



**WINNETKA PARK DISTRICT
REGULAR BOARD MEETING
Thursday, July 25, 2019
Community Room, 540 Hibbard Road
5:30 p.m.**

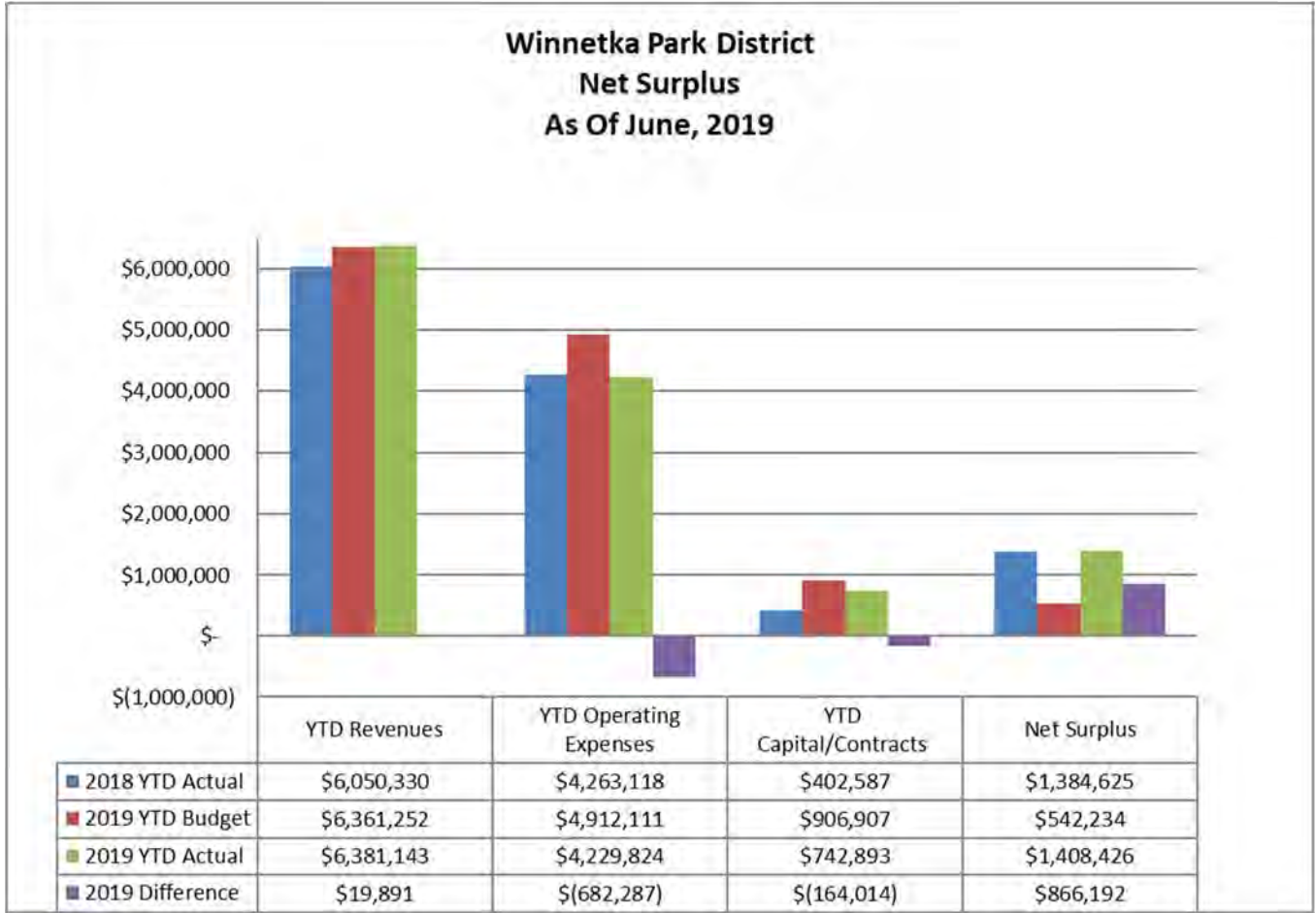
AGENDA

1. Roll Call
2. Changes to the Agenda
3. June Financials*
4. Approval of July 25, 2019 Vouchers*
5. Remarks from Visitors
6. Approval of Minutes
 - a. Regular Board Meeting Minutes of June 20, 2019*
 - b. Closed Session Minutes of June 20, 2019
7. Communications
 - a. Valstlist – Val Haller*
 - b. Forest Preserve District of Cook County – Delio Calzolari*
8. New Business
 - a. Winnetka Parks Foundation Update – Steve Hole Chairperson
 - b. NSSRA New Property Closing*
 - c. Truck Replacement – Unit #2 2009 Ford F-150 XLT Crew Cab Pick-up*
 - d. Truck Replacement – Unit #13 2009 Ford F-450 XL Regular Cab Dump*
9. Unfinished Business
 - a. Proposed Dog Park Statement*
 - b. Policy Manual Chapter 7: 1st Reading*
 - c. Policy Manual Chapters 8-13: 2nd Reading/Adoption*
 - d. Winnetka Waterfront 2030 – Lakefront Master Plan Update
10. Matters of the Director
 - a. Staff Recognition
11. Board Liaison Reports
12. Remarks from Visitors
13. Staff Updates
14. Closed Session
The Board will enter Closed Session to discuss:
 - a. The purchase or lease of property. 5 ILCS 120/2(c)(5)
15. Return to Open Session
16. Adjournment

***Items included in packet**

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

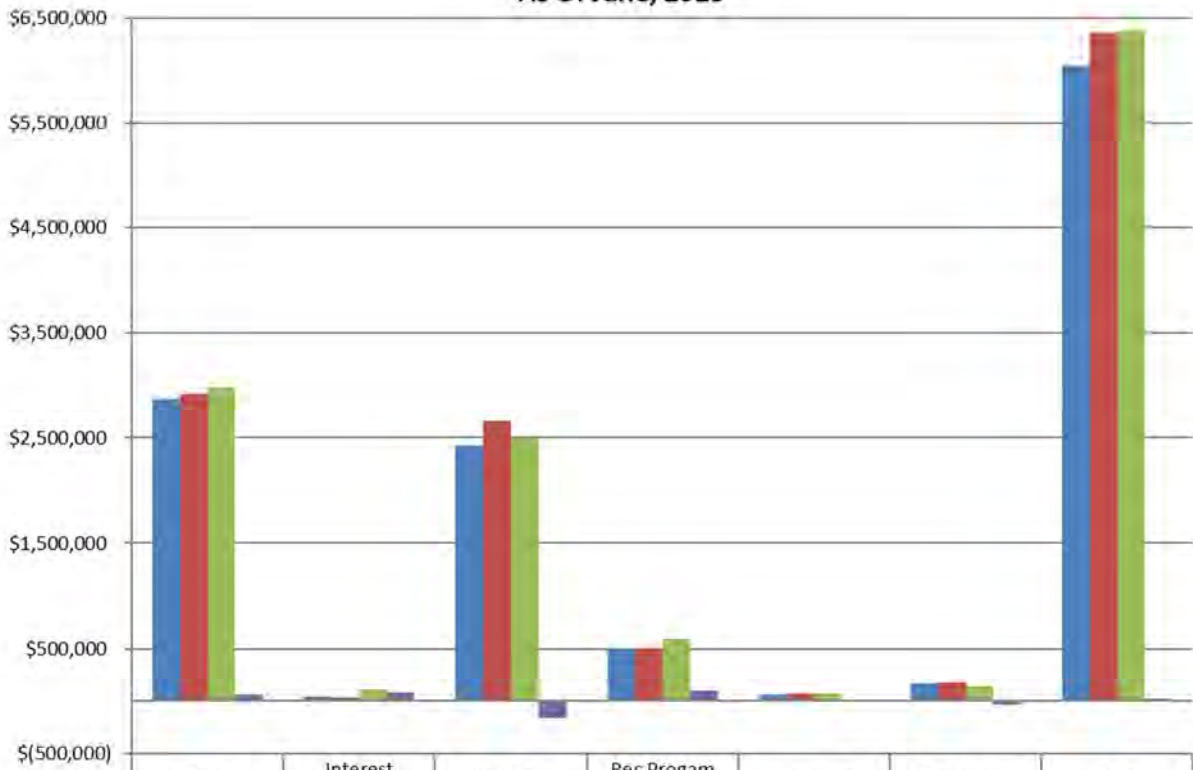
JUNE 2019 FINANCIAL SUMMARY
FOR ALL FUNDS COMBINED- UNAUDITED



Net Surplus/(Deficit) is \$866,192 above year-to-date budget

- Revenues are \$19,891 above year-to-date budget
- Operating Expenses are \$682,287 below year-to-date budget
- Capitals/Contracts Payable are \$164,014 below year-to-date budget

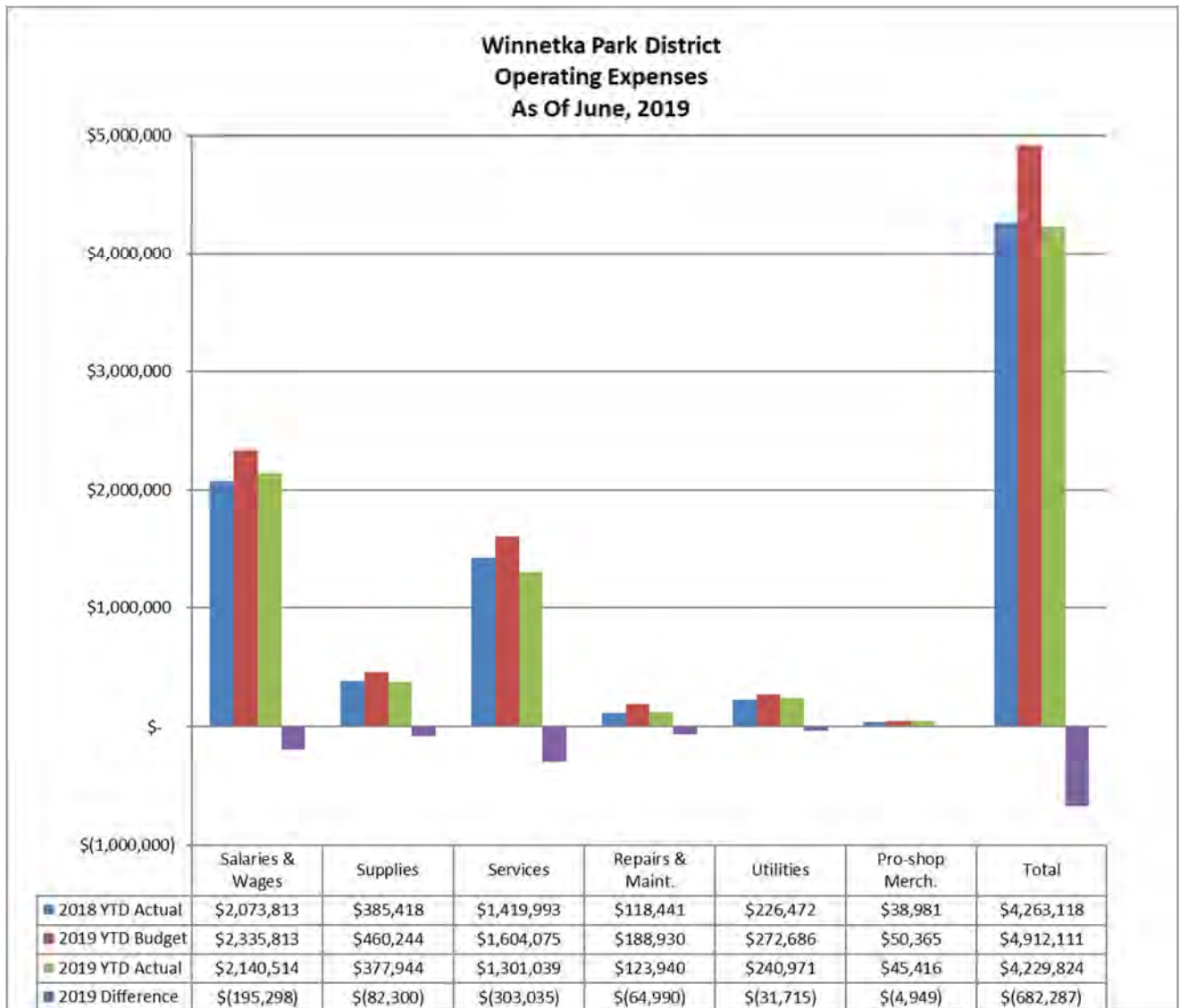
**Winnetka Park District
Revenues
As Of June, 2019**



	Taxes	Interest Income	User Fees	Rec Program Fees	Pro-shop	Misc Income	Total
■ 2018 YTD Actual	\$2,877,903	\$31,669	\$2,427,570	\$496,895	\$55,559	\$160,733	\$6,050,330
■ 2019 YTD Budget	\$2,925,018	\$24,490	\$2,662,073	\$502,555	\$70,195	\$176,921	\$6,361,252
■ 2019 YTD Actual	\$2,983,974	\$103,219	\$2,493,802	\$596,164	\$66,064	\$137,920	\$6,381,143
■ 2019 Difference	\$58,956	\$78,729	\$(168,272)	\$93,609	\$(4,131)	\$(39,001)	\$19,891

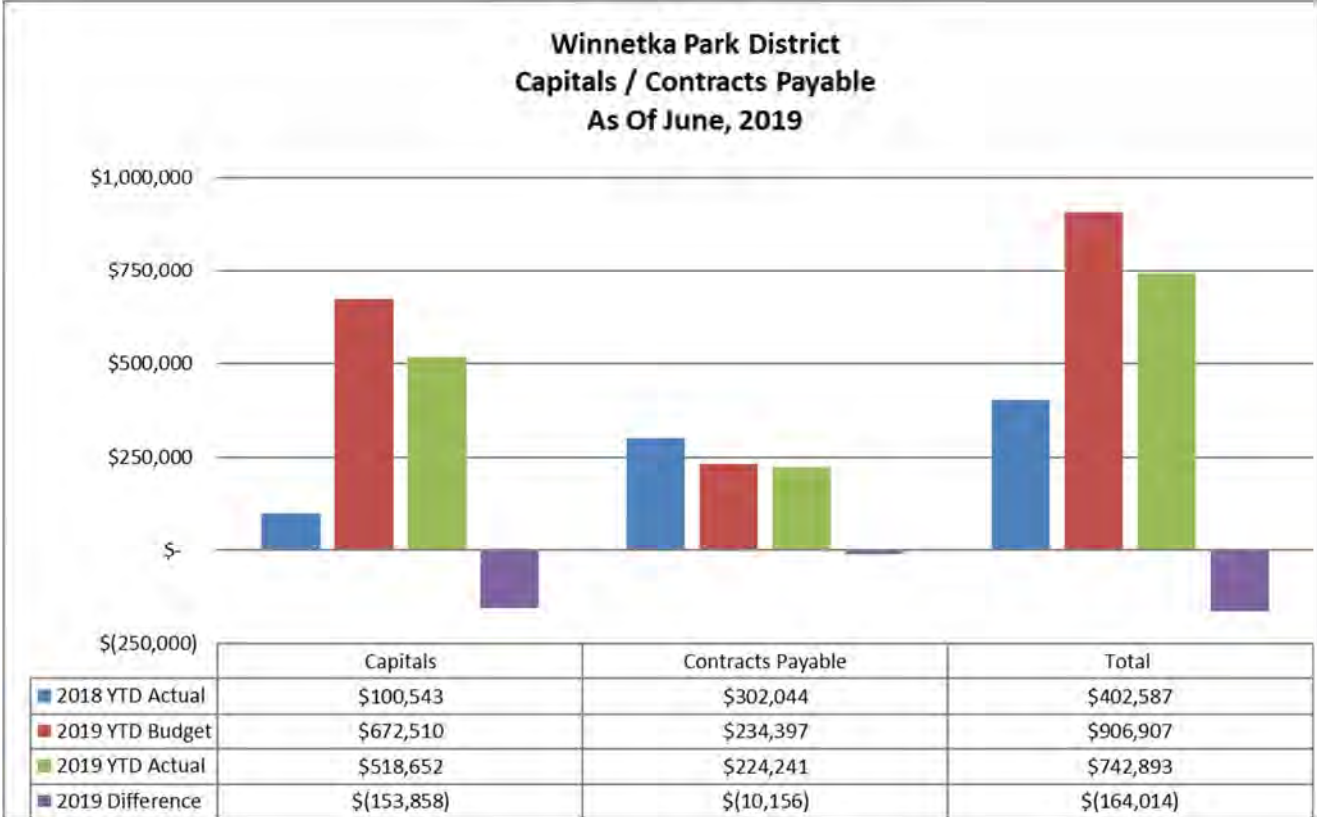
Revenues are \$19,891 above year-to-date budget:

- Total revenues are 100.3% of year-to-date budget
- Taxes are \$58,956 above year-to-date budget
- Interest income is \$78,729 above year-to-date budget and \$71,549 above the 2018 year-to-date amount
- User Fees are \$168,272 below year-to-date budget
 - Golf Course June user fees were \$1,486 above last June's total, but are \$224,519 below year-to-date budget as the weather-driven effect on Golf Course revenues is the main reason for the variance in User Fees
- Rec Program Fees are \$93,609 above year-to-date budget; camps are a total of \$68,697 above budget and \$116,269 over 2018 year to date totals



Operating expenses are \$682,287 or 13.9% below year-to-date budget:

- Salaries & Wages are \$195,298 below year-to-date budget
 - Parks are under budget by \$30,543 for part-time staff
 - Recreation – Athletic Fields are under budget \$9,660 for part-time staff
 - Beaches are under budget by \$31,806 for beach attendants
 - Salaries in the Golf Fund are \$35,528 below budget for maintenance workmen part-time and \$29,089 for attendants part-time and instructors
- Supplies are \$82,300 below year-to-date budget due to the timing of purchases
- Services are \$303,035 below year-to-date budget
 - Reduced FICA/IMRF payments correspond to the lower salaries
 - PDRMA Insurance premiums are \$101,128 below budget due to timing
 - Boat Launch contract services are under budget by \$25,906 due to dredging at Lloyd was under budget



Capitals/Contracts Payable are \$164,014 below year-to-date budget:

- Capitals are \$153,858 below budget
- Contracts Payable are \$10,156 below budget

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

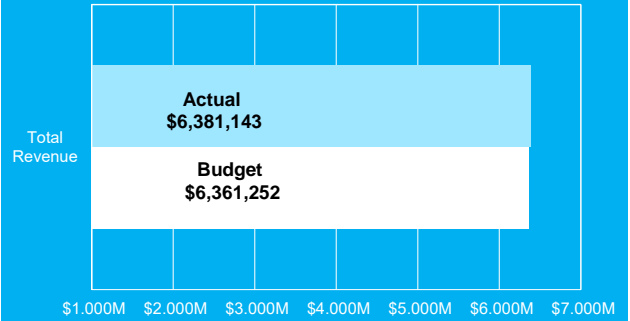
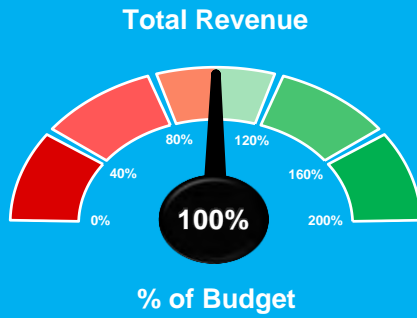
Bank Name	Amount	Annual Rate
CASH		
Petty Cash	1,750.00	
Harris Bank - Holiday Savings	12,286.47	
Illinois Funds	77,452.19	2.42%
N Corwin Fund	37,960.46	0.56%
Harris Bank - Operating	115,101.03	
Harris - Money Market	558,371.82	0.45%
Harris Bank - Payroll	<u>83,355.72</u>	
Total Cash	886,277.69	
INVESTMENTS		
Harris Bank - CD's	0.00	
IPDLAF - Money Market	829,666.39	2.23%
IPDLAF - CD's	248,000.00	2.47%
IPDLAF - CD's	248,000.00	2.50%
IPDLAF - CD's	246,000.00	2.60%
IPDLAF - CD's	246,000.00	2.75%
IPDLAF - CD's	246,000.00	2.65%
IPDLAF - CD's	246,000.00	2.55%
IPDLAF - CD's	246,000.00	2.50%
IPDLAF - CD's	246,000.00	2.65%
IPDLAF - CD's	246,000.00	2.50%
IPDLAF - CD's	246,000.00	2.55%
IPDLAF - CD's	247,000.00	2.40%
IPDLAF - CD's	247,000.00	2.40%
North Shore Community Bank Max Safe Money Market	3,468,096.66	2.54%
North Shore Community Bank CD	<u>1,252,643.21</u>	2.65%
Total Investments	8,508,406.26	2.53%
TOTAL CASH & INVESTMENTS	9,394,683.95	

Winnetka Park District Revenue Analysis Dashboard

YTD
As of 06/30/2019

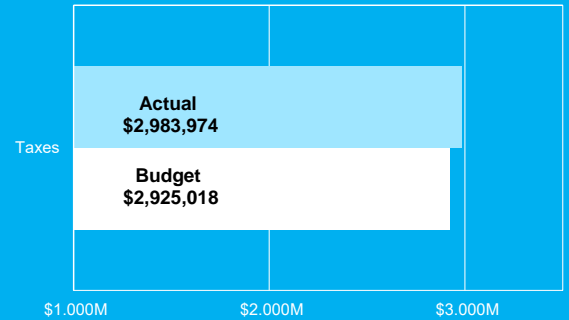
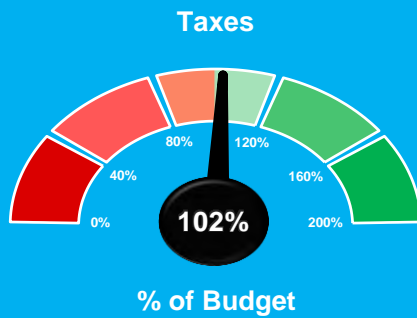
Winnetka Park District

Total Revenue



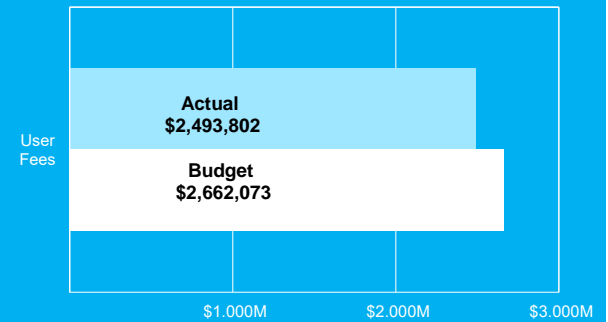
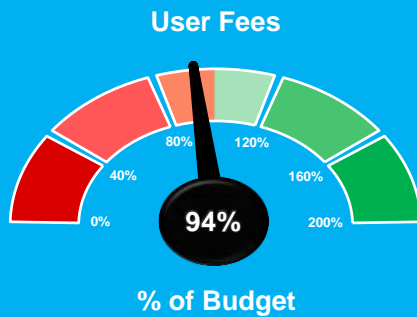
Winnetka Park District

Taxes



Winnetka Park District

User Fees



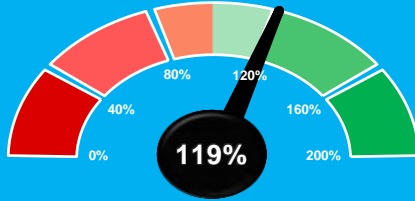
Winnetka Park District Revenue Analysis Dashboard

YTD
As of 06/30/2019

Winnetka Park District

Rec Program

Rec Program Fees



119%
% of Budget

Rec Program Fees

Actual
\$596,164

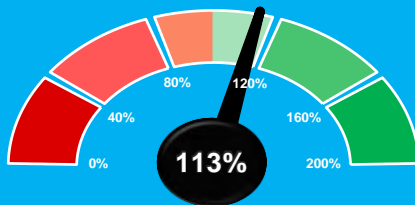
Budget
\$502,555

\$200.000K \$300.000K \$400.000K \$500.000K \$600.000K

Winnetka Park District

Other: Pro, Misc, Interest

Other: Pro, Interest, Misc



113%
% of Budget

Other: Pro, Interest, Misc

Actual
\$307,203

Budget
\$271,606

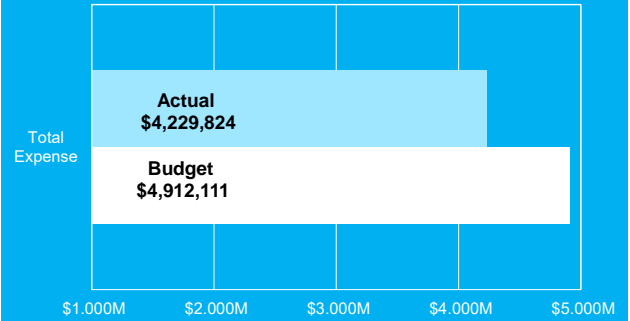
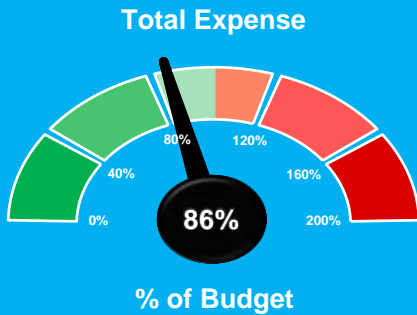
\$100.000K \$200.000K \$300.000K \$400.000K

Winnetka Park District Expense Analysis Dashboard

YTD
As of 06/30/2019

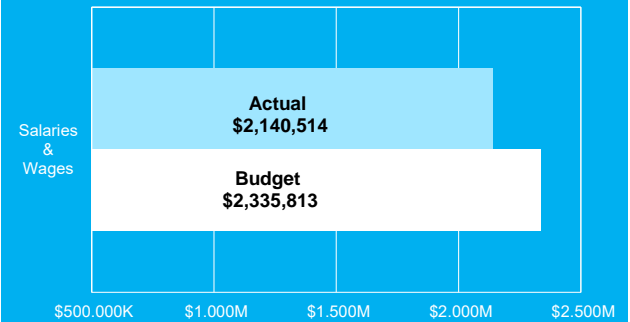
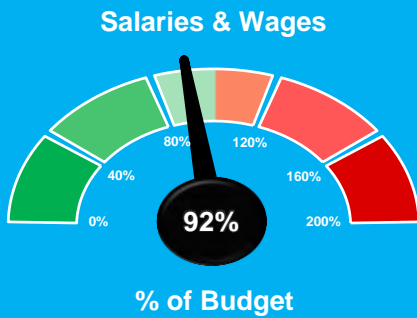
Winnetka Park District

Total Expense



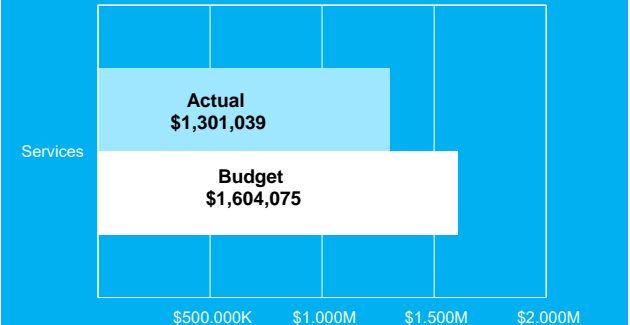
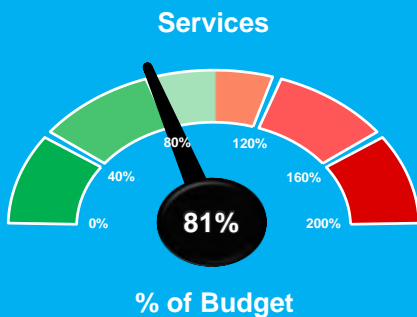
Winnetka Park District

Salaries & Wages



Winnetka Park District

Services

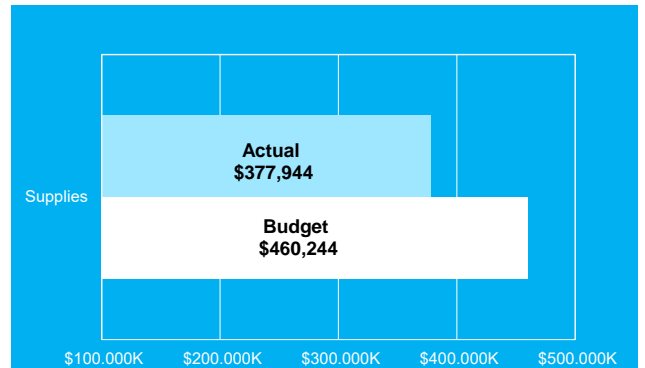
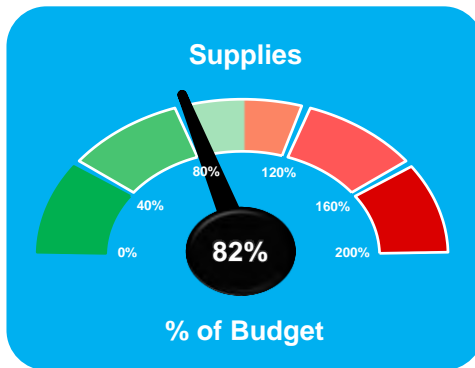


Winnetka Park District Expense Analysis Dashboard

YTD
As of 06/30/2019

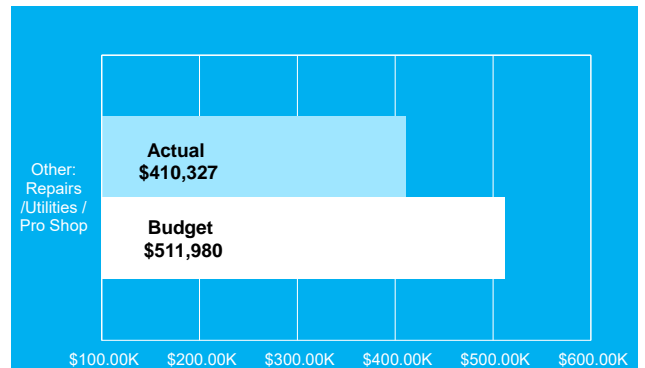
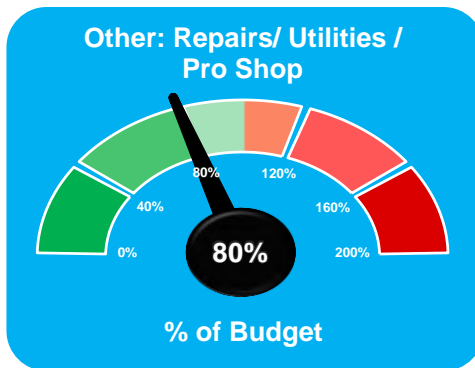
Winnetka Park District

Supplies



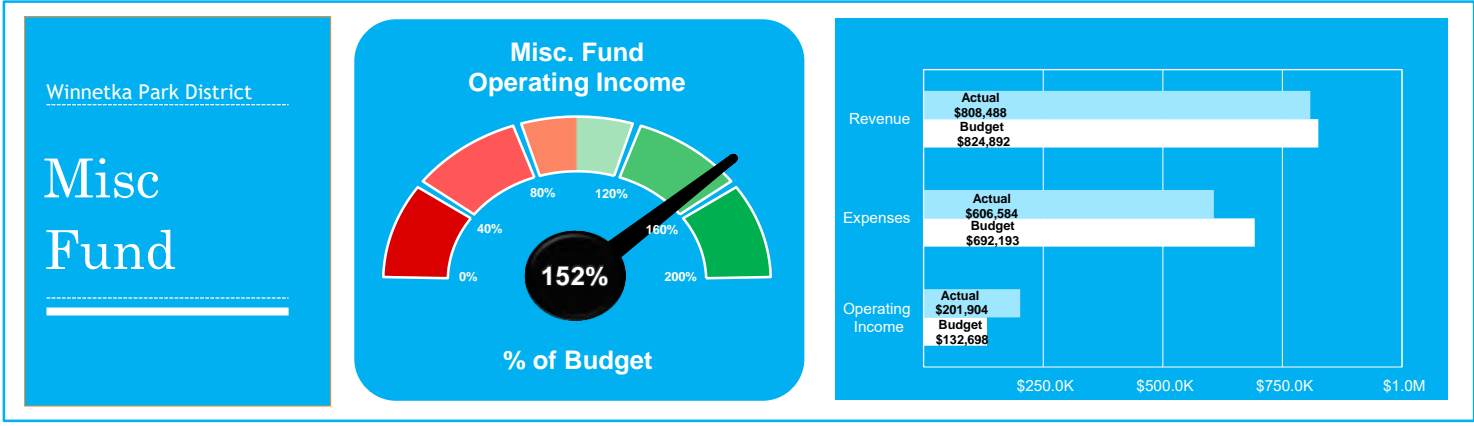
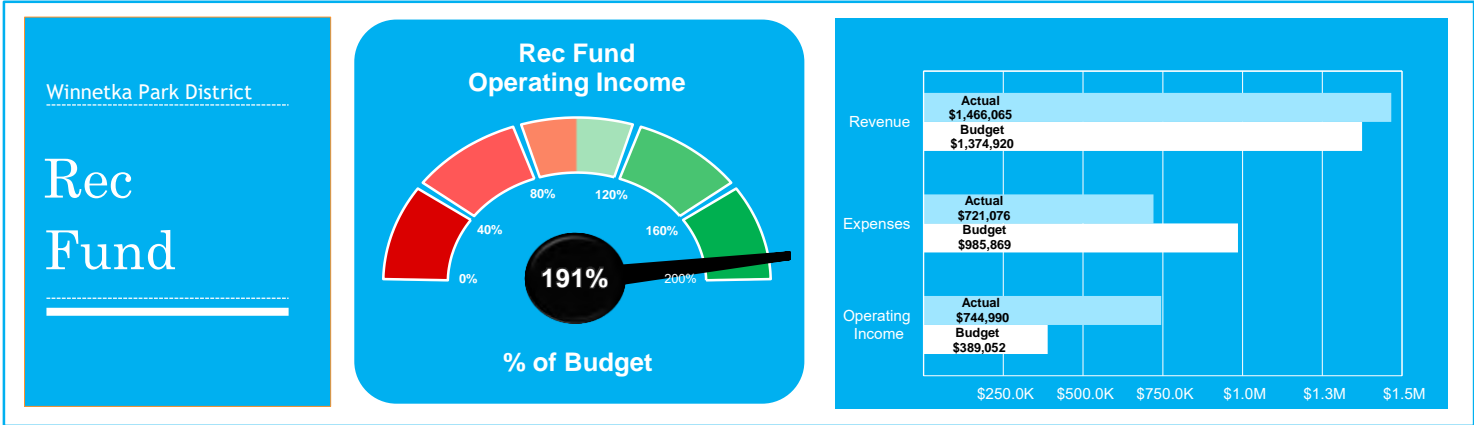
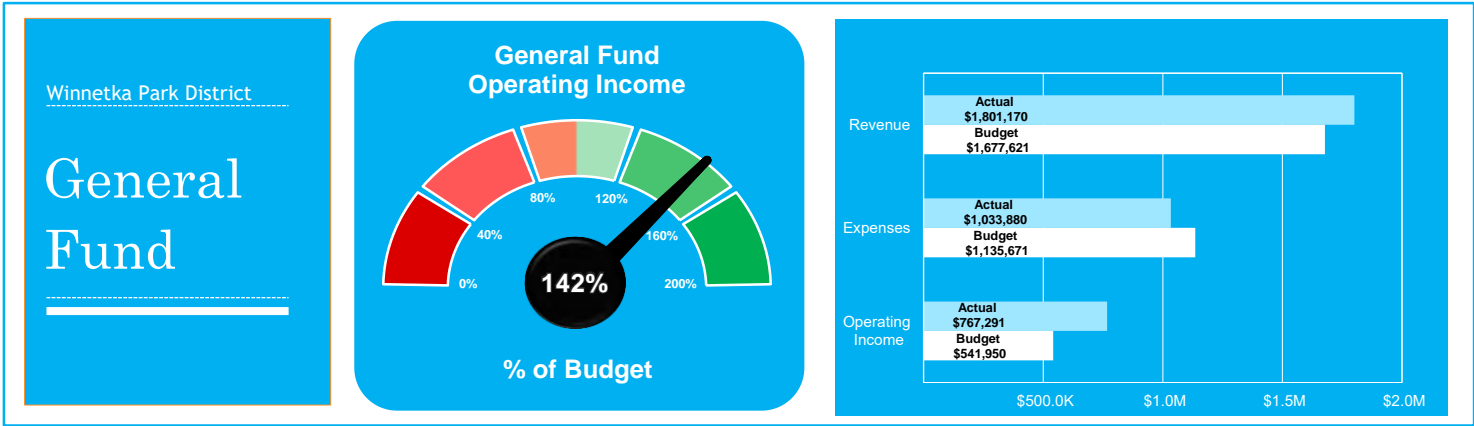
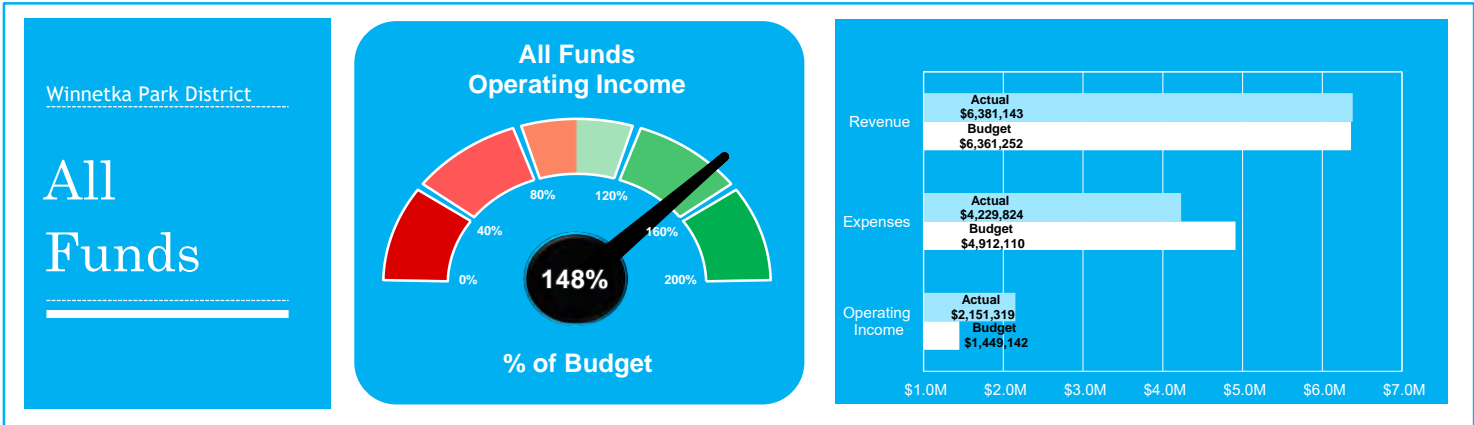
Winnetka Park District

