

**AGENDA**  
**REGULAR PARK DISTRICT BOARD MEETING**  
**COMMUNITY PARK DISTRICT of La GRANGE PARK**  
**1501 BARNSDALE ROAD, La GRANGE PARK, ILLINOIS**  
**NOVEMBER 9, 2015**  
**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 October 12, 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. Consider approval of Ordinance No. 03-2015 Annual Tax Levy
  - B. Consider approval of Ordinance No. 04-2015 PTELL Reductions
10. New Business
  - A. Veterans Memorial Update – Jim Zwit
  - B. IAPD Credentials for Annual Business Meeting
  - C. Memorial Park Construction Observation Proposal Discussion

11. Open Forum

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

12. Adjourn to Executive Session

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.

13. Reconvene Open Meeting & Roll Call

14. Adjournment

Date: November 6, 2015  
To: Community Park District Board of Commissioners  
From: Aleks Briedis, Executive Director  
RE: November 9<sup>th</sup> Agenda Overview

Ordinance No. 03-2015 Annual Tax Levy

This is the same levy the Board approved in draft form at the last meeting. Staff recommends approval of the ordinance.

Ordinance No. 04-2015 PTELL Reductions

This is the same ordinance the Board reviewed at the last meeting. Staff recommends approval of the ordinance.

Veterans Memorial Update

Jim Zwit will give an update of happenings at the Veterans Memorial.

IAPD Credentials

The Illinois Association of Park Districts holds its annual meeting at the IPRA/IAPD Annual Conference. This year it will be on Saturday, January 30<sup>th</sup>. The Board must certify the District's delegate and alternates for this meeting at a regular board meeting.

Memorial Park Construction Observation Proposal Discussion

A separate memo is included in the packet.

Executive Session

This session is for the annual review of the Executive Director.

Minutes - Draft  
Regular Meeting of the Board of Commissioners  
Community Park District of La Grange Park  
October 12, 2015

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 6:30pm. Other Commissioners present were Bob Corte, Jeff Kilrea, Tim Ogden, and Lucy Stastny. Also present were Executive Director Aleks Briedis, Office Manager Peggy Ronovsky, Recreation Supervisor Darla Goudeau, Superintendent Dean Carrara, 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

A. Regular Meeting of September 14, 2015

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

B. Executive Session of September 14, 2015

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

6. RECOGNITION OF VISITORS

Nancy Thomas was present but had no comments at this time.

7. STAFF REPORTS

A. EXECUTIVE DIRECTOR

A written report provided prior to the meeting was introduced by Executive Director Aleks Briedis. The award plaques for the Helen Doria Arts in the Park and the Chamber of Commerce Award were presented. Questions were asked and answered.

#### 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 questions or comments.

#### C. SUPERINTENDENT OF RECREATION

A written report provided prior to the meeting was introduced by Superintendent of Recreation Dean Carrara. There were no questions or comments.

#### D. RECREATION SUPERVISOR

A written report provided prior to the meeting was introduced by Recreation Supervisor Darla Goudeau. She noted that enrollment for the preschool has gone up and the Fireside Stories event was well-attended.

#### E. RECREATION SUPERVISOR - MARKETING

A written report provided prior to the meeting by Dave Romito was introduced by Executive Director Aleks Briedis. Questions about the survey results were asked and answered.

#### F. OFFICE MANAGER

A written report provided prior to the meeting was introduced by Office Manager Peggy Ronovsky. Questions about how many phone calls she receives on a rainy date regarding program cancellations were asked and answered.

#### 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 questions or comments.

#### H. FINANCIAL COORDINATOR

Financial statements provided prior to the meeting for the month ending September 30, 2015 was introduced by Financial Consultant Phil Mesi. Questions about incoming tax dollars were asked and answered.

#### 8. APPROVE MONTHLY DISBURSEMENTS

A motion was made by Commissioner Kilrea; seconded by Commissioner Ogden to approve the monthly disbursements in the amount of \$93,303.39. MOTION CARRIED. There was no further discussion and the motion passed by a 5-0 roll call vote.

#### 9. UNFINISHED BUSINESS

##### A. DRINKING FOUNTAIN DISCUSSION

Options were discussed but the consensus of the Board is to take no action until at least the next budget and/or Master Plan discussion.

## 10. NEW BUSINESS

### A. ESTIMATED AGGREGATED 2015 TAX LEVY

There was a brief discussion about levy options. The Board agrees to increase the SEASPAR amount from \$40,000 to \$50,000 to be used for capital ADA projects. Commissioner Corte made the motion; seconded by Commissioner Ogden to approve the amended ordinance in draft form. MOTION CARRIED. There was no further discussion and the motion passed by a 5-0 roll call.

### B. INTERNET AND/OR PHONE UPGRADE

Questions regarding report submitted by Executive Director Aleks Briedis were asked and answered. Commissioner Ogden made a motion; seconded by Commissioner Corte to approve the staff to proceed with Option #3 as outlined in the submitted report. MOTION CARRIED. There was no further discussion and the motion passed by a 5-0 roll call vote.

## 11. OPEN FORUM

### A. COMMENTS FROM THE FLOOR

There were no comments from the floor.

### B. COMMENTS FROM COMMISSIONERS

There were no comments from the Commissioners.

### C. COMMENTS FROM THE PRESIDENT

President Boyd congratulated the staff on the recent accolades as well as on the detailed reports submitted prior to the meeting.

## 12. ADJOURNMENT

A motion was made by Commissioner Kilrea; seconded by Commissioner Stastny to adjourn the regular meeting at 7:11pm. There was no further discussion and the motion passed unanimously by voice vote.

Date: November 6, 2015  
To: Community Park District Board of Commissioners  
From: Aleks Briedis, Executive Director  
RE: Weekly report

#### December Meeting

Please note that the December 14<sup>th</sup> meeting will begin at 6 PM, with our holiday party being after the meeting.

#### IAPD/IPRA Conference

The Annual Conference is being held on January 28-30. Session information can be found at <http://www.ilparksconference.com/>. Please let me know if you would like to attend any of the sessions and I will register you.

#### PDRMA Property/Casualty Program Council

I attended the annual meeting via webinar. The property coverage, worker's compensation, outbreak expense, crime, boiler & machinery and information security coverage documents and coverage structures remained the same. The liability coverage was amended; mostly housekeeping, no big changes and the liability coverage structure remained the same. PDRMA's overall budget is increasing by 1.8% to \$21,750,276. Let me know if you would like to see any documents from the meeting.

There was also discussion about the property tax freeze. It was stated that since our individual agency budgets should be the same, our exposure stays the same and therefore the contribution would stay the same. PDRMA will work with agencies if contributions increase due to other factors such as claims. This is another benefit of having PDRMA as our insurer versus a commercial insurer, who wouldn't be as accommodating.

#### On-line Registration

I continued demoing registration software this week.

#### Little League

Ryan Mcqueeny has stepped down as the Little League President. The new contact is Jim Biskupic. I have also been in communication with Patrick Downes regarding new scoreboards. I informed him that when speaking with Ryan, he had stated that Little League would pay for the installation as the District does not have any funds budgeted. He was going to speak to the Little League board and get back to me.

#### Cook County Community Solar Project

Attached is an e-mail from Cook County regarding a feasibility study for a community solar project. As there would be no cost to us, and could end up being a benefit in the future, I would recommend we submit the Recreation Center for consideration. I will ask for the Board's opinion at the meeting.

Beach Oak Property

From our attorney Rod Slutzky: We were able to timely file with the Cook County Clerk the preliminary notice required by Section 22-5 of the Property Tax Code. The requirement is that the notice be mailed to the taxpayer of record within 4 months, 15 days from the date of purchase. The notice was filed on October 28th. Our deadline was November 28th. The next step will be the preparation and filing of the park district's Petition for Tax Deed.

Police Report

- 4530 – paintball in the park
- 4629 – someone handed in found property
- 4649 – no further details
- 4666 – someone handed in found property
- 4669 – juveniles in park after hours
- 4686 – verbal disagreement, patrons were sent on their way
- 4735 – vehicle in parking lot after hours, were asked to leave
- 4758 – person was in park after hours, was asked to leave
- 4895 – report of dog at large, gone on arrival
- 4905 – park clear on arrival
- 4947 – graffiti on building
- 5066 – people using flashlights in park after hours, were asked to leave
- 5086 – young adults were found having relations, asked to leave

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: 10/1/15

During the time period of September 1, 2015 through September 30, 2015 the following police calls were reported.

<u>Incident #</u>	<u>Date</u>	<u>Location</u>	<u>Call Type</u>	<u>Reported by</u>
15-4530	9/1/15	Stone Monroe Park	Juvenile nuisance	Ofc. Rackow ***
15-4629	9/5/15	Memorial Park	Lost property	***
15-4649	9/6/15	Memorial Park	Ambulance assist	***
15-4666	9/7/15	Stone Monroe Park	Found property	***
15-4669	9/7/15	Memorial Park	Suspicious person	Ofc. Jania ***
15-4686	9/8/15	Beach Oak Park	Domestic trouble	
15-4735	9/10/15	Stone Monroe Park	Suspicious vehicle	Ofc. Wilk
15-4758	9/11/15	Memorial Park	Suspicious persons	Ofc. Wilk ***
15-4895	9/18/15	Memorial Park	Animal complaint	
15-4905	9/18/15	Memorial Park	Mischief	Refused ***
15-4947	9/21/15	Hanesworth	Criminal defacement	***
15-5066	9/26/15	Beach Oak Park	Suspicious incident	***
15-5086	9/28/15	Beach Oak Park	Disorderly conduct	***

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 Veceli at 352-7711 ext. 204.

## Request for Expression of Interest

Wed 11/4/2015 7:03 PM

**From:** "Cook County Community Solar"

**To:** abriedis@communityparkdistrict.org



### **Cook County Community Solar Project November 3, 2015**

Dear Karen,

The U.S. Department of Energy, through its Solar Market Pathways initiative, has awarded Cook County a grant to analyze the potential of community solar in the region. A key goal of this project is to develop five to seven demonstration sites for community solar within the county.

Cook County is seeking rooftop and vacant land properties to potentially serve as host sites for these pilots. While this grant will not fund the implementation of solar development, it will provide design, solar assessment and technical feasibility analysis, along with financial analysis for the project.

There are a number of business and financial models used for community solar projects. With any model, there is no cost to the property owner of the host site and, instead, the property owner can benefit from lease revenue and/or reduced energy costs.

For property owners or portfolio managers considering solar, community solar represents a unique and invaluable opportunity. If you are interested in learning more about hosting community solar on your property, visit the Cook County Community Solar Project site discovery portal. There you will find details on this Request for Expression of Interest and how to submit your property for consideration.

Cook County Community Solar  
Site Discovery Portal:

[www.elevateenergy.org/solar-site-discovery](http://www.elevateenergy.org/solar-site-discovery) (<http://click.icptrack.com/icp/relay.php?>

r=40912909&msgid=403872&act=QK12&c=910093&destination=www.elevateenergy.org%2Fsolar-site-discovery)

**Vito Greco**

Community Solar Project Lead  
Elevate Energy  
vito.greco@elevateenergy.org

**Deborah C. Stone**

Chief Sustainability Officer and Director  
Cook County Department of Environment Control  
deborah.stone@cookcountyil.gov

This message was sent to abriedis@communityparkdistrict.org from:

Cook County Community Solar | vito.greco@elevateenergy.org | Elevate Energy | 322 Green Street | Chicago, IL 60607, US



**Unsubscribe** (<http://app.icontact.com/icp/mmail-mprofile.pl?r=40912909&l=3431&s=QK12&m=403872&c=910093>)

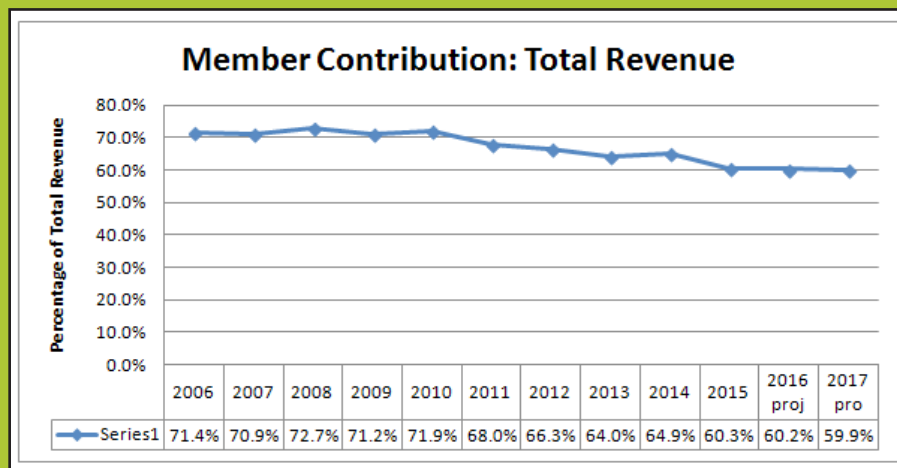
## SEASPAR News and Events • November 2015

### CHEAPER BY THE DOZEN: IT'S LEVY SEASON!

As member entities are preparing their levy requests and documents, SEASPAR is sharing some historic information about the member contributions' impact on the total revenue of the organization.

