



PUBLIC NOTICE

**Agenda for the April 23, 2019 Regular Board Meeting
Old Orchard Country Club
700 W Rand Road, Mount Prospect, IL 60056**

- 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. Presentation**
 - A. Link Together Coalition from OMNI Youth Services – Dangers of Vaping Presentation**
 - B. Admira, LLC – Video Gaming Presentation**
- VII. Approval of Minutes**
 - A. Committee of the Whole Meeting – March 19, 2019**
 - B. Regular Board Meeting - March 19, 2019**
- VIII. Announcements (Meetings)**
 - A. Committee of the Whole Parks Tour – May 23, 2019 4:00 p.m. OCCC**
 - B. Regular Board Meeting – May 28, 2019 7:00 p.m. GMRC**
- IX. Park District Treasurer's Report**
 - A. Approval of Cash Report #4**
 - B. 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. Golf Financial Policy**

XV. New Business

- A. Proposed Amendment to Ordinance 09.14.04 Section 42**
- B. Contractual Accounting Services**
- C. Adjustment to Banquet Capital Budget FY2019**
- D. Resolution Appointing an Assistant Board Secretary**

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 – Old Orchard Country Club, 700 W Rand Road, Mount Prospect, IL 60056

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, MARCH 19, 2019**

Call to Order

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

Commissioners present:

Ellen Avery (arrived at 6:32 p.m.)

Terry Curtis (arrived at 6:50 p.m.)

Karl Jackson

Tim Jones

Eric Kirste

Bob Loranger

Also Present:

Christina Ferraro – Executive Director

Julie Caporusso – Superintendent of Recreation

Dino Squiers – Superintendent of Parks & Facilities

Edlyn Castil – Admin. Asst./Recording Secretary

Commissioners absent:

Vicki Carney

A quorum was present.

Corrections/Additions/Approval of Agenda

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

Introduction of Guests/Citizens

Aaron Gold and Dave Phillips from Speer Financial were in attendance.

Public Comment

None

Correspondence

None

Announcements (Meetings)

A Regular Board Meeting will be held on 3/19/19 at 7:00 p.m. A Committee of the Whole Meeting will be held on 4/23/19 at 6:30 p.m. and a Regular Board Meeting at 7:00 p.m. All meetings will be held at GMRC.

Ellen Avery arrived at 6:32 p.m.

Speer Financial Presentation

Aaron Gold and Dave Phillips of Speer Financial presented debt issuance capabilities for the Park District.

Terry Curtis arrived at 6:50 p.m.

Old Business

None

New Business

None

Adjournment

With no further business to discuss a motion was made by Commissioner Avery and seconded by Commissioner Jackson to adjourn the Committee of the Whole Meeting at 6:58 p.m. The motion was approved with a voice with one absent (Commissioner Carney). 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, MARCH 19, 2019**

Call to Order

Roll Call

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

Commissioners present:

Ellen Avery
Terry Curtis
Karl Jackson
Tim Jones
Eric Kirste
Bob Loranger

Also Present:

Christina Ferraro – Executive Director
Julie Caporusso – Superintendent of Recreation
Dino Squiers – Superintendent of Parks & Facilities
Edlyn Castil – Admin. Asst./Recording Secretary

Commissioners absent:

Vicki Carney

A quorum was present.

Pledge of Allegiance

The Pledge of Allegiance was led by Tim Jones.

Corrections/Additions/Approval of Agenda

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

Correspondence

None

Recognition/Welcome

None

Public Comment

None

Approval of Minutes

Committee of the Whole – February 26, 2019

A motion was made by Commissioner Curtis and seconded by Commissioner Kirste to approve the February 26, 2019 Committee of the Whole Meeting Minutes as submitted. The motion was approved with a voice vote with one absent (Commissioner Carney). The motion carried.

Regular Board Meeting – February 26, 2019

A motion was made by Commissioner Kirste and seconded by Commissioner Curtis to approve the February 26, 2019 Regular Board Meeting Minutes as submitted. The motion was approved with a voice vote with one absent (Commissioner Carney). The motion carried.

Announcements (Meetings)

A Committee of the Whole Meeting is scheduled on April 23, 2019 at 6:30 p.m. and a Regular Board Meeting is scheduled for April 23, 2019 at 7 p.m. Both meetings will be held at GMRC.

Park District Treasurer's Report**Cash Report #3**

Mt Pros State	Payroll	Sweep Acct.	\$	-
Mt Pros State	Vendor	Sweep Acct.	\$	-
Mt Pros State	Imprest		\$	4,240.08
Mt Pros State	General/Sweep		\$	334,861.15
Mt Pros State	ATM	Combined Bal – Account and ATM Machine	\$	26,853.03
Mt Pros State	Cash Reserves		\$	352,393.18
Mt Pros State	Class – Reg.	Sweep Acct.	\$	
Mt Pros State	Investment		\$	3,043,424.35
Totals			\$	3,761,771.79

A motion was made by Commissioner Curtis and seconded by Commissioner Loranger to accept the Treasurer's Report – Cash Report #3 dated March 19, 2019 in the amount of \$3,761,771.79. The motion was approved with a voice vote with one absent (Commissioner Carney). The motion carried.

Approval of Warrants for Payment

A motion was made by Commissioner Curtis and seconded by Commissioner Kirste to accept Warrants for payment as submitted for Vendor Warrants # 2, 2A, and Payroll 3, 4 in the amount of \$428,156.67. The motion was approved by a roll call vote.

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

Nays: None

Absent: Commissioner Carney

The motion carried.

Finance Manager's Report

Executive Director Christina Ferraro informed the Board that the amounts listed in the Fund Report 2019 Budget column are actually the 2018 Budget amounts. The amounts have not been updated with the 2019 Budget. She clarified that the \$600 paid to the Illinois Department of Revenue listed on the Electronic Warrant List is for a "Liquor License". Christina also discussed the open finance position.

Attorney's Report

Executive Director Christina Ferraro reported Erin Pell moved and Christina is working directly with Derke Price.

Administrative / Operational Summary

Executive Director – as submitted. Executive Director Christina Ferraro also reported OCCC golf course will be opening on Friday, 3/22/19.

Superintendent of Recreation – as submitted. Superintendent of Recreation Julie Caporusso reported that the Park District brochure was delivered to the community last Wednesday. The Park District held a job fair last Wednesday and Saturday. She reported that the Recreation Department got a lot of great leads from the job fair.

Superintendent of Facilities and Parks – as submitted. Dino Squiers also reported that the Parks Crew will be trying to get out to parks next week but the grounds are still too soft. They are taking it day by day. Staff is also preparing Lions Pool for the season. The concrete contractor will fill some holes in pool. Ballfield still looks good but need to turn over the infield and stripe fields as soon as Staff can.

Director of Golf Operations – as submitted. There was discussion about the Banquet Capital Budget.

Committees of the Board

None

Unfinished/Ongoing Business

Food, Beverage & Banquet Service at Old Orchard Country Club

The OCCC sign on Schoenbeck was replaced with a temporary sign. Banquet Manager Ann Rose is doing very well and is currently working on the menus.

Feasibility Study

Commissioner Tim Jones stated that the Board received a lot of information today from Speer related to finance options. Christina asked the Board to submit any feedback about the feasibility study to her. Commissioner Ellen Avery discussed the café component. Christina will follow-up with GreenPlay & Williams Architects about whether or not the existing building can be used with the proposed redesign of GMRC.

New Business

Adoption of Resolution 03.19.2019 Golf Financial Policy

This item was tabled and will be brought back on the agenda for April 2019.

Vaping on Park District Property

Christina stated Link Together Coalition, which is a coalition of 30 organizations, will be in attendance at the April meeting to discuss the issue of vaping. Our current ordinance permits smoking on the property at least 15 feet away from the buildings. After Link Together provides their presentation, Christina asked for a discussion about updating the Park District's ordinance to include vaping.

Adjournment

With no further business to discuss a motion was made by Commissioner Loranger and seconded by Commissioner Kirste to adjourn the Regular Board Meeting at 7:43 p.m. The motion was approved by a voice vote with one absent (Commissioner Carney). The motion carried.

Respectfully Submitted,
Edlyn Castil, Recording Secretary

Secretary: _____
Ellen Avery, Prospect Heights Park District Secretary

TO: Board of Commissioners, Prospect Heights Park District

Pink

FROM: Park District Treasurer

DATE: 4/23/2019 CASH REPORT FY 19

Motion by Commissioner _____ to approve CASH REPORT 04
4/23/2019 as submitted. Seconded by Commissioner _____.

