



**WINNETKA PARK DISTRICT
REGULAR BOARD MEETING
Thursday, October 24, 2019
Community Room, 540 Hibbard Road
5:30 p.m.**

AGENDA

1. Roll Call
2. Changes to the Agenda
3. September Financials*
4. Approval of October 24, 2019 Vouchers*
5. Remarks from Visitors
6. Approval of Minutes
 - a. Regular Board Meeting Minutes of September 26, 2019*
 - b. Closed Session Minutes of September 26, 2019*
7. New Business
 - a. Truth in Taxation Resolution #19-10-24*
 - b. State Conference Credentials Certificate*
 - c. Equipment Replacement – Green Master 3100 (1)*
8. Unfinished Business
 - a. Policy Manual Chapter 14-17: 2nd Reading/Adoption*
 - b. Policy Manual Chapter 18: 1st Reading*
 - c. Winnetka Waterfront 2030 – Lakefront Master Plan
9. Matters of the Director
10. Board Liaison Reports
11. Remarks from Visitors
12. Staff Updates
13. Closed Session

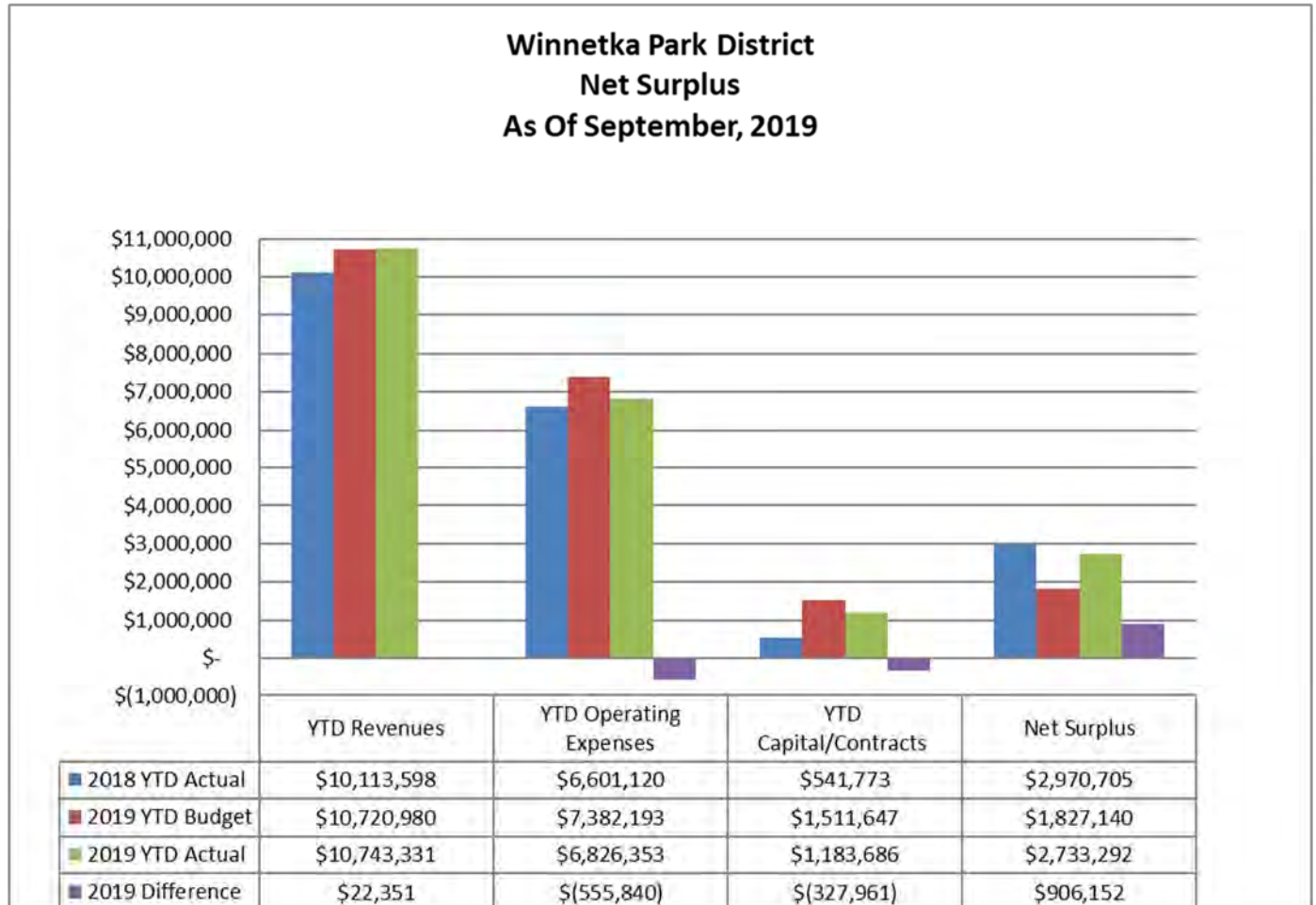
The Board will enter Closed Session to discuss:

 - a. The purchase or lease of property. 5 ILCS 120/2(c)(5)
14. Return to Open Session
15. Adjournment

***Items included in packet**

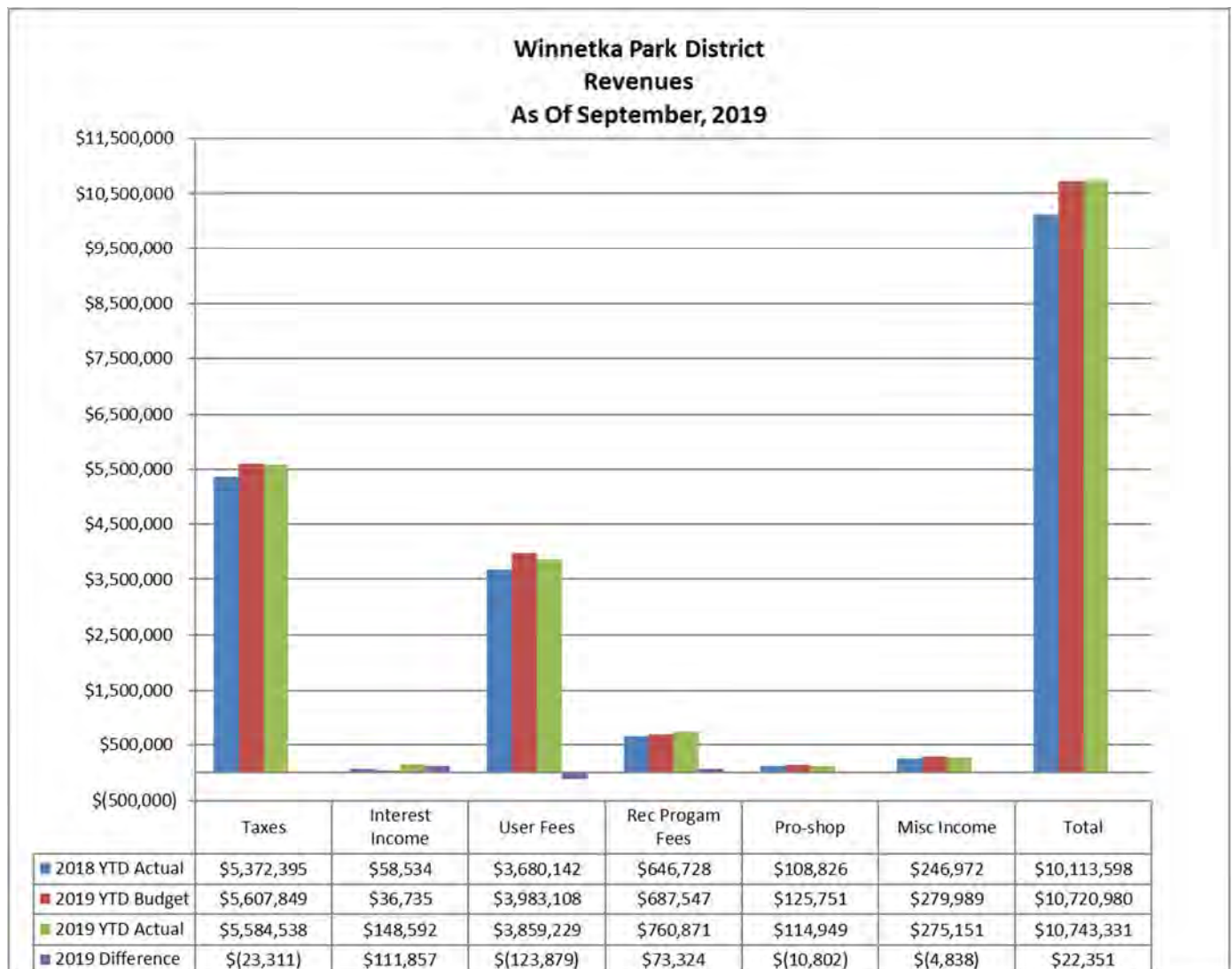
Persons with disabilities requiring reasonable accommodations to participate in meetings should contact John Shea, the Park District's ADA Compliance Coordinator, at the Park District's Administrative Office by mail at 540 Hibbard Rd, Winnetka, IL, by phone at 847-501-2040, Monday - Friday from 8:30 a.m. to 5:00 p.m., or by email to jshea@winpark.org at least 48 hours prior to the meeting. Requests for a qualified interpreter require five (5) working days advance notice.

SEPTEMBER 2019 FINANCIAL SUMMARY
FOR ALL FUNDS COMBINED- UNAUDITED



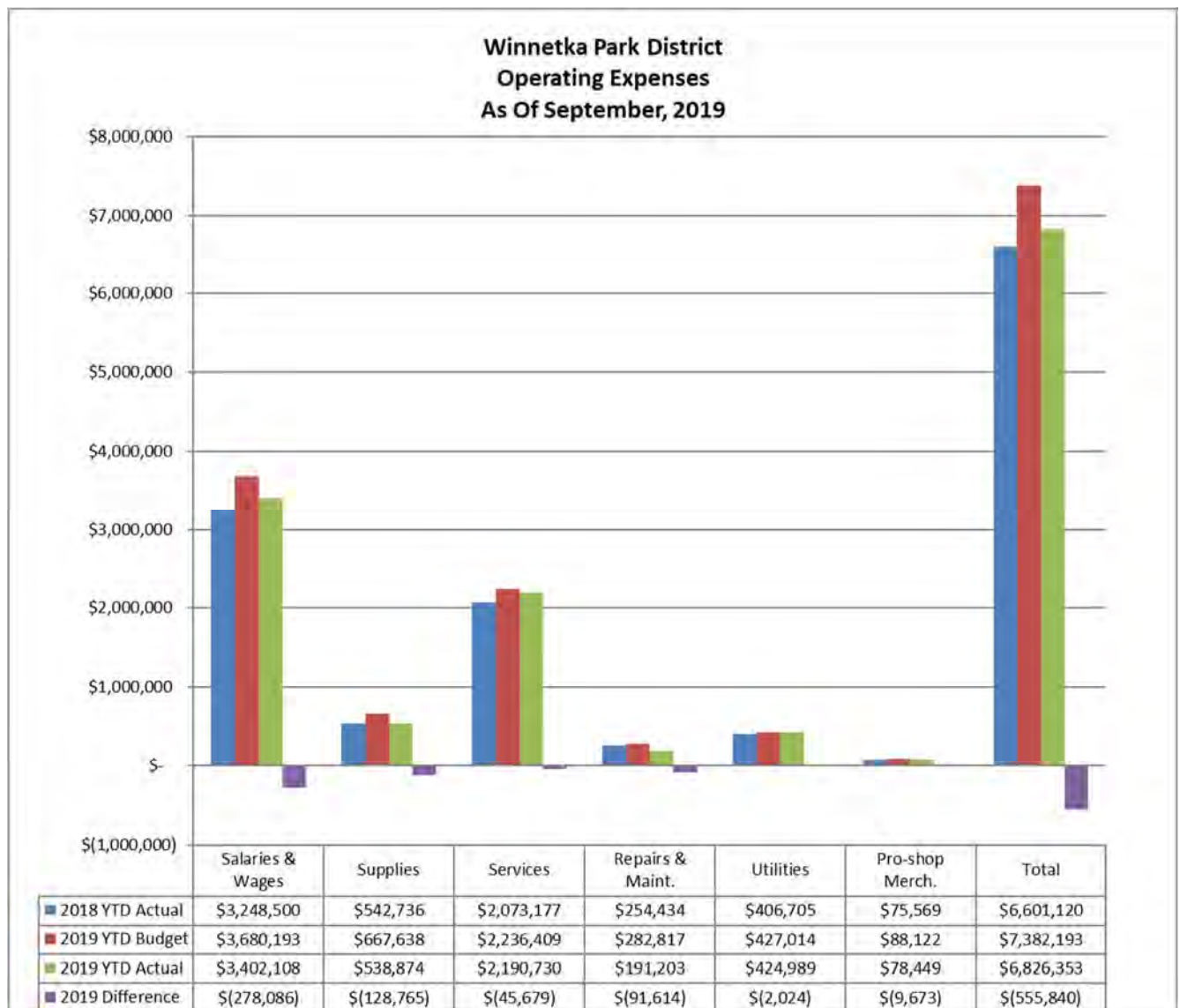
Net Surplus/(Deficit) is \$906,152 above year-to-date budget

- Revenues are \$22,351 above year-to-date budget
- Operating Expenses are \$555,840 below year-to-date budget
- Capitals/Contracts Payable are \$327,961 below year-to-date budget



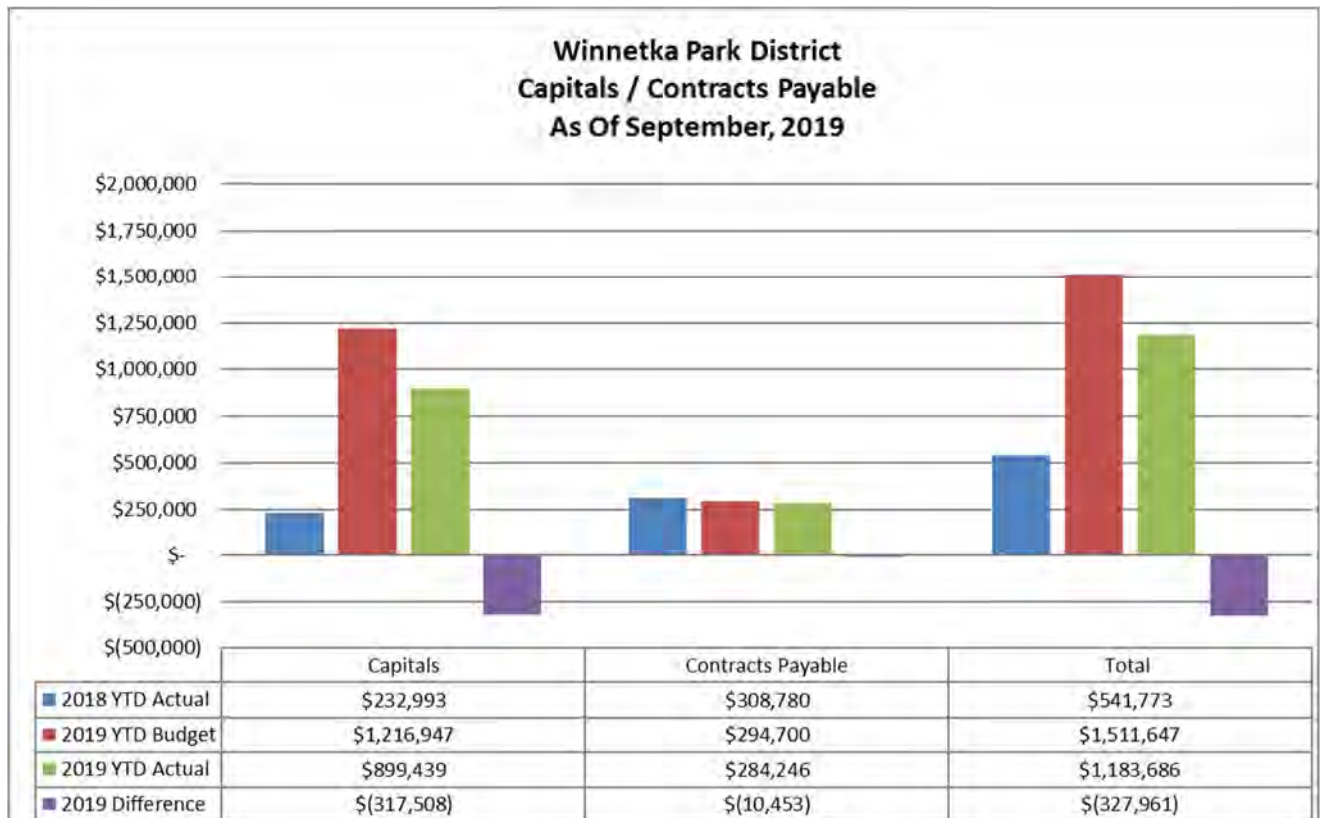
Revenues are \$22,351 above year-to-date budget:

- Total revenues are 100.2% of year-to-date budget
- Taxes are \$23,311 below year-to-date budget
- Interest income is \$111,857 above year-to-date budget and \$90,058 above the 2018 year-to-date amount
- User Fees are \$123,879 below year-to-date budget; while Golf user fees are \$311,860 below year-to-date budget, Tennis and Ice Arena user fees are \$138,966 and \$46,277, respectively, above year-to-date budget
- Rec Program Fees are \$73,324 above year-to-date budget; camps are a total of \$57,180 above budget and \$104,509 over 2018 year to date totals.



Operating expenses are \$555,840 or 7.5% below year-to-date budget:

- Salaries & Wages are \$278,086 below year-to-date budget
 - Parks are under budget by \$23,816 for part-time staff
 - Recreation – Athletic Fields are under budget \$12,750 for part-time staff and beaches are under budget by \$32,141 for attendants and workmen
 - Salaries in the Golf Fund are below budget by a combined \$142,161
 - Ice Arena salaries are under budget by a total of \$27,928
- Supplies are \$128,765 below year-to-date budget due to the timing of purchases
- Services are \$45,679 below year-to-date budget
 - Reduced FICA/IMRF payments correspond to the lower salaries
 - General Fund contract services are under budget by \$54,588 for medical expenses and \$21,055 due to fundraising consultant
 - Boat Launch contract services are under budget by \$22,247 due to dredging
- Repairs & Maintenance are \$91,614 below budget across all funds



Capitals/Contracts Payable are \$327,961 below year-to-date budget:

- Capitals are \$317,508 below budget as a number of projects are just now getting underway (park paths and paving, security cameras) and some projects will be deferred to future fiscal years due to the effect of other possible project timing (i.e. golf course storm water and lakefront masterplan improvements)
- Contracts Payable are \$10,453 below budget

Winnetka Park District
Statement of Cash and Investments
For The Month Ended September 30, 2019

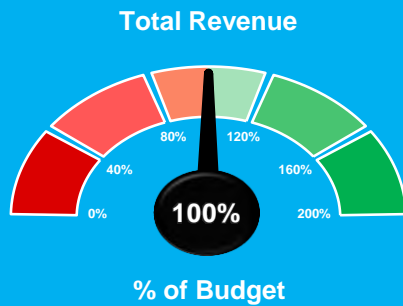
Bank Name	Amount	Annual Rate
CASH		
Petty Cash	1,520.97	
Harris Bank - Holiday Savings	17,958.38	
Illinois Funds	77,890.34	2.12%
N Corwin Fund	38,011.83	0.50%
Harris Bank - Operating	201,048.03	
Harris - Money Market	490,527.35	0.45%
Harris Bank - Payroll	<u>18,687.06</u>	
Total Cash	845,643.96	
INVESTMENTS		
Harris Bank - CD's	0.00	
IPDLAF - Money Market	1,051,294.71	1.96%
Pacific Western Bank (Acquired Security Pacific Bank, Los /	246,000.00	2.65%
Unity Bank, NJ - CD	246,000.00	2.55%
Bank Ozk (Formerly Bank Of The Ozarks), AR - CD	248,000.00	2.31%
Orrstown Bank, PA - CD	248,000.00	2.30%
Bankunited (Acquired Bankunited, Fsb, Coral Gables, FL), FL	248,000.00	2.22%
Fieldpoint Private Bank & Trust, CT - CD	248,000.00	2.29%
First Internet Bank Of Indiana, IN - CD	246,000.00	2.50%
Modern Bank, N.A., NY - CD	246,000.00	2.65%
Landmark Community Bank, TN - CD	246,000.00	2.50%
Western Alliance Bank, AZ - CD	246,000.00	2.55%
American Investor Bank & Mortgage, MN - CD	247,000.00	2.40%
Prospect Bank (Formerly Edgar County Bk & Trust), IL - CD	247,000.00	2.40%
Mission National Bank, CA - CD	247,000.00	2.30%
First Capital Bank, TN - CD	247,000.00	2.20%
Prudential Savings Bank, PA - CD	247,000.00	2.05%
Merrick Bank, UT - CD	247,000.00	1.95%
North Shore Community Bank Max Safe Money Market	3,740,454.69	2.27%
North Shore Community Bank CD	<u>1,260,933.68</u>	2.65%
Total Investments	10,002,683.08	2.11%
TOTAL CASH & INVESTMENTS	10,848,327.04	

Winnetka Park District Revenue Analysis Dashboard

YTD
As of 09/30/2019

Winnetka Park District

Total Revenue



Total Revenue

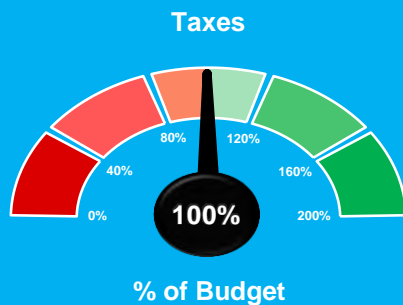
Actual
\$10,743,331

Budget
\$10,720,980

\$5.000M \$6.000M \$7.000M \$8.000M \$9.000M \$10.000M \$11.000M

Winnetka Park District

Taxes



Taxes

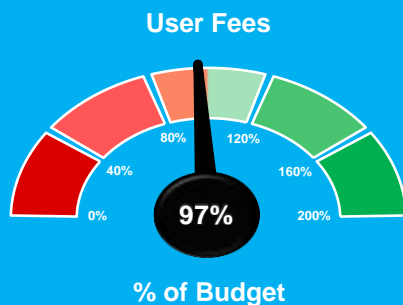
Actual
\$5,584,538

Budget
\$5,607,849

\$1.000M \$2.000M \$3.000M \$4.000M \$5.000M \$6.000M

Winnetka Park District

User Fees



User Fees

Actual
\$3,859,229

Budget
\$3,983,108

\$1.000M \$2.000M \$3.000M \$4.000M \$5.000M

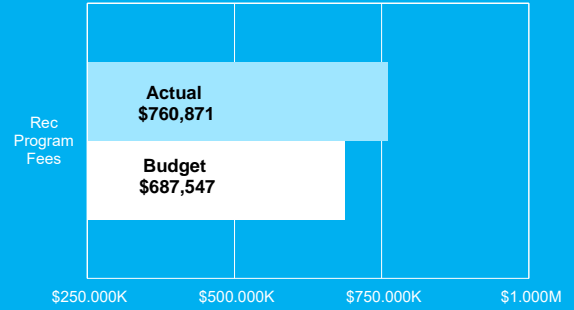
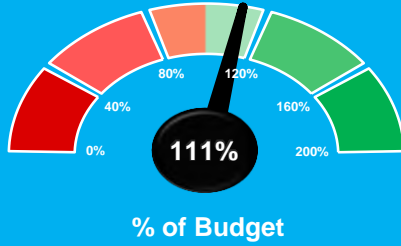
Winnetka Park District Revenue Analysis Dashboard

YTD
As of 09/30/2019

Winnetka Park District

Rec Program

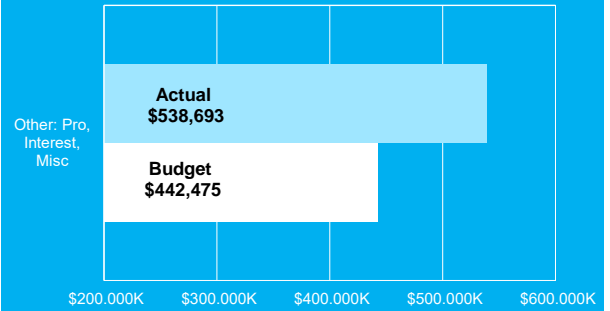
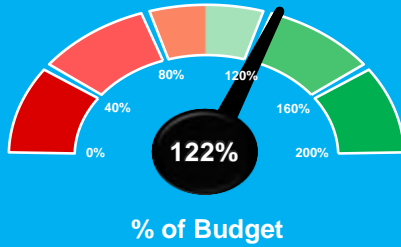
Rec Program Fees



Winnetka Park District

Other: Pro, Misc, Interest

Other: Pro, Interest, Misc

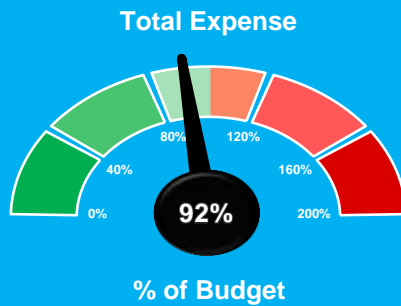


Winnetka Park District Expense Analysis Dashboard

YTD
As of 09/30/2019

Winnetka Park District

Total Expense



Total Expense

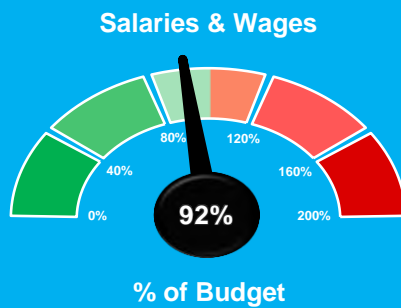
Actual
\$6,826,353

Budget
\$7,382,193

\$3.00M \$4.00M \$5.00M \$6.00M \$7.00M \$8.00M

Winnetka Park District

Salaries & Wages



Salaries & Wages

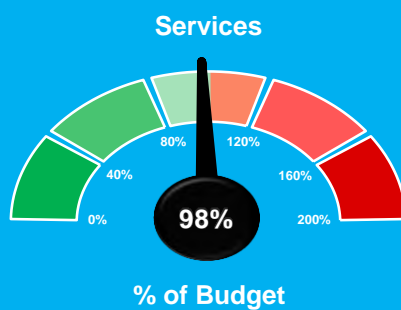
Actual
\$3,402,108

Budget
\$3,680,193

\$1.00M \$2.00M \$3.00M \$4.00M \$5.00M

Winnetka Park District

Services



Services

Actual
\$2,190,730

Budget
\$2,236,409

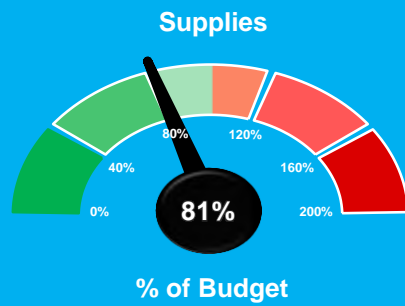
\$1.00M \$2.00M \$3.00M

Winnetka Park District Expense Analysis Dashboard

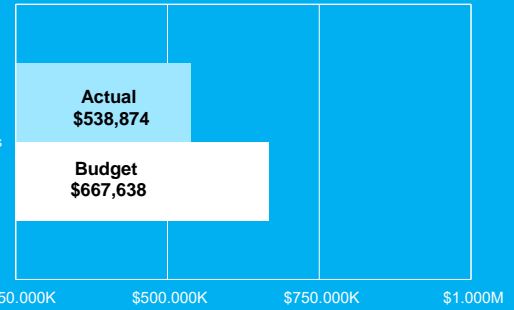
YTD
As of 09/30/2019

Winnetka Park District

Supplies

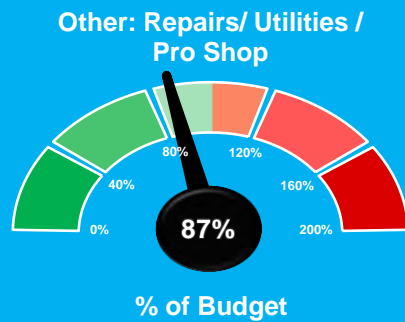


Supplies

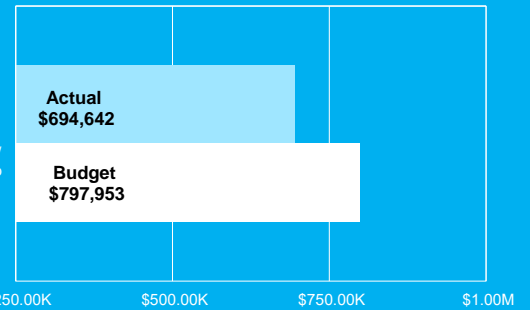


Winnetka Park District

Other: Repairs / Utilities /



Other:
Repairs
/Utilities /
Pro Shop

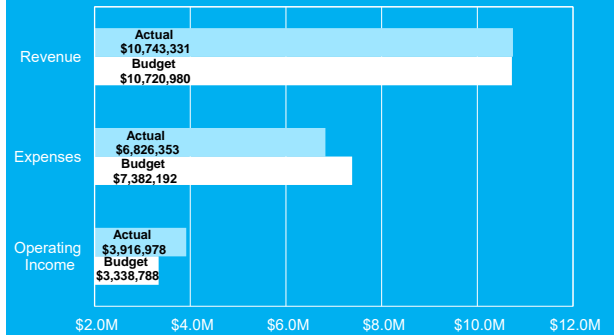
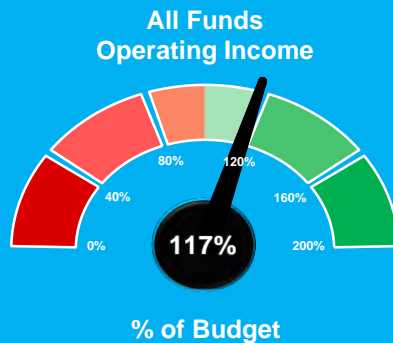


