



BOARD REPORT

JANUARY 24, 2023



**PUBLIC HEARING
PROPOSED 2023 BUDGET AND APPROPRIATION ORDINANCE
PROSPECT HEIGHTS PARK DISTRICT
GARY MORAVA RECREATION CENTER
110 W. CAMP McDONALD ROAD, PROSPECT HEIGHTS, IL 60070
TUESDAY, JANUARY 24, 2023
7:00 p.m.**

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

AGENDA JANUARY 24, 2023 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 13, 2022 Public Hearing Meeting Minutes
 - B. Approval of December 13, 2022 Regular Board Meeting Minutes
 - C. Approval of Treasurer's Report Cash Report #1 cash balance totaling \$4,877,144.47 as of December 31, 2022
 - D. Approval of Warrants totaling \$441,006.39 for the period ending December 31, 2022
- VI. Announcements (Meetings)**

Regular Board Meeting at Gary Morava Recreation Center – February 28, 2023 at 7:00 p.m.
- VII. Attorney's Report**

Legal Matter

VIII. 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

IX. Committees of the Board

- A. Finance Committee - Eric Kirste, Steve Messer
- B. Personnel and Planning Committee - Ellen Avery, Betty Cloud
- C. Policy and Procedure Committee - Ellen Avery, Betty Cloud
- D. Recreation Facilities, Parks & Maintenance Committee - Tim Jones, Paul Fries
- E. Recreation Programs & Resident Relations Committee - Eric Kirste, Betty Cloud
- F. OCCC Programs, Facilities, Grounds & Maintenance Committee - Karl Jackson, Tim Jones

X. Unfinished/Ongoing Business

XI. New Business

- A. Approval Ordinance #01.24.2023 Combined Budget and Appropriation FY2023
- B. Approval Ordinance #01.24.2023A Abating Tax Levied for the Year 2022

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) 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 #01.24.2023: 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.

**MINUTES OF THE PUBLIC HEARING MEETING
OF THE PROSPECT HEIGHTS PARK DISTRICT
OLD ORCHARD COUNTRY CLUB
700 W. RAND ROAD, MOUNT PROSPECT, IL 60056
TUESDAY, DECEMBER 13, 2022**

Call to Order

Roll Call

Commissioner Jones called the Regular Board Meeting of the Prospect Heights Park District to order at 7:01 p.m.

Commissioners present:	Also Present:
Ellen Avery	Christina Ferraro – Executive Director
Betty Cloud	Shawn Hughes – Superintendent of Finance, HR & IT
Paul Fries	Ray Doerner - Superintendent of Recreation
Tim Jones	Dino Squiers – Superintendent of Facilities & Parks
Eric Kirste	Edlyn Castil – Marketing & Communications Manager/Recording Secretary
	Marc Heidkamp – Director of Golf

Commissioners absent:
Steve Messer
Karl Jackson

A quorum was present.

Tim Jones led the Pledge of Allegiance.

Explanation of Hearing

Commissioner Jones explained that this hearing is regarding the proposed property tax levy for the Prospect Heights Park District for the 2022 Tax Year. The total property taxes extended for 2021 were \$3,054,200. The estimated total property taxes to be levied for 2022 are \$3,252,316. This represents an 7.498% increase over the previous year.

Public Comment

There were none.

Adjournment

With no further business to discuss, a motion was made by Commissioner Cloud and seconded by Commissioner Kirste to adjourn the Public Hearing at 7:03 p.m. The motion was approved by a voice vote with two absent (Commissioners Messer and Jackson). The motion carried.

Respectfully Submitted,
Edlyn Castil, Administrative Services Manager/Recording Secretary
Secretary: _____
Elizabeth "Betty" Cloud, 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 W. RAND ROAD, MOUNT PROSPECT, IL 60056
TUESDAY, DECEMBER 13, 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

Shawn Hughes – Superintendent of Finance, HR & IT

Paul Fries

Ray Doerner - Superintendent of Recreation

Tim Jones

Dino Squiers – Superintendent of Facilities & Parks

Eric Kirste

Edlyn Castil – Marketing & Communications Manager/Recording Secretary

Marc Heidkamp – Director of Golf

Commissioners absent:

Karl Jackson

Steve Messer

A quorum was present.

Tim Jones led the Pledge of Allegiance.

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 Jackson and Messer). The motion carried.

Correspondence

There was none.

Recognition/Welcome

None

Presentation

Shawn Hughes, Superintendent of Finance, HR and IT presented the Proposed FY2023 Budget. Shawn highlighted the following:

- The projected fund balance as of January 1, 2023, is \$4,992,581
- The proposed net surplus in 2023 is \$232,139.
- Overall Recreation Fund has a projected budget deficit of \$1,178 primarily due to concessions, aquatics, events, fitness; there was a discussion about the aquatics department budget deficit of \$127,631 for 2023 and the budgeted transfer from camp.

- Overall Golf Fund has a projected surplus of \$80,574 which includes a \$310,000 transfer to golf capital. Golf capital expenditures are anticipated to be fully funded by Fund 300 in 2023 by this transfer.
- The Minor Funds have a combined predicted deficit for 2023. The largest contributor to the negative balance is the Special Recreation fund. The main reason this fund is over is due to \$75,000 budgeted for the ADA portion for East Wedgewood Park, which is reimbursable by NWSRA.
- Community Events and the Memorial Fund are the only two minor funds that are not supported by Property Taxes. In previous years, the Memorial Fund had memorial tree planting revenue, but this has been transferred to be a function of the Parks Foundation
- The Social Security and Museum funds have been budgeted to further lower their fund balances for 2023
- The amount requested to be filed with Cook County is \$3,252,316, which is about 7.5% more than the 2021 extension when debt service is excluded
- Property tax is a major player in revenue, representing about 37% of total revenue. It is normally a higher percentage, but the irregular grant and sales revenue budgeted for 2023 lowers the percentage.
- Due to the delay in property tax billings by Cook County, which led to a delay in property tax receipts for taxing agencies, we are expected to have a large receivable amount due from the County at the end of the year.
- As in previous years, the District will be managing three bond issuances. For 2023, it is bonds 2014B, 2022, and 2023. Debt Service funding is collected through property taxes to make the principal and interest payment on Series 2022. Series 2023 proceeds are used to make the principal and one interest payment on series 2014B for \$469,600 in 2023. The remaining proceeds from Series 2023 will be used to fund Capital in Fund 518.
- In 2023, the District will have two outstanding bonds. 2014B which will mature 2034, and series 2023 which will mature in 2024. The cart lease ended in 2022, and the equipment lease will end in 2023. The payments for the carts ended, although the lease agreement ends in 2023, at which time the carts will be purchased for \$1.
- Full-time staff has grown, and one additional position in OCCC F&B is anticipated in 2023. This position, along with budgeted increases, puts Salaries 14% higher in 2023 than in 2022. Additionally, with minimum wage increasing, Wages are budgeted to be 12% higher in 2023 than in 2022.
- PDRMA costs are increasing: 19.75%
- The District's IMRF rate is going down 1.5% to 7.44% of applicable earnings. The anticipated expense for 2023 is 11% lower than what was budgeted in 2022.
- The NWSRA assessed annual fee based upon a formula that includes EAV and population. has been held flat for 2023. Additionally, the 2022 rate was reduced via a rebate on the fourth quarter assessment due.