To provide some perspective, the average percentage of contribution to total revenue across typical special recreation associations is 70-73%. SEASPAR is well below the norm. In addition, during the referenced time, two member entities, the Village of Brookfield and the Lemont Park District, have joined our association. These additional partners have made a positive contribution to SEASPAR's financial base, which has allowed the contributions of the existing members to remain stable or be decreased, and provided additional services.

Now that SEASPAR has twelve member entities, it could lend credence to the old saying, "cheaper by the dozen"!



From September 22-23, our EAGLES group enjoyed a camping trip at Joe Long's KOA in Lena, Illinois. The 44 participants enjoyed the jumping pillow and songs and games around the campfire, and a few EAGLES even put on a short skit!

**[Check out photos from the trip on Flickr!](#)**

#### 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

## TRIVIA CHALLENGE RAISES FUN AND FUNDS

On October 16, SEASPAR hosted our 4th annual Trivia Challenge fundraiser at the Arabian Knights Farms – The Barn in Willowbrook. Nearly 200 supporters boasted their brainpower to benefit SEASPAR!



Some of our friends from the Downers Grove and Clarendon Hills Park Districts competed, but a group of attendees from the public walked away with the winnings.

The generosity of our participants and sponsors was incredible – this event raised more than \$5,000 for our programs and services.



We would like to extend a special thanks to the Downers Grove and Westmont Park Districts for sponsoring the event, and to Caputo's Fresh Market, Fresh Thyme Market of Downers Grove, Doubletree Suites, Pappa's Pizza, Phillies Pizza, Pinstripes, and Tivoli Theatre for making sure our participants were well-fed! [Read more about the event on our website.](#)

**[View more photos from the Trivia Challenge on Flickr!](#)**

## COMMIT TO BE FIT UPDATE

Back in June, SEASPAR received a grant from the DuPage Foundation for a "Commit to be Fit" program for our EAGLES. The participants have been working hard to keep up their active lifestyle as the weather changes!

We have moved the majority of our fitness to the indoor locations but have been able to squeeze in a few extra walks during the mild autumn we've had so far.

The Darien EAGLES are working out at the Darien Park District. While one group uses the machines in the fitness center, the other group plays games in the gym.

The Brookfield EAGLES are exercising at the Park District of La Grange. The group spends time walking the track, shooting hoops, or enjoying a group class in the aerobics room.

The Lisle EAGLES are using the Lisle Community Center at the Lisle Park District. They split time between the aerobic room and fitness center.

We are also working on an EAGLES cookbook that will come out in December. This cookbook will incorporate all of the new and healthy recipes that we have tried and loved, and will feature photos of our participants with their favorite dishes. Spoiler alert – we plan to give this cookbook to our families as a nice holiday gift from the EAGLES!



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

**[Sign up for our e-newsletter!](#)**



## SPECIAL OLYMPICS VOLLEYBALL UPDATE

SEASPAR's Special Olympics volleyball teams competed against other SRAs in the ITRS tournament on October 4. While ITRS tournaments are purely for fun, we are proud of our athletes' performance!

With the help of 11 earned service points in just one game from Melissa Engelhardt of La Grange Park, our White Team earned a spot in the championship game, and took second place to end what was a fun and productive season!

Our Blue Team lost their match, but gained valuable tournament experience, as they had already qualified for the 2015 Special Olympics Fall Games in Rockford October 24-25. Wish them luck as go for the gold to close out their successful season!

## HOLIDAY SPECTACULAR

SEASPAR's Holiday Spectacular is returning for its 9th year to showcase our participants' talents and abilities in arts such as song, dance, and music. Acts we have had in the past include our EAGLES groups, Glee Club, Actors Guild, Dancin' the Night Away participants, and individual performers either singing or playing on the piano.

Families, friends, and supporters are invited to attend this free recital on Monday, December 7, at 7 p.m. at the Theatre of Western Springs.

Even SEASPAR staff get in on the fun – [check out a video of last year's staff performance on YouTube!](#)



## BRAGGING RIGHTS

### LA GRANGE PARK IPRA AWARD

The Community Park District of La Grange Park was recently awarded the Illinois Association of Park Districts' Helen Doria Arts in the Park Award, recognizing the park district's remarkable performing arts program, including one of the most successful children's theatre programs in the Chicago suburbs. Congratulations, La Grange Park!

### LA GRANGE FESTIVAL AWARD

The Park District of La Grange's Endless Summer Fest was named "Best Festival" by Suburban Life – with a human foosball field, how could it not?!? Great work, La Grange!

### SEASPAR'S RACHEL PAVESICH

SEASPAR's Recreation Coordinator for youth programming, Rachel Pavesich, recently celebrated her 5th anniversary at SEASPAR. She is perhaps best known for bringing us the concept of the Wonders multi-sensory room and seeing the project through to completion. Reflecting on her anniversary, Rachel said, "It's been amazing to watch the young participants grow over the past five years. Those who were in my programs for little ones when I started are now entering my pre-teen programming. It's been an honor to be part of their young lives for so long."



## UPCOMING EVENTS

November 21 • Turkey Shoot • Lincoln Center, Downers Grove  
November 23–25 • Thanksgiving Break Camp • Darien Sportsplex  
November 14 • Special Olympics Floor Hockey Tournament • Chicago  
November 8 • Harvest Dance • Clarendon Hills Community Center  
November 22 • Around the World in 80 Days • Lyons Township H.S.



## MARK YOUR CALENDAR – HOLIDAY SHOPPING NIGHT

Downtown Downers Grove • December 3 • 3-9 p.m. • 20% of Proceeds Benefit SEASPAR!

Date: October 30, 2015  
To: Community Park District Board of Commissioners  
From: Aleks Briedis, Executive Director  
RE: Weekly report

#### Halloween Costume Party

Our party is tonight from 4:30-6 PM. The Chamber's Haunted Trolleys will be rolling around town between 4-6:30. Should be a great time!

#### On-line Registration

Most of this week was spent demoing different registration software for on-line registration. I have a few more next week and then hope to narrow down and bring in staff for their input. A long process, but will be worth it in the end.

#### Legal Symposium

President Boyd and I attended IAPD's Legal Symposium on Thursday. It was very informative. We heard about new labor laws, liability issues with parades and festivals, new wage regulations, OMA and FOIA updates, property tax freeze update and about many case studies. We will use this information when updating our policies and procedures.

#### Winter/Spring Brochure

Staff is diligently working on the winter/spring brochure. It will be going to the printer soon and is expected to be mailed out the week of November 16<sup>th</sup>.

Please contact me with any questions!

Date: October 23, 2015  
To: Community Park District Board of Commissioners  
From: Aleks Briedis, Executive Director  
RE: Weekly report

#### On-line Registration

I started investigating on-line registration software. I will be setting up 10-12 demos to narrow down the field to about 3 or 4 before bringing in staff for their input. If all goes well, I hope to bring a recommendation to the Board at the January meeting, so we can offer on-line registration for the Summer brochure.

#### SEASPAR

Tuesday was our monthly meeting. Lauterbach and Amen presented SEASPAR's annual financial report. There were no issues with the audit. Please let me know if you would like to see a copy of the final report.

Susan Friend, Executive Director, presented the 16-17 Levy Request. Our contribution will increase by only \$300 next year. Even though it seems that individual agencies' Special Recreation levies would not be frozen under a property tax freeze, SEASPAR is still planning on not budgeting any increases on individual agency contributions over the next few years.

#### Parks Maintenance

We had theft at our maintenance facility between Monday and Wednesday. Two rolls of fencing and fence polls that were removed from Beach Oak and two aluminum basketball backboards were taken. We assume they were taken to be sold as scrap metal. Fence poll connectors were found on the railroad side of the back fence, which is where we assumed they entered and left. A police report was filed.

In other bad news, the skid steer's main piston that lifts the bucket is leaking. This repair may be costly. I will talk with Martin when he returns from vacation about options.

#### Holiday in the Park

Staff and the Chamber had our kick-off meeting for Holiday in the Park which will be held on December 12<sup>th</sup> from Noon-3 PM.

#### Chamber of Commerce

We had our monthly Chamber meeting at the Recreation Center. I gave a presentation on the District, which included an overview of operations, programs and the plans at Memorial Park.

Please contact me with any questions!

Date: October 16, 2015  
To: Community Park District Board of Commissioners  
From: Aleks Briedis, Executive Director  
RE: Weekly report

#### Job Descriptions

I completed updating all the full time employee job descriptions. I have forwarded them to our PDRMA lawyer for review. I am also updating the organizational chart to be consistent with the job titles and the new Recreation Supervisor – Marketing position.

#### Internet and Phone

I signed the contract with Comcast. They will be coming out to install new lines in the near future. About 30 days later we will be switching over service.

#### Chamber of Commerce

We will be holding the monthly Chamber meeting at the Recreation Center next Thursday, the 22<sup>nd</sup>. The Haunted Trolley in conjunction with our Halloween Party will be on October 30<sup>th</sup>. Holiday in the Park will be on December 12<sup>th</sup> from Noon-3 PM. The tentative date for the Chili cook off is September 17, 2016. Also, the Tree Lighting Ceremony will be on December 4<sup>th</sup>.

#### Beach Oak Parcel

We have been issued the Certificate of Purchase for the Beach Oak parcel. Our attorney, Rod Slutzky, will be picking it up and starting the work to petition the courts for the tax deed. We are one step closer to owning it.

#### Veterans Memorial Bricks

The bricks have been delivered. Jim Zwit is currently installing them. Jim also hand delivered many of the replica bricks and we sent the bricks that were requested to be mailed. Jim will be at the next Board meeting to give an update.

Please contact me with any questions!

Date: November 5, 2015

To: Aleks Briedis, Executive Director

From: Martin Healy, Parks Supervisor

RE: Monthly Board Report

All Park:

- Keeping up with leaf removal and mulching in all areas especially tennis courts and basketball courts.
- Aerating all soccer and ball fields at all parks.
- Winterized the concession stand and wash rooms.
- All port-o-potties were removed at the beginning of October, except Memorial Park (adjacent to the sled hill).
- Keeping up with dead heading flowers and watering at the Memorial Wall and the 2 flower beds at the top of the hill.
- Memorial Wall light must be replaced again. Contacted Meade electric for repair.
- Stone wall at the top of Memorial Park is falling down. The area has been barricaded and taped off. Will repair as weather permits.

DATE: November 2, 2015  
TO: Aleks Briedis, Executive Director  
FROM: Dean Carrara, Superintendent of Recreation  
RE: **Monthly Report for November 9, 2015**

### **SENIOR CLUB**

The group got together on Monday October 12<sup>th</sup> to view the movie, I'll See you in my Dreams. For lunch they enjoyed beef sandwiches from Paul's. Our next get together is scheduled for Monday November 23<sup>rd</sup>.

### **WOMEN'S VOLLEYBALL LEAGUE**

League play began on Tuesday October 20<sup>th</sup> at Park Junior High School. We have twelve teams competing in the league this year, one additional team from last season.

### **WINTER/SPRING BROCHURE**

Dave and Josh have been hard at work on the brochure. We should see the final copy Tuesday November 3<sup>rd</sup> and be on schedule getting it to the printer later this week. If all continues to stay on schedule the brochure will be at the post office Monday November 16<sup>th</sup>.

### **HALLOWEEN PARTY**

Our annual Halloween Party took place on Friday October 30<sup>th</sup>. We had a nice crowd that enjoyed carnival games, refreshments and a play that Dave and Dee put on. It was a great event enjoyed by all. Thanks to the many volunteers and staff that helped make the event the success it was.

### **UPCOMING EVENTS**

- Saturday youth sport programs at Park Junior High School begin November 7<sup>th</sup> - as of 11/2 most programs have hit the minimum number of participants for the program to be run  
This five week sports series will conclude on December 12<sup>th</sup>
- Senior Club – Mondays November 23<sup>rd</sup> and December 14<sup>th</sup>
- Resident registration starts Friday December 4<sup>th</sup> and non-resident registration will begin Friday December 11<sup>th</sup>
- Holiday in the Park is scheduled for Saturday December 12<sup>th</sup> from 12-3pm at the Recreation Center

To: Aleks Briedis

From: Recreation Supervisor, Darla Goudeau

Subject: November 2015 Board Report

### PRESCHOOL

The preschool classes all had their costume Halloween parties with parents attending and helping. Some staff were volunteers for the later Park District party.