Other: Repairs / Utilities /



Winnetka Park District Operating Income Dashboard

YTD
As of 06/30/2019

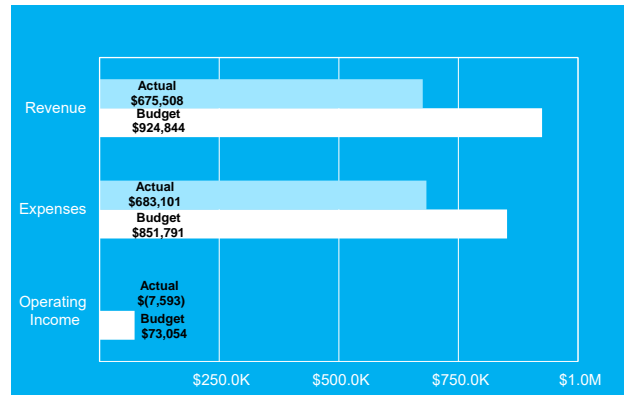
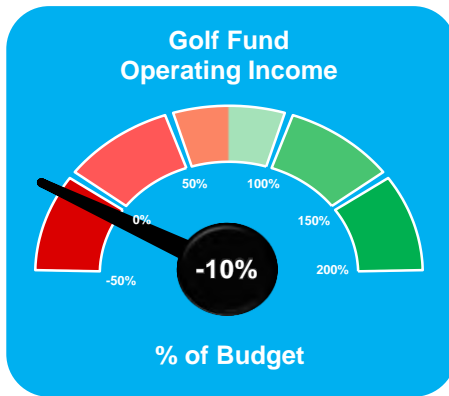


Winnetka Park District Operating Income Dashboard

YTD
As of 06/30/2019

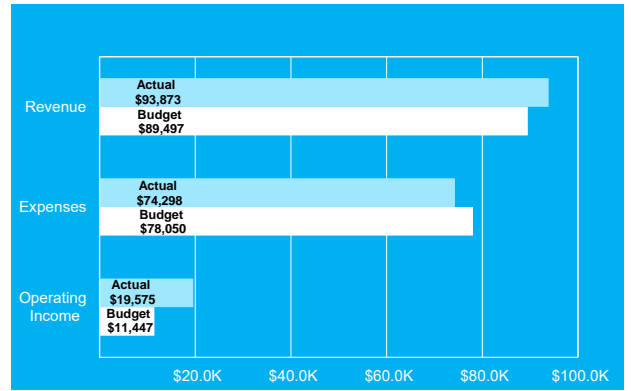
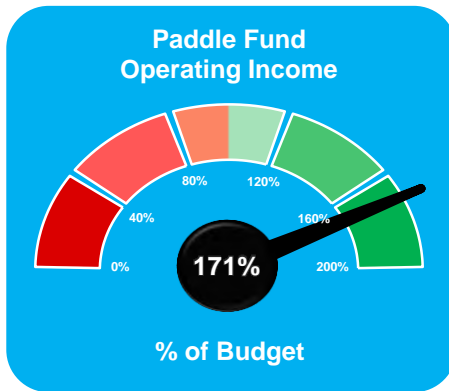
Winnetka Park District

Golf Fund



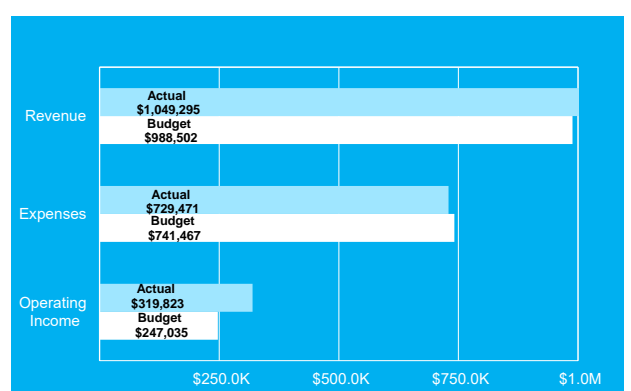
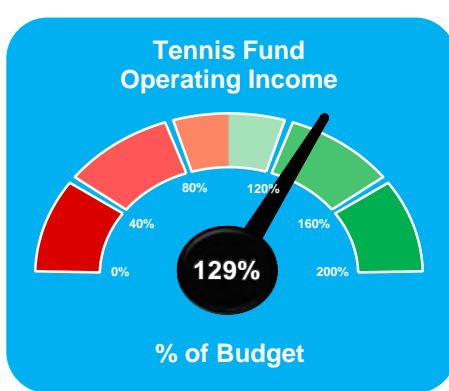
Winnetka Park District

Paddle Fund



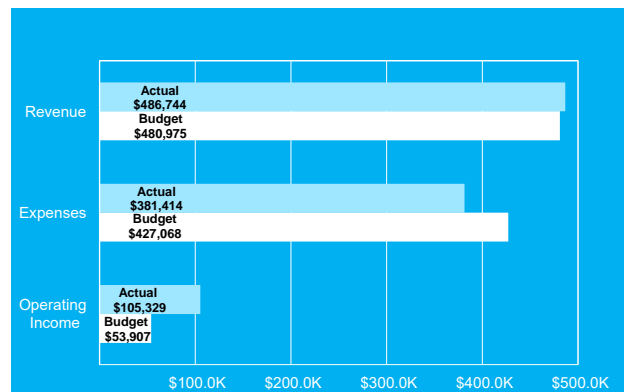
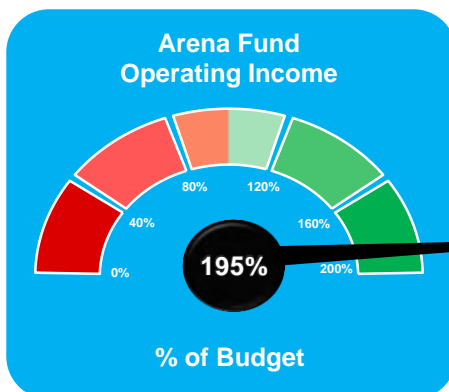
Winnetka Park District

Tennis Fund



Winnetka Park District

Arena Fund

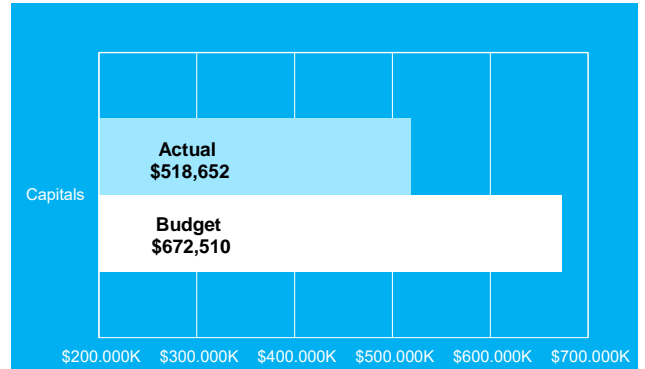
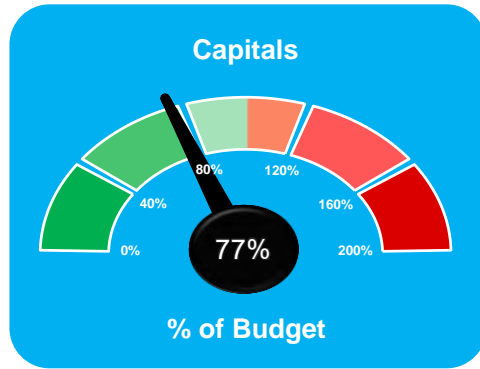


Winnetka Park District Other Metrics Dashboard

YTD
As of 06/30/2019

Winnetka Park District

Capitals





VOUCHER LIST OF PAID BILLS FOR APPROVAL ON JULY 25, 2019

Winnetka Park District

By Vendor Name

Payment Dates 06/15/2019 - 07/19/2019

Vendor Name	Payment Number	Payable Number	Account Number	Description (Item)	Amount
Vendor: 00027 - A-1 PEST CONTROL, INC.					
A-1 PEST CONTROL, INC.	102937	12998	20-2100-0000-54250	PEST CONTROL-GOLF MTC	75.00
A-1 PEST CONTROL, INC.	102937	13062	10-1500-0000-54250	PEST CONTROL-ELDER	75.00
A-1 PEST CONTROL, INC.	102937	13063	10-1500-0000-54250	PEST CONTROL-MAPLE	75.00
A-1 PEST CONTROL, INC.	102937	13064	10-1600-0000-54250	PEST CONTROL-LLOYD	75.00
A-1 PEST CONTROL, INC.	102937	13065	10-1500-0000-54250	PEST CONTROL-TOWER	75.00
A-1 PEST CONTROL, INC.	102937	13067	01-0400-0000-54250	PEST CONTROL-HUBBARD WOODS	55.00
A-1 PEST CONTROL, INC.	103097	13346	23-2300-0000-54250	PEST CONTROL-PADDLE	40.00
A-1 PEST CONTROL, INC.	103097	13347	27-2700-0000-54250	PEST CONTROL-ICE	40.00
A-1 PEST CONTROL, INC.	103167	13352	20-2100-0000-54250	PEST CONTROL	75.00
A-1 PEST CONTROL, INC.	103097	13353	10-1000-0000-54250	PEST CONTROL-ADMIN	60.00
A-1 PEST CONTROL, INC.	103167	13354	01-0300-0000-54250	PEST CONTROL PSC	95.00
Vendor 00027 - A-1 PEST CONTROL, INC. Total:					740.00
Vendor: 21366 - AAES					
AAES	102938	61590	20-2000-0000-60101	ROOF REPAIR - CLUBHOUSE	1,875.00
Vendor 21366 - AAES Total:					1,875.00
Vendor: 21924 - ACCESS ONE					
ACCESS ONE	103098	4098985	01-0100-0000-56501	PHONE SERVICE	102.70
ACCESS ONE	103098	4098985	01-0200-0000-56501	PHONE SERVICE	80.69
ACCESS ONE	103098	4098985	01-0400-0000-56501	PHONE SERVICE	80.69
ACCESS ONE	103098	4098985	10-1000-0000-56501	PHONE SERVICE	80.69
ACCESS ONE	103098	4098985	10-1500-0000-56501	PHONE SERVICE	22.01
ACCESS ONE	103098	4098985	10-1600-0000-56501	PHONE SERVICE	22.01
ACCESS ONE	103098	4098985	20-2000-0000-56501	PHONE SERVICE	95.36
ACCESS ONE	103098	4098985	20-2100-0000-56501	PHONE SERVICE	95.37
ACCESS ONE	103098	4098985	25-2500-0000-56501	PHONE SERVICE	95.37
ACCESS ONE	103098	4098985	27-2700-0000-56501	PHONE SERVICE	58.69
Vendor 21924 - ACCESS ONE Total:					733.58
Vendor: 21519 - ACRODAZZLE ENTERTAINMENT					
ACRODAZZLE ENTERTAINMENT	102939	190062	10-1500-0000-54250	6/27/19 TIDAL WAVE THURSDAY SERVICES	1,950.00
Vendor 21519 - ACRODAZZLE ENTERTAINMENT Total:					1,950.00
Vendor: 00130 - ACUSHNET COMPANY					
ACUSHNET COMPANY	102994	907671951	20-10700	Merchandise for Resale	400.00
ACUSHNET COMPANY	102994	907671951	20-2000-0000-57325	Merchandise for Resale	8.02
ACUSHNET COMPANY	103168	907694297	01-0400-0000-52525	UNIFORMS	183.24
ACUSHNET COMPANY	102994	907694365	20-10700	Merchandise for Resale	1,116.00
ACUSHNET COMPANY	102994	907694365	20-2000-0000-47325	SALES DISCOUNT	-22.32
ACUSHNET COMPANY	102994	907694365	20-2000-0000-57325	Merchandise for Resale	8.83
ACUSHNET COMPANY	102994	907698796	20-10700	Merchandise for Resale	648.00
ACUSHNET COMPANY	102994	907698796	20-2000-0000-57325	Merchandise for Resale	31.24
ACUSHNET COMPANY	103049	907706846	20-2000-0000-52525	Uniforms	121.09
ACUSHNET COMPANY	102994	907707324	20-2000-0000-52525	UNIFORMS	98.24
ACUSHNET COMPANY	103099	907749634	20-10700	Merchandise for Resale	564.00
ACUSHNET COMPANY	103099	907749634	20-2000-0000-57325	Merchandise for Resale	8.04
ACUSHNET COMPANY	103168	907753272	20-10700	Merchandise for Resale	4,074.00
ACUSHNET COMPANY	103168	907753272	20-2000-0000-57325	Merchandise for Resale	293.91
Vendor 00130 - ACUSHNET COMPANY Total:					7,532.29
Vendor: 22393 - ADVANCED TREE CARE					
ADVANCED TREE CARE	102995	3583	01-0400-0000-54250	TREE LOG REMOVAL	1,500.00
Vendor 22393 - ADVANCED TREE CARE Total:					1,500.00

VOUCHER LIST OF PAID BILLS FOR APPROVAL ON JULY 18, 2019

Payment Dates: 06/15/2019 - 07/19/2019

Vendor Name	Payment Number	Payable Number	Account Number	Description (Item)	Amount
Vendor: 22162 - ADVANCED TURF SOLUTIONS					
ADVANCED TURF SOLUTIONS	102996	SO761957	20-2100-0000-52563	AQUATIC HERBICIDES	568.00
Vendor 22162 - ADVANCED TURF SOLUTIONS Total:					568.00
Vendor: 00177 - AFLAC					
AFLAC	102940	931343	01-0100-0000-54051	CANCER/INTENSIVE CARE INSURANCE-MAY 2019	990.66
AFLAC	102940	931343	01-21240	CANCER/INTENSIVE CARE INSURANCE-MAY 2019	558.63
AFLAC	102940	931343	01-21260	CANCER/INTENSIVE CARE INSURANCE-MAY 2019	409.68
AFLAC	103050	354006	01-0100-0000-54051	CANCER/INTENSIVE CARE INSURANCE	722.28
AFLAC	103050	354006	01-21240	CANCER/INTENSIVE CARE INSURANCE	373.26
AFLAC	103050	354006	01-21260	CANCER/INTENSIVE CARE INSURANCE	273.12
Vendor 00177 - AFLAC Total:					3,327.63
Vendor: 21420 - AHEAD LLC					
AHEAD LLC	102941	INV0414251	20-10700	Merchandise for Resale	898.80
AHEAD LLC	102941	INV0414251	20-2000-0000-57325	Merchandise for Resale	44.74
Vendor 21420 - AHEAD LLC Total:					943.54
Vendor: 20740 - ALEXANDER EQUIPMENT COMPANY INC					
ALEXANDER EQUIPMENT COM...	103100	156019	01-0400-0000-56100	REPAIRS TO CHIPPER #78	427.26
ALEXANDER EQUIPMENT COM...	103100	156019	20-2100-0000-56100	REPAIRS TO CHIPPER #78	427.26
Vendor 20740 - ALEXANDER EQUIPMENT COMPANY INC Total:					854.52
Vendor: 21298 - AMERICAN RED CROSS					
AMERICAN RED CROSS	102997	22191704	10-1100-7456-52402	BABYSITTING CERTIFICATES (5/18)	152.10
AMERICAN RED CROSS	103101	22201376	10-1100-7999-54250	CAMP CPR CERTIFICATIONS	459.00
Vendor 21298 - AMERICAN RED CROSS Total:					611.10
Vendor: 10930 - AMERICAN WELDING & GAS INC					
AMERICAN WELDING & GAS INC	102942	06380601	01-0300-0000-54250	WELDING TANK RENTAL	140.71
AMERICAN WELDING & GAS INC	102942	06381756	01-0300-0000-54250	SERVICE CHARGE	2.05
AMERICAN WELDING & GAS INC	103102	06443813	01-0300-0000-54250	WELDING TANK RENTAL	137.65
Vendor 10930 - AMERICAN WELDING & GAS INC Total:					280.41
Vendor: 10590 - ANDERSON LOCK					
ANDERSON LOCK	102943	1010201	01-0300-0000-56001	DOOR LOCK - PARKS SVC CTR	143.30
ANDERSON LOCK	102943	1010969	01-0400-0000-56001	REPLACEMENT ELECTRONIC DOOR LOCK	610.37
ANDERSON LOCK	102998	1011458	25-2400-0000-56100	LOCK PARTS	54.77
Vendor 10590 - ANDERSON LOCK Total:					808.44
Vendor: 19970 - ANDRE GLEBOV					
ANDRE GLEBOV	102999	INV0010479	25-2500-0000-52002	REIMB FOR TEACHING VIDEO	64.79
Vendor 19970 - ANDRE GLEBOV Total:					64.79
Vendor: 22407 - ANGELA FETT					
ANGELA FETT	103103	BSE-63052	10-1100-7843-54305	CONCERT 7/10/19 PRISSILAS	1,000.00
Vendor 22407 - ANGELA FETT Total:					1,000.00
Vendor: 21075 - ANIMAL QUEST ENTERTAINMENT INC					
ANIMAL QUEST ENTERTAINME...	102944	10966	10-1100-7668-54304	CAMP VISIT -- ANIMAL SHOW	275.00
Vendor 21075 - ANIMAL QUEST ENTERTAINMENT INC Total:					275.00
Vendor: 00245 - ANTON'S GREENHOUSES, INC.					
ANTON'S GREENHOUSES, INC.	102945	27878	20-2100-0000-52540	FLOWERS	30.00
Vendor 00245 - ANTON'S GREENHOUSES, INC. Total:					30.00
Vendor: 13370 - ARC DOCUMENT SOLUTIONS LLC					
ARC DOCUMENT SOLUTIONS LLC	102946	56ILI9037260	01-0200-0000-52015	PLOTTER/SCANNER MAINTENANCE QUARTERLY CONTRACT	463.80

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ARC DOCUMENT SOLUTIONS LLC	102946	56ILI9037260	01-0400-0000-54250	PLOTTER/SCANNER MAINTENANCE QUARTERLY CONTRACT	267.00
Vendor 13370 - ARC DOCUMENT SOLUTIONS LLC Total:					730.80
Vendor: 12335 - ARLINGTON POWER EQUIPMENT INC					
ARLINGTON POWER EQUIPME...	103000	818969	20-2000-0000-52006	Supplies Clubhouse	228.87
ARLINGTON POWER EQUIPME...	103051	821045	01-0400-0000-56100	LINE TRIMMER HEADS	176.08
Vendor 12335 - ARLINGTON POWER EQUIPMENT INC Total:					404.95
Vendor: 07515 - ARTHUR CLESEN INC.					
ARTHUR CLESEN INC.	102947	339130	20-2100-0000-52565	FUNGICIDES (EARLY ORDER PROGRAM)	15,110.60
ARTHUR CLESEN INC.	102947	343516	20-2100-0000-52570	Specialized Ground Chemical	191.70
ARTHUR CLESEN INC.	103169	344637	20-2100-0000-52550	SOIL, SAND, AND STONE	659.60
ARTHUR CLESEN INC.	103169	344770	10-1200-0000-52566	FERTILIZER	508.50
ARTHUR CLESEN INC.	103169	344771	01-0400-0000-52566	FERTILIZER	706.25
Vendor 07515 - ARTHUR CLESEN INC. Total:					17,176.65
Vendor: 21305 - AT&T 708 Z90-0002 574 5					
AT&T 708 Z90-0002 574 5	103001	INV0010481	20-2000-0000-56501	PHONE SERVICE-GOLF	612.20
Vendor 21305 - AT&T 708 Z90-0002 574 5 Total:					612.20
Vendor: 12455 - AT&T 847 441-5711 078 5					
AT&T 847 441-5711 078 5	102948	INV0010464	01-0300-0000-56501	PHONE SERVICE-PARKS SC	608.98
Vendor 12455 - AT&T 847 441-5711 078 5 Total:					608.98
Vendor: 07535 - AT&T 847 784-9130 826 5					
AT&T 847 784-9130 826 5	103002	INV0010480	23-2300-0000-56501	PHONE SERVICE-PADDLE	210.01
Vendor 07535 - AT&T 847 784-9130 826 5 Total:					210.01
Vendor: 00441 - AUTOMATIC DOORS, INC.					
AUTOMATIC DOORS, INC.	103003	05-313-S	27-2700-0000-56001	FRONT SLIDER REPAIR	800.00
Vendor 00441 - AUTOMATIC DOORS, INC. Total:					800.00
Vendor: 22384 - BARTELS PLANTS, INC					
BARTELS PLANTS, INC	103170	17879	01-0400-0000-52540	ANNUAL PLANTS	3,525.00
Vendor 22384 - BARTELS PLANTS, INC Total:					3,525.00
Vendor: 00341 - BESS HARDWARE & SPORTS					
BESS HARDWARE & SPORTS	103104	JUNE2019	01-0300-0000-56100	HOSE CONNECTIONS	28.30
BESS HARDWARE & SPORTS	103104	JUNE2019	01-0400-0000-52002	PARKS SUPPLIES	1.11
BESS HARDWARE & SPORTS	103104	JUNE2019	01-0400-0000-52002	PARKS SUPPLIES	1.16
BESS HARDWARE & SPORTS	103104	JUNE2019	01-0400-0000-52002	PARKS SUPPLIES	4.04
BESS HARDWARE & SPORTS	103104	JUNE2019	10-1100-7606-52404	LIVE BAIT	4.04
BESS HARDWARE & SPORTS	103104	JUNE2019	10-1100-7606-52404	CAMP FISHING SUPPLIES	26.98
BESS HARDWARE & SPORTS	103104	JUNE2019	10-1200-0000-52002	CAR CLEANING SUPPLIES	27.85
BESS HARDWARE & SPORTS	103104	JUNE2019	20-2000-0000-52006	CLUBHOUSE SUPPLIES	10.79
Vendor 00341 - BESS HARDWARE & SPORTS Total:					104.27
Vendor: 21444 - BILL HORGAN					
BILL HORGAN	102949	INV0010453	10-1100-7151-54301	SOFTBALL UMPIRE	258.00
Vendor 21444 - BILL HORGAN Total:					258.00
Vendor: 12435 - BILL PORTER ORCHESTRA					
BILL PORTER ORCHESTRA	103052	INV0010500	10-1100-7841-54305	4TH OF JULY PARADE BAND -- BILL PORTER ORCHESTRA	5,000.00
Vendor 12435 - BILL PORTER ORCHESTRA Total:					5,000.00
Vendor: 00563 - BLACKJACK PRODUCTIONS, INC					
BLACKJACK PRODUCTIONS, INC	103053	INV0010501	10-1100-7841-54305	4TH OF JULY EVENT SOUND (EVENTS ON THE GREEN)	850.00
BLACKJACK PRODUCTIONS, INC	103053	INV0010501	10-1100-7842-54305	4TH OF JULY EVENT SOUND (FOURTHFEST)	3,650.00
BLACKJACK PRODUCTIONS, INC	103053	INV0010502	10-1100-7841-54305	4TH OF JULY PARADE BAND -- CHICAGO DIXIE MARCHERS	975.00
Vendor 00563 - BLACKJACK PRODUCTIONS, INC Total:					5,475.00

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Vendor: 12620 - BMO CORP. MASTERCARD					
BMO CORP. MASTERCARD	103105	JUN2019-08	01-0300-0000-52525	UNIFORM PANTS MECHANIC	224.95
BMO CORP. MASTERCARD	103105	JUN2019-44	01-0200-0000-52020	Dog Park Banner	175.22
BMO CORP. MASTERCARD	103105	JUN2019-45	01-0200-0000-52011	Mailchimp	115.00
BMO CORP. MASTERCARD	103105	JUN2019-41	10-1100-7150-54301	SCHEDULES WEBSITE FOR ADULT SOFTBALL	28.00
BMO CORP. MASTERCARD	103105	JUN2019-41	10-1100-7151-54301	SCHEDULES WEBSITE FOR ADULT SOFTBALL	91.00
BMO CORP. MASTERCARD	103105	JUN2019-41	10-1100-7153-54301	SCHEDULES WEBSITE FOR ADULT SOFTBALL	70.00
BMO CORP. MASTERCARD	103105	JUN2019-42	10-1200-0000-52002	PUDDLE SPONGES FOR FIELDS	440.80
BMO CORP. MASTERCARD	103105	JUN2019-18	10-1500-0000-54260	CPR CERTS	420.00
BMO CORP. MASTERCARD	103105	JUN2019-09	10-1500-0000-56001	TOILET PARTS	273.58
BMO CORP. MASTERCARD	103105	JUN2019-19	10-1500-0000-54260	LIFEGUARD CERTS	342.00
BMO CORP. MASTERCARD	103105	JUN2019-20	10-1500-0000-54260	LIFEGUARD CERTIFICATION	342.00
BMO CORP. MASTERCARD	103105	JUN2019-21	10-1500-0000-54260	LIFEGUARD CERTS	1,292.00
BMO CORP. MASTERCARD	103105	JUN2019-22	10-1500-0000-54260	CPR CERTS	420.00
BMO CORP. MASTERCARD	103105	JUN2019-56	10-1100-7999-54250	CAMP CPR CERTIFICATIONS	450.00
BMO CORP. MASTERCARD	103105	JUN2019-23	10-1500-0000-52801	LIFEGUARD SAFETY SUPPLIES	1,406.75
BMO CORP. MASTERCARD	103105	JUN2019-57	10-1100-7605-52404	CAMP DIRECTOR DINNER 1	26.43
BMO CORP. MASTERCARD	103105	JUN2019-57	10-1100-7606-52404	CAMP DIRECTOR DINNER 1	28.34
BMO CORP. MASTERCARD	103105	JUN2019-57	10-1100-7668-52404	CAMP DIRECTOR ORIENTATION DINNER 1	52.86
BMO CORP. MASTERCARD	103105	JUN2019-57	10-1100-7765-52404	CAMP DIRECTOR DINNER 1	1.93
BMO CORP. MASTERCARD	103105	JUN2019-58	10-1100-7605-52404	CAMP DIRECTOR DINNER 2	25.52
BMO CORP. MASTERCARD	103105	JUN2019-58	10-1100-7606-52404	CAMP DIRECTOR DINNER 2	26.79
BMO CORP. MASTERCARD	103105	JUN2019-58	10-1100-7668-52404	CAMP DIRECTOR ORIENTATION DINNER 2	51.04
BMO CORP. MASTERCARD	103105	JUN2019-58	10-1100-7765-52404	CAMP DIRECTOR DINNER 2	1.27
BMO CORP. MASTERCARD	103105	JUN2019-10	10-1500-0000-56001	PEST CONTROL LAKEFRONT	456.88
BMO CORP. MASTERCARD	103105	JUN2019-10	10-1600-0000-56001	PEST CONTROL LAKEFRONT	113.00
BMO CORP. MASTERCARD	103105	JUN2019-46	20-2000-0000-54201	Divet Stickers	156.51
BMO CORP. MASTERCARD	103105	JUN2019-53	10-1500-0000-54260	CPR CERTS	510.00
BMO CORP. MASTERCARD	103105	JUN2019-59	10-1100-7605-52404	CAMP STAFF ORIENTATION DINNER 1	49.17
BMO CORP. MASTERCARD	103105	JUN2019-59	10-1100-7606-52404	CAMP STAFF ORIENTATION DINNER 1	20.48
BMO CORP. MASTERCARD	103105	JUN2019-59	10-1100-7668-52404	CAMP STAFF ORIENTATION DINNER 1	136.11
BMO CORP. MASTERCARD	103105	JUN2019-59	10-1100-7765-52404	CAMP STAFF ORIENTATION DINNER 1	24.58
BMO CORP. MASTERCARD	103105	JUN2019-47	20-2000-0000-54201	Yard signs	133.24
BMO CORP. MASTERCARD	103105	JUN2019-63	10-1100-7605-52404	CAMP STAFF ORIENTATION DINNER 2	62.24
BMO CORP. MASTERCARD	103105	JUN2019-63	10-1100-7606-52404	CAMP STAFF ORIENTATION DINNER 2	20.75
BMO CORP. MASTERCARD	103105	JUN2019-63	10-1100-7668-52404	CAMP STAFF ORIENTATION DINNER 2	176.35
BMO CORP. MASTERCARD	103105	JUN2019-63	10-1100-7765-52404	CAMP STAFF ORIENTATION DINNER 2	31.12
BMO CORP. MASTERCARD	103105	JUN2019-11	01-0400-0000-56001	STEEL DRUMS FOR GARBAGE	585.00
BMO CORP. MASTERCARD	103105	JUN2019-48	10-1000-0000-52015	YoDeck	111.72
BMO CORP. MASTERCARD	103105	JUN2019-48	25-2500-0000-52015	YoDeck	111.71
BMO CORP. MASTERCARD	103105	JUN2019-54	10-1500-0000-52002	LAKEFRONT SUPPLIES	269.01
BMO CORP. MASTERCARD	103105	JUN2019-54	10-1600-0000-52002	LAKEFRONT SUPPLIES	90.00
BMO CORP. MASTERCARD	103105	JUN2019-01	10-1500-0000-52320	FATHER'S DAY BRUNCH SUPPLIES	117.90
BMO CORP. MASTERCARD	103105	JUN2019-12	10-1400-0000-56116	BOAT SUPPLIES FOR LLOYD	145.90
BMO CORP. MASTERCARD	103105	JUN2019-02	10-1500-0000-52320	FATHER'S DAY BRUNCH SUPPLIES	169.96
BMO CORP. MASTERCARD	103105	JUN2019-43	20-2000-0000-52320	Special Event Supplies	569.04
BMO CORP. MASTERCARD	103105	JUN2019-49	10-1100-7999-54201	Paper	26.67

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BMO CORP. MASTERCARD	103105	JUN2019-49	20-2000-0000-54201	Paper	26.68
BMO CORP. MASTERCARD	103105	JUN2019-49	25-2500-0000-54201	Paper	26.67
BMO CORP. MASTERCARD	103105	JUN2019-49	27-2700-0000-54201	Paper	26.67
BMO CORP. MASTERCARD	103105	JUN2019-55	10-1400-0000-52002	SAILING SUPPLIES	185.07
BMO CORP. MASTERCARD	103105	JUN2019-03	10-1500-0000-52002	LAKEFRONT SUPPLIES	166.82
BMO CORP. MASTERCARD	103105	JUN2019-24	10-1100-7605-54304	CAMP FIELD TRIP -- SANTA'S VILLAGE (DEPOSIT)	299.70
BMO CORP. MASTERCARD	103105	JUN2019-25	10-1100-7606-54304	BUBBLE SOCCER + 9-SQUARE VOLLEYBALL	568.25
BMO CORP. MASTERCARD	103105	JUN2019-25	10-1100-7765-54304	BUBBLE SOCCER + 9-SQUARE VOLLEYBALL	568.25
BMO CORP. MASTERCARD	103105	JUN2019-26	10-1100-7605-54304	CAMP FIELD TRIP -- ACTION TERRITORY	539.70
BMO CORP. MASTERCARD	103105	JUN2019-64	10-1100-7606-54304	CAMP FIELD TRIP -- ENCHANTED CASTLE	634.60
BMO CORP. MASTERCARD	103105	JUN2019-64	10-1100-7765-54304	CAMP FIELD TRIP -- ENCHANTED CASTLE	770.30
BMO CORP. MASTERCARD	103105	JUN2019-04	10-1000-0000-56110	PC FOR TOBY	609.98
BMO CORP. MASTERCARD	103105	JUN2019-13	01-0400-0000-54001	DUES FOR ILCA	395.00
BMO CORP. MASTERCARD	103105	JUN2019-27	10-1500-0000-54250	FATHERS DAY BRUNCH SUPPLIES	133.19
BMO CORP. MASTERCARD	103105	JUN2019-28	10-1500-0000-52320	FATHERS DAY BRUNCH SUPPLIES	119.92
BMO CORP. MASTERCARD	103105	JUN2019-50	25-2500-0000-54201	Tennis Business Cards	132.32
BMO CORP. MASTERCARD	103105	JUN2019-05	01-0200-0000-56110	PC REPLACEMENT	969.00
BMO CORP. MASTERCARD	103105	JUN2019-06	01-0100-0000-54210	Nettime Solutions- Time and Attendance	702.00
BMO CORP. MASTERCARD	103105	JUN2019-14	01-0400-0000-52002	SIGNS	150.60
BMO CORP. MASTERCARD	103105	JUN2019-29	10-1100-7606-54304	CAMP FIELD TRIP -- VERTICAL ENDEAVORS	507.00
BMO CORP. MASTERCARD	103105	JUN2019-65	01-0100-0000-52002	BAGS	5.89
BMO CORP. MASTERCARD	103105	JUN2019-65	10-1100-7605-52404	AAG: SUNSCREEN, BUG SPRAY, BEACH TOYS, CRAFTS	112.24
BMO CORP. MASTERCARD	103105	JUN2019-65	10-1100-7606-52404	ADV: SUNSCREEN, BUG SPRAY, BEACH TOYS, CANDY	80.08
BMO CORP. MASTERCARD	103105	JUN2019-65	10-1100-7614-52404	AFTER CAMP SNACKS + TOY	120.94
BMO CORP. MASTERCARD	103105	JUN2019-65	10-1100-7668-52404	HI: SUNSCREEN, BUG SPRAY, BEACH TOYS	61.95
BMO CORP. MASTERCARD	103105	JUN2019-65	10-1100-7668-52404	KC: SUNSCREEN, BUG SPRAY, CRAFT SUPPLIES	52.27
BMO CORP. MASTERCARD	103105	JUN2019-65	10-1100-7765-52404	MSM: SUNSCREEN, BUG SPRAY, BEACH TOYS	60.95
BMO CORP. MASTERCARD	103105	JUN2019-15	01-0400-0000-56100	SULKY FOR 36" EXMARK	334.99
BMO CORP. MASTERCARD	103105	JUN2019-30	10-1100-7606-54304	CAMP FIELD TRIP -- MEDIEVAL TIMES	1,232.00
BMO CORP. MASTERCARD	103105	JUN2019-30	10-1100-7765-54304	CAMP FIELD TRIP -- MEDIEVAL TIMES	1,408.00
BMO CORP. MASTERCARD	103105	JUN2019-31	10-1100-7606-54304	CAMP FIELD TRIP -- HOLLYWOOD PARK	439.56
BMO CORP. MASTERCARD	103105	JUN2019-31	10-1100-7765-54304	CAMP FIELD TRIP -- HOLLYWOOD PARK	529.47
BMO CORP. MASTERCARD	103105	JUN2019-32	10-1100-7606-54304	CAMP FIELD TRIP -- BOWLERO	300.57
BMO CORP. MASTERCARD	103105	JUN2019-32	10-1100-7765-54304	CAMP FIELD TRIP -- BOWLERO	223.68
BMO CORP. MASTERCARD	103105	JUN2019-52	01-0100-0000-54260	QUARTERLY STAFF MEETING	195.93
BMO CORP. MASTERCARD	103105	JUN2019-52	01-0200-0000-54260	QUARTERLY STAFF MEETING	195.94
BMO CORP. MASTERCARD	103105	JUN2019-07	10-1400-0000-60184	KAYAKS FOR WATER CAMPS	2,075.00
BMO CORP. MASTERCARD	103105	JUN2019-33	10-1100-7841-52405	4TH OF JULY FLAGS	1,625.99
BMO CORP. MASTERCARD	103105	JUN2019-34	10-1100-7605-54304	CAMP FIELD TRIP -- NICKEL CITY	694.00
BMO CORP. MASTERCARD	103105	JUN2019-35	10-1100-7605-54304	CAMP FIELD TRIP CAMPER LUNCHES	139.75
BMO CORP. MASTERCARD	103105	JUN2019-36	10-1100-7606-54304	CAMP FIELD TRIP -- CHICAGO DOGS	355.00

