

PROSPECT HEIGHTS PARK DISTRICT

BOARD REPORT

JANUARY 16, 2018

PUBLIC NOTICE
Prospect Heights Park District
Agenda for the January 16, 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
Letter from PDRMA regarding Level A Accreditation Award
 - IV. Recognition / Welcome
 - A. Residents
 - B. Guests
 - V. Approval of Minutes
Regular Board Meeting – December 19, 2017
 - VI. Announcements (Meetings)
Regular Board Meeting 02/20/18 7:00 p.m. GMRC
 - VII. Park District Treasurer's Report
 - A. Cash Report #1
 - B. Approval of Warrants for Payment

	<u>Date</u>
1. Vendor #12	12/08/17
2. Vendor #12A	12/14/17
3. Vendor #12B	12/21/17
4. Vendor #12C	Electronic
5. Payroll #25	12/08/17
6. Payroll #26	12/22/17
7. Refund #12	December
- VIII. Business Manager Report
YTD Fund Summary
- 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. Comprehensive Master Plan Update
 - B. Food, Beverage & Banquet Service at Old Orchard Country Club
 - C. Park District Logo Discussion
 - D. FY 2018 Budget Draft 2.0
- XIV. New Business
 - A. Public Hearing for 2018 PHPD Budget
 - B. Combined Budget and Appropriation Ordinance 02.20.18
- 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:
 - A. Approval of Minutes (Section 2(c) (21))
 - B. 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.

January 2, 2018

Christina Ferraro
Prospect Heights Park District
110 W. Camp McDonald Rd
Prospect Heights, IL 60070

Re: 2017 Loss Control Award

Dear Christina:

Through the Loss Control Review process, your agency previously achieved PDRMA's highest loss control award, which is accreditation. I am pleased to inform you that we continue to acknowledge your agency's loss prevention efforts with a **Level A – Accredited \$1,500 cash award**.

Enclosed is your agency's award check. While not a requirement, we hope you will use the cash incentive to strengthen your agency's loss control program.

Please share this correspondence with your Safety Coordinator, Safety Committee, and all others involved in your loss control program.

You may recall that members no longer receive yearly plaques, but small plates affixed to the larger plaque received previously. PDRMA's risk pool members truly appreciate your continued efforts in safety and loss prevention.

Sincerely,



Tim Conlon
Property/Casualty Program Director

Enclosure

PRIVILEGED AND CONFIDENTIAL INFORMATION

This communication and any attached materials constitute claims, loss or risk management information, communications and/or advice, and may contain information that is privileged, confidential and exempt from disclosure under applicable law. If you are not the intended recipient, you are hereby notified that any disclosure, copying, distribution, or use of the information contained herein (including any reliance thereon) is STRICTLY PROHIBITED.

**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, DECEMBER 19, 2017**

Call to Order

Roll Call

President Tim Jones called the Regular Board Meeting of the Prospect Heights Park District to order at 7:00 p.m.

Commissioners present:

Ellen Avery
Vicki Carney
Terry Curtis
Karl Jackson
Tim Jones
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
Scott Devlin – Business Manager
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

A motion was made by Commissioner Carney and seconded by Commissioner Kirste to approve the agenda as submitted. The motion was unanimously approved with a voice vote. The motion carried.

Correspondence

Executive Director Christina Ferraro discussed the letter received from IAPD inquiring about hosting a golf outing at OOC in September 2018 as part of the 2018 IAPD Summer Golf Tour. There was discussion that the district would not be able to hold an outing at OOC in September 2018, however, may be able to accommodate an outing in April 2018. Christina will follow-up with IAPD and discuss that option.

Recognition/Welcome

There were no residents in attendance.

Approval of Minutes

Special Board Meeting – November 28, 2017

A motion was made by Commissioner Loranger and seconded by Commissioner Jackson to approve the November 28, 2017 Special Board Meeting as submitted. The motion was unanimously approved with a voice vote. The motion carried.

Announcements (Meetings)

A Regular Board Meeting will be held on 01/16/18 at 7:00 p.m. at GMRC.

Park District Treasurer's Report**Cash Report #12**

Mt Pros State	Payroll	Sweep Acct.	Outstanding checks	\$	(6,454.38)
Mt Pros State	Vendor			\$	(91,400.91)
Mt Pros State	Imprest	Sweep Acct.	Outstanding checks	\$	2,778.56
Mt Pros State	General/Sweep			\$	1,044,622.44
Mt Pros State	ATM	Combined Bal – Account and ATM Machine		\$	26,911.03
Mt Pros State	Cash Reserves			\$	351,146.74
Mt Pros State	Investment			\$	3,607,711.24
Totals				\$	4,935,314.72

A motion was made by Commissioner Carney and seconded by Commissioner Kirste to accept the Treasurer's Report – Cash Report #12 dated December 19, 2017 in the amount of \$4,935,314.72. The motion was unanimously approved with a voice vote. The motion carried.

Approval of Warrants for Payment

Vendor #11		\$	8,039.32
Vendor #11A		\$	59,321.62
Vendor #11B		\$	20,324.08
Vendor #11C		\$	77,541.12
Vendor #11D	Electronic	\$	41,471.41
Payroll #23	11/09/17	\$	61,392.82
Payroll #24	11/24/17	\$	61,421.44
Refund #11	November	\$	2,039.20
Total of Warrants		\$	331,551.01

A motion was made by Commissioner Carney and seconded by Commissioner Jackson to accept Warrants for payment as submitted for Vendor Warrants # 11, 11A, 11B, 11C, 11D, Payroll 23, 24 and Refund #11 in the amount of \$331,551.01. 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.

Business Manager Report

YTD Fund Summary – as submitted. Business Manager Scott Devlin informed the Board that in November a Golf bond payment was made and in December a rollover bond payment was made.

Attorney's Report

There was no report.

Administrative / Operational Summary

Executive Director – as submitted. Executive Director Christina Ferraro also reported that NRC is finishing up with the Nature Preserve project and the district is waiting for the City's portion of the funds for the project. A Committee of the Whole meeting will be scheduled for January 2018 to discuss the Master Plan before presenting for final approval.

Superintendent of Recreation – as submitted. Superintendent of Recreation Julie Caporusso also reported that tonight was the first night of the Trolley Rides; Preschool will be holding their holiday program at OCCC on Wednesday and Thursday and an All Staff Training is scheduled on 1/26/18 at OCCC.

Administrative / Operational Summary (continued)

Superintendent of Facilities and Parks – as submitted. Superintendent of Parks & Facilities Dino Squiers also reported that there was only one tree that fell down during the extremely bad winds from a couple weeks ago. Staff is wrapping projects up the next couple weeks.

Director of Golf Operations – as submitted. Director of Golf Operations Marc Heidkamp reported he is anticipating the final numbers for Golf should be positive. Grounds is working on all the equipment.

Superintendent of Greens – as submitted.

Committees of the Board

There were none.