Winnetka Park District Operating Income Dashboard

YTD
As of 09/30/2019

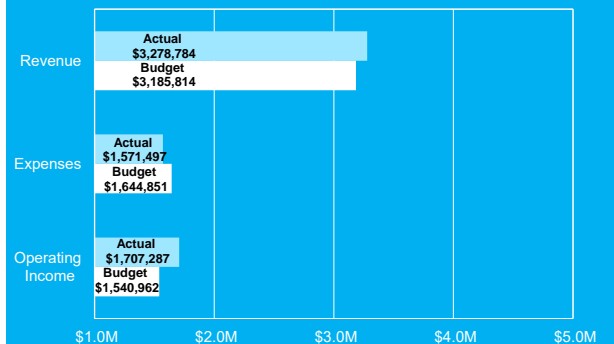
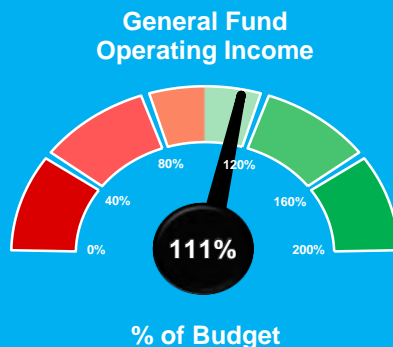
Winnetka Park District

All Funds



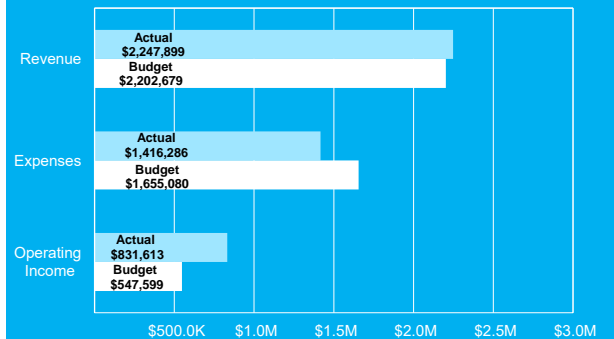
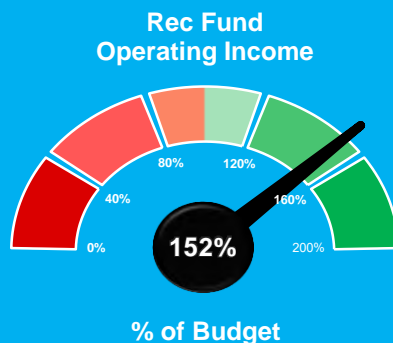
Winnetka Park District

General Fund



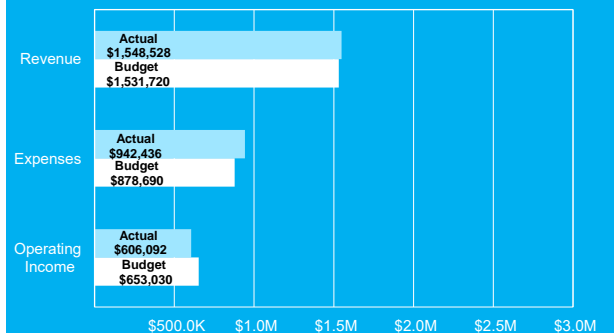
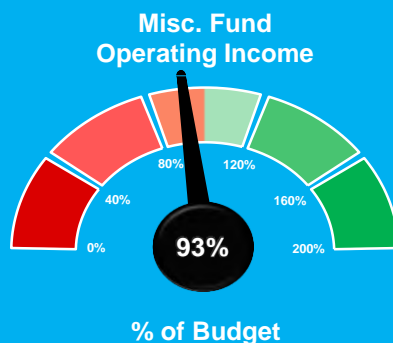
Winnetka Park District

Rec Fund



Winnetka Park District

Misc Fund



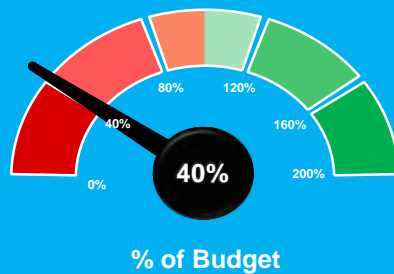
Winnetka Park District Operating Income Dashboard

YTD
As of 09/30/2019

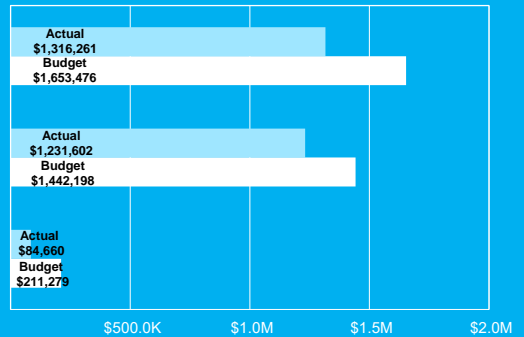
Winnetka Park District

Golf Fund

Golf Fund Operating Income



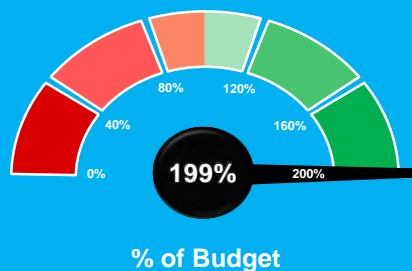
Revenue



Winnetka Park District

Paddle Fund

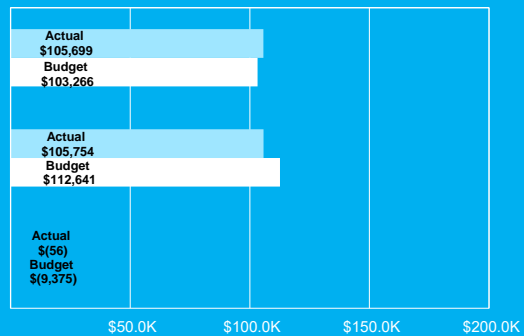
Paddle Fund Operating Income



Revenue

Expenses

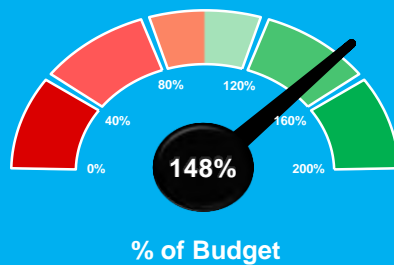
Operating Income



Winnetka Park District

Tennis Fund

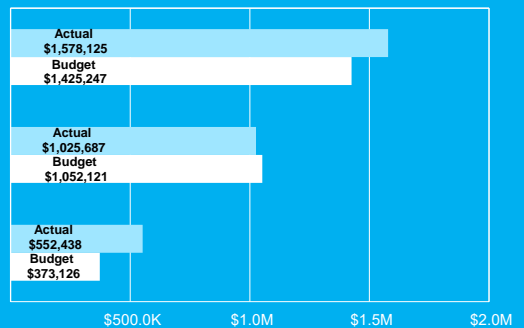
Tennis Fund Operating Income



Revenue

Expenses

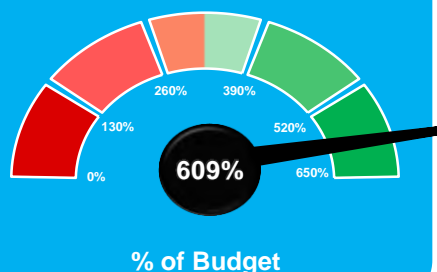
Operating Income



Winnetka Park District

Arena Fund

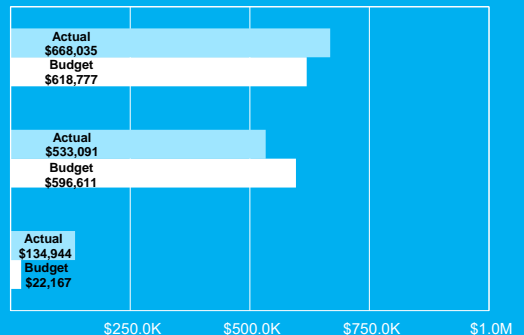
Arena Fund Operating Income



Revenue

Expenses

Operating Income

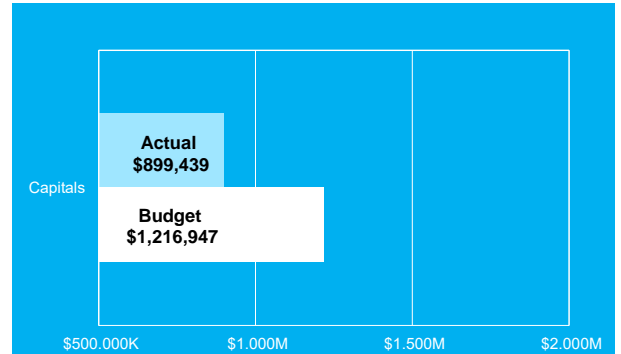
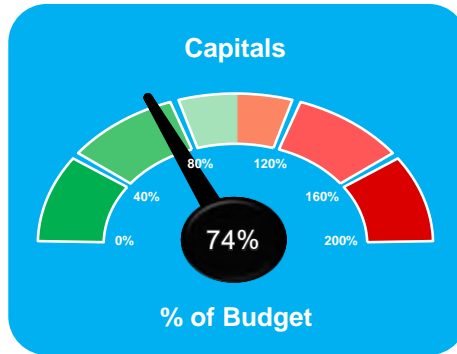


Winnetka Park District Other Metrics Dashboard

YTD
As of 09/30/2019

Winnetka Park District

Capitals





VOUCHER LIST OF PAID BILLS FOR APPROVAL ON OCTOBER 24, 2019

Winnetka Park District

By Vendor Name

Payment Dates 09/21/2019 - 10/18/2019

Vendor Name	Payment Number	Payable Number	Account Number	Description (Item)	Amount
Vendor: 21432 - 4 SURE ENTERTAINMENT, INC					
4 SURE ENTERTAINMENT, INC	103766	INV0010794	10-1100-7844-54305	FALL FEST INTERACTIVE DJ	450.00
4 SURE ENTERTAINMENT, INC	103767	PIW 2019	10-1100-7843-54305	PUMPKINS IN WOODS DJ 2019	350.00
Vendor 21432 - 4 SURE ENTERTAINMENT, INC Total:					800.00
Vendor: 00027 - A-1 PEST CONTROL, INC.					
A-1 PEST CONTROL, INC.	103705	14198	23-2300-0000-54250	PEST CONTROL-PADDLE	40.00
A-1 PEST CONTROL, INC.	103705	14200	27-2700-0000-54250	PEST CONTROL-ICE	40.00
A-1 PEST CONTROL, INC.	103705	14202	25-2500-0000-54250	PEST CONTROL-TENNIS	70.00
A-1 PEST CONTROL, INC.	103705	14203	20-2100-0000-54250	PEST CONTROL-GOLF MTC	75.00
A-1 PEST CONTROL, INC.	103705	14204	01-0100-0000-54250	PEST CONTROL-ADMIN	30.00
A-1 PEST CONTROL, INC.	103705	14204	10-1000-0000-54250	PEST CONTROL-ADMIN	30.00
A-1 PEST CONTROL, INC.	103705	14205	01-0300-0000-54250	PEST CONTROL-PARKS SC	95.00
A-1 PEST CONTROL, INC.	103705	14216	10-1500-0000-54250	PEST CONTROL-MAPLE	75.00
A-1 PEST CONTROL, INC.	103705	14217	01-0400-0000-54250	PEST CONTROL-PARKS	55.00
Vendor 00027 - A-1 PEST CONTROL, INC. Total:					510.00
Vendor: 21924 - ACCESS ONE					
ACCESS ONE	103706	4218956	01-0100-0000-56501	PHONE SERVICE	103.16
ACCESS ONE	103706	4218956	01-0200-0000-56501	PHONE SERVICE	81.05
ACCESS ONE	103706	4218956	01-0400-0000-56501	PHONE SERVICE	81.05
ACCESS ONE	103706	4218956	10-1000-0000-56501	PHONE SERVICE	81.05
ACCESS ONE	103706	4218956	10-1500-0000-56501	PHONE SERVICE	22.11
ACCESS ONE	103706	4218956	10-1600-0000-56501	PHONE SERVICE	22.11
ACCESS ONE	103706	4218956	20-2000-0000-56501	PHONE SERVICE	95.79
ACCESS ONE	103706	4218956	20-2100-0000-56501	PHONE SERVICE	95.79
ACCESS ONE	103706	4218956	25-2500-0000-56501	PHONE SERVICE	95.79
ACCESS ONE	103706	4218956	27-2700-0000-56501	PHONE SERVICE	58.95
Vendor 21924 - ACCESS ONE Total:					736.85
Vendor: 21519 - ACRODAZZLE ENTERTAINMENT					
ACRODAZZLE ENTERTAINMENT	103768	190110	10-1500-0000-54250	HAUNTED TRAIL SERVICE	1,875.00
Vendor 21519 - ACRODAZZLE ENTERTAINMENT Total:					1,875.00
Vendor: 00130 - ACUSHNET COMPANY					
ACUSHNET COMPANY	103615	908106779	20-10700	Merchandise for Resale	552.00
ACUSHNET COMPANY	103615	908106779	20-2000-0000-47325	SALES DISCOUNT	-27.60
ACUSHNET COMPANY	103615	908106779	20-2000-0000-57325	Merchandise for Resale	10.84
ACUSHNET COMPANY	103651	908137878	20-10700	Merchandise for Resale	142.50
ACUSHNET COMPANY	103651	908137878	20-2000-0000-47325	SALES DISCOUNT	-7.13
ACUSHNET COMPANY	103651	908137878	20-2000-0000-57325	Merchandise for Resale	6.90
ACUSHNET COMPANY	103707	908160356	20-10700	Merchandise for Resale	380.00
ACUSHNET COMPANY	103707	908160356	20-2000-0000-47325	SALES DISCOUNT	-19.00
ACUSHNET COMPANY	103707	908160356	20-2000-0000-57325	Merchandise for Resale	7.77
ACUSHNET COMPANY	103707	908162213	20-10700	Merchandise for Resale	135.00
ACUSHNET COMPANY	103707	908162213	20-2000-0000-47325	SALES DISCOUNT	-2.70
ACUSHNET COMPANY	103707	908162213	20-2000-0000-57325	Merchandise for Resale	9.97
ACUSHNET COMPANY	103769	908197001	20-10700	Merchandise for Resale	243.00
ACUSHNET COMPANY	103769	908197001	20-2000-0000-47325	SALES DISCOUNT	-4.86
ACUSHNET COMPANY	103769	908197001	20-2000-0000-57325	Merchandise for Resale	8.39
Vendor 00130 - ACUSHNET COMPANY Total:					1,435.08
Vendor: 00177 - AFLAC					
AFLAC	103652	634082	01-0100-0000-54051	CANCER/INTENSIVE CARE INSURANCE	722.28
AFLAC	103652	634082	01-21240	CANCER/INTENSIVE CARE INSURANCE	373.26

VOUCHER LIST OF PAID BILLS FOR APPROVAL ON OC

Payment Dates: 09/21/2019 - 10/18/2019

Vendor Name	Payment Number	Payable Number	Account Number	Description (Item)	Amount
AFLAC	103652	634082	01-21260	CANCER/INTENSIVE CARE INSURANCE	273.12
Vendor 00177 - AFLAC Total:					1,368.66
Vendor: 14540 - ALAN GRAHAM & ASSOCIATES					
ALAN GRAHAM & ASSOCIATES	103653	INV0010759	23-2300-0000-52002	REIMB FOR OPEN HOUSE SUPPLIES	32.70
Vendor 14540 - ALAN GRAHAM & ASSOCIATES Total:					32.70
Vendor: 04225 - ALEXANDER SHUBNY					
ALEXANDER SHUBNY	103770	INV0010795	25-2500-0000-52001	REIMB FOR TENNIS OFFICE SUPPLIES	25.44
Vendor 04225 - ALEXANDER SHUBNY Total:					25.44
Vendor: 06947 - ALL AMERICAN POLY					
ALL AMERICAN POLY	103708	244331	01-0400-0000-52002	TRASH BAGS	2,192.00
Vendor 06947 - ALL AMERICAN POLY Total:					2,192.00
Vendor: 10930 - AMERICAN WELDING & GAS INC					
AMERICAN WELDING & GAS INC	103771	06640735	01-0300-0000-54250	WELDING TANK RENTAL	137.65
Vendor 10930 - AMERICAN WELDING & GAS INC Total:					137.65
Vendor: 00245 - ANTON'S GREENHOUSES, INC.					
ANTON'S GREENHOUSES, INC.	103772	9904	20-2100-0000-52540	PLANT MATERIALS	311.50
Vendor 00245 - ANTON'S GREENHOUSES, INC. Total:					311.50
Vendor: 00196 - APTA					
APTA	103709	2019-2020	23-2300-0000-54001	PADDLE FACILITY MEMBERSHIP	50.00
Vendor 00196 - APTA Total:					50.00
Vendor: 13370 - ARC DOCUMENT SOLUTIONS LLC					
ARC DOCUMENT SOLUTIONS LLC	103654	56ILI9043778	01-0200-0000-52015	PLOTTER/SCANNER QUARTERLY MAINTENANCE CONTRACT	567.00
ARC DOCUMENT SOLUTIONS LLC	103654	56ILI9043778	01-0400-0000-54250	PLOTTER/SCANNER QUARTERLY MAINTENANCE CONTRACT	267.00
Vendor 13370 - ARC DOCUMENT SOLUTIONS LLC Total:					834.00
Vendor: 12335 - ARLINGTON POWER EQUIPMENT INC					
ARLINGTON POWER EQUIPME...	103616	1295	20-2100-0000-52505	LUBRICANTS	95.95
ARLINGTON POWER EQUIPME...	103616	1295	20-2100-0000-52801	EQUIPMENT > 100	351.99
ARLINGTON POWER EQUIPME...	103616	2460	20-2100-0000-52525	UNIFORMS & EQUIPMENT	12.99
ARLINGTON POWER EQUIPME...	103616	2460	20-2100-0000-56100	UNIFORMS & EQUIPMENT	61.19
ARLINGTON POWER EQUIPME...	103710	2810	20-2100-0000-56130	PUMP REPAIR	1,110.00
ARLINGTON POWER EQUIPME...	103710	2815	10-1100-7999-52002	REPLACEMENT SMALL GENERATOR	869.00
ARLINGTON POWER EQUIPME...	103773	3016	20-2100-0000-56130	PUMP REPAIR	298.54
Vendor 12335 - ARLINGTON POWER EQUIPMENT INC Total:					2,799.66
Vendor: 07515 - ARTHUR CLESEN INC.					
ARTHUR CLESEN INC.	103711	347075	10-1200-0000-52566	FERTILIZER	338.00
ARTHUR CLESEN INC.	103711	F20190731	10-1200-0000-52566	SERVICE CHARGE	9.13
Vendor 07515 - ARTHUR CLESEN INC. Total:					347.13
Vendor: 21631 - AVLI RESTAURANT INC					
AVLI RESTAURANT INC	103617	INV0010738	20-2000-0000-52320	Special Event Supplies	800.00
Vendor 21631 - AVLI RESTAURANT INC Total:					800.00
Vendor: 00341 - BESS HARDWARE & SPORTS					
BESS HARDWARE & SPORTS	103712	SEPT 2019	01-0400-0000-52002	PROPANE	56.44
BESS HARDWARE & SPORTS	103712	SEPT 2019	01-0400-0000-52002	PROPANE	35.99
BESS HARDWARE & SPORTS	103712	SEPT 2019	01-0400-0000-52002	SPRAY PAINT	5.39
BESS HARDWARE & SPORTS	103712	SEPT 2019	20-2000-0000-52320	GOLF SPECIAL EVENT SUPPLIES	16.17
BESS HARDWARE & SPORTS	103712	SEPT 2019	20-2100-0000-52002	GOLF MTC SUPPLIES	38.93
BESS HARDWARE & SPORTS	103712	SEPT 2019	20-2100-0000-52515	CUSTODIAL SUPPLIES	35.93
BESS HARDWARE & SPORTS	103712	SEPT 2019	25-2500-0000-56001	TENNIS FACILITY REPAIRS	2.69
Vendor 00341 - BESS HARDWARE & SPORTS Total:					191.54

VOUCHER LIST OF PAID BILLS FOR APPROVAL ON OC

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Vendor Name	Payment Number	Payable Number	Account Number	Description (Item)	Amount
Vendor: 12620 - BMO CORP. MASTERCARD					
BMO CORP. MASTERCARD	103655	SEPT2019-17	10-1100-7606-54304	CAMP FIELD TRIP -- GREAT WOLF LODGE	600.00
BMO CORP. MASTERCARD	103655	SEPT2019-17	10-1100-7765-54304	CAMP FIELD TRIP -- GREAT WOLF LODGE	875.00
BMO CORP. MASTERCARD	103655	SEPT2019-10	27-2700-0000-54001	ANNUAL DUES - US ICE RINK ASSOCIATION	275.00
BMO CORP. MASTERCARD	103655	SEPT2019-15	01-0100-0000-54260	SUPPLIES	235.96
BMO CORP. MASTERCARD	103655	SEPT2019-15	01-0200-0000-54260	SUPPLIES	235.96
BMO CORP. MASTERCARD	103655	SEPT2019-20	20-2000-0000-56150	Merchandise for Resale	959.00
BMO CORP. MASTERCARD	103655	SEPT2019-23	01-0200-0000-52011	Mailchimp	125.00
BMO CORP. MASTERCARD	103655	SEPT2019-01	01-0100-0000-54210	TEAM VIEWER SOFTWARE RENEWAL	330.00
BMO CORP. MASTERCARD	103655	SEPT2019-16	01-0400-0000-52002	SUPPLIES	212.42
BMO CORP. MASTERCARD	103655	SEPT2019-05	35-3500-0000-56100	AED BATTERY	169.00
BMO CORP. MASTERCARD	103655	SEPT2019-06	01-0300-0000-56100	BLASTING MEDIA & GLOVES	209.95
BMO CORP. MASTERCARD	103655	SEPT2019-07	01-0300-0000-52810	AUTOMOTIVE SMOKE MACHINE	299.99
BMO CORP. MASTERCARD	103655	SEPT2019-24	01-0200-0000-52011	Iconosquare Annual	351.00
BMO CORP. MASTERCARD	103655	SEPT2019-34	01-0100-0000-54260	QUARTERLY STAFF MEETING SUPPLIES	50.37
BMO CORP. MASTERCARD	103655	SEPT2019-34	01-0200-0000-54260	QUARTERLY STAFF MEETING SUPPLIES	50.38
BMO CORP. MASTERCARD	103655	SEPT2019-35	01-0100-0000-54260	9/6/19 STAFF IN-SERVICE	118.59
BMO CORP. MASTERCARD	103655	SEPT2019-35	01-0200-0000-56001	9/6/19 STAFF IN-SERVICE FALL	118.59
BMO CORP. MASTERCARD	103655	SEPT2019-39	10-1100-7844-52405	FEST PUMPKINS & DECORATIONS	1,142.50
BMO CORP. MASTERCARD	103655	SEPT2019-40	10-1100-7843-52405	PUMPKINS IN THE WOODS PUMPKINS & DECORATIONS	742.50
BMO CORP. MASTERCARD	103655	SEPT2019-40	10-1500-0000-52320	HAUNTED TRAIL STRAW BALES	78.00
BMO CORP. MASTERCARD	103655	SEPT2019-21	20-2000-0000-52320	Special Event Supplies	301.99
BMO CORP. MASTERCARD	103655	SEPT2019-25	01-0200-0000-52011	Fall Fest Cups	483.85
BMO CORP. MASTERCARD	103655	SEPT2019-37	25-2500-0000-56001	LOUNGE SEAT REPLACEMENT (2)	168.94
BMO CORP. MASTERCARD	103655	SEPT2019-11	27-2700-0000-52002	CONCESSION - DEHUMIDIFIER	202.98
BMO CORP. MASTERCARD	103655	SEPT2019-12	27-2700-0000-52002	CONCESSION - AIR PURIFIER, TOOLS	293.94
BMO CORP. MASTERCARD	103655	SEPT2019-26	25-2500-0000-54201	Windscreen Test	139.30
BMO CORP. MASTERCARD	103655	SEPT2019-13	27-2700-0000-52901	PROMOTIONAL ITEMS, WFSC/FALL FEST	401.54
BMO CORP. MASTERCARD	103655	SEPT2019-27	01-0200-0000-52011	Fall Fest Sponsor Banners	120.32
BMO CORP. MASTERCARD	103655	SEPT2019-41	10-1100-7022-52401	SUPPLIES FOR BASKETBALL-RACKS BALLS FIRST AID 2019	204.40
BMO CORP. MASTERCARD	103655	SEPT2019-41	10-1100-7027-52401	SUPPLIES FOR BASKETBALL-RACKS BALLS FIRST AID 2019	204.40
BMO CORP. MASTERCARD	103655	SEPT2019-41	10-1100-7478-52403	SUPPLIES FOR BASKETBALL-RACKS BALLS FIRST AID 2019	75.00
BMO CORP. MASTERCARD	103655	SEPT2019-28	01-0200-0000-52011	Survey Monkey Annual	336.00
BMO CORP. MASTERCARD	103655	SEPT2019-29	10-1100-7999-54201	BANNERS - Fort Building and Pumpkins in the Woods	102.81
BMO CORP. MASTERCARD	103655	SEPT2019-30	01-0200-0000-52011	Event Tablecloths	314.65
BMO CORP. MASTERCARD	103655	SEPT2019-14	10-1100-7844-52405	FALL FEST ITEMS	100.00
BMO CORP. MASTERCARD	103655	SEPT2019-14	27-2700-0000-52901	FALL FEST ITEMS	177.79
BMO CORP. MASTERCARD	103655	SEPT2019-02	01-0100-0000-54210	Nettime Solutions- Time and Attendance	917.60
BMO CORP. MASTERCARD	103655	SEPT2019-03	01-10699	2020 SHRM HOTEL RESERVATION	334.13
BMO CORP. MASTERCARD	103655	SEPT2019-04	01-10699	SHRM Conference- Hotel Reservation	334.13
BMO CORP. MASTERCARD	103655	SEPT2019-08	01-0300-0000-52001	REPLACEMENT SHOP LABEL MAKER	75.79
BMO CORP. MASTERCARD	103655	SEPT2019-08	01-0400-0000-52001	REPLACEMENT SHOP LABEL MAKER	75.78

