



# BOARD REPORT

JANUARY 25, 2022



**Agenda for the January 25, 2022 Public Hearing  
Gary Morava Recreation Center  
110 W Camp McDonald Road, Prospect Heights, IL 60070  
7:00 p.m.**

- I. Call to Order**  
Roll Call
- II. Explanation of Hearing**
- III. Public Comment**
- IV. Adjournment**

**Agenda for the January 25, 2022 Regular Board Meeting**

- I. Call to Order**
  - A. Roll Call
  - B. Pledge of Allegiance
- II. Corrections/Additions/Approval of Agenda**
- III. Recognition/Welcome**
- IV. Public Comment**
- V. Consent Agenda**

*These items are considered by the Park District to be routine and will be enacted in one motion without separate discussion. If a member of the Park Board requests, a Consent Agenda item will be removed from the Consent Agenda and considered as an individual item at the end of old or new business.*

  - A. Approval of December 14, 2021 Executive Session Meeting Minutes
  - B. Approval of December 14, 2021 Regular Board Meeting Minutes
  - C. Approval of Treasurer's Report Cash Report # 1 cash balance totaling \$4,810,607.25 as of December 31, 2021
  - D. Approval of Warrants totaling \$443,822.26 for the period ending December 31, 2021
- VI. Announcements (Meetings)**

Regular Board Meeting at Gary Morava Recreation Center – February 22, 2022 at 7:00 p.m.
- VII. Attorney's Report**

Legal Matter
- VIII. Administrative/Operational Summary**
  - A. Executive Director
  - B. Superintendent of Recreation
  - C. Superintendent of Facilities and Parks
  - D. Director of Golf
  - E. Recreation Supervisors

**IX. Committees of the Board**

- A. Finance Committee
- B. Personnel and Planning Committee
- C. Policy and Procedure Committee
- D. Recreation Facilities, Parks & Maintenance Committee
- E. Recreation Programs & Resident Relations Committee
- F. OCCC Programs, Facilities, Grounds & Maintenance Committee

**X. Unfinished/Ongoing Business**

- A. Update Lexington Homes/Muir Park
- B. Update Feasibility Study

**XI. New Business**

- A. Approval Ordinance #01.25.2022 Combined Budget and Appropriation FY2022
- B. Approval Ordinance #01.25.2022A Abating Tax Levied for the Year 2021

**XII. Commissioner Comments**

**XIII. 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 purposes of discussion of the following items:

- 2(c)6 – setting price for District property sale or lease
- 2(c) 21 semi-annual review of executive session minutes and determine release

**XIV. Reconvene to Open Session (Visitors Invited to Return at this Time)**

**XV. Action as a Result of the Executive Session**

Approval Resolution #01.25.2022: Determining the Confidentiality of Closed Session Minutes

**XVI. Adjournment**

Note 1: Meeting Location – Gary Morava Recreation Center, 110 W Camp McDonald Road, Prospect Heights, IL 60070

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.*

# Classified

The Journal & Topics Media Group accepts classified ads by email, online submission, mail/in person, phone or fax. Classifieds will appear in all 16 Journal & Topics publications.

**JOURNAL  
& TOPICS**  
MEDIA GROUP

Journal & Topics Media Group | journal-topics.com | Wednesday, January 12, 2022 | Page 30

Phone Hours: 8:30 a.m.-4 p.m. Mon.-Fri. | Deadline: Noon Monday prior to publication

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**1** Email: [journalads@journal-topics.info](mailto:journalads@journal-topics.info)

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**3** Mail/Visit: 622 Graceland Ave., Des Plaines, IL 60016

**4** Call us at 847-299-5511

**5** Fax it to us at 847-298-8549



### 0610 Antiques

Buying watches, costume jewelry, clocks, old furniture, paintings, silver-plate, china, figurines, perfume bottles & other antiques. Call Carol 847-732-1195

### 0630 Cars & Trucks

Love to buy your car or truck will pay \$200 - \$2,000 for the good bad or ugly! Also classic, antique, hot rod or project cars. Same day free tow away 773-758-2928

### 0860 Room to Rent

Room for Rent  
Clean, quiet home in Des Plaines.  
Incl. Kitchen, laundry, WiFi & backyard/pool privileges  
847-699-9977

### 0890 Looking to Rent Kitchenette

**APT. WANTED** Two people with steady income looking to rent apt. in Des Plaines or surrounding area. Prefer private owner. Mike - 224-322-7297

### 0900 Legals

### 0240 Subscription Sales

#### Subscription Sales Management

A new campaign will soon be launched by the Journal & Topics Newspapers to attract more subscribers to our northwest suburban publications. To do so we want to hire the best person possible who has the talent and time to organize and manage drives to bring one of our many community weekly newspapers into homes, schools, offices and on computers and cell phones. Duties include visiting local community groups, schools, PTAs, and business leaders to work together to bring to a larger audience the type of news and information that's the closest to the hearts and minds of people who live in this dynamic area. To apply, simply send a short email and resume to [journalnews@journal-topics.info](mailto:journalnews@journal-topics.info). Type into subject line "Subscriptions".

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### 0900 Legals

### 0240 Subscription Sales

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NEWSPAPERS**

#### ADVERTISEMENT FOR BID

The Board of Education, Skokie School District 68, 9440 Kenton Avenue, Skokie, IL 60076 will receive sealed bids for:

#### 2022 HVAC Renovations

Prime Trade Packages for this project include:

BP #1 – General Trades BP #2 – HVAC BP#3 – Electrical

The Bid Opening will be on Tuesday, February 8th, 2022 at 2:00 P.M., at the Office of Nicholas & Associates, 1001 Feehanville Dr. Mount Prospect, IL 60056. At this time, the Bids will be publicly opened and read aloud via video conference. Viewing instructions will be posted on the Skokie School District 68 website on February 7th, 2022. A Bid Security of 10% of the Bid is required with the proposal. The Contractor must pay the Prevailing Wage Rates for all work per Illinois Law.

Bids shall be submitted on or before the specified closing time in an opaque sealed envelope addressed to: Mr. Ryan Berry - Assistant Superintendent for Business, Skokie School District 68, 9440 Kenton Avenue, Skokie, IL 60076.

Bidders must be pre-qualified by Nicholas & Associates, Inc. and approved by the Owner. Bidders are required to have submitted an AIA 305-Contractors Qualification statement to the offices of Nicholas & Associates, Inc., 1001 Feehanville Drive. Mount Prospect, IL 60056 prior to submitting a bid.

There will be a Pre-Bid Meeting for all interested bidders. Any bidders submitting a bid on this project are required to attend this meeting. Location and time are as follows:

Location: District Office – 9440 Kenton Ave, Skokie, IL 60076  
Date: Thursday, January 27th, 2022  
Time: 1:30 PM

The Board of Education reserves the right to accept or reject any or all bids, reject nonconforming bids, reject conditional bids, waive irregularities in the bidding procedures, or to accept any bid that, in its sole opinion, best serves the interests of the School District.

It is the policy of Skokie School District 68, to provide equal opportunity to all qualified businesses in the awarding of contracts and accordingly encourages the utilization of diversified businesses to the maximum extent feasible in any contract issued against this solicitation to bid.

The bidder shall have a written sexual harassment policy in place in full compliance with Section 2-105 of the Illinois Human Rights Act.

Contractors may secure, at no cost, an electronic copy of the bidding documents from the Construction Manager – Nicholas & Associates, Inc. Contact Dave Torres at [dtorres@nicholasquality.com](mailto:dtorres@nicholasquality.com) or by Phone No. at (847)-878-6301.

The bidding documents will be available on or after Thursday, January 20th, 2022.

### 0900 Legals

### 0900 Legals

### 0900 Legals

#### PROSPECT HEIGHTS PARK DISTRICT 2022 BUDGET AND APPROPRIATION ORDINANCE NOTICE OF PUBLIC HEARING

The Prospect Heights Park District Board of Commissioners will hold a public hearing on the proposed 2022 Budget and Appropriation Ordinance beginning at 7:00 p.m. on January 25, 2022, meeting in the Gary Morava Recreation Center, 110 West Camp McDonald Road, Prospect Heights, Illinois.

The public is invited. A copy of the proposed 2022 Budget and Appropriation Ordinance is on file for public inspection at the Administrative Offices of the Prospect Heights Park District, 104 West Camp McDonald Road, Prospect Heights, Illinois.