Public Comment

There were none.

Consent Agenda

Commissioner Kirste asked for a correction to the minutes for the 09/26/22 Committee of the Whole Parks Tour meeting to indicate he was absent.

A motion was made by Commissioner Kirste and seconded by Commissioner Fries to approve the Consent Agenda as corrected. The motion was approved by a roll call vote.
Ayes: Commissioners Avery, Cloud, Fries, Jones, Kirste
Nays: None
Abstain: None
Absent: Commissioners Jackson, Messer
The motion carried.

Announcements (Meetings)

Regular Board Meeting – January 24, 2023 at 7:00 p.m. at Gary Morava Recreation Center

Attorney's Report

There was none.

Administrative/Operational Summary

Executive Director – as submitted. Executive Director Christina Ferraro reported the Muir Park project is scheduled to move forward. She reported that the other park projects for 2023 are moving along. Christina thanked those who attended Mayor Helmer's tree dedication ceremony. Jim DeVos, former park district director passed away and tree will be planted in his memory.

Superintendent of Finance, HR and IT – as submitted. Superintendent of Finance, HR and IT Shawn Hughes also reported she is finalizing the proposed budget and preparing for the upcoming annual audit.

Superintendent of Recreation – as submitted. Superintendent of Recreation Ray Doerner reported the dancers had a wonderful performance at the Holiday Dance Recital held at SD214. The park district is looking forward to the upcoming Holiday Trolley event scheduled on December 14 & 15.

Superintendent of Facilities and Parks – as submitted.

Director of Golf Operations – as submitted.

Recreation Supervisors – as submitted.

Unfinished/Ongoing Business

There were none.

New Business

A. Adopt new Code of Conduct 2022

A motion was made by Commissioner Cloud and seconded by Commissioner Avery to adopt the Code of Conduct Policy. The motion was approved by a roll call vote.

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

Nays: None

Abstain: None

Absent: Commissioners Jackson and Messer

The motion carried.

B. Adopt revised Non-Discrimination and Anti-Harassment Policy

A motion was made by Commissioner Avery and seconded by Commissioner Cloud to adopt revised Non-Discrimination and Anti-Harassment Policy as submitted. The motion was approved by a roll call vote.

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

Nays: None

Abstain: None

Absent: Commissioners Jackson and Messer

The motion carried.

C. Adopt revised Amended and Restated Board of Commissioners Policy and General Practices Manual

A motion was made by Commissioner Kirste and seconded by Commissioner Cloud to adopt revised Amended and Restated Board of Commissioners Policy and General Practices Manual. The motion was approved by a roll call vote.

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

Nays: None

Abstain: None

Absent: Commissioners Jackson and Messer

The motion carried.

D. Approval of interfund transfers FY2022

A motion was made by Commissioner Avery and seconded by Commissioner Cloud to approve interfund transfers FY2022. The motion was approved by a roll call vote.

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

Nays: None

Abstain: None

Absent: Commissioners Jackson and Messer

The motion carried.

E. Approval of 2023 Board Meeting Schedule

A motion was made by Commissioner Kirste and seconded by Commissioner Fries to approve the 2023 Board Meeting Schedule. The motion was approved by voice with two absent (Commissioners Jackson and Messer). The motion carried.

F. Adopt Tax Levy Ordinance 12.13.2022

A motion was made by Commissioner Fries and seconded by Commissioner Avery to adopt Tax Levy Ordinance 12.13.2022. The motion was approved by a roll call vote.

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

Nays: None

Abstain: None

Absent: Commissioners Jackson and Messer

The motion carried.

G. Adopt Tax Levy Resolution 12.13.2022

A motion was made by Commissioner Cloud and seconded by Commissioner Avery to adopt Tax Levy Resolution 12.13.2022. The motion was approved by a roll call vote.

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

Nays: None

Abstain: None
Absent: Commissioners Jackson and Messer
The motion carried.

H. Approval to renew Executive Director employment agreement through January 2026

A motion was made by Commissioner Kirste and seconded by Commissioner Fries to approve renewal of Executive Director employment agreement through January 2026. The motion was approved by a roll call vote.

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

Committees of the Board

Commissioner Jones thanked the Finance Committee for their involvement with Staff with the proposed 2023 Budget and the Policy & Procedures Committee for their collaboration with staff with various policies and procedures.

Commissioners Comments

There were none.

Adjournment

With no further business to discuss, a motion was made by Commissioner Cloud and seconded by Commissioner Fries to adjourn the Regular Board Meeting at 8:26 p.m. The motion was approved by a voice vote with two absent (Commissioners Jackson and Messer). The motion carried.

Respectfully Submitted,
Edlyn Castil, Administrative Services Manager/Recording Secretary
Secretary: _____
Elizabeth "Betty" Cloud, Prospect Heights Park District

TO:

Board of Commissioners, Prospect Heights Park District

Pink

FROM:

Park District Treasurer

DATE:

1/24/2023

CASH REPORT

FY 23

Motion by Commissioner _____ to approve CASH REPORT 01
1/24/2023 as submitted. Seconded by Commissioner _____ .

Busey Bank		Interest Earned YTD			
Payroll	Checking/sweep			\$	-
Vendor	Checking/sweep				-
General/Sweep	Checking				2,323,453.91
ATM	Checking				99,913.03
Investment	Checking	\$	888.98 annual yield 0.50%		2,094,292.25
Cash Reserve	Checking	\$	3.05 annual yield 0.01%		359,485.28
		TOTALS		\$	4,877,144.47
					Voice Vote

FINANCIAL RESOLUTION

Motion by Commissioner _____ to approve WARRANT RESOLUTION
1/24/2023 as submitted. Seconded by Commissioner _____ .

