



*We exist to provide outstanding opportunities through recreation for children and adults with disabilities.*

**January 25, 2017**  
**10:30 a.m. Regular Meeting**  
Park Central Conference Room  
3000 W. Central Road  
Rolling Meadows, IL

## **AGENDA**

- I. Call to Order
  - A. Roll Call
- II. Introduction of Guests:
- III. Public Comment
- IV. Approval of Agenda
- V. Approval of Consent Agenda – Pages 3-68
  - A. Approval of Minutes, December 14, 2016
  - B. NWSRA Financial Reports, December 31, 2016
    1. PFM Account Statement
    2. NWSRA & SLSF Organizational Cash Overview
    3. NWSRA Budget vs. Actual
    4. SLSF Budget vs. Actual
    5. NWSRA Balance Sheets
    6. SLSF Balance Sheets
    7. BF Edwards Account Statement
    8. 4<sup>th</sup> Quarter Financial Reports
  - C. Warrants:
    1. Warrant #12A December 31, 2016 - \$298,977.68
    2. Warrant #1 January 25, 2017 - \$5,178.44
  - D. Bi-Weekly Payroll:
    1. 12/11/2016 - \$94,753.35
    2. 12/25/2016 - \$89,638.69
  - E. ADA Compliance Projects
    1. Elk Grove Park District - \$258,522.31
      - a. Andrews Playground - \$22,000
      - b. Audubon Park - \$1,500
      - c. Appleseed Park - \$1,500
      - d. Roosevelt - \$1,500
      - e. Hattendorf - \$129,262.31
      - f. Pirates Cove - \$32,560
      - g. Hattendorf PIP - \$1,700
      - h. Morton Park - \$33,000
      - i. Salt Creek Park - \$33,000
      - j. Pavilion ADA - \$2,500
    2. Schaumburg Park District - \$199,401.41
      - a. 12 playground sites - replacement of rubber tiles

*An extension of the local park districts serving*

Arlington Heights • Bartlett • Buffalo Grove • Elk Grove • Hanover Park • Hoffman Estates • Inverness • Mount Prospect  
Palatine • Prospect Heights • River Trails • Rolling Meadows • Salt Creek • Schaumburg • South Barrington • Streamwood • Wheeling

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- VI. Correspondence
  - A. Written
  - B. Oral
  
- VII. Staff Reports - Pages 69-77
  - A. 2016 Program & Participant Statistics
  - B. 4<sup>th</sup> Quarter Goals Update
  - C. Marketing and P/R Report/Outreach Report
  - D. SLSF
  
- VIII. Old Business
  - A. None
  
- IX. New Business – Pages 78-103
  - A. Appointment of Legal Counsel:
    - 1. Massucci, Blomquist, Anderson & Dunn (SLSF)
    - 2. Robbins, Schwartz, Nicholas, Lifton & Taylor, Ltd. – Heidi Katz (NWSRA)
  - B. Appointment of Director/Secretary – Tracey Crawford
  - C. Resolution 2017-1, BMO Harris Bank Resolutions – Money Market, Imprest, & Payroll
  - D. Resolution 2017-2, IPDLAF+/US Bank Resolution – Accounts Payable
  - E. Resolution 2017-3, IPDLAF+/US Bank Resolution – Investment Holding Account
  - F. Resolution 2017-4 Appointment of Tracey Crawford as SLSF President
  - G. Resolution 2017-5 Village Bank & Trust Resolution
  - H. 3<sup>rd</sup> Floor Copier Quote
  - I. Full Time Staff Member Benefits Usage Selection
  - J. RMCC Lease Agreement
  - K. Hanover Park Park District/Pursuit 2
    - 1. Lease
    - 2. Memorandum of Understanding
    - 3. Ramp Update/Timeline
  - L. Other
  
- X. Information/Action Items - Pages 104-115
  - A. Fund Balance Update and Transfers
  - B. 2016 year review/ 2017 Goals
  - C. Directors Report/Work Plan
  - D. Other
  
- XI. Closed Session
 

Closed Session in accordance with Open Meetings Act to consider information regarding:

  - 1. None
  
- XII. Action as a result of Closed Session
  
- XIII. Adjournment

**Values**

- Teamwork: Support each other and work together
- Respect: Be open, honest and kind
- Enthusiasm: Exceed expectations
- Collaboration: Combine resources to achieve common goals
- Communication: Listen, share and adapt

**Vision Statement**

To be a leading force, creating greater options that enrich the life experience of the participants, families and communities we serve.

# V. Consent Agenda

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**MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES OF  
THE NORTHWEST SPECIAL RECREATION ASSOCIATION  
HELD AT CHANDLERS RESTAURANT, MEETING ROOM  
401 N. ROSELLE ROAD, SCHAUMBURG, IL 60194  
ON DECEMBER 14, 2016 AT 10:30 A.M.**

Chairman Clark called the meeting to order at 10:30 a.m. and asked Executive Director Crawford to call the roll. The following members of the Board were present: Rita Fletcher, Ryan Risinger, Greg Kuhs, Mike Clark, Christina Ferraro, Bret Fahnstrom, Diane Hilgers, Tony LaFrenere, Dennis Stein, Rick Wulbecker and Jan Buchs.

Dean Bostrom arrived at 10:36 am, Rick Hanetho arrived at 10:41 am, and Amy Charlesworth arrived at 10:45 am

Absent: Tom Busby, Robert Dowling, and Jay Morgan

Also present: Tracey Crawford, Executive Director; Brian Selders, Superintendent of Communications and IT; Miranda Woodard, Business Manager; Jayne Finger, Superintendent of Recreation; Trisha Breitlow, Superintendent of Administrative Services and Jessica Vasalos, Administrative Coordinator as Recording Secretary.

Public Comment

None

Agenda

Chairman Clark called for a motion to approve the December 14, 2016 agenda. Trustee Stein made the motion and Trustee Risinger seconded the motion. Upon voice vote the motion carried.

Consent Agenda

Chairman Clark called for a motion to approve the Consent Agenda of December 14, 2016. Trustee Stein made the motion and Trustee Fahnstrom seconded the motion. Upon roll being called the vote was as follows:

**AYES:**

Rita Fletcher, Ryan Risinger, Rick Wulbecker, Greg Kuhs, Mike Clark, Christina Ferraro, Bret Fahnstrom, Diane Hilgers, Tony LaFrenere, Dennis Stein, and Jan Buchs

**NAYS:**

None

The motion carried.

## Correspondence

Executive Director Crawford reported the following:

1. Congratulatory letter from Dane Mall with PDRMA Risk Management Services awarding NWSRA with a grant for a changing table.
2. Letter from IAPD congratulating the entire Board and staff for the successful recertification of Distinguished Agency.
3. Note from Sherry Gach thanking the Board and Staff for the flowers and chocolates sent during her recovery from surgery

## Staff Reports

None

## Old Business

Chairman Clark asked for a motion to approve the 2017 Proposed Budget. Trustee Stein made the motion and Trustee Risinger seconded the motion. Upon roll being called the vote was as follows:

AYES:

Rita Fletcher, Ryan Risinger, Rick Wulbecker, Dean Bostrom, Greg Kuhs, Mike Clark, Christina Ferraro, Bret Fahnstrom, Diane Hilgers, Tony LaFrenere, Dennis Stein, and Jan Buchs

NAYS:

None

The motion carried.

## New Business

### Installation of 2017 Officers

Chairman Clark asked for a motion to approve the new NWSRA Officers to the Board as of January 1, 2017. They are as follows: Tony LaFrenere, Chairman; Diane Hilgers, Vice Chair; Amy Charlesworth, Organizational Chair; and Jay Morgan, Personnel Committee Chair. Trustee Stein made the motion and Trustee Fahnstrom seconded the motion. Upon roll being called the vote was as follows:

AYES:

Rita Fletcher, Ryan Risinger, Rick Wulbecker, Dean Bostrom, Greg Kuhs, Mike Clark, Christina Ferraro, Bret Fahnstrom, Diane Hilgers, Tony LaFrenere, Dennis Stein, and Jan Buchs

NAYS:

None

The motion carried.

## Recognition of Board Members

It was at this time that Trustee LaFrenere presented Chairman Clark with an appreciation letter and gift basket.

Surplus Ordinance 2016-6

Chairman Clark asked for a motion to approve Surplus Ordinance 2016-6 as presented. Trustee Stein made the motion and Trustee Risinger seconded the motion. Upon roll being called the vote was as follows:

AYES:

Rick Hanetho, Rita Fletcher, Ryan Risinger, Rick Wulbecker, Dean Bostrom, Greg Kuhs, Mike Clark, Christina Ferraro, Bret Fahnstrom, Diane Hilgers, Tony LaFrenerre, Dennis Stein, and Jan Buchs

NAYS:

None

The motion carried.

New Travel Policy

Chairman Clark asked for a motion to approve the new Travel Policy as presented. After some discussion, Trustee Stein made the motion and Trustee Fahnstrom seconded the motion. Upon roll being called the vote was as follows:

AYES:

Rick Hanetho, Rita Fletcher, Ryan Risinger, Rick Wulbecker, Dean Bostrom, Greg Kuhs, Mike Clark, Christina Ferraro, Bret Fahnstrom, Amy Charlesworth, Diane Hilgers, Tony LaFrenerre, Dennis Stein, and Jan Buchs

NAYS:

None

The motion carried.

Extended School D54 Day Camp

Chairman Clark asked for a motion to approve the Extended School D54 Day Camp agreement as presented. Superintendent Finger presented further explanation. Trustee Stein made the motion and Trustee Risinger seconded the motion. Upon roll being called the vote was as follows:

AYES:

Rick Hanetho, Rita Fletcher, Ryan Risinger, Rick Wulbecker, Dean Bostrom, Greg Kuhs, Mike Clark, Christina Ferraro, Bret Fahnstrom, Amy Charlesworth, Diane Hilgers, Tony LaFrenerre, Dennis Stein, and Jan Buchs

NAYS:

None

The motion carried.

Information/Action Items

Accident/Injury Summary for 2016

Superintendent Breitlow informed the Board that vehicle incidents are at a 3 year low, due to consistent training. Participant incidents are also low due to the

implementation of the Behavior Team. Trustee Fletcher inquired about the “misc” injuries that have occurred. Superintendent Breitlow informed the Board that that category is whatever incident that could not be assigned into a specific category.

Closed/Executive Session

At this time Executive Session was invoked to discuss Executive Session Minutes under Section 5ILCS 120/2(c)(21). Chairman Clark asked for a motioned to convene into Executive Session at 10:53 a.m. under Section 2(c)(1) Personnel Section and 2 (c)(21) Executive Session Review of minutes. Trustee Stein made the motion and Trustee Fahnstrom seconded. Upon roll being called the vote was as follows:

AYES:

Rick Hanetho, Rita Fletcher, Ryan Risinger, Rick Wulbecker, Dean Bostrom, Greg Kuhs, Mike Clark, Christina Ferraro, Bret Fahnstrom, Amy Charlesworth, Diane Hilgers, Tony LaFrener, Dennis Stein, and Jan Buchs

NAYS:

None

The motion carried.

The Regular Session meeting reconvened at 10:58 am.

Action Taken on Executive Session

Chairman Clark called for a motion to approve Resolution 2016-17 to not release any Executive Session Minutes as presented. Trustee Charlesworth made the motion and Trustee Risinger seconded the motion. Upon roll being called the vote was as follows:

AYES:

Rick Hanetho, Rita Fletcher, Ryan Risinger, Rick Wulbecker, Dean Bostrom, Greg Kuhs, Mike Clark, Christina Ferraro, Bret Fahnstrom, Amy Charlesworth, Diane Hilgers, Tony LaFrener, Dennis Stein, and Jan Buchs

NAYS:

None

The motion carried.

At this time Executive Session was invoked to discuss Personnel under Section 2 (c)(1). Chairman Clark called for a motion to approve the Board’s recommendation as discussed in Executive Session. Trustee Hilgers made the motion and Trustee Stein seconded the motion. Upon roll being called the vote was as follows:

AYES:

Rick Hanetho, Rita Fletcher, Ryan Risinger, Rick Wulbecker, Dean Bostrom, Greg Kuhs, Mike Clark, Christina Ferraro, Bret Fahnstrom, Amy Charlesworth, Diane Hilgers, Tony LaFrenera, Dennis Stein, and Jan Buchs

NAYS:

None

The motion carried.

Adjournment

After no further business, Trustee Stein called for a motion to adjourn. Trustee Charlesworth made the motion and Trustee Risinger seconded the motion to adjourn the meeting at 10:59 a.m. Upon voice vote the motion carried.

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Secretary





**Account Statement - Transaction Summary**

For the Month Ending **December 31, 2016**

**NORTHWEST SPECIAL RECREATION ASSOCIATION - INVESTMENT HOLDING ACCOUNT -**

**Illinois Portfolio, IPDLAF+ Class**

Opening Market Value	23,022.34
Purchases	214,673.53
Redemptions	(210,170.61)
Unsettled Trades	0.00
Change in Value	0.00

**Closing Market Value \$27,525.26**

Cash Dividends and Income 11.53

**Illinois Trust CD Program**

Opening Market Value	1,244,000.00
Purchases	210,000.00
Redemptions	(210,000.00)
Unsettled Trades	0.00
Change in Value	0.00

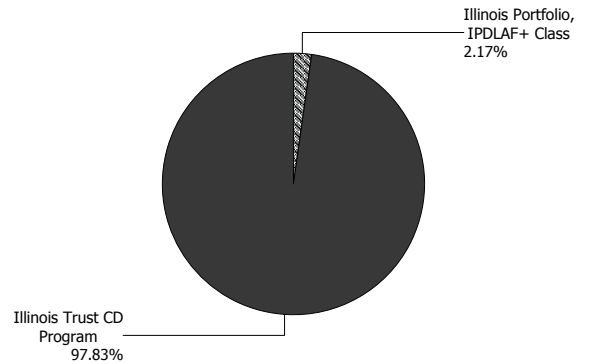
**Closing Market Value \$1,244,000.00**

Cash Dividends and Income 4,662.00

**Asset Summary**

	<b>December 31, 2016</b>	<b>November 30, 2016</b>
<b>Illinois Portfolio, IPDLAF+ Class</b>	27,525.26	23,022.34
<b>Illinois Trust CD Program</b>	1,244,000.00	1,244,000.00
<b>Total</b>	<b>\$1,271,525.26</b>	<b>\$1,267,022.34</b>

**Asset Allocation**





**Investment Holdings**

For the Month Ending **December 31, 2016**

**NORTHWEST SPECIAL RECREATION ASSOCIATION - INVESTMENT HOLDING ACCOUNT -**

Trade Date	Settlement Date	Security Description	Maturity Date	Rate	Investment Amount	Accrued Interest	Est. Value at Maturity
<b>Illinois Trust CD Program</b>							
01/19/16	01/19/16	CD - Affiliated Bank, TX	01/18/17	1.10	105,000.00	1,101.21	106,155.00
06/13/16	06/13/16	CD - Industrial & Commercial Bank Of China Usa, NY	02/15/17	0.90	100,000.00	498.08	100,609.04
03/31/16	03/31/16	CD - Cit Bank, N.A. (Fka Onewest Bank, N.A.), CA	03/31/17	1.16	105,000.00	921.01	106,218.00
05/18/16	05/18/16	CD - Bank Of The West, CA	05/18/17	1.00	100,000.00	624.66	101,000.00
08/24/16	08/24/16	CD - Franklin Synergy Bank, TN	08/24/17	1.10	219,000.00	858.00	221,409.00
10/12/16	10/12/16	CD - Bank Of The Ozarks, AR	10/12/17	1.00	105,000.00	233.01	106,050.00
06/28/16	06/28/16	CD - First National Bank Of Mcgregor (The), TX	12/26/17	1.25	100,000.00	640.41	101,869.86
12/22/16	12/22/16	CD - Prudential Savings Bank, PA	06/20/18	1.40	210,000.00	80.55	214,389.86
09/14/16	09/14/16	CD - Fieldpoint Private Bank & Trust, CT	09/14/18	1.20	200,000.00	716.71	204,800.00
<b>Total</b>					<b>\$1,244,000.00</b>	<b>\$5,673.64</b>	<b>\$1,262,500.76</b>



**Account Statement**

For the Month Ending **December 31, 2016**

**NORTHWEST SPECIAL RECREATION ASSOCIATION - INVESTMENT HOLDING ACCOUNT -**

Trade Date	Settlement Date	Transaction Description	Share or Unit Price	Dollar Amount of Transaction	Total Shares Owned
<b>Illinois Portfolio, IPDLAF+ Class</b>					
<b>Opening Balance</b>					<b>23,022.34</b>
12/01/16	12/01/16	IA_FEE CD GROUPED FEE TRANSACTION FOR: 11-30-2016	1.00	(153.34)	22,869.00
12/21/16	12/21/16	Purchase - Fixed Rate Maturity	1.00	214,662.00	237,531.00
12/21/16	12/21/16	IA_FEE CD GROUPED FEE TRANSACTION FOR: 12-21-2016	1.00	(17.27)	237,513.73
12/22/16	12/22/16	Redemption - Fixed Rate Investment	1.00	(210,000.00)	27,513.73
12/30/16	01/03/17	Accrual Income Div Reinvestment - Distributions	1.00	11.53	27,525.26

**Closing Balance** **27,525.26**

	Month of December	Fiscal YTD July-December		
<b>Opening Balance</b>	23,022.34	21,452.24	<b>Closing Balance</b>	27,525.26
<b>Purchases</b>	214,673.53	741,009.02	<b>Average Monthly Balance</b>	31,292.07
<b>Redemptions (Excl. Checks)</b>	(210,170.61)	(734,936.00)	<b>Monthly Distribution Yield</b>	0.43%
<b>Check Disbursements</b>	0.00	0.00		
<b>Closing Balance</b>	<b>27,525.26</b>	<b>27,525.26</b>		
<b>Cash Dividends and Income</b>	11.53	41.93		



**Account Statement**

For the Month Ending **December 31, 2016**

**NORTHWEST SPECIAL RECREATION ASSOCIATION - INVESTMENT HOLDING ACCOUNT -**

<b>Trade Date</b>	<b>Settlement Date</b>	<b>Transaction Description</b>	<b>Maturity Date</b>	<b>Rate</b>	<b>Dollar Amount of Transaction</b>
<b>Illinois Trust CD Program</b>					
12/21/16	12/21/16	MATURED - CD - Enerbank Usa, UT Original Quantity 210,000.00	12/21/16	1.1100	(214,662.00)
12/22/16	12/22/16	BOUGHT - CD - Prudential Savings Bank, PA (365 basis); Exp. Inc 4,389.86; Days to Maturity 545; Adv. BP 15.00	06/20/18	1.4000	210,000.00

NORTHWEST SPECIAL RECREATION ASSOCIATION  
SPECIAL LEISURE SERVICES FOUNDATION

**ORGANIZATIONAL CASH OVERVIEW DECEMBER 31, 2016**

	<u>NWSRA</u>	<u>SLSF</u>	<u>TOTAL</u>
<b><u>WORKING CASH</u></b>			
PETTY CASH	\$ 500	\$ 150	\$ 650
IMPREST/DONORSHARE (Harris Bank)	16,910	476	17,386
MMKT/BAC (Harris Bank)	1,834,219	239,152	2,073,371
PAYROLL (Harris Bank)	142,479		142,479
IPDLAF	135,574		135,574
TOTAL	2,129,683	239,778	2,369,461
<b><u>RESERVES: INVESTMENTS</u></b>			
BF EDWARDS		1,197,098	1,197,098
PFM Asset Management	1,271,525		1,271,525
TOTAL	1,271,525	1,197,098	2,468,623
<b><u>RESERVES:</u></b>			
<b><u>OPERATING</u></b>			
<b><u>CAPITAL</u></b>			
MAX SAFE 1 (Village Bank & Trust)	1,269,026		1,269,026
MAX SAFE 2 (Village Bank & Trust)	91,831		91,831
TOTAL	1,360,856		1,360,856
<b><u>TOTAL CASH &amp; RESERVES</u></b>			
<b>December 31, 2016</b>	\$ 4,762,064	\$ 1,436,876	\$ 6,198,940
 <b><u>TOTAL CASH &amp; RESERVES</u></b>			
<b>December 31, 2015</b>			
CASH	\$ 2,260,924	\$ 107,344	\$ 2,368,268
RESERVES - OPER	1,159,343		1,159,343
RESERVES - CAP	140,509		140,509
RESERVES - INVEST	1,000,440	1,228,927	2,229,367
	\$ 4,561,216	\$ 1,336,271	\$ 5,897,487

NORTHWEST SPECIAL RECREATION ASSOCIATION  
 BUDGET VS ACTUAL and CASH BALANCE

DECEMBER 31, 2016

(A) BUDGET  
 VS ACTUAL

MONTH	REVENUE			EXPENSES			EXCESS REVENUE (EXPENSE)		
	BUDGET	ACTUAL	OVER (UNDER)	BUDGET	ACTUAL	OVER (UNDER)	BUDGET	ACTUAL	OVER (UNDER)
January	909,851	938,786	28,934	381,262	228,291	(152,971)	528,589	710,495	181,905
February	36,703	122,429	85,726	368,690	308,612	(60,077)	(331,987)	(186,183)	145,803
March	280,871	221,307	(59,565)	418,129	332,632	(85,497)	(137,257)	(111,325)	25,932
April	61,633	207,179	145,546	386,874	385,777	(1,098)	(325,242)	(178,598)	146,644
May	1,138,259	804,743	(333,517)	434,232	324,826	(109,405)	704,028	479,916	(224,111)
June	61,706	493,273	431,567	476,892	414,782	(62,110)	(415,186)	78,492	493,677
July	934,782	652,138	(282,643)	425,602	407,536	(18,066)	509,179	244,602	(264,577)
August	61,668	94,445	32,777	422,962	577,198	154,236	(361,294)	(482,752)	(121,459)
September	305,802	408,432	102,630	554,305	475,847	(78,458)	(248,504)	(67,415)	181,089
October	134,620	469,976	335,356	408,981	288,919	(120,062)	(274,361)	181,057	455,418
November	1,018,329	364,401	(653,928)	365,764	372,928	7,164	652,565	(8,527)	(661,092)
December	133,241	368,768	235,526	429,130	565,600	136,470	(295,889)	(196,833)	99,056
TOTAL YTD	5,077,465	5,145,876	68,411	5,072,822	4,682,948	(389,874)	4,643	462,928	458,285

(B) CASH BALANCE

MONTH	BEGINNING OF	EXCESS REV.	NON-CASH	NON CASH	BALANCE SHEET	END OF
	MONTH	(EXP.) FOR MONTH	REVENUE	EXPENSES	TRANSACTIONS	MONTH
January	4,555,674	710,495	(643,196)		(1,245) a.	4,621,728
February	4,621,728	(186,183)	3,922		(710) a.	4,438,756
March	4,438,756	(111,325)	3,921		383 a.	4,331,735
April	4,331,735	(178,598)	3,922		(597) a.	4,156,462
May	4,156,462	479,916	3,921		448 a.	4,640,747
June	4,640,747	78,492	3,921		398 a.	4,723,558
July	4,723,558	244,602	3,921		465 a.	4,972,546
August	4,972,546	(482,752)	3,921		421 a.	4,494,136
September	4,494,136	(67,415)	3,921	1,057 b.	699 a.	4,432,398
October	4,432,398	181,057	3,921	(1,036) c.	(193) a.	4,616,147
November	4,616,147	(8,527)	3,921		(4,193) a.	4,607,348
December	4,607,348	(196,833)	3,921		345,736 a.	4,760,172

- a. FSA Withholding / Payments and collected key security deposits.
- b. Void Check - 12/15/14 Flaghouse \$1,056.87 (Copy for Auditors)
- c. Retained Earnings/Cash Adjs: Void Dated Outstanding Checks

SPECIAL LEISURE SERVICES FOUNDATION

BUDGET VS ACTUAL and CASH BALANCE

DECEMBER 31, 2016

(A) BUDGET VS ACTUAL	REVENUE			EXPENSES			EXCESS REVENUE (EXPENSE)		
	MONTH	BUDGET	ACTUAL	OVER (UNDER)	BUDGET	ACTUAL	OVER (UNDER)	BUDGET	ACTUAL
January	19,982	3,057	(16,925)	4,838	7,643	2,804	15,143	(4,586)	(19,729)
February	43,499	32,062	(11,437)	14,765	18,299	3,533	28,734	13,763	(14,971)
March	36,328	57,686	21,358	6,395	688	(5,707)	29,933	56,998	27,065
April	17,153	36,757	19,604	2,582	7,162	4,579	14,571	29,596	15,025
May	32,153	70,228	38,075	108,240	114,075	5,836	(76,087)	(43,847)	32,240
June	30,028	41,076	11,048	8,283	24,036	15,753	21,745	17,040	(4,705)
July	19,210	38,881	19,671	4,983	12,351	7,368	14,227	26,530	12,303
August	36,160	52,835	16,675	1,450	4,665	3,215	34,710	48,170	13,460
September	49,688	78,632	28,944	24,571	14,988	(9,583)	25,117	63,644	38,527
October	33,516	40,384	6,868	120,015	98,858	(21,158)	(86,499)	(58,474)	28,025
November	71,166	52,464	(18,702)	16,695	25,506	8,810	54,471	26,958	(27,513)
December	32,277	32,100	(177)	108,284	163,987	55,703	(76,006)	(131,887)	(55,881)
<b>TOTAL YTD</b>	<b>421,159</b>	<b>536,162</b>	<b>115,003</b>	<b>421,102</b>	<b>492,257</b>	<b>71,155</b>	<b>57</b>	<b>43,905</b>	<b>43,848</b>

(B) CASH BALANCE	BEGINNING OF MONTH	EXCESS REV. (EXP.) FOR MONTH	NON-CASH REVENUE	NON CASH EXPENSES	BALANCE SHEET TRANSACTIONS	END OF MONTH
January	1,374,029	(4,586)			0	1,369,444
February	1,369,444	13,763			0	1,383,207
March	1,383,207	56,998			0	1,440,205
April	1,440,205	29,596			0	1,469,801
May	1,469,801	(43,847)			0	1,425,953
June	1,425,953	17,040			0	1,442,993
July	1,442,993	26,530			0	1,469,523
August	1,469,523	48,170			(2,355)	1,515,339
September	1,515,339	63,644			0	1,578,983
October	1,578,983	(58,474)			0	1,520,509
November	1,520,509	26,958			12,850	1,560,317
December	1,560,317	(131,887)			2,650	1,431,079

SPECIAL LEISURE SERVICES FOUNDATION

BUDGET VS ACTUAL - SUMMARY BY TYPE

TWELVE MONTHS ENDING DECEMBER 31, 2016

	2016			2015 PRIOR YR ACTUAL
	ACTUAL	BUDGET	OVER (UNDER)	
<b><u>REVENUE</u></b>				
GRANTS	104,816	75,455	29,361	77,039
RESTRICTED FUNDRAISING	56,930	53,175	3,755	57,779
RESTRICTED DONATIONS	2,990	2,958	32	7,210
UNRESTRICTED FUNDRAISING	246,009	232,629	13,380	273,745
UNRESTRICTED DONATIONS	54,872	24,500	30,372	35,748
NET INCOME CARRY OVER	0	0	0	0
TOTAL REVENUE	465,616	388,717	76,900	451,521
<b><u>EXPENDITURES</u></b>				
ADMINISTRATION	34,423	24,788	9,635	30,276
RESTRICTED FUNDRAISING	11,704	12,002	(298)	12,060
UNRESTRICTED FUNDRAISING	90,935	86,028	4,907	84,827
GRANTS GIVEN	355,196	190,000	165,196	310,000
TOTAL EXPENSES	492,257	312,818	179,439	437,163
<b><u>OPERATING</u></b>				
EXCESS REVENUE (EXPENSES)	(26,641)	75,898	(102,539)	14,358
<b><u>INVESTMENT INCOME (LOSS)</u></b>				
	70,545	165	70,380	15,460
*				
<b><u>NET EXCESS REVENUE (EXPENSE)</u></b>	\$ 43,904	\$ 76,063	\$ (32,159)	\$ 29,818

\*includes BF Edwards Investment Income and Interest Income from BAC account



**Northwest Special Recreation Association**  
**Balance Sheet**  
As of December 31, 2016

	Dec 31, 16
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
10200 · Imprest (Harris Bank)	16,909.83
10300 · Petty Cash	500.00
10700 · IPDLAF+	135,574.36
10800 · Payroll Checking (Harris Bank)	142,478.91
11200 · PFM Investments Hold Account	
11210 · PFM Investments CD Program	1,155,000.00
11200 · PFM Investments Hold Account - Other	116,525.26
<b>Total 11200 · PFM Investments Hold Account</b>	<b>1,271,525.26</b>
11600 · Money Market (Harris Bank)	1,834,219.42
11650 · MAX SAFE 1 (Village Bank&Trust)	1,269,025.54
11660 · MAX SAFE 2 (Village Bank&Trust)	91,830.67
11700 · Small Bus. (Village Bank&Trust)	100.00
11800 · Credit Card - American Express	294.00
11810 · Credit Card - Discover	81.50
11820 · Credit Card - MasterCard	-1,297.50
11830 · Credit Card - Visa	-1,501.01
11840 · MC/VISA On-Line	431.75
<b>Total Checking/Savings</b>	<b>4,760,172.73</b>
<b>Accounts Receivable</b>	
12000 · Accounts Receivable	12,627.53
<b>Total Accounts Receivable</b>	<b>12,627.53</b>
<b>Other Current Assets</b>	
12200 · PREPAID EXPENSES	21,966.43
<b>Total Other Current Assets</b>	<b>21,966.43</b>
<b>Total Current Assets</b>	<b>4,794,766.69</b>
<b>Fixed Assets</b>	
13050 · Buildings	1,006,000.00
13060 · Building Improvements	335,644.00
13070 · Parking Lot	71,730.00
13100 · Equipment	166,583.00
13110 · Accum.Depre- Equipment	-21,058.24
13200 · Transportation Equipment	1,075,922.60
13210 · Accum.Depre.	-1,155,054.28
<b>Total Fixed Assets</b>	<b>1,479,767.08</b>
<b>TOTAL ASSETS</b>	<b>6,274,533.77</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Other Current Liabilities</b>	
21600 · Security Deposits	2,200.00
22000 · Accrued Payroll	87,311.91
22100 · FSA WH/PYMTS	6,422.56
23000 · Deferred Revenue	45,807.05
23200 · Deferred Member District Assmnt	345,397.80
<b>Total Other Current Liabilities</b>	<b>487,139.32</b>
<b>Total Current Liabilities</b>	<b>487,139.32</b>
<b>Long Term Liabilities</b>	
22500 · ACCRUED VACATION	98,063.17
<b>Total Long Term Liabilities</b>	<b>98,063.17</b>
<b>Total Liabilities</b>	<b>585,202.49</b>
<b>Equity</b>	
29500 · Retained Earnings	3,685,887.58
29550 · INVESTMENT IN CAPITAL ASSETS	1,492,469.00
Net Income	510,974.70
<b>Total Equity</b>	<b>5,689,331.28</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>6,274,533.77</b>