Betty Cloud Secretary Prospect Heights Park District

#### PUBLIC HEARING NOTICE

Notice is hereby given that the Plan/Zoning Board of Appeals of the City of Prospect Heights, Cook County, Illinois, will conduct a Public Hearing on the 27th day of January, 2022, 7pm, at the Prospect Heights City Hall, 8 North Elmhurst Road, Prospect Heights, Illinois, for consideration of a special use permit for a 2,730 ± sq. ft. sit down restaurant with outdoor dining in the B-2A General Commercial District per Section 5-7-3 C of the Zoning Ordinance, for the property commonly known as 1421 N. Rand Rd., Arlington Heights, IL and legally described as follows:

LOT 6 IN H.C. TAYLOR'S ARLINGTON HEIGHTS ACRES, BEING A SUBDIVISION OF THAT PART OF THE NORTHWEST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 21, TOWNSHIP 42 NORTH, RANGE 11 EAST OF THE THIRD PRINCIPAL MERIDIAN, LYING NORTH OF RAND ROAD, IN COOK COUNTY, ILLINOIS, EXCEPT THAT PART OF LOT 6 BOUNDED AND DESCRIBED SD FOLLOWS.

BEGINNING AT THE NORTHWEST CORNER OF SAID LOT 6, THENCE EAST ALONG THE NORTH LINE THEREOF, 25 FEET, THENCE SOUTHWESTERLY TO A POINT ON THE SOUTHWESTERLY LINE OF SAID LOT 6, SAID POINT BEING 25 FEET SOUTHEASTERLY OF POINT OF BEGINNING, THENCE NORTHWESTERLY ALONG SAID SOUTHWESTERLY LINE, 25 FEET TO THE POINT OF BEGINNING, IN COOK COUNTY, ILLINOIS.

COMMONLY KNOWN AS: 1421 N. RAND RD., ARLINGTON HEIGHTS, IL. 60004

PIN #: 03-21-300-020-0000

Bruce Mellen, Chairman  
Plan/Zoning Board of Appeals

# **Prospect Heights Park District**

**110 W. Camp McDonald Road, Prospect Heights, IL 60070**

**(847) 394-2848**

## **COMBINED BUDGET & APPROPRIATION ORDINANCE # 01.25.2022**

**January 1, 2022 – December 31, 2022**

**Prospect Heights Park District  
Combined Budget & Appropriation Ordinance  
01.25.22**

**AN ORDINANCE ADOPTING THE COMBINED ANNUAL  
BUDGET AND APPROPRIATION OF FUNDS FOR  
THE PROSPECT HEIGHTS PARK DISTRICT, COOK COUNTY, ILLINOIS  
FOR THE FISCAL YEAR BEGINNING ON  
THE FIRST (1<sup>st</sup>) DAY OF JANUARY, 2022 AND  
ENDING ON THE THIRTY-FIRST (31<sup>st</sup>) DAY OF DECEMBER, 2022**

BE IT ORDAINED BY THE BOARD OF PARK COMMISSIONERS (the Board) of the Prospect Heights Park District, (the “District”) of Cook County, Illinois:

**Section 1:** It is hereby found and determined:

- (a) this Board has heretofore caused to be prepared a combined annual budget and appropriation in tentative form for the fiscal year beginning January 1, 2022 and ending December 31, 2022, which ordinance has been conveniently available for public inspection for at least 30 days prior to final action thereon;
- (b) a public hearing was held at the Gary Morava Recreation Center, Cook County, Illinois on the 25th day of January 2022 on said ordinance; and
- (c) that all other legal requirements for the adoption of the annual budget and appropriation ordinance of this District for the fiscal year beginning January 1, 2022 and ending December 31, 2022 have heretofore been performed.

**Section 2:** The following sums of money, or so much thereof as may be authorized by law for the following objects and purposes, be and the same are hereby budgeted and appropriated for the fiscal year beginning the first (1<sup>st</sup>) day of January, 2022 and ending on the thirty-first (31<sup>st</sup>) day of December, 2022.

**SUMMARY of ANNUAL BUDGET & APPROPRIATION ORDINANCE  
FOR FISCAL YEAR 2022**

	<b>FUND</b>	<b>BUDGET</b>	<b>APPROPRIATION</b>	
100	CORPORATE	\$ 747,253	\$ 896,704	
200	RECREATION	1,737,494	2,084,993	
300	GOLF	1,900,262	2,280,314	
404	AUDIT	17,250	20,700	
405	PAVING & LIGHTING	9,536	11,443	
406	LIABILITY INSURANCE	96,359	115,631	
407	IMRF	137,311	164,773	
408	POLICE	51,701	62,041	
409	MUSEUM	7,000	8,400	
410	SPECIAL RECREATION	160,147	192,176	
411	SOCIAL SECURITY	150,000	180,000	
412	MEMORIAL	4,900	5,880	
413	COMMUNITY EVENTS	24,050	28,860	
	CAPITAL DEVELOPMENT/BONDS			
518	CAPITAL	1,418,296	1,701,955	
523	CAPITAL	125,500	150,600	
608	BOND & INTEREST-2014B	461,500	553,800	
612	BOND & INTEREST- 2021	633,482	760,178	
613	BOND & INTEREST 2022	9,800	11,760	
	GRAND TOTALS	7,691,841	9,230,209	

Each of said sums of money and the aggregate thereof are deemed necessary by this Board to defray the necessary expenses and liabilities of this District during the fiscal year beginning the first (1<sup>st</sup>) day of January, 2022 and ending on the thirty-first (31<sup>st</sup>) day of December, 2022 for the respective purposes set forth.

The passage by the Board of Commissioners of this 2022 Combined Annual Budget Appropriation Ordinance, including the “Appropriation” column, shall not be interpreted to authorize the expenditure within any fund of any amount greater than the amount budgeted for each fund in the “Budget” column.

All unexpended balances of the appropriations for the fiscal year ended December 31, 2021 and prior years are hereby specifically reappropriated for the same general purposes for which they were originally made and may be expended in making up any insufficiency

of any other items provided in this appropriation ordinance, in making this appropriation in accordance with applicable law.

The receipts and revenue of said District derived from sources other than taxation and not specifically appropriated, shall constitute the general corporate fund and shall first be placed to the credit of such fund.

**Section 3:** The following determinations have been made and are hereby made a part of the aforesaid budget:

- (a) An estimate of the cash on hand at the beginning of the fiscal year is expected to be \$4,884,074.
- (b) An estimate of the cash expected to be received during the fiscal year from all sources is \$8,239,634.
- (c) An estimate of the expenditures contemplated for the fiscal year is \$7,691,841.
- (d) An estimate of the cash expected to be on hand at the end of the fiscal year is \$5,431,168.
- (e) An estimate of the amount of taxes to be received during the fiscal year is \$3,043,440.

**Section 4:** All ordinances or parts of ordinances conflicting with any of the provisions of this ordinance shall be and the same are hereby repealed to the extent of such conflict. If any item, or portion thereof, of this Budget & Appropriation Ordinance is for any reason held invalid, such decision shall not affect the validity of the remaining portion of such items or the remaining portions of this ordinance.

This ordinance shall be in full force and effect immediately upon its passage.

Passed by the Board of Park Commissioners of the Prospect Heights Park District, this 25th day of January 2022.

AYES:

NAYS:

ABSENT OR NOT VOTING:

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Timothy Jones, President  
Board of Commissioners

ATTESTED:

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Elizabeth Cloud, Board Secretary  
Prospect Heights Park District



**CERTIFICATION OF ESTIMATE OF  
REVENUE FOR FISCAL YEAR 2022**

I, Eric Kirste, do hereby certify that I am the duly qualified treasurer of the Prospect Heights Park District and the chief fiscal officer of said District; as such officer I do further certify that the revenues, by source, anticipated to be received by said District in the fiscal year beginning January 1, 2022 and ending on December 31, 2022 are estimated to be as follows:

<u>SOURCE</u>	<u>AMOUNT</u>
Real Estate Taxes	\$3,043,440
Personal Property Replacement Taxes	19,970
Interest	8,000
Rentals	69,185
Concessions	19,000
Program Fees	1,007,008
Golf Fees	1,144,400
Golf Shop Sales	123,000
Food & Beverage	958,000
Grants	285,475
Asset Sales	897,000
Bond Proceeds	<u>665,156</u>
TOTAL	\$8,239,634

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the said District this 25th day of January, 2022.

