



BOARD REPORT

DECEMBER 15, 2020



**PUBLIC NOTICE
AGENDA**

**Agenda for the December 15, 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.**
 - A. Roll Call
 - B. Pledge of Allegiance
- II. **Corrections/Additions/Approval of Agenda**
- III. **Recognition/Welcome**
- IV. **Correspondence**
- V. **Presentation: Muir Park Refined Concept by JSD Inc.**
- VI. **Public Comment**

The public may call into the meeting to address the Board or submit a Public Comment that will be read at the Meeting by emailing ecastil@phparks.org by 4:30 p.m. on December 15. 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.
- VII. **Approval of Minutes**

Regular Board Meeting – November 17, 2020
- VIII. **Acceptance of Minutes**

Finance Committee Meeting – November 3, 2020
- IX. **Announcements (Meetings)**

Regular Board Meeting – January 26, 2021 7:00 p.m.
- X. **Park District Treasurer's Report**
 - A. Approval of Cash Report
 - B. Approval of Warrants for Payment
- XI. **Superintendent of Finance and Planning Report**
- XII. **Attorney's Report**

Legal Matter

XIII. Administrative/Operational Summary

- A. Executive Director
- B. Superintendent of Recreation
- C. Superintendent of Facilities and Parks
- D. Director of Golf
- E. Recreation Supervisors

XIV. Unfinished/Ongoing Business

Consideration of Agreement for Exchange of Land at/adjacent to Muir Park

XV. New Business

- A. Proposed 2021 Board Meeting Schedule
- B. Memorandum Of Understanding Prospect Heights Parks Foundation
- C. Proposed FY2021 Budget
- D. Adopt Tax Levy Ordinance 12.15.2020
- E. Adopt Tax Levy Resolution 12.15.2020
- F. Adopt Executive Director Employment Agreement Resolution 12.15.2020A

XVI. Committees of the Board

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

In accordance with the Open Meetings Act (5ILCS 1220/2 Section 2A Subsection C) for the purpose of discussion of the following items:

- Personnel (Section 2(c) (1))
- Land Acquisition (Section 2(c) (5/6))

XVIII. Adjournment

Note 1: Alternative arrangements for public access to attend the meeting virtually:

MEETING PARTICIPATION INSTRUCTIONS:

Computer access: Join the Zoom Meeting

<https://zoom.us/j/93402107962?pwd=RUJPRjg3N3RoMnh5STFhWHVxT2VXZz09>

Meeting ID: 934 0210 7962

Passcode: 766996

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

Meeting ID: 934 0210 7962

Passcode: 766996

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, asked to speak during public comment, (note three-minute limit per person) and muted again.

Note 2: If you would like to attend a Park Board meeting but require an auxiliary aid, such as a sign language interpreter, please contact the Executive Director, 847-394-2848, at least 72 hours prior to the scheduled meeting.

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

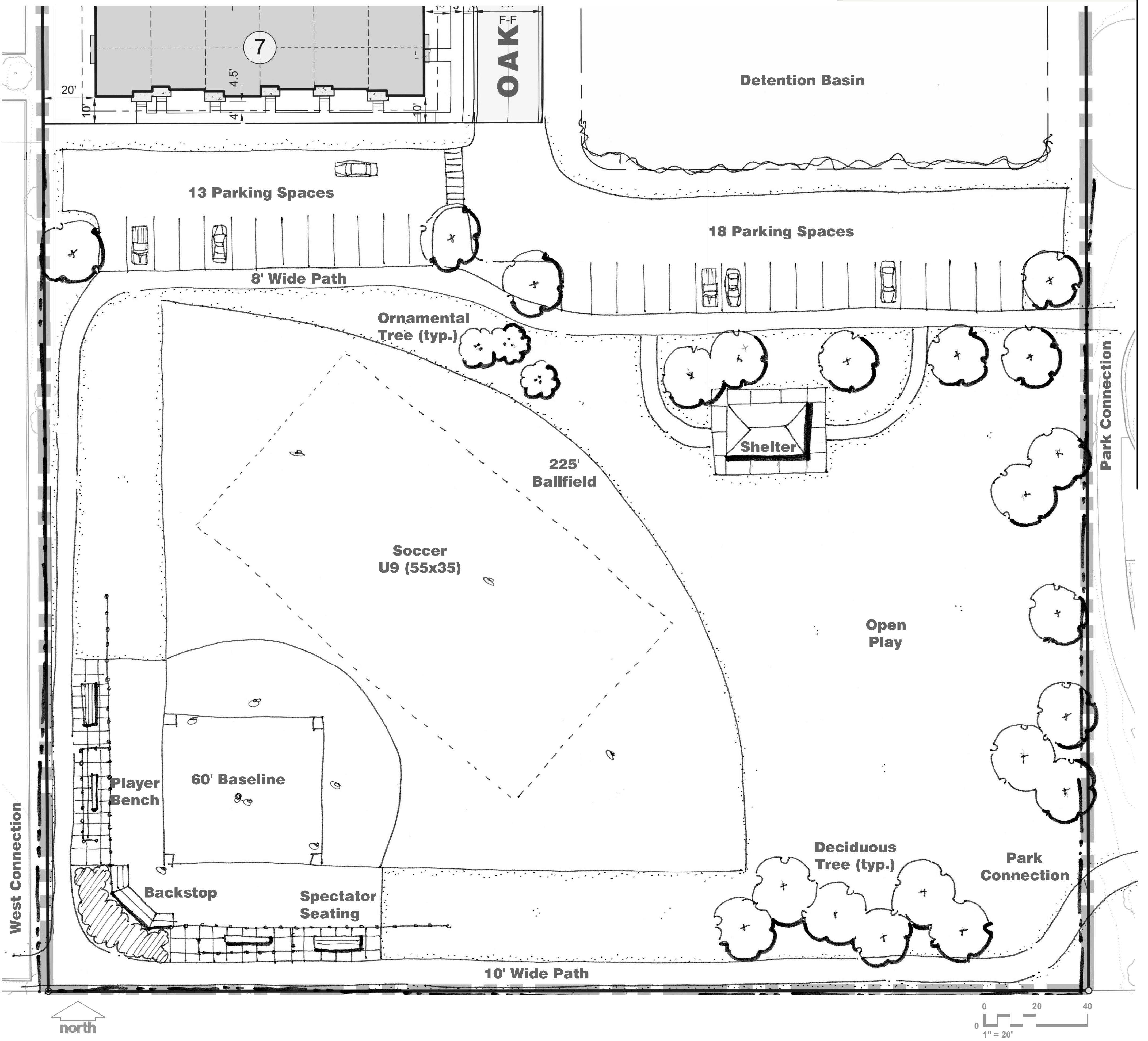


MUIR PARK



Draft Master Plan

12-11-2020



**MINUTES OF THE REGULAR BOARD MEETING
OF THE COMMISSIONERS AND OFFICERS
OF THE PROSPECT HEIGHTS PARK DISTRICT
VIRTUAL MEETING
ZOOM MEETING ID: 960 4842 6746 PASSWORD: 443169
TUESDAY, NOVEMBER 17, 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 (virtual)
Betty Cloud
Karl Jackson
Tim Jones
Eric Kirste

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:

None

A quorum was present.

Commissioner Jones led the Pledge of Allegiance.

Corrections/Additions/Approval of Agenda

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

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

Nays: None

Abstain: None

Absent: None

The motion carried.

Recognition/Welcome

Commissioner Jones welcomed the attendees and Lori Vierow of JSD Inc who joined the meeting virtually.

Correspondence

A thank you letter was received from SLSF and NWSRA for assisting to make their annual Women's Golf Outing a success at Old Orchard Country Club once again.

A letter was also received from Colony Country subdivision resident complimenting Marc Heidkamp and all he does for Old Orchard Country Club.

Presentation

Lori Vierow of JSD Inc. was virtually present and presented two conceptual designs for Muir Park.

Concept A includes the proposed parking from the Lexington development with additional spaces for a total of 38 parking spaces, a ½ acre dog park, walking path with fitness stations along the path, picnic tables, large shelter, outdoor ping pong, connect four, bocce ball court, bean bag court, seating areas, shade sails with chill spinners, "great lawn" where you can sit and view the stage, play area, two pickleball courts, planting areas throughout, additional landscaping along the sides, and connection to Wheeling's Pleasant Run Park.

Presentation (continued)

Concept B includes a redesigned parking with 40 parking spaces, a walking path, ballfield (225 ft with 60 ft baseline), new backstop, two areas for player seating, protective fencing, spectator seating on both sides, large shelter, two pickleball courts, seating, open plaza area, stage and a sloped hill and connection to Wheeling's Pleasant Run Park.

Commissioner Jones asked the Commissioners if they had any questions or comments. Commissioner Cloud asked how would the park district maintain the equipment for the games (ping pong, bags, etc.) and also commented that there is inadequate parking for that park. Lori responded patrons may bring their own or other districts provide inexpensive equipment or loan the equipment to the patrons.

Commissioner Carney asked what are the estimated costs for both the conceptual plans presented. Executive Director Christina Ferraro replied that both conceptual plans are very rich concepts and include many amenities. The goal for this meeting is to present the conceptual plans to gather feedback and return next month with a refined plan. The cost for the plans presented can range anywhere from \$700,000-\$1.2 million depending on the amenities that are included.

Commissioner Jones stated that this is the first time the board is looking at these plans. He asked the board to review the plans that were presented and choose their top three amenities. They are all great ideas but will not be financially feasible. He suggested that the Muir Park subcommittee have continued discussion with Lexington regarding the financials. He would like to see a park that benefits all the residents.

Public Comment

There were three emails received prior to the board meeting and were read into record. The emails were from Paul Gebert, Jane Albrecht and John Albrecht.

The following public commented during the meeting:

Paul Gebert – asked where is the money coming from the proposals? Commissioner Jones provided a little background about the property. The Park District, School District 23 and NWSRA looked into purchasing the property and redeveloping it to meet the needs of all three entities. However, the cost at the time to purchase the property and renovate it was too high.

Michael Linzing, 1017 Drake, Prospect Heights - urged all to listen to Alderpeople Kathleen Quinn and Michelle Cameron's comments at the last City Council meeting as to why this is an irresponsible project.

Kathleen Quinn – indicated to her understanding Lexington would not pay for park equipment.

Approval of Minutes**Regular Board Meeting – October 27, 2020**

A motion was made by Commissioner Cloud and seconded by Commissioner Kirste to approve the October 27, 2020 Regular Board Meeting Minutes as submitted. The motion was approved by a roll call vote.

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

Nays: None

Abstain: None

Absent: None

The motion carried.

Acceptance of Minutes**Finance Committee Meeting – August 4, 2020**

A motion was made by Commissioner Carney and seconded by Commissioner Kirste accept the August 4, 2020 Finance Committee Meeting Minutes as submitted. The motion was approved by a roll call vote.

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

Nays: None

Abstain: None

Absent: None

The motion carried.

Announcements (Meetings)

The next regular board meeting will be held on December 15, 2020 7:00 p.m.

Park District Treasurer's Report**Cash Report #11**

Payroll	Checking/sweep	\$ (348.13)
Vendor	Checking/sweep	\$ (45,388.66)
General/Sweep	Checking	\$ 1,920,563.09
ATM	Checking	\$ 26,613.00
Investment	Checking	\$ 2,471,928.44
CD Investment	Maturity 1.8.2021	\$ 356,981.03
Totals		\$ 4,730,348.80

A motion was made by Commissioner Carney and seconded by Commissioner Avery to accept the Treasurer's Report – Cash Report #10 dated November 17, 2020 in the amount of \$4,730,348.80. The motion was approved by a roll call vote.

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

Nays: None

Abstain: None

Absent: None

The motion carried.

Approval of Warrants for Payment

A motion was made by Commissioner Carney and seconded by Commissioner Cloud to accept Warrants for payment as submitted for Vendor Warrants #10, 10A, and Payroll 21, 22 in the amount of \$467,626.49. The motion was approved by a roll call vote.

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

Nays: None

Abstain: None

Absent: None

The motion carried.