Special Leisure Services Foundation  
**Balance Sheet**  
As of December 31, 2016

	<u>Dec 31, 16</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
10100 · Petty Cash	150.00
10200 · BAC Account (Harris Bank)	239,151.81
10600 · DonorShare (Harris Bank)	476.37
11300 · BENJAMIN EDWARDS	
11310 · Investments-Cash	117,118.04
11300 · BENJAMIN EDWARDS - Other	1,079,979.54
<b>Total 11300 · BENJAMIN EDWARDS</b>	<u>1,197,097.58</u>
11820 · Credit Card - MasterCard	-14.00
11830 · Credit Card - Visa	-5,782.73
<b>Total Checking/Savings</b>	<u>1,431,079.03</u>
<b>Total Current Assets</b>	1,431,079.03
Other Assets	
12500 · PREPAID EXPENSES	1,499.97
<b>Total Other Assets</b>	<u>1,499.97</u>
<b>TOTAL ASSETS</b>	<b><u>1,432,579.00</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	
21200 · Deferred Revenue	15,500.00
<b>Total Other Current Liabilities</b>	<u>15,500.00</u>
<b>Total Current Liabilities</b>	<u>15,500.00</u>
<b>Total Liabilities</b>	15,500.00
Equity	
29000 · Retained Earnings	1,355,691.68
29200 · Net Assets-Temp. Restricted	17,483.05
Net Income	43,904.27
<b>Total Equity</b>	<u>1,417,079.00</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>1,432,579.00</u></b>



**BENJAMIN F. EDWARDS & Co.**  
 INVESTMENTS for GENERATIONS  
 One North Brentwood Blvd., Suite 850  
 Saint Louis, MO 63105 314-726-1600

\* 00006651 03 AT 0.646 03 TR 00055 X220PA02 110000

SPECIAL LEISURE SERVICES  
 FOUNDATION  
 ATTN TRACEY CRAWFORD  
 3000 CENTRAL RD STE 205  
 ROLLING MDWS IL 60008-2551



**Your Financial Consultant:**  
 HANSON / FISHER / VANDERLUGT  
 (630) 871-2673

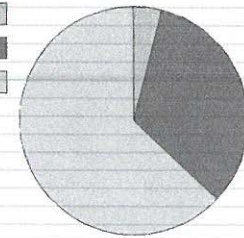
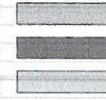
Account Number: ~~00XXXXXX~~  
 Statement Period: 12/01/2016 - 12/31/2016

**Portfolio at a Glance**

	This Period	Year-to-Date
<b>Beginning Account Value</b>	<b>\$1,361,614.33</b>	<b>\$1,281,204.01</b>
Deposits (Cash & Securities)	0.00	17,000.00
Withdrawals (Cash & Securities)	-171,547.00	-171,547.00
Dividends, Interest and Other Income	23,078.76	40,930.00
Net Change in Portfolio	-16,048.51	29,510.57
<b>Ending Account Value</b>	<b>\$1,197,097.58</b>	<b>\$1,197,097.58</b>
Estimated Annual Income	\$17,017.07	

**Asset Summary**

	Prior Year-End	Last Period	This Period	% Allocation
Cash, Money Funds, and Bank Deposits <sup>1</sup>	117,118.04	220,102.45	49,732.24	4%
Fixed Income	421,289.85	394,719.20	391,337.10	33%
Mutual Funds	742,796.12	746,792.68	756,028.24	63%
<b>Account Total (Pie Chart)</b>	<b>\$1,281,204.01</b>	<b>\$1,361,614.33</b>	<b>\$1,197,097.58</b>	<b>100%</b>



Please review your allocation periodically with your Financial Consultant.

<sup>1</sup> The Bank Deposits in your account are FDIC insured bank deposits. FDIC insured bank deposits are not securities and are not covered by the Securities Investor Protection Corporation (SIPC). These bank deposits are covered by the Federal Deposit Insurance Corporation (FDIC), up to allowable limits.



**NWSRA**  
**FY 2016 Financial Report**  
**January-December 2016**

Line Item #	Description	FY 2016 Budget	January-December 2016	% Change from Budget	Explanation
<b>Income</b>					
310000	Member District Assessments	4,197,810.99	4,197,811.03	100.0%	On track for this line item.
320000	Program Fees	518,410.50	571,171.65	110.2%	Above budget due to PURSUIT revenue is 200% more than budgeted, also an automatic withdrawal system was implemented allowing for securing of more fees.
321000	Transportation - Door to Door	8,220.00	9,193.50	111.8%	Above budget due to adding 3 new programs for the physically impaired population
321100	Transportation - Pick up Points	21,357.00	22,057.77	103.3%	Above budget due to 17 additional summer campers registering for transportation.
340000	Non-Program Revenue	33,416.98	35,468.59	106.1%	Above budget due to a higher than anticipated Pcard Rebate and a PDRMA risk management grant.
350000	SLSF Grant Contributions	285,000.00	285,000.00	100.0%	On track for this line item.
360000	Sale of Fixed Assets	1,000.00	6,884.90	688.5%	Vehicles were sold at the auction for a much higher price than anticipated.
370000	Interest	12,250.00	18,288.65	149.3%	Budgeted conservatively due to low market rates. Market rates has improved resulting in greater returns on our PFM investments.
380000	Revenue SLSF	0.00	0.00	0.0%	This line item is an in/out account; the money is listed as donations on NWSRA registrations and is transferred to SLSF annually.
385000	Transfer of Reserve	0.00	0.00	0.00%	No activity budgeted in this line item.
	<b>Total Income</b>	<b>5,077,465.47</b>	<b>5,145,876.09</b>	<b>101.3%</b>	
<b>Administration</b>					
421000	Professional Fees	15,450.00	12,044.50	78.0%	Slightly below budgeted due to lower than anticipated legal fees.
421100	Office Supplies	3,420.00	8,166.33	238.8%	Amount is above budget, as items were purchased at the end of 2016 to be used in 2017.
421150	Credit Card & Bank Fees	9,000.00	7,945.74	88.3%	Slightly below budget due to lower than anticipated credit card processing fees.
421200	Postage	11,100.00	5,779.77	52.1%	This item is much lower than anticipated due to an updated procedure for tracking and recovering SLSF postage expenses. Also, postage is less due to increased utilization of online surveys and mailings, versus paper.
421300	Telephone/Fax	12,200.00	9,310.36	76.3%	Line item is lower than anticipated due to early installation of telephone system in January versus mid-year, resulting in savings on the monthly phone bill.
421400	Conference/Education	36,909.50	38,403.19	104.0%	Amount is above budgeted amount due to professional meetings in preparation for the Distinguished Agency Accreditation and Strategic Planning Meetings; involving professionals in the field in these processes. Additionally, the line item under miscellaneous trainings is higher than anticipated due to some unanticipated necessary trainings.
421500	Memberships	17,559.00	15,256.35	86.9%	Below budget due to 3 professional exams were not taken this FY. The number of staff required to renew their CTRS maintenance fee was less than anticipated.
421600	Health Insurance	583,152.55	445,654.14	76.4%	Below budget because health insurance is budgeted at full exposure. Not all employees utilize NWSRA health insurance, and there were two full time positions vacant for the third quarter.
421700	Maintenance/Utilities	43,137.25	38,835.19	90.0%	Slightly below budget due to NICOR gas being lower than budgeted (and lower than 2015) and fewer miscellaneous repairs.
421800	Rent	12,780.00	12,780.00	100.0%	On track for this line item.
421900	Computer	78,357.51	83,141.73	106.1%	Amount is slightly above budget due to hardware/software purchases made at the end of 2016 to save costs in 2017.
	<b>Subtotal Administration Expense</b>	<b>823,065.81</b>	<b>677,317.30</b>	<b>82.3%</b>	

**NWSRA**  
**FY 2016 Financial Report**  
**January-December 2016**

Line Item #	Description	FY 2016 Budget	January-December 2016	% Change from Budget	Explanation
<b>Program</b>					
422100	Rental Municipal	28,151.51	21,784.85	77.4%	Budgeted for schools to charge for Social Club activities (plays and sporting events) but activities were comped. Leisure Education did not have as many classrooms select programs at NSSEO facilities. Leisure Education budgeted for classrooms to attend programs at Metroplis Performing Arts Center, those activities moved to Buffalo Grove Park District Community Arts Center.
422200	Rental Commercial	165,453.25	110,055.49	66.5%	Day Camp Coordinators utilized park district facilities for field trips at no cost, many commercial facilities used for field trips did not charge a fee to day camps, only spending 29% of the camp commercial facility budget. Many special events utilize commercial facilities; in 2016 63% of special events ran, impacting the budget accordingly.
422300	Program Development	11,526.50	11,622.92	100.8%	On track for this line item.
422400	Program Supplies	53,215.00	66,062.59	124.1%	Amount is above budget due to unanticipated purchases of sensory items for the Snoezelen Room. Additional purchases were made at the end of 2016 to save costs in 2017.
422500	Commercial Transportation	104,850.00	72,590.44	69.2%	Lower than budgeted due to three less routes for 8-week summer day camp. (One camp was cancelled, two camps combined into one route and one less After Care Route).
422600	Transportation Program Staff	16,500.00	19,087.53	115.7%	Slightly above budget due to Inclusion Rovers receiving mileage.
422700	Transportation Maintenance	65,375.00	65,923.97	100.8%	On track for this line item.
422800	Transportation Gas/Tolls/Park	53,100.00	36,514.61	68.8%	Below budget due to higher gas prices anticipated.
422900	Printing	43,550.00	48,322.86	111.0%	Above budget due to purchase of replacement printers and paper at the end of 2016.
423100	Public Awareness	7,890.00	8,366.78	106.0%	Slightly above budget due to purchase of Fair/Expo supplies at end of 2016.
	<b>Subtotal Program Expense</b>	<b>549,611.26</b>	<b>460,332.04</b>	<b>83.8%</b>	
<b>Salary</b>					
424100	Full Time Staff Salary	1,997,639.81	1,915,941.83	95.9%	Slightly lower than budget due to two vacant positions for several months.
424200	Part Time Staff Salary	457,631.84	396,726.22	86.7%	Below budget because budgeted for a minimum wage increase which did not occur.
424300	Payroll Processing	30,740.70	26,238.66	85.4%	Slightly below target for this item because check and W2 processing costs were lower.
424500	Car Allowance	7,800.00	7,800.00	100.0%	On target for this item.
	<b>Subtotal Salary Expense</b>	<b>2,493,812.35</b>	<b>2,346,706.71</b>	<b>94.1%</b>	
<b>Liability/Audit/IMRF</b>					
441000	Liability/PDRMA	96,412.08	88,572.08	91.9%	Below budget due to no unemployment costs.
442000	Audit	6,250.00	6,250.00	100.0%	On target for this item.
442100	Employer FICA	228,680.52	201,672.08	88.2%	Amount below budget is related to the lower than budgeted amount of full time salaries.
442200	IMRF	266,684.92	256,860.11	96.3%	Amount below budget is related to the lower than budgeted amount of full time salaries.
	<b>Subtotal Liability/Audit/IMRF Expenses</b>	<b>598,027.52</b>	<b>553,354.27</b>	<b>92.5%</b>	
<b>ADA Compliance/Capital</b>					
450000	ADA Compliance	534,846.12	454,272.12	84.9%	Slightly lower than budget due to budgeting for minimum wage increase, which did not occur.
460000	Capital Equipment Replacement	73,459.18	99,064.07	134.9%	Amount is higher than budgeted due to purchases made at the end of 2016 for the PURSUIT 2 program.
	<b>Subtotal ADA/Capital Expenses</b>	<b>608,305.30</b>	<b>553,336.19</b>	<b>91.0%</b>	
	<b>Total Expenses</b>	<b>5,072,822.24</b>	<b>4,591,046.51</b>	<b>90.5%</b>	

**NWSRA**  
**FY 2016 Financial Report**  
**January-December 2016**

Line Item #	Description	FY 2016 Budget	January-December 2016	% Change from Budget	Explanation
	Net Income(Revenue-Expenses)	4,643.23	554,829.58	11949.2%	

**Warrant #12A  
Summary  
December 31, 2016**

Administration		Programs		Salary		Liability/Audit/IMRF		ADA/Capital	
421000	Prof. Fees	422100	Rent Municipal	424100	Full Time	441000	Liability/PDRMA	450000	ADA Compliance
421100	Office Supply	422200	Rent Commercial	424200	Part Time	442000	Audit	460000	Capital Replacement
421150	Fees	422300	Program Dev.	424300	Payroll Processing	442100	FICA		
421200	Postage	422400	Program Supply	424500	Car Allowance	442200	IMRF		
421300	Phones/Fax	422500	Comm. Trans.						
421400	Conference/Education	422600	Staff Mileage						
421500	Memberships	422700	Trans. Maint.						
421600	Health Insurance	422800	gas/tolls/parking						
421700	Maint./Utilities	422900	Printing						
421800	Rent	423000	Sub./Ads.						
421900	Computers	423100	Public Awareness						

<b>Total for IPDLAF Accounts Payable</b>	<b>171,365.43</b>
<b>Total IPDLAF Electronic Accounts Payable (PCARDS, EXCALIBUR, IMRF, ADP)</b>	<b>124,197.10</b>
<b>Total IMPREST Accounts Payable</b>	<b>3,415.15</b>
	<b>298,977.68</b>

Motion to approve Warrant #12A dated December 31, 2016 totaling

\$298,977.68

**Northwest Special Recreation Association  
IPDLAF Accounts Payable  
Warrant #12A December 31, 2016**

Num	Name	Memo	Account	Amount
21575	Alexian Brothers Corporate Health Service	Invoice 614703 Invoice 614703	10700 · IPDLAF+ 441002 · Drug Tests / Physicals	<b>-25.00</b> 25.00 <u>25.00</u>
21576	Best Bus Sales	2017 Ford E450 Glaval Universal 2017 Ford E450 Glaval Universal	10700 · IPDLAF+ 460001 · Capital Equipment Replacement	<b>-61,699.00</b> 61,699.00 <u>61,699.00</u>
21577	Frontline Technologies Group LLC	Invoice INVUS65576 Invoice INVUS65576	10700 · IPDLAF+ 421905 · Miscellaneous Software	<b>-813.20</b> 813.20 <u>813.20</u>
21578	Hudson Energy Services, LLC	Invoice 1612000014 - Svc 11/1-11/29/16 Invoice 1612000014 - Svc 11/1-11/29/16	10700 · IPDLAF+ 421704 · Hudson Energy	<b>-371.58</b> 371.58 <u>371.58</u>
21579	School District 54	Invoice OM26881 & OM26882 Invoice OM26881 Invoice OM26882	10700 · IPDLAF+ 422106 · Weekly Programs 422106 · Weekly Programs	<b>-432.00</b> 216.00 216.00 <u>432.00</u>
21580	Jennifer Voss	Fall Zumba 9/13-11/15 Fall Zumba 9/13-11/15	10700 · IPDLAF+ 422106 · Weekly Programs	<b>-190.00</b> 190.00 <u>190.00</u>
21581	WEX Bank	Invoice 47955407 Invoice 47955407	10700 · IPDLAF+ 422801 · Gas	<b>-3,351.37</b> 3,351.37 <u>3,351.37</u>
21582	School District 54	Invoice OM26793 Invoice OM26793	10700 · IPDLAF+ 422106 · Weekly Programs	<b>-162.00</b> 162.00 <u>162.00</u>
21583	Bartlett Park District	Archery Equipment 2016 Archery Equipment 2016	10700 · IPDLAF+ 422417 · General Supplies	<b>-1,000.00</b> 1,000.00 <u>1,000.00</u>
21584	Signs Plus	Invoice 17353 Invoice 17353	10700 · IPDLAF+ 422705 · Miscellaneous	<b>-325.00</b> 325.00 <u>325.00</u>
21585	Bill's Auto & Truck Repair	Invoices 85045-85343 Invoices 85045-85343	10700 · IPDLAF+ 422704 · Regular / Repair Service	<b>-4,331.51</b> 4,331.51 <u>4,331.51</u>
21586	SLSF	Donations Made to SLSF FYE 2016 Donations Made to SLSF FYE 2016	10700 · IPDLAF+ 380001 · Revenue SLSF	<b>-1,292.50</b> 1,292.50 <u>1,292.50</u>
21587	Palatine Stable	Fall 2016 - Group Lessons Fall 2016 - Group Lessons	10700 · IPDLAF+ 422106 · Weekly Programs	<b>-3,572.00</b> 3,572.00 <u>3,572.00</u>
21588	Buffalo Grove Park District	Invoice 2544 Invoice 2544	10700 · IPDLAF+ 450003 · Buffalo Grove	<b>-782.71</b> 782.71 <u>782.71</u>
21589	PDRMA	Invoice SH16132H	10700 · IPDLAF+	<b>-43,740.65</b>



**Northwest Special Recreation Association  
IPDLAF Accounts Payable  
Warrant #12A December 31, 2016**

<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Account</b>	<b>Amount</b>
		Invoice SH16132H	421603 · Premium	43,740.65
				<u>43,740.65</u>
<b>21590</b>	<b>PDRMA</b>	<b>Invoice SH16132</b>	<b>10700 · IPDLAF+</b>	<b>-40,131.06</b>
		Invoice SH16132	441004 · PDRMA Liability	40,131.06
				<u>40,131.06</u>
<b>21591</b>	<b>Illinois Association of Park Districts</b>	<b>Invoice JDPAC9</b>	<b>10700 · IPDLAF+</b>	<b>-4.00</b>
		Invoice JDPAC9	421505 · Distinguished Accreditation	4.00
				<u>4.00</u>
<b>21592</b>	<b>School District 54</b>	<b>Invoice OM27032 &amp; OM27033</b>	<b>10700 · IPDLAF+</b>	<b>-108.00</b>
		Invoice OM27032 & OM27033	422106 · Weekly Programs	108.00
				<u>108.00</u>
<b>21593</b>	<b>Verizon Wireless</b>	<b>Invoice 9777707965</b>	<b>10700 · IPDLAF+</b>	<b>-95.51</b>
		Invoice 9777707965	421301 · Cell Phone Service	95.51
				<u>95.51</u>
<b>21594</b>	<b>NCPERS Group Life Insurance</b>	<b>Invoice 54360117</b>	<b>10700 · IPDLAF+</b>	<b>-16.00</b>
		Invoice 54360117	421603 · Premium	16.00
				<u>16.00</u>
<b>21595</b>	<b>Nicor Gas</b>	<b>Svc 11/29 - 12/29/16</b>	<b>10700 · IPDLAF+</b>	<b>-313.81</b>
		92-52-44-00006 11/29-12/29	421703 · Gas	143.21
		82-52-44-00007 11/29-12/29	421703 · Gas	170.60
				<u>313.81</u>
<b>21596</b>	<b>Robbins Schwartz</b>	<b>Invoice 271843 HAK</b>	<b>10700 · IPDLAF+</b>	<b>-855.00</b>
		Invoice 271843 HAK	421002 · Legal Fees	855.00
				<u>855.00</u>
<b>21599</b>	<b>Hudson Energy Services, LLC</b>	<b>Invoice 1701000342 - Svc 11/29-12/30/16</b>	<b>10700 · IPDLAF+</b>	<b>-384.45</b>
		Invoice 1701000342 - Svc 11/29-12/30/16	421704 · Hudson Energy	384.45
				<u>384.45</u>
<b>21600</b>	<b>WEX Bank</b>	<b>Invoice 48331487</b>	<b>10700 · IPDLAF+</b>	<b>-1,046.71</b>
		Invoice 48331487	422801 · Gas	1,046.71
				<u>1,046.71</u>
<b>21601</b>	<b>Buffalo Grove Park District</b>	<b>Invoice 2550</b>	<b>10700 · IPDLAF+</b>	<b>-968.07</b>
		Invoice 2550	450003 · Buffalo Grove	968.07
				<u>968.07</u>
<b>21602</b>	<b>ComEd</b>	<b>Acct 4629682000 11/29 - 12/30/16</b>	<b>10700 · IPDLAF+</b>	<b>-373.80</b>
		Acct 4629682000 11/29 - 12/30/16	421702 · Electric	373.80
				<u>373.80</u>
<b>21603</b>	<b>Alexian Brothers Corporate Health Service</b>	<b>Invoice 616810</b>	<b>10700 · IPDLAF+</b>	<b>-48.00</b>
		Invoice 616810	441002 · Drug Tests / Physicals	48.00
				<u>48.00</u>
<b>21604</b>	<b>John S. Swift Company, Inc.</b>	<b>Invoice 16-0514 &amp; 16-0573</b>	<b>10700 · IPDLAF+</b>	<b>-4,932.50</b>
		Invoice 16-0514	422907 · Seasonal Brochure	4,452.50
		Invoice 16-0573	422908 · Stationary / Business Cards	480.00
				<u>4,932.50</u>
<b>Total for Warrant #12A IPDLAF Accounts Payable</b>				<b><u>171,365.43</u></b>

**Northwest Special Recreation Association**  
**IMPREST Accounts Payable**  
**Warrant #12A**  
**December 31, 2016**

Num	Name	Memo	Account	Amount
22387	Julianne Stretch	Refund - Frosty Kids Camp 4312 W2017	10200 · Imprest (Harris Bank)	-127.00
		Refund - Frosty Kids Camp 4312 W2017	11600 · Money Market (Harris Bank)	127.00
				127.00
22388	Cynthia Perrino	Refund 5138 Aldrm 2016-2017	10200 · Imprest (Harris Bank)	-29.00
		Refund 5138 Aldrm 2016-2017	11600 · Money Market (Harris Bank)	29.00
				29.00
22389	U.S. Postal Service	Postage - W/S 2017 Brochure & Fash Shw Invites	10200 · Imprest (Harris Bank)	-448.50
		Postage - W/S 2017 Brochure	421201 · Postage	248.50
		Postage - 2017 Fash Shw Invites	421201 · Postage	200.00
				448.50
22390	Tenner, Kyle C.	Reissue PR ck 5/13/16 #53007918	10200 · Imprest (Harris Bank)	-100.40
		Reissue PR ck 5/13/16 #53007918	21700 · Unclaimed Payroll Earnings	100.40
				100.40
22391	Kelly DeCorrevont	VOID: Reissue Check #22003 3/11/16	10200 · Imprest (Harris Bank)	0.00
				0.00
22392	NSSEO	Nov & Dec 2016 Facility Usage	10200 · Imprest (Harris Bank)	-398.03
		Nov & Dec 2016 Facility Usage	422106 · Weekly Programs	375.50
		Nov & Dec 2016 Facility Usage	422102 · Leisure Education	22.53
				398.03
22393	Nelson Waller	Refund - 4320 & 4321 Fall 2016	10200 · Imprest (Harris Bank)	-155.00
		Refund - 4320 Winter Brk Camp Fall 2016	11600 · Money Market (Harris Bank)	61.00
		Refund - 4321 Winter Camp Fall 2016	11600 · Money Market (Harris Bank)	94.00
				155.00
22394	Jessica Johnsen	Key Deposit & Mileage Dec 2016	10200 · Imprest (Harris Bank)	-94.40
		Key Deposit	21600 · Security Deposits	50.00
		Dec 2016 Mileage	422601 · Staff Mileage	44.40
				94.40
22395	Lianne Paterson	Refund - Frosty kids Camp 4312	10200 · Imprest (Harris Bank)	-127.00
		Refund - Frosty kids Camp 4312	11600 · Money Market (Harris Bank)	127.00
				127.00
22396	Adatto, Ted G.	CPRP Reimbursement	10200 · Imprest (Harris Bank)	-304.00
		CPRP Reimbursement	421503 · CPRP Exam / Renewal	304.00
				304.00
22397	Elizabeth Luszczyk	Interpreter - 11/6-12/5	10200 · Imprest (Harris Bank)	-60.00
		Interpreter - 11/6-12/5	450014 · Schaumburg	60.00
				60.00
22398	Michele Paradise/Petty Cash Program	12/31/16 Reimbursement	10200 · Imprest (Harris Bank)	-124.72
		Postage Due	421201 · Postage	1.74
		Computer Stands	421105 · Supplies	15.00
		Lunch & Parking	422204 · Special Events	28.48
		Coins & Fee	422206 · Weekly Programs	72.00
		Laudromat	422409 · PURSUIT	7.50
				124.72
22399	Adatto, Ted G.	Mileage	10200 · Imprest (Harris Bank)	-115.44
		Mileage	422601 · Staff Mileage	115.44
				115.44
22400	Manny Aguilar	Mileage	10200 · Imprest (Harris Bank)	-71.60
		Mileage	422601 · Staff Mileage	71.60
				71.60

**Northwest Special Recreation Association**  
**IMPREST Accounts Payable**  
**Warrant #12A**  
**December 31, 2016**

Num	Name	Memo	Account	Amount
22401	Breitlow, Trisha D.	Mileage	10200 · Imprest (Harris Bank)	-16.10
		Mileage	422601 · Staff Mileage	16.10
				<u>16.10</u>
22402	Mary Lou D'Astice	mileage	10200 · Imprest (Harris Bank)	-19.43
		mileage	422601 · Staff Mileage	19.43
				<u>19.43</u>
22403	Jessica Earhart	Mileage	10200 · Imprest (Harris Bank)	-53.84
		Mileage	422601 · Staff Mileage	53.84
				<u>53.84</u>
22404	Nicole Estrada	Mileage	10200 · Imprest (Harris Bank)	-81.59
		Mileage	422601 · Staff Mileage	81.59
				<u>81.59</u>
22405	Finger, Jayne	Mileage	10200 · Imprest (Harris Bank)	-17.21
		Mileage	422601 · Staff Mileage	17.21
				<u>17.21</u>
22406	Tori Gonzalez	Mileage	10200 · Imprest (Harris Bank)	-125.43
		Mileage	422601 · Staff Mileage	125.43
				<u>125.43</u>
22407	Andrea Griffin	mileage	10200 · Imprest (Harris Bank)	-31.08
		mileage	422601 · Staff Mileage	31.08
				<u>31.08</u>
22408	Horton, Jenna	Mileage	10200 · Imprest (Harris Bank)	-41.63
		Mileage	422601 · Staff Mileage	41.63
				<u>41.63</u>
22409	Rachel Hubsch	mileage	10200 · Imprest (Harris Bank)	-106.01
		mileage	422601 · Staff Mileage	106.01
				<u>106.01</u>
22410	Mackenzie Irelan	mileage	10200 · Imprest (Harris Bank)	-57.17
		mileage	422601 · Staff Mileage	57.17
				<u>57.17</u>
22411	Miles, Renee C.	mileage	10200 · Imprest (Harris Bank)	-22.20
		mileage	422601 · Staff Mileage	22.20
				<u>22.20</u>
22412	Jacklyn Moore	Mileage	10200 · Imprest (Harris Bank)	-63.27
		Mileage	422601 · Staff Mileage	63.27
				<u>63.27</u>
22413	Paradise, Michele	Mileage	10200 · Imprest (Harris Bank)	-40.96
		Mileage	422601 · Staff Mileage	40.96
				<u>40.96</u>
22414	Katrina Place	mileage	10200 · Imprest (Harris Bank)	-82.70
		mileage	422601 · Staff Mileage	82.70
				<u>82.70</u>
22415	Megan Quandt	mileage	10200 · Imprest (Harris Bank)	-33.86
		mileage	422601 · Staff Mileage	33.86
				<u>33.86</u>
22416	Michael Rusin	Mileage	10200 · Imprest (Harris Bank)	-54.39
		Mileage	422601 · Staff Mileage	54.39
				<u>54.39</u>

