



## **MT. PROSPECT PARK DISTRICT**

**1000 W. CENTRAL ROAD**

**MOUNT PROSPECT, ILLINOIS 60056**

### **MT. PROSPECT BOARD OF PARK COMMISSIONERS REGULAR MEETING SCHEDULE 2019**

The Regular Board Meetings are held at Central Community Center, at 1000 W. Central Road in the Boardroom in Mount Prospect, Illinois at 7:00 p.m.

January 23, 2019

February 13, 2019

March 20, 2019

April 24, 2019

May 22, 2019

**June 26, 2019**

July 24, 2019

August 21, 2019

September 25, 2019

October 23, 2019

November 13, 2019

December 18, 2019

Approved: 11-14-18

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## **REGULAR BOARD MEETING**

**June 26, 2019**

### **AGENDA**

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- IV. NEW BUSINESS**
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MT. PROSPECT PARK DISTRICT  
1000 W. CENTRAL ROAD  
MOUNT PROSPECT, ILLINOIS 60056

**REGULAR BOARD MEETING – Including Annual Meeting**

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

FROM: STEVE KURKA, PRESIDENT

DATE: JUNE 21, 2019

RE: REGULAR PARK BOARD MEETING – INCLUDING ANNUAL MEETING  
JUNE 26, 2019 - 7:00 P.M.  
CENTRAL COMMUNITY CENTER  
1000 W. CENTRAL, MOUNT PROSPECT, IL

**AGENDA**

OATH OF OFFICE

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

CHANGES OR ADDITIONS TO REGULAR MEETING AGENDA

APPROVAL OF AGENDA

APPROVAL OF CONSENT AGENDA

All items identified may be considered routine by the Board of Commissioners and be enacted by one motion. There will be no separate discussion of these items unless a Commissioner so requests, in which event the item will be removed from the Consent Agenda and approved under its normal sequence on the regular meeting agenda.

- A. \*APPROVAL OF MINUTES: REGULAR BOARD MEETING: MAY 22, 2019
- B. \*RATIFICATION OF ACCOUNTS PAYABLE MAY 2019
- C. \*RATIFICATION OF PAYROLL MAY 2019

\*APPROVAL OF MINUTES REGULAR BOARD MEETING: MAY 22, 2019  
**(PLEASE BYPASS IF PREVIOUSLY APPROVED BY CONSENT AGENDA ITEM A)**

PUBLIC COMMENT

ADOPTION ITEMS

- A. Ordinance No. 769 – AN ORDINANCE PROVIDING FOR THE GRANTING OF CERTAIN EASEMENTS FOR AN UNDERGROUND WATER MAIN TO THE CITY OF DES PLAINES AND AUTHORIZING THE EXECUTION AND DELIVERY OF AGREEMENTS IN CONNECTION THEREWITH
  
- B. Ordinance No. 770- AN ORDINANCE RECOMMENDING TO SELL, CONVEY, OR OTHERWISE DISPOSE OF CERTAIN USED PERSONAL PROPERTY OF THE MT. PROSPECT PARK DISTRICT IN SUCH MANNER(S) AND AT SUCH PRICE(S)AS THE EXECUTIVE DIRECTOR SHALL IN HIS SOLE DISCRETION DETERMINE TO BE IN THE BEST INTERESTS OF THE MT. PROSPECT PARK DISTRICT.

APPROVAL ITEMS

- A. Busse Park Playground Replacement / Renovation
- B. Busse Park Playground Equipment Purchase

NEW BUSINESS

- A. Introduction of Nick Troy, Director of Recreation
- B. Strategic Plan Update
- C. Employee Committee presentation on the Employee Satisfaction Survey

FINANCIAL ADVISOR'S REPORT

\*RATIFICATION OF ACCOUNTS PAYABLE MAY 2019

**(PLEASE BYPASS IF PREVIOUSLY APPROVED BY CONSENT AGENDA ITEM B)**

\*RATIFICATION OF PAYROLL MAY 2019

**(PLEASE BYPASS IF PREVIOUSLY APPROVED BY CONSENT AGENDA ITEM C)**

ADJOURNMENT SINE DIE

- A. ANNUAL MEETING OF THE MT. PROSPECT PARK DISTRICT BOARD OF COMMISSIONERS
    - Call to Order
    - Roll Call
    - Appointment of Temporary Chairperson
    - Election of Officers: President & Vice-President
    - Appointment of Secretary & Treasurer
- ADJOURNMENT OF ANNUAL MEETING

RECONVENE REGULAR MEETING

- Roll Call

EXECUTIVE REPORT

PUBLIC COMMENT

COMMENTS/MATTERS FROM COMMISSIONERS

ADJOURNMENT



# CONSENT AGENDA

June 26, 2019

## Statement by the Chair:

“All items identified on the consent agenda may be considered routine by the Board of Commissioners and may be enacted by one motion. There will be no separate discussion of these items unless a Commissioner so requests, in which event the item will be removed from the Consent Agenda and remain for consideration under their normal sequence on the regular meeting agenda. Tonight’s Consent Agenda is as follows”:

- A. APPROVAL OF MINUTES: REGULAR BOARD MEETING, MAY 22, 2019
- B. RATIFICATION OF ACCOUNTS PAYABLE FOR MAY 2019 IN THE AMOUNT OF \$791,236.55.
- C. RATIFICATION OF PAYROLL FOR MAY 2019 IN THE AMOUNT OF \$501,119.23.

**-Chair requests a motion to approve the Consent Agenda**

**-Move: “I move to approve the Consent Agenda”.**

**-Second**

**-Roll Call vote (Call the Roll on the pending motion)**

(Informational only)

Prior to asking for the vote to be taken any Commissioner may request the removal of any Consent Agenda item(s). e.g., “I’d like to request the removal of item A. from the Consent Agenda”. Any such item will be automatically removed without further discussion or action.

## CONSENT AGENDA ITEM A

Unapproved Minutes 5-22-19

Unapproved

### Regular Board Meeting

A Regular Meeting of the Mt. Prospect Park District, Cook County, Illinois, was held on Wednesday, May 22, 2019 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  
Bill Starr  
Ray Massie  
Mike Murphy

#### Administrative Staff:

Jim Jarog, Executive Director  
Brett Barcel, Director of Golf Operations  
George Giese, Superintendent of Business & IT Services  
Ruth Yueill, Director of Community Relations and Marketing  
Teri Wirkus, Executive Compliance Officer  
Kathy Muellner, Early Childhood & Youth Manager

#### Professionals:

Lee Howard, Financial Advisor GAI  
Brad O'Sullivan, GAI  
Tom Hoffman, District Attorney

#### Visitors:

Sue Adams & Family  
David V. Perns D.C.  
Bob Szeliga

#### **CHANGES OR ADDITIONS TO AGENDA**

None

#### **APPROVAL OF AGENDA**

Commissioner Murphy motioned to approve the agenda; seconded by Commissioner Starr and was carried by unanimous voice approval.

## CONSENT AGENDA ITEM A

Unapproved Minutes 5-22-19

### **OATH OF OFFICE**

Commissioner Starr administered the Oath of Office to Timothy Doherty and Michael Murphy. Each stated the following concurrently:

I, stated their name,, having been elected to the office of Park Commissioner in the Mt. Prospect Park District in the County of Cook aforesaid, DO SOLEMNLY SWEAR, that I will support the Constitution of the United States and the Constitution of the State of Illinois, and that I will faithfully discharge the duties of the office of Park Commissioner to the best of my ability.

#### **As a member of the board I will:**

Represent the interests of all people in my community. I will not favor any particular special interests. Not use my service on this board for my own personal advantage or for the advantage of my friends or supporters.

Keep privileged information confidential.

Approach all board issues with an open mind, prepared to make the best decisions for everyone involved.

Do nothing to violate the trust of those who elected or appointed me to the board or of those we serve. Focus my efforts on the mission of the agency and not on my personal goals.

Never exercise authority as a board member except when acting in a meeting with the full board or as I am delegated by the board.

Congratulations to the re-elected Board Commissioners.

### **APPROVAL OF MINUTES**

Commissioner Murphy motioned to approve the minutes from the Regular Board Meeting on April 24, 2019; seconded by Commissioner Starr.

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

Motion passed.

### **Public Comment**

None

## CONSENT AGENDA ITEM A

Unapproved Minutes 5-22-19

### **NEW BUSINESS**

#### A. Recognition of Susan Adams

Kathy Muellner, Early Childhood & Youth Manager, presented Susan Adams and her accomplishments during her 30 years at the Mt. Prospect Park District. Susan started her career at the Conservatory in 1989 teaching and finished her career (after teaching 1,300 young ones) as head of the Mt. Prospect Preschool Program.

#### B. New Parks & Planning Director-Scott Elman

Executive Director Jarog introduced Scott Elman, Director of Parks & Planning, who has over 30 years experience as a Landscape Architect. Scott possesses extensive knowledge pertaining to the public procurement process including project planning, bidding, and construction management. He oversaw the design and replacement of 58 parks and playgrounds, focusing on ADA improvements to all of the park amenities.

Scott Elman, Director of Parks & Planning thanked the Board and expressed his gratitude for the opportunity to work again at the Mt. Prospect Park District.

#### C. Utilizing a Consent Agenda-discussion.

Attorney, Thomas Hoffman explained to the Board that a **consent agenda** is a board meeting practice that groups routine business and reports into one **agenda** item. The **consent agenda** can be approved in one action, rather than filing motions on each item separately. The Board's consensus was to incorporate this as part of our approval process at future Board meetings.

### **Financial Advisor's Report**

Lee Howard, Financial Advisor-GAI, reviewed the year to date departmental expenditures analysis, revenue trends and profitability of the District's key revenue facilities and answered questions from the Board.

### **RATIFICATION OF ACCOUNTS PAYABLE**

Commissioner Murphy motioned to ratify April 2019 Accounts Payable checks and EFT's in the amount of \$758,050.81 listed on the Check Register; seconded by Commissioner Starr.

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

Motion passed.

## CONSENT AGENDA ITEM A

Unapproved Minutes 5-22-19

### **RATIFICATION OF PAYROLL**

Commissioner Murphy motioned to ratify April 2019 Payroll Checks and Direct Deposits in the amount of \$308,573.83 listed on this report; seconded by Commissioner Starr.

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

Motion passed.

### **EXECUTIVE REPORT**

Executive Director Jim Jarog reviewed the following highlights:

Upcoming dates:

- May 24, 2019: Cosmic Skate Party 7-9 pm CCC
- May 25, 2019: Meadows Pool Opening Day 11am-5pm
- May 27, 2019: Memorial Day Ceremony
- June 1, 2019: Big Surf Opening
- June 15, 2019: Go Green 5K Family Fun Race and the first time for the 1 mile Family Fun Run
- FY 2018 Comprehensive Annual Financial Report (CAFR/Annual Audit):  
Sikich Accounting was on site May 6th through May 9 to perform our FY2018 annual financial audit. Sikich Accounting will be presenting the CAFR to our Board at the June 26th Regular Board Meeting.
- The Annual Meeting for the park district will be part of the June 26th Regular Board Meeting.
- Strategic Plan Annual Update: Staff will be presenting the first annual Strategic Plan update to the Board at the June 26th Board Meeting.

### **Public Comment**

None

### **COMMENTS/MATTERS FROM COMMISSIONERS**

Commissioner Doherty thanked the Foundation for such a wonderful time at the “Early Plant Sale Fundraiser” evening. It was a nice time and his wife won such great gifts.

CONSENT AGENDA ITEM A

Unapproved Minutes 5-22-19

**ADJOURNED TO CLOSED SESSION**

Commissioner Doherty moved to adjourn to closed session:

SECTION 2(c) (5): The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired.

SECTION 2(c) (8): Security procedures, school building safety and security, and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public, or public property.

Seconded by Commissioner Starr.

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

Motion passed.

**RECONVENED FROM CLOSED SESSION**

Commissioner \_\_\_\_\_ moved to reconvene to Open Session Regular Meeting; seconded by Commissioner \_\_\_\_\_

Commissioner Kurka	X		
Commissioner Tenuta			X
Commissioner Starr	X		
Commissioner Klicka			X
Commissioner Doherty	X		
Commissioner Massie			X
Commissioner Murphy	X		

Motion passed.

CONSENT AGENDA ITEM A

Unapproved Minutes 5-22-19

**TAKE ACTION, IF ANY ON MATTERS DISCUSSED IN CLOSED SESSION**

**ADJOURNMENT**

Commissioner moved to adjourn the Regular Board Meeting; seconded by Commissioner Starr and was carried by unanimous voice vote.

Respectfully submitted,

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William J. Starr

**ACCOUNTS PAYABLE/PAYROLL DISBURSEMENT  
May-19**

**CONSENT AGENDA ITEM B**

**ACCOUNTS PAYABLE**

Suggested Motion: I move to ratify May Accounts Payable Checks and EFT's in the amount of \$ 791,236.55 as listed on the Check Register.

<u>CHECK DATE</u>			<u>CHECK #'S</u>	
5/1-5/5/2019	\$	225,950.17	193521-193571	Checks
5/6-5/12/2019	\$	28,921.55	193572-193618	Checks
5/13-5/19/2019	\$	130,666.93	193619-193681	Checks
5/20-5/31/2019	\$	405,697.90	193682-193783	Checks
<b>TOTAL AP</b>	<b>\$</b>	<b><u>791,236.55</u></b>	<b>Checks and EFT's</b>	

**CONSENT AGENDA ITEM C**

**PAYROLL**

Suggested Motion: I move to ratify May Payroll Checks and Direct Deposits in the amount of \$ 501,119.23 as listed on this report.

<u>CHECK DATE</u>			<u>CHECK #'S</u>	
5/3/2019	\$	150,262.41	22970-23295	DD Notification
	\$	5,318.45	1018829589- 1018829606	Checks
			23296-23301	<i>Taxes, Transfers &amp; Garnishments</i>
5/17/2019	\$	158,280.25	23302-23653	DD Notification
	\$	5,684.77	1018970508- 1018970525	Checks
			23654-23659	<i>Taxes, Transfers &amp; Garnishments</i>
5/31/2019	\$	173,990.26	23660-24101	DD Notification
	\$	7,583.09	1019123153- 1019123192	Checks
			24102-24107	<i>Taxes, Transfers &amp; Garnishments</i>
<b>TOTAL P/R</b>	<b>\$</b>	<b><u>501,119.23</u></b>	<b>Checks and Direct Deposits</b>	

\*\*Paper check numbers will not be sequential between check runs; account managed by payroll service provider.



**Mt. Prospect Park District  
Payroll Summary**

Pay Period Ending 4/28/2019  
Check Date 5/3/2019

				Avg	Avg
	# Hours	# Employees	Gross Pay	Hrs/Emp	Hrly Rate
Total	11,039	344	213,829	32	19
	Full Time	58			

Pay Period Ending 5/12/2019  
Check Date 5/17/2019

				Avg	Avg
	# Hours	# Employees	Gross Pay	Hrs/Emp	Hrly Rate
Total	11,828	370	224,725	32	19
	Full Time	59			

Pay Period Ending 5/26/2019  
Check Date 5/31/2019

				Avg	Avg
	# Hours	# Employees	Gross Pay	Hrs/Emp	Hrly Rate
Total	13,437	482	247,723	28	18
	Full Time	59			



# MEMORANDUM

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To: Board of Park Commissioners

From: Jim Jarog, Executive Director

Date: June 26, 2019

Re: Ordinance 769 Granting a Utility Easement to the City of Des Plaines

C: Scott Elman, Director of Parks and Planning

## **SUMMARY & BACKGROUND:**

At the September 26th, 2018 Regular Board Meeting, the Board was informed that the City of Des Plaines had requested a water main easement to service residents east of Brentwood Park. The City requested the Mt. Prospect Park District consider granting a ten-foot easement on our east property line of Brentwood Park. The Mt. Prospect Board of Commissioners expressed their support and directed staff to work with Des Plaines to formalize this request. Ordinance 769 effectively grants this easement to the City of Des Plaines. Below are some details of this request:

- If the easement is granted construction will occur in July of 2019.
- The District will receive \$14,400 in exchange for the easement. This is based on an independent appraisal report provided by Des Plaines.
- The work will be carried out utilizing underground boring to minimize disruption.
- The City of Des Plaines Attorney provided all necessary documents for our consideration.
- Park District Attorney Tom Hoffman has reviewed the documents which were provided.
- The City will perform site restoration once the work is complete.

## **BUDGET IMPACT:**

The District will receive \$14,400 if we agree to grant this easement to Des Plaines.

## **DOCUMENTS ATTACHED:**

Ordinance 769 and Exhibit 2 Agreement

## **RECOMMENDATION:**

**MOVE TO ADOPT ORDINANCE 769, AN ORDINANCE PROVIDING FOR THE GRANTING OF CERTAIN EASEMENTS FOR AN UNDERGROUND WATERMAIN TO THE CITY OF DES PLAINES AND AUTHORIZING THE EXECUTION AND DELIVERY OF AGREEMENTS IN CONNECTION THEREWITH**

**ORDINANCE NO. 769**

**MT. PROSPECT PARK DISTRICT**

**AN ORDINANCE PROVIDING FOR THE GRANTING OF CERTAIN EASEMENTS FOR AN UNDERGROUND WATERMAIN TO THE CITY OF DES PLAINES AND AUTHORIZING THE EXECUTION AND DELIVERY OF AGREEMENTS IN CONNECTION THEREWITH**

WHEREAS , Mt. Prospect Park District (“District”) is the owner of certain real estate located at Brentwood Park and the City of Des Plaines (“City”) has requested the District to grant to it a perpetual easement at Brentwood Park to survey, construct, operate, use, maintain, own, test, inspect, repair, remove, and replace or abandon in place a water main and a temporary easement at Brentwood Park

(the “Facilities”), all as more particularly set forth and depicted in a certain NON-EXCLUSIVE EASEMENT AGREEMENT FOR WATER MAIN INSTALLATION AND MAINTENANCE (East Line of Brentwood Park, Des Plaines, Illinois), a copy of which together with Exhibits A-D inclusive thereto, is attached hereto as Exhibit 1, which is by this reference incorporated herein and made a part hereof (the “Agreement”).

NOW, THEREFORE, be it and the same hereby is Ordained by the District and the Board of Park Commissioners thereof, as follows:

1. That the District shall grant the requested easements to the City as set forth in the Agreement and shall enter into the AGREEMENT OF PURCHASE AND SALE OF EASEMENT (“Purchase Agreement”) attached hereto as Exhibit 2, with the City, and shall deliver both the Agreement and the Purchase Agreement to the

City upon receipt of the sum of \$14,400.00 from the City of Des Plaines.

2. That the President and Secretary are hereby authorized to execute and deliver the Agreement, on behalf of the District as Grantor, granting the requested easements to the City , and to obtain the City's execution and delivery thereof as Grantee, and to take all such other actions and do all such other things as they may deem necessary or appropriate to effectuate the intent hereof.
3. This Ordinance shall be effective upon adoption.

ADOPTED this 26th day of June, 2019.

VOTES:

Ayes:

Nays:

Absent:

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President  
Board of Park Commissioners  
Mt. Prospect Park District

ATTEST:

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Secretary  
Mt. Prospect Park District  
Cook County, Illinois

STATE OF ILLINOIS        )  
                                          )  
COUNTY OF C O O K        )        SS.

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 and am custodian of the official Minutes of the Meetings 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. 769**

**MT. PROSPECT PARK DISTRICT**

**AN ORDINANCE PROVIDING FOR THE GRANTING OF CERTAIN EASEMENTS FOR AN UNDERGROUND WATERMAIN TO THE CITY OF DES PLAINES AND AUTHORIZING THE EXECUTION AND DELIVERY OF AGREEMENTS IN CONNECTION THEREWITH**

That the foregoing was adopted by the Board of Park Commissioners of said Mt. Prospect Park District on the 26th day of June, 2019 and was on the same day approved by the Secretary of the Mt. Prospect Park District; that it 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 26th day of June, 2019.

\_\_\_\_\_  
Secretary  
Mt. Prospect Park District  
Cook County, Illinois

(SEAL)

## EXHIBIT 1

Prepared by and after recording,  
return to:  
Peter M. Friedman  
Holland & Knight LLP  
131 S. Dearborn Street 30th Floor  
Chicago, Illinois 60603

### **NON-EXCLUSIVE EASEMENT AGREEMENT FOR WATER MAIN INSTALLATION AND MAINTENANCE (East Line of Brentwood Park, Des Plaines, Illinois)**

THIS AGREEMENT is dated as of this \_\_\_\_\_ day of \_\_\_\_\_, 2019, by and between the CITY OF DES PLAINES, an Illinois home rule municipal corporation (the "City"), and MT. PROSPECT PARK DISTRICT (collectively, the "Owner").

IN CONSIDERATION OF the mutual covenants and agreements set forth herein and pursuant to the City's home rule powers, the parties hereto agree as follows:

1. BACKGROUND. A. The Owner is the owner of certain real estate commonly known as Brentwood Park, on Brentwood Drive in Des Plaines, County of Cook, State of Illinois, which real estate is legally described in Exhibit A (the "Subject Property").

B. The Owner and the City have determined that it is in their respective best interests to enter into this Agreement in order to provide the City with a sufficient property interest in the Subject Property to fulfill the purposes described herein.

2. GRANT AND USE OF EASEMENT. The Owner grants, conveys, warrants, and dedicates to the City a perpetual easement in, at, over, along, across, through, upon, and under that portion of the Subject Property legally described on Exhibit B and depicted on Exhibit C (the "Easement Premises"), to survey, construct, operate, use, maintain, own, test, inspect, repair, remove, and replace or abandon in place (collectively the "Installation") a water main and any appurtenances thereto

(the "Facilities"), together with all reasonable rights of ingress and egress over, along, across, and upon the Subject Property necessary for the exercise of the rights granted herein. The City shall, at its sole cost and expense, complete the Installation of the Facilities in a good and workmanlike manner.

3. GRANT AND USE OF TEMPORARY CONSTRUCTION EASEMENT. The Owner grants, conveys, and warrants to the City a temporary construction easement for the Installation of the Facilities in, at, over, along, across, through, upon and under that portion of the Subject Property legally described in Exhibit D and depicted on Exhibit C (the "Temporary Easement Premises"). The Temporary Easement Premises shall be used by the City only during periods of actual Installation activity and for any necessary restoration of the Easement Premises.

4. HOLD HARMLESS. To the fullest extent permitted by law, the City agrees to hold the Owner harmless from all claims, causes of action, suits, damages, or demands that arise directly from the Installation of the Facilities on the Easement Premises.

5. RESERVED RIGHT. The Owner reserves the right to use the Easement Premises in any manner that will not prevent or interfere in any way with the exercise by the City of the rights granted herein; provided, however, that the Owner shall not permanently or temporarily improve or obstruct the Easement Premises or cause any improvements or obstructions to be constructed on the Easement Premises that would impair the exercise by the City of the rights granted herein without the express prior written consent of the City Manager.

6. ADDITIONAL EASEMENTS. The Owner shall have the right to grant other nonexclusive easements over, along, across or upon the Easement Premises and the Temporary Easement Premises; provided, however, that any such other easements shall be subject to this Agreement and the rights granted hereby; and provided further, that the City Manager shall have first consented in writing to the terms, nature, and location of any such other easements.

7. CITY RESTORATION. The City plans on utilizing directional drilling for the installation of the water main in order to provide as little disturbance to the Subject Property. Upon completion of any Installation, the City agrees to (a) replace and grade any and all topsoil removed by the City; (b) restore to condition immediately preceding the Installation any and all fences, roads, plantings, and improvements that are damaged or removed as a direct result of the Installation; (c) replace any and all sod removed with sod of like quality; and (d) replace any and all natural grass removed by seeding with a good quality seed.

