



BOARD REPORT

JULY 21, 2020



PUBLIC NOTICE

Agenda for the July 21, 2020 Regular Board Meeting Virtual Meeting using the Zoom platform

Meeting participation instructions at the bottom of the agenda.

- I. Call to Order – 7:00 p.m.
Roll Call
- II. Corrections/Additions/Approval of Agenda
- III. Adoption of public comment rules: Under recent amendments to the Open Meetings Act enacted by Public Act 101-640, the President of the Board of Park Commissioners determined that an in-person meeting is not practical or prudent because of the COVID-19 pandemic and the limitations prescribed by the State's social distancing orders. As a result, all elected officials and members of the public can participate in the meeting only by the alternative means, using Zoom platform, which is designed to allow any interested member of the public access to contemporaneously hear all discussion, testimony, and roll call votes. (*motion to accept*)
- IV. Correspondence
- V. Recognition/Welcome
- VI. 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.
Those wishing to comment at the meeting are asked to type an asterisk (*) before legal name; individuals will unmuted, asked to speak, (note three minute limit per person) and muted again.
- VII. Approval of Minutes
Regular Board Meeting – June 23, 2020
- VIII. Announcements (Meetings)
Regular Board Meeting – August 25, 2020 7:00 p.m.
- IX. Park District Treasurer's Report
 - A. Approval of Cash Report
 - B. Approval of Warrants for Payment
- X. Superintendent of Finance and Planning Report
- XI. Attorney's Report – Legal Matter
- XII. Administrative/Operational Summary
 - A. Executive Director
 - B. Superintendent of Recreation
 - C. Superintendent of Facilities and Parks
 - D. Director of Golf
 - E. Recreation Supervisors

XIII. Unfinished/Ongoing Business

- A. Lexington Home Project
- B. GMRC Feasibility Study

XIV. New Business

XV. Committees of the Board

- XVI. Recess into Executive Session (Visitors are welcome to remain on call. Executive session will be held in another virtual meeting room and will return to initial call when closed session is complete)
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))

XVII. 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/97066966813?pwd=Y1Budm1mWnpvejgrRmNtZFc2TjFnUT09>

Meeting ID: 970 6696 6813

Password: 010894

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

Meeting ID: 970 6696 6813

Password: 010894

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: 944 6063 2254 Password: 658064
TUESDAY, JUNE 23, 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
Tim Jones
Eric Kirste

Also Present:

Christina Ferraro – Executive Director
Julie Caporusso – Superintendent of Recreation
Marc Heidkamp – Director of Golf Operations
Annette Curtis – Superintendent of Finance & Planning
Edlyn Castil – Admin Services Mgr./Recording Secretary

Commissioners absent:

Terry Curtis
Karl Jackson

A quorum was present.

Corrections/Additions/Approval of Agenda

A motion was made by Commissioner Cloud and seconded by Commissioner Kirste to approve the agenda as submitted. The motion was approved by a roll call vote.

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

Nays: None

Abstain: None

Absent: Commissioner Curtis, Jackson

The motion carried.

Correspondence

There were none.

Recognition/Welcome

There were none.

Public Comment

There were none.

Approval of Minutes

Regular Board Meeting – May 26, 2020

A motion was made by Commissioner Cloud and seconded by Commissioner Kirste to approve the May 26, 2020 Regular Board Meeting Minutes as submitted. The motion was approved by a roll call vote.

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

Nays: None

Abstain: None

Absent: Commissioner Curtis, Jackson

Announcements (Meetings)

The next regular board meeting will be held on July 28, 2020 7:00 p.m.

Park District Treasurer's Report**Cash Report #5**

Mt Pros State	Payroll	Sweep Acct.	\$	(1,353.94)
Mt Pros State	Vendor	Sweep Acct.	\$	(28,049.88)
Mt Pros State	General/Sweep		\$	935,376.11
Mt Pros State	ATM		\$	26,513.00
Mt Pros State	Investment		\$	2,466,098.14
CD Investment			\$	355,640.09
Totals			\$	3,754,223.52

A motion was made by Commissioner Cloud and seconded by Commissioner Avery to accept the Treasurer's Report – Cash Report #5 dated June 23, 2020 in the amount of \$3,754,223.52. The motion was approved by a roll call vote.

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

Nays: None

Abstain: None

Absent: Commissioner Curtis, Jackson

Approval of Warrants for Payment

A motion was made by Commissioner Carney and seconded by Commissioner Kirste to accept Warrants for payment as submitted for Vendor Warrants #5, 5A, and Payroll 10, 11 in the amount of \$198,171.11. The motion was approved by a roll call vote.

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

Nays: None

Abstain: None

Absent: Commissioner Curtis, Jackson

Superintendent of Finance and Planning Report

As submitted. Superintendent of Finance and Planning Annette Curtis also commented that the property tax is coming in, staff has done a great job with managing expenses and Golf Income Statements are more cash basis.

Attorney's Report

There was none.

Administrative/Operational Summary

Executive Director – as submitted. Executive Director Christina Ferraro also provided an update about the OOC Grounds garage property.

Superintendent of Recreation – as submitted. Superintendent of Recreation Julie Caporusso commented that it was nice to see the dance participants last week return for the Spring makeup dance classes. Summer Camp will start on July 6.

Superintendent of Facilities and Parks – as submitted. Executive Director Christina Ferraro reported that staff was working on removing graffiti at the Izzak Walton shelter.

Director of Golf Operations – as submitted. Director of Golf Marc Heidkamp commented that some restrictions for golf have been released.

Administrative/Operational Summary (continued)
Recreation Supervisors – as submitted.

Unfinished/Ongoing Business

Lexington Home Project

Executive Director Christina Ferraro commented that there's a neighborhood meeting scheduled tonight from 6:30pm-7:30pm and a Prospect Heights PZBA hearing on Thursday 6/25/20. There was a discussion about forming a subcommittee. Commissioner Avery volunteered to replace Terry Curtis on the subcommittee.

GMRC Feasibility Study

Commissioners Ellen Avery and Betty Cloud have volunteered to be on the GMRC Feasibility Study Committee. Executive Director Christina Ferraro will be contacting the public members who are interested in being involved on this committee.

New Business

Return to the workplace after COVID19 policy

Commissioners Avery and Carney reviewed the proposed policy and recommended for the board to approve the policy.

A motion was made by Avery and seconded by Commissioner Cloud to approve the Return to the workplace after COVID-19 policy as submitted. The motion was approved by a roll call vote.