**Northwest Special Recreation Association**  
**IMPREST Accounts Payable**  
**Warrant #12A**  
**December 31, 2016**

Num	Name	Memo	Account	Amount
22417	Jodi Schultz	Mileage	10200 · Imprest (Harris Bank)	-58.83
		Mileage	422601 · Staff Mileage	58.83
				<u>58.83</u>
22418	Snyder, Joann	Mileage	10200 · Imprest (Harris Bank)	-92.13
		Mileage	422601 · Staff Mileage	92.13
				<u>92.13</u>
22419	Erica Stanko	Mileage	10200 · Imprest (Harris Bank)	-60.50
		Mileage	422601 · Staff Mileage	60.50
				<u>60.50</u>
22420	Elizabeth Thomas	mileage	10200 · Imprest (Harris Bank)	-36.08
		mileage	422601 · Staff Mileage	36.08
				<u>36.08</u>
22421	Theresa Waite	Mileage	10200 · Imprest (Harris Bank)	-49.40
		Mileage	422601 · Staff Mileage	49.40
				<u>49.40</u>
22422	Werhane, Montana	Mileage	10200 · Imprest (Harris Bank)	-76.59
		Mileage	422601 · Staff Mileage	76.59
				<u>76.59</u>
22423	Woodard, Miranda	Mileage	10200 · Imprest (Harris Bank)	-6.66
		Mileage	422601 · Staff Mileage	6.66
				<u>6.66</u>
22424	Fidelina Moreno	Refund - LED 5122 F2016	10200 · Imprest (Harris Bank)	-11.00
		Refund - LED 5122 F2016	11600 · Money Market (Harris Bank)	11.00
				<u>11.00</u>
22425	Sharon Moeykens	Refund - LED 5122 F2016	10200 · Imprest (Harris Bank)	-11.00
		Refund - LED 5122 F2016	11600 · Money Market (Harris Bank)	11.00
				<u>11.00</u>
22426	Serrano, Margarita	Refund - LED 5122 F2016	10200 · Imprest (Harris Bank)	-11.00
		Refund - LED 5122 F2016	11600 · Money Market (Harris Bank)	11.00
				<u>11.00</u>
<b>Total for Warrant #12A IMPREST Accounts Payable</b>				<b><u>3,415.15</u></b>

**Northwest Special Recreation Association IPDLAF Electronic Accounts Payable  
Warrant #12A  
December 31, 2016**

<b>Vendor</b>	<b>Description</b>		<b>Account</b>	<b>Amount</b>
<b>IMRF Payments</b>	December		442201	29,489.03
			<b>Total IMRF</b>	<b>29,489.03</b>
<b>ADP</b>	FSA Monthly	12/16/2016	424303	120.18
	Quarterly Invoice	12/2/2016	424302	19.80
	Payroll Advice	12/09/16	424301	141.95
	Payroll Advice	12/09/16	424302	549.93
	Payroll Advice	12/23/16	424301	141.95
	Payroll Advice	12/23/16	424302	561.27
			<b>Total ADP</b>	<b>1,535.08</b>
<b>Excalibur</b>				
	Support	11/28/16	421902	897.50
	Support	11/28/16	421902	727.50
	Support	11/30/16	421906	35.75
	Support	12/07/16	421902	767.20
			<b>Total Excalibur</b>	<b>2,427.95</b>
<b>BMO Solutions</b>				
Johnson Water	Office Supplies	Nov2016	421101	650.00
Walmart	Office Supplies	Nov2016	421101	32.21
NBI	Office Supplies	Nov2016	421104	153.81
Papersource	Office Supplies	Nov2016	421105	100.41
Staples	Office Supplies	Nov2016	421105	69.96
Accurate Office	Office Supplies	Nov2016	421105	798.37
Accurate Office	Office Supplies	Nov2016	421105	158.40
Accurate Office	Office Supplies	Nov2016	421105	20.25
Accurate Office	Office Supplies	Nov2016	421105	-158.40
Staples	Office Supplies	Nov2016	421105	1,512.22
Canteen	Office Supplies	Nov2016	421105	21.90
Canteen	Office Supplies	Nov2016	421105	181.83
Amazon	Office Supplies	Nov2016	421105	41.43
Amazon	Office Supplies	Nov2016	421105	69.27
Amazon	Office Supplies	Nov2016	421105	82.45
Authorize.net	Office Supplies	Nov2016	421152	20.45
Pitney Bowes	Postage	Nov2016	421204	285.96
Verizon	Telephone/Fax	Nov2016	421301	1.95
Verizon	Telephone/Fax	Nov2016	421302	130.08
At&t	Telephone/Fax	Nov2016	421304	60.00
1st Comm.	Telephone/Fax	Nov2016	421304	367.32
IPRA	Conference/Education	Nov2016	421402	235.00
IPRA	Conference/Education	Nov2016	421402	235.00
IPRA	Conference/Education	Nov2016	421402	254.00
IPRA	Conference/Education	Nov2016	421402	254.00
IPRA	Conference/Education	Nov2016	421402	89.00
IAPD	Conference/Education	Nov2016	421402	280.00
IAPD	Conference/Education	Nov2016	421402	500.00
IPRA	Conference/Education	Nov2016	421402	235.00
IPRA	Conference/Education	Nov2016	421402	254.00
IPRA	Conference/Education	Nov2016	421402	235.00

**Northwest Special Recreation Association IPDLAF Electronic Accounts Payable  
Warrant #12A  
December 31, 2016**

<b>Vendor</b>	<b>Description</b>	<b>Account</b>	<b>Amount</b>
IPRA	Conference/Education	Nov2016 421402	295.00
IPRA	Conference/Education	Nov2016 421402	235.00
IPRA	Conference/Education	Nov2016 421402	280.00
IPRA	Conference/Education	Nov2016 421402	280.00
IPRA	Conference/Education	Nov2016 421402	235.00
IPRA	Conference/Education	Nov2016 421402	280.00
IPRA	Conference/Education	Nov2016 421402	89.00
IPRA	Conference/Education	Nov2016 421402	235.00
IPRA	Conference/Education	Nov2016 421402	280.00
IPRA	Conference/Education	Nov2016 421402	235.00
IPRA	Conference/Education	Nov2016 421402	89.00
IPRA	Conference/Education	Nov2016 421402	280.00
IPRA	Conference/Education	Nov2016 421402	235.00
IPRA	Conference/Education	Nov2016 421402	235.00
IAPD	Conference/Education	Nov2016 421404	370.00
Walker Bros.	Conference/Education	Nov2016 421405	43.88
Noodles	Conference/Education	Nov2016 421405	16.32
Egglectic	Conference/Education	Nov2016 421406	29.12
Jewel	Conference/Education	Nov2016 421406	36.31
Jewel	Conference/Education	Nov2016 421406	33.10
Jewel	Conference/Education	Nov2016 421406	-10.29
Chiptole	Conference/Education	Nov2016 421406	118.55
Jimmy Johns	Conference/Education	Nov2016 421406	88.16
Lisle PD	Conference/Education	Nov2016 421406	40.00
Travel Insr.	Conference/Education	Nov2016 421406	42.00
Pepe's	Conference/Education	Nov2016 421406	47.05
Crisis Prevention	Conference/Education	Nov2016 421407	1,299.00
American Airlines	Conference/Education	Nov2016 421407	466.40
NCTRC	Memberships/Certifications	Nov2016 421504	80.00
NCTRC	Memberships/Certifications	Nov2016 421504	80.00
IPRA	Memberships/Certifications	Nov2016 421507	254.00
IPRA	Memberships/Certifications	Nov2016 421507	254.00
IPRA	Memberships/Certifications	Nov2016 421507	254.00
IPRA	Memberships/Certifications	Nov2016 421507	254.00
IPRA	Memberships/Certifications	Nov2016 421507	254.00
IPRA	Memberships/Certifications	Nov2016 421507	254.00
IPRA	Memberships/Certifications	Nov2016 421507	280.00
IPRA	Memberships/Certifications	Nov2016 421507	254.00
IPRA	Memberships/Certifications	Nov2016 421507	254.00
IPRA	Memberships/Certifications	Nov2016 421507	254.00
IPRA	Memberships/Certifications	Nov2016 421507	254.00
IPRA	Memberships/Certifications	Nov2016 421507	254.00
IPRA	Memberships/Certifications	Nov2016 421507	254.00
IPRA	Memberships/Certifications	Nov2016 421507	254.00
IPRA	Memberships/Certifications	Nov2016 421507	290.00
IPRA	Memberships/Certifications	Nov2016 421507	290.00
IPRA	Memberships/Certifications	Nov2016 421507	254.00
IPRA	Memberships/Certifications	Nov2016 421507	254.00
IPRA	Memberships/Certifications	Nov2016 421507	254.00

**Northwest Special Recreation Association IPDLAF Electronic Accounts Payable  
Warrant #12A  
December 31, 2016**

<b>Vendor</b>	<b>Description</b>	<b>Account</b>	<b>Amount</b>
IPRA	Memberships/Certifications	Nov2016 421507	254.00
IPRA	Memberships/Certifications	Nov2016 421507	290.00
IPRA	Memberships/Certifications	Nov2016 421507	254.00
IPRA	Memberships/Certifications	Nov2016 421507	254.00
IPRA	Memberships/Certifications	Nov2016 421507	254.00
IPRA	Memberships/Certifications	Nov2016 421507	254.00
IPRA	Memberships/Certifications	Nov2016 421507	254.00
IPRA	Memberships/Certifications	Nov2016 421507	254.00
IPRA	Memberships/Certifications	Nov2016 421507	254.00
IPRA	Memberships/Certifications	Nov2016 421507	254.00
Pay Pal	Memberships/Certifications	Nov2016 421512	10.00
Comcast	Maint./Utilities	Nov2016 421706	119.85
Comcast	Maint./Utilities	Nov2016 421706	235.44
Dropbox	Computers	Nov2016 421905	99.00
Jibjab	Computers	Nov2016 421905	18.00
360 Web Security	Computers	Nov2016 421905	139.99
Canva	Computers	Nov2016 421905	119.40
Thrown Elements	Commercial Expense	Nov2016 422201	108.00
Thrown Elements	Commercial Expense	Nov2016 422201	36.00
LOL	Commercial Expense	Nov2016 422201	57.00
LOL	Commercial Expense	Nov2016 422201	171.00
LOL	Commercial Expense	Nov2016 422201	171.00
Moretti's	Commercial Expense	Nov2016 422201	118.00
AMC	Commercial Expense	Nov2016 422201	130.14
Tsukasa of Tokyo	Commercial Expense	Nov2016 422201	383.87
Level 257	Commercial Expense	Nov2016 422201	25.00
Level 257	Commercial Expense	Nov2016 422201	50.00
Level 257	Commercial Expense	Nov2016 422201	216.18
All State Arena	Commercial Expense	Nov2016 422201	225.00
All State Arena	Commercial Expense	Nov2016 422201	1,325.00
Orbit Skate	Commercial Expense	Nov2016 422202	54.07
Elk Grove Bowl	Commercial Expense	Nov2016 422202	21.61
Elk Grove Bowl	Commercial Expense	Nov2016 422202	21.61
Sky Center	Commercial Expense	Nov2016 422202	65.00
Sky Center	Commercial Expense	Nov2016 422202	78.00
Sky Center	Commercial Expense	Nov2016 422202	65.00
Sky Center	Commercial Expense	Nov2016 422202	91.00
Streamwood Bowl	Commercial Expense	Nov2016 422202	24.00
Arlington Lanes	Commercial Expense	Nov2016 422202	11.25
Sky Center	Commercial Expense	Nov2016 422202	78.00
Sky Center	Commercial Expense	Nov2016 422202	65.00
Sky Center	Commercial Expense	Nov2016 422202	71.50
Sky Center	Commercial Expense	Nov2016 422202	71.50
Sky Center	Commercial Expense	Nov2016 422202	91.00
Dock's Grill	Commercial Expense	Nov2016 422204	180.42
Sears Centre	Commercial Expense	Nov2016 422204	75.00
Augustino's	Commercial Expense	Nov2016 422204	94.70
Augustino's	Commercial Expense	Nov2016 422204	13.85

**Northwest Special Recreation Association IPDLAF Electronic Accounts Payable  
Warrant #12A  
December 31, 2016**

<b>Vendor</b>	<b>Description</b>	<b>Account</b>	<b>Amount</b>
All Ways Catering	Commercial Expense	Nov2016 422204	640.00
Arlington Lanes	Commercial Expense	Nov2016 422206	54.00
Arlington Lanes	Commercial Expense	Nov2016 422206	47.25
Arlington Lanes	Commercial Expense	Nov2016 422206	54.00
Arlington Lanes	Commercial Expense	Nov2016 422206	49.50
Nickel City	Commercial Expense	Nov2016 422206	26.00
Wa-Pa-Ghettis	Commercial Expense	Nov2016 422206	7.00
Thrown Elements	Commercial Expense	Nov2016 422206	114.00
Long Grove Conf.	Commercial Expense	Nov2016 422206	8.00
Lucky Monk	Commercial Expense	Nov2016 422206	73.65
Arlington Lanes	Commercial Expense	Nov2016 422206	33.75
Arlington Lanes	Commercial Expense	Nov2016 422206	1.12
Arlington Lanes	Commercial Expense	Nov2016 422206	16.97
Arlington Lanes	Commercial Expense	Nov2016 422206	36.00
Arlington Lanes	Commercial Expense	Nov2016 422206	20.42
Arlington Lanes	Commercial Expense	Nov2016 422206	15.58
Arlington Lanes	Commercial Expense	Nov2016 422206	33.75
Streamwood Bowl	Commercial Expense	Nov2016 422206	57.50
Streamwood Bowl	Commercial Expense	Nov2016 422206	68.00
Streamwood Bowl	Commercial Expense	Nov2016 422206	84.00
Popular Creek	Commercial Expense	Nov2016 422206	45.60
Popular Creek	Commercial Expense	Nov2016 422206	39.90
Popular Creek	Commercial Expense	Nov2016 422206	45.60
Popular Creek	Commercial Expense	Nov2016 422206	45.60
Thrown Elements	Commercial Expense	Nov2016 422206	114.00
Brunswick	Commercial Expense	Nov2016 422206	71.50
Brunswick	Commercial Expense	Nov2016 422206	250.25
Arlington Lanes	Commercial Expense	Nov2016 422206	13.50
Brunswick	Commercial Expense	Nov2016 422206	7.95
Brunswick	Commercial Expense	Nov2016 422206	82.50
Brunswick	Commercial Expense	Nov2016 422206	203.50
Thrown Elements	Commercial Expense	Nov2016 422206	8.00
Brunswick	Commercial Expense	Nov2016 422206	66.00
Brunswick	Commercial Expense	Nov2016 422206	181.50
Brunswick	Commercial Expense	Nov2016 422206	206.25
Arlington Lanes	Commercial Expense	Nov2016 422206	16.10
Arlington Lanes	Commercial Expense	Nov2016 422206	22.50
Arlington Lanes	Commercial Expense	Nov2016 422206	13.35
Arlington Lanes	Commercial Expense	Nov2016 422206	22.50
Denny's	Commercial Expense	Nov2016 422206	47.94
Arlington Lanes	Commercial Expense	Nov2016 422206	15.15
Arlington Lanes	Commercial Expense	Nov2016 422206	24.75
Arlington Lanes	Commercial Expense	Nov2016 422206	15.15
Arlington Lanes	Commercial Expense	Nov2016 422206	27.00
Bakers Square	Commercial Expense	Nov2016 422206	48.65
Brunswick	Commercial Expense	Nov2016 422206	82.50
Didier Farms	Commercial Expense	Nov2016 422206	50.00
Goodwill	Commercial Expense	Nov2016 422206	14.95



**Northwest Special Recreation Association IPDLAF Electronic Accounts Payable  
Warrant #12A  
December 31, 2016**

<b>Vendor</b>	<b>Description</b>	<b>Account</b>	<b>Amount</b>
Arlington Lanes	Commercial Expense	Nov2016 422206	18.00
Brunswick	Commercial Expense	Nov2016 422206	49.50
Picture Show	Commercial Expense	Nov2016 422206	28.50
Sams of Arlington	Program Development	Nov2016 422301	25.00
Jewel	Program Development	Nov2016 422302	30.94
Target	Program Development	Nov2016 422302	25.07
Jewel	Program Development	Nov2016 422302	15.64
Walmart	Program Development	Nov2016 422302	45.24
Jewel	Program Development	Nov2016 422302	29.64
Jewel	Program Development	Nov2016 422302	18.08
Dunkin	Program Development	Nov2016 422303	50.04
Dunkin	Program Development	Nov2016 422303	2.30
Ace	Program Development	Nov2016 422303	5.68
Dollar Tree	Supplies	Nov2016 422401	24.00
Jewel	Supplies	Nov2016 422401	39.71
Meijer	Supplies	Nov2016 422401	34.95
Dollar Tree	Supplies	Nov2016 422401	20.00
Jewel	Supplies	Nov2016 422401	17.11
Dollar Tree	Supplies	Nov2016 422401	12.00
Meijer	Supplies	Nov2016 422401	141.69
Jewel	Supplies	Nov2016 422401	3.84
Walmart	Supplies	Nov2016 422401	29.74
Jewel	Supplies	Nov2016 422401	4.13
Dollar Tree	Supplies	Nov2016 422402	5.00
Jewel	Supplies	Nov2016 422402	9.56
Meijer	Supplies	Nov2016 422402	36.10
Meijer	Supplies	Nov2016 422402	39.63
Brunswick	Supplies	Nov2016 422402	30.40
Brunswick	Supplies	Nov2016 422402	21.45
Brunswick	Supplies	Nov2016 422402	33.40
Aldi	Supplies	Nov2016 422402	17.35
Aldi	Supplies	Nov2016 422402	17.36
Mariano's	Supplies	Nov2016 422402	18.95
Walmart	Supplies	Nov2016 422402	5.16
Aldi	Supplies	Nov2016 422402	12.50
Crown Trophy	Supplies	Nov2016 422404	318.50
Crown Trophy	Supplies	Nov2016 422404	13.00
Rob Roy	Supplies	Nov2016 422404	299.00
Dollar Tree	Supplies	Nov2016 422406	14.30
Jewel	Supplies	Nov2016 422406	45.29
Target	Supplies	Nov2016 422406	34.15
Jewel	Supplies	Nov2016 422406	60.25
Aldi	Supplies	Nov2016 422406	23.87
Jewel	Supplies	Nov2016 422406	5.24
Aldi	Supplies	Nov2016 422406	36.44
Dollar Tree	Supplies	Nov2016 422406	13.00
Dollar Tree	Supplies	Nov2016 422406	8.00
Michaels	Supplies	Nov2016 422406	16.27

**Northwest Special Recreation Association IPDLAF Electronic Accounts Payable  
Warrant #12A  
December 31, 2016**

<b>Vendor</b>	<b>Description</b>	<b>Account</b>	<b>Amount</b>
Walmart	Supplies	Nov2016 422406	26.78
Walmart	Supplies	Nov2016 422406	17.04
Aldi	Supplies	Nov2016 422406	26.26
Aldi	Supplies	Nov2016 422406	16.71
Aldi	Supplies	Nov2016 422406	35.82
Aldi	Supplies	Nov2016 422406	26.26
Jewel	Supplies	Nov2016 422406	13.62
Jewel	Supplies	Nov2016 422406	8.69
Jewel	Supplies	Nov2016 422406	18.56
Jewel	Supplies	Nov2016 422406	13.62
Aldi	Supplies	Nov2016 422406	23.64
Aldi	Supplies	Nov2016 422406	15.04
Aldi	Supplies	Nov2016 422406	32.22
Aldi	Supplies	Nov2016 422406	23.64
Jewel	Supplies	Nov2016 422406	27.30
Aldi	Supplies	Nov2016 422406	29.94
Aldi	Supplies	Nov2016 422406	19.05
Aldi	Supplies	Nov2016 422406	40.81
Aldi	Supplies	Nov2016 422406	29.94
Walmart	Supplies	Nov2016 422406	9.97
Amazon	Supplies	Nov2016 422406	25.70
Amazon	Supplies	Nov2016 422406	25.70
Walmart	Supplies	Nov2016 422406	14.74
Meijer	Supplies	Nov2016 422406	8.47
Dollar Tree	Supplies	Nov2016 422406	14.00
Jewel	Supplies	Nov2016 422406	39.90
Dollar Tree	Supplies	Nov2016 422406	7.00
Michaels	Supplies	Nov2016 422406	13.99
Dollar Tree	Supplies	Nov2016 422406	12.00
Jewel	Supplies	Nov2016 422406	29.90
Walmart	Supplies	Nov2016 422406	11.76
Redbox	Supplies	Nov2016 422406	15.00
Meijer	Supplies	Nov2016 422406	54.93
Target	Supplies	Nov2016 422406	25.43
Dollar Tree	Supplies	Nov2016 422406	3.00
Jewel	Supplies	Nov2016 422406	2.49
Jewel	Supplies	Nov2016 422406	10.49
Redbox	Supplies	Nov2016 422406	1.50
Walmart	Supplies	Nov2016 422406	14.82
Amazon	Supplies	Nov2016 422409	185.40
Amazon	Supplies	Nov2016 422409	758.18
Michaels	Supplies	Nov2016 422410	105.95
Hobby Lobby	Supplies	Nov2016 422410	151.68
Menards	Supplies	Nov2016 422410	45.20
Hobby Lobby	Supplies	Nov2016 422410	101.75
GFS	Supplies	Nov2016 422411	232.63
Branders.com	Supplies	Nov2016 422415	847.50
Amazon	Supplies	Nov2016 422417	308.97

**Northwest Special Recreation Association IPDLAF Electronic Accounts Payable  
Warrant #12A  
December 31, 2016**

<b>Vendor</b>	<b>Description</b>	<b>Account</b>	<b>Amount</b>
Educational	Supplies	Nov2016 422417	289.10
Amazon	Supplies	Nov2016 422417	589.73
Amazon	Supplies	Nov2016 422417	44.94
Amazon	Supplies	Nov2016 422417	99.94
Amazon	Supplies	Nov2016 422417	46.39
Amazon	Supplies	Nov2016 422417	862.93
Amazon	Supplies	Nov2016 422417	112.28
Amazon	Supplies	Nov2016 422417	8.49
Amazon	Supplies	Nov2016 422417	191.47
Amazon	Supplies	Nov2016 422417	79.32
Amazon	Supplies	Nov2016 422417	-9.96
Dollar Tree	Supplies	Nov2016 422417	35.00
Amazon	Supplies	Nov2016 422417	36.85
Amazon	Supplies	Nov2016 422417	120.48
Amazon	Supplies	Nov2016 422417	50.97
Amazon	Supplies	Nov2016 422417	88.56
Amazon	Supplies	Nov2016 422417	25.70
Amazon	Supplies	Nov2016 422417	269.70
Amazon	Supplies	Nov2016 422417	12.08
Amazon	Supplies	Nov2016 422417	14.99
Amazon	Supplies	Nov2016 422417	2.90
Amazon	Supplies	Nov2016 422417	6.65
Amazon	Supplies	Nov2016 422417	8.97
Amazon	Supplies	Nov2016 422417	11.38
Amazon	Supplies	Nov2016 422417	19.98
Amazon	Supplies	Nov2016 422417	22.48
Amazon	Supplies	Nov2016 422417	326.27
Amazon	Supplies	Nov2016 422417	24.90
Dicks Sporting	Supplies	Nov2016 422417	980.84
Dicks Sporting	Supplies	Nov2016 422417	-80.99
Ultimate Screen	Supplies	Nov2016 422419	2,875.00
Free Enterprise	Commercial Transporation	Nov2016 422504	4,086.00
Exxon	Transportation/Gas/Tolls	Nov2016 422801	27.75
7-Eleven	Transportation/Gas/Tolls	Nov2016 422801	30.89
PF Pay Service	Printing	Nov2016 422901	369.35
PF Pay Service	Printing	Nov2016 422902	404.43
KMPF	Printing	Nov2016 422902	1,196.46
Lewis Paper	Printing	Nov2016 422904	962.40
Lewis Paper	Printing	Nov2016 422904	1,452.04
KM	Printing	Nov2016 422906	419.86
istock	Printing	Nov2016 422907	12.00
Walmart	Printing	Nov2016 422909	31.79
Walmart.com	Printing	Nov2016 422909	263.53
Walmart.com	Printing	Nov2016 422909	43.92
Proflowers	Public Awarness/Subscrip.	Nov2016 423101	51.68
Facebook	Public Awarness/Subscrip.	Nov2016 423102	18.43
Indeed	Public Awarness/Subscrip.	Nov2016 423102	51.74
Chicago Tribune	Public Awarness/Subscrip.	Nov2016 423108	7.96

**Northwest Special Recreation Association IPDLAF Electronic Accounts Payable  
Warrant #12A  
December 31, 2016**

<b>Vendor</b>	<b>Description</b>	<b>Account</b>	<b>Amount</b>
Daily Herald	Public Awareness/Subscrip.	Nov2016 423108	42.00
Amazon	ADA Compliance	Nov2016 450001	32.07
Michaels	ADA Compliance	Nov2016 450004	21.40
Amazon	ADA Compliance	Nov2016 450017	37.98
Branders.com	ADA Compliance	Nov2016 450018	401.20
Amazon	ADA Compliance	Nov2016 450018	7.50
Marshalls	ADA Compliance	Nov2016 450018	20.96
Dollar Tree	ADA Compliance	Nov2016 450018	9.00
Training Wheels	ADA Compliance	Nov2016 450021	41.96
Amazon	Capital Equipment Replac.	Nov2016 460001	35.48
Amazon	Capital Equipment Replac.	Nov2016 460001	30.44
Converged Digital	Capital Equipment Replac.	Nov2016 460001	915.00
Walmart.com	Capital Equipment Replac.	Nov2016 460001	2,368.42
Amazon	Capital Equipment Replac.	Nov2016 460001	266.28
Quill Corp	Office Supplies	Dec2016 421105	64.99
Walgreens	Office Supplies	Dec2016 421105	13.18
Amazon	Office Supplies	Dec2016 421105	6.98
Walmart	Office Supplies	Dec2016 421106	11.88
Authorize.net	Credit Cards and Bank Fee	Dec2016 421152	20.35
Piney Bowes	Postage	Dec2016 421202	492.00
Verizon	Telephone/Fax	Dec2016 421301	93.80
Verizon	Telephone/Fax	Dec2016 421302	130.08
At&t	Telephone/Fax	Dec2016 421304	60.00
1st Communications	Telephone/Fax	Dec2016 421304	367.22
PDRMA	Conference/Education	Dec2016 421403	20.00
PDRMA	Conference/Education	Dec2016 421403	20.00
Red Apple	Conference/Education	Dec2016 421406	34.60
Egglectic	Conference/Education	Dec2016 421406	37.04
Walker Bros.	Conference/Education	Dec2016 421406	46.84
Moretti's	Conference/Education	Dec2016 421406	38.54
Fox and Hound	Conference/Education	Dec2016 421406	1,861.00
American	Conference/Education	Dec2016 421407	248.20
American	Conference/Education	Dec2016 421407	248.20
American	Conference/Education	Dec2016 421407	45.50
NCTRC	Memberships/Certifications	Dec2016 421504	80.00
IPRA	Memberships/Certifications	Dec2016 421507	254.00
ILPRA	Memberships/Certifications	Dec2016 421507	254.00
Chicago WILS	Memberships/Certifications	Dec2016 421513	40.00
Paypal	Memberships/Certifications	Dec2016 421513	40.00
Dollar Tree	Memberships/Certifications	Dec2016 421513	12.00
Picture it Canvas	Memberships/Certifications	Dec2016 421513	12.95
Picture it Canvas	Memberships/Certifications	Dec2016 421513	12.95
Picture it Canvas	Memberships/Certifications	Dec2016 421513	12.95
Groupon	Memberships/Certifications	Dec2016 421513	35.97
Paypal	Memberships/Certifications	Dec2016 421513	40.00
Paypal	Memberships/Certifications	Dec2016 421513	40.00
At&t	Maint./Utilities	Dec2016 421706	60.00
Comcast	Maint./Utilities	Dec2016 421706	235.44

**Northwest Special Recreation Association IPDLAF Electronic Accounts Payable  
Warrant #12A  
December 31, 2016**

<b>Vendor</b>	<b>Description</b>	<b>Account</b>	<b>Amount</b>
Comcast	Maint./Utilities	Dec2016 421706	119.85
Vitasys	Computers	Dec2016 421901	1,000.00
Vitasys	Computers	Dec2016 421901	4,000.00
Apple	Computers	Dec2016 421905	105.19
Walmart	Computers	Dec2016 421905	512.29
360 Web Security	Computers	Dec2016 421905	139.99
WDSRA	Rental Municipal	Dec2016 422104	240.00
Dollar Tree	Commercial Expense	Dec2016 422201	85.00
Arlington Lanes	Commercial Expense	Dec2016 422202	15.75
Arlington Lanes	Commercial Expense	Dec2016 422202	10.50
Arlington Lanes	Commercial Expense	Dec2016 422202	5.25
Arlington Lanes	Commercial Expense	Dec2016 422202	15.75
Arlington Lanes	Commercial Expense	Dec2016 422202	15.75
TGIF	Commercial Expense	Dec2016 422204	30.49
Comfort Suites	Commercial Expense	Dec2016 422204	96.45
Comfort Suites	Commercial Expense	Dec2016 422204	96.45
Sears Centre	Commercial Expense	Dec2016 422204	375.00
Sears Centre	Commercial Expense	Dec2016 422204	45.00
Picture Show	Commercial Expense	Dec2016 422205	35.75
Streamwood Bowl	Commercial Expense	Dec2016 422206	54.00
Brunswick	Commercial Expense	Dec2016 422206	38.50
Brunswick	Commercial Expense	Dec2016 422206	10.68
Jersey's	Commercial Expense	Dec2016 422206	56.60
Arlington Lanes	Commercial Expense	Dec2016 422206	13.19
Arlington Lanes	Commercial Expense	Dec2016 422206	33.75
Dominos	Commercial Expense	Dec2016 422206	32.13
Brunswick	Commercial Expense	Dec2016 422206	77.00
Arlington Lanes	Commercial Expense	Dec2016 422206	27.00
Arlington Lanes	Commercial Expense	Dec2016 422206	10.85
Nickel City	Commercial Expense	Dec2016 422206	26.69
Nickel City	Commercial Expense	Dec2016 422206	40.00
Elk Grove Bowl	Commercial Expense	Dec2016 422206	29.75
Dollar Tree	Commercial Expense	Dec2016 422206	3.00
WaPaGhetti's	Commercial Expense	Dec2016 422206	90.00
Brunswick	Commercial Expense	Dec2016 422209	38.50
Streamwood Bowl	Commercial Expense	Dec2016 422209	14.00
Popular Creek	Commercial Expense	Dec2016 422209	51.30
Streamwood Bowl	Commercial Expense	Dec2016 422209	20.00
Jewel	Program Development	Dec2016 422301	54.25
Arlington Lakes	Program Development	Dec2016 422301	65.00
Portillos	Program Development	Dec2016 422301	98.23
Meijer	Program Development	Dec2016 422301	74.75
Dollar Tree	Program Development	Dec2016 422303	4.00
Jewel	Supplies	Dec2016 422401	43.94
Dollar Tree	Supplies	Dec2016 422401	13.00
Aldi	Supplies	Dec2016 422401	49.35
Meijer	Supplies	Dec2016 422401	29.47
Meijer	Supplies	Dec2016 422401	80.87