8. COVENANTS RUNNING WITH THE LAND. The easements and rights granted in this Agreement, the restrictions imposed by this Agreement, and the agreements and covenants contained in this Agreement shall be easements, rights, restrictions, agreements and covenants running with the land, shall be recorded against the

Subject Property and shall be binding upon and inure to the benefit of the Owner and the City and their respective heirs, executors, administrators, successors, assigns, agents, licensees, invitees, and representatives, including, without limitation, all subsequent owners of the Subject Property, or any portion thereof, and all persons claiming under them. If any of the easements, rights, restrictions, agreements or covenants created by this Agreement would otherwise be unlawful or void for violation of (a) the rule against perpetuities or some analogous statutory provision, (b) the rule restricting restraints on alienation, or (c) any other statutory or common law rules imposing time limits, then such easements, rights, restrictions, agreements or covenants shall continue only until 21 years after the death of the last survivor of the now living lawful descendants of the current Governor of the State of Illinois.

9. ASSIGNMENT OF RIGHTS. The Owner agrees that the City may assign its rights or delegate its duties under this Agreement to any assignee: (a) who is reasonably competent to exercise the rights granted herein and the obligations imposed herein; and (b) who makes adequate assurances to the Owner that any activity performed pursuant to such assignment or delegation shall be conducted in a good and workmanlike manner.

10. AMENDMENT. This Agreement may be modified, amended, or annulled only by the written agreement of the Owner and the City.

11. EXHIBITS. Exhibits A through D attached to this Agreement are incorporated herein and made a part hereof by this reference.

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be executed on the date first above written.

ATTEST: MT. PROSPECT PARK DISTRICT

By: \_\_\_\_\_

ATTEST: CITY OF DES PLAINES

By: \_\_\_\_\_





## EXHIBIT A

Legal Description of the Subject Property FROM Torrens Certificate recorded as document No 0010201050 recorded 3/14/2001: That part of Lot ONE HUNDRED FIFTY-FOUR (154) in Brentwood in Des Plaines Unit No. 3, being a resubdivision of parts of Lots 8 and 14 of the Owner's Subdivision of Section 13, Township 41 North, Range 11, East of the Third Principal Meridian, in the City of Des Plaines, Elk Grove Township, Cook County Illinois, lying East of a line running through the Northwest corner of Lot 107 of Brentwood in Des Plaines Unit No. 2, being a resubdivision of parts of Lots 4, 5 and 8 of the Owners Subdivision of Section 13, Township 41 North, Range 11, East of the Third Principal Meridian in the City of Des Plaines, Elk Grove Township, Cook County Illinois, which is parallel to the East line of Lot 154 aforesaid.

Commonly Known as Brentwood Park, Des Plaines, Illinois Permanent Real Estate Index No. 08-13-214-019-0000

EXHIBIT B

Legal Description of the Easement Premises [LEGAL DESCRIPTION OF EASEMENT HEREBY GRANTED THE EAST 5 FEET OF LOT 154 IN BRENTWOOD IN DES PLAINES UNIT NO. 3, BEING A RESUBDIVISION OF PARTS OF LOTS 8 AND 14 OF THE OWNER'S SUBDIVISION OF SECTION 13, TOWNSHIP 41 NORTH, RANGE 11, EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED IN THE OFFICE OF THE REGISTRAR OF TITLES OF COOK COUNTY, ILLINOIS, ON SEPTEMBER 25, 1961, AS DOCUMENT NUMBER 1999491, IN COOK COUNTY, ILLINOIS. CONTAINING 1,502 SQUARE FEET MORE OR LESS Commonly Known as part of Brentwood Park, Des Plaines, Illinois Permanent Real Estate Index No. 08-13-214-019-0000(part)

EXHIBIT C

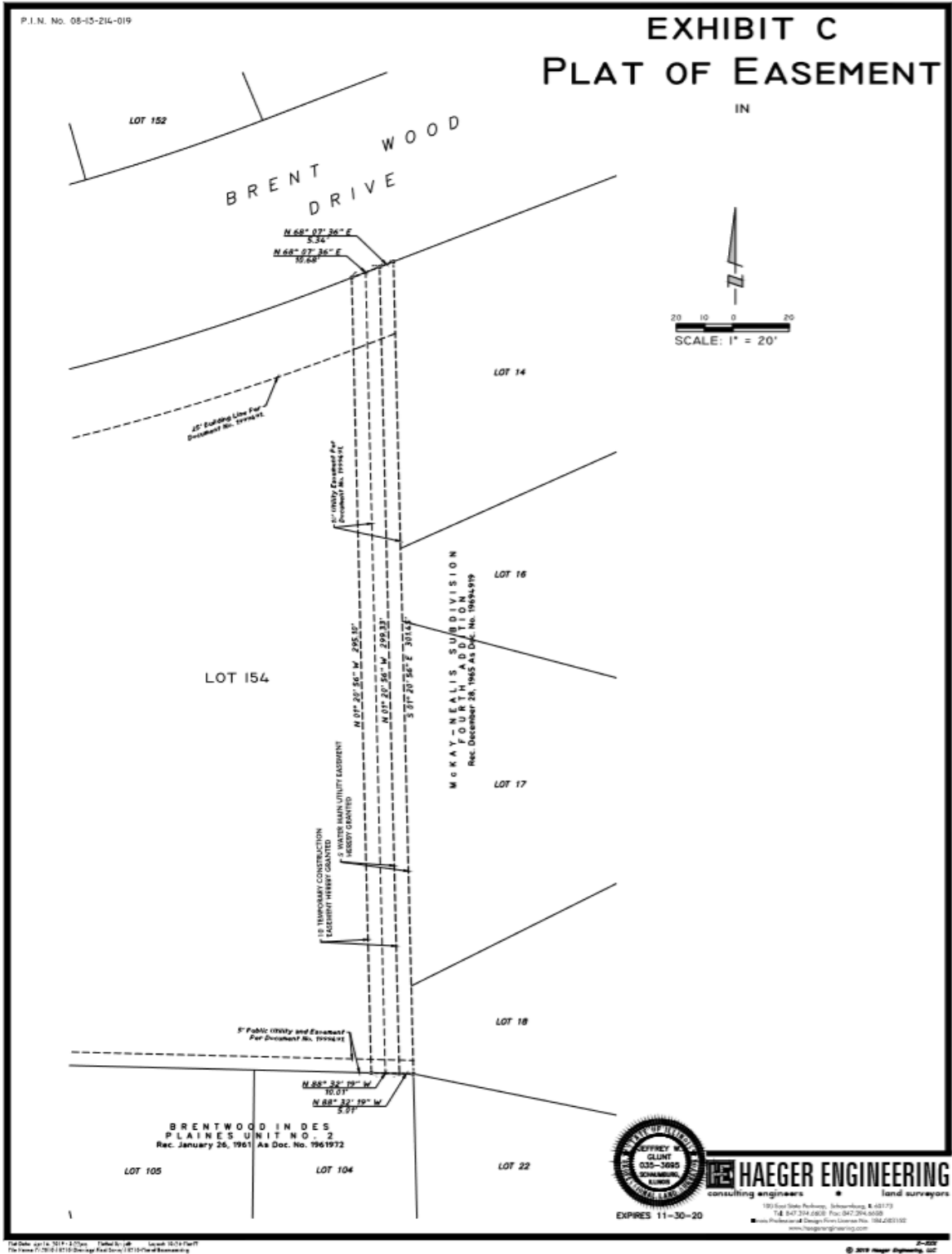


EXHIBIT D

Legal Description of the Temporary Easement Premises LEGAL DESCRIPTION  
OF TEMPORARY EASEMENT HEREBY GRANTED

THE WEST 10 FEET OF THE EAST 15 FEET OF LOT 154 IN BRENTWOOD IN  
DES PLAINES UNIT NO. 3, BEING A RESUBDIVISION OF PARTS OF LOTS 8  
AND 14 OF THE OWNER'S SUBDIVISION OF SECTION 13, TOWNSHIP 41  
NORTH, RANGE 11, EAST OF THE THIRD PRINCIPAL MERIDIAN,  
ACCORDING TO THE PLAT THEREOF RECORDED IN THE OFFICE OF THE  
REGISTRAR OF TITLES OF COOK COUNTY, ILLINOIS, ON SEPTEMBER 25,  
1961, AS DOCUMENT NUMBER 1999491, IN COOK COUNTY, ILLINOIS.

CONTAINING 2,972 SQUARE FEET MORE OR LESS Commonly Known as part  
of Brentwood Park, Des Plaines, Illinois Permanent Real Estate Index No. 08-13-  
214-019-0000(part)

# EXHIBIT 2

## AGREEMENT OF PURCHASE AND SALE OF EASEMENT

THIS AGREEMENT OF PURCHASE AND SALE OF EASEMENT (“**Agreement**”) is entered into by the Mt. Prospect Park District, an Illinois unit of local government (“**Owner**”), and the City of Des Plaines, an Illinois municipal corporation, home rule unit of government (“**City**”).

### 1. AGREEMENT TO SELL AND PURCHASE EASEMENT

1.1 The Property. Owner is the owner of property located at 225 Brentwood Drive, Des Plaines, Illinois 60016 and commonly known as Brentwood Park, more particularly depicted on Exhibit A, together with any improvements constructed thereon (“**Property**”). Owner agrees to grant a permanent underground easement for utilities extending five feet from the east boundary line of the Property and extending 301 feet along the length of the east line of the Property (“**Five Foot Underground Easement**”) and a temporary construction easement for the adjacent ten feet to the west of the Five Foot Underground Easement also extending the length of the east line of the Property (“**Ten Feet Temporary Easement**”) on the Property, for a period not to exceed two years in substantially the form attached hereto as Exhibit B (“**Easement**”) to City, and City agrees to compensate the Owner for the easements, on the terms and conditions contained in this Agreement. This Agreement becomes effective on the date executed by Owner (“**Effective Date**”).

1.2 Closing Date. The “Closing Date” for the conveyance of the Easement shall be on \_\_\_\_\_, 2019. Said Closing Date shall not be later than 90 days of the date of the execution of this Agreement, unless otherwise agreed by the Owner and City.

1.3 Conveyance. While this Agreement is in effect, Owner shall not convey the Property or any portion thereof to any third-party without the prior written consent of City.

### 2. PURCHASE PRICE

2.1 Amount of Purchase Price. The “Purchase Price” for the Easement is \$14,400.00 (FOURTEEN THOUSAND FOUR HUNDRED DOLLARS ).

2.2 Terms of Payment. City shall pay Owner the Purchase Price upon Owner’s execution and delivery of this Agreement and the Easement in the form attached as Exhibit B.

### 3. REPRESENTATIONS REGARDING TITLE

Condition of Title. Owner represents and warrants to City that Owner holds good and legal title and interest in the Property and has the right to grant the Easement to City. Owner’s representations and warranties under this Section shall survive indefinitely.

### 4. CONDITION OF THE PROPERTY; CITY’S RIGHT OF ENTRY

Owner grants permission to City and its agents to enter upon the Property, subject to notice to and approval by Owner, to investigate every aspect of the condition and status of the Property, including, without limitation, the existence and availability of utility connections, and soil and groundwater conditions (the “Investigations”). After conducting any such Investigations, City, at its sole expense, shall restore the Property to the condition that it was in prior to the Investigations, unless Owner expressly permits otherwise.

### 5. CLOSING

5.1 Closing Documents. On or before the Closing Date, the parties will deliver the following documents and payments to the other party:

- (a) Owner shall deliver:
  - (i) the executed Easement; and
  - (ii) such other documents and instruments as may reasonably be required to consummate this transaction; and
- (b) City shall provide the Purchase Price via City check.

5.2 Costs. City agrees that Owner is not responsible for any costs related to this transaction, including, without limitation, title evidence and costs, property surveys, insurance of any kind, recording fees and stamps, Investigations or environmental assessments, which costs shall not be credited towards the Purchase Price. City shall have the right but not the obligation, at City's expense, to survey the Easement for the purpose of creating a legal description of the Easement. City and Owner shall each be responsible for their own attorneys' fees related to this transaction.

## 6. MISCELLANEOUS

6.1 Entire Agreement. This Agreement: (i) integrates all terms and conditions mentioned herein and in all amendments and exhibits attached hereto, (ii) supersedes all oral negotiations and prior writings with respect to the subject matter hereof, and (iii) is intended by the parties to be the complete and exclusive statement of the terms agreed to by the parties. This Agreement may only be amended by a written document that expressly refers to this Agreement and that is signed by both parties.

6.2 Authority to Execute. City and Owner represent, and City shall attach to this Agreement documentary evidence thereto, that the person executing this Agreement on their behalf is fully authorized to do so and to bind the respective party to the terms herein.

6.3 Notices. Any notices required by this Agreement shall be effective if made in writing and either delivered directly; sent by certified or registered mail, return receipt requested; or sent by Owner Express Mail to the following:

City: City of Des Plaines  
Attention: City Manager  
Address: 1420 Miner Street  
Des Plaines, IL 60016

Owner: Mt. Prospect Park District  
Attention: President  
Address: 1000 West Central Rd  
Mt. Prospect, IL

All notices shall be deemed received on the date of the return receipt or acknowledgment of delivery.

6.4 No Recordation. Except for the Easement, no document relating to the subject matter hereof shall be recorded without the prior written approval by Owner.

6.5 Governing Law. This Agreement shall be governed and interpreted in accordance with the law of the State of Illinois.

6.6 Construction. Owner and City acknowledge that each party has reviewed this Agreement and that the normal rule of construction that provides for ambiguities to be resolved against the drafting party shall not apply to the interpretation of this Agreement. This Agreement shall be construed neither for nor against Owner or City, but shall be given a reasonable interpretation in accordance with the plain meaning of its terms.

IN WITNESS WHEREOF, the parties hereby execute this Agreement.

CITY: City of Des Plaines, an Illinois municipal corporation and home rule unit of government

Date: \_\_\_\_\_

\_\_\_\_\_  
By:  
Its:

Owner: Mt. Prospect Park District, an Illinois unit of local government

Date: \_\_\_\_\_

\_\_\_\_\_  
By:  
Its:

#66417979\_v3



EXHIBIT A

LEGAL DESCRIPTION

**FROM Torrens Certificate recorded as document No 0010201050 recorded 3/14/2001:**

That part of Lot ONE HUNDRED FIFTY-FOUR (154) in Brentwood in Des Plaines Unit No. 3, being a resubdivision of parts of Lots 8 and 14 of the Owner's Subdivision of Section 13, Township 41 North, Range 11, East of the Third Principal Meridian, in the City of Des Plaines, Elk Grove Township, Cook County Illinois, lying East of a line running through the Northwest corner of Lot 107 of Brentwood in Des Plaines Unit No. 2, being a resubdivision of parts of Lots 4, 5 and 8 of the Owners Subdivision of Section 13, Township 41 North, Range 11, East of the Third Principal Meridian in the City of Des Plaines, Elk Grove Township, Cook County Illinois, which is parallel to the East line of Lot 154 aforesaid.

Commonly known as Brentwood Park, Des Plaines, Illinois

P.I.N. 08-13-214-019

**Five Foot Underground Easement**

**LEGAL DESCRIPTION OF EASEMENT HEREBY GRANTED**

THE EAST 5 FEET OF LOT 154 IN BRENTWOOD IN DES PLAINES UNIT NO. 3, BEING A RESUBDIVISION OF PARTS OF LOTS 8 AND 14 OF THE OWNER'S SUBDIVISION OF SECTION 13, TOWNSHIP 41 NORTH, RANGE 11, EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED IN THE OFFICE OF THE REGISTRAR OF TITLES OF COOK COUNTY, ILLINOIS, ON SEPTEMBER 25, 1961, AS DOCUMENT NUMBER 1999491, IN COOK COUNTY, ILLINOIS.

CONTAINING 1,502 SQUARE FEET MORE OR LESS

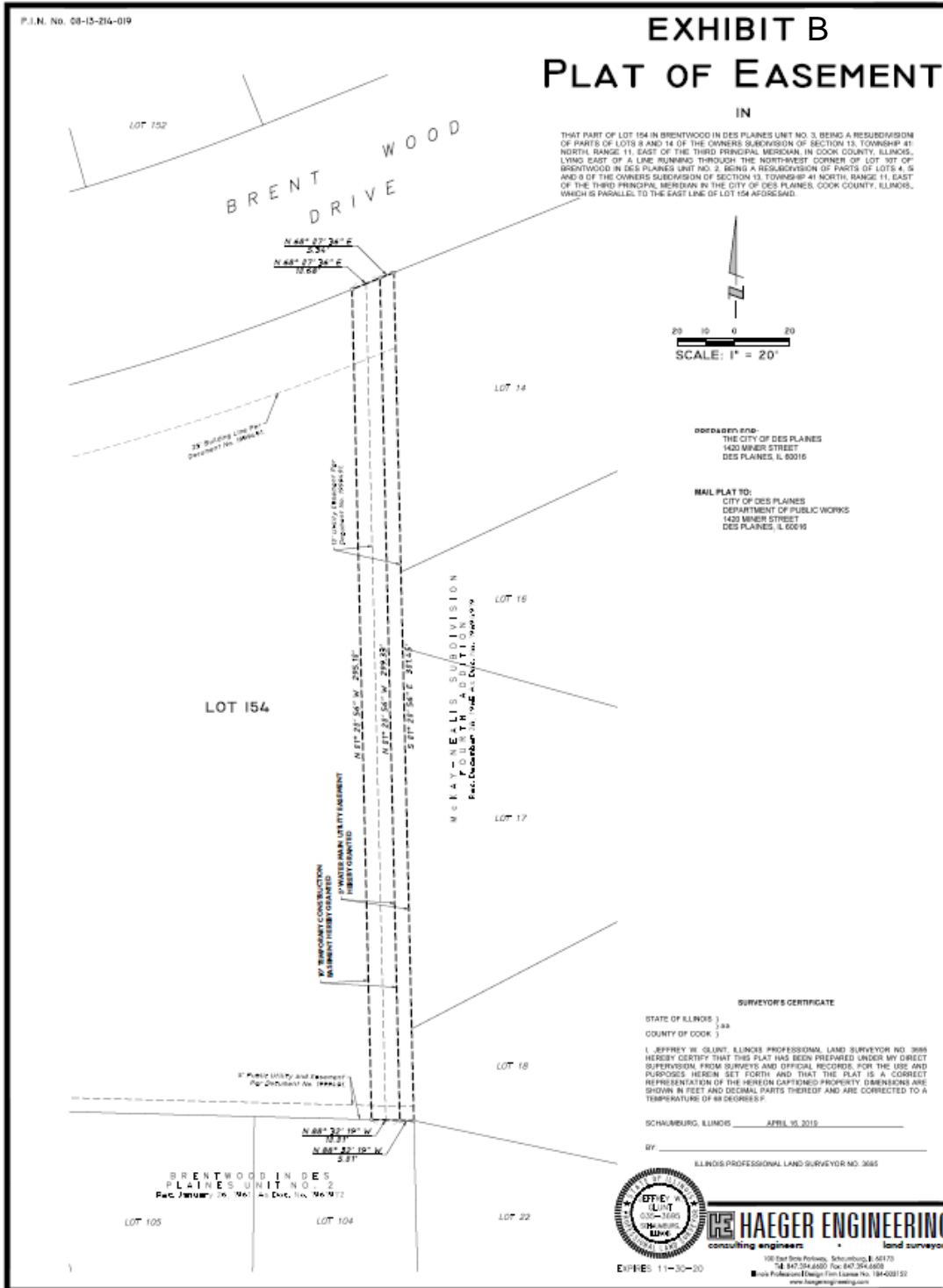
**Ten Feet Temporary Easement**

**LEGAL DESCRIPTION OF TEMPORARY EASEMENT HEREBY GRANTED**

THE WEST 10 FEET OF THE EAST 15 FEET OF LOT 154 IN BRENTWOOD IN DES PLAINES UNIT NO. 3, BEING A RESUBDIVISION OF PARTS OF LOTS 8 AND 14 OF THE OWNER'S SUBDIVISION OF SECTION 13, TOWNSHIP 41 NORTH, RANGE 11, EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED IN THE OFFICE OF THE REGISTRAR OF TITLES OF COOK COUNTY, ILLINOIS, ON SEPTEMBER 25, 1961, AS DOCUMENT NUMBER 1999491, IN COOK COUNTY, ILLINOIS.

CONTAINING 2,972 SQUARE FEET MORE OR LESS

EXHIBIT B  
EASEMENT





# MEMORANDUM

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To: Board of Park Commissioners

From: Matt Dziubinski, Fleet Services Manager

Date: 06/26/19

Re: Ordinance #770 to Sell Surplus Property

C: Jim Jarog, Executive Director; Scott Elman, Director of Parks and Planning

## **SUMMARY & BACKGROUND:**

Staff has identified the items listed within Ordinance # 770 and has determined that these items are no longer useful to the Mt. Prospect Park District. Therefore staff requests the Board's authorization to dispose of these items under the following provision of park district code:

*Pursuant to Section 8-22 of the Park District Code (70 ILCS 1205/8-22) ("Code"), every park district is authorized to sell or convey any personal property that in the opinion of three-fifths of the members of the Board of Park Commissioners then holding office is no longer necessary, useful to, or for the best interests of the park district, in any manner that they may designate and with or without advertising;*

The Board of Park Commissioners of the Park District ("Board") has reviewed a staff report finding that the Property is no longer necessary, useful to or for the best interests of the Park District and recommending to sell or otherwise convey in any of the following manners: trade-in, sale, or otherwise convey, or dispose, in such manner(s) and at such prices as the Executive Director shall in his sole discretion determine.

## **BUDGET IMPACT**

Proceeds from the sale of the items identified within draft Ordinance #770 will be re-captured within the Mt. Prospect Park District's Capital Improvement Fund for possible re-allocation towards the future needs of the district. Net proceeds will be identified upon the sale of the approved items.

## **DOCUMENTS ATTACHED**

Ordinance #770 for the Board's review and consideration

## **RECOMMENDATION:**

***Move to adopt Ordinance #770 Pursuant to Section 8-22 of the Park District Code (70 ILCS 1205/8-22), the Board of Park Commissioners of the Mt. Prospect Park District has reviewed staff's report finding that the Property is no longer necessary, useful to or for the best interests of the Park District and recommending to sell or otherwise convey in any of the following manners: trade-in, sale, or otherwise convey, or dispose, in such manner(s) and at such prices as the Executive Director shall in his sole discretion determine.***

**MT. PROSPECT PARK DISTRICT  
ORDINANCE NO. 770**

**AN ORDINANCE RECOMMENDING TO SELL, CONVEY, OR OTHERWISE DISPOSE OF CERTAIN USED PERSONAL PROPERTY OF THE MT. PROSPECT PARK DISTRICT IN SUCH MANNER(S) AND AT SUCH PRICE(S) AS THE EXECUTIVE DIRECTOR SHALL IN HIS SOLE DISCRETION DETERMINE TO BE IN THE BEST INTERESTS OF THE MT. PROSPECT PARK DISTRICT, COOK COUNTY, ILLINOIS.**

**WHEREAS**, the Mt. Prospect Park District, Cook County, Illinois (“Park District”) owns the personal property heretofore used in connection with the operation of the Park District and described as follows:

<u>Tag #</u>	<u>Machine/Equipment/Item</u>	<u>Year Acquired</u>	<u>Model #</u>	<u>Serial #</u>	<u>Condition</u>	<u>Action</u>
1	*CHEVROLET TRUCK #22	2002	C3500 STAKE BODY	1GBJC34U72F209 122	FAIR	SELL
2	*CHEVROLET TRUCK #12	2002	C2500 PICK UP TRUCK	1GCGC24U92Z27 8506	FAIR	SELL
3	*CHEVROLET CAR #5	2008	IMPALA	2G1WT58K88124 6890	FAIR	SELL
4	JOHN DEERE UTILITY VEHICLE #2	1998	GATOR 4X2	W00TURF002364	POOR	SELL
5	JOHN DEERE UTILITY VEHICLE #3	1998	GATOR 4X2	W00TURF002370	POOR	SELL
6	UTILITY TRAILER #3	1995	GEISERT	1G9HT1824S1174 C16	POOR	SELL
7	*TORO TEE MOWER #4	1998	TRIPLEX 04353	80721	POOR	SELL
8	*TORO ROUGH MOWER #1	2002	SIDEWINDER 30821	220000623	POOR	SELL
11	9-Superior Lockers	1991			POOR	SCRAP
12	8-Seating Unit End Tables-Rectangle	1991			POOR	SELL
13	2-Seating Unit End Table Wedges	1991			POOR	SELL
14	1-Seating Unit 1/2 Table Wedge	1991			POOR	SELL
15	2-Round Indoor Planters	1991			GOOD	SELL
16	8-Square Indoor Planters	1991			GOOD	SELL

**\* Represents Capital items which have previously been presented to the Board**

Hereinafter known as the "Property"; and

**WHEREAS**, pursuant to Section 8-22 of the Park District Code (70 ILCS 1205/8-22) ("Code"), every park district is authorized to sell or convey any personal property that in the opinion of three-fifths of the members of the Board of Park Commissioners then holding office is no longer necessary, useful to, or for the best interests of the park district, in any manner that they may designate and with or without advertising; and

**WHEREAS**, the Board of Park Commissioners of the Park District ("Board") has reviewed a staff report finding that the Property is no longer necessary, useful to or for the best interests of the Park District and recommending to sell or otherwise convey in any of the following manners: trade-in, sale, or otherwise convey, or dispose.