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BMO CORP. MASTERCARD	103105	JUN2019-37	10-1100-7606-54304	CAMP FIELD TRIP -- SKY HIGH SPORTS	424.00
BMO CORP. MASTERCARD	103105	JUN2019-37	10-1100-7765-54304	CAMP FIELD TRIP -- SKY HIGH SPORTS	433.00
BMO CORP. MASTERCARD	103105	JUN2019-66	10-1000-0000-52002	REC ICE PACKS	95.72
BMO CORP. MASTERCARD	103105	JUN2019-66	10-1100-7605-52404	GLUE	20.48
BMO CORP. MASTERCARD	103105	JUN2019-66	10-1100-7765-52404	CAMP EQUIPMENT	32.74
BMO CORP. MASTERCARD	103105	JUN2019-66	10-1100-7765-52404	STRING	14.97
BMO CORP. MASTERCARD	103105	JUN2019-66	10-1100-7840-52405	PARADE GLOVES	8.98
BMO CORP. MASTERCARD	103105	JUN2019-67	10-1100-7605-54304	CAMP FIELD TRIP -- JUMPZONE	624.00
BMO CORP. MASTERCARD	103105	JUN2019-39	10-1100-7605-54304	CAMP VISIT -- MOBILE ESCAPE ROOM	550.00
BMO CORP. MASTERCARD	103105	JUN2019-16	01-0400-0000-52001	EASELS	199.96
BMO CORP. MASTERCARD	103105	JUN2019-38	10-1100-7765-54304	CAMP VISIT -- MOBILE ESCAPE ROOM	375.00
BMO CORP. MASTERCARD	103105	JUN2019-51	01-0200-0000-52011	Fourth of July Signage	305.25
BMO CORP. MASTERCARD	103105	JUN2019-17	27-2700-0000-52901	PARADE SUPPLIES	105.06
BMO CORP. MASTERCARD	103105	JUN2019-40	10-1100-7606-54304	CAMP FIELD TRIP -- MEDIEVAL TIMES (EXTRA TICKETS)	35.20
BMO CORP. MASTERCARD	103105	JUN2019-40	10-1100-7765-54304	CAMP FIELD TRIP -- MEDIEVAL TIMES (EXTRA TICKETS)	123.20
BMO CORP. MASTERCARD	103105	JUN2019	01-0100-0000-52002	STAFF MEETING	24.10
BMO CORP. MASTERCARD	103105	JUN2019	01-0100-0000-52002	STAFF MEETING	38.97
BMO CORP. MASTERCARD	103105	JUN2019	01-0100-0000-52002	STAFF MEETING	44.29
BMO CORP. MASTERCARD	103105	JUN2019	01-0100-0000-52025	STAMPS	55.00
BMO CORP. MASTERCARD	103105	JUN2019	01-0100-0000-52025	POSTAGE FOR 5K BIDS	7.35
BMO CORP. MASTERCARD	103105	JUN2019	01-0100-0000-54005	CHAMBER LUNCH	60.00
BMO CORP. MASTERCARD	103105	JUN2019	01-0100-0000-54005	CPRP RENEWAL-JOHN S	60.00
BMO CORP. MASTERCARD	103105	JUN2019	01-0100-0000-54210	FOUNDATION DOMAIN	65.94
BMO CORP. MASTERCARD	103105	JUN2019	01-0100-0000-54260	LUNCH & LEARN	14.97
BMO CORP. MASTERCARD	103105	JUN2019	01-0100-0000-56100	SHREDDER OIL	95.60
BMO CORP. MASTERCARD	103105	JUN2019	01-0200-0000-52001	PHOTO BOOTH	71.46
BMO CORP. MASTERCARD	103105	JUN2019	01-0200-0000-52001	SUBSCRIPTION	7.96
BMO CORP. MASTERCARD	103105	JUN2019	01-0200-0000-52011	MARKETING SUPPLIES	26.81
BMO CORP. MASTERCARD	103105	JUN2019	01-0200-0000-52011	ADOBE CAPTIVATE	31.86
BMO CORP. MASTERCARD	103105	JUN2019	01-0200-0000-52011	MARKETING SUPPLIES	21.17
BMO CORP. MASTERCARD	103105	JUN2019	01-0200-0000-52011	STOCK IMAGES	29.99
BMO CORP. MASTERCARD	103105	JUN2019	01-0200-0000-52011	MARKETING SUPPLIES	28.60
BMO CORP. MASTERCARD	103105	JUN2019	01-0200-0000-52011	LINK IN PROFILE	9.99
BMO CORP. MASTERCARD	103105	JUN2019	01-0200-0000-52011	FONT FOR COMPUTER	15.00
BMO CORP. MASTERCARD	103105	JUN2019	01-0200-0000-52011	MARKETING SUPPLIES	17.56
BMO CORP. MASTERCARD	103105	JUN2019	01-0200-0000-52020	DOG PARK BANNER	47.76
BMO CORP. MASTERCARD	103105	JUN2019	01-0200-0000-52090	BOARD MEETING SUPPLIES	51.99
BMO CORP. MASTERCARD	103105	JUN2019	01-0200-0000-52090	BOARD MEETING SUPPLIES	66.54
BMO CORP. MASTERCARD	103105	JUN2019	01-0200-0000-54250	DROPOX FOR ADMIN & MARKETING	60.00
BMO CORP. MASTERCARD	103105	JUN2019	01-0200-0000-56110	WINDOWS 10-CHRIS V	39.99
BMO CORP. MASTERCARD	103105	JUN2019	01-0400-0000-52002	TARP STRAPS	62.34
BMO CORP. MASTERCARD	103105	JUN2019	01-0400-0000-52015	ADOBE-RICK S	39.99
BMO CORP. MASTERCARD	103105	JUN2019	01-0400-0000-52015	WINDOWS 10-RICK S	39.99
BMO CORP. MASTERCARD	103105	JUN2019	01-0400-0000-56100	HARNES	93.56
BMO CORP. MASTERCARD	103105	JUN2019	01-0400-0000-56100	ECHO CARB	64.54
BMO CORP. MASTERCARD	103105	JUN2019	10-1000-0000-52002	C BATTERIES	37.18
BMO CORP. MASTERCARD	103105	JUN2019	10-1000-0000-52002	ICE PACKS	41.11
BMO CORP. MASTERCARD	103105	JUN2019	10-1000-0000-52015	CELL PHONE CHARGERS	31.98
BMO CORP. MASTERCARD	103105	JUN2019	10-1000-0000-56110	WINDOWS 10-TOBY R	39.99
BMO CORP. MASTERCARD	103105	JUN2019	10-10550	FRAUDULENT CHARGE	819.46
BMO CORP. MASTERCARD	103105	JUN2019	10-1100-7605-52404	STAFF DRINKS	13.02
BMO CORP. MASTERCARD	103105	JUN2019	10-1100-7605-52404	STAFF DRINKS	36.09
BMO CORP. MASTERCARD	103105	JUN2019	10-1100-7606-52404	STAFF DRINKS	4.14
BMO CORP. MASTERCARD	103105	JUN2019	10-1100-7606-54304	CAMP STAFF LUNCH	29.08

VOUCHER LIST OF PAID BILLS FOR APPROVAL ON JUN

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Vendor Name	Payment Number	Payable Number	Account Number	Description (Item)	Amount
BMO CORP. MASTERCARD	103105	JUN2019	10-1100-7614-52404	AFTER CAMP BOARD GAMES	59.46
BMO CORP. MASTERCARD	103105	JUN2019	10-1100-7765-52404	STAFF DRINKS	5.91
BMO CORP. MASTERCARD	103105	JUN2019	10-1100-7765-54304	MISSING LUNCHEs	12.24
BMO CORP. MASTERCARD	103105	JUN2019	10-1100-7765-54304	CAMP STAFF LUNCH	40.71
BMO CORP. MASTERCARD	103105	JUN2019	10-1100-7840-52405	SCOUT BREAKFAST	79.86
BMO CORP. MASTERCARD	103105	JUN2019	10-1100-7840-52405	FLAG HARNESS	33.97
BMO CORP. MASTERCARD	103105	JUN2019	10-1100-7840-52405	12 OUTLET POWER STRIP	34.99
BMO CORP. MASTERCARD	103105	JUN2019	10-1100-7843-52405	STAFF APPRECIATION	47.71
BMO CORP. MASTERCARD	103105	JUN2019	10-1100-7843-52405	FREE CONCERT	4.99
BMO CORP. MASTERCARD	103105	JUN2019	10-1100-7999-54201	GOOGLE ADWORDS	24.22
BMO CORP. MASTERCARD	103105	JUN2019	10-1100-7999-54201	TIDAL WAVE THURSDAY	58.11
BMO CORP. MASTERCARD	103105	JUN2019	10-1100-7999-54201	BANNER PATCH	26.82
BMO CORP. MASTERCARD	103105	JUN2019	10-1100-7999-54201	BANNER PATCH	40.23
BMO CORP. MASTERCARD	103105	JUN2019	10-1200-0000-52002	STAFF APPRECIATION	31.45
BMO CORP. MASTERCARD	103105	JUN2019	10-1200-0000-52002	SOFTENER FOR TURF	5.99
BMO CORP. MASTERCARD	103105	JUN2019	10-1200-0000-52002	FIELD MEETING	21.78
BMO CORP. MASTERCARD	103105	JUN2019	10-1200-0000-52002	ZIP TIES/FIELD SUPPLIES	25.16
BMO CORP. MASTERCARD	103105	JUN2019	10-1200-0000-56001	BULBS	60.07
BMO CORP. MASTERCARD	103105	JUN2019	10-1400-0000-52002	SAILING SUPPLIES	21.14
BMO CORP. MASTERCARD	103105	JUN2019	10-1500-0000-52002	CASH DRAWER KEY	77.61
BMO CORP. MASTERCARD	103105	JUN2019	10-1500-0000-52002	LAKEFRONT SAFETY SUPPLIES	88.40
BMO CORP. MASTERCARD	103105	JUN2019	10-1500-0000-52320	FATHER'S DAY BRUNCH SUPPLIES	19.96
BMO CORP. MASTERCARD	103105	JUN2019	10-1500-0000-52320	FATHER'S DAY BRUNCH SUPPLIES	0.01
BMO CORP. MASTERCARD	103105	JUN2019	10-1500-0000-52320	SPECIAL EVENT SUPPLIES	4.99
BMO CORP. MASTERCARD	103105	JUN2019	10-1500-0000-52320	SPECIAL EVENT SUPPLIES	89.98
BMO CORP. MASTERCARD	103105	JUN2019	10-1500-0000-52320	SPECIAL EVENT MEETING	43.82
BMO CORP. MASTERCARD	103105	JUN2019	10-1500-0000-52320	SPECIAL EVENT SUPPLIES	49.96
BMO CORP. MASTERCARD	103105	JUN2019	10-1500-0000-52320	FATHER'S DAY BRUNCH SUPPLIES	82.87
BMO CORP. MASTERCARD	103105	JUN2019	10-1500-0000-54250	SCHEDULING SOFTWARE	99.00
BMO CORP. MASTERCARD	103105	JUN2019	10-1500-0000-54260	CPR CERTIFICATIONS	60.00
BMO CORP. MASTERCARD	103105	JUN2019	10-1600-0000-52002	BOAT DECALS	27.00
BMO CORP. MASTERCARD	103105	JUN2019	10-1600-0000-56115	BOAT TRAILER SUPPLIES	71.98
BMO CORP. MASTERCARD	103105	JUN2019	10-1600-0000-56115	BOAT SUPPLIES	70.06
BMO CORP. MASTERCARD	103105	JUN2019	20-2000-0000-52320	GOLF SPECIAL EVENT SUPPLIES	28.00
BMO CORP. MASTERCARD	103105	JUN2019	20-2000-0000-54001	PROFESSIONAL DUES	736.00
BMO CORP. MASTERCARD	103105	JUN2019	20-2000-0000-54001	PROFESSIONAL DUES	95.00
BMO CORP. MASTERCARD	103105	JUN2019	20-2000-0000-54201	YARD SIGN	52.84
BMO CORP. MASTERCARD	103105	JUN2019	20-2000-0000-56001	CONE SCREWS	18.94
BMO CORP. MASTERCARD	103105	JUN2019	23-2300-0000-52002	PADDLE SUPPLIES	27.49
BMO CORP. MASTERCARD	103105	JUN2019	25-2400-0000-52002	KIDS NIGHT OUT PIZZA	18.47
BMO CORP. MASTERCARD	103105	JUN2019	25-2500-0000-52320	TROPHY ENGRAVING	26.50
BMO CORP. MASTERCARD	103105	JUN2019	25-2500-0000-54201	PRO HEADSHOT	4.16
BMO CORP. MASTERCARD	103105	JUN2019	27-2700-0000-52901	4TH PARADE	5.89
BMO CORP. MASTERCARD	103105	JUN2019	27-2700-0000-52901	4TH PARADE	7.99
BMO CORP. MASTERCARD	103105	JUN2019 C	01-10550	REFUND OF CHARGE	-12.99
BMO CORP. MASTERCARD	103105	JUN2019 C	10-1000-0000-52002	BATTERY REFUND	-37.18
BMO CORP. MASTERCARD	103105	JUN2019 C	10-10550	REFUND OF FRAUDULENT CHARGE	-819.46
BMO CORP. MASTERCARD	103105	JUN2019 C	10-10550	REFUND OF FRAUDULENT CHARGE	-1.33
BMO CORP. MASTERCARD	103105	JUN2019 C	10-10550	REFUND OF FRAUDULENT CHARGE	-1,195.00
BMO CORP. MASTERCARD	103105	JUN2019 C	10-10550	REFUND OF FRAUDULENT CHARGE	-3,364.62
BMO CORP. MASTERCARD	103105	JUN2019 C	10-10550	REFUND OF FRAUDULENT CHARGE	-1,195.00
BMO CORP. MASTERCARD	103105	JUN2019 C	10-10550	REFUND OF FRAUDULENT CHARGE	-31.01

VOUCHER LIST OF PAID BILLS FOR APPROVAL ON JULY 18, 2019

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Vendor Name	Payment Number	Payable Number	Account Number	Description (Item)	Amount
BMO CORP. MASTERCARD	103105	JUN2019 C	10-10550	REFUND OF FRAUDULENT CHARGE	-31.94
BMO CORP. MASTERCARD	103105	JUN2019 C	20-2000-0000-52320	DISCOUNT CREDIT	-75.00
Vendor 12620 - BMO CORP. MASTERCARD Total:					29,539.87
Vendor: 21231 - BMO HARRIS BANK NA					
BMO HARRIS BANK NA	103110	INV0010523	25-2500-0000-62001	PRINCIPLE & INTEREST ON TENNIS CENTER LOAN	50,000.00
BMO HARRIS BANK NA	103110	INV0010523	25-2500-0000-62003	PRINCIPLE & INTEREST ON TENNIS CENTER LOAN	10,005.00
Vendor 21231 - BMO HARRIS BANK NA Total:					60,005.00
Vendor: 21223 - BRITNI PURNELL					
BRITNI PURNELL	103054	INV0010509	01-0100-0000-54005	REIMB FOR SHRM CONF EXPENSES	858.23
Vendor 21223 - BRITNI PURNELL Total:					858.23
Vendor: 00580 - BTSI					
BTSI	102950	62358*	20-2100-0000-52565	FUNGICIDE (EARLY ORDER)	7,000.00
BTSI	102950	62359*	20-2100-0000-52570	SPECIALIZED GROUND CHEMICAL	2,340.00
BTSI	103111	62637	20-2100-0000-52002	SUPPLIES ACCOUNT	480.00
BTSI	103171	62046	20-2100-0000-52566	FERTILIZER	600.00
BTSI	103171	62360	20-2100-0000-52566	FERTILIZER	3,420.00
BTSI	103171	62664	20-2100-0000-52566	FERTILIZER	1,250.00
BTSI	103171	62697	20-2100-0000-52810	TOOLS	208.00
Vendor 00580 - BTSI Total:					15,298.00
Vendor: 21051 - BUCK BROS INC					
BUCK BROS INC	103112	221849	10-1500-0000-56100	SEALS #29 BEACH & BOAT LAUNCH TRACTOR	110.00
BUCK BROS INC	103112	221849	10-1600-0000-56100	SEALS #29 BEACH & BOAT LAUNCH TRACTOR	110.00
Vendor 21051 - BUCK BROS INC Total:					220.00
Vendor: 06740 - BURRIS EQUIPMENT					
BURRIS EQUIPMENT	102951	RI98995	01-0400-0000-54250	AERATOR RENTAL	125.00
BURRIS EQUIPMENT	103004	WI35709	20-2100-0000-60247	EQUIPMENT	7,451.00
BURRIS EQUIPMENT	103055	PI98583	01-0400-0000-56100	FUEL FILTERS LIGHT TOWERS	171.35
BURRIS EQUIPMENT	103004	PI98995	01-0400-0000-56100	LIGHT TOWERS	91.63
Vendor 06740 - BURRIS EQUIPMENT Total:					7,838.98
Vendor: 00770 - CALLAWAY GOLF COMPANY					
CALLAWAY GOLF COMPANY	102952	930522364	20-10700	Merchandise for Resale	684.00
CALLAWAY GOLF COMPANY	102952	930522364	20-2000-0000-57325	Merchandise for Resale	19.50
CALLAWAY GOLF COMPANY	103113	930544209	20-10700	RETURNED GOLF ITEMS	-137.00
CALLAWAY GOLF COMPANY	103113	930591177	20-10700	Merchandise for Resale	134.55
CALLAWAY GOLF COMPANY	103113	930591177	20-2000-0000-57325	Merchandise for Resale	11.75
Vendor 00770 - CALLAWAY GOLF COMPANY Total:					712.80
Vendor: 00802 - CARLISLE ENTERPRISES					
CARLISLE ENTERPRISES	102953	38290	01-0100-0000-56110	TONER FOR ADMIN BUILDING	146.00
Vendor 00802 - CARLISLE ENTERPRISES Total:					146.00
Vendor: 00853 - CERTIFIED LABORATORIES					
CERTIFIED LABORATORIES	103172	3585567	20-2100-0000-56100	EQUIPMENT R&M	218.28
Vendor 00853 - CERTIFIED LABORATORIES Total:					218.28
Vendor: 21574 - CHICAGO BLACKHAWKS CHARITIES					
CHICAGO BLACKHAWKS CHARIT...	103056	10502	10-1100-7841-54305	4TH OF JULY PARADE ENTERTAINER -- TOMMY HAWK	650.00
Vendor 21574 - CHICAGO BLACKHAWKS CHARITIES Total:					650.00
Vendor: 21124 - CHICAGO PARTS & SOUND, LLC					
CHICAGO PARTS & SOUND, LLC	102954	1-0069021	01-0300-0000-54005	CPS TRAINING PAUL GODEK	200.00
CHICAGO PARTS & SOUND, LLC	102954	1-0071026	01-0400-0000-56200	BRAKES #10	287.72
CHICAGO PARTS & SOUND, LLC	102954	1-0076837	01-0400-0000-56200	REAR ROTORS #10	163.66

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Vendor Name	Payment Number	Payable Number	Account Number	Description (Item)	Amount
CHICAGO PARTS & SOUND, LLC	103173	1-0084198	01-0300-0000-52505	15W40 MOTOR OIL	787.23
Vendor 21124 - CHICAGO PARTS & SOUND, LLC Total:					1,438.61
Vendor: 21850 - CHICAGO WHITE SOX					
CHICAGO WHITE SOX	103114	9014	10-1100-7613-54304	WHITE SOX CAMP PAYMENT 2019	0.60
CHICAGO WHITE SOX	103114	9014	10-1100-7613-54304	WHITE SOX CAMP PAYMENT 2019	357.15
Vendor 21850 - CHICAGO WHITE SOX Total:					357.75
Vendor: 22203 - CHRISTINE CONDON					
CHRISTINE CONDON	102955	INV0010461	27-2700-0000-54005	NARCE CONFERENCE	461.33
CHRISTINE CONDON	103005	10482	27-2700-0000-52901	INSTRUCTOR JACKETS CLEANING	181.33
Vendor 22203 - CHRISTINE CONDON Total:					642.66
Vendor: 21800 - CHUCK LITTLE					
CHUCK LITTLE	103057	BSE-63588	10-1100-7841-54305	4TH OF JULY PARADE BAND -- BLOOZE BROTHERS	450.00
Vendor 21800 - CHUCK LITTLE Total:					450.00
Vendor: 21027 - CITY OF CHICAGO PIPE BAND					
CITY OF CHICAGO PIPE BAND	103058	INV0010503	10-1100-7841-54305	4TH OF JULY PARADE BAND -- CHICAGO PIPE BAND	1,500.00
Vendor 21027 - CITY OF CHICAGO PIPE BAND Total:					1,500.00
Vendor: 22210 - CLARKE AQUATIC SERVICES, INC					
CLARKE AQUATIC SERVICES, INC	103115	000003995	20-2100-0000-54250	CONTRACT SERVICES	2,450.00
CLARKE AQUATIC SERVICES, INC	103115	000004004	20-2100-0000-54250	CONTRACT SERVICES	2,450.00
CLARKE AQUATIC SERVICES, INC	103174	000004256	20-2100-0000-54250	CONTRACT SERVICES	2,450.00
Vendor 22210 - CLARKE AQUATIC SERVICES, INC Total:					7,350.00
Vendor: 00993 - COMCAST					
COMCAST	102956	0868JUN2019	10-1500-0000-54250	INTERNET SERVICE-TOWER	106.85
COMCAST	102956	3317JUN2019	20-2000-0000-54250	CABLE TV-GOLF	69.45
COMCAST	102956	0399JUN2019	01-0100-0000-54210	INTERNET SERVICE-ADMIN	180.06
COMCAST	103006	INV0010482	23-2300-0000-54250	REIMB FOR UNIFORM CLEANING	19.94
COMCAST	103059	3267JUN2019	27-2700-0000-54250	CABLE TV-ICE	60.88
Vendor 00993 - COMCAST Total:					437.18
Vendor: 01000 - COMED					
COMED	103007	INV0010483	01-0400-0000-56530	ELECTRIC SERVICE-PARKS	22.90
Vendor 01000 - COMED Total:					22.90
Vendor: 02462 - CONSERV FS, INC					
CONSERV FS, INC	103116	65077843	10-1200-0000-52550	INFIELD MIX FOR BASEBALL FIELDS	1,536.57
Vendor 02462 - CONSERV FS, INC Total:					1,536.57
Vendor: 22295 - COPYSET PRINTING					
COPYSET PRINTING	103008	55840	01-0100-0000-52007	PAYROLL AND A/P ENVELOPES	390.00
Vendor 22295 - COPYSET PRINTING Total:					390.00
Vendor: 06007 - COVERALL NORTH AMERICA,					
COVERALL NORTH AMERICA,	103117	1010640618	20-2000-0000-54255	Contract Services Clubhouse	919.00
COVERALL NORTH AMERICA,	103117	1010641252	01-0100-0000-54250	2019 MONTHLY ADMIN CLEANING SERVICE	349.00
COVERALL NORTH AMERICA,	103117	1010641252	10-1000-0000-54250	2019 MONTHLY ADMIN CLEANING SERVICE	349.00
Vendor 06007 - COVERALL NORTH AMERICA, Total:					1,617.00
Vendor: 16270 - CTUC					
CTUC	103118	124-19	25-2400-0000-54250	TOURNAMENT UMPIRE	153.00
Vendor 16270 - CTUC Total:					153.00

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Vendor Name	Payment Number	Payable Number	Account Number	Description (Item)	Amount
Vendor: 21413 - DALE OBROCHTA					
DALE OBROCHTA	102957	INV0010470	10-1100-7668-54304	CAMP VISIT -- BALLOON SHOWS	875.00
Vendor 21413 - DALE OBROCHTA Total:					875.00
Vendor: 21479 - DAN CREANEY					
DAN CREANEY	102958	INV0010454	10-1100-7150-54301	SOFTBALL UMPIRE	192.00
DAN CREANEY	102958	INV0010454	10-1100-7153-54301	SOFTBALL UMPIRE	96.00
Vendor 21479 - DAN CREANEY Total:					288.00
Vendor: 22403 - DANA WALASZEK					
DANA WALASZEK	103009	INV0010484	10-1100-7605-52404	REIMB FOR CAMP SUPPLIES	38.98
DANA WALASZEK	103060	INV0010510	10-1100-7765-52404	REIMB FOR CAMP SUPPLIES	34.27
DANA WALASZEK	103119	INV0010529	10-1100-7765-52404	REIMB FOR CAMP SUPPLIES	61.95
Vendor 22403 - DANA WALASZEK Total:					135.20
Vendor: 22109 - DE LAGE LANDEN FINANCIAL SERVICES, INC					
DE LAGE LANDEN FINANCIAL SE...	103120	64189637	01-0100-0000-56100	2019 COPIER LEASE - AUGUST	1,976.65
Vendor 22109 - DE LAGE LANDEN FINANCIAL SERVICES, INC Total:					1,976.65
Vendor: 21361 - DEPARTMENT OF THE TREASURY					
DEPARTMENT OF THE TREASURY	103175	INV0010549	01-0100-0000-52999	PAYMENT FOR PCORI FEE - 2019 FORM 720	107.80
Vendor 21361 - DEPARTMENT OF THE TREASURY Total:					107.80
Vendor: 22394 - DOG WASTE DEPOT					
DOG WASTE DEPOT	103010	281096	01-0400-0000-52002	DOG WASTE BAGS	199.90
Vendor 22394 - DOG WASTE DEPOT Total:					199.90
Vendor: 00911 - DONNA CHLUMSKY					
DONNA CHLUMSKY	103061	BSE-63583	10-1100-7842-54305	4TH OF JULY FOURTHFEST FACE PAINTER -- CHLUMSKY, D	400.00
Vendor 00911 - DONNA CHLUMSKY Total:					400.00
Vendor: 21540 - DOONAREE					
DOONAREE	103062	BSE-63589	10-1100-7841-54305	4TH OF JULY PARADE BAND -- DOONAREE	1,300.00
Vendor 21540 - DOONAREE Total:					1,300.00
Vendor: 22301 - EFG IMAGE					
EFG IMAGE	103176	198	01-0200-0000-54251	Fourth of July Photography	825.00
Vendor 22301 - EFG IMAGE Total:					825.00
Vendor: 22145 - ELIZABETH MELIO					
ELIZABETH MELIO	103011	INV0010494	10-1100-7668-52404	REIMB FOR CAMP SUPPLIES	60.48
Vendor 22145 - ELIZABETH MELIO Total:					60.48
Vendor: 21960 - EMPIRE COOLER SERVICE, INC					
EMPIRE COOLER SERVICE, INC	103121	0000269296	20-2000-0000-54255	Contract Services Clubhouse	125.00
Vendor 21960 - EMPIRE COOLER SERVICE, INC Total:					125.00
Vendor: 12470 - ENVIRONMENTAL FUTURES					
ENVIRONMENTAL FUTURES	103122	19-1467	10-1000-0000-54250	ADMIN WATER SERVICE	135.00
Vendor 12470 - ENVIRONMENTAL FUTURES Total:					135.00
Vendor: 21935 - EUCLID MANAGERS					
EUCLID MANAGERS	102959	INV0010475	01-21255	LIFELOCK PREMIUM-JULY 2019	71.94
Vendor 21935 - EUCLID MANAGERS Total:					71.94
Vendor: 22277 - EVARTS SWENSON					
EVARTS SWENSON	103012	INV0010497	10-1100-7153-54301	SOFTBALL UMPIRE	64.00
Vendor 22277 - EVARTS SWENSON Total:					64.00
Vendor: 21701 - EXCALIBUR TECHNOLOGY CORP					
EXCALIBUR TECHNOLOGY CORP	103123	179451	01-0100-0000-54210	AUGUST EXCALIBUR COMPUTER SERVICES	379.00
Vendor 21701 - EXCALIBUR TECHNOLOGY CORP Total:					379.00
Vendor: 08710 - E-Z-GO A TEXTRON CO					
E-Z-GO A TEXTRON CO	103063	91850540	20-2000-0000-56150	Golf Cart R&M	119.91
Vendor 08710 - E-Z-GO A TEXTRON CO Total:					119.91

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Vendor Name	Payment Number	Payable Number	Account Number	Description (Item)	Amount
Vendor: 00345 - FEDERAL WITHHOLDING TAX					
FEDERAL WITHHOLDING TAX	DFT0003710	INV0010458	01-21200	Federal Withholding	19.37
FEDERAL WITHHOLDING TAX	DFT0003711	INV0010459	33-21220	FICA Withholding	65.10
FEDERAL WITHHOLDING TAX	DFT0003712	INV0010460	33-21220	Medicare Withholding	15.22
FEDERAL WITHHOLDING TAX	DFT0003721	INV0010490	01-21200	Federal Withholding	17,555.88
FEDERAL WITHHOLDING TAX	DFT0003723	INV0010492	33-21220	FICA Withholding	27,879.00
FEDERAL WITHHOLDING TAX	DFT0003724	INV0010493	33-21220	Medicare Withholding	6,520.12
FEDERAL WITHHOLDING TAX	DFT0003734	INV0010538	01-21200	Federal Withholding	19,139.53
FEDERAL WITHHOLDING TAX	DFT0003736	INV0010540	33-21220	FICA Withholding	30,048.62
FEDERAL WITHHOLDING TAX	DFT0003737	INV0010541	33-21220	Medicare Withholding	7,027.48
Vendor 00345 - FEDERAL WITHHOLDING TAX Total:					108,270.32
Vendor: 21862 - FH PASCHEN, SN NIELSEN & ASSOCIATES					
FH PASCHEN, SN NIELSEN & AS...	103124	4600-026-2	37-3700-0000-60120	FINAL PAYMENT MAPLE STREET DECK	36,876.26
Vendor 21862 - FH PASCHEN, SN NIELSEN & ASSOCIATES Total:					36,876.26
Vendor: 01167 - FOX VALLEY FIRE & SAFETY					
FOX VALLEY FIRE & SAFETY	102960	IN0027015	27-2700-0000-54250	FIRE ALARM QUARTERLY MONITORING FEE	183.00
FOX VALLEY FIRE & SAFETY	102960	IN00270992	01-0400-0000-54250	FIRE ALARM QUARTERLY MONITORING FEE	183.00
FOX VALLEY FIRE & SAFETY	102960	IN00271010	20-2100-0000-54250	FIRE ALARM QUARTERLY MONITORING FEE	183.00
FOX VALLEY FIRE & SAFETY	102960	IN00271011	20-2000-0000-54250	FIRE ALARM QUARTERLY MONITORING FEE	183.00
FOX VALLEY FIRE & SAFETY	102960	IN00271012	10-1500-0000-54250	FIRE ALARM QUARTERLY MONITORING FEE	183.00
FOX VALLEY FIRE & SAFETY	102960	IN00271013	01-0300-0000-54250	FIRE ALARM QUARTERLY MONITORING FEE	183.00
FOX VALLEY FIRE & SAFETY	102960	IN00271014	10-1600-0000-54250	FIRE ALARM QUARTERLY MONITORING FEE	183.00
FOX VALLEY FIRE & SAFETY	102960	IN00271016	10-1000-0000-54250	FIRE ALARM QUARTERLY MONITORING FEE	183.00
FOX VALLEY FIRE & SAFETY	102960	IN00271017	10-1500-0000-54250	FIRE ALARM QUARTERLY MONITORING FEE	183.00
FOX VALLEY FIRE & SAFETY	102960	IN00271018	23-2300-0000-54250	FIRE ALARM QUARTERLY MONITORING FEE	183.00
FOX VALLEY FIRE & SAFETY	102960	IN00271019	25-2400-0000-54250	FIRE ALARM QUARTERLY MONITORING FEE	183.00
FOX VALLEY FIRE & SAFETY	102960	IN00271063	10-1500-0000-54250	FIRE ALARM QUARTERLY MONITORING FEE	183.00
FOX VALLEY FIRE & SAFETY	103125	IN00274805	10-1000-0000-54250	FIRE SPRINKLER INSPECTIONS - PSC & ADMIN	147.50
FOX VALLEY FIRE & SAFETY	103125	IN00274805	25-2500-0000-54250	FIRE SPRINKLER INSPECTIONS - PSC & ADMIN	147.50
FOX VALLEY FIRE & SAFETY	103125	IN00274807	01-0300-0000-54250	FIRE SPRINKLER INSPECTIONS - PSC & ADMIN	250.00
FOX VALLEY FIRE & SAFETY	103125	IN00276842	20-2100-0000-54250	FIRE ALARM SERVICE	69.50
Vendor 01167 - FOX VALLEY FIRE & SAFETY Total:					2,810.50
Vendor: 22406 - FRANK CANINO					
FRANK CANINO	103126	BSE-63244	10-1100-7843-54305	CONCERT ON PARK 7/24/19 ROSIE	1,000.00
Vendor 22406 - FRANK CANINO Total:					1,000.00
Vendor: 20955 - FUN EXPRESS					
FUN EXPRESS	103127	696065198-01	10-1100-7606-52404	CAMP SUPPLIES	3.10
FUN EXPRESS	103127	696065198-01	10-1100-7606-52404	CAMP SUPPLIES	3.09
FUN EXPRESS	103127	696065198-01	10-1100-7668-52404	CAMP SUPPLIES	58.18
FUN EXPRESS	103127	696065198-01	10-1100-7765-52404	CAMP SUPPLIES	3.09
FUN EXPRESS	103127	696065198-01	10-1100-7840-52405	MEMORIAL DAY SUPPLIES	12.44
FUN EXPRESS	103127	696065198-01	10-1100-7843-52405	EVENT SUPPLIES	28.94
FUN EXPRESS	103127	696065198-01	10-1100-7845-52405	MOTHER/DAUGHTER TEA PARTY SUPPLIES	142.17