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

Nays: None

Abstain: None

Absent: Commissioner Curtis, Jackson

Replacement electronic message center

A motion was made by Carney and seconded by Commissioner Kirste to accept 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 Prospect Heights Public Library District. The motion was approved by a roll call vote.

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

Nays: None

Abstain: None

Absent: Commissioner Curtis, Jackson

Declaration of Board Vacancy

Commissioner Jones informed the board that Commissioner Curtis will be moving out of the Park District and that would leave an opening on the board. The board is looking to appoint someone to that open position to serve on the board through April. The open position would be placed on the April 2021 Consolidated Election ballot to serve a 2-year term. The open position will be posted on the park district website and social media, and a press release will be issued.

Election of Park Board Officers

Park Board President

A motion was made by Commissioner Cloud and seconded by Commissioner Carney to open the nominations for 2020 - 2021 Park Board President. The motion was approved by a roll call vote.

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

Nays: None

Abstain: None

Absent: Commissioner Curtis, Jackson

New Business (continued)

A motion was made by Commissioner Carney and seconded by Commissioner Avery to nominate Commissioner Tim Jones Board President.

A motion was made by Commissioner Kirste and seconded by Commissioner Cloud to close nominations for 2020 - 2021 Park Board President. The motion was approved by a roll call vote.

Ayes: Commissioners Avery, Carney, Cloud, Jones, Kirste
Nays: None
Abstain: None
Absent: Commissioner Curtis, Jackson

A motion was made by Commissioner Carney and seconded by Commissioner Avery to name Commissioner Tim Jones by acclimation Park Board President. The motion was approved by a roll call vote.

Ayes: Commissioners Avery, Carney, Cloud, Jones, Kirste
Nays: None
Abstain: None
Absent: Commissioner Curtis, Jackson

Park Board Vice President

A motion was made by Commissioner Cloud and seconded by Commissioner Kirste to open the nominations for 2020 - 2021 Park Board Vice President. The motion was approved by a roll call vote.

Ayes: Commissioners Avery, Carney, Cloud, Jones, Kirste
Nays: None
Abstain: None
Absent: Commissioner Curtis, Jackson

A motion was made by Commissioner Cloud and seconded by Commissioner Carney to nominate Commissioner Eric Kirste Board Vice President.

A motion was made by Commissioner Avery and seconded by Commissioner Cloud to close nominations for 2020 - 2021 Park Board Vice President. The motion was approved by a roll call vote.

Ayes: Commissioners Avery, Carney, Cloud, Jones, Kirste
Nays: None
Abstain: None
Absent: Commissioner Curtis, Jackson

A motion was made by Commissioner Avery and seconded by Commissioner Carney to name Commissioner Eric Kirste by acclimation Park Board Vice President. The motion was approved by a roll call vote.

Ayes: Commissioners Avery, Carney, Cloud, Jones, Kirste
Nays: None
Abstain: None
Absent: Commissioner Curtis, Jackson

Park Board Treasurer

A motion was made by Commissioner Avery and seconded by Commissioner Cloud to open the nominations for 2020 - 2021 Park Board Treasurer. The motion was approved by a roll call vote.

Ayes: Commissioners Avery, Carney, Cloud, Jones, Kirste
Nays: None
Abstain: None

New Business (continued)

Absent: Commissioner Curtis, Jackson

A motion was made by Commissioner Jones and seconded by Commissioner Kirste to nominate Commissioner Vicki Carney Board Treasurer.

A motion was made by Commissioner Avery and seconded by Commissioner Cloud to close nominations for 2020 - 2021 Park Board Treasurer. The motion was approved by a roll call vote.

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

Nays: None

Abstain: None

Absent: Commissioner Curtis, Jackson

A motion was made by Commissioner Cloud and seconded by Commissioner Kirste to name Commissioner Vicki Carney by acclimation Park Board Treasurer. The motion was approved by a roll call vote.

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

Nays: None

Abstain: None

Absent: Commissioner Curtis, Jackson

Park Board Secretary

A motion was made by Commissioner Carney and seconded by Commissioner Avery to open the nominations for 2020 - 2021 Park Board Secretary. The motion was approved by a roll call vote.

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

Nays: None

Abstain: None

Absent: Commissioner Curtis, Jackson

A motion was made by Commissioner Carney and seconded by Commissioner Cloud to nominate Commissioner Ellen Avery Park Board Secretary.

A motion was made by Commissioner Carney and seconded by Commissioner Cloud to close nominations for 2020 - 2021 Park Board Secretary. The motion was approved by a roll call vote.

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

Nays: None

Abstain: None

Absent: Commissioner Curtis, Jackson

A motion was made by Commissioner Cloud and seconded by Commissioner Kirste to name Commissioner Ellen Avery by acclimation Park Board Secretary. The motion was approved by a roll call vote.

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

Nays: None

Abstain: None

Absent: Commissioner Curtis, Jackson

New Business (continued)

Committees of the Board

Commissioner Jones led the discussion about the various Committees of the Board and which Commissioners were on each Committee.

A motion was made by Commissioner Jones and seconded by Commissioner Cloud to appoint the following Commissioners to the following Park District Committees:

Finance Committee:	Vicki Carney, Eric Kirste
Personnel and Planning Committee:	Vicki Carney, Ellen Avery
Policy and Procedure Committee:	Ellen Avery, Betty Cloud
Recreation Facilities, Parks & Maintenance Committee:	Tim Jones
Recreation Programs & Resident Relations Committee:	Eric Kirste, Betty Cloud,
OOCC Programs, Facilities, Grounds & Maintenance Committee:	Karl Jackson, Tim Jones

Adjournment

With no further business to discuss, a motion was made by Commissioner Cloud and seconded by Commissioner Kirste to adjourn the Regular Board Meeting at 7:58 p.m. The motion was approved by a roll call vote.

Ayes:	Commissioners Avery, Carney, Cloud, Jones, Kirste
Nays:	None
Abstain:	None
Absent:	Commissioner Curtis, Jackson

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: 7/21/2020 CASH REPORT FY 20

Motion by Commissioner _____ to approve CASH REPORT 5
7/21/2020 as submitted. Seconded by Commissioner _____ .

Payroll	#90001511	sweep acct.		(970.66)	
Vendor	#90001503	sweep acct.		(14,260.91)	
General/Sweep	#90001498			962,100.49	
ATM	#90001537			26,233.00	
Investment	#107503657			2,467,769.16	
CD Investment	#355751	Maturity 1.8.2021	annual yield 1.51%	\$ 355,640.09	
TOTALS				\$ 3,796,511.17	Voice Vote

FINANCIAL RESOLUTION

Motion by Commissioner _____ to approve WARRANT RESOLUTION
7/21/2020 as submitted. Seconded by Commissioner _____ .

