



BOARD REPORT

FEBRUARY 22, 2022



**Agenda for the February 22, 2022
Regular Park Board Meeting
Gary Morava Recreation Center
110 W Camp McDonald Road, Prospect Heights, IL 60070
7:00 p.m.**

- I. Call to Order**
 - A. Roll Call
 - B. Pledge of Allegiance
- II. Corrections/Additions/Approval of Agenda**
- III. Correspondence**
- IV. Recognition/Welcome**
- V. Public Comment**
- VI. 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 January 25, 2022 Executive Session Meeting Minutes
 - B. Approval of January 25, 2022 Public Hearing: Budget and Appropriation Ordinance Minutes
 - C. Approval of January 25, 2022 Regular Board Meeting Minutes
 - D. Approval of Treasurer's Report Cash Report # 2 cash balance totaling \$4,566,265.32 as of January 31, 2022
 - E. Approval of Warrants totaling \$412,190.91 for the period ending January 31, 2022
- VII. Announcements (Meetings)**

Regular Board Meeting – March 22, 2022 7:00 p.m.
- VIII. Attorney's Report**

Legal Matters
- IX. Administrative/Operational Summary**
 - A. Executive Director
 - B. Superintendent of Finance, HR and IT
 - C. Superintendent of Recreation
 - D. Superintendent of Facilities and Parks
 - E. Director of Golf
 - F. Recreation Supervisors
- X. Committees of the Board**
 - A. Finance Committee
 - B. Personnel and Planning Committee

X. Committees of the Board (Continued)

C. Policy and Procedure Committee

Subcommittee: Feasibility Study Project - Ellen Avery and Betty Cloud
Survey report

D. Recreation Facilities, Parks & Maintenance Committee

Subcommittee: Muir Park Project - Tim Jones and Ellen Avery
Lexington agreement

E. Recreation Programs & Resident Relations Committee

F. OCCC Programs, Facilities, Grounds & Maintenance Committee

XI. Unfinished/Ongoing Business

Discussion: Potential Video Gaming at OCCC

XII. New Business

Approval Ordinance #02.22.2022 Tree Preservation

XIII. Commissioner Comments

XIV. 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.

**MINUTES OF THE PUBLIC HEARING OF THE PROPOSED 2022 BUDGET AND
APPROPRIATION ORDINANCE OF THE PROSPECT HEIGHTS PARK DISTRICT
GARY MORAVA RECREATION CENTER
110 W. CAMP MCDONALD ROAD, PROSPECT HEIGHTS, IL 60070
TUESDAY, JANUARY 25, 2022**

Call to Order

Roll Call

Commissioner Jones called the Public Hearing of the proposed 2022 Budget and Appropriation Ordinance of the Prospect Heights Park District to order at 7:02 p.m.

Commissioners present:

Ellen Avery

Betty Cloud

Karl Jackson

Tim Jones

Eric Kirste

Also Present:

Christina Ferraro – Executive Director

Dino Squiers – Superintendent of Facilities & Parks

Edlyn Castil – Administrative Services Manager/Recording Secretary

Commissioners absent

Paul Fries

Steve Messer

A quorum was present.

Resident Jill Moskal of the Prospect Heights NRC was present.

Commissioner Jones provided an explanation of the public hearing and asked if the public and/or commissioners had any comments. There were none.

Adjournment

With no further business to discuss, a motion to adjourn the public hearing was made by Commissioner Kirste and seconded by Commissioner Jackson. The motion was approved by a voice vote with two absent (Commissioners Fries, Messer). The motion carried.

Respectfully Submitted,

Edlyn Castil, Administrative Services Manager/Recording Secretary

Secretary: _____

Elizabeth "Betty" Cloud, Prospect Heights Park District Secretary

**MINUTES OF THE REGULAR BOARD MEETING
OF THE COMMISSIONERS AND OFFICERS
OF THE PROSPECT HEIGHTS PARK DISTRICT
GARY MORAVA RECREATION CENTER
110 W. CAMP MCDONALD ROAD, PROSPECT HEIGHTS, IL 60070
TUESDAY, JANUARY 25, 2022**

Call to Order

Roll Call

Commissioner Jones called the Regular Board Meeting of the Prospect Heights Park District to order at 7:03 p.m.

Commissioners present:	Also Present:
Ellen Avery	Christina Ferraro – Executive Director
Betty Cloud	Dino Squiers – Superintendent of Facilities & Parks
Karl Jackson	Edlyn Castil – Administrative Services Manager/Recording Secretary
Tim Jones	
Eric Kirste	

Commissioners absent
Paul Fries
Steve Messer

A quorum was present.

Corrections/Additions/Approval of Agenda

A motion was made by Commissioner Avery and seconded by Commissioner Cloud to approve the agenda as submitted. The motion was approved by a voice vote with two absent (Commissioners Fries, Messer). The motion carried.

Recognition/Welcome

The Board welcomed Jill Moskal of the Prospect Heights NRC, who was in attendance.

Consent Agenda

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

Ayes: Commissioners Avery, Cloud, Jones, Kirste

Nays: None

Abstain: Commissioner Jackson

Absent: Commissioners Fries, Messer

The motion carried.

Announcements (Meetings)

The next regular Board Meeting will be held on February 22, 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 Shawn Hughes, the new Superintendent of Finance, HR and IT will start on February 1, 2022. The Superintendent of Recreation position has been posted. Staff is doing a really great job dealing with the mask protocol with the public.

Administrative/Operational Summary (continued)

Christina has communicated with Prospect Heights City Manager and the 214 S. Wheeling project is moving along.

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

Commissioner Jones thanked Commissioner Avery for reviewing the proposed Lexington purchase and sale agreement.

Unfinished/Ongoing Business

Update Lexington Homes/Muir Park

The Lexington agreement continues to be negotiated with additional items that require further clarification.

Update Feasibility Study

Executive Director Christina Ferraro reported the draft of the final report of the facilities survey was emailed to board and staff for review with feedback requested no later than February 11, 2022; the final report summarizing survey results will be presented at the February regular board meeting.

New Business

Approval Ordinance #01.25.2022 Combined Budget and Appropriation FY2022

A motion was made by Commissioner Avery and seconded by Commissioner Cloud to approve Ordinance #01.25.22 Combined Budget and Appropriation FY2022 as submitted. The motion was approved by a roll call vote.

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

Nays: None

Abstain: None

Absent: Commissioners Fries, Messer

The motion carried.

Approval Ordinance #01.25.2022A Abating Tax Levied for the Year 2021

A motion was made by Commissioner Avery and seconded by Commissioner Cloud to approve Ordinance #01.25.22 Combined Budget and Appropriation FY2022 as submitted. The motion was approved by a roll call vote.

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

Nays: None

Abstain: None

Absent: Commissioners Fries, Messer

The motion carried.

Commissioners Comments

There were none.

Recess Into Executive Session

A motion was made by Commissioner Cloud and seconded by Commissioner Kirste to recess into Executive Session at 7:28 p.m. In accordance with the Open Meetings Act (5ILCS 1220/2 Section 2A Subsection C) for the purposes of discussion of 2(c)21 semi-annual review of

executive session minutes and determine release. The motion was approved by a voice vote with two absent (Commissioners Fries, Messer). The motion carried.

Reconvene Open Session

A motion was made by Commissioner Kirste and seconded by Commissioner Cloud to reconvene open session at 7:31 pm in accordance with the Open Meetings Act (5ILCS 1220/2 Section 2A Subsection C) for the purposes of discussion of 2(c)21 semi-annual review of executive session minutes and determine release. The motion was approved by a voice vote with two absent (Commissioners Fries, Messer). The motion carried.

Action as a Result of the Executive Session

During Executive Session, 2(c)21: Closed session minutes June 22, 2021, July 27, 2021, August 24, 2021, October 26, 2021, November 16, 2021 and December 14, 2021 were reviewed and continued confidentiality was determined.

Approval of Resolution #01.25.2022 Determining the Confidentiality of Closed Session Minutes by the Prospect Heights Park District, Cook County, Illinois

A motion was made by Commissioner Kirste and seconded by Commissioner Cloud to approve Resolution #01.25.2022 Determining the Confidentiality of Closed Session Minutes
The motion was approved by a roll call vote.

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

Nays: None

Abstain: None

Absent: Commissioners Fries, Messer

The motion carried.

Adjournment

With no further business to discuss, a motion was made by Commissioner Cloud and seconded by Commissioner Jackson to adjourn the Regular Board Meeting at 7:33 p.m. The motion was approved by a voice vote with two absent (Commissioners Fries, Messer). 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
FROM: Park District Treasurer

Pink

DATE: 2/22/2022 CASH REPORT FY 22

Motion by Commissioner _____ to approve CASH REPORT 1
2/22/2022 as submitted. Seconded by Commissioner _____ .

ACCOUNTS

BANK STATEMENT AMOUNTS

Busey Bank

Interest Earned YTD

Payroll	Checking/sweep				-	
Vendor	Checking/sweep				-	
General/Sweep	Checking				2,033,425.88	
ATM	Checking				88,653.03	
Investment	Checking	\$	884.92	annual yield 0.50%	2,084,734.02	
Cash Reserve	Checking		\$3.05	annual yield 0.01%	\$ 359,452.39	
TOTALS					\$ 4,566,265.32	Voice Vote

FINANCIAL RESOLUTION

Motion by Commissioner _____ to approve WARRANT RESOLUTION
2/22/2022 as submitted. Seconded by Commissioner _____ .

