



# **BOARD REPORT**

**OCTOBER 29, 2019**



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## PUBLIC NOTICE

Agenda for the October 29, 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. Induction
  - A. Betty Cloud, Park Board Commissioner
- IV. Correspondence
  - A. SLSF Women's Golf Outing
  - B. Harper LCC Partner Recognition
- V. Recognition/Welcome
  - A. Residents
  - B. Guest: James Rock, Attorney at Law, Ancel Glink
  - C. Guest: Aaron Gold, Assistant Vice President, Speer Financial, Inc.
  - D. Guest: Anthony Cervini, CPA, CFE, Partner, Sikich LLP
- VI. Public Comment

Completion of Resident Comment Form required prior to Call to Order. Submit to Executive Director.

Presentations

  - A. Proposed Bond Issuance Speer Financial, Inc.
  - B. 2018 Sikich LLP Audit Presentation/Approval
- VII. Approval of Minutes
  - A. Regular Board Meeting – September 17, 2019
- VIII. Announcements (Meetings)
  - A. Regular Board Meeting – November 19, 2019 7:00 p.m. GMRC
- IX. Park District Treasurer's Report
  - A. Approval of Cash Report #10
  - B. Approval of Warrants for Payment
- X. Superintendent of Finance and Planning 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. Unfinished/Ongoing Business**  
**A. Lexington Homes**  
**B. Investment Proposal**  
**C. Check Signing Authority Procedures**  
**D. Proposal to Eliminate the Imprest Account**  
**E. Proposed Video Gaming at OCCC**  
**F. Feasibility Study**

**XIV. New Business**  
**A. Approval of Prospect Heights Natural Resources Prescribed Burns**  
**B. IAPD Credentials Certificate**  
**C. Approval of Gaming Provider License**  
**D. Ordinance 10.29.2019 providing for the issue of approximately \$596,240 General Obligation Limited Tax Park Bonds, Series 2019, of the District for the payment of land for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of said Park District, for the payment of certain outstanding bonds of said Park District, providing for the levy of a direct annual tax to pay the principal and interest on said bonds and authorizing the sale of said bonds to the purchaser thereof**

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

**XVI. Adjournment**

**Note 1: Meeting Location – Gary Morava Recreation Center, 110 W Camp McDonald Road, Prospect Heights, IL 60070**

**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.***



*We exist to support and promote outstanding opportunities through recreation for children and adults with disabilities in cooperation with Northwest Special Recreation Association.*

October 7, 2019

Ms. Christina Ferraro, Executive Director  
Prospect Heights Park District  
110 W. Camp McDonald Road  
Prospect Heights, IL 60070

Dear Christina,

On behalf of Special Leisure Services Foundation (SLSF) and Northwest Special Recreation Association (NWSRA), thank you for helping us secure Old Orchard Country Club for the annual Women's Golf Outing held on Tuesday, September 24, 2019 on short notice. The updated Banquet Room is spectacular and a wonderful venue to host this outing. Marc, Doug and the course and banquet staff were very attentive and helped us to assure that every participant had a wonderful time.

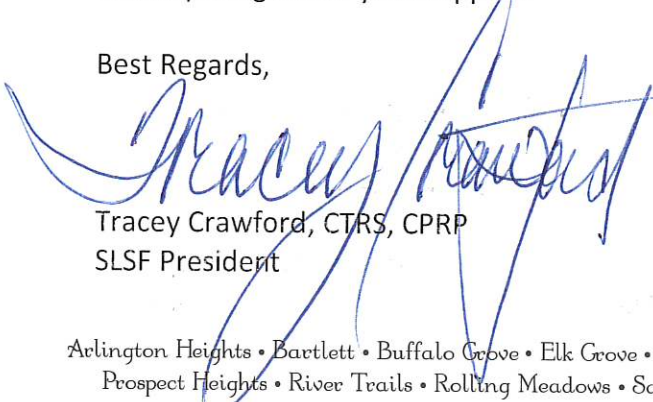
This annual fundraiser enables SLSF to support inclusion opportunities, scholarships, help purchase accessible vehicles to transport people with disabilities to NWSRA programs, and to support Paralympic and Unified Sports opportunities. With your support, we raised over \$17,000.

Our member park districts, through the direction of their boards, allow us to provide quality leisure and recreation programs for residents with disabilities based on the growing needs and choices that residents make to pursue an active lifestyle.

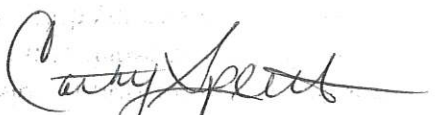
NWSRA celebrates providing recreation and leisure programs for children and adults with disabilities and appreciates your ongoing support.

Thank you again for your support.

Best Regards,



Tracey Crawford, CTRS, CPRP  
SLSF President



Cathy Splatt, CFRE, CPRP  
Superintendent of Development

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

3000 West Central Road, Suite 205 • Rolling Meadows, IL 60008 • VOICE 847/392-2848 • FAX 392-2870 • TTY 392-2855 • [www.slsf.me](http://www.slsf.me)



# Harper College *Learning and Career Center*

Certificate of Appreciation Awarded to  
**Prospect Heights Park District**  
October 10<sup>th</sup>, 2019

Harper College Learning & Career Center hereby recognizes the  
**Prospect Heights Park District** for providing key services to our  
community and making an impact in the lives of Harper students.

We thank the **Prospect Heights Park District** and its staff for their  
continued commitment to education and improving the health and  
well-being of our students.

**Dr. Joanne Ivory**  
Dean, Career & Technical Programs

**Jennifer Brennan**  
LCC Site Supervisor

**MINUTES OF THE 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, SEPTEMBER 17, 2019**

**Call to Order**

**Roll Call**

President Tim Jones called the Regular Board Meeting of the Prospect Heights Park District to order at 7:02 p.m.

**Commissioners present:**

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

**Also Present:**

Christina Ferraro – Executive Director  
Julie Caporusso – Superintendent of Recreation  
Dino Squiers – Superintendent of Parks & Facilities  
Edlyn Castil – Admin. Asst./Recording Secretary  
Marc Heidkamp – Director of Golf Operations  
Annette Curtis – Superintendent of Finance & Planning

**Commissioners absent:**

None

A quorum was present.

**Pledge of Allegiance**

The Pledge of Allegiance was led by Tim Jones.

**Pledge of Allegiance**

Commissioner Jones led the Pledge of Allegiance.

**Corrections/Additions/Approval of Agenda**

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

**Correspondence**

None

**Recognition/Welcome**

None

**Public Comment**

None

**Approval of Minutes**

**Committee of the Whole – August 27, 2019**

A motion was made by Commissioner Avery and seconded by Commissioner Curtis to approve the August 27, 2019 Committee of the Whole Meeting Minutes as submitted. The motion was approved with a voice vote with one abstain (Commissioner Jackson) and one absent (Commissioner Kirste). The motion carried.

**Approval of Minutes (continued)****Regular Board Meeting – August 27, 2019**

A motion was made by Commissioner Carney and seconded by Commissioner Avery to approve the August 27, 2019 Regular Board Meeting Minutes as submitted. The motion was approved with a voice vote with one abstain (Commissioner Jackson) and one absent (Commissioner Kirste). The motion carried.

**Announcements (Meetings)**

The Board approved rescheduling the 2019 October Regular Board Meeting from October 22 to October 29. The meeting will be held on Tuesday, October 29, 2019 at 7 p.m. at GMRC.

**Park District Treasurer's Report****Cash Report #9**

Mt Pros State	Payroll	Sweep Acct.	\$	-
Mt Pros State	Vendor	Sweep Acct.	\$	-
Mt Pros State	Imprest		\$	4,358.65
Mt Pros State	General/Sweep		\$	1,112,904.20
Mt Pros State	ATM	Combined Bal – Account and ATM Machine	\$	22,293.03
Mt Pros State	Cash Reserves		\$	353,104.36
Mt Pros State	Investment		\$	3,049,574.74
			Totals	\$ 4,542,234.98

A motion was made by Commissioner Carney and seconded by Commissioner Avery to accept the Treasurer's Report – Cash Report #9 dated September 17, 2019 in the amount of \$4,542,234.98. The motion was approved with a voice vote with one absent (Commissioner Kirste). The motion carried.

**Approval of Warrants for Payment**

A motion was made by Commissioner Carney and seconded by Commissioner Jackson to accept Warrants for payment as submitted for Vendor Warrants #8, 8A, and Payroll 16, 17, 18 in the amount of \$313,526.07. The motion was approved by a roll call vote.

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

Nays: None

Absent: Commissioners Kirste

The motion carried.

**Superintendent of Finance and Planning Report**

Superintendent of Finance & Planning Annette Curtis reviewed the financial report noting the report included in the packet is in a different format. And requested board member feedback for next month. Annette requested Board members complete their 2018 financial audit surveys. She and the auditors are working on finalizing the 2018 financial audit.

Annette is working with Staff on the 2020 Budget to enter budget information directly into the Incode financial software. A Finance Committee meeting is scheduled on November 19, 2019 where Annette will present the proposed FY 2020 Budget draft with a final presentation on December 13, 2019 and anticipated approval at the January 2020 board meeting.

**Attorney's Report**

None. The Attorney will attend the October 29, 2019 board meeting.

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

**Administrative / Operational Summary**

**Executive Director** – as submitted. Executive Director Christina Ferraro reported meeting with NRC to review requests for 2020 and evaluate 2019. Christina is evaluating the Park District's organizational chart and may add a part-time Accounting Clerk position and full time Food & Beverage Operations Manager.

**Superintendent of Recreation** – as submitted. Superintendent of Recreation Julie Caporusso reported the new bus arrived last week. She distributed the current Active Adults Newsletter. Julie reported that the first Grandparents Day Tea Party was successfully held at OCCC with nice turnout. She highlighted the letter received from Marlo Peterson which was included in the board packet.

**Superintendent of Facilities and Parks** – as submitted. Superintendent of Facilities and Parks Dino Squiers also reported due to good weather staff was able to paint pool. Contractors evaluated Claire Lane Park to resurface the court. Parks Forman Doug Ransdell met with the Garden Club member Ann Johnson regarding garden club resuming the maintenance of the raised flower bed at Izaak Walton Park.

**Director of Golf Operations** – as submitted. Director of Golf Marc Heidkamp reported the electronic sign was installed with training scheduled for next week. One cooler went down and required repairs. Marc reported the golf course is in excellent shape. OCCC will be hosting the high school regionals in the next couple weeks. OCCC had about 100 people attend the Bears vs Packers football game event. OCCC acquired several outings due to nearby golf courses being flooded.

Christina explained the power transformer requires replacement. The total anticipated project cost \$250,000. The Park District will contract an electrical engineering firm to oversee the project from compiling the RFP, interviewing vendors and overseeing the project to completion.

**Unfinished/Ongoing Business****Lexington Homes**

Commissioner Tim Jones discussed the Lexington Homes project which includes acquiring less than three acres of Muir Park. Should the District agree to this proposal several action steps are required: IDNR's release of its claim on the property from the OSLAD grant is required; IDNR requires the District obtain suitable substitute land of equal or greater value elsewhere in the district and put the covenant on that property. Once IDNR approves the sale, the District must hold a public meeting and acquire new plat of survey and appraisal of property. The property is then auctioned and sold to highest bidder. The Board agrees this requires more discussion and suitable substitute land of equal or greater value may be a challenge to find in this community. Tabled to next meeting.

**Proposed Video Gaming at OCCC**

Executive Director Christina Ferraro is waiting for the Village of Mount Prospect to place this item on their agenda. Tabled to next meeting.

**Board Vacancy Update**

Commissioner Tim Jones reported that the Board interviewed two candidates.

A motion was made by Commissioner Curtis and seconded by Commissioner Avery to appoint Betty Cloud to the Prospect Heights Park District Board of Commissioners for the remainder of former Commissioner Loranger's term. The motion was approved by a roll call vote.

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

Nays: None

Absent: None

The motion carried.



**Unfinished/Ongoing Business (continued)**

**Feasibility Study**

Executive Director Christina Ferraro reviewed the Feasibility Study process and a discussion was held regarding required program space. Staff will meet to discuss further and report at the next meeting.

**New Business**

**Investment Proposal**

Superintendent of Finance & Planning Annette Curtis provided background related to the District's bank accounts at Mt Prospect State Bank. The discussion was held regarding laddering CDs. Annette will evaluate the District's short- and long-term cash flow needs and move monies from the investment account to CD's using a laddered approach to ensure necessary cash flow. Tabled to next meeting.

**Check Signing Authority Procedure**

Superintendent of Finance & Planning Annette Curtis proposed changing the check signing procedure allowing Christina & Annette signing authority for checks \$2,500 or less. Tabled to next meeting.

**Proposal to Eliminate Imprest Account**

Superintendent of Finance & Planning Annette Curtis proposed eliminating the Imprest account which was used as a bridge between petty cash and vendor checks. This item was tabled to next meeting.

