

AGENDA
REGULAR PARK DISTRICT BOARD MEETING
COMMUNITY PARK DISTRICT of La GRANGE PARK
1501 BARNSDALE ROAD, La GRANGE PARK, ILLINOIS
FEBRUARY 8, 2016
6:30 PM

1. Call to Order & Roll Call
2. Pledge of Allegiance
3. Park District Mission: The Community Park District of La Grange Park shall offer high quality, affordable and accessible park and recreation facilities, programs and services in a financially responsible manner.
4. Additions/Deletions to Agenda
5. Approve Board Meeting Minutes
 - A. Regular Meeting of January 11, 2015
6. Recognition of Visitors
7. Staff Reports
 - A. Executive Director
 - B. Building & Grounds
 - C. Superintendent of Recreation
 - D. Recreation Supervisor
 - E. Recreation Supervisor - Marketing
 - F. Office Manager
 - G. Safety Coordinator
 - H. Financial Consultant
8. Approve Monthly Disbursements
9. Unfinished Business
 - A. Stormwater Pollution Prevention Plan & Soil Erosion Control contract
10. New Business
 - A. PRI Change Order for Village Permit
 - B. Purchasing policy discussion
 - C. Salt Creek Bridge contract discussion
 - D. Storage containers at Maintenance Facility discussion
 - E. Review of 2015-16 Budget vs. Actual
 - F. 2016-17 Budget Timeline

11. Open Forum

- A. Comments from the Floor
- B. Comments from Commissioners
- C. Comments from the President

12. Adjourn to Executive Sessions

In accordance with the Open Meetings Act under Section 2(c)(1) to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees.

In accordance with the Open Meetings Act under Section 2 (c)(21) to discuss minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06

13. Reconvene Open Meeting & Roll Call

14. Adjournment

Date: February 4, 2016
To: Community Park District Board of Commissioners
From: Aleks Briedis, Executive Director
RE: Agenda Overview

As there is a lot of information to review for this meeting, I am getting the packet out a day early. Should you have any questions, feel free to e-mail me at any time throughout the weekend and I will get back to you as soon as possible. As I will be in Michigan, I will have limited cell service. I will also be in the office Friday (tomorrow) and Monday afternoon should you want to talk in person or by phone.

Storm Water Pollution Prevention Plan & Soil Erosion Contract

Included in your packet is the contract with PRI. The Board already approved tasks 1 & 2. Staff is looking for approval of task 3 (\$3500) and task 4 (\$8775) for a total of \$12,275. No funds will be expended until after the project begins. Staff recommends approval of the contract.

PRI Change Order for Village Permit

Included in your packet is a change order for PRI to complete the plans received from LandTech to comply with the Village's requirements for submittal to the Village. This was discussed at the previous meeting. Total for this contract is \$2250. Staff recommends approval of the contract.

Purchasing policy discussion

Included in your packet is the current policy (4.9) redlined with changes, three new policies (4.10, 4.11 & 4.12) I am recommending, as well as a new credit card procedure I would like to put in place. We will just discuss the policies at this meeting and make any changes the Board wishes. Formal action will take place at a future meeting.

Salt Creek Bridge contract discussion

As I reported at the last meeting, the Salt Creek Bridge contract with the Forest Preserve District expires in April. A separate memo and the contract is included in the packet for discussion at the meeting.

Storage containers at Maintenance Facility discussion

I spoke with the Village Manager regarding storage containers. A separate memo is included in the packet.

Review of 2015-16 Budget vs. Actual

I will be reviewing in detail the income budgets in the packet. A separate memo is included in the packet.

2106-17 Budget Timeline

Included in the packet is a memo proposing this year's budget timeline. I am requesting approval of a special meeting as we had last year.

Minutes – Draft
Regular Meeting of the Board of Commissioners
Community Park District of La Grange Park
January 11, 2016

1. CALL TO ORDER AND ROLL CALL

President Boyd called the meeting to order in room 101 of the Recreation Center, 1501 Barnsdale Road, La Grange Park, IL at 6:31 p.m. Other Commissioners present were, Bob Corte, Tim Ogden, and Lucy Stastny. Commissioner Kilrea was absent. Also present were Executive Director Aleks Briedis, Superintendent Dean Carrara, Marketing Manager Dave Romito, and Financial Coordinator Phil Mesi.

2. PLEDGE OF ALLEGIANCE

3. PARK DISTRICT MISSION

President Boyd recited as follows: The Community Park District of La Grange Park shall offer high quality, affordable and accessible park and recreation facilities, programs, and services in a financially responsible manner.

4. ADDITIONS/DELETIONS TO AGENDA

There are none.

5. APPROVE MEETING MINUTES

Commissioner Ogden made a motion; seconded by Commissioner Corte to approve the November 9, 2015 minutes as submitted. MOTION CARRIED. There was no further discussion and the motion passed by unanimous voice vote.

6. RECOGNITION OF VISITORS

Darrell Garrison, Planning Resources Inc, and La Grange Park Little League Board Member Ryan McQueeney were in attendance.

The Board agreed to move Unfinished Business Item A, Stormwater Pollution Prevention Plan & Soil Erosion Control discussion so that Mr. Garrison to can leave the meeting early due to the inclement weather.

Mr. Garrison presented and led the discussion of the master plan of Memorial Park. He informed the Board that he is working with the staff of LandTech to get the autocad base drawings, so that they can manipulate the original plans. He and Director Briedis have met with the Village to review the Memorial Park plans. The Village is more restrictive with their stormwater requirements than MWRD and therefore the plans will need to be updated and submitted. Mr. Garrison then explained the reasons for needing the Stormwater Pollution Prevention Plan & Soil Erosion Control. He said that he is looking forward to working with the Park District as he was on the team that renovated Memorial Park back in the mid 1990's. Questions were asked and answered.

Mr. McQueeney addressed the Board informed the Board about discussions at Little League Board meeting. The Little League Board has new members and is at full strength right now. He discussed that they are purchasing a new score board and were asking for Park District assistance if they need it. They also discussed the need for repairs at the Hanesworth South field and stated that Little League will assist the District with repairs. The Little League Board thinking of having a fest at Memorial Park instead of the Opening Day Parade. They hope that this may get more participation and a higher enrollment of players. The Park Board stated they would reservations about having alcohol at this fest and also suggested to have a back up location in the event Memorial Park cannot be used due to construction. The Park District Staff asked to take into consideration of not having the fest the same weekend as the Run for the Roses event. President Boyd thanked Mr. McQueeney for attending.

7. STAFF REPORTS

A. EXECUTIVE DIRECTOR

A written report provided prior to the meeting was introduced by Executive Director Aleks Briedis. Director Briedis discussed paying District bills on-line with Attorney Rick Tarulis. Director Briedis hopes to have a new policy put together for the February meeting. The on-line registration program kickoff meeting is next Thursday. Questions were asked and answered regarding the Salt Creek Bridge. Director Briedis would like to discuss the bridge contract in more detail at the next meeting.

B. BUILDINGS & GROUNDS

A written report provided prior to the meeting by Maintenance Supervisor Martin Healy was introduced by Executive Director Aleks Briedis. There were no additions to the report.

C. SUPERINTENDENT OF RECREATION

A written report provided prior to the meeting was introduced by Superintendent of Recreation Dean Carrara. He informed the Board he went out for bid for the brochure and would like to stay with the current printer. He thanked Director Briedis for playing Santa and Supervisor Romito for making Santa phone calls.

D. RECREATION SUPERVISOR

A written report provided prior to the meeting by Recreation Supervisor Darla Goudeau was introduced by Executive Director Aleks Briedis. Director Briedis stated that the preschool transition seems to be going well.

E. RECREATION SUPERVISOR – MARKETING

A written report provided prior to the meeting was introduced by Marketing Manager Dave Romito. He will have the financial report to Aleks next month and is working on a new survey to distribute to participants of Shrek Jr, some fall classes and enrichment classes.

F. OFFICE MANAGER

A written report provided prior to the meeting by Office Manager Peggy Ronovsky was introduced by Executive Director Aleks Briedis. There were no additions to the report.

G. SAFETY COORDINATOR

A written report provided prior to the meeting by Safety Coordinator Megan Jadron was introduced by Executive Director Aleks Briedis. There were no additions to the report.

H. FINANCIAL COORDINATOR

Financial statements provided prior to the meeting for the month ending December 31, 2015 was introduced by Financial Consultant Phil Mesi. Questions were asked and answered.

8. APPROVE MONTHLY DISBURSEMENTS

A motion was made by Commissioner Stastny; seconded by Commissioner Ogden to approve the monthly disbursements in the amount of \$108,841.06. MOTION CARRIED. There was no further discussion and the motion passed by 4-0 roll call vote; one absent.

9. UNFINISHED BUSINESS

A. Stormwater Pollution Prevention Plan & Soil Erosion Control Discussion
This was discussed under Recognition of Visitors.

B. Capital Projects and Equipment Needs Discussion

Executive Director Briedis presented a list that was created by the Park District Staff prioritizing projects that need to be completed. A discussion was held regarding the number of tennis courts in our parks. The staff stressed their preference is that we keep all of the courts because of their popularity among tennis players at each park throughout the day. The various courts are also used by CPD-sponsored classes and camps. There are two pieces of equipment that Maintenance Supervisor would like to get this year, a stand up mower and a bunker rake. The Board did not add or make any changes to staff's recommendations.

C. Review of 2015 Work Plan

A discussion was held. Anything that has been highlighted in the report was not complete due to outside sources, for example waiting for the OSLAD Grant. Questions were asked and answered.

D. Review of 2016 Work Schedule and To Do List

A brief discussion was held and questions were asked and answered.

10. NEW BUSINESS

There was no New Business

11. OPEN FORUM

A. COMMENTS FROM THE FLOOR

B. COMMENTS FROM COMMISSIONERS

C. COMMENTS FROM THE PRESIDENT

President Boyd said that we will have a much busier year.

12. ADJOURNMENT

Commissioner Corte made the motion; seconded by Commissioner Ogden to adjourn the Regular Meeting at 7:54 p.m. MOTION CARRIED. There was no further discussion and the motion passed by unanimous voice vote.

Date: February 5, 2016
To: Community Park District Board of Commissioners
From: Aleks Briedis, Executive Director
RE: Weekly report

IAPD/IPRA Conference

It was a great IAPD/IPRA Conference. I attended sessions including optimism in the workplace, employment law, update on consolidation of public entities, and issuing bonds. I once again volunteered at the IAPD booth. I toured the exhibit hall with Martin, where we explored some new products and met companies for future projects. I also had the chance to network with my peers.

At the IAPD Annual Meeting, SEAPAR participant Michele Forzley received the 2016 Chairman's Award. Michele has been with SEASPAR since 2000 and is active in many of their offerings, including Special Olympics athlete training, SEASPAR Kiwanis Aktion Club, EAGLES and more. Congratulations Michele!

Lock down procedures

Megan and I met with the Police Chief Ed Rompa to review our lockdown procedures. He was impressed and stated that we were ahead of the game. We plan on having a "police week" and have an officer visit our preschool classes to introduce themselves. We will review our lockdown procedures with staff in the next few months and plan to have mock lockdown with police at the beginning of the next preschool year.

IMRF investment return

"The estimated 2015 investment return for IMRF is 0.32%, which fell short of the 7.5% target." This may affect our 2017 rate. IMRF will be holding Employee Rate Meeting in April, which I will attend to see how it may affect us. Our IMRF rate went down starting this January to 9.64%. It was 10.04% for 2015.

SEASPAR and Run for the Roses

As I reported earlier, SEASPAR is celebrating its 40th anniversary. With this, they are partnering with each of the member organizations for an event throughout the year. Our event will be our 25th anniversary Run for the Roses event. Dean and I met with SEASPAR staff on Wednesday to start discussing details. This will be a win-win partnership as we are already and will be getting extra advertising from SEASPAR. An example is a postcard sent out which a copy of is attached. Additionally, SEASPAR hopes to bring about 50 participants to the race as well as volunteers from their staff. Staff is excited about this partnership!

Community Pass

Community Pass is working on customizing our on-line software with help from our staff. A training session is scheduled for February 23rd, which will get us ready to start entering Ready Teddy deposits. We have also completed the financial integration through Authorize.net to be able to process credit cards from Community Pass to our current merchant services provider Clearent.

Police Report

6275 – subject was waiting for someone in the parking lot, was informed of park hours

6307 – subject had pulled over to make a phone call

6467 – subject had pulled over to make a phone call

Please contact me with any questions.



MEMORANDUM

TO: Aleks Briedis
Community Park District of LaGrange Park
1501 Barnsdale
LaGrange Park, IL 60526

FROM: LaGrange Park Police Department
SUBJECT: Police Calls at Park District Properties
DATE: 1/1/16

During the time period of December 1, 2015 through December 31, 2015 the following police calls were reported.

<u>Incident #</u>	<u>Date</u>	<u>Location</u>	<u>Call Type</u>	<u>Reported by</u>
15-6248	12/4/15	Memorial Park	Suspicious vehicle	Ofc. Dempsey
15-6307	12/6/15	Robinhood Park	Suspicious vehicle	Ofc. Jania
15-6467	12/16/15	Robinhood Park	Suspicious vehicle	Ofc. Dempsey

Each of these incident reports is closed with no pending follow-up or additional action by the Police Department needed at this time.

If you have any questions or need further information regarding any of these incidents, please complete a Freedom of Information Records Request form at the Police Department or contact Jackie Vieceli at 352-7711 ext. 204.

SEASPAR Fish Fry
Friday, February 5
Wheatstack Restaurant,
Lisle
Open to the public!

40th Anniversary
Dance
Friday, March 11
Clarendon Hills
Community Center
Open to adult
participants!

Run for the
Roses 5K
Saturday, May 14
Forest Road School,
La Grange Park
Open to the public!

Believe & Achieve
Banquet
Wednesday, May 18
Abbington Banquets,
Glen Ellyn
Open to participants
and families!

Summer Kick-off
Sunday, June 5
Ty Warner Park,
Westmont
Open to participants
and families!

SEASPAR.org



SEASPAR News and Events • February 2016

SEASPAR PARTICIPANT RECEIVES IAPD CHAIRMAN'S AWARD

At the Illinois Association of Park Districts' Annual Meeting on January 30, Diane Main presented her 2016 Chairman's Award to SEASPAR participant Michele Forzley.

Michele, a Westmont resident, has been participating in SEASPAR programming since 2000, when she was 14 years old. A dedicated athlete, Michele has been involved in a variety of our Special Olympics sports over the years, including basketball, bocce, bowling, golf, softball, and volleyball.

In 2004, Michele was selected as SEASPAR's Athlete of the Year. Two years later, she represented Team Illinois at the Special Olympics USA National Summer Games in the golf (traditional 9-hole) competition.

For the last three years, Michele has qualified for and competed in the Special Olympics Illinois golf competition at the annual Outdoor Sports Festival, medaling in her division each of those years. She is also a defensive specialist in volleyball, and has contributed to her team advancing to the Special Olympics Illinois volleyball tournament at the Fall Games the last three years.

Michele is also a Special Olympics Global Messenger, giving presentations about her involvement and raising awareness of the program throughout Illinois.

However, Michele's involvement with SEASPAR and the community are not limited to athletics. Michele is also an active member of the SEASPAR Kiwanis Aktion Club, having served as treasurer, competed in speech competitions, and contributed to all club projects.

During Kiwanis Peanut Days, Michele is especially motivated to bring in funds that can be donated to her favorite charities. She is a vocal advocate for St. Jude's Children's Hospital, Lurie Children's Hospital, and Ronald McDonald House Charities, just to name a few.

We are very proud of Michele's many accomplishments, and congratulate her on this latest recognition of her character and achievements!



MISSION

SEASPAR provides dynamic recreation programs and quality services for its residents with disabilities.

VISION

Discover Abilities
Achieve Potential
Realize Dreams

CORE VALUES

Fun • Excellence
Service • Respect
Accountability

SEASPAR TEAMS UP WITH LEVEL UP

On December 29, players from the Level UP Basketball Academy of Downers Grove joined our Special Olympics basketball players for an exciting practice. This scrimmage marked the beginning of a partnership between SEASPAR and Level UP, which was co-founded by Matt Forzley, the brother of SEASPAR participant and Special Olympics athlete Michele Forzley.



Level UP provides high-level basketball coaching to children in the Chicagoland area. Of the SEASPAR partnership, they said, “Our goal at Level UP continues to be to develop our athletes, not just as basketball players, but as people. This partnership with SEASPAR is just another step to achieve that.”

Our players enjoyed the fresh competition and camaraderie of the experience. Athlete Daniel

Smrokowski tweeted after the practice, “Today my @SEASPAR @SO_Illinois Basketball team #PlayUnified with the Level Up youth basketball team! It was awesome!!”

[View more photos from the game on Flickr!](#)

40TH FACTS: SEASPAR'S FORMATION

SEASPAR was formed on March 9, 1976, three weeks before Steve Wozniak and Steve Jobs founded Apple Computer.

The Joint Agreement forming SEASPAR was signed by park board representatives Richard T. Condon and Donald F. Breier of Darien, William F. Sherman Jr. and Linda Wander of Downers Grove, Henry Van Kampen and Steven H. Hartman of Lisle, Robert W. Bernas and Ervin Veselsky of Westmont, and Patrick McCarthy and John Kujawa of Woodridge.