APPROVAL OF WARRANTS 2/22/2022

VENDOR WARRANTS

			AMOUNTS
12	In the amount of	CHECKS ISSUED	\$182,718.81
12A	In the amount of	ELECTRONIC	\$106,920.24
Total Vendor Warrants			\$289,639.05

PAYROLL WARRANTS

	1/14/2022		
1	In the amount of		\$ 62,842.96
		gross plus employer costs	
	1/28/2022		
2	In the amount of		\$ 59,708.90
		gross plus employer costs	
Total Payroll Warrants			122,551.86

TOTAL OF WARRANTS \$412,190.91 Roll Call



Prospect Heights Park District, IL

Check Report

By Check Number

Date Range: 01/01/2022 - 01/31/2022

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP Bank-AP Bank						
01022	COMCAST	01/13/2022	Regular	0.00	98.17	51859
01022	COMCAST	01/13/2022	Regular	0.00	216.16	51860
01022	COMCAST	01/13/2022	Regular	0.00	57.17	51861
01022	COMCAST	01/13/2022	Regular	0.00	217.99	51862
02337	EXCALIBUR TECHNOLOGY CORP	01/13/2022	Regular	0.00	30,107.28	51863
01044	JC LICHT AND COMPANY	01/13/2022	Regular	0.00	32.72	51864
01031	PULSE TECHNOLOGY	01/13/2022	Regular	0.00	1,170.95	51865
01071	REINDERS INC	01/13/2022	Regular	0.00	228.21	51866
02421	REVELS TURF AND TRACTOR LLC	01/13/2022	Regular	0.00	650.96	51867
01774	VERMONT SYSTEMS INC	01/13/2022	Regular	0.00	7,434.54	51868
01091	WILSON SPORTING GOODS	01/13/2022	Regular	0.00	3,276.00	51869
01079	ACUSHNET COMPANY	01/13/2022	Regular	0.00	1,312.05	51870
01356	ALL SEASONS UNIFORMS	01/13/2022	Regular	0.00	414.06	51871
02231	AMERICAN SOCCER CO.	01/13/2022	Regular	0.00	1,169.54	51872
01909	ANCEL GLINK PC	01/13/2022	Regular	0.00	2,862.50	51873
02138	ANDERSON PEST SOLUTIONS	01/13/2022	Regular	0.00	234.14	51874
01015	ASSOCIATED LABOR CORPORATION OF AMERIC	01/13/2022	Regular	0.00	16,464.68	51875
01682	CHRISTINA FERRARO	01/13/2022	Regular	0.00	346.71	51876
01023	COMMONWEALTH EDISON	01/13/2022	Regular	0.00	23.72	51877
01344	COMPUTER EXPLORERS	01/13/2022	Regular	0.00	130.00	51878
01041	CONSTELLATION NEW ENERGY INC	01/13/2022	Regular	0.00	2,763.25	51879
01041	CONSTELLATION NEW ENERGY INC	01/13/2022	Regular	0.00	3,886.81	51880
01042	CONSTELLATION NEWENERGY GAS DIVISION I	01/13/2022	Regular	0.00	3,612.94	51881
01338	DETECTION SYSTEMS & SERVICE INC	01/13/2022	Regular	0.00	864.00	51882
02235	EIGEL ENTERPRISES 1	01/13/2022	Regular	0.00	3,575.00	51883
01250	GARY KANTOR	01/13/2022	Regular	0.00	275.00	51884
01423	GORDON FOOD SERVICE INC	01/13/2022	Regular	0.00	340.33	51885
01037	GRAINGER	01/13/2022	Regular	0.00	137.77	51886
01038	HARRIS MOTOR SPORTS	01/13/2022	Regular	0.00	4,698.61	51887
01355	HAYES MECHANICAL	01/13/2022	Regular	0.00	2,038.00	51888
02031	JOHNSON CONTROLS SECURITY SOLUTIONS	01/13/2022	Regular	0.00	311.54	51889
02007	JUNE STEELE	01/13/2022	Regular	0.00	79.00	51890
02239	KATHLEEN M KEARNS	01/13/2022	Regular	0.00	4,776.20	51891
01398	KEEN EDGE CO	01/13/2022	Regular	0.00	121.88	51892
02175	LAUTERBACH & AMEN LLP	01/13/2022	Regular	0.00	480.00	51893
01162	MANZELLA PLUMBING INC	01/13/2022	Regular	0.00	863.78	51894
01053	MICHAEL WAGNER & SONS	01/13/2022	Regular	0.00	65.48	51895
02228	PAYCOR	01/13/2022	Regular	0.00	816.55	51896
01070	RAMROD	01/13/2022	Regular	0.00	454.03	51897
01071	REINDERS INC	01/13/2022	Regular	0.00	262.75	51898
01055	ROTARY CLUB OF RIVER CITIES ILLINOIS USA	01/13/2022	Regular	0.00	260.00	51899
01322	SPEER FINANCIAL INC	01/13/2022	Regular	0.00	5,075.00	51900
02491	THE BOARD OF TRUSTEES OF THE UNIVERSITY O	01/13/2022	Regular	0.00	8,854.00	51901
01616	TOUR EDGE GOLF MFG INC	01/13/2022	Regular	0.00	380.50	51902
01990	TRI STAR MECHANICAL SERVICES INC	01/13/2022	Regular	0.00	1,665.05	51903
01337	UNDERGROUND IMAGING	01/13/2022	Regular	0.00	7,031.07	51904
01092	US KIDS GOLF	01/13/2022	Regular	0.00	571.14	51905
02087	VACLAV VALEK	01/13/2022	Regular	0.00	2,070.00	51906
02157	VERIZON	01/13/2022	Regular	0.00	108.03	51907
01143	VILLAGE OF MOUNT PROSPECT SALES TAX	01/13/2022	Regular	0.00	456.88	51908
01009	AIRGAS USA LLC	01/20/2022	Regular	0.00	252.36	51909
01597	ANDERSON LOCK	01/20/2022	Regular	0.00	317.10	51910
01014	ARTHUR CLESEN	01/20/2022	Regular	0.00	441.00	51911
01015	ASSOCIATED LABOR CORPORATION OF AMERIC	01/20/2022	Regular	0.00	1,574.40	51912

Check Report

Date Range: 01/01/2022 - 01/31/2022

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
01022	COMCAST	01/20/2022	Regular	0.00	10.45	51913
01022	COMCAST	01/20/2022	Regular	0.00	338.26	51914
01041	CONSTELLATION NEW ENERGY INC	01/20/2022	Regular	0.00	136.36	51915
01041	CONSTELLATION NEW ENERGY INC	01/20/2022	Regular	0.00	22.85	51916
02028	CONTROL FIRE EQUIPMENT	01/20/2022	Regular	0.00	138.00	51917
01423	GORDON FOOD SERVICE INC	01/20/2022	Regular	0.00	14.97	51918
02117	GREAT LAKES COCA-COLA DISTRIBUTION	01/20/2022	Regular	0.00	680.79	51919
02362	ILLINOIS GOVERNMENT FINANCE OFFICERS ASS	01/20/2022	Regular	0.00	250.00	51920
01044	JC LICHT AND COMPANY	01/20/2022	Regular	0.00	16.86	51921
02228	PAYCOR	01/20/2022	Regular	0.00	1,866.88	51922
01070	RAMROD	01/20/2022	Regular	0.00	454.63	51923
01071	REINDERS INC	01/20/2022	Regular	0.00	898.77	51924
02421	REVELS TURF AND TRACTOR LLC	01/20/2022	Regular	0.00	353.33	51925
02134	TESTA PRODUCE INC	01/20/2022	Regular	0.00	279.15	51926
01442	ALLSTAR FIRE SERVICE INC	01/24/2022	Regular	0.00	325.00	51927
01943	ARLINGTON PAVEMENT PROFESSIONALS INC	01/24/2022	Regular	0.00	3,176.25	51928
01344	COMPUTER EXPLORERS	01/24/2022	Regular	0.00	240.00	51929
01042	CONSTELLATION NEWENERGY GAS DIVISION I	01/24/2022	Regular	0.00	3,133.49	51930
01189	DAVE'S AUTO CLINIC INC	01/24/2022	Regular	0.00	153.00	51931
01423	GORDON FOOD SERVICE INC	01/24/2022	Regular	0.00	1,426.30	51932
01040	HOME DEPOT CREDIT SERVICES	01/24/2022	Regular	0.00	648.80	51933
01720	NORTHFIELD HEATING AND AIR	01/24/2022	Regular	0.00	1,916.00	51934
01063	PDRMA	01/24/2022	Regular	0.00	17,243.37	51935
01063	PDRMA	01/24/2022	Regular	0.00	22,732.03	51936
01071	REINDERS INC	01/24/2022	Regular	0.00	301.27	51937
01616	TOUR EDGE GOLF MFG INC	01/24/2022	Regular	0.00	35.00	51938
01032	CARDMEMBER SERVICE	01/14/2022	Bank Draft	0.00	1,299.06	DFT0002089
02306	FIFTH THRID BANK	01/25/2022	Bank Draft	0.00	29,239.10	DFT0002090
02136	SOUTHERN GLAZER'S OF IL	01/03/2022	Bank Draft	0.00	561.13	DFT0002091
02204	WINTRUST ASSET FINANCE	01/04/2022	Bank Draft	0.00	2,175.60	DFT0002092
02204	WINTRUST ASSET FINANCE	01/04/2022	Bank Draft	0.00	13,710.00	DFT0002093
02205	ILLINOIS MUNICIPAL FUND	01/11/2022	Bank Draft	0.00	26,033.25	DFT0002094
02206	ILLINOIS DEPARTMENT OF REVENUE	01/13/2022	Bank Draft	0.00	4,663.00	DFT0002095

Bank Code AP Bank Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	104	80	0.00	182,718.81
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	7	7	0.00	77,681.14
EFT's	0	0	0.00	0.00
	111	87	0.00	260,399.95