**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 8:38 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

TO: Board of Commissioners, Prospect Heights Park District

Pink

FROM: Park District Treasurer

DATE: 10/29/2019 CASH REPORT FY 19

*Motion by Commissioner \_\_\_\_\_ to approve CASH REPORT 10  
10/29/2019 as submitted. Seconded by Commissioner \_\_\_\_\_.*

Payroll	#90001511	sweep acct.	\$	(6,234.64)
Vendor	#90001503	sweep acct.	\$	(48,356.44)
Imprest	#90001529		\$	3,407.55
** General/Sweep	#90001498		\$	1,115,716.07
ATM	#90001537		\$	24,013.03
Cash Reserves	#90001545		\$	353,220.45
Investment	#107503657		\$	3,051,646.78
TOTALS			\$	4,493,412.80

Voice Vote

\*\* based on bank statement

#### FINANCIAL RESOLUTION

*Motion by Commissioner \_\_\_\_\_ to approve WARRANT RESOLUTION  
10/29/2019 as submitted. Seconded by Commissioner \_\_\_\_\_.*

APPROVAL OF WARRANTS 10/29/2019

VENDOR WARRANTS			AMOUNTS
9	In the amount of	CHECKS ISSUED	\$152,023.44
9A	In the amount of	ELECTRONIC	\$33,104.16
Total Vendor Warrants			\$185,127.60

#### PAYROLL WARRANTS

9/13/2019		
19	In the amount of	71,873.57
		gross plus employer costs
9/27/2019		
20	In the amount of	70,585.95
		gross plus employer costs
Total Payroll Warrants		142,459.52

TOTAL OF WARRANTS \$327,587.12 Roll Call

PROSPECT HEIGHTS PARK DISTRICT ELECTRONIC VENDOR WARRANT REPORT FOR FY 2019  
VENDOR WARRANT 9A  
ELECTRONIC VENDOR WARRANTS  
September  
FY 2019

DATE	VENDOR NAME	TRANSACTION DESCRIPTION	AMOUNT
9/3/2019	TOWN & COUNTRY	ALCOHOL	246.79
9/4/2019	GOLF CART LEASE	GOLF CART LEASE	2,175.60
9/5/2019	IMRF	AUGUST 2019 PENSION	\$21,184.66
9/6/2019	TOWN & COUNTRY	ALCOHOL	\$667.98
9/9/2019	TOWN & COUNTRY	ALCOHOL	\$470.19
9/16/2019	SOUTHERN GLAZER	ALCOHOL	\$709.11
9/16/2019	BREAKTHRU BEVERAGE	ALCOHOL	\$1,001.82
9/20/2019	CHICAGO BEVERAGE	ALCOHOL	\$382.12
9/20/2019	LAKESHORE BEVERAGE	ALCOHOL	\$492.46
9/20/2019	TOWN & COUNTRY	ALCOHOL	\$756.64
9/24/2019	IL DEPT OF REVENUE	SALES TAX	\$3,722.04
9/27/2019	TOWN & COUNTRY	ALCOHOL	\$904.56
9/30/2019	TOWN & COUNTRY	ALCOHOL	\$390.19
TOTAL			<u>\$33,104.16</u>



# Prospect Heights Park District, IL

## Check Register

Packet: APPKT00754 - AP 9.5.19

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<b>Bank Code: AP Bank-AP Bank</b>						
01004	1ST AYD CORPORATION	09/05/2019	Regular	0.00	162.71	48418
01007	ADP SCREENING & SELECTION	09/05/2019	Regular	0.00	538.56	48419
01009	AIRGAS USA LLC	09/05/2019	Regular	0.00	396.19	48420
02124	ALPHA BAKING COMPANY	09/05/2019	Regular	0.00	720.43	48421
01498	AMERICAN WELDING & GAS INC	09/05/2019	Regular	0.00	13.80	48422
01015	ASSOCIATED LABOR CORPORATION	09/05/2019	Regular	0.00	10,480.71	48423
01744	BLACK LINE FOX VALLEY LLC	09/05/2019	Regular	0.00	1,659.00	48424
02143	CENTRAL CONTINENTAL BAKERY	09/05/2019	Regular	0.00	277.50	48425
02144	COZZINI BROS INC	09/05/2019	Regular	0.00	19.00	48426
01249	E-Z-GO A TEXTRON COMPANY	09/05/2019	Regular	0.00	82.61	48427
01106	FIRST STUDENT INC	09/05/2019	Regular	0.00	402.85	48428
01423	GORDON FOOD SERVICE INC	09/05/2019	Regular	0.00	7,260.32	48429
01037	GRAINGER	09/05/2019	Regular	0.00	335.28	48430
02117	GREAT LAKES COCA-COLA DISTRIBUTU	09/05/2019	Regular	0.00	374.87	48431
02193	LENNIC GROUP LTD	09/05/2019	Regular	0.00	581.00	48432
01162	MANZELLA PLUMBING INC	09/05/2019	Regular	0.00	685.76	48433
02073	MARKETING AND MORE GROUP LLC	09/05/2019	Regular	0.00	3,712.00	48434
02097	MORGAN SERVICES INC	09/05/2019	Regular	0.00	81.63	48435
01057	NAPA HEIGHTS AUTOMOTIVE	09/05/2019	Regular	0.00	76.86	48436
01720	NORTHFIELD HEATING AND AIR	09/05/2019	Regular	0.00	950.00	48437
01062	OFFICE DEPOT	09/05/2019	Regular	0.00	73.26	48438
01063	PDRMA	09/05/2019	Regular	0.00	21,737.81	48439
01064	PENDELTON TURF SUPPLY	09/05/2019	Regular	0.00	10,769.18	48440
01066	PLATINUM SYSTEMS INC	09/05/2019	Regular	0.00	190.00	48441
01135	PURCHASE POWER	09/05/2019	Regular	0.00	201.00	48442
01120	REPUBLIC SERVICES INC	09/05/2019	Regular	0.00	854.23	48443
01073	ROUTE 12 RENTAL	09/05/2019	Regular	0.00	41.90	48444
01673	SUBURBAN TRIM & GLASS	09/05/2019	Regular	0.00	1,945.00	48445
01078	TAYLOR MADE	09/05/2019	Regular	0.00	2,003.63	48446
02134	TESTA PRODUCE INC	09/05/2019	Regular	0.00	905.60	48447
01781	THOMAS R PETZEL	09/05/2019	Regular	0.00	970.00	48448
01990	TRI-STAR MECHANICAL SERVICES IN	09/05/2019	Regular	0.00	761.84	48449
01080	TRUE VALUE HARDWARE	09/05/2019	Regular	0.00	2.60	48450
01017	UNIVAR USA INC	09/05/2019	Regular	0.00	685.97	48451
01092	US KIDS GOLF	09/05/2019	Regular	0.00	473.48	48452

### Bank Code AP Bank Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	55	35	0.00	70,426.58
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	<b>55</b>	<b>35</b>	<b>0.00</b>	<b>70,426.58</b>

Fund Summary

Fund	Name	Period	Amount
950	POOLED CASH FUND	9/2019	70,426.58
			70,426.58



By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP Bank-AP Bank						
01787	PATTY WASZAK SHOW	09/06/2019	Regular	0.00	950.00	48453
02194	STEPHANIE SCHMIDT	09/06/2019	Regular	0.00	100.00	48454

Bank Code AP Bank Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	2	2	0.00	1,050.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	2	2	0.00	1,050.00

Fund Summary

Fund	Name	Period	Amount
950	POOLED CASH FUND	9/2019	1,050.00
			1,050.00



By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<b>Bank Code: AP Bank-AP Bank</b>						
01165	A DISCOUNT LOCK CO	09/13/2019	Regular	0.00	1,044.10	48455
01079	ACUSHNET COMPANY	09/13/2019	Regular	0.00	758.32	48456
01006	ADP LLC	09/13/2019	Regular	0.00	1,554.92	48457
01797	ARENA SPORTS USA INC	09/13/2019	Regular	0.00	800.00	48458
01014	ARTHUR CLESEN	09/13/2019	Regular	0.00	125.00	48459
01015	ASSOCIATED LABOR CORPORATION	09/13/2019	Regular	0.00	8,911.83	48460
01858	CALL ONE	09/13/2019	Regular	0.00	531.19	48461
02195	CBD LION	09/13/2019	Regular	0.00	125.00	48462
01934	CEDAR PATH NURSERIES LLC	09/13/2019	Regular	0.00	1,043.00	48463
01022	COMCAST	09/13/2019	Regular	0.00	133.71	48464
01041	CONSTELLATION NEW ENERGY INC	09/13/2019	Regular	0.00	5,181.05	48465
01030	DES PLAINES MATERIAL & SUPPLY	09/13/2019	Regular	0.00	174.10	48466
01106	FIRST STUDENT INC	09/13/2019	Regular	0.00	822.55	48467
01994	FLOATS EYEWEAR	09/13/2019	Regular	0.00	258.00	48468
01040	HOME DEPOT CREDIT SERVICES	09/13/2019	Regular	0.00	1,249.03	48469
01062	OFFICE DEPOT	09/13/2019	Regular	0.00	188.46	48470
01070	RAMROD	09/13/2019	Regular	0.00	431.15	48471
02090	REINKE INTERIOR SUPPLY CO INC	09/13/2019	Regular	0.00	615.68	48472
01078	TAYLOR MADE	09/13/2019	Regular	0.00	3,964.51	48473
01080	TRUE VALUE HARDWARE	09/13/2019	Regular	0.00	85.00	48474
01092	US KIDS GOLF	09/13/2019	Regular	0.00	391.99	48475
01251	WADE GRITT	09/13/2019	Regular	0.00	300.00	48476
01082	WAREHOUSE DIRECT	09/13/2019	Regular	0.00	323.37	48477

**Bank Code AP Bank Summary**

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	30	23	0.00	29,011.96
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	<b>30</b>	<b>23</b>	<b>0.00</b>	<b>29,011.96</b>



**Fund Summary**

<b>Fund</b>	<b>Name</b>	<b>Period</b>	<b>Amount</b>
950	POOLED CASH FUND	9/2019	29,011.96
			<b>29,011.96</b>



# Prospect Heights Park District, IL

## Check Register

Packet: APPKT00760 - AP 9.20.19

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<b>Bank Code: AP Bank-AP Bank</b>						
01165	A DISCOUNT LOCK CO	09/20/2019	Regular	0.00	185.00	48478
01079	ACUSHNET COMPANY	09/20/2019	Regular	0.00	3,168.60	48479
01667	AFLAC	09/20/2019	Regular	0.00	183.06	48480
02124	ALPHA BAKING COMPANY	09/20/2019	Regular	0.00	516.99	48481
01909	ANCEL GLINK PC	09/20/2019	Regular	0.00	981.50	48482
01014	ARTHUR CLESEN	09/20/2019	Regular	0.00	412.00	48483
01015	ASSOCIATED LABOR CORPORATION	09/20/2019	Regular	0.00	16,255.78	48484
01022	COMCAST	09/20/2019	Regular	0.00	10.43	48485
01024	CONSERV FS	09/20/2019	Regular	0.00	2,779.90	48486
01041	CONSTELLATION NEW ENERGY INC	09/20/2019	Regular	0.00	28.30	48487
01041	CONSTELLATION NEW ENERGY INC	09/20/2019	Regular	0.00	169.11	48488
02144	COZZINI BROS INC	09/20/2019	Regular	0.00	19.00	48489
01180	DARLEEN CARL-BECK	09/20/2019	Regular	0.00	245.00	48490
02127	DIRECTV	09/20/2019	Regular	0.00	161.97	48491
01019	ESTEBAN BURCIAGA	09/20/2019	Regular	0.00	130.00	48492
01249	E-Z-GO A TEXTRON COMPANY	09/20/2019	Regular	0.00	32.08	48493
01423	GORDON FOOD SERVICE INC	09/20/2019	Regular	0.00	14,651.40	48494
02117	GREAT LAKES COCA-COLA DISTRIBU	09/20/2019	Regular	0.00	1,166.18	48495
01693	HINCKLEY SPRINGS	09/20/2019	Regular	0.00	12.62	48496
01044	JC LIGHT AND COMPANY	09/20/2019	Regular	0.00	87.49	48497
02031	JOHNSON CONTROLS SECURITY SOL	09/20/2019	Regular	0.00	269.58	48498
01045	JW TURF INC	09/20/2019	Regular	0.00	371.64	48499
02193	LENNIC GROUP LTD	09/20/2019	Regular	0.00	33.00	48500
01997	MCCLURE INSERRA & COMPANY CH	09/20/2019	Regular	0.00	175.00	48501
02097	MORGAN SERVICES INC	09/20/2019	Regular	0.00	682.72	48502
01057	NAPA HEIGHTS AUTOMOTIVE	09/20/2019	Regular	0.00	154.49	48503
01058	NCPERS GROUP LIFE INSURANCE	09/20/2019	Regular	0.00	48.00	48504
02132	PING	09/20/2019	Regular	0.00	957.16	48505
01031	PULSE TECHNOLOGY	09/20/2019	Regular	0.00	1,174.19	48506
01070	RAMROD	09/20/2019	Regular	0.00	227.44	48507
01497	REESE RECREATION PRODUCTS INC	09/20/2019	Regular	0.00	1,880.00	48508
01071	REINDERS INC	09/20/2019	Regular	0.00	334.80	48509
01073	ROUTE 12 RENTAL	09/20/2019	Regular	0.00	422.83	48510
01960	SIGNS TODAY	09/20/2019	Regular	0.00	369.15	48511
01078	TAYLOR MADE	09/20/2019	Regular	0.00	191.43	48512
02134	TESTA PRODUCE INC	09/20/2019	Regular	0.00	1,276.55	48513
01092	US KIDS GOLF	09/20/2019	Regular	0.00	139.06	48514
01081	VILLAGE OF MOUNT PROSPECT	09/20/2019	Regular	0.00	473.54	48515
01081	VILLAGE OF MOUNT PROSPECT	09/20/2019	Regular	0.00	108.36	48516
01081	VILLAGE OF MOUNT PROSPECT	09/20/2019	Regular	0.00	637.80	48517
01082	WAREHOUSE DIRECT	09/20/2019	Regular	0.00	235.75	48518

Check Register

Packet: APPKT00760-AP 9.20.19

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
02100	ZURCHER TIRE INC	09/20/2019	Regular	0.00	176.00	48519

Bank Code AP Bank Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	67	42	0.00	51,534.90
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	<b>67</b>	<b>42</b>	<b>0.00</b>	<b>51,534.90</b>

**Fund Summary**

<b>Fund</b>	<b>Name</b>	<b>Period</b>	<b>Amount</b>
950	POOLED CASH FUND	9/2019	51,534.90
			<u>51,534.90</u>



October 29, 2019

To: Christina Ferraro, Executive Director  
From: Annette Curtis, Superintendent of Finance and Planning  
Re: October 2019 Board Report

### **2019 Bond Issuance**

Aaron Gold, Assistant Vice President, Speer Financial will present the results for the 2019 General Obligation Limited Tax Park Bonds, Series 2019. Bid(s) were submitted, October 28, 2019 by 10:15 am. Attached the Bond Ordinance, and Rescheduled Regular Meeting Documentation.