Public Comment

There were none.

Unfinished/Ongoing Business

Comprehensive Master Plan Update

There was discussion about scheduling a Committee of the Whole meeting on 1/16/18 at 6 p.m. to discuss the Master Plan.

Food, Beverage & Banquet Service at Old Orchard Country Club

Executive Director Christina Ferraro reported she and Marc Heidkamp met with Midori to discuss expectations for 2018.

Park District Logo Discussion

Marketing Coordinator Ali Geary presented five new proposed logo designs to the Board. The Board reviewed the logos and provided feedback on which logo designs/parts of the logo designs they preferred. Ali will work on the designs and submit revised designs at the next Board meeting.

FY 2018 Budget Draft 1.B

Fund 518 and FY 2018 Budget Draft 1.B were reviewed.

New Business

Public Hearing – Tax Levy Ordinance 12.19.17

A motion was made by Commissioner Carney and seconded by Commissioner Jackson to open the Public Hearing for the Tax Levy Ordinance 12.19.17. The motion was unanimously approved with a voice vote. The motion carried.

There being no public in attendance and no questions from the Commissioners, a motion was made by Commissioner Loranger and seconded by Commissioner Kirste to close the Public Hearing of the Tax Levy Ordinance 12.19.17. The motion was unanimously approved with a voice vote. The motion carried.

New Business (continued)**Tax Levy Ordinance 12.19.17**

A motion was made by Commissioner Jackson and seconded by Commissioner Carney to adopt Tax Levy Ordinance 12.19.17 a Tax Levy Ordinance and Resolution adopting the same for tax year 2017 and fiscal year January 1, 2018 and ending December 31, 2018 for the Prospect Heights Park District in the County of Cook and State of Illinois. The motion was unanimously approved by a roll call vote.

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

Nays: None

Abstain: None

Absent: None

The motion carried.

Property Tax Extension Resolution 12.19.2017-01

A motion was made by Commissioner Curtis and seconded by Commissioner Avery to adopt Property Tax Extension Resolution 12.19.2017-01 a Resolution providing for the possible reduction of levy and assessment of the taxes for the Prospect Heights Park District Cook County, Illinois, for the fiscal year beginning January 1, 2018 and ending December 31, 2018. The motion was unanimously approved by a roll call vote.

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

Nays: None

Abstain: None

Absent: None

The motion carried.

Sexual Harassment Policy Resolution 12.19.2017-02

A motion was made by Commissioner Avery and seconded by Commissioner Kirste to adopt Sexual Harassment Policy Resolution 12.19.2017-02. The motion was unanimously approved by a roll call vote.

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

Nays: None

Abstain: None

Absent: None

The motion carried.

Schedule of 2018 Meetings

A motion was made by Commissioner Avery and seconded by Commissioner Loranger to adopt Schedule of 2018 Meetings as submitted. The motion was unanimously approved with a voice vote. The motion carried.

Recess into Executive Session

A motion was made by Commissioner Curtis and seconded by Commissioner Kirste 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 Approval of Minutes (Section 2(c) (21)) and Personnel (Section 2(c) (1)) at 8:13 p.m. The motion was unanimously approved with a voice vote. The motion carried.

Reconvene to Open Session

Open session reconvened at 8:34p.m. During Executive Session Approval of Minutes and Personnel were discussed.

REGULAR BOARD MEETING 12.19.17

Possible Action on Matters Discussed in Executive Session

Board approved and determined the minutes of April 18, 2017 and May 16, 2017 no longer require confidentiality and should be made public inspection.

Board approved but determined the need for confidentiality still exists as to minutes from October 11, 2017 and October 17, 2017

Adjournment

With no further business to discuss a motion was made by Commissioner Curtis and seconded by Commissioner Kirste to adjourn the Regular Board Meeting at 8:36 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
FROM: Park District Business Manager
DATE: 1/16/2018 CASH REPORT FY 18

Pink

*Motion by Commissioner _____ to approve CASH REPORT 1
as submitted. Seconded by Commissioner _____.*

Voice Vote

ACCOUNTS

AMOUNTS

Mt. Pros.State	Payroll	sweep acct.	outstanding checks	\$	(5,209.77)
Mt. Pros.State	Vendor	sweep acct.	outstanding checks	\$	(28,007.06)
Mt. Pros.State	Imprest			\$	946.77
Mt. Pros.State	General/Sweep			\$	337,589.61
Mt. Pros.State	ATM	Combined Bal -- Account and ATM Machine		\$	26,853.03
Mt. Pros.State	Cash Reserves			\$	351,221.30
Mt. Pros.State	Investment			\$	3,033,465.30
		TOTALS		\$	3,716,859.18

1/16/2018

FINANCIAL
RESOLUTION

*Motion by Commissioner _____ to approve WARRANT RESOLUTION
1/16/2018 as submitted. Seconded by Commissioner _____.*

APPROVAL OF WARRANTS 1/16/2018

VENDOR WARRANTS

	Ck From - To	AMOUNTS
12 In the amount of	45824-45842	\$15,909.18
12A In the amount of	45843-45859	\$12,706.67
12B In the amount of	45860-45883	\$14,305.89
12C In the amount of	ELECTRONIC	\$14,511.52
Total Vendor Warrants		\$57,433.26

PAYROLL WARRANTS

	12/8/2017		
25 In the amount of	49425-49438	\$71,647.24	
	gross plus employer costs		
	12/22/2017		
26 In the amount of	49439-49451	\$59,209.22	
	gross plus employer costs		
Total Payroll Warrants		\$130,856.46	

REFUND WARRANT

12 In the total amount of	Charge Card Ref.	\$	1,116.70
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TOTAL OF WARRANTS

