

NORTHFIELD PARK DISTRICT

BOARD OF PARK COMMISSIONERS

MONTHLY MEETING

MONDAY, FEBRUARY 26, 2018



**NORTHFIELD PARK DISTRICT
REGULAR BOARD MEETING
MONDAY, FEBRUARY 26, 2018
NORTHFIELD COMMUNITY CENTER
6:30 PM**

AGENDA

1. Roll Call
2. Approval / Additions to Agenda
3. Audience Comments
4. Correspondence
5. Director's Report
 - a. IMRF
 - b. District 29 DRAFT IGA
 - c. Informational Items
6. Consent Agenda
 - a. Approval of Board Meeting Minutes 1/22/18
 - b. Approval of Cash Expenditures for Month of January, 2018 (copy for review will be available at the meeting).
7. Agency Reports
 - a. Finance
 - b. Recreation / Park Grounds and Facilities
8. Adjournment

Persons with disabilities requiring reasonable accommodation to participate in this meeting should contact the Park District's Administrative Office, 401 Wagner Road, Northfield, IL Monday through Friday from 9:00 a.m. to 5:00 p.m. at least 48 hours prior to the meeting. Telephone number 847-446-4428; Fax number 847-446-4431. Access for the hearing impaired is through Illinois Relay Services at 1-800-526-0857; requests for a qualified interpreter require five (5) working days advance notice.

CORRESPONDENCE

DIRECTOR'S REPORT

To: Park Board of Commissioners
From: George Alexoff
Subject: IMRF Resolution 02-26-18-1
Date: February 23, 2018

The Park Board of Commissioners during the 2014-2015 Budget approved offering its employees an option to opt out of the District Provided Health Insurance. The incentive provided staff the ability to receive cash in lieu of coverage at 50% of the lowest offered health plan.

Staff, then contacted its IMRF representative and were instructed to handle the incentive payment as it was regular payment. Since that time, more IMRF member agencies are offering this incentive.

In order to formalize the process, IMRF has developed a resolution.

Staff would recommend approving resolution 02-26-18-1as presented.



Suggested Resolution to Include Cash Payments Related to Health Insurance as IMRF Earnings

IMRF Form 6.75 (01/2018)

PLEASE ENTER Employer IMRF I.D. Number

RESOLUTION

Number _____

WHEREAS, standard member earnings reportable to the Illinois Municipal Retirement Fund do not include the value of health insurance or cash payments in lieu of or related to healthcare benefits; and

WHEREAS, the governing body of an IMRF participating unit of government may elect to include in IMRF earnings cash payments in lieu of or related to healthcare benefits; and

WHEREAS, the _____ of the
BOARD, COUNCIL, etc.

_____ is authorized to include
EMPLOYER NAME

cash payments made separately from salary and made in lieu of or related to healthcare benefits as earnings reportable to IMRF and it is desirable that it do so.

NOW THEREFORE BE IT RESOLVED that the _____ of the
BOARD, COUNCIL, etc.

_____ does hereby elect to
EMPLOYER NAME

include as earnings reportable to IMRF cash payments made separately from salary and made in lieu of or related to healthcare benefits effective _____.
EFFECTIVE DATE

BE IT FURTHER RESOLVED that _____ is authorized and directed
CLERK OF SECRETARY OF THE BOARD

to file a duly certified copy of this resolution with the Illinois Municipal Retirement Fund.

CERTIFICATION

I, _____, the _____
NAME CLERK OR SECRETARY

of the _____ of the County of _____,
EMPLOYER NAME COUNTY

State of Illinois, do hereby certify that I am keeper of its books and records and that the foregoing is a true and correct copy

of a resolution duly adopted by its _____ at a meeting duly convened
GOVERNING BODY

and held on the _____ day of _____, 20 ____.

SIGNATURE OF CLERK OR SECRETARY OF THE BOARD

IMRF

Suite 500, 2211 York Road, Oak Brook Illinois 60523-2337

Employer-only Phone: 1-800-728-7971

www.imrf.org

To: Park Board of Commissioners
From: George Alexoff
Subject: IGA District 29, Middlefork School
Date: February 23, 2018

District 29 and Park District staff met several weeks ago to discuss usage of Middlefork Gym. At that time both staffs discussed formalizing the usage of the space. Currently no formal process is in place and at times has caused frustrations with both parties.

With District 29 currently discussing facility usage at Sunset Ridge it made sense to address Middlefork School.

Attached is a DRAFT agreement. The Park District attorney is currently reviewing the document and I hope to provide everyone an update at our meeting.

**INTERGOVERNMENTAL AGREEMENT BETWEEN
SUNSET RIDGE SCHOOL DISTRICT NO. 29 AND
NORTHFIELD PARK DISTRICT REGARDING USE OF THE MIDDLEFORK
SMALL GYMNASIUM**

The following Agreement is between the Board of Education of Sunset Ridge School District No. 29, Cook County, Illinois (the “School District”), and the Northfield Park District, Cook County, Illinois (the “Park District”).

The parties agree as follows:

I. Background:

A. The School District and the Park District are authorized by law to enter into agreements with other units of local government pursuant to Article VII of the Illinois Constitution and the *Illinois Intergovernmental Cooperation Act*, 5 ILCS 220/1 *et seq.*, pertaining to matters of mutual concern.

B. The School District and the Park District entered into an intergovernmental agreement on April 28, 1997, which the parties subsequently amended on April 24, 2017, (the “Original IGA”) regarding cooperative use of the Community Center and Gymnasium (the “Facilities”) located adjacent to Middlefork Elementary School (the “School”).

C. The parties have found that when the Park District uses the Facilities and particularly the Gymnasium, the Park District at times requires use of the School’s smaller gymnasium (the “Small Gymnasium”), which is located on the School District’s property. The Park District’s use of the Small Gymnasium, however, is not contemplated in the Original IGA.

D. The parties have determined that it is in their collective best interest to enter into this Agreement, supplementing the Original IGA, to allow the Park District to use the Small Gymnasium, subject to the term of this Agreement.

E. The School District has determined that the Small Gymnasium is unnecessary for its educational programs during the periods that the Park District desires to use the Small Gymnasium, as contemplated in this Agreement.

