



# BOARD REPORT

SEPTEMBER 22, 2020



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## **PUBLIC NOTICE**

### **Agenda for the September 22, 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. **Correspondence**
- IV. **Recognition/Welcome**
- V. **Public Comment**  
Items for Public Comment may also be emailed to [ecastil@phparks.org](mailto:ecastil@phparks.org) by 4:30 p.m. on the day of the meeting to be read at the meeting.  
Those wishing to comment at the meeting are asked to type an asterisk (\*) before legal name; individuals will be unmuted, asked to speak, (note three-minute limit per person) and muted again.
- VI. **Approval of Minutes**  
Regular Board Meeting – August 25, 2020
- VII. **Announcements (Meetings)**  
Regular Board Meeting – October 22, 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. GMRC Feasibility Study
    - A.1 Taskforce Recommendation
    - A.2 Acceptance of Feasibility Study Report
  - B. Consideration of Agreement for Exchange of Land at/adjacent to Muir Park
  - C. Board Member Vacancy

**XIII. New Business**

- A. Application for Urban & Community Forestry Grant Program**
- B. Approval of revised Investment Policy**
- C. Approval of Financial Institution and Investment Advisors**
- D. Approval of Prescribed Burns Fall 2020 and Spring 2021**
- E. Approval of Sprinkler System for Lions Field**

**XIV. Committees of the Board**

**XV. 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/97774537826?pwd=MHQwQndyVEwwMzFpcitqYUZTamZHUT09>**

**Meeting ID: 977 7453 7826**

**Passcode: 378558**

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

**Meeting ID: 977 7453 7826**

**Passcode: 378558**

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

**Note 3: If you would like to attend a Park Board meeting but require an auxiliary aid, such as a sign language interpreter, please contact the Executive Director, 847-394-2848, at least 72 hours prior to the scheduled meeting.**

***Our mission is to enhance the quality of life for all residents of the District through the development and maintenance of park lands and facilities utilizing available resources, as well as to promote community involvement through a variety of recreation programs, educational opportunities and special events.***

**MINUTES OF THE REGULAR BOARD MEETING  
OF THE COMMISSIONERS AND OFFICERS  
OF THE PROSPECT HEIGHTS PARK DISTRICT  
VIRTUAL MEETING  
ZOOM MEETING ID: 938 8025 5738 PASSWORD: 622996  
TUESDAY, AUGUST 25, 2020**

**Call to Order**

**Roll Call**

Commissioner Jones called the Regular Board Meeting of the Prospect Heights Park District to order at 7:00 p.m.

Commissioners present:

Ellen Avery  
Vicki Carney  
Betty Cloud  
Tim Jones

Also Present:

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

Commissioners absent:

Karl Jackson  
Eric Kirste

A quorum was present.

**Corrections/Additions/Approval of Agenda**

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

Ayes: Commissioners Avery, Carney, Cloud, Jones

Nays: None

Abstain: None

Absent: Commissioners Jackson, Kriste

The motion carried.

**Correspondence**

There were none.

**Recognition/Welcome**

Tom Burney, Attorney for Lexington Homes and Jill Moskal were in attendance.

**Public Comment**

There were none.

**Approval of Minutes**

**Regular Board Meeting – July 21, 2020**

A motion was made by Commissioner Cloud and seconded by Commissioner Carney to approve the July 21, 2020 Regular Board Meeting Minutes as submitted. The motion was approved by a roll call vote.

Ayes: Commissioners Avery, Carney, Cloud, Jones

Nays: None

Abstain: None

Absent: Commissioners Jackson, Kriste

The motion carried.



**Acceptance of Minutes****Finance Committee Meeting – April 1, 2020**

A motion was made by Commissioner Carney and seconded by Commissioner Avery to accept the April 1, 2020 Finance Committee Meeting Minutes as submitted. The motion was approved by a roll call vote.

Ayes: Commissioners Avery, Carney, Cloud, Jones

Nays: None

Abstain: None

Absent: Commissioners Jackson, Kriste

The motion carried.

**Announcements (Meetings)**

The next regular board meeting will be held on September 22, 2020 7:00 p.m.

**Park District Treasurer's Report****Cash Report #7**

Mt Pros State	Payroll	Sweep Acct.	\$	(3,717.97)
Mt Pros State	Vendor	Sweep Acct.	\$	(88,631.30)
Mt Pros State	General/Sweep		\$	1,313,277.69
Mt Pros State	ATM		\$	26,173.00
Mt Pros State	Investment		\$	2,469,387.37
CD Investment			\$	355,640.09
Totals				\$ 4,072,128.88

A motion was made by Commissioner Carney and seconded by Commissioner Cloud to accept the Treasurer's Report – Cash Report #7 dated August 25, 2020 in the amount of \$4,072,128.88. The motion was approved by a roll call vote.

Ayes: Commissioners Avery, Carney, Cloud, Jones

Nays: None

Abstain: None

Absent: Commissioners Jackson, Kriste

The motion carried.

**Approval of Warrants for Payment**

A motion was made by Commissioner Carney and seconded by Commissioner Avery to accept Warrants for payment as submitted for Vendor Warrants #7, 7A, and Payroll 14, 15, 16 in the amount of \$461,262.85. The motion was approved by a roll call vote.

Ayes: Commissioners Avery, Carney, Cloud, Jones

Nays: None

Abstain: None

Absent: Commissioners Jackson, Kriste

The motion carried.

**Superintendent of Finance and Planning Report**

As submitted.

**Attorney's Report**

There was none.

**Administrative/Operational Summary**

**Executive Director** – as submitted. Executive Director Christina Ferraro also reported electrical upgrade project will be starting after Labor Day. We are in the final stages of completing the Grounds parcel of land deed project. Staff will then continue to work on the cellphone tower lease and EPA project. Christina, Julie and Jeanette will be meeting with the two residents regarding the ad hoc Art walk. More information to follow.

**Superintendent of Recreation** – as submitted. Superintendent of Recreation Julie Caporusso also reported there are 17 families registered for the City of Prospect Heights Everyone Counts Drive-in Concert event scheduled for Saturday, August 29. The attendance at the fitness center since the reopening has been about 10-15 people a day.

**Superintendent of Facilities and Parks** – as submitted. Superintendent of Facilities and Parks Dino Squiers also reported that the skylight project has been completed.

**Director of Golf Operations** – as submitted.

**Recreation Supervisors** – as submitted.

**Unfinished/Ongoing Business****GMRC Feasibility Study**

Executive Director Christina Ferraro reported that the park district received the draft report from Greenplay. The Task Force will be meeting next week. The Task Force will consist of two board members and five residents. More information to follow.

**Lexington Home Project: proposal for landscape architect services for potential Muir Park plan development**

Executive Director Christina Ferraro reported the park district has contracted with JSD Landscape Architect to create two potential designs to develop the Muir Park parcel. The board was in favor of Christina moving forward with landscape architect services.

**Board Member Vacancy**

Commissioner Jones reported they received information from two applicants. There was discussion about interviews with each candidate. Jones will coordinate with the Executive Director.

**Recess into Executive Session**

A motion was made by Commissioner Carney and seconded by Commissioner Cloud to recess into Executive Session in accordance with the Open Meetings Act (5ILCS 1220/2 Section 2A Subsection C) for the purpose of discussion of Section 2(c) (5) the purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired and Section 2(c) (6) the setting of a price for sale or lease of property owned by the public body at 7:18 p.m. The motion was approved by a roll call vote.

Ayes: Commissioners Avery, Carney, Cloud, Jones

Nays: None

Abstain: None

Absent: Commissioners Jackson, Kriste

The motion carried.

**Reconvene to Open Session**

A motion was made by Commissioner Cloud and seconded by Commissioner Avery to reconvene open session at 8:06 p.m. The motion was approved by a roll call vote.

Ayes: Commissioners Avery, Carney, Cloud, Jones

Nays: None

Abstain: None

Absent: Commissioners Jackson, Kriste

The motion carried.

**New Business****Consideration of Agreement for exchange of land at/adjacent to Muir Park**

During executive session, there was discussion of the parameters of the purchase agreement to be discussed with the park district's legal counsel; the subcommittee will discuss with Lexington Homes and review preliminary designs from the landscape architect.

**Resolution NWSRA 2021 Assessment**

A motion was made by Commissioner Carney and seconded by Commissioner Cloud adopt the Resolution NWSRA 2021 Assessment. The motion was approved by a roll call vote.

Ayes: Commissioners Avery, Carney, Cloud, Jones

Nays: None

Abstain: None

Absent: Commissioners Jackson, Kriste

The motion carried.

**Application for ITEP Grant for bike path renovations**

Superintendent of Finance & Planning Annette Curtis provided background information and the scope of the ITEP Grant application.

A motion was made by Commissioner Cloud and seconded by Commissioner Avery to submit an application for ITEP Grant for bike path renovations. The motion was approved by a roll call vote.

Ayes: Commissioners Avery, Carney, Cloud, Jones

Nays: None

Abstain: None

Absent: Commissioners Jackson, Kriste

The motion carried.

**Approval of Intergovernmental Agreement between the Prospect Heights Library District and the Prospect Heights Park District for the Joint Purchase, Operation and Maintenance of an Electronic Message Center**

A motion was made by Commissioner Cloud and seconded by Commissioner Carney to approve an Intergovernmental Agreement between the Prospect Heights Library District and the Prospect Heights Park District for the Joint Purchase, Operation and Maintenance of an Electronic Message Center. The motion was approved by a roll call vote.

Ayes: Commissioners Avery, Carney, Cloud, Jones

Nays: None

Abstain: None

Absent: Commissioners Jackson, Kriste

The motion carried.

**New Business (continued)**

**Approval of Financial auditing services**

Superintendent of Finance & Planning Annette Curtis released a request for proposal to eight firms and three proposals were received. Staff recommendation is for Sikich LLP to provide the financial auditing services at a cost not to exceed \$43,490 with a three-year term and option for a two-year extension. The Finance Committee is in agreement with the recommendation and the board is in favor of accepting Sikich LLP's proposal.

**Adjournment**

With no further business to discuss, a motion was made by Commissioner Cloud and seconded by Commissioner Carney to adjourn the Regular Board Meeting at 8:21 p.m. The motion was approved by a roll call vote.

Ayes: Commissioners Avery, Carney, Cloud, Jones

Nays: None

Abstain: None

Absent: Commissioners Jackson, Kriste

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: 9/22/2020 CASH REPORT FY 20

*Motion by Commissioner \_\_\_\_\_ to approve CASH REPORT 8  
9/22/2020 as submitted. Seconded by Commissioner \_\_\_\_\_ .*

Mt. Prospect State Bank		Interest Earned YTD			
Payroll	Checking/sweep			(1,874.35)	
Vendor	Checking/sweep			(14,266.58)	
General/Sweep	Checking	\$88.78	annual yield 0.01%	1,928,744.43	
ATM	Checking			26,213.03	
Investment	Checking	\$12,605.31	annual yield 0.40%	2,470,537.73	
CD Investment	Maturity 1.8.2021	\$3,981.03	annual yield 1.50%	\$ 356,981.03	
<b>TOTALS</b>				<b>\$ 4,766,335.29</b>	<b>Voice Vote</b>

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#### FINANCIAL RESOLUTION

*Motion by Commissioner \_\_\_\_\_ to approve WARRANT RESOLUTION  
9/22/2020 as submitted. Seconded by Commissioner \_\_\_\_\_ .*

APPROVAL OF WARRANTS 9/22/2020

VENDOR WARRANTS			AMOUNTS
8	In the amount of	CHECKS ISSUED	\$120,079.47
8A	In the amount of	ELECTRONIC	\$38,537.55
Total Vendor Warrants			<u>\$158,617.02</u>

#### PAYROLL WARRANTS

8/14/2020		
17	In the amount of	\$ 75,710.66
gross plus employer costs		
8/28/2020		
18	In the amount of	\$ 71,445.99
gross plus employer costs		
Total Payroll Warrants		<u>147,156.65</u>

TOTAL OF WARRANTS	<u><u>\$305,773.67</u></u>	Roll Call
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## Prospect Heights Park District, IL

