



**WINNETKA PARK DISTRICT
REGULAR BOARD MEETING
Thursday, June 20, 2019
Community Room, 540 Hibbard Road
5:30 p.m. (added to agenda 6/17/19)**

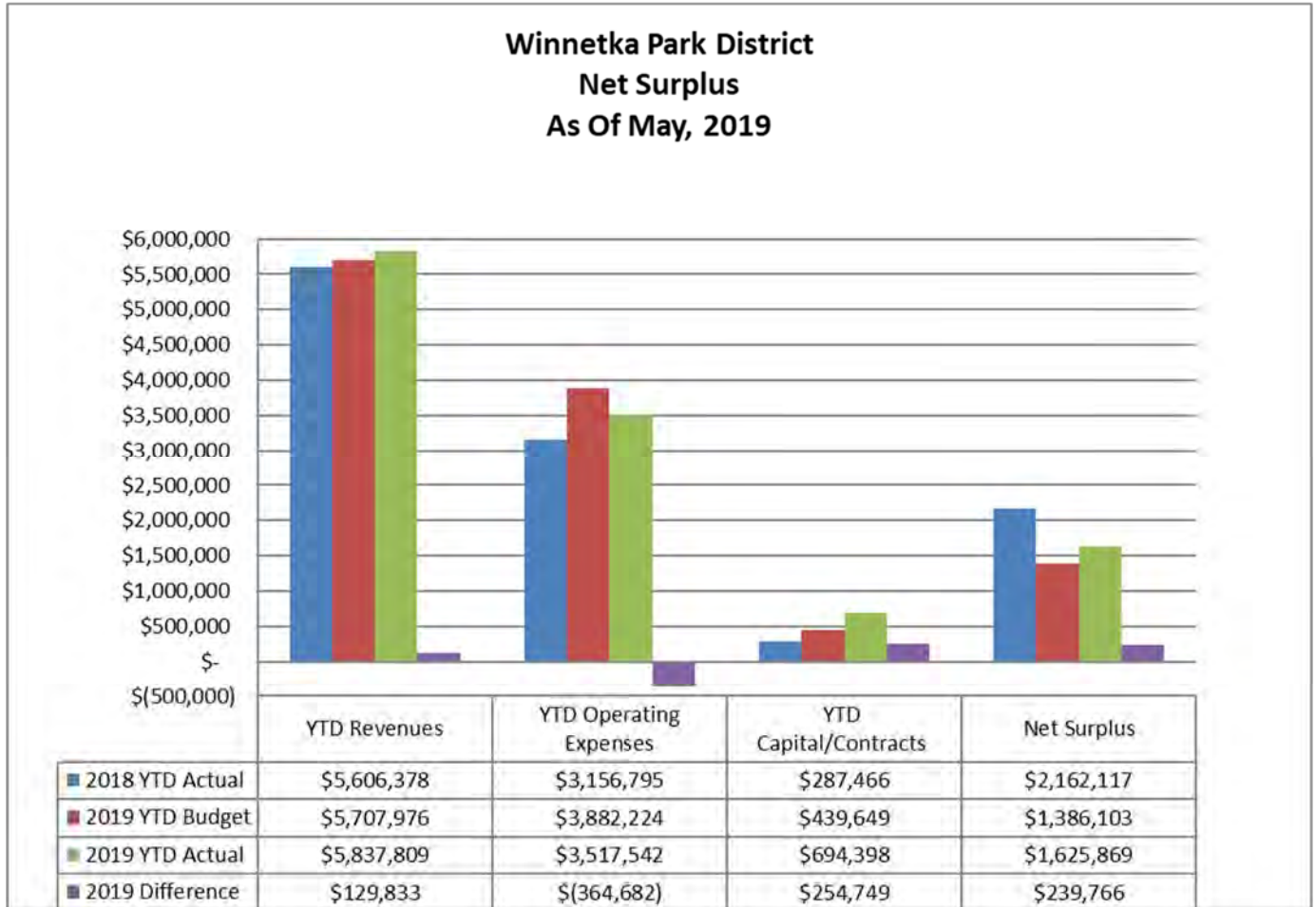
AGENDA

1. Roll Call
2. Changes to the Agenda
3. May Financials*
4. Approval of June 20, 2019 Vouchers*
5. Remarks from Visitors
6. Approval of Minutes
 - a. Committee of the Whole Meeting Minutes of May 9, 2019*
 - b. Annual Meeting Minutes of May 9, 2019*
 - c. Regular Board Meeting Minutes of May 16, 2019*
7. Communications
8. New Business
 - a. 2018 Audited Financial Statements
 - b. Approval of Annual Audit
 - c. Treasurers Report*
 - d. NTHS Hockey Agreement*
 - e. **WHC Agreement***
 - f. Policy Manual Chapter 7 Review*
9. Unfinished Business
 - a. Board Recognition of Past Commissioner, Ian Larkin
 - b. Policy Manual Chapters 8-13 1st Reading*
 - c. Winnetka Waterfront 2030 – Lakefront Master Plan Update
10. Matters of the Director
11. Board Liaison Reports
12. Remarks from Visitors
13. Staff Updates
14. Closed Session
The Board will enter Closed Session to discuss:
 - a. Semi Annual Review of Executive Session Minutes **Sect. 5 ILCS 120/2 (c) (21)**
15. Return to Open Session/Action
 - a. Release of Closed Session Minutes and Tape Disposal
16. 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 jshoa@winpark.org at least 48 hours prior to the meeting. Requests for a qualified interpreter require five (5) working days advance notice.

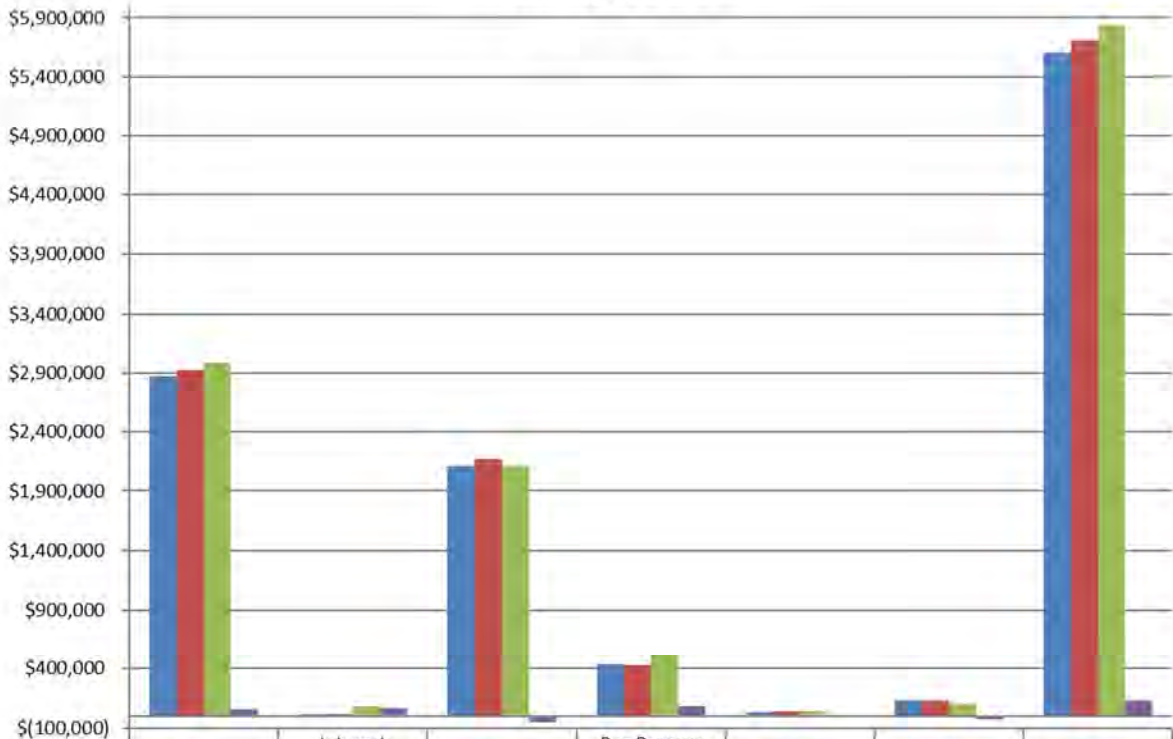
MAY 2019 FINANCIAL SUMMARY
FOR ALL FUNDS COMBINED- UNAUDITED



Net Surplus/(Deficit) is \$239,766 above year-to-date budget

- Revenues are \$129,833 above year-to-date budget
- Operating Expenses are \$364,682 below year-to-date budget
- Capitals/Contracts Payable are \$254,749 above year-to-date budget

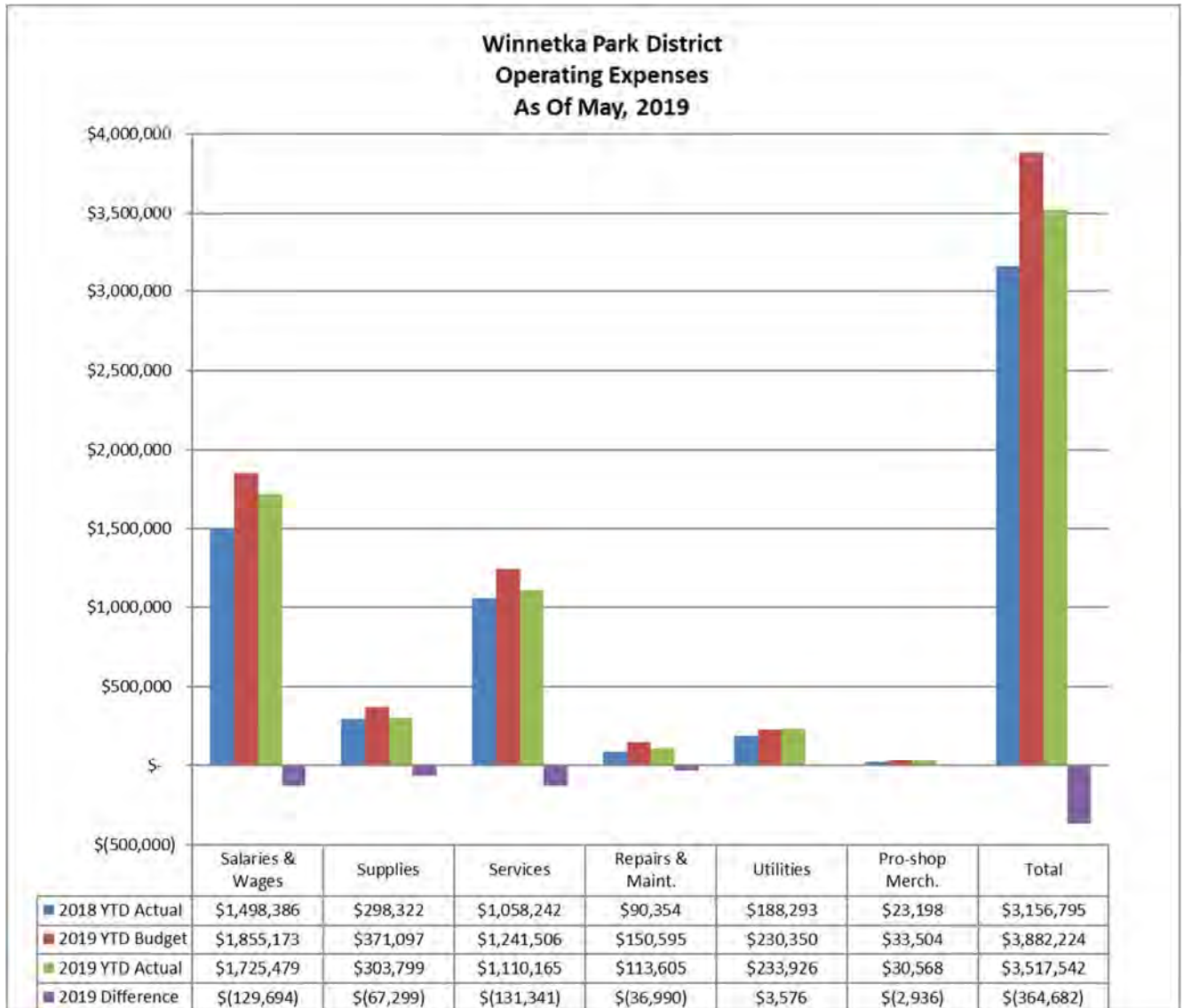
**Winnetka Park District
Revenues
As Of May, 2019**



	Taxes	Interest Income	User Fees	Rec Program Fees	Pro-shop	Misc Income	Total
2018 YTD Actual	\$2,877,903	\$20,976	\$2,109,723	\$436,122	\$33,449	\$128,205	\$5,606,378
2019 YTD Budget	\$2,925,018	\$20,408	\$2,163,169	\$429,154	\$44,978	\$125,248	\$5,707,976
2019 YTD Actual	\$2,983,974	\$86,032	\$2,110,495	\$511,192	\$44,590	\$101,525	\$5,837,809
2019 Difference	\$58,956	\$65,624	\$(52,674)	\$82,039	\$(388)	\$(23,723)	\$129,833

Revenues are \$129,833 above year-to-date budget:

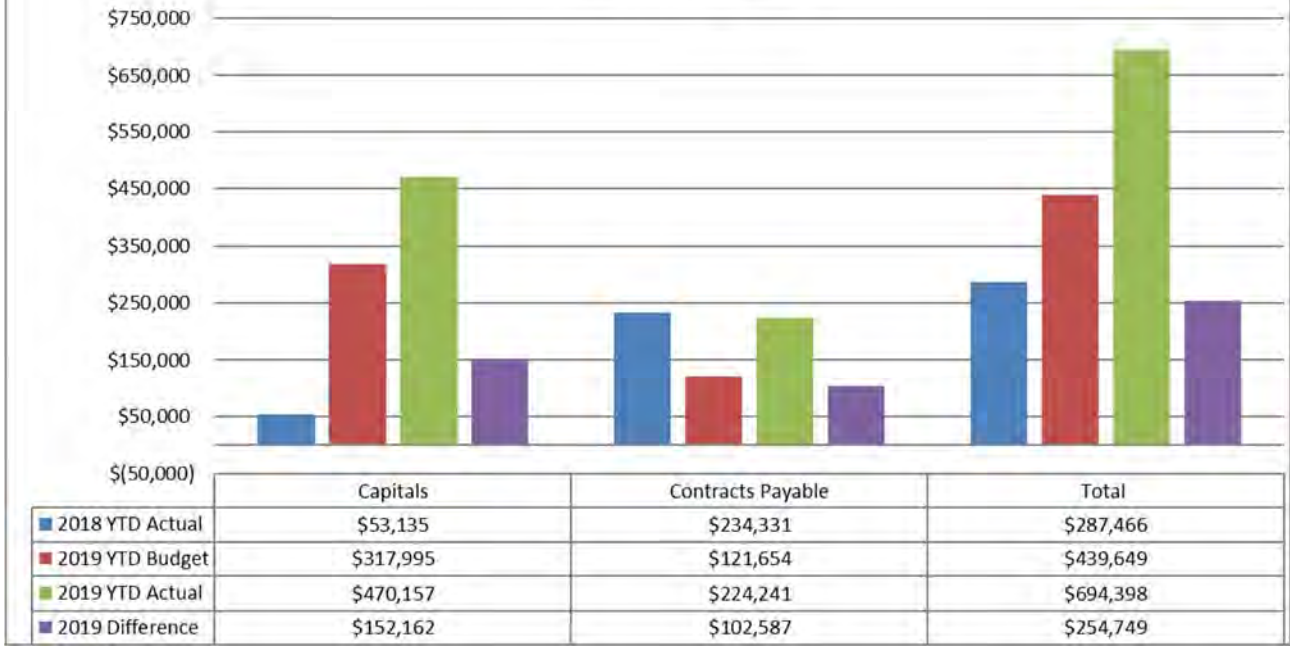
- Total revenues are 102.3% of year-to-date budget
- Taxes are \$58,956 above year-to-date budget
- Interest income is \$65,624 above year-to-date budget and \$65,056 above the 2018 year-to-date amount
- User Fees are \$52,674 below year-to-date budget
- Rec Program Fees are \$82,039 above year-to-date budget



Operating expenses are \$364,682 or 9.4% below year-to-date budget:

- Salaries & Wages are \$129,694 below year-to-date budget
 - Parks are under budget by \$34,751 for part-time staff
 - Recreation – Athletic Fields are under budget \$9,596 for part-time staff
 - Beaches are under budget by \$12,813 and \$4,032 for beach attendants and workmen part-time
 - Salaries in the Golf Fund are \$24,613 below budget for maintenance workmen part-time and \$7,341 for attendants part-time and instructors
- Supplies are \$67,299 below year-to-date budget due to the timing of purchases
- Services are \$131,341 below year-to-date budget
 - Reduced FICA/IMRF payments correspond to the lower salaries
 - Boat Launch contract services are under budget by \$29,320; the dredging at Lloyd was under budget by \$26,795

**Winnetka Park District
Capitals / Contracts Payable
As Of May, 2019**



Capitals/Contracts Payable are \$254,749 above year-to-date budget:

- Capitals are \$152,162 above budget
- Contracts Payable are \$102,587 above budget

**Winnetka Park District
Statement of Cash and Investments
For The Month Ended May 31, 2019**

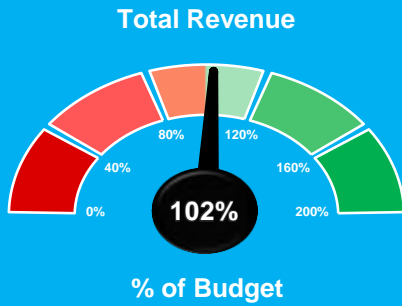
Bank Name	Amount	Annual Rate
CASH		
Petty Cash	1,750.00	
Harris Bank - Holiday Savings	10,396.02	
Illinois Funds	77,298.33	2.44%
N Corwin Fund	37,943.05	0.56%
Harris Bank - Operating	311,346.85	
Harris - Money Market	364,433.87	0.45%
Harris Bank - Payroll	<u>55,493.45</u>	
Total Cash	858,661.57	
INVESTMENTS		
Harris Bank - CD's	0.00	
IPDLAF - Money Market	1,466,308.82	2.23%
IPDLAF - CD's	248,000.00	2.60%
IPDLAF - CD's	248,000.00	2.53%
IPDLAF - CD's	248,000.00	2.50%
IPDLAF - CD's	248,000.00	2.50%
IPDLAF - CD's	248,000.00	2.50%
IPDLAF - CD's	248,000.00	2.47%
IPDLAF - CD's	246,000.00	2.60%
IPDLAF - CD's	246,000.00	2.75%
IPDLAF - CD's	246,000.00	2.65%
IPDLAF - CD's	246,000.00	2.55%
IPDLAF - CD's	246,000.00	2.50%
IPDLAF - CD's	246,000.00	2.65%
North Shore Community Bank Max Safe Money Market	3,461,437.35	2.55%
North Shore Community Bank CD	<u>1,249,862.01</u>	2.65%
Total Investments	9,141,608.18	2.52%
TOTAL CASH & INVESTMENTS	10,000,269.75	

Winnetka Park District Revenue Analysis Dashboard

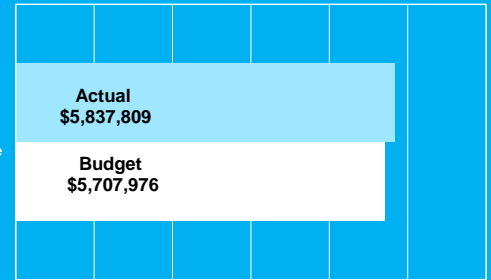
YTD
As of 05/31/2019

Winnetka Park District

Total Revenue



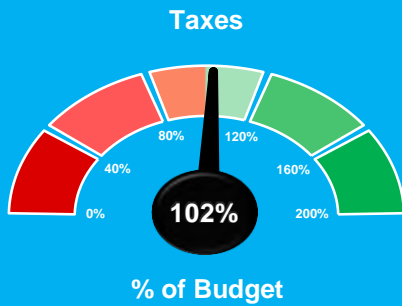
Total Revenue



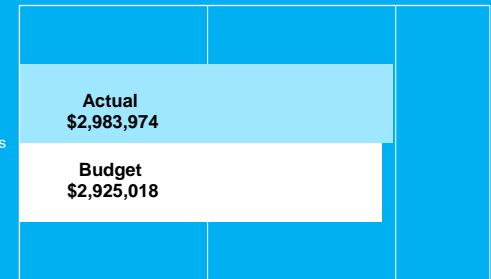
\$1.000M \$2.000M \$3.000M \$4.000M \$5.000M \$6.000M \$7.000M

Winnetka Park District

Taxes



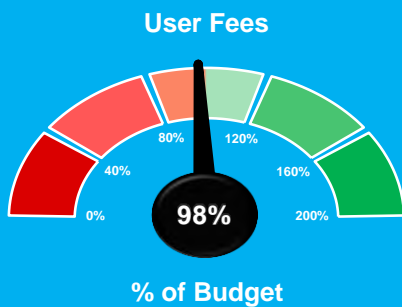
Taxes



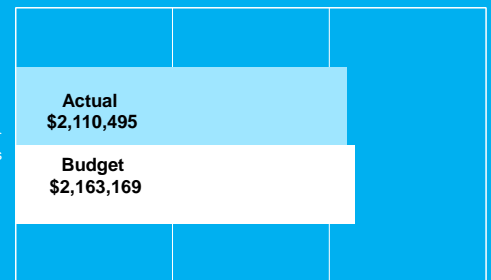
\$1.000M \$2.000M \$3.000M

Winnetka Park District

User Fees



User Fees



\$1.000M \$2.000M \$3.000M

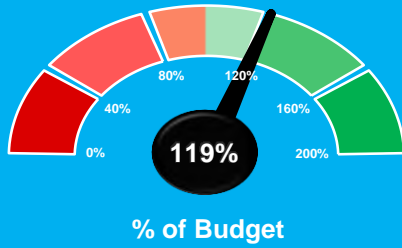
Winnetka Park District Revenue Analysis Dashboard

YTD
As of 05/31/2019

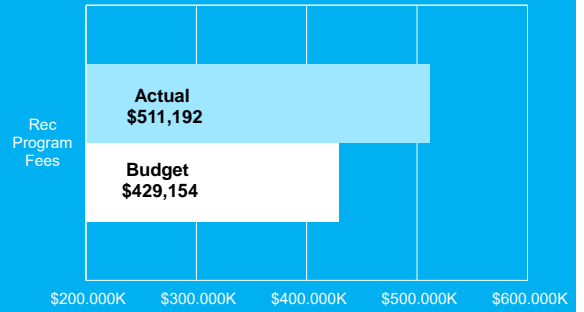
Winnetka Park District

Rec Program

Rec Program Fees



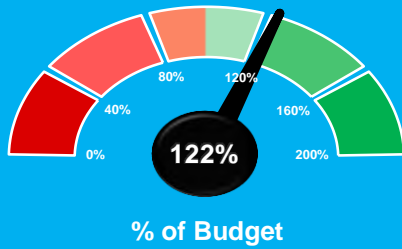
119%
% of Budget



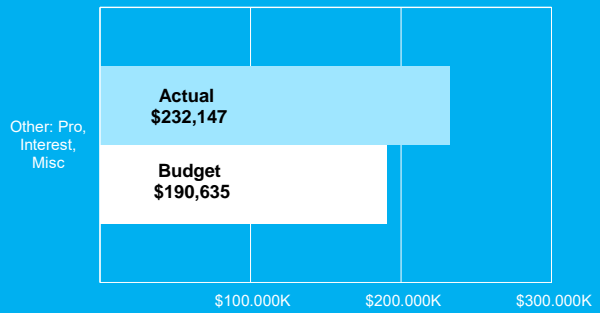
Winnetka Park District

Other: Pro, Misc, Interest

Other: Pro, Interest, Misc



122%
% of Budget

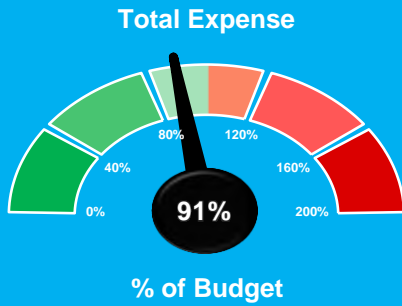


Winnetka Park District Expense Analysis Dashboard

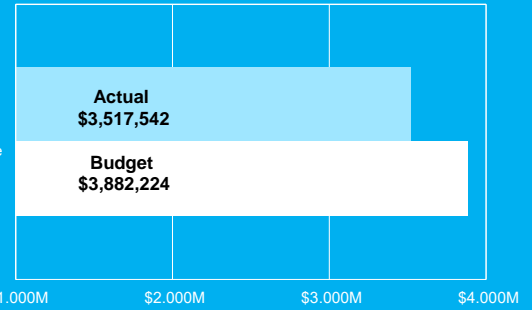
YTD
As of 05/31/2019

Winnetka Park District

Total Expense

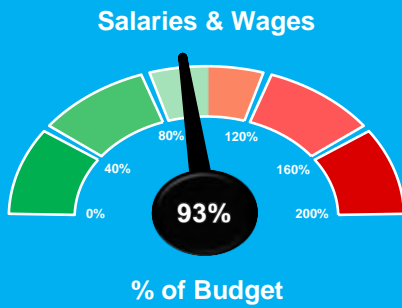


Total Expense

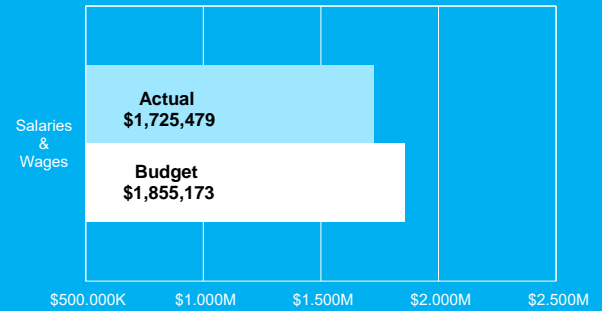


Winnetka Park District

Salaries & Wages

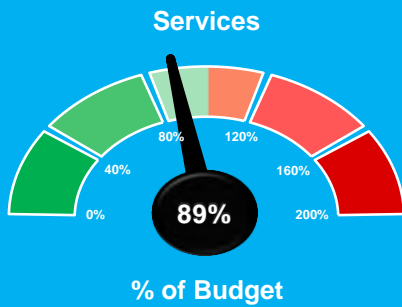


Salaries & Wages

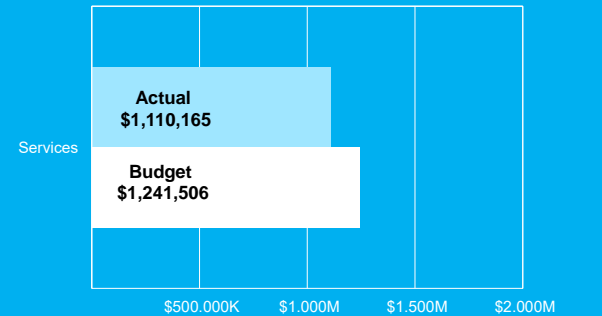


Winnetka Park District

Services



Services

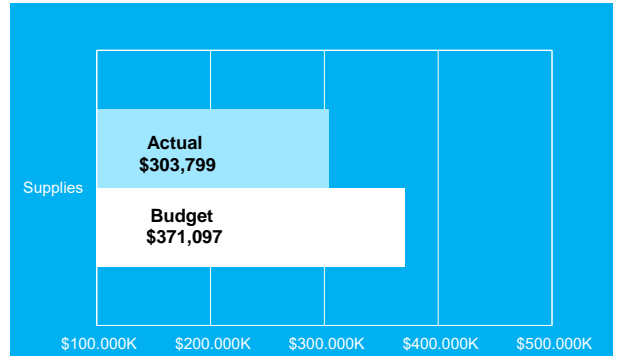
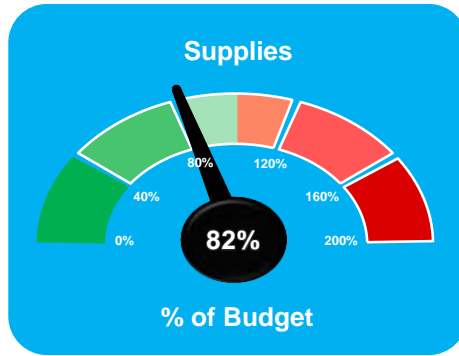


Winnetka Park District Expense Analysis Dashboard

YTD
As of 05/31/2019

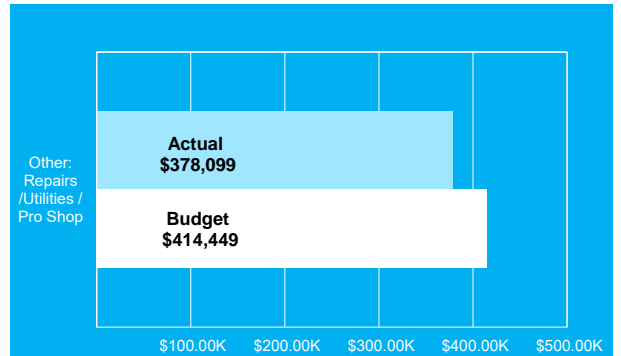
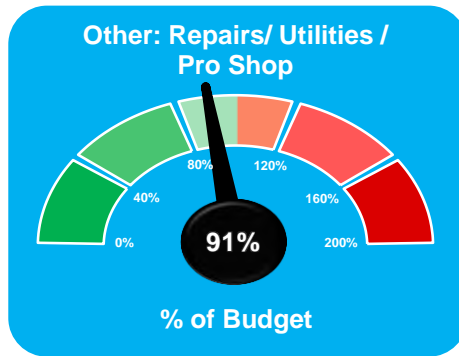
Winnetka Park District

Supplies



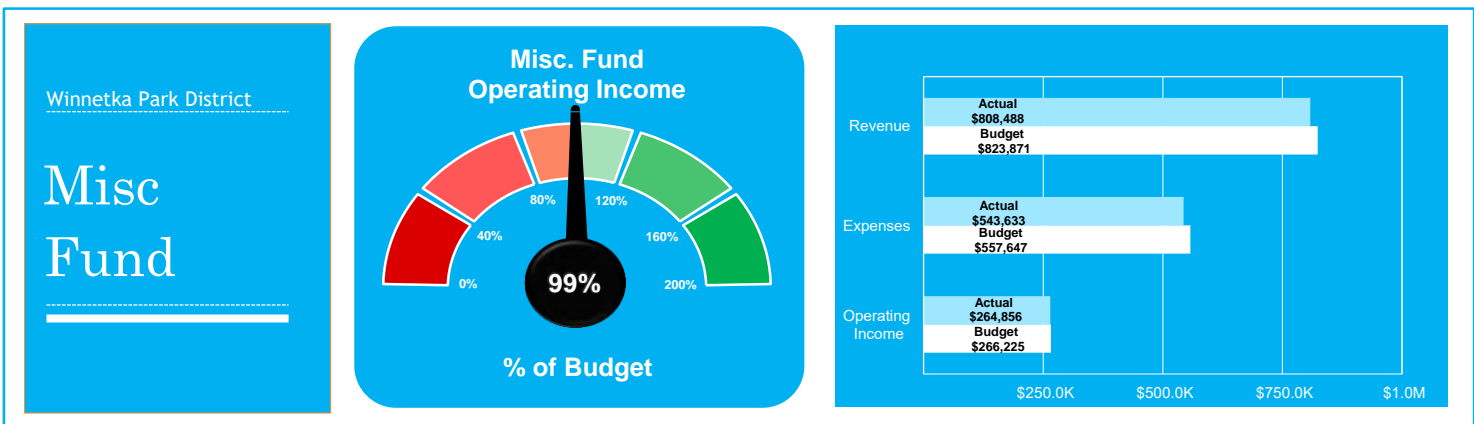
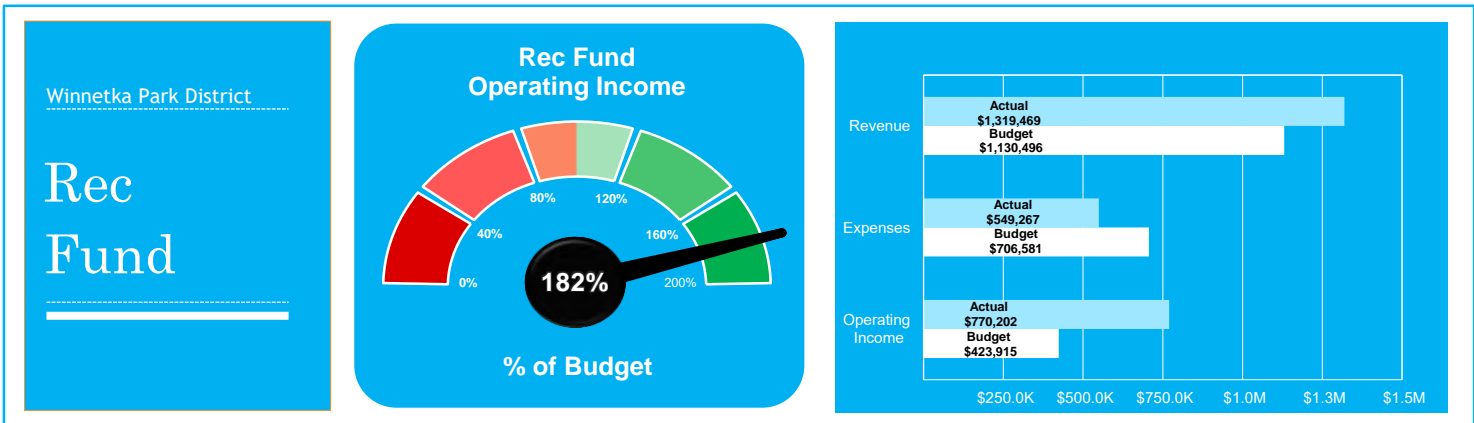
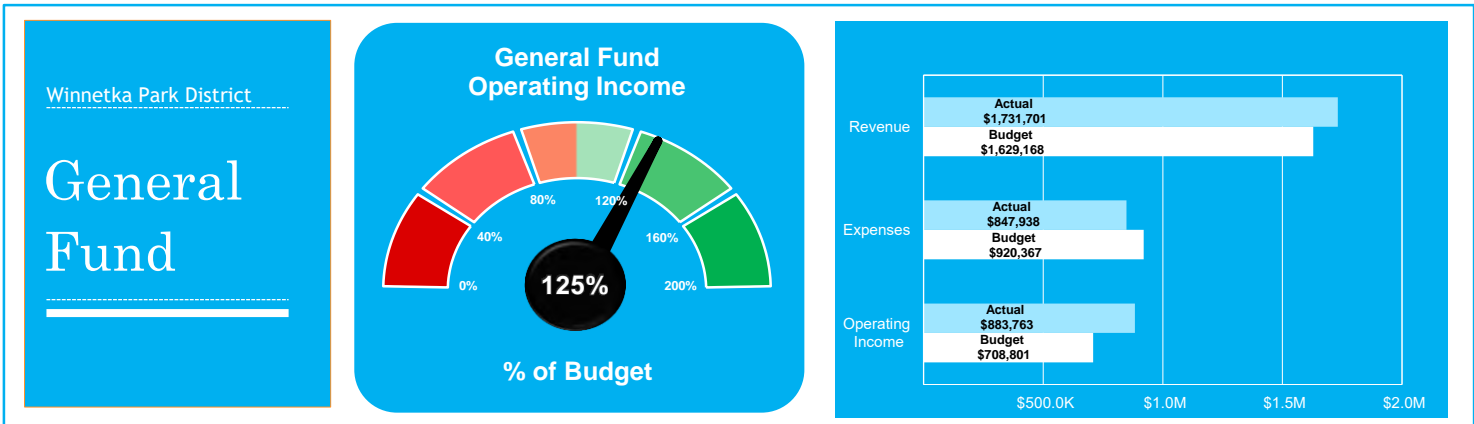
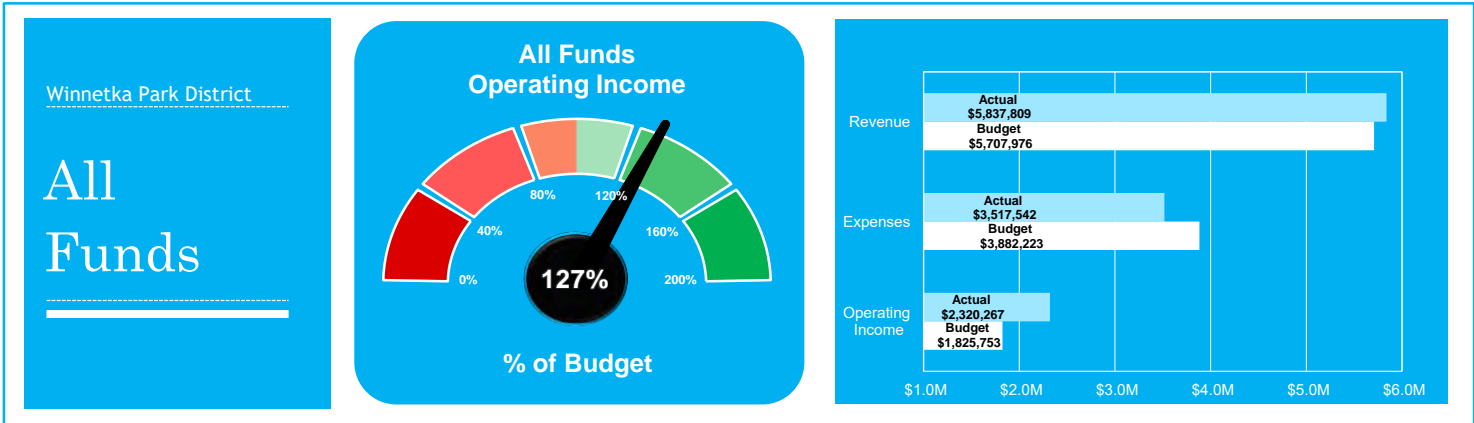
Winnetka Park District

Other: Repairs / Utilities /



Winnetka Park District Operating Income Dashboard

YTD
As of 05/31/2019

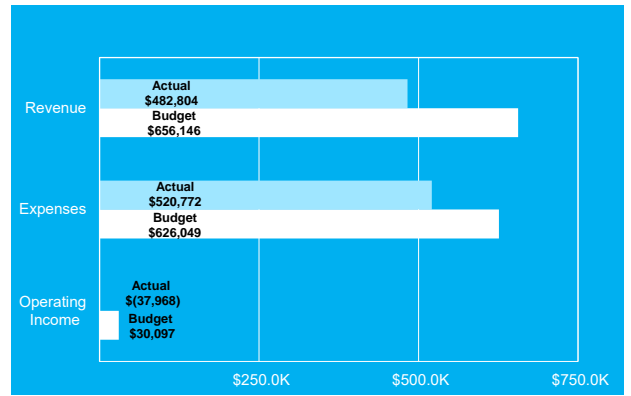
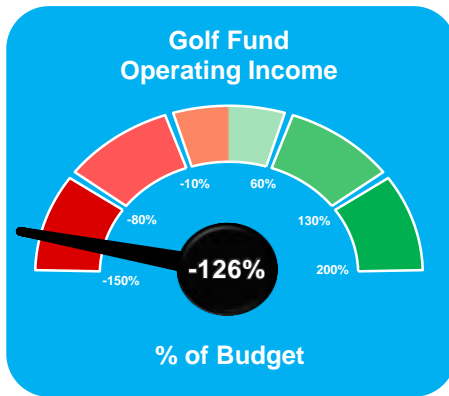


Winnetka Park District Operating Income Dashboard

YTD
As of 05/31/2019

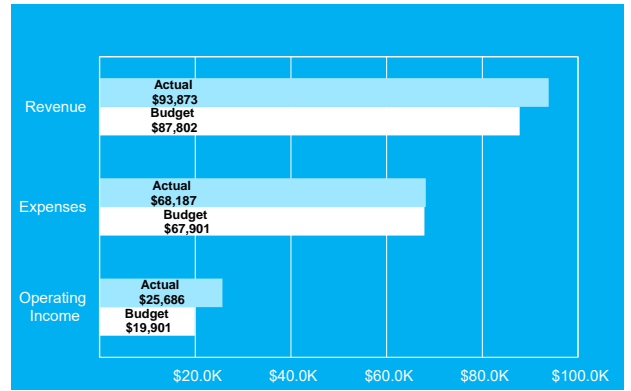
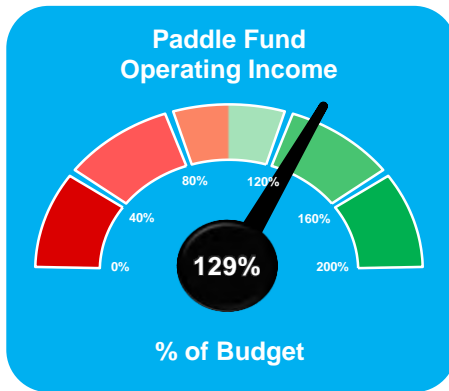
Winnetka Park District

Golf Fund



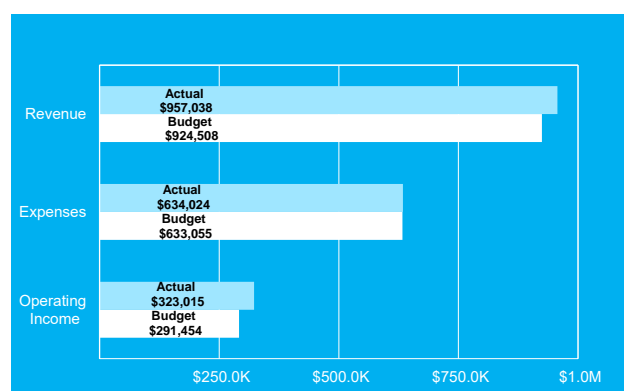
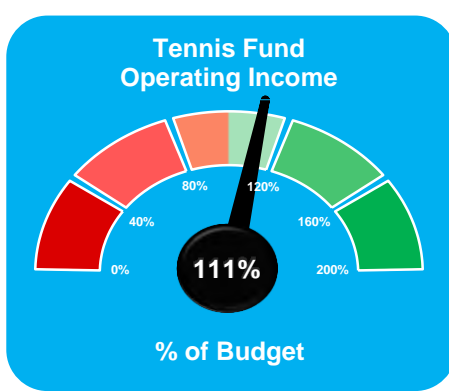
Winnetka Park District

Paddle Fund



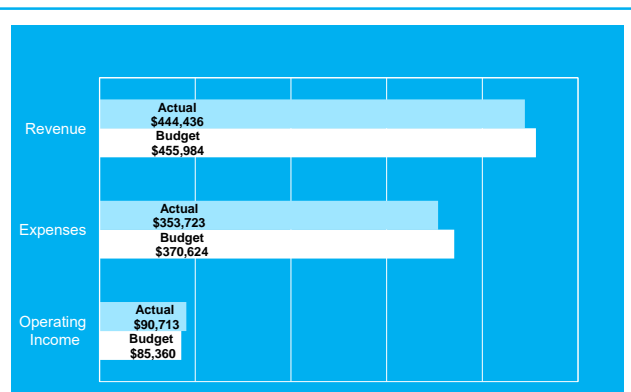
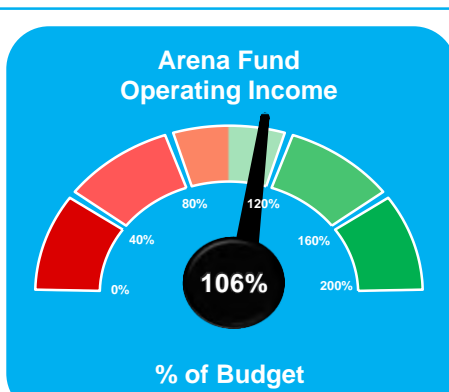
Winnetka Park District

Tennis Fund



Winnetka Park District

Arena Fund

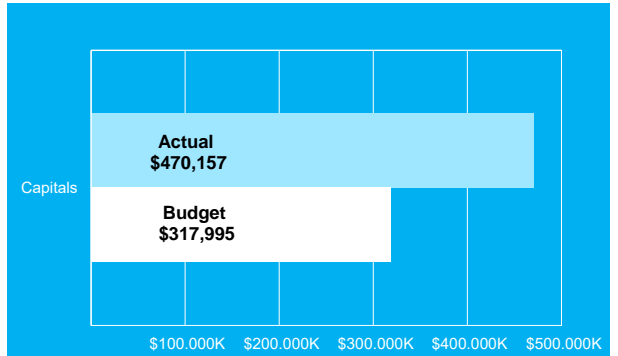
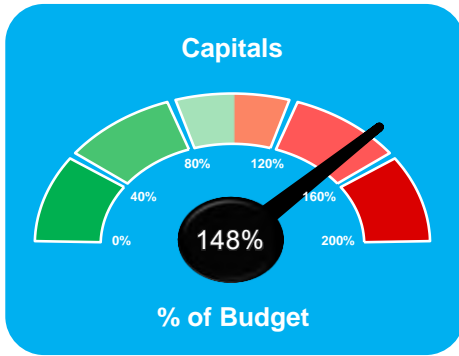