VOUCHER LIST OF PAID BILLS FOR APPROVAL ON JUI

Payment Dates: 06/15/2019 - 07/19/2019

Vendor Name	Payment Number	Payable Number	Account Number	Description (Item)	Amount
FUN EXPRESS	103013	696659114-01	10-1100-7668-52404	KC CRAFT SUPPLIES	117.34
FUN EXPRESS	103013	696659114-01	10-1100-7668-52404	HI CRAFT SUPPLIES	725.87
Vendor 20955 - FUN EXPRESS Total:					1,094.22
Vendor: 01550 - G.B. ELECTRIC COMPANY					
G.B. ELECTRIC COMPANY	102961	18766	01-0400-0000-56100	PARKING LOT LIGHT REPAIRS - LLOYD	378.70
Vendor 01550 - G.B. ELECTRIC COMPANY Total:					378.70
Vendor: 03250 - GLENBROOK AUTO PARTS, INC					
GLENBROOK AUTO PARTS, INC	103177	219834	20-2100-0000-56100	EQUIPMENT R&M	35.71
GLENBROOK AUTO PARTS, INC	102962	223637	20-2100-0000-56100	CREDIT ON CORE DEPOSIT	-9.00
GLENBROOK AUTO PARTS, INC	102962	225077	10-1500-0000-56100	EQUIPMENT PARTS-LAKEFRONT	33.10
GLENBROOK AUTO PARTS, INC	102962	225077	10-1600-0000-56100	EQUIPMENT PARTS-LAKEFRONT	33.09
GLENBROOK AUTO PARTS, INC	103128	225275	10-1600-0000-56115	OIL FILTERS	35.08
GLENBROOK AUTO PARTS, INC	102962	225916	01-0300-0000-52002	TRAILER HITCHES	287.24
GLENBROOK AUTO PARTS, INC	102962	226349	01-0400-0000-56100	EQUIPMENT PARTS-PARKS	36.24
GLENBROOK AUTO PARTS, INC	102962	227147	20-2100-0000-56200	VEHICLE R&M	306.37
GLENBROOK AUTO PARTS, INC	102962	227201	01-0400-0000-56100	EQUIPMENT PARTS-PARKS	81.61
GLENBROOK AUTO PARTS, INC	102962	227559	01-0300-0000-52002	SHOP SUPPLIES	30.19
GLENBROOK AUTO PARTS, INC	102962	227712	20-2100-0000-56200	AUTO PARTS-GOLF MTC	21.99
GLENBROOK AUTO PARTS, INC	102962	227767	01-0400-0000-56200	AUTO PARTS	15.65
GLENBROOK AUTO PARTS, INC	102962	227960	10-1200-0000-56100	EQUIPMENT PARTS-FIELDS	45.15
GLENBROOK AUTO PARTS, INC	102962	228011	01-0400-0000-56200	AUTO PARTS	60.53
GLENBROOK AUTO PARTS, INC	103014	228177	20-2000-0000-52006	Supplies Clubhouse	113.22
GLENBROOK AUTO PARTS, INC	102962	228974	01-0400-0000-56100	FILTERS #175 &175A	100.01
GLENBROOK AUTO PARTS, INC	102962	229052	01-0400-0000-56100	BATTERY #175 LIGHT TOWER	116.89
GLENBROOK AUTO PARTS, INC	102962	229141	01-0400-0000-56100	EQUIPMENT PARTS	17.74
GLENBROOK AUTO PARTS, INC	103064	229809	01-0400-0000-56100	EQUIPMENT SUPPLIES	80.23
GLENBROOK AUTO PARTS, INC	103064	230071	01-0400-0000-56200	AUTO PARTS	16.80
GLENBROOK AUTO PARTS, INC	103064	230620	01-0300-0000-52002	SUPPLIES	64.81
GLENBROOK AUTO PARTS, INC	103064	230637	01-0400-0000-56100	HOSES FOR GRAPPLE	217.93
GLENBROOK AUTO PARTS, INC	103128	232129	01-0300-0000-52002	CAR WASH	29.41
GLENBROOK AUTO PARTS, INC	103128	232255	10-1200-0000-52002	WIPER BLADES	51.03
GLENBROOK AUTO PARTS, INC	103177	233045	01-0400-0000-56100	SPARK PLUGS	9.33
GLENBROOK AUTO PARTS, INC	103177	233110	01-0400-0000-56100	SMALL ENGINE FILTERS	79.02
Vendor 03250 - GLENBROOK AUTO PARTS, INC Total:					1,909.37
Vendor: 17640 - GLENBROOK DESIGN GROUP					
GLENBROOK DESIGN GROUP	103015	2095	23-2300-0000-56001	WINDOW REPAIRS	253.07
Vendor 17640 - GLENBROOK DESIGN GROUP Total:					253.07
Vendor: 01727 - GRAINGER					
GRAINGER	102963	9192561083	01-0400-0000-52002	RED PASS MEMBERSHIP	129.00
GRAINGER	103016	9197618862	10-1200-0000-56001	PAPER TOWEL DISPENSERS - REC FIELDS	105.80
GRAINGER	103016	9200676048	01-0400-0000-56100	CONDENSER COIL CLEANER	183.35
GRAINGER	103129	9209235218	20-2000-0000-56001	GOLF FACILITY REPAIRS	39.90
Vendor 01727 - GRAINGER Total:					458.05
Vendor: 01170 - GRAND FOOD CENTER					
GRAND FOOD CENTER	103017	62583JUNE2019	10-1100-7810-52405	BIRTHDAY PARTY CAKE	39.99
GRAND FOOD CENTER	103017	62583JUNE2019	10-1100-7810-52405	BIRTHDAY PARTY CAKE	39.99
GRAND FOOD CENTER	103017	62583JUNE2019	10-1100-7810-52405	REFUND	-25.00
Vendor 01170 - GRAND FOOD CENTER Total:					54.98
Vendor: 21021 - GREGORY J CAHILL					
GREGORY J CAHILL	103065	BSE-63587	10-1100-7841-54305	4TH OF JULY PARADE BAND -- SPECIAL CONSENSUS	1,250.00
Vendor 21021 - GREGORY J CAHILL Total:					1,250.00

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Vendor Name	Payment Number	Payable Number	Account Number	Description (Item)	Amount
Vendor: 01775 - GROVER FABRICATION AND WELDING					
GROVER FABRICATION AND W...	103018	1312	37-3700-0000-60120	MATERIALS	64.80
Vendor 01775 - GROVER FABRICATION AND WELDING Total:					64.80
Vendor: 01810 - HALLORAN & YAUCH					
HALLORAN & YAUCH	103130	14690	20-2100-0000-56125	IRRIGATION EQUIPMENT	100.08
HALLORAN & YAUCH	103178	14756	20-2100-0000-56125	IRRIGATION EQUIPMENT (IRRIGATION REPAIRS)	344.63
Vendor 01810 - HALLORAN & YAUCH Total:					444.71
Vendor: 07660 - HEALTH CARE SERVICE CORPORATION					
HEALTH CARE SERVICE CORP...	103019	INV0010495	01-0100-0000-54051	HEALTH INSURANCE-JULY 2019	49,169.30
Vendor 07660 - HEALTH CARE SERVICE CORPORATION Total:					49,169.30
Vendor: 09930 - HERITAGE-CRYSTAL CLEAN					
HERITAGE-CRYSTAL CLEAN	103131	15733044	20-2100-0000-56100	EQUIPMENT R&M	496.29
HERITAGE-CRYSTAL CLEAN	103066	15733045	01-0300-0000-54250	PARTS CLEANER	496.29
Vendor 09930 - HERITAGE-CRYSTAL CLEAN Total:					992.58
Vendor: 22253 - HIGHLAND PRODUCTS GROUP, LLC					
HIGHLAND PRODUCTS GROUP, ...	103132	146050507	10-1500-0000-60041	PICNIC TABLES - MAPLE ST BEACH	1,768.00
Vendor 22253 - HIGHLAND PRODUCTS GROUP, LLC Total:					1,768.00
Vendor: 01947 - HOME DEPOT CREDIT SERVICES					
HOME DEPOT CREDIT SERVICES	103020	JUNE2019-01	20-2100-0000-52801	EQUIPMENT > \$100	199.00
HOME DEPOT CREDIT SERVICES	103020	JUNE2019-02	20-2100-0000-52002	SUPPLIES ACCOUNT	258.43
HOME DEPOT CREDIT SERVICES	103020	JUNE2019-03	01-0400-0000-52002	SHOP SUPPLIES, LAKEFRONT CLEANING, CHILDRENS FAIR	27.94
HOME DEPOT CREDIT SERVICES	103020	JUNE2019-03	01-0400-0000-52515	SHOP SUPPLIES, LAKEFRONT CLEANING, CHILDRENS FAIR	97.90
HOME DEPOT CREDIT SERVICES	103020	JUNE2019-03	01-0400-0000-52810	SHOP SUPPLIES, LAKEFRONT CLEANING, CHILDRENS FAIR	282.42
HOME DEPOT CREDIT SERVICES	103020	JUNE2019-03	10-1500-0000-52002	SHOP SUPPLIES, LAKEFRONT CLEANING, CHILDRENS FAIR	130.67
HOME DEPOT CREDIT SERVICES	103020	JUNE2019-03	10-1500-0000-56001	SHOP SUPPLIES, LAKEFRONT CLEANING, CHILDRENS FAIR	10.58
HOME DEPOT CREDIT SERVICES	103020	JUNE2019-04	20-2100-0000-52002	SUPPLIES ACCOUNT	307.73
HOME DEPOT CREDIT SERVICES	103020	JUNE2019	01-0400-0000-52002	SHOP SUPPLIES	14.68
HOME DEPOT CREDIT SERVICES	103020	JUNE2019	25-2500-0000-60389	PAINT/SUPPLIES	62.51
Vendor 01947 - HOME DEPOT CREDIT SERVICES Total:					1,391.86
Vendor: 21067 - HOT SHOTS SPORTS					
HOT SHOTS SPORTS	103133	INV0010528	10-1100-7147-54301	REIMBIRSE HOT SHOTS SPORTS FOR GIRLS SOFTBALL 2019	1,408.25
Vendor 21067 - HOT SHOTS SPORTS Total:					1,408.25
Vendor: 00350 - ICMA RETIREMENT TRUST-457					
ICMA RETIREMENT TRUST-457	DFT0003717	INV0010485	01-21235	457K Contribution	1,820.00
ICMA RETIREMENT TRUST-457	DFT0003730	INV0010533	01-21235	457K Contribution	1,820.00
Vendor 00350 - ICMA RETIREMENT TRUST-457 Total:					3,640.00
Vendor: 00407 - IDLEWOOD ELECTRIC SUPPLY					
IDLEWOOD ELECTRIC SUPPLY	102964	546180	10-1600-0000-56001	FACILITY REPAIRS-LAKEFRONT	87.16
IDLEWOOD ELECTRIC SUPPLY	103021	549317	01-0400-0000-56001	FACILITY REPAIRS	11.11
IDLEWOOD ELECTRIC SUPPLY	103179	553094	01-0400-0000-56001	FUSE	30.10
Vendor 00407 - IDLEWOOD ELECTRIC SUPPLY Total:					128.37
Vendor: 00410 - IL DEPT OF REVENUE					
IL DEPT OF REVENUE	DFT0003709	INV0010457	01-21210	State Withholding	16.16
IL DEPT OF REVENUE	DFT0003720	INV0010489	01-21210	State Withholding	9,600.31
IL DEPT OF REVENUE	DFT0003733	INV0010537	01-21210	State Withholding	10,456.03
Vendor 00410 - IL DEPT OF REVENUE Total:					20,072.50
Vendor: 21139 - ILLINOIS BASEBALL ACADEMY					
ILLINOIS BASEBALL ACADEMY	103022	R30713-B-19	10-1100-7613-54304	70/30 SPLIT FOR IBA MINI MAJORS WEEEEK 2 2019	840.00
Vendor 21139 - ILLINOIS BASEBALL ACADEMY Total:					840.00

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Vendor Name	Payment Number	Payable Number	Account Number	Description (Item)	Amount
Vendor: 12390 - ILLINOIS CHILD SUPPORT					
ILLINOIS CHILD SUPPORT	103023	INV0010488	01-21298	1709700/17-D000104	156.07
ILLINOIS CHILD SUPPORT	103135	INV0010536	01-21298	1709700/17-D000104	94.20
Vendor 12390 - ILLINOIS CHILD SUPPORT Total:					250.27
Vendor: 21156 - ILLINOIS DEPARTMENT OF REVENUE					
ILLINOIS DEPARTMENT OF REV...	103180	INV0010545	20-2000-0000-54990	SALES TAX - JUNE 2019	1,750.00
ILLINOIS DEPARTMENT OF REV...	103180	INV0010545	25-2500-0000-54990	SALES TAX - JUNE 2019	94.00
Vendor 21156 - ILLINOIS DEPARTMENT OF REVENUE Total:					1,844.00
Vendor: 06605 - ILLINOIS STATE POLICE					
ILLINOIS STATE POLICE	102965	PK9708227	01-0100-0000-54250	CRIMINAL BACKGROUND CHECK	6,890.00
Vendor 06605 - ILLINOIS STATE POLICE Total:					6,890.00
Vendor: 02051 - IMAGES ALIVE, LTD.					
IMAGES ALIVE, LTD.	103024	14106	10-1100-7605-52404	AAG STAFF APPAREL	239.25
IMAGES ALIVE, LTD.	103024	14106	10-1100-7605-52404	AAG CAMPER SHIRTS	581.60
IMAGES ALIVE, LTD.	103024	14106	10-1100-7606-52404	CIT STAFF APPAREL	23.07
IMAGES ALIVE, LTD.	103024	14106	10-1100-7606-52404	ADV STAFF APPAREL	88.75
IMAGES ALIVE, LTD.	103024	14106	10-1100-7606-52404	JC CAMPER SHIRTS	233.10
IMAGES ALIVE, LTD.	103024	14106	10-1100-7606-52404	ADV CAMPER SHIRTS	310.40
IMAGES ALIVE, LTD.	103024	14106	10-1100-7606-52404	CIT CAMPER SHIRTS	484.36
IMAGES ALIVE, LTD.	103024	14106	10-1100-7668-52404	HI CAMPER SHIRTS	752.98
IMAGES ALIVE, LTD.	103024	14106	10-1100-7668-52404	KC STAFF APPAREL	215.12
IMAGES ALIVE, LTD.	103024	14106	10-1100-7668-52404	KC CAMPER SHIRTS	279.20
IMAGES ALIVE, LTD.	103024	14106	10-1100-7668-52404	HI STAFF APPAREL	478.00
IMAGES ALIVE, LTD.	103024	14106	10-1100-7765-52404	MSM STAFF APPAREL	116.95
IMAGES ALIVE, LTD.	103024	14106	10-1100-7765-52404	MSM CAMPER SHIRTS	421.76
IMAGES ALIVE, LTD.	103024	14106	10-1400-0000-52525	SAILING CAMPER SHIRTS	326.56
IMAGES ALIVE, LTD.	103024	14106	10-1400-0000-52525	WWE CAMPER SHIRTS	518.88
Vendor 02051 - IMAGES ALIVE, LTD. Total:					5,069.98
Vendor: 20994 - IMPACT NETWORKING, LLC					
IMPACT NETWORKING, LLC	102966	1466635	20-2000-0000-52015	TONER FOR GOLF	652.00
IMPACT NETWORKING, LLC	103067	1472362	01-0100-0000-52015	TONER FOR ADMIN	652.00
Vendor 20994 - IMPACT NETWORKING, LLC Total:					1,304.00
Vendor: 00347 - IMRF					
IMRF	103136	94310	33-21215	JUNE 2019 PAYMENT	41,894.79
Vendor 00347 - IMRF Total:					41,894.79
Vendor: 02103 - INTEGRA CLEANING & MTC					
INTEGRA CLEANING & MTC	103025	WPDJUNE2019	23-2300-0000-54250	JUNE SERVICE	968.00
Vendor 02103 - INTEGRA CLEANING & MTC Total:					968.00
Vendor: 22409 - ISABEL EGAN					
ISABEL EGAN	103137	INV0010531	10-1100-7668-52404	REIMB FOR CAMP SUPPLIES	50.95
ISABEL EGAN	103137	INV0010530	10-1100-7668-52404	REIMB FOR CAMP SUPPLIES	72.47
Vendor 22409 - ISABEL EGAN Total:					123.42
Vendor: 22283 - JACOBSON GOLF COURSE DESIGN, INC					
JACOBSON GOLF COURSE DESI...	103138	INV-0051	20-2000-0000-54250	GOLF COURSE MASTER PLANNING	1,250.00
JACOBSON GOLF COURSE DESI...	103138	INV-0051	20-2100-0000-54250	GOLF COURSE MASTER PLANNING	1,250.00
JACOBSON GOLF COURSE DESI...	103138	INV-0051-R	20-2000-0000-54250	GOLF COURSE REVIEW	1,367.00
JACOBSON GOLF COURSE DESI...	103138	INV-0051-R	20-2100-0000-54250	GOLF COURSE REVIEW	1,367.00
Vendor 22283 - JACOBSON GOLF COURSE DESIGN, INC Total:					5,234.00
Vendor: 21368 - JAY BACH					
JAY BACH	102967	INV0010455	10-1100-7151-54301	B-BALL REG	336.00
Vendor 21368 - JAY BACH Total:					336.00
Vendor: 19850 - JENNIFER MACKEY					
JENNIFER MACKEY	103026	1043452	10-1100-7605-45400	REC REFUND	130.00
Vendor 19850 - JENNIFER MACKEY Total:					130.00

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Vendor Name	Payment Number	Payable Number	Account Number	Description (Item)	Amount
Vendor: 21019 - JESSE WHITE TUMBLERS					
JESSE WHITE TUMBLERS	103068	INV0010504	10-1100-7841-54305	4TH OF JULY PARADE ENTERTAINMENT -- JW TUMBLERS	1,050.00
JESSE WHITE TUMBLERS	103068	INV0010505	10-1100-7842-54305	4TH OF JULY FOURTHFEST SHOW - JESSE WHITE TUMBLERS	800.00
Vendor 21019 - JESSE WHITE TUMBLERS Total:					1,850.00
Vendor: 21936 - JOHN ANDERSON					
JOHN ANDERSON	102968	INV0010456	10-1100-7151-54301	SOFTBALL UMPIRE	301.00
Vendor 21936 - JOHN ANDERSON Total:					301.00
Vendor: 04187 - JOHN SHEA					
JOHN SHEA	103139	INV0010527	10-1100-7841-52405	4TH OF JULY WATER, DRINKS, SNACKS	48.01
JOHN SHEA	103139	INV0010527	10-1100-7842-52405	4TH OF JULY WATER, DRINKS, SNACKS	65.50
Vendor 04187 - JOHN SHEA Total:					113.51
Vendor: 00134 - JOHNSON CONTROLS SECURITY SOLUTIONS LLC					
JOHNSON CONTROLS SECURITY...	103027	32673549	27-2700-0000-54250	ALARM MONITORING	354.62
JOHNSON CONTROLS SECURITY...	103027	32673550	25-2400-0000-54250	QTRLY BURGLAR ALARM BILLING JULY-SEPT	523.89
Vendor 00134 - JOHNSON CONTROLS SECURITY SOLUTIONS LLC Total:					878.51
Vendor: 22388 - JORGE ARANA					
JORGE ARANA	103181	15013	01-0200-0000-54251	Fourth of July Drone	1,200.00
Vendor 22388 - JORGE ARANA Total:					1,200.00
Vendor: 02220 - JORSON & CARLSON CO., INC					
JORSON & CARLSON CO., INC	103028	0580109	27-2700-0000-56200	BLADE SHARPENING	41.17
JORSON & CARLSON CO., INC	103028	0586197	27-2700-0000-56200	BLADE SHARPENING	41.17
JORSON & CARLSON CO., INC	103069	0586869	27-2700-0000-56200	BLADE SHARPENING	41.17
Vendor 02220 - JORSON & CARLSON CO., INC Total:					123.51
Vendor: 21794 - JULIA MELIO					
JULIA MELIO	103070	INV0010511	10-1100-7668-52404	REIMB FOR CAMP SUPPLIES	62.04
Vendor 21794 - JULIA MELIO Total:					62.04
Vendor: 22141 - KATIE HEINEN					
KATIE HEINEN	103140	INV0010532	10-1100-7668-54304	REIMB FOR CAMP SUPPLIES	43.80
Vendor 22141 - KATIE HEINEN Total:					43.80
Vendor: 21520 - KOMPAN, INC					
KOMPAN, INC	103029	INV96640	10-1500-0000-60041	TOWER RD PLAYGROUND EQUIPMENT - FINAL PAYOUT	10,469.95
Vendor 21520 - KOMPAN, INC Total:					10,469.95
Vendor: 21707 - KRISTINA WOODS					
KRISTINA WOODS	103182	INV0010543	10-1100-7843-54305	CONCERT WILD DAISY 6/26/19	1,000.00
Vendor 21707 - KRISTINA WOODS Total:					1,000.00
Vendor: 21304 - KROMER CO LLC					
KROMER CO LLC	103030	50806	10-1200-0000-56100	EQUIPMENT SUPPLIES	91.67
Vendor 21304 - KROMER CO LLC Total:					91.67
Vendor: 22356 - LAKESHORE RECYCLING SYSTEMS					
LAKESHORE RECYCLING SYSTE...	102969	0004173847	20-2100-0000-54250	CONTRACT SERVICES	440.60
LAKESHORE RECYCLING SYSTE...	103141	0004189592	01-0400-0000-54250	ROLL OFF 20 YRD DUMPSTER SERVICE CENTER	345.80
Vendor 22356 - LAKESHORE RECYCLING SYSTEMS Total:					786.40
Vendor: 02528 - LAUTERBACH & AMEN, LLP					
LAUTERBACH & AMEN, LLP	103142	37555	34-3400-0000-54250	2018 AUDIT - FINAL BILLING	2,000.00
Vendor 02528 - LAUTERBACH & AMEN, LLP Total:					2,000.00
Vendor: 22360 - LINKSOUL, LLC					
LINKSOUL, LLC	103071	46828	20-10700	GOLF ITEMS FOR RESALE	35.00

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Vendor Name	Payment Number	Payable Number	Account Number	Description (Item)	Amount
LINKSOUL, LLC	103071	46828	20-2000-0000-57325	GOLF ITEMS FOR RESALE	10.92
Vendor 22360 - LINKSOUL, LLC Total:					45.92
Vendor: 11465 - LOWE'S BUSINESS ACCOUNT					
LOWE'S BUSINESS ACCOUNT	102970	MAY2019-01	01-0400-0000-52002	MISC. SHOP SUPPLIES	102.99
LOWE'S BUSINESS ACCOUNT	102970	MAY2019-02	01-0400-0000-52002	PAINT SUPPLIES FOR PARKS	354.86
LOWE'S BUSINESS ACCOUNT	102970	MAY2019-03	10-1500-0000-52801	BUOYS	218.59
LOWE'S BUSINESS ACCOUNT	102970	MAY2019-04	01-0400-0000-52002	BUOY HARDWARE & SHOP CANOPY HARDWARE	52.34
LOWE'S BUSINESS ACCOUNT	102970	MAY2019-04	10-1500-0000-52801	BUOY HARDWARE & SHOP CANOPY HARDWARE	79.30
LOWE'S BUSINESS ACCOUNT	102970	MAY2019-05	01-0400-0000-52550	TUBE SAND FOR MULCH COVER	112.10
LOWE'S BUSINESS ACCOUNT	102970	MAY2019	01-0400-0000-52002	RETURNED ITEMS	-27.00
LOWE'S BUSINESS ACCOUNT	102970	MAY2019	01-0400-0000-52002	PARKS SUPPLIES	28.49
LOWE'S BUSINESS ACCOUNT	102970	MAY2019	01-0400-0000-52550	PALLET RETURN	-14.30
LOWE'S BUSINESS ACCOUNT	102970	MAY2019	01-0400-0000-52810	TOOLS	14.14
LOWE'S BUSINESS ACCOUNT	102970	MAY2019	01-0400-0000-56001	FACILITY REPAIRS	63.40
LOWE'S BUSINESS ACCOUNT	102970	MAY2019	01-0400-0000-56200	AUTO REPAIRS	58.71
LOWE'S BUSINESS ACCOUNT	102970	MAY2019	01-0400-0000-56200	RETURNED ITEMS	-19.45
LOWE'S BUSINESS ACCOUNT	102970	MAY2019	10-1500-0000-52002	LAKEFRONT SUPPLIES	70.95
LOWE'S BUSINESS ACCOUNT	103143	JUNE2019	01-0400-0000-52002	SUPPLIES	7.30
LOWE'S BUSINESS ACCOUNT	103143	JUNE2019	01-0400-0000-56001	REPAIRS	10.36
LOWE'S BUSINESS ACCOUNT	103143	JUNE2019	01-0400-0000-56001	FACILITY REPAIRS	72.76
LOWE'S BUSINESS ACCOUNT	103143	JUNE2019	01-0400-0000-56001	FACILITY REPAIRS	33.33
LOWE'S BUSINESS ACCOUNT	103143	JUNE2019	01-0400-0000-56100	AUTO REPAIRS	58.04
LOWE'S BUSINESS ACCOUNT	103143	JUNE2019	10-1500-0000-56001	LAKEFRONT FACILITY REPAIRS	11.85
LOWE'S BUSINESS ACCOUNT	103143	JUNE2019	10-1600-0000-56001	LLOYD ELECTRIC	18.58
LOWE'S BUSINESS ACCOUNT	103143	JUNE2019	10-1600-0000-56001	LLOYD ELECTRIC	95.45
LOWE'S BUSINESS ACCOUNT	103143	JUNE2019	10-1600-0000-56115	REPAIRS	14.25
LOWE'S BUSINESS ACCOUNT	103143	JUNE2019	25-2500-0000-56001	TENNIS FACILITY REPAIRS	22.72
Vendor 11465 - LOWE'S BUSINESS ACCOUNT Total:					1,439.76
Vendor: 22131 - MARK LOACH					
MARK LOACH	103072	INV0010512	10-1100-7147-54301	SOFTBALL UMPIRE	40.00
Vendor 22131 - MARK LOACH Total:					40.00
Vendor: 08040 - MATT JOHNSON					
MATT JOHNSON	103073	INV0010513	20-2000-0000-52320	REIMB FOR GOLF SPECIAL EVENT SUPPLIES	40.00
Vendor 08040 - MATT JOHNSON Total:					40.00
Vendor: 02812 - MAUTHE ENTERTAINMENT					
MAUTHE ENTERTAINMENT	103074	BSE-63585	10-1100-7842-54305	4TH OF JULY FOURTHFEST -- STILT-WALKER BALLOONIST	1,250.00
Vendor 02812 - MAUTHE ENTERTAINMENT Total:					1,250.00
Vendor: 02890 - MCMMASTER-CARR SUPPLY CO.					
MCMMASTER-CARR SUPPLY CO.	103075	94983251	01-0400-0000-52002	BUOY HARDWARE AND DOG SHOWER HOSE	41.36
MCMMASTER-CARR SUPPLY CO.	103075	94983251	10-1500-0000-52801	BUOY HARDWARE AND DOG SHOWER HOSE	655.65
MCMMASTER-CARR SUPPLY CO.	103075	96417557	01-0300-0000-56001	BINS/SUPPLIES FOR WELDING SHOP	247.07
MCMMASTER-CARR SUPPLY CO.	102971	96562361	10-1600-0000-56001	LLOYD FACILITY REPAIRS	70.78
MCMMASTER-CARR SUPPLY CO.	102971	96687234	01-0300-0000-56001	FACILITY REPAIRS	46.04
MCMMASTER-CARR SUPPLY CO.	103144	97630117	01-0400-0000-56001	PLASTIC BINS	117.83
MCMMASTER-CARR SUPPLY CO.	103144	98773754	01-0300-0000-52002	CREDIT MEMO	-46.04
Vendor 02890 - MCMMASTER-CARR SUPPLY CO. Total:					1,132.69
Vendor: 22350 - MICHAEL JIARAS					
MICHAEL JIARAS	103076	INV0010506	10-1100-7842-54305	4TH OF JULY FOURTHFEST BAND -- THE RAVINES	3,200.00
Vendor 22350 - MICHAEL JIARAS Total:					3,200.00

VOUCHER LIST OF PAID BILLS FOR APPROVAL ON JULY 18, 2019

Payment Dates: 06/15/2019 - 07/19/2019

Vendor Name	Payment Number	Payable Number	Account Number	Description (Item)	Amount
Vendor: 21134 - MICKEY'S LINEN					
MICKEY'S LINEN	103031	1298727	25-2400-0000-54250	TOWEL SERVICE	96.75
Vendor 21134 - MICKEY'S LINEN Total:					96.75
Vendor: 03007 - MIDWEST GROUNDCOVERS					
MIDWEST GROUNDCOVERS	103145	1598548	01-0400-0000-52540	PLANTS FOR GARDEN CUB DWYER PARK	611.89
Vendor 03007 - MIDWEST GROUNDCOVERS Total:					611.89
Vendor: 22324 - MP INDEPENDENT INC					
MP INDEPENDENT INC	102972	1023	01-0100-0000-56001	FLOOR WAXING - ADMIN	425.00
MP INDEPENDENT INC	102972	1023	10-1000-0000-56001	FLOOR WAXING - ADMIN	425.00
Vendor 22324 - MP INDEPENDENT INC Total:					850.00
Vendor: 00348 - NCPERS GROUP LIFE INS.					
NCPERS GROUP LIFE INS.	103077	3320072019	01-21230	VOLUNTARY LIFE INSURANCE- JULY 2019	32.00
Vendor 00348 - NCPERS GROUP LIFE INS. Total:					32.00
Vendor: 03302 - NELS J. JOHNSON TREE					
NELS J. JOHNSON TREE	103032	127334	20-2100-0000-54275	TREE MAINTENANCE	2,552.50
NELS J. JOHNSON TREE	103032	127516	01-0400-0000-54250	TREE REMOVAL - LLOYD	525.00
NELS J. JOHNSON TREE	103146	127861	01-0400-0000-54250	TREE REMOVALS - DUNBAUGH & HW	525.00
NELS J. JOHNSON TREE	103146	127862	01-0400-0000-54250	TREE REMOVALS - DUNBAUGH & HW	1,125.00
NELS J. JOHNSON TREE	103146	127865	01-0400-0000-54250	SOIL DRENCH OAK TREES - LLOYD, DWYER, HW, ELDER	155.00
NELS J. JOHNSON TREE	103146	127866	01-0400-0000-54250	SOIL DRENCH OAK TREES - LLOYD, DWYER, HW, ELDER	495.00
NELS J. JOHNSON TREE	103146	127867	01-0400-0000-54250	SOIL DRENCH OAK TREES - LLOYD, DWYER, HW, ELDER	985.00
NELS J. JOHNSON TREE	103146	127868	01-0400-0000-54250	SOIL DRENCH OAK TREES - LLOYD, DWYER, HW, ELDER	425.00
NELS J. JOHNSON TREE	103146	127944	01-0400-0000-54250	TREE REMOVALS - DUNBAUGH & HW	125.00
Vendor 03302 - NELS J. JOHNSON TREE Total:					6,912.50
Vendor: 18080 - NEW TRIER TOWNSHIP HS DIST 203					
NEW TRIER TOWNSHIP HS DIST ...	102973	1135	10-1500-0000-54260	NEW TRIER POOL RENTAL	501.00
Vendor 18080 - NEW TRIER TOWNSHIP HS DIST 203 Total:					501.00
Vendor: 08070 - NORTH SHORE GAS					
NORTH SHORE GAS	102974	INV0010463	23-2300-0000-56550	NATURAL GAS SERVICE-PADDLE	537.08
NORTH SHORE GAS	102974	INV0010465	27-2700-0000-56550	NATURAL GAS SERVICE-ICE	403.83
NORTH SHORE GAS	102974	INV0010466	25-2500-0000-56550	NATURAL GAS SERVICE-TENNIS	305.76
NORTH SHORE GAS	102974	INV0010467	20-2100-0000-56550	NATURAL GAS SERVICE-GOLF MTC	67.60
NORTH SHORE GAS	102974	INV0010468	01-0100-0000-56550	NATURAL GAS SERVICE-ADMIN	69.56
NORTH SHORE GAS	102974	INV0010469	20-2000-0000-56550	NATURAL GAS SERVICE-GOLF	140.25
NORTH SHORE GAS	103078	INV0010514	10-1300-0000-56550	NATURAL GAS SERVICE	34.84
NORTH SHORE GAS	103078	INV0010515	20-2000-0000-56550	NATURAL GAS SERVICE-GOLF	37.63
NORTH SHORE GAS	103078	INV0010516	01-0300-0000-56550	NATURAL GAS SERVICE-PARKS SC	123.83
NORTH SHORE GAS	103078	INV0010517	01-0400-0000-56550	NATURAL GAS SERVICE-PARKS	32.56
Vendor 08070 - NORTH SHORE GAS Total:					1,752.94
Vendor: 03501 - OLSON TRANSPORTATION					
OLSON TRANSPORTATION	103147	26517	10-1100-7605-54304	CAMP BUSES (WEEKS 1 & 2)	901.00
OLSON TRANSPORTATION	103147	26518	10-1100-7765-54304	CAMP BUSES (WEEKS 1 & 2)	901.00
OLSON TRANSPORTATION	103147	26516	10-1100-7606-54304	CAMP BUSES (WEEKS 1 & 2)	1,086.50
Vendor 03501 - OLSON TRANSPORTATION Total:					2,888.50
Vendor: 22346 - OUR MUSIC LLC					
OUR MUSIC LLC	103148	4	10-1100-7478-54303	SPRING MUSIC TOGETHER INVOICE	700.00
Vendor 22346 - OUR MUSIC LLC Total:					700.00

VOUCHER LIST OF PAID BILLS FOR APPROVAL ON JULY

Payment Dates: 06/15/2019 - 07/19/2019

Vendor Name	Payment Number	Payable Number	Account Number	Description (Item)	Amount
Vendor: 05090 - P&W GOLF SUPPLY, LLC					
P&W GOLF SUPPLY, LLC	103033	INV46728	20-2000-0000-52006	CLUBHOUSE SUPPLIES	61.81
P&W GOLF SUPPLY, LLC	103149	INV47341	20-2000-0000-56150	Golf Cart R&M	165.39
Vendor 05090 - P&W GOLF SUPPLY, LLC Total:					227.20
Vendor: 05973 - PACT ADMINISTRATIVE					
PACT ADMINISTRATIVE	103080	INV0010518	01-0100-0000-54051	ADMIN FEES-JUNE 2019	264.00
PACT ADMINISTRATIVE	103080	INV0010519	01-0100-0000-54051	ADMIN FEES-JULY 2019	258.00
Vendor 05973 - PACT ADMINISTRATIVE Total:					522.00
Vendor: 05974 - PACT ADMINISTRATIVE					
PACT ADMINISTRATIVE	102975	INV0010476	01-0100-0000-54051	HRA MEDICAL CLAIMS FUNDED	1,636.00
PACT ADMINISTRATIVE	103034	INV0010496	01-0100-0000-54051	HRA MEDICAL CLAIMS FUNDED	3,184.54
PACT ADMINISTRATIVE	103079	INV0010520	01-0100-0000-54051	HRA MEDICAL CLAIMS FUNDED	3,687.79
PACT ADMINISTRATIVE	103183	INV0010548	01-0100-0000-54051	HRA MEDICAL FUNDED	546.65
Vendor 05974 - PACT ADMINISTRATIVE Total:					9,054.98
Vendor: 03575 - PDRMA					
PDRMA	103150	FH19044	01-0100-0000-54075	1ST INSTALLMENT 2019 CONTRIBUTION	8,566.50
PDRMA	103150	FH19044	01-0100-0000-54075	1ST INSTALLMENT 2019 CONTRIBUTION	37,482.90
PDRMA	103150	FH19044	32-3200-0000-54065	1ST INSTALLMENT 2019 CONTRIBUTION	35,623.08
PDRMA	103150	FH19044	35-3500-0000-54080	1ST INSTALLMENT 2019 CONTRIBUTION	18,323.34
PDRMA	103150	FH19044	35-3500-0000-54080	1ST INSTALLMENT 2019 CONTRIBUTION	1,132.50
Vendor 03575 - PDRMA Total:					101,128.32
Vendor: 03577 - PEBSCO					
PEBSCO	DFT0003718	INV0010486	01-21235	457K Contribution	25.00
PEBSCO	DFT0003731	INV0010534	01-21235	457K Contribution	25.00
Vendor 03577 - PEBSCO Total:					50.00
Vendor: 06345 - PENDELTON TURF SUPPLY INC					
PENDELTON TURF SUPPLY INC	103151	9643	10-1200-0000-52002	HOSE FOR THE BASEBALL FIELDS	253.36
PENDELTON TURF SUPPLY INC	103184	9652	20-2100-0000-52002	HOSE ADAPTER	32.85
Vendor 06345 - PENDELTON TURF SUPPLY INC Total:					286.21
Vendor: 21213 - PERFORMANCE BATTERY GROUP, INC					
PERFORMANCE BATTERY GROU...	103081	2109029	27-2700-0000-52002	BATTERY WATER FILL NOZZLE	110.00
Vendor 21213 - PERFORMANCE BATTERY GROUP, INC Total:					110.00
Vendor: 22269 - PHILIP SICILIANO					
PHILIP SICILIANO	103035	081857	10-1100-7841-52405	POPSICLES FOR THE FOURTH OF JULY	588.00
Vendor 22269 - PHILIP SICILIANO Total:					588.00
Vendor: 22052 - PITNEY BOWES INC					
PITNEY BOWES INC	102976	1013128142	01-0200-0000-52025	POSTAGE METER INK	226.08
Vendor 22052 - PITNEY BOWES INC Total:					226.08
Vendor: 15245 - PRESTO-X					
PRESTO-X	103082	3295357	20-2000-0000-54255	Contract Services Clubhouse	139.98
Vendor 15245 - PRESTO-X Total:					139.98
Vendor: 03821 - RAMROD DISTRIBUTORS					
RAMROD DISTRIBUTORS	103036	776759	20-2100-0000-52515	CUSTODIAL SUPPLIES	320.40
RAMROD DISTRIBUTORS	103036	776759	20-2100-0000-52525	UNIFORMS	60.40
Vendor 03821 - RAMROD DISTRIBUTORS Total:					380.80
Vendor: 03824 - RAY SCHRAMER & CO.					
RAY SCHRAMER & CO.	103185	153531	01-0400-0000-52810	COUPLING	25.60
Vendor 03824 - RAY SCHRAMER & CO. Total:					25.60

