BOARD REPORT

JANUARY 28, 2025

Tel 847.394.2848
Fax 847.394.7799

110 West Camp McDonald Road
Prospect Heights, Illinois 60070

www.phparks.org

BOARD WORKSHOP
STRATEGIC PLANNING
PROSPECT HEIGHTS PARK DISTRICT
GARY MORAVA RECREATION CENTER
110 W. CAMP MCDONALD ROAD, PROSPECT HEIGHTS, IL 60070
TUESDAY, JANUARY 28, 2025
6:00 p.m.

I. Call to Order
Roll Call
II. Strategic planning
III. 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.

January 28, 2025

To: Park Board of Commissioners
From: Christina Ferraro, Executive Director
Re: Strategic Planning

The District is contracting University of Illinois to conduct focus groups and a community survey to get a sense of trends, issues, challenges and opportunities within the Park District and community.

The University will begin with a focus group comprised of the Park Board and some key staff members. The remainder of the focus groups will be held on Wednesday Jan 29 with residents, staff and key stakeholders. This step is helpful and can inform some of the upcoming survey content to ensure the right questions are asked of residents, elected officials, and staff.

The University will then conduct a statistically valid household survey of District residents. The Park District needs to survey residents regarding facility, program, event, and capital project needs and preferences. A community survey will provide insights and guidance for these plans to better understand use, needs, preferences, and opinions (e.g., attitudes toward the proposed capital projects, level of support for funding scenarios including grants, a bond referendum, and fundraising) regarding the renovation or replacement of Lions Park Pool and Gary Morava Recreation Center.

The District will then begin a strategic planning process followed by a comprehensive master planning process in 2025.

The District is contracting University Of Illinois (the Office Of Recreation And Park Resources though the Department Of Recreation, Sport And Tourism in the College Of Applied Health Sciences at University Of Illinois At Urbana-Champaign) to these. After conducting a thorough analysis of all the data collected the University will write a final report of findings and recommendations to present to the Board and staff in April.

PUBLIC HEARING
PROPOSED 2025 BUDGET AND APPROPRIATION ORDINANCE
PROSPECT HEIGHTS PARK DISTRICT
GARY MORAVA RECREATION CENTER
110 W. CAMP MCDONALD ROAD, PROSPECT HEIGHTS, IL 60070
TUESDAY, JANUARY 28, 2025
7:00 p.m.

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

January 28, 2025

To: Park Board of Commissioners
From: Christina Ferraro, Executive Director
Re: Public Hearing of the proposed 2025 Budget and Appropriation Ordinance

Explanation of Hearing:
A public hearing is held after the budget has been on display for public inspection since December 18, 2025.

The hearing provides transparency in government spending and decision-making. It allows the public to understand how funds are allocated for various programs, services, and operations for the year 2025. The appropriation ordinance is a legal document that gives the District authority to spend money as outlined in the budget. It specifies the amounts and purposes for which funds are to be used.

The public is encouraged to attend and share their opinions, concerns, or support regarding the proposed budget and adjustments to the budget are welcome before the final ordinance is adopted.

AGENDA JANUARY 28, 2025 REGULAR BOARD MEETING

I. Call to Order

A. Roll Call

B. Pledge of Allegiance

The President shall appoint a Secretary pro tempore of the Board to serve in the absence of the Secretary

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 17, 2024 Regular Board Meeting Minutes

B Approval of Treasurer's Report Cash Report #1 cash balance totaling $5,527,840.53 as of December 31, 2024

C. Approval of Warrants totaling $452,915.24 for the period ending December 31, 2024

VI. Announcements (Meetings)

Regular Board Meeting at Gary Morava Recreation Center – February 25, 2025 at 7:00 p.m.

VII. Attorney's Report

Legal Matter

VIII. 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 Parsk and Facilities, Grassi

F. Director of Golf, Heidkamp

G. Superintendent of Golf, Lee

H. Recreation Supervisors, Fudala, Glinski, Zervas

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. OOCC Programs, Facilities, Grounds & Maintenance Committee - Karl Jackson, Tim Jones

X. Unfinished/Ongoing Business

XI. New Business

A. Approval Ordinance #01.28.2025 Combined Budget and Appropriation FY2025

B. Approval Ordinance #01.28.2025A Abating Tax Levied for the Year 2024

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 #01.28.2025: 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 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 17, 2024

Call to Order

Roll Call

Commissioner Jones called the Regular Board Meeting of the Prospect Heights Park District to order at 7:00p.m.

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

Commissioner absent: None

Also Present: Christina Ferraro – Executive Director, Marc Heidkamp – Director of Golf, Mark Grassi – Superintendent of Parks & Facilities, Shawn Hughes – Superintendent of Finance, HR & IT, Edlyn Castil – Marketing & Communications Manager/Recording Secretary

A quorum was present.

Corrections/Additions/Approval of Agenda

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

Recognition/Welcome

No attendees

Presentations

Superintendent of Finance, HR & IT Hughes presented the budget for the fiscal year 2025. The total proposed budget is almost $110,000 deficit including close to a million dollars in general capital expenditures. She explained the transfers, fund balances, the rollover bonds, property tax, and 4.995% tax levy for FY2025. The budget includes $200,000 in transfers to the capital fund from the corporate fund but if the Board chose, they could transfer more. They could decide next December. The budget includes master and strategic planning for $65,000, and a grant writing consultant for $15,000 to apply for the OSALD grant for Country Gardens Park. Minimum wage is $15.00 per hour starting Jan 1, 2025. Executive Director Ferraro explained the wage and salary compensation benchmarking project with HR Source and how they analyzed 57 job descriptions and created a pay scale. The Personnel Committee will meet in March to review the findings, discuss possible pay adjustments, create a compensation philosophy policy and bring recommendations to the Board in the spring. This pay scale will be evaluated every three years thereafter. A decision was made to remove salaries from the individual departments for FY2025 and lump them into the Fund instead. The Recreation department has a $19,799 surplus budgeted. There was a discussion about the $93,000 loss for the aquatic operation in FY2024 and if the pool capital expenses are included the deficit was about $125,000 total in FY2024 for aquatics.

The Board requested as much information as possible including future maintenance and capital costs to decide about the future of Lions Pool. Executive Director Ferraro indicated a lot of this information will be shared with the board and residents during the strategic and master planning sessions. The Golf department has a $216,599 surplus budget. There was a discussion about the golf course and the food and beverage department. Commissioner Cloud asked if events like Breakfast with Santa Claus Fish Fry, and Mother's Day and Easter brunches will return to the golf course especially for the public relations reasons. Staff indicated those events are costly to produce with the high cost of food, beverage and staff but are willing to research and report to the Board again in the future. It was noted the golf course will be paid for in full in ten years. There was a discussion about the list of capital projects for FY2025. The budget includes a 4% overall salary increase and the health insurance expenses continue to increase. PPO is increasing 1% each year until all tiers are at 15%. In accordance with the Truth in Taxation Law the District is required to post the proposed budget for a minimum of 30 consecutive days.