\$ 189,406.42

1/16/2018

Roll Call



Prospect Heights Park District, IL

Expense Approval Report

By Payment Number

Payment Dates 12/08/2017 - 12/08/2017

Payment Number	Payment Date	Vendor #	Vendor Name	Account Number	Payment Amount
Payment Number	Payable Number	Description	Vendor Name	Account Number	Item Amount
45824	12/8/2017	01006	ADP LLC		19.80
	504409414	PAYROLL PROCESSING		100-01-5430	19.80
45825	12/8/2017	01744	AMI COMMUNICATIONS		2,021.71
	2286	DECEMBER 2017 IT MONTHLY MANAGED SERVICES		100-01-5468	1,540.50
	7510	FIREWALL AT GOLF COURSE		518-99-6045	481.21
45826	12/8/2017	01015	ASSOCIATED LABOR CORPORATION OF AMERICA		778.62
	103934	OCCC CONTRACTED SERVICES		300-40-5300	340.80
	104048	OCCC CONTRACTED SERVICES		300-40-5300	340.80
	104230	PARKS CONTRACTED SERVICES		200-30-5300	97.02
45827	12/8/2017	01858	CALL ONE		471.56
	97740071041-9774	TELEPHONE SERVICES		200-02-5320	471.56
45828	12/8/2017	01041	CONSTELLATION NEW ENERGY INC		117.41
	9934460601	705224-46120 GMRC ELECTRIC		200-02-5205	117.41
45829	12/8/2017	01367	CROWN TROPHY		272.09
	9064	VOLLEYBALL & FLOOR HOCKEY AWARDS		200-07-6029	272.09
45830	12/8/2017	01031	DES PLAINES OFFICE EQUIPMENT		706.45
	21731667	ADMIN/GMRC COPIERS & PRINTER LEASE		100-01-5430	706.45
45831	12/8/2017	01338	DETECTION SYSTEMS & SERVICE INC		450.00
	A20385	FIRE INSPECTION GMRC		408-99-5325	360.00
	A20411	FIRE INSPECTION ADMIN		408-99-5325	90.00
45832	12/8/2017	01084	IMPREST		194.21
	IMPREST NOVEMBE	IMPREST NOVEMBER 2017		100-01-5209	11.42
	IMPREST NOVEMBE	IMPREST NOVEMBER 2017		200-02-6000	32.79
	IMPREST NOVEMBE	IMPREST NOVEMBER 2017		200-12-6028	150.00
45833	12/8/2017	01162	MANZELLA PLUMBING INC		1,294.28
	11478	WATER FOUNTAIN PARTS & REPAIR		200-02-5421	1,294.28
45834	12/8/2017	01039	MARC HEIDKAMP		690.75
	PETTY CASH REIMB	PETTY CASH REIMBURSEMENT SEPT 2017		300-40-5321	513.58
	PETTY CASH REIMB	PETTY CASH REIMBURSEMENT SEPT 2017		300-40-6016	9.99
	PETTY CASH REIMB	PETTY CASH REIMBURSEMENT SEPT 2017		300-40-6016	8.46
	PETTY CASH REIMB	PETTY CASH REIMBURSEMENT SEPT 2017		300-40-6016	14.17
	PETTY CASH REIMB	PETTY CASH REIMBURSEMENT SEPT 2017		300-40-6016	4.36
	PETTY CASH REIMB	PETTY CASH REIMBURSEMENT SEPT 2017		300-43-6028	14.30
	PETTY CASH REIMB	PETTY CASH REIMBURSEMENT SEPT 2017		300-43-6028	51.68
	PETTY CASH REIMB	PETTY CASH REIMBURSEMENT SEPT 2017		300-43-6028	44.94
	PETTY CASH REIMB	PETTY CASH REIMBURSEMENT SEPT 2017		300-43-6028	29.27
45835	12/8/2017	01773	MIDCO INC		2,706.30
	320567	4G CELL PHONE INTERNET SIGNAL EXTENDER		518-99-6045	2,706.30
45836	12/8/2017	01066	PLATINUM SYSTEMS INC		190.00
	K-111538	DECEMBER 2017 IT MONTHLY EMAIL MANAGEMENT		100-01-5468	190.00
45837	12/8/2017	01070	RAMROD		957.10
	768465	JANITORIAL SUP/LANDSCAPE & TURF MATERIALS/FC		200-02-6022	179.60
	768465	JANITORIAL SUP/LANDSCAPE & TURF MATERIALS/FC		200-13-6028	68.85
	768465	JANITORIAL SUP/LANDSCAPE & TURF MATERIALS/FC		200-30-6026	467.95

Expense Approval Report

Payment Dates: 12/08/2017 - 12/08/2017

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Payment Amount Item Amount
	768489	JANITORIAL SUPPLIES		200-02-6022	240.70
45838	12/8/2017 368779	01865 FALL II SPORTS KIDS CLASSES	SPORTS KIDS INC	200-07-5300	566.15 566.15
45839	12/8/2017 16115	01781 NOVEMBER 2017 IT ON-SITE ASSISTANCE	THOMAS R PETZEL	100-01-5468	183.75 183.75
45840	12/8/2017 33126	01404 OFFICE SUPPLIES	TOTAL ID SOLUTIONS	300-40-6027	161.00 161.00
45841	12/8/2017 PHPD2017NOVCHAI	01939 NOVEMBER 2017 CHAIR YOGA	VIDYULLATA NAHAR	200-13-5300	56.00 56.00
45842	12/8/2017 46345	01809 PRINTING OF WINTER 2017/SPRING 2018 BROCHUR	WOODWARD PRINTING SERVICES	200-02-5209	4,072.00 4,072.00
Grand Total:					15,909.18

Report Summary

Fund Summary

Fund	Payment Amount
100 - CORPORATE FUND	2,651.92
200 - RECREATION FUND	8,086.40
300 - GOLF	1,533.35
408 - POLICE FUND	450.00
518 - CAPITAL PROJECT FUND	3,187.51
Grand Total:	15,909.18

Account Summary

Account Number	Account Name	Payment Amount
100-01-5209	PRINTING	11.42
100-01-5430	SERVICE CONTRACTS	726.25
100-01-5468	IT CONTRACTED SERVICE	1,914.25
200-02-5205	ELECTRICITY	117.41
200-02-5209	PRINTING	4,072.00
200-02-5320	TELEPHONE	471.56
200-02-5421	CONTRACTED REPAIRS P	1,294.28
200-02-6000	POSTAGE	32.79
200-02-6022	JANITORIAL SUPPLIES	420.30
200-07-5300	CONTRACTED SERVICE	566.15
200-07-6029	RECOGNITION AND AWA	272.09
200-12-6028	PROGRAM SUPPLIES-SPE	150.00
200-13-5300	CONTRACTED SERVICE	56.00
200-13-6028	PROGRAM SUPPLIES-FIT	68.85
200-30-5300	CONTRACTED SERVICE	97.02
200-30-6026	LANDSCAPE AND TURF	467.95
300-40-5300	CONTRACTED SERVICE	681.60
300-40-5321	SATELLITE TELEVISION	513.58
300-40-6016	HARDWARE SMALL TOO	36.98
300-40-6027	OFFICE SUPPLIES	161.00
300-43-6028	PROGRAM SUPPLIES-HO	140.19
408-99-5325	SECURITY & FIRE ALARM	450.00
518-99-6045	TECH UPGRADES	3,187.51
Grand Total:		15,909.18