VOUCHER LIST OF PAID BILLS FOR APPROVAL ON JULY

Payment Dates: 06/15/2019 - 07/19/2019

Vendor Name	Payment Number	Payable Number	Account Number	Description (Item)	Amount
Vendor: 03825 - RAYNOR DOOR COMPANY					
RAYNOR DOOR COMPANY	103186	19-28184	01-0300-0000-54250	GARAGE DOOR REPAIRS	320.00
Vendor 03825 - RAYNOR DOOR COMPANY Total:					320.00
Vendor: 07153 - READY REFRESH BY NESTLE					
READY REFRESH BY NESTLE	103152	19F8104749190	25-2400-0000-54250	DRINKING WATER	32.96
READY REFRESH BY NESTLE	103152	19F8104749190	27-2700-0000-54250	DRINKING WATER	7.99
Vendor 07153 - READY REFRESH BY NESTLE Total:					40.95
Vendor: 06160 - RECORD A HIT					
RECORD A HIT	103037	191574	10-1100-7606-54304	CAMP VISIT -- ARCHERY TAG + JOUST	595.00
RECORD A HIT	103037	191574	10-1100-7765-54304	CAMP VISIT -- ARCHERY TAG + JOUST	595.00
RECORD A HIT	103037	191575	10-1100-7606-54304	CAMP VISIT -- HIPPO BUNGEE GRAB + HUMAN BOWLING +	286.25
RECORD A HIT	103037	191575	10-1100-7765-54304	CAMP VISIT -- HIPPO BUNGEE GRAB + HUMAN BOWLING +	286.25
RECORD A HIT	103083	191134	10-1100-7842-54305	4TH OF JULY FOURTHFEST ATTRACTIONS AND RIDES	5,437.50
Vendor 06160 - RECORD A HIT Total:					7,200.00
Vendor: 03840 - REDS GARDEN CENTER					
REDS GARDEN CENTER	103084	128383	01-0400-0000-52550	TOP SOIL	140.00
REDS GARDEN CENTER	102977	128604	01-0400-0000-52550	TOP SOIL FOR CROW ISLAND PLANTINGS	280.00
REDS GARDEN CENTER	103153	129762	01-0400-0000-52540	TREE FOR GLENCOE PARK	315.00
REDS GARDEN CENTER	103153	131671	01-0400-0000-52550	TOP SOIL	210.00
Vendor 03840 - REDS GARDEN CENTER Total:					945.00
Vendor: 03861 - REINDERS, INC.					
REINDERS, INC.	102978	1785177-00	01-0400-0000-56100	MULCHING BLADES #49	172.49
REINDERS, INC.	103085	1785690-00	01-0400-0000-56100	SEAT COVERS	97.04
Vendor 03861 - REINDERS, INC. Total:					269.53
Vendor: 03940 - RMC, INC.					
RMC, INC.	103086	SI2078872	27-2700-0000-54250	JULY SERVICE CONTRACT	769.00
RMC, INC.	103154	SI2078620	10-1000-0000-56100	HVAC REPAIR - ADMIN	645.76
RMC, INC.	103154	SI2079231	27-2700-0000-56001	FILTER CHANGES	113.00
Vendor 03940 - RMC, INC. Total:					1,527.76
Vendor: 21942 - ROBBINS SCHWARTZ					
ROBBINS SCHWARTZ	103087	849612-14	01-0200-0000-54220	LEGAL SERVICES - MAY 2019	4,788.00
Vendor 21942 - ROBBINS SCHWARTZ Total:					4,788.00
Vendor: 07510 - ROBERT FARMER					
ROBERT FARMER	103187	INV0010546	01-0100-0000-54051	IMRF HEALTH INSURANCE DEDUCTION - OVERPAYMENT	613.93
Vendor 07510 - ROBERT FARMER Total:					613.93
Vendor: 13600 - RUDIG TROPHIES					
RUDIG TROPHIES	103155	65959	25-2400-0000-52310	TENNIS TROPHIES	46.06
Vendor 13600 - RUDIG TROPHIES Total:					46.06
Vendor: 04015 - S & S WORLDWIDE, INC.					
S & S WORLDWIDE, INC.	103156	IN100179171	10-1000-0000-52002	GLOVES	7.48
S & S WORLDWIDE, INC.	103156	IN100179171	10-1100-7605-52404	GLUE AND PIPE CLEANERS	29.51
S & S WORLDWIDE, INC.	103156	IN100179171	10-1100-7606-52404	FRISBEES	22.03
S & S WORLDWIDE, INC.	103156	IN100179171	10-1100-7668-52404	CHALK, GLUE, AND MARKERS	77.96
Vendor 04015 - S & S WORLDWIDE, INC. Total:					136.98
Vendor: 22400 - SALLY BASS					
SALLY BASS	102979	INV0010471	10-1100-7606-52404	REIMB FOR ADV CAMP SUPPLIES	63.06
Vendor 22400 - SALLY BASS Total:					63.06
Vendor: 04138 - SECURITY BNFT GROUP OF CO					
SECURITY BNFT GROUP OF CO	DFT0003719	INV0010487	01-21235	457K Retirement Plan	750.00

VOUCHER LIST OF PAID BILLS FOR APPROVAL ON JULY 18, 2019

Payment Dates: 06/15/2019 - 07/19/2019

Vendor Name	Payment Number	Payable Number	Account Number	Description (Item)	Amount
SECURITY BNFT GROUP OF CO	DFT0003732	INV0010535	01-21235	457K Retirement Plan	750.00
Vendor 04138 - SECURITY BNFT GROUP OF CO Total:					1,500.00
Vendor: 22386 - SHERRY FINLEY					
SHERRY FINLEY	103088	INV0010521	10-1100-7147-54301	SOFTBALL UMPIRE	40.00
Vendor 22386 - SHERRY FINLEY Total:					40.00
Vendor: 21267 - SIGNARAMA					
SIGNARAMA	103038	INV-628	01-0200-0000-52011	Vertical Pole Banners	1,025.00
SIGNARAMA	103038	INV-628	10-1100-7999-54201	Vertical Pole Banners	400.00
SIGNARAMA	103038	INV-628	20-2000-0000-54201	Vertical Pole Banners	600.00
SIGNARAMA	103038	INV-628	25-2500-0000-54201	Vertical Pole Banners	600.00
Vendor 21267 - SIGNARAMA Total:					2,625.00
Vendor: 22404 - SKIN SUNSCREEN, LLC					
SKIN SUNSCREEN, LLC	103089	8958	20-10700	SUNSCREEN FOR RESALE	95.76
Vendor 22404 - SKIN SUNSCREEN, LLC Total:					95.76
Vendor: 09880 - SMG SECURITY HOLDINGS, LLC					
SMG SECURITY HOLDINGS, LLC	102980	65965	01-0100-0000-54250	ALARM MONITORING	86.52
Vendor 09880 - SMG SECURITY HOLDINGS, LLC Total:					86.52
Vendor: 04320 - SONITROL CHICAGOLAND NORTH					
SONITROL CHICAGOLAND NOR...	102981	437353	20-2000-0000-54255	Contract Services Clubhouse	143.22
Vendor 04320 - SONITROL CHICAGOLAND NORTH Total:					143.22
Vendor: 22095 - SPECTROTEL					
SPECTROTEL	103157	9163241	01-0100-0000-56501	PHONE SERVICE-POTS LINES	7.71
SPECTROTEL	103157	9163241	01-0100-0000-56501	PHONE SERVICE-POTS LINES	457.88
SPECTROTEL	103157	9163241	10-1600-0000-56501	PHONE SERVICE-POTS LINES	78.01
SPECTROTEL	103157	9163241	20-2000-0000-56501	PHONE SERVICE-POTS LINES	156.02
SPECTROTEL	103157	9163241	25-2500-0000-56501	PHONE SERVICE-POTS LINES	78.01
SPECTROTEL	103157	9163241	27-2700-0000-56501	PHONE SERVICE-POTS LINES	234.03
Vendor 22095 - SPECTROTEL Total:					1,011.66
Vendor: 18880 - SPORT CONNECTION, INC.					
SPORT CONNECTION, INC.	103039	INV0010478	10-1100-7841-52405	4TH OF JULY PULLOVERS	1,668.00
SPORT CONNECTION, INC.	103039	INV0010478	10-1100-7842-52405	4TH OF JULY PULLOVERS	600.00
SPORT CONNECTION, INC.	103039	INV0010477	01-0200-0000-52525	STAFF UNIFORMS FOR JAMES, KELSEY, CHRIS, INTERN	565.00
SPORT CONNECTION, INC.	103039	INV0010477	10-1000-0000-52525	STAFF UNIFORMS FOR JAMES, KELSEY, CHRIS, INTERN	191.00
SPORT CONNECTION, INC.	103090	INV0010508	10-1100-7843-52405	5K SHIRTS JUNE 20 2019	624.00
Vendor 18880 - SPORT CONNECTION, INC. Total:					3,648.00
Vendor: 21500 - ST AUBIN NURSERY					
ST AUBIN NURSERY	102982	23009-A	01-0400-0000-52545	TREE FOR TREE NURSERY	1,291.00
Vendor 21500 - ST AUBIN NURSERY Total:					1,291.00
Vendor: 13210 - STAPLES BUSINESS CREDIT					
STAPLES BUSINESS CREDIT	103040	7217615847-0-1	10-1000-0000-52001	OFFICE SUPPLIES	62.52
STAPLES BUSINESS CREDIT	103040	7217615847-0-2	10-1000-0000-52001	OFFICE SUPPLIES	7.49
STAPLES BUSINESS CREDIT	103040	7217617018-0-1	10-1000-0000-52001	OFFICE SUPPLIES	95.95
STAPLES BUSINESS CREDIT	102983	7218735362-0-1	20-2100-0000-52001	OFFICE SUPPLIES	108.14
STAPLES BUSINESS CREDIT	102983	7218735362-0-2	20-2100-0000-52001	OFFICE SUPPLIES-GOLF MTC	20.89
STAPLES BUSINESS CREDIT	102983	7218735362-0-3	20-2100-0000-52001	OFFICE SUPPLIES	22.99
STAPLES BUSINESS CREDIT	103040	7218961752-0-1	10-1000-0000-52001	PENS	35.85
STAPLES BUSINESS CREDIT	103040	7218961752-0-2	10-1000-0000-52001	OFFICE SUPPLIES	14.99
STAPLES BUSINESS CREDIT	103188	7220694674-0-2	01-0400-0000-52001	OFFICE SUPPLIES	71.67
STAPLES BUSINESS CREDIT	103188	7220694674-0-1	01-0400-0000-52001	OFFICE SUPPLIES	20.99
Vendor 13210 - STAPLES BUSINESS CREDIT Total:					461.48
Vendor: 21440 - STEVE FRANKLIN					
STEVE FRANKLIN	103091	INV0010522	10-1100-7153-54301	SOFTBALL UMPIRE	192.00
Vendor 21440 - STEVE FRANKLIN Total:					192.00

VOUCHER LIST OF PAID BILLS FOR APPROVAL ON JULY 19, 2019

Payment Dates: 06/15/2019 - 07/19/2019

Vendor Name	Payment Number	Payable Number	Account Number	Description (Item)	Amount
Vendor: 22402 - STITCH MINE					
STITCH MINE	103041	14865	01-0400-0000-52525	UNIFORMS FOR SEASONAL AND PART TIME	2,275.54
STITCH MINE	103041	14866	01-0400-0000-52525	UNIFORMS FOR FULL TIME PARKS	1,649.72
Vendor 22402 - STITCH MINE Total:					3,925.26
Vendor: 21548 - SUSAN HOOPER					
SUSAN HOOPER	103092	BSE-63586	10-1100-7842-54305	4TH OF JULY FOURTHFEST -- STILT-WALKER BALLOONIST	675.00
Vendor 21548 - SUSAN HOOPER Total:					675.00
Vendor: 04475 - SWANK MOTION PICTURES					
SWANK MOTION PICTURES	102984	2683787	10-1100-7843-54305	MOVIE IN THE PARK FEE	283.00
Vendor 04475 - SWANK MOTION PICTURES Total:					283.00
Vendor: 22214 - THE GOLF PRACTICE					
THE GOLF PRACTICE	102985	422	20-2000-0000-52320	Special Event Supplies	274.66
Vendor 22214 - THE GOLF PRACTICE Total:					274.66
Vendor: 22294 - THE RIGHT STUFF ENTERTAINMENT, INC					
THE RIGHT STUFF ENTERTAINM...	103158	BSE-63053	10-1100-7843-54305	CONCERT IN THE PARK JULY 31 2019 BOY BAND	2,500.00
Vendor 22294 - THE RIGHT STUFF ENTERTAINMENT, INC Total:					2,500.00
Vendor: 20687 - TOTAL PLATFORM TENNIS LLC					
TOTAL PLATFORM TENNIS LLC	103159	19106	23-2300-0000-56001	COURTS 1,4,6 RESURFACING. TIGHTEN SCREENS	12,430.00
Vendor 20687 - TOTAL PLATFORM TENNIS LLC Total:					12,430.00
Vendor: 20788 - ULINE, INC					
ULINE, INC	102986	108307487	20-2100-0000-52002	SUPPLIES ACCOUNT	199.25
ULINE, INC	102986	108307487	20-2100-0000-52515	CUSTODIAL SUPPLIES	133.00
ULINE, INC	102986	108307487	20-2100-0000-52525	UNIFORMS	278.00
ULINE, INC	103042	109188436	27-2700-0000-52002	FOLDING TABLES	1,325.72
ULINE, INC	103042	109414026	27-2700-0000-52002	FIRST AID SUPPLIES	511.59
ULINE, INC	103189	109848436	01-0400-0000-52002	GENERAL SUPPLIES	157.28
Vendor 20788 - ULINE, INC Total:					2,604.84
Vendor: 22236 - UNITED CONCORDIA					
UNITED CONCORDIA	102987	145408787	01-0100-0000-54051	DENTAL INSURANCE-JULY 2019	3,900.32
Vendor 22236 - UNITED CONCORDIA Total:					3,900.32
Vendor: 21723 - UNUM LIFE INSURANCE COMPANY OF AMERICA					
UNUM LIFE INSURANCE COMP...	102988	INV0010473	01-0100-0000-54051	LIFE, AD&D AND LTD/VISION-JULY 2019	1,221.89
UNUM LIFE INSURANCE COMP...	102988	INV0010474	01-0100-0000-54051	LIFE, AD&D AND LTD/VISION-JUNE 2019	1,226.29
UNUM LIFE INSURANCE COMP...	103190	INV0010547	01-0100-0000-54051	LIFE, AD&D AND LTD/VISION-AUGUST 2019	1,221.89
Vendor 21723 - UNUM LIFE INSURANCE COMPANY OF AMERICA Total:					3,670.07
Vendor: 00675 - US KIDS GOLF					
US KIDS GOLF	102989	IN1338537	20-10700	Merchandise for Resale	143.00
US KIDS GOLF	102989	IN1338537	20-2000-0000-47325	SALES DISCOUNT	-4.29
US KIDS GOLF	102989	IN1338537	20-2000-0000-57325	Merchandise for Resale	12.24
US KIDS GOLF	102989	INV1337957	20-10700	Merchandise for Resale	990.50
US KIDS GOLF	102989	INV1337957	20-2000-0000-47325	SALES DISCOUNT	-29.72
US KIDS GOLF	102989	INV1337957	20-2000-0000-57325	Merchandise for Resale	87.70
US KIDS GOLF	103160	IN1344464	20-10700	Merchandise for Resale	279.50
US KIDS GOLF	103160	IN1344464	20-2000-0000-47325	SALES DISCOUNT	-7.67
US KIDS GOLF	103160	IN1344464	20-2000-0000-57325	Merchandise for Resale	23.91
Vendor 00675 - US KIDS GOLF Total:					1,495.17
Vendor: 20775 - US SIGNAL					
US SIGNAL	103093	19070106126	01-0100-0000-54250	T1 INTERNET CONNECTION	51.23
US SIGNAL	103093	19070106126	01-0200-0000-54250	T1 INTERNET CONNECTION	51.23
US SIGNAL	103093	19070106126	01-0400-0000-54250	T1 INTERNET CONNECTION	51.23

VOUCHER LIST OF PAID BILLS FOR APPROVAL ON JUI

Payment Dates: 06/15/2019 - 07/19/2019

Vendor Name	Payment Number	Payable Number	Account Number	Description (Item)	Amount
US SIGNAL	103093	19070106126	10-1000-0000-54250	T1 INTERNET CONNECTION	51.23
US SIGNAL	103093	19070106126	20-2000-0000-54250	T1 INTERNET CONNECTION	51.23
US SIGNAL	103093	19070106126	20-2100-0000-54250	T1 INTERNET CONNECTION	51.23
US SIGNAL	103093	19070106126	25-2500-0000-54250	T1 INTERNET CONNECTION	51.23
US SIGNAL	103093	19070106126	27-2700-0000-54250	T1 INTERNET CONNECTION	51.23
Vendor 20775 - US SIGNAL Total:					409.84

Vendor: 22405 - US TENNIS COURT CONSTRUCTION CO

US TENNIS COURT CONSTRUCT...	103161	1522	25-2400-0000-60365	OUTDOOR COURT REPAIRS	15,344.00
Vendor 22405 - US TENNIS COURT CONSTRUCTION CO Total:					15,344.00

Vendor: 06310 - V.J. ZOLMAN

V.J. ZOLMAN	102990	117	01-0400-0000-52540	SOIL SAMPLES	200.00
Vendor 06310 - V.J. ZOLMAN Total:					200.00

Vendor: 04765 - VANGUARD ENERGY SERVICES

VANGUARD ENERGY SERVICES	103043	G400621061919	20-2000-0000-56550	NATURAL GAS SERVICE-MAY 2019	123.88
VANGUARD ENERGY SERVICES	103043	G400621061919	20-2100-0000-56550	NATURAL GAS SERVICE-MAY 2019	62.11
VANGUARD ENERGY SERVICES	103043	G400621061919	23-2300-0000-56550	NATURAL GAS SERVICE-MAY 2019	265.17
VANGUARD ENERGY SERVICES	103043	G400621061919	25-2500-0000-56550	NATURAL GAS SERVICE-MAY 2019	54.75
VANGUARD ENERGY SERVICES	103043	G400621061919	25-2500-0000-56550	NATURAL GAS SERVICE-MAY 2019	53.75
VANGUARD ENERGY SERVICES	103043	G400621061919	27-2700-0000-56550	NATURAL GAS SERVICE-MAY 2019	955.28
Vendor 04765 - VANGUARD ENERGY SERVICES Total:					1,514.94

Vendor: 04778 - VERIZON WIRELESS

VERIZON WIRELESS	103044	9832276458	01-0100-0000-56502	CELL PHONE SERVICE	2,313.03
Vendor 04778 - VERIZON WIRELESS Total:					2,313.03

Vendor: 04805 - VILLAGE OF WINNETKA

VILLAGE OF WINNETKA	103045	2019-00000032	10-1200-0000-54250	POLICE DETAIL CORWIN AYSO	195.00
VILLAGE OF WINNETKA	103094	201900000039	10-1200-0000-54250	POLICE DETAIL FOR CORWIN PARK 6/1/19	195.00
VILLAGE OF WINNETKA	103162	JUNE 2019	01-0100-0000-56525	WATER & ELECTRIC-JUNE 2019	57.41
VILLAGE OF WINNETKA	103162	JUNE 2019	01-0200-0000-56525	WATER & ELECTRIC-JUNE 2019	2,696.01
VILLAGE OF WINNETKA	103162	JUNE 2019	01-0300-0000-56525	WATER & ELECTRIC-JUNE 2019	140.70
VILLAGE OF WINNETKA	103162	JUNE 2019	01-0300-0000-56530	WATER & ELECTRIC-JUNE 2019	586.91
VILLAGE OF WINNETKA	103162	JUNE 2019	01-0400-0000-56525	WATER & ELECTRIC-JUNE 2019	2,901.27
VILLAGE OF WINNETKA	103162	JUNE 2019	01-0400-0000-56530	WATER & ELECTRIC-JUNE 2019	796.57
VILLAGE OF WINNETKA	103162	JUNE 2019	10-1200-0000-56525	WATER & ELECTRIC-JUNE 2019	12.20
VILLAGE OF WINNETKA	103162	JUNE 2019	10-1500-0000-56525	WATER & ELECTRIC-JUNE 2019	193.87
VILLAGE OF WINNETKA	103162	JUNE 2019	10-1500-0000-56530	WATER & ELECTRIC-JUNE 2019	685.51
VILLAGE OF WINNETKA	103162	JUNE 2019	10-1600-0000-56525	WATER & ELECTRIC-JUNE 2019	25.64
VILLAGE OF WINNETKA	103162	JUNE 2019	10-1600-0000-56530	WATER & ELECTRIC-JUNE 2019	83.66
VILLAGE OF WINNETKA	103162	JUNE 2019	20-2000-0000-56525	WATER & ELECTRIC-JUNE 2019	143.70
VILLAGE OF WINNETKA	103162	JUNE 2019	20-2000-0000-56525	WATER & ELECTRIC-JUNE 2019	602.51
VILLAGE OF WINNETKA	103162	JUNE 2019	20-2000-0000-56530	WATER & ELECTRIC-JUNE 2019	2,153.71
VILLAGE OF WINNETKA	103162	JUNE 2019	20-2100-0000-56525	WATER & ELECTRIC-JUNE 2019	206.33
VILLAGE OF WINNETKA	103162	JUNE 2019	20-2100-0000-56530	WATER & ELECTRIC-JUNE 2019	4,053.95
VILLAGE OF WINNETKA	103162	JUNE 2019	23-2300-0000-56525	WATER & ELECTRIC-JUNE 2019	19.06
VILLAGE OF WINNETKA	103162	JUNE 2019	23-2300-0000-56530	WATER & ELECTRIC-JUNE 2019	869.97
VILLAGE OF WINNETKA	103162	JUNE 2019	25-2400-0000-56525	WATER & ELECTRIC-JUNE 2019	13.58
VILLAGE OF WINNETKA	103162	JUNE 2019	25-2400-0000-56530	WATER & ELECTRIC-JUNE 2019	102.30
VILLAGE OF WINNETKA	103162	JUNE 2019	25-2500-0000-56525	WATER & ELECTRIC-JUNE 2019	88.91
VILLAGE OF WINNETKA	103162	JUNE 2019	25-2500-0000-56530	WATER & ELECTRIC-JUNE 2019	9,569.16
VILLAGE OF WINNETKA	103162	JUNE 2019	27-2700-0000-56525	WATER & ELECTRIC-JUNE 2019	768.52
VILLAGE OF WINNETKA	103162	JUNE 2019	27-2700-0000-56530	WATER & ELECTRIC-JUNE 2019	10,527.92
Vendor 04805 - VILLAGE OF WINNETKA Total:					37,689.37

VOUCHER LIST OF PAID BILLS FOR APPROVAL ON JULY 18, 2019

Payment Dates: 06/15/2019 - 07/19/2019

Vendor Name	Payment Number	Payable Number	Account Number	Description (Item)	Amount
Vendor: 00425 - VISION SERVICE PLAN (IL)					
VISION SERVICE PLAN (IL)	102991	807047449	01-0100-0000-54051	VISION INSURANCE COVERAGE- JULY 2019	506.30
Vendor 00425 - VISION SERVICE PLAN (IL) Total:					506.30
Vendor: 22401 - VISPRONET					
VISPRONET	103046	INV0010498	25-2500-0000-52002	JR PROGRAM NET SUPPLIES	382.26
Vendor 22401 - VISPRONET Total:					382.26
Vendor: 22398 - VISTA OUTDOOR SALES, LLC					
VISTA OUTDOOR SALES, LLC	102992	329671	20-10700	Merchandise for Resale	1,458.00
VISTA OUTDOOR SALES, LLC	102992	329671	20-2000-0000-47325	SALES DISCOUNT	-14.58
Vendor 22398 - VISTA OUTDOOR SALES, LLC Total:					1,443.42
Vendor: 04882 - WAREHOUSE DIRECT					
WAREHOUSE DIRECT	102993	4315710-0	01-0300-0000-52001	CUSTODIAL AND OFFICE SUPPLIES	37.50
WAREHOUSE DIRECT	102993	4315710-0	01-0400-0000-52515	CUSTODIAL AND OFFICE SUPPLIES	94.72
WAREHOUSE DIRECT	102993	4316125-0	01-0400-0000-52002	SUPPLIES	85.60
WAREHOUSE DIRECT	102993	4316395-0	01-0400-0000-52515	CUSTODIAL SUPPLIES	74.03
WAREHOUSE DIRECT	102993	4317359-0	20-2000-0000-52006	Custodial Supplies & Supplies Clubhouse	32.43
WAREHOUSE DIRECT	102993	4317359-0	20-2000-0000-52515	Custodial Supplies & Supplies Clubhouse	112.98
WAREHOUSE DIRECT	103047	4318799-0	01-0400-0000-52515	CUSTODIAL SUPPLIES	21.20
WAREHOUSE DIRECT	103095	4324125-0	10-1500-0000-52002	CUSTODIAL SUPPLIES	66.62
WAREHOUSE DIRECT	103047	4324928-0	27-2700-0000-52002	CLEANING SUPPLIES	192.74
WAREHOUSE DIRECT	103163	4336481-0	01-0400-0000-52515	CUSTODIAL SUPPLIES	40.15
WAREHOUSE DIRECT	103095	4333881-0	27-2700-0000-52002	DRAIN HOSE	42.05
WAREHOUSE DIRECT	103163	4339494-0	01-0400-0000-52002	SUPPLIES	85.60
WAREHOUSE DIRECT	103191	4346695-0	01-0100-0000-52005	COPY PAPER	225.00
Vendor 04882 - WAREHOUSE DIRECT Total:					1,110.62
Vendor: 09555 - WILD GOOSE CHASE, INC					
WILD GOOSE CHASE, INC	103192	30659	20-2100-0000-54250	CONTRACT SERVICES	885.00
Vendor 09555 - WILD GOOSE CHASE, INC Total:					885.00
Vendor: 05020 - WILSON SPORTING GOODS					
WILSON SPORTING GOODS	103164	4528228400	25-10700	PRO SHOP GRIPS	108.00
WILSON SPORTING GOODS	103164	4528228400	25-2500-0000-47325	SALES DISCOUNT	-2.16
WILSON SPORTING GOODS	103164	4528228400	25-2500-0000-57325	PRO SHOP GRIPS	14.63
Vendor 05020 - WILSON SPORTING GOODS Total:					120.47
Vendor: 03680 - WINNETKA POSTMASTER					
WINNETKA POSTMASTER	103193	INV0010544	10-1100-7999-52025	POSTAGE FOR FALL PROGRAM GUIDE	726.00
WINNETKA POSTMASTER	103193	INV0010544	20-2000-0000-52025	POSTAGE FOR FALL PROGRAM GUIDE	232.00
WINNETKA POSTMASTER	103193	INV0010544	23-2300-0000-52025	POSTAGE FOR FALL PROGRAM GUIDE	145.00
WINNETKA POSTMASTER	103193	INV0010544	25-2500-0000-52025	POSTAGE FOR FALL PROGRAM GUIDE	406.00
WINNETKA POSTMASTER	103193	INV0010544	27-2700-0000-52025	POSTAGE FOR FALL PROGRAM GUIDE	291.00
Vendor 03680 - WINNETKA POSTMASTER Total:					1,800.00
Vendor: 05075 - WISCONSIN DEPARTMENT OF REVENUE					
WISCONSIN DEPARTMENT OF R... DFT0003722		INV0010491	01-21210	State Withholding	454.45
WISCONSIN DEPARTMENT OF R... DFT0003735		INV0010539	01-21210	State Withholding	459.95
Vendor 05075 - WISCONSIN DEPARTMENT OF REVENUE Total:					914.40
Vendor: 22240 - YORKE PRINTE SHOPPE, INC					
YORKE PRINTE SHOPPE, INC	103048	79217-1	27-2700-0000-52020	SUMMER FREESTYLE BOOKS	241.24
YORKE PRINTE SHOPPE, INC	103165	79847	27-2700-0000-52020	SUMMER FREESTYLE PASSES 51- 125	278.37
Vendor 22240 - YORKE PRINTE SHOPPE, INC Total:					519.61

VOUCHER LIST OF PAID BILLS FOR APPROVAL ON JULY 18, 2019

Payment Dates: 06/15/2019 - 07/19/2019

Vendor Name	Payment Number	Payable Number	Account Number	Description (Item)	Amount
Vendor: 05667 - YOUR ADVANTAGE TENNIS					
YOUR ADVANTAGE TENNIS	103166	INV0010524	25-2500-0000-57650	JUNE RACQUET STRINGING	180.00
Vendor 05667 - YOUR ADVANTAGE TENNIS Total:					180.00
Vendor: 22397 - YOUTH EDUCATION IN THE ARTS, INC					
YOUTH EDUCATION IN THE ART...	103096	INV0010507	10-1100-7841-54305	4TH OF JULY PARADE BAND -- THE CADETS	2,000.00
Vendor 22397 - YOUTH EDUCATION IN THE ARTS, INC Total:					2,000.00
Grand Total:					774,057.17

Report Summary

Fund Summary

Fund	Payment Amount
01 - GENERAL / PAYROLL REVOLVING	246,724.39
10 - RECREATION FUND	104,985.08
20 - GOLF OPERATIONS	90,424.79
23 - PLATFORM TENNIS	15,967.79
25 - TENNIS FUND	89,252.33
27 - INDOOR ICE ARENA	19,232.48
32 - WORKERS COMPENSATION	35,623.08
33 - IMRF PENSION & FICA	113,450.33
34 - AUDIT FUND	2,000.00
35 - LIABILITY FUND	19,455.84
37 - CAPITAL PROJECTS FUND	36,941.06
Grand Total:	774,057.17

Account Summary

Account Number	Account Name	Payment Amount
01-0100-0000-52002	SUPPLIES ACCOUNT	113.25
01-0100-0000-52005	COPY PAPER	225.00
01-0100-0000-52007	STATIONERY/ENVELOPES	390.00
01-0100-0000-52015	COMPUTER SUPPLIES	652.00
01-0100-0000-52025	POSTAGE	62.35
01-0100-0000-52999	MISCELLANEOUS	107.80
01-0100-0000-54005	CONFERENCES/EDUCATI...	978.23
01-0100-0000-54051	MEDICAL INSURANCE	69,149.84
01-0100-0000-54075	PROPERTY INSURANCE	46,049.40
01-0100-0000-54210	COMPUTER SERVICE	1,327.00
01-0100-0000-54250	CONTRACT SERVICES-GEN...	7,376.75
01-0100-0000-54260	TRAINING	210.90
01-0100-0000-56001	R & M-FACILITY-GENERAL	425.00
01-0100-0000-56100	R & M-EQUIPMENT	2,072.25
01-0100-0000-56110	R & M-COMPUTER	146.00
01-0100-0000-56501	TELEPHONE/COMMUNIC...	568.29
01-0100-0000-56502	RADIO-PHONE COMMUN...	2,313.03
01-0100-0000-56525	WATER	57.41
01-0100-0000-56550	NATURAL GAS	69.56
01-0200-0000-52001	GENERAL OFFICE SUPPLIES	79.42
01-0200-0000-52011	MARKETING SUPPLIES	1,626.23
01-0200-0000-52015	COMPUTER SUPPLIES	463.80
01-0200-0000-52020	PRINTING (BROCH. & NE...	222.98
01-0200-0000-52025	POSTAGE	226.08
01-0200-0000-52090	BOARD EXPENSES	118.53
01-0200-0000-52525	UNIFORMS	565.00
01-0200-0000-54220	LEGAL	4,788.00
01-0200-0000-54250	CONTRACT SERVICES-GEN...	111.23
01-0200-0000-54251	MARKETING SERVICES	2,025.00
01-0200-0000-54260	TRAINING	195.94
01-0200-0000-56110	R & M-COMPUTER	1,008.99
01-0200-0000-56501	TELEPHONE/COMMUNIC...	80.69
01-0200-0000-56525	WATER	2,696.01
01-0300-0000-52001	GENERAL OFFICE SUPPLIES	37.50
01-0300-0000-52002	SUPPLIES ACCOUNT	365.61
01-0300-0000-52505	LUBRICANTS	787.23
01-0300-0000-52525	UNIFORMS	224.95
01-0300-0000-54005	CONFERENCES/EDUCATI...	200.00
01-0300-0000-54250	CONTRACT SERVICES-GEN...	1,624.70
01-0300-0000-56001	R & M-FACILITY-GENERAL	436.41
01-0300-0000-56100	R & M-EQUIPMENT	28.30
01-0300-0000-56501	TELEPHONE/COMMUNIC...	608.98