Check Report

Date Range: 01/01/2022 - 01/31/2022

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: PCARD-PCARD LIABILITY						
02329	DOLLAR TREE	01/25/2022	Bank Draft	0.00	65.00	mbd1.25.22
02318	AMAZON	01/25/2022	Bank Draft	0.00	37.20	mbd1.25.22
02318	AMAZON	01/25/2022	Bank Draft	0.00	69.99	mbd1.25.22
02127	DIRECTV	01/25/2022	Bank Draft	0.00	191.98	mbd1.25.22
02322	PARTY CITY	01/25/2022	Bank Draft	0.00	49.20	mbd1.25.22
02318	AMAZON	01/25/2022	Bank Draft	0.00	6.99	mbd1.25.22
02318	AMAZON	01/25/2022	Bank Draft	0.00	83.99	mbd1.25.22
01043	ILLINOIS PARKS AND RECREATION ASSOCIATION	01/25/2022	Bank Draft	0.00	265.00	mbd1.25.22
02318	AMAZON	01/25/2022	Bank Draft	0.00	18.95	mbd1.25.22
02324	TARGET	01/25/2022	Bank Draft	0.00	34.99	mbd1.25.22
02398	WALMART	01/25/2022	Bank Draft	0.00	140.76	mbd1.25.22
01074	SAM'S CLUB/SYNCHRONY BANK	01/25/2022	Bank Draft	0.00	161.05	mbd1.25.22
02447	JACOB HENRY MANSION ESTATE	01/25/2022	Bank Draft	0.00	1,400.00	mbd1.25.22
02499	FRANCESCAS TAVOLA	01/25/2022	Bank Draft	0.00	150.00	mbd1.25.22
02476	NOW LINENS	01/25/2022	Bank Draft	0.00	1,689.73	mbd1.25.22
01062	OFFICE DEPOT	01/25/2022	Bank Draft	0.00	45.19	mbd1.25.22
02330	WEISSMAN	01/25/2022	Bank Draft	0.00	603.06	mbd1.25.22
01349	ILLINOIS ASSOCIATION OF PARK DISTRICTS	01/25/2022	Bank Draft	0.00	55.00	mbd1.25.22
02498	AMERICAN PAPER OPTICS	01/25/2022	Bank Draft	0.00	337.00	mbd1.25.22
01062	OFFICE DEPOT	01/25/2022	Bank Draft	0.00	137.33	mbd1.25.22
02499	FRANCESCAS TAVOLA	01/25/2022	Bank Draft	0.00	-6.00	mbd1.25.22
01074	SAM'S CLUB/SYNCHRONY BANK	01/25/2022	Bank Draft	0.00	35.76	mbd1.25.22
01062	OFFICE DEPOT	01/25/2022	Bank Draft	0.00	39.87	mbd1.25.22
02500	MOUNT PROSPECT ICE ARENA	01/25/2022	Bank Draft	0.00	270.00	mbd1.25.22
02333	TONYS FRESH MARKET	01/25/2022	Bank Draft	0.00	346.63	mbd1.25.22
01072	RIVER TRAILS PARK DISTICT	01/25/2022	Bank Draft	0.00	100.00	mbd1.25.22
02326	WALGREENS	01/25/2022	Bank Draft	0.00	450.00	mbd1.25.22
02173	SWING KING	01/25/2022	Bank Draft	0.00	360.00	mbd1.25.22
02429	MAGGIANOS LITTLE ITALY	01/25/2022	Bank Draft	0.00	551.38	mbd1.25.22
02318	AMAZON	01/25/2022	Bank Draft	0.00	146.63	mbd1.25.22
02503	EPACT NETWORK LTD.	01/25/2022	Bank Draft	0.00	4,725.00	mbd1.25.22
02494	OPRY GLOWGOLF LLC	01/25/2022	Bank Draft	0.00	111.00	mbd1.25.22
02318	AMAZON	01/25/2022	Bank Draft	0.00	79.19	mbd1.25.22
01120	REPUBLIC SERVICES INC	01/25/2022	Bank Draft	0.00	1,743.45	mbd1.25.22
02307	COMCAST BUSINESS	01/25/2022	Bank Draft	0.00	783.69	mbd1.25.22
01120	REPUBLIC SERVICES INC	01/25/2022	Bank Draft	0.00	448.69	mbd1.25.22
01072	RIVER TRAILS PARK DISTICT	01/25/2022	Bank Draft	0.00	56.00	mbd1.25.22
02502	CLASSIC CINEMAS	01/25/2022	Bank Draft	0.00	84.00	mbd1.25.22
01062	OFFICE DEPOT	01/25/2022	Bank Draft	0.00	24.29	mbd1.25.22
02428	MUSIC THEATER WORKS	01/25/2022	Bank Draft	0.00	444.00	mbd1.25.22
02359	JIMMY JOHNS	01/25/2022	Bank Draft	0.00	149.57	mbd1.25.22
01351	ILLINOIS LIQUOR CONTROL COMMISSION	01/25/2022	Bank Draft	0.00	613.50	mbd1.25.22
02501	A AND R DIAGNOSTIC SERVICE INC.	01/25/2022	Bank Draft	0.00	306.30	mbd1.25.22
02496	WAY TO GO	01/25/2022	Bank Draft	0.00	937.50	mbd1.25.22
02322	PARTY CITY	01/25/2022	Bank Draft	0.00	112.99	mbd1.25.22
02398	WALMART	01/25/2022	Bank Draft	0.00	37.92	mbd1.25.22
01074	SAM'S CLUB/SYNCHRONY BANK	01/25/2022	Bank Draft	0.00	94.08	mbd1.25.22
02330	WEISSMAN	01/25/2022	Bank Draft	0.00	-168.94	mbd1.25.22
02318	AMAZON	01/25/2022	Bank Draft	0.00	7.65	mbd1.25.22
01062	OFFICE DEPOT	01/25/2022	Bank Draft	0.00	410.23	mbd1.25.22
02324	TARGET	01/25/2022	Bank Draft	0.00	534.97	mbd1.25.22
02494	OPRY GLOWGOLF LLC	01/25/2022	Bank Draft	0.00	25.00	mbd1.25.22
01057	NAPA HEIGHTS AUTOMOTIVE	01/25/2022	Bank Draft	0.00	15.98	mbd1.25.22
02494	OPRY GLOWGOLF LLC	01/25/2022	Bank Draft	0.00	233.48	mbd1.25.22
02492	UNITED AIRLINES	01/25/2022	Bank Draft	0.00	81.60	mbd1.25.22
02486	SPIRIT AIRLINES	01/25/2022	Bank Draft	0.00	107.49	mbd1.25.22
02318	AMAZON	01/25/2022	Bank Draft	0.00	12.34	mbd1.25.22
02478	EDIBLE ARRANGEMENTS	01/25/2022	Bank Draft	0.00	78.25	mbd1.25.22
01057	NAPA HEIGHTS AUTOMOTIVE	01/25/2022	Bank Draft	0.00	270.00	mbd1.25.22
01057	NAPA HEIGHTS AUTOMOTIVE	01/25/2022	Bank Draft	0.00	23.97	mbd1.25.22

Check Report

Date Range: 01/01/2022 - 01/31/2022

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
02478	EDIBLE ARRANGEMENTS	01/25/2022	Bank Draft	0.00	-6.96	mbd1.25.22
02484	TEXAS DE BRAZIL	01/25/2022	Bank Draft	0.00	1,269.84	mbd1.25.22
01057	NAPA HEIGHTS AUTOMOTIVE	01/25/2022	Bank Draft	0.00	80.05	mbd1.25.22
02398	WALMART	01/25/2022	Bank Draft	0.00	79.58	mbd1.25.22
02333	TONYS FRESH MARKET	01/25/2022	Bank Draft	0.00	18.00	mbd1.25.22
02329	DOLLAR TREE	01/25/2022	Bank Draft	0.00	18.00	mbd1.25.22
02495	THE CHOCOLATE SANCTUARY	01/25/2022	Bank Draft	0.00	1,076.40	mbd1.25.22
02333	TONYS FRESH MARKET	01/25/2022	Bank Draft	0.00	15.00	mbd1.25.22
02405	SWEET REMINDER	01/25/2022	Bank Draft	0.00	422.30	mbd1.25.22
02496	WAY TO GO	01/25/2022	Bank Draft	0.00	1,375.00	mbd1.25.22
01057	NAPA HEIGHTS AUTOMOTIVE	01/25/2022	Bank Draft	0.00	93.06	mbd1.25.22
01423	GORDON FOOD SERVICE INC	01/25/2022	Bank Draft	0.00	398.30	mbd1.25.22
01349	ILLINOIS ASSOCIATION OF PARK DISTRICTS	01/25/2022	Bank Draft	0.00	280.00	mbd1.25.22
02333	TONYS FRESH MARKET	01/25/2022	Bank Draft	0.00	174.58	mbd1.25.22
01040	HOME DEPOT CREDIT SERVICES	01/25/2022	Bank Draft	0.00	13.43	mbd1.25.22
02495	THE CHOCOLATE SANCTUARY	01/25/2022	Bank Draft	0.00	-43.06	mbd1.25.22
01043	ILLINOIS PARKS AND RECREATION ASSOCIATION	01/25/2022	Bank Draft	0.00	264.00	mbd1.25.22
01057	NAPA HEIGHTS AUTOMOTIVE	01/25/2022	Bank Draft	0.00	40.69	mbd1.25.22
01062	OFFICE DEPOT	01/25/2022	Bank Draft	0.00	11.99	mbd1.25.22
02398	WALMART	01/25/2022	Bank Draft	0.00	-1.58	mbd1.25.22
02497	PARAMOUNT THEATRE	01/25/2022	Bank Draft	0.00	670.00	mbd1.25.22
02330	WEISSMAN	01/25/2022	Bank Draft	0.00	255.80	mbd1.25.22
01063	PDRMA	01/25/2022	Bank Draft	0.00	199.00	mbd1.25.22
02318	AMAZON	01/25/2022	Bank Draft	0.00	80.94	mbd1.25.22
02318	AMAZON	01/25/2022	Bank Draft	0.00	41.33	mbd1.25.22
02318	AMAZON	01/25/2022	Bank Draft	0.00	100.75	mbd1.25.22
02318	AMAZON	01/25/2022	Bank Draft	0.00	464.61	mbd1.25.22
01081	VILLAGE OF MOUNT PROSPECT	01/25/2022	Bank Draft	0.00	363.36	mbd1.25.22
01081	VILLAGE OF MOUNT PROSPECT	01/25/2022	Bank Draft	0.00	547.40	mbd1.25.22
01081	VILLAGE OF MOUNT PROSPECT	01/25/2022	Bank Draft	0.00	413.92	mbd1.25.22
01043	ILLINOIS PARKS AND RECREATION ASSOCIATION	01/25/2022	Bank Draft	0.00	279.00	mbd1.25.22
02398	WALMART	01/25/2022	Bank Draft	0.00	24.50	mbd1.25.22

