



BOARD REPORT

JANUARY 23, 2024



**PUBLIC HEARING
PROPOSED 2024 BUDGET AND APPROPRIATION ORDINANCE
PROSPECT HEIGHTS PARK DISTRICT
GARY MORAVA RECREATION CENTER
110 W. CAMP McDONALD ROAD, PROSPECT HEIGHTS, IL 60070
TUESDAY, JANUARY 23, 2024
7:00 p.m.**

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

AGENDA JANUARY 23, 2024 REGULAR BOARD MEETING

- I. Call to Order**
 - A. Roll Call
 - B. Pledge of Allegiance
- II. Corrections/Additions/Approval of Agenda**
- III. Recognition/Welcome**
- IV. Presentation:** Dana Sievertson, Prospect Heights Natural Resources Commission
- 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 December 12, 2023 Public Hearing Meeting Minutes
 - B. Approval of December 12, 2023 Regular Board Meeting Minutes
 - C. Approval of December 12, 2023 Executive Session Meeting Minutes
 - D. Approval of Treasurer's Report Cash Report #1 cash balance totaling \$143,075.76 as of December 31, 2023
 - E. Approval of Warrants totaling \$416,000.36 for the period ending December 31, 2023
- VII. Announcements (Meetings)**

Regular Board Meeting at Gary Morava Recreation Center – February 27, 2024 at 7:00 p.m.
- VIII. Attorney's Report**

Legal Matter

IX. Administrative/Operational Summary

- A. Executive Director, Ferraro
- B. Marketing and Communications Manager, Castil
- C. Superintendent of Finance, HR and IT, Hughes
- D. Superintendent of Recreation, Doerner
- E. Superintendent of Parks and Facilities, Grassi
- F. Director of Golf, Heidkamp
- G. Superintendent of Golf, Lee
- H. Recreation Supervisors, Fudala, Glinski, Zervas

X. 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

XI. Unfinished/Ongoing Business

XII. New Business

- A. Approval Ordinance #01.23.2024 Combined Budget and Appropriation FY2024
- B. Approval Ordinance #01.23.2024A Abating Tax Levied for the Year 2023

XIII. Commissioner Comments

XIV. 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

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

XVI. Action as a Result of the Executive Session

Approval Resolution #01.23.2024: Determining the Confidentiality of Closed Session Minutes

XVII. 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 PROSPECT HEIGHTS PARK DISTRICT
OLD ORCHARD COUNTRY CLUB
700 W. RAND ROAD, MOUNT PROSPECT, IL 60056
TUESDAY, DECEMBER 12, 2023**

Call to Order

Roll Call

Commissioner Jones called the Public Hearing of the Prospect Heights Park District to order at 7:00 p.m.

Commissioners present: Ellen Avery, Betty Cloud, Paul Fries, Karl Jackson, Tim Jones, Eric Kirste, Steve Messer

Commissioners absent: None

Also Present: Christina Ferraro – Executive Director, Ray Doerner – Superintendent of Recreation, Mark Grassi – Superintendent of Parks & Facilities, Shawn Hughes – Superintendent of Finance, HR & IT, Edlyn Castil – Marketing & Communications Manager/Recording Secretary, Sean Lee, Superintendent

A quorum was present.

Recognition/Welcome

Residents, Logan and Matthew Kirste were in attendance.

Explanation of Hearing

Commissioner Tim Jones explained the purpose of the hearing regarding the proposed property tax levy for the Prospect Heights Park District for the 2023 Tax Year.

Public Comment

There were none.

Adjournment

With no further business to discuss, a motion was made by Commissioner Kirste and seconded by Commissioner Jackson to adjourn the Public Hearing at 7:01 p.m. The motion was approved by a voice vote. The motion carried.

Betty Cloud, Secretary

**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 12, 2023**

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: Ellen Avery, Betty Cloud, Paul Fries, Karl Jackson, Tim Jones, Eric Kirste, Steve Messer

Commissioners absent: None

Also Present: Christina Ferraro – Executive Director, Ray Doerner – Superintendent of Recreation, Mark Grassi – Superintendent of Parks & Facilities, Shawn Hughes – Superintendent of Finance, HR & IT, Edlyn Castil – Marketing & Communications Manager/Recording Secretary, Sean Lee – Superintendent of Golf, Pam Nauert – Events Coordinator

A quorum was present.

Corrections/Additions/Approval of Agenda

A motion was made by Commissioner Avery and seconded by Commissioner Fries to approve the agenda as submitted. The motion was unanimously approved by a voice vote. The motion carried.

Correspondence

There were none.

Recognition/Welcome

Executive Director Christina Ferraro recognized Commissioners Tim Jones and Karl Jackson for their 10-year Anniversary serving the Park District and Community as park district board members.

Chistina introduce Sean Lee, Superintendent of Grounds and Pam Nauert, Events Coordinator.

Residents, Logan and Matthew Kirste were in attendance.

Presentation

Superintendent of Finance, HR and IT Shawn Hughes presented the Proposed FY2024 Budget. Shawn discussed the amount the park district was projected to end the year with, reviewed the Minor Funds and the Tax Levy. The Corporate Fund is proposing to transfer \$2,200,000 to Capital Fund 518. Shawn reviewed the Major Fund and Debt Services. She also reviewed affiliations with PDRMA, IMRF, NWSRA and NRC.

Presentation (continued)

Commissioner Cloud inquired about scheduled 2024 bookings at OOC. There was also discussion about developing a plan for the pickleball courts by March 2024.

Public Comment

There were none.

Consent Agenda

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

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

Nays: None

Abstain: None

Absent: None

The motion carried.

Announcements (Meetings)

The next Regular Board Meeting is scheduled for January 23, 2024 at 7:00 p.m. at the Gary Morava Recreation Center.

Attorney's Report

There was none.

Administrative/Operational Summary

Executive Director – as submitted. In addition, Executive Director Christina Ferraro reported the Prospect Heights Lions Club is celebrating their 70th Anniversary in 2024. The park district is planning to honor them throughout the year and if any Commissioners have any ideas, they would like to share to please contact Christina. The Wedgewood project continues to make good progress. The Prospect Heights Tree Lighting and Santa Visit held at the park district went well and was well attended.

Marketing & Communications Manager – as submitted. Marketing and Communications Manager Edlyn Castil encouraged the board to participate in the park district's Holiday House Decorating Contest and vote for their favorite house on Facebook. There are about fifteen homes entered in the contest.

