



**WINNETKA PARK DISTRICT  
REGULAR BOARD MEETING  
Thursday, May 16, 2019  
Community Room, 540 Hibbard Road  
5:30 p.m.**

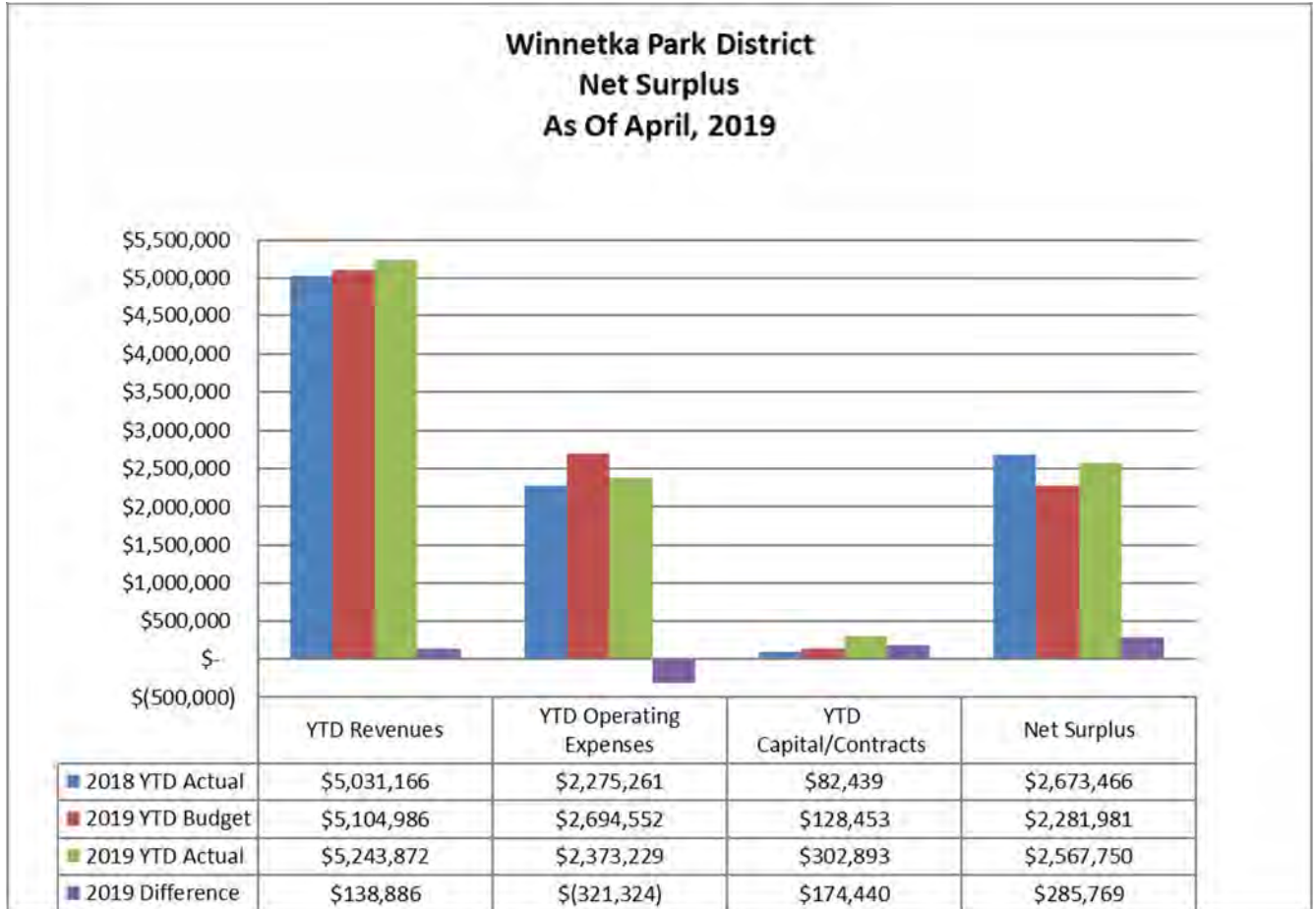
**AGENDA**

1. Roll Call
2. Changes to the Agenda
3. April Financials\*
4. Approval of May 16, 2019 Vouchers\*
5. Remarks from Visitors
6. Approval of Minutes
  - a. Regular Park Board Meeting Minutes of April 25, 2019\*
  - b. Closed Session Meeting Minutes of April 25, 2019\*
7. Communications
  - a. Winnetka Youth Organization Thank You (2)\*
8. Unfinished Business
  - a. Boal Parkway Land Transfer\*
  - b. Policy Manual Chapters 5-6 (2<sup>nd</sup> Reading/Adoption)\*
  - c. Winnetka Waterfront 2030 – Lakefront Master Plan
    - i. Coastal Consulting for Lloyd Beach Breakwater System\*
    - ii. Bluff Restoration Design/Construction Documents, Lakota Group\*
  - d. Proposed Dog Park Update
9. New Business
10. Matters of the Director
11. Board Liaison Reports
12. Remarks from Visitors
13. Staff Updates
14. 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:j Shea@winpark.org) at least 48 hours prior to the meeting. Requests for a qualified interpreter require five (5) working days advance notice.*

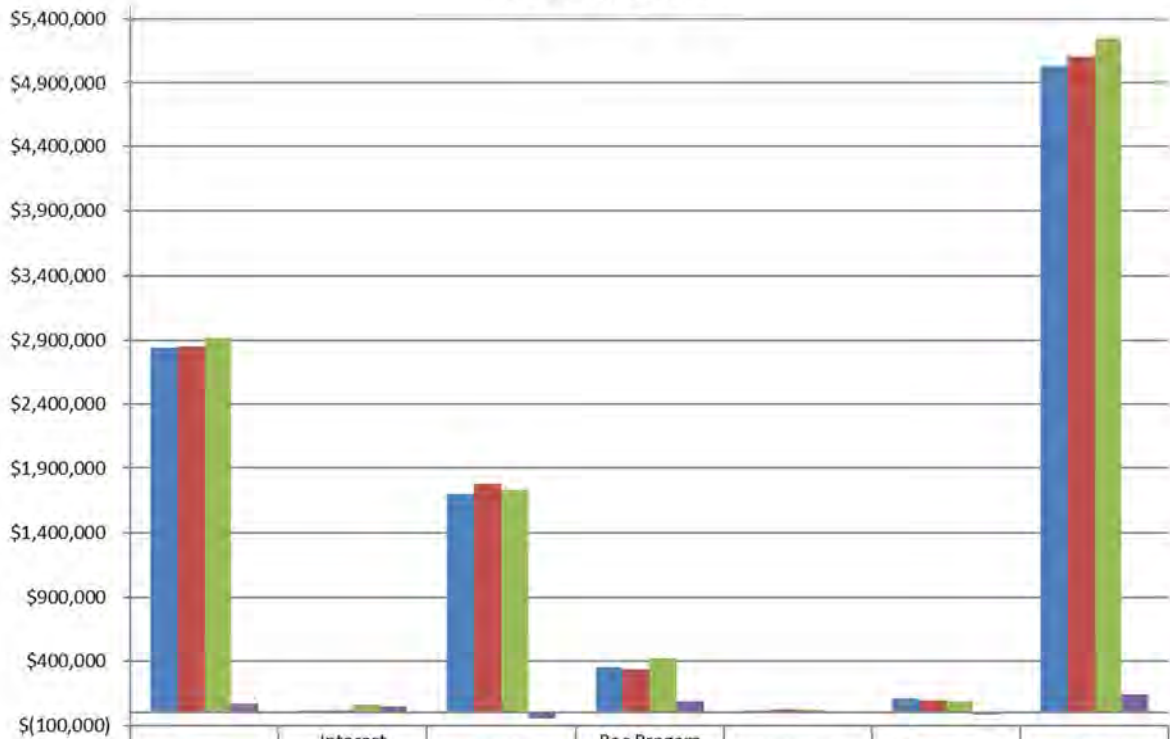
**APRIL 2019 FINANCIAL SUMMARY**  
**FOR ALL FUNDS COMBINED- UNAUDITED**



**Net Surplus/(Deficit) is \$285,769 above year-to-date budget**

- Revenues are \$138,886 above year-to-date budget
- Operating Expenses are \$321,324 below year-to-date budget
- Capitals/Contracts Payable are \$174,440 above year-to-date budget

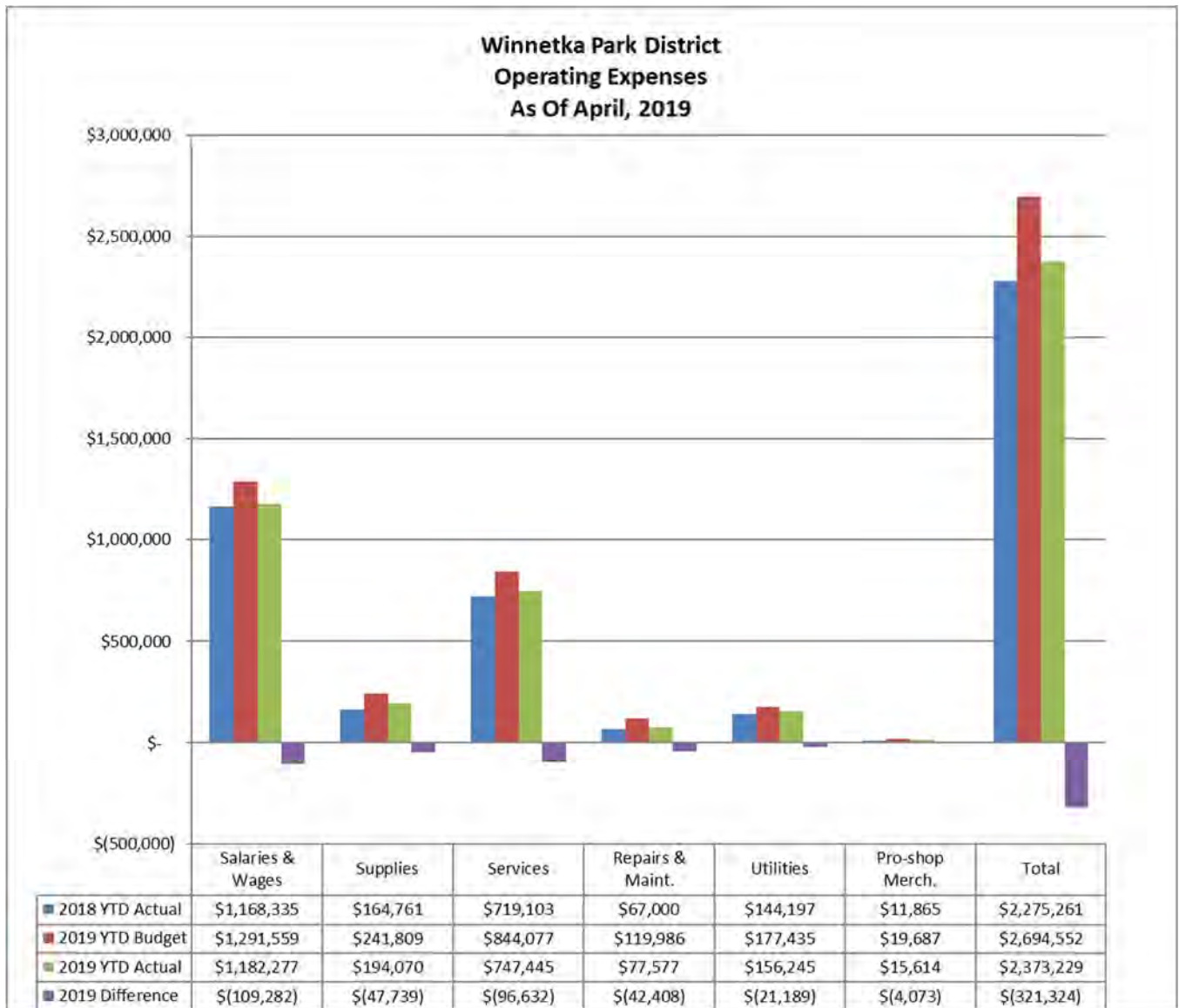
**Winnetka Park District  
Revenues  
As Of April, 2019**



	Taxes	Interest Income	User Fees	Rec Program Fees	Pro-shop	Misc Income	Total
2018 YTD Actual	\$2,843,997	\$15,095	\$1,698,897	\$348,654	\$16,854	\$107,670	\$5,031,166
2019 YTD Budget	\$2,852,509	\$16,327	\$1,778,233	\$336,018	\$25,338	\$96,562	\$5,104,986
2019 YTD Actual	\$2,919,854	\$65,512	\$1,732,181	\$419,516	\$23,012	\$83,796	\$5,243,872
2019 Difference	\$67,345	\$49,186	\$(46,052)	\$83,499	\$(2,326)	\$(12,766)	\$138,886

**Revenues are \$138,886 above year-to-date budget:**

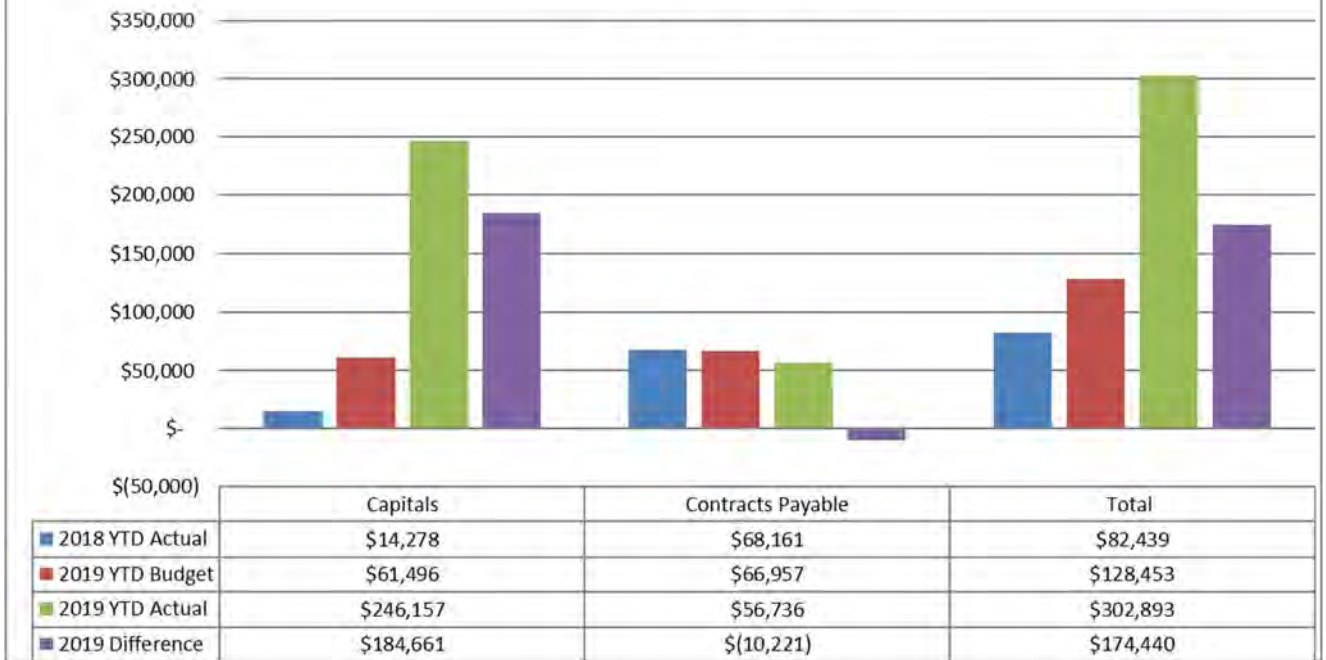
- Total revenues are 102.7% of year-to-date budget
- Taxes are \$67,345 above year-to-date budget
- Interest income is \$49,186 above year-to-date budget and \$50,418 above the 2018 year-to-date amount
- User Fees are \$46,052 below year-to-date budget
- Rec Program Fees are \$83,499 above year-to-date budget



**Operating expenses are \$321,324 or 11.9% below year-to-date budget:**

- Salaries & Wages are \$109,282 below year-to-date budget
  - Parks are under budget by \$42,014 for part-time staff
  - Recreation – Athletic Fields are under budget \$8,910 for part-time staff
  - Salaries in the Golf Fund are \$21,865 below budget for maintenance workmen part-time and \$12,623 for attendants part-time and instructors
- Supplies and Utilities are \$47,739 and \$21,189 below year-to-date budget due to the timing of both purchases and the periods of utility bills
- Services are \$96,632 below year-to-date budget
  - Reduced FICA/IMRF payments correspond to the lower salaries
  - The Unemployment Payment in contract services budgeted was budgeted in April at \$46,000; the invoice was not received May
  - Boat Launch contract services are under budget by \$30,872 as the dredging has not yet been completed

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



**Capitals/Contracts Payable are \$174,440 above year-to-date budget:**

- Capitals are \$184,661 above budget
- Contracts Payable are \$10,221 below budget

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

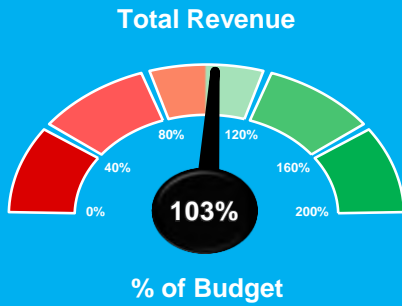
<b>Bank Name</b>	<b>Amount</b>	<b>Annual Rate</b>
<b>CASH</b>		
Petty Cash	1,750.00	
Harris Bank - Holiday Savings	7,560.64	
Illinois Funds	77,138.38	2.45%
N Corwin Fund	37,925.07	0.56%
Harris Bank - Operating	317,391.33	
Harris - Money Market	2,359.93	0.45%
Harris Bank - Payroll	<u>14,823.78</u>	
<b>Total Cash</b>	<b>458,949.13</b>	
<b>INVESTMENTS</b>		
Harris Bank - CD's	0.00	
IPDLAF - Money Market	2,156,401.70	2.26%
IPDLAF - CD's	246,000.00	2.62%
IPDLAF - CD's	246,000.00	2.70%
IPDLAF - CD's	248,000.00	2.60%
IPDLAF - CD's	248,000.00	2.53%
IPDLAF - CD's	248,000.00	2.50%
IPDLAF - CD's	248,000.00	2.50%
IPDLAF - CD's	248,000.00	2.50%
IPDLAF - CD's	248,000.00	2.47%
IPDLAF - CD's	246,000.00	2.60%
IPDLAF - CD's	246,000.00	2.75%
IPDLAF - CD's	246,000.00	2.65%
IPDLAF - CD's	246,000.00	2.55%
North Shore Community Bank Max Safe Money Market	3,703,793.90	2.58%
North Shore Community Bank CD	<u>1,247,176.31</u>	2.65%
<b>Total Investments</b>	<b>10,071,371.91</b>	<b>2.52%</b>
<b>TOTAL CASH &amp; INVESTMENTS</b>	<b>10,530,321.04</b>	

# Winnetka Park District Revenue Analysis Dashboard

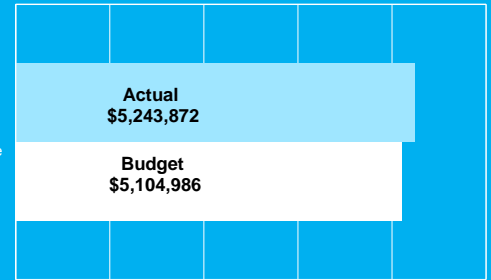
YTD  
As of 04/30/2019

Winnetka Park District

## Total Revenue



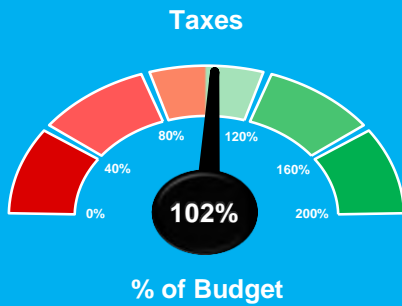
Total Revenue



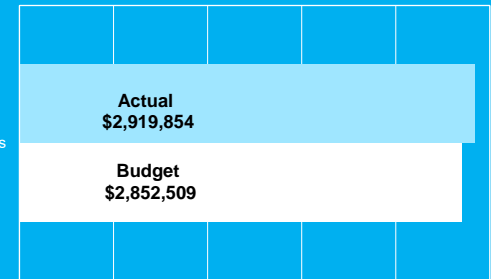
\$1.000M \$2.000M \$3.000M \$4.000M \$5.000M \$6.000M

Winnetka Park District

## Taxes



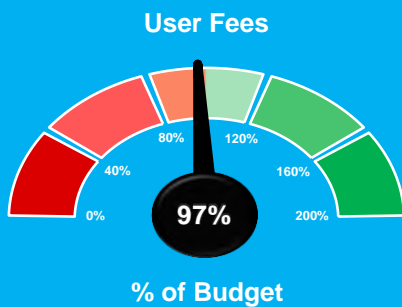
Taxes



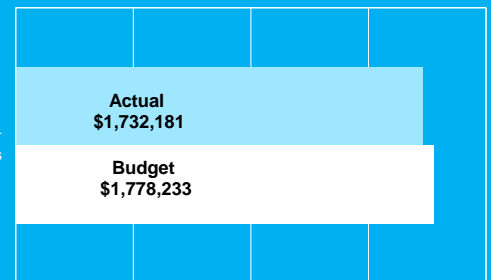
\$500,000K \$1,000M \$1,500M \$2,000M \$2,500M \$3,000M

Winnetka Park District

## User Fees



User Fees



\$500,000K \$1,000M \$1,500M \$2,000M

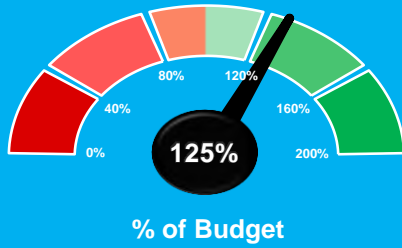
# Winnetka Park District Revenue Analysis Dashboard

YTD  
As of 04/30/2019

Winnetka Park District

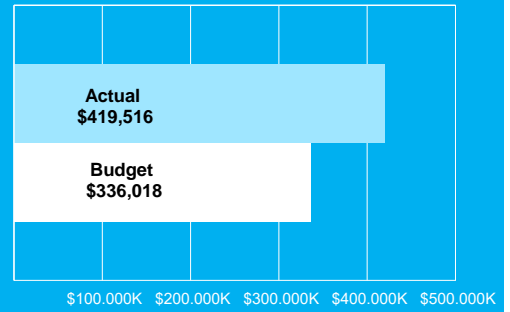
## Rec Program

### Rec Program Fees



% of Budget

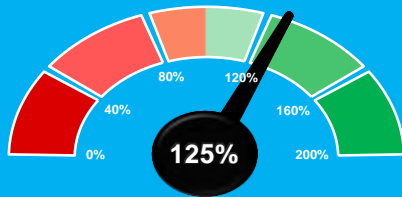
Rec Program Fees



Winnetka Park District

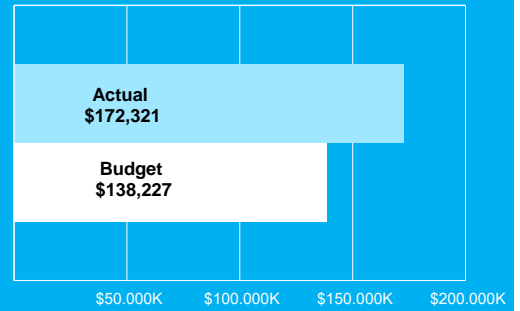
## Other: Pro, Misc, Interest

### Other: Pro, Interest, Misc



% of Budget

Other: Pro, Interest, Misc



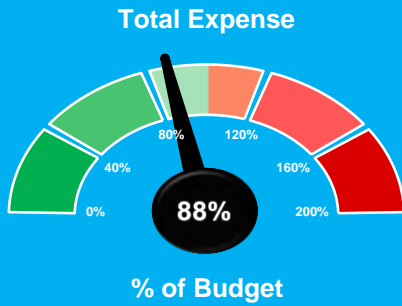


# Winnetka Park District Expense Analysis Dashboard

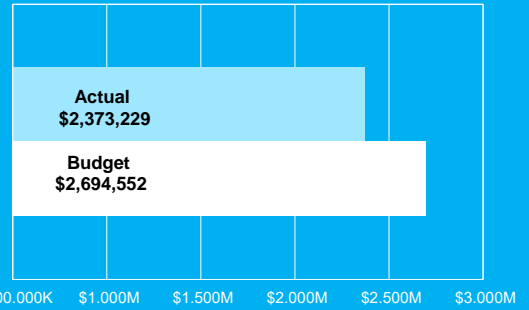
YTD  
As of 04/30/2019

Winnetka Park District

## Total Expense

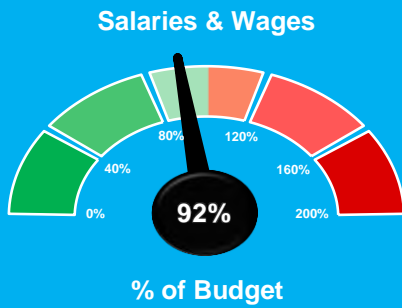


Total Expense

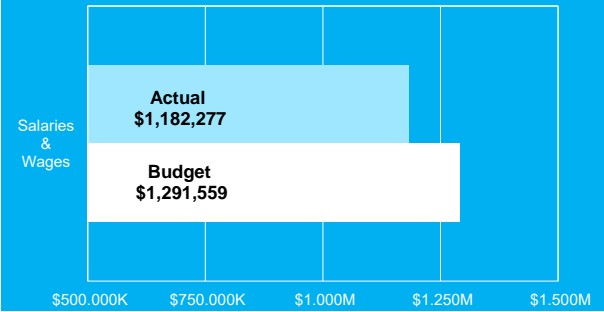


Winnetka Park District

## Salaries & Wages

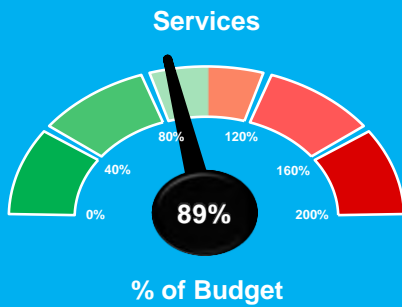


Salaries & Wages

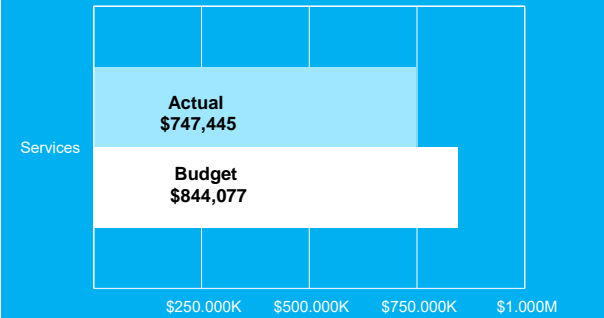


Winnetka Park District

## Services



Services

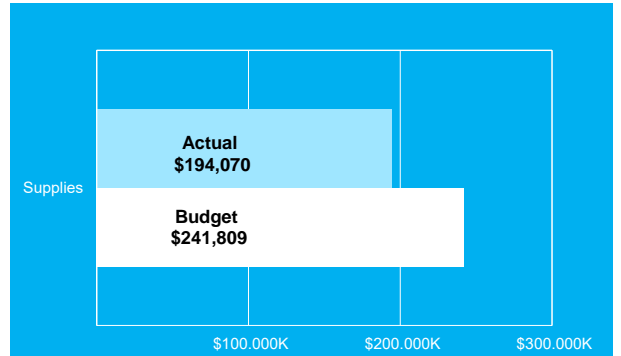
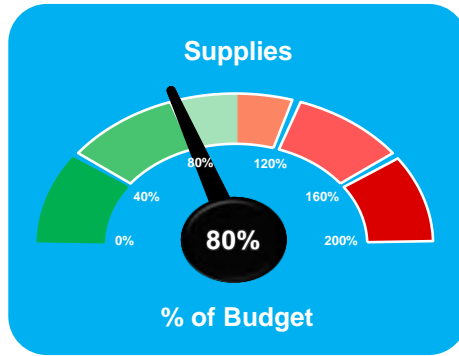


# Winnetka Park District Expense Analysis Dashboard

YTD  
As of 04/30/2019

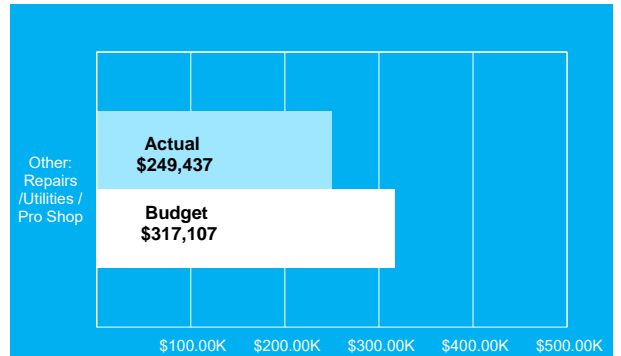
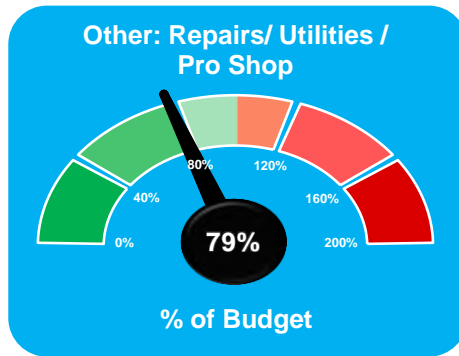
Winnetka Park District

## Supplies



Winnetka Park District

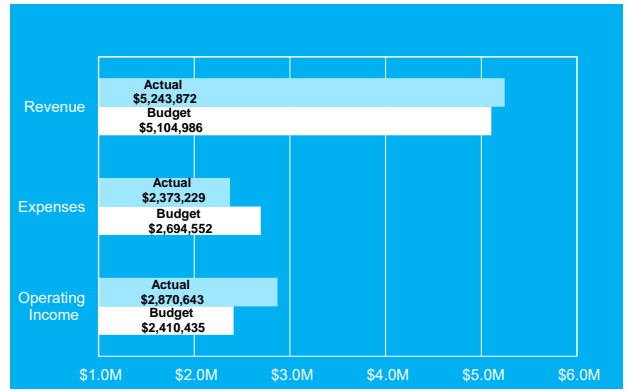
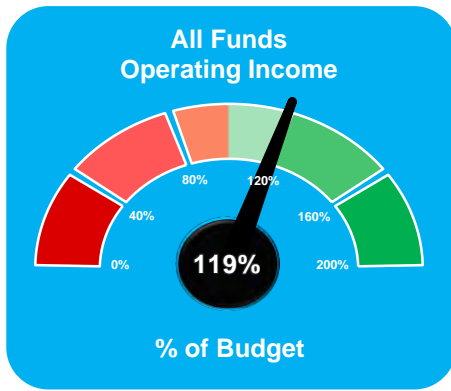
## Other: Repairs / Utilities /



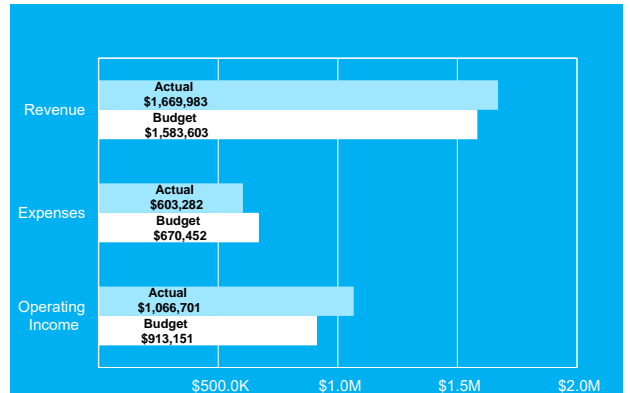
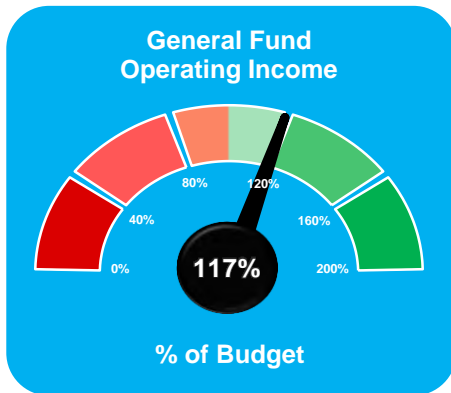
# Winnetka Park District Operating Income Dashboard