**NOW, THEREFORE, IT IS HEREBY ORDAINED** by the Board of Park Commissioners of the Mt. Prospect Park District, Cook County, Illinois, as follows:

**Section 1.** The Board finds that all of the recitals contained in the preamble to this Ordinance are true and correct and does hereby incorporate them in this Ordinance by this reference.

**Section 2.** The Board finds that the Property is no longer necessary, useful to or for the best interests of the Park District and declares it to be for the best interests of the Park District and its residents to dispose of in the following manner: by trade-in, sale, or disposal, subject to, in the case of a sale or conveyance, to the execution by the purchaser or transferee of an appropriate instrument whereby the purchaser or transferee acknowledges that the purchaser is purchasing the Property used and in "as is" condition,, without any warranties of any kind whatsoever, and where the Purchaser or transferee assumes all liabilities in connection with the Purchaser's use of the Property, and releases, indemnifies and holds harmless the Park District and its park commissioners, officers and employees against and from any and all such liabilities or by trade in, sale, or disposal.

**Section 3.** The Board authorizes and directs the Executive Director of the Park District to sell, or otherwise convey or dispose of the Property as herein for such price(s), if any, to such person(s), firm(s) or entity(ies) and on such terms (including those terms set forth in Section 2 above), as he shall deem in his sole discretion to be in the best interests of the Park District.

**Section 4.** The Ordinance shall be in full force and effect after its adoption as provided by law.

Adopted this 26<sup>th</sup> day of June, 2019 by the affirmative roll call vote of not less than three-fifths of the members of the Board of Park Commissioners as follows:

Ayes:

Nays:

Absent:

---

Steve Kurka  
President Board of Commissioners  
Mt. Prospect Park District

ATTEST:

---

William J. Starr  
Secretary Board of Commissioners

STATE OF ILLINOIS     )  
                                  ) SS  
COUNTY OF COOK     )

**SECRETARY’S CERTIFICATE**

I, William J. Starr, do hereby certify that I am Secretary of the Board of Park Commissioners of the Mt. Prospect Park District, Cook County, Illinois, and as such official, I am the keeper of the records, ordinances, files, and seal of said Park District; and,

**I HEREBY CERTIFY** that the foregoing instrument is a true and correct copy of Ordinance **NO.770**

**AN ORDINANCE RECOMMENDING TO SELL, CONVEY, OR OTHERWISE DISPOSE OF CERTAIN USED PERSONAL PROPERTY OF THE MT. PROSPECT PARK DISTRICT IN SUCH MANNER(S) AND AT SUCH PRICE(S) AS THE EXECUTIVE DIRECTOR SHALL IN HIS SOLE DISCRETION DETERMINE TO BE IN THE BEST INTERESTS OF THE MT. PROSPECT PARK DISTRICT, COOK COUNTY, ILLINOIS**

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Adopted at a duly called Regular Meeting of the Board of Park Commissioners of the Mt. Prospect Park District, held at Mt. Prospect, Illinois, in said District at 7:00 p.m. on the 26<sup>th</sup> day of June 2019.

**I DO FURTHER CERTIFY** that the deliberations of the Board on the adoption of said ordinance were conducted openly, that the vote on the adoption of said ordinance was taken openly, that said meeting was called and held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, and with the provisions of the Park District Code of the State of Illinois, as amended, and that the Board has complied with all of the provisions of said Act and said Code and with all of the procedural rules of the Board.

**IN WITNESS WHEREOF**, I hereunto affix my official signature and the seal of the Mt. Prospect Park District at Mount Prospect, Illinois this 26<sup>th</sup> day of June 2019.

---

William J. Starr  
Board of Park Commissioners  
Mt. Prospect Park District

[SEAL]



# MEMORANDUM

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To: Board of Park Commissioners

From: Scott Elman, Director of Parks and Planning

Date: June 26, 2019

Re: Busse Park Playground Renovations Bid

C: Jim Jarog, Executive Director

## **SUMMARY & BACKGROUND:**

The playground at Busse Park is scheduled to be replaced as a part of this year's capital budget. The existing playground equipment was installed in 1995. The recommended useful life for playground equipment is approximately 17-20 years. It is becoming increasingly difficult for staff to obtain replacement parts for older equipment. In addition, the existing equipment does not meet all of the current Accessibility Standards and Playground Safety Guidelines. The Busse Park Playground will be replaced by an outside contractor and the playground equipment will be purchased directly by the Mt. Prospect Park District.

Staff held a public meeting on Wednesday, April 3 at the Central Community Center to discuss the Busse Park Playground project. This meeting was attended by approximately 25 residents throughout the evening. Three playground options were made available to the public for review. These concepts were also posted on our website. The public was very gracious in their support of this project. A petition supporting inclusive play for all, which included 113 resident signatures, was presented to Staff. Staff listened to their suggestions and concerns. It was identified that many of the playground users are individuals with special needs. Because of this, it was requested that staff consider these children when designing the playground and its equipment. There was also an overwhelming request for poured in place surfacing (PIP) in lieu of certified playground surfacing (engineered wood fiber). Although the increased ratio (70/30) of accessible equipment and the use of PIP was not identified in the original budget, staff considered these suggestions by building alternates into the bid for this project. As a result, this will increase the budget for the project. The alternates being added should be eligible for

funding from the accessibility tax levy account, which has adequate funding to handle such a request. Staff feels strongly that this would be an appropriate use of these funds.

The scope of work includes demolition, excavation and removal of the existing playground equipment, the concrete footings and surfacing as well as labor for installing equipment, materials and labor for underground drainage, and installation of safety surfacing. There were four alternates included with this bid. Alternate 1 included installation of a 60% poured-in-place/40% engineered wood fiber safety surface. Alternate 2 included installation of a 100% poured-in-place safety surface. Alternate 3 included the removal of the old asphalt walks leading up to the playground and installation of new asphalt paths. Alternate 4 included the removal of the old asphalt walk surrounding the playground and installation of new asphalt path. Construction will begin July 15 with a completion date of September 27.

Bid packages were distributed to seventeen contractors for the Busse Park Playground Redevelopment project. The public bid opening occurred on Wednesday, June 12 with four contractors submitting a bid. Bid summaries are listed below:

<u>Bidder</u>	<u>Base Bid</u>	<u>Alt. 1</u> <u>PIP 60/40</u>	<u>Alt. 2</u> <u>PIP 100</u>	<u>Alt. 3</u> <u>Asphalt</u>	<u>Alt. 4</u> <u>Asphalt</u>	<u>Total</u> <u>Base, Alts 2,3,4</u>
Kenneth Co.	\$111,230.00	\$63,561.00	\$89,785.00	\$18,704.00	\$14,164.00	\$233,883.00
George's Landscape	\$117,500.00	\$75,650.00	\$103,655.00	\$8,540.00	\$8,799.00	\$238,494.00
Hacienda	\$122,772.00	\$87,000.00	\$117,200.00	\$14,400.00	\$14,800.00	\$269,172.00
Innovation Landscape, Inc.	\$136,726.83	\$83,882.52	\$120,721.86	\$8,801.28	\$9,230.36	\$275,480.33

**BUDGET IMPACT**

98-846880 Capital Funds budgeted at \$105,000 (\$54,494.74 will be applied to this account)

25-603000 Funds Approved by NWSRA \$284,282 (\$179,388.26 will be applied to this account)

**DOCUMENTS ATTACHED**

Studio Park Avenue Bid Recommendation

**RECOMMENDATION:**

**MOVE TO APPROVE THE BASE BID, WITH ALTERNATE 2, ALTERNATE 3 AND ALTERNATE 4 FOR THE BUSSE PARK PLAYGROUND REDEVELOPMENT AS SUBMITTED BY KENNETH CO. IN THE AMOUNT OF \$233,883.00.**



June 18, 2019

Mr. Scott Elman, Director of Parks and Planning  
Mt. Prospect Park District  
1000 west Central Road  
Mount Prospect, Illinois 60056

Re: Busse Park Playground Redevelopment  
Bid Results of June 12, 2019 bid opening and bid recommendation

Dear Scott,

Busse Park Playground Redevelopment project had 17 planholders. Four qualified bids were submitted to The Mt. Prospect Park District before 10:00 am on June 12, 2019. The four bids were from GLI Services, Kenneth Company, Innovation Landscape, and Hacienda Landscaping. Kenneth Company submitted the low bid.

The Bid include base bid work and four alternates. The base bid includes, demolition, installation of all equipment and amenities, ADA pathway access to play area, mulch safety surface and associated work. Alternate #1 is for 60% Poured in Place Rubber Surface and 40% play mulch. Alternate #2 is for 100% Poured in Place Rubber Surface. Alternate #3 is for repaving the approach from the West and connections to the shelter and Alternate #4 is for the Asphalt repaving of the Asphalt Path around the play area.

The Bids	Base Bid	Alt1	Alt2	Alt3	Alt4
Kenneth Comp.	\$111,230.00	\$63,561.00	\$89,785.00	\$18,704.00	\$14,164.00
GLI Services	\$117,500.00	\$75,650.00	\$103,655.00	\$8,540.00	\$8,799.00
Hacienda Landscape	\$122,772.00	\$87,000.00	\$117,200.00	\$14,400.00	\$14,800.00
Innovation Landscape	\$136,726.83	\$83,882.52	\$120,721.86	\$8,801.28	\$9,230.36
Architects Estimate	\$124,065.00	\$67,320.00	\$112,200.00	\$14,217.00	\$16,115.00

Kenneth Company has successfully completed work for the Mt. Prospect Park District in the past. I have completed 15 successful projects with the Kenneth Company. Studio Park Ave recommends The Mt. Prospect Park District enter into a contract with the Kenneth Company for the base bid amount of \$111,230.00 + Alt#2 \$89,785 + Alt#3 \$18,704 + Alt#4 \$14,164 for a total contract amount of **\$233,883.00** of which \$179,388.26 will be reimbursed from the NWSRA.

Sincerely, Studio Park Ave



Ben Kutscheid, ASLA, RLA  
President



# MEMORANDUM

---

To: Board of Park Commissioners

From: Scott Elman, Director of Parks and Planning

Date: June 26, 2019

Re: Busse Park Playground Equipment Purchase

C: Jim Jarog, Executive Director

## **SUMMARY & BACKGROUND:**

As a part of the Busse Park Playground Redevelopment project, staff recommends the playground equipment be purchased directly from the manufacturer utilizing the Sourcewell Cooperative Purchasing program. By purchasing this equipment directly, the Park District will realize a savings of approximately 8% off of the retail cost and forgo contractor markups.

Cooperative purchasing is “Procurement conducted by, or on behalf of, one or more Public Procurement Units” as defined by the American Bar Association Model Procurement Code for State and Local Governments. Sourcewell's analysts streamline the procurement process by developing RFPs and IFBs for national, competitive solicitations that meet or exceed local requirements.

## **BUDGET IMPACT**

The cost of the new playground equipment, not including installation, is \$79,039. This reflects an 8% savings over allowing the contractor to provide the equipment. The actual installation of the play equipment will be included in the playground redevelopment bid.

98-846880 Capital Funds budgeted at \$105,000 (\$15,807.80 will be applied to this account)  
25-603000 Funds Approved by NWSRA \$284,282(\$63,231.20 will be applied to this account)

## **DOCUMENTS ATTACHED**

Attachment A - Playground Equipment Proposal  
Attachment B - Purchasing Identifications

## **RECOMMENDATION:**

**MOVE TO APPROVE THE PURCHASE OF PLAYGROUND EQUIPMENT FOR THE BUSSE PARK PLAYGROUND REDEVELOPMENT AS SUBMITTED BY LANDSCAPE STRUCTURES IN THE AMOUNT OF \$79,039.**



ALL PURCHASE ORDERS, CONTRACTS, AND  
CHECKS TO BE MADE OUT TO:  
**Landscape Structures.**  
**601 7th Street S.**  
**DELANO, MN 55328 U.S.A**  
Phone: 800-773-7876  
Fax: 800-833-2849

BUSSE PARK  
MOUNT PROSPECT, IL  
OPTION 4  
PLAYBOOSTER COMPONENT SYSTEM

<u>QTY.</u>	<u>NO.</u>	<u>DESCRIPTION</u>	<u>UNIT PRICE</u>	<u>PRICE</u>
<b>2-5 Year Olds Play Equipment</b>				
1	164171A	Giggle Jiggler DB		\$ 3,375
1	164172A	Wee Pod Climber DB		1,170
1	164170A	Weevos 3 Arch Mainstructure DB Only		3,010
1	173716A	Xylofun/Alphamaze Panel DB		3,030
1	164174A	Cozy Coaster Slide w/ASTM Handrail DB w/Stairs Under Large Arch		6,025
1	173574A	Wee Crawl Tunnel DB		3,030
1	182503A	Welcome Sign (LSI Provided) Ages 2-5 years DB		-
		Subtotal		<u>\$ 19,640</u>
<b>5-12 Year Olds Play Equipment</b>				
1	120873B	84"Disc Challenge w/Handhold Panels 24"Deck Diff Attached To 16"Dk DB		\$ 2,720
1	176081A	Canyon Climber		1,340
1	220544A	GeoPlex Ground-To-Deck Triple Climber 72"Dk Alum DB		5,140
1	152907B	Deck Link w/Barriers Steel end panels 2 Steps		1,855
1	152907C	Deck Link w/Barriers Steel end panels 3 Steps		2,425
1	176079A	Sunbeam Climber		1,615
1	152911B	Curved Transfer Module Left 40"Dk DB		2,505
3	111228A	Square Tenderdeck	\$ 930	2,790
2	111231A	Triangular Tenderdeck	720	1,440
1	116244A	Pipe Barrier Above Deck		565
1	111357A	Chinning Bar Alum DB		485
1	126203A	Ring-A-Ling DB		2,315
1	111404D	124"Alum Post DB		320
6	111404C	132"Alum Post DB	335	2,010
2	111404A	148"Alum Post DB	355	710
2	111404K	156"Alum Post DB	405	810
4	111403A	182"Alum Post For Roof DB	405	1,620
3	111404Z	182"Steel Post DB (44" Bury)	\$ 430	1,290
1	118110A	Square Poly Roof Custom Logo Panels BUSSE PARK		1,170
1	130390A	Double Swoosh Slide 72"Dk DB1		2,145
1	124863F	SlideWinder2 72"Dk DB 2 Straight 1 Left		3,220
1	124863G	SlideWinder2 96"Dk DB Only 4 Straight 1 Left		3,820
1	182503C	Welcome Sign (LSI Provided) Ages 5-12 years DB		-
		Subtotal		<u>\$ 42,310</u>

Page 2  
Option 3 - Revised

## ALSO:

1	186490A	We-saw DB Only		\$	9,645
1	154397A	CoolToppers Single Post Pyramid (12'x12') DB Only			3,585
1	173592A	Oodle Swing DB Only			4,980
			Subtotal		<u>\$ 18,210</u>

**New 4-Place Single Post Swingset  
2 Belt Seats, 1 Full Bucket and 1 ADA**

2	174018A	Belt Seat Proguard Chains 8' Beam	\$	115	\$	230
1	176038A	Full Bucket Seat Proguard Chains 8' Beam				270
1	177351A	Molded Bucket Seat (5-12 yrs) w/Harness Proguard Chains 8' Beam				780
1	177332A	Single Post Swing Frame 8' Beam				1,150
1	177333A	Single Post Swing Frame Addtl Bay 8' Beam				860
			Subtotal			<u>\$ 3,290</u>

Equipment Subtotal	\$	83,450
Less Special Pricing 8%	\$	(6,676)
Shipping Cost		2,265
Equipment Total	\$	<u>79,039</u>



Landscape Structures, Inc.

Aqua Play Space & Playground Equipment

#030117-LSI

Maturity Date: 04/14/2021

## Products & Services

Contract Documents

Pricing

Contact Information

## Products & Services

Sourcewell contract 030117-LSI gives access to the following types of goods and services:

- Standard & custom playground equipment; freestanding play; shade; surfacing; sports & fitness equipment; site furnishings; skateparks and waterparks
- Installation solutions
- Site work (grading, concrete walkways, landscaping, drainage solutions)
- Shelters
- Independent safety audits

Additional information can be found on the vendor-provided, nongovernment website at:



Mt Prospect Park District  
1000 W Central Rd  
Mount Prospect, IL 60056-3899

ID# 50498

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## Is this your organization?

Great news—your organization is already a Sourcewell member! Using the ID number provided on this page, you can immediately utilize Sourcewell awarded contracts by providing this number to the vendor you wish to purchase from.

[Update your organization's information](#)

[Add a contact for your organization](#)

## Need help?

Contact our dedicated Membership Team at [membership@sourcewell-mn.gov](mailto:membership@sourcewell-mn.gov) or 877-585-9706.





# MEMORANDUM

---

**To:** Mt. Prospect Park District Board of Commissioners

**From:** Jim Jarog, Executive Director

**Date:** June 26, 2019

**Re:** New Director of Recreation

Please join me in welcoming Mr. Nick Troy as our Director of Recreation for the Mt. Prospect Park District. Nick has over seventeen years of experience in the field of recreation. Nick has served as a Superintendent of Recreation for eleven of those years. Nick graduated from Chicago State University in 2002 where he earned the Department of Merit award in 2001 and 2002. Nick has also completed the following continuing education:

- North Carolina State University Revenue Development Management School Graduate, 2007
- PDRMA Human Resources Employment Liability Program Certification 2009, 2017
- IPRA Leadership Academy Graduate, 2012
- Certified Parks and Recreation Professional (CPRP) 2013
- NRPA Directors School Graduate, 2017

Nick's experience has allowed him to develop the necessary skills to successfully evaluate events and programming and implement any changes that may be necessary. Nick has also been involved in strategic planning and distinguished agency accreditation. Nick leads by motivation and has displayed innovation, accountability, and integrity at the other districts he has worked for. Nick has most recently managed a Five Million dollar recreation budget at the Des Plaines Park District. He has served as liaison with local governments and districts, as well as serving on the Board of Regents for the IPRA Leadership Academy.

For the last 2 years, Nick has held the position of Superintendent of Recreation with the Des Plaines Park District where he was responsible for the daily operations of the recreation department and managed a team of eight full-time staff and over 500 part-time and seasonal employees. Nick's regular duties included administration, personnel management, facilities operations, financial planning, marketing, and risk management.

Nick Troy officially joined the Mt. Prospect Park District on Tuesday, May 28, 2019.



# Memorandum

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To: Mt. Prospect Park District Board of Commissioners

From: Ruth Yueill, Director of Community Relations & Marketing

Date: June 26, 2019

Re: Mapping our Future Strategic Plan June 2019 Update

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## **Summary & Background**

Within the Mapping our Future Strategic Plan section entitled, Implementation Guidelines, it is stated that the Park District will provide annual plan updates with measurable outcomes to the Board of Commissioners at the June Park Board meeting.

Efforts were focused on goals and objectives concentrated within four specific themes: Customer Connection, Financial Stewardship, Internal Efficiency, Innovation & Technology and Organizational & Professional Development. Objectives were designated as either short-term, mid-term, long-term or ongoing. The plan extends five years from the 2018 date of execution into 2023.

An essential component to the completion of goals and objectives was the formation of the employee committees in September 2018 in the areas of Customer Service, Employee, Technology and Safety. Each committee meets regularly to focus on the completion of goals and objectives within their area of influence.

As an example, the Employee Committee created and executed the Employee Satisfaction Survey. The results of that survey will be presented on June 26 along with a list of completed goals and objectives encompassing the plan at large.





# Memorandum

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To: Board of Commissioners  
From: Ruth Yueill, Employee Committee Co-Chair  
Date: June 26, 2019  
Re: Employee Satisfaction Survey 2019

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As part of the 2018 Mapping our Future Strategic Plan, the Employee Committee created and executed an Employee Satisfaction Survey in spring 2019.

The survey is a Strategic Plan objective under the theme of Organizational and Professional Development and the goal of Organizational Accountability. In order for the Employee Committee to begin addressing staff needs as they relate to future projects, it was very important to gauge the impressions of both part-time and full-time staff in the areas of job satisfaction, District support, employee recognition, training, communication and more.

Staff could access the survey online and in a hard copy format. Several question formats were utilized including yes/no, satisfaction scales and open-ended questions allowing staff space and time to elaborate. As a large scale project, a survey sub-committee was formed in December 2018 and met bi-weekly to keep the project on track.

