

**PROSPECT HEIGHTS PARK DISTRICT**

# **BOARD REPORT**

**MARCH 20, 2018**

**PUBLIC NOTICE**  
**Prospect Heights Park District**  
**Agenda for the March 20, 2018 Regular Board Meeting**  
**Gary Morava Recreation Center**  
**110 W Camp McDonald Road, Prospect Heights, IL 60070**

- I. Call to Order – 7:00 p.m.
  - A. Roll Call
  - B. Pledge of Allegiance
- II. Corrections / Additions / Approval of Agenda
- III. Correspondence
- IV. Recognition / Welcome
  - A. Residents
  - B. Guests
- V. Approval of Minutes
  - A. Regular Board Meeting – February 20, 2018
- VI. Announcements (Meetings)  
Regular Board Meeting - April 17, 2018 7:00 p.m. GMRC
- VII. Park District Treasurer's Report
  - A. Approval of Warrants for Payment 

	<u>Date</u>
1. Vendor #2	02/01/18
2. Vendor #2A	02/08/18
3. Vendor #2B	02/16/18
4. Vendor #2C	02/23/18
5. Vendor #2D	Electronic
6. Payroll #3	02/02/18
7. Payroll #4	02/16/18
- VIII. Business Manager Report  
YTD Fund Report
- IX. Attorney's Report  
Legal Matter
- X. Administrative / Operational Summary
  - A. Executive Director
  - B. Superintendent of Recreation
  - C. Superintendent of Facilities and Parks
  - D. Director of Golf Operations
  - E. Superintendent of Greens
  - F. Administrative/Operational Updates
- XI. Committees of the Board
- XII. Public Comment  
Completion of Resident Comment Form required prior to Call to Order. Submit to Executive Director.
- XIII. Unfinished / Ongoing Business
  - A. Food, Beverage & Banquet Service at Old Orchard Country Club
  - B. Park District Logo Discussion
  - C. Golf Grounds Equipment Lease

XIV. New Business

XV. Recess into Executive Session (Visitors are Excused at this Time

In accordance with the Open Meetings Act (5ILCS 1220/2 Section 2A Subsection C) for the purpose of discussion of the following items:

Personnel (Section 2(c) (1))

XVI. Reconvene to Open Session (Visitors Invited to Return at this Time)

XVII. Possible Action on Matters Discussed Executive Session

XVIII. Adjournment

**Note 1: Meeting Location – Gary Morava Recreation Center, 110 W Camp McDonald Road, Prospect Heights, IL**

**Note 2: If you would like to attend a Park Board meeting but require an auxiliary aid, such as a sign language interpreter, please contact the Executive Director, 847-394-2848, at least 72 hours prior to the scheduled meeting.**

***Our mission is to enhance the quality of life for all residents of the District through the development and maintenance of park lands and facilities utilizing available resources, as well as to promote community involvement through a variety of recreation programs, educational opportunities and special events.***

**REGULAR BOARD MEETING  
OF THE COMMISSIONERS AND OFFICERS  
OF THE PROSPECT HEIGHTS PARK DISTRICT  
GARY MORAVA RECREATION CENTER  
110 W CAMP MCDONALD ROAD, PROSPECT HEIGHTS, IL 60070  
TUESDAY, FEBRUARY 20, 2018**

**Call to Order**

**Roll Call**

President Tim Jones called the Regular Board Meeting of the Prospect Heights Park District to order at 7:07 p.m.

**Commissioners present:**

Ellen Avery  
Vicki Carney  
Terry Curtis (arrived at 7:23 p.m.)  
Tim Jones  
Karl Jackson (arrived at 7:12 p.m.)  
Eric Kirste  
Bob Loranger

**Also Present:**

Christina Ferraro – Executive Director  
Julie Caporusso – Superintendent of Recreation  
Marc Heidkamp – Director of Golf Operations  
Dino Squiers – Superintendent of Parks & Facilities  
Edlyn Castil – Admin. Asst./Recording Secretary  
Ali Geary – Marketing Coordinator

**Commissioners absent:**

None

A quorum was present.