Superintendent of Finance, HR and IT – as submitted.

Superintendent of Recreation – as submitted. Superintendent of Recreation Ray Doerner reported staff completed their review of several rec software and are recommending changing software to CivicPlus with a go live date in late July/early August 2024. The park district will be participating in the City's Santa & Friends on December 22. Commissioner Cloud inquired about how the two-tiered registration dates have gone over.

Administrative/Operational Summary (continued)

Superintendent of Parks and Facilities – as submitted. Superintendent of Parks and Facilities Mark Grassi reported staff is repainting the interior doors of GMRC and new monument signs are being installed. Mark is working on an RFP for the gym floors which will include repainting lines and adding pickleball lines. He is also putting together a 2024 safety training schedule for the district.

Director of Golf Operations – as submitted. Superintendent of Golf Sean Lee was in attendance and provided a recap of his Golf Grounds report.

Recreation Supervisors – as submitted.

Committees of the Board

There were no reports.

Unfinished/Ongoing Business

There were none.

New Business

Approval of annual interfund transfers FY2023

A motion was made by Commissioner Messer and seconded by Commissioner Jackson to approve the annual interfund transfers FY2023 as submitted. The motion was approved by a roll call vote.

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

Nays: None

Abstain: None

Absent: None

The motion carried.

Approval of 2024 Board Meeting Schedule

A motion was made by Commissioner Fries and seconded by Commissioner Avery to approve the 2024 Board Meeting Schedule as submitted. The motion was unanimously approved by a voice vote. The motion carried.

Adopt Tax Levy Ordinance 12.13.2023

A motion was made by Commissioner Cloud and seconded by Commissioner Messer to adopt Resolution #12.13.2023 Tax Levy Ordinance 12.13.2023 as submitted. The motion was approved by a roll call vote.

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

Nays: None

Abstain: None

Absent: None

The motion carried.

Adopt Tax Levy Resolution 12.13.2023

A motion was made by Commissioner Kirste and seconded by Commissioner Jackson to adopt Tax Levy Resolution 12.13.2023 as submitted. The motion was approved by a roll call vote.

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

Nays: None

Abstain: None

Absent: None

The motion carried.

Approval of NRC prescribed burns 2023/24

A motion was made by Commissioner Avery and seconded by Commissioner Fries to approve NRC prescribed burns 2023/24 as submitted. The motion was unanimously approved by a voice vote. The motion carried.

Approval of property transfer request from the City of Prospect Heights Ordinance 12.13.2023A

A motion was made by Commissioner Messer and seconded by Commissioner Fries to approve the property transfer request from the City of Prospect Heights Ordinance 12.13.2023A as submitted. The motion was approved by a roll call vote.

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

Nays: None

Abstain: Commissioner Avery

Absent: None

The motion carried.

Committees of the Board

There were no reports.

Commissioners Comments

There were none.

Executive Session

A motion was made by Commissioner Avery and seconded by Commissioner Messer to recess into Executive Session of 5 ILCS 120/ Open Meetings Act. Section 2 (c) (1) for the purpose of personnel at 8:14 p.m. The motion was unanimously approved by a voice vote. The motion carried.

Action as a Result of the Executive Session

During the Executive Session, the Executive Director's compensation was discussed.

A motion was made by Commissioner Avery and seconded by Commissioner Cloud to increase Executive Director's pay by six percent and no other changes to contract. The motion was approved by a roll call vote.

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

Nays: None

Abstain: Commissioner Avery

Absent: None

The motion carried.

Adjournment

With no further business to discuss, a motion was made by Commissioner Avery and seconded by Commissioner Fries to adjourn the Regular Board Meeting at 8:38 p.m. The motion was unanimously approved by a voice. The motion carried.

Betty Cloud, Secretary

TO: Board of Commissioners, Prospect Heights Park District

Pink

FROM: Park District Treasurer

DATE: 1/23/2024 CASH REPORT FY 24

*Motion by Commissioner _____ to approve CASH REPORT 1
1/23/2024 as submitted. Seconded by Commissioner _____ .*

Busey Bank

Interest Earned YTD

Payroll	Checking/sweep			\$	-	
Vendor	Checking/sweep				-	
General/Sweep	Checking				3,072,141.36	
ATM	Checking				98,333.03	
Investment	Checking	\$	8,094.25	annual yield 4.49%	2,174,075.01	
Cash Reserve	Checking	\$	1,388.76	annual yield 4.49%	373,014.75	
TOTALS					\$ 5,717,564.15	Voice Vote

FINANCIAL RESOLUTION

*Motion by Commissioner _____ to approve WARRANT RESOLUTION
1/23/2024 as submitted. Seconded by Commissioner _____ .*

APPROVAL OF WARRANTS 1/23/2024

VENDOR WARRANTS

				AMOUNTS
2	<i>In the amount of</i>	CHECKS ISSUED	\$	67,815.62
2A	<i>In the amount of</i>	ELECTRONIC	\$	75,260.14
Total Vendor Warrants			\$	143,075.76

PAYROLL WARRANTS

12/1/2023			
3	<i>In the amount of</i>		\$ 80,011.23
		gross plus employer costs	
12/15/2023			
4	<i>In the amount of</i>		\$ 96,107.47
		gross plus employer costs	
12/29/2023			
5	<i>In the amount of</i>		\$ 96,805.90
		gross plus employer costs	
Total Payroll Warrants			\$ 272,924.60