II. Use of Small Gymnasium:

A. Use of Small Gymnasium. The Park District may use the Small Gymnasium at specific times that the Park District requests such use and subject to written approval by the School District, which may be granted in the School District’s sole discretion. The Small Gymnasium may be used for Park District programs or by third parties, subject to providing waivers in accordance with Section III.B of this Agreement, approved by the Park District and the School District. The School District is the sole owner of the Small Gymnasium and the Park District shall have no right or interest in the Small

Gymnasium, except for the right to use the Small Gymnasium as provided in this Agreement.

B. Term. The term of this Agreement shall coincide with the Original IGA; provided that the School District may terminate this Agreement at any time after providing the Park District with 60 days written notice.

C. Health and Safety Issues. In the event of emergency, safety issue, or failure to maintain insurance, or any other condition that constitutes a substantial threat to the health or safety of students, employees, or others at the School District, as determined by the School District in its sole discretion, the School District may immediately suspend the Park District's activities hereunder until such condition has been remedied to the School District's satisfaction.

D. No Drugs or Alcohol. Illegal drugs and alcohol are not permitted on the School District's property, including the Small Gymnasium.

E. Compliance with Laws and Policies. The Park District shall comply with all applicable federal, State, and local laws related to its use of the Small Gymnasium and shall comply with all School District policies and procedures.

F. Maintenance of the Small Gymnasium. At the close of each instance of use, the Park District shall leave the Small Gymnasium in substantially the same condition as at the outset of each instance of use, ordinary wear and tear excepted, and shall remove all the Park District's personal property. The Park District shall be responsible for the cost of repair and/or replacement of any damage to the Small Gymnasium, including fixtures and furnishings, which occurs because of or related to the Park District's use, normal wear and tear and damages by fire, casualty or other insured loss excepted. If the Park District does not repair damages it caused to the Small Gymnasium, the School District may repair the damage at the Park District's expense. The Park District shall reimburse the School District for any additional costs within 30 days after the School District provides a written invoice for such costs to the Park District.

G. Condition of the Small Gymnasium. The Park District acknowledges that neither the School District nor any agent or employee of the School District has made any representation or warranty concerning the Small Gymnasium, with respect to the suitability, condition, or repair thereof, and the Park District accepts possession of the Small Gymnasium in "as-is" condition. No promises of the School District to alter, remodel, improve, or repair the Small Gymnasium or any part thereof has been made.

H. Supervision. The Park District shall be solely responsible, at its own expense, for providing adequate adult supervision regarding its use of the Small Gymnasium. The Park District acknowledges and assumes complete responsibility for its employees and agents used to supervise its activities and services.

III. Miscellaneous Provisions.

A. Indemnification and Insurance. The Park District’s indemnification and insurance obligations set forth in the Original IGA shall apply to this Agreement.

B. Required Waiver. For all Park District programs or activities or those of third parties approved by the Park District and the School District that use the Small Gymnasium, the Park District shall ensure that all participants sign a waiver, release, indemnity, and hold harmless form (“Waiver Forms”) for the benefit of the School District and in a form approved by the School District. The Park District shall provide all of the signed Waiver Forms to the School District prior to the applicable use.

C. Waiver of Claims. Except to the extent prohibited by law and for any claim arising out of, relating to or connected with any breach of this Agreement, the School District shall not be liable, and the Park District waives all claims against the School District for damages to person or property sustained by the Park District resulting from its use of the Small Gymnasium, or any equipment, furniture, fixtures, or appurtenances thereto becoming out of repair, resulting from any accident in or about the Small Gymnasium or common areas, or resulting directly or indirectly from any act or neglect of any person on the Small Gymnasium or common areas. This Section shall apply especially, but not exclusively, to damage caused by water, snow, frost, steam, excessive heat or cold, sewage, gas, odors, or noise or the bursting or leaking of pipes or plumbing fixtures and shall apply if any such damage results from the act or neglect of other occupants, or an employee or employees of the School District. All personal property belonging to the Park District shall be there at the risk of the Park District. The School District shall not be liable for any damage thereto or the theft or misappropriation thereof. The Park District shall be limited to its own insurance coverages to pay for damage to its property or fixtures and hereby holds harmless and releases the School District from any damage or claim of damage to the Park District’s property or fixtures.

D. No Waiver of Tort Immunity Defenses. Nothing contained in this Agreement, or in any other provision of this Agreement, is intended to constitute nor shall constitute a waiver of the defenses available to the School District under the Illinois Local Governmental and Governmental Employees Tort Immunity Act, with respect to claims by third parties.

E. Taxes. If, because of this Agreement, the School District’s property is threatened with the loss of its tax-exempt status, the School District, in its sole discretion, may immediately terminate this Agreement and the Park District’s activities hereunder without the School District incurring any damages or liability to the Park District. If any portion of the property becomes subject to taxation as result of this Agreement or the Park District’s use of the property, the Park District shall be responsible for the payment of any taxes assessed and such taxes shall be payable at the time said taxes are due. The School District shall have the right to challenge, at the Park District’s expense, any loss of tax exempt status of the property. If the Park District fails to pay the taxes when due, the School District may, at its sole option, pay the taxes and the Park District shall be liable, in addition to any other remedies available to the School District, to the School District for all

costs and expenses, including, but not limited to, reasonable legal fees, incurred by the School District in paying the delinquent taxes. The covenants of this Section shall survive the expiration or termination of this Agreement.

F. Default. If the Park District defaults in any of the Park District's covenants and such default is not cured within 30 days after written notice of such default is delivered to the Park District, the School District may terminate the Agreement.

G. No Assignment. The Park District may not assign any rights or duties under this Agreement without the prior express written consent of the School District.

H. Entire Agreement. This Agreement shall constitute the entire agreement of the Parties hereto with respect to the Small Gymnasium and activities hereunder and supersedes all prior agreements and understandings, whether written or oral, formal or informal. This Agreement may not be amended except by means of a written document signed by authorized representatives of the Parties.

I. Notice. Any notice, request, demand, or other communication provided for by this Agreement must be in writing and will be deemed to have been duly received upon (a) actual receipt if personally delivered and the sender received written confirmation of personal delivery, (b) receipt as indicated by the written or electronic verification of delivery when delivered by overnight courier, or (c) three calendar days after the sender deposits the notice with the U.S. Post Office when sent by certified or registered mail, return receipt requested. Notice must be sent to the addresses set forth below, or to such other address as either party may specify in writing.

J. Effective Date. This Agreement shall be deemed dated and become effective on the date the last of the Parties signs as set forth below the signature of their duly authorized representatives.