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Vendor Name	Payment Number	Payable Number	Account Number	Description (Item)	Amount
BMO CORP. MASTERCARD	103655	SEPT2019-09	35-3500-0000-56100	AED BATTERIES	338.00
BMO CORP. MASTERCARD	103655	SEPT2019-31	01-0200-0000-52011	Paper for Marketing Material	34.23
BMO CORP. MASTERCARD	103655	SEPT2019-31	10-1000-0000-54201	Paper for Marketing Material	34.23
BMO CORP. MASTERCARD	103655	SEPT2019-31	20-2000-0000-54201	Paper for Marketing Material	34.23
BMO CORP. MASTERCARD	103655	SEPT2019-31	25-2500-0000-54201	Paper for Marketing Material	34.27
BMO CORP. MASTERCARD	103655	SEPT2019-31	27-2700-0000-54201	Paper for Marketing Material	34.23
BMO CORP. MASTERCARD	103655	SEPT2019-32	20-2000-0000-54201	GOOGLE ADS - GOLF	405.35
BMO CORP. MASTERCARD	103655	SEPT2019-18	10-1400-0000-52801	PADDLEBOARD AND LOCKS	221.33
BMO CORP. MASTERCARD	103655	SEPT2019-18	10-1400-0000-60184	PADDLEBOARD AND LOCKS	3,408.12
BMO CORP. MASTERCARD	103655	SEPT2019-22	20-2000-0000-56150	Golf Cart R&M	102.96
BMO CORP. MASTERCARD	103655	SEPT2019-33	25-2500-0000-54201	Google AdWords	195.00
BMO CORP. MASTERCARD	103655	SEPT2019-33	27-2700-0000-54201	Google AdWords	305.00
BMO CORP. MASTERCARD	103655	SEPT2019-38	10-1400-0000-52801	KAYAK PADDLES	149.95
BMO CORP. MASTERCARD	103655	SEPT2019-19	10-1400-0000-52801	PADDLEBOARD AND LOCKS	1.81
BMO CORP. MASTERCARD	103655	SEPT2019-19	10-1400-0000-52801	PADDLEBOARD AND LOCKS	329.23
BMO CORP. MASTERCARD	103655	SEPT2019-19	10-1400-0000-60184	PADDLEBOARD AND LOCKS	27.82
BMO CORP. MASTERCARD	103655	SEPT2019-36	01-0200-0000-52090	9/26/19 BOARD MEETING	166.63
BMO CORP. MASTERCARD	103655	SEPT2019	01-0100-0000-52001	LUNCH MEETING	49.56
BMO CORP. MASTERCARD	103655	SEPT2019	01-0100-0000-52001	LFMP MEETING	8.00
BMO CORP. MASTERCARD	103655	SEPT2019	01-0100-0000-52001	STAFF MEETING	23.00
BMO CORP. MASTERCARD	103655	SEPT2019	01-0100-0000-54005	NRPA CONGRESS	30.27
BMO CORP. MASTERCARD	103655	SEPT2019	01-0100-0000-54005	NRPA CONGRESS	29.94
BMO CORP. MASTERCARD	103655	SEPT2019	01-0100-0000-54005	NRPA CONGRESS	15.00
BMO CORP. MASTERCARD	103655	SEPT2019	01-0100-0000-54005	NRPA CONGRESS	11.34
BMO CORP. MASTERCARD	103655	SEPT2019	01-0100-0000-54005	NRPA CONGRESS	75.00
BMO CORP. MASTERCARD	103655	SEPT2019	01-0100-0000-54260	QUARTERLY STAFF MEETING	27.27
BMO CORP. MASTERCARD	103655	SEPT2019	01-0100-0000-54260	QUARTERLY STAFF MEETING	5.99
BMO CORP. MASTERCARD	103655	SEPT2019	01-0100-0000-54260	STAFF INSERVICE	36.27
BMO CORP. MASTERCARD	103655	SEPT2019	01-0200-0000-52001	SUBSCRIPTION	15.96
BMO CORP. MASTERCARD	103655	SEPT2019	01-0200-0000-52011	INTERN ADOBE SOFTWARE	84.46
BMO CORP. MASTERCARD	103655	SEPT2019	01-0200-0000-52011	ADOBE CAPTIVATE	36.11
BMO CORP. MASTERCARD	103655	SEPT2019	01-0200-0000-52011	BANNER STAND	36.29
BMO CORP. MASTERCARD	103655	SEPT2019	01-0200-0000-52011	FALL FEST LEAFLET HOLDER	8.38
BMO CORP. MASTERCARD	103655	SEPT2019	01-0200-0000-52011	INSTAGRAM LINK IN PROFILE	9.99
BMO CORP. MASTERCARD	103655	SEPT2019	01-0200-0000-52011	DESIGN ELEMENTS	33.00
BMO CORP. MASTERCARD	103655	SEPT2019	01-0200-0000-52011	STOCK IMAGES	29.99
BMO CORP. MASTERCARD	103655	SEPT2019	01-0200-0000-52020	LF COMMUNICATION POSTERS	62.89
BMO CORP. MASTERCARD	103655	SEPT2019	01-0200-0000-52020	PAPER FOR LF COMMUNICATIONS	41.97
BMO CORP. MASTERCARD	103655	SEPT2019	01-0200-0000-52090	BOARD SUPPLIES	99.41
BMO CORP. MASTERCARD	103655	SEPT2019	01-0200-0000-54005	NRPA CONGRESS	11.34
BMO CORP. MASTERCARD	103655	SEPT2019	01-0200-0000-54005	NRPA CONGRESS	29.94
BMO CORP. MASTERCARD	103655	SEPT2019	01-0200-0000-54005	NRPA CONGRESS	15.00
BMO CORP. MASTERCARD	103655	SEPT2019	01-0200-0000-54005	NRPA CONGRESS	30.26
BMO CORP. MASTERCARD	103655	SEPT2019	01-0200-0000-54005	NRPA CONGRESS	75.00
BMO CORP. MASTERCARD	103655	SEPT2019	01-0200-0000-54250	DROPOX FOR ADMIN & MARKETING	60.00
BMO CORP. MASTERCARD	103655	SEPT2019	01-0200-0000-54251	FALL FEST LEAFLET HOLDER	26.31
BMO CORP. MASTERCARD	103655	SEPT2019	01-0200-0000-54260	STAFF INSERVICE	36.27
BMO CORP. MASTERCARD	103655	SEPT2019	01-0200-0000-54260	QUARTERLY STAFF MEETING	6.00
BMO CORP. MASTERCARD	103655	SEPT2019	01-0200-0000-54260	QUARTERLY STAFF MEETING	38.94
BMO CORP. MASTERCARD	103655	SEPT2019	01-0300-0000-52002	SUPPLIES	61.97
BMO CORP. MASTERCARD	103655	SEPT2019	01-0300-0000-52810	TOOLS	94.90
BMO CORP. MASTERCARD	103655	SEPT2019	01-0300-0000-56001	LIGHT BULBS	56.14
BMO CORP. MASTERCARD	103655	SEPT2019	01-0300-0000-56001	REPAIR SUPPLIES	46.85
BMO CORP. MASTERCARD	103655	SEPT2019	01-0300-0000-56200	DIESEL FUEL ADDITIVE	85.75
BMO CORP. MASTERCARD	103655	SEPT2019	01-0400-0000-52002	PARKS SUPPLIES	48.64
BMO CORP. MASTERCARD	103655	SEPT2019	01-0400-0000-52002	PARKING	8.00
BMO CORP. MASTERCARD	103655	SEPT2019	01-0400-0000-56001	LIGHT BULBS	27.98
BMO CORP. MASTERCARD	103655	SEPT2019	01-0400-0000-56100	BRACKETS	29.70

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Vendor Name	Payment Number	Payable Number	Account Number	Description (Item)	Amount
BMO CORP. MASTERCARD	103655	SEPT2019	01-0400-0000-56200	BRAKE SYSTEM TESTING	8.99
BMO CORP. MASTERCARD	103655	SEPT2019	10-1000-0000-54005	NRPA PER DIEM-JOHN S	11.64
BMO CORP. MASTERCARD	103655	SEPT2019	10-1000-0000-54005	PER DIEM BREAKFAST	10.29
BMO CORP. MASTERCARD	103655	SEPT2019	10-1000-0000-54005	COMPUTER TRAINING-DEBBIE	79.00
BMO CORP. MASTERCARD	103655	SEPT2019	10-1000-0000-54005	NRPA PER DIEM-JOHN S	13.94
BMO CORP. MASTERCARD	103655	SEPT2019	10-1000-0000-54201	NEW HOMEOWNER LIST	12.50
BMO CORP. MASTERCARD	103655	SEPT2019	10-1100-7606-52404	THANK YOUS	84.99
BMO CORP. MASTERCARD	103655	SEPT2019	10-1100-7614-52404	RETURN REFUND	-11.80
BMO CORP. MASTERCARD	103655	SEPT2019	10-1100-7614-52404	BOARD GAMES	75.26
BMO CORP. MASTERCARD	103655	SEPT2019	10-1100-7614-52404	BOARD GAMES	11.55
BMO CORP. MASTERCARD	103655	SEPT2019	10-1100-7614-52404	BOARD GAMES	20.02
BMO CORP. MASTERCARD	103655	SEPT2019	10-1100-7614-52404	BOARD GAMES	20.08
BMO CORP. MASTERCARD	103655	SEPT2019	10-1100-7614-52404	BOARD GAMES	58.20
BMO CORP. MASTERCARD	103655	SEPT2019	10-1100-7668-52404	BUCKETS	4.76
BMO CORP. MASTERCARD	103655	SEPT2019	10-1100-7668-52404	CRAFT SUPPLIES FOR CAMPS	7.99
BMO CORP. MASTERCARD	103655	SEPT2019	10-1100-7843-52405	DECORATIONS FOR PIW	66.05
BMO CORP. MASTERCARD	103655	SEPT2019	10-1100-7843-52405	MOVIE SCREEN CLEANING	45.00
BMO CORP. MASTERCARD	103655	SEPT2019	10-1100-7843-52405	DECORATIONS FOR PIW	10.00
BMO CORP. MASTERCARD	103655	SEPT2019	10-1100-7843-52405	MOVIE FOR REC SPECIAL EVENT	22.99
BMO CORP. MASTERCARD	103655	SEPT2019	10-1100-7844-52405	BASSET TRAINING	13.99
BMO CORP. MASTERCARD	103655	SEPT2019	10-1100-7844-52405	FALL FEST PUMKIN ROLL MEDALS	17.64
BMO CORP. MASTERCARD	103655	SEPT2019	10-1100-7844-52405	BASSET TRAINING	12.59
BMO CORP. MASTERCARD	103655	SEPT2019	10-1100-7844-52405	FALL FEST RAFFLE PRIZES	96.66
BMO CORP. MASTERCARD	103655	SEPT2019	10-1100-7844-52405	BASSET TRAINING	13.99
BMO CORP. MASTERCARD	103655	SEPT2019	10-1100-7999-54201	BANNER PATCH-FAM CAMPFIRE	58.11
BMO CORP. MASTERCARD	103655	SEPT2019	10-1200-0000-52002	WATER FOR FIELD CREW	8.97
BMO CORP. MASTERCARD	103655	SEPT2019	10-1200-0000-52002	STAFF APPRECIATION	84.87
BMO CORP. MASTERCARD	103655	SEPT2019	10-1200-0000-52002	TOOLS & ANT TRAPS-FIELDS	25.76
BMO CORP. MASTERCARD	103655	SEPT2019	10-1200-0000-52002	WATER FOR FIELD CREW	10.00
BMO CORP. MASTERCARD	103655	SEPT2019	10-1500-0000-52002	STAFF RECOGNITION	47.19
BMO CORP. MASTERCARD	103655	SEPT2019	20-2000-0000-54201	NEW HOMEOWNER LIST	12.50
BMO CORP. MASTERCARD	103655	SEPT2019	20-2000-0000-54201	BANNER PATCH-GOLF	58.11
BMO CORP. MASTERCARD	103655	SEPT2019	20-2100-0000-52002	STAFF APPRECIATION	97.38
BMO CORP. MASTERCARD	103655	SEPT2019	25-2500-0000-52525	STAFF UNIFORMS	60.36
BMO CORP. MASTERCARD	103655	SEPT2019	25-2500-0000-54005	CONFERENCE TAXI	44.90
BMO CORP. MASTERCARD	103655	SEPT2019	25-2500-0000-54005	CONF DINNER-PAT & JOE	51.26
BMO CORP. MASTERCARD	103655	SEPT2019	25-2500-0000-54005	CONFERENCE BAG CHECK	210.00
BMO CORP. MASTERCARD	103655	SEPT2019	25-2500-0000-54005	CONF DINNER-PAT & JOE	57.29
BMO CORP. MASTERCARD	103655	SEPT2019	25-2500-0000-54005	CONF DINNER-PAT & JOE	37.48
BMO CORP. MASTERCARD	103655	SEPT2019	25-2500-0000-54005	CONF LUNCH-PAT & JOE	27.82
BMO CORP. MASTERCARD	103655	SEPT2019	25-2500-0000-54201	WINDOW DECALS	50.96
BMO CORP. MASTERCARD	103655	SEPT2019	25-2500-0000-54201	NEW HOMEOWNER LIST	12.50
BMO CORP. MASTERCARD	103655	SEPT2019	25-2500-0000-56001	TENNIS FACILITY R&M	29.25
BMO CORP. MASTERCARD	103655	SEPT2019	27-2700-0000-52901	ICE SPECIAL EVENT SUPPLIES	85.44
BMO CORP. MASTERCARD	103655	SEPT2019	27-2700-0000-52901	ICE SPECIAL EVENT SUPPLIES	29.98
BMO CORP. MASTERCARD	103655	SEPT2019	27-2700-0000-52901	ICE SPECIAL EVENT SUPPLIES	37.91
BMO CORP. MASTERCARD	103655	SEPT2019	27-2700-0000-52901	ICE SPECIAL EVENT SUPPLIES	6.99
BMO CORP. MASTERCARD	103655	SEPT2019	27-2700-0000-54201	BUSINESS CARDS	30.00
BMO CORP. MASTERCARD	103655	SEPT2019	27-2700-0000-54201	FACEBOOKS ADS	58.62
BMO CORP. MASTERCARD	103655	SEPT2019	27-2700-0000-54201	FACEBOOKS ADS	99.00
BMO CORP. MASTERCARD	103655	SEPT2019	27-2700-0000-54201	FACEBOOKS ADS	99.00
BMO CORP. MASTERCARD	103655	SEPT2019	27-2700-0000-54201	NEW HOMEOWNER LIST	12.50

Vendor 12620 - BMO CORP. MASTERCARD Total: 22,076.49

Vendor: 22434 - BROADLEAF, INC

BROADLEAF, INC	103713	16898	01-0400-0000-60093	INDIAN HILL FLAKE FLOOR	5,250.00
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Vendor Name	Payment Number	Payable Number	Account Number	Description (Item)	Amount
BROADLEAF, INC	103713	17098	27-2700-0000-56001	ICE ARENA CONCESSION STAND FLAKE FLOOR	812.50
Vendor 22434 - BROADLEAF, INC Total:					6,062.50
Vendor: 06740 - BURRIS EQUIPMENT					
BURRIS EQUIPMENT	103618	PS25194	20-2100-0000-56100	EQUIPMENT R&M	770.97
BURRIS EQUIPMENT	103714	PI02104	01-0400-0000-56100	SHIFT CABLE #4 CUSHMAN	216.42
BURRIS EQUIPMENT	103714	PS25501	20-2100-0000-56100	EQUIPMENT R&M	66.42
BURRIS EQUIPMENT	103774	RI03257	10-1200-0000-60029	EQUIPMENT FOR BASEBALL FIELDS RENOVATIONS	1,600.00
BURRIS EQUIPMENT	103774	WI36348	20-2100-0000-60247	EQUIPMENT (CONTOUR MOWER FOR VENTRAC)	7,223.25
Vendor 06740 - BURRIS EQUIPMENT Total:					9,877.06
Vendor: 00770 - CALLAWAY GOLF COMPANY					
CALLAWAY GOLF COMPANY	103619	930848840	20-2000-0000-52320	Special Event Supplies	867.15
CALLAWAY GOLF COMPANY	103619	930848843	20-2000-0000-52320	Special Event Supplies	229.15
CALLAWAY GOLF COMPANY	103775	930893737	20-2000-0000-52320	Special Event Supplies	289.05
CALLAWAY GOLF COMPANY	103775	930900862	20-10700	Merchandise for Resale	480.60
CALLAWAY GOLF COMPANY	103775	930900862	20-2000-0000-57325	Merchandise for Resale	15.34
CALLAWAY GOLF COMPANY	103775	930902325	20-10700	GOLF ITEMS FOR RESALE	80.10
CALLAWAY GOLF COMPANY	103775	930902325	20-2000-0000-57325	FREIGHT	11.60
CALLAWAY GOLF COMPANY	103775	930906882	20-2000-0000-57325	CREDIT MEMO-GOLF	-11.60
Vendor 00770 - CALLAWAY GOLF COMPANY Total:					1,961.39
Vendor: 22372 - CLICGEAR USA					
CLICGEAR USA	103776	1074048-00	20-10700	Merchandise for Resale	310.00
CLICGEAR USA	103776	1074048-00	20-2000-0000-57325	Merchandise for Resale	28.00
Vendor 22372 - CLICGEAR USA Total:					338.00
Vendor: 00993 - COMCAST					
COMCAST	103620	0399SEPT2019	01-0100-0000-54210	INTERNET SERVICE-ADMIN	306.85
COMCAST	103658	3259SEPT2019	23-2300-0000-54250	CABLE TV-PADDLE	19.94
COMCAST	103715	3267SEPT2019	27-2700-0000-54250	CABLE TV-ICE	30.44
COMCAST	103715	4128SEPT2019	25-2500-0000-54250	CABLE TV-TENNIS	180.07
COMCAST	103715	0868OCT2019	10-1500-0000-54250	INTERNET SERVICE-TOWER	186.85
COMCAST	103777	4518OCT2019	23-2300-0000-54250	INTERNET SERVICE-PADDLE	226.85
COMCAST	103777	4516OCT2019	25-2400-0000-54250	INTERNET SERVICE-TENNIS	241.85
COMCAST	103777	3317OCT2019	20-2000-0000-54250	CABLE TV-GOLF	69.45
COMCAST	103777	3545OCT2019	01-0100-0000-54210	INTERNET SERVICE-ADMIN	164.90
Vendor 00993 - COMCAST Total:					1,427.20
Vendor: 01000 - COMED					
COMED	103621	INV0010739	01-0400-0000-56530	ELECTRIC SERVICE-PARKS	22.22
Vendor 01000 - COMED Total:					22.22
Vendor: 02462 - CONSERV FS, INC					
CONSERV FS, INC	103622	65082857	10-1200-0000-52550	INFIELD MIX FOR RENOVATIONS 2019 CONSERVFS	5,191.07
Vendor 02462 - CONSERV FS, INC Total:					5,191.07
Vendor: 06007 - COVERALL NORTH AMERICA,					
COVERALL NORTH AMERICA,	103716	1010645746	20-2000-0000-54255	Contract Services Clubhouse	919.00
COVERALL NORTH AMERICA,	103716	1010646371	01-0100-0000-54250	2019 MONTHLY ADMIN CLEANING SERVICE	349.00
COVERALL NORTH AMERICA,	103716	1010646371	10-1000-0000-54250	2019 MONTHLY ADMIN CLEANING SERVICE	349.00
Vendor 06007 - COVERALL NORTH AMERICA, Total:					1,617.00
Vendor: 01038 - CRAFTWOOD LUMBER & HRDWRE					
CRAFTWOOD LUMBER & HRD...	103659	44988	25-2400-0000-56100	SUPPLIES FOR OUTDOOR BENCHES	302.25
Vendor 01038 - CRAFTWOOD LUMBER & HRDWRE Total:					302.25

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Vendor: 21413 - DALE OBROCHTA					
DALE OBROCHTA	103623	BSE-65721	10-1100-7844-54305	FALL FEST BALLOONIST	585.00
Vendor 21413 - DALE OBROCHTA Total:					585.00
Vendor: 22109 - DE LAGE LANDEN FINANCIAL SERVICES, INC					
DE LAGE LANDEN FINANCIAL SE...	103717	65336595	01-0100-0000-56100	2019 COPIER LEASE - NOV	1,976.65
Vendor 22109 - DE LAGE LANDEN FINANCIAL SERVICES, INC Total:					1,976.65
Vendor: 21307 - DERO BIKE RACK CO					
DERO BIKE RACK CO	103718	INV-00037388	01-0400-0000-56003	PLAYGROUND EQUIPMENT REPAIRS	49.50
Vendor 21307 - DERO BIKE RACK CO Total:					49.50
Vendor: 22436 - DYLAN STORY					
DYLAN STORY	103660	INV0010760	27-2700-0000-54001	REIMB FOR LTS MEMBERSHIP	39.25
Vendor 22436 - DYLAN STORY Total:					39.25
Vendor: 20979 - DYNAMIC BRANDS					
DYNAMIC BRANDS	103719	INV1315565	20-2000-0000-56150	GOLF CART R&M	90.95
Vendor 20979 - DYNAMIC BRANDS Total:					90.95
Vendor: 21960 - EMPIRE COOLER SERVICE, INC					
EMPIRE COOLER SERVICE, INC	103720	0000290611	20-2000-0000-54255	Contract Services Clubhouse	125.00
Vendor 21960 - EMPIRE COOLER SERVICE, INC Total:					125.00
Vendor: 22441 - ERINN SHAROV					
ERINN SHAROV	103778	1062401	10-1100-7380-45200	REC REFUND	95.00
Vendor 22441 - ERINN SHAROV Total:					95.00
Vendor: 21935 - EUCLID MANAGERS					
EUCLID MANAGERS	103661	INV0010761	01-21255	LIFELOCK PREMIUM-OCT 2019	71.94
Vendor 21935 - EUCLID MANAGERS Total:					71.94
Vendor: 21701 - EXCALIBUR TECHNOLOGY CORP					
EXCALIBUR TECHNOLOGY CORP	103779	181466	01-0100-0000-54210	NOVEMBER EXCALIBUR IT SERVICES	379.00
EXCALIBUR TECHNOLOGY CORP	103779	181759	01-0100-0000-54210	DOMAIN REGISTRATION	70.00
Vendor 21701 - EXCALIBUR TECHNOLOGY CORP Total:					449.00
Vendor: 22078 - FASTSIGNS					
FASTSIGNS	103721	29-72152	27-2700-0000-52901	DASHER AD - HANOLD	168.30
Vendor 22078 - FASTSIGNS Total:					168.30
Vendor: 12520 - FAULKS BROS CONSTRUCTION					
FAULKS BROS CONSTRUCTION	103722	324078	20-2100-0000-52550	SOIL, SAND, & STONE	1,549.11
FAULKS BROS CONSTRUCTION	103722	324079	20-2100-0000-52550	SOIL, SAND, & STONE	1,559.21
Vendor 12520 - FAULKS BROS CONSTRUCTION Total:					3,108.32
Vendor: 00345 - FEDERAL WITHHOLDING TAX					
FEDERAL WITHHOLDING TAX	DFT0003802	INV0010753	01-21200	Federal Withholding	15,177.59
FEDERAL WITHHOLDING TAX	DFT0003804	INV0010755	33-21220	FICA Withholding	20,750.32
FEDERAL WITHHOLDING TAX	DFT0003805	INV0010756	33-21220	Medicare Withholding	5,061.18
FEDERAL WITHHOLDING TAX	DFT0003811	INV0010804	01-21200	Federal Withholding	14,457.29
FEDERAL WITHHOLDING TAX	DFT0003813	INV0010806	33-21220	FICA Withholding	20,161.58
FEDERAL WITHHOLDING TAX	DFT0003814	INV0010807	33-21220	Medicare Withholding	4,922.24
Vendor 00345 - FEDERAL WITHHOLDING TAX Total:					80,530.20
Vendor: 01167 - FOX VALLEY FIRE & SAFETY					
FOX VALLEY FIRE & SAFETY	103662	IN00293752	23-2300-0000-54250	FIRE ALARM INSPECTION - PADDLE	250.00
FOX VALLEY FIRE & SAFETY	103723	IN00296208	01-0400-0000-54250	QUARTERLY FIRE ALARM MONITORING	183.00
FOX VALLEY FIRE & SAFETY	103723	IN00296234	20-2100-0000-54250	QUARTERLY FIRE ALARM MONITORING	183.00
FOX VALLEY FIRE & SAFETY	103723	IN00296235	20-2000-0000-54250	QUARTERLY FIRE ALARM MONITORING	183.00
FOX VALLEY FIRE & SAFETY	103723	IN00296236	10-1500-0000-54250	QUARTERLY FIRE ALARM MONITORING	183.00

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FOX VALLEY FIRE & SAFETY	103723	IN00296237	01-0300-0000-54250	QUARTERLY FIRE ALARM MONITORING	183.00
FOX VALLEY FIRE & SAFETY	103723	IN00296238	10-1600-0000-54250	QUARTERLY FIRE ALARM MONITORING	183.00
FOX VALLEY FIRE & SAFETY	103723	IN00296239	27-2700-0000-54250	QUARTERLY FIRE ALARM MONITORING	183.00
FOX VALLEY FIRE & SAFETY	103723	IN00296240	25-2500-0000-54250	QUARTERLY FIRE ALARM MONITORING	183.00
FOX VALLEY FIRE & SAFETY	103723	IN00296241	10-1500-0000-54250	QUARTERLY FIRE ALARM MONITORING	183.00
FOX VALLEY FIRE & SAFETY	103723	IN00296242	23-2300-0000-54250	QUARTERLY FIRE ALARM MONITORING	183.00
FOX VALLEY FIRE & SAFETY	103723	IN00296243	25-2400-0000-54250	QUARTERLY FIRE ALARM MONITORING	183.00
FOX VALLEY FIRE & SAFETY	103723	IN00296288	10-1500-0000-54250	QUARTERLY FIRE ALARM MONITORING	183.00
Vendor 01167 - FOX VALLEY FIRE & SAFETY Total:					2,446.00
Vendor: 20955 - FUN EXPRESS					
FUN EXPRESS	103624	697793917-01	10-1100-7668-52404	CAMP CARNIVAL PRIZES	217.44
FUN EXPRESS	103624	698032170-01	01-0200-0000-52011	Fall Giveaways	192.38
FUN EXPRESS	103624	698086120-01	10-1100-7843-52405	MASKS FOR PUMPKINS 2019 ROLLS FOR FALL FEST	95.76
FUN EXPRESS	103624	698086120-01	10-1100-7844-52405	MASKS FOR PUMPKINS 2019 ROLLS FOR FALL FEST	31.98
Vendor 20955 - FUN EXPRESS Total:					537.56
Vendor: 01550 - G.B. ELECTRIC COMPANY					
G.B. ELECTRIC COMPANY	103724	18857	25-2500-0000-56100	REPAIR TO CIRC. FAN IN HOT WATER HEATER ROOM	214.00
Vendor 01550 - G.B. ELECTRIC COMPANY Total:					214.00
Vendor: 01570 - GAMMA SPORTS					
GAMMA SPORTS	103780	INV151429	25-2500-0000-52801	5 BALL HOPPERS	137.90
Vendor 01570 - GAMMA SPORTS Total:					137.90
Vendor: 22311 - GARY LAZAR					
GARY LAZAR	103625	INV0010740	10-1100-7153-52401	WINNER OF SOFTBALL TOURNAMENT	150.00
Vendor 22311 - GARY LAZAR Total:					150.00
Vendor: 22137 - GEMINI INC					
GEMINI INC	103663	5141792	01-0400-0000-52002	BENCH PLAQUE JOHN THOMAS	96.49
GEMINI INC	103725	5148060	01-0400-0000-52002	BENCH PLAQUES FOR EMILY DURNING	179.99
Vendor 22137 - GEMINI INC Total:					276.48
Vendor: 01697 - GOLF CORE					
GOLF CORE	103664	275285	20-2000-0000-52320	Special Event Supplies	580.70
Vendor 01697 - GOLF CORE Total:					580.70
Vendor: 01727 - GRAINGER					
GRAINGER	103726	9299176603	01-0300-0000-56001	FACILITY REPAIRS	73.80
Vendor 01727 - GRAINGER Total:					73.80
Vendor: 01170 - GRAND FOOD CENTER					
GRAND FOOD CENTER	103666	SEPT2019-62583	10-1100-7810-52405	B-DAY PARTY CAKE	39.99
GRAND FOOD CENTER	103666	SEPT2019-62583	10-1100-7810-52405	B-DAY PARTY CAKE	39.99
GRAND FOOD CENTER	103666	SEPT2019-62583	10-1100-7810-52405	B-DAY PARTY CAKE	81.78
GRAND FOOD CENTER	103665	SEPT2019-62598	25-2500-0000-56100	BATTERIES	3.98
Vendor 01170 - GRAND FOOD CENTER Total:					165.74
Vendor: 01810 - HALLORAN & YAUCH					
HALLORAN & YAUCH	103727	16332	20-2100-0000-56125	IRRIGATION EQUIPMENT	525.00
Vendor 01810 - HALLORAN & YAUCH Total:					525.00

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Vendor: 07655 - HEAD/PENN RACQUET SPORTS					
HEAD/PENN RACQUET SPORTS	103728	5193010780	25-2500-0000-57650	STRING SUPPLY	127.10
Vendor 07655 - HEAD/PENN RACQUET SPORTS Total:					127.10
Vendor: 07660 - HEALTH CARE SERVICE CORPORATION					
HEALTH CARE SERVICE CORPOR...	103667	INV0010762	01-0100-0000-54051	HEALTH INSURANCE-OCT 2019	47,363.64
Vendor 07660 - HEALTH CARE SERVICE CORPORATION Total:					47,363.64
Vendor: 09930 - HERITAGE-CRYSTAL CLEAN					
HERITAGE-CRYSTAL CLEAN	103729	15893796	01-0300-0000-54250	PARTS CLEANER	495.88
HERITAGE-CRYSTAL CLEAN	103781	15922429	20-2100-0000-56100	EQUIPMENT R&M	495.88
Vendor 09930 - HERITAGE-CRYSTAL CLEAN Total:					991.76
Vendor: 01907 - HIGHLAND PARK FORD					
HIGHLAND PARK FORD	103668	117593	01-0400-0000-56200	REPAIRS #5	1,749.98
Vendor 01907 - HIGHLAND PARK FORD Total:					1,749.98
Vendor: 01947 - HOME DEPOT CREDIT SERVICES					
HOME DEPOT CREDIT SERVICES	103669	SEPT2019	01-0400-0000-52002	PARKS SUPPLIES	76.97
HOME DEPOT CREDIT SERVICES	103669	SEPT2019	25-2500-0000-56001	FACILITY REPAIRS	84.98
HOME DEPOT CREDIT SERVICES	103669	SEPT2019-01	10-1200-0000-56001	SPF FIELD SUPPLIES	497.82
HOME DEPOT CREDIT SERVICES	103669	SEPT2019-02	10-1200-0000-56001	SPRINKER HEADS AND ITEMS TO REPAIR FIELDS	123.89
HOME DEPOT CREDIT SERVICES	103669	SEPT2019-03	01-0400-0000-52002	SUPPLIES	104.94
Vendor 01947 - HOME DEPOT CREDIT SERVICES Total:					888.60
Vendor: 01960 - HOUSE OF RENTAL					
HOUSE OF RENTAL	103782	138635-1	10-1100-7844-52405	POP UP TENTS FOR FALL FEST	800.00
Vendor 01960 - HOUSE OF RENTAL Total:					800.00
Vendor: 00350 - ICMA RETIREMENT TRUST-457					
ICMA RETIREMENT TRUST-457	DFT0003798	INV0010748	01-21235	457K Contribution	695.00
ICMA RETIREMENT TRUST-457	DFT0003807	INV0010798	01-21235	457K Contribution	695.00
Vendor 00350 - ICMA RETIREMENT TRUST-457 Total:					1,390.00
Vendor: 05745 - IL DEPARTMENT OF REVENUE					
IL DEPARTMENT OF REVENUE	103730	INV0010787	20-2000-0000-54990	SALES TAX-SEPT 2019	786.00
IL DEPARTMENT OF REVENUE	103730	INV0010787	23-2300-0000-54990	SALES TAX-SEPT 2019	3.00
IL DEPARTMENT OF REVENUE	103730	INV0010787	25-2500-0000-54990	SALES TAX-SEPT 2019	149.00
Vendor 05745 - IL DEPARTMENT OF REVENUE Total:					938.00
Vendor: 00410 - IL DEPT OF REVENUE					
IL DEPT OF REVENUE	DFT0003801	INV0010752	01-21210	State Withholding	7,058.08
IL DEPT OF REVENUE	DFT0003810	INV0010803	01-21210	State Withholding	6,868.69
Vendor 00410 - IL DEPT OF REVENUE Total:					13,926.77
Vendor: 21139 - ILLINOIS BASEBALL ACADEMY					
ILLINOIS BASEBALL ACADEMY	103626	INV0010746	10-1100-7373-54302	TBALL INVOICE PAYMENT FOR IBA FALL 2019	4,841.25
Vendor 21139 - ILLINOIS BASEBALL ACADEMY Total:					4,841.25
Vendor: 12390 - ILLINOIS CHILD SUPPORT					
ILLINOIS CHILD SUPPORT	103670	INV0010751	01-21298	1709700/17-D000104	553.85
ILLINOIS CHILD SUPPORT	103783	INV0010801	01-21298	1703100/2015D0051481	240.00
ILLINOIS CHILD SUPPORT	103784	INV0010802	01-21298	1709700/17-D000104	553.85
Vendor 12390 - ILLINOIS CHILD SUPPORT Total:					1,347.70
Vendor: 06605 - ILLINOIS STATE POLICE					
ILLINOIS STATE POLICE	103671	103426	01-0100-0000-54250	CRIMINAL BACKGROUND CHECK	160.00
ILLINOIS STATE POLICE	103731	PK9708227-2	01-0100-0000-54250	CRIMINAL BACKGROUND CHECKS	140.00
Vendor 06605 - ILLINOIS STATE POLICE Total:					300.00
Vendor: 02051 - IMAGES ALIVE, LTD.					
IMAGES ALIVE, LTD.	103732	14307	10-1100-7844-52405	FALL FEST STAFF APPAREL	1,160.58
Vendor 02051 - IMAGES ALIVE, LTD. Total:					1,160.58