The first SEASPAR Board of Directors was composed of William F. Sherman, Jr. from the Downers Grove Park District as President, Pat Kampwirth from the Darien Park District as Vice President, Don Rossman from the Woodridge Park District as Secretary, Henry Van Kampen representing the Lisle Park District, and Joe Schultz representing the Westmont Park District. Ned F. Bell of the Downers Grove Park District was appointed Treasurer.

SEASPAR's name and acronym were created by Downers Grove Park District Commissioner Ruth Powers and her husband, David Powers. She and others felt it important to create a name that could be easily pronounced, so she and Dave arranged and rearranged words and letters until recommending SEASPAR.

Start-up funds for SEASPAR consisted of \$20,000 from Downers Grove Township and \$15,000 pooled by the member entities. The Darien Woman's Club and Westmont and Downers Grove Evening Kiwanis Clubs also made sizable donations during SEASPAR's first months.



Pictured: William F. Sherman and Ned F. Bell



Are you getting the latest news from SEASPAR in your inbox?

Sign up for our e-newsletter!



SEASPAR FISH FRY

Join us for a delicious meal while supporting our programs and services at Wheatstack in Lisle on Friday, February 5! We are hosting our very first fish fry fundraiser as part of our 40th anniversary celebration.

Seatings are available at 4, 5:30, and 7 p.m. Adult meals feature all-you-can-eat beer-battered cod with your choice of chips or fries and soup or salad for \$20. Children's meals include chicken fingers, fries, and a beverage for \$10.

Pre-order ticket sales end today, so purchase yours online now to make sure you get your choice of seating time!

Tickets and carry-out will also be available at the door.

SPRING BREAK CAMP

Think spring – Spring Break Camp, that is!

Our 2016 Spring Break Camp will fill the kids' week off school with fun activities and field trips for ages 6–15.

Camps will be held at the La Grange Community Center March 21–24, the Lincoln Center in Downers Grove March 28–April 1, and the Centennial Community Center in Lemont April 4–8.



WISH US LUCK AT THE SPECIAL OLYMPICS WINTER GAMES!

Two of SEASPAR's Special Olympics athletes are heading to the State Winter Games in Galena February 2–4!

William Porch of Westmont will compete in the 500M and 1K cross-country skiing events. This will be his seventh consecutive year representing SEASPAR in the Winter Games.

Michael Duffy, also of Westmont, will compete in the Super G and Giant Slalom alpine skiing events. He is attending the Winter Games for his fourth consecutive year.

We congratulate William and Michael on their hard work and wish them luck at the games!

NOW HIRING INCLUSION AIDES

SEASPAR is currently hiring Inclusion Aides to work with individuals with disabilities participating in your agency's programs.

Applicants must be at least 17 years of age, and experience working with people with disabilities may be required. The rate of pay is based on the individual's education and experience.

Feel free to help us spread the word about this employment opportunity in your community!

More information about the Inclusion Aide position, including the job description and employment application, is available on the SEASPAR website.

UPCOMING EVENTS

- February 2–4 • Special Olympics State Winter Games • Galena
- February 5 • Fish Fry Fundraiser • Wheatstack, Lisle
- February 6 • Disney on Ice • Chicago
- February 12 • SRA Valentine's Dance • Lombard Community Building
- February 12 • Fun Fair • Benet Academy, Lisle



SAVE THE DATE!

Believe & Achieve Banquet • Wednesday, May 18 • Abbington Banquets, Glen Ellyn

Date: January 22, 2016
To: Community Park District Board of Commissioners
From: Aleks Briedis, Executive Director
RE: Weekly report

IAPD/IPRA Conference

Staff and I will be attending the IAPD/IPRA Conference next week. I will be attending Thursday through Sunday. Due to this, I will not write a weekly report next week, with the next report being distributed February 5th along with the packet.

SEASPAR

I attended the SEASPAR Board Meeting on Tuesday. The biggest thing is their coordination with the member agencies for the 40th anniversary events. Our event will be the Run for the Roses.

Tri-State Meeting

I attended the Tri-State Tollway meeting with tollway staff and the Village on Friday. They are currently completing the master plan for 294 improvements from 95th street to Balmoral Avenue by O'hare. They will be designing in 2017-19, with construction beginning 2020. I will give you more information as it becomes available.

Purchasing Policy

I have been trying to find a sample purchasing policy that includes automatic utility payments via credit card or ACH. Researching on my own, I have not come across any. I have posted on the IPRA message board and am awaiting responses.

Employee Evaluations

We are starting to work on employee evaluations. Supervisors will be turning them into me by March 1st and will be shared with the employee the week of March 7th. I will be working on completing my direct reports' evaluations.

Budget 16-17

Budget worksheets have been distributed to staff. They will be turned into me by February 23rd. I will compile all of their numbers in time for our March Board Meeting. A proposed budget schedule will be included in the February meeting packet.

On-Line Registration Software

We will be including a flyer in the Ready Teddy registration packet for participants to fill in their account information for a chance to win a free registration fee (\$40). Packets will be going to current preschoolers next week, with the packet being available to the public at the start of February.

Please contact me with any questions.

Date: January 15, 2016
To: Community Park District Board of Commissioners
From: Aleks Briedis, Executive Director
RE: Weekly report

Chamber of Commerce

The Chamber held a strategic planning session this morning. The main focus will be to get back previous members back into the Chamber and find out from the businesses how the Chamber can help them. The Chamber will no longer put on the Bike Fest. The events they will be hosting are the Haunted Trolley, Holiday in the Park, the Annual Dinner and new this year, the Chili Cook Off. They plan to also help out with other events such as the Run for the Roses. And a fundraiser is also being planned at one of the racetracks.

On-Line Registration Software

We had our kick-off meeting on Thursday. It went really well and I feel we definitely picked the right software company. Peggy and I will be having a training on the back end of the software at the end of January. Training for the other staff will be in February. The first program we will be entering into the system will Ready Teddy enrollments at the end of February. We will be asking residents to go on-line and fill in their account information prior to the enrollment for a chance to win a free registration fee (\$40). We hope this will give us more accurate information in the system than transcribing from registration forms. This will also eliminate staff having to enter in all of the information. If this goes well, we run the same kind of promotion prior to the Summer Brochure registration. We plan on going live by March 28th, with on-line registrations opening on April 15th.

Memorial Park

We received the AutoCad files from Landtech Architects so PRI can continue to update the plans to the Village's specs.

Budget

I continue to work on next year's budget.

Please contact me with any questions.

Date: February 1, 2016

To: Aleks Briedis, Executive Director

From: Martin Healy, Parks Supervisor

RE: Monthly Board Report

All Parks:

- Sanding truck beds and rust spots, repainting as needed
- Re-built bunker rake (3 wheel motor driven drag for ball fields)
- IPRA annual meeting; attended workshops and vendor exhibits
- All trees at Yena and Hainsworth parks have been trimmed and removed all debris
- Snow removal and spread salt in all areas as needed
- Applied free mulch from trimmed trees at Memorial Park where the brick building was removed.

DATE: February 1, 2016
TO: Aleks Briedis, Executive Director
FROM: Dean Carrara, Superintendent of Recreation
RE: **Monthly Report for February 8, 2016**

SENIOR CLUB

The group got together on Monday January 18th to play board games & cards; they also enjoyed beef sandwiches from Paul's. Our next club is scheduled for Monday February 15th.

MEN'S WIFFLE BALL LEAGUE

Our Men's Wiffle Ball league started play on Wednesday January 13th at Park Junior High School. We have five teams competing in the program this season.

SUMMER BROCHURE

The first draft is due Monday February 8th to Peggy and from there we are scheduled to have it at the designer by Monday February 22nd.

IPRA CONFERENCE

I attended the annual conference last month and most of the sessions I attended were very good; and I have some good materials that I can use to help me with my position.

FALL FINANCIAL REPORT

See attached

UPCOMING EVENTS

- CPR – Wednesday February 3rd at the LP Fire Dept.
- Women's Volleyball Championship Match – Tuesday February 9th
- Senior Club – Monday February 15th
- Daddy Daughter Date Night – Friday February 26th

To: Aleks Briedis
From: Recreation Supervisor-Darla Goudeau

Subject: February 2016 Board Report

PRESCHOOL

Pre-registration information and information to set up an email account with the Park District has been sent out to presently enrolled and incoming families. Pre-registrations will begin the week of February 15th. I am getting many inquiries and tour requests.

We are repeating our successful event "Winter Family Fun Night" on Friday Night, February 5th. Preschool families are coming to enjoy a craft, karaoke, selfies with Frozen, hot chocolate, ice cream counter and snowball games

The annual Science Fair/Open House is scheduled for March 16th

IPRA CONFERENCE

I attended an especially informative session concerning effective communication and nonspecific communication. I always take away useful information from this conference.

SUMMER CONCERTS

The bands are under contract for the "Music Under The Stars". I am continuing to plan the "Island Night" wrap up in August as I am still looking for a local band to open the night. Sponsor letters with the line up are going out next week.

DEADLINES

I am currently working with the following deadlines:

2/4 Prep for Preschool event

2/5 All summer co op programs for brochures

2/9 All summer camps, classes etc. brochure to Peggy

2/15 Fall Preschool registration week

2/22 Parent conferences

2/23 1st draft budget to Aleks

2/29 submit concert sponsors for brochure

Date: February 3, 2016
To: Aleks Briedis
From: Dave Romito
RE: Marketing Report/Performing Arts

The following marketing processes have been completed in January, 2016. Media outlets include: TribLocal & www.chicagotribune.com, Suburban Life, The Doings & www.pioneerlocal.suntimes.com, Suburban Focus, Patch, E-Brief's, School District 102's website, Rose Clippings, and Facebook.

- Weekly promotions of programs, events, and updated pictures on Facebook. We currently have **559 Likes (8 more than last month)**.
 - Promotion for special events/Trips: Grease, Ready Teddy, Warming Tree, Apple Holler Trip, Daddy Daughter Date Night, Veterans Memorial,
- Articles written and/or submitted to media outlets regarding:
 - Pickle Ball
 - LTSC Soccer Academy
 - Cheerleading
 - Badminton
 - Co-Rec Volleyball
 - Dog Obedience
 - Yoga Fusion
 - Yoga Open
 - Yoga Next
 - Basic Yoga
 - Zumba
- Shrek Jr. made almost \$5k in revenue. Dee and I are currently talking to a school in Orland Park that is interested in purchasing our costumes, set pieces, and props. We have rented some of our costumes to St. Bernadine School for a small fee. If we can sell off our Shrek show, we will free up storage space as our unit at Life Storage is completely full along with Martins big trailer. The added revenue will also help absorb the cost of Shrek.
- Grease auditions are over. We had 168 kids audition! Cast lists are being generated and will be published on the website on February 4. Our first rehearsal is Sunday, February 7.
- The "Glee" class will have their performance on February 21 at the Recreation Center. We have 18 participants. Should be a great show!
- The Shrek survey to all participants will be sent next week to parents via email. The link to the survey will be attached to an email regarding DVD pickups.
- Fitness class fliers were created and put up around the building.
- Work on the Summer Brochure has begun.
- Updated and maintained all programs, events, and requests on La Grange Rd. lighted sign.
- Pictures continue to be taken, uploaded, and maintained of all programs and events through the Park District.

- Bulletin board outside of Resource Room continues to be updated with all of our press clippings and community news.

To: Aleks Briedis

From: Peggy Ronovsky
Office Manager

Ref: Board Report February 2016

- Monthly financial work was completed. Payroll was processed for January and payables were processed for the February meeting.
- Daily registrations and daily computer entries were completed. Bank deposits were processed as needed.
- Monthly deposits were processed; Ready Teddy Preschool tuition and flex scheduling fees, program registrations.
- A phone training session was attended by office staff regarding our new online registration software. Information was gathered by CommunityPass and they will apply that information around specific software. We seem to be on track and the next step is actually inputting information and programs into the software.
- I will be receiving the rough draft copy of the brochure pages from staff next week. I will then complete the inputting of programs and send off the first draft to our graphic designer.
- I attended the IAPD/IPRA State Conference on Thursday and Friday, January 25-26. I attended several sessions and one was regarding IMRF and its offerings to people in the field of human resources and for people who are planning their retirement. I attended a work session regarding creating optimism in the workplace where the speaker stresses detailed communication is necessary to create a successful work atmosphere. He also stated by being aware of others emotions and being aware of their state of mind will help anyone deal and know that the emotion should never be taken personally. Over all I had a great experience with this years' conference.
- An order was placed for bricks for the Veteran's Memorial Plaza. Amanda Kennedy received orders that were placed after the last order. A final invoice will be sent to Amanda as soon as possible. It will need to be included and paid at the board meeting. She ordered approximately 33 4x8 bricks and 8 8x8 bricks. A few of those bricks were duplicate bricks for the customers and one brick that was damaged (chipped) upon installation. Jim Zwit assisted Amanda in her efforts to complete the order prior to the deadline. A May ceremony is in the planning stages. All new brick order customers will be mailed an invitation to attend their brick dedication and all past brick customers will be emailed a note letting them know about our Memorial Service.

Date: February 2, 2016

To: Aleks Briedis, Executive Director

From: Megan Jadron, Safety Coordinator

February Board Report 2016



Inspections:

All playgrounds are being inspected on a regular basis. All playgrounds are in good condition. Snow hill is being inspected when it is snow covered.

Building inspections have been conducted for the month of January. Fire Extinguishers and AED has been checked as well. Inspections for February will be conducted in the next two weeks.

Other:

As an ongoing process, I am checking certificates of insurance for any independent contractors that we use for various jobs throughout the district.

Aleks and I met with Chief Rompa of the LaGrange Park Police Department to review our lockdown procedures. Chief Rompa was very pleased with our procedures. We are in the process of working with the police department to develop more police presence in the Recreation Center for the preschoolers and then we will conduct a full drill this Fall.

I have taken inventory of all first aid supplies and replenished all necessary items for preschool classrooms and winter programs.

I attended the annual IPRA conference on January 29th. The sessions that I attended were very informative and learned a lot to bring back to the park district.

I plan to conduct a First Aid, CPR and AED certification class in February for staff that is need of re- certification.

I have ordered the PDRMA jackets and they should be delivered in the beginning of April.

Community Pk District LaGrange Pk
Income Statement
For the Nine Months Ending January 31, 2016

CORPORATE FUND

	Current Month Actual	Year to Date Actual	Budget	YTD Percentage	Prev YTD	Prev % Budget
Revenues						
Corporate Fund Taxes	\$ 504.18	\$ 207,943.33	\$ 506,340.00	41.07	\$ 202,372.64	45.04
Replacement Taxes	2,396.96	13,200.81	15,000.00	88.01	12,212.45	84.22
Interest Earned-Corp.	27.53	324.85	400.00	81.21	380.46	76.09
Other Income - Corpor	0.00	2,684.18	2,000.00	134.21	1,726.85	115.12
	<u>2,928.67</u>	<u>224,153.17</u>	<u>523,740.00</u>	42.80	<u>216,692.40</u>	46.52
Total Revenues						
Expenses						
Full Time Wages-Adm	24,542.94	159,561.47	213,554.00	74.72	190,507.17	86.47
Part Time Wages	4,425.96	45,227.46	51,425.00	87.95	46,423.37	88.43
Wages - Program Lead	27.00	123.00	0.00	0.00	0.00	0.00
Legal Publications	0.00	599.40	1,100.00	54.49	751.16	117.37
Postage Stamps	0.00	1,399.32	2,000.00	69.97	1,512.36	75.62
Public Relations	0.00	217.73	1,500.00	14.52	926.36	54.49
Telephones	720.93	4,708.83	7,344.00	64.12	5,058.59	71.15
Association Dues	4,422.86	5,376.86	5,400.00	99.57	4,557.86	89.37
Professional Developm	1,179.00	3,714.49	4,390.00	84.61	1,724.80	62.72
Subscriptions	0.00	663.00	950.00	69.79	253.25	50.65
Mileage Reimburseme	250.00	2,250.00	3,000.00	75.00	0.00	0.00
Park Board Expense	0.00	1,332.71	5,200.00	25.63	8,866.67	124.01
Computer Services	316.50	4,617.10	8,300.00	55.63	4,444.19	73.46
Security Services	0.00	8,705.19	12,750.00	68.28	6,465.19	96.78
Health Insurance Admi	184.68	26,788.43	53,063.85	50.48	29,302.81	43.13
Professional Services	1,179.00	10,848.44	16,000.00	67.80	9,686.85	62.10
Office Machine Contra	5,169.08	11,682.30	7,175.00	162.82	5,030.82	77.40
Refuse Disposals	443.35	3,794.84	4,500.00	84.33	3,361.00	80.02
Portable Toilets	0.00	5,235.00	4,020.00	130.22	3,723.75	107.93
Trade Services	1,222.26	19,511.58	29,200.00	66.82	22,014.91	88.95
Utilites - Natural Gas	134.75	549.85	2,600.00	21.15	897.68	48.52
Utilities - Electricity	1,105.91	5,693.26	14,600.00	38.99	9,039.40	65.22
Utilities - Water	0.00	0.00	1,000.00	0.00	0.00	0.00
Bank Fees	0.00	278.80	500.00	55.76	384.92	96.23
Supplies	3,413.93	30,077.25	28,500.00	105.53	18,703.58	64.94
Equipment	21.06	1,726.40	5,200.00	33.20	3,004.84	63.93
Repair Parts	0.00	877.93	5,500.00	15.96	2,909.28	47.69
Awards & Remembran	0.00	0.00	450.00	0.00	51.23	10.25
Staff Uniforms	0.00	2,255.50	2,100.00	107.40	311.97	14.86
Separation Pay	0.00	0.00	64,255.87	0.00	0.00	0.00
Other Expenses	0.00	285.80	2,100.00	13.61	465.82	186.33
	<u>48,759.21</u>	<u>358,101.94</u>	<u>557,677.72</u>	64.21	<u>380,379.83</u>	77.08
Total Expenses						
Net Income	<u>\$ (45,830.54)</u>	<u>\$ (133,948.77)</u>	<u>\$ (33,937.72)</u>	394.69	<u>\$ (163,687.43)</u>	591.12

