



**WINNETKA PARK DISTRICT
REGULAR BOARD MEETING
Thursday, August 22, 2019
Community Room, 540 Hibbard Road
5:30 p.m.**

AGENDA

1. Roll Call
2. Changes to the Agenda
3. July Financials*
4. Approval of August 22, 2019 Vouchers*
5. Remarks from Visitors
6. Approval of Minutes
 - a. Regular Board Meeting Minutes of July 25, 2019*
 - b. Closed Session Minutes of July 25, 2019*
7. Communications
8. New Business
 - a. Winnetka Youth Organization Presentation
 - b. Brochure RFP*
 - c. Policy Manual Chapters 14-17: Review*
 - d. Northshore Trevian Affiliate Agreement*
 - e. WPTC Affiliate Agreement*
9. Unfinished Business
 - a. Policy Manual Chapter 7: 2nd Reading/Adoption*
 - b. Winnetka Waterfront 2030 – Lakefront Master Plan
 - i. Communication Plan
 - ii. Update
10. Matters of the Director
11. Board Liaison Reports
12. Remarks from Visitors
13. Staff Updates
14. Closed Session*

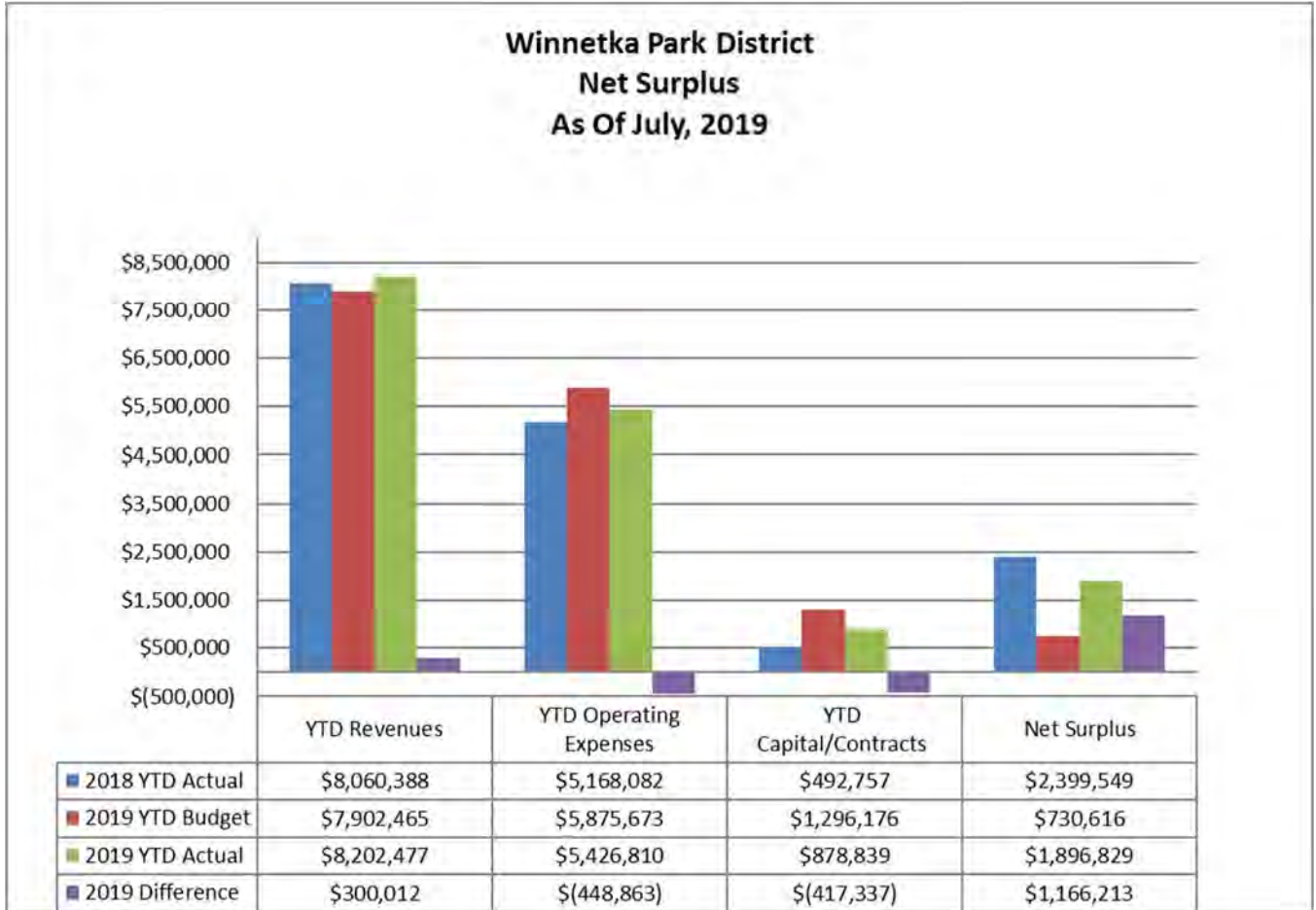
The Board will enter Closed Session to discuss:

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

***Items included in packet**

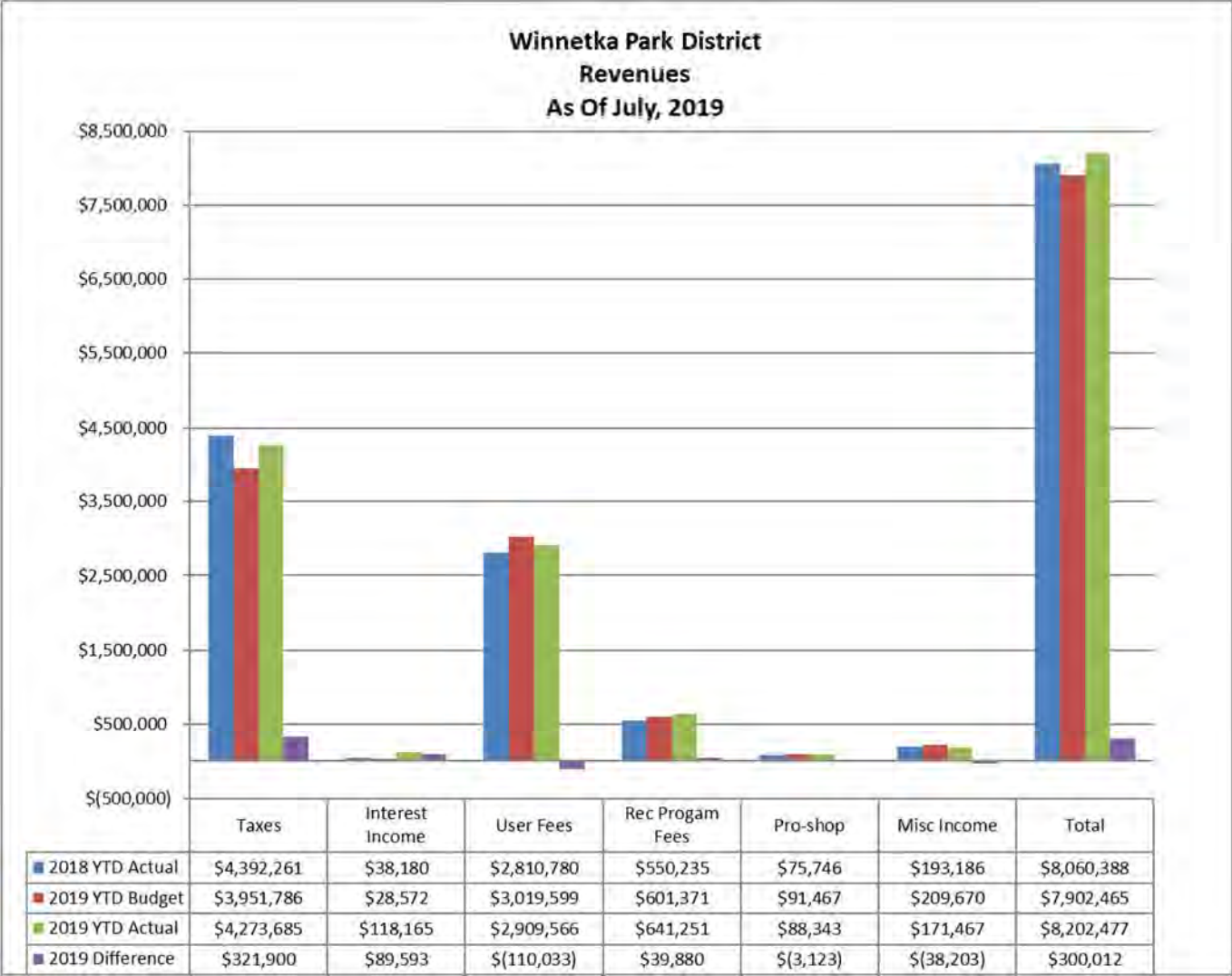
Persons with disabilities requiring reasonable accommodations to participate in meetings should contact John Shea, the Park District's ADA Compliance Coordinator, at the Park District's Administrative Office by mail at 540 Hibbard Rd, Winnetka, IL, by phone at 847-501-2040, Monday - Friday from 8:30 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.

JULY 2019 FINANCIAL SUMMARY
FOR ALL FUNDS COMBINED- UNAUDITED



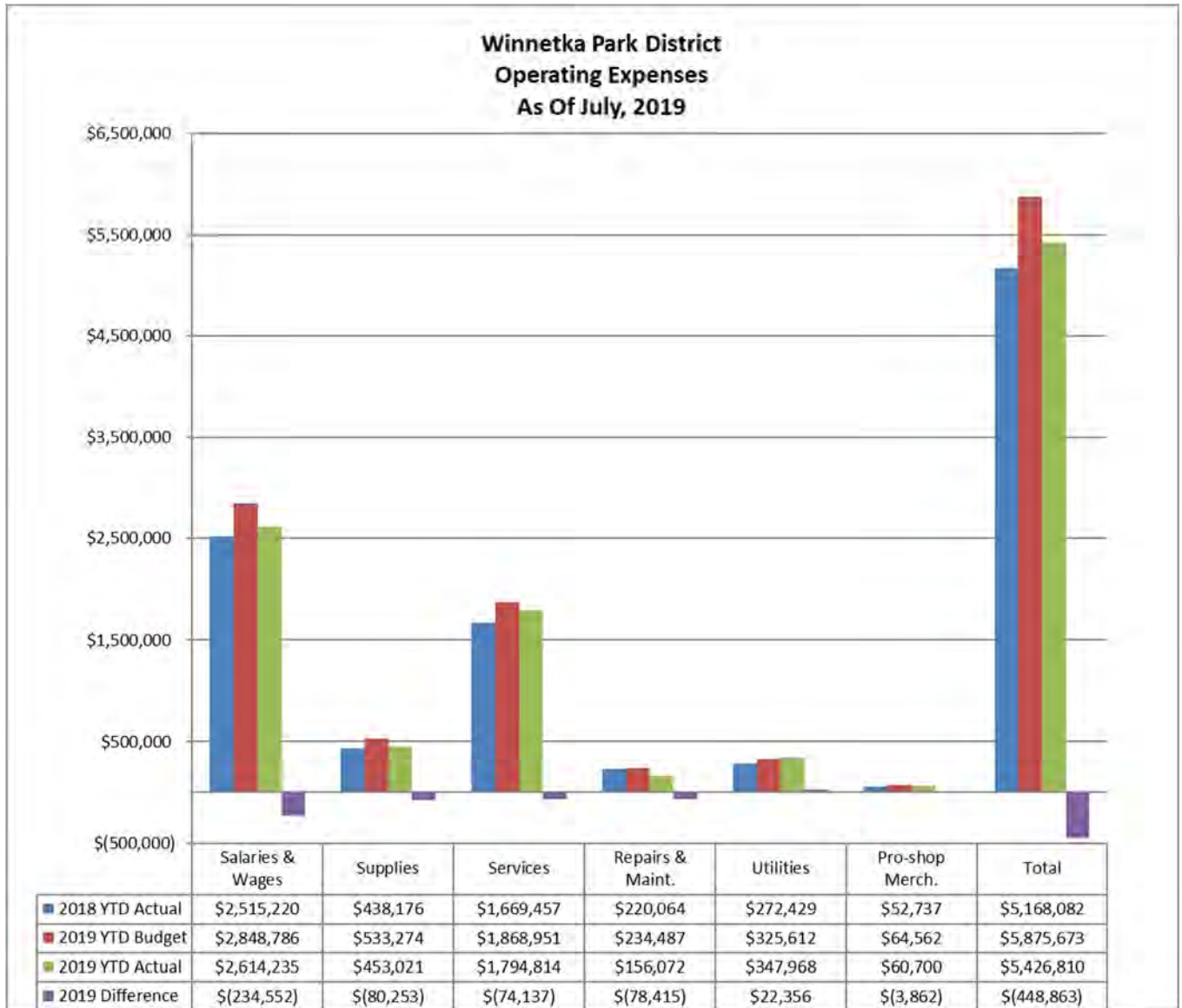
Net Surplus/(Deficit) is \$1,166,213 above year-to-date budget

- Revenues are \$300,012 above year-to-date budget
- Operating Expenses are \$448,863 below year-to-date budget
- Capitals/Contracts Payable are \$417,337 below year-to-date budget



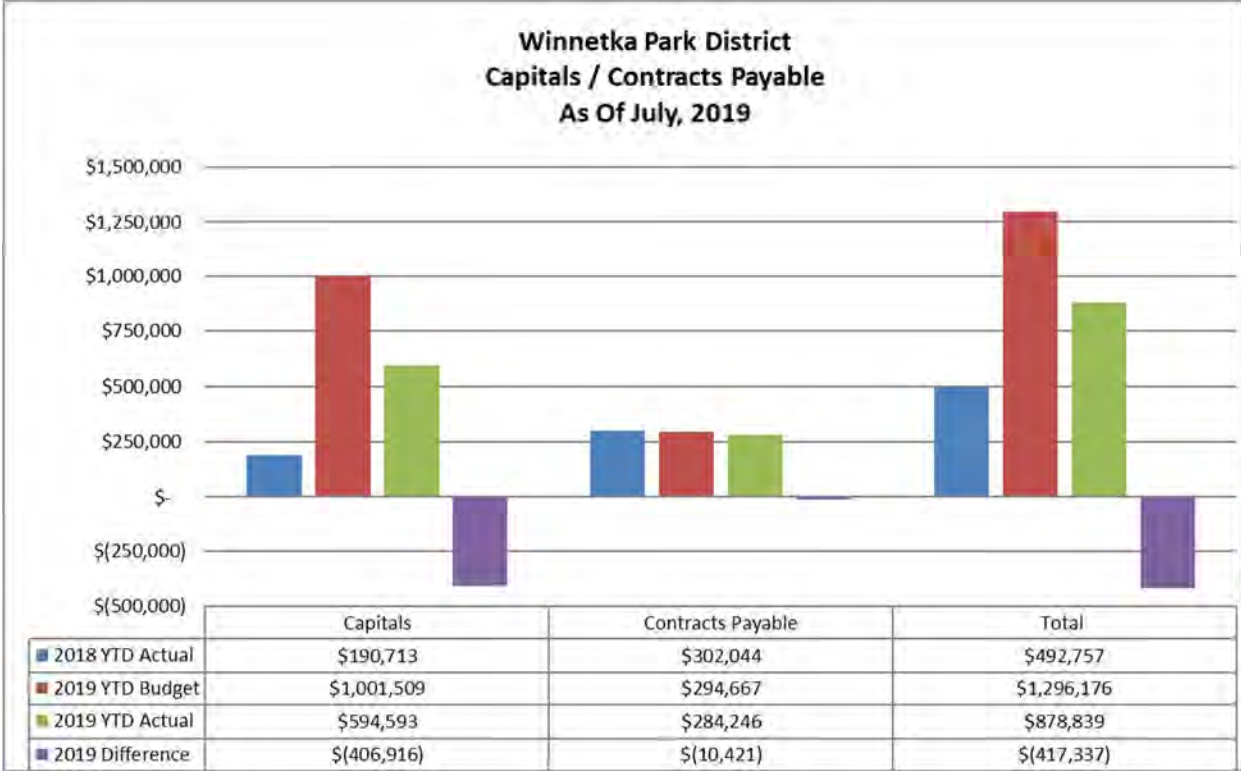
Revenues are \$300,012 above year-to-date budget:

- Total revenues are 103.8% of year-to-date budget
- Taxes are \$321,900 above year-to-date budget
- Interest income is \$89,593 above year-to-date budget and \$79,985 above the 2018 year-to-date amount
- User Fees are \$110,033 below year-to-date budget
 - Golf Course user fees are \$266,524 below year-to-date budget as the weather-driven effect on Golf Course revenues is the main reason for the variance in User Fees
 - Recreation, Tennis and Ice user fees are \$36,048, \$59,548 and \$51,937, respectively above year-to-date budget
- Rec Program Fees are \$39,880 above year-to-date budget; camps are a total of \$58,270 above budget and \$104,129 over 2018 year to date totals



Operating expenses are \$448,863 or 7.6% below year-to-date budget:

- Salaries & Wages are \$234,552 below year-to-date budget
 - Parks are under budget by \$26,223 for part-time staff
 - Recreation – Athletic Fields are under budget \$10,055 for part-time staff
 - Beaches are under budget by \$39,911 for beach attendants and part-time staff
 - Salaries in the Golf Fund are \$45,522 below budget for maintenance workmen part-time and \$43,911 for attendants part-time and instructors
- Supplies are \$80,253 below year-to-date budget due to the timing of purchases
- Services are \$74,137 below year-to-date budget
 - Reduced FICA/IMRF payments correspond to the lower salaries
 - Boat Launch contract services are under budget by \$23,459 due to dredging at Lloyd was under budget



Capitals/Contracts Payable are \$417,337 below year-to-date budget:

- Capitals are \$406,916 below budget
- Contracts Payable are \$10,421 below budget

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

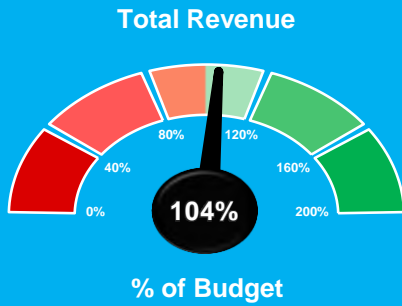
Bank Name	Amount	Annual Rate
CASH		
Petty Cash	1,750.00	
Harris Bank - Holiday Savings	14,177.03	
Illinois Funds	77,609.90	2.40%
N Corwin Fund	37,978.45	0.56%
Harris Bank - Operating	123,078.84	
Harris - Money Market	471,652.50	0.45%
Harris Bank - Payroll	<u>47,604.33</u>	
Total Cash	773,851.05	
INVESTMENTS		
Harris Bank - CD	0.00	
IPDLAF - Money Market	403,746.63	2.14%
Cibc (Acquired Privatebank & Trust Co), MI - CD	246,000.00	2.60%
First Mid-Illinois Bank & Trust, N.A., IL - CD	246,000.00	2.75%
Pacific Western Bank (Acquired Security Pacific Bank, Los Angeles) - CD	246,000.00	2.65%
Unity Bank, NJ - CD	246,000.00	2.55%
Bank Ozk (Formerly Bank Of The Ozarks), AR - CD	248,000.00	2.31%
Orrstown Bank, PA - CD	248,000.00	2.30%
Bankunited (Acquired Bankunited, Fsb, Coral Gables, FI), FL - CD	248,000.00	2.22%
Fieldpoint Private Bank & Trust, CT - CD	248,000.00	2.29%
First Internet Bank Of Indiana, IN - CD	246,000.00	2.50%
Modern Bank, N.A., NY - CD	246,000.00	2.65%
Landmark Community Bank, TN - CD	246,000.00	2.50%
Western Alliance Bank, AZ - CD	246,000.00	2.55%
American Investor Bank & Mortgage, MN - CD	247,000.00	2.40%
Prospect Bank (Formerly Edgar County Bk & Trust), IL - CD	247,000.00	2.40%
Mission National Bank, CA - CD	247,000.00	2.30%
First Capital Bank, TN - CD	247,000.00	2.20%
North Shore Community Bank Max Safe Money Market	3,725,929.55	2.52%
North Shore Community Bank CD	<u>1,255,340.68</u>	2.65%
Total Investments	9,333,016.86	2.24%
TOTAL CASH & INVESTMENTS	10,106,867.91	

Winnetka Park District Revenue Analysis Dashboard

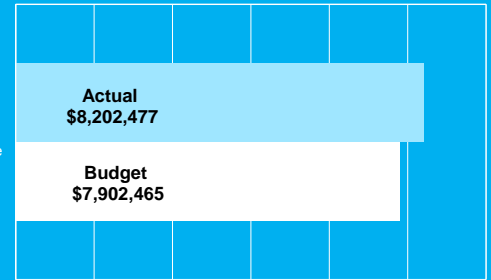
YTD
As of 07/31/2019

Winnetka Park District

Total Revenue



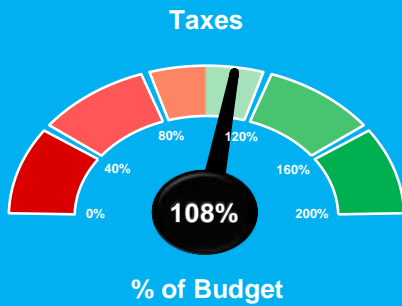
Total Revenue



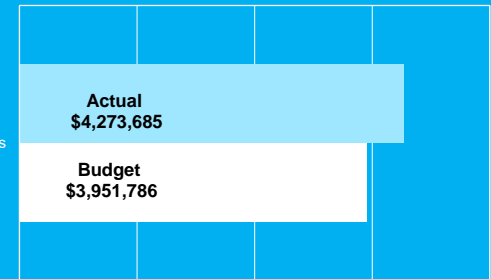
\$3.000M \$4.000M \$5.000M \$6.000M \$7.000M \$8.000M \$9.000M

Winnetka Park District

Taxes



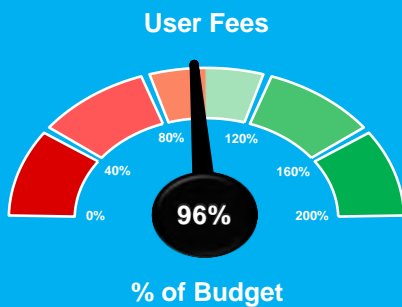
Taxes



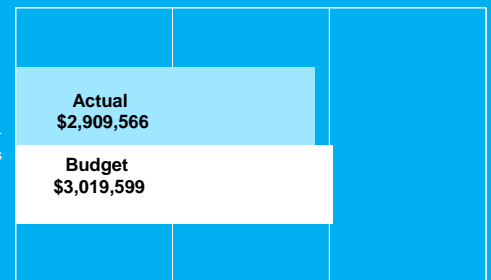
\$1.000M \$2.000M \$3.000M \$4.000M \$5.000M

Winnetka Park District

User Fees



User Fees



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

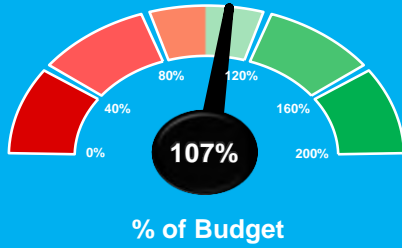
Winnetka Park District Revenue Analysis Dashboard

YTD
As of 07/31/2019

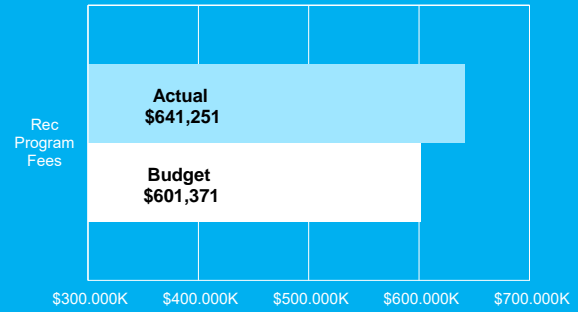
Winnetka Park District

Rec Program

Rec Program Fees



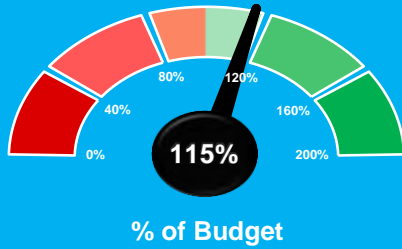
% of Budget



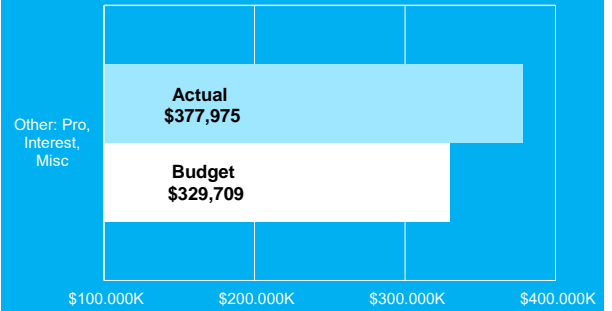
Winnetka Park District

Other: Pro, Misc, Interest

Other: Pro, Interest, Misc



% of Budget

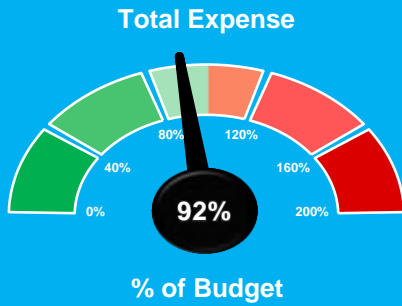


Winnetka Park District Expense Analysis Dashboard

YTD
As of 07/31/2019

Winnetka Park District

Total Expense



Total Expense

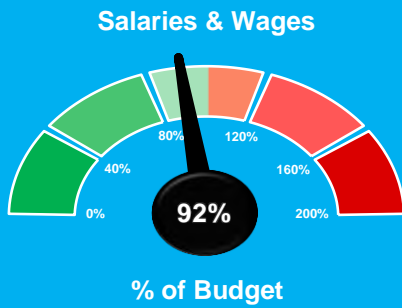
Actual
\$5,426,810

Budget
\$5,875,673

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

Winnetka Park District

Salaries & Wages



Salaries & Wages

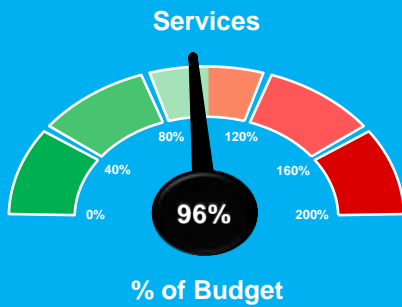
Actual
\$2,614,235

Budget
\$2,848,786

\$1.000M \$1.500M \$2.000M \$2.500M \$3.000M

Winnetka Park District

Services



Services

Actual
\$1,794,814

Budget
\$1,868,951

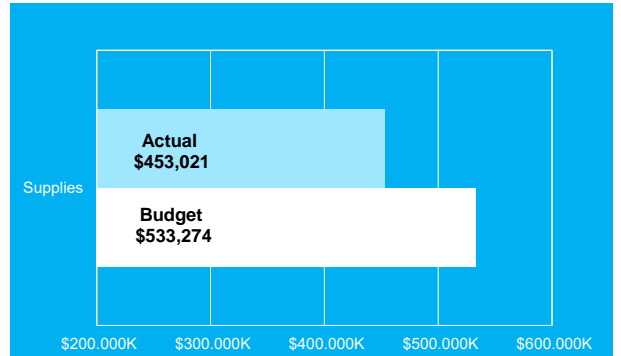
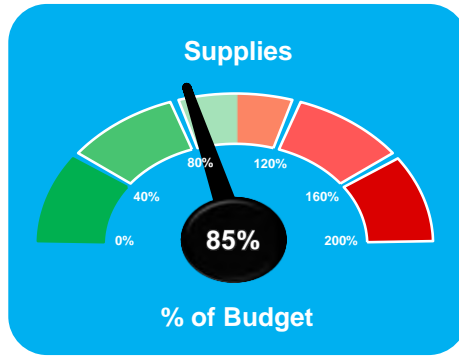
\$500.000K \$1.000M \$1.500M \$2.000M