(Seal)

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Eric Kirste, Treasurer, Prospect Heights Park District

**STATE of ILLINOIS** >  
**COUNTY of COOK** > SS

I, Elizabeth Cloud, do hereby certify that I am the duly qualified and acting Secretary for The Board of Commissioners of the Prospect Heights Park District, in The County of Cook and State aforesaid, and as such Secretary I am the keeper of the records and files of the Board of Park Commissioners of said District.

**IN WITNESS WHEREOF, I have hereunto affixed my official signature and the corporate seal of said District at 110 Camp McDonald Road, Prospect Heights, Illinois, on this 25th day of January, 2022.**

**Elizabeth Cloud, Board Secretary  
Prospect Heights Park District**

**MINUTES OF THE REGULAR BOARD MEETING  
OF THE COMMISSIONERS AND OFFICERS  
OF THE PROSPECT HEIGHTS PARK DISTRICT  
OLD ORCHARD COUNTRY CLUB  
700 RAND ROAD, MOUNT PROSPECT, IL 60056  
TUESDAY, DECEMBER 14, 2021**

**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:	Also Present:
Ellen Avery	Christina Ferraro – Executive Director
Betty Cloud	Julie Caporusso – Superintendent of Recreation
Paul Fries	Dino Squiers – Superintendent of Facilities & Parks
Tim Jones	Annette Curtis – Superintendent of Finance & Planning
Eric Kirste	Marc Heidkamp – Director of Golf
Steve Messer	Edlyn Castil – Administrative Services Manager/Recording Secretary

Commissioners absent  
Karl Jackson

A quorum was present.

**Corrections/Additions/Approval of Agenda**

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

Ayes: Commissioners Avery, Cloud, Fries, Jones, Kirste, Messer  
Nays: None  
Abstain: None  
Absent: Commissioner Jackson  
The motion carried.

**Recognition/Welcome**

Nate Wynsma of Lexington Homes, Frank Parisi of Williams Architect and Laura L. Payne, Ph.D., Professor and Director, Office of Recreation and Park Resources (ORPR) University of Illinois at Urbana-Champaign-Department of Recreation, Sport and Tourism virtually in attendance.

**Presentation**

Laura L. Payne, Ph.D., Professor and Director, Office of Recreation and Park Resources (ORPR) University of Illinois at Urbana-Champaign - Department of Recreation, Sport and Tourism presented the results of the community-wide survey to assess the PHPD residents' opinions regarding plans to replace/renovate the outdoor pool and/or recreation center. The comprehensive written report will be presented to the board at a later time. The Lions Pool was last updated in 1966 and is about 45 years old. Pools have an average 25-30 year life expectancy. Lions Pool is reaching the end of its useful mechanical and structural lifespan. Both the pool and recreation center need updating or replacing to meet resident recreation, leisure and wellness needs and preferences. Resident support to finance these proposed projects is needed to either renovate/expand or replace these facilities.

**Presentation (continued)**

There were 4,030 households randomly drawn out of 5,900 households. There were 711 valid responses received. The respondents

- support replacement of the pool
- prefer the recreation center expanded and renovated
- have a strong desire for an indoor track added to the recreation center
- have support for both facility renovations/expansions and replacement however unsure of funding

Commissioner Avery questioned the pool usage and the support of the replacement of the pool per the survey results. The final report will be sent to Christina for the board to “accept”.

Superintendent of Finance & Planning Annette Curtis presented the proposed FY2022 Budget. Annette highlighted the following:

- The projected year-end fund balance is \$5.1 million.
- The amount requested for the tax levy is \$3.1million (a 4.82% increase over the 2020 extension). This is a first time in a long time that operations revenue is budgeted to exceed property tax revenue. The food and beverage operations is contributing to the larger operations revenue.
- The district has collected 97% of the extension and 99% of budget. There is one more distribution prior to December 31.
- 2021 goals met included the introduction of a purchasing card, OSLAD grant application for East Wedgewood Park. For 2022, the Recreation Center feasibility process will continue through the spring. If the board decides to move forward, dollars are budgeted to support a educational campaign for a referendum. Foundation support and support for NRC initiatives are also included.
- Overall Recreation Fund has a budget surplus of \$135,000. Covid is still impacting participation numbers. Some areas have seen an increase but numbers are still lagging behind per Covid. To support Recreation, property tax allocation has increased by 9% or \$63K.
- Break down by department: During 2021, virtual programming and E-learning continued for the first part of the year. Camp and pool operations occurred during the summer; senior trips started in the fall. Participation numbers slowly continue to increase.
- Overall Golf Fund has a projected surplus of \$446,000. After many years the golf fund balance will be positive and in compliance with the fund balance policy. 2021 budget included a transfer from Corporate to golf capital. Because of the net surplus, a \$70,000 transfer will be between golf and golf capital. The 2022 budget is projecting a net surplus of \$325,000 allowing for a \$240,000 transfer to golf capital.
- Each year the district is managing 3 bond issuances. For 2022, it is series 2014B, 2021 and 2022. Debt Service is collected through property taxes to make the principal and interest payment for series 2021. Series 2022 proceeds are used to make the principal and one interest payment on series 2014B \$460,000. Any remaining proceeds are used to fund capital. For 2022, the estimated capital funding totals \$195,000.
- At 12.31.2022, the district will have two outstanding bonds. 2014B which will mature 2034, and series 2022 which will mature in 2023. In addition to the bonds, the district has two long-term capital leases for golf carts and equipment. The cart lease will end June of 2022, the equipment lease will end in 2023.
- Capital Fund 518 includes proceeds from grants - Urban & Community Forestry Grant of \$11000, and OSLAD for East Wedgewood of \$274,000. The OSLAD grants have not been awarded yet, but we are hopeful.

- Minimum Wage will be increasing to \$12 an hour on January 1. Salary and wages are paid through payroll. Overall increase of 17% over 2021 budget includes minimum wage increase, 2 new positions, and more staffing than 2021.

**Presentation (continued)**

- District partners with 3 agencies and works with the natural Resource Commission, all of which impact the budget.
- The district is a member of PDRMA or Park District Risk Management Association which is a self-governed risk pool owned and controlled by members. Premiums are decreasing by \$7K due to a decrease in operating expenditures, which correlate to a decrease with our exposure and a multi-program discount. For 2022 PPO rates are decreasing by 1% and moving to BlueCross BlueShield coverage, and HMO is increasing by 4.9% and remaining with BlueCross
- IMRF is a Defined Benefit Plan. It is funded via three avenues. Employee contributions are a fixed rate of 4.5%, Employer contributions are a variable rate plus investment returns.
- PHPD partners with NWSRA to provide access to recreation for everyone. Annually member districts are assessed a fee to support NWSRA based on a formula that includes EAV and population. For 2021, that amount is \$78,000.
- PHPD is supporting NRC with continued restoration work throughout the parks. NRC will again share the knowledge with camp participants. \$1,000 has been allocated for programming supplies.

The proposed Budget Ordinance will be posted on the park district's website for 30 days

Executive Director Christina Ferraro thanked Annette Curtis on behalf of the Park District board and staff for her years of service to the park district and wished her well in her new position at Des Plaines Park District.

**Public Comment**

There was none.

**Consent Agenda**

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

Ayes: Commissioners Avery, Cloud, Fries, Jones, Kirste, Messer

Nays: None

Abstain: None

Absent: Commissioner Jackson

The motion carried.

**Announcements (Meetings)**

The next regular Board Meeting will be held on January 25, 2022 at 7:00 p.m. at Gary Morava Recreation Center.

**Attorney's Report**

None

**Administrative/Operational Summary**

**Executive Director** – as submitted. Executive Director Christina Ferraro reported the Prospect Heights holiday tree lighting went well.

**Superintendent of Finance and Planning** – as submitted.

**Superintendent of Recreation** – as submitted.

**Superintendent of Facilities and Parks** – as submitted.  
**Director of Golf Operations** – as submitted.  
**Recreation Supervisors** – as submitted.

**Committees of the Board**

No new reports.

**Unfinished/Ongoing Business**

**Approval of Lexington Purchase and Sale Agreement**

This item was deferred to after Executive Session.

**Approval of Kate Tully recommendation regarding a mural at Old Orchard Country Club**

Commissioner Cloud discussed the recommendation to place the OOC logo on the exterior wall by the front entrance (mural or wrought iron design) to welcome guests to the building and identify the building. Director of Golf Marc Heidkamp does not feel this would be impactful to the golf operation and dollars may be better utilized for capital repairs such as parking lot resurfacing or other needed building repairs. There will be continued discussion.