Community Pk District LaGrange Pk
Income Statement
For the Nine Months Ending January 31, 2016

RECREATION FUND

	Current Month Actual	Year to Date Actual	Budget	Year to Dat Percentage	Previous YTD	Prev % Budget
Revenues						
Recreation Fund Taxes	\$ 63.02	\$ 14,119.80	\$ 32,788.00	43.06	\$ 52,564.32	50.37
Interest Earned - Rec.	25.85	145.28	10.00	1,452.80	62.56	89.37
Programs Fees - Gener	45,504.81	399,358.87	549,500.00	72.68	408,382.51	83.75
Donations & Sponsors	1,000.00	6,516.00	7,000.00	93.09	0.00	0.00
Other Income - Recreat	390.00	390.00	100.00	390.00	0.00	0.00
Total Revenues	<u>46,983.68</u>	<u>420,529.95</u>	<u>589,398.00</u>	71.35	<u>461,009.39</u>	77.19
Expenses						
Full Time Wages-Rec	27,271.18	159,462.55	196,741.06	81.05	97,919.45	59.80
Part Time Wages-Prog	(4,138.67)	62,867.54	84,112.00	74.74	11,370.61	93.13
Wages - Rental Superv	0.00	0.00	0.00	0.00	255.00	0.00
Wages - Program Lead	17,820.65	50,708.58	89,788.00	56.48	113,452.04	75.51
Program Marketing	0.00	1,653.18	2,300.00	71.88	351.34	16.42
Telephones	98.94	901.86	1,270.00	71.01	797.02	65.87
Association Dues	0.00	513.00	488.00	105.12	334.00	83.50
Professional Developm	450.00	1,723.10	3,000.00	57.44	575.00	41.07
Mileage	0.00	361.55	400.00	90.39	654.48	137.79
Security Services	0.00	3,900.29	5,600.00	69.65	3,873.40	74.49
Health Insurance Rec.	0.00	24,274.27	50,930.82	47.66	21,630.60	48.25
Refuse Disposals	269.99	2,627.44	3,600.00	72.98	2,600.56	72.64
Trade Services	995.00	4,709.00	4,500.00	104.64	1,365.00	34.13
Utilites - Natural Gas	280.84	770.52	3,300.00	23.35	1,081.18	33.79
Utilities - Electricity	1,051.58	9,929.61	12,200.00	81.39	8,281.00	75.28
Utilities - Water	0.00	671.73	1,200.00	55.98	646.93	46.71
Program Contractual S	800.00	82,930.84	124,335.00	66.70	91,491.23	74.32
Credit Card Fees	625.97	4,821.60	5,465.00	88.23	4,482.66	0.00
Brochure Printing	0.00	15,630.41	15,820.00	98.80	15,138.52	94.62
Co-op Fees	0.00	10,106.82	15,100.00	66.93	6,983.04	49.35
Bank Fees	43.60	409.40	0.00	0.00	497.85	0.00
Supplies	1,731.91	44,538.05	40,800.00	109.16	32,893.21	97.58
Equipment	0.00	1,626.72	5,300.00	30.69	4,726.11	153.20
Repair Parts	8,700.00	8,700.00	1,000.00	870.00	15.96	2.13
Other Expenses	0.00	1,286.51	230.00	559.35	178.92	31.39
Total Expenses	<u>56,000.99</u>	<u>495,124.57</u>	<u>667,479.88</u>	74.18	<u>421,595.11</u>	70.68
Net Income	<u>\$ (9,017.31)</u>	<u>\$ (74,594.62)</u>	<u>\$ (78,081.88)</u>	95.53	<u>\$ 39,414.28</u>	5,290.51

Community Pk District LaGrange Pk
Income Statement
For the Nine Months Ending January 31, 2016
ILLINOIS MUNICIPAL RETIREMENT FUND

	Current Month Actual	Year to Date Actual	Budget	Year to Dat Percentage	Previous YTD	Prev % Budget
Revenues						
Property Taxes-IMRF	\$ 18.02	\$ 41,921.51	\$ 103,047.00	40.68	\$ 24,968.04	35.90
Interest IMRF	2.93	11.82	1.00	1,182.00	(0.24)	(24.00)
	<u>20.95</u>	<u>41,933.33</u>	<u>103,048.00</u>	40.69	<u>24,967.80</u>	35.90
Total Revenues	<u>20.95</u>	<u>41,933.33</u>	<u>103,048.00</u>	40.69	<u>24,967.80</u>	35.90
Expenses						
IMRF Contribution	5,979.88	37,633.48	51,594.98	72.94	39,855.28	71.76
	<u>5,979.88</u>	<u>37,633.48</u>	<u>51,594.98</u>	72.94	<u>39,855.28</u>	71.76
Total Expenses	<u>5,979.88</u>	<u>37,633.48</u>	<u>51,594.98</u>	72.94	<u>39,855.28</u>	71.76
Net Income	\$ <u>(5,958.93)</u>	\$ <u>4,299.85</u>	\$ <u>51,453.02</u>	8.36	\$ <u>(14,887.48)</u>	(106.29)

Community Pk District LaGrange Pk
Income Statement
For the Nine Months Ending January 31, 2016

SOCIAL SECURITY FUND

	Current Month Actual	Year to Date Actual	Budget	Year to Dat Percentage	Previous YTD	Prev % Budget
Revenues						
Property Taxes FICA	\$ 45.02	\$ 23,149.82	\$ 56,208.00	41.19	\$ 21,025.72	44.35
Interest-FICA	0.06	2.34	1.00	234.00	1.05	52.50
	<u>45.08</u>	<u>23,152.16</u>	<u>56,209.00</u>	41.19	<u>21,026.77</u>	44.35
Total Revenues	<u>45.08</u>	<u>23,152.16</u>	<u>56,209.00</u>	41.19	<u>21,026.77</u>	44.35
Expenses						
FICA-Employer Contri	5,450.78	37,242.79	49,543.57	75.17	36,056.21	75.08
	<u>5,450.78</u>	<u>37,242.79</u>	<u>49,543.57</u>	75.17	<u>36,056.21</u>	75.08
Total Expenses	<u>5,450.78</u>	<u>37,242.79</u>	<u>49,543.57</u>	75.17	<u>36,056.21</u>	75.08
Net Income	\$ <u><u>(5,405.70)</u></u>	\$ <u><u>(14,090.63)</u></u>	\$ <u><u>6,665.43</u></u>	(211.40)	\$ <u><u>(15,029.44)</u></u>	2,451.78

Community Pk District LaGrange Pk
Income Statement
For the Nine Months Ending January 31, 2016

AUDIT FUND

	Current Month Actual	Year to Date Actual	Budget	Year to Dat Percentage	Previous YTD	Prev % Budget
Revenues						
Property Taxes Audit	\$ 9.00	\$ 3,696.50	\$ 8,993.00	41.10	\$ 3,504.30	44.36
Interest Audit	0.13	1.14	1.00	114.00	0.15	15.00
	<u>9.13</u>	<u>3,697.64</u>	<u>8,994.00</u>	41.11	<u>3,504.45</u>	44.35
Total Revenues	<u>9.13</u>	<u>3,697.64</u>	<u>8,994.00</u>	41.11	<u>3,504.45</u>	44.35
Expenses						
Professional Service-A	0.00	7,950.00	7,725.00	102.91	7,725.00	100.00
	<u>0.00</u>	<u>7,950.00</u>	<u>7,725.00</u>	102.91	<u>7,725.00</u>	100.00
Total Expenses	<u>0.00</u>	<u>7,950.00</u>	<u>7,725.00</u>	102.91	<u>7,725.00</u>	100.00
Net Income	\$ <u>9.13</u>	\$ <u>(4,252.36)</u>	\$ <u>1,269.00</u>	(335.10)	\$ <u>(4,220.55)</u>	(2,398.04)

Community Pk District LaGrange Pk
Income Statement
For the Nine Months Ending January 31, 2016

LIABILITY INSURANCE FUND

	Current Month Actual	Year to Date Actual	Budget	Year to Dat Percentage	Previous YTD	Prev % Budget
Revenues						
Property Taxes-PDRM	\$ 36.01	\$ 17,775.10	\$ 43,280.00	41.07	\$ 17,521.45	44.35
Interest-PDRMA	0.69	2.52	1.00	252.00	0.83	8.30
Total Revenues	<u>36.70</u>	<u>17,777.62</u>	<u>43,281.00</u>	41.07	<u>17,522.28</u>	44.34
Expenses						
PDRMA Workshops	0.00	0.00	325.00	0.00	30.00	9.23
Professional Services,	2,555.48	5,413.59	6,695.00	80.86	150.08	2.78
Trade Services	0.00	0.00	1,000.00	0.00	993.00	39.72
Security Reference Ch	0.00	129.50	0.00	0.00	0.00	0.00
PDRMA Premium	12,212.64	24,425.28	23,000.00	106.20	22,772.16	96.90
Safety Supplies	0.00	724.34	1,500.00	48.29	652.22	65.22
Total Expenses	<u>14,768.12</u>	<u>30,692.71</u>	<u>32,520.00</u>	94.38	<u>24,597.46</u>	74.59
Net Income	<u>\$ (14,731.42)</u>	<u>\$ (12,915.09)</u>	<u>\$ 10,761.00</u>	(120.02)	<u>\$ (7,075.18)</u>	(108.10)

Community Pk District LaGrange Pk
Income Statement
For the Nine Months Ending January 31, 2016

SEASPAR

	Current Month Actual	Year to Date Actual	Budget	Year to Dat Percentage	Previous YTD	Prev % Budget
Revenues						
Property Taxes-SEAS	\$ 45.02	\$ 13,176.16	\$ 26,043.00	50.59	\$ 39,423.24	42.28
Interest-SEASPAR	5.60	29.75	20.00	148.75	11.37	56.85
Total Revenues	<u>50.62</u>	<u>13,205.91</u>	<u>26,063.00</u>	<u>50.67</u>	<u>39,434.61</u>	<u>42.28</u>
Expenses						
Full Time Wages-Boar	1,239.87	7,945.80	10,758.34	73.86	9,609.88	80.57
ADA Portable Restroo	0.00	0.00	4,000.00	0.00	0.00	0.00
ADA Assesibility	0.00	0.00	40,000.00	0.00	0.00	0.00
Special Rec-Instrutors	0.00	815.18	5,000.00	16.30	1,535.40	118.11
SEASPAR Contributio	0.00	28,735.50	60,805.00	47.26	60,840.00	100.00
Other Expense-Seaspar	0.00	0.00	0.00	0.00	20.00	0.00
Total Expenses	<u>1,239.87</u>	<u>37,496.48</u>	<u>120,563.34</u>	<u>31.10</u>	<u>72,005.28</u>	<u>63.12</u>
Net Income	<u>\$ (1,189.25)</u>	<u>\$ (24,290.57)</u>	<u>\$ (94,500.34)</u>	<u>25.70</u>	<u>\$ (32,570.67)</u>	<u>156.60</u>

Community Pk District LaGrange Pk
Income Statement
For the Nine Months Ending January 31, 2016

BOND & INTEREST FUND

	Current Month Actual	Year to Date Actual	Budget	Year to Dat Percentage	Previous YTD	Prev % Budget
Revenues						
Property Taxes-Bond&	\$ 180.06	\$ 113,529.07	\$ 243,300.00	46.66	\$ 106,355.13	43.71
Interest- Bond&Interes	7.33	68.77	25.00	275.08	18.98	0.00
	<u>187.39</u>	<u>113,597.84</u>	<u>243,325.00</u>	46.69	<u>106,374.11</u>	43.72
Total Revenues	<u>187.39</u>	<u>113,597.84</u>	<u>243,325.00</u>	46.69	<u>106,374.11</u>	43.72
Expenses						
Bonds & Interest-Profe	0.00	250.00	250.00	100.00	250.00	83.33
Bond Principal	0.00	170,000.00	170,000.00	100.00	165,250.00	100.15
Bond Interest	0.00	72,850.00	72,850.00	100.00	77,800.00	99.74
	<u>0.00</u>	<u>243,100.00</u>	<u>243,100.00</u>	100.00	<u>243,300.00</u>	100.00
Total Expenses	<u>0.00</u>	<u>243,100.00</u>	<u>243,100.00</u>	100.00	<u>243,300.00</u>	100.00
Net Income	<u>\$ 187.39</u>	<u>\$ (129,502.16)</u>	<u>\$ 225.00</u>	(57,556.5	<u>\$ (136,925.89)</u>	0.00

Community Pk District LaGrange Pk
Income Statement
For the Nine Months Ending January 31, 2016
CAPITAL PROJECT FUND #10

	Current Month Actual	Year to Date Actual	Budget	Year to Dat Percentage	Previous YTD	Prev % Budget
Revenues						
Interest Earned-Fund#	\$ 46.80	\$ 290.43	\$ 250.00	116.17	\$ 196.55	39.31
Fund Transfer In	0.00	0.00	39,000.00	0.00	0.00	0.00
Donation & Grants-#1	0.00	0.00	493,214.00	0.00	4,314.00	1.07
Veterans Memorial Fu	0.00	0.00	0.00	0.00	9,892.00	989.20
Total Revenues	<u>46.80</u>	<u>290.43</u>	<u>532,464.00</u>	0.05	<u>14,402.55</u>	2.71
Expenses						
Wages-Part Tme-Cap	0.00	0.00	0.00	0.00	2,141.49	428.30
Professional Services	2,200.00	2,692.00	50,500.00	5.33	70,217.39	82.05
Trade Services- Cap Pr	0.00	8,558.10	1,001,783.0	0.85	118,653.29	13.02
Supplies-Cap Proj	0.00	0.00	0.00	0.00	33,017.81	157.23
Equipment-Cap Projec	0.00	4,026.51	3,000.00	134.22	26,120.87	72.16
Total Expenses	<u>2,200.00</u>	<u>15,276.61</u>	<u>1,055,283.0</u>	1.45	<u>250,150.85</u>	23.64
Net Income	<u>\$ (2,153.20)</u>	<u>\$ (14,986.18)</u>	<u>\$ (522,819.00)</u>	2.87	<u>\$ (235,748.30)</u>	44.71

Community Pk District LaGrange Pk
Income Statement
For the Nine Months Ending January 31, 2016

MEMORIAL FUND

	Current Month Actual	Year to Date Actual	Budget	Year to Dat Percentage	Previous YTD	Prev % Budget
Revenues						
Interest Earned- Fund	\$ 0.28	\$ 0.79	\$ 1.00	79.00	\$ 0.00	0.00
VMF Donations	2,070.00	8,218.00	2,000.00	410.90	0.00	0.00
Total Revenues	<u>2,070.28</u>	<u>8,218.79</u>	<u>2,001.00</u>	410.73	<u>0.00</u>	0.00
Expenses						
Wages-Part Tme-Mem	63.65	772.24	700.00	110.32	0.00	0.00
Supplies-Memorial Pro	88.00	3,567.92	1,000.00	356.79	0.00	0.00
Total Expenses	<u>151.65</u>	<u>4,340.16</u>	<u>1,700.00</u>	255.30	<u>0.00</u>	0.00
Net Income	<u>\$ 1,918.63</u>	<u>\$ 3,878.63</u>	<u>\$ 301.00</u>	1,288.58	<u>\$ 0.00</u>	0.00

Community Pk District LaGrange Pk
Income Statement
For the Nine Months Ending January 31, 2016