Public Comment
None

Consent Agenda
A motion was made by Commissioner Kirste and seconded by Commissioner Avery to approve items 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 28, 2025 at 7:00 p.m. and will be held at Gary Morava Recreation Center.

Attorney's Report
There was none.

Administrative/Operational Summary
Executive Director – In addition to the submitted report, Executive Director Ferraro the process to solicit consultants to lead the master and strategic planning process. Ferraro indicated the City of Prospect Heights exempted the park and the school districts from the Cook County Paid Leave Act.

Marketing & Communications Manager – – In addition to the submitted report, Marketing & Communications Manager Castil highlighted marketing efforts, including newsletter ads and event attendance. Castil indicated the department solicited about $13,000 in sponsorship for FY2024.

Superintendent of Finance, HR and IT – Superintendent of Finance, HR and IT – In addition to the submitted report, Superintendent Hughes indicated the auditors have

scheduled a meeting for FY2024 already. She did note this is the final year of the auditor contract.

Superintendent of Recreation – as submitted. Commissioner Jones congratulated Superintendent Doerner on earning his certified park and recreation executive certification.

Superintendent of Parks and Facilities – In addition to the submitted report, Superintendent of Parks and Facilities Grassi reported the District acquired the truck it was searching for: an F350 with six miles.

Director of Golf Operations – as submitted.

Superintendent of Golf - as submitted.

Recreation Supervisors – as submitted.

Unfinished/Ongoing Business
None

New Business
Award competitive bid to US Tennis Court for $34,705
A motion was made by Commissioner Cloud and seconded by Commissioner Fries to award the competitive bid to US Tennis Court for $34,705 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 2025 Board Meeting Schedule
A motion was made by Commissioner Fries and seconded by Commissioner Kirste to approve the 2025 Board Meeting Schedule 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 Surplus Personal Property Disposal Policy
A motion was made by Commissioner Cloud and seconded by Commissioner Messer to approve the Surplus Personal Property Disposal Policy 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 2024/25
A motion was made by Commissioner Fries and seconded by Commissioner Jackson to approve the 2025 PHNRC prescribed burns 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.

Authorize the annual interfund transfers FY2024
A motion was made by Commissioner Avery and seconded by Commissioner Jackson to approve the annual interfund transfers 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 Ordinance 12.17.2024
A motion was made by Commissioner Avery and seconded by Commissioner Fries to adopt Tax Levy Ordinance 12.17.2024 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.

ACTION: Adopt Tax Levy Resolution 12.17.2024
A motion was made by Commissioner Messer and seconded by Commissioner Fries to adopt Tax Levy Resolution 12.17.2024 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.

Committees of the Board
There were none.

Commissioner's Comments
There were none.

Adjournment

With no further business to discuss, a motion was made by Commissioner Avery and seconded by Commissioner Jackson to adjourn the Regular Board Meeting at 8:07 p.m. The motion was approved by a voice vote. The motion carried.

_____

Ellen Avery, Secretary pro tempore

TO: Board of Commissioners, Prospect Heights Park District Pink

FROM: Park District Treasurer

DATE: 1/28/2025 CASH REPORT FY 25

Motion by Commissioner _____ to approve CASH REPORT 01 1/28/2025 as submitted. Seconded by Commissioner _____ .

Busey Bank

		Interest Earned YTD				
Payroll	Checking/sweep				$ -	
Vendor	Checking/sweep				-	
General/Sweep	Checking				2,770,583.59	
ATM	Checking				103,453.03	
Investment	Checking	$ 6,924.02	annual yield 3.67%		2,265,161.15	
Cash Reserve	Checking	$ 1,187.98	annual yield 3.67%		388,642.76	
		TOTALS			$ 5,527,840.53	*Voice Vote*

FINANCIAL RESOLUTION

Motion by Commissioner _____ to approve WARRANT RESOLUTION 1/28/2025 as submitted. Seconded by Commissioner _____ .

APPROVAL OF WARRANTS 1/28/2025

VENDOR WARRANTS				AMOUNTS
2	*In the amount of*	CHECKS ISSUED	$	106,486.71
2A	*In the amount of*	ELECTRONIC	$	146,645.19
	Total Vendor Warrants		$	253,131.90

PAYROLL WARRANTS				
	12/13/2024			
3	*In the amount of*	gross plus employer costs	$	103,537.39
	12/27/2024			
4	*In the amount of*	gross plus employer costs	$	96,245.95
	Total Payroll Warrants		$	199,783.34