APPROVAL OF WARRANTS 7/21/2020

VENDOR WARRANTS			AMOUNTS
6	<i>In the amount of</i>	CHECKS ISSUED	\$89,915.31
6A	<i>In the amount of</i>	ELECTRONIC	\$34,752.49
Total Vendor Warrants			\$124,667.80

PAYROLL WARRANTS

		6/5/2020	
12	<i>In the amount of</i>		51,111.84
		gross plus employer costs	
		6/19/2020	
13	<i>In the amount of</i>		
		gross plus employer costs	\$ 51,404.12
Total Payroll Warrants			102,515.96

TOTAL OF WARRANTS \$227,183.76 Roll Call



Prospect Heights Park District, IL

Check Report

By Check Number

Date Range: 06/01/2020 - 06/30/2020

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP Bank-AP Bank						
02261	CAROL HOIDAHL	06/05/2020	Regular	0.00	500.00	49360
02260	GREG METRO	06/05/2020	Regular	0.00	350.00	49361
02260	GREG METRO	06/05/2020	Regular	0.00	-350.00	49361
02254	LAURIE GREGORIO	06/05/2020	Regular	0.00	250.00	49362
02259	LYNNDAH LEHEY	06/05/2020	Regular	0.00	500.00	49363
02262	MEGHAN TAN	06/05/2020	Regular	0.00	7,700.00	49364
02257	SCOTT SEAFIELD	06/05/2020	Regular	0.00	1,000.00	49365
02258	SYED HUSSAIN	06/05/2020	Regular	0.00	500.00	49366
02256	AGNIESZKA MARZEC	06/05/2020	Regular	0.00	280.00	49367
02074	DEBORAH PADDACK	06/05/2020	Regular	0.00	89.00	49368
02249	EVELYN NELSON	06/05/2020	Regular	0.00	198.00	49369
02250	JOAN LISS	06/05/2020	Regular	0.00	66.00	49370
02153	JOYCE PAUGH	06/05/2020	Regular	0.00	193.00	49371
02253	LEONA THOMAS	06/05/2020	Regular	0.00	89.00	49372
01495	MARIA RAFIDIA	06/05/2020	Regular	0.00	19.98	49373
02252	MARY BABIKAN	06/05/2020	Regular	0.00	100.00	49374
02251	TIFFANY EVANS	06/05/2020	Regular	0.00	186.00	49375
02248	VALENTINA CATALANO	06/05/2020	Regular	0.00	156.00	49376
01993	ADIDAS AMERICA INC	06/05/2020	Regular	0.00	768.02	49377
01015	ASSOCIATED LABOR CORPORATION OF AMERIC	06/05/2020	Regular	0.00	1,162.62	49378
01744	BLACK LINE FOX VALLEY LLC	06/05/2020	Regular	0.00	3,349.48	49379
01423	GORDON FOOD SERVICE INC	06/05/2020	Regular	0.00	358.72	49380
01155	HALOGEN SUPPLY COMPANY	06/05/2020	Regular	0.00	132.80	49381
01162	MANZELLA PLUMBING INC	06/05/2020	Regular	0.00	251.42	49382
01065	PITNEY BOWES GLOBAL FINANCIAL SERVICES	06/05/2020	Regular	0.00	32.00	49383
01676	PLATINUM CCTV	06/18/2020	Regular	0.00	-190.00	49384
01676	PLATINUM CCTV	06/05/2020	Regular	0.00	190.00	49384
01070	RAMROD	06/05/2020	Regular	0.00	452.98	49385
01120	REPUBLIC SERVICES INC	06/05/2020	Regular	0.00	286.77	49386
01120	REPUBLIC SERVICES INC	06/05/2020	Regular	0.00	537.62	49387
01074	SAM'S CLUB/SYNCHRONY BANK	06/05/2020	Regular	0.00	17.99	49388
01075	SIKICH LLP	06/05/2020	Regular	0.00	1,000.00	49389
01078	TAYLOR MADE	06/05/2020	Regular	0.00	1,844.68	49390
01092	US KIDS GOLF	06/05/2020	Regular	0.00	933.24	49391
01079	ACUSHNET COMPANY	06/18/2020	Regular	0.00	868.62	49392
01009	AIRGAS USA LLC	06/18/2020	Regular	0.00	221.09	49393
01909	ANCEL GLINK PC	06/18/2020	Regular	0.00	1,614.80	49394
01146	ANTONS GREENHOUSES INC	06/18/2020	Regular	0.00	2,545.75	49395
01014	ARTHUR CLESEN	06/18/2020	Regular	0.00	1,557.00	49396
01015	ASSOCIATED LABOR CORPORATION OF AMERIC	06/18/2020	Regular	0.00	6,564.15	49397
01041	CONSTELLATION NEW ENERGY INC	06/18/2020	Regular	0.00	28.43	49398
01041	CONSTELLATION NEW ENERGY INC	06/18/2020	Regular	0.00	2,426.93	49399
01041	CONSTELLATION NEW ENERGY INC	06/18/2020	Regular	0.00	4,481.67	49400
02263	ELIZABETH WILLIAMASON	06/18/2020	Regular	0.00	295.00	49401
01034	FIRST COMMUNICATIONS LLC	06/18/2020	Regular	0.00	493.10	49402
01250	GARY KANTOR	06/18/2020	Regular	0.00	67.20	49403
01423	GORDON FOOD SERVICE INC	06/18/2020	Regular	0.00	1,398.51	49404
02260	GREG METRO	06/18/2020	Regular	0.00	350.00	49405
02123	HMG ACCESSORY SOLUTIONS	06/18/2020	Regular	0.00	991.02	49406
02031	JOHNSON CONTROLS SECURITY SOLUTIONS	06/18/2020	Regular	0.00	269.58	49407
01206	JOURNAL AND TOPICS NEWSPAPER	06/18/2020	Regular	0.00	50.00	49408
02193	LENNIC GROUP LTD	06/18/2020	Regular	0.00	273.70	49409
02265	LYNN ARNOLD	06/18/2020	Regular	0.00	500.00	49410
01050	MENARDS	06/18/2020	Regular	0.00	51.17	49411