Account Summary

Account Number	Account Name	Payment Amount
01-0300-0000-56525	WATER	140.70
01-0300-0000-56530	ELECTRIC	586.91
01-0300-0000-56550	NATURAL GAS	123.83
01-0400-0000-52001	GENERAL OFFICE SUPPLIES	292.62
01-0400-0000-52002	SUPPLIES ACCOUNT	1,479.59
01-0400-0000-52015	COMPUTER SUPPLIES	79.98
01-0400-0000-52515	CUSTODIAL SUPPLIES	328.00
01-0400-0000-52525	UNIFORMS	4,108.50
01-0400-0000-52540	PLANT MATERIALS	4,651.89
01-0400-0000-52545	TREES & SHRUBS	1,291.00
01-0400-0000-52550	SOIL, SAND & STONE	727.80
01-0400-0000-52566	FERTILIZERS	706.25
01-0400-0000-52810	TOOLS	322.16
01-0400-0000-54001	PROFESSIONAL DUES	395.00
01-0400-0000-54250	CONTRACT SERVICES-GEN...	6,887.03
01-0400-0000-56001	R & M-FACILITY-GENERAL	1,534.26
01-0400-0000-56100	R & M-EQUIPMENT	2,988.03
01-0400-0000-56200	VEHICLE R & M	583.62
01-0400-0000-56501	TELEPHONE/COMMUNIC...	80.69
01-0400-0000-56525	WATER	2,901.27
01-0400-0000-56530	ELECTRIC	819.47
01-0400-0000-56550	NATURAL GAS	32.56
01-10550	ACCTS REC.-3RD PARTIES	-12.99
01-21200	FEDERAL WITHHOLDING ...	36,714.78
01-21210	STATE WITHHOLDING TAX	20,986.90
01-21230	IMRF VOLUNTARY LIFE W...	32.00
01-21235	I.C.M.A. RETIREMENT W/H	5,190.00
01-21240	CANCER/INTENSIVE CARE ...	931.89
01-21255	LIFELock DED	71.94
01-21260	SECTION 125 WITHHOLDI...	682.80
01-21298	CHILD SUPPORT PAYMEN...	250.27
10-1000-0000-52001	GENERAL OFFICE SUPPLIES	216.80
10-1000-0000-52002	SUPPLIES ACCOUNT	144.31
10-1000-0000-52015	COMPUTER SUPPLIES	143.70
10-1000-0000-52525	UNIFORMS	191.00
10-1000-0000-54250	CONTRACT SERVICES-GEN...	925.73
10-1000-0000-56001	R & M-FACILITY-GENERAL	425.00
10-1000-0000-56100	R & M-EQUIPMENT	645.76
10-1000-0000-56110	R & M-COMPUTER	649.97
10-1000-0000-56501	TELEPHONE/COMMUNIC...	80.69
10-10550	ACCTS REC.-3RD PARTIES	-5,818.90
10-1100-7147-54301	SERVICES-REC COMP TEA...	1,488.25
10-1100-7150-54301	SERVICES-REC COMP TEA...	220.00
10-1100-7151-54301	SERVICES-REC COMP TEA...	986.00
10-1100-7153-54301	SERVICES-REC COMP TEA...	422.00
10-1100-7456-52402	SUPPLIES-REC ATHL INST	152.10
10-1100-7478-54303	SERVICES-REC GEN YTH P...	700.00
10-1100-7605-45400	REC PROG FEES - CAMPS	130.00
10-1100-7605-52404	SUPPLIES-REC CAMPS	1,234.53
10-1100-7605-54304	SERVICES-REC CAMPS	3,748.15
10-1100-7606-52404	SUPPLIES-REC CAMPS	1,442.56
10-1100-7606-54304	SERVICES-REC CAMPS	6,493.01
10-1100-7613-54304	SERVICES-REC CAMPS	1,197.75
10-1100-7614-52404	SUPPLIES-REC CAMPS	180.40
10-1100-7668-52404	SUPPLIES-REC CAMPS	3,481.17
10-1100-7668-54304	SERVICES-REC CAMPS	1,193.80
10-1100-7765-52404	SUPPLIES-REC CAMPS	811.49
10-1100-7765-54304	SERVICES-REC CAMPS	6,266.10

Account Summary

Account Number	Account Name	Payment Amount
10-1100-7810-52405	SUPPLIES-REC SPEC EVEN...	54.98
10-1100-7840-52405	SUPPLIES-REC SPEC EVEN...	170.24
10-1100-7841-52405	SUPPLIES-REC SPEC EVEN...	3,930.00
10-1100-7841-54305	SERVICES-REC SPEC EVEN...	15,025.00
10-1100-7842-52405	SUPPLIES-REC SPEC EVEN...	665.50
10-1100-7842-54305	SERVICES-REC SPEC EVEN...	15,412.50
10-1100-7843-52405	SUPPLIES-REC SPEC EVEN...	705.64
10-1100-7843-54305	SERVICES-REC SPEC EVEN...	5,783.00
10-1100-7845-52405	SUPPLIES-REC SPEC EVEN...	142.17
10-1100-7999-52025	POSTAGE	726.00
10-1100-7999-54201	ADVERTISEMENTS	576.05
10-1100-7999-54250	CONTRACT SERVICES-GEN...	909.00
10-1200-0000-52002	SUPPLIES ACCOUNT	857.42
10-1200-0000-52550	SOIL, SAND & STONE	1,536.57
10-1200-0000-52566	FERTILIZERS	508.50
10-1200-0000-54250	CONTRACT SERVICES-GEN...	390.00
10-1200-0000-56001	R & M-FACILITY-GENERAL	165.87
10-1200-0000-56100	R & M-EQUIPMENT	136.82
10-1200-0000-56525	WATER	12.20
10-1300-0000-56550	NATURAL GAS	34.84
10-1400-0000-52002	SUPPLIES ACCOUNT	206.21
10-1400-0000-52525	UNIFORMS	845.44
10-1400-0000-56116	R & M-BOATS	145.90
10-1400-0000-60184	WATERCRAFT	2,075.00
10-1500-0000-52002	SUPPLIES ACCOUNT	870.08
10-1500-0000-52320	SPECIAL EVENT SUPPLIES	699.37
10-1500-0000-52801	EQUIPMENT > \$100	2,360.29
10-1500-0000-54250	CONTRACT SERVICES-GEN...	3,063.04
10-1500-0000-54260	TRAINING	3,887.00
10-1500-0000-56001	R & M-FACILITY-GENERAL	752.89
10-1500-0000-56100	R & M-EQUIPMENT	143.10
10-1500-0000-56501	TELEPHONE/COMMUNIC...	22.01
10-1500-0000-56525	WATER	193.87
10-1500-0000-56530	ELECTRIC	685.51
10-1500-0000-60041	FURNITURE & FIXTURES	12,237.95
10-1600-0000-52002	SUPPLIES ACCOUNT	117.00
10-1600-0000-54250	CONTRACT SERVICES-GEN...	258.00
10-1600-0000-56001	R & M-FACILITY-GENERAL	384.97
10-1600-0000-56100	R & M-EQUIPMENT	143.09
10-1600-0000-56115	R & M-ENGINES	191.37
10-1600-0000-56501	TELEPHONE/COMMUNIC...	100.02
10-1600-0000-56525	WATER	25.64
10-1600-0000-56530	ELECTRIC	83.66
20-10700	PRO-SHOP-ALL INCLUSIVE	11,384.11
20-2000-0000-47325	SALES DISCOUNT	-78.58
20-2000-0000-52006	SUPPLIES - CLUBHOUSE	447.12
20-2000-0000-52015	COMPUTER SUPPLIES	652.00
20-2000-0000-52025	POSTAGE	232.00
20-2000-0000-52320	SPECIAL EVENT SUPPLIES	836.70
20-2000-0000-52515	CUSTODIAL SUPPLIES	112.98
20-2000-0000-52525	UNIFORMS	219.33
20-2000-0000-54001	PROFESSIONAL DUES	831.00
20-2000-0000-54201	ADVERTISEMENTS	969.27
20-2000-0000-54250	CONTRACT SERVICES-GEN...	2,920.68
20-2000-0000-54255	CONTRACT SERV - CLBHSE	1,327.20
20-2000-0000-54990	SALES TAXES-PRO-SHOP	1,750.00
20-2000-0000-56001	R & M-FACILITY-GENERAL	58.84
20-2000-0000-56150	GOLF CART-R & M	285.30

Account Summary

Account Number	Account Name	Payment Amount
20-2000-0000-56501	TELEPHONE/COMMUNIC...	863.58
20-2000-0000-56525	WATER	746.21
20-2000-0000-56530	ELECTRIC	2,153.71
20-2000-0000-56550	NATURAL GAS	301.76
20-2000-0000-57325	FREIGHT - IN	560.80
20-2000-0000-60101	DOCKS, RAMPS AND DOO...	1,875.00
20-2100-0000-52001	GENERAL OFFICE SUPPLIES	152.02
20-2100-0000-52002	SUPPLIES ACCOUNT	1,278.26
20-2100-0000-52515	CUSTODIAL SUPPLIES	453.40
20-2100-0000-52525	UNIFORMS	338.40
20-2100-0000-52540	PLANT MATERIALS	30.00
20-2100-0000-52550	SOIL, SAND & STONE	659.60
20-2100-0000-52563	AQUATIC HERBICIDES	568.00
20-2100-0000-52565	FUNGICIDES	22,110.60
20-2100-0000-52566	FERTILIZERS	5,270.00
20-2100-0000-52570	SPECIALIZED GROUND CH...	2,531.70
20-2100-0000-52801	EQUIPMENT > \$100	199.00
20-2100-0000-52810	TOOLS	208.00
20-2100-0000-54250	CONTRACT SERVICES-GEN...	11,746.33
20-2100-0000-54275	TREE MAINTENANCE	2,552.50
20-2100-0000-56100	R & M-EQUIPMENT	1,168.54
20-2100-0000-56125	IRRIGATION EQUIPMENT	444.71
20-2100-0000-56200	VEHICLE R & M	328.36
20-2100-0000-56501	TELEPHONE/COMMUNIC...	95.37
20-2100-0000-56525	WATER	206.33
20-2100-0000-56530	ELECTRIC	4,053.95
20-2100-0000-56550	NATURAL GAS	129.71
20-2100-0000-60247	EQUIPMENT	7,451.00
23-2300-0000-52002	SUPPLIES ACCOUNT	27.49
23-2300-0000-52025	POSTAGE	145.00
23-2300-0000-54250	CONTRACT SERVICES-GEN...	1,210.94
23-2300-0000-56001	R & M-FACILITY-GENERAL	12,683.07
23-2300-0000-56501	TELEPHONE/COMMUNIC...	210.01
23-2300-0000-56525	WATER	19.06
23-2300-0000-56530	ELECTRIC	869.97
23-2300-0000-56550	NATURAL GAS	802.25
25-10700	PRO-SHOP-ALL INCLUSIVE	108.00
25-2400-0000-52002	SUPPLIES ACCOUNT	18.47
25-2400-0000-52310	TOURNAMENT SUPPLIES	46.06
25-2400-0000-54250	CONTRACT SERVICES-GEN...	989.60
25-2400-0000-56100	R & M-EQUIPMENT	54.77
25-2400-0000-56525	WATER	13.58
25-2400-0000-56530	ELECTRIC	102.30
25-2400-0000-60365	RESURFACE OUTDOOR C...	15,344.00
25-2500-0000-47325	SALES DISCOUNT	-2.16
25-2500-0000-52002	SUPPLIES ACCOUNT	447.05
25-2500-0000-52015	COMPUTER SUPPLIES	111.71
25-2500-0000-52025	POSTAGE	406.00
25-2500-0000-52320	SPECIAL EVENT SUPPLIES	26.50
25-2500-0000-54201	ADVERTISEMENTS	763.15
25-2500-0000-54250	CONTRACT SERVICES-GEN...	198.73
25-2500-0000-54990	SALES TAXES-PRO-SHOP	94.00
25-2500-0000-56001	R & M-FACILITY-GENERAL	22.72
25-2500-0000-56501	TELEPHONE/COMMUNIC...	173.38
25-2500-0000-56525	WATER	88.91
25-2500-0000-56530	ELECTRIC	9,569.16
25-2500-0000-56550	NATURAL GAS	414.26
25-2500-0000-57325	FREIGHT - IN	14.63

Account Summary

Account Number	Account Name	Payment Amount
25-2500-0000-57650	RACKET RESTRINGING	180.00
25-2500-0000-60389	TENNIS CENTER - PAINTI...	62.51
25-2500-0000-62001	CONTRACT PAYABLE - PRI...	50,000.00
25-2500-0000-62003	CONTRACT PAYABLE - INT...	10,005.00
27-2700-0000-52002	SUPPLIES ACCOUNT	2,182.10
27-2700-0000-52020	PRINTING (BROCH. & NE...	519.61
27-2700-0000-52025	POSTAGE	291.00
27-2700-0000-52901	SPECIAL PROJECTS	300.27
27-2700-0000-54005	CONFERENCES/EDUCATI...	461.33
27-2700-0000-54201	ADVERTISEMENTS	26.67
27-2700-0000-54250	CONTRACT SERVICES-GEN...	1,466.72
27-2700-0000-56001	R & M-FACILITY-GENERAL	913.00
27-2700-0000-56200	VEHICLE R & M	123.51
27-2700-0000-56501	TELEPHONE/COMMUNIC...	292.72
27-2700-0000-56525	WATER	768.52
27-2700-0000-56530	ELECTRIC	10,527.92
27-2700-0000-56550	NATURAL GAS	1,359.11
32-3200-0000-54065	WORKERS COMPENSATI...	35,623.08
33-21215	I.M.R.F. PAYABLE	41,894.79
33-21220	F.I.C.A. PAYABLE	71,555.54
34-3400-0000-54250	CONTRACT SERVICES-GEN...	2,000.00
35-3500-0000-54080	GENERAL LIABILITY	19,455.84
37-3700-0000-60120	LAKEFRONT RENOVATIONS	36,941.06
	Grand Total:	774,057.17

Project Account Summary

Project Account Key	Payment Amount
None	774,057.17
Grand Total:	774,057.17

**MINUTES OF THE 2359th
REGULARLY SCHEDULED BOARD
MEETING OF THE COMMISSIONERS
AND OFFICERS OF THE WINNETKA
PARK DISTRICT, WINNETKA, IL
THURSDAY, JUNE 20, 2019**

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

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

Absent: Warren James.

Staff Present: John Muno, Executive Director; John Shea, Superintendent of Recreation; Christine Berman, Superintendent of Finance; Costa Kutulas, Superintendent of Parks; Mary Cherveney, Administrative Services Manager; Kelsey Raftery, Marketing Brand Manager, Rick Schram, Landscape Architect and Jesus Contreras, Parks and Facilities Maintenance Staff.

Audience Present: Lisa Kohr, Lisa Kaestle, Elizabeth Lane, Allen Welch, John Yasenak, Christine Yasenak, Karen Essig, Joan Vatz, Mara Vatz, Ted Becker, Tammy Becker, Robert Leonard, Marc Hecht, Elisha Gray, Jaime Garrigus, Patrick Limacher, Sandra Limacher, Chris Crone, Kim Handler, Vicki Apatoff, Emily Ciaglo, Nina Gray, Lawrence Yolles, Nancy Fox, Jack Cassin, Bridget Orsic, Kate O'Brien, Kim Marsh, Nicole Jakob, Sharon King, Christine Morse, Elizabeth Franzen, Barbara Williams. Anne Wilder, Sharon King, Debbie Ross, Bill Ryan, Janet Ryan, Don Smith, John Usenic, Kathy Vondran, John Vondran.

ADDITIONS/CHANGES TO AGENDA

None

APPROVAL OF FINANCIALS

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

Superintendent of Finance Christine Berman provided highlights including about budget \$239,766 net surplus, revenues are above year-to-date by \$129,000, golf revenues are under budget by \$160,000 and \$70,000 under last years, year-to-date. Superintendent Berman provided some rational behind the golf revenues, which included a number of day's carts were not able to be on the course and pass sales down. Commissioner Claybrook asked if temperatures effected play, which Superintendent Berman stated would also have an impact. Expenses are down \$364,000. Capitals are up due to delivery on vehicles ordered in 2018 but not delivered until 2019. Passed by voice vote.

APPROVAL OF VOUCHERS

Vice President Peterson made a motion to approve the June 20, 2019 vouchers for \$1,061,718.56. Commissioner Codo seconded the motion. Commissioner Claybrook asked about the fraudulent charges, which Superintendent Berman explained was a Park District credit card. BMO Harris Bank has taken care of this matter. Superintendent Berman clarified that the Village Winnetka bills are a combination of electric, water and police detail. A roll call vote was taken. Ayes: Archambault, Claybrook, Codo, Knupp, Lussen, Peterson. Nays: None. Motion carried.

REMARKS FROM VISITORS

President Archambault made a brief statement about the proposed dog park including that it was not on the agenda this evening, the planned stakeholder/community engagement meetings and the online survey available on the Park District website. President Archambault instructed the audience that we would adhere to the 3-minute rule for remarks.

Resident Vicki Apatoff spoke about the historic oak savanna in West Elm Park (she provided a hard copy of her comments) and why West Elm Park should not be considered for a dog park. She proceeded to read a letter from three past Park Board Presidents – Bob Linn, Angie Dahl and Joe Dooley (a hard copy provided) that noted the history of West Elm Park and the hope that the current Park Board will uphold the 1995 site rejection as a dog park.

Resident Karen Essig registered her opinion against a dog park in Crow Island Woods, which include environmental issues, stewardship plan, next to school, non-resident use, current park use. She also wanted to know why the landfill option was eliminated.

Resident Bill Ryan is not opposed to an off-leash dog park, but is opposed to it at West Elm Park, Crow Island Woods or any other area that impact homeowners. Is opposed to the process and shared his concerns about criteria and site visits. He also could not find mission statement on the website.

Resident John Vondran also is not opposed to a dog park, but suggested these sites are bad. Did his own research on dog parks and feels that Park District research was incomplete. He felt that our approach should have been similar to the process Glencoe Park District undertook. As a resident of Euclid Avenue he feels that people will not park in designated parking but on Euclid Avenue and since it is a dead-end, people will also have to turn around in resident driveways, thus kids could not play in driveways. He is also concerned with property values.

Resident Barbara Williams presented a petition to the Park Board with 445 signatures against creating a dog park at West Elm Park, She read the petition which outlined the reasons against this potential action. She asked the Park District to go back to the drawing board and find a better solution.

Resident Elizabeth Franzen has an eight-year-old daughter who plays in Crow Islands as well as walks through the park to get to school. She would be impacted by the creation of a dog park since she is frightened of large dogs, barking dogs and big groups of dogs. This will create the inability for her daughter to use the park. She is concerned we are prioritizing dogs over children.

Resident Anne Wilder discussed the petition against creating a dog park at West Elm Park. The petition sends a strong message that cannot be ignored. She discussed the process and support behind the face-to-face engagement of the one-month petition drive. The signatures on the petition are from not only the West Elm Park neighbors, but community members as well. Environmentally sensitive areas, a park near a school and in a neighborhood, is not a suitable location for a dog park. Asked that West Elm Park be removed from consideration.

Resident Jamie Garrigus spoke against a dog park in Crow Island Woods but stands in solidarity with West Elm Park neighbors. Opposed on many levels, but spoke on the safety of her children. The dog park will be a disruption to daily life of nearby residents. Concerned about “arbitrary criteria” for the dog park and stated some of the Chicago guidelines for a dog park. Based on the Chicago guidelines neither Crow Island Woods or West Elm Park are suitable locations. As a patron of the Park District she has had the best experiences and respect, so it took her off guard by the introduction of the proposed dog park, how it was handled and the rushed process.

Resident Kim Handler would love a dog park, but not at the expense of giving up some of the last beautiful green space, nor at the expense of my fellow residents property values and nor due to the numerous reasons already shared tonight. Shared her thoughts on the two current dog park surveys (Park District and Caucus) and its flaws. Caution the Commissioners to consider this when reviewing results. Her additional point is the perceived urgency based on other priorities through town. Asked the Park District to pursue non Park District properties including the Village landfill and Forest Preserve District property.

Resident Debbie Ross opposes a dog park in a residential neighborhood. Expressed her thoughts on the process, timeline and communication. Concerned about the potential elimination of the dog beach. Feels it was a short period to evaluate 33 sites. Urged the Park Board to go back to the drawing board and look for a location outside a residential area.

Resident Nancy Fox, a 40-year resident, after hearing individuals speak feels there is no good location. Expressed that Winnetka Park District process should be similar to the one Glencoe Park District initiated. Did not know about the proposed dog park until she bumped into someone who quoted Anne Wilder.

Resident Kristine Moore agrees with what everyone has said about both parks. Suggest the Park District look how this would affect Park District usage of these parks. Need to directly contact all residents around parks as this would impact property values.

Resident Bob Leonard added that a portion of West Elm Park is in a federally designed flood plain, so the property should be excluded from consideration. Flooding would increase to surrounding property owners if dog park was built at West Elm Park. He provided a one-page handout on some research he did regarding local dog parks and provided an overview of his research. He felt that there is no answer, it can't be built here. The solution exists within the Cook County Forest Preserve.

Resident John Usenic, a 50-year resident of Winnetka is miffed at the Park District for proposing a dog park at West Elm Park and not informing him. He shared the history of proposed and failed action at West Elm Park, including affordable housing, playground and now dog park.

Resident Sharon King is a 54-year resident of Winnetka. Sent a letter via email to each member of the Park Board on June 13 outlining her concerns for placing a dog park at West Elm Park. West Elm Park is not a viable location for an off-leash dog park.

Former Resident Mara Vatz shared her personal history and connection to Crow Island Woods. A dog park at Crow Island Woods would ruin the peace and serenity. The wetland area is unsuitable. Also asked if the Park District has completed an ecological impact survey of the property. She wondered if the urgency to find a dog park due to possible plans to close the dog beach. She does not believe there is transparency about future plans for the dog beach.

Resident Elizabeth Lane spoke in favor of a dog park in Winnetka. There are many like minded who did not attend tonight as it was not on the agenda. She commends the Board for seeking input and as you analyze the feedback either for or against a dog park that you pay attention to the underline premise. This will help inform your decision. A dog park will get people out to your green space and fits in the mission. Dogs bring people of different backgrounds together.

Resident Kate O'Brien is a teacher. Is not in favor of either site because it would be unsafe for children afraid of dogs and disruptive to the learning environment due to noise.

Resident Lisa Kaestle agrees with most information shared this evening. Crow Island Woods also is an Oak Savana like West Elm Park and an important ecological asset. Even Cook County Commissioner Larry Suffredin made it a condition to be left alone in his stormwater MOU with the Village. Also asks that the August 22 timeline be pushed back as it is prime vacation time. Does not feel that the Park District has been transparent about the future of Centennial Beach, but asks that as long as it is a dog beach, that the north and south ends be secured.

Resident Elisha Gray thanked the Board for listening tonight and their service. Feels we should actively re-engage the Forest Preserve District and the site would be well received by the community as suitable alternative. Ask the community for support in the pursuit of the Forest Preserve land and work with surrounding communities.

Resident Lisa Cohr feels it is sad the the Park District has pitted neighborhoods against each other. No one wants a dog park in their backyard. Come to consensus, that a residential area is not a proper site for a dog park. Feels that Centennial Park could be a suitable site for a dry dog park. Friends of Crow Island Woods has started a petition and has over 90 signatures since launched 24 hours ago.

Resident Jack Cassin based on comments tonight is hopeful that we do not need to do eight more meetings. A dog park taking up 60% of West Elm Park seems a misappropriation of resources and it is upsetting. Spare us time and legal costs and put it to bed.

Resident Janet Ryan agrees with everything stated this evening, especially the last comment. It is clear West Elm Park and Crow Island Woods is unsuitable sites for a dog park. Does not understand why either park was considered in the first place. It is nice to have a dog park but we all have to prioritize. Believes the Park District should focus on the beaches, which are in bad shape.

Resident Alan Welch is a daily dog park user. Invited people to stop by the dog beach and see how pleasant it is. The water is high and now there is not a lot of beach. Just asking for a little more, a dry spot. Help us out.

APPROVAL OF MINUTES

Commissioner Claybrook made a motion to combine the Committee of the Whole Meeting Minutes, the Annual Meeting Minutes of May 9, 2019 and the Regular Park Board Meeting Minutes of May 16, 2019. Commissioner Codo seconded the motion. A roll call vote was taken. Ayes: Archambault, Claybrook, Codo, Knupp, Lussen, Peterson. Nays: None. Motion carried.

Commissioner Lussen made a motion to approve the consent agenda. Vice President Peterson seconded the motion. Passed by voice vote.

COMMUNICATIONS

President Archambault stated that the Park Board has received a number of communications regarding the proposed dog park. Those communications, and any future ones have been or will be initially responded to and incorporated in the feedback phase of the upcoming stakeholder/community engagement meetings.

Commissioner Lussen said that it is great the responses that have been sent out. For those that take the time to communicate we get a prompt response out. Vice President Peterson asked if there is a way to adjust the topics discussed at the upcoming stakeholder/community engagements, which may include the Willow/Hibbard and the Forest Preserve sites. Commissioner Claybrook also agreed, and stated that many residents feel that we disregarded the other 31 site, which was not the case. Showing the criteria and chart might be important to the engagement process. There was continued conversation about the process, discussing the two site, but also alternatives, plus sharing information behind the elimination of other sites.

NEW BUSINESS

2018 Audited Financial Statements

Superintendent Berman introduced Ron Amen, from Lauterbach & Amen, LLP to review the Audited Financial Statements for 2018. Mr. Amen discussed the process to get to the finished audit. Highlights included the eleventh consecutive year of achieving the Certificate of Achievement for Excellence in Financial Reporting, the audit opinion was “clean”, positive fund balance increase of \$647,079 under government funds and a positive fund balance increase of \$142,910 in the propriety funds (enterprise funds). President Archambault asked if they found anything different from previous year. Mr. Amen said the process is to look at it independently

every year. Under the management letter, there is a recommendation to address GASB Statement No. 74 and 75.

Approval of Annual Audit

Commissioner Claybrook made a motion to accept the comprehensive annual financial report for the fiscal year ending December 31, 2018 as presented. Vice President Peterson seconded the motion. A roll call vote was taken. Ayes: Archambault, Claybrook, Codo, Knupp, Lussen, Peterson. Nays: None. Motion carried.

2018 Treasurers Report

Superintendent Berman presented the 2018 Treasurer's Report. It is a filing report, which is a summary of the revenues and expenditures for 2018 that ties to the audit. No action is required by the Park Board.

NTHS Hockey Agreement

Vice President Peterson made a motion to approve the New Trier High School Hockey Affiliate Agreement for the 2019-2022 seasons as presented. Commissioner Lussen seconded the motion.

Executive Director John Muno provided a brief update on the NTHS Hockey and the WHC Agreements. Both agreements are similar from the past and are three-year agreements. Commissioner Lussen asked if they both maintain their own liability insurance, which was confirmed and also indemnifies the Park District. Commissioner Codo asked about the rates and Executive Director Muno that WHC receive some discounts due to volume. Commissioner Codo asked if they are both bound by our conduct rules, which staff will follow up on. There was a brief continued discuss about conduct and rules. Vice President Peterson asked if we have any other ice time to sell. Executive Director Muno stated only non-prime time ice is available. Commissioner Knupp asked about the summer program, which Executive Director Muno stated Glenview is renting our ice during their renovation. This will be an increased revenue source for this summer. Commissioner Lussen indicated though his conversations with Facility Manager Paul Schwartz, that there is only 2 hours of prime ice time available this summer after the rentals. Commissioner Knupp suggested that monitoring Winnetka participation may determine interest in staying open year round. A roll call vote was taken. Ayes: Archambault, Claybrook, Codo, Knupp, Lussen, Peterson. Nays: None. Motion carried.

WHC Agreement

Commissioner Lussen made a motion to approve the Winnetka Hockey Club Affiliate Agreement for the 2019-2022 seasons as presented. Vice President Peterson seconded the motion. A roll call vote was taken. Ayes: Archambault, Claybrook, Codo, Knupp, Lussen, Peterson. Nays: None. Motion carried.

Policy Manual Review: Chapter 7

Superintendent Berman provided an overview of the adjustments made to Chapter 7 of the policy manual. 1st reading will be July 25 and the 2nd reading/adoption will take place on August 22. Changes can be made up to the adoption. Commissioner Claybrook asked about the automatic on check signatures, which Superintendent Berman explained the process, which included a board member review of checks over \$1000. Commissioner Knupp asked about the significant changes, which Superintendent Berman said some were procedural and some were required adjustments. Vice President Peterson asked if Superintendent Berman checks with other Park Districts on best practices, which she positively confirmed. Executive director Muno reminded the Park Board about Superintendent Berman's experience and making policy recommendations that better fit the procedures.

UNFINISHED BUSINESS

Board Recognition of Past Commissioner, Ian Larkin

President Archambault recognized the former Commissioner Ian Larkin with a resolution, which was approved in May. A plaque highlighting his accomplishments was presented. The entire Park Board congratulated him on his serve. Former Commissioner Larkin thanked everyone.

Policy Manual Chapters 8-13 (1st Reading)

Commissioner Claybrook made a motion to approve the first reading of Chapters 8-13 of the policy manual as presented with a second reading/adoption placed on the July 25 agenda. Commissioner Lussen seconded the motion. A roll call vote was taken. Ayes: Archambault, Claybrook, Codo, Knupp, Lussen, Peterson. Nays: None. Motion carried.

Winnetka Waterfront 2030 – Lakefront Master Plan Update

Superintendent of Parks, Costa Kutulas provided an update on the closing out of the IDNR Bluff planning grant and the kick-off meeting on the next phase of work on bluffs, which includes bid documents for the work along all five lakefront parks. Superintendent Kutulas also provided a brief update on the planned shoreline work and process for Lloyd Beach. The permit submittal timeline is the end of July. Community engagement is built in the the permit process.

Commissioner Lussen asked about the beach conditions after the recent high wave alerts. Superintendent Kutulas indicated that we are still losing bluff at the south end of Lloyd and some of the trees will need to come down, in consultation with Village Forester, Jim Stier.

Commissioner Claybrook stated that the Maple Street boardwalk looks awesome. She has received many favorable comments. She also commented that Wilmette's Langdon Beach has been closed due to significant erosion and that our efforts for saving the beaches is critical.

Vice President Peterson commented on the all-time high water levels and future expectations. Superintendent Kutulas stated that the Army Corp. of Engineers predicts that it will continue to

rise another foot to 18 inches. Staff will have to keep an eye on it and manage the situation. Commissioner Lussen pointed out an article about this in the Chicago Tribune. Vice President Peterson sought clarification on the wall repairs planned, which Superintendent Kutulas clarified was along the drive at Lloyd. Vice President Peterson asked about fast-tracking permits, which Executive Director Muno said could be explored once the permit was submitted, especially related to the seawall. Vice President Peterson asked how the other beach shorelines are doing, which Superintendent Kutulas said that all beaches have been effected with Tower Road Beach being the least effected due to topography. Superintendent of Recreation, John Shea stated that Elder Lane Beach has been closed several times already this summer due to safety concerns. It will continued to be monitored. Vice President Peterson asked about any risk to our sailing/boating programs, which Superintendent Shea outlined the precautions in place and the knowledgeable lakefront staff. For those local boaters not launching at our beaches we have buoys and markers in our beach areas. Commissioner Lussen said that boaters at Diversey Harbor cannot get their boats out. Commissioner Claybrook asked about the beach drop-off at Tower Road, which Superintendent Shea indicated was similar to last year. The swim zone buoys have been moved in closer to the shore right now.

President Archambault stated that hot weather is on the way and the beach staff will be busy, but knows they are well trained and ready for the challenge. President Archambault asked Superintendent Kutulas if we are on track with our lakefront plans, which Superintendent Kutulas indicated that we are about a month behind. This is mainly due to contracts needed to get signed and subcontractors in place. He believes that we will be able to catch up and provided examples of ways to make that happen. Executive Director Muno said staff will come back with an updated timeline. President Archambault suggested that we share information about upcoming lakefront plans, which Executive Director Muno clarified that Marketing Brand Manager, Kelsey Rafferty, has compiled an entire communication plan. This plan will be shared at the July Board meeting. Manager Rafferty shared that the primary focus will be on education and why this work is being done.

MATTERS OF THE DIRECTOR

Executive Director, John Muno provided a brief update on the NSSRA facility acquisition plan and that staff will be sharing more information at the July Board meeting. This will include the financial impact and the down payment for the close on the property. President Archambault asked is the due diligence on the building has been completed, which Executive Director Muno confirmed. Closing will be in August.

BOARD LIAISON REPORTS

Vice President Peterson reported that Winnetka Parks Foundation continues to pick up steam. Staff coordination is appreciated, especially around the July 4th campaign. Openings for the July 4th party are still available with \$400 donation to the Foundation.

Commissioner Claybrook reported positively on the District #36 graduation party and the Park District staff support. The caucus survey has closed and she looks forward to working even closer with the caucus next year to have a better alignment with the Park District plans. Vice President Peterson concurred that the questions were not an accurate representation. There was a brief discussion about the survey process. President Archambault stated that putting together a survey is hard.

Commissioner Codo provided a New Trier High School update, including graduation numbers, and the IGA with the Village of Winnetka on stormwater along with the ancillary planned improvements. There was some continued discuss on what was a part of the stormwater IGA and the school has planned for improvements. Additionally, New Trier presented a 95 million dollar budget and discussed their mission statement.

President Archambault provided a brief stormwater update. The process continues to progress but there is still work to be done. Once there is further develop of the WPD requests for consideration in an IGA, it will come back to the Park Board for review/approval. Commissioner Codo would like to see the District get full credit for the pending Boal Parkway transfer. Vice President Peterson commented that New Trier and the Village process was about 18 months to put together an IGA, while the Park District was on hold. The Park District is only a couple months in the negotiation process. He does not anticipate an 18-month process. President Archambault stated that this has been a positive process from both the Park District and the Village sides.

REMARKS FROM VISITORS

Resident Nina Gray wanted to reiterate moving date of dog park discussion off the August 22 agenda due to people being out of town. Suggest moving to September.

Resident Kim Handler requested some fence maintenance be done at the dog beach and there was an exposed pipe that needs to be buried. Let us not give up on Cook County Forest Preserve as a viable solution to a dog park. If you more forward with the dog park meetings explain to the community why this is a priority. A little concerned about Park District vs. Village. Both are here to serve the taxpayer. Residents write on check for property taxes so would feel better if there is less we vs. them.

Resident Vicki Apatoff stated that through perseverance we can make something happen with the Cook County Forest Preserve District, similar to the Village stormwater issue. The location would be perfect. Revisited the current history of the request for a dog park at the December Board meeting until now, comparing the audience request size with those opposed in attendance today. Noting that those in attendance tonight are twice the size of the group in December. She is concerned about transparency and making all information available to the public. Would like the community engagement meetings moved from West Elm Park and Crow Island Woods to a neutral site (a copy of her remarks was provided).

Resident Don Smith provided positive feedback on the improvements to the Maple Street Beach boardwalk and the Lloyd attendant's station. The attendant's station provides a more

professional look for the operations.

Resident Elisha Gray consulted the Board to include plans for Centennial Dog Beach in our discussions with the community. I'm not sure how many people would be in favor of closing the dog beach.

Resident Anne Wilder thanked Vice President Peterson for his suggestion to broaden the scope, but caution because the upcoming engagement meetings has been advertised as looking at West Elm Park and Crow Island Woods. She thinks that not having the engagement meetings at this point would be best. People are really upset and don't understand the process. People need to work together to find a suitable solution for the dog park. No more division in this town.

Resident Lisa Cohr wants the community to be united and not divided by this issue.

Resident Barbara Williams believes pooling local communities together and approach the Forest Preserve collectively.

STAFF UPDATES

Marketing Brand Manager, Kelsey Raftery reported on the recent "Communicators" meeting, the old halfway house has been wrapped and is the new attendant station at Lloyd Launch and getting ready for the Fourth of July.

Superintendent of Finance, Christine Berman stated we are done with the audit and will be working on the budget.

Superintendent of Parks, Costa Kutulas reported on playing catch-up due to all the rain, annual bed plantings, Crow Island Stewardship Plan, special event assistance and good seasonal staff. He also stated that parks employee Jesus Contreras, who attended this evening, just celebrated 25 years with the Park District.

Superintendent of Recreation, John Shea reported on the Memorial Day parade, beach openings and conditions, Day Camps, Fourth of July, 5K race, Movie in the Park, Wednesdays in the Woods and Father's Day Brunch. President Archambault stated that the entire staff works hard on the Fourth of July, which he believes is the best event in town. Vice President Peterson also spoke on our financial and staff investment with the Music Festival. Superintendent Kutulas outlined the staff time spent.

Superintendent Shea also stated we would work with the Glencoe Park District for their resident to utilize Maple Street and Elder Lane beaches on July 4th, since their beach will be closed for their fireworks.

Administrative Services Manager, Mary Cherveney confirmed Board participation in the Fourth of July parade. There was some continued discuss around Fourth of July celebration.

CLOSED SESSION

Vice President Peterson made a motion to go into Closed Session for the purpose of reviewing closed session minutes pursuant to the Open Meetings Act. Commissioner Lussen seconded the motion. A roll call vote was taken. Ayes: Archambault, Claybrook, Codo, Knupp, Lussen, Peterson. Nays: None. Motion carried

At 8:13 p.m., Commissioner Claybrook made a motion to return to Open Session. Vice President Peterson seconded the motion. A roll call vote was taken. Ayes: Archambault, Claybrook, Codo, Knupp, Lussen, Peterson. Nays: None. Motion carried.

OPEN SESSION

Commissioner Claybrook made a motion to release the 12/18/18 closed session minutes as recommended. Commissioner Lussen seconded the motion. A roll call vote was taken. Ayes: Archambault, Claybrook, Codo, Knupp, Lussen, Peterson. Nays: None. Motion carried.

