

PROSPECT HEIGHTS PARK DISTRICT

BOARD REPORT

FEBRUARY 20, 2018

PUBLIC NOTICE
Prospect Heights Park District
Agenda for the February 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. Committee of the Whole – January 16, 2018
 - B. Regular Board Meeting – January 16, 2018
- VI. Announcements (Meetings)

Regular Board Meeting - March 20, 2018 7:00 p.m. GMRC
- VII. Park District Treasurer's Report
 - A. Cash Report #2
 - B. Approval of Warrants for Payment

	<u>Date</u>
1. Vendor #1	01/04/18
2. Vendor #1A	01/12/18
3. Vendor #1B	01/17/18
4. Vendor #1C	01/25/18
5. Vendor #1D	Electronic
6. Payroll #1	01/05/18
7. Payroll #2	01/19/18
8. Refund #1	January
- 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. Comprehensive Master Plan Update
 - B. Food, Beverage & Banquet Service at Old Orchard Country Club
 - C. Park District Logo Discussion
 - D. Approval of FY 2018 Budget
 - E. Combined Budget and Appropriation Ordinance 02.20.18
- XIV. New Business
 - A. Resolution Electing to Include Cash Payments to Employees in Lieu of or Related to Healthcare Benefits as Part of IMRF Earnings Resolution 02.20.2018A
 - B. Pump Repair for Golf Course
- 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.

DRAFT

**COMMITTEE OF THE WHOLE 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, JANUARY 16, 2018**

Call to Order

President Tim Jones called the Committee of the Whole Meeting of the Prospect Heights Park District to order at 6:05 p.m.

Commissioners present:

Ellen Avery
Vicki Carney
Terry Curtis (arrived at 6:07 p.m.)
Tim Jones
Eric Kirste
Bob Loranger

Also Present:

Christina Ferraro – Executive Director
Julie Caporusso – Superintendent of Recreation
Dino Squiers – Superintendent of Parks & Facilities
Scott Devlin – Business Manager
Edlyn Castil – Admin. Asst./Recording Secretary

Commissioners absent:

Karl Jackson

A quorum was present.

Corrections/Additions/Approval of Agenda

A motion was made by Commissioner Kirste and seconded by Commissioner Loranger to approve the agenda as submitted. The motion was unanimously approved with a voice vote with one absent (Commissioner Jackson). The motion carried.

Correspondence

There were none.

Recognition/Welcome

There were none.

Announcements (Meetings)

A Regular Board Meeting will be held on 1/16/18 at 7:00 p.m. at GMRC and on 2/20/18 at 7:00 p.m. at GMRC.

Public Comment

There were none.

Unfinished/Ongoing Business

Comprehensive Master Plan Discussion

There was discussion about the Comprehensive Master Plan recommendations and action plan. The four goals included in the Comprehensive Master Plan are 1) Improve Facilities and Amenities, 2) Continue to Improve Programs and Service Delivery, 3) Continue to Improve Organizational Efficiencies, and 4) Increase Financial Opportunities. The Board and Staff have a few revisions that Christina will present to the consultants. The consultants will make the revisions and this item will be brought back at the next regular board meeting.

New Business

There was none.

Adjournment

With no further business to discuss a motion was made by Commissioner Avery and seconded by Commissioner Carney to adjourn the Committee of the Whole Meeting at 6:55 p.m. The motion was unanimously approved with a voice with one absent (Commissioner Jackson). The motion carried.

Respectfully Submitted,
Edlyn Castil
Recording Secretary

Secretary: _____

Ellen Avery, Prospect Heights Park District Board Secretary

**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, JANUARY 16, 2018**

DRAFT

Call to Order

Roll Call

President Tim Jones called the Regular Board Meeting of the Prospect Heights Park District to order at 7:03 p.m.

Commissioners present:

Ellen Avery
Vicki Carney
Terry Curtis
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 (arrived at 7:25 p.m.)

Commissioners absent:

Karl Jackson

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 Curtis to approve the agenda as submitted with one absent (Commissioner Jackson). The motion was unanimously approved with a voice vote. The motion carried.

Correspondence

A letter was received from PDRMA acknowledging the Park District's award for Level A Accreditation.

Recognition/Welcome

There were no residents in attendance.

Approval of Minutes

Regular Board Meeting – December 19, 2017

A motion was made by Commissioner Kirste and seconded by Commissioner Avery to approve the December 19, 2017 Regular Board Meeting as submitted. The motion was unanimously approved with a voice vote with one absent (Commissioner Jackson). The motion carried.

Announcements (Meetings)

A Regular Board Meeting will be held on 02/20/18 at 7:00 p.m. at GMRC.

Park District Treasurer's Report**Cash Report #1**

Mt Pros State	Payroll	Sweep Acct.	Outstanding checks	\$	(5,209.77)
Mt Pros State	Vendor			\$	(28,007.06)
Mt Pros State	Imprest	Sweep Acct.	Outstanding checks	\$	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

A motion was made by Commissioner Carney and seconded by Commissioner Loranger to accept the Treasurer's Report – Cash Report #1 dated January 16, 2018 in the amount of \$3,716,859.18. The motion was unanimously approved with a voice vote with one absent (Commissioner Jackson). The motion carried.

Approval of Warrants for Payment

Vendor #12		\$	15,909.18
Vendor #12A		\$	12,706.67
Vendor #12B		\$	14,305.89
Vendor #12C	Electronic	\$	14,511.52
Payroll #25	12/08/17	\$	71,647.24
Payroll #26	12/22/17	\$	59,209.22
Refund #12	December	\$	1,116.70
Total of Warrants		\$	189,406.42

A motion was made by Commissioner Carney and seconded by Commissioner Kirste to accept Warrants for payment as submitted for Vendor Warrants # 12, 12A, 12B, 12C, Payroll 25, 26 and Refund #12 in the amount of \$189,406.42. The motion was unanimously approved by a roll call vote.