		Current Month	Year to Date	Budget	%	Prev %
		Actual	Actual			Budget
Revenues						
01-401	Corporate Fund Taxes	\$ 504.18	\$ 207,943.33	\$ 506,340.00	41.07	45.04
01-402	Replacement Taxes	2,396.96	13,200.81	15,000.00	88.01	84.22
01-403	Interest Earned-Corp. Fun	27.53	324.85	400.00	81.21	76.09
01-490	Other Income - Corporate	0.00	2,684.18	2,000.00	134.21	115.12
02-401	Recreation Fund Taxes	63.02	14,119.80	32,788.00	43.06	50.37
02-403	Interest Earned - Rec. Fu	25.85	145.28	10.00	1,452.8	89.37
02-405	Programs Fees - General	45,504.81	399,358.87	549,500.00	72.68	83.75
02-408	Donations & Sponsorship	1,000.00	6,516.00	7,000.00	93.09	0.00
02-490	Other Income - Recreatio	390.00	390.00	100.00	390.00	0.00
03-401	Property Taxes-IMRF	18.02	41,921.51	103,047.00	40.68	35.90
03-403	Interest IMRF	2.93	11.82	1.00	1,182.0	(24.00)
04-401	Property Taxes FICA	45.02	23,149.82	56,208.00	41.19	44.35
04-403	Interest-FICA	0.06	2.34	1.00	234.00	52.50
05-401	Property Taxes Audit	9.00	3,696.50	8,993.00	41.10	44.36
05-403	Interest Audit	0.13	1.14	1.00	114.00	15.00
06-401	Property Taxes-PDRMA	36.01	17,775.10	43,280.00	41.07	44.35
06-403	Interest-PDRMA	0.69	2.52	1.00	252.00	8.30
08-401	Property Taxes-SEASPA	45.02	13,176.16	26,043.00	50.59	42.28
08-403	Interest-SEASPAR	5.60	29.75	20.00	148.75	56.85
09-401	Property Taxes-Bond& In	180.06	113,529.07	243,300.00	46.66	43.71
09-403	Interest- Bond&Interest	7.33	68.77	25.00	275.08	0.00
10-403	Interest Earned-Fund#10	46.80	290.43	250.00	116.17	39.31
10-407	Fund Transfer In	0.00	0.00	39,000.00	0.00	0.00
10-408	Donation & Grants-#10	0.00	0.00	493,214.00	0.00	1.07
10-409	Veterans Memorial Fund	0.00	0.00	0.00	0.00	989.20
11-403	Interest Earned- Fund #11	0.28	0.79	1.00	79.00	0.00
11-408	VMF Donations	2,070.00	8,218.00	2,000.00	410.90	0.00
	Total Revenues	<u>52,379.30</u>	<u>866,556.84</u>	<u>2,128,523.00</u>	40.71	43.20
Expenses						
01-501	Full Time Wages-Admin	24,542.94	159,561.47	213,554.00	74.72	86.47
01-505	Part Time Wages	4,425.96	45,227.46	51,425.00	87.95	88.43
01-511	Wages - Program Leaders	27.00	123.00	0.00	0.00	0.00
01-601	Legal Publications	0.00	599.40	1,100.00	54.49	117.37
01-603	Postage Stamps	0.00	1,399.32	2,000.00	69.97	75.62
01-604	Public Relations	0.00	217.73	1,500.00	14.52	54.49
01-606	Telephones	720.93	4,708.83	7,344.00	64.12	71.15
01-607	Association Dues	4,422.86	5,376.86	5,400.00	99.57	89.37
01-608	Professional Developmen	1,179.00	3,714.49	4,390.00	84.61	62.72
01-610	Subscriptions	0.00	663.00	950.00	69.79	50.65
01-612	Mileage Reimbursement	250.00	2,250.00	3,000.00	75.00	0.00
01-701	Park Board Expense	0.00	1,332.71	5,200.00	25.63	124.01
01-702	Computer Services	316.50	4,617.10	8,300.00	55.63	73.46
01-703	Security Services	0.00	8,705.19	12,750.00	68.28	96.78
01-704	Health Insurance Admin.	184.68	26,788.43	53,063.85	50.48	43.13
01-705	Professional Services	1,179.00	10,848.44	16,000.00	67.80	62.10

Community Pk District LaGrange Pk
Income Statement
For the Nine Months Ending January 31, 2016

		Current Month	Year to Date		%	Prev %
		Actual	Actual	Budget		Budget
01-706	Office Machine Contracts	5,169.08	11,682.30	7,175.00	162.82	77.40
01-707	Refuse Disposals	443.35	3,794.84	4,500.00	84.33	80.02
01-708	Portable Toilets	0.00	5,235.00	4,020.00	130.22	107.93
01-709	Trade Services	1,222.26	19,511.58	29,200.00	66.82	88.95
01-710	Utilites - Natural Gas	134.75	549.85	2,600.00	21.15	48.52
01-711	Utilities - Electricity	1,105.91	5,693.26	14,600.00	38.99	65.22
01-712	Utilities - Water	0.00	0.00	1,000.00	0.00	0.00
01-723	Bank Fees	0.00	278.80	500.00	55.76	96.23
01-801	Supplies	3,413.93	30,077.25	28,500.00	105.53	64.94
01-802	Equipment	21.06	1,726.40	5,200.00	33.20	63.93
01-804	Repair Parts	0.00	877.93	5,500.00	15.96	47.69
01-805	Awards & Remembrance	0.00	0.00	450.00	0.00	10.25
01-809	Staff Uniforms	0.00	2,255.50	2,100.00	107.40	14.86
01-900	Separation Pay	0.00	0.00	64,255.87	0.00	0.00
01-901	Other Expenses	0.00	285.80	2,100.00	13.61	186.33
02-501	Full Time Wages-Rec	27,271.18	159,462.55	196,741.06	81.05	59.80
02-505	Part Time Wages-Prog A	(4,138.67)	62,867.54	84,112.00	74.74	93.13
02-511	Wages - Program Leaders	17,820.65	50,708.58	89,788.00	56.48	75.51
02-604	Program Marketing	0.00	1,653.18	2,300.00	71.88	16.42
02-606	Telephones	98.94	901.86	1,270.00	71.01	65.87
02-607	Association Dues	0.00	513.00	488.00	105.12	83.50
02-608	Professional Developmen	450.00	1,723.10	3,000.00	57.44	41.07
02-612	Mileage	0.00	361.55	400.00	90.39	137.79
02-703	Security Services	0.00	3,900.29	5,600.00	69.65	74.49
02-704	Health Insurance Rec.	0.00	24,274.27	50,930.82	47.66	48.25
02-707	Refuse Disposals	269.99	2,627.44	3,600.00	72.98	72.64
02-709	Trade Services	995.00	4,709.00	4,500.00	104.64	34.13
02-710	Utilites - Natural Gas	280.84	770.52	3,300.00	23.35	33.79
02-711	Utilities - Electricity	1,051.58	9,929.61	12,200.00	81.39	75.28
02-712	Utilities - Water	0.00	671.73	1,200.00	55.98	46.71
02-717	Program Contractual Serv	800.00	82,930.84	124,335.00	66.70	74.32
02-718	Credit Card Fees	625.97	4,821.60	5,465.00	88.23	0.00
02-720	Brochure Printing	0.00	15,630.41	15,820.00	98.80	94.62
02-722	Co-op Fees	0.00	10,106.82	15,100.00	66.93	49.35
02-723	Bank Fees	43.60	409.40	0.00	0.00	0.00
02-801	Supplies	1,731.91	44,538.05	40,800.00	109.16	97.58
02-802	Equipment	0.00	1,626.72	5,300.00	30.69	153.20
02-804	Repair Parts	8,700.00	8,700.00	1,000.00	870.00	2.13
02-901	Other Expenses	0.00	1,286.51	230.00	559.35	31.39
03-630	IMRF Contribution	5,979.88	37,633.48	51,594.98	72.94	71.76
04-640	FICA-Employer Contribu	5,450.78	37,242.79	49,543.57	75.17	75.08
05-705	Professional Service-Aud	0.00	7,950.00	7,725.00	102.91	100.00
06-608	PDRMA Workshops	0.00	0.00	325.00	0.00	9.23
06-705	Professional Services, Saf	2,555.48	5,413.59	6,695.00	80.86	2.78
06-709	Trade Services	0.00	0.00	1,000.00	0.00	39.72
06-717	Security Reference Check	0.00	129.50	0.00	0.00	0.00
06-760	PDRMA Premium	12,212.64	24,425.28	23,000.00	106.20	96.90
06-801	Safety Supplies	0.00	724.34	1,500.00	48.29	65.22
08-501	Full Time Wages-Board	1,239.87	7,945.80	10,758.34	73.86	80.57

Community Pk District LaGrange Pk
Income Statement
For the Nine Months Ending January 31, 2016

	Current Month	Year to Date		%	Prev %
	Actual	Actual	Budget		Budget
08-708 ADA Portable Restrooms	0.00	0.00	4,000.00	0.00	0.00
08-709 ADA Assesibility	0.00	0.00	40,000.00	0.00	0.00
08-717 Special Rec-Instrutors	0.00	815.18	5,000.00	16.30	118.11
08-780 SEASPAR Contribution	0.00	28,735.50	60,805.00	47.26	100.00
09-705 Bonds & Interest-Profess	0.00	250.00	250.00	100.00	83.33
09-790 Bond Principal	0.00	170,000.00	170,000.00	100.00	100.15
09-791 Bond Interest	0.00	72,850.00	72,850.00	100.00	99.74
10-505 Wages-Part Tme-Cap Fu	0.00	0.00	0.00	0.00	428.30
10-705 Professional Services	2,200.00	2,692.00	50,500.00	5.33	82.05
10-709 Trade Services- Cap Proj	0.00	8,558.10	1,001,783.00	0.85	13.02
10-801 Supplies-Cap Proj	0.00	0.00	0.00	0.00	157.23
10-802 Equipment-Cap Project	0.00	4,026.51	3,000.00	134.22	72.16
11-505 Wages-Part Tme-Memori	63.65	772.24	700.00	110.32	0.00
11-801 Supplies-Memorial Proj	88.00	3,567.92	1,000.00	356.79	0.00
	<u>134,550.50</u>	<u>1,266,958.74</u>	<u>2,787,187.49</u>		
Total Expenses	134,550.50	1,266,958.74	2,787,187.49	45.46	55.69
Net Income	\$ <u>(82,171.20)</u>	\$ <u>(400,401.90)</u>	\$ <u>(658,664.49)</u>	60.79	102.87

Community Pk District LaGrange Pk
Purchase Journal
For the Period From Jan 31, 2016 to Jan 31, 2016

Date	Account ID Account Description	Invoice/CM	Line Description	Trans Am	Job ID
1/31/16	01-228 Aflac-Medical Cash Basis	FEBRUARY	FEBRUARY 2016	224.40	
			AFLAC	-224.40	
1/31/16	01-228 Aflac-Medical Cash Basis	JANUARY 2	JANUARY	224.40	
			AFLAC	-224.40	
1/31/16	02-709 Trade Services Cash Basis	15-56611879	HEATER REPAIRS	352.50	BRC
			ARRIGO ENTERPRISES, INC.	-352.50	
1/31/16	02-717 Program Contractual Service Cash Basis	500697631-2	SPECIAL EVENTS YEARLY PERMIT	336.00	PAD
			ASCAP	-336.00	
1/31/16	01-606 Telephones Cash Basis	126991584-1	INTERNET (OLD) ONE MONTH PAYMENT DUE. THIS IS LAST MONTH. ONE MORE TO COME. AT&T	60.00	OFF
				-60.00	
1/31/16	01-606 Telephones Cash Basis	1780-FEB 20	SIGN FEE	29.31	OFF
			AT&T	-29.31	
1/31/16	01-606 Telephones Cash Basis	4580-FEB 20	OFFICE FINAL READING AND BILL FOR A FEW DAYS THAT CROSSED BILLING AT&T	39.61	OFF
				-39.61	
1/31/16	01-606 Telephones Cash Basis	4584-JAN 20	MAINTENANCE FACILITY	48.07	OFF
			AT&T	-48.07	
1/31/16	01-709 Trade Services Cash Basis	3857	TREE TRIM AND REMOVAL YENA PARK	6,500.00	PKS
			BLUDER'S TREE SERVICE	-6,500.00	
1/31/16	01-709 Trade Services Cash Basis	3859	TREE TRIMMING AT HANESWORTH PARK	1,800.00	PKS
			BLUDER'S TREE SERVICE	-1,800.00	
1/31/16	01-612 Mileage Reimbursement Cash Basis	040125	AUTO ALLOWANCE - SEPTEMBER 2015	250.00	ADM
			ALEKSANDRS BRIEDIS	-250.00	
1/31/16	01-705 Professional Services Cash Basis	28713	LEGAL SERVICES NOT COVERED ON GENERAL COUNSEL	45.00	ADM
			BROOKS/TARULIS & TIBBLE, LLC	-45.00	
1/31/16	01-705 Professional Services Cash Basis	28714	MONTHLY LEGAL COUNSEL	150.00	ADM
			BROOKS/TARULIS & TIBBLE, LLC	-150.00	
1/31/16	02-801 Supplies Cash Basis	010457	PURCHASES FOR RECREATION CENTER USAGE	288.08	BRC
			CASE LOTS INC.	-288.08	
1/31/16	01-801 Supplies Cash Basis	2-2016	RECEIPTS TO BALANCE ACCOUNT	57.98	VEH
			WEX BANK	-57.98	

Community Pk District LaGrange Pk
Purchase Journal
For the Period From Jan 31, 2016 to Jan 31, 2016

Date	Account ID Account Description	Invoice/CM	Line Description	Trans Am	Job ID
1/31/16	01-711 Utilities - Electricity Cash Basis	2-16-9007	MAINTENANCE FACILITY USAGE COM-ED	186.14 -186.14	BPK
1/31/16	01-711 Utilities - Electricity Cash Basis	2-2016-0000	USAGE AT MEMORIAL PARK COM-ED	298.69 -298.69	PKS
1/31/16	01-711 Utilities - Electricity Cash Basis	2-2016-3000	USAGE AT LG ROAD AND OAK COM-ED	20.26 -20.26	PKS
1/31/16	01-711 Utilities - Electricity Cash Basis	2-2016-3011	USAGE AT BEACK OAK PARK COM-ED	41.41 -41.41	PKS
1/31/16	02-711 Utilities - Electricity Cash Basis	2-2016-5008	USAGE AT RECREATION CENTER COM-ED	1,314.50 -1,314.50	BRC
1/31/16	01-711 Utilities - Electricity Cash Basis	2-2016-6006	USAGE AT YENA PARK COM-ED	37.68 -37.68	PKS
1/31/16	01-711 Utilities - Electricity Cash Basis	2-2016-7005	USAGE AT HANESWORTH PARK COM-ED	89.18 -89.18	PKS
1/31/16	01-711 Utilities - Electricity Cash Basis	2-2016-7017	USAGE AT WOODLAWN AND LG ROAD COM-ED	47.69 -47.69	PKS
1/31/16	01-606 Telephones Cash Basis	2-2016-6553	OFFICE, PHONE AND INTERNET COMCAST	346.46 -346.46	OFF
1/31/16	02-717 Program Contractual Service Cash Basis	15122	FISH TANK MAINTENANCE CRYSTAL CLEAN AQUARIUM MAINT.	45.00 -45.00	PRT
1/31/16	02-801 Supplies Cash Basis	2-2016	SUPPLIES PURCHASED FOR SHREK THE MUSICAL KATIE GARDNER-ALLAN	76.14 -76.14	PTT
1/31/16	02-801 Supplies Cash Basis	2-2016	GREASE MUSICAL COSTUMES AND PROPS PURCHASED DEE HAMILTON	71.68 -71.68	PTT
1/31/16	01-804 Repair Parts Cash Basis	75251	REPAIR PART FOR PLUMBING, MAINTENANCE FACILITY HARLEM PLUMBING SUPPLY	6.53 -6.53	PKS
1/31/16	02-801 Supplies Cash Basis	14727	EASTER EGG HUNT SUPPLIES HOLIDAY GOO	349.50 -349.50	PSE
1/31/16	02-717 Program Contractual Service Cash Basis	2-2016	FILMING FEE AND PRODUCTION FEE FOR SHREK THE MUSICAL JACOB HRYNIEWICZ	1,164.00 -1,164.00	PTT

Community Pk District LaGrange Pk
Purchase Journal
For the Period From Jan 31, 2016 to Jan 31, 2016