TOTAL OF WARRANTS \$ 416,000.36 Roll Call



Prospect Heights Park District, IL

Check Report

By Check Number

Date Range: 12/01/2023 - 12/31/2023

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP Bank-AP Bank						
01009	AIRGAS USA LLC	12/01/2023	EFT	0.00	733.80	1023
01402	BHFX LLC	12/01/2023	EFT	0.00	66.00	1024
01070	RAMROD DISTRIBUTORS INC	12/01/2023	EFT	0.00	338.65	1025
01099	SERVICE SANITATION INC	12/01/2023	EFT	0.00	147.00	1026
02092	WILLIAMS ASSOCIATES ARCHITECTS LTD	12/01/2023	EFT	0.00	1,792.18	1027
02146	JSD PROFESSIONAL SERVICES INC	12/08/2023	EFT	0.00	3,018.34	1028
02421	REVELS TURF AND TRACTOR LLC	12/08/2023	EFT	0.00	860.85	1029
02503	EPACT NETWORK LTD.	12/19/2023	EFT	0.00	7,300.00	1030
01982	AMERICAN LITHOGRAPHY AND PUBLISHING INC	12/08/2023	Regular	0.00	5,022.00	54070
01015	ASSOCIATED LABOR CORPORATION OF AMERIC	12/08/2023	Regular	0.00	2,715.87	54071
01022	COMCAST	12/08/2023	Regular	0.00	1,220.04	54072
01024	CONSERV FS	12/08/2023	Regular	0.00	2,352.00	54073
01041	CONSTELLATION NEW ENERGY INC	12/08/2023	Regular	0.00	2,771.86	54074
02337	EXCALTECH	12/08/2023	Regular	0.00	2,560.00	54075
01206	JOURNAL AND TOPICS NEWSPAPER	12/08/2023	Regular	0.00	300.80	54076
01162	MANZELLA PLUMBING INC	12/08/2023	Regular	0.00	1,849.26	54077
01050	MENARDS	12/08/2023	Regular	0.00	143.10	54078
01062	ODP BUSINESS SOLUTIONS LLC	12/08/2023	Regular	0.00	389.06	54079
02740	RAY DOERNER	12/08/2023	Regular	0.00	25.20	54080
02706	REAL GRAPHIX	12/08/2023	Regular	0.00	1,410.00	54081
01072	RIVER TRAILS PARK DISTICT	12/08/2023	Regular	0.00	1,638.00	54082
01774	VERMONT SYSTEMS INC	12/08/2023	Regular	0.00	8,196.62	54083
01909	ANCEL GLINK PC	12/18/2023	Regular	0.00	6,205.57	54084
01015	ASSOCIATED LABOR CORPORATION OF AMERIC	12/18/2023	Regular	0.00	2,130.35	54085
02307	COMCAST BUSINESS	12/18/2023	Regular	0.00	1,220.04	54086
01041	CONSTELLATION NEW ENERGY INC	12/18/2023	Regular	0.00	34.57	54087
01041	CONSTELLATION NEW ENERGY INC	12/18/2023	Regular	0.00	3,733.06	54088
01041	CONSTELLATION NEW ENERGY INC	12/18/2023	Regular	0.00	23.01	54089
01041	CONSTELLATION NEW ENERGY INC	12/18/2023	Regular	0.00	134.19	54090
02144	COZZINI BROS INC	12/18/2023	Regular	0.00	32.00	54091
02337	EXCALTECH	12/18/2023	Regular	0.00	452.98	54092
01250	GARY KANTOR	12/18/2023	Regular	0.00	60.00	54093
01423	GORDON FOOD SERVICE INC	12/18/2023	Regular	0.00	4,767.28	54094
01349	ILLINOIS ASSOCIATION OF PARK DISTRICTS	12/18/2023	Regular	0.00	5,304.25	54095
01050	MENARDS	12/18/2023	Regular	0.00	112.84	54096
01062	ODP BUSINESS SOLUTIONS LLC	12/18/2023	Regular	0.00	27.66	54097
02228	PAYCOR	12/18/2023	Regular	0.00	1,095.46	54098
01135	PITNEY BOWES BANK INC PURCHASE POWER	12/18/2023	Regular	0.00	200.00	54099
02715	PLANSOURCE	12/18/2023	Regular	0.00	1,904.07	54100
01978	RITE BITE FUNDRAISING	12/18/2023	Regular	0.00	67.75	54101
01079	ACUSHNET COMPANY	12/19/2023	Regular	0.00	238.44	54102
01009	AIRGAS USA LLC	12/19/2023	Regular	0.00	362.31	54103
01015	ASSOCIATED LABOR CORPORATION OF AMERIC	12/19/2023	Regular	0.00	7,457.11	54104
01338	DETECTION SYSTEMS & SERVICE INC	12/19/2023	Regular	0.00	864.00	54105
01206	JOURNAL AND TOPICS NEWSPAPER	12/19/2023	Regular	0.00	325.00	54106
01050	MENARDS	12/19/2023	Regular	0.00	186.91	54107
03073	PANAGIOTIS ZERVAS	12/19/2023	Regular	0.00	282.96	54108
02205	ILLINOIS MUNICIPAL FUND	12/08/2023	Bank Draft	0.00	19,940.12	DFT0002452
02206	ILLINOIS DEPARTMENT OF REVENUE	12/08/2023	Bank Draft	0.00	2,594.00	DFT0002453
01143	VILLAGE OF MOUNT PROSPECT SALES TAX	12/08/2023	Bank Draft	0.00	231.46	DFT0002454
02306	FIFTH THIRD BANK	12/28/2023	Bank Draft	0.00	32,887.47	DFT0002456

Check Report

Date Range: 12/01/2023 - 12/31/2023

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
01032	CARDMEMBER SERVICE	12/07/2023	Bank Draft	0.00	5,350.27	NOV2023ELAN

Bank Code AP Bank Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	51	39	0.00	67,815.62
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	5	5	0.00	61,003.32
EFT's	10	8	0.00	14,256.82
	66	52	0.00	143,075.76

