT	31887308	02/07/2019	OOCC SECURITY	408-99-5326	144.54
ADP SCREENING & SELECTION	1256064-01-2019	02/07/2019	SCREENING & SELECTION	408-99-5465	161.31
Fund 408 - POLICE FUND Total:					305.85

Fund: 523 - CAPITAL 98 GOLF FUND

GORDON FOOD SERVICE INC	191676377	02/07/2019	CAPITAL	523-99-8010	1,084.32
GORDON FOOD SERVICE INC	191707104	02/07/2019	CAPITAL	523-99-8010	841.10
GORDON FOOD SERVICE INC	191707107	02/07/2019	CAPITAL	523-99-8010	1,197.61
GORDON FOOD SERVICE INC	191829919	02/07/2019	CAPITAL	523-99-8010	7,271.32
GORDON FOOD SERVICE INC	191829920	02/07/2019	CAPITAL	523-99-8010	405.29
GORDON FOOD SERVICE INC	191829921	02/07/2019	CAPITAL	523-99-8010	7,328.85

Expense Approval Report

Payment Dates: 02/01/2019 - 02/28/2019

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
GORDON FOOD SERVICE INC	191889316	02/07/2019	CAPITAL	523-99-8010	1,385.90
VACLAV VALEK	6604	02/07/2019	CAPITAL	523-99-8010	4,500.00
MENARDS	30956	02/07/2019	CAPITAL	523-99-8010	107.40
NC JUNK REMOVAL INC	665	02/14/2019	BANQUET CAPITAL BUDGET	523-99-8010	2,500.00
VACLAV VALEK	6606	02/14/2019	CLUBHOUSE CAPITAL	523-99-8010	4,850.00
VACLAV VALEK	6607	02/14/2019	CLUBHOUSE CAPITAL	523-99-8010	7,200.00
VACLAV VALEK	6605	02/14/2019	CLUBHOUSE CAPITAL	523-99-8010	4,300.00
MANZELLA PLUMBING INC	11517	02/14/2019	CLUBHOUSE CAPITAL	523-99-8010	6,000.00
GORDON FOOD SERVICE INC	191957429	02/14/2019	BANQUETS KITCHEN SUPPLIES	523-99-8010	127.74
GORDON FOOD SERVICE INC	192118676	02/14/2019	BANQUET CAPITAL	523-99-8010	3,992.62
GORDON FOOD SERVICE INC	192057856	02/14/2019	BANQUETS CAPITAL	523-99-8010	9,262.17
GORDON FOOD SERVICE INC	192057855	02/14/2019	BANQUET CAPITAL	523-99-8010	8,560.41
GORDON FOOD SERVICE INC	192057857	02/14/2019	BANQUETS CAPITAL	523-99-8010	9,185.09
GORDON FOOD SERVICE INC	192214096	02/21/2019	CAPITAL EQUIPMENT	523-99-8010	1,835.26
HOUSE OF WINDSOR	CAPITAL IMPROVEMENTS 2.2	02/21/2019	CAPITAL IMPROVEMENTS 2.2	523-99-8010	12,047.63
HOUSE OF WINDSOR	CAPITAL IMPROVEMENTS #2	02/21/2019	CAPITAL IMPROVEMENTS #2	523-99-8010	11,035.90
NC JUNK REMOVAL INC	671	02/21/2019	CAPITAL IMPROVEMENTS	523-99-8010	4,500.00
MICHAEL KAUTZ CARPETS & D	14718	02/21/2019	CAPITAL IMPROVEMENTS	523-99-8010	24,832.00
MICHAEL KAUTZ CARPETS & D	14719	02/21/2019	CAPITAL IMPROVEMENTS	523-99-8010	7,200.00
MICHAEL KAUTZ CARPETS & D	14720	02/21/2019	CAPITAL IMPROVEMENTS	523-99-8010	19,400.00
MICHAEL KAUTZ CARPETS & D	14721	02/21/2019	CAPITAL IMPROVEMENTS	523-99-8010	16,895.00
MICHAEL KAUTZ CARPETS & D	14722	02/21/2019	CAPITAL IMPROVEMENTS	523-99-8010	11,135.00
INTERIOR SUPPLY CO INC	30009544	02/21/2019	CAPITAL IMPROVEMENTS	523-99-8010	4,612.32
STITCHWORKS	CAPITAL IMPROVEMENTS 2/1	02/21/2019	CAPITAL IMPROVEMENTS 2/1	523-99-8010	4,338.00
VACLAV VALEK	6609	02/21/2019	CAPITAL IMPROVEMENTS	523-99-8010	6,000.00