IN WITNESS WHEREOF, the undersigned Parties have caused this Agreement to be executed by their duly designated officials or officers.

Board of Education of Sunset Ridge School Northfield Park District
District No. 29

By: _____
President

By: _____

Dated: _____

Dated: _____

Address: Sunset Ridge School District No. 29 525 Sunset Ridge Road Northfield, IL 60093 Attn: Superintendent	Address: Northfield Park District 401 Wagner Road Northfield, IL 60093 Attn: Executive Director
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To: Park Board of Commissioners
From: George Alexoff
Subject: Monthly Informational Items
Date: February 26, 2018

NSSRF Awards Banquet

The 2018 NSSRA Shining Star Banquet is scheduled for Friday April 20. Please let me know if you wish to attend this year's event. If you have never attended, I would encourage you to go. It's a great way to see what great service NSSRA provides for our community.

NSSRA Facility Update

NSSRA Board of Directors has directed the NSSRA staff to begin discussions on a partnership with the Northbrook Park District to Build a Home for its programs and services. I will provide a brief update on the progress at our meeting.

CONSENT AGENDA

**NORTHFIELD PARK DISTRICT
REGULAR BOARD MEETING
MONDAY, JANUARY 22, 2018
NORTHFIELD COMMUNITY CENTER
CONFERENCE ROOM 6:30 PM**

The meeting was called to order at 6:30 p.m. and a roll call was taken.
Present: Commissioners: Bickford, Knight, Zieziula, Klein, Bramlage
Also present: Staff Members: Alexoff, Guillen, Byron
Absent: Commissioners: O’Grady, Beil and Treasurer Morrell

Approval / Additions to Agenda

None

Audience Comments

None

Correspondence

None

Director’s Report

a. Sexual Harassment & Anti-Harassment Policy and Ordinance

Director Alexoff reviewed the recommended changes to the District’s current Sexual Harassment Policy and the Non-Discrimination and Anti-Harassment Ordinance. After a brief discussion Commissioner Bickford made a motion to approve the updated Sexual Discrimination – Harassment Ordinance 1-22-18-01 and Policy Commissioner Bramlage seconded the motion. A roll vote call was made.

Voting Aye: Commissioners: Bickford, Knight, Zieziula, Klein, Bramlage

Voting Nay: Commissioners: None

Absent: Commissioner: O’Grady, Beil

Abstain: Commissioners: None

Motion passed

b. Informational Items

School Dist. 29 / Park District Meeting

Director Alexoff and Commissioner O’Grady met with the School District staff on January 17, 2018.

The School District is currently working on the following:

- Middlefork School Feasibility Study. Two million dollars has been allocated. Of that an estimated three hundred thousand dollars must be spent on upgrading the pipes.
- Facility Use Policy & Fee Structure for Indoor and Outdoor Space

Park District staff will follow up on the feasibility of utilizing Middlefork School kindergarten classrooms for summer day camp use in 2018.

Village Sign Regulations and Codes

Staff is working on determining all potential signage needs for the District. Once completed, a meeting with the Village staff will be held to determine how our signage needs meet the current Village codes. The first meeting is scheduled for early February.

Market and Music Update

Staff is working on band entertainment and vendors'/farmers' applications. Family Fun Night is going to be coordinated with the PTO on the first Market and Music Event.

Northfield Parks Foundation Open Houses

Director Alexoff will be hosting an open house on Wednesday January 24 @ 7 P.M. and Saturday January 27 @ 10 A.M. at the Community Center. The purpose is to talk to community members about ways they can get involved in the Parks Foundation moving forward.

Consent Agenda

- a. Approval of Cash Expenditures for Month of November 2017 (copy for review will be available at the meeting).**
- b. Approval of Cash Expenditures for Month of December 2017 (copy for review will be available at the meeting).**
- c. Approval of Board Meeting Minutes 11/27/17**

Commissioner Bickford made a motion to approve the Consent Agenda. Commissioner Klein seconded the motion. A roll vote call was made

Voting Aye: Commissioners: Bickford, Knight, Zieziula, Klein, Bramlage

Voting Nay: Commissioners: None

Absent: Commissioner: O'Grady, Beil

Abstain: Commissioners: None

Motion passed

Agency Reports

a. Finance

Tracking really well to date.

b. Recreation / Park Grounds and Facility

Superintendent Byron highlighted some items from the recreation report as follows:

- Ice rink was open every day in January.
- Renovation inside Clarkson is going well.
- New before and after school staff as of January 2018
- New Robotics class; kids love it.
- Field use from the large partners has come in early and it has been very helpful.
- Holiday Festival went really well.
- Winnetka Park District Partnership agreement is in process for beach passes.

ADJOURNMENT

Commissioner Zieziula made a motion to adjourn the meeting at 7:00 pm.
Commissioner Bramlage seconded the motion. A roll vote call was made