# Check Report

By Check Number

Date Range: 08/01/2020 - 08/31/2020

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<b>Bank Code: AP Bank-AP Bank</b>						
02283	CHICAGO TITLE LAND TRUST COMPANY	08/03/2020	Regular	0.00	2,075.00	49583
01909	ANCEL GLINK PC	08/07/2020	Regular	0.00	1,561.51	49584
02138	ANDERSON PEST SOLUTIONS	08/07/2020	Regular	0.00	142.75	49585
01015	ASSOCIATED LABOR CORPORATION OF AMERIC	08/07/2020	Regular	0.00	5,550.21	49586
01096	CITYCOM MARKETING LLC	08/07/2020	Regular	0.00	600.00	49587
01022	COMCAST	08/07/2020	Regular	0.00	156.74	49588
01022	COMCAST	08/07/2020	Regular	0.00	184.87	49589
01022	COMCAST	08/07/2020	Regular	0.00	238.06	49590
01041	CONSTELLATION NEW ENERGY INC	08/07/2020	Regular	0.00	3,287.79	49591
02284	DENISE PERKINS	08/07/2020	Regular	0.00	500.00	49592
01423	GORDON FOOD SERVICE INC	08/07/2020	Regular	0.00	2,643.86	49593
02117	GREAT LAKES COCA-COLA DISTRIBUTION	08/07/2020	Regular	0.00	1,593.84	49594
01593	KINGMADE JERKY	08/07/2020	Regular	0.00	382.19	49595
01050	MENARDS	08/07/2020	Regular	0.00	91.35	49596
01198	MIGHTY MITES	08/07/2020	Regular	0.00	298.35	49597
02097	MORGAN SERVICES INC	08/07/2020	Regular	0.00	144.21	49598
01066	PLATINUM SYSTEMS INC	08/07/2020	Regular	0.00	190.00	49599
01135	PURCHASE POWER	08/07/2020	Regular	0.00	402.50	49600
01120	REPUBLIC SERVICES INC	08/07/2020	Regular	0.00	537.62	49601
01078	TAYLOR MADE	08/07/2020	Regular	0.00	551.34	49602
01616	TOUR EDGE GOLF MFG INC	08/07/2020	Regular	0.00	285.50	49603
01143	VILLAGE OF MOUNT PROSPECT-SALES TAX	08/07/2020	Regular	0.00	325.00	49604
01809	WOODWARD PRINTING SERVICES	08/07/2020	Regular	0.00	767.00	49605
01009	AIRGAS USA LLC	08/12/2020	Regular	0.00	221.09	49606
01015	ASSOCIATED LABOR CORPORATION OF AMERIC	08/12/2020	Regular	0.00	5,410.45	49607
02283	CHICAGO TITLE LAND TRUST COMPANY	08/12/2020	Regular	0.00	25.00	49608
01024	CONSERV FS	08/12/2020	Regular	0.00	2,195.57	49609
02235	EIGEL ENTERPRISES 1	08/12/2020	Regular	0.00	3,400.00	49610
01037	GRAINGER	08/12/2020	Regular	0.00	126.12	49611
01859	GREENPLAY LLC	08/12/2020	Regular	0.00	835.60	49612
01206	JOURNAL AND TOPICS NEWSPAPER	08/12/2020	Regular	0.00	39.00	49613
01045	JW TURF INC	08/12/2020	Regular	0.00	594.87	49614
02193	LENNIC GROUP LTD	08/12/2020	Regular	0.00	147.50	49615
01064	PENDELTON TURF SUPPLY	08/12/2020	Regular	0.00	3,238.92	49616
01070	RAMROD	08/12/2020	Regular	0.00	185.74	49617
01458	RICHARD DANIEL WALL SR.	08/12/2020	Regular	0.00	375.00	49618
01073	ROUTE 12 RENTAL	08/12/2020	Regular	0.00	38.90	49619
02112	SIGNS OF DISTINCTION INC	08/12/2020	Regular	0.00	14,250.00	49620
01710	SITEONE LANDSCAPE SUPPLY LLC	08/12/2020	Regular	0.00	28.99	49621
01587	ULINE	08/12/2020	Regular	0.00	483.50	49622
02100	ZURCHER TIRE INC	08/12/2020	Regular	0.00	176.00	49623
01079	ACUSHNET COMPANY	08/19/2020	Regular	0.00	98.19	49624
02138	ANDERSON PEST SOLUTIONS	08/19/2020	Regular	0.00	75.00	49625
01014	ARTHUR CLESEN	08/19/2020	Regular	0.00	150.00	49626
01015	ASSOCIATED LABOR CORPORATION OF AMERIC	08/19/2020	Regular	0.00	12,231.26	49627
02143	CENTRAL CONTINENTAL BAKERY	08/19/2020	Regular	0.00	148.00	49628
01022	COMCAST	08/19/2020	Regular	0.00	10.47	49629
01041	CONSTELLATION NEW ENERGY INC	08/19/2020	Regular	0.00	6,431.92	49630
01041	CONSTELLATION NEW ENERGY INC	08/19/2020	Regular	0.00	400.10	49631
01041	CONSTELLATION NEW ENERGY INC	08/19/2020	Regular	0.00	164.48	49632
01041	CONSTELLATION NEW ENERGY INC	08/19/2020	Regular	0.00	25.34	49633
02285	DAPHNE BOOKER	08/19/2020	Regular	0.00	116.00	49634
01354	FLADER MECHANICAL CORP	08/19/2020	Regular	0.00	1,050.00	49635
01592	GLOBAL GOLF SALES	08/19/2020	Regular	0.00	319.60	49636

## Check Report

Date Range: 08/01/2020 - 08/31/2020

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
01423	GORDON FOOD SERVICE INC	08/19/2020	Regular	0.00	4,473.04	49637
02193	LENNIC GROUP LTD	08/19/2020	Regular	0.00	297.00	49638
01773	MIDCO INC	08/19/2020	Regular	0.00	330.00	49639
02097	MORGAN SERVICES INC	08/19/2020	Regular	0.00	164.21	49640
01057	NAPA HEIGHTS AUTOMOTIVE	08/19/2020	Regular	0.00	179.69	49641
01720	NORTHFIELD HEATING AND AIR	08/19/2020	Regular	0.00	11,500.00	49642
01063	PDRMA	08/19/2020	Regular	0.00	21,700.88	49643
01064	PENDELTON TURF SUPPLY	08/19/2020	Regular	0.00	600.00	49644
01984	PH MEDIA USA INC	08/19/2020	Regular	0.00	597.00	49645
01497	REESE RECREATION PRODUCTS INC	08/19/2020	Regular	0.00	1,780.00	49646
01078	TAYLOR MADE	08/19/2020	Regular	0.00	1,641.77	49647
01781	THOMAS R PETZEL	08/19/2020	Regular	0.00	450.00	49648
01081	VILLAGE OF MOUNT PROSPECT	08/19/2020	Regular	0.00	116.88	49649
01081	VILLAGE OF MOUNT PROSPECT	08/19/2020	Regular	0.00	216.40	49650
01081	VILLAGE OF MOUNT PROSPECT	08/19/2020	Regular	0.00	530.30	49651
01032	CARDMEMBER SERVICE	08/12/2020	Bank Draft	0.00	4,394.07	DFT0001305
02236	LAKESHORE BEVERAGE	08/03/2020	Bank Draft	0.00	342.22	DFT0001306
02205	ILLINOIS MUNICIPAL FUND	08/03/2020	Bank Draft	0.00	21,059.29	DFT0001307
02210	CHICAGO BEVERAGE SYSTEMS	08/04/2020	Bank Draft	0.00	735.43	DFT0001308
02121	TOWN & COUNTRY DISTRIBUTORS INC	08/14/2020	Bank Draft	0.00	779.86	DFT0001309
02121	TOWN & COUNTRY DISTRIBUTORS INC	08/10/2020	Bank Draft	0.00	337.05	DFT0001310
02236	LAKESHORE BEVERAGE	08/14/2020	Bank Draft	0.00	650.92	DFT0001311
02210	CHICAGO BEVERAGE SYSTEMS	08/18/2020	Bank Draft	0.00	738.33	DFT0001312
02121	TOWN & COUNTRY DISTRIBUTORS INC	08/21/2020	Bank Draft	0.00	1,192.39	DFT0001313
02236	LAKESHORE BEVERAGE	08/24/2020	Bank Draft	0.00	281.79	DFT0001314
02121	TOWN & COUNTRY DISTRIBUTORS INC	08/25/2020	Bank Draft	0.00	189.53	DFT0001315
02121	TOWN & COUNTRY DISTRIBUTORS INC	08/28/2020	Bank Draft	0.00	978.07	DFT0001316
02204	WINTRUST ASSET FINANCE	08/04/2020	Bank Draft	0.00	2,175.60	DFT0001317
02206	ILLINOIS DEPARTMENT OF REVENUE	08/10/2020	Bank Draft	0.00	4,683.00	DFT0001318

## Bank Code AP Bank Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	93	69	0.00	120,079.47
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	14	14	0.00	38,537.55
EFT's	0	0	0.00	0.00
	<b>107</b>	<b>83</b>	<b>0.00</b>	<b>158,617.02</b>

## All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	93	69	0.00	120,079.47
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	14	14	0.00	38,537.55
EFT's	0	0	0.00	0.00
	<b>107</b>	<b>83</b>	<b>0.00</b>	<b>158,617.02</b>

## Fund Summary

Fund	Name	Period	Amount
950	POOLED CASH FUND	8/2020	158,617.02
			<b>158,617.02</b>



**PROSPECT HEIGHTS PARK DISTRICT ELECTRONIC VENDOR WARRANT REPORT FOR FY 2020**  
**VENDOR WARRANT 8A**  
**ELECTRONIC VENDOR WARRANTS**  
**AUGUST**  
**FY 2020**

DATE	VENDOR NAME	TRANSACTION DESCRIPTION	AMOUNT
8/3/2020	Lakeshore Beverage	Beverages	342.22
8/3/2020	IMRF	7.2020 Contribution	\$21,059.29
8/4/2020	Wintrust Finance	OOCC Equipment	\$2,175.60
8/4/2020	Chicago Beverage	Beverage	\$735.43
8/10/2020	Town and Country	Beverages	\$337.05
8/10/2020	Illinois Department of Revenue	Sales Tax	\$4,683.00
8/13/2020	Card Member Services	7.2020 Statement	\$4,394.07
8/14/2020	Lakeshore	Beverages	\$650.92
8/14/2020	Town and Country	Beverages	\$779.86
8/18/2020	Chicago Beverage	Beverages	\$738.33
8/21/2020	Town and Country	Beverages	\$1,192.39
8/24/2020	Lakeshore	Beverages	\$281.79
8/25/2020	Town and Country	Beverages	\$189.53
8/28/2020	Town and Country	Beverages	\$978.07
		TOTAL	<u>\$38,537.55</u>



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September 22, 2020

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

**August 2020 Income Statement**

The Income Statement as of August 31, 2020 is attached. Property tax revenue totaling \$2,628,701 has been collected. That represents 90% of the final extension of \$2,905,364.

**2021 Budget**

Staff presented to the Executive Director the 10-year Capital Project Worksheet. Many projects budgeted in 2020 have been deferred to 2021 or 2022.

**OCCC Electrical Upgrade Project**

On September 14, 2020, Ashburn began working at OCCC. Inside the club house, conduit for the new electrical lines is being installed. In the front of the building, digging has begun, to run lines from the electric poles on the street to the new transformer and then to the building. On the course directional boring started, to run lines from the building to the pump house.

**ITEP Grant**

On August 26, 2020, a second in a series of webinars was held for the ITEP Grant. During the webinar it was stated clearly that IDOT was looking for new projects that solved transportation challenges. Projects involving replacement of existing paths were discouraged. Based on this new information staff, ceased working on the grant application.