APPROVAL OF WARRANTS 1/24/2023

VENDOR WARRANTS				AMOUNTS
2	In the amount of	CHECKS ISSUED	\$	149,416.18
2A	In the amount of	ELECTRONIC	\$	47,773.32
		Total Vendor Warrants	\$	197,189.50

PAYROLL WARRANTS

	12/2/2022		
3	In the amount of		\$ 83,821.54
		gross plus employer costs	
	12/16/2022		
4	In the amount of		\$ 73,021.04
		gross plus employer costs	
	12/30/2022		
5	In the amount of		\$ 86,974.31
		gross plus employer costs	
		Total Payroll Warrants	\$243,816.89

TOTAL OF WARRANTS \$ 441,006.39 Roll Call



Prospect Heights Park District, IL

Check Report

By Check Number

Date Range: 12/01/2022 - 12/31/2022

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP Bank-AP Bank						
01182	LEVEL ELECTRIC INC	12/14/2022	Regular	0.00	-4,850.00	52841
01004	1ST AYD CORPORATION	12/01/2022	Regular	0.00	233.99	52869
01079	ACUSHNET COMPANY	12/01/2022	Regular	0.00	745.27	52870
01015	ASSOCIATED LABOR CORPORATION OF AMERIC	12/01/2022	Regular	0.00	2,789.87	52871
02659	BOLDER LAWNS LLC	12/01/2022	Regular	0.00	4,300.00	52872
01871	CLESEN PROTURF SOLUTIONS LLC	12/01/2022	Regular	0.00	780.44	52873
01022	COMCAST	12/01/2022	Regular	0.00	231.17	52874
01023	COMMONWEALTH EDISON	12/01/2022	Regular	0.00	22.75	52875
01024	CONSERV FS	12/01/2022	Regular	0.00	2,970.34	52876
01041	CONSTELLATION NEW ENERGY INC	12/01/2022	Regular	0.00	22.88	52877
01042	CONSTELLATION NEWENERGY GAS DIVISION L	12/01/2022	Regular	0.00	2,062.50	52878
01042	CONSTELLATION NEWENERGY GAS DIVISION L	12/01/2022	Regular	0.00	158.13	52879
01341	DEFRANCO PLUMBING	12/01/2022	Regular	0.00	363.90	52880
02337	EXCALTECH	12/01/2022	Regular	0.00	3,292.10	52881
01037	GRAINGER	12/01/2022	Regular	0.00	250.41	52882
01040	HOME DEPOT CREDIT SERVICES	12/01/2022	Regular	0.00	687.79	52883
01059	NICOR	12/01/2022	Regular	0.00	37.88	52884
01134	NORTHWEST ELECTRICAL SUPPLY	12/01/2022	Regular	0.00	337.62	52885
02228	PAYCOR	12/01/2022	Regular	0.00	1,321.95	52886
02715	PLANSOURCE	12/01/2022	Regular	0.00	1,805.52	52887
01070	RAMROD	12/01/2022	Regular	0.00	477.48	52888
01071	REINDERS INC	12/01/2022	Regular	0.00	345.60	52889
02421	REVELS TURF AND TRACTOR LLC	12/01/2022	Regular	0.00	549.64	52890
02774	THE W-T GROUP LLC	12/01/2022	Regular	0.00	3,350.00	52891
01004	1ST AYD CORPORATION	12/08/2022	Regular	0.00	128.24	52892
01993	ADIDAS AMERICA INC	12/08/2022	Regular	0.00	276.80	52893
01982	AMERICAN LITHOGRAPHY AND PUBLISHING INC	12/08/2022	Regular	0.00	5,170.00	52894
01909	ANCEL GLINK PC	12/08/2022	Regular	0.00	990.00	52895
01015	ASSOCIATED LABOR CORPORATION OF AMERIC	12/08/2022	Regular	0.00	7,390.76	52896
02659	BOLDER LAWNS LLC	12/08/2022	Regular	0.00	270.00	52897
01022	COMCAST	12/08/2022	Regular	0.00	68.15	52898
01041	CONSTELLATION NEW ENERGY INC	12/08/2022	Regular	0.00	1,526.95	52899
01117	COOK COUNTY DEPARTMENT OF PUBLIC HEALT	12/08/2022	Regular	0.00	75.00	52900
02144	COZZINI BROS INC	12/08/2022	Regular	0.00	24.00	52901
01324	DIRECT FITNESS SOLUTIONS LLC	12/08/2022	Regular	0.00	9,990.00	52902
02337	EXCALTECH	12/08/2022	Regular	0.00	2,583.20	52903
01423	GORDON FOOD SERVICE INC	12/08/2022	Regular	0.00	4,226.86	52904
01037	GRAINGER	12/08/2022	Regular	0.00	32.10	52905
01044	JC LICHT AND COMPANY	12/08/2022	Regular	0.00	18.87	52906
01162	MANZELLA PLUMBING INC	12/08/2022	Regular	0.00	1,087.32	52907
01062	ODP BUSINESS SOLUTIONS LLC	12/08/2022	Regular	0.00	86.15	52908
01063	PDRMA	12/08/2022	Regular	0.00	26,853.69	52909
02648	PUBLIC COMMUNICATIONS INC	12/08/2022	Regular	0.00	8,585.23	52910
01031	PULSE TECHNOLOGY	12/08/2022	Regular	0.00	1,357.57	52911
01978	RITE BITE FUNDRAISING	12/08/2022	Regular	0.00	261.00	52912
01075	SIKICH LLP	12/08/2022	Regular	0.00	14,490.00	52913
01125	TYLER TECHNOLOGIES INC	12/08/2022	Regular	0.00	316.67	52914
01774	VERMONT SYSTEMS INC	12/08/2022	Regular	0.00	7,806.31	52915
02124	ALPHA BAKING COMPANY	12/16/2022	Regular	0.00	259.20	52916
01015	ASSOCIATED LABOR CORPORATION OF AMERIC	12/16/2022	Regular	0.00	965.32	52917
02733	BTR -TREE REMOVAL INC	12/16/2022	Regular	0.00	9,700.00	52918
02307	COMCAST BUSINESS	12/16/2022	Regular	0.00	792.07	52919
01024	CONSERV FS	12/16/2022	Regular	0.00	3,437.41	52920
01042	CONSTELLATION NEWENERGY GAS DIVISION L	12/16/2022	Regular	0.00	258.42	52921