Voting Aye: Commissioners: Bickford, Knight, Zieziula, Klein, Bramlage

Voting Nay: Commissioners: None

Absent: Commissioners: O'Grady, Beil

Abstain: Commissioners: None

Motion passed

AGENCY REPORTS

PERIOD ENDING 01/31/2018

ALL FUNDS

FUND ACCOUNT	DESCRIPTION	YTD BALANCE 01/31/2017	YTD BALANCE 01/31/2018	BUDGET	2017-18 AMENDED BUDGET	YTD
				YEAR-TO-DATE THRU 01/31/18		VARIANCE ACTUAL/BUDGET
Fund 01 - CORPORATE FUND						
Revenues						
01 3010	TAXES	323,729.89	433,771.18	332,614.75	712,000.00	101,156.43
01 3070	BANK INTEREST	375.31	857.81	341.58	1,100.00	516.23
01 3091	NSSRA REIMBURSEMENT	0.00	0.00	0.00	6,695.00	0.00
01 3099	MISCELLANEOUS REVENUE	1,823.18	1,623.58	132.95	1,500.00	1,490.63
TOTAL REVENUES		325,928.38	436,252.57	333,089.28	721,295.00	103,163.29
Expenditures						
01 4008	FT SALARIES	158,549.79	184,729.21	187,827.00	318,236.08	(3,097.79)
01 4009	PT SALARIES	53,979.20	43,000.35	44,731.37	74,637.80	(1,731.02)
01 4015	HEALTH INSURANCE	35,428.08	39,420.37	40,500.00	72,432.78	(1,079.63)
01 4026	GAS / MILEAGE REIMBURSEMENT	4,048.17	4,015.50	4,269.23	7,400.00	(253.73)
01 4050	DUES & EDUCATION	11,197.24	10,473.88	9,454.84	17,405.00	1,019.04
01 4099	MISC -EXP	7,969.33	6,342.30	5,038.04	12,750.00	1,304.26
01 5022	PHONE	3,751.35	4,156.87	3,998.58	7,020.00	158.29
01 5023	INTERNET / CABLE	2,516.19	2,746.87	2,800.00	4,800.00	(53.13)
01 5030	PRINTING	9,393.32	0.00	0.00	0.00	0.00
01 5035	MARKETING	0.00	14,788.11	16,041.68	27,500.00	(1,253.57)
01 5040	LEGAL & PROFESSIONAL	2,555.00	1,251.63	3,750.00	7,500.00	(2,498.37)
01 5060	CONTRACTUAL	20,957.41	22,774.22	22,782.57	44,909.00	(8.35)
01 6010	SMALL EQUIPMENT	1,137.24	1,843.48	1,094.21	5,000.00	749.27
01 6021	SUPPLIES	2,079.05	1,879.57	4,414.43	7,175.00	(2,534.86)
01 6025	POSTAGE	1,948.64	2,951.00	3,104.80	4,420.00	(153.80)
01 6070	SAFETY	515.74	763.28	972.85	2,475.00	(209.57)
01 9992	FUND TRANSFER	0.00	0.00	0.00	95,000.00	0.00
TOTAL EXPENDITURES		316,025.75	341,136.64	350,779.60	708,660.66	(9,642.96)
Fund 01 - CORPORATE FUND:						
TOTAL REVENUES		325,928.38	436,252.57	333,089.28	721,295.00	103,163.29
TOTAL EXPENDITURES		316,025.75	341,136.64	350,779.60	708,660.66	(9,642.96)
NET OF REVENUES & EXPENDITURES		9,902.63	95,115.93	(17,690.32)	12,634.34	112,806.25
BEG. FUND BALANCE		224,781.24	193,593.43	193,593.43	193,593.43	
END FUND BALANCE		234,683.87	288,709.36	175,903.11	206,227.77	

PERIOD ENDING 01/31/2018

ALL FUNDS

FUND ACCOUNT	DESCRIPTION	YTD BALANCE	YTD BALANCE	BUDGET	2017-18	YTD
		01/31/2017	01/31/2018	YEAR-TO-DATE THRU 01/31/18	AMENDED BUDGET	VARIANCE ACTUAL/BUDGET
Fund 03 - RECREATION						
Revenues						
03 3010	TAXES	22,822.90	33,360.11	24,898.52	54,000.00	8,461.59
03 3020	USER FEES	475,139.46	590,929.63	500,159.78	595,166.10	90,769.85
03 3030	RENTAL	111,457.25	144,421.55	139,986.22	256,820.00	4,435.33
03 3050	CONCESSION REVENUE	3,523.53	14,631.76	11,116.68	13,400.00	3,515.08
03 3060	CONTRIBUTIONS	200.00	29,680.00	13,450.00	19,050.00	16,230.00
TOTAL REVENUES		613,143.14	813,023.05	689,611.20	938,436.10	123,411.85
Expenditures						
03 4008	FT SALARIES	70,034.00	83,802.18	83,481.93	144,702.82	320.25
03 4009	PT SALARIES	123,354.63	140,498.67	154,795.74	213,544.25	(14,297.07)
03 4095	SCHOLARSHIPS-EXPENSE	(131.25)	0.00	0.00	0.00	0.00
03 5021	ELECTRICITY	18,131.31	14,183.80	22,476.08	39,500.00	(8,292.28)
03 5024	WATER	1,081.88	1,170.40	1,134.87	4,700.00	35.53
03 5025	GAS	539.97	527.13	530.63	5,000.00	(3.50)
03 5035	MARKETING	0.00	1,015.73	3,912.50	6,100.00	(2,896.77)
03 5060	CONTRACTUAL	131,564.94	165,196.18	158,781.29	230,923.15	6,414.89
03 5061	REPAIR & MAINTENANCE	49,986.78	45,051.46	40,465.45	68,020.00	4,586.01
03 6010	SMALL EQUIPMENT	4,142.32	798.98	4,473.46	8,075.00	(3,674.48)
03 6020	EQUIPMENT PURCHASES	0.00	20,923.46	30,935.00	30,935.00	(10,011.54)
03 6021	SUPPLIES	49,271.83	46,050.61	50,650.25	98,163.46	(4,599.64)
03 6050	CONCESSION SUPPLIES	0.00	8,649.05	2,341.68	4,450.00	6,307.37
03 9992	FUND TRANSFER	0.00	0.00	0.00	85,000.00	0.00
TOTAL EXPENDITURES		447,976.41	527,867.65	553,978.88	939,113.68	(26,111.23)
Fund 03 - RECREATION:						
TOTAL REVENUES		613,143.14	813,023.05	689,611.20	938,436.10	123,411.85
TOTAL EXPENDITURES		447,976.41	527,867.65	553,978.88	939,113.68	(26,111.23)
NET OF REVENUES & EXPENDITURES		165,166.73	285,155.40	135,632.32	(677.58)	149,523.08
BEG. FUND BALANCE		257,930.41	303,954.37	303,954.37	303,954.37	
END FUND BALANCE		423,097.14	589,109.77	439,586.69	303,276.79	

