



# **BOARD REPORT**

**APRIL 14, 2020**



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## PUBLIC NOTICE

### Agenda for the April 14, 2020 Regular Board Meeting Virtual Meeting using the Zoom platform

*Pursuant to Governor Pritzker Executive Order 2020-07 which suspends the requirement of the Illinois Open Meetings Act requiring in-person attendance by members of a public body during the duration of the Gubernatorial Disaster Proclamation, the Park District Board will be using the virtual meeting platform, Zoom. All staff and Board members will be meeting virtually through this platform. See meeting instructions at the bottom of the agenda.*

- I. Call to Order – 7:00 p.m.  
Roll Call
- II. Corrections/Additions/Approval of Agenda
- III. Correspondence  
3/13/20 IAPD PowerPlay Grant Award Letter
- IV. Recognition/Welcome
- V. Public Comment  
Items for Public Comment may also be emailed to [ecastil@phparks.org](mailto:ecastil@phparks.org) by 4:30 p.m. on the day of the meeting to be read at the meeting.
- VI. Special Presentation  
Feasibility Study: Tom Diehl of GreenPlay, LLC and Frank Parisi of Williams Architects
- VII. Approval of Minutes
  - A. Public Hearing Meeting – January 28, 2020
  - B. Regular Board Meeting – January 28, 2020
- VIII. Acceptance of Minutes
  - A. Finance Committee Meeting - November 19, 2019
  - B. Finance Committee Meeting - December 10, 2019
- IX. Announcements (Meetings)  
Regular Board Meeting – April 28, 2020 7:00 p.m. Virtual Meeting
- X. Park District Treasurer's Report
  - A. Approval of Cash Report
  - B. Approval of Warrants for Payment
- XI. Superintendent of Finance and Planning Report

- XII. Attorney's Report  
Legal Matter
- XIII. Administrative/Operational Summary
  - A. Executive Director
  - B. Superintendent of Recreation
  - C. Superintendent of Facilities and Parks
  - D. Director of Golf
  - E. Recreation Supervisors
- XIV. Unfinished/Ongoing Business  
Lexington Homes: Muir Park subcommittee
- XV. New Business
  - A. Approval of the Unclaimed Property Policy
  - B. Approval of Memorandum of Understanding with PHYBS
  - C. IMRF Resolution 04.14.2020 to Allow Benefit Protection Leave
- XVI. Adjournment

**Note 1: Meeting Location – THIS IS A VIRTUAL MEETING**

**Note 2: MEETING PARTICIPATION INSTRUCTIONS:**

Computer access: Join the Zoom Meeting

<https://us04web.zoom.us/j/587344836?pwd=MVRiRHE3czNYWXRpWHpQWEJaZnFodz09>

Meeting ID: 587 344 836

Password: 019355

Phone access: Audio participation on telephone: 1-312-626-6799

Meeting ID: 587 344 836

Password: 019355

Please be sure to use your legal name. Any use of inappropriate names may result in ejection from the meeting. The meeting will open at 6:50 p.m. Please join the meeting at least 5 minutes prior to start of meeting. Participants are automatically muted. Members of the public wishing to speak during "Public Comment", will then be unmuted to speak. Items for Public Comment may also be emailed to [ecastil@phparks.org](mailto:ecastil@phparks.org) by 4:30 p.m. on the day of the meeting to be read at the meeting.

**Note 3: 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.*



March 13, 2020



Julie Caporusso  
Superintendent of Recreation  
Prospect Heights Park District  
110 W Camp McDonald Road  
Prospect Heights, Illinois 60070

Dear Julie,

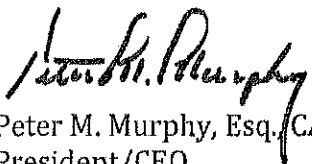
Congratulations! On behalf of IAPD and the grant committee, I am happy to inform you that your agency has been chosen to receive a PowerPlay! Beyond School Grant for your **PowerPlay Before Care PowerPlay After Care** program. This year, IAPD is awarding a total of \$31,000 in PowerPlay! grants to member agencies.

Please find enclosed a check in the amount of \$1,000, a flash drive that contains the grant manual and a Park District Youth License Plate marketing kit that contains ready-to-use print advertisements, web advertisements, and radio and television public service announcements that you can use to publicize the license plate.

We need and rely on your agency's assistance with promoting this one-of-a-kind license plate as an important component of this program. Without continued funding from sales and subsequent renewals of the Park District Youth License Plate, the PowerPlay! Beyond School Grant Program would cease to exist.

Thank you for making a difference in your community. We look forward to receiving success stories about your beyond school program.

Best personal regards,

  
Peter M. Murphy, Esq. CAE, IOM  
President/CEO

enclosures

c: Christina Ferraro



**MINUTES OF THE  
2020 BUDGET AND APPROPRIATION ORDINANCE PUBLIC HEARING  
GARY MORAVA RECREATION CENTER  
110 W CAMP MCDONALD ROAD, PROSPECT HEIGHTS, IL 60070  
TUESDAY, JANUARY 28, 2020**

**Call to Order**

**Roll Call**

Tim Jones called the 2020 Budget and Appropriation Ordinance Public Hearing of the Prospect Heights Park District to order at 7:00 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  
Marc Heidkamp – Director of Golf Operations  
Annette Curtis – Superintendent of Finance & Planning  
Edlyn Castil – Admin. Asst./Recording Secretary

**Commissioners absent:**

None

A quorum was present.

**Explanation of Hearing**

Commissioner Jones explained this hearing is required to formally pass the ordinance for the 2020 budget. This appropriates the necessary amount to cover the expenses and liabilities to be incurred in FY2020. The ordinance was available for public inspection for over 30 days. Following this hearing the board can approve and pass the ordinance at the regular board meeting.

**Public Comment**

There was no public in attendance.

**Adjournment**

With no further business to discuss, a motion was made by Commissioner Curtis and seconded by Commissioner Avery to adjourn the 2020 Budget and Appropriation Ordinance Public Hearing at 7:05 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

**MINUTES OF THE REGULAR BOARD MEETING  
OF THE COMMISSIONERS AND OFFICERS  
OF THE PROSPECT HEIGHTS PARK DISTRICT  
GARY MORAVA RECREATION CENTER  
110 W CAMP MCDONALD ROAD, PROSPECT HEIGHTS, IL 60070  
TUESDAY, JANUARY 28, 2020**

**Call to Order**

**Roll Call**

Tim Jones called the Regular Board Meeting of the Prospect Heights Park District to order at 7:06 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 Avery and seconded by Commissioner Cloud to approve the agenda as submitted. The motion unanimously approved with a voice vote. The motion carried.

**Correspondence**

- Notice of Planning / Zoning Board of Appeals Public Hearing January 23, 2020
- Invitation to 2020 IAPD Joint Legislative Breakfast February 14, 2020 in Glenview
- Invitation to 2020 IAPD Joint Legislative Breakfast February 22, 2020 in Schaumburg
- Audit Management letter

**Recognition/Welcome**

None

**Public Comment**

None

**Approval of Minutes**

**Regular Board Meeting – December 17, 2019**

A motion was made by Commissioner Curtis and seconded by Commissioner Kirste to approve the December 17, 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, February 25, 2020 at 7 p.m. at GMRC.

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

Mt Pros State	Payroll	Sweep Acct.	\$	(2,800.08)
Mt Pros State	Vendor	Sweep Acct.	\$	(137,225.83)
Mt Pros State	General/Sweep		\$	659,051.00
Mt Pros State	ATM		\$	26,622.03
Mt Pros State	Investment		\$	2,457,932.42
CD Investment			\$	353,000.00
Totals			\$	3,356,590.54

A motion was made by Commissioner Carney and seconded by Commissioner Kirste to accept the Treasurer's Report – Cash Report #1 dated January 28, 2020 in the amount of \$3,356,590.54. 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 #12, 12A, and Payroll 25, 26 in the amount of \$414,856.62. 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. Superintendent of Finance and Planning Annette Curtis also reported that the auditors worked on preliminary field work at the Park District today.

**Attorney's Report**

None

**Administrative/Operational Summary**

**Executive Director** – as submitted. Executive Director Christina Ferraro also reported that there will be discussion regarding Lexington Homes during Unfinished/Ongoing Business. The City approved last night a resolution to move forward with a TIF Study.

**Superintendent of Recreation** – as submitted. Superintendent of Recreation Julie Caporusso reviewed the bands who will be performing at the Prospect Heights Block Party on Sat, June 27. The opening band, Straight Ethyl, is a local band from Prospect Heights. Julie reported she is on the City's Complete Census Committee and has attended meetings. The kick off for the Silver Sneakers program was held and included a Pilates and yoga demo and a bank fraud seminar.

**Superintendent of Facilities and Parks** – as submitted. Superintendent of Facilities and Parks Dino Squiers reported that over the holidays, staff worked on projects at GMRC and are now starting projects planned for 2020.

**Director of Golf Operations** – as submitted. Director of Golf Marc Heidkamp reported that staff is cleaning and painting at OCCC and getting the clubhouse ready for the season. Grounds cut down trees on the 16<sup>th</sup> Hole and thinned out as much as they thought necessary. OCCC is kicking off more special events including Fish Fry Fridays and Easter Brunch.

**Recreation Supervisors** – as submitted.

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

Executive Director Christina Ferraro reported that a letter was prepared by Ancel Glink Attorney giving Lexington Homes authority to act on the Park District's behalf. Christina requested authorization to sign letter.

A motion was made by Commissioner Curtis and second by Commissioner Cloud to give Executive Director authorization to sign letter prepared by Ancel Glink Attorney giving Lexington Homes authority to act on the Park District's behalf. The motion was approved with a unanimous voice vote. The motion carried.

**Feasibility Study**

A conceptual plan is being created and will attend a future meeting to present plan to the board.

**New Business****Authorizing FY2019 Transfers between Funds**

Superintendent of Finance and Planning Annette Curtis discussed staff recommendation to authorize transfers between individual funds.

A motion was made by Commissioner Carney and seconded by Commissioner Avery to authorize FY2019 Transfers between Funds as submitted. The motion was unanimously approved with a voice vote. The motion carried.

**Resolution No. 1.28.2020****Adoption of Policy for handling complaints of sexual harassment made by elected officials against other elected officials**

A motion was made by Commissioner Jackson and seconded by Commissioner Cloud to adopt Resolution No. 1.28.2020 a Policy for handling complaints of sexual harassment made by elected officials against other elected officials. 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.

**Ordinance 01.28.2020****Adoption of Combined Budget and Appropriation Ordinance 01.28.2020**

A motion was made by Commissioner Kirste and seconded by Commissioner Carney to adopt Combined Budget and Appropriation Ordinance 01.28.2020. 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.



**New Business (continued)**

**Ordinance No. 1.28.2020A**

**Adoption of ordinance prohibiting the use of cannabis on Park District property or in facilities**

A motion was made by Commissioner Cloud and seconded by Commissioner Jackson to adopt Ordinance No. 1.28.2020A an ordinance prohibiting the use of cannabis on Park District property or in facilities. 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.

**Recess into Executive Session**

**In accordance with the Open Meetings Act (5ILCS 1220/2 Section 2A Subsection C) for the purpose of discussion of Personnel (Section 2(c) (1))**

A motion was made by Commissioner Curtis and seconded by Commissioner Kirste to recess into Executive Session for the purpose of discussion of Personnel (Section 2(c) (1)) at 7:39 p.m. The motion was unanimously approved by a voice vote. The motion carried.

**Reconvened open session at 7:54 p.m.**

During Executive Session, Personnel was discussed. No action was taken by the Board.

**Adjournment**

With no further business to discuss, a motion was made by Commissioner Curtis and seconded by Commissioner Kirste to adjourn the Regular Board Meeting at 7:55 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

**MINUTES OF THE FINANCE COMMITTEE MEETING  
OF THE PROSPECT HEIGHTS PARK DISTRICT  
GARY MORAVA RECREATION CENTER  
110 W CAMP MCDONALD ROAD, PROSPECT HEIGHTS, IL 60070  
TUESDAY, NOVEMBER 19, 2019**

**Call to Order**

**Roll Call**

Vicki Carney called the Finance Committee Meeting of the Prospect Heights Park District to order at 6:02 p.m.

Commissioners present:

Vicki Carney

Tim Jones

Eric Kirste

Also Present:

Christina Ferraro – Executive Director

Annette Curtis – Superintendent of Finance & Planning

Marc Heidkamp – Director of Golf Operations

Edlyn Castil – Admin. Asst./Recording Secretary

**Corrections/Additions/Approval of Agenda**

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

**Recognition/Welcome**

None

**Public Comment**

None

**Announcements**

Regular Board Meeting – November 19, 2019 7:00 p.m. GMRC

Finance Committee Meeting – December 10, 2019 6:00 p.m. GMRC

Regular Board Meeting – December 17, 2019 7:00 p.m. OCCC

**Unfinished/Ongoing Business**

None

**New Business**

**Fund Balance Policy**

Superintendent of Finance & Planning Annette Curtis reviewed the Park District's Fund Balance Policy which has been updated to include F300 Golf and F301 Banquets. Based on the policy net proceeds from F300 Golf will be used to support golf operations, golf capital, and F200 Recreation. F301 Banquet's net proceeds will be used to support banquet operations, banquet capital, golf operations, golf capital and F200 Recreation. Annette explained several of the funds with higher balances could be rebalanced. She proposed the balances in those funds be decreased and moved to F200 Recreation as a planned use of reserves. She noted F410 Special Recreation is underfunded. Based on the Finance Committee's approval, staff recommends the adoption of Resolution 11.19.2019 and Fund Balance Policy 11.19.2019.

**Adjournment**

With no further business to discuss, a motion was made by Commissioner Kirste and seconded by Commissioner Jones to adjourn the Finance Committee Meeting at 6:44 p.m. The motion was unanimously approved by a voice vote. The motion carried.