Check Report

Date Range: 12/01/2022 - 12/31/2022

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
01042	CONSTELLATION NEWENERGY GAS DIVISION L	12/16/2022	Regular	0.00	4,107.12	52922
01189	DAVE'S AUTO CLINIC INC	12/16/2022	Regular	0.00	1,144.00	52923
01423	GORDON FOOD SERVICE INC	12/16/2022	Regular	0.00	2,662.52	52924
01398	KEEN EDGE CO	12/16/2022	Regular	0.00	34.56	52925
01182	LEVEL ELECTRIC INC	12/16/2022	Regular	0.00	4,850.00	52926
01058	NCPERS GROUP LIFE INSURANCE	12/16/2022	Regular	0.00	32.00	52927
01062	ODP BUSINESS SOLUTIONS LLC	12/16/2022	Regular	0.00	1,354.53	52928
02228	PAYCOR	12/16/2022	Regular	0.00	399.15	52929
01071	REINDERS INC	12/16/2022	Regular	0.00	916.75	52930
01009	AIRGAS USA LLC	12/20/2022	Regular	0.00	295.14	52931
01015	ASSOCIATED LABOR CORPORATION OF AMERIC	12/20/2022	Regular	0.00	885.60	52932
01041	CONSTELLATION NEW ENERGY INC	12/20/2022	Regular	0.00	88.54	52933
01041	CONSTELLATION NEW ENERGY INC	12/20/2022	Regular	0.00	17.55	52934
01041	CONSTELLATION NEW ENERGY INC	12/20/2022	Regular	0.00	27.16	52935
01040	HOME DEPOT CREDIT SERVICES	12/20/2022	Regular	0.00	291.78	52936
01044	JC LICHT AND COMPANY	12/20/2022	Regular	0.00	47.09	52937
01277	PADDOCK PUBLICATIONS INC	12/20/2022	Regular	0.00	302.40	52938
01064	PENDELTON TURF SUPPLY	12/20/2022	Regular	0.00	465.95	52939
01071	REINDERS INC	12/20/2022	Regular	0.00	120.98	52940
01082	WAREHOUSE DIRECT	12/20/2022	Regular	0.00	58.84	52941
02206	ILLINOIS DEPARTMENT OF REVENUE	12/12/2022	Bank Draft	0.00	2,982.00	DFT0002291
01143	VILLAGE OF MOUNT PROSPECT SALES TAX	12/12/2022	Bank Draft	0.00	258.58	DFT0002292
02306	FIFTH THIRD BANK	12/28/2022	Bank Draft	0.00	22,568.04	DFT0002293
02205	ILLINOIS MUNICIPAL FUND	12/05/2022	Bank Draft	0.00	18,503.77	DFT0002294
02204	WINTRUST ASSET FINANCE	12/02/2022	Bank Draft	0.00	2,175.60	DFT0002296
02298	MT. PROSPECT STATE BANK / BUSEY	12/14/2022	Bank Draft	0.00	35.00	DFT0002297
01032	CARDMEMBER SERVICE	12/07/2022	Bank Draft	0.00	4,790.52	NOV2022ELAN
01032	CARDMEMBER SERVICE	12/05/2022	Bank Draft	0.00	-3,540.19	OCT2022ELAN

Bank Code AP Bank Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	108	73	0.00	154,266.18
Manual Checks	0	0	0.00	0.00
Voided Checks	0	1	0.00	-4,850.00
Bank Drafts	7	8	0.00	47,773.32
EFT's	0	0	0.00	0.00
	115	82	0.00	197,189.50

Check Report

Date Range: 12/01/2022 - 12/31/2022

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: PCARD-PCARD LIABILITY						
02335	REVOLUTION DANCEWEAR	12/28/2022	Bank Draft	0.00	118.90	MBD12.28.202
02324	TARGET	12/28/2022	Bank Draft	0.00	93.35	MBD12.28.202
02318	AMAZON	12/28/2022	Bank Draft	0.00	61.40	MBD12.28.202
01057	NAPA HEIGHTS AUTOMOTIVE	12/28/2022	Bank Draft	0.00	35.03	MBD12.28.202
02328	FUN EXPRESS	12/28/2022	Bank Draft	0.00	59.60	MBD12.28.202
02632	AMC ONLINE 9640	12/28/2022	Bank Draft	0.00	251.89	MBD12.28.202
02776	FED EX OFFICE	12/28/2022	Bank Draft	0.00	66.99	MBD12.28.202
01130	JEFF ELLIS & ASSOCIATES INC	12/28/2022	Bank Draft	0.00	48.00	MBD12.28.202
01022	COMCAST	12/28/2022	Bank Draft	0.00	89.75	MBD12.28.202
02327	DISCOUNT SCHOOL SUPPLY	12/28/2022	Bank Draft	0.00	74.19	MBD12.28.202
01040	HOME DEPOT CREDIT SERVICES	12/28/2022	Bank Draft	0.00	363.80	MBD12.28.202
02325	JEWEL OSCO	12/28/2022	Bank Draft	0.00	38.19	MBD12.28.202
02318	AMAZON	12/28/2022	Bank Draft	0.00	117.97	MBD12.28.202
01092	US KIDS GOLF	12/28/2022	Bank Draft	0.00	420.88	MBD12.28.202
01065	PITNEY BOWES INC PURCHASE POWER	12/28/2022	Bank Draft	0.00	212.01	MBD12.28.202
02330	WEISSMAN	12/28/2022	Bank Draft	0.00	95.19	MBD12.28.202
02612	EPIC SPORTS	12/28/2022	Bank Draft	0.00	376.36	MBD12.28.202
02318	AMAZON	12/28/2022	Bank Draft	0.00	271.41	MBD12.28.202
02318	AMAZON	12/28/2022	Bank Draft	0.00	70.04	MBD12.28.202
02512	ENCHANTED CASTLE	12/28/2022	Bank Draft	0.00	430.80	MBD12.28.202
02612	EPIC SPORTS	12/28/2022	Bank Draft	0.00	764.15	MBD12.28.202
02333	TONYS FRESH MARKET	12/28/2022	Bank Draft	0.00	207.67	MBD12.28.202
02143	CENTRAL CONTINENTAL BAKERY	12/28/2022	Bank Draft	0.00	1,667.90	MBD12.28.202
02318	AMAZON	12/28/2022	Bank Draft	0.00	-115.98	MBD12.28.202
02318	AMAZON	12/28/2022	Bank Draft	0.00	-39.99	MBD12.28.202
02318	AMAZON	12/28/2022	Bank Draft	0.00	15.24	MBD12.28.202
01043	ILLINOIS PARKS AND RECREATION ASSOCIATION	12/28/2022	Bank Draft	0.00	264.00	MBD12.28.202
02403	ADOBE	12/28/2022	Bank Draft	0.00	15.93	MBD12.28.202
02318	AMAZON	12/28/2022	Bank Draft	0.00	49.50	MBD12.28.202
02778	SP BIRDIE	12/28/2022	Bank Draft	0.00	627.98	MBD12.28.202
02403	ADOBE	12/28/2022	Bank Draft	0.00	15.93	MBD12.28.202
02781	FACEBK KQHRQG7352	12/28/2022	Bank Draft	0.00	-300.00	MBD12.28.202
02318	AMAZON	12/28/2022	Bank Draft	0.00	73.98	MBD12.28.202
02519	SKY ZONE TRAMPOLINE PARK	12/28/2022	Bank Draft	0.00	239.73	MBD12.28.202
02519	SKY ZONE TRAMPOLINE PARK	12/28/2022	Bank Draft	0.00	79.50	MBD12.28.202
02406	4 IMPRINT	12/28/2022	Bank Draft	0.00	1,117.28	MBD12.28.202
02688	STRIDE EVENTS	12/28/2022	Bank Draft	0.00	15.00	MBD12.28.202
02318	AMAZON	12/28/2022	Bank Draft	0.00	39.99	MBD12.28.202
02318	AMAZON	12/28/2022	Bank Draft	0.00	47.49	MBD12.28.202
02394	MARCUS PERFORMING ARTS CENTER	12/28/2022	Bank Draft	0.00	648.00	MBD12.28.202
02335	REVOLUTION DANCEWEAR	12/28/2022	Bank Draft	0.00	143.85	MBD12.28.202
02781	FACEBK KQHRQG7352	12/28/2022	Bank Draft	0.00	300.00	MBD12.28.202
02330	WEISSMAN	12/28/2022	Bank Draft	0.00	417.52	MBD12.28.202
01164	WHEELING PARK DISTRICT	12/28/2022	Bank Draft	0.00	100.00	MBD12.28.202
02398	WALMART	12/28/2022	Bank Draft	0.00	158.98	MBD12.28.202
02581	BALL FACTORY MOUNT PROSPECT	12/28/2022	Bank Draft	0.00	435.00	MBD12.28.202
02784	SHEIN	12/28/2022	Bank Draft	0.00	52.39	MBD12.28.202
02333	TONYS FRESH MARKET	12/28/2022	Bank Draft	0.00	69.86	MBD12.28.202
02318	AMAZON	12/28/2022	Bank Draft	0.00	57.98	MBD12.28.202
02333	TONYS FRESH MARKET	12/28/2022	Bank Draft	0.00	67.27	MBD12.28.202
02327	DISCOUNT SCHOOL SUPPLY	12/28/2022	Bank Draft	0.00	25.94	MBD12.28.202
02318	AMAZON	12/28/2022	Bank Draft	0.00	-47.58	MBD12.28.202
01022	COMCAST	12/28/2022	Bank Draft	0.00	10.45	MBD12.28.202
01120	REPUBLIC SERVICES INC	12/28/2022	Bank Draft	0.00	299.82	MBD12.28.202
01081	VILLAGE OF MOUNT PROSPECT	12/28/2022	Bank Draft	0.00	894.28	MBD12.28.202
01081	VILLAGE OF MOUNT PROSPECT	12/28/2022	Bank Draft	0.00	306.50	MBD12.28.202
01081	VILLAGE OF MOUNT PROSPECT	12/28/2022	Bank Draft	0.00	500.50	MBD12.28.202
02476	NOW LINENS	12/28/2022	Bank Draft	0.00	1,324.47	MBD12.28.202
02333	TONYS FRESH MARKET	12/28/2022	Bank Draft	0.00	439.30	MBD12.28.202
02335	REVOLUTION DANCEWEAR	12/28/2022	Bank Draft	0.00	73.95	MBD12.28.202