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

Nays: None

Absent: Commissioner Jackson

The motion carried.

Business Manager Report

YTD Fund Summary – as submitted. Business Manager Scott Devlin informed the Board that the Fund Summary report goes through December 2017 and is unaudited. Commissioner Carney discussed the Investment account 2017 earnings.

Attorney's Report

There was no report.

Administrative / Operational Summary

Executive Director – as submitted. Executive Director Christina Ferraro also reported that IAPD has scheduled the Summer Golf Tour at OCCC for May 21, 2018. Christina, Julie, Olivia and Ali will be attending the state conference in downtown Chicago this week.

Superintendent of Recreation – as submitted. Superintendent of Recreation Julie Caporusso also reported there were 92 children in attendance at the Park District's Kiddie Karnival event. An All Staff training with a professional speaker will be held on 1/26/18. Olivia conducted a bi-annual Fitness Center survey of fitness room users and its Staff. 33 surveys were submitted with a 97% overall satisfaction.

Administrative / Operational Summary (continued)

Superintendent of Facilities and Parks – as submitted. Superintendent of Parks & Facilities Dino Squiers also reported Maintenance Staff wrapped up the year by doing maintenance around the building.

Director of Golf Operations – as submitted. Director of Golf Operations Marc Heidkamp reported Staff is working around the clubhouse preparing for the spring season. He and Doug will be attending the PGA Conference next week. Jerry and the Grounds Staff are preparing all the equipment for the season.

Superintendent of Greens – as submitted.

Committees of the Board

There were none.

Public Comment

There were none.

Unfinished/Ongoing Business

Comprehensive Master Plan Update

A Committee of the Whole meeting was held prior to this meeting. The objectives were reviewed and Staff was given recommendations/changes.

Food, Beverage & Banquet Service at Old Orchard Country Club

There was continued discussion about the food, beverage and banquet services at OCCC.

FY 2018 Budget Draft 2.0

FY 2018 Budget Draft 2.0 was reviewed. Commissioner Avery suggested adding a page that included the Department numbers.

Park District Logo Discussion

Marketing Coordinator Ali Geary presented proposed logo designs to the Board. Ali will work on a couple changes to Logo #4 and submit revised design at the next Board meeting.

New Business

Public Hearing for the 2018 PHPD Budget

The District will conduct a Public Hearing concerning the proposed District's appropriation budget for fiscal year 2018 during which time all interested parties will be heard at the February meeting.

Combined Budget and Appropriation Ordinance 02.20.18

This item will be brought back at next month's board meeting.

Recess into Executive Session

A motion was made by Commissioner Loranger 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 with one absent (Commissioner Jackson). The motion carried.

Reconvene to Open Session

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

Possible Action on Matters Discussed in Executive Session

A motion was made by Commissioner Loranger and seconded by Commissioner Avery to release approved executive session minutes from November 9, 2010, December 14, 2010, August 9, 2011, October 11, 2011, November 8, 2011, March 20, 2012, June 19, 2012, November 20, 2012, February 17, 2015. The motion was unanimously approved with a voice vote with one absent (Commissioner Jackson). The motion carried.

The previously approved executive session minutes were reviewed and determined not ready to release: July 10, 1990, March 13, 2001, August 28, 2001, May 24, 2011, December 21, 2011, December 29, 2011, August 21, 2012.

Adjournment

With no further business to discuss a motion was made by Commissioner Carney and seconded by Commissioner Loranger to adjourn the Regular Board Meeting at 8:36 p.m. The motion was unanimously approved with a voice vote with one absent (Commissioner Jackson). 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: 2/20/2018 CASH REPORT FY 18

Pink

*Motion by Commissioner _____ to approve CASH REPORT 2
 as submitted. Seconded by Commissioner _____.*

Voice Vote

ACCOUNTS				AMOUNTS	
Mt. Pros.State	Payroll	sweep acct.	outstanding checks	\$ (4,896.11)	
Mt. Pros.State	Vendor	sweep acct.	outstanding checks	\$ (16,496.86)	
Mt. Pros.State	Imprest			\$ 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	2/20/2018

**FINANCIAL
 RESOLUTION**

*Motion by Commissioner _____ to approve WARRANT RESOLUTION
 2/20/2018 as submitted. Seconded by Commissioner _____.*

APPROVAL OF WARRANTS 2/20/2018

VENDOR WARRANTS		Ck From - To	AMOUNTS
1	In the amount of	45884-45921	\$32,349.02
1A	In the amount of	45922-45972	\$94,763.12
1B	In the amount of	45973-45975	\$1,946.68
1C	In the amount of	45976-46015	\$17,181.35
1D	In the amount of	ELECTRONIC	\$36,339.83
Total Vendor Warrants			\$182,580.00

PAYROLL WARRANTS			
1	In the amount of	49452-49468	\$54,628.67
		gross plus employer costs	
		1/19/2018	
2	In the amount of	49439-49451	\$58,078.63
		gross plus employer costs	
Total Payroll Warrants			\$112,707.30

REFUND WARRANT

1	In the total amount of	Charge Card Ref.	\$ 2,936.20
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TOTAL OF WARRANTS	\$ 298,223.50
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2/20/2018

