



BOARD REPORT

AUGUST 26, 2025



**REGULAR BOARD MEETING
PROSPECT HEIGHTS PARK DISTRICT
GARY MORAVA RECREATION CENTER
110 W. CAMP MCDONALD ROAD, PROSPECT HEIGHTS, IL 60070
TUESDAY, AUGUST 26, 2025
7:00PM**

I. Call to Order

- A. Roll Call
- B. Pledge of Allegiance

II. Corrections/Additions/Approval of Agenda

III. Recognition / Welcome

IV. Public Comment

V. Consent Agenda

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

- A. Approval of July 22, 2025 Regular Board Meeting Minutes
- B. Approval of July 22, 2025 Executive Session Meeting Minutes
- C. Approval of Treasurer's Report Cash Report #08 cash balance totaling \$5,766,891.59 as of July 31, 2025
- D. Approval of Warrants totaling \$956,649.00 for the period ending July 31, 2025

VI. Announcements (Meetings)

Regular Board Meeting at Gary Morava Recreation Center – September 23, 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 Parks 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. OOC Programs, Facilities, Grounds & Maintenance Committee - Karl Jackson, Tim Jones

X. Unfinished/Ongoing Business

XI. New Business

- A. REVIEW: Draft 2026-2031 Comprehensive Master Plan for public review and feedback through September 18, 2025, and board adoption September 23, 2025
- B. ACTION: Approval of Resolution 08.26.2025 NWSRA 2026 Assessment
- C. ACTION: Approval of Revised Purchasing Policy
- D. ACTION: Approval of Intergovernmental between the Prospect Heights Park District and the City of Prospect Heights regarding Prospect Heights Natural Resources Commission

XII. Commissioner Comments

XIII. 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
GARY MORAVA RECREATION CENTER
110 W. CAMP MCDONALD ROAD, PROSPECT HEIGHTS, IL 60070
TUESDAY, JULY 22, 2025**

Call to Order

Roll Call

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

Commissioners present: Ellen Avery, Betty Cloud, Paul Fries, Tim Jones, Eric Kirste, Steve Messer (arrived at 7:13 p.m.)

Commissioner absent: Karl Jackson

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

A quorum was present.

Corrections/Additions/Approval of Agenda

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

Recognition/Welcome

The board welcomed resident Jill Moskal, Tod Stanton of Design Perspectives, and Intern Holli Greenwald to the meeting.

Public Comment

There were none.

Presentation

Holli Greenwald, Highlights and Reflections on Internship Experience

Holli is a student at University of Illinois and majoring in Communications and minoring in Business. Holli worked at the park district this summer as a recreation intern and is also an aquatics swim instructor. Her internship with the park district was for 8 weeks. She provided an overview of projects she worked on while interning in the Recreation, Marketing, Human Resources, and Finance departments.

Commissioner Steve Messer arrived at 7:13 p.m.

Tod Stanton, Design Perspective: proposed Comprehensive Master Plan

Tod Stanton presented the proposed comprehensive master plan, focusing on the final phase of gathering information and developing goals and objectives. He emphasized the importance of securing the future of the recreation center and investing in deferred infrastructure. Tod discussed the need to create unique parks and facilities that reflect the community's culture and the importance of a solid financial plan. He stated the goal of

Presentation (continued)

the Illinois Distinguished Accreditation program is to improve the delivery of recreation services to the residents through a voluntary comprehensive evaluation process. Tod outlined the major projects for the next five to six years, including the recreation center, bike path, Country Gardens Park, Lions Park, and Old Orchard Country Club clubhouse repairs. Tod discussed capital projects and financial planning. He explained the importance of defining the future of the recreation center and developing a long-range plan. He highlighted the importance of promoting the park district's brand and keeping prices competitive.

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, Fries, Cloud, Jones, Kirste, Messer

Nays: None

Abstain: None

Absent: Commissioner Jackson

The motion carried.

Announcements (Meetings)

Regular Board Meeting at Gary Morava Recreation Center – August 26, 2025 at 7:00 p.m.

Attorney's Report

There was none.

Administrative/Operational Summary

Executive Director – In addition to the submitted report, Executive Director Ferraro reported HR Source completed the market benchmark and compensation structure project. A structured pay grade system was established in addition to the implementation of a “performance-based merit increase” process and “performance-based bonus” opportunities for employees who have reached or exceeded the maximum of their position's salary range. The formal compensation philosophy and policy was explained for approval this evening. An informal community meeting regarding the conceptual design for Country Gardens Park is scheduled for August 12 at 6:30 p.m. The intergovernmental agreement with the City of Prospect Heights for the Natural Resources Commission is nearly finished and will be on the August Park Board meeting agenda for approval.

Marketing & Communications Manager – as submitted.

Superintendent of Finance, HR and IT – as submitted.

Superintendent of Recreation – as submitted. In addition to the submitted report, Superintendent of Recreation Ray Doerner thanked Holli for all her work she's done this summer. Ray reported he enjoyed working with the Marketing Department and staff to help with the bus wrap large scale graphic design. All three park district buses will be wrapped. He pointed out that summer camp continues to have strong registrations. This year, the district added a 10th week of camp to each camp rather than offering one large camp with limited spaces for registrants. Kona Ice Day is scheduled for all campers and staff. Production Camp will be performing “Spacerella” at MacArthur Jr. High. Swim Team will be at Antioch Park District for Conference Divisional Championship.

Administrative/Operational Summary (continued)

Superintendent of Parks and Facilities – Christina provided an update about the trash and recycling dumpster enclosure at Lions Park.

Director of Golf Operations – as submitted. In addition to his report, Golf Director Marc Heidkamp reported an additional wedding booked for the Fall and many golf outings booked through October. Marc discussed quote for a proposed inflatable dome at the golf course for event space, driving range, pickleball etc. the potential revenue that may be generated.

Superintendent of Golf – as submitted.

Recreation Supervisors – as submitted.

Committees of the Board

The Personnel & Planning Committee met on July 8th with Christina, Shawn and Becca to review the HR Source market benchmark and compensation structure project results. Pay grades and the process to determine performance-based bonuses and annual pay increases were discussed. Compensation Philosophy and Policy was also discussed, and this committee recommends the Board approve this as an amendment to the personnel manual.

Unfinished/Ongoing Business

There were none.

New Business**Resolution #07.22.2025 Designating An Authorized Agent To The Illinois Municipal Retirement Fund**

A motion was made by Commissioner Messer and seconded by Commissioner Fries to approve Resolution #07.22.2025 Designating an Authorized Agent to the Illinois Municipal Retirement Fund as submitted. The motion was approved by a roll call vote.

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

Nays: None

Abstain: None

Absent: Commissioners Jackson

The motion carried.

Approval personnel manual amendment to include Compensation and Philosophy Policy

A motion was made by Commissioner Cloud and seconded by Commissioner Avery to approve an amendment to the personnel manual to include Compensation and Philosophy Policy as submitted. The motion was approved by a voice vote with absent one absent (Commissioner Jackson). The motion carried.

Approval of adding a permanent full-time Parks Supervisor position

A motion was made by Commissioner Kirste and seconded by Commissioner Messer to approve adding a permanent full-time Parks Supervisor position as submitted. The motion was approved by a voice vote with absent one absent (Commissioner Jackson). The motion carried.

Commissioner's Comments

Commissioner Cloud commented about the deteriorating infrastructure, and the need to communicate that to the public.

Commissioner Jones commented about the PHYBS Buddy Baseball program and how great it is for the community, program participants and their families.

Executive Session

A motion was made by Commissioner Jones and seconded by Commissioner Fries to recess into Executive Session of 5 ILCS 120/ Open Meetings Act Section 2 (c) (21) for the purpose of semi-annual review of executive session minutes and determine release and Section 2 (c) (1) the compensation of specific employees of the public body at 8:14 p.m. The motion was approved by a voice vote with Commissioner Jackson absent. The motion carried.

Action as a Result of the Executive Session**Approval Resolution #07.22.2025A Determining the Confidentiality of Closed Session Minutes**

During the executive session, the semi-annual review of executive session minutes was conducted and there was discussion to determine their release and the compensation of specific employees of the public body.

A motion was made by Commissioner Avery and seconded by Commissioner Kirste to approve #07.22.2025A: Determining the Confidentiality of Closed Session Minutes as submitted. The motion was approved by a roll call vote.

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

Approval of 2025 pay adjustments, pro-rated effective July 1, with a total cost not to exceed \$6,000.

A motion was made by Commissioner Messer and seconded by Commissioner Cloud to approve a 2025 pay adjustments, pro-rated effective July 1, with a total cost not to exceed \$6,000 as submitted. The motion was approved by a roll call vote.

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

Adjournment

With no further business to discuss, a motion was made by Commissioner Avery and seconded by Commissioner Fries to adjourn the Regular Board Meeting at 8:24 p.m. The motion was approved by a voice vote with Commissioner Jackson absent. The motion carried.

TO: Board of Commissioners, Prospect Heights Park District

Pink

FROM: Park District Treasurer

DATE: 8/26/2025 CASH REPORT FY 25

Motion by Commissioner _____ to approve CASH REPORT 08
8/26/2025 as submitted. Seconded by Commissioner _____ .

Busey Bank		Interest Earned YTD	7/31/2025 Balances	
Payroll	Checking/sweep		\$	-
Vendor	Checking/sweep			-
General/Sweep	Checking			2,952,764.70
ATM	Checking			106,133.03
Investment	Checking	\$ 6,811.52	annual yield 3.54%	2,311,415.12
Cash Reserve	Checking	\$ 1,168.68	annual yield 3.54%	396,578.74
TOTALS			\$	5,766,891.59

Voice Vote

FINANCIAL RESOLUTION

Motion by Commissioner _____ to approve WARRANT RESOLUTION
8/26/2025 as submitted. Seconded by Commissioner _____ .

APPROVAL OF WARRANTS 8/26/2025

VENDOR WARRANTS			CHECKS ISSUED	AMOUNTS
2	In the amount of		\$	217,330.53
2A	In the amount of		\$	365,406.07
Total Vendor Warrants			\$	582,736.60

PAYROLL WARRANTS

	7/11/2025			
3	In the amount of		\$	189,863.71
		gross plus employer costs		
	7/25/2025			
4	In the amount of		\$	184,048.69
		gross plus employer costs		
Total Payroll Warrants			\$	373,912.40

TOTAL OF WARRANTS \$ 956,649.00 Roll Call



Prospect Heights Park District, IL

Check Report

By Check Number

Date Range: 07/01/2025 - 07/31/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP Bank-AP Bank						
02801	ADVANCED TREE CARE	07/03/2025	EFT	0.00	2,965.00	1583
03055	ADVANCED TURF SOLUTIONS	07/03/2025	EFT	0.00	356.00	1584
01015	ASSOCIATED LABOR CORPORATION OF AMERIC	07/03/2025	EFT	0.00	28,004.07	1585
01402	BHFX LLC	07/03/2025	EFT	0.00	132.00	1586
01041	CONSTELLATION NEW ENERGY INC	07/03/2025	EFT	0.00	181.91	1587
01041	CONSTELLATION NEW ENERGY INC	07/03/2025	EFT	0.00	6,178.56	1588
01041	CONSTELLATION NEW ENERGY INC	07/03/2025	EFT	0.00	5,186.68	1589
01041	CONSTELLATION NEW ENERGY INC	07/03/2025	EFT	0.00	42.15	1590
01041	CONSTELLATION NEW ENERGY INC	07/03/2025	EFT	0.00	312.22	1591
01042	CONSTELLATION NEWENERGY GAS DIVISION L	07/03/2025	EFT	0.00	2,248.53	1592
01042	CONSTELLATION NEWENERGY GAS DIVISION L	07/03/2025	EFT	0.00	163.98	1593
01324	DIRECT FITNESS SOLUTIONS LLC	07/03/2025	EFT	0.00	50.00	1594
02337	EXCALTECH	07/03/2025	EFT	0.00	4,382.52	1595
01106	FIRST STUDENT INC	07/03/2025	EFT	0.00	1,375.04	1596
01122	GOLD MEDAL PRODUCTS ML30	07/03/2025	EFT	0.00	4,303.00	1597
01102	LIONS TAE KWON DO CENTER	07/03/2025	EFT	0.00	825.00	1598
01064	PENDELTON TURF SUPPLY	07/03/2025	EFT	0.00	700.00	1599
01070	RAMROD DISTRIBUTORS INC	07/03/2025	EFT	0.00	499.87	1600
01876	REACH MEDIA NETWORK	07/03/2025	EFT	0.00	350.00	1601
01071	REINDERS INC	07/03/2025	EFT	0.00	1,657.25	1602
02421	REVELS TURF AND TRACTOR LLC	07/03/2025	EFT	0.00	2,562.45	1603
01099	SERVICE SANITATION INC	07/03/2025	EFT	0.00	586.01	1604
01075	SIKICH CPA LLC	07/03/2025	EFT	0.00	5,065.00	1605
01017	UNIVAR USA INC	07/03/2025	EFT	0.00	2,621.90	1606
01091	WILSON SPORTING GOODS	07/03/2025	EFT	0.00	4,839.49	1607
01015	ASSOCIATED LABOR CORPORATION OF AMERIC	07/11/2025	EFT	0.00	18,031.24	1608
01041	CONSTELLATION NEW ENERGY INC	07/11/2025	EFT	0.00	4,632.85	1609
01106	FIRST STUDENT INC	07/11/2025	EFT	0.00	1,779.09	1610
02459	HOT SHOTS SPORTS	07/11/2025	EFT	0.00	195.00	1611
01063	PDRMA	07/11/2025	EFT	0.00	57,307.02	1612
	Void	07/11/2025	EFT	0.00	0.00	1613
01015	ASSOCIATED LABOR CORPORATION OF AMERIC	07/17/2025	EFT	0.00	14,170.18	1614
01871	CLESEN PROTURF SOLUTIONS LLC	07/17/2025	EFT	0.00	177.85	1615
01106	FIRST STUDENT INC	07/17/2025	EFT	0.00	2,691.42	1616
01070	RAMROD DISTRIBUTORS INC	07/17/2025	EFT	0.00	1,265.30	1617
01071	REINDERS INC	07/17/2025	EFT	0.00	2,082.25	1618
02421	REVELS TURF AND TRACTOR LLC	07/17/2025	EFT	0.00	502.05	1619
03386	SIEMENS INDUSTRY INC	07/17/2025	EFT	0.00	50,156.25	1620
03055	ADVANCED TURF SOLUTIONS	07/24/2025	EFT	0.00	975.95	1621
01176	ALL STAR PRO GOLF	07/24/2025	EFT	0.00	462.54	1622
01015	ASSOCIATED LABOR CORPORATION OF AMERIC	07/24/2025	EFT	0.00	27,936.61	1623
01871	CLESEN PROTURF SOLUTIONS LLC	07/24/2025	EFT	0.00	1,401.50	1624
01041	CONSTELLATION NEW ENERGY INC	07/24/2025	EFT	0.00	44.92	1625
01061	NORTHWEST SPECIAL RECREATION ASSOCIATIO	07/24/2025	EFT	0.00	19,826.14	1626
01071	REINDERS INC	07/24/2025	EFT	0.00	3,558.75	1627
01055	ROTARY CLUB OF RIVER CITIES ILLINOIS USA	07/24/2025	EFT	0.00	330.00	1628
02652	A & J SEWER SERVICE	07/03/2025	Regular	0.00	449.00	55229
03306	A. MAESTRANZI SONS KNIFE SERVICES, LLC	07/03/2025	Regular	0.00	75.00	55230
01079	ACUSHNET COMPANY	07/03/2025	Regular	0.00	1,684.95	55231
03424	AGATA KLESZCZEWSKI	07/03/2025	Regular	0.00	135.00	55232
02124	ALPHA BAKING COMPANY	07/03/2025	Regular	0.00	640.22	55233
01232	ARLINGTON POWER EQUIPMENT INC	07/03/2025	Regular	0.00	542.30	55234
03250	CENTRAL STATES BUS SALES INC	07/03/2025	Regular	0.00	120,500.00	55235
01024	CONSERV FS	07/03/2025	Regular	0.00	2,217.74	55236