Superintendent of Finance and Planning Report

As submitted. Commissioner Jones reminded the Board that first 2021 Budget presentation.

Attorney's Report

There was none.

Administrative/Operational Summary

Executive Director – as submitted. Executive Director Christina Ferraro asked the Board to review the 2021 Board Meeting schedule. They will vote on the approval of the meeting schedule at the next board meeting. Christina is working with Julie Caporusso with the state wide restrictions regarding programs and facility usage.

Superintendent of Recreation – as submitted.

Superintendent of Facilities and Parks – as submitted.

Director of Golf Operations – as submitted.

Recreation Supervisors – as submitted.

Unfinished/Ongoing Business**Consideration of Agreement for Exchange of Land at/adjacent to Muir Park**

Commissioner Jones stated he and Commissioner Avery have met with Lexington a couple times. The proposed conceptual plans great but are also pretty expensive. He asked for Commissioners to provide their input to Christina Ferraro by December 4th.

Commissioner Cloud wanted to clarify that whether the park district decides to do the land swap or not, City Council has approved the Lexington Development.

New Business**Approval Resolution 11.17.2020 Truth in Taxation for Levy Year 2020**

Superintendent of Finance and Planning Annette Curtis commented that the park district is requesting less than 5% and no public hearing is required. Finance Committee has reviewed and staff is recommending for the board to adopt Resolution 11.17.2020 Truth in Taxation for Levy Year 2020.

A motion was made by Commissioner Carney and seconded by Commissioner Avery to approve Resolution 11.17.2020 Truth in Taxation for Levy Year 2020. The motion was approved by a roll call vote.

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

Nays: None

Abstain: None

Absent: None

The motion carried.

Committees of the Board

There were no reports.

Adjournment

With no further business to discuss, a motion was made by Commissioner Cloud and seconded by Commissioner Avery to adjourn the Regular Board Meeting at 7:54 p.m. The motion was approved by a roll call vote.

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

Nays: None

Abstain: None

Absent: None

The motion carried.

Respectfully Submitted,
Edlyn Castil, Recording Secretary

Secretary: _____
Ellen Avery, Prospect Heights Park District Secretary

Mr Tim Jones, President
Prospect Heights Board of Commissioners

Dear Mr. Jones,

My name is Jim Obrien.

I live in a townhouse on the second fairway of the Old Orchard Country Club in the Colony Country subdivision.

I have lived here for more than 25 years and shortly after retiring, became a full-time member of the golf Club.

My late father was also a member before me & played here at least twice a week for decades.

As a resident of the Prospect Heights Park District, I have thoroughly enjoyed playing at such a wonderful place.

Old Orchard is not only a true gem in its own right but a tremendous asset to the surrounding area.

I am sure you are proud to have this property in the Prospect Heights Park District.

I decided to write you because the other night while walking the course after sunset, I noticed a light coming from

the bushes on the ninth hole. As I approached the light, Marc Heidkamp appeared from behind them.

When I asked Marc what the heck he was doing, he responded that he was repairing the fountain light.

He informed me that the residents truly enjoy the light at night from their balconies.

During my years as a resident & especially since becoming a member, I have observed Marc Heidkamp doing incredible tasks that are way beyond the call of duty. Especially during the Covid 19 pandemic, he has been touring the grounds daily & stopping to talk to residents, encouraging them to play & enjoy the club.

It is quite obvious to all that he's working nonstop to assure that Old Orchard remains an exceptional place to play.

We all appreciate not only his dedication to the club, but to the residents as well.

He's never too busy to stop & talk, while still maintaining his commitment that the grounds we look out upon

every day remains beautiful. His commitment has even helped our property values as resale prices are as high as they have ever been. During a pandemic!

There are many courses I have seen & played on this year that don't hold a candle to Old Orchard.

I feel compelled to remind you how fortunate you are to have such a tremendous employee.

As a former owner of a family business for over 30 years, I understand the value of employing a superstar.

Watching Marc do everything at the club is an inspiration to his staff & his team.

He does what great leaders do. He leads by example.

And he has a knack for leaving clients as well as team members smiling.

As a resident as well as a member I thought it important to let you know what a tremendous asset you have.

I am confident you are aware of his talent & dedication to the community as well as to the Club.

Kindest regards,
Jim

A handwritten signature in dark ink, appearing to be 'Jim Obrien', written in a cursive style.

Edlyn Castil

From: Paul Gebert <pgeberty299@gmail.com>
Sent: Sunday, November 8, 2020 8:20 PM
To: Commissioner; Edlyn Castil; Nick Helmer; mcameron@prospect-heights.org; kquinn@prospect-heights.org; wmorgan-adams@prospect-heights.org; pludvigsen@prospect-heights.org; mdolick@prospect-heights.org
Subject: Say NO please to the land swap and the high-density Lexington homes proposal please

Mayor Helmer, Aldermen, and Park District Commissioners,

At the last City Council meeting the Council all agreed that Halloween trick-or-treating should still take place. Why would you agree to this? Probably because otherwise all the kids will be disappointed. Halloween only comes once a year, right? How do you think these same children will feel if you vote yes to build these monstrosities and take away a park where they can play soccer and have a field to run around in and explore, maybe even fly a kite? Putting in a development like what you are proposing is a PERMANENT thing. The open land that is there now will never come back. That soccer field and the wooded area next to it will be gone FOREVER.

Please remember what it was like for you as a child. I remember as a kid going to a park, meeting new friends, and having fun on the playground equipment. Please think of your children and grandchildren, if you have any. I remember hearing that at least one of you took your children to this very same park where they used to play soccer which you now want to get rid of. On Friday young kids were running around under the trees and having a good time. Why would you want to take that away from them? Just because you don't live in the area anymore or your kids have grown up is NO EXCUSE to get rid of a park. What about the future children and grandchildren of our city?

I see absolutely no benefit to nearby Prospect Heights and Wheeling residents in having this development built with all the risks that go along with it. Let's keep some open land where the children can play and create memories, just like you did as a child. Think of the children and please vote NO to this project. Thank you.

Paul Gebert

1105 Drake Ave

Prospect Heights

Edlyn Castil

From: Janet Albrecht <jalbrecht22@comcast.net>
Sent: Tuesday, November 17, 2020 3:24 PM
To: Commissioner; Edlyn Castil; Christina Ferraro
Subject: Muir Park Land Swap

Dear Park District Commissioners,

I implore you to please say no to the land swap of Muir Park and loss of open space and felling of over 200 plus trees, including the beloved wooded area, at Muir Park.

Please say no to Lexington Builders overly dense 69 townhouse development that will negatively impact the lives of the surrounding residents and our community.

Please honor the Prospect Heights residents top rated priority to preserve open green space and acquire land as laid out on page 57 of the March 2018 Prospect Heights Park District Comprehensive Master Plan.

Kind regards,
Janet Albrecht

Sent from my iPhone

Edlyn Castil

From: John Albrecht <johna606@comcast.net>
Sent: Tuesday, November 17, 2020 3:36 PM
To: Commissioner; Christina Ferraro
Cc: Edlyn Castil
Subject: Please Save John Muir Park

Dear Prospect Heights Park District Executive Director and Board of Commissioners,

Please vote against the John Muir Park land swap with Lexington builders. This park and the wooded area that separates it from Pleasant Run Park is beloved by the surrounding residents and others neighbors that frequent the park. Approving the Lexington builder proposal will turn a large portion of the popular open space into a retention pond (swamp) and concrete parking lot, and will set in motion the destruction of 200+ trees, many of which are 40 to 80 years old. Lexington's plan will replace these beautiful trees with 2.5" diameter sticks that will take decades to provide the shelter and shade of the existing trees.

Please vote to leave John Muir Park alone.

Thank you,
John Albrecht

**MINUTES OF THE FINANCE COMMITTEE
OF THE PROSPECT HEIGHTS PARK DISTRICT BOARD OF COMMISSIONERS
NOVEMBER 3, 2020
ADMIN BUILDING, 104 WEST CAMP MCDONALD RD., PROSPECT HEIGHTS, IL**

Call to Order

Roll Call

Commissioner Carney called the Regular Board Meeting of the Prospect Heights Park District to order at 4:30 p.m.

Commissioners present:
Eric Kirste
Vicki Carney

Also Present:
Christina Ferraro, Executive Director
Annette Curtis, Supt. of Finance and Planning

Approval of Agenda

Commissioners Kirste & Carney approved the agenda

Approval of Minutes

Commissioners Kirste & Carney approved the August 4, 2020 meeting minutes

New Business:

- 2020 Property Tax Levy for FY 2021

Annette explained how the levy was calculated including fund balance policy (minus funds are to have 20% of next year's expenses) and future needs. She also explained the budget for unemployment in the liability insurance fund is increasing from \$3,000 to \$25,000 due to Covid situation. She recommended requesting 4.99% levy and building the budget on 1.9% of 2020 extension.

- 2020 Year end projections

Annette explained the audited beginning fund balance from 2020, property tax collected, expenditures and anticipated expenses. The budgeted deficit was over \$140,000 but it seems to be projected to be over \$344,000. Annette explained the minor funds and each recreation department.

- 2021 Budget approach

Staff is budgeting based upon FY2020 numbers which is about 40% of FY2019. F300 Golf and F301 Golf Banquets are currently different funds but will be consolidated into F300. Banquets will become department 45 in Fund 300. The next committee will be Tuesday, December 8, 2020 at 430pm to review the 2021 budget.

- Fifth-Third Bank purchase card

There is a consortium of park districts to participate in this program. The more we spend (as a consortium), and the finance charges are applied we will receive an annual rebate check. We will move more payments of items to use the credit card ... including utilities. Annette explained controls of the process such as issuing cards, monitoring expenses, receipts, approvals, etc. This eliminates labor to write the checks, postage to mail payments, petty cash, etc. We will still write manual checks for program refunds and those who don't accept cards. This will be rolled out slowly and then each department will receive training and cards, etc. Michelle and Annette will be busy monitoring this program.

- OCCC electric transformer project

Annette explained the initial proposal from Ashburn and then reviewed the itemized anticipated charges to complete the project: the electrical room, moving sprinkler system, landscape, vault cleanup, etc. It is anticipated the total will be over \$317,000 and there is \$400,000 in the budget projections. The project is anticipated to be completed by Dec 1.

Adjournment

With no further business to discuss, a motion was made by Commissioner Kirste and seconded by Commissioner Carney to adjourn the meeting at 5:50pm

Respectfully Submitted,
Christina Ferraro, Executive Director



December 15, 2020

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

November 2020 Income statement

The Income Statement as of November 30, 2020 is attached.

Finance Committee Meeting

The Finance Committee met on December 8, 2020. Agenda items included 2020 projected year end, and 2021 Budget. The November 4, 2020 minutes were approved and included for your acceptance.

OCCC Electrical Project

The majority of the work has been completed. The new transformer at the club house is operational, the electrical room has been built and the old transformer has been removed. We are waiting on a meter installation and for ComEd to switch the lines at the pump house.

Purchasing Card

The District will be moving to a new credit card platform with 5/3 Bank, and the Illinois Park District Consortium. Implementation is scheduled to begin on December 16, 2020.

2020 Audit

The 2020 audit has been scheduled for the week of March 1, 2021. The audit will be presented at the May 2021 Board meeting.