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Vendor: 20994 - IMPACT NETWORKING, LLC					
IMPACT NETWORKING, LLC	103733	1574533	01-0400-0000-52015	TONER FOR PARKS	202.20
Vendor 20994 - IMPACT NETWORKING, LLC Total:					202.20
Vendor: 00347 - IMRF					
IMRF	103734	INV0010792	33-21215	PAYMENT FOR SEPT 2019	42,241.85
Vendor 00347 - IMRF Total:					42,241.85
Vendor: 02103 - INTEGRA CLEANING & MTC					
INTEGRA CLEANING & MTC	103672	WPDSEPT2019	23-2300-0000-54250	PADDLE HUT CLEANING SERVICES	484.00
Vendor 02103 - INTEGRA CLEANING & MTC Total:					484.00
Vendor: 21627 - JAMES JANESKU					
JAMES JANESKU	103627	INV0010741	10-1200-0000-52002	REIMB FOR END OF SUMMER STAFF LUNCH	51.81
Vendor 21627 - JAMES JANESKU Total:					51.81
Vendor: 22235 - JAMIE MARTIN					
JAMIE MARTIN	103628	BSE-65722	10-1100-7844-54305	FALL FEST FACE PAINTER	450.00
Vendor 22235 - JAMIE MARTIN Total:					450.00
Vendor: 00134 - JOHNSON CONTROLS SECURITY SOLUTIONS LLC					
JOHNSON CONTROLS SECURITY...	103673	33132200	27-2700-0000-54250	ALARM MONITORING SERVICE	381.22
JOHNSON CONTROLS SECURITY...	103629	33132201	25-2500-0000-54250	ALARM QTRLY BILLING	563.18
Vendor 00134 - JOHNSON CONTROLS SECURITY SOLUTIONS LLC Total:					944.40
Vendor: 22149 - JONATHAN GODINEZ					
JONATHAN GODINEZ	103630	INV0010747	20-2100-0000-52525	REIMB FOR BOOTS	99.99
Vendor 22149 - JONATHAN GODINEZ Total:					99.99
Vendor: 02220 - JORSON & CARLSON CO., INC					
JORSON & CARLSON CO., INC	103631	0593766	27-2700-0000-56200	BLADE SHARPENING	76.59
JORSON & CARLSON CO., INC	103631	0594398	27-2700-0000-56200	BLADE SHARPENING	41.17
JORSON & CARLSON CO., INC	103674	0595124	27-2700-0000-56200	BLADE SHARPENING	41.17
JORSON & CARLSON CO., INC	103735	0595836	27-2700-0000-56200	BLADE SHARPENING	77.34
JORSON & CARLSON CO., INC	103785	0596527	27-2700-0000-56200	BLADE SHARPENING	41.92
Vendor 02220 - JORSON & CARLSON CO., INC Total:					278.19
Vendor: 22442 - JOSEPH BIRKENHEIER TUCKPOINTING AND MASONRY, INC					
JOSEPH BIRKENHEIER TUCKPOI...	103786	INV0010809	01-0200-0000-60014	SIGNAGE REMOVAL AND MASONARY PATCHING	3,225.00
Vendor 22442 - JOSEPH BIRKENHEIER TUCKPOINTING AND MASONRY, INC Total:					3,225.00
Vendor: 20918 - JOSEPH HOLGUIN					
JOSEPH HOLGUIN	103736	INV0010788	25-2500-0000-54005	REIMB FOR CONF EXPENSE	134.25
Vendor 20918 - JOSEPH HOLGUIN Total:					134.25
Vendor: 02235 - JOSEPH MULLARKEY DISTRIB					
JOSEPH MULLARKEY DISTRIB	103737	930192	10-1100-7844-52405	FALL FEST BEER TRUCK	428.78
Vendor 02235 - JOSEPH MULLARKEY DISTRIB Total:					428.78
Vendor: 06280 - JW TURF					
JW TURF	103738	P26268	20-2100-0000-56100	EQUIPMENT R & M	260.58
Vendor 06280 - JW TURF Total:					260.58
Vendor: 22288 - KAFKA GRANITE, LLC					
KAFKA GRANITE, LLC	103632	27334	10-1200-0000-60029	PONY INFIELD MIX	8,506.00
Vendor 22288 - KAFKA GRANITE, LLC Total:					8,506.00
Vendor: 22437 - KATHERINE O'NEILL					
KATHERINE O'NEILL	103675	INV0010763	27-2700-0000-54001	REIMB FOR LTS MEMBERSHIP	39.25
Vendor 22437 - KATHERINE O'NEILL Total:					39.25
Vendor: 01281 - KELLIE EDWARDS					
KELLIE EDWARDS	103739	INV0010789	01-0400-0000-52525	REIMB FOR UNIFORMS	55.00
Vendor 01281 - KELLIE EDWARDS Total:					55.00

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Vendor: 02532 - LAWSON PRODUCTS, INC.					
LAWSON PRODUCTS, INC.	103787	9307039162	01-0300-0000-52002	NUTS & BOLTS	393.68
Vendor 02532 - LAWSON PRODUCTS, INC. Total:					393.68
Vendor: 22390 - LEIBOLD IRRIGATION, INC					
LEIBOLD IRRIGATION, INC	103740	0008568-IN	20-2100-0000-54250	CONTRACT SERVICES	472.50
Vendor 22390 - LEIBOLD IRRIGATION, INC Total:					472.50
Vendor: 22424 - LITTLE TOMMY'S PLUMBING SHOP					
LITTLE TOMMY'S PLUMBING S...	103741	9299-46176	25-2500-0000-60386	2 HOT WATER TANKS REPLACEMENT	5,180.00
Vendor 22424 - LITTLE TOMMY'S PLUMBING SHOP Total:					5,180.00
Vendor: 11465 - LOWE'S BUSINESS ACCOUNT					
LOWE'S BUSINESS ACCOUNT	103788	SEPT2019-01	10-1200-0000-56001	SPRINKLER HEADS AND SUPPLIES FOR FIELD REPAIRS	108.41
LOWE'S BUSINESS ACCOUNT	103788	SEPT2019-02	10-1100-7844-52405	FALL FEST SUPPLIES	142.99
LOWE'S BUSINESS ACCOUNT	103788	SEPT2019	01-0100-0000-56001	ADMIN FACILITY REPAIRS	40.26
LOWE'S BUSINESS ACCOUNT	103788	SEPT2019	01-0100-0000-56001	ADMIN FACILITY REPAIRS	20.89
LOWE'S BUSINESS ACCOUNT	103788	SEPT2019	01-0400-0000-52002	LUMBER & PAINT	56.36
LOWE'S BUSINESS ACCOUNT	103788	SEPT2019	01-0400-0000-52002	PARKS SUPPLIES	49.32
LOWE'S BUSINESS ACCOUNT	103788	SEPT2019	01-0400-0000-52002	LUMBER & PAINT	78.20
LOWE'S BUSINESS ACCOUNT	103788	SEPT2019	01-0400-0000-52002	PARKS SUPPLIES	5.21
LOWE'S BUSINESS ACCOUNT	103788	SEPT2019	01-0400-0000-56003	PLAYGROUND EQUIPMENT R&M	45.53
Vendor 11465 - LOWE'S BUSINESS ACCOUNT Total:					547.17
Vendor: 07402 - MAGIC OF GARY KANTOR					
MAGIC OF GARY KANTOR	103633	INV0010745	10-1100-7810-54305	MAGIC BIRTHDAY PARTY 9-21-19	185.00
Vendor 07402 - MAGIC OF GARY KANTOR Total:					185.00
Vendor: 22433 - MARATHON SPORTSWEAR					
MARATHON SPORTSWEAR	103634	41527	10-1100-7844-52405	BIKE WINNETKA TSHIRTS	2,458.53
Vendor 22433 - MARATHON SPORTSWEAR Total:					2,458.53
Vendor: 02782 - MARTIN IMPLEMENT					
MARTIN IMPLEMENT	103676	A71919	10-1500-0000-56100	HEADLIGHT #71 N.H. TRACTOR	275.19
Vendor 02782 - MARTIN IMPLEMENT Total:					275.19
Vendor: 02890 - MCMASTER-CARR SUPPLY CO.					
MCMASTER-CARR SUPPLY CO.	103677	15326454	01-0400-0000-56003	PLAYGROUND R&M	35.29
MCMASTER-CARR SUPPLY CO.	103742	15605438	01-0400-0000-56003	PLAYROUND EQUIPMENT R&M	18.09
MCMASTER-CARR SUPPLY CO.	103742	15861929	01-0400-0000-56200	METAL FOR TRUCK 13	309.43
MCMASTER-CARR SUPPLY CO.	103677	16394245	01-0400-0000-56200	AUTO PARTS	71.58
MCMASTER-CARR SUPPLY CO.	103677	16656011	01-0300-0000-56100	EQUIPMENT PARTS	75.40
MCMASTER-CARR SUPPLY CO.	103742	16903605	25-2500-0000-56001	EXHAUST FAN-TENNIS	73.08
MCMASTER-CARR SUPPLY CO.	103742	16903607	25-2500-0000-56001	EXHAUST FAN FOR TENNIS	88.39
Vendor 02890 - MCMASTER-CARR SUPPLY CO. Total:					671.26
Vendor: 22316 - MELINDA HURLEY					
MELINDA HURLEY	103678	1059374-B	25-2500-0000-41550	TENNIS REFUND	372.50
Vendor 22316 - MELINDA HURLEY Total:					372.50
Vendor: 02930 - MENONI & MOCOgni, INC.					
MENONI & MOCOgni, INC.	103743	1345983	20-2100-0000-52008	GOLF MTC DRAINAGE SUPPLIES	98.25
Vendor 02930 - MENONI & MOCOgni, INC. Total:					98.25
Vendor: 21965 - MICHAEL BACULIK					
MICHAEL BACULIK	103789	INV0010811	01-0400-0000-52525	REIMB FOR UNIFORMS	41.30
MICHAEL BACULIK	103789	INV0010810	01-0400-0000-52525	REIMB FOR UNIFORMS	99.99
Vendor 21965 - MICHAEL BACULIK Total:					141.29
Vendor: 16230 - MICHAEL WAGNER & SONS, INC.					
MICHAEL WAGNER & SONS, INC.	103790	1460544	25-2500-0000-56100	DRINKING FOUNTAIN PARTS	37.56
Vendor 16230 - MICHAEL WAGNER & SONS, INC. Total:					37.56
Vendor: 21134 - MICKEY'S LINEN					
MICKEY'S LINEN	103679	1318767	25-2500-0000-54250	TOWEL SERVICE	96.75

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MICKEY'S LINEN	103791	1321739	25-2500-0000-54250	TOWEL SERVICE	96.75
Vendor 21134 - MICKEY'S LINEN Total:					193.50
Vendor: 22362 - MIKE BENSON					
MIKE BENSON	103680	INV0010764	25-2500-0000-52525	REIMB FOR UNIFORMS	60.00
Vendor 22362 - MIKE BENSON Total:					60.00
Vendor: 03250 - NAPA AUTO PARTS					
NAPA AUTO PARTS	103635	243340	20-2100-0000-56100	FILTERS	28.88
NAPA AUTO PARTS	103635	243350	20-2100-0000-56100	EQUIPMENT R&M	39.99
NAPA AUTO PARTS	103635	243363	20-2000-0000-56150	Golf Cart R&M	252.03
NAPA AUTO PARTS	103681	244125	01-0400-0000-56100	EQUIPMENT PARTS-PARKS	72.31
NAPA AUTO PARTS	103744	244500	01-0400-0000-56100	EQUIPMENT REPAIRS	40.02
NAPA AUTO PARTS	103744	244500	10-1200-0000-56100	EQUIPMENT REPAIRS	39.81
NAPA AUTO PARTS	103744	244504	10-1200-0000-56100	FIELDS EQUIPMENT REPAIRS	18.44
NAPA AUTO PARTS	103744	244573	10-1200-0000-56100	FIELDS EQUIPMENT REPAIRS	21.63
NAPA AUTO PARTS	103744	244738	10-1200-0000-56100	CREDIT MEMO-FIELDS	-34.11
NAPA AUTO PARTS	103744	244739	10-1200-0000-56100	FIELDS EQUIPMENT REPAIRS	12.98
NAPA AUTO PARTS	103744	244788	01-0300-0000-52505	LUBRICANT	60.13
NAPA AUTO PARTS	103744	244806	10-1200-0000-56100	FIELDS EQUIPMENT PARTS	41.19
NAPA AUTO PARTS	103744	245217	01-0400-0000-56100	BATTERY #71 BEACH TRACTOR	141.51
NAPA AUTO PARTS	103744	245574	01-0400-0000-56200	AUTO PARTS	43.37
NAPA AUTO PARTS	103744	245632	01-0400-0000-56200	AUTO PARTS	43.37
NAPA AUTO PARTS	103792	246762	20-2100-0000-52505	LUBRICANTS	89.88
NAPA AUTO PARTS	103792	246762	20-2100-0000-52525	UNIFORMS	29.98
NAPA AUTO PARTS	103792	246762	20-2100-0000-56100	EQUIPMENT R&M	68.22
NAPA AUTO PARTS	103792	246809	01-0300-0000-52002	SUPPLIES	61.38
NAPA AUTO PARTS	103792	247565	01-0400-0000-56100	EQUIPMENT PARTS	21.13
NAPA AUTO PARTS	103792	248105	01-0400-0000-52002	SUPPLIES	80.35
Vendor 03250 - NAPA AUTO PARTS Total:					1,172.49
Vendor: 03255 - NATIONAL GOLF FOUNDATION					
NATIONAL GOLF FOUNDATION	103745	1030111-2020	20-10699	MEMBER DUES	229.16
NATIONAL GOLF FOUNDATION	103745	1030111-2020	20-2000-0000-54250	MEMBER DUES	20.84
NATIONAL GOLF FOUNDATION	103793	1030111-2020-GS	20-10699	CONTRACT SERVICES CLUBHOUSE	362.08
NATIONAL GOLF FOUNDATION	103793	1030111-2020-GS	20-2000-0000-54255	Contract Services Clubhouse	32.92
Vendor 03255 - NATIONAL GOLF FOUNDATION Total:					645.00
Vendor: 22285 - NATIONAL RETROFITTING GROUP, LLC					
NATIONAL RETROFITTING GRO...	103746	9482	27-2700-0000-56001	REPLACEMENT LIGHTS - CONCESSION	165.14
Vendor 22285 - NATIONAL RETROFITTING GROUP, LLC Total:					165.14
Vendor: 00348 - NCPERS GROUP LIFE INS.					
NCPERS GROUP LIFE INS.	103682	INV0010765	01-21230	VOLUNTARY LIFE INSURANCE-OCT 2019	32.00
Vendor 00348 - NCPERS GROUP LIFE INS. Total:					32.00
Vendor: 03302 - NELS J. JOHNSON TREE					
NELS J. JOHNSON TREE	103683	129742	01-0400-0000-54250	ORGANIC SOIL TREATMENTS - HW, DWYER, ELDER LN	1,625.00
NELS J. JOHNSON TREE	103683	129829	01-0400-0000-54250	ORGANIC SOIL TREATMENTS - HW, DWYER, ELDER LN	245.00
NELS J. JOHNSON TREE	103683	129831	01-0400-0000-54250	ORGANIC SOIL TREATMENTS - HW, DWYER, ELDER LN	645.00
NELS J. JOHNSON TREE	103747	129854	20-2100-0000-54275	TREE MAINTENANCE	2,960.00
NELS J. JOHNSON TREE	103683	129889	01-0400-0000-54250	TREE REMOVAL - LLOYD	685.00
NELS J. JOHNSON TREE	103747	129905	01-0400-0000-54250	STUMP GRINDING - LLOYD	125.00
Vendor 03302 - NELS J. JOHNSON TREE Total:					6,285.00
Vendor: 18080 - NEW TRIER TOWNSHIP HS DIST 203					
NEW TRIER TOWNSHIP HS DIST ...	103636	1905-006-4TH	10-1100-7842-52405	4TH OF JULY APPLICATION FEE	25.00
Vendor 18080 - NEW TRIER TOWNSHIP HS DIST 203 Total:					25.00

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Vendor: 08070 - NORTH SHORE GAS					
NORTH SHORE GAS	103684	INV0010766	23-2300-0000-56550	NATURAL GAS SERVICE-PADDLE	528.98
NORTH SHORE GAS	103684	INV0010768	20-2000-0000-56550	NATURAL GAS SERVICE-GOLF	136.76
NORTH SHORE GAS	103684	INV0010769	27-2700-0000-56550	NATURAL GAS SERVICE-ICE	427.72
NORTH SHORE GAS	103684	INV0010770	25-2500-0000-56550	NATURAL GAS SERVICE-TENNIS	306.49
NORTH SHORE GAS	103684	INV0010771	20-2100-0000-56550	NATURAL GAS SERVICE-GOLF MTC	57.26
NORTH SHORE GAS	103684	INV0010772	01-0100-0000-56550	NATURAL GAS SERVICE-ADMIN	60.46
NORTH SHORE GAS	103684	INV0010767	10-1300-0000-56550	NATURAL GAS SERVICE-IH PARK	32.74
NORTH SHORE GAS	103684	INV0010773	20-2000-0000-56550	NATURAL GAS SERVICE-GOLF	36.62
NORTH SHORE GAS	103684	INV0010774	01-0400-0000-56550	NATURAL GAS SERVICE-PARKS	32.74
NORTH SHORE GAS	103684	INV0010775	01-0300-0000-56550	NATURAL GAS SERVICE-PARKS SC	94.18
NORTH SHORE GAS	103794	INV0010796	23-2300-0000-56550	NATURAL GAS SERVICE-PADDLE	540.22
Vendor 08070 - NORTH SHORE GAS Total:					2,254.17
Vendor: 03400 - NORTHFIELD HEATING & AIR					
NORTHFIELD HEATING & AIR	103685	001525	27-2700-0000-56001	EXHAUST FAN REPLACEMENT - ICE ARENA	1,940.00
Vendor 03400 - NORTHFIELD HEATING & AIR Total:					1,940.00
Vendor: 03395 - NSSRA					
NSSRA	103637	311	31-3100-0000-54999	2019 2ND INSTALLMENT - INCLUSION SERVICES	15,182.21
Vendor 03395 - NSSRA Total:					15,182.21
Vendor: 22429 - OSTRANDER LANDSCAPING					
OSTRANDER LANDSCAPING	103748	9632	01-0400-0000-56003	PLAYGROUND REPAIRS	3,055.00
Vendor 22429 - OSTRANDER LANDSCAPING Total:					3,055.00
Vendor: 05973 - PACT ADMINISTRATIVE					
PACT ADMINISTRATIVE	103686	INV0010776	01-0100-0000-54051	ADMIN FEES FOR OCT 2019	216.00
Vendor 05973 - PACT ADMINISTRATIVE Total:					216.00
Vendor: 05974 - PACT ADMINISTRATIVE					
PACT ADMINISTRATIVE	103687	INV0010778	01-0100-0000-54051	HRA MEDICAL CLAIMS FUNDED	690.38
PACT ADMINISTRATIVE	103687	INV0010785	01-0100-0000-54051	HRA MEDICAL CLAIMS FUNDED	125.40
PACT ADMINISTRATIVE	103687	INV0010777	01-0100-0000-54051	HRA MEDICAL CLAIMS FUNDED	673.86
PACT ADMINISTRATIVE	103749	INV0010793	01-0100-0000-54051	HRA MEDICAL CLAIMS FUNDED	359.05
Vendor 05974 - PACT ADMINISTRATIVE Total:					1,848.69
Vendor: 07215 - PAT FRAGASSI					
PAT FRAGASSI	103750	INV0010790	25-2500-0000-54005	REIMB FOR CONF EXPENSE	64.86
Vendor 07215 - PAT FRAGASSI Total:					64.86
Vendor: 01663 - PAUL GODEK					
PAUL GODEK	103688	INV0010757	01-0400-0000-56200	REFUND ON CREDIT CARD PAUL GODEK	116.03
PAUL GODEK	103688	INV0010758	01-0300-0000-52810	REFUND ON CREDIT CARD	169.03
Vendor 01663 - PAUL GODEK Total:					285.06
Vendor: 03577 - PEBSCO					
PEBSO	DFT0003799	INV0010749	01-21235	457K Contribution	25.00
PEBSO	DFT0003808	INV0010799	01-21235	457K Contribution	25.00
Vendor 03577 - PEBSCO Total:					50.00
Vendor: 02260 - PING					
PING	103638	14884902	20-10700	GOLF ITEMS REBATE	-45.48
PING	103638	14937866	20-10700	Merchandise for Resale	97.20
PING	103638	14937866	20-2000-0000-47325	SALES DISCOUNT	-4.86
PING	103638	14937866	20-2000-0000-57325	Merchandise for Resale	9.08
PING	103795	14962666	20-10700	Merchandise for Resale	291.90
PING	103795	14962666	20-2000-0000-47325	SALES DISCOUNT	-14.60
PING	103795	14962666	20-2000-0000-57325	Merchandise for Resale	11.06
Vendor 02260 - PING Total:					344.30

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Vendor: 22238 - PRECISION SMALL ENGINE CO, INC					
PRECISION SMALL ENGINE CO, ...	103751	599639	20-2100-0000-52002	SUPPLIES ACCOUNT	667.68
Vendor 22238 - PRECISION SMALL ENGINE CO, INC Total:					667.68
Vendor: 15245 - PRESTO-X					
PRESTO-X	103689	4256833	20-2000-0000-54255	Contract Services Clubhouse	139.98
Vendor 15245 - PRESTO-X Total:					139.98
Vendor: 13630 - R & R SPECIALTIES OF WISCONSIN INC					
R & R SPECIALTIES OF WISCONS...	103690	0068618-IN	27-2700-0000-56200	ZAMBONI PARTS	50.30
Vendor 13630 - R & R SPECIALTIES OF WISCONSIN INC Total:					50.30
Vendor: 03821 - RAMROD DISTRIBUTORS					
RAMROD DISTRIBUTORS	103752	777951-1	20-2100-0000-52515	CUSTODIAL SUPPLIES-GOLF MTC	65.28
RAMROD DISTRIBUTORS	103752	777951	20-2100-0000-52515	CUSTODIAL SUPPLIES	358.75
Vendor 03821 - RAMROD DISTRIBUTORS Total:					424.03
Vendor: 07153 - READY REFRESH BY NESTLE					
READY REFRESH BY NESTLE	103796	1918104749190	27-2700-0000-54250	DRINKING WATER-ICE	56.95
READY REFRESH BY NESTLE	103796	1918104749190-B	25-2500-0000-54250	WATER DELIVERY	126.89
Vendor 07153 - READY REFRESH BY NESTLE Total:					183.84
Vendor: 06160 - RECORD A HIT					
RECORD A HIT	103639	191795-B	10-1100-7844-54305	FALL FEST RIDES AND ATTRACTIONS	3,787.85
Vendor 06160 - RECORD A HIT Total:					3,787.85
Vendor: 03840 - REDS GARDEN CENTER					
REDS GARDEN CENTER	103753	142929	01-0400-0000-52540	PLANT REPLACEMENT/SIGN BEDS	966.00
REDS GARDEN CENTER	103753	142930	01-0400-0000-52540	PLANTS BUTTERFLY GARDEN HUBBARD WOODS	1,492.00
Vendor 03840 - REDS GARDEN CENTER Total:					2,458.00
Vendor: 03861 - REINDERS, INC.					
REINDERS, INC.	103754	1798479-01	20-2100-0000-56100	EQUIPMENT R & M	113.49
REINDERS, INC.	103754	1803481-00	01-0400-0000-56100	BLADES	77.02
REINDERS, INC.	103754	1803679-00	01-0400-0000-56100	PTO BELTS #35&35A	168.93
REINDERS, INC.	103754	1804889-00	20-2100-0000-56100	EQUIPMENT R&M	62.42
REINDERS, INC.	103754	1804889-01	20-2100-0000-56100	EQUIPMENT R & M	208.22
Vendor 03861 - REINDERS, INC. Total:					630.08
Vendor: 14480 - RENE RONQUILLO					
RENE RONQUILLO	103797	INV0010808	25-2500-0000-52310	REIMB FOR TENNIS EVENT SUPPLIES	62.31
Vendor 14480 - RENE RONQUILLO Total:					62.31
Vendor: 22229 - RETHYNC					
RETHYNC	103798	INV-0035	01-0100-0000-54210	AUGUST IT SERVICES	750.00
RETHYNC	103798	INV-0036	01-0100-0000-54210	SEPTEMBER IT SERVICES - RETHYNC	465.00
Vendor 22229 - RETHYNC Total:					1,215.00
Vendor: 03940 - RMC, INC.					
RMC, INC.	103691	SI2081812	27-2700-0000-54250	MONTHLY SERVICE - SEPT	769.00
RMC, INC.	103755	SI2082395	01-0100-0000-54250	HVAC MAINTENANCE CONTRACT	310.00
RMC, INC.	103755	SI2082395	10-1000-0000-54250	HVAC MAINTENANCE CONTRACT	310.00
RMC, INC.	103755	SI2082396	25-2500-0000-54250	RMC MAINT CONTRACT OCT 19 - MARCH 19	757.00
Vendor 03940 - RMC, INC. Total:					2,146.00
Vendor: 21942 - ROBBINS SCHWARTZ					
ROBBINS SCHWARTZ	103692	853509-10	01-0200-0000-54220	JULY 2019 LEGAL SERVICES	2,196.00
ROBBINS SCHWARTZ	103799	855839	01-0200-0000-54220	AUGUST LEGAL SERVICES - TAX OBJECTIONS	288.00

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ROBBINS SCHWARTZ	103799	855837-39	01-0200-0000-54220	AUGUST LEGAL SERVICES	3,092.28
Vendor 21942 - ROBBINS SCHWARTZ Total:					5,576.28
Vendor: 22431 - ROSANGELA DE OLIVEIRA CLINE					
ROSANGELA DE OLIVEIRA CLINE	103640	BSE-65719	10-1100-7844-54305	FALL FEST FACE PAINTER	450.00
Vendor 22431 - ROSANGELA DE OLIVEIRA CLINE Total:					450.00
Vendor: 05060 - ROTARY CLUB OF WINNETKA-NORTHFIELD					
ROTARY CLUB OF WINNETKA-N...	103800	DUES OCT19	01-0200-0000-54001	ROTARY CLUB DUES - 4TH QTR 2019	125.00
Vendor 05060 - ROTARY CLUB OF WINNETKA-NORTHFIELD Total:					125.00
Vendor: 04138 - SECURITY BNFT GROUP OF CO					
SECURITY BNFT GROUP OF CO	DFT0003800	INV0010750	01-21235	457K Retirement Plan	750.00
SECURITY BNFT GROUP OF CO	DFT0003809	INV0010800	01-21235	457K Retirement Plan	750.00
Vendor 04138 - SECURITY BNFT GROUP OF CO Total:					1,500.00
Vendor: 21602 - SERVICE SANITATION					
SERVICE SANITATION	103801	7788423	10-1100-7844-54305	FALL FEST PORTABLE TOILETS	380.00
Vendor 21602 - SERVICE SANITATION Total:					380.00
Vendor: 04158 - SHABICA & ASSOCIATES, INC					
SHABICA & ASSOCIATES, INC	103641	3032	37-3700-0000-60120	LLOYD BREAKWATER SYSTEM DESIGN COASTAL ENGINNERING	93,000.00
SHABICA & ASSOCIATES, INC	103641	3039	37-3700-0000-60120	LLOYD BREAKWATER SYSTEM DESIGN COASTAL ENGINNERING	81,000.00
Vendor 04158 - SHABICA & ASSOCIATES, INC Total:					174,000.00
Vendor: 21267 - SIGNARAMA					
SIGNARAMA	103693	INV-789	01-0200-0000-60014	Facility Lettering and Logos - Materials	8,062.00
Vendor 21267 - SIGNARAMA Total:					8,062.00
Vendor: 09880 - SMG SECURITY HOLDINGS, LLC					
SMG SECURITY HOLDINGS, LLC	103694	70443	01-0100-0000-54250	ALARM MONITORING	86.52
Vendor 09880 - SMG SECURITY HOLDINGS, LLC Total:					86.52
Vendor: 04320 - SONITROL CHICAGOLAND NORTH					
SONITROL CHICAGOLAND NOR...	103642	443360	20-2000-0000-54255	Contract Services Clubhouse	143.22
Vendor 04320 - SONITROL CHICAGOLAND NORTH Total:					143.22
Vendor: 22095 - SPECTROTEL					
SPECTROTEL	103695	9311659	01-0100-0000-56501	PHONE SERVICE-POTS LINES	7.71
SPECTROTEL	103695	9311659	01-0100-0000-56501	PHONE SERVICE-POTS LINES	464.28
SPECTROTEL	103695	9311659	10-1600-0000-56501	PHONE SERVICE-POTS LINES	79.09
SPECTROTEL	103695	9311659	20-2000-0000-56501	PHONE SERVICE-POTS LINES	158.18
SPECTROTEL	103695	9311659	25-2500-0000-56501	PHONE SERVICE-POTS LINES	79.09
SPECTROTEL	103695	9311659	27-2700-0000-56501	PHONE SERVICE-POTS LINES	237.27
Vendor 22095 - SPECTROTEL Total:					1,025.62
Vendor: 13210 - STAPLES BUSINESS CREDIT					
STAPLES BUSINESS CREDIT	103802	7300450011-0-1	25-2500-0000-52001	OFFICE SUPPLIES-TENNIS	95.85
STAPLES BUSINESS CREDIT	103757	7300540077-0-1	20-2000-0000-52006	CLUBHOUSE SUPPLIES	68.72
STAPLES BUSINESS CREDIT	103802	7300743817-0-2	01-0400-0000-52001	OFFICE SUPPLIES	3.69
Vendor 13210 - STAPLES BUSINESS CREDIT Total:					168.26
Vendor: 22035 - STEPHANIE B FIGLIOLI					
STEPHANIE B FIGLIOLI	103643	INV0010743	10-1100-7456-52402	BABYSITTING INVOICE (8/24)	105.30
STEPHANIE B FIGLIOLI	103643	INV0010743	10-1100-7456-54305	BABYSITTING INVOICE (8/24)	405.00
Vendor 22035 - STEPHANIE B FIGLIOLI Total:					510.30
Vendor: 22278 - STEVE BROWN					
STEVE BROWN	103696	INV0010779	25-2500-0000-52525	REIMB FOR UNIFORMS	60.00
Vendor 22278 - STEVE BROWN Total:					60.00