TOTAL OF WARRANTS $ 452,915.24 Roll Call

Check Report

Prospect Heights Park District, IL

By Check Number

Date Range: 12/01/2024 - 12/31/2024

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP Bank-AP Bank						
02337	EXCALTECH	12/13/2024	EFT	0.00	1,547.42	1341
01102	LIONS TAE KWON DO CENTER	12/13/2024	EFT	0.00	1,237.50	1342
01075	SIKICH CPA LLP	12/13/2024	EFT	0.00	2,250.00	1343
01015	ASSOCIATED LABOR CORPORATION OF AMERIC	12/16/2024	EFT	0.00	14,596.74	1344
01402	BHFX LLC	12/16/2024	EFT	0.00	66.00	1345
01871	CLESEN PROTURF SOLUTIONS LLC	12/16/2024	EFT	0.00	4,215.56	1346
01041	CONSTELLATION NEW ENERGY INC	12/16/2024	EFT	0.00	5,232.02	1347
01041	CONSTELLATION NEW ENERGY INC	12/16/2024	EFT	0.00	3,308.95	1348
01042	CONSTELLATION NEWENERGY GAS DIVISION L	12/16/2024	EFT	0.00	137.88	1349
01042	CONSTELLATION NEWENERGY GAS DIVISION L	12/16/2024	EFT	0.00	1,352.09	1350
01324	DIRECT FITNESS SOLUTIONS LLC	12/16/2024	EFT	0.00	150.00	1351
02852	PHOENIX INDUSTRIAL CLEANING	12/16/2024	EFT	0.00	1,350.00	1352
01009	AIRGAS USA LLC	12/20/2024	EFT	0.00	402.40	1353
01015	ASSOCIATED LABOR CORPORATION OF AMERIC	12/20/2024	EFT	0.00	3,414.60	1354
01402	BHFX LLC	12/20/2024	EFT	0.00	66.00	1355
01042	CONSTELLATION NEWENERGY GAS DIVISION L	12/20/2024	EFT	0.00	2,779.75	1356
01042	CONSTELLATION NEWENERGY GAS DIVISION L	12/20/2024	EFT	0.00	230.99	1357
01063	PDRMA	12/20/2024	EFT	0.00	32,207.18	1358
	Void	12/20/2024	EFT	0.00	0.00	1359
01079	ACUSHNET COMPANY	12/13/2024	Regular	0.00	56.66	54860
01982	AMERICAN LITHOGRAPHY AND PUBLISHING IN	12/13/2024	Regular	0.00	4,997.00	54861
01909	ANCEL GLINK PC	12/13/2024	Regular	0.00	191.25	54862
02138	ANDERSON PEST SOLUTIONS	12/13/2024	Regular	0.00	149.90	54863
03028	ANDREA MUELLER	12/13/2024	Regular	0.00	230.71	54864
01300	CALLAWAY	12/13/2024	Regular	0.00	347.97	54865
02806	CATHERINE ROOCK	12/13/2024	Regular	0.00	468.76	54866
01024	CONSERV FS	12/13/2024	Regular	0.00	2,412.10	54867
03316	CUSTOM DESIGN COOLING	12/13/2024	Regular	0.00	4,180.00	54868
01823	EDLYN CASTIL	12/13/2024	Regular	0.00	93.91	54869
01423	GORDON FOOD SERVICE INC	12/13/2024	Regular	0.00	3,187.69	54870
01040	HOME DEPOT CREDIT SERVICES	12/13/2024	Regular	0.00	1,678.08	54871
03242	JML OVERHEAD DOOR INC	12/13/2024	Regular	0.00	11,250.00	54872
03046	MAINSTREET GOLF CARS LLC	12/13/2024	Regular	0.00	2,695.86	54873
01050	MENARDS	12/13/2024	Regular	0.00	656.81	54874
03314	PAM NAUERT	12/13/2024	Regular	0.00	179.00	54875
01031	PULSE TECHNOLOGY	12/13/2024	Regular	0.00	1,050.56	54876
01987	RAMPION USA INC	12/13/2024	Regular	0.00	139.53	54877
03313	RICHARD WOLNIK	12/13/2024	Regular	0.00	6.00	54878
01710	SITEONE LANDSCAPE SUPPLY LLC	12/13/2024	Regular	0.00	111.92	54879
01078	TAYLOR MADE	12/13/2024	Regular	0.00	1,535.69	54880
01616	TOUR EDGE GOLF MFG INC	12/13/2024	Regular	0.00	108.00	54881
01208	WITTEK GOLF	12/13/2024	Regular	0.00	399.99	54882
01626	ARLINGTON HEIGHTS FORD	12/13/2024	Regular	0.00	63,694.53	54883
03306	A. MAESTRANZI SONS KNIFE SERVICES, LLC	12/20/2024	Regular	0.00	25.00	54884
02806	CATHERINE ROOCK	12/20/2024	Regular	0.00	84.48	54885
02456	LAWSON PRODUCTS INC	12/20/2024	Regular	0.00	371.31	54886
01062	ODP BUSINESS SOLUTIONS LLC	12/20/2024	Regular	0.00	206.37	54887
03322	PAYAL SHEJWAL	12/20/2024	Regular	0.00	150.00	54888
02715	PLANSOURCE	12/20/2024	Regular	0.00	2,107.91	54889
02715	PLANSOURCE	12/20/2024	Regular	0.00	2,107.91	54890
01978	RITE BITE FUNDRAISING	12/20/2024	Regular	0.00	36.25	54891
01078	TAYLOR MADE	12/20/2024	Regular	0.00	1,575.56	54892
03165	TRANSAMERICA TRUST COMPANY	12/12/2024	Bank Draft	0.00	350.00	DFT0003222
02205	ILLINOIS MUNICIPAL FUND	12/09/2024	Bank Draft	0.00	29,335.70	DFT0003223

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
02206	ILLINOIS DEPARTMENT OF REVENUE	12/13/2024	Bank Draft	0.00	3,450.00	DFT0003224
01143	VILLAGE OF MOUNT PROSPECT SALES TAX	12/13/2024	Bank Draft	0.00	317.16	DFT0003225
02139	BREAKTHRU BEVERAGE ILLINOIS LLC	12/06/2024	Bank Draft	0.00	1,119.49	DFT0003227
02136	SOUTHERN GLAZER'S OF IL	12/09/2024	Bank Draft	0.00	624.84	DFT0003228
03165	TRANSAMERICA TRUST COMPANY	12/29/2024	Bank Draft	0.00	350.00	DFT0003229
02306	FIFTH THIRD BANK	12/27/2024	Bank Draft	0.00	33,053.98	DFT0003231
02236	LAKESHORE BEVERAGE	12/02/2024	Bank Draft	0.00	178.72	DFT0003235
01032	CARDMEMBER SERVICE	12/09/2024	Bank Draft	0.00	3,320.22	NOV2024ELAN

Bank Code AP Bank Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	75	33	0.00	106,486.71
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	10	10	0.00	72,100.11
EFT's	29	19	0.00	74,545.08
	114	**62**	**0.00**	**253,131.90**