Payroll	#90001511	sweep acct.	\$	-	
Vendor	#90001503	sweep acct.	\$	-	
Imprest	#90001529		\$	4,240.08	
General/Sweep	#90001498		\$	1,072,522.53	
ATM	#90001537		\$	26,853.03	
Cash Reserves	#90001545		\$	352,512.90	
Class- Reg.	#90002787	sweep acct.			
Investment	#107503657		\$	3,044,333.21	
TOTALS			\$	4,500,461.75	Voice Vote

FINANCIAL RESOLUTION

Motion by Commissioner _____ to approve WARRANT RESOLUTION
4/23/2019 as submitted. Seconded by Commissioner _____.

APPROVAL OF WARRANTS 4/23/2019

VENDOR WARRANTS			AMOUNTS
3	In the amount of	CHECKS ISSUED	\$229,213.89
3A	In the amount of	ELECTRONIC	\$ 46,899.21
Total Vendor Warrants			\$276,113.10

PAYROLL WARRANTS

	3/1/2019		\$ 59,007.99
5	In the amount of	gross plus employer costs	
	3/15/2019		
6	In the amount of	gross plus employer costs	\$59,270.07
	3/29/2019		
7	In the amount of	gross plus employer costs	\$ 68,135.78
Total Payroll Warrants			127,405.85

TOTAL OF WARRANTS \$403,518.95 Roll Call



Prospect Heights Park District, IL

Expense Approval Report By Fund

Payment Dates 03/01/2019 - 03/31/2019

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 100 - CORPORATE FUND					
AFLAC	632787	03/01/2019	ACCT# JNJ50 - FEBRUARY 201	100-01-5105	70.80
BLACK LINE FOX VALLEY LLC	3491	03/01/2019	MANAGED IT SERVICES - MA	100-01-5300	1,540.50
NCPERS GROUP LIFE INSURAN	5144032019	03/01/2019	MONTHLY INSURANCE - 03/2	100-2030	16.00
WILLIAMS ASSOCIATES ARCHI	0019035	03/01/2019	FEASIBILITY STUDY	100-01-5433	2,000.00
PLATINUM SYSTEMS INC	K-126189	03/07/2019	EMAIL ARCHIVING - MARCH 2	100-01-5300	190.00
HINCKLEY SPRINGS	15330710 030319	03/07/2019	ADMIN WATER	100-01-5430	37.46
PDRMA	0219159H	03/07/2019	PDRMA HEALTH - FEBRUARY 2	100-01-5100	1,810.57
PDRMA	0219159H	03/07/2019	PDRMA HEALTH - FEBRUARY 2	100-01-5101	113.25
PDRMA	0219159H	03/07/2019	PDRMA HEALTH - FEBRUARY 2	100-01-5102	89.40
COSTCO MEMBERSHIP	2019 ANNUAL MEMBERSHIP	03/07/2019	TWO ADDITIONAL MEMBERS	100-01-5460	60.00
MARKETING AND MORE GRO	1236	03/07/2019	FEBRUARY 2019 MARKETING	100-01-5303	602.00
PROSPECT HEIGHTS LIONS CL	2019 LIONS CLUB AD BOOK	03/07/2019	2019 LIONS CLUB AD BOOK	100-01-6001	125.00
THOMAS R PETZEL	16130	03/07/2019	FEBRUARY 2019 IT SERVICES	100-01-5300	577.50
ADP LLC	531328272	03/07/2019	PAYROLL PROCESSING PE 2/26	100-01-5430	302.35
ADP LLC	530901303	03/07/2019	W-2 PROCESSING	100-01-5430	1,192.25
PURCHASE POWER	8000-9000-0008-1293 2/25/1	03/07/2019	POSTAGE	100-01-6000	201.00
MCCLURE INSERRA & COMPA	10557	03/07/2019	ACCOUNTING SERVICES FEBR	100-01-5430	2,100.00
PULSE TECHNOLOGY	24352831	03/14/2019	COPIER/PRINTER MONTHLY L	100-01-5430	736.86
GREENPLAY LLC	6350	03/14/2019	FEASIBILITY STUDY	100-01-5433	5,127.90
ANCEL GLINK PC	68856	03/15/2019	LEGAL SERVICES FEBRUARY 20	100-01-5332	1,905.00
GREENPLAY LLC	6373	03/15/2019	FEASIBILITY STUDY	100-01-5433	2,950.50
MIDCO INC	333298	03/15/2019	ADTRAN MONTHLY	100-01-5469	165.00
OFFICE DEPOT	281308581001	03/15/2019	OFFICE SUPPLIES	100-01-6027	636.69
ADP LLC	532009713	03/21/2019	PAYROLL PROCESSING PE 3/12	100-01-5430	302.35
Fund 100 - CORPORATE FUND Total:					22,852.38
Fund: 200 - RECREATION FUND					
A DISCOUNT LOCK CO	61234	03/01/2019	CONTRACTED REPAIRS	200-02-5424	275.00
AFLAC	632787	03/01/2019	ACCT# JNJ50 - FEBRUARY 201	200-02-5105	51.24
CONSTELLATION NEWENERGY	2530850	03/01/2019	GMRC NATURAL GAS	200-02-5204	2,020.73
NCPERS GROUP LIFE INSURAN	5144032019	03/01/2019	MONTHLY INSURANCE - 03/2	200-2030	32.00
NICOR	99-29-17-0000 5 2/21/19	03/01/2019	99-29-17-0000 5 1/22/19-2/2	200-02-5204	281.39
PATRICK DRISCOLL	DRISCOLL P 3/1/19	03/01/2019	REFUND - ROOM RENTAL DEP	200-2372	100.00
RAMROD	774942	03/01/2019	LANDSCAPE & TURF SUPPLIES	200-30-6026	465.15
RAMROD	775141	03/01/2019	JANITORIAL SUPPLIES	200-02-6022	225.79
RAMROD	775141	03/01/2019	FITNESS SUPPLIES	200-13-6028	68.85
RAMROD	775141-1	03/01/2019	JANITORIAL SUPPLIES	200-02-6022	64.50
HOME DEPOT CREDIT SERVIC	HOME DEPOT 02/13/19	03/07/2019	6035 3225 0286 2521 1/17/1	200-02-6016	18.31
HOME DEPOT CREDIT SERVIC	HOME DEPOT 02/13/19	03/07/2019	6035 3225 0286 2521 1/17/1	200-02-6016	-0.50
HOME DEPOT CREDIT SERVIC	HOME DEPOT 02/13/19	03/07/2019	6035 3225 0286 2521 1/17/1	200-02-6016	3.90
HOME DEPOT CREDIT SERVIC	HOME DEPOT 02/13/19	03/07/2019	6035 3225 0286 2521 1/17/1	200-02-6016	50.00
HOME DEPOT CREDIT SERVIC	HOME DEPOT 02/13/19	03/07/2019	6035 3225 0286 2521 1/17/1	200-02-6016	50.00
HOME DEPOT CREDIT SERVIC	HOME DEPOT 02/13/19	03/07/2019	6035 3225 0286 2521 1/17/1	200-02-6022	41.22
HOME DEPOT CREDIT SERVIC	HOME DEPOT 02/13/19	03/07/2019	6035 3225 0286 2521 1/17/1	200-02-6022	32.22
PDRMA	0219159H	03/07/2019	PDRMA HEALTH - FEBRUARY 2	200-02-5100	6,617.37
PDRMA	0219159H	03/07/2019	PDRMA HEALTH - FEBRUARY 2	200-02-5101	487.95
PDRMA	0219159H	03/07/2019	PDRMA HEALTH - FEBRUARY 2	200-02-5102	128.03
PDRMA	0219159H	03/07/2019	PDRMA HEALTH - FEBRUARY 2	200-30-5100	2,300.49
PDRMA	0219159H	03/07/2019	PDRMA HEALTH - FEBRUARY 2	200-30-5101	105.15
PDRMA	0219159H	03/07/2019	PDRMA HEALTH - FEBRUARY 2	200-30-5102	12.74
CONSTELLATION NEW ENERG	13797684601	03/07/2019	705224-46120 GMRC ELECTRI	200-02-5205	6,559.27
JUDY GRUTZMACHER	GRUTZMACHER J 03/07/19	03/07/2019	REFUND - CHAIR YOGA	200-2372	20.00
POSTMASTER	SUMMER BROCHURE 2019	03/07/2019	POSTAGE SUMMER BROCHUR	200-02-6000	1,622.08
AROUND THE TOWN ENTERTA	219-017 REV	03/14/2019	KIDS DAY OFF IN HOUSE TRIP	200-05-5475	357.00