Project Account Summary

Project Account Key	Payment Amount
None	15,909.18
Grand Total:	15,909.18



Prospect Heights Park District, IL

Expense Approval Report

By Payment Number

Payment Dates 12/14/2017 - 12/14/2017

Payment Number	Payment Date	Vendor #	Vendor Name	Account Number	Payment Amount
Payable Number	Description				Item Amount
45843	12/14/2017	01006	ADP LLC		280.50
504794810		PAYROLL PROCESSING PE 12/05/17		100-01-5430	280.50
45844	12/14/2017	01909	ANCEL GLINK DIAMOND BUSH DICIANNI & KRAFTHEFER PC		1,816.25
60733		NOVEMBER 2017 LEGAL SERVICES		100-01-5332	1,816.25
45845	12/14/2017	01015	ASSOCIATED LABOR CORPORATION OF AMERICA		3,957.65
104199		CONTRACTED SERVICES		300-41-5300	1,220.40
104231		CONTRACTED SERVICES		300-41-5300	1,220.40
104273		CONTRACTED SERVICES		300-41-5300	1,220.40
104274		PARKS CONTRACTED SERVICES		200-30-5300	88.55
104274		PARKS CONTRACTED SERVICES		200-30-5300	207.90
45846	12/14/2017	01020	BURRIS EQUIPMENT CO		1,252.10
PS13423		REPAIR PARTS		300-41-6030	611.77
PS13515		REPAIR PARTS		300-41-6030	640.33
45847	12/14/2017	01956	CERTIFIED LABORATORIES		265.98
2920984		GREASE		300-41-6024	265.98
45848	12/14/2017	01022	COMCAST		109.85
8771 10 074 004714		GMRC INTERNET		200-02-5320	109.85
45849	12/14/2017	01042	CONSTELLATION NEWENERGY - GAS DIVISION LLC		2,999.15
2182156		BG-11203 GMRC/OOCC NATURAL GAS		200-02-5204	1,842.67
2182156		BG-11203 GMRC/OOCC NATURAL GAS		300-40-5204	1,156.48
45850	12/14/2017	01042	CONSTELLATION NEWENERGY - GAS DIVISION LLC		198.54
2182130		BG-11652 GROUNDS NATURAL GAS		300-40-5204	198.54
45851	12/14/2017	01106	FIRST STUDENT INC		609.30
091-C-062874		KIDS DAY OFF BUSES 11/20/17		200-05-5475	330.30
091-C-062885		KIDS DAY OFF BUSES 11/21/17		200-05-5475	279.00
45852	12/14/2017	01693	HINCKLEY SPRINGS		15.12
15330710 121017		ADMIN WATER		100-01-5430	15.12
45853	12/14/2017	01238	KIMBALL MIDWEST		119.59
5996879		HARDWARE SMALL TOOLS SUPPLIES		300-41-6016	119.59
45854	12/14/2017	01036	MARCI GLINSKI		50.00
GLINSKI M 12/01/17		REIMBURSEMENT BUS DRIVER GRATUITY 12/1/17 TR		200-11-5475	50.00
45855	12/14/2017	01056	MOUNT PROSPECT PUBLIC WORKS DEPARTMENT		40.00
26027 26029 26030		CROSS CONNECTION CONTROL ADMIN FEE		300-41-5206	40.00
45856	12/14/2017	01057	NAPA HEIGHTS AUTOMOTIVE		465.97
3563-047635		GAS OIL GREASE/HARDWARE SMALL TOOLS		300-41-6016	15.99
3563-047635		GAS OIL GREASE/HARDWARE SMALL TOOLS		300-41-6024	15.98
3563-047956		REPAIR PARTS		300-41-6030	33.25
3563-048071		REPAIR PARTS		200-30-6031	151.99
3563-048372		GAS OIL GREASE		300-41-6024	65.26
3563-049899		REPAIR PARTS		300-41-6030	99.99
3563-050076		REPAIR PARTS		300-41-6030	49.99
3563-050188		REPAIR PARTS		300-41-6030	33.52

Expense Approval Report

Payment Dates: 12/14/2017 - 12/14/2017

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Payment Amount Item Amount
45857	12/14/2017 768465-1	01070 JANITORIAL SUPPLIES	RAMROD	200-02-6022	83.70 83.70
45858	12/14/2017	01074	SAM'S CLUB/SYNCHRONY BANK		142.97
	SAM'S CLUB 11/201	SAM'S CLUB 11/2017		200-11-6028	16.50
	SAM'S CLUB 11/201	SAM'S CLUB 11/2017		200-11-6028	32.64
	SAM'S CLUB 11/201	SAM'S CLUB 11/2017		200-12-6028	93.83
45859	12/14/2017	01774	VERMONT SYSTEMS INC		300.00
	57004	2018 BROCHURE INTERFACE MAINTENANCE		518-1225	300.00
Grand Total:					12,706.67

Report Summary

Fund Summary

Fund	Payment Amount
100 - CORPORATE FUND	2,111.87
200 - RECREATION FUND	3,286.93
300 - GOLF	7,007.87
518 - CAPITAL PROJECT FUND	300.00
Grand Total:	12,706.67

Account Summary

Account Number	Account Name	Payment Amount
100-01-5332	LEGAL SERVICES	1,816.25
100-01-5430	SERVICE CONTRACTS	295.62
200-02-5204	NATURAL GAS-HEAT	1,842.67
200-02-5320	TELEPHONE	109.85
200-02-6022	JANITORIAL SUPPLIES	83.70
200-05-5475	PROGRAM ACTIVITY AN	609.30
200-11-5475	PROGRAM ACTIVITY AN	50.00
200-11-6028	PROGRAM SUPPLIES-AC	49.14
200-12-6028	PROGRAM SUPPLIES-SPE	93.83
200-30-5300	CONTRACTED SERVICE	296.45
200-30-6031	REPAIR PARTS VEHICLES	151.99
300-40-5204	NATURAL GAS-HEAT	1,355.02
300-41-5206	WATER SEWER	40.00
300-41-5300	CONTRACTED SERVICE	3,661.20
300-41-6016	HARDWARE SMALL TOO	135.58
300-41-6024	GAS OIL AND GREASE	347.22
300-41-6030	REPAIR PARTS EQUIPME	1,468.85
518-1225	PREPAID EXPENSES	300.00
Grand Total:		12,706.67