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: PCARD-PCARD LIABILITY						
01023	COMMONWEALTH EDISON	12/27/2024	Bank Draft	0.00	22.50	MBD12.27.202
02318	AMAZON	12/27/2024	Bank Draft	0.00	379.81	MBD12.27.202
02334	A WISH COME TRUE	12/27/2024	Bank Draft	0.00	145.97	MBD12.27.202
02325	JEWEL OSCO	12/27/2024	Bank Draft	0.00	60.77	MBD12.27.202
01022	COMCAST	12/27/2024	Bank Draft	0.00	259.17	MBD12.27.202
02403	ADOBE	12/27/2024	Bank Draft	0.00	21.24	MBD12.27.202
02784	SHEIN	12/27/2024	Bank Draft	0.00	17.90	MBD12.27.202
02784	SHEIN	12/27/2024	Bank Draft	0.00	527.50	MBD12.27.202
02978	TEMU.COM	12/27/2024	Bank Draft	0.00	32.70	MBD12.27.202
03327	WAGEWORKS INC	12/27/2024	Bank Draft	0.00	325.00	MBD12.27.202
02318	AMAZON	12/27/2024	Bank Draft	0.00	39.99	MBD12.27.202
01040	HOME DEPOT CREDIT SERVICES	12/27/2024	Bank Draft	0.00	207.64	MBD12.27.202
01074	SAM'S CLUB/SYNCHRONY BANK	12/27/2024	Bank Draft	0.00	103.54	MBD12.27.202
02630	HASTY AWARDS	12/27/2024	Bank Draft	0.00	31.86	MBD12.27.202
02330	WEISSMAN	12/27/2024	Bank Draft	0.00	164.65	MBD12.27.202
02318	AMAZON	12/27/2024	Bank Draft	0.00	45.73	MBD12.27.202
02978	TEMU.COM	12/27/2024	Bank Draft	0.00	73.27	MBD12.27.202
03319	STARPOWER TALENT COMPETITION	12/27/2024	Bank Draft	0.00	170.00	MBD12.27.202
03320	SHOWSTOPPER	12/27/2024	Bank Draft	0.00	412.00	MBD12.27.202
02009	THE KNOT	12/27/2024	Bank Draft	0.00	1,112.32	MBD12.27.202
02713	STAPLES	12/27/2024	Bank Draft	0.00	139.69	MBD12.27.202
02333	TONYS FRESH MARKET	12/27/2024	Bank Draft	0.00	102.70	MBD12.27.202
02307	COMCAST BUSINESS	12/27/2024	Bank Draft	0.00	79.41	MBD12.27.202
02319	COSTCO	12/27/2024	Bank Draft	0.00	337.77	MBD12.27.202
02307	COMCAST BUSINESS	12/27/2024	Bank Draft	0.00	545.82	MBD12.27.202
01043	ILLINOIS ASSOCIATION OF PARKS AND REC	12/27/2024	Bank Draft	0.00	265.00	MBD12.27.202
02403	ADOBE	12/27/2024	Bank Draft	0.00	21.24	MBD12.27.202
02324	TARGET	12/27/2024	Bank Draft	0.00	490.51	MBD12.27.202
03317	FUNCITY ADVENTURE PARK	12/27/2024	Bank Draft	0.00	576.00	MBD12.27.202
02487	JOANN FABRIC AND CRAFTS	12/27/2024	Bank Draft	0.00	10.79	MBD12.27.202
02393	DANCE WORLD BAZAAR CORPORATION	12/27/2024	Bank Draft	0.00	44.02	MBD12.27.202
02632	AMC ONLINE 9640	12/27/2024	Bank Draft	0.00	242.59	MBD12.27.202
02326	WALGREENS	12/27/2024	Bank Draft	0.00	100.00	MBD12.27.202
02318	AMAZON	12/27/2024	Bank Draft	0.00	45.48	MBD12.27.202
02318	AMAZON	12/27/2024	Bank Draft	0.00	112.57	MBD12.27.202
02830	KIDS EMPIRE	12/27/2024	Bank Draft	0.00	434.00	MBD12.27.202
01349	ILLINOIS ASSOCIATION OF PARK DISTRICTS	12/27/2024	Bank Draft	0.00	420.00	MBD12.27.202
03328	SHOP INDOOR GOLF	12/27/2024	Bank Draft	0.00	1,520.00	MBD12.27.202
01022	COMCAST	12/27/2024	Bank Draft	0.00	392.88	MBD12.27.202
01022	COMCAST	12/27/2024	Bank Draft	0.00	68.96	MBD12.27.202
02329	DOLLAR TREE	12/27/2024	Bank Draft	0.00	88.75	MBD12.27.202
02318	AMAZON	12/27/2024	Bank Draft	0.00	232.21	MBD12.27.202
02476	NOW LINENS	12/27/2024	Bank Draft	0.00	179.20	MBD12.27.202
02368	NINO'S PIZZERIA	12/27/2024	Bank Draft	0.00	254.35	MBD12.27.202
02330	WEISSMAN	12/27/2024	Bank Draft	0.00	299.24	MBD12.27.202
02403	ADOBE	12/27/2024	Bank Draft	0.00	21.24	MBD12.27.202
02318	AMAZON	12/27/2024	Bank Draft	0.00	56.98	MBD12.27.202
02307	COMCAST BUSINESS	12/27/2024	Bank Draft	0.00	249.62	MBD12.27.202
03091	CELEBRITY DANCE	12/27/2024	Bank Draft	0.00	6,175.20	MBD12.27.202
02395	MILWAUKEE FOOD & CITY TOURS	12/27/2024	Bank Draft	0.00	1,284.00	MBD12.27.202
01022	COMCAST	12/27/2024	Bank Draft	0.00	147.85	MBD12.27.202
02447	JACOB HENRY MANSION ESTATE	12/27/2024	Bank Draft	0.00	520.00	MBD12.27.202
01062	ODP BUSINESS SOLUTIONS LLC	12/27/2024	Bank Draft	0.00	24.74	MBD12.27.202
02446	CHUCK E CHEESE	12/27/2024	Bank Draft	0.00	345.75	MBD12.27.202
02429	MAGGIANOS LITTLE ITALY	12/27/2024	Bank Draft	0.00	667.00	MBD12.27.202
03301	CLEAN TECH	12/27/2024	Bank Draft	0.00	998.00	MBD12.27.202
02143	CENTRAL CONTINENTAL BAKERY	12/27/2024	Bank Draft	0.00	157.50	MBD12.27.202
02318	AMAZON	12/27/2024	Bank Draft	0.00	44.32	MBD12.27.202
02318	AMAZON	12/27/2024	Bank Draft	0.00	57.80	MBD12.27.202
02318	AMAZON	12/27/2024	Bank Draft	0.00	122.50	MBD12.27.202