YTD  
As of 04/30/2019

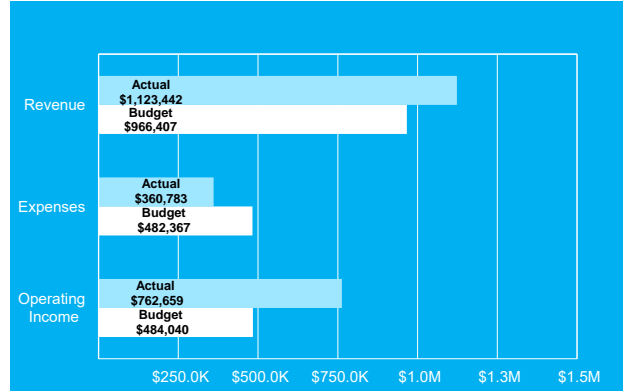
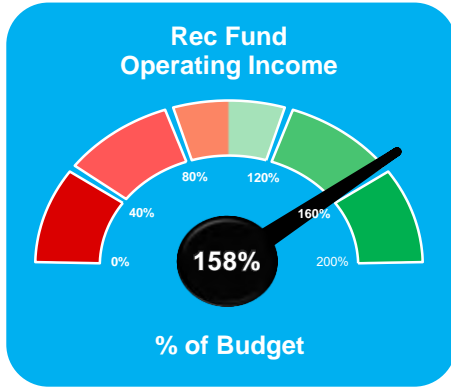
## Winnetka Park District All Funds



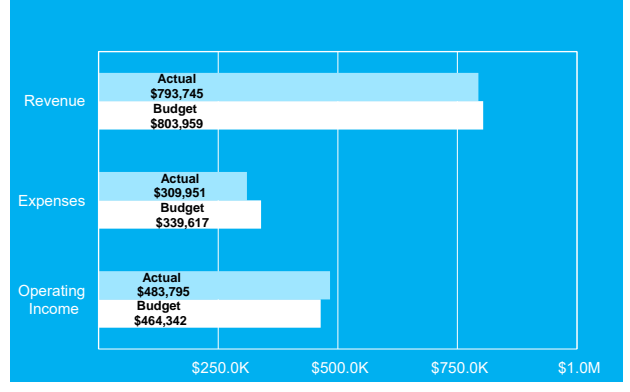
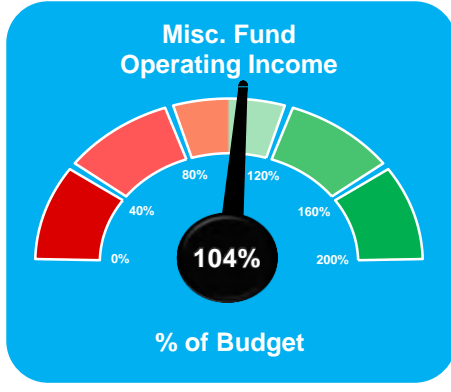
## Winnetka Park District General Fund



## Winnetka Park District Rec Fund



## Winnetka Park District Misc Fund

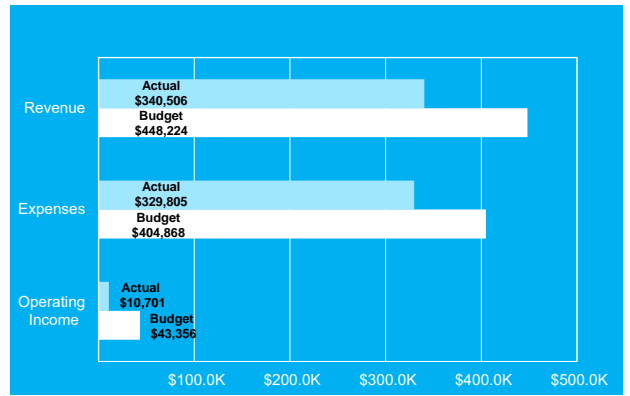
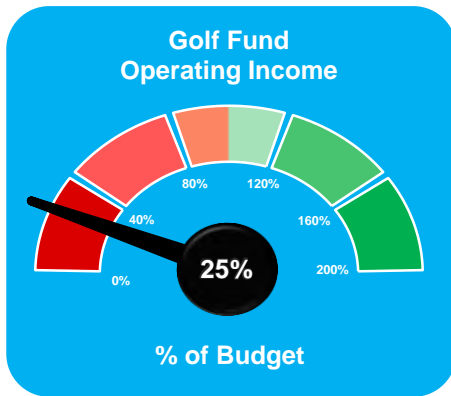


# Winnetka Park District Operating Income Dashboard

YTD  
As of 04/30/2019

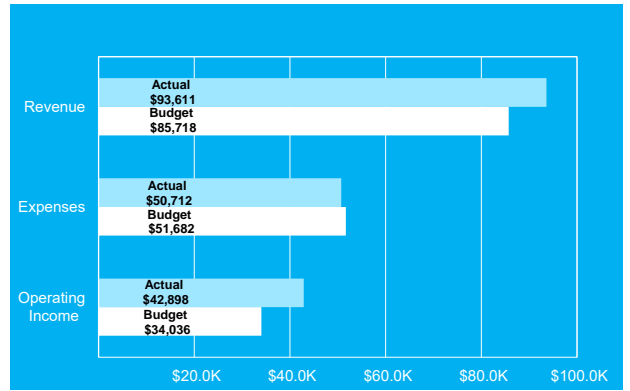
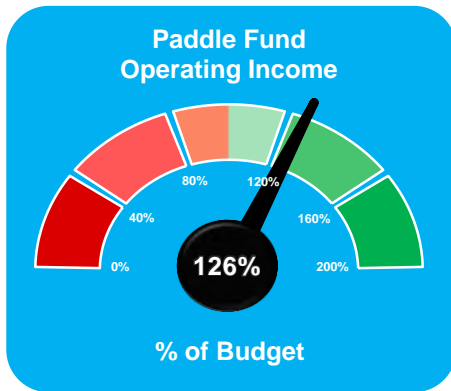
Winnetka Park District

## Golf Fund



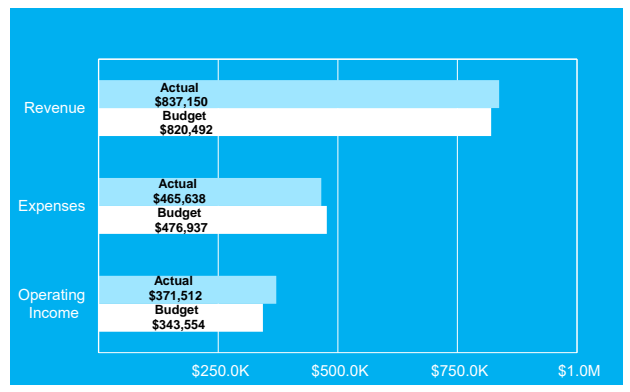
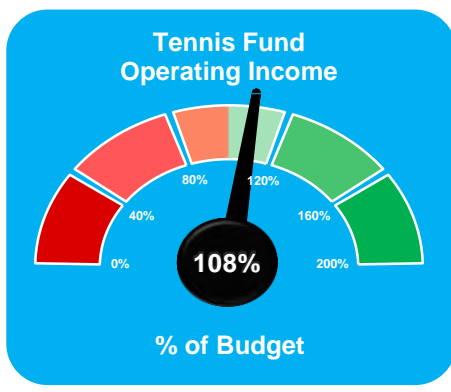
Winnetka Park District

## Paddle Fund



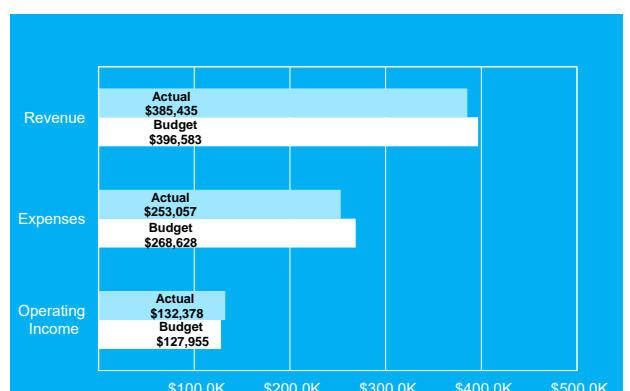
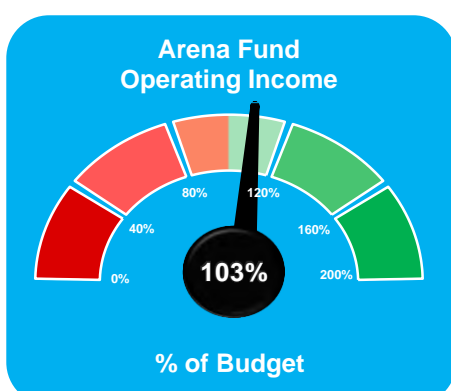
Winnetka Park District

## Tennis Fund



Winnetka Park District

## Arena Fund

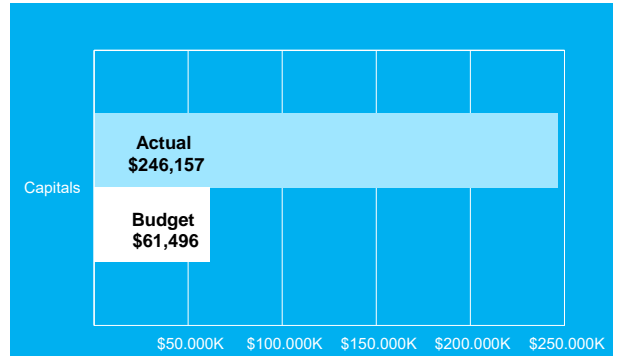
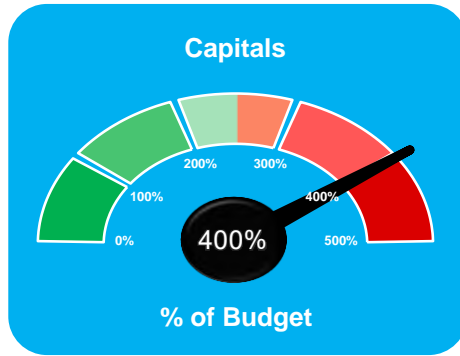


# Winnetka Park District Other Metrics Dashboard

YTD  
As of 04/30/2019

Winnetka Park District

## Capitals





# VOUCHER LIST OF PAID BILLS FOR APPROVAL ON MAY 16, 2019

Winnetka Park District

By Vendor Name

Payment Dates 04/20/2019 - 05/10/2019

Vendor Name	Payment Number	Payable Number	Account Number	Description (Item)	Amount
<b>Vendor: 16550 - 4FX SPIRIT APPAREL</b>					
4FX SPIRIT APPAREL	102619	06-1812	27-2700-0000-52901	ICE SPECIAL EVENT SUPPLIES	31.00
<b>Vendor 16550 - 4FX SPIRIT APPAREL Total:</b>					<b>31.00</b>
<b>Vendor: 00027 - A-1 PEST CONTROL, INC.</b>					
A-1 PEST CONTROL, INC.	102556	12550	20-2100-0000-54250	PEST CONTROL-GOLF MTC	75.00
A-1 PEST CONTROL, INC.	102674	12767	23-2300-0000-54250	PEST CONTROL-PADDLE	40.00
A-1 PEST CONTROL, INC.	102674	12769	27-2700-0000-54250	PEST CONTROL-ICE	40.00
A-1 PEST CONTROL, INC.	102674	12772	25-2500-0000-54250	PEST CONTROL-TENNIS	70.00
A-1 PEST CONTROL, INC.	102674	12774	10-1000-0000-54250	PEST CONTROL-ADMIN	60.00
<b>Vendor 00027 - A-1 PEST CONTROL, INC. Total:</b>					<b>285.00</b>
<b>Vendor: 21366 - AAES</b>					
AAES	102620	32825	01-0100-0000-56001	ROOF REPAIR - ADMIN	212.50
AAES	102620	32825	10-1000-0000-56001	ROOF REPAIR - ADMIN	212.50
<b>Vendor 21366 - AAES Total:</b>					<b>425.00</b>
<b>Vendor: 21924 - ACCESS ONE</b>					
ACCESS ONE	102675	4021986	01-0100-0000-56501	PHONE SERVICE	100.12
ACCESS ONE	102675	4021986	01-0200-0000-56501	PHONE SERVICE	78.67
ACCESS ONE	102675	4021986	01-0400-0000-56501	PHONE SERVICE	78.67
ACCESS ONE	102675	4021986	10-1000-0000-56501	PHONE SERVICE	78.67
ACCESS ONE	102675	4021986	10-1500-0000-56501	PHONE SERVICE	21.45
ACCESS ONE	102675	4021986	10-1600-0000-56501	PHONE SERVICE	21.45
ACCESS ONE	102675	4021986	20-2000-0000-56501	PHONE SERVICE	92.97
ACCESS ONE	102675	4021986	20-2100-0000-56501	PHONE SERVICE	92.97
ACCESS ONE	102675	4021986	25-2500-0000-56501	PHONE SERVICE	92.97
ACCESS ONE	102675	4021986	27-2700-0000-56501	PHONE SERVICE	57.20
<b>Vendor 21924 - ACCESS ONE Total:</b>					<b>715.14</b>
<b>Vendor: 00130 - ACUSHNET COMPANY</b>					
ACUSHNET COMPANY	102557	907292977	20-10700	Merchandise for Resale	111.00
ACUSHNET COMPANY	102557	907292977	20-2000-0000-57325	Merchandise for Resale	8.00
ACUSHNET COMPANY	102557	907314382	20-10700	Merchandise for Resale	347.40
ACUSHNET COMPANY	102557	907314382	20-2000-0000-57325	Merchandise for Resale	25.00
ACUSHNET COMPANY	102557	907323153	20-10700	Merchandise for Resale	2,851.80
ACUSHNET COMPANY	102557	907323153	20-2000-0000-57325	Merchandise for Resale	105.00
ACUSHNET COMPANY	102557	907323154	20-10700	Merchandise for Resale	1,018.50
ACUSHNET COMPANY	102557	907323154	20-2000-0000-57325	Merchandise for Resale	37.50
ACUSHNET COMPANY	102557	907328722	20-10700	Merchandise for Resale	114.00
ACUSHNET COMPANY	102557	907328722	20-2000-0000-57325	Merchandise for Resale	8.00
ACUSHNET COMPANY	102557	907334352	20-10700	CREDIT MEMO	-810.00
ACUSHNET COMPANY	102676	907341663	20-10700	Merchandise for Resale	114.00
ACUSHNET COMPANY	102676	907341663	20-2000-0000-57325	Merchandise for Resale	8.00
ACUSHNET COMPANY	102676	907351566	20-2000-0000-52525	Uniforms	714.55
ACUSHNET COMPANY	102676	300222585	20-10700	GOLF CREDIT	-3,552.00
ACUSHNET COMPANY	102676	907386396	20-10700	Merchandise For Resale	648.00
ACUSHNET COMPANY	102676	907386396	20-2000-0000-57325	Merchandise For Resale	25.26
ACUSHNET COMPANY	102676	907394470	20-10700	Merchandise for Resale	3,552.00
ACUSHNET COMPANY	102676	907394470	20-2000-0000-57325	Merchandise for Resale	93.08
ACUSHNET COMPANY	102676	907395558	20-2000-0000-57325	FREIGHT CREDIT	-11.59
ACUSHNET COMPANY	102676	907406714	20-10700	GOLF ITEMS FOR RESALE	72.00
ACUSHNET COMPANY	102676	907406714	20-2000-0000-57325	FREIGHT	7.88
ACUSHNET COMPANY	102676	907428942	20-10700	Merchandise For Resale	2,556.00
ACUSHNET COMPANY	102676	907428942	20-2000-0000-57325	Merchandise For Resale	103.92
<b>Vendor 00130 - ACUSHNET COMPANY Total:</b>					<b>8,147.30</b>

## VOUCHER LIST OF PAID BILLS FOR APPROVAL ON M/

Payment Dates: 04/20/2019 - 05/10/2019

Vendor Name	Payment Number	Payable Number	Account Number	Description (Item)	Amount
<b>Vendor: 00177 - AFLAC</b>					
AFLAC	102621	INV0010340	01-0100-0000-54051	CANCER/INTENSIVE CARE INSURANCE	660.44
AFLAC	102621	INV0010340	01-21240	CANCER/INTENSIVE CARE INSURANCE	372.42
AFLAC	102621	INV0010340	01-21260	CANCER/INTENSIVE CARE INSURANCE	273.12
<b>Vendor 00177 - AFLAC Total:</b>					<b>1,305.98</b>
<b>Vendor: 10930 - AMERICAN WELDING &amp; GAS INC</b>					
AMERICAN WELDING & GAS INC	102558	06243601	01-0300-0000-54250	WELDING TANK RENTAL	140.71
AMERICAN WELDING & GAS INC	102677	06270320	01-0300-0000-52002	WELDING SUPPLIES	175.21
<b>Vendor 10930 - AMERICAN WELDING &amp; GAS INC Total:</b>					<b>315.92</b>
<b>Vendor: 21225 - ANDREW CABRERA</b>					
ANDREW CABRERA	102559	INV0010290	01-0300-0000-52525	REIMB FOR BOOTS	99.99
<b>Vendor 21225 - ANDREW CABRERA Total:</b>					<b>99.99</b>
<b>Vendor: 00245 - ANTON'S GREENHOUSES, INC.</b>					
ANTON'S GREENHOUSES, INC.	102560	9679	20-2100-0000-52540	PLANT MATERIALS	2,288.00
ANTON'S GREENHOUSES, INC.	102560	9680	20-2100-0000-52540	PLANT MATERIALS	225.00
<b>Vendor 00245 - ANTON'S GREENHOUSES, INC. Total:</b>					<b>2,513.00</b>
<b>Vendor: 22382 - AQUARIUS SAIL OF WISCONSIN</b>					
AQUARIUS SAIL OF WISCONSIN	102678	INV0010355	10-1400-0000-60184	SAILBOATS FOR SAILING PROGRAM (2)	10,108.00
<b>Vendor 22382 - AQUARIUS SAIL OF WISCONSIN Total:</b>					<b>10,108.00</b>
<b>Vendor: 12335 - ARLINGTON POWER EQUIPMENT INC</b>					
ARLINGTON POWER EQUIPME...	102561	807955	01-0300-0000-52505	TOOL AND EQUIPMENT REPLACEMENT FOR PARKS	149.76
ARLINGTON POWER EQUIPME...	102561	807955	01-0400-0000-52801	TOOL AND EQUIPMENT REPLACEMENT FOR PARKS	2,305.51
ARLINGTON POWER EQUIPME...	102561	807955	01-0400-0000-52810	TOOL AND EQUIPMENT REPLACEMENT FOR PARKS	479.40
ARLINGTON POWER EQUIPME...	102561	807955	01-0400-0000-56100	TOOL AND EQUIPMENT REPLACEMENT FOR PARKS	228.51
ARLINGTON POWER EQUIPME...	102679	810434	01-0400-0000-52810	FUEL CANS FOR PARKS	208.80
ARLINGTON POWER EQUIPME...	102679	810869	01-0400-0000-52801	BRUSH CUTTER FOR PARKS	1,027.46
<b>Vendor 12335 - ARLINGTON POWER EQUIPMENT INC Total:</b>					<b>4,399.44</b>
<b>Vendor: 07515 - ARTHUR CLESEN INC.</b>					
ARTHUR CLESEN INC.	102622	341594	10-1200-0000-52560	GRASS SEED	815.00
ARTHUR CLESEN INC.	102622	341595	01-0400-0000-52566	FERTILIZER FOR PAKS	1,113.75
ARTHUR CLESEN INC.	102622	341890	10-1200-0000-52560	GRASS SEED	1,000.00
<b>Vendor 07515 - ARTHUR CLESEN INC. Total:</b>					<b>2,928.75</b>
<b>Vendor: 21305 - AT&amp;T 708 290-0002 574 5</b>					
AT&T 708 290-0002 574 5	102562	INV0010308	20-2000-0000-56501	PHONE SERVICE-GOLF	1,300.63
<b>Vendor 21305 - AT&amp;T 708 290-0002 574 5 Total:</b>					<b>1,300.63</b>
<b>Vendor: 12455 - AT&amp;T 847 441-5711 078 5</b>					
AT&T 847 441-5711 078 5	102563	INV0010296	01-0300-0000-56501	PHONE SERVICE-PARKS SC	608.93
<b>Vendor 12455 - AT&amp;T 847 441-5711 078 5 Total:</b>					<b>608.93</b>
<b>Vendor: 07535 - AT&amp;T 847 784-9130 826 5</b>					
AT&T 847 784-9130 826 5	102623	INV0010349	23-2300-0000-56501	PHONE SERVICE-PADDLE	209.94
<b>Vendor 07535 - AT&amp;T 847 784-9130 826 5 Total:</b>					<b>209.94</b>
<b>Vendor: 22202 - BABOLAT VS NORTH AMERICA INC</b>					
BABOLAT VS NORTH AMERICA I...	102624	2637165	25-2500-0000-47325	SALES DISCOUNT	-0.72
BABOLAT VS NORTH AMERICA I...	102624	2637165	25-2500-0000-52320	TENNIS SPECIAL EVENT SUPPLIES	45.42
<b>Vendor 22202 - BABOLAT VS NORTH AMERICA INC Total:</b>					<b>44.70</b>
<b>Vendor: 00341 - BESS HARDWARE &amp; SPORTS</b>					
BESS HARDWARE & SPORTS	102680	APR2019	01-0400-0000-52002	CAUTION TAPE	11.69
BESS HARDWARE & SPORTS	102680	APR2019	01-0400-0000-52002	CLEANER & DRILL BITS	19.37
BESS HARDWARE & SPORTS	102680	APR2019	10-1200-0000-52002	FIELD SUPPLIES	67.34

## VOUCHER LIST OF PAID BILLS FOR APPROVAL ON M/

Payment Dates: 04/20/2019 - 05/10/2019

Vendor Name	Payment Number	Payable Number	Account Number	Description (Item)	Amount
BESS HARDWARE & SPORTS	102680	APR2019	20-2000-0000-56001	GOLF FACILITY REPAIRS	6.28
BESS HARDWARE & SPORTS	102680	APR2019	20-2000-0000-60077	PARK FENCES & GATES	32.35
BESS HARDWARE & SPORTS	102680	APR2019	20-2100-0000-52002	GOLF MTC SUPPLIES	7.45
BESS HARDWARE & SPORTS	102680	APR2019	25-2500-0000-56001	TENNIS FACILITY REPAIRS	4.04
<b>Vendor 00341 - BESS HARDWARE &amp; SPORTS Total:</b>					<b>148.52</b>
<b>Vendor: 12620 - BMO CORP. MASTERCARD</b>					
BMO CORP. MASTERCARD	102625	APR2019-06	01-0400-0000-56001	PLUMBING PARTS	136.00
BMO CORP. MASTERCARD	102625	APR2019-06	10-1500-0000-56001	PLUMBING PARTS	136.00
BMO CORP. MASTERCARD	102625	APR2019-32	10-1200-0000-52002	STAFF OUTING	162.50
BMO CORP. MASTERCARD	102625	APR2019-33	10-1100-7606-54304	CAMP FIELD TRIP -- WHIRLYBALL (DEPOSIT)	225.00
BMO CORP. MASTERCARD	102625	APR2019-38	20-2000-0000-52320	Special Event Supplies	680.50
BMO CORP. MASTERCARD	102625	APR2019-07	01-0300-0000-60101	BAY COVER AND FRAME	5,275.00
BMO CORP. MASTERCARD	102625	APR2019-08	20-2100-0000-56001	FENCE POST	868.00
BMO CORP. MASTERCARD	102625	APR2019-09	25-2500-0000-52801	NSCD STORAGE	872.61
BMO CORP. MASTERCARD	102625	APR2019-10	20-2100-0000-56001	FENCE POST	868.00
BMO CORP. MASTERCARD	102625	APR2019-11	20-2100-0000-56001	FENCE REPLACEMENT MATERIAL	2,506.35
BMO CORP. MASTERCARD	102625	APR2019-39	10-1500-0000-56001	LAKEFRONT REPLACEMENT SIGNS	625.31
BMO CORP. MASTERCARD	102625	APR2019-39	10-1600-0000-56001	LAKEFRONT REPLACEMENT SIGNS	482.36
BMO CORP. MASTERCARD	102625	APR2019-48	10-1100-7841-52405	FLAGGING TAPE	37.92
BMO CORP. MASTERCARD	102625	APR2019-12	10-1500-0000-56001	PLUMBING PARTS & TRASH PICKERS	136.79
BMO CORP. MASTERCARD	102625	APR2019-13	01-0400-0000-52002	PLUMBING PARTS & TRASH PICKERS	108.30
BMO CORP. MASTERCARD	102625	APR2019-14	10-1200-0000-56001	FENCE MATERIAL	295.56
BMO CORP. MASTERCARD	102625	APR2019-49	10-1100-7841-52405	FLAGGING TAPE	9.02
BMO CORP. MASTERCARD	102625	APR2019-49	10-1100-7843-52405	FLAGGING TAPE	24.71
BMO CORP. MASTERCARD	102625	APR2019-50	10-1100-7843-52405	FLAGGING TAPE	36.13
BMO CORP. MASTERCARD	102625	APR2019-51	10-1100-7843-52405	FLAGGING TAPE	32.50
BMO CORP. MASTERCARD	102625	APR2019-24	27-2700-0000-52340	ICE SHOW COSTUMES	174.93
BMO CORP. MASTERCARD	102625	APR2019-25	27-2700-0000-52340	ICE SHOW CURTAIN	752.93
BMO CORP. MASTERCARD	102625	APR2019-28	20-2100-0000-54250	Contract Services	119.00
BMO CORP. MASTERCARD	102625	APR2019-31	20-2100-0000-54250	Contract Services	365.74
BMO CORP. MASTERCARD	102625	APR2019-34	10-1100-7606-54304	CAMP FIELD TRIP -- MAIN EVENT (DEPOSIT)	379.00
BMO CORP. MASTERCARD	102625	APR2019-34	10-1100-7765-54304	CAMP FIELD TRIP -- MAIN EVENT (DEPOSIT)	379.00
BMO CORP. MASTERCARD	102625	APR2019-35	10-1100-7606-54304	CAMP FIELD TRIP -- GIZMO'S FUN FACTORY (DEPOSIT)	50.85
BMO CORP. MASTERCARD	102625	APR2019-35	10-1100-7765-54304	CAMP FIELD TRIP -- GIZMO'S FUN FACTORY (DEPOSIT)	50.85
BMO CORP. MASTERCARD	102625	APR2019-36	10-1100-7147-52401	TEES SOFTBALL ICE PACKS FIRST AID FIELDS	65.90
BMO CORP. MASTERCARD	102625	APR2019-36	10-1200-0000-52002	TEES SOFTBALL ICE PACKS FIRST AID FIELDS	72.44
BMO CORP. MASTERCARD	102625	APR2019-52	10-1100-7668-52404	CAMP BOWLING GAME	19.97
BMO CORP. MASTERCARD	102625	APR2019-52	10-1100-7843-52405	EGG HUNT DECOR	12.68
BMO CORP. MASTERCARD	102625	APR2019-52	10-1100-7843-52405	EGG HUNT PRIZES	366.21
BMO CORP. MASTERCARD	102625	APR2019-40	01-0200-0000-52011	Zoho Annual Subscription	499.00
BMO CORP. MASTERCARD	102625	APR2019-15	01-0400-0000-52002	DOG WASTE BAGS	100.86
BMO CORP. MASTERCARD	102625	APR2019-16	35-3500-0000-52801	AED PADS	268.00
BMO CORP. MASTERCARD	102625	APR2019-29	20-2100-0000-52525	Uniforms (Carhartt Bibs and Jackets for crew)	849.91
BMO CORP. MASTERCARD	102625	APR2019-41	01-0200-0000-52011	MARKETING BOOTH BANNERS	135.49
BMO CORP. MASTERCARD	102625	APR2019-42	20-2000-0000-54201	Golf Supplemental	425.43
BMO CORP. MASTERCARD	102625	APR2019-53	10-1100-7843-52405	EGG HUNT PRIZES	590.75
BMO CORP. MASTERCARD	102625	APR2019-17	01-0400-0000-52810	SOLDERING GUN	129.95
BMO CORP. MASTERCARD	102625	APR2019-01	01-0100-0000-54210	Nettime Solutions- Time and Attendance	354.00
BMO CORP. MASTERCARD	102625	APR2019-02	01-0100-0000-54005	SHRM Conference-Flight	3.22