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MINUTES OF THE FINANCE COMMITTEE  
OF THE PROSPECT HEIGHTS PARK DISTRICT  
GARY MORAVA RECREATION CENTER  
110 W. CAMP MCDONALD ROAD, PROSPECT HEIGHTS, IL. 60070

December 10, 2019

Call to Order-6:00pm

Roll Call

Commissioners present:

Vicki Carney

Eric Kirste

Also Present:

Christina Ferraro-Executive Director

Julie Caporusso-Superintendent of Recreation

Dino Squiers-Superintendent of Parks and Facilities

Edlyn Castil- Admin. Assistant/HR

Marc Heidkamp- Director of Golf Operations

Annette Curtis-Superintendent of Finance and Planning

Corrections/Additions/Approval of Agenda

No additions were made to the agenda

Introduction of Guests/Citizens

None

Public Comment

None

Correspondence

None

Announcements (Meetings)

A.- Finance Committee Meeting- April 1, 2020

New Business

Superintendent Curtis presented the 2020 Fiscal Year Budget. Discussion included:

- All Funds Summary- Net Deficit \$140,535
- Major Funds Summary- Net Surplus \$314,759 due to shift in property tax allocation
- Minor Funds Summary- Net Deficit \$73,349 due to the shift in property tax allocation
- Capital Funds- Net Deficit \$522,500 a planned use of reserves for capital improvements offset with funding received from the 2020 Bond Issuance.

Included in the presentation: levy, debt, and minimum wage, PDRMA, IMRF, NWSRA and NRC. Commissioner Carney questioned the Food & Beverage operation. It was reported that 2019 end with a slight loss, but bookings were looking strong for 2020.

TO: Board of Commissioners, Prospect Heights Park District

Pink

FROM: Park District Treasurer

DATE: 2/25/2020 CASH REPORT FY 20

Approved 4/14/2020 Board Meeting

Motion by Commissioner \_\_\_\_\_ to approve CASH REPORT 2  
2/25/2020 as submitted. Seconded by Commissioner \_\_\_\_\_ .

Payroll	#90001511	sweep acct.	\$	(4,941.46)	
Vendor	#90001503	sweep acct.	\$	(116,630.30)	
General/Sweep	#90001498		\$	359,471.50	
ATM	#90001537		\$	26,633.03	
Investment	#107503657		\$	2,459,601.29	
CD Investment	#355751	Maturity 1.8.2021 annual yeild 1.51%	\$	354,333.12	
<b>TOTALS</b>			<b>\$</b>	<b>3,078,467.18</b>	<b>Voice Vote</b>

#### FINANCIAL RESOLUTION

Motion by Commissioner \_\_\_\_\_ to approve WARRANT RESOLUTION  
2/25/2020 as submitted. Seconded by Commissioner \_\_\_\_\_ .

#### APPROVAL OF WARRANTS 2/25/2020

##### VENDOR WARRANTS

			AMOUNTS
1	In the amount of	CHECKS ISSUED	\$196,367.98
1A	In the amount of	ELECTRONIC	\$63,606.13
Total Vendor Warrants			<u>\$259,974.11</u>

##### PAYROLL WARRANTS

1/3/2020		
1	In the amount of	60,730.98
	gross plus employer costs	
1/17/2020		
2	In the amount of	62,017.22
	gross plus employer costs	
1/31/2020		
3	In the amount of	67,591.52
	gross plus employer costs	
Total Payroll Warrants		<u>190,339.72</u>

**TOTAL OF WARRANTS** **\$450,313.83** **Roll Call**



# Prospect Heights Park District, IL

## Check Report

By Check Number

Date Range: 01/01/2020 - 01/31/2020

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP Bank-AP Bank						
01165	A DISCOUNT LOCK CO	01/09/2020	Regular	0.00	547.00	48857
02124	ALPHA BAKING COMPANY	01/09/2020	Regular	0.00	749.30	48858
01015	ASSOCIATED LABOR CORPORATION OF AMERIC	01/09/2020	Regular	0.00	16,187.91	48859
02143	CENTRAL CONTINENTAL BAKERY	01/09/2020	Regular	0.00	618.40	48860
01022	COMCAST	01/09/2020	Regular	0.00	108.71	48861
01022	COMCAST	01/09/2020	Regular	0.00	158.89	48862
01023	COMMONWEALTH EDISON	01/09/2020	Regular	0.00	25.75	48863
01024	CONSERV FS	01/09/2020	Regular	0.00	1,812.54	48864
01041	CONSTELLATION NEW ENERGY INC	01/09/2020	Regular	0.00	3,129.91	48865
01041	CONSTELLATION NEW ENERGY INC	01/09/2020	Regular	0.00	28.30	48866
01041	CONSTELLATION NEW ENERGY INC	01/09/2020	Regular	0.00	148.45	48867
01041	CONSTELLATION NEW ENERGY INC	01/09/2020	Regular	0.00	29.00	48868
01042	CONSTELLATION NEWENERGY - GAS DIVISION I	01/09/2020	Regular	0.00	2,754.68	48869
01042	CONSTELLATION NEWENERGY - GAS DIVISION I	01/09/2020	Regular	0.00	233.14	48870
01341	DEFRANCO PLUMBING	01/09/2020	Regular	0.00	301.20	48871
02127	DIRECTV	01/09/2020	Regular	0.00	161.97	48872
01107	DISTRICT 214 COMMUNITY EDUCATION	01/09/2020	Regular	0.00	580.00	48873
01181	DOUG RANDELL	01/09/2020	Regular	0.00	90.70	48874
01106	FIRST STUDENT INC	01/09/2020	Regular	0.00	940.80	48875
01423	GORDON FOOD SERVICE INC	01/09/2020	Regular	0.00	4,225.99	48876
02117	GREAT LAKES COCA-COLA DISTRIBUTION	01/09/2020	Regular	0.00	105.00	48877
01693	HINCKLEY SPRINGS	01/09/2020	Regular	0.00	2.00	48878
01040	HOME DEPOT CREDIT SERVICES	01/09/2020	Regular	0.00	1,070.04	48879
02152	ILENE MAYER	01/09/2020	Regular	0.00	19.00	48880
01045	JW TURF INC	01/09/2020	Regular	0.00	482.68	48881
02220	KATIE WILLIAMS	01/09/2020	Regular	0.00	35.20	48882
01036	MARCI GLINSKI	01/09/2020	Regular	0.00	50.00	48883
02073	MARKETING AND MORE GROUP LLC	01/09/2020	Regular	0.00	350.00	48884
01050	MENARDS	01/09/2020	Regular	0.00	3.92	48885
02097	MORGAN SERVICES INC	01/09/2020	Regular	0.00	321.79	48886
01057	NAPA HEIGHTS AUTOMOTIVE	01/09/2020	Regular	0.00	194.33	48887
01059	NICOR	01/09/2020	Regular	0.00	128.89	48888
01720	NORTHFIELD HEATING AND AIR	01/09/2020	Regular	0.00	1,400.00	48889
01065	PITNEY BOWES GLOBAL FINANCIAL SERVICES	01/09/2020	Regular	0.00	402.50	48890
01066	PLATINUM SYSTEMS INC	01/09/2020	Regular	0.00	135.00	48891
01070	RAMROD	01/09/2020	Regular	0.00	555.00	48892
01071	REINDERS INC	01/09/2020	Regular	0.00	201.04	48893
01120	REPUBLIC SERVICES INC	01/09/2020	Regular	0.00	295.26	48894
02134	TESTA PRODUCE INC	01/09/2020	Regular	0.00	1,545.90	48895
01400	THE PROACTIVE SPORTS GROUP	01/09/2020	Regular	0.00	120.00	48896
01781	THOMAS R PETZEL	01/09/2020	Regular	0.00	1,170.00	48897
01988	TIA LINDHOLM	01/09/2020	Regular	0.00	75.06	48898
01616	TOUR EDGE GOLF MFG INC	01/09/2020	Regular	0.00	196.50	48899
01092	US KIDS GOLF	01/09/2020	Regular	0.00	452.58	48900
02157	VERIZON	01/09/2020	Regular	0.00	108.03	48901
01082	WAREHOUSE DIRECT	01/09/2020	Regular	0.00	560.80	48902
01006	ADP LLC	01/16/2020	Regular	0.00	1,279.56	48903
02124	ALPHA BAKING COMPANY	01/16/2020	Regular	0.00	62.96	48904
02138	ANDERSON PEST SOLUTIONS	01/16/2020	Regular	0.00	142.75	48905
01797	ARENA SPORTS USA INC	01/16/2020	Regular	0.00	182.00	48906
01347	ASCAP	01/16/2020	Regular	0.00	363.00	48907
01015	ASSOCIATED LABOR CORPORATION OF AMERIC	01/16/2020	Regular	0.00	6,915.77	48908
01744	BLACK LINE FOX VALLEY LLC	01/16/2020	Regular	0.00	1,659.00	48909
01858	CALL ONE	01/16/2020	Regular	0.00	549.59	48910

## Check Report

Date Range: 01/01/2020 - 01/31/2020

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
02222	CARM PETZEL	01/16/2020	Regular	0.00	109.96	48911
02143	CENTRAL CONTINENTAL BAKERY	01/16/2020	Regular	0.00	252.50	48912
01022	COMCAST	01/16/2020	Regular	0.00	139.20	48913
01042	CONSTELLATION NEWENERGY - GAS DIVISION I	01/16/2020	Regular	0.00	3,323.15	48914
02028	CONTROL FIRE EQUIPMENT	01/16/2020	Regular	0.00	131.99	48915
01688	COSTCO MEMBERSHIP	01/16/2020	Regular	0.00	300.00	48916
01180	DARLEEN CARL-BECK	01/16/2020	Regular	0.00	222.60	48917
01338	DETECTION SYSTEMS & SERVICE INC	01/16/2020	Regular	0.00	1,314.00	48918
01324	DIRECT FITNESS SOLUTIONS LLC	01/16/2020	Regular	0.00	282.50	48919
02127	DIRECTV	01/16/2020	Regular	0.00	162.27	48920
01106	FIRST STUDENT INC	01/16/2020	Regular	0.00	698.75	48921
01250	GARY KANTOR	01/16/2020	Regular	0.00	445.00	48922
01992	GLOBAL EQUIPMENT COMPANY INC	01/16/2020	Regular	0.00	435.90	48923
01423	GORDON FOOD SERVICE INC	01/16/2020	Regular	0.00	5,234.82	48924
01038	HARRIS MOTOR SPORTS	01/16/2020	Regular	0.00	621.64	48925
01044	JC LICHT AND COMPANY	01/16/2020	Regular	0.00	23.06	48926
01045	JW TURF INC	01/16/2020	Regular	0.00	256.83	48927
01785	MAGIC BY RANDY INC	01/16/2020	Regular	0.00	400.00	48928
02073	MARKETING AND MORE GROUP LLC	01/16/2020	Regular	0.00	1,730.00	48929
01773	MIDCO INC	01/16/2020	Regular	0.00	330.00	48930
02097	MORGAN SERVICES INC	01/16/2020	Regular	0.00	128.41	48931
01057	NAPA HEIGHTS AUTOMOTIVE	01/16/2020	Regular	0.00	266.93	48932
01984	PH MEDIA USA INC	01/16/2020	Regular	0.00	597.00	48933
01066	PLATINUM SYSTEMS INC	01/16/2020	Regular	0.00	190.00	48934
01031	PULSE TECHNOLOGY	01/16/2020	Regular	0.00	1,100.00	48935
01071	REINDERS INC	01/16/2020	Regular	0.00	1,053.16	48936
02223	SEGAL CONSULTING	01/16/2020	Regular	0.00	2,500.00	48937
01541	SESAC	01/16/2020	Regular	0.00	460.00	48938
01136	SUNBURST SPORTSWEAR	01/16/2020	Regular	0.00	600.00	48939
02173	SWING KING	01/16/2020	Regular	0.00	499.00	48940
01964	THE WIFFLOT INC	01/16/2020	Regular	0.00	275.00	48941
01334	TYLER BUSINESS FORMS	01/16/2020	Regular	0.00	138.99	48942
01143	VILLAGE OF MOUNT PROSPECT-SALES TAX	01/16/2020	Regular	0.00	465.87	48943
01138	VISIONARY WEBWORKS	01/16/2020	Regular	0.00	1,200.00	48944
01374	WESTERN GOLF ASSOCIATION	01/16/2020	Regular	0.00	50.00	48945
01091	WILSON SPORTING GOODS	01/16/2020	Regular	0.00	4,284.00	48946
01166	ZIMMERMAN ENTERPRISES INC	01/16/2020	Regular	0.00	212.64	48947
01667	AFLAC	01/23/2020	Regular	0.00	51.24	48948
01797	ARENA SPORTS USA INC	01/23/2020	Regular	0.00	1,150.00	48949
01015	ASSOCIATED LABOR CORPORATION OF AMERIC	01/23/2020	Regular	0.00	2,775.20	48950
01090	CITY OF PROSPECT HEIGHTS	01/23/2020	Regular	0.00	73.50	48951
01022	COMCAST	01/23/2020	Regular	0.00	10.47	48952
01041	CONSTELLATION NEW ENERGY INC	01/23/2020	Regular	0.00	33.23	48953
01041	CONSTELLATION NEW ENERGY INC	01/23/2020	Regular	0.00	4,386.33	48954
01041	CONSTELLATION NEW ENERGY INC	01/23/2020	Regular	0.00	24.55	48955
01041	CONSTELLATION NEW ENERGY INC	01/23/2020	Regular	0.00	148.62	48956
01107	DISTRICT 214 COMMUNITY EDUCATION	01/23/2020	Regular	0.00	125.00	48957
01249	E-Z-GO A TEXTRON COMPANY	01/23/2020	Regular	0.00	37.99	48958
01037	GRAINGER	01/23/2020	Regular	0.00	362.40	48959
01044	JC LICHT AND COMPANY	01/23/2020	Regular	0.00	88.11	48960
02097	MORGAN SERVICES INC	01/23/2020	Regular	0.00	70.16	48961
01057	NAPA HEIGHTS AUTOMOTIVE	01/23/2020	Regular	0.00	177.17	48962
01058	NCPERS GROUP LIFE INSURANCE	01/23/2020	Regular	0.00	96.00	48963
01063	PDRMA	01/23/2020	Regular	0.00	21,409.76	48964
01063	PDRMA	01/23/2020	Regular	0.00	18,153.48	48965
01068	PROSPECT HEIGHTS SCHOOL DISTRICT 23	01/23/2020	Regular	0.00	3,000.00	48966
01322	SPEER FINANCIAL INC	01/23/2020	Regular	0.00	6,425.00	48967
01081	VILLAGE OF MOUNT PROSPECT	01/23/2020	Regular	0.00	31.25	48968
01081	VILLAGE OF MOUNT PROSPECT	01/23/2020	Regular	0.00	486.10	48969
01081	VILLAGE OF MOUNT PROSPECT	01/23/2020	Regular	0.00	50.08	48970
01081	VILLAGE OF MOUNT PROSPECT	01/23/2020	Regular	0.00	203.04	48971