Prospect Heights Park District, IL

Income Statement Group Summary

For Fiscal: 2020 Period Ending: 11/30/2020

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	0.00	1,197,070.70	34,084.30
20 - INTEREST	12,000.00	12,000.00	640.23	14,815.79	-2,815.79
35 - ADDITIONAL	0.00	0.00	0.00	25.80	-25.80
Revenue Total:	1,243,155.00	1,243,155.00	640.23	1,211,912.29	31,242.71
Expense					
50 - PERSONNEL SERVICES	288,860.27	288,860.27	23,039.92	259,484.69	29,375.58
51 - BENEFITS	28,464.72	28,464.72	3,938.20	19,503.49	8,961.23
52 - CONTRACTED SERVICES	149,446.41	149,446.41	7,380.50	141,699.90	7,746.51
60 - COMMODITIES	22,210.00	22,210.00	3,833.25	23,713.70	-1,503.70
65 - GENERAL EXPENDITURES	128,000.00	128,000.00	0.00	128,000.00	0.00
Expense Total:	616,981.40	616,981.40	38,191.87	572,401.78	44,579.62
Fund: 100 - CORPORATE FUND Surplus (Deficit):	626,173.60	626,173.60	-37,551.64	639,510.51	-13,336.91
Fund: 200 - RECREATION FUND					
Revenue					
10 - TAXES	598,000.00	598,000.00	0.00	569,362.20	28,637.80
30 - RENTAL	64,538.00	64,538.00	-311.00	45,750.28	18,787.72
35 - ADDITIONAL	25,460.00	25,460.00	11,495.55	14,993.27	10,466.73
41 - PROGRAM REVENUES	952,044.00	952,044.00	14,224.10	293,514.30	658,529.70
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	25,408.65	923,869.30	741,547.70
Expense					
50 - PERSONNEL SERVICES	1,167,930.15	1,167,930.15	53,660.45	629,790.58	538,139.57
51 - BENEFITS	122,336.18	122,336.18	16,589.55	106,275.04	16,061.14
52 - CONTRACTED SERVICES	379,779.00	379,779.00	7,703.54	133,392.48	246,386.52
60 - COMMODITIES	162,131.00	162,131.00	6,892.84	51,607.60	110,523.40
65 - GENERAL EXPENDITURES	23,623.00	23,623.00	686.52	11,454.61	12,168.39
Expense Total:	1,855,799.33	1,855,799.33	85,532.90	932,520.31	923,279.02
Fund: 200 - RECREATION FUND Surplus (Deficit):	-190,382.33	-190,382.33	-60,124.25	-8,651.01	-181,731.32
Fund: 300 - GOLF					
Revenue					
30 - RENTAL	0.00	0.00	135.00	135.00	-135.00
35 - ADDITIONAL	15,900.00	15,900.00	40.00	22,724.92	-6,824.92
41 - PROGRAM REVENUES	1,109,252.00	1,109,252.00	86,308.68	1,360,557.48	-251,305.48
Revenue Total:	1,125,152.00	1,125,152.00	86,483.68	1,383,417.40	-258,265.40
Expense					
50 - PERSONNEL SERVICES	397,542.25	397,542.25	26,539.26	331,237.28	66,304.97
51 - BENEFITS	93,747.16	93,747.16	10,131.35	70,333.09	23,414.07
52 - CONTRACTED SERVICES	377,101.00	377,101.00	21,045.57	290,249.77	86,851.23
60 - COMMODITIES	316,500.00	316,500.00	61,995.59	262,767.16	53,732.84
65 - GENERAL EXPENDITURES	17,400.00	17,400.00	3,064.78	22,615.20	-5,215.20
Expense Total:	1,202,290.41	1,202,290.41	122,776.55	977,202.50	225,087.91
Fund: 300 - GOLF Surplus (Deficit):	-77,138.41	-77,138.41	-36,292.87	406,214.90	-483,353.31
Fund: 301 - GOLF BANQUETS					
Revenue					
30 - RENTAL	3,700.00	3,700.00	3,635.00	11,337.06	-7,637.06
42 - RERESHMENT REVENUE	679,500.00	679,500.00	7,721.54	239,538.19	439,961.81
Revenue Total:	683,200.00	683,200.00	11,356.54	250,875.25	432,324.75

Income Statement

For Fiscal: 2020 Period Ending: 11/30/2020

Category	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Expense					
50 - PERSONNEL SERVICES	168,000.00	168,000.00	4,081.64	62,034.00	105,966.00
51 - BENEFITS	54,270.48	54,270.48	2,803.69	19,040.21	35,230.27
52 - CONTRACTED SERVICES	258,379.00	258,379.00	10,031.58	159,332.91	99,046.09
60 - COMMODITIES	232,750.00	232,750.00	6,949.17	115,310.57	117,439.43
65 - GENERAL EXPENDITURES	13,696.00	13,696.00	601.85	12,571.13	1,124.87
Expense Total:	727,095.48	727,095.48	24,467.93	368,288.82	358,806.66
Fund: 301 - GOLF BANQUETS Surplus (Deficit):	-43,895.48	-43,895.48	-13,111.39	-117,413.57	73,518.09
Fund: 404 - AUDITNG FUND					
Revenue					
10 - TAXES	11,000.00	11,000.00	0.00	10,976.43	23.57
Revenue Total:	11,000.00	11,000.00	0.00	10,976.43	23.57
Expense					
52 - CONTRACTED SERVICES	15,500.00	15,500.00	0.00	14,500.00	1,000.00
Expense Total:	15,500.00	15,500.00	0.00	14,500.00	1,000.00
Fund: 404 - AUDITNG FUND Surplus (Deficit):	-4,500.00	-4,500.00	0.00	-3,523.57	-976.43
Fund: 405 - PAVING & LIGHTING FUND					
Revenue					
10 - TAXES	17,000.00	17,000.00	0.00	16,963.58	36.42
Revenue Total:	17,000.00	17,000.00	0.00	16,963.58	36.42
Expense					
52 - CONTRACTED SERVICES	2,250.00	2,250.00	74.33	1,634.83	615.17
60 - COMMODITIES	6,300.00	6,300.00	1,983.00	6,300.00	0.00
Expense Total:	8,550.00	8,550.00	2,057.33	7,934.83	615.17
Fund: 405 - PAVING & LIGHTING FUND Surplus (Deficit):	8,450.00	8,450.00	-2,057.33	9,028.75	-578.75
Fund: 406 - LIABILITY INSURANCE FUND					
Revenue					
10 - TAXES	100,000.00	100,000.00	0.00	99,785.79	214.21
35 - ADDITIONAL	0.00	0.00	0.00	6,628.00	-6,628.00
Revenue Total:	100,000.00	100,000.00	0.00	106,413.79	-6,413.79
Expense					
50 - PERSONNEL SERVICES	15,000.00	15,000.00	1,366.98	9,350.14	5,649.86
52 - CONTRACTED SERVICES	75,277.00	75,277.00	0.00	51,538.44	23,738.56
60 - COMMODITIES	3,500.00	3,500.00	0.00	1,325.00	2,175.00
Expense Total:	93,777.00	93,777.00	1,366.98	62,213.58	31,563.42
Fund: 406 - LIABILITY INSURANCE FUND Surplus (Deficit):	6,223.00	6,223.00	-1,366.98	44,200.21	-37,977.21
Fund: 407 - IMRF FUND					
Revenue					
10 - TAXES	10,000.00	10,000.00	0.00	9,978.59	21.41
Revenue Total:	10,000.00	10,000.00	0.00	9,978.59	21.41
Expense					
51 - BENEFITS	100,000.00	100,000.00	10,081.20	96,033.60	3,966.40
Expense Total:	100,000.00	100,000.00	10,081.20	96,033.60	3,966.40
Fund: 407 - IMRF FUND Surplus (Deficit):	-90,000.00	-90,000.00	-10,081.20	-86,055.01	-3,944.99
Fund: 408 - POLICE FUND					
Revenue					
10 - TAXES	10,000.00	10,000.00	0.00	9,978.59	21.41
Revenue Total:	10,000.00	10,000.00	0.00	9,978.59	21.41
Expense					
50 - PERSONNEL SERVICES	34,000.00	34,000.00	3,258.12	20,075.40	13,924.60
52 - CONTRACTED SERVICES	17,850.00	17,850.00	100.00	11,708.56	6,141.44
Expense Total:	51,850.00	51,850.00	3,358.12	31,783.96	20,066.04
Fund: 408 - POLICE FUND Surplus (Deficit):	-41,850.00	-41,850.00	-3,358.12	-21,805.37	-20,044.63

Income Statement

For Fiscal: 2020 Period Ending: 11/30/2020

Category	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Fund: 409 - MUSEUM FUND					
Revenue					
10 - TAXES	10,000.00	10,000.00	0.00	9,978.59	21.41
Revenue Total:	10,000.00	10,000.00	0.00	9,978.59	21.41
Expense					
50 - PERSONNEL SERVICES	7,000.00	7,000.00	0.00	-166.76	7,166.76
65 - GENERAL EXPENDITURES	4,250.00	4,250.00	0.00	0.00	4,250.00
Expense Total:	11,250.00	11,250.00	0.00	-166.76	11,416.76
Fund: 409 - MUSEUM FUND Surplus (Deficit):	-1,250.00	-1,250.00	0.00	10,145.35	-11,395.35
Fund: 410 - SPECIAL RECREATION FUND					
Revenue					
10 - TAXES	143,406.00	143,406.00	0.00	135,415.12	7,990.88
Revenue Total:	143,406.00	143,406.00	0.00	135,415.12	7,990.88
Expense					
52 - CONTRACTED SERVICES	10,000.00	10,000.00	0.00	0.00	10,000.00
60 - COMMODITIES	0.00	0.00	0.00	4,200.00	-4,200.00
65 - GENERAL EXPENDITURES	80,293.00	80,293.00	0.00	80,292.82	0.18
80 - CAPITAL IMPROVEMENTS	2,400.00	2,400.00	0.00	800.00	1,600.00
Expense Total:	92,693.00	92,693.00	0.00	85,292.82	7,400.18
Fund: 410 - SPECIAL RECREATION FUND Surplus (Deficit):	50,713.00	50,713.00	0.00	50,122.30	590.70
Fund: 411 - SOCIAL SECURITY FUND					
Revenue					
10 - TAXES	146,480.00	146,480.00	0.00	146,165.85	314.15
Revenue Total:	146,480.00	146,480.00	0.00	146,165.85	314.15
Expense					
51 - BENEFITS	145,000.00	145,000.00	9,754.92	103,046.44	41,953.56
Expense Total:	145,000.00	145,000.00	9,754.92	103,046.44	41,953.56
Fund: 411 - SOCIAL SECURITY FUND Surplus (Deficit):	1,480.00	1,480.00	-9,754.92	43,119.41	-41,639.41
Fund: 412 - MEMORIAL FUND					
Revenue					
35 - ADDITIONAL	1,000.00	1,000.00	0.00	0.00	1,000.00
Revenue Total:	1,000.00	1,000.00	0.00	0.00	1,000.00
Expense					
37 - GENERAL REVENUE	-4,250.00	-4,250.00	0.00	0.00	-4,250.00
50 - PERSONNEL SERVICES	3,000.00	3,000.00	0.00	31.84	2,968.16
52 - CONTRACTED SERVICES	1,490.00	1,490.00	0.00	447.88	1,042.12
60 - COMMODITIES	700.00	700.00	166.90	266.90	433.10
Expense Total:	940.00	940.00	166.90	746.62	193.38
Fund: 412 - MEMORIAL FUND Surplus (Deficit):	60.00	60.00	-166.90	-746.62	806.62
Fund: 413 - COMMUNITY EVENTS					
Revenue					
35 - ADDITIONAL	14,500.00	14,500.00	0.00	0.00	14,500.00
41 - PROGRAM REVENUES	11,400.00	11,400.00	0.00	0.00	11,400.00
Revenue Total:	25,900.00	25,900.00	0.00	0.00	25,900.00
Expense					
50 - PERSONNEL SERVICES	3,000.00	3,000.00	0.00	0.00	3,000.00
52 - CONTRACTED SERVICES	20,550.00	20,550.00	0.00	1,380.00	19,170.00
60 - COMMODITIES	5,025.00	5,025.00	0.00	0.00	5,025.00
Expense Total:	28,575.00	28,575.00	0.00	1,380.00	27,195.00
Fund: 413 - COMMUNITY EVENTS Surplus (Deficit):	-2,675.00	-2,675.00	0.00	-1,380.00	-1,295.00
Fund: 518 - CAPITAL PROJECT FUND					
Revenue					
65 - GENERAL EXPENDITURES	142,055.00	142,055.00	0.00	0.00	142,055.00
Revenue Total:	142,055.00	142,055.00	0.00	0.00	142,055.00