Check Report

Date Range: 07/01/2025 - 07/31/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
01823	EDLYN CASTIL	07/03/2025	Regular	0.00	72.36	55237
01423	GORDON FOOD SERVICE INC	07/03/2025	Regular	0.00	12,322.22	55238
02117	GREAT LAKES COCA-COLA DISTRIBUTION	07/03/2025	Regular	0.00	1,478.79	55239
03392	GREG PETRY CONSULTING LLC	07/03/2025	Regular	0.00	8,000.00	55240
03407	GROWER EQUIPMENT & SUPPLY COMPANY	07/03/2025	Regular	0.00	501.18	55241
01040	HOME DEPOT CREDIT SERVICES	07/03/2025	Regular	0.00	1,671.33	55242
01244	JOSEPH MULLARKEY DISTRIBUTORS INC	07/03/2025	Regular	0.00	1,069.60	55243
02170	KONA ICE	07/03/2025	Regular	0.00	44.00	55244
03046	MAINSTREET GOLF CARS LLC	07/03/2025	Regular	0.00	4,298.05	55245
03422	MARY JANE GRABOWSKI	07/03/2025	Regular	0.00	28.00	55246
01050	MENARDS	07/03/2025	Regular	0.00	130.86	55247
01133	NORTHERN ILLINOIS SWIM CONFERENCE	07/03/2025	Regular	0.00	400.00	55248
01430	NORTHWEST COMMUNITY HOSPITAL	07/03/2025	Regular	0.00	85.00	55249
03210	PARIENTE MIX	07/03/2025	Regular	0.00	280.00	55250
01560	R&R PRODUCTS INC	07/03/2025	Regular	0.00	336.67	55251
03421	REPS PLACE	07/03/2025	Regular	0.00	227.00	55252
01710	SITEONE LANDSCAPE SUPPLY LLC	07/03/2025	Regular	0.00	4,004.56	55253
01322	SPEER FINANCIAL INC	07/03/2025	Regular	0.00	1,000.00	55254
01078	TAYLOR MADE	07/03/2025	Regular	0.00	733.50	55255
02087	VACLAV VALEK	07/03/2025	Regular	0.00	4,960.00	55256
03420	ZOILA GONZALEZ	07/03/2025	Regular	0.00	258.00	55257
03306	A. MAESTRANZI SONS KNIFE SERVICES, LLC	07/10/2025	Regular	0.00	25.00	55258
01079	ACUSHNET COMPANY	07/10/2025	Regular	0.00	1,954.80	55259
02124	ALPHA BAKING COMPANY	07/10/2025	Regular	0.00	440.40	55260
03028	ANDREA MUELLER	07/10/2025	Regular	0.00	173.00	55261
01300	CALLAWAY	07/10/2025	Regular	0.00	516.69	55262
01117	COOK COUNTY DEPARTMENT OF PUBLIC HEALT	07/10/2025	Regular	0.00	450.00	55263
03427	ED KOZAK	07/10/2025	Regular	0.00	200.00	55264
01423	GORDON FOOD SERVICE INC	07/10/2025	Regular	0.00	4,493.33	55265
02117	GREAT LAKES COCA-COLA DISTRIBUTION	07/10/2025	Regular	0.00	947.03	55266
03425	JOSE CRUZ	07/10/2025	Regular	0.00	100.00	55267
03046	MAINSTREET GOLF CARS LLC	07/10/2025	Regular	0.00	316.25	55268
03426	MARIE WOODRUFF	07/10/2025	Regular	0.00	129.00	55269
02715	PLANSOURCE	07/10/2025	Regular	0.00	2,246.93	55270
01031	PULSE TECHNOLOGY	07/10/2025	Regular	0.00	935.10	55271
01078	TAYLOR MADE	07/10/2025	Regular	0.00	4,033.49	55272
03201	TEBONS GAS SERVICE	07/10/2025	Regular	0.00	607.14	55273
02087	VACLAV VALEK	07/10/2025	Regular	0.00	950.00	55274
03306	A. MAESTRANZI SONS KNIFE SERVICES, LLC	07/16/2025	Regular	0.00	25.00	55275
01079	ACUSHNET COMPANY	07/16/2025	Regular	0.00	484.74	55276
01993	ADIDAS AMERICA INC	07/16/2025	Regular	0.00	164.38	55277
01909	ANCEL GLINK PC	07/16/2025	Regular	0.00	801.25	55278
01024	CONSERV FS	07/16/2025	Regular	0.00	2,502.44	55279
03316	CUSTOM DESIGN COOLING	07/16/2025	Regular	0.00	2,750.00	55280
02145	DURABILT FENCE	07/16/2025	Regular	0.00	18.80	55281
01423	GORDON FOOD SERVICE INC	07/16/2025	Regular	0.00	2,275.93	55282
01693	HINCKLEY SPRINGS	07/16/2025	Regular	0.00	85.65	55283
01785	MAGIC BY RANDY INC	07/16/2025	Regular	0.00	475.00	55284
01162	MANZELLA PLUMBING INC	07/16/2025	Regular	0.00	1,146.49	55285
03428	MARY MCKEOWN	07/16/2025	Regular	0.00	40.00	55286
01050	MENARDS	07/16/2025	Regular	0.00	116.90	55287
01710	SITEONE LANDSCAPE SUPPLY LLC	07/16/2025	Regular	0.00	149.00	55288
01136	SUNBURST SPORTSWEAR	07/16/2025	Regular	0.00	230.50	55289
02138	TERMINIX ANDERSON	07/16/2025	Regular	0.00	158.89	55290
01470	RAUPP FENCE CO	07/17/2025	Regular	0.00	3,485.00	55291
01470	RAUPP FENCE CO	07/17/2025	Regular	0.00	3,485.00	55292
03306	A. MAESTRANZI SONS KNIFE SERVICES, LLC	07/24/2025	Regular	0.00	25.00	55293
01079	ACUSHNET COMPANY	07/24/2025	Regular	0.00	302.61	55294
02124	ALPHA BAKING COMPANY	07/24/2025	Regular	0.00	593.75	55295
03028	ANDREA MUELLER	07/24/2025	Regular	0.00	82.00	55296
01614	BURLINGTON GOLF	07/24/2025	Regular	0.00	1,750.00	55297

Check Report

Date Range: 07/01/2025 - 07/31/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
01725	CITI CARDS	07/24/2025	Regular	0.00	539.97	55298
01423	GORDON FOOD SERVICE INC	07/24/2025	Regular	0.00	4,111.74	55299
01040	HOME DEPOT CREDIT SERVICES	07/24/2025	Regular	0.00	1,159.52	55300
01058	NCPERS GROUP LIFE INSURANCE	07/24/2025	Regular	0.00	16.00	55301
01135	PITNEY BOWES BANK INC PURCHASE POWER	07/24/2025	Regular	0.00	200.00	55302
01065	PITNEY BOWES GLOBAL FINANCIAL SERVICES	07/24/2025	Regular	0.00	212.01	55303
01710	SITEONE LANDSCAPE SUPPLY LLC	07/24/2025	Regular	0.00	1,977.55	55304
01136	SUNBURST SPORTSWEAR	07/24/2025	Regular	0.00	731.00	55305
01082	WAREHOUSE DIRECT INC	07/24/2025	Regular	0.00	570.92	55306
02205	ILLINOIS MUNICIPAL FUND	07/07/2025	Bank Draft	0.00	21,049.28	DFT0003314
02206	ILLINOIS DEPARTMENT OF REVENUE	07/17/2025	Bank Draft	0.00	10,863.00	DFT0003317
01143	VILLAGE OF MOUNT PROSPECT SALES TAX	07/17/2025	Bank Draft	0.00	759.10	DFT0003318
03165	TRANSAMERICA TRUST COMPANY	07/10/2025	Bank Draft	0.00	300.00	DFT0003319
03165	TRANSAMERICA TRUST COMPANY	07/24/2025	Bank Draft	0.00	300.00	DFT0003320
02210	CHICAGO BEVERAGE SYSTEMS	07/01/2025	Bank Draft	0.00	1,119.52	DFT0003321
02121	TOWN & COUNTRY DISTRIBUTORS INC	07/03/2025	Bank Draft	0.00	1,576.69	DFT0003322
02139	BREAKTHRU BEVERAGE ILLINOIS LLC	07/07/2025	Bank Draft	0.00	1,240.83	DFT0003323
02121	TOWN & COUNTRY DISTRIBUTORS INC	07/11/2025	Bank Draft	0.00	453.20	DFT0003324
02236	LAKESHORE BEVERAGE	07/11/2025	Bank Draft	0.00	607.71	DFT0003325
02139	BREAKTHRU BEVERAGE ILLINOIS LLC	07/11/2025	Bank Draft	0.00	1,365.14	DFT0003326
02210	CHICAGO BEVERAGE SYSTEMS	07/14/2025	Bank Draft	0.00	46.81	DFT0003327
02136	SOUTHERN GLAZER'S OF IL	07/14/2025	Bank Draft	0.00	975.10	DFT0003328
02210	CHICAGO BEVERAGE SYSTEMS	07/15/2025	Bank Draft	0.00	296.32	DFT0003329
02121	TOWN & COUNTRY DISTRIBUTORS INC	07/18/2025	Bank Draft	0.00	526.04	DFT0003330
02139	BREAKTHRU BEVERAGE ILLINOIS LLC	07/18/2025	Bank Draft	0.00	1,994.27	DFT0003331
02121	TOWN & COUNTRY DISTRIBUTORS INC	07/25/2025	Bank Draft	0.00	897.14	DFT0003332
02210	CHICAGO BEVERAGE SYSTEMS	07/29/2025	Bank Draft	0.00	277.76	DFT0003333
02306	FIFTH THIRD BANK	07/16/2025	Bank Draft	0.00	20,000.00	DFT0003334
02306	FIFTH THIRD BANK	07/29/2025	Bank Draft	0.00	15,093.49	DFT0003335
01032	CARDMEMBER SERVICE	07/07/2025	Bank Draft	0.00	2,549.13	JUNE2025ELAN

Bank Code AP Bank Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	135	78	0.00	217,330.53
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	21	21	0.00	82,290.53
EFT's	84	46	0.00	283,115.54
	240	145	0.00	582,736.60

Check Report

Date Range: 07/01/2025 - 07/31/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: PCARD-PCARD LIABILITY						
02329	DOLLAR TREE	07/29/2025	Bank Draft	0.00	143.75	MBD07.29.2025
02588	IN SALVI SPORTS ENTER	07/29/2025	Bank Draft	0.00	240.00	MBD07.29.2025
01043	ILLINOIS ASSOCIATION OF PARKS AND REC	07/29/2025	Bank Draft	0.00	80.00	MBD07.29.2025
01022	COMCAST	07/29/2025	Bank Draft	0.00	269.70	MBD07.29.2025
02360	STATEFOODSAFETY	07/29/2025	Bank Draft	0.00	14.25	MBD07.29.2025
03224	MCCORD GOLF SAFETY	07/29/2025	Bank Draft	0.00	300.00	MBD07.29.2025
02589	MAIN EVENT-HOFFMAN EST	07/29/2025	Bank Draft	0.00	243.92	MBD07.29.2025
01043	ILLINOIS ASSOCIATION OF PARKS AND REC	07/29/2025	Bank Draft	0.00	80.00	MBD07.29.2025
02398	WALMART	07/29/2025	Bank Draft	0.00	40.84	MBD07.29.2025
02398	WALMART	07/29/2025	Bank Draft	0.00	16.48	MBD07.29.2025
02368	NINO'S PIZZERIA	07/29/2025	Bank Draft	0.00	278.15	MBD07.29.2025
01074	SAM'S CLUB/SYNCHRONY BANK	07/29/2025	Bank Draft	0.00	145.28	MBD07.29.2025
01074	SAM'S CLUB/SYNCHRONY BANK	07/29/2025	Bank Draft	0.00	26.96	MBD07.29.2025
01074	SAM'S CLUB/SYNCHRONY BANK	07/29/2025	Bank Draft	0.00	169.72	MBD07.29.2025
01074	SAM'S CLUB/SYNCHRONY BANK	07/29/2025	Bank Draft	0.00	86.90	MBD07.29.2025
01074	SAM'S CLUB/SYNCHRONY BANK	07/29/2025	Bank Draft	0.00	27.98	MBD07.29.2025
02835	TOP GOLF SCHAUMBURG 62	07/29/2025	Bank Draft	0.00	125.00	MBD07.29.2025
02318	AMAZON	07/29/2025	Bank Draft	0.00	29.75	MBD07.29.2025
02835	TOP GOLF SCHAUMBURG 62	07/29/2025	Bank Draft	0.00	-10.00	MBD07.29.2025
02366	CHICK-FIL-A	07/29/2025	Bank Draft	0.00	214.00	MBD07.29.2025
02550	FIRESIDETHEATRE.COM	07/29/2025	Bank Draft	0.00	31.00	MBD07.29.2025
02318	AMAZON	07/29/2025	Bank Draft	0.00	100.00	MBD07.29.2025
01394	GOVERNMENT FINANCE OFFICERS ASSOCIATIOI	07/29/2025	Bank Draft	0.00	460.00	MBD07.29.2025
02569	WOMEN IN LEISURE SERVICES	07/29/2025	Bank Draft	0.00	25.00	MBD07.29.2025
02009	THE KNOT	07/29/2025	Bank Draft	0.00	1,112.32	MBD07.29.2025
02430	EXXON MOBILE	07/29/2025	Bank Draft	0.00	107.21	MBD07.29.2025
02622	MORKES CHOCOLATES	07/29/2025	Bank Draft	0.00	50.00	MBD07.29.2025
03213	JETS PIZZA	07/29/2025	Bank Draft	0.00	126.89	MBD07.29.2025
02365	DRURY LANE	07/29/2025	Bank Draft	0.00	852.00	MBD07.29.2025
02318	AMAZON	07/29/2025	Bank Draft	0.00	151.47	MBD07.29.2025
03432	CINERGY-WHEELING	07/29/2025	Bank Draft	0.00	21.32	MBD07.29.2025
03432	CINERGY-WHEELING	07/29/2025	Bank Draft	0.00	106.60	MBD07.29.2025
03432	CINERGY-WHEELING	07/29/2025	Bank Draft	0.00	106.60	MBD07.29.2025
01040	HOME DEPOT CREDIT SERVICES	07/29/2025	Bank Draft	0.00	264.36	MBD07.29.2025
01120	REPUBLIC SERVICES INC	07/29/2025	Bank Draft	0.00	1,312.13	MBD07.29.2025
01347	ASCAP	07/29/2025	Bank Draft	0.00	985.28	MBD07.29.2025
02569	WOMEN IN LEISURE SERVICES	07/29/2025	Bank Draft	0.00	30.00	MBD07.29.2025
02590	THORNTONS	07/29/2025	Bank Draft	0.00	134.97	MBD07.29.2025
01074	SAM'S CLUB/SYNCHRONY BANK	07/29/2025	Bank Draft	0.00	128.76	MBD07.29.2025
02318	AMAZON	07/29/2025	Bank Draft	0.00	45.87	MBD07.29.2025
02398	WALMART	07/29/2025	Bank Draft	0.00	201.06	MBD07.29.2025
01074	SAM'S CLUB/SYNCHRONY BANK	07/29/2025	Bank Draft	0.00	179.94	MBD07.29.2025
02318	AMAZON	07/29/2025	Bank Draft	0.00	37.17	MBD07.29.2025
02318	AMAZON	07/29/2025	Bank Draft	0.00	170.00	MBD07.29.2025
02318	AMAZON	07/29/2025	Bank Draft	0.00	135.00	MBD07.29.2025
02318	AMAZON	07/29/2025	Bank Draft	0.00	82.35	MBD07.29.2025
02589	MAIN EVENT-HOFFMAN EST	07/29/2025	Bank Draft	0.00	1,036.46	MBD07.29.2025
03147	DAVE & BUSTERS INC	07/29/2025	Bank Draft	0.00	457.33	MBD07.29.2025
03373	CRICUT	07/29/2025	Bank Draft	0.00	4.99	MBD07.29.2025
02324	TARGET	07/29/2025	Bank Draft	0.00	75.00	MBD07.29.2025
02333	TONYS FRESH MARKET	07/29/2025	Bank Draft	0.00	150.35	MBD07.29.2025
02452	FIRESIDE GRILLE	07/29/2025	Bank Draft	0.00	303.60	MBD07.29.2025
02713	STAPLES	07/29/2025	Bank Draft	0.00	380.13	MBD07.29.2025
02318	AMAZON	07/29/2025	Bank Draft	0.00	204.52	MBD07.29.2025
02398	WALMART	07/29/2025	Bank Draft	0.00	106.04	MBD07.29.2025
02325	JEWEL OSCO	07/29/2025	Bank Draft	0.00	26.08	MBD07.29.2025
02318	AMAZON	07/29/2025	Bank Draft	0.00	53.44	MBD07.29.2025
02307	COMCAST BUSINESS	07/29/2025	Bank Draft	0.00	553.95	MBD07.29.2025
01074	SAM'S CLUB/SYNCHRONY BANK	07/29/2025	Bank Draft	0.00	9.98	MBD07.29.2025
02333	TONYS FRESH MARKET	07/29/2025	Bank Draft	0.00	172.50	MBD07.29.2025