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
02581	BALL FACTORY MOUNT PROSPECT	12/27/2024	Bank Draft	0.00	375.00	MBD12.27.202
02326	WALGREENS	12/27/2024	Bank Draft	0.00	60.00	MBD12.27.202
02318	AMAZON	12/27/2024	Bank Draft	0.00	61.88	MBD12.27.202
02318	AMAZON	12/27/2024	Bank Draft	0.00	36.14	MBD12.27.202
01059	NICOR	12/27/2024	Bank Draft	0.00	57.71	MBD12.27.202
01081	VILLAGE OF MOUNT PROSPECT	12/27/2024	Bank Draft	0.00	696.25	MBD12.27.202
01081	VILLAGE OF MOUNT PROSPECT	12/27/2024	Bank Draft	0.00	279.24	MBD12.27.202
01081	VILLAGE OF MOUNT PROSPECT	12/27/2024	Bank Draft	0.00	1,196.56	MBD12.27.202
03318	SP NEON.OUTSHINE	12/27/2024	Bank Draft	0.00	35.00	MBD12.27.202
02784	SHEIN	12/27/2024	Bank Draft	0.00	44.59	MBD12.27.202
02330	WEISSMAN	12/27/2024	Bank Draft	0.00	175.60	MBD12.27.202
02784	SHEIN	12/27/2024	Bank Draft	0.00	380.03	MBD12.27.202
01062	ODP BUSINESS SOLUTIONS LLC	12/27/2024	Bank Draft	0.00	72.91	MBD12.27.202
01062	ODP BUSINESS SOLUTIONS LLC	12/27/2024	Bank Draft	0.00	23.79	MBD12.27.202
02737	GOLF OLD ORCHARD	12/27/2024	Bank Draft	0.00	-128.12	MBD12.27.202
01120	REPUBLIC SERVICES INC	12/27/2024	Bank Draft	0.00	313.45	MBD12.27.202
02784	SHEIN	12/27/2024	Bank Draft	0.00	37.89	MBD12.27.202
02365	DRURY LANE	12/27/2024	Bank Draft	0.00	1,084.55	MBD12.27.202
02452	FIRESIDE GRILLE	12/27/2024	Bank Draft	0.00	165.60	MBD12.27.202
02536	AROMA 360 LLC	12/27/2024	Bank Draft	0.00	128.87	MBD12.27.202
01305	ILLINOIS TOLLWAY	12/27/2024	Bank Draft	0.00	150.00	MBD12.27.202
01120	REPUBLIC SERVICES INC	12/27/2024	Bank Draft	0.00	587.66	MBD12.27.202
02889	WORLD'S FINEST CHOCOLATE	12/27/2024	Bank Draft	0.00	1,960.00	MBD12.27.202
02127	DIRECTV	12/27/2024	Bank Draft	0.00	464.98	MBD12.27.202
03329	FINAL PUTT	12/27/2024	Bank Draft	0.00	143.82	MBD12.27.202
02368	NINO'S PIZZERIA	12/27/2024	Bank Draft	0.00	60.50	MBD12.27.202
02666	CONSTANTCONTACT.CO	12/27/2024	Bank Draft	0.00	1,234.10	MBD12.27.202
02333	TONYS FRESH MARKET	12/27/2024	Bank Draft	0.00	140.91	MBD12.27.202
01090	CITY OF PROSPECT HEIGHTS	12/27/2024	Bank Draft	0.00	73.50	MBD12.27.202
01074	SAM'S CLUB/SYNCHRONY BANK	12/27/2024	Bank Draft	0.00	96.32	MBD12.27.202
01074	SAM'S CLUB/SYNCHRONY BANK	12/27/2024	Bank Draft	0.00	156.18	MBD12.27.202
02398	WALMART	12/27/2024	Bank Draft	0.00	48.16	MBD12.27.202
02398	WALMART	12/27/2024	Bank Draft	0.00	0.59	MBD12.27.202
01022	COMCAST	12/27/2024	Bank Draft	0.00	10.45	MBD12.27.202
01022	COMCAST	12/27/2024	Bank Draft	0.00	323.31	MBD12.27.202
02737	GOLF OLD ORCHARD	12/27/2024	Bank Draft	0.00	128.12	MBD12.27.202
02318	AMAZON	12/27/2024	Bank Draft	0.00	269.64	MBD12.27.202
01062	ODP BUSINESS SOLUTIONS LLC	12/27/2024	Bank Draft	0.00	31.16	MBD12.27.202
02322	PARTY CITY	12/27/2024	Bank Draft	0.00	19.99	MBD12.27.202
01693	HINCKLEY SPRINGS	12/27/2024	Bank Draft	0.00	28.41	MBD12.27.202

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	100	100	0.00	33,053.98
EFT's	0	0	0.00	0.00
	100	**100**	**0.00**	**33,053.98**

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	75	33	0.00	106,486.71
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	110	110	0.00	105,154.09
EFT's	29	19	0.00	74,545.08
	214	**162**	**0.00**	**286,185.88**

Fund Summary

Fund	Name	Period	Amount
950	POOLED CASH FUND	12/2024	286,185.88
			286,185.88

January 28, 2025

To: Park Board of Commissioners
From: Christina Ferraro, Executive Director
Re: January 2025 Board Report

Santa's magical mailbox received over 200 letters to Santa and 180 responses were mailed by Dec 20.

2024 IN REVIEW

East Wedgewood Park was renamed to Wedgewood Park.
Wedgewood Park was renovated with the OSLAD grant
The District acquired the parcel of land at 214 S Wheeling Rd. to expand Tully Park.
After evaluating the south tennis courts at Lions that were resurfaced a few years ago, it was determined the courts were in poor condition ago due to subterrain problems so the District will not repair the north courts. What to do with that land will be discussed in the strategic planning in 2025.
The GMRC room signage and the individual park signage was installed.
The trash receptacles throughout the parks were partially replaced,
The District transitioned from Paycor to Paycom for payroll and Rec Trac to Civic Rec for program registration systems.
The tree planting plan continued to be implemented with planting 30 trees with an IDNR grant.
Lighting on McDonald and Lions fields and the golf grounds property was retrofitted.
Professional consulting services were used for used for (1) tennis/pickleball feasibility study, (2) classification & compensation study and (3) a partial ADA transition plan for GMRC, Lions Park, McDonald Field and OOCC.
The gym floor was refinished.
The surveillance system inside GMRC was replaced.
The Decennial Committee on Efficiency and Accountability report was submitted to the county in November 2024.
The City of Prospect Heights exempted the Park and School Districts from Cook County Paid Leave Act.
Lions Club was celebrated throughout the years for their 70th anniversary and contributions in the community.

2025 LOOKING AHEAD

Master and strategic planning will begin this year.
An intergovernmental agreement with NRC will be created.
The revised personnel manual and all Park District ordinances will be completed.
A portion of Somerset Park will be used as compensatory storage for stormwater.
The tree planting plan will continue to be implemented with tree pruning.
The expanded Tully Park will be constructed.
One bus will be replaced, and all three buses will receive new decals and names.
The surveillance system outside GMRC will be replaced.

BOARD MEETING AGENDA ITEMS 2025

January 2025	• Resolution Determining Confidentiality Closed Session Minutes • Public Hearing Budget & Appropriation Ordinance • Approval Ordinance Combine Budget & Appropriation FY2025 • Approval Ordinance Abating Tax Levied for year 2024
February 2025	
March 2025	
April 2025	
May 2025	• Appoint advisory positions to the Board June 2025-May 2026 • Acceptance of the FY2024 Comprehensive Annual Financial Report
June 2025	• Election of Park Board Officers
July 2025	• Resolution Determining Confidentiality Closed Session Minutes • Approval of master and strategic plans
August 2025	• Approval Resolution NWSRA 2026 Assessment
September 2025	• annual harassment prevention training
October 2025	• Resolution Approval of IAPD credentials • Approve Ordinance issue bond
November 2025	• Approve Prescribed Burn 2025-2026 • Approve Resolution Truth in Taxation for Levy Year 2024
December 2025	• FY2026 Budget presentation • Approve Annual Tax Levy Ordinance • Schedule of 2026 meetings

December 2024

MARKETING & COMMUNICATIONS REPORT

WEBSITE STATISTICS

TOTAL PAGE VIEWS	TOTAL USERS	VIEWS PER USER	AVERAGE ENGAGEMENT TIME	EVENTS COUNT
5,861	2,149	2.73	58s	17,758

MOST VISITED PAGES	TOTAL PAGE VIEWS	TOTAL USERS	VIEWS PER USER	AVERAGE ENGAGEMENT TIME	EVENTS COUNT
Home Page	1,775	985	1.80	32s	5,968
Location GMRC	439	250	1.76	34s	1,460
Special Events	391	256	1.53	36s	997
Calendar of Events	352	225	1.56	22s	844
Winter/Spring 2025 Program Guide	313	196	1.60	39s	684
Employment	162	131	1.24	10s	513
Fitness Center	145	107	1.36	55s	413
Registration	145	99	1.46	37s	460
Active Adults	126	72	1.75	31s	382
Kids Day Off	113	64	1.77	57s	365