Winnetka Park District Other Metrics Dashboard

YTD
As of 05/31/2019

Winnetka Park District

Capitals





VOUCHER LIST OF PAID BILLS FOR APPROVAL ON JUNE 20, 2019

Winnetka Park District

By Vendor Name

Payment Dates 05/11/2019 - 06/14/2019

Vendor Name	Payment Number	Payable Number	Account Number	Description (Item)	Amount
Vendor: 21032 - 4 IMPRINT					
4 IMPRINT	102778	17980032	25-10700	INVENTORY	374.52
4 IMPRINT	102778	17980032	25-2500-0000-52002	T-SHIRTS PROGRAM GIVEAWAY	2,545.82
4 IMPRINT	102778	17980032	25-2500-0000-54201	PROMOTIONAL MATERIAL	1,306.41
Vendor 21032 - 4 IMPRINT Total:					4,226.75
Vendor: 16550 - 4FX SPIRIT APPAREL					
4FX SPIRIT APPAREL	102832	06-1824	27-2700-0000-52901	ICE SPECIAL EVENT SUPPLIES	60.00
Vendor 16550 - 4FX SPIRIT APPAREL Total:					60.00
Vendor: 20927 - 7TH HEAVEN					
7TH HEAVEN	102905	BSE-63050	10-1100-7843-54305	SUMMER CONCERT JUNE 12 2019 7TH HEAVEN	3,000.00
Vendor 20927 - 7TH HEAVEN Total:					3,000.00
Vendor: 20675 - A & J SEWER SERVICE					
A & J SEWER SERVICE	102833	58346	10-1500-0000-56001	LIFT STATION CLEANING	392.00
A & J SEWER SERVICE	102833	58347	10-1500-0000-56001	LIFT STATION CLEANING	392.00
A & J SEWER SERVICE	102833	58348	01-0100-0000-56001	LIFT STATION CLEANING	196.00
A & J SEWER SERVICE	102833	58348	10-1000-0000-56001	LIFT STATION CLEANING	196.00
A & J SEWER SERVICE	102833	58349	10-1500-0000-56001	LIFT STATION CLEANING	392.00
A & J SEWER SERVICE	102833	58350	10-1600-0000-56001	LIFT STATION CLEANING	392.00
Vendor 20675 - A & J SEWER SERVICE Total:					1,960.00
Vendor: 22138 - A BLOCK MARKETING CO					
A BLOCK MARKETING CO	102834	9325	01-0400-0000-52540	MULCH	2,086.60
Vendor 22138 - A BLOCK MARKETING CO Total:					2,086.60
Vendor: 00027 - A-1 PEST CONTROL, INC.					
A-1 PEST CONTROL, INC.	102779	12775	01-0400-0000-54250	PEST CONTROL-PARKS SC	95.00
A-1 PEST CONTROL, INC.	102779	12798	01-0300-0000-54250	PEST CONTROL-HUBBARD WOODS	55.00
A-1 PEST CONTROL, INC.	102835	12771	20-2100-0000-54250	PEST CONTROL-GOLF MTC	75.00
A-1 PEST CONTROL, INC.	102835	12994	23-2300-0000-54250	PEST CONTROL-PADDLE	40.00
A-1 PEST CONTROL, INC.	102835	12995	27-2700-0000-54250	PEST CONTROL-ICE	40.00
A-1 PEST CONTROL, INC.	102835	12996	25-2500-0000-54250	PEST CONTROL-TENNIS	70.00
A-1 PEST CONTROL, INC.	102835	13000	10-1000-0000-54250	PEST CONTROL-ADMIN	60.00
Vendor 00027 - A-1 PEST CONTROL, INC. Total:					435.00
Vendor: 21257 - ABSOLUTE RACE TIMING					
ABSOLUTE RACE TIMING	102719	571	10-1100-7843-54305	DEPOSIT FOR TIMING COMPANY FOR 5K 2019	500.00
Vendor 21257 - ABSOLUTE RACE TIMING Total:					500.00
Vendor: 21924 - ACCESS ONE					
ACCESS ONE	102906	4061995	01-0100-0000-56501	PHONE SERVICE	98.93
ACCESS ONE	102906	4061995	01-0200-0000-56501	PHONE SERVICE	77.73
ACCESS ONE	102906	4061995	01-0400-0000-56501	PHONE SERVICE	77.73
ACCESS ONE	102906	4061995	10-1000-0000-56501	PHONE SERVICE	77.73
ACCESS ONE	102906	4061995	10-1500-0000-56501	PHONE SERVICE	21.20
ACCESS ONE	102906	4061995	10-1600-0000-56501	PHONE SERVICE	21.20
ACCESS ONE	102906	4061995	20-2000-0000-56501	PHONE SERVICE	91.86
ACCESS ONE	102906	4061995	20-2100-0000-56501	PHONE SERVICE	91.86
ACCESS ONE	102906	4061995	25-2500-0000-56501	PHONE SERVICE	91.86
ACCESS ONE	102906	4061995	27-2700-0000-56501	PHONE SERVICE	56.51
Vendor 21924 - ACCESS ONE Total:					706.61
Vendor: 22164 - ACTIVE NETWORK, LLC					
ACTIVE NETWORK, LLC	102746	4100165003	10-1000-0000-52015	MAXGALAXY ANNUAL LICENSE-ICE AND TENNIS	2,110.65

VOUCHER LIST OF PAID BILLS FOR APPROVAL ON JUN

Payment Dates: 05/11/2019 - 06/14/2019

Vendor Name	Payment Number	Payable Number	Account Number	Description (Item)	Amount
ACTIVE NETWORK, LLC	102746	4100165003	27-2700-0000-52015	MAXGALAXY ANNUAL LICENSE- ICE AND TENNIS	2,110.65
Vendor 22164 - ACTIVE NETWORK, LLC Total:					4,221.30
Vendor: 00130 - ACUSHNET COMPANY					
ACUSHNET COMPANY	102720	907449007	20-10700	Merchandise for Resale	1,771.20
ACUSHNET COMPANY	102720	907449007	20-2000-0000-57325	Merchandise for Resale	58.47
ACUSHNET COMPANY	102720	907449771	20-2000-0000-52525	Uniforms	190.02
ACUSHNET COMPANY	102720	907462378	20-10700	Merchandise for Resale	150.00
ACUSHNET COMPANY	102720	907462378	20-2000-0000-47325	SALES DISCOUNT	-3.00
ACUSHNET COMPANY	102720	907462378	20-2000-0000-57325	Merchandise for Resale	8.95
ACUSHNET COMPANY	102720	907467122	20-2000-0000-52320	Uniforms & Special Event Supplies	501.59
ACUSHNET COMPANY	102720	907467122	20-2000-0000-52525	Uniforms & Special Event Supplies	1,200.00
ACUSHNET COMPANY	102720	300224704	20-10700	CREDIT MEMO-GOLF	-210.00
ACUSHNET COMPANY	102747	907482579	20-10700	Merchandise for Resale	492.00
ACUSHNET COMPANY	102747	907482579	20-2000-0000-47325	SALES DISCOUNT	-9.84
ACUSHNET COMPANY	102747	907482579	20-2000-0000-57325	Merchandise for Resale	15.00
ACUSHNET COMPANY	102747	907518066	20-10700	GOLF ITEMS FOR RESALE	30.50
ACUSHNET COMPANY	102747	907518066	20-2000-0000-57325	FREIGHT	5.09
ACUSHNET COMPANY	102780	907546705	20-10700	Merchandise for Resale	102.00
ACUSHNET COMPANY	102780	907546705	20-2000-0000-47325	SALES DISCOUNT	-2.04
ACUSHNET COMPANY	102780	907546705	20-2000-0000-57325	Merchandise for Resale	7.97
ACUSHNET COMPANY	102836	907574267	20-10700	Merchandise for Resale	648.00
ACUSHNET COMPANY	102836	907574267	20-2000-0000-57325	Merchandise for Resale	31.20
ACUSHNET COMPANY	102907	907614771	20-10700	Merchandise for Resale	1,308.00
ACUSHNET COMPANY	102907	907614771	20-2000-0000-57325	Merchandise for Resale	45.95
ACUSHNET COMPANY	102907	907617743	20-10700	Merchandise for Resale	2,448.00
ACUSHNET COMPANY	102907	907617743	20-2000-0000-47325	SALES DISCOUNT	-122.40
ACUSHNET COMPANY	102907	907617743	20-2000-0000-57325	Merchandise for Resale	27.76
Vendor 00130 - ACUSHNET COMPANY Total:					8,694.42
Vendor: 14540 - ALAN GRAHAM & ASSOCIATES					
ALAN GRAHAM & ASSOCIATES	102721	INV0010357	23-2300-0000-54250	APRIL PADDLE INSTRUCTION	1,350.00
ALAN GRAHAM & ASSOCIATES	102837	INV0010423	23-2300-0000-54250	MAY GROUP LESSONS	1,575.00
Vendor 14540 - ALAN GRAHAM & ASSOCIATES Total:					2,925.00
Vendor: 22395 - ALEC BROWNLEE					
ALEC BROWNLEE	102838	INV0010425	01-0400-0000-52525	REIMB FOR BOOTS	82.54
Vendor 22395 - ALEC BROWNLEE Total:					82.54
Vendor: 22385 - ALLISON STECKO					
ALLISON STECKO	102722	1037524	10-1100-7668-45400	REC REFUND	252.00
Vendor 22385 - ALLISON STECKO Total:					252.00
Vendor: 09170 - AMALGAMATED BANK OF CHICAGO					
AMALGAMATED BANK OF CHIC...	102781	INV0010401	36-3600-0000-62007	INTEREST DUE 6/1/19 ON 2014 GO BONDS	106,088.75
AMALGAMATED BANK OF CHIC...	102781	INV0010402	01-0200-0000-62005	INTEREST DUE 6/1/19 ON 2011 GO BONDS	54,681.25
Vendor 09170 - AMALGAMATED BANK OF CHICAGO Total:					160,770.00
Vendor: 22251 - AMERICAN CARNIVAL MART					
AMERICAN CARNIVAL MART	102723	14075	10-1100-7843-52405	RETURNED EGGS	-440.00
AMERICAN CARNIVAL MART	102723	254280	01-0200-0000-52011	FOURTH OF JULY MARKETING	53.46
AMERICAN CARNIVAL MART	102723	254280	10-1100-7841-52405	FOURTH OF JULY STAFF APPAREL	105.54
AMERICAN CARNIVAL MART	102723	254280	10-1100-7843-52405	EGG HUNT EGGS & PRIZES	1,833.55
AMERICAN CARNIVAL MART	102723	254280	10-1500-0000-52320	DOGGY EGG HUNT EGGS	160.00
Vendor 22251 - AMERICAN CARNIVAL MART Total:					1,712.55
Vendor: 10930 - AMERICAN WELDING & GAS INC					
AMERICAN WELDING & GAS INC	102839	06313808	01-0300-0000-54250	WELDING TANK RENTAL	136.65

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AMERICAN WELDING & GAS INC	102839	06338485	01-0300-0000-52002	WELDING SUPPLIES	78.65
Vendor 10930 - AMERICAN WELDING & GAS INC Total:					215.30
Vendor: 10590 - ANDERSON LOCK					
ANDERSON LOCK	102782	1008945	27-2700-0000-56001	DOOR CLOSERS - ICE ARENA	590.65
ANDERSON LOCK	102840	1009534	01-0400-0000-52002	PADLOCK CHAIN	33.20
Vendor 10590 - ANDERSON LOCK Total:					623.85
Vendor: 21225 - ANDREW CABRERA					
ANDREW CABRERA	102783	INV0010403	01-0300-0000-52525	REIMB FOR UNIFORM	65.80
Vendor 21225 - ANDREW CABRERA Total:					65.80
Vendor: 00245 - ANTON'S GREENHOUSES, INC.					
ANTON'S GREENHOUSES, INC.	102908	9831	20-2100-0000-52540	PLANT MATERIALS (SUMMER FLOWERS)	2,170.45
Vendor 00245 - ANTON'S GREENHOUSES, INC. Total:					2,170.45
Vendor: 12335 - ARLINGTON POWER EQUIPMENT INC					
ARLINGTON POWER EQUIPME...	102784	811131	01-0400-0000-52810	TOOLS	66.89
ARLINGTON POWER EQUIPME...	102841	814230	01-0400-0000-52810	TOOLS	53.94
Vendor 12335 - ARLINGTON POWER EQUIPMENT INC Total:					120.83
Vendor: 07515 - ARTHUR CLESEN INC.					
ARTHUR CLESEN INC.	102842	341872	20-2100-0000-52560	TURF SEED	1,125.00
ARTHUR CLESEN INC.	102842	341872	20-2100-0000-52563	AQUATIC HERBICIDES	504.00
ARTHUR CLESEN INC.	102842	341872	20-2100-0000-52570	SPECIALIZED GROUND CHEMICAL	328.00
ARTHUR CLESEN INC.	102842	342307	20-2100-0000-54250	CONTRACT SERVICES	2,901.00
ARTHUR CLESEN INC.	102842	336839	20-2100-0000-52565	FUNGICIDES	1,800.00
ARTHUR CLESEN INC.	102842	339243	20-2100-0000-52565	FUNGICIDES (EARLY ORDER)	6,500.00
ARTHUR CLESEN INC.	102842	342347	01-0400-0000-52562	HERBICIDE/GRUB CONTROL/SEED	165.00
ARTHUR CLESEN INC.	102842	342347	01-0400-0000-52566	HERBICIDE/GRUB CONTROL/SEED	648.00
ARTHUR CLESEN INC.	102842	342347	01-0400-0000-52810	HERBICIDE/GRUB CONTROL/SEED	150.00
ARTHUR CLESEN INC.	102842	342347	10-1200-0000-52560	HERBICIDE/GRUB CONTROL/SEED	240.00
ARTHUR CLESEN INC.	102842	342347	10-1200-0000-52566	HERBICIDE/GRUB CONTROL/SEED	648.00
ARTHUR CLESEN INC.	102842	342589	01-0400-0000-52540	EROSION MATTING	211.00
ARTHUR CLESEN INC.	102909	342964	20-2100-0000-56125	IRRIGATION EQUIPMENT	220.60
Vendor 07515 - ARTHUR CLESEN INC. Total:					15,440.60
Vendor: 21305 - AT&T 708 290-0002 574 5					
AT&T 708 290-0002 574 5	102785	INV0010404	20-2000-0000-56501	PHONE SERVICE-GOLF	612.20
Vendor 21305 - AT&T 708 290-0002 574 5 Total:					612.20
Vendor: 12455 - AT&T 847 441-5711 078 5					
AT&T 847 441-5711 078 5	102748	INV0010381	01-0300-0000-56501	PHONE SERVICE-PARKS SC	608.98
Vendor 12455 - AT&T 847 441-5711 078 5 Total:					608.98
Vendor: 07535 - AT&T 847 784-9130 826 5					
AT&T 847 784-9130 826 5	102786	INV0010405	23-2300-0000-56501	PHONE SERVICE-PADDLE	210.01
Vendor 07535 - AT&T 847 784-9130 826 5 Total:					210.01
Vendor: 22202 - BABOLAT VS NORTH AMERICA INC					
BABOLAT VS NORTH AMERICA I...	102910	2641314-B	25-10700	BALANCE ON RACQUET ORDER	1,000.00
BABOLAT VS NORTH AMERICA I...	102910	2641314-B	25-2500-0000-47325	SALES DISCOUNT	-20.00
BABOLAT VS NORTH AMERICA I...	102749	2639904	25-10700	TENNIS RACQUET	246.00
BABOLAT VS NORTH AMERICA I...	102749	2639904	25-2500-0000-47325	SALES DISCOUNT	-4.92
BABOLAT VS NORTH AMERICA I...	102749	2639904	25-2500-0000-57325	TENNIS RACQUET	9.42
BABOLAT VS NORTH AMERICA I...	102787	2641314	25-10700	RACQUET INVENTORY	377.60
BABOLAT VS NORTH AMERICA I...	102787	2641314	25-2500-0000-47325	SALES DISCOUNT	-7.56
BABOLAT VS NORTH AMERICA I...	102787	2641314	25-2500-0000-57325	RACQUETS FREIGHT	35.08
Vendor 22202 - BABOLAT VS NORTH AMERICA INC Total:					1,635.62

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Vendor: 22369 - BAGPIPES AND DRUMS OF THE EMERALD SOCIETY CPD					
BAGPIPES AND DRUMS OF THE ...	102750	INV0010379	10-1100-7840-54305	MEMORIAL DAY PIPE BAND -- B&D OF EMERALD SOCIETY	1,700.00
Vendor 22369 - BAGPIPES AND DRUMS OF THE EMERALD SOCIETY CPD Total:					1,700.00
Vendor: 00316 - BELL FUELS, INC.					
BELL FUELS, INC.	102843	285397	01-10850	REGULAR FUEL DELIVERY	5,966.60
BELL FUELS, INC.	102843	285398	01-10850	DIESEL FUEL DELIVERY	2,773.40
Vendor 00316 - BELL FUELS, INC. Total:					8,740.00
Vendor: 00341 - BESS HARDWARE & SPORTS					
BESS HARDWARE & SPORTS	102911	MAY2019-01	01-0400-0000-52002	PROPANE FOR GRILLS	131.36
BESS HARDWARE & SPORTS	102911	MAY2019	01-0400-0000-52002	SUPPLIES	21.84
BESS HARDWARE & SPORTS	102911	MAY2019	01-0400-0000-52002	SUPPLIES	3.56
BESS HARDWARE & SPORTS	102911	MAY2019	01-0400-0000-56001	FACILITY REPAIRS	13.11
BESS HARDWARE & SPORTS	102911	MAY2019	25-2500-0000-52515	CARPET CLEANER	12.59
BESS HARDWARE & SPORTS	102911	MAY2019	27-2700-0000-52340	ICE SHOW SUPPLIES	57.54
BESS HARDWARE & SPORTS	102911	MAY2019	27-2700-0000-52340	ICE SHOW SUPPLIES	52.66
Vendor 00341 - BESS HARDWARE & SPORTS Total:					292.66
Vendor: 12435 - BILL PORTER ORCHESTRA					
BILL PORTER ORCHESTRA	102751	INV0010380	10-1100-7840-54305	MEMORIAL DAY ORCHESTRA -- BILL PORTER	2,000.00
Vendor 12435 - BILL PORTER ORCHESTRA Total:					2,000.00
Vendor: 00563 - BLACKJACK PRODUCTIONS, INC					
BLACKJACK PRODUCTIONS, INC	102788	INV0010394	10-1100-7840-54305	MEMORIAL DAY EVENT SOUND	850.00
Vendor 00563 - BLACKJACK PRODUCTIONS, INC Total:					850.00
Vendor: 10970 - BLUEMACK, INC.					
BLUEMACK, INC.	102844	6926	01-0200-0000-52090	BOARD MEETING NAME PLATES	27.95
BLUEMACK, INC.	102912	6926-B	01-0200-0000-52090	BOARD NAME TAGS	37.95
Vendor 10970 - BLUEMACK, INC. Total:					65.90
Vendor: 12620 - BMO CORP. MASTERCARD					
BMO CORP. MASTERCARD	102845	MAY219-29	10-1100-7456-52402	BABYSITTING BOOKLETS	401.75
BMO CORP. MASTERCARD	102845	MAY219-14	20-2100-0000-52525	UNIFORMS	104.92
BMO CORP. MASTERCARD	102845	MAY219-15	10-1500-0000-52002	BEACH CLEAN-UP AND SUPPLIES	91.46
BMO CORP. MASTERCARD	102845	MAY219-15	10-1500-0000-52320	BEACH CLEAN-UP AND SUPPLIES	40.80
BMO CORP. MASTERCARD	102845	MAY219-16	10-1500-0000-52002	LAKEFRONT SUPPLIES	252.48
BMO CORP. MASTERCARD	102845	MAY219-17	10-1200-0000-52002	LAKEFRONT AND ATHLETIC FIELDS SIGNS	95.85
BMO CORP. MASTERCARD	102845	MAY219-17	10-1500-0000-56001	LAKEFRONT AND ATHLETIC FIELDS SIGNS	205.71
BMO CORP. MASTERCARD	102845	MAY219-20	10-1500-0000-52015	Digital Display - Tower	113.54
BMO CORP. MASTERCARD	102845	MAY219-03	01-0400-0000-56100	STARTER FOR ROLLER	126.03
BMO CORP. MASTERCARD	102845	MAY219-12	27-2700-0000-52901	ICE SHOW SETUP LUNCH	108.41
BMO CORP. MASTERCARD	102845	MAY219-30	10-1100-7605-52404	CAMP DIRECTOR FANNY PACKS	24.98
BMO CORP. MASTERCARD	102845	MAY219-30	10-1100-7606-52404	CAMP DIRECTOR FANNY PACKS	28.86
BMO CORP. MASTERCARD	102845	MAY219-30	10-1100-7668-52404	CAMP DIRECTOR FANNY PACKS	48.84
BMO CORP. MASTERCARD	102845	MAY219-30	10-1100-7765-52404	CAMP DIRECTOR FANNY PACKS	14.87
BMO CORP. MASTERCARD	102845	MAY219-04	01-0400-0000-56200	STARTER #15	360.78
BMO CORP. MASTERCARD	102845	MAY219-13	27-2700-0000-52340	SENIOR FLOWERS - ICE SHOW	140.00
BMO CORP. MASTERCARD	102845	MAY219-18	10-1500-0000-52002	WATER FILTERS FOR LAKEFRONT	199.95
BMO CORP. MASTERCARD	102845	MAY219-21	10-1100-7999-54201	Banners for Outdoor Events	116.22
BMO CORP. MASTERCARD	102845	MAY219-31	10-1100-7845-52405	MOTHER/DAUGHTER TEA PARTY SUPPLIES	118.41
BMO CORP. MASTERCARD	102845	MAY219-19	20-2000-0000-52320	Special Event Supplies	140.00
BMO CORP. MASTERCARD	102845	MAY219-05	01-0300-0000-52525	MECHANICS SHIRTS	565.38
BMO CORP. MASTERCARD	102845	MAY2019-07	01-0400-0000-56003	SPRAY POLE PARTS	163.66
BMO CORP. MASTERCARD	102845	MAY219-06	01-0300-0000-52810	WELDER EXTENSION CORDS	389.85

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BMO CORP. MASTERCARD	102845	MAY219-22	25-2500-0000-54201	SUPPLEMENTAL TENNIS BROCHURE	281.02
BMO CORP. MASTERCARD	102845	MAY219-26	01-10550	WPF Concert Insurance - To Be Reimbursed	589.05
BMO CORP. MASTERCARD	102845	MAY219-27	01-0200-0000-52090	BOARD MEETING 5/9/19 & BEACH CLEAN UP SUPPLIES	78.87
BMO CORP. MASTERCARD	102845	MAY219-27	10-1500-0000-52002	BOARD MEETING 5/9/19 & BEACH CLEAN UP SUPPLIES	24.95
BMO CORP. MASTERCARD	102845	MAY219-28	01-0200-0000-52090	OUTGOING/INCOMING COMMISSIONER RECEPTION	360.00
BMO CORP. MASTERCARD	102845	MAY219-08	01-0400-0000-56200	SEAT COVERS #9,#12,#44	811.46
BMO CORP. MASTERCARD	102845	MAY219-08	10-1500-0000-56200	SEAT COVERS #9,#12,#44	207.24
BMO CORP. MASTERCARD	102845	MAY219-08	10-1600-0000-56200	SEAT COVERS #9,#12,#44	207.24
BMO CORP. MASTERCARD	102845	MAY219-09	10-1500-0000-52801	BUOYS	636.00
BMO CORP. MASTERCARD	102845	MAY219-01	01-0100-0000-54210	Nettime Solutions- Time and Attendance	396.00
BMO CORP. MASTERCARD	102845	MAY219-23	01-0200-0000-52011	Branded Decal Stickers	271.86
BMO CORP. MASTERCARD	102845	MAY219-02	01-0100-0000-54005	RECT TRAC CONFERENCE DOWN PAYMENT	250.00
BMO CORP. MASTERCARD	102845	MAY219-10	01-0400-0000-56100	CARB FOR ROLLER	171.08
BMO CORP. MASTERCARD	102845	MAY219-11	10-1600-0000-56001	GALVANIZING BOAT LAUNCH PARTS	542.40
BMO CORP. MASTERCARD	102845	MAY219-24	10-1600-0000-56001	LLOYD SIGNS	153.83
BMO CORP. MASTERCARD	102845	MAY219-25	10-1100-7999-54201	GOOGLE ADS - SUMMER CAMP	128.16
BMO CORP. MASTERCARD	102845	MAY219	01-0100-0000-52001	OFFICE SUPPLIES	56.40
BMO CORP. MASTERCARD	102845	MAY219	01-0100-0000-52002	LUNCH MEETING	30.17
BMO CORP. MASTERCARD	102845	MAY219	01-0100-0000-52501	IAPD LEGISLATIVE SEMINAR	36.36
BMO CORP. MASTERCARD	102845	MAY219	01-0100-0000-52999	CREDIT CARD CHARGES	44.00
BMO CORP. MASTERCARD	102845	MAY219	01-0100-0000-52999	EMPLOYEE B-DAY SUPPLIES	47.71
BMO CORP. MASTERCARD	102845	MAY219	01-0100-0000-54005	IAPD LEGISLATIVE SEMINAR	134.47
BMO CORP. MASTERCARD	102845	MAY219	01-0100-0000-54210	PLUG-IN	99.00
BMO CORP. MASTERCARD	102845	MAY219	01-0100-0000-54260	STAFF TRAINING	17.59
BMO CORP. MASTERCARD	102845	MAY219	01-0100-0000-54260	STAFF IN SERVICE SUPPLIES	40.59
BMO CORP. MASTERCARD	102845	MAY219	01-0100-0000-54260	STAFF LUNCH INSERVICE	29.97
BMO CORP. MASTERCARD	102845	MAY219	01-0100-0000-54260	STAFF IN SERVICE SUPPLIES	20.53
BMO CORP. MASTERCARD	102845	MAY219	01-0200-0000-52001	SUBSCRIPTION	7.96
BMO CORP. MASTERCARD	102845	MAY219	01-0200-0000-52011	NAV MOBILE MENU PLUG-IN	15.00
BMO CORP. MASTERCARD	102845	MAY219	01-0200-0000-52011	ADOBE CAPTIVATE	31.86
BMO CORP. MASTERCARD	102845	MAY219	01-0200-0000-52011	DIRECTING LINKS TO OUR SITE	9.99
BMO CORP. MASTERCARD	102845	MAY219	01-0200-0000-52011	PHOTOBOOTH	87.64
BMO CORP. MASTERCARD	102845	MAY219	01-0200-0000-52011	MARKETING AUTOMATION	5.00
BMO CORP. MASTERCARD	102845	MAY219	01-0200-0000-52011	STOCK IMAGES	29.99
BMO CORP. MASTERCARD	102845	MAY219	01-0200-0000-52011	POSTAGE SOFTWARE	48.00
BMO CORP. MASTERCARD	102845	MAY219	01-0200-0000-52011	MARKETING TEAM LUNCH	15.85
BMO CORP. MASTERCARD	102845	MAY219	01-0200-0000-52011	MARKETING AUTOMATION	80.00
BMO CORP. MASTERCARD	102845	MAY219	01-0200-0000-52090	BOARD SUPPLIES	8.98
BMO CORP. MASTERCARD	102845	MAY219	01-0200-0000-52090	BOARD MEETING SUPPLIES	97.50
BMO CORP. MASTERCARD	102845	MAY219	01-0200-0000-54250	DROPBOX FOR ADMIN & MARKETING	60.00
BMO CORP. MASTERCARD	102845	MAY219	01-0200-0000-54260	STAFF IN SERVICE SUPPLIES	20.54
BMO CORP. MASTERCARD	102845	MAY219	01-0200-0000-54260	STAFF LUNCH INSERVICE	11.98
BMO CORP. MASTERCARD	102845	MAY219	01-0200-0000-54260	STAFF IN SERVICE SUPPLIES	33.97
BMO CORP. MASTERCARD	102845	MAY219	01-0300-0000-52002	CHARTS	55.90
BMO CORP. MASTERCARD	102845	MAY219	01-0300-0000-56200	BEARING	35.56
BMO CORP. MASTERCARD	102845	MAY219	01-0300-0000-56200	BEARING	36.59
BMO CORP. MASTERCARD	102845	MAY219	01-0300-0000-56200	BEARING	39.21
BMO CORP. MASTERCARD	102845	MAY219	01-0400-0000-52002	LUNCH MEETING	80.00
BMO CORP. MASTERCARD	102845	MAY219	01-0400-0000-52002	LUNCH FOR STAFF	50.18
BMO CORP. MASTERCARD	102845	MAY219	01-0400-0000-52801	METAL CUTTING BLADE	73.99
BMO CORP. MASTERCARD	102845	MAY219	01-0400-0000-56003	VALVE KIT	76.88
BMO CORP. MASTERCARD	102845	MAY219	01-10550	WILL BE REIMB	12.99

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BMO CORP. MASTERCARD	102845	MAY219	10-1000-0000-52001	STAFF APPRECIATION	45.54
BMO CORP. MASTERCARD	102845	MAY219	10-1000-0000-52025	RETURN POSTAGE	58.75
BMO CORP. MASTERCARD	102845	MAY219	10-1000-0000-52501	GAS FOR REC TRUCK	10.00
BMO CORP. MASTERCARD	102845	MAY219	10-1000-0000-52515	LYSOL WIPES	13.47
BMO CORP. MASTERCARD	102845	MAY219	10-1000-0000-52525	STAFF UNIFORM	49.04
BMO CORP. MASTERCARD	102845	MAY219	10-1000-0000-52525	STAFF UNIFORM	35.90
BMO CORP. MASTERCARD	102845	MAY219	10-1000-0000-54001	MARTY K MEMBERSHIP DUES	279.00
BMO CORP. MASTERCARD	102845	MAY219	10-1000-0000-54001	MEMBERSHIP DUES-JAMES	279.00
BMO CORP. MASTERCARD	102845	MAY219	10-1000-0000-54001	CPRP RENEWAL	60.00
BMO CORP. MASTERCARD	102845	MAY219	10-1000-0000-54201	BANNERS	30.63
BMO CORP. MASTERCARD	102845	MAY219	10-10550	FRADULENT CHARGE	3,364.62
BMO CORP. MASTERCARD	102845	MAY219	10-10550	FRADULENT CHARGE REFUND	-861.48
BMO CORP. MASTERCARD	102845	MAY219	10-10550	FRADULENT CHARGE	893.42
BMO CORP. MASTERCARD	102845	MAY219	10-10550	FRADULENT CHARGE REFUND	-788.45
BMO CORP. MASTERCARD	102845	MAY219	10-10550	FRADULENT CHARGE	1.33
BMO CORP. MASTERCARD	102845	MAY219	10-10550	FRADULENT CHARGE	819.46
BMO CORP. MASTERCARD	102845	MAY219	10-10550	FRADULENT CHARGE	1,195.00
BMO CORP. MASTERCARD	102845	MAY219	10-10550	FRADULENT CHARGE	1,195.00
BMO CORP. MASTERCARD	102845	MAY219	10-1100-7456-52402	BABYSITTING LUNCH	42.14
BMO CORP. MASTERCARD	102845	MAY219	10-1100-7456-52402	BABYSITTING SUPPLIES	13.46
BMO CORP. MASTERCARD	102845	MAY219	10-1100-7605-52404	PENCIL SHARPENER	23.36
BMO CORP. MASTERCARD	102845	MAY219	10-1100-7668-52404	PENCIL SHARPENER	16.99
BMO CORP. MASTERCARD	102845	MAY219	10-1100-7843-52405	PIONEER DAY SUPPLIES	11.48
BMO CORP. MASTERCARD	102845	MAY219	10-1100-7843-52405	GRILL TOOLS	23.96
BMO CORP. MASTERCARD	102845	MAY219	10-1100-7843-52405	COSTUME CLEANING	20.00
BMO CORP. MASTERCARD	102845	MAY219	10-1100-7999-52002	OFFICE SUPPLIES	89.98
BMO CORP. MASTERCARD	102845	MAY219	10-1100-7999-52002	OFFICE SUPPLIES	89.98
BMO CORP. MASTERCARD	102845	MAY219	10-1100-7999-54201	VELCRO FOR BANNERS	53.10
BMO CORP. MASTERCARD	102845	MAY219	10-1100-7999-54201	FATHER'S DAY BRUNCH BANNER	44.70
BMO CORP. MASTERCARD	102845	MAY219	10-1100-7999-54201	MOVIE IN THE PARK BANNER	58.11
BMO CORP. MASTERCARD	102845	MAY219	10-1100-7999-54201	FATHER'S DAY BRUNCH BANNER	44.70
BMO CORP. MASTERCARD	102845	MAY219	10-1200-0000-52002	BUNGEE CORDS	35.80
BMO CORP. MASTERCARD	102845	MAY219	10-1200-0000-52002	ZIP TIES	4.39
BMO CORP. MASTERCARD	102845	MAY219	10-1200-0000-52002	FIELD SUPPLIES	73.11
BMO CORP. MASTERCARD	102845	MAY219	10-1200-0000-52002	FIELD SUPPLIES	58.62
BMO CORP. MASTERCARD	102845	MAY219	10-1200-0000-52002	BUNGEE CORDS	20.98
BMO CORP. MASTERCARD	102845	MAY219	10-1200-0000-54005	DUES FOR IL SPORT TURF-JAMES	47.00
BMO CORP. MASTERCARD	102845	MAY219	10-1500-0000-52002	OXYGEN TANK REFILL	19.86
BMO CORP. MASTERCARD	102845	MAY219	10-1500-0000-52320	COSTUME CLEANING	50.00
BMO CORP. MASTERCARD	102845	MAY219	10-1500-0000-52320	BEACH CLEANUP	19.96
BMO CORP. MASTERCARD	102845	MAY219	10-1500-0000-52320	SUPPLIES FOR BEACH CLEANUP	69.29
BMO CORP. MASTERCARD	102845	MAY219	10-1500-0000-54005	LAKEFRONT MEETING	43.52
BMO CORP. MASTERCARD	102845	MAY219	10-1500-0000-56001	SLOAN VALVE KIT	33.78
BMO CORP. MASTERCARD	102845	MAY219	10-1500-0000-56100	FRAME	5.48
BMO CORP. MASTERCARD	102845	MAY219	10-1600-0000-52002	LLOYD SUPPLIES	39.99
BMO CORP. MASTERCARD	102845	MAY219	10-1600-0000-52002	LLOYD SUPPLIES	55.96
BMO CORP. MASTERCARD	102845	MAY219	10-1600-0000-56001	VENT COVER	68.95
BMO CORP. MASTERCARD	102845	MAY219	10-1600-0000-56001	BOAT LAUNCH PARTS RETURN	-1.60
BMO CORP. MASTERCARD	102845	MAY219	10-1600-0000-56001	TOLLS	5.70
BMO CORP. MASTERCARD	102845	MAY219	10-1600-0000-56100	FRAME	5.47
BMO CORP. MASTERCARD	102845	MAY219	20-2000-0000-52320	SPECIAL EVENT SUPPLIES	28.00
BMO CORP. MASTERCARD	102845	MAY219	20-2000-0000-54001	PROFESSIONAL DUES	626.00
BMO CORP. MASTERCARD	102845	MAY219	20-2100-0000-52001	OFFICE SUPPLIES-GOLF MTC	9.00
BMO CORP. MASTERCARD	102845	MAY219	20-2100-0000-52001	GOLF MTC SUPPLIES	32.99
BMO CORP. MASTERCARD	102845	MAY219	20-2100-0000-52810	TOOLS-GOLF MTC	16.83
BMO CORP. MASTERCARD	102845	MAY219	25-2400-0000-56100	OUTDOOR CLOCK	99.58
BMO CORP. MASTERCARD	102845	MAY219	25-2500-0000-52002	TENNIS SUPPLIES	30.24
BMO CORP. MASTERCARD	102845	MAY219	25-2500-0000-52310	USTA SANCTION FEES	53.00

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Vendor Name	Payment Number	Payable Number	Account Number	Description (Item)	Amount
BMO CORP. MASTERCARD	102845	MAY219	27-2700-0000-52340	ICE SHOW SUPPLIES	5.99
BMO CORP. MASTERCARD	102845	MAY219	27-2700-0000-52340	RETURN CREDIT	-24.97
BMO CORP. MASTERCARD	102845	MAY219	27-2700-0000-52340	ICE SHOW SUPPLIES	49.94
BMO CORP. MASTERCARD	102845	MAY219	27-2700-0000-52340	ICE SHOW SUPPLIES	15.76
BMO CORP. MASTERCARD	102845	MAY219	27-2700-0000-52901	END OF SEASON	75.78
BMO CORP. MASTERCARD	102845	MAY219	35-3500-0000-52002	FIRST AID BAG	94.50
BMO CORP. MASTERCARD	102845	MAY219	35-3500-0000-54260	LUNCH MEETING	60.96
Vendor 12620 - BMO CORP. MASTERCARD Total:					19,586.31
Vendor: 22119 - BSA TROOP 55					
BSA TROOP 55	102724	1036708	01-0400-0000-41016	RESERVATION REFUND	100.00
Vendor 22119 - BSA TROOP 55 Total:					100.00
Vendor: 00580 - BTSI					
BTSI	102848	62044*	20-2100-0000-52565	FUNGICIDE (EARLY ORDER PROMO)	4,156.50
BTSI	102848	62357*	20-2100-0000-52570	SPECIALIZED GROUND CHEMICAL	2,340.00
BTSI	102848	62431	20-2100-0000-52564	INSECTICIDES (EARLY ORDER PROMO)	3,000.00
BTSI	102848	62432	20-2100-0000-52566	FERTILIZERS (EARLY ORDER PROMO)	9,000.00
Vendor 00580 - BTSI Total:					18,496.50
Vendor: 21051 - BUCK BROS INC					
BUCK BROS INC	102849	210925	10-1500-0000-56100	AUTO PARTS	10.91
BUCK BROS INC	102849	210925	10-1600-0000-56100	AUTO PARTS	10.91
Vendor 21051 - BUCK BROS INC Total:					21.82
Vendor: 06740 - BURRIS EQUIPMENT					
BURRIS EQUIPMENT	102789	RI98969	01-0400-0000-54250	AERATOR RENTAL FOR NICK CORWIN	797.00
BURRIS EQUIPMENT	102850	PL09218	20-2100-0000-52810	TOOLS	3.44
BURRIS EQUIPMENT	102789	WI35474	01-0300-0000-52801	PALLET FORKS	860.00
BURRIS EQUIPMENT	102850	PI97477	01-0400-0000-56100	PARTS FOR WACKER COMPACTOR	128.63
BURRIS EQUIPMENT	102850	RI99181	20-2100-0000-54250	HOSE RENTAL	75.00
BURRIS EQUIPMENT	102850	RL55141	20-2100-0000-54250	CONTRACT SERVICES	504.00
BURRIS EQUIPMENT	102850	WI35621	01-0400-0000-60247	NURSERY JAWS FOR TRACK LOADER	4,015.00
BURRIS EQUIPMENT	102850	RI99534	01-0400-0000-54250	DINGO RENTAL FOR SAND CLEANUP	616.00
Vendor 06740 - BURRIS EQUIPMENT Total:					6,999.07
Vendor: 00770 - CALLAWAY GOLF COMPANY					
CALLAWAY GOLF COMPANY	102725	930394119	20-10700	Merchandise for Resale	3,656.25
CALLAWAY GOLF COMPANY	102725	930394119	20-2000-0000-57325	Merchandise for Resale	137.50
CALLAWAY GOLF COMPANY	102913	930506890	20-10700	Merchandise for Resale	222.30
CALLAWAY GOLF COMPANY	102913	930506890	20-2000-0000-57325	Merchandise for Resale	9.91
Vendor 00770 - CALLAWAY GOLF COMPANY Total:					4,025.96
Vendor: 21504 - CAREY DOWDLE					
CAREY DOWDLE	102726	INV0010373	10-1100-7147-54301	SOFTBALL UMPIRE	120.00
Vendor 21504 - CAREY DOWDLE Total:					120.00
Vendor: 00802 - CARLISLE ENTERPRISES					
CARLISLE ENTERPRISES	102752	38247	25-2500-0000-52015	TONER FOR TENNIS	254.40
CARLISLE ENTERPRISES	102851	38274	25-2500-0000-52015	TONER FOR TENNIS	273.96
CARLISLE ENTERPRISES	102851	38275	01-0100-0000-52015	TONER FOR ADMIN	79.00
Vendor 00802 - CARLISLE ENTERPRISES Total:					607.36
Vendor: 00872 - CHICAGO DISTRICT GOLF ASSOCIATION					
CHICAGO DISTRICT GOLF ASSOC...	102727	2154-186	20-2000-0000-54210	Computer Services	360.00
CHICAGO DISTRICT GOLF ASSOC...	102852	2154-187	20-2000-0000-54210	Computer Services	280.00
Vendor 00872 - CHICAGO DISTRICT GOLF ASSOCIATION Total:					640.00

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Vendor Name	Payment Number	Payable Number	Account Number	Description (Item)	Amount
Vendor: 21417 - CHICAGO LOVES DANCE INC					
CHICAGO LOVES DANCE INC	102728	INV0010360	01-0100-0000-54260	STAFF INSERVICE 5/15/19 - HEALTH & FITNESS DAY	87.50
CHICAGO LOVES DANCE INC	102728	INV0010360	01-0200-0000-54260	STAFF INSERVICE 5/15/19 - HEALTH & FITNESS DAY	87.50
CHICAGO LOVES DANCE INC	102853	WS2019	10-1100-7213-54303	70/30 SPLIT CLD 2019 SPRING PROGRAMS	3,916.50
Vendor 21417 - CHICAGO LOVES DANCE INC Total:					4,091.50
Vendor: 00993 - COMCAST					
COMCAST	102729	4128APR2019	01-0100-0000-54250	CABLE TV-TENNIS	180.06
COMCAST	102729	4128APR2019	25-2500-0000-54250	CABLE TV-TENNIS	180.06
COMCAST	102729	0868MAY2019	10-1500-0000-54250	INTERNET SERVICE-TOWER	106.85
COMCAST	102729	4519MAY2019	23-2300-0000-54250	INTERNET SERVICE-PADDLE	130.50
COMCAST	102729	4516MAY2019	25-2400-0000-54250	INTERNET SERVICE-TENNIS	241.85
COMCAST	102729	3317MAY2019	20-2000-0000-54250	CABLE TV-GOLF	69.45
COMCAST	102729	3545MAY2019	01-0100-0000-54210	INTERNET SERVICE-ADMIN	164.90
COMCAST	102753	0399MAY2019	01-0100-0000-54210	INTERNET SERVICE-ADMIN	443.64
COMCAST	102854	3259MAY2019	23-2300-0000-54250	CABLE TV	16.09
COMCAST	102854	3267MAY2019	27-2700-0000-54250	CABLE TV-ICE	30.44
COMCAST	102854	4128MAY2019	25-2500-0000-54250	CABLE TV-TENNIS	180.07
COMCAST	102914	4518JUNE2019	23-2300-0000-54250	INTERNET SERVICE-PADDLE	226.85
COMCAST	102914	4516JUN2019	25-2400-0000-54250	INTERNET SERVICE-TENNIS	241.85
COMCAST	102914	3545JUN2019	01-0100-0000-54210	INTERNET SERVICE-ADMIN	164.90
Vendor 00993 - COMCAST Total:					2,377.51
Vendor: 01000 - COMED					
COMED	102754	INV0010382	01-0400-0000-56530	ELECTRIC SERVICE-PARKS	23.15
Vendor 01000 - COMED Total:					23.15
Vendor: 02446 - COSTA KUTULAS					
COSTA KUTULAS	102790	INV0010406	01-0400-0000-52002	REIMB FOR LUNCH MEETING	84.00
Vendor 02446 - COSTA KUTULAS Total:					84.00
Vendor: 06007 - COVERALL NORTH AMERICA,					
COVERALL NORTH AMERICA,	102755	1010638695	20-2000-0000-54255	Contract Services Clubhouse	919.00
COVERALL NORTH AMERICA,	102855	1010638925	20-2000-0000-54255	Contract Services Clubhouse	919.00
COVERALL NORTH AMERICA,	102855	1010639577	01-0100-0000-54250	2019 MONTHLY ADMIN CLEANING SERVICE	349.00
COVERALL NORTH AMERICA,	102855	1010639577	10-1000-0000-54250	2019 MONTHLY ADMIN CLEANING SERVICE	349.00
Vendor 06007 - COVERALL NORTH AMERICA, Total:					2,536.00
Vendor: 16270 - CTUC					
CTUC	102791	101-19	25-2500-0000-54250	TOURNAMENT UMPIRE 5/17-18	153.00
Vendor 16270 - CTUC Total:					153.00
Vendor: 22109 - DE LAGE LANDEN FINANCIAL SERVICES, INC					
DE LAGE LANDEN FINANCIAL SE...	102730	63458653	01-0100-0000-56100	2019 COPIER LEASE - JUNE	1,976.65
DE LAGE LANDEN FINANCIAL SE...	102915	63922780	01-0100-0000-56100	2019 COPIER LEASE - JULY	1,976.65
Vendor 22109 - DE LAGE LANDEN FINANCIAL SERVICES, INC Total:					3,953.30
Vendor: 22247 - DICK'S SPORTING GOODS					
DICK'S SPORTING GOODS	102856	191107A	10-1200-0000-52801	BASES SET FOR FIELDS 3 AND 5	1,160.00
DICK'S SPORTING GOODS	102916	189154C	10-1100-7151-52401	SOFTBALLS	53.00
DICK'S SPORTING GOODS	102916	189154D	10-1100-7151-52401	7 DZ BALLS FOR 12 INCH SOFTBALL	371.00
Vendor 22247 - DICK'S SPORTING GOODS Total:					1,584.00
Vendor: 21960 - EMPIRE COOLER SERVICE, INC					
EMPIRE COOLER SERVICE, INC	102857	0023253	20-2000-0000-54255	Contract Services Clubhouse	125.00
Vendor 21960 - EMPIRE COOLER SERVICE, INC Total:					125.00
Vendor: 21935 - EUCLID MANAGERS					
EUCLID MANAGERS	102756	INV0010390	01-21255	LIFELOCK PREMIUM-JUNE 2019	71.94
Vendor 21935 - EUCLID MANAGERS Total:					71.94