Check Report

Date Range: 12/01/2022 - 12/31/2022

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
02318	AMAZON	12/28/2022	Bank Draft	0.00	5.69	MBD12.28.202
02775	SM3 - CUSTOMPROMO	12/28/2022	Bank Draft	0.00	340.42	MBD12.28.202
02330	WEISSMAN	12/28/2022	Bank Draft	0.00	210.28	MBD12.28.202
02781	FACEBK KQHRQG7352	12/28/2022	Bank Draft	0.00	300.00	MBD12.28.202
02368	NINO'S PIZZERIA	12/28/2022	Bank Draft	0.00	39.00	MBD12.28.202
02318	AMAZON	12/28/2022	Bank Draft	0.00	326.97	MBD12.28.202
02394	MARCUS PERFORMING ARTS CENTER	12/28/2022	Bank Draft	0.00	1,980.00	MBD12.28.202
02127	DIRECTV	12/28/2022	Bank Draft	0.00	415.31	MBD12.28.202
02138	ANDERSON PEST SOLUTIONS	12/28/2022	Bank Draft	0.00	149.90	MBD12.28.202
01120	REPUBLIC SERVICES INC	12/28/2022	Bank Draft	0.00	562.08	MBD12.28.202
02330	WEISSMAN	12/28/2022	Bank Draft	0.00	245.86	MBD12.28.202
02781	FACEBK KQHRQG7352	12/28/2022	Bank Draft	0.00	300.00	MBD12.28.202
02393	DANCE WORLD BAZAAR CORPORATION	12/28/2022	Bank Draft	0.00	1,744.00	MBD12.28.202
01074	SAM'S CLUB/SYNCHRONY BANK	12/28/2022	Bank Draft	0.00	112.17	MBD12.28.202
02446	CHUCK E CHEESE	12/28/2022	Bank Draft	0.00	429.24	MBD12.28.202
02519	SKY ZONE TRAMPOLINE PARK	12/28/2022	Bank Draft	0.00	300.00	MBD12.28.202
01693	HINCKLEY SPRINGS	12/28/2022	Bank Draft	0.00	90.11	MBD12.28.202
01022	COMCAST	12/28/2022	Bank Draft	0.00	223.32	MBD12.28.202
02784	SHEIN	12/28/2022	Bank Draft	0.00	34.31	MBD12.28.202
01072	RIVER TRAILS PARK DISTICT	12/28/2022	Bank Draft	0.00	110.00	MBD12.28.202
02318	AMAZON	12/28/2022	Bank Draft	0.00	59.91	MBD12.28.202
02325	JEWEL OSCO	12/28/2022	Bank Draft	0.00	108.44	MBD12.28.202
02330	WEISSMAN	12/28/2022	Bank Draft	0.00	121.50	MBD12.28.202

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	83	83	0.00	22,568.04
EFT's	0	0	0.00	0.00
	83	83	0.00	22,568.04

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	108	73	0.00	154,266.18
Manual Checks	0	0	0.00	0.00
Voided Checks	0	1	0.00	-4,850.00
Bank Drafts	90	91	0.00	70,341.36
EFT's	0	0	0.00	0.00
	198	165	0.00	219,757.54

Fund Summary

Fund	Name	Period	Amount
950	POOLED CASH FUND	12/2022	219,757.54
			219,757.54



January 24, 2023

To: Park Board of Commissioners
From: Christina Ferraro, Executive Director
Re: January 2023 board report

Santa's magical mailbox received over 300 letters to Santa and 225 responses were mailed by Dec 16.

The district was awarded the Urban & Community Forestry for planting 70 trees in mid-December to be completed by July 2024.

FY22 IN REVIEW

The OSLAD grant and Urban & Community Forestry for the tree planting were earned; Lions Park tennis courts were renovated and pickleball courts were included; the Izaak Walton shelter was tuckpointed and roof replaced; the tree management plan was finalized; more community meetings were held to gather input on the renovations of the recreation center and pool; the other half of the Grounds garage roof was replaced; the \$30 million referendum failed by 465 votes; the organization was reorganized to add four full time positions: events coordinator at OCCC, registration supervisor at GMRC and accounting clerk and marketing & communications manager at Admin; the Superintendent of Finance and Planning position was changed to Superintendent of Finance HR and IT and Annette Curtis was succeeded by Shawn Hughes; long time staff Julie Caporusso retired after 37+ years and Ray Doerner succeeded her as Superintendent of Recreation. Edlyn Castil transitioned to the marketing position and Catherine Roock succeeded her as HR/Payroll Coordinator.