Large cards promoting the January class openings were placed in the plastic treat bags that were handed out to all attending the event and trolley passengers too.

The annual St. Nick Night, our family Christmas program, is scheduled for Dec. 3<sup>rd</sup>. Crafts, treats and a show with St. Nick and Mrs. Claus are all planned. This is the most popular preschool event. It is an evening event and everyone wears their pajamas.

The 3 Fall fund raisers netted \$3,664.00. Very successfully implemented by Cristina Marconi.

Pennies for Pies is now underway. Our good deed lesson for the holiday season. Market Day is gone but we will purchase the pies at the best price found.

### SPECIAL EVENTS

Fireside Stories was a great success. Pictures are up on facebook of the event.

The SPRA showcase is Nov. 17<sup>th</sup> and several front line staff will be attending & getting ideas for the summer Music Under the Stars concerts.

### TRIPS

Oktoberfest trip to city went well. Next trip out is an event by Paradise Playhouse featuring "Hedda Hopper" with lunch included. This trip is full.

### BROCHURE

I am continuing to work on the Winter/Spring programs and have worked up a few new ones to offer.

Date: November 4, 2015  
To: Aleks Briedis  
From: Dave Romito  
RE: Marketing Report/Performing Arts

The following marketing processes have been completed in October, 2015. Media outlets include: TribLocal & [www.chicagotribune.com](http://www.chicagotribune.com), Suburban Life, The Doings & [www.pioneerlocal.suntimes.com](http://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 **531 Likes (8 more than last month)**.
  - Promotion for special events/Trips: Fall Fireside Stories, Halloween Costume Party, Ready Teddy, Oktoberfest and Small Museums Trip, Paradise Playhouse Trip, Fireside Theatre Trip, and the Helen Doria Arts in the Park Award.
- Articles written and/or submitted to media outlets regarding:
  - Shrek Jr.
  - Fireside Stories
  - All Fall Trips
  - Elementary Drawing
  - Cartoon Drawing
  - Helen Doria Arts in the Park Award
  - Ready Teddy Preschool
  - Guitar
  - Chess
- Ace Hardware donated 25 “build your own scarecrow” kits to the Park District. We advertised a contest on Facebook for residents to pick one up, decorate, and take a family picture. This was very successful and the winner will be on the cover of the Fall 2016 brochure. Thanks to Peggy for taking most of this on while I was on leave.
- Worked on all aspects (design & development) of winter/spring brochure with graphic designer.
- AIS ads continue to be designed and updated electronically.
- Shrek rehearsals are in full force. Tickets will go on sale in the coming weeks. We have 117 kids and two casts. Shows are Dec 11-13.
- 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 November 2015

- Monthly financial work was completed. Payroll was processed for October and payables were processed for the November 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.
- Assisted with the final production of the Winter/Spring 2016 Brochure. And all programs were entered into our data base for registration.
- We had a winner to our scarecrow decoration contest. The Fadool Family had a great entry. They will be featured on our front cover of our brochure for Fall 2016. They will be recognized as well as our co-sponsor, La Grange Park Ace Hardware.
- Assisted at the Halloween Party.

**Date: November 3, 2015**

**To: Aleks Briedis, Executive Director**

**From: Megan Jadron, Safety Coordinator**

**November Board Report 2015**



**Inspections:**

All playgrounds are being inspected on a regular basis. All playgrounds are in good condition.

Building inspections have been conducted for the month of October. Fire Extinguishers and AED has been checked as well. Inspections for November 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. I am compiling all contractors and their expiration dates into a central database for easy access for all employees.

The PDRMA Review Process is now complete. We will receive final scoring within the next month. The Administration, Recreation and Maintenance portions of the review scored very well. Thank you to all the staff who assisted me in this 6 month process.

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

I plan to attend the PDRMA Risk Management Institute on November 20<sup>th</sup> at the Tinley Park Convention Center.

I am in the process of registering for the annual IPRA conference in January.

Community Pk District LaGrange Pk  
Income Statement  
For the Six Months Ending October 31, 2015

**CORPORATE FUND**

	Current Month Actual	Year to Date Actual	Budget	YTD Percentage	Prev YTD	Prev % Budget
<b>Revenues</b>						
Corporate Fund Taxes	\$ 2,634.06	\$ 204,808.66	\$ 506,340.00	40.45	\$ 202,372.64	45.04
Replacement Taxes	3,014.50	10,067.60	15,000.00	67.12	8,915.99	61.49
Interest Earned-Corp.	36.81	230.11	400.00	57.53	257.85	51.57
Other Income - Corpor	500.00	2,665.68	2,000.00	133.28	25.85	1.72
<b>Total Revenues</b>	<u>6,185.37</u>	<u>217,772.05</u>	<u>523,740.00</u>	41.58	<u>211,572.33</u>	45.42
<b>Expenses</b>						
Full Time Wages-Adm	16,219.10	102,213.51	213,554.00	47.86	121,658.24	55.22
Part Time Wages	3,338.59	33,892.25	51,425.00	65.91	35,863.95	68.31
Wages - Program Lead	48.00	96.00	0.00	0.00	0.00	0.00
Legal Publications	0.00	599.40	1,100.00	54.49	440.00	68.75
Postage Stamps	0.00	1,393.74	2,000.00	69.69	1,498.76	74.94
Public Relations	45.23	217.73	1,500.00	14.52	775.44	45.61
Telephones	480.76	2,546.20	7,344.00	34.67	3,498.69	49.21
Association Dues	100.00	700.00	5,400.00	12.96	135.00	2.65
Professional Developm	910.00	1,541.00	4,390.00	35.10	51.80	1.88
Subscriptions	0.00	663.00	950.00	69.79	142.50	28.50
Mileage Reimburseme	250.00	1,500.00	3,000.00	50.00	0.00	0.00
Park Board Expense	295.00	967.71	5,200.00	18.61	4,672.74	65.35
Computer Services	303.59	2,442.76	8,300.00	29.43	2,870.49	47.45
Security Services	2,160.00	8,283.46	12,750.00	64.97	6,043.46	90.47
Health Insurance Admi	184.68	14,006.79	53,063.85	26.40	28,592.24	42.08
Professional Services	1,075.00	6,906.00	16,000.00	43.16	6,365.00	40.80
Office Machine Contra	0.00	6,433.32	7,175.00	89.66	4,767.02	73.34
Refuse Disposals	453.58	3,062.65	4,500.00	68.06	2,168.65	51.63
Portable Toilets	500.00	3,835.00	4,020.00	95.40	3,375.00	97.83
Trade Services	601.64	12,732.93	29,200.00	43.61	18,155.71	73.36
Utilites - Natural Gas	60.97	330.52	2,600.00	12.71	322.70	17.44
Utilities - Electricity	728.43	2,463.12	14,600.00	16.87	5,513.47	39.78
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	377.92	94.48
Supplies	7,799.26	22,225.74	28,500.00	77.99	11,072.33	38.45
Equipment	39.00	1,126.45	5,200.00	21.66	1,765.75	37.57
Repair Parts	0.00	877.93	5,500.00	15.96	2,774.98	45.49
Awards & Remembran	0.00	0.00	450.00	0.00	0.00	0.00
Staff Uniforms	0.00	117.00	2,100.00	5.57	0.00	0.00
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	215.82	86.33
<b>Total Expenses</b>	<u>35,592.83</u>	<u>231,738.81</u>	<u>557,677.72</u>	41.55	<u>263,117.66</u>	53.32
<b>Net Income</b>	<u>\$ (29,407.46)</u>	<u>\$ (13,966.76)</u>	<u>\$ (33,937.72)</u>	41.15	<u>\$ (51,545.33)</u>	186.14

Community Pk District LaGrange Pk  
Income Statement  
For the Six Months Ending October 31, 2015

**RECREATION FUND**

	Current Month Actual	Year to Date Actual	Budget	Year to Dat Percentage	Previous YTD	Prev % Budget
<b>Revenues</b>						
Recreation Fund Taxes	\$ 171.16	\$ 13,885.86	\$ 32,788.00	42.35	\$ 52,564.32	50.37
Interest Earned - Rec.	13.34	83.29	10.00	832.90	43.81	62.59
Programs Fees - Gener	48,931.50	275,435.97	549,500.00	50.12	271,125.22	55.60
Donations & Sponsors	0.00	5,516.00	7,000.00	78.80	0.00	0.00
Other Income - Recreat	0.00	0.00	100.00	0.00	0.00	0.00
<b>Total Revenues</b>	<u>49,116.00</u>	<u>294,921.12</u>	<u>589,398.00</u>	50.04	<u>323,733.35</u>	54.21
<b>Expenses</b>						
Full Time Wages-Rec	15,136.26	101,333.85	196,741.06	51.51	66,344.07	40.52
Part Time Wages-Prog	9,036.45	49,795.82	84,112.00	59.20	7,864.36	64.41
Wages - Program Lead	4,427.55	21,790.47	89,788.00	24.27	70,059.89	46.63
Program Marketing	0.00	1,653.18	2,300.00	71.88	351.34	16.42
Telephones	99.96	605.98	1,270.00	47.71	593.28	49.03
Association Dues	0.00	259.00	488.00	53.07	90.00	22.50
Professional Developm	367.85	745.10	3,000.00	24.84	425.00	30.36
Mileage	0.00	0.00	400.00	0.00	329.40	69.35
Security Services	0.00	2,595.71	5,600.00	46.35	2,582.27	49.66
Health Insurance Rec.	0.00	11,790.73	50,930.82	23.15	21,630.60	48.25
Refuse Disposals	277.60	1,816.17	3,600.00	50.45	1,735.81	48.49
Trade Services	516.00	2,899.00	4,500.00	64.42	405.00	10.13
Utilites - Natural Gas	55.91	360.57	3,300.00	10.93	212.17	6.63
Utilities - Electricity	1,219.67	7,773.72	12,200.00	63.72	5,389.32	48.99
Utilities - Water	0.00	478.53	1,200.00	39.88	449.82	32.48
Program Contractual S	6,548.00	53,300.24	124,335.00	42.87	57,645.90	46.83
Credit Card Fees	511.91	2,930.80	5,465.00	53.63	2,930.08	0.00
Brochure Printing	0.00	10,181.23	15,820.00	64.36	10,341.40	64.63
Co-op Fees	8,185.65	10,091.82	15,100.00	66.83	6,983.04	49.35
Bank Fees	48.10	266.80	0.00	0.00	328.85	0.00
Supplies	2,300.70	32,030.72	40,800.00	78.51	26,869.34	79.71
Equipment	440.11	1,676.72	5,300.00	31.64	1,496.90	48.52
Repair Parts	0.00	0.00	1,000.00	0.00	15.96	2.13
Other Expenses	207.00	872.50	230.00	379.35	178.92	31.39
<b>Total Expenses</b>	<u>49,378.72</u>	<u>315,248.66</u>	<u>667,479.88</u>	47.23	<u>285,252.72</u>	47.82
<b>Net Income</b>	<u>\$ (262.72)</u>	<u>\$ (20,327.54)</u>	<u>\$ (78,081.88)</u>	26.03	<u>\$ 38,480.63</u>	5,165.19

Community Pk District LaGrange Pk  
Income Statement  
For the Six Months Ending October 31, 2015  
ILLINOIS MUNICIPAL RETIREMENT FUND

	Current Month Actual	Year to Date Actual	Budget	Year to Dat Percentage	Previous YTD	Prev % Budget
<b>Revenues</b>						
Property Taxes-IMRF	\$ 535.09	\$ 41,369.12	\$ 103,047.00	40.15	\$ 24,968.04	35.90
Interest IMRF	1.59	4.70	1.00	470.00	(0.08)	(8.00)
	<u>536.68</u>	<u>41,373.82</u>	<u>103,048.00</u>	40.15	<u>24,967.96</u>	35.90
<b>Total Revenues</b>	<u>536.68</u>	<u>41,373.82</u>	<u>103,048.00</u>	40.15	<u>24,967.96</u>	35.90
<b>Expenses</b>						
IMRF Contribution	4,025.73	23,719.11	51,594.98	45.97	25,519.28	45.95
	<u>4,025.73</u>	<u>23,719.11</u>	<u>51,594.98</u>	45.97	<u>25,519.28</u>	45.95
<b>Total Expenses</b>	<u>4,025.73</u>	<u>23,719.11</u>	<u>51,594.98</u>	45.97	<u>25,519.28</u>	45.95
<b>Net Income</b>	\$ <u><u>(3,489.05)</u></u>	\$ <u><u>17,654.71</u></u>	\$ <u><u>51,453.02</u></u>	34.31	\$ <u><u>(551.32)</u></u>	(3.94)