Winnetka Park District Expense Analysis Dashboard

YTD
As of 07/31/2019

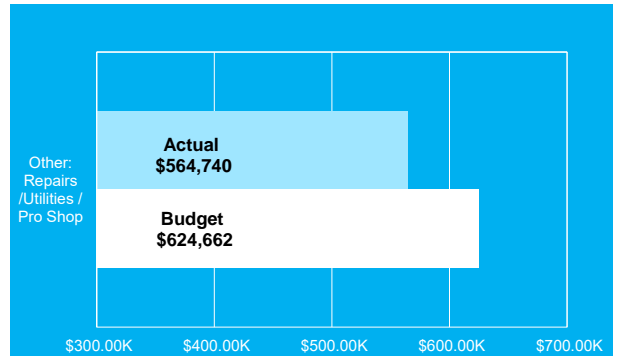
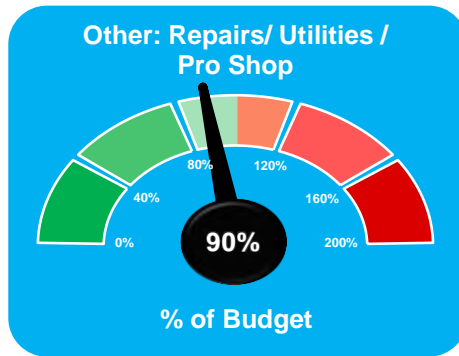
Winnetka Park District

Supplies



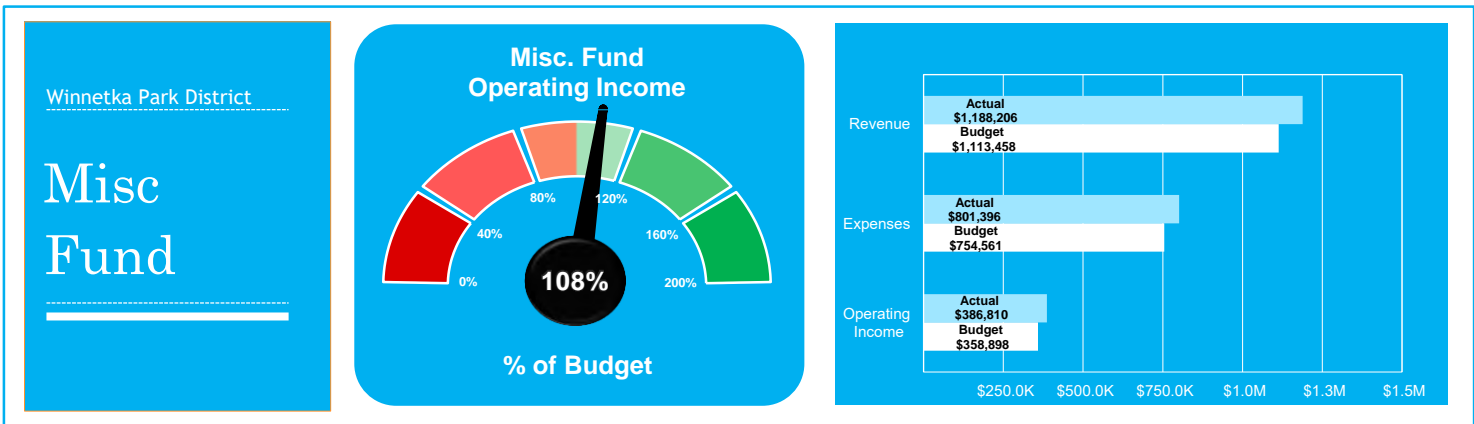
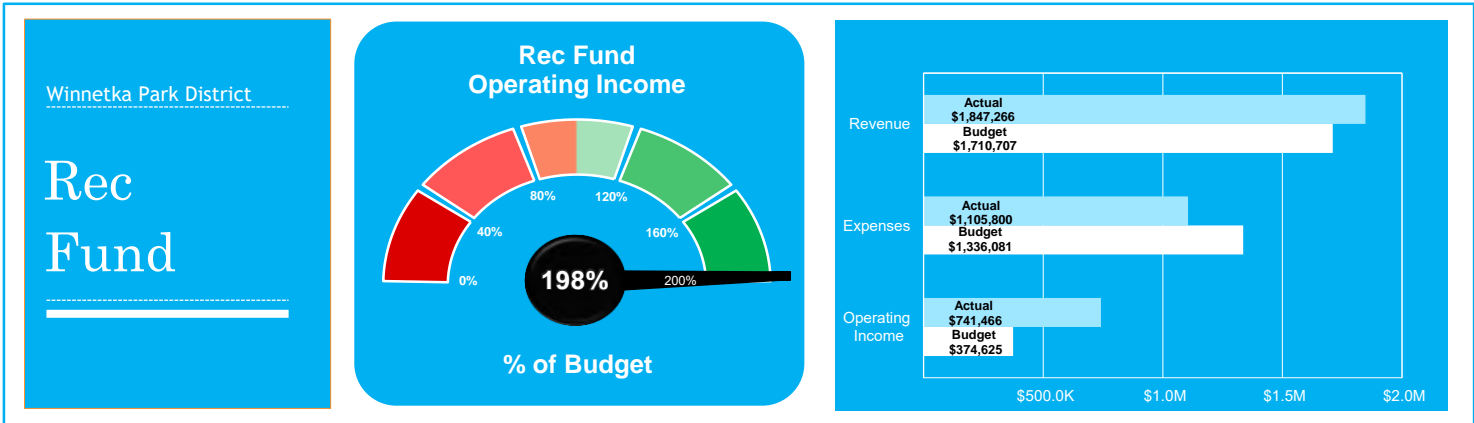
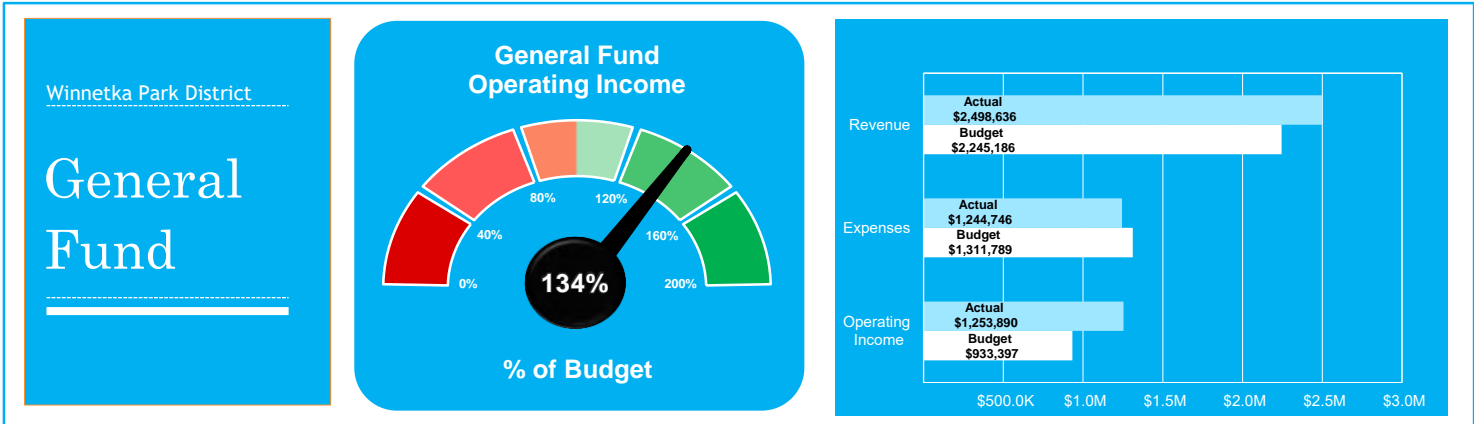
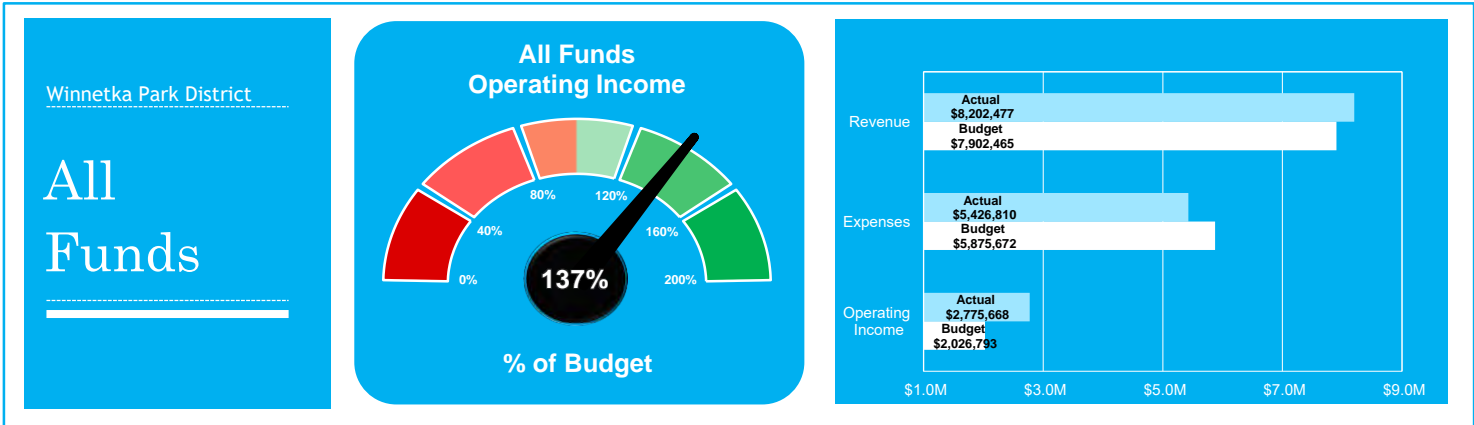
Winnetka Park District

Other: Repairs / Utilities /



Winnetka Park District Operating Income Dashboard

YTD
As of 07/31/2019

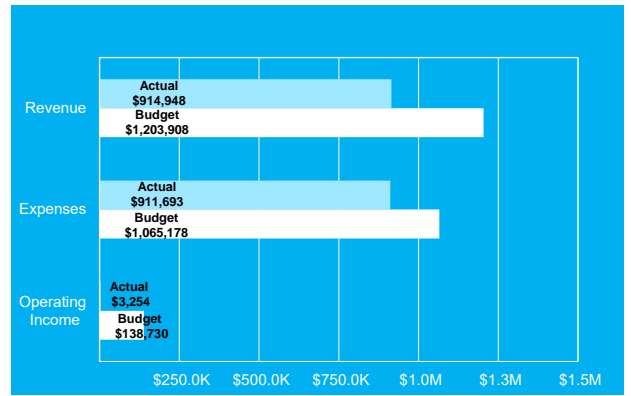
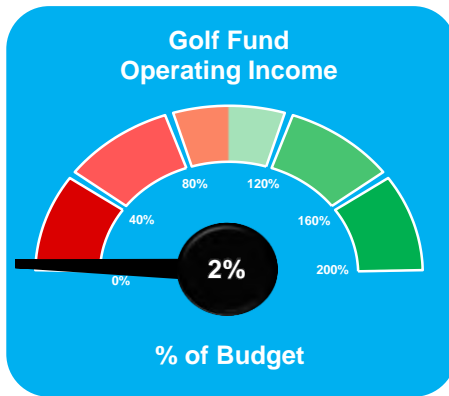


Winnetka Park District Operating Income Dashboard

YTD
As of 07/31/2019

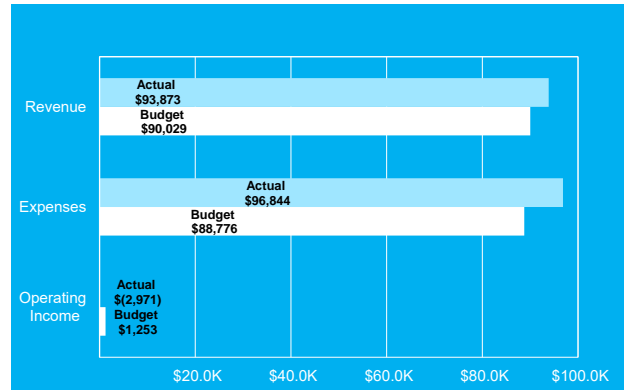
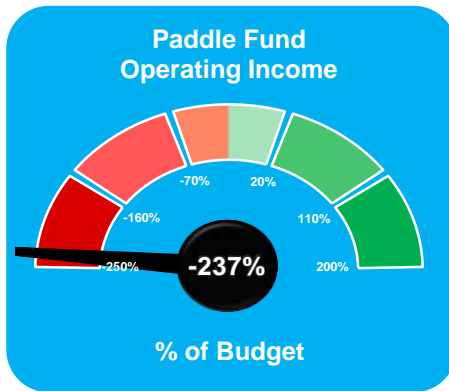
Winnetka Park District

Golf Fund



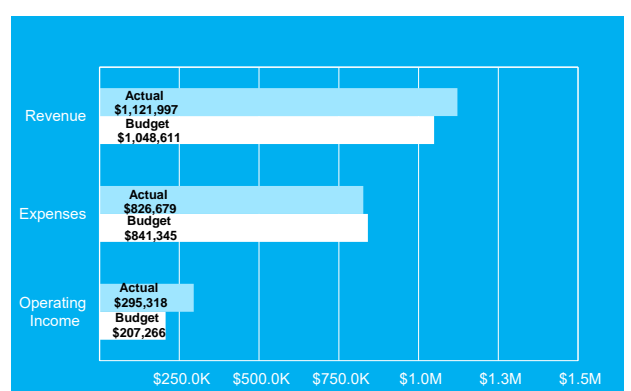
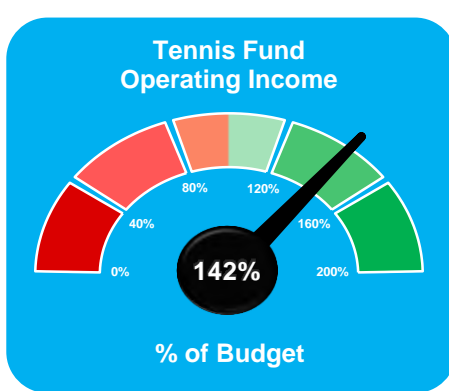
Winnetka Park District

Paddle Fund



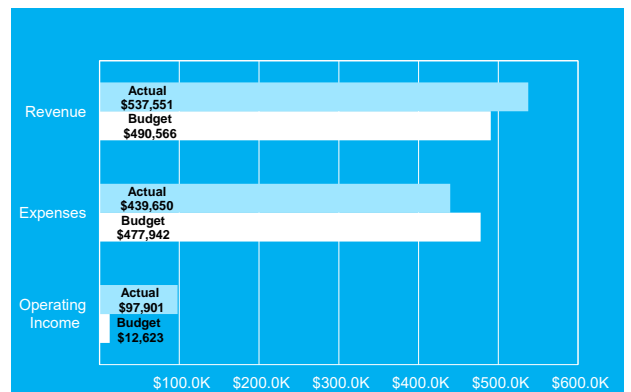
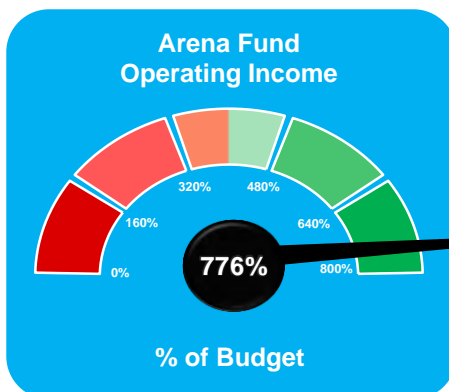
Winnetka Park District

Tennis Fund



Winnetka Park District

Arena Fund

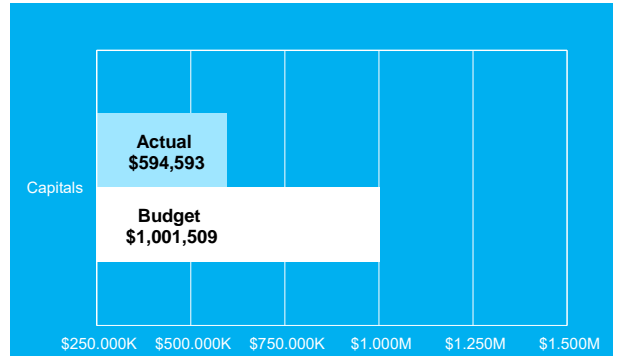
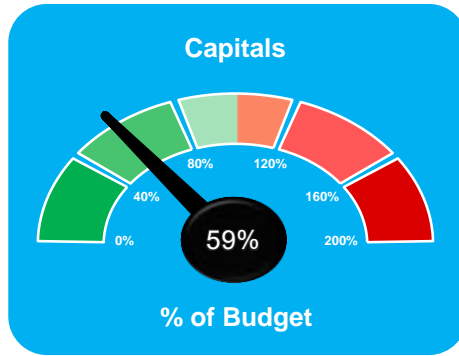


Winnetka Park District Other Metrics Dashboard

YTD
As of 07/31/2019

Winnetka Park District

Capitals





VOUCHER LIST OF PAID BILLS FOR APPROVAL ON AUGUST 22, 2019

Winnetka Park District By Vendor Name

Payment Dates 07/20/2019 - 08/16/2019

Vendor Name	Payment Number	Payable Number	Account Number	Description (Item)	Amount
Vendor: 16550 - 4FX SPIRIT APPAREL					
4FX SPIRIT APPAREL	103194	06-1828	27-2700-0000-52901	WFSC 4TH OF JULY TSHIRTS	222.00
Vendor 16550 - 4FX SPIRIT APPAREL Total:					222.00
Vendor: 00027 - A-1 PEST CONTROL, INC.					
A-1 PEST CONTROL, INC.	103195	13350	25-2400-0000-54250	PEST CONTROL-TENNIS	70.00
A-1 PEST CONTROL, INC.	103232	13436	01-0400-0000-54250	PEST CONTROL-HUBBARD WOODS	55.00
A-1 PEST CONTROL, INC.	103232	13448	10-1500-0000-54250	PEST CONTROL-TOWER	75.00
A-1 PEST CONTROL, INC.	103232	13449	10-1500-0000-54250	PEST CONTROL-LLOYD	75.00
A-1 PEST CONTROL, INC.	103232	13450	10-1500-0000-54250	PEST CONTROL-MAPLE	75.00
A-1 PEST CONTROL, INC.	103232	13451	10-1500-0000-54250	PEST CONTROL-ELDER	75.00
A-1 PEST CONTROL, INC.	103304	13612	23-2300-0000-54250	PEST CONTROL-PADDLE	40.00
A-1 PEST CONTROL, INC.	103304	13613	27-2700-0000-54250	PEST CONTROL-ICE	40.00
A-1 PEST CONTROL, INC.	103370	13616	20-2100-0000-54250	PEST CONTROL-GOLF MTC	75.00
A-1 PEST CONTROL, INC.	103304	13617	25-2500-0000-54250	PEST CONTROL-TENNIS	70.00
A-1 PEST CONTROL, INC.	103304	13618	10-1000-0000-54250	PEST CONTROL-ADMIN	60.00
A-1 PEST CONTROL, INC.	103370	13620	01-0300-0000-54250	PEST CONTROL-PARKS SC	95.00
A-1 PEST CONTROL, INC.	103370	13632	01-0300-0000-54250	PEST CONTROL-HUBBARD WOODS	55.00
Vendor 00027 - A-1 PEST CONTROL, INC. Total:					860.00
Vendor: 22232 - ABT ELECTRONICS					
ABT ELECTRONICS	103233	0706921ZJCV	23-2300-0000-56001	ICE MAKER REPAIR	730.83
Vendor 22232 - ABT ELECTRONICS Total:					730.83
Vendor: 21924 - ACCESS ONE					
ACCESS ONE	103371	4142987	01-0100-0000-56501	PHONE SERVICE	103.34
ACCESS ONE	103371	4142987	01-0200-0000-56501	PHONE SERVICE	81.19
ACCESS ONE	103371	4142987	01-0400-0000-56501	PHONE SERVICE	81.19
ACCESS ONE	103371	4142987	10-1000-0000-56501	PHONE SERVICE	81.19
ACCESS ONE	103371	4142987	10-1500-0000-56501	PHONE SERVICE	22.14
ACCESS ONE	103371	4142987	10-1600-0000-56501	PHONE SERVICE	22.14
ACCESS ONE	103371	4142987	20-2000-0000-56501	PHONE SERVICE	95.96
ACCESS ONE	103371	4142987	20-2100-0000-56501	PHONE SERVICE	95.96
ACCESS ONE	103371	4142987	25-2500-0000-56501	PHONE SERVICE	95.96
ACCESS ONE	103371	4142987	27-2700-0000-56501	PHONE SERVICE	59.06
Vendor 21924 - ACCESS ONE Total:					738.13
Vendor: 22408 - ACCUPRODUCTS					
ACCUPRODUCTS	103305	60656	20-2100-0000-52002	SUPPLIES ACCOUNT	118.38
ACCUPRODUCTS	103305	60656	20-2100-0000-52810	TOOLS	369.00
Vendor 22408 - ACCUPRODUCTS Total:					487.38
Vendor: 21519 - ACRODAZZLE ENTERTAINMENT					
ACRODAZZLE ENTERTAINMENT	103234	190039	10-1500-0000-54250	WATER CARNIVAL SERVICES	1,450.00
ACRODAZZLE ENTERTAINMENT	103234	190067	10-1100-7841-54305	4TH OF JULY PARADE ENTERTAINERS -- ACRODAZZLE	1,700.00
ACRODAZZLE ENTERTAINMENT	103234	190082	10-1500-0000-54250	FAMILY CAMP OUT ENTERTAINMENT	225.00
Vendor 21519 - ACRODAZZLE ENTERTAINMENT Total:					3,375.00
Vendor: 00130 - ACUSHNET COMPANY					
ACUSHNET COMPANY	103196	907789017	20-10700	Merchandise for Resale	504.00
ACUSHNET COMPANY	103196	907789017	20-2000-0000-47325	SALES DISCOUNT	-25.20
ACUSHNET COMPANY	103196	907789017	20-2000-0000-57325	Merchandise for Resale	11.08
ACUSHNET COMPANY	103196	907789042	20-10700	Merchandise For Resale	156.00
ACUSHNET COMPANY	103196	907789042	20-2000-0000-47325	SALES DISCOUNT	-3.12
ACUSHNET COMPANY	103196	907789042	20-2000-0000-57325	Merchandise For Resale	8.14

VOUCHER LIST OF PAID BILLS FOR APPROVAL ON AU

Payment Dates: 07/20/2019 - 08/16/2019

Vendor Name	Payment Number	Payable Number	Account Number	Description (Item)	Amount
ACUSHNET COMPANY	103235	907808929	20-10700	Merchandise for Resale	432.00
ACUSHNET COMPANY	103235	907808929	20-2000-0000-47325	SALES DISCOUNT	-8.64
ACUSHNET COMPANY	103235	907808929	20-2000-0000-57325	Merchandise for Resale	19.62
ACUSHNET COMPANY	103235	907819789	20-10700	Merchandise for Resale	951.00
ACUSHNET COMPANY	103235	907819789	20-2000-0000-47325	SALES DISCOUNT	-47.55
ACUSHNET COMPANY	103235	907819789	20-2000-0000-57325	Merchandise for Resale	12.91
ACUSHNET COMPANY	103306	907833346	20-10700	Merchandise for Resale	102.00
ACUSHNET COMPANY	103306	907833346	20-2000-0000-47325	SALES DISCOUNT	-2.04
ACUSHNET COMPANY	103306	907833346	20-2000-0000-57325	Merchandise for Resale	7.98
ACUSHNET COMPANY	103306	907838577	20-10700	Merchandise for Resale	648.00
ACUSHNET COMPANY	103306	907838577	20-2000-0000-57325	Merchandise for Resale	31.24
ACUSHNET COMPANY	103235	907812671	20-10700	GOLF ITEMS FOR RESALE	75.00
ACUSHNET COMPANY	103235	907812671	20-2000-0000-47325	SALES DISCOUNT	-1.50
ACUSHNET COMPANY	103235	907812671	20-2000-0000-57325	FREIGHT	6.70
ACUSHNET COMPANY	103306	907877332	20-10700	GOLF ITEMS FOR RESALE	85.00
ACUSHNET COMPANY	103306	907877332	20-2000-0000-47325	SALES DISCOUNT	-4.25
ACUSHNET COMPANY	103306	907877332	20-2000-0000-57325	FREIGHT	6.73
ACUSHNET COMPANY	103372	907898152	20-10700	Merchandise for Resale	426.00
ACUSHNET COMPANY	103372	907898152	20-2000-0000-47325	SALES DISCOUNT	-8.52
ACUSHNET COMPANY	103372	907898152	20-2000-0000-57325	Merchandise for Resale	10.46
ACUSHNET COMPANY	103372	907904127	20-10700	Merchandise for Resale	572.50
ACUSHNET COMPANY	103372	907904127	20-2000-0000-47325	SALES DISCOUNT	-28.63
ACUSHNET COMPANY	103372	907904127	20-2000-0000-57325	Merchandise for Resale	8.17
Vendor 00130 - ACUSHNET COMPANY Total:					3,945.08
Vendor: 22393 - ADVANCED TREE CARE					
ADVANCED TREE CARE	103236	4198	01-0400-0000-54250	TREE LOG REMOVAL FROM LLOYD	800.00
Vendor 22393 - ADVANCED TREE CARE Total:					800.00
Vendor: 00177 - AFLAC					
AFLAC	103237	INV0010593	01-0100-0000-54051	CANCER/INTENSIVE CARE INSURANCE	722.28
AFLAC	103237	INV0010593	01-21240	CANCER/INTENSIVE CARE INSURANCE	373.26
AFLAC	103237	INV0010593	01-21260	CANCER/INTENSIVE CARE INSURANCE	273.12
Vendor 00177 - AFLAC Total:					1,368.66
Vendor: 22017 - AM LEONARD					
AM LEONARD	103307	CI19070622	01-0400-0000-52810	HAND TOOLS	81.60
Vendor 22017 - AM LEONARD Total:					81.60
Vendor: 19970 - ANDRE GLEBOV					
ANDRE GLEBOV	103308	INV0010620	25-2400-0000-41600	USTA TOURNAMENT REFUND	75.00
Vendor 19970 - ANDRE GLEBOV Total:					75.00
Vendor: 12335 - ARLINGTON POWER EQUIPMENT INC					
ARLINGTON POWER EQUIPME...	103373	827742	01-0400-0000-56100	CHAINS FOR POLE SAW	71.49
ARLINGTON POWER EQUIPME...	103373	827797	20-2100-0000-56100	RETURNED CHAIN	-40.60
Vendor 12335 - ARLINGTON POWER EQUIPMENT INC Total:					30.89
Vendor: 21997 - ART LEAGUE NORTH SHORE					
ART LEAGUE NORTH SHORE	103238	1047774	01-22998	SECURITY DEPOSIT REFUND	750.00
Vendor 21997 - ART LEAGUE NORTH SHORE Total:					750.00
Vendor: 07515 - ARTHUR CLESEN INC.					
ARTHUR CLESEN INC.	103309	342414	01-0400-0000-52562	HERBICIDE	162.00
ARTHUR CLESEN INC.	103309	342414	10-1200-0000-52562	HERBICIDE	707.50
Vendor 07515 - ARTHUR CLESEN INC. Total:					869.50
Vendor: 20922 - ARTURO REYES GODINEZ					
ARTURO REYES GODINEZ	103310	INV0010621	20-2100-0000-52525	REIMB FOR SAFETY BOOTS	99.99
Vendor 20922 - ARTURO REYES GODINEZ Total:					99.99