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Vendor Name	Payment Number	Payable Number	Account Number	Description (Item)	Amount
Vendor: 21553 - EVANSTON LUMBER					
EVANSTON LUMBER	102917	507714	37-3700-0000-60120	MAPLE STREET PARK BOARDWALK DECKING	24,556.80
Vendor 21553 - EVANSTON LUMBER Total:					24,556.80
Vendor: 21701 - EXCALIBUR TECHNOLOGY CORP					
EXCALIBUR TECHNOLOGY CORP	102757	178451	01-0100-0000-54210	HARD DRIVE SPACE	31.90
EXCALIBUR TECHNOLOGY CORP	102918	178846	01-0100-0000-54210	JULY EXCALIBUR COMPUTER SERVICES	379.00
Vendor 21701 - EXCALIBUR TECHNOLOGY CORP Total:					410.90
Vendor: 08710 - E-Z-GO A TEXTRON CO					
E-Z-GO A TEXTRON CO	102758	91806123	20-2000-0000-56150	Golf Cart R&M	867.00
Vendor 08710 - E-Z-GO A TEXTRON CO Total:					867.00
Vendor: 22389 - FAMILY FENCES LTD					
FAMILY FENCES LTD	102858	2226	01-0400-0000-54250	FENCING REPAIR AT CROW ISLAND WOODS	822.00
Vendor 22389 - FAMILY FENCES LTD Total:					822.00
Vendor: 00345 - FEDERAL WITHHOLDING TAX					
FEDERAL WITHHOLDING TAX	DFT0003683	INV0010367	01-21200	Federal Withholding	14,620.91
FEDERAL WITHHOLDING TAX	DFT0003685	INV0010369	33-21220	FICA Withholding	21,657.16
FEDERAL WITHHOLDING TAX	DFT0003686	INV0010370	33-21220	Medicare Withholding	5,065.06
FEDERAL WITHHOLDING TAX	DFT0003692	INV0010418	01-21200	Federal Withholding	15,812.45
FEDERAL WITHHOLDING TAX	DFT0003694	INV0010420	33-21220	FICA Withholding	23,451.84
FEDERAL WITHHOLDING TAX	DFT0003695	INV0010421	33-21220	Medicare Withholding	5,484.84
FEDERAL WITHHOLDING TAX	DFT0003705	INV0010447	01-21200	Federal Withholding	14,770.28
FEDERAL WITHHOLDING TAX	DFT0003707	INV0010449	33-21220	FICA Withholding	23,650.78
FEDERAL WITHHOLDING TAX	DFT0003708	INV0010450	33-21220	Medicare Withholding	5,531.26
Vendor 00345 - FEDERAL WITHHOLDING TAX Total:					130,044.58
Vendor: 21862 - FH PASCHEN, SN NIELSEN & ASSOCIATES					
FH PASCHEN, SN NIELSEN & AS...	102792	4600-026-1	37-3700-0000-60120	MAPLE STREET DECK REPLACEMENT	45,230.40
Vendor 21862 - FH PASCHEN, SN NIELSEN & ASSOCIATES Total:					45,230.40
Vendor: 05823 - FOREST AWARDS & ENGRAVING					
FOREST AWARDS & ENGRAVING	102759	83738	01-0200-0000-52090	NAME TAGS - SEASONAL REC. & NEW BOARD MEMBERS	13.94
FOREST AWARDS & ENGRAVING	102759	83738	10-1100-7999-52525	NAME TAGS - SEASONAL REC. & NEW BOARD MEMBERS	424.27
FOREST AWARDS & ENGRAVING	102793	83761	20-2000-0000-52525	Uniforms	100.40
Vendor 05823 - FOREST AWARDS & ENGRAVING Total:					538.61
Vendor: 03250 - GLENBROOK AUTO PARTS					
GLENBROOK AUTO PARTS	102859	220593	20-2100-0000-52002	GOLF MTC SUPPLIES	11.48
GLENBROOK AUTO PARTS	102859	221063	20-2100-0000-52002	SUPPLIES	5.96
GLENBROOK AUTO PARTS	102859	221618	20-2100-0000-56100	EQUIPMENT R&M	152.15
GLENBROOK AUTO PARTS	102859	221661	20-2100-0000-56200	VEHICLE R&M	223.05
GLENBROOK AUTO PARTS	102794	221738	01-0400-0000-56200	AUTO PARTS	21.20
GLENBROOK AUTO PARTS	102794	222278	10-1600-0000-56100	EQUIPMENT PARTS-LLOYD	57.63
GLENBROOK AUTO PARTS	102794	223462	01-0300-0000-52505	LUBRICANT	27.73
GLENBROOK AUTO PARTS	102794	223621	01-0400-0000-56100	EQUIPMENT PARTS	6.86
GLENBROOK AUTO PARTS	102859	223631	20-2100-0000-56200	VEHICLE R&M	231.20
GLENBROOK AUTO PARTS	102794	224105	01-0400-0000-56200	AUTO PARTS	28.23
GLENBROOK AUTO PARTS	102794	224271	01-0400-0000-56100	EQUIPMENT PARTS	18.43
GLENBROOK AUTO PARTS	102794	224536	01-0400-0000-56100	EQUIPMENT PARTS	27.55
GLENBROOK AUTO PARTS	102859	224720	01-0400-0000-56200	HITCH EQUIPMENT FOR PARKS	108.96
GLENBROOK AUTO PARTS	102794	224894	10-1500-0000-56100	EQUIPMENT PARTS-LAKEFRONT	26.23
GLENBROOK AUTO PARTS	102794	224894	10-1600-0000-56100	EQUIPMENT PARTS-LAKEFRONT	26.23
GLENBROOK AUTO PARTS	102794	224895	01-0400-0000-56100	EQUIPMENT PARTS	42.84
GLENBROOK AUTO PARTS	102794	224941	01-0400-0000-56100	EQUIPMENT PARTS	23.47

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GLENBROOK AUTO PARTS	102794	225282	01-0400-0000-56100	EQUIPMENT PARTS	7.53
Vendor 03250 - GLENBROOK AUTO PARTS Total:					1,046.73
Vendor: 08956 - GOOD IMPRESSIONS					
GOOD IMPRESSIONS	102860	767	20-2100-0000-52525	UNIFORMS (CREW UNIFORMS)	4,813.00
Vendor 08956 - GOOD IMPRESSIONS Total:					4,813.00
Vendor: 01727 - GRAINGER					
GRAINGER	102861	9145951050	01-0400-0000-60075	DRINKING FOUNTAIN - TENNIS CENTER	1,309.00
GRAINGER	102795	915748315	35-3500-0000-52002	ICE PACKS	58.10
GRAINGER	102795	9168849934	35-3500-0000-52002	FIRST AID SUPPLIES	417.55
GRAINGER	102795	9169123875	10-1500-0000-56001	FACILITY REPAIRS-LAKEFRONT	27.95
Vendor 01727 - GRAINGER Total:					1,812.60
Vendor: 01170 - GRAND FOOD CENTER					
GRAND FOOD CENTER	102796	62583MAY2019	10-1100-7810-52405	REFUND	-7.50
GRAND FOOD CENTER	102796	62583MAY2019	10-1100-7810-52405	BIRTHDAY PARTY CAKE	34.99
GRAND FOOD CENTER	102796	62583MAY2019	10-1100-7810-52405	BIRTHDAY PARTY CAKE	35.78
GRAND FOOD CENTER	102796	62583MAY2019	10-1100-7810-52405	BIRTHDAY PARTY CAKES	87.48
GRAND FOOD CENTER	102796	62583MAY2019	10-1100-7810-52405	BIRTHDAY PARTY CAKES	77.48
GRAND FOOD CENTER	102797	62598MAY2019	25-2500-0000-52001	TENNIS SUPPLIES	23.98
Vendor 01170 - GRAND FOOD CENTER Total:					252.21
Vendor: 22367 - GREAT LAKES LINE-X					
GREAT LAKES LINE-X	102798	42602	10-1500-0000-60027	LINE X # 9	292.05
GREAT LAKES LINE-X	102798	42602	10-1600-0000-60027	LINE X # 9	292.05
GREAT LAKES LINE-X	102798	42603	01-0400-0000-56200	LINE X #12	593.10
Vendor 22367 - GREAT LAKES LINE-X Total:					1,177.20
Vendor: 01776 - GROWER EQUIPMENT					
GROWER EQUIPMENT	102862	9200	20-2100-0000-56100	EQUIPMENT PARTS-GOLF MTC	99.93
Vendor 01776 - GROWER EQUIPMENT Total:					99.93
Vendor: 01810 - HALLORAN & YAUCH					
HALLORAN & YAUCH	102863	14387	20-2100-0000-56125	IRRIGATION EQUIPMENT	481.83
Vendor 01810 - HALLORAN & YAUCH Total:					481.83
Vendor: 07660 - HEALTH CARE SERVICE CORPORATION					
HEALTH CARE SERVICE CORP...	102864	INV0010426	01-0100-0000-54051	HEALTH INSURANCE-JUNE 2019	46,923.02
Vendor 07660 - HEALTH CARE SERVICE CORPORATION Total:					46,923.02
Vendor: 22319 - HELENA OSORIO ZAVALA					
HELENA OSORIO ZAVALA	102799	INV0010397	01-0200-0000-52011	REIMB FOR MARKETING SUPPLIES	46.92
Vendor 22319 - HELENA OSORIO ZAVALA Total:					46.92
Vendor: 09930 - HERITAGE-CRYSTAL CLEAN					
HERITAGE-CRYSTAL CLEAN	102865	15662787	20-2100-0000-56200	VEHICLE R&M	495.88
Vendor 09930 - HERITAGE-CRYSTAL CLEAN Total:					495.88
Vendor: 01947 - HOME DEPOT CREDIT SERVICES					
HOME DEPOT CREDIT SERVICES	102800	MAY2019-01	10-1500-0000-56001	ELECTRICAL SUPPLIES MAPLE BEACH HOUSE	192.47
HOME DEPOT CREDIT SERVICES	102800	MAY2019	01-0300-0000-52002	PARKS SUPPLIES	67.90
HOME DEPOT CREDIT SERVICES	102800	MAY2019	01-0400-0000-56001	PARKS FACILITY REPAIRS	97.26
HOME DEPOT CREDIT SERVICES	102800	MAY2019	25-2400-0000-52515	CUSTODIAL SUPPLIES	3.57
Vendor 01947 - HOME DEPOT CREDIT SERVICES Total:					361.20
Vendor: 21067 - HOT SHOTS SPORTS					
HOT SHOTS SPORTS	102866	INV0010434	10-1100-7214-54302	HOT SHOTS 70/30 SPRING 2019 FH BBALL VBALL SBALL	1,625.40
HOT SHOTS SPORTS	102866	INV0010434	10-1100-7260-54303	HOT SHOTS 70/30 SPRING 2019 FH BBALL VBALL SBALL	1,407.00
HOT SHOTS SPORTS	102866	INV0010434	10-1100-7350-54302	HOT SHOTS 70/30 SPRING 2019 FH BBALL VBALL SBALL	749.70

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HOT SHOTS SPORTS	102866	INV0010434	10-1100-7380-54303	HOT SHOTS 70/30 SPRING 2019 FH BBALL VBALL SBALL	3,160.50
Vendor 21067 - HOT SHOTS SPORTS Total:					6,942.60
Vendor: 00350 - ICMA RETIREMENT TRUST-457					
ICMA RETIREMENT TRUST-457	DFT0003679	INV0010362	01-21235	457K Contribution	1,820.00
ICMA RETIREMENT TRUST-457	DFT0003688	INV0010413	01-21235	457K Contribution	1,820.00
ICMA RETIREMENT TRUST-457	DFT0003701	INV0010442	01-21235	457K Contribution	1,820.00
Vendor 00350 - ICMA RETIREMENT TRUST-457 Total:					5,460.00
Vendor: 22303 - IDES					
IDES	102760	INV0010375	35-3500-0000-54070	UNEMPLOYMENT-1ST QTR 2019	38,140.00
Vendor 22303 - IDES Total:					38,140.00
Vendor: 05745 - IL DEPARTMENT OF REVENUE					
IL DEPARTMENT OF REVENUE	102867	INV0010427	20-2000-0000-54990	SALES TAX-MAY 2019	1,684.00
IL DEPARTMENT OF REVENUE	102867	INV0010427	25-2500-0000-54990	SALES TAX-MAY 2019	149.00
Vendor 05745 - IL DEPARTMENT OF REVENUE Total:					1,833.00
Vendor: 00410 - IL DEPT OF REVENUE					
IL DEPT OF REVENUE	DFT0003682	INV0010366	01-21210	State Withholding	7,041.66
IL DEPT OF REVENUE	DFT0003691	INV0010417	01-21210	State Withholding	7,936.07
IL DEPT OF REVENUE	DFT0003704	INV0010446	01-21210	State Withholding	7,876.01
Vendor 00410 - IL DEPT OF REVENUE Total:					22,853.74
Vendor: 21139 - ILLINOIS BASEBALL ACADEMY					
ILLINOIS BASEBALL ACADEMY	102731	171705-2019	10-1100-7373-54302	FINAL 50% PAYMENT TO IBA SPRING 2019 TBALL	8,073.75
ILLINOIS BASEBALL ACADEMY	102919	R30713-A	10-1100-7613-54304	70/30 SPLIT WK1 MM 2019 CAMP	2,849.00
Vendor 21139 - ILLINOIS BASEBALL ACADEMY Total:					10,922.75
Vendor: 12390 - ILLINOIS CHILD SUPPORT					
ILLINOIS CHILD SUPPORT	102732	INV0010365	01-21298	1709700/17-D000104	461.54
ILLINOIS CHILD SUPPORT	102801	INV0010416	01-21298	1709700/17-D000104	461.54
ILLINOIS CHILD SUPPORT	102920	INV0010445	01-21298	1709700/17-D000104	461.54
Vendor 12390 - ILLINOIS CHILD SUPPORT Total:					1,384.62
Vendor: 11310 - IMPRESSIONS IN STONE					
IMPRESSIONS IN STONE	102802	10589	01-0400-0000-52002	ENGRAVED BRICK	15.00
Vendor 11310 - IMPRESSIONS IN STONE Total:					15.00
Vendor: 00347 - IMRF					
IMRF	102921	INV0010440	33-21215	PAYMENT FOR MAY 2019	65,422.97
Vendor 00347 - IMRF Total:					65,422.97
Vendor: 02103 - INTEGRA CLEANING & MTC					
INTEGRA CLEANING & MTC	102868	WPDMAY2019	23-2300-0000-54250	PADDLE HUT CLEANING - MAY 2019	1,089.00
Vendor 02103 - INTEGRA CLEANING & MTC Total:					1,089.00
Vendor: 02169 - JACKSON ULTIMA SKATES					
JACKSON ULTIMA SKATES	102733	262722	27-2700-0000-52002	RENTAL SKATES	2,340.24
Vendor 02169 - JACKSON ULTIMA SKATES Total:					2,340.24
Vendor: 21627 - JAMES JANESKU					
JAMES JANESKU	102761	INV0010389	10-1200-0000-52002	REIMBURSEMENT FOR SUPPLIES	100.00
Vendor 21627 - JAMES JANESKU Total:					100.00
Vendor: 01345 - JC LICHT, LLC					
JC LICHT, LLC	102869	19082313	01-0400-0000-56001	PAINT FOR CROW ISLAND BATHROOMS	195.92
JC LICHT, LLC	102869	19082605	10-1600-0000-56001	PAINT FOR LLOYD HUT	139.78
JC LICHT, LLC	102869	19084282	27-2700-0000-52002	PAINT SUPPLIES/ LOCKER ROOMS	579.99
JC LICHT, LLC	102869	19084551	27-2700-0000-52002	PAINT FOR ROOMS	426.45

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Vendor Name	Payment Number	Payable Number	Account Number	Description (Item)	Amount
JC LICHT, LLC	102869	19084552	27-2700-0000-52002	PAINTING SUPPLIES-ICE	8.09
Vendor 01345 - JC LICHT, LLC Total:					1,350.23
Vendor: 22335 - JOE & TONY LANDSCAPING, LLC					
JOE & TONY LANDSCAPING, LLC	102803	INV0010400	10-1200-0000-60029	PONY FIELD RENOVATIONS	3,062.50
Vendor 22335 - JOE & TONY LANDSCAPING, LLC Total:					3,062.50
Vendor: 00282 - JOHN BARRETT					
JOHN BARRETT	102922	INV0010452	01-0400-0000-52525	WORK JEAN REIMB	27.57
Vendor 00282 - JOHN BARRETT Total:					27.57
Vendor: 22396 - JOHN GIERUT					
JOHN GIERUT	102870	INV0010429	01-0400-0000-52525	REIMB FOR BOOTS	99.99
Vendor 22396 - JOHN GIERUT Total:					99.99
Vendor: 04187 - JOHN SHEA					
JOHN SHEA	102734	INV0010371	10-11100	LAKEFRONT BANKS	1,000.00
JOHN SHEA	102762	INV0010376	10-1100-7999-52002	REIMB FOR LAKEFRONT SUPPLIES	89.98
Vendor 04187 - JOHN SHEA Total:					1,089.98
Vendor: 00134 - JOHNSON CONTROLS SECURITY SOLUTIONS LLC					
JOHNSON CONTROLS SECURITY...	102763	32425127	25-2500-0000-54250	SERVICE CALL	19.57
Vendor 00134 - JOHNSON CONTROLS SECURITY SOLUTIONS LLC Total:					19.57
Vendor: 22388 - JORGE ARANA					
JORGE ARANA	102923	15012	01-0200-0000-54251	Drone Photography	1,000.00
Vendor 22388 - JORGE ARANA Total:					1,000.00
Vendor: 02220 - JORSON & CARLSON CO., INC					
JORSON & CARLSON CO., INC	102764	0582206	27-2700-0000-56200	BLADE SHARPENING	41.17
JORSON & CARLSON CO., INC	102764	0582898	27-2700-0000-56200	BLADE SHARPENING	41.17
JORSON & CARLSON CO., INC	102871	0583596	27-2700-0000-56200	BLADE SHARPENING	76.59
Vendor 02220 - JORSON & CARLSON CO., INC Total:					158.93
Vendor: 00818 - JOSE CATALAN					
JOSE CATALAN	102804	INV0010407	01-0400-0000-52525	REIMB FOR BOOTS	99.99
Vendor 00818 - JOSE CATALAN Total:					99.99
Vendor: 21757 - JSN CONTRACTORS SUPPLY					
JSN CONTRACTORS SUPPLY	102924	82625	20-2100-0000-52002	SUPPLIES ACCOUNT	99.90
JSN CONTRACTORS SUPPLY	102924	82625	20-2100-0000-52525	UNIFORMS	39.95
Vendor 21757 - JSN CONTRACTORS SUPPLY Total:					139.85
Vendor: 21283 - JUAN CASTILLO					
JUAN CASTILLO	102872	INV0010428	01-0400-0000-52525	REIMB FOR BOOTS	99.99
Vendor 21283 - JUAN CASTILLO Total:					99.99
Vendor: 21278 - JUDITH LENDINO					
JUDITH LENDINO	102735	INV0010358	27-2700-0000-52340	REIMB FOR ICE SHOW DINNER	13.99
Vendor 21278 - JUDITH LENDINO Total:					13.99
Vendor: 21520 - KOMPAN, INC					
KOMPAN, INC	102805	SO90081	10-1500-0000-60041	TOWER BEACH WATER TABLE & PLAY BOAT	10,469.95
Vendor 21520 - KOMPAN, INC Total:					10,469.95
Vendor: 22356 - LAKESHORE RECYCLING SYSTEMS					
LAKESHORE RECYCLING SYSTE...	102873	0004166031	20-2100-0000-54250	CONTRACT SERVICES	550.00
Vendor 22356 - LAKESHORE RECYCLING SYSTEMS Total:					550.00
Vendor: 02532 - LAWSON PRODUCTS, INC.					
LAWSON PRODUCTS, INC.	102874	5892797	20-2100-0000-56100	EQUIPMENT R&M	296.91
LAWSON PRODUCTS, INC.	102874	9306704184	01-0300-0000-52002	NUTS & BOLTS	442.53
Vendor 02532 - LAWSON PRODUCTS, INC. Total:					739.44
Vendor: 22390 - LEIBOLD IRRIGATION, INC					
LEIBOLD IRRIGATION, INC	102925	0008261-IN	20-2100-0000-56125	IRRIGATION EQUIPMENT	675.00
Vendor 22390 - LEIBOLD IRRIGATION, INC Total:					675.00

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Vendor Name	Payment Number	Payable Number	Account Number	Description (Item)	Amount
Vendor: 02567 - LENNY HOFFMAN					
LENNY HOFFMAN	102806	19-1592	10-1600-0000-54250	LLOYD DREDGING	3,205.00
Vendor 02567 - LENNY HOFFMAN Total:					3,205.00
Vendor: 11465 - LOWE'S BUSINESS ACCOUNT					
LOWE'S BUSINESS ACCOUNT	102736	APR2019-01	01-0400-0000-52810	NEW RING SHANK NAILER	331.55
LOWE'S BUSINESS ACCOUNT	102736	APR2019-02	01-0400-0000-52810	NEW RING SHANK NAILER	337.22
LOWE'S BUSINESS ACCOUNT	102736	APR2019-CM	01-0400-0000-52810	RETURNED ITEMS	-255.56
LOWE'S BUSINESS ACCOUNT	102736	APR2019-03	01-0400-0000-52002	SUPPLIES FOR PARKS MAINT	200.42
LOWE'S BUSINESS ACCOUNT	102736	APR2019-04	01-0400-0000-60075	TENNIS HALLWAY DRINKING FOUNTAIN	124.60
LOWE'S BUSINESS ACCOUNT	102736	APR2019-05	20-2100-0000-56001	SKOKIE PLAYFIELD SERVICE CENTER FENCE	280.06
LOWE'S BUSINESS ACCOUNT	102736	APR2019	01-0400-0000-52002	SPRAY PAINT	10.72
LOWE'S BUSINESS ACCOUNT	102736	APR2019	01-0400-0000-52002	CLEANING SUPPLIES	87.64
LOWE'S BUSINESS ACCOUNT	102736	APR2019	01-0400-0000-52002	PAINT	4.07
LOWE'S BUSINESS ACCOUNT	102736	APR2019	01-0400-0000-56003	PLAYGROUND EQUIPMENT REPAIRS	10.43
LOWE'S BUSINESS ACCOUNT	102736	APR2019	01-0400-0000-56100	EQUIPMENT PARTS	74.70
LOWE'S BUSINESS ACCOUNT	102736	APR2019	01-0400-0000-56100	EQUIPMENT PARTS	66.52
Vendor 11465 - LOWE'S BUSINESS ACCOUNT Total:					1,272.37
Vendor: 21552 - M & N SUPPLY, INC					
M & N SUPPLY, INC	102875	3486	20-2100-0000-56200	VEHICLE R&M	521.76
M & N SUPPLY, INC	102807	3487	01-0300-0000-52002	BUG REPELENT	110.50
Vendor 21552 - M & N SUPPLY, INC Total:					632.26
Vendor: 02890 - MCMMASTER-CARR SUPPLY CO.					
MCMMASTER-CARR SUPPLY CO.	102876	94725082	10-1600-0000-56001	SUPPLIES LLOYD WELDING	128.36
MCMMASTER-CARR SUPPLY CO.	102876	94849488	01-0400-0000-56100	SUPPLIES	102.58
MCMMASTER-CARR SUPPLY CO.	102876	94993544	01-0300-0000-52002	SUPPLIES WELDING SHOP	128.26
Vendor 02890 - MCMMASTER-CARR SUPPLY CO. Total:					359.20
Vendor: 22221 - MICHELS MATERIALS					
MICHELS MATERIALS	102877	371604	10-1600-0000-54250	MATERIAL FOR LLOYD BEACH	3,372.00
Vendor 22221 - MICHELS MATERIALS Total:					3,372.00
Vendor: 21134 - MICKEY'S LINEN					
MICKEY'S LINEN	102808	1293011	25-2500-0000-54250	TOWEL SERVICE	96.50
MICKEY'S LINEN	102926	1295848	25-2500-0000-54250	TOWEL SERVICE	96.50
Vendor 21134 - MICKEY'S LINEN Total:					193.00
Vendor: 03130 - MOVEABLE POWER					
MOVEABLE POWER	102737	9654	27-2700-0000-52340	TRANSFORMER FOR ICE SHOW	1,287.50
Vendor 03130 - MOVEABLE POWER Total:					1,287.50
Vendor: 03240 - NADLER GOLF CAR SALES					
NADLER GOLF CAR SALES	102878	3920785	20-2100-0000-56200	VEHICLE R&M	128.06
Vendor 03240 - NADLER GOLF CAR SALES Total:					128.06
Vendor: 22312 - NANCY CRANE					
NANCY CRANE	102738	INV0010374	10-1100-7147-54301	GIRLS SOFTBALL UMPIRE	280.00
NANCY CRANE	102927	INV0010441	10-1100-7147-54301	SOFTBALL UMPIRE	240.00
Vendor 22312 - NANCY CRANE Total:					520.00
Vendor: 22373 - NATIONAL SPORTS NETS, LLC					
NATIONAL SPORTS NETS, LLC	102879	2876	25-2400-0000-56001	OUTDOOR WINDSCREEN	1,396.00
Vendor 22373 - NATIONAL SPORTS NETS, LLC Total:					1,396.00
Vendor: 00348 - NCPERS GROUP LIFE INS.					
NCPERS GROUP LIFE INS.	102765	INV0010391	01-21230	VOLUNTARY LIFE INSURANCE- MAY 2019	32.00
NCPERS GROUP LIFE INS.	102880	INV0010430	01-21230	VOLUNTARY LIFE INSURANCE- JUNE 2019	32.00
Vendor 00348 - NCPERS GROUP LIFE INS. Total:					64.00
Vendor: 08070 - NORTH SHORE GAS					
NORTH SHORE GAS	102766	INV0010383	23-2300-0000-56550	NATURAL GAS SERVICE-PADDLE	636.95

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NORTH SHORE GAS	102766	INV0010384	20-2100-0000-56550	NATURAL GAS SERVICE-GOLF MTC	84.28
NORTH SHORE GAS	102766	INV0010385	01-0100-0000-56550	NATURAL GAS SERVICE-ADMIN	93.65
NORTH SHORE GAS	102766	INV0010386	20-2000-0000-56550	NATURAL GAS SERVICE-GOLF	155.46
NORTH SHORE GAS	102766	INV0010387	25-2500-0000-56550	NATURAL GAS SERVICE-TENNIS	332.30
NORTH SHORE GAS	102766	INV0010388	27-2700-0000-56550	NATURAL GAS SERVICE-ICE	424.92
NORTH SHORE GAS	102809	INV0010408	10-1300-0000-56550	NATURAL GAS SERVICE	88.19
NORTH SHORE GAS	102809	INV0010409	01-0400-0000-56550	NATURAL GAS SERVICE-PARKS	32.22
NORTH SHORE GAS	102809	INV0010410	01-0300-0000-56550	NATURAL GAS SERVICE-PARKS SC	313.08
NORTH SHORE GAS	102809	INV0010411	20-2000-0000-56550	NATURAL GAS SERVICE-GOLF	43.94
Vendor 08070 - NORTH SHORE GAS Total:					2,204.99
Vendor: 03400 - NORTHFIELD HEATING & AIR					
NORTHFIELD HEATING & AIR	102810	001411	23-2300-0000-56100	FURNACE REPAIR - PADDLE	201.00
Vendor 03400 - NORTHFIELD HEATING & AIR Total:					201.00
Vendor: 03502 - NORTSHORE OMEGA					
NORTSHORE OMEGA	102767	INV0010377	01-0200-0000-54250	NEW HIRE PRE-EMPL PHYSICAL	96.00
NORTSHORE OMEGA	102767	INV0010378	01-0200-0000-54250	NEW HIRE PRE-EMPL PHYSICAL	96.00
Vendor 03502 - NORTSHORE OMEGA Total:					192.00
Vendor: 06455 - NRPA					
NRPA	102881	93780-2019	01-0400-0000-54001	MEMBERSHIP DUES	175.00
Vendor 06455 - NRPA Total:					175.00
Vendor: 03395 - NSSRA					
NSSRA	102768	251	31-3100-0000-54250	2019 2ND INSTALLMENT - MEMBER AGENCY CONTRIBUTION	81,010.86
NSSRA	102768	252	31-3100-0000-54250	2019 MEMBER AGENCY CAPITAL CONTRIBUTION	8,589.20
NSSRA	102768	253	31-3100-0000-54999	2019 1ST INSTALLMENT - INCLUSION SERVICES	15,182.21
Vendor 03395 - NSSRA Total:					104,782.27
Vendor: 03440 - NUTOYS LEISURE PRODUCTS					
NUTOYS LEISURE PRODUCTS	102811	48922	01-0400-0000-56003	PLAYGROUND PARTS	738.50
Vendor 03440 - NUTOYS LEISURE PRODUCTS Total:					738.50
Vendor: 05090 - P&W GOLF SUPPLY, LLC					
P&W GOLF SUPPLY, LLC	102739	INV45127	20-2000-0000-52006	Supplies Clubhouse	343.90
P&W GOLF SUPPLY, LLC	102769	INV45403	20-2000-0000-52006	GOLF SUPPLIES	34.14
P&W GOLF SUPPLY, LLC	102812	INV45633	20-2000-0000-56001	R&M Facility General	191.74
Vendor 05090 - P&W GOLF SUPPLY, LLC Total:					569.78
Vendor: 05974 - PACT ADMINISTRATIVE					
PACT ADMINISTRATIVE	102740	INV0010359	01-0100-0000-54051	HRA MEDICAL CLAIMS FUNDED	6,183.65
PACT ADMINISTRATIVE	102770	INV0010392	01-0100-0000-54051	HRA MEDICAL CLAIMS FUNDED	3,905.96
PACT ADMINISTRATIVE	102882	INV0010431	01-0100-0000-54051	HRA MEDICAL CLAIMS FUNDED	2,068.93
PACT ADMINISTRATIVE	102882	INV0010432	01-0100-0000-54051	HRA MEDICAL CLAIMS FUNDED	439.48
PACT ADMINISTRATIVE	102928	INV0010451	01-0100-0000-54051	HRA MEDICAL CLAIMS FUNDED	3,811.20
Vendor 05974 - PACT ADMINISTRATIVE Total:					16,409.22
Vendor: 20658 - PAULS WINNETKA TV					
PAULS WINNETKA TV	102771	9381	10-1500-0000-54201	TV FOR TOWER ROAD BEACH	1,995.00
Vendor 20658 - PAULS WINNETKA TV Total:					1,995.00
Vendor: 03577 - PEBSICO					
PEBSICO	DFT0003680	INV0010363	01-21235	457K Contribution	25.00
PEBSICO	DFT0003689	INV0010414	01-21235	457K Contribution	25.00
PEBSICO	DFT0003702	INV0010443	01-21235	457K Contribution	25.00
Vendor 03577 - PEBSICO Total:					75.00
Vendor: 06345 - PENDELTON TURF SUPPLY INC					
PENDELTON TURF SUPPLY INC	102929	9401	20-2100-0000-52002	SUPPLIES ACCOUNT	578.50
PENDELTON TURF SUPPLY INC	102929	9401	20-2100-0000-52008	DRAINAGE SUPPLIES	95.00
PENDELTON TURF SUPPLY INC	102929	9401	20-2100-0000-52515	CUSTODIAL SUPPLIES	96.00

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PENDELTON TURF SUPPLY INC	102929	9401	20-2100-0000-52570	SPECIAL GROUND CHEMICAL	126.99
Vendor 06345 - PENDELTON TURF SUPPLY INC Total:					896.49
Vendor: 03610 - PHOTOTRONICS					
PHOTOTRONICS	102741	603725	01-0200-0000-52090	OUTGOING BOARD RECOGNITION	89.90
Vendor 03610 - PHOTOTRONICS Total:					89.90
Vendor: 02260 - PING					
PING	102772	14724658	20-10700	Merchandise for Resale	720.00
PING	102772	14724658	20-2000-0000-47325	SALES DISCOUNT	-36.00
PING	102772	14724658	20-2000-0000-57325	FREIGHT	11.56
Vendor 02260 - PING Total:					695.56
Vendor: 15245 - PRESTO-X					
PRESTO-X	102883	2996995	20-2000-0000-54255	Contract Services Clubhouse	139.98
Vendor 15245 - PRESTO-X Total:					139.98
Vendor: 03821 - RAMROD DISTRIBUTORS					
RAMROD DISTRIBUTORS	102884	776398	20-2100-0000-52515	CUSTODIAL SUPPLIES	71.09
Vendor 03821 - RAMROD DISTRIBUTORS Total:					71.09
Vendor: 03825 - RAYNOR DOOR COMPANY					
RAYNOR DOOR COMPANY	102813	68213	20-2000-0000-60101	OVERHEAD DOORS FOR THE CART BARN	1,271.87
Vendor 03825 - RAYNOR DOOR COMPANY Total:					1,271.87
Vendor: 07153 - READY REFRESH BY NESTLE					
READY REFRESH BY NESTLE	102773	19D8104749190	25-2500-0000-54250	WATER	155.80
READY REFRESH BY NESTLE	102773	19D8104749190-B	27-2700-0000-54250	DRINKING WATER-ICE	73.06
READY REFRESH BY NESTLE	102930	19E8104749190	27-2700-0000-54250	DRINKING WATER-ICE	89.74
READY REFRESH BY NESTLE	102930	19E8104749190-B	25-2500-0000-54250	WATER	226.73
Vendor 07153 - READY REFRESH BY NESTLE Total:					545.33
Vendor: 06160 - RECORD A HIT					
RECORD A HIT	102742	191134-D	10-1100-7842-54305	4TH OF JULY FOURTHFEST ATTRACTIONS AND RIDES	5,437.50
RECORD A HIT	102931	191557	10-1100-7843-54305	RAH INFLATABLES FOR PUMPKINS IN WOODS 2019 DEPOSIT	1,207.50
Vendor 06160 - RECORD A HIT Total:					6,645.00
Vendor: 03840 - REDS GARDEN CENTER					
REDS GARDEN CENTER	102814	118301	01-0400-0000-52550	TOP SOIL FOR DWYER PARK	105.00
REDS GARDEN CENTER	102814	118574	01-0400-0000-52550	TOP SOIL FOR DWYER PARK	105.00
REDS GARDEN CENTER	102885	120625	01-0400-0000-52540	ANNUAL PLANTS	195.50
Vendor 03840 - REDS GARDEN CENTER Total:					405.50
Vendor: 03861 - REINDERS, INC.					
REINDERS, INC.	102886	1761287-00	20-2100-0000-52565	FUNGICIDES (EARLY ORDER PROMO)	5,000.00
REINDERS, INC.	102886	1781972-00	01-0400-0000-56100	AUTO PARTS	31.63
REINDERS, INC.	102815	4055327-00	01-0400-0000-60247	TORO 3280-D PURCHASE	40,493.29
REINDERS, INC.	102932	1784914-00	20-2100-0000-56200	VEHICLE R&M	541.45
Vendor 03861 - REINDERS, INC. Total:					46,066.37
Vendor: 22391 - RICHARD WILSON					
RICHARD WILSON	102887	INV0010422	10-1100-7022-54301	B-BALL REF	186.00
Vendor 22391 - RICHARD WILSON Total:					186.00
Vendor: 03940 - RMC, INC.					
RMC, INC.	102774	SI2077486	27-2700-0000-56100	EMERGENCY REPAIRS - CONTROL PANEL	10,796.00
RMC, INC.	102888	SI2077885	27-2700-0000-54250	MONTHLY SERVICE - JUNE	769.00
RMC, INC.	102933	SI2078203	27-2700-0000-54250	FILTER CHANGES	113.00
Vendor 03940 - RMC, INC. Total:					11,678.00

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Vendor: 21942 - ROBBINS SCHWARTZ					
ROBBINS SCHWARTZ	102934	848199	01-0200-0000-54220	LEGAL SERVICES - APRIL 2019	10,998.00
Vendor 21942 - ROBBINS SCHWARTZ Total:					10,998.00
Vendor: 13600 - RUDIG TROPHIES					
RUDIG TROPHIES	102889	65309	25-2500-0000-52310	TENNIS TROPHIES	25.25
Vendor 13600 - RUDIG TROPHIES Total:					25.25
Vendor: 04138 - SECURITY BNFT GROUP OF CO					
SECURITY BNFT GROUP OF CO	DFT0003681	INV0010364	01-21235	457K Retirement Plan	750.00
SECURITY BNFT GROUP OF CO	DFT0003690	INV0010415	01-21235	457K Retirement Plan	750.00
SECURITY BNFT GROUP OF CO	DFT0003703	INV0010444	01-21235	457K Retirement Plan	750.00
Vendor 04138 - SECURITY BNFT GROUP OF CO Total:					2,250.00
Vendor: 21602 - SERVICE SANITATION					
SERVICE SANITATION	102890	7675637	10-1200-0000-54250	PORTA JOHNS FOR KWBA TOURNAMENT 2019	324.00
Vendor 21602 - SERVICE SANITATION Total:					324.00
Vendor: 21267 - SIGNARAMA					
SIGNARAMA	102816	INV-632	01-0400-0000-56003	SIGNS FOR BEACHES & PLAYGROUNDS	185.50
SIGNARAMA	102816	INV-633	10-1500-0000-56001	SIGNS FOR BEACHES & PLAYGROUNDS	119.62
Vendor 21267 - SIGNARAMA Total:					305.12
Vendor: 22364 - SKECHERS USA, INC					
SKECHERS USA, INC	102817	93303067	20-10700	Merchandise for Resale	160.00
SKECHERS USA, INC	102817	93303067	20-2000-0000-57325	Merchandise for Resale	28.96
Vendor 22364 - SKECHERS USA, INC Total:					188.96
Vendor: 09880 - SMG SECURITY HOLDINGS, LLC					
SMG SECURITY HOLDINGS, LLC	102818	63561	10-1500-0000-54250	FIRE ALARM INSPECTION	240.00
Vendor 09880 - SMG SECURITY HOLDINGS, LLC Total:					240.00
Vendor: 22095 - SPECTROTEL					
SPECTROTEL	102819	9118769	01-0100-0000-56501	PHONE SERVICE-POTS LINES	450.13
SPECTROTEL	102819	9118769	01-0100-0000-56501	PHONE SERVICE-POTS LINES	7.71
SPECTROTEL	102819	9118769	10-1600-0000-56501	PHONE SERVICE-POTS LINES	76.74
SPECTROTEL	102819	9118769	20-2000-0000-56501	PHONE SERVICE-POTS LINES	153.48
SPECTROTEL	102819	9118769	25-2500-0000-56501	PHONE SERVICE-POTS LINES	76.74
SPECTROTEL	102819	9118769	27-2700-0000-56501	PHONE SERVICE-POTS LINES	230.22
Vendor 22095 - SPECTROTEL Total:					995.02
Vendor: 18880 - SPORT CONNECTION, INC.					
SPORT CONNECTION, INC.	102820	INV0010395	10-1000-0000-52525	FT STAFF EMBROIDERY	20.00
SPORT CONNECTION, INC.	102820	INV0010395	10-1100-7605-52404	CAMP DIRECTOR APPAREL	146.34
SPORT CONNECTION, INC.	102820	INV0010395	10-1100-7606-52404	CAMP DIRECTOR APPAREL	147.99
SPORT CONNECTION, INC.	102820	INV0010395	10-1100-7668-52404	CAMP DIRECTOR APPAREL	292.67
SPORT CONNECTION, INC.	102820	INV0010395	10-1100-7765-52404	CAMP DIRECTOR APPAREL	62.00
Vendor 18880 - SPORT CONNECTION, INC. Total:					669.00
Vendor: 21500 - ST AUBIN NURSERY					
ST AUBIN NURSERY	102821	22992	01-0400-0000-52545	TREES FOR CROW ISLAND/PARKS	20,097.00
Vendor 21500 - ST AUBIN NURSERY Total:					20,097.00
Vendor: 13210 - STAPLES BUSINESS CREDIT					
STAPLES BUSINESS CREDIT	102891	7215767268-0-1	20-2100-0000-52001	OFFICE SUPPLIES-GOLF MTC	81.27
STAPLES BUSINESS CREDIT	102891	7215581048-0-2	20-2100-0000-52001	OFFICE SUPPLIES-GOLF MTC	9.89
STAPLES BUSINESS CREDIT	102891	7219245429-0-1	01-0400-0000-52001	SUPPLIES	46.49
STAPLES BUSINESS CREDIT	102891	7219245429-0-1	35-3500-0000-52002	SUPPLIES	19.29
STAPLES BUSINESS CREDIT	102891	7219245429-0-2	01-0400-0000-52002	SUPPLIES	14.18
Vendor 13210 - STAPLES BUSINESS CREDIT Total:					171.12
Vendor: 22035 - STEPHANIE B FIGLIOLI					
STEPHANIE B FIGLIOLI	102822	INV0010396	10-1100-7456-54305	BABYSITTING CLASS (5/18)	585.00
Vendor 22035 - STEPHANIE B FIGLIOLI Total:					585.00

VOUCHER LIST OF PAID BILLS FOR APPROVAL ON JUN

Payment Dates: 05/11/2019 - 06/14/2019

Vendor Name	Payment Number	Payable Number	Account Number	Description (Item)	Amount
Vendor: 21648 - TCF EQUIPMENT FINANCE					
TCF EQUIPMENT FINANCE	102892	6022599	20-2000-0000-62001	GOLF CART AND PICKER LEASE - FINAL PAYMENT	6,670.70
TCF EQUIPMENT FINANCE	102892	6022599	20-2000-0000-62003	GOLF CART AND PICKER LEASE - FINAL PAYMENT	65.03
Vendor 21648 - TCF EQUIPMENT FINANCE Total:					6,735.73
Vendor: 21941 - THE BLAST SHOP LLC					
THE BLAST SHOP LLC	102823	54858	01-0400-0000-56003	POWDER COATING FOR PARKS	272.00
THE BLAST SHOP LLC	102893	55307	01-0400-0000-56003	POWDERCOATING BENCH ENDS	630.00
Vendor 21941 - THE BLAST SHOP LLC Total:					902.00
Vendor: 22383 - TIMBERHOMES LLC					
TIMBERHOMES LLC	102824	1342	37-3700-0000-60120	LAKEFRONT SIGNAGE	6,630.00
Vendor 22383 - TIMBERHOMES LLC Total:					6,630.00
Vendor: 21671 - TINKERING SCHOOL CHICAGO					
TINKERING SCHOOL CHICAGO	102743	INV0010372	10-1100-7443-54303	BIG BUILD INVOICE (4/13) -- TINKERING SCHOOL	448.00
Vendor 21671 - TINKERING SCHOOL CHICAGO Total:					448.00
Vendor: 22368 - TOP LINE FENCE COMPANY, INC					
TOP LINE FENCE COMPANY, INC	102825	10612	20-2000-0000-60077	DRIVING RANGE FENCE REPLACEMENT/REPAIRS	12,825.00
TOP LINE FENCE COMPANY, INC	102825	10612-B	20-2000-0000-60077	DRIVING RANGE FENCING REPAIR	1,621.00
Vendor 22368 - TOP LINE FENCE COMPANY, INC Total:					14,446.00
Vendor: 22236 - UNITED CONCORDIA					
UNITED CONCORDIA	102894	INV0010433	01-0100-0000-54051	DENTAL INSURANCE-JUNE 2019	3,692.67
Vendor 22236 - UNITED CONCORDIA Total:					3,692.67
Vendor: 20775 - US SIGNAL					
US SIGNAL	102895	19060176427	01-0100-0000-54250	T1 INTERNET CONNECTION	49.69
US SIGNAL	102895	19060176427	01-0200-0000-54250	T1 INTERNET CONNECTION	49.69
US SIGNAL	102895	19060176427	01-0400-0000-54250	T1 INTERNET CONNECTION	49.69
US SIGNAL	102895	19060176427	10-1000-0000-54250	T1 INTERNET CONNECTION	49.69
US SIGNAL	102895	19060176427	20-2000-0000-54250	T1 INTERNET CONNECTION	49.69
US SIGNAL	102895	19060176427	20-2100-0000-54250	T1 INTERNET CONNECTION	49.69
US SIGNAL	102895	19060176427	25-2500-0000-54250	T1 INTERNET CONNECTION	49.69
US SIGNAL	102895	19060176427	27-2700-0000-54250	T1 INTERNET CONNECTION	49.69
Vendor 20775 - US SIGNAL Total:					397.52
Vendor: 04765 - VANGUARD ENERGY SERVICES					
VANGUARD ENERGY SERVICES	102826	G400621051719	20-2000-0000-56550	NATURAL GAS SERVICE-APRIL 2019	141.21
VANGUARD ENERGY SERVICES	102826	G400621051719	20-2100-0000-56550	NATURAL GAS SERVICE-APRIL 2019	100.70
VANGUARD ENERGY SERVICES	102826	G400621051719	23-2300-0000-56550	NATURAL GAS SERVICE-APRIL 2019	613.00
VANGUARD ENERGY SERVICES	102826	G400621051719	25-2500-0000-56550	NATURAL GAS SERVICE-APRIL 2019	97.96
VANGUARD ENERGY SERVICES	102826	G400621051719	25-2500-0000-56550	NATURAL GAS SERVICE-APRIL 2019	98.27
VANGUARD ENERGY SERVICES	102826	G400621051719	27-2700-0000-56550	NATURAL GAS SERVICE-APRIL 2019	879.05
Vendor 04765 - VANGUARD ENERGY SERVICES Total:					1,930.19
Vendor: 04778 - VERIZON WIRELESS					
VERIZON WIRELESS	102896	9830301198	01-0100-0000-56502	CELL PHONE SERVICE	2,719.45
Vendor 04778 - VERIZON WIRELESS Total:					2,719.45
Vendor: 04805 - VILLAGE OF WINNETKA					
VILLAGE OF WINNETKA	102744	2019-00000018	10-1200-0000-54250	POLICE DETAIL CORWIN PARK AYSO	390.00