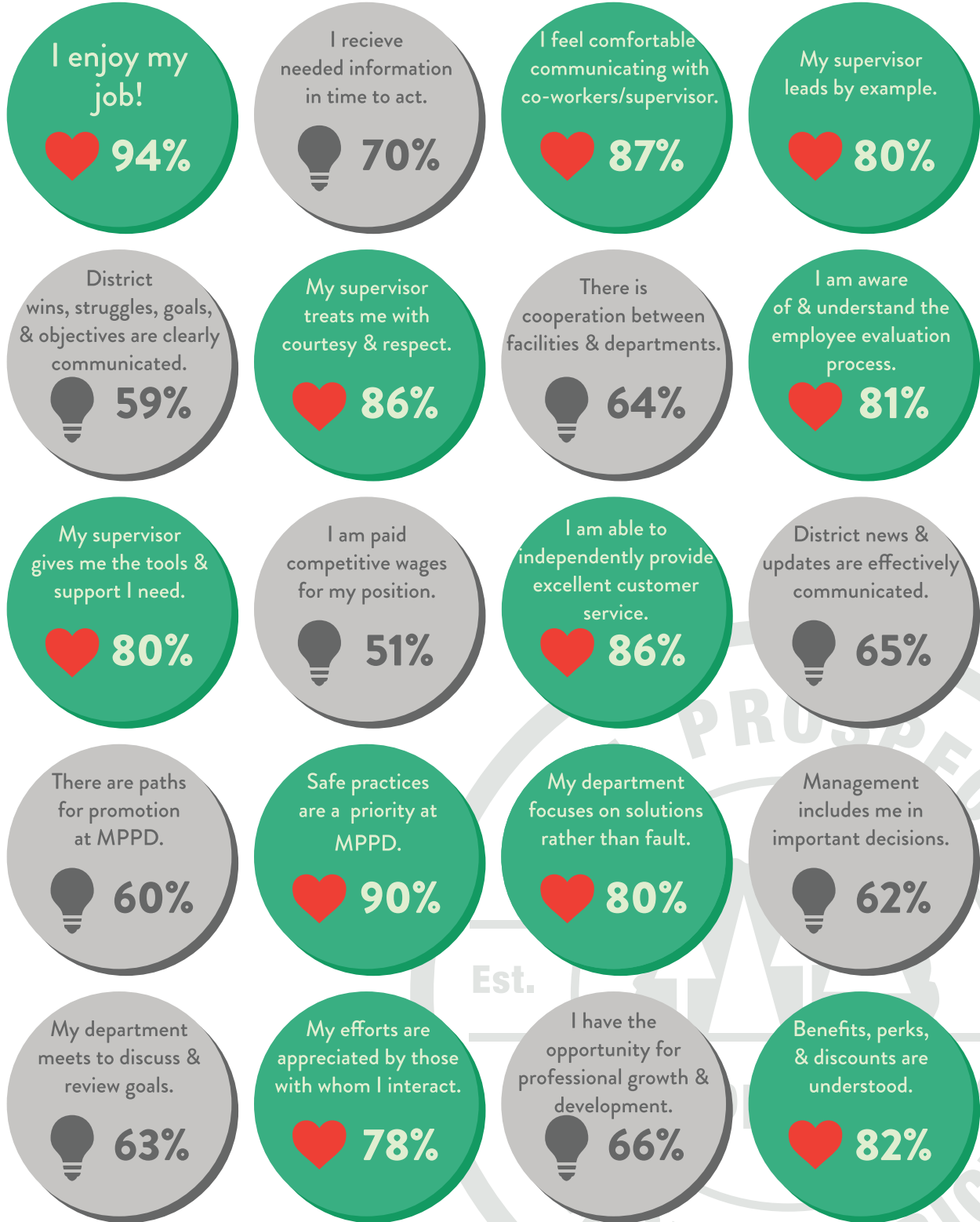
In total, 236 part-time and full-time employees completed the survey out of a possible 350 active employees. (67% return)

The survey sub-committee will share their findings with the Park Board of Commissioners on Wednesday, June 26 as part of the Park Board meeting.

# Mapping Our FUTURE

## EMPLOYEE SATISFACTION

2019 Survey Results



● - Strengths

● - Needs Attention

# Mapping Our FUTURE

## EMPLOYEE SATISFACTION

2019 Survey Results

- Communication
- Accountability
- Team before Self
- Better pay / Increase IMRF staff
- Staff Appreciation/Recognition
- Clear Expectations

### Achieving Greater Success

- Cross training / Onboarding
- Facility & Maintenance updates
- Proper / Updated equipment
- Security procedures / Active shooter training

### What I like most about MPPD...

- My Co-Workers
- Learning Important Life Skills
- My Supervisor who makes me happy to come to work
- Mentoring
- Passionate Managers / Supervisors
- New Challenges
- Flexible Hours / Schedules
- Connecting to Community
- Parks / Facilities
- Working with Kids
- Fun Environment / Employee Events
- Programs and Pricing for all Ages
- Teamwork

**MOUNT PROSPECT PARK DISTRICT  
YTD SUMMARY - ALL FUNDS  
For FIVE Months Ended 5/31/19**

ACCOUNT NAMES	2018	2019	2019	Actual vs. Last Yr.	
	Actual	Actual	Budget	\$ Change	% Change
BALANCE, Beginning - January 1	5,880,594	5,863,685	Operating +Capital	Increase ( Decrease )	
<b>REVENUES:</b>					
PROPERTY TAXES	5,193,835	5,445,922	10,470,900	252,087	4.9%
REPLACEMENT TAXES	92,081	101,974	130,000	9,893	10.7%
RENTAL	242,482	210,719	794,818	( 31,763 )	-13.1%
PASSES /USER FEES	500,533	501,731	836,998	1,198	0.2%
DAILY /USER FEES	265,124	261,879	1,160,715	( 3,245 )	-1.2%
PROGRAM FEES	1,813,618	1,739,661	3,701,504	( 73,957 )	-4.1%
CONCESSION SALES	32,437	35,923	217,947	3,486	10.7%
CORP SPONSORS & GRANTS	6,325	16,610	27,500	10,285	162.6%
OTHER	56,061	31,487	86,933	( 24,574 )	-43.8%
INTEREST	4,122	7,823	1,160	3,701	89.8%
INT PROJ CHARGES	211,687	252,196	327,930	40,509	19.1%
BOND PROCEEDS - New Capital				0	n/a
BOND PROCEEDS - Refinancing			1,231,646	0	n/a
<b>TOTAL REVENUE</b>	<b>8,418,305</b>	<b>8,605,925</b>	<b>18,988,051</b>	<b>187,620</b>	<b>2.2%</b>
<b>EXPENDITURES:</b>					
FULL TIME SALARIES	1,312,497	1,496,722	3,743,202	184,225	14.0%
PART TIME SALARIES	817,840	877,839	2,733,757	59,999	7.3%
EMPLOYEE BENEFITS	691,791	716,211	1,692,389	24,420	3.5%
CONTRACTUAL SERVICES	501,214	415,474	1,285,485	( 85,740 )	-17.1%
COMMODITIES	342,687	379,664	1,154,881	36,977	10.8%
CONCESSIONS	29,813	35,757	100,653	5,944	19.9%
UTILITIES	266,086	264,753	911,976	( 1,333 )	-0.5%
INSURANCE	255,306	259,028	425,610	3,722	1.5%
NW SPECIAL REC	349,705	348,820	432,187	( 885 )	-0.3%
RETIREMENT	384,437	383,588	1,344,150	( 849 )	-0.2%
SALES TAX	1,797	1,827	16,298	30	1.7%
<b>DEBT SERVICE:</b>					
BONDS - Short Term	48,036	24,991	3,108,405	( 23,045 )	-48.0%
BONDS - Long Term - Refinanced	221,828	218,578	1,231,646	( 3,250 )	-1.5%
<b>CAPITAL PROJECTS:</b>					
FROM BOND FUNDS - New Capital				0	n/a
FROM BOND FUNDS - Carryover	546,682	624,928		78,246	14.3%
ACCESSIBILITY - ADA	1,316	4,517	1,215,000	3,201	243.2%
PAV & LIGHT FUND	4,084	7,136	126,873	3,052	74.7%
<b>TOTAL EXPENDITURE</b>	<b>5,775,119</b>	<b>6,059,833</b>	<b>19,522,512</b>	<b>284,714</b>	<b>4.9%</b>
REVENUE OVER ( UNDER)	2,643,186	2,546,092	( 534,461 )	( 97,094 )	
BALANCE, Ending	8,523,780	8,409,777			

**MT PROSPECT PARK DISTRICT  
DEPARTMENTAL EXPENDITURE ANALYSIS  
FOR THE 5 MONTHS ENDED 5-31-19**

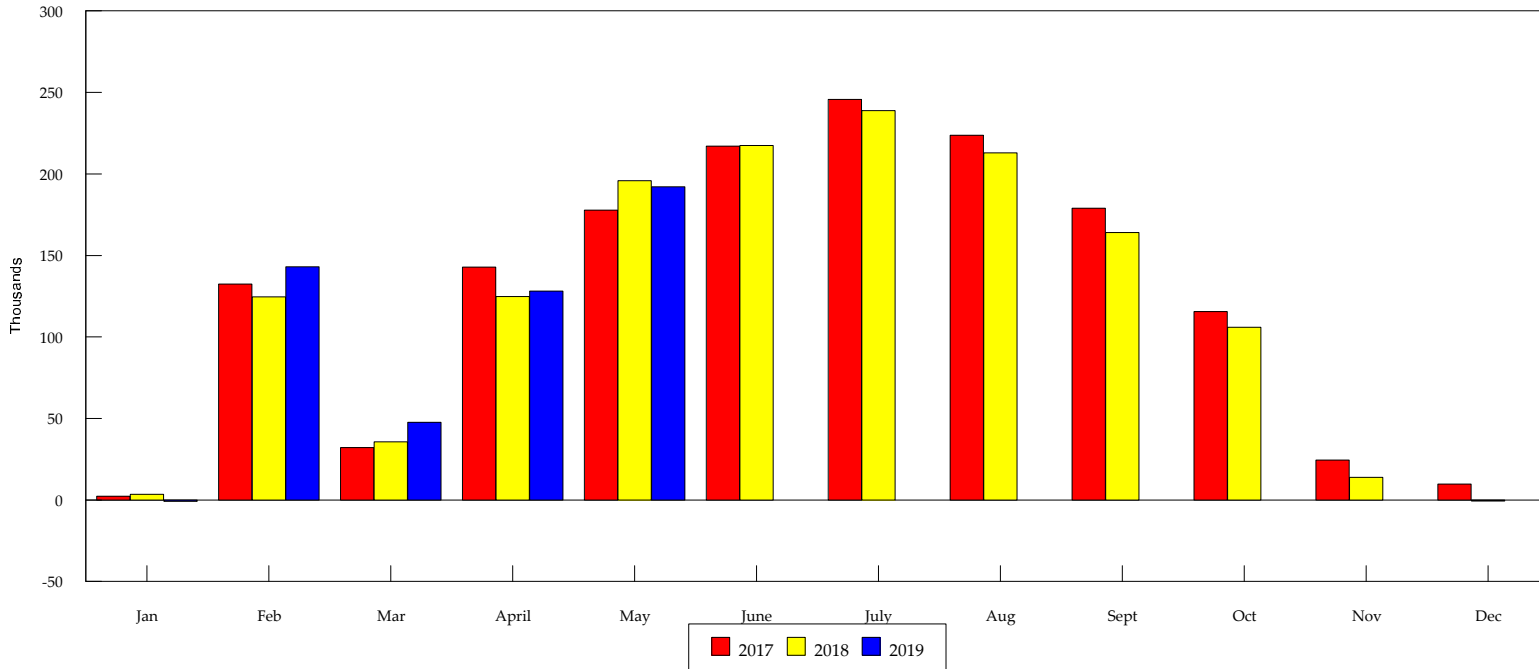
42% OF CALENDAR YEAR

FUND / Department	'19 Y.T.D. Actual	2019 Budget	Y.T.D. as % of '19 Budget	'18 Y.T.D. Actual	Y.T.D. % of '18 Y.T.D.	Projected 2019	Proj % of '19 Bud	% Inc '19 Bud Over '18 Bud
<b>GENERAL FUND</b>								
Administration	333,604	931,960	36%	324,680	103%	862,910	93%	-2%
Maintenance	363,890	1,005,664	36%	337,926	108%	926,443	92%	9%
Motor Pool	91,627	297,986	31%	92,445	99%	259,332	87%	-3%
Buildings	92,568	229,981	40%	82,314	112%	220,647	96%	4%
Studio at Melas	7,472	33,626	22%	7,954	94%	22,005	65%	50%
Total	889,161	2,499,217	36%	845,319	105%	2,293,144	92%	3%
<b>RECREATION FUND</b>								
Administration	398,883	1,014,446	39%	377,096	106%	942,895	93%	1%
Big Surf	85,067	325,913	26%	85,678	99%	300,205	92%	1%
Meadows Pool	29,648	220,891	13%	16,148	0%	198,512	90%	10%
Recplex Pool	206,800	559,121	37%	210,527	98%	551,645	99%	4%
Golf Course	608,823	1,683,180	36%	579,279	105%	1,640,613	97%	5%
Concessions	22,180	127,918	17%	19,975	111%	101,778	80%	-5%
Lions Center	75,763	188,431	40%	60,228	126%	179,929	95%	3%
Recplex Center	428,209	1,120,314	38%	337,695	127%	1,058,481	94%	4%
Ice Arena	-	-	n/a	112,758	0%	-	n/a	-100%
Rec Programs	613,922	1,704,941	36%	575,606	107%	1,683,571	99%	1%
Central Programs	33,206	95,040	35%	32,366	103%	80,044	84%	-5%
Central Road	241,993	595,900	41%	230,972	105%	571,149	96%	-3%
Total	2,744,494	7,636,095	36%	2,638,328	104%	7,156,555	94%	-1%

## MT PROSPECT PARK DISTRICT GOLF COURSE MONTHLY RECEIPTS

**Revenue Recap by yr:**

2017			2018			2019					
	<u>Month</u>	<u>YTD</u>		<u>Month</u>	<u>YTD</u>		<u>Month</u>	<u>YTD</u>	<u>YTD</u>	<u>Annual</u>	
									<u>Actual</u>	<u>Budget</u>	
Jan	2,269	2,269	Jan	3,499	3,499	Jan	(836)	(836)			
Feb	132,376	134,645	Feb	124,678	128,177	Feb	143,004	142,168	<b>Revenue</b>	510,118	1,557,530
Mar	32,219	166,864	Mar	35,654	163,831	Mar	47,682	189,849	<b>Expenditures</b>		
April	142,799	309,663	April	124,711	288,542	April	128,132	317,981	Full Time	256,730	623,993
May	177,872	487,534	May	195,862	484,404	May	192,137	510,118	Part Time	73,634	326,770
June	217,140	704,674	June	217,378	701,781	June	0	0	Benefits	122,877	292,541
July	245,693	950,367	July	238,756	940,538	July	0	0	Commodities	84,950	249,401
Aug	223,766	1,174,134	Aug	212,847	1,153,385	Aug	0	0	Contractual	34,262	97,211
Sept	179,076	1,353,209	Sept	164,036	1,317,420	Sept	0	0	Utilities	36,371	93,264
Oct	115,651	1,468,860	Oct	105,925	1,423,346	Oct	0	0		608,824	1,683,180
Nov	24,488	1,493,349	Nov	13,878	1,437,223	Nov	0	0	<b>Net</b>	(98,706)	(125,650)
Dec	9,791	1,503,140	Dec	(717)	1,436,507	Dec	0	0			
<b>Budget</b>		<b>1,556,500</b>			<b>1,577,565</b>			<b>1,683,180</b>			



This Year Vs Last Two Years

Mount Prospect Park District  
**GOLF COURSE**  
thru May

	2016	2017	2018	2019	Change From Prior Year
<b>REVENUES:</b>					
RENTALS	64,281	59,942	57,857	61,043	6%
PASSES /USER FEES	206,579	180,359	178,960	178,815	0%
DAILY /USER FEES	228,273	209,473	206,977	218,443	6%
PROGRAM FEES	28,796	29,414	35,956	43,506	21%
MERCHANDISE SALES	11,800	15,389	11,985	15,735	31%
CORPORATE SPONSORS	11				
OTHER	(6,519)	(7,043)	(7,331)	(7,424)	1%
<b>TOTAL REVENUE</b>	<b>533,221</b>	<b>487,534</b>	<b>484,404</b>	<b>510,118</b>	<b>5%</b>
% of Budget	33%	31%	31%	33%	
 <b>EXPENDITURES:</b>					
FULL TIME SALARIES	235,275	215,796	231,825	256,730	11%
PART TIME SALARIES	73,831	60,935	59,422	73,634	24%
FRINGE BENEFITS	101,624	114,008	119,519	122,877	3%
CONTRACTUAL SERVICES	28,539	33,525	27,138	34,262	26%
COMMODITIES	101,231	101,491	74,548	59,955	-20%
MERCHANDISE	19,293	24,925	24,380	24,386	0%
UTILITIES	31,877	26,210	41,943	36,371	-13%
SALES TAX/OTHER	548	609	504	609	21%
<b>TOTAL EXPENDITURES</b>	<b>592,218</b>	<b>577,499</b>	<b>579,279</b>	<b>608,824</b>	<b>5%</b>
% of Budget	38%	36%	36%	36%	
REVENUE OVER(UNDER) EXP	(58,997)	(89,965)	(94,875)	(98,706)	
BUDGET REVENUE	1,602,000	1,556,500	1,577,565	1,557,530	
BUDGET EXPENSE	1,559,967	1,588,403	1,605,366	1,683,180	

**MOUNT PROSPECT PARK DISTRICT  
GOLF COURSE Department by Function  
For Five Months Ended 5-31-19**

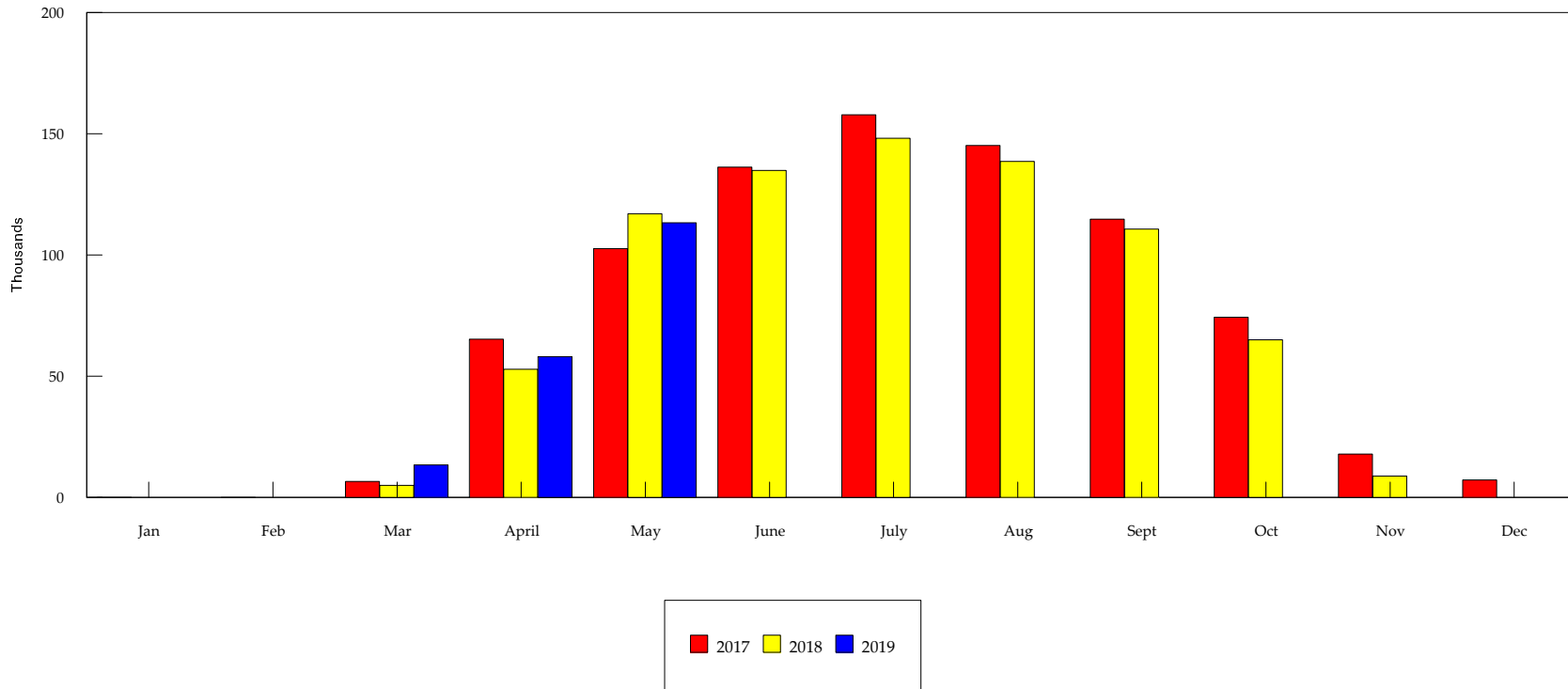
ACCOUNT NAMES	TOTALS	ADMIN/ PRO SHOP	MAINT.	MERCH SALES	DRIVING RANGE	LESSONS	EVENTS	GOLF COMMUNITY CENTER
<b>REVENUES:</b>								
RENTAL	61,043	61,043						
PASSES /USER FEES	178,815	178,815						
DAILY /USER FEES	218,443	196,622			21,821			
PROGRAM FEES	43,506	1,645				41,621	240	
MERCHANDISE SALES	15,735			15,735				
OTHER	(7,424)	(7,424)						
SPONSORSHIPS	-							
TOTAL REVENUE	510,118	430,701	-	15,735	21,821	41,621	240	-
% of Budget	33%	33%	n/a	26%	24%	62%	1%	n/a
<b>EXPENDITURES:</b>								
FULL TIME SALARIES	256,730	136,482	96,211					24,037
PART TIME SALARIES	73,634	20,235	50,818	-		2,488		94
FRINGE BENEFITS	122,877	39,602	68,024					15,252
CONTRACTUAL SERVICES	34,262	23,510	1,547			1,905		7,299
COMMODITIES	59,955	4,282	40,394	72	6,355	3,946	794	4,112
MERCHANDISE	24,386			24,386				
UTILITIES	36,371	10,345	14,290					11,736
SALES TAX	609			609				
TOTAL EXPENDITURES	608,823	234,455	271,284	25,067	6,355	8,339	794	62,529
% of Budget	36%	38%	34%	53%	106%	17%	5%	39%
REVENUE OVER(UNDER) EXP	(98,705)	196,247	(271,284)	(9,332)	15,466	33,282	(554)	(62,529)
<b>CHANGE FROM LAST YR + (-)</b>								
REVENUE	25,714	13,087	-	3,750	1,292	8,315	(730)	-
EXPENDITURES	29,544	12,427	15,398	183	(314)	3,030	294	(1,475)
NET	(3,829)	660	(15,398)	3,567	1,606	5,285	(1,024)	1,475
<b>% CHANGE FROM LAST YEAR</b>								
REVENUE	5	3	n/a	31	6	25	(75)	n/a
EXPENDITURES	5	6	6	1	(5)	57	59	(2)



**MT PROSPECT PARK DISTRICT**  
**GOLF COURSE**  
**Greens Fees Sales**

**Revenue Recap by yr:**

	2017		2018		2019			
	<u>Month</u>	<u>YTD</u>	<u>Month</u>	<u>YTD</u>	<u>Month</u>	<u>YTD</u>		
Jan	0	0	Jan	0	Jan	0		
Feb	0	0	Feb	0	Feb	0		
Mar	6,580	6,580	Mar	4,984	Mar	13,472		'17 Budget 800,000
Apr	65,371	71,952	Apr	52,927	Apr	58,151		'18 Budget 832,500
May	102,629	174,581	May	117,089	May	113,353		'19 Budget 841,500
June	136,328	310,908	June	134,922	June	0		
July	157,909	468,817	July	148,214	July	0		
Aug	145,244	614,061	Aug	138,666	Aug	0		
Sept	114,778	728,839	Sept	110,708	Sept	0		
Oct	74,430	803,269	Oct	65,095	Oct	0		
Nov	17,890	821,158	Nov	8,890	Nov	0		
Dec	7,249	653,827	Dec	0	Dec	0		