PERIOD ENDING 01/31/2018

ALL FUNDS

FUND ACCOUNT	DESCRIPTION	BUDGET				YTD VARIANCE ACTUAL/BUDGET
		YTD BALANCE 01/31/2017	YTD BALANCE 01/31/2018	YEAR-TO-DATE THRU 01/31/18	2017-18 AMENDED BUDGET	
Fund 05 - SPECIAL -NSSRA						
Revenues						
05 3010	TAXES	73,941.55	100,634.51	71,158.42	158,000.00	29,476.09
TOTAL REVENUES		<u>73,941.55</u>	<u>100,634.51</u>	<u>71,158.42</u>	<u>158,000.00</u>	<u>29,476.09</u>
Expenditures						
05 4008	FT SALARIES	12,036.55	12,233.35	12,195.81	21,423.98	37.54
05 4009	PT SALARIES	913.18	784.88	1,135.37	1,968.00	(350.49)
05 7010	NSSRA -EXPENSE	29,419.26	64,441.26	41,941.97	92,827.58	22,499.29
05 9992	FUND TRANSFER	0.00	0.00	0.00	49,686.00	0.00
TOTAL EXPENDITURES		<u>42,368.99</u>	<u>77,459.49</u>	<u>55,273.15</u>	<u>165,905.56</u>	<u>22,186.34</u>
Fund 05 - SPECIAL -NSSRA:						
TOTAL REVENUES		73,941.55	100,634.51	71,158.42	158,000.00	29,476.09
TOTAL EXPENDITURES		<u>42,368.99</u>	<u>77,459.49</u>	<u>55,273.15</u>	<u>165,905.56</u>	<u>22,186.34</u>
NET OF REVENUES & EXPENDITURES		31,572.56	23,175.02	15,885.27	(7,905.56)	7,289.75
BEG. FUND BALANCE		144,494.78	146,212.63	146,212.63	146,212.63	
END FUND BALANCE		176,067.34	169,387.65	162,097.90	138,307.07	

PERIOD ENDING 01/31/2018

ALL FUNDS

FUND ACCOUNT	DESCRIPTION	YTD BALANCE	YTD BALANCE	BUDGET		YTD
		01/31/2017	01/31/2018	YEAR-TO-DATE	2017-18	VARIANCE
				THRU 01/31/18	AMENDED BUDGET	ACTUAL/BUDGET
Fund 07 - AUDITING						
Revenues						
07 3010	TAXES	5,545.22	7,698.43	5,248.34	12,500.00	2,450.09
TOTAL REVENUES		<u>5,545.22</u>	<u>7,698.43</u>	<u>5,248.34</u>	<u>12,500.00</u>	<u>2,450.09</u>
Expenditures						
07 5040	LEGAL & PROFESSIONAL	8,600.00	8,700.00	8,290.59	8,700.00	409.41
TOTAL EXPENDITURES		<u>8,600.00</u>	<u>8,700.00</u>	<u>8,290.59</u>	<u>8,700.00</u>	<u>409.41</u>
<hr/>						
Fund 07 - AUDITING:						
TOTAL REVENUES		5,545.22	7,698.43	5,248.34	12,500.00	2,450.09
TOTAL EXPENDITURES		8,600.00	8,700.00	8,290.59	8,700.00	409.41
NET OF REVENUES & EXPENDITURES		(3,054.78)	(1,001.57)	(3,042.25)	3,800.00	2,040.68
BEG. FUND BALANCE		13,503.43	17,055.20	17,055.20	17,055.20	
END FUND BALANCE		10,448.65	16,053.63	14,012.95	20,855.20	

PERIOD ENDING 01/31/2018

ALL FUNDS

FUND ACCOUNT	DESCRIPTION	YTD BALANCE	YTD BALANCE	BUDGET	2017-18	YTD
		01/31/2017	01/31/2018	YEAR-TO-DATE THRU 01/31/18	AMENDED BUDGET	VARIANCE ACTUAL/BUDGET
Fund 09 - LIABILITY INSURANCE						
Revenues						
09 3010	TAXES	16,451.83	22,071.97	18,614.82	36,500.00	3,457.15
TOTAL REVENUES		<u>16,451.83</u>	<u>22,071.97</u>	<u>18,614.82</u>	<u>36,500.00</u>	<u>3,457.15</u>
Expenditures						
09 4008	FT SALARIES	2,507.10	2,479.43	2,483.65	4,305.00	(4.22)
09 7020	LIABILITY INSURANCE	17,113.67	17,885.70	18,316.06	32,194.26	(430.36)
TOTAL EXPENDITURES		<u>19,620.77</u>	<u>20,365.13</u>	<u>20,799.71</u>	<u>36,499.26</u>	<u>(434.58)</u>
<hr/>						
Fund 09 - LIABILITY INSURANCE:						
TOTAL REVENUES		16,451.83	22,071.97	18,614.82	36,500.00	3,457.15
TOTAL EXPENDITURES		<u>19,620.77</u>	<u>20,365.13</u>	<u>20,799.71</u>	<u>36,499.26</u>	<u>(434.58)</u>
NET OF REVENUES & EXPENDITURES		(3,168.94)	1,706.84	(2,184.89)	0.74	3,891.73
BEG. FUND BALANCE		19,243.12	20,620.96	20,620.96	20,620.96	
END FUND BALANCE		16,074.18	22,327.80	18,436.07	20,621.70	

PERIOD ENDING 01/31/2018

ALL FUNDS

FUND ACCOUNT	DESCRIPTION	YTD BALANCE	YTD BALANCE	BUDGET		YTD
		01/31/2017	01/31/2018	YEAR-TO-DATE	2017-18	VARIANCE
				THRU 01/31/18	AMENDED BUDGET	ACTUAL/BUDGET
Fund 11 - SOCIAL SECURITY						
Revenues						
11 3010	TAXES	21,627.58	20,070.70	18,517.89	31,500.00	1,552.81
TOTAL REVENUES		<u>21,627.58</u>	<u>20,070.70</u>	<u>18,517.89</u>	<u>31,500.00</u>	<u>1,552.81</u>
Expenditures						
11 4011	WITHOLDING	30,164.65	32,525.93	33,250.01	58,291.31	(724.08)
TOTAL EXPENDITURES		<u>30,164.65</u>	<u>32,525.93</u>	<u>33,250.01</u>	<u>58,291.31</u>	<u>(724.08)</u>
<hr/>						
Fund 11 - SOCIAL SECURITY:						
TOTAL REVENUES		21,627.58	20,070.70	18,517.89	31,500.00	1,552.81
TOTAL EXPENDITURES		<u>30,164.65</u>	<u>32,525.93</u>	<u>33,250.01</u>	<u>58,291.31</u>	<u>(724.08)</u>
NET OF REVENUES & EXPENDITURES		(8,537.07)	(12,455.23)	(14,732.12)	(26,791.31)	2,276.89
BEG. FUND BALANCE		54,679.10	43,150.95	43,150.95	43,150.95	
END FUND BALANCE		46,142.03	30,695.72	28,418.83	16,359.64	