**Approval of Lions Park tennis courts repair**

Superintendent Dino Squiers reported traditionally every four to six years, tennis courts should be resurfaced with a fresh acrylic surfacing system. Many of the problems these courts develop as they age are cracking, foundation issues and water management issues. The Lions tennis courts will continue to settle and crack because a substantial portion of Lions Park is adjacent to the creek and there are poor soils, flooding, and subsurface drainage issues. There are drain tiles underneath the courts. Due to these issues, Lions Park tennis courts require resurfacing every two or three years. Unfortunately, this is not feasible with budget constraints and other pending capital projects. These courts were last resurfaced in 2016 although they have been patched several times since.

Realizing there are structural problems, reconstruction of Lions tennis courts may be a long-term solution but not practical as it is located within the 100-year regulatory floodplain and adjacent to the creek. With the ongoing feasibility study, one option with the renovation of the GMRC included the elimination of three tennis courts. With current foundation problems and the suggested elimination, perhaps evaluating other park sites to construct new courts is an option at this time.

Three companies were onsite to evaluate the tennis courts. Tentatively there is \$50,000 for tennis court repairs in the budget. There will be continued to discussion in Spring 2022.

A motion was made by Commissioner Messer and seconded by Commissioner Avery to authorize tennis court repairs at the Gary Morava Recreation Center not to exceed \$50,000 for FY2022. The motion was approved by a roll call vote.

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

Nays: Commissioner Fries

Abstain: None

Absent: Commissioner Jackson

The motion carried.

**New Business**

**Approval of interfund transfers FY2021**

A motion was made by Commissioner Cloud and seconded by Commissioner Kirste to authorize transfer between individual funds as indicated below:

2021 PROPOSED TRANSFERS

From F300 Golf	(70,000)
To F523 Golf Capital	70,000

From F613 2021 G.O. Bond	(620,725)
To F518 Park Capital	169,125
To F608 2014B Alt. Bond	451,600

From F613 2021 G.O. Bond	(620,725)
To F518 Park Capital	(169,125)

From F409 Museum	(4,050)
To F412 Memorial	4,050

The motion was approved by a roll call vote.

Ayes: Commissioners Avery, Cloud, Fries, Jones, Kirste, Messer

Nays: None

Abstain: None

Absent: Commissioner Jackson

The motion carried.

**Approval of 2022 Board Meeting Schedule**

A motion was made by Commissioner Messer and seconded by Commissioner Cloud to approve the 2022 Board Meeting Schedule as submitted. The motion was approved by a roll call vote.

Ayes: Commissioners Avery, Cloud, Fries, Jones, Kirste, Messer

Nays: None

Abstain: None

Absent: Commissioner Jackson

The motion carried.

**Adopt Tax Levy Ordinance 12.14.2021**

A motion was made by Commissioner Cloud and seconded by Commissioner Avery to adopt Tax Levy Ordinance 12.14.2021 as submitted. The motion was approved by a roll call vote.

Ayes: Commissioners Avery, Cloud, Fries, Jones, Kirste, Messer

Nays: None

Abstain: None

Absent: Commissioner Jackson

The motion carried.

**Adopt Tax Levy Resolution 12.14.2021**

A motion was made by Commissioner Avery and seconded by Commissioner Fries to adopt Tax Levy Resolution 12.14.2021 as submitted. The motion was approved by a roll call vote.

Ayes: Commissioners Avery, Cloud, Fries, Jones, Kirste, Messer

Nays: None

Abstain: None

Absent: Commissioner Jackson

The motion carried.

**Approval to renew Executive Director employment agreement through January 2023 on the same terms and conditions**

This item was deferred to after Executive Session.

**Commissioners Comments**

There were none.

**Recess Into Executive Session**

A motion was made by Commissioner Cloud and seconded by Commissioner Fries to recess into Executive Session at 8:49 p.m. In accordance with the Open Meetings Act (5ILCS 1220/2 Section 2A Subsection C) for the purposes of discussion of 2(c)6 – setting price for District property sale or lease and 2(c)1 - personnel. The motion was approved by a roll call vote.

Ayes: Commissioners Avery, Cloud, Fries, Jones, Kirste, Messer

Nays: None

Abstain: None

Absent: Commissioner Jackson

The motion carried.

**Reconvene Open Session**

A motion was made by Commissioner Avery and seconded by Commissioner Cloud to reconvene open session at 9:31 pm in accordance with the Open Meetings Act (5ILCS 1220/2 Section 2A Subsection C) for the purposes of discussion of 2(c)6 – setting price for District property sale or lease and 2(c)1 – personnel. The motion was approved by a roll call vote.

Ayes: Commissioners Avery, Cloud, Fries, Jones, Kirste, Messer

Nays: None

Abstain: None

Absent: Commissioner Jackson

The motion carried.

**Action as a Result of the Executive Session**

During Executive Session, 2(c)6 – setting price for District property sale or lease and 2(c)1 – personnel was discussed.

**Approval of Lexington Purchase and Sale Agreement**

A motion was made by Commissioner Messer and seconded by Commissioner Cloud to approve the terms of the proposed purchase and sale agreement between Prospect Heights Park District and Lexington Homes LLC, to exchange land currently part of Muir Park, subject to final approval by the Executive Director and Park District Attorney of the agreement, exhibits and contract wording. The motion was approved by a roll call vote.

Ayes: Commissioners Cloud, Jones, Kirste, Messer

Nays: Commissioners Avery, Fries

Abstain: None

Absent: Commissioner Jackson

The motion carried.

**Approval to renew Executive Director employment agreement through January 2023 on the same terms and conditions**

A motion was made by Commissioner Cloud and seconded by Commissioner Kirste to approve the renewal of the Executive Director employment agreement through January 2023 on the same terms and conditions and receive a 5% increase in compensation for FY2022. The motion was approved by a roll call vote.

Ayes: Commissioners Avery, Cloud, Fries, Jones, Kirste, Messer

Nays: None

Abstain: None

Absent: Commissioner Jackson

The motion carried.



**Adjournment**

With no further business to discuss, a motion was made by Commissioner Avery and seconded by Commissioner Fries to adjourn the Regular Board Meeting at 9:33 p.m. The motion was approved by a roll call vote.

Ayes: Commissioners Avery, Cloud, Fries, Jones, Kirste, Messer

Nays: None

Abstain: None

Absent: Commissioner Jackson

The motion carried.

Respectfully Submitted,

Edlyn Castil, Administrative Services Manager/Recording Secretary

Secretary: \_\_\_\_\_

Elizabeth "Betty" Cloud, Prospect Heights Park District Secretary

TO: Board of Commissioners, Prospect Heights Park District

Pink

FROM: Park District Treasurer

DATE: 1/25/2022 CASH REPORT FY 21

*Motion by Commissioner \_\_\_\_\_ to approve CASH REPORT 1  
1/25/2022 as submitted. Seconded by Commissioner \_\_\_\_\_ .*

Mt. Prospect State Bank		Interest Earned YTD			
Payroll	Checking/sweep			0.00	
Vendor	Checking/sweep			0.00	
General/Sweep	Checking		annual yield 0.01%	2,342,895.78	
ATM	Checking			24,413.03	
Investment	Checking	\$8,684.54	annual yield 0.50%	2,083,849.10	
CD Investment	Maturity 1.8.2021	\$226.22	annual yield 0.01%	\$ 359,449.34	
<b>TOTALS</b>				<b>\$ 4,810,607.25</b>	<b>Voice Vote</b>

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#### FINANCIAL RESOLUTION

*Motion by Commissioner \_\_\_\_\_ to approve WARRANT RESOLUTION  
1/25/2022 as submitted. Seconded by Commissioner \_\_\_\_\_ .*

APPROVAL OF WARRANTS 1/25/2022

VENDOR WARRANTS			AMOUNTS
01	In the amount of	CHECKS ISSUED	\$139,985.17
01A	In the amount of	ELECTRONIC	\$79,087.81
Total Vendor Warrants			<u>\$219,072.98</u>

#### PAYROLL WARRANTS

	12/3/2021		
24	In the amount of		\$ 78,289.71
		gross plus employer costs	
	12/17/2021		
25	In the amount of		\$ 85,701.60
		gross plus employer costs	
	12/30/2021		
26	In the amount of		\$ 60,757.97
		gross plus employer costs	
Total Payroll Warrants			<u>224,749.28</u>