Check Report

Date Range: 07/01/2025 - 07/31/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
02359	JIMMY JOHNS	07/29/2025	Bank Draft	0.00	121.95	MBD07.29.2025
02368	NINO'S PIZZERIA	07/29/2025	Bank Draft	0.00	234.77	MBD07.29.2025
02569	WOMEN IN LEISURE SERVICES	07/29/2025	Bank Draft	0.00	25.00	MBD07.29.2025
01043	ILLINOIS ASSOCIATION OF PARKS AND REC	07/29/2025	Bank Draft	0.00	80.00	MBD07.29.2025
02589	MAIN EVENT-HOFFMAN EST	07/29/2025	Bank Draft	0.00	-9.76	MBD07.29.2025
02318	AMAZON	07/29/2025	Bank Draft	0.00	66.21	MBD07.29.2025
02324	TARGET	07/29/2025	Bank Draft	0.00	15.65	MBD07.29.2025
01022	COMCAST	07/29/2025	Bank Draft	0.00	77.85	MBD07.29.2025
02318	AMAZON	07/29/2025	Bank Draft	0.00	28.98	MBD07.29.2025
02398	WALMART	07/29/2025	Bank Draft	0.00	71.76	MBD07.29.2025
02398	WALMART	07/29/2025	Bank Draft	0.00	8.76	MBD07.29.2025
01022	COMCAST	07/29/2025	Bank Draft	0.00	393.55	MBD07.29.2025
02307	COMCAST BUSINESS	07/29/2025	Bank Draft	0.00	86.91	MBD07.29.2025
02307	COMCAST BUSINESS	07/29/2025	Bank Draft	0.00	257.29	MBD07.29.2025
02368	NINO'S PIZZERIA	07/29/2025	Bank Draft	0.00	190.91	MBD07.29.2025
02474	VISTA PRINT	07/29/2025	Bank Draft	0.00	49.98	MBD07.29.2025
02569	WOMEN IN LEISURE SERVICES	07/29/2025	Bank Draft	0.00	25.00	MBD07.29.2025
02324	TARGET	07/29/2025	Bank Draft	0.00	11.28	MBD07.29.2025
02144	COZZINI BROS INC	07/29/2025	Bank Draft	0.00	44.40	MBD07.29.2025
02359	JIMMY JOHNS	07/29/2025	Bank Draft	0.00	79.96	MBD07.29.2025
02318	AMAZON	07/29/2025	Bank Draft	0.00	51.94	MBD07.29.2025
01074	SAM'S CLUB/SYNCHRONY BANK	07/29/2025	Bank Draft	0.00	213.48	MBD07.29.2025
01074	SAM'S CLUB/SYNCHRONY BANK	07/29/2025	Bank Draft	0.00	36.60	MBD07.29.2025
02637	PGA OF AMERICA MEMBERS	07/29/2025	Bank Draft	0.00	869.32	MBD07.29.2025
01120	REPUBLIC SERVICES INC	07/29/2025	Bank Draft	0.00	320.51	MBD07.29.2025
01120	REPUBLIC SERVICES INC	07/29/2025	Bank Draft	0.00	600.88	MBD07.29.2025
02360	STATEFOODSAFETY	07/29/2025	Bank Draft	0.00	42.75	MBD07.29.2025
03430	VSI COSLEY ZOO	07/29/2025	Bank Draft	0.00	36.00	MBD07.29.2025
02324	TARGET	07/29/2025	Bank Draft	0.00	10.99	MBD07.29.2025
02476	NOW LINENS	07/29/2025	Bank Draft	0.00	747.93	MBD07.29.2025
01022	COMCAST	07/29/2025	Bank Draft	0.00	333.53	MBD07.29.2025
01022	COMCAST	07/29/2025	Bank Draft	0.00	10.44	MBD07.29.2025
02713	STAPLES	07/29/2025	Bank Draft	0.00	413.57	MBD07.29.2025
02318	AMAZON	07/29/2025	Bank Draft	0.00	138.75	MBD07.29.2025
01081	VILLAGE OF MOUNT PROSPECT	07/29/2025	Bank Draft	0.00	517.08	MBD07.29.2025
01081	VILLAGE OF MOUNT PROSPECT	07/29/2025	Bank Draft	0.00	864.26	MBD07.29.2025
02464	HARRYS BAR & GRILL	07/29/2025	Bank Draft	0.00	461.01	MBD07.29.2025
01074	SAM'S CLUB/SYNCHRONY BANK	07/29/2025	Bank Draft	0.00	97.46	MBD07.29.2025
02512	ENCHANTED CASTLE	07/29/2025	Bank Draft	0.00	829.06	MBD07.29.2025
02324	TARGET	07/29/2025	Bank Draft	0.00	60.74	MBD07.29.2025
02318	AMAZON	07/29/2025	Bank Draft	0.00	14.75	MBD07.29.2025
01059	NICOR	07/29/2025	Bank Draft	0.00	70.36	MBD07.29.2025
02318	AMAZON	07/29/2025	Bank Draft	0.00	25.91	MBD07.29.2025
02497	PARAMOUNT THEATRE	07/29/2025	Bank Draft	0.00	367.00	MBD07.29.2025
02318	AMAZON	07/29/2025	Bank Draft	0.00	35.96	MBD07.29.2025
03406	LPC 1201001 TRANSIENT	07/29/2025	Bank Draft	0.00	80.00	MBD07.29.2025
02368	NINO'S PIZZERIA	07/29/2025	Bank Draft	0.00	318.97	MBD07.29.2025
02326	WALGREENS	07/29/2025	Bank Draft	0.00	11.58	MBD07.29.2025
02666	CONSTANTCONTACT.CO	07/29/2025	Bank Draft	0.00	2,199.40	MBD07.29.2025
02574	MICHAELS STORES, INC.	07/29/2025	Bank Draft	0.00	22.03	MBD07.29.2025
01081	VILLAGE OF MOUNT PROSPECT	07/29/2025	Bank Draft	0.00	753.60	MBD07.29.2025
02318	AMAZON	07/29/2025	Bank Draft	0.00	28.81	MBD07.29.2025
02665	ZOOM.US	07/29/2025	Bank Draft	0.00	149.90	MBD07.29.2025
02632	AMC ONLINE 9640	07/29/2025	Bank Draft	0.00	647.40	MBD07.29.2025
01031	PULSE TECHNOLOGY	07/29/2025	Bank Draft	0.00	175.00	MBD07.29.2025
02937	BARTLETT PARK DISTRICT	07/29/2025	Bank Draft	0.00	375.00	MBD07.29.2025
02333	TONYS FRESH MARKET	07/29/2025	Bank Draft	0.00	19.97	MBD07.29.2025
02318	AMAZON	07/29/2025	Bank Draft	0.00	87.41	MBD07.29.2025
01164	WHEELING PARK DISTRICT	07/29/2025	Bank Draft	0.00	187.50	MBD07.29.2025
01065	PITNEY BOWES GLOBAL FINANCIAL SERVICES	07/29/2025	Bank Draft	0.00	120.78	MBD07.29.2025
01136	SUNBURST SPORTSWEAR	07/29/2025	Bank Draft	0.00	535.00	MBD07.29.2025

Check Report

Date Range: 07/01/2025 - 07/31/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
02569	WOMEN IN LEISURE SERVICES	07/29/2025	Bank Draft	0.00	42.00	MBD07.29.2025
02318	AMAZON	07/29/2025	Bank Draft	0.00	74.58	MBD07.29.2025
02512	ENCHANTED CASTLE	07/29/2025	Bank Draft	0.00	260.56	MBD07.29.2025
01022	COMCAST	07/29/2025	Bank Draft	0.00	137.85	MBD07.29.2025
03417	MACHINE SHED	07/29/2025	Bank Draft	0.00	329.87	MBD07.29.2025
01423	GORDON FOOD SERVICE INC	07/29/2025	Bank Draft	0.00	65.60	MBD07.29.2025
02318	AMAZON	07/29/2025	Bank Draft	0.00	105.97	MBD07.29.2025
02512	ENCHANTED CASTLE	07/29/2025	Bank Draft	0.00	113.70	MBD07.29.2025
01074	SAM'S CLUB/SYNCHRONY BANK	07/29/2025	Bank Draft	0.00	473.00	MBD07.29.2025
02318	AMAZON	07/29/2025	Bank Draft	0.00	42.50	MBD07.29.2025
02398	WALMART	07/29/2025	Bank Draft	0.00	41.03	MBD07.29.2025
02368	NINO'S PIZZERIA	07/29/2025	Bank Draft	0.00	180.83	MBD07.29.2025
02398	WALMART	07/29/2025	Bank Draft	0.00	125.58	MBD07.29.2025
03137	STENSTROM PETROLEUM	07/29/2025	Bank Draft	0.00	745.00	MBD07.29.2025
01023	COMMONWEALTH EDISON	07/29/2025	Bank Draft	0.00	26.94	MBD07.29.2025
02536	AROMA 360 LLC	07/29/2025	Bank Draft	0.00	128.87	MBD07.29.2025
02127	DIRECTV	07/29/2025	Bank Draft	0.00	206.97	MBD07.29.2025
03393	PAYPAL ALPHABETSOUP	07/29/2025	Bank Draft	0.00	275.50	MBD07.29.2025
02318	AMAZON	07/29/2025	Bank Draft	0.00	48.26	MBD07.29.2025
02327	DISCOUNT SCHOOL SUPPLY	07/29/2025	Bank Draft	0.00	111.17	MBD07.29.2025
02781	FACEBK KQHRQG7352	07/29/2025	Bank Draft	0.00	20.00	MBD07.29.2025
02669	CONGO RIVER ADVENTURE	07/29/2025	Bank Draft	0.00	204.00	MBD07.29.2025
02879	SALT CREEK RURAL PARK DISTRICT	07/29/2025	Bank Draft	0.00	302.00	MBD07.29.2025
02370	NOAHS ARK ANIMAL WORKSHOP	07/29/2025	Bank Draft	0.00	3,018.05	MBD07.29.2025
02317	JUST TIRES	07/29/2025	Bank Draft	0.00	34.00	MBD07.29.2025
01057	NAPA HEIGHTS AUTOMOTIVE	07/29/2025	Bank Draft	0.00	22.98	MBD07.29.2025
01057	NAPA HEIGHTS AUTOMOTIVE	07/29/2025	Bank Draft	0.00	98.78	MBD07.29.2025
02569	WOMEN IN LEISURE SERVICES	07/29/2025	Bank Draft	0.00	25.00	MBD07.29.2025
02398	WALMART	07/29/2025	Bank Draft	0.00	7.44	MBD07.29.2025
02333	TONYS FRESH MARKET	07/29/2025	Bank Draft	0.00	68.03	MBD07.29.2025

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	151	151	0.00	35,093.49
EFT's	0	0	0.00	0.00
Total	151	151	0.00	35,093.49

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	135	78	0.00	217,330.53
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	172	172	0.00	117,384.02
EFT's	84	46	0.00	283,115.54
	391	296	0.00	617,830.09

Fund Summary

Fund	Name	Period	Amount
950	POOLED CASH FUND	7/2025	617,830.09
			617,830.09



Income Statement Group Summary

For Fiscal: 2025 Period Ending: 07/31/2025

Account Type	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Department: 02 - RECREATION/GENERAL					
Revenue	1,034,170.00	1,034,170.00	3,678.00	534,340.51	499,829.49
Expense	956,502.70	956,502.70	78,617.00	527,176.38	429,326.32
Department: 02 - RECREATION/GENERAL Surplus (Deficit):	77,667.30	77,667.30	-74,939.00	7,164.13	70,503.17
Department: 03 - PRESCHOOL CREATIVE KIDS					
Revenue	68,459.00	68,459.00	2,314.30	29,518.54	38,940.46
Expense	56,657.75	56,657.75	20.00	23,940.56	32,717.19
Department: 03 - PRESCHOOL CREATIVE KIDS Surplus (Deficit):	11,801.25	11,801.25	2,294.30	5,577.98	6,223.27
Department: 04 - KINDERSTOP					
Revenue	279,716.00	279,716.00	0.00	120,657.10	159,058.90
Expense	153,213.00	153,213.00	182.28	75,328.20	77,884.80
Department: 04 - KINDERSTOP Surplus (Deficit):	126,503.00	126,503.00	-182.28	45,328.90	81,174.10
Department: 05 - YOUTH PROGRAMS					
Revenue	41,455.00	41,455.00	0.00	11,018.00	30,437.00
Expense	28,723.75	28,723.75	0.00	6,458.01	22,265.74
Department: 05 - YOUTH PROGRAMS Surplus (Deficit):	12,731.25	12,731.25	0.00	4,559.99	8,171.26
Department: 06 - DANCE					
Revenue	115,985.00	115,985.00	1,494.25	65,832.73	50,152.27
Expense	69,166.00	69,166.00	883.68	66,729.73	2,436.27
Department: 06 - DANCE Surplus (Deficit):	46,819.00	46,819.00	610.57	-897.00	47,716.00
Department: 07 - ATHLETIC					
Revenue	43,644.00	43,644.00	1,175.00	25,128.75	18,515.25
Expense	28,013.00	28,013.00	825.00	9,904.71	18,108.29
Department: 07 - ATHLETIC Surplus (Deficit):	15,631.00	15,631.00	350.00	15,224.04	406.96
Department: 08 - PERFORMING ARTS					
Revenue	101,393.00	101,393.00	46,602.00	98,773.50	2,619.50
Expense	61,447.00	61,447.00	19,701.83	37,560.73	23,886.27
Department: 08 - PERFORMING ARTS Surplus (Deficit):	39,946.00	39,946.00	26,900.17	61,212.77	-21,266.77
Department: 09 - CONCESSIONS					
Revenue	39,100.00	39,100.00	16,049.59	31,765.23	7,334.77
Expense	38,933.00	38,933.00	14,806.18	24,764.44	14,168.56
Department: 09 - CONCESSIONS Surplus (Deficit):	167.00	167.00	1,243.41	7,000.79	-6,833.79
Department: 10 - AQUATICS					
Revenue	101,125.00	101,125.00	16,847.00	54,356.28	46,768.72
Expense	244,503.00	244,503.00	62,375.00	140,619.52	103,883.48
Department: 10 - AQUATICS Surplus (Deficit):	-143,378.00	-143,378.00	-45,528.00	-86,263.24	-57,114.76
Department: 11 - ACTIVE ADULTS					
Revenue	113,696.00	113,696.00	6,450.00	49,695.00	64,001.00
Expense	101,681.00	101,681.00	4,420.33	46,050.78	55,630.22
Department: 11 - ACTIVE ADULTS Surplus (Deficit):	12,015.00	12,015.00	2,029.67	3,644.22	8,370.78
Department: 12 - SPECIAL EVENTS					
Revenue	28,575.00	28,575.00	350.00	10,699.00	17,876.00
Expense	20,520.00	20,520.00	799.46	9,445.07	11,074.93
Department: 12 - SPECIAL EVENTS Surplus (Deficit):	8,055.00	8,055.00	-449.46	1,253.93	6,801.07
Department: 13 - FITNESS CENTER					
Revenue	36,399.50	36,399.50	2,470.99	22,855.07	13,544.43
Expense	39,450.00	39,450.00	3,150.67	19,349.48	20,100.52
Department: 13 - FITNESS CENTER Surplus (Deficit):	-3,050.50	-3,050.50	-679.68	3,505.59	-6,556.09

Income Statement

For Fiscal: 2025 Period Ending: 07/31/2025

Account Type	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Department: 14 - SUMMER CAMP					
Revenue	374,037.00	374,037.00	194,786.50	349,808.50	24,228.50
Expense	261,947.75	261,947.75	93,443.37	155,136.28	106,811.47
Department: 14 - SUMMER CAMP Surplus (Deficit):	112,089.25	112,089.25	101,343.13	194,672.22	-82,582.97
Department: 30 - PARKS					
Revenue	6,000.00	6,000.00	0.00	0.00	6,000.00
Expense	303,198.00	303,198.00	27,599.12	152,127.74	151,070.26
Department: 30 - PARKS Surplus (Deficit):	-297,198.00	-297,198.00	-27,599.12	-152,127.74	-145,070.26
Department: 40 - GOLF					
Revenue	1,310,200.00	1,310,200.00	210,841.40	769,170.73	541,029.27
Expense	738,294.00	738,294.00	85,396.17	332,977.64	405,316.36
Department: 40 - GOLF Surplus (Deficit):	571,906.00	571,906.00	125,445.23	436,193.09	135,712.91
Department: 41 - GROUNDS					
Expense	765,524.00	765,524.00	115,788.02	461,685.68	303,838.32
Department: 41 - GROUNDS Total:	765,524.00	765,524.00	115,788.02	461,685.68	303,838.32
Department: 42 - PRO SHOP					
Revenue	129,500.00	129,500.00	14,845.17	75,674.42	53,825.58
Expense	97,600.00	97,600.00	12,021.02	58,595.71	39,004.29
Department: 42 - PRO SHOP Surplus (Deficit):	31,900.00	31,900.00	2,824.15	17,078.71	14,821.29
Department: 43 - HOOK A KID					
Revenue	74,375.00	74,375.00	8,320.00	80,030.00	-5,655.00
Expense	59,500.00	59,500.00	6,561.77	17,348.51	42,151.49
Department: 43 - HOOK A KID Surplus (Deficit):	14,875.00	14,875.00	1,758.23	62,681.49	-47,806.49
Department: 44 - WARM UP RANGE					
Revenue	50,000.00	50,000.00	5,588.47	19,878.78	30,121.22
Expense	14,600.00	14,600.00	1,830.63	12,495.06	2,104.94
Department: 44 - WARM UP RANGE Surplus (Deficit):	35,400.00	35,400.00	3,757.84	7,383.72	28,016.28
Department: 45 - FOOD AND BEVERAGE					
Revenue	889,000.00	889,000.00	97,823.17	449,720.33	439,279.67
Expense	710,958.00	710,958.00	93,904.06	383,813.97	327,144.03
Department: 45 - FOOD AND BEVERAGE Surplus (Deficit):	178,042.00	178,042.00	3,919.11	65,906.36	112,135.64
Total Surplus (Deficit):	86,397.55	86,397.55	7,310.25	237,414.27	

Fund Summary

Fund	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
200 - RECREATION FUND	19,798.55	19,798.55	-14,606.29	109,856.58	-90,058.03
300 - GOLF	66,599.00	66,599.00	21,916.54	127,557.69	-60,958.69
Total Surplus (Deficit):	86,397.55	86,397.55	7,310.25	237,414.27	