Commissioner Claybrook made a motion to dispose of the tapes of the 6/22/17 and 12/14/17 closed sessions as recommended. Commissioner Lussen seconded the motion. A roll call vote was taken. Ayes: Archambault, Claybrook, Codo, Knupp, Lussen, Peterson. Nays: None. Motion carried.

Upon further discussion regarding the proposed dog park, the Board consensus was to prioritize for consideration the Village Landfill property along Willow Road and the Cook County Forest Preserve property known as Erickson Woods. The current timeline will be adjusted and no longer include a targeted decision at the August 22 Board meeting. A future date to be determined, when appropriate and will be communicated to interested residents.

President Archambault is also interested in any property value research in proximity to a dog park. There was continued discussion regarding the community interest in this potential project, based on the 2016 survey of unmet need.

ADJOURNMENT

Commissioner Claybrook made a motion to adjourn the meeting at 8:30 p.m. Commissioner Knupp seconded the motion, which passed by a voice vote. Motion carried.

Mickey Archambault, Board President

John Muno, Board Secretary

Dear John - the team @ Winnetka
Park District.

As music director and co-producer
of the Winnetka Music Fest,
I wanted to send you a personal
thank you for your sponsorship
and support of our fest. You've
been with us from the start!
The fest was a huge success,
we were thrilled with the
attendance, the fan experience,
(and the weather of course!) was
a gift. We couldn't make
WME a top-line premier
strategic fest without our
valuable sponsors. Thank you
from the bottom of my heart!

Please enjoy this limited-edition
project commemorative poster
created by our graphic designer
Amy McEster (Winnetka artist)
Have a great summer!

Sincerely,
Joe Hallen
CEO/producer
Winnetka
Music

July 14, 2019

John Muno
Executive Director
Winnetka Park District
540 Hibbard Rd.
Winnetka, IL 60093-1611

Dear Mr. Muno:

The Forest Preserves of Cook County became aware of Winnetka Park District's statement to the media that it is exploring Forest Preserves property as an alternative location for a potential dog park.

The Forest Preserves' primary mission, as set forth in our enabling act, is to acquire and restore lands "in their natural state and condition" for the conservation of natural plant and animal life in the region. The execution of this mission brings many benefits to the region, including housing over 100 endangered species- some found nowhere else in Illinois - and generating for the region \$469 million dollars annually in ecosystem services like cleaner air, cleaner water, carbon sequestration and – particularly important for communities in your part of the county – flood remediation.

The second part of that mission includes making these lands available, again, "in their natural state," to the public for pleasure and recreation. It is a sometimes challenging to balance the amount of development in the Forest Preserves within the competing needs of 'natural state' while 'making available for public use.'

Although dog parks might seem like an amenity organically connected to the Forest Preserves mission, but that is not the case. There are strong sentiments that dog parks are contrary to our mission because they are exclusive uses of the land that reduce the amount of open space in our footprint. For example, a dog park may eliminate nature open space where birds flock or a field that predator animals exploit to hunt food. Although the Forest Preserves currently supports three dog parks, there is no interest in increasing the number. Park districts or parks departments are better suited, and more mission aligned, to acquire and use land for dog parks.

I understand that the Park District's proposal may have been explored a few years ago and that some property belonging to Cook County's Department of Transportation and Highways (CCDOH) was offered for sale to the Park District. I should advise you that for a Forest Preserve land use request to be considered, all other alternatives must be explored and found unworkable. I am happy to help renew this conversation with CCDOH.

If you would like to move forward with a land use request, you can contact me and John Sterenberg for the forms, but I feel obligated to caution you that a land use request for a dog park is unlikely to succeed. There is a \$500 application fee for government agencies at the time of submission.

On another note, we would be excited to explore programming partnerships with the Park District. Please freely contact me with any questions or concerns on these or other matters.

Sincerely,

A handwritten signature in black ink, appearing to read "Delio Calzolari". The signature is fluid and cursive, with a long horizontal stroke extending to the left.

Delio Calzolari
Director of Legislative and Governmental Affairs

cc: Commissioner Larry Suffredin
John Sterenberg

**Board Summary
Winnetka Park District**

Date: July 19, 2019
To: Board of Commissioners
Subject: NSSRA New Property Closing
From: Christine Berman, Superintendent of Finance
Through: John Muno, Executive Director

SUMMARY

NSSRA will be closing on property for their new building on August 31, 2019. Craig Culp attended the March 14, 2019 meeting to present information regarding the purchase of the building as well as a proposed resolution to approve the purchase. At the March 21, 2019 Board Meeting, Resolution #032119 was passed approving the acquisition of property for the new NSSRA facility. The acquisition of this facility will be partially funded by draws against NSSRA's fund balance (previously collected from member agencies) as well as charitable contributions from the NSSRA Foundation, and the thirteen-member agency contributions totaling \$1,023,000.

The Winnetka Park District's member agency contribution for the closing is \$71,321 and is due to NSSRA by August 1, 2019. After review of the financial status of the Special Recreation Fund, staff feels comfortable in pay the \$71,321 Winnetka portion from available fund balance.

END

Winnetka Park District

Board Summary

Date: July 25, 2019
To: Board of Commissioners
Subject: Truck Replacement – Unit #2 2009 Ford F-150 XLT Crew Cab Pick-up
From: Gregory Fields, Parks Operation Manager
Through: Costa Kutulas, Superintendent of Parks
John Muno, Executive Director

Summary:

Parks staff has identified the need to replace one (1) 2009 Ford F-150. Staff has identified a 2019 Ford F-250 XL Crew Cab as the best replacement option.

As previously presented during the budget process and the Committee of the Whole Meeting November 8th 2018, this truck was identified as needed to be replaced through the long range plan approved in the 2019 budget (Capitals) for the sum of \$30,000.

This Truck is typically used by the mechanic or facility maintenance personnel, which is why the replacement was designed as described in the attached documents.

Currie Commercial Center submitted a quote via the Suburban Purchasing Cooperative for (1) “2019 Ford F-250 XL Crew Cab pick-up” with the gross delivered price of \$35,070.00. The estimated trade-in allowance is \$5,000 for a net price of \$30,070.00.

The Suburban Purchasing Cooperative is a cooperative purchasing organization serving local governmental agencies. By purchasing through the Suburban Purchasing Cooperative, this will allow staff to order the unit at a greater cost savings to the district and not have to go through the formal bid process.

Recommendation:

Staff recommends the purchase of (1) new “2019 Ford F-250 XL” from Currie Commercial Center of Frankfort, Illinois with the configuration shown on the quote as presented through the Suburban Purchasing Cooperative for the net price of \$30,070.00 which includes the trade-in allowance of \$5,000.

END

**2019 FORD F-250
XL 4X2 PICK UP
Contract# 178**



Currie Motors Fleet

“Nice People to Do Business With”

Your Full-Line Municipal Dealer
Order Cut-Off:
08/02/19

Currie Motors Frankfort
SPC Contract Winner
2019 FORD F-250
XL 4x2 PICK UP

Standard Package: \$21,911.00

Warranty 3 Years 36, 000 miles Bumper to Bumper/ 5 Years 60,000 Power train

6.2L 2 Valve Gasoline SOHC V-8
(Flex Fuel)
6-Speed Automatic w/ Select Shift
4-Wheel Disc Brakes
Front/Rear Black Painted Bumpers
Solar Tint Glass
Tailgate-Removable w/ Key Lock
3-Blink Lane Change Signal
Front Tow Hooks
Trailer Tow Package
Trailer Sway Control
17" Argent Steel Wheels
5 - LT245/75Rx17EBSW Tires
8' Bed Pickup Box Lamp
157 Amp Heavy Duty Alternator
650 CCA 72AH Battery

Oil minder System
Twin I-Beam Front Axle w. coil spring
suspension
H.D. Gas Shock Absorbers
Front Stabilizer Bar
Air Conditioner – Manual
Dome Lamp
AM/FM/Clock
Manual Door Locks & Windows
Intermittent Windshield Wiper
Advance Trac with Roll Stability Control
Driver and Passenger Front & Side
Airbag/Curtain
Passenger Side Deactivation Switch
Free delivery within 50 miles of dealership

Options – Body Style

<input type="checkbox"/>	Super Cab with 6 ¾' Bed	1849.00
<input type="checkbox"/>	Crew Cab with 6 ¾' Bed	3055.00
<input type="checkbox"/>	8' Bed on Super/Crew Cab	262.00
<input type="checkbox"/> 66D	Pick Up Box Delete (Spare Tire Optional)	-575.00

Options – Powertrain

<input type="checkbox"/>	6.2L V8 with 6-speed Automatic	N/C
<input type="checkbox"/>	6.7L OHV Power Stroke Diesel	8391.00
<input type="checkbox"/>	4x4- Includes Electronic Shift on the Fly	2753.00
<input type="checkbox"/>	Limited Slip Axle	359.00
<input type="checkbox"/> 98F	Gaseous Prep (does not include Conversion)	289.00
<input type="checkbox"/> 62R	PTO Provision	257.00
<input type="checkbox"/> 21M	Manual Locking Front Hubs-requires 4x4 Option	N/C
<input type="checkbox"/> 41H	Engine Block Heater	92.00
<input type="checkbox"/>	Engine Idle Shut Down (N/A with reverse sensing) Duration _____ Minutes	231.00
<input type="checkbox"/> 67B	Dual Extra Duty Alternators (requires Diesel Motor)	105.00
<input type="checkbox"/> 67E	Extra Heavy Duty Alternator	78.00
<input type="checkbox"/> 98R	Operator Command Regeneration (requires Diesel Motor)	231.00
<input type="checkbox"/>	Powertrain Care 3 Year 100,000 Warranty 4x2 Gasoline Motor	935.00
<input type="checkbox"/>	Powertrain Care 3 Year 100,000 Warranty 4x4 Gasoline Motor with Snow Plow Prep	1945.00
<input type="checkbox"/>	6 Year /60,000 Premium Care Warranty 4x4 Gasoline Motor with Snow Plow Prep	2120.00
<input type="checkbox"/>	6 Year /100,000 Premium Care Warranty 4x4 Gasoline Motor with Snow Plow Prep	2965.00

Options – Wheels/Tires

<input type="checkbox"/>		
<input type="checkbox"/> TBK	LT245/75Rx17E BSW A/S (4x2)	STD
<input type="checkbox"/> TD8	LT245/75Rx17E BSW A/S Plus (4x4)	STD
<input type="checkbox"/> TBM	LT245/75Rx17E BSW A/T	152.00
<input type="checkbox"/> TDX	LT275/70Rx18E BSW A/T Plus (Requires 17S STX Appearance Pkg)	152.00
<input type="checkbox"/> 512	Full Size Spare with Box Delete Option	272.00
<input type="checkbox"/> 51X	Spare Tire Delete for Pick Up	-73.00

Options - Functional

<input type="checkbox"/> 41P	Skid Plates-Not Available with 66D Box Delete	92.00
<input type="checkbox"/> 874	Ultimate Trailer Tow Camera System <ul style="list-style-type: none"> ▪ Rear View Camera ▪ Rear CHMSL Camera ▪ 360° Camera System ▪ Reverse Guidance Requires Power Equipment Group, XL Value Group, & SYNC 3	653.00
<input type="checkbox"/> 592	LED Roof Marker Lights	88.00
<input type="checkbox"/> 85G	Tailgate Step-N/A with 66D Box Delete	345.00
<input type="checkbox"/> 85S	Tough Bed Spray-In Liner- NA 66D Box Delete	496.00
<input type="checkbox"/> 43B	Rear Defroster (requires Privacy Glass and 90L Power Group)	56.00
<input type="checkbox"/> 924	Privacy Glass (requires 43B and 90L)	27.00
<input type="checkbox"/> 52B	Trailer Brake Controller	249.00

Options - Groups/Packages

<input type="checkbox"/> 96V	XL Value Package <ul style="list-style-type: none"> ▪ Cruise Control ▪ AM/FM/MP3/SYNC/Clock NA with 17S	920.00
<input type="checkbox"/> 17S	STX Appearance Package <ul style="list-style-type: none"> ▪ Bright Chrome Grille ▪ Chrome Front / Rear Bumpers ▪ STX Vent Badge ▪ 18" Sparkle Cast Aluminum Wheels (SRW Only) ▪ LT275/65Rx18E BSW Tires ▪ Speed Control 	1555.00
<input type="checkbox"/> 90L	Power Equipment Group <ul style="list-style-type: none"> ▪ Heated power mirrors with integrated clearance lamps/turn signals ▪ Perimeter Alarm ▪ Accessory Delay ▪ Power Windows/Locks/Tailgate Lock ▪ Remote Keyless ▪ Upgraded door trim <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 60%;"></div> <div style="width: 35%;"> <input type="checkbox"/> Regular Cab: <input type="checkbox"/> Crew/Super: </div> </div>	841.00 1035.00
<input type="checkbox"/> 17X	Fx4 Off Road Package <ul style="list-style-type: none"> ▪ Hill Descent Control ▪ Rancho Branded Shocks ▪ Transfer Case & Fuel Tank Skid Plates N/A with Pickup Box Delete	368.00

	Requires 4x4, All Terrain Tires and Locking Differential	
<input type="checkbox"/> 473	Snow Plow Prep Package (Requires 4x4) <ul style="list-style-type: none"> ▪ Upgraded Front Springs ▪ Extra Heavy-Duty Alternator 	171.00
<input type="checkbox"/> 47B	Snow Plow/Camper Package <ul style="list-style-type: none"> ▪ Upgraded front springs for snow plow ▪ Extra Heavy Duty Alternator ▪ Rear Auxiliary Springs ▪ Rear Stabilizer Bar (SRW Only) ▪ Slide-In Camper Certification 	225.00
<input type="checkbox"/> 535	F250 Trailer Tow Package – High Capacity (Requires Diesel Motor) <ul style="list-style-type: none"> ▪ Increased GCW to 25700 LBS ▪ Max Front Springs 	1039.00
<input type="checkbox"/> 67H	Heavy Service Front Suspension – Heavy Service Front Springs	115.00

Options – Interior

<input type="checkbox"/> 43C	110V/400W Outlet	69.00
<input type="checkbox"/>	XLT Package – Regular Cab \$3982.00/Super cab/Crew \$4294.00	
<input type="checkbox"/> 41A	Rapid Heat Supplemental Cab Heater (requires Diesel Motor)	231.00
<input type="checkbox"/> 18A	Up fitter Interface Module for PTO Programming	272.00
<input type="checkbox"/> 87S	Ford Pass Connect Wi-Fi® hotspot connects up to 10 devices1 – Remotely start, lock and unlock vehicle2 – Schedule specific times to remotely start vehicle2 – Locate parked vehicle2 – Check vehicle status2 reqs. SYNC® 3 (913)	207.00
<input type="checkbox"/> 76Z	Advanced Security Pack <ul style="list-style-type: none"> ▪ Securilock ▪ Passive Anti-Theft ▪ Inclination/Intrusion Sensors Requires 90L Power Equipment Group	56.00
<input type="checkbox"/> 66S	Upfitter Switches	152.00
<input type="checkbox"/> 76S	Remote Start (Requires Power Equipment Group)	231.00
<input type="checkbox"/> 913	SYNC3 (Requires Ultimate Tow Camera)	415.00
<input type="checkbox"/>	Carhart Seat Covers Front Seats-Loose Ship	198.00

Options – Exterior

<input type="checkbox"/> 60B	BLIS® (Blind Spot Information System) with Cross-traffic Alert and Trailer Tow (BLIS® sensor in tail lamp) (Reqs. Power	496.00
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	Equipment Group (90L) on XL; N/A with Pickup Box Delete (66D)	
<input type="checkbox"/> 873	Rear CHMSL Camera-Displays in Center Stack (Requires XL Value Package or 585 AM-FM CD Radio)	184.00
<input type="checkbox"/> 872	Camera Prep Package for Box Delete	381.00
<input type="checkbox"/> 66B	Box Link – 4 Premium Locking Cleats N/A with Box Delete	69.00
<input type="checkbox"/> 76R	Reverse Sensing System-NA with 66D Box Delete	225.00
<input type="checkbox"/> 53W	5 th Wheel Gooseneck Prep	460.00
<input type="checkbox"/> 18B	Platform Running Boards	<input type="checkbox"/> Regular Cab 295.00 <input type="checkbox"/> Super / Crew cab 409.00
<input type="checkbox"/> 66L	LED Box Lighting-NA with 873 CHMSL Rear Camera	56.00

Options – Fleet

<input type="checkbox"/> 39S	Sirius XM Radio-requires 585 Radio or SYNC 3	415.00
<input type="checkbox"/> 17F	XL Décor Group-Includes Chrome Front/Rear Bumpers	203.00
<input type="checkbox"/> 525	Cruise Control	216.00
<input type="checkbox"/> 942	Daytime Running Lights	41.00
<input type="checkbox"/> 556	Driver Passenger Side Airbags/Curtain Delete N/A 10,000 LBS or Less GVWR-NA with 557	-180.00
<input type="checkbox"/> 557	Front Passenger & Side Airbags/Curtains delete N/A 10,000 LBS or Less GVWR –NA with 556	-180.00
<input type="checkbox"/> 585	AM/FM/SYNC	507.00
<input type="checkbox"/> 87T	Ford Telematics	736.00

Options – Accessories

<input type="checkbox"/> 52R	Stow / Load Ramps-NA with 66D Box Delete	640.00
<input type="checkbox"/>	Weather Tech Front Row Liners	150.00
<input type="checkbox"/> 91S	LED Warning Strobes-NA with LED Box Light	621.00
<input type="checkbox"/> 85L	Drop-In Bed Liner-NA with 66D Box Delete	323.00
<input type="checkbox"/> 61M	Wheel Well Liner-NA with 66D Box Delete	165.00
<input type="checkbox"/> 85M	Bed Mat-NA with 66D Box Delete	139.00
<input type="checkbox"/> 61S	Front/Rear Splash Guards-NA with 66D Box Delete	139.00
<input type="checkbox"/> 76C	Back Up Alarm	128.00
<input type="checkbox"/>	Rustproofing –Does Not Include Sound Shield	295.00
<input type="checkbox"/>	4 Corner Strobes (Requires Upfitter Switches)	895.00
<input type="checkbox"/>	8' Steel Service Body – White Finish	6133.00
<input type="checkbox"/>	7'6" Western Snow Plow	5191.00
<input type="checkbox"/>	8' Western Snow Plow	5277.00
<input type="checkbox"/>	8'-6" Western Snow Plow	5366.00
<input type="checkbox"/>	7'6" Boss Snow Plow	5191.00

<input type="checkbox"/>	8' Boss Snow Plow	5277.00
<input type="checkbox"/>	8'-6" Boss Snow Plow	5366.00
<input type="checkbox"/>	Hand Held Controller (Requires Plow)	90.00
<input type="checkbox"/>	Snow Deflector (Requires Plow)	276.00
<input type="checkbox"/>	Detailed CD Rom Shop Manual	295.00
<input type="checkbox"/>	Delivery Charge Over 50 Miles	175.00
<input type="checkbox"/>	License & Title – M Plates (Shipped)	203.00

Exterior

<input type="checkbox"/>	AT-Yellow	608.00
<input type="checkbox"/>	BY-School Bus Yellow	608.00
<input type="checkbox"/>	D1-Stone Gray	N/C
<input type="checkbox"/>	E4-Vermillion	608.00
<input type="checkbox"/>	GR-Green	608.00
<input type="checkbox"/>	J7-Magnetic	N/C
<input type="checkbox"/>	PG&E Blue	608.00
<input type="checkbox"/>	MB-Orange	608.00
<input type="checkbox"/>	N1-Blue Jeans Metallic	N/C
<input type="checkbox"/>	PQ-Race Red	N/C
<input type="checkbox"/>	UM-Agate Black	N/C
<input type="checkbox"/>	UX-Ingot Silver	N/C
<input type="checkbox"/>	W6-Green Gem	608.00
<input type="checkbox"/>	Z1-Oxford White	N/C

Interior

<input type="checkbox"/>	Steel 40/20/40 Vinyl	STD
<input type="checkbox"/>	Steel 40/20/40 Cloth	92.00
<input type="checkbox"/>	Steel 40/Console/40 Vinyl- No Armrest Included (Regular Cab Only)	327.00
<input type="checkbox"/>	Steel 40/Console/40 Cloth- No Armrest Included	473.00

Title Name _____
Title Address _____
Title City _____
Title Zip Code _____
Contact Name _____
Phone Number _____
Purchase Order Number _____
Fleet Identification Number _____
Tax Exempt Number _____
Total Dollar Amount _____
Total Number of Units _____
Delivery Address _____

***Orders Require Signed Original Purchase Order and Tax Exempt Letter Submitted to:**

*Currie Motors Fleet
10125W Laraway
Frankfort, IL 60423
PHONE: (815)464-9200
Tom Sullivan Curriefleet@gmail.com
Kristen De La Riva Fleetcurre@gmail.com*

**Fleet Status is accessible by registering at www.fleet.ford.com. Please provide FIN Code at time of order to track your order times.*

**Title Corrections will be Billed Appropriate Assessed Fees by the Sec. of State*

Winnetka Park District

Board Summary

Date: July 25, 2019
To: Board of Commissioners
Subject: Truck Replacement – Unit #13 2009 Ford F-450 XL Regular Cab Dump
From: Gregory Fields, Parks Operation Manager
Through: Costa Kutulas, Superintendent of Parks
John Muno, Executive Director

Summary:

Parks staff has identified the need to replace one (1) 2009 Ford F-450. Staff has identified a 2019 Ford F-550 XL Regular Cab Chassis Truck as the best replacement option. As previously presented during the budget process and the Committee of the Whole Meeting Nov 8th 2018, this truck was identified as needed to be replaced through the long range plan approved in the 2019 budget (Capitals) for the sum of \$50,000.

This Truck is typically used by the landscape/ horticultural crew and is vital to snow and ice removal operations, which is why the replacement was designed as described in the attached documents.

Sutton Ford submitted a quote via the Suburban Purchasing Cooperative for (1) “2019 Ford F-550 XL regular cab dump truck” with the gross delivered price of the chassis being \$46,015.00. This price includes the purchase of (1) Ford F-550 chassis with factory options excluding the dump bed and accessories described in the attached Monroe document. The attached documents highlight the required equipment to accompany the dump bed and salt spreader totaling \$29,454 giving a combined total of \$75,469.00. The dump bed and additional equipment are supplied by Monroe Truck Equipment and are for the purpose of outfitting the truck for snow removal operations and heavier loads needed during horticultural operations. The anticipated trade-in allowance is \$20,000 by way of auction for a net price of \$55,469.00.

The Suburban Purchasing Cooperative is a cooperative purchasing organization serving local governmental agencies. By purchasing through the Suburban Purchasing Cooperative, this will allow staff to order the unit at a greater cost savings to the district and not have to go through the formal bid process.

Recommendation:

Staff recommends the purchase of (1) new “2019 Ford F-550 XL” from Sutton Ford of Matteson, Illinois in conjunction with Monroe Truck Equipment with the configuration shown on the quote as presented through the Suburban Purchasing Cooperative for the estimated net price of \$75,469.00. We are anticipating an auction value of \$20,000.

END



2019 Ford F-550 XL 4x2 Chassis Cab

Contract # 182



**COMMERCIAL
& FLEET**

www.suttonford.com

Contact: Kyle Mohrbach, Fleet Manager

Phone: 708-720-8013

Email: kmohrbach@suttonford.com

Please contact us with any questions and to learn about upfitting options.

2019 Ford F-550 Chassis Cab Order Form

SPC Contract # 182

Please enter the following:

Agency Name & Address	Winnetka Park District
	1380 Willow Rd.
	Winnetka Il. 60093
Contact Name	Paul Godek
Phone Number	847-770-0837
Purchase Order Number	
Total Dollar Amount	\$46,015.00
Total Number of Units	1
Tax Exempt Number	E9997-9632-07
Delivery Address	1380 Willow Rd.

Please Submit P.O. & Tax Exempt Letter with Vehicle Order:

**Sutton Ford Commercial Truck Center
21315 Central Ave.
Matteson, IL 60443
Contact: Kyle Mohrbach
Phone: (708)720-8013
Fax: (708)720-4305
Email: kmohrbach@suttonford.com**

If We Have Missed an Option, Please Contact Our Office



**COMMERCIAL
& FLEET**

Contact: Kyle Mohrbach

Phone: 708-720-8013

Email: kmohrbach@suttonford.com

Standard Package: \$30,475.00

2019 SUPER DUTY® CHASSIS CAB

STANDARD EQUIPMENT

The following features are standard on every 2019 SUPER DUTY® Chassis Cab vehicle:

MECHANICAL

- Brakes – Four-wheel Disc Brakes with Anti-Lock Brake System (ABS)

EXTERIOR

- Doors
 - Two (Regular Cab only)
 - Four (SuperCab/Crew Cab only)
- Front License Plate Bracket
- Fuel Tank
 - 26.5 gallon mid ship (F-350 SRW)
 - 40 gallon aft axle (F-350 DRW/F-450/F-550)
 - Diesel Exhaust Fluid (DEF) Tank Location:
 - Aft-of-axle fuel tank is paired with the DEF tank located in the mid ship location, between the frame rails.
 - Mid ship fuel tank is paired with the DEF tank located outside of the frame rail
 - Dual tanks are paired with the DEF tank located outside of the frame rail
- Glass
 - Solar-tinted complete (Std. on XL)
 - Privacy (Std. on XLT and Lariat; NA front-seat windows)
- Manual Locking Hubs (4x4)
- Scuff plates – front, color-coordinated
- "Three-Blink" lane change signal
- Tow hooks – front, (two) (2)
- Trailer wiring – 7 wire harness w/relays, blunt cut and labeled
- Windshield wipers – intermittent

INTERIOR/COMFORT

- Convenience
 - Coat hooks, LH/RH color-coordinated
 - Dash top tray
 - Dome lamp – LH/RH door activated & I/P switch operated w/delay
 - Handles, grab – driver & front-passenger
 - Handles, roof ride – front-passenger (also over rear-doors on Crew Cab)
 - Map lights – dual (front and rear w/Crew Cab)
 - 12V Powerpoint, auxiliary
- Door-trim – color-coordinated molded w/grab handle & reflector
- Gauges and Meters – Fuel, Transmission Temperature, Engine Coolant Temperature, Oil Pressure (Gas engine) and Turbo (Diesel engine) Gauges; Speedometer, Odometer and Tachometer
- Headliner – color-coordinated cloth

INTERIOR/COMFORT (continued)

- Instrument panel – color-coordinated w/dual glove boxes, four (4) air registers w/positive shut-off and powerpoint
- Instrumentation Center
 - 2.3" LCD Productivity Screen in IP Cluster (standard on XL)
 - 4.2" LCD Productivity Screen in IP Cluster (standard on XLT)
 - 8.0" LCD Productivity Screen in IP Cluster (Standard on Lariat)

- Overhead Console with 6 Upfitter Switches
- Steering – power
- Steering damper

SAFETY/SECURITY

- AdvanceTrac® with RSC® (Roll Stability Control™)
- Airbags
 - Driver and Passenger frontal and side airbag/curtain
 - Passenger side airbag deactivation switch
- Child tethers (Regular Cab front-passenger and all rear-seating positions)
- Lamps – LED Roof marker/clearance
- Safety Belts
 - Belt-Minder® (front safety belt reminder) – chime and flashing warning lights on I/P if belts not buckled
 - Color-coordinated safety belts w/height adjustment (front-outboard seating positions only)
- SecuriLock® Passive Anti-Theft System (PATS); includes MyKey® owner controls feature (XLT and Lariat Only)
- SOS Post-Crash Alert System™
- Stationary Elevated Idle Control (SEIC)

FUNCTIONAL

- Alternator
 - 200 Amp, Extra Heavy-Duty (Std. on 6.2L Gas w/XL/XLT)
 - 240 Amp, Extra Extra Heavy-Duty (Std. on 6.2L Gas w/Lariat)
 - 240 Amp, Heavy-Duty (Std. on 6.8L Gas)
 - 220 Amp, Extra Heavy-Duty (Std. on 6.7L Power Stroke® Diesel)
 - 332 Amp Dual Heavy-Duty (6.7L Power Stroke® Diesel engine w/Lariat)
- Hood release
- Horn – dual electric
- Intelligent Oil-Life Monitor® (6.7L Power Stroke® Diesel engine)
- Oil minder system (6.2L Gas and 6.8L Gas engine)
- Shock absorbers – heavy-duty gas
- Springs, rear auxiliary
- Stabilizer bar – front and rear

3 Year/36,000 Mile Limited Bumper to Bumper Warranty

5 Year/60,000 Mile Powertrain Warranty

Optional Equipment and Upfitting

Please Check Box by Options
Additional Upfitting Available



**COMMERCIAL
& FLEET**

Contact: Kyle Mohrbach

Phone: 708-720-8013

Email: kmohrbach@suttonford.com

Options: Body Style

<input type="checkbox"/>		Super Cab 60" Cab to Axle	\$2,370.00
<input type="checkbox"/>		Crew Cab 60" Cab to Axle	\$3,440.00
<input checked="" type="checkbox"/>		84" Cab to Axle Regular/Super/Crew Cab	\$262.00

Options: Engine, Transmission, Powertrain

<input checked="" type="checkbox"/>		6.7L OHV Power Stroke Diesel	\$8,000.00
<input checked="" type="checkbox"/>		4x4 with Manual Transfer Case	\$2,875.00
<input checked="" type="checkbox"/>		Limited Slip Axle	\$332.00
<input checked="" type="checkbox"/>	62R	PTO Provision	\$257.00
<input type="checkbox"/>	98R	Gaseous Prep- Excludes Conversion	\$289.00
<input type="checkbox"/>	213	Electronic Shift 4x4 (N/A with 6.8L Engine, Requires 4x4 with Manual Transfer)	\$171.00
<input checked="" type="checkbox"/>	41H	Engine Blocker Heater	\$83.00
<input type="checkbox"/>		Engine Idle Shut Down	\$231.00
<input type="checkbox"/>	67B	Dual Extra Duty Alternators (requires Diesel Motor)	\$105.00
<input type="checkbox"/>	98R	Operator Command Regeneration (requires Diesel Motor)	\$231.00
<input type="checkbox"/>	65M	28.5 Gallon Mid Ship Tank (requires 96V)	\$115.00
<input type="checkbox"/>	65C	Dual Tanks (requires Diesel Motor)	\$575.00

Options: Warranty

<input type="checkbox"/>		Powertrain Care 3 Year, 100,000 Mile 4x2 Gas Engine	\$1,595.00
<input type="checkbox"/>		Powertrain Care 3 Year, 100,000 Mile 4x4 Gas Engine w/ Snow Plow Prep Package	\$2,750.00
<input type="checkbox"/>		PremiumCare 5 Year, 75,000 Mile 4x2 (4x4 option available)	\$1,855.00
<input type="checkbox"/>		PremiumCare 6 Year, 100,000 Mile 4x2 (4x4 option available)	\$2,400.00

Options: Wheel, Tires

<input type="checkbox"/>	THB	LT225/70Rx19.5G BSW Traction	\$175.00
<input type="checkbox"/>	TGM	LT225/70Rx19.5G BSW Max Traction (4x4 only)	\$197.00
<input type="checkbox"/>	512	Spare Tire and Wheel	\$323.00
<input type="checkbox"/>	945	Stainless Steel Wheel Covers	\$377.00

Options: Functional

<input type="checkbox"/>	63C	AFT-Axle Frame Extension (Regular Cab Only)	\$105.00
<input type="checkbox"/>	41P	Skid Plates (Super/Crew Cab Only)	\$92.00
<input type="checkbox"/>	61J	Jack- 6 Ton	\$51.00
<input type="checkbox"/>	43B	Rear Defroster (Requires 924 and 90L)	\$56.00
<input type="checkbox"/>	924	Privacy Glass (Requires 90L and 43B)	\$27.00
<input checked="" type="checkbox"/>	52B	Trailer Brake Controller	\$249.00

Options: Groups/Packages

<input type="checkbox"/>	96V	XL Value Package; Cruise Control, AM/FM/MP3/SYNC Bluetooth	\$920.00
<input checked="" type="checkbox"/>	90L	Power Equipment Group; Heated Power Mirrors with integrated clearance lamps/turn signals, Perimeter Alarm, Accessory Delay, Power Windows/Locks, Remote Keyless, Upgraded Door Trim	Reg. Cab \$841.00 Super/Crew \$1,035.00
<input checked="" type="checkbox"/>	473	Snow Plow Prep Package (Requires 4x4) Upgraded Front Springs, Extra Heavy Duty Alternator	\$171.00
<input type="checkbox"/>	67H	Heavy Service Front Suspension	\$115.00
<input checked="" type="checkbox"/>	68M	Payload Upgrade Package 19,500 G.V.W.R – Req. Limited Slip Axle	\$1,063.00
<input checked="" type="checkbox"/>	535	High Capacity Trailer Tow Package (Requires 68M & Diesel Motor)	\$850.00
<input type="checkbox"/>		XL Décor Package- Includes Chrome Front Bumper	\$203.00
<input type="checkbox"/>		XLT Package	\$3,275.00

Options: Interior

<input type="checkbox"/>	43C	110/400W Outlet	\$69.00
<input type="checkbox"/>	41H	Rapid Heat Supplemental Cab Heater (Requires Diesel Motor)	\$92.00
<input checked="" type="checkbox"/>	18A	Upfitter Interface Module for PTO Programming	\$272.00
<input type="checkbox"/>	76Z	Advanced Security Package	\$56.00
<input type="checkbox"/>	63A	Utility Lighting System (Requires 90L)	\$148.00
<input checked="" type="checkbox"/>	18B	Platform Running Boards- Regular Cab	\$295.00
<input type="checkbox"/>	18B	Platform Running Boards- Super/Crew Cab	\$409.00
<input checked="" type="checkbox"/>	556	Driver Passenger Side/Curtain Airbag Delete	(\$180.00)
<input checked="" type="checkbox"/>	557	Front Passenger and Side Airbags Delete	(\$180.00)
<input type="checkbox"/>	87T	Ford Telematics	\$8.00
<input type="checkbox"/>	87S	Ford Pass Connect Wi-Fi Hotspot (late release)	\$207.00
<input type="checkbox"/>	76S	Remote Start (Requires 90L)	\$231.00
<input type="checkbox"/>	913	Sync 3 (Requires XLT Package)	\$336.00
<input checked="" type="checkbox"/>	66S	Upfitter Switches	N/C
<input type="checkbox"/>	525	Cruise Control	\$216.00
<input type="checkbox"/>	39S	Sirius XM Satellite Radio- Requires 585 or Sync 3	\$171.00
<input type="checkbox"/>		Cloth 40/20/40 Seats	\$85.00
<input type="checkbox"/>		Cloth 40/Console/40 - No Armrest Included (Regular Cab)	\$303.00
<input type="checkbox"/>		Cloth 40/Console/40 - No Armrest Included (Super/Crew Cab)	\$438.00

Options: Accessories

<input type="checkbox"/>	91S	LED Warning Strobes	\$621.00
<input type="checkbox"/>		9' Electric Hydraulic Dump Body-Black Finish (Requires Hitch Plate)	\$6,795.00
<input type="checkbox"/>		4 Corner Strobes (Requires Upfitter Switches)	\$675.00
<input type="checkbox"/>		9' Steel Service Body- White Finish	\$6,695.00
<input type="checkbox"/>		11' Service Body Painted White	\$8,053.00
<input type="checkbox"/>		11' Dump Body	\$8,500.00
<input type="checkbox"/>		Dump Body Drop Sides	\$750.00
<input type="checkbox"/>		Hitch Plate with Pintle/Receiver and Plug	\$595.00
<input type="checkbox"/>	16S	All Weather Floor Mats	\$150.00
<input type="checkbox"/>	76C	Backup Alarm	\$128.00

<input type="checkbox"/>		Rustproofing	\$300.00
<input type="checkbox"/>	872	Rearview Camera Kit (without 96V or 585)	\$381.00
<input type="checkbox"/>		8' 6" Western Snow Plow	\$5,095.00
<input type="checkbox"/>		8' 6" Boss Snow Plow	\$5,095.00
<input type="checkbox"/>		9' Snow Plow	\$5,311.00
<input type="checkbox"/>		10' Snow Plow- Meier Plow with Frame Required for Fitment	\$6,353.00
<input type="checkbox"/>		Hand Held Controller (Requires Plow)	\$90.00
<input type="checkbox"/>		Snow Deflector	\$295.00
<input type="checkbox"/>		Detailed CD Rom Shop Manual	\$325.00
<input checked="" type="checkbox"/>		Delivery	\$150.00
<input checked="" type="checkbox"/>		License and Title- M Plates (Shipped)	\$200.00

Options: Paint

<input type="checkbox"/>	AT	Yellow	\$608.00
<input type="checkbox"/>	BY	School Bus Yellow	\$608.00
<input checked="" type="checkbox"/>	D1	Stone Gray	N/C
<input type="checkbox"/>	E4	Vermillion	N/C
<input type="checkbox"/>	GR	Green	N/C
<input type="checkbox"/>	J7	Magnetic Silver	N/C
<input type="checkbox"/>	PG	E. Blue	N/C
<input type="checkbox"/>	MB	Orange	N/C
<input type="checkbox"/>	N1	Blue Jean Metallic	N/C
<input type="checkbox"/>	PQ	Race Red	N/C
<input type="checkbox"/>	UM	Agate Black	N/C
<input type="checkbox"/>	UX	Ingot Silver	N/C
<input type="checkbox"/>	W6	Green Gem	\$608.00
<input type="checkbox"/>	Z1	Oxford White	N/C



Monroe Truck Equipment
 1051 W 7th Street
 Monroe, WI 53566
 Ph./Fax: 608-329-8103/608-329-8521
 www.MonroeTruck.com



Awarded Contract
 #080114-MTE



QUOTATION
9BES003984

Job Order #: _____
 Quote Date: 7/9/2019
 Quote valid until: 8/8/2019
 Terms: NET 30
 Salesperson: SZYMCZAK, STEVE (MUNI)
 Quoted by: Bob Smith
 Email: bsmith@monroetruck.com

Customer: WINNETKA PARK DISTRICT Contact: _____ Dealer Code: _____
 540 HIBBARD RD Phone: 847-501-2040 Fax: _____ Sourcewell Member #: _____
 WINNETKA, IL 60093 Email: _____ P.O. Number: _____

Re-Assign (Required for all pool units): Fleet Retail
 MSO/MCO (ONLY check if legally required): MSO MCO

Accepted by: _____ Date: _____
Customer must fill out all information above before the order can be processed.

