



BOARD REPORT

JANUARY 28, 2020



PUBLIC NOTICE

**Agenda for the January 28, 2020 Regular Board Meeting
Gary Morava Recreation Center
110 W Camp McDonald Road, Prospect Heights, IL 60070**

- I. Call to Order – 7:00 p.m.**
 - A. Roll Call**
 - B. Pledge of Allegiance**
- II. Corrections/Additions/Approval of Agenda**
- III. Correspondence**
 - A. Notice of Planning / Zoning Board of Appeals Public Hearing January 23, 2020**
 - B. Invitation to 2020 IAPD Joint Legislative Breakfast February 14, 2020 in Glenview**
 - C. Invitation to 2020 IAPD Joint Legislative Breakfast February 22, 2020 in Schaumburg**
 - D. Audit Management letter**
- IV. Recognition/Welcome**
- V. Public Comment**

Completion of Resident Comment Form required prior to Call to Order. Submit to Executive Director.
- VI. Approval of Minutes**
 - A. Regular Board Meeting – December 17, 2019**
- VII. Announcements (Meetings)**
 - A. Regular Board Meeting – February 25, 2020 7:00 p.m. GMRC**
- VIII. Park District Treasurer's Report**
 - A. Approval of Cash Report #1**
 - B. Approval of Warrants for Payment**
- IX. Superintendent of Finance and Planning Report**
- X. Attorney's Report**

Legal Matter

- XI. Administrative/Operational Summary
 - A. Executive Director
 - B. Superintendent of Recreation
 - C. Superintendent of Facilities and Parks
 - D. Director of Golf
 - E. Recreation Supervisors
- XII. Unfinished/Ongoing Business
 - A. Lexington Homes: Muir Park subcommittee recommendation
 - B. Feasibility Study
- XIII. New Business
 - A. Authorizing FY2019 Transfers between Funds
 - B. Resolution No. 1.28.2020
Adoption of Policy for handling complaints of sexual harassment made by elected officials against other elected officials
 - C. Adoption of Combined Budget and Appropriation Ordinance 01.28.2020
 - D. Ordinance No. 1.28.2020A
Adoption of ordinance prohibiting the use of cannabis on Park District property or in facilities
- XIV. Recess into Executive Session (Visitors are Excused at this Time)
In accordance with the Open Meetings Act (5ILCS 1220/2 Section 2A Subsection C) for the purpose of discussion of Personnel (Section 2(c) (1))
- XV. 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.

**NOTICE TO PROPERTY OWNERS
PLAN/ZONING BOARD OF APPEALS
PUBLIC HEARING**

Date of Hearing:

January 23, 2020

Time of Hearing:

7:00 p.m.

Place of Hearing:

**Prospect Heights City Hall
8 North Elmhurst Road
Prospect Heights, IL 60070**

Subject Property

10 E. Camp McDonald Rd., Prospect Heights, IL 60070

Explanation of Request:

The petitioner will be seeking the following relief for this project:

for consideration of a Special Use and Variations, Section 5-3-15G to allow the construction of a 115' high wireless communication facility; and Section 5-6-1 B with a setback of less than 500 feet of residentially zoned property commonly known as 10 E. Camp McDonald, Prospect Heights, Illinois, in the City's R-1 Single Family Residential District.

Legal Description:

Parcel 2:

LOT 69 IN SMITH AND DAWSON SECOND ADDITION TO COUNTRY CLUB ACRES, A SUBDIVISION OF THE SOUTHWEST QUARTER OF THE SOUTHEAST QUARTER AND THE WEST 10 ACRES OF THE NORTHWEST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 22, TOWNSHIP 42 NORTH, RANGE 11 EAST OF THE THIRD PRINCIPAL MERIDIAN, IN COOK COUNTY, ILLINOIS, ACCORDING TO THE PLAT THEREOF REGISTERED AS DOCUMENT NO. 791719 OF THE COOK COUNTY RECORDS.

Parcel 1:

LOT 51 IN SMITH AND DAWSON SECOND ADDITION TO COUNTRY CLUB ACRES, A SUBDIVISION OF THE SOUTHWEST QUARTER OF THE SOUTHEAST QUARTER OF THE WEST 10 ACRES OF THE NORTHWEST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 22, TOWNSHIP 42 NORTH RANGE 11 EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF REGISTERED AS DOCUMENT NO. 791719 OF THE COOK COUNTY RECORDS, LESS AND EXCEPT THE PARCEL OF LAND CONVEYED TO THE CITY OF PROSPECT HEIGHTS BY DEED RECORDED 12/02/1992 AS DOCUMENT NO. 92-902849 OF THE COOK COUNTY RECORDS.

PIN #03-22-408-031-0000

Christina Ferraro

To: Michael McCarty

Subject: SAVE THE DATE: Invitation to the 2020 IAPD Legislative Breakfast

Dear Park Directors,

The Illinois Association of Park Districts Joint Legislative Committee is hosting a legislative breakfast in numerous districts around the state. The purpose of these breakfasts is to bring together your local Legislators and Park Commissioners to discuss issues that will be debated throughout this next legislative session. These breakfasts can be very beneficial in identifying issues of concern to park, forest and conservation districts throughout Illinois. We believe that any opportunity that we can create for locally elected commissioners to meet with state legislators improves the communication and allows for the legislators to be more aware of issues that impact the quality of life within the districts they serve.

**The 2020 Legislative Breakfast will be held on
Friday, February 14, 2020 at 9:00 a.m. in the Redfield Estate at The Grove Nature
Preserve
1421 Milwaukee Ave., Glenview, IL**

All local legislators will be invited to attend but I also encourage you to reach out to your legislators. We need your full support for this meeting and the attendance of Commissioners from your district. *(Kindly forward this invitation to your Park Board members).*

The following agencies have all been invited: Park Districts: Arlington Heights, Buffalo Grove, Des Plaines, Glencoe, Glenview, Golf Maine, Highland Park, Morton Grove, Mount Prospect, Niles, Northbrook, Northfield, Park Ridge, Prospect Heights, River Trails, Skokie, Wheeling, Wilmette, Winnetka; Lincolnwood Park & Recreation; Northern Suburban Special Recreation Association and the Maine-Niles Association of Special Recreation

Please call **Joanne Capaccio**, Glenview Park District Executive Assistant, at 224-521-2282 or email joanne.capaccio@glenviewparks.org by **Friday, February 7, 2020** to indicate your interest in attending and the names of Commissioners you plan to bring to the Legislative Breakfast.

If you should have any questions, please give me a call. *The Agenda for the breakfast is attached.*

Thank you!
Mike

Michael McCarty, CPRP
Executive Director
1930 Prairie Street
Glenview, IL 60025
Office: 224.521.2250
Michael.McCarty@glenviewparks.org

ILLINOIS ASSOCIATION OF PARK DISTRICTS

Joint Legislative Committee Breakfast

A G E N D A

Date: Friday,
February 14, 2020

Time: 9:00 a.m.

Place of Meeting:
The Redfield Estate at
The Grove

1421 Milwaukee Ave.
Glenview, IL



Host Agency
Glenview Park District

- ❖ Social and Breakfast
- ❖ Call to Order
- ❖ Introductions of Legislators and Guests
- ❖ Welcome by Host Chair and Glenview Park Board President Jen Roberts
- ❖ Comments from Joint Legislative Committee Member Bill Casey
- ❖ Remarks by Legislators
- ❖ Review IAPD/IPRA Joint Legislative Platform
- ❖ Adjournment

Estimated time of gathering 1 Hour 30 Minutes

**Optional: Tour of the newly remodeled Grove Interpretive Center immediately following*



S·c·h·a·u·m·b·u·r·g
PARK DISTRICT

January 14, 2020

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

Dear Christina:

The Illinois Association of Park Districts Joint Legislative Committee is hosting a legislative breakfast program in numerous legislative districts around the state. The purpose of these breakfasts is to bring together your local legislators and park commissioners to discuss issues that will be debated throughout this next legislative session. These breakfasts can be very beneficial in identifying issues of concern to park, forest and conservation districts throughout Illinois.

We believe that any opportunity that we can create for locally elected commissioners to meet with state legislators improves the communication and allows for the legislators to be more aware of issues that impact the quality of life within the districts they serve.

Representatives from the following agencies have been invited to this event: Arlington Heights Park District, Bartlett Park District, Bloomindale Park District, Elk Grove Park District, Hanover Park Park District, Hoffman Estates Park District, Mount Prospect Park District, NWSRA, Palatine Park District, Prospect Heights Park District, Rolling Meadows Park District, Roselle Park District, Salt Creek Park District, Schaumburg Park District, Schaumburg Park Foundation, South Barrington Park District, and Streamwood Park District.

The legislative breakfast for your district will be held on **Saturday, February 22nd at 8:00 a.m. at the Schaumburg Golf Club, 401 N. Roselle Road, Schaumburg.** All local legislators have been invited to attend. We need your full support for this meeting and the attendance of all commissioners from your district.

Please call Leanne Osmanski at 847-985-2115 (or e-mail leosmanski@parkfun.com) by February 14th to indicate your interest in attending and the number of commissioners you plan to bring to the legislative breakfast.

Sincerely,
SCHAUMBURG PARK DISTRICT

Tony LaFrenere, CPRP
Executive Director
tlafrenere@parkfun.com



Jerry Handlon Administration Office • 235 E. Beech Drive • Schaumburg, IL 60193-2903
Ph: 847-985-2115 • Fax: 847-985-2114 • www.parkfun.com

The Schaumburg Park District is a *National Gold Medal* and *Illinois Distinguished Accredited Agency*.



**ILLINOIS ASSOCIATION OF PARK DISTRICTS
JOINT LEGISLATIVE COMMITTEE**

Legislative Breakfast
8:00 a.m. – 10:00 a.m.
Saturday, February 22, 2020
Schaumburg Golf Club
401 N. Roselle Road
Schaumburg

AGENDA

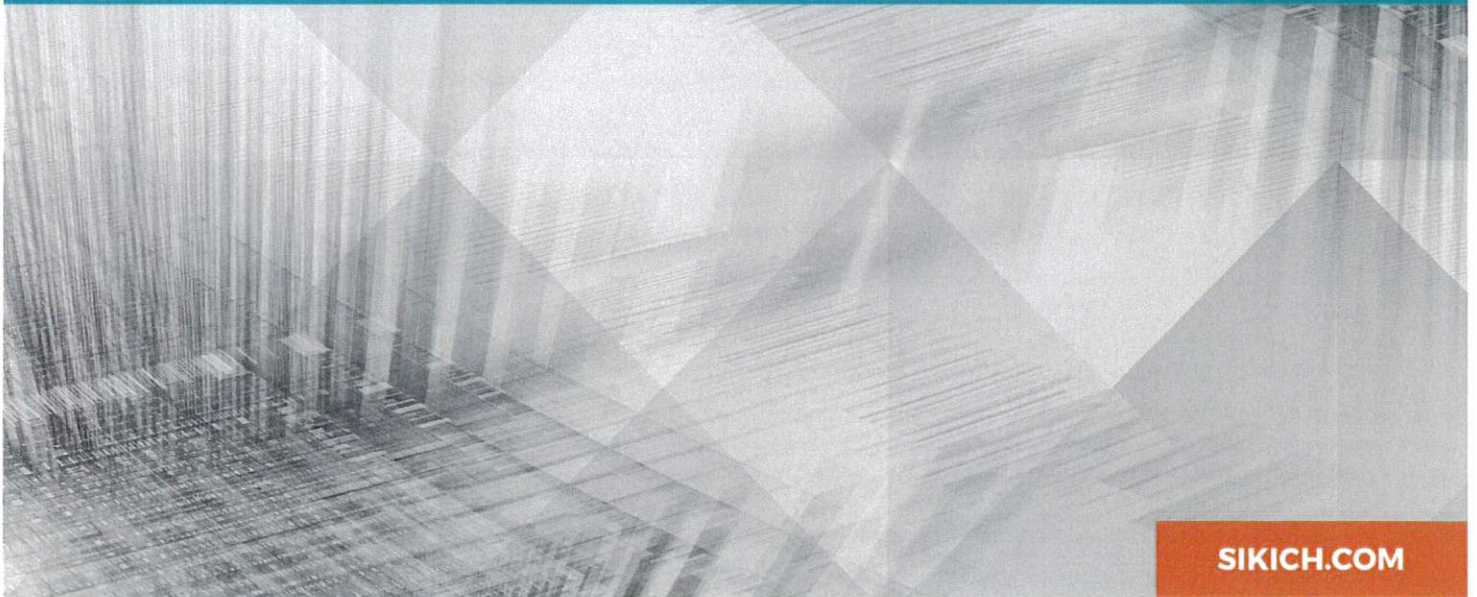
- 8:00 a.m. Social and Breakfast
- 8:30 a.m. Welcome by Schaumburg Park District Representative
- Introduction of Legislators
- Legislator Comments
- Review IAPD/IPRA Joint Legislative Platform
- Discussion
- Adjournment