## Check Report

Date Range: 01/01/2020 - 01/31/2020

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
01809	WOODWARD PRINTING SERVICES	01/23/2020	Regular	0.00	767.00	48972
01007	ADP SCREENING & SELECTION	01/31/2020	Regular	0.00	301.80	48973
01009	AIRGAS USA LLC	01/31/2020	Regular	0.00	203.54	48974
02189	ANNETTE CURTIS	01/31/2020	Regular	0.00	93.01	48975
01015	ASSOCIATED LABOR CORPORATION OF AMERIC	01/31/2020	Regular	0.00	1,387.60	48976
01022	COMCAST	01/31/2020	Regular	0.00	124.20	48977
01023	COMMONWEALTH EDISON	01/31/2020	Regular	0.00	23.54	48978
01034	FIRST COMMUNICATIONS LLC	01/31/2020	Regular	0.00	991.55	48979
01106	FIRST STUDENT INC	01/31/2020	Regular	0.00	292.50	48980
01144	HOUSE OF RENTAL	01/31/2020	Regular	0.00	465.00	48981
01330	JB METAL WORKS INC	01/31/2020	Regular	0.00	1,940.00	48982
01044	JC LIGHT AND COMPANY	01/31/2020	Regular	0.00	99.08	48983
01206	JOURNAL AND TOPICS NEWSPAPER	01/31/2020	Regular	0.00	110.28	48984
01050	MENARDS	01/31/2020	Regular	0.00	354.90	48985
01773	MIDCO INC	01/31/2020	Regular	0.00	905.00	48986
01057	NAPA HEIGHTS AUTOMOTIVE	01/31/2020	Regular	0.00	494.04	48987
01059	NICOR	01/31/2020	Regular	0.00	157.69	48988
01061	NORTHWEST SPECIAL RECREATION ASSOCIATIC	01/31/2020	Regular	0.00	40,146.41	48989
01065	PITNEY BOWES GLOBAL FINANCIAL SERVICES	01/31/2020	Regular	0.00	206.00	48990
01120	REPUBLIC SERVICES INC	01/31/2020	Regular	0.00	291.77	48991
02181	ROBERT W HENDRICKSON COMPANY	01/31/2020	Regular	0.00	2,160.00	48992
01541	SESAC	01/31/2020	Regular	0.00	460.00	48993
01334	TYLER BUSINESS FORMS	01/31/2020	Regular	0.00	18.33	48994
02157	VERIZON	01/31/2020	Regular	0.00	108.03	48995
01082	WAREHOUSE DIRECT	01/31/2020	Regular	0.00	495.07	48996
02205	ILLINOIS MUNICIPAL FUND	01/09/2020	Bank Draft	0.00	13,912.92	DFT0001131
01032	CARDMEMBER SERVICE	01/06/2020	Bank Draft	0.00	28,233.24	DFT0001146
01032	CARDMEMBER SERVICE	01/06/2020	Bank Draft	0.00	-200.19	DFT0001147
02204	WINTRUST ASSET FINANCE	01/03/2020	Bank Draft	0.00	2,175.60	DFT0001167
02204	WINTRUST ASSET FINANCE	01/03/2020	Bank Draft	0.00	13,710.00	DFT0001168
02136	SOUTHERN GLAZER'S OF IL	01/13/2020	Bank Draft	0.00	392.56	DFT0001169
02206	ILLINOIS DEPARTMENT OF REVENUE	01/21/2020	Bank Draft	0.00	4,782.00	DFT0001170
02206	ILLINOIS DEPARTMENT OF REVENUE	01/31/2020	Bank Draft	0.00	600.00	DFT0001171

## Bank Code AP Bank Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	199	140	0.00	196,367.98
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	8	8	0.00	63,606.13
EFT's	0	0	0.00	0.00
	207	148	0.00	259,974.11

**All Bank Codes Check Summary**

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	199	140	0.00	196,367.98
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	8	8	0.00	63,606.13
EFT's	0	0	0.00	0.00
	207	148	0.00	259,974.11

**Fund Summary**

Fund	Name	Period	Amount
950	POOLED CASH FUND	1/2020	259,974.11
			259,974.11



TO: Board of Commissioners, Prospect Heights Park District

Pink

FROM: Park District Treasurer

DATE: 3/31/2020 CASH REPORT FY 20

Approved 4/14/2020 Board Meeting

Motion by Commissioner \_\_\_\_\_ to approve CASH REPORT 3  
3/31/2020 as submitted. Seconded by Commissioner \_\_\_\_\_ .

Payroll	#90001511	sweep acct.	(4,109.45)	
Vendor	#90001503	sweep acct.	(60,595.86)	
General/Sweep	#90001498		460,934.81	
ATM	#90001537		26,433.03	
Investment	#107503657		2,461,267.91	
CD Investment	#355751	Maturity 1.8.2021 annual yeild 1.51%	\$ 354,333.12	
<b>TOTALS</b>			<b>\$ 3,238,263.56</b>	<b>Voice Vote</b>

#### FINANCIAL RESOLUTION

Motion by Commissioner \_\_\_\_\_ to approve WARRANT RESOLUTION  
3/31/2020 as submitted. Seconded by Commissioner \_\_\_\_\_ .

#### APPROVAL OF WARRANTS 3/31/2020

VENDOR WARRANTS			AMOUNTS
2	In the amount of	CHECKS ISSUED	\$144,058.23
2A	In the amount of	ELECTRONIC	\$48,911.27
Total Vendor Warrants			<u>\$192,969.50</u>

#### PAYROLL WARRANTS

2/14/2020		
3	In the amount of	73,806.46
		gross plus employer costs
2/28/2020		
4	In the amount of	65,590.56
		gross plus employer costs
Total Payroll Warrants		<u>139,397.02</u>

TOTAL OF WARRANTS	<u>\$332,366.52</u>	Roll Call
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# Prospect Heights Park District, IL

## Check Report

By Check Number

Date Range: 02/01/2020 - 02/29/2020

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP Bank-AP Bank						
01079	ACUSHNET COMPANY	02/06/2020	Regular	0.00	256.93	48997
01006	ADP LLC	02/06/2020	Regular	0.00	1,108.42	48998
02138	ANDERSON PEST SOLUTIONS	02/06/2020	Regular	0.00	142.75	48999
02226	ARLINGTON RENTAL	02/06/2020	Regular	0.00	99.00	49000
01015	ASSOCIATED LABOR CORPORATION OF AMERIC	02/06/2020	Regular	0.00	8,968.33	49001
01744	BLACK LINE FOX VALLEY LLC	02/06/2020	Regular	0.00	1,659.00	49002
01022	COMCAST	02/06/2020	Regular	0.00	158.89	49003
02145	DURABILT FENCE	02/06/2020	Regular	0.00	3,875.00	49004
01423	GORDON FOOD SERVICE INC	02/06/2020	Regular	0.00	532.66	49005
01693	HINCKLEY SPRINGS	02/06/2020	Regular	0.00	2.00	49006
01040	HOME DEPOT CREDIT SERVICES	02/06/2020	Regular	0.00	1,240.11	49007
01044	JC LIGHT AND COMPANY	02/06/2020	Regular	0.00	93.82	49008
01370	JULIE INC	02/06/2020	Regular	0.00	150.44	49009
01045	JW TURF INC	02/06/2020	Regular	0.00	1,042.96	49010
01162	MANZELLA PLUMBING INC	02/06/2020	Regular	0.00	427.50	49011
01050	MENARDS	02/06/2020	Regular	0.00	94.90	49012
02097	MORGAN SERVICES INC	02/06/2020	Regular	0.00	328.05	49013
01057	NAPA HEIGHTS AUTOMOTIVE	02/06/2020	Regular	0.00	322.27	49014
02227	PARTSMASTER	02/06/2020	Regular	0.00	217.50	49015
02228	PAYCOR	02/06/2020	Regular	0.00	1,250.00	49016
01066	PLATINUM SYSTEMS INC	02/06/2020	Regular	0.00	190.00	49017
01135	PURCHASE POWER	02/06/2020	Regular	0.00	201.00	49018
01120	REPUBLIC SERVICES INC	02/06/2020	Regular	0.00	304.38	49019
01072	RIVER TRAILS PARK DISTICT	02/06/2020	Regular	0.00	170.30	49020
01865	SPORTS KIDS INC	02/06/2020	Regular	0.00	331.50	49021
01673	SUBURBAN TRIM & GLASS	02/06/2020	Regular	0.00	14,383.50	49022
01781	THOMAS R PETZEL	02/06/2020	Regular	0.00	1,320.00	49023
01143	VILLAGE OF MOUNT PROSPECT-SALES TAX	02/10/2020	Regular	0.00	17.97	49024
01667	AFLAC	02/13/2020	Regular	0.00	76.86	49025
02124	ALPHA BAKING COMPANY	02/13/2020	Regular	0.00	97.26	49026
01909	ANCEL GLINK PC	02/13/2020	Regular	0.00	1,226.25	49027
01041	CONSTELLATION NEW ENERGY INC	02/13/2020	Regular	0.00	3,288.50	49028
01423	GORDON FOOD SERVICE INC	02/13/2020	Regular	0.00	394.92	49029
02215	GRUMMAN/BUTKUS ASSOCIATES	02/13/2020	Regular	0.00	3,827.52	49030
01773	MIDCO INC	02/13/2020	Regular	0.00	330.00	49031
01440	MINDSIGHT	02/13/2020	Regular	0.00	168.75	49032
01062	OFFICE DEPOT	02/13/2020	Regular	0.00	407.16	49033
01063	PDRMA	02/13/2020	Regular	0.00	21,701.58	49034
01031	PULSE TECHNOLOGY	02/13/2020	Regular	0.00	1,100.00	49035
01070	RAMROD	02/13/2020	Regular	0.00	954.61	49036
01120	REPUBLIC SERVICES INC	02/13/2020	Regular	0.00	35.00	49037
02134	TESTA PRODUCE INC	02/13/2020	Regular	0.00	281.45	49038
02009	THE KNOT	02/13/2020	Regular	0.00	2,688.06	49039
01082	WAREHOUSE DIRECT	02/13/2020	Regular	0.00	846.12	49040
01740	AERUS	02/21/2020	Regular	0.00	39.00	49041
01009	AIRGAS USA LLC	02/21/2020	Regular	0.00	203.54	49042
02093	ANN ROSE	02/21/2020	Regular	0.00	107.53	49043
01232	ARLINGTON POWER EQUIPMENT INC	02/21/2020	Regular	0.00	57.24	49044
01015	ASSOCIATED LABOR CORPORATION OF AMERIC	02/21/2020	Regular	0.00	5,774.77	49045
02143	CENTRAL CONTINENTAL BAKERY	02/21/2020	Regular	0.00	89.70	49046
02230	CENTURY SUPPLY CO.	02/21/2020	Regular	0.00	26.94	49047
01022	COMCAST	02/21/2020	Regular	0.00	139.20	49048
01022	COMCAST	02/21/2020	Regular	0.00	10.47	49049
01041	CONSTELLATION NEW ENERGY INC	02/21/2020	Regular	0.00	30.98	49050