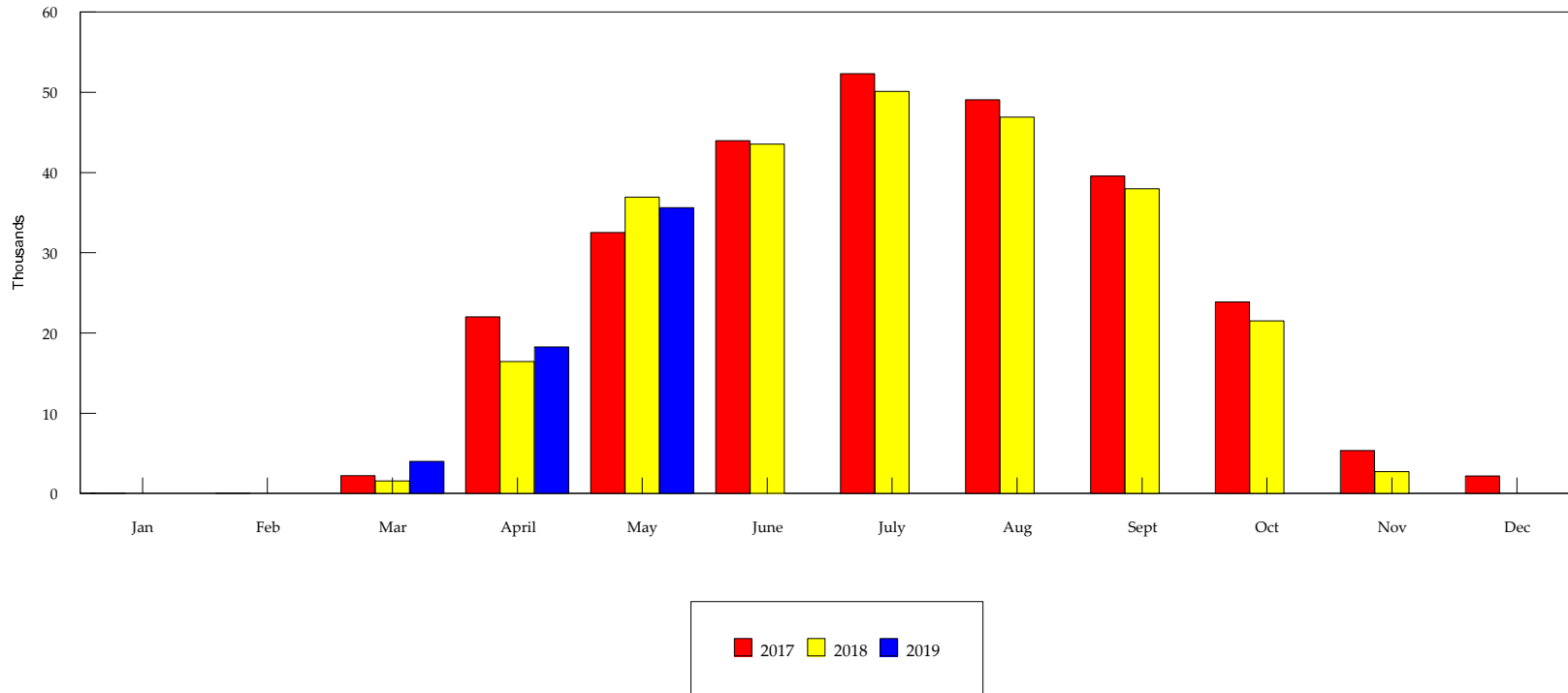


This Year Vs Last Two Years

MT PROSPECT PARK DISTRICT  
GOLF COURSE  
**Power Cart Rental**

**Revenue Recap by yr:**

	2017		2018		2019		'17 Budget	'18 Budget	'19 Budget
	Month	YTD	Month	YTD	Month	YTD			
Jan	0	0	Jan	0	Jan	0	280,000		
Feb	0	0	Feb	0	Feb	0	290,000		
Mar	2,205	2,205	Mar	1,552	Mar	3,984	279,125		
April	22,007	24,212	April	16,465	April	18,257			
May	32,545	56,756	May	36,954	May	35,640			
June	43,968	100,724	June	43,546	June	0			
July	52,330	153,054	July	50,114	July	0			
Aug	49,064	202,118	Aug	46,908	Aug	0			
Sept	39,567	241,684	Sept	37,971	Sept	0			
Oct	23,882	265,566	Oct	21,528	Oct	0			
Nov	5,358	270,925	Nov	2,717	Nov	0			
Dec	2,174	273,099	Dec	0	Dec	0			57,881

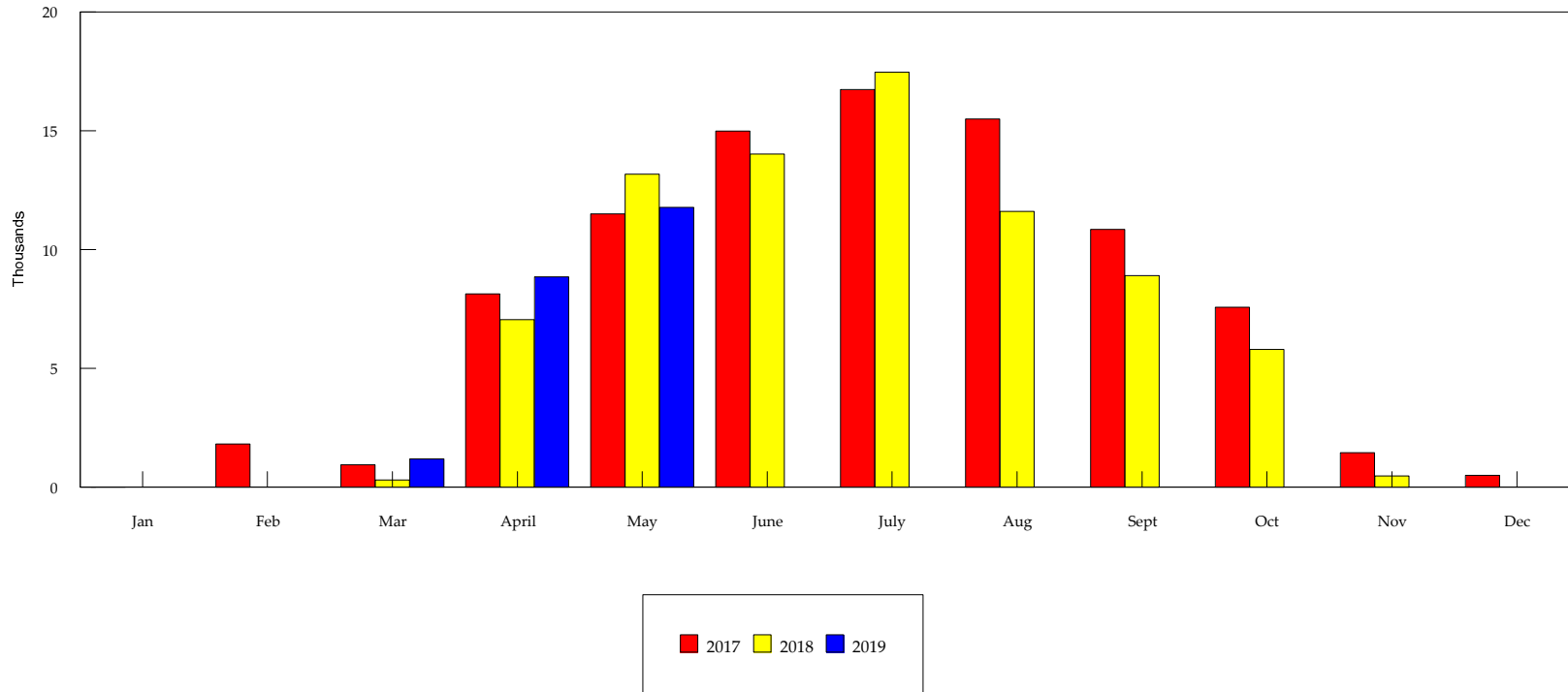


This Year Vs Last Two Years

MT PROSPECT PARK DISTRICT  
GOLF COURSE  
**Driving Range Revenue**

**Revenue Recap by yr:**

	2017		2018		2019		'17 Budget	'18 Budget	'19 Budget
	Month	YTD	Month	YTD	Month	YTD			
Jan	0	0	Jan	0	Jan	0	90,000		
Feb	1,825	1,825	Feb	0	Feb	0	106,000		
Mar	944	2,769	Mar	302	Mar	1,190	92,500		
April	8,146	10,915	April	7,052	April	8,852			
May	11,506	22,421	May	13,175	May	11,780			
June	14,990	37,411	June	14,030	June	0			
July	16,740	54,152	July	17,472	July	0			
Aug	15,501	69,653	Aug	11,618	Aug	0			
Sept	10,850	80,503	Sept	8,910	Sept	0			
Oct	7,582	88,086	Oct	5,800	Oct	0			
Nov	1,459	89,544	Nov	476	Nov	0			
Dec	502	90,046	Dec	0	Dec	0			
				78,835		21,821			

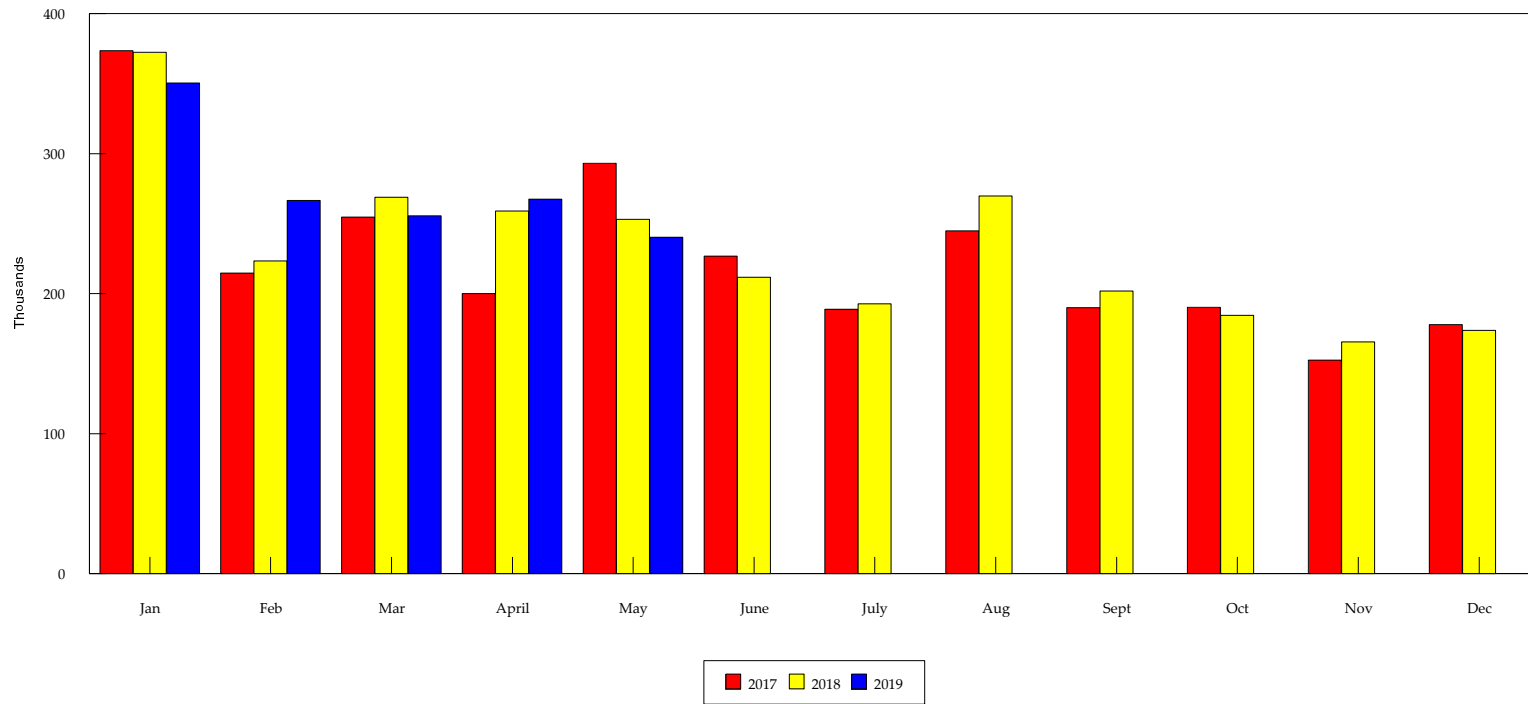


This Year Vs Last Two Years

## MT PROSPECT PARK DISTRICT PROGRAM REVENUE

### Revenue Recap by yr:

	2017		2018		2019		YTD <u>Actual</u>	Annual <u>Budget</u>
	<u>Month</u>	<u>YTD</u>	<u>Month</u>	<u>YTD</u>	<u>Month</u>	<u>YTD</u>		
Jan	373,662	373,662	Jan	372,508	Jan	350,551	350,551	<b>Revenue</b> 1,380,739 2,821,232
Feb	214,716	588,378	Feb	223,330	Feb	266,642	617,193	
Mar	254,751	843,129	Mar	268,984	Mar	255,628	872,821	
April	200,096	1,043,225	April	259,178	April	267,503	1,140,324	
May	293,193	1,336,418	May	253,177	May	240,415	1,380,739	
June	226,890	1,563,308	June	211,692	June	0	0	
July	188,870	1,752,178	July	192,772	July	0	0	
Aug	244,885	1,997,063	Aug	269,775	Aug	0	0	
Sept	190,099	2,187,162	Sept	201,978	Sept	0	0	
Oct	190,245	2,377,407	Oct	184,504	Oct	0	0	
Nov	152,528	2,529,935	Nov	165,520	Nov	0	0	
Dec	177,831	2,707,766	Dec	173,926	Dec	0	0	
<b>Budget</b>	<b>2,652,000</b>		<b>2,720,068</b>		<b>2,821,232</b>			<b>Expenditures</b>
								Part Time 376,190 1,003,426
								Contractual 80,550 348,984
								Commodities 157,182 352,531
								<u>613,922</u> <u>1,704,941</u>
								<b>Net</b> <u>766,817</u> <u>1,116,291</u>



This Year Vs Last Year

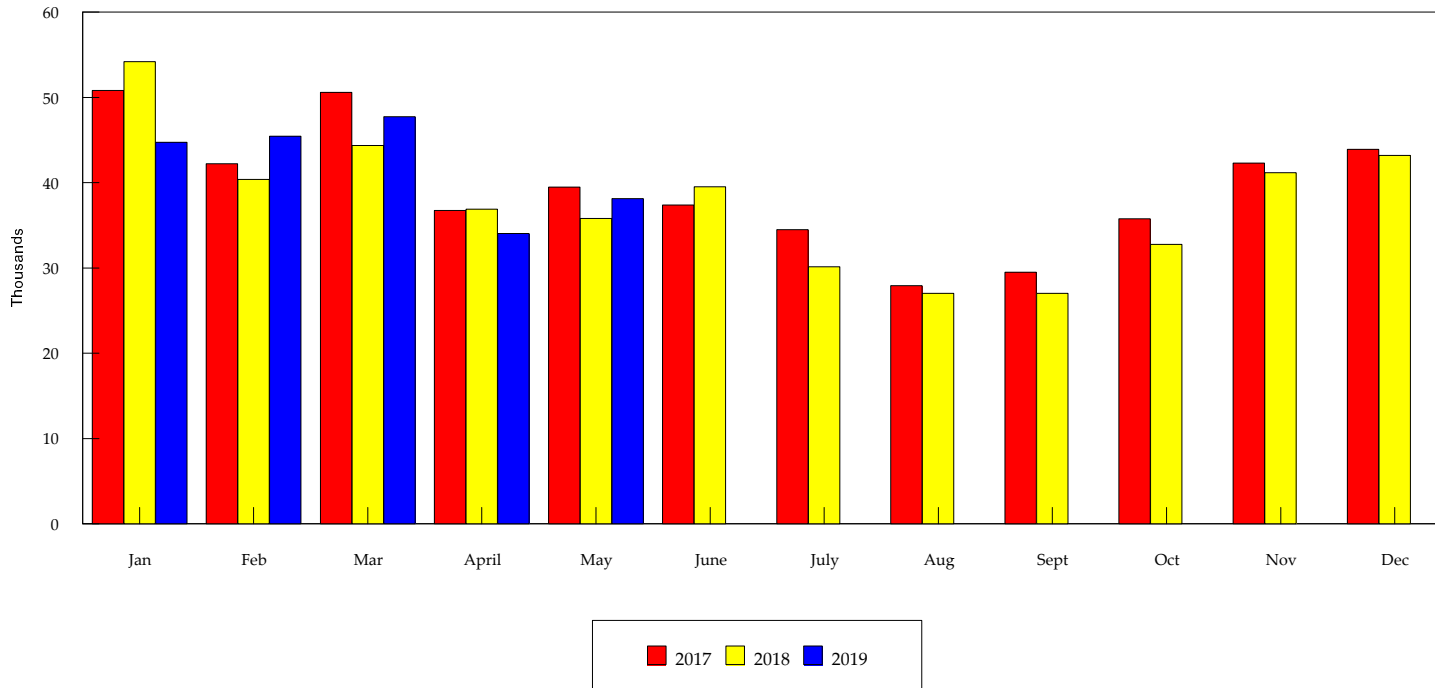
MOUNT PROSPECT PARK DISTRICT  
PROGRAMS Department by Function  
For Five Months Ended 5-31-19

ACCOUNT NAMES	TOTALS	YOUTH/ CHILD CARE	ATHLETICS ADULT	YOUTH	FITNESS	SPECIAL EVENTS	ARTS	BASEBALL
<b>REVENUES:</b>								
PROGRAM FEES	1,369,139	666,487	84,683	139,648	93,085	4,992	207,511	172,734
CHILD CARE	11,600	11,600						
DONATIONS	-							
TOTAL REVENUE	<u>1,380,739</u>	<u>678,087</u>	<u>84,683</u>	<u>139,648</u>	<u>93,085</u>	<u>4,992</u>	<u>207,511</u>	<u>172,734</u>
% of Budget	49%	51%	61%	32%	38%	37%	43%	96%
<b>EXPENDITURES:</b>								
PART TIME SALARIES	376,190	178,702	5,405	20,645	65,596	1,553	103,920	369
CONTRACTUAL SERVICES	80,550	23,938	11,914	43,870		739	90	
COMMODITIES	157,182	12,751	10,571	14,392	4,663	6,278	51,210	57,318
UTILITIES	-							
TOTAL EXPENDITURES	<u>613,922</u>	<u>215,391</u>	<u>27,890</u>	<u>78,906</u>	<u>70,259</u>	<u>8,570</u>	<u>155,220</u>	<u>57,686</u>
% of Budget	36%	33%	25%	29%	44%	33%	45%	41%
REVENUE OVER(UNDER) EXP	<u>766,817</u>	<u>462,697</u>	<u>56,793</u>	<u>60,742</u>	<u>22,826</u>	<u>(3,578)</u>	<u>52,291</u>	<u>115,047</u>
<b>CHANGE FROM LAST YR + (-)</b>								
REVENUE	3,815	14,175	18,836	(31,117)	4,145	(1,313)	4,799	(5,710)
EXPENDITURES	38,316	26,654	(78)	(14,014)	6,982	11	20,408	(1,647)
NET	<u>(34,501)</u>	<u>(12,479)</u>	<u>18,914</u>	<u>(17,103)</u>	<u>(2,837)</u>	<u>(1,324)</u>	<u>(15,609)</u>	<u>(4,063)</u>
<b>% CHANGE FROM LAST YEAR</b>								
REVENUE	0	2	29	(18)	5	(21)	2	(3)
EXPENDITURES	7	14	(0)	(15)	11	0	15	(3)
2019 BUDGET REVENUE	2,821,232	1,327,791	138,520	437,220	247,143	13,363	477,335	179,860
2019 BUDGET EXPEND	1,704,941	650,692	110,576	270,493	160,749	26,290	346,648	139,493
2018 REVENUE	1,376,924	663,912	65,847	170,765	88,940	6,305	202,712	178,444
2018 EXPENDITURES	575,606	188,737	27,968	92,920	63,277	8,559	134,812	59,334

**MT PROSPECT PARK DISTRICT  
RECPLEX**

**Revenue Recap by yr:**

2017			2018			2019			YTD	Annual			
	<u>Month</u>	<u>YTD</u>		<u>Month</u>	<u>YTD</u>		<u>Month</u>	<u>YTD</u>	<u>Actual</u>	<u>Budget</u>			
Jan	50,841	50,841	Jan	54,196	54,196	Jan	44,749	44,749	<b>Revenue</b>	210,186			
Feb	42,249	93,091	Feb	40,393	94,589	Feb	45,478	90,227					
Mar	50,602	143,692	Mar	44,367	138,956	Mar	47,734	137,962					
Apr	36,754	180,446	Apr	36,908	175,864	Apr	34,070	172,031			<b>Expenditures</b>		
May	39,476	219,922	May	35,817	211,681	May	38,155	210,186			Full Time	122,960	290,779
June	37,406	257,328	June	39,516	251,197	June	0	0			Part Time	123,655	312,197
July	34,503	291,830	July	30,156	281,354	July	0	0			Benefits	60,289	152,871
Aug	27,933	319,763	Aug	27,043	308,397	Aug	0	0			Commodities	22,214	62,900
Sept	29,525	349,288	Sept	27,018	335,415	Sept	0	0			Contractual	23,830	49,938
Oct	35,760	385,049	Oct	32,782	368,197	Oct	0	0			Utilities	75,261	251,629
Nov	42,303	427,352	Nov	41,190	409,387	Nov	0	0				428,209	1,120,314
Dec	43,931	471,283	Dec	43,214	452,601	Dec	0	0			<b>Net</b>	(218,023)	(665,282)
<b>Budget</b>		<b>529,500</b>			<b>496,111</b>			<b>455,032</b>					



This Year Vs Last Two Years

**MT PROSPECT PARK DISTRICT  
RECPLEX FACILITY REVENUE REPORT  
MAY 2019**

	<i>MONTH</i>		<i>YEAR to DATE</i>		Up (Down)	
	This	Last	This	Last	Change	% Change
<b>RENTALS</b>						
Building Rental	4,625	4,538	29,895	29,234	661	2%
Total	4,625	4,538	29,895	29,234	661	2%
<b>PASS SALES</b>						
All Facility	10,157	9,014	51,249	46,543	4,706	10%
Gym & Track	4,032	4,020	23,391	22,986	405	2%
Fitness	14,419	14,415	84,265	84,184	81	0%
Total	28,608	27,449	158,905	153,713	5,192	3%
<b>DAILY FEES</b>						
All Facility	121	245	1,115	2,266	(1,151)	-51%
Gym & Track	2,656	2,299	16,846	17,744	(898)	-5%
Fitness	420	600	2,649	4,039	(1,390)	-34%
Racquetball	189	215	2,572	2,961	(389)	-13%
Playport	380	392	2,530	3,375	(845)	-25%
Total	3,766	3,751	25,712	30,385	(4,673)	-15%
<b>PROGRAM FEES</b>						
Special Programs	3,292	3,412	4,307	7,646	(3,339)	-44%
Total	3,292	3,412	4,307	7,646	(3,339)	-44%
<b>CONCESSIONS</b>						
Merchandise	480	188	2,785	1,619	1,166	72%
Vending	1,673	-	4,493	4,764	(271)	-6%
Total	2,153	188	7,278	6,383	895	14%
<b>OTHER</b>						
Visa Charges / OvSt	(3,630)	(3,521)	(15,911)	(15,680)	(230)	1%
TOTAL	38,814	35,817	210,186	211,681	(1,494)	-1%

Mount Prospect Park District  
**RECPLEX FACILITY**  
thru May

	2016	2017	2018	2019	Change From Prior Year
<b>REVENUES:</b>					
RENTALS	29,431	24,986	29,235	29,895	2%
PASSES /USER FEES	165,803	157,819	153,713	158,905	3%
DAILY /USER FEES	41,507	38,106	30,385	25,712	-15%
PROGRAM FEES	11,030	5,463	7,646	4,307	-44%
MERCHANDISE & VENDING	7,901	8,588	6,383	7,278	14%
OTHER/visa	(13,871)	(15,040)	(15,680)	(15,911)	1%
<b>TOTAL REVENUE</b>	<b>241,801</b>	<b>219,922</b>	<b>211,682</b>	<b>210,186</b>	<b>-1%</b>
% of Budget	42%	42%	43%	46%	
 <b>EXPENDITURES:</b>					
FULL TIME SALARIES	95,146	88,626	81,588	122,960	51%
PART TIME SALARIES	111,531	102,575	98,654	123,655	25%
FRINGE BENEFITS	35,384	34,728	36,980	60,289	63%
CONTRACTUAL SERVICES	37,207	33,620	33,306	23,830	-28%
COMMODITIES	20,991	18,377	14,894	21,255	43%
MERCHANDISE	1,358	1,457	849	960	13%
UTILITIES	91,167	69,035	71,464	75,261	5%
<b>TOTAL EXPENDITURES</b>	<b>392,784</b>	<b>348,418</b>	<b>337,735</b>	<b>428,210</b>	<b>27%</b>
% of Budget	39%	35%	31%	38%	
REVENUE OVER(UNDER) EXP	(150,983)	(128,496)	(126,053)	(218,024)	
BUDGET REVENUE	574,000	529,500	496,111	455,032	
BUDGET EXPENSE	1,015,519	998,160	1,074,190	1,120,314	