**Pledge of Allegiance**

The Pledge of Allegiance was led by Tim Jones.

**Corrections/Additions/Approval of Agenda**

Commissioner Jones discussed adding under New Business Golf Committee Golf Grounds Equipment Lease.

A motion was made by Commissioner Curtis and seconded by Commissioner Kirste to approve the agenda as amended with two absent (Commissioners Carney and Jackson). The motion was approved with a voice vote. The motion carried.

**Correspondence**

There was none.

**Recognition/Welcome**

There were no residents in attendance.

**Approval of Minutes**

**Committee of the Whole – January 16, 2018**

**Regular Board Meeting – January 16, 2018**

A motion was made by Commissioner Loranger and seconded by Commissioner Kirste to approve the January 16, 2018 Committee of the Whole and Regular Board Meeting Minutes as submitted. The motion was approved with a voice vote with two absent (Commissioners Carney and Jackson). The motion was approved with a voice vote. The motion carried.

**Announcements (Meetings)**

A Regular Board Meeting will be held on 03/20/18 at 7:00 p.m. at GMRC.

**Park District Treasurer's Report****Cash Report #2**

Mt Pros State	Payroll	Sweep Acct.	Outstanding checks	\$	(4,896.11)
Mt Pros State	Vendor			\$	(16,496.86)
Mt Pros State	Imprest	Sweep Acct.	Outstanding checks	\$	4,985.11
Mt Pros State	General/Sweep			\$	381,970.14
Mt Pros State	ATM	Combined Bal – Account and ATM Machine		\$	26,853.03
Mt Pros State	Cash Reserves			\$	351,295.87
Mt Pros State	Investment			\$	3,034,109.39
Totals				\$	3,777,820.57

A motion was made by Commissioner Carney and seconded by Commissioner Curtis to accept the Treasurer's Report – Cash Report #2 dated February 20, 2018 in the amount of \$3,777,820.578. The motion was approved with a voice vote with two absent (Commissioners Carney and Jackson). The motion carried.

**Approval of Warrants for Payment**

Vendor #1		\$	32,349.02
Vendor #1A		\$	94,763.12
Vendor #1B		\$	1,946.68
Vendor #1C		\$	17,181.35
Vendor #1D	Electronic	\$	36,339.83
Payroll #1	01/05/18	\$	54,628.67
Payroll #2	01/19/18	\$	58,078.63
Refund #1	January	\$	2,936.20
Total of Warrants		\$	298,223.50

A motion was made by Commissioner Kirste and seconded by Commissioner Curtis to accept Warrants for payment as submitted for Vendor Warrants # 1, 1A, 1B, 1C, 1D, Payroll 1, 2 and Refund #1 in the amount of \$298,223.50. The motion was unanimously approved by a roll call vote.

Ayes: Commissioners Avery, Curtis, Jones, Kirste, Loranger

Nays: None

Absent: Commissioner Carney, Jackson

The motion carried.

**Business Manager Report**

**YTD Fund Summary** – as submitted. Executive Director Christina Ferraro commented about the new YTD Fund Summary format.

*Commissioner Jackson arrived at 7:12 p.m.*

**Attorney's Report**

There was no report.

**Administrative / Operational Summary**

**Executive Director** – as submitted. Executive Director Christina Ferraro commented that the report for the ComEd Green Regions 2016 Grant for the nature preserve with NRC was submitted to ComEd. A soft grand opening walk through of the nature preserve is scheduled for March 31<sup>st</sup> in conjunction with the Park District's annual Egg Hunt.