TOTAL OF WARRANTS	<u>\$443,822.26</u>	Roll Call
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## Prospect Heights Park District, IL

# Check Report

By Check Number

Date Range: 12/01/2021 - 12/31/2021

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<b>Bank Code: AP Bank-AP Bank</b>						
01982	AMERICAN LITHOGRAPHY AND PUBLISHING IN	12/03/2021	Regular	0.00	4,383.00	51796
01015	ASSOCIATED LABOR CORPORATION OF AMERIC	12/03/2021	Regular	0.00	2,679.08	51797
01022	COMCAST	12/03/2021	Regular	0.00	55.67	51798
01022	COMCAST	12/03/2021	Regular	0.00	184.58	51799
01022	COMCAST	12/03/2021	Regular	0.00	395.02	51800
01040	HOME DEPOT CREDIT SERVICES	12/03/2021	Regular	0.00	2,104.53	51801
01059	NICOR	12/03/2021	Regular	0.00	149.76	51802
01720	NORTHFIELD HEATING AND AIR	12/03/2021	Regular	0.00	5,950.00	51803
01064	PENDELTON TURF SUPPLY	12/03/2021	Regular	0.00	5,428.00	51804
02181	ROBERT W HENDRICKSON COMPANY	12/03/2021	Regular	0.00	750.00	51805
02157	VERIZON	12/03/2021	Regular	0.00	108.03	51806
01667	AFLAC	12/09/2021	Regular	0.00	51.24	51807
01014	ARTHUR CLESEN	12/09/2021	Regular	0.00	292.00	51808
01015	ASSOCIATED LABOR CORPORATION OF AMERIC	12/09/2021	Regular	0.00	3,758.65	51809
02345	BRENDAN KOLTON	12/09/2021	Regular	0.00	1,209.60	51810
01022	COMCAST	12/09/2021	Regular	0.00	314.62	51811
01024	CONSERV FS	12/09/2021	Regular	0.00	8,934.63	51812
02337	EXCALIBUR TECHNOLOGY CORP	12/09/2021	Regular	0.00	2,667.96	51813
01423	GORDON FOOD SERVICE INC	12/09/2021	Regular	0.00	299.99	51814
02349	GREENSOURCE INC.	12/09/2021	Regular	0.00	11,280.00	51815
01058	NCPERS GROUP LIFE INSURANCE	12/09/2021	Regular	0.00	64.00	51816
01430	NORTHWEST COMMUNITY HOSPITAL	12/09/2021	Regular	0.00	81.00	51817
02228	PAYCOR	12/09/2021	Regular	0.00	2,167.47	51818
01063	PDRMA	12/09/2021	Regular	0.00	22,732.03	51819
01031	PULSE TECHNOLOGY	12/09/2021	Regular	0.00	1,170.95	51820
01135	PURCHASE POWER	12/09/2021	Regular	0.00	200.00	51821
02421	REVELS TURF AND TRACTOR LLC	12/09/2021	Regular	0.00	127.48	51822
01458	RICHARD DANIEL WALL SR.	12/09/2021	Regular	0.00	9,500.00	51823
01978	RITE BITE FUNDRAISING	12/09/2021	Regular	0.00	842.40	51824
01990	TRI STAR MECHANICAL SERVICES INC	12/09/2021	Regular	0.00	858.70	51825
01502	VERMEER-ILLINOIS INC	12/09/2021	Regular	0.00	937.14	51826
01143	VILLAGE OF MOUNT PROSPECT SALES TAX	12/09/2021	Regular	0.00	377.01	51827
01082	WAREHOUSE DIRECT	12/09/2021	Regular	0.00	592.51	51828
01004	1ST AYD CORPORATION	12/17/2021	Regular	0.00	186.96	51829
01009	AIRGAS USA LLC	12/17/2021	Regular	0.00	245.94	51830
02124	ALPHA BAKING COMPANY	12/17/2021	Regular	0.00	230.85	51831
01909	ANCEL GLINK PC	12/17/2021	Regular	0.00	165.00	51832
01015	ASSOCIATED LABOR CORPORATION OF AMERIC	12/17/2021	Regular	0.00	31,696.45	51833
01041	CONSTELLATION NEW ENERGY INC	12/17/2021	Regular	0.00	2,507.19	51834
01041	CONSTELLATION NEW ENERGY INC	12/17/2021	Regular	0.00	31.85	51835
01341	DEFRANCO PLUMBING	12/17/2021	Regular	0.00	192.90	51836
02479	DONNA SASS	12/17/2021	Regular	0.00	89.00	51837
02337	EXCALIBUR TECHNOLOGY CORP	12/17/2021	Regular	0.00	110.00	51838
01423	GORDON FOOD SERVICE INC	12/17/2021	Regular	0.00	6,583.69	51839
01599	NATIONAL RECREATION & PARK ASSOCIATION	12/17/2021	Regular	0.00	875.00	51840
02468	PAINTING STUDIOS LLC	12/17/2021	Regular	0.00	2,124.00	51841
01071	REINDERS INC	12/17/2021	Regular	0.00	668.30	51842
01073	ROUTE 12 RENTAL	12/17/2021	Regular	0.00	84.90	51843
02134	TESTA PRODUCE INC	12/17/2021	Regular	0.00	434.03	51844
01081	VILLAGE OF MOUNT PROSPECT	12/17/2021	Regular	0.00	190.68	51845
01081	VILLAGE OF MOUNT PROSPECT	12/17/2021	Regular	0.00	183.68	51846
01081	VILLAGE OF MOUNT PROSPECT	12/17/2021	Regular	0.00	476.30	51847
01667	AFLAC	12/21/2021	Regular	0.00	51.24	51848
02189	ANNETTE CURTIS	12/21/2021	Regular	0.00	143.27	51849

## Check Report

Date Range: 12/01/2021 - 12/31/2021

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
02307	COMCAST BUSINESS	12/21/2021	Regular	0.00	10.50	51850
01041	CONSTELLATION NEW ENERGY INC	12/21/2021	Regular	0.00	123.01	51851
01041	CONSTELLATION NEW ENERGY INC	12/21/2021	Regular	0.00	24.19	51852
01250	GARY KANTOR	12/21/2021	Regular	0.00	16.00	51853
02459	HOT SHOT SPORTS	12/21/2021	Regular	0.00	910.00	51854
02362	ILLINOIS GOVERNMENT FINANCE OFFICERS ASS	12/21/2021	Regular	0.00	250.00	51855
01785	MAGIC BY RANDY INC	12/21/2021	Regular	0.00	350.00	51856
01162	MANZELLA PLUMBING INC	12/21/2021	Regular	0.00	110.00	51857
01070	RAMROD	12/21/2021	Regular	0.00	273.19	51858
01032	CARDMEMBER SERVICE	12/13/2021	Bank Draft	0.00	9,460.95	DFT0002080
01032	CARDMEMBER SERVICE	12/13/2021	Bank Draft	0.00	-9.58	DFT0002081
02306	FIFTH THRID BANK	12/27/2021	Bank Draft	0.00	23,749.59	DFT0002082
02204	WINTRUST ASSET FINANCE	12/02/2021	Bank Draft	0.00	2,175.60	DFT0002083
02139	BREAKTHRU BEVERAGE ILLINOIS LLC	12/10/2021	Bank Draft	0.00	640.22	DFT0002084
02136	SOUTHERN GLAZER'S OF IL	12/13/2021	Bank Draft	0.00	664.66	DFT0002085
02206	ILLINOIS DEPARTMENT OF REVENUE	12/13/2021	Bank Draft	0.00	3,887.00	DFT0002086
02205	ILLINOIS MUNICIPAL FUND	12/01/2021	Bank Draft	0.00	14,584.25	DFT0002087
02121	TOWN & COUNTRY DISTRIBUTORS INC	12/10/2021	Bank Draft	0.00	185.53	DFT0002088

## Bank Code AP Bank Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	83	63	0.00	139,985.17
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	9	9	0.00	55,338.22
EFT's	0	0	0.00	0.00
	<b>92</b>	<b>72</b>	<b>0.00</b>	<b>195,323.39</b>