Roll Call

Prospect Heights Park District

Fund Report

January 31, 2018

		January 2018 Revenue	2018 YTD Revenue	2018 Budget Amount	% Earned	January 2017 Revenue	2017 YTD Revenue	Variance Current vs. Prior Year
	Revenue							
100	Corporate	\$ 95,812	\$ 95,812	\$ 1,094,848	9%	\$ 3,399	\$ 3,399	\$ 92,412
200	Recreation	\$ 117,839	\$ 117,839	\$ 1,490,353	8%	\$ 103,543	\$ 103,543	\$ 14,296
300	Golf	\$ 13,951	\$ 13,951	\$ 1,299,067	1%	\$ 16,276	\$ 16,276	\$ (2,325)
410	Special Rec.	\$ 10,722	\$ 10,722	\$ 122,501	9%	\$ 85	\$ 85	\$ 10,637
518	Parks Capital	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -
523	Golf Capital	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -
600	Debt Services	\$ 55,473	\$ 55,473	\$ 1,216,384	5%	\$ 440	\$ 440	\$ 55,034
400	Other Funds	\$ 42,550	\$ 42,550	\$ 506,480	8%	\$ 389	\$ 389	\$ 42,161
	Total Revenue	\$ 336,347	\$ 336,347	\$ 5,729,633	39%	\$ 124,132	\$ 124,132	\$ 212,215
	Expense	January 2018 Expenses	2018 YTD Expense	2018 Budget Amount	% Used	January 2017 Expenses	2017 YTD Expenses	Variance Current vs. Prior Year
100	Corporate	\$ 24,358	\$ 24,358	\$ 841,185	3%	\$ 23,075	\$ 23,075	\$ 1,284
200	Recreation	\$ 59,737	\$ 59,737	\$ 1,582,349	4%	\$ 65,769	\$ 65,769	\$ (6,032)
300	Golf	\$ 44,922	\$ 44,922	\$ 1,299,067	3%	\$ 55,601	\$ 55,601	\$ (10,680)
410	Special Rec.	\$ -	\$ -	\$ 136,295	0%	\$ -	\$ -	\$ -
518	Parks Capital	\$ -	\$ -	\$ 319,725	0%	\$ 1,607	\$ 1,607	\$ (1,607)
523	Golf Capital	\$ -	\$ -	\$ 294,000	0%	\$ -	\$ -	\$ -
600	Debt Services	\$ -	\$ -	\$ 755,371	0%	\$ -	\$ -	\$ -
400	Other Funds	\$ 21,777	\$ 21,777	\$ 462,265	5%	\$ 25,829	\$ 25,829	\$ (4,051)
	Total Expense	\$ 150,794	\$ 150,794	\$ 5,690,257	15%	\$ 171,880	\$ 171,880	\$ (21,086)
	Surplus/Deficit	\$ 185,553	\$ 185,553	\$ 39,376	25%	\$ (47,748)	\$ (47,748)	\$ 233,301



PROSPECT HEIGHTS PARK DISTRICT

(847) 394-2848

Fax (847) 394-7799

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

February 20, 2018

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

ComEd Green Regions 2016 Grant for the nature preserve

The report has been completed with NRC and submitted to ComEd.

IPRA Conference

I attended the Illinois Parks & Recreation Association (IPRA) Conference and attended sessions on mater planning, FOIA, and contracts. I also attended the IPRA Annual Business Meeting. The potential minimum wage increase and potential property tax freeze were big topics.

All training and travel reports were completed and submitted to Edlyn to file for conferences attended this year: Marc, Doug, myself, Julie, Olivia and Ali

Block Party 2018

Staff has begun planning this event. It will be held Saturday June 23 from 2pm - 1030pm. The entertainment has been selected. The food truck applications are being accepted through March 1st and four (4) have arrived thus far. The Preschool Auction is returning to this event. The children inflatables, open swim, Duck Race, etc. will return.

Heron Pond

Annual meeting has not yet scheduled.



PROSPECT HEIGHTS PARK DISTRICT

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

February 14, 2018

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

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, providing the weather cooperates.

All Staff Training

The all staff training on Friday, January 26, with Denise Barreto, from Relationships Matter Now was well received by the 34 staff from preschool, KinderStop, maintenance, front desk, dance, active adult, golf, fitness center and administration. Denise shared the idea of internal customer service and that we all treat each other like customers. One staff person told me that that was the best training he had ever attended!

PDRMA

The front desk department training will be held on Sunday, February 18. We will cover summer camp registration and HR policies.

Our monthly full-time staff training is on Thursday, February 15. We will be training on blood-borne pathogens.

Marketing

We are on draft 2 of the summer brochure it will be mailed on March 13.

The monthly school flyer was delivered to the schools on January 31. We promoted The Royal Family Ball, Summer Camp registration, Volleyball, Floor Hockey, Flag Football and the Kids Day Off trips.

In February the Park Happenings will feature OCCC banquet offerings.

Open House

Open House for Creative Kids Preschool and KinderStop was held on February 8. The front desk was busy signing up a few new families.



PROSPECT HEIGHTS PARK DISTRICT

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

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

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

PUMP ROOM/POOL

Chemical lines from the tanks, feeder pumps and injectors have been replaced for the pools acid and hydrochloride system. Pumps were disassembled cleaned and the feeder heads rebuilt. Upper and lower injectors in the three main risers were removed to be cleaned and rebuilt.

Acid chemical room exhaust was not working due to a faulty motor. Replacement motor, belt and pulley were installed.

ROOM # 2

Room divider curtain was getting stuck due to a damaged section of track. We cut out the damaged area and replaced the track with a section removed from room one storage curtain closet.

PLUMBING

Water was turned off for part of the building to replace a shut off valve that was blocked in the women's washroom; it was restricting the flow of water that is needed to flush a toilet. Replacement valve was installed and corrected the problem

HVAC

Filters for the air handler above the kitchen ceiling at Old Orchard country club were changed. Roof top units were also inspected and filters changed as needed. Air handler filters at GMRC were also changed at this time.