### **2018 Audit**

Anthony Cervini, CPA, CFE, Partner Sikich will presented for board approval the 2018 Comprehensive Annual Financial Report. Copies will be distributed at the Board Meeting.

### **September 2019 Financial Statements- Reporting Format**

The Finance Committee met on October 22, 2019 and agreed upon presentation of financial statements. The Income Statement compared to budget will be presented by Fund 100, 200, 300, and 301 in combined detail, and department summary. The remaining funds will be presented in summary on a quarterly basis. Moving forward the 'pink sheet' will be revised or replaced to include Fund Balance information.

### **2020 Budget**

The 2020 Budget presentation and Finance Committee review has been moved to December 10, 2019 6:00pm.

### **Board Meeting Schedule:**

Date	Time	Activity
12/10/19	6:00pm	Finance Committee FY 2020 BUDGET Review
12/17/19	7:00pm	Regular Board Meeting FY 2020 Budget Presentation
12/18/19		FY 2020 BUDGET available for public inspection
01/28/20	7:00pm	Public Hearing on FY 2020 BUDGET
01/28/20	7:00pm	Regular board meeting to approve FY 2020 BUDGET



Prospect Heights Park District, IL

# Income Statement Group Summary

For Fiscal: 2019 Period Ending: 09/30/2019

Category	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
<b>Fund: 100 - CORPORATE FUND</b>					
<b>Revenue</b>					
10 - TAXES	1,173,095.00	1,173,095.00	337.47	1,145,666.87	27,428.13
20 - INTEREST	8,200.00	8,200.00	2,099.32	10,193.44	-1,993.44
35 - ADDITIONAL	0.00	0.00	0.00	1,001.75	-1,001.75
<b>Revenue Total:</b>	<b>1,181,295.00</b>	<b>1,181,295.00</b>	<b>2,436.79</b>	<b>1,156,862.06</b>	<b>24,432.94</b>
<b>Expense</b>					
50 - PERSONNEL SERVICES	231,257.00	231,257.00	10,330.62	156,842.26	74,414.74
51 - BENEFITS	26,309.00	26,309.00	1,939.38	14,162.67	12,146.33
52 - CONTRACTED SERVICES	153,240.00	153,240.00	6,350.14	126,122.98	27,117.02
60 - COMMODITIES	16,500.00	16,500.00	389.46	9,841.56	6,658.44
65 - GENERAL EXPENDITURES	206,072.00	206,072.00	4,032.80	144,705.18	61,366.82
<b>Expense Total:</b>	<b>633,378.00</b>	<b>633,378.00</b>	<b>23,042.40</b>	<b>451,674.65</b>	<b>181,703.35</b>
<b>Fund: 100 - CORPORATE FUND Surplus (Deficit):</b>	<b>547,917.00</b>	<b>547,917.00</b>	<b>-20,605.61</b>	<b>705,187.41</b>	<b>-157,270.41</b>

# Income Statement

For Fiscal: 2019 Period Ending: 09/30/2019

Category	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
<b>Fund: 200 - RECREATION FUND</b>					
<b>Revenue</b>					
10 - TAXES	444,859.00	444,859.00	97.98	329,686.28	115,172.72
30 - RENTAL	56,058.00	56,058.00	5,467.20	48,276.18	7,781.82
35 - ADDITIONAL	45,820.00	45,820.00	7,502.00	34,434.33	11,385.67
41 - PROGRAM REVENUES	1,002,801.00	1,002,801.00	41,677.32	715,308.57	287,492.43
<b>Revenue Total:</b>	<b>1,549,538.00</b>	<b>1,549,538.00</b>	<b>54,744.50</b>	<b>1,127,705.36</b>	<b>421,832.64</b>
<b>Expense</b>					
50 - PERSONNEL SERVICES	1,029,468.00	1,029,468.00	33,752.41	874,032.91	155,435.09
51 - BENEFITS	133,407.00	133,407.00	9,101.61	63,584.28	69,822.72
52 - CONTRACTED SERVICES	404,860.00	404,860.00	13,616.37	233,808.10	171,051.90
60 - COMMODITIES	169,011.00	169,011.00	3,676.76	103,555.01	65,455.99
65 - GENERAL EXPENDITURES	45,923.00	45,923.00	1,051.24	27,685.31	18,237.69
<b>Expense Total:</b>	<b>1,782,669.00</b>	<b>1,782,669.00</b>	<b>61,198.39</b>	<b>1,302,665.61</b>	<b>480,003.39</b>
<b>Fund: 200 - RECREATION FUND Surplus (Deficit):</b>	<b>-233,131.00</b>	<b>-233,131.00</b>	<b>-6,453.89</b>	<b>-174,960.25</b>	<b>-58,170.75</b>

# Income Statement

For Fiscal: 2019 Period Ending: 09/30/2019

Category	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
<b>Fund: 300 - GOLF</b>					
<b>Revenue</b>					
35 - ADDITIONAL	10,300.00	10,300.00	302.50	2,976.54	7,323.46
41 - PROGRAM REVENUES	1,192,050.00	1,192,050.00	119,105.48	933,612.50	258,437.50
<b>Revenue Total:</b>	<b>1,202,350.00</b>	<b>1,202,350.00</b>	<b>119,407.98</b>	<b>936,589.04</b>	<b>265,760.96</b>
<b>Expense</b>					
50 - PERSONNEL SERVICES	417,050.00	417,050.00	18,410.11	331,343.29	85,706.71
51 - BENEFITS	112,220.00	112,220.00	7,939.64	60,232.41	51,987.59
52 - CONTRACTED SERVICES	443,111.00	443,111.00	16,622.37	325,890.07	117,220.93
60 - COMMODITIES	313,500.00	313,500.00	24,075.87	188,234.85	125,265.15
65 - GENERAL EXPENDITURES	18,000.00	18,000.00	-0.02	14,286.72	3,713.28
<b>Expense Total:</b>	<b>1,303,881.00</b>	<b>1,303,881.00</b>	<b>67,047.97</b>	<b>919,987.34</b>	<b>383,893.66</b>
<b>Fund: 300 - GOLF Surplus (Deficit):</b>	<b>-101,531.00</b>	<b>-101,531.00</b>	<b>52,360.01</b>	<b>16,601.70</b>	<b>-118,132.70</b>



# Income Statement

For Fiscal: 2019 Period Ending: 09/30/2019

Category	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
<b>Fund: 301 - GOLF BANQUETS</b>					
<b>Revenue</b>					
30 - RENTAL	15,000.00	15,000.00	0.00	4,719.75	10,280.25
42 - RERESHMENT REVENUE	645,000.00	645,000.00	149,476.08	487,470.80	157,529.20
<b>Revenue Total:</b>	<b>660,000.00</b>	<b>660,000.00</b>	<b>149,476.08</b>	<b>492,190.55</b>	<b>167,809.45</b>
<b>Expense</b>					
50 - PERSONNEL SERVICES	128,000.00	128,000.00	3,846.16	61,522.04	66,477.96
51 - BENEFITS	47,973.00	47,973.00	1,616.30	10,629.26	37,343.74
52 - CONTRACTED SERVICES	173,700.00	173,700.00	24,571.61	135,975.90	37,724.10
60 - COMMODITIES	267,600.00	267,600.00	26,547.14	193,287.39	74,312.61
65 - GENERAL EXPENDITURES	35,000.00	35,000.00	0.00	13,042.55	21,957.45
<b>Expense Total:</b>	<b>652,273.00</b>	<b>652,273.00</b>	<b>56,581.21</b>	<b>414,457.14</b>	<b>237,815.86</b>
<b>Fund: 301 - GOLF BANQUETS Surplus (Deficit):</b>	<b>7,727.00</b>	<b>7,727.00</b>	<b>92,894.87</b>	<b>77,733.41</b>	<b>-70,006.41</b>
<b>Total Surplus (Deficit):</b>	<b>220,982.00</b>	<b>220,982.00</b>	<b>118,195.38</b>	<b>624,562.27</b>	

Income Statement

For Fiscal: 2019 Period Ending: 09/30/2019

**Fund Summary**

Fund	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
100 - CORPORATE FUND	547,917.00	547,917.00	-20,605.61	705,187.41	-157,270.41
200 - RECREATION FUND	-233,131.00	-233,131.00	-6,453.89	-174,960.25	-58,170.75
300 - GOLF	-101,531.00	-101,531.00	52,360.01	16,601.70	-118,132.70
301 - GOLF BANQUETS	7,727.00	7,727.00	92,894.87	77,733.41	-70,006.41
<b>Total Surplus (Deficit):</b>	<b>220,982.00</b>	<b>220,982.00</b>	<b>118,195.38</b>	<b>624,562.27</b>	



Prospect Heights Park District, IL

# Income Statement Group Summary

For Fiscal: 2019 Period Ending: 09/30/2019

Account Type	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
<b>Department: 02 - RECREATION/GENERAL</b>					
Revenue	496,029.00	496,029.00	5,565.18	366,517.11	129,511.89
Expense	805,508.00	805,508.00	34,490.98	565,981.51	239,526.49
<b>Department: 02 - RECREATION/GENERAL Surplus (Deficit):</b>	<b>-309,479.00</b>	<b>-309,479.00</b>	<b>-28,925.80</b>	<b>-199,464.40</b>	<b>-110,014.60</b>
<b>Department: 03 - PRESCHOOL CREATIVE KIDS</b>					
Revenue	120,675.00	120,675.00	8,025.19	58,681.95	61,993.05
Expense	80,918.00	80,918.00	2,182.82	44,561.39	36,356.61
<b>Department: 03 - PRESCHOOL CREATIVE KIDS Surplus (Deficit):</b>	<b>39,757.00</b>	<b>39,757.00</b>	<b>5,842.37</b>	<b>14,120.56</b>	<b>25,636.44</b>
<b>Department: 04 - KINDERSTOP</b>					
Revenue	195,800.00	195,800.00	20,076.50	136,540.00	59,260.00
Expense	120,996.00	120,996.00	8,315.18	103,204.98	17,791.02
<b>Department: 04 - KINDERSTOP Surplus (Deficit):</b>	<b>74,804.00</b>	<b>74,804.00</b>	<b>11,761.32</b>	<b>33,335.02</b>	<b>41,468.98</b>
<b>Department: 05 - YOUTH PROGRAMS</b>					
Revenue	37,685.00	37,685.00	144.00	17,643.02	20,041.98
Expense	37,100.00	37,100.00	402.85	22,087.42	15,012.58
<b>Department: 05 - YOUTH PROGRAMS Surplus (Deficit):</b>	<b>585.00</b>	<b>585.00</b>	<b>-258.85</b>	<b>-4,444.40</b>	<b>5,029.40</b>
<b>Department: 06 - DANCE</b>					
Revenue	56,900.00	56,900.00	4,462.71	34,955.98	21,944.02
Expense	36,450.00	36,450.00	299.00	24,681.28	11,768.72
<b>Department: 06 - DANCE Surplus (Deficit):</b>	<b>20,450.00</b>	<b>20,450.00</b>	<b>4,163.71</b>	<b>10,274.70</b>	<b>10,175.30</b>
<b>Department: 07 - ATHLETIC</b>					
Revenue	34,800.00	34,800.00	1,942.75	29,690.97	5,109.03
Expense	19,890.00	19,890.00	0.00	12,110.03	7,779.97
<b>Department: 07 - ATHLETIC Surplus (Deficit):</b>	<b>14,910.00</b>	<b>14,910.00</b>	<b>1,942.75</b>	<b>17,580.94</b>	<b>-2,670.94</b>
<b>Department: 08 - PERFORMING ARTS</b>					
Revenue	50,379.00	50,379.00	0.00	38,144.10	12,234.90
Expense	35,536.00	35,536.00	0.00	36,257.90	-721.90
<b>Department: 08 - PERFORMING ARTS Surplus (Deficit):</b>	<b>14,843.00</b>	<b>14,843.00</b>	<b>0.00</b>	<b>1,886.20</b>	<b>12,956.80</b>
<b>Department: 09 - CONCESSIONS</b>					
Revenue	24,500.00	24,500.00	-73.00	23,500.00	1,000.00
Expense	21,200.00	21,200.00	0.00	25,402.53	-4,202.53
<b>Department: 09 - CONCESSIONS Surplus (Deficit):</b>	<b>3,300.00</b>	<b>3,300.00</b>	<b>-73.00</b>	<b>-1,902.53</b>	<b>5,202.53</b>
<b>Department: 10 - AQUATICS</b>					
Revenue	84,270.00	84,270.00	2,775.00	85,652.75	-1,382.75
Expense	125,082.00	125,082.00	1,720.97	115,316.92	9,765.08
<b>Department: 10 - AQUATICS Surplus (Deficit):</b>	<b>-40,812.00</b>	<b>-40,812.00</b>	<b>1,054.03</b>	<b>-29,664.17</b>	<b>-11,147.83</b>
<b>Department: 11 - ACTIVE ADULTS</b>					
Revenue	135,400.00	135,400.00	4,308.00	62,703.10	72,696.90
Expense	119,700.00	119,700.00	1,397.88	60,584.53	59,115.47
<b>Department: 11 - ACTIVE ADULTS Surplus (Deficit):</b>	<b>15,700.00</b>	<b>15,700.00</b>	<b>2,910.12</b>	<b>2,118.57</b>	<b>13,581.43</b>
<b>Department: 12 - SPECIAL EVENTS</b>					
Revenue	11,000.00	11,000.00	489.00	5,057.46	5,942.54
Expense	15,700.00	15,700.00	406.50	10,242.63	5,457.37
<b>Department: 12 - SPECIAL EVENTS Surplus (Deficit):</b>	<b>-4,700.00</b>	<b>-4,700.00</b>	<b>82.50</b>	<b>-5,185.17</b>	<b>485.17</b>
<b>Department: 13 - FITNESS CENTER</b>					
Revenue	45,100.00	45,100.00	2,269.17	23,304.92	21,795.08
Expense	41,850.00	41,850.00	1,394.13	24,735.92	17,114.08
<b>Department: 13 - FITNESS CENTER Surplus (Deficit):</b>	<b>3,250.00</b>	<b>3,250.00</b>	<b>875.04</b>	<b>-1,431.00</b>	<b>4,681.00</b>