Community Pk District LaGrange Pk  
Income Statement  
For the Six Months Ending October 31, 2015

**SOCIAL SECURITY FUND**

	Current Month Actual	Year to Date Actual	Budget	Year to Dat Percentage	Previous YTD	Prev % Budget
<b>Revenues</b>						
Property Taxes FICA	\$ 293.68	\$ 22,811.53	\$ 56,208.00	40.58	\$ 21,025.72	44.35
Interest-FICA	0.43	1.64	1.00	164.00	0.82	41.00
	<u>294.11</u>	<u>22,813.17</u>	<u>56,209.00</u>		<u>21,026.54</u>	
Total Revenues	<u>294.11</u>	<u>22,813.17</u>	<u>56,209.00</u>	40.59	<u>21,026.54</u>	44.35
<b>Expenses</b>						
FICA-Employer Contri	<u>3,775.35</u>	<u>24,095.87</u>	<u>49,543.57</u>	48.64	<u>23,669.78</u>	49.29
Total Expenses	<u>3,775.35</u>	<u>24,095.87</u>	<u>49,543.57</u>	48.64	<u>23,669.78</u>	49.29
Net Income	\$ <u><u>(3,481.24)</u></u>	\$ <u><u>(1,282.70)</u></u>	\$ <u><u>6,665.43</u></u>	(19.24)	\$ <u><u>(2,643.24)</u></u>	431.20

Community Pk District LaGrange Pk  
Income Statement  
For the Six Months Ending October 31, 2015

AUDIT FUND

	Current Month Actual	Year to Date Actual	Budget	Year to Dat Percentage	Previous YTD	Prev % Budget
<b>Revenues</b>						
Property Taxes Audit	\$ 46.84	\$ 3,640.72	\$ 8,993.00	40.48	\$ 3,504.30	44.36
Interest Audit	0.05	0.85	1.00	85.00	0.15	15.00
	<u>46.89</u>	<u>3,641.57</u>	<u>8,994.00</u>	40.49	<u>3,504.45</u>	44.35
<b>Total Revenues</b>	<u>46.89</u>	<u>3,641.57</u>	<u>8,994.00</u>	40.49	<u>3,504.45</u>	44.35
<b>Expenses</b>						
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
<b>Total Expenses</b>	<u>0.00</u>	<u>7,950.00</u>	<u>7,725.00</u>	102.91	<u>7,725.00</u>	100.00
<b>Net Income</b>	\$ <u>46.89</u>	\$ <u>(4,308.43)</u>	\$ <u>1,269.00</u>	(339.51)	\$ <u>(4,220.55)</u>	(2,398.04)

Community Pk District LaGrange Pk  
Income Statement  
For the Six Months Ending October 31, 2015

**LIABILITY INSURANCE FUND**

	Current Month Actual	Year to Date Actual	Budget	Year to Dat Percentage	Previous YTD	Prev % Budget
<b>Revenues</b>						
Property Taxes-PDRM	\$ 225.21	\$ 17,514.19	\$ 43,280.00	40.47	\$ 17,521.45	44.35
Interest-PDRMA	0.27	0.97	1.00	97.00	0.51	5.10
<b>Total Revenues</b>	<u>225.48</u>	<u>17,515.16</u>	<u>43,281.00</u>	40.47	<u>17,521.96</u>	44.34
<b>Expenses</b>						
PDRMA Workshops	0.00	0.00	325.00	0.00	30.00	9.23
Professional Services,	0.00	2,858.11	6,695.00	42.69	69.44	1.29
Trade Services	0.00	0.00	1,000.00	0.00	993.00	39.72
Security Reference Ch	37.00	55.50	0.00	0.00	0.00	0.00
PDRMA Premium	0.00	12,212.64	23,000.00	53.10	11,386.08	48.45
Safety Supplies	90.99	646.74	1,500.00	43.12	652.22	65.22
<b>Total Expenses</b>	<u>127.99</u>	<u>15,772.99</u>	<u>32,520.00</u>	48.50	<u>13,130.74</u>	39.82
<b>Net Income</b>	<u>\$ 97.49</u>	<u>\$ 1,742.17</u>	<u>\$ 10,761.00</u>	16.19	<u>\$ 4,391.22</u>	67.09

Community Pk District LaGrange Pk  
Income Statement  
For the Six Months Ending October 31, 2015  
SEASPAR

	Current Month Actual	Year to Date Actual	Budget	Year to Dat Percentage	Previous YTD	Prev % Budget
<b>Revenues</b>						
Property Taxes-SEAS	\$ 161.71	\$ 12,969.65	\$ 26,043.00	49.80	\$ 39,423.24	42.28
Interest-SEASPAR	2.49	16.62	20.00	83.10	8.72	43.60
	<u>164.20</u>	<u>12,986.27</u>	<u>26,063.00</u>	49.83	<u>39,431.96</u>	42.28
<b>Total Revenues</b>	<u>164.20</u>	<u>12,986.27</u>	<u>26,063.00</u>	49.83	<u>39,431.96</u>	42.28
<b>Expenses</b>						
Full Time Wages-Boar	826.58	5,052.77	10,758.34	46.97	5,756.24	48.26
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	34,590.50	56.85
Other Expense-Seaspar	0.00	0.00	0.00	0.00	20.00	0.00
	<u>826.58</u>	<u>34,603.45</u>	<u>120,563.34</u>	28.70	<u>41,902.14</u>	36.73
<b>Total Expenses</b>	<u>826.58</u>	<u>34,603.45</u>	<u>120,563.34</u>	28.70	<u>41,902.14</u>	36.73
<b>Net Income</b>	\$ <u>(662.38)</u>	\$ <u>(21,617.18)</u>	\$ <u>(94,500.34)</u>	22.88	\$ <u>(2,470.18)</u>	11.88

Community Pk District LaGrange Pk  
Income Statement  
For the Six Months Ending October 31, 2015

**BOND & INTEREST FUND**

	Current Month Actual	Year to Date Actual	Budget	Year to Dat Percentage	Previous YTD	Prev % Budget
<b>Revenues</b>						
Property Taxes-Bond&	\$ 1,440.09	\$ 111,910.86	\$ 243,300.00	46.00	\$ 106,355.13	43.71
Interest- Bond&Interes	10.60	46.13	25.00	184.52	13.28	0.00
	<u>1,450.69</u>	<u>111,956.99</u>	<u>243,325.00</u>	46.01	<u>106,368.41</u>	43.72
<b>Total Revenues</b>	<u>1,450.69</u>	<u>111,956.99</u>	<u>243,325.00</u>	46.01	<u>106,368.41</u>	43.72
<b>Expenses</b>						
Bonds & Interest-Profe	0.00	250.00	250.00	100.00	250.00	83.33
Bond Principal	0.00	0.00	170,000.00	0.00	0.00	0.00
Bond Interest	0.00	36,425.00	72,850.00	50.00	38,900.00	49.87
	<u>0.00</u>	<u>36,675.00</u>	<u>243,100.00</u>	15.09	<u>39,150.00</u>	16.09
<b>Total Expenses</b>	<u>0.00</u>	<u>36,675.00</u>	<u>243,100.00</u>	15.09	<u>39,150.00</u>	16.09
<b>Net Income</b>	<u>\$ 1,450.69</u>	<u>\$ 75,281.99</u>	<u>\$ 225.00</u>	33,458.6	<u>\$ 67,218.41</u>	0.00

Community Pk District LaGrange Pk  
Income Statement  
For the Six Months Ending October 31, 2015  
CAPITAL PROJECT FUND #10

	Current Month Actual	Year to Date Actual	Budget	Year to Dat Percentage	Previous YTD	Prev % Budget
<b>Revenues</b>						
Interest Earned-Fund#	\$ 28.50	\$ 173.05	\$ 250.00	69.22	\$ 133.45	26.69
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	6,190.00	619.00
<b>Total Revenues</b>	<u>28.50</u>	<u>173.05</u>	<u>532,464.00</u>	0.03	<u>10,637.45</u>	2.00
<b>Expenses</b>						
Wages-Part Tme-Cap	0.00	0.00	0.00	0.00	1,860.30	372.06
Professional Services	0.00	492.00	50,500.00	0.97	49,949.89	58.37
Trade Services- Cap Pr	0.00	8,558.10	1,001,783.0	0.85	76,758.59	8.42
Supplies-Cap Proj	0.00	0.00	0.00	0.00	13,566.76	64.60
Equipment-Cap Projec	0.00	4,026.51	3,000.00	134.22	25,520.87	70.50
<b>Total Expenses</b>	<u>0.00</u>	<u>13,076.61</u>	<u>1,055,283.0</u>	1.24	<u>167,656.41</u>	15.85
<b>Net Income</b>	<u>\$ 28.50</u>	<u>\$ (12,903.56)</u>	<u>\$ (522,819.00)</u>	2.47	<u>\$ (157,018.96)</u>	29.78

Community Pk District LaGrange Pk  
Income Statement  
For the Six Months Ending October 31, 2015

MEMORIAL FUND

	Current Month Actual	Year to Date Actual	Budget	Year to Dat Percentage	Previous YTD	Prev % Budget
<b>Revenues</b>						
Interest Earned- Fund	\$ 0.08	\$ 0.28	\$ 1.00	28.00	\$ 0.00	0.00
VMF Donations	320.00	5,348.00	2,000.00	267.40	0.00	0.00
	<u>320.08</u>	<u>5,348.28</u>	<u>2,001.00</u>	267.28	<u>0.00</u>	0.00
<b>Total Revenues</b>	<u>320.08</u>	<u>5,348.28</u>	<u>2,001.00</u>	267.28	<u>0.00</u>	0.00
<b>Expenses</b>						
Wages-Part Tme-Mem	155.94	638.57	700.00	91.22	0.00	0.00
Supplies-Memorial Pro	0.00	3,424.92	1,000.00	342.49	0.00	0.00
	<u>155.94</u>	<u>4,063.49</u>	<u>1,700.00</u>	239.03	<u>0.00</u>	0.00
<b>Total Expenses</b>	<u>155.94</u>	<u>4,063.49</u>	<u>1,700.00</u>	239.03	<u>0.00</u>	0.00
<b>Net Income</b>	\$ <u>164.14</u>	\$ <u>1,284.79</u>	\$ <u>301.00</u>	426.84	\$ <u>0.00</u>	0.00

Community Pk District LaGrange Pk  
Income Statement  
For the Six Months Ending October 31, 2015

		Current Month	Year to Date	Budget	%	Prev %
		Actual	Actual			Budget
<b>Revenues</b>						
01-401	Corporate Fund Taxes	\$ 2,634.06	\$ 204,808.66	\$ 506,340.00	40.45	45.04
01-402	Replacement Taxes	3,014.50	10,067.60	15,000.00	67.12	61.49
01-403	Interest Earned-Corp. Fun	36.81	230.11	400.00	57.53	51.57
01-490	Other Income - Corporate	500.00	2,665.68	2,000.00	133.28	1.72
02-401	Recreation Fund Taxes	171.16	13,885.86	32,788.00	42.35	50.37
02-403	Interest Earned - Rec. Fu	13.34	83.29	10.00	832.90	62.59
02-405	Programs Fees - General	48,931.50	275,435.97	549,500.00	50.12	55.60
02-408	Donations & Sponsorship	0.00	5,516.00	7,000.00	78.80	0.00
02-490	Other Income - Recreatio	0.00	0.00	100.00	0.00	0.00
03-401	Property Taxes-IMRF	535.09	41,369.12	103,047.00	40.15	35.90
03-403	Interest IMRF	1.59	4.70	1.00	470.00	(8.00)
04-401	Property Taxes FICA	293.68	22,811.53	56,208.00	40.58	44.35
04-403	Interest-FICA	0.43	1.64	1.00	164.00	41.00
05-401	Property Taxes Audit	46.84	3,640.72	8,993.00	40.48	44.36
05-403	Interest Audit	0.05	0.85	1.00	85.00	15.00
06-401	Property Taxes-PDRMA	225.21	17,514.19	43,280.00	40.47	44.35
06-403	Interest-PDRMA	0.27	0.97	1.00	97.00	5.10
08-401	Property Taxes-SEASPA	161.71	12,969.65	26,043.00	49.80	42.28
08-403	Interest-SEASPAR	2.49	16.62	20.00	83.10	43.60
09-401	Property Taxes-Bond& In	1,440.09	111,910.86	243,300.00	46.00	43.71
09-403	Interest- Bond&Interest	10.60	46.13	25.00	184.52	0.00
10-403	Interest Earned-Fund#10	28.50	173.05	250.00	69.22	26.69
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	619.00
11-403	Interest Earned- Fund #11	0.08	0.28	1.00	28.00	0.00
11-408	VMF Donations	320.00	5,348.00	2,000.00	267.40	0.00
	<b>Total Revenues</b>	<b>58,368.00</b>	<b>728,501.48</b>	<b>2,128,523.00</b>	<b>34.23</b>	<b>36.22</b>
<b>Expenses</b>						
01-501	Full Time Wages-Admin	16,219.10	102,213.51	213,554.00	47.86	55.22
01-505	Part Time Wages	3,338.59	33,892.25	51,425.00	65.91	68.31
01-511	Wages - Program Leaders	48.00	96.00	0.00	0.00	0.00
01-601	Legal Publications	0.00	599.40	1,100.00	54.49	68.75
01-603	Postage Stamps	0.00	1,393.74	2,000.00	69.69	74.94
01-604	Public Relations	45.23	217.73	1,500.00	14.52	45.61
01-606	Telephones	480.76	2,546.20	7,344.00	34.67	49.21
01-607	Association Dues	100.00	700.00	5,400.00	12.96	2.65
01-608	Professional Developmen	910.00	1,541.00	4,390.00	35.10	1.88
01-610	Subscriptions	0.00	663.00	950.00	69.79	28.50
01-612	Mileage Reimbursement	250.00	1,500.00	3,000.00	50.00	0.00
01-701	Park Board Expense	295.00	967.71	5,200.00	18.61	65.35
01-702	Computer Services	303.59	2,442.76	8,300.00	29.43	47.45
01-703	Security Services	2,160.00	8,283.46	12,750.00	64.97	90.47
01-704	Health Insurance Admin.	184.68	14,006.79	53,063.85	26.40	42.08
01-705	Professional Services	1,075.00	6,906.00	16,000.00	43.16	40.80