Income Statement Group Summary

For Fiscal: 2025 Period Ending: 07/31/2025

Category	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Fund: 100 - CORPORATE FUND					
Revenue					
10 - TAXES	1,066,000.00	1,066,000.00	3,001.48	552,718.54	513,281.46
20 - INTEREST	78,600.00	78,600.00	6,811.52	46,253.97	32,346.03
35 - ADDITIONAL	5,400.00	5,400.00	0.00	6,958.59	-1,558.59
Revenue Total:	1,150,000.00	1,150,000.00	9,813.00	605,931.10	544,068.90
Expense					
50 - PERSONNEL SERVICES	513,668.00	513,668.00	37,719.28	253,153.27	260,514.73
51 - BENEFITS	114,412.00	114,412.00	6,619.15	42,555.74	71,856.26
52 - CONTRACTED SERVICES	278,758.00	278,758.00	25,540.84	149,108.88	129,649.12
60 - COMMODITIES	37,260.00	37,260.00	2,492.59	19,419.27	17,840.73
65 - GENERAL EXPENDITURES	293,400.00	293,400.00	0.00	93,400.00	200,000.00
Expense Total:	1,237,498.00	1,237,498.00	72,371.86	557,637.16	679,860.84
Fund: 100 - CORPORATE FUND Surplus (Deficit):	-87,498.00	-87,498.00	-62,558.86	48,293.94	-135,791.94
Fund: 200 - RECREATION FUND					
Revenue					
10 - TAXES	980,000.00	980,000.00	0.00	500,761.37	479,238.63
30 - RENTAL	60,420.00	60,420.00	6,928.00	35,465.92	24,954.08
35 - ADDITIONAL	26,750.00	26,750.00	1,350.00	13,898.75	12,851.25
41 - PROGRAM REVENUES	1,277,484.50	1,277,484.50	267,890.04	822,556.94	454,927.56
42 - RERESHMENT REVENUE	39,100.00	39,100.00	16,049.59	31,765.23	7,334.77
Revenue Total:	2,383,754.50	2,383,754.50	292,217.63	1,404,448.21	979,306.29
Expense					
50 - PERSONNEL SERVICES	1,487,332.25	1,487,332.25	230,962.83	859,989.01	627,343.24
51 - BENEFITS	168,432.00	168,432.00	12,508.99	75,936.61	92,495.39
52 - CONTRACTED SERVICES	448,604.20	448,604.20	34,942.31	231,291.33	217,312.87
60 - COMMODITIES	211,472.50	211,472.50	21,275.46	94,117.44	117,355.06
65 - GENERAL EXPENDITURES	48,115.00	48,115.00	7,134.33	33,257.24	14,857.76
Expense Total:	2,363,955.95	2,363,955.95	306,823.92	1,294,591.63	1,069,364.32
Fund: 200 - RECREATION FUND Surplus (Deficit):	19,798.55	19,798.55	-14,606.29	109,856.58	-90,058.03
Fund: 300 - GOLF					
Revenue					
30 - RENTAL	15,500.00	15,500.00	0.00	23,200.00	-7,700.00
35 - ADDITIONAL	5,200.00	5,200.00	218.06	755.29	4,444.71
37 - GENERAL REVENUE	35,000.00	35,000.00	4,247.74	17,677.39	17,322.61
41 - PROGRAM REVENUES	2,138,375.00	2,138,375.00	291,412.04	1,202,523.61	935,851.39
42 - RERESHMENT REVENUE	259,000.00	259,000.00	41,540.37	150,317.97	108,682.03
Revenue Total:	2,453,075.00	2,453,075.00	337,418.21	1,394,474.26	1,058,600.74
Expense					
50 - PERSONNEL SERVICES	659,334.00	659,334.00	67,734.34	361,671.74	297,662.26
51 - BENEFITS	144,292.00	144,292.00	10,669.00	62,284.98	82,007.02
52 - CONTRACTED SERVICES	738,100.00	738,100.00	132,297.97	409,833.73	328,266.27
60 - COMMODITIES	659,150.00	659,150.00	97,306.30	409,847.81	249,302.19
65 - GENERAL EXPENDITURES	185,600.00	185,600.00	7,494.06	23,278.31	162,321.69
Expense Total:	2,386,476.00	2,386,476.00	315,501.67	1,266,916.57	1,119,559.43
Fund: 300 - GOLF Surplus (Deficit):	66,599.00	66,599.00	21,916.54	127,557.69	-60,958.69
Fund: 404 - AUDITING FUND					
Revenue					
10 - TAXES	20,200.00	20,200.00	0.00	10,196.96	10,003.04
Revenue Total:	20,200.00	20,200.00	0.00	10,196.96	10,003.04

Income Statement

For Fiscal: 2025 Period Ending: 07/31/2025

Category	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Expense					
52 - CONTRACTED SERVICES	18,565.00	18,565.00	5,065.00	18,565.00	0.00
Expense Total:	18,565.00	18,565.00	5,065.00	18,565.00	0.00
Fund: 404 - AUDITING FUND Surplus (Deficit):	1,635.00	1,635.00	-5,065.00	-8,368.04	10,003.04
Fund: 405 - PAVING & LIGHTING FUND					
Revenue					
10 - TAXES	11,700.00	11,700.00	0.00	5,906.17	5,793.83
Revenue Total:	11,700.00	11,700.00	0.00	5,906.17	5,793.83
Expense					
52 - CONTRACTED SERVICES	2,106.00	2,106.00	437.14	983.64	1,122.36
60 - COMMODITIES	10,400.00	10,400.00	0.00	0.00	10,400.00
Expense Total:	12,506.00	12,506.00	437.14	983.64	11,522.36
Fund: 405 - PAVING & LIGHTING FUND Surplus (Deficit):	-806.00	-806.00	-437.14	4,922.53	-5,728.53
Fund: 406 - LIABILITY INSURANCE FUND					
Revenue					
10 - TAXES	110,000.00	110,000.00	0.00	58,051.98	51,948.02
Revenue Total:	110,000.00	110,000.00	0.00	58,051.98	51,948.02
Expense					
50 - PERSONNEL SERVICES	9,175.00	9,175.00	705.60	5,049.71	4,125.29
52 - CONTRACTED SERVICES	124,497.00	124,497.00	23,846.20	54,144.74	70,352.26
60 - COMMODITIES	7,000.00	7,000.00	0.00	4,082.99	2,917.01
Expense Total:	140,672.00	140,672.00	24,551.80	63,277.44	77,394.56
Fund: 406 - LIABILITY INSURANCE FUND Surplus (Deficit):	-30,672.00	-30,672.00	-24,551.80	-5,225.46	-25,446.54
Fund: 407 - IMRF FUND					
Revenue					
10 - TAXES	133,000.00	133,000.00	0.00	67,138.36	65,861.64
Revenue Total:	133,000.00	133,000.00	0.00	67,138.36	65,861.64
Expense					
51 - BENEFITS	133,000.00	133,000.00	11,406.55	69,339.42	63,660.58
Expense Total:	133,000.00	133,000.00	11,406.55	69,339.42	63,660.58
Fund: 407 - IMRF FUND Surplus (Deficit):	0.00	0.00	-11,406.55	-2,201.06	2,201.06
Fund: 408 - POLICE FUND					
Revenue					
10 - TAXES	48,091.00	48,091.00	0.00	24,280.87	23,810.13
Revenue Total:	48,091.00	48,091.00	0.00	24,280.87	23,810.13
Expense					
50 - PERSONNEL SERVICES	29,200.00	29,200.00	2,015.20	14,421.95	14,778.05
52 - CONTRACTED SERVICES	15,030.00	15,030.00	1,480.00	6,950.33	8,079.67
Expense Total:	44,230.00	44,230.00	3,495.20	21,372.28	22,857.72
Fund: 408 - POLICE FUND Surplus (Deficit):	3,861.00	3,861.00	-3,495.20	2,908.59	952.41
Fund: 410 - SPECIAL RECREATION FUND					
Revenue					
10 - TAXES	158,000.00	158,000.00	0.00	81,272.77	76,727.23
Revenue Total:	158,000.00	158,000.00	0.00	81,272.77	76,727.23
Expense					
52 - CONTRACTED SERVICES	5,000.00	5,000.00	0.00	0.00	5,000.00
65 - GENERAL EXPENDITURES	79,305.00	79,305.00	19,826.14	79,304.59	0.41
80 - CAPITAL IMPROVEMENTS	146,000.00	146,000.00	0.00	0.00	146,000.00
Expense Total:	230,305.00	230,305.00	19,826.14	79,304.59	151,000.41
Fund: 410 - SPECIAL RECREATION FUND Surplus (Deficit):	-72,305.00	-72,305.00	-19,826.14	1,968.18	-74,273.18

Income Statement

For Fiscal: 2025 Period Ending: 07/31/2025

Category	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Fund: 411 - SOCIAL SECURITY FUND					
Revenue					
10 - TAXES	213,000.00	213,000.00	0.00	108,531.94	104,468.06
Revenue Total:	213,000.00	213,000.00	0.00	108,531.94	104,468.06
Expense					
51 - BENEFITS	204,000.00	204,000.00	26,134.25	117,406.02	86,593.98
Expense Total:	204,000.00	204,000.00	26,134.25	117,406.02	86,593.98
Fund: 411 - SOCIAL SECURITY FUND Surplus (Deficit):	9,000.00	9,000.00	-26,134.25	-8,874.08	17,874.08
Fund: 413 - COMMUNITY EVENTS					
Revenue					
35 - ADDITIONAL	24,000.00	24,000.00	0.00	6,100.00	17,900.00
41 - PROGRAM REVENUES	10,480.00	10,480.00	0.00	7,195.00	3,285.00
Revenue Total:	34,480.00	34,480.00	0.00	13,295.00	21,185.00
Expense					
50 - PERSONNEL SERVICES	2,000.00	2,000.00	0.00	2,079.34	-79.34
52 - CONTRACTED SERVICES	27,190.00	27,190.00	57.00	24,981.00	2,209.00
60 - COMMODITIES	3,825.00	3,825.00	2,905.93	3,263.89	561.11
Expense Total:	33,015.00	33,015.00	2,962.93	30,324.23	2,690.77
Fund: 413 - COMMUNITY EVENTS Surplus (Deficit):	1,465.00	1,465.00	-2,962.93	-17,029.23	18,494.23
Fund: 518 - CAPITAL PROJECT FUND					
Revenue					
35 - ADDITIONAL	12,700.00	12,700.00	0.00	15,200.00	-2,500.00
37 - GENERAL REVENUE	427,059.00	427,059.00	0.00	0.00	427,059.00
Revenue Total:	439,759.00	439,759.00	0.00	15,200.00	424,559.00
Expense					
60 - COMMODITIES	43,000.00	43,000.00	0.00	13,549.47	29,450.53
80 - CAPITAL IMPROVEMENTS	454,405.00	454,405.00	177,626.25	377,877.67	76,527.33
Expense Total:	497,405.00	497,405.00	177,626.25	391,427.14	105,977.86
Fund: 518 - CAPITAL PROJECT FUND Surplus (Deficit):	-57,646.00	-57,646.00	-177,626.25	-376,227.14	318,581.14
Fund: 523 - CAPITAL 98 GOLF FUND					
Revenue					
37 - GENERAL REVENUE	150,000.00	150,000.00	0.00	0.00	150,000.00
Revenue Total:	150,000.00	150,000.00	0.00	0.00	150,000.00
Expense					
80 - CAPITAL IMPROVEMENTS	148,000.00	148,000.00	0.00	143,670.42	4,329.58
Expense Total:	148,000.00	148,000.00	0.00	143,670.42	4,329.58
Fund: 523 - CAPITAL 98 GOLF FUND Surplus (Deficit):	2,000.00	2,000.00	0.00	-143,670.42	145,670.42
Fund: 608 - 2014B (2005B Refinance)					
Revenue					
35 - ADDITIONAL	483,400.00	483,400.00	0.00	0.00	483,400.00
Revenue Total:	483,400.00	483,400.00	0.00	0.00	483,400.00
Expense					
52 - CONTRACTED SERVICES	1,500.00	1,500.00	1,000.00	1,000.00	500.00
65 - GENERAL EXPENDITURES	483,400.00	483,400.00	0.00	0.00	483,400.00
Expense Total:	484,900.00	484,900.00	1,000.00	1,000.00	483,900.00
Fund: 608 - 2014B (2005B Refinance) Surplus (Deficit):	-1,500.00	-1,500.00	-1,000.00	-1,000.00	-500.00
Fund: 612 - PREVIOUS YEAR ROLLOVER BOND					
Revenue					
10 - TAXES	758,270.00	758,270.00	0.00	382,774.50	375,495.50
Revenue Total:	758,270.00	758,270.00	0.00	382,774.50	375,495.50
Expense					
65 - GENERAL EXPENDITURES	722,158.95	722,158.95	0.00	0.00	722,158.95

Income Statement

For Fiscal: 2025 Period Ending: 07/31/2025

Category	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Expense Total:	722,158.95	722,158.95	0.00	0.00	722,158.95
Fund: 612 - PREVIOUS YEAR ROLLOVER BOND Surplus (Deficit):	36,111.05	36,111.05	0.00	382,774.50	-346,663.45
Fund: 613 - CURRENT ROLLOVER					
Revenue					
35 - ADDITIONAL	722,159.00	722,159.00	0.00	0.00	722,159.00
Revenue Total:	722,159.00	722,159.00	0.00	0.00	722,159.00
Expense					
52 - CONTRACTED SERVICES	11,700.00	11,700.00	0.00	0.00	11,700.00
65 - GENERAL EXPENDITURES	710,459.00	710,459.00	0.00	0.00	710,459.00
Expense Total:	722,159.00	722,159.00	0.00	0.00	722,159.00
Fund: 613 - CURRENT ROLLOVER Surplus (Deficit):	0.00	0.00	0.00	0.00	0.00
Fund: 900 - CASH RESERVES					
Revenue					
20 - INTEREST	0.00	0.00	1,168.68	7,935.98	-7,935.98
Revenue Total:	0.00	0.00	1,168.68	7,935.98	-7,935.98
Fund: 900 - CASH RESERVES Total:	0.00	0.00	1,168.68	7,935.98	-7,935.98
Total Surplus (Deficit):	-109,957.40	-109,957.40	-326,585.19	123,622.56	

Fund Summary

Fund	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
100 - CORPORATE FUND	-87,498.00	-87,498.00	-62,558.86	48,293.94	-135,791.94
200 - RECREATION FUND	19,798.55	19,798.55	-14,606.29	109,856.58	-90,058.03
300 - GOLF	66,599.00	66,599.00	21,916.54	127,557.69	-60,958.69
404 - AUDITING FUND	1,635.00	1,635.00	-5,065.00	-8,368.04	10,003.04
405 - PAVING & LIGHTING F...	-806.00	-806.00	-437.14	4,922.53	-5,728.53
406 - LIABILITY INSURANCE F...	-30,672.00	-30,672.00	-24,551.80	-5,225.46	-25,446.54
407 - IMRF FUND	0.00	0.00	-11,406.55	-2,201.06	2,201.06
408 - POLICE FUND	3,861.00	3,861.00	-3,495.20	2,908.59	952.41
410 - SPECIAL RECREATION F...	-72,305.00	-72,305.00	-19,826.14	1,968.18	-74,273.18
411 - SOCIAL SECURITY FUND	9,000.00	9,000.00	-26,134.25	-8,874.08	17,874.08
413 - COMMUNITY EVENTS	1,465.00	1,465.00	-2,962.93	-17,029.23	18,494.23
518 - CAPITAL PROJECT FUND	-57,646.00	-57,646.00	-177,626.25	-376,227.14	318,581.14
523 - CAPITAL 98 GOLF FUND	2,000.00	2,000.00	0.00	-143,670.42	145,670.42
608 - 2014B (2005B Refinanc...	-1,500.00	-1,500.00	-1,000.00	-1,000.00	-500.00
612 - PREVIOUS YEAR ROLL...	36,111.05	36,111.05	0.00	382,774.50	-346,663.45
613 - CURRENT ROLLOVER	0.00	0.00	0.00	0.00	0.00
900 - CASH RESERVES	0.00	0.00	1,168.68	7,935.98	-7,935.98
Total Surplus (Deficit):	-109,957.40	-109,957.40	-326,585.19	123,622.56	



August 26, 2025

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

COUNTRY GARDENS PARK

Design Perspectives led the community meeting held August 12th seeking community feedback about the redevelopment of Country Gardens. There were 45 attendees. The concepts were posted inside the rec center, and the survey was advertised in the park district social media and electronic newsletter and in city electronic newsletter. Over 85 adults responded to the survey and 90% liked the concept and many made additional suggestion that are being reviewed.

ELECTRONIC BIKES AND SCOOTERS AND SIGNAGE

The lease with ComEd for Country Gardens Park and the bike path (which spans three cities or villages) indicates motorized vehicles are not permitted on the leased property. Current park district ordinance indicates motorized vehicles are not permitted in parks.

City of Prospect Heights is working on an ordinance specific to e-bike and e-scooters [Transportation Devices & Rules | Prospect Heights, IL - Official Website](#) Illinois state law provides the groundwork for where e-bikes and e-scooters are permitted:

Class 1 & 2 e-bikes (max speed 20 mph) are allowed on roads, bike lanes, side paths, and multi-use trails.

Class 3 e-bikes (up to 28 mph) and sidewalk riding are prohibited unless restricted locally.

All signage on park property is being evaluated and will be in budget to update next year including errant balls, no overnight parking, etc.