VOUCHER LIST OF PAID BILLS FOR APPROVAL ON AU

Payment Dates: 07/20/2019 - 08/16/2019

Vendor Name	Payment Number	Payable Number	Account Number	Description (Item)	Amount
Vendor: 21305 - AT&T 708 Z90-0002 574 5					
AT&T 708 Z90-0002 574 5	103197	INV0010560	20-2000-0000-56501	PHONE SERVICE-GOLF	612.20
Vendor 21305 - AT&T 708 Z90-0002 574 5 Total:					612.20
Vendor: 12455 - AT&T 847 441-5711 078 5					
AT&T 847 441-5711 078 5	103198	INV0010561	01-0300-0000-56501	PHONE SERVICE-PARKS SC	612.33
Vendor 12455 - AT&T 847 441-5711 078 5 Total:					612.33
Vendor: 07535 - AT&T 847 784-9130 826 5					
AT&T 847 784-9130 826 5	103239	INV0010594	23-2300-0000-56501	PHONE SERVICE-PADDLE	257.19
Vendor 07535 - AT&T 847 784-9130 826 5 Total:					257.19
Vendor: 00316 - BELL FUELS, INC.					
BELL FUELS, INC.	103240	287411	01-10850	REGULAR FUEL WPD INVENTORY	5,603.19
BELL FUELS, INC.	103240	287412	01-10850	DIESEL FUEL DELIVERY	3,657.41
Vendor 00316 - BELL FUELS, INC. Total:					9,260.60
Vendor: 22267 - BEN JIMENEZ					
BEN JIMENEZ	103241	3640	10-1100-7668-54304	CAMP VISIT -- BUBBLE SHOWS	400.00
Vendor 22267 - BEN JIMENEZ Total:					400.00
Vendor: 00341 - BESS HARDWARE & SPORTS					
BESS HARDWARE & SPORTS	103374	JULY2019	01-0300-0000-52002	PROPANE	89.98
BESS HARDWARE & SPORTS	103374	JULY2019	01-0300-0000-52002	PROPANE	44.99
BESS HARDWARE & SPORTS	103374	JULY2019	01-0300-0000-52002	PROPANE	40.90
BESS HARDWARE & SPORTS	103374	JULY2019	01-0300-0000-52002	PROPANE	40.08
BESS HARDWARE & SPORTS	103374	JULY2019	01-0400-0000-52002	BATTERIES	8.99
BESS HARDWARE & SPORTS	103374	JULY2019	01-0400-0000-52002	PROPANE	44.99
BESS HARDWARE & SPORTS	103374	JULY2019	10-1100-7765-52404	FISHING SUPPLIES	7.18
BESS HARDWARE & SPORTS	103374	JULY2019	20-2100-0000-52002	GOLF MTC SUPPLIES	40.02
BESS HARDWARE & SPORTS	103374	JULY2019	20-2100-0000-52002	GOLF MTC SUPPLIES	41.34
BESS HARDWARE & SPORTS	103374	JULY2019	27-2700-0000-56001	ICE FACILITY REPAIRS	10.15
Vendor 00341 - BESS HARDWARE & SPORTS Total:					368.62
Vendor: 12620 - BMO CORP. MASTERCARD					
BMO CORP. MASTERCARD	103242	JULY2019-06	10-1100-7605-54304	CAMP FIELD TRIP -- MUSEUM OF SCIENCE AND INDUSTRY	1,216.00
BMO CORP. MASTERCARD	103242	JULY2019-07	10-1100-7606-54304	CAMP FIELD TRIP -- BAREFOOT BAY	378.00
BMO CORP. MASTERCARD	103242	JULY2019-07	10-1100-7765-54304	CAMP FIELD TRIP -- BAREFOOT BAY	463.00
BMO CORP. MASTERCARD	103242	JULY2019-34	01-0200-0000-52011	PROMO GIVEAWAYS	141.21
BMO CORP. MASTERCARD	103242	JULY2019-35	01-0200-0000-52011	Mailchimp	115.00
BMO CORP. MASTERCARD	103242	JULY2019-36	10-1100-7999-54201	Fourth Parade Banner	107.24
BMO CORP. MASTERCARD	103242	JULY2019-30	10-1400-0000-52002	SAILING SUPPLIES	134.91
BMO CORP. MASTERCARD	103242	JULY2019-32	10-1100-7841-52405	4TH OF JULY MEDALS/RIBBONS	1,370.00
BMO CORP. MASTERCARD	103242	JULY2019-33	10-1100-7843-52405	MEDALS FOR 5K 2019	246.80
BMO CORP. MASTERCARD	103242	JULY2019-49	10-1400-0000-56116	SAIL BOAT R&M	121.96
BMO CORP. MASTERCARD	103242	JULY2019-08	10-1100-7605-54304	CAMP VISIT -- GAME TRUCK	600.00
BMO CORP. MASTERCARD	103242	JULY2019-08	10-1100-7606-54304	CAMP VISIT -- GAME TRUCK	512.50
BMO CORP. MASTERCARD	103242	JULY2019-08	10-1100-7765-54304	CAMP VISIT -- GAME TRUCK	87.50
BMO CORP. MASTERCARD	103242	JULY2019-09	10-1100-7606-54304	CAMP FIELD TRIP -- WHIRLYBALL	435.00
BMO CORP. MASTERCARD	103242	JULY2019-10	10-1100-7606-54304	CAMP FIELD TRIP -- MYSTIC WATERS	344.00
BMO CORP. MASTERCARD	103242	JULY2019-10	10-1100-7765-54304	CAMP FIELD TRIP -- MYSTIC WATERS	330.00
BMO CORP. MASTERCARD	103242	JULY2019-12	10-1100-7841-52405	4TH OF JULY STAFF BREAKFAST	187.94
BMO CORP. MASTERCARD	103242	JULY2019-56	10-1100-7841-52405	4TH OF JULY STAFF LUNCH	108.50
BMO CORP. MASTERCARD	103242	JULY2019-56	10-1100-7842-52405	4TH OF JULY STAFF LUNCH	108.50
BMO CORP. MASTERCARD	103242	JULY2019-13	10-1100-7668-54304	CAMP FIELD TRIP -- FUNTOPIA	1,100.00
BMO CORP. MASTERCARD	103242	JULY2019-57	10-1100-7605-52404	AAG EQUIPMENT	98.59
BMO CORP. MASTERCARD	103242	JULY2019-57	10-1100-7668-52404	KC CRAFT SUPPLIES	38.45
BMO CORP. MASTERCARD	103242	JULY2019-57	10-1100-7668-52404	CARNIVAL FACE PAINT	12.98

VOUCHER LIST OF PAID BILLS FOR APPROVAL ON AU

Payment Dates: 07/20/2019 - 08/16/2019

Vendor Name	Payment Number	Payable Number	Account Number	Description (Item)	Amount
BMO CORP. MASTERCARD	103242	JULY2019-02	10-1600-0000-54250	EXCAVATOR RENTAL FOR DREDGING AT LLOYD	3,411.54
BMO CORP. MASTERCARD	103242	JULY2019-14	10-1100-7606-54304	CAMP FIELD TRIP -- NORTHBROOK TEAMS COURSE	490.00
BMO CORP. MASTERCARD	103242	JULY2019-15	10-1100-7605-54304	CAMP FIELD TRIP -- MEADOWHILL WATER PARK (DEPOSIT)	250.00
BMO CORP. MASTERCARD	103242	JULY2019-03	01-0400-0000-56100	PLUMBING SUPPLIES	128.00
BMO CORP. MASTERCARD	103242	JULY2019-16	10-1100-7606-54304	CAMP FIELD TRIP -- BOUNDLESS ADVENTURE	690.00
BMO CORP. MASTERCARD	103242	JULY2019-41	01-0100-0000-54005	NSSRA Foundation Golf Outing	500.00
BMO CORP. MASTERCARD	103242	JULY2019-41	01-0200-0000-54005	NSSRA Foundation Golf Outing	500.00
BMO CORP. MASTERCARD	103242	JULY2019-17	10-1100-7606-54304	CAMP FIELD TRIP -- MAIN EVENT	316.91
BMO CORP. MASTERCARD	103242	JULY2019-17	10-1100-7765-54304	CAMP FIELD TRIP -- MAIN EVENT	643.66
BMO CORP. MASTERCARD	103242	JULY2019-37	01-0200-0000-52011	Marketing Promotional Items	1,359.16
BMO CORP. MASTERCARD	103242	JULY2019-51	10-1400-0000-52002	BEACH AND SAILING SUPPLIES	153.71
BMO CORP. MASTERCARD	103242	JULY2019-51	10-1500-0000-52002	BEACH AND SAILING SUPPLIES	135.85
BMO CORP. MASTERCARD	103242	JULY2019-04	01-0300-0000-54005	A/B/C OPERATOR TRAINING	150.00
BMO CORP. MASTERCARD	103242	JULY2019-20	10-1100-7605-54304	CAMP FIELD TRIP -- HIDDEN CREEK	209.00
BMO CORP. MASTERCARD	103242	JULY2019-20	10-1100-7606-54304	CAMP FIELD TRIP -- HIDDEN CREEK	114.00
BMO CORP. MASTERCARD	103242	JULY2019-21	10-1100-7605-54304	CAMP FIELD TRIP -- WHEELING WATER PARK	707.50
BMO CORP. MASTERCARD	103242	JULY2019-52	10-1500-0000-52320	WATER CARNIVAL PRIZES	232.33
BMO CORP. MASTERCARD	103242	JULY2019-53	10-1500-0000-52320	WATER CARNIVAL PRIZE	213.44
BMO CORP. MASTERCARD	103242	JULY2019-22	10-1100-7668-54304	CAMP FIELD TRIP -- KOHL CHILDREN'S MUSEUM	875.00
BMO CORP. MASTERCARD	103242	JULY2019-54	10-1500-0000-52320	WATER CARNIVAL SUPPLIES	141.60
BMO CORP. MASTERCARD	103242	JULY2019-05	01-0400-0000-56110	LAPTOP REPLACEMENT	529.99
BMO CORP. MASTERCARD	103242	JULY2019-23	10-1100-7765-54304	CAMP FIELD TRIP -- TILT STUDIO	505.32
BMO CORP. MASTERCARD	103242	JULY2019-44	25-2400-0000-52002	SUMMER CAMP SUPPLIES	137.51
BMO CORP. MASTERCARD	103242	JULY2019-01	01-0100-0000-54210	Nettime Solutions- Time and Attendance	917.60
BMO CORP. MASTERCARD	103242	JULY2019-24	10-1100-7605-54304	CAMP FIELD TRIP -- FUNTOPIA	1,064.00
BMO CORP. MASTERCARD	103242	JULY2019-25	10-1100-7605-54304	CAMP FIELD TRIP -- PINSTRIPES	440.30
BMO CORP. MASTERCARD	103242	JULY2019-38	20-2000-0000-52001	WPD Envelopes	136.51
BMO CORP. MASTERCARD	103242	JULY2019-26	10-1100-7668-54304	CAMP FIELD TRIP -- PUMP IT UP (SOCKS)	1,500.00
BMO CORP. MASTERCARD	103242	JULY2019-26	10-1100-7668-54304	CAMP FIELD TRIP -- PUMP IT UP (SOCKS)	65.85
BMO CORP. MASTERCARD	103242	JULY2019-42	01-0100-0000-54005	CHAMBER GOLF OUTING	900.00
BMO CORP. MASTERCARD	103242	JULY2019-27	10-1500-0000-54250	CAMPOUT BREAKFAST	304.74
BMO CORP. MASTERCARD	103242	JULY2019-39	20-2000-0000-54201	Yard Signs - Bug Spray	133.28
BMO CORP. MASTERCARD	103242	JULY2019-45	25-2500-0000-54005	CONFERENCE AIR/HOTEL JOE/PAT	419.96
BMO CORP. MASTERCARD	103242	JULY2019-46	25-2500-0000-54005	CONFERENCE REGISTRATION JOE	449.99
BMO CORP. MASTERCARD	103242	JULY2019-47	25-2500-0000-54005	CONF AIRFARE	0.02
BMO CORP. MASTERCARD	103242	JULY2019-47	25-2500-0000-54005	CONFERENCE AIR/HOTEL JOE/PAT	289.14
BMO CORP. MASTERCARD	103242	JULY2019-48	25-2500-0000-54005	CONFERENCE REGISTRATION - PAT	449.99
BMO CORP. MASTERCARD	103242	JULY2019-28	10-1100-7606-54304	CAMP FIELD TRIP -- RAINBOW FALLS	72.00
BMO CORP. MASTERCARD	103242	JULY2019-28	10-1100-7765-54304	CAMP FIELD TRIP -- RAINBOW FALLS	315.00
BMO CORP. MASTERCARD	103242	JULY2019-40	20-2000-0000-54201	GOOGLE ADWORDS - GOLF	500.00
BMO CORP. MASTERCARD	103242	JULY2019-55	10-1500-0000-54250	FAMILY CAMPOUT BREAKFAST	121.96

VOUCHER LIST OF PAID BILLS FOR APPROVAL ON AU

Payment Dates: 07/20/2019 - 08/16/2019

Vendor Name	Payment Number	Payable Number	Account Number	Description (Item)	Amount
BMO CORP. MASTERCARD	103242	JULY2019-29	10-1100-7605-54304	CAMP FIELD TRIP -- SAFARILAND	1,410.00
BMO CORP. MASTERCARD	103242	JULY2019-31	10-1100-7606-54304	CAMP FIELD TRIP -- ACTION TERRITORY	293.29
BMO CORP. MASTERCARD	103242	JULY2019-31	10-1100-7765-54304	CAMP FIELD TRIP -- ACTION TERRITORY	828.12
BMO CORP. MASTERCARD	103242	JULY2019-43	01-0200-0000-52090	BOARD MEETING 7/25/19	131.32
BMO CORP. MASTERCARD	103242	JULY2019	01-0100-0000-52002	STORMWATER MTG SUPPLIES	8.42
BMO CORP. MASTERCARD	103242	JULY2019	01-0100-0000-52501	GAS	30.02
BMO CORP. MASTERCARD	103242	JULY2019	01-0100-0000-52999	MEMORIAL DONATION	75.00
BMO CORP. MASTERCARD	103242	JULY2019	01-0100-0000-52999	WATER FOR STAFF	89.86
BMO CORP. MASTERCARD	103242	JULY2019	01-0100-0000-54005	ADMIN STAFF LUNCH	70.80
BMO CORP. MASTERCARD	103242	JULY2019	01-0100-0000-54005	ADMIN GUEST COFFEE	35.34
BMO CORP. MASTERCARD	103242	JULY2019	01-0200-0000-52001	SUBSCRIPTION	7.96
BMO CORP. MASTERCARD	103242	JULY2019	01-0200-0000-52011	ADOBE FOR TOM	84.46
BMO CORP. MASTERCARD	103242	JULY2019	01-0200-0000-52011	INDESIGN IMPOSER	39.95
BMO CORP. MASTERCARD	103242	JULY2019	01-0200-0000-52011	ADOBE CAPTIVATE	36.11
BMO CORP. MASTERCARD	103242	JULY2019	01-0200-0000-52011	SOCIAL MEDIA DISPLAY	76.62
BMO CORP. MASTERCARD	103242	JULY2019	01-0200-0000-52011	STOCK IMAGES	29.99
BMO CORP. MASTERCARD	103242	JULY2019	01-0200-0000-52011	LINK IN PROFILE	9.99
BMO CORP. MASTERCARD	103242	JULY2019	01-0200-0000-52011	GOOGLE ADWORDS	99.95
BMO CORP. MASTERCARD	103242	JULY2019	01-0200-0000-52011	TOWER DECAL TEST	47.00
BMO CORP. MASTERCARD	103242	JULY2019	01-0200-0000-52011	NEW TRIPOD	39.99
BMO CORP. MASTERCARD	103242	JULY2019	01-0200-0000-52025	SHIPPING	10.12
BMO CORP. MASTERCARD	103242	JULY2019	01-0200-0000-52090	BOARD EXPENSE	10.00
BMO CORP. MASTERCARD	103242	JULY2019	01-0200-0000-52090	BOARD DECOR FOR 4TH	72.21
BMO CORP. MASTERCARD	103242	JULY2019	01-0200-0000-54250	DROPBOX FOR AMIN & MARKETING	60.00
BMO CORP. MASTERCARD	103242	JULY2019	01-0300-0000-56100	TRAILER TIRE	97.90
BMO CORP. MASTERCARD	103242	JULY2019	01-0400-0000-52002	LUNCH FROM GOLF COURSE WALK THROUGH MP	79.20
BMO CORP. MASTERCARD	103242	JULY2019	01-0400-0000-52002	WATER FOR GOLF COURSE TOUR	10.35
BMO CORP. MASTERCARD	103242	JULY2019	01-0400-0000-52002	LUNCH W/CONSULTANT	21.60
BMO CORP. MASTERCARD	103242	JULY2019	01-0400-0000-56001	LIGHTING REPAIR PARTS	6.90
BMO CORP. MASTERCARD	103242	JULY2019	01-0400-0000-56100	LINE TRIMMER CABLE	10.90
BMO CORP. MASTERCARD	103242	JULY2019	01-0400-0000-56100	DOLLY FOR GRILLS	99.89
BMO CORP. MASTERCARD	103242	JULY2019	01-0400-0000-56100	CHAINSAW COIL	30.99
BMO CORP. MASTERCARD	103242	JULY2019	01-0400-0000-56110	WINDOWS 10 SOFTWARE	39.99
BMO CORP. MASTERCARD	103242	JULY2019	01-0400-0000-56110	SOFTWARE RETURN	-16.14
BMO CORP. MASTERCARD	103242	JULY2019	01-0400-0000-56110	SOFTWARE	16.14
BMO CORP. MASTERCARD	103242	JULY2019	01-0400-0000-56200	FUEL FILTER	45.06
BMO CORP. MASTERCARD	103242	JULY2019	01-0400-0000-56200	BALL JOINTS UNIT #2	83.68
BMO CORP. MASTERCARD	103242	JULY2019	10-1000-0000-52015	ADOBE ACROBAT	39.99
BMO CORP. MASTERCARD	103242	JULY2019	10-1100-7605-52404	CAMP SUPPLIES	21.40
BMO CORP. MASTERCARD	103242	JULY2019	10-1100-7605-52404	CRAFT SUPPLIES	27.03
BMO CORP. MASTERCARD	103242	JULY2019	10-1100-7605-52404	CAMP SUPPLIES	9.02
BMO CORP. MASTERCARD	103242	JULY2019	10-1100-7605-52404	GLUE	9.38
BMO CORP. MASTERCARD	103242	JULY2019	10-1100-7606-52404	CAMP EQUIPMENT	45.51
BMO CORP. MASTERCARD	103242	JULY2019	10-1100-7606-52404	CRAFT SUPPLIES	16.99
BMO CORP. MASTERCARD	103242	JULY2019	10-1100-7606-54304	CAMP FIELD TRIP	56.00
BMO CORP. MASTERCARD	103242	JULY2019	10-1100-7614-52404	AFTER CAMP GAMES	25.44
BMO CORP. MASTERCARD	103242	JULY2019	10-1100-7614-52404	AFTER CAMP GAMES	14.44
BMO CORP. MASTERCARD	103242	JULY2019	10-1100-7614-52404	AFTER CAMP GAMES	22.66
BMO CORP. MASTERCARD	103242	JULY2019	10-1100-7614-52404	RETURNED ITEMS	-32.99
BMO CORP. MASTERCARD	103242	JULY2019	10-1100-7614-52404	AFTER CAMP GAMES	16.99
BMO CORP. MASTERCARD	103242	JULY2019	10-1100-7614-52404	CAMP SUPPLIES	8.49
BMO CORP. MASTERCARD	103242	JULY2019	10-1100-7668-52404	SUPPLIES	6.99
BMO CORP. MASTERCARD	103242	JULY2019	10-1100-7668-52404	CAMP SUPPLIES	11.42
BMO CORP. MASTERCARD	103242	JULY2019	10-1100-7668-52404	CRAFT SUPPLIES	29.76
BMO CORP. MASTERCARD	103242	JULY2019	10-1100-7668-52404	CRAFT SUPPLIES	24.19

VOUCHER LIST OF PAID BILLS FOR APPROVAL ON AU

Payment Dates: 07/20/2019 - 08/16/2019

Vendor Name	Payment Number	Payable Number	Account Number	Description (Item)	Amount
BMO CORP. MASTERCARD	103242	JULY2019	10-1100-7668-52404	GLUE	9.38
BMO CORP. MASTERCARD	103242	JULY2019	10-1100-7668-52404	CRAFT SUPPLIES	19.99
BMO CORP. MASTERCARD	103242	JULY2019	10-1100-7765-52404	CAMP SUPPLIES	11.42
BMO CORP. MASTERCARD	103242	JULY2019	10-1100-7765-52404	MSM CAMP GAMES	5.99
BMO CORP. MASTERCARD	103242	JULY2019	10-1100-7765-52404	STRING	14.43
BMO CORP. MASTERCARD	103242	JULY2019	10-1100-7765-52404	CAMP SUPPLIES	31.78
BMO CORP. MASTERCARD	103242	JULY2019	10-1100-7765-52404	CAMP EQUIPMENT	33.28
BMO CORP. MASTERCARD	103242	JULY2019	10-1100-7765-54304	CAMP FIELD TRIP	5.00
BMO CORP. MASTERCARD	103242	JULY2019	10-1100-7765-54304	TAX REFUND	-81.14
BMO CORP. MASTERCARD	103242	JULY2019	10-1100-7840-52405	FLAG HARNESS	33.90
BMO CORP. MASTERCARD	103242	JULY2019	10-1100-7840-52405	PARADE GLOVES	19.80
BMO CORP. MASTERCARD	103242	JULY2019	10-1100-7840-52405	REFUND	-33.97
BMO CORP. MASTERCARD	103242	JULY2019	10-1100-7841-52405	BANNER POLES	9.99
BMO CORP. MASTERCARD	103242	JULY2019	10-1100-7841-52405	JULY 4TH BREAKFAST SUPPLIES	27.49
BMO CORP. MASTERCARD	103242	JULY2019	10-1100-7841-52405	STAFF RECAP MEETING	39.86
BMO CORP. MASTERCARD	103242	JULY2019	10-1100-7842-52405	STAFF RECAP MEETING	39.86
BMO CORP. MASTERCARD	103242	JULY2019	10-1100-7843-52405	ICE FOR CONCERT DRINKS	34.93
BMO CORP. MASTERCARD	103242	JULY2019	10-1100-7843-52405	STAFF BREAKFAST	35.83
BMO CORP. MASTERCARD	103242	JULY2019	10-1100-7843-52405	2 BAGS OF ICE-CONCERT	9.98
BMO CORP. MASTERCARD	103242	JULY2019	10-1100-7844-52405	BIKE WINNETKA PROMO GIVEAWAYS	25.83
BMO CORP. MASTERCARD	103242	JULY2019	10-1100-7999-54201	6 CONCERT PATCHES	93.87
BMO CORP. MASTERCARD	103242	JULY2019	10-1100-7999-54201	FAMILY CAMPOUT BANNNER	44.70
BMO CORP. MASTERCARD	103242	JULY2019	10-1100-7999-54201	FACEBOOK ADS	99.00
BMO CORP. MASTERCARD	103242	JULY2019	10-1200-0000-52002	ZIP TIES	15.36
BMO CORP. MASTERCARD	103242	JULY2019	10-1200-0000-52002	WATER	10.00
BMO CORP. MASTERCARD	103242	JULY2019	10-1200-0000-52002	FIELD & FOUNDATION AFRAMES	63.20
BMO CORP. MASTERCARD	103242	JULY2019	10-1200-0000-52002	DUCK TAPE	9.98
BMO CORP. MASTERCARD	103242	JULY2019	10-1400-0000-52002	SAILING SUPPLIES	33.83
BMO CORP. MASTERCARD	103242	JULY2019	10-1400-0000-52002	SAILING SUPPLIES	29.36
BMO CORP. MASTERCARD	103242	JULY2019	10-1400-0000-56116	SAILBOAT R&M	13.00
BMO CORP. MASTERCARD	103242	JULY2019	10-1500-0000-52002	BEACH SUPPLIES	78.37
BMO CORP. MASTERCARD	103242	JULY2019	10-1500-0000-52002	WATER FOR STAFF	5.00
BMO CORP. MASTERCARD	103242	JULY2019	10-1500-0000-52002	BEACH SUPPLIES	80.70
BMO CORP. MASTERCARD	103242	JULY2019	10-1500-0000-52002	BEACH SUPPLIES	31.64
BMO CORP. MASTERCARD	103242	JULY2019	10-1500-0000-52002	BEACH SUPPLIES	99.35
BMO CORP. MASTERCARD	103242	JULY2019	10-1500-0000-52002	BOAT SUPPLIES	40.40
BMO CORP. MASTERCARD	103242	JULY2019	10-1500-0000-52320	FAMILY CAMPOUT SUPPLIES	20.18
BMO CORP. MASTERCARD	103242	JULY2019	10-1500-0000-52320	WATER CARNIVAL SUPPLIES	19.48
BMO CORP. MASTERCARD	103242	JULY2019	10-1500-0000-52320	FAMILY CAMPOUT BREAKFAST	90.81
BMO CORP. MASTERCARD	103242	JULY2019	10-1500-0000-52320	FAMILY CAMPOUT SUPPLIES	18.99
BMO CORP. MASTERCARD	103242	JULY2019	10-1500-0000-52320	WATER CARNIVAL SUPPLIES	22.96
BMO CORP. MASTERCARD	103242	JULY2019	10-1500-0000-52320	WATER CARNIVAL SUPPLIES	27.35
BMO CORP. MASTERCARD	103242	JULY2019	10-1500-0000-52320	FAMILY CAMPOUT BREAKFAST	27.96
BMO CORP. MASTERCARD	103242	JULY2019	10-1500-0000-52320	WATER CARNIVAL SUPPLIES	67.28
BMO CORP. MASTERCARD	103242	JULY2019	10-1500-0000-52320	FAMILY CAMPOUT SUPPLIES	49.75
BMO CORP. MASTERCARD	103242	JULY2019	10-1500-0000-54250	STAFF SCHEDULING	99.00
BMO CORP. MASTERCARD	103242	JULY2019	10-1600-0000-54250	EXCAVATOR RENTAL CREDIT	-895.18
BMO CORP. MASTERCARD	103242	JULY2019	10-1600-0000-56100	DIPSTICK	20.48
BMO CORP. MASTERCARD	103242	JULY2019	20-2000-0000-52320	SPECIAL EVENT SUPPLIES	63.00
BMO CORP. MASTERCARD	103242	JULY2019	20-2000-0000-52320	SPECIAL EVENT SUPPLIES	20.00
BMO CORP. MASTERCARD	103242	JULY2019	20-2000-0000-52320	SPECIAL EVENT SUPPLIES	60.00
BMO CORP. MASTERCARD	103242	JULY2019	20-2000-0000-52320	SPECIAL EVENT SUPPLIES	60.00
BMO CORP. MASTERCARD	103242	JULY2019	25-2400-0000-56100	FUSE OUTDOOR LIGHT	18.46
BMO CORP. MASTERCARD	103242	JULY2019	25-2500-0000-52320	STAFF LUNCH	58.47
BMO CORP. MASTERCARD	103242	JULY2019	25-2500-0000-54201	BALL DISPLAY	13.87
BMO CORP. MASTERCARD	103242	JULY2019	25-2500-0000-54201	TENNIS BALL DISPLAY	18.48
BMO CORP. MASTERCARD	103242	JULY2019	27-2700-0000-52901	COSTUME FOR JULY 4TH	13.97
Vendor 12620 - BMO CORP. MASTERCARD Total:					34,145.33

VOUCHER LIST OF PAID BILLS FOR APPROVAL ON AU

Payment Dates: 07/20/2019 - 08/16/2019

Vendor Name	Payment Number	Payable Number	Account Number	Description (Item)	Amount
Vendor: 00580 - BTSI					
BTSI	103311	62361	20-2100-0000-52566	FERTILIZER	2,000.00
BTSI	103311	62362	20-2100-0000-52566	FERTILIZER	1,200.00
BTSI	103311	62048	20-2100-0000-52566	FERTILIZER	1,500.00
BTSI	103311	62049	20-2100-0000-52565	FUNGICIDE	960.00
BTSI	103311	62363	20-2100-0000-52565	FUNGICIDE	255.00
BTSI	103311	62364	20-2100-0000-52566	FERTILIZER	1,080.00
BTSI	103311	62651	20-2100-0000-52566	FERTILIZER	3,705.00
BTSI	103311	62861	20-2100-0000-52566	FERTILIZER	720.00
BTSI	103375	62898	20-2100-0000-52566	FERTILIZER	3,420.00
Vendor 00580 - BTSI Total:					14,840.00
Vendor: 06740 - BURRIS EQUIPMENT					
BURRIS EQUIPMENT	103246	RI00386	01-0400-0000-54250	TRACKLOADER RENTAL	1,196.00
BURRIS EQUIPMENT	103246	RI00643	10-1100-7842-54305	LIGHT TOWER RENTAL FOR THE 4TH OF JULY	446.00
BURRIS EQUIPMENT	103246	PS23860	01-0400-0000-56100	FREIGHT CREDIT	-1.96
Vendor 06740 - BURRIS EQUIPMENT Total:					1,640.04
Vendor: 21504 - CAREY DOWDLE					
CAREY DOWDLE	103247	INV0010595	10-1100-7151-54301	SOFTBALL UMPIRE	86.00
Vendor 21504 - CAREY DOWDLE Total:					86.00
Vendor: 22410 - CARRIE ROSEN					
CARRIE ROSEN	103199	INV0010550	27-2700-0000-54001	REIMB SKATE MEMBERSHIP	39.25
Vendor 22410 - CARRIE ROSEN Total:					39.25
Vendor: 00853 - CERTIFIED LABORATORIES					
CERTIFIED LABORATORIES	103248	3588608	01-0300-0000-52505	GEAR OIL	542.21
CERTIFIED LABORATORIES	103248	3588608	01-0400-0000-56100	GEAR OIL	542.00
Vendor 00853 - CERTIFIED LABORATORIES Total:					1,084.21
Vendor: 20885 - CHAPMAN AND CUTLER LLP					
CHAPMAN AND CUTLER LLP	103249	1861600	01-0200-0000-54250	2018 ANNUAL DEBT DISCLOSURE FILING	2,000.00
Vendor 20885 - CHAPMAN AND CUTLER LLP Total:					2,000.00
Vendor: 22414 - CHAUNCEY WHITAKER					
CHAUNCEY WHITAKER	103200	INV0010580	10-1100-7151-54301	SOFTBALL UMPIRE	420.00
Vendor 22414 - CHAUNCEY WHITAKER Total:					420.00
Vendor: 00872 - CHICAGO DISTRICT GOLF ASSOCIATION					
CHICAGO DISTRICT GOLF ASSOC...	103312	2154-189	20-2000-0000-54210	GOLF COMPUTER SERVICES	30.00
Vendor 00872 - CHICAGO DISTRICT GOLF ASSOCIATION Total:					30.00
Vendor: 20929 - CHICAGO TRIBUNE MEDIA GROUP					
CHICAGO TRIBUNE MEDIA GRO...	103201	007458454000	01-0200-0000-54225	AUDIT LEGAL AD	17.89
Vendor 20929 - CHICAGO TRIBUNE MEDIA GROUP Total:					17.89
Vendor: 22203 - CHRISTINE CONDON					
CHRISTINE CONDON	103202	INV0010551	27-2700-0000-52901	REIMB FOR SKATE MEMBERSHIP & SUPPLIES	52.12
CHRISTINE CONDON	103202	INV0010551	27-2700-0000-54001	REIMB FOR SKATE MEMBERSHIP & SUPPLIES	39.25
Vendor 22203 - CHRISTINE CONDON Total:					91.37
Vendor: 22416 - CLARA JUNGWIRTH					
CLARA JUNGWIRTH	103250	INV0010582	10-1100-7668-52404	REIMB FOR CAMP SUPPLIES	13.99
CLARA JUNGWIRTH	103313	INV0010622	10-1100-7668-52404	REIMB FOR CAMP SUPPLIES	43.24
Vendor 22416 - CLARA JUNGWIRTH Total:					57.23
Vendor: 22210 - CLARKE AQUATIC SERVICES, INC					
CLARKE AQUATIC SERVICES, INC	103314	000004492	20-2100-0000-54250	CONTRACT SERVICES	2,450.00
Vendor 22210 - CLARKE AQUATIC SERVICES, INC Total:					2,450.00
Vendor: 22413 - COLEY GAS, LLC					
COLEY GAS, LLC	103203	7-25-19	23-2300-0000-56001	GRILL CLEANING	300.00
Vendor 22413 - COLEY GAS, LLC Total:					300.00