Income Statement
For Fiscal: 2020 Period Ending: 11/30/2020

Category	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Expense					
60 - COMMODITIES	26,800.00	26,800.00	0.00	7,354.65	19,445.35
80 - CAPITAL IMPROVEMENTS	107,800.00	107,800.00	9,757.91	45,753.10	62,046.90
Expense Total:	134,600.00	134,600.00	9,757.91	53,107.75	81,492.25
Fund: 518 - CAPITAL PROJECT FUND Surplus (Deficit):	7,455.00	7,455.00	-9,757.91	-53,107.75	60,562.75
Fund: 523 - CAPITAL 98 GOLF FUND					
Expense					
80 - CAPITAL IMPROVEMENTS	359,400.00	359,400.00	84,936.10	254,524.90	104,875.10
Expense Total:	359,400.00	359,400.00	84,936.10	254,524.90	104,875.10
Fund: 523 - CAPITAL 98 GOLF FUND Total:	359,400.00	359,400.00	84,936.10	254,524.90	104,875.10
Fund: 525 - CAPITAL - GOLF BANQUET					
Revenue					
35 - ADDITIONAL	0.00	0.00	0.00	848.00	-848.00
Revenue Total:	0.00	0.00	0.00	848.00	-848.00
Expense					
80 - CAPITAL IMPROVEMENTS	28,500.00	28,500.00	0.00	25,422.60	3,077.40
Expense Total:	28,500.00	28,500.00	0.00	25,422.60	3,077.40
Fund: 525 - CAPITAL - GOLF BANQUET Surplus (Deficit):	-28,500.00	-28,500.00	0.00	-24,574.60	-3,925.40
Fund: 608 - 2014B (2005B Refinance)					
Revenue					
35 - ADDITIONAL	448,000.00	448,000.00	0.00	0.00	448,000.00
Revenue Total:	448,000.00	448,000.00	0.00	0.00	448,000.00
Expense					
52 - CONTRACTED SERVICES	1,500.00	1,500.00	475.00	475.00	1,025.00
65 - GENERAL EXPENDITURES	448,000.00	448,000.00	448,000.00	448,000.00	0.00
Expense Total:	449,500.00	449,500.00	448,475.00	448,475.00	1,025.00
Fund: 608 - 2014B (2005B Refinance) Surplus (Deficit):	-1,500.00	-1,500.00	-448,475.00	-448,475.00	446,975.00
Fund: 612 - PREVIOUS YEAR ROLLOVER BOND					
Revenue					
10 - TAXES	610,693.00	610,693.00	0.00	621,215.97	-10,522.97
Revenue Total:	610,693.00	610,693.00	0.00	621,215.97	-10,522.97
Expense					
65 - GENERAL EXPENDITURES	610,691.35	610,691.35	610,691.35	610,691.35	0.00
Expense Total:	610,691.35	610,691.35	610,691.35	610,691.35	0.00
Fund: 612 - PREVIOUS YEAR ROLLOVER BOND Surplus (Deficit):	1.65	1.65	-610,691.35	10,524.62	-10,522.97
Fund: 613 - CURRENT ROLLOVER					
Revenue					
35 - ADDITIONAL	602,205.00	602,205.00	620,260.00	620,260.00	-18,055.00
Revenue Total:	602,205.00	602,205.00	620,260.00	620,260.00	-18,055.00
Expense					
52 - CONTRACTED SERVICES	12,150.00	12,150.00	4,725.00	4,725.00	7,425.00
65 - GENERAL EXPENDITURES	590,055.00	590,055.00	0.00	0.00	590,055.00
Expense Total:	602,205.00	602,205.00	4,725.00	4,725.00	597,480.00
Fund: 613 - CURRENT ROLLOVER Surplus (Deficit):	0.00	0.00	615,535.00	615,535.00	-615,535.00
Total Surplus (Deficit):	-140,534.97	-140,534.97	-712,190.96	808,143.65	

Fund Summary

Fund	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
100 - CORPORATE FUND	626,173.60	626,173.60	-37,551.64	639,510.51	-13,336.91
200 - RECREATION FUND	-190,382.33	-190,382.33	-60,124.25	-8,651.01	-181,731.32
300 - GOLF	-77,138.41	-77,138.41	-36,292.87	406,214.90	-483,353.31
301 - GOLF BANQUETS	-43,895.48	-43,895.48	-13,111.39	-117,413.57	73,518.09
404 - AUDITNG FUND	-4,500.00	-4,500.00	0.00	-3,523.57	-976.43
405 - PAVING & LIGHTING FU	8,450.00	8,450.00	-2,057.33	9,028.75	-578.75
406 - LIABILITY INSURANCE F	6,223.00	6,223.00	-1,366.98	44,200.21	-37,977.21
407 - IMRF FUND	-90,000.00	-90,000.00	-10,081.20	-86,055.01	-3,944.99
408 - POLICE FUND	-41,850.00	-41,850.00	-3,358.12	-21,805.37	-20,044.63
409 - MUSEUM FUND	-1,250.00	-1,250.00	0.00	10,145.35	-11,395.35
410 - SPECIAL RECREATION F	50,713.00	50,713.00	0.00	50,122.30	590.70
411 - SOCIAL SECURITY FUN	1,480.00	1,480.00	-9,754.92	43,119.41	-41,639.41
412 - MEMORIAL FUND	60.00	60.00	-166.90	-746.62	806.62
413 - COMMUNITY EVENTS	-2,675.00	-2,675.00	0.00	-1,380.00	-1,295.00
518 - CAPITAL PROJECT FUN	7,455.00	7,455.00	-9,757.91	-53,107.75	60,562.75
523 - CAPITAL 98 GOLF FUND	-359,400.00	-359,400.00	-84,936.10	-254,524.90	-104,875.10
525 - CAPITAL - GOLF BANQU	-28,500.00	-28,500.00	0.00	-24,574.60	-3,925.40
608 - 2014B (2005B Refinanc	-1,500.00	-1,500.00	-448,475.00	-448,475.00	446,975.00
612 - PREVIOUS YEAR ROLL	1.65	1.65	-610,691.35	10,524.62	-10,522.97
613 - CURRENT ROLLOVER	0.00	0.00	615,535.00	615,535.00	-615,535.00
Total Surplus (Deficit):	-140,534.97	-140,534.97	-712,190.96	808,143.65	



Prospect Heights Park District, IL

Income Statement Group Summary

For Fiscal: 2020 Period Ending: 11/30/2020

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	-311.00	616,892.48	35,820.52
Expense	811,336.01	811,336.01	40,084.28	462,599.81	348,736.20
Department: 02 - RECREATION/GENERAL Surplus (Deficit):	-158,623.01	-158,623.01	-40,395.28	154,292.67	-312,915.68
Department: 03 - PRESCHOOL CREATIVE KIDS					
Revenue	105,295.00	105,295.00	5,498.51	45,750.21	59,544.79
Expense	74,478.83	74,478.83	4,951.10	48,197.08	26,281.75
Department: 03 - PRESCHOOL CREATIVE KIDS Surplus (Deficit):	30,816.17	30,816.17	547.41	-2,446.87	33,263.04
Department: 04 - KINDERSTOP					
Revenue	184,582.00	184,582.00	5,542.56	98,778.39	85,803.61
Expense	131,245.50	131,245.50	10,073.98	90,910.53	40,334.97
Department: 04 - KINDERSTOP Surplus (Deficit):	53,336.50	53,336.50	-4,531.42	7,867.86	45,468.64
Department: 05 - YOUTH PROGRAMS					
Revenue	35,010.00	35,010.00	-8.80	7,922.50	27,087.50
Expense	28,090.00	28,090.00	599.76	11,856.36	16,233.64
Department: 05 - YOUTH PROGRAMS Surplus (Deficit):	6,920.00	6,920.00	-608.56	-3,933.86	10,853.86
Department: 06 - DANCE					
Revenue	48,524.00	48,524.00	6,797.40	41,818.22	6,705.78
Expense	31,207.00	31,207.00	7,155.25	37,794.64	-6,587.64
Department: 06 - DANCE Surplus (Deficit):	17,317.00	17,317.00	-357.85	4,023.58	13,293.42
Department: 07 - ATHLETIC					
Revenue	41,077.00	41,077.00	2,017.40	18,666.19	22,410.81
Expense	18,948.00	18,948.00	864.00	16,584.66	2,363.34
Department: 07 - ATHLETIC Surplus (Deficit):	22,129.00	22,129.00	1,153.40	2,081.53	20,047.47
Department: 08 - PERFORMING ARTS					
Revenue	44,785.00	44,785.00	0.00	13,059.00	31,726.00
Expense	37,321.00	37,321.00	454.14	12,523.20	24,797.80
Department: 08 - PERFORMING ARTS Surplus (Deficit):	7,464.00	7,464.00	-454.14	535.80	6,928.20
Department: 09 - CONCESSIONS					
Revenue	25,375.00	25,375.00	0.00	249.25	25,125.75
Expense	20,592.50	20,592.50	227.08	1,822.96	18,769.54
Department: 09 - CONCESSIONS Surplus (Deficit):	4,782.50	4,782.50	-227.08	-1,573.71	6,356.21
Department: 10 - AQUATICS					
Revenue	84,674.00	84,674.00	0.00	172.59	84,501.41
Expense	131,707.00	131,707.00	1,247.88	11,094.54	120,612.46
Department: 10 - AQUATICS Surplus (Deficit):	-47,033.00	-47,033.00	-1,247.88	-10,921.95	-36,111.05
Department: 11 - ACTIVE ADULTS					
Revenue	111,809.00	111,809.00	66.00	22,367.85	89,441.15
Expense	103,873.75	103,873.75	3,266.14	39,804.38	64,069.37
Department: 11 - ACTIVE ADULTS Surplus (Deficit):	7,935.25	7,935.25	-3,200.14	-17,436.53	25,371.78
Department: 12 - SPECIAL EVENTS					
Revenue	8,900.00	8,900.00	304.00	4,266.20	4,633.80
Expense	12,931.25	12,931.25	1,756.86	8,649.73	4,281.52
Department: 12 - SPECIAL EVENTS Surplus (Deficit):	-4,031.25	-4,031.25	-1,452.86	-4,383.53	352.28
Department: 13 - FITNESS CENTER					
Revenue	29,707.00	29,707.00	-2,798.97	10,513.87	19,193.13
Expense	37,187.50	37,187.50	3,381.15	23,446.87	13,740.63
Department: 13 - FITNESS CENTER Surplus (Deficit):	-7,480.50	-7,480.50	-6,180.12	-12,933.00	5,452.50

Income Statement

For Fiscal: 2020 Period Ending: 11/30/2020

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	-260.00	34,851.00	243,115.00
Expense	174,182.25	174,182.25	0.00	35,069.84	139,112.41
Department: 14 - SUMMER CAMP Surplus (Deficit):	103,783.75	103,783.75	-260.00	-218.84	104,002.59
Department: 30 - PARKS					
Revenue	15,000.00	15,000.00	8,561.55	8,561.55	6,438.45
Expense	242,698.74	242,698.74	11,471.28	132,165.71	110,533.03
Department: 30 - PARKS Surplus (Deficit):	-227,698.74	-227,698.74	-2,909.73	-123,604.16	-104,094.58
Department: 40 - GOLF					
Revenue	918,550.00	918,550.00	51,235.50	1,086,560.35	-168,010.35
Expense	520,979.65	520,979.65	61,808.55	442,737.56	78,242.09
Department: 40 - GOLF Surplus (Deficit):	397,570.35	397,570.35	-10,573.05	643,822.79	-246,252.44
Department: 41 - GROUNDS					
Expense	536,110.76	536,110.76	39,055.91	382,019.10	154,091.66
Department: 41 - GROUNDS Total:	536,110.76	536,110.76	39,055.91	382,019.10	154,091.66
Department: 42 - PRO SHOP					
Revenue	122,102.00	122,102.00	34,455.18	200,828.31	-78,726.31
Expense	100,700.00	100,700.00	21,912.09	106,091.68	-5,391.68
Department: 42 - PRO SHOP Surplus (Deficit):	21,402.00	21,402.00	12,543.09	94,736.63	-73,334.63
Department: 43 - HOOK A KID					
Revenue	62,500.00	62,500.00	250.00	75,065.00	-12,565.00
Expense	36,500.00	36,500.00	0.00	45,868.76	-9,368.76
Department: 43 - HOOK A KID Surplus (Deficit):	26,000.00	26,000.00	250.00	29,196.24	-3,196.24
Department: 44 - WARM UP RANGE					
Revenue	22,000.00	22,000.00	543.00	20,963.74	1,036.26
Expense	8,000.00	8,000.00	0.00	485.40	7,514.60
Department: 44 - WARM UP RANGE Surplus (Deficit):	14,000.00	14,000.00	543.00	20,478.34	-6,478.34
Department: 45 - FOOD AND BEVERAGE					
Revenue	683,200.00	683,200.00	11,356.54	250,875.25	432,324.75
Expense	727,095.48	727,095.48	24,467.93	368,288.82	358,806.66
Department: 45 - FOOD AND BEVERAGE Surplus (Deficit):	-43,895.48	-43,895.48	-13,111.39	-117,413.57	73,518.09
Total Surplus (Deficit):	-311,416.22	-311,416.22	-109,528.51	280,150.32	