BOARD MEETING AGENDA ITEMS 2025

September 2025	<ul style="list-style-type: none">• Resolution OSLAD grant application• Annual harassment prevention training
October 2025	<ul style="list-style-type: none">• Resolution Approval of IAPD credentials• Approve Ordinance issue bond
November 2025	<ul style="list-style-type: none">• Approve Prescribed Burn 2025-2026• Approve Resolution Truth in Taxation for Levy Year 2024
December 2025	<ul style="list-style-type: none">• FY2026 Budget presentation• Approve Annual Tax Levy Ordinance• Schedule 2026 meetings



July 2025

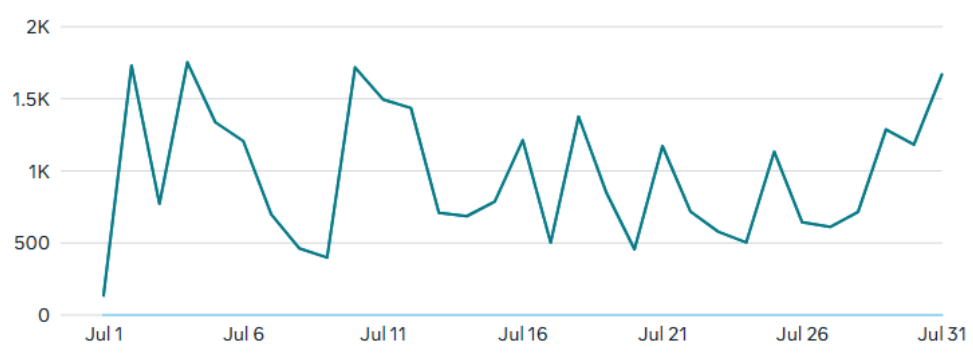
MARKETING & COMMUNICATIONS REPORT

WEBSITE STATISTICS	TOTAL PAGE VIEWS	ACTIVE USERS	VIEWS PER USER	AVERAGE ENGAGEMENT TIME	EVENTS COUNT
		10,175	3,329	3.06	1m 20s
MOST VISITED PAGES	TOTAL PAGE VIEWS	TOTAL USERS	VIEWS PER USER	AVERAGE ENGAGEMENT TIME	EVENTS COUNT
	Home Page	2,974	1,467	2.03	27s
Lions Park Pool	1,100	586	1.88	44s	2,846
Summer Camps	707	325	2.18	45s	2,220
Calendar of Events	467	262	1.78	28s	1,012
Location GMRC	430	274	1.57	32s	1,391
Special Events	390	268	1.46	26s	895
Employment	308	207	1.49	12s	847
Refund Request Form	296	176	1.68	7m 20s	779
Summer 2025 Program Guide	289	188	1.54	30s	616
Parks & Facilities Map	193	134	1.44	28s	441

SOCIAL MEDIA STATISTICS



Views 29.9K ↓ 18.1%
 Reach 3.6K ↓ 44.9%
 3-second views 1.2K ↑ 99.8%
 1-minute views 4 ↑ 100%
 Content interactions 442 ↓ 26.1%
 Watch time 7h >



Reach 881

Prospect Heights Park District
Published by Kaitlyn Joyce • July 31 at 9:00 AM

Happy Lifeguard Appreciation Day! 🎉 A huge thank you to our incredible team of lifeguards for your unwavering dedication to keeping our pool safe and fun. We appreciate... See more

Reach 699

Prospect Heights Park District
Published by Kaitlyn Joyce • July 29 at 8:00 AM

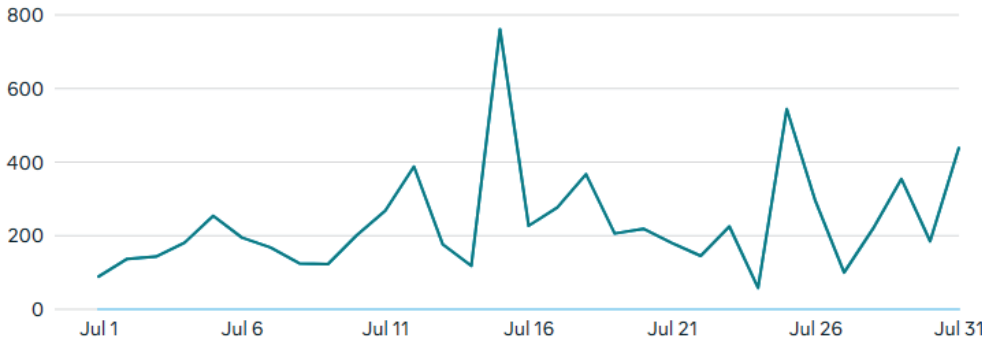
National Night Out is back just ONE week from today! Tuesday, August 5 | 5:00-7:00p | Prospect Heights Park District, 110 W. Camp McDonald Road, Prospect Heights, IL. See more

SOCIAL MEDIA STATISTICS (CONTINUED)



@prospectheightsparkdistrict

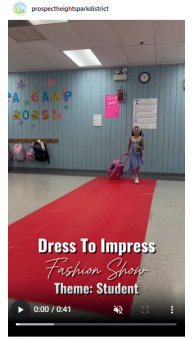
Views **7.4K** ↑ 6.2% Reach **776** ↓ 11% Content interactions **221** ↑ 34.8%



Views breakdown Jul 1 - Jul 31

Total **7,365** ↑ 6.2%
From organic **7,365** ↑ 6.3%
From ads **0** ↓ 100%

Reach 270



Reach 224



TIKTOK VIDEOS

@phparks



Spacerella 2025 Our amazing Production Camp cast blas...
Jul 25, 6:16 PM
▶ 270 ❤️ 12 💬 3



Thank you to the Prospect Heights Police Department and the Prospec...
Jun 19, 2:51 AM
▶ 92 ❤️ 0 💬 0



Spirit Week 2025 🎉 In celebration of Park & Recreation Month and Park...
Jul 22, 12:24 PM
▶ 224 ❤️ 3 💬 0



Friday, July 18 is Park & Recreation Professionals Day, and we're giving...
Jul 18, 1:31 PM
▶ 246 ❤️ 11 💬 0



Our Creative & Performing Arts Camp has an absolute blast during their Dr...
Jul 12, 2:44 PM
▶ 89 ❤️ 5 💬 0

July 2025



July 23 eNewsletter

Sent



Email

• Sent Jul 23, 2025 at 4:30pm CDT

5,796 sends • 3,762 (66%) opens • 138 (2%) clicks • 101 (2%) bounces • 6 (1%) unsubscribes



July 23 eNewsletter

Posted



Social Post

• Posted Jul 23, 2025 at 4:30pm CDT

99 impressions • 88 reach • 0 engagement



July 9 eNewsletter

Sent



Email

• Sent Jul 9, 2025 at 4:30pm CDT

5,805 sends • 3,690 (65%) opens • 110 (2%) clicks • 103 (2%) bounces • 4 (1%) unsubscribes



July 9 eNewsletter

Posted



Social Post

• Posted Jul 9, 2025 at 4:30pm CDT

126 impressions • 114 reach • 1 engagement

July 2025



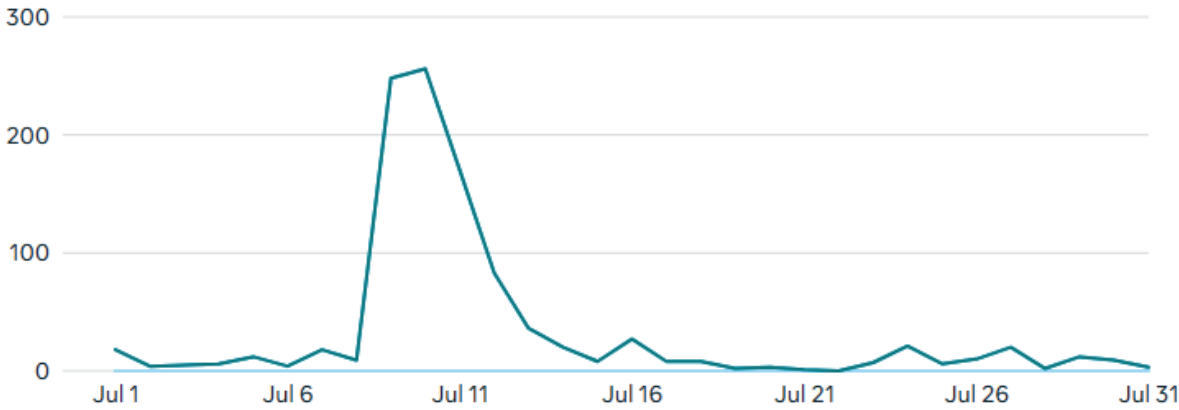
July 2025

SOCIAL MEDIA STATISTICS



@oldorchardcountryclub

Views 📌 1K ↓ 21.1%	Reach 📌 8.5K ↓ 14.9%	3-second views 📌 11 ↓ 86.4%	1-minute views 📌 0 0%	Content interactions 📌 9 ↓ 25%	Watch time 📌 4m 26s ↓ 84.1%
--	--	---	---	--	---



Views breakdown

Jul 1 - Jul 31

Total	1,036	↓ 21.1%
From organic	1,036	↓ 21.1%
From ads	0	0%

Overview					Overview				
Views	Reach	Interactions	Link clicks	Follows	Views	Reach	Interactions	Link clicks	Follows
471	272	8	--	0	255	186	5	--	0

Old Orchard Country Club
Published by [Kailyn Joyce](#)
June 25 at 4:01 PM · 🌐

A look at a few of our unique banquet setups- our banquet spaces transform to match every occasion. ...
[See more](#)

Old Orchard Country Club
Published by [Kailyn Joyce](#)
June 18 at 5:31 PM · 🌐

Thank you to the [Prospect Heights Police Department](#) and the [Prospect Heights Fire Protection District](#) for hosting your annual Charity Golf Outing at Old Orchard Countr... [See more](#)

SOCIAL MEDIA STATISTICS CONTINUED



@oldorchardcountryclub

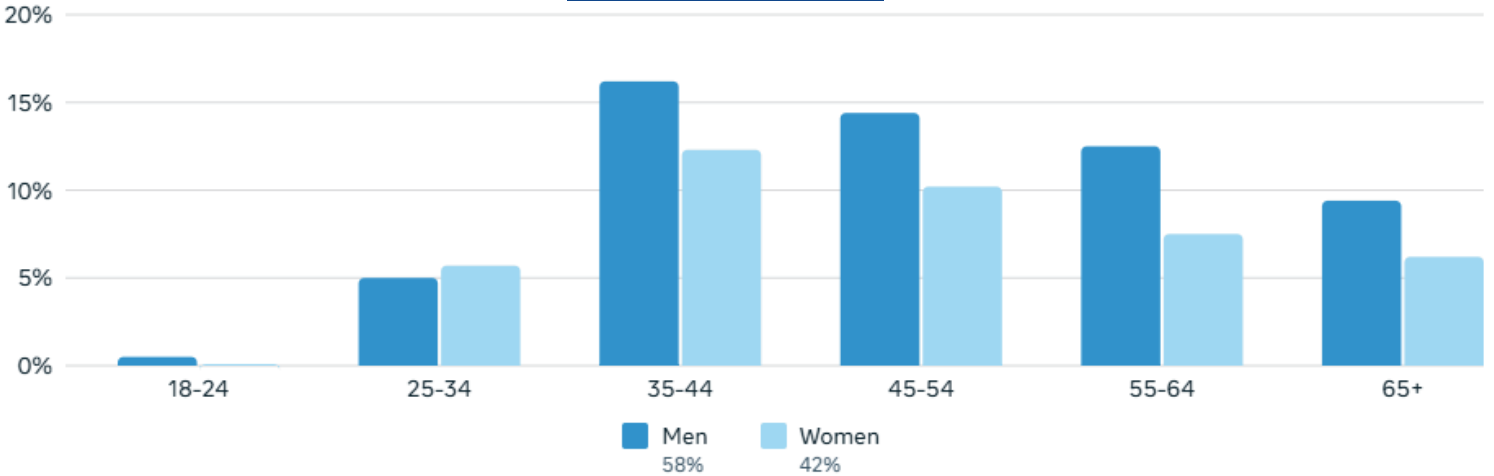
Followers ⓘ

Lifetime

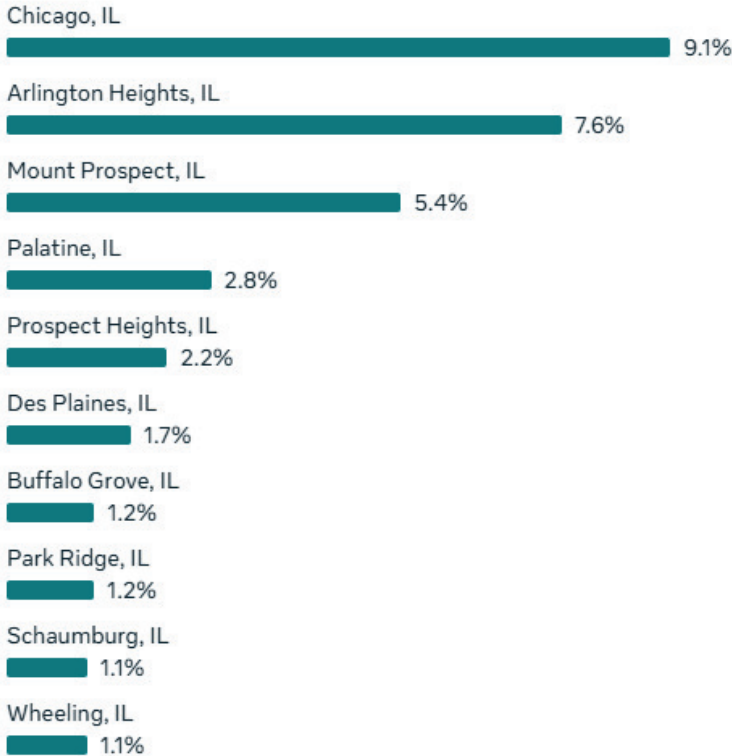
925

Age & gender ⓘ

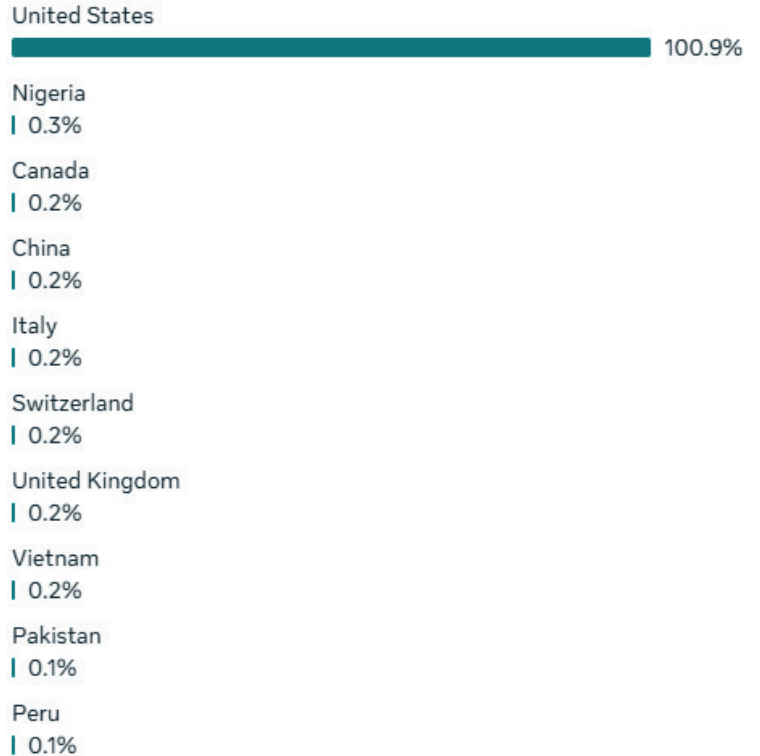
Lifetime



Top cities



Top countries



July 2025

SOCIAL MEDIA STATISTICS CONTINUED



@oldorchard_cc

Views ⓘ

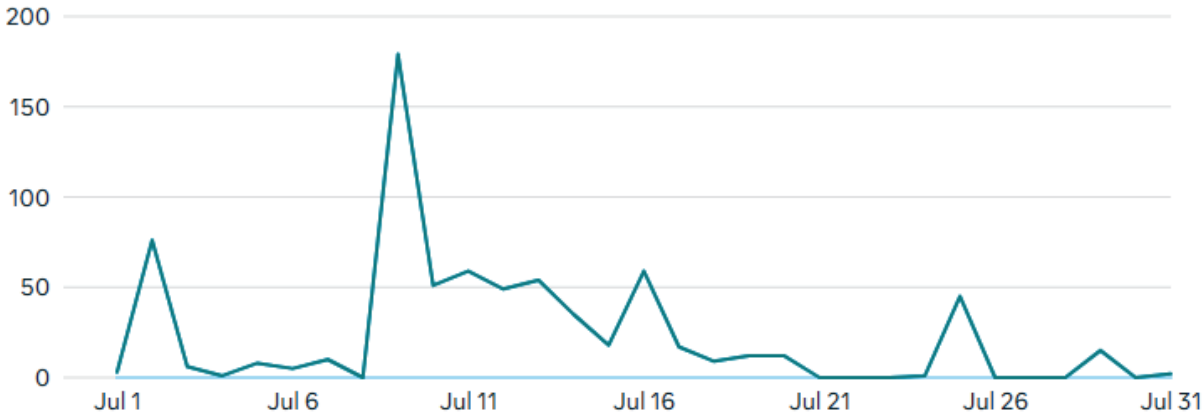
726 ↓ 25.1%

Reach ⓘ

185 ↓ 14%

Content interactions ⓘ

30 ↑ 3.4%



Views breakdown

Jul 1 - Jul 31

Total

726 ↓ 25.1%

From organic

726 ↓ 25.1%

From ads

0 0%

Overview

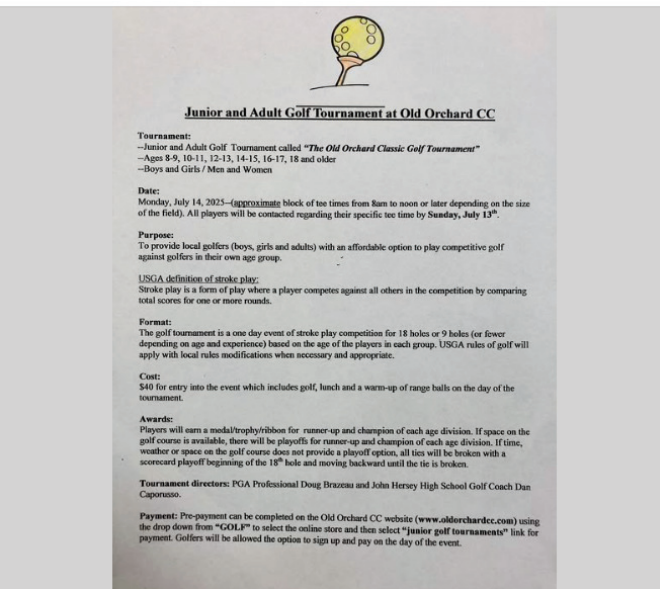
Views ⓘ	Reach ⓘ	Interactions ⓘ	Link clicks ⓘ	Follows ⓘ
544	335	4	--	0