SOCIAL MEDIA STATISTICS

@prospectheightsparkdistrict

Content overview

Breakdown: Organic/ads

All | Reels | Videos | Live | Posts | Stories

Views	Reach	3-second views	1-minute views	Content interactions	Watch
33.2K ↑ 41.2%	4K ↓ 3.2%	3.6K ↑ 232.4%	294 ↑ 1.9K%	799 ↑ 121.9%	23

Views breakdown
Dec 1, 2024 – Dec 31, 2024

Total
33,227 ↑ 41.2%

From organic
100% 0%

From ads
0% 0%

Reach 951

Reach 878

SOCIAL MEDIA STATISTICS (CONTINUED)

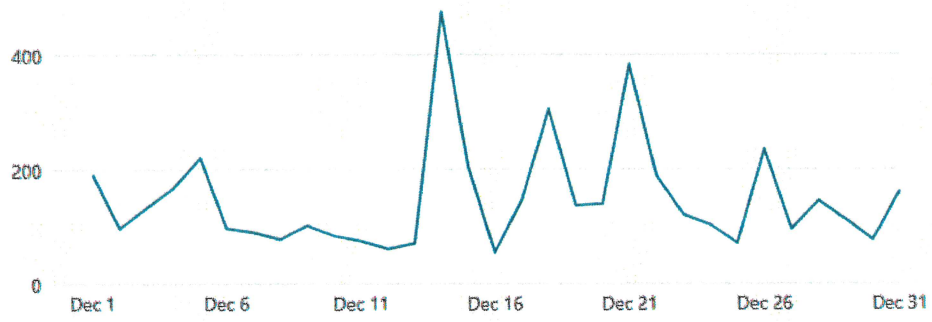
@prospectheightsparkdistrict

Content overview

Breakdown: Organic/ads

All | Posts | Stories

Views	Reach	Content interactions
4.6K ↓ 45.8%	738 ↓ 78%	178 ↓ 14%



Views breakdown
Dec 1, 2024 – Dec 31, 2024

Total
4,621 ↓ 45.8%

From organic
100% 0%

From ads
0% 0%

Reach 355

Reach 150

TIKTOK VIDEOS @phparks

Video Views 1,091
Reached audience 454
New Profile Views 21
New Likes 43

Wellness Reboot Fitness Challenge is right around the corner! Register tod...

Dec 21, 7:57 PM

369 10 0

December 2024

eNEWSLETTER

Check out our holiday edition eNewsletter for the latest festive u... es. https:

Posted · Social Post · Posted Dec 20, 2024 at 4:00pm CST

168 impressions · 154 reach · 6 engagement

Happy Holidays! December 20th eNewsletter

Sent · Email · Sent Dec 20, 2024 at 4:00pm CST

5,161 sends · 3,254 (64%) opens · 87 (2%) clicks · 46 (1%) bounces · 9 (1%) unsubscribes

Check out our December 11th eNewsletter for the latest updates. ... ://conta.c

Posted · Social Post · Posted Dec 11, 2024 at 4:30pm CST

152 impressions · 138 reach · 2 engagement

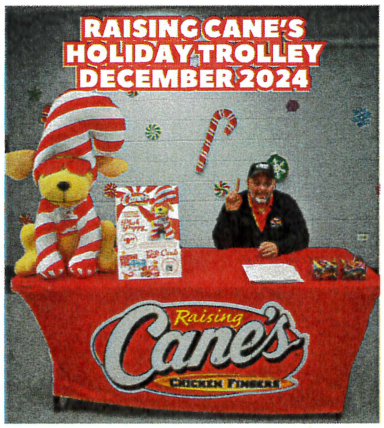
December 11th eNewsletter

Sent · Email · Sent Dec 11, 2024 at 4:30pm CST

5,170 sends · 2,509 (49%) opens · 77 (2%) clicks · 42 (1%) bounces · 6 (1%) unsubscribes

THE JOURNAL & TOPICS PAID AD

SPONSORSHIP



December 2024

January 28, 2025

To: Christina Ferraro, Executive Director
From: Shawn Hughes, Superintendent of Finance, HR and IT
Re: January 2025 Board Report

ORDINANCES: BUDGET & APPROPRIATION AND TAX ABATEMENT
These ordinances are being provided for board consideration. Upon approval, these will be submitted to Cook County as required.

1095, 1099 REPORTING
Preparation of 1095 and 1099 reporting has begun. Since electronic reporting is required by the IRS when ten or more forms are involved, we are planning on once again using the online service "TaxBandits" which several other park districts also use.

AUDIT FY 2024
Preliminary fieldwork for the 2024 audit is scheduled for February 26th, 2025, with Final Fieldwork to take place March 24th-28th, 2025. The audit presentation to the board has been scheduled for May 27th, 2025.

OSLAD GRANT CLOSEOUT
The grant payment from the state for OSLAD was received in January for the full 50% of the project amount requested ($253,303.69).

HR/PAYROLL UPDATE (*Catherine Roock*)
W-2s were corrected during a meeting with our Paycom Specialist; the W-2s have now been received and will be provided to staff.

Annual performance evaluations were sent out via Paycom to be completed and discussed with employees by January 31st, 2025.

January 28, 2025

To: Christina Ferraro, Executive Director
From: Ray Doerner, Superintendent of Recreation
Re: January 2025 Board Report

SUMMER PROGRAM GUIDE PRODUCTION
Staff have begun the process of creating and designing the Summer 2025 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 2025, including Summer Camp and Lions Park Pool information.

BLOCK PARTY 2025
Preparations are already underway for our Block Party 2025 event, which is scheduled for Saturday, June 21. With additional funding from the City of Prospect Heights, we have secured two great bands and an additional singer to perform between the bands to try to provide entertainment for attendees. By the end of January, we will be reaching out to start securing food trucks, sound, and stage vendors. Planning for the event gets us in the summer state of mind and we are hopeful to have dry weather for this year's event.

INDOOR WALKING
We are again offering weekday morning walking inside the GMRC gymnasium. From 6:00-8:30am, 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 Monday, January 7 and will run through Friday, April 25.

SUMMER JOBS POSTED
All our summer recreation jobs have been posted online and are open for applications. Recreation Supervisors began to reach out to staff from last year to determine if they are going to return this summer and to share about the open positions. We will continue to recruit for summer jobs throughout the Winter and Spring.

January 28, 2025

To: Christina Ferraro, Executive Director
From: Mark Grassi, Superintendent of Parks & Facilities
Re: January 2025 Board Report

GMRC FACILITIES
Facilities staff have completed maintenance and aesthetic updates in the Men's and Women's locker rooms. Inspections of building equipment have been more frequent in response to the excessively cold temperatures. Staff are also in the beginning process of examining locations, logistics, timeline for the 2nd phase of the outdoor camera installation project with Current Technologies.