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Vendor Name	Payment Number	Payable Number	Account Number	Description (Item)	Amount
Vendor: 04560 - TENNANT SALES & SERVICE					
TENNANT SALES & SERVICE	103758	916591093	25-2500-0000-56100	SWEEPER BELT REPLACEMENT	342.78
Vendor 04560 - TENNANT SALES & SERVICE Total:					342.78
Vendor: 02492 - THE LAKOTA GROUP, INC					
THE LAKOTA GROUP, INC	103803	19027-04	37-3700-0000-60120	BLUFF PROJECT #19027	85,470.00
Vendor 02492 - THE LAKOTA GROUP, INC Total:					85,470.00
Vendor: 22438 - TIFFANY FOWLER					
TIFFANY FOWLER	103759	1062479	27-2700-0000-41550	ICE REFUND	285.00
Vendor 22438 - TIFFANY FOWLER Total:					285.00
Vendor: 20788 - ULINE, INC					
ULINE, INC	103697	111563562	01-0400-0000-52545	BURLAP TREE PROTECTION	111.30
ULINE, INC	103697	112535606	27-2700-0000-52002	SIGNAGE	52.76
ULINE, INC	103804	112704525	01-0400-0000-52515	CUSTODIAL SUPPLIES	375.21
Vendor 20788 - ULINE, INC Total:					539.27
Vendor: 22236 - UNITED CONCORDIA					
UNITED CONCORDIA	103698	INV0010780	01-0100-0000-54051	DENTAL INSURANCE-OCT 2019	3,858.06
Vendor 22236 - UNITED CONCORDIA Total:					3,858.06
Vendor: 21723 - UNUM LIFE INSURANCE COMPANY OF AMERICA					
UNUM LIFE INSURANCE COMP...	103699	INV0010781	01-0100-0000-54051	LIFE, AD&D AND LTD/VISION-SEPT 2019	1,221.89
UNUM LIFE INSURANCE COMP...	103699	INV0010782	01-0100-0000-54051	LIFE, AD&D AND LTD/VISION-OCT 2019	1,221.89
Vendor 21723 - UNUM LIFE INSURANCE COMPANY OF AMERICA Total:					2,443.78
Vendor: 00671 - UPS					
UPS	103805	00003A29V399	20-2000-0000-54255	CONTRACT SERVICES-CLUBHOUSE	12.14
Vendor 00671 - UPS Total:					12.14
Vendor: 20775 - US SIGNAL					
US SIGNAL	103700	19100100176	01-0100-0000-54250	T1 INTERNET CONNECTION	51.39
US SIGNAL	103700	19100100176	01-0200-0000-54250	T1 INTERNET CONNECTION	51.39
US SIGNAL	103700	19100100176	01-0400-0000-54250	T1 INTERNET CONNECTION	51.39
US SIGNAL	103700	19100100176	10-1000-0000-54250	T1 INTERNET CONNECTION	51.39
US SIGNAL	103700	19100100176	20-2000-0000-54250	T1 INTERNET CONNECTION	51.39
US SIGNAL	103700	19100100176	20-2100-0000-54250	T1 INTERNET CONNECTION	51.38
US SIGNAL	103700	19100100176	25-2500-0000-54250	T1 INTERNET CONNECTION	51.39
US SIGNAL	103700	19100100176	27-2700-0000-54250	T1 INTERNET CONNECTION	51.39
Vendor 20775 - US SIGNAL Total:					411.11
Vendor: 04765 - VANGUARD ENERGY SERVICES					
VANGUARD ENERGY SERVICES	103644	G400621091619	20-2000-0000-56550	NATURAL GAS SERVICE-AUG 2019	75.63
VANGUARD ENERGY SERVICES	103644	G400621091619	20-2100-0000-56550	NATURAL GAS SERVICE-AUG 2019	3.92
VANGUARD ENERGY SERVICES	103644	G400621091619	23-2300-0000-56550	NATURAL GAS SERVICE-AUG 2019	53.86
VANGUARD ENERGY SERVICES	103644	G400621091619	25-2500-0000-56550	NATURAL GAS SERVICE-AUG 2019	9.68
VANGUARD ENERGY SERVICES	103644	G400621091619	25-2500-0000-56550	NATURAL GAS SERVICE-AUG 2019	0.29
VANGUARD ENERGY SERVICES	103644	G400621091619	27-2700-0000-56550	NATURAL GAS SERVICE-AUG 2019	857.07
Vendor 04765 - VANGUARD ENERGY SERVICES Total:					1,000.45
Vendor: 04778 - VERIZON WIRELESS					
VERIZON WIRELESS	103645	9838248453	01-0100-0000-56502	CELL PHONE SERVICE	3,677.87
Vendor 04778 - VERIZON WIRELESS Total:					3,677.87
Vendor: 21852 - VICTOR STANLEY					
VICTOR STANLEY	103806	SI43591	20-2100-0000-52002	SUPPLIES ACCOUNT (MEMORIAL BENCHES)	3,205.00
Vendor 21852 - VICTOR STANLEY Total:					3,205.00

VOUCHER LIST OF PAID BILLS FOR APPROVAL ON OC

Payment Dates: 09/21/2019 - 10/18/2019

Vendor Name	Payment Number	Payable Number	Account Number	Description (Item)	Amount
Vendor: 04805 - VILLAGE OF WINNETKA					
VILLAGE OF WINNETKA	103807	2019-00000058	10-1400-0000-54250	POLICE DETAIL	117.00
VILLAGE OF WINNETKA	103807	2019-00000058	10-1500-0000-54250	POLICE DETAIL	195.00
VILLAGE OF WINNETKA	103807	2019-00000058	10-1600-0000-54250	POLICE DETAIL	78.00
VILLAGE OF WINNETKA	103646	2019000000062	01-0400-0000-54250	POLICE PATROL	117.00
VILLAGE OF WINNETKA	103646	2019000000062	10-1500-0000-54250	POLICE PATROL	195.00
VILLAGE OF WINNETKA	103646	2019000000062	10-1600-0000-54250	POLICE PATROL	78.00
VILLAGE OF WINNETKA	103760	2019-00000066	10-1200-0000-54250	POLICE DETAIL AT CORWIN FALL 9/7/19	227.50
VILLAGE OF WINNETKA	103761	SEPT 2019	01-0100-0000-56525	WATER & ELECTRIC-SEPT 2019	40.97
VILLAGE OF WINNETKA	103761	SEPT 2019	01-0200-0000-56525	WATER & ELECTRIC-SEPT 2019	2,696.01
VILLAGE OF WINNETKA	103761	SEPT 2019	01-0300-0000-56525	WATER & ELECTRIC-SEPT 2019	63.99
VILLAGE OF WINNETKA	103761	SEPT 2019	01-0300-0000-56530	WATER & ELECTRIC-SEPT 2019	626.53
VILLAGE OF WINNETKA	103761	SEPT 2019	01-0400-0000-56525	WATER & ELECTRIC-SEPT 2019	3,124.24
VILLAGE OF WINNETKA	103761	SEPT 2019	01-0400-0000-56530	WATER & ELECTRIC-SEPT 2019	433.79
VILLAGE OF WINNETKA	103761	SEPT 2019	10-1200-0000-56525	WATER & ELECTRIC-SEPT 2019	12.20
VILLAGE OF WINNETKA	103761	SEPT 2019	10-1500-0000-56525	WATER & ELECTRIC-SEPT 2019	215.79
VILLAGE OF WINNETKA	103761	SEPT 2019	10-1500-0000-56530	WATER & ELECTRIC-SEPT 2019	623.13
VILLAGE OF WINNETKA	103761	SEPT 2019	10-1600-0000-56525	WATER & ELECTRIC-SEPT 2019	42.07
VILLAGE OF WINNETKA	103761	SEPT 2019	10-1600-0000-56530	WATER & ELECTRIC-SEPT 2019	70.61
VILLAGE OF WINNETKA	103761	SEPT 2019	20-2000-0000-56525	WATER & ELECTRIC-SEPT 2019	602.51
VILLAGE OF WINNETKA	103761	SEPT 2019	20-2000-0000-56525	WATER & ELECTRIC-SEPT 2019	127.26
VILLAGE OF WINNETKA	103761	SEPT 2019	20-2000-0000-56530	WATER & ELECTRIC-SEPT 2019	2,861.34
VILLAGE OF WINNETKA	103761	SEPT 2019	20-2100-0000-56525	WATER & ELECTRIC-SEPT 2019	3,606.09
VILLAGE OF WINNETKA	103761	SEPT 2019	20-2100-0000-56530	WATER & ELECTRIC-SEPT 2019	4,183.29
VILLAGE OF WINNETKA	103761	SEPT 2019	23-2300-0000-56525	WATER & ELECTRIC-SEPT 2019	24.54
VILLAGE OF WINNETKA	103761	SEPT 2019	23-2300-0000-56530	WATER & ELECTRIC-SEPT 2019	687.20
VILLAGE OF WINNETKA	103761	SEPT 2019	25-2400-0000-56525	WATER & ELECTRIC-SEPT 2019	13.58
VILLAGE OF WINNETKA	103761	SEPT 2019	25-2400-0000-56530	WATER & ELECTRIC-SEPT 2019	121.90
VILLAGE OF WINNETKA	103761	SEPT 2019	25-2500-0000-56525	WATER & ELECTRIC-SEPT 2019	110.82
VILLAGE OF WINNETKA	103761	SEPT 2019	25-2500-0000-56530	WATER & ELECTRIC-SEPT 2019	10,708.96
VILLAGE OF WINNETKA	103761	SEPT 2019	27-2700-0000-56525	WATER & ELECTRIC-SEPT 2019	1,102.38
VILLAGE OF WINNETKA	103761	SEPT 2019	27-2700-0000-56530	WATER & ELECTRIC-SEPT 2019	11,735.20
Vendor 04805 - VILLAGE OF WINNETKA Total:					44,841.90
Vendor: 00425 - VISION SERVICE PLAN (IL)					
VISION SERVICE PLAN (IL)	103701	807487948	01-0100-0000-54051	VISION INSURANCE-OCT 2019	498.84
Vendor 00425 - VISION SERVICE PLAN (IL) Total:					498.84
Vendor: 04845 - VOLLMAR CLAY PRODUCTS CO.					
VOLLMAR CLAY PRODUCTS CO.	103702	180917	01-0400-0000-52002	PARKS SUPPLIES	41.00
Vendor 04845 - VOLLMAR CLAY PRODUCTS CO. Total:					41.00
Vendor: 04882 - WAREHOUSE DIRECT					
WAREHOUSE DIRECT	103647	4310655-0	01-0100-0000-52515	CUSTODIAL SUPPLIES	66.66
WAREHOUSE DIRECT	103647	4311064-0	01-0300-0000-52515	CUSTODIAL SUPPLIES	60.80
WAREHOUSE DIRECT	103647	4311064-0	10-1500-0000-52002	CUSTODIAL SUPPLIES	40.92
WAREHOUSE DIRECT	103647	4427930-0	01-0100-0000-52005	COPY PAPER	423.02
WAREHOUSE DIRECT	103762	4433964-0	01-0100-0000-52515	CUSTODIAL SUPPLIES	248.27
WAREHOUSE DIRECT	103762	4433964-0	10-1000-0000-52515	CUSTODIAL SUPPLIES	248.27
WAREHOUSE DIRECT	103703	4434843-0	20-2000-0000-52515	Custodial Supplies	340.10
WAREHOUSE DIRECT	103762	4439869-0	01-0100-0000-52001	OFFICE SUPPLIES-ADMIN	94.16
WAREHOUSE DIRECT	103762	4440058-0	20-2000-0000-52006	CLUBHOUSE SUPPLIES	75.41
WAREHOUSE DIRECT	103808	4441723-0	20-2000-0000-52006	CLUBHOUSE SUPPLIES	22.36
Vendor 04882 - WAREHOUSE DIRECT Total:					1,619.97
Vendor: 09555 - WILD GOOSE CHASE, INC					
WILD GOOSE CHASE, INC	103648	31013	20-2100-0000-54250	CONTRACT SERVICES	885.00
WILD GOOSE CHASE, INC	103763	31189	20-2100-0000-54250	CONTRACT SERVICES	885.00
Vendor 09555 - WILD GOOSE CHASE, INC Total:					1,770.00
Vendor: 05020 - WILSON SPORTING GOODS					
WILSON SPORTING GOODS	103764	4528957179	25-10700	RACQUET SPECIAL ORDER	125.00
WILSON SPORTING GOODS	103764	4528957179	25-2500-0000-47325	SALES DISCOUNT	-2.50

VOUCHER LIST OF PAID BILLS FOR APPROVAL ON OC

Payment Dates: 09/21/2019 - 10/18/2019

Vendor Name	Payment Number	Payable Number	Account Number	Description (Item)	Amount
WILSON SPORTING GOODS	103764	4528957179	25-2500-0000-57325	RACQUET SPECIAL ORDER	15.41
Vendor 05020 - WILSON SPORTING GOODS Total:					137.91
Vendor: 10190 - WINNETKA COMMUNITY NURSERY SCHOOL					
WINNETKA COMMUNITY NURS...	103649	1056818	01-21550	SECURITY DEPOSIT REFUND	1,500.00
Vendor 10190 - WINNETKA COMMUNITY NURSERY SCHOOL Total:					1,500.00
Vendor: 03677 - WINNETKA PARK DISTRICT PETTY CASH					
WINNETKA PARK DISTRICT PETT...	103704	INV0010784	01-0100-0000-52001	SUPPLIES	10.00
WINNETKA PARK DISTRICT PETT...	103704	INV0010784	01-0100-0000-52025	POSTAGE	1.00
WINNETKA PARK DISTRICT PETT...	103704	INV0010784	01-0100-0000-52025	POSTAGE FOR COBRA	7.90
WINNETKA PARK DISTRICT PETT...	103704	INV0010784	01-0100-0000-52025	CERTIFIED MAIL	6.85
WINNETKA PARK DISTRICT PETT...	103704	INV0010784	01-0100-0000-52025	CERTIFIED MAIL	7.90
WINNETKA PARK DISTRICT PETT...	103704	INV0010784	01-0200-0000-52002	SUPPLIES	3.28
WINNETKA PARK DISTRICT PETT...	103704	INV0010784	01-0200-0000-52002	B-DAY PARTY SUPPLIES	27.50
WINNETKA PARK DISTRICT PETT...	103704	INV0010784	01-0200-0000-52002	SUPPLIES	3.84
WINNETKA PARK DISTRICT PETT...	103704	INV0010784	01-0200-0000-54005	MEETING	27.23
WINNETKA PARK DISTRICT PETT...	103704	INV0010784	01-0200-0000-54260	STAFF MEETING SUPPLIES	7.67
WINNETKA PARK DISTRICT PETT...	103704	INV0010784	01-0200-0000-54260	QUARTERLY STAFF MEETING	36.90
WINNETKA PARK DISTRICT PETT...	103704	INV0010784	01-0400-0000-52025	POSTAGE	10.55
WINNETKA PARK DISTRICT PETT...	103704	INV0010784	10-1100-7843-52405	WATER FOR 4TH OF JULY	15.29
WINNETKA PARK DISTRICT PETT...	103704	INV0010784	10-1100-7843-52405	REC EVENT SUPPLIES	11.56
WINNETKA PARK DISTRICT PETT...	103704	INV0010784	10-1600-0000-52002	LLOYD SUPPLIES	28.51
WINNETKA PARK DISTRICT PETT...	103704	INV0010784	25-2500-0000-52320	TENNIS SUPPLIES	12.61
WINNETKA PARK DISTRICT PETT...	103704	INV0010784	25-2500-0000-52515	TENNIS SUPPLIES	10.44
Vendor 03677 - WINNETKA PARK DISTRICT PETTY CASH Total:					229.03
Vendor: 03680 - WINNETKA POSTMASTER					
WINNETKA POSTMASTER	103650	INV0010742	10-1000-0000-52025	POSTAGE FOR BASKETBALL MAILING	63.97
Vendor 03680 - WINNETKA POSTMASTER Total:					63.97
Vendor: 05075 - WISCONSIN DEPARTMENT OF REVENUE					
WISCONSIN DEPARTMENT OF R...	DFT0003803	INV0010754	01-21210	State Withholding	459.95
WISCONSIN DEPARTMENT OF R...	DFT0003812	INV0010805	01-21210	State Withholding	454.45
Vendor 05075 - WISCONSIN DEPARTMENT OF REVENUE Total:					914.40
Vendor: 05667 - YOUR ADVANTAGE TENNIS					
YOUR ADVANTAGE TENNIS	103765	INV0010786	25-2500-0000-57650	RACQUET STRINGING	248.00
Vendor 05667 - YOUR ADVANTAGE TENNIS Total:					248.00
Grand Total:					690,559.46

Report Summary

Fund Summary

Fund	Payment Amount
01 - GENERAL / PAYROLL REVOLVING	174,491.23
10 - RECREATION FUND	50,765.97
20 - GOLF OPERATIONS	48,826.70
23 - PLATFORM TENNIS	3,124.29
25 - TENNIS FUND	23,143.69
27 - INDOOR ICE ARENA	21,911.20
31 - SPECIAL RECREATION	15,182.21
33 - IMRF PENSION & FICA	93,137.17
35 - LIABILITY FUND	507.00
37 - CAPITAL PROJECTS FUND	259,470.00
Grand Total:	690,559.46

Account Summary

Account Number	Account Name	Payment Amount
01-0100-0000-52001	GENERAL OFFICE SUPPLIES	184.72
01-0100-0000-52005	COPY PAPER	423.02
01-0100-0000-52025	POSTAGE	23.65
01-0100-0000-52515	CUSTODIAL SUPPLIES	314.93
01-0100-0000-54005	CONFERENCES/EDUCATI...	161.55
01-0100-0000-54051	MEDICAL INSURANCE	56,951.29
01-0100-0000-54210	COMPUTER SERVICE	3,383.35
01-0100-0000-54250	CONTRACT SERVICES-GEN...	1,126.91
01-0100-0000-54260	TRAINING	474.45
01-0100-0000-56001	R & M-FACILITY-GENERAL	61.15
01-0100-0000-56100	R & M-EQUIPMENT	1,976.65
01-0100-0000-56501	TELEPHONE/COMMUNIC...	575.15
01-0100-0000-56502	RADIO-PHONE COMMUN...	3,677.87
01-0100-0000-56525	WATER	40.97
01-0100-0000-56550	NATURAL GAS	60.46
01-0200-0000-52001	GENERAL OFFICE SUPPLIES	15.96
01-0200-0000-52002	SUPPLIES ACCOUNT	34.62
01-0200-0000-52011	MARKETING SUPPLIES	2,195.65
01-0200-0000-52015	COMPUTER SUPPLIES	567.00
01-0200-0000-52020	PRINTING (BROCH. & NE...	104.86
01-0200-0000-52090	BOARD EXPENSES	266.04
01-0200-0000-54001	PROFESSIONAL DUES	125.00
01-0200-0000-54005	CONFERENCES/EDUCATI...	188.77
01-0200-0000-54220	LEGAL	5,576.28
01-0200-0000-54250	CONTRACT SERVICES-GEN...	111.39
01-0200-0000-54251	MARKETING SERVICES	26.31
01-0200-0000-54260	TRAINING	412.12
01-0200-0000-56001	R & M-FACILITY-GENERAL	118.59
01-0200-0000-56501	TELEPHONE/COMMUNIC...	81.05
01-0200-0000-56525	WATER	2,696.01
01-0200-0000-60014	SIGNAGE	11,287.00
01-0300-0000-52001	GENERAL OFFICE SUPPLIES	75.79
01-0300-0000-52002	SUPPLIES ACCOUNT	517.03
01-0300-0000-52505	LUBRICANTS	60.13
01-0300-0000-52515	CUSTODIAL SUPPLIES	60.80
01-0300-0000-52810	TOOLS	563.92
01-0300-0000-54250	CONTRACT SERVICES-GEN...	911.53
01-0300-0000-56001	R & M-FACILITY-GENERAL	176.79
01-0300-0000-56100	R & M-EQUIPMENT	285.35
01-0300-0000-56200	VEHICLE R & M	85.75
01-0300-0000-56525	WATER	63.99
01-0300-0000-56530	ELECTRIC	626.53
01-0300-0000-56550	NATURAL GAS	94.18

Account Summary

Account Number	Account Name	Payment Amount
01-0400-0000-52001	GENERAL OFFICE SUPPLIES	79.47
01-0400-0000-52002	SUPPLIES ACCOUNT	3,327.71
01-0400-0000-52015	COMPUTER SUPPLIES	202.20
01-0400-0000-52025	POSTAGE	10.55
01-0400-0000-52515	CUSTODIAL SUPPLIES	375.21
01-0400-0000-52525	UNIFORMS	196.29
01-0400-0000-52540	PLANT MATERIALS	2,458.00
01-0400-0000-52545	TREES & SHRUBS	111.30
01-0400-0000-54250	CONTRACT SERVICES-GEN...	3,998.39
01-0400-0000-56001	R & M-FACILITY-GENERAL	27.98
01-0400-0000-56003	R & M-PLAYGROUND EQU...	3,203.41
01-0400-0000-56100	R & M-EQUIPMENT	767.04
01-0400-0000-56200	VEHICLE R & M	2,342.75
01-0400-0000-56501	TELEPHONE/COMMUNIC...	81.05
01-0400-0000-56525	WATER	3,124.24
01-0400-0000-56530	ELECTRIC	456.01
01-0400-0000-56550	NATURAL GAS	32.74
01-0400-0000-60093	INDIAN HILL SHELTER - FR...	5,250.00
01-10699	PRE-PAID-MISCELLANEOUS	668.26
01-21200	FEDERAL WITHHOLDING ...	29,634.88
01-21210	STATE WITHHOLDING TAX	14,841.17
01-21230	IMRF VOLUNTARY LIFE W...	32.00
01-21235	I.C.M.A. RETIREMENT W/H	2,940.00
01-21240	CANCER/INTENSIVE CARE ...	373.26
01-21255	LIFELOCK DED	71.94
01-21260	SECTION 125 WITHHOLDI...	273.12
01-21298	CHILD SUPPORT PAYMEN...	1,347.70
01-21550	ACCRUED EXPENSES-VAR...	1,500.00
10-1000-0000-52025	POSTAGE	63.97
10-1000-0000-52515	CUSTODIAL SUPPLIES	248.27
10-1000-0000-54005	CONFERENCES/EDUCATI...	114.87
10-1000-0000-54201	ADVERTISEMENTS	46.73
10-1000-0000-54250	CONTRACT SERVICES-GEN...	740.39
10-1000-0000-56501	TELEPHONE/COMMUNIC...	81.05
10-1100-7022-52401	SUPPLIES-REC COMP TEA...	204.40
10-1100-7027-52401	SUPPLIES-REC COMP TEA...	204.40
10-1100-7153-52401	SUPPLIES-REC COMP TEA...	150.00
10-1100-7373-54302	SERVICES-REC ATHL INST	4,841.25
10-1100-7380-45200	REC PROG FEES - ATHL IN...	95.00
10-1100-7456-52402	SUPPLIES-REC ATHL INST	105.30
10-1100-7456-54305	SERVICES-REC SPEC EVEN...	405.00
10-1100-7478-52403	SUPPLIES-REC GEN YTH P...	75.00
10-1100-7606-52404	SUPPLIES-REC CAMPS	84.99
10-1100-7606-54304	SERVICES-REC CAMPS	600.00
10-1100-7614-52404	SUPPLIES-REC CAMPS	173.31
10-1100-7668-52404	SUPPLIES-REC CAMPS	230.19
10-1100-7765-54304	SERVICES-REC CAMPS	875.00
10-1100-7810-52405	SUPPLIES-REC SPEC EVEN...	161.76
10-1100-7810-54305	SERVICES-REC SPEC EVEN...	185.00
10-1100-7842-52405	SUPPLIES-REC SPEC EVEN...	25.00
10-1100-7843-52405	SUPPLIES-REC SPEC EVEN...	1,009.15
10-1100-7843-54305	SERVICES-REC SPEC EVEN...	350.00
10-1100-7844-52405	SUPPLIES-REC SPEC EVEN...	6,420.23
10-1100-7844-54305	SERVICES-REC SPEC EVEN...	6,102.85
10-1100-7999-52002	SUPPLIES ACCOUNT	869.00
10-1100-7999-54201	ADVERTISEMENTS	160.92
10-1200-0000-52002	SUPPLIES ACCOUNT	181.41
10-1200-0000-52550	SOIL, SAND & STONE	5,191.07

Account Summary

Account Number	Account Name	Payment Amount
10-1200-0000-52566	FERTILIZERS	347.13
10-1200-0000-54250	CONTRACT SERVICES-GEN...	227.50
10-1200-0000-56001	R & M-FACILITY-GENERAL	730.12
10-1200-0000-56100	R & M-EQUIPMENT	99.94
10-1200-0000-56525	WATER	12.20
10-1200-0000-60029	FIELD RENOVATIONS	10,106.00
10-1300-0000-56550	NATURAL GAS	32.74
10-1400-0000-52801	EQUIPMENT > \$100	702.32
10-1400-0000-54250	CONTRACT SERVICES-GEN...	117.00
10-1400-0000-60184	WATERCRAFT	3,435.94
10-1500-0000-52002	SUPPLIES ACCOUNT	88.11
10-1500-0000-52320	SPECIAL EVENT SUPPLIES	78.00
10-1500-0000-54250	CONTRACT SERVICES-GEN...	3,075.85
10-1500-0000-56100	R & M-EQUIPMENT	275.19
10-1500-0000-56501	TELEPHONE/COMMUNIC...	22.11
10-1500-0000-56525	WATER	215.79
10-1500-0000-56530	ELECTRIC	623.13
10-1600-0000-52002	SUPPLIES ACCOUNT	28.51
10-1600-0000-54250	CONTRACT SERVICES-GEN...	339.00
10-1600-0000-56501	TELEPHONE/COMMUNIC...	101.20
10-1600-0000-56525	WATER	42.07
10-1600-0000-56530	ELECTRIC	70.61
20-10699	PRE-PAID MISCELLANEOUS	591.24
20-10700	PRO-SHOP-ALL INCLUSIVE	2,666.82
20-2000-0000-47325	SALES DISCOUNT	-80.75
20-2000-0000-52006	SUPPLIES - CLUBHOUSE	166.49
20-2000-0000-52320	SPECIAL EVENT SUPPLIES	3,084.21
20-2000-0000-52515	CUSTODIAL SUPPLIES	340.10
20-2000-0000-54201	ADVERTISEMENTS	510.19
20-2000-0000-54250	CONTRACT SERVICES-GEN...	324.68
20-2000-0000-54255	CONTRACT SERV - CLBHSE	1,372.26
20-2000-0000-54990	SALES TAXES-PRO-SHOP	786.00
20-2000-0000-56150	GOLF CART-R & M	1,404.94
20-2000-0000-56501	TELEPHONE/COMMUNIC...	253.97
20-2000-0000-56525	WATER	729.77
20-2000-0000-56530	ELECTRIC	2,861.34
20-2000-0000-56550	NATURAL GAS	249.01
20-2000-0000-57325	FREIGHT - IN	107.35
20-2100-0000-52002	SUPPLIES ACCOUNT	4,008.99
20-2100-0000-52008	DRAINAGE SUPPLIES	98.25
20-2100-0000-52505	LUBRICANTS	185.83
20-2100-0000-52515	CUSTODIAL SUPPLIES	459.96
20-2100-0000-52525	UNIFORMS	142.96
20-2100-0000-52540	PLANT MATERIALS	311.50
20-2100-0000-52550	SOIL, SAND & STONE	3,108.32
20-2100-0000-52801	EQUIPMENT > \$100	351.99
20-2100-0000-54250	CONTRACT SERVICES-GEN...	2,551.88
20-2100-0000-54275	TREE MAINTENANCE	2,960.00
20-2100-0000-56100	R & M-EQUIPMENT	2,176.26
20-2100-0000-56125	IRRIGATION EQUIPMENT	525.00
20-2100-0000-56130	PUMP REPAIRS	1,408.54
20-2100-0000-56501	TELEPHONE/COMMUNIC...	95.79
20-2100-0000-56525	WATER	3,606.09
20-2100-0000-56530	ELECTRIC	4,183.29
20-2100-0000-56550	NATURAL GAS	61.18
20-2100-0000-60247	EQUIPMENT	7,223.25
23-2300-0000-52002	SUPPLIES ACCOUNT	32.70
23-2300-0000-54001	PROFESSIONAL DUES	50.00

Account Summary

Account Number	Account Name	Payment Amount
23-2300-0000-54250	CONTRACT SERVICES-GEN...	1,203.79
23-2300-0000-54990	SALES TAXES-PRO-SHOP	3.00
23-2300-0000-56525	WATER	24.54
23-2300-0000-56530	ELECTRIC	687.20
23-2300-0000-56550	NATURAL GAS	1,123.06
25-10700	PRO-SHOP-ALL INCLUSIVE	125.00
25-2400-0000-54250	CONTRACT SERVICES-GEN...	424.85
25-2400-0000-56100	R & M-EQUIPMENT	302.25
25-2400-0000-56525	WATER	13.58
25-2400-0000-56530	ELECTRIC	121.90
25-2500-0000-41550	GROUP LESSONS	372.50
25-2500-0000-47325	SALES DISCOUNT	-2.50
25-2500-0000-52001	GENERAL OFFICE SUPPLIES	121.29
25-2500-0000-52310	TOURNAMENT SUPPLIES	62.31
25-2500-0000-52320	SPECIAL EVENT SUPPLIES	12.61
25-2500-0000-52515	CUSTODIAL SUPPLIES	10.44
25-2500-0000-52525	UNIFORMS	180.36
25-2500-0000-52801	EQUIPMENT > \$100	137.90
25-2500-0000-54005	CONFERENCES/EDUCATI...	627.86
25-2500-0000-54201	ADVERTISEMENTS	432.03
25-2500-0000-54250	CONTRACT SERVICES-GEN...	2,125.03
25-2500-0000-54990	SALES TAXES-PRO-SHOP	149.00
25-2500-0000-56001	R & M-FACILITY-GENERAL	447.33
25-2500-0000-56100	R & M-EQUIPMENT	598.32
25-2500-0000-56501	TELEPHONE/COMMUNIC...	174.88
25-2500-0000-56525	WATER	110.82
25-2500-0000-56530	ELECTRIC	10,708.96
25-2500-0000-56550	NATURAL GAS	316.46
25-2500-0000-57325	FREIGHT - IN	15.41
25-2500-0000-57650	RACKET RESTRINGING	375.10
25-2500-0000-60386	PLUMBING	5,180.00
27-2700-0000-41550	GROUP LESSONS	285.00
27-2700-0000-52002	SUPPLIES ACCOUNT	549.68
27-2700-0000-52901	SPECIAL PROJECTS	907.95
27-2700-0000-54001	PROFESSIONAL DUES	353.50
27-2700-0000-54201	ADVERTISEMENTS	638.35
27-2700-0000-54250	CONTRACT SERVICES-GEN...	1,512.00
27-2700-0000-56001	R & M-FACILITY-GENERAL	2,917.64
27-2700-0000-56200	VEHICLE R & M	328.49
27-2700-0000-56501	TELEPHONE/COMMUNIC...	296.22
27-2700-0000-56525	WATER	1,102.38
27-2700-0000-56530	ELECTRIC	11,735.20
27-2700-0000-56550	NATURAL GAS	1,284.79
31-3100-0000-54999	MISCELLANEOUS SERVICES	15,182.21
33-21215	I.M.R.F. PAYABLE	42,241.85
33-21220	F.I.C.A. PAYABLE	50,895.32
35-3500-0000-56100	R & M-EQUIPMENT	507.00
37-3700-0000-60120	LAKEFRONT RENOVATIONS	259,470.00
Grand Total:		690,559.46

Project Account Summary

Project Account Key	Payment Amount
None	690,559.46
Grand Total:	690,559.46

**MINUTES OF THE 2362nd
REGULARLY SCHEDULED BOARD
MEETING OF THE COMMISSIONERS
AND OFFICERS OF THE WINNETKA
PARK DISTRICT, WINNETKA, IL
THURSDAY, SEPTEMBER 26, 2019**

President Archambault called the meeting to order at 5:30 p.m.

