



BOARD REPORT

JUNE 23, 2020



PUBLIC NOTICE

Agenda for the June 23, 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**
- IV. Recognition/Welcome**
- V. Public Comment**
Items for Public Comment may also be emailed to ecastil@phparks.org by 4:30 p.m. on the day of the meeting to be read at the meeting.
- VI. Approval of Minutes**
Regular Board Meeting – May 26, 2020
- VII. Announcements (Meetings)**
Regular Board Meeting – July 28, 2020 7:00 p.m.
- VIII. Park District Treasurer's Report**
 - A. Approval of Cash Report**
 - B. Approval of Warrants for Payment**
- IX. Superintendent of Finance and Planning Report**
- X. Attorney's Report – Legal Matter**
- XI. Administrative/Operational Summary**
 - A. Executive Director**
 - B. Superintendent of Recreation**
 - C. Superintendent of Facilities and Parks**
 - D. Director of Golf**
 - E. Recreation Supervisors**
- XII. Unfinished/Ongoing Business**
 - A. Lexington Home Project**
 - B. GMRC Feasibility Study**

XIII. New Business

- A. Return to the workplace after COVID19 policy
- B. Replacement electronic message center
- C. Declaration of Board Vacancy
- D. Election of Park Board Officers

XIV. Committees of the Board

Appointment of Committees of the Board

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

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

XVI. Adjournment

Note 1: Meeting Location – THIS IS A VIRTUAL MEETING

Note 2: MEETING PARTICIPATION INSTRUCTIONS:

Computer access: Join the Zoom Meeting

<https://zoom.us/j/94460632254?pwd=NXgydEZXSUINRVZwZ2J1RFJmbjBmZz09>

Meeting ID: 944 6063 2254

Password: 658064

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

Meeting ID: 944 6063 2254

Password: 658064

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 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.

**MINUTES OF THE REGULAR BOARD MEETING
OF THE COMMISSIONERS AND OFFICERS
OF THE PROSPECT HEIGHTS PARK DISTRICT
VIRTUAL MEETING
ZOOM MEETING ID: 939 4985 4515 PASSWORD: 616871
TUESDAY, MAY 26, 2020**

Call to Order

Roll Call

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

Commissioners present:

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

Also Present:

Christina Ferraro – Executive Director
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 Kirste and seconded by Commissioner Jackson to approve the agenda as submitted. The motion unanimously approved with a voice vote. The motion carried.

Correspondence

Certificate of Achievement for Excellence in Financial Reporting for fiscal year 2018

Guests

Anthony Cervini, CPA, CFE, Partner, Sikich LLP was in attendance.

Public Comment

None

Special Presentation

2019 Sikich LLP Financial Audit Presentation/Approval

Anthony Cervini, CPA, CFE, Partner, Sikich LLP presented the Comprehensive Annual Financial Report year ended December 31, 2019.

A motion was made by Commissioner Avery and seconded by Commissioner Cloud to accept the Comprehensive Annual Financial Report year ended December 31, 2019 as presented. 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.

Special Presentation (continued)

Anthony Cervini highlighted the Auditor's Communication to the Board of Park Commissioners and Management. Superintendent of Finance and Planning Annette Curtis thanked Anthony and staff at Sikich.

Approval of Minutes**Regular Board Meeting – April 14, 2020**

A motion was made by Commissioner Cloud and seconded by Commissioner Kirste to approve the April 14, 2020 Public Hearing Meeting Minutes as submitted. The motion was approved with a voice vote. The motion carried.

Announcements (Meetings)

The next regular board meeting will be a virtual meeting and will be held on June 23, 2020 7:00 p.m.

Park District Treasurer's Report**Cash Report #4**

Mt Pros State	Payroll	Sweep Acct.	\$	(2,618.99)
Mt Pros State	Vendor	Sweep Acct.	\$	(19,569.91)
Mt Pros State	General/Sweep		\$	1,122,367.33
Mt Pros State	ATM		\$	26,853.03
Mt Pros State	Investment		\$	2,464,482.09
CD Investment			\$	354,333.12
Totals				\$ 3,945,846.67

A motion was made by Commissioner Carney and seconded by Commissioner Avery to accept the Treasurer's Report – Cash Report #4 dated May 26, 2020 in the amount of \$3,945,846.67. The motion was unanimously approved with a voice vote. The motion carried.

Approval of Warrants for Payment

A motion was made by Commissioner Carney and seconded by Commissioner Cloud to accept Warrants for payment as submitted for Vendor Warrants #4, 4A, and Payroll 8, 9 in the amount of \$305,043.40. 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 included the 2019 Income Statements for informational purposes.

Attorney's Report

None

Administrative/Operational Summary

Executive Director – as submitted. Executive Director Christina Ferraro also reported the firm the park district worked with on the EPA remediation regarding the Grounds/Maintenance project did not complete the work. The firm will do so at no cost to the park district and close out the file. Edlyn has processed the second payroll with the new payroll vendor Paycor. Comcast finished the phone installation at GMRC and OCCC. The phone installation at Grounds will be completed

Administrative/Operational Summary (continued)

this week. The Dharma Drum Mountain Buddhist Association Chicago Chapter, located in Wheeling, IL donated 2,000 face masks to the District.

Superintendent of Recreation – as submitted. Executive Director Christina Ferraro reported that recreation staff has done a tremendous job on virtual programs. Virtual programs are being well received. The park district is accepting online program registrations. Looking for boards support regarding summer camp etc. Executive Director Christina Ferraro commended Julie for all her efforts with the infectious disease preparedness plan.

Superintendent of Facilities and Parks – as submitted. Superintendent of Facilities and Parks Dino Squiers reported there has been a lot of rain and thankfully there hasn't been any flooding. Dino currently is working with half of the amount of staff as in the past due to COVID and sending freeze and everyone is pitching in.

Director of Golf Operations – as submitted. Director of Golf Marc Heidkamp also reported the golf course managed to dodge the weather. The golf course is up to capacity. Executive Director Christina Ferraro reported the golf course has exceeded our expectations for the month and commended the staff for all their efforts.

Recreation Supervisors – as submitted.

Unfinished/Ongoing Business**Lexington Homes: Muir Park subcommittee**

Commissioner Tim Jones reported he has placed this project on hold due to the pandemic. The focus at this time is on the park district, programming and serving the community. Executive Director Christina Ferraro commented that the park district received an email from a neighbor of Muir Park asking about the work being done in the park and she explained it was Lexington doing soil borings.

Feasibility Study

Executive Director Christina Ferraro commented that a draft plan was presented last month. There was no feedback received from board or staff. Greenplay is finalizing a report. Christina is recommending to form a taskforce with two board members and three to five community members to analyze the study and make a recommendation to the board. Any interested Commissioners were asked to email their interest to Christina and Tim.

New Business**COVID-19 Operations**

- **Operations, Financial & Economic Impact** - Christina summarized how COVID-19 has affected the park district.
- **Lions Pool Summer 2020** – Staff voiced many concerns with screening upon entry to the pool and social distancing measures due to COVID. Swim Team conference has been cancelled. Staff recommends to not open pool this summer. Commissioner Tim Jones commented that there was a large loss of revenue last year and with all restrictions this year we may lose twice the amount lost last year. There was continued discussion and the Board was in consensus to not open the pool this summer.

A motion was made by Commissioner Curtis and seconded by Commissioner Cloud to accept the Executive Director's recommendation to not open the pool this summer season. The motion was unanimously approved with a voice vote. The motion carried.

New Business (continued)

- **Summer Camp 2020** - Staff is trying to plan summer camp with restrictions during Phase 3. Staff is recommending to offer an abbreviated summer camp which includes six camps and before and after care from July 6, 2020 to August 13, 2020 (Phase 4) with some restrictions. Commissioner Cloud asked if camp could go longer in August. Christina is discussing with the School District 23 when they will open, research the need to go longer in August and discuss how many staff would be available. At this time, the park district is accepting online registrations and placing participants on a waitlist until decisions were made about camps and dates. There was continued discussion. The Board was in consensus to offer a revised summer camp which includes six camps and before and after care from July 6, 2020 to August 13, 2020.