## Check Report

Date Range: 02/01/2020 - 02/29/2020

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
01041	CONSTELLATION NEW ENERGY INC	02/21/2020	Regular	0.00	4,022.33	49051
01042	CONSTELLATION NEWENERGY - GAS DIVISION I	02/21/2020	Regular	0.00	3,774.59	49052
02127	DIRECTV	02/21/2020	Regular	0.00	165.93	49053
01249	E-Z-GO A TEXTRON COMPANY	02/21/2020	Regular	0.00	19.84	49054
01044	JC LIGHT AND COMPANY	02/21/2020	Regular	0.00	11.78	49055
01045	JW TURF INC	02/21/2020	Regular	0.00	1,576.44	49056
01238	KIMBALL MIDWEST	02/21/2020	Regular	0.00	209.70	49057
01577	MICHAEL KAUTZ CARPETS & DESIGNS INC	02/21/2020	Regular	0.00	1,000.00	49058
01053	MICHAEL WAGNER & SONS	02/21/2020	Regular	0.00	16.10	49059
02097	MORGAN SERVICES INC	02/21/2020	Regular	0.00	391.72	49060
01057	NAPA HEIGHTS AUTOMOTIVE	02/21/2020	Regular	0.00	981.43	49061
	**Void**	02/21/2020	Regular	0.00	0.00	49062
01399	NATIONAL GOLF FOUNDATION INC	02/21/2020	Regular	0.00	250.00	49063
01069	PROSPECT HEIGHTS LIONS CLUB	02/21/2020	Regular	0.00	125.00	49064
01881	R R ROOFING & CONSTRUCTION CO	02/21/2020	Regular	0.00	1,250.00	49065
01073	ROUTE 12 RENTAL	02/21/2020	Regular	0.00	59.90	49066
01774	VERMONT SYSTEMS INC	02/21/2020	Regular	0.00	525.00	49067
01081	VILLAGE OF MOUNT PROSPECT	02/21/2020	Regular	0.00	149.60	49068
01081	VILLAGE OF MOUNT PROSPECT	02/21/2020	Regular	0.00	23.36	49069
01081	VILLAGE OF MOUNT PROSPECT	02/21/2020	Regular	0.00	685.00	49070
02100	ZURCHER TIRE INC	02/21/2020	Regular	0.00	220.00	49071
01667	AFLAC	02/27/2020	Regular	0.00	51.24	49072
02124	ALPHA BAKING COMPANY	02/27/2020	Regular	0.00	207.72	49073
02231	AMERICAN SOCCER CO.	02/27/2020	Regular	0.00	1,050.84	49074
01015	ASSOCIATED LABOR CORPORATION OF AMERIC	02/27/2020	Regular	0.00	5,578.64	49075
01744	BLACK LINE FOX VALLEY LLC	02/27/2020	Regular	0.00	1,696.00	49076
01422	CENTRAL SOD FARMS INC	02/27/2020	Regular	0.00	564.25	49077
01022	COMCAST	02/27/2020	Regular	0.00	114.20	49078
01023	COMMONWEALTH EDISON	02/27/2020	Regular	0.00	23.16	49079
01041	CONSTELLATION NEW ENERGY INC	02/27/2020	Regular	0.00	143.48	49080
01041	CONSTELLATION NEW ENERGY INC	02/27/2020	Regular	0.00	24.54	49081
01018	DOUGLAS BRAZEAU	02/27/2020	Regular	0.00	946.15	49082
01106	FIRST STUDENT INC	02/27/2020	Regular	0.00	260.00	49083
01423	GORDON FOOD SERVICE INC	02/27/2020	Regular	0.00	6,699.03	49084
01038	HARRIS MOTOR SPORTS	02/27/2020	Regular	0.00	16,370.00	49085
01040	HOME DEPOT CREDIT SERVICES	02/27/2020	Regular	0.00	1,322.93	49086
01349	ILLINOIS ASSOCIATION OF PARK DISTRICTS	02/27/2020	Regular	0.00	5,051.67	49087
01379	ILLINOIS OFFICE OF THE STATE FIRE MARSHALL	02/27/2020	Regular	0.00	210.00	49088
01162	MANZELLA PLUMBING INC	02/27/2020	Regular	0.00	350.92	49089
02073	MARKETING AND MORE GROUP LLC	02/27/2020	Regular	0.00	570.00	49090
01058	NCBERS GROUP LIFE INSURANCE	02/27/2020	Regular	0.00	48.00	49091
01168	POSTMASTER	02/27/2020	Regular	0.00	1,671.31	49092
02113	STUEVER & SONS INC	02/27/2020	Regular	0.00	136.00	49093
02134	TESTA PRODUCE INC	02/27/2020	Regular	0.00	1,121.21	49094
01964	THE WIFFLOT INC	02/27/2020	Regular	0.00	275.00	49095
01404	TOTAL ID SOLUTIONS	02/27/2020	Regular	0.00	590.00	49096
02157	VERIZON	02/27/2020	Regular	0.00	108.03	49097
01082	WAREHOUSE DIRECT	02/27/2020	Regular	0.00	623.60	49098
01032	CARDMEMBER SERVICE	02/10/2020	Bank Draft	0.00	2,203.33	DFT0001148
01032	CARDMEMBER SERVICE	02/10/2020	Bank Draft	0.00	-172.22	DFT0001149
01032	CARDMEMBER SERVICE	02/10/2020	Bank Draft	0.00	7,789.36	DFT0001150
01032	CARDMEMBER SERVICE	02/10/2020	Bank Draft	0.00	-126.97	DFT0001151
02204	WINTRUST ASSET FINANCE	02/04/2020	Bank Draft	0.00	2,175.60	DFT0001173
02204	WINTRUST ASSET FINANCE	02/04/2020	Bank Draft	0.00	13,710.00	DFT0001174
02121	TOWN & COUNTRY DISTRIBUTORS INC	02/10/2020	Bank Draft	0.00	291.29	DFT0001175
02206	ILLINOIS DEPARTMENT OF REVENUE	02/12/2020	Bank Draft	0.00	190.00	DFT0001176
02236	LAKESHORE BEVERAGE	02/21/2020	Bank Draft	0.00	243.23	DFT0001177

**Check Report**

Date Range: 02/01/2020 - 02/29/2020

<b>Vendor Number</b>	<b>Vendor Name</b>	<b>Payment Date</b>	<b>Payment Type</b>	<b>Discount Amount</b>	<b>Payment Amount</b>	<b>Number</b>
02205	ILLINOIS MUNICIPAL FUND	02/05/2020	Bank Draft	0.00	22,607.65	DFT0001178

**Bank Code AP Bank Summary**

<b>Payment Type</b>	<b>Payable Count</b>	<b>Payment Count</b>	<b>Discount</b>	<b>Payment</b>
Regular Checks	166	101	0.00	144,058.23
Manual Checks	0	0	0.00	0.00
Voided Checks	0	1	0.00	0.00
Bank Drafts	10	10	0.00	48,911.27
EFT's	0	0	0.00	0.00
	<b>176</b>	<b>112</b>	<b>0.00</b>	<b>192,969.50</b>

**All Bank Codes Check Summary**

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	166	101	0.00	144,058.23
Manual Checks	0	0	0.00	0.00
Voided Checks	0	1	0.00	0.00
Bank Drafts	10	10	0.00	48,911.27
EFT's	0	0	0.00	0.00
	176	112	0.00	192,969.50

**Fund Summary**

Fund	Name	Period	Amount
950	POOLED CASH FUND	2/2020	192,969.50
			192,969.50



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February 25, 2020

To: Christina Ferraro, Executive Director  
From: Annette Curtis, Superintendent of Finance and Planning  
Re: February 25, 2020 Board Report

**2020 Audit**

The audit is scheduled for the week of March 2, 2020 and the report will be presented at the May board meeting.

**Finance Committee**

The quarterly Finance Committee meeting is scheduled for April 1, 2020. Topics on the agenda include:

- Purchasing Policy
- Unclaimed Property Policy
- Investment



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April 14, 2020

To: Christina Ferraro, Executive Director  
From: Annette Curtis, Superintendent of Finance and Planning  
Re: April 14, 2020 COVID 19 Impact Update

**COVID 19 IMPACT UPDATE:**

Operations stopped on March 13, 2020 with a tentative return to work date of April 8, 2020, which has been extended to May 1, 2020. Staff has estimated lost revenue of \$195,000 during this time period.

Many programs have been cancelled, such as the Kids Day Out that were scheduled for the week of spring break. Programs, such as Active Adults, will be rescheduled and Fitness Center passes will be extended. OOC has three outings affected, one special event, and 25 food and beverage rentals. Staff is working to find new dates for rentals at both GMRC and OOC; unfortunately not all rentals can be rescheduled.

A spending freeze was put into place. All purchases need Executive Director approval. Two check runs will be completed during April.

Projection modeling, based upon various return to work date scenarios have been created and reviewed. These models are being refined to provide an operational road map for the District.



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April 14, 2020

To: Christina Ferraro, Executive Director  
From: Annette Curtis, Superintendent of Finance and Planning  
Re: 2021 Budget Timeline

### 2021 Budget Timeline

Aligning the budget timeline to coincide with the Winter/Spring brochure timeline, has resulted in an earlier schedule for Camp, Preschool and Kinderstop. Tentatively presentations are scheduled for July 15, 2020. The remaining Recreation Departments, Parks, Capital, Golf and Food & Beverage will follow a similar timeline as 2020. The Finance committee presentation is tentatively scheduled for December 8, 2020, Board presentation December 15, 2020 with final approval at January 26<sup>th</sup> 2021 Board meeting.

Date	Time	Activity
12/08/20	6:00pm	<i>Finance Committee BUDGET review.</i>
12/09/20	TBD	Staff to address Finance Committee comments
12/15/20		<i>Regular Board Meeting FY 2021 Budget Presentation</i>
12/17/20		<b>FY 2021 BUDGET</b> available for public inspection
01/08/21		Public Hearing notice to local paper.
01/26/21	7:00pm	Public Hearing on <b>FY 2021 BUDGET</b>
01/26/21	7:00pm	<i>Regular board meeting to <b>approve FY 2021 budget-</b></i>





April 14, 2020

To: Board of Commissioners  
From: Christina Ferraro, Executive Director  
Re: February, March 2020 Board Report

Accepting the proposal electronic sign on Elm and West Camp McDonald Road in partnership with the Library District has been deferred.

1. The electric upgrade project at OCCC continues. The contractor prepared the request for proposal, bid notices were placed in the Daily Herald, and the pre-bid conference and site tour were held for contractors in attendance. The bid opening is scheduled for May 6th
2. Implementing the Paycor payroll system continues as far as onboarding procedures, employees inputting info, etc. This includes a new process to conduct background checks, posting open positions on Indeed, etc.
3. Implementing the Comcast phone system continues as far as configuring groups or user level features based on access level. The physical phones have not been shipped yet and installation will take place when staff returns to their sites.
4. Due to the Governor's Executive Order to stay home, GMRC, OCCC and playgrounds, tennis and basketball courts are closed.
  - A. The following events (outside of the regular operations) have been canceled
    - March 19 and 21 job fair
    - Senior Celebration at Forest View
    - Easter Brunch
    - Spring Fling
    - Fish Frys
  - B. Banquet Coordinator Assistant position was offered and put on hold
  - C. Hiring summer employees continue with contingent offers of employment until a clear decision is made regarding summer operations.
  - D. The Governor indicated big summer events – such as Taste of Chicago and Lollapalooza – probably shouldn't happen this year and probably until a vaccination is available. This will affect our Block Party, Community Day and the Complete Count Census Block Party. Staff will discuss how to proceed with the Block Party.

**Legal Counsel**

- Continue to review, update and suggest changes to the personnel manual. The Board manual and then ordinance codes will follow.
- Continue 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



February 19, 2020

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

### **Marketing**

Our summer brochure will be submitted to the printer on Friday. The brochure will be available online February 21. Delivery to residents will be March 6. We are now using Kearns Design Group for brochure design, they have been great to work with and the brochure has a new look.

The City taped a video highlighting Old Orchard on January 29. It will be a video that can promote OCCC all year on our websites and PHTV.

### **Complete Count Committee**

I attended the February 13 meeting. The Park District will have a space for the event. We will be putting temporary "Everyone Counts" tattoos in Spanish, Polish and English on the children that attend. I plan to bring Spanish and Polish speaking staff to help.

Event details include:

Everyone Counts Census Block Party  
Willow Trails Park (1 Apple Drive)  
Saturday, April 18, 2020  
1:00pm to 7:00pm

- There will be prizes and give-a-ways for the kids
- Four bouncy house attractions will be at the event for the kid's amusement.
- Food and beverages will be provided by three vendors:
  - Deli-4-you will provide Polish fare
  - Monica's will provide Hispanic fare
  - Rocky's American Grill will provide American fare
- Live music and a DJ will perform
- Residents will be able to participate in the Census at the event

### **Prospect Heights Library bookshelf**

The PH Library will be installing a free bookshelf at GMRC in the lobby in the next few weeks. A library volunteer will fill and check the shelf on a regular basis. Books will be for all ages and be either library discards or donations. Inside the front cover the library volunteer will stamp the books letting Park District patrons know that they can read the book and pass it on.

The bookcase was built and donated by Curt Schmidt, from Prospect Heights. The bookshelf will honor Paul Schmidt, Curt and Debbie Schmidt's son. They lost Paul at age 21 from epilepsy.

### **Block Party**

The Block Party is set for Saturday, June 27<sup>th</sup> from 2-11pm.

We will be sending out postcards in addition to yard signage, banners and posters to promote the Block Party.

The bartenders are scheduled and will be trained. Randy DeCoursey will be in charge of the beer truck.

### **PDRMA**

Edlyn trained the full time staff on the Statement of Admissions on January 31.

February training will cover blood-borne pathogens.



March 25, 2020

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

### **Order to Stay at Home**

While working from home, I will have weekly Zoom recreation meetings. We are able to access our budget and registration software remotely. Recreation staff will be working on the 2021 budget and Fall 2020 brochure.

### **Power Play Grant**

We received \$1,000 from IAPD for our After Care program! We will use the funds to bring in a sports program for the children.

### **Canceled events and programs**

If extensions for the Order to Stay at Home occur, staff has been directed on the procedures for canceling and notifying staff, patrons and marketing. Credits and refunds will be processed when the Order has been lifted.

### **Summer Planning**

We are hiring and planning for all summer programming. We will prepare for starting early or late depending on school schedules.

### **Marketing**

Our summer brochure was delivered to residents on March 6 and is on our website.

During the Order to Stay at Home we are posting activities Monday through Friday for families on our social media. All recreation supervisors will be submitting postings from their areas of responsibility.

Edlyn created the at home family scavenger hunt. Families can submit pictures of themselves with:

Cleaning spray  
Roll of toilet paper  
Box of tissues

Hand sanitizer  
Hand soap  
Favorite toy  
Something you can read  
Favorite movie  
Pair of sunglasses  
Hat  
Water bottle  
Sunscreen  
Takeout menu from a local restaurant

Pictures must be posted on Facebook by March 27 to be entered into a drawing for a Family Pool Pass.