Prospect Heights Park District, IL

# Income Statement Group Summary

For Fiscal: 2020 Period Ending: 08/31/2020

Account Type	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
<b>Department: 02 - RECREATION/GENERAL</b>					
Revenue	652,713.00	652,713.00	131,134.63	546,060.07	106,652.93
Expense	811,336.01	811,336.01	33,283.81	346,437.33	464,898.68
<b>Department: 02 - RECREATION/GENERAL Surplus (Deficit):</b>	<b>-158,623.01</b>	<b>-158,623.01</b>	<b>97,850.82</b>	<b>199,622.74</b>	<b>-358,245.75</b>
<b>Department: 03 - PRESCHOOL CREATIVE KIDS</b>					
Revenue	105,295.00	105,295.00	60.00	28,213.47	77,081.53
Expense	74,478.83	74,478.83	3,546.78	31,821.68	42,657.15
<b>Department: 03 - PRESCHOOL CREATIVE KIDS Surplus (Deficit):</b>	<b>30,816.17</b>	<b>30,816.17</b>	<b>-3,486.78</b>	<b>-3,608.21</b>	<b>34,424.38</b>
<b>Department: 04 - KINDERSTOP</b>					
Revenue	184,582.00	184,582.00	4,552.68	69,824.15	114,757.85
Expense	131,245.50	131,245.50	3,846.15	53,987.17	77,258.33
<b>Department: 04 - KINDERSTOP Surplus (Deficit):</b>	<b>53,336.50</b>	<b>53,336.50</b>	<b>706.53</b>	<b>15,836.98</b>	<b>37,499.52</b>
<b>Department: 05 - YOUTH PROGRAMS</b>					
Revenue	35,010.00	35,010.00	403.50	7,931.30	27,078.70
Expense	28,090.00	28,090.00	1,078.68	10,297.24	17,792.76
<b>Department: 05 - YOUTH PROGRAMS Surplus (Deficit):</b>	<b>6,920.00</b>	<b>6,920.00</b>	<b>-675.18</b>	<b>-2,365.94</b>	<b>9,285.94</b>
<b>Department: 06 - DANCE</b>					
Revenue	48,524.00	48,524.00	441.99	26,107.93	22,416.07
Expense	31,207.00	31,207.00	3,844.36	26,735.08	4,471.92
<b>Department: 06 - DANCE Surplus (Deficit):</b>	<b>17,317.00</b>	<b>17,317.00</b>	<b>-3,402.37</b>	<b>-627.15</b>	<b>17,944.15</b>
<b>Department: 07 - ATHLETIC</b>					
Revenue	41,077.00	41,077.00	1,107.75	13,597.39	27,479.61
Expense	18,948.00	18,948.00	998.66	10,251.32	8,696.68
<b>Department: 07 - ATHLETIC Surplus (Deficit):</b>	<b>22,129.00</b>	<b>22,129.00</b>	<b>109.09</b>	<b>3,346.07</b>	<b>18,782.93</b>
<b>Department: 08 - PERFORMING ARTS</b>					
Revenue	44,785.00	44,785.00	3,275.60	13,059.00	31,726.00
Expense	37,321.00	37,321.00	3,167.30	9,697.76	27,623.24
<b>Department: 08 - PERFORMING ARTS Surplus (Deficit):</b>	<b>7,464.00</b>	<b>7,464.00</b>	<b>108.30</b>	<b>3,361.24</b>	<b>4,102.76</b>
<b>Department: 09 - CONCESSIONS</b>					
Revenue	25,375.00	25,375.00	0.00	249.25	25,125.75
Expense	20,592.50	20,592.50	184.90	1,226.08	19,366.42
<b>Department: 09 - CONCESSIONS Surplus (Deficit):</b>	<b>4,782.50</b>	<b>4,782.50</b>	<b>-184.90</b>	<b>-976.83</b>	<b>5,759.33</b>
<b>Department: 10 - AQUATICS</b>					
Revenue	84,674.00	84,674.00	0.00	129.00	84,545.00
Expense	131,707.00	131,707.00	1,247.90	7,175.86	124,531.14
<b>Department: 10 - AQUATICS Surplus (Deficit):</b>	<b>-47,033.00</b>	<b>-47,033.00</b>	<b>-1,247.90</b>	<b>-7,046.86</b>	<b>-39,986.14</b>
<b>Department: 11 - ACTIVE ADULTS</b>					
Revenue	111,809.00	111,809.00	36.84	20,681.85	91,127.15
Expense	103,873.75	103,873.75	1,479.12	33,206.75	70,667.00
<b>Department: 11 - ACTIVE ADULTS Surplus (Deficit):</b>	<b>7,935.25</b>	<b>7,935.25</b>	<b>-1,442.28</b>	<b>-12,524.90</b>	<b>20,460.15</b>
<b>Department: 12 - SPECIAL EVENTS</b>					
Revenue	8,900.00	8,900.00	0.00	3,026.00	5,874.00
Expense	12,931.25	12,931.25	395.78	4,799.28	8,131.97
<b>Department: 12 - SPECIAL EVENTS Surplus (Deficit):</b>	<b>-4,031.25</b>	<b>-4,031.25</b>	<b>-395.78</b>	<b>-1,773.28</b>	<b>-2,257.97</b>
<b>Department: 13 - FITNESS CENTER</b>					
Revenue	29,707.00	29,707.00	828.60	14,678.23	15,028.77
Expense	37,187.50	37,187.50	1,701.97	12,996.17	24,191.33
<b>Department: 13 - FITNESS CENTER Surplus (Deficit):</b>	<b>-7,480.50</b>	<b>-7,480.50</b>	<b>-873.37</b>	<b>1,682.06</b>	<b>-9,162.56</b>

# Income Statement

For Fiscal: 2020 Period Ending: 08/31/2020

Account Type	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
<b>Department: 14 - SUMMER CAMP</b>					
Revenue	277,966.00	277,966.00	11,016.00	35,111.00	242,855.00
Expense	174,182.25	174,182.25	11,927.92	32,700.56	141,481.69
<b>Department: 14 - SUMMER CAMP Surplus (Deficit):</b>	<b>103,783.75</b>	<b>103,783.75</b>	<b>-911.92</b>	<b>2,410.44</b>	<b>101,373.31</b>
<b>Department: 30 - PARKS</b>					
Revenue	15,000.00	15,000.00	0.00	0.00	15,000.00
Expense	242,698.74	242,698.74	14,973.35	86,462.23	156,236.51
<b>Department: 30 - PARKS Surplus (Deficit):</b>	<b>-227,698.74</b>	<b>-227,698.74</b>	<b>-14,973.35</b>	<b>-86,462.23</b>	<b>-141,236.51</b>
<b>Department: 40 - GOLF</b>					
Revenue	918,550.00	918,550.00	194,971.99	714,313.05	204,236.95
Expense	520,979.65	520,979.65	34,058.67	312,748.65	208,231.00
<b>Department: 40 - GOLF Surplus (Deficit):</b>	<b>397,570.35</b>	<b>397,570.35</b>	<b>160,913.32</b>	<b>401,564.40</b>	<b>-3,994.05</b>
<b>Department: 41 - GROUNDS</b>					
Expense	536,110.76	536,110.76	31,766.63	253,552.80	282,557.96
<b>Department: 41 - GROUNDS Total:</b>	<b>536,110.76</b>	<b>536,110.76</b>	<b>31,766.63</b>	<b>253,552.80</b>	<b>282,557.96</b>
<b>Department: 42 - PRO SHOP</b>					
Revenue	122,102.00	122,102.00	42,299.16	108,829.18	13,272.82
Expense	100,700.00	100,700.00	19,632.12	57,015.62	43,684.38
<b>Department: 42 - PRO SHOP Surplus (Deficit):</b>	<b>21,402.00</b>	<b>21,402.00</b>	<b>22,667.04</b>	<b>51,813.56</b>	<b>-30,411.56</b>
<b>Department: 43 - HOOK A KID</b>					
Revenue	62,500.00	62,500.00	11,860.46	68,776.00	-6,276.00
Expense	36,500.00	36,500.00	8,534.35	24,932.76	11,567.24
<b>Department: 43 - HOOK A KID Surplus (Deficit):</b>	<b>26,000.00</b>	<b>26,000.00</b>	<b>3,326.11</b>	<b>43,843.24</b>	<b>-17,843.24</b>
<b>Department: 44 - WARM UP RANGE</b>					
Revenue	22,000.00	22,000.00	4,115.54	9,550.54	12,449.46
Expense	8,000.00	8,000.00	0.00	259.50	7,740.50
<b>Department: 44 - WARM UP RANGE Surplus (Deficit):</b>	<b>14,000.00</b>	<b>14,000.00</b>	<b>4,115.54</b>	<b>9,291.04</b>	<b>4,708.96</b>
<b>Department: 45 - BANQUET HALL</b>					
Revenue	683,200.00	683,200.00	51,483.36	177,336.44	505,863.56
Expense	727,095.48	727,095.48	39,067.03	259,077.47	468,018.01
<b>Department: 45 - BANQUET HALL Surplus (Deficit):</b>	<b>-43,895.48</b>	<b>-43,895.48</b>	<b>12,416.33</b>	<b>-81,741.03</b>	<b>37,845.55</b>
<b>Total Surplus (Deficit):</b>	<b>-311,416.22</b>	<b>-311,416.22</b>	<b>242,852.62</b>	<b>282,092.54</b>	

**Fund Summary**

<b>Fund</b>	<b>Original Total Budget</b>	<b>Current Total Budget</b>	<b>MTD Activity</b>	<b>YTD Activity</b>	<b>Budget Remaining</b>
200 - RECREATION FUND	-190,382.33	-190,382.33	71,180.91	110,874.13	-301,256.46
300 - GOLF	-77,138.41	-77,138.41	159,255.38	252,959.44	-330,097.85
301 - GOLF BANQUETS	-43,895.48	-43,895.48	12,416.33	-81,741.03	37,845.55
<b>Total Surplus (Deficit):</b>	<b>-311,416.22</b>	<b>-311,416.22</b>	<b>242,852.62</b>	<b>282,092.54</b>	



Prospect Heights Park District, IL

# Income Statement Group Summary

For Fiscal: 2020 Period Ending: 08/31/2020

Category	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
<b>Fund: 100 - CORPORATE FUND</b>					
<b>Revenue</b>					
10 - TAXES	1,231,155.00	1,231,155.00	272,657.51	1,116,942.75	114,212.25
20 - INTEREST	12,000.00	12,000.00	1,150.36	12,736.57	-736.57
35 - ADDITIONAL	0.00	0.00	25.78	25.80	-25.80
<b>Revenue Total:</b>	<b>1,243,155.00</b>	<b>1,243,155.00</b>	<b>273,833.65</b>	<b>1,129,705.12</b>	<b>113,449.88</b>
<b>Expense</b>					
50 - PERSONNEL SERVICES	288,860.27	288,860.27	22,628.64	190,967.33	97,892.94
51 - BENEFITS	25,464.72	25,464.72	1,640.98	11,275.17	14,189.55
52 - CONTRACTED SERVICES	149,446.41	149,446.41	18,860.43	118,123.01	31,323.40
60 - COMMODITIES	22,210.00	22,210.00	1,187.01	12,755.64	9,454.36
65 - GENERAL EXPENDITURES	131,000.00	131,000.00	0.00	129,000.00	2,000.00
<b>Expense Total:</b>	<b>616,981.40</b>	<b>616,981.40</b>	<b>44,317.06</b>	<b>462,121.15</b>	<b>154,860.25</b>
<b>Fund: 100 - CORPORATE FUND Surplus (Deficit):</b>	<b>626,173.60</b>	<b>626,173.60</b>	<b>229,516.59</b>	<b>667,583.97</b>	<b>-41,410.37</b>
<b>Fund: 200 - RECREATION FUND</b>					
<b>Revenue</b>					
10 - TAXES	598,000.00	598,000.00	130,324.63	531,738.29	66,261.71
30 - RENTAL	64,538.00	64,538.00	310.00	12,541.78	51,996.22
35 - ADDITIONAL	25,460.00	25,460.00	0.00	1,826.88	23,633.12
41 - PROGRAM REVENUES	952,044.00	952,044.00	22,222.96	232,312.44	719,731.56
42 - RERESHMENT REVENUE	25,375.00	25,375.00	0.00	249.25	25,125.75
<b>Revenue Total:</b>	<b>1,665,417.00</b>	<b>1,665,417.00</b>	<b>152,857.59</b>	<b>778,668.64</b>	<b>886,748.36</b>
<b>Expense</b>					
50 - PERSONNEL SERVICES	1,167,930.15	1,167,930.15	60,738.07	453,151.89	714,778.26
51 - BENEFITS	110,336.18	110,336.18	9,031.87	63,682.20	46,653.98
52 - CONTRACTED SERVICES	379,779.00	379,779.00	6,392.06	102,064.50	277,714.50
60 - COMMODITIES	162,131.00	162,131.00	2,768.28	36,569.46	125,561.54
65 - GENERAL EXPENDITURES	35,623.00	35,623.00	2,746.40	12,326.46	23,296.54
<b>Expense Total:</b>	<b>1,855,799.33</b>	<b>1,855,799.33</b>	<b>81,676.68</b>	<b>667,794.51</b>	<b>1,188,004.82</b>
<b>Fund: 200 - RECREATION FUND Surplus (Deficit):</b>	<b>-190,382.33</b>	<b>-190,382.33</b>	<b>71,180.91</b>	<b>110,874.13</b>	<b>-301,256.46</b>
<b>Fund: 300 - GOLF</b>					
<b>Revenue</b>					
35 - ADDITIONAL	15,900.00	15,900.00	1,675.00	22,450.70	-6,550.70
41 - PROGRAM REVENUES	1,109,252.00	1,109,252.00	251,572.15	879,018.07	230,233.93
<b>Revenue Total:</b>	<b>1,125,152.00</b>	<b>1,125,152.00</b>	<b>253,247.15</b>	<b>901,468.77</b>	<b>223,683.23</b>
<b>Expense</b>					
50 - PERSONNEL SERVICES	397,542.25	397,542.25	37,482.70	231,160.89	166,381.36
51 - BENEFITS	93,747.16	93,747.16	6,811.48	46,578.78	47,168.38
52 - CONTRACTED SERVICES	377,101.00	377,101.00	18,499.96	220,541.08	156,559.92
60 - COMMODITIES	316,500.00	316,500.00	27,155.69	140,200.17	176,299.83
65 - GENERAL EXPENDITURES	17,400.00	17,400.00	4,041.94	10,028.41	7,371.59
<b>Expense Total:</b>	<b>1,202,290.41</b>	<b>1,202,290.41</b>	<b>93,991.77</b>	<b>648,509.33</b>	<b>553,781.08</b>
<b>Fund: 300 - GOLF Surplus (Deficit):</b>	<b>-77,138.41</b>	<b>-77,138.41</b>	<b>159,255.38</b>	<b>252,959.44</b>	<b>-330,097.85</b>
<b>Fund: 301 - GOLF BANQUETS</b>					
<b>Revenue</b>					
30 - RENTAL	3,700.00	3,700.00	657.89	7,079.72	-3,379.72
42 - RERESHMENT REVENUE	679,500.00	679,500.00	50,825.47	170,256.72	509,243.28
<b>Revenue Total:</b>	<b>683,200.00</b>	<b>683,200.00</b>	<b>51,483.36</b>	<b>177,336.44</b>	<b>505,863.56</b>
<b>Expense</b>					
50 - PERSONNEL SERVICES	168,000.00	168,000.00	4,575.41	48,149.30	119,850.70