SAFETY
The district will be hosting two PDRMA training courses in the upcoming months of March and April for parks staff across different districts: Brush Chipper Safety, which reviews the safe operation of brush chippers and Truck-Trailer Operation Safety. On January 17th the District also had its first in house CPR class for the year, recertifying 8 staff members. Part of the safety initiative is to work towards making Pan Zervas, Recreation Supervisor, an additional CPR instructor. District staff are currently working on completing the first step of the PDRMA SMART Goal which is to redesign the bus training program for current and future drivers. Staff are currently working on completing the Statement of Admissions training on Paycom.

PARKS
The new Ford F350 fleet truck for the Parks Department is complete with its outfitting as the plow, the assembly kit and powered Tommy Lift gate have all been installed with the truck returned this past week. Snow operation procedures for the district are currently being re-examined and updated as necessary to maintain effective building operations for staff and patrons.

STAFF
Seasonal and part time positions for facility and parks laborer positions have been posted. Performance evaluations for Parks and Facilities staff are also currently being developed.

January 28, 2025

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

GOLF
The course was closed for the month. Reflecting on the season, golf has shown consistent positive momentum. Based on the latest data, we anticipate continued growth during the 2025 season. We are optimistic about the promising outlook for the future.

CLUB HOUSE
Deep cleaning has begun, and planning for next year's maintenance schedule is underway. In January, we plan to remove all storm glass and clean between the windows to improve appearance and efficiency.

GOLF SHOP
Shop sales increased primarily by strong Christmas equipment sales. We look forward to attending the PGA conference to explore new products for the upcoming season.

CAR FLEET
Fleet repairs continued in December, with plans to replace all brake cables this winter. This proactive measure ensures client safety, addressing issues identified in the aging fleet.

FOOD AND BEVERAGE
Sales decreased by 25% in December due to a large recurring event moving to Pinstripes, where guests sought a more interactive entertainment experience. Despite this, we've secured 11 events for the coming year, with four additional events pending. We're moving in a positive direction and are actively exploring new special events for 2025. Updates on this initiative will be shared next month.

DECEMBER	2023	2024
Golf & Members	$369.09	$12,578.96
Golf Shop	$2,343.14	$4,679.20
Food & Beverage	$36,251.41	$27,807.76
Driving Range	$0	$0

January 28, 2025

To: Marc Heidkamp, Director of Golf
From: Sean Lee, Superintendent of Golf
Re: January 2025 board report

GOLF COURSE GROUNDS

The month of December started out cold but a milder second half allowed temperatures to finish above normal. We had below normal snowfall by months end with a total of 2.4" and it quickly melted. Temperatures dropped below normal again at the start of the new year and January has continued to be colder than normal due to the polar vortex coming from the north. Snowfall is below normal too and extreme cold without snow cover can cause winter turf desiccation to occur. We did have a couple small snow events to blanket the turf recently but unfortunately it occurred immediately after freezing rain. Ice cover restricts oxygen from getting into the soil which will suffocate the turf. Damage can occur when ice remains more than 6 weeks. Luckily, we had a few warmer days this last week and most of the ice has melted. We are only halfway through winter so now we need a fresh blanket of snow to insulate the turf. When spring arrives, we will be ready to overseed or resod any areas affected by the winter weather.

EQUIPMENT

The winter equipment maintenance and repairs are on schedule. Half of the golf carts are finished being serviced and are ready to be detailed for spring. We are on a waitlist to purchase a new fertilizer/chemical sprayer. The new sprayer will be for greens and tees. The sprayer used on those areas now is a 150-gallon sprayer and needs to be filled up twice to complete the sprays. The new one will be 300-gallons and make things more efficient timewise, helping us finish before golfers. The wait time for new equipment has gotten significantly shorter and we could get it this spring when the season starts.

MAINTENANCE STAFF

The assistant in training is back at college to finish his degree and will join us again when he is done at the end of March. The golf maintenance department will continue to do monthly safety training during the winter months. The safety training topic for December was Hazard Communication. Alex and I will be attending an equipment training seminar this month on reel setup and grinding setup.

PROJECTS

Now that the ground is frozen tree pruning and removal of some of the dead trees on the course will start in February.

January 28, 2025

To: Ray Doerner, Superintendent of Recreation
From: Laura Fudala, Recreation Supervisor
Re: January 2025 Board Report

CREATIVE KIDS' PRESCHOOL
On December 20, preschool had their holiday program at OOCC. The smiles, excitement, and visiting Santa was magical. The kiddos did an amazing job singing holiday songs.

Students returned to school on January 6 & 7. Both classes had a "countdown to the new year.

Creative Kids Preschool Open House for the 2025-2026 school year is on February 6, 2025, and registration will open on this day.

KINDERSTOP
School resumed on January 7. Ms. Gabby is now the after-care coordinator. With the departure of a couple of staff from the after-school program, two staff from the last school returned to their roles in the new year. We are excited to have them back working.

CHILDREN'S PROGRAMS
In the last month we had seven kids' days off with 63 participants. The average of 9 kids/day for the program is down from the 14 kids/day average that we had in January 2024.

SUMMER CAMP
Resident Registration begins February 10 and Partner and Non-Resident begins on February 17.

I have sent return letters to camp staff. Based on the number staff who return will determine how many staff I will need to hire.

January 28, 2025

To: Ray Doerner, Superintendent of Recreation
From: Marci Glinski, Recreation Supervisor
Re: January 2025 Board Report

DANCE & PERFORMING ARTS

Spring Dance classes have begun. We have 83 dancers in 15 classes, which is 13 dancers fewer than last year. I am so excited that our new Adult Dance class has 7 dancers signed up.

Our competition dancers are preparing for their first competition on Jan 31-Feb 2 at The Westin North Shore in Wheeling. On Saturday, January 11, we offered a Hair & Make Up Academy for all our dancers to learn their make-up and hairstyles for the season. On Saturday, January 25 we are holding a boot camp intensive to get ready for our competition.

ACTIVE ADULTS

We started 2025 with a trip to Hard Rock Casino with 16 patrons on January 15 followed by a trip to see the musical, Chicago, with 9 patrons. The start of the new year is always slow, and the cold weather certainly impacts the enrollment for the trips.

I am currently working on the content for the Summer newsletter, which will be out in April.

SPECIAL EVENTS

On Monday, Jan 20th we held the Winter Carnival despite the frigid temperatures. We had 60 kids attend this event. They enjoyed a frozen themed bounce house and winter themed carnival games.

Our next event is a "Family Pizza & Bingo Night" on Friday, Jan 31st. We currently have 29 people registered. Oak Street Health will be sponsoring this event.