Check Report

Date Range: 06/01/2020 - 06/30/2020

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
01053	MICHAEL WAGNER & SONS	06/18/2020	Regular	0.00	8.56	49412
01773	MIDCO INC	06/18/2020	Regular	0.00	990.00	49413
01057	NAPA HEIGHTS AUTOMOTIVE	06/18/2020	Regular	0.00	30.98	49414
01063	PDRMA	06/18/2020	Regular	0.00	21,948.34	49415
02132	PING	06/18/2020	Regular	0.00	1,201.63	49416
01031	PULSE TECHNOLOGY	06/18/2020	Regular	0.00	1,133.00	49417
01071	REINDERS INC	06/18/2020	Regular	0.00	266.10	49418
01073	ROUTE 12 RENTAL	06/18/2020	Regular	0.00	332.64	49419
01710	SITEONE LANDSCAPE SUPPLY LLC	06/18/2020	Regular	0.00	19.29	49420
01078	TAYLOR MADE	06/18/2020	Regular	0.00	983.68	49421
02264	TIFFANY SWIFT	06/18/2020	Regular	0.00	4,000.00	49422
01092	US KIDS GOLF	06/18/2020	Regular	0.00	145.85	49423
01081	VILLAGE OF MOUNT PROSPECT	06/18/2020	Regular	0.00	156.96	49424
01081	VILLAGE OF MOUNT PROSPECT	06/18/2020	Regular	0.00	109.52	49425
01081	VILLAGE OF MOUNT PROSPECT	06/18/2020	Regular	0.00	88.30	49426
01143	VILLAGE OF MOUNT PROSPECT-SALES TAX	06/18/2020	Regular	0.00	68.76	49427
02092	WILLIAMS ASSOCIATES ARCHITECTS LTD	06/18/2020	Regular	0.00	2,234.96	49428
01004	1ST AYD CORPORATION	06/25/2020	Regular	0.00	163.09	49429
01006	ADP LLC	06/25/2020	Regular	0.00	477.39	49430
01667	AFLAC	06/25/2020	Regular	0.00	51.24	49431
01014	ARTHUR CLESEN	06/25/2020	Regular	0.00	44.45	49432
01015	ASSOCIATED LABOR CORPORATION OF AMERIC	06/25/2020	Regular	0.00	1,412.40	49433
01022	COMCAST	06/25/2020	Regular	0.00	10.47	49434
01022	COMCAST	06/25/2020	Regular	0.00	114.20	49435
01022	COMCAST	06/25/2020	Regular	0.00	156.78	49436
01022	COMCAST	06/25/2020	Regular	0.00	137.10	49437
01034	FIRST COMMUNICATIONS LLC	06/25/2020	Regular	0.00	476.58	49438
01590	FRONTLINE TECHNOLOGIES GROUP LLC	06/25/2020	Regular	0.00	576.68	49439
01394	GOVERNMENT FINANCE OFFICERS ASSOCIATIO	06/25/2020	Regular	0.00	460.00	49440
01693	HINCKLEY SPRINGS	06/25/2020	Regular	0.00	27.29	49441
01239	LIVING DESIGN INC	06/25/2020	Regular	0.00	447.88	49442
01839	LUCILLE PUSATERI	06/25/2020	Regular	0.00	201.00	49443
01053	MICHAEL WAGNER & SONS	06/25/2020	Regular	0.00	20.44	49444
01057	NAPA HEIGHTS AUTOMOTIVE	06/25/2020	Regular	0.00	81.15	49445
01066	PLATINUM SYSTEMS INC	06/25/2020	Regular	0.00	190.00	49446
01876	REACH SPORTS MARKETING GROUP INC	06/25/2020	Regular	0.00	700.00	49447
01071	REINDERS INC	06/25/2020	Regular	0.00	95.56	49448
01781	THOMAS R PETZEL	06/25/2020	Regular	0.00	1,350.00	49449
02264	TIFFANY SWIFT	06/25/2020	Regular	0.00	1,000.00	49450
01032	CARDMEMBER SERVICE	06/08/2020	Bank Draft	0.00	-678.98	DFT0001269
01032	CARDMEMBER SERVICE	06/08/2020	Bank Draft	0.00	3,226.89	DFT0001270
02204	WINTRUST ASSET FINANCE	06/02/2020	Bank Draft	0.00	2,175.60	DFT0001271
02204	WINTRUST ASSET FINANCE	06/02/2020	Bank Draft	0.00	13,710.00	DFT0001272
02121	TOWN & COUNTRY DISTRIBUTORS INC	06/05/2020	Bank Draft	0.00	995.42	DFT0001273
02236	LAKESHORE BEVERGE	06/05/2020	Bank Draft	0.00	708.11	DFT0001274
02210	CHICAGO BEVERAGE SYSTEMS	06/09/2020	Bank Draft	0.00	500.86	DFT0001275
02121	TOWN & COUNTRY DISTRIBUTORS INC	06/26/2020	Bank Draft	0.00	550.44	DFT0001276
02121	TOWN & COUNTRY DISTRIBUTORS INC	06/26/2020	Bank Draft	0.00	190.53	DFT0001277
02205	ILLINOIS MUNICIPAL FUND	06/08/2020	Bank Draft	0.00	11,564.62	DFT0001278

Check Report

Date Range: 06/01/2020 - 06/30/2020

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
02206	ILLINOIS DEPARTMENT OF REVENUE	06/18/2020	Bank Draft	0.00	1,809.00	DFT0001279

Bank Code AP Bank Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	120	91	0.00	90,455.31
Manual Checks	0	0	0.00	0.00
Voided Checks	0	2	0.00	-540.00
Bank Drafts	11	11	0.00	34,752.49
EFT's	0	0	0.00	0.00
	131	104	0.00	124,667.80

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	120	91	0.00	90,455.31
Manual Checks	0	0	0.00	0.00
Voided Checks	0	2	0.00	-540.00
Bank Drafts	11	11	0.00	34,752.49
EFT's	0	0	0.00	0.00
	131	104	0.00	124,667.80

Fund Summary

Fund	Name	Period	Amount
950	POOLED CASH FUND	6/2020	124,667.80
			124,667.80

PROSPECT HEIGHTS PARK DISTRICT ELECTRONIC VENDOR WARRANT REPORT FOR FY 2020
VENDOR WARRANT 6A
ELECTRONIC VENDOR WARRANTS
JUNE
FY 2020

DATE	VENDOR NAME	TRANSACTION DESCRIPTION	AMOUNT
6/2/2020	Wintrust Finance	OCCC Equipment	\$2,175.60
6/2/2020	Wintrust Finance	OCCC Carts	\$13,710.00
6/5/2020	Lakeshore Beverage	Beverages	\$708.11
6/5/2020	Town and Country	Beverages	\$995.42
6/8/2020	IMRF	5.2020 Contribution	\$11,564.62
6/9/2020	Chicago Beverage	Beverages	\$500.86
6/10/2020	Card Member Services	5.2020 Statement	\$2,547.91
6/18/2020	Illinois Department of Revenue	Sales Tax	\$1,809.00
6/26/2020	Town and Country	Beverages	\$550.44
6/26/2020	Town and Country	Beverages	\$190.53
		TOTAL	<u>\$34,752.49</u>



June 21, 2020

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

JUNE 2020 INCOME STATEMENT

The Income Statement as of June 30, 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.