**Northwest Special Recreation Association IPDLAF Electronic Accounts Payable  
Warrant #12A  
December 31, 2016**

<b>Vendor</b>	<b>Description</b>	<b>Account</b>	<b>Amount</b>
Walmart	Supplies	Dec2016 422401	15.46
Jewel	Supplies	Dec2016 422401	62.41
Dollar Tree	Supplies	Dec2016 422401	5.00
Dollar Tree	Supplies	Dec2016 422401	5.00
Arlington Lanes	Supplies	Dec2016 422402	13.50
Jewel	Supplies	Dec2016 422404	4.98
Jewel	Supplies	Dec2016 422404	6.48
Jewel	Supplies	Dec2016 422404	54.10
Walmart	Supplies	Dec2016 422404	27.24
Dollar Tree	Supplies	Dec2016 422404	9.00
Walmart	Supplies	Dec2016 422404	56.43
Michaels	Supplies	Dec2016 422404	10.67
Dollar Tree	Supplies	Dec2016 422404	27.00
Precise Print	Supplies	Dec2016 422405	412.00
Park Ink	Supplies	Dec2016 422405	242.80
Ultimate Screen	Supplies	Dec2016 422405	1,261.00
Jewel	Supplies	Dec2016 422405	63.44
Dollar Tree	Supplies	Dec2016 422405	16.00
Dollar Tree	Supplies	Dec2016 422405	47.30
Meijer	Supplies	Dec2016 422405	78.94
Jewel	Supplies	Dec2016 422405	10.54
Dollar Tree	Supplies	Dec2016 422405	36.00
Michaels	Supplies	Dec2016 422405	34.38
Hoffman Estates	Supplies	Dec2016 422406	5.00
Walmart	Supplies	Dec2016 422406	13.76
Jewel	Supplies	Dec2016 422406	62.97
Dominos	Supplies	Dec2016 422406	46.91
Aldi	Supplies	Dec2016 422406	1.57
Streamwood Bowl	Supplies	Dec2016 422406	127.25
Jewel	Supplies	Dec2016 422406	11.98
Jewel	Supplies	Dec2016 422406	5.29
Walmart	Supplies	Dec2016 422406	17.20
Walmart	Supplies	Dec2016 422406	38.90
Walmart	Supplies	Dec2016 422406	24.76
Walmart	Supplies	Dec2016 422406	53.05
Walmart	Supplies	Dec2016 422406	38.90
GFS	Supplies	Dec2016 422406	31.48
Arlington Lanes	Supplies	Dec2016 422406	31.50
Walmart	Supplies	Dec2016 422406	247.06
Target	Supplies	Dec2016 422406	35.66
Metra	Supplies	Dec2016 422406	75.75
Jewel	Supplies	Dec2016 422409	27.06
Meijer	Supplies	Dec2016 422409	15.96
Jewel	Supplies	Dec2016 422409	17.16
Elk Grove Bowl	Supplies	Dec2016 422409	35.00
Dicks Sports	Supplies	Dec2016 422412	125.91
Dollar Tree	Supplies	Dec2016 422412	8.00
Crisis Prevent. Inter	Supplies	Dec2016 422413	958.37

**Northwest Special Recreation Association IPDLAF Electronic Accounts Payable  
Warrant #12A  
December 31, 2016**

<b>Vendor</b>	<b>Description</b>	<b>Account</b>	<b>Amount</b>
Ultimate Screen	Supplies	Dec2016 422416	3,500.00
Flaghouse	Supplies	Dec2016 422417	335.24
Amazon	Supplies	Dec2016 422417	11.92
Amazon	Supplies	Dec2016 422417	419.00
Amazon	Supplies	Dec2016 422417	36.05
Amazon	Supplies	Dec2016 422417	12.99
Amazon	Supplies	Dec2016 422417	153.04
Amazon	Supplies	Dec2016 422417	154.58
Amazon	Supplies	Dec2016 422417	11.89
Amazon	Supplies	Dec2016 422417	20.88
Amazon	Supplies	Dec2016 422417	9.99
Elite Sportswear	Supplies	Dec2016 422417	144.00
Elite Sportswear	Supplies	Dec2016 422417	100.00
Elite Sportswear	Supplies	Dec2016 422417	190.50
Lowe's	Supplies	Dec2016 422417	22.96
Epic Sports	Supplies	Dec2016 422417	110.91
GCI Woodwind	Supplies	Dec2016 422417	255.34
GCI Woodwind	Supplies	Dec2016 422417	3.99
Crestline	Supplies	Dec2016 422419	456.63
Amazon	Transportation Maint.	Dec2016 422703	18.90
Amazon	Transportation Maint.	Dec2016 422703	24.99
Amazon	Transportation Maint.	Dec2016 422703	-18.90
BP	Trans. Gas/Toll/Parking	Dec2016 422801	25.25
PB Pay Serv	Printing	Dec2016 422901	369.35
KM	Printing	Dec2016 422902	770.96
PB Pay Serv	Printing	Dec2016 422902	404.43
KM	Printing	Dec2016 422906	548.87
Allegra Printing	Printing	Dec2016 422908	967.89
CL Graphics	Printing	Dec2016 422908	427.00
KM	Printing	Dec2016 422909	2,536.00
Walmart	Printing	Dec2016 422909	-27.87
Vistaprint	Printing	Dec2016 422909	227.50
Walmart	Printing	Dec2016 422909	59.22
Hobby Lobby	Public Awareness	Dec2016 423101	12.49
Mariano's	Public Awareness	Dec2016 423101	10.50
Dollar Tree	Public Awareness	Dec2016 423101	4.00
Jewel	Public Awareness	Dec2016 423101	8.68
Groupon	Public Awareness	Dec2016 423101	11.99
Picture it Canvas	Public Awareness	Dec2016 423101	12.95
Lettuce Entertain	Public Awareness	Dec2016 423101	75.00
Omaha Steaks	Public Awareness	Dec2016 423101	100.00
IPRA	Public Awareness	Dec2016 423102	165.00
Indeed	Public Awareness	Dec2016 423102	50.00
Facebook	Public Awareness	Dec2016 423104	143.80
Animoto.com	Public Awareness	Dec2016 423104	249.00
Daily Herald	Public Awareness	Dec2016 423108	42.00
Lowe's	ADA Compliance	Dec2016 450018	88.81
Lakeshore Learning	ADA Compliance	Dec2016 450018	94.87

**Northwest Special Recreation Association IPDLAF Electronic Accounts Payable  
Warrant #12A  
December 31, 2016**

<b>Vendor</b>	<b>Description</b>		<b>Account</b>	<b>Amount</b>
Meijer	ADA Compliance	Dec2016	450018	34.47
Ultimate Screen	ADA Compliance	Dec2016	450021	1,500.00
Amazon	ADA Compliance	Dec2016	450021	32.12
Amazon	ADA Compliance	Dec2016	450021	198.48
Amazon	ADA Compliance	Dec2016	450021	64.30
Amazon	ADA Compliance	Dec2016	450021	23.98
Amazon	ADA Compliance	Dec2016	450021	447.25
Crisis Prevent. Inter	ADA Compliance	Dec2016	450021	476.70
Aldi	ADA Compliance	Dec2016	450022	48.56
GFS	ADA Compliance	Dec2016	450022	292.17
Amazon	ADA Compliance	Dec2016	450022	99.00
Walgreens	ADA Compliance	Dec2016	450022	26.09
Dollar Tree	ADA Compliance	Dec2016	450022	5.00
KM	Capital Replacement	Dec2016	460001	932.00
Walmart	Capital Replacement	Dec2016	460001	-62.07
IPRA	Memberships/Certifications	Jan2017	421507	-254.00
Jewel	Supplies	Jan2017	422404	6.75
School Health	Supplies	Jan2017	422414	999.76
Amazon	Supplies	Jan2017	422417	22.96
Amazon	Supplies	Jan2017	422417	5.78
Amazon	Supplies	Jan2017	422417	34.36
<b>Total BMO Solutions</b>				<b>90,745.04</b>
<b>Total for Warrant #12A Electronic Transfers</b>				<b>124,197.10</b>



**Warrant #1  
Summary  
January 25, 2017**

<b>Administration</b>	<b>Programs</b>	<b>Salary</b>	<b>Liability/Audit/IMRF</b>	<b>ADA/Capital</b>
421000 Prof. Fees	422100 Rent Municipal	424100 Full Time	441000 Liability/PDRMA	450000 ADA Compliance
421100 Office Supply	422200 Rent Commercial	424200 Part Time	442000 Audit	460000 Capital Replacement
421150 Fees	422300 Program Dev.	424300 Payroll Processing	442100 FICA	
421200 Postage	422400 Program Supply	424500 Car Allowance	442200 IMRF	
421300 Phones/Fax	422500 Comm. Trans.			
421400 Conference/Education	422600 Staff Mileage			
421500 Memberships	422700 Trans. Maint.			
421600 Health Insurance	422800 gas/tolls/parking			
421700 Maint./Utilities	422900 Printing			
421800 Rent	423000 Sub./Ads.			
421900 Computers	423100 Public Awareness			

<b>Total for IPDLAF Accounts Payable</b>	<b>3,526.52</b>
<b>Total IPDLAF Electronic Accounts Payable (PCARDS, IMRF,ADP)</b>	<b>620.92</b>
<b>Total IMPREST Accounts Payable</b>	<b>1,031.00</b>
	<b>5,178.44</b>

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Motion to approve Warrant #1 dated January 25, 2017 totaling

\$5,178.44

**Northwest Special Recreation Association**  
**IMPREST Accounts Payable**  
**Warrant #1**  
**January 25, 2017**

<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Account</b>	<b>Amount</b>
22427	U.S. Postal Service	Postage 1/5/17 Postage 1/5/17	10200 - Imprest (Harris Bank) 421201 - Postage	-1,000.00 1,000.00 <u>1,000.00</u>
22428	Deepak Talakanti	Refund - LED 5040 W2017 Refund - LED 5040 W2017	10200 - Imprest (Harris Bank) 11600 - Money Market (Harris Bank)	-20.00 20.00 <u>20.00</u>
22429	Christina Militello	Refund - LED 5040 W2017 Refund - LED 5040 W2017	10200 - Imprest (Harris Bank) 11600 - Money Market (Harris Bank)	-11.00 11.00 <u>11.00</u>
<b>Total Warrant #1 IMPREST Accounts Payable</b>				<b>1,031.00</b>

**Northwest Special Recreation Association**  
**IPDLAF Accounts Payable**  
**Warrant #1**  
**January 25, 2017**

Num	Name	Memo	Account	Amount
21597	Park Central Condo Assn.	Invoice 501	10700 - IPDLAF+	-1,065.00
		Invoice 501	421801 - Condo Association Fee	1,065.00
				<u>1,065.00</u>
21598	Rolling Meadows Park Distric	Invoice 17-501	10700 - IPDLAF+	-960.00
		Invoice 17-501	421701 - Condo Maintenance	960.00
				<u>960.00</u>
21605	Bill's Auto & Truck Repair	Invoice 85611-85770	10700 - IPDLAF+	-1,501.52
		Invoice 85611-85770	422704 - Regular / Repair Service	1,501.52
				<u>1,501.52</u>
<b>Total for Warrant #1 IPDLAF Accounts Payable</b>				<b><u>3,526.52</u></b>

**Northwest Special Recreation Association IPDLAF Electronic Accounts Payable  
Warrant #1  
January 25, 2017**

Vendor	Description		Account	Amount
ADP	Payroll Advice	01/06/17	424301	141.95
	Payroll Advice	01/06/17	424302	428.97
	Payroll Advice	01/13/17	424302	50.00
			<b>Total ADP</b>	<b>620.92</b>
<b>Total Warrant #1 for Electronic Accounts Payable</b>				<b>620.92</b>

**To:** NWSRA Board of Trustees  
**From:** Tracey Crawford, Executive Director  
**Re:** Payroll  
**Date:** January 25, 2017

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**Motion:**

A motion to approve Payroll for the following Pay Periods Ending:

1. Pay Period Ending – 12/11/16 \$94,753.35
2. Pay Period Ending – 12/25/16 \$89,638.69

Liability	Taxes Debited					
Recap		Federal Income Tax		9,727.57		
		Earned Income Credit Advances		.00		
		Social Security - EE		5,237.64		
		Social Security - ER		5,237.68		
		Social Security Adj - EE		.00		
		Medicare - EE		1,347.88		
		Medicare - ER		1,347.90		
		Medicare Adj - EE		.00		
		Medicare Surtax - EE		.00		
		Medicare Surtax Adj - EE		.00		
		COBRA Premium Assistance Payments		.00		
		Federal Unemployment Tax		.00		
		State Income Tax		3,205.01		
		State Unemployment Insurance - EE		.00		
		State Unemployment/Disability Ins - ER		.00		
		State Unemployment Insurance Adj - EE		.00		
		State Disability Insurance - EE		.00		
		State Disability Insurance Adj - EE		.00		
		Workers' Benefit Fund Assessment - EE		.00		
		Workers' Benefit Fund Assessment - ER		.00		
		Local Income Tax		.00		
		School District Tax		.00		
		<b>Total Taxes Debited</b>	Acct. No. XXXXXX3089	Tran/ABA XXXXXXXXXX	<b>26,103.68</b>	
	Other Transfers	ADP Direct Deposit	Acct. No. XXXXXX3089	Tran/ABA XXXXXXXXXX	66,099.48	
		ADP Check	Acct. No. XXXXXX3089	Tran/ABA XXXXXXXXXX	2,550.19	
<b>Total Amount Debited From Your Accounts</b>					<b>94,753.35</b>	
Bank Debits and Other Liability	Adjustments/Prepay/Voids		.00			
Taxes - Your Responsibility	None This Payroll					
					<b>Total Liability</b>	
					<b>94,753.35</b>	
					<b>94,753.35</b>	

Liability Recap	Taxes Debited				
		Federal Income Tax		9,147.15	
		Earned Income Credit Advances		.00	
		Social Security - EE		5,434.43	
		Social Security - ER		5,434.38	
		Social Security Adj - EE		.00	
		Medicare - EE		1,271.04	
		Medicare - ER		1,270.94	
		Medicare Adj - EE		.00	
		Medicare Surtax - EE		.00	
		Medicare Surtax Adj - EE		.00	
		COBRA Premium Assistance Payments		.00	
		Federal Unemployment Tax		.00	
		State Income Tax		3,025.41	
		State Unemployment Insurance - EE		.00	
		State Unemployment/Disability Ins - ER		.00	
		State Unemployment Insurance Adj - EE		.00	
		State Disability Insurance - EE		.00	
		State Disability Insurance Adj - EE		.00	
		Workers' Benefit Fund Assessment - EE		.00	
		Workers' Benefit Fund Assessment - ER		.00	
		Local Income Tax		.00	
		School District Tax		.00	
		<b>Total Taxes Debited</b>	Acct. No. XXXXXX3089	Tran/ABA XXXXXXXXX	25,583.35
Other Transfers		ADP Direct Deposit	Acct. No. XXXXXX3089	Tran/ABA XXXXXXXXX	61,637.47
		ADP Check	Acct. No. XXXXXX3089	Tran/ABA XXXXXXXXX	2,417.87
		<b>Total Amount Debited From Your Accounts</b>			89,638.69
Bank Debits and Other Liability		Adjustments/Prepay/Voids		.00	
Taxes - Your Responsibility		None This Payroll			
					<b>Total Liability</b>
					89,638.69
					89,638.69



December 1, 2016

Tracey Crawford  
 Executive Director  
 Northwest Special Recreation Association  
 3000 Central Road- Suite 205  
 Rolling Meadows, IL 60008

Elk Grove Park District  
 Board of Commissioners

Bob Biedke

Tom Cooke

Bill O'Malley

Ralph Souder

John Walz

Thomas A. Busby  
 Executive Director

RE: 2016 Elk Grove Park District Projects to be Financed Using Special Recreation Levy

Dear Ms. Crawford,

The Elk Grove Park District hereby notifies and requests approval of the NWSRA Board of Directors for the expenditure of funds from the District's special recreation levy, to pay the cost of the following improvements.

Project	Project Total	ADA Expenditures
Andrews Playground Renovation	\$122,000	\$ 22,000.00
Audubon Park Accessible route to ball diamond 2	\$6,327	\$,1500
Appleseed Park Accessible Route to ball diamond*	\$2,000	\$1,500
Roosevelt -Accessible route to ADA portable toilet	\$1,620	\$1,500
Hattendorf Inclusive Playground	\$133,000	\$129,262.31
Pirates Cove safety tile Replacement Camelot Castle	\$41,472	\$32,560
Hattendorf PIP repairs for Accessible swing	\$1,700	\$1,700
Morton Park Playground	\$113,000	\$33,000
Salt Creek Park Playground	\$113,000	\$33,000
Pavilion ADA signage	8,266.00	\$2, 500
<b>Total</b>		<b>\$258,522.31</b>

The costs of improvements are **\$258,522.31** The improvements will be completed by December 31, 2016. Anticipated benefits of the project to NWSRA are as follows:

Elk Grove Park District  
 499 Biesterfield Road  
 Elk Grove Village, IL  
 60007

Phone: 847-690-1190  
 Fax: 847-228-3508  
 www.elkgrovecparks.org



**Andrews Park/Rupley School \$122,000** This playground renovation included playground equipment that has both a ramp and transfer platform to access the play equipment, a supportive multi-user swing, an adaptive swing and an accessible seat merry-go-round. The engineered wood fiber play surface provides access to the play equipment. New concrete walks provide an accessible route to the playground and equipment. The play equipment and design meet the Gametime standards for a National Demonstration Site for the Play On! program. This program encourages children to challenge their development through play.

**Audubon Park Accessible route to ball fields \$1,500** The existing walk was cracked and tipped creating tripping hazards and puddling rain water. The walk was replaced. The area is also used by Grove Junior High (CCSD #59) for outdoor gym classes.

**Appleseed Park Accessible route to bleachers \$1,500** The bleacher area did not have an accessible route to the spectator area along the first base side.

**Roosevelt Park Accessible route \$1,500** The accessible route from the ball field and playground did not connect to the accessible portable toilet. New concrete now provides a smooth transition.

**Pavilion ADA tactile warning panels \$ 353.00** The parking lots and walks suffered damage to the tactile warning panels along the sidewalk and accessible route. These were replaced.

**Hattendorf Inclusive Playground \$133,000** A resident requested that an enclosed playground be provided for children with special needs like her son. The Board and staff selected Hattendorf because the site was already partially fenced and accessible. The District added an inclusive play area with accessible equipment for multiple ages and body sizes after discussions with NWSRA staff. The area also has unitary surfacing for safety and support. The play area was opened October 22, 2016 with many friends and residents attending.

**Hattendorf Poured in Place Safety surface repair \$ 1700**

The poured in place (PIP) safety surface was damaged and had trip hazards. The Park District had Surface America overlay the area when they installed the same material in the new inclusive playground.

**Morton Park and Salt Creek Park/School \$66,000**

The playgrounds at these sites are scheduled for replacement in 2017 according to the transition plan and Capital improvement plan. The playground equipment selected provides for access and meets universal design requirements. There will be adaptive swings, transfer stations and sensory play events. The Park District applied for and received a Gametime grant that supported 50% of the base cost of the main structures. The grant does not cover site preparation, installation, independent pieces (swings, merry-go-rounds, etc.) or freight. The Park District approved the purchase of the

equipment to meet the grant requirements and will take possession before Dec. 31, 2016. The replacements are scheduled for June 2017 at Salt Creek after school is out. The Morton Park playground will be replaced in September 2017.

**Pavilion ADA Signage \$8,266** The interior walls, floors and doors were renovated and new signs were needed to help patrons quickly and easily identify the rooms. The signs needed to include texture and braille which the previous signs did not have. This completes another item in the transition plan.

The Elk Grove Park District respectfully requests that you review this request for two hundred fifty-eight thousand, five hundred twenty-two dollars and thirty-one cents (**\$258,522.31** ) and present it with your approving recommendation to the NWSRA Board of Directors. If you have any questions or require additional information, please do not hesitate to contact me.

Sincerely,



Valerie Gerdes Lemme, RLA, CPSI, CPRP  
Planner II

CC: Tom Busby  
Ben Curcio

Attachments.



December 14, 2016

Ms. Tracey Crawford  
Executive Director  
Northwest Special Recreation Association  
3000 W. Central Road, Ste 205  
Rolling Meadows, Il 60008

Dear Ms. Crawford:

The Schaumburg Park District hereby requests approval from the NWSRA Board of Directors for expenditures to be paid from the District's Special Recreation Levy. This is based on the replacement of rubber tiles at 12 playground sites. The tiles were replaced with poured-in-place rubber for access to playgrounds. The total cost to replace the rubber tiles with poured-in-place rubber safety surfacing was \$199,401.41. I have enclosed plans and costs for this project. The Schaumburg Park District is asking for a \$199,401.41 reimbursement from the District's Special Recreation Levy.

The benefit of this project to NWSRA is the ability to provide access to 12 playground sites for all individuals.

The Schaumburg Park District respectfully requests that you review this proposal and present it to the NWSRA Board of Directors for approval. If you have any questions or require additional information, please contact me at 847 985-2115.

Sincerely,  
Schaumburg Park District

Todd King  
Superintendent of Parks and Planning

Encl: Attachment A

TK:hm



Jerry Handlon Administration Office • 235 E. Beech Drive • Schaumburg, IL 60193-2903  
Ph: 847-985-2115 • Fax: 847-985-2114 • www.parkfun.com

The Schaumburg Park District is a *National Gold Medal* and *Illinois Distinguished Accredited Agency*.



## 2016 Playground Projects - Park Improvements Involving ADA Accessibility Schaumburg Park District

Date : December 16th, 2016

DESCRIPTION	ESTIMATED COST	
	Calculation	Cost
<b>PARK SITE</b>		
<i>Work includes removal and disposal of existing tile safety surfacing. Installation of new poured in place safety surfacing with certification that all sites pass ASTM F 1292 standard G-Max and HIC minimum test values.</i>		
Abrahamsen Park	lump sum	\$19,291.13
McLemore Park	lump sum	\$20,294.73
Kingsport Lake Park	lump sum	\$18,605.53
Doherty Park	lump sum	\$16,071.08
Salk Park	lump sum	\$24,692.43
Elaine Bond Park	lump sum	\$18,154.38
Cove Park	lump sum	\$13,917.08
Paul Revere Park	lump sum	\$12,746.38
Polk Barch Park	lump sum	\$14,269.53
Connelly Park	lump sum	\$13,739.38
Hilltop Park	lump sum	\$13,079.28
Savannah Trace Park	lump sum	\$14,540.48
	<b>PROJECT TOTAL:</b>	<b>\$199,401.41</b>

<b>Playground Project Totals Involving All ADA Accessible Improvements:</b>	<b>\$199,401.41</b>
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# 2016 SAFETY RENOVATIONS AT VARIOUS PARKS

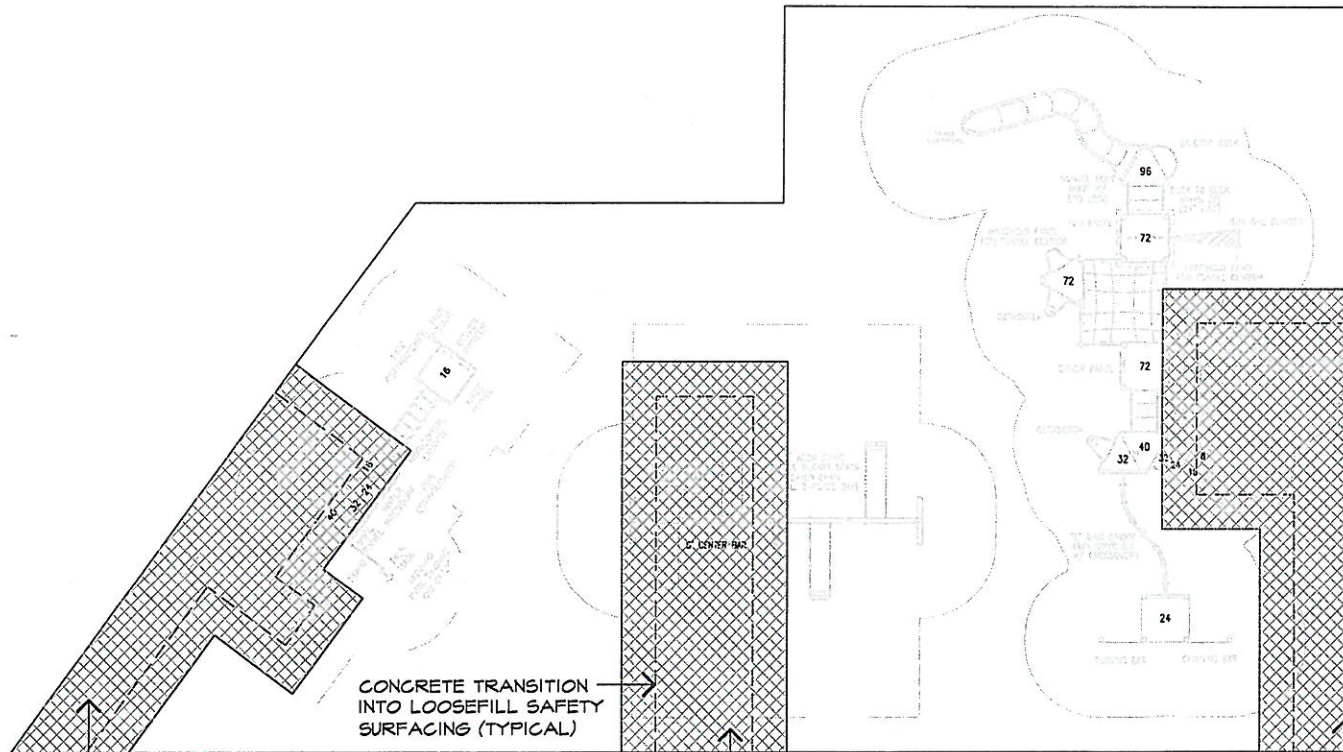
ISSUED FOR BID: MARCH 10th, 2016

SHEET INDEX	PARK NAME	ADDRESS	GENERAL NOTES
L-1.1	ABRAHAMSEN PARK	230 S. SUMMIT DRIVE, SCHAUMBURG 60193	1) DO NOT DRIVE OR DISTURB AREAS OUTSIDE THE DELINEATED CONSTRUCTION LIMITS  2) ANY DAMAGE TO EXISTING CONCRETE SIDEWALK, PAVED AREAS AND TURF AREAS SHALL BE REPAIRED BY THE CONTRACTOR AT NO ADDITIONAL COST TO THE OWNER  3) ALL DISTURBED SOFTSCAPE AREAS ARE TO BE GRADED AND SEEDED/SODDED (AT OWNERS REQUEST) BY CONTRACTOR AT NO ADDITIONAL COST TO THE OWNER  4) TEMPORARY ORANGE CONSTRUCTION FENCING (4' IN HEIGHT) SHALL BE INSTALLED AROUND CONSTRUCTION AREA AND MAINTAINED PROPERLY. (AS OUTLINED ON DRAWINGS) CONTRACTOR TO ENSURE FENCING IS FULLY INTACT AFTER EACH WORK DAY WHILE PLAYGROUND IS UNDER CONSTRUCTION.
L-1.2	MCLEMORE PARK	600 N. SPRINGINSGUTH, SCHAUMBURG 60194	
L-1.3	KINGSPORT LAKE PARK	175 E. KINGSPORT DRIVE, SCHAUMBURG 60193	
L-1.4	DOHERTY PARK	900 S. SUMMIT DRIVE, SCHAUMBURG 60193	
L-1.5 - 1.6	SALK PARK	345 N. SALEM DRIVE, SCHAUMBURG 60194	
L-1.7	ELAINE BOND PARK	1623 W. WARWICK LANE, SCHAUMBURG 60193	
L-1.8	COVE PARK	910 S. CEDARCREST DRIVE, SCHAUMBURG 60193	
L-1.9	PAUL REVERE PARK	1825 WILLIAMSBURG, STREAMWOOD 60107	
L-1.10	POLK BRACH PARK	901 E. THACKER STREET, SCHAUMBURG 60193	
L-1.11	CONNELLY PARK	64 N. AZALEA DRIVE, SCHAUMBURG, 60173	
L-1.12	HILLTOP PARK	910 N. CHERRY DRIVE, SCHAUMBURG 60194	
L-1.13	SAVANNAH TRACE PARK	1300 S. MERCURY DRIVE, SCHAUMBURG 60193	
L-2.0 - 2.1	DETAIL		