Community Pk District LaGrange Pk  
Income Statement  
For the Six Months Ending October 31, 2015

	Current Month	Year to Date		%	Prev %
	Actual	Actual	Budget		Budget
01-706 Office Machine Contracts	0.00	6,433.32	7,175.00	89.66	73.34
01-707 Refuse Disposals	453.58	3,062.65	4,500.00	68.06	51.63
01-708 Portable Toilets	500.00	3,835.00	4,020.00	95.40	97.83
01-709 Trade Services	601.64	12,732.93	29,200.00	43.61	73.36
01-710 Utilites - Natural Gas	60.97	330.52	2,600.00	12.71	17.44
01-711 Utilities - Electricity	728.43	2,463.12	14,600.00	16.87	39.78
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	94.48
01-801 Supplies	7,799.26	22,225.74	28,500.00	77.99	38.45
01-802 Equipment	39.00	1,126.45	5,200.00	21.66	37.57
01-804 Repair Parts	0.00	877.93	5,500.00	15.96	45.49
01-805 Awards & Remembrance	0.00	0.00	450.00	0.00	0.00
01-809 Staff Uniforms	0.00	117.00	2,100.00	5.57	0.00
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	86.33
02-501 Full Time Wages-Rec	15,136.26	101,333.85	196,741.06	51.51	40.52
02-505 Part Time Wages-Prog A	9,036.45	49,795.82	84,112.00	59.20	64.41
02-511 Wages - Program Leaders	4,427.55	21,790.47	89,788.00	24.27	46.63
02-604 Program Marketing	0.00	1,653.18	2,300.00	71.88	16.42
02-606 Telephones	99.96	605.98	1,270.00	47.71	49.03
02-607 Association Dues	0.00	259.00	488.00	53.07	22.50
02-608 Professional Developmen	367.85	745.10	3,000.00	24.84	30.36
02-612 Mileage	0.00	0.00	400.00	0.00	69.35
02-703 Security Services	0.00	2,595.71	5,600.00	46.35	49.66
02-704 Health Insurance Rec.	0.00	11,790.73	50,930.82	23.15	48.25
02-707 Refuse Disposals	277.60	1,816.17	3,600.00	50.45	48.49
02-709 Trade Services	516.00	2,899.00	4,500.00	64.42	10.13
02-710 Utilites - Natural Gas	55.91	360.57	3,300.00	10.93	6.63
02-711 Utilities - Electricity	1,219.67	7,773.72	12,200.00	63.72	48.99
02-712 Utilities - Water	0.00	478.53	1,200.00	39.88	32.48
02-717 Program Contractual Serv	6,548.00	53,300.24	124,335.00	42.87	46.83
02-718 Credit Card Fees	511.91	2,930.80	5,465.00	53.63	0.00
02-720 Brochure Printing	0.00	10,181.23	15,820.00	64.36	64.63
02-722 Co-op Fees	8,185.65	10,091.82	15,100.00	66.83	49.35
02-723 Bank Fees	48.10	266.80	0.00	0.00	0.00
02-801 Supplies	2,300.70	32,030.72	40,800.00	78.51	79.71
02-802 Equipment	440.11	1,676.72	5,300.00	31.64	48.52
02-804 Repair Parts	0.00	0.00	1,000.00	0.00	2.13
02-901 Other Expenses	207.00	872.50	230.00	379.35	31.39
03-630 IMRF Contribution	4,025.73	23,719.11	51,594.98	45.97	45.95
04-640 FICA-Employer Contribu	3,775.35	24,095.87	49,543.57	48.64	49.29
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	0.00	2,858.11	6,695.00	42.69	1.29
06-709 Trade Services	0.00	0.00	1,000.00	0.00	39.72
06-717 Security Reference Check	37.00	55.50	0.00	0.00	0.00
06-760 PDRMA Premium	0.00	12,212.64	23,000.00	53.10	48.45
06-801 Safety Supplies	90.99	646.74	1,500.00	43.12	65.22
08-501 Full Time Wages-Board	826.58	5,052.77	10,758.34	46.97	48.26

Community Pk District LaGrange Pk  
Income Statement  
For the Six Months Ending October 31, 2015

	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	56.85
09-705 Bonds & Interest-Profess	0.00	250.00	250.00	100.00	83.33
09-790 Bond Principal	0.00	0.00	170,000.00	0.00	0.00
09-791 Bond Interest	0.00	36,425.00	72,850.00	50.00	49.87
10-505 Wages-Part Tme-Cap Fu	0.00	0.00	0.00	0.00	372.06
10-705 Professional Services	0.00	492.00	50,500.00	0.97	58.37
10-709 Trade Services- Cap Proj	0.00	8,558.10	1,001,783.00	0.85	8.42
10-801 Supplies-Cap Proj	0.00	0.00	0.00	0.00	64.60
10-802 Equipment-Cap Project	0.00	4,026.51	3,000.00	134.22	70.50
11-505 Wages-Part Tme-Memori	155.94	638.57	700.00	91.22	0.00
11-801 Supplies-Memorial Proj	0.00	3,424.92	1,000.00	342.49	0.00
	<u>93,883.14</u>	<u>706,943.99</u>	<u>2,787,187.49</u>		
Total Expenses	93,883.14	706,943.99	2,787,187.49	25.36	32.73
Net Income	\$ <u>(35,515.14)</u>	\$ <u>21,557.49</u>	\$ <u>(658,664.49)</u>	(3.27)	19.53

**Community Pk District LaGrange Pk**  
Purchase Journal  
For the Period From Oct 31, 2015 to Oct 31, 2015

Date	Account ID Account Description	Invoice/CM	Line Description	Trans Am	Job ID
10/31/15	02-717 Program Contractual Service Cash Basis	10-13-2015	GUITAR LESSONS	602.00	PAC
			AFTERSCHOOL ENRICHMENT SOLUTIONS	-602.00	
10/31/15	01-606 Telephones Cash Basis	1780-11-15	SIGN LAGRANGE ROAD USAGE	29.22	OFF
			AT&T	-29.22	
10/31/15	01-606 Telephones Cash Basis	4580-11-15	MONTHLY CHARGES	562.60	OFF
			AT&T	-562.60	
10/31/15	01-606 Telephones Cash Basis	4584-11-15	USAGE AT MAINTENANCE FACILITY	47.71	OFF
			AT&T	-47.71	
10/31/15	01-612 Mileage Reimbursement Cash Basis	040122	AUTO ALLOWANCE - SEPTEMBER 2015 ALEKSANDRS BRIEDIS	250.00	ADM
				-250.00	
10/31/15	01-705 Professional Services Cash Basis	28386	MONTHLY BROOKS/TARULIS & TIBBLE, LLC	150.00	ADM
				-150.00	
10/31/15	02-801 Supplies Cash Basis	008948	SUPPLIES CASE LOTS INC.	631.06	BRC
				-631.06	
10/31/15	02-801 Supplies Cash Basis	009052	REC. SUPPLIES CASE LOTS INC.	77.60	BRC
				-77.60	
10/31/15	02-801 Supplies Cash Basis	009154	REC. SUPPLIES CASE LOTS INC.	52.82	BRC
				-52.82	
10/31/15	02-717 Program Contractual Service Cash Basis	10-13-2015	INSTRUCTIONAL FEE CHESS SCHOLARS	360.00	PGC
				-360.00	
10/31/15	02-717 Program Contractual Service Cash Basis	2575	TRIP TRANSPORTATION Chicago Classic Coach	500.00	PTR
				-500.00	
10/31/15	01-801 Supplies Cash Basis	11-2015	PURCHASES WEX BANK	190.72	VEH
				-190.72	
10/31/15	01-711 Utilities - Electricity Cash Basis	0000-11-15	USAGE MEMORIAL PARK COM-ED	378.01	PKS
				-378.01	
10/31/15	01-711 Utilities - Electricity Cash Basis	3000-11-15	USAGE AT LG AND OAK COM-ED	20.68	PKS
				-20.68	
10/31/15	01-711 Utilities - Electricity Cash Basis	3011-11-15	USAGE AT BEACH/OAK PARK COM-ED	41.15	PKS
				-41.15	
10/31/15	02-711	5008-11-15	USAGE AT REC. CENTER	139.98	BRC

**Community Pk District LaGrange Pk**  
Purchase Journal  
For the Period From Oct 31, 2015 to Oct 31, 2015

Date	Account ID Account Description	Invoice/CM	Line Description	Trans Am	Job ID
	Utilities - Electricity Cash Basis		COM-ED	-139.98	
10/31/15	01-711 Utilities - Electricity Cash Basis	6006-11-15	USAGE AT YENA PARK COM-ED	40.37 -40.37	PKS
10/31/15	01-711 Utilities - Electricity Cash Basis	7005-11-15	USAGE AT PARK, HANESWORTH COM-ED	450.66 -450.66	PKS
10/31/15	01-711 Utilities - Electricity Cash Basis	7017-11-15	USAGE AT WOODLAWN AND LG ROAD COM-ED	11.18 -11.18	PKS
10/31/15	01-711 Utilities - Electricity Cash Basis	9007-11-15	USAGE AT MAINTENANCE FACILITY COM-ED	108.58 -108.58	BPK
10/31/15	02-717 Program Contractual Service Cash Basis	14864	TANK MAINTENANCE CRYSTAL CLEAN AQUARIUM MAINT.	45.00 -45.00	PRT
10/31/15	02-717 Program Contractual Service Cash Basis	913	DANCE CLASSES DANCE TECH, INC.	11,362.50 -11,362.50	PAC
10/31/15	01-708 Portable Toilets Cash Basis	11-15-2	ADA UNIT FOR JUST MEMORIAL DROP ZONE PORTABLE SERVICE, IN	100.00 -100.00	PKS
10/31/15	01-708 Portable Toilets Cash Basis	11-2015	FROM SEPTEMBER/OCTOBER DROP ZONE PORTABLE SERVICE, IN	700.00 -700.00	PKS
10/31/15	01-701 Park Board Expense Cash Basis	10-19-2015	RECORDING OF MINUTES OF MEETINGS BETH ECKERT	60.00 -60.00	ADM
10/31/15	02-717 Program Contractual Service Cash Basis	9101180	TRIPS FEE FIRST STUDENTS	1,237.50 -1,237.50	PRT
10/31/15	02-612 Mileage Cash Basis	11-2015-A	MILEAGE DARLA GOUDEAU	169.50 -169.50	PAD
10/31/15	02-801 Supplies 02-801 Supplies 02-801 Supplies 02-801 Supplies 02-801 Supplies Cash Basis	11-2015-B	SUPPLIES AND EQUIPMENT SAME SAME SAME AWARDS DINNER DARLA GOUDEAU	19.90 14.00 14.99 4.00 115.00 -167.89	PSE PAT PAT PSE PAT
10/31/15	02-801 Supplies Cash Basis	11-2015	SUPPLIES LAURA GRISAFE	7.12 -7.12	PSC