VOUCHER LIST OF PAID BILLS FOR APPROVAL ON JUN

Payment Dates: 05/11/2019 - 06/14/2019

Vendor Name	Payment Number	Payable Number	Account Number	Description (Item)	Amount
VILLAGE OF WINNETKA	102827	2019-00000021	10-1200-0000-54250	POLICE DETAIL AT CORWIN AYSO 4/20	195.00
VILLAGE OF WINNETKA	102897	2019-00000026	10-1200-0000-54250	POLICE DETAIL AT CORWIN 5/4 AND 5/11	617.50
VILLAGE OF WINNETKA	102899	2019-00000033	20-2000-0000-52320	SPECIAL EVENT SUPPLIES	50.00
VILLAGE OF WINNETKA	102898	MAY 2019	01-0100-0000-56525	WATER & ELECTRIC-MAY 2019	40.97
VILLAGE OF WINNETKA	102898	MAY 2019	01-0200-0000-56525	WATER & ELECTRIC-MAY 2019	2,696.01
VILLAGE OF WINNETKA	102898	MAY 2019	01-0300-0000-56525	WATER & ELECTRIC-MAY 2019	31.12
VILLAGE OF WINNETKA	102898	MAY 2019	01-0300-0000-56530	WATER & ELECTRIC-MAY 2019	561.35
VILLAGE OF WINNETKA	102898	MAY 2019	01-0400-0000-56525	WATER & ELECTRIC-MAY 2019	211.09
VILLAGE OF WINNETKA	102898	MAY 2019	01-0400-0000-56530	WATER & ELECTRIC-MAY 2019	1,060.96
VILLAGE OF WINNETKA	102898	MAY 2019	10-1200-0000-56525	WATER & ELECTRIC-MAY 2019	12.20
VILLAGE OF WINNETKA	102898	MAY 2019	10-1500-0000-56525	WATER & ELECTRIC-MAY 2019	40.46
VILLAGE OF WINNETKA	102898	MAY 2019	10-1500-0000-56530	WATER & ELECTRIC-MAY 2019	628.63
VILLAGE OF WINNETKA	102898	MAY 2019	10-1600-0000-56525	WATER & ELECTRIC-MAY 2019	9.20
VILLAGE OF WINNETKA	102898	MAY 2019	10-1600-0000-56530	WATER & ELECTRIC-MAY 2019	384.86
VILLAGE OF WINNETKA	102898	MAY 2019	20-2000-0000-56525	WATER & ELECTRIC-MAY 2019	602.51
VILLAGE OF WINNETKA	102898	MAY 2019	20-2000-0000-56525	WATER & ELECTRIC-MAY 2019	88.91
VILLAGE OF WINNETKA	102898	MAY 2019	20-2000-0000-56530	WATER & ELECTRIC-MAY 2019	1,566.42
VILLAGE OF WINNETKA	102898	MAY 2019	20-2100-0000-56525	WATER & ELECTRIC-MAY 2019	158.70
VILLAGE OF WINNETKA	102898	MAY 2019	20-2100-0000-56530	WATER & ELECTRIC-MAY 2019	3,799.22
VILLAGE OF WINNETKA	102898	MAY 2019	23-2300-0000-56525	WATER & ELECTRIC-MAY 2019	3,102.33
VILLAGE OF WINNETKA	102898	MAY 2019	23-2300-0000-56530	WATER & ELECTRIC-MAY 2019	667.11
VILLAGE OF WINNETKA	102898	MAY 2019	25-2400-0000-56525	WATER & ELECTRIC-MAY 2019	8.10
VILLAGE OF WINNETKA	102898	MAY 2019	25-2400-0000-56530	WATER & ELECTRIC-MAY 2019	89.04
VILLAGE OF WINNETKA	102898	MAY 2019	25-2500-0000-56525	WATER & ELECTRIC-MAY 2019	116.30
VILLAGE OF WINNETKA	102898	MAY 2019	25-2500-0000-56530	WATER & ELECTRIC-MAY 2019	9,081.32
VILLAGE OF WINNETKA	102898	MAY 2019	27-2700-0000-56525	WATER & ELECTRIC-MAY 2019	1,093.55
VILLAGE OF WINNETKA	102898	MAY 2019	27-2700-0000-56530	WATER & ELECTRIC-MAY 2019	8,750.73
Vendor 04805 - VILLAGE OF WINNETKA Total:					36,053.59

Vendor: 00425 - VISION SERVICE PLAN (IL)

VISION SERVICE PLAN (IL)	102775	80689794	01-0100-0000-54051	VISION INSURANCE-JUNE 2019	488.88
Vendor 00425 - VISION SERVICE PLAN (IL) Total:					488.88

Vendor: 04882 - WAREHOUSE DIRECT

WAREHOUSE DIRECT	102828	4277135-0	01-0400-0000-52515	CUSTODIAL SUPPLIES	141.06
WAREHOUSE DIRECT	102828	4287900-0	10-1500-0000-52002	CUSTODIAL SUPPLIES - LAKEFRONT	376.00
WAREHOUSE DIRECT	102776	4291411-0	01-0100-0000-52001	OFFICE SUPPLIES	89.97
WAREHOUSE DIRECT	102776	4295700-0	01-0100-0000-52001	OFFICE SUPPLIES	77.26
WAREHOUSE DIRECT	102900	4306963-0	10-1000-0000-52515	CUSTODIAL SUPPLIES-ADMIN	88.02
WAREHOUSE DIRECT	102900	4308286-0	01-0100-0000-52001	OFFICE SUPPLIES	98.59
WAREHOUSE DIRECT	102900	4308733-0	25-2400-0000-52515	CUSTODIAL SUPPLIES	1,285.87
WAREHOUSE DIRECT	102900	4308733-0	25-2500-0000-52515	CUSTODIAL SUPPLIES	1,137.76
WAREHOUSE DIRECT	102900	4309475-0	25-2500-0000-52515	CUSTODIAL SUPPLIES	198.87
WAREHOUSE DIRECT	102936	4310027-0	01-0100-0000-52005	COPY PAPER	225.00
Vendor 04882 - WAREHOUSE DIRECT Total:					3,718.40

Vendor: 21951 - WHITE LIGHT, INC

WHITE LIGHT, INC	102829	19-00916	27-2700-0000-52340	ICE SHOW LIGHTING	5,144.23
Vendor 21951 - WHITE LIGHT, INC Total:					5,144.23

Vendor: 22258 - WHITE SANDS

WHITE SANDS	102830	INV0010398	01-0400-0000-56001	SANDBLASTING - GREEN BAY TRAIL	350.00
Vendor 22258 - WHITE SANDS Total:					350.00

Vendor: 09555 - WILD GOOSE CHASE, INC

WILD GOOSE CHASE, INC	102901	30447	20-2100-0000-54250	CONTRACT SERVICES	885.00
Vendor 09555 - WILD GOOSE CHASE, INC Total:					885.00

VOUCHER LIST OF PAID BILLS FOR APPROVAL ON JUN

Payment Dates: 05/11/2019 - 06/14/2019

Vendor Name	Payment Number	Payable Number	Account Number	Description (Item)	Amount
Vendor: 04977 - WILMETTE TRUCK & BUS					
WILMETTE TRUCK & BUS	102831	INV0010399	01-0400-0000-56200	TRUCK SAFETY INSPECTIONS	180.00
Vendor 04977 - WILMETTE TRUCK & BUS Total:					180.00
Vendor: 05020 - WILSON SPORTING GOODS					
WILSON SPORTING GOODS	102777	4527861776	25-10700	RACQUET/WRISTBANDS	305.20
WILSON SPORTING GOODS	102777	4527861776	25-2500-0000-57325	RACQUET/WRISTBANDS	13.77
WILSON SPORTING GOODS	102777	4527861776	25-2500-0000-57325	SALES DISCOUNT	-6.10
WILSON SPORTING GOODS	102777	4527861777	25-10700	SIGNATURE BALLS	140.22
WILSON SPORTING GOODS	102777	4527861777	25-2500-0000-47325	SALES DISCOUNT	-2.80
WILSON SPORTING GOODS	102777	4527861777	25-2500-0000-57325	SIGNATURE BALLS	40.44
WILSON SPORTING GOODS	102777	4527861778	25-10700	SPECIAL ORDER RACQUETS	250.00
WILSON SPORTING GOODS	102777	4527861778	25-2500-0000-47325	SALES DISCOUNT	-5.00
WILSON SPORTING GOODS	102777	4527861778	25-2500-0000-57325	SPECIAL ORDER RACQUETS	13.77
WILSON SPORTING GOODS	102777	4527883673	25-10700	LADIES TEAM BALLS	129.60
WILSON SPORTING GOODS	102777	4527883673	25-2500-0000-47325	SALES DISCOUNT	-2.59
WILSON SPORTING GOODS	102777	4527883673	25-2500-0000-57325	LADIES TEAM BALLS	29.86
WILSON SPORTING GOODS	102902	4527994851	25-10700	TENNIS RACQUET	75.00
WILSON SPORTING GOODS	102902	4527994851	25-2500-0000-47325	SALES DISCOUNT	-1.50
WILSON SPORTING GOODS	102902	4527994851	25-2500-0000-57325	FREIGHT	13.80
WILSON SPORTING GOODS	102902	4527994852	25-10700	BALLS SPECIAL ORDER TEAMS	153.10
WILSON SPORTING GOODS	102902	4527994852	25-2500-0000-47325	SALES DISCOUNT	-3.06
WILSON SPORTING GOODS	102902	4527994852	25-2500-0000-57325	BALLS SPECIAL ORDER TEAMS	29.86
Vendor 05020 - WILSON SPORTING GOODS Total:					1,173.57
Vendor: 03680 - WINNETKA POSTMASTER					
WINNETKA POSTMASTER	102745	INV0010361	25-2500-0000-52025	POSTAGE FOR TENNIS BROCHURE	68.33
Vendor 03680 - WINNETKA POSTMASTER Total:					68.33
Vendor: 08377 - WINNETKA PUBLIC SCHOOL DISTRICT 36					
WINNETKA PUBLIC SCHOOL DIS...	102903	1040831	10-1500-0000-41001	REC REFUND	60.00
Vendor 08377 - WINNETKA PUBLIC SCHOOL DISTRICT 36 Total:					60.00
Vendor: 05075 - WISCONSIN DEPARTMENT OF REVENUE					
WISCONSIN DEPARTMENT OF R...	DFT0003684	INV0010368	01-21210	State Withholding	454.45
WISCONSIN DEPARTMENT OF R...	DFT0003693	INV0010419	01-21210	State Withholding	469.79
WISCONSIN DEPARTMENT OF R...	DFT0003706	INV0010448	01-21210	State Withholding	459.95
Vendor 05075 - WISCONSIN DEPARTMENT OF REVENUE Total:					1,384.19
Vendor: 05667 - YOUR ADVANTAGE TENNIS					
YOUR ADVANTAGE TENNIS	102904	INV0010434	25-2500-0000-57650	RACQUET STRINGING MAY	336.00
Vendor 05667 - YOUR ADVANTAGE TENNIS Total:					336.00
Grand Total:					1,061,718.56

Report Summary

Fund Summary

Fund	Payment Amount
01 - GENERAL / PAYROLL REVOLVING	324,095.13
10 - RECREATION FUND	88,272.17
20 - GOLF OPERATIONS	102,184.28
23 - PLATFORM TENNIS	9,857.84
25 - TENNIS FUND	24,368.87
27 - INDOOR ICE ARENA	36,597.74
31 - SPECIAL RECREATION	104,782.27
33 - IMRF PENSION & FICA	150,263.91
35 - LIABILITY FUND	38,790.40
36 - BOND DEBT SERVICE	106,088.75
37 - CAPITAL PROJECTS FUND	76,417.20
Grand Total:	1,061,718.56

Account Summary

Account Number	Account Name	Payment Amount
01-0100-0000-52001	GENERAL OFFICE SUPPLIES	322.22
01-0100-0000-52002	SUPPLIES ACCOUNT	30.17
01-0100-0000-52005	COPY PAPER	225.00
01-0100-0000-52015	COMPUTER SUPPLIES	79.00
01-0100-0000-52501	GASOLINE	36.36
01-0100-0000-52999	MISCELLANEOUS	91.71
01-0100-0000-54005	CONFERENCES/EDUCATI...	384.47
01-0100-0000-54051	MEDICAL INSURANCE	67,513.79
01-0100-0000-54210	COMPUTER SERVICE	1,679.34
01-0100-0000-54250	CONTRACT SERVICES-GEN...	578.75
01-0100-0000-54260	TRAINING	196.18
01-0100-0000-56001	R & M-FACILITY-GENERAL	196.00
01-0100-0000-56100	R & M-EQUIPMENT	3,953.30
01-0100-0000-56501	TELEPHONE/COMMUNIC...	556.77
01-0100-0000-56502	RADIO-PHONE COMMUN...	2,719.45
01-0100-0000-56525	WATER	40.97
01-0100-0000-56550	NATURAL GAS	93.65
01-0200-0000-52001	GENERAL OFFICE SUPPLIES	7.96
01-0200-0000-52011	MARKETING SUPPLIES	695.57
01-0200-0000-52090	BOARD EXPENSES	715.09
01-0200-0000-54220	LEGAL	10,998.00
01-0200-0000-54250	CONTRACT SERVICES-GEN...	301.69
01-0200-0000-54251	MARKETING SERVICES	1,000.00
01-0200-0000-54260	TRAINING	153.99
01-0200-0000-56501	TELEPHONE/COMMUNIC...	77.73
01-0200-0000-56525	WATER	2,696.01
01-0200-0000-62005	DEBT CERTIFICATE - INT	54,681.25
01-0300-0000-52002	SUPPLIES ACCOUNT	883.74
01-0300-0000-52505	LUBRICANTS	27.73
01-0300-0000-52525	UNIFORMS	631.18
01-0300-0000-52801	EQUIPMENT > \$100	860.00
01-0300-0000-52810	TOOLS	389.85
01-0300-0000-54250	CONTRACT SERVICES-GEN...	191.65
01-0300-0000-56200	VEHICLE R & M	111.36
01-0300-0000-56501	TELEPHONE/COMMUNIC...	608.98
01-0300-0000-56525	WATER	31.12
01-0300-0000-56530	ELECTRIC	561.35
01-0300-0000-56550	NATURAL GAS	313.08
01-0400-0000-41016	FACILITY RENTALS	100.00
01-0400-0000-52001	GENERAL OFFICE SUPPLIES	46.49
01-0400-0000-52002	SUPPLIES ACCOUNT	736.17
01-0400-0000-52515	CUSTODIAL SUPPLIES	141.06

Account Summary

Account Number	Account Name	Payment Amount
01-0400-0000-52525	UNIFORMS	410.08
01-0400-0000-52540	PLANT MATERIALS	2,493.10
01-0400-0000-52545	TREES & SHRUBS	20,097.00
01-0400-0000-52550	SOIL, SAND & STONE	210.00
01-0400-0000-52562	HERBICIDES	165.00
01-0400-0000-52566	FERTILIZERS	648.00
01-0400-0000-52801	EQUIPMENT > \$100	73.99
01-0400-0000-52810	TOOLS	684.04
01-0400-0000-54001	PROFESSIONAL DUES	175.00
01-0400-0000-54250	CONTRACT SERVICES-GEN...	2,379.69
01-0400-0000-56001	R & M-FACILITY-GENERAL	656.29
01-0400-0000-56003	R & M-PLAYGROUND EQU...	2,076.97
01-0400-0000-56100	R & M-EQUIPMENT	827.85
01-0400-0000-56200	VEHICLE R & M	2,103.73
01-0400-0000-56501	TELEPHONE/COMMUNIC...	77.73
01-0400-0000-56525	WATER	211.09
01-0400-0000-56530	ELECTRIC	1,084.11
01-0400-0000-56550	NATURAL GAS	32.22
01-0400-0000-60075	MISC. CAPITALS	1,433.60
01-0400-0000-60247	EQUIPMENT	44,508.29
01-10550	ACCTS REC.-3RD PARTIES	602.04
01-10850	INVENTORY-GASOLINE	8,740.00
01-21200	FEDERAL WITHHOLDING ...	45,203.64
01-21210	STATE WITHHOLDING TAX	24,237.93
01-21230	IMRF VOLUNTARY LIFE W...	64.00
01-21235	I.C.M.A. RETIREMENT W/H	7,785.00
01-21255	LIFELOCK DED	71.94
01-21298	CHILD SUPPORT PAYMEN...	1,384.62
10-1000-0000-52001	GENERAL OFFICE SUPPLIES	45.54
10-1000-0000-52015	COMPUTER SUPPLIES	2,110.65
10-1000-0000-52025	POSTAGE	58.75
10-1000-0000-52501	GASOLINE	10.00
10-1000-0000-52515	CUSTODIAL SUPPLIES	101.49
10-1000-0000-52525	UNIFORMS	104.94
10-1000-0000-54001	PROFESSIONAL DUES	618.00
10-1000-0000-54201	ADVERTISEMENTS	30.63
10-1000-0000-54250	CONTRACT SERVICES-GEN...	458.69
10-1000-0000-56001	R & M-FACILITY-GENERAL	196.00
10-1000-0000-56501	TELEPHONE/COMMUNIC...	77.73
10-10550	ACCTS REC.-3RD PARTIES	5,818.90
10-1100-7022-54301	SERVICES-REC COMP TEA...	186.00
10-1100-7147-54301	SERVICES-REC COMP TEA...	640.00
10-1100-7151-52401	SUPPLIES-REC COMP TEA...	424.00
10-1100-7213-54303	SERVICES-REC GEN YTH P...	3,916.50
10-1100-7214-54302	SERVICES-REC ATHL INST	1,625.40
10-1100-7260-54303	SERVICES-REC GEN YTH P...	1,407.00
10-1100-7350-54302	SERVICES-REC ATHL INST	749.70
10-1100-7373-54302	SERVICES-REC ATHL INST	8,073.75
10-1100-7380-54303	SERVICES-REC GEN YTH P...	3,160.50
10-1100-7443-54303	SERVICES-REC GEN YTH P...	448.00
10-1100-7456-52402	SUPPLIES-REC ATHL INST	457.35
10-1100-7456-54305	SERVICES-REC SPEC EVEN...	585.00
10-1100-7605-52404	SUPPLIES-REC CAMPS	194.68
10-1100-7606-52404	SUPPLIES-REC CAMPS	176.85
10-1100-7613-54304	SERVICES-REC CAMPS	2,849.00
10-1100-7668-45400	REC PROG FEES - CAMPS	252.00
10-1100-7668-52404	SUPPLIES-REC CAMPS	358.50
10-1100-7765-52404	SUPPLIES-REC CAMPS	76.87

Account Summary

Account Number	Account Name	Payment Amount
10-1100-7810-52405	SUPPLIES-REC SPEC EVEN...	228.23
10-1100-7840-54305	SERVICES-REC SPEC EVEN...	4,550.00
10-1100-7841-52405	SUPPLIES-REC SPEC EVEN...	105.54
10-1100-7842-54305	SERVICES-REC SPEC EVEN...	5,437.50
10-1100-7843-52405	SUPPLIES-REC SPEC EVEN...	1,448.99
10-1100-7843-54305	SERVICES-REC SPEC EVEN...	4,707.50
10-1100-7845-52405	SUPPLIES-REC SPEC EVEN...	118.41
10-1100-7999-52002	SUPPLIES ACCOUNT	269.94
10-1100-7999-52525	UNIFORMS	424.27
10-1100-7999-54201	ADVERTISEMENTS	444.99
10-11100	CASH ADVANCES-BEACH ...	1,000.00
10-1200-0000-52002	SUPPLIES ACCOUNT	388.75
10-1200-0000-52560	TURFGRASS SEED	240.00
10-1200-0000-52566	FERTILIZERS	648.00
10-1200-0000-52801	EQUIPMENT > \$100	1,160.00
10-1200-0000-54005	CONFERENCES/EDUCATI...	47.00
10-1200-0000-54250	CONTRACT SERVICES-GEN...	1,526.50
10-1200-0000-56525	WATER	12.20
10-1200-0000-60029	FIELD RENOVATIONS	3,062.50
10-1300-0000-56550	NATURAL GAS	88.19
10-1500-0000-41001	SEASON PASS SALES	60.00
10-1500-0000-52002	SUPPLIES ACCOUNT	964.70
10-1500-0000-52015	COMPUTER SUPPLIES	113.54
10-1500-0000-52320	SPECIAL EVENT SUPPLIES	340.05
10-1500-0000-52801	EQUIPMENT > \$100	636.00
10-1500-0000-54005	CONFERENCES/EDUCATI...	43.52
10-1500-0000-54201	ADVERTISEMENTS	1,995.00
10-1500-0000-54250	CONTRACT SERVICES-GEN...	346.85
10-1500-0000-56001	R & M-FACILITY-GENERAL	1,755.53
10-1500-0000-56100	R & M-EQUIPMENT	42.62
10-1500-0000-56200	VEHICLE R & M	207.24
10-1500-0000-56501	TELEPHONE/COMMUNIC...	21.20
10-1500-0000-56525	WATER	40.46
10-1500-0000-56530	ELECTRIC	628.63
10-1500-0000-60027	VEHICLE #9	292.05
10-1500-0000-60041	FURNITURE & FIXTURES	10,469.95
10-1600-0000-52002	SUPPLIES ACCOUNT	95.95
10-1600-0000-54250	CONTRACT SERVICES-GEN...	6,577.00
10-1600-0000-56001	R & M-FACILITY-GENERAL	1,429.42
10-1600-0000-56100	R & M-EQUIPMENT	100.24
10-1600-0000-56200	VEHICLE R & M	207.24
10-1600-0000-56501	TELEPHONE/COMMUNIC...	97.94
10-1600-0000-56525	WATER	9.20
10-1600-0000-56530	ELECTRIC	384.86
10-1600-0000-60027	VEHICLE #9	292.05
20-10700	PRO-SHOP-ALL INCLUSIVE	11,498.25
20-2000-0000-47325	SALES DISCOUNT	-173.28
20-2000-0000-52006	SUPPLIES - CLUBHOUSE	378.04
20-2000-0000-52320	SPECIAL EVENT SUPPLIES	719.59
20-2000-0000-52525	UNIFORMS	1,490.42
20-2000-0000-54001	PROFESSIONAL DUES	626.00
20-2000-0000-54210	COMPUTER SERVICE	640.00
20-2000-0000-54250	CONTRACT SERVICES-GEN...	119.14
20-2000-0000-54255	CONTRACT SERV - CLBHSE	2,102.98
20-2000-0000-54990	SALES TAXES-PRO-SHOP	1,684.00
20-2000-0000-56001	R & M-FACILITY-GENERAL	191.74
20-2000-0000-56150	GOLF CART-R & M	867.00
20-2000-0000-56501	TELEPHONE/COMMUNIC...	857.54

Account Summary

Account Number	Account Name	Payment Amount
20-2000-0000-56525	WATER	691.42
20-2000-0000-56530	ELECTRIC	1,566.42
20-2000-0000-56550	NATURAL GAS	340.61
20-2000-0000-57325	FREIGHT - IN	388.32
20-2000-0000-60077	PARK FENCES & GATES	14,446.00
20-2000-0000-60101	DOCKS, RAMPS AND DOO...	1,271.87
20-2000-0000-62001	CONTRACT PAYABLE - PRI...	6,670.70
20-2000-0000-62003	CONTRACT PAYABLE - INT...	65.03
20-2100-0000-52001	GENERAL OFFICE SUPPLIES	133.15
20-2100-0000-52002	SUPPLIES ACCOUNT	695.84
20-2100-0000-52008	DRAINAGE SUPPLIES	95.00
20-2100-0000-52515	CUSTODIAL SUPPLIES	167.09
20-2100-0000-52525	UNIFORMS	4,957.87
20-2100-0000-52540	PLANT MATERIALS	2,170.45
20-2100-0000-52560	TURFGRASS SEED	1,125.00
20-2100-0000-52563	AQUATIC HERBICIDES	504.00
20-2100-0000-52564	INSECTICIDES	3,000.00
20-2100-0000-52565	FUNGICIDES	17,456.50
20-2100-0000-52566	FERTILIZERS	9,000.00
20-2100-0000-52570	SPECIALIZED GROUND CH...	2,794.99
20-2100-0000-52810	TOOLS	20.27
20-2100-0000-54250	CONTRACT SERVICES-GEN...	5,039.69
20-2100-0000-56001	R & M-FACILITY-GENERAL	280.06
20-2100-0000-56100	R & M-EQUIPMENT	548.99
20-2100-0000-56125	IRRIGATION EQUIPMENT	1,377.43
20-2100-0000-56200	VEHICLE R & M	2,141.40
20-2100-0000-56501	TELEPHONE/COMMUNIC...	91.86
20-2100-0000-56525	WATER	158.70
20-2100-0000-56530	ELECTRIC	3,799.22
20-2100-0000-56550	NATURAL GAS	184.98
23-2300-0000-54250	CONTRACT SERVICES-GEN...	4,427.44
23-2300-0000-56100	R & M-EQUIPMENT	201.00
23-2300-0000-56501	TELEPHONE/COMMUNIC...	210.01
23-2300-0000-56525	WATER	3,102.33
23-2300-0000-56530	ELECTRIC	667.11
23-2300-0000-56550	NATURAL GAS	1,249.95
25-10700	PRO-SHOP-ALL INCLUSIVE	3,051.24
25-2400-0000-52515	CUSTODIAL SUPPLIES	1,289.44
25-2400-0000-54250	CONTRACT SERVICES-GEN...	483.70
25-2400-0000-56001	R & M-FACILITY-GENERAL	1,396.00
25-2400-0000-56100	R & M-EQUIPMENT	99.58
25-2400-0000-56525	WATER	8.10
25-2400-0000-56530	ELECTRIC	89.04
25-2500-0000-47325	SALES DISCOUNT	-47.43
25-2500-0000-52001	GENERAL OFFICE SUPPLIES	23.98
25-2500-0000-52002	SUPPLIES ACCOUNT	2,576.06
25-2500-0000-52015	COMPUTER SUPPLIES	528.36
25-2500-0000-52025	POSTAGE	68.33
25-2500-0000-52310	TOURNAMENT SUPPLIES	78.25
25-2500-0000-52515	CUSTODIAL SUPPLIES	1,349.22
25-2500-0000-54201	ADVERTISEMENTS	1,587.43
25-2500-0000-54250	CONTRACT SERVICES-GEN...	1,227.92
25-2500-0000-54990	SALES TAXES-PRO-SHOP	149.00
25-2500-0000-56501	TELEPHONE/COMMUNIC...	168.60
25-2500-0000-56525	WATER	116.30
25-2500-0000-56530	ELECTRIC	9,081.32
25-2500-0000-56550	NATURAL GAS	528.53
25-2500-0000-57325	FREIGHT - IN	179.90

Account Summary

Account Number	Account Name	Payment Amount
25-2500-0000-57650	RACKET RESTRINGING	336.00
27-2700-0000-52002	SUPPLIES ACCOUNT	3,354.77
27-2700-0000-52015	COMPUTER SUPPLIES	2,110.65
27-2700-0000-52340	ICE SHOW SUPPLIES	6,742.64
27-2700-0000-52901	SPECIAL PROJECTS	244.19
27-2700-0000-54250	CONTRACT SERVICES-GEN...	1,164.93
27-2700-0000-56001	R & M-FACILITY-GENERAL	590.65
27-2700-0000-56100	R & M-EQUIPMENT	10,796.00
27-2700-0000-56200	VEHICLE R & M	158.93
27-2700-0000-56501	TELEPHONE/COMMUNIC...	286.73
27-2700-0000-56525	WATER	1,093.55
27-2700-0000-56530	ELECTRIC	8,750.73
27-2700-0000-56550	NATURAL GAS	1,303.97
31-3100-0000-54250	CONTRACT SERVICES-GEN...	89,600.06
31-3100-0000-54999	MISCELLANEOUS SERVICES	15,182.21
33-21215	I.M.R.F. PAYABLE	65,422.97
33-21220	F.I.C.A. PAYABLE	84,840.94
35-3500-0000-52002	SUPPLIES ACCOUNT	589.44
35-3500-0000-54070	UNEMPLOYMENT PAYME...	38,140.00
35-3500-0000-54260	TRAINING	60.96
36-3600-0000-62007	2014 G/O BOND - INT	106,088.75
37-3700-0000-60120	LAKEFRONT RENOVATIONS	76,417.20
	Grand Total:	1,061,718.56

Project Account Summary

Project Account Key	Payment Amount
None	1,061,718.56
Grand Total:	1,061,718.56

**WINNETKA PARK DISTRICT
COMMITTEE OF THE WHOLE
MEETING MINUTES
THURSDAY MAY 9, 2019
COMMUNITY ROOM
5:30 P.M.**

President Archambault called the meeting to order at 5:00 p.m. Commissioners Present: Mickey Archambault, Teresa Claybrook (by phone), Warren James, Eric Lussen (arrived at 6:08 pm), John Peterson and John Thomas. Commissioner Absent: Ian Larkin.

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; and Kelsey Raftery, Marketing Brand Manager.

Audience Present: Christina Codo, Colleen Knupp, Elaine Jaharis, George Maurides, Don Smith, Scott Freres, Jon Shabica, Ellen Thomas

CHANGES TO THE AGENDA

President Archambault is going to allow George Maurides to speak to the Park Board. As attorney for the Jaharis family, owners of the property north of Tower Road Park/Beach. The Jaharis family is concerned with the plans for Tower Road Park parking lot expansion and the elevated trail boardwalk. He would like the opportunity for his client (which Executive Director John Muno has already agreed to) to sit down with the Park District to discuss the need and potential adjustments that could accommodate both parties.

COMMUNICATIONS

None

UNFINISHED BUSINESS

Coastal Consulting for Lloyd Beach Breakwater System

Superintendent of Parks, Costa Kutulas provided a brief recap of both the proposed initial bluff land restoration work at all five-lakefront parks and the Lloyd beach shoreline work.

Vice President Peterson asked about the re-allocation of funds from shoreline to bluff land work, which Superintendent Kutulas stated was due to permit timeline on the shoreline work, versus the bluff land work could start much sooner per timeline.

Jon Shabica from Shabica and Associates provided an update on the Lloyd Beach neighbor's project and potential changes with the Corp of Engineers. He then asked if the Board had any questions regarding his proposal that he previously presented. President Archambault asked for clarification on the scope of his work versus bluff work, which he clarified. Commissioner James asked about the permit process and timelines. After some further discussion it was determined that, the scope of the work would include up to construction at this time for a May 16 Board approval. President Archambault asked what the impact the neighbor's project would have at

Lloyd. Shabica stated there is no negative, and will help restore some of the beach access issues we are currently experiencing.

Bluff Restoration Design/Construction Documents, Lakota Group

Moved to the end of the meeting.

NEW BUSINESS

Policy Manual Chapters 8-13 Review

Administrative Service Manager provided an overview of staff adjustments to sections 8-13 of the policy manual including updating the participant behavior policy to include visitors with some clarifying language. This will be brought back to the Park Board for a first reading at the June 20 Board meeting. Vice President Peterson complimented the staff on the work, especially related to access to programs and facilities for all. President Archambault was glad to see that the addressing of visitor behavior. He also applauded the staff efforts on the policy manual.

Outgoing Board Member John Thomas Resolution Presentation

President Archambault read a resolution for outgoing Commissioner John Thomas. The presentation also included a plaque with project accomplishments, a tree to be planted in his honor and a brick to be installed in Station Park to commemorate his years of service on the Park Board. Executive Director Muno also thanked Commissioner Thomas's wife, Ellen for sharing him with us. Although unable to attend tonight's meeting a similar honor was bestowed upon Commissioner Ian Larkin as well.

MATTERS OF THE DIRECTOR

No report.

BOARD LIAISON REPORTS

Commissioner Thomas provided an update on the Winnetka Youth Organization fundraiser, the New Trier Township and met with some School Board representatives regarding the failed referendum.

Vice President Peterson provided an update on the Winnetka Parks Foundation, including new energy with Steve Hole as chair. Looking to bring more people onto the foundation.

President Archambault provided an update on the Winnetka Caucus Council Town Hall meeting and his participation. He also provided a brief update on work towards an IGA with the Village in regards to stormwater.

STAFF UPDATES

Superintendent of Recreation, John Shea provided an update on Mother Daughter Tea Party, Community-Wide Beach Clean-Up, Camp numbers, summer training, lakefront openings and Recreation Department is fully staffed with the addition of Marty Kwiatkowski and James Janesku.

Superintendent of Parks, Costa Kutulas provided an update on the new skidster, beach clean ups,

Maple Street boardwalk, Crow Island Woods restoration updates/delays due to weather and work with AYSO on Nick Corwin Park. Next week the Village will be at the Board meeting to discuss Boal Parkway land transfer. President Archambault sought clarification on the number of phases in the Crow Island Woods Restoration Plan, which Superintendent Kutulas provided.

Marketing Brand Manager, Kelsey Raftery provided insight on website updated to enhance mobile viewing. Local government and non-profit marketing/communication staff have formed a group (Winnetka Communicators) to meet regularly. Vice President Peterson asked about the new resident program. Manager Raftery provided an update, including some new customers that mentioned receiving the welcome gift box.

Administrative Services Manager, Mary Cherveney stated that a new Park Board photo will be taken at the conclusion of the Annual meeting.

UNFINISHED BUSINESS (Continued)

Bluff Restoration Design/Construction Documents, Lakota Group

Superintendent Kutulas provided a brief update of where we are today, and that Scott Freres of the Lakota Group is here to answer any questions on the proposal. Freres took the Park Board through the scope of the project for all five sites determined to be in phase I. The estimated cost of \$1.92 million includes the soft costs for the Lakota Group and the consultant team.

Vice President Peterson sought clarification on the staircase at Tower Road. Freres stated a new staircase with the old one removed. He went on to ask about the mystery water that trickles down from the bluff. Freres stated it was leaching ground water that would remain, but a clear pathway would be designed.

President Archambault asked for clarification on the estimated fees. Freres addressed that these numbers are in review and based on hours. President Archambault asked about the reimbursables, which Freres clarified including getting costs on 3D modeling for marketing/communication purposes.

ADJOURNMENT

The Committee of the Whole meeting adjourned at 6:38 p.m.

Mickey Archambault, President

John Muno, Secretary

**MINUTES OF THE WINNETKA PARK DISTRICT
BOARD OF COMMISSIONERS
ANNUAL MEETING
THURSDAY, MAY 9, 2019**

President Archambault called the meeting to order at 6:50 p.m. and a roll call was taken. Commissioners Present: Mickey Archambault, Teresa Claybrook, Christina Codo, Warren James, Colleen Knupp, Eric Lussen and John Peterson. Commissioner Absent: None. 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 and Kelsey Raftery, Marketing Brand Manager. Audience Present: Elaine Ellen and John Thomas

Swear in New Commissioners

Executive Director John Muno swore in Mickey Archambault and John Peterson to their second, four-year terms as Commissioner; and Christina Codo and Colleen Knupp to their first terms in office.

Election of Officers

Executive Director John Muno opened the floor for nominations for Board President.

Commissioner Claybrook made a motion to nominate Commissioner Archambault as Board President for a one-year term. Muno asked for additional nominations. There being no further nominations, Muno asked for a motion to close nominations. Commissioner James made a motion to close nominations for Board President. Commissioner Peterson seconded the motion. Passed by a voice vote. Motion carried.

Commissioner Claybrook made a motion to elect Commissioner Archambault as Board President. Commissioner James seconded the motion and a roll call vote was taken. Ayes: Archambault, Claybrook, Codo. Knupp, James, Lussen, Peterson. Nays: None. Motion carried.

Commissioner Archambault thanked the Board for their confidence. President Archambault took over the meeting as the President.

President Archambault opened the floor for nominations for Board Vice President. President Archambault made a motion to nominate Commissioner Peterson as Board Vice President for a one-year term. President Archambault asked for additional nominations. There being no further nominations, President Archambault asked for a motion to close nominations. Commissioner

Commissioner James made a motion to close nominations for Board Vice President. Commissioner Claybrook seconded the motion. Passed by a voice vote. Motion carried.

Commissioner Codo made a motion to elect Commissioner Peterson as Board Vice President. Commissioner Claybrook seconded the motion and a roll call vote was taken. Ayes: Archambault, Claybrook, Codo. Knupp, James, Lussen, Peterson. Nays: None. Motion carried.

Appointment of Director, Secretary, Treasurer and Attorney

Commissioner Claybrook made a motion to appoint John Muno as Executive Director and Board Secretary of the Winnetka Park District. Commissioner Lussen seconded the motion. Passed by a voice vote. Motion carried. Executive Director Muno stated his pleasure to continue to serve.

Commissioner Claybrook made a motion to appoint Christine Berman as Treasurer of the Winnetka Park District. Commissioner Lussen seconded the motion. Passed by a voice vote. Motion carried.

Commissioner Claybrook made a motion to appoint Robbins Schwartz as the Winnetka Park District attorneys. Commissioner Lussen seconded the motion. Passed by a voice vote. Motion carried.

Commissioner Lussen made a motion to have Vice President Peterson review the vouchers on the board's behalf. Commissioner James seconded the motion. Passed by a voice vote. Motion carried.

Liaison Assignments

President Archambault made the following Liaison assignments:

- New Trier Township High School: Christina Codo
- Northern Suburban Special Recreation Association: John Muno
- Stormwater: Mickey Archambault and Warren James
- Winnetka Caucus Council: Teresa Claybrook
- Winnetka Public Schools District #36: John Peterson
- Winnetka Parks Foundation: John Peterson

Resolution 19-05-09-1 Designating FOIA Officers

Commissioner Lussen made a motion to approve resolution 19-05-09-1 designating Executive Director John Muno and Administrative Services Manager Mary Cherveney as FOIA officer for the District as presented in the board packet. Commissioner James seconded a motion and a roll call vote was taken. Ayes: Archambault, Claybrook, Codo, Knupp, James, Lussen, Peterson. Nays: None. Motion carried.

Commissioner James made a motion to adjourn the meeting at 7:02 p.m. Vice President Peterson seconded the motion and a roll call vote was taken. Ayes: Archambault, Claybrook, Codo, Knupp, James, Lussen, Peterson. Nays: None. Motion carried.

Mickey Archambault, President

John Muno, Secretary

unofficial

**MINUTES OF THE 2358th
REGULARLY SCHEDULED BOARD
MEETING OF THE COMMISSIONERS
AND OFFICERS OF THE WINNETKA
PARK DISTRICT, WINNETKA, IL
THURSDAY, MAY 16, 2019**

President Archambault called the meeting to order at 5:30 p.m. Commissioners Present: Mickey Archambault, Teresa Claybrook, Christina Codo, Warren James, Colleen Knupp and John Peterson.

Commissioners Absent: 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; and Kelsey Raftery, Marketing Brand Manager.

Audience Present: Jim Bernahl, Jackie Ramo, Ben Armstrong, Anne Wilder, Steve Juliusson, Heidi Mitidiero, Bill Hahjun, Colin Cross, Elisha Gray, Amy Hilarides, Bob Braham, Allen Welch, Thomas Bittman, Rory Hackbarth and Kitty Bliss.

ADDITIONS/CHANGES TO AGENDA

None

APPROVAL OF FINANCIALS

Vice President Peterson made a motion to approve the April 2019 Financials as presented. Commissioner James seconded the motion. Superintendent of Finance, Christine Berman provided a brief update one-third of the way through the fiscal year. Commissioner James would like to see some tracking on golf revenues on average playable days versus actual. It would be helpful to note why revenues are up or down. Commissioner Knupp asked for clarification on why interest income is up, which Superintendent Berman clarified is a combination of conservative budgeting and more aggressive investing. Passed by voice vote.

APPROVAL OF VOUCHERS

Vice President Peterson made a motion to approve the May 16, 2019 vouchers for \$527,572.50. Commissioner Claybrook seconded the motion. Commissioner Claybrook asked about the large equipment purchase, which Superintendent of Parks, Costa Kutulas clarified was the budgeted skidster. A roll call vote was taken. Ayes: Archambault, Claybrook, Codo, James, Knupp, Peterson. Nays: None. Motion carried.

REMARKS FROM VISITORS

Resident Jackie Ramo addressed the Park Board about the use of pesticides and the Park Board should explore going pesticide free in our parks. Noted that Evanston piloted a program at several of their parks, which we may want to find out how that went.

Resident Ben Armstrong stated he is here representing his dog Tucker (photo shown). In support of an off-leash dog park for socialization. Although considered a dog park, it is a people park as the dog socialize so do their "parents". Thanks the Park Board for their consideration and the staff for the research.

Resident Bill Hahjun although an owner of two dogs, he would not utilize a dog park. As a neighbor of West Elm Park he finds the site not suitable due to the summertime use by the school district and their archery program. Otherwise, he said, go ahead with a dog park.

Spruce Street Resident Anne Wilder is also in favor of a dog park, but not at West Elm Park. She just learned about West Elm Park being a consideration. Upon survey of her neighbors, approximately 70% are dog owners; all would be in favor of a dog park, but agreed that West Elm Park is not a good location. She does not want to go into all the reasons, but feels the neighbors need to be notified and weigh-in on the decision.

An unidentified man asked what the other locations are. President Archambault stated it is on the agenda tonight.

Hubbard Woods area resident Steve Juliusson cited and quoted several out-of-state legal cases and judgements against the manufactures' of Round Up. He proceeded to present the Park Board with a bottle of Round Up and cups and asked them to take the "Round Up Challenge".

Resident Amy Hilarides stated that she is in favor of a dog park. The challenge will be finding a suitable location. She shared her connections to residents, whom she met through dog ownership. Many of different age demographics, but do they share interest have forged relationships, which strengthens roots in the community.

President Archambault thanked all for coming.

APPROVAL OF MINUTES

Commissioner James made a motion to combine the Regular Park Board Meeting Minutes of April 25, 2019 and the Closed Session Minutes of April 25, 2019. Commissioner Claybrook seconded the motion. A roll call vote was taken. Ayes: Archambault, Claybrook, 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

Administrative Services Manager, Mary Cherveney pointed out the thank you letter from members of the Winnetka Youth Organization for the Park District's support. President Archambault enjoyed receiving a hand written letter. The Winnetka Youth Organization will be on the agenda later this summer to make a presentation.

UNFINISHED BUSINESS

Boal Parkway Land Transfer

Superintendent Kutulas reminded the Park Board about a previous conversation last year and that Jim Bernahl from the Village is here tonight to revisit and present revised plans and ask. No action will be taken this evening. Jim Bernahl presented the request of the Boal Parkway land transfer. The village is in a position to maintain the storm sewers, while the Park District is not. Thus, it makes sense for the Village to take ownership. Two new pump stations would be installed to help elevate flooding in this area. Next steps would be for Park Board consensus for staff to work on an agreement, which satisfies both the Park District and Village. Ideally, the Village would like to complete the pump stations by the end of 2019.

President Archambault asked if the residents on Boal Parkway still flood. Jim Bernahl stated that they are, but mostly the parcels on the west side. The pump stations would eliminate most flooding in this area. President Archambault thanked the Village for finding a better way of doing this project. Commissioner Knupp asked if there is a cost to maintain this property. Superintendent Kutulas said it was minimal and that the flap into the pond is checked regularly.

Commissioner Knupp sought clarification on why the Village wants to own the property. Jim Bernahl provided clarification that it made sense, as the storm sewer benefits the community and the Village is equip to take care of the property. In any agreement, the Park District would have right of first refusal if the Village vacated the property or would be the beneficiaries if the property was sold.

Commissioner Codo asked if the pump was needed because of a grade differential and about flooding at Tower Road. Jim Bernahl affirmed that it would pumped up to Tower Road and that there is a back flow system. This system would provide a level of protection for the neighbors in a 50-60 year storm.

Commissioner James asked if this plan is less than the one originally proposed, which Jim Bernahl affirmed. Commissioner James is in support of this plan and if the property is ever sold the proceeds should come to the Park District. This language will be part of the legal agreement. There is value to the adjacent neighbors and not the Park District.

Policy Manual Chapters 5-6 Adoption

Commissioner Claybrook made a motion to adopt Chapters 5-6 of the policy manual as presented. Commissioner James seconded the motion. There were no changes since the 1st reading. A roll call vote was taken. Ayes: Archambault, Claybrook, Codo, James, Knupp, Peterson. Nays: None. Motion carried.

Coastal Consulting for Lloyd Beach Breakwater System

Vice President Peterson made a motion to approve the proposal from Shabica and Associates, Inc. of Northfield, Illinois for an amount not to exceed \$294,000 as presented. Commissioner James seconded the motion. Commissioner James provided a synopsis of the steps that led to movement on the Lakefront Master Plan and he is supportive of this proposal. President Archambault thanked Commissioner James for his comments. A roll call vote was taken. Ayes: Archambault, Claybrook, Codo, James, Knupp, Peterson. Nays: None. Motion carried.

Bluff Restoration Design/Construction Documents, Lakota Group

Commissioner James made a motion to approve the proposal from Lakota Group of Chicago, Illinois for an amount not to exceed \$249,486 as presented. Vice President Peterson seconded the motion. Commissioner Claybrook appreciated the level of detail in the proposal. President Archambault expressed similar to Commissioner James regarding the shoreline proposal; this has been years of work building to this proposal and to get us to this point. It is in keeping with the Lakefront Master Plan. Commissioner Claybrook stated that if you have been down to Tower Road Beach lately, you would notice the work needed.

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

Proposed Dog Park Update

Superintendent of Park, Costa Kutulas took the Park Board through an updated power point presentation regarding a proposed dog park. This included history, request, site criteria, communication and research, potential site amenities, estimated costs and staff recommended top sites based on findings: West Elm Park, Crow Island Woods and Village Landfill. He also discussed next steps, which would include

stakeholder and community engagement, operations planning, revisit with Park Board, Village permit process and timeline for construction through site opening.