### **Complete Count Committee**

I purchased temporary "Everyone Counts" tattoos in Spanish, Polish and English.

The event has been postponed until June.

### **PDRMA**

March training on Hazard Communication was sent electronically to all full time staff.



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February 19, 2020

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

### **Boiler Inspection**

Inspection was performed by Travelers on the second-floor mechanical room boiler, pool boiler in the pump room and hot water holding tank also in the pump room. Once we receive the Inspectors approved report it will be sent to the Illinois State fire marshal for license renewal.

### **Concession Room**

Commercial grade vinyl tiles were installed in the concession area, after adhesive cured floor was waxed and polished. Old wiring and water lines that are no longer used were disconnected and removed.

### **PDRMA**

Doug, Randy and I attended the PDRMA training class in Elk Grove Village. Class covered workplace safety and health related subjects.

### **Men's washroom**

Perimeter floor tiles in the rear men's room were removed due to staining, we replaced the tiles with a darker shade since its difficulty to match the existing floor and the darker color should help with the staining.

### **Pre-school A & B**

Floors in both rooms were waxed for the pre-school open house.

### **HVAC**

Preschool rooms A & B heater fan would turn on but burners would not light, faulty ignitor keep the gas valve closed and needed replacement.

### **Admin Building**

Second floor front office walls were patched and painted. Old cabinets not used were moved out of the office.

### **Parks**

Clean up and garbage pickup continues at all parks. With temperatures varying most morning ice melt is needed around the rec center and administration building to control icing.



March 25, 2020

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

### **Pool**

Motor for acid pump was running slow and getting loud. After disassembling motor from pump, it was determined to replace both pump and motor at this time, chemical lines and fitting were also replaced. Injectors that control the feed of acid and chlorine were removed and rebuilt. Chlorine pump was also serviced.

### **Men's washroom**

Walls in the men's rear washroom were cleaned and painted.

### **CCTV**

Prospect Heights P. D. checked surveillance from the front cameras to reviewed an accident on Camp McDonald road, incident occurred by Elm street, cameras look at the entrance and exit from the lot and not as far west as Elm street.

### **Plumbing**

Rear men's toilet was leaking due to the flushing handle pushed out of alignment, fixture could not be repaired and was replaced. First floor toilet at the administration building was backing up, we have cleared this line out a few times but needed to have Manzella plumbing use the commercial rodding machine to open the line.

### **Election Day**

Room two was set up for the March primary election, we stayed late on Monday for the election staff and opened an hour earlier on Tuesday election day for the judges.

### **Inspections**

Bus number one was taken in for the safety inspection and the white van for emission testing, both passed.

### **Concession Room**

Old baseboard was removed and new vinyl baseboard was installed.

### **Admin. Building**

Second floor washroom light would not turn on due to a faulty switch, faceplate was grouted into the wall and needed to be broken out to replace switch.

### **Parks**

Clean up, tree trimming, and garbage removal is ongoing at the parks.

### **GMRC**

Building closed to public, maintenance staff on duty.





To: Christina Ferraro, Executive Director  
 From: Marc Heidkamp  
 Re: February 2020 Golf Operations Board Report

**Golf:** The course remained closed during the month. With milder temp's and less snow coverage, we are encouraged we might see an early start to the season. Revenues were down due to the fact we sold special offer green fee tickets earlier this year do not reflect the year to date sales that are up slightly from 2018 YTD. Golf shop sales were limited seeing we weren't open during this month.

**Grounds:** Staff remained busy repairing equipment and preparing for the 2020 season. The fleet of cars are looking great and will be ready by opening day. Ike is planning an early start with weather being so mild. Crew will be removing covers soon; the remainder of the grounds turf looks great and damage free going into the season.

**F & B:** Staff have been painting and cleaning the entire month getting facility ready for opening day. Equipment has been gone over and repaired as needed. Sales continue to increase as we move forward with great anticipation of growth during the 2020 season. To date we have 26 weddings locked in and several special events on the roster that will help the club see a nice growth margin during 2020. New and revised menus are being developed and will be ready by opening day. Several special club events have been added to increase business in the Grill area. We are looking forward to a better year than last year and see a bright future for the club.

FEB		2019	2020	% CHANGE		FEB	
				19v 20			
GREENS FEES		\$2,315.36	\$ 494.88	-79%		GREENS FEES	
CART RENTAL FEES		\$0.00	\$ -	#DIV/0!		CART RENTAL FEES	
APPAREL		\$27.50	\$ 66.70	143%		APPAREL	
EQUIPMENT		\$0.00	\$ -	#DIV/0!		EQUIPMENT	
GOLF BALLS		\$22.00	\$ 36.00	64%		GOLF BALLS	
DRIVING RANGE		\$0.00	\$ -	#DIV/0!		DRIVING RANGE	
SPECIAL ORDERS		\$0.00	\$ -	#DIV/0!		SPECIAL ORDERS	
F AND B		\$0.00	\$ 26,709.00	#DIV/0!			
OUTINGS		\$0.00	\$ -	#DIV/0!		OUTINGS	
TOTAL		\$2,364.86	\$ 27,306.58				



To: Christina Ferraro, Executive Director  
 From: Marc Heidkamp  
 Re: March 2020 Golf Operations Board Report

**Golf:** The team pushed hard to open early with the weather cooperating for a change. We enjoyed a tremendous month with additional revenue from hungry golfers. Car revenues were way up with everyone riding. Sales in the golf shop were slower than expected, but with the early opening new product hadn't arrived yet which explains only golf ball sale increase.

**Food & Bev:** The operation preformed extremely well with several parties. We started the Fish Fry which has turned out to be extremely well liked. Sales for the month were impressive and we are seeing strong improvement for this department. We are excited to see growth and interest from new cliental as we move forward into the 2020 season.

**Building:** The facilities have been gone over and cleaned during this off season. We are happy to say the building operated extremely well during this winter with no major repairs needed. Minor roof repairs were made to fix leak over bag room. We will continue to monitor roof and repair as needed. Booster pump was repaired under warrantee and all new filters were installed on ice machines. Painting throughout facilities took place to touch up worn areas. New banquet chairs have been ordered for this season.

**Grounds:** Covers on the greens were removed and I must say they are looking like mid-season condition. The grounds staff did a wonderful job going over the car fleet. All cars are tuned up and looking new going into this season. The new 2020 beverage car was delivered and will be a tremendous improvement to service on the course. The second beverage car was refurbished and will serve as a back-up car during busy event days. All grounds equipment has been gone over and is ready for a long season of mowing, grooming the grounds.

We are looking forward to a great season with hopes we can get back to business soon and recover from the pandemic All indications are good and most every event that's scheduled has taken a different date later this season. We remain positive that this year can still be a success once we are allowed to return to what we love, serving our communities.

MARCH	MARCH	2019	2020	% CHANGE		MARCH	
				19v 20			
GREENS FEES		\$3,781.09	\$ 7,564.78	100%		GREENS FEES	
CART RENTAL FEES		\$1,065.00	\$ 9,735.50	814%		CART RENTAL FEES	
APPAREL		\$89.40	\$ 544.05	509%		APPAREL	
EQUIPMENT		\$1,346.54	\$ 382.76	-72%		EQUIPMENT	
GOLF BALLS		\$40.55	\$ 375.00	825%		GOLF BALLS	
DRIVING RANGE		\$1.00	\$ 281.00	1000%		DRIVING RANGE	
SPECIAL ORDERS		\$2,974.00	\$ 380.00	-87%		SPECIAL ORDERS	
F AND B		\$30.00	\$ 68,078.00	226827%			
OUTINGS		\$0.00	\$ -	#DIV/0!		OUTINGS	
TOTAL		\$9,327.58	\$ 87,341.09				



February 19, 2020

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

### **Preschool**

We welcomed back the students after a 2-week winter break! The kids were eager to get back to learning and routine! A highlight of the month was pajama day! The kids got to wear their pajama's, brought their favorite blanket/pillow and enjoyed a short movie while having popcorn and juice!

### **Youth Athletics**

Youth basketball league games began on January 18<sup>th</sup>. Indoor Soccer league began on January 19<sup>th</sup>, the first day was a practice and forming teams. Thereafter is game play.

### **Fitness Center**

In January, we had 11 adult, 2 student daily fees. Total Revenue \$65

The fitness center is now a SilverSneaker and Prime location. To date we have 45 SilverSneakers and 6 Prime. We currently have 192 fitness center members. Prospect Heights Park District is now a Renew Active by United Healthcare (Medicare) location. A potential member will bring their 9-digit code, we will issue them a basic fitness membership. Compensation by Renew Active (healthy contribution) is based on number of times the member used the fitness center in a month.

### **Three Year Comparison**

<b>Membership</b>	<b>January 2018</b>	<b>January 2019</b>	<b>January 2020</b>
3 months	1	5	8
6 months	3	1	1
1 year	11	6	10

<b>Membership January 2020</b>	<b># of Members</b>	<b>Total Revenue</b>
3 months	8	\$470
1 year	7	\$858
Seniors	5	\$218



March 25, 2020

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

### **Preschool**

February was a fun month for the kids! Our 5-day week class celebrated 100 days of school! The teachers and kids dressed as if they were "100 years old". Its great to see how creative the kids get

### **Youth Athletics**

The youth basketball league concluded on March 9<sup>th</sup>. Following the games, we did a small end of the season gathering. Coaches passed out participation medals, the kids got a little snack, and I was able to cross promote upcoming programs and our current job openings. Indoor Soccer concluded on March 10<sup>th</sup>. Youth floor hockey started on February 12<sup>th</sup>. We have 13 players registered.

### **Fitness Center**

Fitness Staff department training is scheduled for March 22<sup>nd</sup>.

#### **Fitness Membership Statistic Report**

<b>Memberships</b>	<b>February 2018</b>	<b>February 2019</b>
3 Month	1	3
Gym and Racquetball	3	2
1 Year Pass	3	9



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February 2020

To: Julie Caporusso, Superintendent of Recreation  
From: Marci Glinski, Supervisor of Recreation  
Re: February 2020 Board Report

### **Dance**

Spring dance classes are well underway. Costumes are currently being ordered as the dancers work on their recital dances.

Our Competition Dance Teams did extremely well at our 1<sup>st</sup> competition of the season Des Plaines Dance Idol Jan 31 – Feb 2.

Our 1<sup>st</sup> night started with 3 solos. Claudia received a GOLD Medal, 3rd Place Overall & The Judges Choice award for BEST Executed Choreography. Gabby received a GOLD Medal & 2nd Place Overall & Kayleigh received a GOLD Medal & 3rd Place Overall.

On Day 2, our Junior, Senior & Star Competition Teams did not disappoint!!

Our duet, Gabby & Kayleigh brought home another GOLD Medal and placed 5th overall.

Our Juniors won a Silver Medal and did OUTSTANDING!!!

Our Seniors won a Gold Medal, placed 5th overall AND won the judges HIGH ENERGY AWARD!!!

Our Stars won a Gold Medal, placed 2nd overall AND won a Scholarship for them to attend Activate Your Artistry Dance Convention later this year!!

All dancers attended convention classes all day on Sunday. They learned technique & choreography from top choreographers in the U.S.

We are so proud of the hard work these dancers put into our 1<sup>st</sup> competition. We love watching our GIRLS as they strive to achieve success on & off the dance floor.

### **Active Adults**

Our trips started off with a visit to Grand Victoria Casino with 12 patrons, Lunch at Bahama Breeze with 12 patrons, Terry Fator Show with 10 patrons, A trip to Fireside Dinner Theatre to see Saturday Night Fever with 15 patrons, Little Black Dress, The Musical at the Marcus Center of The Performing Arts in Milwaukee with 28 patrons with lunch at Harry's Bar & Grill. Abba Mania with 23 patrons with dinner at Basil's Restaurant & Disney's Lion King at The Marcus with 10 Patrons. A good time was had by all who attended.

### **Special Events**

Pizza & Bingo Night will be held on Friday, Feb 21<sup>st</sup>.



March 2020

To: Julie Caporusso, Superintendent of Recreation  
From: Marci Glinski, Supervisor of Recreation  
Re: March 2020 Board Report

### **Dance**

Spring dance costumes are about 90% in. Our recital is scheduled for May 2<sup>nd</sup> at 3pm. At this time District 214 is not allowing any large groups until after that date. I am looking at different ways to hold our recital at a later date.

Our Competition Dance Team April Competition at Energy Dance has been cancelled. Waiting on a rescheduled date.

### **Active Adults**

Our trips started off with a visit to Hollywood Casino with 22 patrons, American in Paris at Drury Lane with 28 patrons, Dinner at Tiki Terrace with 8 patrons, a visit to see Teatro Zinanni at the Cambria Hotel with 28 patrons. What an amazing show! The Secrets of My Success at The Paramount Theatre and lunch at Basils with 14 patrons, Almost Heaven at Theatre at the Center with Sunday brunch with 27 patrons, Potawatomi Casino with 19 patrons and Around the World Without a Passport with 7 patrons.

The following trips have been cancelled.

Guys & Dolls	3/15	16 patrons registered
Chicago Flower & Garden Show	3/19	6 patrons registered
Frank Caliendo	4/4	8 patrons registered
Branson on the Road	4/8	12 patrons registered
Come Lunch with Me Public House	4/16	12 patrons registered
Evita	4/22	28 patrons registered

### **Special Events**

Pizza & Bingo Night was held on Friday, Feb 21<sup>st</sup>. We had 36 people in attendance. They enjoyed pizza, Andy's Frozen Custard & plenty of games of bingo with great prizes.

The following events have been cancelled.