# Income Statement

For Fiscal: 2020 Period Ending: 08/31/2020

Category	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
51 - BENEFITS	54,270.48	54,270.48	1,929.64	12,377.24	41,893.24
52 - CONTRACTED SERVICES	258,379.00	258,379.00	16,478.17	109,288.69	149,090.31
60 - COMMODITIES	232,750.00	232,750.00	15,128.86	79,845.76	152,904.24
65 - GENERAL EXPENDITURES	13,696.00	13,696.00	954.95	9,416.48	4,279.52
<b>Expense Total:</b>	<b>727,095.48</b>	<b>727,095.48</b>	<b>39,067.03</b>	<b>259,077.47</b>	<b>468,018.01</b>
<b>Fund: 301 - GOLF BANQUETS Surplus (Deficit):</b>	<b>-43,895.48</b>	<b>-43,895.48</b>	<b>12,416.33</b>	<b>-81,741.03</b>	<b>37,845.55</b>
<b>Total Surplus (Deficit):</b>	<b>314,757.38</b>	<b>314,757.38</b>	<b>472,369.21</b>	<b>949,676.51</b>	

**Fund Summary**

<b>Fund</b>	<b>Original Total Budget</b>	<b>Current Total Budget</b>	<b>MTD Activity</b>	<b>YTD Activity</b>	<b>Budget Remaining</b>
100 - CORPORATE FUND	626,173.60	626,173.60	229,516.59	667,583.97	-41,410.37
200 - RECREATION FUND	-190,382.33	-190,382.33	71,180.91	110,874.13	-301,256.46
300 - GOLF	-77,138.41	-77,138.41	159,255.38	252,959.44	-330,097.85
301 - GOLF BANQUETS	-43,895.48	-43,895.48	12,416.33	-81,741.03	37,845.55
<b>Total Surplus (Deficit):</b>	<b>314,757.38</b>	<b>314,757.38</b>	<b>472,369.21</b>	<b>949,676.51</b>	





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September 22, 2020

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

### **OCCC GROUNDS**

Now that legal has the deed of ownership for the OCCC grounds garage parcel, they continue to work on filing an application with the county to have all back taxes set aside and the interests of any intervening tax buyers removed.

With the current conveyance of property to the District, the environmental work at Old Orchard Country Club that ceased in 2003 may resume. The potential cell phone tower lease is still on hold.

### **AD-HOC ARTWALK ON HILLCREST (NOW “ARTS IN THE PARK”)**

Staff met with residents about creating art for public enjoyment. The first project is called Fall Arts in the Park and the public to design and create scarecrow related artwork for a seven-week outdoor exhibit. This will surround the Spookfest event. A gallery of scarecrow related artwork may include mosaic glass, painting, drawing, photography, wood, metal, etc. Imagination and recycling is highly encouraged. This display will be outdoors throughout Lions Park from October 10 – November 21. We anticipate doing Spring Arts in the Park to surround the Spring Fling event.

### **Board of Commissioners 2020 Meeting Schedule**

September	<ul style="list-style-type: none"><li>• Feasibility Study Taskforce Recommendation</li><li>• Acceptance of Feasibility Study Report</li><li>• GMRC Feasibility Taskforce Recommendation</li><li>• Approval of revised Investment policy</li><li>• Approval of Financial Institution and Investment Advisors</li></ul>
October	<ul style="list-style-type: none"><li>• Sexual Harassment Training</li><li>• Approval of revised Personnel policy</li><li>• Approval of Remote Working policy</li><li>• Adopt Bond Ordinance</li><li>• Speer Financial Presentation</li></ul>
November	<ul style="list-style-type: none"><li>• NWSRA presentation</li><li>• Resolution Truth in Taxation for Levy Year 2020</li></ul>
December	<ul style="list-style-type: none"><li>• FY2021 Budget presentation</li><li>• Tax Levy Ordinance</li><li>• Schedule of 2021 meetings</li></ul>



September 16, 2020

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

### **Everyone Counts! Census Events**

For the Census Drive-in Concert we had 57 people attend on Saturday, August 29<sup>th</sup>. It was perfect weather for an outdoor concert. Congressman Schneider and Commissioner Britton spoke on the importance of completing the census. Focal Point played music; we also had a raffle and gave out swag bags.

A Census Drive-in Movie will be held on Saturday, September 19<sup>th</sup>; we will be showing the movie "Grease." We have 14 vehicles registered.

### **Marketing**

Edlyn finished our October/November guide and it is on our website. Now we are working on the Winter/Spring brochure; it will not be mailed out. It will be online and we will have limited hard copies at the front desk for patrons.

### **Staffing**

The Recreation Department is undergoing a some organizational changes:

- I will be overseeing Creative Kids Preschool.
- Johnny Pacheco will be overseeing fitness and athletics on a part-time basis. Johnny was most recently the Health and Fitness Manager at Bartlett Park District. He has 18 years of fitness experience.
- Mrs. Schey will be retiring next month after 15 years with the District.

### **Training**

Our monthly training for October will cover the use of fire extinguishers.

### **Creative Kids Preschool**

For onsite classes we have 28 students attending. Our virtual classes are filled with 21 students.

### **Athletics**

We had 20 children register for youth tennis so we added an extra class.

Our October/November guide is promoting the Youth Basketball League, Jr. High Basketball League, a new preseason basketball clinic, a new Wiffleball League, a new Thanksgiving basketball camp as well as the kids sports programs.

## Fitness

Virtual Pilates continues to be held with 3 students.

For the Fitness Center we are averaging 25 people per day, depending on the weather.

Our membership updates include:

### August 2020

1 Year Fitness:	166 members
1 Year Gym/Racquetball:	51 members
Silver Sneakers/Renew Active:	55 members
6 Month Fitness:	30 members
3 Month Fitness:	<u>37 members</u>
Total:	339 Members

### August 2019

1 Year Fitness:	147 members
1 Year Gym/Racquetball:	39 members
Silver Sneakers/Renew Active:	0 members
6 Month Fitness:	50 members
3 Month Fitness:	<u>32 members</u>
Total:	268 Members

### New Memberships in August (17<sup>th</sup>-31<sup>st</sup>)

1 Year Fitness:	1 member
1 Year Gym/Racquetball:	0 members
Silver Sneakers/Renew Active:	3 members
6 Month Fitness:	0 members
3 Month Fitness:	<u>1 member</u>
Total:	5 New Members



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September 16, 2020

To: Christina Ferraro, Executive Director

From: Dino Squiers, superintendent of facilities & parks

Re: September 2020 Board Report

### **Rooms A & B**

Preparing for pre-school, furniture and supplies were removed from room B. Floor in room A was top coated and buffed, floor in room B was stained and needed to be stripped before wax could be applied.

### **Inspections**

Bus number three passed the safety inspection and received the safety sticker.

### **Racquetball Court**

Lights in the court were replaced with energy efficient LED fixtures with impact resistance lens. We applied for and received a rebate from ComEd since these lights qualified for their energy program.

### **Perimeter Lights**

Even using rough service incandescent bulbs, the soffit lights were consistently burning out. With the cost for LED bulbs lowering and rebates we changed all the fixtures lights to LED bulbs, besides being more efficient these bulbs are rated to last longer.

### **Safety Mulch**

Semi load of mulch was delivered in the rear lot, crew distributes safety mulch in the playground areas that gets compressed during the summer from additional usage.

### **Bike trail**

Patching on the bike trail was completed from south of Palatine road to Camp McDonald. North of Palatine road was repaired earlier this year.

### **Training**

Doug and I participated in two IPRA online classes covering playground safety and ADA requirements.

### **Lions Ballfield**

Hot dry weather has been rough on the ballfield, watering has not help; it was determined grubs are the problem. Soil has been added, infield is being aerated, fertilized and seeded to prepare for next year's season.

### **Parks**

Clean up and trimming is ongoing at the parks; we have started chipping trees and branches that accumulate over the summer in the staging area, additional garbage removal is being added to keep up with the demand.



September 18, 2020,

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

August turned out to be a great month despite the restrictions we have faced all season. It was anticipated that decreased outing traffic would negatively impacted golf numbers however we continued another month of positive growth while keeping our staff safe.

As you can see in the numbers below, we have been extremely busy. Even the Food and Beverage has performed well during this time seeing we are not open for full service.

8 31 2020		2019	2020	% CHANGE		8 31 2020	
				19v 20			
GOLF& MEMBERS		\$64,776.15	\$ 131,795.72	103%		GREENS FEES	
CART RENTAL FEES		\$20,824.00	\$ 35,101.50	69%		CART RENTAL FEES	
APPAREL		\$2,536.54	\$ 2,940.74	16%		APPAREL	
EQUIPMENT		\$8,228.98	\$ 10,242.08	24%		EQUIPMENT	
GOLF BALLS		\$4,479.58	\$ 8,414.15	88%		GOLF BALLS	
DRIVING RANGE		\$5,732.38	\$ 4,115.54	-28%		DRIVING RANGE	
SPECIAL ORDERS		\$2,516.23	\$ 10,281.54	309%		SPECIAL ORDERS	
F AND B		\$93,591.11	\$ 62,205.81	-34%			
OUTINGS		\$61,301.86	\$ 23,786.24	-61%		OUTINGS	
TOTAL		\$263,986.83	\$ 288,883.32				



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September 2020

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

### **Dance**

Fall dance begins this week. We currently have 63 dancers registered in 12 classes and 2 Virtual classes running with 3 dancers. I have been busy planning a Plan B for our Winter recital.

We had great feedback to our Virtual Spring Recital. Parents and dancers seemed to really enjoy the show.

Our Competition Dance Team Clinics were the week of August 17th with final try outs on Saturday, August 22nd. The dancers did a great job. We have 15 dancers on 3 teams. 4 Jr. Competition Team, 5 on our Senior Competition Team & 6 on our Star Competition Team. We are very excited that we have 2 more competition team dancers this year including 1 boy. We are preparing for our 2021 Competition Dance Season.

### **Active Adults**

Our Active Adults are ready to start traveling again! The fall newsletter is out and there have many phone calls with questions and registration. There are 10 trips planned for the 3 months. We will not be crossing borders until COVID is under control.

### **Special Events**

I have been busy creating a new and improved SpookFest for 2020. The entire event will be held outdoors featuring a Haunted Hayride at OOC with a timed entrance for participants, the PHPD Pumpkin Patch and newly added events, "DON'T" Touch a Truck & Scarecrow Row, where families, organizations & businesses will create a scarecrow to enhance our Haunted Hayride route. The Police & Fire Departments will be joining us since we did not have National Night Out.



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September 2020

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

### **Program updates: Youth Programs, Kinder Stop, E-Learning, Aquatics**

#### **Kinder Stop**

There are currently 5 students enrolled in KinderStop PM. Numbers are expected to increase when in-person school returns at District 23.

During the first few weeks of KinderStop, students participated in a nature theme. This theme has carried into the month of September. For this nature theme, students participated in activities outside to get some fresh air and take off their face masks. Some of these activities included crafts made from nature objects such as leaves, grass, sticks and flowers as well as walking through the nature walk behind GMRC.