## Income Statement

For Fiscal: 2019 Period Ending: 09/30/2019

Account Type	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
<b>Department: 14 - SUMMER CAMP</b>					
Revenue	247,000.00	247,000.00	-40.00	240,514.00	6,486.00
Expense	141,697.00	141,697.00	875.10	138,565.95	3,131.05
<b>Department: 14 - SUMMER CAMP Surplus (Deficit):</b>	<b>105,303.00</b>	<b>105,303.00</b>	<b>-915.10</b>	<b>101,948.05</b>	<b>3,354.95</b>
<b>Department: 30 - PARKS</b>					
Revenue	10,000.00	10,000.00	4,800.00	4,800.00	5,200.00
Expense	181,042.00	181,042.00	10,296.47	118,932.62	62,109.38
<b>Department: 30 - PARKS Surplus (Deficit):</b>	<b>-171,042.00</b>	<b>-171,042.00</b>	<b>-5,496.47</b>	<b>-114,132.62</b>	<b>-56,909.38</b>
<b>Department: 40 - GOLF</b>					
Revenue	984,550.00	984,550.00	87,064.77	755,049.80	229,500.20
Expense	643,102.00	643,102.00	26,081.76	474,834.84	168,267.16
<b>Department: 40 - GOLF Surplus (Deficit):</b>	<b>341,448.00</b>	<b>341,448.00</b>	<b>60,983.01</b>	<b>280,214.96</b>	<b>61,233.04</b>
<b>Department: 41 - GROUNDS</b>					
Expense	513,079.00	513,079.00	33,826.06	388,160.01	124,918.99
<b>Department: 41 - GROUNDS Total:</b>	<b>513,079.00</b>	<b>513,079.00</b>	<b>33,826.06</b>	<b>388,160.01</b>	<b>124,918.99</b>
<b>Department: 42 - PRO SHOP</b>					
Revenue	126,800.00	126,800.00	23,074.71	105,370.90	21,429.10
Expense	105,700.00	105,700.00	7,449.59	27,898.75	77,801.25
<b>Department: 42 - PRO SHOP Surplus (Deficit):</b>	<b>21,100.00</b>	<b>21,100.00</b>	<b>15,625.12</b>	<b>77,472.15</b>	<b>-56,372.15</b>
<b>Department: 43 - HOOK A KID</b>					
Revenue	66,000.00	66,000.00	5,360.00	57,756.22	8,243.78
Expense	35,000.00	35,000.00	0.00	23,219.58	11,780.42
<b>Department: 43 - HOOK A KID Surplus (Deficit):</b>	<b>31,000.00</b>	<b>31,000.00</b>	<b>5,360.00</b>	<b>34,536.64</b>	<b>-3,536.64</b>
<b>Department: 44 - WARM UP RANGE</b>					
Revenue	25,000.00	25,000.00	3,908.50	18,412.12	6,587.88
Expense	7,000.00	7,000.00	0.00	5,874.16	1,125.84
<b>Department: 44 - WARM UP RANGE Surplus (Deficit):</b>	<b>18,000.00</b>	<b>18,000.00</b>	<b>3,908.50</b>	<b>12,537.96</b>	<b>5,462.04</b>
<b>Department: 45 - BANQUET HALL</b>					
Revenue	660,000.00	660,000.00	149,476.08	492,190.55	167,809.45
Expense	652,273.00	652,273.00	55,688.28	414,457.14	237,815.86
<b>Department: 45 - BANQUET HALL Surplus (Deficit):</b>	<b>7,727.00</b>	<b>7,727.00</b>	<b>93,787.80</b>	<b>77,733.41</b>	<b>-70,006.41</b>
<b>Total Surplus (Deficit):</b>	<b>-326,935.00</b>	<b>-326,935.00</b>	<b>138,800.99</b>	<b>-80,625.14</b>	

## Income Statement

For Fiscal: 2019 Period Ending: 09/30/2019

## Fund Summary

Fund	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
200 - RECREATION FUND	-233,131.00	-233,131.00	-6,453.89	-174,960.25	-58,170.75
300 - GOLF	-101,531.00	-101,531.00	52,360.01	16,601.70	-118,132.70
301 - GOLF BANQUETS	7,727.00	7,727.00	92,894.87	77,733.41	-70,006.41
Total Surplus (Deficit):	-326,935.00	-326,935.00	138,800.99	-80,625.14	



Prospect Heights Park District, IL

# Income Statement Group Summary

For Fiscal: 2019 Period Ending: 09/30/2019

Account Type	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
<b>Fund: 404 - AUDITNG FUND</b>					
Revenue	16,604.00	16,604.00	4.84	16,251.36	352.64
Expense	14,131.00	14,131.00	0.00	4,000.00	10,131.00
<b>Fund: 404 - AUDITNG FUND Surplus (Deficit):</b>	<b>2,473.00</b>	<b>2,473.00</b>	<b>4.84</b>	<b>12,251.36</b>	<b>-9,778.36</b>
<b>Fund: 405 - PAVING &amp; LIGHTING FUND</b>					
Revenue	5,646.00	5,646.00	1.65	5,461.51	184.49
Expense	9,215.00	9,215.00	28.30	1,535.07	7,679.93
<b>Fund: 405 - PAVING &amp; LIGHTING FUND Surplus (Deficit):</b>	<b>-3,569.00</b>	<b>-3,569.00</b>	<b>-26.65</b>	<b>3,926.44</b>	<b>-7,495.44</b>
<b>Fund: 406 - LIABILITY INSURANCE FUND</b>					
Revenue	103,704.00	103,704.00	30.19	101,542.77	2,161.23
Expense	105,856.00	105,856.00	1,413.25	44,781.32	61,074.68
<b>Fund: 406 - LIABILITY INSURANCE FUND Surplus (Deficit):</b>	<b>-2,152.00</b>	<b>-2,152.00</b>	<b>-1,383.06</b>	<b>56,761.45</b>	<b>-58,913.45</b>
<b>Fund: 407 - IMRF FUND</b>					
Revenue	159,355.00	159,355.00	46.40	156,156.36	3,198.64
Expense	100,256.00	100,256.00	11,797.01	69,755.83	30,500.17
<b>Fund: 407 - IMRF FUND Surplus (Deficit):</b>	<b>59,099.00</b>	<b>59,099.00</b>	<b>-11,750.61</b>	<b>86,400.53</b>	<b>-27,301.53</b>
<b>Fund: 408 - POLICE FUND</b>					
Revenue	82,795.00	82,795.00	24.11	81,167.05	1,627.95
Expense	63,147.00	63,147.00	908.14	10,180.73	52,966.27
<b>Fund: 408 - POLICE FUND Surplus (Deficit):</b>	<b>19,648.00</b>	<b>19,648.00</b>	<b>-884.03</b>	<b>70,986.32</b>	<b>-51,338.32</b>
<b>Fund: 409 - MUSEUM FUND</b>					
Revenue	14,462.00	14,462.00	4.21	14,113.33	348.67
Expense	11,800.00	11,800.00	0.00	0.00	11,800.00
<b>Fund: 409 - MUSEUM FUND Surplus (Deficit):</b>	<b>2,662.00</b>	<b>2,662.00</b>	<b>4.21</b>	<b>14,113.33</b>	<b>-11,451.33</b>
<b>Fund: 410 - SPECIAL RECREATION FUND</b>					
Revenue	132,472.00	132,472.00	38.56	129,706.93	2,765.07
Expense	217,107.00	217,107.00	2,340.00	115,363.54	101,743.46
<b>Fund: 410 - SPECIAL RECREATION FUND Surplus (Deficit):</b>	<b>-84,635.00</b>	<b>-84,635.00</b>	<b>-2,301.44</b>	<b>14,343.39</b>	<b>-98,978.39</b>
<b>Fund: 411 - SOCIAL SECURITY FUND</b>					
Revenue	142,214.00	142,214.00	41.41	139,369.55	2,844.45
Expense	150,010.00	150,010.00	5,107.60	109,069.58	40,940.42
<b>Fund: 411 - SOCIAL SECURITY FUND Surplus (Deficit):</b>	<b>-7,796.00</b>	<b>-7,796.00</b>	<b>-5,066.19</b>	<b>30,299.97</b>	<b>-38,095.97</b>
<b>Fund: 412 - MEMORIAL FUND</b>					
Revenue	4,950.00	4,950.00	0.00	400.00	4,550.00
Expense	4,950.00	4,950.00	1,043.00	1,491.11	3,458.89
<b>Fund: 412 - MEMORIAL FUND Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>-1,043.00</b>	<b>-1,091.11</b>	<b>1,091.11</b>
<b>Fund: 413 - COMMUNITY EVENTS</b>					
Revenue	20,520.00	20,520.00	0.00	12,822.00	7,698.00
Expense	20,250.00	20,250.00	0.00	18,864.43	1,385.57
<b>Fund: 413 - COMMUNITY EVENTS Surplus (Deficit):</b>	<b>270.00</b>	<b>270.00</b>	<b>0.00</b>	<b>-6,042.43</b>	<b>6,312.43</b>
<b>Fund: 518 - CAPITAL PROJECT FUND</b>					
Revenue	154,731.00	154,731.00	0.00	0.00	154,731.00
Expense	329,315.00	329,315.00	2,026.92	151,558.25	177,756.75
<b>Fund: 518 - CAPITAL PROJECT FUND Surplus (Deficit):</b>	<b>-174,584.00</b>	<b>-174,584.00</b>	<b>-2,026.92</b>	<b>-151,558.25</b>	<b>-23,025.75</b>
<b>Fund: 523 - CAPITAL 98 GOLF FUND</b>					
Expense	41,500.00	41,500.00	0.00	11,344.50	30,155.50
<b>Fund: 523 - CAPITAL 98 GOLF FUND Total:</b>	<b>41,500.00</b>	<b>41,500.00</b>	<b>0.00</b>	<b>11,344.50</b>	<b>30,155.50</b>
<b>Fund: 525 - CAPITAL - GOLF BANQUET</b>					
Expense	500,000.00	500,000.00	8,466.35	612,322.05	-112,322.05

Income Statement

For Fiscal: 2019 Period Ending: 09/30/2019

Account Type	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
<b>Fund: 525 - CAPITAL - GOLF BANQUET Total:</b>	<b>500,000.00</b>	<b>500,000.00</b>	<b>8,466.35</b>	<b>612,322.05</b>	<b>-112,322.05</b>
<b>Fund: 608 - 2014B (2005B Refinance)</b>					
Revenue	573,200.00	573,200.00	0.00	0.00	573,200.00
Expense	574,700.00	574,700.00	0.00	0.00	574,700.00
<b>Fund: 608 - 2014B (2005B Refinance) Surplus (Deficit):</b>	<b>-1,500.00</b>	<b>-1,500.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-1,500.00</b>
<b>Fund: 611 - 2018 ROLLOVER BOND</b>					
Revenue	647,084.00	647,084.00	-324,142.65	599,930.83	47,153.17
Expense	647,084.00	647,084.00	0.00	0.00	647,084.00
<b>Fund: 611 - 2018 ROLLOVER BOND Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>-324,142.65</b>	<b>599,930.83</b>	<b>-599,930.83</b>
<b>Fund: 612 - 2019 ROLLOVER BOND</b>					
Revenue	582,610.00	582,610.00	0.00	0.00	582,610.00
Expense	582,610.00	582,610.00	0.00	0.00	582,610.00
<b>Fund: 612 - 2019 ROLLOVER BOND Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Fund: 900 - CASH RESERVES</b>					
Revenue	0.00	0.00	116.09	1,033.30	-1,033.30
<b>Fund: 900 - CASH RESERVES Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>116.09</b>	<b>1,033.30</b>	<b>-1,033.30</b>
<b>Total Surplus (Deficit):</b>	<b>-731,584.00</b>	<b>-731,584.00</b>	<b>-356,965.76</b>	<b>107,688.58</b>	

## Income Statement

For Fiscal: 2019 Period Ending: 09/30/2019

## Fund Summary

Fund	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
404 - AUDITNG FUND	2,473.00	2,473.00	4.84	12,251.36	-9,778.36
405 - PAVING & LIGHTING FU...	-3,569.00	-3,569.00	-26.65	3,926.44	-7,495.44
406 - LIABILITY INSURANCE FU...	-2,152.00	-2,152.00	-1,383.06	56,761.45	-58,913.45
407 - IMRF FUND	59,099.00	59,099.00	-11,750.61	86,400.53	-27,301.53
408 - POLICE FUND	19,648.00	19,648.00	-884.03	70,986.32	-51,338.32
409 - MUSEUM FUND	2,662.00	2,662.00	4.21	14,113.33	-11,451.33
410 - SPECIAL RECREATION FU...	-84,635.00	-84,635.00	-2,301.44	14,343.39	-98,978.39
411 - SOCIAL SECURITY FUND	-7,796.00	-7,796.00	-5,066.19	30,299.97	-38,095.97
412 - MEMORIAL FUND	0.00	0.00	-1,043.00	-1,091.11	1,091.11
413 - COMMUNITY EVENTS	270.00	270.00	0.00	-6,042.43	6,312.43
518 - CAPITAL PROJECT FUND	-174,584.00	-174,584.00	-2,026.92	-151,558.25	-23,025.75
523 - CAPITAL 98 GOLF FUND	-41,500.00	-41,500.00	0.00	-11,344.50	-30,155.50
525 - CAPITAL - GOLF BANQUET	-500,000.00	-500,000.00	-8,466.35	-612,322.05	112,322.05
608 - 2014B (2005B Refinance)	-1,500.00	-1,500.00	0.00	0.00	-1,500.00
611 - 2018 ROLLOVER BOND	0.00	0.00	-324,142.65	599,930.83	-599,930.83
612 - 2019 ROLLOVER BOND	0.00	0.00	0.00	0.00	0.00
900 - CASH RESERVES	0.00	0.00	116.09	1,033.30	-1,033.30
<b>Total Surplus (Deficit):</b>	<b>-731,584.00</b>	<b>-731,584.00</b>	<b>-356,965.76</b>	<b>107,688.58</b>	





October 29, 2019

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

### **StoryWalk®**

This Library and Park District cooperative project is an innovative way for children to read and be outdoors at the same time. Laminated pages from a children's book have been attached to lawn sign holders staked into the ground, which are installed along the perimeter of the Nature Preserve. In keeping with Rotary's emphasis on literacy, the Rotary Club of River Cities has donated \$8,500 to install permanent signage for this StoryWalk®. An unveiling of the permanent signage will be held Saturday, November 9, 2019 at 1:00 p.m. at the Nature Preserve. This will also be a Rotary event to debut the newly merged clubs. The public will be welcome to attend.