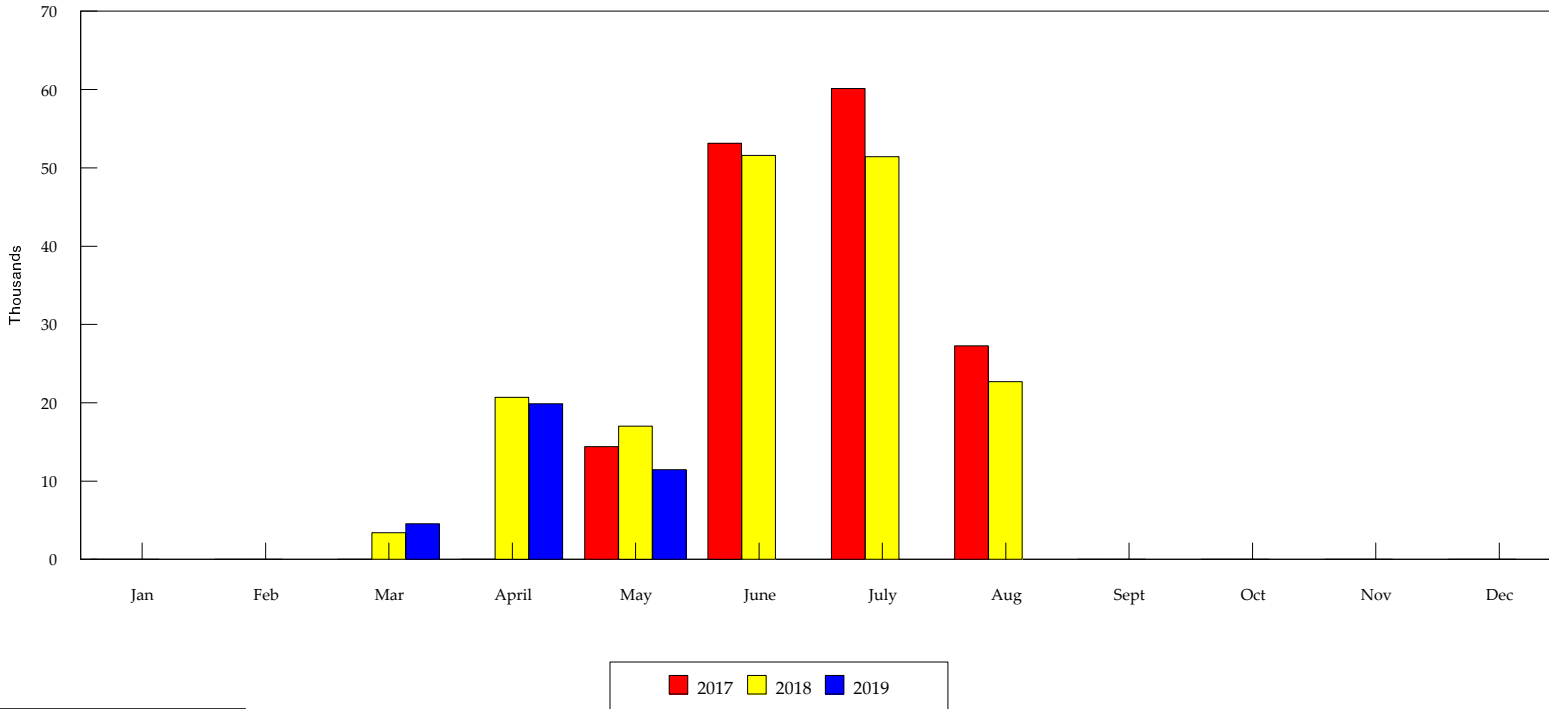


MOUNT PROSPECT PARK DISTRICT

BIG SURF POOL

**Revenue Recap by yr:**

2017			2018			2019			YTD	Annual
Month	YTD		Month	YTD		Month	YTD	Actual	Budget	
Jan	0	0	Jan	0	0	Jan	0	0		
Feb	0	0	Feb	0	0	Feb	0	0		
Mar	800	800	Mar	3,422	3,422	Mar	4,561	4,561	<b>Revenue</b> 35,876	
April	7,178	7,978	April	20,698	24,120	April	19,866	24,427	<b>Expenditures</b>	
May	10,122	18,100	May	17,027	41,147	May	11,449	35,876	Full Time 53,533	
June	72,777	90,877	June	51,579	92,726	June	0	0	Part Time 2,281	
July	50,582	141,459	July	51,439	144,165	July	0	0	Benefits 20,249	
Aug	13,020	154,479	Aug	22,717	166,882	Aug	0	0	Comodities 7,308	
Sept	0	154,479	Sept	0	166,882	Sept	0	0	Utilities 1,696	
Oct	0	154,479	Oct	0	166,882	Oct	0	0	85,067	
Nov	0	154,479	Nov	0	166,882	Nov	0	0	325,913	
Dec	0	154,479	Dec	0	166,882	Dec	0	35,876	<b>Net</b> (49,191)	
<b>Budget</b>	<b>178,500</b>		<b>Budget</b>	<b>165,896</b>		<b>Budget</b>	<b>168,500</b>		<b>(157,413)</b>	



This Year Vs Last Two Years

Mount Prospect Park District  
**BIG SURF POOL**  
 thru May

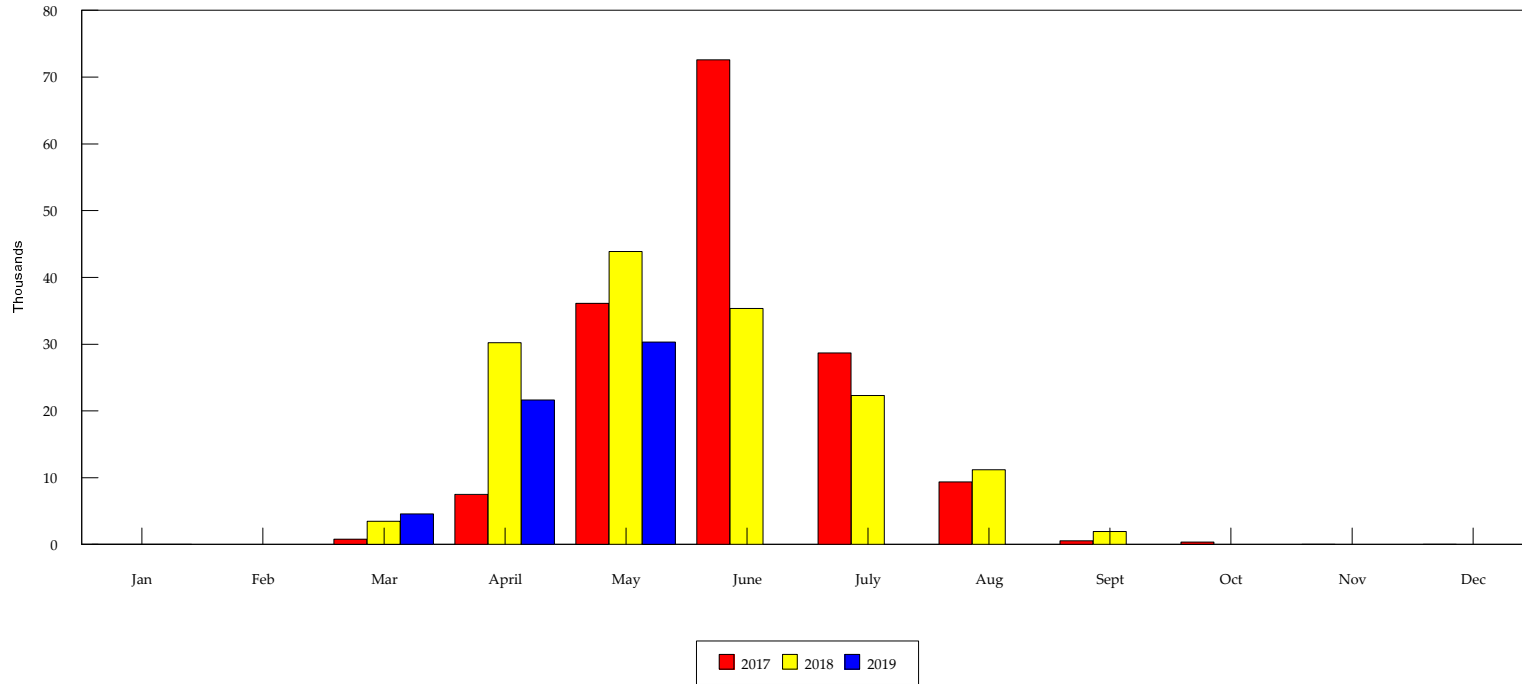
	2016	2017	2018	2019	Change From Prior Year
<b>REVENUES:</b>					
TUBE RENTAL					n/a
PASSES /USER FEES	16,641	18,100	41,147	35,876	-13%
DAILY /USER FEES					n/a
PROGRAM FEES					
CONCESSION SALES					
OTHER					
<b>TOTAL REVENUE</b>	<b>16,641</b>	<b>18,100</b>	<b>41,147</b>	<b>35,876</b>	<b>-13%</b>
% of Budget	9%	10%	25%	21%	
<b>EXPENDITURES:</b>					
FULL TIME SALARIES	50,963	48,720	50,677	53,533	6%
PART TIME SALARIES	230	30	273	2,281	736%
FRINGE BENEFITS	21,300	24,934	25,393	20,249	-20%
CONTRACTUAL SERVICES	569	994	40	556	1290%
COMMODITIES	10,689	7,025	6,673	6,751	1%
UTILITIES	3,367	2,649	2,623	1,696	-35%
SALES TAX/OTHER					n/a
<b>TOTAL EXPENDITURES</b>	<b>87,118</b>	<b>84,352</b>	<b>85,679</b>	<b>85,066</b>	<b>-1%</b>
% of Budget	28%	27%	26%	26%	
REVENUE OVER(UNDER) EXP	(70,477)	(66,252)	(44,532)	(49,190)	
BUDGET REVENUE	178,500	178,800	165,896	168,500	
BUDGET EXPENSE	312,183	317,496	323,725	325,913	

## MT PROSPECT PARK DISTRICT MEADOWS POOL REVENUE

### Revenue Recap by yr:

2017			2018			2019			YTD	Annual
Month	YTD		Month	YTD		Month	YTD	Actual	Budget	
Jan	0	0	Jan	0	0	Jan	0			
Feb	0	0	Feb	0	0	Feb	0			
Mar	800	800	Mar	3,497	3,497	Mar	4,562	56,537	165,280	
April	7,478	8,278	April	30,207	33,704	April	21,637			
May	36,123	44,401	May	43,870	77,574	May	30,338			
June	72,599	117,000	June	35,341	112,915	June	0			
July	28,708	145,708	July	22,296	135,210	July	0			
Aug	9,353	155,060	Aug	11,207	146,417	Aug	0			
Sept	553	155,613	Sept	1,937	148,354	Sept	0			
Oct	350	155,963	Oct	350	148,704	Oct	0			
Nov	0	0	Nov	0	148,704	Nov	0			
Dec	0	0	Dec	0	148,704	Dec	0			
<b>Budget</b>		<b>147,750</b>			<b>174,127</b>				<b>165,280</b>	

	YTD	Annual
<b>Revenue</b>	<b>56,537</b>	<b>165,280</b>
<b>Expenditures</b>		
Part Time	4,100	136,123
Utilities	6,319	48,910
Comodities	19,229	35,858
	29,648	220,891
<b>Net</b>	<b>26,889</b>	<b>(55,611)</b>



This Year Vs Last Two Years

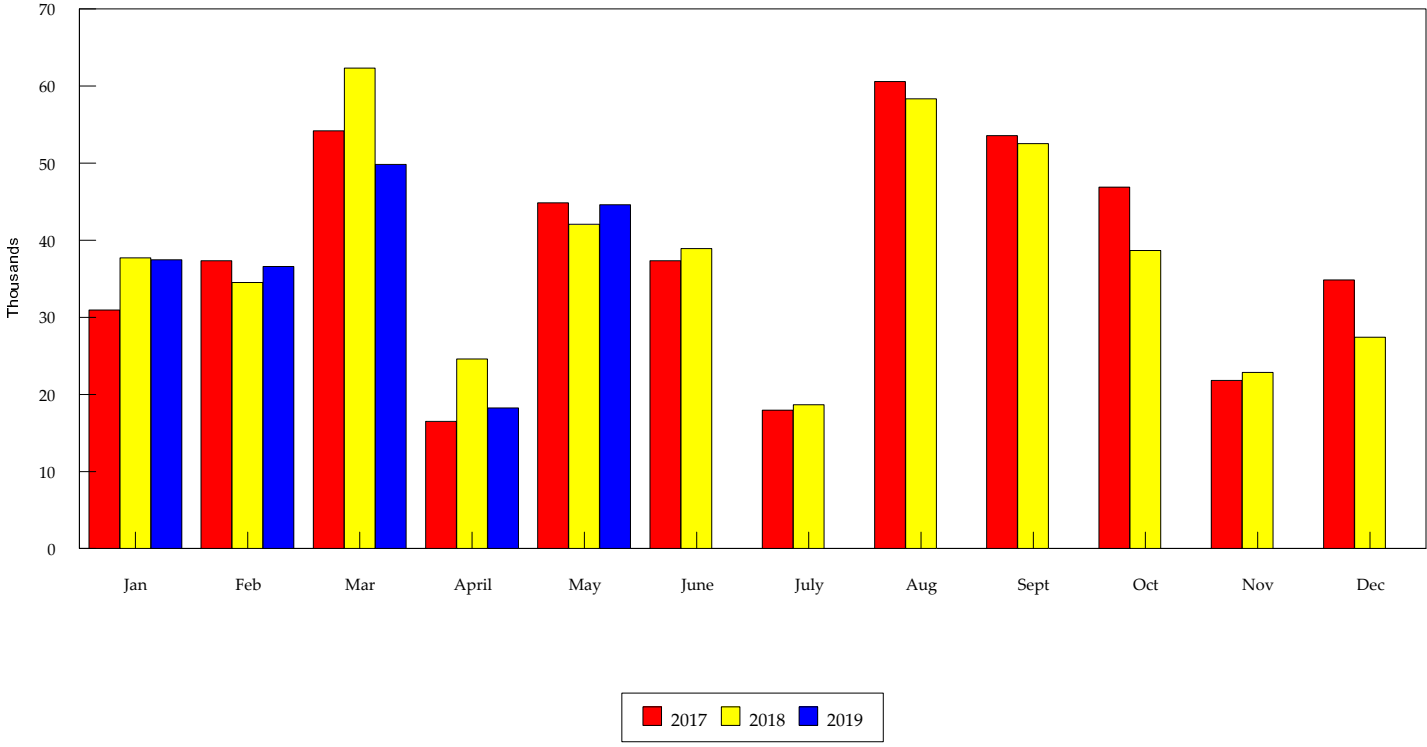
Mount Prospect Park District  
**MEADOWS POOL**  
 thru May

	2016	2017	2018	2019	Change From Prior Year
<b>REVENUES:</b>					
BUILDING RENTAL			150		n/a
PASSES /USER FEES	16,641	18,100	41,147	35,877	-13%
DAILY /USER FEES	3,897	1,567	9,017	384	n/a
PROGRAM FEES	18,563	24,734	27,260	20,276	-26%
CONCESSION SALES					
MERCHANDISE SALES					
<b>TOTAL REVENUE</b>	<b>39,101</b>	<b>44,401</b>	<b>77,574</b>	<b>56,537</b>	<b>-27%</b>
% of Budget	25%	30%	45%	34%	
<b>EXPENDITURES:</b>					
FULL TIME SALARIES					
PART TIME SALARIES	101	509	265	4,100	1447%
FRINGE BENEFITS					
CONTRACTUAL SERVICES	3,525	4,092	2,684	6,319	135%
COMMODITIES	6,828	8,592	3,576	8,269	131%
UTILITIES	9,741	7,090	9,623	10,960	14%
SALES TAX/OTHER					
<b>TOTAL EXPENDITURES</b>	<b>20,195</b>	<b>20,283</b>	<b>16,148</b>	<b>29,648</b>	<b>84%</b>
% of Budget	10%	10%	8%	13%	
REVENUE OVER(UNDER) EXP	18,906	24,118	61,426	26,889	
BUDGET REVENUE	156,400	147,750	174,127	165,280	
BUDGET EXPENSE	194,864	202,103	200,241	220,891	

**MT PROSPECT PARK DISTRICT  
RECPLEX POOL REVENUE**

**Revenue Recap by yr:**

	2017		2018		2019		YTD <u>Actual</u>	Annual <u>Budget</u>
	<u>Month</u>	<u>YTD</u>	<u>Month</u>	<u>YTD</u>	<u>Month</u>	<u>YTD</u>		
Jan	30,950	30,950	Jan	37,717	Jan	37,473		
Feb	37,340	68,290	Feb	34,519	Feb	36,590		
Mar	54,211	122,501	Mar	62,338	Mar	49,823	<b>Revenue</b>	186,761
April	16,498	139,000	April	24,614	April	18,254	<b>Expenditures</b>	
May	44,876	183,876	May	42,060	May	44,621	Full Time	52,610
June	37,333	221,209	June	38,911	June	0	Part Time	107,810
July	17,966	239,175	July	18,674	July	0	Benefits	12,818
Aug	60,609	299,784	Aug	58,356	Aug	0	Comodities	15,049
Sept	53,583	353,368	Sept	52,550	Sept	0	Utilities	18,513
Oct	46,883	400,251	Oct	38,685	Oct	0		<u>206,800</u>
Nov	21,799	422,050	Nov	22,841	Nov	0	<b>Net</b>	<u>559,121</u>
Dec	34,839	456,889	Dec	27,422	Dec	0		<u>(20,039)</u>
<b>Budget</b>	<b>437,500</b>			<b>472,887</b>		<b>481,418</b>		<b>(77,703)</b>



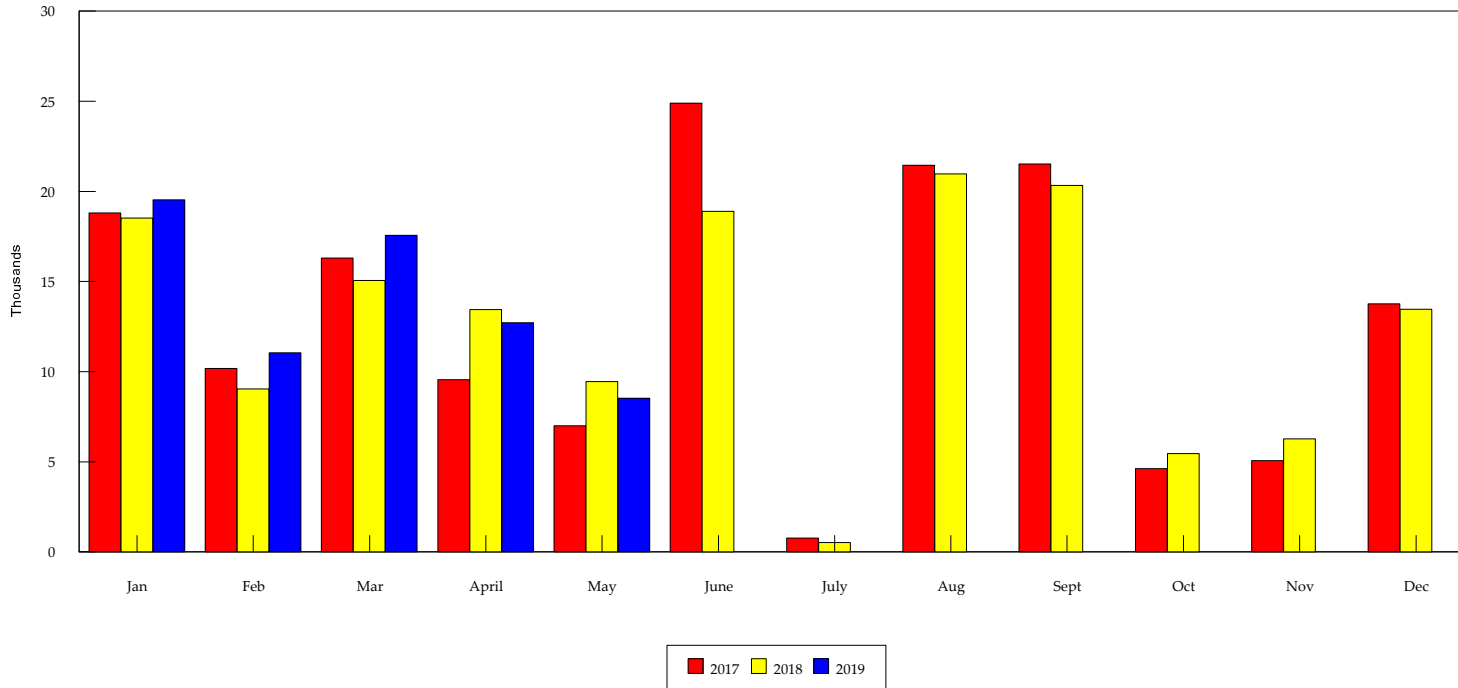
Mount Prospect Park District  
**REC PLEX POOL**  
 thru May

	2016	2017	2018	2019	Change From Prior Year
<b>REVENUES:</b>					
BUILDING RENTAL	1,103	1,093	664	1,740	162%
PASSES /USER FEES	37,358	37,641	42,671	46,541	9%
DAILY /USER FEES	5,510	5,429	4,716	3,818	-19%
PROGRAM FEES	139,573	139,714	153,197	134,662	-12%
CONCESSION SALES					
MERCHANDISE SALES					
<b>TOTAL REVENUE</b>	<b>183,544</b>	<b>183,877</b>	<b>201,248</b>	<b>186,761</b>	<b>-7%</b>
% of Budget	42%	42%	43%	39%	
<b>EXPENDITURES:</b>					
FULL TIME SALARIES	48,396	36,760	47,338	52,610	11%
PART TIME SALARIES	110,021	123,583	103,099	107,810	5%
FRINGE BENEFITS	20,655	24,934	25,393	12,818	-50%
CONTRACTUAL SERVICES	3,560	3,181	4,014	5,208	30%
COMMODITIES	13,908	15,535	12,827	9,842	-23%
UTILITIES	21,117	16,899	17,857	18,513	4%
SALES TAX/OTHER					
<b>TOTAL EXPENDITURES</b>	<b>217,657</b>	<b>220,892</b>	<b>210,528</b>	<b>206,801</b>	<b>-2%</b>
% of Budget	40%	40%	39%	37%	
REVENUE OVER(UNDER) EXP	(34,113)	(37,015)	(9,280)	(20,040)	
BUDGET REVENUE	431,900	437,500	472,887	481,418	
BUDGET EXPENSE	540,480	551,933	537,112	559,121	