Fund 523 - CAPITAL 98 GOLF FUND Total: 203,930.93

Grand Total: 272,648.13

Report Summary

Fund Summary

Fund	Payment Amount
100 - CORPORATE FUND	11,231.08
200 - RECREATION FUND	19,326.36
300 - GOLF	37,633.76
405 - PAVING & LIGHTING FUND	104.15
406 - LIABILITY INSURANCE FUND	116.00
408 - POLICE FUND	305.85
523 - CAPITAL 98 GOLF FUND	203,930.93
Grand Total:	272,648.13

Account Summary

Account Number	Account Name	Payment Amount
100-01-5100	MEDICAL INSURANCE	1,810.57
100-01-5101	DENTAL INSURANCE	113.25
100-01-5102	LIFE INSURANCE	89.40
100-01-5105	AFLAC	70.80
100-01-5300	CONTRACTED SERVICE	3,999.25
100-01-5303	MARKETING	377.00
100-01-5332	LEGAL SERVICES	1,250.00
100-01-5430	SERVICE CONTRACTS	1,926.60
100-01-5460	PROFESSIONAL MEMBE	376.00
100-01-5469	IT SERVICES CONTRACTS	165.00
100-01-6000	POSTAGE	201.00
100-01-6001	PUBLIC RELATIONS	125.00
100-01-6027	OFFICE SUPPLIES	711.21
100-2030	INSURANCE WITHHELD	16.00
200-02-5100	MEDICAL INSURANCE	6,164.37
200-02-5101	DENTAL INSURANCE	451.92
200-02-5102	LIFE INSURANCE	122.92
200-02-5105	AFLAC	51.24
200-02-5204	NATURAL GAS-HEAT	2,066.57
200-02-5205	ELECTRICITY	153.30
200-02-5206	WATER SEWER	575.82
200-02-5320	TELEPHONE	1,140.38
200-02-5421	CONTRACTED REPAIRS P	1,254.92
200-02-5430	SERVICE CONTRACTS	206.00
200-02-6022	JANITORIAL SUPPLIES	272.50
200-02-6031	REPAIR PARTS VEHICLES	608.50
200-02-6032	REPAIR PARTS BUILDING	18.55
200-05-5300	CONTRACTED SERVICE	16.00
200-05-5475	PROGRAM ACTIVITY AN	691.43
200-06-5300	CONTRACTED SERVICE	2,377.60
200-13-5300	CONTRACTED SERVICE	120.00
200-13-6028	PROGRAM SUPPLIES-FIT	97.70
200-14-5475	PROGRAM ACTIVITY AN	325.00
200-14-6028	PROGRAM SUPPLIES-SU	18.64
200-2030	INSURANCE WITHHELD	32.00
200-2372	REFUND CLEARING ACC	10.00
200-30-5100	MEDICAL INSURANCE	2,300.49
200-30-5101	DENTAL INSURANCE	105.15
200-30-5102	LIFE INSURANCE	12.74
200-30-5300	CONTRACTED SERVICE	132.62
300-1360	GOLF EQUIPMENT INVE	755.36
300-40-5100	MEDICAL INSURANCE	3,631.58
300-40-5101	DENTAL INSURANCE	210.30
300-40-5102	LIFE INSURANCE	39.76
300-40-5204	NATURAL GAS-HEAT	1,912.07
300-40-5205	ELECTRICITY	4,348.36