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	92	92	0.00	29,239.10
EFT's	0	0	0.00	0.00
	92	92	0.00	29,239.10

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	104	80	0.00	182,718.81
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	99	99	0.00	106,920.24
EFT's	0	0	0.00	0.00
	203	179	0.00	289,639.05

Fund Summary

Fund	Name	Period	Amount
950	POOLED CASH FUND	1/2022	289,639.05
			289,639.05



Prospect Heights Park District, IL

Income Statement

Group Summary

For Fiscal: 2022 Period Ending: 01/31/2022

Account Type	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Department: 02 - RECREATION/GENERAL					
Revenue	852,145.00	852,145.00	5,191.23	5,191.23	846,953.77
Expense	658,495.00	658,495.00	28,943.87	28,943.87	629,551.13
Department: 02 - RECREATION/GENERAL Surplus (Deficit):	193,650.00	193,650.00	-23,752.64	-23,752.64	217,402.64
Department: 03 - PRESCHOOL CREATIVE KIDS					
Revenue	100,641.00	100,641.00	10,210.38	10,210.38	90,430.62
Expense	77,894.00	77,894.00	4,573.66	4,573.66	73,320.34
Department: 03 - PRESCHOOL CREATIVE KIDS Surplus (Deficit):	22,747.00	22,747.00	5,636.72	5,636.72	17,110.28
Department: 04 - KINDERSTOP					
Revenue	186,912.00	186,912.00	22,924.59	22,924.59	163,987.41
Expense	119,344.00	119,344.00	8,410.89	8,410.89	110,933.11
Department: 04 - KINDERSTOP Surplus (Deficit):	67,568.00	67,568.00	14,513.70	14,513.70	53,054.30
Department: 05 - YOUTH PROGRAMS					
Revenue	31,650.00	31,650.00	1,146.00	1,146.00	30,504.00
Expense	28,559.00	28,559.00	1,531.15	1,531.15	27,027.85
Department: 05 - YOUTH PROGRAMS Surplus (Deficit):	3,091.00	3,091.00	-385.15	-385.15	3,476.15
Department: 06 - DANCE					
Revenue	56,189.00	56,189.00	10,121.90	10,121.90	46,067.10
Expense	46,074.00	46,074.00	1,584.76	1,584.76	44,489.24
Department: 06 - DANCE Surplus (Deficit):	10,115.00	10,115.00	8,537.14	8,537.14	1,577.86
Department: 07 - ATHLETIC					
Revenue	45,029.00	45,029.00	6,158.79	6,158.79	38,870.21
Expense	31,239.00	31,239.00	596.35	596.35	30,642.65
Department: 07 - ATHLETIC Surplus (Deficit):	13,790.00	13,790.00	5,562.44	5,562.44	8,227.56
Department: 08 - PERFORMING ARTS					
Revenue	47,420.00	47,420.00	76.34	76.34	47,343.66
Expense	33,813.00	33,813.00	145.60	145.60	33,667.40
Department: 08 - PERFORMING ARTS Surplus (Deficit):	13,607.00	13,607.00	-69.26	-69.26	13,676.26
Department: 09 - CONCESSIONS					
Revenue	28,700.00	28,700.00	0.00	0.00	28,700.00
Expense	27,099.00	27,099.00	145.60	145.60	26,953.40
Department: 09 - CONCESSIONS Surplus (Deficit):	1,601.00	1,601.00	-145.60	-145.60	1,746.60
Department: 10 - AQUATICS					
Revenue	99,670.00	99,670.00	109.60	109.60	99,560.40
Expense	179,660.00	179,660.00	813.45	813.45	178,846.55
Department: 10 - AQUATICS Surplus (Deficit):	-79,990.00	-79,990.00	-703.85	-703.85	-79,286.15
Department: 11 - ACTIVE ADULTS					
Revenue	81,394.00	81,394.00	916.41	916.41	80,477.59
Expense	86,885.00	86,885.00	1,098.72	1,098.72	85,786.28
Department: 11 - ACTIVE ADULTS Surplus (Deficit):	-5,491.00	-5,491.00	-182.31	-182.31	-5,308.69
Department: 12 - SPECIAL EVENTS					
Revenue	11,465.00	11,465.00	190.00	190.00	11,275.00
Expense	15,410.00	15,410.00	337.57	337.57	15,072.43
Department: 12 - SPECIAL EVENTS Surplus (Deficit):	-3,945.00	-3,945.00	-147.57	-147.57	-3,797.43
Department: 13 - FITNESS CENTER					
Revenue	36,680.00	36,680.00	2,990.29	2,990.29	33,689.71
Expense	41,634.00	41,634.00	2,389.94	2,389.94	39,244.06
Department: 13 - FITNESS CENTER Surplus (Deficit):	-4,954.00	-4,954.00	600.35	600.35	-5,554.35

Income Statement

For Fiscal: 2022 Period Ending: 01/31/2022

Account Type	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Department: 14 - SUMMER CAMP					
Revenue	285,618.00	285,618.00	0.00	0.00	285,618.00
Expense	189,659.00	189,659.00	629.16	629.16	189,029.84
Department: 14 - SUMMER CAMP Surplus (Deficit):	95,959.00	95,959.00	-629.16	-629.16	96,588.16
Department: 30 - PARKS					
Revenue	9,500.00	9,500.00	0.00	0.00	9,500.00
Expense	201,729.00	201,729.00	3,548.07	3,548.07	198,180.93
Department: 30 - PARKS Surplus (Deficit):	-192,229.00	-192,229.00	-3,548.07	-3,548.07	-188,680.93
Department: 40 - GOLF					
Revenue	1,034,400.00	1,034,400.00	0.00	0.00	1,034,400.00
Expense	839,816.00	839,816.00	24,778.82	24,778.82	815,037.18
Department: 40 - GOLF Surplus (Deficit):	194,584.00	194,584.00	-24,778.82	-24,778.82	219,362.82
Department: 41 - GROUNDS					
Expense	563,713.00	563,713.00	14,608.26	14,608.26	549,104.74
Department: 41 - GROUNDS Total:	563,713.00	563,713.00	14,608.26	14,608.26	549,104.74
Department: 42 - PRO SHOP					
Revenue	123,000.00	123,000.00	2,234.50	2,234.50	120,765.50
Expense	98,400.00	98,400.00	0.00	0.00	98,400.00
Department: 42 - PRO SHOP Surplus (Deficit):	24,600.00	24,600.00	2,234.50	2,234.50	22,365.50
Department: 43 - HOOK A KID					
Revenue	90,000.00	90,000.00	-80.00	-80.00	90,080.00
Expense	76,400.00	76,400.00	0.00	0.00	76,400.00
Department: 43 - HOOK A KID Surplus (Deficit):	13,600.00	13,600.00	-80.00	-80.00	13,680.00
Department: 44 - WARM UP RANGE					
Revenue	20,000.00	20,000.00	0.00	0.00	20,000.00
Expense	11,000.00	11,000.00	3,276.00	3,276.00	7,724.00
Department: 44 - WARM UP RANGE Surplus (Deficit):	9,000.00	9,000.00	-3,276.00	-3,276.00	12,276.00
Department: 45 - FOOD AND BEVERAGE					
Revenue	958,000.00	958,000.00	10,160.69	10,160.69	947,839.31
Expense	550,933.00	550,933.00	4,354.89	4,354.89	546,578.11
Department: 45 - FOOD AND BEVERAGE Surplus (Deficit):	407,067.00	407,067.00	5,805.80	5,805.80	401,261.20
Total Surplus (Deficit):	220,657.00	220,657.00	-29,416.04	-29,416.04	

Fund Summary

Fund	Original	Current	MTD Activity	YTD Activity	Budget
	Total Budget	Total Budget			Remaining
200 - RECREATION FUND	135,519.00	135,519.00	5,286.74	5,286.74	130,232.26
300 - GOLF	85,138.00	85,138.00	-34,702.78	-34,702.78	119,840.78
Total Surplus (Deficit):	220,657.00	220,657.00	-29,416.04	-29,416.04	