ADMINISTRATION BUILDING

Wall was installed on the second floor to create two separate office spaces. Second floor rear office was moved to the front section and first floor marketing area was moved to the second floor rear.

PHWYBS

Doug spoke with Neil from baseball to determine their budget for 2018 field improvements. At this time they have approximately 10 k. for infield material. Next month we will survey the fields; weather conditions will determine when infield mix is available from the supplier; at that time we will schedule what can be done in the spring and complete the project later in the season.

PARKS

Snow has been minimal this year until last weekend. Crews worked around the clock to clear the snow and do the same for the days to follow. Snow had stopped; most of the major areas cleared and the plow truck broke down. Staff continued to remove snow using the snow blowers. Garbage clean up and removal is ongoing at the parks.



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: January 2018 Golf Operations Board Report

January was a quick month. We attended the PGA Conference that was extremely educational, taking continuing education seminars and reviewing all the new products. We came out of the conference with a renewed excitement about the future to the game and learning more about participation with new golfers coming into the game, which is a positive note for the future

Beginning in April I will be including users rates and three year comparable. As stated at the PGA Show, and like our rounds indicate, the Golf Industry participation rates have stabilized and even show some growth coming down the pike. I will continue to report monthly rounds with this format and am confident we will see some growth during the coming season

We also have been working on developing the 2019 wedding menu and hope to start selling weddings as soon as March 1st. I'm excited to inform you we have already booked one for 2019. Now that we have one under our belt we can move toward our goal of booking 30 weddings for the 2019 season.

I started researching changing over from water cooled to polyglycerol.

On a sad note, we lost an extremely wonderful employee, Tom Vail. Tom served as a key figure working with me developing our junior golf program that started in 1998. Though his time with me, we captured 5 national championships and also 5 first place victories winning the Springer Cup. He also was an extremely dependable employee that opened the club for over 25 years at 5:00AM. This task alone was a big part of our success running the club. He will be sorely missed. His family has requested in lieu of flowers donations will be dedicated to the further development of the Old Orchard Country Club/Prospect Heights Park District Junior Golf Programs. Words cannot convey my feelings about Tom Vail and his dedication to both the Old Orchard Country Club/Prospect Heights Park District and me personally.



**PROSPECT HEIGHTS
PARK DISTRICT**

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

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

February 16, 2018

To: Marc Heidkamp, Director of Golf
From: Jerry Arden, Superintendent of Greens
Re: January 2018 Board Report

Temperatures for the month ranged from -10.50 degrees for the low to 56.43 degrees for the high with precipitation at .96 inches. The equipment maintenance program is just about complete with a few odds and ends to finish up. The well reports are in and it looks like we're going to rebuild the old pump per your approval. That would be the most economical way to go.

On a different note I would like to mention the passing of Tom Vail who was a dedicate employee, golfer and a friend for over 25 years. Tom will be missed by all.



PROSPECT HEIGHTS PARK DISTRICT

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

Date: February 14, 2018

To: Julie Caporusso, Superintendent of Recreation

From: Laura Fudala, Supervisor of Recreation

Re: February Board Report

Preschool

The kids came back from their winter break well rested and ready to learn! The highlight of January in preschool was PJ Day! The kids absolutely loved this day! They got to wear their favorite PJ's, brought their favorite blanket and stuffed animal, and the best part was watching a movie and eating popcorn!

Kinder Stop

One of my goals within the Kinder Stop after care portion is to program different activities/classes for the kids. We partnered up with Lionize Training Center, The Wifflet and PHWYBS. Lionize Training Center offers a "Little Kickers" class which incorporates fitness related training but is tailored for 5Y-7Y old's. There are 14 kids who enrolled in this. The Wifflet offers a kickball class. The first half of the class is instruction and the last half is a game. We had 20 participants. PHWYBS is offering a series of classes (Jan, Feb, and March) the January class was a Throwing Clinic, which we had 4 participants. We also have several after care students who participate in our dance classes.

Kids Day Off

We had two Kids Day Off in January. January 15th, the kids participated in the Kiddie Karnival, and saw a movie. There were 20 participants. January 22, the kids went to Build-A-Bear. There were 34 participants. In 2017, there was only one kids day off in January and there were 23 participants.

Camp

Day Camp registration began on February 8th.

We have the majority of the counselors from last summer returning. Hiring for additional staff has started.



PROSPECT HEIGHTS PARK DISTRICT

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

February 2018

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

Dance

Dance is off to a strong start with 104 dancers. This is 21 more dancers than in 2017. Most costumes have been ordered and have already started to come in. Our recital will be on Sat. May 12th at Forest View Educational Center.

Our Competitive Dance Teams participated in The Des Plaines Dance Idol on Saturday, Feb 3rd. Our 1st Competition was a huge success!! Our Senior Team (Ages 6-8) won the GOLD & 3rd Place!! Our STAR Team (Ages 8 & up) won the SILVER, 1st Place in Jazz & Best Stage Presence. It was a great day at The Des Plaines Dance Idol! Our coaches did a fantastic job getting the girls ready for their big day. Ms. Klaudia & Ms. Tia worked on their choreography and Ms. Lauren helped with the stage presence, facial expressions and proper etiquette for competitions as these attributes play a big roll in scoring. On Sunday, Feb 4th our dancers participated in a full day of dance classes lead by top choreographers in the area. I am very proud of Competitive Teams and look forward to seeing what they will do in the future. I have been working to find other opportunities for our dancers in the coming months. Pictures have been posted on our Dance Facebook page and our awards are proudly displayed at GMRC.