VOUCHER LIST OF PAID BILLS FOR APPROVAL ON AU

Payment Dates: 07/20/2019 - 08/16/2019

Vendor Name	Payment Number	Payable Number	Account Number	Description (Item)	Amount
Vendor: 00993 - COMCAST					
COMCAST	103204	4128JUN2019	01-0100-0000-54250	CABLE TV-TENNIS	10.00
COMCAST	103204	4128JUN2019	25-2400-0000-54250	CABLE TV-TENNIS	180.07
COMCAST	103204	0868JUL2019	10-1500-0000-54250	INTERNET SERVICE-TOWER	274.59
COMCAST	103204	4516JUL2019	25-2400-0000-54250	INTERNET SERVICE-TENNIS	241.85
COMCAST	103204	3317JUL2019	20-2000-0000-54250	CABLE TV-GOLF	69.45
COMCAST	103204	3545JUL2019	01-0100-0000-54210	INTERNET SERVICE-ADMIN	164.90
COMCAST	103204	0399JUL2019	01-0100-0000-54210	INTERNET SERVICE-ADMIN	306.85
COMCAST	103251	3259JUL219	23-2300-0000-54250	CABLE TV-PADDLE	19.94
COMCAST	103315	4128JUL2019	25-2500-0000-54250	CABLE TV-TENNIS	190.07
COMCAST	103376	0868AUG2019	10-1500-0000-54250	INTERNET SERVICE-TOWER	186.85
COMCAST	103376	4518AUG2019	23-2300-0000-54250	INTERNET SERVICE-PADDLE	463.70
COMCAST	103376	4516AUG2019	25-2400-0000-54250	INTERNET SERVICE-TENNIS	241.85
COMCAST	103376	3317AUG2019	20-2000-0000-54250	CABLE TV-GOLF	69.45
Vendor 00993 - COMCAST Total:					2,419.57
Vendor: 01000 - COMED					
COMED	103205	INV0010558	01-0400-0000-56530	ELECTRIC SERVICE-PARKS	21.71
Vendor 01000 - COMED Total:					21.71
Vendor: 06007 - COVERALL NORTH AMERICA,					
COVERALL NORTH AMERICA,	103316	1010642348	20-2000-0000-54255	Contract Services Clubhouse	919.00
COVERALL NORTH AMERICA,	103316	1010642980	01-0100-0000-54250	2019 MONTHLY ADMIN CLEANING SERVICE	349.00
COVERALL NORTH AMERICA,	103316	1010642980	10-1000-0000-54250	2019 MONTHLY ADMIN CLEANING SERVICE	349.00
Vendor 06007 - COVERALL NORTH AMERICA, Total:					1,617.00
Vendor: 21479 - DAN CREANEY					
DAN CREANEY	103252	INV0010583	10-1100-7150-54301	SOFTBALL UMPIRE	224.00
Vendor 21479 - DAN CREANEY Total:					224.00
Vendor: 22403 - DANA WALASZEK					
DANA WALASZEK	103253	INV0010584	10-1100-7765-52404	REIMB FOR CAMP SUPPLIES	45.18
Vendor 22403 - DANA WALASZEK Total:					45.18
Vendor: 22109 - DE LAGE LANDEN FINANCIAL SERVICES, INC					
DE LAGE LANDEN FINANCIAL SE...	103377	64581360	01-0100-0000-56100	2019 COPIER LEASE - SEPT	1,976.65
Vendor 22109 - DE LAGE LANDEN FINANCIAL SERVICES, INC Total:					1,976.65
Vendor: 22065 - DENISE JIROUT					
DENISE JIROUT	103206	INV0010552	27-2700-0000-54001	REIMB FOR SKATE MEMBERSHIP	39.25
Vendor 22065 - DENISE JIROUT Total:					39.25
Vendor: 22183 - ELIZABETH MCSHANE-BEBERDICK					
ELIZABETH MCSHANE-BEBERDI...	103207	INV0010553	27-2700-0000-54001	REIMB FOR SKATE MEMBERSHIP	39.25
Vendor 22183 - ELIZABETH MCSHANE-BEBERDICK Total:					39.25
Vendor: 21960 - EMPIRE COOLER SERVICE, INC					
EMPIRE COOLER SERVICE, INC	103378	0000276567	20-2000-0000-54255	Contract Services Clubhouse	125.00
Vendor 21960 - EMPIRE COOLER SERVICE, INC Total:					125.00
Vendor: 01332 - ENERSTAR, INC.					
ENERSTAR, INC.	103317	081940	27-2700-0000-54250	WATER TREATMENT	2,900.00
Vendor 01332 - ENERSTAR, INC. Total:					2,900.00
Vendor: 12470 - ENVIRONMENTAL FUTURES					
ENVIRONMENTAL FUTURES	103318	19-2050	25-2500-0000-54250	SHACK WATER FILTER	120.00
Vendor 12470 - ENVIRONMENTAL FUTURES Total:					120.00
Vendor: 22292 - ERNESTO ALCANTAR					
ERNESTO ALCANTAR	103319	INV0010623	20-2100-0000-52525	REIMB FOR SAFETY BOOTS	97.63
Vendor 22292 - ERNESTO ALCANTAR Total:					97.63

VOUCHER LIST OF PAID BILLS FOR APPROVAL ON AU

Payment Dates: 07/20/2019 - 08/16/2019

Vendor Name	Payment Number	Payable Number	Account Number	Description (Item)	Amount
Vendor: 21935 - EUCLID MANAGERS					
EUCLID MANAGERS	103208	LL00267	01-21255	LIFELock PREMIUM-AUG 2019	71.94
Vendor 21935 - EUCLID MANAGERS Total:					71.94
Vendor: 21701 - EXCALIBUR TECHNOLOGY CORP					
EXCALIBUR TECHNOLOGY CORP	103320	180238	01-0100-0000-54210	SEPT EXCALIBUR COMPUTER SERVICES	379.00
Vendor 21701 - EXCALIBUR TECHNOLOGY CORP Total:					379.00
Vendor: 00345 - FEDERAL WITHHOLDING TAX					
FEDERAL WITHHOLDING TAX	DFT0003743	INV0010576	01-21200	Federal Withholding	18,114.97
FEDERAL WITHHOLDING TAX	DFT0003745	INV0010578	33-21220	FICA Withholding	28,877.88
FEDERAL WITHHOLDING TAX	DFT0003746	INV0010579	33-21220	Medicare Withholding	6,753.60
FEDERAL WITHHOLDING TAX	DFT0003752	INV0010616	01-21200	Federal Withholding	18,879.69
FEDERAL WITHHOLDING TAX	DFT0003754	INV0010618	33-21220	FICA Withholding	29,465.72
FEDERAL WITHHOLDING TAX	DFT0003755	INV0010619	33-21220	Medicare Withholding	6,891.18
Vendor 00345 - FEDERAL WITHHOLDING TAX Total:					108,983.04
Vendor: 01167 - FOX VALLEY FIRE & SAFETY					
FOX VALLEY FIRE & SAFETY	103321	IN00282926	27-2700-0000-54250	FIRE SPRINKLER INSPECTIONS - ICE AND PADDLE	275.00
FOX VALLEY FIRE & SAFETY	103321	IN00282931	23-2300-0000-54250	FIRE SPRINKLER INSPECTIONS - ICE AND PADDLE	225.00
Vendor 01167 - FOX VALLEY FIRE & SAFETY Total:					500.00
Vendor: 20955 - FUN EXPRESS					
FUN EXPRESS	103254	69705960-01	10-1100-7668-52404	CAMP CRAFT + CARNIVAL SUPPLIES	146.97
FUN EXPRESS	103322	697298450-01	10-1500-0000-52320	CRAFT FOR BEACH SPECIAL EVENTS	130.82
Vendor 20955 - FUN EXPRESS Total:					277.79
Vendor: 01550 - G.B. ELECTRIC COMPANY					
G.B. ELECTRIC COMPANY	103209	18810	25-2400-0000-56001	OD LIGHT REPAIRS	372.00
Vendor 01550 - G.B. ELECTRIC COMPANY Total:					372.00
Vendor: 21074 - GARVEY'S OFFICE PRODUCTS					
GARVEY'S OFFICE PRODUCTS	103255	PINV1755782	01-0100-0000-52001	LAMINATE ROLLS	367.18
Vendor 21074 - GARVEY'S OFFICE PRODUCTS Total:					367.18
Vendor: 22137 - GEMINI INC					
GEMINI INC	103256	1840873	01-0400-0000-52002	BENCH DONATION PLAQUE - HARTONG	96.49
Vendor 22137 - GEMINI INC Total:					96.49
Vendor: 01727 - GRAINGER					
GRAINGER	103258	9221524953	20-2000-0000-56001	FACILITY R&M-GOLF	41.82
GRAINGER	103258	9221892475	01-0400-0000-56001	FACILITY R&M	45.35
GRAINGER	103258	9222430465	01-0400-0000-56001	FACILITY R&M	18.62
GRAINGER	103258	9228588159	27-2700-0000-56001	FAUCET - ICE ARENA	479.64
Vendor 01727 - GRAINGER Total:					585.43
Vendor: 07660 - HEALTH CARE SERVICE CORPORATION					
HEALTH CARE SERVICE CORPOR...	103210	INV0010562	01-0100-0000-54051	HEALTH INSURANCE-AUG 2019	48,567.42
Vendor 07660 - HEALTH CARE SERVICE CORPORATION Total:					48,567.42
Vendor: 09930 - HERITAGE-CRYSTAL CLEAN					
HERITAGE-CRYSTAL CLEAN	103379	15802608	01-0300-0000-54250	PARTS CLEANER	495.88
Vendor 09930 - HERITAGE-CRYSTAL CLEAN Total:					495.88
Vendor: 01947 - HOME DEPOT CREDIT SERVICES					
HOME DEPOT CREDIT SERVICES	103259	JULY2019	01-0400-0000-56003	PLAYGROUND EQUIPMENT R&M	46.41
Vendor 01947 - HOME DEPOT CREDIT SERVICES Total:					46.41
Vendor: 22159 - HOME ICE LLC					
HOME ICE LLC	103324	932	27-2700-0000-52009	5 SKILLS JERSEYS	999.00
Vendor 22159 - HOME ICE LLC Total:					999.00

VOUCHER LIST OF PAID BILLS FOR APPROVAL ON AU

Payment Dates: 07/20/2019 - 08/16/2019

Vendor Name	Payment Number	Payable Number	Account Number	Description (Item)	Amount
Vendor: 00350 - ICMA RETIREMENT TRUST-457					
ICMA RETIREMENT TRUST-457	DFT0003739	INV0010571	01-21235	457K Contribution	1,820.00
ICMA RETIREMENT TRUST-457	DFT0003748	INV0010611	01-21235	457K Contribution	1,542.94
Vendor 00350 - ICMA RETIREMENT TRUST-457 Total:					3,362.94
Vendor: 05745 - IL DEPARTMENT OF REVENUE					
IL DEPARTMENT OF REVENUE	103325	INV0010629	20-2000-0000-54990	SALES TAX-JULY 2019	1,683.00
IL DEPARTMENT OF REVENUE	103325	INV0010629	25-2500-0000-54990	SALES TAX-JULY 2019	158.00
Vendor 05745 - IL DEPARTMENT OF REVENUE Total:					1,841.00
Vendor: 00410 - IL DEPT OF REVENUE					
IL DEPT OF REVENUE	DFT0003742	INV0010575	01-21210	State Withholding	10,021.46
IL DEPT OF REVENUE	DFT0003751	INV0010615	01-21210	State Withholding	10,214.43
Vendor 00410 - IL DEPT OF REVENUE Total:					20,235.89
Vendor: 21139 - ILLINOIS BASEBALL ACADEMY					
ILLINOIS BASEBALL ACADEMY	103380	R30715-2019	10-1100-7613-54304	2019 70/30 SPLIT WEEK 1 EXTRA INNINGS 2019	2,205.00
Vendor 21139 - ILLINOIS BASEBALL ACADEMY Total:					2,205.00
Vendor: 12390 - ILLINOIS CHILD SUPPORT					
ILLINOIS CHILD SUPPORT	103211	INV0010574	01-21298	1709700/17-D000104	132.98
ILLINOIS CHILD SUPPORT	103326	INV0010614	01-21298	1709700/17-D000104	205.94
Vendor 12390 - ILLINOIS CHILD SUPPORT Total:					338.92
Vendor: 00347 - IMRF					
IMRF	103381	INV0010630	33-21215	JULY 2019 PAYMENT	40,321.30
Vendor 00347 - IMRF Total:					40,321.30
Vendor: 02103 - INTEGRA CLEANING & MTC					
INTEGRA CLEANING & MTC	103260	NTCCARPETSJULY2019	25-2500-0000-54250	CARPET CLEANING	1,110.19
INTEGRA CLEANING & MTC	103327	WPDJULY2019	23-2300-0000-54250	MONTHLY SERVICE	875.00
Vendor 02103 - INTEGRA CLEANING & MTC Total:					1,985.19
Vendor: 20975 - IPRA					
IPRA	103261	INV0010585	10-1100-7606-54304	CAMP FIELD TRIB	48.00
Vendor 20975 - IPRA Total:					48.00
Vendor: 22409 - ISABEL EGAN					
ISABEL EGAN	103262	INV0010596	10-1100-7668-52404	REMB FOR CAMP SUPPLIES	43.89
Vendor 22409 - ISABEL EGAN Total:					43.89
Vendor: 05892 - JAY ZIMMERMAN					
JAY ZIMMERMAN	103382	INV0010631	10-1100-7151-54301	SOFTBALL UMPIRE	42.00
JAY ZIMMERMAN	103382	INV0010631	10-1100-7153-54301	UMPIRE	64.00
Vendor 05892 - JAY ZIMMERMAN Total:					106.00
Vendor: 01345 - JC LICHT, LLC					
JC LICHT, LLC	103263	19086605	01-0400-0000-56001	TRASH AND RECYCLE CAN PAINT	312.00
Vendor 01345 - JC LICHT, LLC Total:					312.00
Vendor: 22417 - JENNY LORING					
JENNY LORING	103264	1049710	01-0400-0000-41016	REFUND	25.00
Vendor 22417 - JENNY LORING Total:					25.00
Vendor: 22022 - JFJ LLC					
JFJ LLC	103383	100-2019	27-2700-0000-50470	OFF ICE ACTIVITIES - 5 SKILLS HOCKEY CAMP	1,000.00
Vendor 22022 - JFJ LLC Total:					1,000.00
Vendor: 00282 - JOHN BARRETT					
JOHN BARRETT	103328	INV0010624	01-0400-0000-54001	REIMB FOR CDL RENEWAL	60.00
Vendor 00282 - JOHN BARRETT Total:					60.00
Vendor: 21514 - JOHN DORAN					
JOHN DORAN	103265	INV0010597	10-1100-7153-54301	SOFTBALL UMPIRE	320.00
JOHN DORAN	103384	INV0010632	10-1100-7153-54301	SOFTBALL UMPIRE	160.00
Vendor 21514 - JOHN DORAN Total:					480.00

VOUCHER LIST OF PAID BILLS FOR APPROVAL ON AU

Payment Dates: 07/20/2019 - 08/16/2019

Vendor Name	Payment Number	Payable Number	Account Number	Description (Item)	Amount
Vendor: 04187 - JOHN SHEA					
JOHN SHEA	103266	INV0010591	10-1500-0000-54250	REIMB FOR CAMPOUT SUPPLIES	586.21
JOHN SHEA	103385	INV0010633	10-1400-0000-52002	REIMB FOR SAILING & LUAU	10.69
JOHN SHEA	103385	INV0010633	10-1500-0000-52320	REIMB FOR SAILING & LUAU	64.54
Vendor 04187 - JOHN SHEA Total:					661.44
Vendor: 02220 - JORSON & CARLSON CO., INC					
JORSON & CARLSON CO., INC	103267	0587999	27-2700-0000-56200	BLADE SHARPENINGS	41.17
JORSON & CARLSON CO., INC	103267	0588688	27-2700-0000-56200	BLADE SHARPENING	41.17
JORSON & CARLSON CO., INC	103329	0589332	27-2700-0000-56200	BLADE SHARPENING	41.17
Vendor 02220 - JORSON & CARLSON CO., INC Total:					123.51
Vendor: 21757 - JSN CONTRACTORS SUPPLY					
JSN CONTRACTORS SUPPLY	103330	82847	20-2100-0000-52002	SUPPLIES ACCOUNT	379.45
JSN CONTRACTORS SUPPLY	103330	82847	20-2100-0000-52525	UNIFORMS	442.05
Vendor 21757 - JSN CONTRACTORS SUPPLY Total:					821.50
Vendor: 22411 - JUDI GATLIN					
JUDI GATLIN	103212	INV0010554	27-2700-0000-54001	REIMB FOR SKATE MEMBERSHIP	39.25
Vendor 22411 - JUDI GATLIN Total:					39.25
Vendor: 21794 - JULIA MELIO					
JULIA MELIO	103268	INV0010586	10-1100-7668-52404	REIMB FOR CAMP SUPPLIES	44.97
JULIA MELIO	103268	INV0010598	10-1100-7668-52404	REIMB FOR CAMP SUPPLIES	44.08
Vendor 21794 - JULIA MELIO Total:					89.05
Vendor: 06280 - JW TURF					
JW TURF	103213	19499529	10-1200-0000-60247	NEW TRACTOR FOR THE BALLFIELDS 2019	9,678.40
Vendor 06280 - JW TURF Total:					9,678.40
Vendor: 22423 - KERRY STINCHCOMB					
KERRY STINCHCOMB	103386	INV0010634	10-1100-7150-52401	WINNER OF 2018 WOMENS SOFTBALL	275.00
Vendor 22423 - KERRY STINCHCOMB Total:					275.00
Vendor: 21520 - KOMPAN, INC					
KOMPAN, INC	103331	INV97221	01-0400-0000-56003	PLAYGROUND PARTS - TOWER	104.00
Vendor 21520 - KOMPAN, INC Total:					104.00
Vendor: 22356 - LAKESHORE RECYCLING SYSTEMS					
LAKESHORE RECYCLING SYSTE...	103332	0004202978	20-2100-0000-54250	CONTRACT SERVICES (FENCE NEAR SHOP)	599.60
LAKESHORE RECYCLING SYSTE...	103387	0004213460	01-0400-0000-54250	DUMPSTER FOR BRUSH REMOVAL AT LLOYD BEACH	666.40
Vendor 22356 - LAKESHORE RECYCLING SYSTEMS Total:					1,266.00
Vendor: 11465 - LOWE'S BUSINESS ACCOUNT					
LOWE'S BUSINESS ACCOUNT	103388	JUL2019-01	01-0400-0000-56001	SPRAY PAINT, WOOD, REPLACEMENT SAW BLADES	199.06
LOWE'S BUSINESS ACCOUNT	103388	JUL2019-02	10-1600-0000-56001	SHOVELS FOR LAUNCH MAINT	113.88
LOWE'S BUSINESS ACCOUNT	103388	JUL2019-03	10-1600-0000-56001	BOAT LAUNCH REPAIRS	132.64
LOWE'S BUSINESS ACCOUNT	103388	JULY 2019	01-0400-0000-56001	PLAYGROUND EQUIPMENT REPAIRS	58.90
LOWE'S BUSINESS ACCOUNT	103388	JULY 2019	01-0400-0000-56001	PLAYGROUND EQUIPMENT REPAIRS	4.24
LOWE'S BUSINESS ACCOUNT	103388	JULY 2019	01-0400-0000-56003	PLAYGROUND EQUIPMENT REPAIRS	15.16
LOWE'S BUSINESS ACCOUNT	103388	JULY 2019	10-1500-0000-52002	PLAYGROUND EQUIPMENT REPAIRS	74.00
Vendor 11465 - LOWE'S BUSINESS ACCOUNT Total:					597.88
Vendor: 22412 - LUCKY LOCATORS, INC					
LUCKY LOCATORS, INC	103269	21693	20-2000-0000-56001	LINE FAULT LOCATING ON THE GOLF COURSE	490.00
Vendor 22412 - LUCKY LOCATORS, INC Total:					490.00

VOUCHER LIST OF PAID BILLS FOR APPROVAL ON AU

Payment Dates: 07/20/2019 - 08/16/2019

Vendor Name	Payment Number	Payable Number	Account Number	Description (Item)	Amount
Vendor: 07402 - MAGIC OF GARY KANTOR					
MAGIC OF GARY KANTOR	103270	INV0010592	10-1100-7605-54304	MAGIC SHOW	250.00
MAGIC OF GARY KANTOR	103270	INV0010592	10-1100-7668-54304	HI MAGIC SHOW	197.50
MAGIC OF GARY KANTOR	103270	INV0010592	10-1100-7668-54304	KC MAGIC SHOW	197.50
Vendor 07402 - MAGIC OF GARY KANTOR Total:					645.00
Vendor: 21734 - MARK'S					
MARK'S	103214	INV001809370	01-0400-0000-56001	FACILITY REPAIRS	65.45
Vendor 21734 - MARK'S Total:					65.45
Vendor: 02890 - MCMASTER-CARR SUPPLY CO.					
MCMASTER-CARR SUPPLY CO.	103333	11500286	01-0400-0000-56003	PLAYGROUND EQUIPMENT PARTS	74.83
Vendor 02890 - MCMASTER-CARR SUPPLY CO. Total:					74.83
Vendor: 22420 - MEGAN PATTERSON					
MEGAN PATTERSON	103334	INV0010625	10-1100-7605-52404	REIMB FOR CAMP SUPPLIES	35.72
Vendor 22420 - MEGAN PATTERSON Total:					35.72
Vendor: 21619 - MELISSA EDWARDS					
MELISSA EDWARDS	103271	INV0010587	10-1100-7765-52404	REIMB FOR CAMP SUPPLIES	18.69
Vendor 21619 - MELISSA EDWARDS Total:					18.69
Vendor: 22069 - MELISSA SMOLER					
MELISSA SMOLER	103215	INV0010555	27-2700-0000-54001	REIMB FOR SKATE MEMBERSHIP	39.25
Vendor 22069 - MELISSA SMOLER Total:					39.25
Vendor: 02920 - MELROSE PYROTECHNICS, INC					
MELROSE PYROTECHNICS, INC	103272	22240	10-1100-7842-54305	4TH OF JULY FIREWORKS -- MELROSE PYROTECHNICS	37,500.00
Vendor 02920 - MELROSE PYROTECHNICS, INC Total:					37,500.00
Vendor: 02930 - MENONI & MOCOJNI, INC.					
MENONI & MOCOJNI, INC.	103273	1330544	01-0400-0000-52550	RIP RAP STONE FOR PARKS	471.60
Vendor 02930 - MENONI & MOCOJNI, INC. Total:					471.60
Vendor: 21945 - MICHAEL FISHBAIN					
MICHAEL FISHBAIN	103274	INV0010588	10-1100-7153-54301	SOFTBALL UMPIRE	96.00
Vendor 21945 - MICHAEL FISHBAIN Total:					96.00
Vendor: 21134 - MICKEY'S LINEN					
MICKEY'S LINEN	103216	1301603	25-2400-0000-54250	TOWEL SERVICE	96.75
MICKEY'S LINEN	103216	1304460	25-2400-0000-54250	TOWEL SERVICE	96.75
MICKEY'S LINEN	103335	1307321	25-2500-0000-54250	TOWEL SERVICE	96.75
MICKEY'S LINEN	103389	1310179	25-2500-0000-54250	TOWEL SERVICE	96.75
Vendor 21134 - MICKEY'S LINEN Total:					387.00
Vendor: 20960 - MIKE KUSINSKI					
MIKE KUSINSKI	103217	INV0010563	01-21240	AFLAC REIMB	3.12
Vendor 20960 - MIKE KUSINSKI Total:					3.12
Vendor: 03240 - NADLER GOLF CAR SALES					
NADLER GOLF CAR SALES	103336	3924017	10-1200-0000-56100	PARTS FOR GOLF CART	315.83
NADLER GOLF CAR SALES	103390	3924300	20-2100-0000-56200	VEHICLE R&M	28.55
NADLER GOLF CAR SALES	103390	3924659	20-2100-0000-56200	VEHICLE R&M	38.17
Vendor 03240 - NADLER GOLF CAR SALES Total:					382.55
Vendor: 22156 - NANCY O'NEILL					
NANCY O'NEILL	103275	1050617	10-1600-0000-41010	REC REFUND	337.50
Vendor 22156 - NANCY O'NEILL Total:					337.50
Vendor: 03250 - NAPA AUTO PARTS					
NAPA AUTO PARTS	103323	233591	20-2100-0000-56100	EQUIPMENT REPAIRS-GOLF MTC	54.83
NAPA AUTO PARTS	103323	234137	20-2100-0000-56100	EQUIPMENT R&M	335.71
NAPA AUTO PARTS	103323	234138	20-2100-0000-56100	EQUIPMENT REPAIRS-GOLF MTC	47.55
NAPA AUTO PARTS	103257	234487	01-0400-0000-56100	EQUIPMENT PARTS	34.39
NAPA AUTO PARTS	103257	235010	01-0400-0000-56100	AUTO PARTS	15.22