PROPERTY TAX ALLOCATION

Cook County completed the property tax extension in June. Based on the finalized information an accounting 'true up' and adjusting journal entry were completed to properly allocate property taxes between funds. The final extension fell between the budgeted levy and the requested levy.

	2019 Tax Levy Budget 1.9%	2019 Tax Levy Request 4.99%	ACTUAL EXTENSION
General F100	\$ 1,216,587	1,253,479	1,223,045.00
Recreation F200	\$ 598,000	626,925	587,702.00
Audit Fund F404	\$ 11,000	11,000	11,330.00
Paving & Lighting F405	\$ 17,000	17,000	17,510.00
Liability Insurance F406	\$ 100,000	100,000	103,000.00
Ill Municipal F407	\$ 10,000	10,000	10,300.00
Social Security F411	\$ 146,480	146,480	150,874.00
Police F408	\$ 10,000	10,000	10,300.00
Museum F409	\$ 10,000	10,000	10,300.00
Special Recreation F410 <i>full .04 requested</i>	\$ 143,406	143,406	139,777.00
	\$ 2,262,474	\$ 2,328,290	\$ 2,264,138
% increase - Truth-in-Taxation	1.99%	4.76%	0.07%
Debt Service Fund (612)- <i>w/o loss %-request</i>	\$ 610,693	610,693	641,226.00
Total Levy	\$ 2,873,167	\$ 2,938,983	\$ 2,905,364



Income Statement Group Summary

For Fiscal: 2020 Period Ending: 06/30/2020

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	-8,214.95	631,192.89	599,962.11
20 - INTEREST	12,000.00	12,000.00	1,671.02	9,886.44	2,113.56
35 - ADDITIONAL	0.00	0.00	0.00	0.02	-0.02
Revenue Total:	1,243,155.00	1,243,155.00	-6,543.93	641,079.35	602,075.65
Expense					
50 - PERSONNEL SERVICES	288,860.27	288,860.27	22,680.48	134,734.57	154,125.70
51 - BENEFITS	25,464.72	25,464.72	1,643.66	8,099.96	17,364.76
52 - CONTRACTED SERVICES	149,446.41	149,446.41	10,897.39	80,529.50	68,916.91
60 - COMMODITIES	22,210.00	22,210.00	2,294.31	6,301.32	15,908.68
65 - GENERAL EXPENDITURES	131,000.00	131,000.00	0.00	129,000.00	2,000.00
Expense Total:	616,981.40	616,981.40	37,515.84	358,665.35	258,316.05
Fund: 100 - CORPORATE FUND Surplus (Deficit):	626,173.60	626,173.60	-44,059.77	282,414.00	343,759.60
Fund: 200 - RECREATION FUND					
Revenue					
10 - TAXES	598,000.00	598,000.00	-16,358.79	299,956.56	298,043.44
30 - RENTAL	64,538.00	64,538.00	-170.00	13,115.78	51,422.22
35 - ADDITIONAL	25,460.00	25,460.00	0.00	549.88	24,910.12
41 - PROGRAM REVENUES	952,044.00	952,044.00	1,414.75	180,830.03	771,213.97
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	-15,114.04	494,701.50	1,170,715.50
Expense					
50 - PERSONNEL SERVICES	1,167,930.15	1,167,930.15	39,833.53	310,208.50	857,721.65
51 - BENEFITS	110,336.18	110,336.18	9,410.82	45,805.91	64,530.27
52 - CONTRACTED SERVICES	379,779.00	379,779.00	4,058.12	85,376.99	294,402.01
60 - COMMODITIES	162,131.00	162,131.00	969.09	30,682.84	131,448.16
65 - GENERAL EXPENDITURES	35,623.00	35,623.00	-58.41	8,987.29	26,635.71
Expense Total:	1,855,799.33	1,855,799.33	54,213.15	481,061.53	1,374,737.80
Fund: 200 - RECREATION FUND Surplus (Deficit):	-190,382.33	-190,382.33	-69,327.19	13,639.97	-204,022.30
Fund: 300 - GOLF					
Revenue					
35 - ADDITIONAL	15,900.00	15,900.00	0.00	17,698.29	-1,798.29
41 - PROGRAM REVENUES	1,109,252.00	1,109,252.00	221,946.18	438,121.67	671,130.33
Revenue Total:	1,125,152.00	1,125,152.00	221,946.18	455,819.96	669,332.04
Expense					
50 - PERSONNEL SERVICES	397,542.25	397,542.25	25,435.97	141,537.71	256,004.54
51 - BENEFITS	93,747.16	93,747.16	6,810.22	33,314.11	60,433.05
52 - CONTRACTED SERVICES	377,101.00	377,101.00	28,374.52	173,296.37	203,804.63
60 - COMMODITIES	316,500.00	316,500.00	19,510.87	77,310.37	239,189.63
65 - GENERAL EXPENDITURES	17,400.00	17,400.00	3,451.32	1,016.72	16,383.28
Expense Total:	1,202,290.41	1,202,290.41	83,582.90	426,475.28	775,815.13
Fund: 300 - GOLF Surplus (Deficit):	-77,138.41	-77,138.41	138,363.28	29,344.68	-106,483.09
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	15,775.31	92,126.83	587,373.17
Revenue Total:	683,200.00	683,200.00	15,775.31	98,187.47	585,012.53
Expense					
50 - PERSONNEL SERVICES	168,000.00	168,000.00	3,496.16	36,496.01	131,503.99

Income Statement

For Fiscal: 2020 Period Ending: 06/30/2020

Category	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
51 - BENEFITS	54,270.48	54,270.48	1,861.30	8,562.73	45,707.75
52 - CONTRACTED SERVICES	258,379.00	258,379.00	3,902.34	85,128.92	173,250.08
60 - COMMODITIES	232,750.00	232,750.00	4,647.71	51,829.99	180,920.01
65 - GENERAL EXPENDITURES	13,696.00	13,696.00	161.76	8,080.65	5,615.35
Expense Total:	727,095.48	727,095.48	14,069.27	190,098.30	536,997.18
Fund: 301 - GOLF BANQUETS Surplus (Deficit):	-43,895.48	-43,895.48	1,706.04	-91,910.83	48,015.35
Total Surplus (Deficit):	314,757.38	314,757.38	26,682.36	233,487.82	