PERIOD ENDING 01/31/2018

ALL FUNDS

FUND ACCOUNT	DESCRIPTION	YTD BALANCE	YTD BALANCE	BUDGET	2017-18	YTD
		01/31/2017	01/31/2018	YEAR-TO-DATE THRU 01/31/18	AMENDED BUDGET	VARIANCE ACTUAL/BUDGET
Fund 13 - IMRF						
Revenues						
13 3010	TAXES	25,879.19	32,906.96	25,740.86	55,000.00	7,166.10
TOTAL REVENUES		<u>25,879.19</u>	<u>32,906.96</u>	<u>25,740.86</u>	<u>55,000.00</u>	<u>7,166.10</u>
Expenditures						
13 4012	IMRF-EMPLOYER	30,768.35	28,540.54	32,572.04	53,800.05	(4,031.50)
TOTAL EXPENDITURES		<u>30,768.35</u>	<u>28,540.54</u>	<u>32,572.04</u>	<u>53,800.05</u>	<u>(4,031.50)</u>
Fund 13 - IMRF:						
TOTAL REVENUES		25,879.19	32,906.96	25,740.86	55,000.00	7,166.10
TOTAL EXPENDITURES		<u>30,768.35</u>	<u>28,540.54</u>	<u>32,572.04</u>	<u>53,800.05</u>	<u>(4,031.50)</u>
NET OF REVENUES & EXPENDITURES		(4,889.16)	4,366.42	(6,831.18)	1,199.95	11,197.60
BEG. FUND BALANCE		29,751.91	35,141.98	35,141.98	35,141.98	
END FUND BALANCE		24,862.75	39,508.40	28,310.80	36,341.93	

PERIOD ENDING 01/31/2018

ALL FUNDS

FUND ACCOUNT	DESCRIPTION	BUDGET			YTD VARIANCE ACTUAL/BUDGET	
		YTD BALANCE 01/31/2017	YTD BALANCE 01/31/2018	YEAR-TO-DATE THRU 01/31/18		2017-18 AMENDED BUDGET
Fund 15 - CAPITAL PROJECTS						
Revenues						
15 3060	CONTRIBUTIONS	10.00	116.00	0.00	0.00	116.00
15 3099	MISCELLANEOUS REVENUE	900.00	13.79	0.00	0.00	13.79
15 9991	TRANSFER FROM REC	0.00	0.00	0.00	85,000.00	0.00
15 9993	TRANS. FROM NSSRA	0.00	0.00	0.00	49,686.00	0.00
15 9994	TRANS. FROM CORPORATE	0.00	0.00	0.00	95,000.00	0.00
TOTAL REVENUES		910.00	129.79	0.00	229,686.00	129.79
Expenditures						
15 5040	LEGAL & PROFESSIONAL	559.04	0.00	0.00	0.00	0.00
15 6020	EQUIPMENT PURCHASES	111,470.75	41,041.30	78,445.00	88,145.00	(37,403.70)
15 7091	LOAN REPAYMENT	175,533.00	173,066.34	173,066.00	173,066.00	0.34
TOTAL EXPENDITURES		287,562.79	214,107.64	251,511.00	261,211.00	(37,403.36)
Fund 15 - CAPITAL PROJECTS:						
TOTAL REVENUES		910.00	129.79	0.00	229,686.00	129.79
TOTAL EXPENDITURES		287,562.79	214,107.64	251,511.00	261,211.00	(37,403.36)
NET OF REVENUES & EXPENDITURES		(286,652.79)	(213,977.85)	(251,511.00)	(31,525.00)	37,533.15
BEG. FUND BALANCE		75,590.08	38,768.81	38,768.81	38,768.81	
END FUND BALANCE		(211,062.71)	(175,209.04)	(212,742.19)	7,243.81	
TOTAL REVENUES - ALL FUNDS						
TOTAL REVENUES - ALL FUNDS		1,083,426.89	1,432,787.98	1,161,980.81	2,182,917.10	270,807.17
TOTAL EXPENDITURES - ALL FUNDS						
TOTAL EXPENDITURES - ALL FUNDS		1,183,087.71	1,250,703.02	1,306,454.98	2,232,181.52	(55,751.96)
NET OF REVENUES & EXPENDITURES		(99,660.82)	182,084.96	(144,474.17)	(49,264.42)	326,559.13
BEG. FUND BALANCE - ALL FUNDS		819,974.07	798,498.33	798,498.33	798,498.33	
END FUND BALANCE - ALL FUNDS		720,313.25	980,583.29	654,024.16	749,233.91	