**PROSPECT HEIGHTS PARK DISTRICT
PROSPECT HEIGHTS, ILLINOIS**

AUDITOR'S COMMUNICATION TO THE
BOARD OF PARK COMMISSIONERS
AND MANAGEMENT

For the Year Ended December 31, 2018



SIKICH.COM

PROSPECT HEIGHTS PARK DISTRICT
PROSPECT HEIGHTS, ILLINOIS
AUDITOR’S COMMUNICATION TO THE BOARD OF PARK COMMISSIONERS
AND MANAGEMENT
TABLE OF CONTENTS

	<u>Page(s)</u>
COVER LETTER.....	1
REQUIRED COMMUNICATION WITH THOSE CHARGED WITH GOVERNANCE.....	2-8
• Adjusting Journal Entries	
MANAGEMENT LETTER.....	9-13
FIRM PROFILE	



1415 West Diehl Road, Suite 400
Naperville, IL 60563
630.566.8400

SIKICH.COM

November 20, 2019

Members of the Board of Park Commissioners
and Management
Prospect Heights Park District
Prospect Heights, Illinois

Ladies and Gentlemen:

As part of our audit process we are required to have certain communications with those charged with governance at the beginning of our audit process and at the conclusion of the audit. Those communications include information related to the planned scope and timing of our audit, as well as other information required by audit standards. Our communication at the beginning of our audit process along with our questionnaire regarding consideration of fraud in a financial statement audit was sent to you during our audit fieldwork.

In addition, auditing standards require the communication of internal control related matters to those charged with governance. Our management letter, as well as a listing of future pronouncements that may affect the District, are enclosed within this document.

This information is intended solely for the use of the Board of Park Commissioners and Management of Prospect Heights Park District and is not intended to be and should not be used by anyone other than these specified parties.

Sincerely,

Sikich LLP

Sikich LLP
By: Anthony M. Cervini, CPA, CFE
Partner

1415 West Diehl Road, Suite 400
Naperville, IL 60563
630.566.8400

SIKICH.COM

November 20, 2019

Members of the Board of Park Commissioners
and Management
Prospect Heights Park District
Prospect Heights, Illinois

Ladies and Gentlemen:

We have audited the financial statements of the governmental activities, each major fund and the aggregate remaining fund information of Prospect Heights Park District (the District) for the year ended December 31, 2018, and have issued our report thereon dated November 20, 2019. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated November 1, 2017. Professional standards also require that we communicate to you the following information related to our audit.

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the District are described in Note 1 to the financial statements. No new accounting policies were adopted, and the application of existing policies was not changed during the fiscal year ended December 31, 2018, except for the adoption of GASB Statement No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other than Pensions*. We noted no transactions entered into by the District during the year for which there is a lack of authoritative guidance or consensus.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because the possibility that future events affecting them may differ significantly from those expected.

Management's estimate of the District's net pension liabilities and total other postemployment benefit liability and related amounts are based on various actuarially determined amounts, including estimated investment returns, dates of employee retirement, discount rates, healthcare trend rates, and mortality rates. We evaluated key factors and assumptions used to develop the management's estimates of the District's net pension liabilities and total other postemployment benefit liability and related amounts in determining that they are reasonable in relation to the financial statements taken as a whole.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. None of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to each opinion unit's financial statements taken as a whole, with the exception of AJE#01 , AJE#07 and AJE#09 on the attached schedule. We did not identify any uncorrected misstatements.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated November 20, 2019.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the District's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the District's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

We applied certain limited procedures to the required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report on the combining and individual fund financial statements and schedules, which accompany the basic financial statements but are not RSI. With respect to the combining and individual fund financial statements and schedules, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the basic financial statements. We compared and reconciled the combining and individual fund financial statements and schedules to the underlying accounting records used to prepare the basic financial statements or to the basic financial statements themselves.

We were not engaged to report on the introductory section and the statistical section, which accompany the financial statements but are not RSI. We did not audit or perform other procedures on this other information and we do not express an opinion or provide any assurance on it.

Restriction on Use

This information is intended solely for the use of the President, Park Commissioners and Management of Prospect Heights Park District and is not intended to be, and should not be, used by anyone other than these specified parties.

Sincerely,

Sikich LLP

Sikich LLP

By: Anthony M. Cervini, CPA, CFE
Partner

Prospect Heights Park District

Year End: December 31, 2018

Adjusting Journal Entries

Date: 1/1/2018 To 12/31/2018

Number	Date	Name	Account No	Amount
AJE01	12/31/2018	VEHICLES	999-00-1305 GASB-999	74,884.00
AJE01	12/31/2018	BUILDINGS	999-00-1310 GASB-999	120,829.48
AJE01	12/31/2018	FURNITURE & FIXTURES	999-00-1315 GASB-999	13,851.00
AJE01	12/31/2018	LAND IMPROVEMENTS	999-00-1330 GASB-999	159,816.00
AJE01	12/31/2018	MACHINERY & EQUIPMENT	999-00-1350 GASB-999	782,317.41
AJE01	12/31/2018	A/D-VEHICLES	999-00-1405 GASB-999	(19,853.92)
AJE01	12/31/2018	A/D-BUILDINGS	999-00-1410 GASB-999	(579,501.81)
AJE01	12/31/2018	A/D-FURNITURE AND FIXTURES	999-00-1415 GASB-999	(1,151.84)
AJE01	12/31/2018	A/D-LAND IMPROVEMENTS	999-00-1430 GASB-999	(196,500.34)
AJE01	12/31/2018	A/D-BIKE PATH	999-00-1435 GASB-999	(5,041.80)
AJE01	12/31/2018	A/D-MACHINERY AND EQUIPMENT	999-00-1450 GASB-999	(266,312.38)
AJE01	12/31/2018	IMRF Deferred Outflows	999-00-1900 GASB-999	267,495.00
AJE01	12/31/2018	IMRF Plan Year Adjustment	999-00-1910 GASB-999	117,073.89
AJE01	12/31/2018	COMPENSATED ABSENCES PAYABLE	999-00-2111 GASB-999	2,437.36
AJE01	12/31/2018	BONDS PAYABLE - LONG TERM	999-00-2210 GASB-999	8,298,357.00
AJE01	12/31/2018	BONDS PAYABLE - SHORT TERM	999-00-2215 GASB-999	192,326.00
AJE01	12/31/2018	INTEREST PAYABLE	999-00-2225 GASB-999	3,443.36
AJE01	12/31/2018	DISCOUNT ON BONDS	999-00-2550 GASB-999	76,858.52
AJE01	12/31/2018	Bond Premium	999-00-2560 GASB-999	(468,941.33)
AJE01	12/31/2018	IMRF Deferred Inflows	999-00-2900 GASB-999	(26,238.00)
AJE01	12/31/2018	Net Pension Liability	999-00-2910 GASB-999	(473,028.00)
AJE01	12/31/2018	Capital Leases - ST	999-00-2998 GASB-999	(72,613.12)
AJE01	12/31/2018	Capital Leases - LT	999-00-2999 GASB-999	(307,370.91)
AJE01	12/31/2018	FUND BALANCE	999-00-3000 GASB-999	1,304,461.00
AJE01	12/31/2018	INVESTED IN CAPITAL ASSETS	999-00-3100 GASB-999	(9,146,184.48)
AJE01	12/31/2018	Future Cost of Refunding	999-99-9999 GASB-999	148,585.91
To adjust beginning balances to last year audit				
AJE02	12/31/2018	ACCRUED PAYROLL	100-00-2110 GF-100	(1,353.49)
AJE02	12/31/2018	SALARIES- CORP.	100-01-5010 GF-100	1,353.49
AJE02	12/31/2018	ACCRUED PAYROLL	200-00-2110 RF-200	(7,639.99)
AJE02	12/31/2018	SALARIES-RECREATION	200-02-5010 RF-200	7,639.99
AJE02	12/31/2018	ACCRUED PAYROLL	300-00-2110 GF-300	(1,577.20)
AJE02	12/31/2018	SALARIES-GOLF	300-40-5010 GF-300	1,577.20
AJE02	12/31/2018	ACCRUED PAYROLL	411-00-2110 SSF-411	(808.67)
AJE02	12/31/2018	EMPLOYER SHARE FICA	411-99-5160 SSF-411	808.67
To record accrued payroll				
AJE03	12/31/2018	COMPENSATED ABSENCES PAYABLE	999-00-2111 GASB-999	(4,226.93)
AJE03	12/31/2018	COMPENSATED ABSENCE	999-99-7014 GASB-999	4,226.93
Record Comp Abs				

Number	Date	Name	Account No	Amount
AJE04	12/31/2018	CONTRACTED SERVICE	100-01-5300 GF-100	(1,210.00)
AJE04	12/31/2018	LEGAL SERVICES	100-01-5332 GF-100	395.00
AJE04	12/31/2018	LEGAL SERVICES	100-01-5332 GF-100	815.00
		To correct Legal services entry for Sep and Oct payment		
AJE05	12/31/2018	ACCOUNTS PAYABLE	407-00-2201 IF-407	10,225.85
AJE05	12/31/2018	ACCOUNTS PAYABLE	407-00-2201 IF-407	(8,102.86)
AJE05	12/31/2018	EMPLOYER SHARE IMRF	407-99-5155 IF-407	(10,225.85)
AJE05	12/31/2018	EMPLOYER SHARE IMRF	407-99-5155 IF-407	8,102.86
		To adjust IMRF Payable		
AJE06	12/31/2018	PROPERTY TAX RECEIVABLE	100-00-1220 GF-100	122,021.00
AJE06	12/31/2018	DEFERRED PROPERTY TAX REVENUE	100-00-2000 GF-100	(122,883.33)
AJE06	12/31/2018	PROPERTY TAX	100-01-4002 GF-100	862.33
AJE06	12/31/2018	PROPERTY TAX RECEIVABLE	200-00-1220 RF-200	(147,153.00)
AJE06	12/31/2018	DEFERRED PROPERTY TAX REVENUE	200-00-2000 RF-200	146,755.76
AJE06	12/31/2018	PROPERTY TAX	200-02-4002 RF-200	397.24
AJE06	12/31/2018	PROPERTY TAX RECEIVABLE	404-00-1220 AF-404	1,748.00
AJE06	12/31/2018	DEFERRED PROPERTY TAX REVENUE	404-00-2000 AF-404	(1,760.35)
AJE06	12/31/2018	PROPERTY TAX	404-99-4002 AF-404	12.35
AJE06	12/31/2018	PROPERTY TAX RECEIVABLE	405-00-1220 PLF-405	594.00
AJE06	12/31/2018	DEFERRED PROPERTY TAX REVENUE	405-00-2000 PLF-405	(598.20)
AJE06	12/31/2018	PROPERTY TAX	405-99-4002 PLF-405	4.20
AJE06	12/31/2018	PROPERTY TAX RECEIVABLE	406-00-1220 LIF-406	10,917.00
AJE06	12/31/2018	DEFERRED PROPERTY TAX REVENUE	406-00-2000 LIF-406	(10,994.05)
AJE06	12/31/2018	PROPERTY TAX	406-99-4002 LIF-406	77.05
AJE06	12/31/2018	PROPERTY TAX RECEIVABLE	407-00-1220 IF-407	16,776.00
AJE06	12/31/2018	DEFERRED PROPERTY TAX REVENUE	407-00-2000 IF-407	(16,894.55)
AJE06	12/31/2018	PROPERTY TAX	407-99-4002 IF-407	118.55
AJE06	12/31/2018	PROPERTY TAX RECEIVABLE	408-00-1220 PF-408	8,716.00
AJE06	12/31/2018	DEFERRED PROPERTY TAX REVENUE	408-00-2000 PF-408	(8,777.60)
AJE06	12/31/2018	PROPERTY TAX	408-99-4002 PF-408	61.60
AJE06	12/31/2018	PROPERTY TAX RECEIVABLE	409-00-1220 MF-409	1,522.00
AJE06	12/31/2018	DEFERRED PROPERTY TAX REVENUE	409-00-2000 MF-409	(1,532.76)
AJE06	12/31/2018	PROPERTY TAX	409-99-4002 MF-409	10.76
AJE06	12/31/2018	PROPERTY TAX RECEIVABLE	410-00-1220 SRF-410	13,945.00
AJE06	12/31/2018	DEFERRED PROPERTY TAX REVENUE	410-00-2000 SRF-410	(14,043.55)
AJE06	12/31/2018	PROPERTY TAX	410-99-4002 SRF-410	98.55
AJE06	12/31/2018	PROPERTY TAX RECEIVABLE	411-00-1220 SSF-411	14,970.00
AJE06	12/31/2018	DEFERRED PROPERTY TAX REVENUE	411-00-2000 SSF-411	(15,075.70)
AJE06	12/31/2018	PROPERTY TAX	411-99-4002 SSF-411	105.70
AJE06	12/31/2018	PROPERTY TAX RECEIVABLE	610-00-1220 DSF-610	(4,503.00)
AJE06	12/31/2018	DEFERRED PROPERTY TAX REVENUE	610-00-2000 DSF-610	3,993.13
AJE06	12/31/2018	PROPERTY TAX	610-99-4002 DSF-610	509.87
		To adjust property taxes receivable/deferred		