Check Report

Date Range: 12/01/2023 - 12/31/2023

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: PCARD-PCARD LIABILITY						
03053	2 HOURS OF FREEDOM	12/28/2023	Bank Draft	0.00	175.00	DFT0002992
02433	A PEACE OF HEAVEN CAKES	12/28/2023	Bank Draft	0.00	261.00	DFT0002993
02403	ADOBE	12/28/2023	Bank Draft	0.00	63.72	DFT0002994
02318	AMAZON	12/28/2023	Bank Draft	0.00	579.74	DFT0002995
02536	AROMA 360 LLC	12/28/2023	Bank Draft	0.00	128.87	DFT0002996
02581	BALL FACTORY MOUNT PROSPECT	12/28/2023	Bank Draft	0.00	285.00	DFT0002997
03066	CHICAGO MOTOR COACH	12/28/2023	Bank Draft	0.00	2,289.52	DFT0002998
01022	COMCAST	12/28/2023	Bank Draft	0.00	63.48	DFT0002999
01022	COMCAST	12/28/2023	Bank Draft	0.00	10.45	DFT0003000
01022	COMCAST	12/28/2023	Bank Draft	0.00	287.14	DFT0003001
01022	COMCAST	12/28/2023	Bank Draft	0.00	95.86	DFT0003002
01022	COMCAST	12/28/2023	Bank Draft	0.00	235.44	DFT0003003
01022	COMCAST	12/28/2023	Bank Draft	0.00	248.33	DFT0003004
01023	COMMONWEALTH EDISON	12/28/2023	Bank Draft	0.00	23.27	DFT0003005
02427	DAS DUTCHMAN ESSENHAUS	12/28/2023	Bank Draft	0.00	798.97	DFT0003006
01483	DELUXE FOR BUSINESS	12/28/2023	Bank Draft	0.00	889.59	DFT0003007
02127	DIRECTV	12/28/2023	Bank Draft	0.00	442.98	DFT0003008
02327	DISCOUNT SCHOOL SUPPLY	12/28/2023	Bank Draft	0.00	1,048.66	DFT0003009
02329	DOLLAR TREE	12/28/2023	Bank Draft	0.00	56.00	DFT0003010
02550	FIRESIDETHEATRE.COM	12/28/2023	Bank Draft	0.00	210.00	DFT0003011
02765	FIVEBELOW.COM	12/28/2023	Bank Draft	0.00	50.00	DFT0003012
01693	HINCKLEY SPRINGS	12/28/2023	Bank Draft	0.00	46.72	DFT0003014
03072	HOLIDAY SPECS	12/28/2023	Bank Draft	0.00	229.12	DFT0003015
01040	HOME DEPOT CREDIT SERVICES	12/29/2023	Bank Draft	0.00	99.85	DFT0003016
01305	ILLINOIS TOLLWAY	12/28/2023	Bank Draft	0.00	150.00	DFT0003017
02447	JACOB HENRY MANSION ESTATE	12/28/2023	Bank Draft	0.00	2,430.00	DFT0003018
02325	JEWEL OSCO	12/28/2023	Bank Draft	0.00	33.82	DFT0003019
02830	KIDS EMPIRE	12/28/2023	Bank Draft	0.00	360.36	DFT0003020
02770	MEIJER	12/28/2023	Bank Draft	0.00	100.00	DFT0003021
02477	NAME BADGES INC	12/28/2023	Bank Draft	0.00	54.92	DFT0003022
01059	NICOR	12/28/2023	Bank Draft	0.00	100.67	DFT0003023
02368	NINO'S PIZZERIA	12/28/2023	Bank Draft	0.00	71.39	DFT0003024
01062	ODP BUSINESS SOLUTIONS LLC	12/28/2023	Bank Draft	0.00	66.00	DFT0003025
02322	PARTY CITY	12/28/2023	Bank Draft	0.00	67.60	DFT0003026
03058	PAYCOM	12/28/2023	Bank Draft	0.00	9,117.44	DFT0003027
01065	PITNEY BOWES GLOBAL FINANCIAL SERVICES	12/28/2023	Bank Draft	0.00	212.01	DFT0003028
01120	REPUBLIC SERVICES INC	12/28/2023	Bank Draft	0.00	1,941.14	DFT0003029
03070	ROLL N DONUTS	12/28/2023	Bank Draft	0.00	106.06	DFT0003030
01074	SAM'S CLUB/SYNCHRONY BANK	12/28/2023	Bank Draft	0.00	225.54	DFT0003031
02784	SHEIN	12/28/2023	Bank Draft	0.00	1,018.86	DFT0003032
02713	STAPLES	12/28/2023	Bank Draft	0.00	282.54	DFT0003034
02324	TARGET	12/28/2023	Bank Draft	0.00	1,241.34	DFT0003035
02978	TEMU.COM	12/28/2023	Bank Draft	0.00	248.41	DFT0003036
02009	THE KNOT	12/28/2023	Bank Draft	0.00	1,035.30	DFT0003037
02973	THEATRE CENTER RIDGEWOOD	12/28/2023	Bank Draft	0.00	525.00	DFT0003038
02333	TONYS FRESH MARKET	12/28/2023	Bank Draft	0.00	339.05	DFT0003039
02972	TRAMA CATERING	12/28/2023	Bank Draft	0.00	413.32	DFT0003040
01081	VILLAGE OF MOUNT PROSPECT	12/28/2023	Bank Draft	0.00	690.60	DFT0003041
01081	VILLAGE OF MOUNT PROSPECT	12/28/2023	Bank Draft	0.00	828.28	DFT0003042
01081	VILLAGE OF MOUNT PROSPECT	12/28/2023	Bank Draft	0.00	96.80	DFT0003043
02330	WEISSMAN	12/28/2023	Bank Draft	0.00	14.28	DFT0003044
02889	WORLD'S FINEST CHOCOLATE	12/28/2023	Bank Draft	0.00	1,668.00	DFT0003045

Check Report

Date Range: 12/01/2023 - 12/31/2023

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
02464	HARRYS BAR & GRILL	12/28/2023	Bank Draft	0.00	830.03	DFT0003050

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	88	53	0.00	32,887.47
EFT's	0	0	0.00	0.00
	88	53	0.00	32,887.47

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	51	39	0.00	67,815.62
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	93	58	0.00	93,890.79
EFT's	10	8	0.00	14,256.82
	154	105	0.00	175,963.23

Fund Summary

Fund	Name	Period	Amount
950	POOLED CASH FUND	12/2023	175,963.23
			175,963.23



January 23, 2024

To: Park Board of Commissioners
From: Christina Ferraro, Executive Director
Re: January 2024 board report

Santa's magical mailbox received over 300 letters to Santa and 265 responses were mailed by Dec 18.

PAID LEAVE FOR ALL WORKERS ACT

Beginning January 1, 2024, all Illinois employers must offer both full-time and part-time employees 40 hours of paid time off per 12-month period with the exception of park districts and public schools. The law does not specifically exempt other special recreation associations. Cook County also passed a similar ordinance with similar provisions; however, park districts and public schools and special recreation associations were not exempted. I have corresponded with Cook County Commissioner Scott Britton, requesting an amendment and explaining the hardship it would cost the park district in terms of timekeeping and the money it will cost to pay all employees an additional 40 hours per year. Obviously, all park districts in Cook County are included in the county ordinance and several park directors are contacting the commissioner for their district requesting an amendment with Arlington Heights and Glenview Park Districts attending the Cook County January 25 Board meeting to speak on this issue. Meanwhile, the park district must abide by this ordinance as part of Cook County until amended.