Fund Summary

Fund	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
100 - CORPORATE FUND	626,173.60	626,173.60	-44,059.77	282,414.00	343,759.60
200 - RECREATION FUND	-190,382.33	-190,382.33	-69,327.19	13,639.97	-204,022.30
300 - GOLF	-77,138.41	-77,138.41	138,363.28	29,344.68	-106,483.09
301 - GOLF BANQUETS	-43,895.48	-43,895.48	1,706.04	-91,910.83	48,015.35
Total Surplus (Deficit):	314,757.38	314,757.38	26,682.36	233,487.82	



Income Statement Group Summary

For Fiscal: 2020 Period Ending: 06/30/2020

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	-16,528.79	314,352.34	338,360.66
Expense	811,336.01	811,336.01	26,545.17	274,133.65	537,202.36
Department: 02 - RECREATION/GENERAL Surplus (Deficit):	-158,623.01	-158,623.01	-43,073.96	40,218.69	-198,841.70
Department: 03 - PRESCHOOL CREATIVE KIDS					
Revenue	105,295.00	105,295.00	-2,017.67	27,741.80	77,553.20
Expense	74,478.83	74,478.83	3,365.52	22,891.36	51,587.47
Department: 03 - PRESCHOOL CREATIVE KIDS Surplus (Deficit):	30,816.17	30,816.17	-5,383.19	4,850.44	25,965.73
Department: 04 - KINDERSTOP					
Revenue	184,582.00	184,582.00	0.00	64,921.47	119,660.53
Expense	131,245.50	131,245.50	2,297.32	46,882.54	84,362.96
Department: 04 - KINDERSTOP Surplus (Deficit):	53,336.50	53,336.50	-2,297.32	18,038.93	35,297.57
Department: 05 - YOUTH PROGRAMS					
Revenue	35,010.00	35,010.00	380.46	8,301.26	26,708.74
Expense	28,090.00	28,090.00	769.38	8,221.54	19,868.46
Department: 05 - YOUTH PROGRAMS Surplus (Deficit):	6,920.00	6,920.00	-388.92	79.72	6,840.28
Department: 06 - DANCE					
Revenue	48,524.00	48,524.00	487.00	26,743.93	21,780.07
Expense	31,207.00	31,207.00	1,975.58	18,915.66	12,291.34
Department: 06 - DANCE Surplus (Deficit):	17,317.00	17,317.00	-1,488.58	7,828.27	9,488.73
Department: 07 - ATHLETIC					
Revenue	41,077.00	41,077.00	-836.64	12,470.89	28,606.11
Expense	18,948.00	18,948.00	998.66	7,754.67	11,193.33
Department: 07 - ATHLETIC Surplus (Deficit):	22,129.00	22,129.00	-1,835.30	4,716.22	17,412.78
Department: 08 - PERFORMING ARTS					
Revenue	44,785.00	44,785.00	1,230.00	1,650.00	43,135.00
Expense	37,321.00	37,321.00	394.78	1,261.47	36,059.53
Department: 08 - PERFORMING ARTS Surplus (Deficit):	7,464.00	7,464.00	835.22	388.53	7,075.47
Department: 09 - CONCESSIONS					
Revenue	25,375.00	25,375.00	0.00	249.25	25,125.75
Expense	20,592.50	20,592.50	197.40	763.83	19,828.67
Department: 09 - CONCESSIONS Surplus (Deficit):	4,782.50	4,782.50	-197.40	-514.58	5,297.08
Department: 10 - AQUATICS					
Revenue	84,674.00	84,674.00	0.00	129.00	84,545.00
Expense	131,707.00	131,707.00	1,759.88	4,056.11	127,650.89
Department: 10 - AQUATICS Surplus (Deficit):	-47,033.00	-47,033.00	-1,759.88	-3,927.11	-43,105.89
Department: 11 - ACTIVE ADULTS					
Revenue	111,809.00	111,809.00	-739.12	20,380.13	91,428.87
Expense	103,873.75	103,873.75	1,579.12	29,508.95	74,364.80
Department: 11 - ACTIVE ADULTS Surplus (Deficit):	7,935.25	7,935.25	-2,318.24	-9,128.82	17,064.07
Department: 12 - SPECIAL EVENTS					
Revenue	8,900.00	8,900.00	18.00	3,006.00	5,894.00
Expense	12,931.25	12,931.25	394.78	3,848.83	9,082.42
Department: 12 - SPECIAL EVENTS Surplus (Deficit):	-4,031.25	-4,031.25	-376.78	-842.83	-3,188.42
Department: 13 - FITNESS CENTER					
Revenue	29,707.00	29,707.00	1,099.72	12,874.43	16,832.57
Expense	37,187.50	37,187.50	998.66	9,581.61	27,605.89
Department: 13 - FITNESS CENTER Surplus (Deficit):	-7,480.50	-7,480.50	101.06	3,292.82	-10,773.32

Income Statement

For Fiscal: 2020 Period Ending: 06/30/2020

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	1,793.00	1,881.00	276,085.00
Expense	174,182.25	174,182.25	698.92	3,459.91	170,722.34
Department: 14 - SUMMER CAMP Surplus (Deficit):	103,783.75	103,783.75	1,094.08	-1,578.91	105,362.66
Department: 30 - PARKS					
Revenue	15,000.00	15,000.00	0.00	0.00	15,000.00
Expense	242,698.74	242,698.74	12,237.98	49,781.40	192,917.34
Department: 30 - PARKS Surplus (Deficit):	-227,698.74	-227,698.74	-12,237.98	-49,781.40	-177,917.34
Department: 40 - GOLF					
Revenue	918,550.00	918,550.00	160,022.75	359,526.38	559,023.62
Expense	520,979.65	520,979.65	42,677.83	229,118.48	291,861.17
Department: 40 - GOLF Surplus (Deficit):	397,570.35	397,570.35	117,344.92	130,407.90	267,162.45
Department: 41 - GROUNDS					
Expense	536,110.76	536,110.76	25,905.10	173,041.40	363,069.36
Department: 41 - GROUNDS Total:	536,110.76	536,110.76	25,905.10	173,041.40	363,069.36
Department: 42 - PRO SHOP					
Revenue	122,102.00	122,102.00	22,828.97	44,779.12	77,322.88
Expense	100,700.00	100,700.00	14,999.97	23,190.09	77,509.91
Department: 42 - PRO SHOP Surplus (Deficit):	21,402.00	21,402.00	7,829.00	21,589.03	-187.03
Department: 43 - HOOK A KID					
Revenue	62,500.00	62,500.00	36,993.46	48,883.46	13,616.54
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	36,993.46	47,986.65	-21,986.65
Department: 44 - WARM UP RANGE					
Revenue	22,000.00	22,000.00	2,101.00	2,631.00	19,369.00
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	2,101.00	2,402.50	11,597.50
Department: 45 - BANQUET HALL					
Revenue	683,200.00	683,200.00	15,775.31	98,187.47	585,012.53
Expense	727,095.48	727,095.48	14,069.27	190,098.30	536,997.18
Department: 45 - BANQUET HALL Surplus (Deficit):	-43,895.48	-43,895.48	1,706.04	-91,910.83	48,015.35
Total Surplus (Deficit):	-311,416.22	-311,416.22	70,742.13	-48,926.18	