Number	Date	Name	Account No	Amount
AJE07	12/31/2018	CLAIM ON CASH	100-00-1040 GF-100	43,818.24
AJE07	12/31/2018	PROPERTY TAX	100-01-4002 GF-100	(43,818.24)
AJE07	12/31/2018	CLAIM ON CASH	200-00-1040 RF-200	(61,626.50)
AJE07	12/31/2018	PROPERTY TAX	200-02-4002 RF-200	61,626.50
AJE07	12/31/2018	CLAIM ON CASH	404-00-1040 AF-404	661.57
AJE07	12/31/2018	PROPERTY TAX	404-99-4002 AF-404	(661.57)
AJE07	12/31/2018	CLAIM ON CASH-P&L	405-00-1040 PLF-405	223.37
AJE07	12/31/2018	PROPERTY TAX	405-99-4002 PLF-405	(223.37)
AJE07	12/31/2018	CLAIM ON CASH	406-00-1040 LIF-406	4,127.14
AJE07	12/31/2018	PROPERTY TAX	406-99-4002 LIF-406	(4,127.14)
AJE07	12/31/2018	CLAIM ON CASH	407-00-1040 IF-407	6,338.71
AJE07	12/31/2018	PROPERTY TAX	407-99-4002 IF-407	(6,338.71)
AJE07	12/31/2018	CLAIM ON CASH	408-00-1040 PF-408	3,292.07
AJE07	12/31/2018	PROPERTY TAX	408-99-4002 PF-408	(3,292.07)
AJE07	12/31/2018	CLAIM ON CASH	409-00-1040 MF-409	576.15
AJE07	12/31/2018	PROPERTY TAX	409-99-4002 MF-409	(576.15)
AJE07	12/31/2018	CLAIM ON CASH	410-00-1040 SRF-410	5,268.84
AJE07	12/31/2018	PROPERTY TAX	410-99-4002 SRF-410	(5,268.84)
AJE07	12/31/2018	CLAIM ON CASH	411-00-1040 SSF-411	5,657.36
AJE07	12/31/2018	PROPERTY TAX	411-99-4002 SSF-411	(5,657.36)
AJE07	12/31/2018	CLAIM ON CASH	610-00-1040 DSF-610	(8,336.95)
AJE07	12/31/2018	PROPERTY TAX	610-99-4002 DSF-610	8,336.95

To reallocate property tax revenues

AJE08	12/31/2018	CLAIM ON CASH	100-00-1040 GF-100	3,679.00
AJE08	12/31/2018	DUE FROM OTHER FUND	100-00-1099 GF-100	(3,679.00)
AJE08	12/31/2018	GRANT PAYABLE	100-00-2500 GF-100	(1,598.60)
AJE08	12/31/2018	MISCELLANEOUS EXPENSE	100-30-6080 GF-100	1,598.60
AJE08	12/31/2018	CLASS-A/R-CUSTOMER BALANCE	300-00-1201 GF-300	100.00
AJE08	12/31/2018	MEMBERSHIP DEPOSITS	300-00-2300 GF-300	4,500.00
AJE08	12/31/2018	GOLF OUTING DEPOSITS	300-00-2310 GF-300	1,000.00
AJE08	12/31/2018	GOLF OPERATION DEPOSITS	300-00-2325 GF-300	(9,402.52)
AJE08	12/31/2018	Wedding Deposits	300-00-2370 GF-300	(4,500.00)
AJE08	12/31/2018	Wedding Deposits	300-00-2370 GF-300	(1,000.00)
AJE08	12/31/2018	Wedding Deposits	300-00-2370 GF-300	(5,000.00)
AJE08	12/31/2018	MISCELLANEOUS INCOME	300-40-4029 GF-300	(100.00)
AJE08	12/31/2018	GOLF SPECIAL EVENT INCOME	300-40-4622 GF-300	5,000.00
AJE08	12/31/2018	BANK MERCHANT FEE	300-40-7080 GF-300	9,402.52
AJE08	12/31/2018	PRO SHOP SOFT GOODS	300-42-4630 GF-300	(21,201.57)
AJE08	12/31/2018	GOLF SPECIAL ORDER-APPAREL REVENUE	300-42-4656 GF-300	21,201.57
AJE08	12/31/2018	ACCOUNTS PAYABLE PENDING	405-00-2115 PLF-405	(7.16)
AJE08	12/31/2018	ELECTRICITY	405-99-5205 PLF-405	7.16
AJE08	12/31/2018	CLAIM ON CASH	412-00-1040 MF-412	(3,679.00)
AJE08	12/31/2018	DUE TO OTHER FUNDS	412-00-2001 MF-412	3,679.00

Correct balance sheet amounts

AJE09	12/31/2018	CLAIM ON CASH	200-00-1040 RF-200	5,373.00
AJE09	12/31/2018	DEFERRED PROGRAMS	200-00-2034 RF-200	(64,468.60)
AJE09	12/31/2018	DEFERRED PROGRAMS	200-00-2034 RF-200	116,455.96
AJE09	12/31/2018	FUND BALANCE	200-00-3000 RF-200	(125,899.13)
AJE09	12/31/2018	MISCELLANEOUS INCOME	200-02-4029 RF-200	9,443.17
AJE09	12/31/2018	FACILITY RENTAL	200-02-4030 RF-200	(2,869.00)
AJE09	12/31/2018	PRESCHOOL CREATIVE KIDS	200-03-4135 RF-200	1,683.00

Number	Date	Name	Account No	Amount
AJE09	12/31/2018	CHILDRENS DANCE	200-06-4106 RF-200	16,277.14
AJE09	12/31/2018	ATHLETICS	200-07-4104 RF-200	2,733.63
AJE09	12/31/2018	LEAGUES	200-07-4115 RF-200	9,247.67
AJE09	12/31/2018	PERFORMING ART	200-08-4106 RF-200	1,944.00
AJE09	12/31/2018	CONCESSION STAND SALES	200-09-4056 RF-200	3,110.50
AJE09	12/31/2018	SEASON POOL PASS	200-10-4200 RF-200	3,023.22
AJE09	12/31/2018	SWIM TEAM	200-10-4208 RF-200	2,886.55
AJE09	12/31/2018	GMRC FITNESS CENTER PASS	200-13-4332 RF-200	10,105.00
AJE09	12/31/2018	RACQUETBALL & GYM PASS	200-13-4334 RF-200	1,071.89
AJE09	12/31/2018	SUMMER DAY CAMP	200-14-4110 RF-200	9,882.00
AJE09	12/31/2018	CLAIM ON CASH	300-00-1040 GF-300	(5,373.00)
AJE09	12/31/2018	GOLF LESSONS	300-40-4526 GF-300	5,373.00

Rec Trac Deferred Entries

**PROSPECT HEIGHTS PARK DISTRICT
PROSPECT HEIGHTS, ILLINOIS**

MANAGEMENT LETTER

For the Year Ended
December 31, 2018



1415 West Diehl Road, Suite 400
Naperville, IL 60563
630.566.8400

SIKICH.COM

Members of the Board of Park Commissioners
and Management
Prospect Heights Park District
Prospect Heights, Illinois

In planning and performing our audit of the governmental activities, each major fund and the aggregate remaining fund information of the Prospect Heights Park District (the District) as of and for the year ended December 31, 2018, in accordance with auditing standards generally accepted in the United States of America, we considered the District's internal control over financial reporting (internal control) as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency or a combination of deficiencies in internal control, such that there is a reasonable possibility that a material misstatement of the District's financial statements will not be prevented, or detected and corrected, on a timely basis. A significant deficiency is a deficiency, or combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses. Given these limitations during our audit, we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The District's written response to the deficiencies identified in our audit have not been subjected to the audit procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

This communication is intended solely for the information and use of the Board of Park Commissioners and management and others within the administration and is not intended to be and should not be used by anyone other than these specified parties.

Sikich LLP

Naperville, Illinois
November 20, 2019

DEFICIENCIES

1. Segregation of Duties

A system of internal control provides for a proper segregation of the accounting functions. This system would segregate recording of transactions, custody of assets, and authorization of transactions. Proper segregation is not always possible in entities with limited financial staff, but limited segregation to the extent possible can and should be implemented to reduce the risk of errors or fraud. At the District, there is a lack of segregation of duties due to the number of personnel performing the accounting functions. The District does have significant compensating controls, such as Board approval of bills lists and secondary review and approval of payroll transactions, accounts payable invoices and checks. We recommend that management continuously review the current assignments of accounting functions and, when possible, segregate duties and/or implement compensating controls to reduce the risk of errors or fraud.

We recommend that the District review its internal controls over its key transaction cycles (cash receipts, cash disbursements, payroll) to determine additional opportunities to segregate duties and mitigate risk.

2. Journal Entries

During our testing of journal entries, we noted certain entries where it was not clear who had prepared the journal entry, and in some cases, journal entries that were not formally documented as approved (i.e., no sign off). We recommend that all journal entries be reviewed and approved by someone other than the person entering and/or creating the journal entry, and to maintain an audit trail that documents both the preparer and reviewer on the original entry.

3. Year End Accruals

During our testing of year end accruals, we noted certain adjustments that were necessary to correctly record balances at year-end. We recommend that the District perform a detailed review of significant balance sheet and income statement accounts as part of the year-end close process to ensure amounts are properly recorded. We proposed adjusting journal entries, which were reviewed, approved and recorded by management to correct the general ledger balances at year end.

4. User Access Rights

During our review of the District's user access rights, it was determine that several employees were operating with "Administrator" privileges in roles that would not require that level of access. We recommend the District review the user access rights and ensure rights assigned are appropriate based on an individual's role.

Management Response

Management agrees with the recommendations as presented and will be addressing new controls.

OTHER COMMENTS

1. Future Accounting Pronouncements

GASB Statement No. 83, *Certain Asset Retirement Obligations*, addresses accounting and financial reporting for certain asset retirement obligations (AROs). An ARO is a legally enforceable liability associated with the retirement of a tangible capital asset. A government that has legal obligations to perform future asset retirement activities related to its tangible capital assets should recognize a liability based on the guidance in this Statement. The requirements of this standard are effective for the fiscal year ending December 31, 2019.

GASB Statement No. 84, *Fiduciary Activities*, establishes criteria for identifying fiduciary activities. The focus of the criteria generally is on (1) whether a government is controlling the assets of the fiduciary activity and (2) the beneficiaries with whom a fiduciary relationship exists. Separate criteria are included to identify fiduciary component units and postemployment benefit arrangements that are fiduciary activities. The statement describes four fiduciary funds that should be reported, if applicable: (1) pension (and other employee benefit) trust funds, (2) investment trust funds, (3) private-purpose trust funds, and (4) custodial funds. Custodial funds generally should report fiduciary activities that are not held in a trust or equivalent arrangement that meets specific criteria. The requirements of this standard are effective for the fiscal year ending December 31, 2019.