Project Account Summary

Project Account Key	Payment Amount
None	12,706.67
Grand Total:	12,706.67



Prospect Heights Park District, IL

Expense Approval Report

By Payment Number

Payment Dates 12/21/2017 - 12/21/2017

Payment Number	Payment Date	Vendor #	Vendor Name	Account Number	Payment Amount
Payment Number	Payable Number	Description	Vendor Name	Account Number	Item Amount
45860	12/21/2017	01006	ADP LLC		616.18
	505180299	PAYROLL PROCESSING		100-01-5430	616.18
45861	12/21/2017	01015	ASSOCIATED LABOR CORPORATION OF AMERICA		194.04
	104302	MAINTENANCE CONTRACTED SERVICES		200-30-5300	194.04
45862	12/21/2017	01957	BRANDON GLINSKI		150.00
	GLINSKI B 12/2017	PRESCHOOL HOLIDAY PROGRAMS 2017		200-2368	150.00
45863	12/21/2017	01022	COMCAST		10.47
	8771 10 074 000415	GMRC CABLE		200-02-5320	10.47
45864	12/21/2017	01041	CONSTELLATION NEW ENERGY INC		157.17
	10640130201	705224-1 ADMIN ELECTRIC		200-02-5205	157.17
45865	12/21/2017	01041	CONSTELLATION NEW ENERGY INC		3,858.11
	10630827601	#705224-2 OOC ELECTRIC		300-40-5205	3,858.11
45866	12/21/2017	01906	EMERALD LANDSCAPE CONTRACTOR INC		1,295.00
	COMED GRANT 12/	LIFT & STABILIZE NATURE PRESERVE CREEK STONES		100-2500	1,295.00
45867	12/21/2017	01590	FRONTLINE TECHNOLOGIES GROUP LLC		784.49
	INVUS72019	LICENSE & FEES APPLITRACK 1/12/18-1/11/19		100-1225	784.49
45868	12/21/2017	01859	GREENPLAY LLC		300.08
	5931	FINAL PAYMENT FOR MASTER PLAN		100-01-5433	300.08
45869	12/21/2017	01835	INSTA GOLF LLC		173.36
	16-240	GREENS EQUIPMENT		300-41-6016	173.36
45870	12/21/2017	01162	MANZELLA PLUMBING INC		152.50
	11479	PLUMBING REPAIR		200-02-5421	152.50
45871	12/21/2017	01053	MICHAEL WAGNER & SONS		22.25
	1426623	PLUMBING REPAIR		300-40-5421	18.63
	1426698	PLUMBING REPAIR		300-40-5421	3.62
45872	12/21/2017	01773	MIDCO INC		825.00
	318996	IT SERVICE CONTRACTS/MAINTENANCE		100-01-5469	825.00
45873	12/21/2017	01435	ODYSSEY TRANSPORTATION LLC		890.00
	RECEIPT# 16164	ACTIVE ADULTS TRANSPORTATION 12/01/17		200-11-5475	890.00
45874	12/21/2017	01063	PDRMA		65.00
	1507219730	RISK MANAGEMENT INSTITUTE E CASTIL		100-01-5410	65.00
45875	12/21/2017	01063	PDRMA		65.00
	1507059470	RISK MANAGEMENT INSTITUTE J CAPORUSSO		200-02-5410	65.00
45876	12/21/2017	01066	PLATINUM SYSTEMS INC		135.00
	K-111884	OFFSITE/ONSITE SUPPORT FOR MIMECAS SERVICE		100-01-5468	135.00
45877	12/21/2017	01881	R R ROOFING & CONSTRUCTION CO		1,230.00
	R-4029	OCC ROOF REPAIR		300-40-5424	1,230.00
45878	12/21/2017	01072	RIVER TRAILS PARK DISTICT		444.60
	FALL 2017 BASKETB	FALL 2017 BASKETBALL LEAGUE		200-07-6018	264.55
	FALL 2017 FLOOR H	FALL 2017 FLOOR HOCKEY		200-07-6028	180.05

Expense Approval Report

Payment Dates: 12/21/2017 - 12/21/2017

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Payment Amount Item Amount
45879	12/21/2017 16114	01781 OCTOBER 2017 IT SUPPORT	THOMAS R PETZEL	100-01-5468	332.50 332.50
45880	12/21/2017 29742749	01008 OCC SECURITY SERVICE 1/1/18-3/31/18	TYCO INTEGRATED SECURITY LLC	408-1225	243.00 243.00
45881	12/21/2017 11663-001 12/15/1	01081 GMRC WATER	VILLAGE OF MOUNT PROSPECT	200-02-5206	531.12 531.12
45882	12/21/2017 9160-002 12/15/17 9160-002 12/15/17 9160-002 12/15/17	01081 OCC WATER/SEWER CONST FEE/SEWER OCC WATER/SEWER CONST FEE/SEWER OCC WATER/SEWER CONST FEE/SEWER	VILLAGE OF MOUNT PROSPECT	300-40-5206 300-40-5206 300-40-5206	1,749.23 283.02 5.00 1,461.21
45883	12/21/2017 11654-001 12/15/1 11654-001 12/15/1 11654-001 12/15/1	01081 GROUNDS WATER/SEWER CONST FEE/SEWER GROUNDS WATER/SEWER CONST FEE/SEWER GROUNDS WATER/SEWER CONST FEE/SEWER	VILLAGE OF MOUNT PROSPECT	300-41-5206 300-41-5206 300-41-5206	81.79 64.33 5.00 12.46
Grand Total:					14,305.89

Report Summary

Fund Summary

Fund	Payment Amount
100 - CORPORATE FUND	4,353.25
200 - RECREATION FUND	2,594.90
300 - GOLF	7,114.74
408 - POLICE FUND	243.00
Grand Total:	14,305.89

Account Summary

Account Number	Account Name	Payment Amount
100-01-5410	SEMINARS AND TRAININ	65.00
100-01-5430	SERVICE CONTRACTS	616.18
100-01-5433	FEASIBILITY STUDY	300.08
100-01-5468	IT CONTRACTED SERVICE	467.50
100-01-5469	IT SERVICES CONTRACTS	825.00
100-1225	PREPAID EXPENSES	784.49
100-2500	GRANT PAYABLE	1,295.00
200-02-5205	ELECTRICITY	157.17
200-02-5206	WATER SEWER	531.12
200-02-5320	TELEPHONE	10.47
200-02-5410	SEMINARS AND TRAININ	65.00
200-02-5421	CONTRACTED REPAIRS P	152.50
200-07-6018	UNIFORMS-PROGRAM S	264.55
200-07-6028	PROGRAM SUPPLIES-YO	180.05
200-11-5475	PROGRAM ACTIVITY AN	890.00
200-2368	PRESCHOOL BOOSTERS	150.00
200-30-5300	CONTRACTED SERVICE	194.04
300-40-5205	ELECTRICITY	3,858.11
300-40-5206	WATER SEWER	1,749.23
300-40-5421	CONTRACTED REPAIRS P	22.25
300-40-5424	CONTRACTED REPAIRS B	1,230.00
300-41-5206	WATER SEWER	81.79
300-41-6016	HARDWARE SMALL TOO	173.36
408-1225	PREPAID EXPENSES	243.00
Grand Total:		14,305.89

Project Account Summary

Project Account Key	Payment Amount
None	14,305.89
Grand Total:	14,305.89

[illegible]