Prospect Heights Park District, IL

Income Statement

Group Summary

For Fiscal: 2022 Period Ending: 01/31/2022

Account Type	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Department: 02 - RECREATION/GENERAL					
Revenue	852,145.00	852,145.00	5,191.23	5,191.23	846,953.77
Expense	658,495.00	658,495.00	28,943.87	28,943.87	629,551.13
Department: 02 - RECREATION/GENERAL Surplus (Deficit):	193,650.00	193,650.00	-23,752.64	-23,752.64	217,402.64
Department: 03 - PRESCHOOL CREATIVE KIDS					
Revenue	100,641.00	100,641.00	10,210.38	10,210.38	90,430.62
Expense	77,894.00	77,894.00	4,573.66	4,573.66	73,320.34
Department: 03 - PRESCHOOL CREATIVE KIDS Surplus (Deficit):	22,747.00	22,747.00	5,636.72	5,636.72	17,110.28
Department: 04 - KINDERSTOP					
Revenue	186,912.00	186,912.00	22,924.59	22,924.59	163,987.41
Expense	119,344.00	119,344.00	8,410.89	8,410.89	110,933.11
Department: 04 - KINDERSTOP Surplus (Deficit):	67,568.00	67,568.00	14,513.70	14,513.70	53,054.30
Department: 05 - YOUTH PROGRAMS					
Revenue	31,650.00	31,650.00	1,146.00	1,146.00	30,504.00
Expense	28,559.00	28,559.00	1,531.15	1,531.15	27,027.85
Department: 05 - YOUTH PROGRAMS Surplus (Deficit):	3,091.00	3,091.00	-385.15	-385.15	3,476.15
Department: 06 - DANCE					
Revenue	56,189.00	56,189.00	10,121.90	10,121.90	46,067.10
Expense	46,074.00	46,074.00	1,584.76	1,584.76	44,489.24
Department: 06 - DANCE Surplus (Deficit):	10,115.00	10,115.00	8,537.14	8,537.14	1,577.86
Department: 07 - ATHLETIC					
Revenue	45,029.00	45,029.00	6,158.79	6,158.79	38,870.21
Expense	31,239.00	31,239.00	596.35	596.35	30,642.65
Department: 07 - ATHLETIC Surplus (Deficit):	13,790.00	13,790.00	5,562.44	5,562.44	8,227.56
Department: 08 - PERFORMING ARTS					
Revenue	47,420.00	47,420.00	76.34	76.34	47,343.66
Expense	33,813.00	33,813.00	145.60	145.60	33,667.40
Department: 08 - PERFORMING ARTS Surplus (Deficit):	13,607.00	13,607.00	-69.26	-69.26	13,676.26
Department: 09 - CONCESSIONS					
Revenue	28,700.00	28,700.00	0.00	0.00	28,700.00
Expense	27,099.00	27,099.00	145.60	145.60	26,953.40
Department: 09 - CONCESSIONS Surplus (Deficit):	1,601.00	1,601.00	-145.60	-145.60	1,746.60
Department: 10 - AQUATICS					
Revenue	99,670.00	99,670.00	109.60	109.60	99,560.40
Expense	179,660.00	179,660.00	813.45	813.45	178,846.55
Department: 10 - AQUATICS Surplus (Deficit):	-79,990.00	-79,990.00	-703.85	-703.85	-79,286.15
Department: 11 - ACTIVE ADULTS					
Revenue	81,394.00	81,394.00	916.41	916.41	80,477.59
Expense	86,885.00	86,885.00	1,098.72	1,098.72	85,786.28
Department: 11 - ACTIVE ADULTS Surplus (Deficit):	-5,491.00	-5,491.00	-182.31	-182.31	-5,308.69
Department: 12 - SPECIAL EVENTS					
Revenue	11,465.00	11,465.00	190.00	190.00	11,275.00
Expense	15,410.00	15,410.00	337.57	337.57	15,072.43
Department: 12 - SPECIAL EVENTS Surplus (Deficit):	-3,945.00	-3,945.00	-147.57	-147.57	-3,797.43
Department: 13 - FITNESS CENTER					
Revenue	36,680.00	36,680.00	2,990.29	2,990.29	33,689.71
Expense	41,634.00	41,634.00	2,389.94	2,389.94	39,244.06
Department: 13 - FITNESS CENTER Surplus (Deficit):	-4,954.00	-4,954.00	600.35	600.35	-5,554.35

Income Statement

For Fiscal: 2022 Period Ending: 01/31/2022

Account Type	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Department: 14 - SUMMER CAMP					
Revenue	285,618.00	285,618.00	0.00	0.00	285,618.00
Expense	189,659.00	189,659.00	629.16	629.16	189,029.84
Department: 14 - SUMMER CAMP Surplus (Deficit):	95,959.00	95,959.00	-629.16	-629.16	96,588.16
Department: 30 - PARKS					
Revenue	9,500.00	9,500.00	0.00	0.00	9,500.00
Expense	201,729.00	201,729.00	3,548.07	3,548.07	198,180.93
Department: 30 - PARKS Surplus (Deficit):	-192,229.00	-192,229.00	-3,548.07	-3,548.07	-188,680.93
Department: 40 - GOLF					
Revenue	1,034,400.00	1,034,400.00	0.00	0.00	1,034,400.00
Expense	839,816.00	839,816.00	24,778.82	24,778.82	815,037.18
Department: 40 - GOLF Surplus (Deficit):	194,584.00	194,584.00	-24,778.82	-24,778.82	219,362.82
Department: 41 - GROUNDS					
Expense	563,713.00	563,713.00	14,608.26	14,608.26	549,104.74
Department: 41 - GROUNDS Total:	563,713.00	563,713.00	14,608.26	14,608.26	549,104.74
Department: 42 - PRO SHOP					
Revenue	123,000.00	123,000.00	2,234.50	2,234.50	120,765.50
Expense	98,400.00	98,400.00	0.00	0.00	98,400.00
Department: 42 - PRO SHOP Surplus (Deficit):	24,600.00	24,600.00	2,234.50	2,234.50	22,365.50
Department: 43 - HOOK A KID					
Revenue	90,000.00	90,000.00	-80.00	-80.00	90,080.00
Expense	76,400.00	76,400.00	0.00	0.00	76,400.00
Department: 43 - HOOK A KID Surplus (Deficit):	13,600.00	13,600.00	-80.00	-80.00	13,680.00
Department: 44 - WARM UP RANGE					
Revenue	20,000.00	20,000.00	0.00	0.00	20,000.00
Expense	11,000.00	11,000.00	3,276.00	3,276.00	7,724.00
Department: 44 - WARM UP RANGE Surplus (Deficit):	9,000.00	9,000.00	-3,276.00	-3,276.00	12,276.00
Department: 45 - FOOD AND BEVERAGE					
Revenue	958,000.00	958,000.00	10,160.69	10,160.69	947,839.31
Expense	550,933.00	550,933.00	4,354.89	4,354.89	546,578.11
Department: 45 - FOOD AND BEVERAGE Surplus (Deficit):	407,067.00	407,067.00	5,805.80	5,805.80	401,261.20
Total Surplus (Deficit):	220,657.00	220,657.00	-29,416.04	-29,416.04	

Fund Summary

Fund	Original	Current	MTD Activity	YTD Activity	Budget
	Total Budget	Total Budget			Remaining
200 - RECREATION FUND	135,519.00	135,519.00	5,286.74	5,286.74	130,232.26
300 - GOLF	85,138.00	85,138.00	-34,702.78	-34,702.78	119,840.78
Total Surplus (Deficit):	220,657.00	220,657.00	-29,416.04	-29,416.04	



February 22, 2022

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

IPRA/IAPD CONFERENCE

Edlyn Castil, Stacey McNamara and myself attended this year's state conference. The sessions I attended pertained to common problems with tennis courts, healthy relationships between directors and board members, preparing and planning grant submissions, successful referendum strategies and comprehensive planning.

STAFFING

The new Superintendent of Finance, HR and IT began Feb 1, 2022. Interviews began this month for the Superintendent of Recreation position.

OSLAD

We should learn whether we are awarded the \$275,000 OSLAD grant for the East Wedgewood Park renovation by May 1st. The "Open Space Lands Acquisition and Development" (OSLAD) program is a state-financed program with dedicated funding through a portion of the State's Real Estate Transfer tax. The amount of money available varies on a yearly basis due to the fluctuation in the real estate market and appropriation authority provided by the General Assembly. For fiscal year 2022 the amount is \$28 million. The grant application was due Sept 1 and formal announcement by the IDNR will usually occur 6-8 months after the application period closes. The proposed park \$550,000 redevelopment will be ADA accessible and include: play equipment, half-court basketball, walking loop with fitness and learning activities, fitness stations, open play area, shelter and sensory garden with interpretive sign.

URBAN & COMMUNITY FORESTRY GRANT

We were awarded \$11,375 Urban & Community Forestry Grant for the tree inventory and management plan. The plan will be finalized to enhance the tree pruning, planting and removal schedule. Moving forward, the corporate fund will transfer \$30,000 to the capital budget to support tree management each year. The District must have a tree preservation ordinance before the end of the grant period. The Morton Arboretum provided assistance with the proposed ordinance for approval at the board meeting.

BOARD MEETING AGENDA ITEMS

May 2022	Approve legal counsel and NWSRA
	Financial Audit presentation
June 2022	Committees of the Board Selection

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



February 22, 2022

To: Christina Ferraro, Executive Director
From: Shawn Hughes, Superintendent of Finance, HR and IT
Re: February 2022 Board Report

NEW STAFF

My initial weeks have been filled with learning the finance processes, procedures, and reporting at this agency. In the next few months, I will be getting acquainted with the IT vendors that I will be working with and will begin the process to hire the newly created Human Resources/Payroll Coordinator position.

2021 AUDIT

Weekly update meetings have been occurring with the auditors regarding requested materials in preparation of scheduling the audit. Staff has been reviewing year end numbers, as well as posting accruals, prepaid expenses, and other closing entries in preparation of the audit.

JANUARY 2022 INCOME STATEMENT

The Income Statement as of January 31, 2022 is enclosed with this month board packet.