GASB Statement No. 87, *Leases*. The objective of this Statement is to better meet the information needs of financial statement users by improving accounting and financial reporting for leases by governments. This Statement increases the usefulness of governments' financial statements by requiring recognition of certain lease assets and liabilities for leases that previously were classified as operating leases and recognized as inflows of resources or outflows of resources based on the payment provisions of the contract. It establishes a single model for lease accounting based on the foundational principle that leases are financings of the right to use an underlying asset. Under this Statement, a lessee is required to recognize a lease liability and an intangible right-to-use lease asset, and a lessor is required to recognize a lease receivable and a deferred inflow of resources, thereby enhancing the relevance and consistency of information about governments' leasing activities. The requirements of this Statement are effective for the fiscal year December 31, 2020.

GASB Statement No 88, *Certain Disclosures Related to Debt, including Direct Borrowings and Direct Placements*, was issued in March 2018 and provides guidance on improving disclosures in the notes to the financial statements related to debt, including direct borrowings and direct placements of debt. This Statement defines debt for purposes of disclosure in notes to financial statements as a liability that arises from a contractual obligation to pay cash (or other assets that may be used in lieu of cash) in one or more payments to settle an amount that is fixed at the date the contractual obligation is established. This Statement requires that additional essential information related to debt be disclosed in notes to financial statements, including unused lines of credit; assets pledged as collateral for the debt; and terms specified in debt agreements related to significant events of default with finance-related consequences, significant termination events with finance-related consequences, and significant subjective acceleration clauses. This statement is effective for the fiscal year December 31, 2019.

OTHER COMMENTS (Continued)

1. Future Accounting Pronouncements (Continued)

GASB Statement No. 89, *Accounting for Interest Cost Incurred before the End of a Construction Period*, establishes accounting requirements for interest cost incurred before the end of a construction period. This Statement requires that interest cost incurred before the end of a construction period be recognized as an expense in the period in which the cost is incurred for financial statements prepared using the economic resources measurement focus. This Statement also reiterates that in financial statements prepared using the current financial resources measurement focus, interest cost incurred before the end of a construction period should be recognized as an expenditure on a basis consistent with governmental fund accounting principles. This statement is effective for the fiscal year ending December 31, 2020.

GASB Statement No. 90, *Majority Equity Interests*, an amendment of GASB Statements No. 14 and No. 61, was issued in August 2018. The primary objectives of this Statement are to improve the consistency in the measurement and comparability of reporting a government's majority equity interest in a legally separate organization and to improve the relevance of financial statement information for certain component units. This Statement establishes that ownership of a majority equity interest in a legal separate organization results in the government being financially accountable for the legally separate organization and, therefore, the government should report that organization as a component unit. This Statement also requires that a component unit in which a government has a 100 percent equity interest account for its assets, deferred outflows of resources, liabilities, and deferred inflows of resources at acquisition value at the date the government acquired a 100 percent equity interest in the component unit. This statement is effective for the fiscal year ending December 31, 2019.

GASB Statement No. 91, *Conduit Debt Obligations*, intends to provide a single method of reporting conduit debt obligations by issuers and eliminate diversity in practice associated with (1) commitments extended by issuers, (2) arrangements associated with conduit debt obligations, and (3) related note disclosures. This Statement aims to achieve those objectives by clarifying the existing definition of a conduit debt obligation; establishing that a conduit debt obligation is not a liability of the issuer; establishing standards for accounting and financial reporting of additional commitments and voluntary commitments extended by issuers and arrangements associated with conduit debt obligations; and improving required note disclosures. This statement is effective for the fiscal year ending December 31, 2021.

FIRM PROFILE



ORGANIZATION

Sikich LLP, a leading professional services firm specializing in accounting, technology, investment banking* and advisory services**, has 750+ professionals throughout the country. Founded in 1982, Sikich now ranks as one of the country's Top 30 Certified Public Accounting firms and is among the top one percent of all enterprise resource planning solution partners in the world. From corporations and not-for-profits to state and local governments, Sikich clients can use a broad spectrum of services and products that help them reach long-term, strategic goals.

INDUSTRIES

Sikich provides services and solutions to a wide range of industries. We have devoted substantial resources to develop a significant base of expertise and experience in:

AGRICULTURE	AUTOMOTIVE	CONSTRUCTION & REAL ESTATE
DISTRIBUTION & SUPPLY CHAIN	GOVERNMENT	HIGH-TECH
LIFE SCIENCES	MANUFACTURING	NOT-FOR-PROFIT
PRIVATE EQUITY	PROFESSIONAL SERVICES	

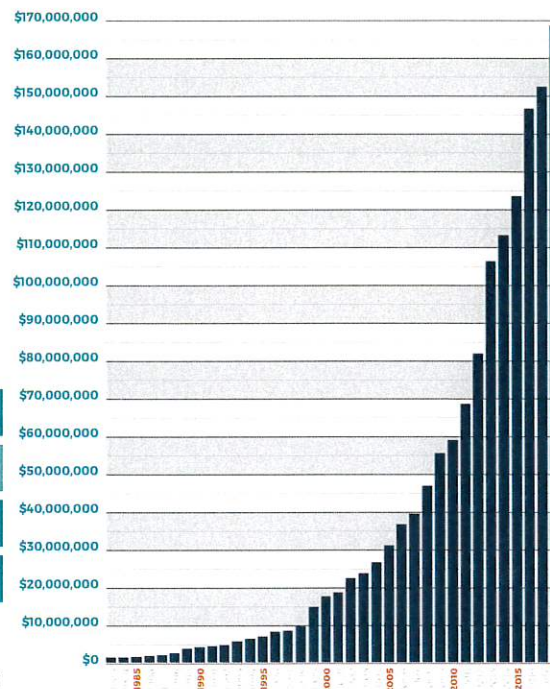
STATISTICS

2018 Revenue	\$169M
Total Partners	~100
Total Personnel	750+
<i>Personnel count as of January 1, 2019</i>	



Akron, OH (330) 864-6661	Columbus, OH (614) 633-5270	Indianapolis, IN (317) 842-4466	Minneapolis, MN (763) 445-2632	Springfield, IL (217) 793-3363
Boston, MA (508) 485-5588	Decatur, IL (217) 423-6000	Los Angeles, CA (877) 279-1900	Naperville, IL (630) 566-8400	St. Louis, MO (314) 275-7277
Chicago, IL (312) 648-6666	Denver, CO (720) 200-0142	Milwaukee, WI (262) 754-9400	Rockford, IL (815) 282-6565	

SIKICH TOTAL REVENUE



SERVICES

ACCOUNTING, TAX & ASSURANCE

TECHNOLOGY

- Business Application
- Cloud & Infrastructure
- Consulting & Implementation
- Security and Compliance
- Digital Transformation Consulting

ADVISORY

- Business Succession Planning
- Insurance Services
- Forensic and Valuation Services
- Human Resources Consulting
- Investment Banking
- Marketing & Design
- Public Relations
- Retirement Plan Services
- Supply Chain
- Wealth Management

* Securities offered through Sikich Corporate Finance LLC, member FINRA/SIPC.

** Investment advisory services offered through Sikich Financial, an SEC Registered Investment Advisor.

CERTIFICATIONS

All professional accounting staff with more than one year of experience have earned or are working toward earning the Certified Public Accountant designation. Sikich is a member of the American Institute of Certified Public Accountants' Governmental Audit Quality Center and the Employee Benefit Plan Audit Quality

Center. We adhere to the strict requirements of membership which assure we meet the highest standards of audit quality. In 2017 Sikich LLP received its 10th consecutive unmodified ("pass") peer review report, the highest level of recognition conferred upon a public accounting firm for its quality control systems.

AWARDS

2018/2019 AWARDS

- 2019/2020 Inner Circle for Microsoft Dynamics
- Oracle® NetSuite 5 Star Award
- *Accounting Today* Top 100 Firms - ranked #28 nationally
- Best Places to Work in Illinois
- Best Places to Work in Indiana
- Milwaukee's Best and Brightest Companies to Work For®
- Chicago's Best and Brightest Companies to Work For®
- 2018/2019 Inner Circle for Microsoft Dynamics
- Boston's Best and Brightest Companies to Work For®
- Bob Scott's Top 100 Value Added Reseller Stars (VARs)-ranked #8

2017 AWARDS

- Bob Scott's Top 100 (VARs) - ranked #7
- *Accounting Today* Top 100 VARs - ranked #6
- Vault Accounting Top Ranked
- When Work Works Award
- WorldatWork Work-Life Seal of Distinction
- Microsoft Dynamics Inner Circle and President's Club
- Best Places to Work in Illinois
- Milwaukee's 101 Best and Brightest Companies to Work For®
- Best Places to Work in Indiana
- Chicago's 101 Best and Brightest Companies to Work For®
- *Milwaukee Journal Sentinel* Top Workplaces in Milwaukee
- *Chicago Tribune's* Top Workplaces
- *Crain's List* Chicago's Largest Privately Held Companies - ranked #234
- Boston's 101 Best and Brightest Companies to Work For®
- National Best and Brightest in Wellness
- National Best and Brightest Companies to Work For

2019/2020 INNERCIRCLE

for Microsoft Business Applications

SIKICH IS PROUD TO BE PART OF:

THE LEADING EDGE ALLIANCE

The Leading Edge Alliance (LEA) is the second largest international association of independent accounting firms.* The LEA is an international professional association of independently-owned accounting and consulting firms. Members are top quality firms who share an entrepreneurial spirit and a drive to be the premier provider of professional services in their chosen markets. The Alliance provides Sikich with an unbeatable combination: the comprehensive size and scope of a large multinational company while offering their clients the continuity, consistency, and quality service of a local firm.

**International Accounting Bulletin*, 2011



PRIMEGLOBAL

PrimeGlobal is one of the top five largest associations of independent accounting firms in the world, providing a wide range of tools and resources to help member firms furnish superior accounting, auditing, and management services to clients around the globe.



**MINUTES OF THE REGULAR BOARD MEETING
OF THE COMMISSIONERS AND OFFICERS
OF THE PROSPECT HEIGHTS PARK DISTRICT
OLD ORCHARD COUNTRY CLUB
700 W RAND ROAD, MOUNT PROSPECT, IL 60056
TUESDAY, DECEMBER 17, 2019**

Call to Order

Roll Call

Tim Jones called the Regular Board Meeting of the Prospect Heights Park District to order at 7:04 p.m.

Commissioners present:

Ellen Avery
Vicki Carney
Betty Cloud
Terry Curtis
Karl Jackson
Tim Jones
Eric Kirste

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.

Corrections/Additions/Approval of Agenda

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

Correspondence

PDRMA Employee Wellness Grant

The Park District was awarded a \$1,000 grant from PDRMA for their proposal for the *Wellness Wednesdays* program. Part of the grant award was used to purchase aluminum water bottles for the employee health initiative program.

Recognition/Welcome

None

Public Comment

None

Approval of Minutes

Regular Board Meeting – November 19, 2019

A motion was made by Commissioner Jackson and seconded by Commissioner Avery to approve the November 19, 2019 Regular Board Meeting Minutes as submitted. The motion was approved with a voice vote. The motion carried.

Announcements (Meetings)

The next regular board meeting will be held on Tuesday, January 28, 2020 at 7 p.m. at GMRC.

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

Mt Pros State	Payroll	Sweep Acct.	\$	(2,912.36)
Mt Pros State	Vendor	Sweep Acct.	\$	(47,502.00)
Mt Pros State	Imprest		\$	2,218.06
Mt Pros State	General/Sweep		\$	819,366.00
Mt Pros State	ATM		\$	17,113.03
Mt Pros State	Cash Reserves		\$	-
Mt Pros State	Investment		\$	2,456,317.31
CD Investment			\$	353,000.00
Totals				\$ 3,597,600.04

A motion was made by Commissioner Carney and seconded by Commissioner Avery to accept the Treasurer's Report – Cash Report #12 dated December 17, 2019 in the amount of \$3,597,600.04. The motion was approved with a unanimous voice vote. The motion carried.

Approval of Warrants for Payment

A motion was made by Commissioner Carney and seconded by Commissioner Cloud to accept Warrants for payment as submitted for Vendor Warrants #11, 11A, and Payroll 23, 24 in the amount of \$287,208.75. The motion was approved by a roll call vote.

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

Nays: None

Abstain: None

Absent: None

The motion carried.

Superintendent of Finance and Planning Report

As submitted.