#### **E-Learning Camp**

We are in our 5<sup>th</sup> week of e-learning camp. Numbers are staying steady with an average of 30-35 students enrolled each week. Ages of students in this camp range from 4-12 years old. Majority of students that have been registered for this program attend Prospect Heights District 23 schools, however some other students come from Arlington Heights, Wheeling, Park Ridge, Des Plaines and Highland Park. We will continue running this program until District 23 returns to in-person learning.

#### **Youth Programs**

The next Kids Day Off program will be held on Monday September 28th. Participants will not be going away on field trips for this program, instead they will be staying in-house due to COVID-19 concerns.

In October we will be running a “Halloween Gortastic Lab”, “Magic Class with Gary Kantor” and a “Video Game Lab”. An email blast will go out to all families registered in our children programs within the next week to promote these three classes.

#### **Aquatics**

Lions Pool is closed until summer 2021.





September 22, 2020

To: Board of Commissioners  
From: Christina Ferraro, Executive Director  
Re: GMRC Feasibility Study Taskforce Recommendation

### **GMRC FEASIBILITY STUDY TASKFORCE**

The GMRC Feasibility Taskforce, comprised of five residents and two board members, was established to work with staff and make recommendations to the Board about pursuing the Gary Morava Recreation Center renovation project.

The Taskforce met twice to review the final study reported by Greenplay which included the conceptual designs by Williams Architects. The group reviewed an additional concept created by one of the taskforce members. The cost to renovate or expand the facility is \$14.8 million to \$19.4 million. A random park district residential property tax bill was explained regarding the breakdown and debt of other taxing districts. The group objectively and rationally discussed the practicality of a new recreation center and uncovered the strengths and weaknesses of the existing building versus the proposed building, the programming opportunities, threats present in the current economic environment and the resources required to carry out the project. In its simplest terms, the two criteria used to judge the project's feasibility were cost to build and value to be attained.

The discussion included

- GMRC outlived useful life
- more efficient lay-out required to house current and future potential programs
- Some residents pay nonresident fees to participate in programs at other park districts due to GMRC current condition
- What is the cost to maintain GMRC over the next decade?
- What is the District's bonding capacity?

It was determined if a \$14,725,000 bond referendum would pass, the owner of a \$400,000 fair market value home would experience an estimated annual tax increase of \$300 a year for 25 years for this project in addition to the current \$800 annual tax to the park district. (The Park District's 2019 tax rate is 0.751)

### **RECOMMENDATION**

The Taskforce general opinion: move forward with the 45,000 square foot design or comparable to allow for more programs, rentals and general usage. There was a high level of comfort that a successful tax referendum is required and quite possible with a strong public relations program in place.

Staff recommends the Board vote to proceed with examining project or continuing repairs to current GMRC. If the vote is to proceed with process, a community survey to park district residents specifically about renovating GMRC/pool, programming and threshold for property tax increase is highly recommended.



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September 22, 2020

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

### **GMRC Feasibility Study**

GreenPlay, LLC prepared the final feasibility report which includes Williams Architects' conceptual drawings of potential recreation centers. The purpose of this study was to assess the current condition of the Gary Morava Recreation Center and determine the feasibility of renovating, replacing or expanding it.

Key feasibility parameters that were evaluated include the programs and amenities to be accommodated, the size of a facility to house these, the cost to create the facility to house these. Other evaluating factors included new staffing, new operating and maintenance costs, and potential cost recovery.

The report outlines that Gary Morava Recreation Center has outlived its useful life and a more efficiently laid out facility is required to house current and future potential programs. Two different sized facility options are proposed within the report based upon discussion with staff regarding the Park District's ability to fund the project. The first is 37,000 square feet and the second is 45,000 square feet. The difference between the two is the addition of a second gymnasium. The proposed concepts include destruction of the administrative building and its garage to make way for additional parking; all their functions are included in the new center. The proposed facility does not include the Parks Department but a separate 3,000 square foot building placed on the north end of Lions Park. At this time, there does not seem to be a need for new staffing with the exception of possibly adding a fitness room attendant for additional hours depending upon layout.

The additional operating and maintenance expenses range from \$46,000 - \$63,000 per year and the potential revenue for additional passes, rentals and programs range from \$49,000 - \$125,000 per year all dependent upon the size of the facility. The study has determined the feasibility of a new recreation center is a viable option, economically justifiable and worth the investment.

### **Recommendation**

Staff recommends the Board accept the feasibility study as submitted.

Please note: the entire feasibility study is located on the website

<https://phparks.org/wp-content/uploads/2020/09/Prospect-Heights-Final-8.21.2020.pdf>



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September 22, 2020

To: Christina Ferraro, Executive Director  
From: Annette Curtis, Superintendent of Finance and Planning  
Re: 2020 Urban & Forestry Grant Program

**Application for Urban & Forestry Grant for Tree Inventory and Management Plan**

The Illinois Department of Natural Resources (IDNR) will provide federal funding for a tree inventory and tree management plan. The maximum allowable funding amount for any one organization is \$20,000. Funds must be matched 50/50. Proposals are due September 25, 2020.

Currently the District does not have a tree inventory or a management plan. Both of which are needed for proactive maintenance, and park redevelopment. The grant proposal of \$20,000 focuses on our 14 parks and not the OOC.

**Recommendation**

Staff recommends the 2020 Urban & Forestry Grant application be submitted on behalf of the park district for \$20,000. Staff recommends that funds be set aside in the FY2021 Budget.



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September 22, 2020

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

## **Investment Policy**

On August 4, 2020 the Finance Committee approved the attached Investment Policy. Prior to approval the policy was reviewed and updated by the District's attorney.

Updates to the policy include:

Section 1.03 Prudence- clarifies the standard of care definition.

Section 1.04- Investment Objectives- defines safety, diversity of investment, legality, liquidity, return and sustainability.

The Sustainability Investing Act was signed into law in 2019, and with an effective date of January 1, 2020.

Section 1.07- Authorized Financial Institutions- was updated to provide more detail around banking agreements.

Section 1.08- Security Broker/Dealer and Investment Advisors- was added to outline investment relations.

Section 1.10- Collateralization was updated to define type of collateral and measurement frequency.

## **Recommendation**

Staff recommends approval of the Investment Policy.

# INVESTMENT POLICY

## 1.01 Policy

It is the policy of the Prospect Heights Park District to invest public funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the District.

## 1.02 Scope

This policy pertains to all funds governed by the Prospect Heights Park District Board of Commissioners. Exceptions may be made for funds governed by other legal requirements, including covenants made with respect to tax-exempt financing.

## 1.03 Prudence

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of funds, not for speculation, but for investment, considering the safety of the principal, as well as the probable income to be derived.

The standard of care to be used by investment officials shall be the "prudent person" standard (as described above) and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with the District's investment policy and written procedures, and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price change, provided deviations from expectations are reported in a timely fashion and the liquidity and the sale of securities are carried out in accordance with the terms of this policy.

## 1.04 Objective

The primary objectives of investments, in the order of precedence, shall be:

**Safety-** Safety of principal is the foremost objective of the investment policy. All investments shall be undertaken in a manner that seeks to insure the preservation of capital and protection of investment principal in the overall portfolio.

**Diversity of investment-** To avoid unreasonable risks, diversification of the investment portfolio shall be consistent with the objectives in the investment policy.

**Legality-** conformance with federal, state and other legal requirements

**Liquidity-** The portfolio shall remain sufficiently liquid to meet all operating costs, which may be reasonably anticipated.

**Return-**The Superintendent of Finance shall seek to attain a market average or better rate of return throughout budgetary and/or economic cycles, taking into account risk,

cash flow, legal restrictions on investments, and any other constraints.

Sustainability– In accordance with the Illinois Sustainable-Investing Act (30ILCS 238/), material, relevant and decision-useful sustainability factors will be regularly considered by the District, within the bounds of financial and fiduciary prudence, in evaluation investment decisions.

The portfolio should be reviewed periodically as to its effectiveness in meeting the entity's needs for safety, liquidity, rate of return, diversification and its general performance.

#### 1.05 Delegation of Authority

Management and administrative responsibility for the investment program is delegated to the Superintendent of Finance. The Superintendent shall establish written procedures for the operation of the investment program which procedures shall be approved by the Board of Commissioners and the Executive Director. All investment transactions must adhere to the terms of this policy and must follow the outlined procedures.

#### 1.06 Ethics and Conflicts of Interest

Officers and employees involved in the investment process shall refrain from personal business activity that conflicts with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. All involvement with parties related to any such officers and employees must be revealed to the Prospect Heights Park District Board of Commissioners.

#### 1.07 Authorized Financial Institutions.

The Superintendent of Finance shall maintain a list of financial institutions authorized to provide banking services. This list shall be approved by the Prospect Heights Park District Board of Commissioners. All financial institutions where Park District funds are deposited must comply with Section 6 of the Public Funds Investment Act.

Factors to be considered when choosing a financial institution include security, size, location, condition, services, fees, and the community relation's involvement of the financial institution.

Any financial institution selected by the District shall provide normal banking services, including, but not limited to:

- Checking Accounts;
- Wire transfers; and
- Safekeeping services.

The District will not maintain funds in any financial institution that is not a member of the FDIC system. In addition, the District will not maintain funds in any institution that does not first agree to post required collateral for funds or purchase private insurance in excess of FDIC insurable limits and in amount which complies with Section 1.09 of this policy.

Fees for banking services shall be mutually agreed to by an authorized representative of the

depository bank and the Superintendent of Finance. Fees for services shall be substantiated by a monthly account analysis.

#### 1.08 Security Broker/Dealers and Investment Advisors

A list shall also be maintained of investment advisors who are approved by the Board of Commissioners and are authorized to provide investment services in the State of Illinois. The Superintendent of Finance will have the responsibility to investigate and recommend for approval to the Board of Commissioners any security broker/dealers or investment advisors. Such persons must possess the certifications commonly recognized in their industry, have sufficient credit and agree to comply with this policy.

#### 1.09 Authorized and Suitable Investments

Investments may be made in any type of security allowed by the Illinois Public Funds Investment Act, 30 ILCS 235/1 et seq., and the Investment of Municipal Funds Act, 50 ILCS 340/1, et seq.

The following investments will be permitted by this policy unless prohibited by federal, state or local law related to the investment of public funds:

U.S. government obligations, U.S. government agency obligations, and U.S. government instrumentality obligations, which have a liquid market with a readily determinable market value;

Certificates of deposit and other evidences of deposit at financial institutions, bankers' acceptances, and commercial paper, rated in the highest tier (e.g., A-1, P-1, F-1, or D-1 or higher) by a nationally recognized rating agency;

Investment-grade obligations of state, provincial and local governments and public authorities;

Repurchase agreements whose underlying purchased securities consist of the foregoing;

Money market mutual funds regulated by the Securities and Exchange Commission and whose portfolios consist only of dollar-denominated securities; and

Local government investment pools, either state-administered or through joint powers statutes and other intergovernmental agreement legislation.

Investment in derivatives of the above instruments shall require authorization by the Board of Commissioners.

The District may invest its public funds in interest bearing bonds of any county, township, city, village, incorporated town, municipal corporation, or school district, of

the State of Illinois, of any other state, or of any political subdivision or agency of the State of Illinois or of any other state, whether the interest earned thereon is taxable or tax-exempt under federal law, consistent with the provision of the Illinois Public Funds Investment Act, 30 ILCS 235/2(a-1).

The District by resolution or ordinance may use the money in the special funds in the purchase of municipal bonds issued by the county, park district, sanitary district, or other municipal corporation, consistent with the provisions of the Investment of Municipal Funds Act-50 ILCS 340/1,

#### 1.10 Collateralization

Funds on deposit (checking accounts, certificates of deposit, etc.) in excess of FDIC limits must be *covered by depository insurance and are collateralized*, witnessed by a written agreement, *with securities* held at an independent - third party institution in the name of the Park District. The deposits must be in excess of 102% of the deposit. The types of securities which may be used as collateral include the securities authorized by this policy and Letters of Credit issued by the Federal Home Loan Bank. The ratio of fair market value of collateral to the amount of funds secured will be reviewed monthly

#### 1.11 Safekeeping and Custody

All security transactions shall be conducted on a delivery-versus-payment (DVP) basis. Securities will be held by an independent third party custodian designated by the Superintendent of Finance and evidenced by safekeeping receipts and a written custodial agreement.

#### 1.12 Safety of Principal

The safety of principal is the foremost objective of the Naperville Park District's Investment Policy. All investments shall be undertaken in a manner that seeks to ensure the preservation of the principal. The objective will be to minimize credit risk and interest rate risk.