Account Summary

Account Number	Account Name	Payment Amount
300-40-5206	WATER SEWER	63.68
300-40-5300	CONTRACTED SERVICE	283.40
300-40-5320	TELEPHONE	128.40
300-40-5335	BOARD AND STAFF CON	1,333.86
300-40-5422	CONTRACTED REPAIRS H	1,095.00
300-40-5424	CONTRACTED REPAIRS B	205.73
300-40-5460	PROFESSIONAL MEMBE	300.00
300-40-5465	LICENSES AND FEES	31.25
300-40-6016	HARDWARE SMALL TOO	36.08
300-40-6022	JANITORIAL SUPPLIES	1,700.60
300-40-6027	OFFICE SUPPLIES	127.98
300-40-6044	OFFICE EQUIPMENT	477.48
300-41-5056	OVERTIME	38.93
300-41-5100	MEDICAL INSURANCE	3,631.58
300-41-5101	DENTAL INSURANCE	210.30
300-41-5102	LIFE INSURANCE	107.31
300-41-5203	DISPOSAL CHARGES	280.46
300-41-5206	WATER SEWER	46.26
300-41-5300	CONTRACTED SERVICE	5,011.24
300-41-5428	IRRIGATION MAINTENA	146.78
300-41-6016	HARDWARE SMALL TOO	228.99
300-41-6024	GAS OIL AND GREASE	438.61
300-41-6025	GREEN AND TEE SUPPLIE	492.98
300-41-6030	REPAIR PARTS EQUIPME	4,146.70
300-41-6034	REPAIR PARTS CARTS	691.99
300-42-6010	GOLF SPECIAL ORDER E	944.74
300-44-6028	PROGRAM SUPPLIES-WA	4,536.00
405-99-5205	ELECTRICITY	104.15
406-99-5104	PHYSICALS SCREENINGS	116.00
408-99-5326	CONTRACTED SECURITY	144.54
408-99-5465	LICENSES AND FEES	161.31
523-99-8010	BUILDING IMPROVEME	203,930.93
	Grand Total:	272,648.13

Project Account Summary

Project Account Key	Payment Amount
None	272,648.13
Grand Total:	272,648.13

PROSPECT HEIGHTS PARK DISTRICT ELECTRONIC VENDOR WARRANT REPORT FOR FY 2019
 VENDOR WARRANT 2A
ELECTRONIC VENDOR WARRANTS
MARCH
FY 2019

DATE	VENDOR NAME	TRANSACTION DESCRIPTION	AMOUNT
2/4/2019	ILLINOIS DEPT OF REVENUE-LIQUOR LICENSE		\$600.00
2/4/2019	AC-CAPITAL-GOLF CART LEASE PAYMET		\$2,175.60
2/4/2019	AC-CAPITAL-GOLF CART LEASE PAYMET		\$13,710.00
2/13/2019	IMRF		\$10,679.15
2/14/2019	ELAN CARDMEMBER SERVICES		\$12,103.04
		TOTAL	<u>\$39,267.79</u>