Expense Approval Report

Payment Dates: 03/01/2019 - 03/31/2019

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
ART OF BEAUTY MAKEUP ACA	ZUMBA 02/2019	03/14/2019	CONTRACTED SERVICES	200-13-5300	117.00
CALL ONE	97740071041-97740071023 3	03/14/2019	TELEPHONE SERVICES	200-02-5320	507.82
CHAD NEWHOUSE	NEWHOUSE C 3/14/19	03/14/2019	VOLUNTEER COACH REIMBUR	200-07-6052	52.50
COMCAST	8771 10 074 0047145 3/4/19	03/14/2019	8771 10 074 0047145 3/6/19-	200-02-5320	133.70
DETECTION SYSTEMS & SERVI	A22456	03/14/2019	REPAIR PART	200-02-6032	186.00
FERNANDO PEREZ	PEREZ F 3/14/19	03/14/2019	VOLUNTEER COACH REIMBUR	200-07-6052	52.50
GEORGE ZARAFONTIS	ZARAFONTIS G 3/14/19	03/14/2019	VOLUNTEER COACH REIMBUR	200-07-6052	52.50
JASON MCKINNEY	MCKINNEY J 3/14/19	03/14/2019	VOLUNTEER COACH REIMBUR	200-07-6052	47.50
JEANIE LEONARD	LEONARD J 3/14/19	03/14/2019	VOLUNTEER COACH REIMBUR	200-07-6052	52.50
JEFF ELLIS & ASSOCIATES INC	20090711	03/14/2019	CPR/AED/FIRST AID TRAINING	200-02-5410	144.00
JEFF ELLIS & ASSOCIATES INC	20090662	03/14/2019	ANNUAL FLAT FEE (3 OF 8)	200-10-5465	509.63
JEFF ELLIS & ASSOCIATES INC	20090734	03/14/2019	CPR/AED/FIRST AID TRAINING	200-02-5410	64.00
JOE BARONE	BARONE J 3/14/19	03/14/2019	VOLUNTEER COACH REIMBUR	200-07-6052	52.50
KARL CIELAK	CIELAK K 3/14/19	03/14/2019	VOLUNTEER COACH REIMBUR	200-07-6052	47.50
LIONS TAE KWON DO CENTER	TAE KWON DO 3/7/19	03/14/2019	CONTRACTED SERVICES 12/4/	200-07-5300	1,086.75
MIKE MABRY	MABRY M 3/14/19	03/14/2019	VOLUNTEER COACH REIMBUR	200-07-6052	105.00
MICHAEL MOSIER	MOSIER M 3/14/19	03/14/2019	VOLUNTEER COACH REIMBUR	200-07-6052	52.50
RAMROD	775291	03/15/2019	JANITORIAL SUPPLIES	200-02-6022	239.76
RAMROD	775291	03/15/2019	FITNESS SUPPLIES	200-13-6028	318.00
RAMROD	775291-1	03/15/2019	JANITORIAL SUPPLIES	200-02-6022	117.30
THE WIFFLOT INC	201	03/15/2019	CONTRACTED CLASS - FEBRUA	200-02-7093	250.00
ARENA SPORTS USA INC	1901029	03/21/2019	FLOOR HOCKEY TSHIRTS	200-07-6018	175.00
COMCAST	8771 10 074 0004153 3/10/1	03/21/2019	8771 10 074 0004153 3/1/19-	200-02-5320	10.43
NAPA HEIGHTS AUTOMOTIVE	3563-176291	03/21/2019	REPAIR PARTS	200-02-6031	140.97
PETTY CASH	REPLENISH PETTY CASH 03/21	03/21/2019	REPLENISH PETTY CASH ON H	200-02-5335	40.34
PETTY CASH	REPLENISH PETTY CASH 03/21	03/21/2019	REPLENISH PETTY CASH ON H	200-02-6001	17.57
PETTY CASH	REPLENISH PETTY CASH 03/21	03/21/2019	REPLENISH PETTY CASH ON H	200-06-6028	20.00
PETTY CASH	REPLENISH PETTY CASH 03/21	03/21/2019	REPLENISH PETTY CASH ON H	200-11-6028	8.00
VILLAGE OF MOUNT PROSPEC	11663-001 3/15/19	03/21/2019	GMRC WATER	200-02-5206	534.50
				Fund 200 - RECREATION FUND Total:	27,125.65

Fund: 300 - GOLF

COMCAST	8771 10 074 0151376 2/16/1	03/01/2019	8771 10 074 0151376 2/23/1	300-41-5320	108.70
COMCAST	8771 10 070 0162793 2/22/1	03/01/2019	8771 10 070 0162793 3/1/19-	300-40-5320	128.40
CONSTELLATION NEWENERGY	2530850	03/01/2019	OOCC NATURAL GAS	300-40-5204	1,754.73
CONSTELLATION NEWENERGY	2530849	03/01/2019	BG-11652 GROUNDS NATURA	300-40-5204	344.07
REPUBLIC SERVICES INC	0551-014347723	03/01/2019	OOCC WASTE SERVICE	300-41-5203	280.46
HOME DEPOT CREDIT SERVIC	HOME DEPOT 02/13/19	03/07/2019	6035 3225 0286 2521 1/17/1	300-40-6016	13.98
HOME DEPOT CREDIT SERVIC	HOME DEPOT 02/13/19	03/07/2019	6035 3225 0286 2521 1/17/1	300-40-6022	164.80
PDRMA	0219159H	03/07/2019	PDRMA HEALTH - FEBRUARY 2	300-40-5100	4,084.58
PDRMA	0219159H	03/07/2019	PDRMA HEALTH - FEBRUARY 2	300-40-5101	246.33
PDRMA	0219159H	03/07/2019	PDRMA HEALTH - FEBRUARY 2	300-40-5102	44.87
PDRMA	0219159H	03/07/2019	PDRMA HEALTH - FEBRUARY 2	300-41-5100	3,631.58
PDRMA	0219159H	03/07/2019	PDRMA HEALTH - FEBRUARY 2	300-41-5101	210.30
PDRMA	0219159H	03/07/2019	PDRMA HEALTH - FEBRUARY 2	300-41-5102	107.31
PDRMA	0219159H	03/07/2019	PDRMA HEALTH - FEBRUARY 2	300-45-5010	1,579.27
PDRMA	0219159H	03/07/2019	PDRMA HEALTH - FEBRUARY 2	300-45-5101	82.38
PDRMA	0219159H	03/07/2019	PDRMA HEALTH - FEBRUARY 2	300-45-5102	30.80
R R ROOFING & CONSTRUCTIO	C-4111	03/07/2019	CONTRACTED REPAIRS	300-40-5424	950.00
ACUSHNET COMPANY	907008938	03/07/2019	APPAREL	300-1362	43.05
PENDELTON TURF SUPPLY	8812	03/07/2019	REPAIR PARTS	300-41-6034	232.00
NAPA HEIGHTS AUTOMOTIVE	3563-173431	03/07/2019	HARDWARE	300-41-6016	11.99
NAPA HEIGHTS AUTOMOTIVE	3563-173431	03/07/2019	REPAIR PARTS	300-41-6030	35.99
SUPERSPEED GOLF	4366	03/07/2019	EQUIPMENT	300-1360	840.00
ERGO CANDLE	0239399-IN	03/07/2019	JANITORIAL SUPPLIES	300-40-6022	220.46
WILSON SPORTING GOODS	4527324624	03/07/2019	EQUIPMENT	300-1360	291.00
WILSON SPORTING GOODS	4527324625	03/07/2019	EQUIPMENT	300-1360	122.51
WILSON SPORTING GOODS	4527349439	03/07/2019	EQUIPMENT	300-1360	540.00
ASSOCIATED LABOR CORPORA	106343	03/07/2019	CONTRACTED SERVICES	300-41-5300	1,317.20
ASSOCIATED LABOR CORPORA	106365	03/07/2019	CONTRACTED SERVICES	300-41-5300	1,317.20
NAPA HEIGHTS AUTOMOTIVE	3563-172858	03/07/2019	REPAIR PARTS	300-41-6030	140.97