Date	Account ID Account Description	Invoice/CM	Line Description	Trans Am	Job ID
1/31/16	02-801 Supplies Cash Basis	7944	EMERGENCY AND HEALTH CARDS FOR PRESCHOOL INFINITY SIGNS & GRAPHICS	82.38 -82.38	PRT
1/31/16	02-801 Supplies Cash Basis	7949	PARENT HANDBOOKS INFINITY SIGNS & GRAPHICS	202.52 -202.52	PRT
1/31/16	02-801 Supplies 02-801 Supplies 02-801 Supplies 02-801 Supplies Cash Basis	2-2016	SUPPLIES FOR PRESCHOOL ENRICHMENT CLASSES BUILDING SUPPLIES PROGRAMS GOUDEAU PURCHASE ADVANTAGE	28.96 90.18 21.42 48.70 -189.26	PRT PAT BRN PGG
1/31/16	02-801 Supplies Cash Basis	2-2016	SUPPLIES PURCHASED FOR SHREK ZENIA KZRCZEWSKI	62.83 -62.83	PTT
1/31/16	02-717 Program Contractual Service Cash Basis	2-2-16-A	TRACK AND FIELD KIDSFIRST	686.00 -686.00	PSC
1/31/16	02-717 Program Contractual Service Cash Basis	2-2-16-B	BASKETBALL FEE KIDSFIRST	1,225.00 -1,225.00	PSC
1/31/16	02-717 Program Contractual Service Cash Basis	2-2-16-C	INSTRUCTIONAL FEE KIDSFIRST	980.00 -980.00	PSC
1/31/16	02-717 Program Contractual Service Cash Basis	2-2-2016-D	BADMINTON PROGRAM FEE KIDSFIRST	441.00 -441.00	PSC
1/31/16	02-717 Program Contractual Service Cash Basis	2-2-2016-E	CHEERLEADING PROGRAMS KIDSFIRST	294.00 -294.00	PSC
1/31/16	01-801 Supplies Cash Basis	6090791-00	SUPPLIES PURCHASED FOR PARKS KRANZ INCORPORATED	193.72 -193.72	PKS
1/31/16	01-804 Repair Parts 01-801 Supplies 02-801 Supplies Cash Basis	2-2016	SUPPLIES PURCHASED FOR PARTS REPAIRS SUPPLIES PURCHASED DOORSTOPS FOR REC CENTER LAGRANGE PARK ACE HARDWARE	11.69 75.52 17.95 -105.16	PKS PKS BRC
1/31/16	01-706 Office Machine Contracts Cash Basis	2-2016	LEASE FOR COPIER LEAF	134.74 -134.74	OFF
1/31/16	02-717 Program Contractual Service Cash Basis	1-#22	JANUARY #22 EVENT MARKET ACCESS CORP	175.00 -175.00	BRN
1/31/16	06-801	42046499	SUPPLIES FOR EMERGENCY KITS FOR PROGRAMS	62.65	ADM

Community Pk District LaGrange Pk
Purchase Journal
For the Period From Jan 31, 2016 to Jan 31, 2016

Date	Account ID Account Description	Invoice/CM	Line Description	Trans Am	Job ID
	Safety Supplies Cash Basis		RECREATION MEDCO SUPPLY COMPANY	-62.65	
1/31/16	01-801 Supplies Cash Basis	42048404	PARK STAFF SUPPLIES MEDCO SUPPLY COMPANY	54.75 -54.75	PKS
1/31/16	02-717 Program Contractual Service Cash Basis	2-2016	DADDY DAUGHTER DATE NIGHT ENTERTAINMENT MUSIC SOLUTIONS	225.00 -225.00	PSE
1/31/16	01-801 Supplies Cash Basis	WO1028739	SUPPLIES PURCHASED FOR OFFICE MYOFFICEPRODUCTS	90.29 -90.29	OFF
1/31/16	01-607 Association Dues Cash Basis	2-2016	PREMIER PACKAGE ASSOCIATION MEMBERSHIP FEE NATIONAL RECREATION AND PARK ASSO.	600.00 -600.00	ADM
1/31/16	01-226 Life Insurance Withholding Cash Basis	41430216-2-	ADDITIONAL SELF PAID LIFE INSURANCE NCPERS-IL IMRF	432.00 -432.00	
1/31/16	02-801 Supplies Cash Basis	2-2016	SHREK MAKE UP FEE NENA NEGOVANOVIC	49.82 -49.82	PTT
1/31/16	02-606 Telephones 01-606 Telephones 02-606 Telephones Cash Basis	2-2016	RECREATION USAGE PARKS USAGE RECREATION BUILDING SUAGE NEXTEL COMMUNICATIONS	66.92 66.92 66.92 -200.76	PAD PKS BRN
1/31/16	01-710 Utilites - Natural Gas Cash Basis	2-2016-0000-	USAGE AT MAINTENANCE GARAGE NICOR	197.48 -197.48	BPK
1/31/16	02-710 Utilites - Natural Gas Cash Basis	2-2016-3463-	USAGE AT RECREATION CENTER NICOR	361.33 -361.33	BRC
1/31/16	01-702 Computer Services Cash Basis	3563	OFF-SITE CLOUD COVERAGE NOVENTECH, INC.	144.00 -144.00	OFF
1/31/16	01-702 Computer Services Cash Basis	3589	SEVERAL ASSISTANCE ISSUES NOVENTECH, INC.	345.00 -345.00	OFF
1/31/16	01-702 Computer Services Cash Basis	3600	DOMAIN NAME 1 YEAR FEE NOVENTECH, INC.	156.00 -156.00	OFF
1/31/16	01-705 Professional Services Cash Basis	093085	MONTHLY ACCOUNTING DECEMBER 2015 P.J. MESI & CO	925.00 -925.00	ADM
1/31/16	02-801 Supplies Cash Basis	219158-00	WHIFFLE BALLS PALOS SPORTS	30.70 -30.70	PSC

Community Pk District LaGrange Pk
Purchase Journal
For the Period From Jan 31, 2016 to Jan 31, 2016

Date	Account ID Account Description	Invoice/CM	Line Description	Trans Am	Job ID
1/31/16	02-722 Co-op Fees	2-2016	COOP FEE FOR SPORTS/C	542.14	PSC
	02-722 Co-op Fees		SAME FOR GENERAL PROGRAMS/C	479.62	PGC
	02-722 Co-op Fees		SAME FOR SPECIAL EVENTS	24.24	PSE
	02-722 Co-op Fees		SAME FOR FITNESS	1,001.71	PFT
	02-722 Co-op Fees		SAME FOR GENERAL PROGRAMS/C	338.66	PGC
	02-722 Co-op Fees		SAME	45.33	PGC
	02-722 Co-op Fees		PARK DIST. OF LG	-2,431.70	
1/31/16	02-801 Supplies Cash Basis	2-2016-DG	MISC. PRESCHOOL SUPPLIES	96.11	PRT
			PETTY CASH	-96.11	
1/31/16	01-801 Supplies	2-2016-PR	LUNCHEON SUPPLIES	48.81	ADM
	01-801 Supplies		REGISTRATION DAY	17.28	OFF
	11-801 Supplies-Memorial Proj		VMF BRICK MAILING	12.65	VMF
	Cash Basis		PETTY CASH	-78.74	
1/31/16	02-717 Program Contractual Service Cash Basis	2-2016-	CLASS INSTRUCTIONAL FEE	910.00	PAT
			ANGELINE POPE	-910.00	
1/31/16	02-709 Trade Services Cash Basis	4954	LEAKY FAUCET REPAIR	120.00	BRC
			PREFERRED PLUMBING INC.	-120.00	
1/31/16	01-801 Supplies	2520494	SUPPLIES FOR OFFICE	50.80	OFF
	02-801 Supplies		THEATER SUPPLIES	125.23	PTT
	02-801 Supplies		PRESCHOOL USAGE	80.80	PRT
	Cash Basis		QUILL CORPORATION	-256.83	
1/31/16	02-707 Refuse Disposals Cash Basis	BRC2-2016	USAGE AT RECREATION CENTER	282.89	BRC
			REPUBLIC SERVICES	-282.89	
1/31/16	01-707 Refuse Disposals Cash Basis	PARKS 2-20	PARKS	439.90	PKS
			REPUBLIC SERVICES	-439.90	
1/31/16	02-801 Supplies Cash Basis	2-2016	CARD, GIFT CARDS AND FLOWERS FOR EMPLOYEE GOING AWAY (MARCONI) PEGGY RONOVSKY	216.69	PRT
				-216.69	
1/31/16	01-801 Supplies Cash Basis	159626	BULBS FOR PARKS	253.15	PKS
			SCOUT ELECTRIC SUPPLY CO.	-253.15	
1/31/16	01-804 Repair Parts Cash Basis	705846	REPAIR PARTS	160.41	PKS
			SHOREWOOD HOME & AUTO	-160.41	

Community Pk District LaGrange Pk
Purchase Journal
For the Period From Jan 31, 2016 to Jan 31, 2016

Date	Account ID Account Description	Invoice/CM	Line Description	Trans Am	Job ID
1/31/16	01-705 Professional Services Cash Basis	29922	TAX PURCHASE FOR BEACH OAK SLUTZKY & BLUMENTHAL	492.50 -492.50	ADM
1/31/16	02-717 Program Contractual Service Cash Basis	2053	SPORTS INSTRUCTIONAL FEE SPORTS R US	1,631.00 -1,631.00	PSC
1/31/16	01-701 Park Board Expense Cash Basis	2-2016	JANUARY MINUTES LAURA SULLIVAN	60.00 -60.00	ADM
1/31/16	02-801 Supplies Cash Basis	2-2016	SHREK FOR COSTUMES AND PROPS AND MISC. SUPPLIES KRISTI TOLMAN	2,512.99 -2,512.99	PTT
1/31/16	02-703 Security Services Cash Basis	25754481	3 MONTH FEE TYCO INTEGRATED SECURITY LLC	1,304.58 -1,304.58	OFF
1/31/16	01-704 Health Insurance Admin. 02-704 Health Insurance Rec. 02-704 Health Insurance Rec. 01-704 Health Insurance Admin. 02-704 Health Insurance Rec. 02-704 Health Insurance Rec. 02-704 Health Insurance Rec. 01-704 Health Insurance Admin. 01-704 Health Insurance Admin. 02-704 Health Insurance Rec. Cash Basis	2-2016	PREMIUM FOR OCT, NOV, DEC 2015 SAME SAME SAME SAME SAME SAME SAME SAME SAME SAME SAME VILLAGE OF LAGRANGE PARK	1,876.56 5,251.50 1,757.01 5,122.80 1,862.79 1,747.29 1,864.95 24.15 5,245.29 5.13 -24,757.47	ADM PAD PAD PKS PAD PAD BRC PAD OFF PKS PAD
1/31/16	02-722 Co-op Fees 02-722 Co-op Fees 02-722 Co-op Fees 02-722 Co-op Fees Cash Basis	FallCoop	WS CO-OP WS CO-OP WS CO-OP WS CO-OP VILLAGE OF WESTERN SPRINGS	139.70 203.75 202.10 30.00 -575.55	PGC PSC PGC PSC
1/31/16	01-606 Telephones 02-801 Supplies 02-170 Prepaid Expense 02-801 Supplies 02-801 Supplies Cash Basis	2-2016-DC	APPLE STORE PAULS WHITE SOX JEWEL JEWEL VISA	632.88 64.00 877.00 24.52 3.57 -1,601.97	OFF PGC PSP PGC PGC
1/31/16	02-717 Program Contractual Service 02-802 Equipment	2-2016-DG	CONSTANT CONTACT FEE SCIENCE	178.56 82.71	PRT PRT

Community Pk District LaGrange Pk
Purchase Journal
For the Period From Jan 31, 2016 to Jan 31, 2016

Date	Account ID Account Description	Invoice/CM	Line Description	Trans Am	Job ID
	02-801 Supplies Cash Basis		SCHOOL NURSE VISA	46.35 -307.62	PRT
1/31/16	01-608 Professional Development 01-706 Office Machine Contracts 01-801 Supplies 01-801 Supplies Cash Basis	2-2016-PR	HOTEL CONFERENCE SOFTWARE PURCHASE FOR FINANCIALS WARMING COOLING PURCHASE FOR PARKS STAFF REC. SOFTWARE TRAINING AND LUNCHEON VISA	153.86 1,291.50 115.85 89.21 -1,650.42	OFF OFF PKS OFF
1/31/16	02-801 Supplies 02-801 Supplies 02-801 Supplies 02-801 Supplies 02-801 Supplies 01-608 Professional Development 02-801 Supplies 02-801 Supplies 02-801 Supplies 02-607 Association Dues 02-901 Other Expenses 02-801 Supplies 02-801 Supplies 02-801 Supplies 02-801 Supplies Cash Basis	VISA DR 2-2	PAY PAL AMAZON CHEAPESTEE AMAZON BEST BUY OVERSTOCK HONG KONG CREDIT PARTY CITY COSTUMES PARTY CITY IPRA LIFE STORAGE USPS AMAZON SALVATION ARMY GOODWILL PAULS VISA	374.94 52.47 39.55 60.80 117.92 123.56 9.15 -17.99 221.51 217.89 269.00 207.00 12.25 25.47 104.15 176.71 38.14 -2,032.52	PTT PTT PTT PTT PTT PTT ADM PTT PTT PTT PAD PTT PTT PTT PTT PTT PTT

Community Pk District LaGrange Pk
Check Register

For the Period From Jan 12, 2016 to Feb 8, 2016

Filter Criteria includes: 1) Accounts Payable only. Report order is by Date.

Check #	Date	Payee	Cash Acc	Amount
PRTR0115	1/12/16	FIRST NATIONAL BANK OF BROOK.	01-100	14,479.41
17625	1/12/16	PETTY CASH	02-100	1,050.00
FDTD0115	1/15/16	INTERNAL REVENUE SERVICE	01-100	4,905.85
STTD0115	1/15/16	ILLINOIS DEPT OF REV	01-100	660.21
17626	1/15/16	USCM/ MIDWEST	01-100	1,027.00
17627	1/15/16	ROSENBERG WYPYCH	01-100	164.00
PRTR0129	1/26/16	FIRST NATIONAL BANK OF BROOK.	01-100	17,044.29
FDTD0129	1/29/16	INTERNAL REVENUE SERVICE	01-100	5,573.31
STTD0129	1/29/16	ILLINOIS DEPT OF REV	01-100	766.70
17628	1/29/16	USCM/ MIDWEST	01-100	1,027.00
17629	1/29/16	ROSENBERG WYPYCH	01-100	164.00
17630	2/8/16	AFLAC	01-100	448.80
17631	2/8/16	ARRIGO ENTERPRISES, INC.	02-100	352.50
17632	2/8/16	ASCAP	02-100	336.00
17633	2/8/16	AT&T	01-100	176.99
17634	2/8/16	BLUDER'S TREE SERVICE	01-100	8,300.00
17635	2/8/16	ALEKSANDRS BRIEDIS	01-100	250.00
17636	2/8/16	BROOKS/TARULIS & TIBBLE, LLC	01-100	195.00
17637	2/8/16	CASE LOTS INC.	02-100	288.08
17638	2/8/16	WEX BANK	01-100	57.98
17639	2/8/16	COM-ED	02-100	2,035.55
17640	2/8/16	COMCAST	01-100	346.46
17641	2/8/16	CRYSTAL CLEAN AQUARIUM MAINT.	02-100	45.00
17642	2/8/16	KATIE GARDNER-ALLAN	02-100	76.14
17643	2/8/16	DEE HAMILTON	02-100	71.68
17644	2/8/16	HARLEM PLUMBING SUPPLY	01-100	6.53
17645	2/8/16	HOLIDAY GOO	02-100	349.50
17646	2/8/16	JACOB HRYNIEWICZ	02-100	1,164.00
17647	2/8/16	INFINITY SIGNS & GRAPHICS	02-100	284.90
17648	2/8/16	PURCHASE ADVANTAGE	02-100	189.26
17649	2/8/16	ZENIA KZRCZEWSKI	02-100	62.83
17650	2/8/16	KIDSFIRST	02-100	3,626.00
17651	2/8/16	KRANZ INCORPORATED	01-100	193.72
17652	2/8/16	LAGRANGE PARK ACE HARDWARE	01-100	105.16
17653	2/8/16	LEAF	01-100	134.74
17654	2/8/16	MARKET ACCESS CORP	02-100	175.00
17655	2/8/16	MEDCO SUPPLY COMPANY	06-100	117.40
17656	2/8/16	MUSIC SOLUTIONS	02-100	225.00

Community Pk District LaGrange Pk
Check Register

For the Period From Jan 12, 2016 to Feb 8, 2016

Filter Criteria includes: 1) Accounts Payable only. Report order is by Date.

Check #	Date	Payee	Cash Acc	Amount
17657	2/8/16	MYOFFICEPRODUCTS	01-100	90.29
17658	2/8/16	NATIONAL RECREATION AND PARK ASS	01-100	600.00
17659	2/8/16	NCPERS-IL IMRF	01-100	432.00
17660	2/8/16	NENA NEGOVANOVIC	02-100	49.82
17661	2/8/16	NEXTEL COMMUNICATIONS	02-100	200.76
17662	2/8/16	NICOR	01-100	558.81
17663	2/8/16	NOVENTECH, INC.	01-100	645.00
17664	2/8/16	P.J. MESI & CO	01-100	925.00
17665	2/8/16	PALOS SPORTS	02-100	30.70
17666	2/8/16	PARK DIST. OF LG	02-100	2,431.70
17667	2/8/16	PETTY CASH	02-100	174.85
17668	2/8/16	ANGELINE POPE	02-100	910.00
17669	2/8/16	PREFERRED PLUMBING INC.	02-100	120.00
17670	2/8/16	QUILL CORPORATION	02-100	256.83
17671	2/8/16	REPUBLIC SERVICES	02-100	722.79
17672	2/8/16	PEGGY RONOVSKY	02-100	216.69
17673	2/8/16	SCOUT ELECTRIC SUPPLY CO.	01-100	253.15
17674	2/8/16	SHOREWOOD HOME & AUTO	01-100	160.41
17675	2/8/16	SLUTZKY & BLUMENTHAL	01-100	492.50
17676	2/8/16	SPORTS R US	02-100	1,631.00
17677	2/8/16	LAURA SULLIVAN	01-100	60.00
17678	2/8/16	KRISTI TOLMAN	02-100	2,512.99
17679	2/8/16	TYCO INTEGRATED SECURITY LLC	02-100	1,304.58
17680	2/8/16	VILLAGE OF LAGRANGE PARK	02-100	24,757.47
17681	2/8/16	VILLAGE OF WESTERN SPRINGS	02-100	575.55
17682	2/8/16	VISA	02-100	5,592.53
Total				<u>112,181.41</u>



PLANNING
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Projected Implementation Scope

Professional Services Agreement:	October 8, 2015 Revised January 25, 2016
Landscape Architect:	Planning Resources Inc. 402 W. Liberty Drive Oak Brook, Illinois 60187
Client:	Community Park District of LaGrange Park 1501 Barnsdale Drive LaGrange Park, Illinois 60526
Project:	Memorial Park Site Improvements Contract Administration Services

Compensation:

The PRI Team proposes to provide Contract Administration and Construction Observation Services to the Community Park District of LaGrange Park (CPDLP). These services will be performed in conformance with industry standards for the total direct and labor costs of **\$21,775.00 (Twenty-One thousand Seven hundred Seventy-Five dollars and no cents).** The fees expressed above are for total services which include labor necessary to perform the construction observation, contract administration including: submittal review, response to contractor's requests for information (RFI's), pay request review/architect's payment certification, change orders, written field orders, value engineering considerations, IDNR coordination, the cost of any and all transportation, and necessary direct expenses associated with the project.