February 22, 2022

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

POWER PLAY GRANT

The application for the PowerPlay! Beyond School Grant Program was submitted. This grant is used to enhance Power Play Before and After Care in the areas of health and fitness. Notification from the Illinois Association of Park Districts will be in March.

ARTWALK

The ArtWalk will return to Izaak Walton Park this spring and summer. The theme will be mushroom art: "Shroom Show". Local artists will be invited to complete mushroom tops to display. They will be provided with a stem.

PICKLEBALL LESSONS

We offered two classes on Sunday afternoons from January 9-February 6. Both classes were filled with 8 students each. We received excellent feedback for our Pickleball Coach. He is unable to offer summer lessons for us, but will return next fall.

COOK COUNTY MANDATES

We continue to verify vaccine records and enforce the mask mandate.

DOCUMENT STORAGE

Our team has submitted dashboard revisions to ePACT. We have promoted that we will be using ePACT on our website and social media for summer camps, preschool and KinderSTOP.

SUMMER BROCHURE PRODUCTION

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.

SUMMER CAMP REGISTRATION

Registration started February 14th. We had more people registering this first day than in past years!



February 22, 2022

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

BOILER INSPECTION

Inspection was performed by Travelers on the second-floor mechanical room boiler, pool boiler in the pump room and hot water holding tank also in the pump room. We received the inspectors approval report and it was submitted to the Illinois State Fire Marshal for license renewal.

GYMNASIUM

Two door closers were replaced on the gym doors; both doors had broken swing arms that were bent and mounting hardware was stripped from the frame and needed to be reinstalled.

SUPERINTENDENT OF RECREATION OFFICE

Walls in office behind front desk were patched and painted, carpeting will be cleaned after desk and work station is replaced.

WOMENS LOCKERROOM

Toilet next to handicap stall was spraying water due to a damaged connection between the toilet and water supply. Damaged section could not be repaired and new hardware was installed.

BUS INSPECTION

Both bus 1 and 3 were taken into the safety testing station for their semi-annual inspection. Safety stickers were issued. Bus 2 is out for repairs and will be inspected as soon as possible.

ADMIN BUILDING

Section of first floor cabinet and counter top was cut and moved to the kitchen area, wiring for the fax and postage machine was extended to relocated both devices.

GMRC

Dance room, rear hallway, mens washroom and stall dividers have been painted.

IZAAK WALTON PARK

Tree locations were submitted to the Morton Arboretum for the scheduled May tree planting. NRC will plant the trees in the perimeter and slough area; park district will do the planting in the main area. All trees that will be planted are native species and supplied by the Morton Arboretum.

PARKS

Clean up and garbage pickup continues at all parks. With temperatures varying most morning ice melt is needed around the rec center and admin building to control icing.



February 22, 2022

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

GOLF

Course closed for winter. Outings, membership and leagues are filling the calendar for 2022 and the forecast is looking excellent moving toward this summer.

SPECIAL EVENTS

We hosted several charity events that generated some revenue. The Friday Fish Fry events will be held starting in March for 7 weeks.

CLUB HOUSE

Repairs have been made to mens washroom plumbing. Circulation fan was repaired in mens room. Main sewer line plumbing was rodded out and working fine. A deep fryer was replaced. Convection oven was repaired. Mens locker room storage is being reorganized and additional storage has been created for inventory of tables and chairs. This will help the banquet room to be better organized and provide an area to showcase event sales. Banquet chairs have been repaired and ready for this coming season. Deep cleaning and painting is in progress.

CARS

The fleet repairs continue and will be completed by mid-February.

GOLF SHOP

Sales were limited during the month. Inventory and cleaning are in progress.

GROUNDS

Winter maintenance continues. Staff has everything nearly completed. Several parts are difficult to get and staff is staying on top of work to be completed.

FOOD AND BEVERAGE

Staff is working to schedule several prospective events. To date there are several weddings and special events booked for 2022 season.

DECEMBER	2021	2022
Golf & Members	\$1,872.10	\$2,000.00
Food & Bev	0	\$10,160.69
Golf Shop	\$1,796.97	\$2,234.50
Gift Card Sales	0	\$2,549.50



February 22, 2022

To: Julie Caporusso, Superintendent of Recreation
From: Laura Fudala, Supervisor of Recreation
Re: February 2022 Board Report

PRESCHOOL

Registration for the 2022-2023 school year began on January 10th.

YOUTH ATHLETICS

The youth basketball league began on January 22nd. We have 112 players registered; this is an increase of 52 players compared to the 2021 season. Youth indoor soccer league began on January 15th. We have 15 players enrolled; this is an increase of 11 players as compared to 2021. We are currently taking registrations for Spring Little Kickers Soccer League.

YOUTH PROGRAMS

In January, there were two Kids Day Off. January 3rd, we have 7 participants the kids stayed in house for ceramic paintings, and January 17th we had 15 participants who went to Enchanted Castle. Upcoming in February we will have two Kids Day Off on February 18th and 21st.

DAY CAMP

"Return to work" letters to staff went out. Staff has until February 28th to reply if they will be returning for Summer 2022.



February 22, 2022

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

DANCE/PERFORMING ARTS

Spring dance classes are underway and I am excited to say that we have added an additional NEW class this session. Mrs. Payal Shewal, one of our preschool teachers, is offering a Bollywood dance class for kids. We are so excited to offer this class to our community. We currently have 103 dancers enrolled in the dance program.

Our competitions teams did a fabulous job at Des Plaines Dance Idol on February 5th. We came home with 4 Golds & 4 Silver Awards and Best in Acro & Best Innovative Concept Award. We are so proud of our teams. Our next competition will be the weekend of March 4-6 at CRU Dance at Oswego High School East.

ACTIVE ADULTS

The active adult newsletter is complete and will be mailed very soon. Trips will begin in March.

SPECIAL EVENTS

Our next special event will be Family Bingo.



February 9, 2022

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

KinderStop

In January we experienced a decrease in the number of KinderStop participants and then we experienced a quick increase in the number of KinderStop participants. The fluctuation of the enrollment was related to the number of Covid cases at the beginning of 2022. We have 16 students in Before Care, 11 students in AM KinderStop, 27 students PM KinderStop, and 67 students in After Care. We do have a wait list of students who would like to return to KinderStop, but we are currently at capacity for all 5 days. Additionally, we had 3 staff members receive full-time employment outside of the Park District, which has left the staff more short-handed than before. I have picked up the Monday morning Before Care shift to help out. We have a student volunteer from Forest View (SD 214) join us daily from 12:30-2:30pm to help in KinderStop. I am actively looking for additional staff.

Aquatics

First notices for summer lifeguard/swim instructors/assistant swim coaches/pool managers went out to 28 returning staff. Response has been low, 3 people said they were definitely returning, 2 people said they were available as subs (but currently have full-time jobs), and 2 people were unsure. First draft of the brochure and pool schedule were completed, utilizing last year's recommendations.

Fitness

The fitness center has 154 members, 23 members renewed their memberships in January. The Monday Pilates class has been small with 3 registrants and 2-3 drop in participants each week. The yoga classes did not run in January due to low enrollment of 1; the time of day the class is offered may be a contributing factor to the non-attendance.

Safety Coordinator

All staff members were assigned the 7-minute Statement of Admission video via Paycor to watch and complete by 1/31/22. Supervisors and above were sent PDRMA trainings to share with staff as needed.



February 22, 2022

To: Park Board of Commissioners
From: Christina Ferraro, Executive Director
Re: Introduction of potential Video Gaming at OCCC

In April 2019, a discussion was held at a regular board meeting about potential video gaming at the golf course. At that time, a local gaming operator presented background information about video gaming. He explained the type of machines placed in business establishments like the golf course clubhouse are more of a “recreation machine” with \$2 limits and max payouts of \$500. Some businesses provide a rewards program tied into the establishment (i.e., free burgers, round of golf, etc.). Some provide an ATM machine and the furniture for the gaming area in the golf course. At that time, golf courses were not included in the Mount Prospect ordinance which pertained to video gaming. The park board discussed potentially requesting an amendment. The Village was scheduled to reevaluate this ordinance at a later time.

On February 1, 2022, the Village of Mount Prospect amended the ordinance to include video gaming at golf courses that have a restaurant with an on-premises liquor license and video gaming license issued by the Illinois Gaming Board and the Village. There is a lengthy state application which includes an extensive background check for key employees in addition to other requirements: barriers to separate the video gaming area, a video camera surveillance system, direct connect burglar alarm system to Northwest Central Dispatch, etc. The revenue is split something like 5% to village, 35% to premises owner, 35% to operator, 25% to state and county. Attached you will find two reports from the state regarding VGT (Video Gaming Terminal) activity, income and tax distribution for January 2022 in Mount Prospect and Prospect Heights.

<https://www.igb.illinois.gov/>

This is now an option for additional revenue at the golf course. This is introduced for board discussion.