## VOUCHER LIST OF PAID BILLS FOR APPROVAL ON M/

Payment Dates: 04/20/2019 - 05/10/2019

Vendor Name	Payment Number	Payable Number	Account Number	Description (Item)	Amount
BMO CORP. MASTERCARD	102625	APR2019-03	01-0100-0000-54005	SHRM Conference-Flight	177.30
BMO CORP. MASTERCARD	102625	APR2019-18	35-3500-0000-52801	NEW AED UNITS	2,011.40
BMO CORP. MASTERCARD	102625	APR2019-37	10-1200-0000-52002	AFRAME AND SIGN FOR NO DOGS PLAYFIELDS	187.98
BMO CORP. MASTERCARD	102625	APR2019-43	01-0200-0000-52011	Event Giveaways	475.68
BMO CORP. MASTERCARD	102625	APR2019-19	35-3500-0000-56100	AED KEY	105.00
BMO CORP. MASTERCARD	102625	APR2019-20	01-0400-0000-56100	TIRES #61 MOWING CREW TRAILER	514.30
BMO CORP. MASTERCARD	102625	APR2019-04	01-0100-0000-54005	SHRM Conference-Flight SKOKIE	197.30
BMO CORP. MASTERCARD	102625	APR2019-21	20-2100-0000-56001	PLAYFIELD SERVICE CENTER FENCE	1,230.00
BMO CORP. MASTERCARD	102625	APR2019-22	20-2100-0000-56001	SKOKIE PLAYFIELD SERVICE CENTER FENCE	469.40
BMO CORP. MASTERCARD	102625	APR2019-26	27-2700-0000-52340	ROPE LIGHTS/ SUPPLIES Summer	219.61
BMO CORP. MASTERCARD	102625	APR2019-44	10-1100-7999-54201	Camp Brochure BOARD MEETING	252.30
BMO CORP. MASTERCARD	102625	APR2019-46	01-0200-0000-52090	4/25/19 ROPE LIGHT	179.95
BMO CORP. MASTERCARD	102625	APR2019-27	27-2700-0000-52340	REPLACEMENTS Uniforms	149.82
BMO CORP. MASTERCARD	102625	APR2019-30	20-2100-0000-52525	(Hard Hats) LEADERSHIP	255.40
BMO CORP. MASTERCARD	102625	APR2019-47	01-0200-0000-52090	BREAKFAST W/NEW COMMISSIONERS	175.22
BMO CORP. MASTERCARD	102625	APR2019-05	01-0100-0000-52999	Sympathy Flowers	101.59
BMO CORP. MASTERCARD	102625	APR2019-23	01-0400-0000-52540	NURSERY SUPPLIES	840.24
BMO CORP. MASTERCARD	102625	APR2019-45	10-1100-7999-54201	GOOGLE ADS	216.88
BMO CORP. MASTERCARD	102625	APR2019-45	25-2500-0000-54201	GOOGLE ADS	19.37
BMO CORP. MASTERCARD	102625	APR2019-45	27-2700-0000-54201	GOOGLE ADS	19.38
BMO CORP. MASTERCARD	102625	APR2019	01-0100-0000-52001	BATTERIES	37.97
BMO CORP. MASTERCARD	102625	APR2019	01-0100-0000-52002	MEETING SUPPLIES	36.35
BMO CORP. MASTERCARD	102625	APR2019	01-0100-0000-52002	LUNCH MEETING NEW COMMISSIONER	14.00
BMO CORP. MASTERCARD	102625	APR2019	01-0100-0000-52002	MEETING SUPPLIES	24.00
BMO CORP. MASTERCARD	102625	APR2019	01-0100-0000-52002	MEETING SUPPLIES	27.23
BMO CORP. MASTERCARD	102625	APR2019	01-0100-0000-52999	NEW STAFF MEET & GREET	24.56
BMO CORP. MASTERCARD	102625	APR2019	01-0100-0000-52999	BOARD SUPPLIES	23.00
BMO CORP. MASTERCARD	102625	APR2019	01-0100-0000-52999	STAFF MEETING	83.55
BMO CORP. MASTERCARD	102625	APR2019	01-0100-0000-54005	CYBER SECURITY TRAINING	20.00
BMO CORP. MASTERCARD	102625	APR2019	01-0100-0000-54005	LEGISLATIVE CONF-JOHN M	100.00
BMO CORP. MASTERCARD	102625	APR2019	01-0100-0000-56001	LIGHT BULBS	82.90
BMO CORP. MASTERCARD	102625	APR2019	01-0200-0000-52001	SUBSCRIPTION	7.96
BMO CORP. MASTERCARD	102625	APR2019	01-0200-0000-52011	STOCK IMAGE	2.99
BMO CORP. MASTERCARD	102625	APR2019	01-0200-0000-52011	STOCK IMAGE	2.99
BMO CORP. MASTERCARD	102625	APR2019	01-0200-0000-52011	STOCK IMAGE	29.99
BMO CORP. MASTERCARD	102625	APR2019	01-0200-0000-52011	ADOBE CAPTIVATE	31.86
BMO CORP. MASTERCARD	102625	APR2019	01-0200-0000-52011	LINK IN PROFILE	9.99
BMO CORP. MASTERCARD	102625	APR2019	01-0200-0000-52011	MARKETING AUTOMATION	80.00
BMO CORP. MASTERCARD	102625	APR2019	01-0200-0000-52090	BOARD SUPPLIES	48.06
BMO CORP. MASTERCARD	102625	APR2019	01-0200-0000-52090	BOOKS FOR NEW BOARD MEMBER	53.00
BMO CORP. MASTERCARD	102625	APR2019	01-0200-0000-52090	BOARD BOOT CAMP CONF	261.00
BMO CORP. MASTERCARD	102625	APR2019	01-0200-0000-54005	LEGISLATIVE CONF-JOHN M	99.00
BMO CORP. MASTERCARD	102625	APR2019	01-0200-0000-54250	DROPBOX FOR ADMIN & MARKETING	60.00
BMO CORP. MASTERCARD	102625	APR2019	01-0300-0000-52525	UNIFORM MECHANIC	93.48
BMO CORP. MASTERCARD	102625	APR2019	01-0300-0000-52810	SPINDLE SOCKETS	59.87
BMO CORP. MASTERCARD	102625	APR2019	01-0300-0000-56001	EMERGENCY LIGHT BATTERIES	56.29
BMO CORP. MASTERCARD	102625	APR2019	01-0400-0000-52001	OFFICE SUPPLIES	76.15
BMO CORP. MASTERCARD	102625	APR2019	01-0400-0000-52002	LUNCH MEETING	46.85
BMO CORP. MASTERCARD	102625	APR2019	01-0400-0000-52002	SANDWICH TRAY FOR MEETING	48.06
BMO CORP. MASTERCARD	102625	APR2019	01-0400-0000-52002	CORN HOLE BAGS	72.00
BMO CORP. MASTERCARD	102625	APR2019	01-0400-0000-54005	TOLL FOR TRAINING	9.20
BMO CORP. MASTERCARD	102625	APR2019	01-0400-0000-54005	TOLL FOR TRAINING	3.40

## VOUCHER LIST OF PAID BILLS FOR APPROVAL ON M/

Payment Dates: 04/20/2019 - 05/10/2019

Vendor Name	Payment Number	Payable Number	Account Number	Description (Item)	Amount
BMO CORP. MASTERCARD	102625	APR2019	01-0400-0000-56001	BATTERIES FOR EM LIGHT/125' HOSE	64.64
BMO CORP. MASTERCARD	102625	APR2019	01-0400-0000-56001	VALVE	76.83
BMO CORP. MASTERCARD	102625	APR2019	01-0400-0000-56100	HYDRAULIC FLUID DECALS	3.50
BMO CORP. MASTERCARD	102625	APR2019	01-0400-0000-56100	TRAILER TIRE	63.16
BMO CORP. MASTERCARD	102625	APR2019	01-0400-0000-56100	GASOLINE DECALS	1.88
BMO CORP. MASTERCARD	102625	APR2019	01-0400-0000-56100	EQUIPMENT REPAIR	72.45
BMO CORP. MASTERCARD	102625	APR2019	10-1000-0000-52350	STAFF APPRECIATION	75.00
BMO CORP. MASTERCARD	102625	APR2019	10-1000-0000-54005	CPR RECERTIFICATION	30.00
BMO CORP. MASTERCARD	102625	APR2019	10-1000-0000-56001	THERMOSTAT	78.61
BMO CORP. MASTERCARD	102625	APR2019	10-1100-7147-52401	GIRLS SOFTBALL HITTING NET	28.00
BMO CORP. MASTERCARD	102625	APR2019	10-1100-7147-52401	GIRLS SOFTBALLS	34.99
BMO CORP. MASTERCARD	102625	APR2019	10-1100-7147-52401	GIRLS SOFTBALL MASK	30.79
BMO CORP. MASTERCARD	102625	APR2019	10-1100-7147-52401	GIRLS SOFTBALL MASK	19.92
BMO CORP. MASTERCARD	102625	APR2019	10-1100-7147-52401	GIRLS SB HITTING NET & TEE	99.99
BMO CORP. MASTERCARD	102625	APR2019	10-1100-7147-52401	SOFTBALL RETURN	22.60
BMO CORP. MASTERCARD	102625	APR2019	10-1100-7147-52401	GIRLS SOFTBALL MASK	21.73
BMO CORP. MASTERCARD	102625	APR2019	10-1100-7147-52401	GIRLS SOFTBALLS	96.00
BMO CORP. MASTERCARD	102625	APR2019	10-1100-7456-52402	BABYSITTING CLASS SUPPLIES	8.97
BMO CORP. MASTERCARD	102625	APR2019	10-1100-7456-52402	BABYSITTING LUNCH	41.00
BMO CORP. MASTERCARD	102625	APR2019	10-1100-7606-54304	CAMP FIELD TRIP DEPOSIT	25.00
BMO CORP. MASTERCARD	102625	APR2019	10-1100-7765-54304	CAMP FIELD TRIP DEPOSIT	25.00
BMO CORP. MASTERCARD	102625	APR2019	10-1100-7843-52405	TAX REFUND	-1.83
BMO CORP. MASTERCARD	102625	APR2019	10-1100-7843-52405	TAX REFUND	-9.94
BMO CORP. MASTERCARD	102625	APR2019	10-1100-7843-52405	EGG HUNT SUPPLIES	24.40
BMO CORP. MASTERCARD	102625	APR2019	10-1100-7845-52405	RETURNED ITEMS	-50.02
BMO CORP. MASTERCARD	102625	APR2019	10-1100-7845-52405	CREDIT REFUND	-50.02
BMO CORP. MASTERCARD	102625	APR2019	10-1100-7999-54201	BANNER FOR WG TALENT	44.70
BMO CORP. MASTERCARD	102625	APR2019	10-1100-7999-54201	FACEBOOK ADS	1.67
BMO CORP. MASTERCARD	102625	APR2019	10-1100-7999-54201	SUMMER CAMP BANNER	65.99
BMO CORP. MASTERCARD	102625	APR2019	10-1100-7999-54201	BANNER FOR BEACH FENCE	59.70
BMO CORP. MASTERCARD	102625	APR2019	10-1100-7999-54201	REC EVENT BANNER	58.11
BMO CORP. MASTERCARD	102625	APR2019	10-1200-0000-52002	LOCKS & KEYS	35.53
BMO CORP. MASTERCARD	102625	APR2019	10-1200-0000-52002	WATER FOR FIELD OFFICE	16.99
BMO CORP. MASTERCARD	102625	APR2019	10-1200-0000-52002	FIELD SUPPLIES	94.24
BMO CORP. MASTERCARD	102625	APR2019	10-1200-0000-52002	SOCCER SUPPLIES & SPRAYER	80.83
BMO CORP. MASTERCARD	102625	APR2019	10-1200-0000-54005	CPRP RENEWAL	60.00
BMO CORP. MASTERCARD	102625	APR2019	10-1500-0000-52002	SAFETY EQUIPMENT	80.00
BMO CORP. MASTERCARD	102625	APR2019	10-1500-0000-52320	DOGGY EGG HUNT SUPPLIES	41.68
BMO CORP. MASTERCARD	102625	APR2019	10-1500-0000-52320	DOGGY EGG HUNT SUPPLIES	26.99
BMO CORP. MASTERCARD	102625	APR2019	10-1500-0000-52320	DOGGY EGG HUNT SUPPLIES	37.00
BMO CORP. MASTERCARD	102625	APR2019	10-1600-0000-52002	LAUNCH SUPPLIES	4.29
BMO CORP. MASTERCARD	102625	APR2019	20-2000-0000-56001	THERMOSTAT	73.31
BMO CORP. MASTERCARD	102625	APR2019	20-2000-0000-56001	THERMOSTAT	78.90
BMO CORP. MASTERCARD	102625	APR2019	20-2100-0000-52001	OFFICE SUPPLIES-GOLF MTC	33.75
BMO CORP. MASTERCARD	102625	APR2019	20-2100-0000-52002	GOLF MTC SUPPLIES	41.32
BMO CORP. MASTERCARD	102625	APR2019	20-2100-0000-52505	LUBRICANT	34.90
BMO CORP. MASTERCARD	102625	APR2019	20-2100-0000-52525	GOLF MTC UNIFORMS	20.86
BMO CORP. MASTERCARD	102625	APR2019	20-2100-0000-54005	LICENSE TRAINING-MS	10.00
BMO CORP. MASTERCARD	102625	APR2019	20-2100-0000-56001	FENCING MATERIAL	-248.00
BMO CORP. MASTERCARD	102625	APR2019	20-2100-0000-56001	RETURN CREDIT	-195.48
BMO CORP. MASTERCARD	102625	APR2019	20-2100-0000-56001	RETURN CREDIT	-124.00
BMO CORP. MASTERCARD	102625	APR2019	25-2500-0000-52001	THERMAL ROLL PAPER	69.95
BMO CORP. MASTERCARD	102625	APR2019	27-2700-0000-52001	OFFICE SUPPLIES	59.91
BMO CORP. MASTERCARD	102625	APR2019	27-2700-0000-52002	ICE SUPPLIES	12.21
BMO CORP. MASTERCARD	102625	APR2019	27-2700-0000-52340	ICE SHOW SCENERY	11.99
BMO CORP. MASTERCARD	102625	APR2019	27-2700-0000-52340	ICE SHOW COSTUMES	68.90
BMO CORP. MASTERCARD	102625	APR2019	27-2700-0000-52340	ICE SHOW COSTUMES	55.05
BMO CORP. MASTERCARD	102625	APR2019	27-2700-0000-52340	RETURN CREDIT	-52.98
BMO CORP. MASTERCARD	102625	APR2019	27-2700-0000-52340	ICE SHOW COSTUMES	52.98

## VOUCHER LIST OF PAID BILLS FOR APPROVAL ON M/

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Vendor Name	Payment Number	Payable Number	Account Number	Description (Item)	Amount
BMO CORP. MASTERCARD	102625	APR2019	27-2700-0000-52340	ICE SHOW SCENERY	8.75
BMO CORP. MASTERCARD	102625	APR2019	27-2700-0000-52340	ICE SHOW SUPPLIES	74.91
BMO CORP. MASTERCARD	102625	APR2019	27-2700-0000-52340	ICE SHOW COSTUMES	24.99
BMO CORP. MASTERCARD	102625	APR2019	27-2700-0000-52340	RETURN CREDIT	-159.88
BMO CORP. MASTERCARD	102625	APR2019	27-2700-0000-52340	HENK'S COSTUME	36.99
BMO CORP. MASTERCARD	102625	APR2019	27-2700-0000-52340	ICE SHOW SUPPLIES	54.78
BMO CORP. MASTERCARD	102625	APR2019	27-2700-0000-52340	ICE SHOW SUPPLIES	59.98
BMO CORP. MASTERCARD	102625	APR2019	35-3500-0000-52801	SHIPPING CHARGES	29.46
BMO CORP. MASTERCARD	102625	APR2019	35-3500-0000-56100	RETURN CREDIT	-105.00
<b>Vendor 12620 - BMO CORP. MASTERCARD Total:</b>					<b>30,677.41</b>
<b>Vendor: 22380 - BROOK BAYLY</b>					
BROOK BAYLY	102629	1036098	10-1100-7605-45400	REC REFUND	97.00
BROOK BAYLY	102629	1036098	10-1100-7668-45400	REC REFUND	67.50
<b>Vendor 22380 - BROOK BAYLY Total:</b>					<b>164.50</b>
<b>Vendor: 00580 - BTSI</b>					
BTSI	102564	62040*	20-2100-0000-52565	FUNGICIDES (CIVITAS EARLY ORDER)	8,322.75
<b>Vendor 00580 - BTSI Total:</b>					<b>8,322.75</b>
<b>Vendor: 06740 - BURRIS EQUIPMENT</b>					
BURRIS EQUIPMENT	102681	RI98639	01-0400-0000-54250	TRACKLOADER RENTAL	1,494.00
BURRIS EQUIPMENT	102681	RI98680	01-0400-0000-54250	TRACKLOADER RENTAL	428.35
BURRIS EQUIPMENT	102681	WI35478	01-0400-0000-60247	PURCHASE OF ONE CASE TRACK LOADER	66,039.94
<b>Vendor 06740 - BURRIS EQUIPMENT Total:</b>					<b>67,962.29</b>
<b>Vendor: 00770 - CALLAWAY GOLF COMPANY</b>					
CALLAWAY GOLF COMPANY	102565	930220388	20-2000-0000-52320	Special Event Supplies	654.30
CALLAWAY GOLF COMPANY	102565	930220461	20-10700	Merchandise for Resale	369.00
CALLAWAY GOLF COMPANY	102565	930220461	20-2000-0000-57325	Merchandise for Resale	10.04
CALLAWAY GOLF COMPANY	102565	930230320	20-10700	Merchandise for Resale	684.00
CALLAWAY GOLF COMPANY	102565	930230320	20-2000-0000-57325	Merchandise for Resale	19.50
CALLAWAY GOLF COMPANY	102565	930270567	20-2000-0000-52320	CREDIT MEMO-GOLF	-210.60
CALLAWAY GOLF COMPANY	102565	930287430	20-2000-0000-52320	CREDIT MEMO	-45.00
CALLAWAY GOLF COMPANY	102565	930287431	20-10700	CREDIT MEMO-GOLF	-369.00
CALLAWAY GOLF COMPANY	102565	930287431	20-2000-0000-57325	CREDIT MEMO-GOLF	-10.04
CALLAWAY GOLF COMPANY	102565	930299920	20-2000-0000-52320	CREDIT MEMO-GOLF	-421.20
CALLAWAY GOLF COMPANY	102630	930305946	20-10700	Merchandise for Resale	941.85
CALLAWAY GOLF COMPANY	102630	930305946	20-2000-0000-57325	Merchandise for Resale	16.41
CALLAWAY GOLF COMPANY	102565	930310560	20-2000-0000-52320	SPECIAL EVENT SHIPPING	22.50
CALLAWAY GOLF COMPANY	102682	930325435	20-2000-0000-52320	Special Event Supplies	145.40
<b>Vendor 00770 - CALLAWAY GOLF COMPANY Total:</b>					<b>1,807.16</b>
<b>Vendor: 00802 - CARLISLE ENTERPRISES</b>					
CARLISLE ENTERPRISES	102566	38171	01-0400-0000-52015	TONER FOR PARKS	246.70
<b>Vendor 00802 - CARLISLE ENTERPRISES Total:</b>					<b>246.70</b>
<b>Vendor: 00876 - CHEMSEARCH</b>					
CHEMSEARCH	102567	3460878	01-0300-0000-52505	TUBES OF GREASE FOR GREASE GUN	338.74
<b>Vendor 00876 - CHEMSEARCH Total:</b>					<b>338.74</b>
<b>Vendor: 22203 - CHRISTINE CONDON</b>					
CHRISTINE CONDON	102631	INV0010324	27-2700-0000-52002	ICE SHOW/GROUP LESSON SUPPLIES	10.00
CHRISTINE CONDON	102631	INV0010324	27-2700-0000-52340	ICE SHOW/GROUP LESSON SUPPLIES	376.83
<b>Vendor 22203 - CHRISTINE CONDON Total:</b>					<b>386.83</b>
<b>Vendor: 22372 - CLICGEAR USA</b>					
CLICGEAR USA	102568	1026640-00	20-10700	Merchandise for Resale	2,152.00
CLICGEAR USA	102568	1026640-00	20-2000-0000-57325	Merchandise for Resale	224.00
CLICGEAR USA	102568	1028120-00	20-10700	Merchandise for Resale	92.00

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CLICGEAR USA	102568	1028120-00	20-2000-0000-57325	Merchandise for Resale	15.00
<b>Vendor 22372 - CLICGEAR USA Total:</b>					<b>2,483.00</b>
<b>Vendor: 22343 - COLIN CROSS</b>					
COLIN CROSS	102632	INV0010323	23-2300-0000-52002	REIMB FOR CUPS FOR PADDLE	46.05
<b>Vendor 22343 - COLIN CROSS Total:</b>					<b>46.05</b>
<b>Vendor: 00993 - COMCAST</b>					
COMCAST	102683	0399APR2019	01-0100-0000-54210	INTERNET SERVICE-ADMIN	126.79
COMCAST	102569	3259APR2019	23-2300-0000-54250	CABLE TV-PADDLE	20.85
COMCAST	102683	3267APR2019	27-2700-0000-54250	CABLE TV-ICE	39.48
<b>Vendor 00993 - COMCAST Total:</b>					<b>187.12</b>
<b>Vendor: 01000 - COMED</b>					
COMED	102570	INV0010297	01-0400-0000-56530	ELECTRIC SERVICE-PARKS	23.89
<b>Vendor 01000 - COMED Total:</b>					<b>23.89</b>
<b>Vendor: 06007 - COVERALL NORTH AMERICA,</b>					
COVERALL NORTH AMERICA,	102684	1010638550	20-2000-0000-54255	Contract Services Clubhouse	153.17
COVERALL NORTH AMERICA,	102684	1010637844	01-0100-0000-54250	2019 MONTHLY ADMIN CLEANING SERVICE	349.00
COVERALL NORTH AMERICA,	102684	1010637844	10-1000-0000-54250	2019 MONTHLY ADMIN CLEANING SERVICE	349.00
<b>Vendor 06007 - COVERALL NORTH AMERICA, Total:</b>					<b>851.17</b>
<b>Vendor: 01038 - CRAFTWOOD LUMBER &amp; HRDWRE</b>					
CRAFTWOOD LUMBER & HRD...	102633	951589	20-2100-0000-56001	FENCE LUMBER	295.80
<b>Vendor 01038 - CRAFTWOOD LUMBER &amp; HRDWRE Total:</b>					<b>295.80</b>
<b>Vendor: 16270 - CTUC</b>					
CTUC	102571	80-19	25-2500-0000-54250	USTA TOURNEY UMPIRE	238.00
<b>Vendor 16270 - CTUC Total:</b>					<b>238.00</b>
<b>Vendor: 10680 - D &amp; R TRUCKING CO.</b>					
D & R TRUCKING CO.	102572	19014	27-2700-0000-52901	OUTDOOR ICE TRUCKING	570.00
D & R TRUCKING CO.	102685	19022	01-0400-0000-52550	GRAVEL AND SCREENINGS FOR PARKS	913.13
<b>Vendor 10680 - D &amp; R TRUCKING CO. Total:</b>					<b>1,483.13</b>
<b>Vendor: 22381 - DANIEL NOGAL</b>					
DANIEL NOGAL	102634	INV0010341	01-0400-0000-52525	REIMB FOR BOOTS	99.99
<b>Vendor 22381 - DANIEL NOGAL Total:</b>					<b>99.99</b>
<b>Vendor: 21621 - EFRAIN RAMIREZ</b>					
EFRAIN RAMIREZ	102573	INV0010291	01-0400-0000-52525	REIMB FOR BOOTS	99.99
<b>Vendor 21621 - EFRAIN RAMIREZ Total:</b>					<b>99.99</b>
<b>Vendor: 21960 - EMPIRE COOLER SERVICE, INC</b>					
EMPIRE COOLER SERVICE, INC	102686	0000255730	20-2000-0000-54255	Contract Services Clubhouse	125.00
<b>Vendor 21960 - EMPIRE COOLER SERVICE, INC Total:</b>					<b>125.00</b>
<b>Vendor: 12470 - ENVIRONMENTAL FUTURES</b>					
ENVIRONMENTAL FUTURES	102687	19-1218	25-2500-0000-54250	SHACK WATER COOLER	120.00
<b>Vendor 12470 - ENVIRONMENTAL FUTURES Total:</b>					<b>120.00</b>
<b>Vendor: 21935 - EUCLID MANAGERS</b>					
EUCLID MANAGERS	102574	INV0010309	01-21255	LIFELOCK PREMIUM-MAY 2019	71.94
<b>Vendor 21935 - EUCLID MANAGERS Total:</b>					<b>71.94</b>
<b>Vendor: 21701 - EXCALIBUR TECHNOLOGY CORP</b>					
EXCALIBUR TECHNOLOGY CORP	102688	178188	01-0100-0000-54210	JUNE IT SERVICES	369.00
<b>Vendor 21701 - EXCALIBUR TECHNOLOGY CORP Total:</b>					<b>369.00</b>
<b>Vendor: 22078 - FASTSIGNS</b>					
FASTSIGNS	102575	29-71248	27-2700-0000-52901	DASHER ADS - CODEVERSE/ NEW TRIER CHAMP SIGNS	248.30
FASTSIGNS	102575	29-71300	27-2700-0000-52901	SIGNS FOR ICE	40.00
<b>Vendor 22078 - FASTSIGNS Total:</b>					<b>288.30</b>

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<b>Vendor: 12520 - FAULKES BROS CONSTRUCTION</b>					
FAULKES BROS CONSTRUCTION	102635	315797	20-2100-0000-52550	Soil, Sand, & Stone	1,705.38
<b>Vendor 12520 - FAULKES BROS CONSTRUCTION Total:</b>					<b>1,705.38</b>
<b>Vendor: 00345 - FEDERAL WITHHOLDING TAX</b>					
FEDERAL WITHHOLDING TAX	DFT0003674	INV0010330	01-21200	Federal Withholding	14,384.15
FEDERAL WITHHOLDING TAX	DFT0003676	INV0010332	33-21220	FICA Withholding	22,402.28
FEDERAL WITHHOLDING TAX	DFT0003677	INV0010333	33-21220	Medicare Withholding	5,239.14
<b>Vendor 00345 - FEDERAL WITHHOLDING TAX Total:</b>					<b>42,025.57</b>
<b>Vendor: 21401 - FENCE CONNECTION INC</b>					
FENCE CONNECTION INC	102636	2577	27-2700-0000-56001	EAST STORAGE FENCE	2,680.00
<b>Vendor 21401 - FENCE CONNECTION INC Total:</b>					<b>2,680.00</b>
<b>Vendor: 21862 - FH PASCHEN, SN NIELSEN &amp; ASSOCIATES</b>					
FH PASCHEN, SN NIELSEN & AS...	102637	4600-021-2	01-0400-0000-60093	INDIAN HILL WINDOW REPLACEMENT FINAL PAYMENT	5,515.77
<b>Vendor 21862 - FH PASCHEN, SN NIELSEN &amp; ASSOCIATES Total:</b>					<b>5,515.77</b>
<b>Vendor: 01167 - FOX VALLEY FIRE &amp; SAFETY</b>					
FOX VALLEY FIRE & SAFETY	102638	IN00250570	01-0300-0000-54250	5 YR FIRE SPRINKLER OBSTRUCTION TEST - PSC	1,350.00
FOX VALLEY FIRE & SAFETY	102638	IN00250580	27-2700-0000-56100	FIRE SPRINKLER FLUSHING - ICE ARENA	890.00
FOX VALLEY FIRE & SAFETY	102576	IN00252024	20-2000-0000-54250	FIRE SPRINKLER INSPECTION - CLUBHOUSE	275.00
FOX VALLEY FIRE & SAFETY	102638	IN00254827	01-0300-0000-54250	ANNUAL FIRE ALARM TESTING - SHACK, SPSC, PSC, GOLF	295.00
FOX VALLEY FIRE & SAFETY	102638	IN00254839	20-2100-0000-54250	ANNUAL FIRE ALARM TESTING - SHACK, SPSC, PSC, GOLF	200.00
FOX VALLEY FIRE & SAFETY	102638	IN00254950	25-2400-0000-54250	ANNUAL FIRE ALARM TESTING - SHACK, SPSC, PSC, GOLF	200.00
FOX VALLEY FIRE & SAFETY	102638	IN00255078	20-2000-0000-54250	ANNUAL FIRE ALARM TESTING - SHACK, SPSC, PSC, GOLF	250.00
FOX VALLEY FIRE & SAFETY	102576	IN00256100	20-2100-0000-54250	FIRE ALARM SERVICE	99.50
<b>Vendor 01167 - FOX VALLEY FIRE &amp; SAFETY Total:</b>					<b>3,559.50</b>
<b>Vendor: 20955 - FUN EXPRESS</b>					
FUN EXPRESS	102577	694206188-01	10-1100-7843-52405	WINTER CARNIVAL PRIZES	488.03
FUN EXPRESS	102577	694206188-01	10-1100-7845-52405	DADDY DAUGHTER DATE NIGHT PRIZES & GAMES	473.05
<b>Vendor 20955 - FUN EXPRESS Total:</b>					<b>961.08</b>
<b>Vendor: 01550 - G.B. ELECTRIC COMPANY</b>					
G.B. ELECTRIC COMPANY	102639	18737	27-2700-0000-52340	SIGN REPAIR - ICE SHOW	1,065.27
<b>Vendor 01550 - G.B. ELECTRIC COMPANY Total:</b>					<b>1,065.27</b>
<b>Vendor: 21992 - GARY BEARDMAN</b>					
GARY BEARDMAN	102640	INV0010342	20-2000-0000-54005	REIMB FOR 1/2 OF PGA SEMINARS	1,000.00
<b>Vendor 21992 - GARY BEARDMAN Total:</b>					<b>1,000.00</b>
<b>Vendor: 03250 - GLENBROOK AUTO PARTS</b>					
GLENBROOK AUTO PARTS	102578	216032	20-2100-0000-56100	Equipment R&M	217.99
GLENBROOK AUTO PARTS	102578	217089	01-0400-0000-56100	EQUIPMENT PARTS	58.48
GLENBROOK AUTO PARTS	102578	217292	10-1500-0000-56100	EQUIPMENT PARTS-LAKEFRONT	41.51
GLENBROOK AUTO PARTS	102578	217292	10-1600-0000-56100	EQUIPMENT PARTS-LAKEFRONT	41.51
GLENBROOK AUTO PARTS	102578	217480	01-0400-0000-56100	EQUIPMENT PARTS	44.91
GLENBROOK AUTO PARTS	102578	217895	01-0300-0000-52002	SUPPLIES	97.09
GLENBROOK AUTO PARTS	102578	218019	01-0400-0000-56100	EQUIPMENT PARTS	42.54
GLENBROOK AUTO PARTS	102578	218269	01-0400-0000-56100	EQUIPMENT PARTS	38.70
GLENBROOK AUTO PARTS	102578	218351	01-0400-0000-56100	EQUIPMENT PARTS	50.24
GLENBROOK AUTO PARTS	102578	218634	01-0400-0000-56100	EQUIPMENT PARTS	37.66
GLENBROOK AUTO PARTS	102578	218979	01-0300-0000-56100	FLAP WHEELS & CUT OFF DISCS	121.39
GLENBROOK AUTO PARTS	102578	219013	01-0300-0000-56100	EQUIPMENT PARTS	32.17

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GLENBROOK AUTO PARTS	102578	219355	01-0300-0000-52002	AIR HOSE FITTINGS	35.80
GLENBROOK AUTO PARTS	102689	219397	20-2100-0000-56100	EQUIPMENT SUPPLIES-GOLF MTC	7.43
GLENBROOK AUTO PARTS	102578	219474	01-0300-0000-52505	LUBRICANT	60.24
GLENBROOK AUTO PARTS	102689	219764	01-0400-0000-56100	EQUIPMENT SUPPLIES	27.70
GLENBROOK AUTO PARTS	102641	219833	20-2100-0000-56200	VEHICLE R&M	207.52
GLENBROOK AUTO PARTS	102689	220460	01-0400-0000-56100	EQUIPMENT PARTS-PARKS	24.66
GLENBROOK AUTO PARTS	102641	220591	20-2100-0000-56200	VEHICLE R&M	139.13
GLENBROOK AUTO PARTS	102641	220595	20-2100-0000-56100	EQUIPMENT R&M	30.10
<b>Vendor 03250 - GLENBROOK AUTO PARTS Total:</b>					<b>1,356.77</b>
<b>Vendor: 08956 - GOOD IMPRESSIONS</b>					
GOOD IMPRESSIONS	102579	724	20-2000-0000-52525	Uniforms	967.50
<b>Vendor 08956 - GOOD IMPRESSIONS Total:</b>					<b>967.50</b>
<b>Vendor: 01727 - GRAINGER</b>					
GRAINGER	102580	9136441996	25-2500-0000-56001	FACILITY REPAIRS	65.01
GRAINGER	102690	9145747573	01-0400-0000-52810	TOOLS	32.67
<b>Vendor 01727 - GRAINGER Total:</b>					<b>97.68</b>
<b>Vendor: 01170 - GRAND FOOD CENTER</b>					
GRAND FOOD CENTER	102642	62583APR2019	10-1100-7810-52405	REFUND	-17.73
GRAND FOOD CENTER	102642	62583APR2019	10-1100-7810-52405	BIRTHDAY PARTY CAKE	34.99
GRAND FOOD CENTER	102642	62583APR2019	10-1100-7810-52405	BIRTHDAY PARTY CAKE	35.78
GRAND FOOD CENTER	102642	62583APR2019	10-1100-7810-52405	BIRTHDAY PARTY CAKES	87.48
<b>Vendor 01170 - GRAND FOOD CENTER Total:</b>					<b>140.52</b>
<b>Vendor: 22256 - GROSS POINT TOWING</b>					
GROSS POINT TOWING	102691	70398	01-0400-0000-56200	TOW #15	250.00
<b>Vendor 22256 - GROSS POINT TOWING Total:</b>					<b>250.00</b>
<b>Vendor: 01776 - GROWER EQUIPMENT</b>					
GROWER EQUIPMENT	102581	INV-8347	20-2100-0000-56100	EQUIPMENT R&M	19.61
GROWER EQUIPMENT	102581	INV-8480	20-2100-0000-56100	EQUIPMENT R&M	72.44
<b>Vendor 01776 - GROWER EQUIPMENT Total:</b>					<b>92.05</b>
<b>Vendor: 07660 - HEALTH CARE SERVICE CORPORATION</b>					
HEALTH CARE SERVICE CORP...	102582	INV0010298	01-0100-0000-54051	HEALTH INSURANCE-MAY 2019	44,837.98
<b>Vendor 07660 - HEALTH CARE SERVICE CORPORATION Total:</b>					<b>44,837.98</b>
<b>Vendor: 09930 - HERITAGE-CRYSTAL CLEAN</b>					
HERITAGE-CRYSTAL CLEAN	102692	15623126	01-0300-0000-54250	PARTS CLEANER	495.47
<b>Vendor 09930 - HERITAGE-CRYSTAL CLEAN Total:</b>					<b>495.47</b>
<b>Vendor: 01947 - HOME DEPOT CREDIT SERVICES</b>					
HOME DEPOT CREDIT SERVICES	102643	APR2019-01	01-0400-0000-52002	SUPPLIES FOR PARKS SERVICE CENTER	166.21
HOME DEPOT CREDIT SERVICES	102643	APR2019-02	20-2000-0000-52006	Supplies Clubhouse	405.21
HOME DEPOT CREDIT SERVICES	102643	APR2019-03	01-0400-0000-56001	GRINDER AND PLUMBING AND ELECTRIC SUPPLIES	25.82
HOME DEPOT CREDIT SERVICES	102643	APR2019-03	37-3700-0000-60120	GRINDER AND PLUMBING SUPPLIES	79.00
HOME DEPOT CREDIT SERVICES	102643	APR2019	01-0400-0000-52002	PARKS SUPPLIES	39.95
HOME DEPOT CREDIT SERVICES	102643	APR2019	01-0400-0000-52002	PARKS SUPPLIES	15.41
HOME DEPOT CREDIT SERVICES	102643	APR2019	01-0400-0000-56100	EQUIPMENT REPAIRS	12.52
HOME DEPOT CREDIT SERVICES	102643	APR2019	20-2000-0000-52006	CLUBHOUSE SUPPLIES	98.91
HOME DEPOT CREDIT SERVICES	102643	APR2019	20-2000-0000-52006	RETURNED ITEM	-134.91
HOME DEPOT CREDIT SERVICES	102643	APR2019	20-2000-0000-60077	SUPPLIES FOR FENCES & GATES	98.53
HOME DEPOT CREDIT SERVICES	102643	APR2019	20-2100-0000-56001	GOLF MTC FENCE REPAIRS	22.08
HOME DEPOT CREDIT SERVICES	102643	APR2019	25-2500-0000-52001	TENNIS SUPPLIES	11.04
HOME DEPOT CREDIT SERVICES	102643	APR2019	25-2500-0000-56001	TENNIS FACILITY REPAIRS	70.41
<b>Vendor 01947 - HOME DEPOT CREDIT SERVICES Total:</b>					<b>910.18</b>
<b>Vendor: 00350 - ICMA RETIREMENT TRUST-457</b>					
ICMA RETIREMENT TRUST-457	DFT0003670	INV0010325	01-21235	457K Contribution	10,597.06
<b>Vendor 00350 - ICMA RETIREMENT TRUST-457 Total:</b>					<b>10,597.06</b>