**Superintendent of Recreation** – as submitted. Superintendent of Recreation Julie Caporusso also reported that the Royal Family Ball will be held on Friday, February 23<sup>rd</sup> at OOC. There are currently 38 participants registered for the event. On February 3<sup>rd</sup>, the Competitive Dance

**Administrative / Operational Summary (continued)**

Team competed in their first competition and won three trophies. The Park District held a "This Is Us" special event on February 5<sup>th</sup>. The event was well received by the twelve participants in attendance.

**Superintendent of Facilities and Parks** – as submitted. Superintendent of Parks & Facilities Dino Squiers reported Maintenance Staff is working on getting the pumps for the pool ready for the season. If weather permits, they will be painting the shallow end of the pool.

**Director of Golf Operations** – as submitted. Director of Golf Operations Marc Heidkamp reported a long-time OCCC staff member recently passed away. Memorial services will be held on February 24<sup>th</sup>. OCCC Staff is working on getting the clubhouse ready for the season. Marc will be working on hosting an event in early 2019 for the community and neighbors.

**Superintendent of Greens** – as submitted.

**Committees of the Board**

There were none.

**Public Comment**

There were none.

**Unfinished/Ongoing Business****Comprehensive Master Plan Update**

The suggested changes to the proposed Master Plan were reviewed. There are four goals with several objectives.

A motion was made by Commissioner Curtis and seconded by Commissioner Loranger to approve the Prospect Heights Park District Comprehensive Master Plan as submitted. The motion was approved by a roll call vote.

Ayes: Commissioners Avery, Curtis, Jackson, Jones, Kirste, Loranger

Nays: None

Absent: Commissioner Carney

The motion carried.

*Commissioner Carney arrived at 7:23 p.m.*

**Food, Beverage & Banquet Service at Old Orchard Country Club**

There was continued discussion about the food, beverage and banquet services at OCCC. The timeline for transitioning the Food, Beverage & Banquet Service operation in 2019 was reviewed.

**Park District Logo Discussion**

Marketing Coordinator Ali Geary presented revised proposed logo designs to the Board. Feedback from the Board was provided. Ali will make revisions to the proposed logo designs and will send the revised logos to the Board for their review.

**Approval of FY 2018 Budget**

A motion was made by Commissioner Carney and seconded by Commissioner Avery to approve the Prospect Heights Park District FY 2018 Budget as submitted. The motion was approved by a roll call vote.

Ayes: Commissioners Avery, Carney, Curtis, Jackson, Jones, Kirste, Loranger

Nays: None

Absent: None

The motion carried.

**Unfinished/Ongoing Business (continued)****Approval of FY 2018 Budget**

A motion was made by Commissioner Carney and seconded by Commissioner Avery to approve the Prospect Heights Park District FY 2018 Budget as submitted. The motion was approved by a roll call vote.

Ayes: Commissioners Avery, Carney, Curtis, Jackson, Jones, Kirste, Loranger

Nays: None

Absent: None

The motion carried.

**Budget and Appropriation Ordinance 02.20.18**

A motion was made by Commissioner Avery and seconded by Commissioner Kirste to approve the Budget and Appropriation Ordinance 02.20.18 as submitted. The motion was approved by a roll call vote.

Ayes: Commissioners Avery, Carney, Curtis, Jackson, Jones, Kirste, Loranger

Nays: None

Absent: None

The motion carried.

**New Business****Resolution Electing to Include Cash Payments to Employees in Lieu of or Related to Healthcare Benefits as Part of IMRF Earnings Resolutions 02.20.2018A**

A motion was made by Commissioner Jackson and seconded by Commissioner Curtis to approve the Resolution Electing to Include Cash Payments to Employees in Lieu of or Related to Healthcare Benefits as Part of IMRF Earnings Resolutions 02.20.2018A as submitted. The motion was unanimously approved by a roll call vote.

Ayes: Commissioners Avery, Carney, Curtis, Jackson, Jones, Kirste, Loranger

Nays: None

Absent: None

The motion carried.