The above total cost is comprised of the following Key Tasks:

1.0 CONSTRUCTION OBSERVATION & ADMINISTRATION

- 1.1 **Meeting #1:** Attend Pre-Construction meeting with selected contractor and the District. We will discuss the construction schedule and answer questions regarding the Construction Documents or Project Manual.
 - a) Confirm construction elements/site features
 - b) Confirm and verify construction budget/costs as originally bid
 - c) Discuss Value Engineering (VE) options if required.
- 1.2 **Construction Progress Review:** Visit the site at intervals appropriate to the stage of the contractor's operations-minimally once per week to become "generally familiar with the progress and quality" of the contractor's Work in accordance with the construction documents.
 - a) Based on visits, PRI will keep CPDLP's representative reasonably informed on progress and quality of the work, and report any observed deficiencies, defects, or deviations from the contract documents.
 - b) Reserve the right to authorize minor changes in the Work, or make recommendations on the layout, quality and adherence to the original design intent but does not cause a change in the contract sum or an extension of the contract time.

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We anticipate construction to be completed within a 5 month period equating to an approximate 24 site visits total. (The construction progress review services will not include supervision of the contractors, nor their means, methods, techniques, schedules, sequences nor procedures, nor for construction safety, nor any other related programs.)

- 1.3 **Defective Work:** Reject Work if, on the basis of Landscape Architect's observations, Landscape Architect believes that such Work
 - (a) Is defective under the standards set forth in the Contract Documents,
 - (b) Will not produce a completed project that conforms to the Contract Documents, or
 - (c) Will imperil the integrity of the design concept of the completed project as a functioning whole as indicated by the Contract Documents.
- 1.4 **Clarifications and interpretations; Field Orders:** Issue necessary clarifications and interpretations of the Contract Documents as appropriate to the orderly completion of Contractor's Work. Such clarifications and interpretations will be consistent with the intent of and reasonably inferable from the Contract Documents.
- 1.5 **Pay Request Review and Approval:** Review and certify the Contractor's requests for payment and issue certificates/ make recommendations for approval.
- 1.6 **Contract Administration:** Review or take other appropriate action regarding Contractor submittals such as shop drawings, product data, etc for limited purposes specified in the contract.
 - a) Prepare necessary change orders and written field order as may be required.
 - b) Collect project record documents and other required close-out items from the contractor including warranties and guarantees and all operation and maintenance manuals (if any). Deliver to Client.
- 1.7 **Substantial Complete and Final Inspections:** Schedule and conduct inspections for purposes of issuing certifications of Substantial Completion, and Final Project Completion specified in the contract. We will prepare a punch list identifying incomplete or deficient work for distribution to the Contractor and the District.

2.0 IDNR COORDINATION & GRANT ADMINISTRATION

- 2.1 **Application Review:** Review application submittal and DOC #4 budget requirements
- 2.2 **IDNR Communication:** Contact grant administrator for the project – discuss project Timeline.
- 2.3 **Progress Reporting:** Assist District staff by Completing and submitting the required periodic progress reports (Jan. 1, April 1, July 1, and October 1)
- 2.4 **Contract Requirements:** During the Contract Administration Phase of the project, notify IDNR of and Change Orders greater than \$10,000.00 – Seek approval from grant administrator to proceed.
- 2.5 **Staff Assistance:** Assist the CPDLP in completing the Development Project Billing Form and Final Project Performance Report.

- 2.6 **“As Built” Documentation:** With information received from the contractor, prepare “As Built” Construction documents to reflect any field changes and/or change in scope of work by amending the Bid/Construction Documents. Deliver to IDNR for archiving.

3.0 STORM WATER POLLUTION PREVENTION PLAN (SWPPP) & NOTICE OF INTENT (NOI)

- 3.1 **Stormwater Pollution Prevention Plan (SWPPP) and Notice of Intent (NOI):** PRI shall prepare a Stormwater Pollution Prevention Plan (SWPPP) and Notice of Intent (NOI) for the project. The SWPPP will contain information required by the Illinois Environmental Protection Agency (IEPA). The SWPPP, NOI and an Erosion Control Plan will be submitted electronically to the IEPA to obtain an ILR10 NPDES permit. Cost does not include application fee(s).

4.0 SOIL EROSION AND SEDIMENTATION CONTROL INSPECTIONS

- 4.1 **NPDES Compliance:** Provide periodic soil erosion and sediment control (SE/SC) inspections in compliance with the site National Pollutant Discharge Elimination System (NPDES) permit requirements. The NPDES is a federal program of the Environmental Protection Agency (EPA) and is administered in Illinois by the Illinois EPA. An NPDES permit will be requested for the Memorial Park Site Improvement project. Permit conditions require weekly monitoring and record keeping until a site is final graded and has 70% stabilization with permanent vegetation.

The Memorial Park Improvement project site will be inspected to ensure that appropriate SE/SC practices are in place and functioning properly. Inspections will occur every seven days or within 24 hours of a 0.5-inch rainfall event. After each inspection, a SE/SC Inspection Report will be completed and filed in an on-site lock box provided by Kee Construction (General Contractor). A copy of each report will be emailed to Kee Construction, and the CPDLP. PRI will coordinate with Kee Construction to ensure updates are made to the soil erosion control plan kept on-site. PRI will provide environmental oversight and give direction to Kee Construction and CPDLP regarding incidents of non-compliance and other permit related issues.

Inspection Frequency and Reports:

- * Ensure that the approved erosion and sediment control plan is on site (SWPPP);
- * Monitor SE/SC activities to ensure that the site complies with the approved plan;
- * Prepare written reports after every inspection that describe:
 - a. The date of the site inspection;
 - b. Whether the approved plan has been properly implemented and maintained;
 - c. Practice deficiencies or erosion and sediment control plan deficiencies; and
 - d. If a violation exists, the type of enforcement action taken.
- * Notify the CPDLP and the General Contractor in writing when violations are observed, describing the:
 - a. Nature of the violation;
 - b. Required corrective action; and
 - c. Time period in which to have the violation corrected.

Services Not Included:

Our scope of work does not include construction management services beyond that proposed in Task 1 such as the contractor's means, methods, techniques, schedule, sequences nor procedures, or for construction safety or any other related programs, or for the contractor's failure to complete the work in accordance with the plans and specifications. In addition, the following work is not included in the scope of work, and will be compensated for a pre-agreed amount, or on an hourly basis in accordance with the current rate schedule:

- * Owner/client initiated plan revisions for previously completed and approved work during the construction document process;
- * Subsurface investigation, compaction **testing of soils and pavements** (This may be Required);
- * Property line location;
- * Soil Erosions and Sedimentation Control Inspections; and
- * Exhaustive nor continuous on-site inspections to check the quality nor quantity of work beyond those specified or as mutually agreed to by the CPDLP and PRI.

Client Responsibilities

- The CPDLP shall provide all information to the landscape architect required for the timely execution of this agreement. i.e., final plans and specifications (contract documents) for Site Improvements and Picnic Shelter/Washroom Pavilion as prepared by LandTech Design, LTD.
- The CPDLP shall provide a copy of the Owner-Contractor Agreement between the CPDLP and Kee Construction for review and understanding of contractor requirements.
- The CPDLP shall confirm that all site elements and amenities shown on the drawings are FINAL. Any known feature adjustments contemplated following plan approval shall be conveyed to the landscape architect at the Pre Construction Meeting.
- The CPDLP shall identify objectives, schedule, and budget and provide them to the landscape architect during Task 1 identified previously.

Use of Documents

- PRI will administer the Contract between the Owner and the Contractor based on the Drawings and Technical Specifications provide by the CPDLP.
- PRI is not responsible for information shown in part or omitted from the Drawings (Contract Documents) as prepared by LandTech Design, LTD.
- Unanticipated construction issues related to the Contract Documents and Specifications will be discussed with the Client and contractor. PRI will advise as necessary.
- Recommended design changes in the field will require approval by the Client and contractor.

Fee Compensation

- **Direct Costs:** Reimbursable expenses consist of expenses pre-approved by the CPDLP and incurred in the interest of the project and are in addition to the Basic and Additional Services. Reimbursable expenses may include, but not be limited to, travel, and messenger service.

Anticipated Direct Costs	\$ <u>150.00</u>
Sub Total Direct Costs	\$ 150.00

- **Professional Fees:** Compensation for Tasks 1-2 Contract Administration and General Consulting Services shall be a lump sum fee as follows:

Fee Compensation Task 1	\$ 9,100.00
Fee Compensation Task 2	\$ 250.00
Fee Compensation Task 3	\$ 3,500.00
Fee Compensation Task 4	\$ <u>8,775.00</u>
Sub Total PRI Fee Compensation	\$ 21,625.00

- **Additional Meetings:** The proposal as submitted includes a total of **24 field construction site visits**. Compensation for additional meetings and hearings not specified herein shall be performed on an hourly basis. The hourly rates for these services are as follows:

Principal	\$135.00/hr
Senior Landscape Arch.	\$115.00/hr
Landscape Architect	\$98.00/hr
CAD Drafting	\$65.00/hr
Office Services	\$59.00/hr

- **Grand Total Compensation:** The cost of the entire project as described in Task 1-4 including costs enumerated above shall not exceed **\$21,775.00**.
- The landscape architect shall submit monthly invoices for Professional Fees and Direct Costs, and Additional Services. Accounts are payable on receipt of invoice.



Memorial Park Site Improvements – Community Park District of LaGrange Park
Professional Fee Proposal Summary & Terms of Agreement

Compensation

The following professional fees and scope of services can be adjusted with the CPDLP’s input to reach a mutually agreeable project approach.

Task 1 – Construction Observation & Administration	\$ 9,100.00
Task 2 – IDNR Coordination & Grant Administration	\$ 250.00
Task 3 – Storm Water Pollution Prevention Plan (SWPPP) & Notice Of Intent (NOI)	\$ 3,500.00
Task 4 – Soil Erosion and Sedimentation Control Inspections	\$ 8,775.00
Direct Cost - Production and General Project Expenses	\$ 150.00

Grand Total Project Budget (Additional 2.6% Cost to Overall Project Budget)	\$21,775.00
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Note: Task 4 fees expressed above are for total services which includes the inspections, site photography, report writing, the cost of transportation, and necessary direct expenses associated with the Soil Erosion/Sediment Control portion of the project.

**This cost is for a five month time frame from the start of construction on or about March 1, 2016 thru September 15, 2016 (approx. 28 inspections/reports total anticipated).*

*The expressed SE/SC inspection fee is based on 25% of the inspections being performed **independent** from PRI’s weekly contract involvement with Task 1 above at a rate of \$405.00 per.*

*The expressed SE/SC inspection fee also is based 75% of the inspections **coinciding** with PRI’s weekly contract involvement with Task 1 @ above at a rate of \$270.00 per inspection.*

If additional inspections are required beyond this five month duration, a new proposal will be prepared.

Additional Meetings: Compensation for additional meetings with the CPDLP staff, Park Board, or general public, shall be performed by PRI Principal and/or the Project Manager at **\$470.00 per meeting**.

Terms of Agreement

This is a cost not-to-exceed proposal for the indicated tasks. Actual cost may be less than quoted. Tasks will be billed at the hourly rates shown in “**Additional Meetings**” for applicable scopes, with costs not to exceed those estimated without prior approval of the Client. Services required in addition to those budgeted shall be conducted only at the Client’s request and invoiced at rates shown in “**Additional Meetings**” plus actual direct costs.

Planning Resources Inc. reserves the right to modify the hourly rates of its personnel on an annual basis, effective January 1 of each year. Billing for projects that are scheduled to end within a calendar year but, through no fault of the Consultant, extend beyond the first of the next year, will reflect these rate increases and the upset will be increased accordingly. Total person hours shall remain the same unless the scope is renegotiated.

Our proposal assumes evaluation and landscape planning associated with one grading plan and development of same to final submittal with moderate revisions. Major changes in design direction or multiple revisions occasioned by the changes in site planning will be conducted at the specific direction of the Client and billed as extra services at actual costs.

All invoices are due and payable upon receipt. After a thirty (30)-day grace period, interest shall accrue on the unpaid balance at a rate of 1.5 percent per month until paid in full. In no event shall the payment of fees be delayed by difficulties related to the Client's failure to collect fees or monies due to the Client from the Client's customers, clients or other third parties.

In the event that any invoice or portion thereof remains unpaid for more than sixty (60) days following the date of invoice, Planning Resources Inc. reserves the right to initiate collection proceedings. In this event, the Client shall pay, in addition to amounts due plus interest, all reasonable fees and expenses related to the collection process including the cost of the time devoted to such proceedings by Planning Resources Inc. staff at their normal hourly rates then in effect.

Client recognizes that prompt payment of Consultant's invoices is an essential aspect of the overall consideration Consultant requires for providing service to Client. Client agrees to pay all charges not in dispute within thirty (30) days of receipt of Consultant's invoice. Client agrees that Consultant has the right to suspend or terminate service if undisputed charges are not paid within forty-five (45) days of receipt of Consultant's invoice, and Client agrees to waive any claim against Consultant and to indemnify, defend and hold Consultant harmless from and against any claims arising from Consultant's suspension or termination due to Client's failure to provide timely payment. Any charges held to be in dispute shall be called to Consultant's attention, in writing, within ten (10) days of receipt of Consultant's invoice.

Planning Resources Inc. maintains insurance in the amounts of the following:

- General Liability, \$2 million general aggregate, \$1 million per occurrence;
- Auto Liability, \$1 million;
- Workers Compensation and Employer's Liability, Statutory Limits and \$500,000; and
- Professional Liability, \$1,000,000.

A certificate of insurance can be supplied upon request. If additional insurance coverage or the inclusion of additional insureds on liability policies is desired by the client, additional premiums will be billed to the client at actual cost.

This proposal shall remain open for a period of thirty (30) days from the date of issuance. If the proposal is not accepted and returned to Planning Resources Inc. within thirty (30) days, then the proposal shall automatically terminate without further notice.

Accepted



Darrell E. Garrison, ASLA, PLA, NOMA
Planning Resources Inc.

Principal

Title

January 25, 2016

Date

Aleks Briedis
Community Park District of LaGrange Park

Title

Date



Memorial Park Site Improvements - Community Park District of LaGrange Park
Schedule of Hourly Rates

**Schedule of Hourly Rates
For Professional Consulting Services**

The following rates include salary, overhead and fee. They are valid through December 31, 2016:

Managing Principal, Landscape Architecture/Site Design	135.00
Principal, Director of Landscape Architecture	135.00
Director of Environmental Studies	115.00
Senior Executive QA/QC, Park Planning	150.00
Senior Ecologist	100.00
Project Ecologist	69.00
Landscape Architect	96.00
Assistant Director of Landscape Architecture	98.00
Senior Planner	90.00
Project Designer	72.00
Administrative Assistant	59.00

Direct Costs

Mileage is billed at \$0.55 per mile, photocopies at \$0.10 each, color copies at \$2.00 each, and facsimile transmissions at \$1.00 per page. Hand-held GPS use is \$5.00 per day. Other direct reimbursable costs are billed without markup. All major expenses will be approved by the client prior to being incurred. Receipts and expense sheets are kept on file to verify all expenditures.



PLANNING
RESOURCES INC.

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Projected Permitting Scope

Professional Services Agreement:	January 25, 2016 Revised January 25, 2016
Landscape Architect:	Planning Resources Inc. 402 W. Liberty Drive Oak Brook, Illinois 60187
Civil Engineer:	K-Plus Engineering, LLC 15 Spinning Wheel Rd # 320 Hinsdale, IL 60521
Client:	Community Park District of LaGrange Park 1501 Barnsdale Drive LaGrange Park, Illinois 60526
Project:	Memorial Park Site Improvements Contract Administration Services

Compensation:

The PRI Team in conjunction with K-Plus Engineering proposes to provide Civil Engineering and Permitting Services to the Community Park District of LaGrange Park (CPDLP). Per our preliminary discussion with Village staff, Park District staff and John Vann (LandTech Design, LTD), the scope of work involves completing the Village Permit and inspection of construction for the MWRD Permit. These services will be performed in conformance with industry standards for the total direct and labor costs of **\$2,550.00 (Two thousand Five hundred Fifty dollars and no cents)**. The fees expressed above are for total services which include labor necessary to perform the permitting services, subconsultant coordination, CAD drafting, memorandum development/Village correspondence, the cost of any and all transportation, and necessary direct expenses associated with the project.