Royal Family Ball	4/3	10 patrons registered
Flashlight Egg Hunt	4/9	8 patrons registered
Spring Fling	4/11	Free event
Bunny Home Visits	4/11	3 families with 5 additional siblings registered



February 2020

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

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

**Kinder Stop**

KinderStop registration for the 2020-2021 school year began a month ago in January. As of February 18<sup>th</sup>, there are 2 students enrolled in KinderStop AM, 20 students enrolled in KinderStop PM, 11 students enrolled in Before Care and 27 students enrolled in After Care. Numbers are expected to increase the closer we get to the start of the next school year.

**Kids Day Off**

There has been two Kids Day Off programs since my last report in January. On February 14<sup>th</sup> students took a field trip to Pump It Up in Schaumburg with 40 participants enrolled. Three days later was the second Kids Day Off trip where students took a field trip to Mount Prospect Ice Arena with 21 participants enrolled. The next upcoming programs will go to Windy City Ninjas (3/17), Rockin Jump (3/23), Wheeling Park District Indoor Pool (3/24), Jump Zone (3/25), Gary Kantor Magic Show and Workshop (3/26) and Enchanted Castle (3/27).

**Aquatics**

I am scheduled to attend the Jeff Ellis and Associates Lifeguard Instructor renewal class on Friday February 21<sup>st</sup>. I also will be attending PDRMA Aquatic Risk Management day on Wednesday February 19<sup>th</sup>.

Interviews are currently going on to hire new Lifeguards for the upcoming summer. I am hoping to get a few more applicants at the upcoming job fair in March. New Lifeguard training will begin this year on Wednesday May 6<sup>th</sup>. Returning Lifeguard Training will begin Saturday May 9<sup>th</sup>. Opening day of the pool will be Saturday May 30<sup>th</sup>.



March 2020

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

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

**Kinder Stop**

KinderStop registration for the 2020-2021 school year began in January. As of March 23<sup>rd</sup>, there are 4 students enrolled in KinderStop AM, 24 students enrolled in KinderStop PM, 13 students enrolled in Before Care and 33 students enrolled in After Care. Numbers are expected to increase the closer we get to the start of the next school year.

The KinderStop program will be having a presentation by SWANCC on April 29<sup>th</sup> to learn about the benefits of recycling and how to protect our earth for years to come. They will also be learning about everyday recyclable items they can make crafts out of instead of wasting paper.

**Kids Day Off**

All March and April Kids Day Off programs had to be canceled due to the COVID-19 virus and the Gary Morava Recreation Center closing.

**Aquatics**

Interviews are currently going on to hire new Lifeguards for the upcoming summer. As of March 23<sup>rd</sup>, 3 new lifeguards have been hired and 22 lifeguards from the previous summer have responded that they will be returning. I am hoping to get 5 more lifeguards to complete the full lifeguard roster. New Lifeguard training will begin this year on Wednesday May 6<sup>th</sup>. Returning Lifeguard Training will begin Saturday May 9<sup>th</sup>. Opening day of the pool will be Saturday May 30<sup>th</sup>.





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April 14, 2020

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

Unclaimed Property

Per state code the District must comply with the Uniform Unclaimed Property Act 765 ILCS 1026/15. The act provides direction on the disposal of unclaimed property, property which has been presumed to be abandoned. Types of property held by the District:

- Outstanding vendor checks- 3 years
- Outstanding payroll checks- 1 year
- Outstanding customer account balances- 3 years
- Gift Cards with an expiration date, gift cards without an expiration date do not fall under the act.
- Bond interest and principal payments.

The policy and related procedures were written with the goal of reaching the property owner prior to the property becoming unclaimed property under the act.



## Unclaimed Property

### Revised Uniform Unclaimed Property Act. 765 ILCS 1026/15:

Purpose: To properly dispose of unclaimed property by complying with the Act.

Under the Act, property is presumed to be abandoned and unclaimed under the following timelines:

For wages, commission, bonuses or reimbursements to which an employee is entitled, or other compensation for personal services, including amounts held on a payroll card, one (1) year after the amount becomes payable.

For other unclaimed property in the hands of the District, three (3) years after the property becomes distributable.

Once the time period elapses, the Park District shall follow the procedures in the Act to transfer custody of the unclaimed property to the State Treasurer. These procedures include:

#### Annual Report:

- The District must file an annual report concerning unclaimed property it is holding with the State Treasurer by November 1<sup>st</sup> of each year for the preceding one-year ending June 30<sup>th</sup>.
- If there is no property to report, the District must file a "negative" report.
- Reporting website: <https://icash.illinoistreasurer.gov/app/submit-a-report>

#### Record Retention:

- Reporting records are retained for ten (10) years, after the later of the date the report was filed or the last date a timely report was due to be filed, unless a shorter period is provided by rule of the administrator.

#### Owner Contact:

- The District shall send notice to Owners at their last known address or email address and make other reasonable efforts to locate the owner as circumstances shall allow.

#### Employee:

- If the value of the unclaimed property is over \$50, written notice must be sent to the employee no more than one year nor less than 60 days before filing a report.



January 28, 2020

To: Board of Commissioners  
From: Christina Ferraro, Executive Director  
Re: Memorandum of Understanding with PHYBS

The Memorandum of Understanding between the Prospect Heights Park District (PHPD) and Prospect Heights Wheeling Youth Baseball Softball (PHYBS) was last updated in 2015. Staff met with the PHYBS executive board to negotiate the proposed agreement. Please see full proposed document. To highlight the negotiated changes in the revised agreement, they are listed here:

### III. Facility Use

- 1 b. Lions Field will not be available on Wednesdays depending upon participation levels in the Park District programs
- 1 c. McDonald Field and Lions Field may be inaccessible during the Annual June Block Party and April Spring Fling.
6. Any holes or low spots on any field should be marked with field marking paint or spray paint for park maintenance crew to fill in.
9. PHWYBS shall adhere to all applicable facility and Park District ordinances, rules, regulations, policies, and procedures. (i.e. all dogs must be on a leash. No alcohol or cannabis on Park District property. No smoking or vaping in playground areas or on fields while spectating or participating in any organized athletic programs or special events. Drones are permitted only with Park District authorization.) Additional information can be located at [www.phparks.org](http://www.phparks.org)

### III. Rental/Usage Fee

1. PHWYBS will reimburse the Park District for all PHWYBS field maintenance costs at a rate of \$22.50 / hour for labor and \$22.50 hour for tractor use in calendar year 2020. Thereafter, the rate for both will increase 2% per year. (\$22.95 in 2021, \$23.41 in 2022, etc.)
2. PHWYBS will be charged for use of the lights (April – August or October depending on play schedule) on McDonald Field and Lions Field.
10. The Park District will report to PHWYBS on the condition of each of its fields before 1:00p.m.on weekdays so that PHWYBS may make other arrangements to prepare fields or cancel/reschedule game/ practice(s).

### VI. Miscellaneous Provisions

11. Fields are prepared Monday – Friday by park staff. Any changes to game/ practice schedules must be relayed to Park staff before 1:00 p.m. Monday – Friday. Thereafter, PHWYBS may make other arrangements to prepare fields or cancel/reschedule game/ practice(s).

12. PHWYBS and the Park District understand that excessive amount of drying agent changes the infield mix and, therefore, needs to be removed at the end of each day.

15. PHWYBS is responsible for following the Park District's severe weather protocol. Player safety is the sole consideration with regard to lightning delays or cancellations. When lightning is detected by the Park District lightning detection system or seen by a participant (coaches, players, parents, or other spectators) all play will immediately cease. All participants should be directed to appropriate shelter. If no safe structure is available, participants should be instructed to shelter in their vehicles. Neither practice nor play should resume until either the "All Clear" is sounded by Park District lightning detection system or 30 minutes has passed following the last sighting of lightning. (Note that the 30 minute countdown restarts at each lightning sighting during the countdown.) It is the responsibility of all PHWYBS coaches to enforce this protocol and communicate it to the referee who has the authority over games.

#### VIII. Termination and Duration

The initial term of this Agreement shall commence on the date hereof and end on February 28, 2021. Thereafter, this Agreement shall be deemed automatically renewed for successive one year periods unless either party shall advise the other party in writing of its intention not to renew the Agreement at least 90 days prior to the annual renewal date of its intention not to renew the Agreement, or unless the Parties otherwise mutually agree to terminate the Agreement.

RECOMMENDATION: Authorize the board president to sign the negotiated agreement.

# **Prospect Heights Park District & Prospect Heights Youth Baseball Softball Agreement**

**Memorandum of Understanding Rev. 2.19.2020**

## **PURPOSE**

The Prospect Park District (hereafter "Park District") recognizes that certain organizations exist within the community whose purposes are to serve and enhance recreational opportunities for a specific purpose and group. These organizations are separate and independent from the Park District and provide for their own leadership, organizational and operational structure. Although the stated missions of the organizations may differ, public investment in public recreational facilities and programs creates a mutually beneficial environment in which to provide quality recreation for all the individuals served by the parties, as well as the general public.

The Park District recognizes that at times it is in the best interest of the community that the Park District work with outside organizations in coordinating, integrating and consolidating the planning and provision of recreational facilities and programs when basic functions are compatible and a public benefit may be derived. Through working relationships with outside organizations and joint efforts, each party can contribute to greater public service without relinquishing their separate identities or any of their individual responsibilities.

To this end, the Park District is willing to continue the working relationship and cooperative Agreement with the Prospect Heights Wheeling Youth Baseball & Softball (hereafter "PHWYBS"). With this Agreement, the parties will define the working relationship, mutual expectations, and individual responsibilities. However, this Agreement cannot be considered absolute; but shall serve as a frame of reference. Standards outlined herein insure that the parties' concept of joint planning, use, and maintenance is followed to the maximum extent possible, while retaining the essential freedom of discretion, decision and action in planning, developing and maintaining recreational programs.

## **I. Criteria and Conditions**

1. This Agreement is not intended to create a joint partnership, joint venture, or joint baseball / softball program. PHWYBS and the Park District shall each provide its own leadership, structure, and must delegate operational duties to its membership.
2. PHWYBS shall conduct its own financial business and be financially self-supporting.
3. PHWYBS shall have its own volunteer governing board with adopted written bylaws or guidelines to guide the board in policy-making decisions, PHWYBS is a not-for-profit corporation or organization dedicated to offering and promoting recreational activities which are compatible with and supplement Park District programs
4. Teams or leagues shall be sponsored only by those organizations, firms or companies whose activities are not detrimental to the welfare of youth. Specifically, no firm or company whose advertising reflects the sale of alcoholic beverages or tobacco or cannabis products shall be permitted to sponsor the program or be permitted to display any form of such advertising in connection with the program

5. PHWYBS shall provide a list of officers including mailing & email addresses and telephone numbers.
6. PHWYBS shall designate both a liaison and alternate liaison and provide the individuals' telephone numbers and other contact information to the Park District.
7. PHWYBS agrees and understands that neither PHWYBS nor its officials, officers, members, employees or volunteers (collectively "PHWYBS") are entitled to any benefits or protections afforded employees or volunteers of the Park District and are not bound by any obligations as employees of the Park District. PHWYBS will not be covered under provisions of the unemployment compensation insurance of the Park District or the workers' compensation insurance of the Park District and that any injury or property damage arising out of any PHWYBS activity will be PHWYBS's sole responsibility and not the Park District's. Also, it is understood that PHWYBS is not protected as an employee or as a person acting as an agent or employee under the provisions of the general liability insurance of the Park District and therefore, PHWYBS will be solely responsible for its own actions. The Park District will in no way defend PHWYBS in matters of liability.
8. PHWYBS shall fully cooperate with any investigation conducted by or on behalf of the Park District and/or the Park District Risk Management Agency "PDRMA". Failure to fully cooperate with any such investigation shall constitute a breach of Agreement and in the sole discretion of the Park District, may result in revocation or suspension of any group privileges under this Agreement
9. PHWYBS shall not represent itself or members of PHWYBS as employees, volunteers, or agents of the Park District.
10. PHWYBS or members of PHWYBS will not advertise or solicit participants using the name or logo of the Park District without prior written permission of the Park District.
11. All fees, charges, monies, and expenditures shall be handled by PHWYBS itself, with its own accounts in the group's name. The group shall have a written policy regarding refunds. All requests for refunds shall be addressed in a timely manner.
12. PHWYBS acknowledges and agrees that the group is responsible for any and all expenses, including, but not limited to, the provision of equipment and materials related to PHWYBS's activities and use of Park District property and facilities, unless otherwise specified in this Agreement or its Addendums or otherwise specified and agreed to in writing.
13. Activities, programs, and events sponsored by PHWYBS shall not, other than to adhere to specific membership guidelines, program requirements, or minimum residency standards, discriminate against or exclude any individual, for participation for reasons of race, color, creed, national origin, sex, sexual orientation, disability, or any other characteristic protected by local, state, or federal law.
14. PHWYBS agrees to conduct criminal background checks for all employees and volunteers eighteen years of age or older and who directly supervise individuals under the age of eighteen (18) years of age. PHWYBS is solely responsible for determining whether any conviction disqualifies any employee/volunteer.

15. PHWYBS agrees to cross-reference all staff, employees and volunteers with the federal and state of Illinois Child Offender Databases.
16. PHWYBS understands and agrees that it solely responsible for determining whether any staff, employee, or volunteer is qualified and suitable for any PHWYBS position and/or activity and that the Park District is not responsible for any hiring or retention decision.
17. Registration with PHWYBS shall not be limited to the residents of the Park District.
18. PHWYBS shall comply with all applicable local, state, and federal laws, including, but not limited to the Illinois Human Rights Act, the American with Disabilities Act, and the Civil Rights Act of 1964. PHWYBS shall base employment, volunteer, and participation criteria upon personal capabilities and qualifications without discrimination because of race, color, religion, sexual orientation, sex (except as an appropriate division for athletics programming), national origin, age (except as an appropriate division of programming levels for youth athletics programming), marital status, or any other protected characteristic as established by law.