**Prospect Heights Park Distict
Fund Report
February 28, 2019**

	February 2019 Revenue	2019 YTD Revenue	2019 Budget Amount	% Earned	2018 PY Month	2018 Prior YTD	YTD Variance Current vs. Prior Year
Revenue							
100 Corporate	\$ 156,835	\$ 160,537	\$ 1,094,848	15%	\$ 113,319	\$ 209,131	\$ (48,594)
200 Recreation	\$ 115,450	\$ 160,769	\$ 1,490,353	11%	\$ 109,053	\$ 226,892	\$ (66,123)
300 Golf	\$ 16,829	\$ 24,106	\$ 1,299,067	2%	\$ 18,693	\$ 32,741	\$ (8,635)
410 Special Rec.	\$ 17,820	\$ 17,974	\$ 122,501	15%	\$ 12,876	\$ 23,599	\$ (5,625)
518 Parks Capital	\$ -	\$ -	\$ 167,013	0%	\$ -	\$ -	\$ -
523 Golf Captial	\$ -	\$ -	\$ 294,000	0%	\$ -	\$ -	\$ -
600 Debt Services	\$ 92,195	\$ 92,991	\$ 1,792,884	5%	\$ 66,618	\$ 122,091	\$ (29,100)
400 Other Funds	\$ 72,195	\$ 72,909	\$ 511,730	14%	\$ 51,077	\$ 93,626	\$ (20,717)
Total Revenue	\$ 471,324	\$ 529,286	\$ 6,772,396	8%	\$ 371,636	\$ 708,080	\$ (178,794)
Expense							
	February 2019 Expenses	2019 Year to Date Expenses	2019 Budget Amount	% Used	2018 Prior Year Month	2018 Prior Year to date	
100 Corporate	\$ 25,201	\$ 52,907	\$ 841,185	6%	\$ 26,798	\$ 51,437	\$ 1,470
200 Recreation	\$ 88,436	\$ 153,756	\$ 1,582,349	10%	\$ 91,678	\$ 155,612	\$ (1,856)
300 Golf	\$ 84,173	\$ 128,161	\$ 1,299,067	10%	\$ 66,573	\$ 111,524	\$ 16,637
410 Special Rec.	\$ -	\$ 39,806	\$ 136,295	29%	\$ 39,246	\$ 39,246	\$ 560
518 Parks Capital	\$ -	\$ -	\$ 319,725	0%	\$ 2,577	\$ 2,577	\$ (2,577)
523 Golf Captial	\$ 203,931	\$ 227,673	\$ 294,000	77%	\$ -	\$ -	\$ 227,673
600 Debt Services	\$ -	\$ -	\$ 1,792,884	0%	\$ -	\$ -	\$ -
400 Other Funds	\$ 14,541	\$ 34,007	\$ 467,515	7%	\$ 17,523	\$ 39,300	\$ (5,293)
Total Expense	\$ 416,282	\$ 636,310	\$ 6,733,020	9%	\$ 244,395	\$ 399,696	\$ 236,614
Surplus/Deficit	\$ 55,042	\$ (107,024)	\$ 39,376	-2%	\$ 127,241	\$ 308,384	\$ (415,408)



March 19, 2019

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

PHONE SYSTEM

A new system is to be implemented for the District this year. The project has been postponed while data and phones are being handled at the clubhouse.

FOOD & BEVERAGE

The food and beverage operation is being planned for the season. Contact has been made with local agencies and the condo association to plan for a "showing" in late April. Memberships are being reinstated with local chambers as well. Hiring the part-time staff is the focus now.

SIGNAGE

The new logo has prompted all signage to be updated including the bike path. This includes the signs with the names of the parks, rules and regulations, etc.

ComEd LEASE AGREEMENT

Conversations will start again in order to negotiate the lease for the bike path and prairies.

LEGAL COUNSEL

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

Board of Commissioners 2019 Meeting Schedule

March	Speer Financial
April	Omni Youth Services: Linked Together
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



March 13, 2019

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

Marketing

The summer brochure will be delivered today.

Marketing & More is creating the summer program flyers and Danna will be creating the special event flyers.

PDRMA

PDRMA is revamping their Loss Control Review process. For 2019 and 2020 they will hold pilot programs to test the new process; then roll out the new Loss Control Review in 2021. PDRMA has purchased In2vate software which allows for technology to be used more effectively. The Review will focus on the training in areas that the District shows the most loss. The plan will be more accountable, flexible, collaborative and to use technology more effectively.

The Fitness Center Staff annual training will be conducted on March 22nd.

Full-time Staff will train on hazard communication on March 29th.

Next month Preschool and KinderStop will train on Behavior Management and Reporting Missing Child.

Block Party

Marketing and More designed the new Block Party flyer which we will use to brand the Block Party. They will be ordering the T-shirts and making new signs incorporating the new brand.

Summer Intern

I have four applications for our Summer Intern position. Two are from Illinois State University and two from University of Illinois. I will be conducting interviews next week.



March 13, 2019

To: Christina Ferraro, Executive Director
From: Dino Squiers, Superintendent of Facilities & Parks
Re: March 2019 Board Report

HVAC

Motor for the roof top vent that is used for the rear washrooms was replaced. Old motor shorted out tripping the circuit breaker for the vent and hallway heater.