Refund Listing Report

Refund Date	Receipt #	Drwr	Module	ModuleLink	Description	Refund Type	User Name	Fee Ref	Tax Ref	Tot Ref
12/04/2017	26193	1	AR	211014_03	Milwaukee Holiday Bakery Bus (2110	Refund Apply	MichelleB	99.00	0.00	99.00
12/05/2017	26292	1	AR	211003_01	Fogo de Chao (211003-01)	Refund Now	MichelleB	63.00	0.00	63.00
12/05/2017	26292	1	AR	211003_01	Fogo de Chao (211003-01)	Refund Now	MichelleB	63.00	0.00	63.00
12/05/2017	26300	1	FR	Rooms_GMRC_	Meeting Room 1 on 12/02/2017 at 12	Refund Now	MichelleB	35.00	0.00	35.00
12/06/2017	26385	1	AR	313001_04	Chair Yoga (313001-04)	Refund Apply	MichelleB	30.00	0.00	30.00
12/06/2017	26387	1	AR	313001_04	Chair Yoga (313001-04)	Refund Now	MichelleB	30.00	0.00	30.00
12/07/2017	26430	1	AR	205200_20	Kids Day Off Fall (205200-20)	Refund Apply	MichelleB	39.60	0.00	39.60
12/07/2017	26430	1	AR	205200_21	Kids Day Off Fall (205200-21)	Refund Apply	MichelleB	39.60	0.00	39.60
12/07/2017	26430	1	AR	205200_22	Kids Day Off Fall (205200-22)	Refund Apply	MichelleB	39.60	0.00	39.60
12/07/2017	26430	1	AR	205200_23	Kids Day Off Fall (205200-23)	Refund Apply	MichelleB	39.60	0.00	39.60
12/07/2017	26430	1	AR	205200_24	Kids Day Off Fall (205200-24)	Refund Apply	MichelleB	39.60	0.00	39.60
12/07/2017	26454	1	AR	312005_01	Santa Home Visits (312005-01)	Refund Now	MichelleB	5.00	0.00	5.00
12/07/2017	26454	1	AR	312005_01	Santa Home Visits (312005-01)	Refund Now	MichelleB	5.00	0.00	5.00
12/07/2017	26454	1	AR	312005_01	Santa Home Visits (312005-01)	Refund Now	MichelleB	30.00	0.00	30.00
12/11/2017	26643	1	FR	Rooms_GMRC_	Meeting Room 1 on 12/02/2017 at 12	Refund Now	MichelleB	32.50	0.00	32.50
12/13/2017	26789	2	AR	212001_05	Holiday Trolley Express (212001-05)	Refund Apply	FrontDesk	12.00	0.00	12.00
12/19/2017	27160	1	AR	205200_18	Kids Day Off Fall (205200-18)	Refund Apply	MichelleB	39.60	0.00	39.60
12/19/2017	27161	1	AR	207001_02	Youth Floor Hockey League 2nd/3rd (Refund Apply	MichelleB	33.00	0.00	33.00
12/19/2017	27162	1	AR	207001_02	Youth Floor Hockey League 2nd/3rd (Refund Apply	MichelleB	33.00	0.00	33.00
12/19/2017	27173	1	AR	212001_02	Holiday Trolley Express (212001-02)	Refund Now	MichelleB	12.00	0.00	12.00
12/19/2017	27185	1	AR	205200_16	Kids Day Off Fall (205200-16)	Refund Apply	MichelleB	49.00	0.00	49.00
12/21/2017	27342	1	PM	13AddFamilyYear	Additional Family Member Yearly (12	Refund Apply	MichelleB	39.00	0.00	39.00
12/21/2017	27359	1	AR	205200_16	Kids Day Off Fall (205200-16)	Refund Finance	VickiS	48.60	0.00	48.60
12/21/2017	27359	1	AR	205200_18	Kids Day Off Fall (205200-18)	Refund Finance	VickiS	39.60	0.00	39.60
12/22/2017	27402	1	AR	205200_16	Kids Day Off Fall (205200-16)	Refund Apply	KathyD	48.60	0.00	48.60
12/22/2017	27402	1	AR	205200_16	Kids Day Off Fall (205200-16)	Refund Apply	KathyD	48.60	0.00	48.60
12/26/2017	27514	1	AR	205200_19	Kids Day Off Fall (205200-19)	Refund Apply	VickiS	44.00	0.00	44.00
12/27/2017	27586	1	AR	205200_20	Kids Day Off Fall (205200-20)	Refund Apply	ShannonK	39.60	0.00	39.60
12/28/2017	27618	1	AR	205200_19	Kids Day Off Fall (205200-19)	Refund Apply	VickiS	39.60	0.00	39.60

Report Summary Totals

Total Refund Records:	29
Total Fees Refunded:	1,116.70
Total Tax Refunded:	0.00
Total Amount Refunded:	1,116.70

FY 2017		PROSPECT HEIGHTS PARK DISTRICT		YTD FUND SUMMARY				INFORMATIONAL	
Fund Numbers	Fund Names	Audited Begin. Bal. 17	Revenue 12/31/2017	Real Estate Tax 12/31/2017	Expense 12/31/2017	Transfers 12/31/2017	Ending Bal 12/31/2017	Fund Transfers Budgeted	Bud. FY 17
100	CORPORATE	1,914,403	8,109	1,005,302	575,625	(144,275)	2,207,915	(155,075) TO 608, 409,412, 413	2,568,482
900	RESERVE	350,344	877		-		351,221	-	350,844
200	RECREATION	463,921	980,026	492,631	1,444,923		491,654	- TO 409,412, 413	500,051
300	GOLF	18,632	1,236,461	-	1,219,227		35,866		38,349
MAJOR FUND	SUB TOTAL	2,747,300	2,225,472	1,497,933	3,239,774	(144,275)	3,086,656	(155,075)	3,457,727
404	AUDIT	3,044	-	13,213	13,500		2,757		3,202
405	PAVING & LIGHTING	13,191	-	4,593	4,293		13,491		11,635
406	LIABILITY INS.	19,683	-	83,302	68,523		34,462	-	2,077
407	I.M.R.F.	40,313	-	128,113	116,603		51,823	-	53,455
408	POLICE	33,172	-	71,812	46,526		58,458	-	47,162
409	MUSEUM	12,500	-	11,616	7,000		17,116	7,000 FROM 200	13,047
410	SPECIAL REC.	42,229	-	114,773	97,066		59,936		45,501
411	SOCIAL SEC.	12,281	-	114,325	128,014		(1,408)		20,108
412	MEMORIAL	1,034	-	250	4,201		(2,917)	3,000 FROM 200	1,134
413	COMM. EVENTS	27,845	-	20,522	20,679		27,688	800 FROM 200	16,876
NON-MAJOR	SUB TOTAL	205,292	-	562,519	506,406	-	261,405	10,800	214,197
OPERATING	SUB TOTAL	2,952,593	2,225,472	2,060,451	3,746,181	(144,275)	3,348,061	(144,275)	3,671,924
518	CAPITAL FUND - PARKS	643,139			257,979	154,327	539,487	154,327 FROM 610	275,147
523	CAPITAL FUND - GOLF	7,379			24,964		(17,585)		(48,121)
CAPITAL	SUB TOTAL	650,518	-	-	282,944	154,327	521,901	154,327	227,026
DEBT FINANCING OCCURS IN DECEMBER, ONLY PROPERTY TAXES ARE RECEIVED THROUGHOUT THE YEAR								BOND PAYMENTS DUE DECEMBER 1, 2017	
606	BOND 2014	-					-		-
607	BOND 2015						-		
608	BOND 2014B	26,305			575,176	575,176	26,305	575,176 FROM 100, FROM 610	
609	BOND 2016	440		591,731	574,908	(16,823)	440	(16,823)	
610	BOND 2017	(5,673)	580,305		11,900	(568,405)	(5,673)	(568,405) TO 518 TO 608	
Debt	SUB TOTAL	21,072	580,305	591,731	1,161,984	(10,052)	21,072	- (10,052)	- -
ALL FUND TOTALS		3,147,423	2,805,777	2,652,183	5,191,109	(0)	3,891,034	(0)	3,898,950