Commissioner Claybrook asked if the Crow Island Woods site was selected would a portion on the site remain wooded. Superintendent Kutulas stated that the trees would remain, but the forest floor would turn into a grassy area. Commissioner Knupp asked if the site could be moved north where in the Indian Tree Circle is located. Superintendent Kutulas stated that in theory yes, but located in a wetter area and it moves the site closer to the other activities at Crow Island Woods.

Commissioner Knupp asked about reaching out to Cook County for access of Erickson Woods. Superintendent Kutulas share his contact with the Forest Preserve District and their lack of interest in the project at that site. President Archambault stated it would be an uphill battle at this time to pursue.

Commissioner Codo asked about the capacity of the sites. Superintendent Kutulas stated that all sites are similar in size and could accommodate an estimated 30-40 dogs. Vice President Peterson thanked Superintendent Kutulas and staff for the work to date. Vice President Peterson asked about maintenance closures at other dog parks. Landscape Architect, Rick Schram provided insight.

Vice President Peterson asked about school activity concerns with the West Elm Park location changing, based on School District plans. Superintendent Kutulas stated that could be a possibility, but does not know there plans at this time. Commissioner Claybrook stated that the school has some concerns but not necessarily opposed, but just want to be made aware. Although the referendum failed would like to be able to work with the Park District if there was a construction project at Skokie School.

Vice President Peterson asked about the cost of the Landfill location, which Superintendent Kutulas stated was the same as the other sites: \$125,000-\$150,000. Commissioner Claybrook feels this site presents safety concerns all related to Willow Road. Commissioner James is supportive of a dog park and it brings people together who share a common interest. He feels that there is only one reason to put a dog park along Willow Road – no neighbors. The reasons not to pursue this site far outweigh the one reason to explore this site. Commissioner James stated that after all exploration favors the West Elm Park site, but could be convinced of the Crow Island Woods location.

Commissioner Knupp asked if there was space available on the golf course property. Based on Commissioner continued discussions, this could not be accomplished safely and especially not in-season.

Vice President Peterson asked from clarification from Administrative Services Manager, Mary Cherveney when these discussions started, which she responded back in December 2018 and has been discussed or on the agenda several times throughout the last couple of months.

President Archambault said the Park Board is conceptually in favor of a dog park and understand that there will be hurdles to overcome. Executive Director asked for clarification on whether to continue pursuit of the landfill option. Board consensus was not to pursue at this time. Executive Director Muno stated that we would move into stakeholder and community engagement of these two sites and next level of fact-finding. There was some further Commissioner discussion about stakeholder, community engagement and the process. Commissioner James would like to move this process forward. Staff will put together timeline, meeting structure and communication plan.

NEW BUSINESS

None

MATTERS OF THE DIRECTOR

Executive Director, John Muno will defer to staff as we ramp up for summer.

BOARD LIAISON REPORTS

President Archambault stated that there was a meeting with the Village regarding stormwater on Monday. Getting closer on points so that an Intergovernmental Agreement could be crafted.

REMARKS FROM VISITORS

Anne Wilder asked why Maple Street Park was dropped from dog park consideration and Thomas Bittman asked the same question of Sheridan Road Park. Commissioner James said he withdrew his request to staff to consider the Maple Street Park site. Executive Director stated that both parks were reviewed by staff, but did not qualify as a top location. Additionally, Maple Street Park did not emerge during the criteria process due to the established Lakefront Master Plan, which does not call out a dog park. Anne Wilder also stated that the Park District is minimizing the school issue at West Elm Park. It is heavily used by the school. The park is used more than the Park District thinks and proposed use will clash. A park use change would change the visuals.

Crow Island Resident Kitty Bliss is in favor of a dog park. Not necessarily opposed to the Crow Island site, but concerned about flooding conditions, the deer population and other uses at the park.

Anne Wilder also commented on the flooding at West Elm Park.

Resident Rory Hackbarth is in support of a dog park and is truly more for the owners than the dogs. Nice community connections occur through dog ownership. It would be beneficial for neighbors of proposed sites visit other dog parks to see it is not as intrusive as you might imagine. Thanked the Park District staff for their work.

WPTC President Colin Cross addressed the Park Board about the need for LED lights at the platform tennis facility to improve quality of play and safety issues. He suggested that surrounding Park District facilities have LED lightings.

STAFF UPDATES

Superintendent of Parks, Costa Kutulas provided an updated and visuals on the Maple Street Beach Boardwalk project. Collectively, the Park Board liked the progress and results. Commissioner Codo asked about the product used on the boardwalk, which Superintendent Kutulas said is IPE, a natural hardwood. Dredging at Lloyd begins on May 17 and other late-spring projects are underway.

Superintendent of Recreation, John Shea provided an updated on the Beach Clean-Up, Lifeguard/CPR training, Lloyd opening, Wednesdays in the Woods, Tidal Wave Thursdays, Summer Camps numbers, and Skokie Playfields work. Commissioner Claybrook asked how numbers were for Winnetka's Got Talent and if some word of mouth outreach was needed. Superintendent Shea stated that the deadline is May 20 and we have received phone calls but was unsure of registration numbers. Commissioner Claybrook asked if there was electrical, which Superintendent Shea confirmed. Vice Peterson asked if we were hosting a drive, pitch and putt tournament at the Golf Course this weekend. It was confirmed that the Annual Range Fair would be taking place.

Administrative Services Manager, Mary Cherveney asked which Board members will be in town for the Fourth of July and be interested in being in the parade. Vice President Peterson will be there and Commissioner Codo was a maybe.

Superintendent of Finance, Christine Berman reported that HR is busy on boarding all the summer employees. The audit will be a part of the June meeting.

ADJOURNMENT

Commissioner James made a motion to adjourn the meeting at 7:12 p.m. Vice President Peterson seconded the motion, which passed by a voice vote. Motion carried.

Mickey Archambault, Board President

John Muno, Board Secretary

Unofficial

**Winnetka Park District
Board Summary**

Date: June 20, 2019
To: Board of Commissioners
Subject: New Trier Hockey Club Affiliate Agreement
From: Paul Schwartz, Ice Arena Facility Manager
Through: John Muno, Executive Director

Summary

With the fall season approaching, it is that time of year to review and renew affiliate groups. New Trier Hockey Club affiliate agreement concluded a three-year agreement on June 1, 2019.

Staff has received verbal and written confirmation from NTHC to a three-year affiliate agreement for the 2019-2022 seasons. In addition, NTHC representation and staff have identified areas where we can work together more efficiently to maintain and improve our current relationship. Staff believes this agreement will mutually benefit both parties. In addition, by approving the agreement, this will help achieve Strategic Plan Goal #2 *Collaborate and leverage our relationships*. In particular objective 2.3-*Update all affiliate and intergovernmental partnership agreements and continue to develop and maintain excellent working relationships*.

Only changes to this agreement include a 2% escalation in rate changes in each of the three (3) upcoming seasons.

Recommendation

Staff recommends the Park Board of Commissioners approve the NTHC Affiliate Agreement for the 2019-2022 seasons.

END

New Trier Hockey Club Agreement

Memorandum of Understanding

PURPOSE

The *Winnetka Park District* (hereafter "Park District") recognizes that certain organizations exist within the community whose purposes are to serve and enhance recreational opportunities for a specific purpose and group. These organizations are separate and independent from the Park District and provide for their own leadership, organizational and operational structure. Although the stated missions of the organizations may differ, public investment in public recreational facilities and programs creates a mutually beneficial environment in which to provide quality recreation for all the individuals served by the parties, as well as the general public.

The Park District recognizes that at times it is in the best interest of the community that the Park District work with outside organizations in coordinating, integrating and consolidating the planning and provision of recreational facilities and programs when basic functions are compatible and a public benefit may be derived. Through working relationships with outside organizations and joint efforts, each party can contribute to greater public service without relinquishing their separate identities or any of their individual responsibilities.

To this end, the Park District is willing to establish a working relationship and cooperative agreement with the New Trier Hockey Club (hereafter "NTHC"). With this agreement, the parties will define the working relationship, mutual expectations, and individual responsibilities. However, this agreement cannot be considered absolute; but shall serve as a frame of reference. Standards outlined herein insure that the parties' concept of joint planning, use, and maintenance is followed to the maximum extent possible, while retaining the essential freedom of discretion, decision and action in planning, developing and maintaining recreational programs.

I. Criteria and Conditions

1. NTHC shall provide its own leadership, structure, and must delegate operational duties to its membership.
2. NTHC shall conduct its own financial business and be financially self-supporting.
3. NTHC 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 dedicated to offering and promoting recreational activities which are compatible with and supplement Park District programs.
 - b. NTHC shall provide an annual detailed budget to the Park District showing all anticipated revenue and expenditures, and

- c. NTHC shall provide an annual audit, tax filing and detailed report which documents the Community Group's/Affiliate's current financial standings, including operational revenues, expenditures, and financial reserves.
4. NTHC 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.
5. NTHC shall provide a list of officers and participants, including addresses and telephone numbers.
6. NTHC shall designate both a liaison and alternate liaison and provide the individuals' telephone numbers and other contact information to the Park District.
7. NTHC agrees and understands that neither the NTHC nor its officials, officers, members, employees, independent service providers or volunteers. Collectively, NTHC is not 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. NTHC 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 NTHC activity will be the NTHC's sole responsibility and not the Park District's. Also, it is understood that the NTHC 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 NTHC will be solely responsible for its own actions. The Park District will in no way defend NTHC in matters of liability.
8. NTHC 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 this agreement and in the sole discretion of the Park District, may result in revocation or suspension of any Group privileges under this Agreement
9. NTHC shall not represent itself or members of NTHC as employees, volunteers, independent service providers or agents of the Park District.
10. The NTHC or members of NTHC will not advertise or solicit participants using the name or logo of the Park District without prior written permission of the Park District.
11. All fees, charges, monies, and expenditures shall be handled by NTHC 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.
12. NTHC acknowledges and agrees that the group is responsible for any and all expenses, including, but not limited to, the provision of equipment and materials related to NTHC's activities and use of Park District property and facilities, unless otherwise specified and agreed to in writing.

13. Activities, programs, and events sponsored by NTHC 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.
14. NTHC agrees to conduct criminal background checks for all employees, independent service providers and volunteers eighteen years of age or older and who directly supervise individuals under the age of eighteen (18) years or age. The NTHC is solely responsible for determining whether any conviction disqualifies any employee/volunteer.
15. NTHC agrees to cross-reference all staff, employees, independent service providers and volunteers with the state and/or local Child Offender Database.
16. NTHC understands and agrees that it solely responsible for determining whether any staff, employee, independent service provider or volunteer is qualified and suitable for any NTHC activity and/or activity and that the Park District is not responsible for any hiring or retention decision.
17. Registration for membership/tryouts must not exclude qualified residents of the Park District.

II. Facility Use

1. Requests shall be made at least 3 months in advance to insure availability. Park District Programs take precedence. The NTHC will receive a priority for use of Park District facilities. Priority scheduling will be as follows:
 - a. Park District Programs
 - b. Affiliate Groups
2. It is the sole responsibility of NTHC to determine whether the ice surface is playable.
3. NTHC is solely responsible for providing supervision and security services, as needed, for any and all NTHC activities. The District shall assist in securing police officers for parking and safety details. All cost for such security shall be the responsibility of the NTHC.
4. The Park District does not assume any responsibility, care, custody, or control of any NTHC property or equipment brought upon or stored upon Park District property. NTHC is solely responsible for the safety and/or security of any property or equipment brought upon or stored on Park District property. *NTHC shall store all equipment in a clean and tidy fashion.*
5. NTHC shall adhere to all applicable facility and Park District ordinances, rules, regulations, policies, and procedures.

III. Rental/Usage Fee

1. NTHC shall pay a contract ice rate, for all Main Ice scheduled slots, as listed below for the "Season" which is bound by the Calendar dates of August 1st through June 1st of the listed year. This is in accordance with the ice schedule provided.

2019-20 \$325/hr

2020-21 \$331/hr

2021-22 \$338/hr

2. Each month's payment is due by the 15th of the following month.

IV. Advertisement

The Park District will provide NTHC with a maximum of one page of advertising in their seasonal program guide if NTHC so desires. Such promotional material must be submitted in accordance with the Park District's brochure deadlines. NTHC is responsible for providing information for the advertisement, and the Park District will design the advertisement with consultation of the group. A copy of the Park District's Program Guide Production Timeline, with established deadlines for promotional copy, will be given the group on an annual basis. In addition, the Park District will provide a website link to NTHC website. The NTHC will be required to reciprocate this practice.

IV. Insurance and Indemnification

NTHC shall procure and maintain for the duration of this agreement, the following insurance against claims for injuries to persons or damages to property which may arise from or in connection with any of NTHC's activities:

A. Commercial General and Umbrella Liability Insurance

NTHC will provide the Park District proof of insurance through USA Hockey naming the Park District as additionally insured.

NTHC 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.

CGL insurance shall be written on Insurance Services Office (ISO) occurrence form CG 00 01 10 93, or a substitute form providing equivalent coverage, and shall cover liability arising from premises, operations, independent contractors, products-completed operations, personal injury and advertising injury, liability assumed under an insured contract (including the tort liability of another assumed in a business contract), and shall not be endorsed to exclude claims arising from athletic participation.

If NTHC intends on distributing, selling, serving or furnishing alcoholic beverages, liquor liability coverage (including Dram Shop coverage) shall also be provided with a limit of not less than \$1,000,000 per occurrence.

The Park District shall be included as an insured under the CGL, using ISO additional insured endorsement CG 20 26 or a substitute providing equivalent coverage, and under the commercial umbrella, if any. 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 NTHC's insurance and shall not contribute with it.

The CGL policy must include individuals for athletic participation.

B. Business Auto and Umbrella Liability Insurance

If applicable, NTHC shall maintain business auto liability and, if necessary, commercial umbrella liability insurance with a limit of not less than \$1,000,000 each accident. Such insurance shall cover liability arising out of any auto including owned, hired and non-owned autos.

Business auto insurance shall be written on Insurance Services Office (ISO) form CA 00 01, CA 00 05, CA 00 12, CA 00 20, or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage equivalent to that provided in the 1990 and later editions of CA 00 01.

C. Workers Compensation Insurance

If applicable, NTHC shall maintain workers compensation and employers liability insurance. The commercial umbrella and/or employers liability limits shall not be less than \$1,000,000 each accident for bodily injury by accident or \$1,000,000 each employee for bodily injury by disease.

D. Other

If the Park District has not been included as an insured under the CGL using ISO additional insured endorsement CG 20 26 under the Commercial General and Umbrella Liability Insurance required in this agreement, NTHC waives all rights against the Park District and its officers, officials, employees, volunteers and agents for recovery of damages arising out of or incident to NTHC's use of any Park District property or facility.

E. General Insurance Provisions

1. Evidence of Insurance

Prior to exercising any rights under this Agreement, NTHC shall furnish the Park District with a certificate(s) of insurance and applicable policy endorsement(s), executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth above.

All certificates shall provide for 30 days' written notice to Agency prior to the cancellation or material change of any insurance referred to therein. Written notice to Agency shall be by certified mail, return receipt requested.

Failure of the Park District to demand such certificate, endorsement or other evidence of full compliance with these insurance requirements or failure of the Park District to identify a deficiency from evidence that is provided shall not be construed as a waiver of the Park District's obligation to maintain such insurance.

The Park District shall have the right, but not the obligation, of prohibiting NTHC from using the premises until such certificates or other evidence that insurance has been placed in complete compliance with these requirements is received and approved by Park District.

Failure to maintain the required insurance may result in termination of this agreement at Park District's option.

NTHC shall provide certified copies of all insurance policies required above within 10 days of the Park District's written request for said copies.

2. Acceptability of Insurers

For insurance companies which obtain a rating from A.M. Best, that rating should be no less than A VII using the most recent edition of the A.M. Best's Key Rating Guide. If the Best's rating is less than A VII or a Best's rating is not obtained, the Park District has the right to reject insurance written by an insurer it deems unacceptable.

3. Cross-Liability Coverage

If NTHC's liability policies do not contain the standard ISO separation of insured's provision, or a substantially similar clause, they shall be endorsed to provide cross-liability coverage.

4. Deductibles and Selfinsured Retentions

Any deductibles or selfinsured retentions must be declared to the Park District. At the option of the Park District, NTHC may be asked to eliminate such deductibles or selfinsured retentions as respects the Park District, its officers, officials, employees, volunteers and agents or required to procure a bond guaranteeing payment of losses and other related costs including but not limited to investigations, claim administration and defense expenses.

F. Indemnification

NTHC shall indemnify and hold harmless the Park District and its officers, officials, employees, volunteers and agents from and against all claims, damages, losses and expenses, including but not limited to legal fees (reasonable attorney's and paralegals' fees and court costs), arising from or in any way connected with (i) the conduct or management of the premises or of any business or activity therein, or any work or thing whatsoever done, or condition created in or about the premises during the term of this agreement; (ii) any act, omission wrongful act or negligence of NTHC or any of NTHC's partners, directors, officials, officers, agents, employees, members, volunteers, participants, invitees, licensees, contractors, or subcontractors; (iii) any accident, injury or damage whatsoever occurring in or upon any Park District property or facility regardless of whether or not it is caused in part by a party indemnified hereunder; and (iv) any violation of

civil rights or anti-discrimination laws, including but not limited to the Civil Rights Act of 1964, the Americans With Disabilities Act, and the Illinois Human Rights Act. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity which would otherwise exist as to any party or person described in this paragraph. The NTHC shall similarly protect, indemnify and hold and save harmless the Park District its officers, officials, employees, volunteers and agents against and from any and all claims, costs, causes, actions and expenses including but not limited to legal fees, incurred by reason of the NTHC's breach of any of its obligations under, or the NTHC's default of, any provision of this agreement.

V. Other

NTHC shall work with the District to promote Hockey opportunities, where appropriate. NTHC shall further work cooperatively with the Park District to ensure that hockey camps etc. are not in direct competition with one another.

VI. No Third Party Beneficiary

This Agreement is entered into solely for the benefit of the contracting parties, and nothing in this Agreement is intended, either expressly or impliedly, to provide any right or benefit of any kind whatsoever to any person or entity who is not a party to this Agreement, or to acknowledge, establish or impose any legal duty to any third party.

VII. Americans with Disabilities Act

Activities, programs, and events sponsored by the NTHC shall not, other than to adhere to specific and essential eligibility criteria, 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 NTHC shall comply with all applicable local, state, and federal laws, including, but not limited to the Illinois Human Rights Act, the American with Disabilities Act, and the Civil Rights Act of 1964. The NTHC shall base employment, volunteer, and participation criteria upon personal capabilities and qualifications without discrimination because of race, color, religion, disability, sexual orientation, sex (except as an appropriate division for athletics programming), national origin, age (except as an appropriate division of programming levels for youth athletics programming), marital status, or any other protected characteristic as established by law.

The NTHC shall adhere to all applicable facility and Park District ordinances, rules, regulations, policies, and procedures, including, but not limited to providing inclusion services and reasonable accommodations under the Americans with Disabilities Act and Illinois Human Rights Act.

VIII. Termination and Duration

1. The initial term of this Agreement shall commence on the date hereof and end on June 1st, 2019. Thereafter, this Agreement shall be deemed automatically renewed for successive one

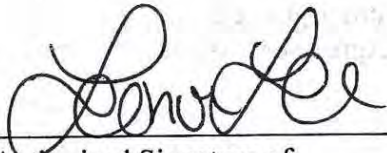
year periods unless either party shall advise the other party in writing of its intention not to renew the Agreement at least 90 days prior to the annual renewal date, or unless the Parties otherwise mutually agree to terminate the Agreement.

2. The Park District retains the right to alter the terms and conditions of this agreement or to terminate this agreement at any time and for any reason, including, but not limited to misconduct of NTHC or for misuse of property, for purposes deemed necessary for public safety or preservation of property, if termination serves the interests of Park District residents, or because NTHC has breached any of its obligations under this Agreement.

NTHC may terminate this agreement by providing a minimum of 45 days written notice.

3. NTHC will have financial responsibility to the Park District for any outstanding fees and/or money owed to the Park District and shall promptly reimburse the Park District. Any money owed to NTHC by the Park District shall be promptly reimbursed.
4. The Agreement may be amended by the written approval of both Parties.

IN WITNESS WHEREOF, each of the Parties has caused this Agreement to be executed by a duly authorized officer thereof as of the date first above written.



Authorized Signature of
New Trier Hockey Club

Leonore Lee

Print Name

President

Title

June 12, 2019

Date

Authorized Signature of Park District

Print Name

Title

Date

**Winnetka Park District
Board Summary**

Date: June 20, 2019
To: Board of Commissioners
Subject: Winnetka Hockey Club Affiliate Agreement
From: Paul Schwartz, Ice Arena Facility Manager
Through: John Muno, Executive Director

Summary

With the fall season approaching, it is that time of year to review and renew affiliate groups. Winnetka Hockey Club affiliate agreement concluded a three-year agreement on June 1, 2019.

Staff has received verbal and written confirmation from WHC to a three-year affiliate agreement for the 2019-2022 seasons. In addition, WHC representation and staff have identified areas where we can work together more efficiently to maintain and improve our current relationship. Staff believes this agreement will mutually benefit both parties. In addition, by approving the agreement, this will help achieve Strategic Plan Goal #2 *Collaborate and leverage our relationships*. In particular objective 2.3-*Update all affiliate and intergovernmental partnership agreements and continue to develop and maintain excellent working relationships*.

Only changes to this agreement include a 2% escalation in rate changes in each of the three (3) upcoming seasons.

Recommendation

Staff recommends the Park Board of Commissioners approve the WHC Affiliate Agreement for the 2019-2022 seasons.

END

Winnetka Hockey Club Agreement

THIS AGREEMENT, is made this ____ day of _____, 2019, by and between the Winnetka Park District, 540 Hibbard Road, Winnetka, Illinois 60093 and the Winnetka Hockey Club, an Illinois not-for-profit corporation, P.O. Box 426, Winnetka, Illinois 60093 (“WHC”).

RECITALS

The *Winnetka Park District* (hereafter the “Park District”) recognizes that certain organizations exist within the community whose purposes are to serve and enhance recreational opportunities for a specific purpose and group. These organizations are separate and independent from the Park District and provide for their own leadership, organizational and operational structure. Although the stated missions of the organizations may differ, public investment in public recreational facilities and programs creates a mutually beneficial environment in which to provide quality recreation for all the individuals served by the parties, as well as the general public.

The Park District recognizes that at times it is in the best interest of the community that the Park District work with outside organizations in coordinating, integrating and consolidating the planning and provision of recreational facilities and programs when basic functions are compatible and a public benefit may be derived. Through working relationships with outside organizations and joint efforts, each party can contribute to greater public service without relinquishing their separate identities or any of their individual responsibilities.

To this end, the Park District is willing to establish a working relationship and cooperative agreement with WHC. With this agreement (“Agreement”), the parties will define the working relationship, mutual expectations, and individual responsibilities. Standards outlined herein insure that the parties’ concept of joint planning, use, and maintenance is followed to the maximum extent possible, while retaining the essential freedom of discretion, decision and action in planning, developing and maintaining recreational programs.

I. Criteria and Conditions

At all times during the Term (as defined below),

1. WHC shall provide its own leadership, structure, and must delegate operational duties to its board of directors and employees. This includes operation of Travel, House League, clinics and all related activities.
2. WHC shall conduct its own financial business and be financially self-supporting.
3. WHC shall have its own volunteer governing board of directors with adopted written bylaws or guidelines to guide the board of directors in policy-making decisions, and shall:
 - a. Remain a not-for-profit corporation or organization of the State of Illinois in good standing, dedicated to offering and promoting recreational activities which are compatible with and supplement Park District programs;
 - b. Comprise of at least 51% of the members/participants of the WHC must be residents of the Park District,

- c. Provide an annual detailed budget to the Park District showing all anticipated revenue and expenditures, and
 - d. On July 1 of each year of the Term, provide WHC's IRS Form 990 to the Park District.
4. WHC shall submit a written request to the Park District seeking approval to enter sponsorship agreements with potential third party partners. All potential sponsor partners and sponsorship agreements involving the use of Park District property re subject to the Park District's prior review and authorization. The Park District has the right, in its sole and absolute discretion, to deny any sponsorship agreement involving the use of Park District property if the Park District determines that such sponsorship agreement is not in the best interest of the Park District.
 5. WHC shall provide a list of board members, employees and participants, including email addresses and telephone numbers.
 6. WHC shall designate both a liaison and alternate liaison and provide the individuals' telephone numbers and other contact information to the Park District.
 7. WHC agrees and understands that neither WHC nor its officials, officers, members, employees, independent service providers or volunteers are employees or volunteers of the Park District. Collectively or individually, WHC (nor its officials, officers, members, independent service providers, or volunteers) is not 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. WHC will not be covered under provisions of the unemployment compensation insurance of the Park District or the workers' compensation insurance of the Park District. Also, it is understood that WHC 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, WHC will be solely responsible for its own actions. The Park District will in no way defend WHC in matters of liability.
 8. WHC shall be responsible and liable for any injury or property damage arising out of any act or omission of WHC, or any of its partners, directors, officials, officers, agents, employees, members, volunteers, participants, invitees, licensees, contractors, or subcontractors or arising out of a WHC activity, except to the extent that such injury or property damage is solely caused by the acts or omissions of the Park District or its officers, officials, employees, agents, or volunteers. Nothing contained in any provision of this Agreement is intended to constitute nor shall constitute a waiver of the Park District's defenses, privileges, and immunities under the Hockey Facility Liability Act, 745 ILCS 52/1 *et seq.*
 9. WHC shall cooperate to the fullest reasonable extent with any investigation conducted by or on behalf of the Park District and/or the Park District Risk Management Agency "PDRMA". Failure to cooperate to the fullest reasonable extent with any such investigation shall constitute a breach of this Agreement and in the sole discretion of the Park District, may result in revocation or suspension of any privileges under this Agreement. The Park District shall reasonably cooperate with any investigation conducted by or on behalf of WHC.
 10. WHC shall not represent itself or members of WHC as employees, volunteers, independent service providers, or agents of the Park District.

11. WHC or members of WHC will not advertise or solicit participants using the name or logo of the Park District without prior written permission of the Park District.
12. All fees, charges, monies, and expenditures shall be handled by WHC itself, with its own accounts in the group's name. The group shall have a written policy regarding refunds.
13. WHC acknowledges and agrees that it is responsible for any and all expenses, including, but not limited to, the provision of equipment and materials related to WHC's activities and use of Park District property and facilities, unless otherwise specified and agreed to in writing by authorized officials of the Park District.
14. Activities, programs, and events sponsored by WHC 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.
15. WHC agrees to conduct criminal background checks for all employees, independent service providers and volunteers, who are eighteen years of age or older and directly supervise individuals affiliated with WHC who are under the age of eighteen (18) years. WHC is solely responsible for determining whether any conviction disqualifies any employee, volunteer or independent service provider.
16. WHC agrees to cross-reference all staff, employees, independent service providers and volunteers who directly supervise individuals affiliated with WHC who are under the age of eighteen (18) years with the state and/or local Child Offender Database.
17. WHC understands and agrees that it is solely responsible for determining whether any WHC staff, employee, independent service provider or volunteer is qualified and suitable for any WHC activity(ies) and that the Park District is not responsible for any hiring or retention decision.
18. WHC Registration for membership/tryouts must not exclude qualified residents of the Park District.

II. Facility Use

1. Requests facility use shall be made at least 3 months in advance to ensure availability. Park District Programs take precedence. After Park District Programs, WHC will receive a priority for use of Park District facilities. Priority scheduling will be as follows:
 - a. Park District Programs
 - b. WHC
2. It is the sole responsibility of WHC to determine whether the ice surface is safe, suitable and appropriate for this purposes. WHC shall inspect the ice surface, rink area, and locker rooms before and after each use and shall promptly notify the Park District of any unsafe condition.
3. WHC is solely responsible for providing supervision and security services, as needed, for any and all WHC activities. The Park District shall assist in securing police officers for parking

and safety details if requested in a timely manner by WHC. All cost for such security shall be the sole responsibility of WHC.

4. The Park District does not assume any responsibility, care, custody, or control of any WHC property or equipment brought upon or stored upon Park District property. WHC is solely responsible for the safety and/or security of any property or equipment brought upon or stored on Park District property. WHC shall store all equipment in a clean, safe, and tidy fashion. The Park District shall provide the WHC and its employees, independent service providers and volunteers with access to WHC property and equipment brought upon or stored upon Park District property.
5. WHC shall adhere to all applicable facility and Park District ordinances, rules, regulations, policies, and procedures.
6. WHC shall be entitled to grant the Winnetka Junior Warriors (“WJW”) and the North Shore Warhawks (“NSW”) hockey clubs, both affiliates of WHC, the right to use WHC’s scheduled ice slots at the Winnetka Ice Arena, *provided*: (i) WHC shall ensure that WJW and NSW indemnify and insure the Park District to the same extent WHC is required to insure the Park District hereunder; (ii) WHC shall ensure neither WJW nor NSW shall have no greater rights to such ice time than the rights granted to WHC pursuant to this Agreement; (iii) WHC shall ensure that WJW and NSW are fully liable for their performance of all of WHC’s obligations under this Agreement with respect to such use of Park District property to the same extent that WHC is liable and shall otherwise comply with all terms of this Agreement; (iv) WHC shall notify the Park District in advance of any such use; and (v) WHC provides the Park District with proof of insurance from WJW and NSW as required by Section V of this Agreement prior to any such use. In addition, WHC shall provide the Park District with information as the Park District shall reasonably request concerning WJW and NSW.

III. Rental/Usage Fee

1. WHC shall pay a contract ice rate, for all Main Ice scheduled slots, as listed below for the “Season” which is bound by the Calendar dates of August 1st through June 1st of the listed year. This is in accordance with the ice schedule provided.

2019-20 \$325/hour

2020-21 \$333/hour

2021-22 \$340/hour

During the Additional Term (defined below) if applicable, the contract ice rate for all Main Ice scheduled slots as listed below for the “Season” which is bound by the Calendar dates of August 1st through June 1st of the listed year, as follows:

2022-23 \$347/hour

2023-24 \$354/hour

2024-25 \$ 361/hour

2. Each month’s payment is due by the 15th of the following month.

IV. Advertisement

The Park District will provide WHC with a maximum of one page of advertising in their seasonal program guide if WHC so desires. Such promotional material must be submitted in accordance with the Park District's brochure deadlines. WHC is responsible for providing information for the advertisement, and the Park District will design the advertisement in consultation with WHC. A copy of the Park District's Program Guide Production Timeline, with established deadlines for promotional copy, will be given to WHC on an annual basis. In addition, the Park District will provide a website link to WHC's website. WHC will be required to provide a website link from its website to the Park District's website.

V. Insurance and Indemnification

WHC shall procure and maintain for the duration of this Agreement, the following insurance against claims for injuries to persons or damages to property which may arise from or in connection with any of WHC's activities:

A. Commercial General and Umbrella Liability Insurance

WHC will provide the Park District proof of insurance through USA Hockey, and for WJW and NSW, through the American Athletic Union, naming the Park District as additional insured.

WHC shall maintain commercial general liability (CGL) and, if necessary, commercial umbrella insurance with a limit of not less than \$3,000,000 each occurrence. If such CGL insurance contains a general aggregate limit, it shall apply separately to this Agreement.

CGL insurance shall be written on Insurance Services Office (ISO) occurrence form CG 00 01 04 13, or a substitute form providing equivalent coverage, and shall cover liability arising from premises, operations, independent contractors, products-completed operations, personal injury and advertising injury, liability assumed under an insured contract (including the tort liability of another assumed in a business contract), and shall not be endorsed to exclude claims arising from athletic participation.

If WHC intends on distributing, selling, serving or furnishing alcoholic beverages on Park District property, liquor liability coverage (including Dram Shop coverage) shall also be provided with a limit of not less than \$1,000,000 per occurrence.

The Park District shall be included as an insured under the CGL, using ISO additional insured endorsement CG 20 26 or a substitute providing equivalent coverage, and under the commercial umbrella, if any. 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 WHC's insurance and shall not contribute with it.

The CGL policy must include individuals for athletic participation.

B. Business Auto and Umbrella Liability Insurance

WHC shall maintain business auto liability and, if necessary, commercial umbrella liability insurance with a limit of not less than \$1,000,000 each accident. Such insurance shall cover liability arising out of any auto including owned, hired and non-owned autos.

Business auto insurance shall be written on Insurance Services Office (ISO) form CA 00 01, CA 00 05, CA 00 12, CA 00 20, or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage equivalent to that provided in the 1990 and later editions of CA 00 01.

C. Workers Compensation Insurance

WHC shall maintain workers compensation and employers liability insurance. The commercial umbrella and/or employers liability limits shall not be less than \$1,000,000 each accident for bodily injury by accident or \$1,000,000 each employee for bodily injury by disease.

D. Other

If the Park District has not been included as an insured under the CGL using ISO additional insured endorsement CG 20 26 under the Commercial General and Umbrella Liability Insurance required in this Agreement, WHC waives all rights against the Park District and its officers, officials, employees, volunteers and agents for recovery of damages arising out of or incident to WHC's use of any Park District property or facility.

E. General Insurance Provisions

1. Evidence of Insurance

Prior to exercising any rights under this Agreement, WHC shall furnish the Park District with a certificate(s) of insurance and applicable policy endorsement(s), executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth above.

All certificates shall provide for 30 days' written notice to the Park District prior to the cancellation or material change of any insurance referred to therein. Written notice to the Park District shall be by certified mail, return receipt requested.

Failure of the Park District to demand such certificate, endorsement or other evidence of full compliance with these insurance requirements or failure of the Park District to identify a deficiency from evidence that is provided shall not be construed as a waiver of WHC's obligation to maintain such insurance.

The Park District shall have the right, but not the obligation, of prohibiting WHC from using the premises until such certificates or other evidence that insurance has been placed in complete compliance with these requirements is received and approved by Park District.

Failure to maintain the required insurance may result in termination of this Agreement at Park District's option.

WHC shall provide certified copies of all insurance policies required above within 10 days of the Park District's written request for said copies.

2. Acceptability of Insurers

For insurance companies which obtain a rating from A.M. Best, that rating should be no less than A VII using the most recent edition of the A.M. Best's Key Rating Guide. If the Best's rating is less than A VII or a Best's rating is not obtained, the Park District has the right to reject insurance written by an insurer it deems unacceptable.

3. Cross-Liability Coverage

If WHC's liability policies do not contain the standard ISO separation of insured's provision, or a substantially similar clause, they shall be endorsed to provide cross-liability coverage.

4. Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to the Park District. At the option of the Park District, WHC may be asked to eliminate such deductibles or self-insured retentions as respects the Park District, its officers, officials, employees, volunteers and agents or required to procure a bond guaranteeing payment of losses and other related costs including but not limited to investigations, claim administration and defense expenses.

F. Indemnification

To the extent permitted by law, WHC shall indemnify, defend, save and hold harmless the Park District and its officers, officials, employees, volunteers and agents ("Park District Indemnified Parties" and each individually, a "Park District Indemnified Party") from and against all claims, damages, losses and expenses, including but not limited to legal fees (reasonable attorney's and paralegals' fees and court costs) ("Losses" or each individually, a "Loss") arising from or in any way connected with: (i) any act, omission, wrongful act or negligence of WHC or any of WHC's partners, directors, officials, officers, agents, employees, members, volunteers, participants, invitees, licensees, contractors, or subcontractors acting for or on behalf of WHC or in connection with a WHC activity; (ii) any accident, injury or damage whatsoever occurring in or upon any Park District property or facility caused by or arising out of any WHC activity or in connection with a WHC activity; and (iii) any WHC violation of civil rights or anti-discrimination laws, including but not limited to the Civil Rights Act of 1964, the Americans With Disabilities Act, and the Illinois Human Rights Act; such obligation of WHC to indemnify, defend, save and hold harmless shall apply except to the extent the Loss is solely caused by the negligent or willful act or omission of a Park District Indemnified Party, or to the extent the Park District Indemnified Parties are found liable by a court of law. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity which would otherwise exist as to any party or person described in this paragraph. WHC shall similarly protect, indemnify and hold and save harmless the Park District Indemnified Parties against and from any and all Losses including but not limited to legal fees, incurred by reason of WHC's breach of any of its obligations under, or WHC's default of, any provision of this Agreement.

VI. Other

WHC shall work with the Park District to promote hockey opportunities within the community, where appropriate. WHC shall further work cooperatively with the Park District to ensure that its hockey camps and other hockey activities are not in direct competition with those of the Park District.

VII. No Third Party Beneficiary

This Agreement is entered into solely for the benefit of the Parties, and nothing in this Agreement is intended, either expressly or impliedly, to provide any right or benefit of any kind whatsoever to any person or entity who is not a party to this Agreement, or to acknowledge, establish or impose any legal duty on any third party.

VIII. Americans with Disabilities Act and Other Laws

Activities, programs, and events sponsored by WHC shall not, other than to adhere to specific and essential eligibility criteria, 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.

WHC shall comply with all applicable local, state, and federal laws, including, but not limited to the Illinois Human Rights Act, the American with Disabilities Act, and the Civil Rights Act of 1964. WHC shall base employment, volunteer, and participation criteria upon personal capabilities and qualifications without discrimination because of race, color, religion, disability, sexual orientation, sex (except as an appropriate division for athletics programming), national origin, age (except as an appropriate division of programming levels for youth athletics programming), marital status, or any other protected characteristic as established by law.

WHC shall adhere to all applicable facility and Park District ordinances, rules, regulations, policies, and procedures, including, but not limited to providing inclusion services and reasonable accommodations under the Americans with Disabilities Act and Illinois Human Rights Act.

IX. Termination and Duration

1. The initial term of this Agreement shall commence on June 2, 2019 and end on June 1, 2022 (“Initial Term”). This Agreement shall automatically renew for one additional three-year term, commencing on June 2, 2022 and ending on June 1, 2025 (“Additional Term”) unless either party shall advise the other party in writing of its intention not to renew the Agreement at least 180 days prior to the last date of the Initial Term. The Initial Term and the Additional Term are collectively referred to herein as the “Term.”
2. (a) The Park District retains the right to terminate this Agreement (i) at any time and for any reason by providing a minimum of nine (9) months advance written notice to WHC; (ii) for misconduct of WHC or for misuse of property, or because WHC has breached any of its obligations under this Agreement, if such WHC misconduct, misuse, or breach is not cured within thirty days (30) after WHC’s receipt of written notice specifying such misconduct, misuse, or breach; or (iii) upon thirty (30) days advance written notice for purposes deemed necessary for public safety or preservation of property.

(b) WHC retains the right to terminate this Agreement (i) at any time and for any reason by providing a minimum of nine (9) months advance written notice to the Park District or (ii) because the Park District has breached any of its obligations under this Agreement, if such breach is not cured within thirty days (30) after the Park District’s receipt of written notice specifying such breach.

3. WHC will have financial responsibility to the Park District for any outstanding fees and/or money owed to the Park District and shall promptly reimburse the Park District for such fees and/or money owed. Any money owed to WHC by the Park District shall be promptly reimbursed. The obligations in this subparagraph 3 shall survive termination of this Agreement for any reason.
4. The Agreement may be amended or terminated at any time upon the written approval of the parties.

X. No Waiver of Tort Immunity

Nothing herein is intended to constitute nor shall constitute a waiver of the defenses, privileges, and immunities available to the Park District under the Local Governmental and Governmental Employees Tort Immunity Act, 745 ILCS 25/1 *et seq.*

IN WITNESS WHEREOF, each of the parties has caused this Agreement to be executed by a duly authorized officer thereof as of the date last set forth below.

 Authorized Signature of
 Winnetka Hockey Club

 Authorized Signature of the Winnetka Park
 District

 Print Name

 Print Name

 Title

 Title

 Date

 Date

 Authorized Signature of
 Winnetka Hockey Club

 Print Name:

 Title:

Date:

858222v3A

**Board Summary
Winnetka Park District**

Date: June 20, 2019

To: Board of Commissioners

Subject: Policy Manual Review: Chapter 7

From: Christine Berman, Superintendent of Finance

Through: John Muno, Executive Director

SUMMARY

Attached is Chapter 7 of the District's Policy Manual for Board Review. Items in red are recommended staff changes. *Major* changes include:

- Section 7.03: Authorization for Check Signing – Pages 3-4 - updated to include software references for automatic printing of signatures and add Debt Payments to list of prompt payments
- Section 7.08: Cash Receipts – Page 6 and 7 – changed title to include Cash Handling, added acceptable forms of payments, cash handling requirements and review of daily deposits and bank reconciliations
- Section 7.09: Investment Policy of Excess Cash – Pages 7-16 – updates to include prudent person standard (Prudence page 9), expansion of internal controls (Internal Controls page 10), replaced “Short-term Portfolio Diversification” with “Authorized Investments” and replaced language to be more clear and concise, enhanced paragraphs to include “Investment Guidelines/Selections”, “Collateralization”, and “Diversification”
- Section 7.11: Petty Cash – Page 17 – changed title to “Petty Cash Disbursements”, decreased amount from \$100 to \$30 as that is current practice and expanded policy to include petty cash request instructions
- Section 7.14: Procedures for Purchasing – Pages 18-24 – changed title to “Purchasing Policy/Guidelines” and expanded to include more defined guidelines for purchase orders, obtaining quotes, going out to bid, etc. Eliminated the “Preferred Vendor” language as that is not current practice. Added a section for “Credit Card Purchases” (page 24)
- Section 7.21: Fixed Asset Ledger – Pages 27-28 – expanded and added definition, categories, valuation and trade-in components
- Section 7.29: Bond Rating – Pages 31-33 – renamed to “Debt Policy” and added language to include requirements for a debt policy as this is recommended by the GFOA to aid in the bond rating process

STAFF RECOMMENDATION

Staff recommends that Chapter 7 be presented for 1st reading at the July 25th Board meeting and 2nd reading/adoption at the August 22nd Board meeting as two readings are required for adoption of the policy changes.

END

**WINNETKA PARK DISTRICT
POLICY MANUAL
CHAPTER 7**

FISCAL OPERATING AND BUSINESS PROCEDURES

- 7.01 Statement of Intent**
- 7.02 Creation of Debt**
- 7.03 Authorization for Check Signing**
- 7.04 Fiduciary Bonding Insurance Coverage**
- 7.05 Insurance**
- 7.06 Internal Auditing**
- 7.07 Financial and "Official" Records Retention**
- 7.08 Cash Receipts**
- 7.09 Investment of Excess Cash**
- 7.10 Deposit of Funds**
- 7.11 Petty Cash**
- 7.12 Monthly Financial Reports**
- 7.13 Board Bill List**
- 7.14 Procedures for Purchasing**
- 7.15 Legal Competitive Bidding Procedures**
- 7.16 Notification to Bidders**
- 7.17 Re-bidding**
- 7.18 Contracts**
- 7.19 Bid Bonds**
- 7.20 Performance and Labor Payment Bonds**
- 7.21 Fixed Assets Ledger**
- 7.22 Budget Philosophy and Guidelines**
- 7.23 Wire Transfers**
- 7.24 Annual Externally Conducted Audits**
- 7.25 Accounts Receivable**
- 7.26 Contracts and Other Obligations**
- 7.27 Fixed Investments**
- 7.28 Intergovernmental Cooperation**

7.29 ~~Bond Rating~~Debt Policy

7.30 Revenue Policy

7.31 Data Security

7.32 Fund Reserves

7.00 FISCAL OPERATING AND BUSINESS PROCEDURES

7.01 STATEMENT OF INTENT

The financial resources of the District are the means by which the District serves the public. All financial operations shall be conducted in accordance with applicable written policies, procedures, ordinances and manuals of the Park District. All financial transactions of the Park District shall be recorded in a prescribed manner and be documented in a written or electronic format. Internal controls shall be established and maintained such that accurate records of all transactions will be available for audit purposes.

7.02 CREATION OF DEBT

No Commissioner, committee, officer or any other person employed or associated with the Park District shall be authorized to create any financial liability on behalf of the District except where said liability shall be approved in nature and amount by the Board in the Budget and Appropriation Ordinance and in accordance with the District's purchasing policy.

7.03 AUTHORIZATION FOR CHECK SIGNING

General Fund Account

All checks are generated utilizing Tyler Technologies Accounts Payable Software. Tyler uploads two signatures in the software system that automatically print on all checks; one of a current Board Commissioner and the other of the Superintendent of Finance, both of whom have check signing authority. The Executive Director of the Park District and ~~Chief Financial Officer~~ Superintendent of Finance are authorized to ~~jointly sign~~approve checks for authorized expenditures up to one thousand dollars (\$1,000.00) without the signature of a Board Commissioner. For each check run, c~~Checks~~ over one thousand dollars (\$1,000.00) must be reviewed have the signature of and approved by at least one Board Commissioner and the Executive Director or ~~Chief Financial Officer~~ Superintendent of Finance. The Executive Director ~~of the Park District and Chief Financial Officer~~ Superintendent of Finance also have the authority to sign-approve specific checks over one thousand dollars (\$1,000.00) that are routine, due for payment each month, or are financially advantageous to remit promptly, including, without limitation, checks paying the following expenses:

- Health/Life Insurance
- Pension/State/Federal Government Obligations
- Payroll Transfers and Contracted Labor
- Pro-Shop Items with Discounts
- ~~General Property Insurance~~
- Debt Payments

The Board will review a monthly “bill list” at its monthly meetings and vote on final authorization. The ~~Board’s Finance Committee Chairperson or~~ assigned Commissioner of the Board shall periodically secure from staff and review backup for checks under one thousand dollars (\$1,000.00) to ensure that staff is engaged in sound fiscal practices with regard to purchases by Park District checks, and that all internal controls are being followed.

Payroll Account

This account is used solely for the purpose of paying full-time and part-time employees. One signature from the Executive Director, ~~its the Chief Financial Officer Superintendent of Finance~~ or a Board Commissioner is required on each payroll check.

