



**WINNETKA PARK DISTRICT  
REGULAR BOARD MEETING  
Thursday, March 21, 2019  
Community Room, 540 Hibbard Road  
5:30 p.m.**

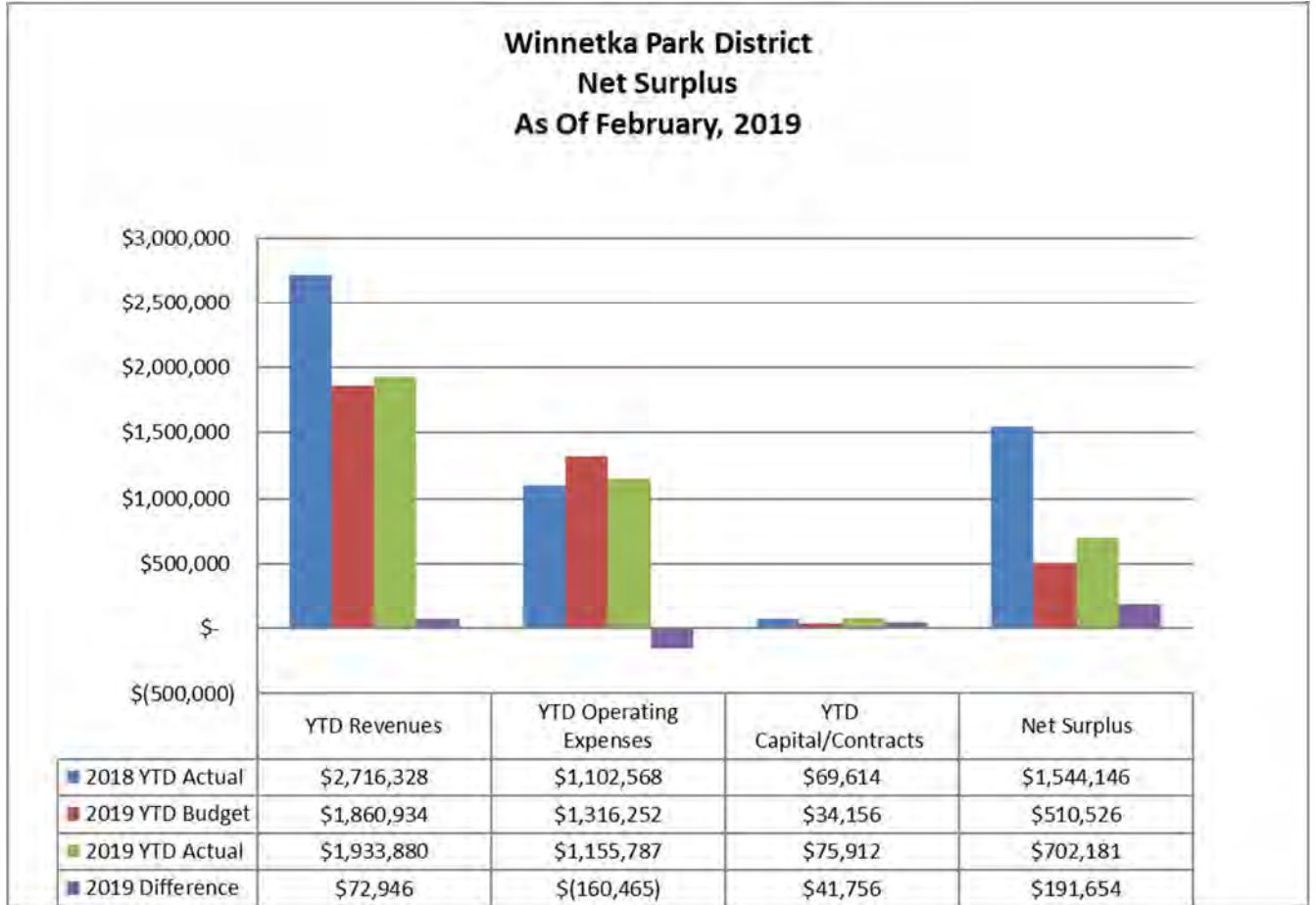
**AGENDA**

1. Roll Call
2. Changes to the Agenda
3. February Financials\*
4. Approval of March 21, 2019 Vouchers\*
5. Remarks from Visitors
6. Approval of Minutes
  - a. Regular Park Board Meeting Minutes of February 28, 2019\*
  - b. Closed Session Meeting Minutes of February 28, 2019\*
7. Communications
8. New Business
  - a. Winnetka Caucus Council Visit – Regan Murphy Parks Chairperson
  - b. NSSRA Building Resolution\*
  - c. July 4 Fireworks Contract\*
  - d. AYSO Affiliate Agreement\*
  - e. Equipment Replacement – Grounds Master 3280-D 4WD\*
  - f. Maple Street Beach Boardwalk\*
9. Unfinished Business
  - a. Off-Leash Dog Park
  - b. Policy Manual Chapters 1-4 (Second Reading/Adoption)\*
  - c. Winnetka Waterfront 2030 – Lakefront Master Plan
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 [jshea@winpark.org](mailto:jshea@winpark.org) at least 48 hours prior to the meeting. Requests for a qualified interpreter require five (5) working days advance notice.*

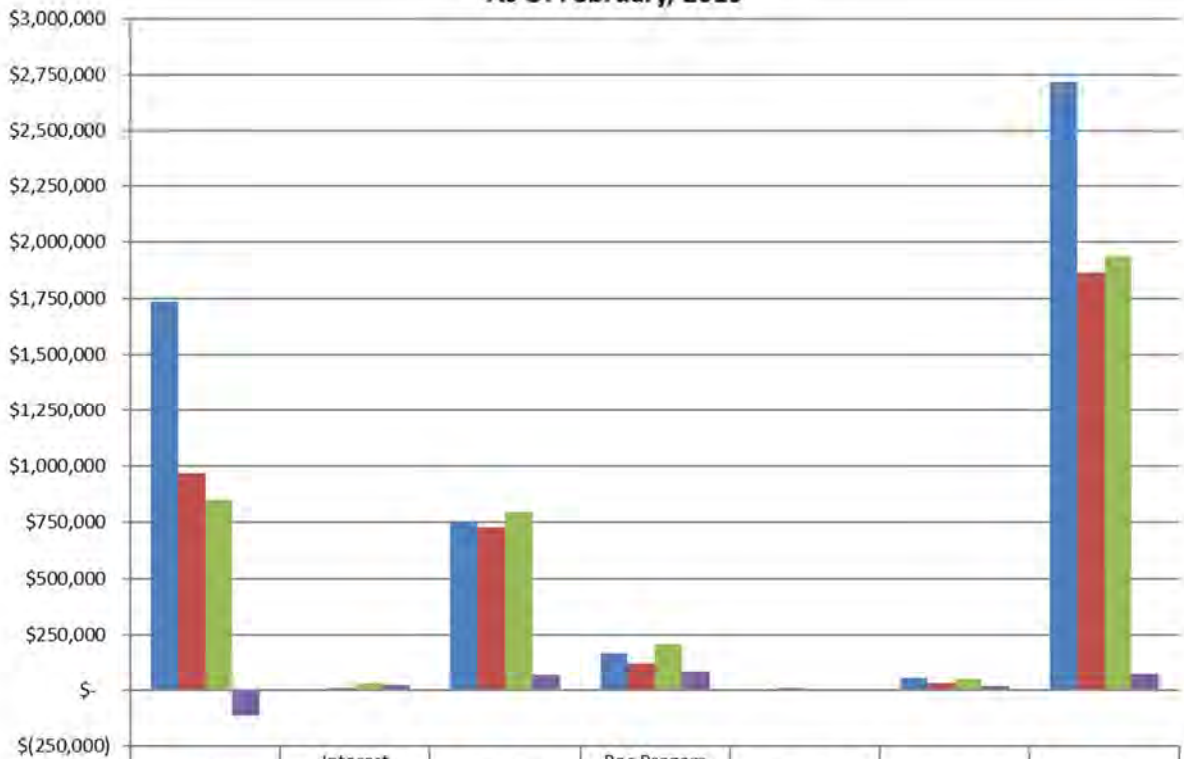
**FEBRUARY 2019 FINANCIAL SUMMARY**  
**FOR ALL FUNDS COMBINED- UNAUDITED**



**Net Surplus/(Deficit) is \$191,654 above year-to-date budget**

- Revenues are \$72,946 above year-to-date budget
- Operating Expenses are \$160,465 below year-to-date budget
- Capitals/Contracts Payable are \$41,756 above year-to-date budget

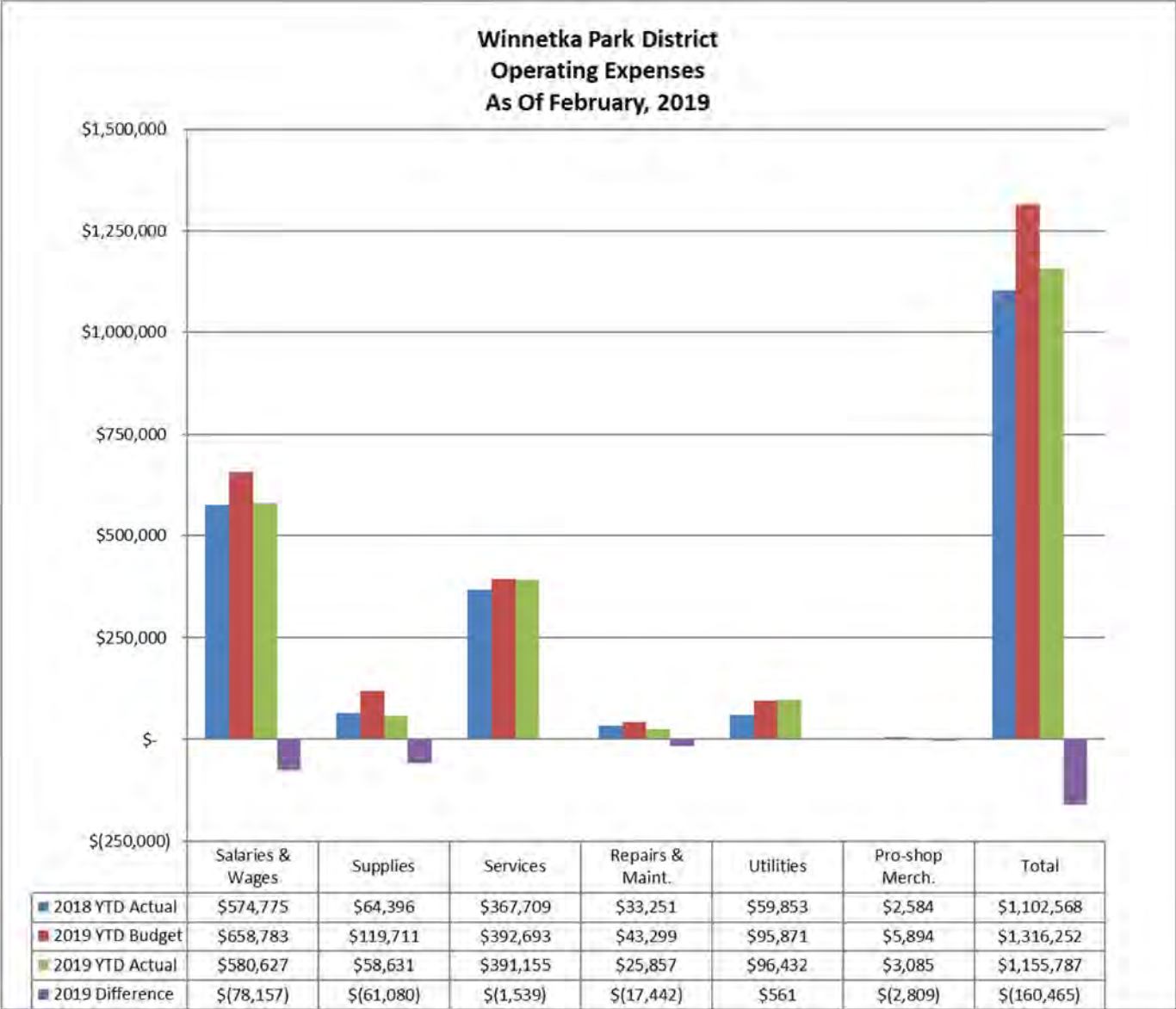
**Winnetka Park District  
Revenues  
As Of February, 2019**



	Taxes	Interest Income	User Fees	Rec Program Fees	Pro-shop	Misc Income	Total
2018 YTD Actual	\$1,734,535	\$5,238	\$751,887	\$166,416	\$5,070	\$53,182	\$2,716,328
2019 YTD Budget	\$966,647	\$8,163	\$724,840	\$121,502	\$7,099	\$32,683	\$1,860,934
2019 YTD Actual	\$850,158	\$28,536	\$793,796	\$206,018	\$5,110	\$50,262	\$1,933,880
2019 Difference	\$(116,488)	\$20,372	\$68,956	\$84,515	\$(1,989)	\$17,579	\$72,946

**Revenues are \$72,946 above year-to-date budget:**

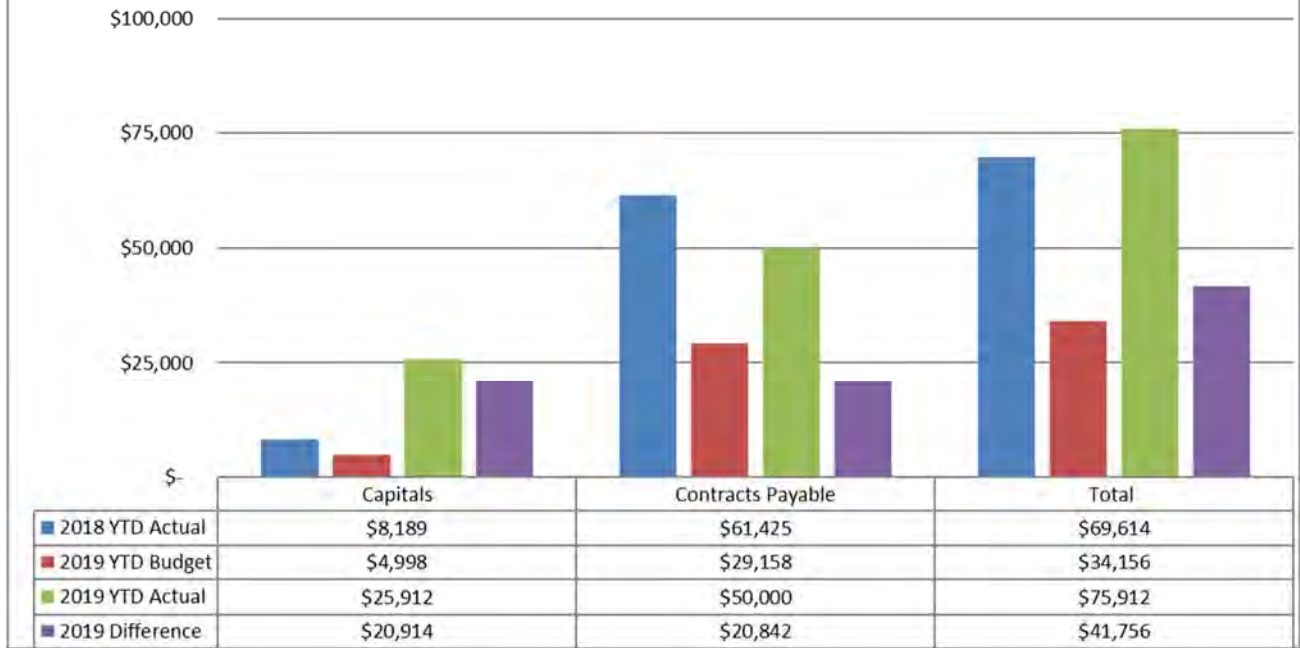
- Total revenues are 103.9% of year-to-date budget
- Taxes are \$116,488 below year-to-date budget
- Interest income is \$20,372 above year-to-date budget and \$23,298 above the 2018 year-to-date amount
- User Fees are \$68,956 above year-to-date budget
- Rec Program Fees are \$84,515 above year-to-date budget



**Operating expenses are \$160,465 or 12.2% below year-to-date budget:**

- Salaries & Wages are \$78,157 below year-to-date budget
  - Parks are under budget by \$22,128 for part-time staff
  - Salaries in the Golf Fund are \$35,670 below budget for maintenance workmen part-time
- Supplies are a combined \$61,080 below budget across all funds

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



**Capitals/Contracts Payable are \$41,756 above year-to-date budget:**

- Capitals are \$20,914 above budget
- Contracts Payable are \$20,842 over budget due to distribution timing of loan payment

**Winnetka Park District  
Statement of Cash and Investments  
For The Month Ended February 28, 2019**

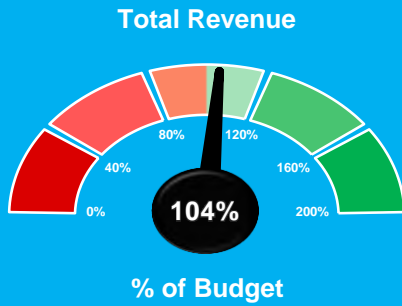
<b>Bank Name</b>	<b>Amount</b>	<b>Annual Rate</b>
<b>CASH</b>		
Petty Cash	1,750.00	
Harris Bank - Holiday Savings	3,780.15	
Illinois Funds	76,822.12	2.44%
N Corwin Fund	37,889.72	0.56%
Harris Bank - Operating	350,069.34	
Harris - Money Market	1,100,090.65	0.45%
Harris Bank - Payroll	<u>15,485.81</u>	
<b>Total Cash</b>	<b>1,585,887.79</b>	
<b>INVESTMENTS</b>		
Harris Bank - CD's	0.00	
IPDLAF - Money Market	1,501,804.13	2.30%
IPDLAF - CD's	248,000.00	2.80%
IPDLAF - CD's	248,000.00	2.70%
IPDLAF - CD's	248,000.00	2.67%
IPDLAF - CD's	248,000.00	2.70%
IPDLAF - CD's	246,000.00	2.62%
IPDLAF - CD's	246,000.00	2.70%
North Shore Community Bank Max Safe Money Market	2,908,125.02	2.67%
North Shore Community Bank CD	<u>1,241,911.18</u>	2.65%
<b>Total Investments</b>	<b>7,135,840.33</b>	<b>2.41%</b>
<b>TOTAL CASH &amp; INVESTMENTS</b>	<b>8,721,728.12</b>	

# Winnetka Park District Revenue Analysis Dashboard

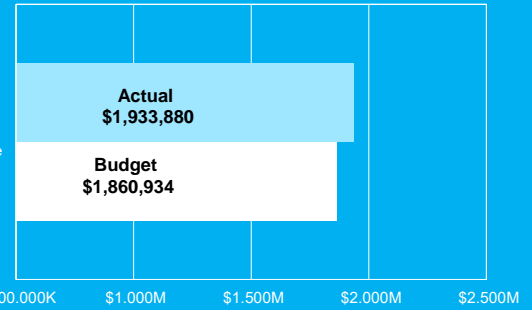
YTD  
As of 02/28/2019

Winnetka Park District

## Total Revenue

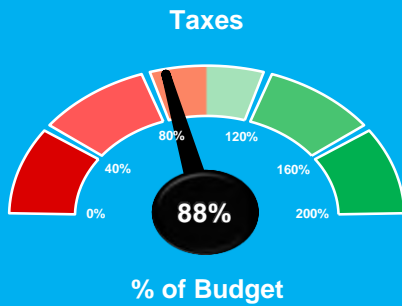


Total Revenue

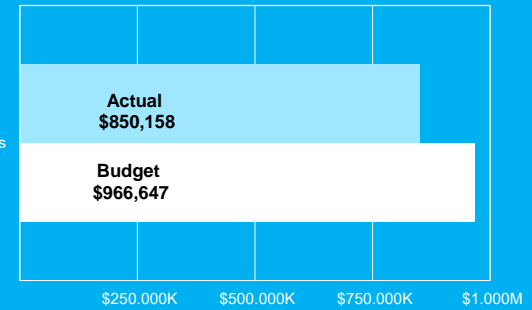


Winnetka Park District

## Taxes

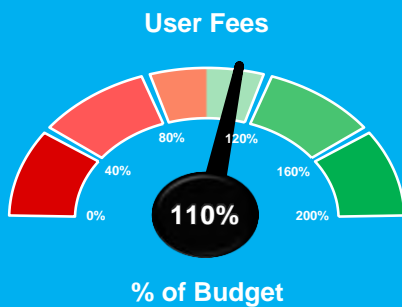


Taxes

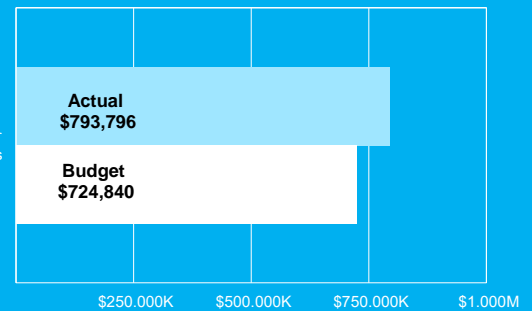


Winnetka Park District

## User Fees



User Fees





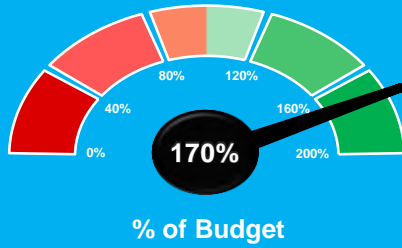
# Winnetka Park District Revenue Analysis Dashboard

YTD  
As of 02/28/2019

Winnetka Park District

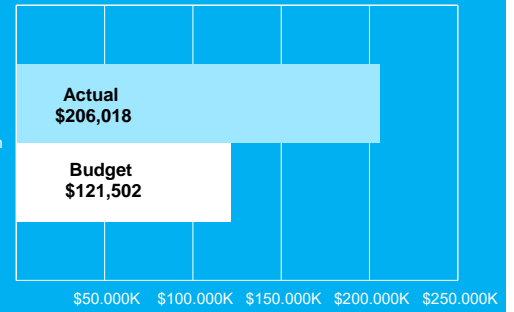
## Rec Program

### Rec Program Fees



% of Budget

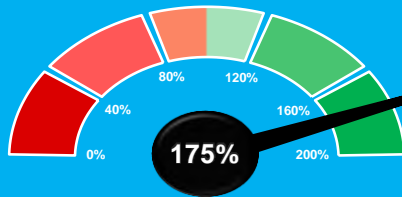
Rec Program Fees



Winnetka Park District

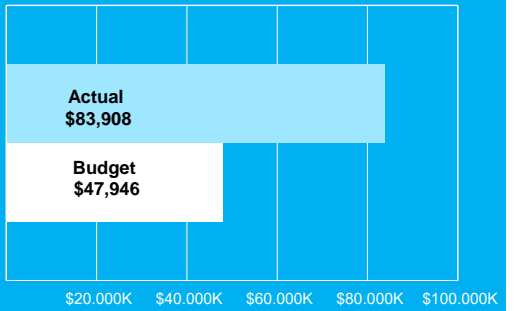
## Other: Pro, Misc, Interest

### Other: Pro, Interest, Misc



% of Budget

Other: Pro, Interest, Misc



# Winnetka Park District Expense Analysis Dashboard

YTD  
As of 02/28/2019

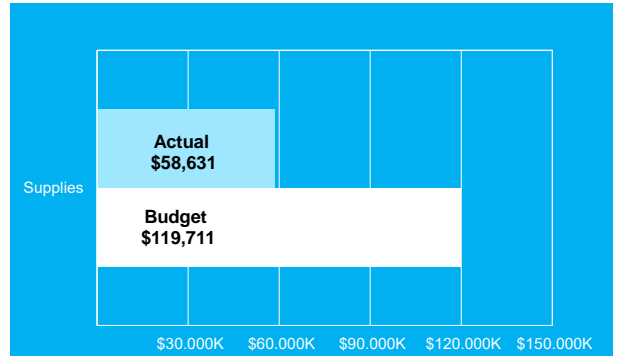
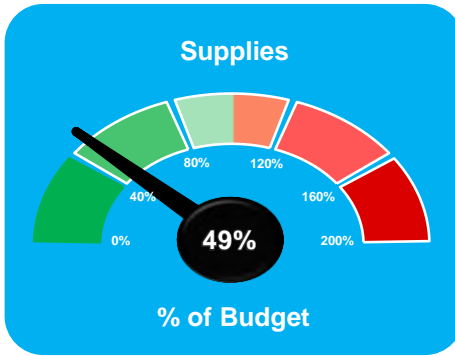


# Winnetka Park District Expense Analysis Dashboard

YTD  
As of 02/28/2019

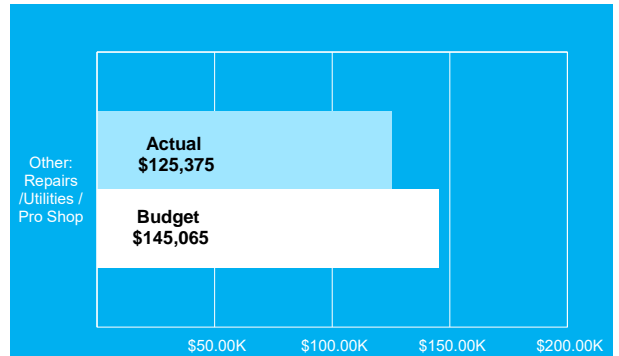
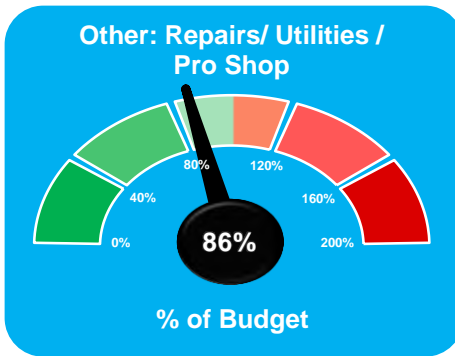
Winnetka Park District

## Supplies



Winnetka Park District

## Other: Repairs / Utilities /

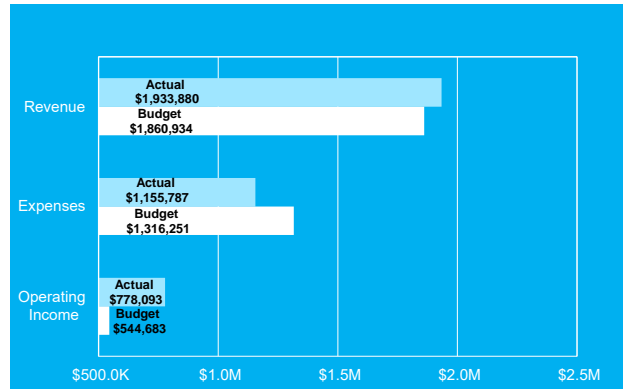
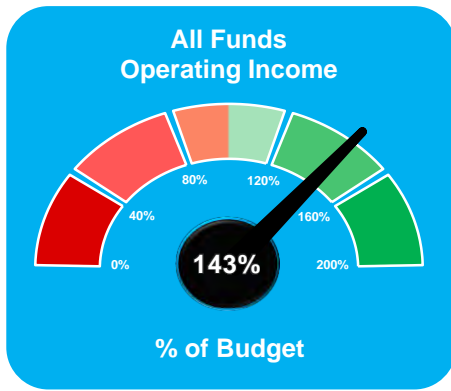


# Winnetka Park District Operating Income Dashboard

YTD  
As of 02/28/2019

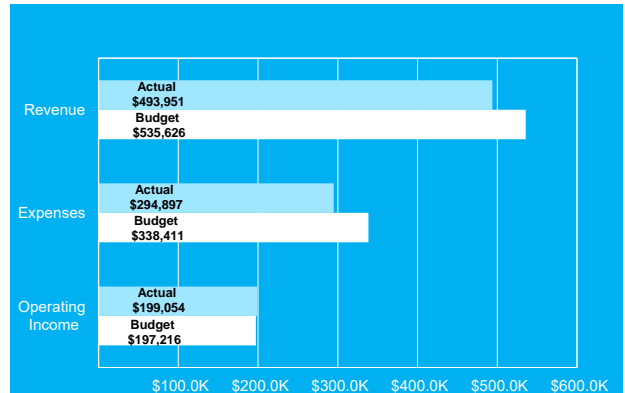
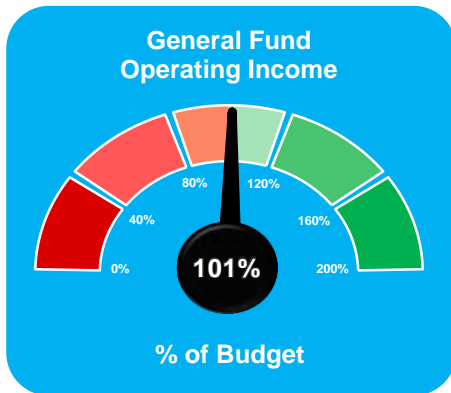
Winnetka Park District