### **NATURAL RESOURCES COMMISSION**

The presentation to evaluate the past year and review future plans will be at the November regular board meeting.

### **SPONSORSHIP**

Sponsorship packages have been created to generate additional revenue. In addition to advertising in the seasonal brochure, opportunities have been created to include in-kind donations (i.e. ice-cream for events and programs) and various levels of sponsorship of events (i.e. Spookfest, Block Party). Currently Village Bank & Trust (Palwaukee), Mount Prospect State Bank and Andy's Frozen Custard are the top sponsors.

### **LEASE CELL PHONE TOWER**

There is an offer to potentially lease land from the District for a cell tower site on the OCCC grounds property. Utilities, egress and location have been reviewed.

### **CLAIRE LANE PARK**

A letter was mailed to residents residing within a few block radius of the Claire Lane Park. The resurfacing project was explained and feedback was sought regarding painting the lines in the spring. Residents have been responding via email and phone with mixed votes regarding the lines but happy their opinion is being sought.

## **OCCC**

A new full time position is being added to the golf course operations for FY2020: Food and Beverage Operations Manager. This position reports to the Director of Golf and will be responsible for both the banquet and kitchen staff while overseeing marketing, events and cash handling. The position will be posted and hopefully filled a few weeks shy of the new year.

The Bar and Grill operating hours have been 11:00 a.m. – 7:00 p.m. seven days a week. Starting November 1<sup>st</sup> through Thanksgiving, the hours will 11:00 a.m. – 2:00 p.m. seven days a week. This will be re-evaluated at the end of November.

Susan Golen, Electrical Engineer with Grumman/Butkus Associates is the Project Manager for the ComEd Power Transformer project at the golf course. She will work with staff to develop RFP and choose lowest & most responsive bidder and oversee the work onsite until the project finishes.

## **ComEd LEASE AGREEMENT**

Continue to work on renewing the Recreational Lease between the District and ComEd for the bike path, open space and NRC restoration projects.

## **PROPOSED VIDEO GAMING AT OCCC**

The Village of Mount Prospect Board will be reevaluating the video gaming ordinance at a future Committee of the Whole discussion that has yet to be scheduled.

## **LEGAL COUNSEL**

Continue to work on updating the District's list of property held by Cook County Assessor to maintain an accurate list of tax exempt property  
Continue to wait on deed and ownership for grounds property 700 Camp McDonald Rd

## Board of Commissioners remaining 2019 Meeting Schedule

October 29	<b>Installation newly appointed board member</b> <b>Financial Audit presentation</b> <b>Speer Financial Presentation</b> <b>Lexington Homes</b> <b>Investment Proposal</b> <b>Check signing authority procedures</b> <b>Proposed Video gaming at OOCC</b> <b>Feasibility study</b> <b>PHNRC prescribed burns</b> <b>IAPD Delegate Credentials for conference</b> <b>Gaming provider license</b> <b>Adopt Bond Ordinance</b> <i>Bond Issue Notification Act BINA not required to proceed with the issuance of the Rollover Bonds as last year was for three years – next is 2021</i>
November 19	Acknowledge Hersey High School boys golf team in Mid-Suburban League NRC presentation Lexington Homes Proposed Video gaming at OOCC Feasibility study Committees of the Board Selected Adopt Fund Balance Policy Proposed Tax Levy FY2020
Dec 10	Finance Committee Budget Draft
December 17	Lexington Homes Proposed Video gaming at OOCC Feasibility study Budget presentation Tax Levy Ordinance Approve schedule of FY2020 meetings



October 23, 2019

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

### **Annual Drills**

Our annual drills include:

Friday, Oct. 18 at 9 AM	Fire Drill (For All Patrons and Programs)
Wednesday, Oct. 23 at 9:30 AM	Lockdown Drill (For Park Programs only)
Friday, Oct. 25 at 9:30 AM	Shelter-in-Place (For Park Programs only)

Staff and patrons vacated GMRC under 2 minutes on Oct. 18<sup>th</sup> for the fire drill! The Fire District was helpful in facilitating our drill. The KinderStop and Creative Kids Preschool children and staff did a great job practicing.

### **Brochure**

The Winter/Spring brochure will be submitted to the printer on Nov. 7<sup>th</sup>; then mailed out Nov. 21<sup>st</sup>.

### **PDRMA**

Our full-time staff training will cover fire extinguisher use on Friday Oct. 25<sup>th</sup>.

Coefficient of Friction Testing was done at GMRC on Oct. 21. Four floor surfaces were tested; we will get the results within a week.

Infrared testing was done at OCCC on Oct. 22. We will get the results within a week.



October 23, 2019

To: Christina Ferraro, Executive Director  
From: Dino Squiers, Superintendent of Facilities & Parks  
Re: October Board Report

### **Pool**

Cracks in pool floor and walls were cleaned out, patched, and painted. Also, at this time paint was touch up in sections of the pool floor. Diverters in the shallow section are removed and expandable plugs are put in for the winter. Both slides were cleaned and waxed. Last section of the large slide was gel coated since in the spring that area could not be done. Pipe above pool boiler started to leak just before we shut down the pool for the season, section was cut out and replaced.

### **GMRC Parking Lot**

Patching, crack filling, sealcoating and restriping was completed in the main parking lot. Some areas were cut out to get a solid base before asphalt was added.

### **HVAC**

Boiler and circulating pumps were started for the heating season, one of the pumps was leaking and a motor kept blowing the fuse. Both motor and pump were replaced.

### **Room one**

Sliding doors and side windows on the south wall in room one was replaced. Alarm contacts were installed and connected to the security system.

### **Nature Trail / Story walk**

Installation of the new story walk signs are completed.

### **Jaycee Park**

Concrete work is completed at Jaycee's park main entry walkway, sitting area and playground curbing. Old timbers were removed and disposed of. One of the swings was replaced with a high back bucket swing request by a neighbor for younger children.

### **Claire lane Park**

Resurfacing of the tennis court is still scheduled for this year. We had a start date but once again rain delayed the project, asphalt is normally available to mid-November weather permitting before plant shuts down for the season.

### **PHWYBS**

Baseball season for the fall league ended last week, we are finished adding infield mix and dragging the fields for the season, outfielders are being fertilized to prepare the fields for next year's baseball season.

### **Parks**

Grass cutting is slowing down and should be done in the next few weeks for the season, trimming, garbage removal and cleanup is ongoing at the parks; Branches, brush and logs in the staging area have been chipped, we still have some trees to remove but at this time area is cleared.



October 23, 2019

To: Christina Ferraro, Executive Director  
From: Marc Heidkamp, Director of Golf Operations  
Re: September 2019 Golf Operations Board Report

Grounds: Record rainfalls for September 2019 - 11 inches with temperatures ranging from 54 to 90 degrees. A cotton wood tree fell on the warm-up range and it was removed. Mums were planted for a colorful look into the fall. Staff continued to repair irrigation heads and mowed nonstop during the excess rain.

Golf: The course was closed several days in order to allow excessive water to drain off. We were fortunate to be able to salvage some business from other courses that were completely shut down due to rain. The golf cart fleet is being rotated for the next several weeks as Harris Golf Cars preforms their annual maintenance.

Pro Shop: Sales were better during September with special orders and equipment. We continue to remain competitive with the big box stores and work with our clients to provide them with the best value. This method truly helps develop long lasting relationships that our clients will continue to look to Old Orchard as the place they look first when making purchases.

Food and Beverage: We hosted several events the past month. All the reviews were positive regarding quality and taste. For FY2020, there are 18 weddings booked with a goal of 30. The bar and grill sales have slowed with the end of the season. It remain open for lunch, seven days a week, through Thanksgiving.

SEPTEMBER	2018	2019	% CHANGE
			2018 VS 2019
GREENS FEES	\$49,510.08	\$40,502.50	-18%
CART RENTAL FEES	\$25,571.87	\$19,742.00	-23%
APPAREL	\$2,208.72	\$2,758.86	25%
EQUIPMENT	\$2,368.35	\$8,771.94	270%
GOLF BALLS	\$3,724.14	\$4,367.63	17%
DRIVING RANGE	\$3,913.50	\$4,354.00	11%
SPECIAL ORDERS	\$2,427.00	\$7,700.00	217%
F AND B	\$11,000.00	\$138,816.00	1000%
OUTINGS	\$45,569.12	\$57,709.24	10%



October 16, 2019

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

### **Preschool**

The 2019-2020 school year began on September 3<sup>rd</sup> and 4<sup>th</sup>! So far we are off to a great start, the staff and the kids have the routine down! The teachers and aides are doing a fabulous job!

### **Youth Athletics**

Little Kickers soccer league is going smoothly. Floor Hockey deadline is Oct. 20<sup>th</sup>.

### **Fitness Center**

In August we had 13 daily fees. 3 adult, 1 senior, 9 students. Total Revenue \$77

### **Three Year Comparison**

<b>Membership</b>	<b>August 2017</b>	<b>August 2018</b>	<b>August 2019</b>
3 months	1	1	3
6 months	0	1	3
1 year	3	4	4

<b>Membership Sept 2019</b>	<b># of Members</b>	<b>Total Revenue</b>
3 months	3	\$165
1 year	2	\$252
Seniors	9	\$848



October 2019

To: Julie Caporusso, Superintendent of Recreation  
From: Jeanette Garrity, Supervisor of Recreation  
Re: Board Report – October, 2019

**Program updates: Youth Programs, Kinder Stop & Aquatics**

**Kinder Stop**

KinderStop programs have been up and running for about two months now! Staff have been doing an excellent job. Numbers for each program have gone up a little with **14** in KinderStop AM, **28** in KinderStop PM, **26** in Before Care and **71** in After Care. All staff are in the process of completing an online allergy training course to better understand food allergies along with signs and symptoms. A few students in KinderStop have food allergies and I would like all staff to be trained the best they can on this subject.

**Kids Day Off**

The October Kids Day Off trips went great! October 9<sup>th</sup> trip went to Didier Farms with a total of 43 students and October 14<sup>th</sup> trip went to Nickel city with a total of 34 kids. The next Kids Day Off programs are scheduled for the week of Thanksgiving November 25<sup>th</sup>, 26<sup>th</sup> and 27<sup>th</sup>. Field trips will be going to Jump Zone, Tilt Studio and Bulls/Sox Academy.

**Aquatics**

I will be attending an Aquatic Round Table meeting on October 24<sup>th</sup> with other park district's in the area to discuss how our Aquatic seasons went and suggestions for the future.





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October 2019

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

### **Dance**

Fall dance classes started the week of September 9<sup>th</sup>. We have 86 dancers registered for 18 classes. Costumes have all been ordered and have started to come in.

We are currently hosting a Butter Braid Fundraiser for our dance program that helps us off-set the rising costs of the recital. Our Competition Dancers are able to sell Butter Braids to help them off-set their costs of being on the dance team.

Our Holiday Recital this year will be held at Rolling Meadow High School Theatre on Saturday, Dec 7<sup>th</sup> and picture day & rehearsal on Thursday, Dec 5<sup>th</sup>. I am excited to go back to RMHS as this is where our recitals were hosted many years ago.

### **Active Adults**

Fall trips are starting to wind down and the holiday trips will begin mid-November. We hosted a luncheon on Monday, September 23<sup>rd</sup> with The Lutheran Home who came out and did a presentation about Acronyms of healthcare for 25 patrons. The Lutheran Home even treated our group with box lunches from their catering kitchen. We ended the afternoon playing bingo for some fun prizes. Jewel-Osco was on hand to offer free flu shots and other vaccines to our patrons. Our active adults have been bust the last few weeks. We took a group of 12 to see Newsies at The Paramount Theatre, 14 patrons took a Lake County Mystery Tour with everything from a craft brew tasting to a dance class. A good time was had by all who attended. A trip to see the Pajama Game with Sunday Brunch at Theatre at The Center with 28 patrons, Festa Italiana at The Jacob Henry Mansion with 28 patrons, The Color Purple at Drury Lane Oakbrook with 14 patrons, Fall Didley Craft Fair with 12 patrons, A tour along Rt 66 with 20 patrons, Autumn on The River at Starved Rock with 28 patrons, Fall Fun at Apple Holler with 23 patrons and we ended the month with a trip to Potawatomi Casino with 21 patrons. A great time was had by all who attended.

I am currently working on my Winter Spring Newsletter.

### **Special Events**

We had 134 patrons enjoy SpookFest 2019 on Saturday, October 19<sup>th</sup>. Looking forward to Halloween Bingo on Friday, October 25<sup>th</sup>.



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October 29, 2019

To: Christina Ferraro, Executive Director  
From: Annette Curtis, Superintendent of Finance and Planning  
Re: Check Signing Authority Procedures

## **BACKGROUND**

Prospect Heights Park District has internal controls regarding signing checks. Currently, the procedure requires two signatures for all checks processed through the Vendor Account. The signers on the account include several board members and the Executive Director.

## **RECOMMENDATION**

The Finance Committee met on October 22, 2019 and approved the updated procedures:

The Superintendent of Finance added as a signer on the Vendor account and permitted to have the authority to sign checks less than \$2,500.

The procedure will continue to require two signatures but both the Superintendent of Finance and Executive Director are authorized to sign checks up to \$2,500.