FY23 LOOK AHEAD

We will meet with City officials and contractors to analyze the flooding problem in Lions Park; we look forward to renovating Muir Park and East Wedgewood Park while expanding Tully Park and permitting a portion of Somerset Park to be used as compensatory storage for stormwater; the south tennis courts at Lions that were resurfaced will be visited in the spring to determine what to do with the north courts; a "future planning" session will be held to determine the direction of the recreation center, Lions Park and pool renovations; the tree planting plan will continue to be implemented;

BOARD MEETING AGENDA ITEMS 2023

February 2023	<ul style="list-style-type: none">• Discussion of proposed video gaming at OCCC• SD23 IGA facility usage
March 2023	<ul style="list-style-type: none">• Approval Ordinance 02.22.2022 UPDATE tree preservation
April 2023	<ul style="list-style-type: none">• Consolidated Election is Tuesday, April 4, 2023• Tentative workshop regarding future planning

May 2023	<ul style="list-style-type: none"> • Appoint advisory positions to the Board June 2023-May 2024 • Acceptance of the FY2022 Comprehensive Annual Financial Report • Must form local government efficiency committee: June 10, 2023 deadline: IAPD developing numerous resources to use in developing reports due 18 months after the efficiency committee is formed.
June 2023	<ul style="list-style-type: none"> • Election of Park Board Officers
July 2023	<ul style="list-style-type: none"> • Resolution Determining Confidentiality Closed Session Minutes
August 2023	<ul style="list-style-type: none"> • Approval Resolution NWSRA 2024 Assessment
September 2023	<ul style="list-style-type: none"> • annual harassment prevention training • NWSRA 2022 Year in Review
October 2023	<ul style="list-style-type: none"> • Resolution Approval of IAPD credentials • Approve Ordinance issue bond
November 2023	<ul style="list-style-type: none"> • Approve Prescribed Burn 2023-2024 • Approve Resolution Truth in Taxation for Levy Year 2022
December 2023	<ul style="list-style-type: none"> • FY2024 Budget presentation • Approve Annual Tax Levy Ordinance • Schedule of 2024 meetings



January 24, 2023

To: Christina Ferraro, Executive Director
From: Shawn Hughes, Superintendent of Finance, HR and IT
Re: January 2023 Board Report

DECEMBER 2022 INCOME STATEMENT

The Income Statement as of December 31st, 2022, is not included in this board packet. Staff continues to work on fiscal year-end entries and review information to take necessary steps to record items in the correct fiscal year. Thus far 78% of the budget has been received for 2022.

PROPERTY TAX RECEIPTS

Property tax distributions resumed in December, with the District receiving \$743,160 in receipt deposits during the month of December 2022.

2022 AUDIT

The audit has been scheduled for the week of March 6th, 2023. Preliminary fieldwork is scheduled to completed January 24th, 2023.

PROJECT ACCOUNTING – OSLAD

The project accounts and budget were set up in Incode Project Accounting to allow for specialized grant reporting.

OOCC CREDIT CARD USAGE SURCHARGE

The required merchant registration and notification was completed for OOCC to begin collecting a surcharge for credit card payments made by customers.

STATE LIQUOR LICENSE – OOCC

The annual State of IL liquor license renewal for OOCC was completed and submitted.

INVOICING

The Library has been invoiced per the electronic sign agreement. Additionally, invoices for two dates have been sent to Cook County for OOCC facility usage in March 2023.

TYLER INCODE FIXED ASSET MODULE

The project with Tyler Incode to implement the fixed assets continues. The assets are scheduled to be imported and configured by Tyler on January 27th, 2023.

IRS FORM 1099 ISSUANCE

Staff members are working on the vendor list to issue 1099s by January 31st.



January 24, 2023

To: Christina Ferraro, Executive Director
From: Ray Doerner, Superintendent of Recreation
Re: January 2023 Board Report

RECREATION SUPERVISOR OPENING

Stacey McNamara, one of our Recreation Supervisors, has left the park district and her last day was December 29. We thank Stacey for her service to the district and wish her the best in her next opportunity.

As a result of Stacey leaving, we have posted the position of Recreation Supervisor – Aquatics, Athletics & Fitness and will be accepting applications until February 12. We hope to have the position filled by mid-March. In the meantime, I will be supervising the KinderStop and Fitness departments and Catherine Roock will be taking the lead as the Safety Coordinator until this position has been filled.

SUMMER PROGRAM GUIDE PRODUCTION

Staff have begun the process of creating and designing the Summer 2023 Program Guide. We anticipate that the guide will be available online in the middle of March and paper copies will be mailed to our residents by the end of March. This program guide will include programs that run from June – August 2023, including Summer Camp and Lions Park Pool information.

BLOCK PARTY 2023

Preparations are already underway for our Block Party 2023 event, which is scheduled for Saturday, June 24. The stage, sound, and 2 bands have already been secured for the event. By the end of January we will be reaching out to start securing food truck vendors. Planning for the event gets in the summer state of mind and we are hopeful to have perfect weather again for this year's event.

EMPLOYEE RECOGNITION

At our Holiday Staff Party, we were able to formally recognize our staff who have worked for 5, 10+, and 20+ years. We appreciate these staff who have been committed to serving our residents and participants over the years. In addition, I want to thank all our staff who worked in 2022 to provide high quality programs and events to serve the Prospect Heights and surrounding communities. The year was marked with a significant amount of change both inside and outside the district, and our staff proved to be accepting and adaptable.



January 24, 2023

To: Christina Ferraro, Executive Director
From: Dino Squiers, Superintendent of Facilities & Parks
Re: January 2023 Board Report

HOLIDAY DECORATION

Removal of seasonal decorations at GMRC and Admin is complete and stored until next season, public works removed the tree and decoration across from the main entrance.

HOLIDAY STAFF

Staffing can be difficult during the holiday season since there are days employees are off, but the building is open, this year since the holidays fell over the weekend added to scheduling issues, parks and maintenance staff all pitched in and rearranged their time off to cover the buildings holiday hours.

HVAC

Digital reader was installed to the updated boiler circuit board, codes will now be displayed when the boiler fails to ignite, this will assist in trouble shooting and help find the boiler malfunction.

During the week when we had extremely cold weather the roof top unit above room two would not ignite, unit needed to be reset and regulator checked for gas flow to restart the heater. Preschool rooms A&B would not get over sixty-five-degrees, blower motor belt was damaged and needed to be replaced.

OCCC

Filters were changed in the air handlers at the clubhouse.

PLUMBING

Circulating pump from the hot water holding tank was overheating and not engaging the clutch to activate the pump. After disassembling the devices, it was found the motor was defective and replaced.

ELECTRICAL

We continue to update the ballast style overhead fluorescent lights to LED's; Fixtures are rewired to accept the new style bulbs and ballast are bypassed.

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PARKS

Garbage pickup, clean up and branch removal is ongoing at the parks. So far this season we have had minimal snow and ice removal.



January 24,2023

To: Christina Ferraro, Executive Director
From: Marc Heidkamp, Director of Golf
Re: January 2023 Board Report

GOLF – With the course being closed we have been working on booking golf events. All past outings are returning with an additional 5 new so far. We are excited to see growth and looking forward to the upcoming season.