Security Systems

Front keypad locked up and the burglar system could not be disarmed. We removed the rear arming station and installed it at the front foyer. Replacement part was ordered and installed in the rear foyer.

Emergency door alarm for the hallway doors that goes to the concession deck could not be reset due to a cracked post the controls the on off switch. We temporary removed the racquet ball hallway unit and installed it in the hallway.

ADA

Rear kitchen sink in room one was replaced with a standard fixture and a lower sink to make the sink handicap accessible. We previously removed the center island for wheel chair accessibility. Wall was painted since the outline of the old fixture could be seen.

Pool

Main circulating motor and pump was removed and sent out for repairs. Pump housing with impellor was bonded to the motor and could not be taken apart. Seals are leaking and bearings will need replacement, once the motor and pump is disassembled we will be able to determine what other parts will need rebuilding or replacement.

Gym

LED light fixtures were ordered for the gym, these fixtures will replace the metal halide bulbs and ballast needed to operate the lights. Paperwork is being submitted to applying for rebates that are offered by ComEd's incentive program that covers energy saving fixtures. Last year we applied and received rebates to cover expenses for the parking lot lights

Training

Doug and Gil are attending the Illinois state pesticide and chemical class for applications and safe handling of chemicals.

Parks

Spring must be close, graffiti was spray painted on the playground equipment and picnic bench at Country Gardens Park. Paint was removed using paint thinners and a graffiti remover product. Garbage pickup is ongoing at the parks; early morning application of ice melt continues but should be coming to an end this month.



February 28, 2019

To: Christina Ferraro, Executive Director
From: Marc Heidkamp
Re: February 2019 Golf Grounds Board Report

Just a quick note on the club house for February is that everything is moving forward at a nice pace. We have had several unexpected repairs during remodeling. Almost every new install of equipment has been met with several additional challenges. For example the kitchen equipment install required new gas lines, electric and fire suppression repairs. We are working extremely hard to finish by April 15th so we can get the golfers back at the bar and enjoying the new surroundings. Also we are trying to finish in budget, but with all the unexpected repairs it will be close. I will update you weekly so we near the final stages.

Our new Banquet/Grill Manager has been work hard developing job descriptions, menus, staffing needs and more. We continue to meet with several brides and have booked several 2020 events. Tastings are taking place for the current events and our Chef is getting high marks on his food presentation.

All of us are excited with the changes and are looking forward the New Old Orchard for this coming season.



February 28, 2019

To: Christina Ferraro, Executive Director
From: Ike Arden, Grounds Superintendent
Re: February 2019 Golf Grounds Board Report

February was a short month with temperatures ranging from -4 to 49 high. Work continued with tree removal with completion just around the corner. Equipment repair has continued, getting everything ready for opening day. Carts are maintained and stored in cart pen ready for first day of golf. Hopefully we will catch a break this year and open early. See you on the course soon.



March 13, 2019

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

Preschool

February was a fun month for the kids! Our 5-day week class celebrated 100 days of school! The teachers and kids dressed as if they were "100 years old". Its great to see how creative the kids get! It was also crazy hair day for some classes! All the classes had their Valentines day parties. The kids got to pass out little Valentines, and celebrated with an ice cream party!

Youth Athletics

The youth basketball league concluded on March 9th. Following the games, we did a small end of the season gathering. Coaches passed out participation medals, the kids got a little snack, and I was able to cross promote upcoming programs and our current job openings. Indoor Soccer concluded on March 10th. Youth floor hockey started on February 12th. We have 13 players registered.

Fitness Center

Fitness Staff department training is scheduled for March 22nd.

Fitness Membership Statistic Report

Memberships	February 2018	February 2019
3 Month	1	3
Gym and Racquetball	3	2
1 Year Pass	3	9



March 2019

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

Dance

Dance costumes have been ordered and started to arrive.

Our Competitive Dance Teams performed at The Windy City Bulls game on Friday, Feb 22 at The Sears Center. The girls did a fantastic job on the court. They were able to perform all 3 of their competition pieces. I am so excited to offer this programming to our competitive dancers and look forward to a few new competitions later this year. The teams will also compete at LEAP! In Batavia in May.