Attorney's Report

None

Administrative/Operational Summary

Executive Director – as submitted. Executive Director Christina Ferraro also reported Lexington Homes is paying Ancel Glink directly for time billed related to proposed development. The Muir Park (Tim Jones and Terry Curtis) met regarding the proposed development met and reviewed all aspects of the project. Commissioner Jones, requested Park Board members submit questions or concerns about the project to him to compile the information and there will be continued discussion at the next board meeting. Christina also reported that an offer has been extended to an individual for the Food & Beverage Operations Manager and she should hear a response shortly.

Superintendent of Recreation – as submitted. Superintendent of Recreation Julie Caporusso reported the Michelle Brennan & Kathy DeCoursey are job sharing the Registrar position and it is going well. Michelle is also working as the part-time Accounting Clerk in Administration. Julie reported signage has been posted and postcards were distributed to help promote the Park District's Preschool program. Entertainment for the 2020 Block Party has been secured.

Superintendent of Facilities and Parks – as submitted. Superintendent of Facilities and Parks Dino Squiers reported Staff is wrapping up projects at the GMRC classrooms.

Director of Golf Operations – as submitted. Director of Golf Marc Heidkamp reported that the Brunch with Santa event went well.

Administrative/Operational Summary (continued)

Recreation Supervisors – as submitted. Moving forward, Staff will reformat how the total membership for the Fitness Center is reported.

Unfinished/Ongoing Business

Lexington Homes

Commissioner Jones will distribute information to the Commissioners this week.

Feasibility Study

Staff met with Frank of Williams Architects and had a discussion related to the Park District property and now has a better understanding with what the Park District we can do on the property. There will be continued discussion at the regular board meeting in March 2020.

New Business

Proposed 2020 Board Meeting Schedule

Executive Director Christina Ferraro reviewed the proposed 2020 Regular Board Meeting dates. There are three proposed dates, 3/31/20, 11/12/20 and 12/15/20, that are not the fourth Tuesday of the month due to the timing of holidays and budget deadlines.

A motion was made by Commissioner Curtis and seconded by Commissioner Kirste to accept the 2020 Regular Board Meeting Schedule as submitted. The motion was unanimously approved with a voice vote. The motion carried.

Proposed FY2020 Budget

Annette provided a presentation and reviewed the proposed FY2020 Budget which included the four major funds – Major Funds, Minor Funds, Capital Funds and Debt Funds. The Board thanked Annette and Staff for their work with compiling the FY2020 Budget and approved for its 30-day public display.

Adopt Tax Levy Ordinance 12.17.2019

A motion was made by Commissioner Cloud and seconded by Commissioner Kirste to adopt Tax Levy Ordinance 12.17.2019. The motion was approved by a roll call vote.

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

Nays: None

Abstain: None

Absent: None

The motion carried.

Property Tax Extension Resolution 12.17.2019

A motion was made by Commissioner Cloud and seconded by Commissioner Avery to adopt Property Tax Extension Resolution 12.17.2019. The motion was approved by a roll call vote.

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

Nays: None

Abstain: None

Absent: None

The motion carried.

Adjournment

With no further business to discuss, a motion was made by Commissioner Carney and seconded by Commissioner Curtis to adjourn the Regular Board Meeting at 7:59 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: 1/28/2020 CASH REPORT FY 19

*Motion by Commissioner _____ to approve CASH REPORT 1
1/28/2020 as submitted. Seconded by Commissioner _____ .*

Payroll	#90001511	sweep acct.	\$	(2,800.08)	
Vendor	#90001503	sweep acct.	\$	(137,225.83)	
Imprest	#90001529	Account Closed December 20, 2019	\$	-	
General/Sweep	#90001498		\$	659,051.00	
ATM	#90001537		\$	26,633.03	
Investment	#107503657		\$	2,457,932.42	
CD Investment	#355751	Maturity 1.8.2021 annual yeild 1.51%	\$	353,000.00	
TOTALS			\$	3,356,590.54	Voice Vote

FINANCIAL RESOLUTION

*Motion by Commissioner _____ to approve WARRANT RESOLUTION
1/28/2020 as submitted. Seconded by Commissioner _____ .*

APPROVAL OF WARRANTS 1/28/2020

VENDOR WARRANTS			AMOUNTS
12	<i>In the amount of</i>	CHECKS ISSUED	\$222,569.63
12A	<i>In the amount of</i>	ELECTRONIC	\$56,902.89
Total Vendor Warrants			\$279,472.52

PAYROLL WARRANTS

	12/6/2019		
25	<i>In the amount of</i>		68,347.77
		gross plus employer costs	
	12/20/2019		
26	<i>In the amount of</i>		67,036.33
		gross plus employer costs	
Total Payroll Warrants			135,384.10

TOTAL OF WARRANTS	\$414,856.62	Roll Call
-------------------	--------------	-----------

PROSPECT HEIGHTS PARK DISTRICT ELECTRONIC VENDOR WARRANT REPORT FOR FY 2019
VENDOR WARRANT 12A
ELECTRONIC VENDOR WARRANTS
December
FY 2019

DATE	VENDOR NAME	TRANSACTION DESCRIPTION	AMOUNT
12/3/2019	WINTRUST CAPITAL	EQUIPMENT LEASE	\$2,175.60
12/5/2019	IMRF	NOV 2019 PENSION	\$14,874.92
12/6/2019	ELAN	VARIOUS	\$19,727.74
12/18/2019	IL DEPT OF REVENUE	SALES TAX	\$18,534.96
12/23/2019	IL DEPT OF REVENUE	SALES TAX	\$1,589.67
TOTAL			<u><u>\$56,902.89</u></u>



Prospect Heights Park District, IL

Check Report

By Check Number

Date Range: 12/01/2019 - 12/31/2019

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP Bank-AP Bank						
01120	REPUBLIC SERVICES INC	12/12/2019	Regular	0.00	-565.92	48655
02189	ANNETTE CURTIS	12/04/2019	Regular	0.00	200.00	48747
01004	1ST AYD CORPORATION	12/05/2019	Regular	0.00	264.22	48748
01270	ACE SECURITY SYSTEMS INC	12/05/2019	Regular	0.00	29,799.00	48749
01943	ARLINGTON PAVEMENT PROFESSIONALS INC	12/05/2019	Regular	0.00	18,800.00	48750
01015	ASSOCIATED LABOR CORPORATION OF AMERIC	12/05/2019	Regular	0.00	10,341.38	48751
01744	BLACK LINE FOX VALLEY LLC	12/05/2019	Regular	0.00	1,659.00	48752
01871	CLESEN PROTURF SOLUTIONS LLC	12/05/2019	Regular	0.00	77.92	48753
01022	COMCAST	12/05/2019	Regular	0.00	108.71	48754
01022	COMCAST	12/05/2019	Regular	0.00	153.41	48755
01023	COMMONWEALTH EDISON	12/05/2019	Regular	0.00	25.75	48756
01042	CONSTELLATION NEWENERGY - GAS DIVISION L	12/05/2019	Regular	0.00	83.39	48757
01042	CONSTELLATION NEWENERGY - GAS DIVISION L	12/05/2019	Regular	0.00	1,493.95	48758
01103	DANNA J. KOBESKI	12/05/2019	Regular	0.00	3,810.00	48759
01034	FIRST COMMUNICATIONS LLC	12/05/2019	Regular	0.00	495.11	48760
01250	GARY KANTOR	12/05/2019	Regular	0.00	17.50	48761
02214	GLUECKERT FUNERAL HOME	12/05/2019	Regular	0.00	200.00	48762
01423	GORDON FOOD SERVICE INC	12/05/2019	Regular	0.00	1,624.46	48763
01037	GRAINGER	12/05/2019	Regular	0.00	45.22	48764
02215	GRUMMAN/BUTKUS ASSOCIATES	12/05/2019	Regular	0.00	2,730.32	48765
02216	INTERLINE CASH SYSTEMS, INC.	12/05/2019	Regular	0.00	1,844.00	48766
01182	JAMES SAMMONS	12/05/2019	Regular	0.00	1,295.00	48767
01130	JEFF ELLIS & ASSOCIATES INC	12/05/2019	Regular	0.00	325.00	48768
01206	JOURNAL AND TOPICS NEWSPAPER	12/05/2019	Regular	0.00	2,500.00	48769
01050	MENARDS	12/05/2019	Regular	0.00	55.15	48770
02097	MORGAN SERVICES INC	12/05/2019	Regular	0.00	547.56	48771
01057	NAPA HEIGHTS AUTOMOTIVE	12/05/2019	Regular	0.00	334.64	48772
01059	NICOR	12/05/2019	Regular	0.00	128.52	48773
01775	NORTH TOWN SEWER SERVICE CO	12/05/2019	Regular	0.00	1,125.45	48774
01064	PENDELTON TURF SUPPLY	12/05/2019	Regular	0.00	9,270.50	48775
01066	PLATINUM SYSTEMS INC	12/05/2019	Regular	0.00	190.00	48776
01168	POSTMASTER	12/05/2019	Regular	0.00	1,338.70	48777
01135	PURCHASE POWER	12/05/2019	Regular	0.00	34.51	48778
01070	RAMROD	12/05/2019	Regular	0.00	544.43	48779
01071	REINDERS INC	12/05/2019	Regular	0.00	2,315.17	48780
01120	REPUBLIC SERVICES INC	12/05/2019	Regular	0.00	288.95	48781
01072	RIVER TRAILS PARK DISTICT	12/05/2019	Regular	0.00	706.28	48782
01075	SIKICH LLP	12/05/2019	Regular	0.00	9,000.00	48783
01318	SUNBELT RENTALS INC	12/05/2019	Regular	0.00	1,247.07	48784
01092	US KIDS GOLF	12/05/2019	Regular	0.00	507.33	48785
02157	VERIZON	12/05/2019	Regular	0.00	108.03	48786
01774	VERMONT SYSTEMS INC	12/05/2019	Regular	0.00	6,234.00	48787
01082	WAREHOUSE DIRECT	12/05/2019	Regular	0.00	180.24	48788
02100	ZURCHER TIRE INC	12/05/2019	Regular	0.00	132.00	48789
01006	ADP LLC	12/12/2019	Regular	0.00	1,442.45	48790
01909	ANCEL GLINK PC	12/12/2019	Regular	0.00	1,904.80	48791
01015	ASSOCIATED LABOR CORPORATION OF AMERIC	12/12/2019	Regular	0.00	16,143.71	48792
01957	BRANDON GLINSKI	12/12/2019	Regular	0.00	-100.00	48793
01957	BRANDON GLINSKI	12/12/2019	Regular	0.00	100.00	48793
01858	CALL ONE	12/12/2019	Regular	0.00	555.96	48794
01041	CONSTELLATION NEW ENERGY INC	12/12/2019	Regular	0.00	2,900.21	48795
01367	CROWN TROPHY	12/12/2019	Regular	0.00	58.71	48796
01324	DIRECT FITNESS SOLUTIONS LLC	12/12/2019	Regular	0.00	4,470.00	48797
01423	GORDON FOOD SERVICE INC	12/12/2019	Regular	0.00	1,086.02	48798