Overview

Views ⓘ	Reach ⓘ	Interactions ⓘ	Link clicks ⓘ	Follows ⓘ
369	228	3	--	0

Old Orchard Country Club
Published by Edlyn Castil · July 10 · 🌐

It's not too late to sign up for the Old Orchard Classic Golf Tournament (Junior and Adult Golf Tournament) scheduled on Monday, July 14. www.oldorchardcc.com #LovePHParks



Old Orchard Country Club
Published by Kailyn Joyce · July 9 · 🌐

Our Golf Academy is in full swing this summer! 🏌️‍♂️



July 2025

SOCIAL MEDIA STATISTICS CONTINUED



@oldorchard_cc

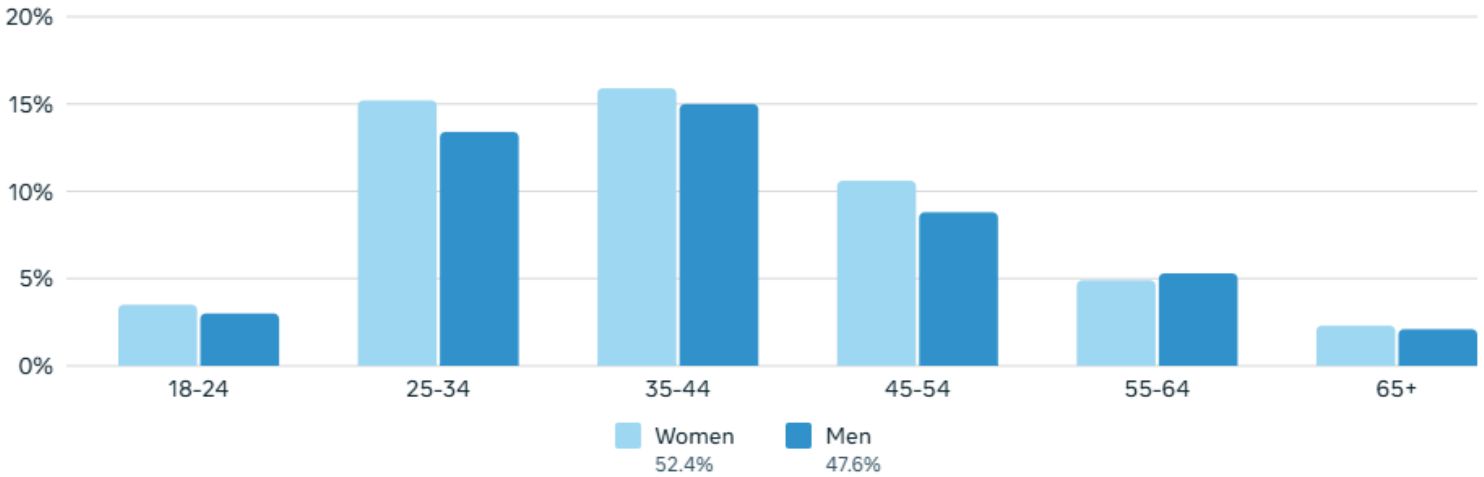
Followers ⓘ

Lifetime

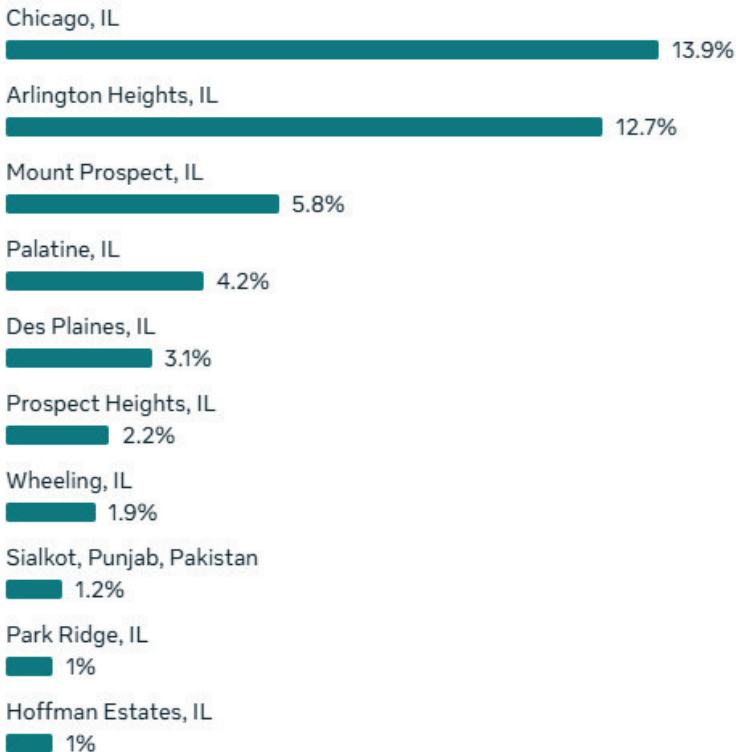
589

Lifetime

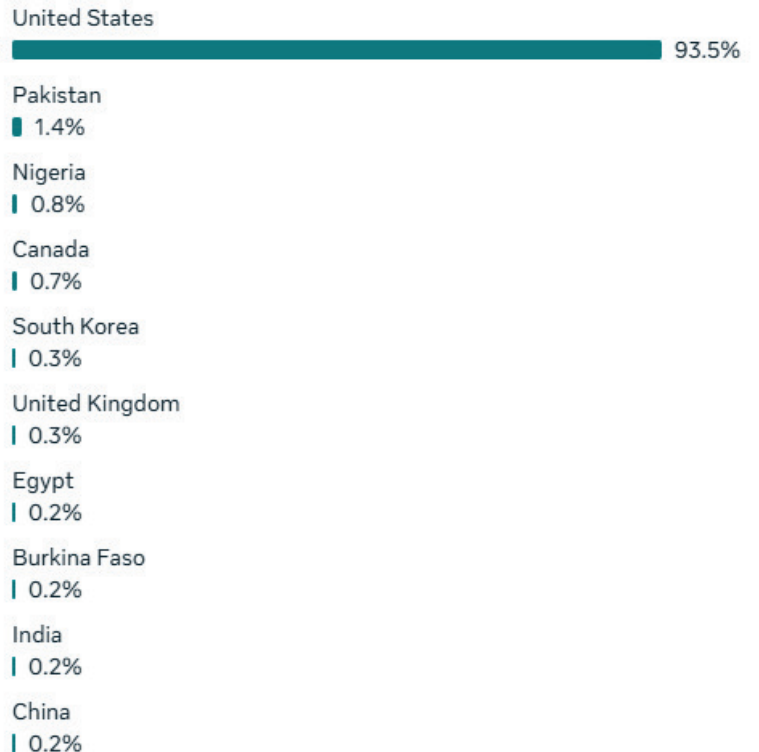
Age & gender ⓘ



Top cities



Top countries



July 2025



August 26, 2025

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

REQUEST FOR PROPOSAL (RFP) – ANNUAL AUDITING SERVICES

The RFP for auditing services was sent out via email on July 25, 2025. We have received and responded to questions from two firms and received a response from another firm that they would be sending in a proposal. The timeline on the RFP is as follows:

- Request for Proposals Issued: July 25, 2025
- Questions Submitted by: August 14, 2025
- Proposals Due: September 10, 2025
- District Review: September 11-17, 2025
- Board Selects Firm: September 23, 2025

ANNUAL BUDGET 2026

The annual budget process for 2026 has begun. The budget handbook was emailed to team members on July 23, 2025, and the related calendar invites for budget meetings were sent out on July 25th.

The 2024 agency tax rate report from Cook County is not yet available (tax year 2024 is budget year 2025). This is needed to assist in preparing next year's levy request. Per various finance meetings with other Districts, all Districts in Cook County are waiting for this document.

PARK DISTRICT BID THRESHOLD

Ancel Glink was contacted to revise the District's Purchasing Policy for consideration of board approval according to the new thresholds signed into law effective August 1, 2025. The bidding threshold for work remains unchanged at \$30,000 while the bidding threshold for supplies and materials increases to \$60,000. An updated policy is being proposed.

CIVICREC GENERAL LEDGER REPORTING AND ENTRIES

We are continuing to work with CivicRec for a solution to the unbalanced entries it is producing for Preschool which also creates an unbalanced trial balance in CivicRec. Balancing entries are manually added before posting to the general ledger in the Tyler accounting software, so the accounting trial balance correctly nets to zero.

UNCLAIMED PROPERTY REPORTING

The process of reaching out to vendors with uncashed checks and customers with outstanding credits in CivicRec has begun. The finance team is adhering to state guidelines by sending letters and emails to resolve these balances before the funds must be turned over to the State of Illinois by November 1st.

INVOICING

An invoice and accompanying documentation was sent to the City of Prospect Heights on August 19th for their share of costs related to the Block Party totaling \$15,213.53. The PHYBS invoice will be prepared soon after water and electricity information is available.

HR/PAYROLL UPDATE (*Becca Luecke, HR Generalist*)

To celebrate and thank our team for their hard work this summer, we hosted a Summer Staff Appreciation Fiesta at the end of July. This was our way of recognizing their efforts and closing out the season together. As the summer season comes to an end, we are offboarding our seasonal staff. They were all vital to a successful summer, and we look forward to welcoming many of them back in future seasons.

Hiring efforts are continuing for two full-time positions: Facility Maintenance II and Parks Supervisor. Interviews are in progress, with the goal of having both positions filled and new team members starting shortly after Labor Day. In addition, onboarding is beginning for new KinderStop program staff to support the upcoming school year. This preparation ensures a smooth transition into fall programming and continued quality service for our community.



August 26, 2025

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

FALL PROGRAM GUIDE NOW AVAILABLE

The Fall 2025 Program Guide is currently available in electronic form at www.phparks.org. The Fall guide has been posted online and registration began on Monday, August 11 for Park District residents and on Monday, August 18 for Partner/Nonresidents. Fall guide hardcopies have been mailed to park district residents and additional copies made available at the Gary Morava Recreation Center.

EISENHOWER SCHOOL PLAYDATE

Staff attended the Eisenhower School Early Childhood and Kindergarten Playdate on Saturday, August 16. Along with other community partners, we were able to discuss the variety of great programs we have to offer along with giving out fun prizes.

FACILITY RENTAL PRICING UPDATES

Park District staff have finalized their review of and updates to our indoor and outdoor facility rental prices. After collecting facility rental pricing information from multiple surrounding park districts, our new facility rental prices have been increased to be more in line with those districts and will go into effect on Tuesday, September 2. All the long-term renters were notified of the rate changes at least 30 days in advance of the start of their fall rentals to be prepared for the changes.

SUMMER CELEBRATION

On Wednesday, August 6 we participated in the Summer Celebration event at Willow Trails Park in Prospect Heights. The event is centered around providing backpacks and school supplies to families and children in Wheeling Township. It was a beautiful evening and another opportunity for our staff to share information about fall programs and special events.

THANK YOU TO OUR SUMMER STAFF

My sincerest thanks to all our summer staff who worked hard to deliver high-quality programs, services, and facilities to the kids and families who spent their summer at the Gary Morava Recreation Center. From the Camp, Preschool, and Aquatics staff to the Concessions, Front Desk, and Parks staff, they all were committed to a common goal of representing the park district well in whatever area they worked. We wish them all the best as they return to school, another job, or the next opportunity.



August 26, 2025

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

POOL

Lions Pool has officially closed for the summer season. Facilities staff have begun the initial phase of winterizing the pool; opening all water valves, removing and storing grates, depressurizing and emptying the pool heater and sand filters, cleaning all chemical lines and storing away pool supplies. Over the next few months, routine and corrective maintenance is expected to take place within the pump room to prepare for next pool season.

GMRC

Facilities staff have completely restored the hardwood floor of the dance room within the GMRC. The restoration initially included sanding down the floor to bare wood with course grit and ending with a finer sanding grit to improve texture and traction. Several coats of polyurethane finish in conjunction with intermittent buffing were also applied to give the floor a completed and more professional product that will be more suitable with better functionality for program participants that utilize the dance room. Staff are currently in the process of adding electric hand driers inside to both the men's and women's single use bathrooms and locker rooms. The new hand drier installation will save the district an estimated \$2,500 - \$4,000 per year in paper towel consumption and increase cleanliness in all bathroom areas.

SAFETY

Department heads have recently met with the district's designated PDRMA Risk Management consultant to kick off the new Risk Management Review process for 2025. Over the next few months, leadership will collect all necessary documentation the district currently has that is pertinent to safety, policies and procedures to self-evaluate and maintain annual compliance and sound practices with PDRMA. The district also has several safety trainings planned for staff to attend, such as Accident/Incident training, Truck and Trailer safety and several Human Resources topics.

TULLY

The district continues to see progress moving forward with Tully Park and GWO Trucking, Inc. GWO has successfully submitted engineered plans for the horseshoe driveway to be installed with a stamp of approval by the City of Prospect Heights. The next step of the process is for GWO and Gordian, Inc. to submit "scope of work" plans to the City for their approval, which at that point a construction date will be determined shortly within the next few weeks.



August 26, 2025

To: Christina Ferraro, Executive Director
From: Marc Heidkamp, Director of Golf
Re: August 2025 Board Report

GOLF

Despite extreme temperatures during July revenues mirrored the prior season and remained stable with several golf events during July. Junior golf camps completed another successful season with tremendous turnouts.

CLUB HOUSE

The operation was stable for the month, with minor repairs.

GOLF SHOP

Shop sales were 22% down for the month. Equipment needs drove sales down, which is expected after a quick line change offering. When manufacturers change the line too quickly, we see a drop in sales. We are confident our year-end goals will be met, and sales will return to normal.

FOOD AND BEVERAGE

Sales for July were close to the prior year.

YEAR TO DATE	2024	2025	% CHANGE 2024 VS 2025
Golf & Members	\$206,648	\$206,375	0%
Golf Shop	\$18,184	\$14,845	-22%
Food & Beverage	\$103,000	\$98,000	-5%
Driving Range	\$5,435	\$5,464	0 %



August 26, 2025

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

GOLF COURSE GROUNDS

The last month has continued to be hot with the average temperatures in July being generally 2 to 4 degrees above normal with 10 days in the 90's. Most of the July rain events in the Chicago area missed us, leaving us in a drought. We have had to rely heavily on the irrigation system for watering and the wells to keep our irrigation pond level up. The high humid conditions prevailed for much of the month too. The high humidity adds to the turfgrass disease pressure causing more frequent plant protectant sprays. We did have a few more small irrigation leaks to fix. The golf course and clubhouse grounds look good.

EQUIPMENT

The greens sand top dresser has been repaired and briefly tested. I will be using it on the greens in about a week and will have a better idea of how well it works. Last year we took the tractor front end loader out of use because it needed some repairs to the front axle. The repairs for the loader will begin this month and hopefully it will be ready for use again this fall. We are still cleaning up the yard around the golf maintenance shop and had 2 utility carts and an old tractor hauled away for scrap.

MAINTENANCE STAFF

The golf crew is smaller compared to last year, but everyone is working hard and doing a great job. Our park district mechanic has completed his Illinois UST A/B Operator training course. The safety training topic for July was Heat Stress and Safety.



August 26, 2025

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

PRESCHOOL

The district is still accepting registrations for the 2025-2026 school year. The teachers have returned and are in the process of setting up their classrooms. To date, we have 22 registered for the program, which is 4 more students than last year at this time. Open house is Wednesday, August 27 and the first day of class is Tuesday, September 2.

KINDERSTOP

The Before and After care program began on Wednesday, August 20. AM and PM Kinderstop will begin on Thursday, August 28. Ms. Daniela, Ms. Adamari will be lead teachers for the AM and PM program. Mrs. Tamara will be the aide in the AM and PM program. Zoe K. will be after-care coordinator. This will be Zoe's first year as coordinator but comes experienced with leading Early Explorers camp for the past two summers. We have a good mix of new and returning staff to work the After Care program for the year.