SPECIAL EVENTS – Several parties took place for Christmas and all returned positive comments.

CLUB HOUSE – Cleaning, painting and repairs are underway during this period.

FOOD & BEVERAGE – Several parties took place during the month and more are booked for next month. During this time, we are focused on booking some additional weddings and getting more exposure through online marketing.

GOLF SHOP – Sales during December were slow. We had some special orders during the month.

GROUNDS – Now that we own the golf car fleet, we are going over each car and repairing necessary parts. The work the grounds crew is turning out looks great. The clients will enjoy the fresh look.

December	2021	2022	% CHANGE 2021 VS 2022
Golf & Members	\$600	\$324	-90%
Golf Shop Sales	\$1771.52	\$1298.50	-37%
Driving Range	\$0.00	\$0.00	---
Food & Beverage	\$58,530.30	\$56,615.68	-3%



January 24, 2023

To: Ray Doerner, Superintendent of Recreation
From: Laura Fudala, Recreation Supervisor
Re: January 2023 Board Report

PRESCHOOL

Students returned to school on January 9th after their two-week winter break. We kicked off 2023 with New Year celebrations in the classes.

Preschool registration for the 2023-2024 school began on January 16. We have 7 participants registered and marketing of the open registration is under way, including new lawn signs that have been placed in parks throughout the community.

YOUTH ATHLETICS

Youth basketball league will start game play on January 21. We have 115 participants registered. In 2022, we had 108 participants.

Indoor soccer will begin on January 22. We have 16 participants registered. This is two more participants in comparison to 2022.

Youth Volleyball league registration deadline is January 22.

There are two youth athletic classes running in January. Lil' Dribblers (10 participants) and Basketball Clinic (5 participants).

CHILDREN'S PROGRAMS

There were nine Kids Day Off programs between December 23-January 9. The kids enjoyed a field trip each day and we averaged 17 kids/day.

January 16 Kids Day Off participants were able to attend the Winter Carnival, learned some new magic tricks from Gary Kantor of Magic By Gary, and did a scavenger hunt at the Prospect Heights Library.

DAY CAMP

I will be sending welcome back letters to all staff that were in good standing from summer 2022.

Registration for Prospect Heights Park District residents begins February 14 and February 28 for partner residents and non-residents.



January 24, 2023

To: Ray Doerner, Superintendent of Recreation
From: Marci Glinski, Supervisor of Recreation
Re: January 2023 Board Report

DANCE/PERFORMING ARTS

Winter/Spring dance classes started on Saturday, January 14. We currently have 100 dancers including our competition team. We currently have 13 recreation classes plus 12 competition classes.

Our competition teams will be performing at the Windy City Bulls game on Thursday, Jan 19th during their half time show. Our first competition, Dance Idol, will be the weekend of Feb 3-5 at the Des Plaines Park District.

ACTIVE ADULTS

Winter is usually a slow time for Active Adult Trips. We went to the Fireside to see Dean Z, an Elvis act with 13 people.

SPECIAL EVENTS

The Holiday Trolley was successful. We had 9 time slots with 303 passengers. This was an increase of 56 participants from the 2021 event. Families enjoyed cookies and hot chocolate, they made a craft and had time to visit with Santa. Pogi & I Events, donated their services to the event, to provide a photo booth with Santa at no charge.

The Holiday House Decorating Contest was a success with 10 houses signed up. The community was asked to vote on Facebook and it generated a lot of interaction. The top 3 houses received a park district prize package.

The Winter Carnival was held on Monday, Jan 16 with 84 children in attendance. Games, a frozen themed bounce house and snacks from the concessions stand were available to all who attended. The families who attended enjoyed the event being a nice activity on a day off school and we used the opportunity to promote other upcoming events.

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January 24, 2023

To: Ray Doerner, Superintendent of Recreation
From: Stacey McNamara, Recreation Supervisor
Re: January 2023 Board Report

KINDERSTOP

KinderStop was on winter break from 12/23/22-1/9/23. In that time, we lost 1 staff member and hired 2 more staff members who work in the After Care program. The 2 new staff members are students at Hersey High School and began working the week of 1/16.

AQUATICS

I attended the IPRA Aquatics Committee meeting on 12/15. We began discussions on the 2023 Guard Games – Fox Valley & Deerfield have offered to host this. Guard Games consists of teams of 4 from each park district (more than 1 team is allowed) participate in lifeguard skills against other agencies. There is also a junior lifeguard event as well.

Additionally, I met with 5 other park district representatives, and we discussed some ways to work together to recruit staff from High School District 214 schools. There are 6 high schools in the district and 10 park districts that recruit from those schools. One agency tried to start an internship program with Maine West High School in 2022, but the few students who signed up quickly dropped from the program. The 6 park districts who met also want to try to institute an internship program, as School District 214 is trying to stress the internship program for their students based on their academic pathways.

FITNESS

To encourage the purchase or renewal of fitness memberships in the new year, we started a promotion in which anyone 14 years of age or older who purchases or renews a 1-year fitness center membership will receive a free 2023 pool pass. Silver Sneakers/Prime/Renew Active/One Pass members do not qualify for the program as they do not purchase their memberships from the Prospect Heights Park District. Members who participate in the promotion will have their pool pass automatically added to their park district fob in April, when pool passes go on sale.

SAFETY COORDINATOR

No incidents to report in the past month.

The updated Emergency Action Plans for the Gary Morava Recreation Center are completed and will be posted soon.

Prospect Heights Park District

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

(847) 394-2848

COMBINED BUDGET & APPROPRIATION ORDINANCE # 01.24.2023

January 1, 2023 – December 31, 2023

Prospect Heights Park District
Combined Budget & Appropriation Ordinance
01.24.23

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 (1st) DAY OF JANUARY, 2023 AND
ENDING ON THE THIRTY-FIRST (31st) DAY OF DECEMBER, 2023

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, 2023 and ending December 31, 2023, 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 24th day of January 2023 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, 2023 and ending December 31, 2023 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 (1st) day of January, 2023 and ending on the thirty-first (31st) day of December, 2023.

**SUMMARY of ANNUAL BUDGET & APPROPRIATION ORDINANCE
FOR FISCAL YEAR 2023**

FUND	BUDGET	APPROPRIATION
100 CORPORATE	\$ 815,980	\$ 979,176
200 RECREATION	2,020,819	2,424,983
300 GOLF	1,972,326	2,366,791
404 AUDIT	18,025	21,630
405 PAVING & LIGHTING	10,400	12,480
406 LIABILITY INSURANCE	106,931	128,317
407 IMRF	121,935	146,322
408 POLICE	45,020	54,024
409 MUSEUM	7,000	8,400
410 SPECIAL RECREATION	168,647	202,376
411 SOCIAL SECURITY	180,562	216,674
412 MEMORIAL	4,200	5,040
413 COMMUNITY EVENTS	25,640	30,768
CAPITAL DEVELOPMENT/BONDS		
518 CAPITAL	1,506,407	1,807,688
523 CAPITAL	342,100	410,520
608 BOND & INTEREST - 2014B	469,600	563,520
612 BOND & INTEREST - 2022	665,157	798,188
613 BOND & INTEREST - 2023	10,665	12,798
GRAND TOTALS	8,491,414	10,189,697

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 (1st) day of January, 2023 and ending on the thirty-first (31st) day of December, 2023 for the respective purposes set forth.