Fund Summary

Fund	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
200 - RECREATION FUND	-190,382.33	-190,382.33	-69,327.19	13,639.97	-204,022.30
300 - GOLF	-77,138.41	-77,138.41	138,363.28	29,344.68	-106,483.09
301 - GOLF BANQUETS	-43,895.48	-43,895.48	1,706.04	-91,910.83	48,015.35
Total Surplus (Deficit):	-311,416.22	-311,416.22	70,742.13	-48,926.18	



July 17, 2020

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

OCC ELECTRICAL UPGRADE PROJECT

Staff continues to work with Ashburn Power to commence the project this year.

OCC Grounds

Legal continues to work on the deed of ownership of the property OCC grounds garage; once the title is updated from Chicago Title Land Trust Company, 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 that ceased in 2003 awaits the conveyance of property to the District.

The potential cell phone tower lease discussion may commence once the conveyance of property to the District.

LIBRARY MEMORANDUM OF UNDERSTANDING

Staff is reviewing the memorandum of understanding with the Library District in regards to the electronic message center

The manual will be submitted to the Personnel and Planning Committee for approval (Ellen Avery and Vicki Carney) to recommend to board for acceptance.

PERSONNEL MANUAL

Staff is reviewing recommendations received from legal to update the personnel manual. The manual will be submitted to the Personnel and Planning Committee for approval (Ellen Avery and Vicki Carney) to recommend to board for acceptance.

REMOTE WORKING POLICY

Staff is creating a policy for staff who may work remotely. The policy will be submitted to the Personnel and Planning Committee for approval (Ellen Avery and Vicki Carney) to recommend to board for acceptance.

Ad-hoc ArtWalk on Hillcrest

Staff will work with residents to create art for public enjoyment in some fashion. Meeting has not yet been scheduled.

Board of Commissioners 2020 Meeting Schedule

August	<ul style="list-style-type: none">• Potential board member interviews• Acceptance of Feasibility Study Report• Library MOU re Electric signage• NWSRA 2020 Assessment Resolution• Approve Auditor selection
September	<ul style="list-style-type: none">• Potential board member confirmed• Sexual Harassment Training• Updated personnel policy acceptance• Remote working policy acceptance• GMRC Feasibility Taskforce Recommendation
October	<ul style="list-style-type: none">• NWSRA presentation• Adopt Bond Ordinance• Speer Financial Presentation
November	<ul style="list-style-type: none">• Resolution Truth in Taxation for Levy Year 2020
December	<ul style="list-style-type: none">• FY2021 Budget presentation• Tax Levy Ordinance• Schedule of 2021 meetings



July 15, 2020

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

Gary Morava Recreation Center

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

Our front desk will be staffed our normal operating hours starting August 17. The front desk "Back to Work" training will be held on Friday, August 14.

Currently the front desk is being manned by the full-time staff from 7am-6pm, Monday through Friday. The public is only allowed into our facility by appointment.

Marketing

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

We are currently working on our August newsletter.

Programming

Summer camps and programs are running smoothly. Face coverings are required except when outside (when 6 feet apart) or when eating. Everyone is adjusting to these guidelines.

We are in the process of surveying Creative Kids Preschool and KinderStop participants to plan for fall offerings and staffing needs.

As we navigate through this pandemic we will evaluate onsite and virtual offerings each month.

Training

Our monthly training for July is Core 6 and will stress proper lifting techniques.



July 15, 2020

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

Elm Street Lift Station

Pump in Elm street pit was short cycling and turning off the motor before the water level was at the bottom of the pump, lower and middle floats were replaced to correct the startup and shut down timing of the pump.

Room A

Supplies and furniture from pre-school A was removed and stored in the fitness center since this room is not open to the public at this time, normally these items are stored in the garage for summer.

GMRC

Benches from the hallway and gym were removed and stored in the locker rooms during the camp season.

Patio

Benches and tables were removed off of the rear patio, tent was installed for the season and block party tables stored in the shed were put in room one for summer camp.

Concession deck

Pool umbrella was put up on the area across from the sliding door in room one for summer camp. Benches on the deck were removed and stored in the pool area.

PHWYBS

Baseball has started for the season, this year instead of sending the entire schedule for the summer league we are receiving on Mondays the games planned for the upcoming week.

NRC

Buckthorn, brush and other debris removed by natural resource committee and volunteers on the Com-Ed property is being stacked along the path and prairie. Parks crew removes cuttings and brings to the staging area to be chipped at a later date.

Parks

Weeds are thriving, dryer days has help with keeping up with the grass cutting. clean up and tree trimming is ongoing along with garbage removal. Graffiti was sprayed painted in the shelter at I. Walton. Paint was removed from the bricks and graffiti on the fireplace steel plates was painted over.



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

Golf Operations: June weather turned out terrific and provided us with a steady flow of golfers. During the month we were able to increase our revenue while operating with minimal staff. This should help our 2020 season going forward. We have had primarily open play golfing this season. With the delay of opening and restrictions placed on us, seasonal memberships have decreased. The good news is the open play has performed well enough to help offset this decline. We remain steady with our rates

Food and Beverage: Food and beverage has been limited to halfway house and beverage cart sales. Our staff has done a tremendous job serving the players and working extra hard covering all the additional rules and guidelines that are now required. Sales have been great and it's nice to see people outside enjoying themselves again. I have been working with all the weddings and special event clients. To date I've been able to secure 10 weddings for the remainder of this season and 23 for the 2021 season. Also, we hosted a funeral luncheon last week. Lots of compliments to our staff for the food and safety protocol to ensure a first-class experience.