Expense Approval Report

Payment Dates: 03/01/2019 - 03/31/2019

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
ZURCHER TIRE INC	5302005169	03/07/2019	REPAIR PARTS	300-41-6030	72.00
ZURCHER TIRE INC	5801001092	03/07/2019	REPAIR PARTS	300-41-6030	72.00
JW TURF INC	P20377	03/07/2019	REPAIR PARTS	300-41-6030	197.86
TAYLOR MADE	33562776	03/07/2019	EQUIPMENT	300-1360	715.80
TAYLOR MADE	33544557	03/07/2019	EQUIPMENT	300-1360	1,144.45
TAYLOR MADE	3552829	03/07/2019	EQUIPMENT	300-1360	283.42
TAYLOR MADE	33559207	03/07/2019	EQUIPMENT	300-1360	1,340.76
JC LICHT AND COMPANY	61055942	03/07/2019	HARDWARE	300-40-6016	16.07
JC LICHT AND COMPANY	61055955	03/07/2019	CONTRACTED REPAIRS	300-40-5424	53.47
DEREK BARAN	BARAN D 3/7/19	03/07/2019	CONTRACTED SERVICES	300-40-5300	150.00
ALEXI HEIDKAMP	HEIDKAMP A 3/7/19	03/07/2019	CONTRACTED SERVICES	300-40-5300	150.00
ACUSHNET COMPANY	907007996	03/14/2019	S/O EQUIPMENT	300-42-6010	278.87
ASSOCIATED LABOR CORPORA	106389	03/14/2019	CONTRACTED SERVICES	300-41-5300	1,317.20
ASSOCIATED LABOR CORPORA	106390	03/14/2019	BANQUETS CONTRACTED SER	300-40-5300	453.61
HARRIS MOTOR SPORTS	01-228447	03/14/2019	REPAIR PARTS	300-41-6034	366.49
JW TURF INC	P20564	03/14/2019	REPAIR PARTS	300-41-6030	306.92
NAPA HEIGHTS AUTOMOTIVE	3563-174311	03/15/2019	REPAIR PARTS	300-41-6030	90.42
NAPA HEIGHTS AUTOMOTIVE	3563-174011	03/15/2019	REPAIR PARTS	300-41-6030	68.26
NAPA HEIGHTS AUTOMOTIVE	3563-174415	03/15/2019	REPAIR PARTS	300-41-6030	64.96
NAPA HEIGHTS AUTOMOTIVE	3563-174669	03/15/2019	REPAIR PARTS	300-41-6030	14.76
NAPA HEIGHTS AUTOMOTIVE	3563-174695	03/15/2019	REPAIR PARTS	300-41-6030	15.36
RELIANCE PLUMBING SEWER	13824608	03/15/2019	JET CLEAN SEWER	300-40-5421	1,440.00
ROUTE 12 RENTAL	89919	03/15/2019	REPAIR PARTS	300-41-6030	94.85
ROUTE 12 RENTAL	89885	03/15/2019	HARDWARE	300-41-6016	97.80
ZURCHER TIRE INC	5801001376	03/15/2019	REPAIR PARTS	300-41-6030	200.00
US KIDS GOLF	IN1308199	03/15/2019	S/O EQUIPMENT	300-42-6010	130.53
1ST AYD CORPORATION	PSI261859	03/21/2019	JANITORIAL SUPPLIES	300-41-6022	211.87
AIRGAS USA LLC	9959943640	03/21/2019	OCC GROUNDS SUPPLIES	300-41-5300	55.87
ASSOCIATED LABOR CORPORA	106409	03/21/2019	CONTRACTED SERVICES	300-41-5300	1,317.20
ASSOCIATED LABOR CORPORA	106410	03/21/2019	BANQUETS CONTRACTED SER	300-40-5300	184.21
HARRIS MOTOR SPORTS	01-228707	03/21/2019	REPAIR PARTS	300-41-6034	90.36
JC LICHT AND COMPANY	61056380	03/21/2019	PAINT	300-40-6032	55.40
JC LICHT AND COMPANY	61056602	03/21/2019	HARDWARE	300-41-6016	47.78
JC LICHT AND COMPANY	31056623	03/21/2019	HARDWARE	300-41-6016	4.78
NAPA HEIGHTS AUTOMOTIVE	3563-176681	03/21/2019	REPAIR PARTS	300-41-6030	14.54
NAPA HEIGHTS AUTOMOTIVE	3563-175939	03/21/2019	HARDWARE	300-41-6016	20.65
NAPA HEIGHTS AUTOMOTIVE	3563-175940	03/21/2019	REPAIR PARTS	300-41-6030	13.27
NAPA HEIGHTS AUTOMOTIVE	3563-176622	03/21/2019	HARDWARE	300-41-6016	15.76
NAPA HEIGHTS AUTOMOTIVE	3563-76368	03/21/2019	HARDWARE	300-41-6016	29.27
NAPA HEIGHTS AUTOMOTIVE	3563-176291	03/21/2019	REPAIR PARTS	300-41-6030	43.99
NAPA HEIGHTS AUTOMOTIVE	3563-175912	03/21/2019	HARDWARE	300-41-6016	31.88
NAPA HEIGHTS AUTOMOTIVE	3563-175912	03/21/2019	OIL	300-41-6024	59.88
NAPA HEIGHTS AUTOMOTIVE	3563-176683	03/21/2019	REPAIR PARTS	300-41-6030	15.36
NAPA HEIGHTS AUTOMOTIVE	3563-177015	03/21/2019	OIL	300-41-6024	59.88
NAPA HEIGHTS AUTOMOTIVE	3563-177015	03/21/2019	REPAIR PARTS	300-41-6030	24.76
NAPA HEIGHTS AUTOMOTIVE	3563-177409	03/21/2019	OIL	300-41-6024	59.88
NAPA HEIGHTS AUTOMOTIVE	3563-177409	03/21/2019	REPAIR PARTS	300-41-6030	11.38
NAPA HEIGHTS AUTOMOTIVE	3563-177373	03/21/2019	HARDWARE	300-41-6016	2.99
PETTY CASH	REPLENISH PETTY CASH 03/21	03/21/2019	REPLENISH PETTY CASH ON H	300-40-5335	7.00
REINDERS INC	1774043-00	03/21/2019	REPAIR PARTS	300-41-6030	73.89
TAYLOR MADE	33567720	03/21/2019	S/O EQUIPMENT	300-42-6010	962.40
TAYLOR MADE	33568002	03/21/2019	S/O EQUIPMENT	300-42-6010	132.85
TAYLOR MADE	33597929	03/21/2019	S/O EQUIPMENT	300-42-6010	353.61
TAYLOR MADE	33567831	03/21/2019	S/O EQUIPMENT	300-42-6010	249.16
TAYLOR MADE	33565085	03/21/2019	EQUIPMENT	300-1360	569.48
GRAINGER	9089336367	03/21/2019	JANITORIAL SUPPLIES	300-40-6022	41.68
GRAINGER	9089336359	03/21/2019	CONTRACTED REPAIRS	300-40-5422	110.17
VILLAGE OF MOUNT PROSPEC	9160-002 3/15/19	03/21/2019	OCC WATER/SEWER	300-40-5206	113.36
VILLAGE OF MOUNT PROSPEC	11654-001 3/15/19	03/21/2019	GROUNDS WATER/SEWER	300-41-5206	46.26
WHEELING/PROSPECT HIGHL	2019 MEMBERSHIP	03/21/2019	2019 MEMBERSHIP - TIER 1 A	300-40-5460	300.00