Before Care- MWF- 10/30 students
 T/TH- 8/30 students
AM Program-MWF- 10/25 students
 T/TH- 9/25 students
PM Program-MWF- 19/25 students
 T/TH- 13/25 students
After Care- MWF- 48/50 students
 T/TH- 44/50 students

SUMMER CAMP

Summer camp ended on August 15. Last week's camp included a bubble station in house event, inflatables and free hot dog day.

Enrollment numbers for camps –

- FY2025 – 5,134 (entire summer)
- FY2024 – 5,076 (entire summer)
- FY2023 – 5,046 (entire summer)
- FY2022 – 4,280 (entire summer)
- FY2021 – 2,794 (entire summer)



August 26, 2025

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

DANCE & PERFORMING ARTS

Summer dance classes have concluded. A total of 61 dancers participate in this non-recital group of classes.

The Parent/Dancer Competition Team meeting was held on August 13. There were 24 families attend the meeting and 48 dancers attended first night of tryouts. Tryouts continued last week with final Boot Camp on Saturday, August 23.

CREATIVE & PERFORMING ARTS CAMP

Over the course of ten weeks of camp, there were total of 533 campers.

The Production Camp, Spacerella, hit the stage on Thursday, July 24 with 163 members of the audience who enjoyed the show. Our 43 campers & staff worked very hard and put on a fabulous show.

We added a Spacerella After Care Camp for those campers who wanted and needed extra care with a performing arts spin on it. The camp lasted 3 weeks and we had a total of 34 campers take advantage of this program.

ACTIVE ADULTS

The Fall Active Adult Newsletter has been published and already in homes. Registration has begun and our active adults are very eager to travel this fall.

The partnership with Sunrise Senior Living of Prospect Heights will continue with bingo, Pokeno & various other game days to include Prospect Heights residents, along with Sunrise residents, to promote programming together. A speaking series about interesting jobs in the community recently began.

The Golden Years Wellness Expo will be held on Monday, October 12. Back for the 2nd year full of new features including speakers, new health screenings and bingo. Walgreens will also be on hand to offer flu, covid and other vaccinations onsite. We currently have 20 registered vendors for the event.

SPECIAL EVENTS

It was a beautiful evening for Poolside Family Pizza & Bingo Night on Friday, August 1. We had 38 participants enjoy an evening of swimming, pizza and games of bingo with fun outdoor prizes. National Night Out was on Tuesday, August 5. This year we served 740 hot dog meals to all who attended. The concessions staff worked very hard to be sure everyone had a meal.



August 26, 2025

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

YOUTH ATHLETICS

July is a slow month for youth athletics. We had a couple classes with Hot Shots Sports run, two tennis classes and a soccer class. It was nice to utilize Claire Lane Park for those tennis classes. Many Hot Shots Sports, volleyball, and Chicago Fire classes begin first week of September. The youth soccer league in cooperation with River Trails Park District begins in September.

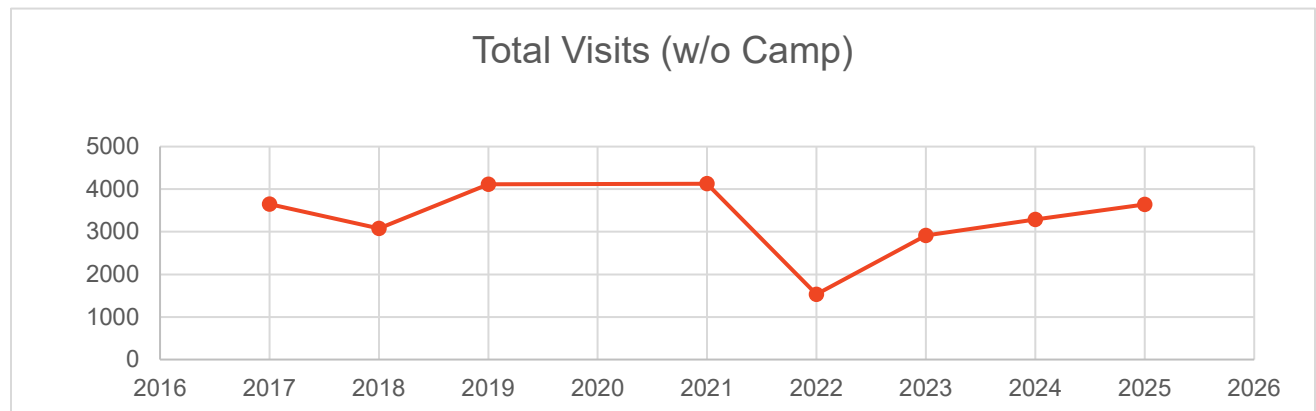
AQUATICS

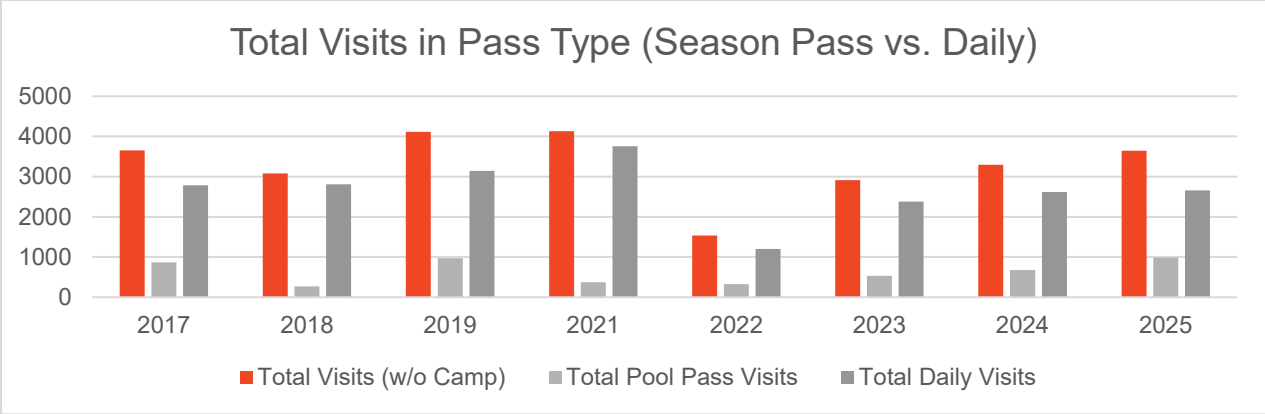
As of August 18, the end of the season, we sold 195 season pool passes— 1 more than last year. We recorded 2,657 daily visits, which is 40 more than last year. The season pass usage has increased, with 988 visits, 313 more than last year.

The pool season has ended. Many lifeguards plan to return next summer.

All pool audits were completed and passed each audit. The final audit was the best. The first year of StarGuard was a success and they were very helpful and responsive when assistance was needed.

Swim lessons are finished with many compliments from parents as they really enjoyed how much their children learned. Very kind parent brought bagels for the aquatics staff the last week of the season in appreciation.





FITNESS

The Tuesday evening yoga class continues to receive high praise, with the instructor earning excellent feedback from participants.

The upcoming fitness events to be looking forward to are Picklepalooza in November, an Adult Futsal League in September, and Fitness Fun Month also in September.

July 2025, 802 visits vs. July 2024, 564 visits (+238 visit increase)

July 2025 Total Memberships: 316

1year passes:	146	3-month fitness:	28
1year gym/racquetball:	31	SilverSneakers/Renew Active:	103
6-month fitness:	8		

Three Year Comparison – Monthly Acquisition (Seniors in parentheses)

Membership	July 2023	July 2024	July 2025
3 months	4	3	2
6 months	0	1	1
1 year	3 (3)	4 (2)	0 (0)
Membership July 2025	# of New Members		Total Revenue
3 months	2		\$90
6 months	1		\$65
1 year	0		\$0
Seniors	0		\$0



August 26, 2025

To: Park Board of Commissioners
From: Christina Ferraro, Executive Director
Re: Comprehensive Master Plan 2026 – 2031 Draft Review

A draft of the **Comprehensive Master Plan (CMP)** is presented for the Board of Commissioners' review and will be posted on the park district website to be shared with the public for final input through Sept 17, 2025. After revisions, the final document will be presented to the Board of Commissioners at the September 2025 regular board meeting for adoption.

The CMP process for Prospect Heights Park District followed a structured, multi-step process designed to assess community needs, evaluate existing facilities, and set priorities for future investments.

1. KICK OFF (FEBRUARY 2025)

Planning consultants were hired to guide the process, bringing expertise in public engagement, park design, and long-range planning.

- Tod Stanton, Design Perspectives: Data Collection, Analyze Needs & Prioritize Projects
- Dr Laura Payne, University of Illinois: Engage Public
- Greg Petry Consulting: Set Vision, Goals, and Strategies

2. Data Collection (MARCH – APRIL 2025)

Staff and consultants gathered baseline information:

- Inventory of existing parks, facilities, and amenities
- Demographic trends and population growth projections
- Usage data (program participation, facility reservations, maintenance costs)
- Budget, funding, and staffing levels

A project timeline and communication strategy were established.

3. Engage Public (MARCH – APRIL 2025)

Public input is essential. Engagement usually includes:

- Surveys (online and mailed)
- Focus groups with stakeholders (users, staff & partner agencies)

The goal was to capture broad feedback on needs, desires, and priorities.

4. Analyze Needs (JUNE – JULY 2025)

- Comparing existing facilities and services with national standards (e.g., NRPA metrics) and community input.
- Identified underserved areas, facility deficiencies, and future demand.

- Evaluated accessibility, equity, and environmental sustainability.

5. Set Vision, Goals, and Strategies (MARCH – JUNE 2025)

- The Board, staff, and consultants developed guiding principles.
- Created a vision statement and measurable goals for recreation, open space, trails, sustainability, and community engagement.
- Explored opportunities for partnerships, grants, and intergovernmental agreements.

6. Prioritize Projects (JUNE – JULY 2025)

- Developed a prioritized list of projects (short, medium, and long term).
- Estimated costs for renovations, new construction, land acquisition, and maintenance.
- Identified funding sources (tax revenues, bonds, grants, sponsorships, donations, user fees).

7. Review Draft (AUGUST 2025)

- Consultants prepared a draft CMP document to include public engagement results, goals and objectives for Parks & Facilities, Administration, Recreation capital improvement plan and recommended timelines.
- The Board reviews and provides feedback.
- The draft is shared with the public for final input.

8. Board Adopt Plan (SEPTEMBER 2025)

- The Board may formally adopt the final CMP, making it the guiding document for capital projects and policy decisions for a five-year period.

9. Implement & Monitor (OCTOBER 2025 – DECEMBER 2031)

- The District will use the CMP to guide annual budgeting and project planning.
- Staff will report periodically on progress.
- The plan may be updated mid-cycle to adjust to changing needs and funding.

With Board approval, the FY2031 budget will include funding for consultants to create the Comprehensive Master Plan for 2032-2036.



August 26, 2025

To: Park Board of Commissioners
From: Christina Ferraro, Executive Director
Re: FY2026 NWSRA Member District Annual Assessment (MDAA)

The Prospect Heights Park District, in partnership with 16 other park districts located within the northwest suburbs of Chicago, pay a membership fee to Northwest Special Recreation Association to providing recreational opportunities individuals with disabilities in our communities. The park districts can levy an annual tax of up to 0.4% (four cents or \$0.04) per assessed valuation to establish and maintain these programs and to enter into joint agreements that form special recreation associations to provide joint programs. This fund is restrictive in nature and can only be accessed by park districts that are a part of a Special Recreation Cooperative. Outside of the MDAA, this fund expenses funds for ADA compliant projects throughout the district and transfers funds to golf and recreation when NWSRA uses facility space for programs.

The calculation to create the Member District Annual Assessment (MDAA) formula was changed in March 2023 by the NWSRA Finance Committee and approved at the March 2023 NWSRA Board meeting. The changes in the calculation now include the Inclusion Services used in the previous year for each member district. The calculation is as follows:

- 70% of each Member District EAV (PHPD rate is \$52,288.92)
- 20% of each Member Districts Gross Population numbers (PHPD \$16,642.98)
- 10% of Actual Inclusion Services from the previous year. (PHPD \$6,814.78)
- With a 2% ceiling and a 2% floor to stabilize the contribution rates for each

Member District NWSRA Board of Directors approved a 2.0% MDAA increase for FY2026. The MDAA was calculated using the 2023 Tax Agency Report EAV numbers (436,186,894) and most recent Audited Gross Population numbers (11,538) and the actual Inclusion Services expenditure from FY2024 (15,148.63).

The Prospect Heights Park District will pay an additional \$357.80 for FY2026's MDAA due to an error found when calculating FY2025's MDAA.

The attached resolution proposed the Prospect Heights Park District board approve the 2026 Annual Assessment of \$76,104.48 to NWSRA.



Prospect Heights Park District Resolution No. 8.26.2025

Northwest Special Recreation Association

2026 Assessment

WHEREAS, the Prospect Heights Park District is a member district in good standing with the Northwest Special Recreation Association, and

WHEREAS, the Northwest Special Recreation Association represents a joint agreement program as authorized in the Park District Code and,

WHEREAS, the Prospect Heights Park District has the authority pursuant to Section 5.8 of the Park District Code, and,

WHEREAS, the Prospect Heights Park District is committed to ensuring the continuation of quality leisure services for its residents both children and adults experiencing a disabling condition, and,

WHEREAS, the Prospect Heights Park District wants to continue to support full community participation by residents with disabling conditions,

NOW, THEREFORE BE IT RESOLVED, THAT, the Prospect Heights Park District does ratify the recommended Assessment for calendar year 2026 (FY 2026) in the amount of \$76,104.48 as recommended by the Board of Trustees of NWSRA.

AYES:

NAYS:

ABSENT:

Approved this 26th day of August 2025.

President of Prospect Heights Park
District Board of Commissioners

ATTEST

Secretary of Prospect Heights Park District
Board of Commissioners



Date August 26, 2025
To Christina Ferraro, Executive Director
From Shawn Hughes, Superintendent of Finance, HR and IT
Re Approval of Revised Purchasing Policy

The District is subject to compliance with state statutes and bidding requirements, and on August 1, 2025, Illinois Senate Bill 1612 was signed into law and became effective immediately. This new law amends Section 8-1(c) of the Illinois Park District Code and raises the competitive bidding threshold for supply and material purchases from \$30,000 to \$60,000 provided that the District's policy aligns with the new amount. The competitive bidding threshold for work contracts (labor) remains at \$30,000.

Legal counsel (Ancel Glink) reviewed the District's current policy and suggested language which includes increasing the supplies and materials competitive bidding threshold to \$60,000.

RECOMMENDATION

Approval of the District's Purchasing Policy as revised as of today's date.



PURCHASING POLICY

Purpose

The purpose of establishing a purchasing policy is to maximize the purchasing power of public funds, to provide for the fair and equitable treatment of all persons involved in public purchasing, and to provide safeguards for maintaining the quality and integrity of expenditures made by the District. The District is also subject to compliance with state statutes including the Prompt Payment Act (50 ILCS 505/2), the Public Contracts Division of the Criminal Code (720 ILCS 5/33 E-I) and bidding requirements (70 ILCS 1205/8-1(c)). In the event there is a discrepancy between the District's policy and the governing state statute, the state statute will apply.

BASIC INFORMATION

Tax Exempt Purchases

The Park District is a tax-exempt agency. Purchases for the District are exempt from most forms of Illinois sales tax. Whenever possible, use the tax-exempt letter for all qualifying purchases. Staff will not be reimbursed for sales tax. The Park District may share its tax exemption certificate with vendors who are purchasing supplies which will be incorporated into work performed for the District.

Invoice

An invoice is a document that includes:

- Text identifying the document as an invoice (versus a statement, quote, etc.)
- Invoice Number
- Invoice Date
- Company Information (name, address, phone, email, etc.)
- Purchase Date or Order Date
- Amount Due
- Due Date
- Delivery Date, if available
- Item Description, Quantity, Unit Price, etc.
- Payment Instructions / Remittance Information

Any purchase that exceeds the budgeted amount for any line item requires the approval of the Department Head and Executive Director and must be noted on the check request or invoice. Any purchase that exceeds the appropriation amount for any line item requires an amendment to the appropriation ordinance.

Check Request

A check request should be utilized when an invoice has not been provided. Supporting documentation such as a contract or agreement should be attached.

EFT Payments

New vendors should be requested to provide their electronic banking information for receiving payments. They are not obligated to provide such information, but it aids in preventing fraudulent check activity.

If EFT information is provided and payments are sent to the vendor in this manner, any changes to the original payment account number needs to be verified using two means of authentication. For instance, if an email is received from the vendor, or a fellow employee, that the vendor now has a different account for payment, a call should be made to verify. This is to prevent hacked email account users either at the vendor's office or the District's office from changing information.

Personal Purchases

If you choose to make a work-related purchase while doing your personal shopping, payment must be made with two separate orders, two separate transactions, and two separate receipts. Do not use the District issued credit card or tax-exempt letter for personal purchases – doing so may result in criminal liability.

Employee Reimbursements

The District recognizes that there are certain circumstances in which it may be necessary for District operations that employees make purchases on behalf of the District using personal funds and subsequently requesting reimbursement for those purchases. All reasonable efforts shall be made to plan for purchases in advance to avoid the need for employee reimbursements and employee reimbursements should only be used when all other reasonable avenues for making a purchase have failed and there is no alternative for making the purchase.