Outings: We hosted our first outing for the year and it went extremely well. As we move into the later part of this season, we have several remaining on the roster. Staff is working with each chairperson with individualized programs attempting to retain as many as possible.

Golf Shop: Equipment sales and special orders have been strong. Golf ball and apparel sales have slowed due to customers not being able to shop at their leisure. We are planning some closeout sales this fall that will be outside with easy access for golfers.

Grounds: We have all chipped in to help maintain our facilities the past month. I personally have enjoyed mowing and working with staff more closely. Everyone is giving 110% effort to make sure we offer a quality product to the public. At times we have had to miss some areas but, in the end, we have been able to hold it together and offer a nice product. As temps increase more stress will be put on staff to keep the condition good. I'm confident they will keep us going into the fall.

6 2020		2019	2020	% CHANGE		6 2020	
				19v 20			
GOLF& MEMBERS		\$61,658.14	\$ 117,664.88	91%		GREENS FEES	
CART RENTAL FEES		\$27,619.50	\$ 26,963.00	-2%		CART RENTAL FEES	
APPAREL		\$2,496.61	\$ 1,162.84	-53%		APPAREL	
EQUIPMENT		\$3,814.20	\$ 7,433.91	95%		EQUIPMENT	
GOLF BALLS		\$5,132.55	\$ 4,280.04	-17%		GOLF BALLS	
DRIVING RANGE		\$2,646.82	\$ 2,101.00	-21%		DRIVING RANGE	
SPECIAL ORDERS		\$5,912.51	\$ 6,280.00	6%		SPECIAL ORDERS	
F AND B		\$91,499.66	\$ 18,876.10	-79%			
OUTINGS		\$22,112.95	\$ -	-100%		OUTINGS	
TOTAL		\$222,892.94	\$ 184,761.77				



July 14, 2020

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

Preschool

We are currently in our 6th week of Virtual Summer Time Preschool. For all Six sessions we have had 4 kids enrolled in our M/W/F class. Preschool staff training is set for August 5th. I will be sending a letter to families who are currently enrolled in Creative Kids Preschool to see if they are sending their child for in person class or if they prefer a virtual option.

Youth Athletics

We are currently registering for Fall outdoor soccer.

Fitness Center

The fitness center is scheduled to open on August 17th. I will be sending a letter to all fitness center members informing them we are giving them one month free and the fitness center guidelines. Staff training is set for July 30th.

Day Camp

Day camp staff training was June 29-July 2nd. I have 16 counselors and 2 camp coordinators. I have 9 new staff and 7 returning staff. Out of the 9 new staff 6 of them were lifeguards or pool attendants last summer! To date we have 73 campers.

Total # of Members

June 2019	June 2020
265	258

**Fitness Membership Statistic Report
 Three Year Comparison**

Membership	June 2018	June 2019	June 2020
3 months	4	2	0
6 months	7	2	0
1 year	9	8	0



July 2020

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

Dance

Unfortunately, July virtual dance classes did not go. In person dance classes begin Monday, July 20th. We currently have 4 classes that are going with a total of 16 dancers.

We completed our spring dance make up classes and filmed our Spring Recital. Katie is finishing up the edits and adding in pictures from the season to make it complete. We asked all dancers to take a picture in their costume so we can include all of those dancers who did not complete the season in our recital film. We hope to have it posted by early next week.

Active Adults

Have been receiving many calls, emails & texts from our seniors wanting to know when we will start traveling again. I am currently planning to begin trips after Labor Day.

I am offering a few virtual dates for our active adults, where they can join our zoom meeting and play games such as bingo, bunco, trivia and more with time for chit chatting with each other. Another Virtual Milwaukee Tour is scheduled for later this month, Milwaukee Churches & Chocolates Tour.

I am looking forward to the day we can welcome our active adults back on our buses.

Special Events

I have been working on many virtual special events for the summer. Our PH Got Talent had 21 acts that entered to win one of the top 3 entertainers in Prospect Heights.

Planning on different ways we can offer FUN Fall & Winter special events to our community while maintaining distance and keeping everyone safe.

Creative & Performing Arts Camp

CPA camp began on Monday, July 6th. We had 15 campers in week 1 and 14 campers in week 2. It has been a fun hearing the giggles in the halls as we welcomed back our campers. I have invited The Kona Ice Truck & a PH neighborhood ice cream truck to visit our district each week for the campers can purchase a cool treat on these hot days. They kids and staff have been doing a great job keeping their masks on and being socially distant while still having a lot of FUN!

Our Production Camp began on Monday, July 13th with 10 campers. This summer we will be performing "Channel Chasers". A story written by our very own Performing Arts staff.

The story follows 2 young girls, Dina and May as they prepare to work on a school assignment on the history of television. Clueless, they ask their neighbor, an eccentric TV repair man, for help. He gives them a remote control which they discover can take them into the TV, to any channel from any point in time! Dina and May encounter a crazy cast of characters and a wacky sidekick, all while learning about the best and worst television shows of all time. These kids will do anything to finish their paper on time... Even becoming part of the history, they have to write about!



July 2020

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

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

Kinder Stop

The number of students enrolled in KinderStop and Before/After Care has increased due to Gary Morava Recreation Center being open again. As of Monday July 13, there are 5 students in KinderStop AM, 25 students in KinderStop PM, 13 students in Before Care and 37 students in After Care. We are still currently taking registration by appointment only until Gary Morava Recreation Center opens to the public again on Monday August 17.

Edlyn Castil will be sending out a certified letter to all KinderStop Staff to confirm if they will be returning this school year to work or no. There will be a Lead Teacher and Coordinator meeting on Monday August 3 to come up with new and exciting things for participants to do in the KinderStop program while also following COVID-19 guidelines and protocol. On August 5 there is a training scheduled for all KinderStop staff. This training will cover returning to work, work place protocol with COVID-19, behavioral management, allergies, and expectations for staff and participants.

Youth Programs

There has been no change in the current youth virtual programs active right now since my last report. Current virtual programs are Magic with Gary Kantor (5 enrolled), Balloon Animal Making with Gary Kantor (2 enrolled), Slime with Lisa Lombardi (4 enrolled), the Science of Carnival Games through Lisa Lombardi Coaching (2 enrolled), Piano/Guitar lessons (0 enrolled).

There are currently 2 participants enrolled for both Kids Day Off programs on August 17 and 18. Participants 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.