PERIOD ENDING 01/31/2018

RECREATION FUND BY GROUPINGS

FUND ACCOUNT	DESCRIPTION	YTD BALANCE	YTD BALANCE	BUDGET	VARIANCE
		01/31/2017	01/31/2018	YEAR-TO-DATE THRU 01/31/18	2017-18 AMENDED BUDGET
GROUPING VALUE 'ADMINISTRATIVE'					
03 3010	TAXES	22,822.90	33,360.11	24,898.52	8,461.59
03 3060	CONTRIBUTIONS	200.00	50.00	0.00	50.00
03 4008	FT SALARIES	22,145.49	34,978.66	34,641.09	337.57
03 4095	SCHOLARSHIPS-EXPENSE	(131.25)	0.00	0.00	0.00
Net GROUPING VALUE 'ADMINISTRATIVE'		1,008.66	(1,568.55)	(9,742.57)	(8,174.02)
GROUPING VALUE 'PARKS & FACILITIES'					
03 3020	USER FEES	42,766.61	47,048.35	42,178.45	4,869.90
03 3030	RENTAL	111,457.25	144,421.55	139,986.22	4,435.33
03 3050	CONCESSION REVENUE	3,523.53	4,393.76	2,916.68	1,477.08
03 4008	FT SALARIES	47,888.51	48,823.52	48,840.84	(17.32)
03 4009	PT SALARIES	36,160.98	38,304.55	37,762.54	542.01
03 5021	ELECTRICITY	18,131.31	14,183.80	22,476.08	(8,292.28)
03 5024	WATER	1,081.88	1,170.40	1,134.87	35.53
03 5025	GAS	539.97	527.13	530.63	(3.50)
03 5035	MARKETING	0.00	345.68	2,012.50	(1,666.82)
03 5060	CONTRACTUAL	35,784.75	46,307.30	46,642.06	(334.76)
03 5061	REPAIR & MAINTENANCE	49,986.78	45,051.46	40,465.45	4,586.01
03 6010	SMALL EQUIPMENT	4,142.32	798.98	4,473.46	(3,674.48)
03 6020	EQUIPMENT PURCHASES	0.00	20,923.46	30,935.00	(10,011.54)
03 6021	SUPPLIES	29,864.78	30,440.61	33,030.09	(2,589.48)
03 6050	CONCESSION SUPPLIES	0.00	4,104.04	2,141.68	1,962.36
Net GROUPING VALUE 'PARKS & FACILITIES'		(65,833.89)	(55,117.27)	(85,363.85)	(30,246.58)
GROUPING VALUE 'GENERAL PROGRAMS'					
03 3020	USER FEES	93,764.00	86,665.28	84,177.98	2,487.30
03 4009	PT SALARIES	10,695.90	8,933.09	14,783.54	(5,850.45)
03 5060	CONTRACTUAL	17,570.00	21,022.55	23,342.46	(2,319.91)
03 6021	SUPPLIES	1,074.12	414.03	905.99	(491.96)
Net GROUPING VALUE 'GENERAL PROGRAMS'		64,423.98	56,295.61	45,145.99	(11,149.62)
GROUPING VALUE 'SPECIAL EVENTS'					
03 3020	USER FEES	25,280.10	180.00	250.00	(70.00)
03 3050	CONCESSION REVENUE	0.00	10,238.00	8,200.00	2,038.00
03 3060	CONTRIBUTIONS	0.00	29,630.00	13,450.00	16,180.00
03 4009	PT SALARIES	2,137.50	2,279.30	2,500.00	(220.70)
03 5035	MARKETING	0.00	670.05	1,900.00	(1,229.95)
03 5060	CONTRACTUAL	31,868.83	26,410.00	35,416.24	(9,006.24)
03 6021	SUPPLIES	8,011.93	2,989.98	5,013.95	(2,023.97)
03 6050	CONCESSION SUPPLIES	0.00	4,545.01	200.00	4,345.01
Net GROUPING VALUE 'SPECIAL EVENTS'		(16,738.16)	3,153.66	(23,130.19)	(26,283.85)
GROUPING VALUE 'ATHLETIC PROGRAMS'					
03 3020	USER FEES	30,791.00	33,746.00	28,888.96	4,857.04
03 4009	PT SALARIES	1,435.00	799.50	2,305.45	(1,505.95)
03 5060	CONTRACTUAL	1,320.00	3,327.00	960.84	2,366.16
03 6021	SUPPLIES	1,050.03	1,644.50	1,264.83	379.67
Net GROUPING VALUE 'ATHLETIC PROGRAMS'		26,985.97	27,975.00	24,357.84	(3,617.16)
GROUPING VALUE 'CAMPS'					
03 3020	USER FEES	251,160.75	390,551.00	320,535.10	70,015.90
03 4009	PT SALARIES	57,376.25	76,823.23	82,001.00	(5,177.77)

PERIOD ENDING 01/31/2018

RECREATION FUND BY GROUPINGS

FUND ACCOUNT	DESCRIPTION	YTD BALANCE 01/31/2017	YTD BALANCE 01/31/2018	BUDGET	2017-18 AMENDED BUDGET	VARIANCE
				YEAR-TO-DATE THRU 01/31/18		ACT VS FYTD
03 5060	CONTRACTUAL	37,632.86	57,528.53	49,212.73	49,629.65	8,315.80
03 6021	SUPPLIES	9,270.97	10,561.49	10,435.39	10,653.50	126.10
Net GROUPING VALUE 'CAMPS'		146,880.67	245,637.75	178,885.98	178,250.95	(66,751.77)
GROUPING VALUE 'FITNESS PROGRAMS'						
03 3020	USER FEES	31,377.00	32,739.00	24,129.29	50,000.00	8,609.71
03 4009	PT SALARIES	15,549.00	13,359.00	15,443.21	27,400.00	(2,084.21)
03 5060	CONTRACTUAL	7,388.50	10,600.80	3,206.96	14,300.00	7,393.84
Net GROUPING VALUE 'FITNESS PROGRAMS'		8,439.50	8,779.20	5,479.12	8,300.00	(3,300.08)
GROUPING VALUE 'INTERFUND'						
03 9992	FUND TRANSFER	0.00	0.00	0.00	85,000.00	0.00
Net GROUPING VALUE 'INTERFUND'		0.00	0.00	0.00	(85,000.00)	0.00
TOTAL REVENUES - FUND 03		613,143.14	813,023.05	689,611.20	938,436.10	123,411.85
TOTAL EXPENDITURES - FUND 03		447,976.41	527,867.65	553,978.88	939,113.68	(26,111.23)
NET OF REVENUES & EXPENDITURES		165,166.73	285,155.40	135,632.32	(677.58)	149,523.08
BEG. FUND BALANCE		257,930.41	303,954.37	303,954.37	303,954.37	
END FUND BALANCE		423,097.14	589,109.77	439,586.69	303,276.79	