TULLY PARK : 214 S WHEELING

Last month the District passed an ordinance regarding this property transfer and then the City passed a resolution. The transfer is being executed by quitclaim deed and a title commitment because the IDNR requires a title policy for grant award purposes, proving ownership. The agreement will be signed and then the title company can finalize the title work/closing details. A survey will be ordered for the new boundaries

MOUNT PROSPECT SCHOENBECK SIDEWALK REPLACEMENT & STREET LIGHT ADDITION: RAND ROAD TO CAMP MCDONALD ROAD.

This does not affect the west side of Schoenbeck nor the golf course. However, the equipment staging for this project is temporarily in the north lot. The street lighting (aluminum poles with LED luminaires) along the east side of Schoenbeck will be added and spaced approximately 250-ft. apart. The street light project began with completion due in the spring. Work will include replacing the damaged and deteriorated curb and sidewalks added to the west side of the road and connecting to sidewalks on both Rand and Camp McDonald. Sidewalk construction is expected to start in the spring of 2025 with completion by the end of 2025 for sidewalks.

FY24 LOOK AHEAD

We look forward to renovating Wedgewood Park while expanding Tully Park and permitting a portion of Somerset Park to be used as compensatory storage for stormwater; the GMRC room signage & park signage will be installed; tree planting plan will continue to be implemented for parks and now golf course; transitioning from Paycor to Paycom for payroll and Rec Trac to Civic Rec for program registration systems; professional consulting services will be for used for (1) tennis/pickleball feasibility study, (2) classification & compensation study and (3) ADA transition plan and (4) GMRC study; larger capital projects include gym floor refinishing, surveillance system replacement, and capital purchases include a truck with plow, push mowers, bus replacement, riding greens mower, etc. An intergovernmental agreement with NRC will be created. The revised personnel maula and park ordinances will be completed by the end of year. The Decennial Committee on Efficiency and Accountability report is due to the County by November 24, 2024.

BOARD MEETING AGENDA ITEMS 2024

February 2024	<ul style="list-style-type: none">• Gym Floor Refinishing bid award approval
March 2024	<ul style="list-style-type: none">• Election Tuesday, March 19
April 2024	<ul style="list-style-type: none">• Tentative workshop regarding future planning various scenarios
May 2024	<ul style="list-style-type: none">• Appoint advisory positions to the Board June 2024-May 2025• Acceptance of the FY2023 Comprehensive Annual Financial Report
June 2024	<ul style="list-style-type: none">• Election of Park Board Officers
July 2024	<ul style="list-style-type: none">• Resolution Determining Confidentiality Closed Session Minutes
August 2024	<ul style="list-style-type: none">• Approval Resolution NWSRA 2025 Assessment
September 2024	<ul style="list-style-type: none">• annual harassment prevention training• NWSRA 2023 Year in Review
October 2024	<ul style="list-style-type: none">• Resolution Approval of IAPD credentials• Approve Ordinance issue bond
November 2024	<ul style="list-style-type: none">• Approve Prescribed Burn 2024-2025• Approve Resolution Truth in Taxation for Levy Year 2023
December 2024	<ul style="list-style-type: none">• FY2025 Budget presentation• Approve Annual Tax Levy Ordinance• Schedule of 2025 meetings



December 2023

MARKETING & COMMUNICATIONS REPORT

WEBSITE STATISTICS	TOTAL PAGE VIEWS	TOTAL USERS	VIEWS PER USER	AVERAGE ENGAGEMENT TIME	EVENTS COUNT
	5.9K	2,205	2.70	54s	17,722
MOST VISITED PAGES	TOTAL PAGE VIEWS	TOTAL USERS	VIEWS PER USER	AVERAGE ENGAGEMENT TIME	EVENTS COUNT
Home Page	1,776	990	1.79	21s	5,866
Winter/Spring 2024 Program Guide	426	236	1.81	42s	994
Special Events	332	209	1.59	29s	743
Calendar of Events	327	213	1.54	31s	817
Location Gary Morava Rec Center	307	202	1.52	26s	1,030
Registration	273	131	2.08	34s	724
Employment	263	169	1.56	26s	800
Active Adults	193	103	1.87	34s	554
Holiday Trolley Express	145	104	1.39	34s	453
Fitness Center	128	85	1.51	1m 25s	347

SOCIAL MEDIA STATISTICS



@prospectheightsparkdistrict

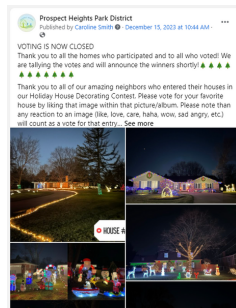
Reach 20.3K

People Reached 24,494
Published Posts 46
Published Stories 1
Total Followers 2,107
New Followers 15
Total Visits 5,377

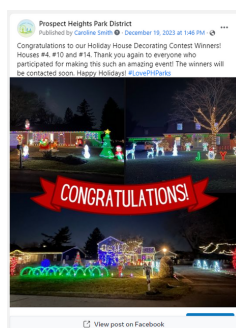
Facebook Posts 90 Days
Post Reach 28.2K
Post Engagement 1.7K

Facebook Stories 90 Days
Reach 134
Engagement 6

Video Performance
Minutes Viewed
3-second video views
Post Engagement



Reach 2.7K



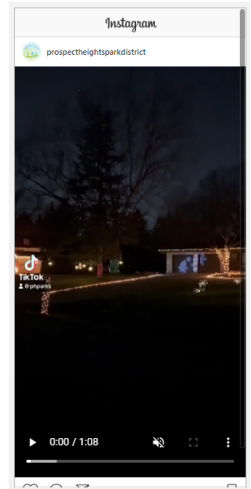
@prospectheightsparkdistrict

Reach 180

People Reached 484
Published Posts 36
Published Stories 14
Reels 5
Total Followers 966
New Followers 12
Total Visits 94

Instagram Posts 90 Days
Post Reach 837
Post Engagement 547

Instagram Stories 90 Days
Reach 196
Engagement 1





TIKTOK VIDEOS

@phparks

Video Views 1,809
Reached audience 1,437
Profile Views 26
Likes 13
Shares 8



Season's greetings from the Prospect Heights Park District! Wishing you a festive and joyful holiday season 🎄 #LovePHParks

359 Video views 1 Likes 0 Comments 0 Shares

Dec 25, 2023



Thank you to all of our amazing neighbors who entered their houses in our Holiday House Decorating Contest. Please vote for your favorite house on Facebook! Voting ends 12/18 at 3pm. #LovePHParks