S·c·h·a·u·m·b·u·r·g  
**PARK DISTRICT**

ADMINISTRATION \* 235 EAST BEECH DRIVE \* SCHAUMBURG, IL 60193



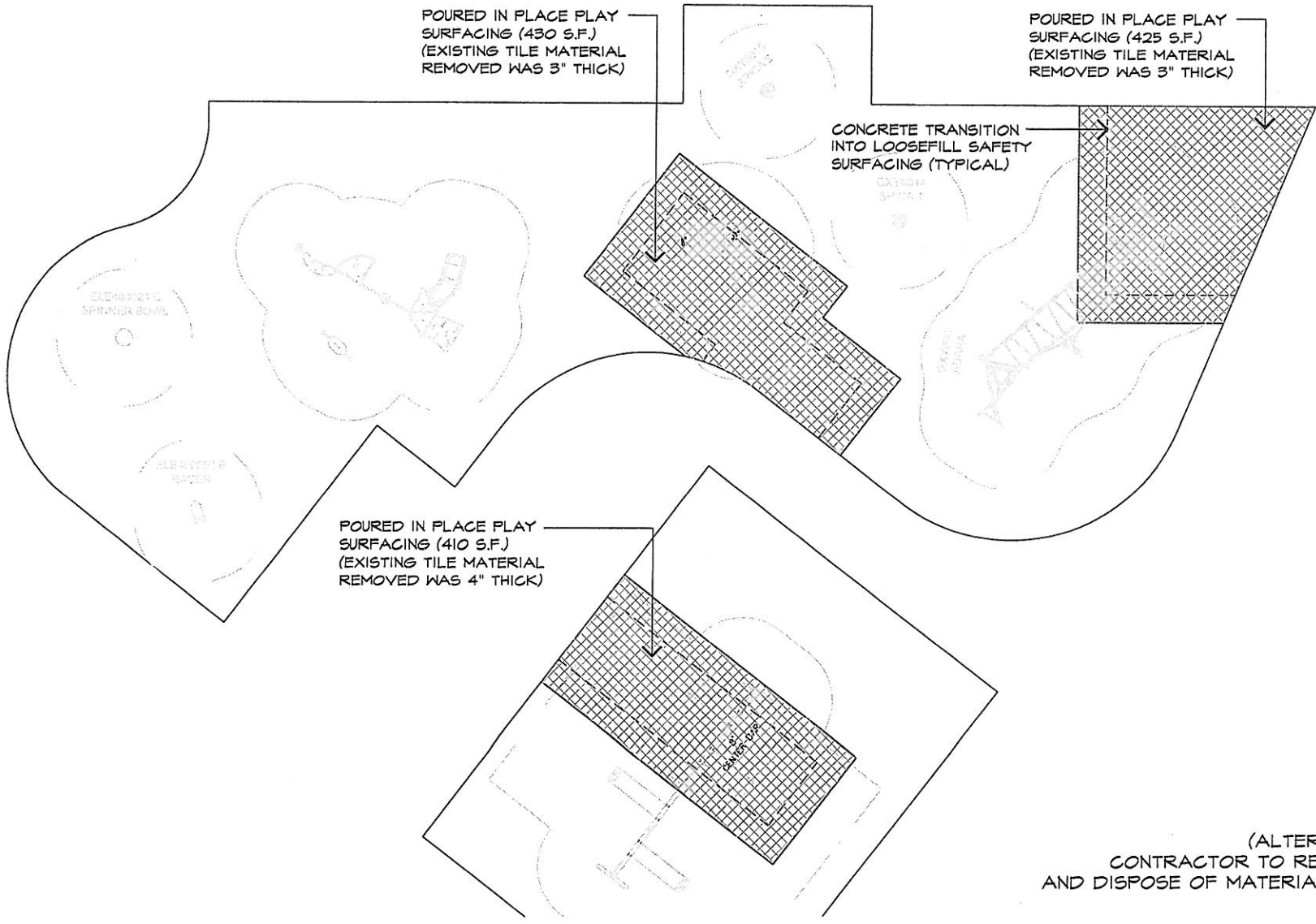
CONCRETE TRANSITION  
 INTO LOOSEFILL SAFETY  
 SURFACING (TYPICAL)

POURED IN PLACE PLAY  
 SURFACING (415 S.F.)  
 (EXISTING TILE MATERIAL  
 REMOVED WAS 3" THICK)

POURED IN PLACE PLAY  
 SURFACING (435 S.F.)  
 (EXISTING TILE MATERIAL  
 REMOVED WAS 4" THICK)

POURED IN PLACE PLAY  
 SURFACING (455 S.F.)  
 (EXISTING TILE MATERIAL  
 REMOVED WAS 3" THICK)

(ALTERNATE ONE)  
 CONTRACTOR TO REMOVE TILE  
 AND DISPOSE OF MATERIAL OFF SITE



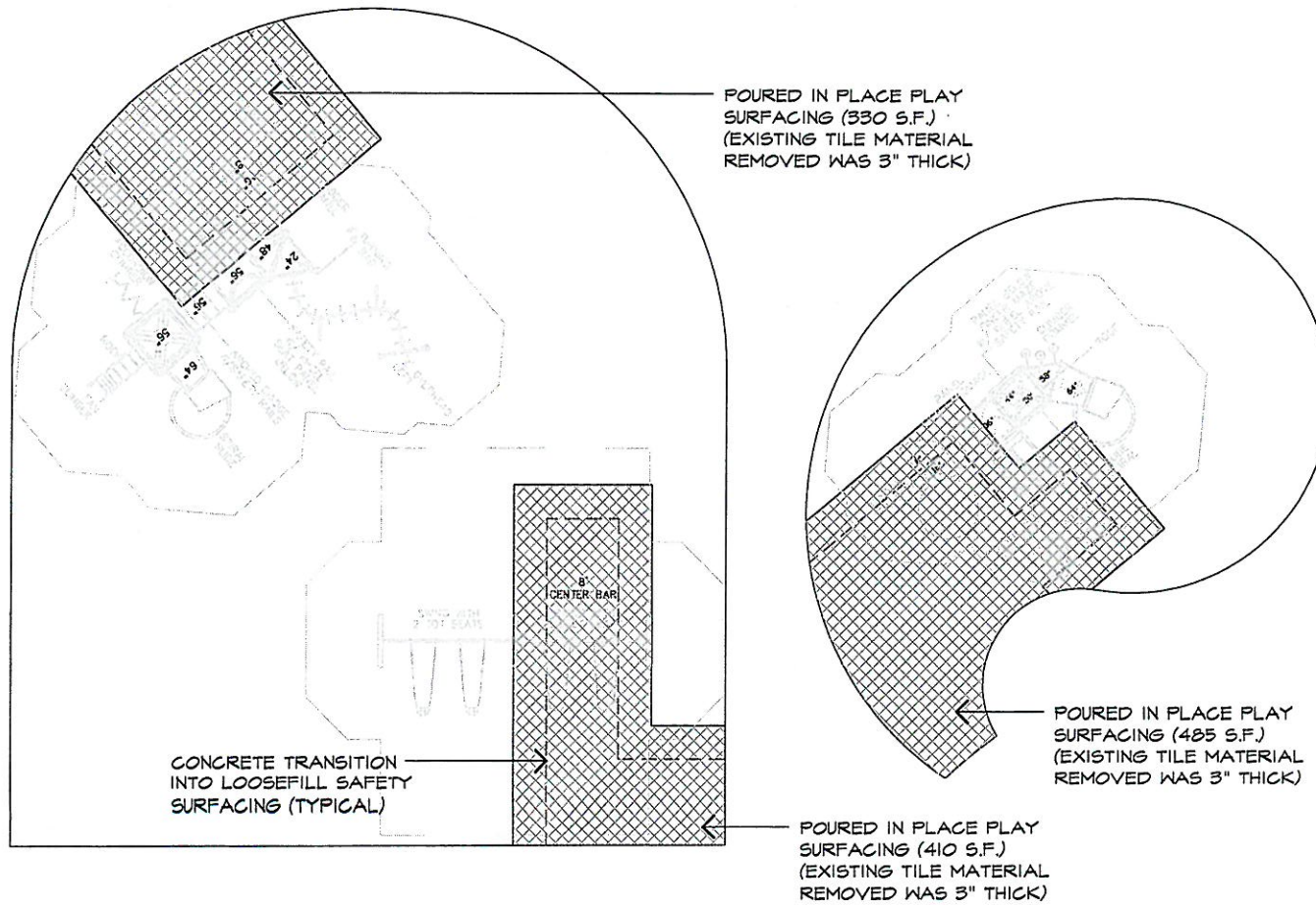
POURED IN PLACE PLAY SURFACING (430 S.F.)  
(EXISTING TILE MATERIAL REMOVED WAS 3" THICK)

POURED IN PLACE PLAY SURFACING (425 S.F.)  
(EXISTING TILE MATERIAL REMOVED WAS 3" THICK)

CONCRETE TRANSITION INTO LOOSEFILL SAFETY SURFACING (TYPICAL)

POURED IN PLACE PLAY SURFACING (410 S.F.)  
(EXISTING TILE MATERIAL REMOVED WAS 4" THICK)

(ALTERNATE TWO)  
CONTRACTOR TO REMOVE TILE AND DISPOSE OF MATERIAL OFF SITE



(ALTERNATE THREE)  
CONTRACTOR TO REMOVE TILE  
AND DISPOSE OF MATERIAL OFF SITE

SCHAUMBURG PARK DISTRICT  
POURED IN PLACE PROJECTS - 2016 (KINGSPORT LAKE PARK)

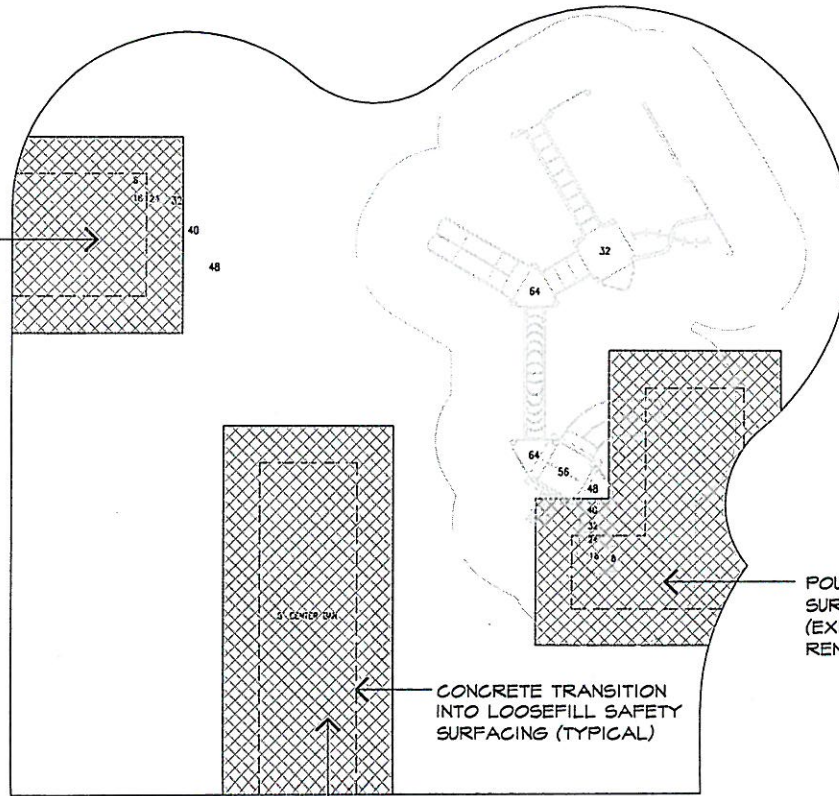
SCALE : N.T.S.



SHEET L-1.3



POURED IN PLACE PLAY SURFACING (225 S.F.) (EXISTING TILE MATERIAL REMOVED WAS 2.25" THICK)

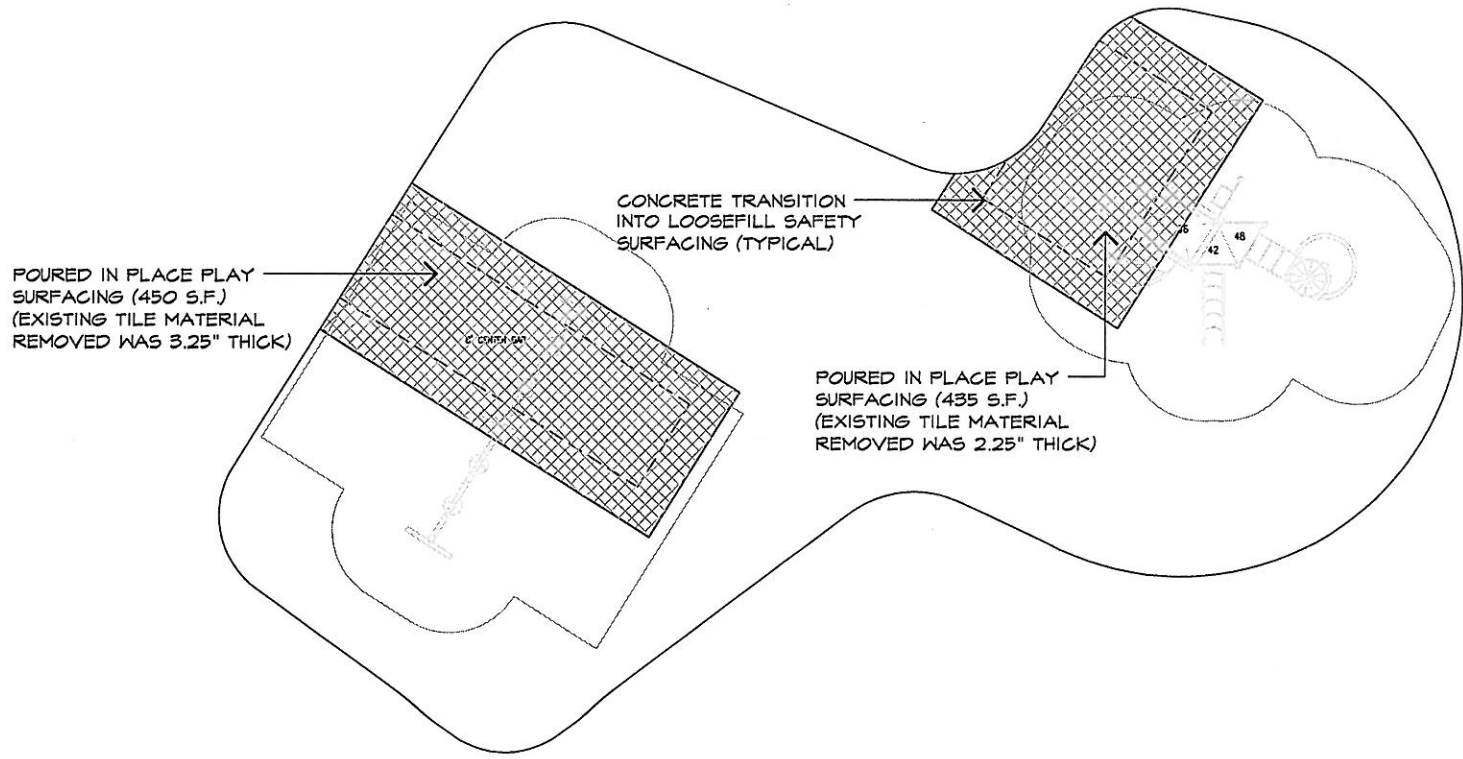


POURED IN PLACE PLAY SURFACING (340 S.F.) (EXISTING TILE MATERIAL REMOVED WAS 2.25" THICK)

CONCRETE TRANSITION INTO LOOSEFILL SAFETY SURFACING (TYPICAL)

POURED IN PLACE PLAY SURFACING (425 S.F.) (EXISTING TILE MATERIAL REMOVED WAS 3.25" THICK)

(ALTERNATE FOUR)  
CONTRACTOR TO REMOVE TILE  
AND DISPOSE OF MATERIAL OFF SITE

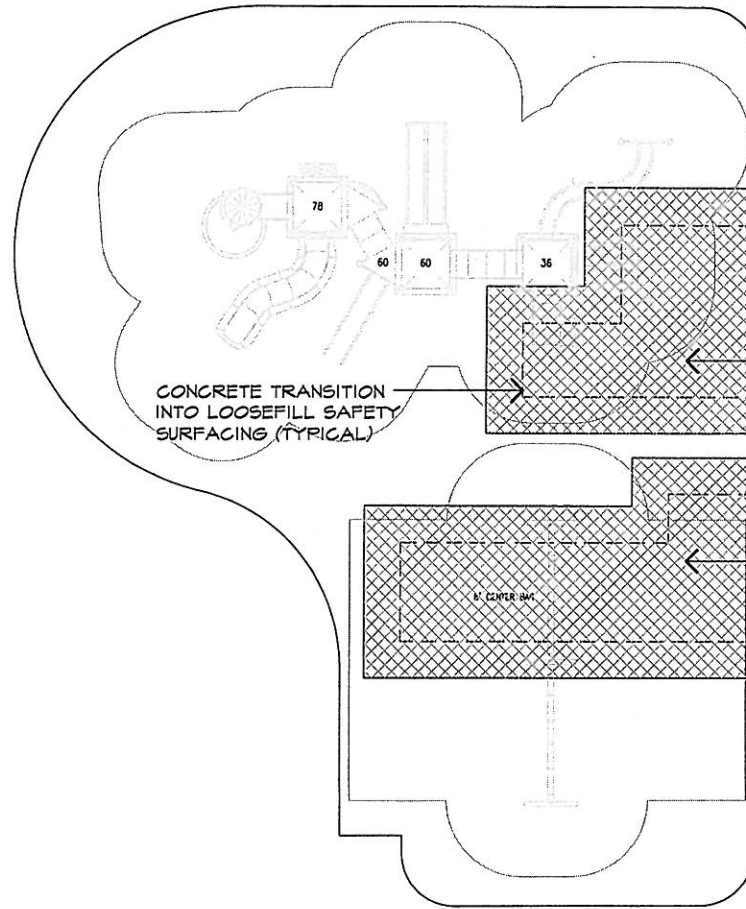


(ALTERNATE FIVE)  
 CONTRACTOR TO REMOVE TILE  
 AND DISPOSE OF MATERIAL OFF SITE

SHEET L-1.5

SCHAUMBURG PARK DISTRICT  
 POURED IN PLACE PROJECTS - 2016 (SALK PARK (2-5 PLAY AREA))

SCALE : N.T.S.  S.c.h.a.u.m.b.u.r.g  
 PARK DISTRICT



CONCRETE TRANSITION  
 INTO LOOSEFILL SAFETY  
 SURFACING (TYPICAL)

POURED IN PLACE PLAY  
 SURFACING (380 S.F.)  
 (EXISTING TILE MATERIAL  
 REMOVED WAS 2.25" THICK)

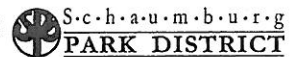
POURED IN PLACE PLAY  
 SURFACING (490 S.F.)  
 (EXISTING TILE MATERIAL  
 REMOVED WAS 3.25" THICK)

(ALTERNATE FIVE)  
 CONTRACTOR TO REMOVE TILE  
 AND DISPOSE OF MATERIAL OFF SITE

SHEET L-1.6

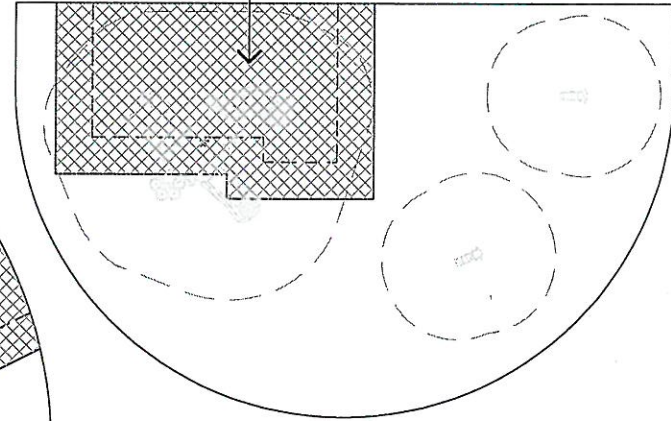
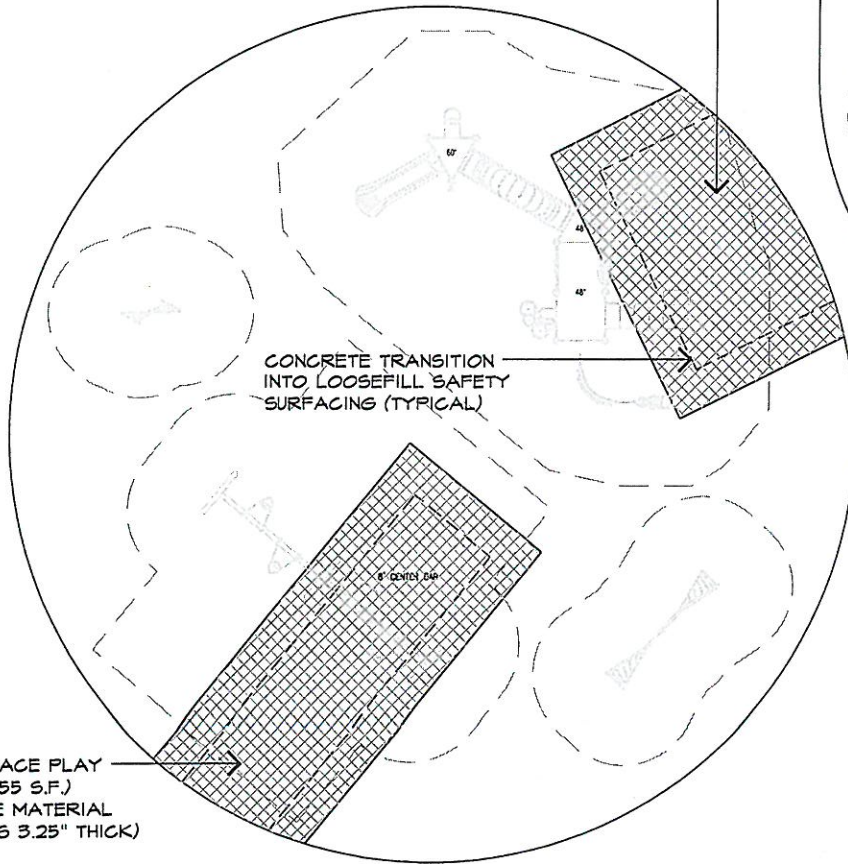
SCHAUMBURG PARK DISTRICT  
 POURED IN PLACE PROJECTS - 2016 (SALK PARK (5-12 PLAY AREA))

SCALE : N.T.S.



POURED IN PLACE PLAY SURFACING (365 S.F.)  
(EXISTING TILE MATERIAL REMOVED WAS 2.25" THICK)

POURED IN PLACE PLAY SURFACING (390 S.F.)  
(EXISTING TILE MATERIAL REMOVED WAS 2.25" THICK)



POURED IN PLACE PLAY SURFACING (455 S.F.)  
(EXISTING TILE MATERIAL REMOVED WAS 3.25" THICK)

CONCRETE TRANSITION INTO LOOSEFILL SAFETY SURFACING (TYPICAL)

(ALTERNATE SIX)  
CONTRACTOR TO REMOVE TILE AND DISPOSE OF MATERIAL OFF SITE

SCHAUMBURG PARK DISTRICT  
POURED IN PLACE PROJECTS - 2016 (ELAINE BOND PARK)

SCALE : N.T.S.

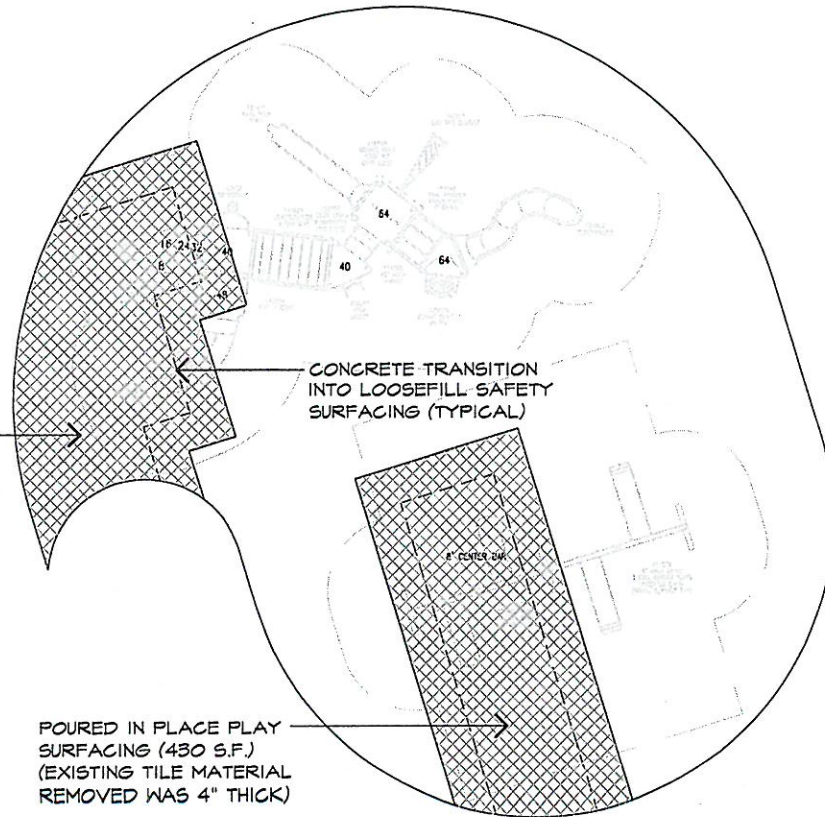


SHEET L-1.7

POURED IN PLACE PLAY  
SURFACING (425 S.F.)  
(EXISTING TILE MATERIAL  
REMOVED WAS 2" THICK)

POURED IN PLACE PLAY  
SURFACING (430 S.F.)  
(EXISTING TILE MATERIAL  
REMOVED WAS 4" THICK)

CONCRETE TRANSITION  
INTO LOOSEFILL SAFETY  
SURFACING (TYPICAL)



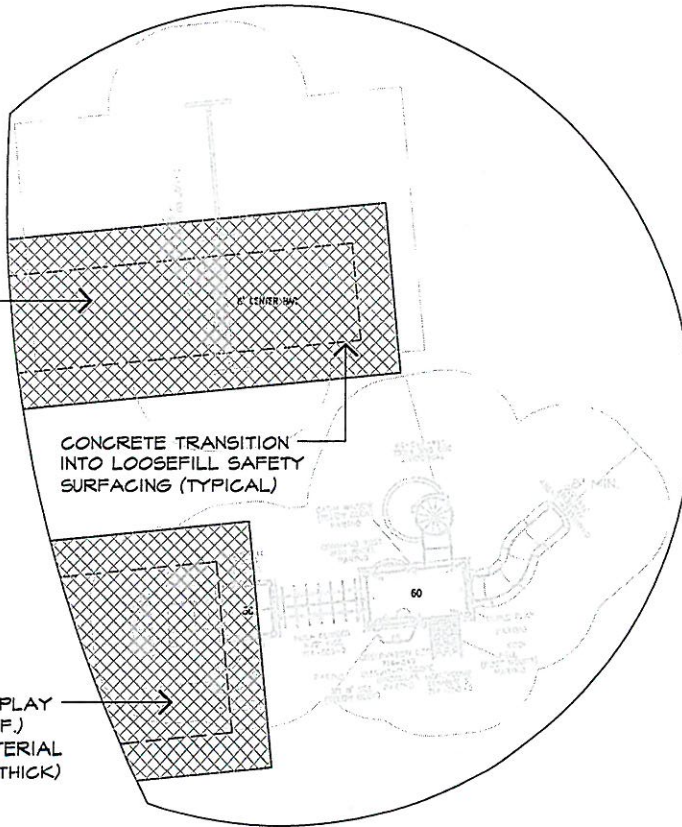
(ALTERNATE SEVEN)  
CONTRACTOR TO REMOVE TILE  
AND DISPOSE OF MATERIAL OFF SITE

SHEET L-1.8

SCHAUMBURG PARK DISTRICT  
POURED IN PLACE PROJECTS - 2016 (COVE PARK)

SCALE : N.T.S.  S.c.h.a.u.m.b.u.r.g  
PARK DISTRICT

POURED IN PLACE PLAY SURFACING (445 S.F.)  
(EXISTING TILE MATERIAL REMOVED WAS 4" THICK)



CONCRETE TRANSITION INTO LOOSEFILL SAFETY SURFACING (TYPICAL)

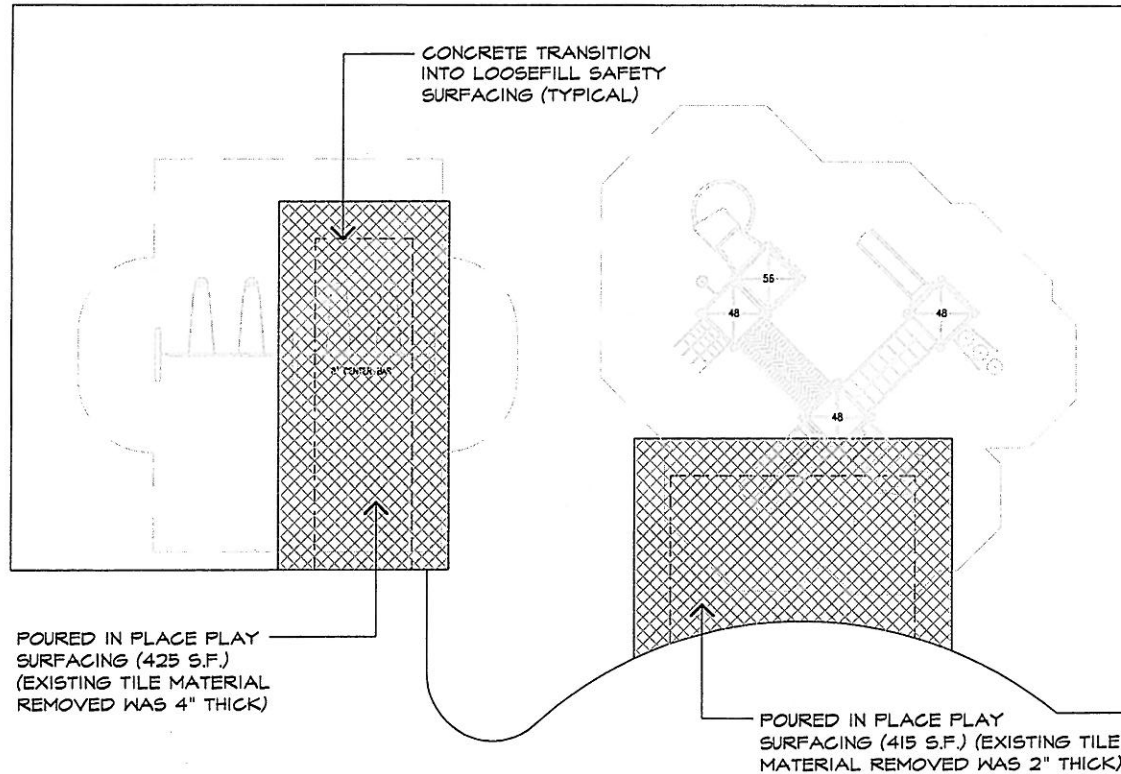
POURED IN PLACE PLAY SURFACING (285 S.F.)  
(EXISTING TILE MATERIAL REMOVED WAS 2" THICK)

(ALTERNATE EIGHT)  
CONTRACTOR TO REMOVE TILE  
AND DISPOSE OF MATERIAL OFF SITE

SHEET L-1.9

SCHAUMBURG PARK DISTRICT  
POURED IN PLACE PROJECTS - 2016 (PAUL REVERE PARK)

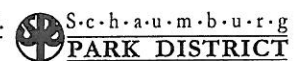
SCALE : N.T.S.  S.c.h.a.u.m.b.u.r.g  
PARK DISTRICT



(ALTERNATE NINE)  
 CONTRACTOR TO REMOVE TILE  
 AND DISPOSE OF MATERIAL OFF SITE

SCHAUMBURG PARK DISTRICT  
 POURED IN PLACE PROJECTS - 2016 (POLK BRACH PARK)

SCALE : N.T.S.