VOUCHER LIST OF PAID BILLS FOR APPROVAL ON AU

Payment Dates: 07/20/2019 - 08/16/2019

Vendor Name	Payment Number	Payable Number	Account Number	Description (Item)	Amount
NAPA AUTO PARTS	103257	235602	01-0400-0000-56200	TIE RODS #10	153.56
NAPA AUTO PARTS	103323	235840	20-2000-0000-56150	Golf Cart R&M	116.64
NAPA AUTO PARTS	103323	235842	20-2100-0000-52505	LUBRICANTS	779.99
NAPA AUTO PARTS	103391	236068	01-0400-0000-56100	AIR & OIL FILTERS	81.61
NAPA AUTO PARTS	103391	236069	10-1600-0000-56100	EQUIPMENT PARTS-LLOYD	20.24
NAPA AUTO PARTS	103391	236431	01-0400-0000-56200	AUTO PARTS	61.01
NAPA AUTO PARTS	103391	236496	01-0400-0000-56100	EQUIPMENT PARTS-PARKS	67.10
NAPA AUTO PARTS	103391	237197	01-0400-0000-56200	AIR FILTER	39.10
Vendor 03250 - NAPA AUTO PARTS Total:					1,806.95
Vendor: 00348 - NCPERS GROUP LIFE INS.					
NCPERS GROUP LIFE INS.	103218	INV0010564	01-21230	VOLUNTARY LIFE INSURANCE-AUG 2019	32.00
Vendor 00348 - NCPERS GROUP LIFE INS. Total:					32.00
Vendor: 03302 - NELS J. JOHNSON TREE					
NELS J. JOHNSON TREE	103276	128147	01-0400-0000-54250	TREE WORK	95.00
NELS J. JOHNSON TREE	103276	128166	01-0400-0000-54250	TREE REMOVALS, PRUNING AND TREATMENT	295.00
NELS J. JOHNSON TREE	103276	128322	01-0400-0000-54250	TREE REMOVALS, PRUNING AND TREATMENT	480.00
NELS J. JOHNSON TREE	103276	128323	01-0400-0000-54250	TREE WORK - VARIOUS LOCATIONS	525.00
NELS J. JOHNSON TREE	103276	128373	01-0400-0000-54250	TREE REMOVALS, PRUNING AND TREATMENT	590.00
NELS J. JOHNSON TREE	103276	128440	01-0400-0000-54250	TREE WORK - VARIOUS LOCATIONS	160.00
NELS J. JOHNSON TREE	103276	128486	01-0400-0000-54250	TREE WORK - VARIOUS LOCATIONS	2,960.00
NELS J. JOHNSON TREE	103276	128559	01-0400-0000-54250	TREE WORK - VARIOUS LOCATIONS	395.00
NELS J. JOHNSON TREE	103276	128561	01-0400-0000-54250	TREE WORK - VARIOUS LOCATIONS	325.00
NELS J. JOHNSON TREE	103276	128562	01-0400-0000-54250	TREE WORK - VARIOUS LOCATIONS	235.00
NELS J. JOHNSON TREE	103276	128580	01-0400-0000-54250	TREE WORK - VARIOUS LOCATIONS	380.00
NELS J. JOHNSON TREE	103337	128920	01-0400-0000-54250	TREE PRUNING - ARBORVITAE AND IH	640.00
NELS J. JOHNSON TREE	103337	128921	01-0400-0000-54250	TREE PRUNING - ARBORVITAE AND IH	675.00
NELS J. JOHNSON TREE	103392	129017	01-0400-0000-54250	TREE REMOVALS - CROW ISLAND & NORTHFIELD PARK	1,160.00
NELS J. JOHNSON TREE	103392	129018	01-0400-0000-54250	TREE REMOVALS - CROW ISLAND & NORTHFIELD PARK	825.00
Vendor 03302 - NELS J. JOHNSON TREE Total:					9,740.00
Vendor: 21521 - NEXBELT, LLC					
NEXBELT, LLC	103338	131066	20-10700	Merchandise for Resale	140.37
NEXBELT, LLC	103338	131066	20-2000-0000-57325	Merchandise for Resale	11.66
Vendor 21521 - NEXBELT, LLC Total:					152.03
Vendor: 08070 - NORTH SHORE GAS					
NORTH SHORE GAS	103219	INV0010559	23-2300-0000-56550	NATURAL GAS SERVICE-PADDLE	487.25
NORTH SHORE GAS	103219	INV0010565	20-2100-0000-56550	NATURAL GAS SERVICE-GOLF MTC	54.18
NORTH SHORE GAS	103219	INV0010566	01-0100-0000-56550	NATURAL GAS SERVICE-ADMIN	56.73
NORTH SHORE GAS	103219	INV0010567	20-2000-0000-56550	NATURAL GAS SERVICE-GOLF	134.80
NORTH SHORE GAS	103219	INV0010568	27-2700-0000-56550	NATURAL GAS SERVICE-ICE	397.12
NORTH SHORE GAS	103219	INV0010570	25-2500-0000-56550	NATURAL GAS SERVICE-TENNIS	301.06
NORTH SHORE GAS	103277	INV0010599	01-0300-0000-56550	NATURAL GAS SERVICE-PARKS SC	94.16
NORTH SHORE GAS	103277	INV0010600	10-1300-0000-56550	NATURAL GAS SERVICE	33.08
NORTH SHORE GAS	103277	INV0010601	20-2000-0000-56550	NATURAL GAS SERVICE-GOLF	37.51
NORTH SHORE GAS	103277	INV0010602	01-0400-0000-56550	NATURAL GAS SERVICE-PARKS	32.68

VOUCHER LIST OF PAID BILLS FOR APPROVAL ON AU

Payment Dates: 07/20/2019 - 08/16/2019

Vendor Name	Payment Number	Payable Number	Account Number	Description (Item)	Amount
NORTH SHORE GAS	103393	INV0010635	23-2300-0000-56550	NATURAL GAS SERVICE	484.30
NORTH SHORE GAS	103393	INV0010636	27-2700-0000-56550	NATURAL GAS SERVICE-ICE	390.26
NORTH SHORE GAS	103393	INV0010637	20-2100-0000-56550	NATURAL GAS SERVICE-GOLF MTC	53.95
NORTH SHORE GAS	103393	INV0010638	01-0100-0000-56550	NATURAL GAS SERVICE-ADMIN	56.59
NORTH SHORE GAS	103393	INV0010639	20-2000-0000-56550	NATURAL GAS SERVICE-GOLF	133.13
NORTH SHORE GAS	103393	INV0010640	25-2500-0000-56550	NATURAL GAS SERVICE-TENNIS	296.86
Vendor 08070 - NORTH SHORE GAS Total:					3,043.66
Vendor: 07777 - NORTH SUBURBAN TENNIS FEDERATION					
NORTH SUBURBAN TENNIS FED...	103394	INV0010641	25-2400-0000-54250	3 NSTF MEN'S TEAMS	225.00
Vendor 07777 - NORTH SUBURBAN TENNIS FEDERATION Total:					225.00
Vendor: 03400 - NORTHFIELD HEATING & AIR					
NORTHFIELD HEATING & AIR	103339	001487	10-1200-0000-56100	REPLACE CONDENSING COIL - FIELD OFFICE	1,168.00
NORTHFIELD HEATING & AIR	103395	001491	01-0100-0000-56001	MINI-SPLIT CLEANING & REPAIR - ADMIN	390.00
Vendor 03400 - NORTHFIELD HEATING & AIR Total:					1,558.00
Vendor: 03395 - NSSRA					
NSSRA	103278	263	31-3100-0000-54999	NEW FACILITY CLOSING & DESIGN CONTRIBUTION	71,321.00
Vendor 03395 - NSSRA Total:					71,321.00
Vendor: 03440 - NUTOYS LEISURE PRODUCTS					
NUTOYS LEISURE PRODUCTS	103279	49247	01-0400-0000-56003	SWINGS	168.00
Vendor 03440 - NUTOYS LEISURE PRODUCTS Total:					168.00
Vendor: 03501 - OLSON TRANSPORTATION					
OLSON TRANSPORTATION	103280	26537	10-1100-7606-54304	CAMP BUSES (WEEKS 3 & 4)	795.00
OLSON TRANSPORTATION	103280	26538	10-1100-7605-54304	CAMP BUSES (WEEK 3)	609.50
OLSON TRANSPORTATION	103280	26539	10-1100-7668-54304	CAMP BUSES (WEEKS 3 & 4)	477.00
OLSON TRANSPORTATION	103280	26540	10-1100-7765-54304	CAMP BUSES (WEEKS 3 & 4)	516.75
OLSON TRANSPORTATION	103280	26578	10-1100-7606-54304	CAMP BUSES (WEEKS 3 & 4)	503.50
OLSON TRANSPORTATION	103280	26579	10-1100-7765-54304	CAMP BUSES (WEEKS 3 & 4)	278.25
OLSON TRANSPORTATION	103280	26580	10-1100-7842-54305	4TH OF JULY SHUTTLE	425.00
OLSON TRANSPORTATION	103280	26581	10-1100-7668-54304	CAMP BUSES (WEEKS 3 & 4)	477.00
Vendor 03501 - OLSON TRANSPORTATION Total:					4,082.00
Vendor: 22346 - OUR MUSIC LLC					
OUR MUSIC LLC	103340	8	10-1100-7668-54304	OMI FOR CHILDRENS CONCERTS/CONCERTS/CAMP CONCERT	200.00
OUR MUSIC LLC	103340	8	10-1100-7843-54305	OMI FOR CHILDRENS CONCERTS/CONCERTS/CAMP CONCERT	3,800.00
Vendor 22346 - OUR MUSIC LLC Total:					4,000.00
Vendor: 05090 - P&W GOLF SUPPLY, LLC					
P&W GOLF SUPPLY, LLC	103281	INV47806	20-2000-0000-52006	Supplies Clubhouse	217.12
P&W GOLF SUPPLY, LLC	103341	INV48136	20-2000-0000-56150	Golf Cart R&M	212.53
Vendor 05090 - P&W GOLF SUPPLY, LLC Total:					429.65
Vendor: 05973 - PACT ADMINISTRATIVE					
PACT ADMINISTRATIVE	103283	INV0010603	01-0100-0000-54051	ADMIN FEES-AUG 2019	258.00
Vendor 05973 - PACT ADMINISTRATIVE Total:					258.00
Vendor: 05974 - PACT ADMINISTRATIVE					
PACT ADMINISTRATIVE	103342	INV0010626	01-0100-0000-54051	HRA MEDICAL CLAIMS FUNDED	593.99
PACT ADMINISTRATIVE	103220	INV0010569	01-0100-0000-54051	HRA MEDICAL CLAIMS FUNDED	431.11
PACT ADMINISTRATIVE	103282	INV0010604	01-0100-0000-54051	HRA MEDICAL CLAIMS FUNDED	945.64
Vendor 05974 - PACT ADMINISTRATIVE Total:					1,970.74
Vendor: 22055 - PAULSON PRESS, INC					
PAULSON PRESS, INC	103343	19-0605	01-0200-0000-52020	Fall Brochure Printing	60.00
PAULSON PRESS, INC	103343	19-0605	10-1100-7999-52020	Fall Brochure Printing	2,782.00
PAULSON PRESS, INC	103343	19-0605	20-2000-0000-52020	Fall Brochure Printing	890.00

VOUCHER LIST OF PAID BILLS FOR APPROVAL ON AU

Payment Dates: 07/20/2019 - 08/16/2019

Vendor Name	Payment Number	Payable Number	Account Number	Description (Item)	Amount
PAULSON PRESS, INC	103343	19-0605	23-2300-0000-52020	Fall Brochure Printing	556.00
PAULSON PRESS, INC	103343	19-0605	25-2500-0000-52020	Fall Brochure Printing	1,601.00
PAULSON PRESS, INC	103343	19-0605	27-2700-0000-52020	Fall Brochure Printing	1,111.00
Vendor 22055 - PAULSON PRESS, INC Total:					7,000.00
Vendor: 03577 - PEBSCO					
PEBSCO	DFT0003740	INV0010572	01-21235	457K Contribution	25.00
PEBSCO	DFT0003749	INV0010612	01-21235	457K Contribution	25.00
Vendor 03577 - PEBSCO Total:					50.00
Vendor: 06345 - PENDELTON TURF SUPPLY INC					
PENDELTON TURF SUPPLY INC	103344	9934	20-2100-0000-52570	SPECIALIZED GROUND CHEMICAL	600.00
Vendor 06345 - PENDELTON TURF SUPPLY INC Total:					600.00
Vendor: 02260 - PING					
PING	103345	14797212	20-10700	Merchandise for Resale	114.00
PING	103345	14797212	20-2000-0000-47325	SALES DISCOUNT	-5.70
PING	103345	14797212	20-2000-0000-57325	Merchandise for Resale	9.61
Vendor 02260 - PING Total:					117.91
Vendor: 03622 - PIONEER ATHLETICS					
PIONEER ATHLETICS	103284	INV725833	10-1200-0000-52002	PAINT FOR GRASS/TURF	3,540.25
Vendor 03622 - PIONEER ATHLETICS Total:					3,540.25
Vendor: 03650 - PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC					
PITNEY BOWES GLOBAL FINAN...	103346	3103305321	01-0100-0000-56100	3RD QTR POSTAGE MACHINE LEASE	454.92
Vendor 03650 - PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC Total:					454.92
Vendor: 06475 - PIZZO AND ASSOCIATES, LTD					
PIZZO AND ASSOCIATES, LTD	103285	21555	01-0400-0000-54250	COW PARSNIP CONTROL CROW ISLAND WOODS	1,400.00
PIZZO AND ASSOCIATES, LTD	103285	21547	01-0400-0000-54250	POISON IVY CONTROL CROW ISLAND WOODS	2,285.00
Vendor 06475 - PIZZO AND ASSOCIATES, LTD Total:					3,685.00
Vendor: 15245 - PRESTO-X					
PRESTO-X	103347	3599289	20-2000-0000-54255	Contract Services Clubhouse	139.98
Vendor 15245 - PRESTO-X Total:					139.98
Vendor: 03756 - PTR					
PTR	103286	INV0010605	25-2500-0000-54001	PROFESSIONAL DUES-PAT, PAUL, ANDRE	477.00
Vendor 03756 - PTR Total:					477.00
Vendor: 13630 - R & R SPECIALTIES OF WISCONSIN INC					
R & R SPECIALTIES OF WISCONS...	103221	0068060-IN	27-2700-0000-56200	ZAMBONI REPLACEMENT PARTS	228.15
Vendor 13630 - R & R SPECIALTIES OF WISCONSIN INC Total:					228.15
Vendor: 03821 - RAMROD DISTRIBUTORS					
RAMROD DISTRIBUTORS	103348	777366	20-2100-0000-52515	CUSTODIAL SUPPLIES	630.85
RAMROD DISTRIBUTORS	103396	777366-1	20-2100-0000-52515	CUSTODIAL SUPPLIES	23.70
Vendor 03821 - RAMROD DISTRIBUTORS Total:					654.55
Vendor: 21931 - REACH					
REACH	103349	62469	23-2300-0000-52015	REACH Annual Subscription	500.00
Vendor 21931 - REACH Total:					500.00
Vendor: 07153 - READY REFRESH BY NESTLE					
READY REFRESH BY NESTLE	103397	09G8104749190	25-2500-0000-54250	WATER	243.72
READY REFRESH BY NESTLE	103397	09G8104749190-B	27-2700-0000-54250	WATER DELIVERY	109.76
Vendor 07153 - READY REFRESH BY NESTLE Total:					353.48
Vendor: 06160 - RECORD A HIT					
RECORD A HIT	103287	191259-B	10-1100-7606-54304	CAMP LASER TAG	248.75
RECORD A HIT	103287	191259-B	10-1100-7765-54304	CAMP LASER TAG	248.75
RECORD A HIT	103287	191358-B	10-1100-7668-54304	CAMP CARNIVAL RIDES & GAMES	737.50

VOUCHER LIST OF PAID BILLS FOR APPROVAL ON AU

Payment Dates: 07/20/2019 - 08/16/2019

Vendor Name	Payment Number	Payable Number	Account Number	Description (Item)	Amount
RECORD A HIT	103287	191575-B	10-1100-7606-54304	CAMP VISIT -- HIPPO BUNGEE GRAB + HUMAN BOWLING +	286.25
RECORD A HIT	103287	191575-B	10-1100-7765-54304	CAMP VISIT -- HIPPO BUNGEE GRAB + HUMAN BOWLING +	286.25
Vendor 06160 - RECORD A HIT Total:					1,807.50
Vendor: 03840 - REDS GARDEN CENTER					
REDS GARDEN CENTER	103398	136235	01-0400-0000-52550	TOPSOIL	140.00
Vendor 03840 - REDS GARDEN CENTER Total:					140.00
Vendor: 03861 - REINDERS, INC.					
REINDERS, INC.	103288	1791311-00	01-0400-0000-56100	TIE ROD ENDS #49	297.52
REINDERS, INC.	103350	1791710-00	20-2100-0000-56100	EQUIPMENT R&M	165.30
REINDERS, INC.	103350	1791710-01	20-2100-0000-56100	EQUIPMENT R&M	193.62
REINDERS, INC.	103350	426434-00	20-2100-0000-52565	FUNGICIDES	1,060.00
REINDERS, INC.	103350	1794339-00	20-2100-0000-56200	VEHICLE R&M	217.20
REINDERS, INC.	103350	1794452-00	20-2100-0000-56100	EQUIPMENT R&M	164.00
Vendor 03861 - REINDERS, INC. Total:					2,097.64
Vendor: 14480 - RENE RONQUILLO					
RENE RONQUILLO	103399	INV0010642	25-2500-0000-52320	REIMB FOR JR TENNIS PARTY	79.27
Vendor 14480 - RENE RONQUILLO Total:					79.27
Vendor: 22229 - RETHYNC					
RETHYNC	103400	INV-0033	01-0100-0000-54210	MONTHLY IT SERVICES	2,945.00
RETHYNC	103400	INV-0034	01-0100-0000-54210	MISC IT SERVICES	712.50
Vendor 22229 - RETHYNC Total:					3,657.50
Vendor: 03940 - RMC, INC.					
RMC, INC.	103351	SI2080003	27-2700-0000-54250	MONTHLY SERVICE CONTRACT	769.00
Vendor 03940 - RMC, INC. Total:					769.00
Vendor: 21942 - ROBBINS SCHWARTZ					
ROBBINS SCHWARTZ	103222	851590-93	01-0200-0000-54220	LEGAL SERVICES - JUNE 2019	4,086.00
Vendor 21942 - ROBBINS SCHWARTZ Total:					4,086.00
Vendor: 05060 - ROTARY CLUB OF WINNETKA-NORTHFIELD					
ROTARY CLUB OF WINNETKA-N...	103352	INV0010627	01-0200-0000-54001	DUES-JULY-SEPT	125.00
Vendor 05060 - ROTARY CLUB OF WINNETKA-NORTHFIELD Total:					125.00
Vendor: 13600 - RUDIG TROPHIES					
RUDIG TROPHIES	103353	66282	25-2400-0000-52310	TENNIS TROPHIES	26.25
RUDIG TROPHIES	103401	66666	25-2400-0000-52002	SUMMER AUGUST CAMP MEDALS	341.18
Vendor 13600 - RUDIG TROPHIES Total:					367.43
Vendor: 04015 - S & S WORLDWIDE, INC.					
S & S WORLDWIDE, INC.	103289	IN100191297	10-1100-7605-52404	CAMP EQUIPMENT	38.05
S & S WORLDWIDE, INC.	103289	IN100191297	10-1100-7668-52404	CRAFT SUPPLIES	62.54
S & S WORLDWIDE, INC.	103289	IN100193811	10-1000-0000-52001	NAME BADGES	3.29
S & S WORLDWIDE, INC.	103289	INV100204495	10-1100-7435-52403	CAMP SUPPLIES	54.63
S & S WORLDWIDE, INC.	103289	INV100204495	10-1100-7605-52404	CAMP SUPPLIES	92.52
S & S WORLDWIDE, INC.	103289	INV100204495	10-1100-7606-52404	CAMP EQUIPMENT	35.68
Vendor 04015 - S & S WORLDWIDE, INC. Total:					286.71
Vendor: 22400 - SALLY BASS					
SALLY BASS	103290	INV0010589	10-1100-7606-52404	REIMB FOR CAMP SUPPLIES	11.98
Vendor 22400 - SALLY BASS Total:					11.98
Vendor: 22289 - SARAH KLENKAR					
SARAH KLENKAR	103291	INV0010590	10-1100-7605-52404	REIMB FOR CAMP SUPPLIES	40.97
SARAH KLENKAR	103354	INV0010628	10-1100-7605-52404	REIMB FOR CAMP SUPPLIES	40.17
Vendor 22289 - SARAH KLENKAR Total:					81.14
Vendor: 04138 - SECURITY BNFT GROUP OF CO					
SECURITY BNFT GROUP OF CO	DFT0003741	INV0010573	01-21235	457K Retirement Plan	750.00
SECURITY BNFT GROUP OF CO	DFT0003750	INV0010613	01-21235	457K Retirement Plan	750.00
Vendor 04138 - SECURITY BNFT GROUP OF CO Total:					1,500.00

VOUCHER LIST OF PAID BILLS FOR APPROVAL ON AU

Payment Dates: 07/20/2019 - 08/16/2019

Vendor Name	Payment Number	Payable Number	Account Number	Description (Item)	Amount
Vendor: 21602 - SERVICE SANITATION					
SERVICE SANITATION	103292	7760532	10-1100-7842-54305	4TH OF JULY PORTABLE TOILETS -- SERVICE SANITATION	1,335.00
Vendor 21602 - SERVICE SANITATION Total:					1,335.00
Vendor: 21267 - SIGNARAMA					
SIGNARAMA	103223	EST-789	01-0200-0000-60014	Facility Lettering and Logos - Materials	8,062.11
Vendor 21267 - SIGNARAMA Total:					8,062.11
Vendor: 19745 - SOIL TECHNOLOGIES CORP					
SOIL TECHNOLOGIES CORP	103355	63360	20-2100-0000-52564	INSECTICIDES	1,130.00
Vendor 19745 - SOIL TECHNOLOGIES CORP Total:					1,130.00
Vendor: 22095 - SPECTROTEL					
SPECTROTEL	103356	9207513	01-0100-0000-56501	PHONE SERVICE-POTS LINES	464.11
SPECTROTEL	103356	9207513	01-0100-0000-56501	PHONE SERVICE-POTS LINES	7.71
SPECTROTEL	103356	9207513	10-1600-0000-56501	PHONE SERVICE-POTS LINES	79.09
SPECTROTEL	103356	9207513	20-2000-0000-56501	PHONE SERVICE-POTS LINES	158.18
SPECTROTEL	103356	9207513	25-2500-0000-56501	PHONE SERVICE-POTS LINES	79.09
SPECTROTEL	103356	9207513	27-2700-0000-56501	PHONE SERVICE-POTS LINES	237.27
Vendor 22095 - SPECTROTEL Total:					1,025.45
Vendor: 21384 - SPORTSKIDS INC					
SPORTSKIDS INC	103293	193537	10-1100-7606-54304	CAMP VISIT -- ARCHERY	76.00
SPORTSKIDS INC	103293	193537	10-1100-7765-54304	CAMP VISIT -- ARCHERY	88.00
Vendor 21384 - SPORTSKIDS INC Total:					164.00
Vendor: 15870 - STANDARD IND & AUTO EQUIP					
STANDARD IND & AUTO EQUIP	103402	WO-4415	20-2100-0000-54250	ANNUAL LIFT INSPECTION GOLF	251.00
Vendor 15870 - STANDARD IND & AUTO EQUIP Total:					251.00
Vendor: 13210 - STAPLES BUSINESS CREDIT					
STAPLES BUSINESS CREDIT	103224	7220189895-0-1	25-2500-0000-52001	OFFICE SUPPLIES	50.96
STAPLES BUSINESS CREDIT	103357	7221459609-0-1	25-2500-0000-52001	OFFICE SUPPLIES	89.04
STAPLES BUSINESS CREDIT	103224	7219860196-0-1	25-2500-0000-52001	OFFICE SUPPLIES-TENNIS	65.04
Vendor 13210 - STAPLES BUSINESS CREDIT Total:					205.04
Vendor: 22402 - STITCH MINE					
STITCH MINE	103403	E 14910	01-0400-0000-52525	UNIFORMS	57.00
Vendor 22402 - STITCH MINE Total:					57.00
Vendor: 04435 - SUN MOUNTAIN SPORTS					
SUN MOUNTAIN SPORTS	103294	593426	20-10700	Merchandise for Resale	99.00
SUN MOUNTAIN SPORTS	103294	593426	20-2000-0000-57325	Merchandise for Resale	11.00
Vendor 04435 - SUN MOUNTAIN SPORTS Total:					110.00
Vendor: 04475 - SWANK MOTION PICTURES					
SWANK MOTION PICTURES	103358	2712983	10-1500-0000-52320	MOVIE FOR FAMILY CAMP OUT	257.00
Vendor 04475 - SWANK MOTION PICTURES Total:					257.00
Vendor: 04560 - TENNANT SALES & SERVICE					
TENNANT SALES & SERVICE	103404	916459560	25-2500-0000-56100	SWEEPER PREVENTATIVE MAINT	222.49
Vendor 04560 - TENNANT SALES & SERVICE Total:					222.49
Vendor: 21248 - TERMINAL SUPPLY CO					
TERMINAL SUPPLY CO	103405	55543-00	01-0400-0000-56100	TRAILER PARTS	51.76
Vendor 21248 - TERMINAL SUPPLY CO Total:					51.76
Vendor: 19390 - THALMANN'S ALIGNMENT					
THALMANN'S ALIGNMENT	103406	19-2531	01-0400-0000-56200	FRONT ENDALIGNMENT #10	100.00
Vendor 19390 - THALMANN'S ALIGNMENT Total:					100.00
Vendor: 02492 - THE LAKOTA GROUP, INC					
THE LAKOTA GROUP, INC	103295	19027-01	37-3700-0000-60120	BLUFF PROJECT #19027	2,137.30
Vendor 02492 - THE LAKOTA GROUP, INC Total:					2,137.30

VOUCHER LIST OF PAID BILLS FOR APPROVAL ON AU

Payment Dates: 07/20/2019 - 08/16/2019

Vendor Name	Payment Number	Payable Number	Account Number	Description (Item)	Amount
Vendor: 22071 - TRACIE MILLER					
TRACIE MILLER	103225	INV0010556	27-2700-0000-54001	REIMB FOR SKATE MEMBERSHIP	17.25
Vendor 22071 - TRACIE MILLER Total:					17.25
Vendor: 04678 - TYLER TECHNOLOGIES, INC.					
TYLER TECHNOLOGIES, INC.	103226	025-263983	01-0100-0000-54210	ELECTRONIC SIGNATURE CHANGE	138.00
Vendor 04678 - TYLER TECHNOLOGIES, INC. Total:					138.00
Vendor: 20788 - ULINE, INC					
ULINE, INC	103359	109230773	01-0400-0000-52002	RAIN JACKETS, MISC. SAFETY SUPPLIES	168.81
ULINE, INC	103359	109269686	20-2100-0000-52525	UNIFORMS	463.49
ULINE, INC	103359	109269688	01-0400-0000-52002	GENERAL SUPPLIES	415.15
ULINE, INC	103296	110608820	23-2300-0000-56001	SKID TAPE	80.29
Vendor 20788 - ULINE, INC Total:					1,127.74
Vendor: 22236 - UNITED CONCORDIA					
UNITED CONCORDIA	103297	146276633	01-0100-0000-54051	DENTAL INSURANCE-AUG 2019	3,980.46
Vendor 22236 - UNITED CONCORDIA Total:					3,980.46
Vendor: 00675 - US KIDS GOLF					
US KIDS GOLF	103298	IN1350109	20-10700	Merchandise for Resae	169.00
US KIDS GOLF	103298	IN1350109	20-2000-0000-47325	SALES DISCOUNT	-5.07
US KIDS GOLF	103298	IN1350109	20-2000-0000-57325	Merchandise for Resae	12.86
US KIDS GOLF	103360	IN1354181	20-10700	Merchandise for Resale	312.00
US KIDS GOLF	103360	IN1354181	20-2000-0000-47325	SALES DISCOUNT	-9.36
US KIDS GOLF	103360	IN1354181	20-2000-0000-57325	Merchandise for Resale	25.07
Vendor 00675 - US KIDS GOLF Total:					504.50
Vendor: 20775 - US SIGNAL					
US SIGNAL	103361	19080137682	01-0100-0000-54250	T1 INTERNET CONNECTION	51.23
US SIGNAL	103361	19080137682	01-0200-0000-54250	T1 INTERNET CONNECTION	51.23
US SIGNAL	103361	19080137682	01-0400-0000-54250	T1 INTERNET CONNECTION	51.23
US SIGNAL	103361	19080137682	10-1000-0000-54250	T1 INTERNET CONNECTION	51.23
US SIGNAL	103361	19080137682	20-2000-0000-54250	T1 INTERNET CONNECTION	51.23
US SIGNAL	103361	19080137682	20-2100-0000-54250	T1 INTERNET CONNECTION	51.18
US SIGNAL	103361	19080137682	25-2500-0000-54250	T1 INTERNET CONNECTION	51.23
US SIGNAL	103361	19080137682	27-2700-0000-54250	T1 INTERNET CONNECTION	51.23
Vendor 20775 - US SIGNAL Total:					409.79
Vendor: 06310 - V.J. ZOLMAN					
V.J. ZOLMAN	103407	123-2019	20-2100-0000-54250	IRRIGATION WATER ANALYSIS	90.00
Vendor 06310 - V.J. ZOLMAN Total:					90.00
Vendor: 04765 - VANGUARD ENERGY SERVICES					
VANGUARD ENERGY SERVICES	103227	G400620171719	20-2000-0000-56550	NATURAL GAS SERVICE-JUNE 2019	66.11
VANGUARD ENERGY SERVICES	103227	G400620171719	20-2100-0000-56550	NATURAL GAS SERVICE-JUNE 2019	3.58
VANGUARD ENERGY SERVICES	103227	G400620171719	23-2300-0000-56550	NATURAL GAS SERVICE-JUNE 2019	35.10
VANGUARD ENERGY SERVICES	103227	G400620171719	25-2500-0000-56550	NATURAL GAS SERVICE-JUNE 2019	0.48
VANGUARD ENERGY SERVICES	103227	G400620171719	25-2500-0000-56550	NATURAL GAS SERVICE-JUNE 2019	19.32
VANGUARD ENERGY SERVICES	103227	G400620171719	27-2700-0000-56550	NATURAL GAS SERVICE-JUNE 2019	646.29
Vendor 04765 - VANGUARD ENERGY SERVICES Total:					770.88
Vendor: 04778 - VERIZON WIRELESS					
VERIZON WIRELESS	103228	9834253707	01-0100-0000-56502	CELL PHONE SERVICE	2,306.90
Vendor 04778 - VERIZON WIRELESS Total:					2,306.90
Vendor: 04805 - VILLAGE OF WINNETKA					
VILLAGE OF WINNETKA	103300	2019-00000048	10-1200-0000-54250	5K 2019 POLICE DETAIL	585.00