Petty Cash Account

This account is used when payment is needed immediately for the purpose of paying for supplies and services which are less than one hundred dollars (\$100.00). One signature from the Executive Director, ~~its the Chief Financial Officer Superintendent of Finance~~ or a Board Commissioner is required on each petty cash check.

7.04 FIDUCIARY BONDING INSURANCE COVERAGES

It is the Park District’s policy to obtain insurance that provides protection against both internal and external acts of fraud, dishonesty and theft that may arise either from criminal intent or negligence.

The following coverages are to be maintained by the District:

A. Public Officials’ Errors and Omissions Liability Coverage

This coverage protects the District and members of the Park Board from lawsuits arising out of decisions made by the Board. It also protects the organization from civil suits that arise from public statements or the distribution of documents to the public by either a Board member or employee that are flagrantly in error or fraudulent in their content. It does **not** cover any of the costs of defense in criminal prosecution which results in a conviction. However, it does cover the costs of a successful defense of such a prosecution.

B. Blanket Bond Coverage

This protects the District against losses due to dishonest or fraudulent acts by District employees.

C. Comprehensive Dishonesty, Disappearance, and Destruction Coverage

This coverage protects the District from losses of money and securities resulting from robbery and theft. This covers all District controlled premises. It also covers losses from check forgeries.

7.05 INSURANCE

The District shall obtain, through solicitation of written proposals, insurance protection from losses arising out of property damage due to fire, storm, vandalism, accident or other hazards; injuries arising from work-related sources; judgments against the District and its employees predicated on liability for acts due to negligence; vehicle liability and physical damage explosion protection. Such insurance is to be obtained from qualified carrier-(s) at the lowest, effective cost. In the alternative, the District may become a member of an intergovernmental self-insurance risk pool in order to combine its funds with those of other park districts and share with them the costs of losses including those set forth above.

Insurance shall also be obtained to protect full-time employees of the District from losses due to non-work related injuries or illness. Currently, the District provides coverage for ~~hospital rooms, board and services~~health, dental, vision care, ~~physician's and surgeon's fees, medications and other supplies~~life. ~~It also provides life,~~ accidental death, dismemberment, disability, and ~~income protection insurance coverage~~ cancer.

The District ~~works with a broker~~ also requires Staff to solicit bids from various carriers on all types of insurance at least once every three (3) years.

7.06 INTERNAL AUDITING

The ~~Chief Financial Officer~~ Superintendent of Finance of the District shall conduct such internal audits, investigations and implement such changes as are needed to guarantee the proper conduct of District activities related specifically to the collection and disbursement of funds, accounting allocation of those funds, budget administration, inventory of material, supplies and equipment, employment records, authorization, contracts, report of hours worked and wages paid, and shall periodically conduct a surprise payroll audit.

The ~~Chief Financial Officer~~ Superintendent of Finance shall report the results of findings of such audits and activities to the Executive Director of the Park District and/or the ~~Finance~~ Committee of the Whole of the Park Board with recommendations to improve controls as required.

7.07 FINANCIAL AND "OFFICIAL" RECORDS RETENTION

The Local Records Act prohibits the mutilation, destruction, transfer, removal or other damage to or disposal of any public record of the Park District, except as authorized in writing by the Local Records Commission for Cook County.

The Commission issues regulations establishing procedures for compiling and submitting to the Commission lists and schedules of public records proposed for disposal.

7.08 CASH RECEIPTS/CASH HANDLING

The policy of the Winnetka Park District is to deposit funds on a timely basis to maximize earnings and keep adequate levels of cash for operational needs.

Acceptable Forms of Payments

The Park District accepts:

1. Cash
2. Checks
3. Credit Cards (Visa, MasterCard, Discover, American Express)
4. Cashier's Checks/Money Orders

Winnetka Park District staff collect all forms of payment and process in either the RecTrac registration system.

Cash Handling

Separation of Duties

Cash handling responsibilities should be designed in a way that balances the need for segregation of duties with the Park District's limited staff and financial resources. Whenever possible, the Park District will require duties to be segregated so as to avoid having the same individual who collects or handles cash also be responsible for the reconciliation and depositing of cash. The Park District will strive to best separate these and other types of duties to different employees as long as it is financially and operationally feasible.

Daily Cash Deposits and Reconciliation Process

At the very minimum, Bank deposits of Cash, Check, and Credit Card Charges should be made at least once a day, preferably two or three times if dollar amounts are substantially high. (No dollar amount should be considered too small to deposit).

On a regular basis, the Staff Accountant reviews daily deposit slips with applicable batch reports. Any discrepancies in either data entry or deposits shall be reconciled immediately using the RecTrac (registration software), GolfNow (golf course software) and/or Tyler (accounting software) to make the necessary corrections.

Daily Income Reports

A Daily Income Report shall be generated for each day's operation of a facility, even if the operation did not generate **any** inflow of funds, unless the facility is officially closed for the season).

Daily Income Reports should have attached to them the following:

1. Cash Register Tape(s), (where one is used)
2. Copy of Deposit Slip(s)
3. Credit Card Slips
4. Merchants Credit Card Transmittal Slip
5. Copy of Gift Certificates
6. Void(s) Documentation.

Managers shall **review** and approve the reports and **sign** them, indicating their review and approval; or if there is a discrepancy that requires investigation, the Manager shall note the discrepancy, the date of his/her review of the report, and the outcome of the investigation.

The report should be physically delivered to the accounting department daily.

If the cash register or drawer contains more cash or less cash than the register tape indicates it should, the staff member responsible for preparing the Daily Report shall furnish a detailed written explanation of the discrepancy between the register or drawer and the register tape. If the register or drawer contains less cash in excess of \$20.00, the staff member who delivers the Daily Report to the Business Office should orally notify the accounting department at the time of delivery.

In the event deposits are not made daily and/or the income reports are not turned in on a timely basis the Executive Director of the Park District shall be notified and appropriate corrective and/or disciplinary action may be undertaken in accordance with applicable law and the policies of the Park District.

Bank Reconciliation

The Staff Accountant reviews all bank statements and completes a bank reconciliation for all District bank accounts to ensure there are no unknown transaction on the bank statements or the Park District's general ledger. These reconciliations are reviewed by the Superintendent on a monthly basis.

7.09 INVESTMENT POLICY OF EXCESS CASH

This Investment and Portfolio Policy ("Policy") of the Winnetka Park District ("District") has been adopted by the District's Board of Park Commissioners ("Park Board") to develop, implement and monitor guidelines for the prudent investment and management of the District's funds in accordance with the Public Funds Investment Act, 30 ILCS 235/~~2.5~~.

Scope

This Policy applies to the investment of the District's financial assets. All funds or moneys of the District not needed for immediate disbursement shall be invested in accordance with this Policy. Except for cash in certain restricted funds, the District will consolidate cash balances from all funds to maximize investment earnings. Investment income will be allocated to the various funds based on their respective participation and in accordance with generally accepted accounting principles.

Public funds on deposit with financial institutions insured by the Federal Deposit Insurance Corporation (FDIC) are protected up to Two Hundred Fifty ~~€~~Thousand ~~€~~Dollars (\$250,000.00). Illinois law additionally provides authorization for the Treasurer or Assistant Treasurer to enter into an agreement with a depository bank for the pledge of securities equal in market value to the amount of funds deposited.

The Park District shall require the pledge of Municipal Bonds, Treasury Note Bills, secured mortgages, and bank owned commercial paper in an amount equal to or greater than 110% of the amount deposited in any bank where total deposits exceed Two Hundred Fifty ~~€~~Thousand ~~€~~Dollars (\$250,000.00).

Objectives

The Park Board recognizes its responsibility as custodian of the public trust to ensure the safety of the District's funds. Safety of principale therefore is the foremost objective of this Policy. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective will be to mitigate both credit and interest rate risk. Therefore, the District's investment portfolio shall be managed in a manner to attain the best available market rate of return throughout budgetary and economic cycles while preserving and protecting capital in the overall portfolio.

The annual interest earnings goal is the average rate of return on the ninety (90) day Treasury Bill taking into account the need to meet all operating expenses. Investments should meet cash flow needs, and short and long-term goals.

Return on investment is of secondtertiary importance compared to the safety and liquidity of the portfolio. Diversification is required, as appropriate, so as to minimize the effect of potential losses with respect to individual securities. Investments shall consist primarily of securities with shorter terms that have active secondary or resale markets, money market mutual funds or local government investment pools that offer same day liquidity for short-term funds. Investments shall be based on statutory constraints, prevailing market conditions and subject to the District's needs. The District's commissioners and officers should avoid any investment transaction or practice which in appearance or fact might impair public confidence in the District's stewardship of public funds.

Delegation of Authority

Authority to manage the investment program is granted to the Treasurer. Responsibility for the operation of the investment program is delegated to the ~~Chief Financial Officer~~ Superintendent of Finance.

The ~~Chief Financial Officer~~ Superintendent of Finance is designated as the Chief Investment Officer of the District ("Investment Officer") and is responsible for investment decisions and activities, under the direction of the Executive Director of the Park District and the overall guidance of the Park Board. The Investment Officer shall develop and maintain internal controls and written administrative procedures for the operation of the investment program consistent with this policy. No person may engage in an investment

transaction except as provided under the terms of this Policy and the procedures established by the Investment Officer. In order to optimize total return through active portfolio management, the District shall allocate resources to its cash management program that are sufficient for all necessary personnel and consulting services.

Financial Adviser/Manager

The Investment Officer under the direction of the Executive Director of the Park District may retain the services of a financial advisor or money manager to administer professionally the District's portfolio. Any professional investment advisor or money manager retained by the District must be a fiduciary, who has the power to select, manage, acquire or dispose of any financial assets of the District, shall acknowledge in writing that he or she has read and understands the District's Investment and Portfolio Policy and will adhere to all of the principles and standards set forth in the Policy and is one or more of the following: (1) registered as an investment advisor under the federal Investment Advisor Act, (2) registered as an investment advisor under the Illinois Securities Law of 1953, (3) a bank as defined in the federal Investment Act of 1940, or (4) an insurance company authorized to transact business in this State.

Investment advisors, money managers and banks will be selected based on their size, professional expertise, fees and services. All investment agreements will be in writing and will be evaluated on at least a quarterly basis. All investment advisors, money managers and banks will be required to show proof of a financial institution bond or equivalent in the amount of the District's assets under management.

The Investment Officer under the direction of the Executive Director of the Park District shall determine the amount of the District's portfolio to be managed under this provision.

Prudence

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

~~This~~ standard of prudence to be used by investment officials shall be the "prudent person" standard and shall be applied in the context of managing the overall portfolio.

The Executive Director of the Park District or the Investment Officer acting in accordance with ~~applicable law, this Policy and~~ written procedures and the investment policy and exercising due diligence and prudence, shall be relieved of not be held personally responsibility for an individual specific security's credit risk or market price changes, provided that deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments. they have complied with this Policy and applicable law. ~~A specific security's credit risk or market price change shall be reported immediately to the Park Board so that appropriate action can be taken to control adverse developments.~~

Ethics and Conflicts of Interest

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the Park District's investment program, or that could impair their ability to make impartial investment decisions. Employees and investment officials shall disclose to the Park Board any material interest in financial institutions that conduct business with the District. They shall further disclose to the Park Board any personal financial or investment positions that could be related to the performance of the District's investment transactions with the same entity with which the District is conducting business. Employees and officers shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of the Park District.

Monitoring and Adjusting the Portfolio

The Investment Officer will routinely monitor the contents of the portfolio, its effectiveness in meeting the District's needs for safety, liquidity, rate of return, and diversification, and its general performance, as well as the available markets and the relative values of competing instruments, and will adjust the portfolio accordingly. All portfolio instruments shall be carried, whenever possible, in the name of the District. The Investment Officer, ~~Chief Financial Officer~~ **Superintendent of Finance** or Executive Director of the Park District, or their designee (staff), shall have the authority to transfer any appropriate funds between only District accounts. Any transaction not between district accounts shall be deemed a disbursement and handled accordingly.

Internal Controls

The Investment Officer shall be responsible for establishing and maintaining an ~~a system of internal controls structure and written operational procedures~~, which shall be reviewed at least annually by the District's independent auditor. The controls shall be designed to prevent loss of public funds due to fraud, employee error, misrepresentation by third parties, unanticipated market changes or imprudent actions by employees or others. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that (1) the cost of a control should not exceed the benefits likely to be derived and (2) the valuation of costs and benefits requires estimates and judgments by management.

The internal controls shall address the following:

- Control of collusion
- Separation of transaction authority
- Custodial safekeeping
- Written confirmations of transactions for investments and wire transfers
- Authorizations of wire transfers

Short-term Versus Long-term Portfolio

Limitations on instruments, diversification and maturity scheduling shall depend upon whether funds being invested are considered short-term or long-term funds. All funds shall

be considered short-term except those reserved for capital projects (i.e., bonds sales and installment contract proceeds) reserved for future years.

~~Short-term Portfolio Diversification~~

~~Authorized Investments~~

~~The District will select investment instruments, individual financial institutions and in accordance with the following guidelines provided in 30 ILCS 235/2 and 5 ILCS 220/15 when choosing appropriate investments, limited to:~~

~~Treasury bills, notes and bonds including STRIPs (zero coupon treasury obligations) or other securities guaranteed by the United States.~~

~~Interest bearing savings accounts, certificates of deposit, interest bearing time deposits or any other investments that are direct obligations of banks and savings & loans that are either:~~

~~A. Fully insured by the appropriate U.S. government agency.~~

~~B. Fully insured by an AAA-rated U.S. Corporation.~~

~~C. Collateralized by investment securities authorized under *The Investment Act* and authorized under this policy. Such collateral is to be held by a neutral third party, registered in the District's name, priced to the market on a weekly basis and be valued at 110% of the uninsured portion of the deposit. The Investment Officer will monitor the adequacy of collateralization weekly. The District requires weekly reports with market values of pledged securities from all financial institutions.~~

~~D. Investments in any one particular bank or savings & loan shall not exceed 10% of the investment portfolio, nor 10% of that financial institution's capital unless fully insured.~~

~~Commercial Paper is limited to the following requirements:~~

- ~~• A1 by Standard & Poor's and P1 by Moody's.~~
- ~~• A2 by S&P and P2 by Moody's if fully insured by an AAA-rated U.S. Corporation.~~
- ~~• No single commercial paper investment shall exceed 10% of the portfolio; may not have a maturity longer than 180 days; may not exceed 5% of the corporation's outstanding commercial paper debt and are limited to no more than one third of the District's portfolio.~~

~~E. The short term discount notes of the Federal National Mortgage Association (Fannie Mae), and other U.S. agency securities specifically reported in *The Investment Act*. Mortgage-backed securities (U.S. Agency) will not exceed 20% of the total portfolio.~~

~~F. Money market mutual funds registered under the Investment Company Act of 1940, provided that the portfolio of any such money market mutual fund is limited to securities guaranteed by the U.S. government or issued by U.S. governmental agencies and which have as their stated objective the maintenance of \$1.00 per share net asset value.~~

~~The investment pools and fixed term securities that meet the District's investment guidelines offered by the Illinois Park District Liquid Asset Fund Plus and the State of Illinois Treasurers Investment Pool.~~

~~G. Investments in "derivative securities" are not permitted. A derivative security is any security whose value is based on the performance of any underlying financial asset, index, or other investment. Some commonly traded derivatives are: Structured Notes, Index Amortizing Notes, and certain Branches of Collateralized Mortgage Obligations (CMOS). Investments in repurchase agreements are not permitted.~~

~~H. Additional investments may be added to this list as changes to the Public Funds Investment Act or other applicable laws are amended to authorize such additional investments and such investments are determined by the Board of Park Commissioners to be an appropriate investment instrument pursuant to the standards and principles set forth in this Policy. All securities whenever possible shall be registered in the District's name, and be delivered versus payment.~~

~~Any type of security that is allowed for in the Public Funds Act provided in 30 ILCS 235 as summarized below:~~

- ~~a) Notes, bonds, certificates of indebtedness, treasury bills, or other securities, which are guaranteed by the full faith and credit of the United States of America.~~
- ~~b) Bonds, notes, debentures, or other similar obligation of the United States of America or its agencies.~~
- ~~c) Interest-bearing savings accounts, interest-bearing certificates of deposit or interest-bearing time deposits constituting direct obligations of the bank as defined by the Illinois Bank Act [205 ILCS 5].~~
- ~~d) Interest bearing bonds of a park district or any county, township, city, village, incorporated town, municipal corporations or school district. The bonds much be registered in the name of the District or held under custodial agreement at a bank. The bonds shall be rated at the time of purchase within the four highest general classifications established by a rating service of nationally recognized expertise in rating bonds of states and political subdivisions.~~
- ~~e) Money market mutual funds registered under the Investment Company Act of 1940, provided that the portfolio of any such money market mutual fund is limited to obligations described in paragraphs (a) and (b) of this section.~~

- f) Repurchase agreements, subject to the requirements and limitations set forth in 30 ILCS 235/2.
- g) Illinois Park District Liquid Asset Fund Plus (IPDLAF), the investment pool sponsored by the Illinois Association of Park Districts and Illinois Park and Recreation Association.
- h) Illinois Funds, the Local Government Investment Pool (LGIP) operated by the Illinois State Treasurer's Office.
- i) Additional investments may be added to this list as changes to the statutes occur.
- j) Investment in derivative securities is not permitted.

Investment Guidelines/Selections

Winnetka Park District investments shall be limited to those authorized by state or public stature, 30 ILCS 235/2 as listed above. When evaluating potential investment alternatives on the purchase date, the net rate of return on any investment shall be taken into consideration. As such, applicable fees for the transactions should be known and taken into account.

In general, the investment philosophy of the Park District is to invest in only secured (essentially risk free), liquid and short-term investments. Maturity dates are based on anticipated cash requirements for the future. Investment alternatives shall be reviewed to determine the best investment with the highest net yield that is consistent with the investment policy objectives of the district. All investments when issued will be in the name of the Winnetka Park District and held in safekeeping by the issuing financial institution.

Collateralization

Funds on deposit in checking accounts and certificates of deposit in excess of FDIC insurance limits must be secured by some form of collateral, witness by a written agreement and held in the name of the Winnetka Park District at an independent/third party institution. The Winnetka Park District will accept any of the following assets as collateral:

- U.S. Government Securities
- Obligations of Agencies of the U.S. Government
- Obligations of the State of Illinois
- Any other collateral acceptable for use by the Treasurer of the State of Illinois.

The amount of collateral provided will not be less than 110% of the fair market value of the net amount of public funds secured. A review of the fair value will be secured at least quarterly. Additional collateral will be requested when the ratio declines below the level requested.

Diversification

To the best of its abilities, the Winnetka Park District shall diversify the investments based upon the type of funds invested as well as the individual securities and organizations selected and the cash flow needs of the entity.

To avoid unreasonable risks, diversification of the investment portfolio shall be consistent with the objections in this Policy:

- Limiting investments to avoid over concentration in securities from a specific issuer or business sector (excluding U.S. Treasury securities),
- Limiting investment in securities that have higher credit risks,
- Investing in securities with varying maturities, and
- Continuously investing a portion of the portfolio in readily available funds such as local government pools and money market funds to ensure that appropriate liquidity is maintained in order to meet ongoing obligations.

Financial Institutions

~~Financial Institutions will be selected based on their size, professional expertise, credit quality, location, fees and service.~~

~~The District shall maintain a listing of financial institutions which are approved for investment purposes. The Investment Officer shall select only qualified institutions to be listed for this purpose.~~

Due Diligence

~~All approved depositories must provide the District with their annual audited financial statement in a timely manner as well as their quarterly statements.~~

Maturity Scheduling

Investment maturities for operating funds shall be scheduled to coincide with projected cash flow needs, taking into account large routine expenditures (payroll, vouchers, debt payments) as well as considering sizable blocks of anticipated revenue (tax receipts and bond proceeds). Final maturity dates in this category shall not exceed one (1) year from the date of purchase.

~~Long-term Portfolio Diversification~~

~~Instruments and diversification for the long-term portfolio shall be the same as for the short-term portfolio. Maturity scheduling shall be timed according to anticipated need. For example, investment of capital project funds shall be timed to meet contractor payments, usually for a term not to exceed three (3) years. Final maturity dates in this category shall not exceed three (3) years from the date of purchase. Mortgage-backed securities may not have a final maturity date greater than ten (10) years nor an average life at purchase of five (5) years as calculated on a 100 P.S.A. (Public Securities Association).~~

Surplus Fund Retention

The District shall retain an appropriate amount of surplus moneys from all fund categories to protect the District from adverse developments. These funds shall be incorporated into and invested according to this Policy. Except under special conditions in which the

accumulation of a surplus would be necessary and advantageous to the District, (e.g., Capital Projects Resources, IMRF Early Retirement Resources, etc.), the District will endeavor to limit the total assets of any fund, including any surplus in that Fund and any taxes extended for that Fund but not collected, to an amount no greater than twice the average annual expenditure from that Fund for the prior three (3) fiscal years.

Allocation of Investment Income

All investment income earned, all interest paid upon such investment and all moneys paid for their redemption and all moneys received upon resale are to be credited to the fund(s) originally used to purchase them.

Selection of Investment Instruments

~~The District shall invest any surplus funds for a specific maturity date that is required for either cash flow purposes or for conformance to maturity guidelines, in such instruments which would be most advantageous under prevailing market conditions.~~

~~Records will be kept of all investments purchased or sold by the District as required by law.~~

Reporting Requirements

~~The Investment Officer shall generate monthly reports to the Board of Park Commissioners and The Executive Director of the Park District for management purposes. These reports shall include information regarding securities in the portfolio by class or type, book value, and expected income earned as of the report date.~~

~~Any investment advisor(s) shall provide a monthly copy of the investment report to the District. The report will include:~~

~~The full description of each security holding~~

~~The purchase date of each security~~

~~The maturity date of each security~~

~~The credit ratings, if applicable~~

~~The yield on each security~~

~~The weighted average yield and weighted average maturity of the portfolio~~

~~The providers of each investment~~

~~The total amount of funds invested including the checking account balances~~

~~Any investment advisor(s) shall report investment activity to the Chief Financial Officer daily.~~

~~The Superintendent of Finance shall provide a written report to the Board of Park Commissioners monthly at its regular board meeting detailing all District investments by type, issuer, interest rate, maturity and costs.~~

Severability Adoption

~~The provisions of this Policy shall be deemed severable. Should any section or part of this Policy be declared invalid by a court of competent jurisdiction, or conflict with any~~

~~applicable state or federal statute, the remainder of the Policy nevertheless shall be valid, binding and subsisting. This Policy shall remain in full force and effect until repealed or amended by the Park Board. If after adoption of this Policy there is any conflict with the Public Funds Investment Act or any other applicable statute, current law shall control.~~

This Policy shall be in full force and effect immediately upon its passage and approval by the Board. This policy shall be reviewed on a regular basis by the Superintendent of Finance and Executive Director to monitor such matters as conformance to accepted practices and changes to the suitability of investments.

~~Amounts should be invested in instruments of differing maturities so as to insure the District sufficient cash flow, without sacrificing interest earned. Investments can be made from any of the District's operating accounts through the use of wire transfers from the District's current primary banking institution or any other accredited financial institution.~~

~~Funds are not to be invested in any financial institution that is not insured by either the Federal Depository Insurance Corporation or the Federal Depository Savings and Loan Insurance Corporation.~~

~~Instruments are not to be purchased in amounts that exceed the insurance limits of the FDIC or the FDSLIC unless they are guaranteed backing by other "Bank held" collateral, i.e., secured mortgages or publicly held commercial paper, etc. Such guarantee must be made in writing by an appropriate officer of the financial institution at which the investment is made.~~

~~Day-to-day authority to make judgments as to the type, amount, maturity and financial institution utilized for the investment of excess cash is vested in the Chief Financial Officer/Treasurer.~~

7.10 DEPOSIT OF FUNDS

The District shall designate a bank, or banks, or other financial depository institutions in which funds of the District may be deposited.

Designated depositories must furnish to the Park District copies of the last two (2) annual statements of condition and financial reports required by the Executive Director of Financial Institutions or the Comptroller of Currency. In addition, all depository institutions are to be insured by either the Federal Depository Insurance Corporation or the Federal Depository Savings and Loan Insurance Corporation.

It will be at the discretion of the ~~Chief Financial Officer~~ **Superintendent of Finance**, with the approval of the Executive Director of the Park District, to determine which institutions would best serve the District. A periodic review and evaluation of all institutions utilized

shall be conducted by the ~~Park Board's Finance Committee and reported to the~~ Board of Park Commissioners.

7.11 PETTY CASH DISBURSEMENTS

~~Funds for the procurement of supplies and services, which by their nature require cash payment (less than one hundred dollars (\$100.00) or are incidental in nature, are paid from petty cash funds exclusively and solely maintained by the District's Business Department. All petty cash disbursements shall be charged to the appropriate expense account and receipts shall be attached to the Petty Cash reimbursement voucher retained by the Business Department. Petty Cash balances, which are administratively determined, are established for Administrative office use only. Upon presentation to the Business Department of appropriate receipts and allocation of expenses, a reimbursement check will be prepared and presented for Board approval. Petty cash accounts must be accounted and reconciled monthly and audited annually.~~

Requests for petty cash may be made to the Business Department with a maximum of \$30 per petty cash request per day. Any amount above that limit must be reimbursed via a check request submittal through the accounts payable process. The Executive Director can override and approve a request for petty cash over the established limit.

No one is allowed to take money from Petty Cash without a Petty Cash Request Form signed by the appropriate supervisor. The employee receiving the petty cash will also sign the request form.

All Petty Cash Request Forms must contain the following information:

- Date
- Detailed description of the expenditure
- Name of person(s) receiving the money
- Name of authorizing supervisor
- Account number to which the expenditure will be charges
- Receipt is attached
- Signatures

The petty cash fund should be replenished by the Business Department before funds are depleted. The fund must be replenished on or before the last day of the fiscal year no matter what the amount of disbursements made.

Requests for replenishment of petty cash funds should be made on a Check Request Form and is to be accompanied by the receipts received during the accounting period. A check from the District will be issued and will serve as a reimbursement to the fund for authorized disbursements of cash.

7.12 MONTHLY FINANCIAL REPORTS

Financial reports are presented to the Park Board for its review and acceptance at the meeting held on the fourth Thursday of each month or on any date designated as an official Board Meeting. These reports include revenue and expense summaries, cash and investment summary and dashboards which provide snapshots of revenues and expenses by type as well as net operating income for all funds,

- ~~A. The “Combined Budget Report” provides a summary of the entire organization by combining the “actual” departmental results by fund and major revenue/expense classifications. It also compares total “actual” results with projected year-to-date budgets and annual budgets.~~
- ~~B. The “Fund Summary Report” summarizes all departments within a fund into one report. The report format shows “actual” results by month and by year-to-date. It also describes the budgets year-to-date and annual budgets by major revenue/expense categories.~~
- ~~C. On a quarterly basis and, only by request, following the start of the fiscal year, the “Detail Summary Report” provides by individual department “actual” results by month and year-to-date plus annual budgets and budgets year-to-date by major revenue/expense categories.~~

7.13 BOARD BILL LIST - PAID & UNPAID

The “Board Bill List” shall be presented to the Park Board on a monthly basis, which will facilitate the review and approval of all expenditures. This list will provide the vendor name, amount of expenditure, description of services provided, amounts charged and check or voucher numbers. Gross payroll expenditures will be shown when the payroll checking account is funded. Following a review of the voucher list or register, a motion shall be made approving the voucher register as submitted as of the date indicated on the register. The total amount of the register and any additions to or deletions from the register must be included.

7.14 ~~PROCEDURES FOR PURCHASING~~ POLICY/GUIDELINES

The Park District’s Purchasing Policy establishes the guidelines under which all purchases are made. The provisions of this policy adhere to all requirements of Section 8-1 (c) of the Park District Code and outlines administrative staff guidelines for purchasing. It is the intent of this policy that the Park District conducts business fairly and equitably while remaining fiscally responsible to its taxpayers.

All purchases much be in the best interest of the Park District. Local vendors and merchants will be used if at all possible, subject to compliance with the specific requirements of this Policy.

No item over \$100 should be ordered, received or paid for without a Purchase Order, Blanket Purchase Order, Emergency Purchase Order or Credit Card. Exceptions may include, but are not limited to, association dues or membership fees, conferences/training, utilities, payroll deductions, reissued checks, vehicle plates, permits, security deposit refunds, program refunds, event insurance, non-employee contractual payments, tournament winners, certificate of achievement program (GFOA), donations, cash drawer and bond and interest payments.

Budgeted Vs. Non-Budgeted Purchases

All Capital items (60000 accounts) must be individually budgeted. If an item is to be purchased from a Capital account, the item must be specifically identified in the budget or else it is considered a non-budgeted item.

All other accounts (commodities, contractual services, maintenance and repairs, etc.) are considered as part of the total budget amount and the individual items need not necessarily be identified in the budget. If \$10,000 is budgeted for electrical supplies and a \$2,000 item is purchased, then it is considered a budgeted item if the purchase of the item won't cause aggregate expenditures from the account to exceed the \$10,000 budget. Whenever the purchase of an item is expected to cause an account to exceed its budget, then the purchase is considered non-budgeted.

Ordering Guidelines

The following sets forth the guidelines regarding purchases of materials, equipment and services:

1. ~~Purchases Budgeted items of Less Than \$2,500~~

~~Department Heads have the authority to approve the purchase of budgeted items under \$500.~~

~~Telephone quotes or written quotes are not required but Department Heads are advised to make every effort to solicit a fair price for items purchased.~~

Purchases of \$500 To \$2,500

- Department Heads have the authority to approve the purchase of budgeted items under up to \$2,500.
- Although these purchases do not require verbal or telephone quotes, staff are advised to make every effort to solicit a fair price for items purchased.
- Purchases greater than \$100 require completion of a purchase order requisition, approved by the Department Head, **prior** to ordering. After the requisition has been approved and converted into a purchase order, the order may be placed.

~~At the discretion of the Department Head, staff may be required to obtain three quotes.~~

2. ~~Purchases Budgeted items of greater than or equal to \$2,5001 and less than Up To \$25,000 (Bid Limit)~~

~~—The Executive Director has the authority to approve the purchase of budgeted items up to and including \$125,000. If the Executive Director is unavailable, the Chief Financial Officer Superintendent of Finance may approve the purchase of budgeted items up to and including \$125,000. The Executive Director, with approval from the Board President may secure three quotes for purchases greater than \$15,000 up to and including \$25,000.~~

- ~~• For purchases between \$2,501 and \$25,000, three written quotes must be secured. —~~
- ~~—The original copy of the Invitation for Quotes document and the Specification and Quote Form from each individual/company submitting a quote on the item(s) must be attached to the Purchase Order (P.O.)~~
- ~~• If authorized in advance by the Executive Director, written quotes may be solicited in person or over the phone. Normally, such permission will only be given if the item can be identified by a specific brand and model number. These quotes must contain the following information:~~

1. Name of Vendor
2. Name of person obtaining quote
3. Quantities of each separate type of item
4. Detailed description of the item(s) or service(s) to be purchased
5. Dollar amounts; both unit price and item total
6. Total dollar amount of request Salesperson's name; and
7. Date on which quote was received and number of days that the quote shall be firm.

~~Obtain three written quotes or provide an explanation why three quotes are not available.~~

- ~~• These purchases require completion of a purchase order requisition, approved by the Department Head and either the Executive Director or the Superintendent of Finance, prior to ordering. The quotes must be scanned and attached to the purchase requisition. A written explanation must be provided if three quotes are not available. After the requisition has been approved and converted into a purchase order, the order may be placed.~~

~~**3. Purchases Budgeted of Item(s) and Service(s) In Excess of \$25,000**~~

~~The purchasing policy is governed by Section 8-1 (c) of the Park District Code which specifically empowers the Park District “to acquire by gift, legacy, or purchase any personal property necessary for its corporate purposes provided that all contracts for Agreements for the purchase of supplies, materials or workservices involving an expenditure in excess of \$25,000 (except as otherwise authorized herein) shall be let to the lowest responsible bidder, after due advertisement, excepting contracts which by their nature are not adapted to award by and within the prescribed procedures for competitive bidding”, such as the following:-~~

~~Those agreements, which by their nature are not adapted to award by competitive bidding, are not required to be bid, including but not limited to:~~

- ~~1. Agreements-Contracts for the services of individuals possessing a high degree of professional skill where the ability or fitness of the individual plays an important part.~~
- ~~2. Contracts for the printing of finance committee and departmental reports.~~

2.3. Contracts for the printing or engraving of bonds, tax warrants, and other evidence of indebtedness.

3.4. ~~Agreements~~ Contracts for utility services such as water, electricity, natural gas, or telephone or telegraph.

4.5. Contracts for the use, purchase, delivery, movement or installation of data processing equipment, computer hardware and software, or services and telecommunications and interconnect equipment, software or services, contracts for copiers and duplicating supplies.

5.6. Contracts for goods or services procured from another governmental agency (i.e. joint purchase).

6.7. Purchases of equipment previously owned by some other entity other than the District itself.

7.8. Purchase of magazines, books, periodicals, pamphlets and reports.

8.9. Emergency expenditures (as detailed in Section 7.15 Item J).

- Agreements to purchase items and services for amounts in excess of \$25,000 other than those purchases/contracted not required by law to be competitively bid shall be awarded by the Park Board to the lowest responsible bidder. In determining the responsibility of any bidder, the Board may take into account other factors in addition to financial responsibility, such as past transactions with the bidder, references, experience, time limits, services to be rendered by the bidder, location of bidder, conformity with specifications, terms of delivery, quality, serviceability and other pertinent considerations. (see 7.15 for Competitive Bidding Procedures)

- The agreements contained in bid documents and invitations to quote must have been prepared or reviewed by legal counsel and Park District shall not execute or approve such contracts without prior Park Board authorization and legal review when appropriate to protect the interests of the Park District. -

- These purchases require completion of a purchase order requisition, approved by the Department Head and either the Executive Director of the Superintendent of Finance, prior to ordering. The quotes must be scanned and attached to the purchase requisition. A written explanation must be provided if three quotes are not available. After the requisition has been approved and converted into a purchase order, the order may be placed.

Cooperative Purchases Other Items

- No contract or order shall be split into parks so as to avoid the provisions of this policy.
- When feasible and advantageous to the District, cooperative purchases with other governmental agencies such as the State of Illinois, Village of Winnetka and other park districts shall be made and considered to fulfill requirements of all purchases. Any such purchases shall comply with the Illinois Government al Joint Purchasing Act 30 ILCS 525/0.01.
- Whenever feasible and financially advantageous to the District, purchases from joint co-op and the state bid process shall be made.

- All cooperative/joint bid purchases above \$25,000 must still be approved by the Park Board.

Non-Budgeted Purchases

- Provided a sufficient appropriation exists for such a purchase, Department Heads have the authority to approve the purchase of non-budgeted items for amounts under \$1,000.
- A Price Quote Summary must be attached to the Purchase Order or Check Request for items purchased for amounts between \$500 and \$2,500.
- The Executive Director must approve the purchase of non-budgeted items for amounts greater than \$1,000. If the Executive Director is unavailable the **Chief Financial Officer Superintendent of Finance** may approve the purchase of non-budgeted items greater than \$1,000.
- Staff shall obtain a minimum of three written quotes for purchases of items for amounts between \$2,500 and \$15,000 or a written explanation why three quotes cannot be obtained.

~~Preferred Vendors~~

~~Preferred vendors agree to provide a certain product or service to the Park District for an agreed upon maximum price for a one-year period.~~

~~Staff must complete an Invitation to Quote form for items which are to be purchased regularly throughout the year (i.e. T-shirts, trophies, office supplies, etc.). Price quotes are then solicited from vendors.~~

~~Staff evaluates the information received and recommends a preferred vendor to the Executive Director based on price, company history and ability to deliver in a timely manner.~~

~~The Executive Director signs the agreement with the vendor which is effective from January 1 through December 31 to correspond with the District's fiscal year and to allow for appropriate budgeting.~~

~~When a budgeted item of less than \$15,000 is purchased through a preferred vendor, three quotes are not required. However, the preferred vendor number must be written on the purchase order.~~

~~Competitive bidding is required if the purchase price exceeds \$25,000.~~

Blanket (Open) Purchase Orders

- ~~Open Blanket~~ Purchase Orders are similar to charge accounts at specific stores/vendors. A monthly maximum purchase amount is designated. Specific employees are then permitted to purchase items up to a certain dollar amount without an individual

purchase order or check request. The monthly purchase order amount and individual dollar amount will vary by vendor.

- Department Heads recommend commonly used vendors who have agreed to follow the District's procedures for Open Purchase Orders. Open Purchase Orders may not be utilized if the annual expenditure with said vendor is anticipated to exceed \$25,000.
 - The Executive Director signs the agreements indicating the vendor, monthly maximum purchase amount and individual purchase dollar amount.
1. When an approved employee makes a budgeted purchase at a store which has an Open Purchase Order, the following information must accompany the receipt, receiving copy or packing slip:
 - a. One-line description of the item (this information appears on the Voucher List of Bill for Board approval so a ~~more clear~~ clearer description eliminates the need for further questions).
 - b. The budget number(s) to which the item is to be charged.
 - c. The Supervisor's/Department Head's signature.
 2. All such receipts are sent to the Finance Department. When an invoice or monthly statement is received:
 - a. It is approved by the Department Head and sent to the Accounts Payable Coordinator.
 - b. The Accounts Payable Coordinator matches the receipts, delivery tickets and Purchase Order to the invoice and prepares a voucher for entry and mailing.
 3. All non-budgeted items require a separate Purchase Order and must be approved by the Department Head (and the Executive Director or the Chief Financial Officer if greater than \$1,000).

Emergencies

In the case of emergencies which call for immediate resolution, the Executive Director shall take prompt action to employ persons or firms to perform the necessary work.

An emergency that will cost the District in excess of \$25,000 is exempt from bidding if the expenditure for said emergency is approved by three-fourths (six Board members) of the members of the Board.

Persons or firms selected to perform the emergency work shall be required to furnish a detailed report of the work performed and the reasons why it was necessary.

An emergency shall consist of a threat to the health or safety of park users, District employees, threat of severe damage to District property, or as otherwise provided by law.

Merchandise ~~For~~ Resale

Purchases of materials, equipment and supplies for use and resale in Park District operated Pro-Shops and purchases of food and merchandise for use and resale in the Park District, shall be made in a manner calculated to insure the best interests of the public and District, and only after solicitation of quotations by mail, telephone, comparative shopping or otherwise.

Credit Card Purchases

The Winnetka Park District has provided certain managers a corporate credit card with a set credit limit for use in making purchases. Each individual is responsible for the security of the card and should not permit its use for means other than those permitted by this policy. Credit cards are issue to the Executive Director, Superintendents of Finance, Parks and Recreation, certain Recreation Supervisors, Marketing Brand Manager and the Administrative Services Manager.

The Superintendent of Finance will be in charge of monitoring the credit limits to each credit card.

Employees with credit cards shall submit a completed credit card form(s) with receipts attached, to the Accounts Payable Clerk, after securing appropriate supervisory approvals and entering Purchase Requisitions, if necessary.

The Superintendent of Finance shall maintain a list of the credit cards issued to each employee and shall request that they be returned prior to termination of employment. Returned cards shall be forwarded to the Superintendent of Finance or his/her designee, and shall be cancelled.

Credit cards are to be used for Park District purposes only and all purchases shall abide by the Purchasing Policy. Consequences for failure to comply with credit card guidelines include:

- Permanent revocation of card
- Collection of unauthorized purchase amounts
- Disciplinary actions that may include termination and legal action

7.15 LEGAL COMPETITIVE BIDDING PROCEDURES

The Park District Code requires the purchase of all goods and services estimated to ~~Purchase of goods or services estimated to exceed \$25,000 in value~~ shall be awarded to the lowest responsible bidder, considering conformity with specifications, terms of delivery, quality and serviceability. Before concluding that a purchase in excess of \$25,000 is exempt from competitive bidding, approval must be obtained from the Executive Director and/or legal counsel for the District. ~~follow these legal bidding procedures: (Blank Specification forms can obtained from the Finance Department.)~~

Bidding Process:

1. A legal advertisement shall be placed in a local newspaper at least 10 days before bids are to be opened, stating the Park District's request for competitive bids to provide the needed goods or services.
2. Specifications shall be prepared and made available to all interested parties.

~~In addition to the legally required published legal notice to bidders described above, copies of specifications may be sent to qualified potential bidders outside the circulation area of the local newspaper; to insure fair bidding and increase opportunities for lower quotes and high quality bids.~~

3. Instructions to Bidders shall accompany each set of specifications issued, indicating all terms and conditions relative to the bid.
4. Instructions to Bidders for construction projects shall specify all information and documentation required from bidders, including but not limited to, business references; bid surety; Performance and Payments Bond; Insurance; Indemnification; Protection of District Property; Certification of Compliance with Labor Standards and Prevailing Wage Laws; Certification of Compliance with Public Bidding Procedures of the Illinois Criminal Code, applicable provisions of the Illinois Human Rights Act and other applicable statutes; Subcontract, Change Orders and Payment Procedures; and Guarantees. The nature and scope of each specific construction project will more clearly define the requirements of the Bid Documents and related contract. -
5. Following the issuance of "Specifications and Instructions" to Bidders, bids must be received **not later than** the date and time specified for return in order to be considered. They will be opened publicly and contracts awarded in conformity with the Public Contracts provision of the Criminal Code of Illinois. (720ILCS 5/33E-5).

6. Sealed Bids shall be opened in accordance with the following:

- ~~1.~~• The location, date and time of the bid opening shall be a part of the legal advertisement described in Subparagraph A1 above.
- ~~2.~~• Bids shall be opened in a session open to the public.
- ~~1.~~• The Secretary, Treasurer, a Park Board member or department head shall be present and preside at all bid openings. The Executive Director may designate a Department Head to preside at a bid opening.
- ~~2.~~• Bids shall be opened and acknowledgement made of the receipt of each bid.
- ~~3.~~• A report to the Park Board shall be prepared describing the project, identifying each bidder, stating the amount of each bid, any special considerations, identifying any missing submittals required by the Bid Documents, and any other information determined by staff to be relevant to the Park Board's ability to make an informed decision as to which bidder is the lowest responsible bidder. The report shall further contain staff's finding as to the lowest responsible bidder and its recommendation for award, or its recommendation to reject all bids.
- ~~4.~~• Bids received after the date and/or time indicated in Section 1 shall be returned unopened to the bidder with notation on the bid envelope or packet stating that it was a late bid, noting the date and hour received and signed by the Secretary, Treasurer, or Board member of the Park District.
- ~~5.~~• A copy of the Bid report submitted to the Board should be sent to all vendors that submitted a bid.

7.16 NOTIFICATION TO BIDDERS

Following acceptance of a specific bid or bids by the Park Board, timely notification of the action shall be made in writing to all bidders.

7.17 RE-BIDDING

In the event all bids are rejected by the of Park Board, the project may be, in the Park Board's sole discretion, re-bid following the "Bidding Procedures" set forth above.

7.18 CONTRACTS

The Park District shall award and enter into contractual arrangements with vendors for construction projects, procurement of goods and/or services for non-construction projects.

7.19 BID BONDS

The District may require as a bid surety a certified check or bid bond equal to five (5) percent of the contract as a proposal guarantee in conformity with Section 7.16-E, Bidding Procedures. Such requirement shall be made on construction projects and other bids where it is determined to be in the best interest of the District. Bid sureties shall be returned to the bidders within ten (10) days following execution of a contract by the Park District and the successful bidder.

7.20 PERFORMANCE AND LABOR PAYMENT BONDS

Performance Bonds are required to be provided for public construction projects pursuant to law and as provided by the specific project's bid specifications.

All bidders are required by the Illinois Public Construction Bond Act (30 ILCS 550/0.01 et seq.) to furnish a Performance Bond meeting specific requirements for any contract for a public work of any kind costing over \$50,000. The Park District requires each bidder to submit a Performance Bond in an amount equal to not less than one hundred (100) percent of the amount of the contract awarded and payment of all obligations there under. Bond form shall be the American Institute of Architects form A1A-311 or equivalent acceptable to the Park District. The surety on the bond shall be a company that is licensed by the Department of Insurance authorizing it to execute surety bonds and the company shall have a financial strength rating of at least A- as rated by A.M. Best Company, Inc., Moody's Investors Service, Standard and Poor's Corporation, or a similar rating agency. Failure to supply required bonds within ten (10) days after the bid acceptance or within such extended period as the Park District may grant, shall, in the sole discretion of the Park Board, constitute a non-responsive bid, and the Park District shall be entitled to pursue any remedies available to it under the applicable bid documents.

7.21 FIXED ASSETS LEDGER

~~Assets of a long term character in excess of five thousand dollars (\$5,000.00) in purchase value and which are intended to continue to be held or used, such as land, buildings, machinery, furniture and other equipment, shall be recorded at acquisition value on a ledger. The ledger shall include a description of the item, serial or identification number, date acquired, vendor name and address, purchase order, voucher number and other information, which may aid in the description and/or valuation of the item. A notation shall be made on the ledger of the date, amount received and other specific details when such assets are sold or scrapped.~~

The Winnetka Park District recognizes its fiduciary responsibility for maintaining appropriate controls over the assets entrusted to the District's care. To maintain accurate fixed asset records, information will be centralized in the Business Office. The Business Office will be responsible for maintain adequate accounting procedures and records of fixes assets to ensure the protective custody of park district property.