We are doing 2 dance fundraisers this season. Our dancers will be selling Butter Braids from Feb 12 – Mar 3. Our competitive teams will not be selling for prizes like our traditional dancers, they will be getting a credit on their dance accounts to help offset the costs of competition dance. On Tuesday, March 6 we will be hosting another fundraiser at Lou Malnati's. The program will receive 20% of all profits from both the Mt. Prospect (Carry Out) & Buffalo Grove (Carry out or dine in) locations when a flyer is presented or shown on a phone.

Performing Arts

Ms. Luci is busy writing our summer script for our Production Camp, Rotten... The Heirs of The Isle. Registration for Creative & Performing Arts Camp has started and we already have 4 campers signed up. Looking forward to another successful summer in Performing Arts!

Active Adults

Our Active Adults are always on the move. 2018 is off to a slow start with our cold and snowy weather. We had 12 people that went to Fireside Dinner Theatre to see Phantom, 8 people went to see Terry Fator at The Paramount, 8 people enjoyed the My Bloody Valentine - Bloody Mary Tour in Milwaukee and 23 people went to Drury Lane Oakbrook to see a new version of Joseph.

The 2018 Overnight Trip Schedule is out with a tour to Memphis April 15-19, 2018 & The Celebration Belle Cruise on the Mississippi August 13-15, 2018. Our last trip of 2018 will be to Door County the first week of October, still working on final details.



PROSPECT HEIGHTS PARK DISTRICT

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

Special Events

My Family Trivia Night on January 19th was cancelled due to low enrollment. It is always very disappointing when I have to cancel a special event after putting so much work into it.

On Monday, February, 5th I planned a last minute special event called "This is Us" Comfort Coffee. If you watch the tv show you will know that following the Superbowl there was an episode shown where one of the main characters, Jack dies in a house fire caused by a faulty crockpot. We had coffee and breakfast pastries along with the PH Fire Protection District on hand to talk about fire safety, Lutheran Social Services on hand with a comfort dog for mourning patrons. Anyone who attended entered a drawing to win a new crockpot and each guest at the coffee left with a little goody bag - a battery to replace in their smoke detector and a small package of Kleenex. We had 12 patrons attend the event that was only promoted through flyers and social media. Thanks to Michelle for helping me get the creative juices flowing.

My next event is the Royal Family Ball on Friday, February 23rd at Old Orchard.



PROSPECT HEIGHTS PARK DISTRICT

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

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

February 14, 2018

To: Julie Caporusso, Superintendent of Recreation

From: Olivia Shapley, Supervisor of Recreation

Re: February Recreation Board Report

Athletics

Our basketball league is halfway done, we had picture day on January 27th and it went well! Youth Floor Hockey and Youth Volleyball leagues are coming up. Youth Volleyball Starts on February 19 and Floor Hockey starts at the beginning of March.

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 January 2017 to January 2018)

Memberships	December 2017	December 2016
3 Months Pass	5	4
Gym & Racquetball Pass	13	14
1 Year Fitness Pass	23	21



PROSPECT HEIGHTS PARK DISTRICT

(847) 394-2848

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

February 20, 2018

To: Park Board of Commissioners

From: Christina Ferraro, Executive Director

Re: Proposed Master Plan

The board and staff reviewed the draft Comprehensive Master Plan several times and I am confident the suggested changes have been made. I recommend the plan be approved at the February board meeting

The four goals with several objectives are as follows:

Goal 1: Improve Facilities and Amenities

- Objective 1.1: Renovate/replace the Gary Morava Recreation Center.
- Objective 1.2: Develop additional recreational facilities and amenities.
- Objective 1.3: Maintain and improve existing facilities, parks, trails, and open spaces.
- Objective 1.4: Explore improving/adding trail & pathway connectivity, shade shelters with restrooms, natural area preservation, & playgrounds.
- Objective 1.5: Explore additional land acquisition for new parks.
- Objective 1.6: Invest in the establishment of new parks in developed areas.
- Objective 1.7: Specific Park Master Planning
- Objective 1.8: Renovate/replace the Old Orchard Country.
- Objective 1.9: Facility Assessments
- Objective 1.10: Continue to address the District's ADA Transition Plan.

Goal 2: Continue to Improve Programs and Service Delivery

- Objective 2.1 Monitor the participation and usage of the programs, facilities, and services and make appropriate adjustments based on collected data.
- Objective 2.2 Enhance special event and community programming.
- Objective 2.3: Explore opportunities to increase recreational programming and service delivery based on demand and trends.
- Objective 2.4 Continue to monitor affordability of programs and services.

Goal 3: Continue to Improve Organizational Efficiencies

- Objective 3.1 Develop a Vision Statement to support the District's Mission Statement.



PROSPECT HEIGHTS PARK DISTRICT

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- Objective 3.2 Ensure the organizational structure of the District remains efficient.
- Objective 3.3 Enhance and improve external communication regarding District activities, programs, and services to increase community awareness.
- Objective 3.4: Staff appropriately to meet current demand and maintain established quality of service.
- Objective 3.5 Review current Cooperative Agreements with school system and how it is benefitting the Parks and Recreation District – maximize potential.
- Objective 3.6 Explore additional partnerships to assist with funding, volunteering, and marketing.
- Objective 3.7 Work with other departments to increase safety and security.

Goal 4: Increase Financial Opportunities

- Objective 4.1 Explore additional funding options.
- Objective 4.2 Explore opportunities to increase sponsorships.
- Objective 4.3: Pursue grant and philanthropic opportunities.
- Objective 4.4: Explore capital funding opportunities.
- Objective 4.5: Explore dedicated funding sources for parks maintenance.