- a. Credit Risk – The Park District will minimize credit risk, which is the risk of loss due to the failure of the security issuer or backer by;
  - Limiting investments to the types of securities listed in the Authorized Investments section of this policy
  - Investing with institutions designated as Federally Insured
  - Prequalifying institutions permitted to hold Public Funds.
  - Diversifying the investment portfolio so that the impact of potential losses from any one type of security or from an individual issuer will be minimized.
- b. Interest Rate Risk – The Park District will minimize interest rate risk, which is the risk that the market value of securities in the portfolio will fall due to changes in market interest rates, by:
  - Structuring the investment portfolio so that securities mature to meet cash requirements for on-going operations, thereby avoiding the need to sell securities on the open market prior to maturity
  - Investing operating and reserve funds in securities, money market funds, or similar investment pools permitted by this policy and the Public Funds Investment Act. Average and final maturities will be limited based on the



investment parameters established for both operating and reserve funds in accordance with this policy.

#### 1.13 Diversification

The Prospect Heights Park District shall diversify its investments according to its priorities of security first; cash flow needs second, and rate of return last. Diversification can be by type of investment, number of institutions invested in, and/or length of maturity.

#### 1.14 Liquidity; Maximum Maturities

To the extent possible, the Prospect Heights Park District shall attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the Prospect Heights Park District will not directly invest in securities maturing more than one year from the date of purchase.

Reserve funds may be invested in securities exceeding one year if the maturity of, such investments are made to coincide as nearly as possible with the expected use of the funds.

#### 1.15 Internal Control

The Superintendent of Finance is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the entity are protected from loss, theft or misuse. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The internal controls shall address the following points:

- Control of collusion
- Separation of transaction authority from accounting
- Custodial safekeeping
- Written confirmation of telephone transactions for investments and wire transfers

#### 1.16 Performance Standards; Return on Investment

This investment portfolio will be managed in accordance with the parameters specified within his policy. The portfolio should obtain a comparable rate of return during a market/economic environment of stable interest rates. Portfolio performance should be compared to benchmarks with similar maturity, liquidity and credit quality as the portfolio.

The 3-month Treasury Bill yield will be used as the benchmark to compare the rate of return from park district investments.

#### 1.17 Reporting

The Superintendent of Finance shall prepare an investment report at least monthly. The report should be provided to the Board of Commissioners and shall be available on request. The report should be in a format suitable for review by the general public. An annual report should also be provided to the Board. The report shall include information on:

- > Identity of Depository Institutions
- > Class or type of investment
- > Book Value
- > Income earned

> Market value

1.18 Investment Policy Adoption

The investment policy shall be adopted by the Board of Commissioners. The policy shall be reviewed on an annual basis by the Finance Committee and any modifications made thereto must be approved by the Board of Commissioners.

Approved September 22, 2020

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President - Board of Commissioners

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Secretary – Board of Commissioners



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September 22, 2020

To: Christina Ferraro, Executive Director  
From: Annette Curtis, Superintendent of Finance and Planning  
Re: Financial Institutions and Investment Advisors

Per section 1.07 of the Investment Policy “the Superintendent of Finance shall maintain a list of financial institutions authorized to provide banking services. This list shall be approved by the Board of Commissioners.”

Per section 1.08 “A list shall also, be maintained of investment advisors who are approved by the Board of Commissioners and are authorized to provide Investment services in the State of Illinois.”

**Financial Institution for banking services:**

Mt. Prospect State Bank

**Investment Advisors:**

Mt. Prospect State Bank  
PFM Asset Management  
PMA Assets

**Staff Recommendation**

Board approval of financial institution and investment advisors



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## Prospect Heights Park District Meeting Agenda Item

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- Meeting Date:** September 2020
- Item:** Request for permission to conduct several prescribed burns in the fall of 2020 and spring of 2021 in Prospect Heights.
- Action:** We would like the Park District to make the motion and approve the prescribed burns in their areas.
- Staff Contact:** Agnes Wojnarski, Dana Sievertson
- 

### **Purpose:**

The purpose of a controlled burn is to manage the natural areas of Prospect Heights. Burning is the most important tool in the restoration tool box. It is the single most effective tool for removal of invasive buckthorn re-sprouts and other invasive woody vegetation and fire intolerant species. Burning saves countless hours of volunteer labor, while promoting strong new growth of fire tolerant native plants. Burning is necessary to achieve a healthy, biodiverse habitat and is widely conducted across the United States.

### **Background:**

PHNRC has conducted several prescribed burns in Prospect Heights since 2016 without incident. The Burn crew is headed by PHNRC Chairperson and Burn Boss Agnes Wojnarski, a veteran of 60 burns and S-130 and S-190 certified. She will construct the burn plans, oversee the conditions and run the burn crew. The burn crew will consist of 6 PHNRC Commissioners and two street observers. All of the crew members have completed Chicago Wilderness Burn Crew training and are certified burn crew.

The proposed burns are small with no logistical problems. They will take place somewhere in-between November 1st and December 30th. Burns are dependent on weather and ground conditions at burn time so it is expected that a window of 2-3 days will be about as much advance notice that can be given. If favorable conditions do not present for a given burn, there will be no burn of that area. Safety and control are the only important matters. The EPA request for burn permits was approved on September 2020 and is good until September 2021.

Approximately 6 acres are scheduled to be burned in the fall with any un-conducted burns rolling over to the spring of 2021.

PHNRC will work with Peter Falcone of the City Administrators office to keep residents informed and up to date. The NRC will also keep the Police and Fire Departments informed.

**Financial Impact:**

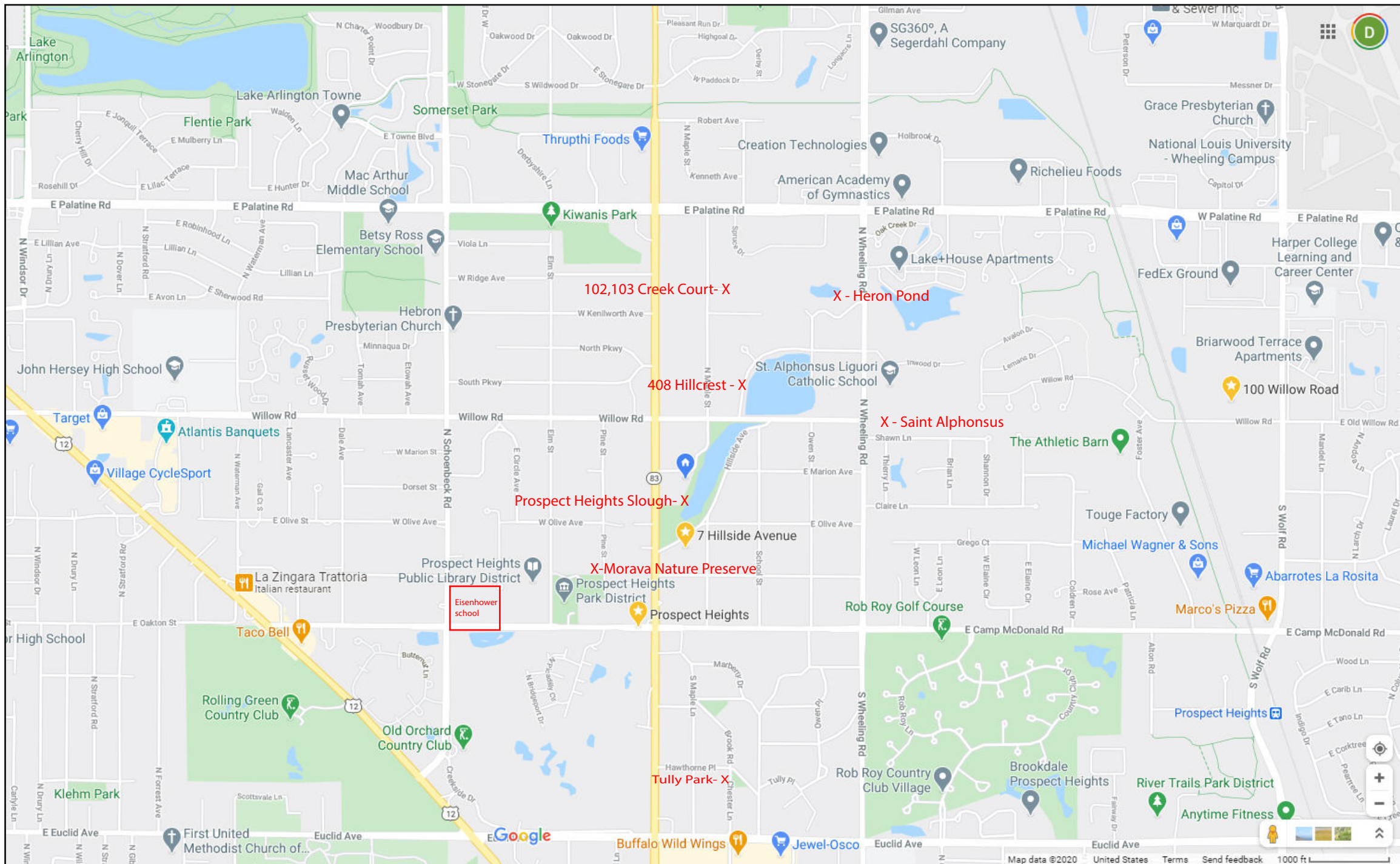
Other than Fire Department and Police stand by time and any time spent by city staff, there is very little expense. PHNRC is all volunteer organization and have covered their expenses outside of their budget.

**Recommendations:**

Approve this burn.