**Pump Repair for Golf Course**

A motion was made by Commissioner Curtis and seconded by Commissioner Kirste to approve the Well No. 6 golf course pump repair as submitted by Layne Christensen Company in an amount not to exceed \$105,700.00. The motion was unanimously approved by a roll call vote.

Ayes: Commissioners Avery, Carney, Curtis, Jackson, Jones, Kirste, Loranger

Nays: None

Absent: None

The motion carried.

**Golf Committee – Golf Grounds Equipment Lease**

Commissioner Loranger reported that the Golf Committee met with Executive Director Christina Ferraro and Golf Director Marc Heidkamp. He reported that they discussed leasing Grounds equipment (rough mower, bank mower, gas riding greens mower) versus purchasing the equipment. This item will be brought back to the next regular Board meeting for continued discussion.

**Recess into Executive Session**

A motion was made by Commissioner Curtis and seconded by Commissioner Jackson to recess into Executive Session in accordance with the Open Meetings Act (5ILCS 1220/2 Section 2A Subsection C) for the purpose of discussion of Personnel (Section 2(c) (1)) at 8:08 p.m. The motion was unanimously approved with a voice vote. The motion carried.

**Reconvene to Open Session**

Open session reconvened at 8:48 p.m. During Executive Session Personnel was discussed.

**Possible Action on Matters Discussed in Executive Session**

No action was taken.

**Adjournment**

With no further business to discuss a motion was made by Commissioner Loranger and seconded by Commissioner Jackson to adjourn the Regular Board Meeting at 8:50 p.m. The motion was unanimously approved with a voice vote. The motion carried.

Respectfully Submitted,  
Edlyn Castil  
Recording Secretary

Secretary: \_\_\_\_\_  
Ellen Avery, Prospect Heights Park District Secretary



TO: Board of Commissioners, Prospect Heights Park District

Pink

FROM: Business Office

DATE: 3/20/2018 FY 18

FINANCIAL RESOLUTION

Motion by Commissioner \_\_\_\_\_ to approve WARRANT RESOLUTION 03/20/18 as submitted.  
Seconded by Commissioner \_\_\_\_\_.

APPROVAL OF WARRANTS 3/20/2018

VENDOR WARRANTS		Ck From - To	AMOUNTS
2	In the amount of	46016-46046	\$78,672.31
2A	In the amount of	46047-46066	\$7,477.15
2B	In the amount of	46067-46087	\$7,134.68
2C	In the amount of	46088-46110	\$11,639.72
2D	In the amount of	ELECTRONIC	\$32,293.11
Total Vendor Warrants			<u>\$137,216.97</u>

PAYROLL WARRANTS			
	2/2/2018		
3	In the amount of	49425-49438	\$62,935.94
		gross plus employer costs	
	2/16/2018		
4	In the amount of	49439-49451	\$59,312.45
		gross plus employer costs	
Total Payroll Warrants			<u>\$122,248.39</u>

TOTAL OF WARRANTS		<u>\$259,465.36</u>
3/20/2018		Roll Call





# PROSPECT HEIGHTS PARK DISTRICT

(847) 394-2848  
Fax (847) 394-7799

110 W. Camp McDonald Road, Prospect Heights, Illinois 60070

March 20, 2018

To: Park Board of Commissioners  
From: Christina Ferraro, Executive Director  
Re: March 2018 Board Report

## **2018 projects**

The previous few months have been filled with preparation of a work plan for this year in addition to handing the day-to-day operations

### **1. MASTER PLAN**

The five year comprehensive master plan was adopted on Feb 20, 2018. Greenplay is finalizing the adjustments and a hardcopy and electronic copies will be received shortly. Keep in mind this a strategy to move the District forward. We are not committed to all ideas in the plan but are committed to exploring all options and making decisions based on more research and proposals of projects mentioned in the plan. The next steps:

- Proceed with recommended feasibility study to assess the practicality of renovating or rebuilding GMRC
- Creating a vision statement to describe where the District will be moving to in the future. This process will begin soon and should not be too cumbersome as a mission statement is in place and the adopted master plan now provides direction.