## All Funds



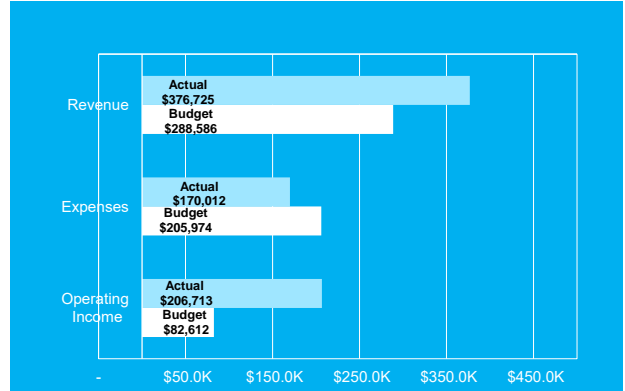
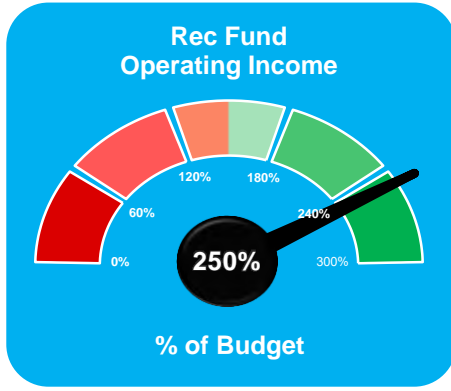
Winnetka Park District

## General Fund



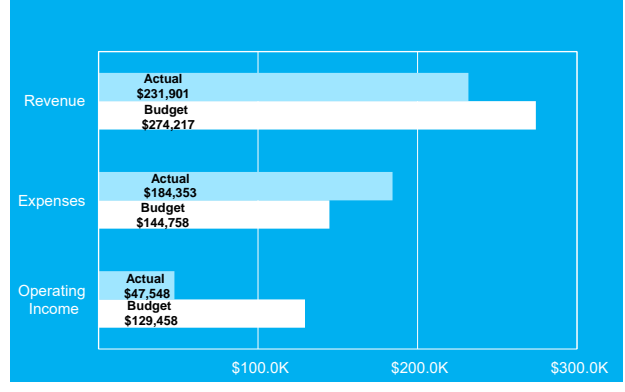
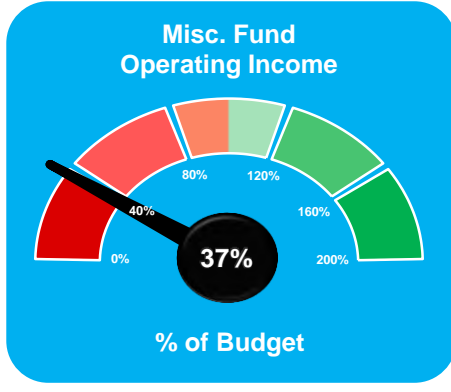
Winnetka Park District

## Rec Fund



Winnetka Park District

## Misc Fund

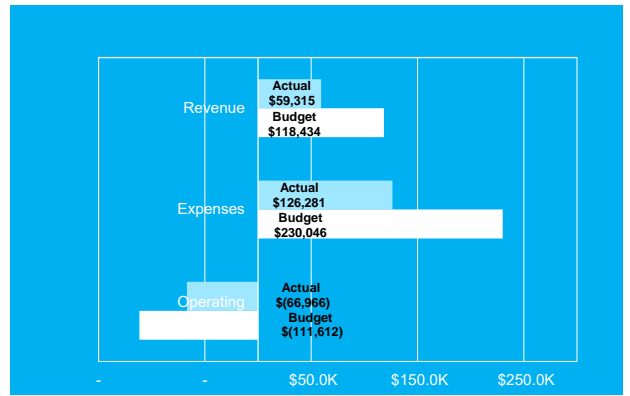
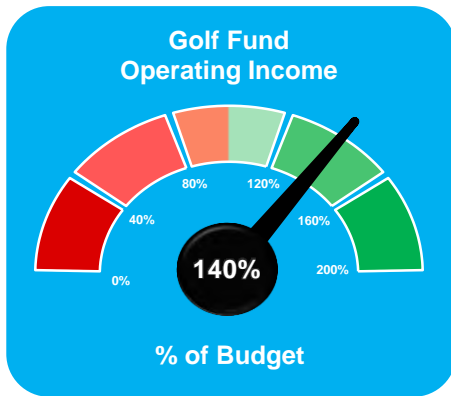


# Winnetka Park District Operating Income Dashboard

YTD  
As of 02/28/2019

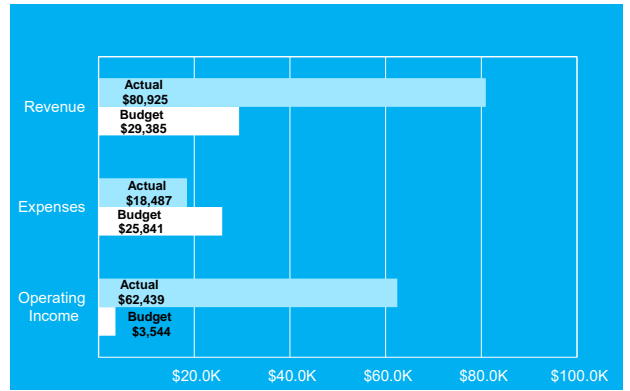
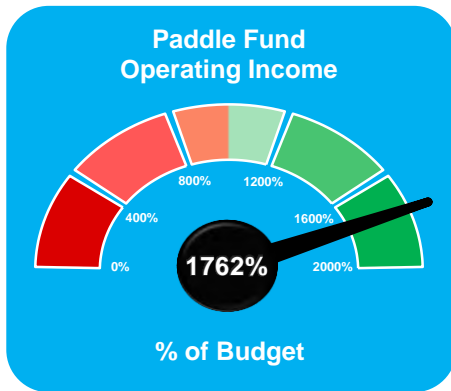
Winnetka Park District

## Golf Fund



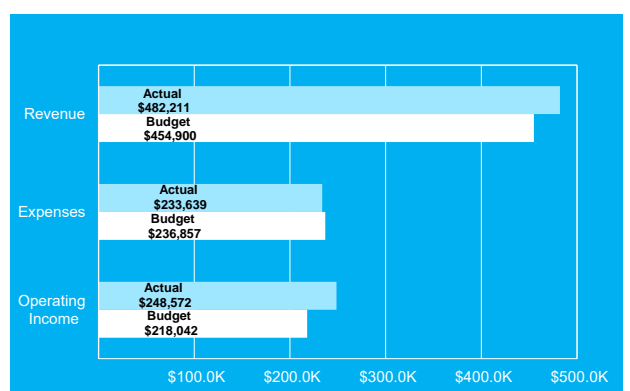
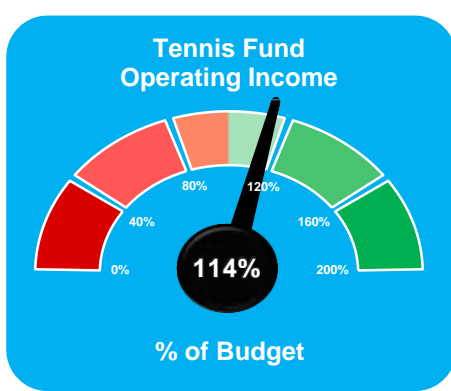
Winnetka Park District

## Paddle Fund



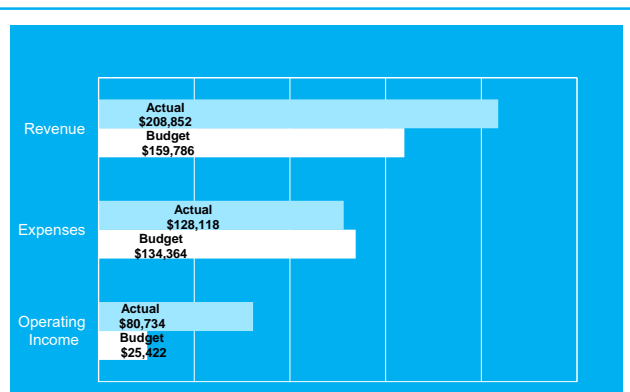
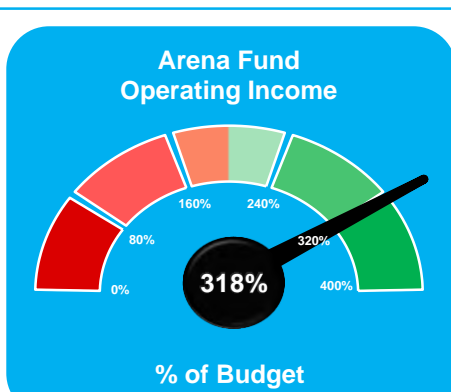
Winnetka Park District

## Tennis Fund



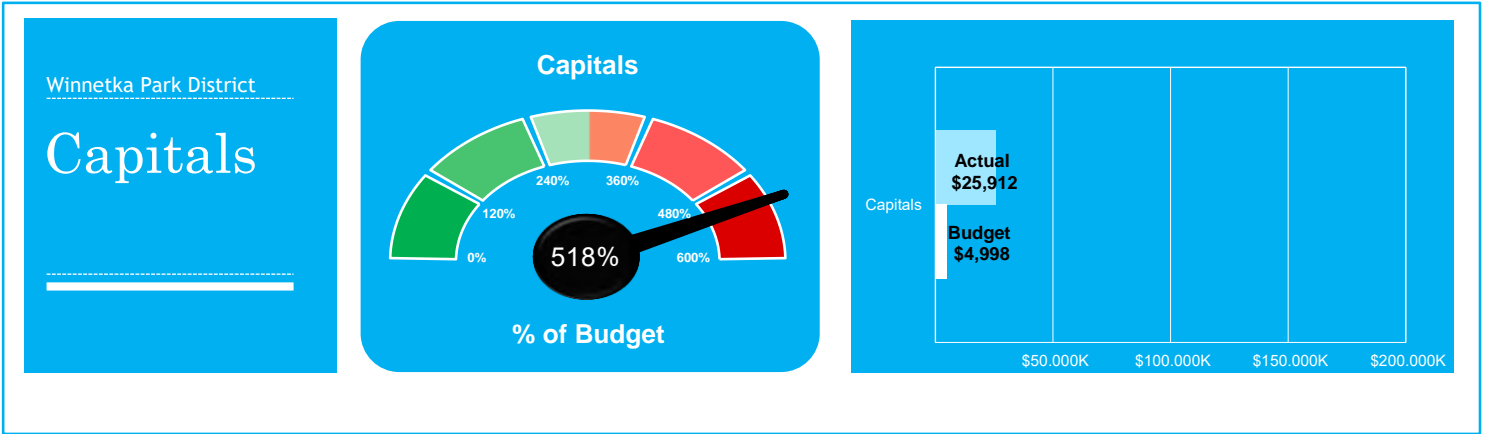
Winnetka Park District

## Arena Fund



# Winnetka Park District Other Metrics Dashboard

YTD  
As of 02/28/2019





# VOUCHER LIST OF PAID BILLS FOR APPROVAL ON MAR 21, 2019

Winnetka Park District By Vendor Name

Payment Dates 02/23/2019 - 03/15/2019

Vendor Name	Payment Number	Payable Number	Account Number	Description (Item)	Amount
<b>Vendor: 16550 - 4FX SPIRIT APPAREL</b>					
4FX SPIRIT APPAREL	102305	06-1806	27-2700-0000-52901	WFSC JACKETS	107.59
<b>Vendor 16550 - 4FX SPIRIT APPAREL Total:</b>					<b>107.59</b>
<b>Vendor: 00027 - A-1 PEST CONTROL, INC.</b>					
A-1 PEST CONTROL, INC.	102306	16851	20-2100-0000-54250	PEST CONTROL	75.00
A-1 PEST CONTROL, INC.	102306	17046	23-2300-0000-54250	PEST CONTROL	40.00
A-1 PEST CONTROL, INC.	102306	17047	27-2700-0000-54250	PEST CONTROL	40.00
A-1 PEST CONTROL, INC.	102306	17048	25-2500-0000-54250	PEST CONTROL	70.00
A-1 PEST CONTROL, INC.	102306	17049	10-1000-0000-54250	ADMIN PEST CONTROL	60.00
<b>Vendor 00027 - A-1 PEST CONTROL, INC. Total:</b>					<b>285.00</b>
<b>Vendor: 00130 - ACUSHNET COMPANY</b>					
ACUSHNET COMPANY	102220	906978590	20-10700	Merchandise for Resale	122.00
ACUSHNET COMPANY	102220	906978590	20-2000-0000-47325	SALES DISCOUNT	-6.10
ACUSHNET COMPANY	102220	906978590	20-2000-0000-57325	Merchandise for Resale	5.37
ACUSHNET COMPANY	102220	906991283	20-10700	Merchandise for Resale	906.00
ACUSHNET COMPANY	102220	906991283	20-2000-0000-47325	SALES DISCOUNT	-45.30
ACUSHNET COMPANY	102220	906991283	20-2000-0000-57325	Merchandise for Resale	9.48
ACUSHNET COMPANY	102220	906995873	20-10700	Merchandise for Resale	1,624.00
ACUSHNET COMPANY	102220	906995873	20-2000-0000-47325	SALES DISCOUNT	-81.20
ACUSHNET COMPANY	102220	906995873	20-2000-0000-57325	Merchandise for Resale	11.32
ACUSHNET COMPANY	102220	907006769	20-10700	Merchandise for Resale	9,036.00
ACUSHNET COMPANY	102220	907006769	20-2000-0000-47325	SALES DISCOUNT	-451.80
ACUSHNET COMPANY	102220	907006769	20-2000-0000-57325	Merchandise for Resale	191.17
ACUSHNET COMPANY	102254	907031579	20-10700	Merchandise for Resale	757.50
ACUSHNET COMPANY	102254	907031579	20-2000-0000-47325	SALES DISCOUNT	-15.15
ACUSHNET COMPANY	102254	907031579	20-2000-0000-57325	Merchandise for Resale	90.00
ACUSHNET COMPANY	102254	907031583	20-10700	Merchandise for Resale	444.00
ACUSHNET COMPANY	102254	907031583	20-2000-0000-47325	SALES DISCOUNT	-8.88
ACUSHNET COMPANY	102254	907031583	20-2000-0000-57325	Merchandise for Resale	25.04
<b>Vendor 00130 - ACUSHNET COMPANY Total:</b>					<b>12,613.45</b>
<b>Vendor: 00177 - AFLAC</b>					
AFLAC	102255	INV0010175	01-0100-0000-54051	CANCER/INTENSIVE CARE INSURANCE	693.56
AFLAC	102255	INV0010175	01-21240	CANCER/INTENSIVE CARE INSURANCE	384.90
AFLAC	102255	INV0010175	01-21260	CANCER/INTENSIVE CARE INSURANCE	300.24
<b>Vendor 00177 - AFLAC Total:</b>					<b>1,378.70</b>
<b>Vendor: 14540 - ALAN GRAHAM &amp; ASSOCIATES</b>					
ALAN GRAHAM & ASSOCIATE	102256	INV0010164	23-2300-0000-52002	JAN PADDLE INSTRUCTION/ SUPPLIES	16.35
ALAN GRAHAM & ASSOCIATE	102256	INV0010164	23-2300-0000-54250	JAN PADDLE INSTRUCTION/ SUPPLIES	1,650.00
ALAN GRAHAM & ASSOCIATE	102307	INV0010183	23-2300-0000-54250	PADDLE INSTRUCTION - FEBRUARY	1,900.00
<b>Vendor 14540 - ALAN GRAHAM &amp; ASSOCIATES Total:</b>					<b>3,566.35</b>
<b>Vendor: 13370 - ARC ILLINOIS</b>					
ARC ILLINOIS	102257	56ILI9030519	01-0200-0000-52015	PLOTTER/SCANNER MAINTENANCE QUARTERLY CONTRACT	439.20
ARC ILLINOIS	102257	56ILI9030519	01-0400-0000-54250	PLOTTER/SCANNER MAINTENANCE QUARTERLY CONTRACT	267.00
<b>Vendor 13370 - ARC ILLINOIS Total:</b>					<b>706.20</b>

## VOUCHER LIST OF PAID BILLS FOR APPROVAL ON

Payment Dates: 02/23/2019 - 03/15/2019

Vendor Name	Payment Number	Payable Number	Account Number	Description (Item)	Amount
<b>Vendor: 20747 - ARCO MECHANICAL EQUIPMENT SALES</b>					
ARCO MECHANICAL EQUIPME	102258	17260	01-0300-0000-54250	GAS DETECTION SYSTEM TESTING	790.00
<b>Vendor 20747 - ARCO MECHANICAL EQUIPMENT SALES Total:</b>					<b>790.00</b>
<b>Vendor: 07515 - ARTHUR CLESEN INC.</b>					
ARTHUR CLESEN INC.	102308	339985	20-2100-0000-52002	SUPPLIES ACCOUNT	118.50
<b>Vendor 07515 - ARTHUR CLESEN INC. Total:</b>					<b>118.50</b>
<b>Vendor: 21305 - AT&amp;T 708 Z90-0002 574 5</b>					
AT&T 708 Z90-0002 574 5	102221	INV0010140	20-2000-0000-56501	PHONES SERVICE-GOLF	492.31
<b>Vendor 21305 - AT&amp;T 708 Z90-0002 574 5 Total:</b>					<b>492.31</b>
<b>Vendor: 07535 - AT&amp;T 847 784-9130 826 5</b>					
AT&T 847 784-9130 826 5	102222	847784913002	23-2300-0000-56501	PHONE SERVICE-PADDLE	211.11
<b>Vendor 07535 - AT&amp;T 847 784-9130 826 5 Total:</b>					<b>211.11</b>
<b>Vendor: 00341 - BESS HARDWARE &amp; SPORTS</b>					
BESS HARDWARE & SPORTS	102309	FEB2019-1	20-2100-0000-52002	Supplies Account	105.93
BESS HARDWARE & SPORTS	102309	FEB2019	01-0400-0000-52002	PARKS SUPPLIES	20.12
BESS HARDWARE & SPORTS	102309	FEB2019	20-2000-0000-56001	GOLF FACILITY SUPPLIES	19.78
BESS HARDWARE & SPORTS	102309	FEB2019	20-2100-0000-52002	GOLF MTC SUPPLIES	27.87
BESS HARDWARE & SPORTS	102309	FEB2019	25-2500-0000-52515	LUBRICANT	4.49
BESS HARDWARE & SPORTS	102309	FEB2019	27-2700-0000-52002	ICE SUPPLIES	10.77
<b>Vendor 00341 - BESS HARDWARE &amp; SPORTS Total:</b>					<b>188.96</b>
<b>Vendor: 12620 - BMO CORP. MASTERCARD</b>					
BMO CORP. MASTERCARD	102259	FEB2019-04	01-0400-0000-54005	STAFF LUNCH FOR 12 (CONF)	250.00
BMO CORP. MASTERCARD	102259	FEB2019-05	01-0400-0000-54005	HOTEL STAY IPRA KELLIE	536.67
BMO CORP. MASTERCARD	102259	FEB2019-06	01-0400-0000-54005	LODGING FOR IPRA CONF. COSTA KUTULAS	433.23
BMO CORP. MASTERCARD	102259	FEB2019-07	01-0400-0000-54005	REGISTRATION FOR I LANDSCAPE SHOW	245.00
BMO CORP. MASTERCARD	102259	FEB2019-12	27-2700-0000-52901	JV SYNCHRO SKATING COMPETITION	140.00
BMO CORP. MASTERCARD	102259	FEB2019-13	27-2700-0000-52901	SKATE USA COMPETITION	150.00
BMO CORP. MASTERCARD	102259	FEB2019-34	20-2000-0000-54201	DIGITAL DISPLAY PLAYERS - GOLF	223.43
BMO CORP. MASTERCARD	102259	FEB2019-08	01-0400-0000-56001	DISPLAY SIGN HOLDERS	111.34
BMO CORP. MASTERCARD	102259	FEB2019-09	01-0400-0000-52501	DIESEL FOR TRUCKS DURING COLD SNAP	100.00
BMO CORP. MASTERCARD	102259	FEB2019-15	20-2100-0000-54001	PROFESSIONAL DUES (MATT AND MIKE)	200.00
BMO CORP. MASTERCARD	102259	FEB2019-16	20-2100-0000-54001	PROFESSIONAL DUES (MATT AND MIKE)	175.00
BMO CORP. MASTERCARD	102259	FEB2019-35	10-1500-0000-54201	BANNERS - LAKEFRONT and IC	44.70
BMO CORP. MASTERCARD	102259	FEB2019-35	27-2700-0000-54201	BANNERS - LAKEFRONT and IC	89.40
BMO CORP. MASTERCARD	102259	FEB2019-01	01-0100-0000-52001	PORTABLE HEATERS	109.98
BMO CORP. MASTERCARD	102259	FEB2019-18	10-1100-7845-54305	PRINCESSES FOR DADDY DAUGHTER DATE NIGHT	300.00
BMO CORP. MASTERCARD	102259	FEB2019-36	01-0200-0000-52011	Calemeo Annual Subscription	204.00
BMO CORP. MASTERCARD	102259	FEB2019-37	01-0200-0000-54005	Online Training - Web Development	199.00
BMO CORP. MASTERCARD	102259	FEB2019-19	10-1000-0000-52901	RAINOUT LINE 2019	399.00
BMO CORP. MASTERCARD	102259	FEB2019-20	10-1100-7845-52405	DECOR FOR DADDY DAUGHTER DATE NIGHT	242.89
BMO CORP. MASTERCARD	102259	FEB2019-38	10-1100-7843-52404	Concert Aframes - No Outside Alcohol	137.25
BMO CORP. MASTERCARD	102259	FEB2019-21	10-1100-7845-52405	PLATES & SILVERWARE FOR DADDY DAUGHTER DATE NIGHT	362.62
BMO CORP. MASTERCARD	102259	FEB2019-22	10-1100-7845-54305	PHOTOBOOTH FOR DADDY DAUGHTER DATE NIGHT	395.00
BMO CORP. MASTERCARD	102259	FEB2019-39	01-0200-0000-52011	Giveaways	225.02
BMO CORP. MASTERCARD	102259	FEB2019-10	01-0400-0000-56100	PLOW PARTS	123.50
BMO CORP. MASTERCARD	102259	FEB2019-14	27-2700-0000-52901	JV TEAM TIGHTS	132.00



## VOUCHER LIST OF PAID BILLS FOR APPROVAL ON

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BMO CORP. MASTERCARD	102259	FEB2019-23	10-1500-0000-54250	DEPOSIT FOR LUAU ENTERTAINMENT	647.50
BMO CORP. MASTERCARD	102259	FEB2019-40	10-1000-0000-54201	SUMMER CAMP BANNERS	134.10
BMO CORP. MASTERCARD	102259	FEB2019-41	10-1400-0000-54201	Beach Brochure	100.70
BMO CORP. MASTERCARD	102259	FEB2019-41	10-1500-0000-54201	Beach Brochure	100.71
BMO CORP. MASTERCARD	102259	FEB2019-41	10-1600-0000-54201	Beach Brochure	100.71
BMO CORP. MASTERCARD	102259	FEB2019-24	10-1500-0000-52002	KEY CARDS FOR DOG BEACH	2,832.02
BMO CORP. MASTERCARD	102259	FEB2019-31	10-1000-0000-54020	JOB POSTING	265.00
BMO CORP. MASTERCARD	102259	FEB2019-32	10-1100-7841-52405	SUPPLIES FOR 5K-ARROWS PAINT BIBS	40.00
BMO CORP. MASTERCARD	102259	FEB2019-32	10-1100-7843-52405	SUPPLIES FOR 5K-ARROWS PAINT BIBS	253.58
BMO CORP. MASTERCARD	102259	FEB2019-02	01-0100-0000-52002	PAYROLL/AP CHECK & DIRECT DEP STOCK	706.50
BMO CORP. MASTERCARD	102259	FEB2019-03	01-0100-0000-54210	Nettime Solutions- Time and Attendance	366.00
BMO CORP. MASTERCARD	102259	FEB2019-25	10-1100-7605-54304	CAMP VISIT -- MOBILE GAME TRUCK (DEPOSIT)	550.00
BMO CORP. MASTERCARD	102259	FEB2019-26	10-1100-7765-54304	CAMP VISIT -- MOBILE GAME TRUCK (DEPOSIT)	375.00
BMO CORP. MASTERCARD	102259	FEB2019-27	10-1200-0000-54250	FIELD CREW JOB ON IPRA	165.00
BMO CORP. MASTERCARD	102259	FEB2019-43	10-1100-7668-54304	CAMP FIELD TRIP -- FUNTOPIA (DEPOSIT)	100.00
BMO CORP. MASTERCARD	102259	FEB2019-28	10-1100-7668-54304	CAMP FIELD TRIP -- PUMP IT UP (DEPOSIT)	300.00
BMO CORP. MASTERCARD	102259	FEB2019-33	10-1100-7022-52401	TROPHIES FOR HL BBALL 1ST AND 2ND PLACE	302.25
BMO CORP. MASTERCARD	102259	FEB2019-33	10-1100-7027-52401	TROPHIES FOR HL BBALL 1ST AND 2ND PLACE	302.25
BMO CORP. MASTERCARD	102259	FEB2019-11	01-0400-0000-54005	LODGING FOR STAFF TRAININ	123.19
BMO CORP. MASTERCARD	102259	FEB2019-17	20-2100-0000-52801	Equipment > \$100 (Tank for watering flowers)	446.99
BMO CORP. MASTERCARD	102259	FEB2019-42	10-1100-7999-54201	Summer Camp Brochure	232.97
BMO CORP. MASTERCARD	102259	FEB2019-29	10-1500-0000-52525	HIP PACKS W/ MASKS	596.50
BMO CORP. MASTERCARD	102259	FEB2019-30	10-1100-7606-54304	CAMP FIELD TRIP -- NORTHBROOK TEAMS COURSE (DEP)	100.00
BMO CORP. MASTERCARD	102259	FEB2019	01-0100-0000-52001	OFFICE SUPPLIES	16.53
BMO CORP. MASTERCARD	102259	FEB2019	01-0100-0000-52002	STAFF SUPPLIES	42.65
BMO CORP. MASTERCARD	102259	FEB2019	01-0100-0000-52002	FOUNDATION RECRUITMENT MEETING	23.65
BMO CORP. MASTERCARD	102259	FEB2019	01-0100-0000-52002	BENCH FOR BATHROOM	39.99
BMO CORP. MASTERCARD	102259	FEB2019	01-0100-0000-52501	GAS PUMP OUT OF SERVICE	12.00
BMO CORP. MASTERCARD	102259	FEB2019	01-0100-0000-52501	GAS PUMP OUT OF SERVICE	15.00
BMO CORP. MASTERCARD	102259	FEB2019	01-0100-0000-52501	GAS PUMP OUT OF SERVICE	30.76
BMO CORP. MASTERCARD	102259	FEB2019	01-0100-0000-54005	IPRA CONF BREAKFAST	6.97
BMO CORP. MASTERCARD	102259	FEB2019	01-0100-0000-54005	IPRA CONF HOTEL	426.78
BMO CORP. MASTERCARD	102259	FEB2019	01-0100-0000-54005	CERTIFICATION	60.00
BMO CORP. MASTERCARD	102259	FEB2019	01-0100-0000-54005	IPRA CONFERENCE HOTEL	324.12
BMO CORP. MASTERCARD	102259	FEB2019	01-0100-0000-54005	IPRA CONFERENCE	16.73
BMO CORP. MASTERCARD	102259	FEB2019	01-0100-0000-54260	STAFF IN SERVICE	32.50
BMO CORP. MASTERCARD	102259	FEB2019	01-0100-0000-54260	STAFF IN SERVICE	20.00
BMO CORP. MASTERCARD	102259	FEB2019	01-0100-0000-56100	OIL FOR SHREDDER	95.60
BMO CORP. MASTERCARD	102259	FEB2019	01-0200-0000-52001	CHICAGO TRIBUNE	7.96
BMO CORP. MASTERCARD	102259	FEB2019	01-0200-0000-52011	STOCK IMAGES	29.99
BMO CORP. MASTERCARD	102259	FEB2019	01-0200-0000-52011	STOCK FOOTAGE FOR VIDEO	22.00
BMO CORP. MASTERCARD	102259	FEB2019	01-0200-0000-52011	SHIPPING LABELS	40.69
BMO CORP. MASTERCARD	102259	FEB2019	01-0200-0000-52011	MARKETING AUTOMATION	85.00
BMO CORP. MASTERCARD	102259	FEB2019	01-0200-0000-52011	ADOBE CAPTIVATE	31.86
BMO CORP. MASTERCARD	102259	FEB2019	01-0200-0000-52011	PAPER	16.08
BMO CORP. MASTERCARD	102259	FEB2019	01-0200-0000-52025	MAILING SUPPLIES	20.98
BMO CORP. MASTERCARD	102259	FEB2019	01-0200-0000-52090	IPRA CONF HOTEL	314.78