**Attachments:**

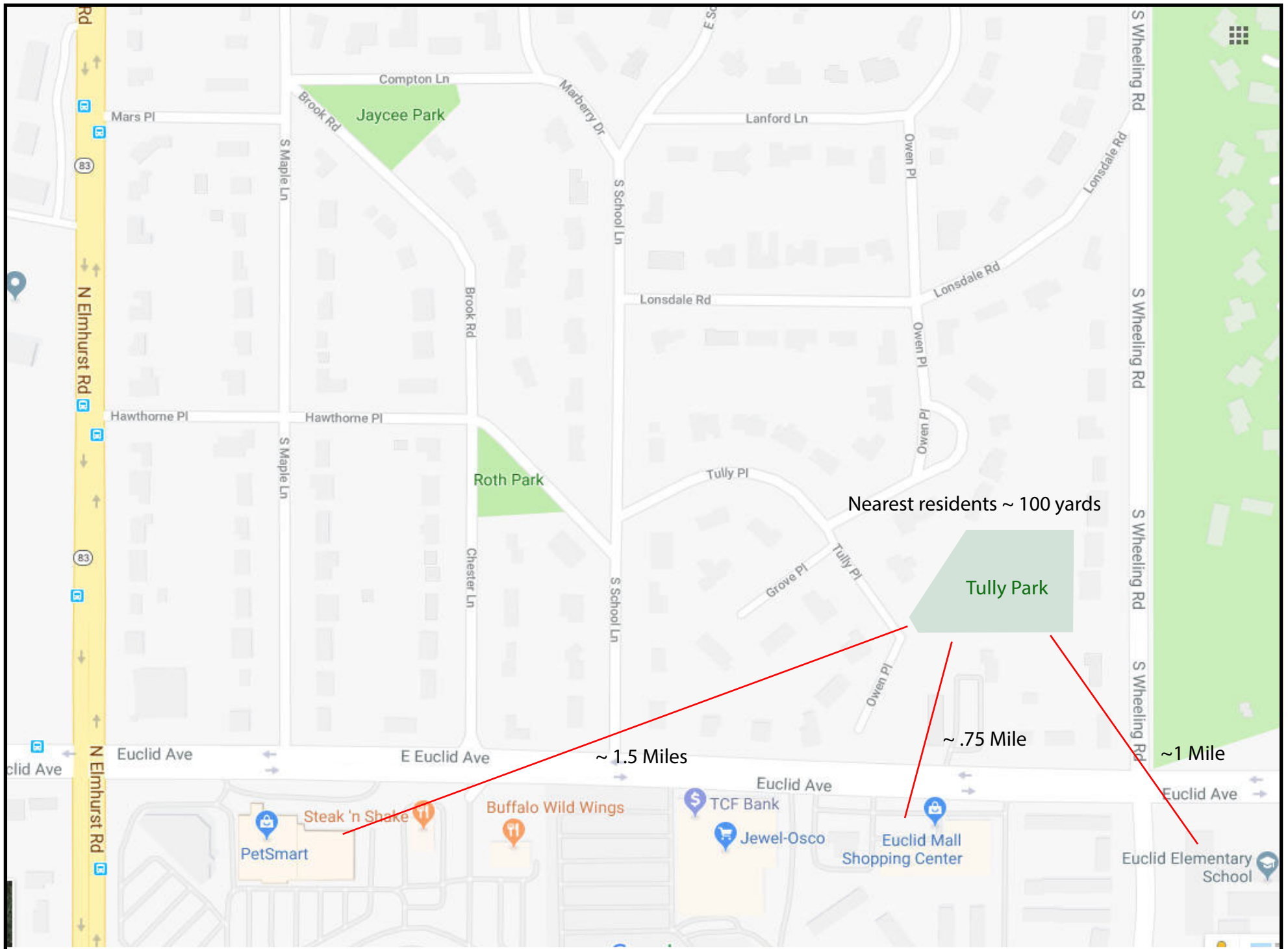
Burn area maps for fall 2019-2020

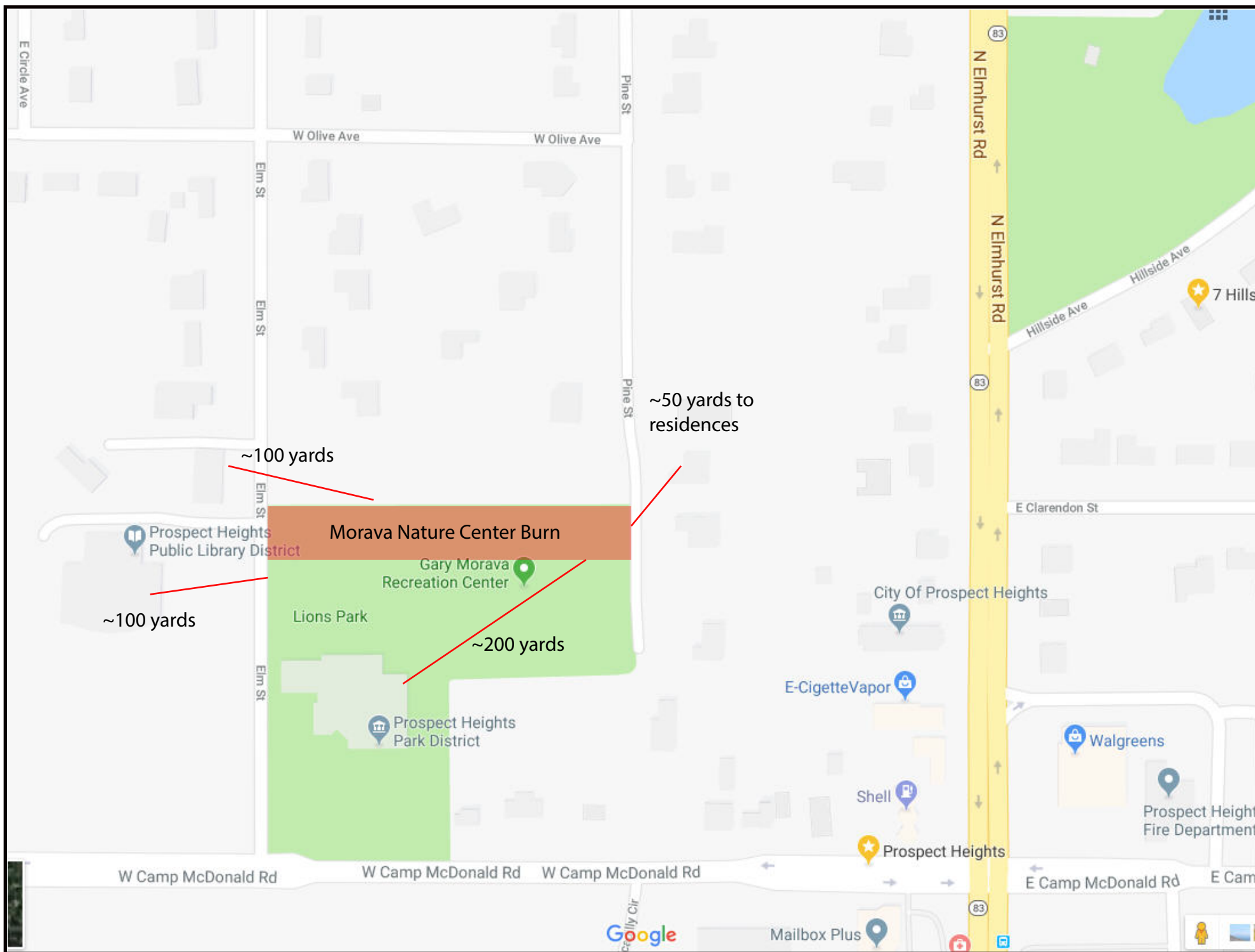


Prospect Heights Natural Resources Commission Fall 2020 - 21 Burns - Overall View