766 Video views 6 Likes 0 Comments 1 Shares

Dec 15, 2023



Grateful to the amazing Prospect Heights Park District staff for joining us at the staff holiday party! Your presence made it truly special. Here's to a season filled with warmth, joy and great memories. Thank you all! #LovePHParks ! #LovePHParks

288 Video views 4 Likes 0 Comments 0 Shares

Dec 2, 2023



TWITTER POSTS

@ProspectHtsPrks

Impressions 112
Followers 253

eNEWSLETTER



December 22nd eNewsletter

Sent Email • Sent Dec 22, 2023 at 2:00pm CST

4,125 sends • 203 (5%) opens • 13 (1%) clicks • 34 (1%) bounces • 0 (0%) unsubscribes



Winter/Spring 2024 Active Adult Let's Go Newsletter

Sent Email • Sent Dec 5, 2023 at 2:21pm CST

3,293 sends • 299 (9%) opens • 67 (2%) clicks • 19 (1%) bounces • 2 (1%) unsubscribes



December 1st eNewsletter

Sent Email • Sent Dec 1, 2023 at 4:30pm CST

4,119 sends • 297 (7%) opens • 42 (1%) clicks • 28 (1%) bounces • 1 (1%) unsubscribe

December 2023



January 23, 2024

To: Christina Ferraro, Executive Director
From: Shawn Hughes, Superintendent of Finance, HR and IT
Re: January 2024 Board Report

PAYCOM PAYROLL SYSTEM TRANSITION

The month of December into January were busy with the payroll system being transitioned from Paycor to Paycom. Virtual meetings with Paycom staff occurred multiple times a week, with Catherine Roock, HR/Payroll Coordinator, remaining in frequent contact with Paycom to ensure the District's employee data was complete and accurate. The first payroll was successful, and now the attention turns to tweaking accrual policies and completing the human resource, reporting, and general ledger pieces of the project.

ANNUAL PERFORMANCE EVALUATIONS

Annual performance evaluations were sent out via Paycor by Catherine Roock to be completed by employees and their supervisors. The Finance and HR team members' evaluations were completed and reviewed in person on January 11, 2024.

ORDINANCES: BUDGET & APPROPRIATION AND TAX ABATEMENT

These ordinances are being provided for board consideration. If approved, these will be submitted to Cook County as required.

AUDIT FY 2023

Sikich reached out on Friday, January 12th, to arrange a virtual meeting to schedule the dates for the 2023 audit.

1095, 1099 REPORTING

The IRS now requires 1095 and 1099 reporting of ten or more forms be completed electronically using specific formatting or software imports. Since the electronic reporting involves technical expertise, we are researching third-party vendor services whose names were provided by PDRMA. Creating an account with ID.me and then the IRS in order to submit the information ourselves was first pursued and determined to not be a practical option (as suggested in an email from PDRMA).

OSLAD REPORTING

The fourth quarter 2023 financial reporting for the OSLAD grant was completed and sent to JSD Professional Services for submission.

INVOICING

The Library was invoiced for their share of the sign electricity for the fourth quarter of 2023.

HIRING (from Catherine Roock)

We have extended an offer letter for the full-time Mechanic position, and it has been accepted. They will start as the District's new Mechanic soon. We have also started working with Paycom to implement our applicant tracking and are hoping to have the system live by February 2, 2024.



January 23, 2024

To: Christina Ferraro, Executive Director
From: Ray Doerner, Superintendent of Recreation
Re: January 2024 Board Report

SUMMER PROGRAM GUIDE PRODUCTION

Staff have begun the process of creating and designing the Summer 2024 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 2024, including Summer Camp and Lions Park Pool information.

BLOCK PARTY 2024

Preparations are already underway for our Block Party 2024 event, which is scheduled for Saturday, June 22. The 2 bands have already been secured for the event. By the end of January, we will be reaching out to start securing food truck, sound, and stage 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.

INDOOR WALKING

New for 2024, we have added weekday morning walking inside the GMRC gymnasium. From 6:00-8:00am, adults with either an Indoor Walking Pass or one of our fitness memberships can walk in the gym. The Indoor Walking Pass is free and available only to Prospect Heights Park District residents. The indoor walking began on Tuesday, January 16 and will run through Friday, May 17.

HERMAN MOLVE RETIREMENT

On Monday, January 8, staff and patrons came together to celebrate Herman's retirement from the park district. Herman officially retired on December 31, and it was a great opportunity for all of us to congratulate and thank Herman for his service to the community. In his 23 years with the district, Herman worked as a Fitness Center attendant, Bus Driver, and pickleball teacher and ambassador. We wish him all the best and look forward to continuing to see him on the pickleball court!



January 23, 2024

To: Christina Ferraro, Executive Director
From: Mark Grassi, Superintendent of Parks & Facilities
Re: January 2024 Board Report

FACILITIES GMRC

For the year 2024, one of the goals we are looking to achieve is to increase the level of security and improve consistency within the GMRC. Anderson Lock, Inc. has visited GMRC to examine and evaluate all doors and locks that are currently within the building. Skynet Security has also visited GMRC to evaluate our surveillance system; they have supplied us with several quotes based on facility needs and equipment desired. Maintenance staff have continued to repaint all the doors and door frames within the GMRC to give the building a new, modern look.

HVAC GMRC

The extreme cold temperatures have caused heating the facility a challenge. The ignitor within the heating unit directly overhead Meeting Room #2 has not been functioning properly as the cold has been freezing it over. In-house measures are being taken to try and repair during the cold temperatures. The remainder of the building has continued to receive heat well.

GMRC CAPITAL PROJECTS

Divine Signs, Inc. has received our production list for the new interior signage project within the building and is expected to start installation in February. The RFP for restoring the gymnasium floor has been released to the press and is currently open for contractors. The due date for all bids is February 8.

PARKS

The Parks Department has been working hard to maintain accessibility within our lots and parks through salt and plow operations. In preparation for the Spring months, staff are determining the best locations within each park to plant new trees that will be funded by the INDR Tree Grant program.

FLEET

Bus #2 has received a diagnostic by Midwest Transit Equipment. Parts are currently being ordered and we will soon have a service date pending the arrival of parts.