A motion was made by Commissioner Curtis and seconded by Commissioner Cloud to accept the Executive Director's recommendation to offer a revised summer camp from July 6, 2020 to August 13, 2020 as presented. The motion was unanimously approved with a voice vote. The motion carried.

Adoption of Tax Abatement Ordinance 05.26.2020

Superintendent of Finance and Planning Annette Curtis explained that the proposed ordinance is yearly abatement giving direction to the county to not levy taxes for the Series 2014B Bonds which are alternate revenue bonds.

A motion was made by Commissioner Jones and seconded by Commissioner Carney to adopt Ordinance 05.26.2020 an Ordinance abating the tax heretofore levied for the year 2019 to pay debt service on \$7,675,000 General Obligation Refunding Park Bonds (Alternate Revenue Source), Series 2014B of the Prospect Heights Park District, Cook County, Illinois. 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.

Contract award to Ashburn Power & Light, Inc. to upgrade the electrical system at the golf course \$255,955

Executive Director Christina Ferraro provided the background of the electrical upgrade project. Three formal bids were accepted and opened on May 6. Staff initially recommended to defer the project to FY2021. However, since the golf course food and beverage is closed to the public right now, the timing would be better if the project was completed now rather than in 2021. Staff recommended to accept the lowest bid and move forward with the project this year.

A motion was made by Commissioner Cloud and seconded by Commissioner Curtis to award the contract to Ashburn Power & Light, Inc. and authorize the Executive Director to execute a contract for the upgrade to the electrical system at the golf course \$256,000.00. 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)

Park District Appointments June 2020-May 2021

- **Representative to NWSRA Board: Christina Ferraro**

A motion was made by Commissioner Curtis and seconded by Commissioner Cloud to appoint Christina Ferraro as the Representative to NWSRA Board. The motion unanimously approved with a voice vote. The motion carried.

- **Recording Secretary – Edlyn Castil**

A motion was made by Commissioner Carney and seconded by Commissioner Cloud to appoint Edlyn Castil as the Recording Secretary to the Park Board. The motion unanimously approved with a voice vote. The motion carried.

- **Approve Legal Counsel – Ancel Glink**

A motion was made by Commissioner Carney and seconded by Commissioner Jackson to appoint Ancel Glink as Legal Counsel to the Park. The motion unanimously approved with a voice vote. The motion carried.

Adjournment

With no further business to discuss, a motion was made by Commissioner Kirste and seconded by Commissioner Curtis to adjourn the Regular Board Meeting at 8:52 p.m. The motion was unanimously approved by a voice vote. The motion carried.

Respectfully Submitted,
Edlyn Castil, Recording Secretary

Secretary: _____
Ellen Avery, Prospect Heights Park District Secretary

TO: Board of Commissioners, Prospect Heights Park District

Pink

FROM: Park District Treasurer

DATE: 6/23/2020 CASH REPORT FY 20

*Motion by Commissioner _____ to approve CASH REPORT 5
6/23/2020 as submitted. Seconded by Commissioner _____ .*

Payroll	#90001511	sweep acct.	(1,353.94)	
Vendor	#90001503	sweep acct.	(28,049.88)	
General/Sweep	#90001498		935,376.11	
ATM	#90001537		26,513.00	
Investment	#107503657		2,466,098.14	
CD Investment	#355751	Maturity 1.8.2021 annual yeild 1.51%	\$ 355,640.09	
TOTALS			\$ 3,754,223.52	Voice Vote

FINANCIAL RESOLUTION

*Motion by Commissioner _____ to approve WARRANT RESOLUTION
6/23/2020 as submitted. Seconded by Commissioner _____ .*

APPROVAL OF WARRANTS 6/23/2020

VENDOR WARRANTS			AMOUNTS
5	<i>In the amount of</i>	CHECKS ISSUED	\$78,529.18
5A	<i>In the amount of</i>	ELECTRONIC	\$30,677.57
Total Vendor Warrants			<u>\$109,206.75</u>

PAYROLL WARRANTS

5/8/2020			
10	<i>In the amount of</i>	gross plus employer costs	\$ 39,624.13
5/22/2020			
11	<i>In the amount of</i>	gross plus employer costs	\$ 49,340.23
Total Payroll Warrants			<u>88,964.36</u>

TOTAL OF WARRANTS	<u>\$198,171.11</u>	Roll Call
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Prospect Heights Park District, IL

Check Report

By Check Number

Date Range: 05/01/2020 - 05/31/2020

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP Bank-AP Bank						
01079	ACUSHNET COMPANY	05/04/2020	Regular	0.00	184.86	49278
01015	ASSOCIATED LABOR CORPORATION OF AMERIC	05/04/2020	Regular	0.00	1,233.72	49279
01744	BLACK LINE FOX VALLEY LLC	05/04/2020	Regular	0.00	1,795.00	49280
02244	CLUBPROCURE	05/04/2020	Regular	0.00	500.01	49281
01022	COMCAST	05/04/2020	Regular	0.00	114.20	49282
01022	COMCAST	05/04/2020	Regular	0.00	158.89	49283
01023	COMMONWEALTH EDISON	05/04/2020	Regular	0.00	23.16	49284
01024	CONSERV FS	05/04/2020	Regular	0.00	883.20	49285
01042	CONSTELLATION NEWENERGY - GAS DIVISION I	05/04/2020	Regular	0.00	2,637.77	49286
01180	DARLEEN CARL-BECK	05/04/2020	Regular	0.00	168.00	49287
01034	FIRST COMMUNICATIONS LLC	05/04/2020	Regular	0.00	492.74	49288
01423	GORDON FOOD SERVICE INC	05/04/2020	Regular	0.00	259.00	49289
01859	GREENPLAY LLC	05/04/2020	Regular	0.00	2,182.65	49290
01693	HINCKLEY SPRINGS	05/04/2020	Regular	0.00	4.00	49291
01044	JC LICHT AND COMPANY	05/04/2020	Regular	0.00	47.78	49292
02073	MARKETING AND MORE GROUP LLC	05/04/2020	Regular	0.00	1,580.00	49293
01773	MIDCO INC	05/04/2020	Regular	0.00	330.00	49294
01581	MOTION PICTURE LICENSING CORPORATION	05/04/2020	Regular	0.00	607.37	49295
01057	NAPA HEIGHTS AUTOMOTIVE	05/04/2020	Regular	0.00	5.98	49296
01059	NICOR	05/04/2020	Regular	0.00	91.54	49297
01066	PLATINUM SYSTEMS INC	05/04/2020	Regular	0.00	190.00	49298
01070	RAMROD	05/04/2020	Regular	0.00	241.20	49299
01120	REPUBLIC SERVICES INC	05/04/2020	Regular	0.00	286.77	49300
01055	ROTARY MOUNT PROSPECT/PROSPECT HEIGHT	05/04/2020	Regular	0.00	196.00	49301
01073	ROUTE 12 RENTAL	05/04/2020	Regular	0.00	15.90	49302
01075	SIKICH LLP	05/04/2020	Regular	0.00	1,600.00	49303
01125	TYLER TECHNOLOGIES INC	05/04/2020	Regular	0.00	6,727.00	49304
02157	VERIZON	05/04/2020	Regular	0.00	108.03	49305
01082	WAREHOUSE DIRECT	05/04/2020	Regular	0.00	85.00	49306
01165	A DISCOUNT LOCK CO	05/19/2020	Regular	0.00	226.50	49307
01667	AFLAC	05/19/2020	Regular	0.00	51.24	49308
01009	AIRGAS USA LLC	05/19/2020	Regular	0.00	215.39	49309
01909	ANCEL GLINK PC	05/19/2020	Regular	0.00	420.00	49310
02189	ANNETTE CURTIS	05/19/2020	Regular	0.00	81.61	49311
01014	ARTHUR CLESEN	05/19/2020	Regular	0.00	375.00	49312
01744	BLACK LINE FOX VALLEY LLC	05/19/2020	Regular	0.00	1,554.48	49313
01858	CALL ONE	05/19/2020	Regular	0.00	585.10	49314
01022	COMCAST	05/19/2020	Regular	0.00	139.20	49315
01022	COMCAST	05/19/2020	Regular	0.00	10.47	49316
01041	CONSTELLATION NEW ENERGY INC	05/19/2020	Regular	0.00	2,766.54	49317
01423	GORDON FOOD SERVICE INC	05/19/2020	Regular	0.00	292.02	49318
01859	GREENPLAY LLC	05/19/2020	Regular	0.00	619.50	49319
02215	GRUMMAN/BUTKUS ASSOCIATES	05/19/2020	Regular	0.00	2,108.00	49320
01182	JAMES SAMMONS	05/19/2020	Regular	0.00	925.00	49321
01330	JB METAL WORKS INC	05/19/2020	Regular	0.00	985.00	49322
02073	MARKETING AND MORE GROUP LLC	05/19/2020	Regular	0.00	350.00	49323
01057	NAPA HEIGHTS AUTOMOTIVE	05/19/2020	Regular	0.00	28.03	49324
01058	NCPERS GROUP LIFE INSURANCE	05/19/2020	Regular	0.00	48.00	49325
01430	NORTHWEST COMMUNITY HOSPITAL	05/19/2020	Regular	0.00	36.00	49326
01063	PDRMA	05/19/2020	Regular	0.00	96.20	49327
01063	PDRMA	05/19/2020	Regular	0.00	21,956.18	49328
01065	PITNEY BOWES GLOBAL FINANCIAL SERVICES	05/19/2020	Regular	0.00	206.00	49329
01031	PULSE TECHNOLOGY	05/19/2020	Regular	0.00	1,133.00	49330
01073	ROUTE 12 RENTAL	05/19/2020	Regular	0.00	55.95	49331