January 28, 2025

To: Ray Doerner, Superintendent of Recreation
From: Panagiotis Zervas, Recreation Supervisor
Re: January 2025 Board Report

YOUTH ATHLETICS
Our youth basketball league is set to begin. From PHPD, we have identical numbers to last year. Both last year and this year there were 94 kids. There were more registrations in the boys' leagues than the girls leagues this year. Volunteer coaches this year are also identical as we have 14 head and assistant coaches. This league could not run without them. We are combining with Wheeling for all levels as well and Mt Prospect and Des Plaines for 5-6 grade girls.

Tae Kwon Do classes, led by Lions TKD, remain full and are highly regarded. Participants are showing noticeable skill improvements, having fun, and Lions TKD is also doing a great job keeping the kids engaged.

ADULT ATHLETICS
We have been speaking with Mt Prospect and River Trails about the possibility of partnering with them for some adult leagues in the fall of 2025. There needs to be more opportunities for adults in athletics and the hope is to be able to bring that to them. Also, Garden Dash has the official date for this year of June 14, 2025.

AQUATICS
I will be attending the AOAP conference in the first week of February. The hope is to get tons more knowledge for the Aquatics world to benefit us here at PHPD.

Job openings for the summer pool season are open and available to receive applications. The pool opening date for next summer will be Saturday, June 7.

FITNESS
Fitness classes are underway with our new instructor, Kim. I am happy that we are able to offer a wide range of classes for our patrons. Only a few have had people drop in so far, but we are continuing to promote the new classes and schedule. However, Yoga on Tuesday nights has grown to 10 people. They have all enjoyed it and people are really enjoying the energy but calm demeanor the Yoga instructor brings.

Additionally, "Wellness Reboot" is underway and we have 15 participants enjoying the program. The additional factor brought in this year was a random trivia question about fitness that is in the Fitness Center. It happens at random times. The meaning behind that is rebooting both mind and body in the New Year.

December 2024, 791 visits vs. December 2023, 701 visits (90 visit increase)

December 2024 Total Memberships: 341

1year passes:	137	3-month fitness:	10
1year gym/racquetball:	37	SilverSneakers/Renew Active:	134
6-month fitness:	23		

Three Year Comparison – Monthly Acquisition (Seniors in parentheses)

Membership	December 2022	December 2023	December 2024
3 months	2	4	5
6 months	1	3	5
1 year	3 (2)	5 (3)	3 (9)

Membership December 2024	# of New Members	Total Revenue
3 months	5	$214
6 months	5	$665.25
1 year	3	$442.50
Seniors	9	$1,095.15

Prospect Heights Park District

110 W. Camp McDonald Road, Prospect Heights, IL 60070
(847) 394-2848

COMBINED BUDGET & APPROPRIATION ORDINANCE

01.28.2025

January 1, 2025 – December 31, 2025

Prospect Heights Park District
Combined Budget & Appropriation Ordinance
01.28.2025

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, 2025 AND ENDING ON THE THIRTY-FIRST (31st) DAY OF DECEMBER, 2025

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, 2025 and ending December 31, 2025, 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 28th day of January 2025 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, 2025 and ending December 31, 2025 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, 2025 and ending on the thirty-first (31st) day of December, 2025.

SUMMARY of ANNUAL BUDGET & APPROPRIATION ORDINANCE
FOR FISCAL YEAR 2025

FUND	BUDGET	APPROPRIATION
100 CORPORATE	$ 1,037,498	$ 1,244,998
200 RECREATION	2,363,956	2,836,747
300 GOLF	2,236,476	2,683,771
404 AUDIT	18,565	22,278
405 PAVING & LIGHTING	12,506	15,007
406 LIABILITY INSURANCE	140,672	168,806
407 IMRF	133,000	159,600
408 POLICE	44,230	53,076
409 MUSEUM	-	-
410 SPECIAL RECREATION	230,305	276,366
411 SOCIAL SECURITY	204,000	244,800
413 COMMUNITY EVENTS	33,015	39,618
CAPITAL DEVELOPMENT/BONDS		
518 CAPITAL	497,405	596,886
523 CAPITAL	148,000	177,600
608 BOND & INTEREST - 2014B	484,900	581,880
612 BOND & INTEREST - 2024	722,159	866,591
613 BOND & INTEREST - 2025	11,700	14,040
GRAND TOTALS	**8,318,387**	**9,982,064**

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, 2025 and ending on the thirty-first (31st) day of December, 2025 for the respective purposes set forth.

The passage by the Board of Commissioners of this 2025 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, 2024 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 $5,527,841.

(b) An estimate of the cash expected to be received during the fiscal year from all sources is $8,208,430.

(c) An estimate of the expenditures contemplated for the fiscal year is $8,318,387.

(d) An estimate of the cash expected to be on hand at the end of the fiscal year is $5,417,884.

(e) An estimate of the amount of taxes to be received during the fiscal year is $3,482,261.

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 28th day of January 2025.

AYES:

NAYS:

ABSENT OR NOT VOTING:

_____

Timothy Jones, President
Board of Commissioners

ATTESTED:

_____

Ellen Avery, Secretary pro tempore
Prospect Heights Park District

CERTIFICATION OF ESTIMATE OF REVENUE FOR FISCAL YEAR 2025

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, 2025 and ending on December 31, 2025 are estimated to be as follows:

SOURCE	AMOUNT
Real Estate Taxes	$3,482,261
Personal Property Replacement Taxes	16,000
Interest	78,600
Rentals	75,920
Concessions	25,000
Program Fees	1,370,915
Golf Fees	1,434,075
Golf Shop Sales	129,500
Food & Beverage	874,000
Grants	0
Asset Sales	0
Bond Proceeds	722,159
TOTAL	$8,208,430

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the said District this 28th day of January, 2025.

(Seal)

Eric Kirste, Treasurer, Prospect Heights Park District

STATE of ILLINOIS >

SS

COUNTY of COOK >

I, Ellen Avery, do hereby certify that I am the duly qualified and Secretary pro tempore for The Board of Commissioners of the Prospect Heights Park District, in The County of Cook and State aforesaid, and as such Secretary pro tempore 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, 2025 and ending December 31, 2025", as adopted by the Board of Park Commissioners at its properly convened meeting held on the 28th day of January, 2025, 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 28th day of January, 2025.

(Seal)

_____

Ellen Avery, Secretary pro tempore
Prospect Heights Park District

ORDINANCE NO. 01.28.2025A

AN ORDINANCE abating the tax heretofore levied for the year 2024 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 2024 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 2024 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 2024 in accordance with the provisions hereof.

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

Adopted January 28th, 2025.

_____

Tim Jones, President,
Board of Park Commissioners

ATTEST:

_____

Ellen Avery, Secretary pro tempore
Prospect Heights Park District

[SEAL]

RESOLUTION #01.28.2025

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

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 28, 2023.

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

Adopted this 28th day of January 2025 by roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

ATTEST:

_____	_____
Ellen Avery, Secretary pro tempore Board of Commissioners	Tim Jones, President Board of Commissioners
_____	_____
Date	Date