The Executive Director and a board member continue to be authorized to sign checks equal or greater than \$2,500.

In an emergency situation, with the approval of the Board President ( written or verbal) the Executive Director and Superintendent of Finance have authority to sign checks equal to or greater than \$2,500.



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October 29, 2019

To: Christina Ferraro, Executive Director  
From: Annette Curtis, Superintendent of Finance and Planning  
Re: Imprest Account- Close

## **BACKGROUND**

One of the Prospect Heights Park District bank accounts is an Imprest account which is a cash account used to pay for small, routine expenditures. A \$5,000 fixed balance is maintained in the account, and it is replenished routinely through a vendor check to maintain that balance. The account has been used as a bridge between petty cash and vendor checks. One staff person and the Executive Director are authorized signers.

## **RECOMMENDATION:**

On October 22, 2019 the Finance Committee met and approved the elimination of the Imprest Account. The current balance will be transferred to the General Account. Pending approval of the updated check signing authority procedure allowing the Executive Director and the Superintendent of Finance to sign checks less than \$2,500, there will be no need for the Imprest Account. Small reimbursements will be made through petty cash, anything larger will be paid via vendor processing.



October 29, 2019

To: Christina Ferraro, Executive Director  
From: Annette Curtis, Superintendent of Finance and Planning  
Re: Investments

## **INVESTMENT**

Accounts at Mt. Prospect State Bank include:

- General Account- All deposits are received via the General Accounts. Funds are used to support operations.
- Vendor Account- Checks and EFT's are paid via the Vendor Account.
- Payroll Account- Checks are direct deposits are paid via Payroll Account.
- Cash Reserves- Monies set aside, with limited activity.
- Investment- Periodically 'excess funds' are transferred from the General Account or needed funds are transferred to the General Account. Monies are used to support capital projects and maintain fund balance.

Funds in excess of \$250,000 are protected through the collateralization agreement with MSB and Bank of America.

With the deposits on hand banking fees are waived. This is significant, fees are charged per: deposit, check, ACH, wire transfers, monthly maintenance and online banking access.

## **RECOMMENDATION**

The Finance Committee met on October 22, 2019 and approved utilizing the resources of the Mt. Prospect State Bank to:

- Convert the Cash Reserve to either 12 month or 14 month CD.
- Through the budgeting process, evaluate the District's cash flow needs. Investing in CD's using a ladder approach to ensure necessary cash flow.
- Throughout the year, continued review and investment of excess funds.



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October 29, 2019

To: Park Board of Commissioners  
From: Christina Ferraro, Executive Director  
Re: Approve fall season controlled burns

**Prescribed Burns**

The Natural Resource Commission of the City of Prospect Heights has requested approval to conduct controlled burns to manage natural areas as they pertain to the Prospect Heights Park District in November depending upon weather. There are nine burns on nearly 6 acres anticipated and approval is being sought for four sites on District property: Tully Park (plantings), Nature Preserve, Heron Pond, and the slough (which is partially owned by the District and primarily owned by the City). The remaining sites are being approved by the appropriate parties.

EPA permits have been submitted with pending approval. They have conducted these burns in the past three years without incident. Volunteers are trained and certified in controlled burns; they report to the City of Prospect Heights and work in conjunction with the Police and Fire departments. Residents are notified in advance by the City of Prospect Heights and again the day of these burns.

There is no cost to the District for this.

It is most effective for removal of invasive buckthorn re-sprouts and other invasive woody vegetation and fire intolerant species. Burning saves hours of volunteer labor, while promoting strong new growth of fire tolerant native plants.

I recommend these controlled burns be approved by the Park Board.



TO: ALL MEMBER DISTRICTS

FROM: Peter M. Murphy, President/CEO

DATE: October 1, 2019

RE: CREDENTIALS CERTIFICATE

The IAPD/IPRA Soaring to New Heights Conference will be held at the Hyatt Regency Hotel, Chicago, Illinois, January 23-25, 2020.

Article V, Section 3 and 4 of the Constitutional By-Laws of the Illinois Association of Park Districts provides as follows:

"Section 3. Each member district shall be entitled to be represented at all Association meetings and conferences by a delegate or delegates. Delegates of the Association meetings or conference may include members of the governing boards of member districts, the Secretary, Attorney, Treasurer, Director or any paid employee of the member district. Each delegate shall present proper credentials consisting of a certificate by the Secretary of the member district said delegate or delegates represent, with seal of office affixed, showing that the governing board at a special or regular meeting authorized said delegate or delegates to represent said member district. On all questions each member district represented shall have one vote which shall be the majority expression of the delegation from that member district."

"Section 4. No member district shall be entitled to vote by proxy and only delegates of a member district shall cast a ballot for that member district."

Accordingly, we enclose herewith a certificate, which, when properly certified by the Secretary of your agency after its governing board authorizes such delegate and alternates at a regular or special meeting, shall be mailed to the Association's office, 211 East Monroe Street, Springfield, IL 62701.

This certificate will entitle the delegate or, in their absence, an alternate listed thereon to vote on matters presented during the Association's Annual Business meeting to be held on Saturday, January 25, 2020 at 3:30 p.m. in the Grand Ballroom E/F of the Hyatt Regency Hotel, 151 E. Upper Wacker Dr. in Chicago, Illinois.

Your agency must be in good standing, the Credentials Certificate must be signed by the Board President and Secretary with your agency seal affixed.

**NOTE:** If your agency does not have a seal, then write the word "SEAL" and circle it where indicated on the certificate.

Your careful and prompt attention to this important matter is requested.

## CREDENTIALS CERTIFICATE

This is to certify that at a meeting of the Governing Board of the

\_\_\_\_\_ held at  
*(Name of Agency)*  
\_\_\_\_\_ on \_\_\_\_\_ at \_\_\_\_\_  
*(Location)* *(Month/Day/Year)* *(Time)*

the following individuals were designated to serve as delegate(s) to the Annual Business Meeting of the ILLINOIS ASSOCIATION OF PARK DISTRICTS to be held at the Hyatt Regency Hotel, Chicago, Illinois on **Saturday, January 25, 2020 at 3:30 p.m. in the Grand Ballroom E/F:**

Name

Title

Delegate: \_\_\_\_\_

1st Alternate: \_\_\_\_\_

2nd Alternate: \_\_\_\_\_

3rd Alternate: \_\_\_\_\_

This is to certify that the foregoing is a statement of action taken at the board meeting cited above.

Affix Seal:

Signed: \_\_\_\_\_  
*(President of Board)*

Attest: \_\_\_\_\_  
*(Board Secretary)*

Return this form to: Illinois Association of Park Districts  
211 East Monroe Street  
Springfield, IL 62701-1186



TO: ALL MEMBER DISTRICTS  
FROM: Peter M. Murphy, President/CEO  
DATE: October 1, 2019  
RE: RESOLUTIONS

To ensure our membership a voice in the Association, Article X, of the Constitutional By-Laws provides as follows:

"Section 1. Resolutions for presentation at the Annual Meeting of the Association may be proposed by any member district, the Honors and Resolutions Committee and by the Board of Trustees.

(a) Resolutions must be submitted to the President/CEO no later than sixty (60) days prior (November 26, 2019) to the Annual Business Meeting of the Association. All resolutions submitted shall be mailed to the membership not less than forty-five (45) days prior (December 11, 2019) to the Annual Business Meeting.

(b) The Honors and Resolutions Committee shall have the prerogative to determine which resolutions submitted by member districts shall be presented at the Annual Business Meeting of the Association; however, all resolutions received must be submitted to the membership. Any governing board of a member district shall have the right to appeal the Committee's decision to the delegates at the Annual Business Meeting of the Association.

(c) Notice of appeal by a member district for the resolution must be served by mail on the members of the Honors and Resolutions Committee so as to be received not less than forty-eight (48) hours in advance of the start of the Annual Conference. A majority of the official delegates present and voting at the Annual Business Meeting of the Association during the Annual Conference is required for consideration of appeals. Approval by a two-thirds (2/3rds) majority vote of the official delegates present and voting is required at the Annual Business Meeting of the Association for the introduction of additional resolutions. A member district seeking authority at the Annual Business Meeting of the Association to present an additional resolution must provide duplicated copies in number sufficient for all delegates present."

**NOTE: All resolutions must be received in the Association's office no later than November 26, 2019.**





TO: ALL MEMBER DISTRICTS  
FROM: Peter M. Murphy, President/CEO  
DATE: October 1, 2019  
RE: **RECOMMENDATIONS**

In order to comply with the provisions of the IAPD Constitutional By-Laws, recommended changes and/or amendments to the Constitutional By-Laws must be on file in the Association's office on or before November 26, 2019 to be considered by the committee.

This schedule has been adopted by the committee in order to provide adequate time for the office to publish and distribute the committee report to all member districts forty-five (45) days (December 11, 2019) in advance of the Annual Business Meeting. For your information, we list the following section of the Association's Constitutional By-Laws:

### **ARTICLE XIII -- AMENDMENTS TO CONSTITUTIONAL BY-LAWS**

"Section 1. These Constitutional By-Laws may be amended at the Annual Meeting of the association by a majority vote of the official delegates of the member districts present and voting subject to the compliance with the following procedure:

(a) Any member district, or the Board of Trustees, desiring to suggest an amendment to the Constitutional By-Laws, shall submit the proposed amendment to the President/CEO in writing not less than sixty (60) days prior to the Annual Business Meeting of the Association.

(b) The President/CEO shall thereupon cause a copy of the proposed amendment to be mailed to each member district of the Association not less than forty-five (45) days prior to the Annual Meeting of the Association."

**NOTE: November 26, 2019 is the deadline for all changes and/or amendments to be received in the Association's office.**



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October 29, 2019

To: Park Board of Commissioners  
From: Christina Ferraro, Executive Director  
Re: Approval of a gaming provider license

**Gaming provider license**

The District requires a Charitable Games Provider License through the state of Illinois to host fund raising events at the Old Orchard Country Club. The application process takes about 30 days and requires an annual \$50 fee. The application also requires listing the District's administrator and board members. Once the Premises License is approved, the District may rent the banquet hall to organizations to operate gambling events onsite. Organizations choose a sponsoring charitable non-profit organization (i.e. local High School Athletic Booster Club, Rotary Club, etc.) to assist with the event and receive a portion of the sales. The District receives revenue from the room rental fee and food and beverage sales. The license permits 12 events per year. The District anticipates hosting these during the non-golf season. Similar events are occurring in nearby banquet halls, hotels and VFW halls with an average of 150 players (adults only) to attend over a 10-hour period. I have already discussed this license with PDRMA and the Village of Mount Prospect.

I recommend the approval of a gaming provider license for the District to host events at the Old Orchard Country Club.

MINUTES of a rescheduled regular public meeting of the Board of  
Park Commissioners of the Prospect Heights Park District, Cook  
County, Illinois, held at the Gary Morava Recreation Center,  
110 West Camp McDonald Road, Prospect Heights, Illinois, in said  
Park District at 7:00 o'clock P.M., on the 29th day of October, 2019.

\* \* \*

The meeting was called to order by the President, and upon the roll being called, Tim Jones,  
the President, and the following Park Commissioners were physically present at said location: \_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

The following Park Commissioners were allowed by a majority of the members of the  
Board of Park Commissioners in accordance with and to the extent allowed by rules adopted by  
the Board of Park Commissioners to attend the meeting by video or audio conference: \_\_\_\_\_

\_\_\_\_\_

No Park Commissioner was not permitted to attend the meeting by video or audio  
conference.

The following Park Commissioners were absent and did not participate in the meeting in  
any manner or to any extent whatsoever: \_\_\_\_\_

\_\_\_\_\_

The President announced that a proposal had been received from \_\_\_\_\_,  
\_\_\_\_\_, Illinois, for the purchase of the District's non-referendum general obligation  
limited tax park bonds to be issued by the District pursuant to Section 6-4 of the Park District Code  
for the payment of certain outstanding obligations of the Park District and for the payment of land  
for parks, for the building, maintaining, improving and protecting of the same and the existing land  
and facilities of the District and for the payment of the expenses incident thereto, and that the  
Board of Park Commissioners would consider the adoption of an ordinance providing for the issue

of said bonds and the levy of a direct annual tax to pay the principal and interest thereon. The President also summarized the pertinent terms of said proposal and said bonds, including the length of maturity, rate of interest, purchase price and tax levy for said bonds.

Whereupon Park Commissioner \_\_\_\_\_ presented and the Secretary read by title an ordinance as follows, a copy of which was provided to each Park Commissioner prior to said meeting and to everyone in attendance at said meeting who requested a copy:

ORDINANCE NO. 10.29.2019

AN ORDINANCE providing for the issue of \$\_\_\_\_\_ General Obligation Limited Tax Park Bonds, Series 2019, of the Prospect Heights Park District, Cook County, Illinois, for the payment of land for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of said Park District, for the payment of certain outstanding bonds of said Park District, providing for the levy of a direct annual tax to pay the principal and interest on said bonds and authorizing the sale of said bonds to the purchaser thereof.