### **III. Facility Use**

1. PHWYBS will submit a schedule of field use for the baseball season to the Park District. Changes and updates to scheduled practices and games will be submitted to the Park District at least 24 hours prior and subject to Park District approval. PHWYBS will receive first priority for use of each of the Park District baseball and softball diamonds over other organizations. With the following exceptions, the Park District also agrees to give first priority to PHWYBS for the baseball and softball diamonds during the baseball season (Lions, McDonald, Muir, and Eisenhower).
  - a. The Park District has unlimited use of the fields during the week days before 4:30 p.m. for its own programs.
  - b. Lions Field will not be available on Wednesdays depending upon participation levels in the Park District programs
  - c. McDonald Field and Lions Field may be inaccessible during the Annual June Block Party and April Spring Fling.
2. The use of the Gary Morava Recreation Center for meetings, picture day and special events will be made available at no charge and is based on availability and Park District scheduling concerns. The Park District retains the right to move, cancel or reschedule meetings with reasonable advance notice based upon Park District needs.
3. PHWYBS requests for use of Park District facilities other than those set forth in this Agreement or its Addendums shall be made at least one (1) month in advance to insure availability of staff. Park District programs take precedence over such requests other than those set forth in this Agreement or its Addendums.
4. It is the sole responsibility of PHWYBS to determine whether any facility, field, or location is safe, suitable, and/or appropriate for any intended use.

5. PHWYBS shall inspect each facility, field, or other location prior to and subsequent to each use and shall promptly report any unsafe condition (holes in sports fields, broken equipment, etc.) to the Park District to the extent feasible, the Park District shall correct any reported unsafe condition prior to the next scheduled PHWYBS game or practice. As with all the provisions of this Agreement, this provision is for the benefit of contracting parties only, and is not intended to acknowledge, recognize, impose, or establish any legal duty owed to any third party.
6. Any holes or low spots on any field should be marked with field marking paint or spray paint for park maintenance crew to fill in.
7. PHWYBS is solely responsible for providing supervision and security services, as needed, for any and all PHWYBS activities.
8. The Park District does not assume any responsibility, care, custody, or control of any PHWYBS property or equipment brought upon or stored upon Park District property. PHWYBS is solely responsible for the safety and/or security of any property or equipment brought upon or stored on Park District property.
9. PHWYBS shall adhere to all applicable facility and Park District ordinances, rules, regulations, policies, and procedures. (i.e. all dogs must be on a leash. No alcohol or cannabis on Park District property. No smoking or vaping in playground areas or on fields while spectating or participating in any organized athletic programs or special events. Drones are permitted only with Park District authorization.) Additional information can be located at [www.phparks.org](http://www.phparks.org)

### **III. Rental/Usage Fee**

1. PHWYBS will reimburse the Park District for all PHWYBS field maintenance costs at a rate of \$22.50 / hour for labor and \$22.50 hour for tractor use in calendar year 2020. Thereafter, the rate for both will increase 2% per year. (\$22.95 in 2021, \$23.41 in 2022, etc.)
2. PHWYBS will be charged for use of the lights (April – August or October depending on play schedule) on McDonald Field and Lions Field.
3. PHWYBS will reimburse the Park District for their cost of chalk, infield mix, field paint and drying agents required to prepare the fields for PHWYBS.
4. Mowing of ball fields and adjoining park property once per week is included at no charge to PHWYBS. If requested at a higher frequency by PHWYBS a flat fee of \$50 per field will be charged per occurrence.
5. Application of a weed-killer each spring and periodic spot weeding as needed during the spring and summer of each ball field is included at no charge to PHWYBS. If requested at a higher frequency by PHWYBS, supplies will be charged at cost plus a flat fee of \$50 per field.

### **IV. Advertisement**

1. The Park District will provide PHWYBS with a maximum of one-quarter page of advertising in their seasonal program guide. If requested by PHWYBS, the Park District will include a full page (front and back) in the winter program guide for PHWYBS registration materials at a



cost to be determined by the Park District each year. PHWYBS is responsible for providing information for the advertisement in a camera ready format. A copy of the Park District's

program guide production timeline, with established deadlines for promotional copy, will be given to PHWYBS on an annual basis.

2. The Park District will provide a link from their website to the official PHWYBS website.

## **V. Insurance and Indemnification**

PHWYBS shall procure and maintain for the duration of this Agreement, the following insurance against claims for injuries to persons or damages to property which may arise from or in connection with any of PHWYBS's activities:

### **A. Commercial General and Umbrella Liability Insurance**

PHWYBS shall maintain commercial general liability (CGL) and, if necessary, commercial umbrella insurance with a limit of not less than \$1,000,000 each occurrence. If such CGL insurance contains a general aggregate limit, it shall apply separately to this Agreement.

CGL insurance shall be written on Insurance Services Office (ISO) occurrence form CG 00 01 10 93, or a substitute form providing equivalent coverage, and shall cover liability arising from premises, operations, independent contractors, products-completed operations, personal injury and advertising injury, liability assumed under an insured contract (including the tort liability of another assumed in a business contract), and shall not be endorsed to exclude claims arising from athletic participation.

The Park District shall be included as an insured under the CGL, using ISO additional insured endorsement CG 20 26 or a substitute providing equivalent coverage, and under the commercial umbrella, if any. This insurance shall apply as primary insurance with respect to any other insurance or self-insurance afforded to the Park District. Any insurance or self-insurance maintained by the Park District shall be excess of PHWYBS's insurance and shall not contribute with it.

The CGL policy must include individuals for athletic participation.

### **B. Business Auto and Umbrella Liability Insurance**

If applicable, PHWYBS shall maintain business auto liability and, if necessary, commercial umbrella liability insurance with a limit of not less than \$1,000,000 each accident. Such insurance shall cover liability arising out of any auto including owned, hired and non-owned autos.

Business auto insurance shall be written on Insurance Services Office (ISO) form CA 00 01, CA 00 05, CA 00 12, CA 00 20, or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage equivalent to that provided in the 1990 and later editions of CA 00 01.

### **C. Workers Compensation Insurance**

If applicable, PHWYBS shall maintain workers compensation and employers liability insurance. The commercial umbrella and/or employers liability limits shall not be less than \$1,000,000 each accident for bodily injury by accident or \$1,000,000 each employee for bodily injury by disease.

## **D. Other**

If the Park District has not been included as an insured under the CGL using ISO additional insured endorsement CG 20 26 under the Commercial General and Umbrella Liability Insurance required in this Agreement, PHWYBS waives all rights against the Park District and its officers, officials, employees, volunteers and agents for recovery of damages arising out of or incident to PHWYBS's use of any Park District property or facility.

## **E. General Insurance Provisions**

### **1. Evidence of Insurance**

Prior to exercising any rights under this Agreement, PHWYBS shall furnish the Park District with a certificate(s) of insurance and applicable policy endorsement(s), executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth above.

All certificates shall provide for 30 days' written notice to Agency prior to the cancellation or material change of any insurance referred to therein. Written notice to Agency shall be by certified mail, return receipt requested.

Failure of the Park District to demand such certificate, endorsement or other evidence of full compliance with these insurance requirements or failure of the Park District to identify a deficiency from evidence that is provided shall not be construed as a waiver of PHWYBS's obligation to maintain such insurance.

The Park District shall have the right, but not the obligation, of prohibiting PHWYBS from using the premises until such certificates or other evidence that insurance has been placed in complete compliance with these requirements is received and approved by Park District.

Failure to maintain the required insurance may result in termination of this Agreement at Park District's option.

PHWYBS shall provide certified copies of all insurance policies required above within 10 days of the Park District's written request for said copies.

### **2. Acceptability of Insurers**

For insurance companies which obtain a rating from A.M. Best, that rating should be no less than A VII using the most recent edition of the A.M. Best's Key Rating Guide. If the Best's rating is less than A VII or a Best's rating is not obtained, the Park District has the right to reject insurance written by an insurer it deems unacceptable.

### **3. Cross-Liability Coverage**

If PHWYBS's liability policies do not contain the standard ISO separation of insured's provision, or a substantially similar clause, they shall be endorsed to provide cross-liability coverage.

### **4. Deductibles and Self-Insured Retentions**

Any deductibles or self-insured retentions must be declared to the Park District. At the option of the Park District, PHWYBS may be asked to eliminate such deductibles or self-insured retentions as respects the

Park District, its officers, officials, employees, volunteers and agents or required to procure a bond guaranteeing payment of losses and other related costs including but not limited to investigations, claim administration and defense expenses.

## **F. Indemnification**

PHWYBS shall indemnify and hold harmless the Park District and its officers, officials, employees, volunteers and agents from and against all claims, damages, losses and expenses, including but not limited to legal fees (reasonable attorney's and paralegals' fees and court costs), arising from or in any way connected with (i) the conduct or management of the premises or of any business or activity therein, or any work or thing whatsoever done, or condition created in or about the premises during the term of this Agreement; (ii) any act, omission wrongful act or negligence of PHWYBS or any of PHWYBS's partners, directors, officials, officers, agents, employees, members, volunteers, participants, invitees, licensees, contractors, or subcontractors; (iii) any accident, injury or damage whatsoever occurring in or upon any Park District property or facility, regardless of whether or not it is caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity which would otherwise exist as to any party or person described in this Paragraph. PHWYBS shall similarly protect, indemnify and hold and save harmless the Park District, its officers, officials, employees, volunteers and agents against and from any and all claims, costs, causes, actions and expenses including but not limited to legal fees, incurred by reason of PHWYBS's breach of any of its obligations under, or PHWYBS's default of, any provision of this Agreement.

## **VI. Miscellaneous Provisions**

1. At the beginning of each season, the Park District will drag and prepare fields which PHWYBS has requested to utilize (Lions, McDonald, Muir, and Eisenhower).
2. Pre-game field maintenance shall include the following activities (weather permitting) Lions, McDonald, Muir, Eisenhower).
  - a. Dragging the infield for purpose of loosening the soil.
  - b. Raking the dirt from the lips as needed to prevent buildup and the need for lip removal each season.
  - c. Chalking the batters boxes and baselines
  - d. Painting the foul lines in the outfield grass as needed
3. At the end of each season, the Park District will level the fields as needed, replace soil lost during the season, and make any other necessary field repairs. The cost of needed material will be paid for by PHWYBS and labor costs will be assumed by the Park District (Lions, McDonald, Muir, and Eisenhower).
4. The Park District will distribute keys for field lights to PHWYBS. PHWYBS must coordinate use of field lights within the program. Field lights must be turned out by 10:30 p.m. on each ball field.
5. PHWYBS must maintain a behavior management policy for all players, coaches, parents and spectators.
6. An official league phone number and website must be provided for public use.

7. To the extent that the Park District assists PHWYBS by preparing and maintaining non-Park District owned fields for league use, PHWYBS fully understands and agrees that the Park District is in no way assuming any duty to maintain or inspect non-Park District owned property.
8. Routine maintenance as it relates to cleanliness and appearance unless specifically outlined in the Agreement will be provided by the Park District at their sole expense. Other projects and ongoing capital improvement requests to any field shall be decided on a case-by-case basis with the sharing of expenses to be negotiated between PHWYBS and the Park District based on a budget condition of both parties.
9. Annual joint field inspection to take place between PHWYBS liaison, Park District Superintendent of Parks & Facilities and ball field maintenance staff prior to April 1<sup>st</sup> of each year (Lions, McDonald, Muir)
10. The Park District will report to PHWYBS on the condition of each of its fields before 1:00p.m. on weekdays so that PHWYBS may make other arrangements to prepare fields or cancel/reschedule game/ practice(s).
11. Fields are prepared Monday – Friday by park staff. Any changes to game/ practice schedules must be relayed to Park staff before 1:00 p.m. Monday – Friday. Thereafter, PHWYBS may make other arrangements to prepare fields or cancel/reschedule game/ practice(s).
12. PHWYBS and the Park District understand that excessive amount of drying agent changes the infield mix and, therefore, needs to be removed at the end of each day.
13. PHWYBS shall provide the Park District will materials necessary for the Park District staff to answer simple questions regarding registration and the on-going activities of PHWYBS. The Park District will make a reasonable effort to respond to such questions and route people to the PHWYBS website for further information.
14. The Park District agrees to allow PHWYBS to post PHWYBS registration materials at the Gary Morava Recreation Center and to provide a mechanism for PHWYBS registrants to drop-off registration forms at the Gary Morava Recreation Center.
15. PHWYBS is responsible for following the Park District's severe weather protocol. Player safety is the sole consideration with regard to lightning delays or cancellations. When lightning is detected by the Park District lightning detection system or seen by a participant (coaches, players, parents, or other spectators) all play will immediately cease. All participants should be directed to appropriate shelter. If no safe structure is available, participants should be instructed to shelter in their vehicles. Neither practice nor play should resume until either the "All Clear" is sounded by Park District lightning detection system or 30 minutes has passed following the last sighting of lightning. (Note that the 30 minute countdown restarts at each lightning sighting during the countdown.) It is the responsibility of all PHWYBS coaches to enforce this protocol and communicate it to the referee who has the authority over games.

## **VII. No Third Party Beneficiary**

This Agreement is entered into solely for the benefit of the contracting parties, and nothing in this Agreement is intended, either expressly or impliedly, to provide any right or benefit of any kind

whatsoever to any person or entity who is not a party to this Agreement, or to acknowledge, establish or impose any legal duty to any third party.