### **2. WEBSITE**

A new modern-looking website will be created and implemented for the District. The goal is to launch the new site in September 2018.

### **3. PHONE SYSTEM**

A new system will be implemented for the District. An RFP is being developed to release in May and implemented in November 2018.

### **4. LOGO**

A new District logo will be adopted by the board and a new brand awareness campaign will begin this summer.

### **5. FOOD & BEVERAGE**

The food and beverage operation at the golf course will be handled in-house in 2019, which requires planning and preparing for the transition in 2018.



**PROSPECT HEIGHTS  
PARK DISTRICT**

(847) 394-2848  
Fax (847) 394-7799

110 W. Camp McDonald Road, Prospect Heights, Illinois 60070

March 14, 2018

To: Christina Ferraro, Executive Director  
From: Julie Caporusso, Superintendent of Recreation  
Re: March Board Report

**New Programs for the Summer**

The golf course will be offering the "Old Orchard Classic", this is an event for area high school golfers to compete. We have also added T-ball Training, Family Archery and Zumba.

**StoryWalk**

Our kick-off for the StoryWalk that we cooperatively offer with the Prospect Heights Library will be at the Annual Egg Hunt on March 31 if we are able to install the posts. I will bring a sample of one of the StoryWalk pages to the meeting.

**PDRMA**

Our monthly full-time staff training will be held on March 30. We will be training on Hazard Communication.

On April 25 we will host a PDRMA class on mower training.

Our departmental training for Front Desk Staff was held on Sunday, Feb. 18<sup>th</sup>. Edlyn covered the new HR information and Michelle has the front desk ready for summer camp registration.

**Marketing**

The summer brochure it will be mailed on March 15.

The monthly school flyer promoted the Egg Hunt, Bunny Visits, Kids Day off Trips and Camp Registration.

We are advertising for job openings for Lifeguards and Camp Counselors.

**Block Party**

We have added an extra band at 5 PM, Wize Guys. They relive the golden age of Rock and Roll. The other bands are Nashville Electric Company at 7 PM and Semple Band at 9 PM.



**PROSPECT HEIGHTS  
PARK DISTRICT**

(847) 394-2848  
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110 W. Camp McDonald Road, Prospect Heights, Illinois 60070

**DATE:** March 14, 2018  
**TO:** Christina Ferraro, Executive Director  
**FROM:** Dino Squiers, Superintendent of Facilities & Parks  
**RE:** March 2018 Board Report

**Boiler inspection**

Inspector for PDRMA was out to check the main heating boiler, hot water boiler and pool boiler. After testing was completed we received certificates that all devices passed the inspections; paper work was submitted to the Illinois state fire marshal for renewal of three boiler licenses.

**Bus inspection**

Semi-annual inspection was completed for buses one, two and three. Safety stickers were issued after testing was completed on all three buses.

**HVAC**

Two roof top exhaust motors needed replacement. One was for pre-school A and the other was for the front desk area. Since we needed to remove the roof top housing to gain access to the motors we also replace belts at this time.

**Pool pit**

Elm street pit that pumps ground water from around the pool was backing up into the surge tank, after checking the pump we found a corroded fuse in the switching panel that was deactivating the relay that controls the floats in the pit shutting down the pump motor.

**Training**

Doug and I attended Conser/fs tech day classes. It covered landscape maintenance, turf grass, weed control and infield mix. We also attended class on invasive species.

**Administration Building**

Wall mounted desk and partition was removed from first floor, we were able to remove supports from the partition and mount them on the base of the desk eliminating the need to wall mount the desk and use it at GMRC. Tumblers for the front, rear and garage doors were changed; code for touch pad on rear door was reprogramed.