Expense Approval Report

Payment Dates: 03/01/2019 - 03/31/2019

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
ZEROFRICTION LLC	116813	03/21/2019	EQUIPMENT	300-1360	721.57
ZURCHER TIRE INC	5801001773	03/21/2019	REPAIR PARTS	300-41-6030	90.00
COMCAST	8771 10 074 0151376 3/16/1	03/21/2019	8771 10 074 0151376 3/23/1	300-41-5320	108.70
Fund 300 - GOLF Total:					34,261.88
Fund: 404 - AUDITING FUND					
SIKICH LLP	376588	03/15/2019	AUDIT OF FINANCIAL STATEM	404-99-5370	1,250.00
Fund 404 - AUDITING FUND Total:					1,250.00
Fund: 405 - PAVING & LIGHTING FUND					
COMMONWEALTH EDISON	4563001190 2/21/19	03/01/2019	4563001190 1/22/19-2/20/19	405-99-5205	25.37
Fund 405 - PAVING & LIGHTING FUND Total:					25.37
Fund: 406 - LIABILITY INSURANCE FUND					
NORTHWEST COMMUNITY H	15657	03/21/2019	PREEMPLOYMENT PHYSICAL	406-99-5104	81.00
PETTY CASH	REPLENISH PETTY CASH 03/21	03/21/2019	REPLENISH PETTY CASH ON H	406-99-5410	23.50
PETTY CASH	REPLENISH PETTY CASH 03/21	03/21/2019	REPLENISH PETTY CASH ON H	406-99-5410	47.00
Fund 406 - LIABILITY INSURANCE FUND Total:					151.50
Fund: 408 - POLICE FUND					
ANN ROSE	ROSE A 3/1/19	03/01/2019	CELL PHONE REIMBURSEMEN	408-99-5208	200.00
Fund 408 - POLICE FUND Total:					200.00
Fund: 410 - SPECIAL RECREATION FUND					
MANZELLA PLUMBING INC	11523	03/15/2019	ADA SINK ROOM #1	410-99-8006	866.36
Fund 410 - SPECIAL RECREATION FUND Total:					866.36
Fund: 518 - CAPITAL PROJECT FUND					
BLACK LINE FOX VALLEY LLC	30009	03/07/2019	TECH UPGRADE - PC REPLACE	518-99-6045	1,008.80
Fund 518 - CAPITAL PROJECT FUND Total:					1,008.80
Fund: 523 - CAPITAL 98 GOLF FUND					
OFFICE DEPOT	271872894001	03/01/2019	CAPITAL EXPENSE - TIMECLOC	523-99-8010	529.99
GORDON FOOD SERVICE INC	830225677	03/07/2019	BANQUET SUPPLIES 301-45-5	523-99-8010	413.64
NATIONAL BUSINESS FURNITU	ZK041921-TDQ	03/07/2019	CAPITAL - OFFICE FURNITURE	523-99-8010	2,994.88
VACLAV VALEK	6610	03/07/2019	CAPITAL - BACK BAR	523-99-8010	5,000.00
NORTHFIELD HEATING AND AI	001350	03/07/2019	CAPITAL - HVAC	523-99-8010	7,000.00
GORDON FOOD SERVICE INC	830225708	03/07/2019	BANQUET SUPPLIES 301-45-5	523-99-8010	42.52
FIRECREEK SNACKS	1238	03/07/2019	BEVERAGE CART SUPPLIES 30	523-99-8010	204.00
GORDON FOOD SERVICE INC	192458528	03/07/2019	CAPITAL - BACK BAR 525-99-8	523-99-8010	935.67
MORGAN SERVICES INC	S1553996	03/07/2019	LINEN RENTAL	523-99-8010	69.09
FOX VALLEY FIRE & SAFETY CO	FOX VALLEY FIRE & SAFETY 02	03/07/2019	CAPITAL - FIRE SUPPRESSION	523-99-8050	2,685.00
MIDORI RESTAURANT BANQU	INVENTORY AGREEMENT 201	03/07/2019	INVENTORY AGREEMENT 201	523-99-8010	20,000.00
MANZELLA PLUMBING INC	11521	03/07/2019	CAPITAL	523-99-8010	6,094.78
JDR ELECTRIC COMPANY	154	03/07/2019	CAPITAL PROJECT	523-99-8050	2,342.00
JDR ELECTRIC COMPANY	153	03/07/2019	CAPITAL PROJECT	523-99-8050	20,941.55
TRI-STAR MECHANICAL SERVI	3652-51985	03/07/2019	CAPITAL - COOLER INSTALLATI	523-99-8050	20,000.00
VACLAV VALEK	6611	03/07/2019	CAPITAL PROJECT	523-99-8050	4,500.00
VACLAV VALEK	6613	03/07/2019	CAPITAL PROJECT	523-99-8050	8,200.00
GORDON FOOD SERVICE INC	830225791	03/14/2019	FOOD COSTS	523-99-8010	268.29
GORDON FOOD SERVICE INC	830225993	03/14/2019	WEDDING TASTINGS 3/9/19	523-99-8010	172.04
MORGAN SERVICES INC	1555844	03/14/2019	TABLE LINENS	523-99-8010	67.11
NORTHFIELD HEATING AND AI	001376	03/15/2019	OCC ROOF TOP HVAC	523-99-8050	25,000.00
R R ROOFING & CONSTRUCTIO	C-4114	03/15/2019	CURB INSTALL FLASHING	523-99-8050	2,860.00
GORDON FOOD SERVICE INC	191991489	03/21/2019	EQUIPMENT	523-99-8010	1,585.25
SIGNS OF DISTINCTION INC	19 1519	03/21/2019	NEW SIGNAGE ON SCHOENBE	523-99-8010	2,775.00
STUEVER & SONS INC	REF#GLNAQ272	03/21/2019	NEW BEER LINES & EQUIPME	523-99-8010	6,791.14
Fund 523 - CAPITAL 98 GOLF FUND Total:					141,471.95
Grand Total:					229,213.89

Report Summary

Fund Summary

Fund	Payment Amount
100 - CORPORATE FUND	22,852.38
200 - RECREATION FUND	27,125.65
300 - GOLF	34,261.88
404 - AUDITING FUND	1,250.00
405 - PAVING & LIGHTING FUND	25.37
406 - LIABILITY INSURANCE FUND	151.50
408 - POLICE FUND	200.00
410 - SPECIAL RECREATION FUND	866.36
518 - CAPITAL PROJECT FUND	1,008.80
523 - CAPITAL 98 GOLF FUND	141,471.95
Grand Total:	229,213.89

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	2,308.00
100-01-5303	MARKETING	602.00
100-01-5332	LEGAL SERVICES	1,905.00
100-01-5430	SERVICE CONTRACTS	4,671.27
100-01-5433	FEASIBILITY STUDY	10,078.40
100-01-5460	PROFESSIONAL MEMBE	60.00
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	636.69
100-2030	INSURANCE WITHHELD	16.00
200-02-5100	MEDICAL INSURANCE	6,617.37
200-02-5101	DENTAL INSURANCE	487.95
200-02-5102	LIFE INSURANCE	128.03
200-02-5105	AFLAC	51.24
200-02-5204	NATURAL GAS-HEAT	2,302.12
200-02-5205	ELECTRICITY	6,559.27
200-02-5206	WATER SEWER	534.50
200-02-5320	TELEPHONE	651.95
200-02-5335	BOARD AND STAFF CON	40.34
200-02-5410	SEMINARS AND TRAININ	208.00
200-02-5424	CONTRACTED REPAIRS B	275.00
200-02-6000	POSTAGE	1,622.08
200-02-6001	PUBLIC RELATIONS	17.57
200-02-6016	HARDWARE SMALL TOO	121.71
200-02-6022	JANITORIAL SUPPLIES	720.79
200-02-6031	REPAIR PARTS VEHICLES	140.97
200-02-6032	REPAIR PARTS BUILDING	186.00
200-02-7093	GRANT EXPENDITURES	250.00
200-05-5475	PROGRAM ACTIVITY AN	357.00
200-06-6028	PROGRAM SUPPLIES	20.00
200-07-5300	CONTRACTED SERVICE	1,086.75
200-07-6018	UNIFORMS-PROGRAM S	175.00
200-07-6052	VOLUNTEER REIMBURSE	515.00
200-10-5465	LICENSES AND FEES	509.63
200-11-6028	PROGRAM SUPPLIES-AC	8.00
200-13-5300	CONTRACTED SERVICE	117.00
200-13-6028	PROGRAM SUPPLIES-FIT	386.85
200-2030	INSURANCE WITHHELD	32.00