Fund Summary

Fund	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
200 - RECREATION FUND	-190,382.33	-190,382.33	-60,124.25	-8,651.01	-181,731.32
300 - GOLF	-77,138.41	-77,138.41	-36,292.87	406,214.90	-483,353.31
301 - GOLF BANQUETS	-43,895.48	-43,895.48	-13,111.39	-117,413.57	73,518.09
Total Surplus (Deficit):	-311,416.22	-311,416.22	-109,528.51	280,150.32	

TO: Board of Commissioners, Prospect Heights Park District

Pink

FROM: Park District Treasurer

DATE: 12/15/2020 CASH REPORT FY 20

Motion by Commissioner _____ to approve CASH REPORT 12/15/2020 as submitted. Seconded by Commissioner _____ .

Mt. Prospect State Bank		Interest Earned YTD			
Payroll	Checking/sweep			(272.56)	
Vendor	Checking/sweep			(67,472.59)	
General/Sweep	Checking	annual yield 0.01%	1,253,920.00		
ATM	Checking		26,853.03		
Investment	Checking	annual yield 0.40%	2,472,556.55		
CD Investment	Maturity 1.8.2021	annual yield 1.50%	\$ 358,327.02		
TOTALS			\$ 4,043,911.45		Voice Vote

FINANCIAL RESOLUTION

Motion by Commissioner _____ to approve WARRANT RESOLUTION 12/15/2020 as submitted. Seconded by Commissioner _____ .

APPROVAL OF WARRANTS 12/15/2020

VENDOR WARRANTS			AMOUNTS
11	In the amount of	CHECKS ISSUED	\$172,318.78
11A	In the amount of	ELECTRONIC	\$482,982.24
Total Vendor Warrants			\$655,301.02

PAYROLL WARRANTS

11/6/2020	
23	In the amount of
	gross plus employer costs
11/20/2020	
24	In the amount of
	gross plus employer costs
Total Payroll Warrants	

\$ 64,265.71

\$ 73,103.94

137,369.65

TOTAL OF WARRANTS	\$792,670.67	Roll Call
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Prospect Heights Park District, IL

Check Report

By Check Number

Date Range: 11/01/2020 - 11/30/2020

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP Bank-AP Bank						
02292	SECRETARY OF STATE	11/04/2020	Regular	0.00	25.00	49867
02207	ABLE ENGRAVERS INC	11/06/2020	Regular	0.00	166.90	49868
01145	AMALGAMATED BANK	11/06/2020	Regular	0.00	475.00	49869
01014	ARTHUR CLESEN	11/06/2020	Regular	0.00	37.55	49870
01015	ASSOCIATED LABOR CORPORATION OF AMERIC	11/06/2020	Regular	0.00	2,602.82	49871
01744	BLACK LINE FOX VALLEY LLC	11/06/2020	Regular	0.00	1,954.00	49872
02294	CHRISTE SCHEY	11/06/2020	Regular	0.00	320.00	49873
01022	COMCAST	11/06/2020	Regular	0.00	55.67	49874
01042	CONSTELLATION NEWENERGY GAS DIVISION L	11/06/2020	Regular	0.00	1,493.15	49875
01040	HOME DEPOT CREDIT SERVICES	11/06/2020	Regular	0.00	494.93	49876
02293	MELISSA REYES	11/06/2020	Regular	0.00	35.00	49877
01057	NAPA HEIGHTS AUTOMOTIVE	11/06/2020	Regular	0.00	15.76	49878
01065	PITNEY BOWES GLOBAL FINANCIAL SERVICES	11/06/2020	Regular	0.00	5.67	49879
01066	PLATINUM SYSTEMS INC	11/06/2020	Regular	0.00	190.00	49880
01031	PULSE TECHNOLOGY	11/06/2020	Regular	0.00	1,166.00	49881
01143	VILLAGE OF MOUNT PROSPECT-SALES TAX	11/06/2020	Regular	0.00	276.19	49882
01543	ACCURATE DOCUMENT DESTRUCTION INC	11/13/2020	Regular	0.00	769.89	49883
01009	AIRGAS USA LLC	11/13/2020	Regular	0.00	221.09	49884
01909	ANCEL GLINK PC	11/13/2020	Regular	0.00	2,257.50	49885
02288	ASHBURN POWER AND LIGHT INC	11/13/2020	Regular	0.00	81,660.10	49886
01015	ASSOCIATED LABOR CORPORATION OF AMERIC	11/13/2020	Regular	0.00	1,978.98	49887
01629	BOLDER LANDSCAPE	11/13/2020	Regular	0.00	180.00	49888
01293	CHAPMAN AND CUTLER LLP	11/13/2020	Regular	0.00	4,725.00	49889
01041	CONSTELLATION NEW ENERGY INC	11/13/2020	Regular	0.00	3,073.09	49890
02296	DCG ROOFING SOLUTIONS,INC.	11/13/2020	Regular	0.00	7,969.00	49891
02215	GRUMMAN BUTKUS ASSOCIATES	11/13/2020	Regular	0.00	3,276.00	49892
01693	HINCKLEY SPRINGS	11/13/2020	Regular	0.00	59.29	49893
01206	JOURNAL AND TOPICS NEWSPAPER	11/13/2020	Regular	0.00	2,700.00	49894
02073	MARKETING AND MORE GROUP LLC	11/13/2020	Regular	0.00	700.00	49895
01057	NAPA HEIGHTS AUTOMOTIVE	11/13/2020	Regular	0.00	41.53	49896
01058	NCPERS GROUP LIFE INSURANCE	11/13/2020	Regular	0.00	96.00	49897
01070	RAMROD	11/13/2020	Regular	0.00	154.70	49898
01073	ROUTE 12 RENTAL	11/13/2020	Regular	0.00	215.48	49899
01318	SUNBELT RENTALS INC	11/13/2020	Regular	0.00	1,232.07	49900
01860	THE GARLAND CO INC	11/13/2020	Regular	0.00	254.91	49901
01079	ACUSHNET COMPANY	11/20/2020	Regular	0.00	609.70	49902
01667	AFLAC	11/20/2020	Regular	0.00	51.24	49903
01943	ARLINGTON PAVEMENT PROFESSIONALS INC	11/20/2020	Regular	0.00	3,517.00	49904
01015	ASSOCIATED LABOR CORPORATION OF AMERIC	11/20/2020	Regular	0.00	10,273.07	49905
02300	BRAD HOFFMAN	11/20/2020	Regular	0.00	500.00	49906
02299	CASSIDY BURKE	11/20/2020	Regular	0.00	1,000.00	49907
01022	COMCAST	11/20/2020	Regular	0.00	788.76	49908
01022	COMCAST	11/20/2020	Regular	0.00	289.79	49909
01022	COMCAST	11/20/2020	Regular	0.00	10.47	49910
02297	F E MORAN SECURITY SOLUTIONS, LLC	11/20/2020	Regular	0.00	660.00	49911
01423	GORDON FOOD SERVICE INC	11/20/2020	Regular	0.00	1,093.86	49912
01038	HARRIS MOTOR SPORTS	11/20/2020	Regular	0.00	976.66	49913
01044	JC LICHT AND COMPANY	11/20/2020	Regular	0.00	34.49	49914
01045	JW TURF INC	11/20/2020	Regular	0.00	283.30	49915
01162	MANZELLA PLUMBING INC	11/20/2020	Regular	0.00	920.00	49916
01062	OFFICE DEPOT	11/20/2020	Regular	0.00	75.74	49917
01063	PDRMA	11/20/2020	Regular	0.00	23,690.32	49918
01120	REPUBLIC SERVICES INC	11/20/2020	Regular	0.00	545.81	49919
01055	ROTARY CLUB OF RIVER CITIES, ILLINOIS, USA	11/20/2020	Regular	0.00	116.00	49920

Check Report

Date Range: 11/01/2020 - 11/30/2020

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
01078	TAYLOR MADE	11/20/2020	Regular	0.00	3,584.62	49921
01404	TOTAL ID SOLUTIONS	11/20/2020	Regular	0.00	111.00	49922
01081	VILLAGE OF MOUNT PROSPECT	11/20/2020	Regular	0.00	243.12	49923
01081	VILLAGE OF MOUNT PROSPECT	11/20/2020	Regular	0.00	375.60	49924
01081	VILLAGE OF MOUNT PROSPECT	11/20/2020	Regular	0.00	223.76	49925
01082	WAREHOUSE DIRECT	11/20/2020	Regular	0.00	780.75	49926
01375	WESTERN IRRIGATION	11/20/2020	Regular	0.00	685.45	49927
01032	CARDMEMBER SERVICE	11/10/2020	Bank Draft	0.00	-16.35	DFT0001350
01032	CARDMEMBER SERVICE	11/10/2020	Bank Draft	0.00	8,644.59	DFT0001351
02136	SOUTHERN GLAZER'S OF IL	11/02/2020	Bank Draft	0.00	3,014.53	DFT0001358
02205	ILLINOIS MUNICIPAL FUND	11/10/2020	Bank Draft	0.00	16,355.23	DFT0001360
02121	TOWN & COUNTRY DISTRIBUTORS INC	11/06/2020	Bank Draft	0.00	573.94	DFT0001361
02206	ILLINOIS DEPARTMENT OF REVENUE	11/06/2020	Bank Draft	0.00	3,912.00	DFT0001362
02210	CHICAGO BEVERAGE SYSTEMS	11/06/2020	Bank Draft	0.00	322.70	DFT0001363
02204	WINTRUST ASSET FINANCE	11/03/2020	Bank Draft	0.00	2,175.60	DFT0001367

Bank Code AP Bank Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	83	61	0.00	172,318.78
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	8	8	0.00	34,982.24
EFT's	0	0	0.00	0.00
	91	69	0.00	207,301.02

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	83	61	0.00	172,318.78
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	8	8	0.00	34,982.24
EFT's	0	0	0.00	0.00
	91	69	0.00	207,301.02

Fund Summary

Fund	Name	Period	Amount
950	POOLED CASH FUND	11/2020	207,301.02
			207,301.02

PROSPECT HEIGHTS PARK DISTRICT ELECTRONIC VENDOR WARRANT REPORT FOR FY 2020
VENDOR WARRANT 11A
ELECTRONIC VENDOR WARRANTS
November
FY 2020

DATE	VENDOR NAME	TRANSACTION DESCRIPTION	AMOUNT
11/2/2020	Southern Glazer	Beverage	\$3,014.53
11/3/2020	Wintrust Bank	Grounds Lease	\$2,175.60
11/6/2020	Town & Country	Beverage	\$573.94
11/6/2020	Illinois Department of Revenue	Sales Tax	\$3,912.00
11/10/2020	Chicago Beverage	Beverage	\$322.70
11/10/2020	IMRF	Contribution	\$16,355.23
11/12/2020	Card Member Services	Monthly Statement	\$8,628.24
11/19/2020	Amalgamated Bank	Debt Service	\$448,000.00
		TOTAL	<u>\$482,982.24</u>



December 15, 2020

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

Looking back on 2020 and forward to 2021

Despite 2020 being an unprecedented year for so many reasons, the staff has accomplished many of its goals. The phone system was replaced, the payroll system was replaced, the park/library sign was updated and Wi-Fi in the facilities was updated. The GMRC feasibility study was conducted. The decision was made to proceed with a public education program in connection with GMRC renovations and that project may begin in the spring of 2021. Policies are being updated and will be recommended for board approval in 2021: personnel, remote working, etc. Some capital projects were postponed to next year due to the financial situation this year. Other projects planned for 2021:

- A salary survey is planned to define fair and competitive salaries and wages for all staff. The results will greatly assist with planning for the future as we think about keeping up with minimum wage, merit increases, salary ranges, and different incentives.
- A park tree inventory is planned to be conducted to prioritize tree maintenance needs and to plan for the future of the parks.
- It is time to renovate East Wedgewood Park. A master plan will be conducted for the park to include community engagement to consider the entrance, parking, play features, landscaping, etc. The construction is not anticipated until 2022
- The park district logo was updated several years ago. It is expensive to update all the park signage at one time. Staff is researching an “overlay” of new logo on top of old logos on each park sign as a temporary fix. As each park is renovated a new sign will be installed. This is easier on the budget and helps staff with planning.