Check Report

Date Range: 05/01/2020 - 05/31/2020

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
02241	SPORTS ENGINE INC	05/19/2020	Regular	0.00	25.00	49332
01400	THE PROACTIVE SPORTS GROUP	05/19/2020	Regular	0.00	386.00	49333
01781	THOMAS R PETZEL	05/19/2020	Regular	0.00	740.00	49334
01092	US KIDS GOLF	05/19/2020	Regular	0.00	1,549.66	49335
01081	VILLAGE OF MOUNT PROSPECT	05/19/2020	Regular	0.00	29.36	49336
01081	VILLAGE OF MOUNT PROSPECT	05/19/2020	Regular	0.00	66.20	49337
01081	VILLAGE OF MOUNT PROSPECT	05/19/2020	Regular	0.00	2,500.00	49338
01081	VILLAGE OF MOUNT PROSPECT	05/19/2020	Regular	0.00	223.76	49339
01082	WAREHOUSE DIRECT	05/19/2020	Regular	0.00	270.08	49340
01006	ADP LLC	05/27/2020	Regular	0.00	623.07	49341
02138	ANDERSON PEST SOLUTIONS	05/27/2020	Regular	0.00	142.75	49342
02247	BINDER REALTY CONSULTANTS	05/27/2020	Regular	0.00	2,800.00	49343
02246	COMED- REAL ESTATE & FACILITIES	05/27/2020	Regular	0.00	1,500.00	49344
01023	COMMONWEALTH EDISON	05/27/2020	Regular	0.00	23.16	49345
01024	CONSERV FS	05/27/2020	Regular	0.00	930.91	49346
01041	CONSTELLATION NEW ENERGY INC	05/27/2020	Regular	0.00	29.69	49347
01041	CONSTELLATION NEW ENERGY INC	05/27/2020	Regular	0.00	4,020.63	49348
01041	CONSTELLATION NEW ENERGY INC	05/27/2020	Regular	0.00	114.40	49349
01041	CONSTELLATION NEW ENERGY INC	05/27/2020	Regular	0.00	25.07	49350
01042	CONSTELLATION NEWENERGY - GAS DIVISION L	05/27/2020	Regular	0.00	1,605.00	49351
01423	GORDON FOOD SERVICE INC	05/27/2020	Regular	0.00	118.90	49352
01040	HOME DEPOT CREDIT SERVICES	05/27/2020	Regular	0.00	329.77	49353
01369	JULIE CAPORUSSO	05/27/2020	Regular	0.00	250.00	49354
01057	NAPA HEIGHTS AUTOMOTIVE	05/27/2020	Regular	0.00	23.78	49355
01059	NICOR	05/27/2020	Regular	0.00	69.33	49356
01064	PENDELTON TURF SUPPLY	05/27/2020	Regular	0.00	840.00	49357
01078	TAYLOR MADE	05/27/2020	Regular	0.00	1,170.45	49358
02157	VERIZON	05/27/2020	Regular	0.00	108.03	49359
01032	CARDMEMBER SERVICE	05/12/2020	Bank Draft	0.00	-10.99	DFT0001229
01032	CARDMEMBER SERVICE	05/12/2020	Bank Draft	0.00	1,515.62	DFT0001230
02204	WINTRUST ASSET FINANCE	05/04/2020	Bank Draft	0.00	2,175.60	DFT0001264
02206	ILLINOIS DEPARTMENT OF REVENUE	05/22/2020	Bank Draft	0.00	157.00	DFT0001265
02204	WINTRUST ASSET FINANCE	05/04/2020	Bank Draft	0.00	13,710.00	DFT0001266
02205	ILLINOIS MUNICIPAL FUND	05/08/2020	Bank Draft	0.00	13,130.34	DFT0001268

Bank Code AP Bank Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	90	82	0.00	78,529.18
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	6	6	0.00	30,677.57
EFT's	0	0	0.00	0.00
	96	88	0.00	109,206.75

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	90	82	0.00	78,529.18
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	6	6	0.00	30,677.57
EFT's	0	0	0.00	0.00
	96	88	0.00	109,206.75

Fund Summary

Fund	Name	Period	Amount
950	POOLED CASH FUND	5/2020	109,206.75
			109,206.75

PROSPECT HEIGHTS PARK DISTRICT ELECTRONIC VENDOR WARRANT REPORT FOR FY 2020
VENDOR WARRANT 5A
ELECTRONIC VENDOR WARRANTS
MAY
FY 2020

DATE	VENDOR NAME	TRANSACTION DESCRIPTION	AMOUNT
5/4/2020	Wintrust Finance	OCCC Equipment	\$2,175.60
5/4/2020	Wintrust Finance	OCCC Carts	\$13,710.00
5/8/2020	IMRF	4.2020 Contribution	\$13,130.34
5/13/2020	Card Member Services	4.2020 Statement	\$1,504.63
5/22/2020	Illinois Department of Revenue	Sales Tax	\$157.00
TOTAL			<u>\$30,677.57</u>



June 23, 2020

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

MAY 2020 INCOME STATEMENT

The Income Statement as of May 31, 2020 is attached. Golf operations were opened May 1, 2020. Recreation continued to offer virtual programs and will be offering summer camp during July. Refund processing began June 1, and will continue into July.

AUDITOR SEARCH

With the completion of the 2019 Comprehensive Annual Financial Report the agreement with Sikich has come to an end. On July 6, 2020 a Request for Proposal will be distributed to various firms in the area, and a new auditor search will begin.