Account Summary

Account Number	Account Name	Payment Amount
200-2372	REFUND CLEARING ACC	120.00
200-30-5100	MEDICAL INSURANCE	2,300.49
200-30-5101	DENTAL INSURANCE	105.15
200-30-5102	LIFE INSURANCE	12.74
200-30-6026	LANDSCAPE AND TURF	465.15
300-1360	GOLF EQUIPMENT INVE	6,568.99
300-1362	GOLF APPAREL INVENTO	43.05
300-40-5100	MEDICAL INSURANCE	4,084.58
300-40-5101	DENTAL INSURANCE	246.33
300-40-5102	LIFE INSURANCE	44.87
300-40-5204	NATURAL GAS-HEAT	2,098.80
300-40-5206	WATER SEWER	113.36
300-40-5300	CONTRACTED SERVICE	937.82
300-40-5320	TELEPHONE	128.40
300-40-5335	BOARD AND STAFF CON	7.00
300-40-5421	CONTRACTED REPAIRS P	1,440.00
300-40-5422	CONTRACTED REPAIRS H	110.17
300-40-5424	CONTRACTED REPAIRS B	1,003.47
300-40-5460	PROFESSIONAL MEMBE	300.00
300-40-6016	HARDWARE SMALL TOO	30.05
300-40-6022	JANITORIAL SUPPLIES	426.94
300-40-6032	REPAIR PARTS BUILDING	55.40
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	5,324.67
300-41-5320	TELEPHONE	217.40
300-41-6016	HARDWARE SMALL TOO	262.90
300-41-6022	JANITORIAL SUPPLIES	211.87
300-41-6024	GAS OIL AND GREASE	179.64
300-41-6030	REPAIR PARTS EQUIPME	1,661.54
300-41-6034	REPAIR PARTS CARTS	688.85
300-42-6010	GOLF SPECIAL ORDER E	2,107.42
300-45-5010	SALARIES	1,579.27
300-45-5101	DENTAL INSURANCE	82.38
300-45-5102	LIFE INSURANCE	30.80
404-99-5370	AUDIT	1,250.00
405-99-5205	ELECTRICITY	25.37
406-99-5104	PHYSICALS SCREENINGS	81.00
406-99-5410	SEMINARS AND TRAININ	70.50
408-99-5208	MOBILE PHONES	200.00
410-99-8006	PARK AND FACILITY COM	866.36
518-99-6045	TECH UPGRADES	1,008.80
523-99-8010	BUILDING IMPROVEME	54,943.40
523-99-8050	EQUIPMENT PURCHASE	86,528.55
Grand Total:		229,213.89

Project Account Summary

Project Account Key	Payment Amount
None	229,213.89
Grand Total:	229,213.89

PROSPECT HEIGHTS PARK DISTRICT ELECTRONIC VENDOR WARRANT REPORT FOR FY 2019
VENDOR WARRANT 3A
ELECTRONIC VENDOR WARRANTS
APRIL
FY 2019

DATE	VENDOR NAME	TRANSACTION DESCRIPTION	AMOUNT
3/4/2019	AC-CAPITAL-GOLF CART LEASE PAYMET		\$2,175.60
3/4/2019	AC-CAPITAL-GOLF CART LEASE PAYMET		\$13,710.00
3/11/2019	ILLINOIS DEPT OF EMPLOYMENT SECURITY - UNEMPLOYMENT		\$2,748.00
3/11/2019	IMRF		\$11,489.01
3/15/2019	ELAN CARDMEMBER SERVICES		\$16,776.60
		TOTAL	\$46,899.21

Prospect Heights Park District
Fund Report
March 31, 2019

	March 2019	2019 YTD	2019 Budget	%	2018 PY Month	2018 Prior YTD	YTD Variance Current vs. Prior Year
Revenue	Revenue	Revenue	Amount	Earned			
100 Corporate	\$ 384,587	\$ 545,124	\$ 1,181,295	46%	\$ 332,184	\$ 541,315	\$ 3,809
200 Recreation	\$ 214,857	\$ 375,626	\$ 1,549,538	24%	\$ 223,979	\$ 450,870	\$ (75,244)
300 Golf	\$ 55,448	\$ 79,554	\$ 1,202,350	7%	\$ 58,794	\$ 91,536	\$ (11,982)
410 Special Rec.	\$ 43,781	\$ 61,755	\$ 132,472	47%	\$ 37,725	\$ 61,323	\$ 432
518 Parks Capital	\$ -	\$ -	\$ 154,731	0%	\$ -	\$ -	\$ -
523 Golf Capital	\$ -	\$ -	\$ 0	0%	\$ -	\$ -	\$ -
525 Golf Banquet Capital	\$ -	\$ -	\$ 0	0%	\$ -	\$ -	\$ -
600 Debt Services	\$ 226,507	\$ 319,498	\$ 1,802,894	18%	\$ 195,173	\$ 317,264	\$ 2,234
400 Other Funds	\$ 173,785	\$ 246,694	\$ 550,250	45%	\$ 149,518	\$ 243,145	\$ 3,549
Total Revenue	\$ 1,098,965	\$ 1,628,251	\$ 6,573,530	25%	\$ 997,373	\$ 1,705,453	\$ (77,202)
Expense	February 2019 Expenses	2019 Year to Date Expenses	2019 Budget Amount	% Used	2018 Prior Year Month	2018 Prior Year to date	
100 Corporate	\$ 44,187	\$ 97,094	\$ 633,378	15%	\$ 33,657	\$ 85,094	\$ 12,000
200 Recreation	\$ 145,786	\$ 299,542	\$ 1,782,669	17%	\$ 132,003	\$ 287,615	\$ 11,927
300 Golf	\$ 81,010	\$ 209,171	\$ 1,303,881	16%	\$ 97,241	\$ 208,766	\$ 405
410 Special Rec.	\$ 866	\$ 40,673	\$ 217,107	19%	\$ -	\$ 39,246	\$ 1,427
518 Parks Capital	\$ -	\$ -	\$ 329,315	0%	\$ 3,544	\$ 6,121	\$ (6,121)
523 Golf Capital	\$ 142,481	\$ 370,154	\$ 41,500	892%	\$ -	\$ -	\$ 370,154
525 Golf Banquet Capital	\$ 653	\$ 653	\$ 500,000	0%	\$ -	\$ -	\$ 653
600 Debt Services	\$ -	\$ -	\$ 1,804,394		\$ -	\$ -	\$ -
400 Other Funds	\$ 34,078	\$ 68,084	\$ 479,615	14%	\$ 22,956	\$ 62,256	\$ 5,828
Total Expense	\$ 449,061	\$ 1,085,371	\$ 7,091,859	15%	\$ 289,401	\$ 689,098	\$ 396,273
Surplus/Deficit	\$ 649,904	\$ 542,880	\$ (518,329)	9%	\$ 707,972	\$ 1,016,355	\$ (473,475)



April 23, 2019

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

FOOD & BEVERAGE

The food and beverage operation is going well. Contact has been made with local agencies and the condo association to plan for a "showing" in early June.

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.

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

April	Omni Youth Services: Linked Together
May	Parks Tour Election of Officers Accept bid for new bus Approve legal counsel and NWSRA
June	NWSRA presentation Financial Audit 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



April 17, 2019

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

StoryWalk

The Prospect Height Library would like approval from the Park District to upgrade the StoryWalk with permanent stakes.

This cooperative program has been well received by our community. There has been a minimum amount of vandalism with the temporary signs. The Library has been quick to restore the lost or removed signs but if we had permanent stakes it would cut down on most of the vandalism.

The Library will be highlighting the new StoryWalk spring story at the Spring Fling.

Spring Fling

Our Egg Hung has turned into the Spring Fling with includes:

9-noon	Lion's Club Pancake Breakfast
10am	Park District Egg Hunt
10:15am	Library StoryWalk
10:30am	Kite Fly – 100 free kites donated by Lion's Club, Library and Park District

Looks like we will have a beautiful day for this cooperative spring event!

PDRMA

Annual training for the Fitness Center staff was conducted on March 22nd.

Full-time Staff trained on hazard communication on March 29th.

May is a big month for training including fleet safety training, aquatic staff training, golf staff training, parks and grounds staff training, Basset training, and food handler training.

New Bus

The Recreation Staff and bus drivers will be taking a trip to Midwest transit on Friday, April 19th to view buses. The Invitation to Bid will be sent in May.



April 17, 2019

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

Locker rooms

Floors in the shower and washroom areas in both the men's and women's locker room were patched and recoated. Lockers and changing stalls in the women's locker room were painted to match the same color as the men's lockers.

Pool

Two sections of the pool that were removed for repairs have been filled and concreted over. One area was on the deck and the other by the small side. Weather permitting, we will prime and paint the section that was repaired. Small slide will be moved back in place and water line connected once the area is primed and painted. Items stored in pool office were cleared out, floor was stripped and wax. Interior door was removed and cut so runner could be used on the tile floor.

Well

Fitting and shut of valve were leaking by the main connection we use to fill the pool. New shut off valve and fitting were installed. Area's around the walkway behind the patio, home plate on lions' field and the south dug out were not drying out. We found water was leaking from the retaining wall by the ramp, it was determined that the well line is leaking, testing located the leak on the patio approximately 20' north of the rear entry doors, we will begin asap cutting out part of the slab to locate the pipe.

HVAC

Two air handlers were cycling on and off. Disconnecting the thermostats and powering down the units cleared the issues.

Roof

Repairs were made to the roof between the sky lights in room one, Water was getting in under the flashing and dripping on the corrugated metal roof making it difficult to locate the leak.

School Street Park

To divert water from a low area by the northwest section of the park two paths were cut out towards frontage road running north to south. Two trees had to be removed and mounds cut back where debris had been buried years ago.