Commissioners Present: Mickey Archambault, Christina Codo, Warren James, Colleen Knupp, and John Peterson. Commissioners Absent: Teresa Claybrook and Eric Lussen. Staff Present: John Muno, Executive Director; John Shea, Superintendent of Recreation; Christine Berman, Superintendent of Finance; Costa Kutulas, Superintendent of Parks; Mary Cherveney, Administrative Services Manager; Kelsey Raftery, Marketing Brand Manager and Paul Godek, Lead Mechanic. Audience Present: Jon Shabica, Rick Prohov, Anne Wilder and Todd Marver.

ADDITIONS/CHANGES TO AGENDA

None

APPROVAL OF FINANCIALS

Vice President Peterson made a motion to approve the August 2019 Financials as presented. Commissioner Codo seconded the motion.

Superintendent of Finance Christine Berman stated that we are tracking on budget for revenue. Golf course generated \$11,000 more over last year in August, but still down overall for the year. Some of the capitals will be deferred.

President Archambault asked if we expect tax revenues for next year to be similar to this year. Superintendent Berman stated that the overall tax levy will be similar. Commissioner James asked if the lack of golf revenue is due to weather. Executive Director stated that it is primarily due to weather, plus decline in season passholders. Superintendent Berman also pointed out the water expenses over the last two months at the golf course.

Vice President Peterson asked about ice arena salaries being down \$27,000. Superintendent Berman attributed it to a decline in group lessons. Vice President Peterson also asked about the contracted services being down \$22,000, which Superintendent Shea attributed to less dredging than annually budgeted. Vice President Peterson also commended Superintendent Berman on investments. She stated that money marketing is currently yielding more than CDs.

Passed by voice vote.

APPROVAL OF VOUCHERS

Vice President Peterson made a motion to approve the September 26, 2019 vouchers for \$619,771.07. Commissioner Codo seconded the motion. President Archambault mentioned the invoice for Jacobson, which was for the golf course master plan. His bill was slightly over

\$22,000. Commissioner Knupp asked for clarification on the Tony's Landscaping bill, which Superintendent Shea indicated was for three ballfield improvements and extra material. Commissioner Codo asked if this was an annual charge, which Superintendent Shea stated was a budgeted capital improvement and not an ongoing expense. Commissioner Knupp asked what is IMRF. Superintendent Berman stated that IMRF is the Illinois Municipal Retirement Fund. Vice President Peterson asked if we were reimbursed for the recently comprised Park District credit card. Superintendent Berman confirmed that we had been reimbursed for the fraudulent charges.

A roll call vote was taken. Ayes: Archambault, Codo, James, Knupp, Peterson. Nays: None. Motion carried.

REMARKS FROM VISITORS

None

APPROVAL OF MINUTES

Vice President Peterson made a motion to combine the Regular Park Board Meeting Minutes of August 22, 2019, the closed session minutes of August 22, 2019, the Committee of the Whole Meeting Minutes of September 12, 2019 and the closed session minutes of September 12, 2019. Commissioner James seconded the motion. A roll call vote was taken. A roll call vote was taken. Ayes: Archambault, Codo, James, Knupp, Peterson. Nays: None. Motion carried. Vice President Peterson made a motion to approve the consent agenda. Commissioner Codo seconded the motion. Passed by voice vote.

COMMUNICATIONS

None

NEW BUSINESS

Glenview Park District Intergovernmental Agreement – Ice

Vice President Peterson made a motion to approve the Exchange of Services Agreement between Glenview Park District and the Winnetka Park District as presented. Commissioner James seconded the motion. Vice President Peterson asked if this arrangement is similar to our affiliate agreements, such as Northshore Trevians Football. Executive Director Muno stated that it is an arrangement allowing non-resident to register at resident rates during Glenview Park District ice arena construction. Glenview Park District residents would still adhere to the non-resident registration timeline, allowing our residents continued priority registration. There was continued Board discussion regarding future reciprocal arrangements and positive finance impact. A roll call vote was taken. Ayes: Archambault, Codo, James, Knupp, Peterson. Nays: None. Motion carried.

UNFINISHED BUSINESS

Policy Manual Chapters 14-17: 1st Reading

Vice President Peterson made a motion to approve the first reading of Chapters 14-17 of the policy manual as presented with a second reading/adoption placed on the October 24 agenda. Commissioner Knupp seconded the motion. Commissioner Codo asked about the NRPA park standards, which Administrative Services Manager, Mary Cherveney said the Park District

exceeds the established standard. Manager Cherveney also thanked Vice President Peterson for his extra attention on these sections of the policy manual. Commissioner Codo asked if we obtain affiliate rosters and add to our mailing list. Superintendent Shea stated that upon request we receive rosters but do not add to our email database. A roll call vote was taken. Ayes: Archambault, Codo, James, Knupp, Peterson. Nays: None. Motion carried.

Winnetka Waterfront 2030 – Lakefront Master Plan Update

Jon Shabica of Shabica and Associates provided an update on the Lloyd shoreline permit application and project timeline. Ready to submit and staff are reviewing one more time. Corp of Engineers has drop the wetland mitigation requirement. Propose on-site habitat mitigation and a new sand management plan to maintain the natural littoral drift. Looking to move eight thousand yards of village sand to our property, without significant changes to the topography. Value of sand is \$520,000. Shabica also provided an update on local homeowners, the Jacksons, breakwater project, including a challenge with the EPA by the south neighbors. The Park District can anticipate the same challenges. Shabica will continue to attend the monthly Board meetings , as requested.

President Archambault looked for clarification about the unlikelihood of a boardwalk from Maple to Lloyd, which Shabica stated was a concerned citizen's interest in ADA accessibility. It will likely not happen and DNR would have no interest in the Park District pursuing. Commissioner James asked about the nature of the potential Jackson permit challenge and the impact to the Park District. The Jackson's breakwater would be 100 ft. from the Park District property and would be the buffer to the south neighbors, making our project be of no impact. Vice President Peterson asked about the cost of steel or boulders and the ability to lock in pricing. Shabica said we could not go out to bid until January at the earliest. Project start scheduled for the fall 2020.

Superintendent of Parks, Costa Kutulas provided an update on the bluff land project. The Lakota Group is working on the construction documents with new Board direction on the Tower Road staircase. On target to go out to bid in October with Board approval expected in November. Superintendent Kutulas is looking at in-house work that could be done on this project along with a baseline maintenance plan, with controlled burns being the most cost effective. If controlled burns were conducted, neighbor notification would be part of the process. President Archambault asked what the timing was to start on the project. Superintendent Kutulas stated late fall or the first of the year.

MATTERS OF THE DIRECTOR

Executive Director, John Muno stated that staff focus is on budget and lakefront master plan. Fallfest and Bike Winnetka is this Saturday. He also introduced 12-year employee, Parks Lead Mechanic, Paul Godek.

President Archambault asked if Fallfest might be canceled due to the weather. Superintendent of Recreation, John Shea said we will assess the situation, might require layout adjustments but most likely will be a go. If canceled the event would not be rescheduled. There was some discussion of moving to the synthetic turf, but it would limit the activities.

BOARD LIAISON REPORTS

Commissioner Codo provided an update the the District #36 redistricting.

REMARKS FROM VISITORS

None

STAFF UPDATES

Marketing Brand Manager, Kelsey Raftery provide an update on the exterior signage project. Vice President Peterson, Facility Manager Pat Fragassi and Manager Raftery met with Chris Nielsen who heads up the family foundation and they will be covering the entire \$43,000 for the project. Hope to have completed by the end of October. There will be a tent at Fallfest dedicated to Lakefront Master Plan communication, including plans for the lakefront and problems the District is facing/solving. Vice President Peterson commended the work Manager Raftery has done on the exterior signage project and working with the Nielsen family.

Superintendent of Parks, Costa Kutulas provided an update on fall clean-up projects. Several parks staff members donated one-day to NSSRA to help clean up their new facility with other member agencies. Preparations are underway for Fallfest.

Superintendent of Recreation, John Shea reported on Fallfest, youth fall sports, including basketball, football and lacrosse. Recreation department is looking at all their special events to continue to offer quality community events. President Archambault asked is we still utilize surveys for programs. Superintendent Shea confirmed that we do. President Archambault would like to see a presentation, possibly in January, to reflect how we are doing based on survey results.

Administrative Services Manager, Mary Cherveney reminded the Park Board about some upcoming educational opportunities for Board members, including Legal Symposium and the State Parks and Recreation Conference. Information will be sent in an upcoming Friday memo. President Archambault encourages Board members to attend the State conference. Manager Cherveney also is preparing for this Saturday's Bike Winnetka. Commissioners interested in attending may still do so.

Superintendent of Finance, Christine Berman reported that the finance department will be staffing the beverage tent at Fallfest and the Foundation will have a Bears vs. Chiefs football ticket raffle at event.

CLOSED SESSION

Commissioner James made a motion to go into Closed Session to discuss the purchase or lease of property pursuant to the Open Meetings Act. Commissioner Codo seconded the motion.

A roll call vote was taken. Ayes: Archambault, Codo, James, Knupp, Lussen, Peterson. Nays: None. Motion carried.

At 7:42 p.m., Vice President Peterson made a motion to return to Open Session. Commissioner Codo seconded the motion.

A roll call vote was taken. Ayes: Archambault, Codo, James, Knupp, Peterson. Nays: None. Motion carried.

ADJOURNMENT

Vice President Peterson made a motion to adjourn the meeting at 7:43 p.m. Commissioner Knupp seconded the motion, which passed by a voice vote. Motion carried.

Mickey Archambault, Board President

John Muno, Board Secretary

**Board Summary
Winnetka Park District**

Date: October 18, 2019
To: Board of Park Commissioners
Subject: Resolution #19-10-24 Truth in Taxation Law Resolution
From: Christine Berman, Superintendent of Finance

Summary:

The Truth in Taxation Law requires not less than 20 days prior to the adoption of its aggregate levy the corporate authority of each taxing district shall determine the amount of money, exclusive of levies for debt service and election costs, estimated to be necessary to be raised by taxation for that year upon the taxable property in its district.

Attached please find Resolution #19-10-24 that is scheduled for approval at the October 24, 2019 Board Meeting. As you can see by this resolution, the proposed 2019 tax levy, exclusive of debt service, is estimated to be \$5,606,033. This amount is 3.27% more than the 2018 extension amount, exclusive of debt service, of \$5,428,746.

A public hearing on the tax levy is required if the amount is more than a 5% increase. As such, a public hearing is not necessary for the 2019 Tax Levy.

Recommendation

Staff recommends Board approval of Resolution #19-10-24.

If you have any questions prior to the meeting, please feel free to call me.

WINNETKA PARK DISTRICT

TRUTH IN TAXATION LAW RESOLUTION

RESOLUTION # 19-10-24

RESOLVED, by the Board of Park Commissioners of the Winnetka Park District, Cook County, Illinois ("Park District") that, based upon the most recently ascertainable information, the following determinations are hereby made in accordance with the "Truth in Taxation Law":

1. The amount of real estate taxes, exclusive of election costs, public building commission leases and debt service levies, extended by the Park District, plus any amount abated by the Park District before extension, upon the final 2018 real estate tax levy of the Park District (2019 tax bill) is \$5,428,746.
2. The amount of real estate taxes, exclusive of election costs, public building commission leases and debt service levies, proposed to be levied by the Park District for 2019 (2020 tax bill) is \$5,606,033.
3. Based on the foregoing, the estimated percentage increase in the proposed 2019 aggregate levy over the amount of real estate taxes extended upon the final 2018 aggregate levy is 3.27%, and that, accordingly, no public hearing or publication is required under the Truth in Taxation Law.

AYES:

NAYS:

ABSENT:

Passed this 24th day of October, 2019.

Mickey Archambault, President
Board of Park Commissioners

Attested and Filed this 24th day of October, 2019.

John Muno, Secretary
Board of Park Commissioners

**Winnetka Park District
BOARD SUMMARY**

TO: Board of Commissioners

FROM: Mary Cherveney, Administrative Services Manager

THROUGH: John Muno, Executive Director

SUBJECT: State Conference Credentials Certificate

DATE: October 24, 2019

SUMMARY

The enclosed certificate will entitle the delegate or alternate listed to vote on matters presented during the Illinois Association of Park District's Annual Business meeting held on Saturday, January 25, 2020. Member agencies must approve the credentials and return it to the IAPD office in order to ensure eligibility of the delegates to vote at the IAPD Annual Business Meeting.

Recommendation

Move to approve the appointment of the Vice President John Peterson as the official delegate representative and Executive Director, John Muno as the alternate for the Winnetka Park District at the IAPD Annual Business meeting on Saturday, January 25, 2020.



TO: ALL MEMBER DISTRICTS

FROM: Peter M. Murphy, President/CEO

DATE: October 1, 2019

RE: **CREDENTIALS CERTIFICATE**

The IAPD/IPRA Soaring to New Heights Conference will be held at the Hyatt Regency Hotel, Chicago, Illinois, January 23-25, 2020.

Article V, Section 3 and 4 of the Constitutional By-Laws of the Illinois Association of Park Districts provides as follows:

"Section 3. Each member district shall be entitled to be represented at all Association meetings and conferences by a delegate or delegates. Delegates of the Association meetings or conference may include members of the governing boards of member districts, the Secretary, Attorney, Treasurer, Director or any paid employee of the member district. Each delegate shall present proper credentials consisting of a certificate by the Secretary of the member district said delegate or delegates represent, with seal of office affixed, showing that the governing board at a special or regular meeting authorized said delegate or delegates to represent said member district. On all questions each member district represented shall have one vote which shall be the majority expression of the delegation from that member district."

"Section 4. No member district shall be entitled to vote by proxy and only delegates of a member district shall cast a ballot for that member district."

Accordingly, we enclose herewith a certificate, which, when properly certified by the Secretary of your agency after its governing board authorizes such delegate and alternates at a regular or special meeting, shall be mailed to the Association's office, 211 East Monroe Street, Springfield, IL 62701.

This certificate will entitle the delegate or, in their absence, an alternate listed thereon to vote on matters presented during the Association's Annual Business meeting to be held on Saturday, January 25, 2020 at 3:30 p.m. in the Grand Ballroom E/F of the Hyatt Regency Hotel, 151 E. Upper Wacker Dr. in Chicago, Illinois.

Your agency must be in good standing, the Credentials Certificate must be signed by the Board President and Secretary with your agency seal affixed.

NOTE: If your agency does not have a seal, then write the word "SEAL" and circle it where indicated on the certificate.

Your careful and prompt attention to this important matter is requested.

CREDENTIALS CERTIFICATE

This is to certify that at a meeting of the Governing Board of the

Winnetka Park District held at
(Name of Agency)
540 Hibbard Rd. Winnetka on October 24, 2019 at 5:30 pm.
(Location) (Month/Day/Year) (Time)

the following individuals were designated to serve as delegate(s) to the Annual Business Meeting of the ILLINOIS ASSOCIATION OF PARK DISTRICTS to be held at the Hyatt Regency Hotel, Chicago, Illinois on **Saturday, January 25, 2020 at 3:30 p.m. in the Grand Ballroom E/F:**

	<u>Name</u>	<u>Title</u>
Delegate:	<u>John Peterson</u>	<u>Vice President</u>
1st Alternate:	<u>John Muno</u>	<u>Executive Director</u>
2nd Alternate:	_____	
3rd Alternate:	_____	

This is to certify that the foregoing is a statement of action taken at the board meeting cited above.

Affix Seal:

Signed: _____
(President of Board)

Attest: _____
(Board Secretary)

Return this form to: Illinois Association of Park Districts
211 East Monroe Street
Springfield, IL 62701-1186

Winnetka Park District

Board Summary

Date: October 24, 2019
To: Board of Commissioners
Subject: Equipment Replacement – Green Master 3100 (1)
From: Matt McCann, Golf Course Superintendent
Through: John Muno, Executive Director

Summary:

Golf course staff has identified the need to replace a piece of equipment (1) 1993 Toro Greens Master 3100. This piece of equipment has served the golf course for over 25 years. Staff has identified Toro Greens Master TriFlex 3320 as the best replacement option.

As previously presented in November during the budget process and the Committee of the Whole Meeting, this piece of equipment was identified as needed to be replace through the long range plan approved in the 2019 budget (Capitals).

This machine is currently being used by the mowers, which maintain all the tees and approaches on the championship course. The versatility of this mower will now allow for future expansion of current staff job functions to also being able to cut greens on both the Championship course and the par 3.

Reinders Company submitted a quote via the National Intergovernmental Purchasing Alliance for (1) “Toro Greens Master TriFlex 3320 Mower” with the gross delivered price of \$37,266.21. The trade-in allowance is \$750 for a net price of \$36,516.21. Staff feels that the “trade-in allowance” given for the 25+ year old machine is a fair price. The budget amount for this item is \$35,000 a difference of \$1,516.21.

The National IPA is a cooperative purchasing organization serving national, state, county, city and local governmental agencies. Winnetka Park District is registered with the National IPA. By purchasing through the National IPA, this will allow staff to order the unit at a greater cost savings to the district and not have to go through the formal bid process.

Recommendation:

Staff recommends that the Park Board approve the purchase of (1) new “2019 Toro Greens Master TriFlex 3320 mower” from Reinders Company of Sussex Wisconsin with the configuration shown on the quote as presented through the National IPA Bid for the net price of \$36,516.21 which includes the trade-in allowance of \$750.

END



Joe Etten, SCPS
Territory Manager
911 Tower Road
Mundelein, IL 60060
Cell (630) 284-8492
Fax (847) 678-5511
jetten@reinders.com

Acct #: 221276-2
Winnetka Golf Course
1300 Oak Street
Winnetka, IL 60093-1618

Quote ID#	Quotes Good for 30 days
Quote Date 8/8/2019	NIPA Account# NIPA6821

Attn: Matt McCann

Competitively Solicited and Award to Toro - Contract #2017025

Qty	Model #	Description	NIPA Total
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Greensmaster TriFlex Hybrid 3320
14 Blade Cutting Unit
Narrow Wiehle Roller (.200 Inch Spacing) (Set of 3)
Light Kit - LED

\$37,266.21

t

Trade

1993 Toro Gr 3100 with 11bld reels 4665hrs

-\$750.00

Total: \$36,516.21

Proposal Summary and Agreement

I am pleased to submit the attached proposal for your consideration

This is a proposal on the goods named, subject to the following conditions: The prices and terms on this proposal are not subject to verbal changes or other agreements unless approved in writing by the seller. All proposals and agreements are contingent on availability of product from the manufacturer. Typographical errors are subject to correction.

All prices quoted include delivery to your facility unless otherwise stated. Prices include assembly where applicable and accessibility to parts and service manuals. Timing at delivery may vary and is subject to manufacturer's availability. Purchaser is responsible for any applicable taxes.

The City of Mesa, AZ has publicly solicited and awarded an agreement for ***Parks and Golf Grounds Maintenance Equipment to The***

Award Highlights

- Cooperative purchasing contract
- Publicly solicited and awarded
- RFP included public agency "piggy-backing" language
- National aggregate pricing saves money

ORDER ACCEPTANCE AGREEMENT

By signing below, I am authorizing Reinders, Inc. to proceed with fulfilling the product order based on the quote I.D.# noted and that I have reviewed the quote in its entirety. Unless otherwise indicated I agree to accept delivery on the earliest date that this product can be shipped to our location(s). Any and all trades associated with this order will be ready for pick up at time of delivery of this

Quote I.D. # _____ Accepted Equipment Delivery Date _____

Authorized Signature: _____

Print Name: _____

Date: _____

Joe Etten, SCPS
Territory Manager
Reinders, Inc.



**Grounds &
Sports Turf**

**Winnetka Park District
BOARD SUMMARY**

Date: October 24, 2019

Subject: Policy Manual: Chapters 14-17 2nd Reading/Adoption

From: Mary Cherveney, Administrative Services Manager

Through: John Muno, Executive Director

SUMMARY

Per policy, two readings are required prior to formal Board adoption. Tonight is the second reading/adoption.

STAFF RECOMMENDATION

Staff recommendations Board adopt Chapters 14-17 of the policy manual as presented.

END

**WINNETKA PARK DISTRICT
POLICY MANUAL
CHAPTER 14**

LAND ACQUISITION, MAINTENANCE AND FACILITY DEVELOPMENT POLICY

14.01 Purpose – Land Acquisition, Maintenance and Facility Development

14.02 Land Acquisition

14.03 Request for Acquisition and/or Special Projects

14.04 Conveyance of Land for Non-Park Use

14.05 Development and Maintenance

14.06 Maintenance Provisions

14.07 Encroachment

14.00 LAND ACQUISITION, MAINTENANCE, AND FACILITY DEVELOPMENT

14.01 STATEMENT OF PURPOSE

The Board of Park Commissioners is the custodian of the property within the Park District and recognizes an ever-increasing value of all land owned or leased by the District for the purpose for which it was acquired.

The availability of use on an equal basis to the public also is recognized for its importance in making decisions in regard to land use.

The District shall acquire (by purchase or lease), develop, and maintain land in accordance with an adopted master plan and in accordance with current accepted standards and the financial ability and needs of the District.

14.02 LAND ACQUISITION

A land acquisition plan is an important element of the District's master plan. The Land Acquisition Policy should be reviewed and updated periodically. It should be understood that the District does not necessarily have to purchase land if a suitable alternative, such as leasing or donation, can be arranged.

The District recognizes that land acquisition is the basis for future services to the public. The District shall attempt to acquire land where needed and determine the amount of land that will be needed, based on future growth regardless of present financial ability to develop or maintain that land.

The District shall adopt as its goal the National Recreation and Park Association's recommended parks and recreation standard of the number of acres of park land per unit of the population and strive to attain said goal for open space leisure needs. Park land will be acquired by purchase, lease, or donation only as such land fits the present and future recreation needs of the District, based on a current Master Plan. The District shall not accept or purchase land to prevent that land from being used for a specific purpose unless that land is needed for recreation purposes by the District or fits the Mission Statement of the District in preservation of open space.

The District shall assist in rendering any publicly owned land usable for recreation purposes by a written lease of any property. Land shall be considered for leasing only when leasing is in accordance with the overall plans of the District in providing recreation space. Park land leased by the District shall be for the use of the general public.

14.03. REQUEST FOR ACQUISITION AND/OR SPECIAL PROJECTS

Although the District controls acres of open space, that land is not evenly distributed throughout the District. Some parcels of land are more valuable than others; some are more desirable. What is desirable today may not be so in the future. Therefore, the Board of Park Commissioners should

explore alternative means of gaining control of open space, including but not limited to the following alternative means:

- A. The land may be leased on a long-term basis;
- B. The land may be swapped/traded for less desirable land owned by the District;
- C. Residents in the area to be served contribute to the purchase;
- D. Other fund-raising methods;
- E. The land desirable/valuable/unique enough for its acquisition to be supported in a referendum; or
- F. The use of state and/or federal grant monies are available.

14.04 CONVEYANCE OF LAND FOR NON-PARK USE

State law prohibits the Park District from allowing the use of park land for private purposes.

The transfer of land, or property rights such as easements, to allow a more restricted use by another public body generally is not considered in the best interest of the Park District. However, there may arise an occasion when it may be beneficial to the interest of both public bodies to consider a transfer or exchange of properties and/or rights. Should this happen, the Board of Park Commissioners must determine that the benefits of the exchange which would accrue to both agencies would be substantial, and that in the long term the Park District would not be adversely affected by the exchange. The Park Board of Commissioners also may exercise their rights, through negotiation, other considerations for the exchange of real property or property rights to another governmental body.

Attempts at condemnation or severance by other public bodies shall be resisted. Should severance of land be found necessary, the exchange or disposition of the property should be on the basis of full, fair market value, as appraised by competent appraisers, plus the cost of any improvements.

14.05 DEVELOPMENT AND MAINTENANCE

The District realizes park land can be a significant factor in contributing to the overall enhancement of property values in a residential neighborhood. As such, park and facilities within the parks should be designed and built to the standards of the community.

The Board of Park Commissioners must ultimately decide on the primary features of a park master plan based on its collective viewpoint regarding the greatest demand for use. Whenever possible, the guiding principle of multiple use should be employed to assure a maximum amount of flexibility and optimum use.

The planning and development of all aspects of a park site should be accomplished to provide for the ease of maintenance and the ability of the District to maintain adequately with equipment which is not labor-or time intensive.

Overall design should take into consideration safety of park patrons, accessibility, economy of construction, ease of supervision, surveillance, and proper use of natural features such as vegetation, land contouring, and utilization of natural features.

No organization, group or individual shall place any item, structure, or equipment of a permanent or semi-permanent nature on park property without written permission of the District. The Park District staff shall be charged with the responsibility for devising an orderly and systematic annual maintenance plan.

14.06 MAINTENANCE PROVISION

It is the intent of the Board that all District facilities will be maintained at an equal District-wide standard determined to be acceptable and affordable. Preference of maintenance may be given to locations that are intensively used as compared to those which are more passive in use or are to be left in a "natural state".

If an organization's need for maintenance of a District facility that the organization uses is higher than is deemed reasonable by the District, upon written approval by the District, that organization shall provide the additional maintenance for the facility at its own cost to meet organization's required standard. The District shall neither maintain nor improve properties it does not own or lease unless otherwise agreed to in writing by the District.

14.7 ENCROACHMENT

The District shall not allow any encroachment onto District property by any person or entity for any purpose. If any encroachment occurs, such person or entity shall be given written notice to cease such activity and remove any privately owned items from District property.

When deemed by the District appropriate, necessary or desirable in order to prevent any such encroachment, a clear, physical barrier, or item of delineation shall be installed by the District.