The staff has done a tremendous job this year being flexible by changing along with state restrictions with less staff to make sure facilities are clean and safe and programs are socially distant and still fun. We learned a lot and look forward to next year!



December 9, 2020

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

Marketing

The Winter/Spring brochure is in online. We will have limited hard copies at the front desk for patrons. Copies were sent home with Creative Kids Preschool, eLearning Camp and Creative Kids Preschool.

Tier 3 Mitigation

On Friday, November 20th we adapted to the new guidelines.

- eLearning Camp, KinderStop, Creative Kids Preschool, virtual programs and events are still running as scheduled.
- Dance classes transitioned to a virtual platform.
- Fitness center is restricted to 15 members at a time; face coverings must be worn at all times, including while exercising; reservations or swiping a membership FOB is required.
- No in-person group fitness classes, active adult trips, racquetball, Pickleball, open gym or facility rentals except for personal training rentals and members that personal train in the racquetball court or gymnasium.
- Indoor activities, including youth basketball and volleyball are on a pause.

Facilities

During Tier 3, GMRC will be open to the public:

Monday – Thursday	6am-7:30pm
Friday	6am-5:30pm
Saturday	8am-3:30pm
Sunday	9am-4:30pm

Hersey Basketball Feeder program is renting our gymnasium for personal training on Monday through Thursdays from 5:30-7:45pm and Saturdays 8:00am-4:00pm.

PDRMA

Due to COVID, the new risk management Loss Control Review process had been updated. In 2021 our staff will be trained on the new software. In 2022 the new review process will be rolled out to all members in a limited form.



December 9, 2020

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

HVAC

Filters for the air handlers were changed at OOC, roof top unit filters were also inspected.

THOR GUARD

Lightening detection for OOC and GMRC was shut down for the season. Batteries were removed from the remote units and put-on trickle charge for the off season.

WIFI

Cable was installed between the fitness studio and the copy room to add a device to increase the signal strength in the studio, construction of the building can make it difficult to pick up WIFI in certain areas of the building

FAX

Cable was run between the computer closet and fax machine to connect the new modem at the administration building fax machine.

PLUMBING

Faucet and water lines under the vanity were replaced in the second-floor bathroom in the administration building. Water lines connections and faucet were both corroded. Toilet in women's locker room was rodded out to clear an obstruction.

TENNIS COURT

Temporary repairs were made to seal a crack in the court, this late in the season we are trying to stop water from collecting under the asphalt and freezing.

PARKS

After trying numerous ways to remove graffiti from the bricks at the I. Walton shelter, paint samples were mixed together to match the brick color as close as possible and conceal the graffiti. Top section of a tree by the NRC path cracked, tree was removed and area cleared. Tree fell at Heron Pond and damaged a section of the fence; tree was removed and we had used fencing to make the repair. Garbage pickup and cleanup is continuing at the parks.



December 2020

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

Golf: November finished on a positive note, exceeding all expectations for the month. With the wind at our back and demand remaining high it was fun to be part of a nice ending. I can only say it would have been nice to continue further but with the greens needing to be covered we had to close for the winter.

Special Events: This year's events were record setting, hosting two Turkey Shoot events. Both sold out and everyone had a wonderful time. Revenues reached \$34,000 for the events. We also hosted a Deep-Fried Turkey curb side dinner. It was a huge success and we received several calls praising what we did.

Cars: The cars have been winterized and stored in the basement. Grounds Crew will be detailing and cleaning them over the next several months.

Golf Shop: We had a positive season with a nice selection of goods for sale. We plan to review our position and enhance the showroom for next season to increase sales again.

Grounds: The Greens have been sprayed with snow mold and covered for the winter. This process guarantees quality turf moving into next season.

Staff: I would like to commend my staff for a great job this season. With limited staffing we held it together and produced great results. Hopefully we can return operations to normal in 2021. In the event we can't, staff will be rested and ready to repeat similar efforts again for the 2021 season.

Merry Christmas and a healthy 2021

30-Nov		2019	2020	% CHANGE		
				19v 20		
GOLF& MEMBERS		\$10,280.42	\$ 27,436.50	167%		GREENS FEES
CART RENTAL FEES		\$472.50	\$ 7,796.00	1550%		CART RENTAL FEES
APPAREL		\$1,171.42	\$ 2,551.31	118%		APPAREL
EQUIPMENT		\$3,207.50	\$ 19,484.80	507%		EQUIPMENT
GOLF BALLS		\$276.79	\$ 1,916.54	592%		GOLF BALLS
DRIVING RANGE		\$2,036.00	\$ 543.00	-73%		DRIVING RANGE
SPECIAL ORDERS		\$1,010.00	\$ 1,495.00	48%		SPECIAL ORDERS
F AND B		\$31,721.27	\$ 13,727.26	-57%		
OUTINGS		\$11,750.00	\$ 16,293.00	39%		OUTINGS
TOTAL		\$61,925.90	\$ 91,243.41			



December 9, 2020

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

Preschool

We currently have 45 students in the preschool program. 27 students in person classes and 18 students in virtual.

Youth Athletics

Youth volleyball league was paused after the November 16th practice. There are 7 practices/games that were missed. We are hoping to make up the practices/games once the tier 3 mitigations have been lifted. Youth basketball league will start January 16, if tier 3 mitigations have been lifted.

Fitness Center

The November session of virtual Pilates had 4 students.
 In November, we had 353 visits, which was down 61 visits compared to the previous month. Our average visits per day was 58, and our busiest day of the week in November was Mondays with an average of 21 visits.

November 2020

1year passes-	64
1year gym/racquetball-	22
6month fitness-	12
3month fitness-	3
SilverSneakers/Renew Active-	<u>62</u>
.	163 Total Memberships

Three Year Comparison

Membership	November 2018	November 2019	November 2020
3 months	1	3	1
6 months	1	6	2
1 year	12	8	2
Membership Nov 2020	# of Members		Total Revenue
3 months	1		\$50
1 year	1		\$63
Seniors	2		\$285



December 2020

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

Dance

When the new mitigations came out we only had 2 weeks of dance classes left for this session. We completed the 1st week of classes all virtually and week 2 we took the opportunity to hold classes at OCCC. The Ballroom was a great place to film our Holiday Recital and take pictures of our dancers to complete the season of dance. Classes will hopefully begin again on Jan 11th, 2021.

Our Competition Dance Teams start their season off at Des Plaines Dance Idol the weekend of Feb 5th, 2021. Every studio will have their OWN scheduled time slot to perform with no other studios or attendees in the theatre. This will keep our teams & staff socially distant & safe.

I added 2 virtual classes for the month of December. Holiday Hip Hop & Holiday Animal Dance Party. Both classes are running with 4 dancers. I plan on adding a few virtual dance classes to our 2021 schedule to accommodate dancers who are just not ready to come into the park district to dance yet.

Active Adults

Our Active Adult trips have been cancelled for the rest of 2020.

Very tentative plans are scheduled for 2021 trips. I will not be sending out a newsletter until mid to late January 2021 after we see what mitigations we will face at the start of 2021.

Special Events

I am very excited for our newest event, Where's Rudolph Scavenger Hunt. We currently have 11 families signed up for this fun, socially distant, holiday family event.

The Holiday Trolley Express currently has 77 people signed up for this event. 75 of those patrons are all scheduled on December 18th.

We currently have 2 houses signed up for our Holiday House Decorating Contest.

I have started to plan more socially distant events for the first half of 2021 so families can get out safely and still enjoy our parks.

I attended 2 virtual Webinars through Fred Pryor in December 2020.
Sales Tax & Use Tax and How Managers Become Great Leaders.



December 2020

To: Julie Caporusso, Superintendent of Recreation
From: Jeanette Garrity, Supervisor of Recreation
Re: December Board Report

KinderStop

There are currently 4 students enrolled in KinderStop PM, 3 enrolled in Before Care and 15 enrolled in After Care. Numbers are going up and down weekly based on parent's schedules. Many parents with the new covid-19 guidelines have been able to have a flexible work schedule and do not need the extra day care at the moment.

During the month of December students in KinderStop participated in winter holiday crafts with themes surrounding Christmas trees, reindeer, menorahs, snowflakes and snowmen. With the weather not getting too cold yet, staff have been able to get students outside at least once a day to get some fresh air and exercise.

Staff have been doing a phenomenal job with making sure all students have their masks on properly, keeping a social distance from other students and washing their hands very often to prevent the spread of germs and covid-19.

E-Learning Camp

District 23 is still currently on a full remote e-learning schedule 5 days a week. The schedule will stay like this until after winter break. There is on average around 18 – 20 kids enrolled in the e-learning program every week.

Students are now all adjusted to working remotely and are doing a great job getting their assignments done and logging into their zoom classes. Staff have also been doing an awesome job helping students out with computer problems and also helping students with school work if they have any questions.

Youth Programs

The next upcoming Kids Day Off programs will be held on December 21, 22, 23, 28, 29, 30.

Aquatics

Lions Pool is closed until summer 2021.



2021 REGULAR BOARD MEETING SCHEDULE

The 2021 Regular Board Meetings will be held on the fourth Tuesday of each month with exceptions indicated below with a double asterisk. Meetings are generally held at 7:00 p.m. at the Gary Morava Recreation Center, 110 West Camp McDonald Road, Prospect Heights, IL 60070 unless otherwise indicated.

January 26, 2021

February 23, 2021

March 23, 2021

April 27, 2021

May 25, 2021

June 22, 2021

July 27, 2021

August 24, 2021

September 28, 2021

October 26, 2021

November 16, 2021**

December 14, 2021**

**MEMORANDUM OF UNDERSTANDING BETWEEN
THE PROSPECT HEIGHTS PARK DISTRICT BOARD
AND
THE PROSPECT HEIGHTS PARKS FOUNDATION BOARD**

THIS MEMORANDUM OF UNDERSTANDING (“*MOU*”) sets the terms and understanding between the Prospect Heights Park District, located at 110 West Camp McDonald Road in Prospect Heights (the “*District*”), and the Prospect Heights Parks Foundation Board, an Illinois not-for-profit corporation located in Prospect Heights (the “*Foundation*”) for mutual support of the District.

WHEREAS, the District maintains the stated mission of striving to permanently preserve, protect, maintain, improve and enhance the park land and its residents’ recreational opportunities within its boundaries; and

WHEREAS, the District owns real estate, buildings, and other recreational facilities and operates a number of recreational and athletic programs in furtherance of this mission; and

WHEREAS, the District has a naming policy and may authorize the “naming” of certain facilities, buildings, landscape areas, programs, and other related Park and Recreation assets, in return for donations to the Foundation; and

WHEREAS, the Foundation will manage donations received under the naming policy in accordance with this MOU; and

WHEREAS, the District establishes the terms of the naming agreements, including necessary gifting amounts, length of memorialization, management of funds, plaque locations and size; and

WHEREAS, the District philosophically and by policy may not name any asset without the necessary monetary gift as detailed in the Naming and Renaming Parks, Park Structures, and Facility Policy the District; and

WHEREAS, the Foundation wishes to support the District’s mission and has the opportunity to accomplish more than public funding allows; and

WHEREAS, the private nature of the Foundation also provides the added advantage of dedicated donor services; and

WHEREAS, the District wishes to assist and enhance the operation of, and appropriately recognize, the Foundation; and

WHEREAS, the District wishes to support the fundraising activities of the Foundation and promote a positive relationship with its staff and volunteer members; and

WHEREAS, the Foundation wishes to assure the District that it will operate effectively and responsibly with the reasonable expectations of both public and private interests, on behalf of the District.