## Check Report

Date Range: 12/01/2021 - 12/31/2021

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<b>Bank Code: PCARD-PCARD LIABILITY</b>						
02470	NICKEL CITY	12/27/2021	Bank Draft	0.00	157.50	mbd12.27.2021
02333	TONYS FRESH MARKET	12/27/2021	Bank Draft	0.00	15.96	mbd12.27.2021
02482	JJ KELLER & ASSOCIATES	12/27/2021	Bank Draft	0.00	-3.53	mbd12.27.2021
02325	JEWEL OSCO	12/27/2021	Bank Draft	0.00	7.49	mbd12.27.2021
01349	ILLINOIS ASSOCIATION OF PARK DISTRICTS	12/27/2021	Bank Draft	0.00	280.00	mbd12.27.2021
02484	TEXAS DE BRAZIL	12/27/2021	Bank Draft	0.00	132.00	mbd12.27.2021
02367	GENESEE THEATRE	12/27/2021	Bank Draft	0.00	765.00	mbd12.27.2021
02333	TONYS FRESH MARKET	12/27/2021	Bank Draft	0.00	297.41	mbd12.27.2021
02483	TUSCAN TAVERN & GRILL	12/27/2021	Bank Draft	0.00	420.95	mbd12.27.2021
02490	ARLINGTON HEIGHTS PARK DISTRICT	12/27/2021	Bank Draft	0.00	55.00	mbd12.27.2021
01063	PDRMA	12/27/2021	Bank Draft	0.00	25.00	mbd12.27.2021
02482	JJ KELLER & ASSOCIATES	12/27/2021	Bank Draft	0.00	356.61	mbd12.27.2021
02335	REVOLUTION DANCEWEAR	12/27/2021	Bank Draft	0.00	47.53	mbd12.27.2021
02445	WHITE PINES DINNER THEATRE	12/27/2021	Bank Draft	0.00	420.00	mbd12.27.2021
02330	WEISSMAN	12/27/2021	Bank Draft	0.00	190.75	mbd12.27.2021
02330	WEISSMAN	12/27/2021	Bank Draft	0.00	1,197.28	mbd12.27.2021
02481	LAKESHORE LEARNING STORE	12/27/2021	Bank Draft	0.00	17.15	mbd12.27.2021
02318	AMAZON	12/27/2021	Bank Draft	0.00	14.99	mbd12.27.2021
02329	DOLLAR TREE	12/27/2021	Bank Draft	0.00	23.00	mbd12.27.2021
02480	FUNTOPIA	12/27/2021	Bank Draft	0.00	288.80	mbd12.27.2021
01057	NAPA HEIGHTS AUTOMOTIVE	12/27/2021	Bank Draft	0.00	20.15	mbd12.27.2021
02328	FUN EXPRESS	12/27/2021	Bank Draft	0.00	118.74	mbd12.27.2021
01074	SAM'S CLUB/SYNCHRONY BANK	12/27/2021	Bank Draft	0.00	29.98	mbd12.27.2021
02471	MARIANOS	12/27/2021	Bank Draft	0.00	-0.45	mbd12.27.2021
02424	PANERA BREAD	12/27/2021	Bank Draft	0.00	33.48	mbd12.27.2021
01349	ILLINOIS ASSOCIATION OF PARK DISTRICTS	12/27/2021	Bank Draft	0.00	280.00	mbd12.27.2021
02327	DISCOUNT SCHOOL SUPPLY	12/27/2021	Bank Draft	0.00	-6.33	mbd12.27.2021
02326	WALGREENS	12/27/2021	Bank Draft	0.00	450.00	mbd12.27.2021
02488	1214 N WATER-PARKING	12/27/2021	Bank Draft	0.00	10.00	mbd12.27.2021
02464	HARRYS BAR & GRILL	12/27/2021	Bank Draft	0.00	339.35	mbd12.27.2021
02487	JOANN FABRIC AND CRAFTS	12/27/2021	Bank Draft	0.00	81.86	mbd12.27.2021
02486	SPIRIT AIRLINES	12/27/2021	Bank Draft	0.00	99.71	mbd12.27.2021
02329	DOLLAR TREE	12/27/2021	Bank Draft	0.00	7.00	mbd12.27.2021
02485	THE UPS STORE	12/27/2021	Bank Draft	0.00	45.90	mbd12.27.2021
02318	AMAZON	12/27/2021	Bank Draft	0.00	61.99	mbd12.27.2021
02099	SUPERSPEED GOLF	12/27/2021	Bank Draft	0.00	144.49	mbd12.27.2021
02393	DANCE WORLD BAZAAR CORPORATION	12/27/2021	Bank Draft	0.00	4,140.00	mbd12.27.2021
02327	DISCOUNT SCHOOL SUPPLY	12/27/2021	Bank Draft	0.00	107.64	mbd12.27.2021
02335	REVOLUTION DANCEWEAR	12/27/2021	Bank Draft	0.00	283.45	mbd12.27.2021
02470	NICKEL CITY	12/27/2021	Bank Draft	0.00	6.50	mbd12.27.2021
01062	OFFICE DEPOT	12/27/2021	Bank Draft	0.00	46.68	mbd12.27.2021
01062	OFFICE DEPOT	12/27/2021	Bank Draft	0.00	76.48	mbd12.27.2021
02474	VISTA PRINT	12/27/2021	Bank Draft	0.00	61.34	mbd12.27.2021
01062	OFFICE DEPOT	12/27/2021	Bank Draft	0.00	25.99	mbd12.27.2021
01062	OFFICE DEPOT	12/27/2021	Bank Draft	0.00	166.38	mbd12.27.2021
02318	AMAZON	12/27/2021	Bank Draft	0.00	30.72	mbd12.27.2021
02473	THE DANCING HORSES THEATRE	12/27/2021	Bank Draft	0.00	849.00	mbd12.27.2021
01120	REPUBLIC SERVICES INC	12/27/2021	Bank Draft	0.00	293.23	mbd12.27.2021
01120	REPUBLIC SERVICES INC	12/27/2021	Bank Draft	0.00	549.71	mbd12.27.2021
02328	FUN EXPRESS	12/27/2021	Bank Draft	0.00	632.12	mbd12.27.2021
02334	A WISH COME TRUE	12/27/2021	Bank Draft	0.00	293.94	mbd12.27.2021
01043	ILLINOIS PARKS AND RECREATION ASSOCIATION	12/27/2021	Bank Draft	0.00	264.00	mbd12.27.2021
02330	WEISSMAN	12/27/2021	Bank Draft	0.00	2,406.38	mbd12.27.2021
01081	VILLAGE OF MOUNT PROSPECT	12/27/2021	Bank Draft	0.00	464.09	mbd12.27.2021
02471	MARIANOS	12/27/2021	Bank Draft	0.00	20.43	mbd12.27.2021
01081	VILLAGE OF MOUNT PROSPECT	12/27/2021	Bank Draft	0.00	997.70	mbd12.27.2021
02326	WALGREENS	12/27/2021	Bank Draft	0.00	26.03	mbd12.27.2021
02307	COMCAST BUSINESS	12/27/2021	Bank Draft	0.00	783.69	mbd12.27.2021
02472	SPOON AND STABLE	12/27/2021	Bank Draft	0.00	150.00	mbd12.27.2021
02475	FASTSIGNS	12/27/2021	Bank Draft	0.00	78.56	mbd12.27.2021