ATTACHMENTS:

- Exhibit A Mount Prospect Jan 2022
- Exhibit B Prospect Heights Jan 2022

ILLINOIS GAMING BOARD VIDEO GAMING REPORT

Mount Prospect

January 2022

2/17/2022

6:22 pm

Municipality	Establishment	License Number	VGT Count	VGT Wagering Activity			VGT Income			VGT Tax Distribution		
				Amount Played	Amount Won	Net Wagering Activity	Funds In	Funds Out	Net Terminal Income	NTI Tax	State Share	Municipality Share
Mount Prospect	1799 S. Busse Rd., Inc.	180703188	6	\$170,457.32	\$156,189.99	\$14,267.33	\$71,823.00	\$57,555.67	\$14,267.33	\$4,850.84	\$4,137.48	\$713.36
Mount Prospect	AVANTI CAFE SANDWICH BAR INC.	180703993	3	\$66,545.93	\$62,803.62	\$3,742.31	\$24,297.00	\$20,554.76	\$3,742.24	\$1,272.38	\$1,085.27	\$187.11
Mount Prospect	Black Cow Kitchen & Bar, Inc.	180703302	6	\$1,135,738.15	\$1,034,020.15	\$101,718.00	\$369,696.00	\$267,977.80	\$101,718.20	\$34,584.23	\$29,498.31	\$5,085.92
Mount Prospect	GTNL GROUP LLC	180703325	5	\$307,612.22	\$276,899.92	\$30,712.30	\$110,136.00	\$79,423.70	\$30,712.30	\$10,442.17	\$8,906.55	\$1,535.62
Mount Prospect	HOMESTEAD HOSPITALITY GROUP, LLC	180703899	5	\$326,020.83	\$302,537.45	\$23,483.38	\$104,532.00	\$81,048.03	\$23,483.97	\$7,984.53	\$6,810.33	\$1,174.20
Mount Prospect	IRICK INVESTMENTS LLC	190700784	5	\$225,537.65	\$210,741.68	\$14,795.97	\$81,143.00	\$66,347.03	\$14,795.97	\$5,030.68	\$4,290.88	\$739.80
Mount Prospect	JESUS ROSALES FAMILY CORP.	190704001	5	\$155,482.40	\$144,549.83	\$10,932.57	\$55,760.00	\$44,827.64	\$10,932.36	\$3,717.00	\$3,170.38	\$546.62
Mount Prospect	Kendel E. Kennedy, Inc.	200701642	4	\$47,615.30	\$40,939.25	\$6,676.05	\$15,773.00	\$9,096.95	\$6,676.05	\$2,269.86	\$1,936.06	\$333.80
Mount Prospect	MCFIG CORP.	180703283	6	\$256,822.25	\$238,828.83	\$17,993.42	\$90,193.00	\$72,199.58	\$17,993.42	\$6,117.79	\$5,218.12	\$899.67
Mount Prospect	MR. BEEF & PIZZA OF MOUNT PROSPECT, INC.	180703187	5	\$54,261.01	\$50,198.32	\$4,062.69	\$15,835.00	\$11,772.31	\$4,062.69	\$1,381.35	\$1,178.21	\$203.14
Mount Prospect	Napoli Cucina L.L.C.	180703262	3	\$59,704.10	\$57,025.36	\$2,678.74	\$18,748.00	\$16,069.26	\$2,678.74	\$910.75	\$776.82	\$133.93
Mount Prospect	OM SWAMI GROUP 7 LLC	200702105	6	\$339,715.82	\$313,054.44	\$26,661.38	\$110,511.00	\$83,849.62	\$26,661.38	\$9,064.88	\$7,731.81	\$1,333.07
Mount Prospect	PAP'S CAFE, LTD.	180703185	6	\$574,795.78	\$526,580.54	\$48,215.24	\$204,696.00	\$156,480.80	\$48,215.20	\$16,393.21	\$13,982.44	\$2,410.77
Mount Prospect	PROSPECT HEIGHTS MOOSE LODGE #660	180803727	3	\$78,865.59	\$67,347.45	\$11,518.14	\$31,394.00	\$19,875.91	\$11,518.09	\$3,916.18	\$3,340.27	\$575.91
Mount Prospect	Salerno's Mount Prospect, Inc.	180704159	2	\$28,069.33	\$25,736.99	\$2,332.34	\$10,468.00	\$8,135.66	\$2,332.34	\$793.01	\$676.39	\$116.62
Mount Prospect	Willkait, LLC	190700220	6	\$244,268.96	\$221,862.52	\$22,406.44	\$80,190.00	\$57,783.56	\$22,406.44	\$7,618.22	\$6,497.89	\$1,120.33
REPORT TOTAL:		16 Establishments	76	\$4,071,512.64	\$3,729,316.34	\$342,196.30	\$1,395,195.00	\$1,052,998.28	\$342,196.72	\$116,347.08	\$99,237.21	\$17,109.87

**ILLINOIS GAMING BOARD
VIDEO GAMING REPORT**

Prospect Heights

January 2022

2/17/2022

6:20 pm

Municipality	Establishment	License Number	VGT Count	VGT Wagering Activity			VGT Income			VGT Tax Distribution		
				Amount Played	Amount Won	Net Wagering Activity	Funds In	Funds Out	Net Terminal Income	NTI Tax	State Share	Municipality Share
Prospect Heights	Blackhawk Restaurant Group LLC Series PCProspect	130702439	6	\$538,477.75	\$496,397.95	\$42,079.80	\$175,327.00	\$133,247.20	\$42,079.80	\$14,307.20	\$12,203.21	\$2,103.99
Prospect Heights	Fireside Land Development, L.L.C.	140702861	4	\$9,641.57	\$8,332.88	\$1,308.69	\$4,004.00	\$2,695.31	\$1,308.69	\$444.96	\$379.52	\$65.44
Prospect Heights	GABIN CAFE, INC.	180701089	6	\$326,257.04	\$310,116.24	\$16,140.80	\$105,366.00	\$89,225.20	\$16,140.80	\$5,487.86	\$4,680.83	\$807.03
Prospect Heights	HOUSE OF MUSIC AND ENTERTAINMENT LLC	120706158	6	\$676,009.47	\$603,903.68	\$72,105.79	\$253,025.00	\$180,919.21	\$72,105.79	\$24,516.00	\$20,910.71	\$3,605.29
Prospect Heights	Js & S Corp.	130703643	6	\$296,586.29	\$270,541.71	\$26,044.58	\$106,632.00	\$80,587.78	\$26,044.22	\$8,855.09	\$7,552.87	\$1,302.22
Prospect Heights	LCI Highland of Illinois LLC	170704312	6	\$1,111,217.93	\$1,023,247.79	\$87,970.14	\$313,328.00	\$225,357.86	\$87,970.14	\$29,909.89	\$25,511.37	\$4,398.52
Prospect Heights	M&M Pollo inc.	170701249	6	\$309,527.95	\$278,062.82	\$31,465.13	\$101,821.00	\$70,356.16	\$31,464.84	\$10,698.09	\$9,124.84	\$1,573.25
Prospect Heights	PLAYERS PUB & GRILL, LLC	120704369	6	\$1,250,065.97	\$1,145,034.18	\$105,031.79	\$439,209.00	\$334,177.21	\$105,031.79	\$35,710.86	\$30,459.27	\$5,251.59
Prospect Heights	PROSPECT HOSPITALITY, INC.	160702663	5	\$88,847.00	\$83,255.61	\$5,591.39	\$29,435.00	\$23,843.61	\$5,591.39	\$1,901.14	\$1,621.56	\$279.58
Prospect Heights	Ruben's Bar & Grill, LLC	180701208	4	\$245,550.29	\$223,879.24	\$21,671.05	\$67,649.00	\$45,978.49	\$21,670.51	\$7,367.97	\$6,284.45	\$1,083.52
Prospect Heights	Sellis Enterprises, Inc.	130702711	6	\$441,639.53	\$395,164.57	\$46,474.96	\$147,388.00	\$100,803.01	\$46,584.99	\$15,838.93	\$13,509.67	\$2,329.26
Prospect Heights	Seoul Billiards Corp.	120707315	6	\$702,710.14	\$660,596.06	\$42,114.08	\$252,775.00	\$210,660.92	\$42,114.08	\$14,318.82	\$12,213.11	\$2,105.71
Prospect Heights	Stella's - Prospect Heights, LLC	160702416	6	\$675,222.03	\$612,149.36	\$63,072.67	\$216,896.00	\$153,823.33	\$63,072.67	\$21,444.72	\$18,291.08	\$3,153.64
REPORT TOTAL:		13 Establishments	73	\$6,671,752.96	\$6,110,682.09	\$561,070.87	\$2,212,855.00	\$1,651,675.29	\$561,179.71	\$190,801.53	\$162,742.49	\$28,059.04

Ordinance No. 02.22.2022

Tree Preservation Ordinance Prospect Heights Park District, Cook County, Illinois

1.1 STATEMENT OF PURPOSE

The purpose of this ordinance is to provide for the protection, management, removal and replacement of trees throughout the Prospect Heights Park District.

Specific goals of this ordinance are to:

- Preserve, protect and enhance the urban forest to ensure that trees are properly planted and maintained within the Prospect Heights Park District so that trees can protect, enhance and preserve the quality of life for residents of the District.

Value Statement

- Prospect Heights Park District recognizes the tangible benefits that trees provide in the suburban environment. Healthy trees reduce air and noise pollution, provide energy-savings shade and cooling, furnish habitat for wildlife, enhance aesthetics and property values, and are an important contributor to community image, pride and quality of life. In order to protect and enhance their valuable tree resources, it is useful to view and manage trees as infrastructure, in a manner similar to park buildings and facilities.

1.2 DEFINITIONS

ARBORIST	Any individual experienced in the profession of forestry or a related field and is licensed or certified in forestry by an accredited forestry industry body, e.g. International Society of Arboriculture.
ANSI	American National Standards Institute.
BUILDING ACTIVITY AREA	The portion of a property within which development activity, including grading, excavation, storage of materials, construction access and construction of both main buildings and unattached structures.
CANOPY	The upper portion of a tree sometimes called the crown. This section of the tree usually contains branches and leaves.
DAMAGE	Impact or loss of function to any tree including but not limited to: removal, root compaction, root removal, girdling, soil contamination, topping, pruning more than 20% of the trees, canopy removal, bark removal, poisoning and or/ actions resulting in the decline or death of a tree.

DEVELOPMENT Any proposed change in the use or character of land, including, but not limited to the replacement of any structure or site improvements, e.g. irrigation installation, driveway replacement, installation of a retaining wall among others.