Check Report

Date Range: 12/01/2019 - 12/31/2019

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
02215	GRUMMAN/BUTKUS ASSOCIATES	12/12/2019	Regular	0.00	2,782.96	48799
01693	HINCKLEY SPRINGS	12/12/2019	Regular	0.00	35.63	48800
01040	HOME DEPOT CREDIT SERVICES	12/12/2019	Regular	0.00	699.83	48801
02206	ILLINOIS DEPARTMENT OF REVENUE	12/12/2019	Regular	0.00	150.00	48802
02217	KARL STEIGER	12/12/2019	Regular	0.00	3,400.00	48803
01102	LIONS TAE KWON DO CENTER	12/12/2019	Regular	0.00	1,552.50	48804
01162	MANZELLA PLUMBING INC	12/12/2019	Regular	0.00	585.00	48805
02073	MARKETING AND MORE GROUP LLC	12/12/2019	Regular	0.00	3,779.00	48806
01720	NORTHFIELD HEATING AND AIR	12/12/2019	Regular	0.00	2,600.00	48807
01134	NORTHWEST ELECTRICAL SUPPLY	12/12/2019	Regular	0.00	10.13	48808
01062	OFFICE DEPOT	12/12/2019	Regular	0.00	95.42	48809
01063	PDRMA	12/12/2019	Regular	0.00	15.00	48810
01168	POSTMASTER	12/12/2019	Regular	0.00	1,294.02	48811
01120	REPUBLIC SERVICES INC	12/12/2019	Regular	0.00	775.98	48812
01865	SPORTS KIDS INC	12/12/2019	Regular	0.00	605.80	48813
02173	SWING KING	12/12/2019	Regular	0.00	80.00	48814
01781	THOMAS R PETZEL	12/12/2019	Regular	0.00	1,390.00	48815
01082	WAREHOUSE DIRECT	12/12/2019	Regular	0.00	899.65	48816
01809	WOODWARD PRINTING SERVICES	12/12/2019	Regular	0.00	4,056.00	48817
01667	AFLAC	12/19/2019	Regular	0.00	51.24	48818
01009	AIRGAS USA LLC	12/19/2019	Regular	0.00	195.69	48819
01356	ALL SEASONS UNIFORMS	12/19/2019	Regular	0.00	361.88	48820
02124	ALPHA BAKING COMPANY	12/19/2019	Regular	0.00	175.10	48821
02138	ANDERSON PEST SOLUTIONS	12/19/2019	Regular	0.00	142.75	48822
01015	ASSOCIATED LABOR CORPORATION OF AMERIC	12/19/2019	Regular	0.00	8,860.62	48823
01020	BURRIS EQUIPMENT CO	12/19/2019	Regular	0.00	49.68	48824
01350	CHICAGO DISTRICT GOLF ASSOCIATION	12/19/2019	Regular	0.00	510.00	48825
01022	COMCAST	12/19/2019	Regular	0.00	10.43	48826
01022	COMCAST	12/19/2019	Regular	0.00	133.71	48827
01041	CONSTELLATION NEW ENERGY INC	12/19/2019	Regular	0.00	4,183.57	48828
01041	CONSTELLATION NEW ENERGY INC	12/19/2019	Regular	0.00	2.65	48829
01103	DANNA J. KOBESKI	12/19/2019	Regular	0.00	625.00	48830
01324	DIRECT FITNESS SOLUTIONS LLC	12/19/2019	Regular	0.00	8,310.00	48831
01590	FRONTLINE TECHNOLOGIES GROUP LLC	12/19/2019	Regular	0.00	576.68	48832
01423	GORDON FOOD SERVICE INC	12/19/2019	Regular	0.00	1,148.96	48833
02117	GREAT LAKES COCA-COLA DISTRIBUTION	12/19/2019	Regular	0.00	480.00	48834
01044	JC LICHT AND COMPANY	12/19/2019	Regular	0.00	7.74	48835
02031	JOHNSON CONTROLS SECURITY SOLUTIONS	12/19/2019	Regular	0.00	269.58	48836
02097	MORGAN SERVICES INC	12/19/2019	Regular	0.00	463.91	48837
01057	NAPA HEIGHTS AUTOMOTIVE	12/19/2019	Regular	0.00	20.65	48838
01062	OFFICE DEPOT	12/19/2019	Regular	0.00	162.96	48839
01063	PDRMA	12/19/2019	Regular	0.00	21,409.76	48840
02062	PETTY CASH	12/19/2019	Regular	0.00	150.97	48841
02219	PROTANIC,INC	12/19/2019	Regular	0.00	815.00	48842
01031	PULSE TECHNOLOGY	12/19/2019	Regular	0.00	1,100.00	48843
01071	REINDERS INC	12/19/2019	Regular	0.00	362.36	48844
01359	SHERWIN WILLIAMS CO	12/19/2019	Regular	0.00	46.98	48845
02134	TESTA PRODUCE INC	12/19/2019	Regular	0.00	562.45	48846
01964	THE WIFFLOT INC	12/19/2019	Regular	0.00	275.00	48847
01337	UNDERGROUND IMAGING	12/19/2019	Regular	0.00	4,256.31	48848
01092	US KIDS GOLF	12/19/2019	Regular	0.00	304.71	48849
01565	USGA CLUB MEMBERSHIP	12/19/2019	Regular	0.00	150.00	48850
01081	VILLAGE OF MOUNT PROSPECT	12/19/2019	Regular	0.00	375.00	48851
01081	VILLAGE OF MOUNT PROSPECT	12/19/2019	Regular	0.00	46.26	48852
01081	VILLAGE OF MOUNT PROSPECT	12/19/2019	Regular	0.00	534.50	48853
01081	VILLAGE OF MOUNT PROSPECT	12/19/2019	Regular	0.00	200.30	48854
01143	VILLAGE OF MOUNT PROSPECT-SALES TAX	12/19/2019	Regular	0.00	194.75	48855
02218	William Teeple	12/19/2019	Regular	0.00	57.75	48856
01032	CARDMEMBER SERVICE	12/05/2019	Bank Draft	0.00	19,727.74	DFT0001109
02206	ILLINOIS DEPARTMENT OF REVENUE	12/16/2019	Bank Draft	0.00	2,097.00	DFT0001110
02206	ILLINOIS DEPARTMENT OF REVENUE	12/16/2019	Bank Draft	0.00	1,589.67	DFT0001111

Check Report

Date Range: 12/01/2019 - 12/31/2019

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
02206	ILLINOIS DEPARTMENT OF REVENUE	12/16/2019	Bank Draft	0.00	7,458.96	DFT0001112
02206	ILLINOIS DEPARTMENT OF REVENUE	12/16/2019	Bank Draft	0.00	8,979.00	DFT0001113
02204	WINTRUST ASSET FINANCE	12/03/2019	Bank Draft	0.00	2,175.60	DFT0001114
02205	ILLINOIS MUNICIPAL FUND	12/05/2019	Bank Draft	0.00	14,874.92	DFT0001133

Bank Code AP Bank Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	162	110	0.00	223,235.55
Manual Checks	0	0	0.00	0.00
Voided Checks	0	2	0.00	-665.92
Bank Drafts	8	7	0.00	56,902.89
EFT's	0	0	0.00	0.00
	170	119	0.00	279,472.52

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	162	110	0.00	223,235.55
Manual Checks	0	0	0.00	0.00
Voided Checks	0	2	0.00	-665.92
Bank Drafts	8	7	0.00	56,902.89
EFT's	0	0	0.00	0.00
	170	119	0.00	279,472.52

Fund Summary

Fund	Name	Period	Amount
950	POOLED CASH FUND	12/2019	279,472.52
			279,472.52



January 28, 2020

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

Payroll System

After interviewing four vendors, staff continued discussion with two, Paycor and Paycom. Each provide end-to-end employee management, including applicant tracking. Paycor has been selected as the finalist and agreements have been sent for legal review. Implementation will take 12 weeks. A go-live date will be set for April.

Phone System

Four finalists were interviewed on January 10th. Discussions continued with Comcast and Lungate. Comcast has been selected as the finalist and agreements have been sent for legal review. Implementation will take 90 days. A go-live date will be set for April.

2020 Audit

Sikich completed the inventory at OCCC, both Pro-shop and F&B on January 14, 2020 as they were onsite focusing on preliminary fieldwork. The audit is scheduled for the week of March 2, 2020 and the report will be presented at the May board meeting.



January 28, 2020

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

With payroll and phone projects underway, I will begin the RFP process to replace the electronic sign on Elm and West Camp McDonald Road in partnership with the the Library District.

Staff requested Ancel Glink to review, update and suggest changes to the personnel manual. The Board manual and then ordinance codes will follow. These will all require board approval as projects are completed.

Lexington Homes

A list of concerns were compiled by the District's Muir Park subcommittee and sent to Lexington. Their responses were distributed to the entire board. The subcommittee is recommending the District grant Lexington permission to communicate and negotiate directly with the IDNR to determine whether there is any permutation of the proposed land swap which would receive approval by the Department and not be characterized as a conversion.

Feasibility Study

Staff met with Williams Architects in December to discuss program spaces. A few staff and I attended the Arlington Heights Park District's VIP sneak peek of the Ridge Center in December. Touring other facilities and talking with other District staff is always helpful in this process. I met with Greenplay and Williams this month to confirm a tentative conceptual plan for the GMRC. Williams will present a concept at the March 31, 2020 board meeting.

Legal Counsel

Began reviewing the agreement for the potential cell phone tower lease
Continue to wait on deed and ownership for grounds property 700 Camp McDonald Rd
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



January 21, 2020

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

Front Desk

Our annual training will be held on Friday, February 7 from 6-8PM. The training will focus on the new interface that our software company introduced. The front desk staff will have until Feb. 24 to practice on the new interface and receive further training if needed. We will switch to the new interface on Feb. 24 District wide.

Block Party

The Block Party is set for Saturday, June 27 from 2-11pm. The schedule will include:

Music

5pm	Straight Ethyl
7pm	Cowboy Jukebox
9:30pm	7 TH Heaven

Activities

2-11pm	Beer & Wine Tent
2-11pm	Park District Concessions
2pm	PH "Got Talent" Competition
4-11pm	Food Trucks
4:30pm	PHYBS Treasure Hunt
4:30-8:30pm	Kids Zone: Inflatable Attractions
5-9pm	Silent Auction for Preschool
7:30pm	Lions Club Duck Race Fundraiser

Straight Ethyl is from Prospect Heights and is currently planning a PH Elementary School 1964 reunion around the Block Party. They reached out to over 80 people.

Complete Count Committee

I am on this City Committee that received a grant for a Block Party to promote census completions. These details have been determined:

- The Block Party will be held on Saturday, April 18, 2020
- Hours of Block Party will be 1:00pm to 7:00pm
- Willow Trails Park will be the central location of the event
- Apple Drive will be closed along the park
- Children activities, bouncy houses, touch-a-truck, etc. will be at the event
- Local restaurants will be tapped to sell food and drink
- Grant funds may be used to help subsidize the cost of food for the attendees
- Tents will be utilized to assist in the event of inclement weather
- A Spanish speaking band and a Polish speaking band will play live music
- An English speaking band or DJ will provide additional musical entertainment
- Residents will be able to participate in the Census at the event
- Raffles for gift cards or donations from local companies will be utilized to promote census participation

Marketing

Our summer brochure has been submitted to the design company. The first draft is due back January 27. Approval of the final draft is set for February 20. The brochure will be available online February 21. Delivery will be March 6.

The City will be making a video highlighting Old Orchard on January 29 for their TV channel.

PDRMA

The full time staff will be trained on the Statement of Admissions in January.

IPRA

I will be attending the conference downtown on January 23 and January 24.

NWSRA

I attended the Program Inclusion Together Meeting on January 16. NWSRA's Executive Director, Tracey Crawford, gave a seminar on Diversity.



January 22, 2020

To: Christina Ferraro, Executive Director
From: Dino Squiers, Superintendent of Facilities & Parks
Re: January 2020 Board Report

Bus #3

Vehicle was dropped off at Best bus in Des Plaines for servicing of the handicap lift.

GYM

Overhead light fixture as you enter the gym would not turn on, replacement fixture was sent by supplier under warranty, we picked up the lift from the school district and installed the replacement fixture.

HVAC

Overhead heater in the park's office shorted out and melted a connection in the thermostat box. Replacement heater was installed and splices in the thermostat box repaired.

Concession Room

Replacement ceiling tiles were installed in the concession stand, walls were cleaned and painted, old floor tiles, baseboard and island are being removed, once completed new floor and base will be installed.

Fire alarm

Annual testing for the fire alarm and sprinkler system at GMRC was completed. Fire alarm system at the administration was also inspected.

Pre-School Room B

Particle board cabinet doors and hardware was removed from the south wall of cabinets in room B, side framing and doors were wearing out since the particle board was cracking and brittle. Double wood doors replaced the larger openings and wood cabinets doors were made for the other openings. New wood framing was made for mounting of the new doors and hardware. Locksmith rekeyed door locks to match preschool hallway closets to avoid having additional keys.

Parks

Cleaned up, removal of debris and garbage pickup continues at the parks. Fallen branches are dropped off at the staging area and will be chipped in the spring.



January 28, 2020

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

GREENS

Mild weather and nice temperatures raised debates whether or not we should re-open the course for the nice weather. At several discussions with the grounds department it was determined the risk was greater than the reward to open. Removal of the covers and no snow coverage to protect the greens would have put the course in jeopardy moving into the 2020 season. Staff continued working on equipment for 2020 season and cleaning debris on course during the month.