- Request for Proposals Issued: July 6, 2020
- Proposals Due: July 29, 2020
- Interview: Week of August 03, 2020
- Board selects firm: August 25, 2020



Prospect Heights Park District, IL

Income Statement Group Summary

For Fiscal: 2020 Period Ending: 05/31/2020

Account Type	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Department: 02 - RECREATION/GENERAL					
Revenue	652,713.00	652,713.00	1,603.13	330,881.13	321,831.87
Expense	811,336.01	811,336.01	26,419.34	247,588.48	563,747.53
Department: 02 - RECREATION/GENERAL Surplus (Deficit):	-158,623.01	-158,623.01	-24,816.21	83,292.65	-241,915.66
Department: 03 - PRESCHOOL CREATIVE KIDS					
Revenue	105,295.00	105,295.00	1,301.97	29,759.47	75,535.53
Expense	74,478.83	74,478.83	3,058.48	19,525.84	54,952.99
Department: 03 - PRESCHOOL CREATIVE KIDS Surplus (Deficit):	30,816.17	30,816.17	-1,756.51	10,233.63	20,582.54
Department: 04 - KINDERSTOP					
Revenue	184,582.00	184,582.00	-6,970.50	64,921.47	119,660.53
Expense	131,245.50	131,245.50	2,129.23	44,585.22	86,660.28
Department: 04 - KINDERSTOP Surplus (Deficit):	53,336.50	53,336.50	-9,099.73	20,336.25	33,000.25
Department: 05 - YOUTH PROGRAMS					
Revenue	35,010.00	35,010.00	214.50	7,920.80	27,089.20
Expense	28,090.00	28,090.00	635.71	7,452.16	20,637.84
Department: 05 - YOUTH PROGRAMS Surplus (Deficit):	6,920.00	6,920.00	-421.21	468.64	6,451.36
Department: 06 - DANCE					
Revenue	48,524.00	48,524.00	656.00	26,256.93	22,267.07
Expense	31,207.00	31,207.00	1,659.27	16,940.08	14,266.92
Department: 06 - DANCE Surplus (Deficit):	17,317.00	17,317.00	-1,003.27	9,316.85	8,000.15
Department: 07 - ATHLETIC					
Revenue	41,077.00	41,077.00	401.01	13,307.53	27,769.47
Expense	18,948.00	18,948.00	898.80	6,756.01	12,191.99
Department: 07 - ATHLETIC Surplus (Deficit):	22,129.00	22,129.00	-497.79	6,551.52	15,577.48
Department: 08 - PERFORMING ARTS					
Revenue	44,785.00	44,785.00	420.00	420.00	44,365.00
Expense	37,321.00	37,321.00	357.80	866.69	36,454.31
Department: 08 - PERFORMING ARTS Surplus (Deficit):	7,464.00	7,464.00	62.20	-446.69	7,910.69
Department: 09 - CONCESSIONS					
Revenue	25,375.00	25,375.00	0.00	249.25	25,125.75
Expense	20,592.50	20,592.50	178.91	566.43	20,026.07
Department: 09 - CONCESSIONS Surplus (Deficit):	4,782.50	4,782.50	-178.91	-317.18	5,099.68
Department: 10 - AQUATICS					
Revenue	84,674.00	84,674.00	0.00	129.00	84,545.00
Expense	131,707.00	131,707.00	1,320.59	2,296.23	129,410.77
Department: 10 - AQUATICS Surplus (Deficit):	-47,033.00	-47,033.00	-1,320.59	-2,167.23	-44,865.77
Department: 11 - ACTIVE ADULTS					
Revenue	111,809.00	111,809.00	1,094.05	21,119.25	90,689.75
Expense	103,873.75	103,873.75	1,431.21	27,929.83	75,943.92
Department: 11 - ACTIVE ADULTS Surplus (Deficit):	7,935.25	7,935.25	-337.16	-6,810.58	14,745.83
Department: 12 - SPECIAL EVENTS					
Revenue	8,900.00	8,900.00	180.00	2,988.00	5,912.00
Expense	12,931.25	12,931.25	357.80	3,454.05	9,477.20
Department: 12 - SPECIAL EVENTS Surplus (Deficit):	-4,031.25	-4,031.25	-177.80	-466.05	-3,565.20
Department: 13 - FITNESS CENTER					
Revenue	29,707.00	29,707.00	1,454.31	11,774.71	17,932.29
Expense	37,187.50	37,187.50	1,066.79	8,582.95	28,604.55
Department: 13 - FITNESS CENTER Surplus (Deficit):	-7,480.50	-7,480.50	387.52	3,191.76	-10,672.26

Income Statement

For Fiscal: 2020 Period Ending: 05/31/2020

Account Type	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Department: 14 - SUMMER CAMP					
Revenue	277,966.00	277,966.00	0.00	88.00	277,878.00
Expense	174,182.25	174,182.25	719.03	2,760.99	171,421.26
Department: 14 - SUMMER CAMP Surplus (Deficit):	103,783.75	103,783.75	-719.03	-2,672.99	106,456.74
Department: 30 - PARKS					
Revenue	15,000.00	15,000.00	0.00	0.00	15,000.00
Expense	242,698.74	242,698.74	10,663.51	37,543.42	205,155.32
Department: 30 - PARKS Surplus (Deficit):	-227,698.74	-227,698.74	-10,663.51	-37,543.42	-190,155.32
Department: 40 - GOLF					
Revenue	918,550.00	918,550.00	114,783.46	199,503.63	719,046.37
Expense	520,979.65	520,979.65	16,143.39	186,440.65	334,539.00
Department: 40 - GOLF Surplus (Deficit):	397,570.35	397,570.35	98,640.07	13,062.98	384,507.37
Department: 41 - GROUNDS					
Expense	536,110.76	536,110.76	21,008.61	147,136.30	388,974.46
Department: 41 - GROUNDS Total:	536,110.76	536,110.76	21,008.61	147,136.30	388,974.46
Department: 42 - PRO SHOP					
Revenue	122,102.00	122,102.00	18,352.62	21,950.15	100,151.85
Expense	100,700.00	100,700.00	7,646.58	8,190.12	92,509.88
Department: 42 - PRO SHOP Surplus (Deficit):	21,402.00	21,402.00	10,706.04	13,760.03	7,641.97
Department: 43 - HOOK A KID					
Revenue	62,500.00	62,500.00	5,780.00	11,890.00	50,610.00
Expense	36,500.00	36,500.00	0.00	896.81	35,603.19
Department: 43 - HOOK A KID Surplus (Deficit):	26,000.00	26,000.00	5,780.00	10,993.19	15,006.81
Department: 44 - WARM UP RANGE					
Revenue	22,000.00	22,000.00	249.00	530.00	21,470.00
Expense	8,000.00	8,000.00	0.00	228.50	7,771.50
Department: 44 - WARM UP RANGE Surplus (Deficit):	14,000.00	14,000.00	249.00	301.50	13,698.50
Department: 45 - BANQUET HALL					
Expense	0.00	0.00	-1,134.20	0.00	0.00
Department: 45 - BANQUET HALL Total:	0.00	0.00	-1,134.20	0.00	0.00
Total Surplus (Deficit):	-267,520.74	-267,520.74	44,958.70	-26,051.44	

Income Statement

For Fiscal: 2020 Period Ending: 05/31/2020

Fund Summary

Fund	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
200 - RECREATION FUND	-190,382.33	-190,382.33	-50,542.00	82,967.16	-273,349.49
300 - GOLF	-77,138.41	-77,138.41	95,500.70	-109,018.60	31,880.19
Total Surplus (Deficit):	-267,520.74	-267,520.74	44,958.70	-26,051.44	