VOUCHER LIST OF PAID BILLS FOR APPROVAL ON AU

Payment Dates: 07/20/2019 - 08/16/2019

Vendor Name	Payment Number	Payable Number	Account Number	Description (Item)	Amount
VILLAGE OF WINNETKA	103299	2019-00000049	01-0400-0000-54250	4TH OF JULY BEACH PATROL	175.50
VILLAGE OF WINNETKA	103299	2019-00000049	10-1500-0000-54250	4TH OF JULY BEACH PATROL	292.50
VILLAGE OF WINNETKA	103299	2019-00000049	10-1600-0000-54250	4TH OF JULY BEACH PATROL	117.00
VILLAGE OF WINNETKA	103362	JULY 2019	01-0100-0000-56525	WATER & ELECTRIC-JULY 2019	57.41
VILLAGE OF WINNETKA	103362	JULY 2019	01-0200-0000-56525	WATER & ELECTRIC-JULY 2019	2,696.01
VILLAGE OF WINNETKA	103362	JULY 2019	01-0300-0000-56525	WATER & ELECTRIC-JULY 2019	184.53
VILLAGE OF WINNETKA	103362	JULY 2019	01-0300-0000-56530	WATER & ELECTRIC-JULY 2019	633.29
VILLAGE OF WINNETKA	103362	JULY 2019	01-0400-0000-56525	WATER & ELECTRIC-JULY 2019	5,339.44
VILLAGE OF WINNETKA	103362	JULY 2019	01-0400-0000-56530	WATER & ELECTRIC-JULY 2019	481.70
VILLAGE OF WINNETKA	103362	JULY 2019	10-1200-0000-56525	WATER & ELECTRIC-JULY 2019	12.20
VILLAGE OF WINNETKA	103362	JULY 2019	10-1500-0000-56525	WATER & ELECTRIC-JULY 2019	851.36
VILLAGE OF WINNETKA	103362	JULY 2019	10-1500-0000-56530	WATER & ELECTRIC-JULY 2019	819.53
VILLAGE OF WINNETKA	103362	JULY 2019	10-1600-0000-56525	WATER & ELECTRIC-JULY 2019	102.34
VILLAGE OF WINNETKA	103362	JULY 2019	10-1600-0000-56530	WATER & ELECTRIC-JULY 2019	83.66
VILLAGE OF WINNETKA	103362	JULY 2019	20-2000-0000-56525	WATER & ELECTRIC-JULY 2019	602.51
VILLAGE OF WINNETKA	103362	JULY 2019	20-2000-0000-56525	WATER & ELECTRIC-JULY 2019	132.74
VILLAGE OF WINNETKA	103362	JULY 2019	20-2000-0000-56530	WATER & ELECTRIC-JULY 2019	3,155.02
VILLAGE OF WINNETKA	103362	JULY 2019	20-2100-0000-56525	WATER & ELECTRIC-JULY 2019	19,981.09
VILLAGE OF WINNETKA	103362	JULY 2019	20-2100-0000-56530	WATER & ELECTRIC-JULY 2019	4,503.77
VILLAGE OF WINNETKA	103362	JULY 2019	23-2300-0000-56525	WATER & ELECTRIC-JULY 2019	13.58
VILLAGE OF WINNETKA	103362	JULY 2019	23-2300-0000-56530	WATER & ELECTRIC-JULY 2019	605.65
VILLAGE OF WINNETKA	103362	JULY 2019	25-2400-0000-56525	WATER & ELECTRIC-JULY 2019	19.06
VILLAGE OF WINNETKA	103362	JULY 2019	25-2400-0000-56530	WATER & ELECTRIC-JULY 2019	158.69
VILLAGE OF WINNETKA	103362	JULY 2019	25-2500-0000-56525	WATER & ELECTRIC-JULY 2019	116.30
VILLAGE OF WINNETKA	103362	JULY 2019	25-2500-0000-56530	WATER & ELECTRIC-JULY 2019	8,540.16
VILLAGE OF WINNETKA	103362	JULY 2019	27-2700-0000-56525	WATER & ELECTRIC-JULY 2019	1,029.04
VILLAGE OF WINNETKA	103362	JULY 2019	27-2700-0000-56530	WATER & ELECTRIC-JULY 2019	11,038.31

Vendor 04805 - VILLAGE OF WINNETKA Total: 62,327.39

Vendor: 22139 - VORTEX USA, INC

VORTEX USA, INC	103363	41118	01-0400-0000-56003	SPLASH PAD SENSOR	420.00
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Vendor 22139 - VORTEX USA, INC Total: 420.00

Vendor: 04882 - WAREHOUSE DIRECT

WAREHOUSE DIRECT	103301	4341331-0	10-1500-0000-52002	CUSTODIAL SUPPLIES	81.84
WAREHOUSE DIRECT	103301	4341333-0	10-1000-0000-52515	CUSTODIAL SUPPLIES	161.28
WAREHOUSE DIRECT	103301	4342389-0	10-1000-0000-52515	CUSTODIAL SUPPLIES	19.98
WAREHOUSE DIRECT	103229	4348507-0	20-2000-0000-52006	Custodial Supplies & Supplies Clubhouse	90.41
WAREHOUSE DIRECT	103229	4348507-0	20-2000-0000-52515	Custodial Supplies & Supplies Clubhouse	392.60
WAREHOUSE DIRECT	103301	4350326-0	01-0400-0000-52002	WATER	85.60
WAREHOUSE DIRECT	103301	4351498-0	01-0400-0000-52515	CUSTODIAL SUPPLIES	94.72
WAREHOUSE DIRECT	103364	4362606-0	01-0100-0000-52001	GENERAL OFFICE/CUSTODIAL SUPPLIES	27.96
WAREHOUSE DIRECT	103364	4362606-0	01-0100-0000-52515	GENERAL OFFICE/CUSTODIAL SUPPLIES	124.52
WAREHOUSE DIRECT	103301	4363215-0	27-2700-0000-52001	PRINTER TONER	271.98
WAREHOUSE DIRECT	103301	4364083-0	10-1500-0000-52002	CUSTODIAL SUPPLIES	66.62
WAREHOUSE DIRECT	103301	4364225-0	01-0400-0000-52002	WATER	85.60
WAREHOUSE DIRECT	103364	4366417-0	10-1000-0000-52515	CUSTODIAL SUPPLIES	87.51
WAREHOUSE DIRECT	103364	4366425-0	01-0400-0000-52515	CUSTODIAL SUPPLIES	137.15
WAREHOUSE DIRECT	103364	4366425-1	01-0400-0000-52515	CUSTODIAL SUPPLIES	50.31
WAREHOUSE DIRECT	103364	4368183-0	27-2700-0000-52002	CLEANING SUPPLIES	658.17
WAREHOUSE DIRECT	103364	4369646-0	20-2000-0000-52515	Custodial Supplies	263.25

Vendor 04882 - WAREHOUSE DIRECT Total: 2,699.50

Vendor: 05020 - WILSON SPORTING GOODS

WILSON SPORTING GOODS	103230	4528366447	25-10700	OVERGRIPS	108.00
WILSON SPORTING GOODS	103230	4528366447	25-2500-0000-47325	SALES DISCOUNT	-2.16
WILSON SPORTING GOODS	103230	4528366447	25-2500-0000-57325	OVERGRIPS	15.75
WILSON SPORTING GOODS	103302	4528425966	25-2500-0000-47325	SALES DISCOUNT	-8.91
WILSON SPORTING GOODS	103302	4528425966	25-2500-0000-57650	STRINGING SUPPLIES	445.44

VOUCHER LIST OF PAID BILLS FOR APPROVAL ON AU

Payment Dates: 07/20/2019 - 08/16/2019

Vendor Name	Payment Number	Payable Number	Account Number	Description (Item)	Amount
WILSON SPORTING GOODS	103365	4528440975	25-10700	SPECIAL ORDER RACQUET	75.00
WILSON SPORTING GOODS	103365	4528440975	25-2500-0000-47325	SALES DISCOUNT	-1.50
Vendor 05020 - WILSON SPORTING GOODS Total:					631.62
Vendor: 08590 - WINNETKA PARKS FOUNDATION					
WINNETKA PARKS FOUNDATION	103303	INV0010607	01-10550	TREE & BENCH DONATION	3,750.00
Vendor 08590 - WINNETKA PARKS FOUNDATION Total:					3,750.00
Vendor: 03680 - WINNETKA POSTMASTER					
WINNETKA POSTMASTER	103366	INV0010608	10-1000-0000-52025	Baseball Mailing	96.07
WINNETKA POSTMASTER	103367	INV0010609	25-2500-0000-52025	Membership Mailing	162.42
Vendor 03680 - WINNETKA POSTMASTER Total:					258.49
Vendor: 05075 - WISCONSIN DEPARTMENT OF REVENUE					
WISCONSIN DEPARTMENT OF R...	DFT0003744	INV0010577	01-21210	State Withholding	454.45
WISCONSIN DEPARTMENT OF R...	DFT0003753	INV0010617	01-21210	State Withholding	459.95
Vendor 05075 - WISCONSIN DEPARTMENT OF REVENUE Total:					914.40
Vendor: 22419 - WMVP-AM					
WMVP-AM	103368	IN-MVP-1190728717	20-2000-0000-54201	Golf Ad	2,265.00
Vendor 22419 - WMVP-AM Total:					2,265.00
Vendor: 05667 - YOUR ADVANTAGE TENNIS					
YOUR ADVANTAGE TENNIS	103369	INV0010610	25-2500-0000-57650	STRINGING JULY	105.00
Vendor 05667 - YOUR ADVANTAGE TENNIS Total:					105.00
Vendor: 22260 - ZEROFRICTION, LLC					
ZEROFRICTION, LLC	103231	120977	20-10700	Merchandise for Resale	247.95
ZEROFRICTION, LLC	103231	120977	20-2000-0000-57325	Merchandise for Resale	12.19
Vendor 22260 - ZEROFRICTION, LLC Total:					260.14
Grand Total:					610,763.66

Report Summary

Fund Summary

Fund	Payment Amount
01 - GENERAL / PAYROLL REVOLVING	199,356.24
10 - RECREATION FUND	107,744.09
20 - GOLF OPERATIONS	69,786.62
23 - PLATFORM TENNIS	5,673.83
25 - TENNIS FUND	19,070.12
27 - INDOOR ICE ARENA	23,364.78
31 - SPECIAL RECREATION	71,321.00
33 - IMRF PENSION & FICA	112,309.68
37 - CAPITAL PROJECTS FUND	2,137.30
Grand Total:	610,763.66

Account Summary

Account Number	Account Name	Payment Amount
01-0100-0000-52001	GENERAL OFFICE SUPPLIES	395.14
01-0100-0000-52002	SUPPLIES ACCOUNT	8.42
01-0100-0000-52501	GASOLINE	30.02
01-0100-0000-52515	CUSTODIAL SUPPLIES	124.52
01-0100-0000-52999	MISCELLANEOUS	164.86
01-0100-0000-54005	CONFERENCES/EDUCATI...	1,506.14
01-0100-0000-54051	MEDICAL INSURANCE	55,498.90
01-0100-0000-54210	COMPUTER SERVICE	5,563.85
01-0100-0000-54250	CONTRACT SERVICES-GEN...	410.23
01-0100-0000-56001	R & M-FACILITY-GENERAL	390.00
01-0100-0000-56100	R & M-EQUIPMENT	2,431.57
01-0100-0000-56501	TELEPHONE/COMMUNIC...	575.16
01-0100-0000-56502	RADIO-PHONE COMMUN...	2,306.90
01-0100-0000-56525	WATER	57.41
01-0100-0000-56550	NATURAL GAS	113.32
01-0200-0000-52001	GENERAL OFFICE SUPPLIES	7.96
01-0200-0000-52011	MARKETING SUPPLIES	2,079.43
01-0200-0000-52020	PRINTING (BROCH. & NE...	60.00
01-0200-0000-52025	POSTAGE	10.12
01-0200-0000-52090	BOARD EXPENSES	213.53
01-0200-0000-54001	PROFESSIONAL DUES	125.00
01-0200-0000-54005	CONFERENCES/EDUCATI...	500.00
01-0200-0000-54220	LEGAL	4,086.00
01-0200-0000-54225	LEGAL ADS	17.89
01-0200-0000-54250	CONTRACT SERVICES-GEN...	2,111.23
01-0200-0000-56501	TELEPHONE/COMMUNIC...	81.19
01-0200-0000-56525	WATER	2,696.01
01-0200-0000-60014	SIGNAGE	8,062.11
01-0300-0000-52002	SUPPLIES ACCOUNT	215.95
01-0300-0000-52505	LUBRICANTS	542.21
01-0300-0000-54005	CONFERENCES/EDUCATI...	150.00
01-0300-0000-54250	CONTRACT SERVICES-GEN...	645.88
01-0300-0000-56100	R & M-EQUIPMENT	97.90
01-0300-0000-56501	TELEPHONE/COMMUNIC...	612.33
01-0300-0000-56525	WATER	184.53
01-0300-0000-56530	ELECTRIC	633.29
01-0300-0000-56550	NATURAL GAS	94.16
01-0400-0000-41016	FACILITY RENTALS	25.00
01-0400-0000-52002	SUPPLIES ACCOUNT	1,016.78
01-0400-0000-52515	CUSTODIAL SUPPLIES	282.18
01-0400-0000-52525	UNIFORMS	57.00
01-0400-0000-52550	SOIL, SAND & STONE	611.60
01-0400-0000-52562	HERBICIDES	162.00
01-0400-0000-52810	TOOLS	81.60

Account Summary

Account Number	Account Name	Payment Amount
01-0400-0000-54001	PROFESSIONAL DUES	60.00
01-0400-0000-54250	CONTRACT SERVICES-GEN...	16,369.13
01-0400-0000-56001	R & M-FACILITY-GENERAL	710.52
01-0400-0000-56003	R & M-PLAYGROUND EQU...	828.40
01-0400-0000-56100	R & M-EQUIPMENT	1,428.91
01-0400-0000-56110	R & M-COMPUTER	569.98
01-0400-0000-56200	VEHICLE R & M	482.41
01-0400-0000-56501	TELEPHONE/COMMUNIC...	81.19
01-0400-0000-56525	WATER	5,339.44
01-0400-0000-56530	ELECTRIC	503.41
01-0400-0000-56550	NATURAL GAS	32.68
01-10550	ACCTS REC.-3RD PARTIES	3,750.00
01-10850	INVENTORY-GASOLINE	9,260.60
01-21200	FEDERAL WITHHOLDING ...	36,994.66
01-21210	STATE WITHHOLDING TAX	21,150.29
01-21230	IMRF VOLUNTARY LIFE W...	32.00
01-21235	I.C.M.A. RETIREMENT W/H	4,912.94
01-21240	CANCER/INTENSIVE CARE ...	376.38
01-21255	LIFELock DED	71.94
01-21260	SECTION 125 WITHHOLDI...	273.12
01-21298	CHILD SUPPORT PAYMEN...	338.92
01-22998	REC TRAC REFUND SUSPE...	750.00
10-1000-0000-52001	GENERAL OFFICE SUPPLIES	3.29
10-1000-0000-52015	COMPUTER SUPPLIES	39.99
10-1000-0000-52025	POSTAGE	96.07
10-1000-0000-52515	CUSTODIAL SUPPLIES	268.77
10-1000-0000-54250	CONTRACT SERVICES-GEN...	460.23
10-1000-0000-56501	TELEPHONE/COMMUNIC...	81.19
10-1100-7150-52401	SUPPLIES-REC COMP TEA...	275.00
10-1100-7150-54301	SERVICES-REC COMP TEA...	224.00
10-1100-7151-54301	SERVICES-REC COMP TEA...	548.00
10-1100-7153-54301	SERVICES-REC COMP TEA...	640.00
10-1100-7435-52403	SUPPLIES-REC GEN YTH P...	54.63
10-1100-7605-52404	SUPPLIES-REC CAMPS	412.85
10-1100-7605-54304	SERVICES-REC CAMPS	6,756.30
10-1100-7606-52404	SUPPLIES-REC CAMPS	110.16
10-1100-7606-54304	SERVICES-REC CAMPS	5,659.20
10-1100-7613-54304	SERVICES-REC CAMPS	2,205.00
10-1100-7614-52404	SUPPLIES-REC CAMPS	55.03
10-1100-7668-52404	SUPPLIES-REC CAMPS	552.84
10-1100-7668-54304	SERVICES-REC CAMPS	6,227.35
10-1100-7765-52404	SUPPLIES-REC CAMPS	167.95
10-1100-7765-54304	SERVICES-REC CAMPS	4,514.46
10-1100-7840-52405	SUPPLIES-REC SPEC EVEN...	19.73
10-1100-7841-52405	SUPPLIES-REC SPEC EVEN...	1,743.78
10-1100-7841-54305	SERVICES-REC SPEC EVEN...	1,700.00
10-1100-7842-52405	SUPPLIES-REC SPEC EVEN...	148.36
10-1100-7842-54305	SERVICES-REC SPEC EVEN...	39,706.00
10-1100-7843-52405	SUPPLIES-REC SPEC EVEN...	327.54
10-1100-7843-54305	SERVICES-REC SPEC EVEN...	3,800.00
10-1100-7844-52405	SUPPLIES-REC SPEC EVEN...	25.83
10-1100-7999-52020	PRINTING (BROCH. & NE...	2,782.00
10-1100-7999-54201	ADVERTISEMENTS	344.81
10-1200-0000-52002	SUPPLIES ACCOUNT	3,638.79
10-1200-0000-52562	HERBICIDES	707.50
10-1200-0000-54250	CONTRACT SERVICES-GEN...	585.00
10-1200-0000-56100	R & M-EQUIPMENT	1,483.83
10-1200-0000-56525	WATER	12.20

Account Summary

Account Number	Account Name	Payment Amount
10-1200-0000-60247	EQUIPMENT	9,678.40
10-1300-0000-56550	NATURAL GAS	33.08
10-1400-0000-52002	SUPPLIES ACCOUNT	362.50
10-1400-0000-56116	R & M-BOATS	134.96
10-1500-0000-52002	SUPPLIES ACCOUNT	693.77
10-1500-0000-52320	SPECIAL EVENT SUPPLIES	1,384.49
10-1500-0000-54250	CONTRACT SERVICES-GEN...	3,840.85
10-1500-0000-56501	TELEPHONE/COMMUNIC...	22.14
10-1500-0000-56525	WATER	851.36
10-1500-0000-56530	ELECTRIC	819.53
10-1600-0000-41010	RACK RENTALS	337.50
10-1600-0000-54250	CONTRACT SERVICES-GEN...	2,633.36
10-1600-0000-56001	R & M-FACILITY-GENERAL	246.52
10-1600-0000-56100	R & M-EQUIPMENT	40.72
10-1600-0000-56501	TELEPHONE/COMMUNIC...	101.23
10-1600-0000-56525	WATER	102.34
10-1600-0000-56530	ELECTRIC	83.66
20-10700	PRO-SHOP-ALL INCLUSIVE	5,033.82
20-2000-0000-47325	SALES DISCOUNT	-149.58
20-2000-0000-52001	GENERAL OFFICE SUPPLIES	136.51
20-2000-0000-52006	SUPPLIES - CLUBHOUSE	307.53
20-2000-0000-52020	PRINTING (BROCH. & NE...	890.00
20-2000-0000-52320	SPECIAL EVENT SUPPLIES	203.00
20-2000-0000-52515	CUSTODIAL SUPPLIES	655.85
20-2000-0000-54201	ADVERTISEMENTS	2,898.28
20-2000-0000-54210	COMPUTER SERVICE	30.00
20-2000-0000-54250	CONTRACT SERVICES-GEN...	190.13
20-2000-0000-54255	CONTRACT SERV - CLBHSE	1,183.98
20-2000-0000-54990	SALES TAXES-PRO-SHOP	1,683.00
20-2000-0000-56001	R & M-FACILITY-GENERAL	531.82
20-2000-0000-56150	GOLF CART-R & M	329.17
20-2000-0000-56501	TELEPHONE/COMMUNIC...	866.34
20-2000-0000-56525	WATER	735.25
20-2000-0000-56530	ELECTRIC	3,155.02
20-2000-0000-56550	NATURAL GAS	371.55
20-2000-0000-57325	FREIGHT - IN	205.42
20-2100-0000-52002	SUPPLIES ACCOUNT	579.19
20-2100-0000-52505	LUBRICANTS	779.99
20-2100-0000-52515	CUSTODIAL SUPPLIES	654.55
20-2100-0000-52525	UNIFORMS	1,103.16
20-2100-0000-52564	INSECTICIDES	1,130.00
20-2100-0000-52565	FUNGICIDES	2,275.00
20-2100-0000-52566	FERTILIZERS	13,625.00
20-2100-0000-52570	SPECIALIZED GROUND CH...	600.00
20-2100-0000-52810	TOOLS	369.00
20-2100-0000-54250	CONTRACT SERVICES-GEN...	3,516.78
20-2100-0000-56100	R & M-EQUIPMENT	920.41
20-2100-0000-56200	VEHICLE R & M	283.92
20-2100-0000-56501	TELEPHONE/COMMUNIC...	95.96
20-2100-0000-56525	WATER	19,981.09
20-2100-0000-56530	ELECTRIC	4,503.77
20-2100-0000-56550	NATURAL GAS	111.71
23-2300-0000-52015	COMPUTER SUPPLIES	500.00
23-2300-0000-52020	PRINTING (BROCH. & NE...	556.00
23-2300-0000-54250	CONTRACT SERVICES-GEN...	1,623.64
23-2300-0000-56001	R & M-FACILITY-GENERAL	1,111.12
23-2300-0000-56501	TELEPHONE/COMMUNIC...	257.19
23-2300-0000-56525	WATER	13.58

Account Summary

Account Number	Account Name	Payment Amount
23-2300-0000-56530	ELECTRIC	605.65
23-2300-0000-56550	NATURAL GAS	1,006.65
25-10700	PRO-SHOP-ALL INCLUSIVE	183.00
25-2400-0000-41600	TOURNAMENTS	75.00
25-2400-0000-52002	SUPPLIES ACCOUNT	478.69
25-2400-0000-52310	TOURNAMENT SUPPLIES	26.25
25-2400-0000-54250	CONTRACT SERVICES-GEN...	1,152.27
25-2400-0000-56001	R & M-FACILITY-GENERAL	372.00
25-2400-0000-56100	R & M-EQUIPMENT	18.46
25-2400-0000-56525	WATER	19.06
25-2400-0000-56530	ELECTRIC	158.69
25-2500-0000-47325	SALES DISCOUNT	-12.57
25-2500-0000-52001	GENERAL OFFICE SUPPLIES	205.04
25-2500-0000-52020	PRINTING (BROCH. & NE...	1,601.00
25-2500-0000-52025	POSTAGE	162.42
25-2500-0000-52320	SPECIAL EVENT SUPPLIES	137.74
25-2500-0000-54001	PROFESSIONAL DUES	477.00
25-2500-0000-54005	CONFERENCES/EDUCATI...	1,609.10
25-2500-0000-54201	ADVERTISEMENTS	32.35
25-2500-0000-54250	CONTRACT SERVICES-GEN...	1,978.71
25-2500-0000-54990	SALES TAXES-PRO-SHOP	158.00
25-2500-0000-56100	R & M-EQUIPMENT	222.49
25-2500-0000-56501	TELEPHONE/COMMUNIC...	175.05
25-2500-0000-56525	WATER	116.30
25-2500-0000-56530	ELECTRIC	8,540.16
25-2500-0000-56550	NATURAL GAS	617.72
25-2500-0000-57325	FREIGHT - IN	15.75
25-2500-0000-57650	RACKET RESTRINGING	550.44
27-2700-0000-50470	INSTRUCTORS - ICE ARENA..	1,000.00
27-2700-0000-52001	GENERAL OFFICE SUPPLIES	271.98
27-2700-0000-52002	SUPPLIES ACCOUNT	658.17
27-2700-0000-52009	ICE ARENA CAMP SUPPLIES	999.00
27-2700-0000-52020	PRINTING (BROCH. & NE...	1,111.00
27-2700-0000-52901	SPECIAL PROJECTS	288.09
27-2700-0000-54001	PROFESSIONAL DUES	252.75
27-2700-0000-54250	CONTRACT SERVICES-GEN...	4,144.99
27-2700-0000-56001	R & M-FACILITY-GENERAL	489.79
27-2700-0000-56200	VEHICLE R & M	351.66
27-2700-0000-56501	TELEPHONE/COMMUNIC...	296.33
27-2700-0000-56525	WATER	1,029.04
27-2700-0000-56530	ELECTRIC	11,038.31
27-2700-0000-56550	NATURAL GAS	1,433.67
31-3100-0000-54999	MISCELLANEOUS SERVICES	71,321.00
33-21215	I.M.R.F. PAYABLE	40,321.30
33-21220	F.I.C.A. PAYABLE	71,988.38
37-3700-0000-60120	LAKEFRONT RENOVATIONS	2,137.30
	Grand Total:	610,763.66

Project Account Summary

Project Account Key	Payment Amount
None	610,763.66
	Grand Total:
	610,763.66

**MINUTES OF THE 2360th
REGULARLY SCHEDULED BOARD
MEETING OF THE COMMISSIONERS
AND OFFICERS OF THE WINNETKA
PARK DISTRICT, WINNETKA, IL
THURSDAY, JULY 25, 2019**

President Archambault called the meeting to order at 5:39 p.m.

Commissioners Present: Mickey Archambault, Teresa Claybrook, Christina Codo and Warren James. Commissioners Absent: Colleen Knupp, Eric Lussen and John Peterson.

Staff Present: John Muno, Executive Director; John Shea, Superintendent of Recreation; Christine Berman, Superintendent of Finance; Costa Kutulas, Superintendent of Parks; Mary Cherveney, Administrative Services Manager; Kelsey Raftery, Marketing Brand Manager; Pat Fragassi, Tennis Center Manager; Joe Holguin, Tennis Center Facility Coordinator; Toby Ross, Recreation Supervisor; Marty Kwiakowski, Recreation Supervisor; James Janesku, Recreation Coordinator and Jesus Contreras, Parks Crew Leader.

Audience Present: Nina Gray, Lisa Kohr, Nancy Fox, Susie Schreiber, Barbara Williams, Kimberly Brya, Anne Wilder, Colleen Danstrom, Mili Hecht, Robert Leonard, John Yasenar, Christine, Yasenar, Jeremy Marino and Lisa Kaestle.

ADDITIONS/CHANGES TO AGENDA

President Archambault moved unfinished business a. Proposed Dog Park Statement and summarized the following statement provided in the board packet:

Over a number of years, the Winnetka Park District has considered an off-leash/off-beach dog park community opportunity. The interest became more relevant recently based largely on the following two factors.

- The 2016 WPD community survey highlighting this unmet need within the community with strong community interest for this type of amenity
- A voiced stakeholder interest from a representative group of residents attending a December 2018 Park Board meeting

With this renewed interest, the Park District Board directed staff to review and initially evaluate locations. Through the initial process, the District identified two Park District locations to further consider.

Since that time, there has been additional valuable community feedback including the most recent June 20, 2019 Park Board meeting.

District staff also conducted four well-attended stakeholder open house dates 6/24/19 (West Elm

Park) and 6/25/19 (Crow Island Woods); where a significant amount of further insightful and thoughtful community involvement was provided at all four meetings.

Two additional community surveys have featured the dog park consideration including; 2019 Village caucus, and July 2019 WPD online survey.