## MT PROSPECT PARK DISTRICT CENTRAL PROGRAM REVENUE

**Revenue Recap by yr:**

	2017		2018		2019		YTD Actual	Annual Budget	
	Month	YTD	Month	YTD	Month	YTD			
Jan	18,815	18,815	Jan	18,516	18,516	Jan	19,528	19,528	<b>Revenue</b> <hr/> <b>Expenditures</b> Part Time 14,199 28,000 Contractual 65,540 Commodities 19,007 1,500 <hr/> <b>Net</b> <hr/> <hr/> <b>36,175 45,760</b>
Feb	10,178	28,993	Feb	9,050	27,566	Feb	11,052	30,580	
Mar	16,300	45,293	Mar	15,057	42,623	Mar	17,559	48,139	
April	9,562	54,855	April	13,447	56,070	April	12,712	60,851	
May	6,995	61,850	May	9,457	65,527	May	8,530	69,381	
June	24,892	86,742	June	18,901	84,428	June	0	0	
July	765	87,507	July	531	84,959	July	0	0	
Aug	21,460	108,967	Aug	20,982	105,941	Aug	0	0	
Sept	21,526	130,493	Sept	20,335	126,276	Sept	0	0	
Oct	4,632	135,125	Oct	5,450	131,726	Oct	0	0	
Nov	5,076	140,201	Nov	6,270	137,996	Nov	0	0	
Dec	13,771	153,972	Dec	13,458	151,454	Dec	0	0	
<b>Budget</b>		<b>189,000</b>		<b>148,800</b>		<b>140,800</b>			



This Year Vs Last Year

**MOUNT PROSPECT PARK DISTRICT  
CENTRAL PROGRAMS Department by Function  
Month Ended 5-31-19**

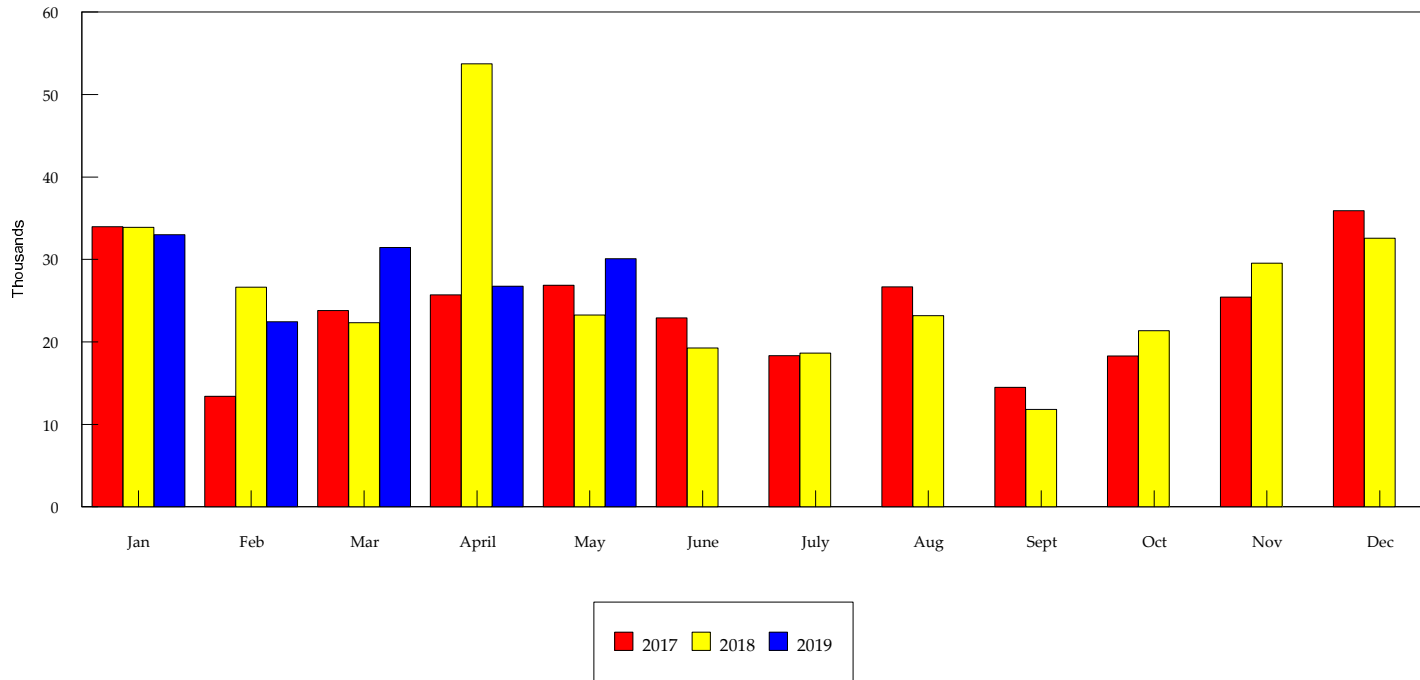
ACCOUNT NAMES	TOTALS	YOUTH	ATHLETICS	
		CHILD CARE	ADULT	YOUTH
<b>REVENUES:</b>				
PROGRAM FEES	69,381	27,874		41,507
CHILD CARE	-			
DONATIONS	-		-	
TOTAL REVENUE	69,381	27,874	-	41,507
% of Budget	49%	53%	0%	52%
<b>EXPENDITURES:</b>				
PART TIME SALARIES	14,199	14,199		
CONTRACTUAL SERVICES	18,894			18,894
COMMODITIES	113	113		
TOTAL EXPENDITURES	33,206	14,311	-	18,894
% of Budget	35%	49%	0%	31%
REVENUE OVER(UNDER) EXP	36,175	13,563	-	22,613
<b>CHANGE FROM LAST YR + (-)</b>				
REVENUE	3,854	2,645	-	1,209
EXPENDITURES	840	904	-	(64)
NET	3,014	1,741	-	1,273
<b>% CHANGE FROM LAST YEAR</b>				
REVENUE	6	10		3
EXPENDITURES	3	7	n/a	(0)



MT PROSPECT PARK DISTRICT  
**CENTRAL COMMUNITY CENTER**

**Revenue Recap by yr:**

	2016		2017		2018		YTD Actual	Annual Budget		
	Month	YTD	Month	YTD	Month	YTD				
Jan	33,981	33,981	Jan	33,909	33,909	Jan	33,017	33,017	<b>Revenue</b>	
Feb	13,413	47,395	Feb	26,632	60,541	Feb	22,434	55,451		
Mar	23,826	71,220	Mar	22,344	82,885	Mar	31,440	86,892		
April	25,712	96,932	April	53,726	136,611	April	26,752	113,644		<b>Expenditures</b>
May	26,882	123,814	May	23,256	159,867	May	30,084	143,728		
June	22,927	146,741	June	19,268	179,135	June	0	0		
July	18,319	165,060	July	18,649	197,784	July	0	0		
Aug	26,666	191,727	Aug	23,176	220,960	Aug	0	0		
Sept	14,514	206,240	Sept	11,828	232,788	Sept	0	0		
Oct	18,294	224,534	Oct	21,378	254,166	Oct	0	0		
Nov	25,434	249,967	Nov	29,550	283,715	Nov	0	0		
Dec	35,930	285,897	Dec	32,594	316,309	Dec	0	0		
<b>Budget</b>		<b>360,400</b>		<b>356,510</b>		<b>338,325</b>				
									<b>Full Time</b>	
									<b>Part Time</b>	
									<b>Benefits</b>	
									<b>Comodities</b>	
									<b>Contractual</b>	
									<b>Utilities</b>	
									<b>Net</b>	



**MT PROSPECT PARK DISTRICT  
CENTRAL FACILITY REVENUE REPORT  
May 2019**

	MONTH		YEAR to DATE		Change	Up/(Down) % Change
	This	Last	This	Last		
<b>RENTALS</b>						
Skate Rental	200	170	1,505	1,065	440	41%
Building Rental	11,887	5,272	43,665	62,991	(19,326)	-31%
	12,087	5,442	45,170	64,056	(18,886)	-29%
<b>PASS SALES</b>						
Fitness	8,289	7,890	45,692	42,840	2,852	7%
	8,289	7,890	45,692	42,840	2,852	7%
<b>DAILY FEES</b>						
Gym Fees	999	577	7,474	4,594	2,880	63%
Fitness Center	162	231	1,080	1,077	3	0%
Inline Rink Fees	640	695	4,442	4,325	117	3%
	1,801	1,503	12,996	9,996	3,000	30%
<b>PROGRAM FEES</b>						
Adult Athletic Leagues	-	-	625	-	625	0%
Youth Athletic Camps	3,144	4,625	3,964	5,222	(1,258)	0%
Youth Athletic Prog.	202	514	3,397	2,196	1,201	55%
Youth Leagues	670	1,490	22,614	24,055	(1,441)	-6%
Special Programs	4,860	3,393	13,539	14,694	(1,155)	-8%
	8,876	10,022	44,139	46,167	(2,028)	-4%
<b>CONCESSIONS</b>						
Merchandise	234	205	2,642	2,697	(55)	-2%
Vending	507	-	1,250	1,393	(144)	-10%
	741	205	3,892	4,090	(199)	-5%
<b>OTHER</b>						
Visa Charges / OvShrt	(1,862)	(1,806)	(8,160)	(8,042)	(118)	1%
<b>TOTAL</b>	<b>29,932</b>	<b>23,256</b>	<b>143,728</b>	<b>159,106</b>	<b>(15,378)</b>	<b>-10%</b>

**MT. PROSPECT PARK DISTRICT  
PROPERTY TAX  
MONTH ENDING  
5/31/19**

<u>Tax Yr.</u>	<u>Property Tax Jan. 1 - Dec. 31</u>	<u>Assessed Valuation</u>	<u>Rate</u>
2013	8,762,986	1,413,453,067	0.657
2014	9,398,877	1,446,086,836	0.654
2015	9,580,252	1,406,791,767	0.681
2016	9,820,200	1,653,232,361	0.594
2017	10,145,281	1,667,332,206	0.609

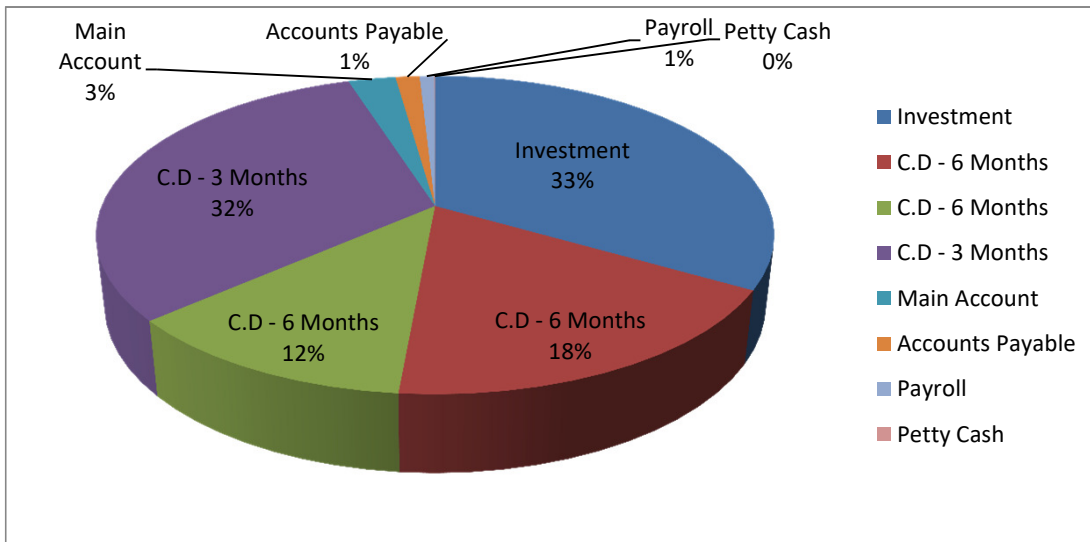
Tax Monies Received from January 1, 2019 through May 31, 2019 totals:  
\$5,547,896 (of this total \$101,974 is Replacement Tax).

	<b>Type</b>	<b>2019 Taxes</b>	<b>2018 Taxes</b>
January	R	17,767	16,533
January		2,193	416,345
February		1,336,490	1,091,944
March	R	7,753	14,667
March		3,964,127	3,593,500
April	R	34,835	30,149
April		86,440	40,570
May	R	42,363	30,732
May		55,927	51,476
June			
July	R		23,947
July			2,483,305
August	R		2,420
August			2,098,030
September			
October	R		21,671
October			31,371
November			42,837
December			3,129
December	R		5,299
<b>TOTAL</b>		<b>5,547,896</b>	<b>9,997,927</b>

**Mt. Prospect Park District**  
**Statement of Account Balances**  
 As of May 31, 2019

**Mt. Prospect State Bank**

<b>Accounts</b>	<b>Maturity</b>	<b>Amount</b>	<b>Rate</b>	<b>Term</b>
Investment	n/a	2,756,682	0.32%	Demand
C.D - 6 Months	10/24/2019	1,500,000	1.00%	6 Months
C.D - 6 Months	9/12/2019	1,004,959	1.00%	6 Months
C.D - 3 Months	6/12/2019	2,605,167	0.30%	3 Months
Main Account	n/a	223,004	n/a	
Accounts Payable	n/a	113,494	n/a	
Payroll	n/a	68,294	n/a	
Petty Cash	n/a	4,350	n/a	
<b>Total Funds</b>		<b>8,275,951</b>		



**Mt Prospect Park District  
Capital Projects Update  
May 2019  
Fund 97 2017 Capital IMPR Fund**

Account #	Description	Budget	May	Y-T-D Actual	Difference
<u>Rec Plex Center</u>					
811400	RP Electronic Sign	42,540		42,540	-
811913	RP Strength Equipment	6,450			6,450
813500	Replace Intercom System	15,000	76	76	14,924
	Total Rec Plex Center	63,990	76	42,616	21,374
<u>Conservatory</u>					
822000	FPC Electronic Sign	46,690		46,690	-
822410	FPC Kitchen	18,000	15,129	17,176	
	Total Conservatory	64,690	15,129	63,866	-
<u>Park Improvements</u>					
847012	Tree Planting/Removal	37,611		2,560	35,051
	Total Park Improvements	37,611	-	2,560	35,051
<u>Equipment</u>					
855400	Reg Sys Maintenance	7,500		4,820	2,680
855460	Technology Equipment	1,610	268	1,880	(270)
855510	Facility Dude Maint Software	7,100			7,100
855530	District Website	15,170		4,936	10,234
857250	Grounds Equipment/Repair	5,280			5,280
858215	CCC Fitness /Strength Equip	10,900			10,900
858375	Security	6,000			6,000
858485	Field Equipment Box	2,927		2,047	880
	Total Equipment	56,487	268	13,683	42,804
<u>Buildings</u>					
861591	LRC Multipurpose Floors	1,140	1,140	1,140	-
862002	Central Rd Gym Floor	800			800
865425	Conservatory Property	2,500		2,000	500
865650	CCC Roof Assessment	5,000			5,000
865900	CCC HVAC	6,362		3,058	3,304
	Total Buildings	15,802	1,140	6,198	9,604
	Total Expenditure	238,580	16,613	128,924	108,832

**Mt Prospect Park District  
Capital Projects Update  
May 2019  
Fund 98 2018 Capital IMPR Fund**

<b>Account #</b>	<b>Description</b>	<b>Budget</b>	<b>May</b>	<b>Y-T-D Actual</b>	<b>Difference</b>
<u>Rec Plex Center</u>					
812010	Fitness Center Flooring	75,000	-		75,000
	Total Rec Plex Center	75,000	-	-	75,000
<u>Park Improvements</u>					
845164	Melas to Meadows Bridge	20,700			20,700
846700	Billings for Projects	327,930	46,019	252,196	75,734
846880	Busse Park Playground	105,000	3,736	7,593	97,408
849610	Playgorund Repairs	3,000	566	3,000	-
849620	Ice Rink Liners/Fencing	3,750			3,750
849630	Baseball Surface	7,000			7,000
849640	Tennis Court	2,500			2,500
849650	Canine Commons	28,000			28,000
849660	Field Tarp	3,750		3,500	250
849705	Golf Cart GPS	39,000		22,701	16,299
	Total Park Improvements	540,630	50,321	288,990	251,641
<u>Equipment</u>					
855220	Mowing Trailer	5,650			5,650
855250	Admin Tech - Software	21,100	1,488	5,802	15,298
855260	Admin Tech - Hardware	21,400	10,090	10,090	11,310
855330	Truck 22	52,300			52,300
855340	Truck 12	27,400			27,400
855400	Reg Sys Maintenance	31,500	2,000	1,000	30,500
855460	Technology Equipment	12,000	789	1,207	10,793
855470	Applitrack/TimePro/Smart Fusion	8,080		6,565	1,515
855500	Gator Utility Vehicles	15,100			15,100
855800	Bizhub Printer	5,000		4,065	935
855810	Event Canopy	14,800		14,295	505
856711	Vehicle 5	16,500		16,500	-
856744	Tow Behind Gang Rollers	2,500		2,210	290
858600	Tee Mower	34,600	34,228	34,228	372
858610	Rough Mower	35,500	33,615	33,615	1,885
	Total Equipment	303,430	82,210	129,576	173,854
<u>Buildings</u>					
861200	Art Studio Flooring	5,000			5,000
861560	Lions Recreation RTU	18,000			18,000
862190	CCC RTU 10/11/13	90,000		37,725	52,275
865500	WCMF Capital Upgrades	3,000			3,000
866100	MSD Utility Service Connection	30,000			30,000
	Total Buildings	146,000	-	37,725	108,275
<u>Pools</u>					
881300	Roll Down Door	4,000			4,000
881670	Funbrella	11,000	765	11,000	-
881680	Pool Lane Dividers	4,000			4,000
882100	Rec Plex Pool Pak	2,750			2,750
	Total Pools	21,750	765	11,000	10,750
	Total Expenditure	1,086,810	133,296	467,291	619,519

**ADJOURNMENT SINE DIE**

Annual Meeting of the Mt. Prospect Park District

Board of Commissioners

June 26, 2019

**ADJOURNMENT SINE DIE**

**TIME:** \_\_\_\_\_

The President moves to adjourn sine die (signee die) for the purpose of holding the 2019 Annual Meeting of the Mt. Prospect Park District and thereafter to reconvene the Regular Board Meeting.

**CALL TO ORDER: ANNUAL MEETING OF THE MT. PROSPECT PARK DISTRICT BOARD OF COMMISSIONERS (ROLL CALL)**

**TEMPORARY CHAIRPERSON: PRESIDENT APPOINTMENTS TEMPORARY CHAIRPERSON (SUGGEST EXECUTIVE DIRECTOR)**

**NOMINATIONS FOR BOARD PRESIDENT: CHAIRPERSON ASKS FOR NOMINATIONS FOR PARK BOARD PRESIDENT FOR A ONE YEAR TERM OR UNTIL HIS/HER SUCCESSOR SHALL HAVE BEEN ELECTED.**

IF ONLY ONE NOMINATION IS BROUGHT FORTH THE TEMPORARY CHAIRPERSON DECLARES THAT NOMINEE PRESIDENT / IF THERE IS MORE THAN ONE PERSON INOMINATED THEN A ROLL CALL VOTE IS REQUIRED ON EACH NOMINEE UNTIL ONE OF THE NOMINEES RECEIVES A MAJORITY AND THEN THE TEMPORARY CHAIRPERSON DECLARES SUCH PERSON PRESIDENT / (ELECTION OF PRESIDENT COMPLETE / PRESIDENT ASSUMES CONTROL OF THE MEETING)

**NOMINATIONS FOR BOARD VICE-PRESIDENT: PRESIDENT ASKS FOR NOMINATIONS FOR PARK BOARD VICE-PRESIDENT FOR A ONE YEAR TERM OR UNTIL HIS/HER SUCCESSOR SHALL HAVE BEEN ELECTED.**

IF ONLY ONE NOMINATION IS BROUGHT FORTH THE PRESIDENT DECLARES THAT NOMINEE VICE-PRESIDENT / IF THERE IS MORE THAN ONE PERSON INOMINATED THEN A ROLL CALL VOTE IS REQUIRED ON EACH NOMINEE UNTIL ONE OF THE NOMINEES RECEIVES A MAJORITY AND THEN THE PRESIDENT DECLARES SUCH PERSON VICE-PRESIDENT / (ELECTION OF VICE-PRESIDENT COMPLETE)

**APPOINTMENT FOR BOARD SECRETARY: PRESIDENT REQUESTS A MOTION TO APPOINT THE PARK BOARD SECRETARY FOR A ONE YEAR TERM OR UNTIL HIS/HER SUCCESSOR HAS BEEN ELECTED.**

ROLL CALL VOTE REQUIRED (APPOINTMENT OF SECRETARY COMPLETE)

**APPOINTMENT FOR BOARD TREASURER: PRESIDENT REQUESTS A MOTION TO APPOINT THE BOARD TREASURER FOR A ONE YEAR TERM OR UNTIL HIS/HER SUCCESSOR SHALL HAVE BEEN ELECTED.**

ROLL CALL VOTE REQUIRED (APPOINTMENT OF TREASURER COMPLETE)

**ADJOURNMENT OF ANNUAL MEETING**

**RECONVENE THE REGULAR BOARD MEETING**

**TIME:** \_\_\_\_\_



# Executive Director

Board Report June 26, 2019

## Upcoming Important Dates:

- June 27, 7/11, 7/18, 7/25, 2019: Thursday Concert Series at Lions Park
- July 1, 8, 15, 22, 2019: Summer Festival of Music at Lions Park
- July 3-7, 2019: Mount Prospect Lions Club Festival at Melas Park
- July 4, 2019: 4th of July Parade 1 PM Emerson and Prospect
- July 13, 2019: Pop Up Park Day 10 AM to 12 PM Various Parks

## Go Green 5K Race:

Our 2019 annual 5K event hosted 229 5K runners and 68 entries for the Family Fun Run. This was an increase of 15 runners for the 5K and 38 participants for the family event. In 2018, we had 214 5k runners and 30 participants for the kid's dash/run. We have a few competing 5k's in the area with Des Plaines also offering theirs on the same day. Because of the competition, ours is considered more of a community 5k. We will be reviewing some options to possibly change the date for 2020.

The 5k and Family Fun Run both went very well as the courses were clearly marked with volunteers and cones. A police car led the 5k. We started the awards for the 5k a bit earlier due to potential pop-up storms in the area. It rained very lightly for a few minutes a few different times. Staff from all departments pitched in for a great event.

## Walking Wednesdays:

Our Employee Committee recently kicked off a new employee program called "Walking Wednesdays". Employees are encouraged to meet at different locations on Wednesdays and partake in a 30-minute walk during their lunch period. This opportunity allows employees who participate to exercise and get to know one another a bit better. Walking has both physical and mental benefits. Walking Wednesdays kicked off on June 12th and is currently scheduled to run through September 25th. Please feel free to come out and join us.

## Annual 4th of July Parade:

The Mt. Prospect Park District will once again be participating in the Village of Mount Prospect annual 4th of July parade. The parade kicks off at 1 pm at Prospect Ave. and Emerson and concludes at Melas Park. The Park District will be staging on Prospect Avenue between 12:15 - 12:30 p.m. This year our participants will include members of the swim team and inline hockey players (no skates). Our new Director of Recreation, Nick Troy, will drive the park district vehicle with banners placed on our hay wagon trailer. Candy will be provided for participants to pass out along the parade route. If any Board members are interested in participating please contact Teri for further details.

## Board Retreat:

If you haven't already done so please provide Teri Wirkus with your availability for the previously shared proposed meeting dates.