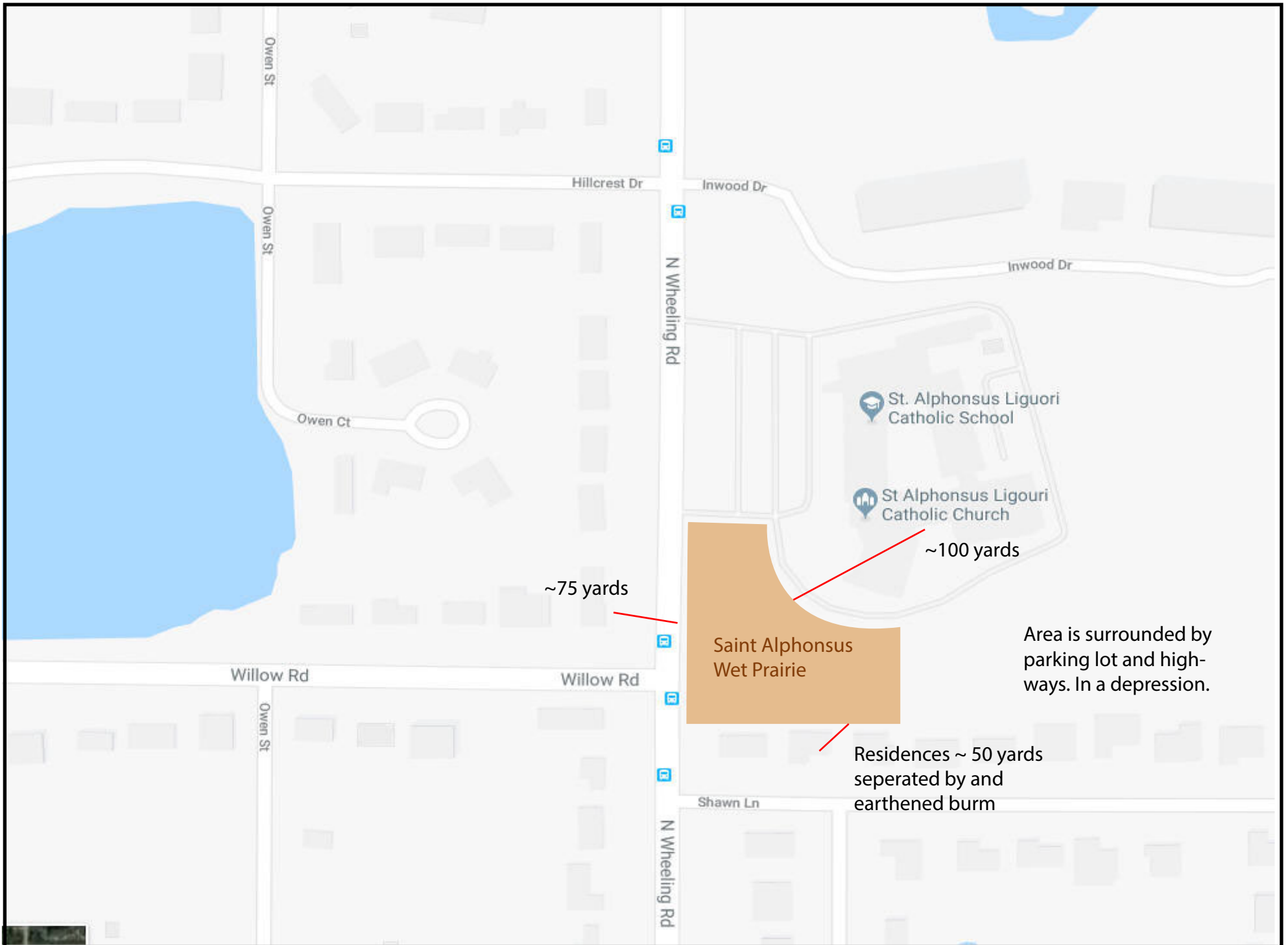


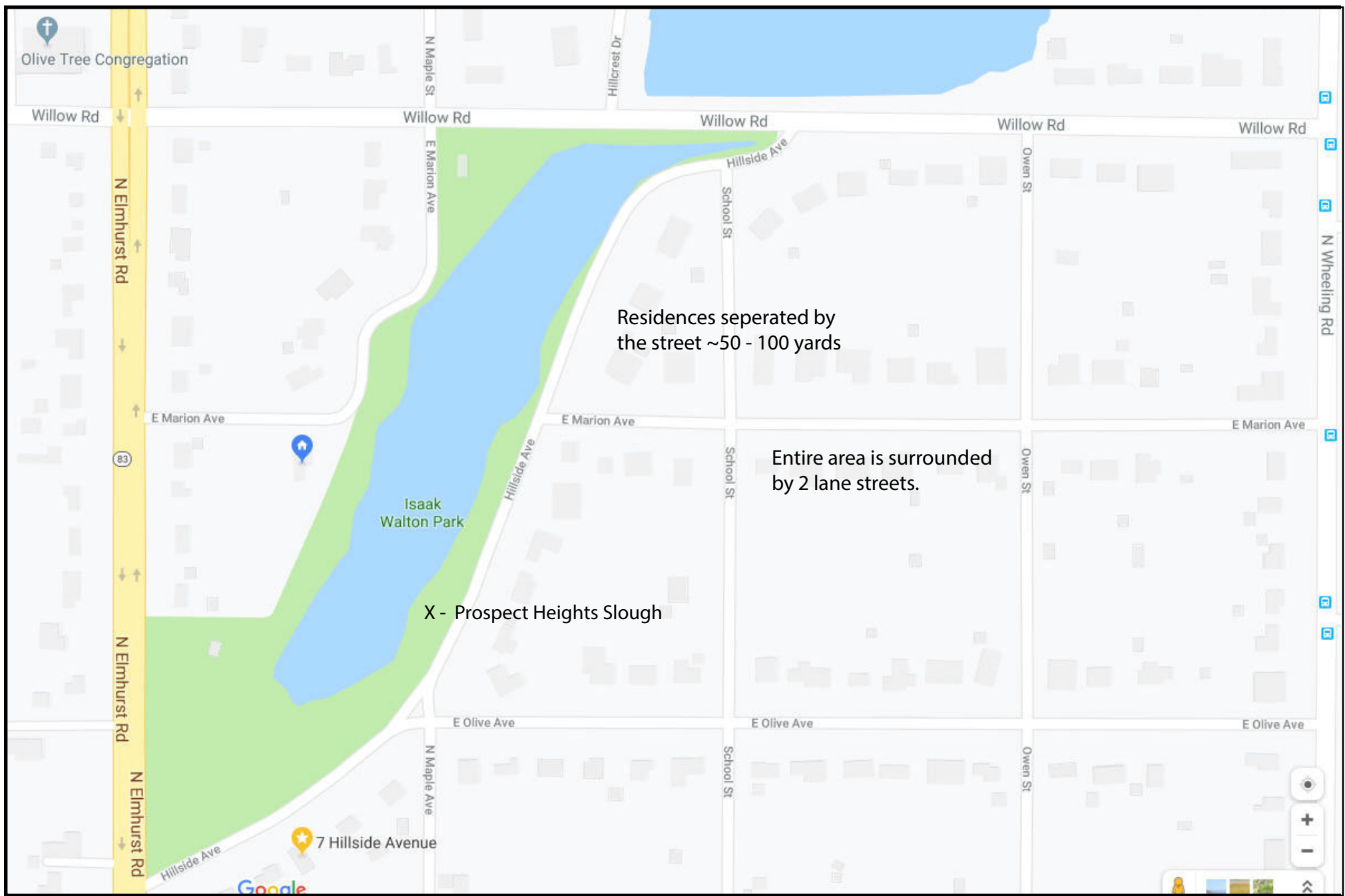


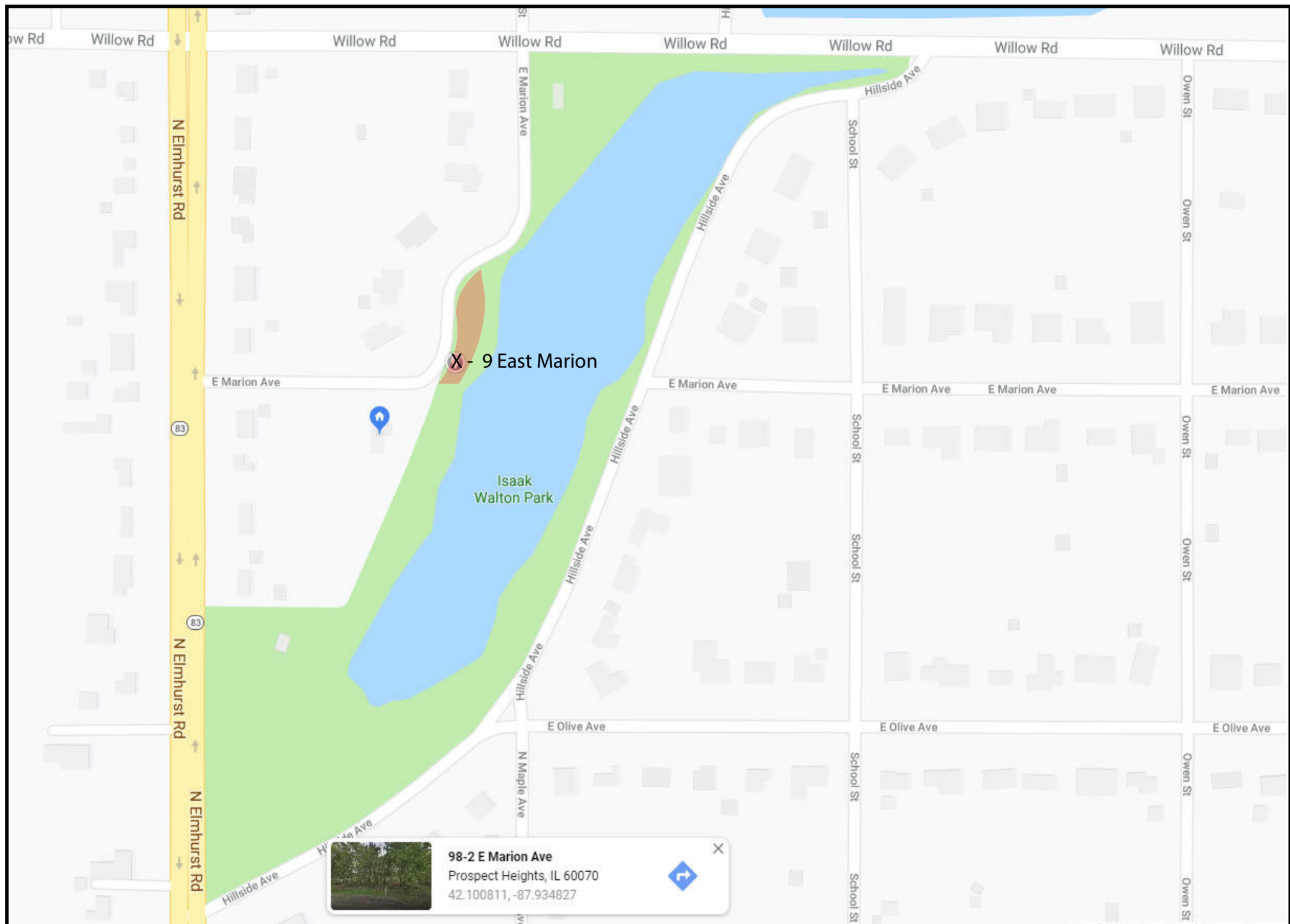


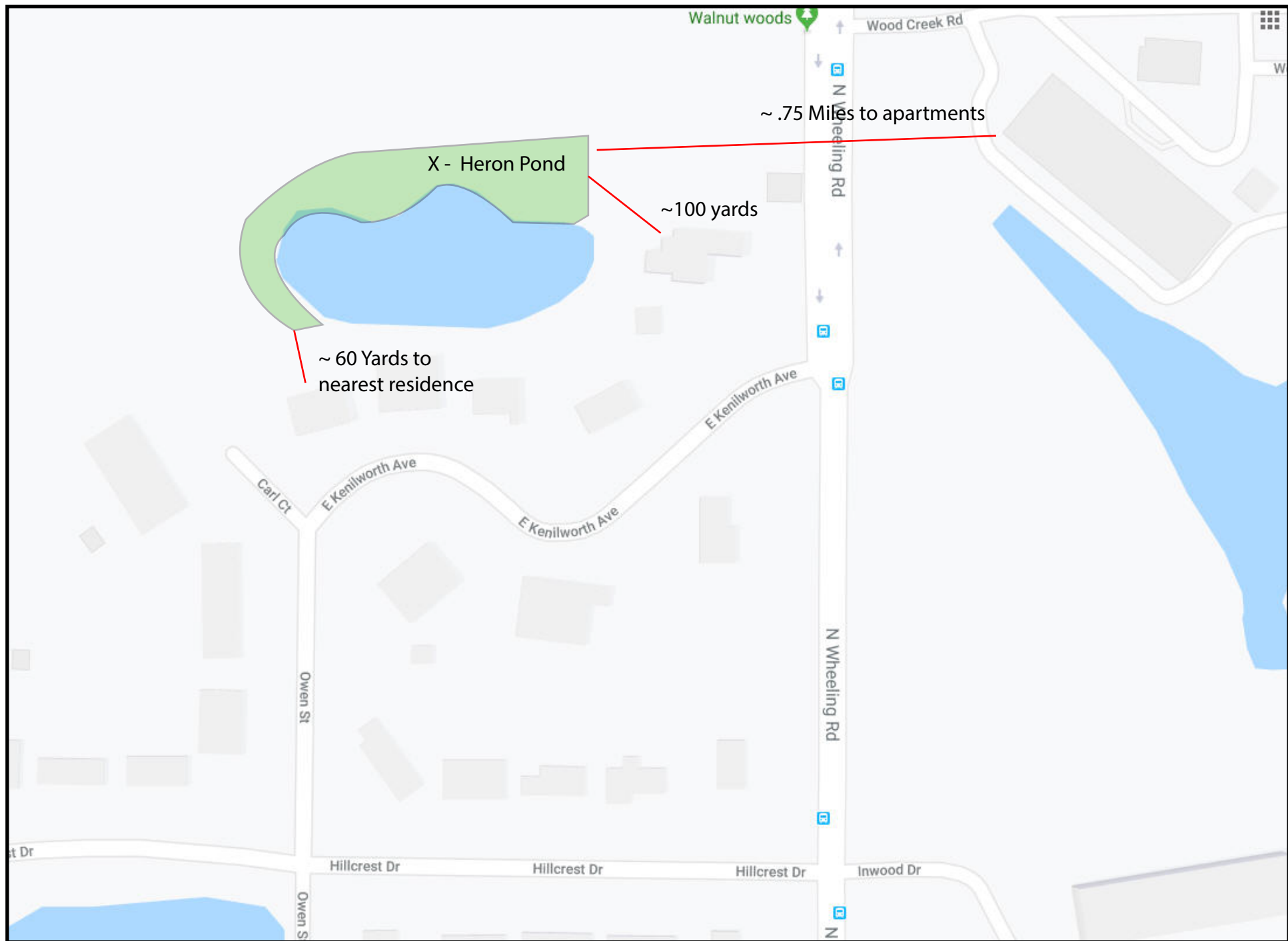


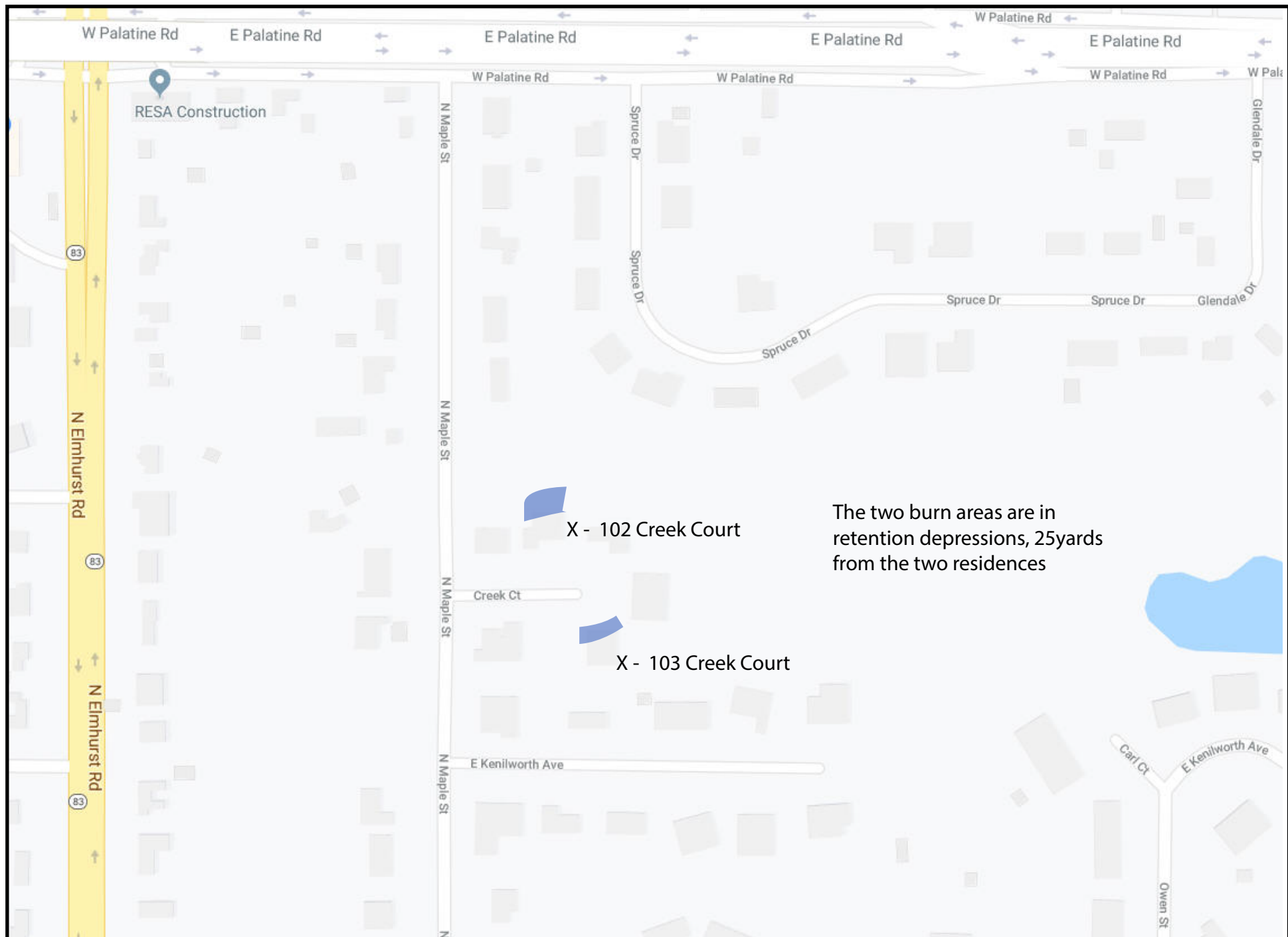














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September 22, 2020

To: Board of Commissioners  
From: Christina Ferraro, Executive Director  
Re: Approval of Sprinkler System on Lions Field

### **SPRINKLER SYSTEM ON LIONS FIELD**

PHYBS has discussed installing sprinkler system on a Lions Fields with staff. Currently there is a water source near home plate that a manual sprinkler or hose is connected to to water the field after games or when needed. (McDonald and Muir do not have water source nearby) It is obviously important to keep the field moist and the grass healthy, but it can greatly reduce potential athletic injuries like shin splints, and shoulder and knee injuries normally caused by harder soils and compacted surfaces. There will be seven zones to water the center and outfield. The automatic system has sprinkler heads that pop out of the ground when water flows and pop back down when water stops. The controller requires Wi-Fi and can be operated through an app or on a timer. This is the same system at the golf course. Staff will winterize the lines at the end of the year as part of the annual maintenance.

Our PHYBS Board's thought process is that PHYBS could likely fund the build of the rough \$6,000 project but PHPD fund the incremental water bill over the course of time. While we would eventually be interested in a potential similar system to McDonald, there is no water access at McDonald and the field does not have nearly the same issues as Lions.

### **RECOMMENDATION**

Staff recommends the Board approve cost not to exceed \$3,000 (half of the cost) to install the Daily Rain Inc. sprinkler system on Lions Field. PHYBS has agreed to pay the other half of the installation and will reimburse the District for water usage. The agreement between the District and PHYBS will be amended to include these.