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<b>Vendor: 05745 - IL DEPARTMENT OF REVENUE</b>					
IL DEPARTMENT OF REVENUE	102693	INV0010350	20-2000-0000-54990	SALES TAX-APRIL 2019	1,010.00
IL DEPARTMENT OF REVENUE	102693	INV0010350	23-2300-0000-54990	SALES TAX-APRIL 2019	1.00
IL DEPARTMENT OF REVENUE	102693	INV0010350	25-2500-0000-54990	SALES TAX-APRIL 2019	139.00
<b>Vendor 05745 - IL DEPARTMENT OF REVENUE Total:</b>					<b>1,150.00</b>
<b>Vendor: 10290 - IL DEPT OF AGRICULTURE</b>					
IL DEPT OF AGRICULTURE	102583	INV0010292	01-0400-0000-54001	PESTICIDE LICENSE-DAN N	45.00
<b>Vendor 10290 - IL DEPT OF AGRICULTURE Total:</b>					<b>45.00</b>
<b>Vendor: 00410 - IL DEPT OF REVENUE</b>					
IL DEPT OF REVENUE	DFT0003673	INV0010329	01-21210	State Withholding	6,875.64
<b>Vendor 00410 - IL DEPT OF REVENUE Total:</b>					<b>6,875.64</b>
<b>Vendor: 21139 - ILLINOIS BASEBALL ACADEMY</b>					
ILLINOIS BASEBALL ACADEMY	102694	171705	10-1100-7373-54302	50% OF IBA TBALL BALANCE SPRING 2019 PART 1	7,901.25
<b>Vendor 21139 - ILLINOIS BASEBALL ACADEMY Total:</b>					<b>7,901.25</b>
<b>Vendor: 12390 - ILLINOIS CHILD SUPPORT</b>					
ILLINOIS CHILD SUPPORT	102644	INV0010328	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	102695	INV0010354	33-21215	PAYMENT-APRIL 2019	37,428.11
<b>Vendor 00347 - IMRF Total:</b>					<b>37,428.11</b>
<b>Vendor: 02103 - INTEGRA CLEANING &amp; MTC</b>					
INTEGRA CLEANING & MTC	102645	WPDAPRIL2019	23-2300-0000-54250	PADDLE HUT CLEANING - APRIL	968.00
<b>Vendor 02103 - INTEGRA CLEANING &amp; MTC Total:</b>					<b>968.00</b>
<b>Vendor: 01019 - JESUS CONTRERAS</b>					
JESUS CONTRERAS	102584	INV0010293	01-0400-0000-52525	REIMB FOR BOOTS	87.99
<b>Vendor 01019 - JESUS CONTRERAS Total:</b>					<b>87.99</b>
<b>Vendor: 00134 - JOHNSON CONTROLS SECURITY SOLUTIONS LLC</b>					
JOHNSON CONTROLS SECURITY...	102585	32280289	27-2700-0000-56001	ALARM REPAIRS	130.69
<b>Vendor 00134 - JOHNSON CONTROLS SECURITY SOLUTIONS LLC Total:</b>					<b>130.69</b>
<b>Vendor: 02220 - JORSON &amp; CARLSON CO., INC</b>					
JORSON & CARLSON CO., INC	102646	0580785	27-2700-0000-56200	BLADE SHARPENING	41.17
JORSON & CARLSON CO., INC	102696	0581445	27-2700-0000-56200	BLADE SHARPENING	41.17
<b>Vendor 02220 - JORSON &amp; CARLSON CO., INC Total:</b>					<b>82.34</b>
<b>Vendor: 22329 - JPC CHICAGO</b>					
JPC CHICAGO	102697	2927	10-1600-0000-56001	LLOYD SHELTER WRAP	2,117.00
<b>Vendor 22329 - JPC CHICAGO Total:</b>					<b>2,117.00</b>
<b>Vendor: 21757 - JSN CONTRACTORS SUPPLY</b>					
JSN CONTRACTORS SUPPLY	102586	82470	20-2100-0000-52002	SUPPLIES	269.75
JSN CONTRACTORS SUPPLY	102586	82470	20-2100-0000-52810	TOOLS	419.85
<b>Vendor 21757 - JSN CONTRACTORS SUPPLY Total:</b>					<b>689.60</b>
<b>Vendor: 21012 - JUAN CARRILLO</b>					
JUAN CARRILLO	102587	INV0010294	01-0400-0000-52525	REIMB FOR BOOTS	99.99
<b>Vendor 21012 - JUAN CARRILLO Total:</b>					<b>99.99</b>
<b>Vendor: 22112 - KARA BERSHAD</b>					
KARA BERSHAD	102647	INV0010334	10-1100-7845-54305	MOTHER/DAUGHTER TEA PARTY HARPIST	375.00
<b>Vendor 22112 - KARA BERSHAD Total:</b>					<b>375.00</b>
<b>Vendor: 02305 - KEN'S QUICK PRINT, INC.</b>					
KEN'S QUICK PRINT, INC.	102648	7447	27-2700-0000-52340	ICE SHOW PROGRAMS	1,399.50
<b>Vendor 02305 - KEN'S QUICK PRINT, INC. Total:</b>					<b>1,399.50</b>
<b>Vendor: 22356 - LAKESHORE RECYCLING SYSTEMS</b>					
LAKESHORE RECYCLING SYSTE...	102698	0004152394	20-2000-0000-54250	2 DUMPSTERS FOR MAPLE DEMO/DUMPSTER FOR SERVICE	550.00

VOUCHER LIST OF PAID BILLS FOR APPROVAL ON M/

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Vendor Name	Payment Number	Payable Number	Account Number	Description (Item)	Amount
LAKESHORE RECYCLING SYSTE...	102698	0004152394	37-3700-0000-60120	2 DUMPSTERS FOR MAPLE DEMO/DUMPSTER FOR SERVICE	763.60
LAKESHORE RECYCLING SYSTE...	102649	0004152395	01-0400-0000-54250	DUMPSTER SERVICE CENTER	416.00
<b>Vendor 22356 - LAKESHORE RECYCLING SYSTEMS Total:</b>					<b>1,729.60</b>
<b>Vendor: 02528 - LAUTERBACH &amp; AMEN, LLP</b>					
LAUTERBACH & AMEN, LLP	102588	35695	34-3400-0000-54250	2018 AUDIT - PROGRESS BILLING	19,800.00
<b>Vendor 02528 - LAUTERBACH &amp; AMEN, LLP Total:</b>					<b>19,800.00</b>
<b>Vendor: 22360 - LINKSOUL, LLC</b>					
LINKSOUL, LLC	102589	44637	20-10700	Merchandise for Resale	1,551.50
LINKSOUL, LLC	102589	44637	20-2000-0000-57325	Merchandise for Resale	18.64
<b>Vendor 22360 - LINKSOUL, LLC Total:</b>					<b>1,570.14</b>
<b>Vendor: 07402 - MAGIC OF GARY KANTOR</b>					
MAGIC OF GARY KANTOR	102591	INV0010321	10-1100-7533-54303	MAGIC CLASS	98.00
MAGIC OF GARY KANTOR	102590	INV0010317	10-1100-7810-54305	MAGIC BIRTHDAY PARTY	185.00
<b>Vendor 07402 - MAGIC OF GARY KANTOR Total:</b>					<b>283.00</b>
<b>Vendor: 02890 - MCMASTER-CARR SUPPLY CO.</b>					
MCMASTER-CARR SUPPLY CO.	102650	92726562	01-0300-0000-56100	EQUIPMENT R&M SUPPLIES	57.22
<b>Vendor 02890 - MCMASTER-CARR SUPPLY CO. Total:</b>					<b>57.22</b>
<b>Vendor: 22379 - MCSCOT GOLF, INC</b>					
MCSCOT GOLF, INC	102651	INV0010339	20-2000-0000-60247	DRIVING RANGE POLE REPAIR	9,528.00
MCSCOT GOLF, INC	102651	INV0010338	20-2000-0000-60247	DRIVING RANGE NEETING REPAIRS	9,446.00
<b>Vendor 22379 - MCSCOT GOLF, INC Total:</b>					<b>18,974.00</b>
<b>Vendor: 21965 - MICHAEL BACULIK</b>					
MICHAEL BACULIK	102592	INV0010295	01-0400-0000-52525	REIMB FOR BOOTS	99.99
<b>Vendor 21965 - MICHAEL BACULIK Total:</b>					<b>99.99</b>
<b>Vendor: 21134 - MICKEY'S LINEN</b>					
MICKEY'S LINEN	102652	1287368	25-2500-0000-54250	TOWEL SERVICE	96.50
MICKEY'S LINEN	102699	1290204	25-2500-0000-54250	TOWEL SERVICE-TENNIS	96.50
<b>Vendor 21134 - MICKEY'S LINEN Total:</b>					<b>193.00</b>
<b>Vendor: 22376 - MINDY GARFINKLE</b>					
MINDY GARFINKLE	102653	1019	10-1100-7845-54305	Mother Daughter Photos	112.50
MINDY GARFINKLE	102700	1021	10-1100-7845-54305	Mother Daughter Photos	112.50
<b>Vendor 22376 - MINDY GARFINKLE Total:</b>					<b>225.00</b>
<b>Vendor: 22375 - MWM CONSULTING GROUP, INC</b>					
MWM CONSULTING GROUP, INC	102654	270421	01-0200-0000-54250	GASB #75 VALUATION SERVICES	3,000.00
<b>Vendor 22375 - MWM CONSULTING GROUP, INC Total:</b>					<b>3,000.00</b>
<b>Vendor: 20150 - NILES PARK DISTRICT</b>					
NILES PARK DISTRICT	102701	INV0010352	25-2500-0000-52320	LADIES TEAM LUNCHEON	210.00
<b>Vendor 20150 - NILES PARK DISTRICT Total:</b>					<b>210.00</b>
<b>Vendor: 22051 - NONSTOP DANCING</b>					
NONSTOP DANCING	102655	1983	27-2700-0000-52340	ICE SHOW DRESSES	4,350.00
<b>Vendor 22051 - NONSTOP DANCING Total:</b>					<b>4,350.00</b>
<b>Vendor: 08070 - NORTH SHORE GAS</b>					
NORTH SHORE GAS	102593	INV0010299	23-2300-0000-56550	NATURAL GAS SERVICE-PADDLE	759.96
NORTH SHORE GAS	102593	INV0010310	27-2700-0000-56550	NATURAL GAS SERVICE-ICE	568.00
NORTH SHORE GAS	102593	INV0010311	25-2500-0000-56550	NATURAL GAS SERVICE-TENNIS	472.04
NORTH SHORE GAS	102593	INV0010312	20-2000-0000-56550	NATURAL GAS SERVICE-GOLF	183.12
NORTH SHORE GAS	102593	INV0010313	01-0100-0000-56550	NATURAL GAS SERVICE-ADMIN	140.81
NORTH SHORE GAS	102593	INV0010314	20-2100-0000-56550	NATURAL GAS SERVICE-GOLF MTC	120.21
NORTH SHORE GAS	102656	INV0010343	01-0300-0000-56550	NATURAL GAS SERVICE-PARKS SC	476.50



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Vendor Name	Payment Number	Payable Number	Account Number	Description (Item)	Amount
NORTH SHORE GAS	102656	INV0010344	10-1300-0000-56550	NATURAL GAS SERVICE- OUTDOOR ICE	143.90
NORTH SHORE GAS	102656	INV0010345	20-2000-0000-56550	NATURAL GAS SERVICE-GOLF	60.26
NORTH SHORE GAS	102656	INV0010346	01-0400-0000-56550	NATURAL GAS SERVICE-PARKS	32.10
<b>Vendor 08070 - NORTH SHORE GAS Total:</b>					<b>2,956.90</b>
<b>Vendor: 03440 - NUTOYS LEISURE PRODUCTS</b>					
NUTOYS LEISURE PRODUCTS	102702	48920	01-0400-0000-56003	DWYER PARK SPYROSLIDE REPLACEMENT	3,164.78
<b>Vendor 03440 - NUTOYS LEISURE PRODUCTS Total:</b>					<b>3,164.78</b>
<b>Vendor: 22371 - OZINGA</b>					
OZINGA	102703	88652	01-0400-0000-52550	PARKS SERVICE CENTER BIN BLOCKS	1,195.00
<b>Vendor 22371 - OZINGA Total:</b>					<b>1,195.00</b>
<b>Vendor: 05973 - PACT ADMINISTRATIVE</b>					
PACT ADMINISTRATIVE	102595	INV0010302	01-0100-0000-54051	ADMIN FEES-MAY 2019	240.00
<b>Vendor 05973 - PACT ADMINISTRATIVE Total:</b>					<b>240.00</b>
<b>Vendor: 05974 - PACT ADMINISTRATIVE</b>					
PACT ADMINISTRATIVE	102596	INV0010300	01-0100-0000-54051	HRA MEDICAL CLAIMS FUNDED	2,952.25
PACT ADMINISTRATIVE	102596	INV0010301	01-0100-0000-54051	HRA MEDICAL CLAIMS FUNDED	351.99
PACT ADMINISTRATIVE	102657	INV0010347	01-0100-0000-54051	HRA MEDICAL CLAIMS FUNDED	213.02
<b>Vendor 05974 - PACT ADMINISTRATIVE Total:</b>					<b>3,517.26</b>
<b>Vendor: 20941 - PARK DISTRICT OF HIGHLAND PARK</b>					
PARK DISTRICT OF HIGHLAND P...	102597	010140	10-1100-7606-54304	CAMP FIELD TRIP -- HIDDEN CREEK (DEPOSIT)	133.00
PARK DISTRICT OF HIGHLAND P...	102597	010140	10-1100-7765-54304	CAMP FIELD TRIP -- HIDDEN CREEK (DEPOSIT)	133.00
<b>Vendor 20941 - PARK DISTRICT OF HIGHLAND PARK Total:</b>					<b>266.00</b>
<b>Vendor: 22374 - PAT GOSS</b>					
PAT GOSS	102598	INV0010315	10-1100-7022-54301	B-BALL REF	62.00
<b>Vendor 22374 - PAT GOSS Total:</b>					<b>62.00</b>
<b>Vendor: 03575 - PDRMA</b>					
PDRMA	102658	1554295193	35-3500-0000-54260	SEMINAR-ANDREW C	30.00
PDRMA	102658	1554811741	35-3500-0000-54260	SEMINAR-PAT F	30.00
<b>Vendor 03575 - PDRMA Total:</b>					<b>60.00</b>
<b>Vendor: 03577 - PEBSCO</b>					
PEBSCO	DFT0003671	INV0010326	01-21235	457K Contribution	25.00
<b>Vendor 03577 - PEBSCO Total:</b>					<b>25.00</b>
<b>Vendor: 22269 - PHILIP SICILIANO</b>					
PHILIP SICILIANO	102704	081853	27-2700-0000-52340	ICE SHOW APPRECIATION DINNER	450.00
<b>Vendor 22269 - PHILIP SICILIANO Total:</b>					<b>450.00</b>
<b>Vendor: 03622 - PIONEER ATHLETICS</b>					
PIONEER ATHLETICS	102599	INV714189	10-1200-0000-52002	PAINT FOR THE FIELDS ORANGE	990.00
<b>Vendor 03622 - PIONEER ATHLETICS Total:</b>					<b>990.00</b>
<b>Vendor: 03650 - PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC</b>					
PITNEY BOWES GLOBAL FINANC...	102705	3103106405	01-0100-0000-56100	2ND QTR 2019 POSTAGE MACHINE LEASE	454.92
<b>Vendor 03650 - PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC Total:</b>					<b>454.92</b>
<b>Vendor: 15245 - PRESTO-X</b>					
PRESTO-X	102659	2720198	20-2000-0000-54255	Contract Services Clubhouse	139.98
<b>Vendor 15245 - PRESTO-X Total:</b>					<b>139.98</b>
<b>Vendor: 03821 - RAMROD DISTRIBUTORS</b>					
RAMROD DISTRIBUTORS	102660	776156	20-2100-0000-52515	Custodial Supplies	382.45
<b>Vendor 03821 - RAMROD DISTRIBUTORS Total:</b>					<b>382.45</b>

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Vendor Name	Payment Number	Payable Number	Account Number	Description (Item)	Amount
<b>Vendor: 03825 - RAYNOR DOOR COMPANY</b>					
RAYNOR DOOR COMPANY	102600	68213-DEP	20-2000-0000-60101	OVERHEAD DOORS FOR THE CART BARN	1,271.87
RAYNOR DOOR COMPANY	102706	68203	20-2100-0000-60051	SKOKIE PLAYFIELD SERVICE CENTER DOOR OPENERS	952.06
<b>Vendor 03825 - RAYNOR DOOR COMPANY Total:</b>					<b>2,223.93</b>
<b>Vendor: 06160 - RECORD A HIT</b>					
RECORD A HIT	102601	191259-D	10-1100-7606-54304	CAMP LASER TAG	248.75
RECORD A HIT	102601	191259-D	10-1100-7765-54304	CAMP LASER TAG	248.75
RECORD A HIT	102601	191358-D	10-1100-7668-54304	CAMP CARNIVAL RIDES & GAMES	737.50
<b>Vendor 06160 - RECORD A HIT Total:</b>					<b>1,235.00</b>
<b>Vendor: 03840 - REDS GARDEN CENTER</b>					
REDS GARDEN CENTER	102661	114443	20-2100-0000-52555	SOD & TURF	192.30
<b>Vendor 03840 - REDS GARDEN CENTER Total:</b>					<b>192.30</b>
<b>Vendor: 03861 - REINDERS, INC.</b>					
REINDERS, INC.	102602	1761288-00	20-2100-0000-52562	HERBICIDE (EARLY ORDER)	2,852.52
REINDERS, INC.	102602	1761292-00	20-2100-0000-52563	AQUATIC HERBICE (EARLY ORDER)	649.40
REINDERS, INC.	102602	1761288-01	20-2100-0000-52570	SPECIALIZED GROUND CHEMICAL (DEFOAMER)	203.28
REINDERS, INC.	102602	4054886-00	20-2100-0000-56200	VEHICLE R&M (NEW CUTTING UNIT FOR FWY MOWER)	5,348.11
<b>Vendor 03861 - REINDERS, INC. Total:</b>					<b>9,053.31</b>
<b>Vendor: 03940 - RMC, INC.</b>					
RMC, INC.	102603	SI2076215	01-0100-0000-54250	SEMI-ANNUAL HVAC INSPECTION - ADMIN	310.00
RMC, INC.	102603	SI2076215	10-1000-0000-54250	SEMI-ANNUAL HVAC INSPECTION - ADMIN	310.00
RMC, INC.	102662	SI2076965	27-2700-0000-54250	MAY MONTHLY SERVICE	769.00
RMC, INC.	102662	SI2077165	27-2700-0000-56100	EQUIPMENT SUPPLIES-ICE	56.37
<b>Vendor 03940 - RMC, INC. Total:</b>					<b>1,445.37</b>
<b>Vendor: 21942 - ROBBINS SCHWARTZ</b>					
ROBBINS SCHWARTZ	102707	287481	01-0200-0000-54220	LEGAL FEES - 3.1.19 - 3.15.19	1,728.00
ROBBINS SCHWARTZ	102707	287123	01-0200-0000-54220	LEGAL FEES - FEBRUARY 2019	3,492.00
<b>Vendor 21942 - ROBBINS SCHWARTZ Total:</b>					<b>5,220.00</b>
<b>Vendor: 22378 - ROSENTHAL &amp; ROSENTHAL</b>					
ROSENTHAL & ROSENTHAL	102663	93128036	25-10700	SOCK ORDER	169.20
ROSENTHAL & ROSENTHAL	102663	93128036	25-2500-0000-57325	FREIGHT	10.78
<b>Vendor 22378 - ROSENTHAL &amp; ROSENTHAL Total:</b>					<b>179.98</b>
<b>Vendor: 13600 - RUDIG TROPHIES</b>					
RUDIG TROPHIES	102664	64515	25-2500-0000-52310	TENNIS TROPHIES	25.25
<b>Vendor 13600 - RUDIG TROPHIES Total:</b>					<b>25.25</b>
<b>Vendor: 04138 - SECURITY BNFT GROUP OF CO</b>					
SECURITY BNFT GROUP OF CO	DFT0003672	INV0010327	01-21235	457K Retirement Plan	750.00
<b>Vendor 04138 - SECURITY BNFT GROUP OF CO Total:</b>					<b>750.00</b>
<b>Vendor: 04175 - SHARE CORPORATION</b>					
SHARE CORPORATION	102665	88601	20-2100-0000-52515	Custodial Supplies	169.40
<b>Vendor 04175 - SHARE CORPORATION Total:</b>					<b>169.40</b>
<b>Vendor: 04218 - SHORELINE TEAM TENNIS</b>					
SHORELINE TEAM TENNIS	102604	INV0010303	25-2400-0000-54250	LEAGUE FEES	255.00
<b>Vendor 04218 - SHORELINE TEAM TENNIS Total:</b>					<b>255.00</b>
<b>Vendor: 21267 - SIGNARAMA</b>					
SIGNARAMA	102708	INV-576	10-1500-0000-56001	LAKEFRONT SIGNS	1,319.73
SIGNARAMA	102708	INV-576	10-1600-0000-56001	LAKEFRONT SIGNS	439.91
<b>Vendor 21267 - SIGNARAMA Total:</b>					<b>1,759.64</b>

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<b>Vendor: 22364 - SKECHERS USA, INC</b>					
SKECHERS USA, INC	102709	89245434	20-10700	Merchandise for Resale	170.00
SKECHERS USA, INC	102709	89245434	20-2000-0000-57325	Merchandise for Resale	19.75
SKECHERS USA, INC	102709	93300039	20-10700	Merchandise For Resale	160.00
SKECHERS USA, INC	102709	93300039	20-2000-0000-57325	Merchandise For Resale	29.26
<b>Vendor 22364 - SKECHERS USA, INC Total:</b>					<b>379.01</b>
<b>Vendor: 22095 - SPECTROTEL</b>					
SPECTROTEL	102666	9075839	01-0100-0000-56501	PHONE SERVICE-POTS LINES	7.71
SPECTROTEL	102666	9075839	01-0100-0000-56501	PHONE SERVICE-POTS LINES	450.30
SPECTROTEL	102666	9075839	10-1600-0000-56501	PHONE SERVICE-POTS LINES	76.74
SPECTROTEL	102666	9075839	20-2000-0000-56501	PHONE SERVICE-POTS LINES	153.48
SPECTROTEL	102666	9075839	25-2500-0000-56501	PHONE SERVICE-POTS LINES	76.74
SPECTROTEL	102666	9075839	27-2700-0000-56501	PHONE SERVICE-POTS LINES	230.22
<b>Vendor 22095 - SPECTROTEL Total:</b>					<b>995.19</b>
<b>Vendor: 18880 - SPORT CONNECTION, INC.</b>					
SPORT CONNECTION, INC.	102605	INV0010320	10-1100-7147-52401	GIRLS SOFTBALL UNIFORMS- PANTS HATS SHIRTS	4,870.50
SPORT CONNECTION, INC.	102605	INV0010319	10-1100-7147-52401	EXTRA HATS FOR A TEAM	172.75
SPORT CONNECTION, INC.	102667	INV0010337	10-1400-0000-52525	LAKEFRONT UNIFORMS	629.25
SPORT CONNECTION, INC.	102667	INV0010337	10-1500-0000-52525	LAKEFRONT UNIFORMS	3,973.25
SPORT CONNECTION, INC.	102667	INV0010337	10-1600-0000-52525	LAKEFRONT UNIFORMS	1,646.50
SPORT CONNECTION, INC.	102710	INV0010351	10-1000-0000-52525	SUPERVISOR AND RANGER CLOTHING	145.00
SPORT CONNECTION, INC.	102710	INV0010351	10-1100-7147-52401	SUPERVISOR AND RANGER CLOTHING	40.00
SPORT CONNECTION, INC.	102710	INV0010351	10-1100-7151-52401	SUPERVISOR AND RANGER CLOTHING	50.00
SPORT CONNECTION, INC.	102710	INV0010351	10-1200-0000-52525	SUPERVISOR AND RANGER CLOTHING	1,157.75
SPORT CONNECTION, INC.	102710	INV0010351	10-1500-0000-52525	SUPERVISOR AND RANGER CLOTHING	310.00
<b>Vendor 18880 - SPORT CONNECTION, INC. Total:</b>					<b>12,995.00</b>
<b>Vendor: 13210 - STAPLES BUSINESS CREDIT</b>					
STAPLES BUSINESS CREDIT	102711	7216167855-0-1	25-2500-0000-52001	OFFICE SUPPLIES	55.67
STAPLES BUSINESS CREDIT	102711	7216561168-0-2	01-0100-0000-52001	OFFICE SUPPLIES	34.76
STAPLES BUSINESS CREDIT	102711	7216561168-0-1	01-0100-0000-52001	DESK LIGHT	19.89
<b>Vendor 13210 - STAPLES BUSINESS CREDIT Total:</b>					<b>110.32</b>
<b>Vendor: 22035 - STEPHANIE B FIGLIOLI</b>					
STEPHANIE B FIGLIOLI	102668	INV0010335	10-1100-7456-52402	BABYSITTING CERTIFICATES	156.00
STEPHANIE B FIGLIOLI	102668	INV0010335	10-1100-7456-54305	BABYSITTING INVOICE (4/19)	540.00
<b>Vendor 22035 - STEPHANIE B FIGLIOLI Total:</b>					<b>696.00</b>
<b>Vendor: 04435 - SUN MOUNTAIN SPORTS</b>					
SUN MOUNTAIN SPORTS	102606	568003-B	20-10700	GOLF ITEMS FOR RESALE	1,950.00
SUN MOUNTAIN SPORTS	102606	568003-B	20-2000-0000-47325	SALES DISCOUNT	-63.81
SUN MOUNTAIN SPORTS	102606	568003-B	20-2000-0000-57325	FREIGHT	177.00
<b>Vendor 04435 - SUN MOUNTAIN SPORTS Total:</b>					<b>2,063.19</b>
<b>Vendor: 04475 - SWANK MOTION PICTURES</b>					
SWANK MOTION PICTURES	102607	2656033	10-1100-7845-54305	PARENT'S NIGHT OUT MOVIE LICENSE	283.00
<b>Vendor 04475 - SWANK MOTION PICTURES Total:</b>					<b>283.00</b>
<b>Vendor: 12330 - THE ALLIANCE FOR EARLY CHILDHOOD</b>					
THE ALLIANCE FOR EARLY CHIL...	102608	INV0010322	10-1000-0000-54005	2019 AEC LUNCHEON	40.00
<b>Vendor 12330 - THE ALLIANCE FOR EARLY CHILDHOOD Total:</b>					<b>40.00</b>
<b>Vendor: 12290 - THE CIT GROUP</b>					
THE CIT GROUP	102669	70396139	20-10700	Merchandise for Resale	416.15
THE CIT GROUP	102669	70396139	20-2000-0000-57325	Merchandise for Resale	20.10
THE CIT GROUP	102712	70400991	20-10700	GOLF ITEMS FOR RESALE	26.36