Prospect Heights Park District, IL

Income Statement Group Summary

For Fiscal: 2020 Period Ending: 05/31/2020

Category	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Fund: 100 - CORPORATE FUND					
Revenue					
10 - TAXES	1,231,155.00	1,231,155.00	8,586.81	639,407.84	591,747.16
20 - INTEREST	12,000.00	12,000.00	1,616.05	8,206.91	3,793.09
35 - ADDITIONAL	0.00	0.00	0.02	0.02	-0.02
Revenue Total:	1,243,155.00	1,243,155.00	10,202.88	647,614.77	595,540.23
Expense					
50 - PERSONNEL SERVICES	288,860.27	288,860.27	20,964.56	112,054.09	176,806.18
51 - BENEFITS	25,464.72	25,464.72	1,739.86	6,456.30	19,008.42
52 - CONTRACTED SERVICES	149,446.41	149,446.41	19,572.29	69,632.11	79,814.30
60 - COMMODITIES	22,210.00	22,210.00	942.50	4,007.01	18,202.99
65 - GENERAL EXPENDITURES	131,000.00	131,000.00	128,000.00	129,000.00	2,000.00
Expense Total:	616,981.40	616,981.40	171,219.21	321,149.51	295,831.89
Fund: 100 - CORPORATE FUND Surplus (Deficit):	626,173.60	626,173.60	-161,016.33	326,465.26	299,708.34
Fund: 200 - RECREATION FUND					
Revenue					
10 - TAXES	598,000.00	598,000.00	1,883.13	316,315.35	281,684.65
30 - RENTAL	64,538.00	64,538.00	-280.00	13,285.78	51,252.22
35 - ADDITIONAL	25,460.00	25,460.00	0.00	549.88	24,910.12
41 - PROGRAM REVENUES	952,044.00	952,044.00	-1,248.66	179,415.28	772,628.72
42 - RERESHMENT REVENUE	25,375.00	25,375.00	0.00	249.25	25,125.75
Revenue Total:	1,665,417.00	1,665,417.00	354.47	509,815.54	1,155,601.46
Expense					
50 - PERSONNEL SERVICES	1,167,930.15	1,167,930.15	34,854.71	270,374.97	897,555.18
51 - BENEFITS	110,336.18	110,336.18	9,505.63	36,395.09	73,941.09
52 - CONTRACTED SERVICES	379,779.00	379,779.00	4,709.52	81,318.87	298,460.13
60 - COMMODITIES	162,131.00	162,131.00	2,553.52	29,713.75	132,417.25
65 - GENERAL EXPENDITURES	35,623.00	35,623.00	-726.91	9,045.70	26,577.30
Expense Total:	1,855,799.33	1,855,799.33	50,896.47	426,848.38	1,428,950.95
Fund: 200 - RECREATION FUND Surplus (Deficit):	-190,382.33	-190,382.33	-50,542.00	82,967.16	-273,349.49
Fund: 300 - GOLF					
Revenue					
35 - ADDITIONAL	15,900.00	15,900.00	25.21	17,698.29	-1,798.29
41 - PROGRAM REVENUES	1,109,252.00	1,109,252.00	139,139.87	216,175.49	893,076.51
Revenue Total:	1,125,152.00	1,125,152.00	139,165.08	233,873.78	891,278.22
Expense					
50 - PERSONNEL SERVICES	397,542.25	397,542.25	21,083.70	116,101.74	281,440.51
51 - BENEFITS	93,747.16	93,747.16	6,723.25	26,503.89	67,243.27
52 - CONTRACTED SERVICES	377,101.00	377,101.00	4,315.57	144,921.85	232,179.15
60 - COMMODITIES	316,500.00	316,500.00	10,708.56	57,799.50	258,700.50
65 - GENERAL EXPENDITURES	17,400.00	17,400.00	833.30	-2,434.60	19,834.60
Expense Total:	1,202,290.41	1,202,290.41	43,664.38	342,892.38	859,398.03
Fund: 300 - GOLF Surplus (Deficit):	-77,138.41	-77,138.41	95,500.70	-109,018.60	31,880.19
Fund: 301 - GOLF BANQUETS					
Revenue					
30 - RENTAL	3,700.00	3,700.00	0.00	6,060.64	-2,360.64
42 - RERESHMENT REVENUE	679,500.00	679,500.00	150.26	76,351.52	603,148.48
Revenue Total:	683,200.00	683,200.00	150.26	82,412.16	600,787.84
Expense					
50 - PERSONNEL SERVICES	168,000.00	168,000.00	1,922.88	32,999.85	135,000.15

Income Statement**For Fiscal: 2020 Period Ending: 05/31/2020**

Category	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
51 - BENEFITS	54,270.48	54,270.48	1,951.86	6,701.43	47,569.05
52 - CONTRACTED SERVICES	258,379.00	258,379.00	27,245.95	81,226.58	177,152.42
60 - COMMODITIES	232,750.00	232,750.00	510.01	47,182.28	185,567.72
65 - GENERAL EXPENDITURES	13,696.00	13,696.00	40.04	7,918.89	5,777.11
Expense Total:	727,095.48	727,095.48	31,670.74	176,029.03	551,066.45
Fund: 301 - GOLF BANQUETS Surplus (Deficit):	-43,895.48	-43,895.48	-31,520.48	-93,616.87	49,721.39
Total Surplus (Deficit):	314,757.38	314,757.38	-147,578.11	206,796.95	

Fund Summary

Fund	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
100 - CORPORATE FUND	626,173.60	626,173.60	-161,016.33	326,465.26	299,708.34
200 - RECREATION FUND	-190,382.33	-190,382.33	-50,542.00	82,967.16	-273,349.49
300 - GOLF	-77,138.41	-77,138.41	95,500.70	-109,018.60	31,880.19
301 - GOLF BANQUETS	-43,895.48	-43,895.48	-31,520.48	-93,616.87	49,721.39
Total Surplus (Deficit):	314,757.38	314,757.38	-147,578.11	206,796.95	



June 23, 2020

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

GRANTS

Annette has fulfilled the requirements for the District to submit grant applications to the state. A multi-year plan is being created to match potential capital projects and potential grant opportunities: OSLAD for park redevelopment, Land and Water Conservation Fund for erosion, Park and Recreational Facilities Construction program for facilities, and the Bike Path Grant. More to follow

NATURAL RESOURCES COMMISSION

The PHNRC has brought two interns onboard to assist with projects. The agreement is to reimburse the City who oversees the commission.

OCCC ELECTRICAL UPGRADE PROJECT

Staff is working with Ashburn Power to commence the project this year.

OCCC Grounds

Legal continues to work on the deed of ownership of the property OCCC grounds garage; the parcel is still owned by the land trust that conveyed the title to the District in 1999 but has been inactive since. After locating the current beneficiaries of the trust. We have agreed to indemnify the trust and the beneficiaries from any 3rd party claims, release any claims against the trust and the beneficiaries; and reimburse the beneficiaries for their legal fees estimated for approximately \$12,000. Once the District acquires the title to the parcel, legal can file an application with the county to have all back taxes set aside and the interests of any intervening tax buyers removed.

The environmental work at Old Orchard Country Club ceased in 2003 but will start again. The parcel needs some additional attention in order to receive a No Further Remediation letter from the Illinois EPA. The company selected will submit the reimbursement requests to the EPA for payment. Work shall commence soon.

Discussions of a potential cell phone tower lease may commence soon as well.

Board of Commissioners 2020 Meeting Schedule

June	Committees of the Board Selection Approve Electric signage proposal
July	
August	NWSRA 2020 Assessment Resolution Approve Auditor selection
September	NWSRA presentation Sexual Harassment Training GMRC Feasibility Taskforce Recommendation
October	Adopt Bond Ordinance Speer Financial Presentation IAPD Delegate Credentials for conference
November	Resolution Truth in Taxation for Levy Year 2020
December	FY2021 Budget presentation Tax Levy Ordinance Schedule of 2021 meetings



June 17, 2020

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

Summer Programs

Spring makeup dance classes started this week at Gary Morava Recreation Center. Our safety procedures include: only the dancers are allowed in the building, the instructors ask the parents if the dancers are exhibiting any COVID symptoms prior to entry to building, dancers wait outside on socially distancing markers, dancers must wear face coverings when not able to stay 6 feet apart, traffic flow is entry at front doors and exit at back doors, dancers must use hand sanitizer upon entry, rooms are sanitized between classes and high touch areas and bathrooms are sanitized every 2 hours. Most dancers are very excited to be back! Those that chose to not come to class have an option of Zooming into the class. All has gone well!