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BMO CORP. MASTERCARD	102259	FEB2019	01-0200-0000-52090	BOARD MEETING	97.50
BMO CORP. MASTERCARD	102259	FEB2019	01-0200-0000-54005	IPRA CONFERENCE HOTEL	324.12
BMO CORP. MASTERCARD	102259	FEB2019	01-0200-0000-54005	IRPA CONF HOTEL	822.84
BMO CORP. MASTERCARD	102259	FEB2019	01-0200-0000-54260	STAFF IN SERVICE	86.51
BMO CORP. MASTERCARD	102259	FEB2019	01-0400-0000-52002	PLUG EXTENSION	16.95
BMO CORP. MASTERCARD	102259	FEB2019	01-0400-0000-52002	BAGLES & COFFE FOR LFMP MEETING	62.07
BMO CORP. MASTERCARD	102259	FEB2019	01-0400-0000-52002	CASTER FOR ROLLING FILE CA	31.60
BMO CORP. MASTERCARD	102259	FEB2019	01-0400-0000-52501	DIESEL FUEL (PUMPS FROZEN)	73.07
BMO CORP. MASTERCARD	102259	FEB2019	01-0400-0000-54005	DINNER FOR STAFF TRAINING	36.35
BMO CORP. MASTERCARD	102259	FEB2019	01-0400-0000-54005	TOLLS FOR TRAINING	5.30
BMO CORP. MASTERCARD	102259	FEB2019	01-0400-0000-54005	LUCH FOR STAFF TRAINING	22.63
BMO CORP. MASTERCARD	102259	FEB2019	01-0400-0000-54005	TOLLS FOR TRAINING	7.80
BMO CORP. MASTERCARD	102259	FEB2019	01-0400-0000-54005	CREDIT FOR IPRA PARKING	-35.00
BMO CORP. MASTERCARD	102259	FEB2019	01-0400-0000-54005	BREAKFAST FOR STAFF TRAINING	27.21
BMO CORP. MASTERCARD	102259	FEB2019	01-0400-0000-54005	TOLLS FOR TRAINING	2.40
BMO CORP. MASTERCARD	102259	FEB2019	10-1000-0000-52002	STAFF GOING AWAY PARTY	63.06
BMO CORP. MASTERCARD	102259	FEB2019	10-1000-0000-54005	IPRA CONF EXPENSE	15.03
BMO CORP. MASTERCARD	102259	FEB2019	10-1000-0000-54005	IPRA CONFERENCE EXPENSE	14.86
BMO CORP. MASTERCARD	102259	FEB2019	10-1000-0000-54005	IPRA CONF EXPENSE	14.19
BMO CORP. MASTERCARD	102259	FEB2019	10-1000-0000-54005	IPRA CONF HOTEL	251.62
BMO CORP. MASTERCARD	102259	FEB2019	10-1000-0000-54005	CONF HOTEL-TOBY & GREG	358.82
BMO CORP. MASTERCARD	102259	FEB2019	10-1000-0000-54005	IPRA CONF EXPENSE	7.52
BMO CORP. MASTERCARD	102259	FEB2019	10-1000-0000-54005	IPRA CONFERENCE	8.00
BMO CORP. MASTERCARD	102259	FEB2019	10-1000-0000-54005	IPRA CONFERENCE	498.82
BMO CORP. MASTERCARD	102259	FEB2019	10-1000-0000-54005	IPRA CONF EXPENSE	12.90
BMO CORP. MASTERCARD	102259	FEB2019	10-1000-0000-54005	IPRA CONF EXPENSE	70.00
BMO CORP. MASTERCARD	102259	FEB2019	10-1000-0000-54201	PAPER	16.08
BMO CORP. MASTERCARD	102259	FEB2019	10-1100-7022-52401	KEY HOLDERS	6.98
BMO CORP. MASTERCARD	102259	FEB2019	10-1100-7027-52401	KEY HOLDERS	6.99
BMO CORP. MASTERCARD	102259	FEB2019	10-1100-7843-52405	EGG HUNT PRIZES	53.69
BMO CORP. MASTERCARD	102259	FEB2019	10-1100-7845-52405	DD DATE NIGHT SUPPLIES	96.82
BMO CORP. MASTERCARD	102259	FEB2019	10-1100-7845-52405	DD DATE NIGHT SUPPLIES	49.93
BMO CORP. MASTERCARD	102259	FEB2019	10-1100-7999-54201	LEAD LIST	25.00
BMO CORP. MASTERCARD	102259	FEB2019	10-1100-7999-54201	FACEBOOK AD	1.99
BMO CORP. MASTERCARD	102259	FEB2019	10-1100-7999-54201	MS DATE NIGHT AD	34.08
BMO CORP. MASTERCARD	102259	FEB2019	10-1100-7999-54201	SUMMER CAMP AD	64.92
BMO CORP. MASTERCARD	102259	FEB2019	10-1100-7999-54201	FACEBOOK AD	99.00
BMO CORP. MASTERCARD	102259	FEB2019	10-1100-7999-54201	PAPER	13.66
BMO CORP. MASTERCARD	102259	FEB2019	10-1200-0000-52002	CAR COVERS FOR TRUCK	23.90
BMO CORP. MASTERCARD	102259	FEB2019	10-1500-0000-52002	BINDERS FOR LAKEFRONT	38.98
BMO CORP. MASTERCARD	102259	FEB2019	20-2000-0000-52006	STATE LIQUOR LICENSE-GOLF	8.23
BMO CORP. MASTERCARD	102259	FEB2019	20-2000-0000-52006	STATE LIQUOR LICENSE-GOLF	350.00
BMO CORP. MASTERCARD	102259	FEB2019	20-2000-0000-54201	PAPER	16.08
BMO CORP. MASTERCARD	102259	FEB2019	20-2000-0000-54201	LEAD LIST	25.00
BMO CORP. MASTERCARD	102259	FEB2019	20-2000-0000-54201	PAPER	33.97
BMO CORP. MASTERCARD	102259	FEB2019	20-2100-0000-54001	PROFESSIONAL DUES	345.00
BMO CORP. MASTERCARD	102259	FEB2019	20-2100-0000-54005	CONFERENCE TRAVEL	20.48
BMO CORP. MASTERCARD	102259	FEB2019	20-2100-0000-54005	WORKSHOP	25.00
BMO CORP. MASTERCARD	102259	FEB2019	20-2100-0000-54005	CONFERENCE TRAVEL EXPENS	25.40
BMO CORP. MASTERCARD	102259	FEB2019	20-2100-0000-54005	CONFERENCE EXPENSE-MIKE & MATT	78.58
BMO CORP. MASTERCARD	102259	FEB2019	20-2100-0000-54005	CONFERENCE TRAVEL EXPENS	13.78
BMO CORP. MASTERCARD	102259	FEB2019	20-2100-0000-54005	CONFERENCE EXPENSE-MIKE & MATT	57.57
BMO CORP. MASTERCARD	102259	FEB2019	20-2100-0000-54005	CONFERENCE TRAVEL	9.82
BMO CORP. MASTERCARD	102259	FEB2019	20-2100-0000-54005	CONFERENCE TRAVEL	13.48
BMO CORP. MASTERCARD	102259	FEB2019	20-2100-0000-54005	CONFERENCE EXPENSE-MIKE & MATT	55.68

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BMO CORP. MASTERCARD	102259	FEB2019	20-2100-0000-54005	CONFERENCE EXPENSE-MIKE & MATT	60.50
BMO CORP. MASTERCARD	102259	FEB2019	20-2100-0000-54005	CONFERENCE TRAVEL	14.72
BMO CORP. MASTERCARD	102259	FEB2019	20-2100-0000-54005	CONFERENCE TRAVEL EXPENS	9.65
BMO CORP. MASTERCARD	102259	FEB2019	20-2100-0000-54005	CONFERENCE TRAVEL	14.42
BMO CORP. MASTERCARD	102259	FEB2019	20-2100-0000-54005	CONFERENCE EXPENSE-MIKE & MATT	51.57
BMO CORP. MASTERCARD	102259	FEB2019	20-2100-0000-54005	CONFERENCE EXPENSE-MIKE & MATT	64.42
BMO CORP. MASTERCARD	102259	FEB2019	20-2100-0000-54005	CONFERENCE TRAVEL	14.56
BMO CORP. MASTERCARD	102259	FEB2019	20-2100-0000-56001	GOLF MTC FACILITY REPAIRS	29.36
BMO CORP. MASTERCARD	102259	FEB2019	25-2500-0000-52002	TEACHING CART STORAGE TRAY	91.50
BMO CORP. MASTERCARD	102259	FEB2019	25-2500-0000-54201	LEAD LIST	25.00
BMO CORP. MASTERCARD	102259	FEB2019	25-2500-0000-54201	PAPER	16.09
BMO CORP. MASTERCARD	102259	FEB2019	25-2500-0000-54201	PAPER	13.65
BMO CORP. MASTERCARD	102259	FEB2019	27-2700-0000-52001	OFFICE SUPPLIES	71.85
BMO CORP. MASTERCARD	102259	FEB2019	27-2700-0000-52002	ICE SUPPLIES	26.99
BMO CORP. MASTERCARD	102259	FEB2019	27-2700-0000-52002	IPAD FOR RINK	348.99
BMO CORP. MASTERCARD	102259	FEB2019	27-2700-0000-52901	ICE SPECIAL EVENT SUPPLIES	45.89
BMO CORP. MASTERCARD	102259	FEB2019	27-2700-0000-52901	ICE SPECIAL EVENT SUPPLIES	63.97
BMO CORP. MASTERCARD	102259	FEB2019	27-2700-0000-52901	ICE SPECIAL EVENT SUPPLIES	56.47
BMO CORP. MASTERCARD	102259	FEB2019	27-2700-0000-52901	ICE SPECIAL EVENT SUPPLIES	51.75
BMO CORP. MASTERCARD	102259	FEB2019	27-2700-0000-52901	ICE SPECIAL EVENT SUPPLIES	51.33
BMO CORP. MASTERCARD	102259	FEB2019	27-2700-0000-52901	ICE SPECIAL EVENT SUPPLIES	45.89
BMO CORP. MASTERCARD	102259	FEB2019	27-2700-0000-54201	LEAD LIST	25.00
BMO CORP. MASTERCARD	102259	FEB2019	27-2700-0000-54201	PAPER	16.08
BMO CORP. MASTERCARD	102259	FEB2019	27-2700-0000-54201	PAPER	13.66
<b>Vendor 12620 - BMO CORP. MASTERCARD Total:</b>					<b>22,132.19</b>
<b>Vendor: 21464 - BRUCE CARLSEN</b>					
BRUCE CARLSEN	102223	INV0010150	10-1100-7022-54301	B-BALL REF	93.00
BRUCE CARLSEN	102223	INV0010150	10-1100-7027-54301	B-BALL REF	186.00
<b>Vendor 21464 - BRUCE CARLSEN Total:</b>					<b>279.00</b>
<b>Vendor: 00633 - BUILDERS CHICAGO CORPORATION</b>					
BUILDERS CHICAGO CORPORA	102262	77398	01-0300-0000-56100	GARAGE DOOR REPAIR - PARKS SERVICE CENTER	160.00
<b>Vendor 00633 - BUILDERS CHICAGO CORPORATION Total:</b>					<b>160.00</b>
<b>Vendor: 06740 - BURRIS EQUIPMENT</b>					
BURRIS EQUIPMENT	102263	RI97771	01-0400-0000-54250	TRACK SKIDSTEER FOR CROW ISLAND	1,494.00
BURRIS EQUIPMENT	102310	PS20780	20-2100-0000-56200	VEHICLE R&M	1,529.61
<b>Vendor 06740 - BURRIS EQUIPMENT Total:</b>					<b>3,023.61</b>
<b>Vendor: 00770 - CALLAWAY GOLF COMPANY</b>					
CALLAWAY GOLF COMPANY	102264	930017816	20-10700	CREDIT MEMO-GOLF	-1,695.25
CALLAWAY GOLF COMPANY	102264	930033249	20-10700	CREDIT MEMO-GOLF	-1,999.82
CALLAWAY GOLF COMPANY	102264	930043066	20-10700	Merchandise for Resale	1,238.30
CALLAWAY GOLF COMPANY	102264	930043066	20-2000-0000-57325	Merchandise for Resale	18.73
CALLAWAY GOLF COMPANY	102264	930071592	20-10700	Merchandise for Resale	1,948.80
CALLAWAY GOLF COMPANY	102264	930071592	20-2000-0000-57325	Merchandise for Resale	27.67
CALLAWAY GOLF COMPANY	102264	930074515	20-10700	Merchandise for Resale	532.00
CALLAWAY GOLF COMPANY	102264	930074515	20-2000-0000-57325	Merchandise for Resale	19.50
<b>Vendor 00770 - CALLAWAY GOLF COMPANY Total:</b>					<b>89.93</b>
<b>Vendor: 21417 - CHICAGO LOVES DANCE INC</b>					
CHICAGO LOVES DANCE INC	102311	W3819	27-2700-0000-52901	WFSC EVENT - DANCE PARTY	175.00
CHICAGO LOVES DANCE INC	102311	W310	10-1100-7810-54305	DANCE BIRTHDAY PARTY	175.00
<b>Vendor 21417 - CHICAGO LOVES DANCE INC Total:</b>					<b>350.00</b>
<b>Vendor: 00993 - COMCAST</b>					
COMCAST	102224	3317FEB2019	20-2000-0000-54250	CABLE TV-GOLF	69.45
COMCAST	102265	3267FEB2019	27-2700-0000-54250	CABLE TV-ICE	19.99

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Vendor Name	Payment Number	Payable Number	Account Number	Description (Item)	Amount
COMCAST	102312	4128MAR2019	25-2500-0000-54250	CABLE TV-TENNIS	190.06
COMCAST	102265	0868MAR2019	10-1500-0000-54250	INTERNET SERVICE-TOWER	106.85
COMCAST	102265	4518MAR2019	23-2300-0000-54250	INTERNET SERVICE-PADDLE	204.90
COMCAST	102265	4518MAR2019	27-2700-0000-54250	CABLE TV-ICE	107.37
COMCAST	102312	4516MAR2019	25-2400-0000-54250	INTERNET SERVICE-TENNIS	241.85
<b>Vendor 00993 - COMCAST Total:</b>					<b>940.47</b>
<b>Vendor: 01000 - COMED</b>					
COMED	102225	INV0010143	01-0400-0000-56530	ELECTRICITY-PARKS	24.46
<b>Vendor 01000 - COMED Total:</b>					<b>24.46</b>
<b>Vendor: 06007 - COVERALL NORTH AMERICA,</b>					
COVERALL NORTH AMERICA,	102266	1010634431	01-0100-0000-54250	2019 MONTHLY ADMIN CLEANING SERVICE	349.00
COVERALL NORTH AMERICA,	102266	1010634431	10-1000-0000-54250	2019 MONTHLY ADMIN CLEANING SERVICE	349.00
<b>Vendor 06007 - COVERALL NORTH AMERICA, Total:</b>					<b>698.00</b>
<b>Vendor: 16270 - CTUC</b>					
CTUC	102267	47-19	25-2500-0000-54250	USTA TOURNAMENT REF	255.00
<b>Vendor 16270 - CTUC Total:</b>					<b>255.00</b>
<b>Vendor: 22241 - DAVID MANNA</b>					
DAVID MANNA	102226	INV0010151	10-1100-7027-54301	B-BALL REF	93.00
<b>Vendor 22241 - DAVID MANNA Total:</b>					<b>93.00</b>
<b>Vendor: 22109 - DE LAGE LANDEN FINANCIAL SERVICES, INC</b>					
DE LAGE LANDEN FINANCIAL	102313	62738077	01-0100-0000-56100	2019 COPIER LEASE - APRIL	1,976.65
<b>Vendor 22109 - DE LAGE LANDEN FINANCIAL SERVICES, INC Total:</b>					<b>1,976.65</b>
<b>Vendor: 22354 - DEBBIE YAKIMISKY</b>					
DEBBIE YAKIMISKY	102227	INV0010152	10-1100-7027-54301	B-BALL REF	186.00
<b>Vendor 22354 - DEBBIE YAKIMISKY Total:</b>					<b>186.00</b>
<b>Vendor: 21955 - DIEGO LARCO</b>					
DIEGO LARCO	102228	INV0010153	10-1100-7022-54301	B-BALL REF	279.00
<b>Vendor 21955 - DIEGO LARCO Total:</b>					<b>279.00</b>
<b>Vendor: 21960 - EMPIRE COOLER SERVICE, INC</b>					
EMPIRE COOLER SERVICE, INC	102314	242777	20-2000-0000-54255	Contract Services Clubhouse	125.00
<b>Vendor 21960 - EMPIRE COOLER SERVICE, INC Total:</b>					<b>125.00</b>
<b>Vendor: 21701 - EXCALIBUR TECHNOLOGY</b>					
EXCALIBUR TECHNOLOGY	102268	176759	01-0100-0000-54210	APR EXCALIBUR SERVICES	369.00
<b>Vendor 21701 - EXCALIBUR TECHNOLOGY Total:</b>					<b>369.00</b>
<b>Vendor: 00345 - FEDERAL WITHHOLDING TAX</b>					
FEDERAL WITHHOLDING TAX	DFT0003638	INV0010171	01-21200	Federal Withholding	13,702.18
FEDERAL WITHHOLDING TAX	DFT0003640	INV0010173	33-21220	FICA Withholding	19,259.92
FEDERAL WITHHOLDING TAX	DFT0003641	INV0010174	33-21220	Medicare Withholding	4,504.36
<b>Vendor 00345 - FEDERAL WITHHOLDING TAX Total:</b>					<b>37,466.46</b>
<b>Vendor: 00412 - FERRARO SMALL ENGINE</b>					
FERRARO SMALL ENGINE	102315	10162	20-2100-0000-56100	PARTS	62.00
<b>Vendor 00412 - FERRARO SMALL ENGINE Total:</b>					<b>62.00</b>
<b>Vendor: 05823 - FOREST AWARDS &amp; ENGRAVING</b>					
FOREST AWARDS & ENGRAVI	102269	84532	27-2700-0000-52002	MAGNETIC BADGES-ICE	33.40
FOREST AWARDS & ENGRAVI	102269	84695	01-0200-0000-52002	MAGNETIC BADGES	15.85
<b>Vendor 05823 - FOREST AWARDS &amp; ENGRAVING Total:</b>					<b>49.25</b>
<b>Vendor: 03250 - GLENBROOK AUTO PARTS</b>					
GLENBROOK AUTO PARTS	102270	209894	01-0400-0000-56100	PLOW PARTS	131.38
GLENBROOK AUTO PARTS	102270	209966	01-0400-0000-56100	BATTERY #35A	120.91
GLENBROOK AUTO PARTS	102270	210076	01-0400-0000-56200	AIR FILTERS #44	110.33
GLENBROOK AUTO PARTS	102270	210084	01-0400-0000-52505	LUBRICANT	40.93
GLENBROOK AUTO PARTS	102316	211142	20-2100-0000-56200	VEHICLE R&M	66.16
GLENBROOK AUTO PARTS	102270	210870	01-0300-0000-52002	SUPPLIES	11.88

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GLENBROOK AUTO PARTS	102270	210870	01-0300-0000-56200	SUPPLIES	13.15
<b>Vendor 03250 - GLENBROOK AUTO PARTS Total:</b>					<b>494.74</b>
<b>Vendor: 01697 - GOLF CORE</b>					
GOLF CORE	102271	272776	20-2000-0000-52006	Supplies Clubhouse	455.00
<b>Vendor 01697 - GOLF CORE Total:</b>					<b>455.00</b>
<b>Vendor: 01727 - GRAINGER</b>					
GRAINGER	102272	9087763810	01-0400-0000-56001	FACILITY REPAIRS	47.50
GRAINGER	102272	9087763810	10-1000-0000-56001	FACILITY REPAIRS	39.62
GRAINGER	102229	9088043386	27-2700-0000-56001	NEW FAUCET WOMENS RESTROOM	517.45
GRAINGER	102272	9092363424	27-2700-0000-56001	FACILITY REPAIRS	2.60
GRAINGER	102272	9095135316	27-2700-0000-56001	FACILITY REPAIRS	41.35
GRAINGER	102272	9100428730	01-0300-0000-56100	EQUIPMENT REPAIRS	76.02
<b>Vendor 01727 - GRAINGER Total:</b>					<b>724.54</b>
<b>Vendor: 01170 - GRAND FOOD CENTER</b>					
GRAND FOOD CENTER	102230	62598Feb2019	25-2500-0000-52002	SUPPLIES	7.78
GRAND FOOD CENTER	102273	FEB2019	10-1100-7810-52405	B-DAY PARTY CAKES	35.78
GRAND FOOD CENTER	102273	FEB2019	10-1100-7810-52405	B-DAY PARTY CAKES	35.78
GRAND FOOD CENTER	102273	FEB2019	10-1100-7810-52405	B-DAY PARTY CAKES	34.99
GRAND FOOD CENTER	102273	FEB2019	10-1100-7810-52405	B-DAY PARTY CAKES	26.12
GRAND FOOD CENTER	102273	FEB2019	10-1100-7810-52405	B-DAY PARTY CAKES	34.99
GRAND FOOD CENTER	102273	FEB2019	10-1100-7810-52405	B-DAY PARTY CAKES	34.99
GRAND FOOD CENTER	102273	FEB2019	10-1100-7810-52405	B-DAY PARTY CAKES	34.99
<b>Vendor 01170 - GRAND FOOD CENTER Total:</b>					<b>245.42</b>
<b>Vendor: 22357 - GREEN CLIMBER OF NORTH AMERICA</b>					
GREEN CLIMBER OF NORTH A	102274	390	01-0400-0000-54250	GREEN CLIMBER MACHINE CROW ISLAND	1,900.00
<b>Vendor 22357 - GREEN CLIMBER OF NORTH AMERICA Total:</b>					<b>1,900.00</b>
<b>Vendor: 07660 - HEALTH CARE SERVICE CORPORATION</b>					
HEALTH CARE SERVICE CORPO	102231	INV0010144	01-0100-0000-54051	HEALTH INSURANCE-MARCH 2019	50,652.46
<b>Vendor 07660 - HEALTH CARE SERVICE CORPORATION Total:</b>					<b>50,652.46</b>
<b>Vendor: 09930 - HERITAGE-CRYSTAL CLEAN</b>					
HERITAGE-CRYSTAL CLEAN	102275	15552292	01-0300-0000-54250	PARTS CLEANER	495.47
<b>Vendor 09930 - HERITAGE-CRYSTAL CLEAN Total:</b>					<b>495.47</b>
<b>Vendor: 01907 - HIGHLAND PARK FORD</b>					
HIGHLAND PARK FORD	102276	110214	01-0400-0000-56200	REPAIRS # 15	168.00
<b>Vendor 01907 - HIGHLAND PARK FORD Total:</b>					<b>168.00</b>
<b>Vendor: 01947 - HOME DEPOT CREDIT SERVICES</b>					
HOME DEPOT CREDIT SERVIC	102232	Feb2019-01	01-0400-0000-52002	ELECTRIC HEATERS AND SNOW SHOVELS	219.83
HOME DEPOT CREDIT SERVIC	102232	Feb2019	01-0400-0000-56001	FACILITY REPAIRS	63.68
HOME DEPOT CREDIT SERVIC	102232	Feb2019	01-0400-0000-56001	FACILITY REPAIRS	53.07
HOME DEPOT CREDIT SERVIC	102232	Feb2019	20-2100-0000-52002	GOLF MTC SUPPLIES	59.97
HOME DEPOT CREDIT SERVIC	102232	Feb2019	25-2500-0000-52002	TENNIS SUPPLIES	18.92
HOME DEPOT CREDIT SERVIC	102232	Feb2019-02	01-0400-0000-56001	SPACE HEATERS	115.50
HOME DEPOT CREDIT SERVIC	102232	Feb2019-03	01-0300-0000-52801	CORDLESS DRILL	249.00
<b>Vendor 01947 - HOME DEPOT CREDIT SERVICES Total:</b>					<b>779.97</b>
<b>Vendor: 21067 - HOT SHOTS SPORTS</b>					
HOT SHOTS SPORTS	102233	INV0010158	10-1100-7020-54301	FINAL PAYMENT FOR TRAVEL BASKETBALL	2,359.50
HOT SHOTS SPORTS	102233	INV0010158	10-1100-7025-54301	FINAL PAYMENT FOR TRAVEL BASKETBALL	2,887.50
<b>Vendor 21067 - HOT SHOTS SPORTS Total:</b>					<b>5,247.00</b>
<b>Vendor: 00350 - ICMA RETIREMENT TRUST-457</b>					
ICMA RETIREMENT TRUST-45	DFT0003634	INV0010166	01-21235	457K Contribution	1,620.00
<b>Vendor 00350 - ICMA RETIREMENT TRUST-457 Total:</b>					<b>1,620.00</b>