Taking all of the above-mentioned community and stakeholder feedback into consideration; the Winnetka Park District has re-prioritized and re-considered potential dog park locations to include two non-Park District owned properties, (Village of Winnetka-former landfill frontage and Forest Preserve of Cook County-Erickson Woods).

In recognition that the Winnetka Park District does not have ownership or jurisdictional authority of either of those properties, only initial and cursory contact had been made with both of these government entities. Since that initial contact, further dialogue has developed with both public property representatives.

Additional inquiry to the Forest Preserve District Cook County staff has resulted in their response indicating that; "...although the Forest Preserves currently supports three dog parks, there is no interest in increasing the number" and "...a land use request for a dog park is unlikely to succeed". Further response offered additional consideration of a list of properties belonging to the Cook County Department of Transportation and Highways. While these sites did not initially meet our basic criteria, staff plans to further evaluate these sites.

Further discussion regarding the Village landfill site (Willow Road) has resulted in their staff suggesting a collaborative interest in the concept. However, a clear indication was given that the primary focus and priority for that site and surrounding area is dedicated to the complexities and timing surrounding storm water planning. The process for further consideration of that site for an off-leash dog park would not be expected until such time as a storm water plan and timeline were more fully developed. The district staff intends to continue to dialogue with Village staff in terms of the feasibility of this site for a dog park location in the future.

With the exception of the above-mentioned activities relating to the two alternate sites, there are currently no other planned public discussion or Park Board action expected to be taken on the creation of an off-leash/off-beach dog park.

Subsequently, there will no longer be a July 30 Open House or August 22 Park Board meeting agenda item related to this topic. Instead, a summary of this brief statement of direction will be part of the July 25 Board meeting agenda.

Future Park Board Meetings that plan to include agenda items relating to the potential dog park will be communicated on our website, as well as emailed to any current contacts who have attended/signed in for a board meeting or the open house events.

The District's current summary of information regarding this consideration is available on the District's website: <https://www.winpark.org/dog-park/>.

APPROVAL OF FINANCIALS

Commissioner James made a motion to approve the June 2019 Financials as presented. Commissioner Claybrook seconded the motion. Superintendent of Finance Christine Berman provided highlights including an \$866,000 above budget net surplus, revenues are tracing on target and expenses are lower. Junior golf is up \$1400 over last year, but overall golf is down due to weather conditions. Recreation is \$93,000 above budget with \$68,000 being summer camps. Summer camps is also \$116,000 above last year revenues. President Archambault asked Superintendent of Recreation, John Shea why recreation numbers are tracking so well. He stated it was a combination of quality programming and more strategic marketing efforts. Commissioner Claybrook also added that the week-to-week option, although hard to manage it has allowed a lot more to try the camps. Word of mouth marketing from kids and parents has also been influential. Passed by voice vote.

APPROVAL OF VOUCHERS

Commissioner Claybrook made a motion to approve the July 25, 2019 vouchers for \$774,057.17. Commissioner Codo seconded the motion. Commissioner Claybrook asked for clarification on the door lock replacements, which Superintendent of Parks, Costa Kutulas provided. Commissioner Codo asked about the payment to Jacobson, which Executive Director John Muno stated was in relation to the golf course stormwater master planning. He also added that Vice President Peterson has taken on the duty of reviewing the vouchers weekly. Unrelated to the vouchers, Commissioner Claybrook said she received positive feedback on the Fourth of July fireworks and was wondering how much that cost before donations. Superintendent Shea stated that this year's fireworks cost \$37,500. Superintendent Berman stated that people can still donate. President Archambault provided Superintendent Shea with a link to information on spherical pyrotechnics, which produces images. Superintendent Shea has not had a chance to review. A roll call vote was taken. Ayes: Archambault, Claybrook, Codo, James. Nays: None. Motion carried.

REMARKS FROM VISITORS

Resident Robert Leonard mentioned the information he presented at the last Board meeting regarding neighboring dog parks. At least six out of the 10 do not have adjacent neighbors. To avoid objections from neighbors, you need to find a location where there are not neighbors. If that site cannot be found, it is finished and cannot be done.

Resident Nancy Fox not a neighbor of West Elm Park, but feels that esthetically a dog park on part of the West Elm property will look like a kennel.

Resident Barbara Williams provided a narrative of the timeline of the dog park consideration by the Park District and the residents since December 2018. Based on her interpretation of the criteria she feels that both West Elm Park and Crow Island Woods site should be eliminated from consideration. She requests the Park Board formally remove both parks from consideration.

Resident Anne Wilder received an email from resident Sharon King, which she read and presented to the Board. The letter asked the Park Board officially remove West Elm Park from the dog park list.

Resident Kimberly Brya provided a couple additional points including, current resident lack of leash law compliance, poop not being picked up and concern over violation of the Village's noise ordinance. She feels that residents cannot seem to abide by these rules, so they do not earn the privilege of a dog park.

Resident Susie Schreiber and former Commissioner pointed out three things: West Elm Park is an ecologically inappropriate site, the site is owned by all citizens, not just the few proposed dog park users and her final thought is a regional solution is more appropriate.

Resident Jeremy Marino pro dog park. Feels the Board had to know that there would be opposition. Frustrated that the staff did all this work and now the Park District is stepping back from making a decision. Many local communities have dog parks and the community has made it work. He feels that the two non-Park District properties are the slow-death options.

Resident Lisa Kohr read a portion of the Crow Island Woods petition. A petitioner after the public meetings, felt even stronger the the two locations were unsuitable for a dog park.

APPROVAL OF MINUTES

Commissioner Claybrook made a motion to combine the Regular Park Board Meeting Minutes of June 20, 2019 and the closed session minutes of June 20, 2019. Commissioner Codo seconded the motion. A roll call vote was taken. Ayes: Archambault, Claybrook, Codo, James. Nays: None. Motion carried. Commissioner James made a motion to approve the consent agenda. Commissioner Codo seconded the motion. Passed by voice vote.

COMMUNICATIONS

Executive Director, John Muno acknowledged the letter from Val Haller of Valslist thanking the Park District for its financial contribution to the Winnetka Music Festival. He also acknowledged the letter from Delio Calzolari, Director of Legislative and Government Affairs for the Cook County Forest Preserve District.

NEW BUSINESS

Winnetka Parks Foundation Update – Steve Hole

Executive Director Muno introduced the new Foundation chairperson, Steve Hole. Chairperson Hole provided a brief Foundation update, including personal history, new responsive website, board member recruitment, social media messaging and branding, Paypal giving and Facebook charitable, VIP event on Fourth of July which raised \$5000, Wednesdays in the Woods beer and wine sales and more changes moving forward.

NSSRA New Property Closing

Executive Director Muno provided a brief update on the closing and referenced the board summary Superintendent of Finance, Christine Berman put together regarding our commitment and planned use of fund balance. He also provided an update of commitment by the SRA foundation to raise \$2 million of the anticipated \$4 million in renovation costs. Time of renovations still need to be determined and may be in a phased approach as funding is available.

Truck Replacement – Unit #2 2009 Ford F-150 XLT Crew Cab Pick-Up

Commissioner Claybrook made a motion to approve the purchase of (1) new “2019 Ford F-250 XL” from Currie Commercial Center of Frankfort, Illinois with the configuration shown on the quote as presented through the Suburban Purchasing Cooperative for the net price of \$30,070.00 which includes the trade-in allowance of \$5,000. Commissioner Codo seconded the motion. Superintendent of Parks, Costa Kutulas provided a summary of the request, which will include a plow attachment. It is near budgeted amount, only \$70 over. A roll call vote was taken. Ayes: Archambault, Claybrook, Codo, James. Nays: None. Motion carried.

Truck Replacement – Unit #2 2009 Ford F-450 XLT Crew Cab Pick-Up

Commissioner Codo made a motion to approve the purchase of (1) new “2019 Ford F-550 XL” from Sutton Ford of Matteson, Illinois in conjunction with Monroe Truck Equipment with the configuration shown on the quote as presented through the Suburban Purchasing Cooperative for the estimated net price of \$75,469.00. Commissioner James seconded the motion. Superintendent Kutulas provided a summary of his request, including the need to upgrade to a F-550 due to weight of salt, and upgrade to a stainless steel body since it is used for heavy hauling. Anticipate after selling current truck, being approximately \$5000 over budget. A roll call vote was taken. Ayes: Archambault, Claybrook, Codo, James. Nays: None. Motion carried.

UNFINISHED BUSINESS

Policy Manual Review: Chapter 7

Commissioner Codo made a motion to approve the first reading of Chapter 7 of the policy manual as presented with a second reading/adoption placed on the August 22 agenda.

Commissioner Claybrook seconded the motion. A roll call vote was taken. Ayes: Archambault, Claybrook, Codo, James. Nays: None. Motion carried.

Policy Manual Chapters 8-13

Commissioner James made a motion to approve and adopt Chapters 8-13 of the policy manual as presented. Commissioner Claybrook seconded the motion. A roll call vote was taken. Ayes: Archambault, Claybrook, Codo, James. Nays: None. Motion carried.

Winnetka Waterfront 2030 – Lakefront Master Plan Update

Superintendent Kutulas provided a brief update on working draft schedule through construction documents through execution on the bluff land work. He provided an update on the staking of the staircase at Tower Road Park. Looking to utilize some of the footings of the existing staircase into the footprint of the new staircase. There was some brief Commissioner discussion on the flag markers and the engineer firm.

President Archambault asked about the high water levels, erosion and the effect at our beaches. Superintendent of Recreation, John Shea provided a brief recap on conditions, impact and safety measures taken. Superintendent Shea provided an update on the shoreline work at Lloyd Beach. Superintendent Kutulas provided an update on re-dredging at Lloyd Launch and impact at Elder Lane Beach. Superintendent Shea also stated that the guard chair was removed at Elder Lane Beach due to erosion. Commissioner Claybrook asked about the paddleboard racks at Elder Lane Beach, which Superintendent Shea indicated was impacted and provided an update. Superintendent Shea provided an update on the Lloyd Beach shoreline work and permit process. The permit will also include the emergency revetment request. Commissioner Claybrook asked if

the breakwater will be designed at this high lake level. Superintendent Kutulas indicated it will be based on overall lake level history, as not to over-engineer the project. Commissioner Codo asked if the permitting timeline has changed due to high water levels. Superintendent Shea indicated that he has not heard of any changes. Board discussion continued that the permit process timeline could increase if number of permits increased.

MATTERS OF THE DIRECTOR

Executive Director, John Muno provided some staff recognitions, which included Pat Fragassi and Joe Holguin on their efforts during the tennis tournament. Superintendent Shea also recognized Toby Ross for his efforts with Memorial Day and Fourth of July, while still overseeing summer camps. He also introduced new full-time staff members James Janesku and Marty Kwiatkowski. Superintendent Kutulas recognized Jesus Contreras on his 25 years of dedicated service. He heads up the mowing crew.

BOARD LIAISON REPORTS

Executive Director Muno mentioned the work Vice President Peterson has been doing with the Foundation, heading up the major gift giving area.

Commissioner Codo provided a brief New Trier High School report regarding voting against the Kenilworth TIF.

REMARKS FROM VISITORS

Resident Anne Wilder wanted to reiterate that the community has spoken and that West Elm Park is not an appropriate location for a dog park. The Board should vote to eliminate it from consideration to avoid a prolonged process. She hopes that it is on the August 22 Board agenda and taken off consideration.

Resident Robert Leonard believes the solution is to work with adjacent communities with dog parks.

Resident Barbara Williams stated that there is a lot of anxiety for West Elm Park and Crow Island Woods neighbors regarding indecision. Willing to work on a solution that does not affect local residents. She also asked if there is a question and answer session on the Winnetka Waterfront 2030 Plan. Commissioner James suggested viewing the website for details.

Resident Lisa Kaestle wanted to thank Superintendent Kutulas on the Crow Island Stewardship Plan review with her and some of the neighbors and the spot treatment signage.

STAFF UPDATES

Marketing Brand Manager, Kelsey Raftery provided an update on the Village design and review meeting for exterior signage updates to the Hibbard road frontage buildings. It passed through and will be initiated this fall. She also provided an update on the conversation Vice President Peterson, Pat Fragassi and she had with Chris Nielsen. As the family foundation representative, he was excited about the planned updates to the exterior of the building. Manager Raftery shared a copy of the fall brochure with the Board. It goes into the mail tomorrow. She pointed out the lakefront communication teaser on the back of the brochure.

Superintendent of Finance, Christine Berman stated that we are gearing up to roll out the 2020 budget process.

Superintendent of Recreation, John Shea reported on camps, Fourth of July, new staff, Red, White & Blue 5K, Wednesdays in the Woods, Camp Carnival, Family Campout and then finish off the summer strong.

Superintendent of Parks, Costa Kutulas reported on Crow Island Woods tree plantings, general park work and showed a short power point on the staff dredging at Lloyd.

CLOSED SESSION

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

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

At 7:35 p.m., Commissioner Claybrook made a motion to return to Open Session. Commissioner James seconded the motion.

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

ADJOURNMENT

Commissioner Claybrook made a motion to adjourn the meeting at 7:36 p.m. Commissioner James seconded the motion, which passed by a voice vote. Motion carried.

Mickey Archambault, Board President

John Muno, Board Secretary

**Winnetka Park District
BOARD SUMMARY**

Date: August 22, 2019
Subject: 2020 Brochure Printing Vendor Recommendation
From: Kelsey Raftery, Marketing Brand Manager
Through: John Muno, Executive Director

SUMMARY

On August 1, 2019, a RFP for the printing of the 2020 winter, spring, summer, and fall brochure series was publicized. Seven vendors responded with quotes and delivery time frames.

Printer	Winter	Spring	Summer	Fall	Total	Delivery
Creekside	\$ 5,318	\$ 6,571	\$ 7,236	\$ 6,564	\$ 25,689	10 Days
Paulson	\$ 5,400	\$ 6,700	\$ 7,500	\$ 6,700	\$ 26,300	10 days
Woodward	\$ 6,796	\$ 8,320	\$ 8,883	\$ 6,796	\$ 30,795	10 days
FCL Graphics	\$ 8,377	\$ 10,354	\$ 11,538	\$ 10,500	\$ 40,769	7-10 days
Nystron	\$ 8,479	\$ 10,396	\$ 11,537	\$ 10,467	\$ 40,879	10 days
Castle PrinTech	\$ 8,825	\$ 10,975	\$ 12,050	\$ 10,440	\$ 42,290	10 days
Graphic Partners	\$ 10,954	\$ 13,523	\$ 14,768	\$ 13,218	\$ 52,463	3-5 Days

Staff has identified Creekside as the lowest responsible bidder. Although I personally have not worked with Creekside, Mary Cherveney has a 20+ year history with the printer and feels very positively about them overall. Additionally, their references spoke very highly of them and the samples they provided were on par with our 2017, 2018 and 2019 brochure series. Creekside printed the brochure series for the Winnetka Park District from 2006 to 2016.

STAFF RECOMMENDATION

At this time, staff is looking for board approval to move forward with Creekside as the printing vendor for the 2020 winter, spring, summer, and fall brochures for a total of \$25,689. This is \$1,111 less than the total cost of the 2019 brochure series.

END

**Winnetka Park District
BOARD SUMMARY**

Date: August 22, 2019
Subject: Policy Manual Review: Chapters 14 - 17
From: Mary Cherveney, Administrative Services Manager
Through: John Muno, Executive Director

SUMMARY

The Winnetka Park District completed an extensive review/board adoption of the District's policy manual in 2016, with future plans calling for a re-visit every three years.

Chapters 14-17 are enclosed for Board review. Items in red are recommended staff changes. These changes occur on:

- Chapter 14: page 2 (minor change)
- Chapter 15: pages 2-4 (reflect current programming & practices)
- Chapter 16: pages 2-4, 8 (reflect current programming & practices) page 5 (added Food Trucks)
- Chapter 17: pages 2 – 5 (reflect current practices)

STAFF RECOMMENDATION

Staff recommendations that these chapters be presented for a 1st reading at the September 26 Board meeting and a 2nd reading/adoption at the October 24 Board meeting (two reading are required for adoption of policy).

END

**WINNETKA PARK DISTRICT
POLICY MANUAL
CHAPTER 14**

LAND ACQUISITION, MAINTENANCE AND FACILITY DEVELOPMENT POLICY

14.01 Purpose – Land Acquisition, Maintenance and Facility Development

14.02 Land Acquisition

14.03 Request for Acquisition and/or Special Projects

14.04 Conveyance of Land for Non-Park Use

14.05 Development and Maintenance

14.06 Maintenance Provisions

14.07 Encroachment

REVIEW

14.00 LAND ACQUISITION, MAINTENANCE, AND FACILITY DEVELOPMENT

14.01 STATEMENT OF PURPOSE

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

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

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

14.02 LAND ACQUISITION

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

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

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

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

14.03. REQUEST FOR ACQUISITION AND/OR SPECIAL PROJECTS

Although the District controls acres of open space, that land is not evenly distributed throughout the District. Some parcels of land are more valuable than others; some are more desirable. What is desirable today may not be so in the future. Therefore, the Board of Park Commissioners should explore alternative means of gaining control of open space, including but not limited to the following alternative means:

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

14.04 CONVEYANCE OF LAND FOR NON-PARK USE

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

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

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

14.05 DEVELOPMENT AND MAINTENANCE

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

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

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

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

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

14.06 MAINTENANCE PROVISION

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

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

14.7 ENCROACHMENT

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

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

END

Tracking

Review and Update:	June 2016
Committee of the Whole:	October 13, 2016
Board First Reading:	October 27, 2016
Board Second Reading & Adoption	November 17, 2016
Review Date	August 2019

Notes: Red line are staff recommended changes in 2019.

**WINNETKA PARK DISTRICT
POLICY MANUAL
CHAPTER 15**

WINNETKA PARK DISTRICT RECREATION FEES POLICY

15.01 Purpose - Recreation Fees and Charges Policy

15.02 Classification of Programs

15.03 Recreation Program Fees

15.00 RECREATION FEES AND CHARGES POLICY

15.01 PURPOSE

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

15.02 CLASSIFICATION OF PROGRAMS

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

A. Classification - A Programs

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

B. Classification - B Programs

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

C. Classification - C Programs

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

D. Classification - D Programs

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

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

E. Classification - E Programs

- i. Programs and services that are geared to the specific needs and interests of the individual participant and have large indirect costs associated to them such as maintenance or utilities. The user fee for these programs will cover all direct costs plus 40% to help offset indirect costs.
- ii. Programs included but not limited to: ~~Happiness is 1~~Kiddie Camp Summer Camp, Happiness ~~i~~s 2 Summer Camp, Almost Anything Goes Summer Camp, Middle School Madness Camp, Adventure Camp, Junior Counselors Summer Camp, Counselors in Training Camp.

F. Classification - F Programs

- i. The Recreation Department will make use of outside contractors to run programs, when appropriate. The Park District agreement with outside contractors is as follows:
 - a. For programs, the contractor receives 70% of the fees and the Park District receives 30% of the fees unless otherwise agreed upon between the outside organization and the Winnetka Park District.
 - b. Each contractor must comply with all regulations of the Park District's Certificate of insurance and must have a signed Independent Agreement on file once a year.
- ii. Programs include but are not limited to: Northwest Passage Kayaking and Paddle Board Classes, Sport Kids Programs, ~~Game Face Chicago Programs~~, Illinois Baseball Academy, ~~IBJI Football Training Camp~~, Chicago Bears Football Camp, Chicago White Sox Summer Camp, Chicago Loves Dance Programs, Archery Programs, Magic Classes, American Red Cross Babysitting, ~~Chess at Three Programs~~, Music Classes, L.L. Bean Programs, ~~Backyard Nature Center~~ Programs, Tinkering School Workshops.

15.03 RECREATION PROGRAM FEES

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

Program fees that fall within the six (6) classifications (see section 15.02), on the premise that fees and charges are intended to supplement other resources available to the District in order to provide

and expand basic services on an equitable basis. Fees shall be established in the following categories:

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

Resident/Non-Resident Users

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

Once the seasonal brochure is sent to all the households within the Village of Winnetka, a grace period of ~~two (2) weeks~~ **one (1) week** will be given to residents as a priority for registration. After the ~~two-week timeframe~~ **grace period**, registration will be open to all non-residents.

Payment of Fees

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

END

Tracking

Review and Update:	June 2016
Recreation Committee:	September 22, 2016
Board First Reading:	September 22, 2016
Board Second Reading & Adoption	October 27, 2016
Review Date	August 2019

Notes: Red line are staff recommended changes in 2019

**WINNETKA PARK DISTRICT
POLICY MANUAL
CHAPTER 16**

WINNETKA PARK DISTRICT FACILITY RESERVATION AND USE POLICY

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

16.00 FACILITY RESERVATION POLICY

16.01 PURPOSE

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

16.02 GENERAL FACILITY RULES AND REGULATIONS

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

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

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

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

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

16.03 PARKS AND FACILITIES ~~AVAILABLE~~ AVAILABLE FOR RENT

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

<u>Parks/Facilities</u>	<u>Security Deposit</u>	<u>Equipment Provided</u>
Community Room	\$100/ \$200	---
Crow Island Woods	\$100/ \$200	8 Picnic Tables
Elder Ln. Beach House	\$100/ \$200	2 Tables, 20 Chairs. Only available to rent from May 15 th – October 15 th .
Hubbard Woods Park Boeee Courts	\$100/ \$200	Community Rentals-Only Special Events, 2 sets of boeee balls
Indian Hill	\$100/ \$200	2 Tables, 20 Chairs
Maple St. Beach House	\$100/ \$200	6 Tables, 50 Chairs. Only available to rent from May 15 th – October 15 th .
Paddle Hut & 6 Courts (Fri-Sun 7-11pm ONLY)	\$100/ \$200	*Fee is from 7:00pm-11:00pm. Each additional hour is \$50/hour. Loaner paddles and balls are included with rental.
Tennis Lounge	\$100/ \$200	*Fee is for the first 2 hours. Each additional hour is \$50/hour
Tennis Shack	\$100/ \$200	*Fee is for the first 2 hours. Each additional hour is \$25/hour
All other park sites without a shelter/facility	\$100/ \$200	Dwyer Park, Elder Ln. Park, Hubbard Woods Park, Maple St. Park, Tower Road Park, Village Green, and West Elm Park

Special Considerations

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

~~R~~esident rate. When a non-resident based 501(c)(3) organization rents out one of the locations above, the organization will only be charged the resident hourly rate for the duration of the rental.

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

16.04 FACILITY RESERVATION USE PRIORITY

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

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

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

16.05 APPLICATION FOR FACILITY RESERVATIONS

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

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

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

Security deposits are required from all groups using any Park District parks and/or facilities. Groups must make a security deposit of \$100 ~~for residents and \$200 for non-residents~~. Security deposits will be refunded in full approximately (2) two weeks after the rental. The Park District

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

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

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

A. Event Attendance

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

B. Food Service/Food Trucks

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

C. Alcohol

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

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

D. Entertainment Providers

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

E. Parking Considerations

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

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

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

- A. The function shall unduly interfere with the general public enjoyment of the Park District facility.

- B. The function presents a clear and present danger to the health and safety of the community.
- C. The function is of such nature or duration that it cannot be reasonably accommodated at the applied Park District facility.
- D. The function is illegal or otherwise will violate any Park District rule, regulation or ordinance, or will violate any local, state or federal law, regulation, ordinance or rule.

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

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

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

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

16.06 CERTIFICATES OF INSURANCE

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

16.07 WINNETKA PARK DISTRICT SPECIAL EVENT PERMIT

Rentals with over one hundred (100) in attendance must complete a Winnetka Park District Special Event Permit Application. The Special Event Permit Application must be completed and signed by an authorized representative, who is 21 years or older. By signing the Application, the authorized representative assumes responsibility for all actions of the group's usage of the facilities and equipment during the rental period.

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

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

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

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

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

END

Tracking

Review and Update:	June 2016
Recreation Committee:	September 22, 2016
Board First Reading:	September 22, 2016
Board Second Reading & Adoption	October 27, 2016
Review Date	August 2019

Notes: Red line are staff recommended changes in 2019

**WINNETKA PARK DISTRICT
POLICY MANUAL
CHAPTER 17**

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

17.01 Purpose – Outdoor Athletic Field Reservation and Use Policy

17.02 General Use

17.03 Outdoor Athletic Fields Available for Rent

17.04 Facility Reservation Use Priority

17.05 Application for Outdoor Athletic Field Reservations

17.06 Certificates of Insurance

17.07 Affiliate Qualifications

17.00 OUTDOOR ATHLETIC FIELD RESERVATION AND USE POLICY

17.01 PURPOSE

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

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

17.02 GENERAL USE

Time schedules for the operation of all facilities and activities, as well as program fees, shall be reviewed by the Board periodically. Patrons are requested not to enter or remain in any athletic field after posted closing time or before daybreak unless authorized by the Superintendent of Recreation and the Winnetka Police Department. Games and/or practices will not start before 8:00AM nor exceed 10:00PM. Organizations should make necessary changes or alterations to their rules and regulations concerning practices/games due to park times and regulations. The lights on the fields are pre-programmed to shut-off at 10:~~30~~45PM every night, depending on the schedule.

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

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

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

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

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

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

It is the responsibility of the field representative and/or individual identified as the person on the permit to enforce the rules and regulations regarding the conduct of the group while using any Park District outdoor athletic fields.

17.03 OUTDOOR ATHLETIC FIELDS AVAILABLE FOR RENT

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

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

DEFINITION OF TERMS

~~School District Resident (SDR) are programs run by either Winnetka School District 36 or New Trier High School.~~

~~Affiliate groups are organizations that the Winnetka Park District recognizes who exist within the community whose purposes are to serve and enhance recreational opportunities for a specific type of youth sports program and participant. The District recognizes that at times it is in the best interest of the community that the agency works with an outside organization in coordinating, integrating and consolidating the planning and provision of youth sports programs. See section 17.07 for more detail information.~~

~~Resident status is defined as groups or organizations with at least 51% or more Winnetka Park District residents. Team rosters and/or individual participant utility bills/photo ID may be required by Park District staff to verify residency status.~~

~~Non Resident status is defined as groups or organizations with less than 51% Winnetka Park District residents. This includes but is not limited to not for profit 501(c)(3) groups, commercial, and/or groups that charge a fee for services.~~

17.04 FACILITY RESERVATION USE PRIORITY

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

1. Park District Programs & Established License/Lease Agreements
 - a. Administered In-House and/or with recognized contractual service provider
 - b. North Shore Country Day School (per license agreement)
2. School District 36 and NTHS District (athletic teams)
3. Park District Youth Sport Affiliate Programs
 - a. Baseball (KWBA)
 - b. Soccer (AYSO)
 - c. Football (~~Junior~~ North Shore Trevians)
 - d. Other (as applicable)
4. Resident Group- Resident status is defined as groups or organizations with at least 51% or more Winnetka Park District residents. Team rosters and/or individual participant utility bills/photo ID may be required by Park District staff to verify residency status.
5. Non-Residents Groups- Non-Resident status is defined as groups or organizations with less than 51% Winnetka Park District residents. This includes but is not limited to not-for-profit 501(c)(3) groups, commercial, and/or groups that charge a fee for services.
6. All other requests, including those that would be considered a program/service in direct competition with the programs and services offered by a WPD program and/or recognized affiliate after WPD and affiliates are given right of first refusal, for requested use of field space.

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

1. Spring/Summer Seasons (April-July)-January 31st for Park District, School District, and Affiliate Group Programs.
2. Spring/Summer Seasons (April-July)-March 1st for all other groups and individuals.

3. Fall Season (August-November)-June 1st- for Park District, School District, and Affiliate Group Programs.

4. Fall Season (August-November)-July 1st for all other groups and individuals.

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

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

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17.05 APPLICATION FOR OUTDOOR ATHLETIC FIELD RESERVATIONS

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

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

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

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

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

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

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

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

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

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

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

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

17.06 CERTIFICATES OF INSURANCE

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

17.07 AFFILIATE QUALIFICATIONS

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

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

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

The organization must be registered as a not-for-profit 501(c)(3) corporation with the State of Illinois, or if not registered with the State, must have a constitution, bylaws or mission statement which clearly states the objectives of the organization are of a non-profit, non-commercial nature. The organization Board must be comprised of volunteers, with at least 51% or more Winnetka Park District residents. The organization must submit the following:

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

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

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

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

AFFILIATE SPORTS ORGANIZATION - CRITERIA AND CONDITIONS

1. The Community Group/Affiliate shall provide its own leadership, structure, and must delegate operational duties to its membership.