CLUB HOUSE

The facility remained open throughout December and ran the entire month without any breakdowns. We did sustain vandalism to the front of the club house; two large windows were broken and the entrance doors to the banquet room were damaged beyond repair. We submitted the repairs to the insurance and have been approved to repair and replace.

GOLF OPERATIONS

With the course closed we have maintained a busy schedule planning for 2020. We have filled 90% of our outing business and are working to develop new ways to grow weekday golf traffic. Several new specials will roll out during the 2020 season to increase play and the customer experience for the season. The first special was the \$99 three play passes. The result was an additional \$6,500.00 in Golf Revenue for the 2020 season. We are rolling out a member campaign in late January that we hope will draw in some additional members.

CONTINUING EDUCATION

Doug and I will attend the Professional Golfers Conference in January to see the latest trends and better practices for 2020. I am always excited to learn about new approaches and seeing the latest equipment.

SPECIAL EVENTS

We hosted our first Brunch with Santa with over 150 guests in attendance. Everyone that attended enjoyed themselves. We are planning to add several more during the 2020 season: fish fry, supper club, Easter brunch, Cinco de Mayo, etc. By offering these promotion events we are able to expose the club to residents and guests that will help us develop additional business for the future.

FOOD AND BEVERAGE

It was a busy December with 9 private events and 2 weddings, reported below as well as the PHPD staff party and the Santa Brunch. In addition, a private wedding tasting was held for a couple who live in Germany. We will be hosting their wedding at OOC in September for about 120 guests. This produced revenue for December as follows:

Private event revenues:	\$ 31,881	627 guests
Wedding revenues:	\$ 18,019	261 guests

December	2018	2019
GREENS FEES	\$9,212	\$9,97.17
CART RENTAL FEES	\$0	\$ 0
APPAREL	\$347.98	\$159.42
EQUIPMENT	\$506.99	\$145.71
GOLF BALLS	0	\$1,112.70
DRIVING RANGE	0	0
SPECIAL ORDERS	\$1,863	\$1,381.52
F AND B	0	\$54,582.39
OUTINGS	0	0
TOTAL	\$11,929.97	\$58,410.91



January 22, 2020

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

Preschool

December 18 and 19 were the preschool holiday parties at OCCC. The kids sang, visited with Santa, did a craft and enjoyed some refreshments. The teachers did a very nice job preparing the kids for the event and making the room look festive.

Youth Athletics

The youth basketball league began on December 11th with a 3rd-6th grade player evaluation. For the 2020 season, we have 116 participants as compared to 92 participants in 2019.

Fitness Center

In December, we had 13 adult, 1 student daily fees. Total Revenue \$70

The fitness center is now a SilverSneaker and Prime location. To date we have 41 SilverSneakers and 3 Prime. Out of the 41 SilverSneakers, we have 7 SilverSneakers who had current senior memberships who switched over to SilverSneakers! We currently have 192 fitness center members.

Three Year Comparison

Membership	December 2017	December 2018	December 2019
3 months	5	1	6
6 months	3	2	0
1 year	5	10	5

Membership December 2019	# of Members	Total Revenue
3 months	4	\$265
1 year	4	\$529
Seniors	19	\$1288



January 2020

To: Julie Caporusso, Superintendent of Recreation
From: Marci Gliniski, Supervisor of Recreation
Re: January 2020 Board Report

Dance

Spring dance classes began on January 13th. We currently have 109 dancers registered in 19 classes. This number is 30 dancers more than in Winter 2019.

Our Competition Dance Teams will be performing at the Windy City Bulls Game on Saturday, Jan 25th at 6:20pm. Our first competition of the season will be at Des Plaines Dance Idol on Jan 31-Feb 2 at the Des Plaines Park District. We will have all 3 teams competing plus 3 solos & 2 duets.

Performing Arts

I am very excited to announce that Katie Williams (Year-round dance teacher) & Tyler Orlando, 2 of our Creative & Performing Arts Counselors have taken the reigns for the 2020 Summer Production Camp Show "Wonka, The Golden Years". They will be writing & directing the show.

Active Adults

We had an exciting Holidays season with our active adults! Registration is underway for my winter spring trips.

Special Events

We finished the year out strong on the Holiday Trolley Express. Our Thursday trolley had 97 people and Friday trolley had 156 people. I have already secured the trolley for 2020. New in 2020, I have added 2 additional time slots on both days.

Our Kiddie Karnival was held on Monday, Jan 20th. We had 122 children participate in this family friendly carnival. Flower Garden Day Care came to our event with 37 kids and our own Kids Day Off came with 15 kids. A good time was had by all who attended. The Family Trivia Night is scheduled for Friday, Jan 24th.



January 2020

To: Julie Caporusso, Superintendent of Recreation
From: Jeanette Garrity, Supervisor of Recreation
Re: Board Report – January, 2020

Program updates: Youth Programs, Kinder Stop & Aquatics

Kinder Stop

KinderStop is back up and running after the kids had a two-week break for the Holidays! There is currently a total of 134 students enrolled in KinderStop between the four areas of the program. Staff continue to come up with new and creative crafts for kids to do every day along with worksheets for the KinderStop AM and PM kids to do. Many parents have complimented staff on the crafts their kids have been doing and taking home.

Kids Day Off

There have been 8 Kids Day Off programs since my last report in December. During the two weeks of winter break, program activities were a Reptile Show (23 kids), Movie Spies in Disguise (16 kids), Pump it Up (17 kids), Wheeling Park District Indoor pool (17 kids), Enchanted Castle (30 kids) and Vertical Endeavors (25 kids). After winter break two more Kids Day Off programs came up a few weeks later on January 20th and 21st. On January 20th kids stayed at the Gary Morava Recreation Center and attended Kiddie Carnival (15 kids). On the following day January 21st kids went to Nickel City with a boost in enrollment with 47 kids, this has been the highest enrollment day for the Kids Day Off program. The next two upcoming Kids Day Off programs are Friday February 14th with a trip to Hi-Five Sports and Monday February 17th with a trip to the Mount Prospect Ice Arena.

Aquatics

I am scheduled to attend the Jeff Ellis and Associates Lifeguard Instructor renewal class on Friday February 21st. This is a makeup class from the December 21st one that got cancelled. This class is twelve-hours of lifeguard training to get recertified as a Lifeguard Instructor for two years. I also will be attending PDRMA Aquatic Risk Management day on Wednesday February 19th.

Emails were sent out to lifeguards to see if they will be returning for the summer 2020 season. Edlyn Castil also posted the job on the Prospect Heights Park District website as well as a banner was hung up on the fence near the exit of the park district to promote the job.



January 28, 2020

To: Christina Ferraro, Executive Director
From: Annette Curtis, Superintendent of Finance and Planning
Re: Authorizing 2019 Transfers between Funds

Transfers between individual funds require special approval from the Board of Commissioners. The 2019 Budget included transfers, and was approved in January 2019. See attached 2019 Budget Worksheet.

Following budget guidance, the attached Transfers YE 2019 summarizes the actual activity.

Staff Recommendation

Authorize transfers between individual funds as summarized.



Prospect Heights Park District, IL

FY2019 Budget Worksheet

1.28.2020

2019
Total Budget

Fund: 100 - CORPORATE FUND

Expense

[100-01-8081](#)

OPERATING FUND TRANSFER OUT

134100

Expense Total:

134100

Fund: 100 - CORPORATE FUND Total:

134100

Fund: 409 - MUSEUM FUND

Expense

[409-99-8081](#)

OPERATING FUND TRANSFER OUT

4250

Expense Total:

4250

Fund: 409 - MUSEUM FUND Total:

4250

Fund: 412 - MEMORIAL FUND

Revenue

[412-99-8080](#)

OPERATING FUND TRANSFERS IN

4250

Revenue Total:

4250

Fund: 518 - CAPITAL PROJECT FUND

Revenue

[518-99-8080](#)

OPERATING FUND TRANSFERS IN

154731

Revenue Total:

154731

Fund: 518 - CAPITAL PROJECT FUND Total:

154731

Fund: 608 - 2014B (2005B Refinance)

Revenue

[608-99-8082](#)

TRANSFER IN

573200

Revenue Total:

573200

Fund: 608 - 2014B (2005B Refinance) Surplus (Deficit):

573200

Fund: 609 - 2016 Bond Fund

Fund: 611 - 2018 ROLLOVER BOND

Expense

[611-99-8081](#)

OPERATING FUND TRANSFER OUT

23221

Expense Total:

23221

Fund: 611 - 2018 ROLLOVER BOND Total:

23221

Fund: 612 - 2019 ROLLOVER BOND

Expense

[612-99-8081](#)

OPERATING FUND TRANSFER OUT

570610

Expense Total:

570610

Fund: 612 - 2019 ROLLOVER BOND Total:

570610

Report Surplus (Deficit):

0

Prospect Heights Park District 1.28.2020

TRANSFERS YEAR END / FY2019

MAJOR FUNDS													
	F100 Corp.	Operation F200 Rec.	F300 Golf	F301 F&B	Minor Funds	F518 General	Capital F523 Golf	F525 F&B	F608 2014B	Debt Service F610 2017	F611 2018	F612 2019	Total
Total Transfers													
IN	\$ -	\$ -	\$ -	\$ -	\$ 4,250.00	\$ 143,340.00	\$ -	\$ 630,812.50	\$ 439,575.00	\$ 33,706.00	\$ -	\$ -	\$ 1,251,683.50
IN										\$ 7,433.95			
OUT	\$ 630,812.50	\$ -	\$ -	\$ -	\$ 4,250.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 33,706.00	\$ 439,575.00	\$ 1,251,692.50
OUT	\$ 7,433.95											\$ 143,340.00	
MINOR FUNDS													
	Audit F404	Pave & Lighting F405	Liability F406	IMRF F407	Police F408	Museum F409	Special Recreation F410	Social Security F411	Memorial F412	Community Event F413			
Total Transfers													
IN	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,250.00	\$ -			\$ 4,250.00
OUT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,250.00	\$ -	\$ -	\$ -	\$ -			\$ 4,250.00



January 28, 2020

To: Park Board of Commissioners

From: Christina Ferraro, Executive Director

Re: Resolution adopting a policy for handling complaints of sexual harassment made by elected officials against other elected officials

The Illinois General Assembly has enacted amendments to the State Officials and Employees Ethics Act in Public Act 101-221, effective August 9, 2019. The Act requires units of local government to adopt an ordinance or resolution by February 9, 2020 (within 6 months of the effective date of the Act), amending their existing sexual harassment policies to incorporate a mechanism for reporting and independent review of allegations of sexual harassment made against an elected official of the governmental unit by another elected official of a governmental unit.

Alleged harassment by a commissioner against another elected official can be reported to the Board President. If the Board President is the reporting person or is implicated by the allegation, the report can be made to any other commissioner. Any report under this section must be referred to the district's legal counsel, who then must appoint a qualified independent attorney or consultant to review and investigate the allegations.

Another section of the new law will require all Illinois employers to provide sexual harassment training to their employees beginning next year. Employers may also establish and utilize their own sexual harassment prevention training program, but it must equal or exceed the state's minimum state standards. The Prospect Heights Park District will provide sexual harassment training to the Park board and all staff by the District's legal counsel on April 28, 2020 at 6:00pm. The Prospect Heights Park District will establish and utilize our own sexual harassment prevention training program based upon this training.

PROSPECT HEIGHTS PARK DISTRICT

RESOLUTION NO. 1.28.2020

A RESOLUTION ADOPTING A POLICY FOR HANDLING COMPLAINTS OF SEXUAL HARASSMENT MADE BY ELECTED OFFICIALS AGAINST OTHER ELECTED OFFICIALS

WHEREAS, the Prospect Heights Park District (“Park District”) is mandated by the Illinois State Officials and Employees Ethics Act to adopt a resolution amending its sexual harassment policy to include a reporting and independent review procedure for allegations of sexual harassment by elected officials against other elected officials; and

WHEREAS, the Park District Board of Commissioners (“Board”) recognizes the need to prevent all forms of sexual harassment; and

WHEREAS, the Board intends to adopt a reporting and independent review policy which is attached hereto as Exhibit “A” and shall be included in the Park District’s sexual harassment policy;

NOW, THEREFORE, be it resolved by the Board, as follows:

SECTION 1: The Board hereby adopts the attached policy (Exhibit “A”) for the reporting and investigation of sexual harassment complaints made by elected officials against elected officials and said reporting procedure shall be incorporated in the Park District’s sexual harassment policy; and

SECTION 2: This Resolution shall be in full force and effect from and after its passage and approval according to law.