### **PHWYBS**

League is requesting that two to three inches of existing infield mix be removed and new mix added on top of infield. This would normally be done later in the summer or early fall when the ground is dry and stable. We checked with our supplier and at this time the infield mix is frozen and needs to thaw, after it thaws it then has to dry out before they will start loading trucks for delivery.

### **Parks**

Had meeting with Agnes at Walnut Woods/Heron pond. Natural resource committee is working on removing fallen trees along the north side of the pond and both sides of the creek. Trees along the shore with exposed roots and leaning over the creek will be removed, plants with deep roots will be used along the bank to stabilize the area and help control with the erosion. We are looking at a future project on the east side of the property to start removing trees that were planted to close together and restricting the growth of the walnut trees. Garbage removal and clean up continues at the parks. We continue to salt in the morning due to falling temperatures at night.



**PROSPECT HEIGHTS  
PARK DISTRICT**

(847) 394-2848

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**110 W. Camp McDonald Road, Prospect Heights, Illinois 60070**

To: Christina Ferraro, Executive Director

From: Marc Heidkamp, Director of Golf Operations

Re: February 2018 Golf Operations Board Report

February was a quick month. Throughout this winter we have developed an additional \$18,476.49 in additional green fee revenues. Using our new online store is starting to develop additional sales. As we move into the spring we will be ramping up additional offers online to include membership, gift certificates, junior golf classes and even merchandise.

Outing sales continue to flow in and develop. To date we have secured 54 events for this season with 6 first time events added to this season.

Leaks developed during the winter months on the club house roof. R and R Roofing has been out and repaired the areas of concern. I will continue to monitor for leaks and repair as needed; for now, we are dry.

The center AC 10 ton unit cap cover has rusted and is allowing water to leak into banquet room. I have contacted Kleets and they are fabricating a new vent cover to be installed prior to the spring rains. While inspecting the roof I noticed the chimney will need some tuck-pointing. I will arrange to have this done.

During the month I visited several golf and banquet facilities. I gathered some good information that we can incorporate into our operation in 2019. I will continue to explore during this year in preparation for our new operation.

The new season is upon us. We are excited to get ready and are planning to open March 24.



**PROSPECT HEIGHTS  
PARK DISTRICT**

(847) 394-2848

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**110 W. Camp McDonald Road, Prospect Heights, Illinois 60070**

To: Marc Heidkamp  
From: Ike Arden,  
Re: February 2018 Grounds Board Report

Weather temps ranged from -2 to 56 degrees. The golf course made it through the winter with no winter damage and looks good. We replaced bunker sand in several of the green side bunkers that will provide better consistency for playing conditions. During the month we had 27 inches of snow that provided a great protection to the turf. Golf carts were moved back to cart pen and are ready to go.

All the equipment has been repaired and gone through. We are ready to open on the 24<sup>th</sup> of March and look forward to a busy season.





**PROSPECT HEIGHTS  
PARK DISTRICT**

(847) 394-2848  
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**110 W. Camp McDonald Road, Prospect Heights, Illinois 60070**

March 14, 2018

To: Julie Caporusso, Superintendent of Recreation

From: Laura Fudala, Supervisor of Recreation

Re: March Board Report

Preschool

The highlight of February was our Valentine Day Parties and our 5-day week class celebrating 100 days of school! Each class had a Valentine Day party, which consisted of making ice cream sundaes and passing out Valentines to all the friends! The 5 day a week program celebrated 100 days of school on February 15<sup>th</sup>. The kids dressed up as if they were "100 years old"! All the kids looked adorable, such a fun day for them!!

February 8<sup>th</sup> was winter open house! We had a steady stream of families visit the rooms throughout the course of the evening. To date our M/W/F 4Y and M-F 4Y class is full.

Kinder Stop

Kinder Stop also celebrated Valentine's Day with ice cream sundaes and plenty of toppings!