SAFETY AND TRAINING

Two active Shooter/Assailant training were scheduled for January. District staff are also scheduled to receive CPR/AED Instructor certifications on Feb 2 for the purpose of transitioning all CPR/AED training in house. On January 8, PDRMA visited the GMRC and OOC to introduce to the district its new Risk Management Consultant and visit the grounds in preparation of the 2024 year. The kickoff process will soon begin at the beginning of February to discuss district goals.



January 23, 2024

To: Christina Ferraro, Executive Director
From: Marc Heidkamp, Director of Golf
Re: January 2024 Board Report

GOLF

Closed for winter.

SPECIAL EVENTS

Hosted several holiday parties.

CLUB HOUSE

No problems during the month except for the traditional roof leak.

FOOD AND BEVERAGE

Holiday events were held providing additional revenue.

GOLF SHOP

Several sales took place as well as gift certificate sales.

GROUNDS

Sean Lee will be reporting on grounds moving forward.

December	2022	2023	% CHANGE 2022 VS 2023
Golf & Members	\$324	\$360.09	+11%
Golf Shop	\$1298.50	\$2343.14	+80%
Food & Beverage	\$56,615.38	\$35,429.46	-60%
Driving Range	\$0	\$0	0%



January 23, 2024

To: Marc Heidkamp, Director of Golf
From: Sean Lee, Superintendent of Golf
Re: January 2024 board report

GOLF COURSE GROUNDS

Winter has finally brought a blanket of snow which will help protect the turf from damage from the cold winter winds. Snow removal and indoor projects are now underway. All tee and course amenities are being prepped for a fresh coat of paint.

EQUIPMENT

Equipment is being pressure washed and getting their annual maintenance service. The golf carts are also being serviced and detailed. About half of them have been completed. We are on a list to purchase new John Deere riding greens mower hopefully in February.

MAINTENANCE STAFF

We are down to 2 crew members until sometime in March. The mechanic position has been potentially filled. Before the holidays I interviewed someone to replace our foreman that retired. He is at Rutgers University right now in the turfgrass program and will get out in late March.

PROJECTS

Now that the ground is frozen tree pruning and removal will start again in February, starting with the overgrown tree line in front of the 18th tee box.



January 23, 2024

To: Ray Doerner, Superintendent of Recreation

From: Laura Fudala, Supervisor of Recreation

Re: January 2024 Board Report

PRESCHOOL

December 21st was the whole school holiday program. The smiles, excitement, and enthusiasm these kiddos had when they visited with Santa and were singing was pure joy. Preschool resumed on January 8. We were in session for 4 days until we had to take 3 days off for snow/cold! Upon return from winter break the kids got to celebrate the "New Year" with a count down and a fun craft.

Preschool registration for the 2024-2025 school began on January 8. We have 7 participants registered so far, which is the same number registered last year at this time, and marketing of the open registration is under way, including lawn signs that will be placed around the community once the weather cooperates.

KINDERSTOP

The kids are back in session after two weeks of winter break and 3 days off due to snow/cold. The theme for January is "Winter."

CHILDREN'S PROGRAMS

In the last month we had ten kids' days off, with an average of 14 kids/day, which is a few less than the 17 kids/day we averaged last year.

Magic with Gary Kantor on January 16 had 9 participants.

DAY CAMP

Welcome back letters have been sent to all camp staff who were in good standing at the end of summer 2023. To date I have received 14 responses from staff indicating they will be returning.

Prospect Heights Park District Resident registration begins February 13 and Partner and Non-Resident begins on February 20.



January 23, 2024

To: Ray Doerner, Superintendent of Recreation
From: Marci Glinski, Recreation Supervisor
Re: January 2024 Board Report

DANCE & PERFORMING ARTS

Our Spring Dance session began with 96 dancers in 16 classes, which is comparable to our registrations to 2023, with dancers still registering. Our Spring Recital will be held at Forest View Education Center on Saturday, May 11. We are thrilled to be back in a BIG theatre for our show.

My new Creative & Performing Arts Winter Camp was successful for it's first year with 12 participants. The Kids performed Frosty the Snowman, The Musical and had an in-house field trip with Noah's Ark Animal Workshop to create a winter themed stuffed animal.

A new class, Creative Arts with Katie, begins the week of January 22. We offered a homeschool class at 1pm on Mondays that has 3 students in it and an afterschool class with another 3 students in it.

ACTIVE ADULTS

2024 is off to a snowy and bitter cold start for our active adult trips. Due to extreme weather, we cancelled Funny Girl at The Marcus on Saturday, January 13 and Jersey Boys at The Fireside on Sunday, January 14. I was lucky enough to get Jersey Boys rescheduled for a later date.

We had a trip with 10 patrons to visit the Museum of Science & Industry to see the Pompeii exhibit.

I have begun planning the Summer Active Adult Newsletter, which will be out in April. As part of the planning for the summer trips and events, I will be holding an open session in February with our Active Adults to gain feedback about the type of trips and activities they might like to see us offer in the future.

SPECIAL EVENTS

We had 198 people attend our Holiday Trolley event on December 13 & 14. Additionally, NWSRA joined us with 19 participants who attended our low sensory ride. Families enjoyed a trolley ride around town looking at the decorated home, singing Christmas Carols and hearing a story read by Julie Rodrian of the Prospect Heights Library. Families finished their time off with a visit with Santa, Christmas treats and crafts.

Our Holiday House Decorating Contest with a big hit this year with 15 families decorating their houses for bragging rights of the best decorated houses in the city. A prize was given to the top 3 homes by social media votes.



January 23, 2024

To: Ray Doerner, Superintendent of Recreation
From: Panagiotis Zervas, Recreation Supervisor
Re: January 2024 Board Report

YOUTH ATHLETICS

Youth Basketball season is underway: four Kindergarten teams, ten 1st & 2nd grade boys, four 1st & 2nd grade girls, nine 3rd & 4th grade boys, three 3rd & 4th grade girls, five 5th & 5th grade boys, and three 5th & 6th grade girls' teams. The 5th & 6th grade girls are playing in a combined league with MPPD, DPPD, Northbrook, and Wheeling. The only level that didn't have many registrants was the 7th & 8th graders. We sent our 2 boys to a RTPD & WPD combined team and the girls league didn't have enough to run a three-team league. We had quite a few volunteer coaches from PHPD as well, right around 13-14 coaches.

Tae Kwon Do is now being offered 4 categories: kid, family, teen, and adult class. The kids' class has the most registrants, 9 total, with the classes beginning on January 23rd.