Some of elements of the plan are already in place and this process validated what we have been doing such as maintaining and improving existing facilities, parks, trails, and open spaces, continuing to address the District's ADA Transition Plan, monitoring the participation and usage of the programs, facilities, and services , etc.

Other elements encourages the board and staff to work on certain "projects" that have been discussed in the past and now this plan is the impetus to move forward such as developing a Vision Statement to support the District's Mission Statement and conducting a feasibility study to renovate or replace the recreation center.

Many elements provided opportunity for the board and staff to discuss ideas and concepts such as enhancing programming and adding special events at the golf course.

This is a realistic plan for the board and staff to use as blueprint towards the future.

I recommend the plan be approved at the February 2018 board meeting



PROSPECT HEIGHTS PARK DISTRICT

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

DATE February 14, 2018
TO Board of Commissioners, Prospect Heights Park District
FROM: Christina Ferraro, Executive Director
RE: Food and Beverage Golf Course Update

Marc and I met to create a timeline for transitioning the food and beverage operation in 2019. Below you will see the proposed timeline and update this each month

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

Prospect Heights Park District

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

(847) 394-2848

COMBINED BUDGET & APPROPRIATION ORDINANCE

02.20.18

January 1, 2018 – December 31, 2018

**Prospect Heights Park District
Combined Budget & Appropriation Ordinance
02.20.18**

**AN ORDINANCE ADOPTING THE COMBINED ANNUAL
BUDGET AND APPROPRIATION OF FUNDS FOR
THE PROSPECT HEIGHTS PARK DISTRICT, COOK COUNTY, ILLINOIS
FOR THE FISCAL YEAR BEGINNING ON
THE FIRST (1st) DAY OF JANUARY, 2018 AND
ENDING ON THE THIRTY-FIRST (31st) DAY OF DECEMBER, 2018**

BE IT ORDAINED BY THE BOARD OF PARK COMMISSIONERS (the Board)
of the Prospect Heights Park District, (the "District") of Cook County, Illinois:

Section 1: It is hereby found and determined:

- (a) this Board has heretofore caused to be prepared a combined annual budget and appropriation in tentative form for the fiscal year beginning January 1, 2018 and ending December 31, 2018, which ordinance has been conveniently available for public inspection for at least 30 days prior to final action thereon;
- (b) a public hearing was held at the Gary Morava Recreation Center, Cook County, Illinois on the 20th day of February 2018 on said ordinance; and
- (c) that all other legal requirements for the adoption of the annual budget and appropriation ordinance of this District for the fiscal year beginning January 1, 2018 and ending December 31, 2018 have heretofore been performed.

Section 2: The following sums of money, or so much thereof as may be authorized by law for the following objects and purposes, be and the same are hereby budgeted and appropriated for the fiscal year beginning the first day of January, 2018 and ending on the thirty-first (31st) day of December, 2018.

**SUMMARY of ANNUAL BUDGET & APPROPRIATION ORDINANCE
FOR FISCAL YEAR 2018**

	<u>FUND</u>	<u>BUDGET</u>	<u>APPROPRIATION</u>
100	CORPORATE	\$ 482,391	\$ 578,869
200	RECREATION	1,582,349	1,898,819
300	GOLF FUND	1,238,472	1,486,166
404	AUDIT	14,083	16,899
405	PAVING & LIGHTING	9,698	11,637
406	LIABILITY INSURANCE	103,198	123,838
407	I.M.R.F.	123,547	148,256
408	POLICE	62,410	74,892
409	MUSEUM	11,758	14,109
410	SPECIAL RECREATION	136,295	163,554
411	SOCIAL SECURITY	117,621	141,145
412	MEMORIAL	4,950	5,940
413	COMMUNITY EVENTS	20,250	24,300
CAPITAL DEVELOPMENT / BONDS / RESERVES			
518	CAPITAL FUND	319,725	383,670
523	CAPITAL FUND	294,000	352,800
608	BOND & INTEREST-2014B	575,000	690,000
609	BOND & INTEREST-16	582,610	699,312
610	BOND & INTEREST-17	11,900	14,280
	GRAND TOTALS	\$5,690,257	\$6,828,308

Each of said sums of money and the aggregate thereof are deemed necessary by this Board to defray the necessary expenses and liabilities of this District during the fiscal year beginning the first day of January, 2018 and ending on the thirty-first (31st) day of December, 2018 for the respective purposes set forth.

The passage by the Board of Commissioners of this 2018 Combined Annual Budget Appropriation Ordinance, including the "Appropriation" column, shall not be interpreted to authorize the expenditure within any fund of any amount greater than the amount budgeted for each fund in the "Budget" column.

All unexpended balances of the appropriations for the fiscal year ended December 31, 2018 and prior years are hereby specifically reappropriated for the same general purposes for which they were originally made and may be expended in making up any insufficiency of any other items provided in this appropriation ordinance, in making this appropriation in accordance with applicable law.

The receipts and revenue of said District derived from sources other than taxation and not specifically appropriated, shall constitute the general corporate fund and shall first be placed to the credit of such fund.

Section 3: The following determinations have been made and are hereby made a part of the aforesaid budget:

- (a) An estimate of the cash on hand at the beginning of the fiscal year is expected to be \$337,590.
- (b) An estimate of the cash expected to be received during the fiscal year from all sources is \$5,729,633.
- (c) An estimate of the expenditures contemplated for the fiscal year is \$5,690,257
- (d) An estimate of the cash expected to be on hand at the end of the fiscal year is \$376,966.
- (e) An estimate of the amount of taxes to be received during the fiscal year is \$2,821,170

Section 4: All ordinances or parts of ordinances conflicting with any of the provisions of this ordinance shall be and the same are hereby repealed to the extent of such conflict. If any item, or portion thereof, of this Budget & Appropriation Ordinance is for any reason held invalid, such decision shall not affect the validity of the remaining portion of such items or the remaining portions of this ordinance.