SHEET L-1.10

CONCRETE TRANSITION  
INTO LOOSEFILL SAFETY  
SURFACING (TYPICAL)

POURED IN PLACE PLAY  
SURFACING (430 S.F.) (EXISTING  
TILE MATERIAL REMOVED WAS  
3.75" THICK)

POURED IN PLACE PLAY  
SURFACING (380 S.F.)  
(EXISTING TILE MATERIAL  
REMOVED WAS 2.25" THICK)

(ALTERNATE TEN)  
CONTRACTOR TO REMOVE TILE  
AND DISPOSE OF MATERIAL OFF SITE

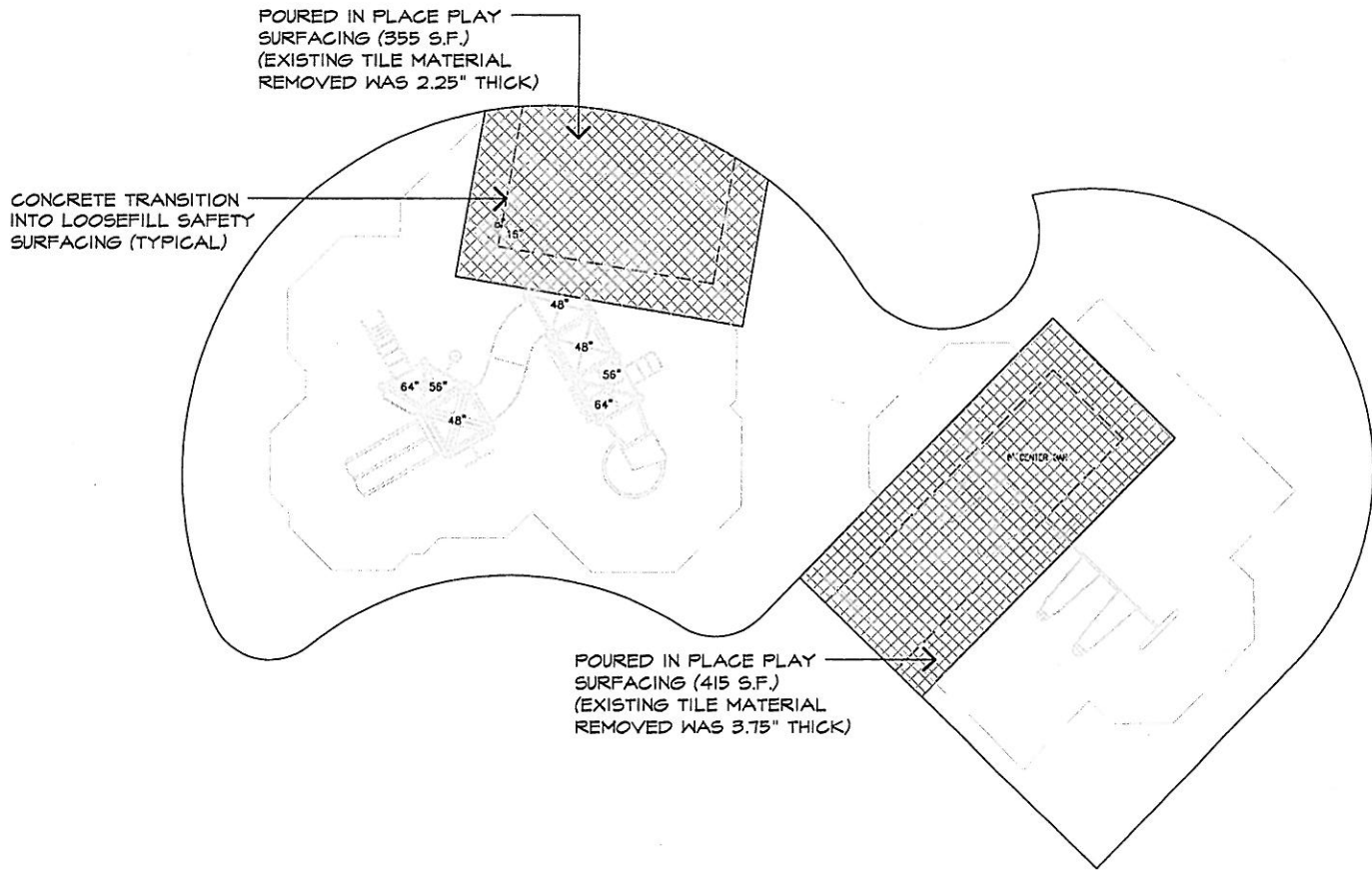
SCHAUMBURG PARK DISTRICT  
POURED IN PLACE PROJECTS - 2016 (CONNELLY PARK)

SCALE : N.T.S.

S.c.h.a.u.m.b.u.r.g  
PARK DISTRICT

SHEET L-1.11



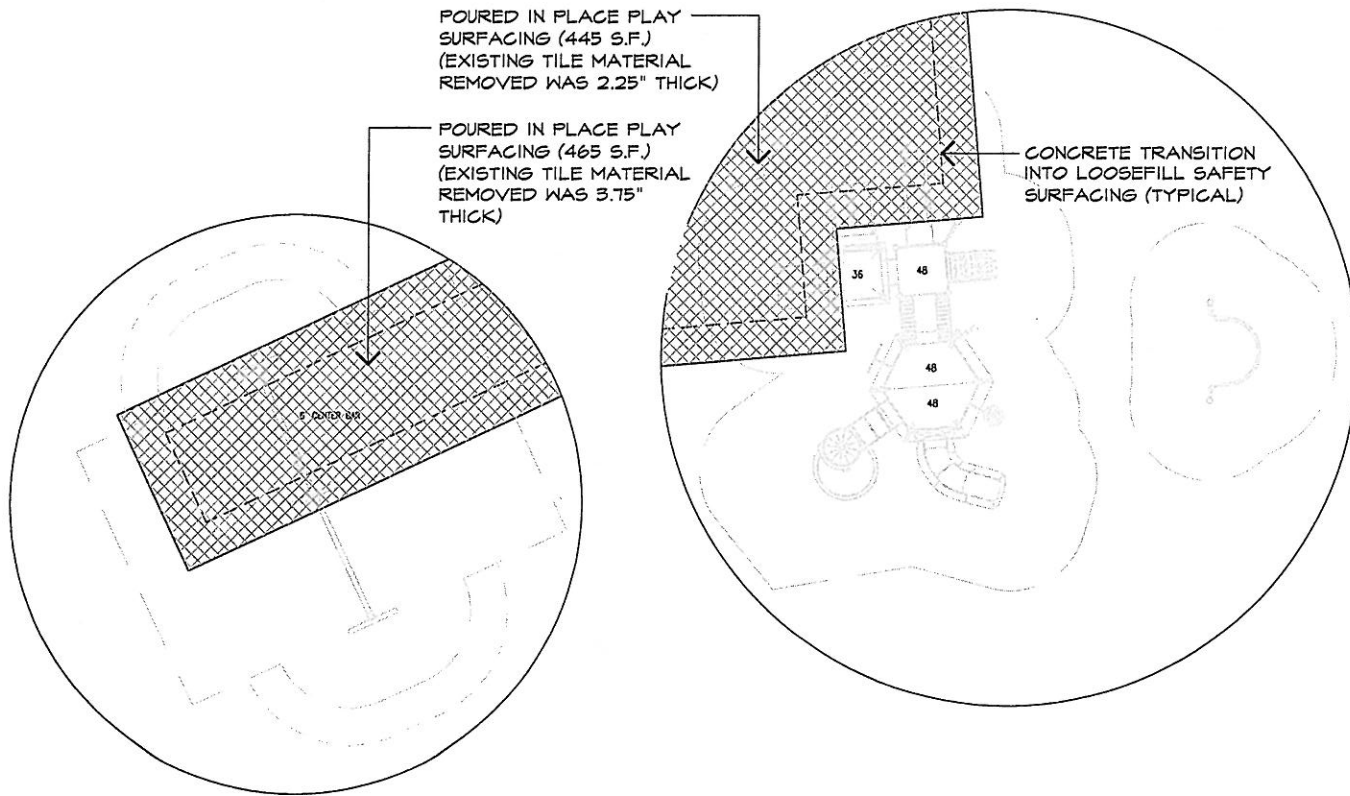


(ALTERNATE ELEVEN)  
 CONTRACTOR TO REMOVE TILE  
 AND DISPOSE OF MATERIAL OFF SITE

SHEET L-1.12

SCHAUMBURG PARK DISTRICT  
 POURED IN PLACE PROJECTS - 2016 (HILLTOP PARK)

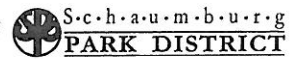
SCALE : N.T.S.  S·c·h·a·u·m·b·u·r·g  
 PARK DISTRICT



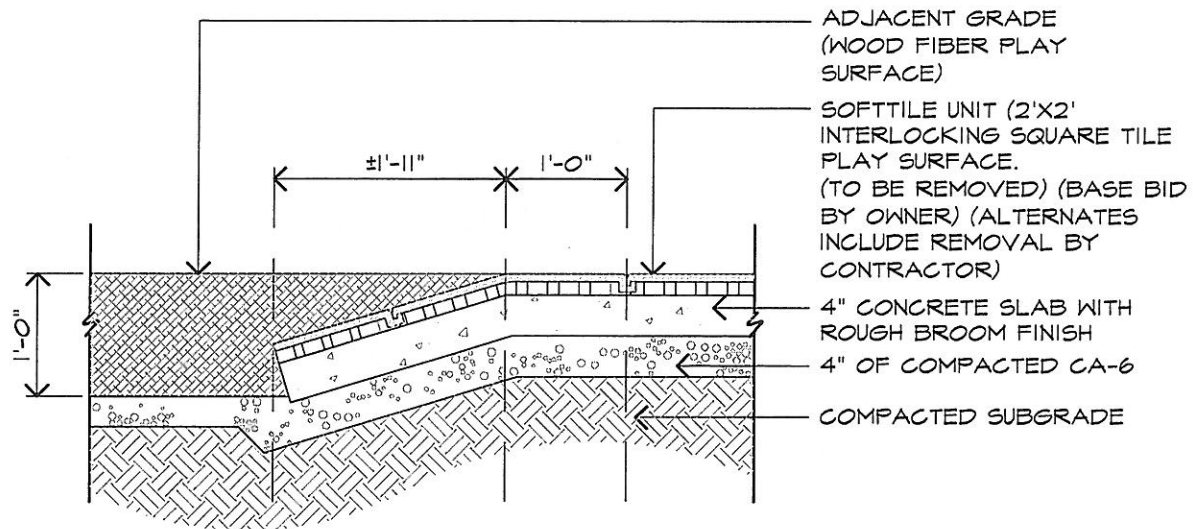
(ALTERNATE TWELVE)  
 CONTRACTOR TO REMOVE TILE  
 AND DISPOSE OF MATERIAL OFF SITE

SHEET L-1.13

SCALE : N.T.S.

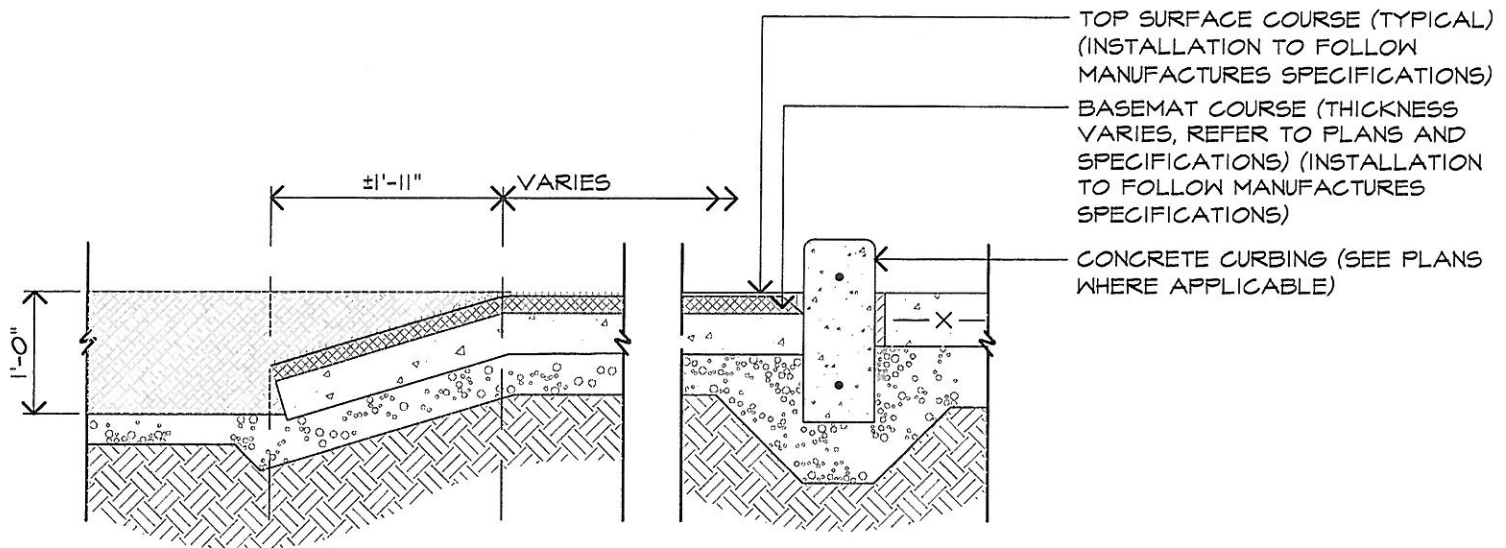


SCHAUMBURG PARK DISTRICT  
 POURED IN PLACE PROJECTS - 2016 (SAVANNAH TRACE PARK)



TYPICAL EXISTING TILE INSTALLATION SECTION

SCALE: N.T.S.



TYPICAL POURED IN PLACE INSTALLATION SECTION

SCALE: N.T.S.

# **VII. Staff Reports**

[Back to home](#)

**To: Tracey Crawford, Executive Director**  
**From: Brian Selders, Superintendent of Communications & IT**  
**Re: NWSRA/SLSF Marketing and Public Relations Report**  
**Date: January 6, 2017**

Following is a synopsis of marketing activities that have taken place in 2016:

<b>MEDIA</b>	
<b>Daily Herald</b>	<ul style="list-style-type: none"> <li>• Article on Astellas USA Foundation</li> <li>• Article on PURSUIT 2</li> <li>• Article on Celebrate Ability Gala</li> <li>• Article on Tracey Crawford- AAPRA</li> <li>• Article on Terrazzo &amp; Marble Supply Companies outing</li> <li>• Article on American Legion/NWSRA Summer Classic partnership</li> <li>• Birds of a Feather ad posted</li> <li>• SLSF Buffalo Grove, Palatine Hills, Moretti's/NWSRA and Women's Outing articles</li> <li>• Joint SRA ad in Autism Awareness Section</li> <li>• Snoezelen Room article</li> <li>• Article on State Ice Skating competition with NWSRA athletes highlighted</li> <li>• Appreciation ad sent for:               <ul style="list-style-type: none"> <li>- Gold Medal Fashion Show</li> <li>- Buffalo Grove Golf Classic</li> <li>- Palatine Hills Golf Classic</li> <li>- Moretti's/NWSRA Golf Classic</li> <li>- Women's Golf Outing</li> </ul> </li> <li>• Added GMFS and Spring Golf Outings to online calendar of events through Spingo</li> <li>• Full page co-op ad with SRANI in the Autism Awareness section of Daily Herald</li> <li>• Article on NWSRA piano lessons by Eileen O'Daday</li> <li>• Gold Medal Fashion Show article</li> </ul>
<b>Chicago Tribune</b>	<ul style="list-style-type: none"> <li>• Article on NWSRA Distinguished Accreditation</li> <li>• Article on Astellas USA Foundation</li> <li>• Article on PURSUIT 2</li> <li>• Article on Tracey Crawford- AAPRA</li> <li>• Celebrate Ability Gala article</li> <li>• Terrazzo &amp; Marble Supply Companies article</li> <li>• Article on Snoezelen room implementation</li> <li>• American Legion/NWSRA Summer Classic Article</li> </ul>

<b>TribLocal/ Metromix</b>	<ul style="list-style-type: none"> <li>• Added all SLSF events to online calendar of events</li> </ul>
<b>Daily Herald Business Ledger</b>	<ul style="list-style-type: none"> <li>• Submitted SLSF information for the Business Ledger Philanthropy Guide</li> </ul>
<b>Patch</b>	<ul style="list-style-type: none"> <li>• Article on Gold Medal Fashion Show posted</li> </ul>
<b>Oaklee's Guide</b>	<ul style="list-style-type: none"> <li>• Summer Day Camp added to events listing</li> </ul>
<b>Miscellaneous</b>	<ul style="list-style-type: none"> <li>• SLSF events posted online to the following sites: Daily Herald, WGN TV, Chicago Mama, Chicago Music Guide, North Shore Breaking News</li> </ul>
<b>ONLINE</b>	
<b>NWSRA/SLSF Online</b>	<ul style="list-style-type: none"> <li>• Snoezelen Ribbon Cutting promoted</li> <li>• Revamped Part Time staff application system with online platform to RSVP for interview nights, auto-reply e-mails, exportable reports, social sharing and more.</li> <li>• Updated PURSUIT web page with online article and new format</li> <li>• NWSRA Strategic Planning web page created and shared</li> <li>• Website link sharing with Autism Home Support Services</li> <li>• Set up NWSRA profile on JJ's List</li> <li>• Set up NWSRA profile on Autism Village</li> <li>• Created online SLSF.me Ambassador materials order form</li> <li>• Added individual SLSF Facebook event pages</li> <li>• Utilized Eventful for SLSF event marketing</li> <li>• Day Camp flyer posted on School District virtual backpacks throughout NWSRA service area</li> <li>• Web link exchange set up with Special Needs Chicago</li> <li>• Joined Aspiritech resource database for adult autism community</li> <li>• Added FOIA and Transparency information</li> <li>• Updated 2016 information across main site pages</li> <li>• Updated links throughout Directors sites, main site, ADA site and PDMarketing site</li> <li>• 2016 SLSF events posted online</li> <li>• Bi-monthly NWSRA Now and SLSF Impact e-newsletters sent</li> <li>• Monthly NWSRA and SLSF Board Update e-newsletters sent</li> </ul>
<b>Social Media</b>	<ul style="list-style-type: none"> <li>• 2016 recap of accomplishments video posted on Youtube</li> </ul>

	<ul style="list-style-type: none"> <li>• New videos created for Celebrate Ability Gala, Snoezelen Room and Holiday Luncheon</li> <li>• NWSRA now has over 2,500 Facebook followers</li> <li>• Shared PURSUIT 2 information across all platforms</li> <li>• Created and shared online seasonal programming survey</li> <li>• Partnered with CDGA Foundation on celebrity golf event- NWSRA golfers partnered with local news celebrities</li> <li>• Birds of a Feather campaign implemented for hiring</li> <li>• Won the 2015 Constant Contact All Star Award- only top 10% of organizations receive this award. NWSRA has now won 4 years in a row.</li> <li>• Snoezelen room web page with donations capability created and shared</li> <li>• Google clicks to NWSRA website increased 18% from October-December</li> </ul>
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**PUBLICATIONS and FLYERS**

<p><b>NWSRA/ SLSF</b></p>	<ul style="list-style-type: none"> <li>• SLSF Holiday Appeal sent</li> <li>• Created Snoezelen Ribbon Cutting invitation with online RSVP</li> <li>• Updated PURSUIT brochure with 2<sup>nd</sup> location</li> <li>• Created and sent Holiday Luncheon invitation</li> <li>• New postcards created to distribute at 3<sup>rd</sup> party events</li> <li>• Created Snoezelen banners- placed in programming space</li> <li>• Ad placed in Partners in Adult Learning (PAL) fundraiser program book</li> <li>• SLSF Spring Appeal sent</li> <li>• Ad placed in Chicago Special Parent magazine</li> <li>• Ad placed in Rotary Club of Rolling Meadows fundraiser event menu</li> <li>• Winter/Spring and Summer 2016 brochures sent and online</li> <li>• 2015 Annual Report sent</li> <li>• Gold Medal Fashion Show invitations and program books created and sent</li> <li>• Created SLSF.me general information Powerpoint</li> <li>• Created recap Powerpoint presentation of 2015 accomplishments and presented to Board and staff</li> <li>• Created 2016 calendar of events and posted online</li> </ul>
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<b>Television, Video and Radio</b>	
<b>NWSRA/SLSF</b>	<ul style="list-style-type: none"> <li>• PURSUIT interview on Schaumburg WSPD-TV</li> <li>• Created new series of “What’s Your Why?” videos</li> <li>• Videos created for SLSF Gold Medal Fashion Show, Buffalo Grove Golf Classic, Palatine Hills Golf Classic, Moretti’s/NWSRA Golf Classic and Women’s Golf Outing</li> <li>• NWSRA staff interviewed on Schaumburg Park District TV channel in February on inclusion</li> <li>• SLSF event slides played on Village of Palatine Channel 6 message board</li> <li>• Updated 12 minute NWSRA promotional video</li> <li>• Updated NWSRA Policies and Procedures video to include Closed Captioning</li> <li>• SLSF event video created</li> <li>• A series of 30 second commercials about NWSRA is now being played on the Village of Hoffman Estates, Village of Mount Prospect and Schaumburg Park District local television stations.</li> </ul>
<b>ADDITIONAL MARKETING</b>	
<b>NWSRA/SLSF</b>	<ul style="list-style-type: none"> <li>• Submitted Agency Showcase nominations to IPRA</li> <li>• Submitted nominations for Broadway Buddies, Safety for Yourself, Clearbrook and Stephen Katz for ITRS Awards</li> <li>• New expo bin created with new displays and giveaways</li> <li>• Article featured NWSRA in PDRMA safety newsletter on fleet management</li> <li>• Partnered with SRA’s to join Clearbrook Home Based Services Expo</li> <li>• Staff training provided on marketing NWSRA as a leading employer</li> <li>• Birds of a feather bus magnets, posters, feather banners, window clings posted</li> <li>• Nominated Zurich NA for Village of Schaumburg Volunteer Organization of the Year</li> <li>• VOIP Phone System installed with professional production of bilingual on hold messages directing to website/social media</li> <li>• Wrote new Information Systems Policies section for NWSRA Policy Manual</li> <li>• Submitted pieces into IPRA Agency Showcase</li> <li>• Created and sent survey for Park District marketing contacts for information on 2016 events to promote NWSRA</li> </ul>

	<ul style="list-style-type: none"> <li>• Hosted departmental database meetings to review the building of the database and website and begin training</li> <li>• Installed conferencing and presentation capability in 1<sup>st</sup> floor Conference Room</li> </ul>
<b>Expos/Networking Events Attended</b>	
<b>NWSRA/SLSF</b>	<ul style="list-style-type: none"> <li>• Calendar of expos/networking events attended created by Outreach Committee. Attended 35 events in 2016</li> <li>• Park District marketing website updated with increased access to ads, photos, writeups, online calendar and more.</li> </ul>
<b>IN PROGRESS</b>	
<b>NWSRA/SLSF</b>	<ul style="list-style-type: none"> <li>• Database/website build project</li> <li>• Various publications and online media</li> </ul>

**To: Tracey Crawford, Executive Director**  
**From: Brian Selders, Superintendent of Communications & IT**  
**Re: Outreach Committee- 4<sup>th</sup> Quarter Report**  
**Date: January 6, 2017**

In 2016, the NWSRA Outreach Committee continued its goal of planning and executing targeted outreach based on the areas and populations in need of increased NWSRA presence. The committee will engaged and informed new groups, families and individuals about NWSRA services. The Outreach Committee has expanded its list of identified organizations such as support groups and schools that are in need of an increased NWSRA presence and has created partnerships and collaborations to address the needs of the community.

Following is a list of accomplishments based on the Outreach Committee goals and strategies:

1. 63 new families have registered for NWSRA programs
2. Reached out to School Districts to post Day Camp brochure to online virtual backpacks
3. Promoted NWSRA services at 35 expos and events and created over 2200 unique impressions
4. Provided speaking and presentation opportunities to NWSRA full time staff
5. Cooperative programs and events have taken place/planned with:
  - a. Day Camp with School District 15 and 54.
  - b. Career Day at Sandburg Jr. High
  - c. Revelation Golf - two clinics planned for veterans and Paralympics Sports Club.
  - d. District 54 Parent Night
  - e. Onsite registration night for School District 21 for mainly Spanish speaking families
6. Meetings have been held with the following businesses/organizations to discuss future partnership:
  - a. Flow Fitness, Palatine
  - b. Dedicated Educated Achievers (DEA Nation), Hoffman Estates
  - c. Motion Fitness, Elk Grove
  - d. Fresh Thyme, Mount Prospect
  - e. Illinois Spina Bifida Association
  - f. Swim Chicago & Autism Spectrum Therapies

The Outreach Committee will continue to find innovative ways to create partnerships and increase awareness.

Date: December 22, 2016  
To: Tracey Crawford, Executive Director  
From: Nanette Sowa, Superintendent of Development  
RE: SLSF Update for January NWSRA Board

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SLSF is meeting with potential sponsors, filing grants and reaching out to existing and new donors in an effort to meet its 2016 financial goals. The current status is as follows:

**Sponsorships:** Sponsorship dollars are part of the SLSF event budgets. The FY 2016 budgeted amount is \$74,475. To date, \$107,325 has been received.

**Grants:** The FY 2016 budgeted grant total is \$83,000 this does not include the additional \$85,000 that the SLSF Board agreed to raise for the Snoezelen Room. To date, SLSF has applied for \$172,496.99 in grants. Out of those grants, \$99,956.00 has been approved and \$98,658.19 has been received. A new collaborative grant with Alexian Brothers Healthcare is in the works. Snoezelen room grants were received equaling \$50,873.

**Annual Appeal:** The annual appeal mailing was sent the last week of December and SLSF has already received \$500 as of this date. The appeal typically brings in \$20,000-23,000 between the end of November and the end of January.

**Events:** The FY 2016 Events budgeted amount is \$286,629. The Celebrate Ability Gala was held on November 11 and raised just over \$87,000. The total amount received in event dollars as of December 21 is \$292,943.25. A portion of those dollars represent event sponsorships as shown in the sponsorship portion of this report.

**Grants to NWSRA:** The Board approved a grant to NWSRA in the amount of \$285,000 for fiscal year 2016. The first of three installments was paid in the amount of \$82,059.34 to NWSRA in June 2016. The second installment in the amount of \$51,348.09 was paid in October. The third installment will be paid in the amount of \$151,592.57 to NWSRA in December 2016 bringing the total to the budgeted \$285,000.

**Snoezelen Room:** The Snoezelen room open house was held on December 7 and introduced the room to grantors, board members and interested community members.

**Volunteers and Outreach:** SLSF is always looking for ways to include corporations in NWSRA programs as volunteers. Many corporations now tie philanthropic dollars to volunteer service. Any introductions to area corporations are appreciated.

**2016 Goals:** SLSF worked to reach its 2016 Goal of educating the board on the importance of fundraising and asking board members to be proactive in educating their contacts about the foundation and the need for donations whether it be time, money or talent. To date, all of the SLSF board members have contributed money to the foundation in 2016 or have worked to assist in requesting grants, volunteers and/or donations. This is the first time in many years that *every* SLSF board member contributed in a single year.

**2017 Goal:** SLSF will be utilizing the services of an outside agency, American Philanthropic to assist with the creation of a five year development plan. It is anticipated that to meet the future needs of NWSRA, SLSF will need to increase the amount raised each year by a minimum of \$150,000.