Definition of a Capitalized Fixed Asset

1. Assets must possess these characteristics to be classified as a fixed asset:
 - Have a useful life of greater than one year
 - Must be of significant value, greater than \$5,000
2. Fixed assets valued below the capitalization threshold of \$5,000 (on a unit basis) that warrant control due to their sensitive nature shall be inventoried at the department level where an appropriate list will be maintained. Examples of these sensitive assets may include personal computers/laptops, printers, cell phones and small power tools.
3. Depreciation Policy

The Park District uses the straight-line method of depreciation over the following estimated useful lives:

<u>Land</u>	<u>Not depreciated</u>
<u>Land Improvements</u>	<u>17-50 Years</u>
<u>Buildings and Improvements</u>	<u>17-50 Years</u>
<u>Infrastructure</u>	<u>20-30 Years</u>
<u>Machinery and Equipment</u>	<u>10-25 Years</u>
<u>Vehicles</u>	<u>4-5 Years</u>

Fixed Asset Categories

General fixed assets should be classified in one of the following major groups;

Land
Buildings
Improvements Other than Buildings
Vehicles
Park Equipment

Furniture and Office Equipment

Valuation of Fixed Assets

1. Fixed assets should be valued at **acquisition cost or purchase price** including all ancillary charges necessary to place the asset.
2. Donated fixed assets should be recorded at the estimated fair market value at the time of receipt/acquisition. If fair market value is not practicably determinable due to lack of sufficient records, estimated cost should be used.
3. The total cost of the fixed asset **should include all reasonable and necessary costs incurred to ready the asset for its proper and intended function/use**, such as delivery costs, closing costs, title and legal fees, installation charges and other costs of preparation.
4. During the normal course of the life of a fixed asset, periodic repairs and maintenance are necessary to enable the asset to achieve its estimated useful life. **In general, any expenditure which definitely adds to the fixed asset, enhances the value of it, increases its life, or increases its efficiency or capacity beyond its original state may be classified as a fixed asset or part of the original fixed asset.** Examples include adding a room to a building, adding a plow to a pick-up truck; both of which increase the output of the fixed asset.
5. The extent that the expenditure **replaces a component of the old fixed asset**, or the entire fixed assets, it should **not** be classified as a fixed asset unless the cost of the fixed asset is deleted from the fixed asset listing. This will prevent the overstatement of asset values.

Trade-Ins and Disposal of Fixed Asset

1. When an old fixed asset is traded-in to obtain a new asset, the total cost of the old asset should be removed from the fixed asset listing and the new asset should be added to the listing at its fair market value (purchase price **plus** trade-in value), not merely the cash payment for the asset.
2. Disposal of fixed assets are brought about by the sale, retirement, destruction, trade-in, theft or replacement of the asset. In such cases, the asset must be deleted from the appropriate fixed asset listing.

7.22 BUDGET PHILOSOPHY AND GUIDELINES

In the preparation of the annual fiscal budget, management will consciously work toward satisfying and fulfilling both the short-term and long-range objectives and goals formulated by management and approved by the Park Board.

It is the responsibility of management to formulate and prepare the annual fiscal budgets for each fund/department; the budgets then will be reviewed, modified, and acted upon by the Park Board.

Whenever feasible and practical, the budget process shall be decentralized. Front-line managers will formulate the preliminary drafts of their department budgets. The drafts will be reviewed by the appropriate division heads, ~~Business-Manager~~ Superintendent of Finance and Executive Director. To carry out this policy, management will employ qualified people who can understand financial information, satisfy financial requirements, and satisfactorily prepare a budget.

7.23 WIRE TRANSFERS

Wire Transfers can be made by the ~~Business-Manager~~ Superintendent of Finance to facilitate quick deposits of funds into an account or to move funds from one institution to another in lieu of a check.

Wire transfers may be made to expedite the movements of funds, to avoid penalties, late charges, and overdrafts, and to maximize interest on excess funds.

Debt originated wire transfers are to be entered on the "Board Bill List", along with all other expenditures for the specified reporting period and presented to the Board of Park Commissioners for their review and approval.

Specific transfers currently allowed are:

1. Net Payroll (Bi-weekly)
2. Credit Union Savings and Loan Withholdings
3. Federal Withholding of Payroll Taxes
4. Excess Cash Investments
5. Social Security Deposits
6. ~~Bond-Debt~~ Principal and Interest Payments
7. Holiday Savings Club
8. Employee Investment Plans

7.24 ANNUAL, EXTERNALLY CONDUCTED AUDITS (See also Section 6.03).

At least once annually an audit of the financial records of the entire Park District is to be conducted by an accredited Certified Public Accounting firm. The examination is to be made in accordance with generally accepted accounting standards and include such tests of accounting records and other auditing procedures as the audit firm deems necessary to formulate an opinion in accordance with Generally Accepted Accounting Principles and as required under 50 ILCS 310/1 *et seq.*

It is solely within the discretion of the Park Board to hire, retain, or dismiss a particular audit firm. Except as otherwise provided by law, it is also the Board's prerogative to determine the scope of the examination.

Currently, the scope of an audit includes:

A. An examination of the Park District's combined financial statements in accordance with generally accepted auditing Standards for each fiscal year ending December 31st for the following funds:

1. Governmental Fund Types
 - a. General and Recreation
 - b. Special Revenue
 - c. Debt Service
 - d. Capital Projects
 - e. Proprietary Fund Type
 - f. Enterprise
 - g. Fiduciary Fund Types

2. Trust and Agency
 - a. Account Groups
 - b. General Fixed Assets
 - c. General Long-term Debt

The examination will be directed toward an expression of an opinion on the Park District's combined financial statements; however: it is not designed nor can it be relied upon to disclose defalcations or similar irregularities should any exist. The firm will notify the Park Board, however, if any such matters are disclosed or come to the firm's attention during the examination.

- B. The firm will prepare the Park District's annual report for Park and Forest Preserve Districts to the State of Illinois.

- C. At the District's request, the firm will render advice or recommendations on accounting and other matters.

- D. The firm will furnish the Park Board and management with a "Management Letter", reporting on specific deficiencies found in the organization's internal controls system.

By request, special audits can be determined by the Park Board.

7.25 ACCOUNTS RECEIVABLE

A list of all monies due the Park District will be maintained in the Administrative Office and a statement of monies due will be issued periodically.

7.26 CONTRACTS AND OTHER OBLIGATIONS

A record of all contracts and other obligations and documents shall be kept in the Administrative Office.

7.27 FIXED INVESTMENTS

A record of all capital assets owned by the Park District will be maintained in the Administrative Office. All acquisitions and dispositions of assets will be recorded at the time of transaction.

7.28 INTERGOVERNMENTAL COOPERATION

To promote and enhance efficient use of tax dollars and effective delivery of park, facility and recreation services, the Park Board and staff shall strive to develop intergovernmental cooperation agreements with local, state and federal governments.

7.29 ~~BOND-RATING~~DEBT POLICY

The establishment of this policy is for both internal and external identification of fiscal responsibility. The District's primary objective in debt management is to keep the level of indebtedness to within available resources and within the legal debt limitations established by law.

Debt Philosophy

The District's debt philosophy is to maintain the ability to provide high quality essential services in a cost-effective manner at a minimum cost to the taxpayer.

Debt Guidelines

The District adheres to the following guidelines when approaching the option of debt as a source of revenue:

- A. Debt is used only to provide financing for essential and necessary capital projects. Long-term borrowing will not be used to finance current operations or normal maintenance.
- B. The goal of providing cost-effective services must be weighed against the ability to borrow at the lowest possible rate.
- C. The benefits of the improvement must out-weigh its costs, including the interest cost of financing.
- D. All debt issued, including lease-purchase methods, will be repaid within a period not to exceed the expected useful life of the improvements financed by the debt.

Financing Options

The District will strive to maintain a high reliance on pay-as-you-go financing for its capital improvements. When it has been determined that the incurring of debt is the best available option, the District shall choose from the following alternatives:

- A. Non-Referendum Options – There are several non-referenda debt choices:
 - a. Non-Referendum General Obligation Bonds
 - b. Installment Contracts
 - c. Capital Leases
 - d. Revenue Bonds
 - e. Bank Loans
- B. Front Door Referenda – These are referenda that require placement on the ballot with voter approval:
 - a. Tax rate increase: The public is approached for either a permanent or temporary increase in the tax rate for specific funds (General or Recreation).
 - b. Referenda Bonds: These unlimited tax general obligation bonds are limited to a 20-year maturity and count against the District’s statutory debt limit of 2.875% of the District’s most recent Equalized Assessed Valuation (EAV).
- C. Back Door Referenda – Alternate Revenue Source Bonds do not require voter approval, but the District must publish a Notice of Intent to issue. This type of bond does not count against the District’s debt limit nor does it count against the District’s non-referendum authority.
- D. Tax Anticipation Notes – This District will not issue tax anticipation notes.

Standards for Debt Issuance

All debt issued including lease-purchase methods shall be repaid within a period not to exceed the expected useful life of the improvements financed by the debt.

Selecting a Service Provider

The District shall retain an independent financial advisor for advice on debt structuring, the rating review process, marketing debt issuances, sale and post-sale services, and preparation of the official statement.

The District shall retain bond counsel for legal and procedural advice on all debt issuances.

Choosing a Method of Sale

When feasible and economical, obligations shall be issued by competitive rather than negotiated sale.

A sale may be negotiated when the issue is predominantly a refunding issue or in other non-routine situations which require more flexibility than a competitive offer allows.

Whenever the option exists to offer an issue either for competition or for negotiation, analysis of the options shall be performed to aid in the decision making process.

When a sale is not competitively bid, the District shall participate with financial advisor in the selection of the underwriter or direct purchaser.

Bond Rating

The Park District shall be committed to establishing and maintaining the best possible rating from a Municipal Bond Rating agency such as Standard and Poor or Moody's investor Service so as to minimize borrowing costs. The District shall maintain good communications with the bond rating agencies about its financial condition and will follow a policy of full and open disclosure on every financial report and bond prospectus.

Responsibility for the decision to pursue a bond rating on the District's bonds will be made by the Executive Director, Superintendent of Finance and the District's financial advisor. ~~not maintain a bond rating on an annual basis. The decision of whether or not a bond rating shall be secured will be made by the Park Board on a case by case basis for each separate bond issue approved by the Park Board based on several factors including the size of the bond issue, the cost of rating process, current park district financial condition, current market conditions, etc. If, after reviewing these factors, it is in the best interest to obtain a bond rating, the Executive Director will advise the financial advisor to initiate the rating process.~~

Arbitrage Compliance

The District actively monitors its investment practices to ensure maximum returns on its invested bond funds while complying with Federal arbitrage guidelines. The District, with its financial advisor, shall calculate arbitrage rebates, with review bon bond counsel, on all debt issues subject to IRS and U.S. Treasury Department regulations.

Refunding and Restructuring Options

The District shall consider refunding debt whenever an analysis indicates the potential for present value savings of approximately 5% of the principal being refunded or at least \$200,000. The District shall not refund less than 5% of its outstanding debt at one time except in unusual circumstances.

Bond Post Issuance Compliance

The Executive Director, or their designee, holds responsibility for managing the District's debt consistent with State and Federal laws and regulations and with the bond ordinance including bond covenants. This shall include issuance of written administrative policies and/or procedures for critical compliance matters such as Federal limitations on arbitrage.

7.30 REVENUE POLICY

This Policy applies to all revenue sources of the District.

The basis of accounting for the majority of the Park District's funds is modified accrual, and an accrual basis is used for the enterprise funds.

The Park District utilizes a modified accrual basis of accounting and budgeting, with revenues being recorded when the services or goods are available and measurable.

All funds or moneys of the District not needed for immediate disbursement shall be invested in accordance with the Investment Policy.

Overall Objectives

The Park Board primary revenue policy goal is to maintain a diversified revenue system to protect it from possible short-term fluctuations in any of its various revenue sources. To accomplish this, revenues are monitored on a continuous basis to ensure that receipts from each revenue source are at maximum levels. An understanding of economic and legal factors, which directly and indirectly affect the level of revenue collections, is an important part of the District's revenue policy. The following objectives are those that are utilized throughout the District's budget cycle as they pertain to revenues.

- A. The District will project its annual revenue through an analytical process and will adopt its budget using conservative estimates and long-term forecasting.
- B. A diversified yet stable revenue system will be utilized by the District to protect it from possible short-term fluctuations in any of its revenue sources.
- C. The District will minimize the use of one-time revenue to fund programs incurring ongoing costs.
- D. The District will, after considering all possible cost reduction alternatives, explore the possibility of obtaining new or expanded revenue sources as a way to help ensure a balanced budget.
- E. Cost recovery revenue sources will be analyzed on an annual basis and modified as necessary to ensure that revenue collections reflect the cost of providing associated District services.
- F. The District will actively oppose State and/or Federal legislation that would mandate costs to the District without providing or increasing a revenue source to offset those mandated costs. The District will continue lobbying efforts to protect current revenues received from State and Federal agencies.
- G. The District will review the budget for those programs that can be reasonably funded by user fees. This review will result in a policy that defines program cost, specifies a percentage of program cost to be offset by a fee, and establishes a rationale for the percentage. When establishing user fee levels for programs the District will consider:

~~1~~.a. Market pricing;

~~2~~.b. Increased costs associated with the programs;

~~3~~.c. The ability of the users to pay;

- ~~4.d.~~ The ability of individuals to make choices between using the service and paying the -fee or not using the service;
 - ~~5.e.~~ Program competition;
 - ~~6.f.~~ Other policy considerations. (For example setting fines high enough as deterrent or pricing fees to equalize resident vs. non-resident demand for services.)
- H. The District will adjust user fee rates annually based on an analysis of the criteria established above. The District will pursue frequent small increases as opposed to infrequent large increases.
- I. Refer to Chapters 15 and 17 for Fee Policies.

7.31 DATA SECURITY

In order to ensure that the Park District’s guests, staff and Park Board have confidence that personal information pertaining to their relationship with the District is not compromised, all reasonable measures taken to do so will be enforced, and approved data security procedures adhered to. This includes, but is not limited to, requirements from the Illinois Records Act, Health Insurance Portability and Privacy Act, Payment Card Industry Data Security Standards, and all other Federal, State, and Local Government Statutes.

7.32 FUND RESERVES

Statement of Purpose

A Fund Balance/Net Assets Policy establishes a minimum level at which the projected end-of-year fund balance/net assets must observe; as a result of the constraints imposed upon the resources reported by the governmental and proprietary funds. This policy is established to provide financial stability, cash flow for operations, and the assurance that the Park District will be able to respond to emergencies with fiscal strength. More detailed fund balance financial reporting and the increased disclosures will aid the user of the financial statements in understanding the availability of resources.

The fund balance will be composed of three primary categories: 1) Nonspendable Fund Balance, 2) Restricted Fund Balance and 3) Unrestricted Fund Balance.

Definitions

Governmental Funds – used to account for all or most of the Park District’s general activities, including the collection and disbursement of earmarked monies (special revenue funds), the acquisition or construction of general capital assets (capital projects funds) and the servicing of general long-term debt (debt service funds). The General Fund is used to account for all activities of the Park District not accounted for in some other fund.

Fund Balance – the difference between assets and liabilities in a Governmental Fund.

Nonspendable Fund Balance – the portion of a Governmental Fund’s net assets that are not available to be spent, either short-term or long-term, in either form or through legal restrictions (e.g., inventories, prepaid items, land held for resale and endowments).

Restricted Fund Balance - the portion of a Governmental Fund's net assets that are subject to external enforceable legal restrictions (e.g., grantor, contributors and property tax levies).

Unrestricted Fund Balance is made up of three components:

- **Committed Fund Balance** - the portion of a Governmental Fund's net assets with self-imposed constraints or limitations that have been placed at the highest level of decision making
- **Assigned Fund Balance** - the portion of a Governmental Fund's net assets to denote an intended use of resources
- **Unassigned Fund Balance** - available expendable financial resources in a governmental fund that are not the object of tentative management plan (i.e. assignments)

Proprietary Funds - funds include enterprise and internal service funds. The net assets will be composed of three primary categories:

- **Invested in Capital Assets, Net of Related Debt** – portion of a proprietary fund's net assets that reflects the fund's net investment in capital assets less any amount of outstanding debt related to the purchase/acquisition of said capital assets. Related debt, for this purpose, includes the outstanding balances of any bonds, mortgages, notes, or other borrowings that are attributable to the acquisition, construction, or improvement of capital assets of the Government.
- **Restricted Net Assets** – portion of a proprietary fund's net assets that are subject to external enforceable legal restrictions (e.g., grantor, contributor and bond covenants).
- **Unrestricted Net Assets** – portion of a proprietary fund's net assets that is neither restricted nor invested in capital assets (net of related debt).

Fund Balance Philosophy

It is the Park District's philosophy to support long-term financial strategies, where fiscal sustainability is its first priority, while also building funds for future growth and maintenance of capital infrastructure. It is essential to maintain adequate levels of fund balance to mitigate current and future risks (e.g., revenue shortfalls and unanticipated expenditures), ~~and~~ to ensure stable tax rates and to maintain current bond rating. Fund balance levels are also a crucial consideration in long-term financial planning. Credit rating agencies carefully monitor levels of fund balance/net assets and unassigned fund balance in the General Fund to evaluate the Park District's continued creditworthiness.

Minimum Unrestricted Fund Balance Levels

Governmental Funds

General Fund - The General Fund is a major fund and the general operating fund of the Park District. It is used to account for administrative, maintenance, parks and all financial resources except those that are accounted for in another fund.

Each year a portion of the spendable fund balance will be determined as follows:

1. **Restricted** – A portion of the fund balance will be restricted based on the amount of unspent accumulated property tax revenue at fiscal year-end.
2. **Committed** – A portion of the fund balance may be committed through formal action of the Board of Commissioners either through a resolution or ordinance.
3. **Assigned** – Fiscal Sustainability. This assigned fund balance will be maintained at a minimum level of 25% of current year annual budgeted expenditures. This will be adjusted annually with the adoption of the annual budget and is calculated at a minimum of three months (25%) of expenditures not including capital, debt service and transfers.
4. **Unassigned** – The unassigned fund balance will be reviewed annually during the budget process. Balances in excess of 40% of current year annual budgeted expenditures may be transferred to the Capital Improvements Fund to support future capital projects.

Special Revenue Funds - Special revenue funds are used to account for and report the proceeds of specific revenue sources that are legally restricted to expenditure for specified purposes other than debt service or capital projects. Financing for most special revenue funds is provided by a specific annual property tax levy. In some cases, financing is received from admissions, fees and charges for programs and activities. These proceeds are devoted exclusively to the purposes of which the special tax was authorized. Fund balances in special revenue funds (other than the Recreation Fund) are derived from property taxes and are therefore legally restricted to the purpose of the fund.

1. **Recreation** - This fund is a major fund and is used exclusively for planning, establishing, and maintaining recreational programs carried out by the Park District. Financing is provided from fees and charges for programs and activities and an annual property tax levy. Any accumulation of fund balance other than the unspent accumulated property tax is considered attributable to fees and charges.

Each year a portion of the spendable fund balance will be determined as follows:

- i. **Restricted** – A portion of the fund balance will be restricted based on the amount of unspent accumulated property tax revenue at fiscal year-end.
- ii. **Committed** – A portion of the fund balance may be committed through formal action of the Park Board either through a resolution or ordinance.
- iii. **Assigned** – Fiscal Sustainability. This assigned fund balance will be maintained at a minimum level of 25% of current year annual budgeted expenditures. This will be adjusted annually with the adoption of the annual budget and is calculated at a minimum of three months (25%) of expenditures not including capital, debt service and transfers.

The remaining fund balance for this fund will be committed to future operations and improvements for recreation programs.

2. **Northern Suburban Special Recreation Association (NSSRA) Fund** - This fund is a major fund and established to account for revenues derived from a specific annual property tax levy and expenditures of these monies to the Northern Suburban Special Recreation Association, to provide special recreation programs for the physically and mentally handicapped.

The targeted restricted fund balance of the NSSRA shall be calculated as follows:

- i. A portion of the fund balance will be restricted based on the amount of unspent accumulated property tax revenue at fiscal year--end.
- ii. The remaining restricted fund balance for this fund will be targeted at a minimum level of 25% of current year annual budgeted expenditures. This will be adjusted annually with the adoption of the annual budget and is calculated at a minimum of three months (25%) of expenditures not including capital, debt service and transfers.

3. **Workers Compensation Fund** - This fund is a non-major fund and accounts for the revenues and expenditures related to the Park District's annual worker's compensation activities. Financing is provided from an annual property tax levy, the proceeds of which can only be used for this purpose. Fund balances in this fund are derived from property taxes and are therefore legally restricted to the purpose of the fund.

The targeted restricted fund balance of the Workers Compensation Fund shall be calculated as follows:

- i. A portion of the fund balance will be restricted based on the amount of unspent accumulated property tax revenue at fiscal year--end.
- ii. The remaining restricted fund balance for this fund will be targeted at a minimum level of 25% of current year annual budgeted expenditures. This will be adjusted annually with the adoption of the annual budget and is calculated at a minimum of three months (25%) of expenditures not including capital, debt service and transfers.

4. **IMRF/FICA Fund** - The IMRF/FICA Fund is a major fund and accounts for Federal Insurance Contributions Act (FICA) payroll taxes on both employees and employers to fund Social Security and Medicare and to-- the activities resulting from the Park District's participation in the Illinois Municipal Retirement Fund. Revenues are provided by a specific annual property tax levy which produces a sufficient amount to pay the Park District's contributions to the Fund on behalf of the Park District's employees. Fund balances in this fund are derived from property taxes and are therefore legally restricted to the purpose of the fund.

The targeted restricted fund balance of the IMRF/FICA Fund shall be calculated as follows:

- i. A portion of the fund balance will be restricted based on the amount of unspent accumulated property tax revenue at fiscal year--end.

- ii. The remaining restricted fund balance for this fund will be targeted at a minimum level of 25% of current year annual budgeted expenditures. This will be adjusted annually with the adoption of the annual budget and is calculated at a minimum of three months (25%) of expenditures not including capital, debt service and transfers.
5. **Audit Fund** - This fund is a non-major fund and accounts for the expenditures related to the Park District's annual financial compliance audit which is mandated by State statute. Financing is provided from an annual property tax levy, the proceeds of which can only be used for this purpose. Fund balances in this fund are derived from property taxes and are therefore legally restricted to the purpose of the fund.

The targeted restricted fund balance of the Audit Fund shall be calculated as follows:

- i. A portion of the fund balance will be restricted based on the amount of unspent accumulated property tax revenue at fiscal year-end.
 - ii. The remaining restricted fund balance for this fund will be targeted at a minimum level of 25% of current year annual budgeted expenditures. This will be adjusted annually with the adoption of the annual budget and is calculated at a minimum of three months (25%) of expenditures not including capital, debt service and transfers.
6. **Liability Insurance Fund** - This fund is a non-major fund and accounts for the operation of the Park District's insurance and risk management activities. Financing is provided from an annual property tax levy. This fund records the insurance expenditures.

The targeted restricted fund balance of the Liability Insurance Fund shall be calculated as follows:

- i. A portion of the fund balance will be restricted based on the amount of unspent accumulated property tax revenue at fiscal year-end.
- ii. The remaining restricted fund balance for this fund will be targeted at a minimum level of 25% of current year annual budgeted expenditures. This will be adjusted annually with the adoption of the annual budget and is calculated at a minimum of three months (25%) of expenditures not including capital, debt service and transfers.

A. Debt Service Fund - This fund is a major fund and was established to account for financial resources that are restricted, committed, or assigned to expenditure for principal and interest.

The Park District levies an amount close to the principal and interest that is anticipated to be paid. Any fund balance accumulation should be minimum and less than 5% of the annual debt payment. Fund balances in this fund are derived from property taxes and are therefore legally restricted to the purpose of the fund.

B. Capital Projects Fund – This fund is a major fund established to account for and report financial resources that are restricted, committed, or assigned to expenditure for capital outlays including the acquisition or construction of capital facilities and other capital assets, excluding those types of capital related outflows financed by proprietary funds.

This fund's fund balance will be considered restricted, committed, or assigned depending on the intended source/use of the funds.

Proprietary Funds

A. Golf Fund - This fund is a major enterprise fund and is established to account for and report financial resources that are invested in capital assets, net of related debt, restricted, or unrestricted for future spending related to the golf fund. The focus of enterprise fund measurement is upon determination of operating income, changes in net assets, financial position, and cash flows. The generally accepted accounting principles applicable are those similar to businesses in the private sector. Enterprise funds are required to account for operations for which a fee is charged to external users for goods or services and the activity (a) is financed with debt that is solely secured by a pledge of the net revenues, (b) has third party requirements that the cost of providing services, including capital costs, be recovered with fees and charges or (c) establishes fees and charges based on a pricing policy designed to recover similar costs.

Financing – User fees, debt financing, or grants are used to finance operations, capital outlay and improvements, and debt service retirements.

Net Assets – Considered invested in capital assets net of related debt (for amounts capitalized as capital assets, less the outstanding debt related to the acquisition of said assets. Restricted net assets relate to bond covenant reserves as outlined in the bond ordinance. Unrestricted net asset targets should represent no less than 25% of current year operating expenses (excluding debt service and capitalized asset expenses).

B. Platform Tennis Fund - This fund is a non-major enterprise fund and is established to account for and report financial resources that are invested in capital assets, net of related debt, restricted, or unrestricted for future spending related to the platform tennis fund. The focus of enterprise fund measurement is upon determination of operating income, changes in net assets, financial position, and cash flows. The generally accepted accounting principles applicable are those similar to businesses in the private sector. Enterprise funds are required to account for operations for which a fee is charged to external users for goods or services and the activity (a) is financed with debt that is solely secured by a pledge of the net revenues, (b) has third party requirements that the cost of providing services, including capital costs, be recovered with fees and charges or (c) establishes fees and charges based on a pricing policy designed to recover similar costs.

Financing – User fees, debt financing, or grants are used to finance operations, capital outlay and improvements, and debt service retirements.

Net Assets – Considered invested in capital assets net of related debt (for amounts capitalized as capital assets, less the outstanding debt related to the acquisition of said

assets. Restricted net assets relate to bond covenant reserves as outlined in the bond ordinance. Unrestricted net asset targets should represent no less than 25% of current year operating expenses (excluding debt service and capitalized asset expenses).

C. Tennis Fund - This fund is a major enterprise fund and is established to account for and report financial resources that are invested in capital assets, net of related debt, restricted, or unrestricted for future spending related to the tennis fund. The focus of enterprise fund measurement is upon determination of operating income, changes in net assets, financial position, and cash flows. The generally accepted accounting principles applicable are those similar to businesses in the private sector. Enterprise funds are required to account for operations for which a fee is charged to external users for goods or services and the activity (a) is financed with debt that is solely secured by a pledge of the net revenues, (b) has third party requirements that the cost of providing services, including capital costs, be recovered with fees and charges or (c) establishes fees and charges based on a pricing policy designed to recover similar costs.

Financing – User fees, debt financing, or grants are used to finance operations, capital outlay and improvements, and debt service retirements.

Net Assets – Considered invested in capital assets net of related debt (for amounts capitalized as capital assets, less the outstanding debt related to the acquisition of said assets. Restricted net assets relate to bond covenant reserves as outlined in the bond ordinance. Unrestricted net asset targets should represent no less than 25% of current year operating expenses (excluding debt service and capitalized asset expenses).

D. Indoor Ice Arena Fund - This fund is a major enterprise fund and is established to account for and report financial resources that are invested in capital assets, net of related debt, restricted, or unrestricted for future spending related to the indoor ice arena fund. The focus of enterprise fund measurement is upon determination of operating income, changes in net assets, financial position, and cash flows. The generally accepted accounting principles applicable are those similar to businesses in the private sector. Enterprise funds are required to account for operations for which a fee is charged to external users for goods or services and the activity (a) is financed with debt that is solely secured by a pledge of the net revenues, (b) has third party requirements that the cost of providing services, including capital costs, be recovered with fees and charges or (c) establishes fees and charges based on a pricing policy designed to recover similar costs.

Financing – User fees, debt financing, or grants are used to finance operations, capital outlay and improvements, and debt service retirements.

Net Assets – Considered invested in capital assets net of related debt (for amounts capitalized as capital assets, less the outstanding debt related to the acquisition of said assets. Restricted net assets relate to bond covenant reserves as outlined in the bond

ordinance. Unrestricted net asset targets should represent no less than 25% of current year operating expenses (excluding debt service and capitalized asset expenses).

Flow Assumptions

Some projects (funds) are funded by a variety of resources, including both restricted and unrestricted (committed, assigned and unassigned). When restricted funds exist, those funds are used first, then unrestricted. For unrestricted funds, committed funds are used first, then assigned, then unassigned.

Authority

A. Committed Fund Balance – A self-imposed constraint on spending the fund balance must be approved by ordinance or resolution of the Board of Commissioners. Any modifications or removal of the self-imposed constraint must use the same action used to commit the fund balance.

Formal action to commit fund balance must occur before the end of the fiscal year. The dollar amount of the commitment can be determined after year end.

B. Assigned Fund Balance – A self-imposed constraint on spending the fund balance based on the Park District's intent to use fund balance for a specific purpose. The authority may be delegated to the Executive Director.

Other Considerations

In establishing the above policies for unrestricted fund balance/net asset levels, the Park District considered the following factors:

- The predictability of the Park District's revenues and the volatility of its expenditures (i.e., higher levels of unrestricted fund balance may be needed if significant revenue sources are subject to unpredictable fluctuations or if operating expenditures are highly volatile)
- The Park District's perceived exposure to significant one-time outlays (e.g., disasters, immediate capital needs, state budget cuts)
- The potential drain upon General Fund resources from other funds as well as the availability of resources in other funds (i.e., deficits in other funds may require a higher level of unrestricted fund balance be maintained in the General Fund, just as, the availability of resources in other funds may reduce the amount of unrestricted fund balance needed in the General Fund)
- Liquidity (i.e., a disparity between when financial resources actually become available to make payments and the average maturity of related liabilities may require that a higher level of resources be maintained)
- Commitments and assignments (i.e., park district may wish to maintain higher levels of unrestricted fund balance to compensate for any portion of unrestricted fund balance already committed or assigned by the park district for a specific purpose)

If any of the above factors change, the Park District should readdress current unrestricted fund balance/net asset levels to ensure amounts are appropriate.

END

Tracking

Review and Update	April 2016
Administrative Committee:	April 14, 2016
Board First Reading:	April 28, 2016
Board Second Reading & Adoption:	May 26, 2016
Review Due:	March 2019

Notes: Red highlights are staff's recommendations for update in 2019.

**Winnetka Park District
BOARD SUMMARY**

Date: June 20, 2019
Subject: Policy Manual: Chapters 8-13 First Reading
From: Mary Cherveney, Administrative Services Manager
Through: John Muno, Executive Director

SUMMARY

On May 9, 2019 the Park Board reviewed chapters 8-13 of the policy manual. The Board reviewed the **red line** changes at that meeting, with no **blue line** changes occurring during or after the May 9, 2019 meeting. The final reading will be in clean copy form unless there are new changes during or after the June 20, 2019 reading.

Per policy, two readings required prior to formal Board adoption. Tonight is the first reading and the second reading/adoption planned for July 25, 2019.

STAFF RECOMMENDATION

Staff recommendations Board approve the first reading of Chapters 8-13 of the policy manual as presented with a second reading/adoption placed on the July 25, 2019 agenda.

END

**WINNETKA PARK DISTRICT
POLICY MANUAL
CHAPTER 8**

RECREATION

8.01 Purpose and Philosophy of Recreation Programming

8.02 Participation in a Recreation Program

8.03 Inclusion

8.04 Priority of Registration

8.05 Participant/Visitor Behavior Policy

8.06 Fees and Charges

8.07 Scholarships

8.08 Affiliate Groups

8.09 Community Based Organizations

8.10 Cooperative Programming

8.11 Volunteers

8.12 Outside Contractors

8.13 Community and Participation Input

8.14 Refunds

8.00 RECREATION

8.01 PURPOSE AND PHILOSOPHY OF RECREATION PROGRAMMING

The Mission Statement of the Winnetka Park District states:

“The Winnetka Park District’s mission is to provide a balance of quality recreation and leisure opportunities, while protecting assets, natural resources and open space for the benefit of present and future generations”.

The philosophy of the Recreation Department is consistent with that of the mission statement of the Winnetka Park District.

The **Park** District recognizes that recreation is a broad concept and entails the provision of recreation programs in many forms. The **Park** District will provide programs in park facilities that encourage self-directed recreation and use for individuals and groups through structured activity. The Recreation Department shall provide trained, qualified leadership to plan and direct recreation activities. Of primary concern will be the provision of a diversified quality driven set of recreation programs and activities for individuals as a means to enrich their recreation pursuits.

The **Park** District's recreation programs will:

- A. Provide comparable and appropriate program opportunities through parks, beaches and facilities.
- B. Offer diversified program activities throughout the year that serve all ages and individual interests when possible.
- C. Provide a reasonable balance between indoor and outdoor activities.
- D. Provide for varying levels of skill and ability.
- E. Encourage individuals and groups to initiate and participate in self-directed activities.
- F. Provide opportunities for participants to share in the planning and implementation of activities.
- G. Afford opportunities for instructional as well as competitive activities.
- H. Recognize that the Park District is not the only agency responsible for the provision of leisure activities and work cooperatively to coordinate recreation program activities through other private and public agencies, clubs, and organizations.
- I. Be sensitive to changing conditions, interests, and needs of the people.
- J. Promote skills and activities which individuals implement at home.
- K. Provide a means by which residents can indicate their recreation desires and submit suggestions regarding new program opportunities.
- L. Provide opportunities for the evaluation of recreation programs and facilities by leadership and participants.
- M. Provide residents with appropriate staff and facility contacts.

8.02 PARTICIPATION IN A RECREATION PROGRAM

Participation in activities sponsored by the Park District shall be open to all individuals in line with various age, sex, or registration limit criteria as may be established for particular programs. Non-residents may be charged a higher rate than the resident rate.

The **Park** District shall comply with the Americans with Disabilities Act (ADA) and provide equal opportunities to persons with disabilities. The Park District invites adults and children with disabilities to register and participate in programs and will make reasonable accommodations for those individuals.

The **Park** District shall attempt to provide recreation program opportunities based on the public's desires and interests as interpreted by the **Park** District's staff and Park Board, provided that finances and facilities are available and that the activity is consistent with the **Park** District's Mission.

8.03 INCLUSION

All programs and activities are open and available to participants with disabilities. These services are provided in conjunction with the Park District's partner agency, Northern Suburban Special Recreation Association. Refer to Chapter and Sections 5.22 Northern Suburban Special Recreation Association and 5.23 Inclusion of this Policy Manual.

8.04 PRIORITY OF REGISTRATION

Once the seasonal brochure is sent to all the households within the Winnetka Park District, a grace period of **2 1 weeks** will be given to residents as a priority for registration. After this grace period, registration will be open to all nonresidents.

8.05 PARTICIPANT/**VISITOR** BEHAVIOR POLICY

All participants/**visitors** are expected to exhibit appropriate behavior at all times. The following guidelines have been developed to help make **children's** programs, **special events and facilities** safe and enjoyable for all participants/**visitors**. Additional rules may be developed for specific programs/**facilities** as deemed necessary by staff.

The Park District insists that all participants/**visitors** comply with a basic behavior code. All participants/**visitors** shall:

- Show respect to all participants, **visitors**, staff, and volunteers. Participants/**visitors** should follow program rules and take direction from staff.
- Refrain from using abusive or foul language.
- Refrain from threatening or causing bodily harm to self, other participants, **other visitors** or staff.
- Show respect for equipment, supplies, and facilities.
- Not possess any weapons.

Program Participants

A positive approach will be used regarding discipline. Staff will periodically review rules with participants during the program session. If inappropriate behavior occurs, a prompt resolution will be sought specific to each individual's situation. The Park District reserves the right to dismiss a participant whose behavior endangers his or her own safety or the safety of others.

If the participant exhibits inappropriate actions, the following guidelines will be followed:

1. Program leaders should determine the severity of the action and immediately take steps to correct it. These may include but are not limited to:
 - A verbal warning.
 - A supervised time-out from the program-The type of time-out may vary according to the situation (observational: from sidelines of activity; exclusion: away from the group but within view of the activity; seclusion: time-out area with staff member present away from view of the activity). If physical restraint is used to protect against injury, the time-out should be documented on a conduct report. Any conduct report made will be given to the full-time supervisor.
 - A suspension from the program for a designated time period. When determining the timeframes of suspension, staff will consider the severity of the actions; the length of the program or activity; any past behavior issues with the individual; and willingness to improve their inappropriate behavior.
 - Dismissal from the program or activity. If inappropriate behavior persists or the behavior completely disrupts a program, removal from the program or activity may be necessary. Once again, the Park District reserves the right to dismiss a participant whose behavior endangers his or her own safety or the safety of others.
2. If a participant receives a time-out or a suspension, the supervisor of the program will contact the parent/guardian.
3. Appeals by the participant and/or participant's parent/guardian should be directed to the Superintendent of Recreation.

Visitors

The Park District reserves the right to remove a visitor from the program/facility who does not comply with the basic behavior code and/or whose behavior endangers his or her own safety or the safety of others.

If the visitor exhibits inappropriate actions, the following guidelines will be followed:

- A verbal warning.
- A suspension from the facility and/or Park District property for a designated time period. When determining the timeframes of suspension, staff will consider the severity of the actions; any past behavior issues with the individual; and willingness to improve their inappropriate behavior.

- Once again, the Park District reserves the right to dismiss a visitor whose behavior endangers his or her own safety or the safety of others.

Appeals should be directed to the Superintendent of Recreation.

Police Notification

If a participant/visitor makes a direct threat of hurting himself or others.

If a participant/visitor becomes overly aggressive or violent.

If a participant/visitor is removed from a program and returns to the facility.

8.06 FEES AND CHARGES

All fees associated within the Recreation Department will be established and reviewed by the Park Board annually. Refer to Chapter and Section 15.01 Fees and Charges policy.

8.07 SCHOLARSHIPS

Partial scholarships, up to 90%, are available for participants who may require financial assistance in order to participate in Park District programs. Those applying for scholarships are encouraged to do so prior to the start of the program. All required paperwork must be completed, submitted to the ~~main~~ Winnetka Park District’s Administrative Office at 540 Hibbard Rd., Winnetka, IL. 50093, and reviewed before any scholarships will be awarded. Please refer to Chapter and Section 5.29 Scholarship/Financial Assistance.

8.08 AFFILIATE GROUPS

The groups in this category are those with which the Park District has a working relationship. Each agency or group aids the other in providing quality services to the community. In this category, groups are self-sustaining within both their organizational structure and their financial needs. Affiliate groups are billed directly for the costs of time and material provided by the Park District.

Groups with which the Park District is currently affiliated are:

AYSO Soccer	Kenilworth/Winnetka Baseball Association
Winnetka Public Schools**	Northern Suburban Special Recreation Association
Junior Northshore Trevians Youth Football	Winnetka Parks Foundation
Winnetka Hockey Club	

~~**Winnetka Public School District and the Winnetka Park District have signed an Intergovernmental Agreement (IGA).~~

These activities offered are to:

- Provide satisfactory, enjoyable leisure-time activities for the public.
- Be consistent when providing recreation opportunities to the public with the Winnetka Park District brand of service.
- Serve in the best interest of the entire public.

- D. Contribute to participants’ physical development and wellbeing. Determine proper safeguards for the physical, as well as the psychological needs of participants.
- E. Encourage the development of desirable traits such as sportsmanship, fair play, and team work as by-products of each member's program.
- F. Create a spirit of unity within the public.
- G. Form workshops to train the volunteers in areas that are common to all the members.
- H. Provide for spectators' needs and determine how spectators can benefit the organization.
- I. All affiliates must comply with the Park District’s American with Disabilities (ADA) protocol.

8.09 COMMUNITY BASED ORGANIZATIONS

The Park District maintains a working relationship with several community-based organizations to provide recreation opportunities and avoid direct duplication.

Groups with which the Park District currently has a working relationship:

Winnetka-Northfield Chamber of Commerce	Winnetka Youth Organization
Winnetka-Northfield Library	North Shore Country Day School
Alliance for Early Childhood	Rotary Club of Winnetka-Northfield
New Trier High School	Winnetka Parks Foundation
Northern Suburban Special Recreation Association	

8.10 COOPERATIVE PROGRAMMING

The Park District may from time to time conduct programs cooperatively with nearby park and school districts. When running a program with other park districts, the two may share: space, staff, publicity, and other items to conduct the program.

8.11 VOLUNTEERS

Volunteers are an important component in the success of the Recreation Department. Volunteers are involved in many areas and are utilized in many capacities including: coaches, assistant coaches, advisory board members, special event planners, parade marshals, and special event workers, to name a few. All volunteers are subject to a background check, prior to placement.

8.12 OUTSIDE CONTRACTORS

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 indoor and outdoor programs, the contractor receives 70% of the fees and the Park District receives 30% of the fees.

- B. Each contractor must comply with all regulations of the Park District’s Certificate of Insurance requirements and must have a signed Independent Contractor Agreement on file once a year.

8.13 PUBLIC AND PARTICIPATION INPUT

The Park District relies upon and encourages public input in order to conduct, restructure, and improve programs. Several methods will be used to achieve public input.

- A. Caucus Questionnaire: Each year the Winnetka Caucus questionnaire is distributed to the community. A section of the questionnaire is devoted to the Park District and may include questions specific to the Recreation, Parks or Facilities Departments.
- B. Focus Groups: When necessary, focus groups will be formed to discuss specific areas or topics of general interest.
- C. Advisory Boards: May be created on an as needed basis to discuss general and specific issues relative to facilities/programs.
- D. End of Season/Conclusion of Program Evaluations: At the end of each ~~beach~~-season and the conclusion of every program, participants are asked to complete an evaluation of their experience with the program or beach season. Evaluations are sent to each participant via email and have two (2) weeks to complete each evaluation.

8.14 REFUNDS

Membership and program refund requests are considered pursuant to the Recreation Program procedure manual, and upon request at the registration desk and approval of the Superintendent of Recreation.

END

2019 Tracking

Review and Update: May 9, 2019
Board First Reading: June 20, 2019
Board Second Reading & Adoption:

Review Due: May 2022

Notes: Red highlights were reviewed on May 9, 2019.

**WINNETKA PARK DISTRICT
POLICY MANUAL
CHAPTER 9**

INDOOR/OUTDOOR TENNIS

- 9.01 Purpose of Outdoor Tennis Courts**
- 9.02 Purpose for Indoor Courts**
- 9.03 Priority for Use of Revenue**
- 9.04 Fees and Charges**
- 9.05 Determination of Program Mix on an Annual Basis**
- 9.06 Outside Professional Policy**
- 9.07 Scholarships**
- 9.08 Inclusion**
- 9.09 Participant/Visitor Behavior Policy**
- 9.10 Refunds**

1st Reading

9.00 INDOOR/OUTDOOR TENNIS

9.01 PURPOSE OF OUTDOOR TENNIS COURTS

The purpose of providing twelve (12) outdoor tennis facilities is to provide the needed quantity of courts, without losing the quality of a valid recreational activity. Outdoor tennis courts further allow participation by the public in an outdoor setting.

Comprehensive Service

It is Park District policy to provide a high quality outdoor tennis facility, related programs, and services which are comprehensive in scope and consistent for all individuals, regardless of race, color, religion, sex, sexual orientation, national origin, ancestry, age, marital status, physical or mental disability, military status, unfavorable discharge from military service, personal beliefs or economic status.

9.02 PURPOSE FOR INDOOR COURTS

The District provides eight (8) indoor, high quality courts. Use policies are designed to provide service to members to ensure fair, equitable, and maximum use of the courts.

9.03 PRIORITY FOR USE OF REVENUE

All revenue produced by the A.C. Nielsen tennis facilities is credited to, and all related expenses are charged to an Enterprise Fund. Revenue must be sufficient to pay all operation maintenance, depreciation and replacement costs, with a financial goal of improving fund balance/cash reserves from year to year.

9.04 FEES AND CHARGES

All rates associated with the use of the District's tennis courts will be established and reviewed by the Park Board annually. Refer to Chapter and Section 15.01 Fees and Charges policy.

9.05 DETERMINATION OF PROGRAM ON AN ANNUAL BASIS

Program determination is based on a review by the Tennis Manager. Reviews will take place with past records of programs which have fostered a high degree of interest and attendance and which are then continued and/or expanded. New programs are developed as needed to replace unsuccessful programs and/or to accommodate the interests of participants and age groups.

9.06 OUTSIDE PROFESSIONAL POLICY

Teaching lessons or giving any instruction by an individual who charges a fee or who earns income from lessons at any District tennis facility is prohibited unless prior written consent is received from the facility manager.

- A. Requests to use the District's tennis facilities by non-staff professionals is discouraged and in general will not be approved due to the conflicting nature with Park District programs and instruction.
- B. No individual may conduct a camp, clinic, or similar group activity at any District tennis facility without a permit from the Park District.
- C. No peddler, vendor, or any other person involved in an endeavor for profit shall engage in the commercial sale or distribution of goods on Park District property without a permit, including without limitation the giving of instruction for a fee.
- D. Any non-staff professional using the tennis facility must have written permission of the facility manager and pay all appropriate fees for the use of that facility. If granted permission, non-staff professionals must provide a current certificate of liability insurance to the facility manager naming the Park District as additionally insured.
- E. Any non-staff professional using a tennis facility without consent will be subject to the following:
 1. **First Warning:** Verbal warning and asked to follow the policy as stated in Section 9.06. Person will be provided the written policy.
 2. **Second Warning:** Subject to a fine of not less than \$50 and no more than \$250.

9.07 SCHOLARSHIPS

Partial scholarships, up to 90%, are available for participants who may require financial assistance in order to participate in Park District programs. Those applying for scholarships are encouraged to do so prior to the start of the program. All required paperwork must be completed, submitted to the **main Winnetka Park District's** Administrative Office at 540 Hibbard Rd., **Winnetka, IL. 50093**, and reviewed before any scholarships will be awarded. Please refer to Chapter and Section 5.29 Scholarship/Financial Assistance.