Golf programs started at Old Orchard County Club. The classes are staggered to allow for 6 feet apart. I stopped in to take pictures and I saw many smiles on the golfers!

Summer Camps will start July 6. Registration is online. After July 6 registration may also be by phone or by appointment. Once we announced our start date, we received many inquiries and registration questions.

Gary Morava Recreation Center

From July 6-August 14 the full-time staff will be manning the front desk, Monday through Friday from 7am to 6pm. We will not be open to the public but patrons can make appointments to meet with staff as needed.

This facility will be opened to the public on August 17; this includes the fitness center, rentals, open gym and racquetball.

All programming rooms will be equipped with a sanitizing station.

Marketing

Our summer brochure was updated by Edlyn and is posted on our website. It includes dance, youth athletics, summer camp, children's programs, golf and our virtual special events. We continue to market our programs through social media, constant contact, on our website, direct email to past participants, newspaper and through the school district.

We will not publish a fall brochure; we will continue to publish monthly digital newsletters.

Virtual Programming

We are currently working on the July digital monthly newsletter.

Our June program offerings included: enrichment classes, magic classes, balloon animal classes, Got Talent, School's Out for Summer Slime, puppy and dog training classes, The Science of Carnival Games, Funhouse Mirrors and the Concession Stand, Pilates, dance classes, Wiggle, Giggle, Sing!, Parent and Child Sports and Stories, Kicks for Kids Soccer Skills, Bricks 4 Kidz-Virtual Lego Basic Brick, cooking classes, preschool classes, Reptile Show, lunch and bingo, Father's Day Root Beer with Dad, pizza and bingo and egaming league.

The Got Talent results will be announced on June 27th, our scheduled Block Party date. Our local band, Straight Ethyl provided us with a video to share that evening. They have committed to playing at our 2021 Block Party.

Training

Edlyn developed the return to work training for all employees returning to work. Each department has also developed safety guidelines. When staff returns to work supervisors will be required to train staff on both return to work procedures and new department specific procedures.

Our monthly training for June is harassment. It was postponed, and will be completed in September.

Camp staff training starts June 29.



June 17, 2020

To: Christina Ferraro, Executive Director
From: Dino Squiers, Superintendent of facilities & parks
Re: June Board Report

Pool

Cracked ceramic markers on the pool deck were replaced with non-slip tiles. Floor and walls in the pool were cleaned and pressured wash, even without the pool opening this season pool needs to be cleaned to avoid staining.

Administration building

Sump pump for the drain tiles in the basement at the admin was failing, replacement pump was installed to correct the back up in the drains.

HVAC

Roof top units and air handler filters were changed. Ceiling vents were vacuumed and cleaned.

Garden Club

Ann Johnson from the garden club donated plants from her garden to be planted at I. Walton's flower box, parks crew removed the plants from her garden and planted at the park.

Plumbing

Women's locker room toilet was leaking from the handle and wall seal. Flushing device was removed and rebuilt, toilet was removed from the wall and wax ring was replaced.

Water Fountains

To prepare the facility for camp safety, handles for the men's and women's drinking fountains were removed in the locker rooms. Hallway fountain spouts were disabled, water bottles fillers are still active since these are hands free.

Jaycee Park

Commissioner Terry Kurtis donated a steel powered coated bench to the park district. Since Jaycee was updated last year and Terry's son did his eagle scout project at the park, we placed the bench by the entry.

Camp

Room two's kinder stop supplies and furniture was removed to prepare for camp. Pre-school A is still being cleared out, supplies for camp were brought down from the second-floor storage area.

Bike Trail

Patching on the bike trail north of palatine road to country gardens park is completed. South of Palatine road will be planned for a future date.

Parks

Grass and weeds are thriving, garbage has increased at the parks and bike trail. Ball fields are being prepped for practice; some teams are on the fields before 7:00 AM.



June 17, 2020

To: Christina Ferraro, Executive Director
From: Marc Heidkamp, Director of Golf
Re: June 2020 Golf Operations

Golf: June started off extremely strong. Permanent weekend times are returning as well as weekday members. Revenues for golf have continued to be positive as we move into our busiest time of the year. Weather has been cooperating with weekends being busy. Junior Golf classes have started and is always a great time seeing the youth receive their first set of clubs.

Grounds: Limited staff continued maintaining the facility, mowing, grooming bunkers, debris removal, chemical applications, equipment replacement, mulching and flower installation. We were able to catch up somewhat with the mowing and the course is getting back to a new normal. Golf staff is assisting Grounds staff continues to mow and assist grounds during the COVID19 shutdown.

Club House: We have made all the necessary adjustments to building by turning off everything possible throughout the building and exterior. I am monitoring the plant to ensure that any issues that might accrue are taken care of to protect our assets. Halfway house is open and has seen high sales during busy days.

Golf Shop: Sales of merchandise are starting to return. We featured a sidewalk shoe sale this week and have been able to move product. Special orders have picked up as we move into June. We will remain aggressive moving inventory out with daily sales. This will help get product levels down going into this fall.

Food and Beverage: I am currently working with booked parties and new sales. So far, we have maintained most of the pre-booked events. As we move forward, we have rescheduled several events and also refunded some. We have also booked a few new weddings for 2021 and are fielding several inquiries for next year, all we can do at this time is work with clients and attempt to accommodate their requests so we prepare for the next season

MAY		2019	2020	% CHANGE		MAY	
				19v 20			
GREENS FEES		\$55,000.00	\$ 112,470.00	104%		GREENS FEES	
CART RENTAL FEES		\$24,346.00	\$ 12,209.50	-50%		CART RENTAL FEES	
APPAREL		\$2,354.00	\$ 765.50	-67%		APPAREL	
EQUIPMENT		\$3,990.00	\$ 3,016.00	-24%		EQUIPMENT	
GOLF BALLS		\$3,091.00	\$ 1,658.00	-46%		GOLF BALLS	
DRIVING RANGE		\$1,985.00	\$ 268.00	-86%		DRIVING RANGE	
SPECIAL ORDERS		\$3,733.00	\$ 6,097.00	63%		SPECIAL ORDERS	
F AND B		\$28,951.00	\$ 6,960.00	-76%			
OUTINGS		\$19,994.00	\$ -	-100%		OUTINGS	
TOTAL		\$143,444.00	\$ 143,444.00				



June 17, 2020

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

Preschool

The 2019-2020 school year ended on May 7th for our 3Y old program. On May 8th, the 4Y students participated in a virtual graduation.

Following the regular school year we offer Extended Preschool. This May we did virtual Extended Preschool. The program averaged 18 students for the M/W/F session. The class was taught by Ms. Schey. She led our students through a craft, rug time and an academic worksheet. The Friday before each new session we had a curbside pickup of supplies.

Day Camp

Day camp will begin July 6th. Camp training is June 29-July 2. On Friday June 5th, I joined the PDRMA webinar "Day Camp Guidelines." This webinar was very resourceful and informative. Current registration numbers for 1st session are: Explorers (26), Sports (18), Adventure (8), Jr.Explorers (12), Before Care (7), and After Care (14).

Fitness Membership Statistic Report Three Year Comparison

Membership	May 2018	May 2019	May 2020
3 months	2	3	0
6 months	4	0	0
1 year	4	8	0

Total # of Members

May 2019	May 2020
253	258



June 17, 2020

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

Dance

June Virtual Dance Classes finish up this week. We had 31 participants during this session.