**Community Pk District LaGrange Pk**  
Purchase Journal  
For the Period From Oct 31, 2015 to Oct 31, 2015

Date	Account ID Account Description	Invoice/CM	Line Description	Trans Am	Job ID
10/31/15	01-709 Trade Services Cash Basis	34763	TRUCK REPAIRS  HAROLD'S AUTO SERVICE	587.14 -587.14	VEH
10/31/15	02-801 Supplies 02-801 Supplies 02-801 Supplies 02-801 Supplies 02-801 Supplies Cash Basis	11-2015	PURCHASES SAME SAME SAME SAME PURCHASE ADVANTAGE	31.08 7.98 42.15 29.50 45.28 -155.99	PAT PRT PSE PAT PRT
10/31/15	02-801 Supplies Cash Basis	11-2015	COSTUMES FOR SHREK  ZENIA KZRCZEWSKI	201.22 -201.22	PTT
10/31/15	02-717 Program Contractual Service Cash Basis	11-5-2015	FLAG FOOTBALL GAMES ONLY FEE  KIDSFIRST	588.00 -588.00	PSC
10/31/15	01-801 Supplies 01-801 Supplies 02-801 Supplies 02-801 Supplies 02-801 Supplies Cash Basis	11-2015	HAY FOR SLED HILL BULBS AND LIGHTS BALLASTS SAME BATTERY LAGRANGE PARK ACE HARDWARE	170.90 12.58 49.49 20.69 12.59 -266.25	PKS PKS BRC BRC PTT
10/31/15	02-709 Trade Services Cash Basis	48742	BUILDING REPAIRS FOR EMERGENCY LIGHT LYONS ELECTRIC COMPANY	320.00 -320.00	BRC
10/31/15	02-717 Program Contractual Service Cash Basis	LGPMA 15 1	FEE FOR INSTRUCTION  LYONS TOWNSHIP SOCCER CLUB	840.00 -840.00	PSC
10/31/15	02-717 Program Contractual Service Cash Basis	3581	PARTY INSURANCE  MARKET ACCESS CORP	195.00 -195.00	BRN
10/31/15	01-801 Supplies Cash Basis	10-22-2015	SUPPLIES PURCHASED  MYOFFICEPRODUCTS	220.89 -220.89	OFF
10/31/15	01-801 Supplies Cash Basis	14720482	INK FOR POSTAGE MACHINE  NEOFUNDS BY NEOPOST	171.99 -171.99	OFF
10/31/15	01-606 Telephones 02-606 Telephones 02-606 Telephones Cash Basis	11-2015	PARKS USAGE PROGRAMS RECREATION CENTER NEXTEL COMMUNICATIONS	147.00 49.00 49.00 -245.00	PKS PAD BRC

**Community Pk District LaGrange Pk**  
Purchase Journal  
For the Period From Oct 31, 2015 to Oct 31, 2015

Date	Account ID Account Description	Invoice/CM	Line Description	Trans Am	Job ID
10/31/15	01-710 Utilites - Natural Gas Cash Basis	845-11-15	MAINTENANCE FACILITY  NICOR	25.33  -25.33	BPK
10/31/15	02-710 Utilites - Natural Gas Cash Basis	BRC 11-201	RECREATION CENTER  NICOR	53.96  -53.96	BRC
10/31/15	01-702 Computer Services Cash Basis	3442	OFF SIGHT BACK UP  NOVENTECH, INC.	144.00  -144.00	OFF
10/31/15	01-702 Computer Services Cash Basis	3444	SERVER AND LICENCES  NOVENTECH, INC.	191.70  -191.70	OFF
10/31/15	01-705 Professional Services Cash Basis	093082	MONTHLY ACCOUNTING AUGUST 2015 P.J. MESI & CO	925.00  -925.00	ADM
10/31/15	02-722 Co-op Fees 02-801 Supplies Cash Basis	DR - PC - 11-	COOP MEETING  SHREK SUPPLIES  PETTY CASH	15.00  60.00  -75.00	PAD PTT
10/31/15	02-801 Supplies 01-801 Supplies 02-801 Supplies Cash Basis	PR - PC - 11-	CONCERT  REGISTRATION DAY  THEATER SUPPLIES  PETTY CASH	34.76  31.14  16.47  -82.37	PCN OFF PTD
10/31/15	02-717 Program Contractual Service Cash Basis	10-20-2015	MISS ANGIES MUSIC CLASSES  ANGELINE POPE	1,040.90  -1,040.90	PGG
10/31/15	01-706 Office Machine Contracts Cash Basis	200328702	WATER OFFICE  QUENCH	79.90  -79.90	OFF
10/31/15	01-801 Supplies Cash Basis	8-2015	INVOICE MISSED FROM AUGUST 2015  QUILL CORPORATION	486.99  -486.99	OFF
10/31/15	01-707 Refuse Disposals Cash Basis	11-2015-MA	PARKS USAGE  REPUBLIC SERVICES	444.15  -444.15	PKS
10/31/15	02-707 Refuse Disposals Cash Basis	BRC 11-201	RECREATION CENTER USAGE  REPUBLIC SERVICES	270.47  -270.47	BRC
10/31/15	02-801 Supplies Cash Basis	11-9-2015	SUPPLIES OF R SHREK  RICHARD ROUNDS	80.23  -80.23	PTT
10/31/15	02-801 Supplies Cash Basis	11-2015	SUPPLIES FOR HALLOWEEN PARTY 2015 SAM'S CLUB	341.43  -341.43	PSE

**Community Pk District LaGrange Pk**  
**Purchase Journal**  
 For the Period From Oct 31, 2015 to Oct 31, 2015

Date	Account ID Account Description	Invoice/CM	Line Description	Trans Am	Job ID
10/31/15	02-801 Supplies Cash Basis	159196	BALLASTS  SCOUT ELECTRIC SUPPLY CO.	42.00 -42.00	BRC
10/31/15	02-717 Program Contractual Service Cash Basis	16581	SPIRIT WEAR  SPECIAL T UNLIMITED	1,288.50 -1,288.50	PRT
10/31/15	01-809 Staff Uniforms Cash Basis	16582	STAFF/BOARD APPARELL  SPECIAL T UNLIMITED	1,831.00 -1,831.00	ADM
10/31/15	02-801 Supplies Cash Basis	16799	HIGH FIVE PROGRAM SHIRTS  SPECIAL T UNLIMITED	181.25 -181.25	PSP
10/31/15	06-717 Security Reference Checks Cash Basis	100340	BACKGROUND CHECKS FEE  SSCI	37.00 -37.00	PAD
10/31/15	06-717 Security Reference Checks Cash Basis	26455	BACKGROUND CHECKS FEE  SSCI	37.00 -37.00	PAD
10/31/15	02-801 Supplies Cash Basis	11-2015	SHREK SUPPLIES  KRISTI TOLMAN	413.77 -413.77	PTT
10/31/15	01-709 Trade Services Cash Basis	10-27-2015	FALL APPLICATION  TRUGREEN-CHEMLAWN	1,695.00 -1,695.00	PKS
10/31/15	02-801 Supplies Cash Basis	24003323	BATTERY REPLACEMENT AND UPDATE TYCO INTEGRATED SECURITY LLC	54.00 -54.00	BRC
10/31/15	02-703 Security Services Cash Basis	25199015	RECREATION CENTER ALARM FEE FROM 11 TO JANUARY 31, 2016 TYCO INTEGRATED SECURITY LLC	1,304.58 -1,304.58	BRC
10/31/15	02-801 Supplies Cash Basis	11-2015	SHREK SUPPLIES  ROBIN VEGA	112.71 -112.71	PTT
10/31/15	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. 01-704 Health Insurance Admin. 01-704 Health Insurance Admin.	11-2015	AB DC DG MH CM RR DR PR BS CREDIT CREDIT	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 -36.07 -5.13	ADM PAD PAD PKS PRT BRC PAD OFF PKS ADM ADM

**Community Pk District LaGrange Pk**  
Purchase Journal  
For the Period From Oct 31, 2015 to Oct 31, 2015

Date	Account ID Account Description	Invoice/CM	Line Description	Trans Am	Job ID
	Health Insurance Admin. Cash Basis		VILLAGE OF LAGRANGE PARK	-24,711.14	
10/31/15	01-704 Health Insurance Admin. Cash Basis	00565536	HMO CO PAY VILLAGE OF HINSDALE	184.68 -184.68	OFF
10/31/15	01-701 Park Board Expense 01-608 Professional Development Cash Basis	AB 11-2015	BOARD CONFERENCE REGISTRATION FEE FOR CONFERENCE BOARD OF DIRECTORS VISA	245.00 70.00 -315.00	ADM ADM
10/31/15	01-801 Supplies 02-801 Supplies Cash Basis	DC 11-2015	CITGO PAULS FOR SENIOR CLUB VISA	56.48 108.00 -164.48	VEH PGC
10/31/15	02-801 Supplies 02-802 Equipment 02-717 Program Contractual Service 02-717 Program Contractual Service 02-717 Program Contractual Service 02-717 Program Contractual Service 02-801 Supplies 02-717 Program Contractual Service Cash Basis	DG - 11-201	ST. NICK NIGHT SCIENCE JILLLAN SUPPLIES SAME MIDLAND FUNDRAISING FEE (MONEY WAS COLLECTED AND DEPOSITED INTO OUR ACCOUNT) BRAUHAUSE TARGET SONNY ACRES VISA	345.58 97.95 400.00 40.00 1,535.80 714.10 48.39 315.30 -3,497.12	PRT PRT PTR PTR PRT PTR PAT PRT
10/31/15	02-801 Supplies 02-901 Other Expenses 02-901 Other Expenses Cash Basis	DR 11-2015	PAYPAL LIFE STORAGE TO BALANCE VISA	150.00 207.00 0.01 -357.01	PTT PTT PTT
10/31/15	01-802 Equipment Cash Basis	MH 11-2015	HANDHELD BLOWER FOR LEAVES VISA	160.00 -160.00	PKS
10/31/15	01-801 Supplies Cash Basis	PR 11-2015	JEWEL (BOARD EXPENSE REIMBURMENT AND DEPOSITED) VISA	122.86 -122.86	ADM
10/31/15	02-717 Program Contractual Service Cash Basis	1112	DRAWING INSTRUCTIONAL FEE YOUNG REMBRANDT'S	180.00 -180.00	PAC

Community Pk District LaGrange Pk  
**Check Register**  
 For the Period From Oct 13, 2015 to Nov 9, 2015

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

Check #	Date	Payee	Cash Acc	Amount
17391	10/14/15	REFUND ACCOUNT	02-100	150.00
17392	10/14/15	REFUND ACCOUNT	02-100	30.00
17393	10/14/15	REFUND ACCOUNT	02-100	49.00
17394	10/14/15	REFUND ACCOUNT	02-100	47.00
17395	10/14/15	REFUND ACCOUNT	02-100	47.00
17396	10/14/15	VOID	02-100	
17397	10/14/15	REFUND ACCOUNT	02-100	77.00
17398	10/14/15	REFUND ACCOUNT	02-100	91.00
17399	10/14/15	REFUND ACCOUNT	02-100	92.00
17400	10/14/15	REFUND ACCOUNT	02-100	61.00
17401	10/14/15	REFUND ACCOUNT	02-100	120.00
17402	10/14/15	REFUND ACCOUNT	02-100	55.00
17403	10/14/15	REFUND ACCOUNT	02-100	134.00
17404	10/14/15	REFUND ACCOUNT	02-100	101.00
17405	10/14/15	REFUND ACCOUNT	02-100	36.00
17406	10/14/15	REFUND ACCOUNT	02-100	125.00
17407	10/14/15	REFUND ACCOUNT	02-100	119.00
17408	10/14/15	REFUND ACCOUNT	02-100	45.00
17409	10/14/15	REFUND ACCOUNT	02-100	238.00
17410	10/14/15	REFUND ACCOUNT	02-100	102.00
17411	10/14/15	REFUND ACCOUNT	02-100	43.00
17412	10/14/15	REFUND ACCOUNT	02-100	125.00
17413	10/14/15	REFUND ACCOUNT	02-100	69.00
17414	10/14/15	REFUND ACCOUNT	02-100	109.00
17415	10/14/15	REFUND ACCOUNT	02-100	135.00
17416	10/14/15	REFUND ACCOUNT	02-100	26.00
17417	10/14/15	REFUND ACCOUNT	02-100	52.00
17418	10/14/15	REFUND ACCOUNT	02-100	36.00
PRTR1023	10/20/15	FIRST NATIONAL BANK OF BROOK.	01-100	17,445.42
FDTD1023	10/23/15	INTERNAL REVENUE SERVICE	01-100	5,651.60
STTD1023	10/23/15	ILLINOIS DEPT OF REV	01-100	786.20
17419	10/23/15	USCM/ MIDWEST	01-100	1,027.00
17420	10/23/15	ROSENBERG WYPYCH	01-100	164.00
PRTR1106	11/3/15	FIRST NATIONAL BANK OF BROOK.	01-100	17,042.67
FDTD1106	11/6/15	INTERNAL REVENUE SERVICE	01-100	5,601.02
STTD1106	11/6/15	ILLINOIS DEPT OF REV	01-100	780.32
17421	11/6/15	USCM/ MIDWEST	01-100	1,027.00
17422	11/6/15	ROSENBERG WYPYCH	01-100	164.00