PROSPECT HEIGHTS PARK DISTRICT

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

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

Date: January 16, 2018
To: Board of Commissioners
From: Scott Devlin, Business Manager
Re: December 2017 Investment Report

An Account for **Cash Reserves** was established on 12/27/2005

	Balance EOM	Interest Earned
12/31/2017	\$ 351,221.30	\$74.56

General Account Interest

	Balance EOM	Interest Earned
12/31/2017	\$ 337,589.61	\$9.67

Investment Account Interest

	Balance EOM	Interest Earned
12/31/2017	\$ 3,033,465.30	\$694.06

Prospect Heights Park District

Investment Report for Year Ending December 31, 2017

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Total
Beginning Balance	\$ 3,511,253	\$ 3,312,720	\$ 3,517,526	\$ 4,362,647	\$ 4,192,894	\$ 4,160,637	\$ 4,077,576	\$ 4,809,714	\$ 5,266,320	\$ 4,604,762	\$ 4,976,858	\$ 4,934,253	\$ 3,511,253
General Account Activity													
Interest Income	\$ 8	\$ 7	\$ 34	\$ 11	\$ 6	\$ 5	\$ 10	\$ 34	\$ 32	\$ 16	\$ 25	\$ 10	\$ 197
Net deposited into operating acct.	\$ 498,995	\$ 459,662	\$ 1,161,051	\$ 170,010	\$ 411,471	\$ 312,022	\$ 1,146,793	\$ 974,488	\$ 276,126	\$ 752,926	\$ 674,110	\$ 114,782	\$ 6,952,436
Net Withdrawal from operatig acct.	\$ (298,235)	\$ (255,483)	\$ (316,537)	\$ (1,240,436)	\$ (444,528)	\$ (395,889)	\$ (415,428)	\$ (518,635)	\$ (338,426)	\$ (381,584)	\$ (717,578)	\$ (246,815)	\$ (5,569,573)
Interest Income-CASH RESERVE	\$ 74	\$ 67	\$ 74	\$ 72	\$ 74	\$ 72	\$ 74	\$ 75	\$ 72	\$ 75	\$ 72	\$ 75	\$ 877
Investment Account	\$ 625	\$ 552	\$ 499	\$ 590	\$ 720	\$ 727	\$ 689	\$ 645	\$ 638	\$ 663	\$ 766	\$ 694	\$ 7,809
Transfers to/(from) Investment Acct	\$ (400,000)			\$ 900,000					\$ (600,000)			\$ (575,000)	\$ (675,000)
Ending Balance	\$ 3,312,720	\$ 3,517,526	\$ 4,362,647	\$ 4,192,894	\$ 4,160,637	\$ 4,077,576	\$ 4,809,714	\$ 5,266,320	\$ 4,604,762	\$ 4,976,858	\$ 4,934,253	\$ 4,227,998	\$ 4,227,998



PROSPECT HEIGHTS PARK DISTRICT

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

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

January 16, 2018

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

2018 IAPD Summer Golf Tour

IAPD inquired about hosting a golf outing at OOC in September 2018 but Marc Heidkamp has worked with IAPD and determined May 21, 2018 will work for OOC and IAPD.

Block Party

The planning for the June event is underway. Stage, lights and entertainment is scheduled. Organizing food trucks, etc. will begin this month.

ComEd Green Regions Grant

NRC has approached the District about applying for this grant again to work on one of the park sites. Dino is working with them to determine whether there is an appropriate site at this time based upon their other projects and the District master plan not finalized yet.

Upcoming 2018 projects

The five year comprehensive master plan will be adopted which will provide staff with direction for the future.

A feasibility study is recommended to assess the practicality of renovating or rebuilding GMRC. This aims to objectively and rationally find the strengths and weaknesses, opportunities and threats of this potential project and the resources required to renovate/re-build and operate the recreation center.

A vision statement will be created to describe where the District will be moving to in the future. The current mission statement describing the District's purpose and may be reviewed for potential tweaks.

A new telephone system will be installed District-wide as the current equipment is near the end of its life.

A new modern-looking website will be created and implemented for the District. It will be engaging, intuitive, informative, easily navigable, and visually pleasing; it will also maximize the use of fillable forms, online registration and social media platforms.

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

The food and beverage operation at the golf course will change 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

January 10, 2018

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

All Staff Training

We are offering an all staff training on Friday, January 26th. Denise Barreto, from Relationships Matter Now, will be speaking on "Our key to success is every team member in every position engages in positive relationships with each other". All staff in all departments is invited. The training will take place at Old Orchard County Club.

IPRA Conference

I will be attending the IPRA Conference on January 18th and 19th.

Creative Kids Preschool

The holiday parties were held at Old Orchard County Club for the first time on Dec. 20th and Dec. 21st. It was exceptional and we received many compliments.

Registration for the 2018-19 school year started on January 8th. We had 40 registrants and the 4 year old, Monday/Wednesday/Friday class is already filled!

PDRMA

Our monthly training is on January 12th. We will be training on Statement of Admission, so in the advent of an incident, staff is knowledgeable on how to communicate to the public and press.

Marketing

We are in the process of compiling the Summer Brochure. It will be ready for the printer on Feb. 27th and mailed out on March 13th.



PROSPECT HEIGHTS PARK DISTRICT

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

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

DATE: January 10, 2018

TO: Christina Ferraro, Executive Director

FROM Dino Squiers, Superintendent of Facilities & Parks

RE: January Board Report

HARDWOD FLOORING

During the holiday break flooring in the fitness studio, racquetball court and dance room were stripped, sanded and refinished with two coats of floor sealer. The product we use is low VOC but there is still an odor that last for a few days after the sealer has cured. If possible we try to seal the wood floors when classes are off.

PRE-SCHOOL/ROOM #1

Floors were stripped, cleaned and waxed during the winter break in rooms A, B and 1

SKYLIGHTS

Interior Plexiglas domes were removed to clean the skylights in the rooms and hallway. Time is limited when this can be done since activities in the rooms make it difficult to access the skylights; it takes two people to remove the skylights since they are bolted to the frame and to reinstall they have to realign with the mounting holes.

HVAC

Cold air was entering the concession area from the ceiling vents. Coils in the ventilation box above the ceiling were hot but not heating the room. After disassembling the unit we found the blower motor failed and only outside air was entering the room. Replacement motor was installed and unit was put back in service.