## VOUCHER LIST OF PAID BILLS FOR APPROVAL ON M/

Payment Dates: 04/20/2019 - 05/10/2019

Vendor Name	Payment Number	Payable Number	Account Number	Description (Item)	Amount
THE CIT GROUP	102712	70400991	20-2000-0000-57325	FREIGHT	12.90
<b>Vendor 12290 - THE CIT GROUP Total:</b>					<b>475.51</b>
<b>Vendor: 04605 - THOR GUARD, INC.</b>					
THOR GUARD, INC.	102609	50967	35-3500-0000-56100	THORGUARD UPGRADES	1,099.70
THOR GUARD, INC.	102713	51113	35-3500-0000-56100	THORGUARD UPGRADE	389.87
<b>Vendor 04605 - THOR GUARD, INC. Total:</b>					<b>1,489.57</b>
<b>Vendor: 21348 - TIMOTHY GALASSINI</b>					
TIMOTHY GALASSINI	102610	INV0010316	10-1100-7027-54301	B-BALL REF	31.00
<b>Vendor 21348 - TIMOTHY GALASSINI Total:</b>					<b>31.00</b>
<b>Vendor: 04678 - TYLER TECHNOLOGIES, INC.</b>					
TYLER TECHNOLOGIES, INC.	102611	025-225067-B	01-0100-0000-54005	TRAINING CREDIT	-34.42
TYLER TECHNOLOGIES, INC.	102611	025-252478-B	01-0100-0000-54210	ANNUAL CONTRACT	20,187.00
<b>Vendor 04678 - TYLER TECHNOLOGIES, INC. Total:</b>					<b>20,152.58</b>
<b>Vendor: 20788 - ULINE, INC</b>					
ULINE, INC	102714	107420631	01-0300-0000-52515	SAFETY/CUSTODIAL SUPPLIES	202.35
ULINE, INC	102714	107420631	01-0400-0000-52525	SAFETY/CUSTODIAL SUPPLIES	280.00
ULINE, INC	102714	107634697	20-2100-0000-60051	SKOKIE PLAYFIELD SERVICE CENTER PALLET RACKING	3,507.66
ULINE, INC	102714	107894165	01-0400-0000-52525	LATEX GLOVES	34.29
<b>Vendor 20788 - ULINE, INC Total:</b>					<b>4,024.30</b>
<b>Vendor: 22236 - UNITED CONCORDIA</b>					
UNITED CONCORDIA	102612	INV0010304	01-0100-0000-54051	DENTAL INSURANCE-MAY 2019	3,817.26
<b>Vendor 22236 - UNITED CONCORDIA Total:</b>					<b>3,817.26</b>
<b>Vendor: 21723 - UNUM LIFE INSURANCE COMPANY OF AMERICA</b>					
UNUM LIFE INSURANCE COMP...	102613	INV0010306	01-0100-0000-54051	LIFE, AD&D AND LTD/VISION- MAY 2019	1,174.99
<b>Vendor 21723 - UNUM LIFE INSURANCE COMPANY OF AMERICA Total:</b>					<b>1,174.99</b>
<b>Vendor: 00675 - US KIDS GOLF</b>					
US KIDS GOLF	102614	IN1323690	20-10700	Merchandise for Resale	825.50
US KIDS GOLF	102614	IN1323690	20-2000-0000-47325	SALES DISCOUNT	-24.77
US KIDS GOLF	102614	IN1323690	20-2000-0000-57325	Merchandise for Resale	64.36
US KIDS GOLF	102614	IN1324160	20-10700	GOLF ITEMS FOR RESALE	61.75
US KIDS GOLF	102614	IN1324160	20-2000-0000-47325	GOLF ITEMS FOR RESALE	-1.85
US KIDS GOLF	102614	IN1324160	20-2000-0000-57325	GOLF ITEMS FOR RESALE	8.57
<b>Vendor 00675 - US KIDS GOLF Total:</b>					<b>933.56</b>
<b>Vendor: 20775 - US SIGNAL</b>					
US SIGNAL	102670	19050146061	01-0100-0000-54250	T1 INTERNET CONNECTION	49.69
US SIGNAL	102670	19050146061	01-0200-0000-54250	T1 INTERNET CONNECTION	49.69
US SIGNAL	102670	19050146061	01-0400-0000-54250	T1 INTERNET CONNECTION	49.69
US SIGNAL	102670	19050146061	10-1000-0000-54250	T1 INTERNET CONNECTION	49.69
US SIGNAL	102670	19050146061	20-2000-0000-54250	T1 INTERNET CONNECTION	49.69
US SIGNAL	102670	19050146061	20-2100-0000-54250	T1 INTERNET CONNECTION	49.69
US SIGNAL	102670	19050146061	25-2500-0000-54250	T1 INTERNET CONNECTION	49.69
US SIGNAL	102670	19050146061	27-2700-0000-54250	T1 INTERNET CONNECTION	49.69
<b>Vendor 20775 - US SIGNAL Total:</b>					<b>397.52</b>
<b>Vendor: 06310 - V.J. ZOLMAN</b>					
V.J. ZOLMAN	102615	103-2019	20-2100-0000-54250	CONTRACT SERVICES	705.00
<b>Vendor 06310 - V.J. ZOLMAN Total:</b>					<b>705.00</b>
<b>Vendor: 04765 - VANGUARD ENERGY SERVICES</b>					
VANGUARD ENERGY SERVICES	102616	G400621041719	20-2000-0000-56550	NATURAL GAS SERVICE-MAR 2019	211.74
VANGUARD ENERGY SERVICES	102616	G400621041719	20-2100-0000-56550	NATURAL GAS SERVICE-MAR 2019	207.46
VANGUARD ENERGY SERVICES	102616	G400621041719	23-2300-0000-56550	NATURAL GAS SERVICE-MAR 2019	894.54
VANGUARD ENERGY SERVICES	102616	G400621041719	25-2500-0000-56550	NATURAL GAS SERVICE-MAR 2019	243.66

## VOUCHER LIST OF PAID BILLS FOR APPROVAL ON M/

Payment Dates: 04/20/2019 - 05/10/2019

Vendor Name	Payment Number	Payable Number	Account Number	Description (Item)	Amount
VANGUARD ENERGY SERVICES	102616	G400621041719	25-2500-0000-56550	NATURAL GAS SERVICE-MAR 2019	535.54
VANGUARD ENERGY SERVICES	102616	G400621041719	27-2700-0000-56550	NATURAL GAS SERVICE-MAR 2019	1,277.12
<b>Vendor 04765 - VANGUARD ENERGY SERVICES Total:</b>					<b>3,370.06</b>
<b>Vendor: 04778 - VERIZON WIRELESS</b>					
VERIZON WIRELESS	102617	9828322439	01-0100-0000-56502	CELL PHONE SERVICE	2,315.68
<b>Vendor 04778 - VERIZON WIRELESS Total:</b>					<b>2,315.68</b>
<b>Vendor: 04805 - VILLAGE OF WINNETKA</b>					
VILLAGE OF WINNETKA	102715	APR2019	01-0100-0000-56525	WATER & ELECTRIC-APR 2019	40.97
VILLAGE OF WINNETKA	102715	APR2019	01-0200-0000-56525	WATER & ELECTRIC-APR 2019	2,696.01
VILLAGE OF WINNETKA	102715	APR2019	01-0300-0000-56525	WATER & ELECTRIC-APR 2019	25.64
VILLAGE OF WINNETKA	102715	APR2019	01-0300-0000-56530	WATER & ELECTRIC-APR 2019	592.19
VILLAGE OF WINNETKA	102715	APR2019	01-0400-0000-56525	WATER & ELECTRIC-APR 2019	222.05
VILLAGE OF WINNETKA	102715	APR2019	01-0400-0000-56530	WATER & ELECTRIC-APR 2019	1,298.66
VILLAGE OF WINNETKA	102715	APR2019	10-1200-0000-56525	WATER & ELECTRIC-APR 2019	12.20
VILLAGE OF WINNETKA	102715	APR2019	10-1500-0000-56525	WATER & ELECTRIC-APR 2019	29.50
VILLAGE OF WINNETKA	102715	APR2019	10-1500-0000-56530	WATER & ELECTRIC-APR 2019	771.30
VILLAGE OF WINNETKA	102715	APR2019	10-1600-0000-56525	WATER & ELECTRIC-APR 2019	20.16
VILLAGE OF WINNETKA	102715	APR2019	10-1600-0000-56530	WATER & ELECTRIC-APR 2019	418.56
VILLAGE OF WINNETKA	102715	APR2019	20-2000-0000-56525	WATER & ELECTRIC-APR 2019	149.18
VILLAGE OF WINNETKA	102715	APR2019	20-2000-0000-56525	WATER & ELECTRIC-APR 2019	602.51
VILLAGE OF WINNETKA	102715	APR2019	20-2000-0000-56530	WATER & ELECTRIC-APR 2019	1,505.83
VILLAGE OF WINNETKA	102715	APR2019	20-2100-0000-56525	WATER & ELECTRIC-APR 2019	152.78
VILLAGE OF WINNETKA	102715	APR2019	20-2100-0000-56530	WATER & ELECTRIC-APR 2019	1,866.74
VILLAGE OF WINNETKA	102715	APR2019	23-2300-0000-56525	WATER & ELECTRIC-APR 2019	35.50
VILLAGE OF WINNETKA	102715	APR2019	23-2300-0000-56530	WATER & ELECTRIC-APR 2019	731.31
VILLAGE OF WINNETKA	102715	APR2019	25-2400-0000-56525	WATER & ELECTRIC-APR 2019	13.58
VILLAGE OF WINNETKA	102715	APR2019	25-2400-0000-56530	WATER & ELECTRIC-APR 2019	91.66
VILLAGE OF WINNETKA	102715	APR2019	25-2500-0000-56525	WATER & ELECTRIC-APR 2019	99.86
VILLAGE OF WINNETKA	102715	APR2019	25-2500-0000-56530	WATER & ELECTRIC-APR 2019	9,406.40
VILLAGE OF WINNETKA	102715	APR2019	27-2700-0000-56525	WATER & ELECTRIC-APR 2019	869.70
VILLAGE OF WINNETKA	102715	APR2019	27-2700-0000-56530	WATER & ELECTRIC-APR 2019	10,852.49
<b>Vendor 04805 - VILLAGE OF WINNETKA Total:</b>					<b>32,504.78</b>
<b>Vendor: 21284 - VIRGINIO CASTILLO</b>					
VIRGINIO CASTILLO	102671	INV0010348	01-0400-0000-52525	RIEMB FOR BOOTS	99.99
<b>Vendor 21284 - VIRGINIO CASTILLO Total:</b>					<b>99.99</b>
<b>Vendor: 00425 - VISION SERVICE PLAN (IL)</b>					
VISION SERVICE PLAN (IL)	102618	INV0010307	01-0100-0000-54051	VISION INSURANCE-MAY 2019	482.65
<b>Vendor 00425 - VISION SERVICE PLAN (IL) Total:</b>					<b>482.65</b>
<b>Vendor: 04882 - WAREHOUSE DIRECT</b>					
WAREHOUSE DIRECT	102672	4261020-0	10-1000-0000-52515	CUSTODIAL SUPPLIES	140.02
WAREHOUSE DIRECT	102672	4265195-0	27-2700-0000-52002	CLEANING SUPPLIES	475.97
WAREHOUSE DIRECT	102672	4270534-0	01-0100-0000-52005	COPY PAPER	225.00
WAREHOUSE DIRECT	102716	4277570-0	01-0100-0000-52001	OFFICE & CUSTODIAL SUPPLIES	25.59
WAREHOUSE DIRECT	102716	4277570-0	01-0100-0000-52515	OFFICE & CUSTODIAL SUPPLIES	70.78
WAREHOUSE DIRECT	102716	4278620-0	20-2000-0000-52006	Custodial Supplies & Supplies Clubhouse	36.29
WAREHOUSE DIRECT	102716	4278620-0	20-2000-0000-52515	Custodial Supplies & Supplies Clubhouse	814.16
WAREHOUSE DIRECT	102716	4278765-0	01-0100-0000-52515	TRASH BAGS	87.66
WAREHOUSE DIRECT	102716	4282420-0	01-0100-0000-52001	OFFICE SUPPLIES	93.54
WAREHOUSE DIRECT	102716	4282791-0	01-0100-0000-52001	OFFICE SUPPLIES	40.79
<b>Vendor 04882 - WAREHOUSE DIRECT Total:</b>					<b>2,009.80</b>
<b>Vendor: 03680 - WINNETKA POSTMASTER</b>					
WINNETKA POSTMASTER	102673	INV0010336	20-2000-0000-52025	Golf Mailing Postage	60.74
<b>Vendor 03680 - WINNETKA POSTMASTER Total:</b>					<b>60.74</b>

VOUCHER LIST OF PAID BILLS FOR APPROVAL ON M/

Payment Dates: 04/20/2019 - 05/10/2019

Vendor Name	Payment Number	Payable Number	Account Number	Description (Item)	Amount
<b>Vendor: 07480 - WINNETKA YOUTH ORGANIZATION</b>					
WINNETKA YOUTH ORGANIZAT...	102717	00005	10-1000-0000-54240	ANNUAL WYO CONTRIBUTION	20,000.00
<b>Vendor 07480 - WINNETKA YOUTH ORGANIZATION Total:</b>					<b>20,000.00</b>
<b>Vendor: 05075 - WISCONSIN DEPARTMENT OF REVENUE</b>					
WISCONSIN DEPARTMENT OF R...	DFT0003675	INV0010331	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	102718	INV0010353	25-2500-0000-57650	STRINGING APRIL	255.00
<b>Vendor 05667 - YOUR ADVANTAGE TENNIS Total:</b>					<b>255.00</b>
<b>Grand Total:</b>					<b>527,572.50</b>

## Report Summary

## Fund Summary

Fund	Payment Amount
01 - GENERAL / PAYROLL REVOLVING	230,717.73
10 - RECREATION FUND	71,420.01
20 - GOLF OPERATIONS	88,742.46
23 - PLATFORM TENNIS	3,707.15
25 - TENNIS FUND	14,180.17
27 - INDOOR ICE ARENA	29,234.42
33 - IMRF PENSION & FICA	65,069.53
34 - AUDIT FUND	19,800.00
35 - LIABILITY FUND	3,858.43
37 - CAPITAL PROJECTS FUND	842.60
<b>Grand Total:</b>	<b>527,572.50</b>

## Account Summary

Account Number	Account Name	Payment Amount
01-0100-0000-52001	GENERAL OFFICE SUPPLIES	252.54
01-0100-0000-52002	SUPPLIES ACCOUNT	101.58
01-0100-0000-52005	COPY PAPER	225.00
01-0100-0000-52515	CUSTODIAL SUPPLIES	158.44
01-0100-0000-52999	MISCELLANEOUS	232.70
01-0100-0000-54005	CONFERENCES/EDUCATI...	463.40
01-0100-0000-54051	MEDICAL INSURANCE	54,730.58
01-0100-0000-54210	COMPUTER SERVICE	21,036.79
01-0100-0000-54250	CONTRACT SERVICES-GEN...	708.69
01-0100-0000-56001	R & M-FACILITY-GENERAL	295.40
01-0100-0000-56100	R & M-EQUIPMENT	454.92
01-0100-0000-56501	TELEPHONE/COMMUNIC...	558.13
01-0100-0000-56502	RADIO-PHONE COMMUN...	2,315.68
01-0100-0000-56525	WATER	40.97
01-0100-0000-56550	NATURAL GAS	140.81
01-0200-0000-52001	GENERAL OFFICE SUPPLIES	7.96
01-0200-0000-52011	MARKETING SUPPLIES	1,267.99
01-0200-0000-52090	BOARD EXPENSES	717.23
01-0200-0000-54005	CONFERENCES/EDUCATI...	99.00
01-0200-0000-54220	LEGAL	5,220.00
01-0200-0000-54250	CONTRACT SERVICES-GEN...	3,109.69
01-0200-0000-56501	TELEPHONE/COMMUNIC...	78.67
01-0200-0000-56525	WATER	2,696.01
01-0300-0000-52002	SUPPLIES ACCOUNT	308.10
01-0300-0000-52505	LUBRICANTS	548.74
01-0300-0000-52515	CUSTODIAL SUPPLIES	202.35
01-0300-0000-52525	UNIFORMS	193.47
01-0300-0000-52810	TOOLS	59.87
01-0300-0000-54250	CONTRACT SERVICES-GEN...	2,281.18
01-0300-0000-56001	R & M-FACILITY-GENERAL	56.29
01-0300-0000-56100	R & M-EQUIPMENT	210.78
01-0300-0000-56501	TELEPHONE/COMMUNIC...	608.93
01-0300-0000-56525	WATER	25.64
01-0300-0000-56530	ELECTRIC	592.19
01-0300-0000-56550	NATURAL GAS	476.50
01-0300-0000-60101	DOCKS, RAMPS & DOORS	5,275.00
01-0400-0000-52001	GENERAL OFFICE SUPPLIES	76.15
01-0400-0000-52002	SUPPLIES ACCOUNT	628.70
01-0400-0000-52015	COMPUTER SUPPLIES	246.70
01-0400-0000-52525	UNIFORMS	902.23
01-0400-0000-52540	PLANT MATERIALS	840.24
01-0400-0000-52550	SOIL, SAND & STONE	2,108.13
01-0400-0000-52566	FERTILIZERS	1,113.75

## Account Summary

Account Number	Account Name	Payment Amount
01-0400-0000-52801	EQUIPMENT > \$100	3,332.97
01-0400-0000-52810	TOOLS	850.82
01-0400-0000-54001	PROFESSIONAL DUES	45.00
01-0400-0000-54005	CONFERENCES/EDUCATI...	12.60
01-0400-0000-54250	CONTRACT SERVICES-GEN...	2,388.04
01-0400-0000-56001	R & M-FACILITY-GENERAL	303.29
01-0400-0000-56003	R & M-PLAYGROUND EQU...	3,164.78
01-0400-0000-56100	R & M-EQUIPMENT	1,221.21
01-0400-0000-56200	VEHICLE R & M	250.00
01-0400-0000-56501	TELEPHONE/COMMUNIC...	78.67
01-0400-0000-56525	WATER	222.05
01-0400-0000-56530	ELECTRIC	1,322.55
01-0400-0000-56550	NATURAL GAS	32.10
01-0400-0000-60093	INDIAN HILL SHELTER - FR...	5,515.77
01-0400-0000-60247	EQUIPMENT	66,039.94
01-21200	FEDERAL WITHHOLDING ...	14,384.15
01-21210	STATE WITHHOLDING TAX	7,335.59
01-21235	I.C.M.A. RETIREMENT W/H	11,372.06
01-21240	CANCER/INTENSIVE CARE ...	372.42
01-21255	LIFELock DED	71.94
01-21260	SECTION 125 WITHHOLDI...	273.12
01-21298	CHILD SUPPORT PAYMEN...	461.54
10-1000-0000-52350	VOLUNTEER RECOGNITION	75.00
10-1000-0000-52515	CUSTODIAL SUPPLIES	140.02
10-1000-0000-52525	UNIFORMS	145.00
10-1000-0000-54005	CONFERENCES/EDUCATI...	70.00
10-1000-0000-54240	WINNETKA YOUTH ORG	20,000.00
10-1000-0000-54250	CONTRACT SERVICES-GEN...	768.69
10-1000-0000-56001	R & M-FACILITY-GENERAL	291.11
10-1000-0000-56501	TELEPHONE/COMMUNIC...	78.67
10-1100-7022-54301	SERVICES-REC COMP TEA...	62.00
10-1100-7027-54301	SERVICES-REC COMP TEA...	31.00
10-1100-7147-52401	SUPPLIES-REC COMP TEA...	5,503.17
10-1100-7151-52401	SUPPLIES-REC COMP TEA...	50.00
10-1100-7373-54302	SERVICES-REC ATHL INST	7,901.25
10-1100-7456-52402	SUPPLIES-REC ATHL INST	205.97
10-1100-7456-54305	SERVICES-REC SPEC EVEN...	540.00
10-1100-7533-54303	SERVICES-REC GEN YTH P...	98.00
10-1100-7605-45400	REC PROG FEES - CAMPS	97.00
10-1100-7606-54304	SERVICES-REC CAMPS	1,061.60
10-1100-7668-45400	REC PROG FEES - CAMPS	67.50
10-1100-7668-52404	SUPPLIES-REC CAMPS	19.97
10-1100-7668-54304	SERVICES-REC CAMPS	737.50
10-1100-7765-54304	SERVICES-REC CAMPS	836.60
10-1100-7810-52405	SUPPLIES-REC SPEC EVEN...	140.52
10-1100-7810-54305	SERVICES-REC SPEC EVEN...	185.00
10-1100-7841-52405	SUPPLIES-REC SPEC EVEN...	46.94
10-1100-7843-52405	SUPPLIES-REC SPEC EVEN...	1,563.64
10-1100-7845-52405	SUPPLIES-REC SPEC EVEN...	373.01
10-1100-7845-54305	SERVICES-REC SPEC EVEN...	883.00
10-1100-7999-54201	ADVERTISEMENTS	699.35
10-1200-0000-52002	SUPPLIES ACCOUNT	1,707.85
10-1200-0000-52525	UNIFORMS	1,157.75
10-1200-0000-52560	TURFGRASS SEED	1,815.00
10-1200-0000-54005	CONFERENCES/EDUCATI...	60.00
10-1200-0000-56001	R & M-FACILITY-GENERAL	295.56
10-1200-0000-56525	WATER	12.20
10-1300-0000-56550	NATURAL GAS	143.90



## Account Summary

Account Number	Account Name	Payment Amount
10-1400-0000-52525	UNIFORMS	629.25
10-1400-0000-60184	WATERCRAFT	10,108.00
10-1500-0000-52002	SUPPLIES ACCOUNT	80.00
10-1500-0000-52320	SPECIAL EVENT SUPPLIES	105.67
10-1500-0000-52525	UNIFORMS	4,283.25
10-1500-0000-56001	R & M-FACILITY-GENERAL	2,217.83
10-1500-0000-56100	R & M-EQUIPMENT	41.51
10-1500-0000-56501	TELEPHONE/COMMUNIC...	21.45
10-1500-0000-56525	WATER	29.50
10-1500-0000-56530	ELECTRIC	771.30
10-1600-0000-52002	SUPPLIES ACCOUNT	4.29
10-1600-0000-52525	UNIFORMS	1,646.50
10-1600-0000-56001	R & M-FACILITY-GENERAL	3,039.27
10-1600-0000-56100	R & M-EQUIPMENT	41.51
10-1600-0000-56501	TELEPHONE/COMMUNIC...	98.19
10-1600-0000-56525	WATER	20.16
10-1600-0000-56530	ELECTRIC	418.56
20-10700	PRO-SHOP-ALL INCLUSIVE	16,053.81
20-2000-0000-47325	SALES DISCOUNT	-90.43
20-2000-0000-52006	SUPPLIES - CLUBHOUSE	405.50
20-2000-0000-52025	POSTAGE	60.74
20-2000-0000-52320	SPECIAL EVENT SUPPLIES	825.90
20-2000-0000-52515	CUSTODIAL SUPPLIES	814.16
20-2000-0000-52525	UNIFORMS	1,682.05
20-2000-0000-54005	CONFERENCES/EDUCATI...	1,000.00
20-2000-0000-54201	ADVERTISEMENTS	425.43
20-2000-0000-54250	CONTRACT SERVICES-GEN...	1,124.69
20-2000-0000-54255	CONTRACT SERV - CLBHSE	418.15
20-2000-0000-54990	SALES TAXES-PRO-SHOP	1,010.00
20-2000-0000-56001	R & M-FACILITY-GENERAL	158.49
20-2000-0000-56501	TELEPHONE/COMMUNIC...	1,547.08
20-2000-0000-56525	WATER	751.69
20-2000-0000-56530	ELECTRIC	1,505.83
20-2000-0000-56550	NATURAL GAS	455.12
20-2000-0000-57325	FREIGHT - IN	1,035.54
20-2000-0000-60077	PARK FENCES & GATES	130.88
20-2000-0000-60101	DOCKS, RAMPS AND DOO...	1,271.87
20-2000-0000-60247	EQUIPMENT	18,974.00
20-2100-0000-52001	GENERAL OFFICE SUPPLIES	33.75
20-2100-0000-52002	SUPPLIES ACCOUNT	318.52
20-2100-0000-52505	LUBRICANTS	34.90
20-2100-0000-52515	CUSTODIAL SUPPLIES	551.85
20-2100-0000-52525	UNIFORMS	1,126.17
20-2100-0000-52540	PLANT MATERIALS	2,513.00
20-2100-0000-52550	SOIL, SAND & STONE	1,705.38
20-2100-0000-52555	SOD & TURF	192.30
20-2100-0000-52562	HERBICIDES	2,852.52
20-2100-0000-52563	AQUATIC HERBICIDES	649.40
20-2100-0000-52565	FUNGICIDES	8,322.75
20-2100-0000-52570	SPECIALIZED GROUND CH...	203.28
20-2100-0000-52810	TOOLS	419.85
20-2100-0000-54005	CONFERENCES/EDUCATI...	10.00
20-2100-0000-54250	CONTRACT SERVICES-GEN...	1,613.93
20-2100-0000-56001	R & M-FACILITY-GENERAL	5,692.15
20-2100-0000-56100	R & M-EQUIPMENT	347.57
20-2100-0000-56200	VEHICLE R & M	5,694.76
20-2100-0000-56501	TELEPHONE/COMMUNIC...	92.97
20-2100-0000-56525	WATER	152.78

**Account Summary**

<b>Account Number</b>	<b>Account Name</b>	<b>Payment Amount</b>
20-2100-0000-56530	ELECTRIC	1,866.74
20-2100-0000-56550	NATURAL GAS	327.67
20-2100-0000-60051	CONSTRUCTION	4,459.72
23-2300-0000-52002	SUPPLIES ACCOUNT	46.05
23-2300-0000-54250	CONTRACT SERVICES-GEN...	1,028.85
23-2300-0000-54990	SALES TAXES-PRO-SHOP	1.00
23-2300-0000-56501	TELEPHONE/COMMUNIC...	209.94
23-2300-0000-56525	WATER	35.50
23-2300-0000-56530	ELECTRIC	731.31
23-2300-0000-56550	NATURAL GAS	1,654.50
25-10700	PRO-SHOP-ALL INCLUSIVE	169.20
25-2400-0000-54250	CONTRACT SERVICES-GEN...	455.00
25-2400-0000-56525	WATER	13.58
25-2400-0000-56530	ELECTRIC	91.66
25-2500-0000-47325	SALES DISCOUNT	-0.72
25-2500-0000-52001	GENERAL OFFICE SUPPLIES	136.66
25-2500-0000-52310	TOURNAMENT SUPPLIES	25.25
25-2500-0000-52320	SPECIAL EVENT SUPPLIES	255.42
25-2500-0000-52801	EQUIPMENT > \$100	872.61
25-2500-0000-54201	ADVERTISEMENTS	19.37
25-2500-0000-54250	CONTRACT SERVICES-GEN...	670.69
25-2500-0000-54990	SALES TAXES-PRO-SHOP	139.00
25-2500-0000-56001	R & M-FACILITY-GENERAL	139.46
25-2500-0000-56501	TELEPHONE/COMMUNIC...	169.71
25-2500-0000-56525	WATER	99.86
25-2500-0000-56530	ELECTRIC	9,406.40
25-2500-0000-56550	NATURAL GAS	1,251.24
25-2500-0000-57325	FREIGHT - IN	10.78
25-2500-0000-57650	RACKET RESTRINGING	255.00
27-2700-0000-52001	GENERAL OFFICE SUPPLIES	59.91
27-2700-0000-52002	SUPPLIES ACCOUNT	498.18
27-2700-0000-52340	ICE SHOW SUPPLIES	9,175.35
27-2700-0000-52901	SPECIAL PROJECTS	889.30
27-2700-0000-54201	ADVERTISEMENTS	19.38
27-2700-0000-54250	CONTRACT SERVICES-GEN...	898.17
27-2700-0000-56001	R & M-FACILITY-GENERAL	2,810.69
27-2700-0000-56100	R & M-EQUIPMENT	946.37
27-2700-0000-56200	VEHICLE R & M	82.34
27-2700-0000-56501	TELEPHONE/COMMUNIC...	287.42
27-2700-0000-56525	WATER	869.70
27-2700-0000-56530	ELECTRIC	10,852.49
27-2700-0000-56550	NATURAL GAS	1,845.12
33-21215	I.M.R.F. PAYABLE	37,428.11
33-21220	F.I.C.A. PAYABLE	27,641.42
34-3400-0000-54250	CONTRACT SERVICES-GEN...	19,800.00
35-3500-0000-52801	EQUIPMENT > \$100	2,308.86
35-3500-0000-54260	TRAINING	60.00
35-3500-0000-56100	R & M-EQUIPMENT	1,489.57
37-3700-0000-60120	LAKEFRONT RENOVATIONS	842.60
	<b>Grand Total:</b>	<b>527,572.50</b>

**Project Account Summary**

<b>Project Account Key</b>	<b>Payment Amount</b>
**None**	527,572.50
	<b>Grand Total:</b>
	<b>527,572.50</b>

**MINUTES OF THE 2357th  
REGULARLY SCHEDULED BOARD  
MEETING OF THE COMMISSIONERS  
AND OFFICERS OF THE WINNETKA  
PARK DISTRICT, WINNETKA, IL  
THURSDAY, APRIL 25, 2019**

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

**ADDITIONS/CHANGES TO AGENDA**

None

**APPROVAL OF FINANCIALS**

Commissioner Thomas made a motion to approve the March 2019 Financials as presented. Commissioner James seconded the motion. Commissioner Claybrook asked about car purchases, which Superintendent of Parks, Costa Kutulas stated were from the 2018 budget for (2) F150's that just came in. Commissioner Thomas asked about supplies being lower than budgeted, which Superintendent of Finance, Christine Berman said was most likely a timing issue. Commissioner Thomas commented positively on the investments and distribution to other area banks. President Archambault asked about positive platform tennis numbers and that some distribution adjustments will be made in April. Superintendent Berman noted that Recreation program revenues are up \$81,000 over budget mainly due to camp and competitive programs. Passed by voice vote.

**APPROVAL OF VOUCHERS**

Commissioner Thomas made a motion to approve the April 25, 2019 vouchers for \$722,723.73. Commissioner Claybrook seconded the motion. President Archambault asked about the purchase of the forklift. Superintendent Kutulas stated this was a 2018 capital purchase and due to delivery timing, did not come in until 2019. President Archambault asked if the stormwater charge is a monthly charge, which Superintendent Berman confirmed. A roll call vote was taken. Ayes: Archambault, Claybrook, James, Larkin, Thomas. Nays: None. Motion carried.

**REMARKS FROM VISITORS**

None

**APPROVAL OF MINUTES**

Commissioner Thomas made a motion to combine the Committee of the Whole of March 14, 2019, the Closed Session Minutes of March 14, 2019, Regular Park Board Meeting Minutes of March 21, 2019, the Closed Session Minutes of March 21, 2019 and the Committee of the Whole Meeting Minutes of April 11, 2019. Commissioner James seconded the motion. A roll call vote was taken. Ayes: Archambault, Claybrook, James, Larkin, Thomas. Nays: None. Motion carried.

Commissioner Thomas made a motion to approve the consent agenda. Commissioner Larkin seconded the motion. Passed by voice vote.

## **COMMUNICATIONS**

None

## **UNFINISHED BUSINESS**

### **Unfunded Capitals Workshop – Part II**

#### **Winnetka Waterfront 2030 – Lakefront Master Plan Implementation Phase**

Executive Director, John Muno outlined what will be covered this evening and then Superintendent of Parks, Costa Kutulas provided a power point update to the lakefront master plan centered on priorities, costs, funding and project timelines for 2019-2021. Focus is on bluff land across all five parks sites and shoreline stabilization at Lloyd.

Commissioner James asked Superintendent Kutulas if we have examples of comparable project permits and plans. Superintendent Kutulas stated “in hand, no”. He then asked if we have a detailed scope of work from Shabica. Superintendent Kutulas confirmed that intended to be included in the Board packet. Commissioner James would like the Board to see that contract before proceeding.

Commissioner Claybrook asked about the timing of the phase II bluff work, which Superintendent Kutulas said would coincide with the breakwater work.

Commissioner Larkin asked if the costs shown are just the contractor costs or includes any in-house work. Superintendent Kutulas confirmed it was both. Valuing engineering opportunities will be explored further in on the project.

President Archambault asked what the Park District has current available for these projects and what is currently unfunded. Superintendent of Finance, Christine Berman provided an overview, including the need to look at financing about 6 million through bonds or debt certificates. Executive Director Muno provided some additional context from past discussions. Additional funding will not need to be secured until 2021.

Commissioner Claybrook asked if the Tower Road Beach steps need to be a part of the phase I bluff work. Superintendent Kutulas stated the sequencing, amount of bluff work and the current stair conditions, lends to doing the work in the first phase. There was some additional discussion on the stair system, including actual bluff work and the staircase elements (concrete, wood, steel).

Commissioner Thomas wanted to make sure there were no plans for a referendum, which Executive Director Muno confirmed. Funding will come from debt certificates, bonds or gifts.

Superintendent Kutulas is looking for Board consensus on reallocating funds to bluff work, moving forward with shoreline permitting and securing additional funding for the work through debt certificates/bonding.

## **NEW BUSINESS**

### **Lloyd Shoreline Breakwater Contract**

The Lloyd Shoreline Breakwater contract approval for Shabica & Associates was tabled until Board members could review the contract and discuss. Will be brought back to the Board in May along with the bid work costs for bluff restoration for the Lakota Group.

### **Policy Manual Chapters 5-6 (1<sup>st</sup> Reading Reading)**

Commissioner Thomas made a motion to approve the first reading of Chapters 5-6 of the policy manual as presented with a second reading/adoption placed on the May 16 agenda. Commissioner Larkin

seconded the motion. Administrative Services Manager, Mary Cherveney outlined the adjustments made since the first review under social media and ADA. There was some discussion on section 5.12 regarding fencing as related to a potential dog park. Primary function is the protection of adjacent homeowners. A voice vote was taken. Motion carried.

### **Skokie Playfield Signage Rebrand Presentation**

Marketing Brand Manager, Kelsey Raftery provided the Board with an overview of the signage changes planned for the Skokie Playfield building along Hibbard Road. Focus is on readability, branding and eliminating confusion between facilities. There was some discussion on colors and font size, which Marketing Brand Manager Raftery provided her professional opinion. The monument entrance signs will remain. Next step is village design and review on May 16. Installation will take place over the summer.