Chassis Information

Year: 2019	Make: FORD	Model: F-550	Chassis Color:	Cab Type: REGULAR
Single/Dual: DRW	CA:	CT: -1.0	Wheelbase: 169.0	Engine: DIESEL
			F.O. Number #:	Vin:

Comments: 60" C.A. FOR 9' BODY / 84" C.A. FOR 11' BODY

Monroe Truck Equipment, Inc. is pleased to offer the following quote for your review:

Description	Amount
MTE-ZEE 9', MILD STEEL, 3-4 YD CAPACITY, FOLDING SIDE, DUMP BODY	
- 3/16" FLOOR, 12 GA. SIDES & 10 GA. ENDS, 16" H SIDES, 22" H TAILGATE	
- 50,000 PSI YIELD STRENGTH STEEL CONSTRUCTION	
- HEAVY DUTY FRONT BULKHEAD WITH TAPERED LASER CUT WINDOW & INTEGRAL 12" TAPERED CAB SHIELD (GM MEDIUM-DUTY BODY TO HAVE FULL-WIDTH SQUARE CAB SHIELD IN LIEU OF TAPERED)	
- INTERNAL DIRT SHEDDING TOP RAILS & TAILGATE	
- WESTERN-STYLE UNDERSTRUCTURE WITH 10 GAUGE LONG-MEMBERS	
- SINGLE-LEVER RELEASE, QUICK DROP TAILGATE	
- (2) UNDERBODY TIE LOOPS	
- L.E.D. FMVSS108 LIGHTS & REFLECTORS	
- BACK UP ALARM	
- RUBBER REAR FLAPS	
- UNDERCOATED & 100% DURABLE POWDER COATED BLACK	
LB545 SCISSOR HOIST	
- POWERED BY CENTRAL HYDRAULIC SOURCE	
- BODY PROP	
- BODY UP LIGHT	
TOWING	
- 1/2" PLATE WITH D-RINGS	
- 2 1/2" RECEIVER TUBE WITH 2" REDUCER	
- 7 WAY RV STYLE TRAILER PLUG	
MTE/FORCE AMERICA HYDRAULICS PACKAGE (
- PTO PUMP DRIVEN (FORD TRANSMISSION ONLY)	
- MANIFOLD VALVE ASSEMBLY	
- 13 GALLON CAPACITY MILD STEEL HYDRAULIC RESERVOIR/ENCLOSURE WITH INTERNAL FILTER	
- FILLER/BREATHING CAP, LEVEL/TEMP SIGHT GLASS, 3/4" MAGNETIC PLUG	
- FILTER CONDITION INDICATOR	
- WEATHER TIGHT COVER	
- HYDRAULIC RESERVOIR/ENCLOSURE WILL BE MOUNTED ON FRAME RAIL, POWDER-COATED BLACK	
- FORCE 3100 SPREADER CONTROL	
- MISCELLANEOUS HOSES & FITTINGS	
- ELECTRIC HOIST CONTROL	
- SUCTION STRAINER	
** NO HYDRAULICS FOR PLOW **	

Description**Amount****LIGHTS**

- L.E.D SURFACE MOUNT S/T/T ON REAR POST
- L.E.D. VTX STROBES ON REAR POST AND FRONT GRILL
- L.E.D. S/T/T KIT ON SPREADER RAN OFF TRAILER PLUG
- L.E.D. WHITE SPREADER LIGHT

MONROE UNDER-TAILGATE, GEAR BOX DRIVE SPREADER (MS966-RF-GB)

- 201 STAINLESS STEEL
- 6" DIA. AUGER W/ REVERSE FLIGHTING FOR LEFT OF CENTER DISCHARGE
- 7 GA., 96" TROUGH W/ 1/4" END PLATES
- ONE-PIECE, REMOVABLE & HINGED, COMBINATION COVER & REAR PANEL
- HEAVY-DUTY, STEEL ROD, CAPTIVE LATCHES
- QUICK DETACH MOUNTING BRACKETS
- SS SPINER ASSY WITH POLY DISC
- TAILGATE SHIELDS
- INSTALLED

Quote Total: \$24,949.00**Additional Options:****Description****Amount****Add to quote?**

9' STAINLESS STEEL BODY UPCHARGE, BARE STAINLESS NO PAINT

\$2,274.00**Yes / No**

11' MILD STEEL BODY UPCHARGE POWDER COATED BLACK

\$283.00**Yes / No**

11' STAINLESS STEEL UPCHARGE, BARE STAINLESS NO PAINT

\$3,005.00**Yes / No****Notes:**

- ◆ Terms are Due Upon Receipt unless prior credit arrangements are made at the time of order.
- ◆ Please note if chassis is furnished, it is as a convenience and terms are Net Due on Receipt of Chassis.
- ◆ State and Federal taxes will be added where applicable. **Out-of-state municipal entities may be subject to Wisconsin sales tax.**
- ◆ Restocking fees may be applicable for cancelled orders.
- ◆ MTE is not responsible or liable for equipment that does not meet local/state regulations if those laws are not made known at time of order.

July 25, 2019 Dog Park Statement

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

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

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

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

District staff also conducted four well-attended stakeholder open house dates 6/24/19 (West Elm Park) and 6/25/19 (Crow Island Woods); where a significant amount of further insightful and thoughtful community involvement was provided at all four meetings.

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

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

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

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

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

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

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

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

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

**Winnetka Park District
BOARD SUMMARY**

Date: July 25, 2019

Subject: Policy Manual: Chapter 7 First Reading

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

Through: John Muno, Executive Director

SUMMARY

On June 20, 2019 the Park Board reviewed chapter 7 of the policy manual. The Board reviewed the **red line** changes at that meeting, with the **blue line** change occurring after the June 20 meeting. The final reading will be in clean copy form unless there are new changes during or after the July 25 reading.

Per policy, two readings required prior to formal Board adoption. Tonight is the first reading and the second reading/adoption planned for August 22.

STAFF RECOMMENDATION

Staff recommendations Board approve the first reading of Chapter 7 of the policy manual as presented with a second reading/adoption placed on the August 22 agenda.

END

WINNETKA PARK DISTRICT
POLICY MANUAL
CHAPTER 7

FISCAL OPERATING AND BUSINESS PROCEDURES

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

7.29 ~~Bond Rating~~Debt Policy

7.30 Revenue Policy

7.31 Data Security

7.32 Fund Reserves

1st Reading

7.00 FISCAL OPERATING AND BUSINESS PROCEDURES

7.01 STATEMENT OF INTENT

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

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7.02 CREATION OF DEBT

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

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7.03 AUTHORIZATION FOR CHECK SIGNING

General Fund Account

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

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

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

Payroll Account

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

Petty Cash Account

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

7.04 FIDUCIARY BONDING INSURANCE COVERAGES

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

The following coverages are to be maintained by the District:

- A. **Public Officials’ Errors and Omissions Liability Coverage**
This coverage protects the District and members of the Park Board from lawsuits arising out of decisions made by the Board. It also protects the organization from civil suits that arise from public statements or the distribution of documents to the public by either a Board member or employee that are flagrantly in error or fraudulent in their content. It does **not** cover any of the costs of defense in criminal prosecution which results in a conviction. However, it does cover the costs of a successful defense of such a prosecution.
- B. **Blanket Bond Coverage**
This protects the District against losses due to dishonest or fraudulent acts by District employees.
- C. **Comprehensive Dishonesty, Disappearance, and Destruction Coverage**
This coverage protects the District from losses of money and securities resulting from robbery and theft. This covers all District controlled premises. It also covers losses from check forgeries.

7.05 INSURANCE

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

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

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

7.06 INTERNAL AUDITING

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

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

7.07 FINANCIAL AND "OFFICIAL" RECORDS RETENTION

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

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

7.08 CASH RECEIPTS/CASH HANDLING

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

Acceptable Forms of Payments

The Park District accepts:

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

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

Cash Handling

Separation of Duties

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

Daily-Cash Deposits and Reconciliation Process

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

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

Daily Income Reports

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

Daily Income Reports should have attached to them the following:

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

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

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

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

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

Bank Reconciliation

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

7.09 INVESTMENT POLICY OF EXCESS CASH

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

Scope

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

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

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

Objectives

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

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

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

Delegation of Authority

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

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

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

Financial Adviser/Manager

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

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

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

Prudence

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

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

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

Ethics and Conflicts of Interest

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

Monitoring and Adjusting the Portfolio

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

Internal Controls

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

The internal controls shall address the following:

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

Short-term Versus Long-term Portfolio

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

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

Short-term Portfolio Diversification

Authorized Investments

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Investment Guidelines/Selections

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

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

Collateralization

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

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

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

Diversification

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

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

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

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Financial Institutions

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

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

Due Diligence

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

Maturity Scheduling

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

Long term Portfolio Diversification

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

Surplus Fund Retention

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

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

Allocation of Investment Income

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

Selection of Investment Instruments

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

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

Reporting Requirements

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

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

- The full description of each security holding
- The purchase date of each security
- The maturity date of each security
- The credit ratings, if applicable
- The yield on each security
- The weighted average yield and weighted average maturity of the portfolio
- The providers of each investment
- The total amount of funds invested including the checking account balances

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

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

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Severability Adoption

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

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

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

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

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

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

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

7.10 DEPOSIT OF FUNDS

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

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

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

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

7.11 PETTY CASH DISBURSEMENTS

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

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

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

~~All Petty Cash Request Forms much contain the following information:~~

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

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

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

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7.12 MONTHLY FINANCIAL REPORTS

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

~~A. The "Combined Budget Report" provides a summary of the entire organization by combining the "actual" departmental results by fund and major revenue/expense classifications. It also compares total "actual" results with projected year to date budgets and annual budgets.~~

~~B. The "Fund Summary Report" summarizes all departments within a fund into one report. The report format shows "actual" results by month and by year to date. It also describes the budgets year to date and annual budgets by major revenue/expense categories.~~

~~C. On a quarterly basis and, only by request, following the start of the fiscal year, the "Detail Summary Report" provides by individual department "actual" results by month and year to date plus annual budgets and budgets year to date by major revenue/expense categories.~~

7.13 BOARD BILL LIST - PAID & UNPAID

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

7.14 PROCEDURES FOR PURCHASING POLICY/GUIDELINES

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

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

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

Budgeted Vs. Non-Budgeted Purchases

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

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

Ordering Guidelines

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

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

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

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

Purchases of \$500 To \$2,500

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

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

2. Purchases Budgeted items of greater than or equal to \$2,500 and less than Up To \$25,000 (Bid Limit)

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

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~~• For purchases between \$2,501 and \$25,000, three written quotes must be secured. — The original copy of the Invitation for Quotes document and the Specification and Quote Form from each individual/company submitting a quote on the item(s) must be attached to the Purchase Order (P.O.)~~

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~~• If authorized in advance by the Executive Director, written quotes may be solicited in person or over the phone. Normally, such permission will only be given if the item can be identified by a specific brand and model number. These quotes must contain the following information:~~

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Cooperative Purchases~~Other Items~~

- No contract or order shall be split into ~~parts~~ parts so as to avoid the provisions of this policy.

- When feasible and advantageous to the District, cooperative purchases with other governmental agencies such as the State of Illinois, Village of Winnetka and other park districts shall be made and considered to fulfill requirements of all purchases. Any such purchases shall comply with the Illinois Government al Joint Purchasing Act 30 ILCS 525/0.01.

- Whenever feasible and financially advantageous to the District, purchases from joint co-op and the state bid process shall be made.

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

Non-Budgeted Purchases

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

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Preferred Vendors

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

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

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

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

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

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

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Blanket (Open) Purchase Orders

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

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

- Department Heads recommend commonly used vendors who have agreed to follow the District's procedures for Open Purchase Orders. Open Purchase Orders may not be utilized if the annual expenditure with said vendor is anticipated to exceed \$25,000.

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- The Executive Director signs the agreements indicating the vendor, monthly maximum purchase amount and individual purchase dollar amount.

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1. When an approved employee makes a budgeted purchase at a store which has an Open Purchase Order, the following information must accompany the receipt, receiving copy or packing slip:

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- a. One-line description of the item (this information appears on the Voucher List of Bill for Board approval so a ~~more clear~~ clearer description eliminates the need for further questions).
- b. The budget number(s) to which the item is to be charged.
- c. The Supervisor's/Department Head's signature.

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2. All such receipts are sent to the Finance Department. When an invoice or monthly statement is received:

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- a. It is approved by the Department Head and sent to the Accounts Payable Coordinator.
- b. The Accounts Payable Coordinator matches the receipts, delivery tickets and Purchase Order to the invoice and prepares a voucher for entry and mailing.

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3. All non-budgeted items require a separate Purchase Order and must be approved by the Department Head (and the Executive Director or the Chief Financial Officer if greater than \$1,000).

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Emergencies

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

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

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

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

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Merchandise ~~For~~ Resale

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

Credit Card Purchases

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

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

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

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

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

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

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7.15 LEGAL COMPETITIVE BIDDING PROCEDURES

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

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Bidding Process:

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

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2. Specifications shall be prepared and made available to all interested parties.

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

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3. Instructions to Bidders shall accompany each set of specifications issued, indicating all terms and conditions relative to the bid.

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4. Instructions to Bidders for construction projects shall specify all information and documentation required from bidders, including but not limited to, business references; bid surety; Performance and Payments Bond; Insurance; Indemnification; Protection of District Property; Certification of Compliance with Labor Standards and Prevailing Wage Laws; Certification of Compliance with Public Bidding Procedures of the Illinois Criminal Code, applicable provisions of the Illinois Human Rights Act and other applicable statutes; Subcontract, Change Orders and Payment Procedures; and Guarantees. The nature and scope of each specific construction project will more clearly define the requirements of the Bid Documents and related contract.

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5. Following the issuance of "Specifications and Instructions" to Bidders, bids must be received not later than the date and time specified for return in order to be considered. They will be opened publicly and contracts awarded in conformity with the Public Contracts provision of the Criminal Code of Illinois. (720ILCS 5/33E-5).

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

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1. The location, date and time of the bid opening shall be a part of the legal advertisement described in Subparagraph A.1 above.

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2. Bids shall be opened in a session open to the public.

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3. The Secretary, Treasurer, a Park Board member or department head shall be present and preside at all bid openings. The Executive Director may designate a Department Head to preside at a bid opening.

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4. Bids shall be opened and acknowledgement made of the receipt of each bid.

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5. A report to the Park Board shall be prepared describing the project, identifying each bidder, stating the amount of each bid, any special considerations, identifying any missing submittals required by the Bid Documents, and any other information determined by staff to be relevant to the Park Board's ability to make an informed decision as to which bidder is the lowest responsible bidder. The report shall further contain staff's finding as to the lowest responsible bidder and its recommendation for award, or its recommendation to reject all bids.

6. Bids received after the date and/or time indicated in Section 1 shall be returned unopened to the bidder with notation on the bid envelope or packet stating that it was a late bid, noting the date and hour received and signed by the Secretary, Treasurer, or Board member of the Park District.

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7. A copy of the Bid report submitted to the Board should be sent to all vendors that submitted a bid.

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7.16 NOTIFICATION TO BIDDERS

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

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7.17 RE-BIDDING

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

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7.18 CONTRACTS

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

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7.19 BID BONDS

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

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7.20 PERFORMANCE AND LABOR PAYMENT BONDS

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

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

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7.21 FIXED ASSETS LEDGER

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

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

Definition of a Capitalized Fixed Asset

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

3. Depreciation Policy

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

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

Fixed Asset Categories

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

- Land
- Buildings
- Improvements Other than Buildings
- Vehicles
- Park Equipment

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Furniture and Office Equipment

Valuation of Fixed Assets

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

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Trade-Ins and Disposal of Fixed Asset

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

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7.22 BUDGET PHILOSOPHY AND GUIDELINES

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

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

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

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7.23 WIRE TRANSFERS

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

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

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

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Specific transfers currently allowed are:

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

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

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

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

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Currently, the scope of an audit includes:

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

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

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

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

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- B. The firm will prepare the Park District's annual report for Park and Forest Preserve Districts to the State of Illinois.
- C. At the District's request, the firm will render advice or recommendations on accounting and other matters.
- D. The firm will furnish the Park Board and management with a "Management Letter", reporting on specific deficiencies found in the organization's internal controls system.

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

7.25 ACCOUNTS RECEIVABLE

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

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7.26 CONTRACTS AND OTHER OBLIGATIONS

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

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7.27 FIXED INVESTMENTS

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

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7.28 INTERGOVERNMENTAL COOPERATION

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

7.29 BOND-RATING/DEBT POLICY

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

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Debt Philosophy

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

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Debt Guidelines

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

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

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Financing Options

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

A. Non-Referendum Options – There are several non-referenda debt choices:

- a. Non-Referendum General Obligation Bonds
- b. Installment Contracts
- c. Capital Leases
- d. Revenue Bonds
- e. Bank Loans

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B. Front Door Referenda – These are referenda that require placement on the ballot with voter approval:

- a. Tax rate increase: The public is approached for either a permanent or temporary increase in the tax rate for specific funds (General or Recreation).
- b. Referenda Bonds: These unlimited tax general obligation bonds are limited to a 20-year maturity and count against the District's statutory debt limit of 2.875% of the District's most recent Equalized Assessed Valuation (EAV).

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C. Back Door Referenda – Alternate Revenue Source Bonds do not require voter approval, but the District must publish a Notice of Intent to issue. This type of bond does not count against the District's debt limit nor does it count against the District's non-referendum authority.

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D. Tax Anticipation Notes – This District will not issue tax anticipation notes.

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Standards for Debt Issuance

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

Selecting a Service Provider

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

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

Choosing a Method of Sale

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

A sale may be negotiated when the issue is predominantly a refunding issue or in other non-routine situations which require not flexibility than a competitive offer allows.

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

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

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Bond Rating

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

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

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Arbitrage Compliance

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

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Refunding and Restructuring Options

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

Bond Post Issuance Compliance

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

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7.30 REVENUE POLICY

This Policy applies to all revenue sources of the District.

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

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

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

Overall Objectives

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

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

- ~~1~~a. Market pricing;
- ~~2~~b. Increased costs associated with the programs;
- ~~3~~c. The ability of the users to pay;

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4.d. The ability of individuals to make choices between using the service and paying the -fee or not using the service;

5.e. Program competition;

6.f. Other policy considerations. (For example setting fines high enough as deterrent or pricing fees to equalize resident vs. non-resident demand for services.)

H. The District will adjust user fee rates annually based on an analysis of the criteria established above. The District will pursue frequent small increases as opposed to infrequent large increases.

I. Refer to Chapters 15 and 17 for Fee Policies.

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7.31 DATA SECURITY

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

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7.32 FUND RESERVES

Statement of Purpose

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

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

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Definitions

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

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

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

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

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Unrestricted Fund Balance is made up of three components:

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

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

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

Fund Balance Philosophy

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

Minimum Unrestricted Fund Balance Levels

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Governmental Funds

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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- ii. The remaining restricted fund balance for this fund will be targeted at a minimum level of 25% of current year annual budgeted expenditures. This will be adjusted annually with the adoption of the annual budget and is calculated at a minimum of three months (25%) of expenditures not including capital, debt service and transfers.

5. **Audit Fund** - This fund is a non-major fund and accounts for the expenditures related to the Park District's annual financial compliance audit which is mandated by State statute. Financing is provided from an annual property tax levy, the proceeds of which can only be used for this purpose. Fund balances in this fund are derived from property taxes and are therefore legally restricted to the purpose of the fund.

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

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

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6. **Liability Insurance Fund** - This fund is a non-major fund and accounts for the operation of the Park District's insurance and risk management activities. Financing is provided from an annual property tax levy. This fund records the insurance expenditures.

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

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

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

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

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

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

Proprietary Funds

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Flow Assumptions

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

Authority

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

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

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

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Other Considerations

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

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

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

END

2019 Tracking

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

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

[Blue highlights are adjustments made after first review on June 20, 2019](#)

1st Reading

**Winnetka Park District
BOARD SUMMARY**

Date: July 25, 2019
Subject: Policy Manual: Chapters 8-13 (2nd Reading/Adoption)
From: Mary Cherveney, Administrative Services Manager
Through: John Muno, Executive Director

SUMMARY

Per policy, two readings are required prior to formal Board adoption. Tonight is the 2nd reading/adoption. There have been no changes since the June 20, 2019 meeting with the exception of a zip code change from 50093 to 60093 on all chapters.

STAFF RECOMMENDATION

Staff recommendations Board approve and adopt Chapters 8-13 of the policy manual as presented.

END

**WINNETKA PARK DISTRICT
POLICY MANUAL
CHAPTER 8**

RECREATION

8.01 Purpose and Philosophy of Recreation Programming

8.02 Participation in a Recreation Program

8.03 Inclusion

8.04 Priority of Registration

8.05 Participant/Visitor Behavior Policy

8.06 Fees and Charges

8.07 Scholarships

8.08 Affiliate Groups

8.09 Community Based Organizations

8.10 Cooperative Programming

8.11 Volunteers

8.12 Outside Contractors

8.13 Community and Participation Input

8.14 Refunds

8.00 RECREATION

8.01 PURPOSE AND PHILOSOPHY OF RECREATION PROGRAMMING

The Mission Statement of the Winnetka Park District states:

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

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

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

The Park District's recreation programs will:

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

8.02 PARTICIPATION IN A RECREATION PROGRAM

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

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

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

8.03 INCLUSION

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

8.04 PRIORITY OF REGISTRATION

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

8.05 PARTICIPANT/VISITOR BEHAVIOR POLICY

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

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

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

Program Participants

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

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

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

Visitors

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

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

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

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

Appeals should be directed to the Superintendent of Recreation.

Police Notification

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

If a participant/visitor becomes overly aggressive or violent.

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

8.06 FEES AND CHARGES

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

8.07 SCHOLARSHIPS

Partial scholarships, up to 90%, are available for participants who may require financial assistance in order to participate in Park District programs. Those applying for scholarships are encouraged to do so prior to the start of the program. All required paperwork must be completed, submitted to the Winnetka Park District’s Administrative Office at 540 Hibbard Rd., Winnetka, IL. 60093, and reviewed before any scholarships will be awarded. Please refer to Chapter and Section 5.29 Scholarship/Financial Assistance.

8.08 AFFILIATE GROUPS

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

Groups with which the Park District is currently affiliated are:

AYSO Soccer	Kenilworth/Winnetka Baseball Association
Winnetka Public Schools	Winnetka Hockey Club
Northshore Trevians Youth Football	

These activities offered are to:

- Provide satisfactory, enjoyable leisure-time activities for the public.
- Be consistent when providing recreation opportunities to the public with the Winnetka Park District brand of service.
- Serve in the best interest of the entire public.
- Contribute to participants’ physical development and wellbeing. Determine proper safeguards for the physical, as well as the psychological needs of participants.
- Encourage the development of desirable traits such as sportsmanship, fair play, and team work as by-products of each member's program.

- F. Create a spirit of unity within the public.
- G. Form workshops to train the volunteers in areas that are common to all the members.
- H. Provide for spectators' needs and determine how spectators can benefit the organization.
- I. All affiliates must comply with the Park District's American with Disabilities (ADA) protocol.

8.09 COMMUNITY BASED ORGANIZATIONS

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

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

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

8.10 COOPERATIVE PROGRAMMING

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

8.11 VOLUNTEERS

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

8.12 OUTSIDE CONTRACTORS

The Recreation Department will make use of outside contractors to run programs, when appropriate. The Park District agreement with outside contractors is as follows:

- A. For indoor and outdoor programs, the contractor receives 70% of the fees and the Park District receives 30% of the fees.
- B. Each contractor must comply with all regulations of the Park District's Certificate of Insurance requirements and must have a signed Independent Contractor Agreement on file once a year.

8.13 PUBLIC AND PARTICIPATION INPUT

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

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

8.14 REFUNDS

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

END

2019 Tracking

Review and Update:	May 9, 2019
Board First Reading:	June 20, 2019
Board Second Reading & Adoption:	July 25, 2019

Review Due:	May 2022
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Notes:

**WINNETKA PARK DISTRICT
POLICY MANUAL
CHAPTER 9**

INDOOR/OUTDOOR TENNIS

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

9.00 INDOOR/OUTDOOR TENNIS

9.01 PURPOSE OF OUTDOOR TENNIS COURTS

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

Comprehensive Service

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

9.02 PURPOSE FOR INDOOR COURTS

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

9.03 PRIORITY FOR USE OF REVENUE

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

9.04 FEES AND CHARGES

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

9.05 DETERMINATION OF PROGRAM ON AN ANNUAL BASIS

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

9.06 OUTSIDE PROFESSIONAL POLICY

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

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

9.07 SCHOLARSHIPS

Partial scholarships, up to 90%, are available for participants who may require financial assistance in order to participate in Park District programs. Those applying for scholarships are encouraged to do so prior to the start of the program. All required paperwork must be completed, submitted to the Winnetka Park District’s Administrative Office at 540 Hibbard Rd., Winnetka, IL. 60093, and reviewed before any scholarships will be awarded. Please refer to Chapter and Section 5.29 Scholarship/Financial Assistance.

9.08 INCLUSION

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

9.09 PARTICIPANT/VISITOR BEHAVIOR POLICY

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

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

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

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

Program Participants

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

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

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

Visitors

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

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

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

Appeals should be directed to the Facility Manager

Police Notification

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

If a participant/visitor becomes overly aggressive or violent.

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

9.10 REFUNDS.

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

END

2019 Tracking

Review and Update: May 9, 2019
Board First Reading: June 20, 2019
Board Second Reading & Adoption: July 25, 2019

Review Due: May 2022

Notes:

**WINNETKA PARK DISTRICT
POLICY MANUAL
CHAPTER 10**

PLATFORM TENNIS OPERATIONS

10.01 Purpose and Philosophy of Operations

10.02 Priority for Use of Revenue

10.03 Fees and Charges

10.04 Agreement with the Winnetka Platform Tennis Club

10.05 Outside Professional Policy

10.06 Scholarships

10.07 Inclusion

10.08 Participant/Visitor Behavior Policy

10.09 Refunds

10.00 PLATFORM TENNIS OPERATIONS

10.01 PURPOSE AND PHILOSOPHY OF OPERATIONS

The purpose of platform tennis operations is to provide a wholesome and meaningful recreational experience to residents and patrons of the Winnetka Park District.

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

Comprehensive Service

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

10.02 PRIORITY FOR USE OF REVENUE

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

10.03 FEES AND CHARGES

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

10.04 AGREEMENT WITH THE WINNETKA PLATFORM TENNIS CLUB

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

10.05 OUTSIDE PROFESSIONAL STAFF POLICY

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

10.06 SCHOLARSHIPS

Partial scholarships, up to 90%, are available for participants who may require financial assistance in order to participate in Park District programs. Those applying for scholarships are encouraged to do so prior to the start of the program. All required paperwork must be completed, submitted to the Winnetka Park District's Administrative Office at 540 Hibbard Rd., Winnetka, IL. 60093, and reviewed before any scholarships will be awarded. Please refer to Chapter and Section 5.29 Scholarship/Financial Assistance.

10.07 INCLUSION

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

10.08 PARTICIPANT/VISITOR BEHAVIOR POLICY

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

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

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

Program Participants

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

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

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

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

Visitors

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

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

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

Appeals should be directed to the Facility Manager.

Police Notification

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

If a participant/visitor becomes overly aggressive or violent.

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

10.09 REFUNDS.

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

END

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**WINNETKA PARK DISTRICT
POLICY MANUAL
CHAPTER 11**

WINNETKA PARK DISTRICT GOLF COURSE

11.01 Purpose of 18 Hole and Par 3 Operations

11.02 Priority for Use of Revenue

11.03 Fees and Charges

11.04 Concession/Vending Operations

11.05 Outside Professional Policy

11.06 Scholarships

11.07 Inclusion

11.08 Participant/Visitor Behavior Policy

11.09 Refunds

11.00 WINNETKA PARK DISTRICT GOLF COURSE

11.01 PURPOSE OF 18-HOLE AND PAR-3 OPERATIONS

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

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

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

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

Effective Management

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

Comprehensive Service

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

Community Involvement

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

11.02 PRIORITY FOR USE OF REVENUE

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

11.03 FEES AND CHARGES

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

11.04 CONCESSION/VENDING OPERATIONS

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

11.05 OUTSIDE PROFESSIONAL POLICY

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

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

11.06 SCHOLARSHIPS

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

the Winnetka Park District's Administrative Office at 540 Hibbard Rd., Winnetka, IL. 60093, and reviewed before any scholarships will be awarded. Please refer to Chapter and Section 5.29 Scholarship/Financial Assistance.

11.07 INCLUSION

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

11.08 PARTICIPANT/VISITOR BEHAVIOR POLICY

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

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

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

Program Participants

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

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

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

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

Visitors

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

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

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

Appeals should be directed to the Facility Manager.

Police Notification

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

If a participant/visitor becomes overly aggressive or violent.

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

11.09 REFUNDS

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

END

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**WINNETKA PARK DISTRICT
POLICY MANUAL
CHAPTER 12**

WINNETKA PARK DISTRICT ICE ARENA

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

12.00 WINNETKA PARK DISTRICT ICE ARENA

12.01 PURPOSE AND PHILOSOPHY OF OPERATIONS

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

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

Comprehensive Service

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

12.02 DETERMINATION OF PROGRAM MIX ON AN ANNUAL BASIS

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

12.03 PRIORITY FOR USE OF REVENUES

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

12.04 FEES AND CHARGES

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

12.05 SCHOLARSHIPS

Partial scholarships, up to 90%, are available for participants who may require financial assistance in order to participate in Park District programs. Those applying for scholarships are encouraged to do so prior to the start of the program. All required paperwork must be completed, submitted to the Winnetka Park District's Administrative Office at 540 Hibbard Rd., Winnetka, IL. 60093, and reviewed before any scholarships will be awarded. Please refer to Chapter and Section 5.29 Scholarship/Financial Assistance.

12.06 INCLUSION

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

12.07 CONCESSION/VENDING OPERATIONS

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

12.08 OUTSIDE PROFESSIONAL POLICY

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

provider agreement and a current certificate of liability insurance to the facility manager naming the Winnetka Park District as additionally insured.

F. Any non-staff professional using the Ice Arena without consent will be subject to the following:

1. **First Warning:** Verbal warning and asked to follow the policy as stated in this Section 12.08. Person will be provided the written policy.

2. **Second Warning:** Subject to a fine of not less than \$50 and not more than \$250.

12.09 PARTICIPANT/VISITOR BEHAVIOR POLICY

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

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

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

Program Participants

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

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

1. Program leaders should determine the severity of the action and immediately take steps to correct it. These may include but are not limited to:

- A verbal warning.
- A supervised time-out from the program-The type of time-out may vary according to the situation (observational: from sidelines of activity; exclusion: away from the group but within view of the activity; seclusion: time-out area with staff member present away from view of the activity). If physical restraint is used to protect against injury, the time-out should be documented on a conduct report. Any conduct report made will be given to the full-time supervisor.

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

Visitors

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

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

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

Appeals should be directed to the Facility Manager.

Police Notification

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

If a participant/visitor becomes overly aggressive or violent.

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

12.10 REFUNDS

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

END

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**WINNETKA PARK DISTRICT
POLICY MANUAL
CHAPTER 13**

BEACH AND BOAT LAUNCH

13.01 Purpose and Philosophy of Operations

13.02 Concession/Vendor Operations

13.03 Fees and Charges

13.04 Scholarships

13.05 Inclusion

13.06 Participant/Visitor Behavior Policy

13.07 Refunds

13.08 Swimming Beach Rules and Regulations

13.09 Tower Road Beach Parking Regulations

13.10 Lloyd Beach Rules and Regulations

13.11 Lloyd Beach Parking Regulations

13.00 BEACH AND BOAT LAUNCH

13.01 PURPOSES AND PHILOSOPHY OF OPERATION

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

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

Comprehensive Service

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

13.02 CONCESSION/VENDOR OPERATIONS

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

13.03 FEES AND CHARGES

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

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

13.04 SCHOLARSHIPS

Partial scholarships, up to 90%, are available for participants who may require financial assistance in order to participate in Park District programs. Those applying for scholarships are encouraged to do so prior to the start of the program. All required paperwork must be completed, submitted to the Winnetka Park District's Administrative Office at 540 Hibbard Rd., Winnetka, IL. 60093, and reviewed before any scholarships will be awarded. Please refer to Chapter and Section 5.29 Scholarship/Financial Assistance.

13.05 INCLUSION

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

13.06 PARTICIPANT/VISITOR BEHAVIOR POLICY

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

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

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

Program Participants

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

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

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

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

Visitors

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

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

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

Appeals should be directed to the Superintendent of Recreation.

Police Notification

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

If a participant/visitor becomes overly aggressive or violent.

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

13.07 REFUNDS

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

13.08 SWIMMING BEACH RULES AND REGULATIONS

The following regulations will be implemented by the Park District staff during hours of operations to insure that all beach users will be able to use Tower Road, Maple Street, and Elder Lane beaches in harmony. At the time of purchase each season pass holder is asked to read the following

regulations and signs a form that they are aware, understand and will follow all rules when they are at the beaches.

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

13.09 TOWER ROAD BEACH PARKING REGULATIONS

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

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

Northfield/Glencoe residents who are members of the Winnetka Park District receive two (2) Tower Road parking stickers when they purchase a season pass. This will grant them access to park in the lower lot at Tower Road Beach. If a Northfield/Glencoe resident, who is a member of

the Winnetka Park District, loses their parking sticker or asks for a third parking sticker, they can be purchased for \$5.00.

13.10 LLOYD BEACH RULES AND REGULATIONS

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

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

- 26. No glass containers allowed on the beach.
- 27. No alcohol allowed on the beach.
- 28. For the safety of students, please be aware of the sailing/paddleboarding programs.
- 29. All vessels should observe the proper right of way and keep a significant distance.

13.11 LLOYD BEACH PARKING REGULATIONS

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

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

Weekend and Holiday Visitor/Guest Parking

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

Weekend and Holiday Daily Fee Parking

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

END

2019 Tracking

Review and Update: May 9, 2019
Board First Reading: June 20, 2019
Board Second Reading & Adoption: July 25, 2019

Review Due: May 2022

Notes: