

**MT. PROSPECT PARK DISTRICT
1000 W. CENTRAL ROAD
MOUNT PROSPECT, ILLINOIS 60056**

MT. PROSPECT BOARD OF PARK COMMISSIONERS

**MEETING SCHEDULE
2016**

The Regular Board Meetings are scheduled on Wednesdays and will be held at Central Community Center, 1000 W. Central Road, Mount Prospect, Illinois at 7:00p.m.

JANUARY 20, 2016
(3rd Wed.)

JULY 27, 2016

FEBRUARY 17, 2016
(3rd Wed.)

AUGUST 24, 2016

MARCH 16, 2016
(3rd Wed.)

SEPTEMBER 28, 2016

OCTOBER 26, 2016

APRIL 27, 2016

NOVEMBER 16, 2016
(3rd Wed.)

MAY 25, 2016

DECEMBER 14, 2016
(2nd Wed.)

JUNE 22, 2016

Approved: December 16, 2015

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REGULAR BOARD MEETING

February 17, 2016

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MT. PROSPECT PARK DISTRICT
1000 W. CENTRAL ROAD
MOUNT PROSPECT, ILLINOIS 60056

REGULAR BOARD MEETING

MEMO TO: MT. PROSPECT PARK DISTRICT
BOARD OF COMMISSIONERS
PRESS
PUBLIC

FROM: STEVE KURKA, PRESIDENT

DATE: FEBRUARY 12, 2016

RE: REGULAR PARK BOARD MEETING
FEBRUARY 17, 2016 - 7:00 P.M.
CENTRAL COMMUNITY CENTER
1000 W. CENTRAL, MOUNT PROSPECT, IL

REVISED AGENDA

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

CHANGES OR ADDITIONS TO AGENDA

APPROVAL OF AGENDA

APPROVAL OF MINUTES: REGULAR BOARD MEETING: JANUARY 20, 2016

PUBLIC COMMENT:

PARKS FOUNDATION REPORT

FINANCIAL ADVISOR'S REPORT

RATIFICATION OF ACCOUNTS PAYABLE: JANUARY 2016

EXECUTIVE REPORT

UNFINISHED BUSINESS

- A. Tentative Budget & Appropriation Ordinance – FY 2016 • (Discussion)

NEW BUSINESS

- A. Special Board Meeting – March 16, 2016

APPROVAL/ADOPTION ITEMS

- A. Approval of Purchase – Ford F-350 & Ford F-550 Trucks • Illinois Department of Central Management Services – Joint Purchasing Program • Morrow Brothers Ford, Inc.
 - **ADOPTION OF ORDINANCE NO. 727: AN ORDINANCE AUTHORIZING AND DIRECTING THE TRADE-IN OF A USED TRUCK AND THE PURCHASE OF TWO NEW TRUCKS**
- B. Approval of Purchase – New Way Garbage Compactor-HB600 • National Joint Powers Alliance (NJPA) Cooperative Purchasing Program • Standard Equipment Company
 - **ADOPTION OF ORDINANCE NO. 728: AN ORDINANCE AUTHORIZING AND DIRECTING THE TRADE-IN OF A USED TRUCK AND TRASH COMPACTOR AND THE PURCHASE OF A NEW TRASH COMPACTOR**
- C. Approval of Purchase – Toro Greensmaster Flex 2120 Mowers • National IPA Joint Purchasing Program • Reinders, Inc.
- D. Approval of Concessions Agreement with Open Kitchens for the Golf Clubhouse concessions
- E. Approval/Authorization to Sell Liquor at Special Events 2016
- F. Approval/Authorization to Serve Liquor at Special Events 2016

PUBLIC COMMENT

COMMENTS/MATTERS FROM COMMISSIONERS

CLOSED SESSION

TAKE ACTION, IF ANY ON MATTERS DISCUSSED IN CLOSED SESSION

ADJOURNMENT

Unapproved
Regular Board Meeting

A Regular Meeting of the Mt. Prospect Park District, Cook County, Illinois, was held on Wednesday, January 20, 2016 at Central Community Center Facility of said Park District. President Kurka called the meeting to order at 7:00 p.m. On roll call, the following officers and commissioners were present:

Steve Kurka
Tim Doherty
Bill Klicka
Bill Starr
Lisa Tenuta
Ray Massie
Mike Murphy

Administrative Staff:

Greg Kuhs, Executive Director
Brett Barcel, Director of Golf Operations
Jim Jarog, Director of Parks & Planning
Brian Taylor, Director of Recreation
Barry Kurcz, Director of Business Services and Human Resources
Ruth Yueill, Superintendent of Community Relations & Marketing
Teri Wirkus, Executive Professional Compliance Manager

Professionals:

Tom Hoffman, Attorney
Lee Howard, GAI
Brad O'Sullivan, GAI
Bobbie Jo Hill, IAPD

Visitors:

Ed Devaney
Louis Goodman
Kathy Scaletta

CHANGES OR ADDITIONS TO AGENDA

Executive Director Kuhs requested to add the Tentative Budget and Appropriation Ordinance FY 2016 placed under New Business.

APPROVAL OF AGENDA

Commissioner Doherty motioned to approve the amended agenda; seconded by Commissioner Tenuta and was carried by unanimous voice approval.

APPROVAL OF MINUTES

Commissioner Tenuta motioned to approve the minutes from the Regular Board Meeting on December 16, 2015; seconded by Commissioner Klicka.

<u>Roll Call Vote</u>	Ayes	Nays	Absent
Commissioner Kurka	X		
Commissioner Doherty	X		
Commissioner Klicka	X		
Commissioner Starr	X		
Commissioner Tenuta	X		
Commissioner Massie	X		
Commissioner Murphy	X		

Motion passed.

Public Comment

Louis Goodman addressed the Board asking if the Board gave any more thought to allowing the public to make comments (regarding the present vote) prior to the Board Members voting on an item. President Kurka explained how the public comments are handled by the Board and the meeting packet is posted on the districts website prior to the Board meeting for the public to read (could go to the Library if someone does not have a computer).

Ed Devaney addressed the Board and commended the great work on the golf course and feels the course is a little over built for the Village but still it's still a fantastic course.

Brian Taylor was congratulated on receiving the Mount Prospect Chamber of Commerce Presidents Award.

Commissioner Klicka was presented an award for "Recognition of 20 Years' Service" from Bobbie Jo Hill, Director of Public Relations from IAPD for his dedication as Commissioner for the Mt. Prospect Park District

Parks Foundation

Ruth Yueill, Executive Director of the Parks Foundation stated:

- Money has been allocated for the first project (Tree Project) involving families and children in the community.
- The next project (buying AED's) money has been allocated to pay for half of the cost for replacement of AED's.
- Foundation's goal is to be "more" visible and involved; serving the community in all factions of the district.
- With the great success of Cabaret night - plans are being considered for having another Cabaret night in the summer and fall.
- March 9th meeting will be "new members meeting" and currently working on a campaign to get more people involved.
- The bigger picture for the foundation: 1) better presences 2) sponsoring of several events (one being Christmas in July with our Community Band).

Financial Advisor's Report

Lee Howard, GAI, reviewed the year to date departmental expenditures analysis, revenue trends and profitability of the District's key revenue facilities.

Discussion:

Commissioner Starr was concerned the adult's athletic league programs were down in revenue. Director Taylor explained the only decline in revenue was the adult inline hockey program.

Mr. Devaney asked how the district keeps tabs on the cost of the complimentary rounds for golf. Director Barcel stated we do keep records on the complimentary rounds, which is estimated at less than 1% of the total rounds of golf. Many of the complimentary rounds provided to charities and those available to staff don't get used during the year.

RATIFICATION OF ACCOUNTS PAYABLE

Commissioner Klicka motioned to ratify December Accounts Payable checks and EFT's in the amount of \$724,598.59 as listed on the December Check Registers; seconded by Commissioner Massie.

Discussion: None

<u>Roll Call Vote</u>	Ayes	Nays	Absent
Commissioner Kurka	X		
Commissioner Doherty	X		
Commissioner Klicka	X		
Commissioner Starr	X		
Commissioner Tenuta	X		
Commissioner Massie	X		
Commissioner Murphy	X		

Motion passed.

RATIFICATION OF PAYROLL

Commissioner Klicka motioned to ratify December Payroll checks and Direct Deposits in the amount of \$304,592.22 as listed in this report; seconded by Commissioner Tenuta.

Discussion: None

<u>Roll Call Vote</u>	Ayes	Nays	Absent
Commissioner Kurka	X		
Commissioner Doherty	X		
Commissioner Klicka	X		
Commissioner Starr	X		
Commissioner Tenuta	X		
Commissioner Massie	X		
Commissioner Murphy	X		

Motion passed.

Executive Report

Executive Director Greg Kuhs reviewed the following items:

- Nicholas & Associates will assist in developing specifications and design requirements to replace the damaged backstops at multiple park locations.
- FGM Architects and staff will be working through the process of developing concepts to present to the Board possibly at the February meeting for the Big Surf renovation.
- Lions Recreation Center heat unit is back up and running but there will need to be further discussion on options for upgrading the 1970 mechanical system for the facility.
- Change with direction for the lap lanes at RecPlex and new structure for swim lessons has work out well.
- The meet & greet of the new Community Band Music Director, Monty Adams was a success - staff is excited about the future of the band and a successful summer 2016 season.
- The Spring 2016 brochure will be delivered to homes the week of February 8th with Board President, Steve Kurka greeting our patrons in the inside cover.
- In the process finalizing the new park districts Inside the Park video with MPTV.
- Mardi Gras event takes place on February 6 at RecPlex from 4:30-8:30 p.m.
- Staff is working on the launch of a new online job application system (AppliTrack) with a goal of using this system in the early spring.
- Tom Ciesielski, youth inline hockey coach for MPPD, will receive the "Champion for Youth Award" during the annual Celestial Celebration on February 5th.

Discussion:

Commissioner Tenuta congratulated Julie Reilly on the new Community Band logo. She would like to invite the Music Director Adams to a Board meeting before the band season starts.

NEW BUSINESS

A. Review and Possible Revision of Golf Course Fees & Changes-2016

Executive Director Greg Kuhs explained the discussion will be on the history and breakdown of the Golf fees throughout the years. The cost of golf passes have not changed since 2011 and the green fees haven't changed since 2008. Director Barcel proceeded to explain how his staff conducted much research and comparison with other nearby golf courses. The discussion continued with the Board on comparisons of other nearby golf course fees. Once the discussion concluded, it was suggested the Season Pass Rates and Green Fees 2016 be approved as follows:

Season Pass Rates 2016

*A-Pass-7 Day	\$1,550
*B-Pass- Weekday Only	\$1,125
*Sr. Pass- Weekday Only	\$1,050
*Jr. Pass- Weekday & After 3 p.m. Weekend	\$ 650
*Pass play is unlimited & available to Mt. Prospect Park District Residents Only	

Resident Discount Card	\$35
Non-resident Discount Card	\$50

Green Fees	with Discount Card	Regular
Weekday 18 holes	\$33	\$43
Weekend 18 holes	\$39	\$54
Sr/Jr Weekday 18	\$26	\$34
Sr/Jr Weekday 9	\$18	\$20
Weekday 9	\$20	\$24
Weekend 9	\$23	\$28
TwI-Weekend	\$25	\$32
TwI-Weekday	\$23	\$26
Cart Fees		
18 holes (per person)	\$18	
9 holes (per person)	\$11	

Motion

Commissioner Doherty motioned to approve the fees and rates for Mt. Prospect Golf Club for the 2016 season as amended; seconded by Commissioner Murphy

<u>Roll Call Vote</u>	Ayes	Nays	Absent
Commissioner Kurka	X		
Commissioner Doherty	X		
Commissioner Klicka	X		
Commissioner Starr	X		
Commissioner Tenuta	X		
Commissioner Massie	X		
Commissioner Murphy	X		
Motion passed.			

B. Tentative Budget and Appropriation for 2016

Executive Director Greg Kuhs stated the a tentative Budget and Appropriation Ordinance has been placed at Central Community Center reception desk, Des Plaines Library reference desk, Mt. Prospect Library reference desk and the Mt. Prospect Human Services Department for anyone who wishes to review the document. The final Budget and Appropriation Ordinance will be presented to the Board for approval at the March 16th Board Meeting.

APPROVAL ITEMS

None

ADOPTION ITEMS

None

COMMENTS/MATTERS FROM COMMISSIONERS

Commissioner Tenuta remarked the crossing on Center Road at Melas Park is a great idea but feels there needs to be some education so motorists know to stop when the lights are flashing. She hoped the Village and possible the Park District could get the word out in the brochure and website.

Commissioner Starr remarked the decorations at RecPlex were wonderful.

Adjournment to Closed Session

Commissioner Doherty motioned to adjourn to closed session for Section 2c(21): Discussion of Minutes of Meetings Lawfully Closed Under this Act, whether for Purposes of Approval by the Body of the Minutes or Semi-Annual Review of the Minutes as Mandated by Section 2.06, and Section 2c(1): Personnel- To Discuss the Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of One or More Specific Employees of the Public Body; seconded by Commissioner Tenuta.

<u>Roll Call Vote</u>	<u>Ayes</u>	<u>Nays</u>	<u>Absent</u>
Commissioner Kurka	X		
Commissioner Doherty	X		
Commissioner Klicka	X		
Commissioner Starr	X		
Commissioner Tenuta	X		
Commissioner Massie	X		
Commissioner Murphy	X		

Motion passed.

Reconvene from Closed Session

Open Session was reconvened at 8:41 p.m.

TAKE ACTION, IF ANY ON MATTERS DISCUSSED IN CLOSED SESSION

Approval of Minutes, Reviewed in Closed Session

Per the discussion in closed session, Commissioner Doherty moved to approve the content of following Closed Session Minutes:

July 29, 2015	Section 2c(21):	Review of Closed Session Minutes
September 23, 2015	Section 2c(1):	Personnel
October 21, 2015	Section 2c(1):	Personnel
December 16, 2015	Section 2c(1):	Personnel

Seconded by Commissioner Massie.

<u>Roll Call Vote</u>	<u>Ayes</u>	<u>Nays</u>	<u>Absent</u>
Commissioner Doherty	X		
Commissioner Klicka	X		
Commissioner Kurka	X		
Commissioner Massie	X		
Commissioner Murphy	X		
Commissioner Starr	X		
Commissioner Tenuta	X		

Motion carried.

Approval for Release of Closed Session Minutes

Commissioner Doherty moved I move that it hereby be determined and hereby be reported to the public that the Closed Session minutes of: April 25, 2012, August 27, 2014, December 10, 2014, January 21, 2015, July 29, 2015 no longer require confidential treatment and are available for public inspection and that as to all other closed session minutes or portions thereof not yet released for public inspection the need for confidentiality still exists in order to protect the privacy of an individual and/or the public interest.

Seconded by Commissioner Tenuta.

<u>Roll Call Vote</u>	<u>Ayes</u>	<u>Nays</u>	<u>Absent</u>
Commissioner Doherty	X		
Commissioner Klicka	X		
Commissioner Kurka	X		
Commissioner Massie	X		
Commissioner Murphy	X		
Commissioner Starr	X		
Commissioner Tenuta	X		

Motion carried.

Approval of Agreement for Employment of Gregory Kuhs by Mt. Prospect Park District, Cook County, IL

Commissioner Doherty moved that the Board approve the Agreement for Employment of Gregory Kuhs by Mt. Prospect Park District, Cook County, IL

Seconded by Commissioner Tenuta.

<u>Roll Call Vote</u>	<u>Ayes</u>	<u>Nays</u>	<u>Absent</u>
Commissioner Doherty	X		
Commissioner Klicka	X		
Commissioner Kurka	X		
Commissioner Massie	X		
Commissioner Murphy	X		
Commissioner Starr	X		
Commissioner Tenuta	X		

Motion carried.

Commissioner Starr moved that the Board authorize the President of the Board of Commissioners to execute the Agreement on behalf of the Board of Commissioners.

Seconded by Commissioner Murphy and carried by unanimous voice vote.

ADJOURNMENT

There being no further business to discuss, Commissioner Massie moved to adjourn the Regular Board Meeting at 8:45 p.m.; seconded by Commissioner Klicka and carried by unanimous voice vote.

Respectfully submitted,

William J. Starr, Secretary

MT. PROSPECT PARKS FOUNDATION REPORT FEBRUARY - 2016

After the meeting of January 6th and all of the plans and details that evolved from that meeting, there are just a few things to report this month regarding the Parks Foundation.

- We have received orders for 6 memorial bricks. Conversations with Troost Monuments, who engrave the bricks, have established a timeline for engraving. Weather permitting; the bricks may be engraved in the next 30-60 days. If not, Troost has agreed to a completion date of May 15th in order to have the bricks presented to the purchasing families at the Memorial Day Parade/Ceremony.
- Graphic Designer, Julie Reilly, is designing a flyer/poster for the March Foundation meeting geared to attract new members to the Park Board. The campaign will use some of the tag lines established by Board members at the January meeting.
- Foundation Executive Director, Ruth Yueill, attended an interesting session on Building a Stronger Foundation at this years' IPRA Soaring to New Heights Annual Conference. She will share her findings with the Park Board at the March 9 Foundation meeting.
- 2016 Scholarship applications and information is being prepared and will be distributed upon approval of the Parks Foundation Board.
- The Parks Foundation, in a continued effort to be more actively present at Community Events was represented at the Mardi Gras Family Night at RecPlex on Saturday, February 6. Clips were distributed and questions were answered regarding the purpose and mission of the Parks Foundation.



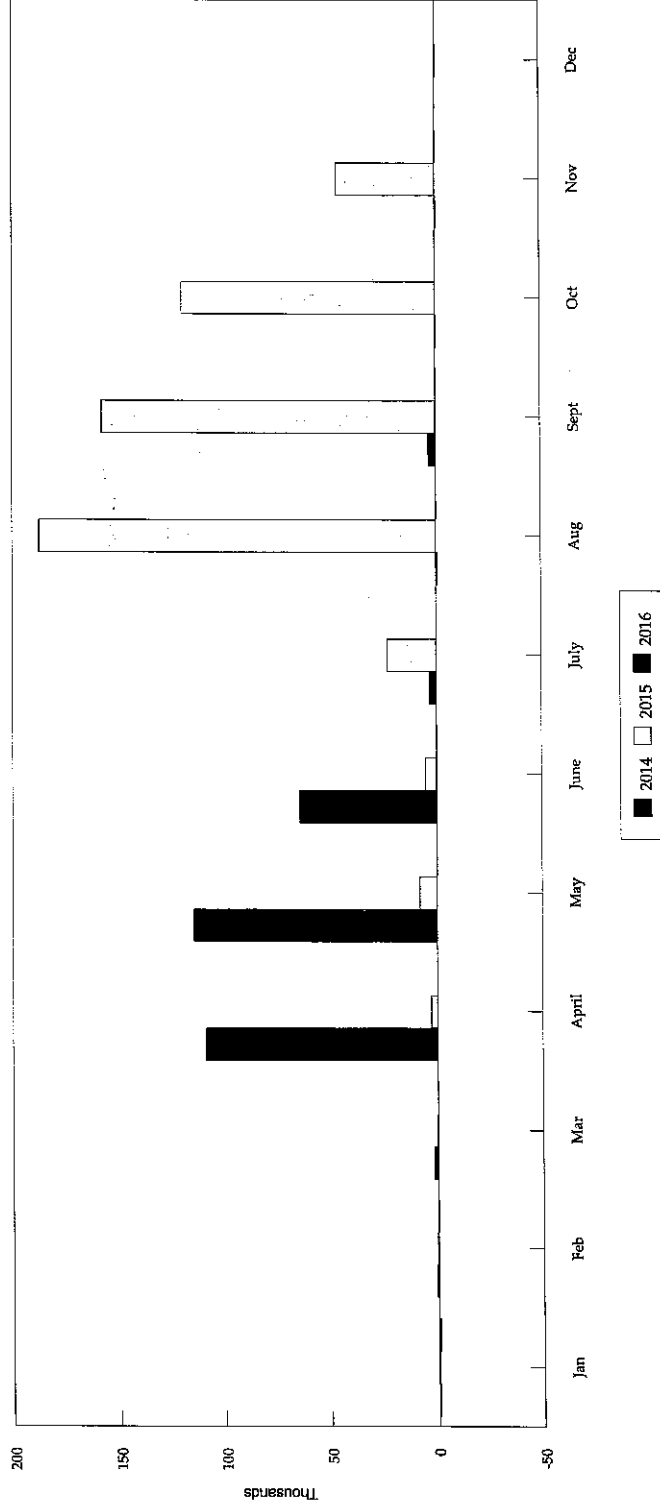
**MT PROSPECT PARK DISTRICT
DEPARTMENTAL EXPENDITURE ANALYSIS
FOR THE 1 MONTHS ENDED 1-31-16**

FUND / Department	8% OF CALENDAR YEAR							
	'16 Y.T.D. Actual	2016 Budget	Y.T.D. as % of '16 Budget	'15 Y.T.D. Actual	Y.T.D. % of '15 Y.T.D.	Projected 2016	Proj % of '16 Bud	% Inc '16 Bud Over '15 Bud
GENERAL FUND								
Administration	70,825	957,640	7%	61,142	116%	957,688	100%	0%
Maintenance	69,984	795,584	9%	76,128	92%	800,223	101%	-16%
Motor Pool	15,619	296,435	5%	11,904	131%	228,937	77%	3%
Buildings	7,562	185,071		11,905				
Studio at Melas	548	21,261	3%	140	391%	16,639	78%	-3%
Total	164,538	2,255,991	7%	161,219	102%	2,169,409	96%	2%
RECREATION FUND								
Administration	68,271	1,058,247	6%	55,911	122%	996,077	94%	33%
Big Surf	13,964	312,183	4%	12,445	112%	293,088	94%	10%
Meadows Pool	1,873	194,864	1%	136	1377%	191,149	98%	4%
Recplex Pool	35,305	540,840	7%	23,326	151%	516,413	95%	13%
Golf Course	80,706	1,559,967	5%	68,110	118%	1,558,762	100%	15%
Concessions	1,884	160,614	1%	1,047	180%	124,916	78%	6%
Lions Center	12,215	185,231	7%	10,735	114%	188,348	102%	-3%
Friendship Center	2,342	-		28,705	8%	2,342		-100%
Recplex Center	54,381	1,015,519	5%	54,712	99%	983,116	97%	-2%
Rec Programs	74,108	1,582,483	5%	54,365	136%	1,672,297	106%	-3%
Central Programs	1,577	137,400	1%	1,729	91%	116,371	85%	-3%
Central Road	32,603	605,170	5%	671	4859%	605,117	100%	-5%
Total	379,229	7,352,518	5%	311,892	122%	7,241,433	98%	6%

MT PROSPECT PARK DISTRICT GOLF COURSE MONTHLY RECEIPTS

Revenue Recap by Yr:

2014			2015			2016						
Month	YTD		Month	YTD		Month	YTD		'13Budget	'14Budget	'15Budget	'16Budget
Jan	(779)		Jan	35		Jan	35		1,459,500			
Feb	598	(181)	Feb	417	452	Feb	452	0	726,600			
Mar	1,857	1,676	Mar	209	661	Mar	661	0	705,490			
April	109,004	110,680	April	2,869	3,530	April	3,530	0	1,602,000			
May	114,621	225,301	May	7,758	11,288	May	11,288	0				
June	64,491	289,793	June	4,986	16,274	June	16,274	0				
July	3,153	292,946	July	22,714	38,988	July	38,988	0				
Aug	(759)	292,187	Aug	187,774	226,762	Aug	226,762	0				
Sept	3,159	295,346	Sept	158,081	384,843	Sept	384,843	0				
Oct	(360)	294,986	Oct	119,569	504,412	Oct	504,412	0				
Nov	(560)	294,426	Nov	46,280	550,692	Nov	550,692	0				
Dec	0	0	Dec	(721)	549,970	Dec	549,970	0				



This Year Vs Last Two Years

**MOUNT PROSPECT PARK DISTRICT
GOLF COURSE Department by Function
For One Month Ended 1-31-16**

ACCOUNT NAMES	TOTALS	ADMIN/ PRO SHOP	MAINT.	MERCH SALES	DRIVING RANGE	LESSONS	EVENTS	GOLF COMMUNITY CENTER
REVENUES:								
RENTAL	-	-	-	-	-	-	-	-
PASSES /USER FEES	-	-	-	-	-	-	-	-
DAILY /USER FEES	-	-	-	-	-	-	-	-
PROGRAM FEES	-	-	-	-	-	-	-	-
MERCHANDISE SALES	224	-	-	224	-	-	-	-
OTHER	(1,140)	(1,140)	-	-	-	-	-	-
SPONSORSHIPS	-	-	-	-	-	-	-	-
TOTAL REVENUE	(916)	(1,140)	-	224	-	-	-	-
% of Budget	0%	0%	n/a	0%	0%	0%	0%	0%
EXPENDITURES:								
FULL TIME SALARIES	39,874	21,474	15,188	-	-	-	-	3,212
PART TIME SALARIES	7,113	2,250	4,083	-	-	-	-	780
FRINGE BENEFITS	25,709	9,839	12,829	-	-	-	-	3,041
CONTRACTUAL SERVICES	3,811	2,403	1,040	-	-	-	-	367
COMMODITIES	2,092	112	1,926	-	-	-	-	54
MERCHANDISE	-	-	-	-	-	-	-	-
UTILITIES	2,107	487	409	-	-	-	-	1,211
SALES TAX	-	-	-	-	-	-	-	-
TOTAL EXPENDITURES	80,706	36,565	35,475	-	-	-	-	8,666
% of Budget	5%	6%	5%	0%	0%	0%	0%	6%
REVENUE OVER(UNDER) EXP	(81,623)	(37,705)	(35,475)	224	-	-	-	(8,666)
CHANGE FROM LAST YR + (-)								
REVENUE	29	(196)	-	224	-	-	-	-
EXPENDITURES	12,596	984	9,120	(323)	-	-	-	2,814
NET	(12,567)	(1,179)	(9,120)	546	-	-	-	(2,814)
% CHANGE FROM LAST YEAR								
REVENUE	(3)	21	n/a	n/a	n/a	n/a	n/a	n/a
EXPENDITURES	18	3	35	(100)	n/a	n/a	n/a	48
2016 BUDGET REVENUE	1,602,000	1,389,500	-	55,000	90,000	47,500	20,000	-
2016 BUDGET EXPENSE	1,559,967	601,475	694,535	55,600	6,000	32,000	17,000	153,357
2015 REVENUE	(945)	(945)	-	-	-	-	-	-
2015 EXPENDITURES	68,110	35,581	26,355	323	-	-	-	5,832

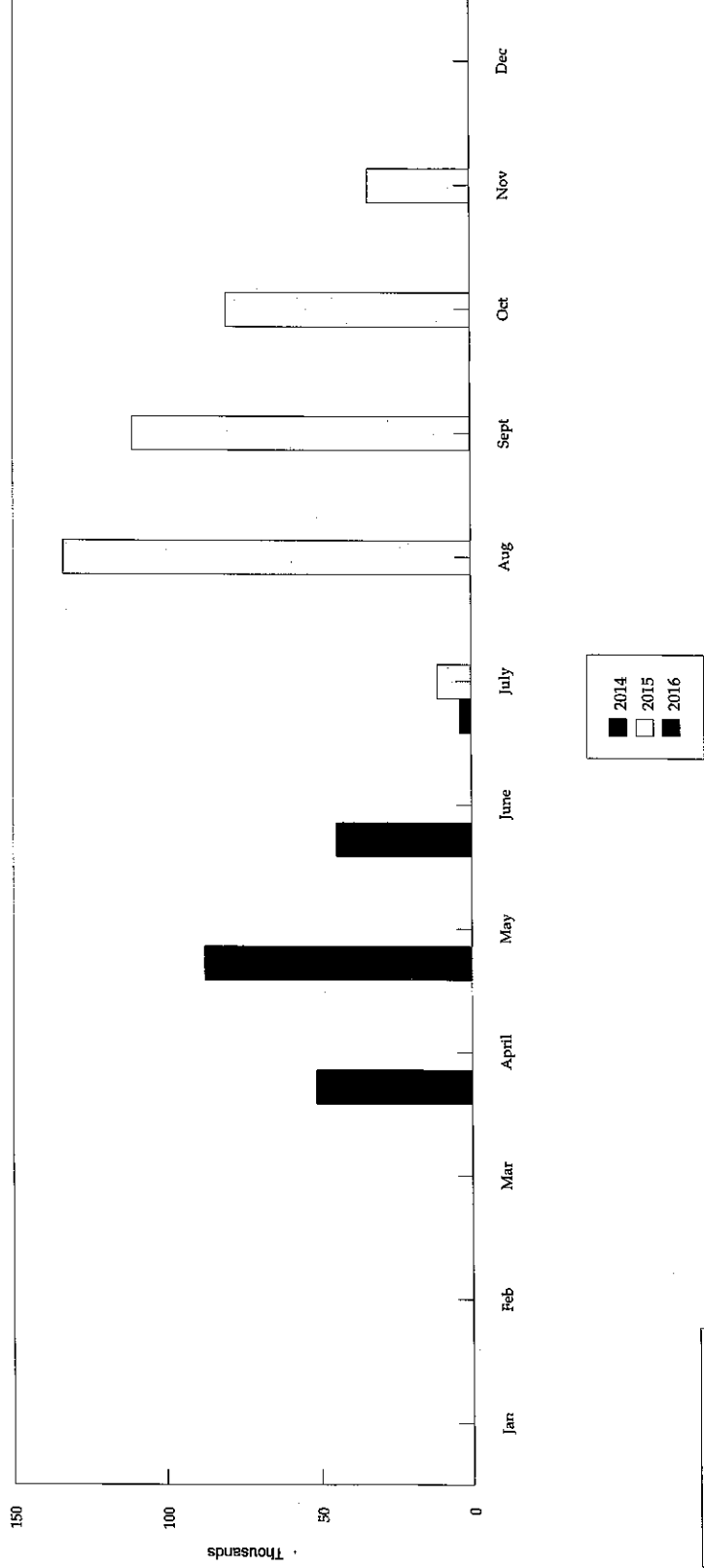
MT PROSPECT PARK DISTRICT

GOLF COURSE

Greens Fees Sales

Revenue Recap by yr:

	2014		2015		2016		
	Month	YTD	Month	YTD	Month	YTD	
Jan	0	0	Jan	0	0	0	'14Budget
Feb	0	0	Feb	0	0	0	'15Budget
Mar	0	0	Mar	0	0	0	'16Budget
April	51,226	51,226	April	0	0	0	340,000
May	87,458	138,684	May	0	0	0	400,000
June	44,471	183,155	June	0	0	0	850,000
July	4,000	187,155	July	10,971	10,971	0	
Aug	0	0	Aug	133,659	144,630	0	
Sept	0	0	Sept	111,129	255,759	0	
Oct	0	0	Oct	80,451	336,210	0	
Nov	0	0	Nov	33,259	369,469	0	
Dec	0	0	Dec	0	0	0	

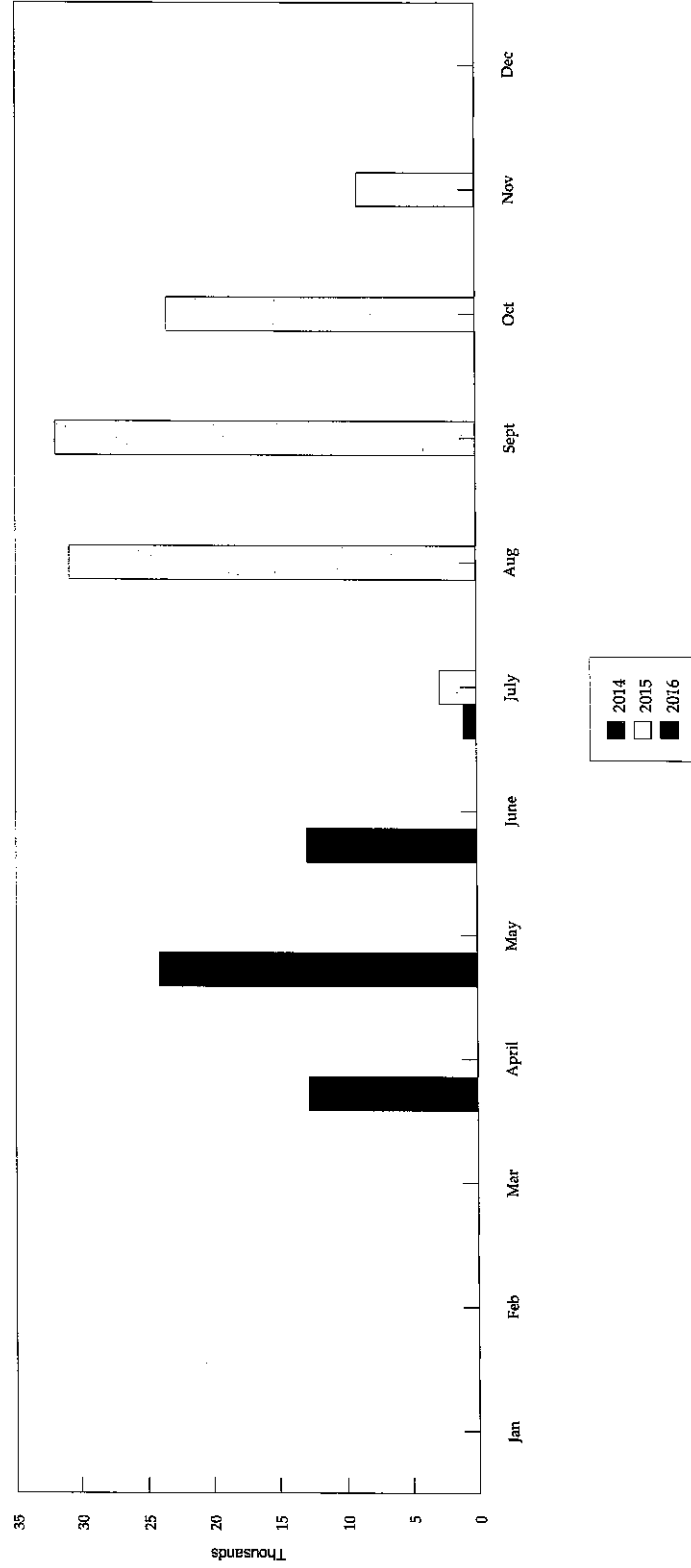


This Year Vs Last Two Years

MT PROSPECT PARK DISTRICT
GOLF COURSE
Power Cart Rental

Revenue Recap by yr:

2014		2015		2016			
Month	YTD	Month	YTD	Month	YTD	'14Budget	'15Budget
Jan	0	Jan	0	Jan	0	110,000	
Feb	0	Feb	0	Feb	0	150,000	
Mar	0	Mar	0	Mar	0	280,000	
April	12,738	April	0	April	0		
May	24,086	May	0	May	0		
June	12,898	June	0	June	0		
July	1,000	July	2,822	July	0		
Aug	0	Aug	30,811	Aug	0		
Sept	0	Sept	31,939	Sept	0		
Oct	0	Oct	23,443	Oct	0		
Nov	0	Nov	9,057	Nov	0		
Dec	0	Dec	0	Dec	0		
	50,722		98,072		0		



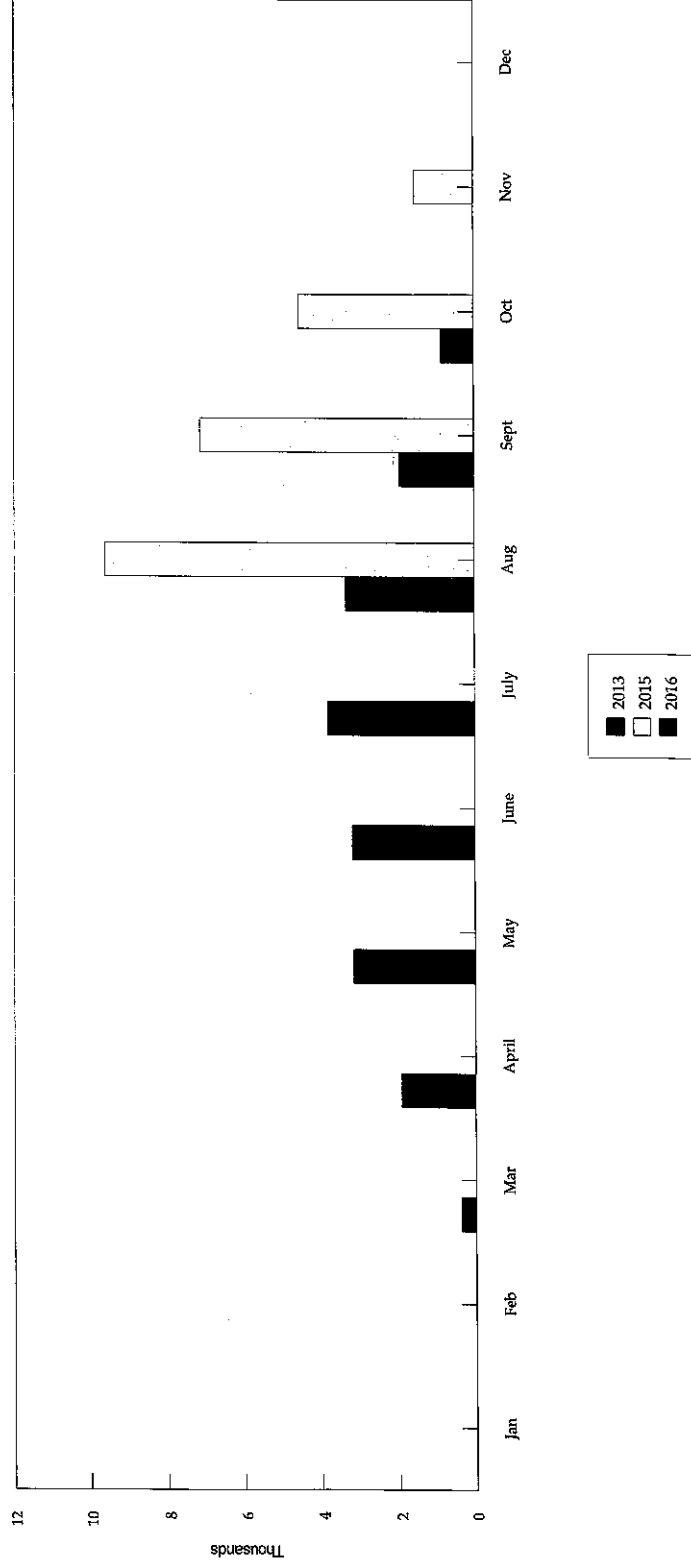
This Year Vs Last Two Years

MT PROSPECT PARK DISTRICT
GOLF COURSE

Driving Range Revenue

Revenue Recap by yr:

2013		2015		2016			
Month	YTD	Month	YTD	Month	YTD	'13Budget	'15Budget
Jan	0	Jan	0	Jan	0	21,000	
Feb	0	Feb	0	Feb	0	40,000	
Mar	390	Mar	0	Mar	0	90,000	
April	1,940	April	0	April	0		
May	3,200	May	0	May	0		
June	3,235	June	0	June	0		
July	3,820	July	0	July	0		
Aug	3,387	Aug	9,610	Aug	0		
Sept	1,970	Sept	7,155	Sept	0		
Oct	858	Oct	4,571	Oct	0		
Nov	0	Nov	1,563	Nov	0		
Dec	0	Dec	22,899	Dec	0		

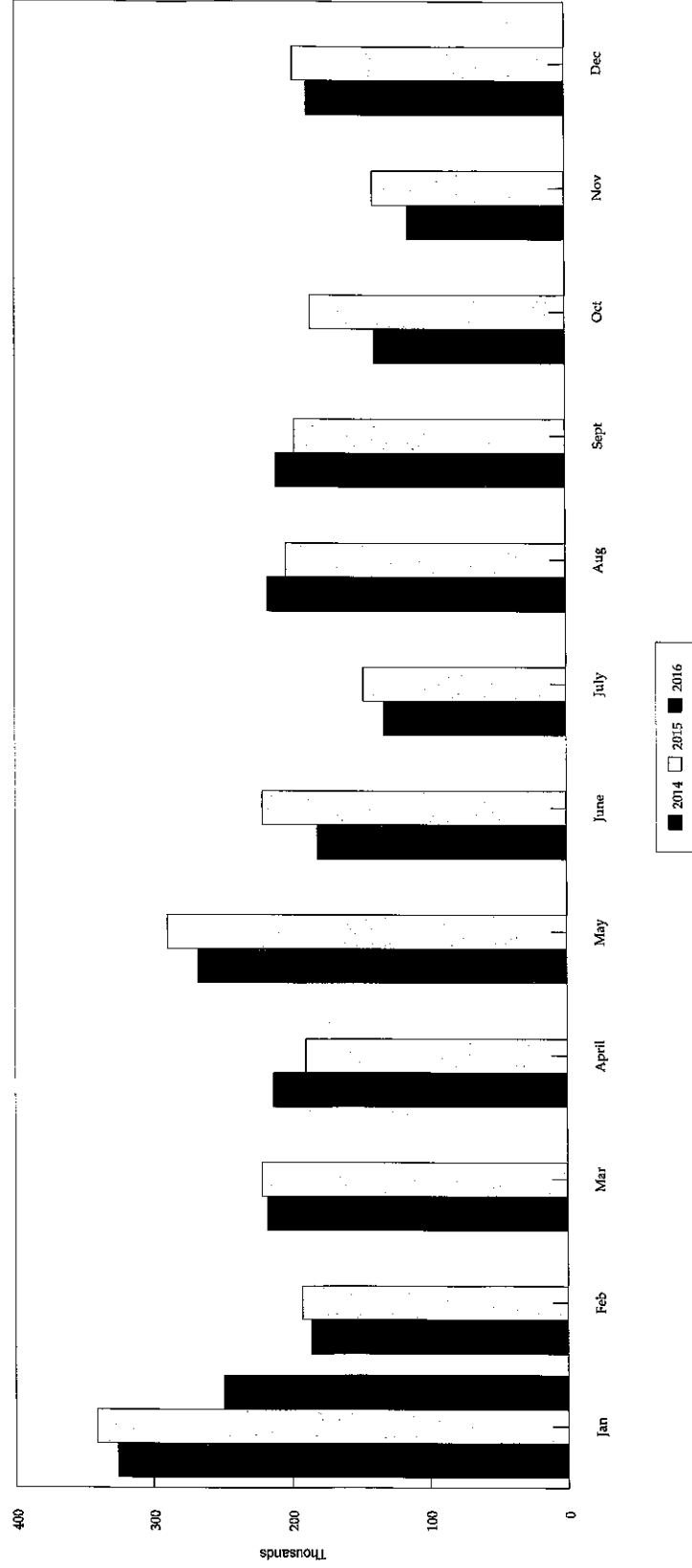


This Year Vs Last Two Years

MT PROSPECT PARK DISTRICT
PROGRAM REVENUE

Revenue Recap by yr:

2014			2015			2016					
Month	YTD		Month	YTD		Month	YTD		'14Budget	'15Budget	'16Budget
Jan	326,391	326,391	Jan	341,755	341,755	Jan	249,666	249,666	2,375,050	2,434,300	2,459,100
Feb	185,370	511,760	Feb	191,951	533,706	Feb	0	0			
Mar	217,723	729,483	Mar	221,835	755,541	Mar	0	0			
April	213,232	942,716	April	189,238	944,779	April	0	0			
May	267,943	1,210,659	May	289,573	1,234,352	May	0	0			
June	180,044	1,390,703	June	220,798	1,455,150	June	0	0			
July	131,877	1,522,580	July	146,894	1,602,044	July	0	0			
Aug	216,713	1,739,293	Aug	203,403	1,805,447	Aug	0	0			
Sept	210,238	1,949,530	Sept	196,803	2,002,250	Sept	0	0			
Oct	137,662	2,087,192	Oct	184,688	2,186,938	Oct	0	0			
Nov	114,213	2,201,405	Nov	139,489	2,326,427	Nov	0	0			
Dec	187,591	2,388,996	Dec	198,126	2,524,553	Dec	0	0			



This Year Vs Last Year

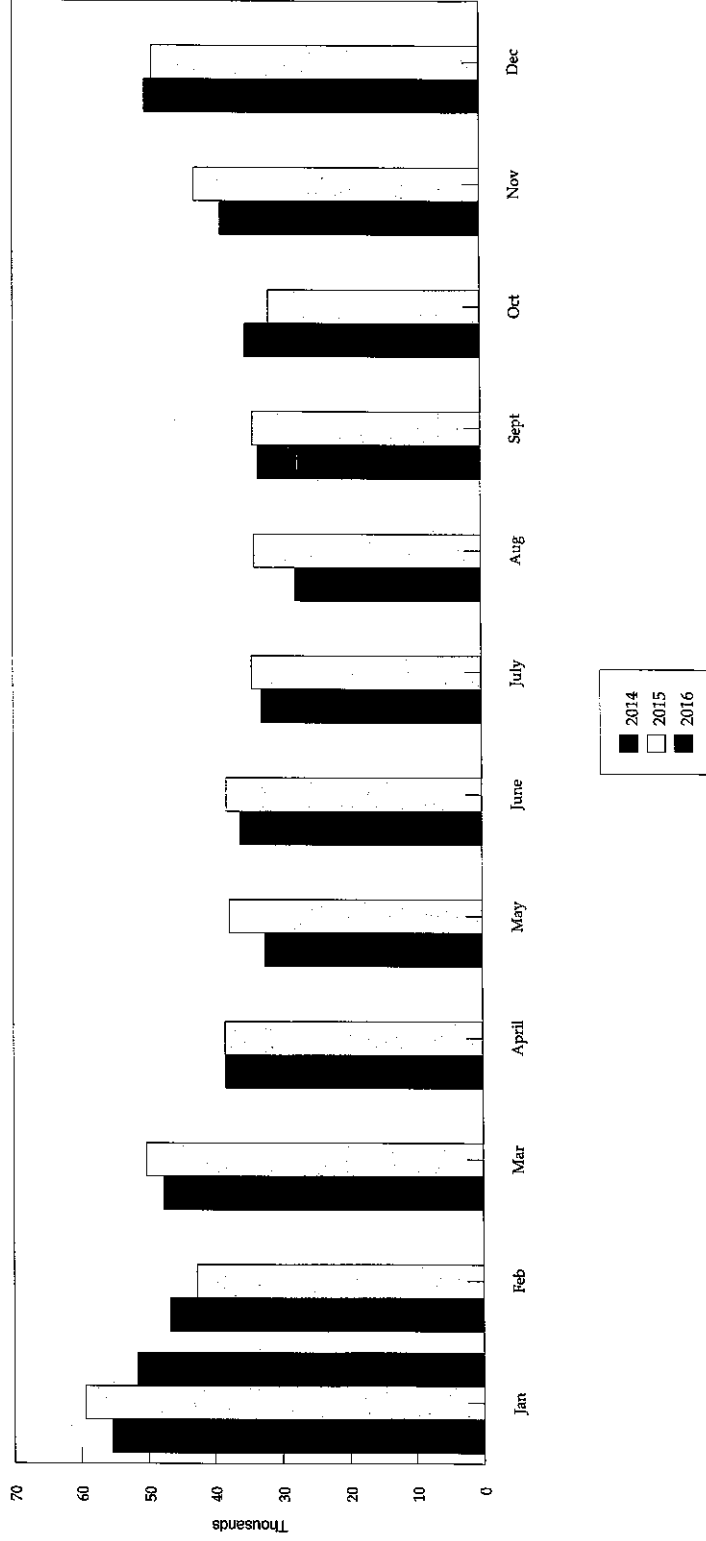
MOUNT PROSPECT PARK DISTRICT
PROGRAMS Department by Function
For One Months Ended 1-31-16

ACCOUNT NAMES	TOTALS	YOUTH/ CHILD CARE	ADULT	ATHLETICS YOUTH	FITNESS	SPECIAL EVENTS	SPECIAL PROGRAMS	ARTS	SENIOR CLUB	BASEBALL
REVENUES:										
PROGRAM FEES	247,251	6,956	11,857	20,681	15,694	1,567	720	79,986		109,790
CHILD CARE	1,816	1,816								
DONATIONS	600		600							
TOTAL REVENUE	249,666	8,771	12,457	20,681	15,694	1,567	720	79,986	-	109,790
% of Budget	10%	1%	11%	5%	6%	16%	0%	20%	0%	58%
EXPENDITURES:										
PART TIME SALARIES	54,187	27,585	278	6,219	10,485	19		9,323		278
CONTRACTUAL SERVICES	5,357	294	-	4,837			151	75		-
COMMODITIES	14,547	3,189	-	312		1,639		1,620	30	7,756
UTILITIES	47									47
TOTAL EXPENDITURES	74,138	31,068	278	11,368	10,485	1,658	151	11,018	30	8,082
% of Budget	5%	6%	0%	4%	7%	3%	0%	4%	0%	5%
REVENUE OVER(UNDER) EXP	175,528	(22,297)	12,179	9,313	5,209	(90)	569	68,968	(30)	101,708
CHANGE FROM LAST YR + (-)										
REVENUE	(88,390)	(63,621)	32	(2,184)	(15,938)	1,542	(265)	6,439	-	(14,395)
EXPENDITURES	19,773	5,667	(225)	4,934	(1,654)	1,469	151	2,332	30	7,068
NET	(108,163)	(69,288)	257	(7,118)	(14,284)	73	(416)	4,107	(30)	(21,463)
% CHANGE FROM LAST YEAR										
REVENUE	(26)	(88)	0	(10)	(50)	6,168	(27)	9	-	(12)
EXPENDITURES	36	22	(45)	77	(14)	781	-	27	-	697
2016 BUDGET REVENUE	2,407,500	1,031,000	114,000	410,000	250,000	10,000		402,000	-	190,500
2016 BUDGET EXPEND	1,583,033	554,500	96,750	278,500	158,500	50,700		295,050	550	148,483
2015 REVENUE	338,056	72,392	12,425	22,865	31,632	25	985	73,547	-	124,185
2015 EXPENDITURES	54,365	25,402	503	6,434	12,139	188	-	8,686	-	1,013

MT PROSPECT PARK DISTRICT RECPLEX

Revenue Recap by Yr:

2014			2015			2016					
Month	YTD		Month	YTD		Month	YTD		'14Budget	'15Budget	'16Budget
Jan	55,440	55,440	Jan	59,383	59,383	Jan	51,696	51,696	565,500	569,500	574,000
Feb	46,731	102,171	Feb	42,677	102,060	Feb	0	0			
Mar	47,636	149,808	Mar	50,295	152,355	Mar	0	0			
April	38,187	187,995	April	38,332	190,687	April	0	0			
May	32,313	220,308	May	37,602	228,289	May	0	0			
June	35,884	256,192	June	37,994	266,283	June	0	0			
July	32,746	288,938	July	34,207	300,490	July	0	0			
Aug	27,701	316,639	Aug	33,789	334,279	Aug	0	0			
Sept	33,136	349,775	Sept	33,974	368,253	Sept	0	0			
Oct	35,134	384,909	Oct	31,633	399,886	Oct	0	0			
Nov	38,801	423,709	Nov	42,740	442,626	Nov	0	0			
Dec	50,297	474,006	Dec	49,145	491,771	Dec	0	0			



This Year Vs Last Two Years

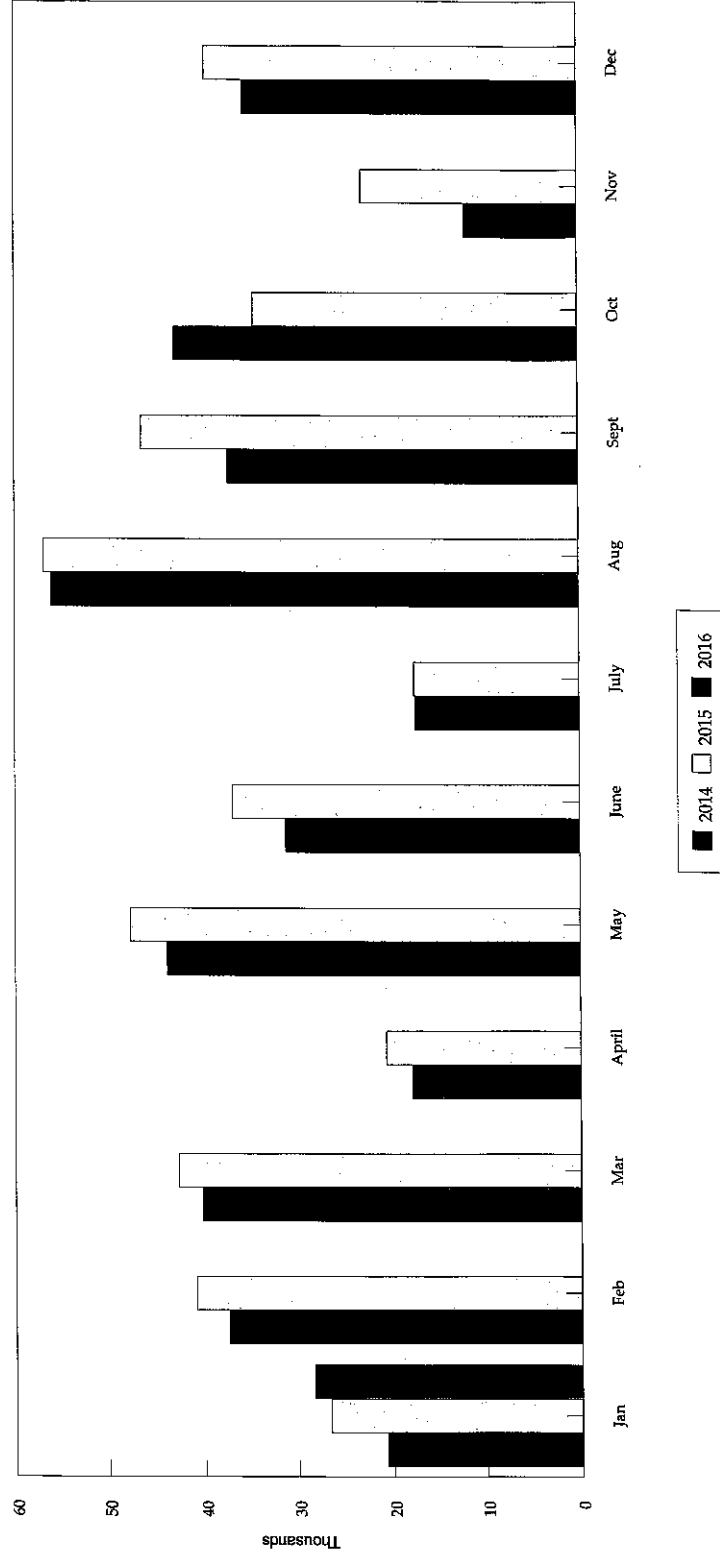
**MT PROSPECT PARK DISTRICT
RECPEX FACILITY REVENUE REPORT
JANUARY 2016**

	MONTH		YEAR to DATE		Up (Down)	
	This	Last	This	Last	Change	% Change
RENTALS						
Building Rental	4,893	4,038	4,893	4,038	855	21%
Lockers	-	-	-	-	-	-
Total	4,893	4,038	4,893	4,038	855	21%
PASS SALES						
All Facility	11,242	11,912	11,242	11,912	(670)	-6%
Gym & Track	4,854	5,184	4,854	5,184	(331)	-6%
Fitness	20,069	26,363	20,069	26,363	(6,294)	-24%
Total	36,164	43,459	36,164	43,459	(7,295)	-17%
DAILY FEES						
All Facility	1,095	1,367	1,095	1,367	(272)	-20%
Gym & Track	6,828	8,519	6,828	8,519	(1,691)	-20%
Fitness	1,377	1,266	1,377	1,266	111	9%
Racquetball	929	938	929	938	(9)	-1%
Playport	991	508	991	508	483	95%
Total	11,220	12,598	11,220	12,598	(1,378)	-11%
PROGRAM FEES						
Special Programs	435	-	435	-	435	#DIV/0!
Total	435	-	435	-	435	#DIV/0!
CONCESSIONS						
Merchandise	285	336	285	336	(51)	-15%
Vending	1,125	1,039	1,125	1,039	86	8%
Total	1,410	1,375	1,410	1,375	35	3%
OTHER						
Visa Charges / OvSt	(2,425)	(2,086)	(2,425)	(2,086)	(340)	16%
TOTAL	51,696	59,383	51,696	59,383	(7,687)	-13%

MT PROSPECT PARK DISTRICT RECPLEX POOL REVENUE

Revenue Recap by yr:

2014			2015			2016					
Month	YTD		Month	YTD		Month	YTD		'14Budget	'15Budget	'16Budget
Jan	20,707	20,707	Jan	26,632	26,632	Jan	28,383	28,383	408,900	410,900	431,900
Feb	37,488	58,195	Feb	40,930	67,562	Feb	0	0			
Mar	40,199	98,394	Mar	42,765	110,327	Mar	0	0			
April	17,886	116,280	April	20,683	131,010	April	0	0			
May	43,916	160,196	May	47,758	178,768	May	0	0			
June	31,177	191,373	June	37,031	215,799	June	0	0			
July	17,502	208,875	July	17,625	233,424	July	0	0			
Aug	56,078	264,953	Aug	56,964	290,388	Aug	0	0			
Sept	37,373	302,326	Sept	46,529	336,917	Sept	0	0			
Oct	43,085	345,411	Oct	34,593	371,510	Oct	0	0			
Nov	11,980	357,391	Nov	23,088	394,597	Nov	0	0			
Dec	35,710	393,101	Dec	39,821	434,419	Dec	0	0			

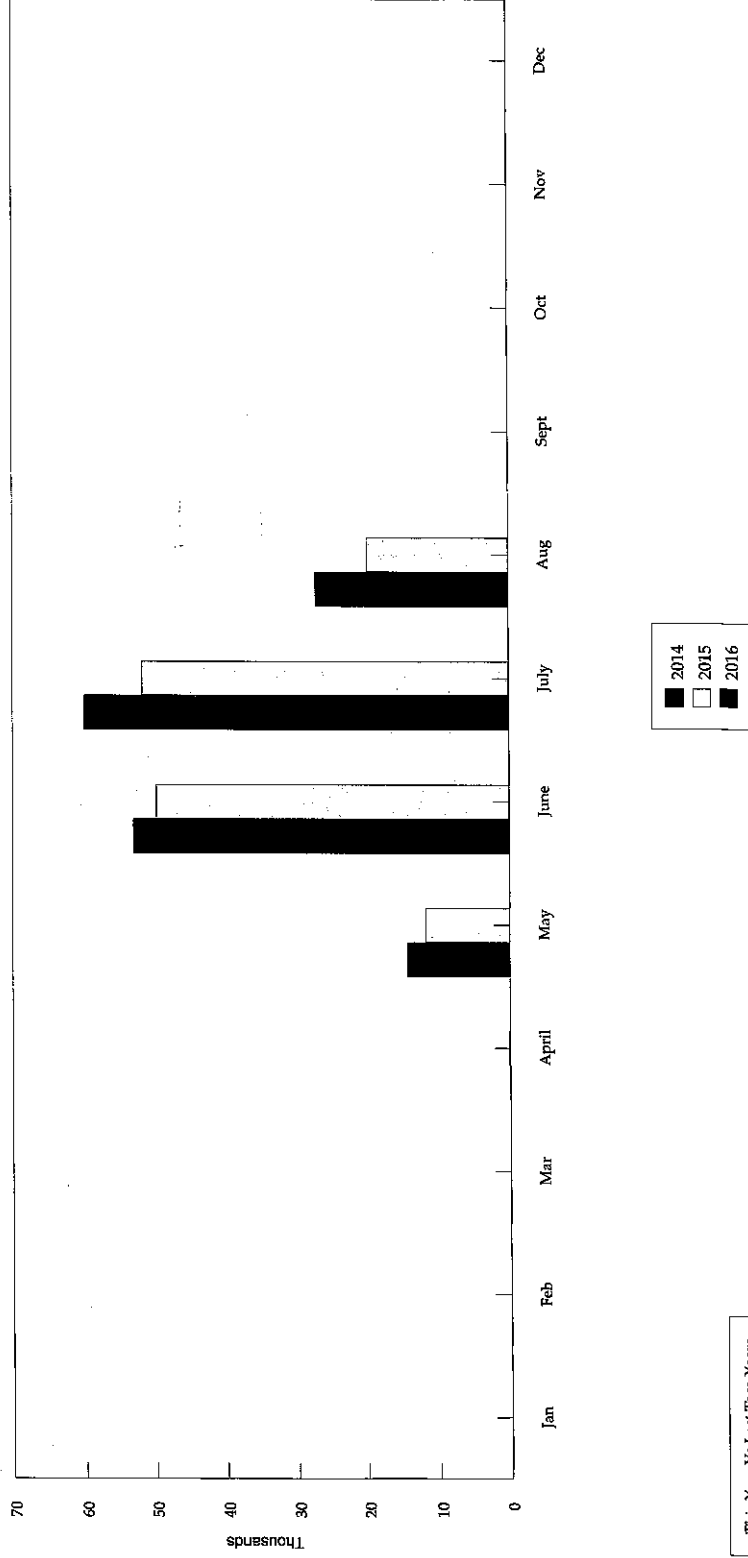


This Year Vs Last Two Years

MOUNT PROSPECT PARK DISTRICT BIG SURF POOL

Revenue Recap by yr:

2014		2015		2016			
Month	YTD	Month	YTD	Month	YTD	'14Budget	'15Budget
Jan	0	Jan	0	Jan	0	172,010	173,510
Feb	0	Feb	0	Feb	0	178,500	
Mar	0	Mar	0	Mar	0		
April	0	April	253	April	0		
May	23,247	May	11,791	May	0		
June	53,981	June	49,842	June	0		
July	40,515	July	51,858	July	0		
Aug	13,537	Aug	19,812	Aug	0		
Sept	2	Sept	0	Sept	0		
Oct	0	Oct	122	Oct	0		
Nov	0	Nov	0	Nov	0		
Dec	0	Dec	0	Dec	0		
	131,283		133,677		0		

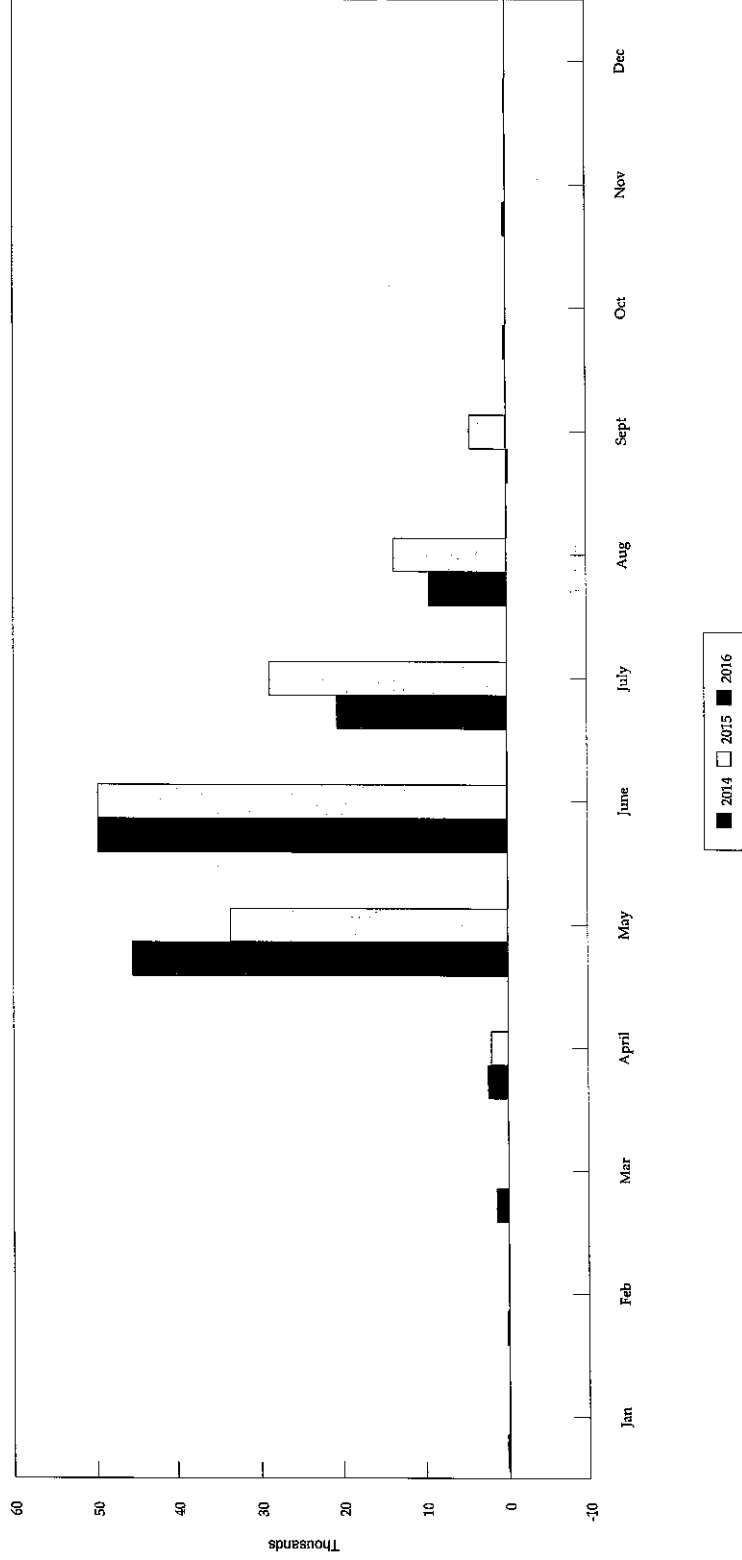


This Year Vs Last Two Years

MT PROSPECT PARK DISTRICT MEADOWS POOL REVENUE

Revenue Recap by yr:

	2014		2015		2016			'14Budget	'15Budget	'16Budget
	Month	YTD	Month	YTD	Month	YTD				
Jan	200	200	Jan	0	Jan	0		151,400		
Feb	175	375	Feb	0	Feb	0		153,400		
Mar	1,394	1,769	Mar	0	Mar	0		156,400		
April	2,432	4,201	April	2,049	April	0				
May	45,585	49,786	May	33,586	May	0				
June	49,819	99,605	June	49,848	June	0				
July	20,570	120,175	July	28,835	July	0				
Aug	9,420	129,594	Aug	13,587	Aug	0				
Sept	(312)	129,282	Sept	4,480	Sept	0				
Oct	250	129,532	Oct	0	Oct	0				
Nov	300	129,832	Nov	0	Nov	0				
Dec	175	130,007	Dec	0	Dec	0				



This Year Vs Last Two Years

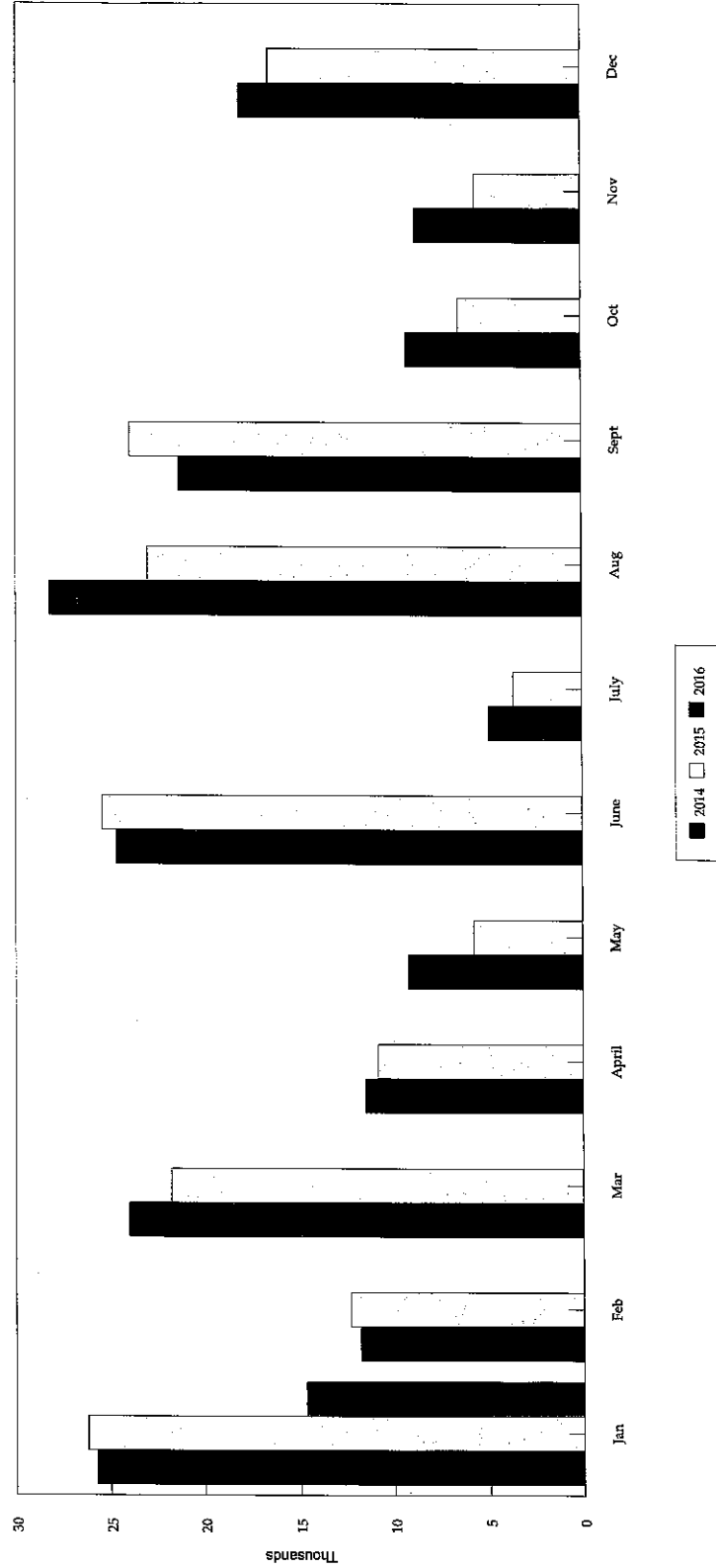
**MOUNT PROSPECT PARK DISTRICT
CONCESSIONS Department by Location
For One Month Ended 1-31-16**

ACCOUNT NAMES	TOTALS	ADMIN	LIONS POOL	MEADOWS POOL	MEADOWS BALLFIELD	GRILL & 1/2 WAY	MELAS PARK	ATHLETIC FIELDS
REVENUES:								
PROGRAM FEES	-							
DAILY / FEES - CATERING	-							
VENDING INCOME	-							
CONCESSION SALES	210		-				210	-
OTHER	-							
TOTAL REVENUE	210	-	-	-	-	-	210	-
% of Budget	0%	n/a	0%		0%	0%	1%	#DIV/0!
EXPENDITURES:								
FULL TIME SALARIES	459	459	79				852	-
PART TIME SALARIES	931							-
FRINGE BENEFITS	268	268						-
CONTRACTUAL SERVICES	-							-
COMMODITIES	389			389				-
COST OF GOODS SOLD	-							-
UTILITIES	226						226	-
SALES TAX/OTHER	-							-
TOTAL EXPENDITURES	2,273	727	79	389	-	-	1,078	-
% of Budget	1%	5%	0%	97%	0%	0%	2%	0%
REVENUE OVER(UNDER) EXP	(2,063)	(727)	(79)	(389)	-	-	(868)	-
CHANGE FROM LAST YR + (-)								
REVENUE	210	-	-	-	-	-	210	-
EXPENDITURES	1,226	3	79	389	-	-	754	-
NET	(1,016)	(3)	(79)	(389)	-	-	(544)	-
% CHANGE FROM LAST YEAR								
REVENUE	-	-	-	-	-	-	-	-
EXPENDITURES	117	0		-	-	-	233	-

MT PROSPECT PARK DISTRICT CENTRAL PROGRAM REVENUE

Revenue Recap by yr.

	2014		2015		2016				
	Month	YTD	Month	YTD	Month	YTD	'14Budget	'15Budget	'16Budget
Jan	25,744	25,744	26,229	26,229	14,677	14,677	201,500	204,000	200,000
Feb	11,809	37,553	12,364	38,593	0	0			
Mar	24,034	61,587	21,817	60,410	0	0			
April	11,531	73,118	10,834	71,244	0	0			
May	9,231	82,349	5,796	77,040	0	0			
June	24,693	107,042	25,428	102,468	0	0			
July	4,961	112,003	3,680	106,148	0	0			
Aug	28,213	140,216	23,040	129,188	0	0			
Sept	21,394	161,610	23,984	153,172	0	0			
Oct	9,321	170,931	6,509	159,681	0	0			
Nov	8,825	179,756	5,663	165,344	0	0			
Dec	18,142	197,898	16,589	181,933	0	0			



This Year Vs Last Year

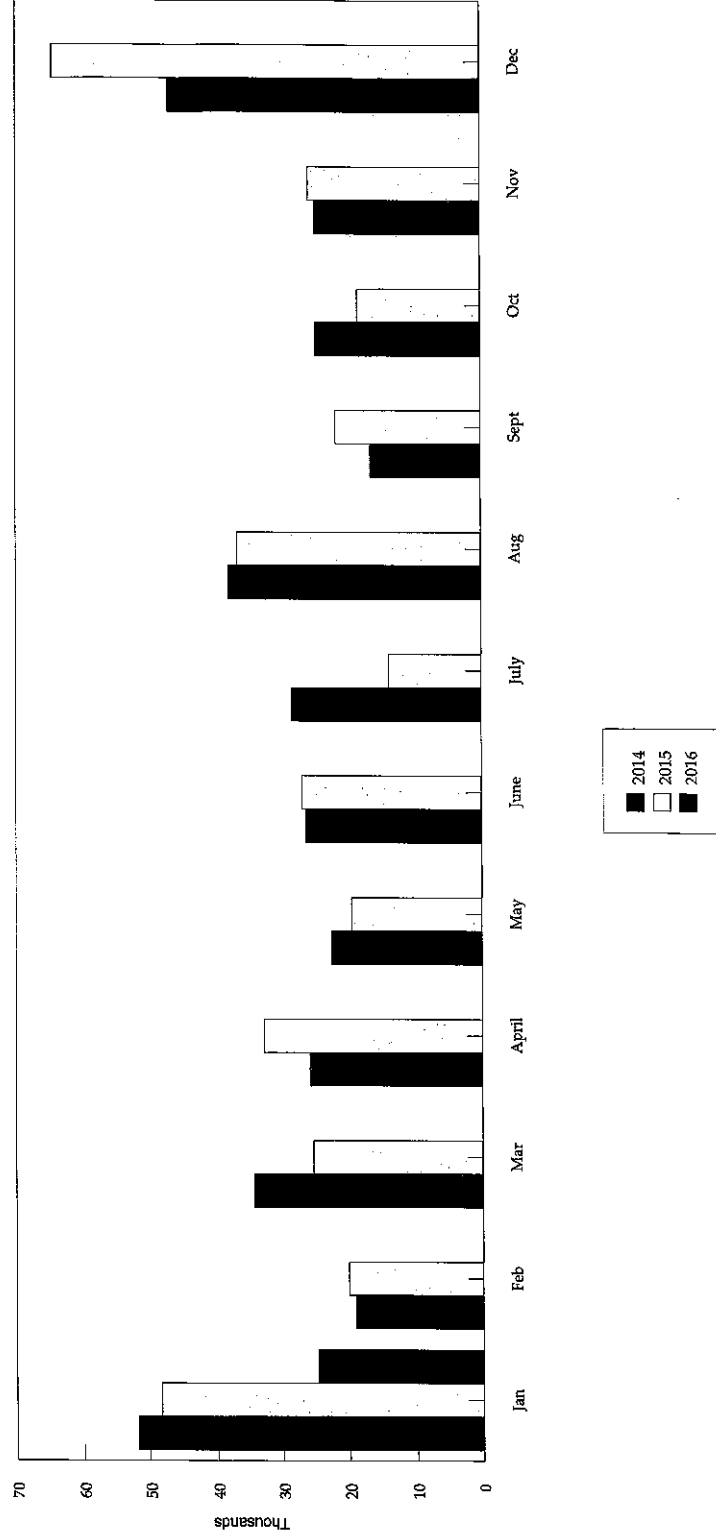
MOUNT PROSPECT PARK DISTRICT
CENTRAL PROGRAMS Department by Function
Month Ended 1-31-16

ACCOUNT NAMES	8% of Year				
	TOTALS	YOUTH/ CHILD CARE	ADULT	ATHLETICS YOUTH	ARTS
REVENUES:					
PROGRAM FEES	14,677	579	1,300	11,768	1,030
CHILD CARE	-				
DONATIONS	-				
TOTAL REVENUE	14,677	579	1,300	11,768	1,030
% of Budget	7%	1%	16%	9%	13%
EXPENDITURES:					
PART TIME SALARIES	1,577	1,577		-	
CONTRACTUAL SERVICES	-	-		-	-
COMMODITIES	-	-		-	
TOTAL EXPENDITURES	1,577	1,577	-	-	-
% of Budget	1%	5%	0%	0%	0%
REVENUE OVER(UNDER) EXP	13,100	(998)	1,300	11,768	1,030
CHANGE FROM LAST YR + (-)					
REVENUE	(11,552)	(5,046)	1,300	(7,371)	(435)
EXPENDITURES	(152)	(152)	-	-	-
NET	(11,400)	(4,894)	1,300	(7,371)	(435)
% CHANGE FROM LAST YEAR					
REVENUE	(44)	(90)		(39)	(30)
EXPENDITURES	(9)	(9)		-	-
2016 BUDGET REVENUE	200,000	59,000	8,000	125,000	8,000
2016 BUDGET EXPEND	137,400	34,200	4,200	93,000	6,000
2015 REVENUE	26,229	5,625	-	19,139	1,465
2015 EXPENDITURES	1,729	1,729	-	-	-

MT PROSPECT PARK DISTRICT CENTRAL COMMUNITY CENTER

Revenue Recap by yr:

	2014		2015		2016		
	Month	YTD	Month	YTD	Month	YTD	
Jan	51,748	51,748	Jan	48,330	Jan	24,767	'14Budget
Feb	19,083	70,831	Feb	20,103	Feb	0	'15Budget
Mar	34,382	105,213	Mar	25,367	Mar	0	'16Budget
April	25,855	131,068	April	32,836	April	0	
May	22,438	153,506	May	19,544	May	0	
June	26,385	179,891	June	26,986	June	0	
July	28,447	208,337	July	13,839	July	0	
Aug	38,086	246,423	Aug	36,808	Aug	0	
Sept	16,668	263,091	Sept	21,706	Sept	0	
Oct	24,834	287,925	Oct	18,487	Oct	0	
Nov	24,923	312,847	Nov	25,867	Nov	0	
Dec	47,070	359,918	Dec	64,583	Dec	0	



This Year Vs Last Two Years

**MT PROSPECT PARK DISTRICT
CENTRAL FACILITY REVENUE REPORT
JANUARY 2016**

	MONTH		YEAR to DATE		Change	Up/(Down) % Change
	This	Last	This	Last		
RENTALS						
Skate Rental	440	830	440	830	(390)	-47%
Building Rental	4,958	6,920	4,958	6,920	(1,962)	-28%
	5,398	7,750	5,398	7,750	(2,352)	-30%
PASS SALES						
Fitness	10,500	13,597	10,500	13,597	(3,097)	-23%
	10,500	13,597	10,500	13,597	(3,097)	-23%
DAILY FEES						
Gym Fees	427	585	427	585	(158)	-27%
Fitness Center	550	490	550	490	60	12%
Inline Rink Fees	970	1,923	970	1,923	(953)	-50%
	1,947	2,998	1,947	2,998	(1,051)	-35%
PROGRAM FEES						
Adult Athletic Leagues	-	(1,200)	-	(1,200)	1,200	-100%
Youth Athletic Camps	-	-	-	-	-	0%
Youth Athletic Prog.	850	1,370	850	1,370	(520)	-38%
Youth Leagues	6,160	22,250	6,160	22,250	(16,090)	-72%
Special Programs	645	2,506	645	2,506	(1,861)	-74%
	7,655	24,926	7,655	24,926	(17,271)	-69%
CONCESSIONS						
Merchandise	116	199	116	199	(83)	-42%
Vending	395	100	395	100	295	296%
	511	299	511	299	212	71%
OTHER						
Visa Charges / OvShrt	(1,244)	(1,070)	(1,244)	(1,070)	(174)	16%
TOTAL	24,767	48,500	24,767	48,500	(23,733)	-49%

ACCOUNTS PAYABLE/PAYROLL DISBURSEMENT
January-16

ACCOUNTS PAYABLE

Suggested Motion: I move to ratify January Accounts Payable checks and EFT's in the amount of \$840,529.94 as listed on the January Check Registers.

<u>CHECK DATE</u>	<u>CHECK #S</u>	
1/8/2016	183518	Replacement
\$ 475,566.62	183519-183550	Checks
\$ 1,346.88	183551-183553	Refunds
1/15/2016	183554-183595	Checks
\$ 34,986.42	183596-183598	Refunds
\$ 225.00		
1/22/2016	183599-183600	Checks
\$ 108,751.63	183601-183646	Spoiled
	183647-183690	Checks
\$ 450.00	183691-183695	Refunds
1/29/2016	183696-183748	Checks
\$ 218,274.39	183749-183754	Refunds
\$ 929.00		
SUB TOTAL AP	\$ 837,579.06	\$ 2,950.88
TOTAL AP	<u>\$ 840,529.94</u>	Checks and EFT's

PAYROLL

Suggested Motion: I move to ratify January Payroll checks and Direct Deposits in the amount of \$273,466.15 as listed on this report.

<u>CHECK DATE</u>	<u>CHECK #S</u>	
1/4/2016	13709-13872	DD Notification
\$ 98,860.50	226165-226355	Checks
37,148.94		
1/18/2016	13873-14051	DD Notification - Spoiled
102,892.14	14052-14224	DD Notification
34,564.57	226356-226544	Checks
TOTAL P/R	<u>\$ 273,466.15</u>	Checks and Direct Deposits

Mt. Prospect Park District Payroll Summary

Pay Period Ending
Check Date

12/27/2015
1/4/2016

	# Hours	# Employees	Gross Pay	Avg Hrs/Emp	Avg Hrly Rate
Total	10,005	355	186,370	28	19
Full Time		57			
Worker Comp		2			

Pay Period Ending
Check Date

1/10/2016
1/18/2016

	# Hours	# Employees	Gross Pay	Avg Hrs/Emp	Avg Hrly Rate
Total	10,096	362	187,971	28	19
Full Time		58			
Worker Comp		1			

CURRENT - 59 FULL TIME POSITIONS

**Mount Prospect Park District
Consolidated Revenue/Expense
January 2016**

	January 2016	YTD 2016	Budget 2016 <i>(in progress)</i>	January 2015	YTD 2015
REVENUE					
10 General Fund	78,143	78,143	2,277,166	63,916	63,916
20 Recreation Fund	421,042	421,042	7,471,534	556,305	556,305
21 Paving and Lighting	1,422	1,422	73,606	1,310	1,310
23 Social Security Fund	12,300	12,300	354,320	10,661	10,661
24 Liability Insurance Fund	14,706	14,706	620,060	12,501	12,501
25 NWSRA Fund	11,372	11,372	588,849	10,482	10,482
26 IMRF Fund	12,212	12,212	803,400	10,553	10,553
27 Conservatory Fund	20,437	20,437	864,908	17,571	17,571
28 Internal Service Fund	-	-	380,780		
30 Bond & Interest Fund	65,313	65,313	4,794,222	56,338	56,338
70 2014 Capital Project					
92 2012 Capital Project					
93 2013 Capital Project	487	487		806	806
94 2014 Capital Project					
Total	637,434	637,434	18,228,845	740,443	740,443
EXPENSE					
10 General Fund	164,538	164,538	2,255,991	147,396	147,396
20 Recreation Fund	379,230	379,230	7,352,158	320,106	320,106
21 Paving and Lighting	16,890	16,890	100,000		
23 Social Security Fund	14,002	14,002	510,000	27,035	27,035
24 Liability Insurance Fund	20,912	20,912	660,389	20,171	20,171
25 NWSRA Fund	203,760	203,760	1,294,456	168,677	168,677
26 IMRF Fund	-	-	736,800	-	-
27 Conservatory Fund	54,261	54,261	813,901	48,337	48,337
28 Internal Service Fund	13,823	13,823	380,780	12,799	12,799
30 Bond & Interest Fund			4,720,100		
70 2014 Capital Project	-	-		250,807	250,807
92 2012 Capital Project	-	-		2,446	2,446
93 2013 Capital Project				2,923	2,923
94 2014 Capital Project	13,885	13,885		8,978	8,978
95 2015 Capital Project	5,861	5,861			
Total	887,162	887,162	18,824,575	1,009,675	1,009,675
Total Revenue	637,434	637,434	18,228,845	740,443	740,443
Total Expense	887,162	887,162	18,824,575	1,009,675	1,009,675
Net Income/Loss	(249,728)	(249,728)	(595,730)	(269,232)	(269,232)

**MT. PROSPECT PARK DISTRICT
PROPERTY TAX
MONTH ENDING
1/31/16**

<u>Tax Yr.</u>	<u>Property Tax Jan. 1 - Dec. 31</u>	<u>Assessed Valuation</u>	<u>Rate</u>
2011	10,076,800	1,794,142,635	0.502
2012	9,098,317	1,653,835,662	0.557
2013	8,762,986	1,413,453,067	0.657

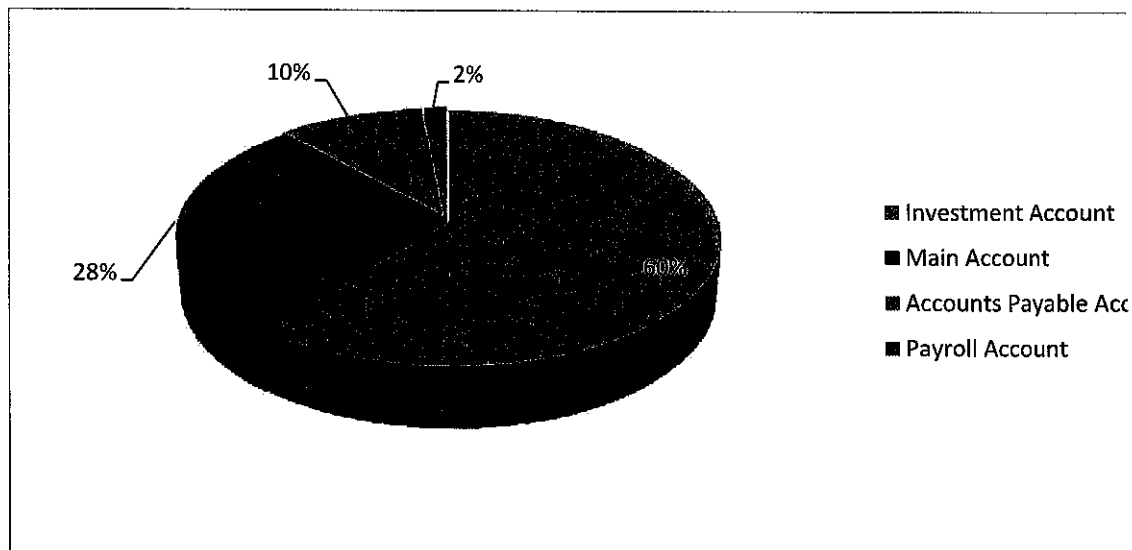
Tax Monies Received from January 1, 2015 through October 31, 2015 totals:
\$9,589,980 (of this total, \$164,138 is Replacement Tax).

	Type	2015 Taxes	2016 Taxes
January	R	23,439	22,156
January		172,159	200,146
February		1,421,225	
March	R	6,691	
March		3,206,116	
April	R	40,951	
April		99,399	
May	R	33,740	
May		44,904	
June		34,035	
July	R	27,718	
July		1,437,232	
August	R	3,736	
August		2,853,079	
September		152,057	
October	R	27,864	
October		5,634	
November		13,812	
December		24,216	
December	R	6,805	
Sub Total		9,634,813	222,302
TOTAL		9,634,813	222,302

Mt. Prospect Park District
Statement of Account Balances
As of January 31, 2016

Mt. Prospect State Bank

Accounts	Bank Balance	Interest Rate	YTD Interest
Investment Account	3,410,599.16	0.17	486.53
Main Account	1,583,161.65	n/a	
Accounts Payable Account	570,211.26	n/a	
Payroll Account	86,779.00	n/a	
Petty Cash	4,080.00	n/a	
Total Funds	5,654,831.07		



Executive Director Monthly Report ***Greg Kuhs • February 2016***

MPTV – Inside The Park Video

Our Community Relations & Marketing Department in conjunction with MPTV, has completed the Inside the Park video program celebrating 60 years of The Mt. Prospect Park District. A copy of this video on DVD is included in your packet for you to view.

This timeless piece tells the story of Park District life from the perspective of those who know it best; our recreation managers and staff. Ruth Yueill and Cheryl Lufitz imagined the concept to both engage and inform viewers with an up close and personal interview format. Staff was not allowed to preview the questions or content. The comments reveal their unique perspective on programming, patrons and community. The segments are divided into a reflection of the past, passion for the present and wishes for the future of recreation.

The program will air regularly in February and March 2016 and intermittingly thereafter on local channel 17. Additional timeless programs are in development for the remainder of 2016.

Big Surf Renovation Conceptual Plans

Staff has held several meetings with FGM to work on developing some conceptual plans and cost estimates for a potential renovation of Big Surf. Under New Business, we are recommending the Board schedule a Special Meeting on Wednesday, March 16 @ 6pm to review & discuss Big Surf.

Executive Director Out of Office

I will be out of the office taking some vacation time beginning March 7 and returning March 15.

Parks & Planning Monthly Report

Jim Jarog • February 2016

Backstop Replacement Update

A combination of poor weather conditions and decreased manpower has pushed our original backstop replacement schedule back slightly. We have requested that Peerless Fence take necessary steps to make up for the lost production during this time. Demolition has been completed and new posts have been set at all locations except Lions Park. Midwest Netting Solutions is hoping that the ground will refreeze so that less restoration work will be required. At this point all primary fields (Lions, Friendship, and Meadows) are scheduled to be completed by the end of February. Final completion for all sites is currently anticipated to be March 28th. This is obviously dependent on weather conditions. Everyone understands the deadlines for this project and will continue to push to complete these fields as soon as possible. We will continue to provide updates as this replacement project progresses.

Pavement Improvements 2016

Staff has prepared three bid packages that are currently awaiting a bid opening. The three bids are 2016 Parking lot Maintenance (seal coating and crack fill of Meadows, Lions and Friendship Park lots), 2016 Path Improvements (path repairs and replacement at Clearwater and Kopp Parks), and 2016 CCC Parking Lot Renovation (replacement of asphalt surfaces and some walk, curb and gutter at CCC). All three of these bid openings will occur at the Central Community Center on March 2, 2016. We will be providing the results of the bid openings along with our recommendations to the Board for review and discussion at the March 17th Board Meeting.

Pool Pak Compressor

During the first week of February Staff was conducting a maintenance inspection of the Rec Plex Pool Dehumidification unit (Pool Pak) due to some issues we had been experiencing. As a result of the inspection it was found that one of the compressors for the Pool Pak unit was overheating. A certified Pool Pak Technician was brought out to inspect the unit. After the inspection it was found that one of the two compressors for the unit was defective and will need to be replaced. This Pool Pak unit was installed new in 2008. At that time an extended 4 year service warranty was purchased that has since expired. It should also be mentioned that the Pool Pak is the only source for heating and cooling the natatorium air at Rec Plex. Staff is in the process of attempting to obtain proposals from qualified Pool Pak Technicians that have been certified to perform work on Pool Pak units. This is extremely important since the technology of this system is very complex. So far it appears that the cost for this replacement will be in the range of \$12,000.00. The unit is still functioning with the single compressor but to avoid any disruption of service it is important to address this failure as soon as possible. We are hoping to have a new compressor in place by the end of February or early March if possible.

Melas Crosswalk Improvements

At our last Board Meeting there were some concerns raised regarding the new pedestrian crossing on Central Rd. leading to Melas Park. Since that meeting I have had a chance to discuss the situation with Matt Lawrey who is the Traffic Engineer with the Village of Mount Prospect. I explained to Matt there were concerns that this crossing may have created an unsafe condition for pedestrians trying to cross Central Road. He reassured me that this system that has been put into place will provide for safer passage for pedestrians to cross Central. He felt that once commuters who traveled Central Road were aware of it being there that it would become more effective. He has contacted the police department and reassured me that sometime in the near future they would be promoting public awareness of this crossing and also would be enforcing the law requiring a motorist to yield to pedestrians.

Parks & Planning Monthly Report

Jim Jarog • February 2016

Melas Crosswalk Improvements (Continued)

During our discussion I had also asked if he felt anything further could be done to enhance the safety of the pedestrian crossing at Central and Cathy Lane which leads to the Central Community Center. Originally the Park District had intended to have a stop light installed but the traffic flow did not meet IDOT warrants. That is why there is only a flashing beacon. The other issues are that Cathy Lane is not in alignment as it crosses Central Road. It would need to be for a traffic light to be installed. There is also the issue of a center median being required for a new crossing system to be put in. There is currently no room for this to occur. Both of these situations would potentially involve the purchase of land to allow for street widening and re-alignment to take place. The Village will continue to give both situations additional thought to see if there are additional ways to improve pedestrian safety at both locations.

Grounds Department

- Continuing to maintain ice rinks at Lions and Beau until weather will not permit operation
- Refinish park picnic tables as necessary
- Performed quarterly playground inspections of our playgrounds
- Refinishing wooden park signage as time allows
- Clearing snow and ice from district path systems and lots as required
- Removed holiday decorations from all facilities

Buildings Department

- Repaired security cameras and handicapped assessable doors at CCC.
- Performed quarterly mechanical PM's to facility HVAC equipment for the winter season.
- Electric service for outdoor volleyball and signage was upgraded.
- Staff was asked to assist in the reconfiguration of the Golf Course Pro Shop. The Pro Shop counter was relocated, removed and relocated display cabinets, replaced crown molding and baseboards, created display case in wall window, and rerouted electrical / checked lighting as needed.
- Converted Lions and Fairview scoreboards to wireless controllers.
- Installed shower shelves, checked lighting, replaced circulation pump for plumbing system, and installed storage shelving for staff at Rec Plex.
- Staff installed new horizontal lane lines for the Rec Plex Pool.
- Repaired Entry gate lock at Canine Commons Dog Park.

Parks & Planning Monthly Report

Jim Jarog • February 2016

Fleet Services

- Replaced intake manifold gasket on truck # 17
- Performed winter maintenance on Jacobsen #3 and Toro 580D Parks mowers
- Ready vehicle # 15 for possible trade in towards new replacement truck pending board approval
- Performed safety inspections on trucks 5,7,21,23,34,35, and # 6 Trailer
- Began installation of a new deck on the flat bed area of truck # 30
- Performed vehicle and equipment staff training
- Repaired salt spreader on truck # 38

Miscellaneous

- So far in 2016 there have been approximately 80 internal work order requests submitted to the Parks and Planning Division for completion. To date approximately 60 of those requests have been completed.

GOLF OPERATIONS MONTHLY REPORT BRETT BARCEL • FEBRUARY 2016

Registration for Lottery

The 2016 season is now officially started with registration for teams to participate in the weekend permanent tee times. Interested players should check the website for pricing and the rules for forming teams. Any tee times not sold will be available for purchase after the end of February. Again, see website for details.

Staff Changes

We would like to congratulate **Debra Cromie** as she is now our full-time **Golf Operations Office and Pro Shop Manager**. For more than ten years she has been in service not only at the golf course but also at every recreation facility in the District. In every case she has exhibited professionalism and excellence in all duties assigned and in managing any program offered. We are very fortunate to have her, and she will be an integral part of the growth of the golf department and the District for years to come.

Another addition this season is a new contractual PGA teaching professional. **Eric Pick** comes to us most recently from the Des Plaines Golf Center. There will be a write up and bio on Eric under the golf section of the new spring brochure. He has quite a large following of students and has worked with both Prospect High School boys' and girls' teams. We look for him to expand our lesson programming at our new golf range and practice facility.

Pro Shop Renovation

The golf shop and offices have been reconfigured to make for a more customer friendly space. The extensive renovation also includes new carpeting throughout the building and a fresh coat of paint on the walls. The work will be complete by the end of this month and will be unveiled on opening day.

Golf Course Winter Season

The golf course had some icing on greens and fairways throughout the month of January. With a recent thaw, these areas should not be affected due to the limited time the grass was encased in the ice. All together the winter has been very mild with still some colder forecasts on the way. The golf course is typically open for play by late March, which is just weeks away!

Community Relations & Marketing Monthly Report

Ruth Yueill • February 2016

Congratulations to Graphic Designer Julie Reilly! Julie's design of the logo for the Mt. Prospect Golf Club won second place out of 28 entries at the IPRA Soaring to New Heights Annual Conference on January 28-29. The theme of "What's Old is New Again" was a hit with the judges. Thank you Julie for the outstanding design and continued pursuit of excellence.



MT. PROSPECT

GOLF CLUB

Publications

Spring brochures were delivered to residents the week of February 8. The cover design has been well received as residents are featured in various spring recreational activities. We continue to streamline content and move additional program specifics exclusively to the website. The brochure is now our #1 marketing tool containing all program specifics but engaging the patron with additional colors, graphics and photographs.

The "puzzle piece" theme will continue throughout 2016 as we assist our patrons in making the pieces fit together for a balanced, active life.

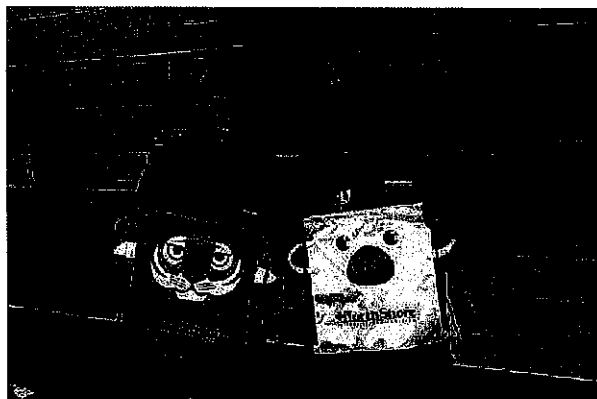
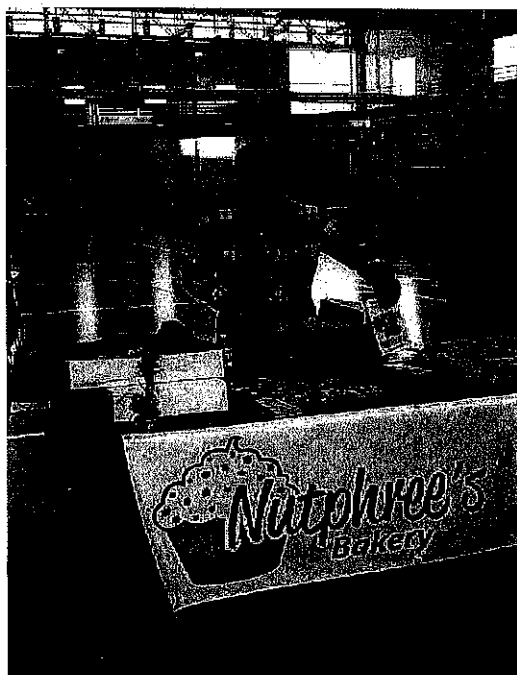
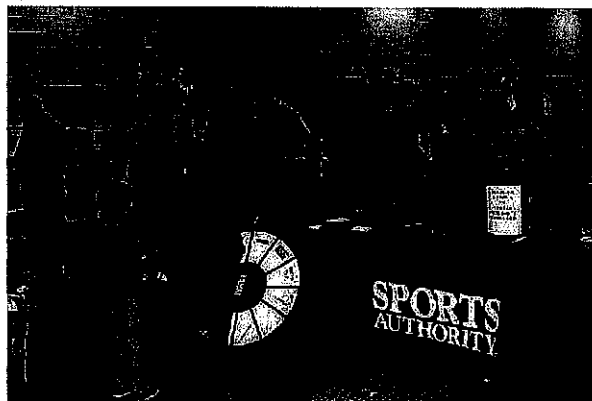
Sponsorship

Community Relations & Marketing has been meeting with established sponsors to resign agreements for 2016. Additionally, a group of seven sponsors participated in the 2016 Mardi Gras Family Night. Sports Authority, Science Academy, Nutphree's Bakery, Northshore HealthSystems, Green & White, Innate Chiropractics and for the first time, McDonalds were all on-site adding a fun element to the event! When contacted, McDonald's jumped on board and offered a 45 minute magic show performed by Ronald himself and 500 free drink coupons branded with both the McDonald's and Park District logos. We have firmly established our definition of "in-kind" participation at a major Park District event. Each sponsor must present or display their company or goods in a way that is conducive to the overall theme of the event – they must be participants, NOT just advertisers/vendors. Additionally, they must bring something to give away to our patrons. For Mardi Gras, we supplied games for each sponsor.

Community Relations & Marketing Monthly Report

Ruth Yueill • February 2016

The sponsor staffed the game and incorporated their give-a-way as a game prize. A win-win for both parties!



Community Relations & Marketing Monthly Report

Ruth Yueill • February 2016

Marketing

The February 6 Mardi Gras event was the perfect scenario to tie together our developing marketing and social media expertise. The event almost tripled its paid attendance through the expansion of our in-house marketing efforts. Jester -dressed employees visited both RecPlex and CCC on busy Saturday afternoons to generate excitement and hand out event specific information. 500 Mardi Gras bead necklaces with promotional tags were distributed to our built-in audience of preschool, after school, aquatics, athletics and arts program participants. A week prior to the event, all customer receipts at all facilities were stapled to a quarter sheet Mardi Gras flyer.

Last month, Community Relations & Marketing purchased and began to utilize the email service, **Constant Contact**. Our previous email newsletter was created through our website and was not very effective – it provided no data as to how many customers were opening emails. From a content perspective, it simply pulled the top four stories on the news portion of our website and could not be customized in any way. With Constant Contact, we created our first customized piece for the Mardi Gras event. The piece contained event photos, colorful text and a link back to our website for more information.

The results of our first campaign as reported by Constant Contact were very strong. 30% of our targeted list opened our email beating the industry average of 25%. This campaign was sent to our entire newsletter email list. We used the first campaign to better understand who is on our email list, when they are opening our emails and how we can use that information to communicate more effectively while promoting programs and events.

Our second campaign was again centered on Mardi Gras. An email was sent to all emails provided by those who attended last years' Mardi Gras. This email highlighted the changes in the Mardi Gras event noting it was bigger and better than last year. **This audience specific email generated even higher results than the first campaign with 58% opening the email. 53% then visited our web page and/or Facebook page through links built into the email. The industry average is 7%.**

We continue to finesse our use of Facebook for event promotion. The entire week of posts prior to Mardi Gras was theme specific to the event. Our post reach and engagement more than tripled this week. People were sharing our posts with friends and making plans on Facebook to attend the event. Our event album, posted the following morning, reached more than 1,200.

Also on Facebook, our Community Partners continue to cross promote our events including the Village of Mount Prospect, The Mount Prospect Chamber of Commerce and Nutphree's Bakery all shared our posts and promotions during the week leading up to Mardi Gras. The targeted email and Facebook posts resulted in a spike in people pre-registering for the event in the days leading up to Mardi Gras. In one week of targeted marketing, pre-registration grew from 28 enrolled to 122!

Graphic Designer Monthly Report • February 2016

Posters/Flyers:

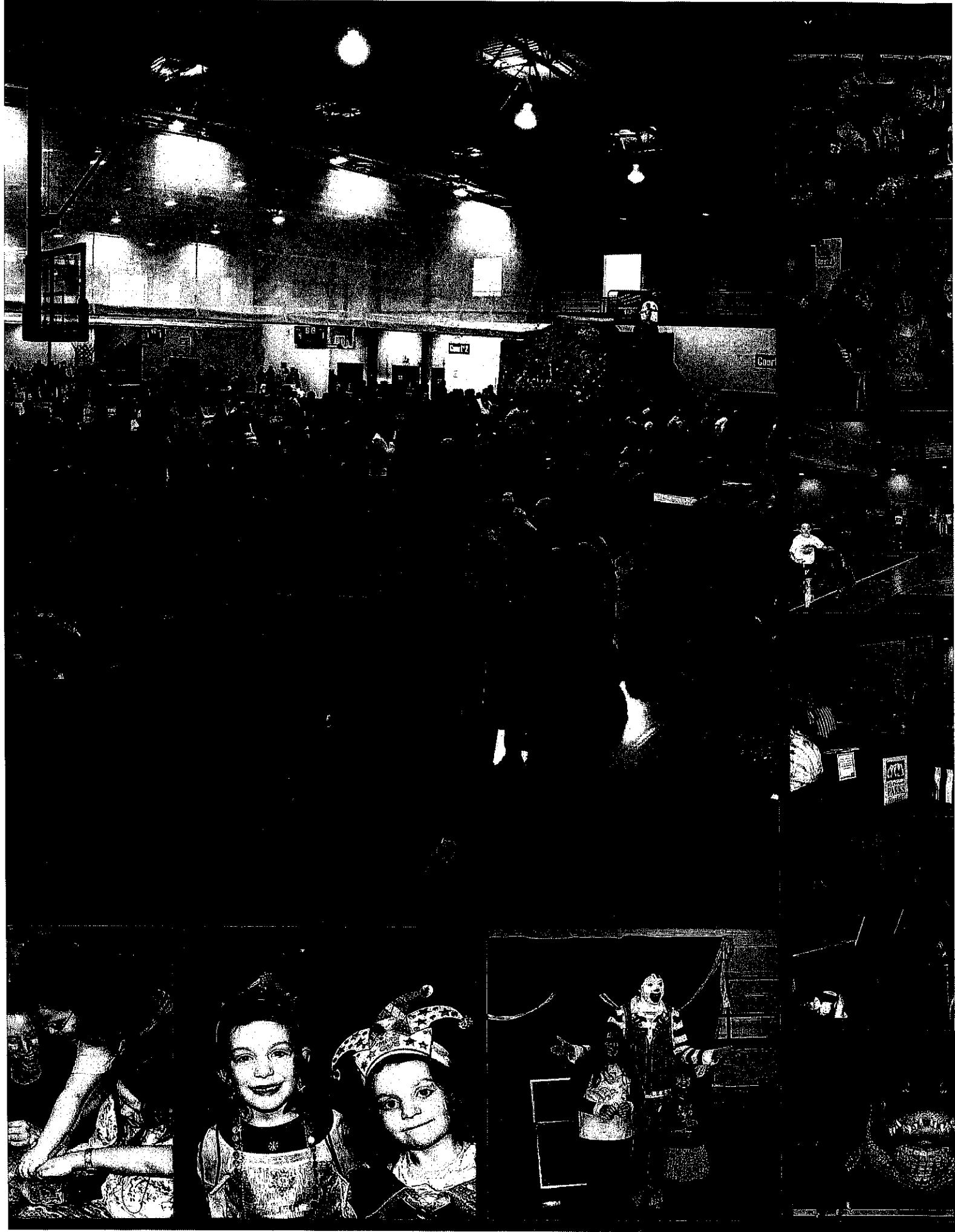
- Mardi Gras Family Night (poster & flyer)
- Preschool Registration (poster)
- Spring Brochure Delivery to Homes (poster)
- Jungle Safari Night (poster & flyer)
- Swim Lesson Changes – New Structure & Improvements (flyer)
- Oil Painting Studio Time (poster & flyer)
- Spring Soccer Registration (poster & flyer)
- Spring Craft Fair at Friendship Park Conservatory (poster & flyer)
- Band Recruitment (poster)

Website:

- Web Promotions:
 - Mardi Gras Family Night
 - Jazz Night at the Friendship Park Conservatory
 - Spring Brochure Delivery
 - Preschool Registration
 - Egg Hunt
- Other Web maintenance/updates/uploads:
 - Weekly Open Gym Schedules for RecPlex posted
 - 2016 Golf League Information posted
 - Updated Canine Commons Membership Application
 - Preparation and uploading of Spring 2016 Brochure (web & interactive PDFs) and Cover Art

Other Design Projects:

- Spring Brochure Covers (front & back)
- 2016 Dance Recital Logo (black and white version)
- IPRA Agency Showcase Submission – MPPD Golf Club logo
- Mt. Prospect Community Band Logo
- Preschool Tri-fold Brochure (2016 updates)
- Mardi Gras Family Night 3-on-3 Champs T-shirt logo
- Fall & Winter General Display Boards for Friendship Park Conservatory (two versions, 36" h x 30" v)
- Fish Fry Sign for Golf Club (18" h x 24" v)
- Mardi Gras Family Night Sponsor poster



Administration & Human Resources Monthly Report

Barry Kurzc • February 2016

Applicant Tracking System

Purchased Applitrack, an online applicant tracking system from Frontline Technologies. Provided initial overview to Management team and have kickoff meeting scheduled. The system will automate the entire application, screening, and hiring process in time for the summer hiring process which starts in April. Managers will not only save countless hours in the recruitment process, but be able to screen applicants and choose only the best qualified applicants to interview. Target live date is March 4th.

Direct Deposit & Paycheck Distribution

Effective February 12th, employee payday moves to every other Friday vs. every other Monday, allowing employees to be paid 3 days earlier. In order to assist with this goal, we needed to significantly increase the number of employees who are getting paid with Direct Deposit which was at 50% as of the last payroll. We developed a multi layered campaign to explain the benefits of direct deposit to employees which include quickest access to funds, safety, convenience, reliability and time savings. As a result, 65% of our employees are now getting paid via direct deposit and we will continue to promote the benefits of direct deposit to increase this percentage.

We have streamlined the distribution of checks/paystubs utilizing the convenience of our current interoffice mail system and have eliminated the need for resorting, hand delivery and/or mailing of paychecks.

Affordable Care Act Compliance 2016

The IRS revised the deadline for employers to provide its employees with Form 1095-C to March 31st as well as moved the deadline for furnishing the IRS with Form 1094-C and 1095-C to May 31st for paper filers, and to June 30th for electronic filers.

Annual Driver's License Verification

Through MRMA, a Motorized Vehicle Review (MVR) is required for any Park District employee (PT or FT) who drives a Park District owned, leased or rented vehicle or who drives ANY vehicle while conducting Park District business. We have collected authorization forms from over 100 required employees which have been forwarded to MRMA for verification with the State.

Staff Changes

Debra Cromie, promoted to Full Time Pro Shop Office Manager on January 4th
Roxanne Hejnowski, CCC Center Coordinator resigned on January 22nd
Ed VanGeertruy, Custodian retired on January 31st

UNFINISHED BUSINESS SUMMARY

FEBRUARY • 2016

A. Tentative Budget & Appropriation – FY 2016

A Tentative Budget & Appropriation Ordinance has been made available for public inspection at Central Community Center as well as the Mount Prospect & Des Plaines Libraries starting. The Operating Budget and the Budget & Appropriation Ordinance are scheduled to be approved at the March 2016 Regular Board Meeting. Approving these in March allows us to make additional adjustments to the budget and obtain more accurate year-end figures from FY 2015.

NEW BUSINESS SUMMARY FEBRUARY 2016

A. Special Board Meeting – March 16 • (Discussion & Potential Action)

Staff has held several meetings in the past month with FGM Architects to provide input as they prepare some conceptual plans and cost estimates for a potential renovation of Big Surf Pool. Staff recommends the Board hold a **Special Board meeting on March 16 at 6pm** for the purpose of reviewing these conceptual plans and cost estimates to the Board of Commissioners.

APPROVAL ITEMS FEBRUARY • 2016

A. Approval of Purchase – Truck Replacements – Ford F-350 & Ford F-550 Trucks • Illinois Department of Central Management Services – Joint Purchasing Program • Morrow Brothers Ford, Inc.

Background

As part of the Capital Projects/Improvements for FY 2015, funds were approved for the replacement of two (2) trucks. The first unit is TRUCK #15, a 2001 Chevrolet C3500 stake side truck with 84,000 miles (VIN:1GBJC34U81F186805). The other trade-in vehicle is TRUCK #31, a 2000 Chevrolet C3500HD chassis cab with 115,747 miles (VIN:1GBKC34JXYF494255). The body and undercarriage of both vehicles are very rusty (brake lines, frame, doors, floorboards, dump body) and both trucks are to the point where they will become unsafe to operate if they are left in service.

Staff cannot justify putting the money necessary into these trucks to keep them safe, reliable and looking good. Mileage is not necessarily the best way to judge the condition of a vehicle. These trucks have served us well over the years, but now it's time to replace these vehicles.

Recommendation

In lieu of the park district implementing the public bid process on the trucks, staff is recommending Board approval to purchase the new trucks utilizing the Illinois Department of Central Management Services – Joint Purchasing Program. According to our legal counsel, Illinois Department of Central Management Services – Joint Purchasing Program meets the requirements of the Illinois Governmental Joint Purchasing Act for the public bid process. A copy of the proposal for each new truck along with pictures of the vehicles that will be traded is included in the packet for your review.

TRUCK #15 will be replaced with a new 2016 Ford F-350 4x2 stake side truck. Total Cost for this vehicle less trade in deduction is \$43,839.00.

TRUCK #31 will be replaced with a new 2016 Ford F-550 4x2 chassis cab. Total cost for this vehicle is \$39,605.00. This new replacement vehicle will be purchased outright without a trade-in. This is due to the fact that Truck #31 will be traded in with its compactor box towards the purchase of a new compactor.

There is currently \$136,000.00 in the approved 2015 capital improvement funds (95-855062/858580) to cover the purchase of both vehicles.

•ADOPTION OF ORDINANCE NO. 727 (*included with this summary*): AN ORDINANCE AUTHORIZING AND DIRECTING THE TRADE-IN OF A USED TRUCK AND THE PURCHASE OF TWO NEW TRUCKS

Suggested Motion:

To adopt Ordinance No. 727, being an Ordinance Authorizing and Directing the trade-in of a used truck and the purchase of two new trucks.

APPROVAL ITEMS FEBRUARY • 2016

B. Approval of Purchase – Equipment Replacement – New Way Garbage Compactor-HB600 • National Joint Powers Alliance (NJPA) – Joint Purchasing Program • Standard Equipment Company

Background

As part of the Capital Projects/Improvements for FY 2016, funds were approved for the replacement of our New Way garbage compactor which is currently installed on Truck # 31. TRUCK #31, a 2000 Chevrolet C3500HD chassis cab with 115,747 miles (VIN:1GBKC34JXYF494255). The body and undercarriage of this vehicle is very rusty (brake lines, frame, doors, floorboards, dump body) and the truck is becoming unsafe to operate if it's left in service. The Garbage compactor component of the unit is also worn out and in bad shape. The hydraulics are weak and no longer operate as they should. The compactor frame and pivot points are worn out and no longer serviceable.

Staff can no longer justify putting the money necessary into this unit to keep it safe, reliable and looking good. This truck and compactor have served us well over the years, but now it's time to replace this unit.

Recommendation

In lieu of the park district implementing the public bid process on the purchase of the new compactor, staff is recommending the Board approval to purchase the new garbage compactor utilizing the National Joint Powers Alliance (NJPA) – Joint Purchasing Program. According to our legal counsel, the NJPA – Joint Purchasing Program meets the requirements of the Illinois Governmental Joint Purchasing Act for the public bid process. A copy of the proposal for the garbage compactor along with pictures of the vehicle and compactor that will be traded is included in the packet for your review.

TRUCK #31 (Truck and Compactor) will be traded in towards the purchase of a New Way HB600 Mamba garbage compactor which Total cost for this compactor less our unit trade in is \$51,089.50.00. This new replacement compactor will be installed on a 2016 Ford F-550 4x2 chassis cab which will be provided by the Park District.

There is currently \$136,000.00 in the approved 2016 capital improvement funds (95-855062/858580) to cover the purchase of this garbage compactor.

•ADOPTION OF ORDINANCE NO. 728: AN ORDINANCE AUTHORIZING AND DIRECTING THE TRADE-IN OF A USED TRUCK AND TRASH COMPACTOR AND THE PURCHASE OF A NEW TRASH COMPACTOR

Suggested Motion:

To adopt Ordinance No. 728, being an Ordinance Authorizing and Directing the trade-in of a used truck and trash compactor and the purchase of a new trash compactor.

APPROVAL ITEMS FEBRUARY • 2016

C. Approval of Purchase – Toro Greensmaster Flex 2120 Mowers - National IPA Joint Purchasing Program – Reinders, Inc.

Background

Staff recommends the purchase of (3) Toro Greensmaster Flex 2120 mowers with pricing from the National Intergovernmental Purchasing Alliance. A specification sheet for these mowers is included with this summary. These mowers will be replacing the 2003 John Deere greens mowers and are specifically adaptive for our courses newer contoured greens.

The new mowers were included on the Capital Projects/Improvement list for FY 2016 which was approved by the Board at the November Regular Board Meeting. In lieu of the park district going to public bid on this equipment, staff is recommending Board approval to purchase the Toro Greensmaster Flex 2120 mowers and accessories from Reinders, Inc. through the National IPA pricing program. (Acct# NIPA15616) According to our legal counsel, the National IPA meets the requirements of the Illinois Governmental Joint Purchasing Act for the public bid process.

Suggested Motion: To approve of the purchase of (3) Toro Greensmaster Flex 2120 mowers and accessories from Reinders, Inc. in the amount of \$38,896.00.

D. Approval of Concessions License Agreement – Open Kitchens

Background

Included in the Board Packet is a recommended Concessions Agreement with Open Kitchen for 2016 & 2017. Based on the level of service Open Kitchens has provided, and their last two years of operating for less than half year sales, staff recommends keeping the annual license fee at \$43,000 per year for the two year term of this agreement. The only other provision would be we keep the party tent up and available for rentals for the next two years. Open Kitchens feels this is necessary component of their operations that is needed for rentals. We feel this provision is fair and the price is appropriate for the market.

Other changes:

- Maximum hours of operation: Due to our neighborhood location all food and beverage sales and operations must conclude at 10:00 pm during normal operations. Pre-booked banquet/party rentals may go until 12:00 pm pending authorization by the Director of Golf.

-Concession operations will not be required when the golf course is closed or due to inclement weather. Concessionaire may close early based on lack of customers only after receiving approval from the pro shop manager on duty or full time golf staff.

Suggested Motion: To approve a Concessions Agreement with Open Kitchens to provide food & beverage service at Mt. Prospect Golf Club for a two-year period beginning April 1, 2016 thru March 31, 2018 for an annual concession license fee of \$43,000.

APPROVAL ITEMS FEBRUARY • 2016

E. Approval/Authorization to Sell Liquor at Special Events 2016

For many years, the Park District has sold beer during specific softball tournaments at Metro Majewski Park. Staff is requesting Board approval to continue this practice in 2016 based on the information as follows:

NOTE: All tournaments listed are held at:

Mt. Prospect Park District, Metro Majewski Athletic Complex, 791 Willie Road, Des Plaines IL 60018

Certificates of Insurances for all tournaments listed must be issued to:

Illinois Liquor Control Commission, 100 West Randolph, Suite 7-801, Chicago IL 60601

In order to comply with the requirements of the State Liquor License and the Park District Code, the following motion must be passed:

Motion: I move to authorize the sale of alcoholic beverages by Mt. Prospect Park District staff over the age of 21 for the following events for which a special liquor license must be obtained:

<u>DATE(S)</u>	<u>IMPORTANT INFORMATION TO BE INCLUDED</u>	
Saturday-Sunday Tournament May 14-15, 2016	EVENT: Softball Tournament – Eggs Czarnik Memorial	
	DATE/TIME: May 14, 2016	11:00 AM - 11:59 PM
	(Rain Date) May 15, 2016	12:00 PM - 11:59 PM
Thursday-Sunday Championships June 23-26, 2016	EVENT: Softball Tournament – ASA 15 th Annual Chicago	
	DATE/TIME: June 23, 2016	5:00 PM - 11:59 PM
	June 24, 2016	5:00 PM - 11:59 PM
	June 25, 2016	11:00 AM - 11:59 PM
	June 26, 2016	12:00 PM - 11:59 PM
Saturday-Sunday Tournament July 9-10, 2016	EVENT: Softball Tournament – 30 & Under and 31 & Over	
	DATE/TIME: July 9, 2016	11:00 AM - 11:59 PM
	(Rain Date) July 10, 2016	12:00 PM - 11:59 PM
Saturday-Sunday August 6-7, 2016	EVENT: Softball Tournament – House League Tournament	
	DATE/TIME: August 6, 2016	11:00 AM - 11:59 PM
	(Rain Date) August 7, 2016	12:00 PM - 11:59 PM

APPROVAL ITEMS FEBRUARY • 2016

Thursday-Monday Championships September 1-5, 2016	EVENT: Softball Tournament – ASA Major National
	DATE/TIME: September 1, 2016 5:00 PM - 11:59 PM
	September 2, 2016 5:00 PM - 11:59 PM
	September 3, 2016 11:00 AM - 11:59 PM
	September 4, 2016 12:00 PM - 11:59 PM
	(Rain Date) September 5, 2016 11:00 AM - 11:59 PM
Saturday-Monday May 28-30, 2016	EVENT: Soccer Tournament – Green White Soccer Adult
	<i>Green White Soccer Club is responsible for securing event liquor licenses</i>
	DATE/TIME: May 28, 2016 11:00 AM - 11:59 PM
	May 29, 2016 12:00 PM - 11:59 PM
	May 30, 2016 11:00 AM - 11:59 PM

F. Approval/Authorization to Serve Liquor at Special Events 2016

In order to comply with the requirements of the State Liquor License and the Park District Code, the Board is required to authorize the serving of alcoholic beverages at special events. The organizations sponsoring these events must meet specified requirements. These requirements are to be included in the motion as follows:

Motion: I move to authorize serving alcoholic beverages for the named events providing the organizations sponsoring the events meet the following requirements:

- If an admission fee is charged, guests must receive something in return other than alcohol.
- There is no charge for the alcohol.
- Dram Insurance Liability in maximum insurance coverage limits must be provided with Mt. Prospect Park District named additional insured.

The organization agrees to obey the rules and regulations provided by the Mt. Prospect Park District, the State of Illinois and the ordinances of the Village of Mount Prospect. Failure to do so may result in the immediate termination of the privilege to serve alcohol at the event in the discretion of the Park District.

EVENT:	NWSRA Golf Classic / Ala Carte Entertainment
LOCATION:	Golf Course
DATE/TIME:	August 17, 2016 : 10:00 AM – 6:00 PM
TYPE OF LIQUOR:	Beer
SERVED BY:	Ala Carte Staff

EVENT:	Chamber of Commerce Golf Outing
LOCATION:	Golf Course
DATE/TIME:	September 22, 2016 : 10:00 AM – 6:00 PM
TYPE OF LIQUOR:	Beer
SERVED BY:	Chamber Staff

ORDINANCE NO. 727

MT. PROSPECT PARK DISTRICT

**AN ORDINANCE AUTHORIZING AND DIRECTING
THE TRADE-IN OF A USED TRUCK AND THE PURCHASE OF TWO NEW TRUCKS**

* * *

WHEREAS, MT. PROSPECT PARK DISTRICT (the "District") wishes to trade-in a used truck (the "Property") listed on Exhibit A attached hereto and made a part hereof:

WHEREAS, Section 88-22 of the Illinois Park District Code provides as follows:

"Whenever a park district owns any personal property that in the opinion of three-fifths of the members of the Board then holding office is no longer necessary, useful to or for the best interests of the park district, three-fifths of the park board then holding office, at any regular meeting or at any special meeting called for that purpose, by ordinance, may authorize the conveyance or sale of the personal property in any manner that they may designate, with or without advertising the sale"; and

WHEREAS, this ordinance is being considered at a regular meeting of the Board of Park Commissioners of the Mt. Prospect Park District.

NOW, THEREFORE, BE IT AND THE SAME HEREBY IS ORDAINED AS FOLLOWS:

1. That the Property is no longer necessary, useful to, or for the best interests of the Park District.
2. That the following is authorized and approved:

(a) the trade-in of the park district's 2001 Chevrolet C3500 stake side truck toward the purchase of a 2016 Ford F-350 4x2 stake side truck from Morrow Brothers Ford, Inc. at a cost of \$43,839; and

(b) the purchase of a 2016 Ford F-550 4x2 Chassis Cab truck from Morrow Brothers Ford, Inc. at a cost of \$39,605.00.

3. The Property shall be transferred in "as is" condition without any warranties, express or implied.

ADOPTED: This 17th day of February, 2016

APPROVED: This 17th day of February, 2016

RECORDED: This 17th day of February, 2016

VOTES:

Ayes:

Nays:

Absent:

President Board of Park Commissioners
Mt. Prospect Park District
Cook County, Illinois

Secretary Board of Park Commissioners
Mt. Prospect Park District
Cook County, Illinois

ORDINANCE NO. 728

MT. PROSPECT PARK DISTRICT

AN ORDINANCE AUTHORIZING AND DIRECTING
THE TRADE-IN OF A USED TRUCK AND TRASH COMPACTOR AND THE PURCHASE OF A NEW
TRASH COMPACTOR

* * *

WHEREAS, MT. PROSPECT PARK DISTRICT (the "District") wishes to trade-in a used truck and trash compactor (the "Property") listed on Exhibit A attached hereto and made a part hereof:

WHEREAS, Section 88-22 of the Illinois Park District Code provides as follows:

"Whenever a park district owns any personal property that in the opinion of three-fifths of the members of the Board then holding office is no longer necessary, useful to or for the best interests of the park district, three-fifths of the park board then holding office, at any regular meeting or at any special meeting called for that purpose, by ordinance, may authorize the conveyance or sale of the personal property in any manner that they may designate, with or without advertising the sale"; and

WHEREAS, this ordinance is being considered at a regular meeting of the Board of Park Commissioners of the Mt. Prospect Park District.

NOW, THEREFORE, BE IT AND THE SAME HEREBY IS ORDAINED AS FOLLOWS:

1. That the Property is no longer necessary, useful to, or for the best interests of the Park District.
2. That the following is authorized and approved:

(a) the trade-in of the park district's 2000 Chevrolet C3500 HD garbage truck and trash compactor toward the purchase of a 2016 New Way Model HB600 Mamba from Standard Equipment Company at a cost of \$51,089.50.

3. The Property shall be transferred in "as is" condition without any warranties, express or implied.

ADOPTED: This 17th day of February, 2016

APPROVED: This 17th day of February, 2016

RECORDED: This 17th day of February, 2016

VOTES:

Ayes:

Nays:

Absent:

President Board of Park Commissioners
Mt. Prospect Park District
Cook County, Illinois

Secretary Board of Park Commissioners
Mt. Prospect Park District
Cook County, Illinois

STATE OF ILLINOIS)
) SS.
COUNTY OF COOK)

I, WILLIAM J. STARR, DO HEREBY CERTIFY that I am the duly elected qualified and acting Secretary of the Mt. Prospect Park District and of the Board of Park Commissioners of the Mt. Prospect Park District; and that I have access to the official minutes of the meeting of the Board of Park Commissioners and of the Mt. Prospect Park District.

I DO FURTHER CERTIFY that the above and foregoing is a true and correct copy (duplicate) of a certain ordinance entitled:

ORDINANCE NO. 728

MT. PROSPECT PARK DISTRICT

**AN ORDINANCE AUTHORIZING AND DIRECTING
THE TRADE-IN OF A USED TRUCK AND TRASH COMPACTOR AND THE PURCHASE OF A NEW
TRASH COMPACTOR**

that the foregoing was passed by the Board of Park Commissioners of said Mt. Prospect Park District on the 17th day of February, 2016, and was on the same day approved by the Secretary of the Mt. Prospect Park District; that the original thereof was filed and recorded in the office of the Secretary of the Mt. Prospect Park District of which the foregoing is a true copy (duplicate) and is now on file in the office of such Secretary.

GIVEN under my hand and seal of the Mt. Prospect Park District this 17th day of February, 2016.

William J. Starr
Secretary Board of Park Commissioners
Mt. Prospect Park District
Cook County, Illinois

(SEAL)

Exhibit A

TRUCK #31, a 2000 Chevrolet C3500 HD garbage truck with 115,747 miles
(VIN: 1GBKC34JXYF494255)

STATE OF ILLINOIS)
) SS.
COUNTY OF COOK)

I, WILLIAM J. STARR, DO HEREBY CERTIFY that I am the duly elected qualified and acting Secretary of the Mt. Prospect Park District and of the Board of Park Commissioners of the Mt. Prospect Park District; and that I have access to the official minutes of the meeting of the Board of Park Commissioners and of the Mt. Prospect Park District.

I DO FURTHER CERTIFY that the above and foregoing is a true and correct copy (duplicate) of a certain ordinance entitled:

ORDINANCE NO. 727

MT. PROSPECT PARK DISTRICT

**AN ORDINANCE AUTHORIZING AND DIRECTING
THE TRADE-IN OF A USED TRUCK AND THE PURCHASE OF TWO NEW TRUCKS**

that the foregoing was passed by the Board of Park Commissioners of said Mt. Prospect Park District on the 17th day of February, 2016, and was on the same day approved by the Secretary of the Mt. Prospect Park District; that the original thereof was filed and recorded in the office of the Secretary of the Mt. Prospect Park District of which the foregoing is a true copy (duplicate) and is now on file in the office of such Secretary.

GIVEN under my hand and seal of the Mt. Prospect Park District this 17th day of February, 2016.

William J. Starr
Secretary Board of Park Commissioners
Mt. Prospect Park District
Cook County, Illinois

(SEAL)

Exhibit A

TRUCK #15, a 2001 Chevrolet C3500 stake side truck with 84,000 miles (VIN:
1GBJC34U81F186805)

January 30, 2016

Mount Prospect Park District
Matt Dziubinski

We have figured the following under Illinois State Contract 4018237.

1 New 2016 Ford F350 Regular Cab 4x2 DRW Chassis Cab	\$ 23,325.00
84" Cab to Axle (Required for 11' Body)	\$ 180.00
Mid-Ship Fuel Tank (Required for Tuck-Under Gate)	\$ 125.00
LT245/75RX17E All-Terrain Tires	\$ 140.00
Z1 Oxford White, 40/20/40 Vinyl Seat	\$ N/C
H.D. 200 AMP Alternator	\$ 75.00
Full Length Cab Steps	\$ 320.00
Daytime Running Lights	\$ 45.00
Heavy Service Suspension Package	\$ 175.00
New "M" License/Title, 3-Extra Keys, Delivery	\$ 484.00
Chassis Total	\$24,869.00
Sauber Manufacturing Stake Body	\$21,770.00
Chassis and Body Total	\$46,639.00
Trade '01 C3500 4x2 Stake Body	\$ -2,800.00
Total Difference after Trade	\$43,839.00

We recommend adding the Limited Slip Rear Axle Option. Add \$330.00

All other standard equipment

Let me know if you have any questions. Thank you.



Richie Morrow Wellenkamp
Fleet Manager/Vice President
Morrow Brothers Ford, Inc.



WWW.MORROWBROTHERSFORDINC.COM

Route 267 South • RR 2 Box 120 • GREENFIELD IL 62044
(217) 368-3037 • Fax (217) 368-3517 • Toll free 1-877-368-3038

February 9, 2016

Mount Prospect Park District
Matt Dziubinski

We have figured the following under the Illinois State Contract 4018237.

1 New 2016 Ford F550 Regular Cab and Chassis 4x2

19,500# GVWR Package
165" Wheel Base 84" Cab to Axle
6.8L V10 Gasoline Engine
Limited Slip Rear Axle
PTO Provision
Traction Tires
Z1 Oxford White Paint
Vinyl 40/20/40 Seat
Full Length Cab Steps
Engine Block Heater
Trailer Brake Controller
Cruise Control
AM/FM/CD Stereo
Chrome Front Bumper
Snow Plow Prep
Power Equipment Package
SYNC Communications
Locate and Deliver to Scranton Iowa
Grand Total

\$39,605.00

All other standard equipment

Let me know if you have any questions. Thank you.

Richie Morrow Wellenkamp
Fleet Manager/Vice President
Morrow Brothers Ford, Inc.



Matthew Dziubinski
Mt. Prospect Park District
1645 Carboy Road
Mount Prospect, IL 60056

January 20, 2016

Dear Matt,

Thank you for your interest in working with Standard Equipment for your side loading refuse truck: Pricing is based off of the NJPA Purchasing Contract #112014-NWY. Below is the equipment included in this quote:

HB600 (6yd. 84" CA) w/ Body Lift Mamba	Complete Factory Mount at Factory
Strobe Light	Guard to Protect Control Handles
Safety Shut Down Curbside	Safety Shut Down Streetside
Fire Extinguisher	Triangle Kit
Painted White (9-20RL)	Zinc Plated Hydraulic Tubes
Quick Connect Pressure Port at Front Valve	Quick Connect Pressure Gage
Shovel/ Broom Rack (Side of Body)	Upper Access Doors
1-Year Hydraulic Warranty	2-Year Cylinder Warranty
1-Year Body Warranty	Perkins Barrel Grabber
5.6" LCD Color Flat Screen w/ Audio for Rear Camera	
Auto-Trans Hot Shift PTO w/Overspeed and Pump (includes pack on the go)	
All LED Body Lights, Including Reverse and License Plate are Standard	
Halogen Work Lights – 2 mounted in upper hopper	

NJPA Body Purchase Price:	\$54,589.50
Less Trade in:	\$ 3,500.00
Total NJPA Mamba Purchase Price:	\$51,089.50

Thank you again for your interest in working with Standard Equipment for your refuse needs. Please let me know if there are any questions regarding this quote.

Respectfully,

Steve Szymczak
Standard Equipment CO.
312-241-4449

Greensmaster Flex 1820 & 2120 Specifications*

	GREENSMASER FLEX 1820, MODEL 04055	GREENSMASER FLEX 2120, MODEL 04044
ENGINE	Subaru® Heavy-Duty Industrial, 4.3 HP, OHC, 4-cycle, CARB, EPA, EU, China certified gasoline engine with integral lighting coil. Displacement: 7.7 cu in. (126 cc). Cast iron cylinder sleeve. Electronic ignition. Maximum noise suppression muffler.	
FUEL CAPACITY	3.17 quarts (3.0 liters) regular grade unleaded gasoline.	
TRANSMISSION	Engine powered ramp-engagement style friction clutch to the first stage of a multi-ribbed poly-V belt drive. The traction drums are belt driven through a spur gear planetary differential with integral band style service/parking brake.	
MAINTENANCE	No grease zerks, sealed bearing design reduces daily maintenance.	
GROUND SPEED	Mowing speed: 1.6-3.7 mph (2.5-5.9 km/h). Transport speed (maximum): 5.7 mph (9.2 km/h).	
TRACTION DRUM	Dual cast aluminum 7.5" (19 cm) diameter with taper on outer 2" (5 cm).	
CONTROLS	Engine Controls: Recoil starter, choke, fuel shut-off. Handle Controls: on/off (ignition) switch, hour meter, throttle, dual function traction/reel control lever, operator presence control, service/park brake lever, on/off light switch (optional blank slot in console).	
HANDLE	Loop style, molded contour upper, 1" (2.5 cm) diameter lower tube. Two angular adjustments and lift assist kickstand with 2.0 inches of telescoping adjustment.	
TRANSPORT TIRES/KICKSTAND	Quick detachable 3.00/3.25 x 6 pneumatic. Lift assist kickstand standard equipment. Loop style with service position lock, 1" (2.5 cm) diameter tube.	
REEL CONSTRUCTION	8-Blade Reel: 5" (12.7 cm) diameter, 8 high carbon steel blades welded to 5 steel spiders (no 8-blade, 18" available). 11-Blade Reel: 5" (12.7 cm) diameter, 11 high carbon steel blades welded to 5 steel spiders. 14-Blade Reel: 5" (12.7 cm) diameter, 14 high carbon steel blades welded to 5 steel spiders.	
SUSPENSION	Semi-floating cutting unit separable from drive unit, pivoting around reel centerline (pitch axis) and pivoting around bedknife centerline side to side (roll axis).	
WIDTH OF CUT	18" (45.7 cm)	21" (53.3 cm)
HEIGHT OF CUT	Front roller adjustable with 2 position rear roller: 1st position (spacer on top) 1/16" - 5/32" (1.59 - 3.97 mm). 2nd position (spacer below) 1/8" - 19/64" (3.17 - 7.54 mm).	
CLIP FREQUENCIES	Reel drive consists of three pulleys of different diameter. 6-clip adjustments per reel, based on pulley configuration.	
REEL DRIVE	Transmission reel clutch shaft to a drive shaft with a pair of beam style couplers.	
CUTTING UNIT CONSTRUCTION	Machined cast aluminum frame.	
CUTTING UNIT ADJUSTMENT/ SERVICE	Cutting unit detachable from traction unit. Dual screw "click" adjustments to reel. Front roller height of cut adjustment. Sealed stainless steel reel bearings.	
BEDKNIFE	Bedknife is high carbon through-hardened steel. EdgeMax® Microcut Bedknife is standard on 11 & 14-blade cutting unit. EdgeMax bedknife is solid tool steel.	
GRASS BASKET	Molded polyethylene with integrated graphics highlighting overlap guidelines, vented for high-efficiency collection.	
ROLLERS	Front Roller: Optional - must be ordered. Rear Roller: Aluminum full roller 2" (5.1 cm) diameter with sealed bearings.	
WORKING WEIGHT	254 lbs. (115 kg) w/basket, w/o transport tires and groomer.	260 lbs. (118 kg) w/basket, w/o transport tires and groomer.
CERTIFICATION / WARRANTY	Designed in accordance to ANSI B71.4-2012 and European Community (CE) specifications. Two-year limited warranty. Refer to the Operator's Manual for further details.	

GREENSMASER FLEX 1800 ACCESSORIES

CUTTING UNITS & REEL OPTIONS	
04291	14-Blade DPA Cutting Unit
04289	11-Blade DPA Cutting Unit
132-7358	14-Blade Reel
132-7357	11-Blade Reel

STANDARD CUTTING UNIT EQUIPMENT	
110-2282-01	Less Aggressive Bedbar
117-1530	EdgeMax® Microcut Bedknife

BEDKNIFE & BEDBAR OPTIONS	
98-7260	Tournament Bedknife
110-2301	Low Cut Bedknife
110-2300	Extended Microcut Bedknife
98-7261	Microcut Bedknife
117-1532	EdgeMax® Tournament Bedknife
117-1530	EdgeMax® Microcut Bedknife
120-9600	High Height of Cut Kit
110-2281-03	Aggressive Bedbar

ROLLER OPTIONS	
120-9607	Front Narrow Wheel Roller
120-9609	Front Wide Wheel Roller
120-9611	Front Full Steel Roller (2.5" dia.)
115-7361	Front Roller Extension Kit
121-4680	Front Full Extended Width Roller
121-4681	Front Extended Width Roller
120-9602	Rear Roller Adjustment Kit
121-4682	Rear Full Roller - Steel
115-7361	Auxiliary Roller Kit

GROOMER OPTIONS	
04259	Flex Groomer Drive, Fwd Rotating
04260	Flex Groomer Drive, Counter Rotating
04263	Groomer Reel, Carbide (18")
04743	Thin Blade Grooming Reel (18")
04264	Grooming Brush (18")
127-6119	Groomer Quick Up Kit (w/o groomer)
04272	Greens Perfection Brush (18") - Soft
04273	Greens Perfection Brush (18") - Stiff

SCRAPER OPTIONS	
120-9615	Narrow Wheel Roller Scraper
120-9616	Wide Wheel Roller Scraper
120-9617	Full Roller Scraper
120-9621	Narrow Wheel Roller Scraper Brush
120-9622	Wide Wheel Roller Scraper Brush
120-9623	Full Roller Scraper Brush
120-9624	Narrow Wheel Roller Scraper Comb
120-9625	Wide Wheel Roller Scraper Comb
120-9626	Full Roller Scraper Comb
120-9627	Scraper Kit with Rear Roller

TRACTION UNIT ACCESSORIES	
04293	LED Light Kit (requires Wire Harness 04295)
04295	Wire Harness
04266	Push Broom Brush
04123	Wheel Kit

TOOLS	
04399	Turf Evaluator
125-5610	Paper - Reel
125-5611	Shim - Reel
94-9010	Height of Cut Adjustment Bar
04399	Turf Evaluator
131-6828	Angle Indicator
131-6829	Mount-Angle Indicator

GREENSMASER FLEX 2100 ACCESSORIES

CUTTING UNITS & REEL OPTIONS	
04290	11-Blade DPA Cutting Unit
04292	14-Blade DPA Cutting Unit
132-7342	14-Blade Reel
132-7341	11-Blade Reel
132-7340	8-Blade Reel

STANDARD CUTTING UNIT EQUIPMENT	
115-1800	EdgeMax® Microcut Bedknife
106-2848-01	Less Aggressive Bed Bar

BEDKNIFE & BEDBAR OPTIONS	
93-4243	Tournament Bedknife
93-4244	Low Cut Bedknife
108-4303	Extended Microcut Bedknife
93-4242	Microcut Bedknife
108-4302	Extended Tournament Bedknife
115-1801	EdgeMax® Tournament Bedknife
120-9300	High Height of Cut Kit
93-3794-03	Aggressive Bedbar

TRACTION UNIT ACCESSORIES	
04293	LED Light Kit (requires Wire Harness 04295)
04295	Wire Harness
04266	Push Broom Brush
04123	Wheel Kit

TOOLS	
04399	Turf Evaluator
125-5610	Paper - Reel
125-5611	Shim - Reel
94-9010	Height of Cut Adjustment Bar
04399	Turf Evaluator

ROLLER OPTIONS	
04295	Front Narrow Wheel Roller
04296	Front Wide Wheel Roller
04290	Split Narrow Wheel Roller
107-3514	Front Wide Wheel Roller - Steel
04257	Front Full Roller
04249	Split Full Front Roller
04259	Long Front Narrow Wheel Roller
04267	Paspalum Roller
115-7354	Rear Full Roller - Aluminum
120-9595	Rear Full Roller - Steel
115-7361	Front Roller Extension Kit
120-9602	Rear Roller Adjustment Kit

GROOMER OPTIONS	
04259	Flex Groomer Drive, Fwd Rotating
04260	Flex Groomer Drive, Counter Rotating
04711	Groomer Reel, Carbide (RH)
04712	Groomer Reel, Spring Steel (RH)
04744	Thin Blade Grooming Reel (21")
04713	Grooming Brush
127-6119	Groomer Quick Up Kit (w/o groomer)
04708	Groomer Reel, Carbide (21" LH)
04274	Greens Perfection Brush (21") - Soft
04275	Greens Perfection Brush (21") - Stiff

SCRAPER OPTIONS	
125-3503	Narrow Wheel Roller Scraper
125-3504	Wide Wheel Roller Scraper
125-3505	Full Roller Scraper
115-7377	Narrow Wheel Roller Scraper Brush
115-7378	Wide Wheel Roller Scraper Brush
115-7379	Full Roller Scraper Brush
115-7380	Narrow Wheel Roller Scraper Comb
115-7381	Wide Wheel Roller Scraper Comb
115-7382	Full Roller Scraper Comb
115-7383	Rear Roller Scraper

*Specifications and design subject to change without notice. Products depicted in this literature are for demonstration purposes only. Actual products offered for sale may vary in design, required attachments and safety features. Consult your local Toro Distributor.



CONCESSION AGREEMENT 2016

This Concession Agreement ("Agreement") is entered into as of _____, 2016 between the Mt. Prospect Park District, an Illinois municipal corporation and body politic with primary offices located at 1000 W. Central Road, Mt. Prospect, Illinois 60056 (the "District") and Open Kitchens, a catering and food service corporation located at 1161 W 21st St., Chicago, IL, 60608 (the "Concessionaire").

RECITALS:

- A. District is the owner of an eighteen (18) hole golf course commonly known as the Mt. Prospect Golf Club located at 600 See-Gwun Ave., Mount Prospect, Illinois.
- B. Located at the Mt. Prospect Golf Club is a Clubhouse in which there is a dining area, kitchen, meeting room, pro shop, offices, locker rooms, foyer, restrooms, pro shop storage areas, kitchen storage areas, washrooms, veranda, tent area, cart storage area, beverage cart and a driving range - (for the purposes of this Agreement, the Clubhouse is defined as including all of these areas).
- C. Within the Clubhouse, the dining area, meeting room, kitchen, veranda, tent area half-way house, kitchen storage areas and beverage cart are devoted to the preparation, sale and consumption of food and beverages. These areas are herein referred to as the "Food Service Facilities". "Concession Operations" is herein defined as the operation of food and beverage concessions within the Food Service Facilities at the Clubhouse.
- D. The "District" desires to retain the service of the "Concessionaire" to provide concessions at the Clubhouse.

AGREEMENT

NOW, THEREFORE, District and Concessionaire agree as follows:

ARTICLE I GRANT OF RIGHTS

District hereby grants to Concessionaire, and Concessionaire hereby accepts and agrees to exercise, during the term of this Agreement, the exclusive right and privilege to sell and otherwise dispense from the Food Service Facilities of the Clubhouse, all food and beverages, and other items as may be mutually agreed upon in writing by District and Concessionaire pursuant to the terms of this Agreement. It is also agreed that the grant of rights hereunder shall be exclusive ONLY WITH RESPECT TO THE Food Service Facilities, it being understood that District shall be entitled, in its discretion, to grant to any third party whatsoever, or to exercise itself, the right to sell or dispense food and beverages and other items in any area not within the Food Service Facilities.

CONCESSION AGREEMENT 2016

ARTICLE II TERM

- 2.1 The initial term hereof shall commence on April 1st, 2016 and shall (unless sooner terminated as provided in Article VI – Termination) end March 31st, 2018.

ARTICLE III DUTIES, OBLIGATIONS AND COVENANTS OF CONCESSIONAIRE; OPERATION OF CONCESSIONS

3.1 Conduct of Concession Operations.

- A. General. Concessionaire agrees that it will conduct the operation of the concessions for the Food Service Facilities at the Clubhouse diligently and in good faith so as to maximize gross receipts and to promptly and courteously serve the public all in accordance with a general plan of operation and in accordance with all applicable ordinances, laws, codes and regulations. All liquor will be sold in compliance with days and times of local liquor control regulations and all requirements of law. Any changes to such plan of operation shall require advance written agreement of District and Concessionaire. Proposed or requested changes must be submitted in writing with 90 days' notice to the District.

B. Dates and Hours of Clubhouse and Concession Operations:

The Golf Season is defined as: April 1st to November 30

Except as provided below, the Clubhouse Food Service Facilities shall operate each day during the golf season.

Hours of minimum operation:

Weekends: 6:00 am or dawn until ½ hour after sunset.

Weekdays: Tuesday through Friday - 7:00 am until ½ hour after sunset.

Mondays – 8:00 am until ½ hour after sunset.

Concession operations will not be required when the golf course is closed for any reason, including due to inclement weather. Concessionaire may close early based on lack of customers only after receiving approval from the pro shop manager on duty or full time golf staff.

Maximum hours of operation: Due to the neighborhood location of the Clubhouse, all food and beverage sales and operations must conclude at 10:00 pm during normal

CONCESSION AGREEMENT 2016

operations. Pre-booked banquet/party rentals may go until 12:00 pm pending authorization by the Director of Golf.

The Half-way House and Beverage Cart

Half-way house and beverage cart operations will not be required when the golf course is closed for any reason, including due to inclement weather. Concessionaire shall decide based on potential sales volume the dates and hours of operation of both of these services during the Golf Season unless otherwise authorized by the Director of Golf Operations.

Vending machine operations are conducted year-round in the clubhouse, the halfway house area and on the golf course.

- C. Concession Operation Rentals/Events. All catered food and/or beverage events will be coordinated by the Concessionaire with the exception of Exempt Rental and Special Events as defined in Section 3.1-E. The Concessionaire may operate in the Food Service Facilities on a year-round basis. Rentals/Special events in the Food Service Facilities will be scheduled as not to conflict with golf course patrons during the Golf Season..

During Golf Season hours of operation:

No rentals or special events will be allowed in the dining area; instead such shall be restricted to the tent area.

During off season hours of operation: December 1st – March 14th.

Concessionaire is not required to offer any public dining during the off-season. Rentals/Events coordinated by the Concessionaire may use the entire facility without provisions, pending approval by the Director of Golf or his/her designee.

Any exceptions to these rental policies must be authorized by the Director of Golf.

- D. Non-catered Rentals/Special Events. Notwithstanding anything to the contrary contained herein, arrangements for non-catered rentals and special events will be the responsibility of the District. On a regular basis, the District will report to the Concessionaire when these events will take place. If the Concessionaire wishes to utilize an area reserved for a District function, it may request in writing that the District attempt to find another location. If another facility is not available or suitable for the District function it shall stay at the original location.
- E. Exempt Rental and Special Events. This District will provide the Concessionaire, once a year, with a list of events that shall be exempt from utilizing the Concessionaire's services. These events are golf outings used as fund-raisers for not-for-profit organizations. In term of this agreement no more than four (4) such functions per year shall be booked by the District. Upon approval of the Executive Director or Director of Golf, the Concessionaire may open for business during an exempt event.

CONCESSION AGREEMENT 2016

- F. District-sponsored Rentals and Special Events. The Concessionaire will exclusively coordinate all District rentals and special events where food and/or beverages are served at the Food Service Facilities excluding Exempt Events specified in Section 3.1.E.
- G. Facility Supervision. During regular Golf Season operating hours, District employees will be on duty to assist patrons and lock the Clubhouse. During evening events after the pro shop has closed, the Concessionaire will be responsible for Clubhouse supervision, securing the Food Service Facilities and Clubhouse at the conclusion of the event, and insuring that all remaining guests vacate the Clubhouse premises and surrounding area in accordance with Section 3.1-B&C.

In addition, the District shall issue keys and alarm codes for the Food Service Facilities and Clubhouse to the Concessionaire. The Concessionaire shall be solely responsible for assigning these to Concessionaire employees for locking and securing the Food Service Facilities and Clubhouse before and after hours of operation specified in 3.1-B&C. The Concessionaire and its employees are prohibited from duplicating the Food Service Facilities and Clubhouse keys.

- H. Compliance with Laws, Policies and Programs. In connection with the conduct of the concession operations, the Concessionaire shall promptly comply with and faithfully observe all federal, state and local laws, ordinances, regulations, orders or directions (including without limitation fire, building, health and sanitation codes and regulations) as to the safety of the premises, sanitation and purity of foods and beverages or otherwise. In addition, Concessionaire agrees to comply with all local liquor codes, pay any required management entity fees for the facilities liquor license and provide up to date copies of B.A.S.S.E.T. training certificates to the District for every concession employee serving alcohol. Also, employees must comply with all rules and regulations of the District as communicated by District to Concessionaire in writing.
- I. Condition of Food Service Facilities and Equipment. Concessionaire agrees to keep the Food Service Facilities and equipment ("District's Equipment" as defined in Section 4.1) neat, clean and in a sanitary condition and to follow all reasonable directions of District with respect thereto. Concessionaire shall cleanse, disinfect and deodorize the Food Service Facilities and shall promptly deposit in covered receptacles all waste, garbage and refuse which may accumulate in the Food Service Facilities all in accordance with industry standards. Concessionaire shall remove all such waste, garbage and refuse from the Clubhouse periodically during each day of operations and place it in receptacles designated by the District.

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3.2 Sale of Food and Beverage Items

- A. General. Concessionaire covenants that it shall at all times have available for sale sufficient quantities and varieties of the items and shall provide sufficient and competent trained personnel to effect sales thereof. All food and beverage items sold by Concessionaire shall be pure and wholesome and of a high quality. Concessionaire shall post its rates, prices and advertising for food and beverage items in such places at Clubhouse as the District may designate.
- B. Vending Machines. The Concessionaire is responsible for insuring that all vending machines located in the Clubhouse and on the Golf Course are adequately stocked and maintained at all times. .
- C. Delivery of Concession Items. All deliveries of food and beverage items and any other items sold or used in connection with the Concession Operations shall be made only during regular hours of operation and only at the east kitchen delivery door. Concessionaire shall use its best efforts to minimize the disruptions and amount of traffic in the Clubhouse, which could result from numerous deliveries inside the Clubhouse. All items shall be stored inside the Clubhouse in a manner satisfactory to the District.

3.3 Employees and Agents.

- A. Concessionaire Employees. The Concessionaire shall provide the Director of Golf with a list of employees. This list shall include the names, addresses and phone numbers of the employees. The employees will be required to wear proper identification and clothing which distinguishes the Concessionaire's employees from the District staff. The Concessionaire is required to have at least one employee twenty-one (21) years of age or older on duty at the Clubhouse at all times during the hours of operation and all employees of Concessionaire will comply with local and state liquor sale regulations.
- B. Conduct and Supervision of Employees and Agents. Concessionaire agrees that it will train, closely supervise, and regulate all persons employed by it in the conduct of its business so that they are aware of, and continuously practice, high standards of cleanliness, safety, courtesy and service. If any Concessionaire employee fails to perform his or her duties, Concessionaire shall take appropriate action to discipline such employee. Concessionaire agrees that District shall have the right at any time upon written notice to Concessionaire to require Concessionaire to replace any employee within a reasonable period of time following such notice. In the event that the Concessionaire is not accessible at the Clubhouse, the Director of Golf Operations shall have authority (but no duty) to decide matters regarding conduct and supervision of Concessionaire employees.
- C. Cooperation with Other Employees. Concessionaire agrees to cause its employees to cooperate in the use of the Food Service Facilities of the Clubhouse facilities and in all other manners with all employees and agents of District.

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- D. Hiring Practices. Concessionaire agrees that in the conduct of its business, hiring practices and the sale of food and beverage items, both pursuant to the Agreement and in its other business endeavors, it will not discriminate or permit discrimination on the grounds of sex, race, religion, creed or national origin, disability or any other legally prohibited basis, nor will it discriminate or permit discrimination against any employees or applicants for employment on account of any such grounds.

3.4 Miscellaneous

- A. Reporting Defects in Food Service Facilities. Concessionaire shall immediately report in writing to District any observable defects in or about the Food Service Facilities which would foreseeably lead to personal injury or further property damage. Concessionaire shall at all times be alert to detection of such defects and shall report them promptly upon observation.
- B. Emergency Situations. If Concessionaire becomes aware of any act of vandalism or of any casualty, or of any other condition involving imminent danger of loss of life or injury to persons or public property, Concessionaire shall immediately report same to District's Director of Golf Operations.
- C. If Concessionaire or its employees are at the Food Service Facilities at the time of the occurrence of any emergency situation, Concessionaire shall take whatever steps are reasonably necessary to protect District and its property.
- D. Emergency AED Training. Concessionaire must participate in bi-annual training of supervisory employees in CPR and Automatic defibrillators or as otherwise required by law. An AED unit will be located in the lobby of the new clubhouse. The District will provide a list of training classes available to them.

ARTICLE IV FOOD SERVICE EQUIPMENT

- 4.1 Equipment – General. In connection with the conduct of the Concession Operations, District agrees to provide and make available to Concessionaire certain equipment and other items (the "District's Equipment"). All other utensils, equipment and other items necessary or appropriate to conduct the Concession Operations (the "Concessionaire Equipment") shall be provided by Concessionaire. As used in this Agreement the District's Equipment and the Concessionaire's Equipment are collectively referred to as the "Food Service Equipment". District shall retain the right at any time to alter, replace, relocate, dispose of or reserve for its own use, any particular District Equipment, or relocate Concessionaire's Equipment so long as the total Food Service Equipment remains reasonably adequate for the exercise from time to time of Concessionaire's rights and privileges hereunder. It is agreed that if District causes Concessionaire to relocate

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any of the Concessionaire's Equipment in accordance with the foregoing, the costs of such shall be fully reimbursed by District.

4.2 Preventive Maintenance and Repairs.

- A. Payment. All District owned furniture and food service equipment in the Clubhouse is available for use by the Concessionaire. The District will pay for any routine repairs needed on this equipment. The Concessionaire will need to pay for repairs that are caused by negligence of the Concessionaire's employees. The Concessionaire is allowed to install new equipment and remove the same equipment at the conclusion of this Agreement. Any equipment that is to be added must first be approved by District.
- B. Replacement of Food Service Equipment. If the Concessionaire determines that any of the existing District Equipment requires replacement, the Concessionaire will submit a written notification of its determination along with an estimate of the cost of the replacement. A meeting to discuss the need, financing and ownership of the replacement will take place between the Concessionaire and the District.
- C. Replacement of Food Service Equipment due to Negligence. The Concessionaire will be responsible for all such repairs of, and replacements to, the Concessionaire's Equipment, except that each party shall be responsible for repairs of, and replacements to any Food Service Equipment where such repairs or replacements are necessitated by the negligent or willful act of such party or its employees or agents.

4.3 Food Service Facilities and Clubhouse Maintenance.

- A. District Responsibilities. The District will be responsible for all exterior cleaning and maintenance of the Clubhouse as well as the interior of the Pro Shop, foyer/entrance area and the washrooms. In addition, the District will be responsible for any structural repairs that are required by state or local laws, codes, rules or regulations.
- B. Concessionaire Responsibilities. The Concessionaire will be responsible for maintaining and cleaning all areas of the Food Service Facilities. Meeting all sanitation requirements and the requirements of all applicable laws will be the sole responsibility of the Concessionaire.

4.4 Security.

- A. Theft or Damage. District assumes no responsibility to Concessionaire and Concessionaire hereby releases District, its employees, agents and representatives, from any liability with respect to the loss, disappearance or theft of, or damage or casualty to, any property (including money) of Concessionaire or its employees or agents located in or being brought into or out of the Clubhouse.
- B. Clubhouse. If Concessionaire chooses to stay open after the Clubhouse and Pro Shop have closed or beyond the time that the Food Service Facilities are scheduled to close, it

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will be the Concessionaire's responsibility to lock and secure the outside doors, dining area, kitchen, storage rooms, and foyer of the Clubhouse, and insure that all remaining guests vacate the Clubhouse premises and surrounding area. The Concessionaire is also responsible for activating the alarm panel at the Clubhouse front door. The premises must be vacated and secured per Article III, 3.1 C.

- 4.5 Signage, Displays and Advertising. Concessionaire agrees that all signage and displays, and the contents and graphics thereof, to be utilized by Concessionaire at or around the Food Service Facilities, and any merchandise or advertisement bearing the name of or any reference to the District or the Clubhouse, shall be subject to the prior approval of District, which may be granted or denied in District's sole discretion. All such signage and displays shall be installed and maintained at Concessionaire's sole cost and expense.
- 4.6 Utilities. All utilities (with the exception of telephone service, for which the Concessionaire shall independently contract and the expense of which shall be the sole responsibility of the Concessionaire), including but not by way of limitation, all electrical, gas, water, sewer, rodent extermination, garbage disposal and security system shall be billed to the District.

ARTICLE V CONCESSION FEE

- 5.1 License Fee. The compensation to the District for the granting of the rights set forth herein to Concessionaire shall be as set forth in Exhibit 1 ("Concession Fee") and shall be paid by Concessionaire to District as set forth in Exhibit 1.

ARTICLE VI TERMINATION

This Agreement shall automatically terminate upon the occurrence of any of the following events:

- A. Upon written notice delivered to District by the Concessionaire in the event that District breaches, in any material aspect, any of its obligations hereunder and such breach has not been cured for a period of thirty (30) days following the date that notice detailing such breach is delivered to the District by Concessionaire.
- B. Upon thirty (30) days prior written notice delivered by District to Concessionaire, for any reason or no reason.
- C. Concessionaire agrees that in the event Concessionaire fails to fulfill any of the provisions stipulated in this Agreement, the District may terminate the Agreement immediately and, at its option, without waiving any of its other rights, the District may hire such persons and equipment and enter into such contracts as it may deem necessary to perform the work described herein.

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- D. In the event of termination, the District will be entitled to recover from Concessionaire all losses, including all costs, expenses and reasonable attorney's fees arising out of or in conjunction with or otherwise resulting from failure of performance on the part of the Concessionaire.

ARTICLE VII INDEMNIFICATION AND INSURANCE

- 7.1 Indemnity. Concessionaire agrees to save, defend, hold harmless and indemnify District and each of its Commissioners, officers, directors, agents, employees, and invitees (the "District Parties") from and against any and all suits, claims, losses, damages and expenses (including reasonable attorneys fees) that are based upon, or that arise or are alleged to have arisen out of, the Concession Operations or any negligence of Concessionaire or any agents, servants or employees of Concessionaire or any of its subcontractors (collectively the "Concessionaire Parties").
- 7.2 Insurance Requirements. The Concessionaire shall not commence work under the Agreement until it has obtained the insurance required by Section 7.3 below and has provided the District with the requisite Certificates of Insurance naming the District as additionally insured.
- 7.3 Insurance Coverage. Concessionaire shall maintain in force at all times during the initial Term and any extension or renewal thereof at its expense the following insurance, it being understood that District shall have the right to reasonably require Concessionaire to adjust the coverage limits set forth below at any time:
- A. Comprehensive – Commercial General Liability. \$1,000,000 – individual; \$1,000,000 – aggregate; \$100,000 – fire protection.
 - B. Worker's Compensation. \$1,000,000 – individual; \$1,000,000 – aggregate.
 - C. Umbrella Liability. The Concessionaire shall maintain an umbrella or excess liability policy of not less than \$2,000,000 for any one (1) occurrence and subject to the same aggregate over the maximum aggregates set forth for each class on insurance identified in Section 7.2.A through 7.2.C above.
 - D. Liquor License. The Mt. Prospect Park District shall secure and pay the costs for the Village of Mount Prospect and State of Illinois Liquor Licenses. Concessionaire shall be responsible to pay the cost of any required management entity fees for the facilities Liquor Licenses.

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ARTICLE VIII MISCELLANEOUS

- 8.1 Entire Agreement. This Agreement constitutes the entire agreement among the parties and supersedes all prior agreements, arrangements or understandings, whether written or oral pertaining to the subject matter hereof. This Agreement may not be amended or modified except in a writing signed by District and Concessionaire.
- 8.2 No Waiver. Any failure by any party to require performance by any other party of any provision of this Agreement shall in no way affect the full right to require such performance at any time thereafter. No waiver by any party of a breach of any provision hereof shall constitute a waiver of any succeeding breach of the same or any other provision of this Agreement.
- 8.3 Governing Law. This Agreement is an Illinois contract and is governed by and enforceable in accordance with the internal laws of Illinois without regard to principles of choice of law.
- 8.4 No Joint Venture, etc. Nothing herein shall be deemed to create an agreement of joint venture, partnership, employer and employee or any other similar type of relationship, it being understood that Concessionaire shall be deemed an independent contractor with respect to District.
- 8.5 Assignment. Concessionaire shall not assign or encumber its interest in this Agreement or allow any other person to occupy or use all or any part of the Food Service Facilities of the District without first obtaining District's written consent, which may be withheld in the District's sole and absolute discretion. No consent given by the District pursuant to this Section shall constitute a further waiver of the provisions of this Section.
- 8.6 Human Rights. The contractor to this public contract shall:
- (1) Refrain from unlawful discrimination and discrimination based on citizenship status in employment and undertakes affirmative action to assure equality of employment opportunity and eliminate the effects of past discrimination;
 - (2) Comply with the procedures and requirements of the Illinois Department of Human Rights (Department) regulations concerning equal employment opportunities and affirmative action;
 - (3) Provide such information, with respect to its employees and applicants for employment, and assistance as the Department may reasonably request;
 - (4) Have a written Sexual Harassment Policy which complies with the provisions of 775 ILCS 5/2-105(a) 4, and is currently in full force and effect. A copy of this policy shall be provided to the District upon request.
- 8.7 Contemporaneous with its execution hereof, Concessionaire shall provide to District a "no bid-rigging, no bid-rotating" certification in form and substance acceptable to District, indicting no prohibited convictions.

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IN WITNESS WHEREOF, this Agreement has been duly executed as of the day and year first above written.

Open Kitchens

Mt. Prospect Park District

By: _____
Teri Fiore
Chief Executive Officer
"Concessionaire"

By: _____
Greg Kuhs
Executive Director
"District"

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EXHIBIT 1

CONCESSION FEE

- A. Concession Fee. The compensation of the District for the granting of the rights set forth herein to Concessionaire shall be the Concession Fee, as follows:

Concession Term & Annual Concession Fee

For the period of 4/1/ 2016 through 3/31/ 2017 - Annual Concession Fee: \$43,000/year

For the period of 4/1/ 2017 through 3/31/ 2018 - Annual Concession Fee: \$43,000/year

- B. Concession Fee Payment. The Annual Concession Fee may be paid by District in four (4) equal payments each year with such payments to be made, respectively on or before, May 15, June 15, September 1, and October 15.
- C. Late Charge. Concessionaire shall pay a penalty of twenty-five dollars (\$25.00) per day for each day the Concession Fee is late. The penalty in the preceding sentence shall be in addition to the Concession Fee.