### **VIII. Termination and Duration**

1. The initial term of this Agreement shall commence on the date hereof and end on February 28, 2021. Thereafter, this Agreement shall be deemed automatically renewed for successive one year periods unless either party shall advise the other party in writing of its intention not to renew the Agreement at least 90 days prior to the annual renewal date of its intention not to renew the Agreement, or unless the Parties otherwise mutually agree to terminate the Agreement.
2. The Park District retains the right to alter the terms and conditions of this Agreement or to terminate this Agreement at any time and for any reason, including, but not limited to misconduct of PHWYBS or for misuse of property, for purposes deemed necessary for public safety or preservation of property, if termination serves the interests of Park District residents, or because PHWYBS has breached any of its obligations under this Agreement.
3. PHWYBS may terminate this Agreement by providing a minimum of 45 days written notice.
4. PHWYBS will have financial responsibility to the Park District for any outstanding fees and/or money owed to the Park District and shall promptly reimburse the Park District. Any money owed to PHWYBS by the Park District shall be promptly reimbursed.
5. The Agreement may be amended by the written approval of both Parties.
6. IN WITNESS WHEREOF, each of the Parties has caused this Agreement to be executed by a duly authorized officer thereof as of the date first above written.

\_\_\_\_\_  
Authorized Signature of PHWYBS

\_\_\_\_\_  
Authorized Signature of Prospect Heights Park District

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



April 14, 2020

To: Board of Commissioners  
From: Christina Ferraro, Executive Director  
Re: Resolution 04.14.2020 to allow Benefit Protection Leave

Pursuant to Governor Pritzker Executive Order 2020-10 all Illinois residents are required to stay in their homes to prevent the further spread of the COVID-19 virus. The order indicates all nonessential establishments will be closed, including recreation and entertainment businesses. Therefore, the Gary Morava Recreation Center and the Old Orchard Country Club are closed. At this time, part time staff has been furloughed. Generally speaking, with a furlough the employment relationship remains intact and they will return to their same jobs. (Not the case with layoffs, the employment relationship is typically severed). These staff are not being paid while operations are suspended which means IMRF eligible staff will lose service credit for this time. To help combat the loss of service credit an IMRF employer can offer employees a "Benefit Protection Leave" (BPL).

An employee on an authorized BPL will be afforded IMRF death and disability protection if, before the leave period begins, the member has at least one year of contributing service and appropriate form is filed with IMRF.

BPL allows employees to purchase months of service credit missed due to and approved unpaid leave from their IMRF employer such as a furlough or for FMLA. The employees would need to be considered actively employed by their employer during the leave to qualify. The employee is responsible for paying their 4.5% contributions plus interest directly to IMRF based on the wages they would have been expected to normally earn for the BPL leave period in question. The Park District contributions are calculated in the future and rates are determined by an actuary who will take the service into account when annually determining the employer contribution rate.

This leave is offered solely at the employer's discretion and is not mandatory but it allows employers a way to give their employees a chance to maintain service credit continuity due to an approved unpaid leave. To approve benefit protection leave, the District must pass a resolution to allow it and complete and certify the IMRF form to submit to IMRF allowing the employee to participate in this leave.

**RECOMMENDATION:**

Authorize the board secretary to sign the resolution that will be kept on file at the District. The form may be inspected by IMRF if they choose to inspect it.

Authorize the board secretary to sign IMRF Form 6.32 IMRF Benefit Protection Leave upon request of affected employees.



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## RESOLUTION 04.20.2020

### IMRF RESOLUTION TO ALLOW BENEFIT PROTECTION LEAVE

**WHEREAS**, Article 7 of the Illinois Pension Code (40 ILCS 5/7-139(a)(4)) provides that the governing body of a governmental unit may elect to allow service credit in the Illinois Municipal Retirement Fund to members who are placed on authorized leave of absence without pay, and

**WHEREAS**, not more than twelve (12) complete months of creditable service for such authorized leave of absence shall be credited towards any benefit under Article 7 of the Pension Code, and

**WHEREAS**, no service credit may be issued for such authorized, unpaid leave unless an application for credits is submitted to the Board of Trustees of Illinois Municipal Retirement Fund while the employee is in a status of active employment;

**NOW THEREFORE BE IT RESOLVED**, that the Board of Prospect Heights Park District elects to allow service credit to all eligible employees who have been placed on a period of authorized leave without pay, not to exceed twelve (12) months, until the rescission of this resolution; AND

**FURTHER RESOLVED**, that all associated costs thereof to Prospect Heights Park District as determined by the Fund are hereby approved; AND

**FURTHER RESOLVED**, that the Secretary shall be directed to maintain a record of this resolution for inspection, upon request by the Fund, and is further directed to certify IMRF Form 6.32, IMRF Benefit Protection Leave, upon the request of the affected employee[s].

### CERTIFICATION

I, Ellen Avery, the Secretary of the Board of the Prospect Heights Park District do hereby certify that I am keeper of its books and records and that the foregoing is a true and correct copy of a resolution duly adopted by its Board at a meeting duly convened and held on the 14th of April, 2020.

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SIGNATURE OF SECRETARY OF THE BOARD



# IMRF BENEFIT PROTECTION LEAVE

IMRF

IMRF Form 6.32 (Rev. 04/2020)

*Avoid delays—read all  
instructions before  
completing this form.*

## Requirements for IMRF Benefit Protection Leave

1. In order to apply for leave service, you must still be employed in an IMRF-covered position.
2. You are allowed to establish a maximum of 12 months of Benefit Protection Leave over your entire IMRF career.
3. To qualify, the unit of government with which you were employed during the leave period **must certify** the Benefit Protection Leave.

## Maintaining Eligibility for IMRF Benefits

If this completed form is on file with IMRF, you will maintain eligibility for disability or death benefits if you meet the following requirements:

**A. Disability benefits** are payable if the disability occurs during the leave period and if:

- (1) You have at least one year of contributing service other than the leave, have continuous service (including the Benefit Protection Leave) of one year prior to the date of disability, and this form has been filed prior to the date of disability;

or

- (2) You have at least five years of service credit (which may include noncontributing prior service credit), the last year of which immediately precedes the leave, and this form has been filed prior to the date of disability;

or

- (3) You qualify under clauses (1) or (2) above but you:
  - a. had an interruption in service of less than three months with the same employer in the 12 months preceding the date of disability and were not paid a separation benefit;

or

- b. had any interruption in service after 20 or more years of creditable service but were not paid a separation benefit and returned to service prior to the date of disability.

**Note:** In order to receive disability benefit payments, you will have to pay for the Benefit Protection Leave Service.

**B. Death benefits** are payable if death occurs during the Benefit Protection Leave period only if you have at least one year of creditable service in addition to the service granted for the leave. Your cost of the leave up to the date of death will be deducted from the IMRF death benefit.

**C. Retirement service credit** for the period of absence (not to exceed 12 months) is granted only after you pay the IMRF contributions plus interest. Remember, you must still meet the IMRF vesting requirement to qualify for a pension.

## Instructions for Completing this Form

### 1. Member Information

Enter the requested information, including a daytime telephone number.

### 2. Certification by Member

Enter the dates of the leave and number of months of leave. Sign and date where indicated. If the end date is uncertain, enter an estimated end date and refer to the "Leave of Absence with Future End Date" section on page 2. Do **NOT** leave the end date blank.

3. Enter the name and ID number of the employer at the time of the leave.

### 4. Certification by Authorized Agent

Your employer's IMRF Authorized Agent enters the requested information.

### 5. Certification by Clerk or Secretary of Governing Body

Clerk or secretary of your employer's governing body **must certify** the Benefit Protection Leave.

**Note:** This application will **NOT** be processed if you submit it without the Authorized Agent and governing body certification.

IMRF

2211 York Road Suite 500 Oak Brook, IL 60523-2337

Member Services Representatives 1-800-ASK IMRF (1-800-275-4673) Fax: (630) 706-4289

[www.imrf.org](http://www.imrf.org)



## How do you pay for the Leave?

1. **Your costs (member contributions) for the leave period** are calculated by multiplying your average monthly earnings by the number of months of the leave of absence. *Determine the monthly average by adding the IMRF reported earnings for the 12 months prior to the leave and dividing by twelve.* The member cost is based upon IMRF member contributions applicable to your Plan, plus interest.

2. **IMRF will mail you a Past Service Payment Schedule** which offers two payment plan options for establishing the past service:

### Option 1 - Lump Sum Payment Plan

The Lump Sum Payment Plan allows you to pay the total cost with a single payment and purchase all past service at once.

### Option 2 - Unit Payment Plan

The Unit Payment Plan allows you to purchase one or more months at a time. You may pay as often as you like, buying credit from your earliest to your most recent month of service. However, you may not buy more months than indicated on the Past Service Payment Schedule.

3. **Do you want to use funds from an IRA or another pension plan to pay for the leave?**

You may pay for service with a qualified pension plan as defined by Section 401a, 457, 403b, etc. of the Internal Revenue Code, or with a traditional individual retirement account ("IRA"). Please complete and submit IMRF Form 6.01, "Request for Rollover Approval," for determination of eligibility.

**NOTE:** If your Leave of Absence has a future end date, you will **NOT** receive a Past Service Payment Schedule. However, you **WILL** receive an estimate of the cost of the Leave. **Do not send in payment** based on the estimate. IMRF will send you a formal Past Service Payment Schedule with the final amount due once we are notified of the actual end date of the leave. See section below for more information about Leave of Absence with Future End Date.

## Employer's Cost

The employer's contribution for leave service is made through future contribution rates. Therefore, a separate employer payment is not required. The actuary will take

the service into account when annually determining the employer contribution rate.

## Leave of Absence with Future End Date

Members and employers should pay special attention to Benefit Protection Leaves that end at a future date. Please provide an estimated future end date so that the governing body can certify and approve the estimated cost. Do **NOT** leave the end date blank.

In this situation, IMRF will process the application and calculate an estimated cost based upon the member returning to work on the future date provided. **Members should not send IMRF a payment based on this estimate.** Once the employer notifies IMRF of the actual end date, IMRF will send the member a formal Payment Schedule with the final amount due. The member can then send your payment to IMRF.

**Important:** If the member **returns earlier or later** than the estimated future date, the cost indicated on the **estimate letter will be incorrect.** Please advise IMRF's Past Service Unit as soon as possible once you have the final confirmed end date so we can send the payment schedule.

Please note: IMRF will not send a reminder to request the end date.

### Estimating the cost of a leave with a future end date

In order to calculate the estimated cost of a Benefit Protection Leave that has an estimated future end date, it is important for the employer to indicate the amount of pay, if any, the member will be paid in the month the member returns from the leave. Enter this amount in "Estimated/Exact Earnings to be Reported in the Month the Employee Returns to Work" (Question 6 under "Certification by Authorized Agent") on the form.

### IMRF

2211 York Road Suite 500 Oak Brook, IL 60523-2337  
Member Services Representatives 1-800-ASK IMRF (1-800-275-4673) Fax: (630) 706-4289  
[www.imrf.org](http://www.imrf.org)



# IMRF BENEFIT PROTECTION LEAVE

IMRF Form 6.32 (Rev. 04/2020)

**Avoid delays—read all instructions before completing this form.**

**PLEASE PRINT** - You may also enter information into the PDF Form 6.32 at [www.imrf.org](http://www.imrf.org).

Print, sign, and mail or fax the form to IMRF (contact information below).

MEMBER'S LAST NAME	FIRST NAME	MIDDLE INITIAL (JR, SR, II, ETC)	IMRF MEMBER ID
STREET (MAILING) ADDRESS		CITY, STATE AND ZIP	DAYTIME TELEPHONE NUMBER (with area code) ( )
CURRENT EMPLOYER		EMPLOYER IMRF I.D. NUMBER	

## CERTIFICATION BY MEMBER

I certify that I will be (or have been) on leave of absence beginning \_\_\_\_\_ and ending \_\_\_\_\_, DATE (MM/DD/YYYY) DATE (MM/DD/YYYY), for a total of \_\_\_\_\_ months. (Indicate on Line 2 below)

I understand that service credit (not more than 12 months) for this leave cannot be established until I have paid my IMRF member contributions in an amount equal to the approximate contributions I would have made if actively employed during the leave of absence, plus interest (if applicable).

MEMBER SIGNATURE <b>X</b>	DATE (MM/DD/YYYY)
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EMPLOYER AT TIME OF LEAVE	EMPLOYER IMRF I.D. NUMBER
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## CERTIFICATION BY AUTHORIZED AGENT

I certify that (1) I have calculated the estimated employer cost of the above member's leave, (2) I have advised the governing body of the amount of such cost and (3) that it will be paid through future monthly contributions.

<b>1. Average Monthly Earnings</b> (Determine the monthly average by dividing by 12 the IMRF reported earnings for the 12 months prior to the leave)	\$	
<b>2. Number of Months Leave</b> (limited to 12 months)		
<b>3. Total estimated earnings that would have been paid during the leave of absence</b> (line 1 times line 2)	\$	
<b>4. Average Employer Cost Rate</b>	X 11.00%	
<b>5. Estimated cost of this leave to employer</b> (line 3 times 11%)	\$	
<b>6. Estimated/exact earnings to be reported when the employee returns to work</b> (see bottom of previous page)	Month in which earnings amount will be reported	Amount \$
AUTHORIZED AGENT SIGNATURE <b>X</b>	DATE (MM/DD/YYYY)	

## CERTIFICATION BY CLERK OR SECRETARY OF GOVERNING BODY

I certify that at a regular or special meeting held on \_\_\_\_\_, the \_\_\_\_\_'s  
DATE (MM/DD/YYYY) EMPLOYER

Governing Body approved the leave of absence stated herein and the estimated employer cost as herein determined. I further certify that this Governing Body passed a resolution to allow this Benefit Protection Leave and the resolution will be kept on file and made available for inspection at IMRF's request.

SIGNATURE <b>X</b>	CLERK OR SECRETARY	DATE (MM/DD/YYYY)
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**APPLICATION WILL NOT BE PROCESSED WITHOUT AUTHORIZED AGENT AND BOARD CERTIFICATION**

A sample resolution is available at [www.imrf.org](http://www.imrf.org). You do not need to send IMRF a copy of the resolution.

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