2. The Community Group/Affiliate shall conduct its own financial business and be financially self-supporting.
3. The Community Group/Affiliate shall have its own volunteer governing board with adopted written bylaws or guidelines to guide the board in policy-making decisions, and:
 - a. Is a not-for-profit corporation or organization
 - b. Provide an annual detailed budget to the Park District showing all anticipated revenue and expenditures, and
 - c. Provide an annual audit or detailed report which documents the Community Group's/Affiliate's current financial standings, including operational revenues, expenditures, and financial reserves.
4. Dedicated to offering and promoting recreational activities which are compatible with the Park District's Mission and youth sports philosophy and fulfill a recreation program need identified as not met through direct Park District programming and/or supplement Park District programs.
5. Organization must endorse and enforce a youth sports "bill of rights" and coaches code of conduct, and include in coaches training, as provided by the Park District
6. At least 51% of the members/participants of the Community Group/Affiliate must be residents of the Park District. Registration for membership/tryouts must not exclude qualified residents to residents of the Park District.
7. The Community Group/Affiliate must submit a written request to the Park District seeking approval to enter sponsorship agreements with potential third party partners. The Park District must approve all potential sponsor partners prior to the execution of a sponsorship agreement. The Park District has the right in its sole discretion to deny any sponsorship agreement that may not be in the best interest of the Park District.
8. The Community Group/Affiliate shall provide a list of officers and participants, including addresses, telephone numbers, and emails.
9. The Community Group/Affiliate shall designate both a liaison and alternate liaison for the purposes of scheduling, planning, maintenance and other issues. Regularly scheduled meetings shall be set by the Park District and attended by the liaisons, and all direct communication shall be through the liaison and designated Park District staff member.
10. The group shall provide individual rosters for each team listing addresses of all participants within one month of the start of the season.
11. The group shall provide a copy of their practice and game schedules (for each league and/or team—if requested and necessary), that identifies specific field use schedule and designation. These schedules will be submitted no later than March 1st for the spring season and July 1st for the fall season.
12. The Community Group/Affiliate agrees and understands that neither the Community Group/Affiliate nor its officials, officers, members, employees or volunteers (collectively "Community Group/Affiliate") are entitled to any benefits or protections afforded employees or volunteers of the Park District and are not bound by any obligations as employees of the Park District. The Community Group/Affiliate will not be covered under provisions of the unemployment compensation insurance of the Park District or the workers' compensation insurance of the Park District and that any injury or property damage arising out of any Community Group/Affiliate activity will be the

Community Group's/Affiliate's sole responsibility and not the Park District's. Also, it is understood that the Community Group/Affiliate is not protected as an employee or as a person acting as an agent or employee under the provisions of the general liability insurance of the Park District and therefore, the Community Group/Affiliate will be solely responsible for its own actions. The Park District will in no way defend the Community Group/Affiliate in matters of liability.

13. Affiliate/Community Group shall fully cooperate with any investigation conducted by, or on behalf of, the Park District and/or the Park District Risk Management Agency "PDRMA". Failure to fully cooperate with any such investigation shall constitute a breach of agreement and in the sole discretion of the Park District, may result in revocation or suspension of any Group privileges under this Agreement
14. The Community Group/Affiliate shall not represent itself or members of the Community Group/Affiliate as employees, volunteers, or agents of the Park District.
15. The Community Group/Affiliate or members of the Community Group/Affiliate will not advertise or solicit participants using the name or logo of the Park District without prior written permission of the Park District. Organization shall recognize the Park District as a partner in all publicity and provide a website link to the Park District website. In return, the Park District will recognize the organization as an affiliate and provide brochure space and contact information.
16. All fees, charges, monies, and expenditures shall be handled by the Community Group/Affiliate itself, with its own accounts in the group's name. The group shall have a written policy regarding refunds. All requests for refunds shall be addressed in a timely manner.
17. Costs for (resident and non-resident user fees) and maintenance of equipment and/or facilities will be charged to the Community Group/Affiliate. The Community Group/Affiliate acknowledges and agrees that the group is responsible for any and all expenses, (as identified and agreed to) including, but not limited to the specific scheduling and use of fields, and for the provision of equipment and materials related to the Community Group's/Affiliate's activities and use of Park District property and facilities.
18. Organization shall pay invoices for field use, lights, and maintenance and or other services in a timely manner not to exceed 30 days after billing date. A finance charge of 1.5% per month or an annual percentage rate of 18%, will be computed on all past due balances.
19. Activities, programs, and events sponsored by Community Group/Affiliate shall not, other than to adhere to specific membership guidelines, program requirements, or minimum residency standards, discriminate against or exclude any individual, for participation for reasons of race, color, creed, national origin, sex, sexual orientation, disability, or any other characteristic protected by local, state, or federal law. The group shall comply with the Americans with Disabilities Act (ADA), which requires each program, service, and activity offered to be readily accessible and useable by individuals with disabilities.
20. The Community Group/Affiliate agrees to conduct criminal background checks for all employees and volunteers eighteen years of age or older and those who directly supervise individuals under the age of eighteen (18) years of age. The Community

- Group/Affiliate is solely responsible for determining whether any conviction disqualifies any employee/volunteer.
21. The Community Group/Affiliate agrees to cross-reference all staff, employees and volunteers with the federal and state of Illinois Child Offender Databases. In addition, the group must comply with the abused and neglected child reporting act as required by state statute.
 22. Community Group/Affiliate shall maintain commercial general liability (CGL) and, if necessary, commercial umbrella insurance with a limit of not less than \$1,000,000 each occurrence. If such CGL insurance contains a general aggregate limit, it shall apply separately to this Agreement. The Park District shall be included as an insured under the CGL. This insurance shall apply as primary insurance with respect to any other insurance or self-insurance afforded to the Park District. Any insurance or self-insurance maintained by the Park District shall be excess of the Community Group's/Affiliate's insurance and shall not contribute with it.
 23. The Community Group/Affiliate understands and agrees that it solely responsible for determining whether any staff, employee, or volunteer is qualified and suitable for any Community Group/Affiliate position and/or activity and that the Park District is not responsible for any hiring or retention decision.

END

Tracking

Review and Update:	June 2016
Recreation Committee:	September 22, 2016
Board First Reading:	September 22, 2016
Board Second Reading & Adoption	October 27, 2016
Review Date	August 2019

Notes: Red line are staff recommended changes in 2019

**Winnetka Park District
Board Summary**

Date: August 22, 2019
To: Board of Commissioners
Subject: Northshore Trevians Youth Football Affiliate Agreement
From: John Shea, Superintendent of Recreation
Through: John Muno Executive Director

Summary

The Northshore Trevians Youth Football (NTYF) offers both tackle and flag football for ages 7 to 14 for residents of the New Trier School District. The organization is a 501(c)(3) and is a feeder program into New Trier High School Football. In addition to being the feeder program for New Trier Football, the program and organization is indorsed by varsity head coach Brian Doll.

Staff has taken the time to formulate a Memorandum of Understanding Affiliate Agreement, with the Northshore Trevians Youth Football. The agreement mirrors the 2018 Affiliate Agreement with the addition of:

- The agreement shall commence on the date of July 18, 2019 and end on November 10, 2019.

Staff has received a sign copy of the Memorandum of Understanding Affiliate Agreement from NTYF. This agreement will mutually benefit both parties.

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*.

Recommendation

Staff recommends the Park Board to approve and sign the 2019 Memorandum of Understanding Affiliate Agreement, with the Northshore Trevians Youth Football.

END

Northshore Trevians Youth Football (NSTYF)

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 recreation 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 recreation 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 Northshore Trevians Youth Football (hereafter NSTYF). 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. NSTYF shall provide its own leadership, structure, and must delegate operational duties to its membership.
2. NSTYF shall conduct its own financial business and be financially self-supporting.
3. NSTYF 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. At least 51% of the members/participants of NSTYF must be residents of the New Trier High School's District.
 - c. If requested, provide an annual detailed budget to the Park District showing all anticipated revenue and expenditures, and if requested, provide an annual audit or detailed report, which documents the NSTYF current financial standings, including operational revenues, expenditures, and financial reserves.

4. NSTYF must submit a written request to the Park District seeking approval to enter sponsorship agreements with potential third party partners that might be represented on the Park District Property. The Park District must approve all potential sponsor partners prior to the execution of a sponsorship agreement that will be on Park District Property. 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 and its Property.
5. NSTYF shall provide a list of officers and participants, including addresses and telephone numbers.
6. NSTYF shall designate one (1) liaison and one (1) alternate liaison and provide the individuals' telephone numbers and other contact information to the Park District.
7. NSTYF agrees and understands that neither the NSTYF nor its officials, officers, members, employees or volunteers (collectively "NSTYF") are entitled to any benefits or protections afforded employees or volunteers of the Park District and are not bound by any obligations as employees of the Park District. NSTYF 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 NSTYF activity will be the NSTYF sole responsibility and not the Park District's. Also, it is understood that NSTYF 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, NSTYF will be solely responsible for its own actions. The Park District will in no way defend NSTYF in matters of liability.
8. NSTYF shall fully cooperate with any investigation conducted by or on behalf of the Park District and/or the Park District Risk Management Agency "PDRMA". Failure to fully cooperate with any such investigation shall constitute a breach of agreement and in the sole discretion of the Park District, may result in revocation or suspension of any NSTYF privileges under this Agreement
9. NSTYF shall not represent itself or members of the NSTYF as employees, volunteers, or agents of the Park District.
10. NSTYF or members of the NSTYF 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 NSTYF, 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. Costs for any maintenance or damage of equipment and/or park district property (paint supplies, painting of the fields, fixing of sleds, chutes and anything related to the football program) will be charged to the NSTYF.
13. NSTYF 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 the NSTYF activities and use of Park District property and facilities, unless otherwise specified and agreed to in writing.

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

II. Facility Use

1. Requests shall be made at least two (2) months in advance to ensure availability. Park District Programs take precedence. NSTYF will receive a discounted rate and priority for use of fields, courts, rooms or other Park District facilities. The NSTYF Schedule from (See Appendix A) 2014 will be used as their schedule. All other outside requests will have to follow the Park District's field policy. These days and times are on hand if needed. Priority scheduling will be as follows:
 - a. Park District Programs/preferred renters
 - b. Affiliate Groups

Facility permits for the current year shall be attached to this document.

2. It is the sole responsibility of NSTYF to determine whether any facility, field, or location is safe and/or appropriate for any intended use (See number 7 for reference).
3. NSTYF shall inspect each facility, field, or other location prior to and subsequent to each use and shall promptly report any unsafe condition (holes in sports fields, broken equipment, etc.) to the Park District.
4. NSTYF is solely responsible for providing supervision and security services, as needed, for any and all NSTYF activities. If requested by NSTYF, the Park District will help provide a supervisor at times requested, but the Park District shall be reimbursed for their time.
5. The Park District does not assume any responsibility, care, custody, or control of any NSTYF property or equipment brought upon or stored upon Park District property, this includes all equipment that is loaned out to NSTYF (Sleds, pads, tackle boxes, etc). NSTYF is solely

responsible for the safety, repairs, maintenance, and/or security of any property or equipment brought upon or stored on Park District property. NSTYF shall store all equipment in a clean and tidy fashion.

6. NSTYF shall adhere to all applicable facility and Park District ordinances, rules, regulations, policies, and procedures.
7. NSTYF shall adhere to all applicable facility and Park District ordinances, rules, regulations, policies, and procedures. NSTYF shall not conduct any maintenance or repairs to any fields on park district property.

III. Rental/Usage Fee

In accordance with WPD User Fee Policy

1. NSTYF shall reimburse the WPD for all direct costs for lining the fields, including supplies and labor (See number 4 in Facility Usage and number 12 in Criteria and Conditions).
2. NSTYF shall pay an affiliate group field user fee of \$55/hour (billed and payable per scheduled hours per session) for the artificial turf fields, \$15/hour for any grass field used, and \$15/hour for lights. Due no later than 30 days following the end of each season. After the 30 days has past, a 5% fee will be charged to the bill every 30 days if the bill has not been paid in full.
3. NSTYF will have access to two sheds in which they can store their football equipment. Any used/new equipment that is brought out onto park district property must be inspected and approved by WPD personal for damages, to make sure it is safe for players and the fields.
4. Any damages/lost items to the park district fields or equipment will be charged to NSTYF. The field rules must be followed at all times (See number 12 in Criteria and Conditions).

IV. Advertisement

The Park District will provide the NSTYF with a maximum of one-quarter page of advertising in their seasonal program guide, if NSTYF so desires. Such promotional material must be submitted in accordance with District's brochure deadlines. NSTYF 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, which established deadlines for promotional copy, will be given the group on an annual basis. In addition the District will provide a website link to the NSTYF website. The affiliate will be asked to reciprocate this practice.

IV. Insurance and Indemnification

NSTYF 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 NSTYF activities:

A. Commercial General and Umbrella Liability Insurance

NSTYF 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 NSTYF 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 the NSTYF 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, NSTYF 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, NSTYF 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, NSTYF 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 the NSTYF use of any Park District property or facility.

E. General Insurance Provisions

1. Evidence of Insurance

Prior to exercising any rights under this Agreement, NSTYF 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 NSTYF 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.

NSTYF 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 the NSTYF 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, NSTYF 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

NSTYF 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 NSTYF or any of the NSTYF 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. 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. NSTYF 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 NSTYF breach of any of its obligations under, or the NSTYF default of, any provision of this agreement.

V. Other

1. NSTYF is responsible for ensuring that all equipment is stored and locked up before and after all practices and games.
2. NSTYF is responsible for following the Park District's severe weather protocol.
3. NSTYF shall work with the District to promote football opportunities, where appropriate. They shall further work cooperatively with the District to ensure that football camps etc. are not in direct competition with one another. Opportunity to utilize staff expertise, program equipment, operational logistics, and other in-kind services, etc.
4. All marketing pieces must have "Fields provided by Winnetka Park District".
5. NSTYF shall respect the neighborhoods surrounding the Skokie Playfields and all other athletic fields while complying with all park rules. Skokie Playfields are open 8am and closes at 10pm.

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. Termination and Duration

1. The initial term of this Agreement shall commence on the date hereof **July 18, 2019** and end on **November 10, 2019**.

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 NSTYF 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 NSTYF has breached any of its obligations under this Agreement.
3. NSTYF may terminate this agreement by providing a minimum of 45 days written notice.
4. NSTYF 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 NSTYF by the Park District shall be promptly reimbursed.
5. The Agreement may be amended by the written approval of both Parties.

VIII. ADA Policy/Requirements

1. Activities, programs, and events sponsored by the Group/Affiliate 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.
2. NSTYF 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 NSTYF 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.
3. NSTYF shall adhere to all applicable facility and Park District/SRA 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.
4. NSTYF shall indemnify and hold harmless the Park District/SRA 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 conductor 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 the NSTYF or any of the Group's/Affiliate'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/SRA 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.

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 Group/Affiliate shall similarly protect, indemnify and hold and save harmless the Park District/SRA, 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 Group's/Affiliate's breach of any of its obligations under, or the Group's/Affiliate's default of, any provision of this agreement.

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.

Melissa V. G.

Authorized Signature of
Northshore Trevians Youth Football

7/23/2019

Date

Authorized Signature of Park District

Date

Appendix A

Northshore Trevians Youth Football Schedule*schedule will vary depending on field availability- Starting second week of August

First 3 weeks Monday - Friday - 2 hours each night - 5:45-7:45pm (Depending on Adult Softball League Schedule and Field Availability)

Last 9 weeks - Tuesday, Wednesday, Thursday - 2 Hours Each Night - 5:45-7:45pm (Depending on Adult Softball League Schedule and Field Availability)

Saturdays – Walkthroughs – before each scheduled game - 8-9am (one field)

Sundays – Game days - 6 Hour Each Day - 11:30-4:30pm (one field)

If NSTYF would like to request or modify their times, they will have to turn in a written request and it will have to be approved by the Park District. If it interferes with other programs on the Skokie Playfields it will not be approved.

**Winnetka Park District
Board Summary**

Date: August 22, 2019
To: Board of Commissioners
Subject: Winnetka Platform Tennis 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 Platform Tennis Club affiliate agreement concludes its one (1) year agreement on September 1, 2019.

Staff has received verbal and written confirmation from WPTC to a one (1) year affiliate agreement for the 2019-2020 season. In addition, WPTC 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*.

Recommendation

Staff recommends the Park Board of Commissioners approve the WPTC Affiliate Agreement for the 2019-2020 season.

END

Winnetka Platform Tennis Club Affiliate Agreement 2019 - 2020

PURPOSE

The *Winnetka Park District* hereafter "Park District" or "WPD" 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. This is especially true for entities using Park District facilities which may be entitled to priority services.

To this end, the Park District has established an affiliate agreement with the Winnetka Platform Tennis Club (hereafter "WPTC"). With this agreement, the parties will define the working relationship, mutual expectations, and individual responsibilities. This agreement shall serve as a frame of reference to accomplish the foregoing Park District goals. 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. WPTC shall provide its own leadership, structure, and must delegate operational duties to its membership.
2. WPTC shall conduct its own financial business and be financially self-supporting for its operating expenses, recognizing that significant capital maybe required from the WPTC, WPD and/or other sources to support the maintenance and any expansion of the Park District's platform tennis facilities.
3. WPTC shall have its own volunteer governing board with adopted written bylaws or guidelines to guide the board in policy-making decisions, and:
 - a. WPTC 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. Both parties shall provide an annual detailed budget to each other showing all anticipated paddle related revenue and expenditures, including planned capital expenditures.
 - c. WPTC shall provide an annual audit (if requested by WPD), tax filing and detailed report which documents the WPTC's current financial standings, including operational revenues, expenditures, and financial reserves.
 - d. WPTC shall provide a current copy of all bylaws or guidelines to the Winnetka Park District.
4. WPTC 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 if such is in conflict with existing Park District arrangements. Approval by the Park District shall not be unreasonably withheld.
 5. WPTC shall provide a list of officers and participants, including contact information, email addresses and telephone numbers.
 6. WPTC agrees and understands that neither the WPTC nor its officials, officers, members, employees or volunteers (collectively WPTC) are entitled to any benefits or protections afforded employees or volunteers of the Park District and are not bound by any obligations as employees of the Park District. WPTC 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 WPTC activity will be the WPTC's sole responsibility and not the Park District's. Also, it is understood that the WPTC 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 WPTC will be solely responsible for its own actions. The Park District will in no way defend WPTC in matters of liability.
 7. The WPTC shall fully cooperate with any investigation conducted by or on behalf of the other party and/or the Park District Risk Management Agency "PDRMA". Failure to fully cooperate with any such investigation shall constitute a breach of this agreement
 8. WPTC shall not represent itself or members of WPTC as employees, volunteers, or agents of the Park District.
 9. The WPTC or members of WPTC will not advertise or solicit participants using the name or logo of the Park District without prior written permission of the Park District.
 10. All fees, charges, monies, delinquencies/collections, refunds, and expenditures shall be handled by WPTC itself, with its own accounts in the group's name. The collection and distribution of fee collected by the WPD on behalf of the WPTC are defined in section III. Rental/Usage Fee # 1-3.
 11. Subject to section I.2, WPTC acknowledges and agrees that the group is responsible for any and all of its own expenses, including, but not limited to; the provision of equipment, outdoor grill, materials related to WPTC's activities, and use of Park District

property and facilities, unless otherwise specified and agreed upon in writing.

12. Activities, programs, and events sponsored by WPTC 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.
13. WPTC agrees to cross-reference all staff, employees, independent contractors and volunteers with the state and/or local Child Offender Database.
14. WPTC shall allow and cooperate with the Park District to conduct annual criminal background check of any WPTC employee, volunteer or independent contractor who engages with any Park District sponsored program or event.
15. WPTC understands and agrees that it solely responsible for determining whether any employee, volunteer, or independent contractor is qualified and suitable for any WPTC activity and/or activity and that the Park District is not responsible for any hiring or retention decision.
16. Registration for membership/tryouts must not exclude qualified residents of the Park District.
17. The Park District shall maintain the paddle hut and courts in a safe, clean, presentable and playable condition. Hut or court issues brought to the Park District's attention by WPTC will be responded to and, as appropriate, resolved in a prompt manner. Changes in status of outstanding service and maintenance issues will be communicated to WPTC in a timely manner.
18. The Park District will provide, maintain, and pay for electric, gas, water, sewer, high-speed Wi-Fi internet, and HD cable TV access to the paddle facilities.
19. The Park District will provide and keep current a high quality online court reservation system with seven (7)-day advance court reservation privileges for full members, and five (5)-day for associate members.
20. The Park District will not offer platform tennis league play to groups other than WPTC without offering WPTC the right of first refusal.
21. The WPTC will not offer group lesson instruction to Non-WPTC members, without WPD approval.
22. The Park District will not schedule tournaments which use the paddle courts during times allocated to WPTC without WPTC advance approval.

II. Facility Use

1. Requests shall be made at least three (3) months in advance to insure availability, other than as outlined in this agreement. Park District Programs take first priority. The WPTC will receive a second priority for use of Park District facilities. Priority scheduling will be as follows:
 - a. Park District Programs
 - b. WPTC events
 - c. Other non-WPTC member events
2. It is the sole responsibility of WPTC to determine whether the courts are playable for WPTC activities. WPTC is solely responsible for providing supervision for all WPTC activities.
3. The Park District does not assume any responsibility, care, custody or control of any WPTC property or equipment brought upon or stored upon Park District property. WPTC is solely responsible for the safety and/or security of any property or equipment brought upon or stored on Park District property. WPTC shall store all equipment in a clean and tidy fashion.
4. WPTC shall adhere to all applicable facility and Park District ordinances, rules, regulations, policies, and procedures provided to WPTC by the Park District.
5. Hours of Use: The paddle facility is available from 8:00 am – 11:00 pm daily. Court use by WPTC members outside of times reserved for WPTC activities requires a reservation available on the on-line court reservation system on the WPTC or WPD websites.
6. Use of the indoor paddle hut, outside of drop-in play and regular court use, for private individual or group parties requires a minimum of 24 hours' notice, permit form request & approval (from Ice arena staff).
7. Donating or subletting court time that affects both WPTC contracted time and WPD activities to third parties for teams, leagues or tournaments requires the approval of both WPD and WPTC in advance.
8. Security: All WPTC members scheduled to use the paddle hut facility (for private or group party use) shall sign out and obtain keys for access from the customer service desk of the Winnetka Ice Arena. Upon completion of the event, the key holder shall be responsible for locking and securing the facility after use.
9. Standard of Care: WPTC agrees to exercise a high standard of care when utilizing the paddle facility and play courts for all scheduled meetings and events. The facility shall be left in a condition of cleanliness and order with the exception of trash and recycling receptacles. Should the Park District ascertain that the users of the facility have not complied with an acceptable standard of care, the WPTC shall be charged \$25.00 per staff hour, direct cost of cleaning supplies and, if applicable, the cost of any contractual 4

service.

10. Designated uses during the below identified WPTC rental time(s) includes; drop-in reserved play, league practice and matches, tournaments, private lessons, special events. All other use requests must be approved by WPD.

III. Rental/Usage Fee

1. WPTC shall pay the Winnetka Park District a rental/usage fee of \$123,600 for the term covered by this agreement.
2. WPTC shall pay the first half of the rental/usage fee by October 1 2019, and the second half by December 15th, 2019
3. The WPD shall reserve the following courts for WPTC activities:

Mondays: 9:00a-11:00a/1:00p-3:00p/7:00-11:00p (6 courts)

Tuesdays: 9:00a-11:00a/1:00p-3:00p/7:00-11:00p (6 courts)

Wednesdays: 7:00p-11:00p (6 courts)

Thursdays: 9:00a-2:30p/7:00p-11:00p (6 courts)

Fridays: 9:00a-12:00p (2 courts)

Saturdays: 7:00a-10:00a (6 courts)

Sundays: 7:00p-10:30p (6 courts)

This schedule shall be in effect from September 10th through March 30th. When WPTC has all six courts reserved, it will also have exclusive use of the paddle hut.

IV. Advertisement

The Park District will provide WPTC with a maximum of one page of advertising, if space is available, in their seasonal program guide if WPTC so desires. Such promotional material must be submitted in accordance with the Park District's brochure deadlines. WPTC is responsible for providing information for the advertisement, and the Park District will design the advertisement with consultation of WPTC. 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 WPTC website. The WPTC will be required to reciprocate this practice.

V. Insurance and Indemnification

WPTC 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 WPTC's activities:

A. Commercial General and Umbrella Liability Insurance

WPTC will provide the Park District proof of 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. GL 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 WPTC 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 the WPTC'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, WPTC 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, WPTC 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, WPTC 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 WPTC's use of any Park District property or facility.

The WPTC shall secure provide proof of liquor liability insurance for the duration of this agreement. Should the WPTC hold or host an event where fees are charged to participate, the

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 term of this Agreement shall be September 1, 2018 through August 31, 2019, as will the paddle court reservation rights of WPTC members. 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 ninety (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 for reasons, including, but not limited to misconduct of WPTC 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 WPTC has breached any of its obligations under this Agreement. An appeal of the termination can be made to the WPD Park Board within 5 business days of the termination notice.

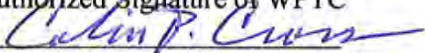
WPTC may terminate this agreement by providing a minimum of forty five (45) days written notice.

3. WPTC 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 WPTC 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 WPTC



Date

August 7, 2019

Authorized Signature of WPD

Date

**Winnetka Park District
BOARD SUMMARY**

Date: August 22, 2019

Subject: Policy Manual: Chapters 7 (2nd Reading/Adoption)

From: Christine Berman, Superintendent of Finance
Mary Cherveney, Administrative Services Manager

Through: John Muno, Executive Director

SUMMARY

Per policy, two readings are required prior to formal Board adoption. Tonight is the 2nd reading/adoption. There have been no changes since the July 25, 2019 meeting.

STAFF RECOMMENDATION

Staff recommends Board approve and adopt Chapter 7 of the policy manual as presented.

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 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 Superintendent of Finance are authorized to approve checks for authorized expenditures up to one thousand dollars (\$1,000.00) without the signature of a Board Commissioner. For each check run, checks over one thousand dollars (\$1,000.00) must be reviewed and approved by at least one Board Commissioner and the Executive Director or Superintendent of Finance. The Executive Director and Superintendent of Finance also have the authority to 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 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, the 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, the 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 health, dental, vision care, life, accidental death, dismemberment, disability, and cancer.

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

7.06 INTERNAL AUDITING

The 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 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 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.

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.

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 principal 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 tertiary 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 Superintendent of Finance.

The 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.

The 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 written procedures and the investment policy and exercising due diligence and prudence, shall be relieved of personal responsibility for an individual 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.

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, 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 internal control structure, 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.

Authorized Investments

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 must 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.

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.

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.

Reporting Requirements

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.

Adoption

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.

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 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 Board of Park Commissioners.

7.11 PETTY CASH DISBURSEMENTS

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 charged
- 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,

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 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 must 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. Budgeted items less than \$2,500

- Department Heads have the authority to approve the purchase of budgeted items 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.

2. Budgeted items greater than or equal to \$2,501 and less than \$25,000 (Bid Limit)

- The Executive Director has the authority to approve the purchase of budgeted items up to and including \$25,000. If the Executive Director is unavailable, the ~~Chief Financial Officer~~ Superintendent of Finance may approve the purchase of budgeted items up to and including \$25,000. For purchases between \$2,501 and \$25,000, three written quotes must be secured.
- 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.

- 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. Budgeted 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 supplies, materials or work involving an expenditure in excess of \$25,000 shall be let to the lowest responsible bidder, after due advertisement, excepting contracts which by their nature are not adapted to award by competitive bidding”, such as the following:

1. 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.
 3. Contracts for the printing or engraving of bonds, tax warrants, and other evidence of indebtedness.
 4. Contracts for utility services such as water, electricity, natural gas, or telephone.
 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.
 6. Contracts for goods or services procured from another governmental agency (i.e. joint purchase).
 7. Purchases of equipment previously owned by some other entity other than the District itself.
 8. Purchase of magazines, books, periodicals, pamphlets and reports.
 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 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.

Other Items

- No contract or order shall be split into parts 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 Governmental 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 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.

Blanket (Open) Purchase Orders

- 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 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 issued 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 exceed \$25,000 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.

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.
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:
 - The location, date and time of the bid opening shall be a part of the legal advertisement described in Subparagraph 1 above.
 - Bids shall be opened in a session open to the public.
 - 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.
 - Bids shall be opened and acknowledgement made of the receipt of each bid.
 - 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.
 - 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. 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

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:

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

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, 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 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. 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 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. The decision will be 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:
 - a. Market pricing;
 - b. Increased costs associated with the programs;
 - c. The ability of the users to pay;
 - d. The ability of individuals to make choices between using the service and paying the fee or not using the service;
 - e. Program competition;
 - 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), 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 at 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

2019 Tracking

Review and Update	June 20, 2019
Board First Reading:	July 25, 2019
Board Second Reading & Adoption:	August 22, 2019
Review Due:	March 2022
Notes:	