Active Adults

March is finally here! Trips have started to pick up but are still a little slow due to the cold and icy weather. Our 14 of our active adults went to see My Fair Lady at Fireside Dinner Theatre, 9 patrons went to see The Phantom of The Opera with lunch at Harry's Bar & Grill at The Marcus Center of the Performing Arts, 14 Patrons will enjoy Mamma Mia at The Drury Lane Oakbrook and 22 patrons will enjoy lunch at White Fence Farm followed Doo Whop with The Convertibles. I am looking forward to better weather and fun in the springtime!

Senior Celebration Day 2019 will be on Thursday, March 28th, 2019.

Special Events

On Friday, March 22nd will be our next Family Pizza & Bingo event.

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!



March 15, 2019

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

Program updates: Youth Programs, Kinder Stop & Aquatics!

Kinder Stop

We currently have 21 staff members in the KinderStop program who work a cumulative 268 hours each week. 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 154 'seats' throughout the four program options (Before Care = 34 children; AM Kinder Stop = 14 children; PM Kinder Stop = 36 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 no "Kid's Day Off" dates since my last report. 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. During the spring break week, we will visit the Brookfield Zoo, go to a play, visit the Adventure Center at Lattof YMCA, go to an indoor play are (Pump It Up) and have an in-house trip called Lego-Palooza! On our last two dates we will be going to see a movie in Randhurst and traveling into the city for a tour of Wrigley Field! By the time these trips are over, we will have completed 22 days of activities/trips!

Aquatics

In total, I have hired seven new lifeguards and had thirteen lifeguards from last year confirm that they were returning. Only one of our three Pool Managers confirmed that they were coming back for the 2019 pool season, so I have interviewed four candidates for the two open pool manager spots!

I am working to schedule a joint training exercise with the PHFD in late May. In addition to this being a great training opportunity, we hope to get our local news outlets involved to let our community know that our summer pool season will be safer than ever! 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: March 19, 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 • Began 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 began
March 2019	<ul style="list-style-type: none"> • Renovations to facility continue • Banquet Manager creating policy and procedures, creating job descriptions and hiring banquet staff • Kitchen Manager worked on menu items and set up kitchen with new equipment • Temporary signage installed • Carpet, flooring installation began
April 2019	<ul style="list-style-type: none"> • Advertise in The Knot again • Carpet, flooring installation complete • Set up computer, phones, office furniture • 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



March 19, 2019

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

After the February 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 2019 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.



Prospect Heights Park District

Resolution No. 3.19.2019

A Resolution Establishing a Financial Policy for Old Orchard Country Club
Food and Beverage Operations

WHEREAS, the Prospect Heights Park District (PHPD) is an Illinois park district and unit of local government that acquired the Old Orchard Country Club (OCC) in 1999; and

WHEREAS, upon acquisition of OCC, the Board of Commissioners of PHPD (the "Board") agreed that the OCC food and beverage operation would continue to be run by a vendor and adopted a policy that the OCC golf operation would not be supported by a property tax levy; and

WHEREAS, in 2011 the Board, based upon the Comprehensive Master Plan at that time, ordered that OCC golf operation be separate from the PHPD Budget Fund 200 (Recreation Fund); and

WHEREAS, in 2012, the Board adopted a policy that golf transactions related to revenue, expenditures, transfers, etc. were to be recorded in PHPD Budget Fund 300 (Golf Operating) beginning that fiscal year; and

WHEREAS, also in 2012, the Board adopted a policy that Fund 300 (Golf Operating) was to have a zero balance at the end of each fiscal year, and any surplus was to be transferred to the PHPD Budget Fund 523 (Golf Capital); and

WHEREAS, Effective January 1, 2019, the PHPD took over the OCC food and beverage operation after the vendor's Operating Agreement expired.