ACCOUNT BALANCE REPORT FOR NORTHFIELD PARK DISTRICT
PERIOD ENDING 01/31/2018
BALANCE SHEET

ACCOUNT	DESCRIPTION	END BALANCE 01/31/2018	BALANCE 01/31/2017	VARIANCE
Assets				
1000	OPERATING-NORTHVIEW	21,326.01	103,702.52	(82,376.51)
1003	NVB PETTY CHECKING 000430023000031	1,004.87	1,104.87	(100.00)
1007	ILLINOIS FUNDS MM 007139101443	549.14	552.15	(3.01)
1010	NORTHVIEW TAX ACCT 7530000691	977,472.70	663,179.67	314,293.03
1013	PETTY CASH BOX @ COMM CTR	100.00	100.00	-
1015	AMERICAN CHARTERED BANK-XXX760	-	53.60	(53.60)
1200	ACCOUNTS RECEIVABLE	29,985.50	36,484.84	(6,499.34)
1250	TAXES RECEIVABLE	506,561.71	508,901.99	(2,340.28)
1300	PREPAID EXPENSES	18,370.00	-	18,370.00
	PROVIDED FOR LONG TERM		91,669.00	(91,669.00)
	PROVIDED FOR LONG TERM	1,733,333.00	1,866,666.00	(133,333.00)
TOTAL ASSETS		3,288,702.93	3,272,414.64	16,288.29
Liabilities				
2000	ACCOUNTS PAYABLE	455.18	(68.10)	523.28
2010	ACCRUED PAYABLES/PAYROLL	-	(2.17)	2.17
2011	EMPLOYEE COMPENSATION	39,130.00	32,630.00	6,500.00
2050	DEFERRED INCOME	28,065.00	54,370.00	(26,305.00)
2060	DEFERRED TAX REVENUE	506,561.71	508,901.99	(2,340.28)
2102	IMRF EMPLOYEE	-	(2,461.28)	2,461.28
2105	HEALTH CARE FSA	-	100.20	(100.20)
2300	FAMILY CREDIT	574.75	295.75	279.00
	LOAN-VILLAGE OF NORTHFIELD		91,669.00	(91,669.00)
	LOAN-AMERICAN CHARTERED	1,733,333.00	1,866,666.00	(133,333.00)
TOTAL LIABILITIES		2,308,119.64	2,552,101.39	(243,981.75)
Fund Equity				
9000	Beginning Fund Balance	798,498.33	819,974.07	(21,475.74)
TOTAL FUND EQUITY		798,498.33	819,974.07	(21,475.74)
Total - All Funds:				
	Net Revenue	182,084.96	(99,660.82)	(281,745.78)
	Ending Fund Balance	980,583.29	720,313.25	

Superintendent's Report

Bill Byron

February 2018

Willow Park

- The park flooded after the heavy rains on 2/19-2/20
- We installed an equipment lift in the garage over the winter and staff has been using it frequently to perform routine maintenance on all equipment prior to the spring season.

Clarkson Park

- The kitchen renovation is coming along nicely. The underground plumbing work is complete, and the overhead plumbing should be completed by Friday, Feb-23. After that we can close up the drywall and begin finishing the room. The goal is to open up for rentals beginning in April.
- The ice rink is now closed for the season. It was a very successful year for outdoor ice, as we were open a high percentage of days beginning in late December through the middle of February.

Fox Meadow Park

- No updates this month.

Community Center

- Two new leaks surfaced with the heavy rains, one in the riser room and one in the main hallway near the men's room. We hope to meet with our roofing consultant this week to start the investigation and repairs.

School District 29

- Snow plowing is still going well, and this is looking to be a winter that falls closer to or just above average in terms of plowing and salting services needed. Last year was a very light winter so it has been good to see our staffing model and equipment operate smoothly under more normal conditions.
- We hope to have the landscape agreement for Middlefork School finalized in the coming weeks and sent to the school.

Recreation Board Report
February 2018
Jim Reuter
Nada Becker
Vicki Frullani

Afterschool Rec.

Afterschool Recreation is staying strong. We offered the aftercare option to participants who were taking RoboThink which starts at 4:30pm. We had one person register for this option.

Afterschool Classes

Winter programs continue to run smoothly and are set to wrap up the week of March 19th right before District 29's Spring Break. Spring classes are scheduled to kick off on Monday, April 9th and run through June 8th.

Birthday Parties

The month of February had 3 Birthday Parties. Two are sport-themed run by us, and the other was a magic party contracted out by Gary Kantor.

Camp

Camp registration began for non-Northfield residents on February 1st. Instead of a late fee this year there will be Early Bird pricing through March 31st and a slight increase in that price from April 1st through the rest of the summer. Both residents and non-residents continue to register early and as of last week there were 73 children signed up for our various camps, including 19 CITs. At this point, 23 out of 36 of last year's staff will be returning this summer and a few of them will be taking on new roles.

Camp Marketing

The summer camp guide was mailed to residents and non-residents previously enrolled in our programs in the beginning of January. Camp is being marketed through the Park District website, e-blasts, social media, Community Center signage (digital message board and posters), the PTO and Village newsletter.

Panther Basketball

The 5th grade boys' team is now 12-2 in the 5th Grade Boys B Conference of the NSBL with their final two games played this weekend. The conference tournament is next weekend. We now have two 3rd grade girls' teams in Wilmette and a 4th and 5th grade girls' team in the Niles House League.

Fitness

Overall, the Fitness Center continues to operate smoothly. It feels like we are constantly processing new or renewed memberships on a daily basis. We had 306 active members as of Monday, 2/19, and our memberships are always hovering around the 300-320 mark. We have seen that the Fitness Center is consistently busier on a daily basis and while there are more

people using it than ever it still does not feel crowded. The new Wednesday evening adult yoga class taught by North Shore Yoga is running and will continue for a spring session.

Community Center Rentals

Wildcat Jrs. Volleyball season has been running all winter and will continue their similar, 5-day a week schedule through June 15th. Panther Basketball's use of the gym is coming to a close as their season does and that will open up more Open Gym time as it usually does. Pickleball has been running on Friday evenings and Saturday afternoons in the gym and has been quite successful so far with about 20-30 people showing up to play each session.

Clarkson Rentals

We've begun to receive inquiries for Clarkson Lodge spring/summer rentals and have booked a few dates.

Willow Park Field Use

KWBA approved the field times that we proposed a few months back and we are moving forward with spring/summer field planning around their times. Diamond Instincts has also been given the opportunity to request bulk field usage after KWBA but before our other user groups. There are five other user groups that we are hoping for consistent use of the fields for baseball and TGSA will be using Fields 3 and 4 for softball. New Trier Softball and TeamOne Lacrosse will also be using Field 4 for some of their activities this spring.

Special Events

The Daddy/Daughter Date Night at Sunset Ridge Country Club went very well! For the safety of our patrons due to the snow storm we had, we had to change the date from February 9th to February 16th. We lost 7 couples due to the switch of dates but it was the right call. All of the girls had a wonderful time, as well as their fathers. Our final count was 103 in total, with 61 being girls and 48 fathers.

This year's Eggstravaganza will be on Saturday, March 31st. Marketing will begin in early March. The eggs have been ordered.

Mother Son Neon Bowling Night is scheduled for Friday, February 23rd at Wilmette Bowl. A fun night is planned for ages 5 – 10 with cosmic bowling, dinner, prizes and photos. We have 66 patrons registered.

Spring/Summer Program Guide

The Spring/Summer Program Guide is at the printer and should be in homes by mid-March. Advertising opportunities are available. In addition to the 3 Park Partner ads, there is one additional quarter page ad purchased by Under the Lights, a youth flag football renter of our fields.