We are continuing offering Lionize Training Center class and The Wifflo: Kickball to our Kinder Stop students. This is beneficial to the kids as it breaks up the normal daily routine and allows them to participate in classes they may never get to participate in because of being in an after care setting. In the Lionize class we have 15 students and in Kickball we have 18 students.

February 8<sup>th</sup> was winter open house! We had several families stop by to visit the room and learn more about the program.

March 23<sup>rd</sup> I will be meeting with the Director of EDP at school district 23.

Kids Day Off

In February, there were two Kids Day Off. February 16<sup>th</sup>, we took the kids to Pump It Up (Inflatables), and February 19<sup>th</sup>, we took the kids to Vertical Endeavors (Rock Climbing).

In 2017, we had 29 & 25 participants on these two days, and in 2018 we had 37 & 27 participants.

Camp

Registration is coming in. We are accepting applications for camp counselors.



# PROSPECT HEIGHTS PARK DISTRICT

(847) 394-2848  
Fax (847) 394-7799

110 W. Camp McDonald Road, Prospect Heights, Illinois 60070

March 2018

To: Julie Caporusso, Superintendent  
From: Marci Glinski, Supervisor of Recreation  
Re: March Board Report

## **Dance**

Dance is off to a strong start with 105 dancers. This is 22 more dancers than in 2017. All of our costumes have been ordered and have started to arrive. Picture Day/Dress Rehearsal will be on Thursday, May 10<sup>th</sup> & our recital will be on Sat. May 12<sup>th</sup> at Forest View Educational Center.

Both of our Dance Fundraisers are complete. We sold 216 Butter Braids with a profit of \$1200 and our Lou Malnati's Fundraiser was successful but at this time we do not have the total raised. The total dollars from both fundraisers help offset competition team costs and recital costs so we do not have to pass those fees on to our patrons. We are able to offer affordable programs to our community without compromising the quality of the program.

## **Performing Arts**

Registration for Creative & Performing Arts Camp is underway and our participation numbers are on track. After Spring Break will be the big push for families to get registered for camps. I am looking forward to another successful summer in Performing Arts!

## **Active Adults**

Our Active Adults are always on the move. We had 12 people that went to Memories Ballroom in Port Washington, WI to see Looking, Finding Neverland in Milwaukee with 8 patrons, Newsies at the Fireside Dinner Theatre with 8 patrons, Merrily We Roll in Chicago with 8 patrons, back to Memories Ballroom with 10- patrons to see Trouble at The Tropicabana, 12 to see Steel Magnolias at Theatre at The Center in Munster, and 13 patrons to lunch at The Sugar Factory downtown. It's time that all the snowbirds are flying back to Illinois to enjoy many spring & summer tours later this month. The summer newsletter will be out during the week of March 19<sup>th</sup>.

## **Special Events**

The Royal Family Ball on Friday, February 23<sup>rd</sup> at Old Orchard was a hit! We had 54 participants that danced the night away. We even had a surprise visit from Elsa (our very own Ali Geary). A good time was had by all.

On Saturday, March 31<sup>st</sup> will be our annual Egg Hunt with the Lion's Club Pancake Breakfast & Bunny Home Visits. We are hoping for a nice sunny day for our residents to come out and play!



**PROSPECT HEIGHTS  
PARK DISTRICT**

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110 W. Camp McDonald Road, Prospect Heights, Illinois 60070

March 13, 2018

To: Julie Caporusso, Superintendent of Recreation

From: Olivia Shapley, Supervisor of Recreation

Re: March Recreation Board Report

**Athletics**

Our basketball league is finished! We had our Buzzer Beater Saturday which is our end of the season celebration with the parents and players. We had a great youth basketball season. Our junior high basketball league has play offs March 17&18, which will conclude their season. Our floor hockey league started on March 13, and games will start on Saturday March 17. There are 17 floor hockey participants. Our volleyball league is currently underway and games are on Sundays. There are 6 volleyball participants.

**Aquatics**

We are currently hiring for Summer 2018 staff. We are getting prepared for the Summer season and doing the pre-season preparation.