## Upcoming Meeting Reminders:

**Regular Board Meeting** - Wednesday, July 24, 2019 - 7 pm @ CCC





# Golf Operations Report

June 2019 (January 1, 2019 through May 31, 2019)

Golf Rounds	2017	2018	2019	Variance '18 to '19
Paid Resident Rounds	1,354	1,212	1,223	11
Paid Non-Resident Rounds	5,235	5,330	5,588	258
Annual Membership Rounds	<u>1,475</u>	<u>1,103</u>	<u>1,312</u>	<u>209</u>
<b>Total Rounds</b>	<b>8,064</b>	<b>7,645</b>	<b>8,123</b>	<b>478</b>
Range Buckets*	2017	2018	2019	Variance '18 to '19
Small	4,640	1,664	1,538	-126
Medium	0	947	819	-128
Large	<u>0</u>	<u>602</u>	<u>347</u>	<u>-255</u>
<b>Total Buckets Sold</b>	<b>4,640</b>	<b>3,213</b>	<b>2,704</b>	<b>-509</b>
Golf Lesson Participants	2017	2018	2019	Variance '18 to '19
Adult Lessons	104	104	65	-39
Youth Lessons	<u>164</u>	<u>193</u>	<u>235</u>	<u>42</u>
<b>Total Participants</b>	<b>268</b>	<b>297</b>	<b>300</b>	<b>3</b>

\*2019 Range Buckets are \$6/\$11/\$15. 2018 Range Buckets were \$5/\$8/\$12 and \$5 per token in 2017. Although the total number of buckets are down our revenue is up by \$1,840 YTD.

### News & Updates:

**Revenue:** We experienced the wettest May in the 149 years of weather records with over 8" of rain recorded! Ironically breaking the record set just last season. The average is just 3.50". It was also the 2nd wettest March-May period ever recorded. Despite all the inclement weather, we are still up 5% in revenue over last season.

**Golf Outings:** 48 golf outings have been booked so far this season. Revenue generated from these outings is \$109,376, which is approximately 10% of our total annual green fee & cart revenue. During the entire 2018 season there were a total of 42 outings booked. Our goal for 2019 was to book 50 or more golf outings for the season, which we will easily obtain.

**Lessons:** We just completed a successful May session of junior lessons with luckily no rainouts. The 1st session of summer junior lessons began on June 10th with 6 of the 9 classes being filled to the max. The decrease in adult lessons is due to low enrollment in the hour-long PGA clinics. Junior lessons continue to be very strong, leading to a 25% increase in overall lesson revenue over last season.

**Conditions:** With all this rain, we continue to see the benefits of the renovation & how well the drainage works. With the old course, we would have been closed for days with some of these heavy rains. With the newly renovated course, not only have we been open the day after a heavy rain, in most cases we allowed carts to go off the paths.



**Events:** Family Golf Night is on Sunday, June 23rd from 5:00-7:30 pm. There will be a mini-golf course, an inflatable gorilla for the kids to hit at and games & treats. Cost is just \$5 per kid & adults are free! Registration is limited to the first 150 kids to register.

# May 2019 Marketing Emails



5/9, 5/25  
Open rate 29%



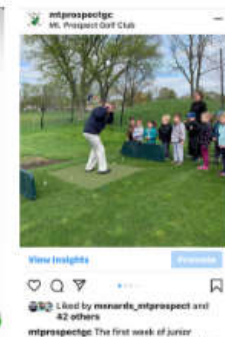
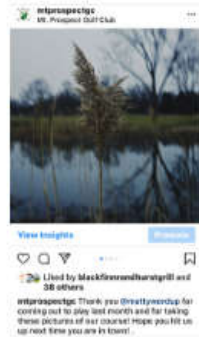
Sent 5/21  
Open rate 36%



Sent 5/29  
Open rate 39%



Sent 5/2, 5/11  
Open rate 22%



**Facebook:** 9 new likes May total 422.

**Instagram:** 31 new followers 423

**Twitter:** 15 new followers May total 90

## Social Media



## Aquatics Update 1/1/19 through 5/31/19

<b>AQUATICS - June 2019</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>Variance '18 to'19</b>
Youth Swim Lessons	1708	1664	1730	1571	-159
Aqua Fit	824	419	396	420	24
Specialty Classes	139	179	245	197	-48
<b>Programming Totals</b>	<b>2671</b>	<b>2262</b>	<b>2371</b>	<b>2188</b>	<b>-183</b>
<b>Spring Session To Date:</b>	<b>4/25-5/31</b>	<b>5/1-5/31</b>	<b>4/23-5/31</b>	<b>4/29-5/31</b>	
Youth Swim Lessons	604	585	666	560	-106
Aqua Fit	295	96	106	130	24
Specialty Classes	62	93	93	91	-2
<b>Programming Totals</b>	<b>961</b>	<b>774</b>	<b>865</b>	<b>781</b>	<b>-84</b>
RecPlex Pool Daily Admission Sold	1044	955	963	724	-239
<b>RecPlex Daily Totals</b>	<b>1044</b>	<b>955</b>	<b>963</b>	<b>724</b>	<b>-239</b>
Summer Pool Passes Sold	798	780	1659	1402	-257
<b>Summer Totals</b>	<b>798</b>	<b>780</b>	<b>1659</b>	<b>1402</b>	<b>-257</b>

### News:

- Swim lesson registration is low, with outdoor poor weather; we see low to no registration for outdoor lessons. Indoor lessons are average in comparison to past years.
- Aquafit participation continues to grow in favor of the Unlimited Aquafit Pass that started Feb 4, 2019
- Specialty classes, session to date, are spot on, with Summer Swim Team Registration still underway, along with all specialty classes held at Meadows Pool.
- RecPlex daily admission is down in favor of CPT memberships. Daily users are upsold to memberships. This year's Shamrock and President's Day combined attendance, at 62, was less than 2018's 193.
- Early Bird Summer Pool Pass sale (March 1 through May 1) this year's sale had 30 more members than last year's sale. Summer Pool Pass sales 1/1/19 - 5/31/19 at 1,402 members, is down 257 members from last YTD's 1,659 members. The cause is likely the unseasonably cool and wet weather.
- Meadows Pool opened the season with the Memorial Day weekend. While the weather was not perfect, patrons who came enjoyed the pool. Outdoor pool attendance is very weather dependent.
- 19 Lifeguards graduated the June Lifeguard class. Of the 19 Students, 18 are new Lifeguards for Mt. Prospect Park District. This Spring, 51 new aquatic staff members have been hired and trained.



## Athletics Update 1/1/15 through 5/31/19

<b>ATHLETICS - June 2019</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>Variance '18 to'19</b>
Karate	277	244	313	321	8
Youth-Gymnastics Programs	409	354	314	140	-174
Youth Athletic Programs	495	638	560	737	177
Youth Baseball & Softball	720	888	889	788	-101
Patriots Travel Baseball	92	91	91	109	18
<b>Youth Programming Totals</b>	<b>1993</b>	<b>2215</b>	<b>2167</b>	<b>2095</b>	<b>-72</b>
Adult Volleyball	11	15	5	5	0
Adult Softball	57	57	55	48	-7
Adult Basketball	37	41	29	37	8
<b>Adult Leagues Totals</b>	<b>105</b>	<b>113</b>	<b>89</b>	<b>90</b>	<b>1</b>
<b>Athletics Total</b>	<b>2098</b>	<b>2328</b>	<b>2256</b>	<b>2185</b>	<b>-71</b>

### News:

- Gymnastics, which has never been a large summer program, is off to a slow start. We are working with the Marketing team to make a push for more participants and get the word out about our new company. Different program levels and times have been offered for the first time, along with appropriate fees. These may take some time getting used to.
- Summer Youth Athletic camps and classes begin on 6/8.
- Staff is planning and preparing for the 16" adult softball Chicago Championship tournament to be held June 20-23 at Majewski.
- Youth baseball and softball seasons are going well, despite the number of rainouts we have had this spring. Playoffs for the older levels will take place during late June.



## Cultural Arts Update 1/1/19 through 5/31/19

CULTURAL ARTS - June 2019	2016	2017	2018	2019	Variance '18 to'19
Visual	674	835	712	750	38
Performing	1190	1110	1272	1325	53
<b>Cultural Arts Total</b>	1864	1945	1984	2075	91

### News:

Visual Arts Participation numbers reported above include paid registrations for classes and programs. In addition, Cultural Arts have been able to reach:

- 423 Birthday party participants from January - May 2019
- 300 Mardi Gras craft participants in 2019
- A total of 82 participants at the 2019 Mother Son Paint night
- May 3 and 4, *Fairest of Them All* Ballet performances at the Al Larson Prairie Center for the Arts in Schaumburg, were wonderful and once again exceeded expectations!
- May 17 and 18, Studio Impulse *Travel America* performances were held at Forest View Educational Center. This recital is a mix of genres, Contemporary, Tap, Jazz, Hip Hop and was very enjoyable.
- May 24, Impulse Dance Ensemble performed at Cultural night at John Jay Elementary School.
- The Art Studio summer classes began on Thursday, June 6. On Friday morning June 7, the Art Studio filled with 26 children ages 3 to 8 for 'Slime-a-torium'. The slimeologists made 2 kinds of slime, elephant toothpaste and built with foam blocks and shaving cream. Gooley, sticky, slimey fun was had by all!

### Events:

- June 8, *Snow White and Friends* performances at Forest View Education Center Auditorium in Arlington Heights.
- The Art Studio is busy planning projects, purchasing products, and putting staffing in place to handle over 60 classes, birthday parties, 27 open studio/paint pass days and special events in the park, etc. this summer. If you'd like to see the fun and all that we do at the Art Studio, let me know and I'll arrange a good day for you to stop in!
- The Mt. Prospect Community Band is preparing for their seven Monday nights of summer music in the band shell beginning June 17. Hope to see you there!



## Early Childhood & Youth 1/1/19 through 5/31/19

<b>EARLY CHILDHOOD &amp; YOUTH - June 2019</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>Variance '18 to'19</b>
Pre-School Registration for next school year	153	150	152	153	1
Before & After School Care	36	42	54	55	1
Early Childhood & Youth Programming (w/oss)	748	704	670	616	-54
Summer Camps	962	855	806	931	125
<b>Total Early Childhood &amp; Youth</b>	<b>1899</b>	<b>1751</b>	<b>1682</b>	<b>1755</b>	<b>73</b>

### News:

- Preschool ended the week of May 27th with graduations and picnics
- Camp staff training finished on May 31st
- Camp began for High Five, Li'l Prospectors, Camp Fun Zone & Camp Sundance on June 3. We had to prorata those campers that could not start camp until June 6 or June 10 due to still being in school.

### Upcoming Events:

- Daily fun at Camp





## Facilities Update 1/1/19 through 5/31/19

<b>RECPLEX- June 2019</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>Variance '18 to'19</b>
Premier & Fitness Daily Fees	1071	905	766	489	-277
Courts, Pool & Track Daily Fees	4205	3826	2681	2553	-128
<b>RecPlex Totals</b>	<b>5276</b>	<b>4731</b>	<b>3447</b>	<b>3042</b>	<b>-405</b>
Rentals	192	168	146	149	3
<b>Central Community Center</b>					<b>Variance '18 to'19</b>
Fitness Daily Fees	330	227	229	212	-17
Open Gym Daily Fees	354	602	392	550	158
Open Skate Daily Fees	863	862	880	1002	122
Pickleball Daily Fees	0	73	563	375	-188
Pickleball Memberships	0	0	123	163	40
<b>Central Community Center Totals</b>	<b>1547</b>	<b>1764</b>	<b>2187</b>	<b>2302</b>	<b>115</b>
Rentals	343	302	250	244	-6
<b>LIONS RECREATION CENTER</b>					<b>Variance '18 to'19</b>
Open Gym	0	0	39	55	16
Pickleball Daily Fees	0	0	0	42	42
Pickleball Memberships	0	0	0	3	3
Rentals	8	19	16	12	-4

### News:

#### RecPlex

- RecPlex Premier & Fitness Daily fees are down due to fewer Promo Coupons being issued as Center Directors are now able to process membership changes.
- RecPlex Courts & Track Daily Fees down due to memberships being the more lucrative option.
- Beginning in mid-May long time rental group of Weight Watchers will be reducing rental days from two days a week to one day. Cancellation of Tuesday rentals affected the entire region, not just RecPlex.

#### CCC

- Travel Inline Hockey Warriors 10u team (2008, 2009) won the overall championship for their age division in TORHS Tournament. Warrior 12u team (2006, 2007) placed second in the same TORHS tournament. Games were held 5/31-6/2.
- Variance with daily Pickleball fees was lower due to participants purchasing Pickleball memberships, which have increased.
- Inline hockey summer camp begins 6/10



## Fitness Update 1/1/19 through 5/31/19

FITNESS PROGRAMS - June 2019	2016	2017	2018	2019	Variance '18 to'19
Programs	232	364	294	310	16
Personal Training	123	127	92	137	45
Passport Classes	402	530	307	172	-135
<b>Fitness Program Totals</b>	<b>757</b>	<b>1021</b>	<b>693</b>	<b>619</b>	<b>-74</b>
<b>Fitness Membership</b>					
All Inclusive 1 Year (New for 2019)	0	0	0	52	52
All Inclusive	0	0	312	573	261
Courts, Pool & Track - Recurring	821	902	997	888	-109
Fitness - Recurring	1900	2007	1644	1652	8
Premier Plus - Recurring	974	1137	990	998	8
Courts, Pool & Track - Variable	3846	4044	4649	4887	238
Fitness - Variable	4084	3848	3764	3704	-60
Premier Plus - Variable	1049	884	859	771	-88
<b>Fitness Membership</b>	<b>12674</b>	<b>12822</b>	<b>13215</b>	<b>13525</b>	<b>310</b>
<b>Fitness Total</b>	<b>13431</b>	<b>13843</b>	<b>13908</b>	<b>14144</b>	<b>236</b>

**News:**

- Passport classes are declining as we move people towards the All In Membership.
- Memberships continue to fluctuate as patrons move from one membership to another, overall our numbers are positive.
- Lazy Triathlon was completed and Lisa Royal was the winner of the Trek bike. Overall 18 people participated.
- Saturday, June 8th was Member Appreciation Day, many free class offerings and raffle prizes at both CCC & RPX.
- Final preparation for the 5K is ongoing. Early bird registration has brought in over 100 runners so far.





## Friendship Park Conservatory 1/1/19 through 5/31/19

FRIENDSHIP PARK CONSERVATORY - June 2019	2016	2017	2018	2019	Variance '18 to '19
Programs	314	355	297	288	-9
Weddings	2	2	2	2	0
Corporate Rentals	4	12	18	17	-1
Miscellaneous Rentals	51	52	41	46	5
Photos	4	4	3	4	1
<b>Facility Totals</b>	<b>375</b>	<b>425</b>	<b>361</b>	<b>357</b>	<b>-4</b>
Canine Commons	52	71	85	73	-12

### News:

- Adult programming is going well with good registration numbers. Youth programming continues to struggle.
- Membership at the dog park is down slightly. The weather may be the culprit. MPPD is now responsible for the maintenance of Canine Commons until May 1st of 2020.
- The Early Plant Sale Fundraiser and the Spring Plant Sale were both very successful, bringing in \$2,974.00 and \$15,716.00 respectively. Employees, volunteers, and miscellaneous rental and garden groups that happened to be in the facility, had the opportunity to shop the remaining plants at slightly reduced prices, which has resulted in additional revenue of \$2,816.00. Purchasing of plants will continue into early June.
- Planting of flowerbeds has begun. The cool and extremely wet weather in May and early June has been a challenge and has resulted in delays.
- Two beehives are now in place. The bees are waiting for warmer weather too.
- Approximately, 300 prom-goers (along with their parents, grandparents, siblings, friends, etc.) from Maine West, Prospect, Elk Grove and Wheeling High Schools took advantage of Friendship Park Conservatory grounds and facility for prom photos, on two separate Fridays.

### Events:

- A free family event to “Meet our Bees.” June 8th
- Outdoor Adventure Camp for children ages 4-8 years of age begins on June 11
- June rentals include 1 wedding, 3 private rentals, 3 corporate groups, and 10 miscellaneous rentals. Six of these rental events will include bar a package.



## Business Services & Human Resources Report

### News & Updates:

- At the May Board Meeting, Merchant Processing Fees for the use of credit cards were discussed. Business Services committed to providing a report on these fees this month.
- In order to accept credit cards as a form of payment, both in-person at our facilities and online via WebStore, the Park District is charged Merchant Processing Fees that vary based on total activity. While these fees come at a cost, credit cards allow the District to operate more efficiently, especially with the rising popularity of WebStore.
- The Park District’s credit card processor is through Mt. Prospect State Bank, representing one component of the District’s overall banking relationship.
- Courtesy of GAI, a table presenting three full years of Merchant Processing Fees is displayed below. While the total dollars being processed via credit card have continued to rise, the average annualized fee has trended down.

<b>Mt. Prospect Park District</b>			
<b>Merchant Processing Fees By Year</b>			
	<b><u>2016</u></b>	<b><u>2017</u></b>	<b><u>2018</u></b>
<b>January</b>	\$345,656	\$408,783	\$473,295
<b>February</b>	\$381,746	\$389,450	\$399,834
<b>March</b>	\$400,106	\$411,929	\$439,725
<b>April</b>	\$351,827	\$361,328	\$467,735
<b>May</b>	\$504,886	\$528,934	\$554,489
<b>June</b>	\$549,706	\$600,772	\$543,006
<b>July</b>	\$425,540	\$480,889	\$486,678
<b>August</b>	\$480,173	\$549,742	\$538,491
<b>September</b>	\$413,072	\$446,012	\$430,972
<b>October</b>	\$337,751	\$363,707	\$348,026
<b>November</b>	\$212,548	\$226,162	\$242,226
<b>December</b>	\$308,597	\$303,186	\$256,675
<b>Total Activity</b>	<b>\$4,711,608</b>	<b>\$5,070,894</b>	<b>\$5,181,152</b>
<b>Annual Fee (Total)</b>	<b>\$81,838</b>	<b>\$86,179</b>	<b>\$85,160</b>
<b>Fee Percentage Avg.</b>	<b>1.74%</b>	<b>1.70%</b>	<b>1.64%</b>



**Staff Changes:**

- Alexander Valladares, PT-IMRF Center Director, moved to regular PT effective May 17th, 2019.
- Nick Troy, Director of Recreation, started on May 28th, 2019.
- Susan Adams, PT-IMRF Preschool Teacher, worked her last day on May 31st, 2019.

**H.R. by the Numbers: May 2019**

<b>New-Hires:</b>	<b>43</b>
<b>Payroll Changes</b> (to update or change employment status, pay-rate, or job-class):	<b>260</b>
<b>Criminal Background Checks</b> (including new-hires, volunteers and coaches):	<b>54</b>
<b>Workers' Compensation</b> (new and open claims):	<b>0</b>
<b>Unemployment Claims</b> (new claims):	<b>0</b>



## Parks & Planning Division

### Administrative Updates:

- Bids were opened for the Busse Park Playground Redevelopment on June 12. Recommendations will be presented at the June 26 Board Meeting.
- Lions Park suffered a power outage on Thursday, June 13. ComEd had to remove a portion of the public walk, just north of the Veterans Memorial, to repair the underground fault. Power was restored by the early morning of June 14.
- Brentwood Drive is currently under construction adjacent to the school and park. As a part of the new water main project, the City of Des Plaines will install a new public sidewalk along the north side of the park, a new concrete bleacher and port-a-potty pad.

### Buildings Department Updates:

- Installed garage door opener at WCMF
- Built oak table and recycling bin for the MPGC Club House
- Installed aerators at MPGC and Clearwater Park
- Painted portions of the pool floor at Big Surf
- Installed the refinished drop slide at Meadows pool
- Opened both outdoor pools on time for the 2019 season

### Fleet Services Department Updates:

- Replaced lighting control module on truck #34.
- Replaced main hydraulic line on Skyjack 4626, batteries, and solenoid.
- Replaced defective golf cart batteries under warranty.
- Realigned front cutting deck on Jac #3, replaced the limit switch.
- Installed a 4 corner strobe lighting system in truck #27.
- Performed safety inspections on trucks 1,24,25,V1,V4,38,15, and 39.

### Grounds Department Updates:

- Install dugout shades at Meadows, Lions, Busse, Friendship
- Playground repairs at Countryside, Frost, Sunrise, and swing repairs
- Clean up Lions park for Memorial day ceremony and summer events
- Install Clearwater sign
- Athletic field work. Paint all fields weekly and baseball/softball dragging when possible
- Daily parks mowing and trash removal

### Internal Work Orders Completed (All Departments):

At the time of this report, there have been approximately **328** internal work order requests submitted to the Parks and Planning division for completion in 2019.



# Community Relations & Marketing

## Marketing/Social Media

The preparation for summer began with a newly designed summer staff meeting format introduced by CR& M. The annual May meeting incorporated a panel discussion with former employees who are now working to serve the community in various capacities. Teacher Brie Kelly (former camp director), Officer Scott Filipek (camp counselor) and Commissioner Tim Doherty (part-time staffer) answered questions on best and worst days on the job, lessons learned and serving the customer. Staff feedback was very positive as the stories resonated with the team (both new staffers and veterans) and laid the groundwork for a summer of both fun and growth!

The combination of a new Go Green theme and early innovative marketing brought the 5K to its strongest numbers (229 runners) in recent years. Event yard signs were everywhere, including many on resident property to reach neighborhood runners. A record 11 vendors were on site for race day many of whom represented “green” issues such as recycling, solar energy and better home energy usage.

As summer moves into full gear, CR&M is encouraging residents to join us on Saturday, July 13 at 15 neighborhood parks for Pop Up Park Day! Park District staff will visit the parks between 10 and noon with giveaways for all who get outside to play! This event celebrates our 2019 theme of The Year of the Park which evolved from the Community Survey where 100% of survey respondents spent time in our neighborhood parks. The event is both a thank you and encouragement to continue to celebrate outdoor fun!

Strong marketing supported by a Facebook campaign and a Daily Herald Ad celebrating the Employee Team from MPPD winning the Daily Herald’s Fittest Loser Challenge resulted in a successful fitness member appreciation event on Saturday, June 8 at both RecPlex and CCC. There was lots of buzz for the June 8 bee event at FPC with Journal & Topics newspaper present for some great photos.

## Upcoming Events

The Mount Prospect Police Department sought District support in the use of Veterans Memorial Bandshell for a community movie night on Wednesday, June 26 where they will show Zootopia beginning at 8:30.

Electronic Media Results Analytics	
E-Newsletter Results	Sent on June 7
Open/Click Rates	25%/9%
Targeted Emails	<b>Summer Staff Meeting</b> Open Rate 88% <b>Go Green 5K Registration Reminder</b> Open Rate 28% <b>New Gymnastics Classes</b> Open Rate 61% <b>Member Appreciation Schedule</b> Open Rate 36%
Facebook	<b>Most Engaging Posts:</b> Susan Adams Retirement Outdoor Concerts Video Promo Lazy Triathlon Winner We-Go Park Water Balloon Fight/Pop Up Park Day Go Green 5K Race Start Video Big Surf Waves Opening Day Video



# JUNE 2019

## Community Relations & Marketing

### Fridays on the Green



### Go Green 5K & 1 Mile Family Fun Run



### Go Green 5K Marketing



**JUNE**

**SAT. 15 8 AM**

Lions Memorial Park, 411 S. Maple St. | [mppd.org](http://mppd.org)



**JUNE**  
**SAT. 15 8 AM**

Lions Memorial Park, 411 S. Maple St. | 847-640-1000

Run with us and take a stand  
**FOR THE LOVE OF GREEN!**  
Make a commitment to get moving and protect our earth for generations to come! A portion of your registration fee supports the Mt. Prospect Parks Foundation Tree Campaign.



**5K**

8am Start | \$25 per runner | 36928  
\$20 Early bird registration before June 1.  
All participants receive a race t-shirt.  
Professional Chip Timing & Instant Race Results.  
Top male and female finishers receive a \$100 cash prize.  
Top 3 male and female in each age category will earn a medal.  
Day of Registration 6:30-7:30am \$30

**1 Mile Family Fun Run (6+ years)**

9am Start | \$10 per runner | 36967  
All participants receive a ribbon and a race t-shirt.  
Day of registration 6:30-8:30am.  
5K runners are welcome to run in the Family Fun Run at no additional charge.



Register at [mppd.org](http://mppd.org) or [GoRegGo.com](http://GoRegGo.com)