9.08 INCLUSION

All programs and activities at the Tennis Facility are open and available to participants with disabilities. These services are provided in conjunction with the Park District's partner agency, Northern Suburban Special Recreation Association. Refer to Chapter and Sections 5.22 Northern Suburban Special Recreation Association and 5.23 Inclusion of this Policy Manual.

9.09 PARTICIPANT/**VISITOR** BEHAVIOR POLICY

All participants/**visitors** are expected to exhibit appropriate behavior at all times. The following guidelines have been developed to help make **children's**-programs, **special events and facilities**

safe and enjoyable for all participants/**visitors**. Additional rules may be developed for specific programs/**facilities** as deemed necessary by staff.

The Park District insists that all participants/**visitors** comply with a basic behavior code. All participants/**visitors** shall:

- Show respect to all participants, **visitors**, staff, and volunteers. Participants/**visitors** should follow program rules and take direction from staff.
- Refrain from using abusive or foul language.
- Refrain from threatening or causing bodily harm to self, other participants, **other visitors** or staff.
- Show respect for equipment, supplies, and facilities.
- Not possess any weapons.

Program Participants

A positive approach will be used regarding discipline. Staff will periodically review rules with participants during the program session. If inappropriate behavior occurs, a prompt resolution will be sought specific to each individual's situation. The Park District reserves the right to dismiss a participant whose behavior endangers his or her own safety or the safety of others.

If the participant exhibits inappropriate actions, the following guidelines will be followed:

1. Program leaders should determine the severity of the action and immediately take steps to correct it. These may include but are not limited to:
 - A verbal warning.
 - A supervised time-out from the program-The type of time-out may vary according to the situation (observational: from sidelines of activity; exclusion: away from the group but within view of the activity; seclusion: time-out area with staff member present away from view of the activity). If physical restraint is used to protect against injury, the time-out should be documented on a conduct report. Any conduct report made will be given to the full-time supervisor.
 - A suspension from the program for a designated time period. When determining the timeframes of suspension, staff will consider the severity of the actions; the length of the program or activity; any past behavior issues with the individual; and willingness to improve their inappropriate behavior.
 - Dismissal from the program or activity. If inappropriate behavior persists or the behavior completely disrupts a program, removal from the program or activity may be necessary. Once again, the Park District reserves the right to dismiss a participant whose behavior endangers his or her own safety or the safety of others.
2. If a participant receives a time-out or a suspension, the supervisor of the program will contact the parent/guardian.
3. Appeals by the participant and/or participant's parent/guardian should be directed to the Facility Manager.

Visitors

The Park District reserves the right to remove a visitor from the program/facility who does not comply with the basic behavior code and/or whose behavior endangers his or her own safety or the safety of others.

If the visitor exhibits inappropriate actions, the following guidelines will be followed:

- A verbal warning.
- A suspension from the facility and/or Park District property for a designated time period. When determining the timeframes of suspension, staff will consider the severity of the actions; any past behavior issues with the individual; and willingness to improve their inappropriate behavior.
- Once again, the Park District reserves the right to dismiss a visitor whose behavior endangers his or her own safety or the safety of others.

Appeals should be directed to the Facility Manager

Police Notification

If a participant/visitor makes a direct threat of hurting himself or others.

If a participant/visitor becomes overly aggressive or violent.

If a participant/visitor is removed from a program and returns to the facility.

9.10 REFUNDS.

Membership and program refund requests are considered pursuant to the facility procedure manual, and upon request at the registration desk and approval of the Facility Manager.

END

2019 Tracking

Review and Update: May 9, 2019
Board First Reading: June 20, 2019
Board Second Reading & Adoption:

Review Due: May 2022

Notes: Red highlights were reviewed on May 9, 2019.

**WINNETKA PARK DISTRICT
POLICY MANUAL
CHAPTER 10**

PLATFORM TENNIS OPERATIONS

10.01 Purpose and Philosophy of Operations

10.02 Priority for Use of Revenue

10.03 Fees and Charges

10.04 Agreement with the Winnetka Platform Tennis Club

10.05 Outside Professional Policy

10.06 Scholarships

10.07 Inclusion

10.08 Participant/Visitor Behavior Policy

10.09 Refunds

1st Reading

10.00 PLATFORM TENNIS OPERATIONS

10.01 PURPOSE AND PHILOSOPHY OF OPERATIONS

The purpose of platform tennis operations is to provide a wholesome and meaningful recreational experience to residents and patrons of the Winnetka Park District. ~~to work in partnership with the Winnetka Platform Tennis Club (WPTC) in planning the use of the District's platform tennis courts; and to provide a positive environment in which people may have the opportunity to learn skills for current and future enjoyment.~~

- A. Programs will be structured to provide opportunities for both recreation and competitive events, weighted to the level of participation. As a general policy, programs will be financed by the participants, contributing to the overall financial strength of the Platform Tennis Facility.
- B. User groups will provide programming in certain areas. These groups presently include the Winnetka Platform Tennis Club (WPTC), North Shore Country Day School (NCDSC), Chicago Platform Tennis Tournaments Charities, Inc. (CPTTC). Management of the Platform Tennis Facility will make every attempt to work cooperatively with such groups to improve the quality of programs offered.

Comprehensive Service

It is Park District policy to provide a high quality platform tennis facility, related programs, and services which are comprehensive in scope and consistent for all individuals, regardless of race, color, religion, sex, sexual orientation, national origin, ancestry, age, marital status, physical or mental disability, military status, unfavorable discharge from military service, personal beliefs or economic status.

10.02 PRIORITY FOR USE OF REVENUE

All revenue produced by the platform tennis operation is credited to, and all related expenses are charged to an Enterprise Fund. Revenue must be sufficient to pay all operation maintenance, depreciation and replacement costs, with a financial goal of improving fund balance/cash reserves from year to year.

10.03 FEES AND CHARGES

All rates associated with the use of the District's platform tennis courts will be established and reviewed by the Park Board annually. Refer to Chapter and Section 15.01 Fees and Charges policy.

10.04 AGREEMENT WITH THE WINNETKA PLATFORM TENNIS CLUB

With designated affiliate groups such as WPTC, a formal written agreement will be reviewed ~~annually~~ regularly with approval by the Park Board.

10.05 OUTSIDE PROFESSIONAL STAFF POLICY

- A. Teaching lessons or giving any instruction by an individual who charges a fee or who earns income from lessons at any District platform tennis court facility is prohibited **unless** prior written consent is received from the facility manager.
- B. No individual may conduct a camp, clinic, or similar group activity at a District platform tennis court facility without a permit from the Park District.
- C. No peddler, vendor, or another person involved in an endeavor for profit shall engage in the commercial sale or distribution of goods on Park District property without a permit, including without limitation the giving of instruction for a fee.
- D. Any non-staff professional must provide a current certificate of liability insurance to the facility manager naming the Park District as additionally insured.
- E. Any non-staff professional using the District platform tennis court facility must have written approval of the facility manager and pay all appropriate fees for the use of that facility.
- F. Any professional teaching a private lesson on the courts will be charged a fee of \$10.00 per lesson.
- G. Any non-staff professional using a District platform tennis court facility without consent will be subject to the following:
 - 1. **First Warning:** Verbal warning and asked to follow the policy as in this Section 10.05. Person will be provided the written policy.
 - 2. **Second Warning:** Subject to a fine of not less than \$50 and not more than \$250.

10.06 SCHOLARSHIPS

Partial scholarships, up to 90%, are available for participants who may require financial assistance in order to participate in Park District programs. Those applying for scholarships are encouraged to do so prior to the start of the program. All required paperwork must be completed, submitted to the ~~main~~ **Winnetka Park District's** Administrative Office at 540 Hibbard Rd., **Winnetka, IL. 50093**, and reviewed before any scholarships will be awarded. Please refer to Chapter and Section 5.29 Scholarship/Financial Assistance.

10.07 INCLUSION

All programs and activities at the platform tennis facility are open and available to participants with disabilities. These services are provided in conjunction with the Park District's partner agency, Northern Suburban Special Recreation Association. Refer to Chapters and Sections 5.22 Northern Suburban Special Recreation Association and 5.23 Inclusion of this Policy Manual.

10.08 PARTICIPANT/**VISITOR** BEHAVIOR POLICY

All participants/**visitors** are expected to exhibit appropriate behavior at all times. The following guidelines have been developed to help make ~~children's~~ programs, **special events and facilities** safe and enjoyable for all participants/**visitors**. Additional rules may be developed for specific programs/**facilities** as deemed necessary by staff.

The Park District insists that all participants/**visitors** comply with a basic behavior code. All participants/**visitors** shall:

- Show respect to all participants, **visitors**, staff, and volunteers. Participants/**visitors** should follow program rules and take direction from staff.
- Refrain from using abusive or foul language.
- Refrain from threatening or causing bodily harm to self, other participants, **other visitors** or staff.
- Show respect for equipment, supplies, and facilities.
- Not possess any weapons.

Program Participants

A positive approach will be used regarding discipline. Staff will periodically review rules with participants during the program session. If inappropriate behavior occurs, a prompt resolution will be sought specific to each individual's situation. The Park District reserves the right to dismiss a participant whose behavior endangers his or her own safety or the safety of others.

If the participant exhibits inappropriate actions, the following guidelines will be followed:

1. Program leaders should determine the severity of the action and immediately take steps to correct it. These may include but are not limited to:
 - A verbal warning.
 - A supervised time-out from the program-The type of time-out may vary according to the situation (observational: from sidelines of activity; exclusion: away from the group but within view of the activity; seclusion: time-out area with staff member present away from view of the activity). If physical restraint is used to protect against injury, the time-out should be documented on a conduct report. Any conduct report made will be given to the full-time supervisor.
 - A suspension from the program for a designated time period. When determining the timeframes of suspension, staff will consider the severity of the actions; the length of the program or activity; any past behavior issues with the individual; and willingness to improve their inappropriate behavior.
 - Dismissal from the program or activity. If inappropriate behavior persists or the behavior completely disrupts a program, removal from the program or activity may be necessary. Once again, the Park District reserves the right to dismiss a participant whose behavior endangers his or her own safety or the safety of others.

2. If a participant receives a time-out or a suspension, the supervisor of the program will contact the parent/guardian.
3. Appeals by the participant and/or participant's parent/guardian should be directed to the Facility Manager.

Visitors

The Park District reserves the right to remove a visitor from the program/facility who does not comply with the basic behavior code and/or whose behavior endangers his or her own safety or the safety of others.

If the visitor exhibits inappropriate actions, the following guidelines will be followed:

- A verbal warning.
- A suspension from the facility and/or Park District property for a designated time period. When determining the timeframes of suspension, staff will consider the severity of the actions; any past behavior issues with the individual; and willingness to improve their inappropriate behavior.
- Once again, the Park District reserves the right to dismiss a visitor whose behavior endangers his or her own safety or the safety of others.

Appeals should be directed to the Facility Manager.

Police Notification

If a participant/visitor makes a direct threat of hurting himself or others.

If a participant/visitor becomes overly aggressive or violent.

If a participant/visitor is removed from a program and returns to the facility.

10.09 REFUNDS.

Membership and program refund requests are considered pursuant to the facility procedure manual, and upon request of the registration desk and approval of the Facility Manager.

END

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**WINNETKA PARK DISTRICT
POLICY MANUAL
CHAPTER 11**

WINNETKA PARK DISTRICT GOLF COURSE

11.01 Purpose of 18 Hole and Par 3 Operations

11.02 Priority for Use of Revenue

11.03 Fees and Charges

11.04 Concession/Vending Operations

11.05 Outside Professional Policy

11.06 Scholarships

11.07 Inclusion

11.08 Participant/Visitor Behavior Policy

11.09 Refunds

1st Reading

11.00 WINNETKA PARK DISTRICT GOLF COURSE

11.01 PURPOSE OF 18-HOLE AND PAR-3 OPERATIONS

The Winnetka Park District offers two golf courses to challenge golfers' abilities and provide for recreation pleasure. The 18-Hole Course (Par 71) is a beautiful 6,452-yard championship course with irrigated fairways, greens and tees. The Par-3, an attractive 1,225-yard, nine-hole course, is designed to test the best golfer's short game and provide interesting play for players of all levels of ability.

It is the purpose of the golf operation to provide a high quality facility and related programs through which individual patrons and affiliate groups can have a wholesome and satisfying leisure time experience.

The mission of the Winnetka Golf Club is to offer a challenging, well-manicured park district golf course that provide affordable, time efficient, golf. Customer service and satisfaction have been targeted as high priorities to ensure return patronage to the facility. In addition, the Club will:

- Provide an enjoyable environment for the game of golf for players of all levels.
- Provide innovative and effective golf instructions
- Support the future of golf with a quality junior golf program.

Effective Management

Sound management practices shall be applied in the golf operation to ensure efficiency and cost effectiveness resulting in a sustainable business operation.

Comprehensive Service

It is Park District policy to provide a high quality golf facility, related programs, and services which are comprehensive in scope and consistent for all individuals, regardless of race, color, religion, sex, sexual orientation, national origin, ancestry, age, marital status, physical or mental disabilities, military status, and unfavorable discharge from military service, personal beliefs or economic status.

Community Involvement

The Park District desires to develop optimum use of the golf courses through the involvement of affiliate groups, organizations, and individuals in a cooperative effort to maximize all resources available, and strengthen community involvement in the use of the golf course.

11.02 PRIORITY FOR USE OF REVENUE

All revenue produced by the golf operation is credited to, and all related expenses are charged to an Enterprise Fund. Revenue must be sufficient to pay all operation maintenance, depreciation and replacement costs, with a financial goal of improving fund balance/cash reserves from year to year.

11.03 FEES AND CHARGES

All rates associated with the use of the District's golf course operations will be established and reviewed by the Park Board annually. Refer to Chapter and Section 15.01 Fees and Charges policy.

11.04 CONCESSION/VENDING OPERATIONS

The Concessions will be licensed to an outside contractor, in accordance with a written contractual agreement approved by the Park Board.

11.05 OUTSIDE PROFESSIONAL POLICY

Teaching lessons or giving any instruction by an individual who charges a fee or who earns income from lessons at any part of the District golf facility is prohibited **unless** prior written consent is received from the facility manager.

- A. Requests to use the District's golf facilities by non-staff professionals is discouraged and in general will not be approved due to the conflicting nature with Winnetka Park District programs and instruction.
- B. No individual may conduct a camp, clinic, or similar group activity at any District golf facility without a permit from the Winnetka Park District.
- C. No peddler, vendor, or any other person involved in an endeavor for profit shall engage in the commercial sale or distribution of goods on Winnetka Park District property without a permit, including without limitation the giving of instruction for a fee.
- D. Any non-staff professional using the golf facility must have written permission of the facility manager and pay all appropriate fees for the use of that facility. If granted permission, non-staff professionals must provide a current certificate of liability insurance to the facility manager naming the Winnetka Park District as additionally insured.
- E. Any non-staff professional using any part of the golf facility without consent will be subject to the following:
 1. **First Warning:** Verbal warning and asked to follow the policy as stated in Section 11.05. Person will be provided the written policy.
 2. **Second Warning:** Subject to a fine of not less than \$50 and no more than \$250.

11.06 SCHOLARSHIPS

Partial scholarships, up to 90%, are available for participants who may require financial assistance in order to participate in Park District programs. Those applying for scholarships are encouraged to do so prior to the start of the program. All required paperwork must be completed, submitted to

the ~~main~~ **Winnetka Park District's** Administrative Office at 540 Hibbard Rd., **Winnetka, IL. 50093**, and reviewed before any scholarships will be awarded. Please refer to Chapter and Section 5.29 Scholarship/Financial Assistance.

11.07 INCLUSION

All programs and activities at the golf facility are open and available to participants with disabilities. These services are provided in conjunction with the Park District's partner agency, Northern Suburban Special Recreation Association. Refer to Chapters and Sections 5.22 Northern Suburban Special Recreation Association and 5.23 Inclusion of this Policy Manual.

11.08 PARTICIPANT/VISITOR BEHAVIOR POLICY

All participants/**visitors** are expected to exhibit appropriate behavior at all times. The following guidelines have been developed to help make ~~children's~~ programs, **special events and facilities** safe and enjoyable for all participants/**visitors**. Additional rules may be developed for specific programs/**facilities** as deemed necessary by staff.

The Park District insists that all participants/**visitors** comply with a basic behavior code. All participants/**visitors** shall:

- Show respect to all participants, **visitors**, staff, and volunteers. Participants/**visitors** should follow program rules and take direction from staff.
- Refrain from using abusive or foul language.
- Refrain from threatening or causing bodily harm to self, other participants, **other visitors** or staff.
- Show respect for equipment, supplies, and facilities.
- Not possess any weapons.

Program Participants

A positive approach will be used regarding discipline. Staff will periodically review rules with participants during the program session. If inappropriate behavior occurs, a prompt resolution will be sought specific to each individual's situation. The Park District reserves the right to dismiss a participant whose behavior endangers his or her own safety or the safety of others.

If the participant exhibits inappropriate actions, the following guidelines will be followed:

1. Program leaders should determine the severity of the action and immediately take steps to correct it. These may include but are not limited to:
 - A verbal warning.
 - A supervised time-out from the program-The type of time-out may vary according to the situation (observational: from sidelines of activity; exclusion: away from the group but within view of the activity; seclusion: time-out area with staff member present away from view of the activity). If physical restraint is used to protect against injury, the time-out should be documented on a conduct report. Any conduct report made will be given to the full-time supervisor.

- A suspension from the program for a designated time period. When determining the timeframes of suspension, staff will consider the severity of the actions; the length of the program or activity; any past behavior issues with the individual; and willingness to improve their inappropriate behavior.
 - Dismissal from the program or activity. If inappropriate behavior persists or the behavior completely disrupts a program, removal from the program or activity may be necessary. Once again, the Park District reserves the right to dismiss a participant whose behavior endangers his or her own safety or the safety of others.
2. If a participant receives a time-out or a suspension, the supervisor of the program will contact the parent/guardian.
 3. Appeals by the participant and/or participant's parent/guardian should be directed to the Facility Manager.

Visitors

The Park District reserves the right to remove a visitor from the program/facility who does not comply with the basic behavior code and/or whose behavior endangers his or her own safety or the safety of others.

If the visitor exhibits inappropriate actions, the following guidelines will be followed:

- A verbal warning.
- A suspension from the facility and/or Park District property for a designated time period. When determining the timeframes of suspension, staff will consider the severity of the actions; any past behavior issues with the individual; and willingness to improve their inappropriate behavior.
- Once again, the Park District reserves the right to dismiss a visitor whose behavior endangers his or her own safety or the safety of others.

Appeals should be directed to the Facility Manager.

Police Notification

If a participant/visitor makes a direct threat of hurting himself or others.

If a participant/visitor becomes overly aggressive or violent.

If a participant/visitor is removed from a program and returns to the facility.

11.09 REFUNDS

Membership and program refund requests are considered pursuant to the facility procedure manual, and upon request of the registration desk and approval of the Facility Manager.

END

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1st Reading

**WINNETKA PARK DISTRICT
POLICY MANUAL
CHAPTER 12**

WINNETKA PARK DISTRICT ICE ARENA

- 12.01 Purpose and Philosophy of Operations**
- 12.02 Determination of Program Mix on an Annual Basis**
- 12.03 Priority for Use of Revenue**
- 12.04 Fees and Charges**
- 12.05 Scholarships**
- 12.06 Inclusion**
- 12.07 Concession/Vending Operations**
- 12.08 Outside Professional Policy**
- 12.09 Participant/Visitor Behavior Policy**
- 12.10 Refunds**

1st Reading

12.00 WINNETKA PARK DISTRICT ICE ARENA

12.01 PURPOSE AND PHILOSOPHY OF OPERATIONS

The purpose of the Winnetka Ice Arena is to provide ice skating programs and activities for residents and non-residents of the Park District.

- A. Programs will be structured to provide opportunities for both recreation and competitive events, weighted to the level of participation. As a general policy, it is expected that all programs will be financed by the participants, with all programs contributing to the overall financial strength of the Ice Arena.
- B. User groups will provide programming in certain areas. These groups presently include the Winnetka Hockey Club (WHC), New Trier Hockey Club, and Skokie Valley Skating Club. Management of the Ice Arena will make every attempt to work cooperatively with such groups to improve the quality of programs offered at the Ice Arena.
- C. With designated affiliate groups such as WHC, a formal written agreement will be reviewed **annually regularly** with approval by the Park Board.

Comprehensive Service

It is Park District policy to provide a high quality ice arena, related programs, and services which are comprehensive in scope and consistent for all individuals, regardless of race, color, religion, sex, sexual orientation, national origin, ancestry, age, marital status, physical or mental disability, military status, unfavorable discharge from military service, personal beliefs or economic status.

12.02 DETERMINATION OF PROGRAM MIX ON AN ANNUAL BASIS

- A. It is the goal of the Winnetka Park District to offer a well-rounded skating program to meet the recreational needs of the community.
- B. A well-rounded program will offer activities and programs based on participation. Participation and ice availability indicate how much ice time will be allocated to a particular program.
- C. All proposed changes to the structure of the Ice Arena will be reviewed by the Park Board before such changes are implemented.

12.03 PRIORITY FOR USE OF REVENUES

All revenue produced by the Ice Arena is credited to, and all related expenses are charged to an Enterprise Fund. Revenue must be sufficient to pay all operation maintenance, depreciation and replacement costs, with a financial goal of improving fund balance/cash reserves from year to year.

12.04 FEES AND CHARGES

All rates associated with the use of the District's Ice Arena operations will be established and reviewed by the Park Board annually. Refer to Chapter and Section 15.01 Fees and Charges policy.

12.05 SCHOLARSHIPS

Partial scholarships, up to 90%, are available for participants who may require financial assistance in order to participate in Park District programs. Those applying for scholarships are encouraged to do so prior to the start of the program. All required paperwork must be completed, submitted to the ~~main~~ **Winnetka Park District's** Administrative Office at 540 Hibbard Rd., **Winnetka, IL. 50093**, and reviewed before any scholarships will be awarded. Please refer to Chapter and Section 5.29 Scholarship/Financial Assistance.

12.06 INCLUSION

All programs and activities at the Ice Arena are open and available to participants with disabilities. These services are provided in conjunction with the Park District's partner agency, Northern Suburban Special Recreation Association. Refer to Chapters and Sections 5.22 Northern Suburban Special Recreation Association and 5.23 Inclusion of this Policy Manual.

12.07 CONCESSION/VENDING OPERATIONS

The Concession will be licensed to an outside contractor, in accordance with a written contractual agreement approved by the Park Board.

12.08 OUTSIDE PROFESSIONAL POLICY

- A. Teaching lessons or giving any instruction by an individual who charges a fee or who earns income from lessons at the Ice Arena is prohibited **unless** prior written consent is received from the facility manager.
- B. At the Ice Arena, the request to have non-staff professionals give instruction is discouraged and in general will not be approved due to the conflicting nature with Winnetka Park District programs and instruction.
- C. No individual may conduct a camp, clinic, or similar group activity at the Ice Arena without approval from the Facility Manager from the Winnetka Park District.
- D. No peddler, vendor, or another person involved in an endeavor for profit shall engage in the commercial sale or distribution of goods on Winnetka Park District property without a permit, including without limitation the giving of instruction for a fee.
- E. Any non-staff professional using the Ice Arena must have written approval of the facility manager and pay all appropriate fees for the use of Ice Arena. Non-staff professionals who are granted permission must provide a; WPD independent service

- provider agreement and a current certificate of liability insurance to the facility manager naming the Winnetka Park District as additionally insured.
- F. Any non-staff professional using the Ice Arena without consent will be subject to the following:
1. **First Warning:** Verbal warning and asked to follow the policy as stated in this Section 12.08. Person will be provided the written policy.
 2. **Second Warning:** Subject to a fine of not less than \$50 and not more than \$250.

12.09 PARTICIPANT/**VISITOR** BEHAVIOR POLICY

All participants/**visitors** are expected to exhibit appropriate behavior at all times. The following guidelines have been developed to help make ~~children's~~ programs, **special events and facilities** safe and enjoyable for all participants/**visitors**. Additional rules may be developed for specific programs/**facilities** as deemed necessary by staff.

The Park District insists that all participants/**visitors** comply with a basic behavior code. All participants/**visitors** shall:

- Show respect to all participants, **visitors**, staff, and volunteers. Participants/**visitors** should follow program rules and take direction from staff.
- Refrain from using abusive or foul language.
- Refrain from threatening or causing bodily harm to self, other participants, **other visitors** or staff.
- Show respect for equipment, supplies, and facilities.
- Not possess any weapons.

Program Participants

A positive approach will be used regarding discipline. Staff will periodically review rules with participants during the program session. If inappropriate behavior occurs, a prompt resolution will be sought specific to each individual's situation. The Park District reserves the right to dismiss a participant whose behavior endangers his or her own safety or the safety of others.

If the participant exhibits inappropriate actions, the following guidelines will be followed:

1. Program leaders should determine the severity of the action and immediately take steps to correct it. These may include but are not limited to:
 - A verbal warning.
 - A supervised time-out from the program-The type of time-out may vary according to the situation (observational: from sidelines of activity; exclusion: away from the group but within view of the activity; seclusion: time-out area with staff member present away from view of the activity). If physical restraint is used to protect against injury, the time-out should be documented on a conduct report. Any conduct report made will be given to the full-time supervisor.

- A suspension from the program for a designated time period. When determining the timeframes of suspension, staff will consider the severity of the actions; the length of the program or activity; any past behavior issues with the individual; and willingness to improve their inappropriate behavior.
 - Dismissal from the program or activity. If inappropriate behavior persists or the behavior completely disrupts a program, removal from the program or activity may be necessary. Once again, the Park District reserves the right to dismiss a participant whose behavior endangers his or her own safety or the safety of others.
2. If a participant receives a time-out or a suspension, the supervisor of the program will contact the parent/guardian.
 3. Appeals by the participant and/or participant's parent/guardian should be directed to the Facility Manager.

Visitors

The Park District reserves the right to remove a visitor from the program/facility who does not comply with the basic behavior code and/or whose behavior endangers his or her own safety or the safety of others.

If the visitor exhibits inappropriate actions, the following guidelines will be followed:

- A verbal warning.
- A suspension from the facility and/or Park District property for a designated time period. When determining the timeframes of suspension, staff will consider the severity of the actions; any past behavior issues with the individual; and willingness to improve their inappropriate behavior.
- Once again, the Park District reserves the right to dismiss a visitor whose behavior endangers his or her own safety or the safety of others.

Appeals should be directed to the Facility Manager.

Police Notification

If a participant/visitor makes a direct threat of hurting himself or others.

If a participant/visitor becomes overly aggressive or violent.

If a participant/visitor is removed from a program and returns to the facility.

12.10 REFUNDS

Membership and program refund requests are considered pursuant to the facility procedure manual, and upon request of the registration desk and approval of the Facility Manager.

END

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**WINNETKA PARK DISTRICT
POLICY MANUAL
CHAPTER 13**

BEACH AND BOAT LAUNCH

13.01 Purpose and Philosophy of Operations

13.02 Concession/Vendor Operations

13.03 Fees and Charges

13.04 Scholarships

13.05 Inclusion

13.06 Participant/Visitor Behavior Policy

13.07 Refunds

13.08 Swimming Beach Rules and Regulations

13.09 Tower Road Beach Parking Regulations

13.10 Lloyd Beach Rules and Regulations

13.11 Lloyd Beach Parking Regulations

13.00 BEACH AND BOAT LAUNCH

13.01 PURPOSES AND PHILOSOPHY OF OPERATION

The waterfront areas of the Park District shall be operated to serve the recreation interests and needs of its patrons. Swimming, boating, picnicking, playgrounds, instructional classes, and special event programming shall be offered annually.

Every effort will be made by the **Park** District to maintain a safe and sanitary waterfront. The health and welfare of beach patrons shall be of highest priority.

Comprehensive Service

It is Park District policy to provide a high quality lakefront facility, related programs, and services which are comprehensive in scope and consistent for all individuals, regardless of race, color, religion, sex, sexual orientation, national origin, ancestry, age, marital status, physical or mental disability, military status, unfavorable discharge from military service, personal beliefs or economic status.

13.02 CONCESSION/VENDOR OPERATIONS

Any concession or rental operation will be licensed to an outside contractor, in accordance with a written contractual agreement approved by the Park **Board District Staff**.

13.03 FEES AND CHARGES

All rates associated with the use of the **Park** District's ~~beach and launch~~ lakefront operations will be established and reviewed by the Park Board annually. Refer to Chapter and Section 15.01 Fees and Charges policy.

- A. Any District resident or non-resident may use the beach providing that person has paid the established fee and does not violate any of the rules and regulations of the **Park** District.
- B. Children under the age of three (3) will not be charged admission.
- C. Service animals are welcomed on the beach, but must be identified with supporting documents.

13.04 SCHOLARSHIPS

Partial scholarships, up to 90%, are available for participants who may require financial assistance in order to participate in Park District programs. Those applying for scholarships are encouraged to do so prior to the start of the program. All required paperwork must be completed, submitted to the ~~main~~ **Winnetka Park District's** Administrative Office at 540 Hibbard Rd., **Winnetka, IL. 50093**, and reviewed before any scholarships will be awarded. Please refer to Chapter and Section 5.29 Scholarship/Financial Assistance.

13.05 INCLUSION

All programs and activities at all ~~beaches and at the boat launch~~ lakefront facilities are open and available to participants with disabilities. These services are provided in conjunction with the Park District's partner agency, Northern Suburban Special Recreation Association. Refer to Chapter and Sections 5.22 Northern Suburban Special Recreation Association and 5.23 Inclusion of this Policy Manual.

13.06 PARTICIPANT/**VISITOR** BEHAVIOR POLICY

All participants/**visitors** are expected to exhibit appropriate behavior at all times. The following guidelines have been developed to help make ~~children's~~ programs, **special events and facilities** safe and enjoyable for all participants/**visitors**. Additional rules may be developed for specific programs/**facilities** as deemed necessary by staff.

The Park District insists that all participants/**visitors** comply with a basic behavior code. All participants/**visitors** shall:

- Show respect to all participants, **visitors**, staff, and volunteers. Participants/**visitors** should follow program rules and take direction from staff.
- Refrain from using abusive or foul language.
- Refrain from threatening or causing bodily harm to self, other participants, **other visitors** or staff.
- Show respect for equipment, supplies, and facilities.
- Not possess any weapons.

Program Participants

A positive approach will be used regarding discipline. Staff will periodically review rules with participants during the program session. If inappropriate behavior occurs, a prompt resolution will be sought specific to each individual's situation. The Park District reserves the right to dismiss a participant whose behavior endangers his or her own safety or the safety of others.

If the participant exhibits inappropriate actions, the following guidelines will be followed:

1. Program leaders should determine the severity of the action and immediately take steps to correct it. These may include but are not limited to:
 - A verbal warning.
 - A supervised time-out from the program-The type of time-out may vary according to the situation (observational: from sidelines of activity; exclusion: away from the group but within view of the activity; seclusion: time-out area with staff member present away from view of the activity). If physical restraint is used to protect against injury, the time-out should be documented on a conduct report. Any conduct report made will be given to the full-time supervisor.
 - A suspension from the program for a designated time period. When determining the timeframes of suspension, staff will consider the severity of the actions; the length of

the program or activity; any past behavior issues with the individual; and willingness to improve their inappropriate behavior.

- Dismissal from the program or activity. If inappropriate behavior persists or the behavior completely disrupts a program, removal from the program or activity may be necessary. Once again, the Park District reserves the right to dismiss a participant whose behavior endangers his or her own safety or the safety of others.
2. If a participant receives a time-out or a suspension, the supervisor of the program will contact the parent/guardian.
 3. Appeals by the participant and/or participant's parent/guardian should be directed to the Superintendent of Recreation.

Visitors

The Park District reserves the right to remove a visitor from the program/facility who does not comply with the basic behavior code and/or whose behavior endangers his or her own safety or the safety of others.

If the visitor exhibits inappropriate actions, the following guidelines will be followed:

- A verbal warning.
- A suspension from the facility and/or Park District property for a designated time period. When determining the timeframes of suspension, staff will consider the severity of the actions; any past behavior issues with the individual; and willingness to improve their inappropriate behavior.
- Once again, the Park District reserves the right to dismiss a visitor whose behavior endangers his or her own safety or the safety of others.

Appeals should be directed to the Superintendent of Recreation.

Police Notification

If a participant/visitor makes a direct threat of hurting himself or others.

If a participant/visitor becomes overly aggressive or violent.

If a participant/visitor is removed from a program and returns to the facility.

13.07 REFUNDS

Membership and program refund requests are considered pursuant to the facility procedure manual, and upon request of the registration desk and approval of the Superintendent of Recreation.

13.08 SWIMMING BEACH RULES AND REGULATIONS

The following regulations will be implemented by the Park District staff during hours of operations to insure that all beach users will be able to use Tower Road, Maple Street, and Elder Lane beaches

in harmony. At the time of purchase each season pass holder is asked to read the following regulations and signs a form that they are aware, understand and will follow all rules when they are at the beaches.

1. Hours of operation are 9am to 7pm.
2. No swimming when lifeguards are not present.
3. The beach and facility will be closed when water is unsafe.
4. Swimming is only allowed in designated swim areas.
5. Parents and/or guardians are responsible for supervising children.
6. Children nine and under must be accompanied by an adult.
7. No flotation devices allowed, except USCG approved life jackets.
8. Children who are not toilet trained must wear tight fitting plastic pants or swim diapers.
9. No scuba or snorkeling equipment allowed.
10. No roughhousing or horseplay allowed.
11. No throwing rocks or sand in the swimming areas.
12. No motorized vessels allowed.
13. No non-motorized vessels allowed at Tower Road and Maple Street Beaches.
14. Non-motorized vessels are only allowed on the north side of the pier at Elder Lane Beach.
15. Motorized or non-motorized vessels are only allowed at Lloyd Boat Launch.
16. No jumping off piers.
17. No fires, including grills, are allowed on the beach.
18. No glass containers allowed on the beach.
19. No alcohol allowed on the beach.
20. Smoking is not allowed at any Winnetka Park District facility.
21. Dogs are only allowed at Centennial Dog Beach. Ordinance #504 will be enforced.
22. Winnetka Park District parking sticker or Village of Winnetka vehicle registration sticker is required for the lower lot at Tower Road Beach.
23. The Village of Winnetka Police Department regularly patrols the beach enforces all Park District ordinances.
24. All other state and local health codes apply.

- ~~1. Hours of Operation are 9am to 7pm.~~
- ~~2. When lifeguards are not present, swimming is at your own risk.~~
- ~~3. Swimming is allowed only in the supervised swimming areas as posted at each beach.~~
- ~~4. Parents and guardians are responsible for the supervision of children.~~
- ~~5. Children 9 and under must be accompanied by an adult.~~
- ~~6. Coast Guard approved life jackets are allowed when the child is within arm's reach of their parent. All other floatation devices are not allowed.~~
- ~~7. No scuba or snorkeling equipment is allowed.~~
- ~~8. Children who are not toilet trained must wear tight fitting plastic pants or swim diapers.~~
- ~~9. Beach facilities will be closed whenever water is considered unsafe by Health Department or lifeguards.~~
- ~~10. There is no rough housing or horse play allowed. Lifeguards will enforce this rule to ensure the safety of others.~~
- ~~11. No throwing rocks or sand in the swimming areas.~~

- ~~12. No jumping off piers.~~
- ~~13. No fires, including grills, are allowed on the beach.~~
- ~~14. Glass containers are not allowed on the beach.~~
- ~~15. No alcohol is allowed on the beach.~~
- ~~16. Smoking is prohibited at all Winnetka Park District facilities.~~
- ~~17. Dogs are only allowed at Centennial Dog Beach. Village ordinance #504 will be enforced.~~
- ~~18. A Winnetka Park District parking sticker or Village of Winnetka vehicle registration sticker must be present to park in the lower lot at Tower Road Beach.~~
- ~~19. Motorized or non-motorized vessels are only allowed at Lloyd Boat Launch.~~
- ~~20. The Village of Winnetka Police Department maintains a regular patrol of the beach and enforces all Park District ordinances.~~
- ~~21. All other state and local health codes apply.~~

13.09 TOWER ROAD BEACH PARKING REGULATIONS

Parking in the lower lot at Tower Road Beach is restricted to Village of Winnetka residents with the Village of Winnetka sticker present or beach pass holders with a Tower Road parking sticker from May 15-September 15. If a non-resident purchases a daily pass to the beach, they will not be granted access to park in the lower lot. If they do park in the lower lot, they will be ticketed and fined \$50 from the Winnetka Police Department.

When a family who lives in Winnetka purchases season passes, they do not receive a Tower Road parking sticker, since the Village ordinance indicates a vehicle with a Village of Winnetka sticker will be allowed to park in the lower lot.

Northfield/**Glencoe** residents who are members of the Winnetka Park District receive two (2) Tower Road parking stickers when they purchase a season pass. This will grant them access to park in the lower lot at Tower Road Beach. If a Northfield/**Glencoe** resident, who is a member of the Winnetka Park District, loses their parking sticker or asks for a third parking sticker, they can be purchased for \$5.00.

~~Non-residents who purchase a season pass will receive one (1) Tower Road parking sticker. This will grant them access to park in the lower lot at Tower Road Beach. They do not have the option to purchase a second Tower Road parking sticker. This includes if they lose their parking sticker. They are only granted one (1) Tower Road parking sticker at the time of purchase.~~

13.10 LLOYD BEACH RULES AND REGULATIONS

The following regulations will be implemented by the Park District staff during hours of operations to insure that all beach users will be able to use Lloyd Beach in harmony. At the time of purchase each season pass holder is asked to read the following regulations and signs a form that they are aware, understand and will follow the rules when launching their vessel:

- 1. Lloyd Boat Launch is for boating and sailing activities only. No swimming allowed!
- 2. The launch is staffed Memorial Day through Labor Day from 8am to dusk.

3. Motorized boats in the launch must be attended at all times. Staff are not responsible for watching boats. The Winnetka Park District is not responsible for damages.
4. Motorized boats must have boat fenders on the port or starboard side and two boat lines when launching and docking.
5. In compliance with the Illinois Boat Registration and Safety Act Digest, the following age requirements exist. Disregarding rules will result in pass suspension or revocation.
6. No persons under the age of 10 may operate a motorized boat or personal watercraft.
7. Children 10 to 17 may operate a motorized boat if they are accompanied by an adult.
8. The only exception is children 12-17 who have a valid government-issued certificate.
9. To be on the beach or to utilize the launch, patrons must have a season pass, daily
10. pass or be accompanied by a season pass or rack holder.
11. Launch season passes are issued to the registered owner. Only the owner and their immediate family can launch the watercraft and must be present when it is in use.
12. When returning to the launch, existing boats have the right of away.
13. Refueling of personal watercrafts is not allowed on Winnetka Park District properties.
14. Personal watercraft hours are restricted to 9am to dusk every day.
15. All personal watercraft users must wear Coast Guard approved life jackets.
16. All personal watercraft and motorized boats must have a fire extinguisher present.
17. To launch a personal watercraft, patrons must have a season pass. Daily passes are not available for personal watercrafts. All other vessels may purchase a daily pass.
18. All paddleboarders must use a safety leash. Paddleboarders under 13 years old must wear a life jacket.
19. Buoys designate no-wake areas and access to and from the beach. If bouys are moved by wave action, watercrafts are expected to follow the normal locations of the buoys.
20. Any type of watercraft causing a wake inside the designated no-wake areas is subject to season pass suspension or revocation.
21. The north end of Lloyd Beach is used for non-motorized boats. Anchor and switching passengers is only allowed on the south end of the beach house.
22. As a courtesy to non-motorized users and rack space owners, all personal watercrafts shall operate 100 yards from the shore.
23. No boogie boards and inflatable floatation devices allowed.
24. No dogs allowed on the beach. Ordinance #504 will be enforced.
25. No fires, including grills, allowed on the beach.
26. No glass containers allowed on the beach.
27. No alcohol allowed on the beach.
28. For the safety of students, please be aware of the sailing/paddleboarding programs.
29. All vessels should observe the proper right of way and keep a significant distance.

- ~~1. Lloyd Beach is for the exclusive use of individuals participating in boating and sailing activities. No swimming is allowed.~~
- ~~2. Lloyd Beach is staffed Memorial Day through Labor Day.~~
- ~~3. Staff hours are 8:00am till Dusk.~~
- ~~4. Holidays rates will include Memorial Day Weekend, July 3rd and 4th, and Labor Day Weekend.~~

- ~~5. Boats must be attended by owner/passenger at all times when in the launch. Staff members are not responsible for watching boats. The Park District is not responsible for any damages.~~
- ~~6. Boats are required to have boat fenders present on the port or starboard side when launching and docking.~~
- ~~7. Boats are required to have two (2) boat lines when launching and docking.~~
- ~~8. Personal watercraft hours are restricted to 9:00a.m. to dusk seven (7) days a week.~~
- ~~9. In compliance with the Illinois Boat Registration and Safety Act Digest, age of operations of personal watercrafts as well as power boats will be as follows:~~
 - ~~a. No persons under the age of 10 may operate a motorboat or PWC.~~
 - ~~b. Persons at least 10 years of age and less than 18 years of age may operate a motorboat only if:~~
 - ~~i. They are accompanied on the motorboat and under the direct control of a parent or guardian, or a person at least 18 years of age designated by a parent or guardian.~~
 - ~~c. Persons at least 12 years of age and less than 18 years of age may, however operate a motorboat or PWC if:~~
 - ~~i. They are in possession of a Boating Safety Certificate issued by the Department of Natural Resources Office, Division of Education, or a valid certificate issued by another state, a province of the Dominion of Canada, the U.S. Coast Guard Auxiliary or the U.S. Power Squadron.~~
- ~~10. Individuals who do not follow the above age rules will be subject to having their pass suspended or revoked by the Park District.~~
- ~~11. Due to limited space and control problems, each season pass holder may bring up to (4) four guests.~~
- ~~12. Patrons on the beach must be accompanied by a season pass holder or a rack pass holder.~~
- ~~13. The personal watercraft/motorized vessel season pass will be issued to the registered owner of the watercraft. Only the immediate family of the registered owner can launch the watercraft. The owner and/or the immediate family must be present during the time the watercraft is in use.~~
- ~~14. When returning to the launch, existing boats have the right away.~~
- ~~15. Refueling of personal watercrafts will not be allowed on Park District properties.~~
- ~~16. All personal watercraft users must wear Coast Guard approved life jackets.~~
- ~~17. All personal watercraft and motorized vessels must have a fire extinguisher present.~~
- ~~18. All personal watercraft usage will be by season pass only. No daily fees will be available to launch.~~
- ~~19. All paddle boarders are required to utilize a safety leash. Children under the age of 13 are required to wear a life jacket when using a paddle board.~~
- ~~20. Owners of non-motorized and motorized vessels besides personal watercrafts are able to purchase daily fess for launching as well as a season pass.~~
- ~~21. A season pass or daily fee is required for all non-motorized vessels.~~
- ~~22. All season passes are non-refundable and non-transferable.~~
- ~~23. Buoys will be installed in the lake to designate no-wake areas and access areas to and from the beach. If buoys should be moved by wave action Park District staff will~~

- ~~replace them as soon as possible and watercraft operators will still be expected to follow normal locations of the buoys.~~
- ~~24. Any type of watercraft causing a wake inside the designated no-wake areas are subject to having their season pass suspended and/or revoked.~~
 - ~~25. The north end of Lloyd Beach is used for non-motorized vessels only. Anchor and switching passengers is only allowed in front of beach house and the south end.~~
 - ~~26. As a courtesy to non-motorized users and rack space owners, all personal watercrafts shall operate 100 yards from the shore and only beach/anchor their watercraft directly in front of the beach house and on the Southside of the beach.~~
 - ~~27. No boogie boards and inflatable floatation devices allowed.~~
 - ~~28. No dogs are permitted on Lloyd Beach at any time. Village ordinance #504 will be enforced.~~
 - ~~29. No fires, including grills, are allowed on the beach.~~
 - ~~30. Glass containers are not allowed on the beach.~~
 - ~~31. No alcohol is allowed on the beach.~~
 - ~~32. For the safety of the sailing students and personal watercraft users, all personal watercraft operators shall be aware of the District's Sailing Programs held at Lloyd Beach and will make every effort to stay removed from these classes. All PWC and Motorized Boat operators shall observe proper right of way.~~

13.11 LLOYD BEACH PARKING REGULATIONS

Parking at Lloyd Beach is available to those who purchase a daily fee or who have purchased a season pass and display a Lloyd Boat Launch parking decal. If a daily fee is purchased the launch receipt must be present on the dash of the vehicle. If a Lloyd Beach parking pass or daily launch receipt is not present they will be ticketed and fined \$50 from the Winnetka Police Department.

Residents or non-resident families that purchase a Pier Launch, Beach Launch, PWC Launch, or Rack/Beach Storage season pass will receive two (2) Lloyd Beach parking stickers. Non-resident and resident pass holders can purchase a third or replacement parking pass for \$25.00. The maximum number of parking decals a season pass family can receive in one (1) year is three (3). After they have received a total amount of three (3) parking decals they will not be able to receive/be issued any additional parking decals.

Weekend and Holiday Visitor/Guest Parking

If a season pass holder invites a guest on their boat/vessel over the weekend, the guest will be charged a parking fee at the time of entrance. Fees for weekend and holiday parking are \$5.00 for residents and \$10.00 for non-residents.

Weekend and Holiday Daily Fee Parking

At the time of purchase daily fee launches will receive one (1) daily parking receipt for Lloyd Beach. If there are additional vehicles a parking fee will be issued. Fees for weekend and holiday parking are \$5.00 for residents and \$10.00 for non-residents.

END

2019 Tracking

Review and Update: May 9, 2019
Board First Reading: June 20, 2019
Board Second Reading & Adoption:

Review Due: May 2022

Notes: Red highlights were reviewed on May 9, 2019.

1st Reading