This ordinance shall be in full force and effect immediately upon its passage.

Passed by the Board of Park Commissioners of the Prospect Heights Park District, this 20th day of February 2018.

AYES:

NAYS:

ABSENT OR NOT VOTING:

Timothy Jones, President
Board of Commissioners

ATTESTED:

Ellen Avery, Board Secretary
Prospect Heights Park District

**CERTIFICATION OF ESTIMATE OF
REVENUE FOR FISCAL YEAR 2018**

I, Vicki Carney, do hereby certify that I am the duly qualified treasurer of the Prospect Heights Park District and the chief fiscal officer of said District; as such officer I do further certify that the revenues, by source, anticipated to be received by said District in the fiscal year beginning January 1, 2018 and ending on December 31, 2018 are estimated to be as follows:

<u>SOURCE</u>	<u>AMOUNT</u>
Real Estate Taxes	\$2,807,204
Personal Property Replacement Taxes	13,966
Interest	9,900
Concessions	18,250
Program Fees	970,119
Golf Fees	964,986
Golf Shop Sales	131,800
Rental Property	189,440
Bond Proceeds	581,610
Misc.	<u>42,358</u>
TOTAL	\$5,729,633

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the said District this 20th day of February, 2018.

(Seal)

Vicki Carney, Treasurer, Prospect Heights Park District

STATE of ILLINOIS >
COUNTY of COOK > SS

I, Ellen Avery, do hereby certify that I am the duly qualified and acting Secretary for The Board of Commissioners of the Prospect Heights Park District, in The County of Cook and State aforesaid, and as such Secretary I am the keeper of the records and files of the Board of Park Commissioners of said District.

I do further certify that the attached and foregoing is a true and complete copy of the “Combined Annual Budget & Appropriation Ordinance of the Prospect Heights Park District, Cook County, Illinois, for the Fiscal Year beginning January 1, 2018 and ending December 31, 2018”, as adopted by the Board of Park Commissioners at its properly convened meeting held on the 20th day of February, 2018, as appears from the official records of said District in my care and custody.

IN WITNESS WHEREOF, I have hereunto affixed my official signature and the corporate seal of said District at 110 Camp McDonald Road, Prospect Heights, Illinois, on this 20th day of February, 2018.

(Seal)

Ellen Avery, Board Secretary
Prospect Heights Park District



**PROSPECT HEIGHTS
PARK DISTRICT**

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

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

DATE February 14, 2018
TO Board of Commissioners, Prospect Heights Park District
FROM: Christina Ferraro, Executive Director
RE: Resolution 02.20.2018A taxable healthcare cash payments outside salary

On December 15, 2017, the IMRF Board of Trustees adopted a resolution giving employers the option to include certain cash payments made as an alternative to employer-provided health insurance as reportable earnings to IMRF.

IMRF Board Resolution 2017-12-17 amends the definition of reportable earnings to include: cash payments made separately from salary and made in lieu of employer-provided health insurance and in association with or related to healthcare benefits.

The District's board of commissioners must pass a resolution allowing cash payments in lieu of or related to healthcare benefits to be reported as IMRF earnings. After the resolution is adopted, it must be filed with IMRF.

The District does offer eligible staff monthly cash payments, separate from their salary, in lieu of healthcare benefits. Currently there are five employees who receive this stipend.

This cash payment also includes the PDRMA annual incentive for eligible staff who participate in the PDRMA wellness program. Currently there are ten employees who receive this incentive. PDRMA distributed \$3,870 in incentives to District employees. By including these payments in the employee's wages, the District is responsible for its share of FICA, Medicare, etc. PDRMA realizes this unexpected change puts members in a position where they are now responsible for taxes they did not budget for and have no control over. As a result, PDRMA will be issuing each District a check in the amount of 7.65% of awards issued to their employees to help cover the additional tax burden incurred. The District will receive \$296.06 from PDRMA to help cover the District's additional tax this year.

RESOLUTION NO 02.20.2018A

A RESOLUTION ELECTING TO INCLUDE CASH PAYMENTS TO EMPLOYEES IN LIEU OF OR RELATED TO HEALTHCARE BENEFITS AS PART OF IMRF EARNINGS

WHEREAS, the Prospect Heights Park District is a participating unit of local government in the Illinois Municipal Retirement Fund ("IMRF") public pension plan; and

WHEREAS, currently, standard Prospect Heights Park District member earnings reportable to IMRF do not include the value of health insurance or cash payments in lieu of or related to healthcare benefits; and

WHEREAS, IMRF has determined that a participating unit of local government in IMRF may elect to include cash payment to employees in lieu of or related to healthcare benefits as part of IMRF earnings; and

WHEREAS, the Board of Commissioners of the Prospect Heights Park District is authorized to include cash payments made separately from wages and made in lieu of or related to healthcare benefits as part of IMRF earnings and desires to do so.

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE PROSPECT HEIGHTS PARK DISTRICT AS FOLLOWS:

Section 1. That the Board of Commissioners of Prospect Heights Park District does hereby elect to include as earnings reportable to IMRF, cash payments made separately from wages and made in lieu of or related to healthcare benefits, effective upon adoption of this Resolution.

Section 2. The Secretary of the Board of Commissioners of the Prospect Heights Park District is hereby authorized and directed to file a duly certified copy of this Resolution with the IMRF.

Section 3. All ordinances, resolutions, and regulations in conflict with this Resolution are hereby repealed to the extent of such conflict.

Section 4. This Resolution shall be in full force and effect as of February 20, 2018.

PASSED this 20th Day of February, 2018

VOTE:

Ayes:

Nays:

Absent:

Abstentions:

Tim Jones, President of the Board

ATTEST:

Ellen Avery, Secretary of the Board



**PROSPECT HEIGHTS
PARK DISTRICT**

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

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

February 20, 2018

To: Park Board of Commissioners
From: Christina Ferraro, Executive Director
Re: pump repair for golf course

The pump at the golf course has been discussed several times over the past few months. In the fall the pump was removed and inspected. This required the contractor to be onsite with three employees, a rig, service truck and large crane. The cost for this was \$13,890

The pump was then taken offsite and disassembled, cleaned and inspected. They found no corrosion or erosion of the castings; they had to send it to another vendor to fix a shaft issue; the pipe had minimal issues. This required a sandblast crew, machinist and a Hypot Test Power cable. The cost for this was \$6,084.50

The total for these was \$19,974.50 and it was paid in December 2017. Since then we have been waiting for the inspection report. Please see attached.

There are two options: repair \$105,692.50 or replace \$117,449.50

In the FY2018 Golf Capital Fund there is \$105,000 budgeted for the repair.

Staff recommends the pump be repaired for a cost not to exceed \$105,700 and charged to 524.99.8020 in FY2018 Golf Capital.



WATER • MINERAL • ENERGY

February 8, 2018

Jerry Arden
Old Orchard Country Club
700 West Rand Road
Mt. Prospect, IL 60056

RE: Well No. 6 – 100HP Byron Jackson Submersible pump repair

Jerry,

We received the Byron Jackson motor inspection report yesterday and now have the information needed to update the repair costs of 100 HP Byron Jackson Type H submersible pump in your Well No. 6.

Layne drilled new Well No. 6 in 2006 and installed the new 100HP Byron Jackson submersible pump at that time. There has been no service done on the pump since then. The 11 year interval is about the right time for the need for repairs.

We did confirm our suspicions that there was a separation of the shaft coupling between the submersible motor and bowl assembly, which means the motor was running but no water was being pumped by the bowl assembly (pump). After the separation, the continued operation damaged the top of the motor shaft. This is rare for a pump like this and it is hard to ascertain exactly what happened, perhaps the pump was called to come back on, while the shaft assembly was in backspin mode after shutdown.

The Byron Jackson motor inspection indicates the motor can be repaired since the stator/windings check out satisfactory and the thrust bearings and housing are good. Per our discussion, we will provide options for the repair or for a new, factory rebuilt motor. The latter option is unique to the submersible motor industry and Byron Jackson. This allows our Clients to trade-in their motor for one that is near new and comes with the standard 1 year new motor warranty. This unique, Byron Jackson program has been in place for over 50 years and has worked wonderfully for us and our Byron Jackson user Clients.

Either motor option would include the use of a *double mechanical seal*, in lieu of the existing motor's *mercury seal*. As alluded to in our July 14, 2017 repair proposal, the Well No. 6 motor is a Byron Jackson 100 HP, Type H mercury seal motor. The **SALE or REPAIR of any new or used mercury seal, Type H** is now forbidden per legislation the State of Illinois passed in 2012. Layne is the only authorized service representative for Byron Jackson motors in Illinois and would provide a Certificate of Recycling to prove that

WATER RESOURCES

99.9% of the mercury has been removed from your motor, which will keep the Park District out of harms' way.

If the Park District wishes to abandon the idea of either motor option, please be warned that proper decommissioning of the mercury seal in your motor has to be done and this will be an added cost to you.

The condition of the other major components of the 100 HP submersible pump are as follows:

- The Byron Jackson bowl assembly is in good condition with only the need to replace 4 of the bowl bushings, the suction adapter (cracked) and reassembly/coating of the exterior.
- The power cable was hypot tested and determined to be suitable for reuse. However, the Byron Jackson flat cable did not pass the hypot test and needs to be replaced.
- The 780' of 8" pipe was inspected on site and looks to be in excellent condition, as well as the 2 – 8" surge control valves.
- Miscellaneous, new materials will be required such as Toro plastic airline, splice kit, S.S. banding, etc.

Our updated, estimated costs to perform this work would be detailed as follows:

• Work to date, per our Invoice No. 92084490	\$19,974.50
• Bowl assembly rebuilding/reassembly, estimated	\$5,950.00
• New Byron Jackson flat cable	\$5,985.00
• Miscellaneous materials contingency	\$950.00
• 100 HP Byron Jackson motor REPAIR	\$47,833.00
• Reinstall, test, and demobilization, estimated per 7/14/18 proposal	\$25,000.00
TOTAL ESTIMATED PUMP REPAIR COST	\$105,692.50

If the Park District would like the option for the 100 HP factory exchange motor, that cost would be **\$59,950.00 or \$11,757.00 MORE**, for a new estimated total repair cost of **\$117,449.50**.

The warranties for the 2 motor options are:

>> Motor Repair: 90 days after reinstallation.

>> Factory exchange/trade-in motor: 1 year after reinstallation.

Either motor option will involve about 6 weeks lead time, PLUS the time for our crew to re-mob and reinstall the pump. The latter would take 2-3 weeks, depending upon our schedule.

If the Park District opts for some other, completely different motor option than listed above, the cost to the PD for proper decommissioning of the existing motor is **\$10,760.00**.

If you have any questions concerning this information, please don't hesitate to give us a call. Otherwise, we look forward to hopefully being of service to the Village once again.

Sincerely,

Thomas P. Healy

Thomas P. Healy
General Manager

Layne Christensen Company

Michael McDonald

Michael McDonald
Account Manager

Layne Christensen Company