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<b>Vendor: 22303 - IDES</b>					
IDES	102277	INV0010176	35-3500-0000-54070	UNEMPLOYMENT-4TH QTR 2018	5,533.00
<b>Vendor 22303 - IDES Total:</b>					<b>5,533.00</b>
<b>Vendor: 00407 - IDLEWOOD ELECTRIC SUPPLY</b>					
IDLEWOOD ELECTRIC SUPPLY	102278	521414	20-2000-0000-56001	FACILITY REPAIRS	28.95
<b>Vendor 00407 - IDLEWOOD ELECTRIC SUPPLY Total:</b>					<b>28.95</b>
<b>Vendor: 05745 - IL DEPARTMENT OF REVENUE</b>					
IL DEPARTMENT OF REVENUE	102279	INV0010177	20-2000-0000-54990	SALES TAX-FEB 2019	32.00
IL DEPARTMENT OF REVENUE	102279	INV0010177	23-2300-0000-54990	SALES TAX-FEB 2019	3.00
IL DEPARTMENT OF REVENUE	102279	INV0010177	25-2500-0000-54990	SALES TAX-FEB 2019	94.00
<b>Vendor 05745 - IL DEPARTMENT OF REVENUE Total:</b>					<b>129.00</b>
<b>Vendor: 00410 - IL DEPT OF REVENUE</b>					
IL DEPT OF REVENUE	DFT0003637	INV0010170	01-21210	State Withholding	6,241.61
<b>Vendor 00410 - IL DEPT OF REVENUE Total:</b>					<b>6,241.61</b>
<b>Vendor: 12390 - ILLINOIS CHILD SUPPORT</b>					
ILLINOIS CHILD SUPPORT	102280	INV0010169	01-21298	1709700/17-D000104	461.54
<b>Vendor 12390 - ILLINOIS CHILD SUPPORT Total:</b>					<b>461.54</b>
<b>Vendor: 00347 - IMRF</b>					
IMRF	102317	INV0010186	33-21215	PAYMENT - FEBRUARY 2019	36,220.98
<b>Vendor 00347 - IMRF Total:</b>					<b>36,220.98</b>
<b>Vendor: 02103 - INTEGRA CLEANING &amp; MTC</b>					
INTEGRA CLEANING & MTC	102318	WPDPCFEB2019	23-2300-0000-54250	PADDLE HUT CLEANING	968.00
<b>Vendor 02103 - INTEGRA CLEANING &amp; MTC Total:</b>					<b>968.00</b>
<b>Vendor: 21368 - JAY BACH</b>					
JAY BACH	102234	INV0010154	10-1100-7027-54301	B-BALL REF	93.00
<b>Vendor 21368 - JAY BACH Total:</b>					<b>93.00</b>
<b>Vendor: 05892 - JAY ZIMMERMAN</b>					
JAY ZIMMERMAN	102235	INV0010163	10-1100-7022-54301	B-BALL REF	186.00
JAY ZIMMERMAN	102235	INV0010163	10-1100-7027-54301	B-BALL REF	186.00
<b>Vendor 05892 - JAY ZIMMERMAN Total:</b>					<b>372.00</b>
<b>Vendor: 01345 - JC LICHT</b>					
JC LICHT	102281	19077504	10-1500-0000-56100	SUPPLIES	39.49
<b>Vendor 01345 - JC LICHT Total:</b>					<b>39.49</b>
<b>Vendor: 21851 - JILL ZIMBLER</b>					
JILL ZIMBLER	102319	INV0010187	27-2700-0000-52901	WFSC EVENT SUPPLIES	18.52
<b>Vendor 21851 - JILL ZIMBLER Total:</b>					<b>18.52</b>
<b>Vendor: 02220 - JORSON &amp; CARLSON CO., INC</b>					
JORSON & CARLSON CO., INC	102236	0574260	27-2700-0000-56200	BLADE SHARPENING	76.59
JORSON & CARLSON CO., INC	102282	0575078	27-2700-0000-56200	BLADE SHARPENING	41.17
<b>Vendor 02220 - JORSON &amp; CARLSON CO., INC Total:</b>					<b>117.76</b>
<b>Vendor: 22356 - LAKESHORE RECYCLING SYSTEMS</b>					
LAKESHORE RECYCLING SYSTE	102320	4106632	20-2100-0000-54250	Dumpsters Yardwaste (Contract Services)	1,100.00
<b>Vendor 22356 - LAKESHORE RECYCLING SYSTEMS Total:</b>					<b>1,100.00</b>
<b>Vendor: 22092 - LONNIE SPRINGMAN</b>					
LONNIE SPRINGMAN	102237	INV0010155	10-1100-7022-54301	B-BALL REF	62.00
<b>Vendor 22092 - LONNIE SPRINGMAN Total:</b>					<b>62.00</b>
<b>Vendor: 11465 - LOWE'S BUSINESS ACCOUNT</b>					
LOWE'S BUSINESS ACCOUNT	102283	FEB2019-01	01-0400-0000-52002	PLUMBING PARTS AND SUPPLIES	25.64
LOWE'S BUSINESS ACCOUNT	102283	FEB2019-01	01-0400-0000-52810	PLUMBING PARTS AND SUPPLIES	40.83
LOWE'S BUSINESS ACCOUNT	102283	FEB2019-01	27-2700-0000-56001	PLUMBING PARTS AND SUPPLIES	34.17
LOWE'S BUSINESS ACCOUNT	102283	SUPPLIES	01-0400-0000-52002	PAINT BRUSHES	17.07

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LOWE'S BUSINESS ACCOUNT	102283	SUPPLIES	01-0400-0000-52002	PARKS SUPPLIES	92.53
LOWE'S BUSINESS ACCOUNT	102283	SUPPLIES	01-0400-0000-52515	CUSTODIAL SUPPLIES	51.93
LOWE'S BUSINESS ACCOUNT	102283	SUPPLIES	01-0400-0000-52525	LATEX GLOVES	6.64
LOWE'S BUSINESS ACCOUNT	102283	SUPPLIES	01-0400-0000-56001	FACILITY REPAIRS	47.35
LOWE'S BUSINESS ACCOUNT	102283	SUPPLIES	01-0400-0000-56001	FACILITY REPAIRS	38.39
LOWE'S BUSINESS ACCOUNT	102283	SUPPLIES	25-2500-0000-56001	TENNIS FACILITY REPAIRS	23.42
<b>Vendor 11465 - LOWE'S BUSINESS ACCOUNT Total:</b>					<b>377.97</b>
<b>Vendor: 02720 - MAGAZINE SERVICE COMPANY</b>					
MAGAZINE SERVICE COMPAN	102284	73070	20-2000-0000-52030	PUBLICATIONS	46.90
<b>Vendor 02720 - MAGAZINE SERVICE COMPANY Total:</b>					<b>46.90</b>
<b>Vendor: 21134 - MICKEY'S LINEN</b>					
MICKEY'S LINEN	102285	1276145	25-2500-0000-54250	TOWEL SERVICE	96.50
<b>Vendor 21134 - MICKEY'S LINEN Total:</b>					<b>96.50</b>
<b>Vendor: 21467 - MORRIS SCHWARTZ</b>					
MORRIS SCHWARTZ	102238	INV0010156	10-1100-7027-54301	SOFTBALL UMPIRE	93.00
<b>Vendor 21467 - MORRIS SCHWARTZ Total:</b>					<b>93.00</b>
<b>Vendor: 00348 - NCPERS GROUP LIFE INS.</b>					
NCPERS GROUP LIFE INS.	102286	3320032019	01-21230	VOLUNTARY LIFE INSURANCE-MAR 2019	32.00
<b>Vendor 00348 - NCPERS GROUP LIFE INS. Total:</b>					<b>32.00</b>
<b>Vendor: 22051 - NONSTOP DANCING</b>					
NONSTOP DANCING	102321	1083	27-2700-0000-52901	SYNCHRO DRESSES	495.00
<b>Vendor 22051 - NONSTOP DANCING Total:</b>					<b>495.00</b>
<b>Vendor: 08070 - NORTH SHORE GAS</b>					
NORTH SHORE GAS	102239	INV0010159	10-1300-0000-56550	NATURAL GAS SERVICE-OUTDOOR ICE	369.20
NORTH SHORE GAS	102239	INV0010160	20-2000-0000-56550	NATURAL GAS SERVICE-GOLF	100.18
NORTH SHORE GAS	102239	INV0010161	20-2000-0000-56550	NATURAL GAS SERVICE-GOLF	1,183.70
NORTH SHORE GAS	102239	INV0010162	01-0400-0000-56550	NATURAL GAS SERVICE-PARKS	32.10
<b>Vendor 08070 - NORTH SHORE GAS Total:</b>					<b>1,685.18</b>
<b>Vendor: 03400 - NORTHFIELD HEATING &amp; AIR</b>					
NORTHFIELD HEATING & AIR	102287	001371	01-0300-0000-56100	HEATER REPAIR - PARKS SERVICE CENTER	304.00
<b>Vendor 03400 - NORTHFIELD HEATING &amp; AIR Total:</b>					<b>304.00</b>
<b>Vendor: 05973 - PACT ADMINISTRATIVE</b>					
PACT ADMINISTRATIVE	102288	INV0010179	01-0100-0000-54051	ADMIN FEES-FEB & MAR 2019	492.00
<b>Vendor 05973 - PACT ADMINISTRATIVE Total:</b>					<b>492.00</b>
<b>Vendor: 05974 - PACT ADMINISTRATIVE</b>					
PACT ADMINISTRATIVE	102240	INV0010145	01-0100-0000-54051	HRA MEDICAL FUNDED 2/22/19	4,961.34
PACT ADMINISTRATIVE	102289	INV0010180	01-0100-0000-54051	HRA MEDICAL CLAIMS FUNDE	5,202.71
PACT ADMINISTRATIVE	102322	INV0010188	01-0100-0000-54051	HRA MEDICAL CLAIMS FUNDE	1,759.70
<b>Vendor 05974 - PACT ADMINISTRATIVE Total:</b>					<b>11,923.75</b>
<b>Vendor: 12560 - PAUL SCHWARTZ</b>					
PAUL SCHWARTZ	102241	INV0010146	27-2700-0000-52901	FUN EVENT SUPPLIES	17.67
PAUL SCHWARTZ	102241	INV0010146	27-2700-0000-52901	BDAY PARTY SUPPLIES	18.98
<b>Vendor 12560 - PAUL SCHWARTZ Total:</b>					<b>36.65</b>
<b>Vendor: 03575 - PDRMA</b>					
PDRMA	102290	1551723823	35-3500-0000-54005	SAFETY SEMINAR-DAN	35.00
PDRMA	102290	1549984400	01-0400-0000-54005	PLAYGROUND TRAINING SEMINAR	300.00
PDRMA	102290	1551291055	35-3500-0000-54005	SEMINAR	45.00
PDRMA	102290	1551449426	01-0300-0000-54005	SECURITY SEMINAR-ANDREW	45.00
PDRMA	102290	1551450426	35-3500-0000-54005	SECURITY SEMINAR-GREG F	45.00
<b>Vendor 03575 - PDRMA Total:</b>					<b>470.00</b>

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<b>Vendor: 03577 - PEBSCO</b>					
PEBSCO	DFT0003635	INV0010167	01-21235	457K Contribution	25.00
<b>Vendor 03577 - PEBSCO Total:</b>					<b>25.00</b>
<b>Vendor: 06345 - PENDELTON TURF SUPPLY INC</b>					
PENDELTON TURF SUPPLY INC	102323	8818	20-2100-0000-52002	SUPPLIES ACCOUNT	290.00
PENDELTON TURF SUPPLY INC	102323	8818	20-2100-0000-56200	VEHICLE R&M	174.00
<b>Vendor 06345 - PENDELTON TURF SUPPLY INC Total:</b>					<b>464.00</b>
<b>Vendor: 02260 - PING</b>					
PING	102324	14325354	20-10700	CREDIT MEMO-GOLF	-62.65
PING	102324	14349389	20-10700	CREDIT MEMO-GOLF	-55.00
PING	102324	14430087	20-10700	CREDIT MEMO-GOLF	-261.00
PING	102324	14430087	20-2000-0000-47325	CREDIT MEMO-GOLF	13.05
PING	102324	14451548	20-10700	CREDIT MEMO-GOLF	-240.00
PING	102324	14540740	20-10700	SALES REBATE	-7.37
PING	102324	14575986	20-10700	Merchandise for Resale	162.00
PING	102324	14575986	20-2000-0000-47325	SALES DISCOUNT	-8.10
PING	102324	14575986	20-2000-0000-57325	Merchandise for Resale	15.31
PING	102324	14579471	20-10700	Merchandise for Resale	306.00
PING	102324	14579471	20-2000-0000-47325	DISCOUNT	-15.30
PING	102324	14579471	20-2000-0000-57325	Merchandise for Resale	15.31
PING	102324	14583733	20-10700	Merchandise for Resale	3,459.00
PING	102324	14583733	20-2000-0000-47325	DISCOUNT	-172.95
PING	102324	14583733	20-2000-0000-57325	Merchandise for Resale	87.00
PING	102324	14583734	20-10700	Merchandise for Resale	276.00
PING	102324	14583734	20-2000-0000-47325	DISCOUNT	-13.80
PING	102324	14583734	20-2000-0000-57325	Merchandise for Resale	36.00
PING	102324	14587037	20-10700	Merchandise for Resale	132.00
PING	102324	14587037	20-2000-0000-47325	DISCOUNT	-6.60
PING	102324	14587037	20-2000-0000-57325	Merchandise for Resale	12.00
<b>Vendor 02260 - PING Total:</b>					<b>3,670.90</b>
<b>Vendor: 15245 - PRESTO-X</b>					
PRESTO-X	102242	2195353	20-2000-0000-54255	Contract Services Clubhouse	139.98
<b>Vendor 15245 - PRESTO-X Total:</b>					<b>139.98</b>
<b>Vendor: 21728 - RAINOUT LINE</b>					
RAINOUT LINE	102291	1568	20-2000-0000-54255	Contract Services Clubhouse	399.00
<b>Vendor 21728 - RAINOUT LINE Total:</b>					<b>399.00</b>
<b>Vendor: 03821 - RAMROD DISTRIBUTORS</b>					
RAMROD DISTRIBUTORS	102325	775402	20-2100-0000-56200	VEHICLE R&M	99.85
<b>Vendor 03821 - RAMROD DISTRIBUTORS Total:</b>					<b>99.85</b>
<b>Vendor: 03861 - REINDERS, INC.</b>					
REINDERS, INC.	102326	1770081-00	20-2100-0000-56200	VEHICLE R&M	157.34
REINDERS, INC.	102326	1770081-01	20-2100-0000-56100	EQUIPMENT R&M	23.30
REINDERS, INC.	102326	1770503-00	20-2100-0000-56200	VEHICLE R&M	369.16
<b>Vendor 03861 - REINDERS, INC. Total:</b>					<b>549.80</b>
<b>Vendor: 22229 - RETHYNC</b>					
RETHYNC	102292	INV-0029	01-0100-0000-54210	MONTHLY IT SERVICES	930.00
<b>Vendor 22229 - RETHYNC Total:</b>					<b>930.00</b>
<b>Vendor: 08135 - RICHARD M. SCHRAM</b>					
RICHARD M. SCHRAM	102293	INV0010181	01-0400-0000-54005	REIMB FOR IPRA CONF EXPENSES	500.66
<b>Vendor 08135 - RICHARD M. SCHRAM Total:</b>					<b>500.66</b>
<b>Vendor: 03940 - RMC, INC.</b>					
RMC, INC.	102294	S12074674	27-2700-0000-54250	MARCH CONTRACT SERVICE	769.00
RMC, INC.	102294	S12074958	27-2700-0000-56100	MODINE HEATER REPAIR	953.76
<b>Vendor 03940 - RMC, INC. Total:</b>					<b>1,722.76</b>
<b>Vendor: 13600 - RUDIG TROPHIES</b>					
RUDIG TROPHIES	102243	63690	25-2500-0000-52310	USTA TOURNAMENT SUPPLIE	42.63



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RUDIG TROPHIES	102327	63897	25-2500-0000-52310	UTSA TOURNAMENT SUPPLIE	25.25
<b>Vendor 13600 - RUDIG TROPHIES Total:</b>					<b>67.88</b>
<b>Vendor: 04138 - SECURITY BNFT GROUP OF CO</b>					
SECURITY BNFT GROUP OF CO	DFT0003636	INV0010168	01-21235	457K Retirement Plan	750.00
<b>Vendor 04138 - SECURITY BNFT GROUP OF CO Total:</b>					<b>750.00</b>
<b>Vendor: 04158 - SHABICA &amp; ASSOCIATES, INC</b>					
SHABICA & ASSOCIATES, INC	102244	2979	37-3700-0000-60120	BREAKWATER PHASE 1 & PHASE 2 CLOSEOUT	7,600.00
<b>Vendor 04158 - SHABICA &amp; ASSOCIATES, INC Total:</b>					<b>7,600.00</b>
<b>Vendor: 21267 - SIGNARAMA</b>					
SIGNARAMA	102295	INV-514	01-0400-0000-56003	SIGNS	201.65
<b>Vendor 21267 - SIGNARAMA Total:</b>					<b>201.65</b>
<b>Vendor: 22095 - SPECTROTEL</b>					
SPECTROTEL	102296	8985343	01-0100-0000-56501	PHONE SERVICE-POTS LINES	7.71
SPECTROTEL	102296	8985343	01-0100-0000-56501	PHONE SERVICE-POTS LINES	452.01
SPECTROTEL	102296	8985343	10-1600-0000-56501	PHONE SERVICE-POTS LINES	76.97
SPECTROTEL	102296	8985343	20-2000-0000-56501	PHONE SERVICE-POTS LINES	153.94
SPECTROTEL	102296	8985343	25-2500-0000-56501	PHONE SERVICE-POTS LINES	76.97
SPECTROTEL	102296	8985343	27-2700-0000-56501	PHONE SERVICE-POTS LINES	230.91
<b>Vendor 22095 - SPECTROTEL Total:</b>					<b>998.51</b>
<b>Vendor: 21440 - STEVE FRANKLIN</b>					
STEVE FRANKLIN	102245	INV0010157	10-1100-7022-54301	B-BALL REF	186.00
STEVE FRANKLIN	102245	INV0010157	10-1100-7027-54301	B-BALL REF	93.00
<b>Vendor 21440 - STEVE FRANKLIN Total:</b>					<b>279.00</b>
<b>Vendor: 21648 - TCF EQUIPMENT FINANCE</b>					
TCF EQUIPMENT FINANCE	102297	5893742	20-2000-0000-62001	GOLF CARTS & PICKER LEASE	6,606.39
TCF EQUIPMENT FINANCE	102297	5893742	20-2000-0000-62003	GOLF CARTS & PICKER LEASE	129.34
<b>Vendor 21648 - TCF EQUIPMENT FINANCE Total:</b>					<b>6,735.73</b>
<b>Vendor: 22351 - TEMPERATURE EQUIPMENT CORP</b>					
TEMPERATURE EQUIPMENT C	102298	5720860-00	27-2700-0000-56001	INDUCER MOTOR- HVAC	352.39
TEMPERATURE EQUIPMENT C	102298	5742230-00	20-2100-0000-56100	FURNACE REPAIR-GOLF SC	62.92
<b>Vendor 22351 - TEMPERATURE EQUIPMENT CORP Total:</b>					<b>415.31</b>
<b>Vendor: 21944 - THE OFFICE OF THE STATE FIRE MARSHAL</b>					
THE OFFICE OF THE STATE FIR	102328	9605983	25-2500-0000-54250	BOILER INSPECTION	70.00
<b>Vendor 21944 - THE OFFICE OF THE STATE FIRE MARSHAL Total:</b>					<b>70.00</b>
<b>Vendor: 20788 - ULINE, INC</b>					
ULINE, INC	102299	105626853	01-0400-0000-52002	DOG WASTE BAGS & LANDSCAPE TOTES	75.00
ULINE, INC	102299	105626853	01-0400-0000-52810	DOG WASTE BAGS & LANDSCAPE TOTES	81.27
ULINE, INC	102299	105890848	01-0400-0000-52515	CUSTODIAL SUPPLIES	280.43
<b>Vendor 20788 - ULINE, INC Total:</b>					<b>436.70</b>
<b>Vendor: 22236 - UNITED CONCORDIA</b>					
UNITED CONCORDIA	102246	INV0010147	01-0100-0000-54051	DENTAL INSURANCE-MARCH 2019	3,941.12
<b>Vendor 22236 - UNITED CONCORDIA Total:</b>					<b>3,941.12</b>
<b>Vendor: 21723 - UNUM LIFE INSURANCE COMPANY OF AMERICA</b>					
UNUM LIFE INSURANCE COM	102247	INV0010148	01-0100-0000-54051	LIFE, AD&D AND LTD/VISION-FEBRUARY & MARCH 2019	2,479.90
<b>Vendor 21723 - UNUM LIFE INSURANCE COMPANY OF AMERICA Total:</b>					<b>2,479.90</b>
<b>Vendor: 00671 - UPS</b>					
UPS	102248	00003A29V4079	20-2000-0000-54255	SHIPPING SERVICE-GOLF	2.04
<b>Vendor 00671 - UPS Total:</b>					<b>2.04</b>
<b>Vendor: 20775 - US SIGNAL</b>					
US SIGNAL	102300	19030184733	01-0100-0000-54250	T1 INTERNET CONNECTION	50.02
US SIGNAL	102300	19030184733	01-0200-0000-54250	T1 INTERNET CONNECTION	50.02
US SIGNAL	102300	19030184733	01-0400-0000-54250	T1 INTERNET CONNECTION	50.02

## VOUCHER LIST OF PAID BILLS FOR APPROVAL ON

Payment Dates: 02/23/2019 - 03/15/2019

Vendor Name	Payment Number	Payable Number	Account Number	Description (Item)	Amount
US SIGNAL	102300	19030184733	10-1000-0000-54250	T1 INTERNET CONNECTION	50.02
US SIGNAL	102300	19030184733	20-2000-0000-54250	T1 INTERNET CONNECTION	50.02
US SIGNAL	102300	19030184733	20-2100-0000-54250	T1 INTERNET CONNECTION	50.02
US SIGNAL	102300	19030184733	25-2500-0000-54250	T1 INTERNET CONNECTION	50.02
US SIGNAL	102300	19030184733	27-2700-0000-54250	T1 INTERNET CONNECTION	50.02
<b>Vendor 20775 - US SIGNAL Total:</b>					<b>400.16</b>

**Vendor: 04765 - VANGUARD ENERGY SERVICES**

VANGUARD ENERGY SERVICES	102249	G400621021919	20-2000-0000-56550	NATURAL GAS SERVICE 2019	3,893.51
VANGUARD ENERGY SERVICES	102249	G400621021919	20-2100-0000-56550	NATURAL GAS SERVICE 2019	326.10
VANGUARD ENERGY SERVICES	102249	G400621021919	23-2300-0000-56550	NATURAL GAS SERVICE 2019	369.60
VANGUARD ENERGY SERVICES	102249	G400621021919	25-2500-0000-56550	NATURAL GAS SERVICE 2019	1,006.27
VANGUARD ENERGY SERVICES	102249	G400621021919	25-2500-0000-56550	NATURAL GAS SERVICE 2019	385.21
VANGUARD ENERGY SERVICES	102249	G400621021919	27-2700-0000-56550	NATURAL GAS SERVICE 2019	1,636.76
<b>Vendor 04765 - VANGUARD ENERGY SERVICES Total:</b>					<b>7,617.45</b>

**Vendor: 04778 - VERIZON WIRELESS**

VERIZON WIRELESS	102250	9824350365	01-0100-0000-56502	CELL PHONE SERVICE	1,917.06
<b>Vendor 04778 - VERIZON WIRELESS Total:</b>					<b>1,917.06</b>

**Vendor: 04805 - VILLAGE OF WINNETKA**

VILLAGE OF WINNETKA	102301	FEB2019	01-0100-0000-56525	WATER & ELECTRIC-FEB 209	46.45
VILLAGE OF WINNETKA	102301	FEB2019	01-0200-0000-56525	WATER & ELECTRIC-FEB 209	2,696.01
VILLAGE OF WINNETKA	102301	FEB2019	01-0300-0000-56525	WATER & ELECTRIC-FEB 209	14.68
VILLAGE OF WINNETKA	102301	FEB2019	01-0300-0000-56530	WATER & ELECTRIC-FEB 209	1,133.66
VILLAGE OF WINNETKA	102301	FEB2019	01-0400-0000-56525	WATER & ELECTRIC-FEB 209	300.43
VILLAGE OF WINNETKA	102301	FEB2019	01-0400-0000-56530	WATER & ELECTRIC-FEB 209	1,521.47
VILLAGE OF WINNETKA	102301	FEB2019	10-1200-0000-56525	WATER & ELECTRIC-FEB 209	12.20
VILLAGE OF WINNETKA	102301	FEB2019	10-1500-0000-56525	WATER & ELECTRIC-FEB 209	29.50
VILLAGE OF WINNETKA	102301	FEB2019	10-1500-0000-56530	WATER & ELECTRIC-FEB 209	781.09
VILLAGE OF WINNETKA	102301	FEB2019	10-1600-0000-56525	WATER & ELECTRIC-FEB 209	9.20
VILLAGE OF WINNETKA	102301	FEB2019	10-1600-0000-56530	WATER & ELECTRIC-FEB 209	181.55
VILLAGE OF WINNETKA	102301	FEB2019	20-2000-0000-56525	WATER & ELECTRIC-FEB 209	602.51
VILLAGE OF WINNETKA	102301	FEB2019	20-2000-0000-56525	WATER & ELECTRIC-FEB 209	12.20
VILLAGE OF WINNETKA	102301	FEB2019	20-2000-0000-56530	WATER & ELECTRIC-FEB 209	1,428.68
VILLAGE OF WINNETKA	102301	FEB2019	20-2100-0000-56525	WATER & ELECTRIC-FEB 209	104.26
VILLAGE OF WINNETKA	102301	FEB2019	20-2100-0000-56530	WATER & ELECTRIC-FEB 209	2,405.72
VILLAGE OF WINNETKA	102301	FEB2019	23-2300-0000-56525	WATER & ELECTRIC-FEB 209	79.33
VILLAGE OF WINNETKA	102301	FEB2019	23-2300-0000-56530	WATER & ELECTRIC-FEB 209	1,038.61
VILLAGE OF WINNETKA	102301	FEB2019	25-2400-0000-56525	WATER & ELECTRIC-FEB 209	19.06
VILLAGE OF WINNETKA	102301	FEB2019	25-2400-0000-56530	WATER & ELECTRIC-FEB 209	112.74
VILLAGE OF WINNETKA	102301	FEB2019	25-2500-0000-56525	WATER & ELECTRIC-FEB 209	77.95
VILLAGE OF WINNETKA	102301	FEB2019	25-2500-0000-56530	WATER & ELECTRIC-FEB 209	6,721.28
VILLAGE OF WINNETKA	102301	FEB2019	27-2700-0000-56525	WATER & ELECTRIC-FEB 209	1,248.02
VILLAGE OF WINNETKA	102301	FEB2019	27-2700-0000-56530	WATER & ELECTRIC-FEB 209	15,317.38
<b>Vendor 04805 - VILLAGE OF WINNETKA Total:</b>					<b>35,893.98</b>

**Vendor: 00425 - VISION SERVICE PLAN (IL)**

VISION SERVICE PLAN (IL)	102251	INV0010149	01-0100-0000-54051	VISION INSURANCE COVERAGE-MARCH 2019	517.53
<b>Vendor 00425 - VISION SERVICE PLAN (IL) Total:</b>					<b>517.53</b>

**Vendor: 04882 - WAREHOUSE DIRECT**

WAREHOUSE DIRECT	102302	4196712-0	01-0100-0000-52515	CUSTODIAL SUPPLIES	145.58
WAREHOUSE DIRECT	102302	4196719-0	01-0100-0000-52515	CUSTODIAL SUPPLIES	73.95
WAREHOUSE DIRECT	102302	4202005-0	27-2700-0000-52002	CLEANING SUPPLIES	507.95
WAREHOUSE DIRECT	102302	4196706-0	01-0400-0000-52515	CUSTODIAL SUPPLIES	60.76
<b>Vendor 04882 - WAREHOUSE DIRECT Total:</b>					<b>788.24</b>

**Vendor: 05020 - WILSON SPORTING GOODS**

WILSON SPORTING GOODS	102252	4527254943	25-2500-0000-52002	WILSON DEMO RACQUETS	161.00
<b>Vendor 05020 - WILSON SPORTING GOODS Total:</b>					<b>161.00</b>

**Vendor: 03677 - WINNETKA PARK DISTRICT PETTY CASH**

WINNETKA PARK DISTRICT PE	102303	INV0010182	01-0100-0000-52001	OFFICE SUPPLIES	8.13
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**VOUCHER LIST OF PAID BILLS FOR APPROVAL ON**