**Fitness Membership Statistics Report  
(Comparing February 2017 to February 2018)**

<b>Memberships</b>	<b>February 2018</b>	<b>February 2017</b>
3 Months Pass	4	4
Gym & Racquetball Pass	14	14
1 Year Fitness Pass	25	22



**PROSPECT HEIGHTS  
PARK DISTRICT**

(847) 394-2848  
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110 W. Camp McDonald Road, Prospect Heights, Illinois 60070

DATE March 16, 2018  
TO Board of Commissioners, Prospect Heights Park District  
FROM: Christina Ferraro, Executive Director  
RE: Food and Beverage Golf Course Update

UPDATED timeline for transitioning the food and beverage operation in 2019. **Bold** indicates duty complete

Month	Duty
Feb 2018	<ul style="list-style-type: none"> <li>• <b>Prepared banquet contract for 2019</b></li> <li>• <b>Attorney reviewed banquet contract for 2019</b></li> <li>• <b>Prepared informational packages containing information about services and menus for dinner, lunch, brunch, outings, etc.</b></li> <li>• <i>TENTATIVE Prepare and release RFP for graphic artist</i></li> </ul>
March 2018	<ul style="list-style-type: none"> <li>• <i>TENTATIVE Hire graphic artist to design contracts and info packages</i></li> </ul>
April 2018	<ul style="list-style-type: none"> <li>• Release info packages</li> <li>• Prepare RFP to convert coolers</li> </ul>
May 2018	
June 2018	<ul style="list-style-type: none"> <li>• Begin recruiting Banquet Manager</li> <li>• Review Mt Prospect signage ordinance</li> <li>• Convert coolers</li> </ul>
July 2018	<ul style="list-style-type: none"> <li>• Interview and hire Banquet Manager</li> <li>• RFP for signage fabrication and install</li> </ul>
August 2018	<ul style="list-style-type: none"> <li>• Banquet Manager starts</li> <li>• Work with EZLinks on inventory control</li> </ul>
September 2018	<ul style="list-style-type: none"> <li>• Banquet Manager begins working on updating the website, hiring staff, creating policy and procedures</li> </ul>
October 2018	
November 2018	
December 2018	<ul style="list-style-type: none"> <li>• Installation of signage</li> </ul>
Jan 2019	<ul style="list-style-type: none"> <li>• Tastings begin</li> </ul>
Feb 2019	<ul style="list-style-type: none"> <li>• Advertise in The Knot</li> </ul>
March 2019	<ul style="list-style-type: none"> <li>• Install upstairs stove and refrigerators</li> </ul>



**PROSPECT HEIGHTS  
PARK DISTRICT**

(847) 394-2848  
Fax (847) 394-7799

**110 W. Camp McDonald Road, Prospect Heights, Illinois 60070**

DATE March 16, 2018  
TO Board of Commissioners, Prospect Heights Park District  
FROM: Christina Ferraro, Executive Director  
RE: Golf Grounds Equipment Lease

When staff created the ten-year capital replacement schedule in late 2017, staff discussed the grounds equipment and realized the fairway mower would be purchased in 2022 while the greens mower and the rough mower in 2020 due to various financial priorities. The current equipment is between 8-25 years old, heavily used and requires more repairs as they age. Staff met with two financial institutions to determine if leasing equipment would be feasible. All three pieces cost \$114,850

The proposals from Wintrust Capital and Wells Fargo indicated:

Wintrust: 60 months \$2,175 no fees

Well Fargo: 61 months \$2,181 plus \$125 processing fee

**RECOMMENDATION**

Staff recommends leasing the three pieces of grounds equipment stated above through Wintrust for a 60 month term at a cost not to exceed \$114,850. Wintrust is less expensive and we are currently in a lease agreement with them for the golf carts. This will allow staff to work with newer equipment which requires little if any repairs in 2018.