Community Pk District LaGrange Pk  
**Check Register**  
 For the Period From Oct 13, 2015 to Nov 9, 2015

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

Check #	Date	Payee	Cash Acc	Amount
17423	11/9/15	AFTERSCHOOL ENRICHMENT SOLUTION	02-100	602.00
17424	11/9/15	AT&T	01-100	639.53
17425	11/9/15	ALEKSANDRS BRIEDIS	01-100	250.00
17426	11/9/15	BROOKS/TARULIS & TIBBLE, LLC	01-100	150.00
17427	11/9/15	CASE LOTS INC.	02-100	761.48
17428	11/9/15	CHESS SCHOLARS	02-100	360.00
17429	11/9/15	Chicago Classic Coach	02-100	500.00
17430	11/9/15	WEX BANK	01-100	190.72
17431	11/9/15	COM-ED	01-100	1,190.61
17432	11/9/15	CRYSTAL CLEAN AQUARIUM MAINT.	02-100	45.00
17433	11/9/15	DANCE TECH, INC.	02-100	11,362.50
17434	11/9/15	DROP ZONE PORTABLE SERVICE, IN	02-100	800.00
17435	11/9/15	BETH ECKERT	01-100	60.00
17436	11/9/15	FIRST STUDENTS	02-100	1,237.50
17437	11/9/15	DARLA GOUDEAU	02-100	337.39
17438	11/9/15	LAURA GRISAFE	02-100	7.12
17439	11/9/15	HAROLD'S AUTO SERVICE	01-100	587.14
17440	11/9/15	PURCHASE ADVANTAGE	02-100	155.99
17441	11/9/15	ZENIA KZRCZEWSKI	02-100	201.22
17442	11/9/15	KIDSFIRST	02-100	588.00
17443	11/9/15	LAGRANGE PARK ACE HARDWARE	01-100	266.25
17444	11/9/15	LYONS ELECTRIC COMPANY	02-100	320.00
17445	11/9/15	LYONS TOWNSHIP SOCCER CLUB	02-100	840.00
17446	11/9/15	MARKET ACCESS CORP	02-100	195.00
17447	11/9/15	MYOFFICEPRODUCTS	01-100	220.89
17448	11/9/15	NEOFUNDS BY NEOPOST	01-100	171.99
17449	11/9/15	NEXTEL COMMUNICATIONS	01-100	245.00
17450	11/9/15	NICOR	02-100	79.29
17451	11/9/15	NOVENTECH, INC.	01-100	335.70
17452	11/9/15	P.J. MESI & CO	01-100	925.00
17453	11/9/15	PETTY CASH	02-100	157.37
17454	11/9/15	ANGELINE POPE	02-100	1,040.90
17455	11/9/15	QUENCH	01-100	79.90
17456	11/9/15	QUILL CORPORATION	01-100	486.99
17457	11/9/15	REPUBLIC SERVICES	01-100	714.62
17458	11/9/15	RICHARD ROUNDS	02-100	80.23
17459	11/9/15	SAM'S CLUB	02-100	341.43
17460	11/9/15	SCOUT ELECTRIC SUPPLY CO.	02-100	42.00

Community Pk District LaGrange Pk  
Check Register  
For the Period From Oct 13, 2015 to Nov 9, 2015

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

Check #	Date	Payee	Cash Acc	Amount
17461	11/9/15	SPECIAL T UNLIMITED	02-100	3,300.75
17462	11/9/15	SSCI	06-100	74.00
17463	11/9/15	KRISTI TOLMAN	02-100	413.77
17464	11/9/15	TRUGREEN-CHEMLAWN	01-100	1,695.00
17465	11/9/15	TYCO INTEGRATED SECURITY LLC	02-100	1,358.58
17466	11/9/15	ROBIN VEGA	02-100	112.71
17467	11/9/15	VILLAGE OF LAGRANGE PARK	01-100	24,711.14
17468	11/9/15	VILLAGE OF HINSDALE	01-100	184.68
17469	11/9/15	VISA	02-100	4,616.47
17470	11/9/15	YOUNG REMBRANDT'S	02-100	180.00
WRTR113	11/9/15	WELLSFARGO CORPTRUST	09-100	<u>206,425.00</u>
Total				<u><u>321,644.09</u></u>

**COMMUNITY PARK DISTRICT OF LA GRANGE PARK  
ANNUAL TAX LEVY ORDINANCE NO. 03-2015**

**AN ORDINANCE LEVYING TAXES AND ASSESSING TAXES FOR THE FISCAL  
YEAR BEGINNING MAY 1, 2016 AND ENDING APRIL 30, 2017 FOR THE  
COMMUNITY PARK DISTRICT OF LA GRANGE PARK, STATE OF ILLINOIS,  
COUNTY OF COOK**

Be it ordained by the Board of Park Commissioners of the Community Park District of La Grange Park, Cook Counties, Illinois, that:

**SECTION 1:** A tax for the following sum of money, totaling \$765,500 or as much thereof as may be authorized by law, to defray expenses and liabilities of the Park District.

<b>I. CORPORATE FUND</b>			
Personnel Services	\$	385,000	
Administrative Expenses	\$	65,000	
Contractual Services	\$	50,000	
Equipment and Supplies	\$	<u>40,000</u>	\$ 540,000
<b>II. RECREATION FUND</b>			
For Recreation Program Expense not Paid with Program Fees and Charges			\$ 70,000
<b>III. ILLINOIS MUNICIPAL RETIREMENT FUND</b>			
For payment of Employer Contributions to the Illinois Municipal Retirement Fund Pursuant to 40 ILCS 5/7-17			\$ 21,000
<b>IV. SOCIAL SECURITY FUND</b>			
For funding the Employer portion of a Social Security Obligation pursuant to 40 ILCS 5/21-110			\$ 51,000
<b>V. AUDIT FUND</b>			
For Payment of Independent Annual Audit by a Certified Public Accountant Pursuant to 50 ILCS 310/9			\$ 7,000
<b>VI. LIABILITY FUND</b>			
For Payment of Insurance Premiums and Related Risk Management Expenses Pursuant to 745 ILCS10/09			\$ 36,500

VII. SPECIAL RECREATION FUND

For Payment of Expenses to Offer Joint  
Recreation Services for Persons that Have a  
Disability pursuant to 70 ILCS 1205/5-8

\$ 50,000

\$ 775,500

**RECAPITULATION**

CORPORATE FUND LEVY	\$ 540,000
RECREATION FUND LEVY	\$ 70,000
ILLINOIS MUNICIPAL RETIREMENT FUND LEVY	\$ 21,000
SOCIAL SECURITY FUND LEVY	\$ 51,000
AUDIT FUND LEVY	\$ 7,000
LIABILITY FUND LEVY	\$ 36,500
SPECIAL RECREATION FUND LEVY	<u>\$ 50,000</u>
	\$ 775,500

**SECTION 2.** The Secretary of the Park District is hereby directed to file a certified copy of this Ordinance with the County Clerk of Cook County, Illinois as provided by law.

**SECTION 3.** This Ordinance shall be in full force and effect from and after its passage and approval as provided by law.

PASSED this 9th day of November, 2015.

APPROVED this 9th day of November, 2015.

\_\_\_\_\_  
Karen Boyd, President

ATTEST: \_\_\_\_\_  
Lucy Stastny, Secretary

AYES:

NAYS:

ABSENT:

CERTIFICATE OF COMPLIANCE

COMMUNITY PARK DISTRICT OF LA GRANGE PARK, ILLINOIS

COUNTY OF COOK

I, Karen Boyd, do hereby certify that I am duly qualified and acting President and presiding officer of the COMMUNITY PARK DISTRICT OF LA GRANGE PARK, Cook County, Illinois; and as such presiding officer I certify that the levy ordinance, a copy of which is attached, was adopted pursuant to, and in all respects in compliance with the provisions of the Illinois Property Tax Code – Truth in Taxation Law, 35 ILCS 200/18-60 through 18-100.

This certificate applies to the 2015 levy.

---

Karen Boyd, President  
Community Park District of La Grange Park  
1501 Barnsdale Road  
La Grange Park, Illinois 60526

Date: November 9, 2015

(SEAL)

CERTIFICATE OF COMPLIANCE

COMMUNITY PARK DISTRICT OF LA GRANGE PARK, ILLINOIS

COUNTY OF COOK

I, Lucy Stastny, do hereby certify that I am duly qualified and acting Secretary of the Board of Park Commissioners of the Community Park District of La Grange Park, Cook County, Illinois, and as such am the keeper of the records and files of the Board of Commissioners of said park District.

I further certify that the foregoing is a full, true and complete copy of the ordinance adopted at the regular meeting of said Board of Commissioners of said District held on the 9th day of November, 2015 entitled:

“2015 ANNUAL TAX LEVY ORDINANCE”

IN WITNESS THEREOF I affix my official signature and seal of this office at La Grange Park, Illinois, this ninth day of November 2015.

(SEAL)

---

Lucy Stastny, Secretary

**Ordinance No. 04-2015**

AN ORDINANCE PROVIDING FOR  
SPECIFIC REDUCTIONS OF THE 2015  
PROPERTY TAX LEVY PURSUANT TO THE  
PROPERTY TAX EXTENSION LIMITATION LAW

WHEREAS, the Board of Park Commissioners of the Community Park District of La Grange Park has adopted a property tax levy for the Community Park District of La Grange Park; and

WHEREAS, the Community Park District of La Grange Park is subject to the Property Tax Extension Limitation Law, 35 ILCS §200/18-185 et seq.; and

WHEREAS, the property tax levy enacted by the Community Park District of La Grange Park may need to be reduced by the Cook County Clerk so as to conform to the Property Tax Extension Limitation Law;

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF PARK COMMISSIONERS OF THE COMMUNITY PARK DISTRICT OF LA GRANGE PARK, COUNTY OF COOK, AND STATE OF ILLINOIS:

SECTION 1: If a reduction in the levy of the Community Park District of La Grange Park is required pursuant to the Property Tax Extension Limitation Law, then the Cook County Clerk is hereby directed to reduce the Corporate Fund levy of the Community Park District of La Grange Park by the entire reduction amount (100%), which may be required by the Property Tax Extension Limitation Law. If the required reduction is larger than the total Corporate Fund levy, then the Cook County Clerk shall proportionally reduce the levy of each of the other funds by the difference.

SECTION 2: This ordinance shall pertain to the tax year 2015 levy.

SECTION 3: This ordinance shall take effect from the date of its passage and approval as provided by law.

PASSED AND APPROVED by the Board of Park Commissioners of the Community Park District of La Grange Park, Cook County, Illinois, this 9<sup>th</sup> day of November, 2015.

\_\_\_\_\_  
Karen Boyd, President

ATTEST: \_\_\_\_\_  
Lucy Stastny, Secretary

AYES:

NAYS:

ABSENT:



TO: ALL MEMBER AGENCY DIRECTORS

FROM: Peter M. Murphy, President/CEO

DATE: October 8, 2015

RE: **CREDENTIALS CERTIFICATE**

The IAPD/IPRA Soaring to New Heights Conference will be held at the Hyatt Regency Hotel, Chicago, Illinois, January 28-30, 2016.

Article V, Section 3 and 4 of the Constitutional By-Laws of the Illinois Association of Park Districts provides as follows:

"Section 3. Each member district shall be entitled to be represented at all Association meetings and conferences by a delegate or delegates. Delegates of the Association meetings or conference may include members of the governing boards of member districts, the Secretary, Attorney, Treasurer, Director or any paid employee of the member district. Each delegate shall present proper credentials consisting of a certificate by the Secretary of the member district said delegate or delegates represent, with seal of office affixed, showing that the governing board at a special or regular meeting authorized said delegate or delegates to represent said member district. On all questions each member district represented shall have one vote which shall be the majority expression of the delegation from that member district."

"Section 4. No member district shall be entitled to vote by proxy and only delegates of a member district shall cast a ballot for that member district."

Accordingly, we enclose herewith a certificate, which, when properly certified by the Secretary of your agency after its governing board authorizes such delegate and alternates at a regular or special meeting, shall be mailed to the Association's office, 211 East Monroe Street, Springfield, IL 62701.