Spring Dance Make Up classes have started and will run from June 15-July 2. During the last week of classes, we will be videotaping the dances for our VIRTUAL DANCE RECITAL. Credits will be given to dancers who were not comfortable coming into GMRC to complete the season. They will also have an opportunity to be "in the recital" by taking a picture of each dancer in their costume.

We will begin another virtual dance session starting on July 1st.

Active Adults

All active adult trips have been cancelled or postponed through Labor Day.

I am offering a few virtual dates for our active adults, where they can join our zoom meeting and play games and chit chat with each other. Another Virtual Milwaukee Tour is scheduled for July. It is a Churches & Chocolates Tour.

I have continued to post on the **Prospect Heights Park District Let's Go** Facebook page daily with virtual tours from theatre performances, destination hot spots, international touring and so much more.

Special Events

I have been working on many virtual special events for the summer.

Family Bingo, Family Trivia Night, Camp Out in A Box, Hot Diggity Dog (a virtual pet parade), PH Got Talent and many more.

Concession Stand

We have decided not to open the concession stand for this season.

Creative & Performing Arts Camp

Camp will begin on Monday, July 6th. We currently have 12-15 campers signed up for each week. We are looking forward to a fun summer.



June 2020

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

Program updates: Youth Programs, Kinder Stop, Aquatics, CPR Training

Kinder Stop

Number of students enrolled in KinderStop and Before/After Care have not changed since my last report due GMRC being closed to the public and registration needing to be done in person. Starting July 6, we will be taking registration either over the phone or in person by appointment only. As of June 16, I have made 6 appointments with parents to register their child for this program.

Youth Programs

Current virtual youth programs that are active right now are Magic with Gary Kantor (5 enrolled), Balloon Animal Making with Gary Kantor (2 enrolled), Slime with Lisa Lombardi (3 enrolled), the Science of Carnival Games through Lisa Lombardi Coaching (2 enrolled), Piano/Guitar lessons (0 enrolled).

Kids Day Off is scheduled for August 17 and 18. Kids will not be going away on field trips for this program, instead they will be staying in-house due to COVID-19 concerns.

Aquatics

Lions Pool is closed until summer 2021. A few of the lifeguard staff will be working camp this summer for Marci Glinski and Laura Fudala.

CPR/AED/First Aid Training

CPR/AED/First Aid Training was held on Tuesday June 16 from 10:00am-12:00pm for 9 camp and dance staff. Certifications are through Jeff Ellis and Associates and are valid for 2 years. Next scheduled class will be in August.



June 23, 2020

To: Christina Ferraro, Executive Director
From: Park Board of Commissioners
Re: Lexington Homes Muir Park Project Update

Lexington Home representatives continue to work with the City of Prospect Heights on the TIP study for the project area. Communication between the District and Lexington continues:

- Land swap requires public hearing.
- Two main concerns continue
 - land exchange which includes a portion of the detention basin which may not be suitable for a baseball field and raises questions regarding long term maintenance
 - parking in future dense area

On June 4th, Lexington was authorized by the Park Board of Commissioners to proceed with an application for the Plan / Zoning Board of Appeals on June 25th via Zoom Meeting. Lexington's request is to rezone the property from Single Family District to General Residential District, and a special use for Planned Unit Development.

Lexington is hosting a neighborhood meeting to discuss the project on June 23rd in person on the proposed site.

RECOMMENDATION

As of last month's meeting, the board agreed the Lexington project is still active but as COVID-related impacts to the District have become priority; there was no traction on behalf of the subcommittee at the time. Staff recommends continuing discussions with Lexington Homes



June 23, 2020

To: Christina Ferraro, Executive Director
From: Park Board of Commissioners
Re: Feasibility Study

GreenPlay, LLC is preparing the final report for staff to review. The GMRC Feasibility Taskforce is being established to work with staff and make recommendations to the Board about pursuing the recreation center renovation project.

The two board members on this Taskforce will meet with staff and the yet-to-be appointed residents to review the current plan with the anticipated recommendation to the Board of Commissioners in the fall.



Date: June 23, 2020

To: Park Board of Commissioners
From: Christina Ferraro, Executive Director
Re: Return to Workplace After COVID19 Policy

Prospect Heights Park District is happy to welcome employees back to the workplace after closure or partial closure due to the COVID-19 pandemic and the Governor's stay at home orders. While we strive to return to previous operations, we are mindful that the need to protect against the spread of infectious disease, especially the spread of the coronavirus, requires new workplace procedures. The Return to Workplace After COVID19 policy prioritizes the health and wellbeing of all employees, supports health and staff as they work to mitigate the spread of the virus, and serves the community. This policy is based on current knowledge and guidance from health officials but like the course of the pandemic, is subject to change.

The policy includes being in the workplace, required reporting, reasonable accommodations, and confidentiality. Operations are starting back soon: Parks, Golf, Grounds and Admin are mostly back onsite; summer camp staff in July and other recreation staff in mid-August. All staff will review the policy and be trained on new procedures by their supervisors before starting back.

RECOMMENDATION:

Staff recommends the board approve this policy to implement immediately.



COVID-19 RETURN TO THE WORKPLACE POLICY

Prospect Heights Park District is happy to welcome employees back to the workplace after closure or partial closure due to the COVID-19 pandemic and the Governor's stay at home orders. While we strive to return to previous operations, we are mindful that the need to protect against the spread of infectious disease, especially the spread of the coronavirus, requires new workplace procedures. In implementing this policy, we are guided by the three simple principles of prioritizing the health and well being of all employees, supporting health and government officials as they work to mitigate the spread of the virus, and serving the community. This policy is based on current knowledge and guidance from health officials but like the course of the pandemic, is subject to change.

A. BEING IN THE WORKPLACE

When you return to the workplace you will find that it is different than when you left it. The following procedures must be followed while in the workplace:

1. Take your temperature and monitor your symptoms prior to coming into work. If your temperature is over 100.4 degrees or you are experiencing symptoms, you are not to report to work and contact your supervisor.
2. There is a thermometer available onsite to take your temperature. If you develop symptoms at the workplace of a respiratory illness, fever, or any other symptoms identified as related to COVID-19, you will be sent home until you are symptom-free for at least 72 hours or submit a doctor's note that you have tested negative for COVID-19;
3. You must follow the hygiene protocol established as follows:
 - a. Wash your hands frequently. We recommend hand washing every time you leave a common area of the workplace, including the copy area, restrooms, cafeteria or kitchen, conference, mail and supply rooms, for example, or have physical contact with others.
 - b. Avoid using telephones, work areas, and supplies that are not yours. If you are unable to avoid this, wipe down the phone, area or supplies before and after use with sanitizing wipes made available for such use.
 - c. Keep your work area clean. While health officials believe that the coronavirus is more easily spread from person to person, keeping your work area neat and clean may reduce virus contact by reducing the number of surfaces in your work area. Wipe your desk, phone and other

instruments at the start of your workday with sanitizing wipes provided for your use;

- d. Wipe commonly used equipment or machines before and after your use. This includes copiers, coffee makers, refrigerators, dishwashers, books and the like.
- e. Use a disposable barrier, such as a paper towel, between your hand and a commonly used surface, such as a door or door handle or hand rail, and then immediately dispose of the barrier. Waste baskets are provided for this purpose. Wash your hands if you believe that they have come in contact with these types of surfaces.
- f. Use disposable gloves or sanitizer when handling materials such as mail, files, packages, money and commonly touched materials. Dispose of gloves immediately after use and wash your hands.
- g. Avoid touching your face, especially your eyes, nose and mouth, at all times.
- h. Sneeze or cough into a tissue and dispose of it immediately. If no tissue or similar produce is available, sneeze or cough into your sleeve or hand that is fully covering your mouth and nose. Wash your hands immediately.