## Check Report

Date Range: 12/01/2021 - 12/31/2021

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
02478	EDIBLE ARRANGEMENTS	12/27/2021	Bank Draft	0.00	61.98	mbd12.27.2021
02333	TONYS FRESH MARKET	12/27/2021	Bank Draft	0.00	15.57	mbd12.27.2021
01074	SAM'S CLUB/SYNCHRONY BANK	12/27/2021	Bank Draft	0.00	66.76	mbd12.27.2021
02317	JUST TIRES	12/27/2021	Bank Draft	0.00	45.00	mbd12.27.2021
02480	FUNTOPIA	12/27/2021	Bank Draft	0.00	100.00	mbd12.27.2021
01693	HINCKLEY SPRINGS	12/27/2021	Bank Draft	0.00	35.65	mbd12.27.2021
02489	BP GAS STATION	12/27/2021	Bank Draft	0.00	116.59	mbd12.27.2021
01062	OFFICE DEPOT	12/27/2021	Bank Draft	0.00	12.19	mbd12.27.2021
02241	SPORTS ENGINE INC	12/27/2021	Bank Draft	0.00	75.00	mbd12.27.2021
02329	DOLLAR TREE	12/27/2021	Bank Draft	0.00	26.00	mbd12.27.2021
02127	DIRECTV	12/27/2021	Bank Draft	0.00	191.98	mbd12.27.2021
02368	NINO'S PIZZERIA	12/27/2021	Bank Draft	0.00	92.75	mbd12.27.2021
02394	MARCUS PERFORMING ARTS CENTER	12/27/2021	Bank Draft	0.00	588.00	mbd12.27.2021
01062	OFFICE DEPOT	12/27/2021	Bank Draft	0.00	12.99	mbd12.27.2021
01062	OFFICE DEPOT	12/27/2021	Bank Draft	0.00	27.83	mbd12.27.2021
02474	VISTA PRINT	12/27/2021	Bank Draft	0.00	-3.61	mbd12.27.2021
02477	NAME BADGES INC	12/27/2021	Bank Draft	0.00	212.57	mbd12.27.2021
02398	WALMART	12/27/2021	Bank Draft	0.00	45.77	mbd12.27.2021
01082	WAREHOUSE DIRECT	12/27/2021	Bank Draft	0.00	90.00	mbd12.27.2021
02476	NOW LINENS	12/27/2021	Bank Draft	0.00	2,346.36	mbd12.27.2021
02398	WALMART	12/27/2021	Bank Draft	0.00	11.86	mbd12.27.2021
01081	VILLAGE OF MOUNT PROSPECT	12/27/2021	Bank Draft	0.00	399.53	mbd12.27.2021

## Bank Code PCARD Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	82	82	0.00	23,749.59
EFT's	0	0	0.00	0.00
	<b>82</b>	<b>82</b>	<b>0.00</b>	<b>23,749.59</b>

## All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	83	63	0.00	139,985.17
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	91	91	0.00	79,087.81
EFT's	0	0	0.00	0.00
	<b>174</b>	<b>154</b>	<b>0.00</b>	<b>219,072.98</b>

## Fund Summary

Fund	Name	Period	Amount
950	POOLED CASH FUND	12/2021	219,072.98
			<b>219,072.98</b>



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January 25, 2022

To: Park Board of Commissioners  
From: Christina Ferraro, Executive Director  
Re: January 2022 board report

### **STAFFING**

Both the Superintendent of Finance and Superintendent of Recreation positions have been posted. The new Superintendent of Finance will also manage HR and IT. She is scheduled to begin Feb 1, 2022. The Superintendent of Recreation position should be in place in March.

### **FLOOD PRONE PROPERTY AT 214 S. WHEELING ROAD**

The City is responsible for appraisals, offers, closing on property, demolition and then restoration. We anticipate the completion of the project at the end of the year.

### **FY21 IN REVIEW**

ExcalTech, Paycor, 457(b) deferred compensation plan for staff, 5/3 Bank purchasing card programs were implemented; the application for the OSLAD grant was submitted; two grants were received: ComEd Green Region for the boardwalk at the slough and Urban & Community Forestry for the tree inventory and management plan; the sprinkler system was installed on Lions field; Claire Park tennis court was renovated and pickleball courts were included; the inaugural Spring ArtWalk at Izaak Walton was well received; the public attended regular board meetings to share concerns about Tully Park future usage and tennis court replacements; a community-wide open house was held and a community-wide survey was released to gather input on the renovations of the recreation center and pool; the Grounds Property leaking underground storage gasoline tanks corrective action was completed; the deed was received for the Ground garage property; half of the Grounds garage roof was replaced; most of the tee boxes at OOC were reconstructed; COVID-19 continued to be a challenge; eLearning camps were implemented while school district 23 classes were held virtually; there were additional changes in staff, board members and even our bank!

### **FY22 LOOK AHEAD**

We will wrap-up the feasibility study and determine the direction of the recreation center and pool renovations; we look forward to finalizing the agreement with Lexington Homes and look forward to renovating Muir Park; we hope to receive the OSLAD grant to renovate East Wedgewood Park; the three tennis courts at Lions will be resurfaced; the Izaak Walton shelter will be tuckpointed and roof replaced; the tree management plan will be finalized with a formal budget to contract a vendor to enhance the tree pruning, planting and removal schedule; a slight reorganization includes hiring a full time Human Resources / Payroll Coordinator and staff transitioning to a full time marketing employee. And we will continue to be flexible with COVID-19 challenges.



**FY22 ANNUAL, REOCCURRING, ANTICIPATED BOARD ACTIONS AND ACTIVITIES**

February 2022	Approve Tree Preservation Ordinance Accept Feasibility study: University of Illinois community survey final report
May 2022	Approve legal counsel and NWSRA Select Committees of the Board
June 2022	Financial Audit presentation
July 2022	Executive session minutes review and determine release Feasibility Study: Williams Architect presentation
August 2022	NWSRA presentation NWSRA 2023 Assessment Resolution
September 2022	BINA Hearing Sexual Harassment Training
October 2022	Adopt 2022 Bond Ordinance Speer Financial Presentation
November 2022	IAPD Delegate Credentials for state conference Approve Resolution Truth in Taxation for Levy Year 2022
December 2022	FY2023 Budget presentation Approve Annual Tax Levy Ordinance Schedule of 2023 meetings



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January 25, 2022

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

### **Vaccine Verification**

On January 10, 2022, we began COVID19 vaccine verification for anyone 19 years and older who participate in athletic or fitness activities. Facility rentals that serve food must request verification for guests 5 years and older.

The vaccine verification process has been smooth. Only family has requested a pause on their membership.

The mask enforcement continues to be a challenge. We have added a second front desk staff person in the evening hours to help support our front desk team.

### **Document storage**

ePACT is how we will begin to collect, manage and access health & emergency information, waivers and consent forms for summer camps, preschool and KinderSTOP; the documents will all be in one secure, compliant platform. Text messages, voice messaging and electronic check-in/check-out are some of the features that we will incorporate into our programs. The launch date is mid-February. Information introducing ePACT will be released in January via social media.

### **PDRMA**

The Prospect Heights Police Department conducted Active Shooter Training (ALICE) for our staff on Tuesday, December 22, 2021. It was well received by our staff.

### **Summer Brochure Production**

Recreation supervisors will complete program development by January 21, 2022. Brochure design will be completed by March 2, 2022. The summer brochure will be posted on the website on March 4, 2022. The brochures will be mailed out March 18, 2022.

### **Registration**

Creative Kids Preschool and KinderSTOP registration started January 10, 2022. Summer camp registration starts February 14, 2022.



January 25, 2022

To: Christina Ferraro, Executive Director  
From: Dino Squiers, Superintendent of Facilities & Parks  
Re: January 2022 Board Report

### **Plumbing**

A part that was out-of-stock was received for the women's toilet to complete the repair. Rear sink in women's locker room was removed from the wall; the mounting bracket had to be realigned to mount the sink; after sink was mounted, a leaking faucet needed repair.

### **OCCC**

Filters were changed in the air handlers at the Clubhouse.

### **GYMNASIUM**

Overhead light fixture was flickering above the south basket; we made arrangements with school district 23 to borrow the lift and replace the fixture.

### **HVAC**

Overhead heater in the pump room would not turn on due to a faulty motor; replacement motor was installed, and the unit was back in service. Damaged replacement cover was installed on the gym thermostat.

### **Fire Extinguishers**

Annual testing for the fire extinguishers at GMRC and administration building was completed. Two of the devices needed to be hydrostatic tested before issuing the inspection tag for 2022.

### **Holiday Decorations**

Seasonal decorations from GMRC and administration building were removed and stored for next season. The City's Public Works Department removed the tree and its decorations.

### **Parks**

Clean up and removal of debris and garbage pick-up continues at the parks. Snow and ice removal is also in progress.



January 25, 2022

To: Christina Ferraro, Executive Director  
From: Marc Heidkamp, Director of Golf  
Re: December 2021 Board Report

**Club House/Food and Beverage** – Several holiday parties were held in December. Due to COVID-19 surge several were canceled.

**Cars** – 35 of the 74 cars have been completed and stored for the winter. The remainder of the fleet is being worked on.

**Golf Shop** – Golf Shop sales are low due to supply shortage.

**Grounds** – The course is resting under a nice blanket of snow. This snow coverage will supply additional protection on the turf for the winter. The staff is keeping busy repairing equipment for the upcoming year.