Adopted by the Board of Park Commissioners of the Prospect Heights Park District,
Illinois this 28th day of January, 2020.

VOTE:

AYES: _____

NAYS: _____

ABSENT: _____

Approved by me this
28th day of January, 2020.

President

Attest:

Secretary

EXHIBIT “A”

COMPLAINT PROCEDURE FOR ELECTED OFFICIALS

Any alleged harassment by an elected official against another elected official may be reported to the Park Board President. If the Board President is the person making the allegation or is the person alleged to have committed the harassment, then the report may be made to any other board member. The preference is that such complaints be submitted in writing with as much detail as possible regarding the alleged harassment including but not limited to the identity of the alleged harasser(s), when the incident(s) occurred, where they occurred, whether the incident(s) was witnessed and by whom and whether there is any physical evidence (video, audio, text, email, social media etc.) that needs to be identified and preserved. While there is a preference for complete and detailed written complaints, all complaints, including verbal complaints, will be thoroughly investigated. Upon receipt of an allegation of harassment pursuant to this policy, the person to whom the report has been made shall immediately refer the complaint to the Park District's legal counsel for review. The Park District's legal counsel shall then appoint a qualified independent attorney or consultant to review and investigate all allegations set forth in the complaint.



January 28, 2020

To: Christina Ferraro, Executive Director
From: Annette Curtis, Superintendent of Finance and Planning
Re: Fiscal Year 2020 Budget

2020 Budget

Staff presented the District's FY20 budget draft, including capital and debt, at the Finance Committee meeting on December 10, 2019 and then at the December 17, 2019 Board Meeting.

The Budget and Appropriation Ordinance was post on the District's website for public inspection and notice of public hearing has been posted in January 15-20, 2020 Journal & Topics.

The 2020 Budget Booklet was distributed to Park Board Commissioners on Friday, January 17th for review.

Staff Recommendation:

Staff recommends approval of the Combined Budget and Appropriation Ordinance #01.28.2020 for fiscal year January 1, 2020 – December 31, 2020

Prospect Heights Park District

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

(847) 394-2848

COMBINED BUDGET & APPROPRIATION ORDINANCE # 01.28.2020

January 1, 2020 – December 31, 2020

**Prospect Heights Park District
Combined Budget & Appropriation Ordinance
01.28.2020**

**AN ORDINANCE ADOPTING THE COMBINED ANNUAL
BUDGET AND APPROPRIATION OF FUNDS FOR
THE PROSPECT HEIGHTS PARK DISTRICT, COOK COUNTY, ILLINOIS
FOR THE FISCAL YEAR BEGINNING ON
THE FIRST (1st) DAY OF JANUARY, 2020 AND
ENDING ON THE THIRTY-FIRST (31st) DAY OF DECEMBER, 2020**

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

Section 1: It is hereby found and determined:

- (a) this Board has heretofore caused to be prepared a combined annual budget and appropriation in tentative form for the fiscal year beginning January 1, 2020 and ending December 31, 2020, which ordinance has been conveniently available for public inspection for at least 30 days prior to final action thereon;
- (b) a public hearing was held at the Gary Morava Recreation Center, Cook County, Illinois on the 28th day of January 2020 on said ordinance; and
- (c) that all other legal requirements for the adoption of the annual budget and appropriation ordinance of this District for the fiscal year beginning January 1, 2020 and ending December 31, 2020 have heretofore been performed.

Section 2: The following sums of money, or so much thereof as may be authorized by law for the following objects and purposes, be and the same are hereby budgeted and appropriated for the fiscal year beginning the first day of January, 2020 and ending on the thirty-first (31st) day of December, 2020.

**SUMMARY of ANNUAL BUDGET & APPROPRIATION ORDINANCE
FOR FISCAL YEAR 2020**

	<u>FUND</u>	<u>BUDGET</u>	<u>APPROPRIATION</u>
100	CORPORATE	\$ 616,981	\$ 740,377
200	RECREATION	1,855,799	2,226,959
300	GOLF FUND	1,202,290	1,442,748
301	FOOD & BEVERAGE	727,095	872,514
404	AUDIT	15,500	18,600
405	PAVING & LIGHTING	8,550	10,260
406	LIABILITY INSURANCE	93,777	112,532
407	I.M.R.F.	100,000	120,000
408	POLICE	51,850	62,220
409	MUSEUM	7,000	8,400
410	SPECIAL RECREATION	92,693	111,232
411	SOCIAL SECURITY	145,000	174,000
412	MEMORIAL	5,190	6,228
413	COMMUNITY EVENTS	28,575	34,290
CAPITAL DEVELOPMENT / BONDS / RESERVES			
518	CAPITAL FUND	134,600	161,520
523	CAPITAL FUND	359,400	431,280
525	GOLF BANQUET CAPITAL	28,500	34,200
608	BOND & INTERST-2014B	449,500	539,400
612	BOND & INTEREST-2019	610,693	732,832
613	BOND & INTEREST 2020	12,150	14,580
	GRAND TOTALS	\$6,545,143	\$7,854,172

Each of said sums of money and the aggregate thereof are deemed necessary by this Board to defray the necessary expenses and liabilities of this District during the fiscal year beginning the first day of January, 2020 and ending on the thirty-first (31st) day of December, 2020 for the respective purposes set forth.

The passage by the Board of Commissioners of this 2020 Combined Annual Budget Appropriation Ordinance, including the "Appropriation" column, shall not be interpreted to authorize the expenditure within any fund of any amount greater than the amount budgeted for each fund in the "Budget" column.

All unexpended balances of the appropriations for the fiscal year ended December 31, 2020 and prior years are hereby specifically reappropriated for the same general purposes for which they were originally made and may be expended in making up any insufficiency of any other items provided in this appropriation ordinance, in making this appropriation in accordance with applicable law.

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

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

- (a) An estimate of the cash on hand at the beginning of the fiscal year is expected to be \$3,107,113.
- (b) An estimate of the cash expected to be received during the fiscal year from all sources is \$6,404,608.
- (c) An estimate of the expenditures contemplated for the fiscal year is \$6,545,143
- (d) An estimate of the cash expected to be on hand at the end of the fiscal year is \$2,966,578.
- (e) An estimate of the amount of taxes to be received during the fiscal year is \$2,873,166.

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

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

Passed by the Board of Park Commissioners of the Prospect Heights Park District, this 28th day of January 2020.

AYES:

NAYS:

ABSENT OR NOT VOTING:

Timothy Jones, President
Board of Commissioners

ATTESTED:

Ellen Avery, Board Secretary
Prospect Heights Park District

**CERTIFICATION OF ESTIMATE OF
REVENUE FOR FISCAL YEAR 2020**

I, Vicki Carney, do hereby certify that I am the duly qualified treasurer of the Prospect Heights Park District and the chief fiscal officer of said District; as such officer I do further certify that the revenues, by source, anticipated to be received by said District in the fiscal year beginning January 1, 2020 and ending on December 31, 2020 are estimated to be as follows:

<u>SOURCE</u>	<u>AMOUNT</u>
Real Estate Taxes	\$2,873,166
Personal Property Replacement Taxes	14,568
Interest	12,000
Concessions	25,375
Program Fees	1,073,442
Golf Fees	998,550
Golf Shop Sales	122,102
Food & Beverage	683,200
Bond Proceeds	<u>602,205</u>
TOTAL	\$6,404,608

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the said District this 28th day of January, 2020.

(Seal)

Vicki Carney, Treasurer, Prospect Heights Park District

STATE of ILLINOIS >
COUNTY of COOK > SS

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

I do further certify that the attached and foregoing is a true and complete copy of the “Combined Annual Budget & Appropriation Ordinance of the Prospect Heights Park District, Cook County, Illinois, for the Fiscal Year beginning January 1, 2020 and ending December 31, 2020”, as adopted by the Board of Park Commissioners at its properly convened meeting held on the 28th day of January, 2020, as appears from the official records of said District in my care and custody.

IN WITNESS WHEREOF, I have hereunto affixed my official signature and the corporate seal of said District at 110 Camp McDonald Road, Prospect Heights, Illinois, on this 28th day of January, 2020.

(Seal)

**Ellen Avery, Board Secretary
Prospect Heights Park District**



January 28, 2020

To: Park Board of Commissioners

From: Christina Ferraro, Executive Director

Re: Ordinance prohibiting the use of cannabis on Park District property

The Cannabis Regulation and Tax Act, 410 ILCS 705/*et seq.*, regulates the lawful use of cannabis in Illinois. The Act indicates it is anyone to use cannabis on Park District property or in Park District facilities,

ORDINANCE NO. 01.28.2020A

AN ORDINANCE PROHIBITING THE USE OF CANNABIS ON PARK DISTRICT PROPERTY

WHEREAS, the Prospect Heights Park District ("**Park District**"), Cook County, Illinois, is a duly organized and existing Park District created under the provisions of the laws of the State of Illinois, and operates under the provisions of the Park District Code and the laws of the State of Illinois, as amended; and

WHEREAS, the Park District Code empowers the Park District to establish by ordinance all needful rules and regulations for the government and protection of property under its jurisdiction, 70 ILCS 1205/8-1(d, f); and

WHEREAS, the Cannabis Regulation and Tax Act ("**Act**"), 410 ILCS 705/*et seq.*, regulates the lawful use of cannabis in Illinois; and

WHEREAS, nothing in the Act may be construed to require any person or establishment in lawful possession of property to allow a guest, client, lessee, customer, or visitor to use cannabis on or in that property, 410 ILCS 705/10-30(c); and

WHEREAS, the Act allows civil, criminal, or other penalties against persons engaging in the use of cannabis in a public place as defined in the Act, 410 ILCS 705/10-35(a)(3)(f); and

WHEREAS, a "public place" under the Act means any place where a person could reasonably be expected to be observed by others, including all parts of buildings owned in whole or in part, or leased by a unit of local government, and all areas in a park, recreation area, wildlife area, or playground owned in whole or in part, leased, or managed by a unit of local government, 410 ILCS 705/10-35(a); and

WHEREAS, the Park District desires to prohibit the use of cannabis in on Park District Property, including in, public places, in all Park District buildings, and all Park District parks, recreation areas, wildlife areas, or playgrounds; and

WHEREAS, the Board of Park Commissioners finds and hereby declares that it is necessary and appropriate and in the best interests of the health, safety, and welfare of Park District patrons to prohibit use of cannabis on all Park District property as hereinafter set forth;

NOW THEREFORE, BE IT ORDAINED BY THE BOARD OF PARK COMMISSIONERS OF THE PROSPECT HEIGHTS PARK DISTRICT, COOK COUNTY, ILLINOIS, AS FOLLOWS:

SECTION ONE: The foregoing recitals shall be, and they are hereby incorporated herein as if fully set forth within this Section One.

SECTION TWO: Cannabis Use Prohibited.

A. The use of cannabis is prohibited on Park District property, including in any public place.

B. The terms in this section shall have the meanings set forth in the Cannabis Regulation and Tax Act (410 ILCS 705/*et seq.*), as amended, unless the context clearly indicates otherwise. Specifically, the term “public place” means:

- 1) any place where a person could reasonably be expected to be observed by others;
- 2) all parts of buildings owned in whole or in part, or leased, by the Park District;
- 3) all areas in a park, recreation area, wildlife area, or playground owned in whole or in part, leased, or managed by the Park District; and
- 4) a private residence used to provide licensed child care, foster care, or other similar social service care on the premises.

C. The penalty for the violation of this Ordinance is punishable by a fine not exceed \$1,000 for any one offense.

SECTION THREE: Any and all policies, resolutions or ordinances of the Park District that conflict with the provisions of this Ordinance shall be, and they are hereby, repealed.

SECTION FOUR: In the event a court of competent jurisdiction finds this Ordinance or any provision hereof to be invalid or unenforceable as applied, such finding shall not affect the validity of the remaining provisions of this Ordinance and the application thereof to the greatest extent permitted by law.

SECTION FIVE: This Ordinance shall be in full force and effect from and after its passage and approval in the manner provided by law.

PASSED THIS _____ day of _____, 2020.

AYES:

NAYS:

ABSENT:

APPROVED THIS _____ day of _____, 2020.

ATTEST:

President, Board of Park Commissioners

Secretary, Board of Park Commissioners