THEREFORE, the District and the Foundation set forth the following terms and understanding as follows, with the foregoing recitals being incorporated herein by reference.

Section 1. Foundation Representations. The Foundation represents and acknowledges the following with regard to its operation, creation and purpose:

- A. The Foundation is created and operated primarily in support of the District's mission and goals and their work will be compatible with these interests and goals and it will support the master plan of the District;
- B. The Foundation will have as its primary purpose to secure, manage, and invest private support solely for the benefit of the District;
- C. It will operate as a private legal entity separate from the District;
- D. It will use sound fiscal and auditing procedures;
- E. It will not interfere with day-to-day District operations; and
- F. It will obtain and maintain status as a tax-exempt, charitable organization under state and federal income tax laws to ensure that gifts and bequests received may qualify as deductible, charitable contributions for the donor.

Section 2. Foundation Documents. The Foundation shall keep on file with the District updated copies of all enabling documents including the Articles of Incorporation, Bylaws and any amendments to these documents. The District's President his or her designee shall review these documents annually.

Section 3. Foundation Enabling Documents – Required Provisions. The Foundation shall include language substantially similar to the following clauses in its enabling documents:

- A. Articles of Incorporation. In the event of its dissolution, the Foundation's assets and records will be distributed to the District, being qualified as an exempt organization or organizations under §501(c)(3) of the Code, or if such organization or organizations have dissolved or are unwilling or unable to accept said assets under the conditions of §501(c)(3) of the Code, to another such organization or organizations organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization or organizations under §501(c)(3) of the Code, and shall use said assets exclusively for the purposes of the Corporation in such manner, or as the Foundation shall determine.

- B. Bylaws. The Bylaws shall provide that the District President, Executive Director and Superintendent of Finance shall be ex-officio members of the Foundation.

Section 4. Bond and Insurance. The Foundation shall insure that officers and staff members are bonded in a reasonable amount recommended by the Foundation's insurer. The premiums payable on such bonds shall be payable from the funds of the Foundation. Further, the Foundation shall obtain and maintain general liability and directors' and officers' liability insurance in a reasonable and appropriate amount as determined by the Foundation Board. The Foundation shall annually provide the District documentation of its compliance with this Section.

Section 5. Accountability and Stewardship. As the District and the Foundation want to maintain the highest levels of accountability and stewardship, the Foundation agrees to:

- A. share information with the District, as reasonably requested; and
- B. develop reporting processes and institute compliance and auditing procedures that:
 - 1. ensure donated funds are accounted for;
 - 2. expenditures are made in accordance with donors' wishes; and
 - 3. reports are made to donors on the use of such funds.

Section 6. Donor Solicitation.

- A. Donor Communication. The Foundation agrees to make the following clear to prospective donors:
 - 1. The Foundation is a separate, legal and tax entity organized for the purpose of encouraging voluntary, private gifts, trusts, and bequests for the benefit of the District;
 - 2. Responsibility for governance of the Foundation, including investment of gifts and endowments, resides in the Foundation's Board;
 - 3. Checks for charitable gifts to any District programs should be made payable to the Foundation; and
 - 4. Gifts made for a designated purpose will be dedicated in their entirety to that purpose unless it is specifically stated that an administrative charge will be applied.
- B. Conditions of Gift Acceptance. The Foundation agrees that in accepting gifts of all kinds, it will:
 - 1. Advise donors that any restrictive terms and conditions they attach to gifts

for the District are subject to District approval;

2. Ensure that gifts designated for specific purposes are in compliance with District master plans, mission and philosophy;
3. Ensure that the District's naming policies and procedures are adhered to as delineated in the Naming and Renaming Parks, Park Structures, and Facilities Policy
4. Ensure that gifts are promptly reported to and approved for acceptance by the District in accordance with any District policies and delegations of authority;
5. Coordinate their funding goals programs, and campaigns with the District; and
6. Any gift, grant, or contract that includes a financial or contractual obligation binding upon the District must have prior concurrence in writing from the District.

Section 7. Financial Procedures.

- A. Standards. The Foundation will hold and invest endowments and funds functioning as endowments on a long-term basis. For this purpose, they should ensure that the following standards are applied:
 1. Prudent Practices. In general, Foundation investment procedures should be conducted in accordance with prudent, sound practices to ensure that gift assets are protected and enhanced, that a reasonable return is achieved, and with due regard for the fiduciary responsibilities of the Foundation's Board..
 2. Administration of Income. Income from investments, net of administrative fees, should be administered in accordance with pertinent Foundation policies, and, where appropriate, transferred to the District so as to be expended by the appropriate District department or program accounts.
 3. Annual Report. The Foundation shall also prepare an annual report to the District that summarizes the funds transferred to each District department, program or capital project. The report shall summarize these amounts by each account and the total for each department, program or capital project. The District and the Foundation shall provide each other with operational reports necessary to assure proper financial oversight.

Section 8. District Accountability of Funds. Consistent with good stewardship, District staff into whose department, program or capital projects the Foundation funds are transferred, are responsible both to account for them in accordance with District policies and procedures, and to notify the Foundation on a timely basis regarding the use of such funds.

Section 9. Financial Commitments Consistent with District Mission. The Foundation should carry out financial commitments and expenditures consistent with pertinent policies, plans, and budget approved by the Foundation's governing board and consistent with the District's mission and objectives.

Section 10. Financial Statement. The Foundation should maintain books in accordance with generally accepted accounting principles and should be audited annually by a firm of certified public accountants. Copies of the audited financial statement and a current list of Foundation officers, directors or trustees, shall be made available to the District.

Section 11. Inspection of Foundation Records. Because private funds are raised to support public projects, the Foundation will permit authorized District officials or their designees to inspect all Foundation books and records, except to the extent such inspection violates rights to privacy or confidential donor information.

Section 12. Compliance Reviews. The District will conduct periodic compliance reviews of the use of donated funds. These reviews will be conducted by the District on an annual basis. Their purpose will be to ensure that dispositions of donated funds have complied with the purposes and restrictions set forth by the donors and/or the Foundation. The scope of the review and extent of testing will be mutually agreed upon in advance by the District and the Foundation. A written report of the results of such review shall be provided to the Foundation.

Section 13. Designation as a Gift. Funds received by the District shall only be accounted for as gifts where the appropriate donative intent is present. Amounts received solely in exchange for services or property shall not be accounted for as gifts.

Section 14. District Assistance to the Foundation.

A. As long as the Foundation complies with the terms and understandings set forth herein, the District will assist the Foundation by:

1. allowing the Foundation to use the name and images of the District;
2. allowing the Foundation to use District space, equipment, and staff at no cost to the Foundation, in the performance of the Foundation's activities;
3. assisting the Foundation by suggesting and recommending donors and contributions to the Foundation; and
4. making District staff available as needed to:

- a. review the Foundation's published content;
 - b. review and assist with the Foundation's social media marketing;
 - c. review large project or event content;
 - d. assist with mass mailing; and
 - e. assist with financial, membership and banking issues.
5. providing financial support. Requests should be submitted by October of the year prior.

B. The Foundation acknowledges that it will:

- 1 cover all costs for office supplies, mailings, Foundation specific software, legal services, website audit and marketing consultants;
2. utilize editing and review services as needed for smaller projects or events; and
3. utilize graphic design and public relation services as needed.

Section 15. Notice of Non-compliance – Opportunity to Cure. In the event of non-compliance with any of the terms and understandings contained in this MOU, the District shall notify the Foundation in writing of the event or practice the District believes does not comply with this MOU. The Foundation shall, within fifteen (15) days from receipt of the notice of non-compliance, either a) undertake to correct the non-compliance and diligently pursue same to completion; or b) show cause to the District that the Foundation is in compliance. In the event the Foundation fails to comply within this time period, the District, may, at its option, terminate this MOU and its relationship with the Foundation.

Section 16. Termination. In addition to the method of termination provided for in Section 15, this MOU may be terminated by either party by delivering written notice of termination to the non-terminating party at least thirty (30) days prior to the effective date of any termination. In the event of termination, the Foundation shall provide the District with an accounting of all funds in its possession and transfer those receipts, along with any restrictions thereon, to the District.

Section 17. Entire MOU and Amendment. This MOU represents the parties' entire understanding with respect to the matters specified herein. Any amendments or additions to this MOU must be made in writing and signed by both parties.

Section 18. Governing Law. It is understood that this MOU shall be governed by and construed under and in accordance with the laws of the State of Illinois.

This MOU is hereby executed by the duly authorized representatives of the parties as of

_____, 2020.

DISTRICT

FOUNDATION

By:

By:



December 15, 2020

To: Christina Ferraro, Executive Director
From: Annette Curtis, Superintendent of Finance and Planning
Re: Levy for Tax Year 2020 Fiscal Year 2021

Tax Levy Ordinance 12.15.2020

The Levy Ordinance reflects the same request approved with the Truth in Taxation Resolution. Total amount requested \$3,007,488. Funds will be utilized for general park purposes, recreation programs, and maintenance.

Tax Levy Resolution 12.15.2020

The Tax Levy Resolution will be filed with the levy ordinance. If the levy requested is greater than the calculated extension the Resolution provides the county with direction to maximize the levy requested in all funds except Recreation.

**Prospect
Heights
Park
District**

110 W. Camp McDonald Rd, Prospect Heights, IL.

**FOR TAX YEAR 2020
TAX LEVY
ORDINANCE
NO. 12.15.2020
FY 2021**

January 1, 2021 – December 31, 2021

STATE of ILLINOIS }
COUNTY of COOK } **SS**
PROSPECT HEIGHTS PARK DISTRICT }

I, Timothy Jones, do hereby certify that I am the duly qualified elected President and Presiding Officer of the PROSPECT HEIGHTS PARK DISTRICT, Cook County, Illinois, and that the foregoing Tax Levy Ordinance 12.15.2020 was passed in full compliance with the provisions of Section 4 through 7 of " An Act to provide procedures for public notice and hearing on Public Act 82-102 (Truth in Taxation).

Timothy Jones, President and Presiding Officer
Prospect Heights Park District

ATTEST:

Ellen Avery, Board Secretary
Prospect Heights Park District

Dated 15th Day of December 2020

STATE of ILLINOIS }
COUNTY of COOK } SS.
PROSPECT HEIGHTS PARK DISTRICT }

CERTIFICATE of ANNUAL TAX LEVY ORDINANCE 12.15.20
TO: THE COUNTY CLERK of COOK COUNTY:

I, Ellen Avery, do hereby certify that I am Secretary to the Board of Commissioners of the Prospect Heights Park District, Cook County, duly appointed and qualified and acting in and for said Park District.

That pursuant to authority vested in it, the Board Of Commissioners of the Prospect Heights Park District, Cook County, Illinois at its meeting assembled on the 15th Day of December, A.D., 2020 did hereby direct that there be raised by the General Tax Levy Ordinance attached hereto:

General Park Purposes	\$1,000,000
Recreation Purposes	816,000
Auditing Purposes	15,000
Lighting & Paving	15,000
Liability Insurance	130,000
Retirement Fund (IMRF)	110,000
Social Security	125,000
Police & Security Purposes	10,000
Museums Purposes	7,000
Special Co-op Recreation	154,749
Debt Service Fund	<u>624,739</u>
	\$ 3,007,488

That the amount set forth in the Annual Tax Levy Ordinance attached hereto, the same being a true and correct copy of said Ordinance be levied upon all taxable property in said Park District of the PROSPECT HEIGHTS PARK DISTRICT, Cook County, Illinois, as itemized and needed for uses and purposes as therein set forth as appears from the record of the proceedings of said Board of Commissioners now on file in the Park District office and that this original form which this copy was made and compared is on record in said office.