# **IX. New Business**

[Back to home](#)

**To:** NWSRA Board of Trustees  
**From:** Tracey Crawford, Executive Director  
**Re:** Appointment of Legal Council  
**Date:** January 25, 2017

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**Motion:**

A motion to approve the following Legal Council appointments:

- A. Massucci, Blomquist, Anderson & Dunn (SLSF)
- B. Robbins, Schwartz, Nicholas, Lifton & Taylor, LTD – Heidi Katz  
(NWSRA)

**To:** NWSRA Board of Trustees  
**From:** Tracey Crawford, Executive Director  
**Re:** Appointment of Director/Secretary, Tracey Crawford  
**Date:** January 25, 2017

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**Motion:**

A motion to approve the Appointment of Tracey Crawford as Executive Director and Secretary of NWSRA.



**To:** NWSRA Board of Trustees  
**From:** Tracey Crawford, Executive Director  
**Re:** Bank Resolutions 2017-1, 2017-2, 2017-3,  
**Date:** January 25, 2017

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**Motion:**

A motion to approve the following bank resolutions as indicated A, B, C dated January 25, 2017.

- A. BMO Harris Bank Resolution 2017-1 approving these signers for the following accounts:
  1. Money Market : Tracey Crawford, Executive Director, and Amy Charlesworth, Organizational Treasurer, Trisha Breitlow, Superintendent of Administrative Services and one of the following persons; the Chairman or the Vice Chairman
  2. Imprest: Tracey Crawford, Executive Director, Amy Charlesworth, Organizational Treasurer, or Tony LaFrenere as Chairman, Diane Hilgers as Vice Chairman as signers on the account. Approving two signature checks up to \$1,000 be signed by Tracey Crawford, Executive Director and/or Amy Charlesworth, Organizational Treasurer, or Trisha Breitlow, or Jayne Finger, or Andrea Griffin or Brian Selders Superintendents.
  3. Payroll: Tracey Crawford, Executive Director and Trisha Breitlow, Superintendent as signers on the NWSRA Payroll Checking account.
- B. IPDLAF+/ US Bank Resolution 2017-2 approving two signature checks up to \$1,000 to be signed by Tracey Crawford, Executive Director, and/or Amy Charlesworth and Trisha Breitlow, or Jayne Finger, or Andrea Griffin, or Brian Selders Superintendents and those over \$1,000 to be signed by Tracey Crawford, Executive Director, and/or Amy Charlesworth, Organizational Treasurer, and one of the following persons; the Chairman or the Vice Chairman.
- C. IPDLAF+/ US Bank Resolution 2017-3 approving Tracey Crawford, Executive Director, Amy Charlesworth, Organizational Treasurer, Tony LaFrenere, Chairman, and Diane Hilgers, Vice Chairman as Authorized Persons on the NWSRA Investment holding account.

**To:** NWSRA Board of Trustees  
**From:** Tracey Crawford, Executive Director  
**Re:** Appointment of Tracey Crawford as SLSF President  
**Date:** January 25, 2017

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**Motion:**

A motion to approve Resolution 2017-4 approving Tracey Crawford as SLSF President.

**RESOLUTION 2017-4**

**APPOINTMENT OF NORTHWEST SPECIAL RECREATION ASSOCIATION  
REPRESENTATIVE TO THE SPECIAL LEISURE SERVICES FOUNDATION**

**WHEREAS**, the Association is committed to quality leisure services for the area's special residents, and,

**WHEREAS**, the Association recognizes the importance of involving the private sector in assisting in the delivery of public services, and,

**WHEREAS**, the Association believes it to be appropriate to make every effort to be fiscally responsible,

**NOW THEREFORE BE IT RESOLVED**, that the Board of Trustees appoint Tracey Crawford as their representative to the Special Leisure Services Foundation and encourage her to work in cooperation with the private sector to assist in providing resources that will increase the availability of leisure services to the area's special populations. Upon roll being called the vote was as follows:

AYE:

NAY:

ABSENT:

Attest \_\_\_\_\_ Board of Trustees Secretary,  
Northwest Special Recreation Association

**Dated this 25<sup>th</sup> day of January, 2017**

**To:** NWSRA Board of Trustees  
**From:** Tracey Crawford, Executive Director  
**Re:** Village Bank & Trust  
**Date:** January 25, 2017

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**Motion:**

A motion to approve the Village Bank & Trust Resolution 2017-5 as below:

Village Bank & Trust Resolution 2017-5 approving two signature checks up to \$1,000 to be signed by Tracey Crawford, Director and/or Amy Charlesworth, Organizational Treasurer and Trisha Breitlow, Superintendent; and those checks over \$1,000 to be signed by Tracey Crawford, Director and/or Amy Charlesworth, Organizational Treasurer.

**To: Tracey Crawford, Executive Director**  
**From: Brian Selders, Superintendent of Communications & IT**  
**Re: 3<sup>rd</sup> Floor Copier quote results and recommendation**  
**Date: January 10, 2017**

The contract for the copier on the 3<sup>rd</sup> floor will expire in March 2017, and staff performed a thorough review of available options for choosing a vendor from whom to lease a new copier. Staff created an online survey listing the minimum specifications for copiers as shown on the attached pages. The online survey created a consistent comparison among all vendors.

Several factors, including service contract price and length, toners per year and overage charges, folding and finishing, pages per minute, overage charges for printing and other factors provided a basis for a fair comparison between the vast number of copier options available. On average, the 3<sup>rd</sup> floor copier prints approximately 13,530 color copies and 9,523 black & white copies per month and it is imperative that the copier leased will handle this workload.

Attached are two documents:

1. Vendor comparison- specifications
2. Vendor comparison- pricing for 36 month lease
3. Vendor comparison- pricing for 48 month lease

The recommendation of the staff toward the decision upon the vendor to be selected is based on the following factors:

1. Vendor recommended must have a good track record of customer service
2. Vendor recommended must meet the specifications set forth in the quote request
3. Upon meeting the criteria listed above, vendor must provide a cost-effective quote

The Konica Minolta machine meets all of the requirements at the lowest cost. In addition, Konica Minolta will remove the existing copier and replace with the new model, decreasing staff time. Finally, there will be little to no learning curve with the staff for using the new machine, since the old machine was a similar model. Based upon this information, staff are recommending the lease of the 3<sup>rd</sup> floor copier through Konica Minolta for 48 months.

Motion to approve the staff recommendation of Konica Minolta as the vendor for the 3<sup>rd</sup> floor copier for a lease term of 48 months.

	Konica Minolta	Ricoh-USA Inc.	Imagetec L.P.	Imagetech L.P.	Genesis Technologies	BDS Xerox
Make	Konica Minolta	Ricoh	Konica Minolta	Ricoh	Canon imageRunner Advance C7570i	Xerox
Model #	C658	MPC 6503	Bizhub C658	MP C8003	C7570i	WC 7970i
Pages Per Minute B/W	65	65	65	80	75	70
# of Paper Trays	3 with large capacity drawer and side deck/multi sheet intelligent bypass	3	3	3	4	4
Document Feeder Size	300 originals/ up to 11 x 17/35-210 gsm	220 sheets/ 11 x 17 sheet	300 sheets- Single Pass/Dual Scan	220-Sheet	11 x 17	133 sheets
Finisher Model	SD537 100 page finisher/Z-Fold unit attachment.	SR4130	ZU-609 Z-fold unit	SR 4130 Booklet finisher	Booklet finisher V2	BR Booklet Maker
Specification Description	Meets Specification?	Meets Specification?	Meets Specification?	Meets Specification?	Meets Specification?	Meets Specification?
System Memory- 4GB	Yes	Yes	Yes	Yes	Yes	No
System Hard Disk	Yes	Yes	Yes	Yes	Yes	No
Minimum 65 ppm B/W	Yes	Yes	Yes	Yes	Yes	Yes
Dual Scanner Document feeder	Yes	Yes	Yes	Yes	Yes	Yes
Large Capacity Document Feeder (min. 300 sheets)	Yes	No- 220	Yes	No- 220	Yes	No
3 paper trays (letter, legal & ledger) plus bypass and minimum 3000 sheet large capacity letter tray	Yes	Yes	Yes	Yes	Yes	No
Networking capabilities	Yes	Yes	Yes	Yes	Yes	Yes
Scanning capabilities- PDF, compact PDF, TIFF, JPG, XPS & PPTX	Yes	No- does not include XPS and PPTX	Yes	Yes	Yes	Yes
USB drive printing & scanning capabilities	Yes	Yes	Yes	Yes	Yes	Yes
Service contract/ maintenance plan	Yes	Yes	Yes	Yes	Yes	Yes
Removal & return of existing copier	Yes	Yes	Yes	Yes	Yes	No
Duplex to include 60# cardstock	Yes	Yes	Yes	Yes	Yes	Yes
Staple, including booklet saddle-stitch: minimum 50 sheets	Yes	Yes	Yes	Yes	Yes	Yes
3-hole punch	Yes	Yes	Yes	Yes	Yes	Yes
Front/back covers	Yes	Yes	Yes	Yes	Yes	Yes
Page insertion	Yes	Yes	Yes	Yes	Yes	No
Tri-fold option	Yes	Yes- additional cost	Yes	Yes	Yes	Yes
Z-fold option	Yes	Yes- additional cost	Yes	Yes	Yes	Yes
Toner monitoring system	Yes	No	Yes	Yes	Yes	Yes

**FINANCIALS**
**36 month lease**

	<b>Konica Minolta</b>	<b>Ricoh-USA Inc.</b>	<b>Imagetec L.P.</b>	<b>Imagetech L.P.</b>	<b>Genesis Technologies</b>	<b>BDS Xerox</b>
Monthly lease amount	\$473.00	\$400.82	\$510.78	\$636.78	\$1,191.32	\$418.00
Annual lease amount	\$5,676.00	\$4,809.84	\$6,129.36	\$7,641.36	\$14,295.84	\$5,016.00
Printing cost: 115,000 copies/year- Black and White	\$575.00	\$460.00	\$773.95	\$690.00	\$0.00	\$632.50
Printing cost: 163,000 copies/year- Color	\$5,705.00	\$6,357.00	\$6,357.00	\$7,335.00	\$8,970.00	\$7,335.00
Estimated annual misc. fees	\$0.00	\$1,197.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Annual Costs	\$11,956.00	\$12,823.84	\$13,260.31	\$15,666.36	\$23,265.84	\$12,983.50
Removal & return of existing copier	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00
<b>TOTAL LEASE EXPENSE</b>	<b>\$35,868.00</b>	<b>\$38,471.52</b>	<b>\$39,780.93</b>	<b>\$46,999.08</b>	<b>\$69,797.52</b>	<b>\$39,450.50</b>

**FINANCIALS**

**48 month lease**

	<b>Konica Minolta</b>	<b>Ricoh-USA Inc.</b>	<b>Imagetec L.P.</b>	<b>Imagetech L.P.</b>	<b>Genesis Technologies</b>	<b>BDS Xerox</b>
Monthly lease amount	\$381.45	\$328.88	\$418.38	\$521.77	\$1,029.94	\$346.00
Annual lease amount	\$4,577.40	\$3,946.56	\$5,020.56	\$6,261.24	\$12,359.28	\$4,152.00
Printing cost: 115,000 copies/year- Black and White	\$575.00	\$460.00	\$773.95	\$690.00	\$0.00	\$632.50
Printing cost: 163,000 copies/year- Color	\$5,705.00	\$6,357.00	\$6,357.00	\$7,335.00	\$8,970.00	\$7,335.00
Estimated annual misc. fees	\$0.00	\$986.40	\$0.00	\$0.00	\$0.00	\$0.00
Total Annual Costs	\$10,857.40	\$11,749.96	\$12,151.51	\$14,286.24	\$21,329.28	\$12,119.50
Removal & return of existing copier	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00
<b>TOTAL LEASE EXPENSE</b>	<b>\$43,429.60</b>	<b>\$46,999.84</b>	<b>\$48,606.04</b>	<b>\$57,144.96</b>	<b>\$85,317.12</b>	<b>\$48,978.00</b>



# Memo

To: NWSRA Full Time Staff

From: Andrea Griffin

Date: January 10, 2017

Re: Member Park District Services, Memberships and Program Usage - Park District Facility Usage 6.12 policy

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Promoting healthy lifestyles and providing access to leisure and recreational activities has proven to decrease health care costs, reduces depression, relieve stress and improve quality of life. NWSRA and its Member Districts have recognized this benefit through the Member Park District Services, Memberships and Program Usage Agreement. A unique benefit of the collaboration between NWSRA and Member Districts is the access of services, memberships and programs that are offered to NWSRA Full Time Staff.

Full time staff in good standing have the opportunity to choose one Member Park District to designate as a "Home" District.

Annually, NWSRA Full Time Staff will designate one Member District as their "Home" Park District. Each Member District will receive the NWSRA Individual Employee "Home" District Form, indicating that their Park District has been selected for this benefit. NWSRA Full Time Staff can only change their "Home" Park District annually in January.

Fill out the "Home" District Form indicating which Member District, if any, you as a full time employee in good standing would like to select as your "Home" District for 2017. Refer to the Yearly Member District Benefits Form to see what benefits each Member District offers NWSRA Full Time Staff.

The "Home" District Form is due to Andrea Griffin by January 12<sup>th</sup>, 2017.



*"We exist to provide outstanding opportunities through recreation for children and adults with disabilities."*

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

I, \_\_\_\_\_ as an NWSRA full time employee in good standing, have the opportunity to choose one Member Park District to designate as my "Home" District. I choose to designate \_\_\_\_\_ Park District as my "Home" Park District. I understand that this agreement is valid for one year from today's date.

I also understand that if my employment is terminated this agreement will be terminated as well.

\_\_\_\_\_  
NWSRA Full Time Employee Signature

\_\_\_\_\_  
Date

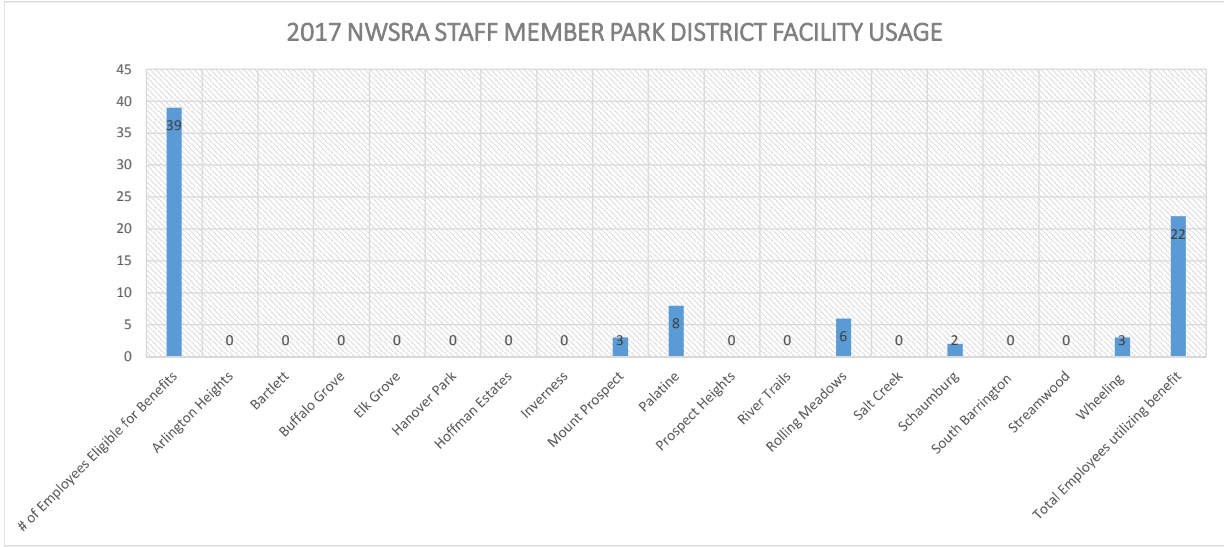
\_\_\_\_\_  
NWSRA, Superintendent of Recreation

\_\_\_\_\_  
Date

An extension of the local park districts serving

Arlington Heights • Bartlett • Buffalo Grove • Elk Grove • Hanover Park • Hoffman Estates • Inverness • Mount Prospect  
Palatine • Prospect Heights • River Trails • Rolling Meadows • Salt Creek • Schaumburg • South Barrington • Streamwood • Wheeling

Park District	Participating	Benefits	Staff	Total Staff
Arlington Heights	no			0
Bartlett	no			0
Buffalo Grove	yes	same as full time employees		0
Elk Grove	no			0
Hanover Park	yes	resident rate for programs, direct cost for contractula programs, civic rate for community center rentals, family fitness & pool pass		0
Hoffman Estates	no			0
Inverness	no			0
Mount Prospect	yes	six 18-hole rounds of golf (annually), individual fitness & pool pass	Jodi Schulz, Micheal Rusin, Trisha Brietlow,	3
Palatine	yes	same as full time employees	Jessica Earhart, Cortney Lucente, Montana Werhane, Liz Thomas, Tracey Crawford, Rachel Hubsch, Victoria Trebels , Brian Selders	8
Prospect Heights	yes	50% off family fitness pass & racquetball court times		0
River Trails	yes	same as full time employees		0
Rolling Meadows	yes	same as full time employees	Sherry Gach, Jayne Finger, Andrea Griffin, Jessica Vasalos, Barb Bassett, Michele Paradise	6
Salt Creek	yes	free golf at Twin Lakes with business card		0
Schaumburg	yes	resident rate for programs, family fitness & pool pass	Katrina Place, Nicole Estrada	2
South Barrington	no			0
Streamwood	yes	same as full time employees		0
Wheeling	yes	same as full time employees	Nannette Sowa, Jenna Horton, Cathy Splett, Ted Addato	4
<b>Total Staff</b>				<b>23</b>



## LEASE OF PARK DISTRICT PROPERTY

WITNESS this Agreement dated this 10<sup>th</sup> day of January, 2017, between ROLLING MEADOWS PARK DISTRICT ("RMPD"), a body politic and corporate which is an Illinois unit of government organized and operating under the Park District Code (70 ILCS 1205/1-1, *et seq.*), and NORTHWEST SPECIAL RECREATION ASSOCIATION "(NWSRA)", an Association of Illinois Park Districts formed pursuant to §8-10b of the Park District Code (70 ILCS 1205/8-10b), is made under and by virtue of the authority granted in the Park District Code, pursuant to 70 ILCS 1205/8-16 and 10-7.

For and in consideration of the mutual promises herein set forth, the parties AGREE:

1. RMPD hereby leases to NWSRA a portion of the South East Wing, consisting of approximately 4,775.50 square feet (the "Premises") of the Building situated at 3705 Pheasant Drive, Rolling Meadows, Illinois, and known as the Rolling Meadows Park Community Center, together with reasonable access to the Premises, as well as grants to NWSRA during the term of this lease a non-exclusive license to the use of the parking lot located at the South end of the Rolling Meadows Park District Community Center for parking for its staff and persons attending its programs. Exhibit "A", which is attached hereto and made a part hereof, contains a drawing which shows that portion of the Rolling Meadows Park District Community Center which constitutes the Premises leased hereunder.

2. NWSRA shall have the use and occupancy of (and covenants that it shall hold and maintain for public use) the Premises for its administrative offices and recreational programs for the handicapped, provided that said programs are consistent with the overall use of the Rolling Meadows Park District Community Center and with the provisions of 70 ILCS 1206/8-10b. In addition, RMPD reserves the right to approve all programs conducted on and all uses of the Premises.

3. The rent for the Premises is \$47,054.82 per year (based upon \$9.00 per square foot for 4,775.50 square feet, plus annual Maintenance and Custodial Services estimated at \$4,075.32). On or before the Commencement Date described below, NWSRA shall pay to RMPD the amount of \$141,164.46, representing all of the rent in advance for the entire three (3) year term of this Lease as set forth in Section 5 hereof.

4. NWSRA, at its sole cost and expense, shall 1) keep and maintain the Premises, including the interior walls, flooring and ceiling, in reasonable repair and condition during the term of the lease, the same as on the Commencement Date, subject only to ordinary wear and tear; and 2) repair and, if needed, replace any damaged windows, broken glass, interior doors, sinks, toilets and other fixtures, and keep the same in reasonable operating condition. RMPD shall, at its sole cost and expense, a) maintain and repair the roof, exterior walls and structural elements of the Building; b) repair and, if needed, replace the exterior air conditioning units and the

furnace serving the Premises: and c) keep in reasonable operating condition the electrical and plumbing systems. Neither RMPD nor NWSRA shall have any obligation to repair or replace the foundation beneath the Premises.

5. The term of this lease shall be for three (3) years, commencing on the 1<sup>st</sup> day of April, 2017 ("Commencement Date") and terminating on the 31<sup>st</sup> day of March, 2020. NWSRA shall have the option to renew the Lease for an additional three (3) years at a rental amount to be agreed upon by the parties by providing RMPD with written notice of their intent to renew at least thirty (30) days prior to the expiration of the term.

6. No representations, except such as are specifically set forth herein, have been made to NWSRA respecting the condition of the Premises. The taking of possession of the Premises by NWSRA shall be conclusive evidence as against NWSRA that said Premises were in good and satisfactory condition when possession of the same was so taken; and NWSRA will, at the termination of this lease by lapse of time or otherwise, return the Premises to RMPD in as good condition as when received, loss by ordinary wear and tear excepted.

7. NWSRA, without written consent by RMPD, shall not assign this lease or any interest hereunder and will not sublet the Premises or any part thereof and will not permit the use of said Premises by any parties other than NWSRA and its agents and servants.

8. RMPD may enter the Premises at all reasonable times for the purpose of making any repair or alterations therein as it may deem necessary for the safety, preservation or improvement of the Premises or the Rolling Meadows Park District Community Center; provided, however, that RMPD'S rights hereunder are not intended to and in no way shall be construed to impose upon RMPD any obligation to inspect the Premises for any purpose whatsoever or to make any repairs or alterations thereto or therein. NWSRA will make no alterations in or additions to the Premises without first obtaining RMPD'S written consent, although NWSRA may erect workstation dividers in the Premises which NWSRA shall remove upon termination of this lease, putting any such rooms into the same condition as they were prior to the room dividers being installed, less ordinary wear and tear.

9. Except as provided in the indemnity obligations contained in Section 17 hereof, RMPD shall not be liable for any damage, either to person or property, sustained by NWSRA or by other persons, due to the Premises, or the Rolling Meadows Park District Community Center, as a whole, or any part of either or any appurtenances thereof, becoming out of repair, or due to the happening of any accident in or about the Premises or the Rolling Meadows Park District Community Center.

10. Both RMPD and NWSRA are members of the Park District Risk Management Agency (PDRMA") and acknowledge that the coverage provided by PDRMA is acceptable to each of them with respect to the obligations of the other hereunder. In the event that either or both of RMPD and NWSRA cease to be members

of PDRMA, the parties shall promptly negotiate a replacement provision for reasonably acceptable insurance coverage through private carriers.

11. Provided that NWSRA'S use of electricity, water, sewer, and gas is reasonably consistent with that of the prior occupants, RMPD shall make no additional charge therefore.

12. In the event of any breach of this Lease, it is the intention of the parties that their remedies be limited to damages, specific performance, or injunctive relief. Notwithstanding, in the event of a material breach by NWSRA involving health or safety or its failure to be a member of PDRMA (or obtain substitute insurance as provided herein), RMPD may, at its option and in its sole discretion, following ten (10) days prior notice, during which time NWSRA may cure such breach, declare this Lease terminated, whereupon RMPD may repossess itself of the Premises. NWSRA shall not be entitled to return of any unpaid rents, all of which shall be deemed liquidated damages with respect to potential loss of rents due to inability to file a suitable replacement tenant; however, RMPD shall retain the right to pursue any and all other remedies with respect to all other losses, including but not limited to costs of repair of the Premises.

13. NWSRA shall be responsible for all damage to its personal property located within the Premises resulting from fire, explosion, or other casualty. RMPD shall be responsible for all damages to the Premises resulting from fire, explosion, or other casualty and shall take all reasonable steps to promptly restore said property to its condition prior to said casualty. Each party shall promptly submit claims to PDRMA and shall cooperate with PDRMA and each other. NWSRA shall not be entitled to any reimbursement, adjustment, or abatement of rent irrespective of whether all or any portion of the Premises or the Rolling Meadows Park District Community Center is untenable for any length of time.

14. NWSRA specifically covenants that it will hold and maintain the Premises exclusively for public park or recreational purposes; NWSRA'S rights to possess and occupy the Premises shall automatically revert to RMPD if NWSRA knowingly violates said covenant by allowing all or any part of the Premises to be used for purposes other than park or recreational purposes, all as provided in 70 ILCS 1205/10-7.

15. During the term of this Lease, RMPD shall provide routine maintenance and custodial services ("Maintenance and Custodial Services") to the Premises to the same standard as currently provided to the areas of the Rolling Meadows Park District Community Center occupied by RMPD and NWSRA.

16. All notices hereunder shall be in writing. Delivery of such notices may be by personal delivery or by regular mail, as hereinafter stated. Personal delivery to RMPD may be had by delivery of any such notice to the Secretary or the President of the Board of RMPD; personal delivery to NWSRA may be had by delivery of any such notice to the Secretary or the Chairperson of the Board of Trustees of NWSRA. Mail

delivery to either party shall be had by mailing any such notice in a properly stamped and addressed envelope addressed to the addresses shown below. Any such mail delivery shall be deemed received by the recipient on the 2<sup>nd</sup> day subsequent to deposit of any such envelope in a proper U.S. mail receptacle for mail deposits.

17. Each party hereto ("Indemnifier") agrees to indemnify, reimburse, and hold harmless the other party ("Other") from and against any and all liabilities, claims, damages, suits, judgments, costs, expenses and fees, including attorneys fees, that the Other incurs arising out of or occurring in connection with the Indemnifier's negligent, reckless or intentional misconduct. This provision is strictly for the benefit of the parties hereto in allocating responsibilities between them, is not intended as a benefit to and may not be relied upon by any third party; and, in particular, does not constitute a waiver of any rights or protections under or afforded by the Illinois Tort Immunity Act (745 ILCS 10).

DATED the year, month, and day first aforesaid.

ROLLING MEADOWS PARK DISTRICT

NORTHWEST SPECIAL RECREATION  
ASSOCIATION

By: \_\_\_\_\_

By: \_\_\_\_\_

Attest: \_\_\_\_\_

*Amy Charlesworth*

Attest: \_\_\_\_\_

Address for Notices:  
3000 Central Road  
Rolling Meadows, IL 60008

Address for Notices:  
3000 Central Road  
Rolling Meadows, IL 60008

## **LEASE OF PARK DISTRICT PROPERTY**

This Lease Agreement ("Lease") dated this \_\_\_\_ day of \_\_\_\_\_, 2017, between the HANOVER PARK PARK DISTRICT ("HPPD"), a body politic and corporate which is an Illinois unit of government organized and operating under the Park District Code (70 ILCS 1205/1-1, *et seq.*), and NORTHWEST SPECIAL RECREATION ASSOCIATION ("NWSRA"), an Association of Illinois Park Districts formed pursuant to §8-10b of the Park District Code (70 ILCS 1205/8-10b), is made under and by virtue of the authority granted in the Park District Code, pursuant to 70 ILCS 1205/8-16 and 10-7.

For and in consideration of the mutual promises herein set forth, the parties AGREE:

**1. PROPERTY.**

HPPD hereby leases to NWSRA the Aerobic Room and storage area located on the second floor off of the Walnut Avenue entrance, consisting of approximately 2,730.00 square feet (the "Premises") of the Building situated at 1919 Walnut Avenue, Hanover Park, Illinois, and known as the Hanover Park Park District Community Center, together with reasonable access to the Premises, and further grants to NWSRA during the term of this Lease a non-exclusive license to the use of the parking lot located at the North end of the Hanover Park Park District Community Center for parking for its staff and persons attending its programs. A description of the Premises is attached to this Agreement as Exhibit "A".

**2. LESSEE'S USE.**

NWSRA shall have the use and occupancy of the Premises for administrative purposes and its recreational programs for the handicapped. HPPD shall have the right to approve all programs conducted on and all uses of the Premises, such approval not to be unreasonably withheld or delayed.

**3. RENT.**

The rent for the Premises is \$17,316 per year (based upon a pre-agreed upon amount which includes Maintenance and Custodial Services) during the first five years of the Lease. Thereafter, the parties shall mutually agree upon a rent amount. Any increase in rent shall not exceed either five percent (5%) or the then current applicable Consumer Price Index, whichever is less. On or before the Commencement Date described below, NWSRA shall pay to HPPD the initial amount of \$1,443, representing the first month's payment. Thereafter, payment shall be made monthly and are due by the 10<sup>th</sup> of the month.

**4. TERM.**



The Term of this Lease shall be for one hundred eighteen (118) months, commencing on the 1st day of March 1, 2017 (“Commencement Date”) and terminating on the 31<sup>st</sup> day of December, 2026. NWSRA shall have the right to terminate this Lease effective January 1<sup>st</sup> of any year during the Term by providing HPPD with a written notice of termination at least ninety (90) days prior to the effective termination date.