**Payment Dates: 02/23/2019 - 03/15/2019**

<b>Vendor Name</b>	<b>Payment Number</b>	<b>Payable Number</b>	<b>Account Number</b>	<b>Description (Item)</b>	<b>Amount</b>
WINNETKA PARK DISTRICT PE	102303	INV0010182	01-0100-0000-52025	CERTIFIED MAIL	5.10
WINNETKA PARK DISTRICT PE	102303	INV0010182	01-0100-0000-52025	CERTIFIED MAIL	5.29
WINNETKA PARK DISTRICT PE	102303	INV0010182	01-0100-0000-54005	SHRM CONF EXPENSES	33.33
WINNETKA PARK DISTRICT PE	102303	INV0010182	01-0200-0000-52002	BANK FEES	28.00
WINNETKA PARK DISTRICT PE	102303	INV0010182	01-0200-0000-52002	B-DAY PARTY SUPPLIES	19.99
WINNETKA PARK DISTRICT PE	102303	INV0010182	01-0200-0000-52002	BANK FEES	4.50
WINNETKA PARK DISTRICT PE	102303	INV0010182	01-0200-0000-52025	POSTAGE FOR BROCHURE	20.07
WINNETKA PARK DISTRICT PE	102303	INV0010182	01-0200-0000-52025	CERTIFIED MAIL	6.70
WINNETKA PARK DISTRICT PE	102303	INV0010182	10-1100-7456-52402	CAMP SUPPLIES	5.00
WINNETKA PARK DISTRICT PE	102303	INV0010182	10-1100-7844-52405	TRAVEL FOR EVENT LICENSE	5.00
WINNETKA PARK DISTRICT PE	102303	INV0010182	10-1100-7845-52405	REC SPECIAL EVENT SUPPLIES	4.70
WINNETKA PARK DISTRICT PE	102303	INV0010182	25-2500-0000-52001	OFFICE SUPPLIES-TENNIS	20.05
WINNETKA PARK DISTRICT PE	102303	INV0010182	25-2500-0000-52320	TENNIS SUPPLIES	7.00
WINNETKA PARK DISTRICT PE	102303	INV0010182	25-2500-0000-54005	CONFERENCE EXPENSE	6.17
<b>Vendor 03677 - WINNETKA PARK DISTRICT PETTY CASH Total:</b>					<b>179.03</b>
<b>Vendor: 03680 - WINNETKA POSTMASTER</b>					
WINNETKA POSTMASTER	102253	INV0010141	10-1000-0000-52025	POSTAGE BASKETBALL MAILE	137.30
WINNETKA POSTMASTER	102330	INV0010184	10-1400-0000-52025	LAKEFRONT MAILER POSTAGE	400.00
WINNETKA POSTMASTER	102329	INV0010189	10-1000-0000-52025	POSTAGE=SUMMER CAMP MAILING	96.00
WINNETKA POSTMASTER	102331	INV0010185	01-0200-0000-52025	SUMMER PROGRAM GUIDE POSTAGE	100.00
WINNETKA POSTMASTER	102331	INV0010185	10-1100-7999-52025	SUMMER PROGRAM GUIDE POSTAGE	936.00
WINNETKA POSTMASTER	102331	INV0010185	10-1400-0000-52025	SUMMER PROGRAM GUIDE POSTAGE	55.00
WINNETKA POSTMASTER	102331	INV0010185	10-1500-0000-52025	SUMMER PROGRAM GUIDE POSTAGE	83.00
WINNETKA POSTMASTER	102331	INV0010185	10-1600-0000-52025	SUMMER PROGRAM GUIDE POSTAGE	55.00
WINNETKA POSTMASTER	102331	INV0010185	20-2000-0000-52025	SUMMER PROGRAM GUIDE POSTAGE	303.00
WINNETKA POSTMASTER	102331	INV0010185	23-2300-0000-52025	SUMMER PROGRAM GUIDE POSTAGE	55.00
WINNETKA POSTMASTER	102331	INV0010185	25-2400-0000-52025	SUMMER PROGRAM GUIDE POSTAGE	358.00
WINNETKA POSTMASTER	102331	INV0010185	27-2700-0000-52025	SUMMER PROGRAM GUIDE POSTAGE	55.00
<b>Vendor 03680 - WINNETKA POSTMASTER Total:</b>					<b>2,633.30</b>
<b>Vendor: 05075 - WISCONSIN DEPARTMENT OF REVENUE</b>					
WISCONSIN DEPARTMENT OF	DFT0003639	INV0010172	01-21210	State Withholding	459.95
<b>Vendor 05075 - WISCONSIN DEPARTMENT OF REVENUE Total:</b>					<b>459.95</b>
<b>Vendor: 05667 - YOUR ADVANTAGE TENNIS</b>					
YOUR ADVANTAGE TENNIS	102304	INV0010165	25-2500-0000-57650	RACQUET STRINGING - FEB	229.00
<b>Vendor 05667 - YOUR ADVANTAGE TENNIS Total:</b>					<b>229.00</b>
<b>Grand Total:</b>					<b>302,515.08</b>

## Report Summary

## Fund Summary

Fund	Payment Amount
01 - GENERAL / PAYROLL REVOLVING	123,268.50
10 - RECREATION FUND	22,503.92
20 - GOLF OPERATIONS	42,238.56
23 - PLATFORM TENNIS	6,535.90
25 - TENNIS FUND	10,516.86
27 - INDOOR ICE ARENA	24,208.08
33 - IMRF PENSION & FICA	59,985.26
35 - LIABILITY FUND	5,658.00
37 - CAPITAL PROJECTS FUND	7,600.00
<b>Grand Total:</b>	<b>302,515.08</b>

## Account Summary

Account Number	Account Name	Payment Amount
01-0100-0000-52001	GENERAL OFFICE SUPPLI	134.64
01-0100-0000-52002	SUPPLIES ACCOUNT	812.79
01-0100-0000-52025	POSTAGE	10.39
01-0100-0000-52501	GASOLINE	57.76
01-0100-0000-52515	CUSTODIAL SUPPLIES	219.53
01-0100-0000-54005	CONFERENCES/EDUCATI	867.93
01-0100-0000-54051	MEDICAL INSURANCE	70,700.32
01-0100-0000-54210	COMPUTER SERVICE	1,665.00
01-0100-0000-54250	CONTRACT SERVICES-GE	399.02
01-0100-0000-54260	TRAINING	52.50
01-0100-0000-56100	R & M-EQUIPMENT	2,072.25
01-0100-0000-56501	TELEPHONE/COMMUNI	459.72
01-0100-0000-56502	RADIO-PHONE COMMU	1,917.06
01-0100-0000-56525	WATER	46.45
01-0200-0000-52001	GENERAL OFFICE SUPPLI	7.96
01-0200-0000-52002	SUPPLIES ACCOUNT	68.34
01-0200-0000-52011	MARKETING SUPPLIES	654.64
01-0200-0000-52015	COMPUTER SUPPLIES	439.20
01-0200-0000-52025	POSTAGE	147.75
01-0200-0000-52090	BOARD EXPENSES	412.28
01-0200-0000-54005	CONFERENCES/EDUCATI	1,345.96
01-0200-0000-54250	CONTRACT SERVICES-GE	50.02
01-0200-0000-54260	TRAINING	86.51
01-0200-0000-56525	WATER	2,696.01
01-0300-0000-52002	SUPPLIES ACCOUNT	11.88
01-0300-0000-52801	EQUIPMENT > \$100	249.00
01-0300-0000-54005	CONFERENCES/EDUCATI	45.00
01-0300-0000-54250	CONTRACT SERVICES-GE	1,285.47
01-0300-0000-56100	R & M-EQUIPMENT	540.02
01-0300-0000-56200	VEHICLE R & M	13.15
01-0300-0000-56525	WATER	14.68
01-0300-0000-56530	ELECTRIC	1,133.66
01-0400-0000-52002	SUPPLIES ACCOUNT	560.81
01-0400-0000-52501	GASOLINE	173.07
01-0400-0000-52505	LUBRICANTS	40.93
01-0400-0000-52515	CUSTODIAL SUPPLIES	393.12
01-0400-0000-52525	UNIFORMS	6.64
01-0400-0000-52810	TOOLS	122.10
01-0400-0000-54005	CONFERENCES/EDUCATI	2,455.44
01-0400-0000-54250	CONTRACT SERVICES-GE	3,711.02
01-0400-0000-56001	R & M-FACILITY-GENERA	476.83
01-0400-0000-56003	R & M-PLAYGROUND EQ	201.65
01-0400-0000-56100	R & M-EQUIPMENT	375.79
01-0400-0000-56200	VEHICLE R & M	278.33

## Account Summary

Account Number	Account Name	Payment Amount
01-0400-0000-56525	WATER	300.43
01-0400-0000-56530	ELECTRIC	1,545.93
01-0400-0000-56550	NATURAL GAS	32.10
01-21200	FEDERAL WITHHOLDING	13,702.18
01-21210	STATE WITHHOLDING TA	6,701.56
01-21230	IMRF VOLUNTARY LIFE	32.00
01-21235	I.C.M.A. RETIREMENT W	2,395.00
01-21240	CANCER/INTENSIVE CAR	384.90
01-21260	SECTION 125 WITHHOLD	300.24
01-21298	CHILD SUPPORT PAYME	461.54
10-1000-0000-52002	SUPPLIES ACCOUNT	63.06
10-1000-0000-52025	POSTAGE	233.30
10-1000-0000-52901	SPECIAL PROJECTS	399.00
10-1000-0000-54005	CONFERENCES/EDUCATI	1,251.76
10-1000-0000-54020	RECRUITMENT	265.00
10-1000-0000-54201	ADVERTISEMENTS	150.18
10-1000-0000-54250	CONTRACT SERVICES-GE	459.02
10-1000-0000-56001	R & M-FACILITY-GENERA	39.62
10-1100-7020-54301	SERVICES-REC COMP TE	2,359.50
10-1100-7022-52401	SUPPLIES-REC COMP TE	309.23
10-1100-7022-54301	SERVICES-REC COMP TE	806.00
10-1100-7025-54301	SERVICES-REC COMP TE	2,887.50
10-1100-7027-52401	SUPPLIES-REC COMP TE	309.24
10-1100-7027-54301	SERVICES-REC COMP TE	930.00
10-1100-7456-52402	SUPPLIES-REC ATHL INST	5.00
10-1100-7605-54304	SERVICES-REC CAMPS	550.00
10-1100-7606-54304	SERVICES-REC CAMPS	100.00
10-1100-7668-54304	SERVICES-REC CAMPS	400.00
10-1100-7765-54304	SERVICES-REC CAMPS	375.00
10-1100-7810-52405	SUPPLIES-REC SPEC EVE	237.64
10-1100-7810-54305	SERVICES-REC SPEC EVE	175.00
10-1100-7841-52405	SUPPLIES-REC SPEC EVE	40.00
10-1100-7843-52404	SUPPLIES-REC CAMPS	137.25
10-1100-7843-52405	SUPPLIES-REC SPEC EVE	307.27
10-1100-7844-52405	SUPPLIES-REC SPEC EVE	5.00
10-1100-7845-52405	SUPPLIES-REC SPEC EVE	756.96
10-1100-7845-54305	SERVICES-REC SPEC EVE	695.00
10-1100-7999-52025	POSTAGE	936.00
10-1100-7999-54201	ADVERTISEMENTS	471.62
10-1200-0000-52002	SUPPLIES ACCOUNT	23.90
10-1200-0000-54250	CONTRACT SERVICES-GE	165.00
10-1200-0000-56525	WATER	12.20
10-1300-0000-56550	NATURAL GAS	369.20
10-1400-0000-52025	POSTAGE	455.00
10-1400-0000-54201	ADVERTISEMENTS	100.70
10-1500-0000-52002	SUPPLIES ACCOUNT	2,871.00
10-1500-0000-52025	POSTAGE	83.00
10-1500-0000-52525	UNIFORMS	596.50
10-1500-0000-54201	ADVERTISEMENTS	145.41
10-1500-0000-54250	CONTRACT SERVICES-GE	754.35
10-1500-0000-56100	R & M-EQUIPMENT	39.49
10-1500-0000-56525	WATER	29.50
10-1500-0000-56530	ELECTRIC	781.09
10-1600-0000-52025	POSTAGE	55.00
10-1600-0000-54201	ADVERTISEMENTS	100.71
10-1600-0000-56501	TELEPHONE/COMMUNI	76.97
10-1600-0000-56525	WATER	9.20
10-1600-0000-56530	ELECTRIC	181.55

## Account Summary

Account Number	Account Name	Payment Amount
20-10700	PRO-SHOP-ALL INCLUSIV	16,622.51
20-2000-0000-47325	SALES DISCOUNT	-812.13
20-2000-0000-52006	SUPPLIES - CLUBHOUSE	813.23
20-2000-0000-52025	POSTAGE	303.00
20-2000-0000-52030	PUBLICATIONS	46.90
20-2000-0000-54201	ADVERTISEMENTS	298.48
20-2000-0000-54250	CONTRACT SERVICES-GE	119.47
20-2000-0000-54255	CONTRACT SERV - CLBHS	666.02
20-2000-0000-54990	SALES TAXES-PRO-SHOP	32.00
20-2000-0000-56001	R & M-FACILITY-GENERA	48.73
20-2000-0000-56501	TELEPHONE/COMMUNI	646.25
20-2000-0000-56525	WATER	614.71
20-2000-0000-56530	ELECTRIC	1,428.68
20-2000-0000-56550	NATURAL GAS	5,177.39
20-2000-0000-57325	FREIGHT - IN	563.90
20-2000-0000-62001	CONTRACT PAYABLE - PR	6,606.39
20-2000-0000-62003	CONTRACT PAYABLE - IN	129.34
20-2100-0000-52002	SUPPLIES ACCOUNT	602.27
20-2100-0000-52801	EQUIPMENT > \$100	446.99
20-2100-0000-54001	PROFESSIONAL DUES	720.00
20-2100-0000-54005	CONFERENCES/EDUCATI	529.63
20-2100-0000-54250	CONTRACT SERVICES-GE	1,225.02
20-2100-0000-56001	R & M-FACILITY-GENERA	29.36
20-2100-0000-56100	R & M-EQUIPMENT	148.22
20-2100-0000-56200	VEHICLE R & M	2,396.12
20-2100-0000-56525	WATER	104.26
20-2100-0000-56530	ELECTRIC	2,405.72
20-2100-0000-56550	NATURAL GAS	326.10
23-2300-0000-52002	SUPPLIES ACCOUNT	16.35
23-2300-0000-52025	POSTAGE	55.00
23-2300-0000-54250	CONTRACT SERVICES-GE	4,762.90
23-2300-0000-54990	SALES TAXES-PRO-SHOP	3.00
23-2300-0000-56501	TELEPHONE/COMMUNI	211.11
23-2300-0000-56525	WATER	79.33
23-2300-0000-56530	ELECTRIC	1,038.61
23-2300-0000-56550	NATURAL GAS	369.60
25-2400-0000-52025	POSTAGE	358.00
25-2400-0000-54250	CONTRACT SERVICES-GE	241.85
25-2400-0000-56525	WATER	19.06
25-2400-0000-56530	ELECTRIC	112.74
25-2500-0000-52001	GENERAL OFFICE SUPPLI	20.05
25-2500-0000-52002	SUPPLIES ACCOUNT	279.20
25-2500-0000-52310	TOURNAMENT SUPPLIES	67.88
25-2500-0000-52320	SPECIAL EVENT SUPPLIE	7.00
25-2500-0000-52515	CUSTODIAL SUPPLIES	4.49
25-2500-0000-54005	CONFERENCES/EDUCATI	6.17
25-2500-0000-54201	ADVERTISEMENTS	54.74
25-2500-0000-54250	CONTRACT SERVICES-GE	731.58
25-2500-0000-54990	SALES TAXES-PRO-SHOP	94.00
25-2500-0000-56001	R & M-FACILITY-GENERA	23.42
25-2500-0000-56501	TELEPHONE/COMMUNI	76.97
25-2500-0000-56525	WATER	77.95
25-2500-0000-56530	ELECTRIC	6,721.28
25-2500-0000-56550	NATURAL GAS	1,391.48
25-2500-0000-57650	RACKET RESTRINGING	229.00
27-2700-0000-52001	GENERAL OFFICE SUPPLI	71.85
27-2700-0000-52002	SUPPLIES ACCOUNT	928.10
27-2700-0000-52025	POSTAGE	55.00

**Account Summary**

<b>Account Number</b>	<b>Account Name</b>	<b>Payment Amount</b>
27-2700-0000-52901	SPECIAL PROJECTS	1,570.06
27-2700-0000-54201	ADVERTISEMENTS	144.14
27-2700-0000-54250	CONTRACT SERVICES-GE	986.38
27-2700-0000-56001	R & M-FACILITY-GENERA	947.96
27-2700-0000-56100	R & M-EQUIPMENT	953.76
27-2700-0000-56200	VEHICLE R & M	117.76
27-2700-0000-56501	TELEPHONE/COMMUNI	230.91
27-2700-0000-56525	WATER	1,248.02
27-2700-0000-56530	ELECTRIC	15,317.38
27-2700-0000-56550	NATURAL GAS	1,636.76
33-21215	I.M.R.F. PAYABLE	36,220.98
33-21220	F.I.C.A. PAYABLE	23,764.28
35-3500-0000-54005	CONFERENCES/EDUCATI	125.00
35-3500-0000-54070	UNEMPLOYMENT PAYM	5,533.00
37-3700-0000-60120	LAKEFRONT RENOVATIO	7,600.00
	<b>Grand Total:</b>	<b>302,515.08</b>

**Project Account Summary**

<b>Project Account Key</b>	<b>Payment Amount</b>
**None**	302,515.08
<b>Grand Total:</b>	<b>302,515.08</b>

**MINUTES OF THE 2355th  
REGULARLY SCHEDULED BOARD  
MEETING OF THE COMMISSIONERS  
AND OFFICERS OF THE WINNETKA  
PARK DISTRICT, WINNETKA, IL  
THURSDAY, FEBRUARY 28, 2019**

President Archambault called the meeting to order at 5:30 p.m. Commissioners Present: Mickey Archambault, Warren James, Ian Larkin, Eric Lussen, John Peterson and John Thomas. Commissioners Absent: Teresa Claybrook Staff Present: John Muno, Executive Director; John Shea, Superintendent of Recreation; Christine Berman, Superintendent of Finance; Costa Kutulas, Superintendent of Parks; Mary Cherveney, Administrative Services Manager; and Kelsey Raftery, Marketing Brand Manager. Audience Present: Todd Marver, Don Smith, Colleen Knupp, Liz Kunkle and Steve Juliusson.

**ADDITIONS/CHANGES TO AGENDA**

None

**APPROVAL OF FINANCIALS**

Commissioner Thomas made a motion to approve the December 2018 Financials as presented. Vice President Peterson seconded the motion. Superintendent of Finance, Christine Berman stated that there may be some audited changes but finished the year with a \$438,000 surplus. Most of our money moved to higher yielding investments, but BMO Harris Bank would reflect operational payments, including \$200,000 in outstanding payments. Passed by voice vote.

Commissioner Thomas made a motion to approve the January 2019 Financials as presented. Commissioner Lussen seconded the motion. Superintendent of Finance, Christine Berman not much to highlight with a month in to the fiscal year. Last year, there were tax pre-payments reflected in January 2018, but not in 2019. Passed by voice vote.

**APPROVAL OF VOUCHERS**

Commissioner Thomas made a motion to approve the February 28, 2019 vouchers for \$930,379.81. Commissioner Lussen seconded the motion. Commissioner Thomas pointed out that President Archambault's voucher questions received answers ahead of the meeting. President Archambault made it a point to review this month's vouchers in its entirety and expressed an appreciation of all the staff work. He asked Superintendent of Parks, Costa Kutulas to provide content to the Green & Associates payment. Superintendent Kutulas stated it was the close out payment on the Golf Service Center work. This money came from the withheld money from the contractor's work that was incomplete and the entire Tennis Center roof project. Commissioner Peterson sought clarification on payment for staff training, which Superintendent Kutulas provided. Commissioner Thomas reminded the Park Board that another commissioner will be needed to review vouchers when he leaves office in May. All voucher questions are available in the backup materials staff provides. A roll call vote was taken. Ayes: Archambault, James, Larkin, Lussen, Peterson, Thomas. Nays: None. Motion carried.



## **REMARKS FROM VISITORS**

Resident, Steve Juliusson spoke about his concerns for Park District use of pesticides. He first approached the Park District in February 2016 with the idea of turning a park an organic test park. He stressed his opinion that no levels of pesticide use is safe. He feels that public non-use would bring focus to residential use of pesticides.

## **APPROVAL OF MINUTES**

Commissioner Thomas made a motion to combine the Committee of the Whole Meeting Minutes of January 10, 2019, the Closed Session Meeting minutes of January 10, 2019, the Regular Board Meeting Minutes of January 17, 2019 and the Committee of the Whole Meeting Minutes of February 13, 2019. Commissioner James seconded the motion. A roll call vote was taken. Ayes: Archambault, James, Larkin, Lussen, Peterson, Thomas. Nays: None. Motion carried. Commissioner Thomas made a motion to approve the consent agenda. Commissioner Lussen seconded the motion. Passed by voice vote.

## **COMMUNICATIONS**

None

## **UNFINISHED BUSINESS**

### **Policy Manual Chapters 1-4 (First Reading)**

Commissioner Thomas made a motion to approve the first reading of Chapters 1-4 of the policy manual as presented. Commissioner Larkin seconded the motion. President Archambault commented on the editing work and that the read was interested, especially related to Park District history. Passed by voice vote.

### **Northfield Park District Beach/Fitness Reciprocal Agreement**

Commissioner Thomas made a motion to approve a one-year reciprocal agreement for 2019 with the Northfield Park District as presented. Vice President Peterson seconded the motion. Superintendent of Recreation outlined the February 13 Committee of the Whole presentation and outlined the fitness pass usage by Winnetka residents. President Archambault asked Superintendent Shea is there were any issues with last year's agreement, which there were none documented issues. A roll call vote was taken. Ayes: Archambault, James, Larkin, Peterson, Thomas. Nays: Lussen.

### **Winnetka Waterfront 2030 – Lakefront Master Plan Update**

Superintendent of Parks, Costa Kutulas provided and update on the planned open houses for community engagement on March 6 and 9. Commissioner Larkin asked about the marketing plan for the open houses. Superintendent Kutulas outline the marketing, which included direct mailing to residents within 500 ft. of the lakefront parks, website, social media, email to beach/launch pass holders, press release, Village website, village e-newsletter and signage at park sites. Through continued discussion, a second email will be sent out with the subject line reflective of the open house. Superintendent Kutulas also shared that Winnetka Park District was mentioned in a recent IDNR publication. A copy will be sent to the Park Board.

## **NEW BUSINESS**

### **Purchase of Track Skid Loader**

Commissioner Thomas made a motion to approve the purchase of (10) 2019 Case TV370T4BC from Burris Equipment of Waukegan, Illinois as presented at a cost of \$66,039.94.

Commissioner Lussen seconded the motion. Superintendent Kutulas outline the use of this skid loader. Rental fee is \$175 per hour and the District has spent \$27,000 in rental fees over the past three years. Commissioner Larkin asked if we explored leasing, which Superintendent Kutulas confirmed but determined a purchase was the better route. A roll call vote was taken. Ayes: Archambault, James, Larkin, Lussen, Peterson, Thomas. Nays: None.

## **MATTERS OF THE DIRECTOR**

Executive Director, John Muno shared the recent article on the Village's work with the Forest Preserves on future planning of a boathouse at the Skokie Lagoons. Staff spent workshop time on Dog Park planning. It will be on the March 21 agenda. There was some discussion about the Park District involvement with the Forest Preserve. Informally the staff keeps up on the activities of the Forest Preserve, but currently nothing formal.

## **BOARD LIAISON REPORTS**

Commissioner Thomas provided an update on New Trier Township and Winnetka Youth Organization.

President Archambault stated there was nothing new to report on stormwater.

## **REMARKS FROM VISITORS**

Resident Liz Kunkle echoed Mr. Juliusson comments early. She would like the Park District to use little or no pesticides. She also reminded the Board that they would like Park representation on the Environmental Forestry Commission (EFC). President Archambault will follow up on that opportunity, as Chuck Dowding did reach out.

## **STAFF UPDATES**

Superintendent of Recreation, John Shea shared information on the Daddy Daughter Date Night, Mother Son Date Night, Camp registration, House League Basketball wrap-up and summer employment.

Marketing Brand Manager, Kelsey Raftery highlighted the summer camp marketing plan and its success to-date. There was further discussion on the marketing, revenue and competition. Commissioner Lussen expressed that residents have sent their kids to other camps, but did not have a great experience and are coming back to our program.

Administrative Services Manager reminded the Board about the Winnetka Youth Organization fundraiser.

**CLOSED SESSION**

Commissioner Thomas made a motion to enter into Closed Session at 6:14 p.m. to discuss the purchase or lease of real property for the use of the public body - Sect. 5 ILCS 120/2 (c) (5). Commissioner Lussen seconded the motion and a roll call vote was taken. Ayes: Archambault, James, Larkin, Lussen, Peterson, Thomas. Nays: None. Motion carried.

At 6:23 p.m., Commissioner Thomas made a motion to return to Open Session. Commissioner Lussen seconded the motion and a roll call vote was taken. Ayes: Archambault, James, Larkin, Lussen, Peterson, Thomas. Nays: None. Motion carried.

There was not action taken.

**ADJOURNMENT**

Commissioner James made a motion to adjourn the meeting at Thomas 6:24 p.m. Commissioner seconded the motion, which passed by a voice vote. Motion carried.

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Mickey Archambault, Board President

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John Muno, Board Secretary

**WINNETKA PARK DISTRICT  
NORTHERN SUBURBAN SPECIAL RECREATION ASSOCIATION  
PROPERTY ACQUISITION  
(1221 COUNTY LINE ROAD, HIGHLAND PARK, ILLINOIS)**

**RESOLUTION #032119**

**IT IS HEREBY RESOLVED**, by the Board of Commissioners of Winnetka Park District, Cook County, Illinois, that: In accordance with the Amended and Restated Articles of Agreement for Northern Suburban Special Recreation Association (NSSRA), Article III A. 3, and V A., the Board of Commissioners of Winnetka Park District hereby approves of the acquisition of property at 1221 County Line Road, Highland Park, Illinois, in accordance with the Purchase and Sale Contract between NSSRA and Lakeside Congregation For Reformed Judaism dated March 8, 2019.

**IT IS HEREBY FURTHER RESOLVED** that if the NSSRA Board of Directors terminates the Purchase and Sale Contract following its due diligence inspection, then the approval set forth above shall be withdrawn.

Adopted this 21 day of March, 2019.

AYES:  
NAYS:  
ABSENT:

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Mickey Archambault, President  
Board of Commissioners  
Winnetka Park District

ATTEST:

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John Muno, Secretary  
Board of Commissioners  
Winnetka Park District

**Winnetka Park District  
Board Summary**

**Date:** March 21, 2019  
**To:** Board of Commissioners  
**Subject:** Melrose Pyrotechnics, Inc. 2019-2021 Agreement  
**From:** John S. Shea Jr., Superintendent of Recreation  
**Through:** John Muno, Executive Director

**Summary**

The Park District and Melrose Pyrotechnics have had an outstanding relationship for 28 years putting on “the best fireworks display on the North Shore” every Fourth of July. Each year the show seems to out due itself from the year before. The 3-year agreement with Melrose Pyrotechnics expired at the conclusion of the 2018 fireworks display. The agreement was in place for the 2016, 2017, and 2018 Fourth of July celebration which encompassed a 25-minute show that would cost \$30,000 annually (discounted \$2,500 from \$32,500 each year).

Since the conclusion of our last contract with Melrose Pyrotechnics, staff have been gathering data on the firework display length from local municipalities to see how we matched up on the Fourth of July. After compiling data, staff came to the realization that we are actually one of the shortest shows. With this information we decided to increase our show from 25 minutes to 30 minutes. By increasing to a 30 minute show we will still continue to put on “the best fireworks display on the North Shore.”

Following our internal research, we spoke to Melrose Pyrotechnics and asked for a new 3-year agreement. The new contract will be for the 2019, 2020, and 2021 Fourth of July Celebration and will consist of a 30-minute fireworks display for \$37,500 each year (discounted \$2,500 from 40,000 each year).

Staff spoke with Steve Adams with Robbins and Schwartz regarding competitive bid for this service. After Mr. Adams review, it was determined that the Park District does not have seek competitive bid for this service.

The contract service agreement was proposed and approved with the 2019 annual budget. This service was budgeted at \$40,000.

**Recommendation**

Staff recommends the Park Board of Commissioners approve the three-year agreement with Melrose Pyrotechnics, Inc. for the 2019, 2020, and 2021 Fourth of July firework displays.

**END**

**From:** Steven Adams [<mailto:sadams@robbins-schwartz.com>]  
**Sent:** Wednesday, March 13, 2019 11:31 AM  
**To:** John Shea <[jshea@winpark.org](mailto:jshea@winpark.org)>  
**Cc:** Steven Adams <[sadams@robbins-schwartz.com](mailto:sadams@robbins-schwartz.com)>  
**Subject:** Pyrotechnics Contract-Competitive Bidding

Hi John,

You have asked me to opine on whether the Park District must competitively bid a contract with a pyrotechnics firm to produce the community's 2019 "4<sup>th</sup> of July" fireworks program.

The short answer is no: the Park District is not required to competitively bid a contract for the production of a fireworks show of the scope and magnitude you described.

I understand the pyrotechnics vendor will perform a unique, artistic program that will include a wide variety of fireworks choreographed to music and timed to create a specific artistic effect on the audience. Clearly the contract must require that the firm utilize individuals that are licensed, and fully capable of designing and executing a show of this nature. Those individuals must possess the necessary skill and expertise to layout, design, plan, prepare and execute a visually unique and artistic fireworks show, utilizing dangerous, volatile, flammable and explosive fireworks. That show must meet the public's expectations from an artistic standpoint. It must do so in a manner that ensures the highest degree of public safety before, during and after the program. The design and execution of the program includes collaboration with the Village's police and fire departments on the design and layout of the area where the program will take place. The professional's skill and expertise is necessary to identify and coordinate with local officials the necessary size, dimensions and locations of the launch site, the audience area, and the fireworks landing area. The knowledge and skill of this professional will factor substantially into this process as well as the artistic aspect of the program.