\* \* \*

WHEREAS, the Prospect Heights Park District, Cook County, Illinois (the "*District*"), is a duly organized and existing Park District created under the provisions of the laws of the State of Illinois, and is now operating under the provisions of the Park District Code of the State of Illinois, and all laws amendatory thereof and supplementary thereto (the "*Act*"); and

WHEREAS, the needs of the District require the expenditure of not less than the sum of \$\_\_\_\_\_ for the payment of land condemned or purchased for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of the District and for the payment of the expenses incident thereto (the "*Project*"), all in accordance with the preliminary plans and estimate of cost heretofore approved by the Board of Park Commissioners of the District (the "*Board*") and now on file in the office of the Secretary of the Board; and

WHEREAS, the Board finds that it does not have sufficient funds on hand for the purpose aforesaid, and that the cost thereof will be not less than \$\_\_\_\_\_, and that it is necessary and for the best interests of the District that it borrow the sum of \$\_\_\_\_\_ and issue bonds of the District to evidence the borrowing; and

WHEREAS, the District has issued and now has outstanding and unpaid its General Obligation Refunding Park Bonds (Alternate Revenue Source), Series 2014B, dated November 25, 2014 (the "*Prior Bonds*"); and

WHEREAS, it is necessary and desirable to provide the revenue source for the payment of the principal and interest due on the Prior Bonds on December 1, 2019; and

WHEREAS, the Prior Bonds are presently outstanding and unpaid and are binding and subsisting legal obligations of the District; and

WHEREAS, the Board hereby finds that it does not have sufficient funds on hand for the purpose of providing for the payment of the Prior Bonds, and that the cost thereof, including legal, financial, and other expenses, will not be less than \$\_\_\_\_\_ and that it is necessary and for the best interests of the District that it borrow the sum of \$\_\_\_\_\_ and issue bonds of the District to evidence the borrowing; and

WHEREAS, pursuant to and in accordance with the provisions of the Bond Issue Notification Act of the State of Illinois, as amended, the President of the Board, on the 4th day of September, 2018, executed an Order calling a public hearing (the "*Hearing*") for the 18th day of September, 2018, concerning the intent of the Board to sell said bonds in the amount of \$1,900,000 for the Project; and

WHEREAS, notice of the Hearing was given (i) by publication at least once not less than seven (7) nor more than thirty (30) days before the date of the Hearing in the *Daily Herald*, the same being a newspaper of general circulation in the District, and (ii) by posting at least 96 hours before the Hearing a copy of said notice at the principal office of the Board which notice was continuously available for public review during the entire 96-hour period preceding the Hearing; and

WHEREAS, the Hearing was held on the 18th day of September, 2018, and at the Hearing, the Board explained the reasons for the proposed bond issue and permitted persons desiring to be heard an opportunity to present written or oral testimony within reasonable time limits; and

WHEREAS, the Hearing was finally adjourned on the 18th day of September, 2018; and

WHEREAS, the District has previously issued bonds in the amount of \$151,600 for the Project pursuant to the Hearing; and

WHEREAS, it is in the best interests of the District to issue bonds in the amount of \$\_\_\_\_\_ for the Project and bonds in the amount of \$\_\_\_\_\_ for the purpose of providing for the payment of the Prior Bonds, together as one issue of bonds in the aggregate amount of \$\_\_\_\_\_; and

WHEREAS, the Board does hereby find and determine that (a) said bonds shall be issued as limited bonds under the provisions of the Local Government Debt Reform Act of the State of Illinois, as amended (the "*Debt Reform Act*"), and (b) upon the issuance of the \$\_\_\_\_\_ General Obligation Limited Tax Park Bonds, Series 2019, now proposed to be issued, the aggregate outstanding unpaid bonded indebtedness of the District, including said bonds, will not exceed .575% of the total assessed valuation of all taxable property in the District as last equalized and determined, and pursuant to the provisions of the Debt Reform Act and Section 6-4 of the Act, it is not necessary to submit the proposition of issuing said bonds to the voters of the District for approval:

NOW, THEREFORE, Be It Ordained by the Board of Park Commissioners of the Prospect Heights Park District, Cook County, Illinois, as follows:

*Section 1. Incorporation of Preambles.* The Board hereby finds that all of the recitals contained in the preambles to this Ordinance are full, true and correct and does incorporate them into this Ordinance by this reference.

*Section 2. Authorization.* It is hereby found and determined that the District has been authorized by law to borrow the sum of \$\_\_\_\_\_ upon the credit of the District and as evidence of such indebtedness to issue bonds of the District in said amount, the proceeds of said bonds to be used for the purpose of paying the costs of the Project and for the purpose of providing for the payment of the Prior Bonds, and expenses incidental thereto, and it is necessary and for the best interests of the District that there be issued at this time \$\_\_\_\_\_ of the bonds so authorized.

*Section 3. Bond Details.* There be borrowed on the credit of and for and on behalf of the District the sum of \$\_\_\_\_\_ for the purposes aforesaid; and that bonds of the District (the "*Bonds*") shall be issued in said amount and shall be designated "General Obligation Limited Tax Park Bonds, Series 2019." The Bonds shall be dated November 12, 2019, and shall also bear the date of authentication, shall be in fully registered form, shall be in denominations of \$5.00 each and authorized integral multiples thereof, shall be numbered 1 and upward, and the Bonds shall become due and payable (without option of prior redemption) on November 1, 2020, and bear interest at the rate of \_\_\_\_% per annum.

The Bonds shall bear interest from their date or from the most recent interest payment date to which interest has been paid or duly provided for, until the principal amount of the Bonds is paid, such interest (computed upon the basis of a 360-day year of twelve 30-day months) being payable on November 1, 2020. Interest on each Bond shall be paid by check or draft of the \_\_\_\_\_, \_\_\_\_\_, Illinois (the "*Bond Registrar*"), payable upon presentation in lawful money of the United States of America, to the person in whose name such Bond is registered at the close of business on October 15, 2020. The principal of the Bonds shall be payable in lawful money of the United States of America at the principal office of the Bond Registrar.



The Bonds shall be signed by the manual or facsimile signatures of the President and Secretary of the Board, and shall be countersigned by the manual or facsimile signature of the Treasurer of the Board, as they shall determine, and the seal of the District shall be affixed thereto or printed thereon, and in case any officer whose signature shall appear on any Bond shall cease to be such officer before the delivery of such Bond, such signature shall nevertheless be valid and sufficient for all purposes, the same as if such officer had remained in office until delivery. If the Secretary or the Treasurer of the Board is unable to perform the duties of his or her respective office, then their duties under this Ordinance shall be performed by the Assistant Secretary or the Assistant Treasurer of the Board, respectively.

All Bonds shall have thereon a certificate of authentication substantially in the form hereinafter set forth duly executed by the Bond Registrar as authenticating agent of the District and showing the date of authentication. No Bond shall be valid or obligatory for any purpose or be entitled to any security or benefit under this Ordinance unless and until such certificate of authentication shall have been duly executed by the Bond Registrar by manual signature, and such certificate of authentication upon any such Bond shall be conclusive evidence that such Bond has been authenticated and delivered under this Ordinance. The certificate of authentication on any Bond shall be deemed to have been executed by the Bond Registrar if signed by an authorized officer of the Bond Registrar, but it shall not be necessary that the same officer sign the certificate of authentication on all of the Bonds issued hereunder.

*Section 4. Registration of Bonds; Persons Treated as Owners.* The District shall cause books for the registration and for the transfer of the Bonds as provided in this Ordinance to be kept at the principal office of the Bond Registrar, which is hereby constituted and appointed the registrar of the District. The District is authorized to prepare, and the Bond Registrar shall keep custody of, multiple Bond blanks executed by the District for use in the transfer and exchange of Bonds.

Upon surrender for transfer of any Bond at the principal office of the Bond Registrar, duly endorsed by, or accompanied by a written instrument or instruments of transfer in form satisfactory to the Bond Registrar and duly executed by, the registered owner or his or her attorney duly authorized in writing, the District shall execute and the Bond Registrar shall authenticate, date and deliver in the name of the transferee or transferees a new fully registered Bond or Bonds of the same maturity of authorized denominations, for a like aggregate principal amount. Any fully registered Bond or Bonds may be exchanged at said office of the Bond Registrar for a like aggregate principal amount of Bond or Bonds of the same maturity of other authorized denominations. The execution by the District of any fully registered Bond shall constitute full and due authorization of such Bond and the Bond Registrar shall thereby be authorized to authenticate, date and deliver such Bond, *provided, however*, the principal amount of outstanding Bonds of each maturity authenticated by the Bond Registrar shall not exceed the authorized principal amount of Bonds for such maturity less previous retirements.

The Bond Registrar shall not be required to transfer or exchange any Bond during the period beginning at the close of business on October 15, 2020, and ending at the opening of business on November 1, 2020.

The person in whose name any Bond shall be registered shall be deemed and regarded as the absolute owner thereof for all purposes, and payment of the principal of or interest on any Bond shall be made only to or upon the order of the registered owner thereof or his or her legal representative. All such payments shall be valid and effectual to satisfy and discharge the liability upon such Bond to the extent of the sum or sums so paid.

No service charge shall be made for any transfer or exchange of Bonds, but the District or the Bond Registrar may require payment of a sum sufficient to cover any tax or other governmental charge that may be imposed in connection with any transfer or exchange of Bonds.

*Section 5. Form of Bond.* The Bonds shall be in substantially the following form; *provided, however,* that if the text of the Bond is to be printed in its entirety on the front side of the Bond, then paragraph [2] and the legend, "See Reverse Side for Additional Provisions", shall be omitted and paragraphs [6] through [9] shall be inserted immediately after paragraph [1]:



[Form of Bond - Front Side]

REGISTERED  
No. 1

REGISTERED  
\$ \_\_\_\_\_

UNITED STATES OF AMERICA

STATE OF ILLINOIS

COUNTY OF COOK

PROSPECT HEIGHTS PARK DISTRICT

GENERAL OBLIGATION LIMITED TAX PARK BOND, SERIES 2019

See Reverse Side for Additional Provisions
-----------------------------------------------

Interest  
Rate: \_\_\_\_%

Maturity  
Date: November 1, 2020

Dated  
Date: November 12, 2019

Registered Owner:

Principal Amount:

[1] KNOW ALL PERSONS BY THESE PRESENTS, that the Prospect Heights Park District, Cook County, Illinois (the "*District*"), hereby acknowledges itself to owe and for value received promises to pay to the Registered Owner identified above, or registered assigns as hereinafter provided, on the Maturity Date identified above, the Principal Amount identified above and to pay interest (computed on the basis of a 360-day year of twelve 30-day months) on such Principal Amount from the date of this Bond at the Interest Rate per annum set forth above on November 1, 2020. Principal of this Bond is payable in lawful money of the United States of America upon presentation and surrender hereof at the principal office of \_\_\_\_\_, Illinois, as bond registrar and paying agent (the "*Bond Registrar*"). Payment of interest shall be made to the Registered Owner hereof as shown on the registration books of the District maintained by the Bond Registrar at the close of business on October 15, 2020, and shall be paid by check or draft of the Bond Registrar, payable upon presentation in lawful money of the

United States of America, mailed to the address of such Registered Owner as it appears on such registration books or at such other address furnished in writing by such Registered Owner to the Bond Registrar.

[2] Reference is hereby made to the further provisions of this Bond set forth on the reverse hereof and such further provisions shall for all purposes have the same effect as if set forth at this place.

[3] It is hereby certified and recited that all conditions, acts and things required by law to exist or to be done precedent to and in the issuance of this Bond did exist, have happened, been done and performed in regular and due form and time as required by law; that the indebtedness of the District, including the issue of bonds of which this is one, does not exceed any limitation imposed by law; and that provision has been made for the collection of a direct annual tax to pay the interest hereon as it falls due and also to pay and discharge the principal hereof at maturity. Although this Bond constitutes a general obligation of the District and no limit exists on the rate of said direct annual tax, the amount of said tax is limited by the provisions of the Property Tax Extension Limitation Law of the State of Illinois, as amended (the "*Law*"). The Law provides that the annual amount of the taxes to be extended to pay the issue of Bonds of which this Bond is one and all other limited bonds (as defined in the Local Government Debt Reform Act of the State of Illinois, as amended) hereafter issued by the District shall not exceed the debt service extension base (as defined in the Law) of the District (the "*Base*"). The District is authorized to issue from time to time additional limited bonds payable from the Base, as permitted by law, and to determine the lien priority of payments to be made from the Base to pay the District's limited bonds.

[4] This Bond shall not be valid or become obligatory for any purpose until the certificate of authentication hereon shall have been signed by the Bond Registrar.

[5] IN WITNESS WHEREOF, said Prospect Heights Park District, Cook County, Illinois, by its Board of Park Commissioners, has caused this Bond to be signed by the manual signatures of

the President and Secretary of said Board of Park Commissioners, and to be countersigned by the manual signature of the Treasurer thereof, and has caused the seal of the District to be affixed hereto or printed hereon, all as of the Dated Date identified above.

(SEAL)

SPECIMEN  
President, Board of Park Commissioners

Countersigned:

SPECIMEN  
Secretary, Board of Park Commissioners

SPECIMEN  
Treasurer, Board of Park Commissioners

Date of Authentication: November 12, 2019

CERTIFICATE  
OF  
AUTHENTICATION

Bond Registrar and Paying Agent:

\_\_\_\_\_, Illinois

This Bond is one of the Bonds described in the within mentioned ordinance and is one of the General Obligation Limited Tax Park Bonds, Series 2019, of the Prospect Heights Park District, Cook County, Illinois.

\_\_\_\_\_,  
as Bond Registrar

By SPECIMEN  
Authorized Officer

[Form of Bond - Reverse Side]

**PROSPECT HEIGHTS PARK DISTRICT**

**COOK COUNTY, ILLINOIS**

**GENERAL OBLIGATION LIMITED TAX PARK BOND, SERIES 2019**

[6] This Bond is one of a series of bonds issued by the District (i) for the payment of land condemned or purchased for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of the District and (ii) for the payment of certain outstanding bonds of the District, pursuant to and in all respects in full compliance with the provisions of the Park District Code of the State of Illinois, and the Local Government Debt Reform Act of the State of Illinois, and all laws amendatory thereof and supplementary thereto, and is authorized by the Board of Park Commissioners of the District by an ordinance duly and properly adopted for that purpose, in all respects as provided by law.

[7] This Bond is transferable by the Registered Owner hereof in person or by his or her attorney duly authorized in writing at the principal office of the Bond Registrar in \_\_\_\_\_, Illinois, but only in the manner, subject to the limitations and upon payment of the charges provided in the authorizing ordinance, and upon surrender and cancellation of this Bond. Upon such transfer a new Bond or Bonds of authorized denominations of the same maturity and for the same aggregate principal amount will be issued to the transferee in exchange therefor.

[8] The Bonds are issued in fully registered form in the denomination of \$5.00 each or authorized integral multiples thereof. This Bond may be exchanged at the principal office of the Bond Registrar for a like aggregate principal amount of Bonds of the same maturity of other authorized denominations, upon the terms set forth in the authorizing ordinance. The Bond Registrar shall not be required to transfer or exchange any Bond during the period beginning at the



close of business on October 15, 2020, and ending at the opening of business on November 1, 2020.