Hot Shots Sports classes are beginning another session: Lil Dribblers and Basketball 201 running on Mondays. Each of these sessions has 4 kids.

New classes Dog Training Classes, Ultimate Ninja Classes, Home School P.E, and Futsal. We will be running one of the dog training classes as we have 4 of the 5 spots filled. Ninja classes had a few kids signed up and was nice to send some kids for classes. We had to cancel the Home School P.E. and Futsal begins in February and we will work to continue to promote this new program and secure additional registrations.

AQUATICS

We will not outsource the pool for the 2024 season. We are working to identify an instructor to certify our lifeguards. Last season staff are being contacted and asked to return for the 2024 season.

FITNESS

The new multi-press, the pec-fly, and the lat pulldown/row strength machines have replaced older equipment. New bumper weight plates, dumbbells and EZ curl bars were added. Soon there will be a little rearranging of equipment. We have already heard good feedback from our patrons.

The Move for 60 Fitness Challenge is underway as of January 2nd. We have 24 people registered for the challenge. Just a reminder, it is a challenge for whoever comes into the facility to work out the most, so the "most check-ins".

December 2023, 659 visits vs. December 2022, 490 visits (+169 visit increase)

December 2023 Total Memberships: 283

1year passes:	113	3-month fitness:	11
1year gym/racquetball:	36	SilverSneakers/Renew Active:	111
6-month fitness:	12		

Three Year Comparison – Monthly Acquisition (Seniors in parentheses)

Membership	December 2021	December 2022	December 2023
3 months	1	2	4
6 months	1	1	3
1 year	4 (4)	3 (2)	5 (3)
Membership December 2023	# of New Members	Total Revenue	
3 months	4	\$250	
6 months	3	\$245	
1 year	5	\$586	
Seniors	3	\$297	

Prospect Heights Park District

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

(847) 394-2848

COMBINED BUDGET & APPROPRIATION ORDINANCE # 01.23.2024

January 1, 2024 – December 31, 2024

**Prospect Heights Park District
Combined Budget & Appropriation Ordinance
01.23.24**

**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, 2024 AND
ENDING ON THE THIRTY-FIRST (31st) DAY OF DECEMBER, 2024**

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, 2024 and ending December 31, 2024, 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 23rd day of January 2024 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, 2024 and ending December 31, 2024 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, 2024 and ending on the thirty-first (31st) day of December, 2024.

**SUMMARY of ANNUAL BUDGET & APPROPRIATION ORDINANCE
FOR FISCAL YEAR 2024**

FUND	BUDGET	APPROPRIATION
100 CORPORATE	\$ 940,522	\$ 1,128,626
200 RECREATION	2,139,811	2,567,773
300 GOLF	2,259,815	2,711,778
404 AUDIT	18,175	21,810
405 PAVING & LIGHTING	12,500	15,000
406 LIABILITY INSURANCE	126,261	151,513
407 IMRF	129,100	154,920
408 POLICE	44,400	53,280
409 MUSEUM	5,640	6,768
410 SPECIAL RECREATION	215,858	259,030
411 SOCIAL SECURITY	185,000	222,000
412 MEMORIAL	-	-
413 COMMUNITY EVENTS	26,815	32,178
CAPITAL DEVELOPMENT/BONDS		
518 CAPITAL	804,000	964,800
523 CAPITAL	295,000	354,000
608 BOND & INTEREST - 2014B	477,400	572,880
612 BOND & INTEREST - 2023	698,416	838,099
613 BOND & INTEREST - 2024	10,950	13,140
GRAND TOTALS	8,389,663	10,067,596

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, 2024 and ending on the thirty-first (31st) day of December, 2024 for the respective purposes set forth.

The passage by the Board of Commissioners of this 2024 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, 2023 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 \$5,717,546.
- (b) An estimate of the cash expected to be received during the fiscal year from all sources is \$8,113,324.
- (c) An estimate of the expenditures contemplated for the fiscal year is \$8,389,663.
- (d) An estimate of the cash expected to be on hand at the end of the fiscal year is \$5,441,207.
- (e) An estimate of the amount of taxes to be received during the fiscal year is \$3,351,336.

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 23rd day of January 2024.

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 2024**

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, 2024 and ending on December 31, 2024 are estimated to be as follows:

<u>SOURCE</u>	<u>AMOUNT</u>
Real Estate Taxes	\$3,351,336
Personal Property Replacement Taxes	30,000
Interest	104,000
Rentals	74,765
Concessions	18,500
Program Fees	1,274,608
Golf Fees	1,419,300
Golf Shop Sales	116,500
Food & Beverage	887,000
Grants	138,900
Asset Sales	0
Bond Proceeds	<u>698,415</u>
TOTAL	\$8,113,324

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the said District this 23rd day of January, 2024.

(Seal)

Eric Kirste, Treasurer, Prospect Heights Park District

\succ

SS

 \succ

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

I do further certify that the attached and foregoing is a true and complete copy of the “Combined Annual Budget & Appropriation Ordinance of the Prospect Heights Park District, Cook County, Illinois, for the Fiscal Year beginning January 1, 2024 and ending December 31, 2024”, as adopted by the Board of Park Commissioners at its properly convened meeting held on the 23rd day of January, 2024, as appears from the official records of said District in my care and custody.

IN WITNESS WHEREOF, I have hereunto affixed my official signature and the corporate seal of said District at 110 Camp McDonald Road, Prospect Heights, Illinois, on this 23rd day of January, 2024.

(Seal)

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

ORDINANCE No. 01.23.2024A

AN ORDINANCE abating the tax heretofore levied for the year 2023 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 2023 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 2023 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 2023 in accordance with the provisions hereof.

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

Adopted January 23, 2024.

Tim Jones, President,
Board of Park Commissioners

ATTEST:

Elizabeth Cloud, Board Secretary
Prospect Heights Park District

[SEAL

RESOLUTION #01.23.2024

**A 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 Park Board, having met periodically to review all previously unreleased closed session meeting minutes, hereby determines as of the date of this resolution that the following approve closed session minutes:

- December 15, 2020 continue to require confidential treatment
- July 25, 2023 no longer require confidential treatment and are available for public inspection

SECTION 3. The Park 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 July 26, 2022.

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

Adopted this 23rd day of January 2024 by roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

ATTEST:

Elizabeth “Betty” Cloud, Secretary
Board of Commissioners

Tim Jones, President
Board of Commissioners

Date

Date