**DIAMETER AT BREAST
HEIGHT** The diameter of the trunk of the tree measured in inches at a point 4.5 feet above ground line. This forestry standard measurement is used for established and mature trees and is referred to as “DBH”. All reference to diameter size shall be to the DBH.

DRIP LINE A vertical line run through the outermost portion of the canopy of a tree and extending down to the ground.

INFRASTRUCTURE The basic underlying framework or features that provide collective services, including but not limited to roads, waterlines, storm sewers, bioswales, and trees.

INVASIVE SPECIES An introduced or exotic species that significantly modifies or disrupts the ecosystem in which it colonizes (e.g. buckthorn).

**LANDSCAPING
PROFESSIONAL** A registered landscape architect, horticulturalist or other similarly degreed, experienced and/or licensed plant professional.

PREFERRED TREE LIST A listing of tree species, identified in the Prospect Heights Park District Urban Forest Management Plan.

PROPERTY OWNER An individual or organization who owns property located within the corporate limits of the Prospect Heights Park District.

**PROTECTIVE/
TEMPORARY FENCING** A snow fence, chain link fence, orange vinyl construction fence or other similar fencing with a minimum 4 foot height.

SITE That parcel of land for which landscaping or tree removal is sought.

SPECIMEN TREE A tree that is particularly impressive or an unusual example of a species due to its size, shape age, or any other trait that epitomizes the character of the species.

TREE	Any self-supporting woody plant, together with its root system, trunk and canopy; growing upon the earth usually with one trunk, or a multi-stemmed trunk system, supporting a definitely formed crown.
TREE PRESERVATION PLAN	Process of protecting trees from damage related to construction activity.
TREE PROTECTION ZONE	area on the ground surrounding a tree in which excavation, compaction, and other construction-related activities should be avoided or mitigated.
TREE REMOVAL	The cutting down, destruction, removal, or relocation of any tree, including damaging by poison or other direct or indirect action.
URBAN FORESTRY MANAGEMENT PLAN	The District's plan as referenced as UFMP

1.3 OVERSIGHT

- In order to streamline operations, tasks will be assigned to various staff, contractors and consultants.
 - The Superintendent of Facilities and Parks is responsible for overseeing and coordinating the activities of both in house staff, outside contractors or consultants and volunteers.
 - The Superintendent of Finance will assist with request for proposals (RFP), GIS system, and volunteers.
 - The Executive Director is tasked with making sound decisions about funding, and plan implementation.
- Prospect Heights Park District's Recreation Facilities, Parks and Maintenance Committee, will be the recommending body to provide assistance, direction and expertise to Board and staff regarding the preservation, planting, management and protection of trees.
- The District shall require that any Contractor, working for the District who may interact or have impact on the District's public property urban forest, utilize or have on staff at least one International Society of Arboriculture Certified Arborist. This is for all work pertaining to trees, including but not limited to removal, pruning and planting activities.

1.4 INSURANCE AND SAFETY REQUIREMENTS

- Insurance requirements for all contractors must meet the guidelines defined by the Park District Risk Management Association, PDRMA.

- Parks staff will participate in safety training provided by PDRMA.

1.5 PRESERVATION

- The Prospect Heights Park District shall have an approved Urban Forestry Management Plan. This plan shall be the framework for the protection, management, and planting of trees within the District and shall support and clearly define regulations identified in the Tree Preservation Ordinance.
- All tree planting, selection, care, pruning and management shall follow the Urban Forest Management Plan .
- Tree topping is prohibited and potentially penalized by fine of not less than \$50 and no more than \$750. Tree topping, cutting the top of a tree off, reduces the tree's remaining top branches to stumps resulting in weak, unstable limbs, more prone to breaking and may be a risk hazard. Proper tree pruning is required at all times.
- It is recognized that diverse species and age structure of urban trees throughout the District are critical to the health of the forest structure and protects the District from catastrophic loss and improved longevity. Specifications for tree nursery sources, species and age diversity, planting, and management are contained in the Urban Forest Management Plan.

1.6 PLANTING

- As outlined in the UFMP, Prospect Heights Park District shall plant, as budget allows diverse species with the ratio of not more than 20% of any one family, 10% of any one genus or 5% of any one species. Diverse species composition protects the District from catastrophic loss.
- All trees planted by the District or their agent shall be planted in accordance with the Urban Forest Management Plan. A list of approved and unapproved species is included in the UFMP.

1.7 TREE PROTECTION

- Unless otherwise authorized by this Section, it shall be unlawful for any person to remove, injure or undertake any procedure which will cause death, substantial damage, or create a hazard, to any public property tree without first obtaining permission from the District. Based on the severity of the incident, actions will be taken by the District including contacting the police or a fine of not less than \$50 and no more than \$750 will be imposed In the case of tree management practices, these practices shall comply with the requirements identified in the Urban Forest Management Plan
- Any person found guilty of violating any provision of this Ordinance shall be assessed a fee based on the cost for damages, referenced in the most current

version of the ISA's Guide for Plant Appraisal. Each tree cut down, destroyed, damaged, removed or moved shall constitute a separate offence.

- In the event of any site improvement which may impact public property trees, a Tree Preservation Plan is required, must be approved, and implemented prior to the start of any work or delivery of any materials to the Building Activity Area. See UFMP appendixes G and L for more information. Tree protection and preservation during periods of construction involves protecting trees from damage caused by construction activities. This damage includes physical and chemical damage to the trunk, branches, and roots. Damage may be caused by equipment such as backhoes, skid steers or other appendage-type equipment. Tree Preservation Plan specifies which trees are to be protected, how the trees will be protected, who is responsible. The plan shall be available on the site throughout the entire construction period until final approvals for all site work shall be received in writing.
 - 1) Protective/Temporary Fencing shall be required for any protected trees and specimen trees within the active construction zone to prevent infringement on the root system from any construction related activities. The protective fencing must encompass no less than 100% of the radius of the drip line of the protected tree, excluding any pre-existing structures, foundations, slabs, roadways, highways, and driveways. All fencing must appear on construction documents and shall be installed prior to any other construction related activity. The fencing shall remain in place until all other construction related activity has been completed.
 - 2) Prohibited activities within the Tree Protection Zone shall include but not limited to the following:
 - A) Material Storage: No materials for construction or waste accumulated due to excavation, demolition, or construction shall be placed under the canopy of any tree.
 - B) Equipment Cleaning/Liquid Disposal: No equipment shall be cleaned, or other materials or liquids deposited or allowed to flow over land within the limits of the canopy of any tree. This includes, without limitation, paint, solvents, asphalt, concrete, mortar, or any other material.
 - C) Tree Attachments: No signs, wires, or other attachments other than those of a protective nature shall be attached to any tree.
 - D) Vehicular Traffic: No vehicular and/or construction equipment traffic or parking shall take place within the limits of the protective fencing.

- E) Grade Changes: No grade changes more than two inches (cut or fill) shall be allowed within the limits of the drip line of any tree.
- F) New Impervious Paving: No new paving with asphalt, concrete or other impervious materials in a manner which may be expected to severely damage or kill a tree shall be placed within the limits of the drip line of any tree. If efforts are made to protect the tree roots, such as root pruning, an exception may be made by the District.

1.8 SPECIMEN TREE PROTECTION

A Specimen Tree is a tree provided special designation by the District. The criteria for designation is provided in the Urban Forest Management Plan.

1.9 TREE REMOVAL

It shall be unlawful for any individual or contractor to remove, cause damage or effectively destroy any tree located on District property without first receiving a permission from the District. All written permit requests should be submitted to the Executive Director during project planning. There is no cost to obtain the permit but it's necessary to proceed. Any person found guilty of violating any provisions of the Tree Preservation Ordinance shall be addressed by the Executive Director, fined not less than \$50 and no more than \$750 and/or the police will be notified.

- Tree removal shall follow the ANSI A300 and ANSI Z133 safety requirements as outlined in the UFMP.
- All stump removals shall require underground utility locations prior to any action.
- The District will not remove healthy trees to meet diversity goals, unless the tree poses a risk to persons or property or is considered invasive. If a park area is redeveloped based on park planning, the district may include in its planning removal of healthy trees to meet diversity goals. Invasive trees may be removed to meet diversity goals.
- The District shall not perform or assist, programmatically or financially, with the removal of trees or pruning of trees on private property. Public/Private tree ownership is defined as having 51% or greater of its trunk diameter on park property. Limbs overhanging park property may be pruned back to property line with adjacent properties, following ANSI A300 standards listed in the UFMP with written permission from the Executive Director.

1.10 TREE REPLACEMENT

- It is required that tree replacement species adhere to the Approved and Unapproved Species List. The List is provided in the Urban Forest Management

Plan. Choice of species should be done so according to the district's diversity goals outlined in the UFMP.

- When a tree removal is required because of any project, tree replacement shall occur within the landscape season, when possible. When possible, at a minimum same number of trees should be replaced as were removed. To address the lost in tree canopy, when possible, it is encouraged to replace more than what was removed. It is required that tree replacement species come from the Preferred Species List provided in the UFMP. Each tree should be a minimum of 1.75 inch caliper, measured at six inches from the truck flare and match the standards specified in the UFMP
- All tree replacement plantings shall require an underground utility location prior to planting.
- It shall be encouraged that any species identified as invasive be removed. There is no replacement requirement for these removals.
- New planting sites, when possible, should be 10 feet away from signage, driveways, intersections and utility structures. If this distance cannot be maintained, the site should not be planted, even if a tree was removed from the same site. Planting at a different location shall be considered.
- Planting and digging of certain species shall only occur at certain times of year, in accordance with nursery industry best management practices and professional judgement. These times are subject to the professional opinions of the District and its contractors.