Parks

Part of our summer crew is back and spring cleaning has begun. Tree, branches and garbage removal is underway. Grass cutting will begin shortly if it stops snowing in April.



March 31, 2019

To: Christina Ferraro, Executive Director
From: Marc Heidkamp
Re: March Golf Operations

We pushed hard during the month to open the course early, to provide additional revenues that would give us a jump on this season. As it turned out we did see some additional play that produced \$4,000.00 in revenues above last year's March.

The renovation and repair to the club house has continued to move forward. We are almost finished and you can really see the change and feel to the operation. We have had several visitors and the comments have been all positive. Our new Banquet Manager is off to a good start working with events and securing several 2020 weddings. We also were able to hire an additional staff member for the kitchen that is working out well. We have accomplished a ton of things in the short window we were given and during this period we faced several issues that unfortunately caused our capital budget needs to be increased.

We are all extremely grateful to been given the opportunity to operate as one entity and excited to be working in an operation that provides for a first-class experience for the patrons. All we need now is the weather to cooperate so we get the golfers on the course and the rest will take care of itself.

MARCH	2018	2019
Greens Fees	\$2,442.42	\$3,781.00
Cart Rental Fees	\$506.00	\$1,065.00
Apparel	\$45.60	\$59.00
Equipment	\$51.52	\$1,346.54
Golf Balls	\$453.90	\$110.56
Driving Range	\$15.50	\$0.00
Special Orders	\$531.41	\$2,974.80
Food & Beverage	\$0.00	\$1,895.83
Outings	\$0.00	\$0.00



March 31, 2019

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

March's weather was nothing to get excited about. Temperatures ranged from -3 to 60 degrees. Total rain fall was 1.5 inches. On a positive note, we were able to finish the tree clearing that will provide faster play and reward good shots. The course made it through the winter looking good. The greens have been cut several times and the ball is rolling well at 11 feet. We opened the course on the 22nd of the month with hopes of an early start, but weather conditions kept golfers away for the most part. We have begun stump removal and should have it finished by the end of April. We are happy to be open and looking forward to warmer days and the course turning greener for the golfers.



April 17, 2019

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

Preschool

Preschool is going well. The highlight of March was St. Patrick's Day, everyone was Irish for a day! The kids really enjoy the "special days" it gives them something to look forward to and talk about after class!

Youth Athletics

The winter/spring youth volleyball league finished. All participants were very happy with the league, and impressed with the participation medals! Spring Floor hockey is finished. The season went well. Little Kickers soccer league began on April 13th. We have 46 participants registered for spring soccer.

Fitness Center

Staff is doing a nice job with keeping the room clean.

Day Camp

Registrations are coming in regularly. I am still in the process of hiring a few more camp counselors. I have 21 returning counselors, and will have about 10 new counselors. Camp training will start at the end of May. This summer we will be utilizing MacArthur Jr. High School for Adventure Camp.

Fitness Membership Statistic Report

Memberships	April 2018	April 2019
3 Month	1	3
Gym and Racquetball	1	4
1 Year Pass	4	5



April 2019

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

Dance

Our Spring Dance season is coming to a close. Our recital is on Saturday, April 28th at 1:00pm at Forest View Educational Center in Arlington Heights. Picture Day & Dress Rehearsal will be on Tuesday, April 23rd. We had a very successful Spring Fundraiser. The funds will be used to purchase a mobile dressing room for our competition teams and help offset the theatre costs of our recital.

Active Adults

Senior Celebration Day 2019 was on Thursday, March 28th, 2019. The event attendance was almost 1000 active adults. We showcased our active adult programs, trips, fitness center and OCCC.

Trips have started to pick up now that the warmer weather is here to stay... we hope! We kicked off Spring at The Flower & Garden Show with 14 patrons, Midtown Men at The Paramount Theatre with 13 patrons and they enjoyed lunch at Basil's Restaurant before the show. We took a trip out to Rockford to The Nicholas Conservatory where we enjoyed the Garden Butterfly exhibit and lunch at Fresco at The Gardens overlooking the beautiful Anderson Japanese Gardens. Just in time for Lent we had 9 patrons enjoy the Milwaukee Fish Fry Tour, a group of 14 went to see Rick Lindy & The Wild Ones at White Pines Theatre in Oregon, A trip to Chinatown and lunch at Evergreen Restaurant was enjoyed by 35 of our closest friends. We finished out the month with a group of 16 going to see the Peeps exhibit at The Racine Art Museum followed by lunch at Reefpoint Brewhouse overlooking Lake Michigan, they finished out the day at a local chocolate shop for an Easter treat to enjoy during their ride home. The Summer Newsletter is complete and should be mailed out sometime this week.

Special Events

A GREAT time was had by all 60 participants who attended The Royal Family Ball on Friday, April 12th. The event was held in the BEAUTIFUL OCCC Ballroom!! We had a visit from Cinderella & Prince Charming and a special appearance by Belle. The dinner buffet was catered by Mug's Pizza and dessert by Andy's Frozen Custard. Be sure to check out the park district's Facebook page for all the amazing pictures and video.

Next up is The Flashlight Egg Hunt on Thursday, April 18th with over 30 participants already signed up! Saturday, April 22nd is our Spring Fling which is a FREE event for our community. The PH Lion's Club will be hosting their famous Pancake Breakfast, we will host our annual Egg Hunt followed by walks through the all new PH Library's Storywalk. We will finish the event off with a Kite Fly with free kites provided by The Prospect Heights Lions Club, Library & Park District. Bunny Home Visits will complete the weekend of Spring Festivities.



April 17, 2019

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

Program updates: Youth Programs, Kinder Stop & Aquatics!

Kinder Stop

We currently have 23 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 100 individual children filling 156 'seats' throughout the four program options (Before Care = 36 children; AM Kinder Stop = 14 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 6 "Kid's Day Off" dates since my last report. We have one more Kid's Day Off trips coming up before the end of the school year. Five of these trips took place during spring break which goes from 3/25/19 through 3/29/19. During the spring break week, we visited the Brookfield Zoo, went to a play, visited the Adventure Center at Lattof YMCA, went to an indoor play are (Pump It Up) and did an in-house trip called Lego-Palooza! On the other two date we went to see a movie in Randhurst. For our final trip of this year we will be traveling into the city for a tour of Wrigley Field! By the time this final trip is over, we will have completed 22 days of activities/trips!

Aquatics

In total, I have hired 21 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 two pool managers from our lifeguard ranks!

Our New Lifeguard Training course begins on Wednesday May 8, 2019. Our Returning Guards start their training on Thursday May 16th. Our BIG – "ALL GUARD" training weekend is on Saturday & Sunday May 17th & 18th.

We have scheduled a joint training exercise with the PHFD for June 5th at 9am. 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: April 23, 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 completed • 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



April 23, 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.

Speer Financial present to the Board in March 2019. The Park District is in a good debt capacity situation. There is potentially \$14,500,000 to use, with a possibility to increase the debt capacity an additional \$9,300,000 which requires a referendum ballot question.

There is consensus that the Gary Morava Recreation Center requires work but the question is "renovate or rebuild?"

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

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



April 23, 2019

To: Board of Commissioners
From: Christina Ferraro, Executive Director
Re: Financial Policy for Old Orchard Country Club Food and Beverage Operations

When the Park District acquired the Old Orchard Country Club (OCCC) in 1999 the Board agreed that the OCCC food and beverage operation would continue to be run by a vendor and, therefore, adopted a policy that the OCCC golf operation would not be supported by a property tax levy

In 2011, the Board, based upon the Comprehensive Master Plan at that time, approved the OCCC golf operation be separate from the Fund 200 (Recreation Fund)

In 2012, the Board adopted a policy that golf transactions related to revenue, expenditures, transfers, etc. were to be recorded in Fund 300 (Golf Operating) beginning that fiscal year; and 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 Fund 523 (Golf Capital);

Effective January 1, 2019, the Park District took over the OCCC food and beverage operation after the vendor's Operating Agreement expired. Two new funds were created to accommodate the OCCC food and beverage operations:

Fund 301 Banquet Operations
Fund 525 Banquet Capital

Recommendations for FY2019:

1. the Board adopt a policy that any surplus in Fund 301 (Banquet Operations) remaining at the end of a fiscal year shall be transferred to Fund 525 (Banquet Capital).
2. approve an amount to be expended in Fund 525 (Banquet Capital) to renovate the OCCC clubhouse to revitalize the bar & grill and the banquet hall
3. understand this expenditure is recorded as a loss with no revenue to support it
3. record the expenditures in Fund 525 (Banquet Capital) with anticipation of a return on this investment within three to five years.
4. approve Fund 100 (Corporate Fund) to accept the anticipated of a return on this investment within three to five years.
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

Potential illustration:

FUND	FY 2019	FY 2019	FY 2022 – FY 2026
100 Corporate			accept the anticipated of a return on this investment within three to five years.
301 Operations	Surplus move to 525 Capital	Loss be recorded in order to reimburse Fund 100 at a later time	
525 Capital	Any surplus received from 301 would offset the expenses in 525	Loss be recorded in order to reimburse Fund 100 at a later time	



April 23, 2019

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

Recently Governor Pritzker signed Tobacco 21 law which takes effect on July 1, 2019. More than 30 Illinois municipalities including the Village of Mount Prospect, Arlington Heights, and Cook County had adopted ordinances to raise the local minimum legal sales age from 18 to 21 already – this is the purchase of tobacco not the possession of tobacco. 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 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 pertaining 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.