[9] The District and the Bond Registrar may deem and treat the Registered Owner hereof as the absolute owner hereof for the purpose of receiving payment of or on account of principal hereof and interest due hereon and for all other purposes and neither the District nor the Bond Registrar shall be affected by any notice to the contrary.

(ASSIGNMENT)

FOR VALUE RECEIVED, the undersigned sells, assigns and transfers unto \_\_\_\_\_

\_\_\_\_\_  
(Name and Address of Assignee)

the within Bond and does hereby irrevocably constitute and appoint \_\_\_\_\_

\_\_\_\_\_  
attorney to transfer the said Bond on the books kept for registration thereof with full power of substitution in the premises.

Dated: \_\_\_\_\_

Signature guaranteed: \_\_\_\_\_

NOTICE: The signature to this assignment must correspond with the name of the registered owner as it appears upon the face of the within Bond in every particular, without alteration or enlargement or any change whatever.

*Section 6. Sale of Bonds.* The Bonds hereby authorized shall be executed as in this Ordinance provided as soon after the passage hereof as may be, and thereupon be deposited with the Treasurer of the Board, and be by said Treasurer delivered to \_\_\_\_\_, \_\_\_\_\_, Illinois, the purchaser thereof (the "*Purchaser*"), upon receipt of the purchase price therefor, the same being par; the contract for the sale of the Bonds heretofore entered into (the "*Purchase Contract*") is in all respects ratified, approved and confirmed, it being hereby

found and determined that the Bonds have been sold at such price and bear interest at such rates that neither the true interest cost (yield) nor the net interest rate received upon such sale exceed the maximum rate otherwise authorized by Illinois law and that the Purchase Contract is in the best interests of the District and that no person holding any office of the District, either by election or appointment, is in any manner financially interested directly in his or her own name or indirectly in the name of any other person, association, trust or corporation, in the Purchase Contract.

The use by the Purchaser of any Preliminary Term Sheet and any final Term Sheet relating to the Bonds (the "*Term Sheet*") is hereby ratified, approved and authorized; the execution and delivery of the Term Sheet is hereby authorized; and the officers of the Board are hereby authorized to take any action as may be required on the part of the District to consummate the transactions contemplated by the Purchase Contract, this Ordinance, said Preliminary Term Sheet, the Term Sheet and the Bonds.

*Section 7. Tax Levy.* In order to provide for the collection of a direct annual tax to pay the interest on the Bonds as it falls due, and also to pay and discharge the principal thereof at maturity, there be and there is hereby levied upon all the taxable property within the District a direct annual tax for each of the years while the Bonds or any of them are outstanding, and that there be and there is hereby levied upon all of the taxable property in the District, the following direct annual tax, to-wit:

FOR THE YEAR

A TAX TO PRODUCE THE SUM OF:

2019

\$

for interest and principal up to and including November 1, 2020

Principal or interest maturing at any time when there are not sufficient funds on hand from the foregoing tax levy to pay the same shall be paid from the general funds of the District, and the fund from which such payment was made shall be reimbursed out of the taxes hereby levied when the same shall be collected.

The District covenants and agrees with the purchasers and the holders of the Bonds that so long as any of the Bonds remain outstanding, the District will take no action or fail to take any action which in any way would adversely affect the ability of the District to levy and collect the foregoing tax levy and the District and its officers will comply with all present and future applicable laws in order to assure that the foregoing taxes will be levied, extended and collected as provided herein and deposited in the fund established to pay the principal of and interest on the Bonds.

*Section 8. Filing of Ordinance.* Forthwith upon the passage of this Ordinance, the Secretary of the Board is hereby directed to file a certified copy of this Ordinance with the County Clerk of The County of Cook, Illinois (the "*County Clerk*"), and it shall be the duty of the County Clerk in and for the year 2019, to ascertain the rate necessary to produce the tax herein levied, and extend the same for collection on the tax books against all of the taxable property within the District in connection with other taxes levied in said year for general park purposes, in order to raise the amount aforesaid and in said year such tax shall be computed, extended and collected in the same manner as now or hereafter provided by law for the computation, extension and collection of taxes for general park purposes of the District, and when collected, the taxes hereby levied shall be placed to the credit of a special fund to be designated "Park Bond and Interest Fund of 2019" (the "*Bond Fund*"), which taxes are hereby irrevocably pledged to and shall be used only for the purpose of paying the principal of and interest on the Bonds.

*Section 9. Limitation on Extension; General Obligation Pledge; Additional Obligations.* Notwithstanding any other provision of this Ordinance, the annual amount of the taxes to be extended by the County Clerk to pay the Bonds and all other limited bonds (as defined in the Debt Reform Act) heretofore and hereafter issued by the District shall not exceed the debt

service extension base (as defined in the Property Tax Extension Limitation Law of the State of Illinois, as amended) of the District (the "*Base*").

No limit, however, exists on the rate of the direct annual tax levied herein, and the Bonds shall constitute a general obligation of the District.

The District is authorized to issue from time to time additional limited bonds payable from the Base, as permitted by law, and to determine the lien priority of payments to be made from the Base to pay the District's limited bonds.

*Section 10. Use of Bond Proceeds.* Accrued interest (if any) received on the delivery of the Bonds is hereby appropriated for the purpose of paying first interest due on the Bonds and is hereby ordered deposited into the Bond Fund. The principal proceeds of the Bonds in the amount of \$\_\_\_\_\_ are hereby appropriated to pay the costs of issuance of the Bonds and for the purpose of paying the cost of the Project, and that portion thereof not needed to pay such costs of issuance is hereby ordered deposited into the Capital Improvement Account of the District (the "*Project Fund*"). Principal proceeds of the Bonds in the amount of \$\_\_\_\_\_ are hereby appropriated for the purpose of paying the principal and interest due on the Prior Bonds on December 1, 2019. At the time of the issuance of the Bonds, the costs of issuance of the Bonds may be paid by the Purchaser on behalf of the District from the proceeds of the Bonds.

*Section 11. Non-Arbitrage and Tax-Exemption.* The District hereby covenants that it will not take any action, omit to take any action or permit the taking or omission of any action within its control (including, without limitation, making or permitting any use of the proceeds of the Bonds) if taking, permitting or omitting to take such action would cause any of the Bonds to be an arbitrage bond or a private activity bond within the meaning of the Internal Revenue Code of 1986, as amended (the "*Code*"), or would otherwise cause the interest on the Bonds to be included in the gross income of the recipients thereof for federal income tax purposes. The District

acknowledges that, in the event of an examination by the Internal Revenue Service (the “IRS”) of the exemption from federal income taxation for interest paid on the Bonds, under present rules, the District may be treated as a “taxpayer” in such examination and agrees that it will respond in a commercially reasonable manner to any inquiries from the IRS in connection with such an examination.

The District also agrees and covenants with the purchasers and holders of the Bonds from time to time outstanding that, to the extent possible under Illinois law, it will comply with whatever federal tax law is adopted in the future which applies to the Bonds and affects the tax-exempt status of the Bonds.

The Board hereby authorizes the officials of the District responsible for issuing the Bonds, the same being the President, Secretary and Treasurer of the Board, to make such further covenants and certifications regarding the specific use of the proceeds of the Bonds as approved by the Board and as may be necessary to assure that the use thereof will not cause the Bonds to be arbitrage bonds and to assure that the interest on the Bonds will be exempt from federal income taxation. In connection therewith, the District and the Board further agree: (a) through their officers, to make such further specific covenants, representations as shall be truthful, and assurances as may be necessary or advisable; (b) to consult with counsel approving the Bonds and to comply with such advice as may be given; (c) to pay to the United States, as necessary, such sums of money representing required rebates of excess arbitrage profits relating to the Bonds; (d) to file such forms, statements, and supporting documents as may be required and in a timely manner; and (e) if deemed necessary or advisable by their officers, to employ and pay fiscal agents, financial advisors, attorneys, and other persons to assist the District in such compliance.

*Section 12. Reimbursement.* With respect to expenditures for the Project paid within the 60 day period ending on this date and with respect to which no declaration of intent was

previously made, the District hereby declares its intent to reimburse such expenditures and hereby allocates proceeds of the Bonds in the amount indicated in the Tax Exemption Certificate and Agreement to be delivered in connection with the issuance of the Bonds to reimburse said expenditures.

*Section 13. Designation of Issue.* The District hereby designates each of the Bonds as a “qualified tax-exempt obligation” for the purposes and within the meaning of Section 265(b)(3) of the Code.

*Section 14. List of Bondholders.* The Bond Registrar shall maintain a list of the names and addresses of the holders of all Bonds and upon any transfer shall add the name and address of the new Bondholder and eliminate the name and address of the transferor Bondholder.

*Section 15. Duties of Bond Registrar.* If requested by the Bond Registrar, the President and Secretary of the Board are authorized to execute the Bond Registrar’s standard form of agreement between the District and the Bond Registrar with respect to the obligations and duties of the Bond Registrar hereunder which may include the following:

- (a) to act as bond registrar, authenticating agent, paying agent and transfer agent as provided herein;
- (b) to maintain a list of Bondholders as set forth herein and to furnish such list to the District upon request, but otherwise to keep such list confidential;
- (c) to cancel and/or destroy Bonds which have been paid at maturity or submitted for exchange or transfer;
- (d) to furnish the District at least annually a certificate with respect to Bonds cancelled and/or destroyed; and
- (e) to furnish the District at least annually an audit confirmation of Bonds paid, Bonds outstanding and payments made with respect to interest on the Bonds.

*Section 16. Record-Keeping Policy and Post-Issuance Compliance Matters.* On June 13, 2011, the Board adopted a record-keeping policy (the “Policy”) in order to maintain sufficient

*Section 18. Repeal.* All resolutions, ordinances or parts thereof in conflict herewith be and the same are hereby repealed and this Ordinance shall be in full force and effect forthwith upon its adoption.

Adopted October 29, 2019.

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President, Board of Park Commissioners

Attest:

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Secretary, Board of Park Commissioners

Park Commissioner \_\_\_\_\_ moved and Park Commissioner \_\_\_\_\_  
seconded the motion that said ordinance as presented and read by title by the Secretary be adopted.

After a full discussion thereof, the President directed that the roll be called for a vote upon  
the motion to adopt said ordinance.

Upon the roll being called, the following Park Commissioners voted AYE: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The following Park Commissioners voted NAY: \_\_\_\_\_

Whereupon the President declared the motion carried and said ordinance adopted and  
directed the Secretary to record the same in full in the records of the Board of Park Commissioners  
of the Prospect Heights Park District, Cook County, Illinois, which was done.

Other business not pertinent to the adoption of said ordinance was duly transacted at said  
meeting.

Upon motion duly made, seconded and carried, the meeting was adjourned.

\_\_\_\_\_  
Secretary, Board of Park Commissioners



STATE OF ILLINOIS     )  
                                      ) SS  
COUNTY OF COOK     )

**CERTIFICATION OF MINUTES AND ORDINANCE**

I, the undersigned, do hereby certify that I am the duly qualified and acting Secretary of the Board of Park Commissioners of the Prospect Heights Park District, Cook County, Illinois (the "Board"), and as such official am the keeper of the records and files of the Board.

I further certify that the foregoing is a full, true and complete transcript of that portion of the minutes of the meeting of the Board held on the 29th day of October, 2019, insofar as the same relates to the adoption of Ordinance No. \_\_\_\_\_ entitled:

AN ORDINANCE providing for the issue of \$\_\_\_\_\_ General Obligation Limited Tax Park Bonds, Series 2019, of the Prospect Heights Park District, Cook County, Illinois, for the payment of land for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of said Park District, for the payment of certain outstanding bonds of said Park District, providing for the levy of a direct annual tax to pay the principal and interest on said bonds and authorizing the sale of said bonds to the purchaser thereof.

a true, correct and complete copy of which said ordinance as adopted at said meeting appears in the foregoing transcript of the minutes of said meeting.

I do further certify that the deliberations of the Board on the adoption of said ordinance were conducted openly, that the vote on the adoption of said ordinance was taken openly, that said meeting was held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that an agenda for said meeting was posted at the location where said meeting was held and at the principal office of the Board at least 96 hours in advance of the holding of said meeting, that at least one copy of said agenda was continuously available for public review during the entire 96-hour period preceding said meeting, that a true, correct and complete copy of said agenda as so posted is attached hereto as *Exhibit A*, that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, and with the provisions of the Park District Code of the State of Illinois, as amended, and that the Board has complied with all of the provisions of said Act and said Code and with all of the procedural rules of the Board.

IN WITNESS WHEREOF, I hereunto affix my official signature and seal of said Park District, this 29th day of October, 2019.

\_\_\_\_\_  
Secretary, Board of Park Commissioners

(SEAL)

STATE OF ILLINOIS     )  
                                      ) SS  
COUNTY OF COOK     )

**FILING CERTIFICATE**

I, the undersigned, do hereby certify that I am the duly qualified and acting County Clerk of The County of Cook, Illinois, and as such official I do further certify that on the \_\_\_\_ day of November, 2019, there was filed in my office a duly certified copy of Ordinance No. \_\_\_\_\_ entitled:

AN ORDINANCE providing for the issue of \$\_\_\_\_\_ General Obligation Limited Tax Park Bonds, Series 2019, of the Prospect Heights Park District, Cook County, Illinois, for the payment of land for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of said Park District, for the payment of certain outstanding bonds of said Park District, providing for the levy of a direct annual tax to pay the principal and interest on said bonds and authorizing the sale of said bonds to the purchaser thereof.

duly adopted by the Board of Park Commissioners of the Prospect Heights Park District, Cook County, Illinois, on the 29th day of October, 2019, and that the same has been deposited in the official files and records of my office.

IN WITNESS WHEREOF, I hereunto affix my official signature and the seal of said County, this \_\_\_\_ day of November, 2019.

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County Clerk of The County of Cook,  
Illinois

(SEAL)