The above total cost is comprised of the following Key Tasks:

1.0 PERMITTING

- 1.1 **Project Coordination:** PRI will coordinate with K-Plus Engineering to complete a Village permit for the sanitary sewer connection and required stormwater calculations in compliance with the Village Stormwater Ordinance. *Any calculations will consist of rational method stormwater calculations to calculate detention and stormwater release from the site.*
- 1.2 **Village Permit Submittal Plans:** PRI will provide final drafting of a marked plan sheet by K-Plus Engineering for review comments from the Village of LaGrange Park concerning the storm water management and sanitary connection.

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- 1.3 **IEPA NOI Permit Submittal:** PRI will coordinate with K-Plus Engineering to provide the IEPA NOI permit submittals and any other governing agencies regarding the sanitary connection. The permit submittal will include preparation of the plan sets for submittal, permit forms, and associated calculations, cost estimated for the sanitary sewer and stormwater detention improvements. *The permit submittal does not include permit fees.*

Village Review Meetings: PRI will assist the Park District by attending a meeting with Village staff to review the comments regarding the plans. (up to 2 meetings total) PRI will revise the plans and provide written responses to Village comments as may be required.

As-Built Plans and Final MWRD Inspection Forms: PRI will coordinate with K-Plus Engineering to complete as-built plans and the final MWRD inspection forms for required by the permit.

Fee Compensation

- **Direct Costs:** Reimbursable expenses consist of expenses pre-approved by the CPDLP and incurred in the interest of the project and are in addition to the Basic and Additional Services. Reimbursable expenses may include, but not be limited to, travel, and messenger service.

Anticipated Direct Costs	<u>\$ 50.00</u>
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Sub Total Direct Costs	\$ 50.00
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- **Professional Fees:** Compensation for Tasks 1 Permit Coordination and General Permitting Services shall be a lump sum fee as follows:

Fee Compensation Task 1	<u>\$ 2,500.00</u>
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Sub Total PRI Fee Compensation	\$ 2,500.00
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- **Additional Meetings:** Compensation for additional meetings and hearings not specified herein shall be performed on an hourly basis. The hourly rates for these services are as follows:

Principal	\$135.00/hr
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Senior Landscape Arch.	\$115.00/hr
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Landscape Architect	\$98.00/hr
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CAD Drafting	\$65.00/hr
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Office Services	\$59.00/hr
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- **Grand Total Compensation:** The cost of the entire project as described in Task 1 including costs enumerated above shall not exceed **\$2,550.00**.
- The landscape architect shall submit monthly invoices for Professional Fees and Direct Costs, and Additional Services. Accounts are payable on receipt of invoice.

Terms of Agreement

This is a cost not-to-exceed proposal for the indicated tasks. Actual cost may be less than quoted. Tasks will be billed at the hourly rates shown in “**Additional Meetings**” for applicable scopes, with costs not to exceed those estimated without prior approval of the Client. Services required in addition to those budgeted shall be conducted only at the Client’s request and invoiced at rates shown in “**Additional Meetings**” plus actual direct costs.

Planning Resources Inc. reserves the right to modify the hourly rates of its personnel on an annual basis, effective January 1 of each year. Billing for projects that are scheduled to end within a calendar year but, through no fault of the Consultant, extend beyond the first of the next year, will reflect these rate increases and the upset will be increased accordingly. Total person hours shall remain the same unless the scope is renegotiated.

Our proposal assumes evaluation and landscape planning associated with one grading plan and development of same to final submittal with moderate revisions. Major changes in design direction or multiple revisions occasioned by the changes in site planning will be conducted at the specific direction of the Client and billed as extra services at actual costs.

All invoices are due and payable upon receipt. After a thirty (30)-day grace period, interest shall accrue on the unpaid balance at a rate of 1.5 percent per month until paid in full. In no event shall the payment of fees be delayed by difficulties related to the Client’s failure to collect fees or monies due to the Client from the Client’s customers, clients or other third parties.

In the event that any invoice or portion thereof remains unpaid for more than sixty (60) days following the date of invoice, Planning Resources Inc. reserves the right to initiate collection proceedings. In this event, the Client shall pay, in addition to amounts due plus interest, all reasonable fees and expenses related to the collection process including the cost of the time devoted to such proceedings by Planning Resources Inc. staff at their normal hourly rates then in effect.

Client recognizes that prompt payment of Consultant’s invoices is an essential aspect of the overall consideration Consultant requires for providing service to Client. Client agrees to pay all charges not in dispute within thirty (30) days of receipt of Consultant’s invoice. Client agrees that Consultant has the right to suspend or terminate service if undisputed charges are not paid within forty-five (45) days of receipt of Consultant’s invoice, and Client agrees to waive any claim against Consultant and to indemnify, defend and hold Consultant harmless from and against any claims arising from Consultant’s suspension or termination due to Client’s failure to provide timely payment. Any charges held to be in dispute shall be called to Consultant’s attention, in writing, within ten (10) days of receipt of Consultant’s invoice.

Planning Resources Inc. maintains insurance in the amounts of the following:

- General Liability, \$2 million general aggregate, \$1 million per occurrence;
- Auto Liability, \$1 million;
- Workers Compensation and Employer’s Liability, Statutory Limits and \$500,000; and
- Professional Liability, \$1,000,000.

A certificate of insurance can be supplied upon request. If additional insurance coverage or the inclusion of additional insureds on liability policies is desired by the client, additional premiums will be billed to the client at actual cost.

This proposal shall remain open for a period of thirty (30) days from the date of issuance. If the proposal is not accepted and returned to Planning Resources Inc. within thirty (30) days, then the proposal shall automatically terminate without further notice.

Accepted



Darrell E. Garrison, ASLA, PLA, NOMA
Planning Resources Inc.

Aleks Briedis
Community Park District of LaGrange Park

Principal

Title

Title

January 25, 2016

Date

Date



Permitting Services - Community Park District of LaGrange Park
Schedule of Hourly Rates

**Schedule of Hourly Rates
For Professional Consulting Services**

The following rates include salary, overhead and fee. They are valid through December 31, 2016:

Managing Principal, Landscape Architecture/Site Design	135.00
Principal, Director of Landscape Architecture	135.00
Director of Environmental Studies	115.00
Senior Executive QA/QC, Park Planning	150.00
Senior Ecologist	100.00
Project Ecologist	69.00
Landscape Architect	96.00
Assistant Director of Landscape Architecture	98.00
Senior Planner	90.00
Project Designer	72.00
Administrative Assistant	59.00

Direct Costs

Mileage is billed at \$0.55 per mile, photocopies at \$0.10 each, color copies at \$2.00 each, and facsimile transmissions at \$1.00 per page. Hand-held GPS use is \$5.00 per day. Other direct reimbursable costs are billed without markup. All major expenses will be approved by the client prior to being incurred. Receipts and expense sheets are kept on file to verify all expenditures.

4.9 PURCHASE POLICY & PROCEDURE

The Board of Commissioners recognizes the need that materials, supplies, equipment and services of the quality and quantity required to operate the District be specified, described, and procured in a manner that provides for full and free competition among potential suppliers. Each procurement action will be fully documented consistent with District purchasing procedures. Any variance from the policy must have prior approval of the Board. No Commissioner, committee, officer or any other person whether or not in the employ of the Community Park District, shall be authorized to create any financial liability on behalf of the Park District unless said liability is first approved in nature and amount by the Park District Board at a duly constituted meeting thereof, and recorded in the Board's Record or preceding and/or in accordance with a fully executed ordinance.

Creation of Debt

No commissioner, committee, officer, or any other person employed or associated with the District shall be authorized to create financial liability on behalf of the District except where said liability shall be approved in nature and amount by the Board and recorded in the minutes of said meeting and/or in accordance with the District's purchasing policy. All matters of personnel, employment, and compensation are explicitly excluded from Creation of Debt.

Authorization to Purchase

The following policies will apply to all purchases made by Park District employees:

1. Purchasing priority will be given to La Grange Park businesses.
2. Unless approved by the Executive Director, all purchases will be made using a store credit account, Park District credit card or petty cash.
3. No purchase will be made that is above budgetary limits as approved in the annual Park District Budget and Appropriations Ordinance without prior Park Board approval.
4. A receipt for all purchases is required. The receipt must be submitted to the Office Manager within ~~1 week~~ 7 calendar days prior to a Park Board meeting.

Bids and Quotations

The Park District will purchase the most reliable products for the lowest cost. To that end, consideration of the need for the product and a search for the best value is required. Prior authorization for purchases is required as follows:

1. Competitive sealed bids that are in accordance with the Park District Code are required on all purchases except:
 - a. Those that are identified in writing as "sole source" and approved by the Executive Director or Park District Board in advance of the purchase.
 - b. Those of an emergency nature, which require immediate implementation and which are approved by the Director or Park District Board in advance.
 - c. Those whose cost is less than \$20,000.
2. Purchases with an expected value between \$10,000 and \$20,000 require the following:

- a. A minimum three written quotations, and
 - b. Prior Park Board approval.
3. Purchases with an expected value between \$5,000 and \$10,000 require the following:
 - a. A minimum three verbal quotations,
 - b. Prior Park Board approval of non-budgeted purchase, and
 - c. Prior Executive Director approval of budgeted purchases.
4. Purchases with an expected value between \$1,000 and \$5,000 require the following:
 - a. A minimum two verbal quotations,
 - b. Prior Park Board approval of non-budgeted purchases, and
 - c. Prior Executive Director approval of budgeted purchases.
5. Purchase with an expected value of less than \$1,000 require the following:
 - a. Purchases by part-time employees must be approved by the employee's immediate supervisor or Executive Director.

4.10 WIRE TRANSFERS AND ACH ORIGINATION

Wire transfers can be made by the Executive Director or designee to facilitate quick deposits of funds into an account or to move funds from one institution to another in lieu of a check. Wire transfers may be made to expedite the movements of funds, to avoid penalties, late charges, and overdrafts, and to maximize interest on excess funds.

Specific transfers currently allowed are:

- Net payroll (bi-weekly)
- Savings and loan withholdings
- Payroll tax withholdings
- Excess cash investments
- Social Security deposits
- Medicare deposits
- Bond principal and interest payments
- Credit card payments
- Accounts payable check runs

4.11 AUTHORIZATION FOR BILL PAYMENT/ CHECK SIGNING/ CHECK ISSUANCE

In accordance with the Local Government Prompt Payment Act (50 ILCS 505/1) and applicable Illinois State Statutes, the District shall approve or disapprove a bill from a vendor or contractor for goods or services furnished within 30 days after the receipt of such bill or within 30 days after the date on which the goods or services were received, whichever is later. If one or more items on a construction related bill or invoice are disapproved, but not the entire bill or invoice, then the portion that is not disapproved shall be paid. When safety or quality assurance testing of goods by the District is necessary before the approval or disapproval of a bill and such testing cannot be completed within 30 days after receipt of the goods, approval or disapproval of the bill must be made immediately upon completion of the testing or within 60 days after receipt of the goods, whichever occurs first. Written notice shall be mailed to the vendor or contractor immediately if a bill is disapproved.

The Executive Director, Financial Consultant, or any Commissioner are authorized to sign District checks with Board approval.

Accounts Payable

On occasion, District checks may be signed and issued or payments made with a District credit card without prior Board approval. Such payments are routine, due for payment each month, or are financially advantageous to remit promptly, such as:

- Pension/State/Federal Government obligations
- Refunds to users
- Insurance premiums and reimbursements
- Trips and special event reimbursements
- Petty cash reimbursements
- Refunds
- Vendors who offer discounts for early payment
- Utility bills

- Past due items
- Emergency checks

These “interim” or “manual” payments are approved by the Board at the next regularly scheduled meeting.

All other checks to be issued shall be done so after the Board’s approval of the detailed Board report that itemizes each check to be issued by listing vendor, amount, invoice date and number, and general ledger account being charged for the expenditure. The Board will review both reports at the official semi-monthly Board meetings and vote on final approval. All accounts payable, payroll, and interim checks require two authorized signatures.

Payroll Account

This account is used solely for the purpose of paying employees and the related employment taxes. Only the Executive Director, Financial Consultant, or any Commissioner have the authority to sign payroll checks. All payroll checks require two authorized signatures (they can be automated).

4.12 CREDIT CARD, PROCUREMENT CARD OR CHARGE ACCOUNT USAGE POLICY

Employees are fully responsible for all charges to cards issued under their name, Park District cards temporarily assigned to them, or charge account purchases initiated by them. Any misuse or unauthorized use of credit cards, procurement cards or charge accounts may result in the withdrawal of these privileges and possible discipline, up to and including termination of employment.

These forms of payment may be used only for approved Park District business transactions and may not be used for personal expenses under any circumstances.

Employees may not use the credit cards or procurement cards to withdraw cash.

Regardless of payment method, purchases must be authorized according to the Park District Purchase Policy & Procedure.

Employees are responsible for saving and providing documentation supporting all purchases and use of cards and accounts and receipts must be turned in promptly after each use of these payment methods.

Misuse of these payment methods, or failure to report purchases in the required timeframe, may cause the Park District to recover the funds through payroll deductions or other means for any amounts incorrectly claimed or for reconciliations that are one month in arrears of the statement date. An employee may be subject to disciplinary action, up to termination, if the card is found to be misused.

Employees must report lost or stolen credit or procurement cards to the Business Operations Department immediately upon discovering that the card is missing.

When an employee's employment ends, he or she must return any credit or procurement cards to his or her immediate supervisor with a final reconciliation of all expenditures prior to departure. Terminated employees must return credit or procurement cards immediately, and shall provide a final reconciliation of all expenditures within two business days. Failure to comply with this requirement shall result in the

terminated employee being personally responsible for all charges on the account at the time of termination, or until the account is closed, whichever is later.

CREDIT CARD AGREEMENT

Community Park District of La Grange Park

Credit Card Agreement

I, _____, agree to the following terms and credit card procedures stated below.

Terms and Procedures

I take full responsibility for all charges to the credit card issued under my name. I fully understand and agree that any misuse or unauthorized use of the card may result in cancellation of the card and withdrawal of my credit card privileges and possible discipline, up to and including termination.

I further understand and agree that:

- I bear ultimate responsibility for the card.
- Credit cards may be used only for approved Community Park District of La Grange Park business transactions.
- I will not use the credit card to withdraw cash.
- Credit card purchases must be authorized by a supervisor prior to use.
- I will not use the credit card for personal expenses and will use it only for official business on behalf of Community Park District of La Grange Park.
- I am responsible for saving and providing documentation supporting all purchases and use of the credit card.
- A purchase request form with receipts attached will be turned in promptly after each purchase or use of the credit card.
- If I misuse the card (i.e. use it otherwise than in accordance with the instructions given to me in this agreement or related policies) or otherwise fail to reconcile my expenditures within the prescribed procedures and timeframe, I understand that the Community Park District of La Grange Park will request my authorization to recover the funds through payroll deductions for any amounts incorrectly claimed or for reconciliation that are one month in arrears of the statement date. I may be subject to disciplinary action, up to termination, if the card is found to be misused.
- If the credit card is lost or stolen, I will report it immediately to the Finance Department.
- If I resign from Community Park District of La Grange Park, I will return the card with a final reconciliation of all expenditures prior to departure to my immediate supervisor.
- If I am terminated from my employment at Community Park District of La Grange Park, I will return the card immediately and shall provide a final reconciliation of all expenditures within two business days. I agree that my failure to comply with this requirement shall result in my being personally responsible for all charges on the account at the time of my termination or until the account is closed, whichever is later.

I have read and fully understand and agree to the above terms.

Employee Signature: _____ **Date** _____

Employee Credit Limit: _____

Authorizing Signature: _____ **Date** _____

Card Return

Received By: _____ **Date:** _____

Date: February 4, 2016
To: Community Park District Board of Commissioners
From: Aleks Briedis, Executive Director
RE: Salt Creek Bridge

As I reported at the last meeting, I spoke to our attorney, Rick Tarulis, about the Salt Creek Bridge contract with the Forest Preserve District of Cook County. The contract is attached.

Since there is not a date on the top of the contract, the contract begins as of the date of the last signature, which was April 11th, 1996. This is a 20 year non-renewing contract and therefore expires this April 11th.

Currently we are responsible for maintenance of the bridge and surrounding area. There is a trash can that our staff empties.

Paragraph 6 states that the Forest Preserve District has the right to make us remove or bear the cost of removing the bridge, if they so wish. I do not see a reason why they would make that request.

We have a few options:

- Do nothing. Stop collecting the garbage. We can wait until the Forest Preserve District contacts us and we inform them that the contract has expired.
- We can contact them and inform them that the contract has expired and that we will no longer be collecting the garbage.
- We can use this as a negotiating tool, creating a new contract, where we continue to maintain the area (with the exception of any major maintenance) in exchange for funding and/or technical assistance with the Forest Road trail project.
- Any other combination in between the three listed above.