Section 8-1(c) of the Illinois Park District Code requires Illinois park districts to follow a competitive bidding procurement process if certain criteria are met. Section 8-1(c) in relevant part states: "all contracts involving an expenditure in excess of \$25,000, or a lower amount if required by board policy, shall be let to the lowest responsible bidder after due advertisement..."

The General Assembly has expressly exempted certain types of contracts from the competitive bidding requirement. Notably, the exceptions include the following:

Contracts which, by their nature, are not adapted to award by competitive bidding, such as 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...

70 ILCS 1205/8-1(c).

You have indicated that the District's purchasing policy is in all pertinent respects consistent with the above referenced section of Section 8-1(c) cited above.

Accordingly, we conclude that a contract for the goods and services of a pyrotechnics vendor is a contract which by its nature is not adapted to award by competitive bidding. The vendor's ability and fitness plays an essential part in the acquisition of the fireworks, the artistic design of the show, the layout of the grounds where the show will occur and the overall safety and enjoyment of the public. The Park District must insist that the individuals providing the these materials and services possess a high degree of professional skill and care for the overall benefit of the public.

The Park District is not required to competitively bid a pyrotechnics contract for its 4<sup>th</sup> of July program.

Please let me know if you require any additional information.

Best regards,

Steve Adams

**MELROSE PYROTECHNICS, INC.**

**AGREEMENT**

This contract entered into this 6<sup>th</sup> Day of March AD 2019 by and between MELROSE PYROTECHNICS, INC. of Kingsbury, Indiana and Winnetka Park District (CUSTOMER) of City Winnetka State IL.

WITNESSETH: Melrose Pyrotechnics, Inc. for and in consideration of the terms hereinafter mentioned, agrees to furnish to the Customer **One (1)** Fireworks Display(s) as per agreement made and accepted and made a part hereof, including the services of our Operator to take charge of and fire display under the supervision and direction of the Customer, said display to be given on the evening of July 4, 2019; July 4, 2020; July 4, 2021 Customer Initial \_\_\_\_\_, weather permitting, it being understood that should inclement weather prevent the giving of this display on the date mentioned herein the parties shall agree to a mutually convenient alternate date, within six (6) months of the original display date. If the show is rescheduled prior to our truck leaving the facility, Customer shall remit to Melrose Pyrotechnics, Inc. an additional 15% of the total contract price for additional expenses in presenting the display on an alternate date. If the show is rescheduled after our trucks leave the facility, Customer shall remit to Melrose Pyrotechnics, Inc. an additional 40% of the total contract price for additional expenses incurred. The determination to cancel the show because of inclement or unsafe weather conditions shall rest within the sole discretion of Melrose Pyrotechnics, Inc. In the event the Customer does not choose to reschedule another date or cannot agree to a mutually convenient date, Melrose Pyrotechnics, Inc. shall be entitled to 50% of the contract price for costs, damages and expenses. If the fireworks exhibition is canceled by Customer prior to the display, Customer shall be responsible for and shall pay to Melrose Pyrotechnics, Inc. on demand, all Melrose Pyrotechnics Inc.'s out of pocket expenses incurred in preparation for the show including, but not limited to, material purchases, preparation and design costs, deposits, licenses and employee charges. **5% PRODUCT BONUS WILL BE ADDED TO EACH OF THE THREE DISPLAYS AT NO ADDITIONAL CHARGE.**

MELROSE PYROTECHNICS, INC. agrees to furnish all necessary fireworks display materials and personnel for a fireworks display in accordance with the program approved by the parties. Quantities and varieties of products in the program are approximate. After final design, exact specifications will be supplied upon request. Should this display require any Union related costs; their fees are not included in this agreement.

It is further agreed and understood that the CUSTOMER is to pay MELROSE PYROTECHNICS, INC. the sum of **Thirty Seven Thousand Five Hundred Dollars and 00/100 (\$37,500.00) PER DISPLAY DATE**. A service fee of 1 1/2 % per month shall be added, if account is not paid within 30 days of the show date.

MELROSE PYROTECHNICS, INC. will obtain Public Liability and Property Damage and Workers Compensation Insurance.

CUSTOMER will provide the following items:

- (a) Sufficient area for the display, including a minimum spectator set back of **420** feet at all points from the discharge area.
- (b) Protection of the display area by roping-off or similar facility.
- (c) Adequate police protection to prevent spectators from entering display area.
- (d) Search of the fallout area at first light following a nighttime display.

It is further agreed and mutually understood that nothing in this contract shall be construed or interpreted to mean a partnership, both parties being hereto responsible for their separate and individual debts and obligations and neither party shall be responsible for any agreements not stipulated in this contract. Customer agrees to pay any and all collection costs, including reasonable attorney's fees and court costs incurred by Melrose Pyrotechnics, Inc. in the collection or attempted collections of any amount due under this agreement and invoice.

The parties hereto do mutually and severally guarantee terms, conditions, and payments of this contract, these articles to be binding upon the parties, themselves, their heirs, executors, administrators, successors and assigns.

MELROSE PYROTECHNICS, INC.

CUSTOMER

By Wynn Cramer

By \_\_\_\_\_  
Its duly authorized agent, who represents he/she has full authority to bind the customer.

Date Signed: March 6, 2019

Date Signed \_\_\_\_\_

(PLEASE TYPE OR PRINT)

**Wynn Cramer - Event Producer**

Name \_\_\_\_\_

P.O. Box 302, 1 Kingsbury Industrial Park

Address \_\_\_\_\_

Kingsbury, IN 46345

\_\_\_\_\_

(800) 771-7976

Phone \_\_\_\_\_

bob@melrosepyro.com

Email \_\_\_\_\_

**Winnetka Park District  
Board Summary**

**Date:** March 21, 2019  
**To:** Board of Commissioners  
**Subject:** AYSO Affiliate Agreement  
**From:** John S. Shea Jr., Superintendent of Recreation  
**Through:** John Muno, Executive Director

**Summary**

With the spring season approaching, it is that time of year to review and renew affiliate groups. AYSO soccer affiliate agreement concluded a two-year agreement on December 31, 2018.

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

Traditionally these agreements have been in place for multiple years at a time, but going forward staff is looking to having all affiliate agreements expire at the same time. At the end of 2019 all Recreation affiliate agreements will expire. This allow staff to review and renew all affiliate agreements together.

**Recommendation**

Staff recommends the Park Board of Commissioners approve the AYSO Affiliate Agreement for the 2019 season.

**END**



# American Youth Soccer Organization (AYSO)

## 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 American Youth Soccer Organization (hereafter AYSO). 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. AYSO shall provide its own leadership, structure, and must delegate operational duties to its membership.
2. AYSO shall conduct its own financial business and be financially self-supporting.
3. AYSO 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 AYSO must be residents of the Park District.
  - c. If requested, provide an annual detailed budget to the Park District showing all anticipated revenue and expenditures, and
  - d. If requested, provide an annual audit or detailed report that documents the AYSO current financial standings, including operational revenues, expenditures, and financial reserves.

4. AYSO must submit a written request to the Park District seeking approval to enter sponsorship agreements with potential third party partners. The Park District must approve all potential sponsor partners prior to the execution of a sponsorship agreement. The Park District has the right in its sole discretion to deny any sponsorship agreement that may not be in the best interest of the Park District.
5. AYSO shall provide a list of officers and participants, including addresses and telephone numbers.
6. AYSO shall designate both a liaison and alternate liaison and provide the individuals' telephone numbers and other contact information to the Park District.
7. AYSO agrees and understands that neither the AYSO nor its officials, officers, members, employees or volunteers (collectively "AYSO") 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. AYSO 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 AYSO activity will be the AYSO sole responsibility and not the Park District's. In addition, it is understood that AYSO 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, AYSO will be solely responsible for its own actions. The Park District will in no way defend AYSO in matters of liability.
8. AYSO 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 AYSO privileges under this Agreement
9. AYSO shall not represent itself or members of the AYSO as employees, volunteers, or agents of the Park District.
10. AYSO or members of the AYSO 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 AYSO, 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 maintenance of equipment and/or facilities will be charged to the Community Group/Affiliate.
13. AYSO 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 AYSO activities and use of Park District property and facilities, unless otherwise specified and agreed to in writing.
14. Activities, programs, and events sponsored by AYSO 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. AYSO 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. AYSO is solely responsible for determining whether any conviction disqualifies any employee/volunteer.
16. AYSO agrees to cross-reference all staff, employees and volunteers with the state and/or local Child Offender Database.
17. AYSO understands and agrees that it solely responsible for determining whether any staff, employee, or volunteer is qualified and suitable for any AYSO 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 2 months in advance to ensure availability. Park District Programs take precedence. AYSO will receive a discount rate and priority for use of fields, courts, rooms or other Park District facilities. Priority scheduling will be as follows:
  - a. Park District Programs
  - b. Affiliate Groups

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

2. It is the sole responsibility of AYSO to determine whether any facility, field, or location is safe and/or appropriate for any intended use.
3. AYSO 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. Any holes or low spots on any field should be marked with field marking paint or spray paint for park maintenance crew to fill in. This shall be performed on an as-needed basis.
5. AYSO is solely responsible for providing supervision and security services, as needed, for any and all AYSO activities. The District shall assist in securing a police supervision (one individual) for parking and safety details. No games shall be played if proper police supervision is not secured.
6. The Park District does not assume any responsibility, care, custody, or control of any AYSO property or equipment brought upon or stored upon Park District property. AYSO is solely responsible for the safety and/or security of any property or equipment brought upon or stored on Park District property. AYSO shall store all equipment in a clean and tidy fashion.
7. AYSO shall adhere to all applicable facility and Park District ordinances, rules, regulations, policies, and procedures.

### **III. Rental/Usage Fee**

In accordance with WPD user/fee policy-2013

1. AYSO shall reimburse the WPD for all direct costs including supplies and labor.
2. AYSO shall pay an affiliate group field user fee of \$15/hour (billed and payable per scheduled hours per session). 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 hasn't been paid in full.
3. AYSO must provide the final schedule two weeks before the season starts for scheduling of the fields and for the user field fees. A 24-hour cancellation notice is required by the WPD if the field reservation is cancelled. If proper notice is not given, the fields reservation will be charged for that day/night. If weather causes a cancellation, the fields will not be charged.

### **IV. Advertisement**

The Park District will provide the AYSO with a maximum of one-quarter page of advertising in their seasonal program guide, if AYSO so desires. Such promotional material must be submitted in accordance with District's brochure deadlines. AYSO 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 AYSO website. The affiliate will be asked to reciprocate this practice.

### **IV. Insurance and Indemnification**

AYSO 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 AYSO activities:

#### **A. Commercial General and Umbrella Liability Insurance**

AYSO 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 AYSO 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 AYSO 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, AYSO 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, AYSO 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, AYSO 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 AYSO use of any Park District property or facility.

**E. General Insurance Provisions**

**1. Evidence of Insurance**

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

AYSO 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 AYSO 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, AYSO 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**

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

## **V. OTHER**

- AYSO is responsible for ensuring that soccer goals are securely anchored before all games and practices. AYSO shall follow the Illinois Movable Soccer Goal Safety Act (Also known as Zach's Law).
- AYSO is responsible for following the Park District's severe weather protocol.
- AYSO shall work with the District to promote soccer opportunities, where appropriate. They shall further work cooperatively with the District to ensure that soccer 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.
- AYSO shall respect the neighborhoods surrounding the soccer parks while complying with all park rules.
- AYSO agrees to not schedule all four soccer fields at Nick Corwin Park at any one time for practices or games.

## **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**

a. The initial term of this Agreement shall commence on the date hereof **March 15, 2019** and end on **November 20, 2019 (during the AYSO seasons)**.

b. 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 AYSO 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 AYSO has breached any of its obligations under this Agreement.

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

c. AYSO 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 AYSO by the Park District shall be promptly reimbursed.

d. The Agreement may be amended by the written approval of both Parties.

### VIII. ADA Policy/Requirements

- 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.
- AYSO 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 Community Group/Affiliate 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.
- AYSO 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.
- AYSO 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 Community Group/Affiliate 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. 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.

Thomas Fry

Authorized Signature of ASO 425  
Community Group/Affiliate

3-5-2019

Date

\_\_\_\_\_  
Authorized Signature of Park District

\_\_\_\_\_  
Date

## Winnetka Park District

### Board Summary

**Date:** March 21, 2019  
**To:** Board of Commissioners  
**Subject:** Equipment Replacement – Grounds Master 3280-D 4WD  
**From:** Greg Fields, Parks Operation Manager  
**Through:** John Muno, Executive Director

#### **Summary:**

The Parks Department has identified the need to replace one 2009 Toro Grounds Master 328-D. This mower has had year round use since purchased. It has been used for daily summer mowing jobs as well as winter snow removal. Staff has identified Toro Grounds Master 3280-D 4WD as the best replacement option.

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

Reinders Company submitted a quote via the National Intergovernmental Purchasing Alliance for (1) “Toro Grounds Master 3280-D Mower” with the gross delivered price of \$40,843.29. This price includes the purchase of (1) Toro Grounds Master 3280-D mower for a unit price of \$18,868.88 as well as the required attachments for \$21,974.41. The trade-in allowance is \$350 for a net price of \$40,493.29. Staff feels that the “trade-in allowance” given the 14 years of service is a fair price considering condition and hours on the motor. The budgeted amount for this item is \$42,000.

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

#### **Recommendation:**

Staff recommends that the Park Board approve the purchase of (1) new “Toro Grounds Master 3280-D mower” from Reinders Company of Sussex Wisconsin with the configuration shown on the quote as presented through the National IPA Bid for the net price of \$40,493.29 which includes the trade-in allowance of \$350.

**END**



Whitey Anderson, SCPS  
 Territory Manager  
 911 Tower Road  
 Mundelein, IL 60060  
 Cell (630) 251-4832  
 Fax (847) 678-5511  
[wanderson@reinders.com](mailto:wanderson@reinders.com)

Acct #: 221276  
 Winnetka Park District  
 540 Hibbard Road  
 Winnetka IL 60093

<u>Quote ID</u>	Quotes Good for 30 days
<u>Quote Date</u> 3/5/19	Tax Not Included In Quote

Attn: Greg Fields

**PRICE QUOTATION**

<i>Qty</i>	<i>Model #</i>	<i>Description</i>		<i>Total</i>
1	30345	Groundsmaster 3280-D 4WD	NIPA Contract Pricing	\$18,868.88
1	31335	72 Inch Guardian Recycler deck with 4 castor wheels	Contract # 2017025	\$5,376.25
1	30313	Seat Suspension, Air Ride		\$595.10
1	30398	Standard Seat		\$388.65
1	30707	Armrests		\$156.40
1	108-9687	Armrest Adaptor Kit		\$44.39
1	24-5780	Rear Weight Kit (70 Lbs)		\$390.87
4	24-5790-01	Rear Weight Kit (35 Lbs)		\$704.60
4	325-8	Screw		\$10.79
4	3253-7	Washer Lock		\$2.06
1	120-6640	Auxiliary Valve Kit		\$616.49
1	30382	12V Power Port/Electrical Accessory Kit		\$131.38
1	44549	Pro Force Debris Blower (GM 328/3280)		\$5,513.10
1	30493	Mounting Kit, Proforce Debris Blower		\$1,749.33
1	ES1600-01	53 inch Erskine Snowthrower		\$6,295.00
1	Trade-in	2009 Toro GM 3280-D 4WD		(\$350.00)
			Sub-Total	\$40,493.29
			Sales Tax	\$0.00
			Total	\$40,493.29

Proposal Summary and Agreement

I am pleased to submit the attached proposal for your consideration

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

All prices quoted include delivery to your facility unless otherwise stated. The preceding pricing is valid for 30 days unless otherwise stated. Prices include assembly where applicable and accessibility to parts and service manuals. Timing at delivery may vary and is subject to manufacturer's availability. Purchaser is responsible for applicable taxes. All financed items will require lease documentation be returned to the finance company and approved for shipment by the lessor before delivery can be completed.

ORDER ACCEPTANCE AGREEMENT

By signing below, I am authorizing Reinders, Inc. to proceed with fulfilling the product order based on the quote I.D.# noted and that I have reviewed the quote in its entirety. Unless otherwise indicated I agree to accept delivery on the earliest date that this product can be shipped to our location(s). Any and all trades associated with this order will be ready for pick up at time of delivery of this order. **A 2.5% service fee will apply for all credit card transactions.**

Quote I.D. # \_\_\_\_\_ Accepted Equipment Delivery Date \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Whitey Anderson, SCPS  
Territory Manager  
Reinders, Inc.

**Winnetka Park District  
Board Summary**

**Date:** March 21, 2019  
**To:** Board of Commissioners  
**Subject:** Maple Street Park Boardwalk Replacement  
**From:** Costa Kutulas, Superintendent of Parks  
Rick Schram, Landscape Architect  
**Through:** John Muno, Executive Director

**Summary:**

Staff has identified the existing boardwalk at Maple Street Beach to be in poor shape and proposed a plan for replacing the existing worn and warped carpet and decking with new Ipe hardwood and treated lumber understructure.

Staff has received a proposal from F.H. Paschen, S.N. Nielsen for the renovated boardwalk. This cost would be \$82,300.00. Staff will be performing the demolition of the existing boardwalk in-house. This will result in a savings of \$12,100.00 (if F.H. Paschen performed the work).

The Winnetka Park District will purchase the Ipe hardwood decking material direct to save on the markup costs by the contractor. The budget for this project is \$125,000.00.

To facilitate this work, staff is looking to a program called Job Order Contracting (JOC) which allows the district to work directly with the contractor without having to go through the standard bid process. The JOC program is authorized through the “Intergovernmental Cooperation Act” (5ILCS 220/1 et seq) and “Governmental Joint Purchasing Act” (30ILCS 525/0.01 et seq) from the “Purchasing Act”. Part of the base competitive solicitation states that all purchase be based on the lowest responsible bidder.

The contractor who was awarded the Lakemoor 17-RFP-512 General Government Services – General Contracting Services 9/11/2017 – 9/11/2027 was F.H. Paschen, S.N. Nielsen & Associates LLC from Chicago Illinois. F.H. Paschen was the same contracting firm who won the building scope of work for the Hubbard Woods Park Project and completed the renovations at both the Golf Service Center Outbuildings and Indian Hill Park Shelter.

**Recommendation:**

Staff recommends that the Park Board approves for staff to contract with F.H. Paschen, S.N. Nielsen & Associates LLC from Chicago Illinois to complete the Maple Street Park Project as quoted through JOC for \$82,300.00.

**END**

March 8, 2019

Winnetka Park District  
Attn: Costa Kutulas  
1380 Willow Road  
Winnetka Illinois 60093

**RE: Maple St Beach Boardwalk**

Dear Mr. Kutulas:

FH Paschen has visited the project site with the Winnetka Park District and agreed to the following scope of work, and the current existing conditions. We are pleased to present the following scope and budget for your review.

**Scope of Work**

- Provide project performance and payment bond
- Demo and remove existing deck boards
- Load and move demo debris to concrete ramp area and load into truck supplied by WPD. WPD to be responsible for moving debris up the hill and loading into dumpster. Dumpsters supplied by WPD.
- Layout and drill holes in steel H Piles and steel channels. Approx 1,068 holes total
- Supply and install #1 SYP treated 2x framing for new deck structure
  - Double 2x12 headers
  - 2x12 skirt boards
  - Double 2x10 joists between and next to steel channels
  - Provide joist hangers and stainless steel bolts for all connections
- Supply fasteners and pre-drill all IPE deck boards
- Install owner supplied IPE decking and IPE 1x trim
- All cut ends to be treated with IPE end grain sealer
- Clean up of all debris to concrete ramp area for removal and disposal by WPD.

**Clarifications**

- It is noted that this work must be completed by Memorial Day 2019. Work must start on site 4-6 weeks prior.
- This proposal *excludes* any permit fees
- This proposal *excludes* the supply of any dumpsters
- This proposal *excludes* the removal and disposal of any hazardous material.
- This proposal *excludes* any unforeseen conditions that may arise.
- This proposal *excludes* any overtime or premium time, proposal is based on normal work hours.
- This proposal includes only the following items described in the above scope.

The budgeted cost to furnish and install the above referenced work is as follows:

**Demolition Scope: \$12,100.00**

**Deck Framing and IPE Installation: \$82,300.00**

Please review this information at your earliest possible convenience and advise us as to how you wish to proceed. All required documents will be submitted at your request. If you have any questions or concerns, please do not hesitate to call.

Respectfully,

Dan Zivilik  
Project Manager

Cc: File

**Winnetka Park District  
BOARD SUMMARY**

**Date:** March 21, 2019  
**Subject:** Policy Manual: Chapters 1-4 (2<sup>nd</sup> Reading/Adoption)  
**From:** Mary Cherveney, Administrative Services Manager  
**Through:** John Muno, Executive Director

**SUMMARY**

Per policy, two readings are required prior to formal Board adoption. Tonight is the 2<sup>nd</sup> reading/adoption.

**STAFF RECOMMENDATION**

Staff recommendations Board approve and adopt Chapters 1-4 of the policy manual as presented.

**END**



**WINNETKA PARK DISTRICT  
POLICY MANUAL  
CHAPTER 1**

**HISTORICAL SIGNIFICANCE**

- 1.01 History**
- 1.02 Name of District**
- 1.03 Statutory Authority**
- 1.04 Names and Locations of Parks**
- 1.05 Commissioners of the Winnetka Park District**

## 1.00 HISTORICAL SIGNIFICANCE

### 1.01 HISTORY

#### **Winnetka – The Land of Beautiful Parks**

February 4, 1904 marked the first meeting of the Park District Board of Commissioners. Attendees included Rev. Haarth, President; George Baker, Commissioner; Charles Thorne, Commissioner; C.W. Coman, Commissioner; H.A. DeWindt, Commissioner; Max Meyer, Treasurer; and Mary Busscher, Secretary. Tax funds were not available, so the commissioners formed a syndicate, which collected \$8,548.30 to purchase what is now Winnetka Station Park, and loaned the Park District \$300 for expenses. In June, 1904, the Winnetka Park District acquired the park land through a referendum, and by August repaid the commissioners with interest.

Today, the Winnetka Park District manages 27 park sites totaling 236 acres of park land within its boundaries. One of the most interesting and extensive land acquisitions is a 142-acre tract at Hibbard Road and Elm Street. Presently, it is one of the most valuable pieces of land in Cook County and the idea to acquire this tract developed when F.W. Burlingham donated it to the Winnetka Park District. There, a baseball diamond was laid out and the Board later acquired the adjoining 40 acres.

In 2011, the Park Board initiated significant improvements at Skokie Playfield, based on the 2010 adopted Skokie Playfield Master Plan. This included a 4 million gallon underground stormwater storage vault, synthetic turf fields and driving range renovations.

#### **Lake Front Acquisitions and Beaches**

Early settlers gradually bought the desirable and expensive lakefront properties for homes. They acquired riparian rights and reserved the adjoining beach areas for their own private use. This left very few public beaches, and the only truly accessible public beach was from Tower Road.

In 1905, the Park Board identified the need to acquire more beach front property. They sought to purchase more beaches along Sheridan Road at the north end of Maple Street to what is now Maple Street Beach. A referendum was passed to purchase the entire piece of property. Through the ingenious efforts of W.C. Boyden, the commissioners were able to pay \$28,250 at the rate of \$120 per foot of frontage to purchase the property. His unique idea was to sell subscriptions for the purchase of this park, similar to the method used in buying the Station Park, therefore lowering the cost by about \$4,000. Although “Lake Front Park” (now called Maple Park) was bought in 1905, most improvements to the park were delayed until 1910.

In 1910, a beach house was built and Maple Street Beach was officially opened for swimming.

In 1958, a small beach at the end of Elder lane was officially opened for public use.

In 1961, the Park Board acquired 720 feet of lakefront, south of the Tower Road Power Plant, as well as 10 acres of wooded land now known as Lloyd Park. A bond referendum was passed to finance the purchase. The property was developed for \$475,000; \$345,000 for the acreage with the remaining \$130,000 for a beach house, maintenance, park attendants, boat-launching facilities, boat racks, life guards, and park and picnic grounds. Lloyd Park officially opened July 15, 1963.

In 1969, the Park Board purchased its fifth lakefront property between Sheridan Road and Fuller Lane, named Centennial Park. The park is comprised of five acres. The property was purchased for \$550,000.

In ~~2014~~ 2016, the Commissioners of the Park Board adopted a master plan process for all five lakefront parks. This master plan process was led by a citizens committee which engaged the community, developed comprehensive and multifaceted site plans and made recommendations to the Park Board on priorities of the implementation plan. The resulting Lakefront Master plan titled Winnetka Waterfront 2030 will be the principal guide for lakefront improvements into the future.

## **Golf**

In 1915, forty acres known as Skokie Playfield was purchased. The Park Board decided to set aside thirty acres of this tract for a nine-hole golf course. Construction of the course began in early 1916, and opened for play in July of the same year.

An immediate success, the Park Board recognized the need for a larger course. In 1916, forty additional acres were acquired through a generous donation by Mr. and Mrs. Ayers Boal Sr. and an additional nine holes was created. In 1919, a full eighteen-hole golf course opened to the public.

In 1932, the need for a new golf clubhouse was identified. Architects were hired and the clubhouse opened in June, 1934. Improvements to the course were made throughout the next thirty years that included paths, water fountains, drainage, irrigation, etc.

In 1959, the Winnetka Park District and the Village of Winnetka signed a lease for the west half of a forty acre tract located north of Willow Road and west of Hibbard Road for the construction of a Par 3, 9-hole golf course.

In 1982, the Winnetka Park District created a long range master plan for its golf operations. The plan called for a complete renovation of the 18-hole and Par 3 golf courses over a 10 to 15 year period. Since the master plan was adopted, the Par 3 land, which had been leased, was purchased from the Village of Winnetka in 1985.

In 1985, a 30-station driving range was built and lights were added to the range in 1997. A major renovation of the driving range was undertaken in 2014 which consisted of new target greens, tee boxes and accommodations related to better stormwater flood control.

In 1991, the current clubhouse was constructed.

In 1993, the Winnetka Park District purchased the “Morrow Property”, a residential home that was nestled amongst the 5<sup>th</sup> hole on the Par 3 Golf Course. The space was later developed to accommodate a winter sled hill in 2013. To complement this amenity, an outdoor refrigerated ice rink was added in 2015 to the south of the indoor ice rink to enhance winter programming of the park district.

In 2007, work began on a comprehensive facelift to the 18-hole championship course. Major improvements included a new triple-row irrigation system, a new pump house, eight new tee complexes and a total of 18 new (or renovated) bunkers.

### **Tennis**

In 1962, one of the first indoor tennis facilities in the Chicago area was built in Winnetka. It contained two clay courts, dressing rooms and spectator seats. The funds for construction were provided by Mr. and Mrs. Arthur C. Nielsen Sr., “as a means of expressing their appreciation of the privilege of living in Winnetka since 1922.”

In anticipation of high demand, the structure was designed to facilitate more indoor courts. In 1964, two more courts were added.

The courts were overwhelmingly popular and the Winnetka facility was unable to meet the demand with four courts. The solution was to double the existing number of courts. Construction funds were again provided by Mr. and Mrs. Arthur C. Nielsen, Sr., and the expansion of four additional courts and support facilities was completed in 1975.

In 1975, the opening of the new tennis facility was named in honor of Mr. and Mrs. Arthur C. Nielsen, Sr., thanking them for their generous support.

In need of a major renovation, the Park Board implemented a \$2.0M buildout to update the existing facility and the addition of the lobby area and new tennis lounge in 2013.

Outdoor tennis courts were constructed adjoining the indoor complex described above in 1960. The total number of exterior courts grew to 12 which has served as center stage of the annual USTA Nielsen Pro Tennis Championship Tournament since 1984.

In 2016-2017 outdoor tennis courts 8-12 were completely renovated through a generous donation from the Theodore Eckert Foundation.

### **Ice**

In 1939, a regulation-size ice hockey rink was constructed at the Indian Hill Park. It was moved to the Skokie Playfield in 1950 and lighted.

In 1941, a small ice rink was built east of the current tennis courts at Skokie Playfield and was later enlarged to the size of a tennis court. It was then moved from Skokie Playfield and placed inside the north bank of the outdoor tennis courts when additional outdoor tennis courts were built in 1960.

In 1969, a survey was conducted by the Winnetka Skating Association. The findings revealed ice skating was ranked third in popularity, just behind swimming and golf. 76 percent of the residents interviewed had a favorable opinion toward the building of an indoor skating facility.