### **MATTERS OF THE DIRECTOR**

Executive Director, John Muno shared that Commissioner Peterson and he met with some of the adjacent property owners of our lakefront properties. Tennis Center Manager, Pat Fragassi received a nice acknowledgement from North Shore Country Day on their new agreement, Administrative Services Manager, Mary Cherveney received recognition for the Chamber on her help with the Awards Luncheon and Operations Manager, the Scouts recognized Greg Field for his assistance in a tree planting ceremony at Nick Corwin Park.

Commissioner Larkin asked if the Recreation Supervisor – Lakefront Operations position was filled. Executive Director Muno stated it has with Marty Kwiatkowski who comes to us from an aquatics background with the Schaumburg Park District.

### **BOARD LIAISON REPORTS**

Commissioner Thomas provided an update on the Winnetka Youth Organization Benefit and a New Trier Township Trustee opening.

President Archambault provided a brief update on stormwater conversations with the Village.

Commissioner Claybrook provided an update on leadership changes at Washburne and Skokie schools.

### **REMARKS FROM VISITORS**

None

### **STAFF UPDATES**

Superintendent of Finance, Christine Berman received the draft audit and on track for Board approval in June.

Administrative Services Manager, Mary Cherveney shared that President Archambault will represent the Board at the Caucus Town Hall meeting on May 8; there will be a gathering at the Winnetka Golf Club after the annual meeting and new Board member orientation began yesterday.

Superintendent of Parks, Costa Kutulas provided an updated on the Maple Street Beach boardwalk project and a meeting with AYSO regarding fields at Nick Corwin Park. Commissioner James asked for an update on the Dwyer Park Butterfly Garden, which was provided. Commissioner Larkin asked about the ballfield and Superintendent Kutulas provided an update on the work.

President Archambault asked when food service will start at Tower Road Beach. Executive Director Muno said typically around Memorial Day weekend.

Marketing Brand Manager, Kelsey Raftery hired two new interns for the summer.

President Archambault shared that the men's club is doing a social outing for the Kentucky Derby. Public invited.

**CLOSED SESSION**

Commissioner James made a motion to enter into Closed Session at 6:48 p.m. to discuss the appointment, compensation, discipline, performance and dismissal of specific employees or legal counsel. 5 ILCS 120/2(c)(1) Commissioner Thomas seconded the motion and a roll call vote was taken. Ayes: Archambault, Claybrook, James, Larkin, Thomas. Nays: None. Motion carried.

At 7:20 p.m., Commissioner Claybrook made a motion to return to Open Session. Commissioner Thomas seconded the motion and a roll call vote was taken. Ayes: Archambault, Claybrook, James, Larkin, Peterson, Thomas. Nays: None. Motion carried.

Commissioner Thomas made a motion to approve bonus per contract and a 4% increase for Executive Director John Muno. Commissioner James seconded the motion. A roll call vote was taken. Ayes: Archambault, Claybrook, James, Larkin, Thomas. Nays: None. Motion carried.

**ADJOURNMENT**

Commissioner Thomas made a motion to adjourn the meeting at 7:21 p.m. Commissioner Claybrook 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

Dear Winnetka Park District,  
On behalf of the Winnetka Youth Organization I would like to thank you for attending our 50th Anniversary Benefit on April 13th 2019! We really appreciate your continued support of our peers. Your partnership allows teens like me to continue attending social service. As promised, we will include your logo on our new website and t-shirt for one-year. Thanks for celebrating 50 years with us, hope to see you next year!

Best

Hedy, Washburne 2019      Chris, Washburne 2020  
Nora, New Trier, 2022  
Margo, New Trier 2021      Ryan P 2020  
Reilly, New Trier 2020      Amber K. NT 2021

Dear Winnetka Park District,

On behalf of the Winnetka Youth Organization, I would like to thank the Winnetka Park District for donating towards our 50th Anniversary Benefit fundraiser's auction. Your support allows teens like me to continue attending social services Saturday. Thank you for celebrating 50 years with us!

Best, Charlotte P, New Trier 2020

## Winnetka Park District

### Board Summary

**Date:** May 16, 2019  
**To:** Board of Commissioners  
**Subject:** Proposed Boal Parkway Property Easement and Stormwater Ownership Transfer  
**From:** Costa Kutulas, Superintendent of Parks  
**Through:** John Muno, Executive Director

#### Summary:

Back on April 6<sup>th</sup> 2017, Village staff and engineering firm HR Green presented a conceptual design to the Winnetka Park District Board to utilize the existing northern conveyance (12” gravity drain) and reengineer the system to help alleviate flooding to the adjacent neighbors of Boal Parkway. The plan included lining the current gravity drain to all it to become a force main which would be supported by a pump station which was to be located on the Winnetka Park District Golf Course.

With so many questions and concerns regarding the project, the Park District staff followed up based on Board review with the Village to better understand the scope of work and impact to the golf course.

Since the original proposal the Village of Winnetka has now looked to another option to relieve the flooding on Boal Parkway. This includes pump station located near Tower Road to help alleviate the flooding to those properties who are adjacent to Boal Parkway.

The Winnetka Park District is the current owner of the land and 24” western storm drain located to the west of the properties of Boal Parkway, the Village has proposed to assume ownership of the storm sewer and the adjacent property from the Park District as part of this new design. This transfer would remove the Park District from future maintenance and liabilities associated with this storm sewer.

Staff is in support of this land transfer with the following condition, that before the land would be sold to any other parties that the Winnetka Park District be given the right of first refusal to purchase that property back at no cost. The attached exhibit will show this transfer and the proposed project outline.

#### Recommendation:

Staff’s recommendation at this time is to allow for this land transfer be reviewed by the Park Districts Attorney Robbins-Schwartz, to address any concerns to allow for this matter to come back to the Park Board for execution once the documentation is in place.

**END**





*Office of the Assistant Director of Public Works and Engineering  
James J. Bernahl, P.E., CFM  
(847) 716-3261*

March 7, 2019

Mr. John Muno  
Executive Director  
Winnetka Park District  
540 Hibbard Road  
Winnetka, Illinois 60093

RE: Village of Winnetka – Consideration of Land Transfer for Proposed Boal Parkway Project

Dear Mr. Muno:

This letter is a request for your consideration to the Village of Winnetka regarding transference of land currently owned by the Park District. This request is being made based on communications with the Public Works Department and your staff related to the proposed stormwater improvements on Boal Parkway.

The Park District currently owns a ten foot wide section of land on the west side of Boal Parkway in the rear of the properties. An exhibit is included with this memo showing the limits of the property. Within this section of land is an existing corrugated metal storm sewer that drains the stormwater in the rear of the properties. The stormwater flows to the south and is discharged into an existing pond area along the Skokie Ditch.

The Park District is currently responsible for periodic inspections, general maintenance, and regular cleanings of the sewer to ensure its reliability. While discussing the proposed stormwater improvements for the Boal Parkway area Park District staff indicated a desire to transfer ownership and responsibility of this storm sewer system to the Village.

Considering the location the Public Works Department concurs that the land and storm sewer do not directly benefit the Park District. The Public Works Department also concurs that the Park District is not equipped to perform the required regular cleanings and inspections, and this section of storm sewer also imposes an unnecessary maintenance burden on the Park District.

The Village is willing to accept this portion of land and sewer that lies within its limits. We are seeking your authorization for the Public Work staff to work collaboratively with your staff to

Public Works Department  
1390 Willow Road, Winnetka IL 60093

define the terms of the final land transfer agreement. This would be followed by a collaborative presentation to the Park District Board on the final recommendation approving this transfer.

Preliminary discussions with your staff on the terms of the legal transfer noted the Park District's condition that should the land be sold in the future that those funds be given to the Park District; this term is agreeable to the Village.

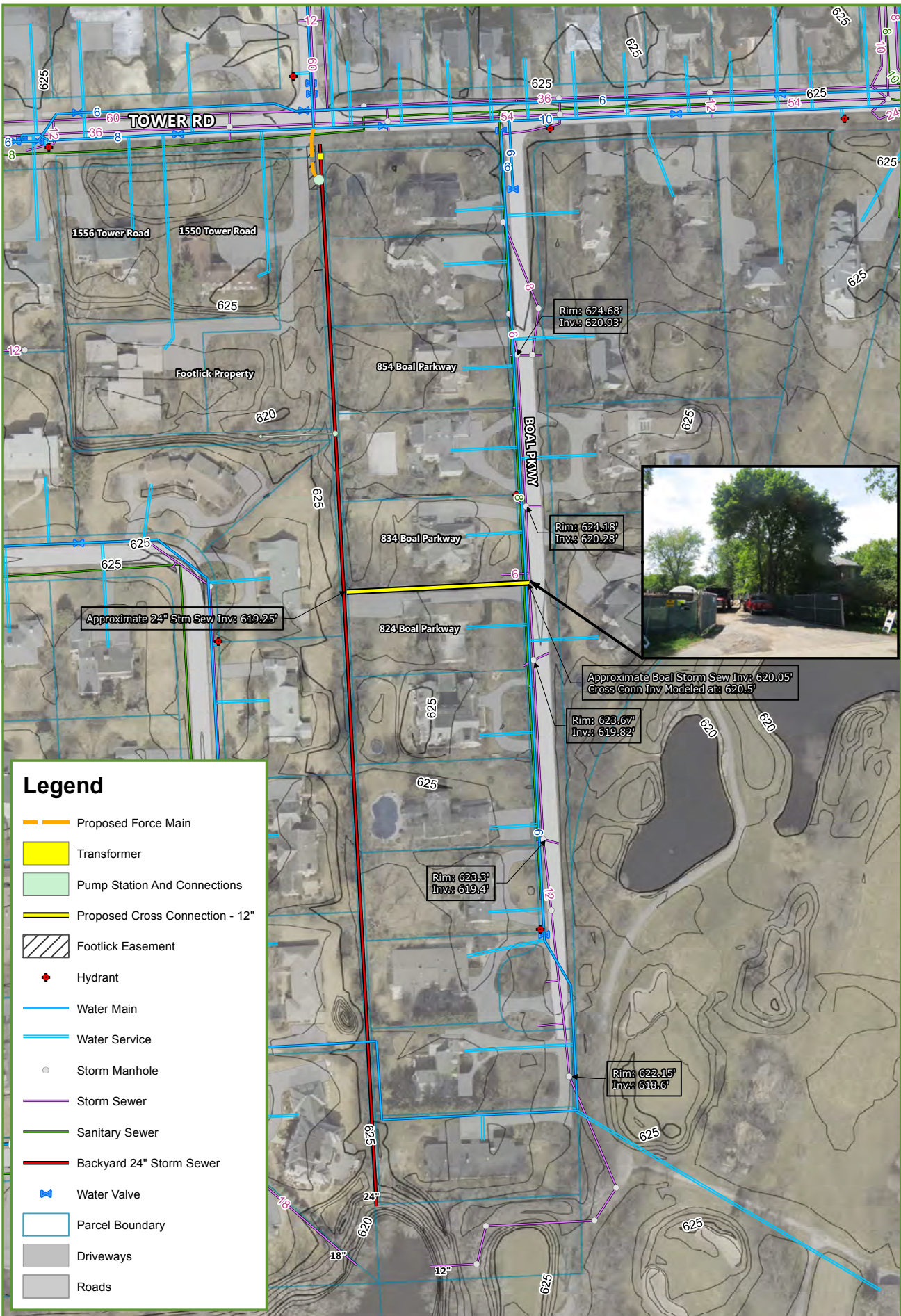
The Village of Winnetka appreciates your consideration on this matter, should you have any follow-up questions or need further clarification please feel free to contact me directly at (847) 716-3261 or email: [jbernahl@winnetka.org](mailto:jbernahl@winnetka.org).

Sincerely,

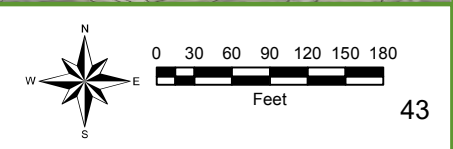
A handwritten signature in black ink, appearing to read 'J. Bernahl', written in a cursive style.

James J. Bernahl, P.E., CFM  
Assistant Director of Public Works and Engineering

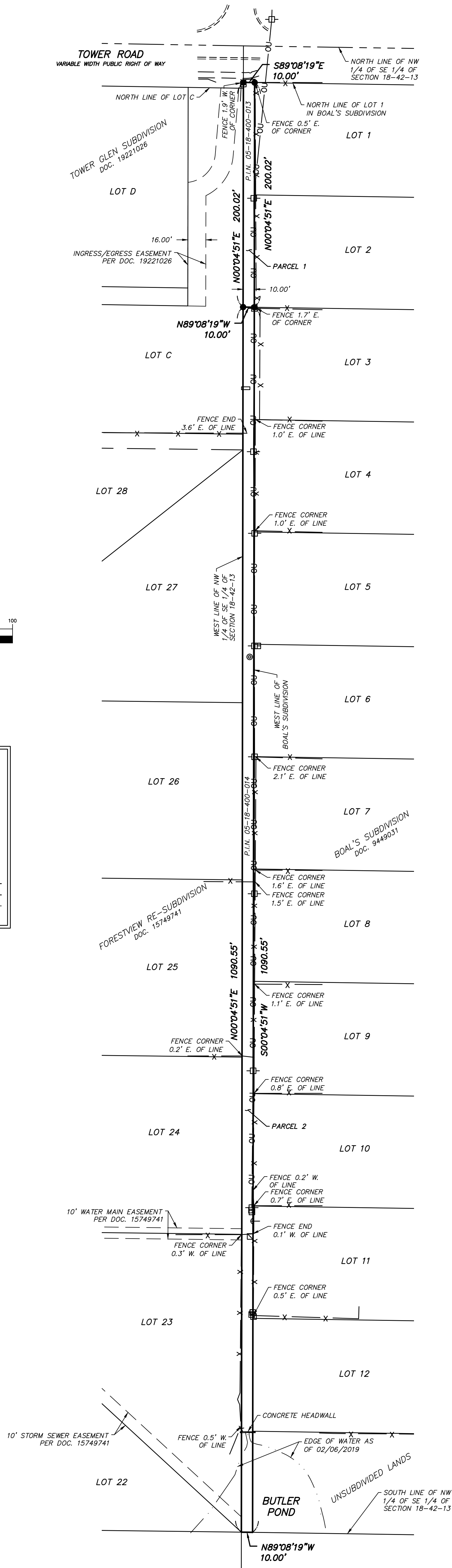
Cc: Chris Rintz, Village President  
Robert Bahan, Village Manager  
Steve Saunders, Director of Public Works/Village Engineer



**Boal Parkway Pump Station Project  
Footlick Pump Location (Sheet 2 of 2)  
Village of Winnetka**



# BOUNDARY SURVEY



**LEGAL DESCRIPTION**

**PARCEL 1**  
THE WEST TEN (10) FEET OF THE NORTHWEST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 18, TOWNSHIP 42 NORTH, RANGE 13 EAST OF THE THIRD PRINCIPAL MERIDIAN, LYING WEST OF THE WEST LINE AND WEST LINE EXTENDED OF BOAL'S SUBDIVISION ACCORDING TO THE PLAT THEREOF RECORDED OCTOBER 27, 1926 AS DOCUMENT NUMBER 9449031, LYING SOUTH OF THE NORTH LINE EXTENDED OF LOT 1 IN SAID BOAL'S SUBDIVISION, AND LYING NORTH OF THE SOUTH LINE EXTENDED OF LOT 2 IN SAID BOAL'S SUBDIVISION, IN THE VILLAGE OF WINNETKA, COOK COUNTY, ILLINOIS.

**PARCEL 2**  
THE WEST TEN (10) FEET OF THE NORTHWEST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 18, TOWNSHIP 42 NORTH, RANGE 13 EAST OF THE THIRD PRINCIPAL MERIDIAN, LYING WEST OF THE WEST LINE AND WEST LINE EXTENDED OF BOAL'S SUBDIVISION ACCORDING TO THE PLAT THEREOF RECORDED OCTOBER 27, 1926 AS DOCUMENT NUMBER 9449031, AND LYING SOUTH OF THE SOUTH LINE EXTENDED OF LOT 2 IN SAID BOAL'S SUBDIVISION, IN THE VILLAGE OF WINNETKA, COOK COUNTY, ILLINOIS.

**LAND AREA**

PARCEL 1: 2,000± SQ. FT. OR 0.046± ACRES  
PARCEL 2: 10,906± SQ. FT. OR 0.250± ACRES

- ADDITIONAL NOTES**
- ALL BEARINGS SHOWN HEREON REFERENCE THE ILLINOIS STATE PLANE COORDINATE SYSTEM - EAST ZONE (2011).
  - THE SUBJECT PROPERTY TAX IDENTIFICATION NUMBERS ARE 05-18-400-0013 & 05-18-400-0014.
  - THIS SURVEY WAS PREPARED WITHOUT THE BENEFIT OF A TITLE COMMITMENT.
  - SNOW WAS PRESENT AT THE TIME OF SURVEY. NOT ALL IMPROVEMENTS MAY HAVE BEEN VISIBLE AND SHOWN ON THE SURVEY.

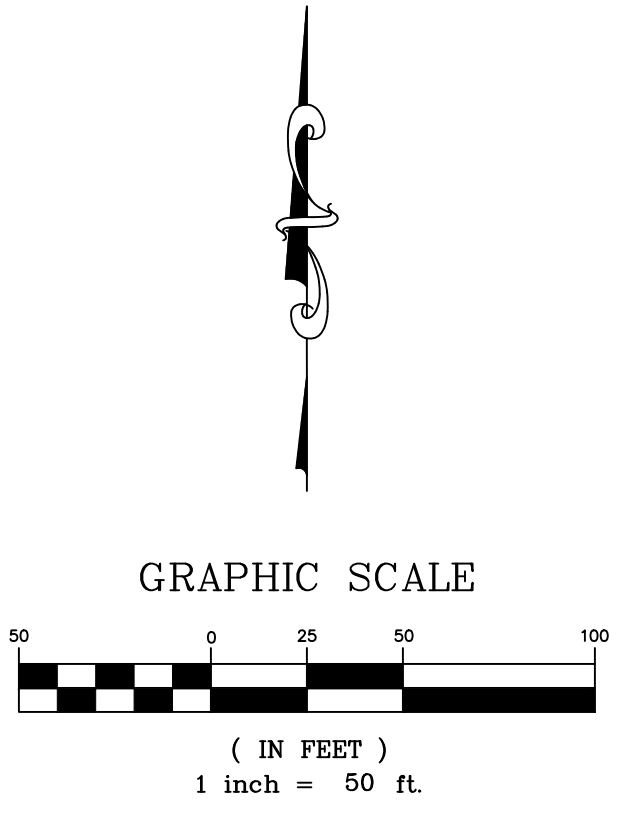
**SURVEYOR'S CERTIFICATE**

STATE OF ILLINOIS )  
                                  ) S.S.  
COUNTY OF WILL )

THIS PROFESSIONAL SERVICE CONFORMS TO THE CURRENT ILLINOIS MINIMUM STANDARDS FOR BOUNDARY SURVEYS.

DATED AT NEW LENOX, WILL COUNTY, ILLINOIS, FEBRUARY 15, 2019.

*M.D.*  
MILAN DOBROSAVLJEVIC, P.L.S.  
ILLINOIS PROFESSIONAL LAND SURVEYOR NO. 3615  
LICENSE EXPIRATION DATE: 11/30/2020



**LEGEND**

ELECTRIC UTILITY BOX	□
TELEPHONE PEDESTAL	⊞
SIGN	⊞
MANHOLE	⊙
STORM CATCH BASIN	⊙
STORM INLET	⊞
UTILITY POLE	⊞
FIRE HYDRANT	⊞
WATER VALVE	⊞
HANDHOLE	⊞
FENCE	—X—
OVERHEAD UTILITIES	—OU—
EXISTING EASEMENT	---E---
SET 5/8" REBAR AT CORNER	●

2/15/2019 12:50:00 PM  
J:\2019\190044\Survey\Dwgs\190044\_survey.dwg

DRAWN BY: NAB  
APPROVED: MD  
JOB DATE: 02/15/2019  
JOB NO: 190044

BAR IS ONE INCH ON OFFICIAL DRAWINGS  
0 1"  
IF NOT ONE INCH, ADJUST SCALE ACCORDINGLY

Illinois Professional Design Firm # 184-001322  
323 Alana Drive,  
New Lenox, Illinois 60451  
t. 815.462.9324 f. 815.462.9328  
www.hrgreen.com

**BOUNDARY SURVEY**  
PART OF NW 1/4 OF SE 1/4  
OF SECTION 18, TOWNSHIP 42 N, RANGE 13 E  
VILLAGE OF WINNETKA, COOK COUNTY, ILLINOIS

NO.	DATE	BY	REVISION DESCRIPTION

**SHEET**  
1 OF 1

**Winnetka Park District  
BOARD SUMMARY**

**Date:** May 16, 2019  
**Subject:** Policy Manual: Chapters 5-6 (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. There have been no changes since the 1<sup>st</sup> reading in April.

**STAFF RECOMMENDATION**

Staff recommendations Board approve and adopt Chapters 5-6 of the policy manual as presented.

**END**

**WINNETKA PARK DISTRICT  
POLICY MANUAL  
CHAPTER 5**

**GENERAL MATTERS OF ADMINISTRATION**

- 5.01 District-wide Comprehensive/Strategic Plan**
- 5.02 Park Master Plan**
- 5.03 Records, Ordinances, and Resolutions**
- 5.04 Advisory Boards**
- 5.05 Operation Manuals**
- 5.06 Naming and Renaming of Park Sites**
- 5.07 Sale of Real Estate and Excess Property/Equipment**
- 5.08 Easement Requests**
- 5.09 Signs and Postings**
- 5.10 Advertising and Partnerships**
- 5.11 Social Media**
- 5.12 Fencing of Park Sites**
- 5.13 Zoning of Land**
- 5.14 Application for Grants**
- 5.15 Tree Memorials and Plant Donations**
- 5.16 Lighting of Park Areas and Facilities**
- 5.17 Loan of Equipment**
- 5.18 Personnel Policies**
- 5.19 Consultants**
- 5.20 Complaints**
- 5.21 Non Discrimination**
- 5.22 Northern Suburban Special Recreation Association**
- 5.23 Inclusion**
- 5.24 Donations**
- 5.25 Procedure for Succession During the Executive Director's Absence**
- 5.26 Americans with Disabilities Act (ADA) Compliance**
- 5.27 Recreation Program, Facilities and Services Statistics Procedure**
- 5.28 Environmental Policy**
- 5.29 Scholarship/Financial Assistance**

## **5.00 GENERAL MATTERS OF ADMINISTRATION**

The Board of Commissioners recognizes the need for various documents containing the Park District's policies and administrative procedures, which facilitate Park District operations on a day-to-day basis.

### **DEFINITIONS**

#### **Policy Manual**

Establishes the rules and regulations of the Winnetka Park District, its organization, Park Board procedures and practices, fiscal policies, general administrative matters, and policies relating to land acquisition and development, programs and facilities.

#### **Administrative Procedure**

Directly guides the staff in day-to-day operations. The Executive Director shall have the responsibility of specifying administrative procedures to be included in the Policy Manual. These procedures must be consistent with the policies approved and adopted by the Park Board.

#### **Department/Operations Manuals**

Guidelines for Park District staff to meet the policies as set forth by the Park Board. Procedures are developed by department heads and must be approved by the Executive Director. A complete listing of the Operations Manuals is set forth in Section 5.05 below, which is subject to change as changes in the Park District's operations and activities may necessitate.

#### **Distribution**

The Policy Manual, Administrative Procedures, and any Departmental Operations Manuals will be distributed to fulltime employees as applicable to their responsibilities, upon employment. Distribution to part time/seasonal and volunteer staff may be done at the time of orientation and/or staff training. Policy Manuals should be redistributed as any changes or updates occur. Department heads will be responsible for distribution and employee acknowledgement forms.

## **5.01 DISTRICT-WIDE COMPREHENSIVE/STRATEGIC PLAN**

The need for advance planning is a basic tool to promote orderly growth and objective decision-making and is an essential element in all governmental administration. The Park District should ensure that its future decisions are predicated upon well-conceived alternatives and reviewed in regard to all the parameters of its sphere of responsibility.

Just as one would not begin to erect a building without well-defined plans that will govern size, cost, and physical appearance, a Park District should insist upon having its services defined by a document that examines land acquisition, development, facilities, personnel, budget capabilities, and other factors essential to orderly growth.

The Board and staff shall work together in updating a District-wide strategic plan every three (3) to five (5) years in an effort to stay abreast of the progressive and dynamic

community it serves. The demographics of a community can and do change because of outside influences, such as social values, recreation interests, transportation, and the economy. These influences will affect those who live within a community and need to be considered when planning strategically.

## **5.02 PARK MASTER PLAN**

Each parcel of land controlled by the Winnetka Park District and designated as land for recreational purposes is intended to be used by the public. The type of use may vary from a highly developed parcel requiring intensive maintenance to one which is undeveloped and more passive in intended use.

Before committing to the development of a park site, the Park Board will create and employ a master plan that will govern its orderly development and will protect and preserve desirable qualities of the resource base.

The master plan will consist of a schematic drawing which shows the spatial arrangements of various components of the plan such as buildings, playground areas, ballfields, floral display areas, etc. Planting, grading, site layout and lighting plans, as well as construction details, are to be implemented after the master plan has been adopted.

The procedures for adopting a park master plan are as follows:

- A. The Executive Director gathers input from the community, neighborhood, and staff.
- B. The preliminary draft with cost estimates is reviewed by Park District staff, and revisions are made.
- C. The preliminary draft with cost estimates is reviewed by the Park Board, and revisions are made.
- D. A public meeting to discuss the cost estimates is held for public input and necessary revisions are made.
- E. The final draft with cost estimates is presented to the Park Board for final action.

## **5.03 RECORDS, ORDINANCES, AND RESOLUTIONS**

All ordinances, resolutions, and records of the Park District shall be kept, in written, typed or electronic form and put on file by the Secretary of the Park District. Ordinances and resolutions shall be numbered and filed chronologically.

## **5.04 ADVISORY BOARDS**

It shall be the policy of the Board of Park of the Winnetka Park District to promote dialogue and direct communication between the citizens of the Park District and the Park Board and



staff. This process is encouraged and stimulated in many ways, including through duly appointed Advisory Boards. Any Advisory Boards established by the Park Board shall include no less than one, but no more than two Park Commissioners. All Advisory Boards shall comply with all requirements and rules of the Illinois Open Meetings Act.

Advisory Boards provide a well-defined forum for open and honest debate about a variety of issues directly concerning the delivery of parks and recreation services and facilities within the community of Winnetka. The Board of Park and staff may in their discretion, use Advisory Boards as sounding boards and to promote the introduction of topics of research and study, upon the approval of the Board of Park.

## **5.05 OPERATION MANUALS**

The business of administering a multi-faceted park and recreation agency requires a wide range of individuals, both full and part-time, to handle the day-to-day operations. To ensure continuity to all day-to-day operations and their management, manuals of operation for facilities and programs significant in scope have been created.

The Executive Director is responsible for creating, or causing to be created, manuals of operation for the following:

Personnel Policies	Recreation Procedures Manual
Policy & Procedure Manual	Beach Manual
Golf Manual	Sailing Procedures
Indoor and Outdoor Tennis	Boat Launch Procedures
Athletics Manual	Field Maintenance Procedures
Coaches Manual	Day Camp Manual
Ice Procedures Manual	Parks Manual
Americans with Disability Act Transition Plan	

Any other manuals as designated by the Park Board and/or recommended by the Executive Director.

Said manuals will be kept current as operating procedures vary over time. It shall be the duty of the administrative staff to determine that all such manuals are in agreement with the basic policies and regulations of the Park Board.

## **5.06 NAMING AND RENAMING OF PARK SITES**

It is the responsibility of the Park Board to select names for new parks, beaches, fields, buildings, or facilities, or when appropriate, to change the name(s) of existing parks, beaches, fields, buildings, or facilities of the District (hereinafter referred to as Parks). This policy statement is intended to define the method of naming or renaming of Parks and to outline the conditions governing the selection of names.

### **Statement of Intent**

- A. The Winnetka Park District's parks, park amenities, and facilities are generally a limited public forum to be used primarily for recreational activities intended to promote healthy pursuits.
- B. The District is a local government entity, created by State authority, and as such does not promote any political party, candidate, agenda, or viewpoint, or endorse or promote any religious group or viewpoint.

### **Terms of the Policy**

- A. The Winnetka Park District reserves the right to refuse any naming partnership of any form if it would be inconsistent with the mission and values of the District and the community.
- B. Naming rights partnership will not be accepted from any organization, business, agency or individual whose mission or goal is in conflict with the District's mission statement, vision or philosophy.
- C. The District will not support or endorse any political party, candidate, agenda or viewpoint, or endorse or promote any religious group or viewpoint. Therefore, the District will not accept donations or naming rights which are associated with any political party, candidate, agenda, or viewpoint of any kind, or with any religious group or viewpoint.
- D. Among the values of the District are the promotion of good health, fitness, and the wellness of families. Therefore, the District will not accept donations or a naming rights partnership which is associated with the purchase or use of alcohol, cannabis or tobacco products.

### **Procedures for Naming Rights**

- A. The Park Board authorizes the Executive Director, or assigned agent of the Park District to handle preliminary discussions and negotiations with potential naming rights partners when deemed appropriate.
- B. Any and all agreements shall be in writing signed by representatives empowered to enter into binding agreements for their respective parties.
- C. Length of naming rights partnership will be a part of the negotiation process and may not necessarily be in perpetuity.
- D. The Park Board has final authority to determine if the naming rights partnership is appropriate for a park or facility and whether such an agreement shall be accepted.
- E. The Park Board shall not consider the content of the speech, message or viewpoint, or any assumptions or predictions as to the public response to the proposed naming, or to

the plaque, tag, logo or sign that is associated with it, except that the speech, message or viewpoint must meet the terms of this policy.

- F. After considering the terms of this Policy, the Park Board may accept or deny any name only in a manner consistent with this policy.
- G. If the naming rights partnership is approved, written notice shall be provided to the partner along with a naming rights agreement which shall be consistent with the terms of the policy and signed by authorized agents of both parties.
- H. If the naming rights are refused, written notification shall be provided to the potential partner, together with reasons for refusal, which reasons shall be consistent with the terms of the policy.
- I. Any naming right approved by the Winnetka Park District shall be subject to the review process and current ordinances of the Village of Winnetka.
- J. All partner financial commitments will be received and accounted for through the Winnetka Parks Foundation Legacy program.

#### **5.07 SALE OF REAL ESTATE AND DISPOSAL OF PROPERTY/EQUIPMENT**

The Board Park may, from time to time, decide to sell, lease or liquidate certain assets that it has accumulated, including real estate, buildings, equipment, and other tangible items.

In regards to real estate, the Illinois Park Code sets forth specific limitations and procedures governing the sale or lease of real estate and shall be strictly adhered to in all instances.

In regards to personal property, the staff may recommend the sale or liquidation of certain pieces of equipment or other personal property when such property is no longer needed and the sale or liquidation of the same is determined to be in the best interest of Park District. If the Park Board determines that the property is no longer necessary, useful to or for the best interest of the Park District, the Park Board may adopt by a three-fifths vote, an ordinance authorizing the conveyance or sale of the personal property in any manner that the Park Board may designate with or without advertising the sale.

#### **5.08 EASEMENT REQUESTS**

Due to the number and size of park sites the Park District owns, it is not uncommon to receive requests for easements. The following policies shall govern the granting of easement requests:

- A. The easement request does not interfere with existing or intended development plans of the park site in question.
- B. The requested easement does not place undue use restrictions on the park site during the construction phase or once the ground is repaired and is available for public use.

- C. The requested easement does not violate the terms of any grant of funds from the state, federal government or any other source of funds or is otherwise in violation of any agreement, deed or other recorded document.
- D. Easement grantee is expected to restore fully, at their expense, all landscape items such as trees, shrubs, sod, and other items, as required to restore the landscape to its original condition or better condition, as determined by the Park District.
- E. If possible, the granting of an easement should serve the interests of the Park District as well as those of the grantee. The Park District should review each request and determine if the grantee can provide some improvement for the benefit of the residents of the District.
- F. The Park District should make every attempt to require the grantee to stipulate that it will relocate its easement area if at some later date the easement interferes with a proposed development of the District.
- G. The Board Park shall determine if and when the grantee shall be required to pay consideration for a requested easement and in such instances, the amount of the consideration to be paid.