I, Ellen Avery, being first duty sworn on oath, deposes and says that the above and foregoing statement is true and correct.

Ellen Avery, Board Secretary

ORDINANCE 12.15.2020

TAX LEVY ORDINANCE AND RESOLUTION ADOPTING THE SAME FOR TAX YEAR 2020 & FISCAL YEAR JANUARY 1, 2021 AND ENDING DECEMBER 31, 2021 FOR THE PROSPECT HEIGHTS PARK DISTRICT IN THE COUNTY OF COOK AND STATE OF ILLINOIS

WHEREAS: It is the duty of the Commissioners of the Prospect Heights Park District to levy a tax for General Park purposes of said Park District and for the purpose of planning, establishing and maintaining Recreation programs within said Park District, and for the purpose of levying a tax for Paving and Lighting of streets and playgrounds, within and upon park district property, for the purpose of levying and collecting tax for the payment of Liability Insurance, for the purposes of levying and collecting a tax for the payment of Federal Old Age and Survivors Insurance and Illinois Municipal Retirement Fund, and for the purpose of maintaining a Police and Security System, and for the purpose of Joint Recreation Programs for the Special Recreation, and for the purpose of levying and collecting a tax for Auditing Fund, and for the purpose of levying and collecting a tax for Museum Fund and for the purpose of levying and collecting a tax for the Debt Service Fund.

Now, THEREFORE, Be it Resolved this 15th Day of December 2020, this Tax Levy Ordinance / Resolution was considered by the Board of Commissioners of the Prospect Heights Park District, County of Cook, State of Illinois:

Section 1: That there is hereby levied on all taxable property within the Corporate limits of said PROSPECT HEIGHTS PARK DISTRICT for the fiscal year beginning January 1, 2021 and ending December 31, 2021, the total sum of *ONE MILLION DOLLARS (\$1,000,000)* for the Corporate purposes of said Park District and the total sum of *EIGHT HUNDRED SIXTEEN THOUSAND DOLLARS (\$816,000)* for Recreation purposes as described by the statutes of the State of Illinois in such case made and provided, the sum of *FIFTEEN THOUSAND DOLLARS (\$15,000)* for the Audit Fees of Park District in accordance with the Statutes of the State of Illinois in such case made and provided, and the sum of *FIFTEEN THOUSAND DOLLARS (\$15,000)* for the Paving and Lighting of streets and playgrounds in accordance with the Statute of the State of Illinois in such case made and provided, and the sum of *ONE HUNDRED THIRTY THOUSAND DOLLARS (\$130,000)* for the Public Liability Insurance, and the sum of *ONE HUNDRED TEN THOUSAND DOLLARS (\$110,000)* for Illinois Municipal Retirement Fund, in accordance with the Statutes of the State of Illinois in such case made and provided, and the sum of *ONE HUNDRED TWENTY FIVE THOUSAND DOLLARS (\$125,000)* for Federal Old Age and Survivors Insurance in accordance with the Statutes of the State of Illinois in such case made and provided, the sum of *TEN THOUSAND DOLLARS (\$10,000)* for organizing and maintaining a, Police and Security in accordance with the Statutes of the State of Illinois in such case made and provided, and the sum of *SEVEN THOUSAND DOLLARS (\$7,000)*, for the maintenance of Museums, in accordance with the Statute of the State of Illinois in such case made and provided and the sum of *ONE HUNDRED FIFTY FOUR THOUSAND SEVEN HUNDRED AND FORTY NINE DOLLARS (\$154,749)* for Joint Recreation Programs for the Special Recreation, in accordance with the Statutes of the State of Illinois in such case made and provided and the sum of *SIX HUNDRED TWENTY FOUR THOUSAND*

SEVEN HUNDRED THIRTY NINE DOLLARS (\$624,739) for Debt Service, in accordance with the Statutes of the State of Illinois in such case made and provided and that the said total of *THREE MILLION SEVEN THOUSAND FOUR HUNDRED EIGHTY EIGHT DOLLARS (\$3,007,488)* to defray the necessary expenses for the operation, construction, repair, improvements, and maintenance of parks and grounds, buildings, under the control of the Park District, and Recreation Programs, Auditing Fund, Paving and Lighting of streets and playgrounds, Liability Insurance, payments of Illinois Municipal Retirement Fund & F.I.C.A., and for Museum purposes, for joining the Special Recreation CO-OP District for the Special Recreation and for the Debt Service.

Section 2: The Ordinance heretofore adopted lists the objects and purposes for which said funds were made and the respective amounts:

CORPORATE TAX LEVY

Personnel Services	\$ 322,164
Contractual Services	191,709
Commodities	26,575
Improvements & Development	459,552

Total Amount Levied	\$ 1,000,000
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RECREATION TAX LEVY

Personnel Services	\$ 816,000
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Total Amount Levied	\$ 816,000
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AUDIT LEVY

Expense for Annual Audit of Park District Accounts	\$ 15,000
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Total Amount Levied	\$ 15,000
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PAVING & LIGHTING TAX LEVY

Paving & Lighting, Maintaining of Streets and Playgrounds	\$ 15,000
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Total Amount Levied	\$ 15,000
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LIABILITY INSURANCE TAX LEVY

Liability Insurance in connection with the operation of the Park District. (Workmen's Compensation, Unemployment Insurance, Auto and General Liability).

	\$	130,000
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Total Amount Levied	\$	130,000
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ILLINOIS MUNICIPAL RETIREMENT TAX LEVY

Payment by the Park District to Illinois Municipal Retirement Fund

	\$	110,000
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Total Amount Levied	\$	110,000
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FEDERAL OLD AGE & SURVIVORS INSURANCE TAX LEVY

F.I.C.A Employers Payment

	\$	125,000
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Total Amount Levied	\$	125,000
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POLICE PURPOSES TAX LEVY

Organizing & Maintaining Police System

	\$	10,000
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Total Amount Levied	\$	10,000
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MUSEUM TAX LEVY

Maintenance & Operation of Museums and Nature Areas

	\$	7,000
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Total Amount Levied	\$	7,000
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SPECIAL RECREATION TAX LEVY

Joint Recreation Programs for the Special Recreation

	\$	154,749
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Total Amount Levied	\$	154,749
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DEBT SERVICE LEVY

Debt Service

	\$	624,739
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Total Amount Levied	\$	624,739
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Section 3: That all expended balances in any item or items in any levy made by the Tax Levy Ordinance may be expended in making up insufficiency or deficit in any item within the same levy for the general purposes for which it is made.

Section 4: That the Secretary of the Board of Commissioners of this Park District is hereby directed to file a copy of this Ordinance and Resolution duly certified by said Secretary in accordance with the provisions of the Statute in such case made and provided with the County of Cook, State of Illinois.

PROSPECT HEIGHTS PARK DISTRICT

SUMMARY of TAX LEVY

	<u>FUND</u>	<u>LEVIED AMOUNT</u>
01	CORPORATE	\$ 1,000,000
02	RECREATION	816,000
04	AUDIT	15,000
05	PAVING & LIGHTING	15,000
06	LIABILITY INSURANCE	130,000
07	RETIREMENT (I.M.R.F.)	110,000
11	SOCIAL SECURITY	125,000
08	POLICE	10,000
09	MUSEUM	7,000
10	SPECIAL RECREATION	154,749
56	DEBT SERVICE	<u>624,739</u>
		\$ 3,007,488

Section 5: On the motion of Commissioner _____, seconded by Commissioner _____, it is hereby resolved that the Tax Levy Ordinance 12.15.2020 be passed by the Board of Commissioners of the said Park District, Cook County, Illinois on the 15th Day of December, 2020 by the following roll call vote:

Ayes:

Nays:

Absent:

Abstain:

Passed and deposited in the office of the Secretary of the Board of Commissioners of the Prospect Heights Park District, this 15th Day of December, 2020 A.D.

Ellen Avery, Board Secretary
Prospect Heights Park District

PROSPECT HEIGHTS PARK DISTRICT

RESOLUTION

The attached resolution is hereby published by the authority of the Board of Commissioners of the Prospect Heights Park District pursuant to Illinois Revised Statutes, Chapter 105, Section 4-3 this 15th Day of December, 2020.

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

(PARK DISTRICT SEAL)

By attachment of this statement to any Resolution, said Resolution is made a part of the Park District's Resolutions available to the public upon request.

RESOLUTION 12.15.2020

**A RESOLUTION PROVIDING FOR THE POSSIBLE REDUCTION
OF LEVY AND ASSESSMENT OF TAXES FOR THE PROSPECT
HEIGHT PARK DISTRICT COOK COUNTY, ILLINOIS, FOR THE
FISCAL YEAR BEGINNING JANUARY 1, 2021 AND ENDING
DECEMBER 31, 2021**

WHEREAS, the Board of Commissioners of the Prospect Heights Park District recognize certain effect of the Property Tax Limitation Act on the annual tax levy of the Park District; and

WHEREAS, the Board of Commissioners of the Prospect Heights Park District recognize certain limitations of the annual property tax extension as currently distributed by the Office of the County Clerk; and

WHEREAS, it is determined to be in the best interest of the Prospect Heights Park District to maximize the levy extensions in the Corporate, Audit, Paving & Lighting, Liability Insurance, IMRF, Social Security, Police Protection, Museum, and Special Recreation Funds.

THEREFORE, be it resolved by the Board of Commissioners of the Prospect Heights Park District that the Director of Tax Extensions of the Office of the County Clerk be authorized to extend the full levy request, up to the legal tax rate limit to Corporate, Audit, Paving & Lighting, Liability Insurance, IMRF, Social Security, Police Protection, Museum, and Special Recreation Funds of the District.

BE IT FURTHER RESOLVED that the Director of Tax Extensions of the Office of the County Clerk be authorized to reduce the district's Recreation Fund to provide the necessary tax extension required to maintain the Corporate, Audit, Paving & Lighting, Liability Insurance, IMRF, Social Security, Police Protection, Museum, and Special Recreation Funds, at the full levy amount requested.

Passed and signed on this 15th day of December 2020

ATTEST:

TIMOTHY JONES

PARK BOARD PRESIDENT _____

Date: December 15, 2020

ELLEN AVERY

PARK BOARD SECRETARY _____

Date: December 15, 2020

Adopted: December 15, 2020

Resolution No. 12.15.2020A

A RESOLUTION APPROVING THE EMPLOYMENT AGREEMENT BETWEEN CHRISTINA FERRARO AND THE PROSPECT HEIGHTS PARK DISTRICT

WHEREAS, the Prospect Heights Park District ("Park District") is an Illinois park district and unit of local government; and

WHEREAS, the Illinois Park District Code authorizes the Park District to make contracts for a term exceeding one year but not to exceed 3 years for the employment of a park director (70 ILCS 1205/8-1(i)); and

WHEREAS, the Park District desires to employ an Executive Director to properly administer the business affairs of the Park District as the chief administrative and executive officer of the Park District; and

WHEREAS, the Park District desires to enter into an Employment Agreement with Christina Ferraro for the position of Executive Director; and

WHEREAS, the Executive Director shall be bound by the terms described more fully in the employment agreement attached hereto as Exhibit A, and incorporated herein by reference.

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE PROSPECT HEIGHTS PARK DISTRICT THAT:

Section 1: The recitals set forth above are incorporated into and made part of this Resolution.

Section 2: The Employment Agreement between the Park District and Christina Ferraro, a copy of which is marked "Exhibit A," attached hereto and incorporated herein, be and the same is hereby approved.

Section 3: The President of the Park District Board of Commissioners is hereby authorized to execute said Employment Agreement on behalf of the Park District

Section 4: This Resolution is effective immediately upon its passage and approval

PASSED this _____ Day of _____, 2020

AYES:

NAYS:

ABSENT:

ABSTENTIONS:

President of the Board of Commissioners

ATTEST:

Secretary

EXHIBIT A
EMPLOYMENT AGREEMENT