4. Practice Social Distancing:

- a. Avoid physical contact with others.
- b. Remain at least six (6) feet apart from others at all times, if possible. If your work assignment does not allow this, please contact your supervisor to discuss alternatives which allow for proper social distancing.
- c. Wait until others have left common areas such as supply, copy or file rooms, restrooms, kitchens, or other common areas in the workplace if you are unable to maintain proper social distancing while others occupy the area with you.
- d. Communicate by telephone or email with the public and other employees whenever possible. Avoid visiting others in their work areas or encouraging visitors in your work area.
- e. Limit guests to the workplace to those situations where no alternative to physical presence exists. In those instances, guests should be limited to only those areas in the workplace where their presence is required.

- f. Wear a facial covering while performing tasks that require close contact with co-workers, guests or other members of the public.
5. Personal protective equipment and supplies will be provided, including facial coverings, gloves, sanitizing wipes, and hand sanitizer consistent with your duties and responsibilities. If you believe that you require additional protective equipment or supplies, please contact your supervisor immediately. You can bring your own reusable facial covering or the District will provide a facial covering. You are responsible for daily cleaning/disinfecting of your facial covering.

B. REQUIRED REPORTING

1. Contact your Supervisor immediately in any of the following situations:
 - a. You or any member of your household tests positive for COVID-19, even if you have no symptoms of the disease.
 - b. You believe that you or any member of your household has been exposed to COVID-19, and whether that possible exposure was at work or off duty.
 - c. You or any member of your household have symptoms of COVID-19 but have not been tested for the disease.
 - d. You or any member of your household or anyone with which you have had prolonged exposure has recently (past two weeks) returned from travel outside of the State of Illinois.
2. While these situations are evaluated on a case by case basis to determine whether it is appropriate to report to work, the safety of other employees and the public may require that you are directed to remain at home until you recover, the incubation period from COVID-19 expires, or you submit a doctor's note that you can safely return to the workplace.

C. REASONABLE ACCOMMODATIONS

If you believe that you or any member of your household has a high risk to exposure of COVID-19, please contact your supervisor or Safety Coordinator to determine whether a reasonable accommodation exists to provide additional protection in the workplace. Like other instances of requests for reasonable accommodations, we may ask for documentation from your or your family member's physician to help us understand your particular needs. While you are entitled to a reasonable accommodation, it may not always be the accommodation that you request.

D. CONFIDENTIALITY

If an employee reports COVID-19 symptoms or tests positive for COVID-19, we will not disclose the name of that employee to co-workers or the public without your permission.

We will inform potential close contacts that they may have been exposed to COVID-19.

E. OTHER CONSIDERATIONS/QUESTIONS

If you have any questions or concerns, please talk to your supervisor or Safety Coordinator.



June 23, 2020

To: Park Board of Commissioners
From: Christina Ferraro, Executive Director
Re: replacement electronic message center

In February 2020, a request for proposal was released to replace the electronic message center of the sign structure located at Elm Street and West Camp McDonald Road. This outdoor sign will continue to be a 3 line, full color double-sided display. The proposed LED message center will be 16 mm (currently 34 mm) with a cellular modem communication method.

The current 13-year-old structure is owned by both the Prospect Heights Park District and Public Library District. Staff from both agencies jointly created the request for proposal. The memorandum of understanding between the two agencies in regards to this sign will be updated and presented to both boards for approval.

The staff proposes to accept the proposal from Signs of Distinction, Inc. (SOD). This sign company is located in nearby Wheeling and recently updated the golf course signage on Rand and Schoenbeck Roads. SOD will support the procurement (obtain permit, ordering, etc.), remove the current message center and install the new hardware. There is also a maintenance contract for the sign structure and electrical. SOD will work with Electro-Matic Visual who will support the implementation, training, software and warranty. A five year onsite labor contract is included. The process from signing the contract to installation of the sign is about 8 weeks.

RECOMMENDATION:

Staff recommends accepting the proposal from Signs of Distinction, Inc and approve the purchase of the electronic message center at a cost not to exceed \$28,500 to be equally divided between the Prospect Heights Park District and Public Library District. The \$14,250 park district portion is in the 2020 capital budget.

(The library board voted to approve the bid from Signs of Distinction for the community sign on March 25, 2020.)The



June 23, 2020

To: Park Board of Commissioners
From: Christina Ferraro, Executive Director
Re: Election of Park Board officers

Per the Prospect Heights Board of Commissioners General Practices Manual, the Board elects the Board officers, including the President, Vice-President, Secretary, and Treasurer for one year terms

Article 4 Board Officers

4.1 President shall be the chief executive officer of the Board. The President shall be the presiding officer at meetings of the Board. The President shall appoint with Board approval annually, the committees and/or members and chairpersons of the standing committees of the Board. The President, with the consent of the Board, shall appoint the members of special committees created by the Board. The President shall appoint a Secretary pro tempore of the Board to serve in the absence of the Secretary. The President shall sign all ordinances passed by the Board and all such other documents and papers of the District that by law require a signature. The President shall see that policies of the Board are enforced and that orders of the Board are faithfully executed. The President's vote shall be called for on all matters before the Board in the normal voting rotation with the other Commissioners. The President shall establish an effective working relationship with the Executive Director by meeting regularly to actively communicate with the Executive Director about special issues and problems affecting the District. The President shall work with the Executive Director to prepare Board meeting agendas and schedule an annual performance evaluation of the Executive Director. The President shall effectively communicate with Board of Commissioners to ensure all members are kept abreast of important issues affecting the District. As well as serving as the official spokesperson for the Board, the President or designee shall represent the Board at community and District events.

4.2 Vice-President shall perform the duties of the President in the President's absence or refusal or inability to act.

4.3 Treasurer, in conjunction with the Executive Director and the Business Manager, report to the Board at monthly Regular Board Meetings all receipts and disbursements of the District.

4.4 Secretary shall oversee all minutes, ordinances, orders, and resolutions of the Board. If the President and Vice-President both are absent from a meeting at which a quorum of Commissioners is present, then the Secretary shall call the meeting to order and call for selection of a President pro tempore for that meeting by a majority vote of the Commissioners present.



June 23, 2020

To: Park Board of Commissioners
From: Christina Ferraro, Executive Director
Re: Appointment of Committees of the Board

Per the Prospect Heights Board of Commissioners General Practices Manual, the Board has authority to establish standing committees charged with the considering particulate matters as outlined below and making and recommendations to the Board:

Article 6,

6.3 Other Standing Committees - Generally a committee shall be advisory to the Board only and shall not be authorized to take any final action on any matter of Board business. A committee shall make its recommendations to the Board in writing, whether by a committee report, by memorandum of the Executive Director, or by some other suitable format. The President of the Board shall serve as an ex-officio member of all committees.

6.4 Finance Committee is comprised of the Board Treasurer as chairperson, and one other Board member. The Board President, the Executive Director, and the Business Manager shall be ex-officio members of this committee. This committee is charged with the consideration of and recommendations to the Board regarding issues relating to budgets, finance, strategic planning, policy, computer technology, personnel, insurance, and related matters.

6.5 Personnel and Planning Committee: all employee and workplace policies. In addition, matters related to the District's Master Plan.

6.6 Policy and Procedure Committee: District policies and procedures, including; review, revision, adopting ordinances and policy consistent with Illinois law and recommendations PDRMA.

6.7 Recreation Facilities, Parks & Maintenance Committee: facility usage, park properties, land acquisition and development, buildings and grounds maintenance, historic preservation, capital projects, and related matters.

6.8 Recreation Programs & Resident Relations Committee: recreational programming, communications, marketing, and related matters.

6.9 OOC Programs, Facilities, Grounds & Maintenance Committee: golf operations, golf course property, design and development, buildings and grounds maintenance, capital projects, and related matters