The following guidelines should be used for the grant or denial of easement requests, according to the classification of the grantee:

- A. Homeowner - Frequently homeowners seek temporary access easements for construction or improvements to their property. The decision of granting said request shall be at the discretion of the administrative staff. A security deposit or bond may be required in addition to a written statement from the homeowner that all damages to park property will be fully paid by said owner.
- B. Private Contractor – When a temporary easement is requested, the "homeowner" procedure will apply. If a permanent easement is requested, said request will be decided upon by the Board of Park Commissioners.
- C. Utility Companies – When a temporary easement is requested, the "homeowner" procedure shall apply. If a permanent easement is requested, said request will be decided upon by the Board of Park Commissioners.
- D. Governmental Bodies – When a temporary easement is requested, the "homeowner" procedure shall apply. If a permanent easement is requested, said request will be decided upon by the Board of Park Commissioners.

## **5.09 SIGNS AND POSTINGS**

No person shall paste, glue, tack, or otherwise post any sign, advertisement or inscription whatsoever, in or on any park property without first obtaining a written permit from the

Executive Director. Any sign, posting or advertisement related to discriminatory, religious, political, or referendum issue in form of message, symbol, campaign or similar solicitation is strictly prohibited.

## **5.10 ADVERTISING AND PARTNERSHIPS**

It is the policy of the Winnetka Park District to consider opportunities for local, regional and national groups, product or company paid advertising/partnerships involving Park District marketing/communication materials, park/facility amenities and programming.

### **Specific Guidelines**

The following items are considered specific guidelines associated with this policy and shall be assigned to corresponding procedures as developed:

- A. Paid advertising/partnerships will not compete with or duplicate Park District programs and services.
- B. Paid advertising/partnerships must be aesthetically and socially acceptable as determined by the Executive Director or delegated alternate.
- C. Authorized paid advertising/partnerships will not promote the purchase or use of alcohol, cannabis or tobacco products by minors, or the use of illegal drugs; nor will advertising for alcohol, tobacco products or illegal drugs be placed in proximity to or at events geared for minor children or young adults.
- D. Political campaign advertisements or signs are prohibited.
- E. Unauthorized advertising on Park District materials or settings without Park District approval should be immediately removed and properly recycled or disposed, and may be subject to applicable Park District fines or penalties.
- F. On-site advertising for activities not provided by the Park District, or through an affiliate group, will not be allowed to be placed on park amenities or grounds with the following exception:

Advertising for group rental activities taking place in a specific park may be allowed to advertise that event/activity at the specific park site no more than seven (7) days in advance of the event, unless otherwise authorized by the Executive Director. All posted materials must be removed within 24 hours after the conclusion of the event. In no case shall outside advertising materials conflict with Park District advertising materials and must comply with Park District standards.

- G. The Executive Director or delegate will determine the appropriate fees for advertising within approved Park District policies.

- H. The Executive Director or delegate is responsible for approving all advertising/partnerships in or on Park District materials and settings. Any rejection of advertising outside the specific limitations of this policy by the Executive Director may be appealed to the Board for final consideration.

## **5.11 SOCIAL MEDIA**

Social media channels are powerful communications tools that have a significant impact on organizational and professional reputations. The Winnetka Park District (the “District”) has crafted the following policy to help clarify how to best enhance and protect personal and professional reputations when participating in social media.

Social media platforms are defined as media designed to be disseminated through social interaction, created using highly accessible and scalable publishing techniques. Examples include, but are not limited to, LinkedIn, Twitter, Facebook, Instagram, YouTube, blogs, podcasts, and mobile devices.

Both in professional and institutional roles, employees need to follow the same behavioral standards online as they would in real life. The same laws, professional expectations, and guidelines for interacting with clients, parents, members, donors, media, and other District constituents apply online as in the real world. Employees are liable for anything they post to social media sites.

### **POLICIES FOR ALL SOCIAL MEDIA SITES, INCLUDING PERSONAL SITES**

#### **Protect confidential and proprietary information**

Do not post confidential or proprietary information about the District, its residents, nonresidents, officers or employees. Adhere to all applicable District privacy and confidentiality policies, as outlined in the Park District personnel manual.

#### **Respect copyright and fair use**

When posting, be mindful of the copyright and intellectual property rights of others and of the District.

#### **Use of District name or logo on personal social media sites**

If the District’s name, official logo or any other District images or iconography are posted on personal social media sites, be aware of the image of the District that is portrayed. No photos posted on personal social media sites that include the District logo, District attire or other District likenesses shall include matters inappropriate or in conflict with the District’s personnel policy or its mission to provide family-friendly recreational opportunities, including but not limited to, photos that include alcoholic beverages, drugs or drug paraphernalia, sexually suggestive behavior, or unlawful behavior of any kind.

#### **Use of District name or logo on personal social media sites for endorsements**

The District’s name or logo shall not be used on personal social media sites to promote a product, cause, political party, or candidate, or to make endorsements of any kind.

**Use of photographs of District program participants on personal social media sites:**

No photographs taken of District program participants shall be posted on personal social media sites. Participants are entitled to their own privacy as to such images. The District will post photographs of participants on the official District social media channels with the consent of the participant or his/her parent or guardian.

**Respect the District's time and property**

District computers, cell phones, and time on the job are reserved for District-related business as approved by supervisors.

**Coexisting with District participants**

District employees, seasonal staff and volunteers shall refrain from any proactive one-on-one communications with District customers (including children and teens) on social networking sites. They may accept invitations to profiles, groups, and events, but may not initiate any type of communication with customers (including children and teens). Responses to customer or teen or child-initiated communications should be limited to District-related business and matters. Public one-on-one communications (i.e. posting a comment to a wall) are discouraged at all times.

**Discussions of inappropriate behavior**

District employees, seasonal staff, and volunteers agree not to use a social networking profile, group page, blog, or other internet medium to discuss behavior that is prohibited by the District's personnel policy or its mission to provide family-friendly recreational opportunities, including, but not limited to, alcohol or drug use, sexual behavior, and unlawful behavior of any kind.

**Terms of service**

Obey the Terms of Service of any social media platform employed.

**BEST PRACTICES****Consideration prior to posting**

Privacy does not exist in the world of social media. Consider what could happen if a post becomes widely known and how that may reflect both on the person making the post and on the District. Search engines can turn up posts years after they are created, and comments can be forwarded or copied. If you wouldn't say it at a conference or to a member of the media, consider whether you should post it online. If you are unsure about posting something or responding to a comment, ask your supervisor for input or contact the Marketing Brand Manager.

**Strive for accuracy**

Get the facts straight before posting them on social media. Review content for grammatical and spelling errors. This is especially important if posting on behalf of the District in any capacity. (See "District Social Media" below.).

**Be respectful**

Understand that content contributed to a social media site could encourage comments or discussion of opposing ideas. Responses should be considered carefully based on how they may reflect on the person making the post and/or the District and its institutional voice.

### **Remember your audience**

Be aware that a presence in the social media world is or easily can be made available to the public at large. This includes prospective sponsors, current sponsors, residents, nonresidents, current employers, Board members, colleagues, and peers. Consider this before publishing to ensure that any post will not alienate, harm, or provoke any of these groups.

### **On personal sites**

Identify your views clearly as your own. If you identify yourself as a District employee or staff member online, it should be clear that the views expressed are not necessarily those of the institution.

Employees in violation of the Social Media Policy will be subject to disciplinary action, up to and including termination, as outlined in the Park District personnel manual.

## **DISTRICT SOCIAL MEDIA SITES**

### **Purpose of District Social Media Sites**

The District will utilize social media to increase its presence on the web and to develop a conversational platform with our constituents that is both informational and promotional.

### **Content, Monitoring & Approval**

The Marketing Department is responsible for the overall monitoring of all District Social Media pages. The A.C. Nielsen Tennis Center, Winnetka Ice Arena, and Winnetka Golf Club Facility Managers have access to and are able to publish content related to their facility operations (“Operational Posts”). Operational Posts may include facility closures, program cancellations, facility construction or maintenance, or any other matter that disrupts normal programming or operations of the facility. Facility Managers may not publish any other types of content to their facility’s Social Media pages. If Facility Managers or other District staff would like to contribute content or create a new social media promotion, they must seek approval and work with the Marketing Department.

### **FOIA Requests**

Constituents submitting FOIA requests via social media sites must be instructed to submit their request to the appropriate FOIA officer.

### **Acknowledge who you are**

If you are representing the District when posting on a social media platform, acknowledge this.

### **Link back to the District**

[www.winpark.org](http://www.winpark.org) and [www.winnetkagolfclub.org](http://www.winnetkagolfclub.org) are the only official websites of the District. Whenever possible, link back to the District’s websites. Ideally, posts should be



very brief; redirecting a visitor to content that resides within the District's web environment.

**Protect the District's voice**

Posts on social media sites should protect the District's institutional voice by remaining professional in tone and in good taste. No individual department or program of the District should construe its social media site as representing the District as a whole. Consider this when naming pages or accounts, selecting a profile picture or icon, and selecting content to post.

**5.12 FENCING OF PARK SITES**

As park sites are developed, the Park Board shall make determinations on the placement of active use areas and traffic patterns taking into account the safety and protection of adjoining property owners, among other factors.

The Board may determine that perimeter barrier fencing is necessary and should be installed at the time of initial development. After initial development, or due to a petition or request by the adjoining property owner(s) that a fence be installed, the Board may elect to install a fence under the following conditions:

- A. If the Park Board determines that a fence will benefit primarily the property owner requesting the fence and only secondarily park users, the Park Board will consider allowing a fence to be built to the District's specifications, and the Park District will pay from zero (0) to fifty (50) percent of the cost.
- B. If the Park Board determines that a fence will benefit primarily park users and only secondarily the adjoining property owner requesting the fence, the Park Board will consider allowing a fence to be built to the District's specifications, and the Park District will pay from fifty (50) to one hundred (100) percent of the cost.
- C. The Park District believes all park sites should be as open as possible. Permanent fencing of ball diamond outfields will not be allowed, unless the field has a single user group and the fencing can be made permanent. Special requests for temporary fencing will be considered, and the Executive Director will make the final decision on each request.
- D. No private fencing is permitted on Park District owned property. Repair, maintenance, upkeep and replacement cost of any fence or barrier material such as landscaping located on private property adjoining Park District property shall be the responsibility of the private property owner.

**5.13 ZONING OF LAND**

Zoning of land within a community is a legislative function of the Village of Winnetka. Obtaining, preserving, and developing open space for active and passive leisure use is primarily the responsibility of the Park District.

The development and maintenance of urban form are direct responsibilities of the Village. The Park District should share in the development and overall aesthetic approach to urban form by collaborating with the Village and by setting forth a Master Plan of Land Acquisition and Development.

Collaborative planning should provide a communication link between both units of government, and, if necessary with other local taxing entities or civic organizations. Such a link will help produce a well-integrated land use plan which can be used to balance residential, commercial, industrial and governmental needs.

It shall be the policy of the Winnetka Park District to reserve judgment on matters of zoning that do not immediately affect particular park sites. The Park Board may wish to take a public position on zoning or contemplated changes in zoning that are immediately adjacent to, within reasonable proximity, or that may affect a park site or a Park District facility. The Park District reserves its rights to compel the abatement of zoning ordinance violations under the Illinois Municipal Code when such violation(s) impact its parks, programs, or operations.

#### **5.14 APPLICATIONS FOR GRANTS**

It shall be the policy of the Park Board to approve through a motion or resolution the submittal of all applications for grants \$25,000 or greater from local, regional, state, or federal agencies prior to Park District submission when matching funds will be required. The staff will be charged with the responsibility to inform the Park Board of the nature and type of grant, the project to be submitted, as well as the ramifications of, or the stipulations attached to, said grant by the administering agency or organization. All other grants require the approval of the Executive Director.

#### **5.15 TREE MEMORIALS AND PLANT DONATIONS**

The Park District maintains over 250 acres of park land and recreational space within its boundaries. Numerous mature trees beautify Winnetka parks. A significant number of trees are lost annually to disease, lightning, wind damage, and old age. For those reasons the District has developed a tree planting program to replace lost trees.

The Winnetka Park District and Winnetka Parks Foundation encourage residents to donate funds for tree plantings. Donations can be made as a gift or as a memorial. The Park District will keep a master list of trees acceptable for donation detailing the variety, size and cost. This information is available from the Superintendent of Parks and will be updated when appropriate.

Staff will work with any potential donor to determine which variety of tree is most desirable for the location at which the tree will be planted. The final determination as to the exact location of a donated tree will be left up to the Superintendent of Parks (or the Golf Course Superintendent if the donation is for the golf course). The Park District reserves the right to relocate or permanently remove any donated tree, or similar donated site amenity, if

future site changes are undertaken. A donation of any tree or, any other site amenity, shall not bestow any property right to the donor.

As a general rule, the Park District will only plant donated material that is at least 3 inches in diameter or 12 feet in height. All donated trees will be guaranteed by the Park District for two years. No expressed or implied warranty of replacement is made beyond said period. The Park District will encourage native species and specify material that is adaptable to the location that is being considered.

The Park District does not encourage the donation of plant material from private residences. In the event that a resident wishes to donate material, the Superintendent of Parks will inspect the potential donation and determine if it is acceptable and usable by the Park District.

The Park District will appropriately acknowledge all donations.

## **5.16 LIGHTING OF PARK AREAS AND FACILITIES**

Periodically, the Park Board and/or staff will receive requests for the installation of lighting to help reduce vandalism or to prolong use of park facilities. In addition to requests from citizens, park lighting in general is a routine improvement, which often is included when park sites are being developed, renovated or otherwise modified.

To minimize misunderstanding over lighting issues the following definitions are set forth:

- A. Accent Lighting -The use of lighting equipment to complement architectural features or designs and increase user acceptability. Examples: garden lighting, facade lighting, and ornamental fixtures along a walkway, which cast small islands of low-centered lights.
- B. Floodlighting - Designed for the purpose of illuminating a broad area to uniform intensity. Examples: tennis court lighting, ballfield lighting, and the majority of building exteriors.
- C. Security Lighting -The illumination of a specific area or object to facilitate the protection of life and property, or to contribute to users' sense of wellbeing. Examples: roadway lighting, building lighting, walkway lighting, and lighting for parking lots, etc. This type is sometimes referred to as "general".

To help determine the advisability and necessity of security lighting as requested by a citizen of the Park District, each request should be considered according to the following criteria:

- A. Lighting will increase the usability of the affected facilities or programs, such as in the case of lighting tennis courts, basketball courts, ice rinks and ballfields.
- B. High intensity use areas should include security lighting to assist the park users as they come and go from these areas. Security lighting would be acceptable for such areas as

walkways leading to buildings, parking lots connected to high use facilities and roadways which introduce interior vehicular traffic in parks.

- C. The impact of lighting on neighbors immediately adjacent to the area to be lighted should be considered.

### **5.17 LOAN OF EQUIPMENT**

Loaning and borrowing of equipment are common practice among units of local government such as Park Districts, Cities and Villages, and School Districts. The major reasons for borrowing and loaning equipment are:

- A. Agencies cannot afford the quantity of equipment that they need in each case, therefore, borrowing is a method of supplementing the supply.
- B. Breakdown or extended periods of repair or overhaul force borrowing or loaning.
- C. Periodically, emergencies arise when the existing supply of equipment is inadequate to handle the task, and therefore, supplemental equipment is necessary.

It shall be the policy of the Park District that when determined necessary the Administrative Staff will be empowered to both loan and/or borrow equipment to or from other units of local government. The Administrative Staff is similarly empowered to establish a fair and equitable rental rate on specialized pieces of equipment or to loan equipment without charge to the requesting agency, which in turn, will reciprocate at a later date. Rental or loan of equipment from another governmental entity should be undertaken pursuant to an appropriate intergovernmental agreement setting forth rental terms and conditions, including indemnification and insurance provisions.

### **5.18 PERSONNEL POLICIES**

All matters pertaining to personnel are set forth in the Winnetka Park District Personnel Policy Manual.

### **5.19 CONSULTANTS**

The Park District on occasion will require the services of various consultants specializing in a certain field of study. Consultants have been employed to design buildings (Architects), prepare comprehensive master plans (Planners or Park and Recreation Specialists), prepare general land development plans (Landscape Architects), prepare soil analysis (Civil Engineers), prepare land and or building appraisals (Appraisers), legal consultants (Attorneys), and bond consultants (Financial Consultants and/or Attorneys), etc.

Unless the Park District has either a satisfactory relationship for services with an architect, engineer or surveyor, or an emergency exists, Illinois law requires the Park District to advertise for proposals for said professional services whenever such services are expected

to cost \$25,000 or more. Once the Park District receives proposals for such services, the District must evaluate the proposals and select at least three responding firms that are most qualified to provide the services for the specific project. The initial submittals may not include a fee proposal. The District must then rank each of the three firms selected based on their respective qualifications to provide the services only. Thereafter, the Park District shall seek to negotiate a contract with the most qualified firm/individual. Fees shall be determined in advance of engaging the consultant.

Additional information about consultants also should be gathered on firms or individuals before a decision to retain is made. When applicable, each consultant should be given a form entitled "consultant fact sheet" to complete, so that a more informed decision can be made by the Park District. The consultant fact sheet asks such questions as: major firm emphasis; type of firm, professions represented and number of professional personnel; major recreation and park services the firm provides; firm's areas of principal emphasis; and selected projects underway or completed in last five years.

## **5.20 COMPLAINTS**

Patrons of Park District facilities and recreation programs often find situations not to their liking and feel a responsibility to convey their dissatisfaction to the Park District. Whether by phone call, face-to face conversation, written correspondence, email or by means of social media, the Park District should acknowledge the individual's concern and explain why the situation exists as it does, or how and when it will be improved.

Administrative staff members will be responsible for cataloging complaint calls, and said complaints will be summarized and circulated to the Executive Director and all Department Heads in a timely manner.

It is the responsibility of all full-time and part-time employees to work toward minimizing the number of valid complaints by improving the services the Park District offers. Complaints should be received and acknowledged in a positive atmosphere and attitude.

## **5.21 NON-DISCRIMINATION POLICY**

The Park District 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 Park District 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.

## **5.22 NORTHERN SUBURBAN SPECIAL RECREATION ASSOCIATION**

The Park District is a member agency of the Northern Suburban Special Recreation Association. The Park Board is required to appoint annually a commissioner, staff

member, or Winnetka Park District resident to serve as the Park District's representative to the Northern Suburban Special Recreation Association Board of Executive Directors.

### **5.23 INCLUSION POLICY**

The Winnetka Park District is committed to inclusion and providing equal public recreation opportunities in the most integrated setting to individuals with disabilities, as defined under applicable law. Accordingly, we do not discriminate against eligible individuals with disabilities in regard to participation in public recreation opportunities. The Park District is committed to complying with the Americans with Disabilities Act (ADA), the Illinois Human Rights Act (IHRA), and all other applicable local, state and federal laws in providing reasonable accommodation and shall review requests for accommodation on a case-by-case basis.

#### **Northern Suburban Special Recreation Association (NSSRA)**

As described above in Section 5.22, the Winnetka Park District is a partner agency of Northern Suburban Special Recreation Association (NSSRA). NSSRA's mission is to enrich the lives of people with disabilities in our partner communities through quality recreation services, including providing inclusion services to partner agencies. The Winnetka Park District and NSSRA will work together with patrons, participants, and their families to assess, address, and provide reasonable accommodation for partner agency programs, events, and activities. NSSRA also provides programming which is available to its partner agencies' patrons.

#### **Eligibility**

The Winnetka Park District and NSSRA will engage in an interactive process to identify reasonable accommodations for eligible individuals with a disability to enable such individuals to participate in any public recreation opportunity, program, activity, or event provided or sponsored by the Winnetka Park District.

#### **Procedures**

Requests for reasonable accommodation can be made directly to the Winnetka Park District Executive Director or Inclusion contact or through NSSRA. Patrons and families can learn more about NSSRA's programs and inclusion services by visiting NSSRA's website at: <http://www.nssra.org/inclusion> or <http://www.winpark.org>

#### **Participant, Patron, and Family Cooperation**

Inclusion cannot be successful without the complete cooperation of the participant, patron, and/or family. Patrons and families are expected to politely, proactively, and constructively communicate with the Winnetka Park District and NSSRA, and timely share important and updated information that is relevant to the inclusion process. When patrons or families provide inaccurate, outdated, or incomplete information to staff, the agencies' ability to adequately assess and address any situation is potentially compromised and participation may be delayed or temporarily suspended. Consequently, it is important to provide the Winnetka Park District and NSSRA with as much advance notice as possible of the need for any accommodation.

## **5.24 DONATIONS**

The Park District encourages donations from individuals and/or community organizations. The Park District staff will work with potential donors to provide a list of options concerning capital items or projects that may be appropriate and of interest to the donor.

- A. The appropriate standing Committee identified in Section 4.30 of this policy manual or, at times the Committee of the Whole will review all proposed donations for the general Park District system on a case by case basis. If the Committee determines that the proposed donation has merit, a recommendation will be made to the Park Board.
- B. The Park Board may ask the various committees to develop a list of acceptable items that would be desirable to acquire through donations. If the committees develop a list of desirable items, the staff will aggressively solicit donations to acquire the items.
- C. If the committee reviewing the request recommends public recognition of a donation to the Park District, that committee will recommend the appropriate method and wording to be used.
- D. The Park District, upon the acceptance of a donation, will assume responsibility for all routine maintenance and repair relating to the donation. In the event major repairs or replacement are required, the Park District will not assume responsibility unless so directed by the Park Board.
- E. The appropriate Committee or, when necessary, the Committee of the Whole will recommend the final form of public recognition of a donation for the general park system. Final approval will be made by the full Park Board.

## **5.25 SUCCESSION DURING THE EXECUTIVE DIRECTOR'S ABSENCE**

When the Executive Director is out of town or not available for any reason he or she shall appoint a department head to be in charge of the District.

## **5.26 AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE**

The Winnetka Park District is committed to compliance with the ADA, which prohibits discrimination in the provision of services, programs or facilities to individuals with disabilities. The District has a complete facility and park inventory and strives to meet ADA compliance, especially at time of redevelopment and/or as opportunities arise. Questions, comments and concerns regarding the ADA should be brought to the attention of the District's ADA Coordinator. The ADA Coordinator for the Park District is the Superintendent of Recreation.

## **5.27 RECREATION, FACILITIES AND SERVICE STATISTICS PROCEDURE**

The District requires the continued maintenance of an organized and historical index of program user participation, use needs assessment, and user quality opinions in order to further develop and continue to provide the highest quality recreation programs, facilities and services to the community. The Recreation Department and the Revenue Facilities will complete the following:

Daily Basis - Update computerized registration class status report and maintain information for review at the Park District Administrative Offices.

Monthly Basis - Compile and provide monthly financial reports reflecting program usage for all recreation and enterprise programming.

Seasonal Basis - Distribute, receive, review and analyze recreation program participant evaluations and maintain these records on file.

Assess recreation program registration opinion through random sample survey; review, analyze and report statistics to Superintendent of Recreation or Superintendent of Facilities and others as appropriate. Compile, analyze and maintain seasonal recreation program registration statistics and report as necessary.

Annual Basis - As part of the annual fiscal year budget development, compile, analyze and report annual recreation program, facility and services use statistics to the Park Board and appropriate standing Committees as identified in Section 4.30 of this policy manual. All statistical information should be used in reviewing programs, facilities and services and for development of new areas.

## **5.28 ENVIRONMENTAL POLICY**

### **Statement of philosophy**

The Winnetka Park District is increasingly aware of the environmental issues, which affect the quality of life within the District. It is the intent of the Winnetka Park District to assume a leadership role in the development and use of sound environmental policies, practices and educational opportunities.

As a policy, the following environmental principles and practices, which prescribe to our statement of philosophy, the Park District shall set a standard of leadership and competency in maintaining and improving the quality of the environment.

### **Environmental principles**

The Winnetka Park District will to the greatest extent practicable:

- A. Promote the acquisition, protection and environmentally sensitive management of open space and natural habitat areas.
- B. Protect, enhance and interpret the historic natural resource heritage exemplified by Winnetka's lakefront, ravines, bluffs, prairies and woodlands.



- C. Design, develop and maintain parks, facilities and natural areas in a manner that enhances and protects the environment through conservation of soil, water and energy; by minimizing the adverse impact on air and water quality; by reducing waste; and by utilizing utilities in the most efficient manner possible.
- D. Encourage recycling practices that utilize renewable resources and minimize the use of non-renewable ones.
- E. Practice integrated pest management, which reduces the District's dependence on pesticides.
- F. Abide by the federal and state Endangered Species Protection Acts in order to avoid adverse impacts on endangered or threatened species during park operations.
- G. Function as a role model within the community by actively promoting public awareness and educational programs, which encourage environmentally sensitive lifestyles.
- H. Utilize to the highest extent possible native species in the replacement of trees and shrubs.

**Environmental practices**

The District shall develop relationships and agreements with public and private organizations and individuals in order to have open space and natural habitats preserved and/or managed. Some examples of these types of relationships are:

- A. Habitat preservation and restoration at Crow Island Woods, Dunbaugh Park, Bell Woods and all bluff and shoreline areas along Lake Michigan.
- B. Management and operation of public open space through agreements with the Village of Winnetka, School District #36, and cultural and historic committees, commissions and societies.
- C. The District will adequately plan and construct, using the latest available information, new and renovated open space areas and facilities. These projects will not negatively impact the environment and will conserve soil, water and energy resources and protect indoor and outdoor air quality.
- D. In accordance with the Illinois Smoke Free Act, smoking is prohibited in all Park District buildings, facilities, parks, beaches and District vehicles. Smoking is also prohibited within 15 feet of any entrance to a Park District building.
- E. The District recognizes the importance of both safe and attractive parks and open space and has established a balanced Integrated Pest Management Program. This program utilizes cultural methods that include:
  - 1. Select appropriate plant species and their proper location.

2. Use of preventative maintenance procedures.
3. Promote early detection of problems.
4. Utilize, where possible, natural control methods.
5. Minimize overall pesticide use.
6. Test for better application methods.

Where and when pesticide use is necessary, the standardized and uniform procedures for the application and safe handling of pesticides will be adhered to.

Administration - The District will comply with the Federal Insecticide, Fungicide and Rodenticide Act and the Illinois Department of Agriculture regulations governing the use of pesticides. Compliance includes state certification of all employees involved with the implementation of this program.

Training - Staff will participate in training sessions sponsored by affiliated professional park organizations designed to improve the supervision, safe handling and application of pesticides.

Characteristics - Pesticides used by the District in the form of herbicides, insecticides or fungicides will be of the “General Use” and “Restricted Use” classification and shall be used in accordance of all applicable laws and manufactures direction.

Notification - Pesticide application notices will be posted up to 24 hours prior to the treatment and will remain up until 24 hours after completion of treatment. Posting will otherwise comply with Illinois EPA requirements for the application of pesticides.

Application - General use pesticides used by the District and registered with the Federal EPA will always be used according to specific label directions and procedures to ensure safe and effective application, storage and disposal.

Calibration - Equipment and application rates will be calibrated according to the manufacturer’s recommendations so that minimal amounts of pesticides are applied.

F. The District is committed to reducing solid waste by utilizing renewable or reusable resources as well as minimizing its dependence on non-renewable ones. To achieve this goal the following objectives will be targeted:

1. Maximize aluminum collection at all indoor facilities and expand collection to all developed parks.
2. Increase paper collection by recycling newspapers and all office paper types at indoor facilities.
3. Continue recycling of trees as wood chips and firewood.
4. Compost all leaves, grass and other landscape materials.
5. Maximize used oil collection and recycling.

6. Incorporate paper, glass and plastic recycling at all indoor facilities and developed parks.
7. Use recycled paper glass and plastic products to the most feasible extent.
8. Use recycled products, such as, biodegradable bags, recycled paper, etc., in all feasible situations.
9. Minimize the use of Styrofoam or plastic.
10. Recycle batteries, antifreeze and Freon whenever feasible.
11. Comply with all other applicable Federal, state and local environmental regulations and guidelines.

## **5.29 SCHOLARSHIP/FINANCIAL ASSISTANCE**

### **Purpose**

The Park District believes that everyone should have the opportunity to enjoy and participate in recreation activities. The Park District will attempt to provide equal opportunities for residents with financial hardships through the provision of programs with reasonable fees as well as through delayed payment plans, reduction in program fees with subsidy from the Park District, and other financial assistance.

### **Qualifications**

- A. Applicants must reside within Winnetka Park District boundaries and pay Park District taxes.
- B. General income thresholds to receive assistance are based around the 250% Federal Poverty Level:

<u>Family Size</u>	<u>Gross Income Less Than*</u>
2	\$41,150
3	\$51,950
4	\$62,750
5	\$73,550
6	\$84,350

\*2018 Guidelines

- C. Other special circumstances/financial hardships such as excessive medical bills must be detailed on the attached scholarship application and will be considered on a case by case basis.

### **Limitations of Assistance**

- A. Assistance is available for Park District programs and season swimming beach passes only and is not valid towards daily fees, memberships, or private lessons.
- B. Program availability is based on a first come first serve basis. If all documentation is not thoroughly completed at time of registration, enrollment can and will be delayed.

- C. Placement in requested program is based on class availability.
- D. If approved, the Park District can subsidize up to 90% of potential program fees.
- E. Payment plans can be set up, but any required fees must be paid in full before another scholarship will be awarded.
- F. Delinquency on payment plans will result in ineligibility for future financial assistance, forfeiture of scholarship, as well as potential removal from current programming.
- G. Approval of financial assistance does not ensure continued approval for succeeding programs.
- H. Applications must be completed annually, but any changes to a family's financial situation throughout the year must be disclosed to the Park District.

**Process**

- A. The Park District encourages anyone interested in financial assistance to submit their required documentation as early as possible to avoid potentially missing out on a program or activity.
- B. All required paperwork must be completed, submitted to the main Administrative Office at 540 Hibbard Rd., and reviewed before any scholarships will be awarded. Please do not register at any other facilities for financial assistance.
- C. Registration will not be processed until the scholarship has been approved.
- D. Sufficient time should be allowed for processing of your application prior to the start date of any programs or activities with which you are interested (approximately one to three weeks depending on season).
- E. Written notification via direct mail or email will be provided upon review of your application with the amount of subsidy the Park District is providing as well as what you will owe.

**Required Documentation**

- A. Scholarship Application - the Park District scholarship application must be submitted.
- B. Registration Form - a Park District registration form must be filled out completely with desired programs.
- C. Proof of Residency - a copy of all wage earning household members current driver's license or state ID AND a copy of a current utility bill. The addresses on both these documents must match and reside within Park District boundaries.
- D. Copy of Federal Income Tax Return - A copy of the most current Federal Income Tax Return from each adult wage earner (18 years and older) must be provided. If you have

not yet filed for the current year, you are required to submit it as soon as you have a copy. Until that time, you must submit your Federal Income Tax Return from the prior year. If you do not file taxes, you must provide a notarized statement.

- E. Copy of Recent Pay Stubs - two (2) most recent pay stubs from each household member 18 years or older. A bank statement showing deposits can also be accepted if enough information is visible.
- F. Additional Documentation - documents regarding other sources of income (e.g. child support, alimony, unemployment, etc.) AND/OR public assistance (e.g. social security, public aid, housing, etc.) must also be provided.