THEREFORE, BE IT RESOLVED THAT,

1. Two new PHPD Budget Funds are created to accommodate the OCC food and beverage operations.
2. Revenue and expenditures for the OCC food and beverage operations shall be realized and made from new PHPD Budget Fund 301 (Banquet Operating).
3. Any surplus in PHPD Budget Fund 301 (Banquet Operating) remaining at the end of a fiscal year shall be transferred to PHPD Budget Fund 525 (Banquet Capital).
4. \$500,000 is loaned from PHPD's Budget Fund 100 (Corporate Fund) to PHPD Budget Fund 301 (Banquet Operating) in this fiscal year to renovate the OCC

clubhouse to revitalize the bar & grill and the banquet hall, with an anticipated of a return on this investment within three to five years.

5. PHPD Corporate Fund 100 shall be reimbursed within three to five years (2021–2023) contingent upon the rate of return on this investment.
6. The balances of PHPD Budget Funds 300 (Golf Operating), 301 (Banquet Operating), 523 (Golf Capital) and 525 (Banquet Capital) including transfers into or out of these PHPD Budget Funds shall be recorded and the surplus / loss of each be maintained in these respective Funds

This Resolution is effective immediately upon its passage and approval.

PASSED this 19th Day of March, 2019

Ayes:

Nays:

Absent:

Tim Jones, President of the Board of Commissioners

ATTEST:

Ellen Avery, President of the Board of Commissioners

(SEAL)



March 5, 2019

To: Board of Commissioners
From: Christina Ferraro, Executive Director
Re: Amend District Ordinance and Personnel Policy to include vaping

The Park District is part of "Link Together" a coalition of about 30 agencies in Wheeling Township that partner to promoting healthy youth, families and communities by decreasing teen alcohol and drug use. Through this partnership I have learned more about vaping and its health threats. www.linktogethercoalition.org

The Village of Mount Prospect, Arlington Heights, Cook County and several others have made the change to raise the legal age to purchase tobacco products in those communities from 18 to 21 years old. This is being done in the hopes to reduce nicotine usage among school-age children. This relates to the purchase of tobacco products but many have also updated their codes to include vaping in the definition of smoking.

The City of Prospect Heights City Code states

3.12.1 defines smoking as "carrying, smoking, burning, inhaling, or exhaling of any kind of lighted pipe, cigar, cigarette, hookah, weed, herbs, or any other lighted smoking equipment. "Smoke" or "smoking" shall also mean the use of vaporizers which are intended to simulate smoking tobacco, electronic cigarettes (a.k.a. e-cigs or e-cigarettes), or any electronic nicotine delivery system typically, but not necessarily battery powered, which produces an aerosol which delivers nicotine to the user by means of inhalation." (Ord. 0-08-04, 2-4-2008; and. Ord. 0-15-02, 1-26-2015)

3.12.2 "No person shall smoke ... within fifteen feet (15') of any entrance to a public place ...prohibited in indoor public places". (Ord. 0-08-04, 2-4-2008)

The Prospect Heights Park District ordinance states section 42. "In addition to any existing laws pertaining to smoking, no person shall be allowed to smoke in playground areas, athletic courts, at swimming pool or while spectating or participating in any organized athletic programs or special events."

The Park District personnel policy follows the City of Prospect code as it pertains to smoking and prohibits smoking on park property at all times for employees under 18 years of age. This would include vaping but I recommend it be identified in policies and codes as this health threat has become an epidemic.

At the April board meeting, the staff of "Link Together" will present the local statistics on vaping and how the community is being affected. Based upon the presentation and recommendations below, a resolution will be presented to the board amend the park ordinance and policies to include vaping.

RECOMMENDATION:

Amend the Park District ordinance to include vaping and include vaping on signage throughout the District. *"In addition to any existing laws pertaining to smoking, no person shall be allowed to smoke or vape in playground areas, athletic courts, at swimming pool or while spectating or participating in any organized athletic programs or special events."*

Amend the personnel policy to also include vaping in conjunction with smoking and reference this as part of staff training and onboarding sessions.

Signage will include "No smoking or vaping within 15 feet of Prospect Heights Park District facilities" at the entrances to the recreation center and clubhouse.