END

2019 Tracking

Review and Update:	August 22, 2019
Board First Reading:	September 26, 2019
Board Second Reading & Adoption	October 24, 2019
Review Date	August 2022

Notes:

**WINNETKA PARK DISTRICT
POLICY MANUAL
CHAPTER 15**

WINNETKA PARK DISTRICT RECREATION FEES POLICY

15.01 Purpose - Recreation Fees and Charges Policy

15.02 Classification of Programs

15.03 Recreation Program Fees

15.00 RECREATION FEES AND CHARGES POLICY

15.01 PURPOSE

The Recreation Fees and Charges Policy of the Winnetka Park District has been established to develop a sound and consistent method for determining fees and charges for the various programs and services provided by the Recreation Department.

15.02 CLASSIFICATION OF PROGRAMS

The Recreation Department of the Winnetka Park District offers and conducts a wide range of leisure opportunities for various ages. The objectives and content of these programs vary and have therefore been classified into different categories to achieve consistency in establishing fees and charges.

A. Classification - A Programs

- i. Programs and services that are primarily considered a community service. These programs are subsidized by the Park District and the participant pays no fee or a nominal fee which is less than the direct cost of providing the program.
- ii. Programs include but are not limited to: Memorial Day Parade, Fourth of July Festivities, Egg Hunt, Doggie Egg Hunt, Fallfest, Wednesdays in the Woods, Movies in the Park, Winter Carnival, Water Carnival, Tiny Tot Olympics, Haunted Trail, Pumpkins in the Woods, Doggy Date Night, Parent's Night Out, , Family Campout, Farewell to Summer Luau, Father's Day Brunch, Mother Daughter Tea Party, Open Gym, Fort Building, Outdoor Ice, Junior Sailing, Swimming Beaches, and Lloyd Boat Launch.

B. Classification - B Programs

- i. New or experimental programs offered on a trial basis for a specific period of time (usually one fiscal year). At the end of this time period, these programs are moved to another classification or dropped from the program offerings. The fees for these programs are based on direct costs of the program or lower, and may be offered even when participation does not meet the minimum in order to entice participation.

C. Classification - C Programs

- i. Programs and activities in which the fees paid cover the direct cost of the program.
- ii. Programs include but are not limited to: Travel Basketball, Travel Field Hockey, and Middle School Day off Trips.

D. Classification - D Programs

- i. Programs and services that are geared to the specific needs and interests of participants. The user fees for these programs shall cover all direct program costs plus 30% to help offset indirect costs.

- ii. Programs include but are not limited to: House League Basketball, Instructional Field Hockey, House League Field Hockey, Instructional Girls' Softball, House League Softball, Adult League Softball (Men's and Women's), House League Volleyball, Mother Son Date Night, Father Daughter Date Night, Youth Classes, and Birthday Parties.

E. Classification - E Programs

- i. Programs and services that are geared to the specific needs and interests of the individual participant and have large indirect costs associated to them such as maintenance or utilities. The user fee for these programs will cover all direct costs plus 40% to help offset indirect costs.
- ii. Programs included but not limited to: Kiddie Camp Summer Camp, Happiness Is Summer Camp, Almost Anything Goes Summer Camp, Middle School Madness Camp, Adventure Camp, Junior Counselors Summer Camp, and Counselors in Training Camp.

F. Classification - F Programs

- i. The Recreation Department will make use of outside contractors to run programs, when appropriate. The Park District agreement with outside contractors is as follows:
 - a. For programs, the contractor receives 70% of the fees and the Park District receives 30% of the fees unless otherwise agreed upon between the outside organization and the Winnetka Park District.
 - b. Each contractor must comply with all regulations of the Park District's including an Independent Contractor Service Agreement and provide a certificate of insurance naming the Park District additional insured.
- ii. Programs include but are not limited to: Northwest Passage Kayaking and Paddle Board Classes, Sport Kids Programs, Illinois Baseball Academy, Chicago Bears Football Camp, Chicago White Sox Summer Camp, Chicago Loves Dance Programs, Archery Programs, Magic Classes, American Red Cross Babysitting, , Music Classes, L.L. Bean Programs, Nature Programs, and Tinkering School Workshops.

15.03 RECREATION PROGRAM FEES

Fees and charges for all recreation programs and activities will be approved by the Winnetka Park District Board of Park Commissioners on an annual basis through the budget process. The staff will submit recommendations for fee adjustments to the Board of Park Commissioners that will cover: cost per participation, cost to the District, net loss or profit of program, comparison between past and present year, and a history of participation.

Program fees that fall within the six (6) classifications (see section 15.02), on the premise that fees and charges are intended to supplement other resources available to the District to provide and expand basic services on an equitable basis. Fees shall be established in the following categories:

- 1 Classification - A Programs
- 2 Classification - B Programs
- 3 Classification - C Programs
- 4 Classification - D Programs
- 5 Classification - E Program
- 6 Classification - F Programs

Resident/Non-Resident Users

To qualify for resident fees an individual must reside within the taxing boundaries of Winnetka Park District. The Recreation Department may waive the residency requirement for a program if it is considered in the best interest of the Park District. Waiver of this requirement must be approved by the Executive Director at the time of program planning.

Once the seasonal brochure is sent to all the households within the Village of Winnetka, a grace period of one (1) week will be given to residents as a priority for registration. After the grace period, registration will be open to all non-residents.

Payment of Fees

Individuals wishing to participate in recreation programs and activities must register through established registration procedures. Residents who are financially unable to pay for programs and services may apply for a Scholarship/Financial Assistance as outlined in the Winnetka Park District Policy, Chapter 5, Section 5.29 - Scholarship/Financial Assistance.

END

2019 Tracking

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**WINNETKA PARK DISTRICT
POLICY MANUAL
CHAPTER 16**

WINNETKA PARK DISTRICT FACILITY RESERVATION AND USE POLICY

- 16.01 Purpose – Facility Reservation and Use Policy**
- 16.02 General Facility Rules and Regulations**
- 16.03 Parks and Facilities Available for Rent**
- 16.04 Facility Reservation Use Priority**
- 16.05 Application for Facility Reservations**
- 16.06 Certificates of Insurance**
- 16.07 Winnetka Park District Special Event Permit**

16.00 FACILITY RESERVATION POLICY

16.01 PURPOSE

The Winnetka Park District operates various community facilities/park sites that are available for public use and rental. In addition, the Park District recognizes the need to make its facilities and park sites available to the residents of Winnetka as well as other community organizations. The Park District has put into place the following policy for renting a facility or park site. Anyone wishing to reserve a Park District facility or park site must abide by the following guidelines along with the procedures and regulations outlined in the park/facility rental application.

16.02 GENERAL FACILITY RULES AND REGULATIONS

Time schedules for the operation of all facilities and activities, as well as program fees, shall be reviewed by the Board periodically. Patrons are requested not to enter or remain in any park after posted closing time or before daybreak unless authorized by the Superintendent of Recreation and the Winnetka Police Department. The hours of the parks are 6:00am-10:00pm, unless otherwise posted. The Beach Houses will be closed from October 15th through May 15th every year.

Any group of ten (10) or more must acquire a permit prior to their use of any District owned or controlled property. The person to whom a permit is issued shall be personally responsible to see that the premises are left in a clean and orderly condition and shall be liable for any damage to property, or loss and/or damage of equipment. To ensure the safety of all guests, the total number of any party may not exceed the maximum attendance listed on the approved application. If the actual attendance is larger than the number stated on the application, the rental deposit may be forfeited.

Groups of minors, including high school students, must be adequately chaperoned by an adult 21 years of age or older and in attendance during the entire event when occupying Park District property or facilities. The chaperone is required to complete the application process for the group and will assume full responsibility for the rental and liability of the group. Failure of chaperones to be present and actively enforce rules and regulations will be cause for the permit to be revoked immediately. The number(s) of chaperones in ratio to the number of minors shall be determined by the District upon issuance of the permit.

All activities must be conducted in an orderly manner and follow the District's Participant/Visitor Behavior Policy outlined in sections 8.05, 9.09, 10.08, 11.08, 12.09 and 13.06. Foul or abusive language and attempted physical confrontation, is not permitted and will result in immediate expulsion from the facility or park site. The applicant is responsible for the behavior and language of themselves and all guests. No person shall cause any unusually loud noise not normally associated with the conduct of permitted recreational activities, including the loud playing or operation of radios, tape players, televisions, noisemakers, musical instruments or other sound producing devices. Sound amplification devices of any kind are prohibited unless utilized in conjunction with a special event conducted with the prior approval of the Park District. Applicant will be responsible for and will pay for any damage to property beyond ordinary wear and tear.

Use of a personal grill is allowed only in park areas (no grills of any kind are allowed on the beach). Charcoal must be doused and disposed of by personal means. No charcoal, smoldering or otherwise extinguished, may be deposited in Winnetka Park District receptacles. Containers are provided for the deposit of garbage or other refuse matter (excluding charcoal). Injurious substances cannot be discharged in the water, air, or upon the ground in any park. No glass of any kind is allowed in any park. The Park District strictly prohibits guns or firearms (unless such person is a police officer) including in his/her vehicle or on Park District Property.

16.03 PARKS AND FACILITIES AVAILABLE FOR RENT

The Winnetka Park District has available to the public the following parks, beach houses, and facilities to rent for personal use. Fees to rent each park, beach house, or facility are approved by The Park Board of Commissioners on an annual basis during the budget process. The most recently approved fees will be outlined in the Winnetka Park District Park Rental Application, starting on January 2nd of each year.

<u>Parks/Facilities</u>	<u>Security Deposit</u>	<u>Equipment Provided</u>
Community Room	\$100	---
Crow Island Woods	\$100	8 Picnic Tables
Elder Ln. Beach House	\$100	2 Tables, 20 Chairs. Only available to rent from May 15 th – October 15 th .
Hubbard Woods Park	\$100	Community Rentals-Only Special Events.
Indian Hill	\$100	2 Tables, 20 Chairs
Maple St. Beach House	\$100	6 Tables, 50 Chairs. Only available to rent from May 15 th – October 15 th .
Paddle Hut & 6 Courts (Fri-Sun 7-11pm ONLY)	\$100	*Fee is from 7:00pm-11:00pm. Each additional hour is \$50/hour. Loaner paddles and balls are included with rental.
Tennis Lounge	\$100	*Fee is for the first 2 hours. Each additional hour is \$50/hour
Tennis Shack	\$100	*Fee is for the first 2 hours. Each additional hour is \$25/hour
All other park sites without a shelter/facility	\$100	Elder Ln. Park, Hubbard Woods Park, Maple St. Park, Tower Road Park, Village Green, and West Elm Park

Special Considerations

When a Winnetka based 501(c)(3) organization rents out one of the following: Community Room, Crow Island Woods, Elder Lane Park, Maple Street Park, Tower Road Park, or Village Green Park, the organization will only be charged for one (1) hour at the resident rate. When a non-

resident based 501(c)(3) organization rents out one of the locations above, the organization will only be charged the resident hourly rate for the duration of the rental.

If an individual or group is interested in renting another location that is not listed as a location the Winnetka Park District has available for rental or is anticipating on having more than 100 people in attendance, the applicant will have to submit a Winnetka Park District Special Event Permit. Please refer to section 16.07 for additional information.

16.04 FACILITY RESERVATION USE PRIORITY

The Recreation Department will start accepting completed Park/Facility Rental Applications for the Community Room, all park sites, and beach houses January 2nd for the upcoming year. The A.C. Nielsen Tennis Center will start accepting applications for the Tennis Lounge and Tennis Shack starting January 2nd for the upcoming year. The Winnetka Ice Arena will start accepting applications to rent the Paddle Hut beginning August 1st each year for the upcoming paddle season.

The Winnetka Ice Arena Facility Manager will accept requests for the Winnetka Ice Arena rentals on an on-going basis. Beginning November 1st the Winnetka Ice Arena Facility Manager will accept requests to rent Gullen's Pond (refrigerated outdoor ice rink, south of the Winnetka Ice Arena). Gullen's Pond will be available to rent Friday, Saturday, and Sunday evenings throughout the season (November 25th-March 1st weather depending)

All facility reservations shall be scheduled on a first come, first served basis after Park District programs and established licensed/leased agreements have been accommodated.

16.05 APPLICATION FOR FACILITY RESERVATIONS

No function shall be undertaken or conducted in a Park District facility or in specifically designated park areas by any group or individual without an application being filed and approved and a permit being issued. No reservations will be accepted via telephone.

The group or individual shall complete and file the standard application for park use at the facility at least ten (10) working days prior to the date of the function but not more than nine (9) months in advance of the date of the function. Applications for reservation for the Community Room, park sites, and beach house are to be filed at the Administration Building. Applications for the Paddle Hut are to be filed at the Winnetka Ice Arena and applications for the Tennis Lounge and Tennis Shack are to be filed at the A.C. Nielsen Tennis Center.

After the Park Rental Application is approved, the applicant will be charged for the rental. Fifty percent (50%) of the overall cost will be considered as a nonrefundable rental deposit to secure the date of the rental. If for any reason the applicant cancels the rental, the rental deposit will not be refunded to the applicant.

Security deposits are required from all groups using any Park District parks and/or facilities. Groups must make a security deposit of one hundred dollars (\$100). Security deposits will be refunded in full approximately two (2) weeks after the rental. The Park District reserves the right to withhold all or a portion of the security deposit for any damages, loss of keys, or excessive time

spent for clean up by Park District staff and additional time of use of the facility that was not indicated on the permit. Rental of the facility/park must include all set up and clean up time. Damages over and above the deposit fee will be charged to the group and/or contact person named on the application. The Park District reserves the right to make adjustments in these fees as necessary.

At the time of reservation, proof of residency must be provided. The application must be filled out in full with the security deposit and nonrefundable rental deposit paid.

Once the application is received and the date is verified as available, Park District staff shall review the information to see if any additional documentation is necessary. Submitting an application is not a confirmation of the rental. Staff shall review the application for the following information:

A. Event Attendance

1. If the rental/event is open to the public, a Park District Special Event Application is needed.
2. If the rental/event will exceed 100 people in attendance a Park District Special Event Application is needed (see section 16.06 for additional information).
3. If the rental/event is a parade, bicycle ride, or run/walk, a certificate of insurance naming the Park District as additionally insured (see section 16.06 for additional information) and a map of the route are required. A Park District Special Event Application is also needed. In addition, a Village of Winnetka Special Event Permit may be required. The applicant will have to contact the Police Department at 847-716-3440.
4. If the rental/event charges a fee to participate, a Park District Special Event Permit is needed and a Village of Winnetka Special Event Permit may be required. The applicant will have to contact the Police Department at 847-716-3440.

B. Food Service/Food Trucks

1. If the rental/event is serving food or renting a food truck, a temporary food vendor permit may be required. The applicant will need to contact the Village Manager's Office at 847-716-3541.
2. If the rental/event hired a caterer, a certificate of insurance naming the Park District as additionally insured (see section 16.06 for additional information) is required and a temporary food vendor permit may be required. The applicant will need to contact the Village Manager's Office at 847-716-3541.

C. Alcohol

1. If alcoholic beverages are being served or guests are bringing their own alcoholic beverages, host liquor liability insurance is required (see section 16.06 for additional information).
2. If alcoholic beverages are being sold, Dram Shop Liability Insurance is required (see section 16.06 for additional information). A Village of Winnetka Class C and State of Illinois Liquor License may be required. The applicant shall contact the Police Department at 847-716-3440.
3. If there is an **admission charge/fee** to the event and alcoholic beverages are being served/sold, Dram Shop Liability Insurance is required (see section 16.06 for

additional information). A Village of Winnetka Class C and State of Illinois Liquor License may be required. The applicant will have to contact the Police Department at 847-716-3440.

D. Entertainment Providers

1. If the rental/event includes use of any entertainment providers (laser tag, bubble soccer, video games, etc.), a certificate of insurance naming the Park District as additionally insured (see section 16.06 for additional information) is required.
2. If the rental/event includes inflatables or bounce rides, a certificate of insurance naming the Park District additionally insured (see section 16.06 for additional information) is required. In addition, the Fire Department may elect to inspect the equipment prior to the event. The applicant shall contact the Fire Department at 847-501-6029. A Village permit may be required. The applicant shall contact the Village of Winnetka Community Development at 847-716-3520.
3. If the rental/event will be setting up any temporary structures (tents, canopies, trailers, etc.), a certificate of insurance naming the Park District as additionally insured (see section 16.06 for additional information) is required. Depending on the size and type, a Village permit may be required. The applicant shall contact the Village of Winnetka Community Development at 847-716-3520. The Fire Department may elect to inspect the equipment prior to the event. The applicant shall contact Fire Department at 847-501-6029. If the temporary structure is going to be secured using stakes, the applicant must call JULIE and get markings for all underground utilities seventy two (72) hours prior to the rental.

E. Parking Considerations

1. If the rental/event will cause a need for parking on village streets, a Village of Winnetka Special Event Permit may be required. The applicant shall contact the Police Department at 847-716-3440.

After Park District Staff has reviewed the application and received all applicable documentation staff will submit the application to their supervisor for final approval. The Superintendent of Recreation will approve all park sites, beach houses, and Community Room rentals. The A.C. Nielsen Tennis Center Manager will approve all applications for the Tennis Lounge and Tennis Shack. When renting out the Paddle Hut the Winnetka Ice Arena Manager will approve all applications. All fees are to be paid in full and all applicable documentation completed no later than (7) seven days prior to the rental date.

An application may be denied for reasons including but not limited to the following:

- A. The function shall unduly interfere with the general public enjoyment of the Park District facility.
- B. The function presents a clear and present danger to the health and safety of the community.

- C. The function is of such nature or duration that it cannot be reasonably accommodated at the applied Park District facility.
- D. The function is illegal or otherwise will violate any Park District rule, regulation or ordinance, or will violate any local, state or federal law, regulation, ordinance or rule.

If any application is denied, the group or individual shall be notified within ten (10) business days of receiving the application and all necessary documentation.

When renting any park sites, beach houses, or the Community Room, the applicant may decide to cancel their reservation. All requests must be made in writing by the applicant no later than ten (10) business days prior to the rental date in order to receive a refund of the remaining balance. The non-refundable rental deposit will not be returned to the applicant under any circumstance.

The Park District reserves the right to interrupt any contract for space should an emergency arise. In such an event, every effort will be made to provide temporary substitute space to the applicant.

The Park District does not assume any liability for property lost or stolen on the Park District premises, or for personal injuries sustained on the premises during applicant use of the premises and Applicant assumes the full risk of any injuries, damages or loss, regardless of severity, that Applicant may sustain as a result of any contract. The applicant further waives and releases the Park District from any and all losses, claims, suits or judgments or damages that the applicant might sustain as a result of any and all activities connected with or associated with the rental of the facility(ies) pursuant to the Contract.

16.06 CERTIFICATES OF INSURANCE

A Certificate of Insurance demonstrating proof of general liability insurance with minimum limits of \$1,000,000 per occurrence is required for all caterers and vendors hired by the individual or group applying for the permit. Any individual or group using any temporary structures, such as tents, games, and inflatable structures will be required to provide a Certificate of Insurance demonstrating proof of general liability insurance, with minimum limits of \$1,000,000 per occurrence. Any individual or group hosting an outing or event in which alcohol will be served is required to obtain Host Liquor Liability insurance in the amount of \$1,000,000 per occurrence. In addition, dram shop insurance will also be required if; a caterer or vendor is being hired to serve alcohol, admission is being charged to attend the event, or alcohol will be sold during the event. Certificates must be date specific and name the Winnetka Park District, 540 Hibbard Road, Winnetka, IL 60093, as Additional Insured.

16.07 WINNETKA PARK DISTRICT SPECIAL EVENT PERMIT

Rentals with over one hundred (100) in attendance must complete a Winnetka Park District Special Event Permit Application. The Special Event Permit Application must be completed and signed by an authorized representative, who is 21 years or older. By signing the Application, the

authorized representative assumes responsibility for all actions of the group's usage of the facilities and equipment during the rental period.

All Applications/Contracts are to be sent to the attention of the Front Desk/Program Coordinator, Winnetka Park District, 540 Hibbard Road, Winnetka, Illinois 60093.

The Park District will review the application, and if the Park District can accommodate the request, will complete a Contract for Rental/Use of Facilities, including an estimation of all rental/usage fees. The Contract and Release and Indemnification must be signed and submitted to the Park District, along with the appropriate certificates of insurance in the form and amounts specified in the Conditions of Use, at least (2) two weeks prior to the rental date requested. The Contract is not binding unless it has been signed by an authorized representative of the Park District. A fully executed contract will be returned to the applicant's authorized representative.

Payment of the estimated rental/usage fees will be required at least two weeks in advance. No refunds for the rental/usage fees will be made for cancellation unless cancellation is made to the Park District in writing by the applicant's authorized representative at least one week in advance of the rental date.

Winnetka Park District sponsored activities shall have priority in all facility usage. The Park District reserves the right to grant or reject any application for use of Park District facilities. The Park District reserves the right to cancel a rental at any time for any reason. Rental fees and charges are subject to change without notice and the Park District shall determine the fee based on the suitability of activity and availability of space.

All items and material cover in sections 16.05 and 16.06 are applicable to the Special Event Application. Please see all additional rules and regulations listed on the Winnetka Park District Special Event Application. The Special Event Application will be reviewed and revised on an annual basis.

END

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Notes:

**WINNETKA PARK DISTRICT
POLICY MANUAL
CHAPTER 17**

**WINNETKA PARK DISTRICT OUTDOOR ATHLETIC FIELD RESERVATION AND
USE POLICY**

17.01 Purpose – Outdoor Athletic Field Reservation and Use Policy

17.02 General Use

17.03 Outdoor Athletic Fields Available for Rent

17.04 Facility Reservation Use Priority

17.05 Application for Outdoor Athletic Field Reservations

17.06 Certificates of Insurance

17.07 Affiliate Qualifications

17.00 OUTDOOR ATHLETIC FIELD RESERVATION AND USE POLICY

17.01 PURPOSE

The Winnetka Park District issues permits for the use of the athletic fields to organizations and the general public for recreational activities and programs. The purpose of this policy is to outline the procedures, regulations and allocation priority for the permitted use of the athletic fields. Due to the high demand for use of Park District fields it is imperative that all user groups abide by the policies and procedures set forth under this policy.

Athletic fields are allocated and permitted from mid-March through mid-November, weather permitting. The Recreation Department will monitor proper use of field allocation and permits. Priority will be given in order to Winnetka Park District activities and programs, Established license/lease agreements, Winnetka School District groups, Affiliate organizations, Winnetka resident groups, Non-resident groups, and all other requests (direct competition with other programs that the WPD offers-those users groups have the first right of refusal). The Park District will charge fees to recover costs to operate, maintain and administer the use of facilities.

17.02 GENERAL USE

Time schedules for the operation of all facilities and activities, as well as program fees, shall be reviewed by the Board periodically. Patrons are requested not to enter or remain in any athletic field after posted closing time or before daybreak unless authorized by the Superintendent of Recreation and the Winnetka Police Department. Games and/or practices will not start before 8:00AM nor exceed 10:00PM. Organizations should make necessary changes or alterations to their rules and regulations concerning practices/games due to park times and regulations. The lights on the fields are pre-programmed to shut-off at 10:30PM every night, depending on the schedule.

Any group of ten (10) or more must acquire a permit prior to their use of any District owned or controlled property. The person to whom a permit is issued shall be personally responsible to see that the premises are left in a clean and orderly condition and shall be liable for any damage to property, or loss and/or damage of equipment.

Groups of minors, including high school students, must be adequately chaperoned by an adult 21 years of age or older and in attendance during the entire event when on or using Park District property or facilities. The chaperone is required to complete the application process for the group and will assume full responsibility for the rental and liability. Failure of chaperones to be present and actively enforce rules and regulations will be cause for the permit to be revoked immediately. The number(s) of chaperones in ratio to the number of minors shall be determined by the District upon issuance of the permit.

All outdoor athletic fields require a permit before use. An approved field use permit must be available during the use and present to any Park District representative upon request. Permits may be revoked if there is failure to follow Park District Rules and Regulations. Misrepresented and/or

unauthorized use of Winnetka Park outdoor athletic fields is subject to revocation of permit and termination of future usage privileges; enforcement per Winnetka Park District ordinance #504.

The Park District reserves the right to cancel any event or restrict access to fields due to an emergency, severe weather, vandalism, poor playing conditions or damages that could cause safety concerns.

A turf maintenance and renovation program will be factored into the schedule for Winnetka Park District Skokie Playfields, Nick Corwin Park and Little Duke Field.

It is the responsibility of the field representative and/or individual identified as the person on the permit to enforce the rules and regulations regarding the conduct of the group while using any Park District outdoor athletic fields as outlined by the District's Participant/Visitor Behavior Policy outlined in sections 8.05.

17.03 OUTDOOR ATHLETIC FIELDS AVAILABLE FOR RENT

The Winnetka Park District has available to the public outdoor athletic fields to rent for personal use. Fees to rent each athletic field are approved by the Park Board of Commissioners on an annual basis. The most recently approved fees will be outlined in the Winnetka Park District Athletic Field Rental Application, starting on January 2nd of each year.

<u>Fields</u>
Baseball/Softball (Skokie Playfields)
Natural Turf Football/Soccer/Lacrosse (Skokie Playfields, Nick Corwin Park, and Little Duke)
Artificial Turf (Skokie Playfields)
Outdoor Turf Lights(Skokie Playfield Artificial Turf Fields, Baseball Field 5 and Pony)

17.04 FACILITY RESERVATION USE PRIORITY

The reserved use of Park District Outdoor Athletic Fields is subject to scheduling of Park District programs and established licensed/leased agreements. Outdoor Athletic Fields shall be reserved according to the following priorities:

1. Park District Programs & Established License/Lease Agreements
 - a. Administered In-House and/or with recognized contractual service provider
 - b. North Shore Country Day School (per license agreement)
2. School District 36 and NTHS District (athletic teams)

3. Park District Youth Sport Affiliate Programs
 - a. Baseball (KWBA)
 - b. Soccer (AYSO)
 - c. Football (North Shore Trevians)
 - d. Other (as applicable)
4. Resident Group- Resident status is defined as groups or organizations with at least 51% or more Winnetka Park District residents. Team rosters and/or individual participant utility bills/photo ID may be required by Park District staff to verify residency status.
5. Non-Residents Groups- Non-Resident status is defined as groups or organizations with less than 51% Winnetka Park District residents. This includes but is not limited to not-for-profit 501(c)(3) groups, commercial, and/or groups that charge a fee for services.
6. All other requests, including those that would be considered a program/service in direct competition with the programs and services offered by a WPD program and/or recognized affiliate after WPD and affiliates are given right of first refusal, for requested use of field space.

The Recreation Department will start accepting Athletic Field Applications for considerations by following the tentative timeline below:

1. Spring/Summer Seasons (April-July)-January 31st for Park District, School District, and affiliate group programs.
2. Spring/Summer Seasons (April-July)-March 1st for all other groups and individuals.
3. Fall Season (August-November)-June 1st- for Park District, School District, and affiliate group programs.
4. Fall Season (August-November)-July 1st for all other groups and individuals.

Scheduling requests for considerations are to follow the basic timeline below;

- Spring - March, April, May (January 31st) - Park District, School District, and affiliate groups
- Spring - March, April, May (March 1st) - All other groups and individuals
- Summer - June, July (April 15th) - Park District, School District, and affiliate groups
- Summer - June, July (May 1st) - All other groups and individuals
- Fall - August, September, October, November (June 15th) - Park District, School District, and affiliate groups
- Fall - August, September, October, November (July 15th) - All other groups and individuals

17.05 APPLICATION FOR OUTDOOR ATHLETIC FIELD RESERVATIONS

No function shall be undertaken or conducted in a Park District facility or in specifically designated park areas by any group or individual without an application being filed and approved and a permit being issued. No reservations will be accepted via telephone.

The group or individual shall complete and file the standard application for outdoor athletic field use at the facility at least ten (10) working days prior to the date of the function and must comply with the scheduling timeline (see section 17.04). Applications for reservations for all Winnetka Park districted operated outdoor athletic fields must be submitted to the Recreation Department at the Winnetka Park District Administration Building.

Security Deposits are required from all groups using any of the Park District Outdoor Athletic Fields. Residents based groups must leave a one hundred dollar (\$100) security deposit and Non-Residents groups shall leave a two hundred dollar (\$200) security deposit. Groups will be charged for any damages, lost keys, and time spent for Winnetka Park District Staff to clean after the rental, if required. These charges will be deducted from your deposit. The Winnetka Park District reserves the right to make adjustments to these fees as necessary. Damages over and above your deposit fee will be charged to the group and/or contact person identified on the rental application.

At the time of reservation, proof of residency must be provided, the application must be filled out in full, and the security deposit and non-refundable rental deposit paid.

Once the application is received and the date is verified as available, Park District staff will review the information to see if any additional documentation is necessary. Submitting an application is not confirmation of the rental.

After Park District Staff has reviewed the application and received all applicable documentation, staff will approve the rental and notify the user group upon approval.

An application may be denied for reasons including but not limited to the following:

1. The function will take place during the same time as Park District and or established license/lease agreements program/affiliates.
2. The function shall present a clear and present danger to the health and safety of the community.
3. The function is of such a nature or duration that it cannot be reasonably accommodated at the applied Park District facility.
4. The function is illegal or otherwise will violate any Park District rule, regulation or ordinance, or will violate any local, state or federal law, regulation, ordinance or rule.

If any application is denied, the group or individual shall be notified within ten (10) business days of receiving the application and all necessary paperwork.

If necessary, the Superintendent of Recreation will make final the interpretation of language in the Athletic Field/Facility Allocation and usage guide. An appeal of the Superintendent of Recreation's decision may be made to the Executive Director and must be submitted in writing with justification within ten (10) working days from the decision. The Executive Director's decision is final.

When renting any outdoor athletic field, the applicant may decide to cancel their reservation. All requests must be made in writing by the applicant no later than ten (10) business days prior to the rental date in order to receive a refund.

The Park District reserves the right to interrupt any contract for space should an emergency arise. In such an event, every effort will be made to provide temporary substitute space to the applicant.