In 1970 and 1971, the Winnetka Caucus platform recommended that the Park Board consider building an indoor ice rink financed through the sale of Revenue Bonds. The Park Board moved forward with the sale of \$500,000 of revenue bonds to finance such a facility. The Winnetka Ice Arena was completed in the summer of 1972.

The first year of operation proved highly successful. There was a sufficient surplus generated, and the Park Board approved the sale of an additional \$120,000 of Revenue Bonds in 1973 to finance improvements in the facility consisting of Plexiglas enclosures above dasher boards, construction of bleachers, remodeling of the locker room, refreshment booth, etc. During the years 1974 and 1975, operations of the ice arena did not produce sufficient profit to meet its interest payments and scheduled bond principal retirement.

Between 1975 and 1979 the Ice Arena's demand for more ice time for both hockey and figure skating increased significantly. During the same period time, the rise of utility rates increased so fast that the revenue from usage did not keep up with the increase in operating expenses. The ice arena fees were not able to cover the operating costs and bond retirement. The ice arena was barely meeting operating costs and was falling behind in the reserves needed to retire the revenue bonds.

In 1979, 1981 and 1983, the Winnetka Park Board and the Citizen Committee sent letters to revenue bond holders asking them to donate their bonds as a community service to help relieve the financial problem at the Ice Arena. The community answered the call for financial help by donating over \$250,000 in revenue bonds. An additional \$150,000 was generated by golf tournaments, skate-a-thons and cash contributions.

By 1990, the Ice Arena's financial condition had improved and operating costs as well as capital improvements were able to be funded by ice revenues, with a sufficient surplus and reserves to be set aside.

In 2000, the ice arena underwent a substantial renovation. Major elements of this upgrade included replacement of the ice surface floor and replacement of the refrigeration system.

With community demand for a reliable outdoor ice skating opportunity, a fundraising effort was undertaken to finance the adjoined artificial ice rink located to the south of the indoor ice facility. This rink was open to the public for the first time in the winter of 2014.

### **Platform Tennis**

In 1974, members of the Winnetka Tennis Association asked the Winnetka Park Board to consider construction of two outdoor paddle tennis courts. A feasibility study was conducted in 1975.

In 1976, the Winnetka Paddle Tennis Committee of the Winnetka Tennis Association presented to the Winnetka Park Board, \$20,873 as a result of the group's fund raising efforts. The funds were raised through the sale of advance season membership, permanent court times and gifts and were used for the construction of courts one and two.

In 1977 and 1978, a third and fourth court were constructed. This expansion was repeated in 2007 when the fifth and sixth courts were added to the facility.

In need of replacement, the original paddle facility was replaced with the current structure in 2004. This major initiative was partially funded by the Winnetka Paddle Tennis Club which boasts the largest membership of its type in the country.

Winnetka Park District's parks and facilities are well maintained and have inviting appearances. They attract newcomers to the community. This vitality supports home sales and increases the value of Winnetka property. The Park District's substantial land holdings, the broad distribution of park land and the wide range and quality of its program offerings help to make Winnetka a top district for its size.

### **1.02 NAME OF DISTRICT**

The official name and address of this Park District shall be:

**THE WINNETKA PARK DISTRICT  
540 HIBBARD ROAD  
WINNETKA, ILLINOIS 60093**

### **1.03 STATUTORY AUTHORITY**

Illinois Park Districts, which abound throughout the state, are units of local government. Under Illinois law, residents of any territory having a population of less than 500,000 residents are authorized to form a park district, which thereafter have the ability to create and maintain park programs and facilities and levy taxes.

Park Districts are formed for the primary purpose of providing recreation services and acquiring and developing land necessary to meet that legislative authority. Park Districts are not responsible to provide other municipal services, such as streets, sanitation, sewage, police and fire protection, etc.

Illinois park districts do not have to be coterminous with the boundaries of a city or village. Territory outside of the Village of Winnetka may be included in the park district, permitting better community service and increasing real estate tax revenue potential. Also, park

districts can remain removed from the politics of other units of local government as they are independent entities, separate and distinct from the village, county, libraries and schools. By establishing a separate park district, Winnetka's resident founders established a level of protection for the Village's park land, programs and facilities not available to communities operating with only a village-controlled parks and recreation department.

A park district is an agency through which, in part, the people of the state/district carry on government, but it is not purely local in function. The Park District's property is held in trust for the use of the people of the state at large and not for the exclusive use of the people of the district. *Quinn v. Irving Park District*, 207 Ill. App. 449 (1st Dist. 1917).

A park district is a creation of the legislature and has no inherent powers, but only such powers as have been granted it by the legislature, or as are necessarily implied to affect the powers specifically granted.

The Winnetka Park District is a unit of local government, duly organized on September 22, 1903, under an act of the General Assembly of the State of Illinois, entitled "An Act to Provide for the Organization of Park Districts, and the Transfer of Submerged Lands to Those Bordering on Navigable Bodies of Water," approved June 24, 1895, and acts amendatory thereof. Park Districts formed under this Act were known as "Submerged Land Park Districts."

In 1947, the legislature enacted "The General Park District Code" This was the first step in codification of laws pertaining to Park Districts of less than 500,000 residents and it incorporated all the basic laws for the three different types of Park Districts existing at that time. The 1895 Act, under which the Winnetka Park District was organized, was repealed, and the Winnetka Park District became a "General Park District."

**1.04 NAMES AND LOCATIONS OF PARKS (owned & leased)**

<u>NAME OR PARK</u>	<u>ACRES</u>	<u>LOCATION</u>
1. Arborvitae	.09	N.W. Corner Elm St. and Arbor Vitae
2. Bell Woods	3.57	Bell Lane and Tower Road
3. Robert E. Burke Memorial Park (V)	.23	Green Bay Road and Church Street
4. Centennial Park	5.22	225 Sheridan Road
5. Village Green	3.3	Elm to Oak, Maple to Cedar Street
6. Crow Island Park	17.91	Willow to Sunset, Euclid to Glendale
7. Franklin Dunbaugh Park	1.42	Northside of Hubbard Place
8. Dwyer Park	1.23	Elm to Oak, Birch to Dwyer Court
9. Nick Corwin Park	6.05	West of Grove at Edgewood Lane
10. Elder Lane Park	4.56	East of Sheridan at Elder Lane
11. Glencoe Park	.39	Woodlawn and Glenwood
12. Happ Road Park	.38	Happ Road & Holder Lane, Northfield
13. Hill Road Park	.30	Green Bay Road to Railroad at Hill Road
14. Hubbard Woods Park	1.38	Merrill to Gage, Linden to Railroad
15. Indian Hill Park	3.36	Hill to Winnetka Ave., east of Railroad

16. Maple Street Park	3.00	East of Sheridan at Maple Street
17. Library Park	.26	Oak to Green Bay, east of Library
18. Lloyd Park	9.53	East of Sheridan at Lloyd Place
19. Merrill Park	.13	Merrill Street and Gordon Terrace
20. Northfield Park	1.99	Eden's Pkwy. to Lockwood at Sunset
21. Sheridan Park (V)	1.20	Park Lane to Maple at Sheridan Road
22. Skokie Playfield	162.01	West of Hibbard, Pine to Oak
23. Tower Road Park	3.75	East of Sheridan at Tower Road
24. West Elm Street Park	3.74	Spruce to Elm, Berkeley to Glendale
25. Station Park	.83	Elm to Oak at Green Bay Road
26. Green Bay Trail(V)	9.38	Wilson Ave. and Maple St.

(V) Denotes properties owned by the Village of Winnetka but which are govern, managed, maintained and programmed by the Winnetka Park District.

### 1.05 COMMISSIONERS OF THE WINNETKA PARK DISTRICT

F. J. Haarth	1904-1919
George Baker	1904-1906
C.W. Coman	1904-1908
Charles S. Thorne	1904-1912
H. A. DeWindt	1904-1909
Horace M. Capron	1906-1911
Gustaf Nelson	1908-1912
John L. Hamilton	1909-1914
Morris L. Greeley	1910-1916
2nd Term	1918-1923
J. Willard Bolte	1911-1916
James F. Porter	1911-1915
George W. Gordon	1912-1917
John R. Leonard	1914-1918
Edward B. DeGroot	1914-1914
Louis Kuppenheimer	1914-1917
Edward S. Rogers	1916-1921
William S. Elliot	1916-1920
Arlan W. Converst	1917-1929
Archibald A. Beebe	1917-1918
Lawrence Howe	1917-1918
John Stuart	1918-1923
Wallace D. Rumsey	1920-1925
James A. White	1921-1927
Carl H. Zeiss	1923-1929
George B. Massey	1923-1931
Sidney Wellbeloved	1925-1937
John Edgar Freeman	1927-1933



COMMISSIONERS OF THE WINNETKA PARK DISTRICT (Cont'd.)

L.H. Bouscaren	1928-1929
Hobart P. Youngs	1929-1935
Harry J. Dunbaugh	1929-1935
2nd Term	1938-1939
John C. Nevins	1931-1939
Edwin H. Clark	1933-1938
Dr. Davies Lazear	1935-1941
W. O. Kurtz	1935-1941
Arthur S. Lytton	1937-1941
Denison B. Hull	1939-1945
Ralph K. Rockwood	1939-1944
Rollin D. Wood	1941-1947
J. Roy West	1941-1942
Louis H. Northrop	1941-1947
William H. Rothermel	1942-1949
Bob W. Anderson	1944-1946
Beatrice F. Williams	1945-1951
Joseph C. Houston, Jr.	1946-1953
C.M. Biddle, Jr.	1947-1953
Ralph D. Huszagh	1947-1947
Richard C. Lewis	1947-1955
Guilford R. Windes	1949-1955
Helen F. Anderson	1951-1957
Kenneth A. Rouse	1953-1956
Henry W. Persons	1955-1955
Calvin F. Selfridge	1953-1959
Robert N. Bayless	1953-1959
Raman W. Stultz	1955-1961
Morris K. Wilson	1956-1961
Roger K. Ballard	1957-1963
John A. Beierwaltes	1959-1965
Robert J. Urban	1960-1965
Walter L. Cherry	1961-1967
Barbara Robertson	1961-1967
Donald Erickson	1963-1969
James Bateman, Jr.	1965-1971
Joseph R. Varley	1965-1971
Frank R. Belmont	1967-1973
Harold I. Orwig	1967-1973
Kenneth L. Fox, Jr.	1969-1975
John D. Ingram	1971-1977
Paul H. Lee, Jr.	1971-1977
George F. Greve	1973-1979
Eugene T. Detmer	1973-1974

COMMISSIONERS OF THE WINNETKA PARK DISTRICT (Cont'd.)

Virginia O. Schoder	1974-1975
Edith M. McKee	1975-1979
Walter V. Holt	1975-1981
W. Barker French	1977-1978
Margot H. Tukey	1977-1980
William W. Graham	1978-1980
Ike Oberman	1979-1983
Raymond A. Zonarini	1979-1983
Carolyn A. Nelson	1979-1983
James Kruempelstaedter	1979-1983
Peter Dickinson	1980-1985
Charles Rammelt	1980-1985
Jean B. Schreiber	1981-1993
Earle Metzger	1983-1987
Rocky Barber	1983-1987
Kenneth Chalmers, Jr.	1983-1987
Denison B. Hull	1983-1987
Vernon Funk	1983-1987
Peter McNerney	1985-1989
Bruce Stevens	1985-1989
Elizabeth Ramsdell	1987-1991
Thomas Russell, Jr.	1987-1991
Robert Linn	1987-1991
Mariangela Dahl	1987-1995
Ron Bess	1989-1993
Dick Golden	1989-1993
Peter Butler	1991-1992
Mary Garrison	1991-2007
Charlie Baby	1991-1995
Robert Linn	1992-1993
Houstoun Clinch	1993-2001
Joseph Dooley	1993-2003
Peter Wemple	1993-2001
Barbara Williams	1993-1997
Leonard Wood	1995-1997
Bill Kanzer	1995-1998
Ken Roffe	1997-2001
James Egan	1999-2000
Leslie Maguire	1997-1998
Bill Murphy	1997-2007
Mariangela Dahl	2000-2001
Zane Smith	2001-2007
Carolyn Kurtz	2001-2009
Julia Hanna Goodman	2001-2005

COMMISSIONERS OF THE WINNETKA PARK DISTRICT (Cont'd.)

Ian Sherman	2001-2009
Susan Snyder	2003-2011
John Thomas	2005-2009
Julie Hanna Goodman	2007-2008
Bob Vanden Bosch	2007-2011
Richard Pierce	2007-2015
John DiCola	2009-2013
Brad McLane	2009-2017
Ed Harney	2009-2015
Gerri Kahnweiler	2009-2017
John Thomas	2011-2019
Ian Larkin	2011-2019
Teresa Claybrook	2013-
Arthur "Mickey" Archambault	2015-
John Peterson	2015-
Warren James	2017-
Eric Lussen	2017-

**END**

2019 Tracking

Review and Update	January 2019
Committee of the Whole:	January 10, 2019
Board First Reading:	February 28, 2019
Board Second Reading & Adoption:	March 21, 2019

Review Due:	January 2022
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Notes:

**WINNETKA PARK DISTRICT  
POLICY MANUAL  
CHAPTER 2**

**PURPOSE, OBJECTIVES, AND PHILOSOPHY**

- 2.01 Introduction**
- 2.02 Philosophy of the District**
- 2.03 Mission Statement**
- 2.04 Purpose and Objectives**
- 2.05 Responsibilities**
- 2.06 Safety Statement**

## **2.00 PURPOSE, OBJECTIVES, AND PHILOSOPHY**

### **2.01 INTRODUCTION**

Since the Winnetka Park District was formed in 1904, the delivery of recreational activities has become an increasingly complex undertaking. Laws and regulations governing Illinois units of local government and the scope and cost of maintaining recreational property and facilities and delivering recreational programming have grown continuously since the District's formation. As a result, continuity of administration is essential. For this purpose, specific policies of the Winnetka Park District have been codified herein to serve as a guide to the Park Board and the District's administrators.

From time to time, federal, state, local laws and regulations impacting park district operations are added, modified and repealed. As changes occur, they need to be studied, incorporated and applied by Park District's board, staff and professionals to ensure the Park District's compliance by those involved in conducting the affairs of the Winnetka Park District.

### **2.02 PHILOSOPHY OF DISTRICT**

Leisure experiences, whether enjoyed through programmed activities or individually experienced, promote creative human growth through fulfillment of fundamental needs, acceptance, recognition, sense of belonging, feeling of human adequacy, security, creative expression, and other profound and universal elements of personal development. The provision of opportunities for the healthy and constructive use of leisure time is essential to a democratic society. The nature of a democratic society suggests that of paramount importance are: first, the personal worth and human dignity of the individual; second, a faith in the intelligence of human beings and the need to encourage people to make a personal contribution to the society in which they live; third, individuals must have opportunities to develop their potential to the highest degree; and fourth, the welfare of the people is determined by their acceptance of the common good as their aim.

The provision of recreation services creates positive opportunities for: (i) people to share with each other; (ii) development of leadership capacities; (iii) people to learn new skills for present and future enjoyment; and (iv) people to meet responsibilities to each other and to society.

### **2.03 WINNETKA PARK DISTRICT MISSION STATEMENT**

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

## **2.04 PURPOSE, OBJECTIVES, AND PHILOSOPHY**

It shall be the purpose and objective of the Winnetka Park District to provide wholesome and meaningful facilities and recreation programs for family and individual benefit without regard to race, color, religion, sex, sexual orientation, national origin, ancestry, age, marital status, physical or mental disability, military status, unfavorable discharge from military service, pregnancy, personal beliefs, or economic status.

Consistent with the above statement, the Winnetka Park District shall endeavor, within its financial resources, to plan, procure, develop and maintain park and recreation resources and to provide the public with opportunity for using its leisure time.

When it is determined by the Park Board to be in the interest of the residents of the Park District, the Park District may build and maintain facilities using in whole or in part, such revenues derived from the operations of a special facility.

The Winnetka Park District will provide said services at such costs as are consistent with the policies set forth regarding the establishment of fees and charges.

It shall be the Winnetka Park District's goal to establish opportunities that are personally satisfying. Such opportunities will be directed toward self-fulfillment, and physical fitness, intellectual and cultural development of the individual.

Recognizing that a harmonious relationship between man and nature is crucial to human life, the Winnetka Park District is committed to helping people enjoy, understand, appreciate, protect, and strengthen their ties with the natural environment.

Opportunities for social, physical and cultural development, including sports, outdoor activity, the performing and visual arts, and all significant leisure interests will be encouraged and promoted.

The Winnetka Park District also recognizes that its services do not stand alone; that they are closely related to social planning, housing, health and welfare, the business, political, cultural, and spiritual community, all functions of government, and to education in all of its settings.

Consequently, it shall be the continuing policy of the Board to seek the cooperation, support and assistance of all such interests, and to make the public a partner in its work.

## **2.05 RESPONSIBILITIES**

Through the laws of the State of Illinois and the oath of office that each Board member must take, Winnetka Park District's Commissioners are committed to the betterment of the Winnetka Park District's residents and stakeholders.

The Board of Park Commissioners has the legal responsibility for the acquisition and development of its public parks, facilities and programs, and for the regulated conduct of its users. Social responsibility is necessary to all people who look to the leisure activities and facilities as an opportunity for growth and development for young and old alike.

Economic responsibility is evident, since there is a direct relationship between good parks and the community's standard of living, plus the maintenance of high property values that accompany a well-respected community. The Park Board is committed to discharging its functions completely and impartially in the interests of the greatest good to the greatest number at all times.

The Park Board shall be committed to contributing in a positive way toward the aesthetics of the community and adding its contribution to the urban form, that is, the shaping of a suburban environment. The Park District believes that the development of a community with strategically placed green belts, open space buffer strips, and park land for passive and active use will add to the quality of neighborhoods and contribute to the total composition of a community.

## **2.06 SAFETY POLICY STATEMENT**

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

The Park District's goal is that personnel at all levels shall make safety a matter of continuing and mutual concern, equal in importance with all other operational considerations, and that Supervisors will endeavor to have work performed in a safe manner, inspections conducted on a regular basis, hazards and dangers confronted and accidents investigated. The Park District has adopted a Safety Policy in furtherance of the goals and objectives stated in this Section.

**END**

### 2019 Tracking

Review and Update	January 2019
Committee of the Whole:	January 10, 2019
Board First Reading:	February 28, 2019
Board Second Reading & Adoption:	March 21, 2019

Review Due:	January 2022
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Notes:

**WINNETKA PARK DISTRICT  
POLICY MANUAL  
CHAPTER 3**

**DESIGNATION, APPLICATION, AND LEGAL STATUS**

- 3.01 Designation**
- 3.02 Scope**
- 3.03 Declaration of Control**
- 3.04 Provisions for Changes in Policy**
- 3.05 Legal Status of the Park Board**



### **3.00 DESIGNATION, APPLICATION, AND LEGAL STATUS**

#### **3.01 DESIGNATION**

This manual shall be known as "The Winnetka Park District Policy Manual, Cook County, Illinois." and the same may be so cited and referred to for purposes of identification.

#### **3.02 SCOPE AND JURISDICTION**

This manual shall apply to and be enforced in all of the territory within the boundaries of the Winnetka Park District, including in all parks, boulevards, public places, and other facilities currently or in the future controlled or used by the District, whether within or outside the boundaries of said District.

#### **3.03 DECLARATION OF CONTROLS**

The premises laid out as Arborvitae Park, Bell Woods, Robert E. Burke Memorial Park (V), Franklin Dunbaugh Park, Dwyer Park, Nick Corwin Park, Elder Lane Park, Glencoe Park, Happ Road Park, Hill Road Park, Hubbard Woods Park, Indian Hill Park, Maple Street Park, Library Park, Lloyd Park, Merrill Park, Northfield Park, Sheridan Park (V), Skokie Playfield, Tower Road Park, West Elm Street Park, Station Park, Centennial Park, Village Green (V), Crow Island Park, Green Bay Trail (V) and public places as may hereafter be acquired, leased, laid out, used or appropriated by the appropriate action of the District are hereby declared to be in the possession and control of the Winnetka Park District for park district purposes.

Whenever in this manual the parks, boulevards or public places of the District are referred to, such words shall be held to refer to include all such areas, including buildings and other structures in the possession and control of the Winnetka Park District.

Whenever in this document the word "District" is used, without qualifying language, such word shall apply to and be deemed to mean the Winnetka Park District, Cook County, Illinois.

Whenever in this document or any ordinance hereafter adopted, the words "Board of Park Commissioners," "Commissioners," "Park Board," or "Board," shall appear without qualifying language, such words shall mean and will be held to mean the Board of Park Commissioners of the Winnetka Park District.

#### **3.04 PROVISION FOR CHANGES IN POLICY**

Any of these policies may be changed or additions made thereto by a majority vote of the Board of Park Commissioners at any regular or special Board meeting properly held and in compliance with the Open Meetings Act.

### 3.05 LEGAL STATUS

The United States Constitution, federal statutes and court decisions, the Illinois Constitution, Illinois statutes, and Illinois court decisions pertaining in various ways to public parks, park boards and park districts constitute the foundation of the legal status of the Park Board.

Park Districts are empowered to make contracts, employ persons, sue or be sued, make rules and regulations governing their own procedures and those of parks under their jurisdiction and, in most instances, purchase and hold title to property in the name of the Park District as well as sell and give title to property all in accordance with applicable law.

Members of the Park Board are elected by the registered voters residing within the territory of the Park District to represent and act for all Park District residents in performing their functions.

Park Districts are corporate bodies, or "artificial persons," and may act officially only on duly authorized and legally held meetings of the Board of Park Commissioners or as the Board may otherwise delegate or direct.

**END**

#### 2019 Tracking

Review and Update	January 2019
Committee of the Whole:	January 10, 2019
Board First Reading:	February 28, 2019
Board Second Reading & Adoption:	March 21, 2019
Review Due:	January 2022

Notes:

**WINNETKA PARK DISTRICT  
POLICY MANUAL  
CHAPTER 4**

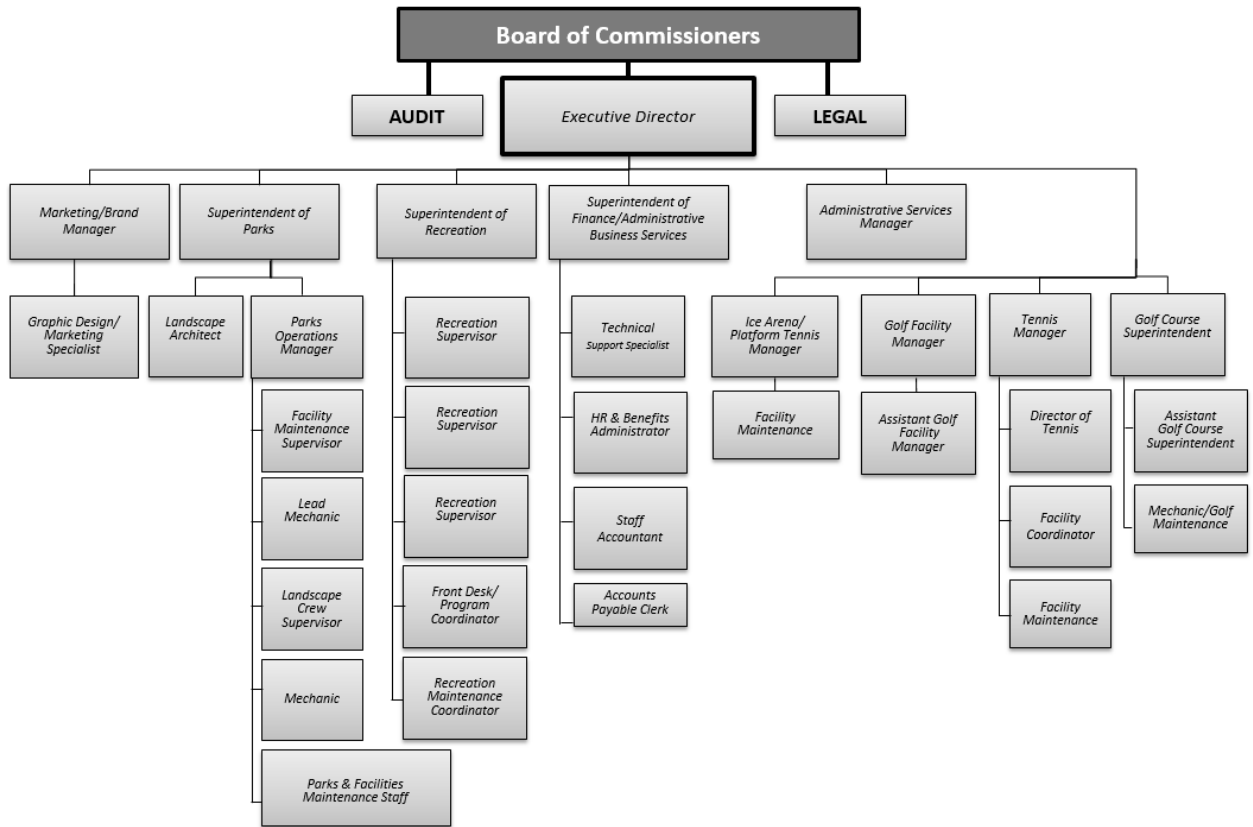
**ORGANIZATIONAL AND PROCEDURAL FUNCTIONS OF THE BOARD**

- 4.01 Organizational Chart**
- 4.02 Government**
- 4.03 Officers**
- 4.04 Election and Appointment of Officers**
- 4.05 President**
- 4.06 Vice-President**
- 4.07 Secretary**
- 4.08 Treasurer**
- 4.09 Executive Director**
- 4.10 Attorney**
- 4.11 Additional Duties of Officers**
- 4.12 Vacancies Declared**
- 4.13 Compensation of Officers and Employees**
- 4.14 Primary Functions of the Park Board**
- 4.15 Executive Director/Board Relationship**
- 4.16 Bonds**
- 4.17 Fiscal Year**
- 4.18 Annual Meeting**
- 4.19 Term Limit of President and Vice President**
- 4.20 Voting for President and Vice President**
- 4.21 Regular Meetings and Continued (Adjourned) Meetings**
- 4.22 Special Meetings**
- 4.23 Place of Meeting**
- 4.24 Public Notice**
- 4.25 Quorum**
- 4.26 Remote Attendance - Meetings**
- 4.27 Order of Business**
- 4.28 Consent Agenda**

- 4.29 Petitions Submitted by Residents**
- 4.30 Committees**
- 4.31 Manner of Voting**
- 4.32 Rules of Order**
- 4.33 Motions, Resolutions and Ordinances**
- 4.34 Corporate Seal**
- 4.35 Official Minutes**
- 4.36 Oath of Office**
- 4.37 Mandated Board Training**
- 4.38 Guidelines for Residents at Public Meetings**
- 4.39 Policy on Conferences**

## 4.00 ORGANIZATIONAL AND PROCEDURAL FUNCTIONS OF THE BOARD

### 4.01 ORGANIZATIONAL CHART



### 4.02 GOVERNMENT

The government of the Winnetka Park District shall be vested in the Board of Park Commissioners, duly elected or appointed as provided by law.

### 4.03 OFFICERS

The officers shall be the President and Vice President and shall be elected from the duly elected or appointed Commissioners of the Winnetka Park District. Additional officers shall be the Secretary and Treasurer. These additional officers may or may not be elected members of the Winnetka Park Board.

The Executive Director of the Park District, as well as the Attorney, shall be appointed by the Board of Park Commissioners, neither of whom shall be a member of the Board.

### 4.04 ELECTION AND APPOINTMENT OF OFFICERS

The President and Vice President of the Board shall be elected, and additional officers of the Winnetka Park District shall be appointed by the Commissioners at the annual meeting set forth in this Chapter 4, and at such other times as a vacancy occurs. Each of said officers shall hold office until the next annual meeting and until a successor shall be chosen. In case of temporary absence or inability of any officer to carry out the responsibilities of his position the Board may fill the office pro tempore.

#### **4.05 PRESIDENT**

The President shall be the chief executive officer of the Board. It shall be the President's duty to preside at all meetings when present, and to sign contracts and other papers authorized by the Board.

#### **4.06 VICE PRESIDENT**

The Vice President shall be vested with the power to perform the duties of the President in the absence of the President or in the event of the President's refusal or inability to act.

#### **4.07 SECRETARY**

The Secretary shall keep the corporate seal and all books and records pertaining to his office, shall attest and affix the corporate seal to all instruments requiring such action when authorized by ordinance or vote of the Board, and shall cause all ordinances, resolutions, and other actions of the Board requiring publication to be duly published. The Secretary shall give notice of and attend all meetings of the Board and keep a full and true record of its proceedings, including all ordinances passed.