This certificate will entitle the delegate or, in their absence, an alternate listed thereon to vote on matters presented during the Association's Annual Business meeting to be held on Saturday, January 30, 2016 at 3:30 p.m. in the Grand F Ballroom (*East Tower/Gold Level*), of the Hyatt Regency Hotel, 151 E. Wacker Dr. in Chicago, Illinois.

Your agency must be in good standing, the Credentials Certificate must be signed by the Board President and Secretary with your agency seal affixed.

**NOTE:** If your agency does not have a seal, then write the word "SEAL" and circle it where indicated on the certificate.

Your careful and prompt attention to this important matter is requested.

**CREDENTIALS CERTIFICATE**

This is to certify that at a meeting of the Governing Board of the \_\_\_\_\_  
\_\_\_\_\_ held at  
*(Name of Agency)*  
\_\_\_\_\_ on \_\_\_\_\_ at \_\_\_\_\_  
*(Location)* *(Month/Day/Year)* *(Time)*

the following individuals were designated to serve as delegate(s) to the Annual Business Meeting of the ILLINOIS ASSOCIATION OF PARK DISTRICTS to be held at the Hyatt Regency Hotel, Chicago, Illinois on **Saturday, January 30, 2016 at 3:30 p.m. in the Grand F Ballroom (East Tower/Gold Level):**

Name Title

Delegate: \_\_\_\_\_

1st Alternate: \_\_\_\_\_

2nd Alternate: \_\_\_\_\_

3rd Alternate: \_\_\_\_\_

This is to certify that the foregoing is a statement of action taken at the board meeting cited above.

Affix Seal:

Signed: \_\_\_\_\_  
*(President of Board)*

Attest: \_\_\_\_\_  
*(Board Secretary)*

Return this form to: Illinois Association of Park Districts  
211 East Monroe Street  
Springfield, IL 62701-1186



TO: ALL MEMBER AGENCIES  
FROM: Peter M. Murphy, President/CEO  
DATE: October 8, 2015  
RE: **RESOLUTIONS**

To ensure our membership a voice in the Association, Article X, of the Constitutional By-Laws provides as follows:

"Section 1. Resolutions for presentation at the Annual Meeting of the Association may be proposed by any member district, the Honors and Resolutions Committee and by the Board of Trustees.

(a) Resolutions must be submitted to the President/CEO no later than sixty (60) days prior (December 1, 2015) to the Annual Business Meeting of the Association. All resolutions submitted shall be mailed to the membership not less than forty-five (45) days prior (December 16, 2015) to the Annual Business Meeting.

(b) The Honors and Resolutions Committee shall have the prerogative to determine which resolutions submitted by member districts shall be presented at the Annual Business Meeting of the Association; however, all resolutions received must be submitted to the membership. Any governing board of a member district shall have the right to appeal the Committee's decision to the delegates at the Annual Business Meeting of the Association.

(c) Notice of appeal by a member district for the resolution must be served by mail on the members of the Honors and Resolutions Committee so as to be received not less than forty-eight (48) hours in advance of the start of the Annual Conference. A majority of the official delegates present and voting at the Annual Business Meeting of the Association during the Annual Conference is required for consideration of appeals. Approval by a two-thirds (2/3rds) majority vote of the official delegates present and voting is required at the Annual Business Meeting of the Association for the introduction of additional resolutions. A member district seeking authority at the Annual Business Meeting of the Association to present an additional resolution must provide duplicated copies in number sufficient for all delegates present."

**NOTE: All resolutions must be received in the Association's office no later than December 1, 2015.**



TO: ALL MEMBER AGENCIES  
FROM: Peter M. Murphy, President/CEO  
DATE: October 8, 2015  
RE: **RECOMMENDATIONS**

In order to comply with the provisions of the IAPD Constitutional By-Laws, recommended changes and/or amendments to the Constitutional By-Laws must be on file in the Association's office on or before December 1, 2015 to be considered by the committee.

This schedule has been adopted by the committee in order to provide adequate time for the office to publish and distribute the committee report to all member districts forty-five (45) days (December 16, 2015) in advance of the Annual Business Meeting. For your information, we list the following section of the Association's Constitutional By-Laws:

### **ARTICLE XIII -- AMENDMENTS TO CONSTITUTIONAL BY-LAWS**

"Section 1. These Constitutional By-Laws may be amended at the Annual Meeting of the association by a majority vote of the official delegates of the member districts present and voting subject to the compliance with the following procedure:

(a) Any member district, or the Board of Trustees, desiring to suggest an amendment to the Constitutional By-Laws, shall submit the proposed amendment to the President/CEO in writing not less than sixty (60) days prior to the Annual Business Meeting of the Association.

(b) The President/CEO shall thereupon cause a copy of the proposed amendment to be mailed to each member district of the Association not less than forty-five (45) days prior to the Annual Meeting of the Association."

**NOTE: December 1, 2015 is the deadline for all changes and/or amendments to be received in the Association's office.**

Date: November 6, 2015  
To: Community Park District Board of Commissioners  
From: Aleks Briedis, Executive Director  
RE: Memorial Park Construction Observation Proposal Discussion

Included in the packet is a proposal from Planning Resources, Inc. (PRI) for Contract Administration & Observation, Storm Water Pollution Prevention Plan, and Soil Erosion & Sedimentation Control Inspections for Memorial Park Improvements.

As I informed you previously, John Vann from Landtech Designs has moved to Colorado. He had stated he would send a proposal for Construction Observation by using a subcontractor. I have yet to receive a proposal.

I met with representatives from PRI a couple of months ago and discussed where we are with the construction of Memorial Park. They have worked with OSLAD grants many times before and understand that we need to use the plans that have already been designed. I gave them a set of the plans for them to review. A couple of weeks later they submitted the attached proposal.

In the Capital Fund, we have \$10,500 budgeted for Contract Administration and Observation. PRI's proposal quoted \$9500, which is within budget.

Additionally PRI proposed a Storm Water Pollution Prevention Plan and Soil Erosion & Sedimentation Control Inspections. These services should have been included in the construction budget, but were not. I asked PRI to expand and explain why these services are necessary. A memo from PRI is included in the packet. The quote for these 2 services combined is \$12,275. We do have a contingency of \$20,000 in the project budget, so these services would fit within the budget. However, this depletes our contingency for other unforeseen events during construction.

I believe we should contract with PRI for their entire proposal. Once the grants are released, they will work with the contractors, IDNR and us to tweak the design to stay within the grant guidelines and within our budget. Should the grants not be released, they will downsize the plans to construct what we can afford.

I have requested that PRI attend our January Board meeting to be introduced and/or answer any specific questions.

If the Board feels comfortable with the proposal, I request the Board approve contracting with Planning Resources, Inc. for Contract Administration & Observation, Storm Water Pollution Prevention Plan, and Soil Erosion & Sedimentation Control Inspections for Memorial Park Improvements in the amount not to exceed \$21,775.

Please contact me with any questions.



PLANNING  
RESOURCES INC.

402 West Liberty Drive  
Wheaton, Illinois 60187  
Web: www.planres.com  
P: 630.668.3788  
F: 630.668.4125

## Projected Implementation Scope

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

### 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 **\$9,500.00 (Nine thousand Five hundred 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.

**We anticipate construction to be completed within a 5 month period equating to an approximate 24 site visits total.** (The construction progress

PLANNERS  
ECOLOGISTS  
LANDSCAPE  
ARCHITECTS

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 – signed and sealed by the architect. Deliver to IDNR for archiving.

**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.

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

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

<b>Labor Costs Task 1</b>	<b>\$ 9,100.00</b>
<b>Labor Costs Task 2</b>	<b>\$ 250.00</b>
<b>Sub Total PRI Labor Compensation</b>	<b>\$ 9,350.00</b>

- **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 1-2 including costs enumerated above shall not exceed **\$9,500.00**.
- The landscape architect shall submit monthly invoices for Professional Fees and Direct Costs, and Additional Services. Accounts are payable on receipt of invoice.

**Additional Task Items for Considerations**

**3.0 STORM WATER POLLUTION PREVENTION PLAN (SWPPP) & 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).

**These services will be provided for a lump sum total of: \$3,500.00 \_\_\_\_\_**  
**(Initial)**





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
Direct Cost - Production and General Project Expenses	\$ 150.00

<b>Contract Administration Total Compensation (Task 1 &amp; 2)</b>	<b>\$ 9,500.00</b>
--	--------------------

**Alternate Scope of Services for Consideration:**

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

<b>Alternate Scope of Services Total Compensation</b>	<b>\$12,275.00</b>
---	--------------------

<b>Grand Total Project Budget (Additional 2.6% Cost to Overall Project Budget)</b>	<b>\$21,775.00</b>
--	--------------------

<b>Additional Meetings:</b> 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 <b>\$470.00 per meeting</b> .
---

**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

\_\_\_\_\_  
October 8, 2015

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, 2015:

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.

402 West Liberty Drive  
Wheaton, Illinois 60187  
Web: www.planres.com  
P: 630.668.3788  
F: 630.668.4125

October 28, 2015

Mr. Aleks Briedis, Executive Director  
Park District of LaGrange Park  
1501 Barnsdale Road  
LaGrange Park, Illinois 60526

**Re: Memorial Park Contract Improvements – Additional Tasks to be considered**

Aleks,

The following memorandum is to help you and your Board better understand the tasks identified in the Proposal for Professional Contract Administrative Services for the Memorial Park Improvement project.

**Why Task 3: Stormwater Pollution Prevention Plan and Notice of Intent?**

The Storm Water Pollution Prevention Plan (SWPPP) is a document that outlines a project will minimize stormwater pollution. Stormwater from construction sites are a well-known source of sediment and other pollutants which can cause significant harm to rivers, lakes, coastal waters, and flood control facilities. Stormwater discharges from construction activities (such as clearing, grading, excavating, and stockpiling) that disturb one or more acres, are regulated under the National Pollutant Discharge Elimination System (NPDES) stormwater program. Prior to discharging stormwater, the Project must obtain coverage under an NPDES permit, which is administered by either the state or EPA, depending on where the construction site is located.

Where EPA is the permitting authority, construction stormwater discharges are almost always permitted under the Construction General Permit (CGP). The CGP requires compliance with effluent limits and other permit requirements, such as the development of a SWPPP. Construction projects intending to seek coverage under EPA's CGP must submit a Notice of Intent (NOI) certifying that they have met the permit's eligibility conditions and that they will comply with the permit's effluent limits and other requirements.

The area of disturbance as shown on the Memorial Park Improvement Plans dated January 15, 2015 is +2 acres. Therefore, a SWPPP will be required in addition to the submittal of an NOI for this project. The SWPPP will describe the actions the contractor will take to prevent pollution for the Memorial Park project. The SWPPP should be kept on the construction site and updated frequently to reflect changes at the site.

**Why Task 4: Soil Erosion & Sedimentation Control Inspections?**

Uncontrolled erosion and sediment discharges are a violation of the Federal Clean Water Act (CWA). Inspections are required to ensure proper implementation of the SWPPP and thereby prevent

PLANNERS  
ECOLOGISTS  
LANDSCAPE  
ARCHITECTS



**PLANNING  
RESOURCES INC.**

402 West Liberty Drive  
Wheaton, Illinois 60187  
Web: [www.planres.com](http://www.planres.com)  
P: 630.668.3788  
F: 630.668.4125

erosion from occurring and prevent the discharge of sediment during construction of the proposed Memorial Park improvements.

As previously stated, any construction activity on a site that requires an earth change over 1 acre in size discharges to waters of the state, will need to be under the oversight of a certified or trained Soil Erosion Sedimentation Control Inspector. Periodic soil erosion and sediment control (SE/SC) inspections are required to be performed in compliance with the site's NPDES permit criteria. These Permit conditions require weekly monitoring and record keeping until the site is final graded and has 70% stabilization with permanent vegetation.

Again, the additional services identified as Tasks 3 & 4 of the proposal will be required for permit conformance for any of the proposed planned improvements for Memorial Park. There are potentially significant penalties for not complying with the SWPPP or State regulations. Any person who violates these regulations may be subject to fines up to \$37,500 per day of violation or possible imprisonment. Although the project was bid and a contract award has been issued to Kee Construction Services, should work and construction activity commence without a permit, the contractor and the Park District may be subject to these penalties.

Should you need any additional information regarding this matter, or in need of additional clarification on the contents of this memorandum, please do not hesitate to contact me.

Sincerely,

Darrell E. Garrison, PLA, ASLA, CPSI  
Principal/Director of Landscape Architecture

PLANNERS  
ECOLOGISTS  
LANDSCAPE  
ARCHITECTS