#### **4. MAINTENANCE AND REPAIRS.**

A. NWSRA shall keep and maintain the Premises in reasonable repair and condition during the term of the lease, the same as on the Commencement Date, subject only to ordinary wear and tear. HPPD shall not be obligated to repair or maintain the condition of the Premises in any way, except for providing the Maintenance and Janitorial Services set forth herein. NWSRA shall perform normal and reasonable repair and painting of the interior of the walls and windows, when needed, at its sole expense, and replace any and all broken glass and doors and, in general, to reasonably maintain and repair the Premises. HPPD shall be responsible for any necessary repair to the foundation or interior of the walls of the Premises. All other repairs required to maintain the use of the Premises, including but not limited to, heating and electrical wiring relative to such Premises, during the term of this lease, shall be the sole obligation of HPPD. If at any time in the reasonable opinion of HPPD there is a need for substantial repair which affects habitability or proper use of the Premises, HPPD shall notify NWSRA of such fact in writing and if NWSRA fails to effect such repairs at its own expense within a reasonable period of time after it receives such notice, HPPD shall have the right to enter upon the Premises, make all such repairs and thereafter recover all of its costs, including the reasonable value of work performed by HPPD employees. The right of HPPD hereunder is in no way intended to and in no way shall be construed to impose upon HPPD any obligation to inspect the Premises for any purposes whatsoever or to otherwise be responsible for the safety or habitability of the Premises.

B. During the term of this Lease, HPPD shall provide routine maintenance and custodial services (“Maintenance and Custodial Services”) to the Premises to the same standard as currently provided to the areas of the Hanover Park Park District Community Center occupied by HPPD and NWSRA.

C. HPPD may enter the Premises at all reasonable times for the purpose of making any repair or alterations therein as it may deem necessary for the safety, preservation or improvement of the Premises or the Hanover Park Park District Community Center; provided, however, that HPPD’S rights hereunder are not intended to and in no way shall be construed to impose upon HPPD any obligation to inspect the Premises for any purpose whatsoever or to make any repairs or alterations thereto or therein. NWSRA will make no alterations in or

additions to the Premises without first obtaining HPPD'S written consent, although NWSRA may erect work station dividers in the Premises which NWSRA shall remove upon termination of this lease, putting any such rooms into the same condition as they were prior to the room dividers being installed, less ordinary wear and tear.

**5. ADDITIONS AND ALTERATIONS.**

\_\_\_\_\_Prior to the commencement of the Lease Term, HPPD agrees to install a second floor accessible ramp for the Premises in accordance with the plans and specifications attached hereto as Exhibit "B". The parties acknowledge that HPPD shall be reimbursed for the costs for the installation of the ramp through a separate agreement with the Special Leisure Services Foundation in an amount not to exceed \$275,000.00.

**6. ADDITIONAL TERMS.**

A. No representations, except such as are specifically set forth herein, have been made to NWSRA respecting the condition of the Premises. The taking of possession of the Premises by NWSRA shall be conclusive evidence as against NWSRA that said Premises were in good and satisfactory condition when possession of the same was so taken; and NWSRA will, at the termination of this lease by lapse of time or otherwise, return the Premises to HPPD in as good condition as when received, loss by ordinary wear and tear excepted.

B. NWSRA, without written consent by HPPD, shall not assign this lease or any interest hereunder and will not sublet the Premises or any part thereof and will not permit the use of said Premises by any parties other than NWSRA and its agents and servants.

C. HPPD shall not be liable for any damage, either to person or property, sustained by NWSRA or by other persons, due to the Premises, or the Hanover Park Park District Community Center, as a whole, or any part of either or any appurtenances thereof, becoming out of repair, or due to the happening of any accident in or about the Premises or the Hanover Park Park District Community Center except for those situations which arise out of HPPD's negligent, reckless or intentional misconduct. The parties agree to indemnify and hold each other harmless from and against any and all third party proceedings or suits in which either party may be named, and any and all damages, liabilities, costs or expenses (including reasonable attorneys' fees) which either party may sustain, suffer or incur, relating to the negligent, reckless or intentional misconduct of the other party.

D. Both HPPD and NWSRA are members of the Park District Risk Management Agency (PDRMA") and acknowledge that the coverage provided by PDRMA is acceptable to each of them with respect to the obligations of the other hereunder. In the event that either or both of HPPD and NWSRA cease to be

members of PDRMA, the parties shall promptly negotiate a replacement provision for reasonably acceptable insurance coverage through private carriers.

E. HPPD shall provide electricity, water, sewer and gas to the Premises at no additional charge.

F. In the event of any breach of this Lease, it is the intention of the parties that their remedies be limited to damages, specific performance or injunctive relief. Notwithstanding, in the event of a material breach by NWSRA involving health or safety or its failure to be a member of PDRMA (or obtain substitute insurance as provided herein), HPPD may, at its option and in its sole discretion, following ten (10) days prior notice, during which time NWSRA may cure such breach, declare this Lease terminated, whereupon HPPD may repossess itself of the Premises. NWSRA shall not be entitled to return of any unpaid rents, all of which shall be deemed liquidated damages with respect to potential loss of rents due to inability to file a suitable replacement tenant; however, HPPD shall retain the right to pursue any and all other remedies with respect to all other losses, including but not limited to costs of repair of the Premises.

G. NWSRA shall not be responsible for damage to the Premises resulting from fire, explosion or other casualty, but shall remain responsible for all NWSRA contents therein. HPPD shall be responsible for all damages to the Hanover Park Park District Community Center (including the portion constituting the Premises) resulting from fire, explosion or other casualty and shall take all reasonable steps to promptly restore said property to its condition prior to said casualty. Each party shall promptly submit claims to PDRMA and shall cooperate with PDRMA and each other.

H. NWSRA specifically covenants that it will hold and maintain the Premises exclusively for public park or recreational purposes; NWSRA'S rights to possess and occupy the Premises shall automatically revert to HPPD if NWSRA knowingly violates said covenant by allowing all or any part of the Premises to be used for purposes other than park or recreational purposes, all as provided in 70 ILCS 1205/10-7.

I. All notices hereunder shall be in writing. Delivery of such notices may be by personal delivery or by regular mail, as hereinafter stated. Personal delivery to HPPD may be had by delivery of any such notice to the Secretary or the President of the Board of HPPD; personal delivery to NWSRA may be had by delivery of any such notice to the Secretary or the Chairperson of the Board of Trustees of NWSRA. Mail delivery to either party shall be had by mailing any such notice in a properly stamped and addressed envelope addressed to the addresses shown below. Any such mail delivery shall be deemed received by the recipient on the 2<sup>nd</sup> day subsequent to deposit of any such envelope in a proper U.S. mail receptacle for mail deposits.

DATED the year, month and day first aforesaid.

HANOVER PARK PARK DISTRICT

NORTHWEST SPECIAL RECREATION  
ASSOCIATION

By: \_\_\_\_\_

By: \_\_\_\_\_

Attest: \_\_\_\_\_

Attest: \_\_\_\_\_

Address for Notices:  
1919 Walnut Avenue  
Hanover Park, IL 60133

Address for Notices:  
3000 Central Road, Suite 205  
Rolling Meadows, IL 60008

## **MEMORANDUM OF UNDERSTANDING**

**THIS MEMORANDUM OF UNDERSTANDING ("MOU")** is entered into and made effective as of this \_\_\_ day of January, 2017 by and between the HANOVER PARK PARK DISTRICT ("**Park District**") a body politic and corporate operating under the Illinois Park District Code (70 ILCS 1205/1-1 et. seq.) and the SPECIAL LEISURE SERVICES FOUNDATION ("**SLSF**"), an Illinois not-for-profit corporation.

### **RECITALS**

WHEREAS, SLSF is an Illinois not-for-profit corporation whose mission is to support the programs and raise funds in support of the Northwest Special Recreation Association ("NWSRA"); and

WHEREAS, NWSRA and the Park District have entered into a separate Lease Agreement whereby NWSRA has agreed to lease space from the Park District at the Park District's Community Center located at 1919 Walnut Avenue, Hanover Park, Illinois; and

WHEREAS pursuant to the Lease Agreement, the Park District has agreed to perform certain improvements at the Community Center, including the installation of a second floor accessible ramp in accordance with the proposal submitted by Recreation Accessibility Consultants, LLC, a copy of which is attached to this MOU as Exhibit A and incorporated herein; and

WHEREAS, SLSF has agreed to contribute funds towards the installation of the second floor accessible ramp in an amount not to exceed \$275,000; and

WHEREAS, the Park District and SLSF now desire to enter into this MOU outlining their mutual responsibilities.

NOW THEREFORE, in consideration of the promises and provisions contained herein, and other good and valuable consideration, the receipt and sufficiency of such being hereby acknowledged, the Parties agree to the following:

1. The above recitals are incorporated herein as fully set forth.
2. The Park District agrees to perform the improvements to the Community Center as outlined in the proposal submitted by Recreation Accessibility Consultants, LLC, including but not limited to the second floor accessible ramp.
3. SLSF agrees to reimburse the Park District for the design and construction costs for the installation of the second floor accessible ramp in an amount not to exceed \$275,000.
4. The Park District shall be responsible for all costs associated with the installation of the second floor accessible ramp in excess of \$275,000.

5. The Park District shall provide SLSF with copies of all paid invoices for the design and construction of the second floor accessible ramp for approval and reimbursement from SLSF.

6. SLSF shall not be required to reimburse the Park District for any cost associated with work other than the second floor accessible ramp.

7. The invoices submitted from the Park District shall contain sufficient detail to show the work for which it is seeking reimbursement is specifically dedicated to the second floor accessible ramp.

8. SLSF shall submit reimbursement to the Park District within thirty (30) days of receipt of the invoices for the work.

9. SLSF shall have no responsibility for the design, construction means and methods for the installation of the ramp, those being the sole responsibility of the Park District and its retained consultants and contractors.

**IN WITNESS WHEREOF**, the parties hereto have executed this MOU as of the day and year first written above.

HANOVER PARK DISTRICT,  
an Illinois body politic and corporate

By: \_\_\_\_\_

Its: President

Attested to by: \_\_\_\_\_

Its: Secretary

SPECIAL LEISURE SERVICES FOUNDATION ,  
an Illinois not-for-profit corporation

By: \_\_\_\_\_

Its: President

and

By: \_\_\_\_\_

Its: Secretary

# DRAFT COPY

## HANOVER PARK PARK DISTRICT PROPOSED SCHEDULE FOR HPPD-NWSRA RAMP PROJECT 2016-2017

HPPD Board Reviews WT Proposal	November 14, 2016
HPPD Board Approves WT Proposal	November 28, 2016
WT Divisions Review w/Village Staff Permit Requirements	
WT Develops Bid Specs, Drawings	
HPPD Board Reviews Alt #2	December 12, 2016
HPPD Board Approves Alt #2	December 19, 2016
WT & HPPD Meet w/Village Staff Permit Requirements	
WT Bid Documents to HPPD Staff/Mraz	January 13, 2017
HPPD Legal Review Completed	January 20
Bid Notice Out (Mraz)	January 23
Bid Packets Ready (WT/Mraz)	January 23
Bids Out	January 23
Bid Package Pickup & Bid Log (HPPD)	January 23
Pre-Bid Meeting @ 10:00 a.m. WT & Contractors @ Site	January 31
Bids Open @ HPPD	February 21
HPPD Board Reviews Bids	February 27
HPPD Board Approves & Awards Bid (Sp. Mtg)	March 13
Notice of Award (HPPD)	March 14
Contractor Pulls Permits	
P&P Bonds & COI Due	March 24
Contractor Submits Project Timeline (HPPD & WT)	March 24
Contractor Mobilizes	March 27
Construction Begins	April 3
Landscape Restoration Begins (weather permitting)	May 19
Punch List Review (HPPD & WT)	May 19
Completion of Project	May 26
Punch List Completed	May 31

# **X. Information /Action Items**

[Back to home](#)



To: Tracey Crawford, Executive Director  
From: Trisha Breitlow, Superintendent of Administrative Services  
Date: January 12, 2017  
Re: Unaudited FY 2016 Summary of Reserves

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### **Fund Balance Policy**

#### **Fund Balance Philosophy**

NWSRA believes that strong financial management principles require sufficient funds be retained to provide a stable financial base at all times. To retain a stable financial base, NWSRA needs to maintain a fund balance policy sufficient to fund all cash flows for its daily operations and capital needs. NWSRA must provide financial reserves for unanticipated expenditures and/or revenue shortfalls of an emergency nature. The purpose of this policy is to specify the size and composition of NWSRA's current accounts and set a balance recommendation for both operating and reserve funds. No change or removal of the fund balance may occur without approval by resolution of the Board of Trustees. The fund balance may be used for a specific purpose authorized by the Executive Director.

#### **Minimum Unrestricted Fund Balance Levels**

This policy applies to NWSRA's funds as follows:

- A. Operating Funds – The Operating Funds are the major funds including the general fund of NWSRA. They are used to account for administrative, maintenance and all financial resources except those that are accounted for in another fund. The Operating Funds are assigned to obtain fiscal sustainability. This assigned fund balance will be maintained at a minimum level of 25% of annual budgeted expenditures. This will be adjusted annually with the adoption of the annual budget and is calculated at a minimum of three months (25%) of expenditures not including capital and transfers.

<b>Operating Fund Balance- YE 2016:</b>	<b>\$2,199,140.54</b>
<b><u>Operating Fund Balance- FY 2017:</u></b>	<b><u>\$1,328,821.06</u></b>
<b>Difference of:</b>	<b>\$870,319.48</b>

- B. General Reserve Fund- This assigned fund balance should maintain a balance equal to or greater than 25% of annual expenses.

<b>General Reserve Fund (Max Safe 1)- YE 2016</b>	<b>\$1,269,025.54</b>
<b><u>General Reserve Fund (Max Safe 1)- FY 2017</u></b>	<b><u>\$1,328,821.06</u></b>
<b>Difference of:</b>	<b>\$59,795.52</b>

C. Capital Reserve Fund- This committed fund balance shall be used for capital purchases and should maintain a balance in an amount equal to a 3 year rolling average of the total budgeted capital expenditures.

<b>Capital Reserve Fund (Max Safe 2)- YE 2016</b>	<b>\$ 91,830.67</b>
<b>Capital Reserve Fund (Max Safe 2)- FY 2017</b>	<b>\$166,224.78</b>
<b>Difference of:</b>	<b>\$74,394.11</b>

NWSRA would transfer the amounts below from the Operating Fund to the Capital and General Reserve Funds. The remaining amount would be transferred to investments.

Operating Fund Difference:	\$870,319.48
General Reserve Fund Difference:	\$59,795.52
Capital Reserve Fund Difference:	\$74,394.11
Transferred to Investments (based on estimated amounts):	\$736,129.85

The proposed amounts listed above reflect unaudited numbers. Upon completion of the audit, final calculations will be presented to the Board for transfer consideration.

# From the community: NWSRA Hosts Snoezelen Room Ribbon Cutting



NWSRA Executive Director Tracey Crawford (right) cuts the ribbon with Flaghouse Snoezelen Consultant Carolyn Jackson. (Posted by bselders, Community Contributor)

By **Community Contributor bselders**

DECEMBER 12, 2016, 12:51 PM

**R**olling Meadows, IL: On Wednesday, December 6, Northwest Special Recreation Association (NWSRA) celebrated a breakthrough in therapy for individuals in the northwest suburbs. A Ribbon Cutting Ceremony was held to recognize the implementation of the state of the art Snoezelen Room at the Rolling Meadows Community Center. Through the collaborative efforts of grantors, donors, volunteers and staff, the room will provide rare opportunities for stimulation, interaction and therapy for individuals in the northwest suburbs. The Snoezelen sensory room is now the first of its kind implemented into a recreational facility in the northwest suburbs of Chicago.

NWSRA Executive Director Tracey Crawford stated "I am just thrilled that we now have the opportunity to make such profound change in the lives of so many, and I extend my heartfelt gratitude to each of our supporters, volunteers, Board Members and staff members for making this possible."

NWSRA has formed the Snoezelen Sensory Team, which will create individualized short and long term

measurable goals for each individual receiving therapy within the room. The equipment within the room will allow for the team of Certified Therapeutic Recreation Specialists (CTRS) trained by Flaghouse on the use of the Sensory Room to provide sensory therapy focusing on leisure awareness, education, physical, affective, cognitive, emotional, linguistic, social and developmental improvements while keeping all sessions "person centered".

NWSRA Superintendent of Recreation Andrea Griffin stated "Through the use of the Snoezelen Room, we look forward to partnering with neighboring private therapy groups, our member park district senior centers, local non-profits that serve veterans and their families and local support groups for children and families facing life crisis situations.

Throughout the year, the fundraising arm of NWSRA, Special Leisure Services Foundation (SLSF) partnered with several businesses and granting organizations. Grants received from Zurich NA, Elk Grove Township, Astellas USA Foundation, Schneider Electric, Rotary Noon Club of Arlington Heights and the Foundation of the Rotary Club of Buffalo Grove raised the necessary funds to purchase the necessary equipment for the room. In addition, individual donations provided funding toward equipment and installation. NWSRA Board Chair and Palatine Park District Executive Director Mike Clark stated "The need for this type of room in the northwest suburbs is evident, and the outstanding support of SLSF made it possible."

The use of the Snoezelen Room will allow NWSRA staff to implement innovative programs that promote Therapeutic Recreation experiences, meeting the growing demands for individualized programming with sensory integration and behavioral needs of participants and families. Due to the collaborative work with member park districts, legislators, fellow nonprofits, organizations, businesses and community members, this room will help to break down the illusions of fear, the walls of anxiety and the floods of panic for many individuals in the northwest suburbs.

#### About NWSRA:

NWSRA is a nonprofit organization that has enriched the lives of children and adults with disabilities throughout 17 northwest suburbs in Chicago by providing outstanding recreational opportunities in a safe, supportive and social setting for over 40 years. NWSRA holds the distinction of Distinguished Accredited Agency from the Illinois Park and Recreation Association, and won the National Recreation and Park Association Excellence in Inclusion Award in 2013 for national leadership in diversity and inclusion initiatives. If you are interested to learn more about NWSRA's programs and success stories, please visit our website: [www.nwsra.org](http://www.nwsra.org), or contact Brian Selders at 847-392-2848.

*This item was posted by a community contributor. To read more about community contributors, [click here](#).*

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**This article is related to:** [Rolling Meadows](#)

# From the community: NWSRA RECEIVES ILLINOIS DISTINGUISHED ACCREDITED AGENCY AWARD



NWSRA staff at the 2016 Pinning Ceremony, recognizing newly certified staff. (Posted by bselders, Community Contributor)

By **Community Contributor bselders**

DECEMBER 15, 2016, 9:46 AM

**R**olling Meadows, IL - - The Northwest Special Recreation Association (NWSRA) has been recognized as an Illinois Distinguished Accredited Agency by the Illinois Association of Park Districts (IAPD) and the Illinois Park and Recreation Association (IPRA). The two statewide associations administer the Illinois Distinguished Accreditation program with the goal of improving the delivery of park and recreation services to Illinois residents. "Illinois has a reputation for the best park districts, forest preserves, conservation, recreation and special recreation agencies in the nation," said Peter Murphy, IAPD President and CEO. "The Illinois Distinguished Accreditation program provides an opportunity for these agencies to undergo a voluntary, comprehensive evaluation process to demonstrate that they have met state guidelines to provide exceptional park and recreation services to their community. The end result is to improve the quality of life for Illinois residents."

"This program gives recognition to park and recreation agencies that go above and beyond in dedicating themselves to offering quality programs and services designed to fulfill their community's needs," said Debbie Trueblood, IPRA Executive Director.

A park district or recreation agency interested in applying for Distinguished Accredited Agency recognition undergoes a detailed, lengthy process of application and evaluation. A Joint Distinguished Park and Recreation Accreditation Committee (JDPRAC) comprised of members from IAPD and IPRA coordinates the process. "Agencies submit a self-evaluation and a formal letter requesting admission into the process," said Penny Randel, IAPD Co-Chair of the JDPRAC. "If the committee determines the agency is eligible to continue the process, we send them an evaluation date."

According to Randel, on the day of the evaluation, the agency presents documented information and gives a tour of pertinent facilities and parks for the evaluation team's review.

The team reviews general management procedures, finance and business operations, facilities and parks, personnel, recreation services, legal documentation and other materials including mission statements, goals and safety manuals.

Upon completion of the evaluation, the agency is notified in writing of the official results within ten days. Agencies that have achieved Distinguished Accredited status are recognized with a plaque at the IAPD/IPRA Annual Conference Awards Luncheon in January.

"There are tremendous benefits for an agency that achieves Distinguished Accredited status," said Dan Jones, IPRA Co-Chair of the JDPRAC. "The agency's application and review process is an excellent self-evaluation and agencies that apply realize increased operational efficiency and effectiveness. Communities can have confidence that their park district or recreation agency employs qualified professionals and has met professional standards."

NWSRA applied for the Illinois Distinguished Accreditation program in March 2015. The JDPRAC approved NWSRA for Distinguished Accredited status in November 2016 and highlighted its employment of certified and professionally trained staff, volunteer recognition program, new Board Member manual, investment policy, in house training, and maintaining of excellent statistics and reports.

In compliance with the program, NWSRA will be reevaluated in six years to verify that they have continued to demonstrate sound management practices in providing quality park and recreation services to the community.

IAPD is a non-profit service, research and education organization that serves park districts, forest preserves, conservation and recreation agencies. The association advances these agencies, their citizen board members and professional staff in their ability to provide outstanding park and recreation opportunities, preserve natural resources and improve the quality of life for all people in Illinois.

IPRA is a not-for-profit organization and public interest group who is an advocate in providing quality park, recreation and conservation education, resources and services to professionals and citizens throughout the state of Illinois.

*This item was posted by a community contributor. To read more about community contributors, click*

## From the community: Special Leisure Services Foundation Receives \$5,000 Grant From The UPS Foundation



UPS representative Jim Houser (right) volunteers at the PURSUIT program in Rolling Meadows with NWSRA staff member Liz Thomas. (Posted by bselders, Community Contributor)

By **Community Contributor bselders**

JANUARY 3, 2017, 2:49 PM

**R**olling Meadows, IL- (January 3, 2017)- Special Leisure Services Foundation (SLSF), the fundraising arm of Northwest Special Recreation Association (NWSRA), received a \$5,000 grant from The UPS Foundation, which drives global corporate citizenship and philanthropic programs for UPS (NYSE:UPS).

The grant will be used to toward the purchase of computers and technology that will be used at the PURSUIT 2 Adult Day Program. In 2017, two of the largest service providers for individuals with disabilities in the area, Clearbrook and NWSRA, will expand its PURSUIT Adult Day Program into the Hanover Park community. Public school districts in Illinois must cut off their services to individuals with disabilities at the age of 22, leaving many families in desperate need of services with limited

financial options. This program serves adults with disabilities who have transitioned out of high school and are in need of services. The existing PURSUIT program, held in Rolling Meadows, provides state-certified staff that lead a variety of educational, social and recreational activities within the program. The PURSUIT Adult Day Program is structured around four core elements: Recreation & Leisure, Skills & Self Advocacy, Community Integration and Health & Wellness. Through the expansion of the collaborative PURSUIT Adult Day Program, Clearbrook and NWSRA look forward to providing innovative programming to more adults who require services.

SLSF President Tracey Crawford stated "We are very excited to have UPS return as a supporter of SLSF and NWSRA. Their support will provide the necessary tools for adults with disabilities transitioning out of high school to thrive through the use technology in the northwest suburbs of Chicago."

Established in 1951 and based in Atlanta, Ga., The UPS Foundation identifies specific areas where its backing clearly impacts social issues. In support of this strategic approach, The UPS Foundation has identified the following focus areas for giving: volunteerism, diversity, community safety and the environment.

In 2015, UPS and its employees, active and retired, invested more than \$110 million in charitable giving around the world. The UPS Foundation can be found on the web at [UPS.com/foundation](http://UPS.com/foundation). To get UPS news direct, visit [pressroom.ups.com/rss](http://pressroom.ups.com/rss).

"The UPS Foundation is honored to support the SLSF efforts to provide outstanding programming to adults with disabilities who are transitioning out of high school," said Eduardo Martinez, president of The UPS Foundation and chief diversity and inclusion officer at UPS. "Our goal is to fund powerful programs that make a lasting difference to the global community."

*This item was posted by a community contributor. To read more about community contributors, click [here](#).*

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**This article is related to:** [High Schools](#), [Rolling Meadows](#)



# Pursuit adult day program expands to Hanover Park

Submitted by Brian Selders

In 2017, two of the largest service providers for individuals with disabilities in the area, Clearbrook and Northwest Special Recreation Association, will expand its Pursuit Adult Day Program into the Hanover Park community.

NWSRA recently completed its Comprehensive Strategic Plan process, and through its Needs Assessment, the community responded overwhelmingly that additional services are needed for adults with disabilities who have transitioned out of high school.

Through the expansion of the collaborative Pursuit Adult Day Program, Clearbrook and NWSRA look forward to providing innovative programming to more adults who require services.

NWSRA is a partnership of 17 member park districts in the Northwest suburbs, including Western suburban park districts such as Hoffman Estates, Schaumburg, South Barrington, Palatine, Inverness, Streamwood, Bartlett and Hanover Park.

Upon review of the Needs Assessment in the NWSRA Comprehensive Strategic Plan and through various discussions, the Hanover Park Park District recognized the need for the Pursuit 2 Adult Day Program, and found facility space to be utilized for the program.

Public school districts in Illinois must cut off their services to individuals with disabilities at the age of 22, leaving many families in desperate need of



COURTESY OF BRIAN SELDERS

NWSRA and Clearbrook look forward to expanding the Pursuit Adult Day Program, providing innovative opportunities to young adults with disabilities.

services with limited financial options. Through the collaboration between the agencies, all costs related to the Pursuit program, including the facility, staff and supplies, are fully funded and sustainable for years to come.

In addition, the average cost to the participant is much lower in comparison to other similar services throughout the area — approximately \$13,000/year for services five

days a week. The program is approved by the Department of Human Services and participants can use Medicaid Waiver funding to help cover costs.

Currently, Clearbrook, NWSRA and the Hanover Park Park District are working to ensure accessibility of the Hanover Park Community Center, as well as remodeling the program space to accommodate needs.

The program will begin intake of applications and performing assessments in Spring 2017, and the program will officially begin operations in Summer 2017.

Clearbrook President Carl La Mell stated, "The need for Pursuit to expand into the Western suburbs is really critical, and we look forward to serving the needs of residents throughout this area."

This program serves adults with disabilities who have transitioned out of high school and are in need of services. The existing program, held in Rolling Meadows, provides state-certified staff that lead a variety of educational, social and recreational activities within the program.

The Pursuit Adult Day Program is structured around four core elements: Recreation & Leisure, Skills & Self Advocacy, Community Integration and Health & Wellness. The success of this collaboration illustrates the potential of two agencies toward combining resources and talents to address the specific needs of young adults who require services after high school.

The program provides unique experiences for its participants through collaboration with local businesses and community organizations.

The current program maintains its own community garden, volunteers at senior centers and other locations, assists in fundraising efforts and so much more. Program participants

have provided more than 860 hours of volunteerism at events including Meals on Wheels, Ronald McDonald House charity work, sorting donations and packing suppers with Journeys from PADS to HOPE, various fundraising events and more.

Diane Ross, mother of Pursuit participant Lindsey Ross, stated, "What's best about the Pursuit program is that Lindsey gets to come here and make new friends and try new activities. I know that she's in a safe place with excellent caregivers."

The program also partners with other organizations to host events like dances, boat trips, cooking days, magic shows and more. Pursuit has also invited several specialty instructors to teach classes including cooking, computer skills, personal training, soccer, Spanish, ice skating, swimming, professional wrestling, private investigation, dog training and music.

In addition, the program has attracted much attention from corporate volunteers and organizations. Volunteers from Zurich NA, Omron, Schneider Electric, UPS and other companies have donated their time and energy to the program.

Through collaborative partnership, this program will serve the needs of adults with disabilities for years to come.

For information on the Pursuit Adult Day Program, visit [www.nwsra.org/pursuit](http://www.nwsra.org/pursuit) or contact Liz Thomas at (847) 392-2848, ext. 227, or email

[lizt@nwsra.org](mailto:lizt@nwsra.org).

## About Clearbrook:

Clearbrook serves more than 8,000 children and adults with intellectual/developmental disabilities in more than 160 communities throughout Chicago and the suburbs. Clearbrook is committed to being a leader in creating innovative opportunities, services and supports for people with disabilities. With a staff of 900-plus and more than 50 locations across the Chicago area, Clearbrook reports that 92 percent of every dollar raised goes directly into their programs and services.

## About NWSRA:

NWSRA has enriched the lives of children and adults with disabilities as a partnership of 17 Northwest suburban park districts by providing outstanding recreational opportunities for more than 40 years.

NWSRA holds the distinction of Distinguished Accredited Agency from the Illinois Park and Recreation Association, and won the National Recreation and Park Association Excellence in Inclusion Award for national leadership in diversity and inclusion initiatives.

If you are interested to learn more about NWSRA's programs and success stories, visit [www.nwsra.org](http://www.nwsra.org) or contact Brian Selders at (847) 392-2848.

• Submit 'Your News' at [www.dailyherald.com/share](http://www.dailyherald.com/share).

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NWSRA Executive Director Tracey Crawford (right) celebrates the opening of the Snoezelen Sensory Room with Flaghouse Snoezelen Consultant Carolyn Jackson. Through technology and innovative design, the sensory room will provide many therapeutic benefits for individuals with disabilities.



The Oswego and Yorkville chambers of commerce had a dual ribbon cut Valley Fresh Market in Yorkville. Valley Fresh market features gluten free fresh foods and handcrafted chocolates.



Prospect Heights Mayor Nicholas Helmer, Alderman Matt Dolick, Clerk dy Morgan-Adams, Treasurer Rich Tibbits and city staff recently joined Storage Area Manager Liza Koncel and Store Manager Nicole Smith for the opening of the new storage facility.

# Special Leisure Services Foundation receives \$5,000 grant



COURTESY OF BRIAN SELDERS

UPS representative and SLSF board member Jim Houser, right, volunteers at the PURSUIT program in Rolling Meadows with NWSRA staff member Liz Thomas.

Submitted by Brian Selders

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