17.06 CERTIFICATES OF INSURANCE

A Certificate of Insurance demonstrating proof of general liability insurance with minimum limits of \$1,000,000 per occurrence is required for all caterers and vendors hired by the individual or group applying for the permit. Any individual or group using any temporary structures, such as tents, games, and inflatable structures will be required to provide a Certificate of Insurance demonstrating proof of general liability insurance, with minimum limits of \$1,000,000 per occurrence. Certificates must be date specific, and name the Winnetka Park District, 540 Hibbard Road, Winnetka, IL 60093, as Additional Insured.

17.07 AFFILIATE QUALIFICATIONS

The Winnetka Park District recognizes that certain organizations exist within the community whose purposes are to serve and enhance recreational opportunities for a specific type of youth sports program and participant. The District recognizes that at times it is in the best interest of the community that the agency works with an outside organization in coordinating, integrating and consolidating the planning and provision of youth sports programs.

It is important to distinguish an affiliate group designation in reference to the vital relationship with the Winnetka Park District. Affiliate groups are recognized as the specific designated youth sports service provider in the community. This relationship uniquely qualifies these groups for priority field use and user fee considerations. However, the current and future affiliate group designations will be subject to a more formal working relationship approach, including a memorandum of understanding (outlining in writing the governance of the relationship).

To qualify as an affiliate with the Winnetka Park District the organization must meet certain qualifications and have a signed affiliate agreement with the Winnetka Park District.

The organization must be registered as a not-for-profit 501(c)(3) corporation with the State of Illinois, or if not registered with the state, must have a constitution, bylaws or mission statement

which clearly states the objectives of the organization are of a non-profit, non-commercial nature. The organization Board must be comprised of volunteers, with at least 51% or more Winnetka Park District residents. The organization must submit the following:

1. If incorporated, submit state incorporation papers and bylaws; if not incorporated, submit constitution and bylaws or mission statement.
2. A summary of their annual budget showing all anticipated revenue, expenditures, and schedule of fees.
3. A roster of officers with addresses.
4. Contact information for the field representative authorized to make reservations for the organization

The Winnetka Park District intends to recognize and support the vital relationship with the District in serving the community's athletic program needs. The increased demand for competitive youth sports has created increasingly more demand and requests for athletic field space, which needs to be managed effectively.

In this regard, other programs, whether resident or non-resident based, that provide the same or similar team sport program, will only be considered for field request on a limited basis, and discouraged from expanded requests for field use to accommodate potential growth of their programs, when it is determined that future growth has the potential to erode the participation levels in our existing programs and affiliate memberships.

These requests will be considered in relation to the priority scheduling and fee criteria proposed.

AFFILIATE SPORTS ORGANIZATION - CRITERIA AND CONDITIONS

1. The Community Group/Affiliate shall provide its own leadership, structure, and must delegate operational duties to its membership.
2. The community group/affiliate shall conduct its own financial business and be financially self-supporting.
3. The community group/affiliate shall have its own volunteer governing board with adopted written bylaws or guidelines to guide the board in policy-making decisions, and:
 - a. Is a not-for-profit corporation or organization
 - b. Provide an annual detailed budget to the Park District showing all anticipated revenue and expenditures, and
 - c. Provide an annual audit or detailed report which documents the community group's/affiliate's current financial standings, including operational revenues, expenditures, and financial reserves.
4. Dedicated to offering and promoting recreational activities which are compatible with the Park District's mission and youth sports philosophy and fulfill a recreation program need identified as not met through direct Park District programming and/or supplement Park District programs.
5. Organization must endorse and enforce a youth sports "bill of rights" and coaches code of conduct, and include in coaches training, as provided by the Park District

6. At least 51% of the members/participants of the Community Group/Affiliate must be residents of the Park District. Registration for membership/tryouts must not exclude qualified residents to residents of the Park District.
7. The community group/affiliate must submit a written request to the Park District seeking approval to enter sponsorship agreements with potential third party partners. The Park District must approve all potential sponsor partners prior to the execution of a sponsorship agreement. The Park District has the right in its sole discretion to deny any sponsorship agreement that may not be in the best interest of the Park District.
8. The community group/affiliate shall provide a list of officers and participants, including addresses, telephone numbers, and emails.
9. The community group/affiliate shall designate both a liaison and alternate liaison for the purposes of scheduling, planning, maintenance and other issues. Regularly scheduled meetings shall be set by the Park District and attended by the liaisons, and all direct communication shall be through the liaison and designated Park District staff member.
10. The group shall provide individual rosters for each team listing addresses of all participants within one month of the start of the season.
11. The group shall provide a copy of their practice and game schedules (for each league and/or team—if requested and necessary), that identifies specific field use schedule and designation. These schedules will be submitted no later than March 1st for the spring season and July 1st for the fall season.
12. The community group/affiliate agrees and understands that neither the community group/affiliate nor its officials, officers, members, employees or volunteers (collectively “community group/affiliate”) are entitled to any benefits or protections afforded employees or volunteers of the Park District and are not bound by any obligations as employees of the Park District. The community group/affiliate will not be covered under provisions of the unemployment compensation insurance of the Park District or the workers’ compensation insurance of the Park District and that any injury or property damage arising out of any community group/affiliate activity will be the community group’s/affiliate’s sole responsibility and not the Park District’s. Also, it is understood that the community group/affiliate is not protected as an employee or as a person acting as an agent or employee under the provisions of the general liability insurance of the Park District and therefore, the community group/affiliate will be solely responsible for its own actions. The Park District will in no way defend the community group/affiliate in matters of liability.
13. Affiliate/community Group shall fully cooperate with any investigation conducted by, or on behalf of, the Park District and/or the Park District Risk Management Agency "PDRMA". Failure to fully cooperate with any such investigation shall constitute a breach of agreement and in the sole discretion of the Park District, may result in revocation or suspension of any Group privileges under this Agreement
14. The community group/affiliate shall not represent itself or members of the community group/affiliate as employees, volunteers, or agents of the Park District.
15. The community group/affiliate or members of the community group/affiliate will not advertise or solicit participants using the name or logo of the Park District without prior written permission of the Park District. Organization shall recognize the Park District as a partner in all publicity and provide a website link to the Park District website. In

- return, the Park District will recognize the organization as an affiliate and provide brochure space and contact information.
16. All fees, charges, monies, and expenditures shall be handled by the community group/affiliate itself, with its own accounts in the group's name. The group shall have a written policy regarding refunds. All requests for refunds shall be addressed in a timely manner.
 17. Costs for (resident and non-resident user fees) and maintenance of equipment and/or facilities will be charged to the community group/affiliate. The community group/affiliate acknowledges and agrees that the group is responsible for any and all expenses, (as identified and agreed to) including, but not limited to the specific scheduling and use of fields, and for the provision of equipment and materials related to the community group's/affiliate's activities and use of Park District property and facilities.
 18. Organization shall pay invoices for field use, lights, and maintenance and or other services in a timely manner not to exceed 30 days after billing date. A finance charge of 1.5% per month or an annual percentage rate of 18%, will be computed on all past due balances.
 19. Activities, programs, and events sponsored by community group/affiliate shall not, other than to adhere to specific membership guidelines, program requirements, or minimum residency standards, discriminate against or exclude any individual, for participation for reasons of race, color, creed, national origin, sex, sexual orientation, disability, or any other characteristic protected by local, state, or federal law. The group shall comply with the Americans with Disabilities Act (ADA), which requires each program, service, and activity offered to be readily accessible and useable by individuals with disabilities.
 20. The community group/affiliate agrees to conduct criminal background checks for all employees and volunteers eighteen years of age or older and those who directly supervise individuals under the age of eighteen (18) years of age. The community group/affiliate is solely responsible for determining whether any conviction disqualifies any employee/volunteer.
 21. The community group/affiliate agrees to cross-reference all staff, employees and volunteers with the federal and state of Illinois Child Offender databases. In addition, the group must comply with the abused and neglected child reporting act as required by state statute.
 22. Community group/affiliate shall maintain commercial general liability (CGL) and, if necessary, commercial umbrella insurance with a limit of not less than \$1,000,000 each occurrence. If such CGL insurance contains a general aggregate limit, it shall apply separately to this Agreement. The Park District shall be included as an insured under the CGL. This insurance shall apply as primary insurance with respect to any other insurance or self-insurance afforded to the Park District. Any insurance or self-insurance maintained by the Park District shall be excess of the community group's/affiliate's insurance and shall not contribute with it.
 23. The community group/affiliate understands and agrees that it solely responsible for determining whether any staff, employee, or volunteer is qualified and suitable for any community group/affiliate position and/or activity and that the Park District is not responsible for any hiring or retention decision.

END

2019 Tracking

Review and Update:

August 22, 2019

Board First Reading:

September 26, 2019

Board Second Reading & Adoption

October 24, 2019

Review Date

August 2022

Notes:

**Winnetka Park District
BOARD SUMMARY**

Date: October 24, 2019

Subject: Policy Manual: Chapter 18 First Reading

From: Mary Cherveney, Administrative Services Manager

Through: John Muno, Executive Director

SUMMARY

On September 12, 2019 the Park Board reviewed chapter 18 of the policy manual. The Board reviewed the **red line** changes at that meeting, with the **blue line** change occurring after the September 12 meeting. The final reading will be in clean copy form unless there are new changes during or after the October 24 reading.

Per policy, two readings required prior to formal Board adoption. Tonight is the first reading and the second reading/adoption planned for November 21.

STAFF RECOMMENDATION

Staff recommends Board approve the first reading of Chapter 18 of the policy manual as presented with a second reading/adoption placed on the November 21 agenda.

END

**WINNETKA PARK DISTRICT
POLICY MANUAL
CHAPTER 18**

SAFETY POLICY

- 18.00 Safety Policy**
- 18.01 Safety Policy Statement**
- 18.02 ~~Supervisor's~~ Report of Employee **Work Related** Injury or Illness**
- 18.03 ~~Supervisor's~~ Report of Public or Participant Injury or Illness**
- 18.04 ~~Supervisor's~~ Report of Vehicle Accident**
- 18.05 ~~Supervisor's~~ Report of Property or Valuable Loss**
- 18.06 Emergency Phone Numbers for the Winnetka Park District**
- 18.07 Vehicle Operation Procedures**
- 18.08 Product Warning Label Procedure**
- 18.09 Written Hazard Communication Plan**
- 18.10 ~~Material~~ Safety Data Sheets**
- 18.11 Warning Labels**
- 18.12 Employee Information and Training**
- 18.13 Hazardous Chemical Emergency**
- 18.14 First Aid**
- 18.15 Employee Safety Committee Statement**
- 18.16 Safety Committee Responsibilities**
- 18.17 Building Inspections**
- 18.18 Parks & Playground Inspections**
- 18.19 Staff Responsibilities**

18.20 Employee Safety Training Program

~~18.21 Environmental Policy~~

1st Reading

18.00 SAFETY POLICY

18.01 SAFETY POLICY STATEMENT

The Winnetka Park District wishes to provide a safe work place to its employees and safe recreation to the public. It is the intention of the Winnetka Park District to develop, implement and administer a safety and comprehensive loss control program. In all of the assignments of the Winnetka Park District, the health and safety of all shall be of paramount consideration.

Personnel at all levels are directed to make safety a matter of continuing and mutual concern, equal in importance with all other operational considerations. Each supervisor is responsible for work being performed in a safe manner, inspections being conducted on a regular basis, hazards and dangers being confronted and accidents investigated.

We are confident that this program will be successful and expect all staff to cooperate and support.

18.02 ~~SUPERVISOR'S~~ REPORT OF WORK RELATED EMPLOYEE INJURY OR ILLNESS

Every Employee Must:

1. Report any work related employee injury or illness to their immediate supervisor. Render all injured employees immediate first aid or assistance. Use caution in moving any seriously injured person.
2. For serious employee injury, call 911, if within the Village of Winnetka for Fire Department paramedics. If outside a 911 area, phone the local designated emergency number. Seriously injured employees shall be taken to the nearest available hospital. An emergency contact, usually a spouse or parent, shall be called in the event of a serious injury. The Department Head and the ~~Business-office~~ Human Resources (HR) & Benefits Administrator shall also be called in case of a serious injury.
3. Promptly report all injuries, even if they do not require immediate medical attention, to your Supervisor. A PDRMA ~~Accident/Incident~~ Employee Injury/Illness Report shall be completed at that time and may be noted as record only.
4. Your Supervisor is responsible for investigating all reports of employee injury or illness **in conjunction with the HR & Benefits Administrator**. These may involve checking for hazards, interviewing witnesses and generally verifying the facts of the stated injury.
5. If first aid care is not sufficient, or the employee requests additional medical care, the Supervisor shall direct the employee to the preferred immediate care facility. This is: Omega Medicine Evanston / Glenbrook Associates, 2150 Pfingsten Rd., Suite 3000, Glenview, Illinois (847) 657-1700. **HR & Benefits Administrator should be notified.**

6. If an employee desires treatment elsewhere, this is allowed by the Illinois Worker's Compensation Act. All billing and reports must be forwarded by the employee, to the ~~Business-office~~ **HR & Benefits Administrator**. For convenience of billing and reporting, the preferred clinic is the recommended care provider.
7. Hazardous conditions or practices shall be immediately corrected. However, materials that may point to the negligence of others shall be held for further investigation.
8. ~~A Supervisor's Report of Employee Injury or Illness~~ **The PDRMA Employee Injury/Illness Report** shall be completed by the Supervisor, for every reported employee injury or illness. This must be received by the ~~Business-office~~ **HR & Benefits Administrator** with a copy to the Department Head within 24 hours of an employee injury or notice of injury. If an injury occurs on a weekend or holiday, the accident report may be submitted to the ~~Business Department~~ **HR & Benefits Administrator** on the first business day afterward.

18.03 ~~SUPERVISOR'S~~ REPORT OF PUBLIC OR PARTICIPANT INJURY OR ILLNESS

Every Employee Must:

1. Report any non-employee injury or illness involving a member of the public, or a program participant.
2. Render immediate first aid or assistance to the injured or ill person. Use caution in moving any seriously injured person. See program and/or department emergency response plan.
3. For serious injury, phone 911, if within the Village of Winnetka, for Fire Department paramedics. If outside the 911 area, phone the local designated emergency number. Please note that we do not authorize treatment, but only give notice that a serious injury has occurred. An emergency contact, usually a spouse or parent, shall be called in the event of a serious injury. The Department Head ~~and Safety Chairperson and the Business-office~~ shall also be called in case of serious injury.
4. In case of injury to a participant, instructors are reminded to never leave the program group alone without adult supervision. Instructors have a duty to stay with all programs involving minors.
5. The Supervisor taking the report is responsible for investigating the incident of public or participant injury or illness. This may involve checking for hazards, interviewing witnesses, etc. However, when dealing with the public, it is very important that staff shall:
6. **Do not** make any promises to any injured party or their representatives. Be courteous, helpful, and mention that you will take a report for our records. Refrain from any comments about fault or responsibility or other statements of admission.

7. If medical treatment is requested by the participant, or public, staff is not authorized to approve treatment or care. It is the decision of the injured party, if they wish to go for medical care, at their own expense.
8. Hazardous conditions or practices shall be immediately corrected. However, materials that may point to the negligence of others shall be held for further investigation.
9. An **Supervisor's Incident/Accident** Report of Public or Participant Injury or Illness shall be completed by the Supervisor, for every reported participant or public injury or illness. It must be received by the **Administrative Service Manager, ~~Business office,~~ HR & Benefits Administrator and Safety Chairperson** with a copy to the Department Head within 24 hours of the first notice of injury. If an injury occurs on a weekend or holiday, the accident report may be submitted ~~to the Business Department~~ on the first business day afterward.

18.04 SUPERVISOR'S REPORT OF VEHICLE ACCIDENT

1. Use the vehicle accident sheet located in the glove compartment of the Park District vehicle. The Supervisor, in conjunction with the employee involved shall complete this form.
2. All employees operating personal vehicles for park district business are required to have, a minimum, (a) a valid drivers license appropriate to the classification of the vehicle and (b) insurance coverage as required by state law. This personal auto insurance is primary coverage, for which a mileage reimbursement allowance is paid to employees using their personal vehicles.
3. All employees operating Park District vehicles or equipment are required to have a valid driver's license, appropriate to the classification of the vehicle or the equipment they operate.
4. At the vehicle accident scene, information shall be gathered to allow completion of the vehicle accident report. If available, an accident packet may be used to obtain preliminary accident information with witness and exoneration cards, at the accident scene.
5. At the accident scene, it is important to preserve evidence and identify witnesses. Put on emergency flashers and post reflector triangles to prevent additional accidents. If there is a question as to the facts of an accident, do not move your vehicle until police have viewed the scene.
6. Employees shall report accidents immediately to their Supervisor. Police having jurisdiction shall be contacted and a report taken for every accident. The officer's name, his badge number and the police report number shall be noted on the Park District report form.

7. For all serious accidents, the Department Head, and the ~~Business-office~~ **HR & Benefits Administrator and Safety Chairperson**, shall also be immediately notified by the Supervisor.
8. Hazardous conditions or practices shall be immediately corrected. However, materials that may point to the negligence of others, shall be held for further investigation.
9. A ~~Supervisor's Report of~~ Vehicle Accident **Report** shall be completed by the Supervisor, in conjunction with the operating employee, for every vehicle accident. It must be received by the ~~Business-office~~ **HR & Benefits Administrator and Safety Chairperson** with a copy to the Department Head, within 24 hours of an accident.

18.05 SUPERVISOR'S REPORT OF PROPERTY OR VALUABLE LOSS

1. Report any loss of building contents, personal property, or currency / negotiable property. This property may be owned by the Park District, or others. This loss may have arisen due to weather conditions, or other acts of God, theft, vandalism, mysterious disappearance, etc.
2. Whenever dealing with a member of the public, it is very important that employees Do Not Make Any Promises. Refrain From Any Comments About Fault or Responsibility or other Statements of Admission.
3. Any loss or damage of a serious nature shall also be called in to the Department Head and the ~~Business-office~~ **Administrative Services Manager**.
4. The Winnetka Police Department, shall be called and a report taken, for every loss of a criminal nature. The officer, his/her badge number and the police report number, shall be noted on our report.
5. ~~Supervisor's Report of Property or Valuables Loss Report~~ shall be completed by the Supervisor, for very first notice of property or valuables loss. This must be received by the ~~Business-office~~ **Administrative Services Manager and Safety Chairperson**, with a copy to the Department Head, within 24 hours of the first notice of loss.

18.06 EMERGENCY PHONE NUMBERS FOR THE WINNETKA PARK DISTRICT

(Please take note that when calling from any district telephone, you must dial (8) for an outside line).

Police Department	911
Fire Department (Paramedics)	911
Poison Control Center	800-942-5669
Evanston Hospital	847-570-2111
Glenbrook Hospital	847-657-5632
International Fire Equipment	847-438-2343

Non-Emergency Telephone Numbers

Police (Non-Emergency)	847-501-6034
Fire Department	847-501-6029
Evanston Hospital	847-570-2000
Glenbrook Hospital	847-657-5800
OMEGA Industrial Clinic	847-657-7466

Park District Office Hours

Monday through Friday 8:30 a.m. – 5:00 p.m.

Saturday 9:00 a.m. – 12:00 p.m.

NOTE: These numbers will help both you and program participants when you have questions regarding weather, cancellations, etc.

Administration	847-501-2040
Recorded Information (<i>rain-outs, cancellations, etc.</i>)	847-446-0080 847-563-3131 (WPD) 847-600-3660 (WGC)
Winnetka Golf Club	847-501-2050
Winnetka Ice Arena	847-501-2060
A.C. Nielsen Tennis Center	847-501-2065
Winnetka Service Center	847-501-2052

18.07 VEHICLE OPERATION PROCEDURE

Vehicle Operators – All District personnel required to operate District vehicles and equipment as a part of their job responsibilities shall have appropriate State of Illinois license according to vehicle type. Operators must be 18 years or older. Operators are responsible for reporting any mechanical problem discovered via written repair orders. Operators and passengers should bear in mind that they and their vehicle are highly visible representatives of the Park District when on the road, and should conduct themselves accordingly. All employees operating any Park district vehicle must undergo a safety check ride prior as part of safety training orientation

When driving or riding as a passenger in any Park District vehicle, all staff are to be properly seated, and seat belts must be worn at all times. If passengers require a child safety seat, the seat unit shall be installed and fitted as specified by the manufacture.

Vehicle Cleanliness and Appearance – A high standard of vehicle cleanliness and appearance, both interior and exterior shall be required, consistent with the particular working environment. Department Heads of the District are responsible for enforcing cleanliness standards for the vehicles assigned to their departments, and will be held accountable for the appearance of that portion of the District's fleet under their operational control.

18.08 PRODUCT WARNING LABEL PROCEDURE

Warning labels are designed to alert you that a chemical is dangerous. They must identify all the hazards of a chemical, but they may not communicate everything you need to know about controlling those dangers. More detailed information can be found in the **MSDS** (**M**aterial **S**afety **D**ata Sheet).

With few exceptions, labels are required on the following:

- All containers of hazardous materials in the work place.
- All containers of hazardous materials being shipped from one work place to another.
 - Warning Labels must provide the following information:
 - The name of the chemical.
 - All its physical hazards and health hazards.
 - Labels on containers being shipped from one location to another must also give the name, address and phone number of a responsible source of information about the chemical. This would normally be the manufacturer. Information may be given in words, symbols, or pictures. Labels must be easy to see and easy to read.

The following exceptions apply to the labeling requirements:

- If several stationary containers in a single area hold similar chemicals, the warning may be given on an area holding similar chemicals, the warning may be given on an area sign, rather than labeling on each container.
- For stationary process containers, standard operating procedures or other written warnings may be used instead of container labels.
- Pipes need not be labeled.
- Portable containers do not have to be labeled if the chemical is transferred from a labeled container and is immediately used by the worker who transferred it.
- If containers are already adequately labeled with the product name and appropriate hazard warnings, staff will not be required to label the containers again. However, where existing labels are damaged or destroyed, staff shall be required to label the container appropriately.

All employees should use warning label information, as follows:

- Read the label on the container of every chemical you use.
- Check the **MSDS** (**M**aterial **S**afety **D**ata Sheet) whenever you need more information about how to control the materials' hazards.
- Follow instructions that the product label gives you.

All employees working with hazardous chemicals that require labeling should do the following:

- Review the **MSDS** or ask your supervisor if the product you are using requires a warning label, and what should be marked.

- All indicated personal protective equipment should be worn when handling hazardous materials.
- Any questions regarding application or use should be directed to your supervisor.

18.09 WRITTEN HAZARD COMMUNICATION PLAN

The Winnetka Park District recognizes the need to inform all employees of hazardous chemicals that may be found in the work place. To this end, the District is committed to the use of non-hazardous chemicals wherever possible. However, where hazardous chemicals cannot be avoided, the agency recognizes the need to obtain a ~~Material~~ Safety Data Sheet and to carefully assess chemical hazards before introduction into the work place.

18.10 ~~MATERIAL~~ SAFETY DATA SHEETS

~~Material~~ Safety Data Sheets will be required for every new hazardous chemical and sent to the Safety ~~Coordinator~~ Chairperson for assessment and compilation. All posted MSDS's will then be updated. ~~MSDS~~'s will be kept in ring binders and posted at major Park District work locations. These locations will be well marked for use by all employees.

The Safety ~~Coordinator~~ Chairperson will answer all written requests by employees for ~~Material~~ Safety Data Sheets within 10 days. If an ~~MSDS~~ is not immediately available, a good faith effort will be made by the park district to obtain an ~~MSDS~~ within the initial 10 days. Failure to obtain an ~~MSDS~~, after a good faith effort, does not give employees the right to refuse work with a particular chemical.

18.11 WRITTEN LABELS

Warning labels will be available at specified locations in the work place for use by all employees. Warning labels will be required on all chemical containers as outlined in the Product Warning Label Procedure.

18.12 EMPLOYEE INFORMATION AND TRAINING

Employees will be given information and training on hazardous and toxic chemicals at the time of their initial assignment, annually and whenever a new hazard is introduced into the work area. Employees will also be informed of the OSHA requirements and any operations in the work area where hazardous materials are present.

The written Hazard Communication Program will be available, upon request, to all employees, from the Assistant Secretary of Labor and the OSHA Executive Director or their designated representatives, in accordance with OSHA 20 CFR 1910.20(e).

18.13 HAZARDOUS CHEMICAL EMERGENCY

All hazardous chemical emergencies should be reported immediately to the Department Head and the Safety ~~Coordinator~~ Chairperson. For a serious emergency, fire department paramedics, or the fire department hazardous materials team, should be contacted and the hazardous chemical kept away from all storm sewers and waterways.

18.14 FIRST AID

In the case of any serious injury avoid moving the victim unless absolutely necessary. Concentrate your efforts on getting help and on stabilizing the victim's condition. All Park District staff should become familiar with first aid procedures. CPR/AED/first aid training is routinely offered for Winnetka Park District staff.

18.15 EMPLOYEE SAFETY COMMITTEE STATEMENT

The purpose of this committee is to review accidents, conduct safety inspections, plan safety seminars and recommend changes in procedures that will promote safety. It is also the responsibility of the committee to assist in providing a safe working environment for our employees and participants. The committee must also be concerned with the safety of patrons utilizing our parks, facilities and programs.

18.16 SAFETY COMMITTEE RESPONSIBILITIES

1. Establish and meet specific short – term and long term safety and loss control program goals and objectives.
2. Review all District injuries, accidents and incidents (near misses) and develop countermeasures for prevention.
3. Discuss existing safety policies. Make recommendations for modifications / upgrading and advertise or utilize policies in the preparation of educational materials.
4. Oversees the completion of, and reviews all inspections and coordinates a self-inspection program schedule.
5. Develop recommendations and target dates (time lines) for loss control program improvement.
6. Concentrate heavily upon needs and concerns which arise during the summer months.

18.17 BUILDING INSPECTIONS

Each Winnetka Park District building will be inspected on a monthly basis. Particular attention will be placed on the general condition of building, fire protection, housekeeping, proper chemical storage, life safety precautions and maintenance of tools and equipment.

Inspection Process

Each building will be divided into inspection zones based on structural make-up, activity areas, and the potential for fire or other catastrophic emergencies.

~~A minimum of two persons will conduct~~ The walk through inspection ~~with a facility representative~~ is to ensure that all obvious hazards are noted. ~~The inspection team will normally but not always consist of the safety coordinator, a safety committee member, and/or a facility representative to guide the inspection team and unlock any secured areas.~~

Documentation

~~The inspection team will complete~~ An inspection report form for each inspection and re-inspection will be completed. ~~The PDRMA provided inspection form will be used to document any violations.~~

The completed inspection form will be sent to the safety ~~coordinator~~ chairperson and the Facility Manager so that corrective actions can begin. All safety inspections shall be reviewed by the safety committee and kept on file.

Re-Inspections

1. Any required repair or other corrective action must commence within 30 days after the completed inspection form is submitted. The 30 day time period will begin when the inspection report has been received by the safety coordinator.
2. Any remaining incomplete or uncorrected items on the safety inspection following 30 days period will be referred to the Department Head and Executive Director.
3. Certain hazardous conditions may require immediate action to prevent injury. Discretion will be given to the inspection ~~team~~ to make this recommendation, but approval from the safety ~~coordinator~~ chairperson and Executive Director should also be sought when necessary.

18.18 PARKS AND PLAYGROUND INSPECTIONS

Frequency

An in-depth systematic, preventive playground maintenance inspection will be performed each month by a Certified Playground Safety Inspector to identify any wear, damage, vandalism or related hazards.

Inspection Process

The monthly inspections will be conducted on foot, and will require the inspector to look for wear, structural integrity, and necessary parts replacement. Attention will also be given to playground

surfaces, equipment footings, and landing areas. A comprehensive safety audit shall be completed should the current ASTM/CPSC guidelines change during the life of the playground equipment

Documentation

Staff will use a checklist inspection form to identify any needed repairs, vandalism, or equipment replacement for each park. The maintenance supervisor and safety ~~coordinator~~ chairperson will file these records.

18.19 STAFF RESPONSIBILITY

The success of the safety program depends upon the announced and demonstrated interest of management, the consistent example set by supervisors and the concerted efforts of all employees.

Enforcement of Standards:

1. All safety and health standards adopted by the Winnetka Park District must be strictly adhered to by all persons employed by the Winnetka Park District.
2. Any employee found to be in violation of a safety standard will be issued a written notice by his/her supervisor. This reprimand shall be kept on file for one year, during which period a second offense will warrant disciplinary action by the Department Head and the Executive Director. Disciplinary actions may include a reprimand, suspension or dismissal, and shall be the responsibility of management to administer.
3. Any employee who is disciplined has a right to appeal as outlined in the Winnetka Park District Personnel Policy Manual

18.20 EMPLOYEE SAFETY TRAINING PROGRAM

The Winnetka Park District Safety Training Program will be conducted on an on-going basis and will involve members from each department. ~~Although the Safety Coordinator is responsible for reviewing the Safety Orientation Checklist with each employee,~~ Department Heads are ultimately responsible for providing the proper safety related training for their staff and all new employees in their department.

The Park District recognizes the benefits of developing a Job Safety Analysis (JSA) Program to establish standard safe job procedures. The JSA procedures will maximize efficiency by identifying the fastest and safest steps in accomplishing a task, reducing training time without compromising thoroughness.

New employee orientations will include safety training immediately after hire, while other specific training will take place on an ongoing basis.

The Safety Committee is responsible for ensuring that proper safety training is provided for present staff and all new employees. As a condition of continued employment, employees will be required to attend any safety training programs that are scheduled by Park District management.

~~18.21 ENVIRONMENTAL POLICY~~

~~Refer to Chapter 5, Section 5.28.~~

END

2019 Tracking

Review and Update:	September 12, 2019
Board First Reading:	October 24, 2019
Board Second Reading & Adoption	
Review Date	September 2022

Notes: Red line are staff recommended changes in 2019
Blue line changes occurred after the September 12, 2019 meeting