SECURITY

On the first day of the year the alarm system locked up and would not convert to the New Year. Master control had to be power down and reprogramed, once this was done the arming station cleared and went back to auto settings. During the extreme low temperature two security camera's when out, administration camera came back on once the temperatures was above 25 degrees and may need replacing, Coax connector for the GMRC unit mounted on the roof was respliced and the video returned on the monitor.

DANCE ROOM

No more hot pink! Since area is used for other classes besides dance, walls were painted a neutral color that is better suited for the different activities that use the room.

GYM

Overhead light transformer on the south side gym melted shorting out the light. Fixture was removed and cleaned. Transformer ,starter, capacitor and bulb were replaced

PARKS

Wide range of temperatures is creating a constant freeze and thaw. We are spending more time on ice removal then plowing or shoveling snow. Garbage removal continues to be ongoing this season at the parks and recreation area.



**PROSPECT HEIGHTS
PARK DISTRICT**

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

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

To: Christina Ferraro, Executive Director
From: Marc Heidkamp, Director of Golf Operations
Re: December 2017 Golf Operations Board Report

With the entire season behind we can now reflect on a season where we witnessed record rainfalls, course closings, excessive heat and more. At one point of the season we faced a deficit in excess of \$58,000 dollars due to the extreme weather patterns. In spite of all the hurdles during the season managed to squeak out a small profit and climb out of the trenches from an extremely difficult season.

I am extremely proud of the entire staff and all their efforts to contain expenses and help produce positive results during the 2017 season. Staff is now working on planning and repairing projects, getting us ready for the new season. We are focusing on developing new menus as we prepare to run the food service in 2019.

We are running several campaigns to increase membership season pass play during this winter. I will report on their success as we near opening day.

Our fleet of golf cars is looking great as the grounds crew has detailed each and every one, making them look like new.

We are already booking several golf outings and working to develop some new clients. With all the effort, we are currently headed in a positive direction that will produce great results in the coming year.

Happy New Year.



**PROSPECT HEIGHTS
PARK DISTRICT**

(847) 394-2848

Fax (847) 394-7799

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

January 10, 2018

To: Marc Heidkamp, Director of Golf
From: Jerry Arden, Superintendent of Greens
Re: December 2017 Board Report

Temperatures for the month ranged from -6.29 degrees for the low to 63.88 degrees for the high with precipitation at .18 inches.

Winter time work continues with some tree trimming here and there and some cart pen repair. Cart repair is just about complete and the rest of the equipment repair is coming along just fine. There is still about 10" of frost in the ground; I'm sure those cold days in December was the cause of that.

I talked to Tom Healy at Layne Christensen (the well company) and there is still no word on the condition of the motor and shaft. Tom will keep us informed.



PROSPECT HEIGHTS PARK DISTRICT

(847) 394-2848

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

Date: January 9, 2018

To: Julie Caporusso, Superintendent of Recreation
From: Laura Fudala, Supervisor of Recreation
Re: January Board Report

Preschool

One of the biggest highlights in the month of December for our preschoolers was our Holiday Program! This year the holiday program was at OOC. The teachers did an amazing job with planning the program! We got a lot of positive feedback from parents about how nice the program was and how they liked the program being held at OOC.

The kids all did a great job singing! Fun was had by all!

Preschool registration started on Monday January 8th. The M/W/F AM class is filled. Our M-F and T/TH classes are half way filled.

KinderStop

The monthly theme for December was celebrating the holidays! Crafts were based on the monthly theme.

Kids Day Off

In December, 5 Kids Day Off were offered. As you will notice in the comparison in 2016 there were more days off in December than in 2017 due to the way the winter break fell.

2017

<u>Date</u>	<u># of participants</u>
12-22	17
12-26	18
12-27	24
12-28	22
12-29	17

2016

<u>Date</u>	<u># of participants</u>
12-19	35
12-20	31
12-21	28
12-22	18
12-23	11
12-27	12
12-28	15
12-29	17
12-30	16



PROSPECT HEIGHTS PARK DISTRICT

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

January 2018

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

Dance

Our recital was on Sat. Dec 16th at Forest View Educational Center. We sold 319 tickets, almost a sold-out show! Such a great problem to have! Classes will start again on January 15th. Our Spring Recital will be on Saturday, May 12, 2018 with picture day on Thursday, May 10th, both events will take place at Forest View Educational Center. New in 2017 we tried a new photography company, Memory Makers. They did a fantastic job and the pictures turned out great. Our Competitive Dance Teams will be participating in The Des Plaines Dance Idol on Friday, Feb 2nd & Saturday, Feb 3rd. On Sunday, Feb 4th our dancers will participate in a full day of dance classes lead by top choreographers in the area. I am very excited to offer this programming to our competitive dancers and look forward to other great opportunities for them coming in the spring. More information to follow.

Performing Arts

Ms. Luci & Ms. Lauren taught our 4-day winter minicamp January 2-5. During this camp we had 6 participants take a sneak peek into acting, improv, dance, singing, scene blocking & so much more. They held a show on the last day of the camp for the parents where they performed a dance & short skit. A good time was had by all.

Active Adults

Our Active Adults are always on the move. We finished out 2017 with a trip to see Peter Pan at the Cahn Auditorium with 13 and took a trip to Milwaukee to See The Waitress with 8 people. We have many exciting trips coming up in 2018. The 2018 Overnight Trip Schedule will be out during the week of Jan 15th.

Special Events

The Holiday Trolley Express was a success this year. On Tuesday, Dec 19th we had 78 patrons & Thursday, Dec 21st we had 128 patrons. We traveled around Prospect Heights to view the holiday lights with our very cool 3D glasses as we sang Christmas Carols followed a story read by one of Santa's helpers, Prospect Heights Library staff members. Upon arrival back from the trolley ride our guests had time to visit with Santa and enjoy some of his favorite treats, hot chocolate & cookies and make a craft.

On Wed. Dec 20th Santa visited 9 area homes for a private visit.



PROSPECT HEIGHTS PARK DISTRICT

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

January 10, 2018

To: Julie Caporusso, Superintendent of Recreation
From: Olivia Shapley, Supervisor of Recreation
Re: January Recreation Board Report

Athletics

Our basketball league is underway! Our first games will be on Saturday January 13th. Our picture day for all the teams will be on January 27th.

Fitness

We distributed our bi-annual fitness surveys to the members in November and December. On the survey we gathered information that pertains to the current year of 2017 and what they hope to see in the future (2018). We had 33 surveys completed. There was a lot of conversation about the rower, elliptical, and rig. Out of all the data collected 97% of the patrons were overall satisfied with our fitness center. And 40% of our patrons were highly satisfied with the Fitness Center.

Aquatics

At the end of January we will be posting our open positions for summer staff!

Fitness Membership Statistics Report (Comparing December 2016 to December 2017)

Memberships	December 2017	December 2016
3 Months Pass	6	4
Gym & Racquetball Pass	12	14
1 Year Fitness Pass	23	21