DECEMBER 2021	2020	2021	% CHANGE 2019 VS 2020
Golf & Cars	192.00	2,795.00	
GIFT CARDS	1,790.00	1,400.00	
F AND B	NOT AVAILABLE ON CURRENT POS	58,530.30	
GOLF SHOP	3,945.55	1,771.52	



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January 25, 2022

To: Julie Caporusso, Superintendent of Recreation

From: Laura Fudala, Supervisor of Recreation

Re: January Board Report

### **Preschool**

Students returned to school on January 4<sup>th</sup> after two-week winter break. We kicked off 2022 with New Year celebrations in the classes. "Lunch Buddies" has returned on Fridays from 11:45am-12:45pm ..... \$5/student receive an extra hour to eat lunch and have additional open play time with their friends.

Preschool registration for the 2022-2023 school began on January 10<sup>th</sup>.

### **Youth Athletics**

Youth basketball league game play begins January 22<sup>nd</sup>. There are 108 participants registered. Participation levels have increased compared to 60 participants in 2021.

Indoor soccer began on January 16<sup>th</sup> with 14 participants.

Youth Volleyball league registration deadline is January 23<sup>rd</sup>.

### **Children's Programs**

Nine Kids Day Off programs were offered over winter break with an average 15 participants each day. The days were balanced with off-site field trips and on-site entertainment.

### **Day Camp**

Welcome back letters will be sent to previous staff in good standing from last season

Registration for day camp starts February 14<sup>th</sup>



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January 25, 2022

To: Julie Caporusso, Superintendent of Recreation  
From: Marci Glinski, Supervisor of Recreation  
Re: January 2022 Board Report

### **Dance/Performing Arts**

Spring dance classes began the week of Jan 10<sup>th</sup> with 21 classes including 3 new classes: Adult Tap, Drill Team Prep and "Curtains Up" which is a dance & performing arts class. There are 96 participants enrolled in these classes.

Competitions teams are excited to start the season February 5<sup>th</sup> at the Des Plaines Park District's Dance Idol.

### **Active Adults**

The active adults ended 2021 with Cinderella at the Paramount Theatre & lunch at The Fireside Grille in Spring Grove. Due to the COVID-19 surge, theaters ended shows and the decision was made to pause active adult trips and we are hopeful to resume in March.

### **Special Events**

The Holiday Trolley rides were held on Dec 16 & 17 with 247 participants. Families traveled the streets of Prospect Heights aboard a trolley to see decorated homes and hear a story from one of Santa's helpers from the PH Library before stopping at GMRC to visit with Santa, make a craft and enjoy some of Santa's favorite treats, hot chocolate & cookies.

The next special event, Family Trivia, will be on Friday, Jan 28th.



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January 25, 2022

To: Julie Caporusso, Superintendent of Recreation  
From: Stacey McNamara, Supervisor of Recreation  
Re: December Board Report

### **Preschool**

As with most Decembers, the preschoolers were very excited this month with lots to do. We made many crafts and continued to learn our colors, shapes, numbers, and letters respectively. Gingerbread cookies escaped from the oven and were hiding in the GMRC, but were found! Additionally, the 2.5's & 3's and the 4's each hosted a Christmas program for their families at Old Orchard Country Club which included some fantastic holiday songs. They were joined by the big man himself! Candy canes were handed out, presents were asked for, and lots of photos were taken. We still have 48 students enrolled in Creative Kids Preschool.

### **KinderStop**

We have seen a small decrease in the number of children enrolled in KinderStop; we are down 1 in Before Care (enrollment is 17), down 1 in AM KinderStop (enrollment is 11), same number in PM KinderStop (28), and down 2 in After Care (enrollment is 67). The decrease in enrollment is due to family medical reasons in both cases (1 child was in 3 of the programs). We are anticipating 1 child returning in February, the other is unknown. Staffing continues to be a concern and efforts will be increased as the new semester is underway and college students are more comfortable with their routines. We will also have a volunteer intern from Hersey High School joining us in January.



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January 25, 2022

To: Board of Commissioners  
From: Christina Ferraro, Executive Director  
Re Year 2022 Budget and Appropriation Ordinance

**2022 BUDGET**

Staff presented the District's FY22 budget draft, including capital and debt, at the Finance Committee meeting on December 07, 2021 and then at the December 14, 2021 Board Meeting.

The Budget and Appropriation Ordinance was post on the District's website for public inspection and notice of public hearing has been posted in January 12, 2022 Journal & Topics.

The 2022 Budget Booklet is attached for review. The booklet will be posted on the website.

**STAFF RECOMMENDATION:**

Staff recommends approval of the Combined Budget and Appropriation Ordinance #01.25.2022 for fiscal year January 1, 2022 – December 31, 2022



Ordinance No. 01.25.2022A

An Ordinance abating the tax heretofore levied for the year 2021 to pay debt service on \$7,675,000 General Obligation Refunding Park Bonds (Alternate Revenue Source), Series 2014B of the Prospect Heights Park District, Cook County, Illinois

\* \* \*

Whereas, the Board of Park Commissioners (the “*Board*”) of the Prospect Heights Park District, Cook County, Illinois (the “*District*”), by ordinance adopted on the 1st day of December, 2014 (the “*Bond Ordinance*”), did provide for the issue of \$7,675,000 General Obligation Refunding Park Bonds (Alternate Revenue Source), Series 2014B (the “*Bonds*”), and the levy of a direct annual tax sufficient to pay principal and interest on the Bonds; and

Whereas, the District will have Pledged Revenues (as defined in the Bond Ordinance) available for the purpose of paying the debt service due on the Bonds during the next succeeding bond year; and

Whereas, it is necessary and in the best interests of the District that the tax heretofore levied for the year 2021 to pay such debt service on the Bonds be abated:

Now, Therefore, Be It and It is Hereby Ordained by the Board of Park Commissioners of the Prospect Heights Park District, Cook County, Illinois, as follows:

*Section 1. Abatement of Tax.* The tax heretofore levied for the year 2021 in the Bond Ordinance is hereby abated in its entirety.

*Section 2. Filing of Ordinance.* Forthwith upon the adoption of this ordinance, the Secretary of the Board shall file a certified copy hereof with the County Clerk of Cook County, Illinois, and it shall be the duty of said County Clerk to abate said tax levied for the year 2021 in accordance with the provisions hereof.

*Section 3. Effective Date.* This ordinance shall be in full force and effect upon its adoption.

Adopted January 25, 2022.

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Tim Jones, President, Board of Park Commissioners

Attest:

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Elizabeth Cloud, Secretary Board of Park Commissioners

[SEAL]

**RESOLUTION #01.25.2022**

**RESOLUTION DETERMINING THE CONFIDENTIALITY OF CLOSED SESSION  
MINUTES BY THE PROSPECT HEIGHTS PARK DISTRICT, COOK COUNTY,  
ILLINOIS**

**WHEREAS**, Section 2.06(d) of the Open Meetings Act, 5 ILCS 120/2.06(d), requires the Board of Park Commissioners ("Agency Board") of the Prospect Heights Park District ("Agency") to meet periodically to review the minutes of all closed meetings and to determine and thereafter report in open session whether (i) the need for confidentiality still exists with respect to all or parts of those minutes, or (ii) that the minutes or portions thereof no longer require confidential treatment and are available for public inspection.

**NOW THEREFORE, IT IS HEREBY RESOLVED** by the Board of Commissioners of Prospect Heights Park District, Cook County, Illinois, as follows:

**SECTION 1.** The foregoing preambles to this Resolution are hereby incorporated by this reference in, and made a part of, this Resolution.

**SECTION 2.** The Agency Board, having met periodically to review all previously unreleased closed session meeting minutes, hereby determines as of the date of this resolution that the following sets of closed session minutes, continue to require confidential treatment and are not available for public inspection:

June 22, 2021	October 26, 2021	July 27, 2021
November 16, 2021	August 24, 2021	December 14, 2021

**SECTION 3.** The Agency Board, having met periodically to review all previously unreleased closed session meeting minutes, hereby determines as of the date of this resolution that the electronic verbatim minutes can be destroyed for all meetings prior to June 2020.

**SECTION 5.** This Resolution shall be in full force and effect from and after its adoption as provided by law.

Adopted this 25th day of January, 2022 by roll call vote as follows:

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

\_\_\_\_\_  
Tim Jones, President  
Board of Commissioners

\_\_\_\_\_  
Date

ATTEST:

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Elizabeth "Betty" Cloud, Secretary  
Board of Commissioners

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Date

(SEAL)