END

**Tracking**

Committee of the Whole:	March 14, 2019
Board First Reading:	April 25, 2019
Board Second Reading & Adoption:	May 16, 2019

Review Due:	March 2022
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Notes:

**WINNETKA PARK DISTRICT  
POLICY MANUAL  
CHAPTER 6**

**ANNUAL FISCAL REQUIREMENTS**

- 6.01 Budget and Appropriation Ordinance**
- 6.02 Levy Ordinance**
- 6.03 Annual Audit**
- 6.04 Official Filings**
- 6.05 State of Illinois Disclosure Statement**
- 6.06 Annual Treasurer's Report**
- 6.07 Annual Financial Report (Comptroller's Report)**

## **6.00 ANNUAL FISCAL REQUIREMENTS**

### **6.01 BUDGET AND APPROPRIATION ORDINANCE**

#### **Legal Requirements**

A combined Budget and Appropriation Ordinance shall be adopted by the Board of Park Commissioners within or before the first quarter of each fiscal year.

The ordinance shall contain a statement of cash on hand at the beginning of the fiscal year, an estimate of cash expected to be received during such fiscal year from all sources, an estimate of expenditures contemplated for such fiscal year and the estimated cash expected to be on hand at the end of such fiscal year. The ordinance must also contain an itemized list of the various items and services that will require public funding.

The Budget and Appropriation Ordinance should be prepared in tentative form and be made conveniently available for public inspection for at least thirty (30) days before final action by the Park Board. At least one public hearing shall be held before final action. The hearing must be advertised in a newspaper published in this Park District at least one week prior to the date for which the hearing is scheduled.

The Park Board must file a certified copy of the Budget and Appropriation Ordinance with the Cook County Clerk within 30 days of the adoption of the ordinance, along with an estimate, certified by the Treasurer, of revenues, by source, anticipated to be received by the Park District in the following fiscal year.

Once the appropriation ordinance is adopted and certified, the District is prohibited from spending beyond the appropriations set forth in the ordinance at any time within the same fiscal year. After the first 6 months of the fiscal year, the Board may, by two-thirds vote, transfer from any line item its anticipated unexpended funds to any other item of appropriation. At any time during the fiscal year, the Board may, by ordinance, make transfers between various items in any fund not exceeding ten (10) percent of the total amount appropriated in such fund.

During any fiscal year, the Park Board may adopt a supplemental appropriation ordinance after adoption of the annual budget and appropriation ordinance for that fiscal year, in an amount not to exceed the aggregate of any additional revenue available to the Park District or estimated to be received by the Park District. The publication, notice, and public hearing requirements set forth in this subsection above shall not apply to the supplemental ordinance or to the budget document forming the basis of the supplemental ordinance.

Except as otherwise provided by law, the Board may only amend the Budget and Appropriation Ordinance by following the same formalities observed when adopting the original ordinance.

The Executive Director is responsible for the preparation of the Budget and Appropriation Ordinance in tentative form. There are certain general and administrative costs incurred in

the overall operation of the District, including the management of the District's various departments such as General, Recreation, Parks, Golf, Beach, Launch, Ice, Tennis, and Platform Tennis. Therefore, each fund should share the costs of the administrative overhead costs.

The amount of administrative overhead for such items as salaries, office supplies, insurance, hospitalization, etc., is allocated to all user departments, based on a 50/50 blend of the ratio of each department's total operating expenditures/expenses to the rest of the District's departments and an allocation of time spent by general and administrative personnel on behalf of each of the District's departments.

Upon completion of the first draft of the Budget and Appropriation Ordinance pursuant to the above legal requirements, the Executive Director will review each fund with the Board of Park Commissioners. After adjustments as directed by the Park Board are made, the budget will be prepared in final form.

## **6.02 LEVY ORDINANCE**

Each Park District has the power to levy and collect taxes on all the taxable real estate in the corporate boundaries of the agency. A Park District may accumulate funds for the purpose of building repairs and improvements and may annually levy taxes for such purposes in excess of current requirements for its other purposes but subject to rate limitations as set forth in the Illinois Compiled Statutes.

The Executive Director is responsible for preparation of the Levy Ordinance. The Levy Ordinance shall be prepared in a form similar to the Budget and Appropriation Ordinance.

At least twenty (20) days before final action on the Levy Ordinance the Park Board must adopt a resolution formally determining the amount of money it estimates, exclusive of election costs, debt service levies and levies made for the purpose of paying amounts due under public building commission leases, will be levied for the upcoming year.

A public hearing must be held prior to adoption of the levy ordinance if the estimated levy is more than 105% of the levy extended by the District in the prior year, plus any amounts abated by the Park Board prior to extension and exclusive of election costs, debt service levies and levies made for the purpose of paying amounts due under public building commission leases,. The hearing must be advertised in a newspaper published in this Park District no more than 14 days nor less than 7 days prior to the date of the public hearing.

The Levy Ordinance is normally adopted on the first Monday in December or at the Park Board's first regularly scheduled meeting in December.

A certified copy of the approved Levy Ordinance and certification of compliance with the Truth and Taxation Act from the Board's President shall be filed with the Cook County Clerk no later than the last Tuesday in December (35 ILCS 200/18-15).



### **6.03 ANNUAL AUDIT**

An audit of all funds, property, and financial practices shall be conducted annually by an independent certified public accounting firm which will be chosen by the Board of Park Commissioners. The annual audit must be filed annually with the State Comptroller as specified in Section 6.07 of this Manual.

In addition to providing statements that conform to generally accepted accounting principles that set forth the financial position and results of financial operations of various funds and investments, the firm shall provide an audit management letter providing recommendations for improving the fiscal and management practices of the District. Each report must include certification that the audit was performed in compliance with generally accepted auditing standards.

### **6.04 OFFICIAL FILINGS**

On an annual basis, the Park District shall file with the appropriate county and state agencies, the current prescribed following documents:

- Budget and Appropriation Ordinance
- Tax Levy Ordinance
- Treasurer's Report (Statement of Receipts and Disbursements)
- Comprehensive Annual Financial Report (CAFR)
- Annual Financial Report (Comptroller's Report)
- Annual Exempt Property Affidavit

### **6.05 STATE OF ILLINOIS DISCLOSURE STATEMENT**

The following persons shall annually file verified written statements of economic interests:

- A. Members of the Park Board and candidates for election to the Park Board.
- B. Persons appointed to the Board.
- C. Park District employees who are compensated for services as employees and not as independent contractors and who:
  1. are or function as the head of a department, division, bureau or other administrative unit within the District, or exercise similar authority;
  2. have direct supervisory authority over, or direct responsibility for the formulation, negotiation, issuance or execution of contracts in the amount of \$1,000 or greater;
  3. have authority to approve licenses or permits by the District;

4. adjudicate, arbitrate or decide any administrative proceeding, or review such a decision within the authority of the District;
  5. have authority to issue or promulgate rules or regulations within areas under the authority of the District; or
  6. have supervisory responsibility for 20 or more employees.
- D. Persons required to file shall obtain an appropriate form from the Secretary of the Park District. The completed statement must be filed by May 1st of each year; failure to do so will subject the individual to late filing fees and possible forfeiture of office or employment. A candidate for elected office shall file his/her statement no later than the end of the period during which he/she can take the action necessary under the laws of this State to attempt to qualify for nomination, election, or retention to such office if he has not filed a statement in relation to the same unit of government within a year preceding such action.

#### **6.06 ANNUAL TREASURER'S REPORT**

The Treasurer shall prepare a report at the end of each fiscal year showing the amount and source of all revenues, giving items, particulars and details. The report must list all monies disbursed, where the total amount paid during the fiscal year exceeds \$2,500 in the aggregate, including the name of each individual to whom the monies were disbursed and the total amount paid to each person. The report must also list all monies paid out as compensation for personal services, identifying each recipient and the total amount paid to him/her. For compensation paid to District employees, the District may report categories of compensation, identifying each employee who was paid within each of the following salary ranges: (1) under \$25,000; (2) \$25,000 – \$49,999.99; (3) \$50,000 - \$74,999.99; (4) \$75,000 - \$99,999.99; (5) \$100,000 - \$124,999.99; or (6) \$125,000 and over. The report must also include a summary statement of operations, for all funds and account groups, as excerpted from the annual financial report filed with the State Comptroller.

Such statement shall be subscribed and sworn to by the Treasurer. Within six months after the close of the fiscal year such statement shall be filed in the Office at the Cook County Clerk.

Within six months after the end of such fiscal year the Treasurer shall either publish a true, complete and correct copy of such statement one time in a newspaper published in Winnetka, or if (i) the Park District has caused a licensed public accountant to perform an audit of its funds; and (ii) a report of such audit has been filed with the County Clerk's office as required by law, then the Park District may file a notice of the availability of the audit ("Notice of Availability") in lieu of publishing the entire Treasurer's Report. The Notice of Availability must be published at least one time in an English language newspaper in the Village of Winnetka. The Notice of Availability shall include the time period covered by the audit, the name of the firm conducting the audit, and the address and business hours of the location where the audit report may be publicly inspected.

Certification of the publication of the Notice of Availability must then be filed with the County Clerk by the publisher of the newspaper within 10 days of publication.

**6.07 ANNUAL FINANCIAL REPORT (COMPTROLLER’S REPORT)**

A copy of the Comprehensive Annual Financial Report (CAFR) must be filed with the Comptroller of the State of Illinois and the Cook County Clerk within six (6) months following the close of each fiscal year. Additionally, an Annual Financial Report must be prepared annually by the Treasurer and filed with the Comptroller and the Cook County Clerk within six months after the close of the fiscal year. This report indicates beginning cash balance of all funds on a consolidated basis, revenues by defined categories (consolidated) and expenditures by defined categories (consolidated), with ending cash balance (consolidated) at fiscal year-end. The report further provides information regarding investment of funds by type, description of indebtedness by type including current issues and current redemptions, and appropriated amounts by fund.

END

Tracking

Committee of the Whole: March 14, 2019

Board First Reading: April 25, 2019

Board Second Reading & Adoption: May 16, 2019

Review Due: March 2022

Notes:

## Winnetka Park District

### Board Summary

**Date:** May 16, 2019  
**To:** Board of Commissioners  
**Subject:** Coastal Consulting for Lloyd Beach Breakwater System  
**From:** Costa Kutulas, Superintendent of Parks  
John Shea, Superintendent of Recreation  
**Through:** John Muno, Executive Director

#### Summary:

As discussed at the May 9<sup>th</sup> Committee of the Whole Meeting, staff has reviewed the scope of work with Shabica & Associates, Inc. and have the attached modified proposal to review with the Park Board. As discussed staff has requested Shabica to remove the section 5 “Construction Observation” at this time and will defer this need for construction observation until we can make an informed decision on whether or not this will be needed and to what level.

This proposal moves beyond the original work per contract dated May 21, 2018 and encompasses the entire breakwater system versus just the south end.

The scope of services includes a review of coastal design, project engineering, permit drawings, permit application, and final design and engineering for construction drawings as well as construction documents.

Due to the changing dynamic of Lake Michigan and rising water levels there is a need to review and re-conduct the bathometric and topographic surveys to ensure that the proposed plan will not need to be modified to meet the Park District’s needs.

In the previous contract we have completed sixty percent (\$44,200) of the work and will be combining the remaining scope of work from the previous contract into this proposal. The outstanding services included project engineering, permit drawings, permit application, and final design and engineering for construction drawings as well as construction documents.

The cost to implement this work as identified in the April 18, 2019 proposal from Shabica & Associates, Inc. with a do not exceed amount of \$294,000 which is 7% of the current estimated cost for construction (\$4,157,000). This total includes the engineering services required to move forward with the project as permitted. Those services are to be completed by a coastal engineer and make up \$110,000 of the \$294,000 proposal for Shabica & Associates, Inc.

#### Recommendation:

Staff’s recommendation to the Park Board is to approve, the proposal from Shabica and Associates, Inc. of Northfield, Illinois dated April 18, 2019 for a not to exceed amount of \$294,000 as presented.

**END**



**Shabica & Associates, Inc.**  
WE BUILD BEACHES

Winnetka Park District  
Mr. John Shea, Superintendent of Recreation  
540 Hibbard Road  
Winnetka, Illinois 60093

***This proposal replaces the signed proposal for the south breakwater and seawall development at Lloyd authorized May 21, 2018. Work completed has been credited toward this proposal as shown below:***

Dear Mr. Shea:

May 10, 2019

We are pleased to submit this proposal for coastal consulting at Lloyd Park beach in Winnetka. Shabica & Associates (SA) can provide services for design, coastal engineering, submittal of state and federal permit applications, specifications, and construction observation for the work detailed below.

- SA will work with the Park District to help expand the boat basin per the coastal design approved at the March 21<sup>st</sup> Board meeting
- Design improvements will include a breakwater protected beach, better wave protection for the boat basin, a floating pier component (design and engineering by others), ramp access to the beach (ADA ramp specifications by others), steel seawall, railings, and replacement of the existing stormwater discharge (by the Village of Winnetka).

The overall goal is to create a more stable, user-friendly environment, while maintaining a high level of stormwave protection for this lakefront property. This project consists of 4 Phases, as follows:

1. **Coastal Design.** SA will examine background information including bathymetric and topographic survey, existing shore protection, coastal geology, wave analysis, previously completed engineering reports, prototypes, and air photos necessary to design a concept plan for permit. Includes meeting with the neighbors, if necessary, and Park District Staff to review potential beach options or conflicts prior to submitting permit applications. Estimate 6 weeks to complete.  
**SA Fee: \$48,000**
2. **Project Engineering and Project Permit Drawings.** SA will conduct necessary coastal engineering (civil engineering by Redbarn) required for the permit application, including preparation of a coastal engineering report. A stamped SE/SC Plan will be prepared as part of this phase. SA will prepare bid sheet and distribute to marine and land based contractors for 2020 construction costs. Contractor bids for the work including an updated timetable for construction will be prepared as part of this phase.  
**SA Fee: \$112,000 (\$50,000 is allocated to Redbarn Design and Engineering)**
3. **State and Federal Permit Application.** SA will prepare permit applications to the U.S. Army Corps of Engineers, Illinois Department of Natural Resources, Illinois Environmental Protection Agency, State Historic Preservation Office, North Cook County Soil & Water Conservation District, Metropolitan Water Reclamation District, and U.S. Fish and Wildlife Service; all necessary correspondence; and three meetings with neighbors, community representatives and/or regulators. Any additional meetings required will be billed at an hourly rate.

The state and federal permit process is a lengthy process during which time regulators review the project to assure that there will be negligible impact, if any, to the environment and coastal systems. The state and federal agencies also protect and regulate all activity that occurs on the bed of Lake Michigan, which is

owned by the people of the State of Illinois. The regulators conduct a review of proposed projects and may send out a public notice to adjacent neighbors, concerned citizens and other agencies. In our experience, each passing year can bring more regulatory requirements throughout the permit review process. If, during the permit approval process, regulators require a larger scope of work than is currently mandated, SA will request authorization from you and bill at an hourly rate. SA will be in regular contact with the regulators throughout the permit process to help assure that the permit application continues to move through the process in a timely manner. The state and federal permit process can typically take from 8 to 18 months. SA will provide a monthly update to the Board and board meeting attendance as necessary.

**SA Fee: \$56,000**

- 4. **Final Design, Engineering for Construction.** Upon permit approval from the state and federal regulators, SA will make all modifications for construction applying coastal engineering techniques to prepare construction drawings and specifications to be bid to qualified contractors. Includes the necessary engineering and shop drawings required for the fabrication and installation of the boat basin extension, ramps, floating piers, railings, and seawall. Includes meetings to review the bid document, review of the bids received, and input in contractor selection.

**SA Pending Final Scope of Work Not To Exceed: \$18,000**

**Redbarn Design and Engineering Pending Final Scope of Work Not to Exceed: \$60K**

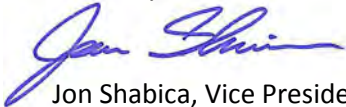
**Additional fees to be paid directly by client:**

- All permit application fees to regulatory agencies (see attached 2019 Fee Schedule)
- Wetland mitigation bank credits, if necessary, for projects impacting over 0.10 acres of Lake Michigan
- In-lake soil borings, if required, to be identified during Phase 1 preliminary design and engineering. Estimated fee \$15,000
- Water quality testing, if required, for the MWRD permit application
- Pre- and post-construction survey work, as required by the IDNR

Due to the potential need for additional communications, meetings or input during the beach permitting process, SA will review the requests with the Park District to help determine what steps, if any, are necessary to meet the needs of the Park District. Neighbor stakeholder meetings and communications not directly related to the construction of the breakwater system at Lloyd will be contracted separately by SA.

Please sign a copy of this letter and return it to us with a check for \$10,000 as your authorization to proceed. All further fees will be invoiced on a monthly basis, based on work completed. This proposal is good through June 30, 2019. If you have any questions, please feel free to contact us.

Sincerely,



Jon Shabica, Vice President

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



**Shabica & Associates, Inc.**  
WE BUILD BEACHES

**FEE SCHEDULE (2019)**

Charges for engineering and technical personnel will be made for time spent in the field, in consultation, in preparation of reports, and in travel to and from the job.

<b>Technical Classifications</b>	<b>Rate</b>
Field Technician	\$ 48/hr.
Support Staff	\$ 58/hr.
Draftsman CAD	\$ 71/hr.
Field Supervisor	\$ 95/hr.
Geologist	\$ 140/hr.
Engineer, PE	\$ 165/hr.
Vice Principal	\$ 175/hr.
Managing Director	\$ 185/hr.
Principal	\$ 265/hr.

**Permitting Fees (subject to change), to be paid by client, including but not limited to:**

- USACE permit fee: \$10
- IDNR permit fee: \$500 - \$5,000 pending type of permit
- IEPA permit fee, if required: 1% of construction cost (as permitted) with a minimum of \$350 and a maximum of \$10,000
- Municipal and County permit fees vary based on location and type of work. Fees are based on a percentage of construction cost or a flat fee.

## Winnetka Park District

### Board Summary

**Date:** May 16, 2019  
**To:** Board of Commissioners  
**Subject:** Bluff Restoration Design/Construction Documents, Lakota Group  
**From:** Costa Kutulas, Superintendent of Parks  
John Shea, Superintendent of Recreation  
**Through:** John Muno, Executive Director

#### Summary:

Staff is eager to take the next step in the Bluff Restoration Planning is to complete design drawings and construction documents for Phase 1 of the work proposed at the April 26<sup>th</sup> Park Board Meeting. As previously discussed this work was budgeted as part of the 2019 budget presentation.

Attached is the proposal from the Lakota Group as discussed at the May 9<sup>th</sup> Committee of the Whole Meeting. There have been some refined changes to the proposal which include some adjustment of services and fee schedule. The services now include the topography surveys needed to complete the proposed work and a reduction of \$7,239. to the overall fee structure.

This work includes the following projects for Phase 1:

- Bluff Restoration & Enhancement at all five project sites (Tower, Lloyd, Maple, Elder & Centennial)
- Tower Road Pedestrian Staircase & Viewing Platform
- Tower Road Entry Plaza Improvements (condensed version of what was presented)
- Lloyd Park Retaining Wall Repairs
- Maple Street Park Gabion Wall Repair

As proposed on the May 13<sup>th</sup> proposal from the Lakota Group, staff has reviewed the proposal and has confirmed the scope of services for the total price of \$249,486.

#### Recommendation:

Staff's recommendation at this time is for the Park Board to approve the proposal from the Lakota Group of Chicago Illinois for the do not exceed amount of \$249,486. as showed in the proposal dated May 13<sup>th</sup>, 2019.

**END**



May 13, 2019

**WPD BLUFF LAND RESTORATION -  
TIER ONE DD/CD IMPLEMENTATION LANDSCAPE  
ARCHITECTURAL CONSULTING SERVICES**  
Winnetka, Illinois

116 West Illinois Street  
Floor 7  
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Professional Services Agreement between **THE LAKOTA GROUP** and the  
**WINNETKA PARK DISTRICT (WPD)**

**PROJECT SCOPE:**

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The Lakota Group (Lakota) is pleased to provide our professional landscape architectural design proposal to Winnetka Park District (WPD) to assist with preparation of landscape and site design documents for the tier one implementation plans for the following WPD parks:

- Tower Road Park, Lloyd Park, Maple Road Park, Elder Lane Park and Centennial Park.

**PROJECT TASKS:**

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Lakota and their multi-disciplinary team will perform the following tasks/responsibilities:

- Design/construction drawings for phase work, which includes:
  - Bluff restoration and enhancement at all five project sites (Tower, Lloyd, Maple, Elder and Centennial as presented to the park BOARD)
  - Tower Road Park pedestrian staircase and viewing platform
  - Tower Road Park entry plaza improvements (condensed version of what was presented)
  - Lloyd Park access drive retaining wall maintenance repairs
  - Maple Street Park gabion wall repair
- Design services
  - Development of project design plans and construction documents (as interval stages of 50%, 75% and 100%)
  - Bluff preservation plan (native)
  - Tree preservation plan
  - Tower pedestrian staircase and viewing platform
  - Tower plaza plan condensed version
- Village entitlement process and engagement
  - Time needed to review with the park BOARD, STAFF, permitting agencies, and Village entitlement process, as needed, through the project at appropriate check-in intervals
  - Park BOARD committee and BOARD meetings as needed (and all materials needed)

- Stakeholder engagement throughout the design/construction process
- Village review BOARDS as needed
- Design drawings and construction documents/project specifications to be able to bid, which would include:
  - Engineering services (structural, geotechnical and civil)
    - Slope testing, soil borings, and analysis as defined in the project list above
    - Grading plans for slope stabilization and fine grading of proposed site improvements as defined in the project list above
    - Retaining wall and gabion basket repairs (Lloyd and Maple)
  - Horticultural and arborist design review of all 5 parks (as defined in the project list above):
    - Plant inventory review and selective clearing details
    - Layout and design work for native, low maintenance planting design
    - Bluff reforestation, selective tree removals and replacements
  - Permitting and Village review assistance
    - Assistance related to the permitting associated with the scope listed above, including:
      - Village permitting (as needed)
      - Village DRB presentation
      - MWRD permitting

## **WORK SCOPE:**

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### **PHASE 1: DESIGN DEVELOPMENT**

#### **Task 1.1: Conduct initial site ko walkthrough - (MEETING #1)**

Tour the site with the project team to review site issues, project scope, and target area.

#### **Task 1.2: Conduct new topographic surveys to support construction document improvements**

Civil engineer to collect current site data at Tower, Lloyd and Maple Street parks as defined on the attached scope documents to create an updated base surveys for the project areas. Tree locations are to be verified in survey process, tree tagging will be based on the existing surveys and will not be checked or verified.

#### **Task 1.3: Conduct soil borings, lab testing, slope stability analysis, slope restorage recommendations, and soils report for targeted areas of defined project areas**

#### **Task 1.4: Design development of tier one individual park plans**

Based on Client comments, Lakota will further refine and develop more detailed landscape plans, and details/material choices for specific landscape elements. Drawings will include dimensions and quantities to the site features and provide a basis for establishing a more detailed estimate of construction costs, which will also be prepared as part of this task.

#### **Task 1.5: Develop materials/furnishing palette**

Develop a palette of equipment options and materials to be approved by STAFF and Park BOARD Members

**Task 1.6: Conduct progress presentation to STAFF and park BOARD - (MEETING #2)**

Lakota will present progress package to park BOARD to review progress and design direction/budgets. Package revisions will be made based on comments.

**Task 1.7: Coordinate with the consultant team to further refine details of the site/landscape plan, engineering utilities, specific site elements, and hardscape/planting design and specific palettes**

**Task 1.8: Develop of a preliminary tree preservation and mitigation plan**

**Task 1.9: Develop of preliminary bluff land landscape and native system restoration plan**

**Task 1.10: Develop of preliminary bluff toe restoration plan at Lloyd Beach as needed**

**Task 1.11: Review any ancillary drainage, grading and site elevation issues**

**Task 1.12: Develop and refine design development level cost estimates**

**Task 1.13: Finalize design development package based on park BOARD, and STAFF for the proposed improvements**

Submit design development set, outline specifications/preliminary plant lists, site elements, furnishings and materials palette, cost opinions and quantities to STAFF for review prior to initiating the construction document and specifications phase.

**Task 1.14: Present final DD Package for STAFF and park BOARD review - (MEETING #3)**

Lakota will present progress package to park BOARD to review progress and design direction/budgets. Package revisions will be made based on comments.

**Task 1.15: Cursory regulatory agency review(s) as needed - (MEETING #4)**

***TOTAL MEETINGS FOR PHASE 1: (4) MEETINGS***

**PHASE 2: STAKEHOLDER ENGAGEMENT**

**Task 2.1: Host limited targeted stakeholder meetings (Village and neighbors directly affected) - (MEETING 5)**

**Task 2.2: Update and refine design development package based on stakeholder, STAFF, and BOARD input; prepare community meeting presentation**

**Task 2.3: Village entitlement process - (MEETING 6)**

Lakota will present design development package to Village BOARD to review design direction. Package revisions will be made based on comments.

**Task 2.4: Village Design Review Board Process - (MEETING 7)**

**TOTAL MEETINGS FOR PHASE 2: (3) MEETING**

**PHASE 3: CONSTRUCTION DOCUMENTATION and SPECIFICATIONS**

**Task 3.1: Design Team coordination meeting to review STAFF, park BOARD, and stakeholder input - (WEB MEETING #8)**

Meet with the Team to further refine details of the site/landscape plan, specific site elements, and refine planting design/palette. Further identify specific landscape and site issues involving plant material, hardscape, and bluff restoration.

**Task 3.2: Prepare construction documents**

Develop a final landscape plans for all focus areas. several drawings will be prepared which address all site element locations, sizes, and quantities. A preliminary planting schedule will be prepared which identifies suggested species, sizes, and quantities of any softscape materials.

Plans, sketches, elevations, and sections will be prepared to further define the character of individual elements, such as, but not limited to:

- Related landscape treatments
- Bluff restoration work
- Site elements and features
- Hardscape and paving
- Stormwater, utility and civil engineering site needs
- Structural engineering site needs
- Site equipment, furnishings and features

**Task 3.3: Refine project cost opinions**

Develop a cost opinion for the overall landscape/site and related elements.

**Task 3.4: Review construction document / cost package with STAFF at 50% - (MEETING 9)**

**Task 3.5: Review construction document / cost opinion package with STAFF at 75% - (MEETING 10)**

Lakota will conduct working meeting with park STAFF to review CD set progress and design direction/budgets. CD package revisions will be made based on comments.

**Task 3.6: Prepare any necessary specifications**

**Task 3.7: Refine construction document / costs / specifications per STAFF comments**

**Task 3.8: Review construction document / cost opinions / specification package with STAFF and park BOARD at 100% - (MEETING 11)**

Lakota will conduct working meeting with park STAFF to review CD set progress and design direction/budgets. CD package revisions will be made based on comments.

**Task 3.9: Present final landscape / site construction package to STAFF and park BOARD - (MEETING 12)**

Prepare full Set of landscape construction documents to include the following:

- Detailed final landscape plan(s)
- Site layout and dimension plans
- Related planting details, plant schedules, and general notes
- Site furnishing specifications
- Site detail sheets - layout/dimensioning of all related special site elements if applicable
- Related technical landscape specifications. *(As required by City)*
- Tree preservation plan
- *Site grading/drainage plans and related details. (civil engineer)*
- *Site utility/street/foundation plans and related details (civil/structural engineer)*
- *Site electrical/lighting plans and related details. (civil engineer)*
- Coordinate site/landscape plan with engineer's/architect's plans

Prepare minor revisions to final site/landscape plan prior to any resubmission to city. Minor revisions to final plans and detail drawings are included as part of this work scope and fee proposal. *Substantial changes to the general design intent, site plan, or its related elements/features shall be considered outside of the work scope of this proposal. Lakota will be pleased to provide a more specific fee estimate/proposal for any additional services as requested by the client as determined necessary due to project conditions.*

**TOTAL MEETINGS FOR PHASE 3: (5) MEETINGS**

**PHASE 4: Village approval, permitting and bid assistance**

The goal of permitting and bid assistance is to help package and distribute construction drawing sets and specifications to selected contractors for pricing. bids will be reviewed, assessed, and clarified with the client to assist in the selection of a contractor(s). Time tables and schedules for construction will be established with selected contractors.

**Task 4.1: Submit construction document set for Village review - (MEETING #13)**

Submit Final Site/Landscape Plan Construction set to Village for review.

**Task 4.2: Host team review meeting and bid issuance - (MEETING #14)**

Meet with the Client and project team to review construction set prior to bid issuance. Determine select list of contractors and distribute all bid materials.

**Task 4.3: Prepare site/landscape design bid package/matrix for incorporation into overall construction set**

**Task 4.4: Issue addenda**

Issue addenda as appropriate to interpret, clarify, or expand the construction documents.

**Task 4.5: Host pre-bid meeting - (MEETING #15)**

**Task 4.6: Bid analysis - (MEETING #16)**

issue addenda as appropriate to interpret, clarify, or expand the construction documents.

**TOTAL MEETINGS FOR PHASE 4: (4) MEETINGS**

**PHASE 5: Construction observation (NOT IN CONTRACT)**

The goal of construction observation is to provide on-site review and observation of site/landscape construction related to the target area landscape construction package and related specifications to observe that the plan intent is adhered to by the selected contractor(s). This phase would include, but is not limited to:

- Provide on-site observation of site/landscape construction. Visit site at intervals appropriate to the stage of site/landscape construction to review construction methods.
- Make written site reports regarding site construction progress.
- Make visits to plant nurseries located by contractor to approve selected plant materials
- Provide interpretations and clarifications for the construction documents as needed.
- Review and approve submittals, samples of materials and shop drawings and assess change order requests.
- Review and respond to contractor's requests for information.
- Review contractor's request for payments.
- Conduct a final on-site observation/inspection of site/landscape construction with Client.
- Prepare a final punch list prior to final acceptance of job.
- Prepare final sign-off after completion of all punch list items.

**PROJECT TIMELINE:**

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Lakota will work with the Client to assure completion of the above tasks in a reasonable timeframe.

**FEE SCHEDULE:**

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The above services will be provided on an hourly rate basis with a not to exceed fee of **\$249,486** per the firm's current rates, based on the current approved scope of work, plus reimbursable expenses.

Total estimated fees are as follows:

<b>Professional Fees:</b>	
The Lakota Group	\$ 98,700
Civil Engineer	\$ 55,100
Structural Engineer	\$ 40,000
Testing Service Corporation	\$ 21,485
Cardno	\$ 11,136
Urban Forest Management	\$ 11,185
Reimbursable expenses (5%):	\$ 11,880
<b>Total:</b>	<b>\$ 249,486</b>

Any additional services requested of Lakota beyond those listed above will be conducted on an hourly basis and billed according to Lakota's current billing rates. If requested, a fee estimate will be provided for a task or an assignment based on a defined work scope.

**Lakota Billing Rates (2019):**

President	\$310
Principal	\$270
Associate Principal	\$235
Vice President	\$215
Senior Associate	\$195
Project Designer/Manager	\$170
Landscape Architect	\$135
Research/Operations STAFF	\$90

Reimbursable expenses will be billed at 1.1 times direct expense to cover administration and will include:

- *Travel for field work/site visits to review landscape installation*
- *Delivery (postage/messenger/express)*
- *Copying/Reproduction*
- *Computer Plots*
- *Long Distance Communication*
- *Renderings/3D Models (if requested by client)*
- *Miscellaneous (municipal documents, special reports, data)*

**ADDITIONAL TERMS**

This proposal does not include the following tasks:

- Electrical, mechanical and plumbing engineering/details (by others)
- Irrigation design (by others)
- Traffic studies and engineering (by engineers)
- Property or legal surveys outside of defined project limits (by surveyor)
- Professional 3D marketing renderings/illustrations (additional services, if requested)
- Wetland permitting (if required)
- Environmental engineering (PH1, PH2, etc.)

- Lighting design or photometrics (additional services, if requested)
- Shoreline design and engineering coordination efforts

Professional fees and expenses will be billed monthly for work completed.

Either party may terminate this agreement 15 days after written notice. Lakota shall be compensated for all services performed up to this date.

Please indicate acceptance of this agreement by signing one copy and returning it to our office listed above. Lakota will begin work after receiving written authorization to proceed via fax, mail or email.

*The Lakota Group appreciates the opportunity to provide Alliance Architects with Professional Landscape Architectural Design Services.*

  
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**Scott Freres, PLA, ASLA**  
Principal  
The Lakota Group

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Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date