#### **4.08 TREASURER**

The Treasurer shall be the principal advisor to the Board in all financial matters and shall publish a Treasurer's Report.

The Treasurer shall receive and deposit in a bank or banks or other financial institutions authorized by Illinois law and the policies of the Park District, designated by the Board all funds of the District and other funds under control of the Board and shall keep true and accurate books of account recording receipts and disbursements, assets, liabilities, and fund balances of the District.

The Treasurer shall pay out funds as authorized by the Board. In the case of the Revolving Fund, payouts can be made upon signature of the Executive Director or in his/her absence by designated staff or Board members.

The Treasurer shall submit to the Board a monthly report of the receipts, disbursements, and financial condition of the District. The Treasurer shall serve as an advisor to the Board in all financial matters and shall perform such other duties as the Board may from time to time prescribe.

#### **4.09 EXECUTIVE DIRECTOR**

The Executive Director of the Park District is responsible to the Winnetka Park District Board of Park Commissioners. The primary function of the Executive Director shall be to administer for the Board on matters pertaining to all functions for which the District is responsible. The Executive Director shall be the executive officer of all departments of the District in regard to recreational programming, personnel management, facility development, land acquisition, and business management. The Executive Director shall be the official medium of communication between the employees of the District and the Board of Park Commissioners. The Executive Director shall have charge of the employment of such employees as are required to operate the Park District and its facilities, subject employment policies and salary schedules as established by the Board and embodied in the Personnel Policies of the Winnetka Park District.

#### **4.10 ATTORNEY**

Subject to the direction of the Board of Park Commissioners, the Attorney shall advise the Park Board and staff concerning all legal matters and direct prosecution and defense of all litigation involving the District. He/she shall draft ordinances, resolutions, contracts and other instruments required by the Board or any committee thereof and shall give opinions on all questions referred to the Attorney by the Board or any committee or the President of the Board, and shall attend meetings at the request of the Board.

#### **4.11 ADDITIONAL DUTIES OF OFFICERS**

In addition to the duties heretofore specified, each officer shall perform such other duties as may be required of him by law or direction of the Board.

#### **4.12 VACANCIES DECLARED**

Whenever any member of the Board of Park Commissioners dies, resigns, becomes under legal disability, ceases to be a legal voter in the Winnetka Park District, is convicted of any infamous crime, refuses or neglects to take the oath of office after becoming elected to the Board of Park Commissioners of the Winnetka Park District, neglects to attend the duties of office, neglects to attend regular and special meetings of the Board for a period of two (2) consecutive calendar months, or neglects to attend a minimum of eight (8) regular and special meetings in any 12-month period, said office may be declared vacant by the Board, and may be filled by appointment by a majority of the remaining Board members. (See Ordinance #505).

#### **4.13 COMPENSATION OF COMMISSIONERS, OFFICERS AND EMPLOYEES**

Commissioners may not receive compensation for their services to the Park District, including no compensation for their services as an officer on the Board. In the event that the Board appoints individuals who are not members of the Board as Secretary and/or Treasurer, then these officers may receive compensation, as determined by the Board, for their services. All employees shall receive such compensation for their services, as the Board shall from time to time determine.

#### **4.14 PRIMARY FUNCTION OF THE BOARD**

The Park Board's major function is to establish policy through the majority vote at duly called and authorized Park Board meetings. Through its policy-making functions, the Board determines fiscal procedures, personnel matters, operational procedures, fees and charges, land dispositions, and facility development. Specifically included in the above items are the following:

- A. To provide for the levy of taxes pursuant to the authority granted by Illinois Statute. Such levies shall provide for the various operational concerns by fund so that sufficient revenue is generated to provide for quality park and recreational activities.
- B. Decide upon the proper use of funds generated by revenue-producing facilities after operational needs are satisfied and enact periodic adjustments in the operational policies of said revenue-producing facilities to ensure proper and meaningful controls for the benefit of the entire District and not just the revenue-producing facility itself.
- C. The Board should employ an Executive Director of the Park District as the District's chief executive officer, upon whom the Board places its reliance and authority for the judicious administration of the day-to-day operation, of the Park District. The Executive Director of the Park District shall be charged with executing the Board's policy, enforcing its rules and regulations, and acting as an advisor to the Board by preparing or causing to be prepared written reports for the Board, which recommends a course of action.
- D. The Board shall adopt and periodically review a set of rules and regulations affecting all full-time, part-time and seasonal personnel in a document known as "Personnel Policies of the Winnetka Park District."
- E. The Board shall continually monitor the operational procedures of the Park District and make additions or alterations to said procedures at duly called and authorized Board meetings. The individual Board members shall keep themselves informed of the activities and functions of the District by observation, comments from its citizenry, and reports presented by the staff of the Park District. The Board shall act decisively on issues brought before it, in the best interest of the District as a whole.



Park Board members should make decisions involving the welfare of the community as a whole based on study and evidence rather than on feelings, prejudices, personal opinions, or other similar subjective factors. Such judgment requires mutual considerations of varying points of view before final action is taken.

Park Board members should accept the principle of Board unity and the subordination of personal interests by accepting and supporting majority decisions of the Board and identifying themselves with Board policies and actions.

- F. The Board shall be responsible for establishing the operational philosophy of recreational programming for the Park District and setting fees and charges, to be approved at a duly authorized and attended Board meeting.
- G. The Board shall recognize that land acquisition is of primary importance to the provision of leisure services and the proposition that open space, judiciously placed, produces benefits for active and passive use. Accordingly, the Board may prepare and periodically update a land acquisition plan, supported by a set of land acquisition criteria which will assist in evaluating various parcels.

Cooperative ventures with local, county, state, regional, and national levels of government should be recognized as important and integral processes toward the orderly acquisition of parcels which otherwise may be too costly for one agency to purchase. Various state and federal land grant programs should be viewed as a vehicle for financial assistance. Such grants must be reviewed carefully for terms and conditions, which may be considered unreasonable or unduly restrictive.

- H. The Board shall direct itself to the establishment and continual care of a well-rounded and broadly based park system, recognizing the diverse needs and interests of the District's constituency.

I. Board Member Code of Ethics

As a member of the Board Team, I will:

1. Listen carefully to my Board colleagues.
2. Respect the opinion of fellow Board members.
3. Respect and support majority decisions of the Board.
4. Recognize that all authority is vested in the full Board only when it meets in compliance with all laws.
5. Keep well-informed about developments relevant to issues that may come before the Board.
6. Participate in Board meetings and actions.
7. Bring to the attention of the Board any issues I believe will have an adverse effect on the agency or those we serve.

8. Attempt to interpret the needs of those we serve to the agency, and interpret the actions of the agency to those we serve.
9. Refer complaints to the proper level on the chain of command.
10. Recognize that my role is to ensure that the agency is well-managed, not to manage the agency.
11. Represent all those whom this agency serves, not just a particular geographic area or interest group.
12. Consider myself a "trustee" of the agency and do my best to ensure that it is well-maintained, financially secure, growing and always operating in the best interests of those we serve.
13. Always work to learn how to do my job better,
14. Declare conflicts of interest between my personal life and my position on the Board, and abstain from voting or discussion when appropriate.

As a member of the Board, I will not:

1. Criticize fellow Board members in or out of the Board room.
2. Use the agency for my personal or business advantage or for the advantage of my friends or relatives.
3. Discuss the confidential proceedings of the Board outside the Board room.
4. Promise before a meeting how I will vote on any issue.
5. Interfere with the duties of the Executive Director or staff or undermine the administrator's authority with staff members.

#### **4.15 EXECUTIVE DIRECTOR BOARD/RELATIONSHIP**

Effective Executive Director/Board relationship is a delicate balance of mutual trust that should be built upon a sound base of high ethical and technical competency, which is expected of the Executive Director. In turn, the Board must consistently adhere to its responsibilities of policy setting and allow the Executive Director to administer the day-to-day affairs of the Park District while operating within the policies and guidelines established by the Board.

The Executive Director:

- A. Shall be the chief administrative officer of and professional advisor of the District. The Board shall delegate to the Executive Director sufficient authority and responsibility to execute the Board's policies and establish standard operating procedures based on those policies, enforce established rules and regulations, and administer the daily operations of the parks, recreation programs, facilities, and

services of the District for the benefit of the public. The Executive Director may delegate his authority but he/she shall nevertheless be responsible to the Board. The Board shall perform a written evaluation of the Executive Director annually or more often as the Board may deem necessary.

- B. Provide guidance and leadership based on high ethics and, sound philosophical and logical assumptions. The Board should require of the Executive Director the technical training necessary to perform stipulated job functions, work experience, and academic preparation in leisure services curriculum.
- C. Fully and continually keep the Board members informed of the important issues of the day-to-day operations of the District in a straightforward manner.
- D. Prepare all information necessary for the Board to be fully informed on matters requiring its attention. The Executive Director should set forth a clear statement of the situation or problem, provide unbiased information on various alternatives and financial impact of same if necessary. This information should be accompanied by a recommendation and the Executive Director must be prepared to justify the recommendation and explain the attendant rationale. Once a policy is set by the Board, the Executive Director should recognize that the decision is then the District's decision regardless of his personal point of view.
- E. Respect the judgment and thoughts of each Board member and realize that the Board is the community's representative.
- F. Enter into the day-to-day operations of the District with the spirit that administrative decision-making must be exercised within the policies agreed upon by the Board. The Board should realize that countless situations will arise that are not explicitly covered by adopted policies and, therefore, will require an administrative decision.

#### **4.16 BONDS**

Before entering upon their respective duties, the appointed officers of Executive Director and Treasurer shall be required to be bonded in a penal sum of no less the \$1,000,000, and with such conditions and security as may be determined by the Board.

#### **4.17 FISCAL YEAR**

Effective January 1, 2010, the fiscal year of the Winnetka Park District shall begin on the first (1<sup>st</sup>) day of January and end on the thirty-first (31<sup>st</sup>) day of December of the succeeding calendar year.

#### **4.18 ANNUAL MEETING**

The annual meeting of the Board shall be held in May each year following the Regular Park Board meeting. The purpose of said meeting shall be to:

- A. Administer oath of office to newly elected and re-elected Commissioners (odd years only).
- B. Elect President and Vice President for the coming year.
- C. Appoint officers.
- D. Make Committee appointments.
- E. Make Intergovernmental and Community Liaison appointments.

#### **4.19 TERM LIMITS OF PRESIDENT AND VICE PRESIDENT**

No member of the Board elected to the position of President or Vice President shall serve in such capacity for more than two consecutive one-year terms.

This term limit shall not preclude the current Vice President from either being nominated or elected to the position of President. However, the current President who is serving in a first or second term shall not be eligible for nomination or election to the position of Vice President. A Board member who has serviced as President shall be eligible for nomination and election to either position after a one-year absence from the President position.

Appointments of the officers as Secretary, Treasurer and Legal Counsel shall be for the term of no more than one year. However, there shall be no limit to the number of terms a person may serve to said appointed positions.

#### **4.20 VOTING FOR PRESIDENT AND VICE PRESIDENT**

Following a formal verbal motion for nomination of fellow Board members for the position of President or Vice President, a vote is taken for each candidate. Each board member may only vote once per position.

#### **4.21 REGULAR MEETINGS AND CONTINUED (ADJOURNED) MEETINGS**

The regular meetings of the Board shall be on the fourth Thursday of each month, unless otherwise specified by the Board. A regular or special meeting may be adjourned or continued to a later date if it is not beyond the date of the next regular Board meeting, provided the Board may consider any transaction at the adjourned meeting that it might have considered at the original meeting so adjourned. Board meeting information will be distributed to Board members on or about the Friday prior to said meeting.

#### **4.22 SPECIAL MEETINGS**

The President shall call special meetings whenever deemed necessary or at the request of two or more of the Board members and shall cause a notice to be mailed and/or emailed to all members of the Board not less than two days (48 hours) prior to the scheduled date of said special meeting. Any Commissioner may request a special meeting in writing or in person at the meeting.

Public notice of any special, rescheduled, or reconvened meeting, unless the meeting is a bona fide emergency, shall be given by posting a copy of the notice and the agenda of the meetings on the front office door of the Park District office and on the Park District's website at least 48 hours in advance of such meeting. In the event of a meeting held for a bona fide emergency, notice must be given as soon as practicable. Copies of this public notice shall be supplied to any local newspaper of general circulation or any local radio or television station that has filed an annual request for such notice and shall be given in the same manner as Park Board members are notified of the meeting.

#### **4.23 PLACE OF MEETING**

The meetings of the Commissioners shall be held at the Winnetka Park District Administrative Offices, located at 540 Hibbard Road, Winnetka, Illinois. Meetings may be held in any other place within the Winnetka Park District at the discretion of the Board.

#### **4.24 PUBLIC NOTICE FOR REGULAR MEETINGS**

The District shall give notice of all regularly scheduled Board and committee meetings at the beginning of each calendar year and shall state the regular dates, times and places of such meetings. The District shall post the agenda of each regularly scheduled meeting at the District's principal office, at the location of where the meeting is to be held, and on the District's website at least 48 hours in advance of said meeting. The District shall provide notices of said meetings to news media upon request. Notice for special, rescheduled, or reconvened shall be given to public and newspapers as specified in Section 4.20 and in compliance with the Open Meetings Act.

#### **4.25 QUORUM**

Except as authorized provided by statute, a majority of the duly elected or appointed and qualified Commissioners shall constitute a quorum for the transaction of business provided, however, that if no quorum is present, the Commissioners attending may adjourn the meeting from time to time until a quorum is obtained. Four (4) members shall constitute a quorum.

#### **4.26 REMOTE ATTENDANCE - MEETINGS**

Subject to the limitations set forth in the section below, a Commissioner may attend any meeting by remote means if the Commissioner is prevented from physically attending the

meeting because of a Qualifying Event. A Qualifying Event is restricted to (i) personal illness or disability; (ii) employment purposes or the business of the District; or (iii) a family or other emergency.

### **Restrictions on Remote Attendance**

No Commissioner may attend any portion of a meeting by remote means unless a quorum of the Board is physically present at the meeting. He or she shall provide written notice to the Secretary specifying the Qualifying Event at least one hour prior to the meeting at the principal office of the Park District. The Secretary shall prove that the remote means being utilized is fully functional so as to allow all Commissioners and any member of the audience to hear all communications taking place at the meeting. No Commissioner may attend a meeting by remote means for any reason other than a Qualifying Event as outlined above.

### **Procedure for Remote Attendance**

1. When any Commissioner attends any portion of a meeting by remote means as permitted by this policy, the minutes of the meeting shall so reflect that such Commissioner attended the meeting by remote means. Every Commissioner shall be identified during all Board discussions so that each Commissioner is aware of which Commissioner is speaking at all times.
2. A Commissioner attending a meeting by remote means shall be permitted to fully participate in the meeting as if he or she were physically present, subject to the Board's guidelines and procedures for conducting the meeting. The remote Commissioner shall advise the Secretary and Board if he or she leaves or returns from the meeting. In addition, the remote Commissioner shall advise the Secretary and Board of all other persons in the same room as such Commissioner attending by remote means and whether and to what extent such other persons are able to hear the discussions at the meeting.

## **4.27 ORDER OF BUSINESS**

The order of business at regular and special meetings may consist of any or all of the following:

1. Roll Call
2. Additions to or Changes in the Agenda
3. Approval of Financials
4. Approval of Vouchers
5. Remarks from Visitors
6. Approval of Minutes / Consent Agenda
7. Committee Reports
8. Communications
9. Unfinished Business
10. New Business
11. Matters from the Executive Director
12. Board Liaison Reports

13. Remarks from Visitors
14. Staff Reports
15. Adjournment of Open Meeting
16. Closed Session (if applicable)

#### **4.28 CONSENT AGENDA**

The consent agenda will appear as a designated portion of the regular Board agenda. All items placed on the consent agenda and not asked by a Board member to be removed will be approved with a motion, a second and a roll call vote. There will be no discussion of items that are on the final consent agenda.

Before the motion to approve the consent agenda is made any Board member can request that an item be removed from the consent agenda and placed under new or old business. This will enable discussion to take place on the item and a vote will be taken under a separate motion if necessary.

The regular order of business may be suspended or modified as the President shall direct. The Executive Director shall be charged with responsibility for the preparation of the agenda and the subject matter thereof. Any Board member may request that a particular item of business be placed on the agenda either before or at a Board meeting. Note, however, that the Board may discuss but cannot vote on a matter added to the agenda without providing 48 hours' notice to the public in compliance with the Open Meetings Act.

#### **4.29 PETITIONS SUBMITTED BY RESIDENTS**

All petitions concerning the Park District's areas of responsibility shall be brought to the attention of the Board at the earliest opportunity.

The petition shall be placed on the agenda of a regular or special meeting and be discussed by the Board of Park Commissioners. The individuals responsible for the petition shall be notified at the earliest possible date that the Board of Park Commissioners has received the petition, as well as any action that the Board has approved for the same.

#### **4.30 COMMITTEES**

##### **Purpose**

The Board of Park Commissioners shall, from time to time, establish committees to investigate and review matters that are under consideration by the Board.

##### **Establishment of Committees**

The President, with the approval of the Board, shall establish certain ad hoc committees as needed.

##### **Composition of Committees**

The President, with Board approval, shall appoint to the committee the number of Commissioners deemed appropriate and shall name one Commissioner as committee chair. All Commissioners, the Board officers and the Executive Director shall serve as ex-officio members of all committees.

### **Responsibilities**

A committee is not authorized to take any action. It is responsible for submitting written reports to the Board and shall recommend that action, if required, be taken by the Board. No committee member shall be bound by a majority report. Any committee member may submit a separate report to the Board for consideration.

### **Committee Meetings**

Committee meetings are normally scheduled and held on the second Tuesday of each month. The committee chair shall be responsible for establishing the date, time and location of meetings and staff shall be responsible for giving proper notice to the public. Committee meetings will conform to the same Open Meetings Act requirements as outlined in Chapter 5 of this manual. Committee agendas shall contain at a minimum the following: Call to Order; Unfinished Business and/or New Business and Adjournment.

### **COMMUNITY ENTITIES**

The Board of Park Commissioners shall select or recommend the Park District's liaison(s) to, or representatives on the boards of Executive Directors of, the following outside entities:

#### **WINNETKA CAUCUS COUNCIL – PARKS COMMITTEE**

The Park Board shall appoint one of its members to act as the District's liaison to the agencies of Winnetka Caucus Council – Parks Committee.

#### **WINNETKA ENVIRONMENTAL AND FORESTRY COMMISSION**

The Park Board shall appoint one of its members, and one or more members of the Park District staff, to act as the District's liaisons to the Environmental and Forestry Commission on an as needed basis.

#### **SCHOOL DISTRICT 36 AND NEW TRIER HIGH SCHOOL**

The Park Board shall appoint one of its members to act as the District's liaisons to the agencies of School District 36 and New Trier High School.

#### **WINNETKA PARKS FOUNDATION**

The Park Board shall appoint one or more of its members, and one or more members of the Park District staff, to act as the District's liaisons to the Winnetka Parks Foundation.

**NORTHERN SUBURBAN SPECIAL RECREATION ASSOCIATION** - The Park Board shall appoint a staff member or a member of the Board as the Park District's representatives on the Board of Executive Directors of the Northern Suburban Special Recreation Association.



The President, with the approval of the Board, shall establish additional standing committees as needed.

#### **4.31 MANNER OF VOTING**

The President shall be empowered to call for questions pertaining to any and all properly presented and seconded motions. A voice vote may be used if deemed appropriate by the President. On all matters that require an ordinance, resolution or proposition creating Park District liability or authorizing the expenditure or appropriation of money, and in all cases at the request of any Commissioner, a roll call vote shall be taken. No secret ballots are permitted on any question.

All voice and roll call votes shall be recorded in the official minutes of the meeting. Unless otherwise provided by statute, the act of a majority of Commissioners present at a meeting for which there is a quorum shall be the act of the Board. The President is a member of the Board and has the right to vote upon all questions.

#### **Capital Expenditures**

All capital expenses shall comply with the following:

\$0 -\$25,000	Approval of the Executive Director.
\$25,001+	Approval of at least four (4) votes or a majority of a quorum passage by the Board. Must comply with statutory requirements.

#### **4.32 RULES OF ORDER**

Robert's Rules of Order shall govern questions of procedure in all cases not herein provided.

#### **4.33 MOTIONS, RESOLUTIONS AND ORDINANCES**

The Park Board usually acts by way of a motion, resolution, or ordinance. Motions are an informal method of Board action made orally and noted on the minutes. A motion may be auxiliary to the more formal resolution or ordinance, as, for example, a motion that an ordinance be passed.

Resolutions and ordinances are submitted in writing, and, in general, differ in the following ways:

An ordinance usually enacts permanent regulations or the "laws" of the Park District. An ordinance can only be repealed or amended by another ordinance and not by motion or resolution. The Park District Code, in many instances, directs that an action must be carried out by ordinance, and in those cases such matters can be acted upon only by ordinance. A distinguishing feature of an ordinance is the ordaining clause that requires the words: "Be it ordained, by...." The ordinance does need not to have a title.

Resolutions express policy, grant a special privilege or express the opinion of the Board, such as expressing sympathy or requesting action by other governmental units, etc.

The law provides that the Board shall have the power “to pass all necessary ordinances, rules and regulations for the proper management and conduct of the business of the Board and District and to establish by ordinance all needful rules and regulations for the government and protection of parks, boulevards and driveways and other property under its jurisdiction and to effect the objects for which such Districts are formed.”

#### **4.34 CORPORATE SEAL**

The Corporate Seal of the Winnetka Park District shall contain the words “Winnetka Park District, Winnetka, Illinois.”

#### **4.35 OFFICIAL MINUTES**

All final action taken by the Board of Park Commissioners shall be taken in an open meeting and recorded by the Secretary. The Secretary is charged with keeping an accurate and true record of all motions, resolutions and ordinances, as well as a summary of the discussion on any matter proposed, deliberated or decided and of any votes taken in an official minute book. Minutes will not be available for public inspection until after they are adopted by the Board at a subsequent meeting. The Park Board shall approve the minutes at its open meeting within 30 days after the meeting or at its second subsequent regular meeting, whichever is later. The minutes of meetings open to the public shall be available for public inspection, and shall be posted on the Park District’s website, within 10 days after their approval by the Park Board. Any minutes of meetings open to the public and posted on the Park District’s website shall remain posted on the website for at least 60 days after their initial posting.

The official minute book of the Winnetka Park District shall be open for public inspection by interested individuals during regular office hours, but it must not leave the Park District office. Upon request, the Secretary will provide copies of minutes or attachments thereto for a nominal fee as determined by the Secretary.

The Secretary shall be responsible for the taking and preparation of minutes of each meeting. Closed Session minutes will be kept in a separate book and not made part of the official minute book of the District.

The Park Board shall review the minutes of all prior Closed Sessions. This review shall take place in Closed Session at least twice each year; the Board must determine whether the need for confidentiality still exists with regard to all or part of the minutes, or whether all or part of the minutes no longer require confidential treatment and therefore should be made available for public inspection.

The audio tape recordings of closed sessions shall be maintained for 18 months after the closed session and shall not be released to the public unless such release is required by

court order or specifically authorized for release by a vote of the Board of Commissioners. Members of the Board may listen to the closed session recordings in the presence of the Secretary of the Board, or his/her other designee. Copies of such tapes will not be made or provided to anyone unless specifically authorized by vote of the Board of Commissioners.

#### **4.36 OATH OF OFFICE**

All elected and appointed Board members, before entering upon the duties of office, shall take and subscribe to an oath to discharge faithfully and competently the duties of said office.

#### **4.37 MANDATORY TRAINING FOR NEW BOARD MEMBERS**

All newly elected members of the Board and officially appointed members of staff shall comply with state mandated training related to the Open Meetings Act (OMA) and Freedom of Information Act (FOIA) within ~~30~~ 90 days of oath or appointment to the Board.

#### **4.38 GUIDELINES FOR RESIDENTS AT PUBLIC MEETINGS**

The Winnetka Park District is governed by seven elected Commissioners. The Board formulates and approves policies to guide the operations of the District's parks and recreation programs, facilities and services.

The President serves as the Executive Officer of the Board. It is the President's duty to preside at all meetings, and sign all documents authorized by the Board.

##### **Meetings**

Committee meetings are normally held on the second Thursday of the month at 5:30 p.m. Regular Park Board meetings are normally held fourth Thursday of each month at ~~6~~ 5:30 p.m. Both meetings are normally held at the Winnetka Park District Community Room, located at 540 Hibbard Rd., unless otherwise posted. It is recommend that you call 847-501-2040 to confirm meeting dates/times, or visit the agency website online at [www.winpark.org](http://www.winpark.org). Meetings are open to the public, and residents are invited to share their comments and/or suggestions during the Remarks from Visitors period.

##### **Special Meetings**

Occasionally, the Board may call a special meeting to discuss a topic in greater depth or to consider a matter that requires action prior to the next regularly scheduled meeting. Notices of special meetings, including the meeting's agenda, will be posted on the website listed above and at the Winnetka Park District office at least 48 hours prior to the meeting.

### **Public Hearings**

As a part of the planning process of a special project or issue, the Board may conduct public hearings. The purpose for these meetings is to provide residents with information on a specific topic and seek input.

### **Remarks from Visitors & Public Comment**

At regular Park Board meetings, there is an agenda item called Remarks from Visitors. Remarks may be solicited at special meetings. Public hearings are specifically designed to seek feedback from the community.

If you have a question or concern and need to address the Board at any of these meetings, please comply with the following basic guidelines:

- 1) The Board President will chair the meeting.
- 2) Any resident or visitor wishing to address the Board, an individual Board member or a guest presenter, must direct their questions and comments to the President at the appropriate time or at the President's invitation.
- 3) The Board will hear a resident's comments only after the President has recognized the resident to speak.
- 4) Speakers will be allowed three minutes and may not yield their time to other speakers.
- 5) Persons wishing to speak for a second time may do so with the consent of the President, only after all others have had an opportunity to address the Board.
- 6) Please refrain from comment or question at a Public Hearing until the presentation has been completed.

The President will strive to allow all residents equal opportunity to address the Board. In general the Board will not comment or respond to issues requiring Board consideration until the issue has been reviewed by the Board/staff.

The Board often has a full business agenda and must complete the work of the Park District at scheduled meetings. Please do not repeat comments or questions that have already been made by others and please do not interrupt commissioners or other speakers.

Copies of the agenda are posted on our website and at the main office of the Park District located at 540 Hibbard Rd., Winnetka, IL.

Additional information regarding the agenda may be obtained from our Administrative office, 847-501-2040.

## **4.39 POLICY ON CONFERENCES**

Each year there are numerous conferences and educational workshops that are designed for Commissioners only, or for both staff and Commissioners. These sessions provide Commissioners a tremendous opportunity to become informed on legal matters, trends, legislative issues and programs. As a general rule there are two major conferences each year and numerous workshops. One of the conferences is the annual Illinois Park and Recreation Association (I.P.R.A.) Conference held in the Chicago area. This conference is a joint venture between the Illinois Association of Park Districts and the Illinois Parks and Recreation Association Park. The other conference is the National Recreation & Park Association (N.R.P.A.) conference that is held in various parts of the country.

The I.P.R.A. Conference is recommended for all Commissioners to attend if possible. This conference provides the most information that relates directly to the Winnetka Park District. This conference is the most economical training based on registration fees and travel cost.

The N.R.P.A. Conference is recommended, but due to cost and time commitment attendance from the entire Board is difficult to justify. As with other park districts, the District's policy is to allow Commissioners to make a decision, on an individual basis, whether to attend the N.R.P.A. Conference. In the event a Commissioner decides to attend the N.R.P.A. Conference, the Commissioner must request the same in order for the District to consider this cost in its annual budget.

As a general policy, the District expects Board Members who attend these conferences commit to educational sessions, and on site institutes. Upon returning from conferences, it is desired that a verbal report on information gathered at the meetings be submitted to the entire Board.

During the annual budget process, Commissioners should indicate their interest in what conferences they would like to attend. During the budget review, the Board will authorize the appropriate dollars based on the request(s) received.

**END**

2019 Tracking

Review and Update	January 2019
Committee of the Whole:	January 10, 2019
Board First Reading:	February 28, 2019
Board Second Reading & Adoption:	March 21, 2019

Review Due:	January 2022
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Notes: