



BOARD REPORT

JANUARY 22, 2019



PUBLIC NOTICE

Agenda for the January 22, 2019 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
PDRMA 2018 Loss Control Reward
- IV. Recognition/Welcome
- V. Presentation
Lexington Homes Presentation
- VI. Public Comment
Completion of Resident Comment Form required prior to Call to Order. Submit to Executive Director.
- VII. Approval of Minutes
 - A. Committee of the Whole Meeting – December 18, 2018
 - B. Regular Board Meeting - December 18, 2018
- VIII. Announcements (Meetings)
Regular Board Meeting – February 26, 2019 7:00 p.m. GMRC
- IX. Park District Treasurer's Report
 - A. Approval of Cash Report #1
 - B. Approval of Warrants for Payment
- X. Finance Manager's Report
- XI. Attorney's Report
Legal Matter

XII. 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**

XIII. Committees of the Board

- A. Committee of the Whole**
Chairman Tim Jones, Sub Chair Terry Curtis
- B. Finance Committee**
Chairman Vicki Carney, Sub Chair Eric Kirste
- C. OCCC Programs, Facilities Grounds & Maintenance Committee**
Chairman Bob Loranger Sub Chair Karl Jackson
- D. Personnel & Planning Committee**
Chairman Bob Loranger, Sub Chair Vicki Carney
- E. Policy & Procedure Committee**
Chairman Terry Curtis, Sub Chair Ellen Avery
- F. Recreation Facilities, Parks & Maintenance Committee**
Chairman Tim Jones
- G. Recreation Programs & Resident Relations Committee**
Chairman Ellen Avery, Sub Chair Eric Kirste

XIV. Unfinished/Ongoing Business

- A. Food, Beverage & Banquet Service at Old Orchard Country Club**
- B. FY 2019 Budget Draft 3**

XV. New Business

- A. Combined Budget and Appropriation Ordinance 01.22.19**
- B. Golf Financial Memorandum of Understanding**

XVI. 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))

XVII. 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.

December 12, 2018

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

Re: 2018 Loss Control Award

Dear Christina Ferraro:

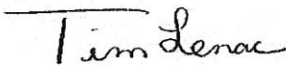
Through the Loss Control Review process, your agency previously achieved PDRMA's highest loss control award, which is accreditation. I am pleased to inform you that we continue to acknowledge your agency's loss prevention efforts with a **Level A – Accredited \$1,500 cash award**.

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 Lenac, ARM-P, AINS
Risk Management Services Supervisor

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.

**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, DECEMBER 18, 2018**

Call to Order

President Tim Jones called the Committee of the Whole Meeting of the Prospect Heights Park District to order at 6:08 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
Dino Squiers – Superintendent of Parks & Facilities
Marc Heidkamp – Director of Golf Operations
Tim McPhillips – Finance 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 Avery to approve the agenda as submitted. The motion was approved with a voice vote with one absent (Commissioner Jackson). The motion carried.

Introduction of Guests/Citizens

There were none.

Public Comment

There were none.

Correspondence

There were none.

Announcements (Meetings)

A Regular Board Meeting will be held on 12/18/18 at 7:00 p.m. at GMRC and on 1/22/19 at 7:00 p.m. at GMRC.

Old Business

FY 2019 Budget Draft 2

Commissioner Carney led the discussion regarding Draft 2 of the Budget. There was a focus on capital projects. Finance Manager Tim McPhillips was asked to put together a Fund Balance. He reviewed the Fund Balance and projections and discussed the projected deficit in 2019. Executive Director Christina Ferraro reviewed Fund 518. Staff was given direction to red line projects that were agreed to be removed and to prioritize the remaining capital projects.

Old Business (continued)

Staff will continue to work on the proposed budget and will present a third draft to the Finance Committee, at least a week before the next scheduled board meeting on 1/22/19, for their review, then present that third draft at the 1/22/19 regular board meeting.

Adjournment

With no further business to discuss a motion was made by Commissioner Loranger and seconded by Commissioner Curtis to adjourn the Committee of the Whole Meeting at 6:58 p.m. The motion was 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, DECEMBER 18, 2018**

Call to Order

Roll Call

President Tim Jones called the Regular Board Meeting of the Prospect Heights Park District to order at 7:05 p.m.

Commissioners present:

Ellen Avery
Vicki Carney
Terry Curtis
Karl Jackson (arrived at 7:15 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
Marc Heidkamp – Director of Golf Operations
Tim McPhillips – Finance Manager
Edlyn Castil – Admin. Asst./Recording Secretary

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

Correspondence

A “thank you” note was received from Prospect Heights Mayor Helmer.

Recognition/Welcome

Erin Pell of Ancel Glink, City of Prospect Heights Natural Resources Commission members Agnes Wojnarski, Dana Sieverstson, Peter Hahn, Ed Madden, Jill Moskal, and Seth Marcus were in attendance.

Presentation

Agnes Wojnarski, City of Prospect Heights Natural Resources Commission Chairperson, provided a slideshow presentation of NRC’s 2018 year in review.

Approval of Minutes

Special Board Meeting – November 13, 2018

A motion was made by Commissioner Loranger and seconded by Commissioner Carney to approve the November 13, 2018 Special Board Meeting Minutes as submitted. The motion was unanimously approved with a voice vote. The motion carried.

Approval of Minutes (continued)**Committee of the Whole Meeting – November 13, 2018**

A motion was made by Commissioner Kirste and seconded by Commissioner Avery to approve the November 13, 2018 Committee of the Whole Meeting Minutes as submitted. The motion was unanimously approved with a voice vote. The motion carried.

Regular Board Meeting – November 13, 2018

A motion was made by Commissioner Carney and seconded by Commissioner Curtis to approve the November 13, 2018 Regular Board Meeting Minutes as submitted. The motion was unanimously approved with a voice vote. The motion carried.

Announcements (Meetings)

A Regular Board Meeting is scheduled for January 22, 2019 at 7 p.m. at GMRC.

Park District Treasurer's Report**Cash Report #11**

Mt Pros State	Payroll	Sweep Acct.	\$	-
Mt Pros State	Vendor	Sweep Acct.	\$	-
Mt Pros State	Imprest		\$	4,487.15
Mt Pros State	General/Sweep		\$	728,493.39
Mt Pros State	ATM	Combined Bal – Account and ATM Machine	\$	20,553.03
Mt Pros State	Cash Reserves		\$	352,082.49
Mt Pros State	Class – Reg.	Sweep Acct.	\$	
Mt Pros State	Investment		\$	3,040,741.05
Totals			\$	4,146,357.11

A motion was made by Commissioner Carney and seconded by Commissioner Loranger to accept the Treasurer's Report – Cash Report #11 dated December 18, 2018 in the amount of \$4,146,357.11. The motion was unanimously approved with a voice vote. The motion carried.

Approval of Warrants for Payment

A motion was made by Commissioner Carney and seconded by Commissioner Kirste to accept Warrants for payment as submitted for Vendor Warrants # 11, 11A, and Payroll 23, 24 in the amount of \$1,305,885.38. The motion was approved by a roll call vote.

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

Nays: None

Absent: None

The motion carried.

Finance Manager's Report

Finance Manager Tim McPhillips reviewed the Income Statement and Fund Report. He commented that the majority of the electronic payment consisted of the bond payment.

Attorney's Report

There was none.

Administrative / Operational Summary

Executive Director – as submitted. Executive Director Christina Ferraro reported the Park District's new website was launched in early December. She continues to work with ComEd with the lease agreement. The District-wide telephone system project has been deferred until 2/2019. Christina is planning to schedule a Visioning Meeting in 2/2019. Additional information will follow.

Administrative / Operational Summary (continued)

Superintendent of Recreation – as submitted. Superintendent of Recreation Julie Caporusso reported the Holiday Trolley special event is scheduled this evening and on 12/20/18 with over 130 people signed up. Preschool holiday parties are scheduled for this week.

Superintendent of Facilities and Parks – as submitted. Superintendent of Parks & Facilities Dino Squiers reported staff is wrapping up for the year and completing projects.

Director of Golf Operations – as submitted. Director of Golf Operations Marc Heidkamp reported they held a successful Turkey Shoot event with 127 golfers in attendance.

Committees of the Board

None

Public Comment

None

Unfinished/Ongoing Business**Food, Beverage & Banquet Service at Old Orchard Country Club**

Executive Director Christina Ferraro reported staff is in the interview process for a Banquet Manager.

FY 2019 Budget Draft 2

During the Committee of the Whole Meeting, draft 2 of the budget was reviewed. Changes will be made and draft 3 will be presented to the Finance Committee at least a week before the 1/22/19 board meeting for their review, and then presented at the 1/22/19 board meeting.

Proposed 2019 Board Meeting Schedule

There was discussion about the proposed 2019 board meeting schedule. The proposed meeting dates are on the 4th Tuesday of each month with the exception of March, September, November and December.

A motion was made by Commissioner Avery and seconded by Commissioner Kirste to accept the accept the 2019 Board Meeting Schedule as submitted. The motion was unanimously approved with a voice vote. The motion carried.

New Business**Public Hearing – Tax Levy Ordinance 12.18.2018**

A motion was made by Commissioner Curtis and seconded by Commissioner Carney to open the public hearing of a Tax Levy Ordinance 12.18.2018. The motion was unanimously approved with a voice vote. The motion carried.

There being no one in attendance and no questions from the Board, a motion was made by Commissioner Jackson and seconded by Commissioner Curtis to close the public hearing of a Tax Levy Ordinance 12.18.2018. The motion was unanimously approved with a voice vote. The motion carried.

Tax Levy Ordinance 12.18.2018

A motion was made by Commissioner Carney and seconded by Commissioner Loranger to adopt Tax Levy Ordinance 12.18.2018. The motion was approved by a roll call vote.

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

Nays: None

Absent: None

The motion carried.

A motion was made by Commissioner Jackson and seconded by Commissioner Kirste authorizing Board Secretary Ellen Avery as a signer. The motion was approved by a roll call vote.

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

Nays: None

Absent: None

The motion carried.

Recess into Executive Session

A motion was made by Commissioner Avery and seconded by Commissioner Curtis to recess into Executive Session in accordance with the Open Meetings Act (5ILCS 1220/2 Section 2A Subsection C) for the purpose of discussion of Personnel (Section 2(c) (1)) at 7:49 p.m. The motion was unanimously approved with a voice vote. The motion carried.

Reconvene to Open Session

Open session reconvened at 7:53 p.m. During Executive Session Personnel was discussed.

Possible Action on Matters Discussed in Executive Session

No action was taken.

Adjournment

With no further business to discuss a motion was made by Commissioner Carney and seconded by Commissioner Kirste to adjourn the Regular Board Meeting at 8:07 p.m. The motion was unanimously approved by a voice vote. The motion carried.

Respectfully Submitted,
Edlyn Castil, Recording Secretary

Secretary: _____
Ellen Avery, Prospect Heights Park District Secretary



January 22, 2019

To: Park Board of Commissioners
From: Christina Ferraro, Executive Director
Re: January 2019 Board Report

Block Party

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

Annual Financial Audit

Knutte & Associates P C has been acquired by Sikich LLP. I have signed the consent form allowing for the transition from Knutte to Sikich for the fiscal year ending 2018 audit. I understand Sikich previously audited the District's financials and Knutte began auditing the District in 2015 (for fiscal year ending 2014).

IPRA Conference

I will be attending the Illinois Parks & Recreation Association (IPRA) Conference. I am presenting a session on master planning with Tom Diehl from Greeplay. I will also attend the IPRA Annual Business Meeting.

Upcoming 2019 projects

The ComEd lease negotiations for the bike path should be complete in the spring.

The feasibility study will be completed which will provide board and staff information to determine if GMRC should be renovated or rebuilt.

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

The food and beverage operation at the golf course will begin under the District's leadership this year. The transition has been eventful. The renovations are exciting. Staff is extremely eager to begin. Niko, the Kitchen Manager, and Gail, the Banquet Manager, will be great assets to the existing team.



January 16, 2019

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

Registration

Creative Kids Preschool registration for 2019/20 for residents started January 8th and non-resident on January 14th. It worked out well having the separate registration dates. We have 39 registrants to-date.
Summer Camp registration begins February 4th.

PDRMA

Dino and I will be meeting with Tim Jaskiewicz on Tuesday, January 22nd to review our OSHA Compliance programs for confined spaces, fall protection, lockout/tagout and hearing conservation.

Edlyn facilitated the training for full-time staff for Statement of Admissions.

The department specific training for the front desk staff will be held Sunday, January 27th. This will be a good time to review the camp registration process.

Marketing

Summer brochure content was submitted to our brochure designer today. Our first draft is due back February 5th. Brochure delivery is March 13th.

Block Party

The Block Party is set for Saturday, June 22nd. Bands booked to date are:

5:00 pm Vito Zatto
7:00 pm Focal Point
9:00 pm Mike & Joe



January 16, 2019

To: Christina Ferraro, Executive Director
From: Dino Squiers, superintendent of facilities & parks
Re: January 2019 Board Report

Fitness Center

Sections of the overhead bars were removed to make room for addition equipment in the fitness center. Overhead light fixtures have been changed to LED bulbs. Replacement of ceiling tiles is also being done at this time.

HVAC

Boiler for the administration building would not turn on. Gas valve was not receiving signal to ignite the pilot when the thermostat was calling for heat. Controller that opens the gas valve was replaced to correct the problem.

Pool

Leak was detected under the small pool slide. Water line for the slide was disconnected and the slide was jacked up and moved. We have begun cutting out this section of the pool floor, concrete is 18' thick in this area and also has four layers of rebar reinforcement.

Rear Patio

Water supply was added for plants that are located between the fence and the new concrete patio; it will probably take a few seasons for this area to fill in. Just like the front entrance we went from a bare area to mature plants in a few years. Fitting was also added to the line for a compressor connection that will be used to blow out the lines in the fall; this will also clear out the water line for Lion's field.

Room one kitchen

Semi- annual inspection was done for the ansul fire suppression system located in room ones exhaust hood above the cooking area.

Tables

Old tables that are being replaced at the recreation center will now be used for the block party and outdoor events. Tables that were used for outdoor activities have been discarded since they were in poor condition.

Parks

We are still cleaning up branches and trees that fell from the snow storm last year. Snow removal is ongoing but minimal, mainly spreading salt to control ice that forms from changing overnight temperatures. Garbage removal continues at the parks.



December 31, 2018

To: Christina Ferraro, Executive Director
 From: Marc Heidkamp, Director of Golf Operations
 Re: December 2018 Golf Operations Board Report

December finished on a positive note with our Black Friday Sale that generated over \$9,000.00 in additional Golf revenue to close out the season. We also doubled our special order sales for the month. With Midori departing on the 31st of the month we bid farewell to Bonnie and wish her an enjoyable retirement.

Renovations and budget plans filled the month with several vendor visits and planning. During the month we had another leak develop under the concrete floor from the radiant heat. Repairs were made and the heat is operating again. We are pursuing a proposal to remove the radiant heat and converting to forced air. This will help correct future leaks after renovation and also help with our water bill seeing we are losing over 100 gallons daily to a fathom leak in system. I will provide you with the numbers to resolve this issue.

We also terminated the water going to the 3 coolers in the lower kitchen. Plans to convert over to air cooled are underway. We have 13 weddings on the books and are interviewing several newly engaged couples. Seeing we got off to a late start booking for 2019 we are already seeing a large increase in new event request for 2020.

We are all excited for the New Year with a renewed look and the additional staff we recently hired to round out our team for 2019. Happy New Year!!!

DEC	2017	2018	% CHANGE	DEC
			17 v 18	
GREENS FEES	\$ 8,605.09	\$ 9,315.50	8%	GREENS FEES
CART RENTAL FEES	\$ -	\$ -	#DIV/0!	CART RENTAL FEES
APPAREL	\$ 210.56	\$ 230.20	9%	APPAREL
EQUIPMENT	\$ 2,058.99	\$ 380.45	-82%	EQUIPMENT
GOLF BALLS	\$ 17.64	\$ -	-100%	GOLF BALLS
DRIVING RANGE	\$ -	\$ -	#DIV/0!	DRIVING RANGE
SPECIAL ORDERS	\$ 1,108.00	\$ 1,863.00	68%	SPECIAL ORDERS
OUTINGS	\$ -	\$ -	#DIV/0!	OUTINGS
	0			



December 31, 2018

To: Christina Ferraro, Executive Director
From: Mike Arden
Re: December 2018 Grounds Board Report

Continued during the month repairing all equipment necessary for summer grooming. The cart fleet is really coming out nice with the detailing making the fleet look new. Strategic tree removal took place and will continue throughout this winter preparing the course for more enjoyable play. So far, we have removed key trees on the 5th and 6th holes that have already made the course feel more open. We are excited for the new season ahead and look forward to seeing the reaction from our golfers with the changes we are making. Happy New Year!!!



January 16, 2019

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

Preschool

December was a fun month! During the month the kids practiced their songs, and did many holiday art projects that they proudly displayed at the Holiday Program! December 19-21st were the holiday programs at OOCC. The teachers did a fantastic job decorating the room to make it look festive. All the kids did great singing!

Youth Athletics

Youth Basketball league practice began in December. Games started on January 12th. We have 98 players. This is a co-op with RTPD and WPD. Indoor Soccer League began on January 13th. We have 20 kids. This is a co-op with RTPD.

Fitness Center

The new precor Leg Press/Calf Extension and a V-Crunch Ab machine were delivered on January 14th.

Fitness Membership Statistic Report

Memberships	December 2017	December 2018
3 Month	5	2
Gym and Racquetball	2	4
1 Year Pass	10	15



January 2019

To: Julie Caporusso, Superintendent of Recreation
From: Marci Glinski, Supervisor of Recreation
Re: January 2019 Board Report

Dance

Dance Classes started this week. We currently have 79 students registered. Our Competitive Dance Teams will be participating in The Des Plaines Dance Idol on Friday, Feb 1st & Saturday, Feb 2nd followed by a full day of dance classes lead by top choreographers in the area on Sunday, Feb 3rd. New this year we will be performing at The Windy City Bulls game on Friday, Feb 22 at 6:20pm. We will have a 10-minute time slot for our Competition Teams to perform 3 dances, each team will perform once and they will perform a combined dance. I am so excited to offer this programming to our competitive dancers. They will also compete at LEAP! In Batavia later this season.

Active Adults

January is always a very slow month for active adult outings. We had 12 patrons see Shen Yum on Jan 11th at the Paramount Theatre with lunch at Basil's Restaurant before the show. Saturday, Jan 19th will be a trip back to the Paramount Theatre to see I am King, The Story of Michael Jackson.

Senior Celebration Day 2019 will be on Thursday, March 28th, 2019. I am the chair for the exhibitor committee once again this year and I was asked to step up and be the co-chair for the entire event.

Special Events

Our Holiday Trolley Express was on Tuesday, Dec 18th & Thursday, Dec 20th. Over the 2 days we had a total of 235 attendees. New in 2018 we added Mrs. Claus which was a hit. Next year I am planning on changing days to Thursday & Friday to try to increase attendance.

My next special event is The Kiddie Karnival on Monday, Jan 21st. Flower Garden Day Care will be using our event as a day off program for their participants.

I will be meeting with Gayle Murphy next week to discuss new special events that we can offer at OOC later in 2019.



January 16, 2019

To: Julie Caporusso, Superintendent of Recreation
From: Ed O'Neill, Supervisor of Recreation
Re: Board Report - January, 2019

We had another great month in our Youth Programs, at Kinder Stop & with Aquatics!

Kinder Stop

Our population has remained stable with some very minor coming and going over the last month. Our current count has us as serving 98 individual children filling 152 'seats' throughout the four program options (Before Care = 32 children; AM Kinder Stop = 15 children; PM Kinder Stop = 35 children; and After Care = 70 children). We continue to provide a great service to our community at a very reasonable price!

Kids Day Off

We had six "Kid's Day Off" dates since my last report. On December 26th, our group of 14 (5 to 11-year old) children and 4 staff went to the Shedd Aquarium. On December 27th, our group of 21 children and 7 staff went to the Enchanted Castle, an arcade-type children's play zone, in Lombard. And on December 28th, our group of 18 children and 5 staff visited Topsy Paint in Glenview where they painted a picture of either the Bear's Logo or the Bull's Logo. On January 2nd, our group of 21 children and 5 staff went to the Marvelous Fight Studio in Wheeling, Illinois where we spent two hours doing yoga, cardio workouts, and various boxing drills. On January 3rd, our group of 34 children and 6 staff went to Play and Spin where they got to play video games, laser tag and ride go karts. Finally, on January 4th, our group of 29 children and 7 staff had an in-house field trip with a group called iCook where they prepared and ate 4 different healthy recipes over a 3 hour block of time. We have two more trips coming up during the month of January. We will participate in the PHPD Kiddie Karnival and go bowling one day then see a movie in Randhurst the second day.

Aquatics

I attended an Ellis and Associates, Lifeguard Instructor Renewal Course on December 27, 2018. One of our Pool Managers, Leslie Diaz, attended the 3 day (12/27 thru 12/29, 2018) Initial Lifeguard Instructor Course, as well. We are certified to teach our all-inclusive lifeguarding course as well as any stand-alone CPR/AED and First Aid courses we might offer to our staff and/or the Prospect Heights community.

It is never too cold to be thinking about the aquatic season!



To: Park Board of Commissioners
 From: Christina Ferraro, Executive Director
 Re: Food and Beverage Golf Course Update
 Date: January 18, 2019

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

Month	Duty
Feb 2018	<ul style="list-style-type: none"> • Prepared banquet contract for 2019 • Attorney reviewed banquet contract for 2019 • Prepared informational packages containing information about services and menus for dinner, lunch, brunch, outings, etc.
March 2018	<ul style="list-style-type: none"> • Contracts and wedding info packages released
April 2018	<ul style="list-style-type: none"> • Researched solution to conversion of coolers
May 2018	<ul style="list-style-type: none"> • Converted coolers
June 2018	<ul style="list-style-type: none"> • Placed ads with WPH Chamber and the Knot
July 2018	<ul style="list-style-type: none"> • Ordered and received promo items for potential brides • Met with vendors about redoing bridal suite • Met Village of Mt Prospect re: signage process • Advertisement in The Knot debuted
August 2018	<ul style="list-style-type: none"> • Prepared job description for Banquet Manager • Advertisement in Wheeling-Prospect Heights Chamber Community Guide debuted
October 2018	<ul style="list-style-type: none"> • Posted Banquet Manager position on IPRA, Facebook, LinkedIn, Penn Foster and Indeed
November 2018	<ul style="list-style-type: none"> • Kitchen Manager was hired to begin January 2019 • Banquet Manager interviews began
December 2018	<ul style="list-style-type: none"> • Banquet Manager interviews complete and offer made • Met with Associated Labor regarding staffing

	2019
January 2019 – April 2019	<ul style="list-style-type: none"> • Renovations to facility begin!
Jan 2019	<ul style="list-style-type: none"> • Kitchen Manager began working on inventory • Banquet Manager began working on meeting vendors, reviewing inventory, meeting with potential clients • Staff will begin working with Associated Labor to recruit staff: servers, beverage carts, cooks, etc.
Feb 2019	<ul style="list-style-type: none"> • Renovations to facility continue • Banquet Manager will begin creating policy and procedures • Set up computer, phones, office furniture • Begin process to change signage • Tastings begin • Advertise in The Knot again
March 2019	<ul style="list-style-type: none"> • Renovations to facility continue • Carpet, flooring installed • Installation of signage
April 2019	<ul style="list-style-type: none"> • Renovations to facility should be complete for most part • Royal Family Ball will take place April 12 • Rehearse/practice for servers, cooks, etc.



January 18, 2019

To: Park Board of Commissioners
From: Christina Ferraro, Executive Director
Re: Proposed Memo of Understanding regarding golf financials

The Prospect Heights Park District acquired the Old Orchard Country Club in 1999. Based upon the Comprehensive Master Plan approved by the board in 2011, the golf operation was separated from the recreation fund. At that time, the board determined golf is to be budgeted to have a zero balance at the end of each fiscal year. However, in the past three years, for a variety of reasons, the golf course has had a deficit at each of its fiscal years. There is a recommendation for the board to determine an understanding of the financials specifically at the golf course.

BACKGROUND: Funds 300 (Golf), 301 (Banquets), 523 (Golf Capital) and 525 (Banquet Capital) are major fund and not supported by property tax levy.

- Beginning with fiscal year 2012, golf transactions related to revenue, expenditures, transfers, etc. are recorded in Fund 300.
- The board committed the fees collected from golf to be used for the operation of the golf course and / or transfer the surplus to the golf capital Fund 523;
- Beginning with fiscal year 2019, the food and beverage operation will be the responsibility of the golf course staff after 25 years of an operating agreement with a vendor.
- The District has committed nearly \$500,000 to renovate the clubhouse to revitalize the bar & grill and the banquet hall. The first year there are one-time expenses in rejuvenating the golf course and establishing a reputation. As our existence and reputation are more well-known, we will steadily grow. A return on this investment is anticipated to be realized within three to five years.

RECOMMENDATION:

It is being recommended that beginning with fiscal year 2019, the board commits the fees collected from Banquets be recorded in Fund 301 and used for the food and

beverage operation and / or transfer the surplus to the Banquet Capital, which will be recorded in Fund 525. (Similar to golf surplus being used for golf capital.)

It is also recommended that the balances of Funds 300 (Golf), 301 (Banquets), 523 (Golf Capital) and 525 (Banquet Capital) including transfers be recorded and the surplus / loss of each be maintained with an understanding that the Corporate Fund 100 be reimbursed within three to five years (2021 – 2023) contingent upon the rate of return on this investment.