I am requesting input from the Board on this matter.

**LICENSE
ISSUED BY
FOREST PRESERVE DISTRICT OF COOK COUNTY, ILLINOIS**

536 N. Harlem Avenue
River Forest, Illinois 60305

1. Grant of License. The Forest Preserve District of Cook County (hereinafter the "District") hereby grants
to The Community Park District of LaGrange Park Illinois
(Licensee)

Address 920 Barnsdale Road, LaGrange Park, Illinois 60525

Authority to locate, operate and maintain a bitumenous multi use trail with bridge and
ramps crossing Salt Creek.

(hereinafter referred to as the "Facilities).

(1) Upon, across, through, or under the following described real estate and according to the plan included herewith, and provision contained herein.

1290 +/- linear feet of trail running westward from the west end of Jackson Avenue to the Salt Creek Bicycle Trail.

(2) Along District frontage upon or under existing highway right-of-way, as described in the following and according to the plan included herewith and provisions contained herein.

(a) Outside Incorporated Limits of Cities, Towns and Villages.

(b) Within Cities, Towns and Villages.

The areas described in (1) and (2) above are hereinafter referred to as the "Licensed Areas". This License shall permit the aforesaid Licensee to construct, operate, repair and maintain the Facilities and is granted in consideration of the payment to the District of any fee stipulated in Section 2. The right to use the Licensed Areas and the right of ingress and egress over the Licensed Areas is expressly reserved by the District. In addition the District reserves the right from time to time to grant ingress, egress, and licenses and easements over, upon, and under the Licensed Areas, provided that such licenses or easements do not unreasonable interfere with the Licensee's use of the Licensed Areas pursuant to the terms hereof.

2. Fee. The fee for this License shall be none (\$0.00)
3. Term. The term of this License is 20 (years) (perpetual) [circle one].
4. No Estate in Land. This instrument creates a license only and Licensee does not hold and shall not claim at any time any interest or estate of any kind or extent whatsoever in the Licensed Areas by virtue of this License or the Licensee's use of the Licensed Areas and Facilities constructed and operated pursuant hereto. In the event that for any year or partial year following issuance of the License, the taxing authorities of Cook County assess any general real estate taxes against the District, the Licensee or any other party pursuant to the License, including but not limited to any assessment pursuant to 35 ILCS 205/19.6 and 205/26, Licensee shall protect, defend, and hold the District harmless from any and all such tax liability and the Licensee shall be responsible for the payment of such taxes when first due and owing and before any penalty attaches.
5. Plans. The plans and manner of execution or operation shall meet the approval of and be done to the satisfaction of the General Superintendent of the District or his authorized representative.
6. Maintenance - Removal. The Facilities shall be maintained by the Licensee at his sole expense. The Facilities, except when installed for a fixed period of time by terms of existing ordinance, or by the Board of Forest Preserve District Commissioners, are to be relocated or removed by said Licensee, at the sole cost and expense of said Licensee, upon not less than ninety (90) days written notice to the Licensee at his last known address. In addition, upon expiration of this License, unless timely renewed, Licensee may, at the District's election, be required to remove the Facilities and restore the premises as nearly as reasonably possible to the condition existing prior to such removal. Upon failure of the Licensee to properly maintain said Facilities, or failure to relocate or remove the same upon due notice as aforesaid, the District shall have the right to cause the same to be done, and it is understood and agreed the said Licensee shall reimburse the District for cost or expense of such maintenance, relocation, or removal.
7. Permits. The issuance of this License by the District in no way relieves the Licensee from the obligation to apply for and receive, before the commencement of any work, all other licenses or permits required by any Federal, State, or local agency for the construction and maintenance of the Facilities.
8. Tree Trimming, Other Alterations. It is further agreed that no trees, shrubs, or forest growth shall be cut, trimmed or removed nor shall any building or utilities of the District be disturbed without the permission of the General Superintendent of the District or his authorized representative.
9. Indemnification. The Licensee hereby indemnifies and agrees to hold harmless and defend the District, its Commissioners, officers, agents, servants and employees from and against any loss, claim, damage or claim for damages, and liabilities, including reasonable attorney's fees, for injuries to all persons and damage to or theft, misappropriation or loss of property occurring in or about the Facilities, the Licensed Areas, or other District property arising out of the issuance of the License, the Licensee's use or occupancy of the Facilities or the Licensed Areas or from any activity, work or thing done, permitted or suffered by the Licensee in or about the Facilities or the Licensed Areas, including any release of any substance from the Facilities and any violation of environmental or other regulations, or from any breach or default on the part of the Licensee in the performance of any provision of this License or due to any other act or omission of the Licensee or any of its agents, contractors, invitees or employees.
10. Security During Construction. All Licensees herein other than (1) Public Utility Companies, (2) the City of Chicago, (3) the State of Illinois, (4) the Federal Government, (5) the County of Cook, Illinois, (6) the Metropolitan Water Reclamation District of Greater Chicago, or (7) a Department of the foregoing, shall in accordance with Section 6-1-2 and 6-1-3 of the Official Code of the Forest Preserve District (the "Code") deposit a Certified or a Cashier's Check drawn to the order of the said District in the amount of Twenty five thousand dollars (\$ 25,000.00) to be held as a guaranty that all the conditions and provisions prescribed herein with respect to restoration of the premises to their former condition after construction shall be complied with. All such Licensees shall also shall furnish the District with a CERTIFICATE OF INSURANCE prepared by said Licensee's liability insurance carrier, satisfactory to said District and covering construction operations. In the event the INSURANCE is deemed unsatisfactory by the District, the Licensee shall upon request furnish the District with a SURETY BOND in accordance with Section 6-1-3 of the

District Code in the amount of _____ (\$ _____) (When amount is omitted Insurance Certificate is accepted and Surety Bond is not required).

11. Bonding by Independent Contractor. It is further understood that if the Licensee herein elects to construct, operate, or maintain the Facilities through the services of an independent contractor, then the Licensee shall require the said independent contractor to deposit with the District a Certified or Cashier's Check all as hereinbefore outlined under Provision 5 in the amount of Twenty five thousand dollars (\$ 25,000.00) (when amount is omitted Insurance Certificate is accepted and Bond is not required).

12. License not Assignable. This License is not assignable or transferable without prior written consent of the District. Any such assignment made without prior written consent shall be null and void and have no force or effect and shall entitle the District to terminate this License.

13. Special Provisions. When hereinafter inserted or attached hereby are to be considered a part of this License.

14. Prior Notice. Licensee shall give forty-eight (48) hours prior notice to the General Superintendent of the District, or his authorized representative, before starting any of the aforesaid work.

15. Effective Date. This License shall become effective only when all requirements of Section 10 and 11, when applicable, are complied with by the Licensee, when the fee specified in Section 2 has been paid, and this License has been fully executed and delivered to Licensee.

License accepted this 31ST day of JANUARY, 1996

Name of Licensee Community Park District of
LAGRANGE PARK
Address 920 BARNSDALE RD

ATTEST:

Dea Con By John P. Hecher
SUPERVISOR DIRECTOR
(Title) (Title)

RECOMMENDED:

- (1) Daniel E. Weber
Real Estate and License Engineer
- (2) Richard D. Marshall
Chief Forester
- (3) James H. Caruso
Director of Planning and Development
- (4) Carl Mc Cormick
Chief Attorney
- (5) Peter D. Lynch
Superintendent of Conservation

(4) RECOMMENDED for signature by President on this date, 4-11, 1996

John P. Hecher
General Superintendent

IN WITNESS WHEREOF the said Forest Preserve District of Cook County, Illinois has caused its name to be signed to these presents by its President and attested by its Secretary with its Corporate Seal affixed this 11TH day of APRIL, 1976

FOREST PRESERVE DISTRICT OF COOK COUNTY, ILLINOIS

(SEAL)

ATTEST:

By [Signature]
President

By [Signature]
Secretary

SPECIAL PROVISIONS

16. Insurance; Minimum Coverage. Licensee or its Independent Contractor at its sole cost and expense shall purchase and maintain in full force and effect during construction the following minimum insurance coverages: (i) comprehensive general public liability insurance (including contractual liability insurance covering Permittee's indemnification obligations hereunder) in an amount not less than \$3,000,000.00 per occurrence for bodily injury or death and \$1,000,000.00 for property damage; comprehensive automobile liability insurance in the same amounts as the comprehensive general public liability coverages; and worker's compensation insurance and employer's liability insurance with limits of not less than \$500,000.00. All such policies of insurance (except worker's compensation) shall name the Forest Preserve District of Cook County, its commissioners, officers, agents, and employees as additional insureds and shall provide that the District shall be notified ten (10) days prior to any change or cancellation of the policy.

17. Construction Operations. All construction operations, vehicle movements and material storage shall take place within the width required for construction. If temporary fencing is required all operations shall take place within said fenced area.

All surplus excavated material, trees or stumps removed, and any other debris resulting from construction shall be disposed of off of District property. All ditches shall be restored back to their original contours.

Underground utilities to be crossed or paralleled shall be located by the owner of the facility upon request of the contractor. Contractor shall give 24 hours notice prior to construction to facility owners. Contractor at his expense shall expose by hand any underground facility to be crossed prior to the use of any machinery.

In the case of trenching, all trenches will be backfilled and mechanically compacted before topsoil is placed over trench.

18. Temporary Fencing. All temporary fencing required shall be installed prior to the commencement of any construction operations. All fencing shall be maintained in place throughout construction and shall be repaired as needed by the licensee or its independent contractor. All fencing is to remain in place until after restoration has been completed. After acceptance of restoration by the District all temporary fencing shall be removed from the site and disposed of off District property at the sole expense of the licensee or its independent contractor.

19. Manhole Covers. All manhole covers installed on Forest Preserve District property shall be of a type which either bolt down or incorporate some type of locking device. All manhole covers shall be set flush with the final grade.

20. Restoration After Construction. All areas disturbed by construction operations shall be topdressed after final settlement with topsoil to a depth of six (6) inches, cultivated, fine graded, seeded and mulched as directed by the District.

The Contractor shall furnish approved topsoil to insure a six (6) inch coverage over the area disturbed by construction.

The seeding and mulching are in the following proportions and amounts.

SEEDING

Seed mixture shall be furnished by the Contractor as follows:

Andropogon scoparius

Little Blue Stem 5 lbs. per acre

Boateloua curtipendula

Side Oats Grama 5 lbs. per acre

(not available)

Annual Rye 15 lbs. per acre

(not available)

Seed Oats 32 lbs. per acre

Phleum pratensis 3 lbs. per acre

Timothy

Seeding shall take place only before May 15 and between August 1 and October 15th except when authorized otherwise by the District in writing. Deliver seed tags to the Real Estate and License Engineer at the FPD General Headquarters in River Forest, Illinois.

MULCHING

Mulching shall consist of small grain straw, free of noxious weed seed, placed at the rate of two (2) tons per acre. Mulch shall be anchored with an anchoring tool that has serrated discs that punch the mulch into the ground to a depth of approximately two (2) inches. If the contractor so desires, a hydromulch will be allowed.

All trees to be planted shall be done as indicated in the plans marked Exhibit "A". The trees shall be guaranteed for one year from the date of planting.

All materials must meet the approval of the District's Landscape Architect.

21. Notations on Plans. All notations, as indicated on the plan marked Exhibit "A", are part of this License.
22. Landscape Contractor. The Licensee or its independent contractor shall retain a Landscape Contractor, approved by the District, to perform tree planting, all fine grading, seeding work, and mulching as required in Special Provision No. 20 of this License. The work shall be done under the supervision of the Forest Preserve District in the proper season for such work. This item shall be included in the Licensee Specifications as a separate contract.
23. This License will become valid only after the Forest Preserve District has reviewed and approves the final alignment, final plans, and construction specifications for the proposed trail and bridge.
24. Ownership of Improvement. The Licensee and the District agree that the Facilities, once installed, shall become the property of the District. The District shall have full authority to regulate use of the Facilities by setting speed limits, type of use, and other regulations. Notwithstanding the District's ownership of the facilities, the Licensee shall remain responsible for maintenance and removal of the Facilities as set forth in this License, and the indemnification set forth in this license shall remain in full force and effect.

Date: February 4, 2016
To: Community Park District Board of Commissioners
From: Aleks Briedis, Executive Director
RE: Storage Containers at Maintenance Facility

As we have discussed previously, we are short of storage. Currently we are renting space at Life Storage to store theater props and costumes. Supervisor Romito is working on selling the Shrek set to open up some more space.

One option that I have been exploring is shipping containers at the Maintenance Facility. I spoke to Julia Cedillo, Village Manager, about this option. She reviewed the land use code and with her interpretation, we would need to ask for a variance from the Zoning Board. We would need to go through the approval process, which would include hiring a surveyor to create a plat map of the Maintenance Facility. I estimate the cost would be \$2000. Julia Cedillo did state that she would check with the Village attorney to see if the storage containers would be a use by right and not subject to a variance. I have not heard back at the time of this memo, but hope to have more information at the meeting.

Should it be found that we need the variance, I am requesting Board approval to hiring a surveyor to create a plat map.

We estimate the cost of a shipping container to be \$1500 and will be requesting two for a total of \$3000. There may be additional shipping costs. Staff will be investigating further as part of the budgeting process.

Date: February 4, 2016
To: Community Park District Board of Commissioners
From: Aleks Briedis, Executive Director
RE: Review of 2015-16 Budget vs. Actual

Nine months (75%) of our fiscal year has completed. Below are my highlights of the budget.

Corporate Fund

- Removing the Separation Pay line item, the entire fund is at 73% of the budget. At year end, this fund should end under budget.

Part Time Wages

The YTD actual is at 88%, but is less than the previous YTD. So it may come within budget at the end of the year. I will keep an eye on this.

Association Dues

All dues have been paid up through the year, so this should end within budget.

Office Machine Contracts

This line item is over due to two purchases. The first being \$3800 for Capturepoint, our new on-line registration software and the second being a pre-payment of \$995 for the maintenance contract for the new copier.

Refuse Disposals

This line item will end \$500 over at year end. We miscalculated the number of monthly payments by one.

Supplies

I am currently investigating why this line item is over budget and will have an answer by the meeting.

Staff Uniforms

There will not be any additional charges to this line item. The reason for the overage is my purchase of general staff and volunteer shirt inventory that should last a few years.

Recreation Fund

- The entire fund is at 74% and should end within budget at year end.

Full Time Wages

The Recreation Specialists payout of vacation and sick time were coded to this line item. It should be taken from the Separation Pay line item. This will be updated.

Association Dues

All dues have been paid up through the year, so there should not be any additional charges to this line item.

Mileage

There should not be any more charged to this line item and will come in under budget at year end

Trade Services

This line item is over budget due to having a contractor refinish the floors at a cost of \$1000. Staff did finish the floors earlier in the year, but the floors already started looking dirty. We plan on budgeting for the contractor once a year in the future.

Credit Card Fees

More participants have been paying with credit cards than estimated. This will increase with the on-line registration. We are increasing the costs of our programs to offset this cost.

Brochure Printing

There will not be any additional costs to this line item and will be within budget at year end.

Supplies

This line item is over due to the Shrek Jr. performance supplies and is offset by the revenues.

Repair Parts

This line item is over due to the unexpected repair of the HVAC system at a cost of \$8700.

IMRF Fund

- This fund is within budget and should remain this way at year end.

Social Security Fund

- This fund is within budget and should remain this way at year end.

Audit Fund

- I budgeted the wrong amount and therefore this fund is over budget. This will not continue in the future as we have a contracted amount the next three years.

Liability Insurance Fund

- The PDRMA premium was higher than I budgeted. This fund should end within budget at year end.

SEASPAR Fund

- We have yet to make our second payment to SEASPAR fund and transfer funds to the Corporate Fund for handicap accessible portable restrooms. This fund should end within budget at year end.

Bond & Interest Fund

- This fund will be \$250 over budget year end as I missed budgeting the second payment for bond maintenance.

Capital Project Fund

- This fund will end well within budget due to not receiving OSLAD funds and freezing of the projects.

Memorial Fund

- We have yet to pay for the bricks for the most current order. Both revenues and expenses surpassed our budget estimates.

Date: February 4, 2016
To: Community Park District Board of Commissioners
From: Aleks Briedis, Executive Director
RE: 2016-17 Budget Timeline

I am proposing the same format as we had last year.

A budget ordinance in tentative form must first be prepared and made conveniently available for public inspection for at least 30 days prior to final action. If the Board would like to pass the budget at the May 9th meeting, a tentative budget would need to be approved prior to the scheduled April 11th meeting.

I suggest the following:

Review first draft of 2016-17 budget	March 14 th , 6:30 PM
Special Meeting to approve tentative ordinance	April 4 th , TBA PM ?
Public Hearing on Proposed Budget	May 9 th , 6:30 PM
Approve and pass the Ordinance at regular meeting	May 9 th (after Public Hearing)

I request Board input on the April 4th date I propose to hold the Special Meeting. Also at this meeting, we could finish any other budget discussions before passing an ordinance in tentative form. I will be able to make changes on the fly at that meeting.