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. Recommendation
The current Park District ordinance be amended to include electronic cigarettes in definition of smoking as we update signage



Lauterbach & Amen, LLP

CERTIFIED PUBLIC ACCOUNTANTS

668 N. RIVER ROAD • NAPERVILLE, ILLINOIS 60563

PHONE 630.393.1483 • FAX 630.393.2516

www.lauterbachamen.com

April 15, 2019

To The Board of Commissioners
Prospect Heights Park District
Prospect Heights, Illinois

We are pleased to confirm our understanding of the services we are to provide for the Prospect Heights Park District.

It is our understanding that Lauterbach & Amen, LLP will be providing monthly accounting assistance to the Prospect Heights Park District through December 31, 2020. Such assistance will be arranged between Park District and Lauterbach & Amen, LLP and will be billed at the rates noted in our proposal (Attachment A). If for any reason this arrangement becomes unacceptable, it can be terminated by either party with 60 days written notice.

These services cannot be relied upon to detect errors, irregularities, or illegal acts that may exist. However, we will inform you of any such matters that may come to our attention.

Please indicate your acceptance of the above understanding by signing below. If your needs change, the nature of our services can be adjusted accordingly.

Cordially,

Lauterbach & Amen, LLP

LAUTERBACH & AMEN, LLP

RESPONSE:

This letter correctly sets forth the understanding of the Prospect Heights Park District:

Accepted by: _____

Title: _____



Lauterbach & Amen, LLP

CERTIFIED PUBLIC ACCOUNTANTS

668 NORTH RIVER RD. • NAPERVILLE, ILLINOIS 60563

PHONE 630.393.1483 • FAX 630.393.2316

www.lauterbachamen.com



Prospect Heights Park District – Accounting Services

Lauterbach & Amen, LLP is pleased to provide the Prospect Heights Park District a fee quote for Accounting Services. The services include, but are not limited to:

- Oversees the District's fixed asset system through PDRMA's Asset Maxx and assist with capital replacement / Capital Improvement planning
- Budget Assistance
 - Assistance with compiling budget data and preparation of working budget document
 - Prepares all pertinent budget accounts and information for retirement, liability, audit, handicapped, bond and interest fund budgets
- Tax Levy Preparation
 - Assistance with Tax levy calculations, ordinance preparation and necessary public notices
- Accounts payable
 - Process approved bills for payment weekly
 - Debt payment processing and supporting schedules
 - Annual Unclaimed Property Reporting
 - Prepare annual 1099Misc forms
- Cash Receipts & Accounts Receivable
 - Review and Integration of daily cash receipts into the general ledger
 - Reconciliation and posting of property tax & replacement tax receipts
 - Quarterly Invoicing and Reconciliation
 - Semiannual cash control and petty cash audits
- Monthly Bank Reconciliations
- Monthly Sales Tax Reporting and Reconciliations
- Monthly reporting for board packet
 - Monitor financial activity on a monthly weekly basis
- Payroll Support
 - Backup payroll processing as needed
 - Assistance with posting of payroll activity as needed

Prospect Heights Park District – Accounting Services - Continued

- Audit Preparation
 - Post all necessary adjustments and prepare work-papers for the auditors
 - Liaison to the auditor
 - Conduct final review of audit report
 - Prepare debt disclosure and upload annually
- Prepare the Annual Treasurer's Report for filing with the county as well as notice of availability for publication
- Financial Policy review and general finance operations
 - Review and update policies as necessary
 - Implementation of a purchasing card program
 - Investment review and recommendations as needed

Services	Fee
Monthly Accounting Assistance	\$5,800
Total Annual Fees	\$69,600



April 23, 2019

To: Board of Commissioners
From: Christina Ferraro, Executive Director
Re: request of additional funding for Banquet Capital

The FY2019 budget was approved with \$500,000 for banquet capital expenses which included \$40,000 in contingent expenses. As the project progressed many unplanned items due to the age of the facility and other reasons presented themselves that have triggered this request to increase the FY2019 budget Fund 525 Banquet Capital to \$650,000.

- The removal of the radiators required the replacement of the floor-to-ceiling blinds as they were then too short and were no longer "floor to ceiling". This required gas lines to the roof, electric work and a five-ton HVAC unit had to be included.
- The kitchen sewer line initially was thought to require a repair but it required replacement which included breaking the floor.
- The main bar had deteriorated walls behind the equipment which was discovered upon deep cleaning; when the cooler was moved the bottom fell out. This required all new coolers and a glass froster.
- The wall paper in front of the pro shop and down the halls to the banquet room was removed and all was painted.
- Chandeliers were added to the entrance in front of the fireplace to brighten the space. This required more electric which included a lift to work near the ceiling.
- Painting was overlooked in the initial budget. It became evident as the project moved forward that the pro shop, locker room and banquet hall required painting.
- The entire facility had not had a deep cleaning in decades. This required deep sanitation of kitchen, windows, bar and bathrooms.
- The sushi bar did not fit the theme of the new look after painting and redoing floors and carpet. It became an additional bar which is the solution for isolating wedding guests and golfers. This required plumbing and electric work.
- The budget included the replacement of one ice machine and later it was revealed we required both new ice machines.
- The amount of equipment in the kitchen that had to be replaced required a contract with a junk removal company and more electric work.
- The payment to the former vendor covered the cost of the white folding and regular chairs, the banquet tables, the banquet room chandeliers, the sound system and the china. It also covered the expense of new risers but they need to be re-carpeted; the regular chairs are not in good condition so new covers and sashes have to be purchased. The sashes can be option to brides to be rented per wedding so this will generate revenue.

- Floor runners for the kitchen and anti-fatigue mats are required behind the bars and outside the kitchen to save the floors.
- The signage quotes are higher than anticipated.
- Floor cleaning machines had to be purchased.
- The main bathroom partitions need to be replaced. They are older and beyond cleaning. The bottoms of the current partitions have eroded.
- New bar stools are required as they are older and no longer fit the theme. Meanwhile the current ones have had new bottoms put on in order to save the floor.
- The front of fire place requires new furniture.
- LED lighting will be installed at the main bar, fireplace and smaller rear bar.
- It was thought that the freezer door required repairs but later discovered it is rotted and therefore requires replacement.

Staff has done a tremendous job in managing this project and using the budget efficiently. It is unfortunate that many unplanned expenses arose but that is to be expected with any project like this.

RECOMMENDATION

Increase the FY2019 budget Fund 525 Banquet Capital to \$650,000

RESOLUTION NO. 04.23.2019

A RESOLUTION OF THE PROSPECT HEIGHTS PARK DISTRICT
APPOINTING AN ASSISTANT SECRETARY

WHEREAS, the Prospect Heights Park District is an Illinois park district formed and operating pursuant to the Illinois Park Code, 70 ILCS 1205/1 et seq.; and

WHEREAS, pursuant to 70 ILCS 1205/4-8, the Board of Commissioners of the Prospect Heights Park District has the power and authority to appoint an Assistant Secretary to perform the duties of the Secretary when the Secretary is absent or otherwise unable to perform the duties of the office.

NOW THEREFORE BE IT RESOLVED by the Board of Commissioners of the Prospect Heights Park District as follows:

1. The Recitals set forth above are hereby incorporated in this Resolution as a part thereof.
2. _____ is hereby appointed Assistant Secretary to perform the duties of the Secretary when the Secretary is absent or otherwise unable to perform the duties of the office.

PASSED this 23rd day of April, 2019

AYES:

NAYS:

ABSENT:

Tim Jones, President

ATTEST:

Ellen Avery, Secretary