Reimbursement for the purchase will be subject to approval of the purchase by the Supervisor/Manager, Superintendent, and the Executive Director. The reimbursement request should follow the same submittal process as for vendor invoices except including a detailed receipt versus an invoice. Requests for employee reimbursements shall be submitted no later than 90 days from the date of the purchase or it will be deemed waived.

Cooperative Purchase Agreements

The District is encouraged to utilize established cooperative purchase programs, such as the Illinois Joint Purchasing Program through the State of Illinois and the Savers Program through the Illinois Association of Park Districts to obtain preferred pricing when it is in the best interest of the District to do so. Membership is required in the cooperative organization for the District to utilize the service (e.g., Sourcewell, OMNIA). As such organizations come to the attention of Staff, Staff should bring that entity to the attention of the Superintendent or Executive Director for consideration and presentation to the Board.

The District will use single vendor goods and services when in the best interests of the District, permitted by law and as approved by the Board.

Length of Contracts

The Park Code (with very few exceptions, please consult Legal) limits the length of a contract to a maximum of 1 year.

REQUIREMENTS BY PURCHASE AMOUNT

I. PURCHASES LESS THAN \$30,000

Purchases less than \$30,000 are exempt from the State of Illinois competitive bidding procedures. In such instances, the following procedures shall be followed:

A. Purchases less than \$5,000

For budgeted purchases less than \$5,000, staff members are required to research and purchase at the lowest price. The invoice or check request and supporting documentation (ex: packing slip), are submitted to their supervisor.

B. Purchases of \$5,000, but less than \$30,000

For budgeted purchases of \$5,000, but less than \$30,000, staff members are required to document three (3) quotes. The documentation will be submitted with the invoice or check request and supporting documentation to their supervisor. Purchases should be based on the lowest, qualified quote meeting the specifications, delivery date, and other required terms and conditions of purchase.

In rare instances, there may be only one source for specialized services or items. In these situations, a request may be made in advance of purchase to the Executive Director for approval to purchase from a sole source provider.

II. PURCHASES OF \$30,000 OR MORE

The Park District Code, 70 ILCS 1205/8-1 requires that all contracts for work involving an expenditure of \$30,000 or more shall be awarded to the lowest, responsive and responsible bidder, considering conformity with specifications, terms of delivery, quality, and serviceability.

The Park District Code, 70 ILCS 1205/8-1 requires that all contracts for supplies or materials involving an expenditure of \$60,000 or more shall be awarded to the lowest, responsive and responsible bidder, considering conformity with specifications, terms of delivery, quality, and serviceability.

Contracts Not Subject to Competitive Bidding

- Purchases and contracts which by their nature are not adapted to competitive bidding (the Board may, in particular circumstances, adopt a resolution to make a legislative finding concerning such purchases and contracts to remove the contract from the competitive bidding requirement).
- Contracts for services of individuals possessing a high degree of professional skill where the ability or fitness of the individual plays an important part.
- Contracts for the printing of finance committee reports and departmental reports.
- Contracts for the printing or engraving of bonds, tax warrants and other evidence of indebtedness.
- Contracts for utility services such as water, light, heat, telephone, or telegraph
- Contracts for the use, purchase, delivery, movement, or installation of data processing equipment, software, or services and telecommunications, and

- interconnect equipment, software, or services
- Contracts for duplicating machines and supplies
- Contracts for goods or services procured from another governmental agency.
- Purchases of equipment previously owned by some entity other than the district itself.

- Contracts for the purchase of magazines, books, periodicals, pamphlets, and reports
- Contracts for emergency expenditures (if approved by $\frac{3}{4}$ of the members of the board)

An Invitation for Bid or Request for Proposal (RFP) should be developed for submission to potential vendors. The proposal should include:

- Description of the Park District.
- General statement about the supplies, materials or services required.
- Specific scope of work to be performed.
- Firm qualification and experience requirements.
- Draft Agreement (consult with Legal)
- Manner of payment.
- RFP evaluation process and criteria.
- Proposal requirement and due dates.
- Insurance requirements, drafted by PDRMA.
- Statement of Indemnification.
- Prevailing Wage Act and Public Construction Bond Act, if applicable

Bid Process

A. Public Advertisement

- The District will place at least one public notice, in a local newspaper published in the District, at least ten (10)-calendar days prior to the bid deadline.
- Bid Notice must include:
 - General description of work to be performed or articles to be purchased.
 - Where specifications may be obtained. (log name/address of mailed/picked up)
 - Performance, labor, and material payment bond requirements (required for improvement projects over \$150,000.00).
 - If applicable, a determination as to whether the Prevailing Wage Act applies.
 - Deadline and location for submission of bids.
 - Time, place and location for opening bids.
 - Other information necessary to enable comparable, competitive bid.
 - Statement of right to reject all bids and waive nonmaterial variances.

B. Qualifications to Bid

- May require each potential bidder to submit written documentation addressing:
 - Financial ability to perform.
 - Ability to obtain necessary bonds and insurance.
 - Experience in building like projects with specific examples.
 - List of references.

The Park District may include additional selection criteria for specific purchases, on a case-by-case basis, when a particular purchase is subject to unique requirements to protect the best interests of the District. The Park District may

always consider all publicly available information to determine the responsiveness and responsibility of a contractor.

C. Pre-Bid Conference-

- Meeting with stakeholders, architect, or engineer, and/or interested bidders.

D. Bid Opening

- Accepting only sealed bids from the bidder.
- Bidding by phone, fax or email is not acceptable.
- Bids will be stamped with date and time received.

Bid opening may be performed virtually

- Bids will not be accepted after the exact time and date of the bid opening as stated in the "Advertisement for Bids". They shall be returned, unopened, to the bidder with a notation that it was a late bid, noting the date and hour received, and signed by a representative of the Park District.
- Bids must be opened and read exactly at the appointed time and date and location specified, in the order they were received.
- All in attendance will sign-in prior to bid opening.
- The contact person denoted in the "Instructions to Bidders," or their designee, will open the bids. The bids will be opened individually, and the bid amount will be read aloud and recorded by an assistant to the contact person.
- Two staff members are to be present at the bid opening and must sign the "sign in sheet."
- Upon completion of the bid openings, it will be stated that the bids will be reviewed for accuracy, references will be checked, and a recommendation for award will be presented to the Park Board of Commissioners at their next scheduled board meeting.
- After the bids are reviewed, the lowest, qualified bidder will be notified.
- All bid documents will be kept on file for a minimum of 10 years.

E. Bid Analysis

- Each bid should be analyzed to determine if there are any variances, numerical errors, modifications from requirements or if a bid does not meet the specifications requested.

F. Lowest Responsive and Responsible Bidder

- Consider not only the lowest dollar amount of the bid, but the bidder's qualifications to meet the expectations and demands under the terms of the contract.
- Make sure there is a sound and reasonable basis for the award.
- If awarding (or recommending award) to a bidder that is not the lowest, document the decision with supporting rationale. Consult with Department Head and/or Attorney before finalizing decision/recommendation.

G. Formal Acceptance of a Bid

- Bid should be accepted by formal action of the Board (motion, resolution or in some cases, ordinance).
- Written notice of acceptance and direction to proceed should be timely made to the accepted bidder.

H. Bid Rejection

- The District may reject any and all bids and proposals received and may advertise for bids or issue a new request proposals.
- The District is not required to accept a bid that does not meet the district's established specifications, terms of delivery, quality, and serviceability requirements and may be required by law to reject a non-responsive bid.

III. CIRCUMVENTION

Amounts more than the provisions set forth in the Purchasing Policy may not be split into smaller segments (string purchasing and/or string bidding) for the purpose of avoiding provisions of the purchasing policy. Circumvention is determined by whether each segment is objectively predictable and foreseeable at the time each procurement takes place.

IV. VENDOR

We require that the following information from all vendors prior to payment: Name, address, phone number, federal tax ID or Social Security number, type of company (individual, partnership, or corporation). This information can be found on the W-9. For all new independent contractors' staff should attach the vendor's W-9 to the initial invoice.

V. OPEN PURCHASE ACCOUNT (House Accounts)

All purchases on account are subject to the guidelines as stated in the Purchasing Policy.

Revised August 26, 2025

Intergovernmental Agreement

This Intergovernmental Agreement (IGA) is made effective as of August 25, 2025, by and between the Prospect Heights Park District, (Park District), an Illinois unit of local government organized and operating in accordance with the Illinois Park District Code (70 ILCS 1205/1, et seq.) and the City of Prospect Heights, (City), an Illinois municipal corporation organized and operating in accordance with the Illinois Municipal Code (65 ILCS 5/1, et seq.). The Parties agree as follows:

RECITALS

The City has appointed a group of Officials, known as the Prospect Heights Natural Resources Commission (PHNRC), that are dedicated to preserving, protecting and restoring natural areas and raising awareness of environmental issues affecting Prospect Heights.

The PHNRC also incorporates volunteers that work together to enhance, restore and manage natural areas and resources to maintain and improve their ecological health and biodiversity. Their goal is to protect and enhance natural resources, promote community awareness and education of environmental issues affecting Prospect Heights's natural resources such as animal habitat and the threat of invasive species.

From time to time, the Parties have used, and intend to use, the PHNRC to undertake projects on Park District properties for the benefit of the Community.

The Parties have entered into this IGA to apportion their responsibilities and to establish the framework for future Projects to be undertaken by the PHNRC on Park District properties.

By sharing resources, ideas, etc. the City and Park are committed to natural open space preservation efforts and the quality of its urban forest.

AGREEMENT

The Recitals set forth above are incorporated herein and this Agreement shall be interpreted in the light thereof.

RESPONSIBILITIES OF THE PARTIES

Park District

- Schedule programs with PHNRC (bird watching, presentations, summer camp workshop, etc.) and promote awareness of the PHNRC through the District's various communication channels
- Annually appropriate, in the exercise of its sole discretion, funds in the Park District Budget to help defray the costs of PHNRC Projects.
- Apply for and/or assist the PHNRC to apply for grants to fund PHNRC projects

- Work with PHNRC to identify, plan and facilitate projects on Park District owned properties that are appropriate for volunteers to undertake.

City

- Appoint individuals to serve as PHNRC commissioners to oversee a volunteer PHNRC workforce
- Provide an annual allocation of funds to the PHNRC which is included in the City's operating budget for materials and supplies or provide a similar amount as a donation to the Friends of the PHNRC for their utilization.
- Apply for and assist the PHNRC to apply for grants to fund PHNRC projects
- Work with PHNRC to identify and facilitate projects on City owned properties that are appropriate for volunteers to undertake.
- Host the PHNRC board meetings
- Fabricate and install mutually agreed upon interpretive signage for completed PHNRC projects
- Provide from City forces and assets, the labor, equipment and tools necessary to facilitate the work of PHNRC.
- Supervise, as appropriate, all approved City projects
- Maintain general liability insurance for completed projects of the PHNRC which shall be primary to any other insurance of the Park District for any claims brought by PHNRC volunteers.
- Secure the City's Volunteer Waiver of Liability form for each volunteer who participates in PHNRC activities (reciting that volunteers are not employees of either the Park District or the City and outlining the hazards associated with roadside work, work with chemicals, etc.)
- Ensure volunteers wear appropriate personal protective equipment (e.g., safety vests and goggles) provided through the PHNRC City budget or by donation from the City to the Friends of the PHNRC.

PHNRC (As Administered by the City)

- Reports to the City Council and make recommendations for legislation and other actions pertaining to the natural resources of the City
- Conduct workdays for community volunteers to increase biodiversity and connect wildlife habitat
- Provide outreach and educational opportunities for local students and residents
- Attend conferences, presentations and workshops to continuously learn about natural areas, conservation and advocacy, wildlife protection and monitoring.
- Hire, train and evaluate the summer internship students
- Where approved by the property owner, and subject to all permitting requirements, restore shoreline on City and Park District properties
- Where approved by the property owner, create pollinator habitats on City and Park District properties
- Where approved by the property owner, fabricate and install interpretive signage at native planting areas

- Collect seed and grow native plants through their greenhouse program
- Maintain a website to serve as an informational resource for PHNRC to include a calendar of events, volunteer information, etc.
- Where approved by the property owner, plant native plants
- Where approved by the property owner, remove invasive species
- Where approved by the property owner, and subject to all certification and license requirements, conduct prescribed burns
- Provide bird, plant and tree identification classes for the community
- Produce an electronic newsletter to create a greater awareness of environmental issues affecting Prospect Heights, IL and to inform the public of projects and progress
- Have a presence in local independence day parades

MISCELLANEOUS

Duration

This IGA shall have an initial term of 3 years unless sooner terminated in accordance with the terms herein or unless extended upon the written agreement of all parties.

Termination

Any party may terminate this Agreement for cause upon 2 business day's notice to cure. In addition, either party may terminate the IGA for convenience upon 30-days written notice.

Mutual Release and Waiver of Claims.

A. Other than a claim for coverage under the insurance required of the City in this Agreement, the Park District and its officers, agents, employees, legal representatives, grantees, successors, and assigns release, waive, and forever discharge the City and City's officers, agents, and employees from and against all causes of action and claims that Park District had, may now have, or might subsequently accrue, arising out of, caused by, resulting from, or related to PHNRC activities on Park District properties.

B. City and its officers, agents, employees, legal representatives, grantees, successors, and assigns release, waive, and forever discharge Park District and Park District's officers, agents, employees, and contractors from and against all causes of action and claims that City had, may now have, or might subsequently accrue arising out of, caused by, resulting from, or relating to PHNRC activities on Park District properties.

C. No agreement or undertaking of the Park District or City contained in this Agreement shall be deemed to be a personal covenant, agreement or undertaking of any officer, employee or agent of the Park District or the City and no officer, employee or agent of the Park District or the City shall be personally liable under this Agreement

or be subject to any personal liability in connection with or arising out of the execution, delivery and performance or nonperformance of this Agreement.

Waiver. No officer, employee, or agent of either Party has the power, right or authority to change, vary, or waive any terms, conditions, or provisions of this Agreement. The knowing failure of either party to insist on strict performance of any of the terms, conditions, or provisions of this Agreement shall not be deemed a waiver of the rights or remedies that such Party may have regarding any breach or default in any terms, conditions, or provisions of this Agreement.

Cumulative Remedies. All remedies provided in this Agreement shall be taken and construed as cumulative in addition to every other remedy provided by law.

Governmental Regulations. The Parties acknowledge that the subject matter of this Agreement is also governed by various federal, state, and local statutes, ordinances and regulations and that each Party is bound to comply with all such applicable statutes, ordinances, and regulations.

Force Majeure. This Agreement is subject to force majeure including, but not limited to, strikes, accidents, acts of God, weather conditions, labor shortages, regulations or restrictions imposed by any other government or governmental agency, or other delays or occurrences beyond the control of the Parties. If the provision of sewer service or water service is prevented or made impracticable by any cause of force majeure, this Agreement shall be suspended during the period when such cause exists, or its effects persist. The amount of time of suspension shall be added on to the end of the current term of the Agreement. Any Party invoking a force majeure under this Section shall give the other written notice of same.

No Third-Party Beneficiary. This Agreement is entered into solely for the benefit of the Parties, and nothing in this Agreement is intended, either expressly or impliedly, to provide any right or benefit of any kind whatsoever to any person or entity, who is not a Party, or to acknowledge, establish or impose any legal duty to any third party.

Indemnification.

A. To the fullest extent permitted by law, City shall defend, indemnify, and hold harmless Park District and Park District's officers, agents, and employees from and against all awards, causes of action, claims, damages, fines, liabilities, losses, judgments, penalties, costs, and attorneys' fees arising out of, caused by, relating to, or resulting from this Agreement, except to the extent proximately caused by Park District's fraud or willful and wanton conduct.

B. To the fullest extent permitted by law, Park District shall defend, indemnify, and hold harmless City and City's officers, agents, and employees from and against all awards, causes of action, claims, damages, fines, liabilities, losses, judgments, penalties, costs, and attorneys' fees arising out of, caused by, relating to, or resulting

from this Agreement, except to the extent proximately caused by City's fraud or willful and wanton conduct.

C. Notwithstanding the foregoing to the contrary and the contractual basis of this Agreement, the Parties shall be entitled to claim all defenses and immunities provided by law including, but not limited to, the Local Governmental and Governmental Employees Tort Immunity Act, 745 ILCS 10/1, *et seq.* The Parties' obligations under this Section shall survive the termination of this Agreement.

Notices. Whenever in this Agreement it shall be required or permitted that notice be given by either Party to the other, such notice shall be in writing and must be given personally or forwarded by registered or certified mail, return receipt requested, as follows:

If to Park District: Executive Director, 110 West Camp McDonald Rd., Prospect Heights IL 60070

If to City: City Administrator, 8 North Elmhurst Rd., Prospect Heights IL 60070

Entire Agreement. This Agreement contains the entire agreement between the Parties. No oral representations, promises or undertakings shall affect, vary or modify the terms of this Agreement. There are no promises, terms, conditions, or obligations than those contained in this Agreement. This Agreement shall supersede all previous communications, representations, or agreements, either verbal or written, between the Parties.

Binding Effect. This Agreement shall inure to the benefit of and be binding on the Parties hereto and their respective successors.

IN WITNESS WHEREOF, the Parties have hereunto set their hands and seals by the free and voluntary act of their duly authorized representatives as the Effective Date.

PROSPECT HEIGHTS PARK DISTRICT

CITY OF PROSPECT HEIGHTS

By: _____
Tim Jones, Park Board President

By: _____
Patrick Ludvigsen, Mayor

ATTEST:

Betty Cloud, Park Board Secretary

Joanna Prisiajniouk, Clerk