The passage by the Board of Commissioners of this 2023 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, 2022 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 \$4,877,144.
- (b) An estimate of the cash expected to be received during the fiscal year from all sources is \$8,718,409.
- (c) An estimate of the expenditures contemplated for the fiscal year is \$8,491,414.
- (d) An estimate of the cash expected to be on hand at the end of the fiscal year is \$5,104,139.
- (e) An estimate of the amount of taxes to be received during the fiscal year is \$3,192,916.

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 24th day of January 2023.

AYES:

NAYS:

ABSENT OR NOT VOTING:

Timothy Jones, President
Board of Commissioners

ATTESTED:

Elizabeth Cloud, Board Secretary
Prospect Heights Park District

**CERTIFICATION OF ESTIMATE OF
REVENUE FOR FISCAL YEAR 2023**

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, 2023 and ending on December 31, 2023 are estimated to be as follows:

<u>SOURCE</u>	<u>AMOUNT</u>
Real Estate Taxes	\$3,192,916
Personal Property Replacement Taxes	40,946
Interest	8,400
Rentals	89,275
Concessions	16,000
Program Fees	1,193,822
Golf Fees	1,306,400
Golf Shop Sales	125,000
Food & Beverage	903,000
Grants	274,100
Asset Sales	897,000
Bond Proceeds	<u>671,550</u>
TOTAL	\$8,718,409

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the said District this 24th day of January, 2023.

(Seal)

Eric Kirste, Treasurer, Prospect Heights Park District

MINUTES of a regular public meeting of the Board of Park Commissioners of the Prospect Heights Park District, Cook County, Illinois, held at the Gary Morava Recreation Center 110 West Camp McDonald Road, Prospect Heights, Illinois, in said Park District at 7:00 o'clock P.M., on the 24th day of January, 2023.

* * *

The meeting was called to order by the President Tim Jones, and upon the roll being called, the President, Tim Jones and the following Park Commissioners present at said location

The following Park Commissioners were absent: _____

The President announced that the next item of business before the Board of Park Commissioners was the consideration of an ordinance abating the tax heretofore levied for the year 2022 to pay the debt service on the District's outstanding \$7,675,000 General Obligation Refunding Park Bonds (Alternate Revenue Source), Series 2014B. After a full and complete discussion thereof, Park Commissioner _____ presented and the _____ read in full an ordinance as follows:

ORDINANCE NO. 01.24.2023A

AN ORDINANCE abating the tax heretofore levied for the year 2022 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 2022 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 2022 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 2022 in accordance with the provisions hereof.

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

Adopted January 24, 2023.

Tim Jones, President, Board of Park
Commissioners

ATTEST:

Elizabeth Cloud, Secretary Board of Park Commissioners

[SEAL]

Park Commissioner _____ moved and Park Commissioner _____ seconded the motion that said ordinance as presented and read by the Secretary be adopted.

After a full discussion thereof, the President directed that the roll be called for a vote upon the motion to adopt said ordinance as read.

Upon the roll being called, the following Park Commissioners voted:

AYE: _____

NAY: _____

ABSENT: _____

Whereupon the President declared the motion carried and said ordinance adopted, approved and signed the same in open meeting and directed the Secretary to record the same in the records of the Board of Park Commissioners of the Prospect Heights Park District, Cook County, Illinois, which was done.

Other business not pertinent to the adoption of said ordinance was duly transacted at the meeting.

Upon motion duly made, seconded and carried, the meeting was adjourned.

Elizabeth Cloud, Secretary Board of Park
Commissioners

STATE OF ILLINOIS)
) SS
COUNTY OF COOK)

CERTIFICATION OF MINUTES

I, the undersigned, do hereby certify that I am the duly qualified and acting Secretary of the Board of Park Commissioners of the Prospect Heights Park District, Cook County, Illinois (the “*Board*”), and as such official am the keeper of the records and files of the Board.

I further certify that the foregoing is a full, true and complete transcript of that portion of the minutes of the meeting of the Board held on the 24th day of January 2023, insofar as the same relates to the adoption of Ordinance No. 01.24.2023A entitled:

AN ORDINANCE abating the tax heretofore levied for the year 2022 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

a true, correct and complete copy of which said ordinance as adopted at said meeting appears in the foregoing transcript of the minutes of said meeting.

I do further certify that the deliberations of the Board on the adoption of said ordinance were conducted openly, that the vote on the adoption of said ordinance was taken openly, that said meeting was held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that an agenda for said meeting was posted at the location where said meeting was held and at the principal office of the Board at least 48 hours in advance of the holding of said meeting, that said agenda contained a separate specific item concerning the proposed adoption of said ordinance, that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, and of the Park District Code of the State of Illinois, as amended, and the Local Government Debt Reform Act of the State of Illinois, as amended, and that the Board has complied with all of the provisions of said Acts and said Code and with all of the procedural rules of the Board.

IN WITNESS WHEREOF, I hereunto affix my official signature and seal of said Park District, this 24th day of January 2023.

Elizabeth Cloud, Secretary, Board of Park Commissioners

[SEAL]

STATE OF ILLINOIS)
) SS
COUNTY OF COOK)

FILING CERTIFICATE

I, the undersigned, do hereby certify that I am the duly qualified and acting County Clerk of Cook County, Illinois, and as such official I do further certify that on the 24th day of January 2023, there was filed in my office a duly certified copy of Ordinance No. 01.24.2023A entitled:

AN ORDINANCE abating the tax heretofore levied for the year 2022 to pay debt service on \$7,765,000 General Obligation Refunding Park Bonds (Alternate Revenue Source), Series 2014B of the Prospect Heights Park District, Cook County, Illinois

duly adopted by the Board of Park Commissioners of the Prospect Heights Park District, Cook County, Illinois, on the 24th day of January 2023, and that the same has been deposited in the official files and records of my office.

IN WITNESS WHEREOF, I hereunto affix my official signature and the seal of said County, this 24th day of January 2023.

County Clerk of Cook County, Illinois

[SEAL]

RESOLUTION #01.24.2023

**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 September 27, 2022 closed session minutes no longer require confidential treatment and are available for public inspection

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 2021.

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

Adopted this 24th day of January 2023 by roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

Tim Jones, President
Board of Commissioners

Date

ATTEST:

Elizabeth "Betty" Cloud, Secretary
Board of Commissioners

Date

(SEAL)